

कार्यालय मुख्य निर्वाचन पदाधिकारी, मध्यप्रदेश

17, अरेरा हिल्स, पोस्ट बॉक्स नंबर 1164 भोपाल

दूरभाष- 2550488,2550446,2551282 फेक्स-0755-2555162

E-Mail: chiefelectoralofficermp@gmail.com, website: ceomadhyapradesh.nic.in

फा.क्र. 15/14/2019/2488
प्रति,

भोपाल, दिनांक 20.02.2019

कलेक्टर एवं
निर्वाचन अधिकारी,
समस्त, मध्यप्रदेश

विषय:-ट्रेनिंग एवं अवेयरनेस के लिए उपयोग किए गए ईव्हीएम एवं व्हीव्हीपीएटी में व्हीव्हीपीएटी की स्लिप को विनिष्टिकरण करने संबंधी निर्धारित प्रक्रिया के संबंध में।

संदर्भ:-भारत निर्वाचन आयोग का पत्र क्र 51/8/T&A/2018-EMPS दिनांक 9 अक्टूबर 2018 एवं पत्र क्र 51/8/INST/2019-EMPS दिनांक 7 फरवरी 2019

कृपया विषयांतर्गत भारत निर्वाचन आयोग के संदर्भित निर्देशों का अवलोकन करें। भारत निर्वाचन आयोग के पत्र दिनांक 09 अक्टूबर 2018 के द्वारा ट्रेनिंग एवं अवेयरनेस प्रोग्राम विस्तृत निर्देश के साथ एक निर्धारित मानक प्रक्रिया Annexure-A में निर्धारित की गई, जिसके अनुसार ईव्हीएम एवं व्हीव्हीपीएटी की ट्रेनिंग एवं अवेयरनेस प्रोग्राम का संचालन आपके द्वारा किया जा रहा है/होगा। इसी तारतम्य में ट्रेनिंग अवेयरनेस में उपयोग होने वाले व्हीव्हीपीएटी की पेपर स्लिप को विनिष्टिकरण करने के निर्देश 7 फरवरी 2019 के पत्र में प्रसारित किए गए हैं। पेपर स्लिप नष्ट करने के निर्देश निम्नानुसार हैं:-

1. ट्रेनिंग एवं अवेयरनेस प्रोग्राम के तहत जनरेट व्हीव्हीपीएटी की पेपर स्लिप पेपर श्रेडिंग मशीन के माध्यम से प्रतिदिन जिला निर्वाचन अधिकारी द्वारा अधिकृत राजपत्रित अधिकारी की उपस्थिति में नष्ट की जावेगी। प्रतिदिन विनिष्टिकरण की जाने वाली व्हीव्हीपीएटी की सभी स्लिप के बारे में ट्रेनिंग अवेयरनेस के नोडल अधिकारी से एक प्रमाण पत्र जिला निर्वाचन अधिकारी प्राप्त कर संधारित करेंगे।
2. जिला निर्वाचन अधिकारी आयोग के उक्त निर्देशों का जिले में पूर्ण पालन किए जाने संबंधी एक प्रमाण पत्र मुख्य निर्वाचन पदाधिकारी को मतदान के तीन दिवस पूर्व प्रेषित करेंगे।
3. ट्रेनिंग अवेयरनेस के नोडल अधिकारी तथा ट्रेनिंग अवेयरनेस के व्हीव्हीपीएटी की पेपर स्लिप के विनिष्टिकरण के लिए राजपत्रित अधिकारी को नियुक्त कर आयोग के निर्देशों का पालन सुनिश्चित करें/करावें।

उक्त निर्देश सर्व संबंधितों को अवगत करा दिए जाएं तथा पालन प्रतिवेदन इस कार्यालय को उपलब्ध कराना सुनिश्चित करें।


18.2.19

(संदीप यादव)

अपर मुख्य निर्वाचन पदाधिकारी
मध्यप्रदेश

पृ.क्र.15/14/2019/ 2489

भोपाल, दिनांक 20.02.2019

प्रतिलिपि-

1. श्री मधूसुदन गुप्ता, अवर सचिव, भारत निर्वाचन आयोग, निर्वाचन सदन, नई दिल्ली।
2. श्री अभिजीत अग्रवाल, संयुक्त मुख्य निर्वाचन पदाधिकारी, मध्यप्रदेश (स्वीप), की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु।
3. संभागीय आयुक्त, समस्त, मध्यप्रदेश की ओर आवश्यक कार्यवाही हेतु प्रेषित।



(संदीप यादव)

अपर मुख्य निर्वाचन पदाधिकारी
मध्यप्रदेश

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi 110001

No. 51/8/INST/2019-EMPS

Dated : 7th February, 2019

To,

The Chief Electoral Officers of
All States and Union Territories.

