

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No.51/8/INST/2024-EMS

Dated: 1st June, 2024

To

1. The Chief Electoral Officers of All the States and Union Territories
2. The Chairman-cum-Managing Director Bharat Electronics Limited, Nagavara, Outer Ring Road, Bengaluru-560045, Karnataka
3. The Chairman-cum-Managing Director Electronics Corporation of India Limited Hyderabad, Telangana

Subject: Administrative Standard Operating Procedure (Administrative-SoP) for checking and verification of burnt memory/microcontroller of EVM (Ballot Unit, Control Unit and VVPAT) post the announcement of results-regarding.

Madam/Sir,

1. The Hon'ble Supreme Court in its judgement dated 26th April 2024 in Writ Petition (Civil) No. 434 of 2023, has directed as below:

"76. (b)- The burnt memory/microcontroller in 5% of the EVMs, that is, the control unit, ballot unit and the VVPAT, per assembly constituency/assembly segment of a parliamentary constituency shall be checked and verified by the team of engineers from the manufacturers of the EVMs, post the announcement of the results, for any tampering or modification, on a written request made by candidates who are at Sl. No. 2 or Sl.No.3, behind the highest polled candidate. Such candidates or their representatives shall identify the EVMs by the polling station or serial number. All the candidates and their representatives shall have an option to remain present at the time of verification. Such a request should be made within a period of 7 days from the date of declaration of the result. The District Election Officer, in consultation with the team of engineers, shall certify the authenticity/intactness of the burnt memory/microcontroller after the verification process is conducted. The actual cost or expenses for the said verification will be notified by the ECI, and the candidate making the said request will pay for such expenses. The expenses will be refunded, in case the EVM is found to be tampered".

2. In pursuance of the above direction of the Hon'ble Supreme Court of India, I am directed to forward herewith a copy of the Administrative SoP delineating the application process, protocols for taking out the units to be checked, safeguards and protocols for

conducting the checking and verification process, documentation work, etc., for the post-counting checking and verification of burnt memory/microcontroller of EVM unit (Ballot Unit, Control Unit and VVPAT), for due compliance.

3. Technical Standard Operating Procedure (Technical-SoP) enumerating the methodology and steps for checking and verification of burnt memory/microcontroller of EVM unit (Ballot Unit, Control Unit and VVPAT) will be issued separately, for necessary compliance during the stage of checking and verification.
4. District Election Officers shall provide a copy of the attached Administrative-SoP to all the contesting candidates concerned for necessary action with immediate effect.

Yours faithfully,

Rakesh Kumar
(RAKESH KUMAR)
UNDER SECRETARY

Encl: A/A

Copy to: All Recognised National and State Political Parties.

Administrative Standard Operating Procedure (Administrative-SoP) for Checking & Verification of Burnt Memory/Microcontroller of EVM (Ballot Unit, Control Unit & VVPAT)-Post Announcement of Results

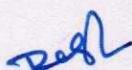
The process of checking and verification of burnt memory/microcontroller of EVM shall be referred to as 'EVM Checking & Verification' process or 'EVM C&V' process, in short.

1. Overall Responsibility:

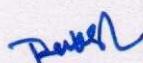
- a) District Election Officer (DEO) shall be responsible for overall process.
- b) DEO shall ensure strict adherence and compliance of the instructions.
- c) DEO shall appoint an officer not below the rank of Deputy DEO as an EVM C&V Supervising Officer to personally supervise the entire process.

2. Application for checking & verification of burnt memory/microcontrollers of EVMs (EVM C&V Process):

- a) Candidates who are at Sl.No.2 or Sl.No.3 ('eligible candidates') behind the highest polled candidate, may request for checking and verification of burnt memory/microcontrollers for any tampering or modificationin 5% of EVMs, that is, the Control Unit, Ballot Unit and VVPAT per Assembly Constituency (AC)/Assembly Segment (AS) of a Parliamentary Constituency.
- b) For example, for an AC/AS that has used 400 BUs (2 BUs were used in all polling stations), 200 CUs and 200 VVPATs in a poll, the following clarifications may be noted w.r.t. the selection of EVM for C&V activity:
 - (i) The EVM C&V activity shall be restricted to a maximum of 20 BUs, 10 CUs and 10 VVPATs.
 - (ii) If both the eligible candidates choose to request for 5% EVM C&V, then each of them may be allowed to select 2.5% of the Control Unit, Ballot Unit and VVPAT each pertaining to AC/AS for the said checking and verification i.e. each eligible candidate shall be allowed to select maximum of 10 BUs, 5 CUs and 5 VVPATs.
 - (iii) EVMs shall be subjected to C&V as a set i.e. a combination of BU(s), CU and VVPAT, as used in elections.
 - (iv) Candidates shall be allowed and thus have a choice to choose units either in the form of polling station numbers or unique serial number of the Ballot Unit, Control Unit and VVPAT (already made available to the candidates polling-station wise before polling), which were used for polling (except the units declared non-functional during poll and replaced), as required to form a set.



