सत्यमेव जयते

Manual on Electronic Voting Machine and VVPAT

Edition 7
December 2022

भारत निर्वाचन आयोग
Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi-110001
"Greater Participation for a stronger democracy"

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PREFACE

The use of Electronic Voting Machines (EVM) has revolutionized the Electoral System and introduction of Voter Verifiable Paper Audit Trail (VVPAT) system has provided greater transparency to the poll process.

This is the 7th Edition of Manual on Electronic Voting Machine and VVPAT which has been updated in view of important progressive decisions taken by the Commission since the last Edition. The Manual contains the gist of all important instructions on use of EVM & VVPATs for clarity on implementation of ECI instructions and guidelines. If any instruction mentioned in this Manual is not covered in any earlier existing instructions/directions, the instructions written in this Manual will prevail. The Manual has been divided into four parts for ease of understanding. Part-I covers storage and movement of EVMs & VVPATs during non-Election period, First Level Checking and First Randomization. Part-II covers all processes from second randomization to counting of votes. Part-III gives the historical and legal perspective. Part-IV contains all Annexures and Formats.

It is hoped that this Manual will be useful to all election related officials and other stakeholders. The Commission would welcome suggestions from all users of this Manual for making it more informative and useful.

INDEX

PART - I

FROM NON ELECTION PERIOD TO FIRST RANDOMIZATION OF EVMs AND VVPATs

S. No.	Chapter No	Contents	Page No.
1	Chapter – 1	STORAGE OF EVMs AND OPENING OF EVM WAREHOUSE, MOVEMENT OF EVMs & VVPATs - DURING NON-ELECTION PERIOD AND EMERGENCY	6-9
2	Chapter – 2	FIRST LEVEL CHECKING (FLC) OF EVMs & VVPATs	10-18
3	Chapter – 3	FIRST RANDOMIZATION OF FLC OK EVMs & VVPATs	19-21
4	Chapter – 4	REPAIRING OF DEFECTIVE EVMs & VVPATs	22
5	Chapter – 5	TRAINING AND AWARENESS OF EVMs & VVPATs	23-27

PART – II

FROM SECOND RANDOMIZATION OF EVMs AND VVPATs TO COUNTING OF VOTES

S. No.	Chapter No	Contents	Page No.
1	Chapter –6	STORAGE OF EVMs & VVPATs AND OPENING OF EVM WAREHOUSE, MOVEMENT OF EVMs & VVPATs - DURING ELECTION PERIOD AND EP PERIOD	28-34
2	Chapter –7	SECOND RANDOMIZATION OF EVMs & VVPATs	35
3	Chapter –8	COMMISSIONING OF EVMs (CANDIDATE SET) & VVPATs	36-43
4	Chapter –9	DISPERSAL OF EVMs & VVPATs	44-50
5	Chapter – 10	VOTING COMPARTMENT TO BE USED IN POLLING STATION	51
6	Chapter – 11	POLL DAY	52-65
7	Chapter – 12	STORAGE OF POLLED AND UNPOLLED EVMs AND VVPATs AFTER POLL	66-68
8	Chapter – 13	USE OF EVMs & VVPATs IN CASE OF REPOLL	69
9	Chapter – 14	COUNTING OF VOTES	70-82
10	Chapter –15	CHECKLIST AND PRECAUTIONS	83-89

PART - III

INTRODUCTION OF EVMs AND VVPATs

S. No.	Chapter No	Contents	Page No.
1	Chapter – 16	INTRODUCTION	91-93
2	Chapter – 17	LEGAL PROVISIONs FOR THE USE OF EVMs & VVPATs	94-105
3	Chapter - 18	EVM MANAGEMENT SYSTEM	106-108

PART - IV

ANNEXURES

S. No.	Chapter No	Contents	Page No.
1	Annexure-1	Master Stock Register	110-111
2	Annexure-2	Quarterly/Monthly Inspection Report	112
3	Annexure-3	Attendance Register for National and State Recognised Political Parties at FLC Hall	113
4	Annexure-4	SOP for Cleaning of Plastic Cabinet and Carrying Cases	114-115
5	Annexure-5	Certification of EVMs by BEL/ECIL	116
6	Annexure-6	Tools and Spares to be brought by BEL/ECIL Engineers for FLC	117
7	Annexure-7	Mock Poll Selection Certification During FLC of EVMs	118
8	Annexure-8	Mock Poll by Representatives of National and State Recognised Political Parties during FLC of EVMs & VVPATs	119
9	Annexure-9	Mock Poll certification during FLC of VVPATs	120
10	Annexure-10	Flow Chart for FLC Procedure of EVM	121
11	Annexure-11	Sealing of Control Unit of EVMs using Pink Paper Seal	122
12	Annexure-12	Certificate on arrangement for FLC by DEO	123
13	Annexure-13	Certificate on completion of FLC process	124
14	Annexure-14	Inspection Report of arrangement for FLC	125-127
15	Annexure-15	Plan on Awareness for EVMs & VVPATs	128
16	Annexure-16	Progress on EVMs & VVPATs Awareness	129
17	Annexure-17	Standard Operation Procedure (SoP) for Training including demonstration and awareness program of EVMs and VVPATs	130
18	Annexure-18	Potential Errors	131
19	Annexure -19	Register for Preparation of EVMs and VVPATs	132
20	Annexure -20	Certification of EVMs by BEL/ECIL	133-134
21	Annexure -21	Installation of Paper Roll in VVPAT	135

S. No.	Chapter No	Contents	Page No.
22	Annexure -22	Mock Poll certification during Preparation of EVMs and VVPATs	136
23	Annexure-23	Handling of CU-BU-VVPAT Failures/ Errors During Poll Preparation of Polling Officials for Fault Handling- Suggestions	137
24	Annexure -24	Check List of Additional Items of Polling Materials to Be Provided to the Polling Party	138
25	Annexure -25	Voting Compartment – Dimensions & Cascading of Balloting Units	139-141
26	Annexure- 26	Form of Declaration by Elector under Rule 49MA of Conduct of Elections Rules, 1961	142
27	Annexure-27	PRESIDING OFFICER'S REPORT	143-148
28	Annexure -28	Certificate for Sector Officers / Zonal Magistrate etc.	149-150
29	Annexure-29	CERTIFICATE- All the unused reserve EVMs and VVPATs and Defective unpolled EVMs & VVPATs	151
30	Annexure -30	Mandatory verification of paper slips of VVPAT of 05 randomly selected polling stations - Polling Stations	152
31	Annexure- 31	Mandatory verification of paper slips of VVPAT of 05 randomly selected polling stations (Observer)	153
32	Annexure -32	Samples of Container and Pigeonholes	154
33	Annexure -33	Result of Printed Paper Count (Annexure To Part-II of Form 17-C)	155
34	Annexure -34	Account of Votes Recorded	156-157
35	Annexure -35	Appointment of Officer for shredding VVPAT slips	158
36	Annexure -36	Certificate- VVPAT Paper Slips pertaining to Mock Poll (DEO)	159
37	Annexure -37	Certificate- All the VVPAT Paper Slips pertaining to Mock Poll & Actual Poll (CEO)	160

PART – I

(From Non-Election period to First Randomization of EVMs & VVPATs)

S. No.	Chapter No	Contents	Page No.
1	Chapter – 1	STORAGE OF EVMs AND OPENING OF EVM WARE-HOUSE, MOVEMENT OF EVMs & VVPATs - DURING NON-ELECTION PERIOD AND EMERGENCY	6-9
2	Chapter – 2	FIRST LEVEL CHECKING (FLC) OF EVMs & VVPATs	10-18
3	Chapter – 3	FIRST RANDOMIZATION OF FLC OK EVMs & VVPATs	19-21
4	Chapter – 4	REPAIRING OF DEFECTIVE EVMs & VVPATs	22
5	Chapter – 5	TRAINING AND AWARENESS OF EVMs & VVPATs	23-26

CHAPTER - 1

STORAGE OF EVMs & VVPATs AND OPENING OF EVM WAREHOUSE & MOVEMENT OF EVMs & VVPATs – DURING NON-ELECTION PERIOD AND EMERGENCY

1.1. Various types of EVM storages:

(a) EVM Warehouse: EVM Warehouse means the designated building having room(s) for storing EVMs and VVPATs during non-election period at District Headquarters/Tehsil Headquarters (in exceptional case with valid reason).

(b) EVM Strong Room: EVM Strong Room means the designated hall/room for storing EVMs and VVPATs from FLC to completion of EP filing period. Various categories of EVM Strong Room include;

(i) FLC Strong Room: FLC Strong Room(s) means the designated room/hall having FLC-Ok EVMs and VVPATs after completion of First Level Checking of EVMs and VVPATs.

(ii) Repair Strong Room: Repair Strong Room(s) means the designated room/hall having FLC-rejected EVMs and VVPATs and un-polled non-functional/rejected EVMs and VVPATs pertaining to Awareness, Training, Commissioning, dispersal, mock poll (Category C) etc.

(iii) Training & Awareness Strong Room: Training & Awareness Strong room(s) means the designated room/hall having EVMs & VVPATs pertaining to Training & Awareness.

(iv) AC/AS Strong Room: AC/AS Strong Room(s) means the designated room/hall having EVMs and VVPATs after First Randomization of EVMs and VVPATs.

(v) Polled Strong Room: Polled Strong Room(s) means the designated room/hall having polled EVMs and VVPATs [Category A (Polled) EVMs and VVPATs and Category B (Polled non-functional) EVMs and VVPATs] after completion of Poll till Counting of votes. Repolled machines, if any, may also be kept here.

(vi) Reserve Strong Room: Reserve Strong Room(s) means the designated room/hall having Category D (unused/reserve) EVMs and VVPATs after completion of Poll.

(vii) District Strong Room: Strong Room means the designated room/hall for storing Category A (Polled) EVMs and VVPATs and Category B (Polled non-functional) EVMs after Counting of Votes till Election Petition Period.

1.2 Physical Aspects of the EVM and VVPAT Warehouse:

i) Only (1) entry/exit point (Single entry and exit point for the warehouse)

ii) Seal all other doors/windows of the warehouse using brick-masonry or concrete.

iii) Install Main switch outside the warehouse/strong room and disconnect electricity after sealing.

iv) Free from dampness, pests, rodents etc.

v) Free from flood/water logging risk/cracks/leakage etc.

vi) Provide exhaust fan on the front side at the highest feasible point for air-circulation and install strong iron grill at the vent/passage.

vii) Vacuum Cleaner for each warehouse.

viii) No other material whether election related or not (except the documents/materials prescribed by the Commission to be kept with the polled EVMs/VVPATs) to be kept with the EVMs and VVPATs.

ix) In no case SEC-EVM and ECI-EVM loaned to SEC shall be stored in EVM warehouse meant for storage of ECI-EVMs

x) Before storing the EVMs/VVPATs in newly constructed warehouse or any EVM warehouse, the District Election Officer shall obtain a certificate from the authority concerned to ensure the quality and physical aspects of the EVM warehouse and to be kept on record for future reference.

1.3. Non-Election Period (After C+45 days)

1.3.1. Storage of EVMs & VVPATs

i) District Head Quarters/Designated warehouse

ii) In Treasury

iii) If it is not possible to store as above, then the alternative storage place shall not be below the Tehsil Head Quarters. The same shall be done with valid reasons with the approval of the CEO concerned.

iv) Warehouse of Food Corporation of India (FCI), Central Warehouse Corporation (CWC) or State Warehouse Corporation (SWC) may be used for storing EVMs only as last resort after exhausting all other options.

1.3.2. Security & Safety arrangements for Warehouse:

i) Double Lock System with all keys of each lock with two separate specified officers.

ii) Minimum Half Section of Armed Police for 24X7 security (only Government Security Personnel). Home Guards Security as an exception when regular police cannot be posted.

iii) Installation of CCTV Camera to capture hall door and corridor with DVR for storing at least 30 days recording.

iv) Log book for each entry and exit.

v) Duty roster for security personnel.

vi) Videography at the time of the opening and closing of the warehouse (recording of last inspection to be preserved till the next inspection)

vii) Adequate fire safety and fire alarm system.

1.3.3. Custody of Warehouse Keys: DEO to remain over all in-charge of the safe custody of EVMs & VVPATs

i) All the keys of Lock -1 with DEO & all the keys of Lock-2 with Dy. DEO

ii) Warehouse outside the District HQ- all the keys of Lock -1 with SDM & all the keys of Lock-2 with Tehsildar.

iii) Deposit keys in Treasury and maintain proper log book for depositing and taking out the keys.

iv) Handing over and taking over of the keys to be a part of Certificate for Transfer of Charge (CTC).

1.3.4 Protocol for opening of warehouse:

i) Inform National and State recognized political parties in writing, at least 24 hours in advance, about the date and time of opening and closure of EVM/VVPAT warehouse.

ii) Do not open Warehouse having EVMs/VVPATs in Election Petition or court cases for any purpose.

iii) DEO to nominate an Officer not below the rank of Tehsildar for the purpose of opening/ closing of EVM-warehouse.

iv) Allow National and State Recognized Political Parties Representatives to remain present during opening and closing of the warehouse.

v) Conduct of videography is mandatory whether election period or non-election period.

vi) In case of exigencies like flood or fire etc., if videography is not feasible, video of opening/ closing of warehouse shall be made through mobile.

vii) In case of exigencies like flood or fire the CEO/DEO may shift the EVMs/VVPATs under intimation to the Commission and also take post facto approval. The DEO shall inform the CEO on the same day and the CEO shall immediately send report to the Commission with his comments. If EVMs are pertaining to Election Petition shift the EVMs in the presence of DEO, petitioners and respondents of Election Petition under advance intimation to the Honourable High Court concerned specifying the reasons.

viii) Maintain details of EVMs/VVPATs in a Master Stock Register (MSR) for every district as per format in **Annexure–1**.

1.3.5 Monthly/Quarterly Inspection of warehouse by the DEO

i) Monthly inspection of sealed warehouse every month and submission of inspection report by 5th day of subsequent month to the CEO concerned in Annexure-2.

ii) Quarterly inspection report of opening and checking the warehouse for its internal condition by 5th day of April, July, October and January every year and submission of report to the CEO concerned in **Annexure-2**. National and State Recognized Political Parties Representatives to remain present during opening and closing of the warehouse.

iii) It should be ensured that in no case warehouse be opened for checking its internal conditions, if it has EVM/VVPAT pertaining to any election petition/court case.

iv) Time stamping along with GPS location to be printed on photographs while inspecting warehouse.

v) Opening and checking of warehouse for its internal condition during rainy season or in case of any exigencies, if required, and submission of report to the CEO concerned.

vi) The CEO shall submit consolidated report to the Commission by 15th day of every month (Quarterly report instead of monthly report with his studied observation regarding compliance of extant instructions. In case any intervention is required, then it shall be brought to the notice of the Commission).

1.3.6. After completion of FLC, store FLC-OK EVMs/VVPATs in FLC Strong Room till first randomization of EVMs & VVPATs with minimum one section of armed police for 24X7 security along with CCTV coverage.

CHAPTER - 2

FIRST LEVEL CHECKING (FLC) OF EVMs & VVPATs

2.1 Overall responsibility of FLC:

(a) District Election Officer (DEO) shall be responsible for overall FLC process.

(b) DEO shall ensure strict adherence & compliance of FLC instructions.

(c) DEO will appoint a senior officer of the rank of Addl. /Dy. DEO fully trained with FLC process as FLC Supervisor.

2.2 Requirement of EVMs and VVPATs for conducting FLC:

(a) For Bye election to the Assembly Constituency, the requirement of EVMs and VVPATs for conducting FLC shall be 200% of number of polling stations of the Assembly Constituency. However, in case of Parliamentary Constituency, the requirement of EVMs and VVPATs for conducting FLC shall be 150% of number of polling stations of the Parliamentary Constituency.

(b) For General Election to the Assembly/Parliamentary Constituency, the requirement of EVMs and VVPATs shall be 125% and 135% respectively of the number of polling stations or as allocated by the Commission considering geographical or past experiences.

2.3 FLC when to be done:

(a) FLC of EVMs and VVPATs shall be done before every General/Bye-election to Assembly and Parliamentary Constituency or in any elections where EVMs and VVPATs are used.

(b) FLC of EVMs and VVPATs shall commence:

(i) within one month of occurrence of vacancy in case of bye-election.

(ii) at least P-120 days in case of General Election to State Legislative Assembly.

(iii) at least P-180 days in case of General Election to Lok Sabha or as instructed by the Commission.

(P-may be estimated based on the last General Election).

(c) FLC is to be done sufficiently in advance so that all checks are carried out without any undue haste in the presence of representatives of National and State Recognised Political Parties.

(d) FLC of EVMs and VVPATs shall be completed, as far as possible, three months before tentative announcement of election. The same may be calculated considering the last time of announcement of election.

2.4 Schedule of FLC:

(a) Depending on the number of EVMs and VVPATs to be checked in FLC, the CEO/DEO shall prepare a schedule for the FLC of EVMs in consultation with EVM manufacturers (BEL & ECIL).

(b) Ensure timings of FLC from 9 am to 7 pm on all days including holidays. For any exemption request for timing or OFF on a particular day due to any valid reason, prior approval of the CEO concerned is required under intimation to the ECI.

2.5 FLC to be done in the presence of representatives of National and State Recognised Political Parties:

(a) The schedule for FLC shall be communicated to every National and State Recognised Political Party at the district headquarters with proper acknowledgement and copy endorsed to the parties at State headquarters, in writing by the DEO at least 2 days before the beginning of the FLC in the district.

(b) On the day of the FLC, representatives of all National and State Recognised Political Parties authorised by the District President of the party shall be encouraged to be present.

(c) A register shall be kept at FLC hall by the DEO in Annexure-3 in which signatures of the representatives of National and State Recognised Political Parties shall be taken every day as token of their presence.

2.6 Arrangements in the premises of FLC:

(a) FLC Hall shall be spacious to accommodate the EVMs/VVPATs, officials nominated by DEO, engineers of BEL/ECIL and the representatives of National and State level recognised parties.

(b) FLC hall shall be large, well-lit, well ventilated and dust free hall. Non-heating high illumination LED lights to be installed so that each table is brightly lit.

(c) In consultation with BEL/ECIL, install a TV/Monitor of minimum 24 inches display with HDMI input, for each SLU under use in FLC Hall for simultaneously viewing the symbols being loaded in VVPATs by the representatives of the National and State Recognised Political Parties.

(d) FLC area to be fully barricaded and sanitized by police.

(e) Ensure the hall is free from any electronic components, device, except those permitted by the Commission for the purpose of FLC process etc.

(f) Make proper arrangements like drinking water, toilets (separate for male and female), first aid, fire extinguishers, fire alarm inside and outside the hall.

(g) Single entry and exit to hall with full security by armed police forces (minimum one section) round the clock with 24X7 CCTV coverage.

(h) Paste copy of the Detailed Standard Operating Procedure (SOP) mentioning step by step instructions in FLC hall. The SoP shall be provided by BEL and ECIL, as the case may be, in advance so that the same shall be pasted in FLC Hall before starting FLC.

(i) Entry to hall through Door Frame Metal Detector (DFMD) on production of Identity Card of authorised official/pass issued by DEO.

(j) Proper frisking of every person/officer/engineer at every entry with record in the log book for every entry and exit.

(k) Cell phones, camera, spy pens etc. not to be allowed inside the FLC hall and kept at the collection centre made outside the hall **except for two mobiles, to be used by the election officials nominated by DEO for marking FLC-OK and one mobile to BEL/ECIL engineer to mark FLC-Reject in EMS using mobile app with proper reason.**

(l) **No** other equipment allowed inside the hall except those mentioned in FLC User Manual and a paper shredding machine to dispose of VVPAT slips generated during FLC process.

(m) Web casting of the entire FLC process and monitoring the same in the Control room at DEO and CEO level and submission of report to ECI.

(n) Arrangement of one PC/laptop with internet connectivity outside FLC Hall for transmitting FLC data from P-FLCU on daily basis.

(o) During entire FLC period in the district, both P-FLCU and SLU with SLMD and connecting cables shall be in the custody of the FLC In-charge deputed by the District Election Officer and to be kept in the FLC premises with proper security. The same shall be returned back to BEL/ECIL (engineers authorized by the BEL/ECIL) after completion of FLC in the respective district, for further use in other stations or to move to safe custody of the manufacturers.