Sub:- Destruction protocol for VVPAT paper slips of VVPATs generated during the
Training and Awareness of EVMs and VVPATs - reg.

Sir,

I am directed to refer to the Commission's letter No. 51/8/T&A/2018-EMPS dated 9th October, 2018, whereby the Commission issued a detailed instruction on taking out EVMs and VVPATs for Training and Awareness purpose. The Commission has directed that all VVPATs paper slips generated during the training and awareness shall be destroyed using Paper Shredding Machine on a daily basis, in the presence of a Gazetted Officer duly nominated by the District Election Officer (DEO). A certificate shall be obtained from the Nodal Officer incharge of Training and Awareness exercise regarding the daily destruction of all VVPAT slips as per Commissions directions. Further, the DEO shall submit a Certificate to the respective Chief Electoral Officer on P-3 day for the entire district attesting the compliance of these instructions.

2. The above direction of the Commission shall be brought to notice of all concerned.

Yours faithfully,

(Madhusudan Gupta)
Under Secretary

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/T&A/2018-EMPS

Dated: 09th October, 2018

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: Taking out EVMS AND VVPATS for Training and Awareness purpose.

Sir/Madam,

In supersession of Commission's instructions No. 51/8/7/2017-EMS, dated 29th September, 2018, on the subject cited, I am directed to state that to ensure proper training and awareness on use of VVPATs with EVMs, the Commission has directed that after First Level Checking (FLC) of EVMs and VVPATs:


- (a) EVMs and VVPATs may be taken out for training and awareness purpose whenever needed even before first randomization subject to an upper ceiling of 10% of the total number of polling stations in the District.
- (b) There shall be no distinction between training and awareness EVMs/VVPATs to utilize maximum number of EVMs/VVPATs for training and awareness purpose inter-changeably.
- (c) Political Parties should necessarily be invited to witness this process from opening of Warehouse and re-sealing of warehouse after taking out the EVMs/VVPATs for training and awareness. Entire process to be videographed.
- (d) The list of such EVMs and VVPATs shall be given to the National and State Recognised Political Parties. This list shall also be shared with the candidates/their agents, as and when they are finalised.
- (e) Schedule of Awareness/Training shall be shared with Recognized National/State Political Parties.
- (f) Standard Operation Procedure (SoP) for Training (including demonstration and awareness program) of EVMs & VVPATs is enclosed at **Annexure-A**.
- (g) A list of probable risk during training & awareness is enclosed at **Annexure-B**
- (h) A sticker of Yellow colour mentioning "Training/Awareness" shall be affixed on such EVMs and VVPATs.

- (i) The abovementioned EVMs and VVPATs shall be stored in a separate designated warehouse, not below the sub-division headquarters level, with proper security and double lock-system, as is done for strong room having FLC-OK EVMs and VVPATs. The keys shall be kept with the two separate officers, nominated by DEO and shall not be below the rank of Tehsildar/Executive Magistrate.
- (j) The DEOs shall be directly responsible for the safety and security of these Training and Awareness EVMs and VVPATs.
- (k) Such EVMs and VVPATs shall be given only to the authorised officials deputed by the District Election Officer concerned.
- (l) The DEO shall ensure that the officials chosen for creation of EVM/VVPAT related awareness/IEC campaign, as well as those nominated for handling these EVMs and VVPATs must be comprehensively trained on the usage and functioning of the EVMs and VVPATs.
- (m) It shall be ensured that after the conclusion of daily training and awareness programs, these EVMs and VVPATs shall be stored in a secure Govt. Office/Govt. building only. If no such Govt. office/Govt. building is available, these EVMs and VVPATs shall be stored in the nearest block/tehsil headquarters under proper security. If there is no arrangement of security, the DEO shall provide the adequate security for these EVMs and VVPATs.
- (n) Proper log book shall be maintained.
- (o) In Assembly Constituencies having 100 or more polling stations, it shall be mandatory for the DEO to ensure that atleast 5% of the EVMs and VVPATs taken out for training and awareness purpose are re-introduced as Poll-day Reserve after de novo FLC, randomization, candidate setting etc carried out as per the extant instructions of the Commission. For Assembly Constituencies having less than 100 polling stations, the number of training/awareness EVMs and VVPATs to be re-introduced in the poll-day Reserve pool may be decided by the DEO as per the specific local requirement. In any case, effort must be made to ensure maximum machines from the training/awareness lot are re-introduced as Poll-day Reserve to optimize the utilization of machines for polls. The list of all such EVMs and VVPATs re-introduced in the Reserve poll shall

