

-24-

E-mail
STATE ELECTION COMMISSION, HARYANA
NIRVACHAN SADAN, PLOT NO.2, SECTOR-17,
PANCHKULA.

No.SEC/3E-II/2016/500-520

Dated : 08.01.2016

To

All the Deputy Commissioners-cum-
District Election Officers (Panchayat),
in the State of Haryana.

Subject:- Election of Panchayat Samiti and Zila Parishad, 2016--Safe custody
of ballot boxes/ EVMs after poll.

Sir/Madam,

I am directed to refer on the subject cited above and to request you to follow the instructions strictly in the ensuing general election of Panchayati Raj Institutions.

2. As you are aware that counting of votes of Panchayat Samiti and Zila Paishad will take place on 28.01.2016. Therefore for the safe custody of EVMs/ballot boxes after poll, the State Election Commission further directs that :-

- (i) All Presiding Officers or Collecting parties should deposit the EVMs/ballot boxes, election papers and materials at the storage centers duly specified by the District Election Officer (Panchayat) without any delay. Any officer who defaults in this respect will make himself liable to disciplinary action.
- (ii) You should earmark inside the storage room or building, specified parts of the floor space in the form of squares in advance for stacking the EVMs/ballot boxes received from particular polling stations. The arrangements for this purpose should follow the serial numbers of polling stations.
- (iii) All ballot boxes/EVMs received from one polling station must invariably be kept together at one place on the same square. The ballot paper account and the paper seal account of each polling station should be kept on top of the EVM/ballot boxes pertaining to the polling station.
- (iv) Sufficient space should be left between rows of EVMs/ballot boxes as they are being stacked so that other boxes received subsequently out of turn (from the point of view of serial numbers of the polling stations) may be kept at their appropriate allotted space without the necessity of having to shift any of the EVM/ballot boxes received and stacked earlier in point of time.

- (v) It should be ensured that immediately after all the EVM/ballot boxes have been received and stored, the room is locked and sealed forthwith. If any of the contesting candidates so desires, he/she may be permitted to post an agent to keep watch at the place where the EVM/ballot boxes are stored pending the counting. Each candidate may be permitted to nominate agents for this purpose. However, only one of such agents will be allowed to be present for keeping watch at any given point of time. The candidate should specifically authorize one of the agents to affix his seal (in addition to the seal that may be affixed by you) on the doors and windows of the storage place. The candidates should give full particulars of the agents so authorized by them in order to facilitate the verification of their identity. There will be no objection if you or the police authority, under whose charge the storage centre is kept, get the photograph of such agents taken at government expense. In order to avoid over-crowding near the storage place and as a measure of safeguard against any possible damage to storage place, the agents keeping vigil may be kept at a reasonable distance from the storage place. But they should be kept at such a place from where they have clear and unhindered view of the storage room/hall so that there is no allegation that they could not keep proper watch of the storage place.
- (vi) It should be ensured that after the storage room/hall is locked and sealed, no one is allowed to go inside till the morning of the day & time fixed for counting. If during this interval, for some unavoidable reasons, the room has to be opened, you should call the candidates or their authorized representatives and open the room in their presence and immediately after the purpose for which the room is opened is over, the room should be locked and sealed again. The candidates or their representatives should again be allowed to seal the door and windows.
- (vii) There should a logbook at every storage center. In the logbook the name and address of the person, purpose of entry, time of entry, time of exit should be entered alongwith the signature of the guards in the presence of a responsible official. The entry should be with proper permission of Returning officer concerned. Those officer(s) who visit to inspect the position of the storage center should also sign the logbook alongwith date & time and record their observation.
- (viii) A team of senior officers including Police Officer shall be constituted by the Deputy Commissioner-cum-District Election Officer (Panchayat) who shall visit the storage centers minimum two times morning and evening daily.
- (ix) Necessary fire fighting equipments around all strong rooms will be provided.
- (x) After poll, two tier securities for strong rooms shall be provided.

- (xi) Deputy Commissioner-cum-District Election Officer (Panchayat) and Superintendent of Police will be responsible for any lapse in arrangements and security of ballot boxes/EVM.
- (xii) The proper arrangements for counting of votes of Panchayat Samitis and Zila Parishad to be held on 28.01.2016 should be made. If you are satisfied and feel necessity of barricading for this purpose, then the same may be got done but it may be ensured that the minimum possible expenditure is incurred on the barricading.
- (xiii) According to the instructions issued by the Commission (1) the metal seal of the Presiding Officer and (2) the arrow cross mark rubber stamp for marking the ballot papers used at the polling station will be put by the Presiding Officer inside the second bigger envelope containing non statutory items. Before placing them inside the bigger envelop, these items of election materials should be first put inside separate envelops on the outside of which the names of the articles should be super scribed and you should arrange to collect the packets containing these articles and deliver them as soon as may be practicable after the poll to the District Election Officer (Panchayat) for safe custody. These articles, after they are returned by the Presiding Officers and duly accounted for, can be used at any subsequent election, if still serviceable.

Yours faithfully


(Parmal Singh)

Asstt. State Election Commissioner, Haryana,
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