



USER MANUAL ON ELECTION PETITION

<https://ems.eci.gov.in>



Various Stakeholders

Election Commission of India
Chief Electoral Officer

**Information Communication & Technology (ICT)
Division**

ELECTION COMMISSION OF INDIA

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Election Petition

After expiry of the period of filing of Election Petitions (EPs) i.e. 45-days from the date of declaration of result, District Election Officers shall ascertain the position of EP from the concerned High Court. After obtaining the status of EP from the High Court concerned, the following action shall be taken:

Every VVPAT used in an election and kept in the custody of the District Election Officer shall be kept untouched, under the standard protocol of security, till confirmation of Election petition position from the High Court concerned after the completion of the period for filing Election Petition i.e. 45 days from the date of declaration of the result.

In the case of elections, where no election petition has been filed or no other court cases are pending, after the aforesaid period, the VVPATs shall be available for use in any future election or any other purpose like training, awareness, movement, physical verification etc.

Before moving any VVPAT, printed paper slips shall be taken out from Drop-box of the VVPATs as per procedure mentioned below: o A Notice informing the opening of Strong Room having VVPATs shall be given to the representatives of all political parties in writing at least 48 hours in advance, requesting them to remain present at the time of opening of strong room.

The strong room shall be opened in the presence of the District Election Officer and representatives of Political Parties. o Remove the Power Packs of Control Units and Power Packs and Paper Rolls of VVPATs. o The VVPAT paper slips shall be taken out from the Drop Box of VVPAT and kept in a paper envelope made of thick black paper, sealed using red wax under the seal of DEO. Name of election, number and name of assembly constituency, particulars of polling station, unique serial number of the VVPAT unit, date of poll and date of counting shall be mentioned on the envelope containing printed paper slips.

The envelopes containing VVPAT paper slips shall be kept with all other statutory documents relating to that election till the statutory time limit. o Thorough checking of officials deputed for the removal of VVPAT paper slips and their sealing must be ensured. All pockets need to be emptied before entering the Sealing Room/Strong Room and thorough checking of officials leaving the sealing room should be done in addition to DFMD/Metal Detector Checking. Once the VVPAT paper slips have been taken out, the VVPATs must be kept in their separate designated warehouse. VVPAT should not be kept in the same warehouse where EVMs are stored.

To ensure there is no deliberate attempt to remove any paper-slips from the sealing room/strong room, the entire process should be conducted under high quality CCTV recording/videography.

In case of any election where election petition has been filed, the following action shall be taken: -