2.7 Manpower in FLC:

(a) FLC shall be conducted only by authorised engineers of BEL and ECIL. BEL and ECIL shall be fully responsible for the integrity, efficiency and competence of their engineers.

(b) Randomisation of list of engineers to be deputed by BEL/ECIL for carrying out FLC shall be done by the CEO for District-wise allocation and shall provide the list alongwith engineers'

cell numbers to DEO concerned.

(c) Deputation of Sr. level engineers at State Headquarters as well as at each district headquarters by BEL/ECIL to supervise FLC.

(d) Deputation of one Manager by BEL/ECIL for 4-5 districts to remain in the field for daily supervision & co-ordination.

(e) No entrance of engineers, technicians or other technical staff except authorised engineers/ technical staff of BEL and ECIL to the FLC Hall.

(f) Deployment of sufficient unskilled labour by the DEO for cleaning, unpacking and packing of EVMs and VVPATs in consultation with the manufacturers.

2.8 Work to be done during FLC:

(a) **Cleaning of Machines by official/staff/ labourer deputed by DEO:** This includes removal of address tags, ballot papers, special tags, cleaning of superscriptions of CU, BU and VVPAT, clearing of earlier poll data, dusting of CU, BU and VVPAT, etc. as per the prescribed guidelines (**Annexure-4**) of the manufactures in the designated FLC hall under the supervision of Team leader of engineers and FLC in-charge.

(b) **Visual Inspection by authorised engineers of BEL/ECIL:**Visual Inspection of BU, CU, VVPAT, connecting cable, connector, latches, carrying cases etc., will be conducted to ensure there is no damage or breakage of plastic parts, latches, switches etc. Any defect in the unit will be noted down against unit serial number. Replacement of plastic parts, latches, switches etc. which are permissible (as per detailed SoP for FLC of BEL/ECIL) in the field.

(c) **Functionality checks using P-FLCU by authorised engineers of BEL/ECIL:**The functionality checks of CU, BU & VVPAT will be conducted using P-FLCU as per the detailed procedure contained in the P-FLCU user manual for field engineers.

(d) **Symbol Loading in VVPAT using SLU by authorised engineers of BEL/ECIL:** P-FLCU passed Voter Verifiable Paper Audit Trail (VVPAT) shall be moved to Symbol Loading table before moving to manual FLC table. Symbol loading in VVPAT shall be done using SLU as per the SLU user manual and facilitation of simultaneously viewing of symbol loading on Monitor to the representatives of National and State Recognized political parties. Only dummy symbols prescribed by the ECI shall be loaded in the VVPATs for conduct of FLC and Mock polls.

(e) **Full functionality checks:**

(i) Diagnostic test of each BU, CU and VVPAT prescribed by the manufacturer.

(ii) Check response of all switches and carry out tests prescribed by the manufacturers as per the SoP to confirm all the components of the EVM are original. BEL and ECIL

engineers will certify in **Annexure-5** that all the components of the EVMs are original.

(iii) In order to provide assurance to the political parties, the authorised engineers will ensure opening of cabinets of BU & CU in the presence of the representative of National and State Recognised Political parties during FLC and carry out visual inspection of PCB to check for spurious components, if any. Any discrepancy should be brought to the notice of DEO or his representative immediately. Seal the cabinet of the CUs with Pink Paper Seals as per the SoP.

(iv) For conducting FLC of BU, CU & VVPAT together, Mock poll of 6 votes against each candidate button shall be conducted and electronic count of CU will be tallied with VVPAT paper slips of each VVPAT.

(v) Whenever, additional BUs or CUs or VVPATs are required to be added with the EVMs and VVPATs of already conducted FLC-OK EVMs at later stage like commissioning, de-novo FLC of additional units shall be conducted.

(vi) Once the unit is passed, Green FLC OK sticker will be pasted on Control Unit (CU)/ Ballot Unit (BU)/Voter Verifiable Paper Audit Trail (VVPAT).

(vii) Red Sticker with reasons of rejection will be pasted on FLC-rejected units.

(viii) Ensure signatures of BEL/ECIL Engineers and the representative of DEO on both red/ green stickers as applicable.

(ix) Pink Paper Seals will be pasted on FLC-OK CU and signed by FLC Engineer, FLC supervisor and the representatives of National and State Recognised Political Parties.

(x) If any EVM is found to be defective, it will be kept aside and sent to the factory of BEL and ECIL for repairs **within 7 days** of completion of FLC in the district. CEO shall club despatches from more than 1 district to economise transport.

(xi) In case of bye-elections to Parliamentary and Assembly Constituencies, all the defective EVMs & VVPATs pertaining to First Level Checking, commissioning, dispersal and mock poll replacement shall be sent together to the respective manufacturers namely; BEL and ECIL for repairing purpose **within 7 days of completion of the bye-election(s).**

(xii) Superscription on the cabinet/carrying cases of EVM and VVPAT with marker pen or any other pen is **strictly prohibited** to avoid defacing of the machines.

(xiii) No electronic repair of the machine shall be carried out in the field. Changing of electronic components of the machines in the field is strictly prohibited.

(xiv) BEL/ECIL FLC Engineers shall bring with them the detailed Standard Operating

Procedure (SoP) mentioning the step-by-step instructions of checking of the machine. Copy of this SoP shall be pasted prominently at FLC Hall.

(xv) List of equipment and spares, which the engineers shall be allowed to carry with them in FLC Hall is attached as **Annexure-6.**

(f) **Conduct of Mock Poll by officials/Staff/FLC Engineer deputed by DEO:**

i) Casting of 6 (six) votes **against each of the 16 candidate buttons,** observation of result and clearing of mock poll data will be done for each EVM (BU+CU) and VVPAT by FLC Engineers

ii) A load test on 1% of the randomly selected FLC-OK EVMs and VVPATs will be conducted by connecting 4 BUs to 1 CU and 1 VVPAT and casting at least 1 vote for each candidate button of connected BUs (i.e. 64 votes) and tallying the VVPAT slips count with the CU count.

iii) Additionally, mock-poll in **1% of EVMs & VVPATs of 1200 votes, in 2% of EVMs & VVPATs of 1000 votes and in 2% of EVMs & VVPATs of 500 votes** shall be done **in the presence of** the representatives of political parties and electronic count shall be tallied with VVPAT slips count. Percentage shall be taken/calculated on quantity of FLC OK Control Units.

iv) Representatives of political parties shall be allowed to pick machines randomly for the purpose of mock-poll and also do the mock poll themselves, if they so desire and their signatures will be obtained in the register at **Annexure-7** and **Annexure-8,** respectively**.**

v) In rest of the machines, number of votes polled during the mock poll should be to the satisfaction of the representatives of political parties.

vi) Signatures of representatives of political parties shall be taken in a register in **Annexure-9** as a token of confirmation that there are no discrepancies between the VVPAT paper slips count and electronic count of Control Unit.

vii) Destruction of VVPAT paper slips generated during FLC shall be done on daily basis through shredding machine.

(g) Data upload in EMS: Unique ID of FLC–OK units will be uploaded (In case of Control units along with Unique Serial Number of Pink paper seals) using EMS mobile App by the authorised official of DEO, on a daily basis. Unique ID of rejected Units with rejection details will be uploaded to EMS using EMS mobile app, on a daily basis, by FLC engineers.

(h) Uploading PFLCU Data: At the end of the day the FLC In charge (BEL/ECIL) shall move all PFLCUs to the internet room (Room with PC & Internet) of the FLC Centre and upload the PFLCU data to respective factory server on a daily basis. In case of physical and Plastic

Damages, Data which could not be captured by PFLCU, shall be manually entered into application against unit serial number. Further, FLC Data will be sent to BEL/ECIL FLC server through internet using "Field FLC Data Transfer" Application only.

(i) Flow chart for the FLC procedure is attached at **Annexeure-10.**

2.9 Sealing of plastic cabinet of Control Unit of EVMs with modified Pink Paper Seal

(a) In order to ensure that the Control Unit of EVM cannot be opened after First Level Checking of the EVMs, the cabinet of the Control Units shall be sealed with the modified Pink Paper Seal supplied by the Nasik Security Press, in the presence of the representatives of the National and State Recognised Political Parties present at the time of FLC, as per the following procedure:

(i) Modified Pink Paper Seal has two portion/part of same Unique Serial Number. First, split the seal into two separate Pink Paper Seals.

(ii) Remove the gummed paper from Pink Paper Seal carefully.

(iii) These two Pink Paper Seals shall be pasted on two sides of the Cabinet of the Control Unit as shown in the figures:



Control Unit sealed with Modified Pink Paper Seal

(iv) For proper fixing of the seals, the BEL and ECIL shall emphasise the following:

- Proper handling of seals.
- The surface on which seal need to be applied should be clean and free from dust, dirt, water, chemical and oil.
- The peeling off/removal of seal from the release liner surface with clean finger nails.
- The application to the applicable surface should be done gently with thumb pressure or finger (4-5 times) to avoid possibility of air pocket, crease.
- The seal applied on the EVM surface should not be partially stuck and removed and re-used.

(v) While marking FLC-OK in EVM Management System (EMS) using Mobile App, the Unique Serial Number of Pink Paper Seal shall be entered by scanning QR-Code.

(b) Take signatures of the Engineer and the representatives of the National and State Recognised Political Parties present along with the party name in abbreviations below their signatures. Allow them to note down the serial number of the pink paper seal.

(c) Marking of FLC-OK and FLC-Reject of machines in EMS should be done on daily basis.

(d) Maintain a register in **Annexure-11** for mentioning the unique number of CU and serial number of pink paper seal and take their signature and provide photocopy to the National and State Recognised Political Parties.

(e) Provide photocopy of list of FLC-OK Ballot Units, Control Units and VVPATs to the National and State Recognised Political Parties after completion of FLC and also to all the contesting candidates as soon as last date of withdrawal of candidature is over and take their acknowledgement.

(f) Ensure the availability of photocopy of the register at the time of Commissioning of EVMs/ VVPATs.

2.10 Supervision of FLC

(a) FLC shall be carried out under the direct and close supervision of District Election Officer.

(b) The DEO shall nominate one officer not below the rank of Additional/Deputy DEO as FLC Supervisor to supervise the entire process of FLC. This officer shall be present in the FLC Hall for the entire duration of FLC. FLC Supervisor shall submit a certificate in **Annexure-12** to the CEO concerned through DEO before starting of FLC to the effect that all the arrangements of FLC have been done as per ECI instructions.

(c) District Election Officer shall invariably conduct a daily inspection of the FLC venue & FLC process to ensure that the FLC is being carried out as per the instruction of the Commission. The process of FLC shall be webcast & continuously recorded. Video, CD, DVD or other suitable modes will be kept in the custody of DEO.

(d) Webcast cameras shall be installed in the FLC Hall in such a manner that the process of FLC can be fully seen on webcast. The web link shall be shared with CEO and ECI, preferably as a single dashboard view with individual links for all the FLC centres.

(e) Control Room shall be set up at CEO office for monitoring through webcast whether FLC instructions & procedures are being fully followed.

(f) After completion of the FLC of all the BUs, CUs and VVPATs and updating of FLC-Status in the EMS, DEOs shall submit a Certificate to this effect to the CEO in the format given at **Annexure-13** and CEO will submit a consolidated certificate for all the districts to the Commission.

2.11 Inspection of preparedness and quality check of FLC:

(a) In case of bye-election(s) to Parliamentary/Assembly Constituency(ies), EVM Nodal Officer of the State/UT concerned shall do inspection.

(b) In case of General Election to Lok Sabha/State Legislative Assembly, Nodal Officer(s) of other States/UTs shall be deputed to do surprise inspection. In Lok Sabha election, State Officers/NLMTs/ECI Officers and consultants can also be deputed.

(c) Deputed officers will submit report to the Commission in **Annexure-14.**

(d) CEO shall also depute teams to conduct surprise inspection of FLC process in the districts from time to time. The report of such inspection undertaken by CEO shall be submitted to the Commission.

2.12 Security measures for EVMs after FLC of EVMs:

(a) Comprehensive arrangements should be made for round-the-clock security of the strong rooms having EVMs after First-Level-Checking.

(b) Minimum one section of State Armed Police shall be deployed for 24X7 security of Strong room having FLC "OK" EVMs/VVPATs.

(c) The entry point of strong room having EVMs after FLC shall have 24X7 CCTV coverage.

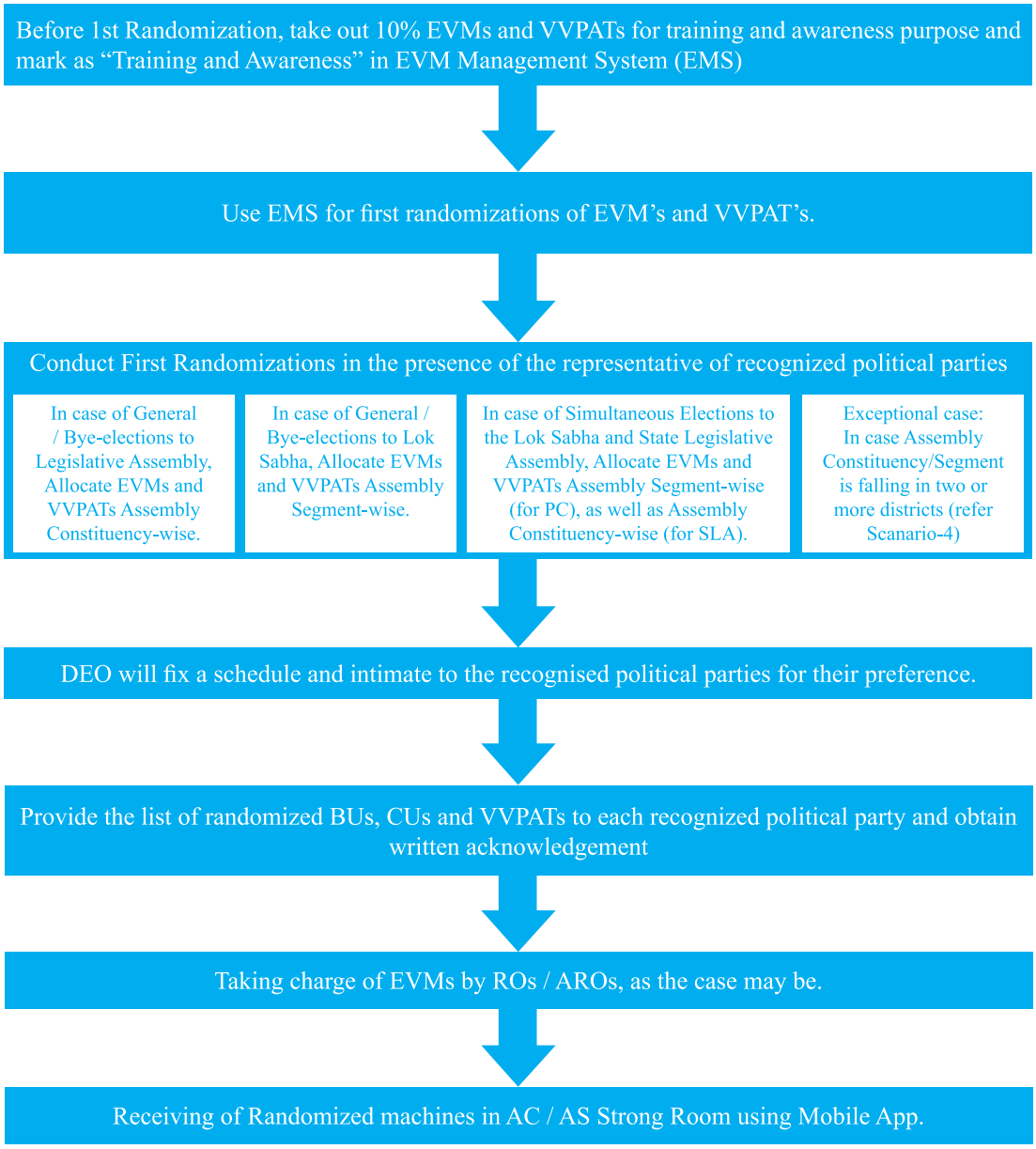
(d) **There should be sufficient arrangement of fire extinguishers and fire alarm near and inside the strong room.**

(e) A log book shall be maintained by the security personnel in which entry should be made about date, time, duration and name(s) of anyone entering near the strong rooms. This includes visits by the Observers or DEOs or SPs or Political Parties/candidates or their agents or any other person.

CHAPTER - 3

FIRST RANDOMIZATION OF FLC OK EVMs & VVPATs

3.1 Steps for First Randomization to be done by DEO:-



During the General Elections to the Lok Sabha, the States/UTs may face the following scenarios:

Scenario No.1: When the entire district consists of the PC, the District Election Officer (DEO) is the custodian of EVMs/VVPATs of that district and the Returning Officer of that PC.

Ex: PC consists of only one District-A having 9 Assembly Segments (AS) (a, b, c, d, e, f, g, h and i).

District-A (1-PC = 9 AS: fully covered in District -A)

a	b	c
d	e	f
g	h	i

Shaded Area is PC

Scenario No.2: When the entire two or more districts consist of the PC, the DEOs are the custodian of EVMs/VVPATs of the respective district and the DEO of one district is the Returning Officer of that PC.

Ex: PC consists of two Districts-A & B. District-A having 9 AS (a, b, c, d, e, f, g, h and i) and District-B having 4 AS (j, k, l and m). DEO of District-A is the RO of PC.

District-A			**District-B**	
a	**b**	**c**	**j**	**k**
d	**e**	**f**	**l**	**m**
g	**h**	**i**		

Shaded Area is PC

Scenario No.3: When the PC consists of entire district as well as some AS of some adjoining district/ districts and the DEO of this district is RO of the PC.

Ex: PC consists of entire Districts-A (a, b, c, d, e, f, g, h and i) & some AS of District-B (only AS-j) & District-C (only AS- o and p). DEO of District-A is the RO of PC.

District-A			**District-B**	
a	**b**	**c**	**j**	**k**
d	**e**	**f**	**l**	**m**
g	**h**	**I**		
n	**o**	**p**		
q	**r**	**s**		

District-C

Shaded Area is PC

Scenario No.4: The PC consists of entire district as well as some AS or some parts of AS of some adjoining district/districts and the DEO of this district is RO of the PC.

Ex: PC consists of entire Districts-A (a, b, c, d, e, f, g, h and i) & some part of AS of c i.e. c (ii) of District-A is in District-B & some AS of District-C (only AS- o and p). DEO of District-A is the RO of PC.

District-A			**District-B**		
a	**b**	**c**	**c**	**j**	**k**
d	**e**	**f**	**l**	**m**	
g	**h**	**I**			
n	**o**	**p**			
q	**r**	**s**			

District-C

Shaded Area is PC

Scenario No.5: **In case of Assembly election**: If any AC falls in two or more districts, First Randomization for allocating EVMs and VVPATs to that AC will be conducted by the DEO of the district in which RO HQs of that AC is situated. That AC shall be mapped in EMS with the district where RO HQs of that AC is situated.

Ex: Some part (b1) of AC-b is in District-A and remaining part (b2) in District-B. AC-b-RO HQs is at District-A. AC-b shall be mapped in EMS with District-A.

	District-A	District-B	
a	b(b1)	b(b2)	g
c	d	h	i
e	f	j	k

3.2. Action to be taken if 120% EVMs and 130% VVPATs are not available for first randomization:

(a) Randomize all the CUs and VVPATs available in the district for allocating them AC/AS wise. Hence, as far as possible equal percentage of Control Units, allocate to all the ACs/ASs without retaining any CU at District level.

(b) In case of BUs of EVMs, randomize the number of BUs equivalent to number of CUs for allocating them to AC/AS wise i.e. the percentage of BUs should be equal to percentage of CUs at each AC/AS.

(c) The remaining BUs should be available in the FLC strong room at the District level for allocating to the PC/AC where more than one BU would be needed after withdrawal of candidatures. However, this additional allocation after withdrawal should also be randomized.

(d) Training and Awareness EVMs and VVPATs may be re-introduced to meet the shortfall, if any, by following de-novo FLC and supplementary randomization etc., at later stage before commissioning of EVMs and VVPATs.

3.3. Identification and recognition of EVMs & VVPATs for simultaneous elections

For clear identification and recognition of EVMs and VVPATs for simultaneous elections:

(i) Paste distinct colour (same as that of ballot paper) self-adhesive stickers containing the words 'LOK SABHA' or 'LEGISLATIVE ASSEMBLY', as the case may be, on the carrying cases of BU, CU and VVPAT.