be duly shared with the political parties/candidates/their agents under proper acknowledgement.

- (p) It is reiterated that training and awareness EVMs/VVPATs shall be added to poll day reserve, only after following process of FLC, randomizations and Candidate Setting in the presence of political parties/contesting candidates/their agents.
- (q) FLC OK EVMs & VVPATs taken out for the abovementioned purpose, shall be marked 'Training and Awareness' in ETS also so that these EVMs and VVPATs cannot be used for Randomization.

Yours faithfully,


(Anoop Kumar)
Secretary

Copy to:

1. The Chairman-cum-Managing Director, Bharat Electronics Limited, Nagavara, Outer Ring Road, Bangalore-560045, Karnataka.
2. The Chairman-cum-Managing Director, Electronics Corporation of India Limited, Hyderabad, Andhra Pradesh.

SOP for Demonstration and Awareness programme on EVM & VVPAT

The following Protocol shall strictly be followed for Demonstration and Awareness programme on EVM & VVPAT.

- Only "FLC OK" units shall be used for demonstration and awareness campaign.
- It shall be ensured that only dummy Ballot Paper is used in the BU.
- The VVPAT shall have dummy symbols which should match with the symbols of the Ballot Paper.
- Demonstration shall not be given in an open area as the VVPATs have to be shielded from direct sunlight.
- During demonstration/awareness, Ballot Unit and VVPAT shall be kept together so that voters can see the printed paper slip in VVPAT.
- Voters should be explained about the process using EVM with VVPAT and also informed about the use of VVPAT with EVM in elections.
- A Register should be maintained to record votes and signatures of all the participants on daily basis in the demonstration process.
- At the end of demonstration, the electronic result of the CU shall be cleared & VVPAT slips shall be removed from the VVPAT drop box. Further, it has to be ensured that on the next day the same process is repeated.
- Proper Security arrangement shall be made for movement of EVMs/VVPATs and awareness centres.

PROBABLE RISKS

- Non-Uploading of 16 candidates (including NOTA) Dummy Symbols in the 1% VVPATs used for testing with 4-BUs having 64 dummy symbols (including NOTA). Hence, before using for awareness purpose, ensure that VVPAT slips print as per dummy ballot papers.
- Irregularity on use of Dummy Symbols. Hence, before using for awareness purpose, ensure that VVPAT slips print as per dummy ballot papers.
- In case of M3 EVMs, M3 VVPATs should be connected at the time of commissioning of the EVMs otherwise EVM will not accept a VVPAT at a later stage. Hence, for awareness purpose candidate setting in M3 EVMs should be done using Ballot Unit and VVPAT.
- Lock paper roll when transporting the VVPAT from one place to another. Otherwise, VVPAT may go into error mode.
- Do not switch on the VVPAT in broad daylight or directly under a bulb or halogen lamp at the time of awareness as the VVPAT may go into error mode. Hence, ensure that awareness on EVM and VVPAT shall be done in shaded/closed area.
- Do not repeatedly switch ON and OFF the VVPAT as it will deplete the battery as well as paper roll.
- Switch OFF the CU when connecting or disconnecting the EVMs/VVPATs and do not pull the cable for disconnecting.
- Non adherence of SOP on Awareness of EVMs and VVPATs.