- (v) At the start of the EVM C&V activity, if any selected unit(s) of EVM is found non-functional, i.e. those units that have gone non-functional during the post-counting storage, the eligible candidate(s) shall be permitted to select another EVM unit(s) to replace non-functional unit(s) of EVM to be subjected to the C&V.
 - (vi) The EVM C&V shall be carried out as per the actual use of one or more BUs in the respective AC/AS on poll day. However, the applicant shall have choice to ask for any combination of serial numbers of BU(s), CU and VVPAT to form the set.
- c) For the purpose of conducting EVM C&V activity, the eligible candidates may submit a written application to the respective DEO, in prescribed EVM-C&V Form (**Annexure-1**) within a period of seven days from the date of declaration of the result. To remove any doubts, if the date of declaration of the result is January 1st, then the applications should be made between January 1st and January 7th, both dates inclusive.
- d) Candidates shall clearly mention the list of units selected for EVM C&V either in the form of polling station numbers or unique serial number of the Ballot Unit, Control Unit and VVPAT (already made available to the candidates polling-station wise before polling), which were used for polling (except the units declared non-functional during poll and replaced) and attach with EVM-C&V Form.
- e) **Charges for EVM C&V activity:** The cost submitted by the manufacturers (BEL and ECIL) to carryout EVM C&V is Rs.40,000/- (plus GST @ 18%) per set of EVM [i.e. Ballot Unit(s), Control Unit and VVPAT]. In addition to the cost incurred by the manufacturers, there are also administrative costs like cost of labour to shift the units, CCTV coverage, electricity charges, videography costs and various other operational costs at the DEO level. With regards to fixation of cost or expenses of EVM C&V activity to be paid by the eligible candidate(s), to make the EVM C&V activity more accessible and inclusive in compliance to the referred mandate of the Hon'ble Supreme Court in letter and spirit, it is decided that instead of going purely by the actual economic costs incurred:
 - (i) The administrative expenditure on EVM C&V activity shall be treated as election expenditure and borne by the Central or State government, as the case may be. Accordingly, the administrative charges will be waived for the applicant(s) i.e. the same shall not be charged to the applicant(s).
 - (ii) The charges for EVM C&V activity to be paid by the applicant candidate is fixed at Rs.40,000/- (plus GST @ 18%) per set of EVM for the current financial year 2024-25, i.e. till 31/03/2025.



- (iii) At the time of application, the eligible candidate(s) may calculate the charges to be deposited for EVM C&V activity based on the above rate depending on number of sets candidate chooses to get verified.
 - (iv) Subsequently, based on the outcome of the EVM C&V activity, the said payment, as applicable, shall in turn be paid to the manufacturer concerned.
 - (v) The charges for EVM C&V activity shall be revised annually by taking due inputs from the manufacturers.
 - (vi) It is clarified that expenditure on EVM C&V activity shall not be construed as expenditure of candidate, and thus shall not be part of the limits, as prescribed in Section 76 to 78 of the Representation of the People Act, 1951.
- f) The *proof of payment* (online/office payment challan) of the applicable charges for EVM C&V activity to the State/UT treasury under the appropriate head as applicable/decided by the CEO concerned, shall be submitted along with the written request. Applications received without the proof of payment for EVM C&V activity shall be rejected in writing and with acknowledgement.

