



TRAINING TO SECTOR OFFICERS

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The readers are advised to read & follow the updated instruction materials available on website of ECI (eci.gov.in)

ABBREVIATIONS

ARO	Assistant Returning Officer	MCC	Model Code of Conduct
ASD	Absent, Shifted, Expired & Duplicate	NBW	Non Bailable Warrant
ASI	Assistant Sub Inspector	PASA	Prevention of Anti-Social Activities Act
ATR	Action Taken Report	PCCP	Patrolling-cum-collecting parties
CAP	Central Armed Police Force	PI	Police Inspector
CEO	Chief Electoral Officer	PS	Polling Station
DEO	District Election Officer	RO	Returning Officer
DM	District Magistrate	SDM	Sub Divisional Magistrate
DSP	Deputy Superintendent of Police	SDP	Sub Divisional Police Officers
ECI	Election Commission of India	SO	Sector Officer
EPI	Electoral Photo Identity Card	SP	Superintendent of Police
LIB	Local Intelligence Bureau	TDO	Taluka Development Officer
LOR	Law and Order	UT	Union Territory
LWE	Left Wing Extremism	VM	Vulnerability Mapping

SECTOR

- **WHAT IS A SECTOR ?**

- Sector is a cluster of 10-12 polling stations or 4-5 Polling Station Location within a single AC / AS.
- Sector should have geographical contiguity and must be coverable by a manageable route and cover all of them within 1-2 hours.
- Sectors are constituted well in advance in consultation with the police in order to make it in-line with the police sector.
- Sectors should have convenient communication network for mobility.
- The routes of polling stations/locations are plotted on Sector map
- Sector map is also plotted on the Constituency map.
- SO are provided with both Sector Map and Constituency Map

SECTOR OFFICER

- **WHO IS SECTOR OFFICER ?**

- From the pool of State / Central Govt. officers
- Appointed by the DEO 4 months before poll date
- Perform important role in election management
- Link between Presiding Officers/Polling Parties, Returning Officers and District Election Officers
- Usually in charge of 10-12 polling stations locations.
- Conferred as Sector Magistrates during specific period
- Duty starting from announcement of election schedule till completion the poll
(Pre poll, poll day and post poll activities)

TRAINING TO SECTOR OFFICER

- Trained jointly with Sector Police Officer in following:
 - Electoral roll of each of the PS to enable them to contact electors of every section in the part.
 - Polling Station wise Assured Minimum Facilities.
 - Voter Turnout (in last two general elections)
 - Elector Gender ratio
 - MCC violation cases (in last two general elections)
 - A route map of their assigned area, giving broad layout and location of Polling Stations falling in their sector.
 - **VM-1 report generated by DEO ([Format VM-1](#))**

DUTIES OF S.O.

- Identify vulnerable hamlets and electors as per the prescribed norms:
 - Ensure that measures are deployed to provide a level playing field
 - Create a conducive environment for electors to vote without fear or favor.
- To familiarize with every nook and corner of their polling locations and the catchment area of the polling stations.
- Generate awareness amongst the voters on: EVM/VVPAT, EPIC coverage, Helpline numbers, PSLs, Voter Information slip distribution, jurisdiction of voters, etc.
- Ensure that Polling Party & polling material reach PS safely, report any missing members and also report on arrival of PP at PS.
- Visits all PSs in their sector to ensure replacements of EVM/VVPAT, etc. during mock poll.
- Give reports on Mock Poll and Poll commencement reports to RO
- RO shuttles between the assigned PSs & should be available to all their PrO ensuring that polling happens in fair and free manner.
- RO ensures that voters are not obstructed from reaching their polling stations.

S.O. and Polling Party

- SO to ensure that Polling party are not unduly held up at dispatch centre.
- Must send all confirmatory reports such as safe arrival of polling party at PS.
- Should attend all the training sessions for Polling Parties.
- Must get acquainted with the procedural details of conduct of poll.
- Ensures that polling party & security forces are tracked closely.
- Report any missing team/member of a team to the RO immediately.
- Polling party at the polling stations are taken care of.
- Ensures that PrO Diaries are properly written.
- EVM/VVPAT and all documents are deposited properly at the Receiving Centre
- Share mobile numbers with all the Polling Teams in their sector.
- Should be updated about the latest updated instructions of ECI.