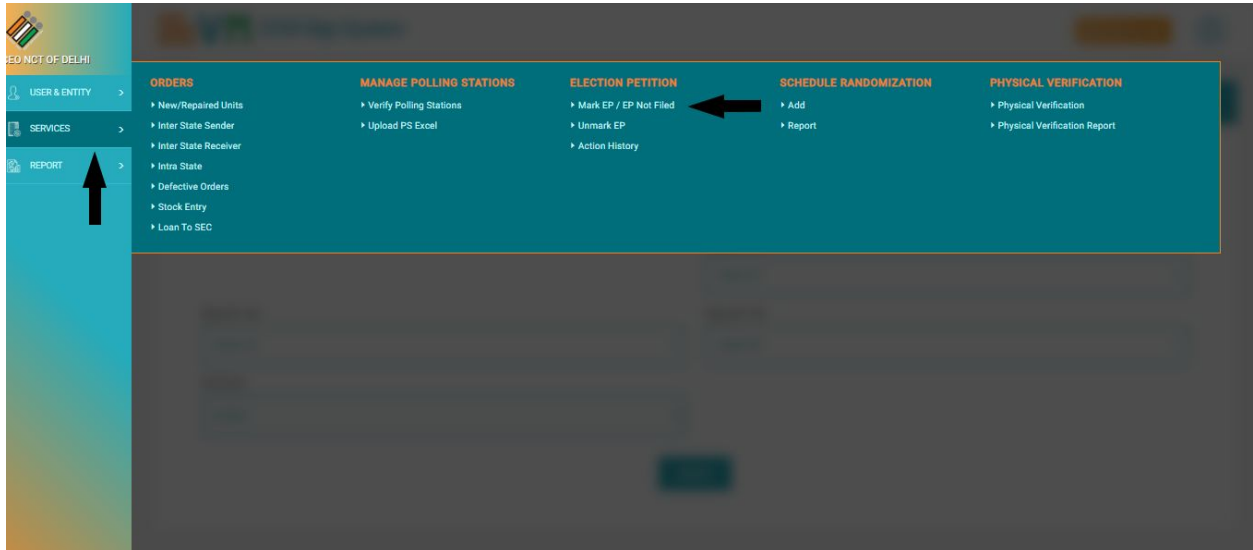
- If the EVMs or Counting of Votes are the subject of the election petition, the EVMs and VVPATs used at all Polling Stations in the constituency concerned shall continue to be kept in the safe custody of the District Election Officer, till such time the Election Petition is finally disposed of by the Courts.
- If the EVMs or counting of votes are not the subject of the election petition, an application may be moved to the concerned Court for allowing the EVMs& VVPATs concerned to be taken out of the strong room for any future election or any other purpose like movement, physical verification etc.
- In case VVPATs not involved in any Election Petition/Court Case are stored with the VVPATs involved in Election Petition/Court Case, the following procedure shall be followed for segregating the VVPATs not involved in any election petition/court case from the VVPATs involved in EP/Court case: -
 - A Notice informing the opening of Strong Room having VVPATs involved in EP/Court Case as well as non-EP VVPATs, shall be given to the petitioners/respondents of the EP/Court Case and the representatives of all political parties in writing at least 72 hours in advance, requesting them to remain present at the time of opening of strong room.
 - The strong room shall be opened in the presence of the District Election Officer, Petitioners/respondents of the EP/Court case and representatives of Political Parties.
 - The VVPATs not involved in any EP/Court Case shall be segregated from the VVPATs involved in EP/Court Case for taking out of the strong room. A list of VVPATs being so taken out from the strong room shall be prepared.
 - The VVPATs, which are not involved in any EP/Court Case, should only be taken out of the Strong room.
 - The procedure mentioned above shall be followed for taking-out power packs, paper rolls and the printed paper slips from all such VVPATs, following which the VVPATs are available for any subsequent deployment/use.

Detailed Process

1. Mark EP/ EP Not Filed

Step 1: Login by CEO Credential.

Step 2: Click on the “Mark EP/ EP Not Filed” by going to “Services” as shown in **screen 1**.



screen 1

Step 3: For marking election petition, user has to provide following information as requested

- Selection of Election Type (General Election/Assembly Election/ By Election PC/ By Election AC)
- Selection of District
- Selection of PC
- Selection of AC
- Selection of Polling Station
- Selection of Status (In Poll/ EP Marked)
- Add click on “search”

As shown in **screen 2**.

Election Petition

SELECT ELECTION ←

Select Election

SELECT AC ←

Select AC

STATUS ←

In Poll

SELECT DISTRICT ←

Select District

SELECT PC ←

Select PC

SELECT PS ←

Select PS

Search

←
Click here for search.

Screen 2

Step 4: A new screen will open with the results for “In Poll” units for marking EP, in this case no record is available for marking but users can easily mark the election petition in the list when units are available.
As shown in **screen 3**.

Election Petition

→ Search Result For : In Poll Election Type: AC

Search Again

Show 10 entries Search:

<input type="checkbox"/>	DISTRICT	AC	PS	BU	CU	VVPAT
No Record Available						

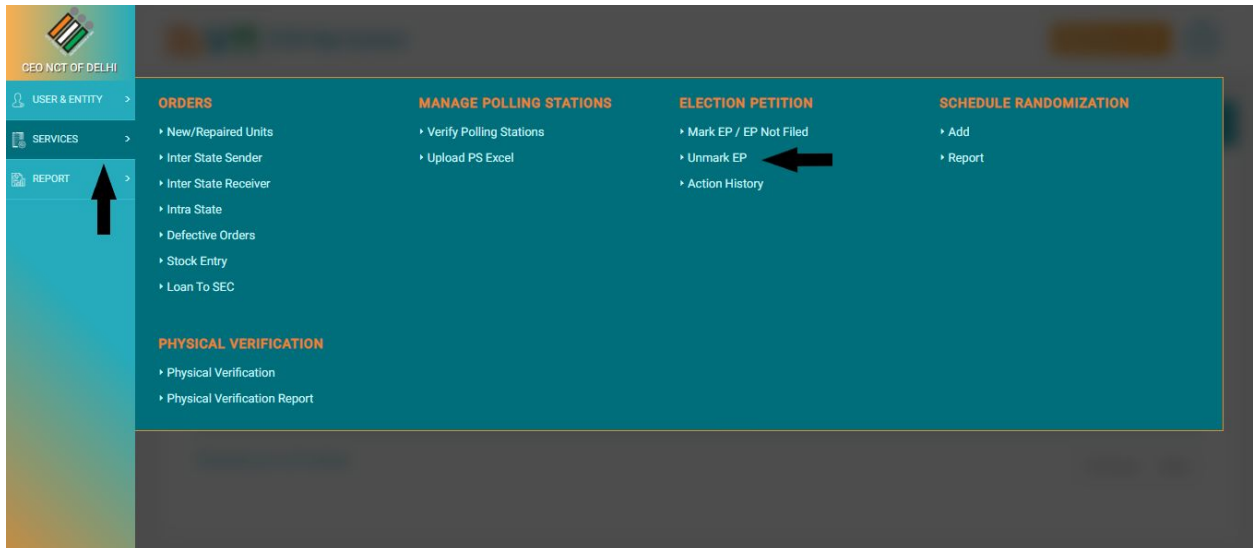
Showing 0 to 0 of 0 entries Previous Next

Screen 3

2. Unmark EP

Step 1: Login by CEO Credential.

Step 2: Click on the “Unmark EP” by going to “Services” as shown in **screen 4**.

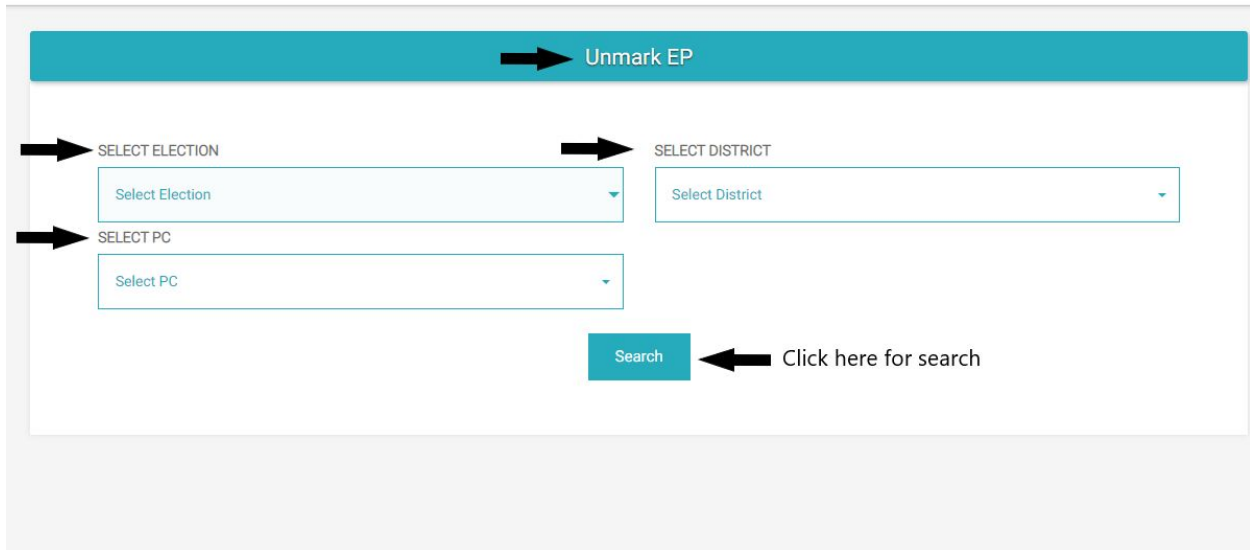


Screen 4

Step 3: For Unmarking election petition, user has to provide following information as requested

- Selection of Election Type
- Selection of District
- Selection of PC
- Add click on “search”

As shown in **screen 5**



Screen 5

Step 4: A new screen will open with the result for “EP Marked” units for unmarking, in this case no record is available for unmarking but users can easily unmark the election petition in the list when units are available.