3. Action to be taken on the Application(s):

- a) DEO shall communicate the details of applications received AC/AS-wise to the Chief Electoral Officer (CEO) in as per DEO EVM-C&V Application Summary (**Annexure – 2**), within five days from the last day prescribed for submitting such applications. Even if no application is received, a ‘NIL’ report shall be sent to the respective CEO.
- b) CEO shall consolidate all district-wise applications and forward the same to the BEL/ECIL within 30 days of the declaration of result in CEO EVM-C&V Application Summary (**Annexure – 3**), under intimation to the Commission.
- c) The summary of the timelines as under:

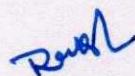
S.No.	Timeline	Action by, as applicable	Form/ Format to be used
1.	Within a period of 7 (seven) days from the date of declaration of the result	The eligible candidates may submit a written application to the respective DEO	EVM-C&V Form (Annexure – 1)
2.	Within 5 (five) days from the last day prescribed for submitting such applications	DEO shall communicate the details of applications to CEO	DEO EVM-C&V Applications Summary (Annexure – 2)

[Signature]

3.	Within 30 (thirty) days of the declaration of result	CEO shall consolidate all district-wise applications and forward the same to the BEL/ECIL, under intimation to the Commission	CEO Application Summary (Annexure – 3)
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4. Schedule of Checking & Verification:

- a) **Election petitions:** After completion of Election Petition (EP) period i.e. 45 days from the date of declaration of result as per Section 81 the Representation of the People Act 1951, a written confirmation on the status of filing of EPs shall be obtained by the Chief Electoral Officer from the Hon'ble High Court concerned.
- b) In case there are no EPs filed, then the checking and verification process shall be carried out as mentioned below at (f).
- c) In case EP has been filed, then checking and verification process shall **not** be carried out until a specific Court order permitting to conduct the EVM C&V activity on EP cases is obtained.
 - (i) For this purpose, the candidate(s) applying for EVM C&V shall approach the Court where Election Petition has been filed to obtain the required Court order permitting DEO/RO to conduct EVM C&V activity during pendency of Election Petition.
 - (ii) After obtaining the competent court order the applicant candidate(s) shall provide a copy of the order to DEO for taking further necessary action on the application on EVM C&V.
 - (iii) The DEO shall intimate the same to the respective CEO. Subsequently, EVM C&V activity shall be taken up as mentioned below at (f).
- d) Based on the report of the DEOs concerned, CEO shall communicate the EP status w.r.t. CEO EVM-C&V Application Summary (**Annexure-3**) submitted earlier, to the respective manufacturers under intimation to the Commission within 10 days of confirmation of EP status from the Hon'ble High Court concerned, mentioning the DEO-wise non-EP/clear Units that may be taken up for the EVM C&V process.
- e) Based on the EP status received from the CEOs, the manufacturers, i.e. BEL/ECIL shall provide within 2 weeks:
 - (i) State/UT-wise and district-wise checking and verification schedule, duly prepared in consultation with the respective CEO, along with the details of the authorised engineers to be deputed for the aforesaid process.



- (ii) The manufacturers shall also nominate a District in-charge engineer for the purpose of singing the certificate to be issued upon completion of the EVM C&V process.
- (iii) The above details shall be provided to the CEOs under intimation to the Commission.
- f) The district-wise EVM C&V schedule shall be provided by the manufacturers to the CEOs and the DEOs concerned, under intimation to the Commission, at least ten days in advance, as per the timeframes given under:

S. No.	Status of Units w.r.t EPs	Timeframe for providing the schedule for C&V Process by the manufacturers to the CEO/DEOs	Guidelines for manufacturers
1.	No EP filed	Schedule has to be provided within 10 days of confirmation of no EP status from the respective CEOs	As far as possible, based on the number of applications received the PSUs shall provide a district-wise EVM C&V schedule in such a way that the EVM C&V process is started at the earliest but not later than 4 weeks from the communication about EP status received from the CEOs concerned
2.	EP filed	Schedule has to be provided within 2 weeks of applicant obtaining a Court order and submitting the same to the DEO.	

- g) CEO shall do the necessary coordination between the manufacturers and the DEOs for conducting the EVM C&V process as per the above timelines.
- h) DEO shall intimate in writing provide the schedule and venue fixed for EVM C&V process in writing with acknowledgement to all eligible candidates, including the candidate(s) who have made the application, atleast 5 days in advance and invite them for witnessing the EVM C&V process. Necessary acknowledgement of the same shall be kept.
- i) The applicant candidate(s) shall be permitted to nominate one representative for each C&V station.