DUTIES OF SECTOR OFFICER

PRE – POLL RESPONSIBILITIES

POLL DAY RESPONSIBILITIES

POST POLL RESPONSIBILITIES

THANK YOU

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Format VM – 1

Information on each Sector to be provided by DEO to SO before undertaking the VM exercise

1.	Number of election offences registered in the last parliamentary elections in the AC/Sector (give details wherever required)
2.	Number of election offences registered in the last assembly election in the AC/Sector (give details wherever required)
3.	Number of election offences registered in the last local body election in the AC/Sector (give details wherever required)
4.	Number of serious criminal offences, caste conflicts, and communal incidents registered in the area, if any, in the last one year (give details wherever required)
5.	Model code of conduct violations if any in the last parliamentary election (give details wherever required)
6.	Model code of conduct violations if any, in the last assembly elections (give details wherever required)
7.	Number of incidents of cash/kind seized/intercepted by FSTs/SSTs in the last parliamentary election (Give details whenever required) and details of expenditure sensitive pockets in the last parliamentary election

Format VM – 1

Information on each Sector to be provided by DEO to SO before undertaking the VM exercise

- | | |
|-----|---|
| 8. | Number of incidents of cash/kind seized/intercepted by FSTs/SSTs in the last assembly election (Give details whenever required) and details of expenditure sensitive pockets in the last assembly election. |
| 9. | Details of re-poll if any in the last general election of parliament or assembly or any bye-election |
| 10. | Details of Prohibition laws related cases in the last parliamentary/assembly and local elections. |
| 11. | Names of persons from AC/Sector currently under externment / detention. |
| 12. | No. of cases & details of important cases registered in the area under relevant State Excise Act:
<ol style="list-style-type: none">1. In the last parliament election.2. In the last Assembly election3. In the last one year |
| 13. | Arms related information |
| 14. | Details of cases violating the Narcotic Drugs and Psychotropic Substances Act |

Format VM – 1**Information on each Sector to be provided by DEO to SO before undertaking the VM exercise**

