

# कार्यालय मुख्य निर्वाचन अधिकारी, उत्तर प्रदेश।

चतुर्थ तल विकास भवन, जनपथ मार्केट, लखनऊ-226001

संख्या: 600/सीईओ-3-96/3-2017 लखनऊ: दिनांक: 19 अगस्त, 2021  
सेवा में,

समस्त जिला निर्वाचन अधिकारी,  
उत्तर प्रदेश।

विषय: **Poll Day Report from Presiding Officers on EVMs and VVPATs-  
Regarding.**

महोदय,

उपर्युक्त विषय पर कृपया भारत निर्वाचन आयोग के पत्र संख्या-51/8/7/2020 /EMS, दिनांक-13.08.2021 (छायाप्रति संलग्न) का सन्दर्भ ग्रहण करने का कष्ट करें।

2- उक्त पत्र के माध्यम से भारत निर्वाचन आयोग द्वारा मतदान के दिन पीठासीन अधिकारियों द्वारा प्रेषित की जाने वाली रिपोर्ट के संदर्भ में 05 प्रारूप (Part-I, Part-II, Part-III, Part-IV and Part-V) उपलब्ध कराते हुये संबंधित सूचनायें उपलब्ध कराने हेतु निर्देशित किया है। आयोग के पत्र में अंकित प्रारूप एवं भेजी जाने वाली सूचना का संक्षिप्त विवरण निम्नवत है:-

- **पार्ट-I (Mock Poll Certificate)** मतदान के दिन मॉक पोल पूर्ण होने के उपरान्त भरी जायेगी।
- **पार्ट-II (Replacement of Power Pack of the Control Unit)** यह प्रारूप जब कभी कन्ट्रोल यूनिट का पावर पैक बैटरी रिप्लेस किया जायेगा, के समय भरा जायेगा।
- **पार्ट-III (Pressing of Close Button after completion of Poll Certificate)** यह प्रारूप मतदान पूर्ण होने के उपरान्त भरा जायेगा।
- **पार्ट-IV (EVM/VVPAT replacement Report, if replaced during Mock Poll)** यह प्रारूप मॉक पोल के दौरान यदि कोई BU/CU/VVPAT रिप्लेस की गयी है तो भरा जायेगा।
- **पार्ट-V (EVM/VVPAT replacement Report, if replaced during Actual Poll)** यह प्रारूप वास्तविक मतदान के दौरान यदि कोई BU/CU/VVPAT रिप्लेस की गयी है तो भरा जायेगा।


3- आयोग के निर्देशानुसार Part-I, Part-II and Part-III से संबंधित सूचना पीठासीन अधिकारी द्वारा एक लिफाफे(पत्र में अंकित मुद्रित लिफाफा) में रखकर ई0वी0एम0, वी0वी0पैट एवं अन्य निर्वाचन सामाग्रियों के साथ कलेक्शन सेन्टर पर जमा किया जायेगा।

Part-IV and Part-V से संबंधित पीठासीन अधिकारी की रिपोर्ट सेक्टर आफिसर्स द्वारा, जब कभी कोई मशीन रिप्लेस होगी, एकत्र किया जायेगा। सेक्टर आफिसर्स द्वारा उक्त रिपोर्ट रिटर्निंग आफिसर को प्रस्तुत/उपलब्ध कराया जायेगा।

तदनुसार भारत निर्वाचन आयोग से प्राप्त उक्त निर्देश दिनांक-13.08.2021 की छायाप्रति संलग्न कर भेजते हुये मुझे यह कहने का निदेश हुआ है कि कृपया आयोग के संलग्न पत्र में उल्लिखित दिशा-निर्देशों का भलीभांति अध्ययन करते हुये समस्त रिटर्निंग आफिसर, नोडल अधिकारी ई0वी0एम0 एवं अन्य सभी संबंधित के संज्ञान में लाते हुए आयोग के निर्देशों का कड़ाई से अनुपालन सुनिश्चित कराने का कष्ट करें। साथ ही कृपया प्रशिक्षण के दौरान सेक्टर ऑफिसर्स, पीठासीन अधिकारियों तथा मतदान कार्मिकों को भी आयोग के उक्त निर्देशों से अवगत कराया जाना सुनिश्चित किया जाये।