(ii) Apart from the above, paste distinct colour (same as that of ballot paper) self-adhesive stickers containing the words 'LOK SABHA' or 'LEGISLATIVE ASSEMBLY', as the case may be, on top cover 'BATTERY SECTION' of the CU and on top of VVPAT.

(iii) Size of self-adhesive sticker - **6 cm x 3 cm**.

CHAPTER - 4

REPAIRING OF DEFECTIVE EVMs & VVPATs

4.1 The defective EVMs and VVPATs are sent to the respective factory of the manufacturers of the EVMs/VVPATs, namely, BEL & ECIL for necessary repairs.

4.2 Strictly follow the following protocol for defective EVMs/VVPATs:-

a) Send FLC rejected EVMs/VVPATs to the manufacturers for repair within **7 days** of completion of FLC in that district. The CEO will coordinate and club defective Machines of multiple districts for dispatching to the factory.

b) **No movement of EVMs/VVPATs is permitted during the period from commencement of Candidate Setting (commissioning) to the Counting day. However, transportation of EVMs/VVPATs required for use in** subsequent phases of elections or for training of election officials is allowed under intimation to the recognised national & State political parties and candidates.

c) Store all defective EVMs/VVPATs not used in the poll in Repair Strong Room, preferably in a separate campus and never with other EVM/VVPATs.

d) **POST ELECTION REPAIRS**: After election, send all the defective EVMs & VVPATs to the respective factory for repairs.

e) After repairs are carried out, BEL/ECIL to follow exactly the same testing protocol for all repaired machines as for new EVMs/VVPATs.

f) The manufacturers shall not return the repaired EVMs/VVPATs to the respective State/UT; the repaired EVMs/VVPATs are to be stored in the factories till further allocation by the Commission. CEOs/DEOs are not required to take back the EVMs/VVPATs sent to the factory for repairs.

g) The manufacturers will furnish a report of the repaired EVMs/VVPATs in the prescribed Proforma to the state of dispatch/allocation and to the Commission. The same shall be uploaded in EMS also.

4.3 **Expenditure on Repairing of defective EVMs/VVPATs**: Sender State will bear the payment for repairing of all defective EVMs & VVPATs. The States/UTs where no specific Head for meeting the expenses on repairs/maintenance of EVMs &VVPATs exist they may create necessary sub-head viz**. "Maintenance of EVMs"** for the purpose in consultation with the State Government.

No electronic repair can be done during FLC (except mechanical).

Shifting of these defective EVMs/VVPATs through EMS only.

CHAPTER - 5

TRAINING AND AWARENESS OF EVMs & VVPATs

5.1. Schedule of Awareness program:

a) The Chief Electoral Officer shall fix a **time schedule for a focused campaign** throughout the State. The campaign shall have three components:

(i) EVM Demonstration Centers (EDC)

(ii) Mobile Demonstration Vans (MDV)

(iii) Digital outreach

b) The awareness campaign shall be started approximately 3 months prior to announcement of election (for this purpose date of announcement of the last election may be considered). Further, **awareness of EVMs and VVPATs** by way of physical display and/or demonstration of the machines in public shall **not** be conducted after announcement of election, whereas digital outreach may be intensified after announcement.

c) A **schedule for awareness campaign** should be prepared by the DEO assembly constituency/ segment-wise and adequate publicity shall be made in the media about this campaign. Schedule of Awareness program shall be **shared with National and State Recognized Political Parties**.

d) **Only M-3 EVM/VVPATs** shall be used in training, demonstration and awareness.

e) Physical demonstration of EVM and VVPAT would be carried out through 'EVM Demonstration Centre' and 'Mobile Demonstration Vans'.

f) CEOs to submit plan on Awareness for EVM/VVPAT at **Annexure-15** approximately 3 months prior to announcement of election and progress on EVM/VVPAT awareness every week on Monday at **Annexure-16** till the date of announcement of elections.

5.2. EVM Demonstration Centre (EDC):

(a) For physical demonstration-cum-awareness on use of EVM and VVPAT, **EVM Demonstration Centre(s)** shall be set up at District Election Office and at the Returning Officer Headquarters/Revenue Sub-Division Offices.

(b) The EVM Demonstration Centre shall remain operational till the announcement of the elections.

(c) Adequate infrastructure with proper signage should be provided in the EVM Demonstration Centres. Adequate publicity shall be made in this regard.

5.3. Mobile Demonstration Vans (MDV):

(a) A **Mobile Demonstration Van** must be deployed for every Assembly Constituency/Segment. However, the requirement of Vans may be assessed based on the geographical and other local conditions of the AC by the CEO/DEO and decision may be taken accordingly, so that all

polling locations/clusters/ELCs (Electoral Literacy Clubs) are covered during the campaign period at least once.

(b) An officer designated by DEO shall accompany each Mobile Demonstration Van.

(c) Mobile Demonstration Vans shall be functional till announcement of Election.

(d) Mobile Demonstration Vans should be appropriately equipped with Audio-Visual Equipment. Route chart with programme dates shall be adequately publicized.

(e) **Mobile Demonstration Vans** shall be provided proper security and safeguards.

5.4. Digital Outreach:

Digital outreach component of the awareness campaign shall be dovetailed in the SVEEP Plan of the districts and the State and executed accordingly during the campaign period. Innovative creative contents on **usage of** EVMs/VVPATs shall be developed locally, if required in vernacular languages, as part of the SVEEP Plan under guidance of SVEEP Division .

5.5. Protocol of EVM/VVPAT for Training and Awareness:

(a) For the purpose of Training and Awareness (T&A), District Election Officers shall take out EVMs and VVPATs keeping the overall **upper ceiling of 10%** of the total number of polling stations in the district. **Awareness EVM/VVPATs shall be used only for the innovative physical outreach mode described in para 5.2 and 5.3.**

(b) It shall be ensured that only First Level Checked OK EVMs and VVPATs shall be used for the aforesaid purpose.

(c) The **representatives of National and State Recognized Political Parties** shall be invited to witness the process from opening and closing of the warehouse/strong room for the purpose of taking out the EVMs and VVPATs under videography.

(d) The **list of such EVMs and VVPATs** shall be provided to the National and State Recognized Political Parties. This list shall also be shared with the candidates/their agents, as and when they are finalized.

(e) A **yellow color sticker** mentioning "Training/Awareness" shall be affixed on such EVMs and VVPATs and also on their carrying cases without fail.

(f) There shall be **no distinction** between Training and Awareness EVMs. The machines marked for Training/Awareness could be used interchangeably between Training and Awareness purpose inter-changeably.

5.6. Storage Protocol:

(a) The abovementioned EVMs and VVPATs (Training &Awareness) shall be stored in a **separate designated warehouse**, not below the sub-division headquarters with proper security and lock.

(b) In no case, EVMs and VVPATs pertaining to Training and Awareness shall be kept in FLC Strong Room.

(c) For opening and closing of Training and Awareness designated warehouse, there is no need to invite the representatives of political parties. However, the opening and closing of the designated warehouse shall be done by the authorized officer nominated by the DEO.

(d) A proper log-book shall be maintained for proper account of EVMs and VVPATs pertaining to Training and Awareness.

(e) Such EVMs and VVPATs shall be given only to the authorized officials deputed by the District Election Officer.

(f) After the conclusion of daily training and awareness programs, these machines shall be stored in the **designated warehouse only**.

5.7 The DEO shall ensure that the officials chosen for creation of EVM/VVPAT awareness/campaign, as well as those nominated for handling the EVMs and VVPATs must be **comprehensively trained** on the usage and functioning of EVMs and VVPATs.

5.8 EVMs and VVPATs pertaining to Training and Awareness may be re-introduced as Poll Day Reserve, after de-novo FLC, randomizations, candidate setting, etc. carried out as per the extant instructions of the Commission.

5.9 Standard Operating Procedure (SoP): for Training including demonstration and awareness program of EVMs and VVPATs is enclosed at **Annexure-17**. A list of Potential Errors during training and awareness is enclosed at **Annexure-18.**

5.10 Training of Master Trainers, Polling Personnel, Counting Personnel and Storage Personnel:

a) Presiding Officers, Polling Officers, Returning Officer, Assistant Returning Officers, Sector Officers and Counting Personnel must be given hands-on-training related to their role/duties on use of EVMs with VVPATs.

b) Every official to get an opportunity to operate the EVM with VVPAT system and understand the process of recording the vote using VVPAT.

c) Separate training to be given on counting of printed paper slips from the VVPAT system and tallying the count of VVPAT paper slips with the count of the Control Unit.

d) A copy of EVM/VVPAT brochure should be given to all officers during training and be made available at polling station on poll day.

e) A training session may be incorporated in the training module of State Public Administration Institutions, on operation & use of EVMs and VVPATs.

5.11 Hands-on-Training on VVPAT slips counting during training of counting staff:

a) Mock drill of VVPAT slip count shall be included in training module of counting staff for a more in depth and hands on experience so that there is no need to rush up conduct of mock drill of VVPAT slip count for counting staff on previous day of counting of votes, which has logistical issues/problems.

b) EVMs and VVPATs pertaining to training and awareness shall only be used. In NO case, reserve EVMs and VVPATs shall be used for training of counting staff.

c) Only dummy symbols prescribed by the Commission shall be used.

d) Mock drill of VVPAT slip counting shall be done along with training of counting staff. Mock drill of VVPAT slips shall be conducted in a dummy VVPAT Counting Booth (VCB). For mock drill of VVPAT slips counting during training, a dummy (VCB) shall be made.

e) For training of counting staff at least 500 VVPAT slips shall be generated.

f) VVPAT Slips used for training/Mock drill shall be destroyed through shredding machine on a daily basis.

5.12 Destruction of VVPAT Slips generated during Training & Awareness

a) Destruction of VVPAT slips generated during the training and awareness using Paper Shredding Machine on a daily basis, in the presence of a Gazetted Officer duly nominated by the DEO.

b) Issuance of a certificate by the Nodal Officer in-charge of Training and Awareness exercise regarding the daily destruction of all VVPAT Slips as per Commission's direction.

c) Further, the DEO shall submit a Certificate to the respective CEO on P-3 day for the entire district attesting the compliance of these instructions.

NOTE: Use only FLC-OK EVMs & VVPATs with dummy symbols for training, awareness and demonstration purposes.

PART – II

(From Second Randomization of EVMs & VVPATs to Counting of Votes)

S. No.	Chapter No	Contents	Page No.
6	Chapter –6	STORAGE OF EVMs & VVPATs AND OPENING OF EVM WAREHOUSE, MOVEMENT OF EVMs & VVPATs - DURING ELECTION PERIOD AND EP PERIOD	28-34
7	Chapter –7	SECOND RANDOMIZATION OF EVMs	35
8	Chapter –8	COMMISSIONING OF EVMs (CANDIDATE SET) & VVPATs	36-43
9	Chapter –9	DISPERSAL OF EVMs & VVPATs	44-50
10	Chapter – 10	VOTING COMPARTMENT TO BE USED IN POLLING STATION	51
11	Chapter – 11	POLL DAY	52-65
12	Chapter – 12	STORAGE OF POLLED AND UNPOLLED EVMs AND VVPATs AFTER POLL	66-68
13	Chapter – 13	EVM IN CASE OF REPOLL	69
14	Chapter – 14	COUNTING OF VOTES	70-82
15	Chapter –15	CHECKLIST AND PRECAUTIONS	83-89

CHAPTER - 6

STORAGE OF EVMs AND OPENING OF EVM WAREHOUSE, MOVEMENT OF EVMs & VVPATs- DURING ELECTION PERIOD AND EP PERIOD

6.1. Election Period

6.1.1 Pre-Poll Storage: After first Randomization of EVMs & VVPATs till dispersal of polling parties

a) After first randomization of EVMs, handover EVMs and VVPATs to the RO/ARO concerned, as the case may be, under proper armed police escort.

Guidelines to be followed:

i) Store EVMs/VVPATs in AC strong room in the presence of representatives of National/ State Level Political Parties under Videography.

ii) Keep Training and awareness EVMs & VVPATs in Training and Awareness warehouse.

iii) 1 Section Armed Security and CCTV coverage 24X7

iv) All the keys of Lock-1 with RO and all the keys of Lock-2 with ARO

b) Store EVMs and VVPATs in separate strong rooms Assembly Constituency (AC)/Assembly Segment (AS) wise.

c) In case of simultaneous elections, store EVMs and VVPATs pertaining to AC/AS separately in separate strong rooms.

d) In exceptional cases, only with the prior approval of the Commission make temporary separate strong rooms for each AC/AS within large strong room with separate entry.

e) Open the Strong Room at the time of commissioning of EVMs & VVPATs.

f) After commissioning, keep EVMs & VVPATs again in the strong room and open on the day of dispersal in the presence of candidates or their representatives.

6.1.2 Post-Poll Storage (Polled EVMs/VVPATs storage): After poll till counting day

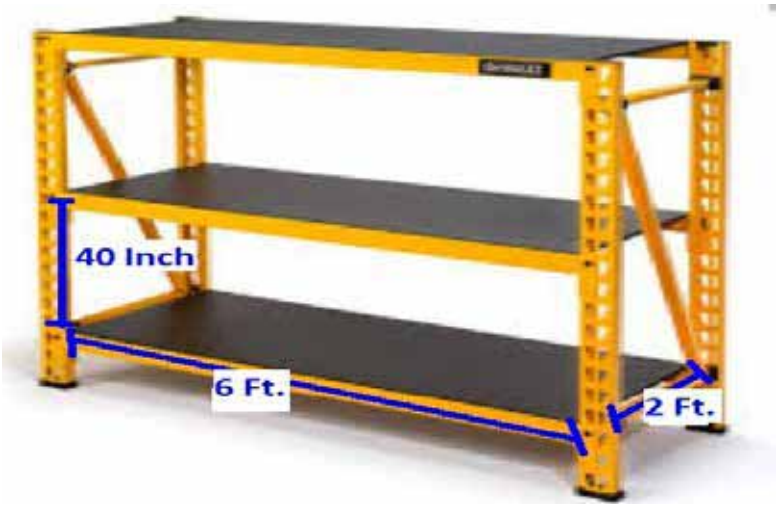
a) After completion of poll, escort back the complete set of machines (BU, CU & VVPAT) of a particular polling station to the Polled strong room.

b) Store unused EVMs & VVPATs in separate "Reserve EVM" strong room in other location.

c) Earmark all polling stations on the specified parts of the floor space of the strong room in the form of squares in advance for stacking the EVM(s) and VVPAT(s) of a particular polling station in the respective square. In any case, EVMs and VVPATs of a particular polling station, should not be stored in separate strong room i.e. all units used at a particular polling station should be kept together in the square/rack earmarked for that polling station. If not feasible, to accommodate all EVMs/VVPATs in one Strong Room follow the protocol mentioned below:

i) Keep polled EVMs and VVPATs (including defective polled) in multiple strong rooms, adjacent to each other, and outside each strong room paste a notice indicating the particulars of the elections, AC/AS name and No. and serial number of polling stations whose EVMs/VVPATs are kept inside.

ii) Fabricated steel/iron/wooden multi-layer storage rack for storing polled EVMs & VVPATs (including defective polled) as per ECI specifications.



6.1.3 Security & Safety arrangements for Polled EVM & VVPAT Strong Room:

a) Single Entry / Exit with all other doors/windows sealed with brick masonry / concrete.

b) Double Lock System.

c) All the keys of Lock-1 with RO and all the keys of Lock-2 with ARO

d) Minimum One Platoon of Armed Police for 24X7

e) Two tier security arrangements round the clock. Innermost perimeter by CAPF and outer perimeter by State Armed Police.

f) CCTV Cameras with DVR and Uninterrupted Power Supply. CCTV Camera should cover sealed Door of Polled Strong Room, security and corridor etc.

g) Operative Control Room adjacent to the Strong Room.

h) Log book for each entry, exit and duty roster for security personnel.

i) Separate Log book for authorized officials (including Observers, DEOs or SPs) crossing the second security ring i.e. the middle perimeter under Videography.

j) Videography at the time of the opening and closing of strong room.

k) Fire- extinguishers inside and outside of strong room. Adequate fire alarm system.

l) No entry for any vehicle including VIPs & officials.

6.1.4 Protocol for Polled EVMs and VVPATs:

a) Intimate all contesting Candidates, 24 hrs. in advance, for deputing their representatives for watching the security arrangements of strong room and allow them to stay outside the inner perimeter. If entrance of the Strong Room is not visible, arrange CCTV display for them.

b) Make proper arrangements like drinking water, shamiana / tent etc.

c) Circulate the phone nos. of CEO, Addl. CEOs, DEC in-charge in the ECI and the DEO/SP/COP/ROs concerned for emergency.

d) Constant Videography of all the entry points (doors etc.) of strong rooms using the web-cams.

e) Visit of RO to the storage campus (up to the inner perimeter only) twice a day in the morning and evening to check the log book and Videography and send a report to the DEO on the status every day.

f) In case of strong rooms located in the district headquarters or outside the District HQ, DEO is responsible for regular or frequent visits as possible and at least once in 3-4 days.

g) DCs and SPs are responsible for security of strong room within the district and meticulous implementation of the protocol. Copy of the Manual to be circulated to all candidates, DEOs, ROs and CAPF commandant.

h) The above instructions will also apply mutatis mutandis to the storage of the voting machines during the interval between the original count and the recount, if any.

6.2. After the Counting of Votes till EP Period

a) **Sub-rules (1A) and (2)(cc) of Rule 92 of the Conduct of Elections Rules 1961 – Keep all voting machines and the printed paper slips sealed under the provisions of rule 57 C of the said Rule in the custody of concerned DEO.**

b) DEOs are the custodian of EVMs and VVPATs.

c) A minimum of one section State Armed Police may be deployed till the EP period is over.

6.2.1 Storage of EVMs after Counting of Votes:

a) After completion of counting of votes, seal CU as per existing instruction of the Commission. Thereafter, shift EVMs & VVPATs to District Strong Room. In District Strong Room, EVMs and VVPATs should not be kept together. VVPATs (having no VVPAT slips) should be stored separately in the District Strong Room so that VVPATs can be used, if required, even during Election Petition Period.

b) Inform all the contesting candidates/their agents well in advance in writing about the location of EVM strong room. Allow them to put their seals on the double lock system.

c) Guidelines to follow if the strong room is at different place than the counting centre:

i) Allow the contesting candidates/their agents to follow the vehicles carrying EVMs and give intimation in writing.

ii) Provide proper armed escort for the vehicles carrying EVMs and VVPATs after counting of votes with Videography.

d) Do not keep EVMs of 2 or more than 2 Assembly Segments/Constituencies in the same strong room till completion of Election Period (EP).

e) In case of simultaneous elections, store EVMs pertaining to AC and AS in separate strong rooms i.e. do not keep EVMs pertaining to AC with EVMs pertaining to AS of PC in the same strong room.

f) Guidelines to be followed in case of not keeping the EVMs pertaining to 1 AC/PS in a single room:

i) Fabricate steel/iron/wooden multi-layer storage rack for EVMs

ii) Keep EVMs in two strong rooms, adjacent to each other within a building and paste notice indicating the particular of elections, AC/AS name and No. and serial number of polling stations outside of all such strong rooms.