15. List of warranties of area in election related cases.

16. List of habitual offenders (with details of crime) of that area

17. Details of pre-poll complaints if any related to electoral rolls of the AC/sector

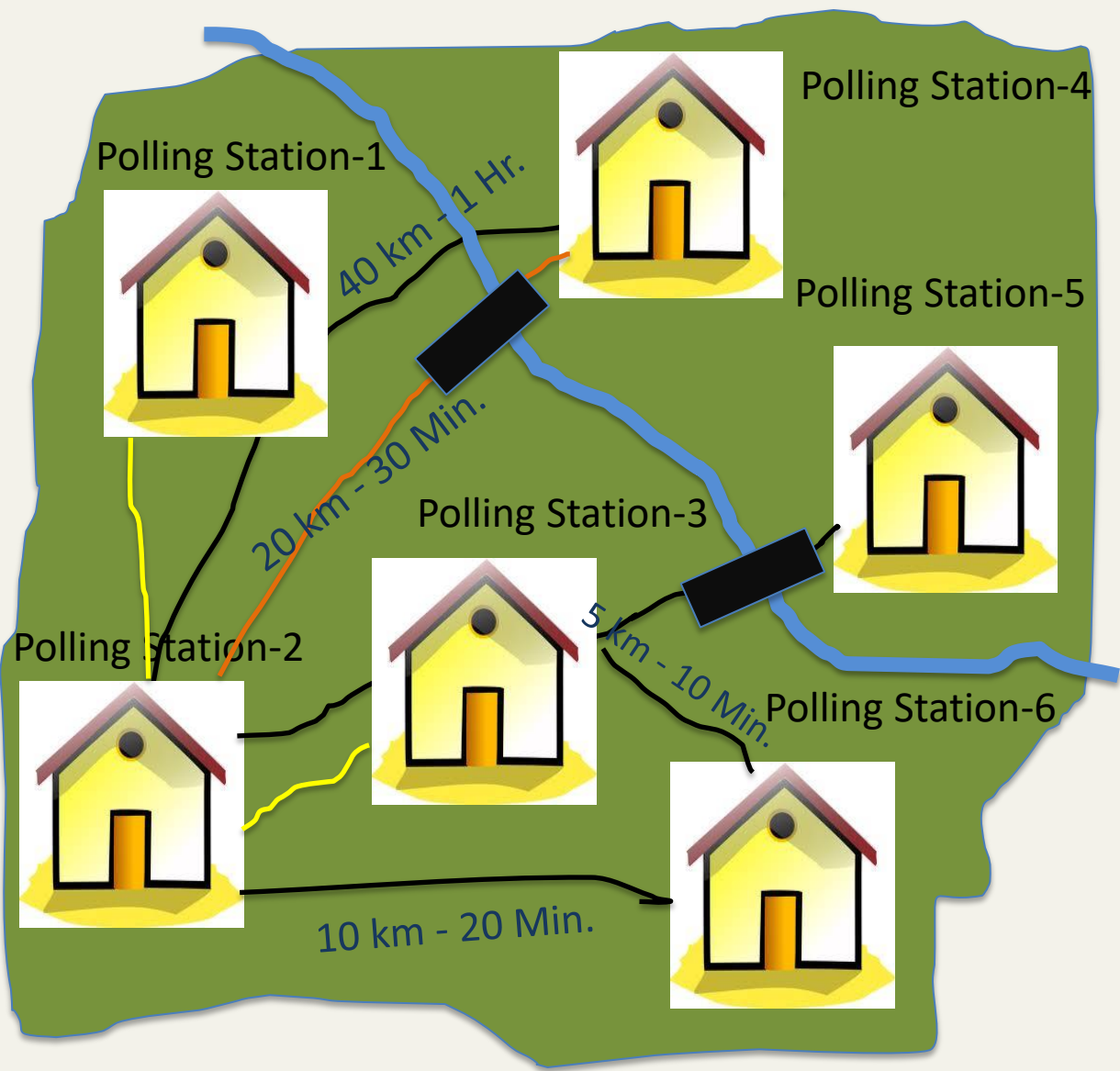
18. Details of any other pre-poll complaints

19. Information regarding more than normal migration in the last 06 months to and from the AC/Sector, if any

20. Voter turnout and % in the last Parliamentary elections along with voter turnout details of allocated Polling Stations:
Male:
Female:
Overall:

21. Voter turnout and with % in the last assembly elections along with voter turnout details of allocated Polling Stations:
Male:
Female:
Overall:

SECTOR MAP



Various Routes to reach PS

Alternative routes to reach PS

Various Shortest Routes to reach PS

Road Condition, River, Bridge, etc.

Distances & approx time to reach

PRE POLL RESPONSIBILITIES

- | | |
|----|---|
| 1. | Physically verify if route plotted on map is navigable and ensure the approach and accessibility (road, bridges, culverts) of all the PSs and if required, suggest changes. |
| 2. | Wide publicity to be given to new Polling Stations and ensure that infrastructure and AMF is available in such PS. |
| 3. | Physical verification report of the PSs will have to be submitted by SO in ANNEXURE-VII |
| 4. | Ascertain mobile connectivity at Polling Station |
| 5. | Should have Mobile numbers of Polling parties |
| 6. | No Political Party/Candidates' office exists within 200 meters of the periphery of the PS |
| 7. | Check the campaign activities like using unauthorized vehicles and buildings, defacement of property, and any possible violations of MCC |

PRE POLL RESPONSIBILITIES`

8. Inform voters about timelines for enrolling themselves in the electoral rolls, check their names and entries in Electoral Roll through their respective BLO

9. Inform voters about EPIC coverage programme & monitor the program of Mobile EVM demonstration being carried out for the voters in catchment areas, covering all the assigned polling stations

10. Must follow latest instructions regarding Vulnerability Mapping

11. Identification of villages, hamlets, segments, and sections of voters vulnerable to threat, intimidation and undue influence.