संलग्नक: यथोक्त।

भवदीय,

  
(उमेश चन्द उपाध्याय)  
उप मुख्य निर्वाचन अधिकारी

संख्या: 600 (1)/सी0ई0ओ0-3 तददिनांक।

प्रतिलिपि संलग्नक सहित निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

1. सचिव, भारत निर्वाचन आयोग, निर्वाचन सदन, अशोक रोड, नई दिल्ली।
2. समस्त मण्डलायुक्त, उत्तर प्रदेश।
3. समस्त उप जिला निर्वाचन अधिकारी, उत्तर प्रदेश।
4. समस्त अधिकारी/अनुभाग, कार्यालय मुख्य निर्वाचन अधिकारी, उ0प्र0।
5. प्रभारी कम्प्यूटर कक्ष को वेबसाइट पर अपलोड करने हेतु।

  
(उमेश चन्द उपाध्याय)  
उप मुख्य निर्वाचन अधिकारी

# ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/7/2020-EMS

Dated: 13<sup>th</sup> August, 2021

To

The Chief Electoral Officers of  
All States and Union Territories.

**Subject: Poll Day Report from Presiding Officers on EVMs and VVPATs- Regarding.**

Madam/Sir,

In supersession of the Commission's letter No. 51/8/7/2020-EMS, dated 25<sup>th</sup> August, 2020. I am directed to forward herewith a Presiding Officer's Report Format to be obtained from the Presiding Officers on Poll Day.

- a) **Part-I (Mock Poll Certificate):** To be filled after completion of mock poll on Poll Day.
- b) **Part-II (Replacement of Power Pack of the Control Unit):** To be filled whenever Power Pack of the Control Unit is replaced.
- c) **Part-III (Pressing of Close Button after completion of Poll Certificate):** To be filled after completion of Poll.
- d) **Part-IV (EVM/VVPAT replacement Report, if replaced during Mock Poll):** To be filled during Mock Poll, if any Balloting Unit/Control Unit/VVPAT replaced.
- e) **Part-V (EVM/VVPAT replacement Report, if replaced during Actual Poll):** To be filled during Actual Poll, if EVM and VVPAT replaced.

#### Collection of Presiding Officer's Report

(i) Part-I, Part-II and Part-III of the Presiding Officer's Report shall be kept in an envelope. Details to be printed on envelope:

<b>Name of election:</b> ..... (to be pre-printed)
<b>No. and Name of AC/AS:</b> ..... (to be pre-printed)
<b>No. and Name of PC:</b> ..... (to be pre-printed)
<b>Polling Station No:</b> .....

The Presiding Officer shall deposit the said envelope alongwith EVM, VVPAT and other election material at Collection Centre.

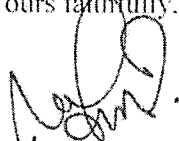
(ii) Part-IV and Part-V of the Presiding Officer's Report shall be collected by the Sector Officer, whenever any replacement is done. Sector Officers shall submit the said Reports to the Returning Officer.