As shown in **screen 6**.



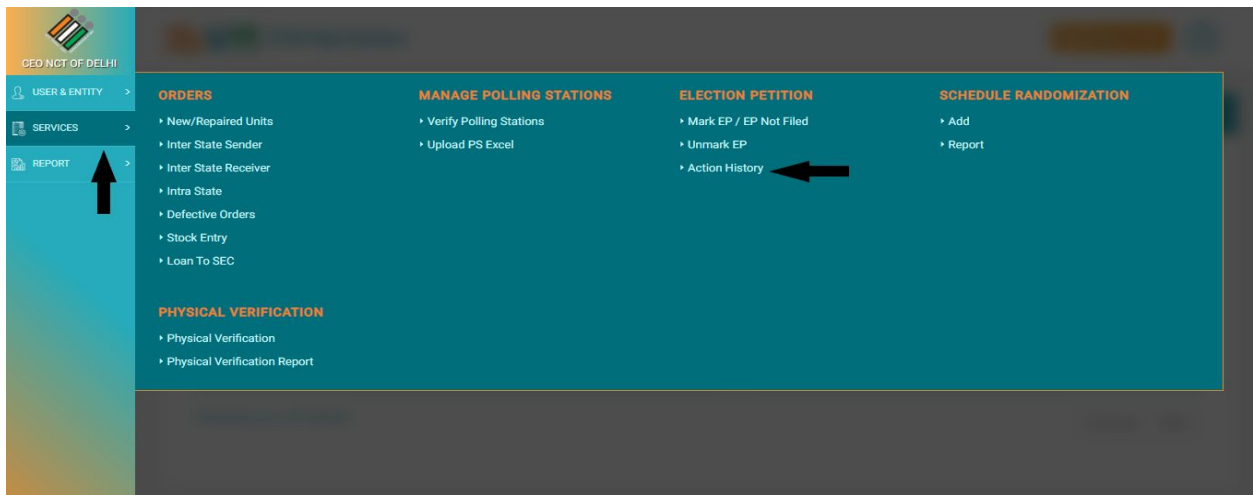
Screen 6

3. Action History

In the “Action History” user can check the action taken regarding the election petition in the past.

Step 1: Login by CEO Credential.

Step 2: Click on the “Action History” by going to “Services” as shown in **screen 7**.