12. Ensure identification of persons causing vulnerability

13. Frequent visits and hold widespread discussions with the people for confidence building measures and fine tune vulnerability mapping, by collecting Intelligence

PRE POLL RESPONSIBILITIES

14.	Ensure free access of voters for voting and establish contact points within the vulnerable community
15.	Frequent visits to such identified pockets and hold meetings with vulnerable population in their hamlets as CBM
16.	When acting as Zonal Magistrate, SO to prepare a Zonal Magistrate Plan with a sketch map for PSs, list of contacts of PSs and election related officers, police stations, anti social elements, etc.
17.	Should restrain themselves from interacting with political parties and media persons
18.	Should not disclose information to anyone except to RO, DEO and Observer
19.	Not to visit or accept hospitality of any person connected with candidate or political party.
20.	Maintain transparency by being impartial.

RESERVE EVM/VVPAT RELATED

Collection of Reserve EVMs and VVPATs

- RO provides reserve EVMs & VVPATs along with extra Power Packs of CU and VVPAT and “MOCK POLL REPLACE” stickers for poll day replacement.
- The Sector Officer to receive the same at scheduled time fixed by the RO at the collection centre.
- While receiving the EVMs/VVPATs, the Sector Officer has to check the following:
 - Stickers “Reserve” (Pink for Assembly elections and White for Parliamentary elections) are pasted on the carrying cases of Ballot Unit(s), Control Unit(s) and VVPAT(s).
 - Unique ID of reserve BU(s), CU(s) and VVPAT(s) provided.

GPS TRACKED VEHICLES

- Move only with the vehicle/transport provided by the DEO/RO and equipped with GPS/Mobile app-based tracking system.
- Ensure that Police Officer/Security Person are available with the vehicle.
- Note that registration number and details of your vehicles carrying Reserve EVMs/VVPATs along with your name are made available to all recognised National and State political parties/candidates and Observers in the district.
- DEO monitors the end-to-end movement of your vehicles.
- A sticker containing “**ON DUTY- Sector Officer/Zonal Magistrate**” shall be pasted on the front (wind-screen) and backsides of your vehicle having reserve EVMs/VVPATs on dispersal/poll days.
- EVMs and VVPATs from your authorized vehicles are not to be removed except where required for election purposes or for safe storage at designated places.

- Basic amenities and Assured Minimum Facilities at the PSL viz. ramp, water, toilet, telephone number, etc.
- Basic infrastructure of the PS like the roof, the walls, electricity, furniture, entry/exit, etc.
- Ensure that polling parties and all election related materials have reached all the assigned PSs.
- Ensure that Security forces/Security Personnel arrived in accordance with the plan.
- Clarify doubts on poll process or EVM operation raised by polling party to his personal satisfaction.
- Sector Officer has any doubt, he has to immediately contact the RO.

ANNEXURE - VII

SN	No. & Name of PS visited	Infrastructure (Yes / No / Report)								No. of Voters	Whether BLO accompanied you during round (Y/N)	Vulnerable Mapping	Any special observation in PS, village and catchment area
		Ramp	Accessibility Road	Water	Shade	Separate washroom	Power Connection and Plug points	Furniture	PS on Ground Floor				
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1.													
2.													
3.													
4.													
5.													
.													

Remarks: _____ Date of Visit: _____ Signature of SO: _____

LABELLING STICKERS ON EVM/VVPAT ON POLL DAY

- **“RESERVE”**: Labeling sticker on carrying case of the Reserve EVM/VVPAT carried by Sector Officer.
- **“MOCK POLL REPLACE”**: Labeling sticker on carrying case of non-Functional units replaced during the mock poll
- Units replaced during the Mock Poll should not be left in the polling station with the Presiding Officer.
- Replacement of unit(s), power pack of CU and VVPAT from PSs should be mentioned in the prescribed format ([Annexure-V](#)) and signed by the Presiding Officer.

OTHER RESPONSIBILITIES

- Special attention to the PSs where the mock poll was conducted in absence of polling agents or where only one polling agent was present.
- Issue certificate to RO regarding proper installation and functioning of webcasting where webcasting arrangement has been made.
- Issue Certificate to RO regarding prominent display of the Voter Facilitation Posters at entrance of PS.
- Tracking of long queue on the Poll day
- Ensure distribution of remuneration to Polling personnel.