2. Returning Officers shall ensure that the above instructions are strictly followed and the reports are properly filled and signed. Presiding Officers shall also be cautioned to fill proper error code, like, 2.6-cutter error/2.7-fall error and also to mention beep sound is heard or not, busy lamp of CU keeps glowing etc. Non-compliance of the same shall lead to disciplinary action against them.
3. After completion of poll, Returning Officers shall go through the Presiding Officers' Reports and identify such polling station(s) well before counting of votes.
4. The District Election Officers shall ensure that during training on EVMs and VVPATs to Presiding Officers and Polling Parties, they shall be sensitized on the seriousness to follow laid down SoP and to record errors codes with utmost care, as well as record any unusual event or mistake comprehensively in their reports.
5. The District Election Officers shall also ensure to intensify voter awareness so that every voter is aware that they need to check the VVPAT window to confirm that the VVPAT slip was printed and necessarily report to the Presiding Officer if the VVPAT does not print or the beep sound was not heard.
6. Before the first voter signs in Form-17A (Register of Voters), the Polling Officer-I shall check with the Presiding Officer and record in **ink** in Form-17A that "**Total in the Control Unit checked and found to be zero**".

The above instructions shall be brought to the notice of all concerned for strict compliance and the same shall also be emphasized during training of polling personnel and Sector Officers.

Yours faithfully,

  
(Madhusudan Gupta)  
Secretary

# PRESIDING OFFICER'S REPORT

## PART-I: MOCK POLL CERTIFICATE

**Name of election:**..... (to be pre-printed)

**No. and Name of AC/AS:** ..... (to be pre-printed)

**No. and Name of PC:** ..... (to be pre-printed)

**Polling Station No:**.....

(a) Conduct of mock poll and verification of mock poll data

S. No.	Name of the Candidate (Name of Candidates including NOTA to be pre-printed)	Number of votes cast during mock poll	Number of votes displayed in CU on checking the result	Number of VVPAT printed Paper slips against candidates	Result displayed in CU & Printed Paper Slips count tallied with each other (YES/NO)	Signature of polling agents with party abbreviation/In dependent
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
	NOTA					
	TOTAL					

(b) 'CLEAR' button on the Control Unit has been pressed to clear mock poll data (Yes/No)

If Yes, then write the above sentence in ink.

.....  
 .....

(c) All paper slips taken out from VVPAT after mock poll (Yes/No)

(d) Empty VVPAT shown to all polling agents (Yes/No)

(e) Before actual poll ensure that no printed paper slip is in VVPAT Drop Box and shown to polling agents (Yes/No)

(f) 'TOTAL' button on the Control Unit has been pressed to show total vote '0' to polling agents (Yes/No)



(g) Mock poll VVPAT slips stamped with 'MOCK POLL SLIP' and sealed in black envelope/biodegradable opaque plastic pouch and then sealed in plastic box with Pink Paper Slip (Yes/No)

(h) Following witness Mock Poll and certify that mock votes tallied and that the mock votes erased from CU after mock poll:

S. No.	Name of Polling Agent	Name of Party	Name of Candidate	Signature of Polling Agent

(i) Time display on the Control Unit is.....minutes more/less than Indian Standard Time (IST), if any.

(j) Signature of Micro-Observer (if posted at the polling station)

*Name and signature of the Presiding Officer*

(l) It is, hereby, certify that before commencement of actual poll, ' TOTAL' button of the Control Unit has been pressed in the presence of all polling officials to ensure that 'Total Vote is 0'. Tick the appropriate observation:

(i) Control Unit shows total vote '0'

OR

(ii) Control Unit shows total vote more than '0' (means mock poll votes not cleared), hence, clear the mock poll data.

*(Signature of Presiding Officer)*

Following witness the above process and certify that mock votes erased from the Control Unit and mock poll VVPAT slips removed from the VVPAT before start of actual poll:

S. No.	Name of Polling Officer	Signature



## PRESIDING OFFICER'S REPORT

### PART-II: POWER PACK REPLACEMENT IN CU

**(TO BE FILLED DURING MOCK POLL, POLL & AFTER  
COMPLETION OF POLL DEPENDING ON CASE/SITUATION)**

**Name of election:**..... (to be pre-printed)  
**No. and Name of AC/AS:** ..... (to be pre-printed)  
**No. and Name of PC:** ..... (to be pre-printed)  
**Polling Station No:**.....