5. Arrangements at checking & verification premises ('EVM C&V Hall'):

- a) EVM C&V Hall shall be earmarked properly. It shall be spacious, well lit, well ventilated and dust free, with proper security i.e. fully barricaded and sanitised by police. Necessary boards/banners shall be put up outside the Hall.
- b) The requirement of C&V station/tables shall be assessed in advance in consultation with the manufacturer and arrangements made accordingly.
- c) DEO/ EVM C&V Supervising Officer shall issue entry pass to the persons authorised to enter the hall. Entry to the Hall shall be permitted only on production of entry pass thus issued.

Rakesh

- d) The checking and verification activity shall be conducted from 10:00AM to 7:00 PM, including on holidays.
- e) Necessary strong rooms/partitioning shall be provided near the C&V Hall in the same building, to store the units that have been picked/selected for C&V activity and the units that have undergone the C&V (*C&V Strong Room 1 and C&V Strong Room 2*). The door of such rooms shall have double lock system and be under CCTV coverage and necessary security.
- f) BEL/ECIL engineers shall be allowed to take with them the list of equipment/devices as approved for checking & verification.
- g) Other electronic devices including cell phones, cameras, spy pens etc. shall not be allowed inside the Hall and kept at the collection centre made outside the hall.
- h) Installation of CCTV cameras for monitoring of the activities inside the Hall. Apart from that CCTV shall also be installed for C&V tables for proper recording of all the activities conducted on the tables.
- i) Proper arrangements like drinking water, toilets (separate for male & female), first-aid kit, fire extinguishers etc. shall be provided.
- j) Single entry & exit to hall with secured by armed police force of minimum 1 section. Maintenance of duty roster shall be done properly.
- k) Proper frisking of every person/officer/engineer with recording in the logbook for every entry and exit shall be properly maintained.

6. Opening of Strong-room(s):

- a) DEO shall intimate in writing with acknowledgement to all the candidates (not only to the eligible candidates) regarding opening/closing of strongroom, for the purpose of taking out EVMs for C&V, atleast 2days in advance.
- b) Strong-room shall be opened/closed in the presence of candidates/their representatives under videography as per the applicable extant protocols.
- c) The selected units for C&V process shall be marked in EMS as 'C&V unit' through DEO login.

7. EVM Checking & Verification process:

Technical-SoP of the manufacturers enumerating the methodology and steps for checking and verification of burnt memory/ microcontroller of EVM unit (Ballot Unit, Control Unit and VVPAT) will be issued separately.

- a) The details of the units checked and the outcome of the checking process shall be recorded and maintained in an EVM C&V Activity Daily Register (**Annexure-4**).
- b) The unit-wise results of the C&V process shall be captured in EMS on a daily basis as per the facilities provided in the EMS in this regard, through DEO login.

8. Participation of applicant candidates/representatives:

With due intimation to all the eligible candidates, the checking process shall be conducted in the EVM C&V Hall under the supervision of the District in-charge engineer of the manufacturers and the DEO/EVM Checking & Verification Supervising Officer concerned.

- a) The EVM C&V process shall not be held without the presence of the applicant candidate/representative. The authorities shall wait for up to one hour after the allotted time of start of the EVM C&V process for the applicant concerned to be available in the C&V Hall.
 - (i) Beyond one hour, if the applicant/representative still does not come to witness the process, the EVM C&V process shall be called off and necessary proceeding shall be drawn for the closure of the C&V process.
 - (ii) There shall be no provision for issue of refund of the application charges to the applicant who has failed to come to witness the EVM C&V process.
 - (iii) There shall be no further opportunity to apply for the EVM C&V process again.
- b) Similarly, if the applicant/representative leave mid-way of an ongoing EVM C&V process and do not return before the closure of the process for the day, necessary proceeding shall be drawn for the closure of the EVM C&V process. In such case, no refund of the charges shall be made and no further applications for EVM C&V process shall be entertained.
- c) To remove doubts, in case where there are two applications for the EVM C&V process and one applicant/representative does not come to witness the EVM C&V process or goes mid-way as explained above, then the necessary closure proceeding shall be drawn only w.r.t his/her application. EVM C&V shall be carried out w.r.t the second application if the other applicant candidate is present to witness the activity as mentioned above.