6.2.2 Guidelines of the Commission on retention period of the EVMs (Under rule 94(aa) of the Conduct of Elections Rules 1961) after using in election and for using the same in the subsequent elections are as under:

a) Do not touch any EVM used in an election which are in the custody of the DEO, under the standard protocol of security, till confirmation of Election Petition (EP) 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.

b) Immediately after completion of EP period, obtain the details of the EP/Court Cases pertaining to the election from the High Court/Court concerned.

c) After ascertaining the position of EP/court cases from the court concerned,

i) Within 10 days, send all the defective EVMs and VVPATs (along with list containing unique ID of BU/CU/VVPAT) to BEL/ECIL, which are not involved in any EP/court cases.

ii) Do not open the Strong Room in which the defective EVMs pertaining to any EP/court case are kept. After final disposal of the EP/Court case, send the defective EVMs for repairs to the respective factories within one month.

d) If there is no election petition filed or no other court cases are pending, after the aforesaid period, use EVMs for any future election or any other purpose like movement, physical verification of EVMs etc.

e) Take following action if EP filed: -

i) If the EVMs are the subject of the EP, the EVMs used at all Polling Stations in the constituency continue to be in the safe custody of the DEO, till the EP is finally disposed of by the Courts.

ii) After disposal of election petition/court case, the CEO shall take the following action:

- Ascertain the position of appeal from the Supreme Court.
- If no appeal is filed, the DEO shall be permitted to open the warehouse, if needed.
- Petitioners/respondents of the EP/Court case shall be invited through a Notice regarding opening of the strong room.

iii) If EVMs are not subject of EP, move an application to the concerned court for taking out the EVMs from the strong room for any future election or any other purpose. In case, the Hon'ble High Court permits for taking out the EVMs for use in elections, there is no need to ascertain about appeal filed in the Hon'ble Supreme Court.

iv) Follow the procedure for segregating the EVMs not involved in any EP/court case from the EVMs involved in EP/Court case stored at one place: -

- Give a notice informing the opening of Strong Room having EVMs involved in EP/Court Case 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.
- Open the strong room in the presence of the DEO, Petitioners/respondents of the EP/Court case and representatives of Political Parties.
- Segregate and take out the EVMs not involved in any EP/Court Case from the EVMs involved in EP/Court Case from the strong room under videography and provide a prepared list of EVMs taken out to the petitioner/respondent of the EP/court case and take acknowledgement.

f) If any other Court Case is pending, like, booth capturing, etc., in which any EVM is involved, keep the EVM concerned or the EVM(s) used at such Polling Station(s) concerned till the final disposal of the said case. After the final disposal of the election petitions or other court cases, as the case may be, referred to above, use the EVMs for subsequent elections.

6.2.3 Lost/stolen EVMs and VVPATs

Action to be taken in case of traced or recovered lost/stolen EVMs and VVPATs

- Furnish a detailed report to the Commission.
- Recovered/traced units to be kept in a separate store and stock-taking of the same not to be done, if already does not exist in stock inventory.
- After disposal of court cases (if any) send to the factory for destruction.

6.3 TRANSPORTATION/SHIFTING OF EVMs & VVPATs

General Instructions to follow:

(a) Movement of EVMs & VVPATs through EVM Management System (EMS).

(b) Use only containerized trucks or sealed trucks with proper locking arrangements.

(c) Seal all trucks transporting EVMs/VVPATs with lock and paper seals.

(d) Use GPS enabled Vehicles for movement of EVM/VVPAT and tracking of movement.

(e) Inform Political Parties in advance about opening, stocking & sealing of warehouses while shifting EVMs and VVPATs. However, if no representative attends, the work should not stop.

(f) DEO to videograph the whole process of transfer/receipt of EVM.

Factory to State

- Transportation arrangement of New EVMs/VVPATs done by Manufacturer
- Consignee State/UT to depute its official at Factory with security personnel
- State/UT to bear the transportation charges of shifting of repaired EVM & VVPATs

Intra-State & Intra District Movement

- CEO is competent authority to issue permission to DEO for shifting under intimation to the Commission
- Share list of EVMs/VVPATs to recognised national and state political parties/candidates/their representatives.
- Smooth Movement to avoid physical damage.
- Proper entry of moving out the EVMs & VVPATs in the Master Stock Register/Movement Register to be ensured by nominated officer with the acknowledgement from the officer receiving the same.

Inter-State Movement

- Appoint Nodal Officer at State as well as District level for constant coordination and smooth transportation.
- Borrowing State/UT to depute its official at sender State/UT with security personnel
- Ensure the location of districts for collection of EVMs/VVPATs are in a cluster or on the same route.

Intra-State (inter-district) shifting of First Level Checking (FLC) completed EVMs/VVPATs:

a) **De-novo** FLC in the district where these units are being shifted.

b) During Parliamentary election, within the Parliamentary Constituency (covering more than one district)

- **BEFORE** first randomization of EVMs/VVPATs, ensure **de-novo** FLC of the EVMs/VVPATs.
- **AFTER** first randomization of EVMs/VVPATs, there is **no need of FLC** of the EVMs/VVPATs.

In case of Intra-district shifting of FLC completed EVMs/VVPATs:

a) FLC of these EVMs/VVPATs is not required, subject to the following conditions: -

i) For General Election to State Legislative Assembly, from one Assembly Constituency to another Assembly Constituency after first randomization of EVMs/VVPATs, ensure **de-novo FLC of the EVMs/VVPATs.**

ii) For Parliamentary election, from one Parliamentary Constituency to another Parliamentary Constituency after first randomization of EVMs/VVPATs, ensure **de-novo First Level Checking of the EVMs/VVPATs.**

b) In case of simultaneous elections to Assembly and Parliamentary constituencies, FLC of EVMs/ VVPATs is conducted, if EVMs/VVPATs pertaining to Assembly election are required to be used in Parliamentary constituency or vice-versa.

6.4. Use of vehicles with GPS tracking/Mobile app-based tracking for movement of EVMs & VVPATs during election period.

a) Monitor the end-to-end movement of all vehicle carrying EVMs and VVPATs including Reserve EVMs and VVPATs at all times using GPS/ Mobile app-based tracking.

b) DEO is responsible for the effective end-to-end GPS/Mobile-app based tracking and monitoring.

c) Set up **'EVM Control Room** at DEO as well as CEO level for round-the-clock monitoring and tracking through GPS Monitors and other related IT infrastructure/applications.

d) Sector Officers shall not remove the EVMs and VVPATs from the authorized vehicles except where required for election purpose or for safe storage at designated places.

e) DEO notifies the registration number and details of all vehicles carrying Reserve EVMs/ VVPATs along with the name of the Sector Officer to all recognised national and state political parties/ candidates and Observers in the district.

f) The General Observer shall monitor the compliance of these instructions and record an entry to this effect in the General Observers' diary.

CHAPTER - 7

SECOND RANDOMIZATION OF EVMs & VVPATs

The purpose of Second Randomization is to allocate EVMs/VVPATs randomly to Polling Stations.

Do Second Randomization after Finalization of List of Contesting Candidates and just before Commissioning of EVM/ VVPATs using EMS

RO will Conduct Second Randomization in the presence of the Contesting Candidates/their representatives

Conduct Second Randomizations in the presence of candidates/their representative

In case of General/Bye-elections to Legislative Assembly, by RO of the AC concerned	In case of General/ Bye-elections to Lok Sabha, by RO of PC concerned.	In case of Simultaneous Elections to the Lok Sabha and State Legislative Assembly, by RO of AC (for State Legislative Assembly) and by RO of the PC (for PC election)	Exceptional case for General/Bye Election to Lok Sabha: By ARO

RO will fix a date for preparation of EVMs and VVPATs for poll (Candidate Set) after the last date of withdrawal of candidatures and finalisation of ballot papers under written intimation to all the contesting candidates at least 48 hours.

After second randomization, provide list of randomized BUs, CUs and VVPATs (Polling Station-wise allocation) and Reserve units along with the list of 1st Randomisation to all the candidates and obtain written acknowledgement.

CHAPTER - 8

COMMISSIONING OF EVMs (CANDIDATE SET) & VVPATs

8.1 Commissioning of EVMs/VVPATs after the last date of withdrawal of candidatures

a. RO draws schedule for commissioning of EVMs/VVPATs.

b. Commissioning of EVMs/VVPATs is done for all the assembly constituencies/segments in separate halls.

c. Written intimation to all the candidates about the schedule for their presence to oversee the commissioning and actively participate in the mock poll process and take their signatures on the register maintained as per **Annexure-19**.

d. In case of Parliamentary Elections, ARO will supervise the preparation of EVMs for assembly segment.

8.2 Arrangements in the premises of preparation of EVM/VVPATs

a. Large Preparation hall to accommodate EVMs/VVPATs, officers nominated by the DEO, engineers of concerned manufacturers and representatives of candidates.

b. In consultation with BEL/ECIL, install a TV Monitor for each SLU under use in commissioning hall for simultaneously viewing the symbols being loaded by candidates/ their representatives.

c. Fully sanitized to ensure that the hall is free from any electronic components or devices.

d. Single entry and exit point to hall with full security by armed police forces round the clock with 24X7 CCTV coverage.

e. Permission for Entry to hall through Door frame metal detector (DFMD) on production of Identity card of authorised official/pass issued by DEO.

f. Proper frisking at every entry and exit.

g. Neither allow anyone to carry any electronic device inside the hall nor anybody to take out anything outside the Preparation Hall.

h. Commissioning of EVMs and VVPATs pertaining to AS of PC falling in RO headquarters may be done at **ARO** level under direct supervision of **RO** level, in the presence of candidates/ their representatives. Further, the commissioning of EVMs and VVPATs of remaining AS may be done by the respective **ARO** in the presence of candidates/their representatives.

8.3 Manpower for preparation

a. Commissioning of EVMs and VVPATs shall be done by the officials deputed by the RO/ DEO

b. Only the authorized engineers of BEL/ECIL to be associated for the commissioning of EVMs/VVPATs.

c. BEL/ECIL to share the list of engineers with DEO for carrying out task during the commissioning of EVMs/VVPATs in a district along with their identity card numbers etc.

d. Allow authorized engineers/technical staff of BEL and ECIL only to enter the preparation hall.

e. Separate teams for conducting mock poll of 1000 in randomly selected 5% of EVMs and VVPATs.

8.4 Main tasks during preparation

Detailed instructions of the tasks performed during preparation of BU and CU of EVMs are available in the Handbook for RO. Execute the following additional tasks:

8.4.1 Checking and Preparation of Ballot Units (BUs) –

a. Opening of outer cover of BUs by BEL/ECIL Engineers to examine and certify as in **Annexure-20** that all components of BUs are original and show to the candidates/their representatives.

b. Separately issue detailed instructions for checking of BU by BEL and ECIL for their respective machines and the list of equipment to carry within the preparation hall.

c. Sealing of ballot paper screen of BU with thread and address tag



After firm fixation of the ballot paper under the Ballot Paper Screen on the upper side of top cover, seal the screen from inside, by passing the thread through two holes, at the back of the ballot paper screen, using address tag showing the particulars of election with seal of the RO.

d. **Setting of Thumb Wheel Switch:** Set the two digits of the rotary thumb wheel switches, at the top right corner of BU, at desired position like 01 for BU-1, 02 for BU-2 and so on.

e. Masking Unused Buttons of BU: Unmask all candidate buttons including NOTA button of BU as per the ballot paper and mask all remaining unused buttons of BU.

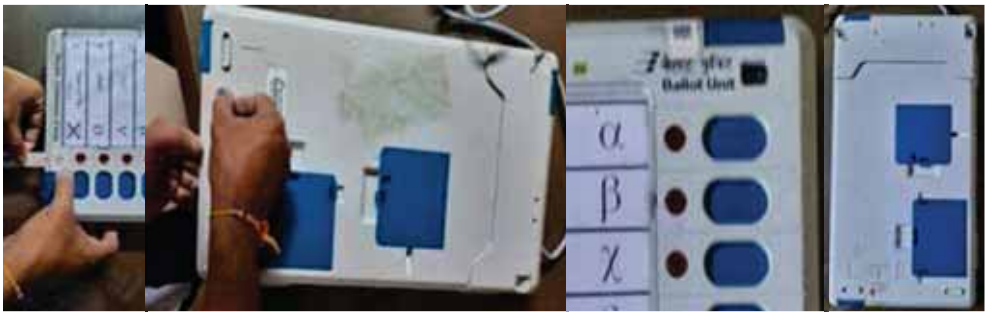
f. Sealing of plastic cabinet of BU with thread and address tag



After unmasking candidate buttons, seal the upper cover of the BU by thread passed through holes on the top and bottom end at right side using address tags showing the particulars of the election with the seal of the RO.

g. Sealing of plastic cabinet of BU with pink paper seal

- Modified Pink Paper Seal has two portion/part of Pink Paper Seals of same Unique Serial Number. First, split the seal into two separate Pink Paper Seals.
- Remove the gummed paper from Pink Paper Seal carefully.
- These two Pink Paper Seals shall be pasted on lower and upper sides of the Cabinet of the Ballot Unit as shown in the figures:



Lower Portion **Upper Portion**

h. In case more than 01 Ballot Unit is used, Braille Sticker "Ballot Unit-1", "Ballot Unit-2 and so on shall be printed and affixed on the corresponding Ballot Unit on the TOP MIDDLE PART of the Ballot Unit.

8.4.2. PREPARATION OF VVPAT- Rule 49B [4(c) (i) – (iii)] of the Conduct of Elections Rules, 1961



Installation of paper roll **Inserting of power pack**

a) Install a new power pack (battery) to the VVPAT unit and shut the door of the battery compartment. Do not seal the battery compartment as the power pack can be replaced in case of low battery.

b) Install a fresh paper roll in the printer unit as per the procedure mentioned in the user manual (**Annexure-21**)

c) Load allotted Serial numbers, names of candidates and symbols in VVPAT with the help of engineers using Symbol Loading Unit (SLU). RO/ARO to check the test printout with the ballot paper in BU & sign & certify the same. User Manual on SLU shall be provided by the BEL/ECIL concerned.

Sealing of paper roll compartment of VVPAT:



After installation of paper roll in the paper roll compartment of VVPAT, seal the latches of Paper Roll Compartment by passing a thread through holes provided on the latches using Address Tag showing the particulars of the election with the seal of the RO.

(Ensure Switching OFF of Control Unit and keep the paper roll knob in horizontal position (transport position) before sealing of paper roll compartment)

8.4.3. Preparation and Candidate Setting in Control Units:

a) Install new Power Pack in CU.

b) Connect cable of VVPAT with CU and cable of BU with VVPAT. In case of more than one BU, the cable of BU-2 is to be plugged into connector at the back of BU-01 and so on.

c) Unlock Paper Roll knob of VVPAT (Rotate to Working Position)

d) Switch ON the CU.

e) Press Candidate Set button of CU. Display Panel of CU shows Set Candidate__.

f) Press last candidate button (NOTA button) of BU to set candidate in CU.

g) Mock Poll with one vote to each candidate to check that the VVPAT is printing the paper slips accurately.

h) Switch off the CU and Lock paper roll knob of VVPAT (Transport Position)

i) Seal the latches of paper roll compartment of VVPAT and Battery& Candidate Set compartments of CU using thread seals and address tags.

j) Allow the candidates/their agents to affix their signatures with party abbreviations on Address Tags.

8.4.4. Sealing of Control Units (CUs) –

Sealing of Candidate Set Section and Battery Section of CU with thread & address tag



After Candidate set, seal cover of the Candidate Set Section of CU by passing a thread through hole provided on the right side using address tags showing the particulars of the election with the seal of the RO.

NOTE : All Seals used at the time of commissioning of EVMs & VVPATs shall be signed by the Returning officers and candidates / their agents.

8.4.5. Identification of Reserve Units (BU/CU/VVPAT):

a) Paste adhesive stickers with inscription 'RESERVE' on carrying cases of reserve BU/CU/VVPAT.

b) Pink sticker for Assembly Elections and White sticker for Parliamentary Elections.

c) **Dimension of sticker:** 15 cm x 10 cm.

d) Sealing of carrying cases of reserve BU/CU/VVPAT with address tag.

8.4.6. Safe custody of Symbol Loading Unit:

a) BEL/ECIL shall provide list of SLUs to DEO concerned.

b) SLUs brought by BEL/ECIL Engineers for symbol loading in VVPATs during commissioning of VVPATs shall be in the custody of the concerned Returning Officer (Assistant Returning Officer in case of Parliamentary Constituency election, if required) from arrival in constituency to completion of commissioning.

c) After completion of commissioning of EVMs and VVPATs, BEL/ECIL Supervisors shall hand over all the SLUs to the concerned DEO along with a list of Serial Number of the SLU for safe keeping. DEOs shall keep the SLUs in their safe custody and return to BEL/ECIL Supervisors or engineers authorized by the BEL/ECIL on P+1 Day.

8.4.7. Conduct of higher rate Mock Poll:

a. Checking of VVPATs. In 100% VVPATs, one vote to each candidate shall be given to check that the VVPATs are printing the paper accurately.

b. Mock poll of 1000 votes on 5% randomly selected EVMs as well as VVPATs. Percentage shall be calculated on quantity of Control Units.

c. Tally the electronic result with paper count. Allow Candidates/their representatives to pick machines randomly for this purpose.

d. Allow representatives of candidates to do the mock poll themselves and take their signatures in a register in **Annexure–22** as token of having done mock poll themselves.

e. Ensure that the pink paper seal of the CU applied at the time of FLC is not damaged in any manner during commissioning.

f. Install new Paper Roll and Power Pack in VVPATs and new Power Pack in CUs in which higher mock poll of 1000 votes cast.

8.4.8. Supervision of the preparation: RO or one of the AROs will supervise the preparation of EVMs/VVPATs under videography.

8.4.9. Braille Signage Features: Make Additional Arrangements to facilitate visually impaired electors to exercise their franchise.

(a) **Do not paste any Braille Sticker** on the right of the blue button (voting button) on the BU because it has embossed serial numbers of the candidates in Braille signage.

(b) After finalization of list of the contesting candidates, immediately send the list of contesting candidates to the State approved /recognized Association/ Institution /University having requisite expertise for **preparation of Dummy Ballot Sheets** which contains the serial numbers of the contesting candidates, names of the candidate arranged in the same serial numbers order in which their names appear on the ballot paper on the BU.

(c) Indicate the party affiliation of each of the candidates by printing the name of the political party concerned against the name of candidate. In the case of Independent candidates, print the word **"Independent".**

(d) Prepare **Dummy Ballot Sheet in regional languages** (i.e. language printed on actual Ballot Paper) in addition to English and supply a copy of the same to each of the PS.

(e) **If more than 1 BU** is used at a polling station, print separate dummy ballot sheet for each BU.

8.5 Preparation of Dummy Ballot Sheet:

a) Give serial Numbers in each Dummy Ballot Sheet **from 01 to 16** i.e. If number of contesting candidates are **19** including NOTA, number the serial number for the candidates in first Dummy Ballot Sheet as **01 to 16** as mentioned on the Ballot Paper of first BU. For contesting candidates at serial **number 17-19 of BU-2**, start the serial numbers again from **01 on** 2nd Dummy Ballot Sheet.

b) If more than 1 BU is used, **print BU-01** in Braille on the **TOP MIDDLE PART** of first Dummy Ballot Sheet and **BU-02** in second dummy ballot sheet and so on.

c) Similarly, **print Braille stickers 'BU-01', 'BU-02'** and so on and affix on the corresponding BU on the **TOP MIDDLE PART'**.

d) Print Dummy Ballot Sheets mentioned above in Braille signage by the State approved/ recognized Association/Institution/University having requisite expertise for this purpose under the supervision of one responsible officer appointed by CEO of the State/UT. Write the name of the constituency on Dummy Ballot Sheets in normal script at the top.

e) Commissioner of Disabilities of concerned State or his/her authorized representative who will be an official knowing Braille, will certify each such sheet prepared for every polling station.

f) Conduct detailed training and briefing sessions for the Presiding Officers and the Polling Officers explaining them these facilities for the visually impaired electors.

g) Arrange for wide publicity of these measures through advertisements in newspapers and TV etc. to inform the visually impaired voters for the arrangements made.

h) At the polling station, allow the visually impaired persons to take a companion along as provided in Rule 49N of the Conduct of Elections Rules, 1961

i) Give the Dummy Ballot Sheet in Braille to the visually impaired voter on his/her request if he/she prefers to cast his/her vote with the help of same. After he/she studies the contents of Dummy Ballot Sheet, allow his/her to proceed to the voting compartment to cast her vote.

j) Such electors after reading the Dummy Ballot Sheet will be able to cast their vote by reading the serial number of the candidate of their choice on the numeric sticker fixed on the EVM.

k) After the voter has cast her vote, ensure that the Dummy Ballot Sheet delivered to the voter is returned to the Presiding Officer.

l) After the close of poll, seal the Dummy Ballot Sheet in separate cover superscribed **"Dummy Ballot Sheet"** for visually impaired and send to the RO along with other Non-Statutory forms.

m) Keep a record of all such voters (who avail of the facility of Braille Sheet) in the following **Proforma** and submit the same to the RO along with the EVM. RO will consolidate all the information supplied by the Presiding Officers in this regard and submit the same to the Commission through the CEO after declaration of result.

Proforma for report on the voting by the Visually Impaired Voters

No. and the Name of the Assembly/Parliamentary Constituency……..