(a) Details of replacement of Power Pack of the Control Unit during mock poll/actual poll (strike out which one is not applicable)

- (i) Unique ID of Control Unit:.....
- (ii) Reason for replacement of Power Pack of the Control Unit:.....  
.....
- (iii) Unique ID of old address tag that was cut by the Presiding Officer to replace the Power Pack of the Control Unit:.....
- (iv) Unique ID of new address tag used by the Presiding Officer to seal the Battery Section of the Control Unit:.....

(b) Following polling agents witness the replacement of power pack from the Control Unit:

S. No.	Name of Polling Agent	Name of Party	Name of Candidate	Signature of Polling Agent

Repeat the above information in same format, if multiple replacements happen.

Signature of Presiding Officer

Signature of Sector Officer



## PRESIDING OFFICER'S REPORT

### PART-III: PRESSING OF CLOSE BUTTON AFTER COMPLETION OF POLL

Name of the Election : ..... ( to be pre-printed)  
 No. & Name of the AC/AS : ..... (to be pre-printed)  
 No. & Name of the PC : ..... (to be pre-printed)  
 Date of Poll : ..... (to be pre-printed)  
 Number & Name of Polling Station : .....

It is certified that I have pressed the "Close Button" of the Control Unit at the end of poll in the presence of the following:

S. No.	Name & Designation of the Polling Officer	Signature

S. No.	Name of the Polling Agent	Name of the Party/Independent	Name of the Candidate	Signature of the Polling Agent

Signature of the Presiding Officer





## PRESIDING OFFICER'S REPORT

### PART-IV: EVM/VVPAT REPLACEMENT

**(TO BE FILLED DURING MOCK POLL, IF THERE IS ANY REPLACEMENT)**

**Name of election:**..... (to be pre-printed)

**No. and Name of AC/AS:** ..... (to be pre-printed)

**No. and Name of PC:** ..... (to be pre-printed)

**Polling Station No:**.....

1. (a) Details of Electronic Voting Machine and VVPAT used-

(BU- Balloting Unit, CU- Control Unit and VVPAT- Voter Verifiable Paper Audit)

S.No.	Particulars	BU	CU	VVPAT	Signature of Sector Officers in case of replacement
1	Unique ID of units given at the time of dispersal				
2	(a) Tick (√) which one found non-functional during mock poll				
	(b) Reason for non-functioning <i>(mention error/code noticed in CU)</i>				
3	Unique ID of unit(s) given as replacement during mock poll				

- (b) Following polling agents witness the replacement process:

S. No.	Name of Polling Agent	Name of Party	Name of Candidate	Signature of Polling Agent

(Signature of Presiding Officer)



## PRESIDING OFFICER'S REPORT

### PART-V: EVM/VVPAT REPLACEMENT

(TO BE FILLED DURING POLL & AFTER COMPLETION OF POLL  
DEPENDING ON CASE/SITUATION)

Name of election:..... (to be pre-printed)

No. and Name of AC/AS: ..... (to be pre-printed)

No. and Name of PC: ..... (to be pre-printed)

Polling Station No:.....

(a) Replacement of EVM and VVPAT during actual poll process

S.No.	Particulars	BU	CU	VVPAT
1	(a) Unique ID of unit(s) found non-functional during actual poll			
	(b) Time of occurrence of defects			
	(c) No. of votes recorded in the Control Unit by the time the unit(s) got non-functional			
	(d) Reason for non-functioning <i>(mention error/code noticed in CU)</i>			
	(e) Beep Sound is heard	Yes/No		
	(f) Unique ID of new unit(s) provided as replacement			
	(g) Time of re-starting poll			
2	Remarks, if any			

(b) Following polling agents witness the replacement process during actual poll:

S. No.	Name of Polling Agent	Name of Party	Name of Candidate	Signature of Polling Agent

Repeat the above information in same format, if multiple replacements happen.

Signature of Presiding Officer

Signature of Sector Officer