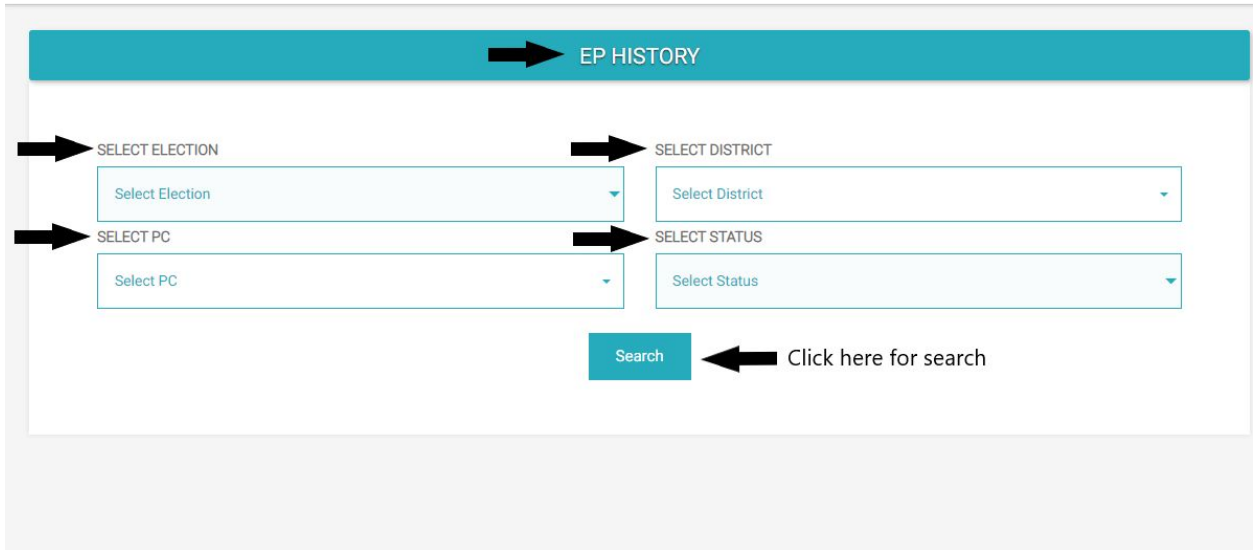


Screen 7

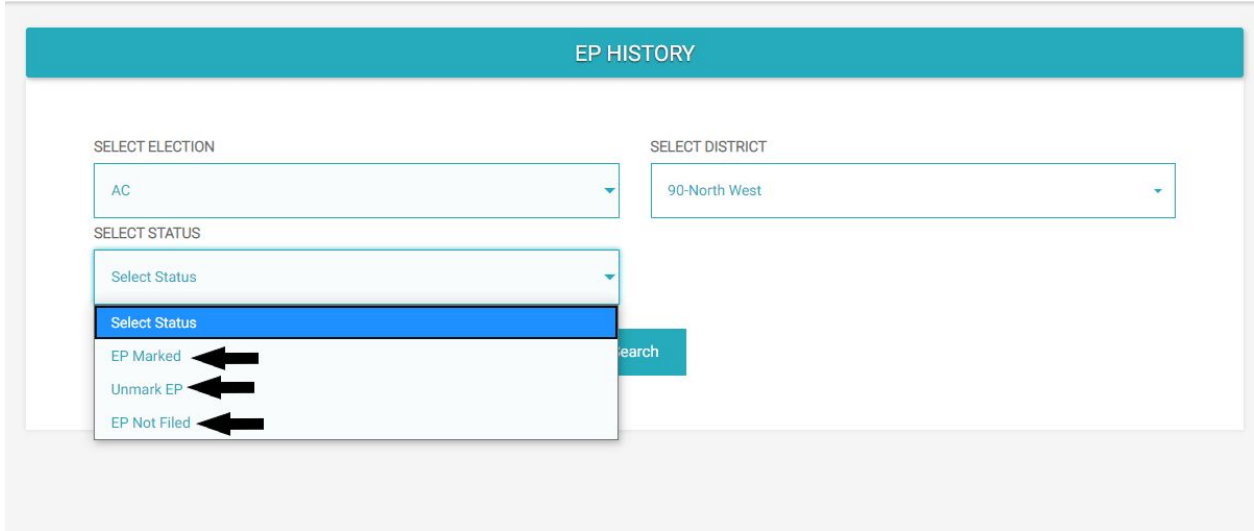
Step 3: For Unmarking election petition, user has to provide following information as requested

- Selection of Election Type
- Selection of District
- Selection of PC
- Selection of Status (EP Marked/Unmark EP/EP Not filed)
- Add click on “search”

As shown in **screen 8 & 8.1**



Screen 8



Screen 8.1

Step 4: A new screen will open with the result for “EP History”, in this case no record is available but users can easily check the EP history in the list when action was performed. As shown in **screen 9**.

The screenshot shows the 'EP HISTORY' interface. At the top, there is a teal header with 'EP HISTORY' and a right-pointing arrow. Below the header, a search bar indicates 'Search Result For : EP Not Filed' and 'Election Type: AC'. A blue 'Search Again' button is present. The main content area features a table with the following columns: DISTRICT, AC, BU, CU, VVPAT, Action Date Time, and Action. The table body is empty, displaying the message 'No Record Available' in red text. Below the table, it says 'Showing 0 to 0 of 0 entries'. At the bottom right, there are 'Previous' and 'Next' navigation buttons. The top left of the page shows the 'EVM Mgt System' logo, and the top right has 'User Manuals' and a user profile icon.

Screen 9

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