

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/VVPAT/2019-EMS

Dated: 23rd September, 2019

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: Disposal of VVPAT printed paper slips- regarding.

Madam/Sir,

I am directed to refer to the Commission's letter No. 51/8/INST/2019-EMPS, dated 7th February, 2019, whereby the Commission prescribed the protocol for destruction of all VVPAT paper slips generated during the training and awareness using Paper Shredding Machine on a daily basis. Some queries have been received from the field regarding retention and disposal of VVPAT paper slips generated during various election related process viz. First Level Checking of EVMs & VVPAT, commissioning of EVMs & VVPATs, mock poll on poll day and actual poll. The Commission has considered the matter and it is directed that the following Standard Operating Protocol shall be followed for retention and disposal of VVPAT printed slips:

- (1) **VVPAT paper slips generated during First Level Checking** shall be disposed off by using Paper Shredding Machine on daily basis in the presence of FLC Supervisor appointed by the District Election Officer.
- (2) **VVPAT paper slips generated during commissioning of EVMs and VVPATs** shall also be disposed off by using Paper Shredding Machine on daily basis in the presence of Returning Officer/Assistant Returning Officer.
- (3) **For retention and disposal of VVPAT paper slips generated during mock poll on poll day and actual poll**, the following protocol shall be followed:
 - (a) VVPAT paper slips pertaining to mock poll on poll day and actual shall be retained till Election Petition period i.e. 45 days from the date of declaration of result.
 - (b) After completion of Election Petition period, the CEO/DEO shall immediately obtain within 7 days the status of Election Petition or Court Case from the competent court.
 - (c) If any Election Petition or Court case is pending, the VVPAT paper slips pertaining to mock poll and actual poll shall be kept in the custody of District Election Officers till final disposal of Election Petition or Court Case.
 - (d) If no Election Petition or Court case is pending, the VVPAT paper slips pertaining to mock poll and actual poll shall be disposed off as per following procedure:

(i) VVPAT paper slips may be disposed off by using Paper Shredding Machine within seven days of the order of District Election Officer..

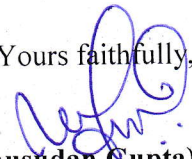
(ii) The above shredding shall be done in the presence of a Gazetted Officer duly nominated by the District Election Officer concerned in the format attached as **Annexure-I**.

(iii) The District Election Officers shall submit a certificate in the format attached as **Annexure-II**, to the Chief Electoral Officer concerned in this regard within 15 days of confirmation of Election Petition status.

(iv) The Chief Electoral Officers shall submit a consolidate certificate in the format attached as **Annexure-III**, to the Commission within 30 days of confirmation of Election Petition status.

The above instructions shall be brought to the notice of all concerned for strict compliance.

Yours faithfully,



(Madhusudan Gupta)
Under Secretary

Annexure-I

Appointment of Officer for shredding VVPAT slips

It has been confirmed that no EP/Court Case is pending with regard to election _____(Name of Election). I hereby nominate Smt./Sh.....(name and designation), Officer incharge responsible to shred VVPAT Paper slips pertaining to mock poll and actual poll _____(Name of election).

The Officer shall submit a certificate that all VVPAT paper slips pertaining to mock poll and actual poll of(name of election) have been shredded by using Paper Shredding Machine in his/her presence, within 7 days of issuing of this order.

By Order,

(District Election Officer)
Name of District:.....

Annexure-II

Certificate

I,....., District Election Officer,....., hereby, certify that all the VVPAT paper slips pertaining to mock poll and actual poll of(name of election), which are not involved in any Election Petition or Court Case, have been shredded out as per Commission's letter No. 51/8/VVPAT/2019-EMS, datedSeptember, 2019.

I, further certify that all the VVPAT paper slips pertaining to mock poll and actual poll of(name of election, if any), which are involved in Election Petition..... or Court Case, have been kept, as per the Commission's instructions.

(District Election Officer)
Name of District:.....



Certificate

I, hereby, certify that certificates regarding disposal of all the VVPAT paper slips pertaining to mock poll and actual poll of(name of election), which are not involved in any Election Petition or Court Case, have been received from all District Election Officers in the State.

VVPAT paper slips pertaining to mock poll and actual poll of(name of election) of the following district(s), have not been disposed of due to pendency of Election Petition or Court Case:

- 1.....
- 2.....
- 3.....

(Chief Electoral Officer)
Name of State/UT:.....