VISITS TO POLLING STATION

- SO to visit all allocated polling stations at **least thrice** on poll day in order to maintain the purity of poll process and has to check all aspects of polling during the visits.
- SO to check sealing of EVMs and preparation of papers by polling parties in at **least one** Polling station.
- Quickly handle poll day complaints related to allocated polling stations
- Requests made for replacement of polling personnel from reserve polling parties has to addressed after consultation with RO.
- Polling station where the mock poll had to be conducted in the absence of agents or with only the polling agent of only one candidate should be frequently visited.

VISITS TO POLLING STATION

- The status of commencement of polls of all the assigned PSs has to be reported to RO without any delay.
- Confirm the mock poll status before commencement of actual poll and to take remedial action to sort out problems, if any.
- Assist polling team with procedures whenever required and report the mock poll status within 30 minutes to RO.
- Report to RO for remedial measures, if any conspicuous segment / section of voters are found absent by keeping check on voting pattern.
- Inform RO/DEO for remedial measures, if any voters from vulnerable habitats / communities have not turned up for voting.
- Report voting percentage from time to time to RO

VISITS TO POLLING STATION

- During and after the poll SO ensure that:
 - Presiding Officer Diary is filled up properly
 - EVMs are properly sealed.
 - Copies of filled in Form 17C are given to polling agents
 - Register of Voters in Form 17A is properly filled up.
 - Any other important report/format as per ECI's latest instructions

PROTOCOL TO REPLACE NON FUNCTIONING EVMS & VVPAT

EVM/VVPAT NON-FUNCTIONING DURING MOCK POLL

- BU not functioning: Replace BU only.
- CU not functioning: Replace CU only.
- VVPAT not functioning: Replace VVPAT only.
- **NOTE:**
 - Adhesive stickers with inscription '**MOCK POLL REPLACED**' shall be affixed on carrying case of rejected BU/CU/VVPAT replaced during mock poll
 - Switch OFF CU before any sort of Replacement

PROTOCOL TO REPLACE NON FUNCTIONING EVMS & VVPAT

EVM/VVPAT NON-FUNCTIONING DURING ACTUAL POLL

(Switch OFF CU before any sort of replacement)

- If CU or the BU does not work properly.
 - Replace full set (BU + CU + VVPAT).
 - When full set is replaced then conduct Mock Poll procedure by casting one vote to each contesting candidate including NOTA.
- If VVPAT does not work properly, replace VVPAT only. In this case, No mock-poll is required to be undertaken.
- If CU shows “Low Battery” for VVPAT, then replace power pack of VVPAT.

PROTOCOL TO REPLACE NON FUNCTIONING EVMS & VVPAT

EVM/VVPAT NON-FUNCTIONING DURING ACTUAL POLL

(Switch OFF CU before any sort of replacement)

- If CU shows “Low Battery” for CU, then replace power pack of CU.
 - For this purpose, PrO to replace Power pack of CU in presence of polling agents and Sector Officer and again seal the Battery Section of CU with Address Tag and obtain their signatures. Presiding Officer shall submit a report in prescribed format.

POLL PROCEDURE

CONDUCT OF MOCK POLL

- Mock Poll to start 90 minutes before scheduled poll time, if 2 or more polling agents are available at polling station.
- Waiting time to start mock poll is 15 minutes, if one or no polling agent available.
- Before starting mock poll, BU and VVPAT to be kept in Voting Compartment and CU with PrO/PO3.
- Cable of BU is connected with VVPAT and VVPAT cable with CU.
- To cast at least 50 votes (votes recorded for each candidate button including NOTA) and verify CU results with VVPAT slips count
- Mock poll slips are stamped “MOCK POLL SLIP” and kept in black envelope and sealed with Pink Paper Seal.
- After mock poll and clearance of Mock Poll data, Result Section of CU is sealed with Green Paper Seal, Special Tag and Address Tag and Drop box of VVPAT is sealed with Address Tag.

POLL PROCEDURE

START OF ACTUAL POLL

- Actual Poll starts at notified Poll start time.
- Before the first voter signs in Form 17 A (Register of Voters), the Polling Officer-I checks with the Presiding Officer and record in INK in Form 17A that “Total in the Control Unit checked and found to be Zero”.