No. and the Name of Assembly Segment……..

(*In case of Parliamentary Constituency*)

No. and Name of the Polling Station…….

Name of the Presiding Officer……...

S.No.	Number of visually impaired voters turned up for voting	Number of such voters who used dummy ballot sheet in Braille	Number of such voters who did not use dummy ballot sheet and preferred to vote using the provision of Rule 49N	Number of voters who used both the facilities

(Signature of Presiding Officer)

8.6. Destruction of VVPAT paper slips taken out during commissioning of EVMs and VVPATs:

VVPAT slips generated during Commissioning of EVM & VVPATs disposed of by using Paper Shredding machine on daily basis in the presence of Returning Officer/Assistant Returning Officer.

Note:

1. In case any BU or CU or VVPAT does not work properly during commissioning of EVMs & VVPATs **only** concerned unit **should be replaced from the reserve one.**
2. **All Seals used at the time of commissioning of EVMs & VVPATs shall be signed by the Returning Officers and candidates / their agents.**

A SAMPLE POSTER ON COMMISSIONNING OF EVM & VVPAT

(TO BE DISPLAYED IN COMMISSIONING HALL)

COMMISSIONING OF EVM & VVPAT

HOW TO COMMISSION?

Ballot Unit(s)	Control Unit	VVPAT
• Open the Ballot Screen of BU and place Ballot Paper with proper alignment. Seal the Ballot Screen with Address Tag. • Unmask the required number of Candidate Buttons of BU including NOTA. • Set the Thumb Wheel. (01 for BU-1, 02 for BU-2 and so on) • Seal the Outer Cover of BU with Pink Paper Seals and Address Tags.	• Installation of New Power Pack in Power Pack Compartment of CU and seal with Address Tag.	• Installation of New Paper Roll in Paper Roll Compartment. • Installation of New Power Pack in Power Pack Compartment of VVPAT. • Loading of Serial Number, Name and Symbol of the candidates in VVPAT using Symbol Loading Unit (SLU). • Sealing of Paper Roll Compartment of VVPAT with Address Tags.

- Connect BU, CU and VVPAT for candidate setting in Control Unit.
- Switch ON the CU.
- Press last candidate button (NOTA Button) of BU to set candidate.
- Cast 1 vote to each candidate button including NOTA to check correctness.
- Switch OFF the CU before disconnecting cables.
- Seal the Candidate Set Section of CU with Address Tag after candidate setting.
- Put VVPAT knob in Transport mode (Horizontal position) before keeping in carrying case

REPLACEMENT PROTOCOL: All 'ERROR' messages for BU, CU & VVPAT will be displayed on CU only. Please read message and act accordingly. In case BU or CU or VVPAT is not functioning, replace the respective unit only with reserve one.

DON'T DO

- Don't install serial number, name and symbol of candidates in VVPAT without verifying with ballot paper.
- Don't set candidates in CU without VVPAT.
- Don't preserve VVPAT slips printed during Commissioning. Shred them on daily basis.
- Don't start mock poll of 1000 votes on 5% randomly selected BUs, CUs and VVPATs without first replacing power pack of CUs & VVPATs and paper roll of VVPATs.
- Don't keep VVPAT knob in Working mode (Vertical position) after commissioning.

CHAPTER - 9

DISPERSAL OF EVMs & VVPATs

9.1 Inform date and time of opening of strong room in writing to the candidates/ agents whenever the EVMs/VVPATs are taken out of the strong room for dispatch to polling stations.

9.2 At the time of dispatch, **Presiding Officers to check and ensure**:

Ballot Unit(s)
• Address Tags of BU pertain to the assigned polling station and tally with ID mentioned on metallic plate/barcode sticker on the unit • Pink Paper Seals of BU are intact • Ballot Paper is inserted properly • Contesting Candidate Blue Buttons including NOTA are unmasked • Thumb wheel position is 01 for first BU (If more than 01 BU is used, Thumb wheel position for 2nd BU is 02, for 3rd BU is 03 and so on)
Control Unit
• Address Tags of CU pertain to the assigned polling station and tally with ID mentioned on metallic plate/barcode sticker on the unit • Pink Paper Seals of CU are intact • Switch ON the CU (**without** connecting to BU and/or VVPAT) to check Battery status and number of contesting candidates. Thereafter, Switch OFF the CU
VVPAT
• Address Tags of VVPAT pertain to the assigned polling station and tally with ID mentioned on metallic plate/barcode sticker on the unit • Power Pack (Battery) is installed • VVPAT knob is in horizontal position (i.e. Transportation mode). If VVPAT knob is in vertical position (i.e. Working mode), turn the knob to horizontal position.

9.3 Backpacks to carry EVMs and VVPATs as well as Backpacks for carrying polling materials to aid hand free movement for polling parties in difficult terrain and safeguard the machines.

A. Backpacks shall be provided to all polling teams deployed in difficult terrain (*like hilly areas/ locations wherein movement of machines by foot is involved*). For this purpose, the Chief Electoral Officers (CEOs) shall consider the following:

a. Backpacks to carry EVMs and VVPATs in difficult terrain:

i. The specifications of backpack to carry EVMs, VVPATs and polling materials is as under :

	Technical Specification for		
	Control Unit (CU Bag)	Ballot Unit (BU Bag)	VVPAT Bag
Size	15” (Vertical) 12.4” (Horizontal) 10.6” (Breadth/ Thickness)	22.6” (Vertical) 15” (Horizontal) 10.6” (Breadth/ Thickness)	17.6” (Vertical) 17.6” (Horizontal) 12” (Breadth/Thickness)
Fabric Materials	High Quality eco friendly material: Specification outer shell Fabric: 1000D OXFORD COATING SOLVENT PU *2+ Polyster ULY GSM 210 DYEING METHOD JET DYEING Specification of inner Shell Fabric: Pungi (Polyster) 140 GSM W/R	High Quality eco friendly material: Specification outer shell Fabric: 1000D OXFORD COATING SOLVENT PU *2+ Polyster ULY GSM 210 DYEING METHOD JET DYEING Specification of inner Shell Fabric: Pungi (Polyster) 140 GSM W/R	High Quality eco friendly material: Specification outer shell Fabric: 1000D OXFORD COATING SOLVENT PU *2+ Polyster ULY GSM 210 DYEING METHOD JET DYEING Specification of inner Shell Fabric: Pungi (Polyster) 140 GSM W/R
Colour	Black	Black	Black
Bottom Bush/ Padded PVC	2.2” diameter (6 pieces per bag)	2.2” diameter (6 pieces per bag)	2.2” diameter (9 pieces per bag)
Shoulder straps	Base with fabric size 3.5” width x 1” width with adjustable nylon strip and buckles)	Base with fabric size 3.5” width x 1” with width adjustable nylon strip and buckles)	Base with fabric size 3.5” width x 1” with width adjustable nylon strip and buckles)
	On top with soft cushion inside- 30mm width capable of withstanding 20 kg weight	On top with soft cushion inside- 30mm width capable of withstanding 30 kg weight	On top with soft cushion inside- 30mm width capable of withstanding 30 kg weight
Zip	2 Heavy Duty Tony Runner Chain No 10 ZIP	2 Heavy Duty Tony Runner Chain No 10 ZIP	1 Heavy Duty Tony Runner Chain No 10 ZIP
	Zipper (Fastener) with 2 Nos. sliding tabs: Toothed edges of plastic with metal sliding tabs, (Heavy Duty).	Zipper (Fastener) with 2 Nos. Sliding tabs: Toothed edges of plastic with metal sliding tabs, (Heavy Duty).	Zipper (Fastener) with 2 Nos. Sliding tabs: Toothed edges of plastic with metal sliding tabs, (Heavy Duty).

	Technical Specification for		
	Control Unit (CU Bag)	Ballot Unit (BU Bag)	VVPAT Bag
Other Features	The length of the back strap is adjustable with good quality buckles	The length of the back strap is adjustable with good quality buckles	The length of the back strap is adjustable with good quality buckles
	The bag has interlocking nylon strip stitched with 100% nylon 40 TKT thread.	The bag has interlocking nylon strip stitched with 100% nylon 40 TKT thread.	The bag has interlocking nylon strip stitched with 100% nylon 40 TKT thread.
	Buckles are made from Poly Acetal Materials	Buckles are made from Poly Acetal Materials	Buckles are made from Poly Acetal Materials
	2 Chambers with a width of 10.6" for carrying 2 CU/Election Materials	2 Chambers with a width of 10.6" for carrying 2 CU/ Election Materials	NA
	Waist Trap with foam Poly Acetal Materials	Waist Trap with foam Poly Acetal Materials	Waist Trap with foam Poly Acetal Materials
	4 buckles of 1" with adjustable nylon strip and buckles on the top of the bag as additional support	4 buckles of 1" with adjustable nylon strip and buckles on the top of the bag as additional support	2 buckles 1" with adjustable nylon strip and buckles on the top of the bag for safety when zip are fail
	12 mm thick thermo cool between the two chambers of the bag as well as at the inner lining of the bag	12 mm thick thermo cool between the two chambers of the bag as well as at the inner lining of the bag	12 mm thick thermo cool in the inner lining of the bag
	Multi colour ECI logo (6"x 6") customized embroidery	Multi colour ECI logo (6"x 6") customized embroidery	Multi colour ECI logo (6"x 6") customized embroidery
	Department Name embroidery	Department Name embroidery	Department Name embroidery

Note: The above specifications are minimum desirable. However, States may adopt the features with suitable modifications as per requirement.

BACKPACKS TO CARRY EVMS & VVPATS - INDICATIVE SAMPLES



BU



CU



VVPAT



Backpacks for BU





Backpack for CU





Backpack for VVPAT



Photographs of indicative backpack samples

ii. Above mentioned specifications is for guidance of the CEOs. However, CEOs may further improve upon them based on local situations and needs; in which case the following aspects are to be necessarily considered while designing the backpacks:

- The logo of ECI is necessarily to be imprinted on all the backpacks.
- There will be provision of waist belt, straps, good quality buckles with lock, strong and smooth zips.
- Padded head straps may be added as optional from the middle portion of the VVPAT backpack especially for hilly terrain if needed.
- The length and width of shoulder straps for VVPATs should be adjustable.
- The back pack shall be water proof.
- In case of VVPAT backpack, extra padding for back support should be incorporated.

iii. In case of **simultaneous elections**, the backpack for BU should have two pockets for carrying two BUs. Similarly, the backpack for CU should have two pockets for carrying two CUs. However, two separate backpacks should be used for carrying VVPATs.

iv. **Tagging system** for the identification of AC/AS, including the details of polling booth number is to be used. In case of simultaneous elections, two different colours of the tags have to be used as given: AC election – Pink colour, PC election – White colour.

B. Backpack for carrying polling materials in difficult terrain:

In order to provide hands-free movement while carrying polling materials in difficult terrain, the CEOs may consider to add outer pocket/chamber on backpack to keep polling materials for polling parties.

C. Necessary action on the matter shall be initiated on priority.

9.4 Trouble Shooting Instructions to be provided to Polling Parties

At the time of dispersal of Polling parties, hand over two copies of trouble shooting instructions **(Annexure-23)** and a list of additional items of Polling material **(Annexure-24)** to the Presiding Officer.

9.5 EVM-Intermediate Strong Rooms for Polling Team staying with EVMs/VVPATs at intermediate location before poll and after poll

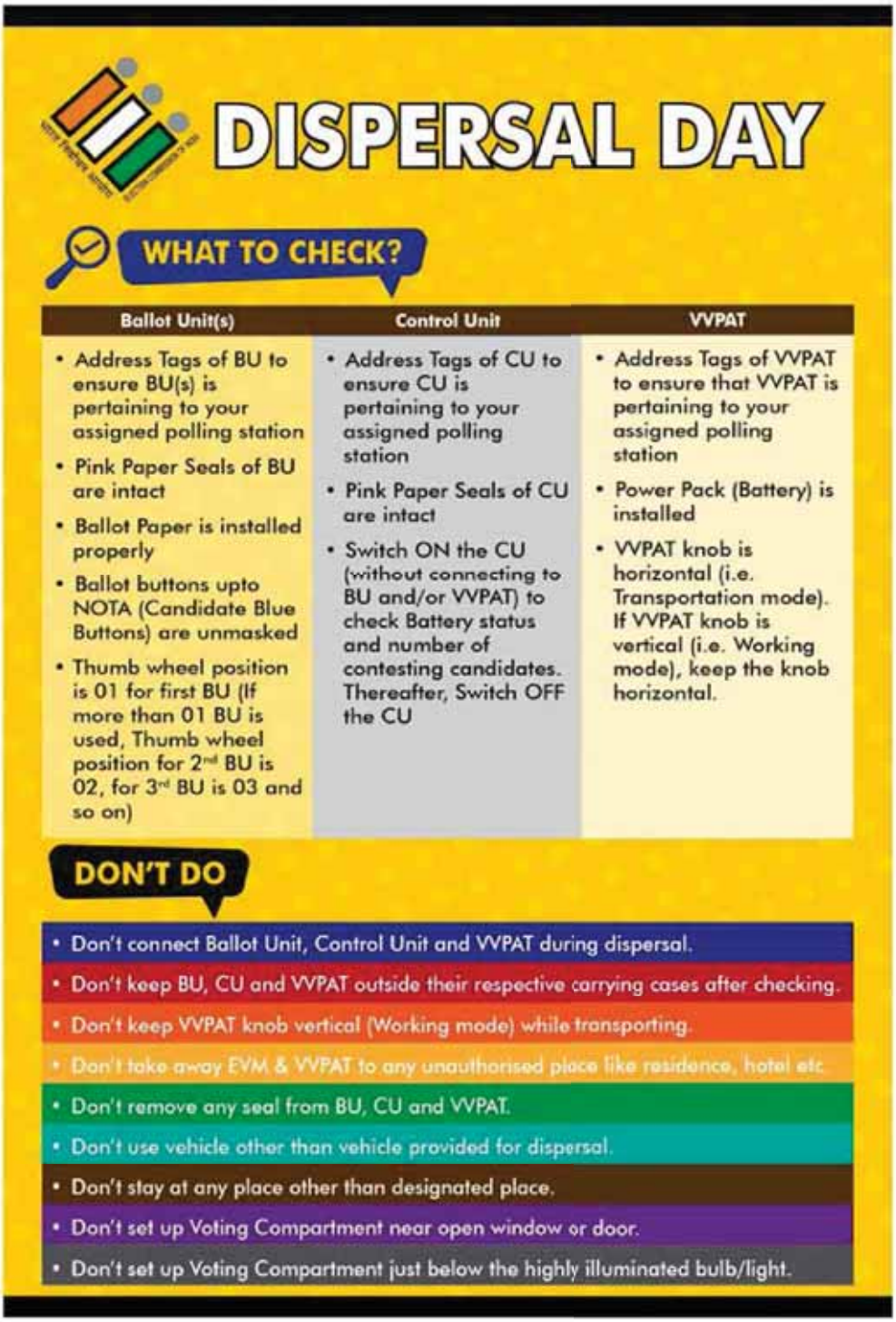
SOP for P-2/P-3 dispatch and P+1 arrival of Polling Parties:

- Earmark a Govt. building at the cluster point for polling parties and EVMs and VVPATs of P-2/P-3 dispatch Polling Stations and RO will inform the same to all the contesting candidates in writing. Do not use Police Stations for such cluster points.
- Earmark a room as strong room for storing EVMs & VVPATs of the P-2/P-3 PSs at these designated Govt. buildings. Keep all EVMs & VVPATs in the said strong room and seal in the presence of Sector Officers and video graph the entire process. Allow the contesting candidate to nominate their representative to watch the whole process, if they desire.
- In case there is more than one assembly segment involved, make a sturdy partition for each AS of the said strong room in such a way that it can be properly secured by double lock system/seals etc. Under no circumstance, mix the units of one AS with those of another AS in one strong room.
- Maintain a logbook for opening and closing of the said strong room.
- Follow the aforesaid process for P+1 arrival of Polling Parties. Minimum half section CAPF will guard the intermediate strong room, where polled EVMs are stored.
- A Nodal Officer may be appointed for Intermediate Strong Room(s) for arrangement, coordination and to facilitate polling parties etc.
- In exceptional case, Police Station(s) for Intermediate strong room/cluster point may be considered, if there is no Govt. Building for the purpose, with the approval of the respective Chief Electoral Officer.
- Videography by mobile for Opening/Closing of Intermediate Strong room(s) may be considered, if it is not possible to depute videographer.

NOTE:

1. **Instruct the polling parties for not testing the VVPAT at the time of dispersal and before mock poll at polling station under any circumstance.**
2. In case any BU or CU does not work properly during dispersal **only** concerned unit **should be replaced from the reserve one.**

Sample Poster for Dispersal Day-
(To be displayed at Dispersal Centre and provided to Polling Parties)



CHAPTER - 10

VOTING COMPARTMENT USED IN POLLING STATIONS

To maintain secrecy of vote at the time of poll and uniformity on use of voting compartments, follow the following instructions for use of Voting Compartment at Polling Stations: –

a. **Voting Compartment will be only of corrugated plastic sheet (flex-board)** of steel grey color, which is opaque and reusable. The thickness of corrugated flex board for making Voting Compartment will be minimum 3 mm.

b. In three folds, each fold having dimension **of 24"x24"x30" (Length x Width x Height**). Increased **height of 30"** is mandatory.

c. **Self-adhesive stickers on all the three sides** of the voting compartments as per **Annexure-25.** The height of the table on which the voting compartment **should be 30" as** per **Annexure-25**.

d. If more than one BU is used for poll, increase the width of the voting compartment by 12" for each additional BU. Where additional BU is used, arrange it in the manner as per **Annexure-25**. While placing the EVM in the voting compartment, ensure that the secrecy of voting is not violated and ensure that it is not near a window or the door of the polling station.

e. Route the interconnecting cable of BU/VVPAT in such a way that it does not obstruct the movement of voters inside the polling station and they do not tread or trip over it, but **the entire length of the cable should be visible and under no circumstances be concealed under the cloth or under the table.**

f. **Tape the connecting wires of BU, CU and VVPAT to the leg of the table with "Transparent Adhesive Tape" of half inch width** in such a manner that the wires do not hang in the air so that the load of hanging wire does not impact the connecting switch of the BU and VVPAT**.**

Additional Directions:

i. Proper electricity arrangements at the polling stations.

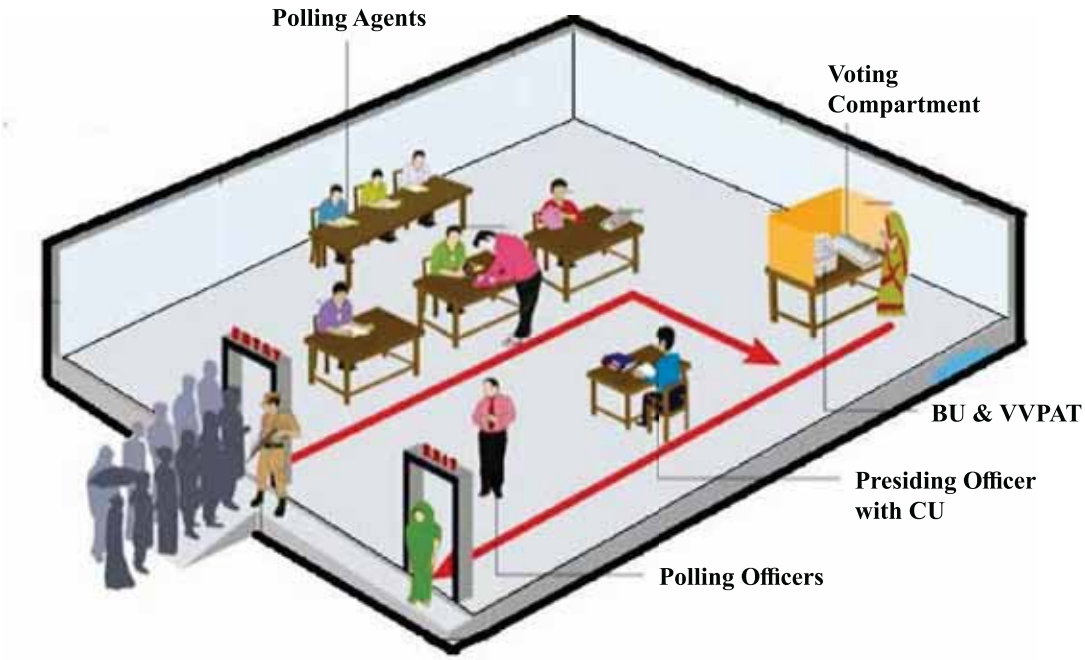
ii. Place the Voting Compartment in such a way that sufficient light is available inside the voting compartment, no direct lighting is placed over or in front of the voting compartment.