9. Completion of checking and verification process:

- a) Upon completion of EVM C&V process, in consultation with the District in-charge engineer, DEO shall issue a certificate of authenticity/intactness of the burnt memory/ microcontroller of the units. Format of the certificate is as per **Annexure -5**. A copy of the Certificate is to be provided to the applicant(s).

- b) Outcome of the EVM C&V process shall be submitted by the DEO to the CEO concerned within 5 days of the completion of the activity.
- c) All the units tested shall be stored back in their respective strong room/warehouse, with due security and in compliance of the extant protocols of opening and closing of the strong rooms.
- d) In case of any unit failing/not passing the checking and verification the same should be intimated to the Commission along with detailed report of the DEO and District in-charge engineer for further necessary action. Such unit(s) shall be kept separately with proper identification sticker 'C&V NOT PASSED' in grey colour pasted on the unit and the carrying case.

10. Mechanism for payment to Manufacturers/Refund to applicant: It shall be the responsibility of the CEOs to ensure smooth fees collection and subsequent payments to the PSUs or refunds to the applicants, as applicable.

- a) The details of application fees collected by the DEOs of a State/UT shall be maintained with the CEO concerned. Upon completion of the EVM C&V process, the CEO shall ensure that the applicable payments for the EVM C&V activity are made to the PSUs concerned.
- b) Further, based on the reports of the DEO, in case any EVM is found to be tampered or modified, then as mandated by the Hon'ble Supreme Court, the corresponding charges collected have to be refunded (i.e. Rs.40,000/- plus GST @ 18% per set of EVM) to the applicant concerned and in such case expenditure will be borne by the Central Government or State Government depending on elections.
- c) CEOs shall devise necessary methods to ensure that EVM C&V fees collections (under appropriate heads as applicable) and subsequent payment/refund activities given above are carried out smoothly in a prompt manner, as far as possible within 30 days from the date of completion of EVM C&V activity.

11. Overall important timelines: The summary of important timelines, with a sample reference date of declaration of results, is as under:

S. No.	Event / Action / Activity	To be carried out by, as applicable	Sample Dates / Period
1.	Declaration of results. First date for making EVM C&V application	-	January 1
2.	Last date for making EVM C&V application	Eligible candidates	January 7
3.	Last date for the DEO to communicate the details of applications to CEO	DEO	January 12



4	Last date for CEO to send the consolidated list to BEL/ECIL, under intimation to the Commission	CEO	January 30
5.	Confirmation on the status of filing of EPs to be obtained from the Hon'ble High Court concerned	CEO	Completion of EP period
6.	Communicate to the manufacturers the non-EP AC/AS-wise details of units that are to be taken up for EVM C&V process, under intimation to the Commission	CEO	Within 10 days of confirmation of EP status
7.	To provide district-wise EVM C&V schedule, in such a way that there is a gap of at least ten days between the communication of the schedule to the State/DEO and the actual conduct of the EVM C&V process.	Manufacturers	Within 2 weeks of EP status received from the CEOs
8.	Intimation of the EVM C&V schedule and venue to the applicant and all candidates	DEO	At least 5 days prior to the start of the EVM C&V process
9.	Start of the EVM C&V process	Manufacturers and DEOs	At the earliest but not later than 4 weeks from the communication about EP status received from the CEOs
10.	Summary of the C&V process to be submitted to the respective CEO	DEO	Within 5 days of the completion of the C&V process
11.	Payment/refund activities	CEO	Within 30 days of the completion of the C&V process

12. Retention of records of EVM C&V activity: All records including applications, daily reports/forms/formats, registers, CCTV recording etc. shall be kept under the custody of the District Election Officer concerned for a period of 3 months from the date of completion of EVM C&V activity. However, these records shall not to be construed as election papers under the provisions of Section 93 & 94 of the Conduct of Elections Rules, 1961.

EVM-Checking & Verification Form**(To be filled by eligible candidates)**

To

The District Election Officer

.....(Name of district)

.....(Name of State)

Name of election and year

1. I.....(name), the candidate of(Name of AC/PC) was in position..... I would like to request for checking & verification of burnt memory/microcontroller for any tampering or modification in Control Unit, Ballot Unit and VVPAT for.....(name of Assembly Constituency/Assembly Segment of a Parliamentary Constituency). Signed list of units/polling stations selected (maximum upto 5%) for checking & verification is attached herewith.