CLOSURE OF POLL

- Poll is closed at the time fixed for the purpose, even if it had commenced somewhat later than the hour fixed for the commencement of poll owing to some unavoidable reason.
- It may also be noted that Poll shall not be closed at the time fixed for the purpose unless all the electors available in the polling station before fixed poll closing time cast their votes.

POLL PROCEDURE

CLOSURE OF POLL

Contd...

- After the last voter has voted, PrO presses the 'CLOSE' button on the Control Unit and note the following:
 - Write total number of votes recorded in the EVM at Item 6 of Part I of Form 17C.
 - Write poll end date and time displayed on the CU in PrO diary
 - Fill in all the prescribed forms
 - Switch OFF the CU, disconnect all units and seal them in their respective carrying cases with address tags
 - VVPAT to be sealed in its case only after its battery is removed in the presence of polling agents (deposited at receiving centre)
 - PrO to sign all the address tags and get the same signed from the Polling agents present.

PRESIDING OFFICER'S REPORT FORMATS ON POLL DAY

- a) Part-I (Mock Poll Certificate).
- 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).
- e) Part-V (EVM/VVPAT replacement Report, if replaced during Actual Poll).

NOTE: A report on Replacement of EVMs & VVPATs during Mock Poll and Actual poll shall also be submitted by the Sector Officer in the Format at Annexure- IV (Part IV & Part V of Presiding Officer Report) to the Returning Officer

FILLED IN FORMS AND MATERIAL @ RECEPTION CENTRE

FIRST PACKET SUPERSCRIBED “EVM PAPERS”

**ENVELOPE No.: 1 / 1
(TO BE KEPT IN THE POLLED EVM STRONG ROOM)**

UNSEALED WHITE COVERS

- 1) Unsealed envelope containing the account of votes recorded (Form-17C)
- 2) Unsealed envelope containing the PrO Report I (Mock-Poll Certificate), II & III
- 3) Printed VVPAT paper slips of Mock Poll should be kept in Black Colored Sealed Envelope

**SECOND PACKET SUPERSCRIBED
“SCRUTINY COVERS”**

**ENVELOPE No.: 2 / 1
(TO BE KEPT IN STRONG ROOM OTHER THAN THAT OF POLLED EVM)**

UNSEALED WHITE MASTER ENVELOPES

- 1) Unsealed envelope containing the PrO Diary
- 2) Sealed envelope containing the Register of Voters (17A)
- 3) Unsealed envelope containing list of blind & infirm voters in Form 14-A & declarations of their companions.
- 4) Unsealed envelope containing Visit Sheet

FILLED IN FORMS AND MATERIAL @ RECEPTION CENTRE

THIRD PACKET SUPERSCRIBED “STATUTORY COVERS”

ENVELOPE No.: 3 / 1

(TO BE KEPT IN STRONG ROOM OTHER THAN THAT OF POLLED EVM)

SEALED WHITE MASTER ENVELOPES

- 1) Sealed envelope containing the marked copy of the electoral roll;
- 2) Sealed envelope containing voter's slips;
- 3) Sealed envelope containing unused tendered ballot papers;
- 4) Sealed envelope containing the used tendered ballot papers and the list in Form 17-B
- 5) Sealed envelope containing the list of challenged votes in Form 14.

FILLED IN FORMS AND MATERIAL @ RECEPTION CENTRE

FOURTH PACKET SUPERSCRIBED “NON - STATUTORY COVERS”

ENVELOPE No.: 4 / 1

SEALED YELLOW MASTER ENVELOPE

UNSEALED

1. Envelope containing copy or copies of electoral roll (other than marked copy)
2. Appointment letters of polling agents in Form 10 & accounts of appointment of polling agent
3. Election duty certificate in Form 12B
4. Declarations by the presiding officer
5. Receipt book and cash, if any, in respect of challenged Votes
6. Unused/damaged seals and special tags

UNSEALED

7. Unused voter's slip
8. Declarations obtained from electors as to their age and the list of electors who have refused to make declarations as to their age
9. Form of declaration by elector under Rule 49MA
10. Form of declaration by elector whose name is in ASD list
11. Letter of complaint to S.H.O. Police