NOTE: The size of the voting compartment as specified above includes the use of VVPAT.

CHAPTER - 11

POLL DAY

11.1. Layout of polling station



11.2. SET UP OF EVMs AND VVPATs



11.3. Responsibilities of DEO, Presiding and Sector Officers on Poll Day

In order to ensure that the conduct of the Presiding Officers and other polling staff complies with secrecy of votes, the following instructions shall be strictly adhered to:-

11.3.1. Supply of Dummy Ballot Paper to Presiding Officer

a) Supply a printed sample of EVM Balloting unit pasted on a cardboard (real size) to all the Presiding Officers along with other polling materials at the time of dispatch.

b) While printing such model ballot, ensure that only dummy name and dummy symbols that are not in use, are used and not any real names or symbols and print in colour so that **'blue button' 'green light'** and **'red light'** etc. are clearly represented.

11.3.2. Responsibilities of Presiding Officer

Presiding Officers are responsible for the conduct of the poll in the polling station and they must have a sound knowledge of the voting procedures.

a) Whenever any voter asks for help or expresses inability to vote using EVM, explain to the voter the voting process using the card board model of the EVM ballot in such a manner that the voter is able to understand. This shall be done outside the voting compartment only in the presence of polling agents.

b) Ensure inspection of BU in the presence of polling agents from time to time when there is no voter inside the voting compartment.

c) All the CUs/BUs/VVPATs allotted to Polling Stations as well as the reserve machines shall be kept in the strong room in the presence of candidates/agents.

d) Enquire all the complaints about the conduct of the polling staff at the polling station. The Observers are being instructed to take serious note of such complaints and conduct or cause enquiry in to such allegations and submit reports to the Commission.

e) If any voter alleges about the wrong printing of particulars of a candidate and/or symbol of that candidate on VVPAT paper slip printed by the printer on pressing of concerned blue (candidate) button on the Balloting Unit to which the printer is connected, provide him a 'Form of Declaration' (**Annexure-26**) and take action in accordance with rule 49MA of the Conduct of Elections Rules 1961.

11.3.3. Responsibilities of Polling Officer-I

Before the first voter signs in Form 17A (Register of Voters), the Polling Officer-I shall check with the Presiding Officer and record in **INK** in Form 17A that **"Total in the Control Unit checked and found to be Zero"**.

11.3.4. Responsibility of Sector Officers and movement of reserve EVMs and VVPATs on Poll Day :

a) As far as possible, reserve EVMs and VVPATs shall be provided to Sector Officers/Zonal Magistrates on Poll Day.

b) In case reserve EVMs and VVPATs are provided to Sector Officers/Zonal Magistrates before Poll Day, the reserve EVMs and VVPATs shall be kept at Government Building with proper security. In absence of Govt. Building, reserve EVMs may be kept at police station in exceptional circumstance only with written approval of the Chief Electoral Officer concerned.

c) All EVMs and VVPATs provided to polling parties or Sector Officers/Zonal Magistrates shall be under cover of armed police at all times.

d) Reserve and defective un-polled EVM/VVPAT will be carried by the Sector Officer with proper labeling like "RESERVE", "MOCK POLL REPLACED".

e) Defective unit replaced before start of actual poll (mock poll) should not be left in the polling station with the Presiding Officer.

f) The place of storage of reserve EVMs and VVPATs shall be identified and earmarked in advance and intimated to all contesting candidates/their agents.

g) Categories C (Un-polled non-functional- replaced during mock poll on poll day) & D (Unused Reserved) EVMs and VVPATs will be deposited at the same time when all polled EVMs-VVPATs (Category-A) and polled Defective (Category-B) are stored in the strong room under written intimation to candidates and proper videography in separate room other than the polled strong room.

h) Category C and Category D EVMs and VVPATs will be stored in EVM Repair Room and Reserve Unit Warehouse respectively not in the building of Polled Strong Room (having Category A and Category D EVMs and VVPATs)

i) 1/2 Section Security to warehouse/strong room, where Categories C & D EVMs and VVPATs are stored.

j) Sector Officer shall submit a detailed account of reserve EVMs/VVPATs in prescribed format at the time of deposition of reserve EVMs/VVPATs after close of poll on the same day.

k) SoP for Sector Officers on handling EVMs and VVPATs shall be provided to all Sector Officers during training as well as on dispersal day.

11.4. Standard Operating Procedure for Sector Officer on handling EVMs and VVPATs

- A sticker containing "ON DUTY- Sector Officer/Zonal Magistrate" may be pasted on the front (wind-screen) and backsides of the vehicles having reserve EVMs/VVPATs on dispersal/poll days.
- Names and mobile number of the Sector Officer/Zonal Magistrate and the polling stations covered by them may be shared with all the contesting candidates.
- Provision may be made in EMS for allocation of reserve EVMs and VVPATs to Sector Officer/Zonal Magistrate

11.4.1 Collection of Reserve EVMs and VVPATs

- Returning Officer will provide reserve EVMs and VVPATs and extra Power Packs of CU and VVPAT for poll day replacement.
- Reach the earmarked Collection Centre for receiving the same at scheduled time fixed by the Returning Officer.

11.4.2 What to check on Reserve EVMs and VVPATs

- Stickers "Reserve" are pasted on the carrying cases of Ballot Unit(s), Control Unit(s) and VVPAT(s).

- Check the unique ID of reserve BU(s), CU(s) and VVPAT(s) provided

11.4.3 Intermediate Storage and Movement of Reserve EVMs and VVPATs

- Use only vehicles/other transport provided by the Returning Officer.
- On Poll Day, keep reserve EVMs and VVPATs in the provided vehicles/other transport.
- In case of P-3/P-2/P-1 Day, keep reserve EVMs and VVPATs only in Intermediate Strong Room earmarked by the Returning Officer.
- Ensure security person with vehicle.

11.4.4 Replacement Protocol

(All 'ERROR' messages for BU, CU & VVPAT will be displayed on CU only. Please read message and act accordingly)

During Mock Poll

- BU not functioning: Replace BU only.
- CU not functioning: Replace CU only.
- VVPAT not functioning: Replace VVPAT only.

During Actual Poll

- BU or CU not functioning: Replace BU+CU+VVPAT

  (Ask Presiding Office to do mock poll in new set of BU+CU+VVPAT by casting 1 vote to each contesting candidate button including NOTA and to follow other mock poll process)
- VVPAT not functioning: Replace VVPAT only.

  (Advise Presiding Officer not to conduct mock poll in such case)
- CU shows Error "Replace Power Pack of CU": Replace power pack of CU only.

  (Advise Presiding Officer not to conduct mock poll in such case)
- CU shows Error "Replace Power Pack of VVPAT": Replace power pack of VVPAT only.

  (Advise Presiding Officer not to conduct mock poll in such case)

11.4.5 Deposition of Reserve and Mock Poll Defective EVMs and VVPATs along with left out Power Packs of CU and VVPAT

- Immediately after completion of poll, on Poll Day itself deposit reserve and mock poll defective EVMs and VVPATs in the Collection Centre or other place earmarked by the Returning Officer.
- In case of P+1 movement, keep reserve and mock poll defective EVMs and VVPATs only in Intermediate Strong Room earmarked by the Returning Officer and deposit in the Collection Centre or other place earmarked by the Returning Officer, as instructed.

11.4.6 DON'T

- Don't use vehicle other than vehicle/transport provided by Returning Officer
- Don't use provided vehicle/transport without Signage, "Sector Officer- On Duty" on front and back side of the vehicle.
- Don't stay at any private place like hotel, home etc. Always stay in designated place.
- Don't leave vehicle unattended under any circumstances.
- Don't keep reserve and mock poll replaced EVMs and VVPATs without prescribed stickers in vehicle.
- Don't keep EVMs and VVPATs at any private places. Always keep at places earmarked by the Returning Officer.
- NOTE: In case of any doubt, immediately contact the Returning Officer

11.5 Mock poll in case of replacement of EVM/VVPAT

- In case the CU or BU or VVPAT does not work properly during mock poll, replace the respective unit only.
- In case the CU or the BU does not work properly during actual poll, replace entire set of CU, BU and VVPAT. In such case, cast only one vote to each contesting candidate including NOTA, in the Mock Poll and follow other instructions of mock poll.
- In case the VVPAT does not work properly during actual poll, replace only VVPAT. NO MOCK POLL is required in case of replacement of VVPAT only.

11.6 Replacement of Units 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 by casting one vote to each contesting candidate including NOTA.
- If CU shows "Low Battery" for VVPAT, then replace power pack of VVPAT.
- If VVPAT does not work properly, replace VVPAT only. In this case, No mock-poll is required to be undertaken.

11.7 Replacement of Power Pack of the Control Unit:

- In case the Power pack of CU does not function properly or show low battery, replace Power pack of CU. For this purpose Presiding Officer shall replace the 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 Format prescribed by the Commission).

Sample Poster of Poll Day for displaying at Polling Station



POLL DAY

MOCK POLL 90 MINUTES BEFORE ACTUAL POLL

- Place BU and VVPAT in actual Voting Compartment. VVPAT must be on left side of BU.
- Place CU on Table of Presiding/Polling Officer (In-Charge of CU).
- Connect Cable of BU with VVPAT and Cable of VVPAT with CU without pressing latches of the connector.
- Un-lock (Working position i.e. Vertical position) paper roll knob of VVPAT before Switching ON the Control Unit.
- Cast atleast 50 votes during mock poll (ensure votes are recorded for each of the contesting candidates including NOTA).
- Press CLOSE button of CU to close mock poll and then press RESULT button of CU to ascertain mock poll result.
- Remove mock poll VVPAT slips from VVPAT compartment and tally with votes in CU.
- Fill Mock Poll Certificate (Presiding Officer's Report- Part-I) carefully. Obtain signatures of all Polling Officers and Polling Agents on it.
- Press CLEAR button of CU to clear mock poll result from CU and show '0' vote to polling agents.
- Stamp mock poll VVPAT slips with stamp 'MOCK POLL SLIP' and keep in Black Envelope. Seal the envelope with Pink Paper Seal.

SEALING OF CU AND VVPAT AFTER MOCK POLL

- Switch OFF the CU before sealing.
- Seal Inner and Outer doors of the CU with Green Paper Seal, Special Tag and Address Tag.
- Seal the Drop Box (VVPAT slip compartment) of VVPAT with Address Tag.

START OF ACTUAL POLL

- Switch ON the Control Unit.
- Press TOTAL button of CU to confirm Zero vote and show to polling agents.
- Before the first votes appears in Form 17A (Register for Voters), the Polling Officer 1 shall check with the Presiding Officer and record in (NIL in Form 17A that "Total in the Control Unit checked and found to be Zero"

CLOSING OF POLL PROCEDURE

- Press CLOSE button of CU.
- Press TOTAL button of CU to note total polled votes in CU and also Poll Start Time (PST) and Poll End Time (PET).
- Switch OFF the CU before disconnecting the cable of BU from VVPAT and VVPAT cable from CU.
- Remove Power Pack (Battery) from VVPAT.
- Keep BU, CU and VVPAT in their respective carrying cases and seal each carrying case with Address Tag.

REPLACEMENT PROTOCOL

All 'ERROR' messages for BU, CU & VVPAT will be displayed on CU only. Please read message and act accordingly.

MOCK POLL

In case BU or CU or VVPAT not functioning, replace the respective unit only

ACTUAL POLL

- In case BU or CU not functioning, replace the whole set of BU, CU and VVPAT. In case of replacement of whole set, mock poll shall again be conducted by casting of 01 vote to each contesting candidate including NOTA. Follow mock poll process.
- In case CU shows Error "Replace VVPAT", switch OFF the CU and replace VVPAT. No MOCK POLL is required.
- In case CU shows Error "Replace Power Pack of VVPAT", switch OFF the CU and replace only Power Pack of VVPAT. No MOCK POLL is required.
- In case CU shows Error "Replace Power Pack of CU", switch OFF the CU and replace only Power Pack of CU and seal the power pack compartment of CU. No MOCK POLL is required.

WHAT NOT TO DO?

MOCK POLL

- Don't start mock poll, if one or no election agent is present. WAIT FOR 15 MINUTES.
- Don't stop mock poll without casting atleast 50 votes.
- Don't start actual poll without clearing mock poll data from CU and without removing mock VVPAT slips from the drop box of VVPAT.
- Don't keep VVPAT mock slips unstamped.
- Don't Switch OFF and Switch ON CU while mock poll is going on. Don't disconnect and connect cables while mock poll is going on.

ACTUAL POLL

- Don't Switch OFF and Switch ON CU while actual poll is going on.
- Don't disconnect and connect cables while actual poll is going on.
- Don't conduct mock poll when only VVPAT or Power Pack of CU/VVPAT/BU is replaced.

CLOSING OF POLL

- Don't press CLOSE button of CU before notified poll close time or completion of poll.
- Don't disconnect cables without Switching OFF the CU.
- Don't leave Power Pack of VVPAT in VVPAT after completion of poll.
- Don't leave carrying cases without sealing and obtaining signature of Polling Agents after poll.
- Don't use any other vehicle other than assigned vehicle for depositing polling materials at collection centre.

11.5. MOCK POLL ON THE DAY OF POLL

1. Start Mock Poll 90 minutes before scheduled poll time, if 2 or more polling agents available
2. Wait for 15 minutes, if one or no polling agents available
3. Place BU & VVPAT in actual Voting Compartment. These should not be moved after mock poll.
4. Place CU on Table of Presiding Officer/Polling Officer (In-charge CU)
5. Connect cable of BU with VVPAT and Cable of VVPAT with CU
6. Unlock (Working Position) Paper Roll knob of VVPAT
7. Show that VVPAT is empty
8. Switch ON the CU
9. Demonstrate no vote in CU
10. Cast at least 50 votes and record number of votes given to each (ensure votes recorded for each of the contesting candidates including NOTA)
11. After mock poll votes, press 'CLOSE' button of CU
12. Thereafter, press 'RESULT' button of CU to ascertain mock poll result and tally with record
13. Remove mock poll VVPAT slips from VVPAT and tally with CU result
14. Press 'CLEAR' button of CU to clear mock poll result from CU and show to polling
15. Stamp mock poll VVPAT slips with stamp 'MOCK POLL SLIP'
16. Keep mock poll VVPAT slips in Black Envelope and then seal the envelope with Pink Paper Seal
17. Switch OFF the CU and Seal the CU with Green Paper Seal, Special Tag and Address Tag
18. Show empty drop box of VVPAT and then seal the drop box with Address Tag
19. Fill Mock Poll Certificate Part-I of Presiding Officer's report – **Annexure-27** carefully
20. Switch ON the CU for Actual Poll and press "Total" button to confirm Zero votes.
21. Switch ON the CU for Actual Poll

11.6. Mock poll in case of replacement of EVM/VVPAT

- In case the CU or BU or VVPAT does not work properly during **mock poll**, replace the respective unit only.
- In case the CU or the BU does not work properly during **actual poll**, replace entire set of CU, BU and VVPAT. In such case cast only one vote to each contesting candidate including NOTA should be polled in the Mock Poll and follow other instructions of mock poll.
- In case the VVPAT does not work properly during actual poll, replace only VVPAT. **NO MOCK POLL** is required in case of replacement of VVPAT only.

NOTE:

1. Provide adhesive stickers with inscription 'MOCK POLL REPLACED' to Sector Officers for affixing on carrying case of rejected BU/CU/VVPAT replaced during mock poll.
2. Paste 'MOCK POLL REPLACED' sticker on defective Machines carrying cases.
3. Specification of sticker:
   i) Dimension: 15 cm x 10 cm
   ii) Color: Pink for AC and White for PC elections.

11.7. Recording of Poll Start and Poll End Date and Time

The Presiding Officer, at the end of Mock Poll at the Polling Station, shall check and note the date and time shown in the display of the CU and also the actual date and time as well as any discrepancy between the two, if any, in the mock Poll certificate (Annexure-27) and also in the Presiding Officer Diary.

11.8. Critical Mistakes

- Not pressing the CLOSE button of CU after mock-poll
- Not matching the mock-poll result of the CU with the VVPAT Paper Slips.
- Not removing the mock-poll paper slips from VVPAT
- Non-deletion of mock-poll data from the Control Unit.
- When setting up the EVMs and VVPATs in the polling station, the VVPAT to be positioned so as to avoid direct light from falling on it.
- Do not position the VVPAT near an open window or directly under a bulb or halogen lamp

Note:

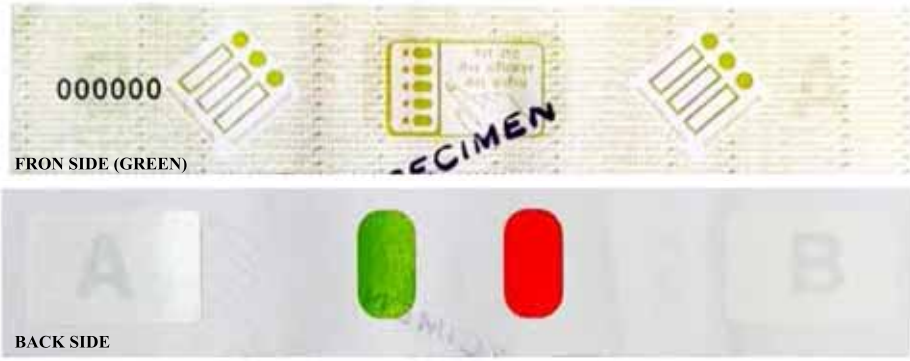
- Advise the Presiding Officer to show the Machine Numbers to the agents present before the commencement of the mock Poll.
- The Presiding Officer will note the number and Serial Number of CU, BU and VVPAT used at the Polling Station in his/her Diary.
- Keep Ballot Unit(s) and VVPAT in voting compartment when conducting mock poll.

11.9. Various types of seals and tags used for Sealing EVMs & VVPATs

a. Common Address Tags for BU/CU/VVPAT
b. Special Tags
c. Green Paper Seals
d. Pink Paper Seals for sealing black envelop containing mock poll VVPAT slips
e. Thread and sealing wax etc.



PINK PAPER SEAL (TWO PARTS)



GREEN PAPER SEAL



COMMON ADDRESS TAG



SPECIAL TAG

11.10. Sealing of EVMs & VVPATs on poll day

A. At the Polling Stations on Poll Day after Mock Poll

(i) Sealing of black envelope having mock poll printed ballot slips with Pink Paper Seal



After the mock poll, Presiding Officer removes all the printed paper (ballot) slips from the drop box in the VVPAT unit, stamps the printed paper slips of the mock poll on their back side with rubber stamp having inscription **"MOCK POLL SLIP'** before keeping and sealing these printed paper slips in the thick black envelope supplied for the purpose. The envelope is sealed with the seal of the PO and Pink Paper Seals.

(ii) Fixing of Green Paper Seal in Control Unit after Mock poll and before starting actual poll on poll day

After mock poll and clearing mock poll data, switch off the Control Unit for sealing Result Section of the CU.



Fixing of Green Paper Seal and closing of inner compartment

Affix Green paper seal on the inner side of door of Result Section as shown in the above figure and close the door in such a manner that the two ends of the paper seal project outwards from the sides of the inner compartment.

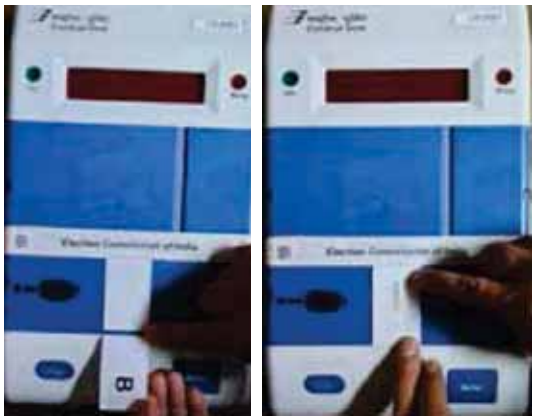
(iii) **Sealing of inner door compartment (inner Result Section) with Special Tag**



Seal the inner door of the Result Section by passing a thread through hole provided on the left side using Special Tag showing the particulars of the election with the seal of the Presiding Officer.