2. The cost of the above applied checking and verification

Total no. of units	Total no. of EVM sets selected for C&V activity A	Charges of EVM C&V activity per set B (Rs./Set)	Total charges collected for the EVM C&V activity (A * B) (Rs.)
.....BU			
.....CU			
.....VVPAT			

Accordingly, I have paid the total applicable charges of EVMs C&V activity and proof of payment by challan No.....paid at.....dated.....is attached herewith.

3. I, along with/or my representative Sh./Smt..... shall be present at the time of verification.

(Signature of candidate)

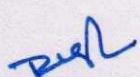
Name of Candidate:.....

Name of AC/PC:.....

Date:.....

Encl:

- (i) Signed list of BU/CU/VVPAT requested for checking and verification
- (ii) Proof of payment of applicable charges



Summary of EVM-Checking & Verification Application
(to be filled by District Election Officer)

To
The Chief Electoral Officer,
.....(Name of State/UT)

Subject:Summary of EVM-Checking & Verification Application.

Name of election and year

Madam/Sir,

I am to inform that total.....(number) EVM Checking & Verification Form(s) has/have been received. Details are as under:

S.No.	Name of AC/AS of PC	Name of candidate with Party Affiliation, if any	Quantity of units to be checked and verified		
			BU	CU	VVPAT
Total no. of units					
Total no. of EVM sets selected for C&V activity [A]					
Charges of EVM C&V activity per set [B] (Rs./Set)					
Total charges collected for the EVM C&V activity (A * B) (Rs.)					

It is also informed that applicable charges of Rs.....(Rupees _____) has been received for the aforesaid purpose.

(Signature of DEO)

Name of DEO:.....

Name of District:.....

Date:.....

Summary of EVM-Checking & Verification Application
(to be filled by Chief Electoral Officer)

To

The Chairman-cum-Managing Director,
 BEL/ECIL

Subject: Summary of EVM-Checking & Verification Application.

Name of election and year

Madam/Sir,

I am to inform that total.....(number) EVM Checking & Verification Form(s) has/have been received. Details are as under:

S.No.	Name of AC/AS of PC	Name of district	Quantity of units to be checked and verified		
			BU	CU	VVPAT
Total no. of units					
Total no. of EVM sets selected for C&V activity [A]					
Charges of EVM C&V activity per set [B] (Rs./Set)					
Total charges collected for the EVM C&V activity (A * B) (Rs.)					

(Signature of CEO)

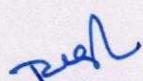
Name of CEO:.....

Name of State/UT:.....

Date:.....

Copy to:

Election Commission of India, New Delhi



EVM C&V Activity Daily Register**(To be maintained on daily basis by EVM Checking & Verification Supervising Officer)**

Name of election and year

Name and No. of AC/AS of PC:**Name of District:****Name of State/UT:****Address of EVM C&V Hall:****Date:** _____**PART - 1****Attendance of participants:**

Sl. No.	Name	Whether Applicant/Candidate/Representative of candidate	Signature

PART - 2**Status of daily checking and verification:**

S.No	BU Identification Number	Status (OK / NOT OK)	S.No.	CU Identification Number	Status (OK / NOT OK)	S.No.	VVPAT Identification Number	Status (OK / NOT OK)

(Name & Signature of BEL/ECIL District in-charge engineer with ID No.)**(Names of applicant candidate/representative with their party affiliation, if any
and signature)****(Name, designation and signature of EVM Checking & Verification Supervising Officer)**

**Certification for EVM burnt memory/microcontroller
Checking and verification conducted by BEL/ECIL**

Date:

Name of election and year

Name and No. of AC/AS of PC:

Name of District:

Name of State/UT:

Address of EVM C&V Hall:

Names of applicant candidate, with party affiliation as applicable:

It is certified that there is no modification or tampering in the burnt memory/microcontroller of the EVMs listed below:

S.No	BU Identification Number	Status (OK / NOT OK)	S.No.	CU Identification Number	Status (OK / NOT OK)	S.No.	VVPAT Identification Number	Status (OK / NOT OK)

Remarks, if any:

.....
(Name & Signature of BEL/ECIL District in-charge engineer with ID No.)

.....
(Names of applicant candidate/representative with their party affiliation, if any and signature)

.....
(Name, designation and signature of District Election Officer)

Copy to: The Chief Electoral Officer of States/UT concerned