FIFTH PACKET

ENVELOPE No.: 5 / 1

SEALED BROWN MASTER ENVELOPE

1. Hand Book for Presiding Officer;
2. Instructions of Electronic Voting Machine & VVPAT
 1. Posters on How to cast vote on EVM and VVPAT,
 2. Brochure for Presiding Officer on use of EVM and VVPAT and
 3. Trouble shooting on use of EVM and VVPAT);
3. Sealed envelope containing Indelible ink set with stopper having been secured on each phial effectively with molten candle or wax applied thereon to prevent leakage or evaporation and b. used self-inking pads)

FILLED IN FORMS AND MATERIAL @ RECEPTION CENTRE

SIXTH PACKET

Envelope No.: 6/1
BLUE ENVELOPE

1. Used list of contesting candidates Form 7A,
2. Used photocopy of signature of candidates and Other unused forms.
3. Metal seal of the Presiding Officer;
4. Arrow cross-mark rubber stamp for marking tendered ballot papers;
5. Cup for setting the indelible ink
6. Remaining stationery items too be placed back in the respective transparent Card Board/Carton containers and submitted at the Receipt Center.

DEPOSITING EVM/VVPAT

CATG	TYPES	PLACE
C	Mock Poll Non Functional EVMs and VVPATs	Receiving Centre or other place
D	Unused reserve EVMs & VVPATs	earmarked by RO

SECTOR OFFICER'S REPORT FORMAT

- Name of Sector Officer:
- No. and Name of the AC:
- Route No.: No. of Candidates:

1	PS No and Name
2	Central Force Deployed Y / N
3	Micro Observer deployed Y / N
4	Video camera deployed Y / N
5	Total voters
6	Whether Mock Poll done (Y / N)
7	No. of Polling Agents present
8	Party candidates not represented by polling agents
9	No. of votes polled at Ist visit (Mention time)
10	No. of votes polled at IInd visit (Mention time)

SECTOR OFFICER'S REPORT FORMAT

BACK

11	No. of votes polled at IIIrd visit (Mention time)
12	Whether Vulnerable voters have identified and if so when they have taken for voting
13	Whether poll continued after closure time? (Y / N)
14	No. of voters who have voted after 5 PM by receiving token
15	Total No. of votes polled at close of poll
16	Total % of votes polled
17	Whether machines closed and sealed properly (Y / N)
18	Whether copy of 17C given to polling agents by PrO (Y / N)
19	Whether PrO diary, 17A, 17C checked and tallied? (Y / N)
20	Complaints received on poll day
21	Source of each complaint, its nature and follow up action taken
22	Whether repoll recommended (Y / N)
23	Whether machine & statutory papers deposited in strong room (Y /N)
24	Webcasting being done Y/N

ANNEXURE - V

CERTIFICATE FOR SECTOR OFFICERS/ZONAL MAGISTRATE

- a) Name of election :
- b) No. and Name of Parliamentary/Assembly Constituency:
- c) No. and Name of Parliamentary Constituency:

(To be filled at the time of dispersal)

- a) Name of Sector Officer/Zonal Magistrate:
- b) Cell No.:
- c) Polling Station Nos. assigned:
- d) Date and Time of receiving Reserve EVMs/VVPATs:
- e) Details of reserve EVMs and VVPATs provided:

SN	Unique ID of BU	Unique ID of CU	Unique Id of VVPAT
1.			
2.			
3.			
4.			

(To be filled on Poll day)

c) At the time of deposition of EVMs and VVPATs at Reception Centre

- 1) Date and Time of Deposition of the Reserve EVMs/VVPATs:
- 2) Details of unused/Non-Functional unused EVMs and VVPATs deposited at reception centre

SN	Unique ID of BU	Unique ID of CU	Unique Id of VVPAT
1.			
2.			

It is certified that the above information is correct.

Name of SO: Designation:..... (Signature)

It is certified that I have received the unused/ Non-Functional unused EVMs and VVPATs as mentioned above from the Sector Officer(Name) :
.....

(Signature)