(iv) **Sealing of outer door Result Section of CU with thread seal using Address Tag and Green Paper Seal**



After sealing inner door of Result Section of CU with Special Tag, close the outer door of the Result Section ensuring that loose ends of the Green Paper Seal protrude out from both the sides of the closed outer door. Then the Presiding Officer shall seal the outer door by passing a thread through hole provided on the left side using Address Tag showing the particulars of the election with the seal of the Presiding Officer.

Thereafter, remove the wax paper from 'A' side of the Modified Green Paper Seal and paste on the outer door of the Result Section. Then remove the wax paper from 'B' side and paste on top of the underlying 'A' side of the Modified Green Paper seal in such a way that the serial no. of the seal is visible on the top.

(v) Sealing of drop box of VVPAT with thread using Address Tag



Thereafter, seal the drop box with the thread and Address Tag before actual poll starts.

NOTE : *All seals used on the poll day for sealing of EVMs & VVPATs shall be signed by the Presiding officer and polling agents.*

11.11. Handling Contingencies during Poll

11.11.1 Replacement of units during Actual Poll

(Switch OFF CU before any sort of replacement)

1. If CU or the BU does not work properly. Replace full set (BU + CU + VVPAT).When full set is replaced then conduct Mock Poll by casting one vote to each contesting candidate including NOTA.

2. If CU shows "Low Battery" for VVPAT, then replace power pack of VVPAT

3. If VVPAT does not work properly, replace VVPAT only. In this case **No mock-poll** is required to be undertaken.

4. Replacement of Power Pack of the Control Unit: In case the Power pack of CU does not function properly or show low battery, replace Power pack of CU. For this purpose Presiding Officer shall replace the 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 Format prescribed by the Commission (Part-II of the Presiding Officer's report **Annexure-27**).

5. If VVPAT has not printed the paper slip, or the printed paper slip remains uncut, then

   i. **Do not try to remove/cut hanging slip** from the paper roll, **no effort should be made to make it fall into the drop box**. It should be allowed to remain hanging as it means that the vote has not been recorded in Control Unit and as it is not to be counted at the time of counting of the printed-paper slips. The details of such an occurrence should be clearly recorded in the Presiding Officer's dairy in the following format: -

      a. The date and time of the occurrence.

      b. The name of the voter and his serial number in the part in the electoral roll, who was allowed to cast his vote after replacement of VVPAT.

      c. Whether the voter cast his vote after replacement of VVPAT or went away without casting his vote.

      d. The Total number of votes cast before the occurrence.

   ii. The last voter is allowed to cast his vote after the replacement of VVPAT.

   In case of contingencies, the Presiding Officers may also refer to **Annexure-23** for solutions.

11.11.2. Wrong Printing Complaint

If any voter alleges about the wrong printing of particulars of a candidate and/or symbol of that candidate on VVPAT paper slip printed by the printer on pressing of concerned blue (candidate) button on the Balloting Unit to which the printer is connected, the Presiding Officer of the polling station should provide her a 'Form of Declaration' **(Annexure- 26**) to lodge a complaint and follow the procedure prescribed under rule 49MA, which reads as under:

- **"49MA. Procedure in case of complaint about particulars printed on paper slip-** Where printer for paper trail is used, if an elector after having recorded his vote under rule 49M alleges that the paper slip generated by the printer has shown the name or symbol of a candidate other than the one he voted for, obtain a written declaration from the elector as to the allegation, after warning the elector about the consequence of making a false declaration.

- **If the elector gives the written declaration referred to in sub-rule (1) -** make a second entry related to that elector in Form 17A, and permit the elector to record a test vote in the voting machine in her presence and in the presence of the candidates or polling agents who may be present in the polling station, and observe the paper slip generated by the printer.

- **If the allegation is found true -** report the facts immediately to the RO to stop further recording of votes in that voting machine and act as per the direction that may be given by the RO.
- **If, however, the allegation is found to be false** and the paper slip so generated under sub-rule (1) matches with the test vote recorded by the elector under sub-rule (2), then-

  a) Make a remark to that effect against the second entry relating to that elector in Form 17A mentioning the serial number and name of the candidate for whom such test vote has been recorded;

  b) Obtain the signature or thumb impression of that elector against such remarks; and make necessary entries regarding such test vote in item 5 in Part I of Form 17C.".

11.12. Closure of Poll

1. Close the poll at the time fixed for the purpose, even if it had commenced somewhat later than the hour appointed for the commencement of poll owing to some unavoidable reason.
2. Presiding Officer will ensure that after the **last voter** has voted, the 'CLOSE' button is pressed on the Control Unit. **Note the total number of votes recorded in the EVM in Item 6 of Part I of Form 17C.**
3. Make note of the Poll end date and time displayed on the CU in the Presiding Officer's diary.
4. After prescribed Forms have been carefully and duly filled for the election, disconnect the Balloting Units and VVPATs from the Control Units and seal them in their respective carrying cases. In the case of simultaneous election, the papers should be prepared and sealed separately.

11.13. Sealing of EVM and VVPAT after the close of Poll

1. First **Switch off** the CU and then disconnect BU, CU and VVPAT. Put back BU and CU in their respective carrying cases.
2. Presiding Officer will **remove the power pack (battery) from VVPAT** in the presence of polling agents. Only after removal of power pack (battery) form VVPAT, seal the carrying case of VVPAT in the presence of polling agents. The removed power pack (battery) of the VVPAT shall be deposited at the collection centre. These power packs will not be stored in strong room.
3. Seal each carrying case at both ends by passing a thread through the two holes provided for the purpose on both sides of the carrying case and putting thread seal with an address tag.
4. Presiding Officer shall put his/her signature on address tags and also obtain the signatures of polling agents.
5. Deposit all the sealed EVMs and VVPATs and election records to the Returning Officer, at the reception/collection centre, as per the prescribed procedure.

11.14. Presiding Officer's Report Format (Annexure-27) to be obtained 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)**.

Collection of Presiding Officer's Report

(i) Part-I, Part-II and Part-III of the Presiding Officer's Report shall be kept in an envelope.

Details to be printed on envelope:

Name of election:.....(to be pre-printed)
No. and Name of AC/AS:.....(to be pre-printed)
No. and Name of PC:.....(to be pre-printed)
Polling Station No:.....

The Presiding Officer shall deposit the said envelope along with EVM, VVPAT and other election material at Collection Centre.

(ii) Part-IV and Part-V of the Presiding Officer's Report shall be collected by the Sector Officer, whenever any replacement is done. Sector Officers shall submit the said Reports to the Returning Officer.

CHAPTER - 12

STORAGE OF POLLED AND UN-POLLED EVMS & VVPATS AFTER POLL

12.1. The Four categories of EVMs and VVPATs after Poll:

1. **Category 'A' - Polled EVMs & VVPATs**
2. **Category 'B' - Defective Polled EVMs & VVPATs**
3. **Category 'C' - Defective Un-polled EVMs & VVPATs**
4. **Category 'D' - Unused Reserve EVMs & VVPATs**

Three categories of strong rooms:

1. Polled strong room (Store category 'A' & 'B')
2. Repair strong room (Store category 'C'), not in the vicinity of AC/AS strong room
3. Reserve strong room (Store category 'D'), not in the vicinity of AC/AS strong room

Common Instructions for Safe Storage and Safety of all 04 Categories of EVMs & VVPATs

1. Advance identification of storage space & earmark as per Category A, B, C & D and intimation to all contesting candidates in writing with acknowledgement.
2. Under any circumstances don't store C & D category machines in strong room having category A & B machines for ensuring that unused machines are not blocked with the polled machines till the EP period is over.
3. Armed Police cover for all Polling parties or authorized officials at all times.
4. After the Polls also follow the same protocol for all categories of EVMs/VVPATs.
5. After the Polls, safely deposit all categories of EVMs/VVPATs at the pre-designated receipt centre on the same day.
6. Do not keep any election related material in EVM/VVPAT strong rooms other than materials -Form-17C, Pr. O's Declaration and Envelope containing mock poll slips or as specifically prescribed by the Commission.
7. Security arrangements for all categories of machines as per ECI instructions.

Store Category 'A' & 'B' in Polled Strong Room

1. Store Polled and Defective Polled EVMs & VVPATs in the same strong room as per procedure.
2. Ensure that 2 or more than 2 ACs machines are not stored in the same strong room after completion of poll and counting of votes till the completion of the EP period.
3. Safely keep the machines in demarcated space or the racks for safe storage as per ECI guidelines with **prior** intimation to the candidate & under proper Videography.

Store Category 'C' in Repair Strong Room

1. Store category 'C' separately in a separate room other than vicinity of the polled strong room.

Store Category 'D' in unused Reserve Strong Room

1. Store unused Reserve EVMs & VVPATs in a separate room other than vicinity of Polled Strong room so that these are made available for the purpose of any Re-Polls.
2. Paste 'Unused EVMs' on the carrying cases of such category of BUs, CUs and VVPATs.
3. Sector Officers shall submit a detailed account of the Reserve EVMs/VVPATs in **Annexure-28** at the time of deposition of the Reserve EVMs/VVPAT after the close of poll on the same day.
4. The RO shall furnish a Certificate in the prescribed format (**Annexure-29**)

12.2. Storage of Defective un-polled EVM-VVPAT (Category-C) and un-used reserve (Category-D)

- **In case of State Legislative Assembly Election**

  (a) Store Category-C EVMs-VVPATs of all Assembly Constituencies in respective District Headquarters.

  (b) Store Category-D EVMs-VVPATs of all Assembly Constituencies in a single warehouse with proper categorization of AC with temporary partition.

- **In case of election(s) to the Parliamentary Constituency (ies)/Lok Sabha**

  (a) Store Category-C EVMs-VVPATs of all Assembly Segments at District warehouse.

  (b) Store Category-D EVMs-VVPATs of all Assembly Segments in a single warehouse with proper categorization of AS within Parliamentary Constituency.

- Categories C & D EVMs-VVPATs are deposited at the same time when all polled EVMs-VVPATs (Category-A) and polled defective EVMs-VVPATs (Category-B) are stored in the strong room under written intimation to candidates and proper videography. Candidates may depute their representatives.

- Minimum 1/2 Section Armed security to warehouse/strong room, where Categories C & D EVMs-VVPATs are stored.

12.3. SoP on handling of damaged/broken EVMs/VVPATs during election process.

1. With regard to handling of damaged/broken EVMs/VVPATs, after dispersal to mock poll on poll day and during actual poll on poll day, by miscreants or any other reason, the following SoP shall be followed:

   i) After dispersal to Mock poll on poll day: EVM/VVPAT damaged after dispersal to mock poll on poll day shall be stored in the strong room having defective un-polled EVMs (Category C).

   ii) During actual poll on poll day/before counting: Handling of EVM/VVPAT having polled data damaged/broken during actual poll on poll day

(a) Such EVM/VVPAT shall be kept in the strong room having polled EVMs/VVPATs (Category A) and defective polled EVMs/VVPATs (Category B), if the polled votes can be retrieved/paper slips are intact to obtain result during counting of votes.

(b) Such EVM/VVPAT shall be kept in the strong room having un-polled defective EVMs/VVPATs (Category C), if the polled votes cannot be retrieved/paper slips are not intact.

2. The damaged/broken machines shall be marked as damaged in EVM Management System (EMS) by the DEO.

3. In all such cases an FIR shall be filed under the relevant Sections of the Representation of the People Act, 1951, as under, and a detailed report with a copy of FIR shall be sent to the Commission:

i) Section 129 (Officers, etc., at elections not to act for candidates or to influence voting)

ii) Section 132 (Penalty for misconduct at the polling station)

iii) Section 134 B (Prohibition of going armed to or near a polling station)

iv) Section 135 (Removal of ballot papers from polling station)

v) Section 135A (Offence of booth capturing)

vi) Section 136 (Other offences and penalties therefore)

vii) In addition to the aforesaid offences under the Representation of the People Act, 1951, Section 171C (Undue influence at elections), Section 506 (Punishment for criminal intimidation), 425 (Mischief), etc. of IPC shall also be suitably considered along with any other applicable provisions/statutes while filing FIR in all such cases.

4. The Chief Electoral Officer concerned shall follow up the FIR case with Police Department concerned.

5. The damaged/broken machine mentioned at para 1(ii)(a) above shall be inspected only on the order of the competent court as Rule 93 (1A) of the Conduct of Elections Rules, 1961, which specifies that the control units sealed under the provisions of rule 57C and kept in the custody of the District Election Officer shall not be opened and shall not be inspected by or produced before, any person or authority except under the orders of a competent court.

6. The damaged / broken machine mentioned at para 1(i) and 1(ii)(b) above shall be provided for investigation purpose, if required. However, such EVM/VVPAT shall be in the custody of District Election Officer concerned.

CHAPTER - 13

USE OF EVMs & VVPATs IN CASE OF RE-POLL

In case of re-poll:

1. Draw EVMs/VVPATs from the unused reserve list and inform their numbers to the candidates/ agents in writing.
2. Ensure that the address tag on the EVMs/VVPATs clearly mentions that EVMs/VVPATs are for use in the re-poll indicating the date and Polling Station number.
3. Paste **"Re-poll EVM/VVPAT"** pre-printed sticker on the EVMs/VVPATs and on their carrying cases.
4. After re-poll, re-open the strong room in presence of the candidates/ their agents and observer for storage of the re-polled EVMs.
5. Place re-polled EVMs/VVPATs together with the old EVMs/VVPATs which were used earlier in the original poll. Paste **"TO BE COUNTED'** sticker with bold print at the time of placing the **'Re-poll EVM'** in the strong room.
6. Paste **'NOT TO BE COUNTED'** sticker with bold print on the old EVMs/VVPATs, to remove any confusion at the time of counting.
7. Enter the unique ID number of the EVMs/VVPATs used in re-poll in EMS.
8. **Specification of sticker:**
    - Dimension: 15 cm x 10 cm
    - Color: Pink for AC and White for PC elections.

CHAPTER - 14

COUNTING OF VOTES

14.1 General Instructions

14.1.1 At the time of counting, only bring CUs to the Counting Hall. The movement of such units to the counting hall should be in the most secure manner in a barricaded passage/secured passage.

14.1.2 Verify the unique ID of the CU, the Pink Paper Seal and the green paper seal and show to the counting agents before starting the counting.

14.1.3 Verify the poll start date & time and poll end date & time displayed on the CU and show to the counting agents.

14.1.4 Before taking signature of candidates/their agents/counting agents in Part II of Form 17C, in space between counting supervisor signature and signature of candidates/their agents/counting agents, write in pen – **"We, hereby certify that CU No(s)…….. is/are the same which were used in the Polling Station No. ……**

14.2 Procedure in case of discrepancy in the date & time of start and end of poll

14.2.1 Compare the difference with the date & time noted in the mock poll certificate.

14.2.2 If the difference does not match with the date & time difference of start and end of poll at the time of counting, keep the EVMs/VVPATs aside and refer the matter to the Commission.

14.2.3 If matches with the difference of date & time of start and end of poll noticed at the time of counting, explain the discrepancy to the candidates and their representatives.

14.2.4 Count the votes polled in the EVM in the usual manner.

14.3 Procedure in case the close button is not pressed at the end of the poll–

14.3.1 Take the following action during counting of votes, in the presence of candidates/their authorized agents, under videography:

14.3.2 Press 'TOTAL' button of the CU to see total votes polled in the CU. If total votes polled in the CU tally with total votes polled in CU mentioned in Form-17C, Counting Supervisor should press the "Close" button of the Control Unit(s) and then press "Result" button for getting result data.

14.3.3 If total votes polled in the CU don't tally with total votes polled in CU mentioned in Form-17C, keep the CU back inside its carrying case and keep under Returning Officer's custody in the counting hall. Count the votes in other machines as usual. Action shall be taken as mentioned in para 14.5.

14.4 Instructions in case of Control Unit does not display result at the time of Counting.

a) First install new power packs in CU to obtain Result. Even then CU does not display result, keep the CU inside its carrying case and then under the Returning Officer's custody in the counting hall. Counting of votes in other machines should continue as usual.

b) Corresponding VVPAT shall be counted as per 14.8.

c) A report regarding counting of printed ballot slips of VVPAT should be sent to the Commission in the following format through Chief Electoral Officer concerned for information.

S. No.	No. & Name of Assembly Constituency	Polling Station No.	Unit ID of VVPAT	Unit ID of Control Unit for which VVPAT paper slips counted	
				Non-retrieval of result from CU	Under Rule 56D of the Conduct of Elections Rules, 1961

14.5 Issues regarding counting of VVPAT slips: non-deletion of mock poll data from the Control Unit or non-removal of mock poll slips from VVPAT or total votes polled in CU does not match the record of votes in Form 17C-

(a) Pre-identified cases (on poll day, during scrutiny of documents on P+1 day etc.), where mock poll is either not erased from the Control Unit or VVPAT paper slips pertaining to mock poll not removed (fully or partially).

(b) During the round-wise counting of EVMs, if there is any case in which the total votes polled in CU does not match the record of votes in Form 17-C, it is an indication that the Close-Result-Clear (CRC) protocol after mock poll was not correctly done in respect of this polling station during the actual poll.

14.5.1 In the above cases, the following action shall be taken:

- In all such cases, the CU shall be kept aside i.e. these polling stations will not be taken up for counting during the regular round-wise counting of the Control Units. The Table allocated to such polling stations shall be kept vacant during the relevant round of counting.
- The list of all pre-identified polling stations shall be shared with the contesting candidates before the commencement of process of counting.
- After the completion of all regular rounds of Control Unit counting, the following procedure shall be followed:

A. **<u>For State Assembly Elections:</u>**

(i) If the winning margin is more than the total votes polled in all such polling stations, these polling stations, identified as mentioned above, will not be taken up for counting and the result will be declared without these polling stations.

(ii) If the winning margin is equal to or less than total votes polled in these polling stations, in such case only counting of the respective VVPAT paper slips will be done and the Control Units shall be discarded for counting purpose i.e. the Control Units shall not be used for counting of votes.

(iii) Even in cases where VVPAT paper slips pertaining to mock poll have not been taken out from the drop box of the VVPAT, the VVPAT slips shall be counted and the candidate wise votes from mock poll certificate shall be deducted to arrive at correct count of candidate wise votes polled.

(iv) The VVPAT slip count result of all these polling stations shall be added to the candidate-wise tally and the final result compiled.

B. **For Lok Sabha Elections:**

(i) For all the polling stations where EVM and VVPAT has been kept aside as mentioned above, will not be taken up for counting in any Assembly Segment of the Parliamentary Constituency till completion of counting of votes in all Assembly Segments of that Parliamentary Constituency.

(ii) If the winning margin is more than the total votes polled in all such polling stations of all the Assembly Segments, these polling stations, identified as per para 2 (a) and (b), will not be taken up for counting and the result will be declared without these polling stations.

(iii) If the winning margin is equal to or less than total votes polled in these polling stations of the Assembly Segments, in such case only counting of the respective VVPAT paper slips will be done in the respective Assembly Segment and the Control Units shall be discarded for counting purpose i.e. the Control Units shall not be used for counting of votes.

(iv) Even in cases where VVPAT paper slips pertaining to mock poll have not been taken out from the drop box of the VVPAT, the VVPAT slips shall be counted and the candidate wise votes from mock poll certificate shall be deducted to arrive at correct count of candidate wise votes polled.

(v) The VVPAT slip count result of all these polling stations shall be added to the candidate-wise tally and the final result compiled."

14.5.2 If there is any discrepancy or difficulty to arrive at correct count of candidate wise votes polled, the matter shall be referred to the Commission for further direction in the matter.

14.5.3 Since, in the aforesaid cases, the Control Unit(s) will be discarded/not used for counting of votes, these polling stations will be excluded from the random selection of 5 (five) Polling Stations for Mandatory Verification of VVPAT paper slips count.

14.6. Candidate Demanding VVPAT Paper Slips Counting under Rule 56D

After announcement of result sheet entries, any candidate, their election agent or their counting agents may apply in writing to the RO for counting the printed VVPAT paper slips in any or all polling stations. If such application is received, the RO should pass a speaking order on whether the VVPAT paper slips should be counted. If the RO decides to allow the counting of the VVPAT paper slips of any or all polling stations, such decision of the RO must be recorded in writing along with the reasons thereof. The RO should give due consideration to the following:

14.6.1 Whether the total number of votes polled in that polling station is greater or lesser than the margin of votes between winning candidate and candidate demanding the counting.

14.6.2 Whether EVM had a problem and was replaced at that polling station during poll

14.6.3 Whether there was any complaint about VVPAT not printing or complaints by any voter under Rule 49MA in that polling station during the poll.

14.7 Mandatory Verification of VVPAT Paper Slips:

Mandatory verification of VVPAT paper slips of randomly selected 05 (five) polling stations must be conducted in all General and Bye Elections to the House of the People and State Legislative Assemblies, **in addition** to the provisions of Rule 56D of the Conduct of Elections Rules, 1961, after the completion of the last round of counting of votes recorded in the EVMs, as under:

i. In case of General and Bye elections to State Legislative Assemblies, verification of VVPAT paper slips of randomly selected **05 (five) polling stations per Assembly Constituency.**

ii. In case of General and Bye elections to the House of the People, verification of VVPAT paper slips of randomly selected **05(five) polling stations of each Assembly Segment of the Parliamentary Constituency concerned.** For this mandatory verification of VVPAT paper slips, the following procedure to be followed:

14.7.1 The verification of VVPAT paper slips of randomly selected 05 (five) polling stations for each Assembly Constituency/Segment should be done after the completion of the last round of counting of votes recorded in the EVMs and VVPAT paper slips count due to non-display of result from the Control Unit(s) or under Rule 56(D) of the Conduct of Elections Rules 1961 or whatsoever the reason.

14.7.2 The random selection of 05 (five) polling stations per Assembly Constituency/Segment to be done by Draw of lots, by the Returning Officer concerned, in the presence of candidates/their agents and the General Observer appointed by the Commission for that Constituency.

14.7.3 The draw of lots must be conducted immediately after the completion of the last round of counting of votes mentioned at para 14.7.1. above, in the designated Counting Hall for the particular Assembly Constituency/Assembly Segment.

14.7.4 A written intimation regarding the conduct of draw of lots for the random selection of05 (five) polling stations for verification of VVPAT Slips should be given by the Returning Officer to the Candidates/their election agents well in advance.

14.7.5 The following procedure to be followed for the conduct of draw of lots:

a) Use White colour paper cards of postcard size for conducting the draw of lots.

b) Total number of such paper cards must be equal to total number of polling stations in the Assembly Constituency.

c) Do not include the polling stations where VVPAT paper slips have been counted due to non-display of result from the Control Unit(s) or under Rule 56(D) of the Conduct of Elections Rules 1961 or whatsoever the reason in the draw of lots by mandatory verification of VVPAT slips count.

d) The paper cards to have pre-printed Assembly Constituency/Assembly Segment number, AC/AS name and date of polling on the top, and the polling station number in the Centre.

e) Each digit of the polling station number should be at least 1”x1”(1inch by 1 inch) size and printed in black ink.

f) The paper cards to be used for draw of lots should be four-folded in such a way that polling station number is not visible.

g) Show each paper card to the candidates/their agents before folding and dropping in the container.

h) Keep the paper cards in a big container and shake well before picking up 01 (one) slip by the Returning Officer.

14.7.6 The verification of VVPAT paper slips should be done in a VVPAT Counting Booth'(VCB), specially prepared for this purpose inside the Counting Hall. The booth should be enclosed in a wire mesh just like a bank cashier's cabin so that no VVPAT paper slip can be accessed by any unauthorized person. One of the Counting tables in the Counting Hall can be converted into the VCB and can be used for normal counting of round-wise EVM votes before the count of VVPAT slips as per random selection after the completion of round- wise EVM counting.

14.7.7 Conduct the Verification count of the VVPAT paper slip of the randomly selected 5(five) polling stations sequentially i.e. **one after another**.

14.7.8 Strictly conduct the verification count of the VVPAT paper slips of randomly selected 05 (five) polling stations in accordance with the instructions of the Commission on counting of printed paper slips.

14.7.9 The Returning Officer and the Assistant Returning Officer, as the case may be, should personally supervise the counting of VVPAT paper slips at the VCB. The Observer concerned should maintain close and direct oversight on the entire exercise and ensure strict compliance of the Commission's instructions.

14.7.10 In case there is any mismatch between electronic count of the Control Unit and VVPAT slips manual count, recounting of the VVPAT slips of that particular EVM to be counted till it tallies either with the EVM count or one of the previous VVPAT slips counts.

14.7.11 After completing the process as specified in para 14.7.10. above, if there is any discrepancy between EVM count and VVPAT paper slips count, as per Rule 56(D)(4)(b) of the Conduct of Elections Rules 1961, the VVPAT paper slips count should prevail. Hence, if there is any discrepancy between the count of votes displayed on the Control Unit and the count of printed paper slips in respect of that polling station, amend the result sheet as per the printed paper slips count.

14.7.12 The above process must be fully video recorded.

14.7.13 After completion of the above process, the Returning Officer should give a certificate in the annexed format **(Annexure-30)** separately for each polling station to the Chief Electoral Officer concerned. The CEO should compile the reports for the entire State/UT and submit a consolidated summarized report to the Commission within 7 days from the end of counting process.

14.7.14 The Observer appointed by the Commission should also submit their report to the Commission in the annexed format **(Annexure-31)**

14.8 Sequence of VVPAT Slips Count

a) Count the VVPAT slips of polling station(s) for which result is not displayed on the Display Panel of the Control Unit.

b) Count the VVPAT slips of polling station(s) ordered/instructions issued by the Commission due to improper conduct of mock poll procedure by non-clearance of mock poll data/slips or mismatch of votes polled in CU and Form-17C.

c) Counting of VVPAT slips under Rule 56D of the Conduct of Elections Rules 1961, if any.

d) Mandatory verification of VVPAT slips of randomly selected 05 polling stations per Assembly Constituency/each Assembly Segment of Parliamentary Constituency.

e) Further, count the VVPAT paper slips one by one not simultaneously.

f) Every VVPAT paper slips count to be considered as a separate round.

g) In respect of Step c & d, amend the result sheet as per the printed paper slips count, if the paper counts differ from electronic count (CUs) to VVPAT paper slips count in terms of Rule 56D of the Conduct of Elections Rules 1961.

14.9 Arrangements for Counting of VVPAT Paper Slips*:*

a) Returning Officer should earmark one of the Counting Tables inside the Counting Hall as VVPAT Counting Booth (VCB) for Counting of VVPAT Paper Slips.

b) VCB should have minimum length 6 ft, breadth 6 ft and height 8 ft.

c) All four sides and ceiling should be covered with narrow wire mesh and a circular hole of 5 cm radius at suitable height for the counting agents' transactions.

d) Installation of CCTV on ceiling just above the counting table for monitoring and recording purpose.

e) Seating arrangements for at least 4 persons inside the VCB.

14.10 Procedure to Count VVPAT Paper Slips:

If the RO decides to count the printed paper slips of any polling station(s) on an appeal for recounting of any polling station(s), the following procedures to be strictly followed:

Step-1:

a) For keeping VVPAT Paper Slips taken out from the Drop Box of the VVPAT, a sufficiently sized container with lid, of dimensions 14 inch X 10 inch X 5 inch (length x breadth x height), to easily accommodate around 1400 Printed Paper Slips, to be kept on the table of VCB. This Container should be made of sturdy transparent material like plastic etc. Sample images of the Container are available in **Annexure-32**.

b) For keeping VVPAT paper slips of the respective candidates, a Pigeonhole Framework should be prepared in advance according to the number of candidates including NOTA, with one additional pigeonhole for keeping self-test slips of the VVPAT, and to be kept on the table of VCB.

i. The minimum number of Pigeonholes in the Framework must be equal to the number of candidates plus 2 (two).

ii. The size of each compartment (Pigeonhole) must be at least 6 inch X 4 inch X 4 inch (length x breadth x height).

iii. The pigeonhole structure should be made of sturdy transparent material like plastic etc, having a fixed base, to prevent any VVPAT paper slip from slipping underneath.

iv. The symbol of each contesting candidate as per the Ballot Paper should be affixed on the wall of the pigeonhole allotted to the particular candidates. The symbol should be printed in black and white on a plain paper of minimum size 4inch X 3 inch. Sample images of the Pigeonhole Framework are placed in **Annexure-32**.

c) At least 100 Rubber bands for making bundles of 25 VVPAT paper slips.

Step-2

a) Bring the VVPAT unit(s) of the respective polling station(s) to the VCB one by one.

b) In case a VVPAT unit was replaced during poll at that polling station, bring all the VVPAT units used at that polling station to the VCB.

Step-3

a) Take out the printed paper slips from VVPAT used at the polling station, before beginning the counting of VVPAT paper slips for that polling station. In case more than one VVPAT were used, count slips of each VVPATs separately, one by one and enter the result of each VVPAT in the **Annexure-33** (separate for each VVPAT). Thereafter, prepare the Final Result sheet by combining all results of that particular polling station and attach the same to Form-17C.

Before taking out the VVPAT Paper Slips from the drop box, cross check the address tag(s) of the drop box to ascertain that the VVPAT pertains to the respective polling station.

i. Keep the VVPAT Paper Slips taken out from the Drop Box of the VVPAT first in the container as per specification at Step 1(a).

ii. After taking out the VVPAT paper slips from Drop Box, the Counting Supervisor must ensure that no VVPAT paper slip is left inside the VVPAT drop box and show the empty drop box to the counting agents.

iii. In case a VVPAT unit was replaced, it may so happen that an uncut fully or partially VVPAT paper slip is hanging and has not got cut and dropped in the drop box and still connected to the paper roll. This uncut VVPAT paper slip should not be torn and counted because the vote is not recorded electronically in the CU unless the VVPAT paper slip is cut. In such an event, the last voter whose VVPAT paper slip was not cut would have been given an opportunity to cast his vote after replacement of VVPAT and the VVPAT paper slip of the vote cast by him will be in the next VVPAT used in that polling station.

iv. The drop box of the VVPAT should also have VVPAT slips of self-test report. These are easily identified, as they do not have either the name or the symbol of any candidate. These self-test report slips are to be preserved along with the VVPAT paper slips as part of the record but they are not to be counted.

Step-4

a) Segregate the VVPAT paper slips one-by-one and put in respective pigeon holes after showing each slip to the Counting Agents. The paper slips bearing self-tests report should also be segregated and put in a separate pigeonhole provided for the purpose.

b) Prepare bundles of 25 VVPAT paper slips of respective candidates for counting purpose.

c) Counting staff should then count VVPAT Paper Slips.

d) Prepare result of the VVPAT paper slips count in the format as per **Annexure-33** and attach to Part-II of Form 17-**C (Annexure-34).**

e) Announce the result of the count of VVPAT paper slips in the counting hall and show it to the counting agents.

f) As per Rule 56D (4) (b) of the Conduct of Elections Rules 1961, if there is any discrepancy between EVM count and paper slip count, the paper slip count should prevail. Hence, if there is discrepancy between the counts of votes displayed on the Control Unit and the count of printed-paper slips in respect of that Polling Station, amend the result sheet as per the printed-paper slips count.

Step-5

a) After completion of counting of VVPAT paper slips, keep the bundle of the VVPAT Paper Slips back in the Drop Box of the respective VVPAT and seal the door of the Drop Box using address tags.

b) Allow the candidate(s)/their agents to affix their signature with party abbreviation on the Address Tags.

14.11 Sealing of EVMs after counting of votes

After completion of counting, keep all Control Units, after removing power packs from CUs, whether result has been retrieved from it or not back inside its carrying case and seal the carrying cases once again. The Returning Officer should put their signatures on the seal. Allow all candidates and their election agents to put their signature on the seal. Then keep the Control Unit in the strong room(s).



NOTE :*All seals used on the counting day for sealing of EVMs & VVPATs shall be signed by the RO, ARO and candidate / Counting agents.*

14.11.A Removal of VVPAT slips from VVPATs after completion of Counting of Votes –

After the result is announced, the VVPAT paper slips will be taken out of the VVPAT printer unit, irrespective of whether the slips were counted or not, as per the following procedure:

i) Thorough checking of officials deputed for the removal of VVPAT 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.

ii) 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 polling station wise; it shall be sealed using red wax with the bilingual secret seal of the Commission provided to the Returning Officer. If more than one VVPAT was used in a particular polling station, the VVPAT slips taken out from each VVPAT slips should be kept in the separate envelope. Following shall be written on the envelopes:

(a) Name of election (b) Number and Name of Parliamentary/Assembly Constituency (c) Particular of polling station: (d) Unique Serial Number of the Control Unit (e) Unique Serial Number of VVPAT unit (f) Date of poll (g) Date of counting.

iii) Candidates and their authorised agents shall be allowed to witness the process and their signatures shall also be obtained on every envelope. (Candidates/their authorized agents)

iv) All the envelopes of a particular Assembly Constituency/Assembly Segment must be kept in a separate big trunk. The trunk must be sealed using red wax with the bilingual secret seal of the Commission provided to the Returning Officer. Following shall be written on the trunk:

(a) Name of election (b) Number and Name of Parliamentary/Assembly Constituency (c) Date of poll (d) Date of counting.

v) The said trunk shall be kept with all the statutory documents relating to that election and shall be disposed of as mentioned in the Rule 94 of the Conduct of Elections Rules 1961. If any Election Petition is pending, the same shall be preserved till the final disposal of the election petition.

vi) Once the VVPAT paper slips have been taken out, the VVPAT must be kept in a designated warehouse. VVPAT should not be kept in the same strong room where EVMs are stored, so that even if any election petition is filed from the constituency, the VVPAT units can be taken out for future use in subsequent elections, if required, without opening the strong room having EVMs.

vii) The entire process should be conducted under high quality CCTV recording/videography and under the supervision of RO/ARO concerned. CCTV recording/videography shall be made in such a way that the entire process must be clearly visible. Two copies of CCTV recording/videography shall be made. One copy of the same shall be kept in the strong room having all the statutory documents relating to that election and the trunk and one copy in the custody of the District Election Officer concerned.

viii) RO/ARO shall be responsible for any lapses on the compliance of the aforesaid direction of the Commission.

It should again be ensured that the thermal paper rolls and power pack, if any, are taken out of the VVPAT before keeping the units in the designated warehouse.

14.12 Storage of EVMs & VVPATs after counting of votes:

After completing counting of votes, keep the EVMs and printed paper slips of VVPATs in the strong rooms. Do not open the Strong room till the completion of Election Petition (EP) period i.e. till EP list is received from respective High Court. [Kindly ref: Para 6.2. of Chapter-6]

14.13 Storage of VVPAT Paper Slips after expiry of period of filing of Election Petitions

A. In the case of elections, where **no election petition has been filed or no other court cases are pending,** after the aforesaid period VVPAT paper slips pertaining to mock poll and actual poll shall be disposed of as per relevant provision mentioned in the Rule 94 of the Conduct of Elections Rules 1961. These VVPAT paper slips shall be disposed of as per following procedure:

(i) VVPAT paper slips may be disposed of 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-35**.

(iii) The District Election Officers shall submit a certificate in the format attached as **Annexure-36**, 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 consolidated certificate in the format attached as **Annexure-3**7 to the Commission within 30 days of confirmation of Election Petition status.

B. In case of any election **where election petition has been filed**, the following action should be taken:-

- If the EVMs or Counting of Votes are the subject of the election petition, the EVMs used at all Polling Stations in the constituency concerned should 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 concerned to be taken out of the strong room for any future election or any other purpose like movement, physical verification etc.
- If any Election Petition is pending, the VVPAT slips shall be preserved till the final disposal of the election petition. Thereafter, the slips will be disposed as per the process mentioned in 14.13 A.

14.14 Storage of EVMs and VVPATs in Educational Institutional

- Where EVMs are stored in any School/Educational Institution due to Election Petition and where the educational institution has requested to vacate the same, the Chief Electoral Officers shall immediately file an application before the Court concerned for shifting EVMs from School/Educational Institution to alternate storage place (warehouse). The application

should contain the purpose of vacation of School/Educational Institution and also the following protocol to be followed for shifting of EP blocked EVMs:

(a) A Notice informing the opening of strong room having EVMs involved in EP shall be given to the petitioner(s) and respondent(s) of the EP in writing at least 48 hours in advance, requesting them to remain present at the time of opening of the strong room.

(b) The strong room shall be opened in the presence of the District Election Officer and Petitioner(s)/Respondent(s) of the EP.

(c) Petitioner(s) and Respondents(s) of the EP shall be allowed to follow the vehicles carrying EVMs.

(d) EVMs shall be stored under double-lock system, in the presence of District Election Officer and Petitioner(s)/Respondent(s) of the EP.

(e) The strong room shall be sealed in the presence of District Election Officer and Petitioner(s)/Respondent(s) of the EP and Petitioner(s)/Respondent(s) shall also be allowed to put their own seals.

(f) The entire process shall be videogaphed.

- Where reason for not vacating educational institute cited is lack of space the Chief Electoral Officer shall review and certify that all other warehouses, including the option of hiring warehouses, has been explored and still there is no space available anywhere in the entire district to store these EVMs.

14.15 Disposal of unusable/expired Power Packs of EVMs and VVPATs

For disposal of the power packs, ECI instruction, dated 26/10/2022 shall be followed.

SAMPLE OF POSTER TO BE DISPLAYED ON COUNTING DAY

START OF COUNTING OF VOTES FROM CONTROL UNIT
General Instructions • Start EVM counting after 30 minutes of start of postal ballot counting • At the time of counting only bring CUs in Counting Hall. • Verify the unique ID of the CU, the Pink Paper Seal and the green paper seal and intactness of seals and show to the counting agents before starting the counting. • Press RESULT button of CU and show result display on CU to the counting agents. • Before taking signature of candidates/their agents/counting agents, in space between counting supervisor's signature and signature of candidates/their agents/counting agents in Part II of Form 17C, write in pen – ***"We, hereby certify that CU No(s)…….. is/are the same which were used in the Polling Station No. ……***
Procedure in case of discrepancy in the date & time of start and end of poll • Compare the difference with the date & time noted in the mock poll certificate or Presiding Officer's Diary. • If the difference does not match, refer the matter to the Commission. • If the difference matches, count the votes polled in the usual manner.
Procedure in case the close button is not pressed at the end of the poll • Press TOTAL button to see total votes polled in this CU and compare with the total votes polled mentioned in Form-17C. • If tallies, the Returning Officer/Counting Supervisor should press the "Close" button of the Control Unit(s) so that "Result" button can be pressed for getting result data. • If does not tally, keep the CU back inside its carrying case and then under Returning Officer's custody. • After completion of counting of votes from all CUs, see the winning margin. • If winning margin is more than the total votes polled in that polling station, declare the result without obtaining result from the CU/CUs. • If winning margin is less than the total votes polled in that polling station, count VVPAT slips of that polling station.
In case Control Unit does not display result • Install new power packs in CU to obtain Result. • Even then CU does not display result, count the VVPAT slips of the corresponding VVPAT, after completion of counting of votes from all the Control Units.
Issues regarding counting of VVPAT slips: non-deletion of mock poll data from the Control Unit or non-removal of mock poll slips from VVPAT or total votes polled in CU does not match the record of votes in Form 17C • Keep the CU back inside its carrying case and then keep it under Returning Officer's custody. • After completion of counting of votes from all CUs, see the winning margin. • If winning margin is more than the total votes polled in that polling station, declare the result without obtaining result from the CU/CUs. • If winning margin is less than the total votes polled in that polling station, count VVPAT slips of that polling station. If there is any discrepancy or difficulty to arrive at correct count of candidate wise votes polled, the matter shall be referred to the Commission for further direction.

Candidate Demanding VVPAT PAPER SLIPS COUNTING under Rule 56D

- Candidate/Counting agents can demand only in writing.
- RO to pass speaking order to count or not to count considering the following guidelines:
  - Whether the total number of votes polled in that polling station is greater or lesser than the margin of votes between winning candidate and candidate demanding the counting.
  - Whether EVM had a problem and was replaced at that polling station during poll
  - Whether there was any complaint about VVPAT not printing or complaints by any voter under Rule 49MA in that polling station during the poll.

MANDATORY VERIFICATION OF VVPAT PAPER SLIPS:

- In case of General and Bye elections to State Legislative Assemblies, verification of VVPAT paper slips of randomly selected **05 (five) polling stations per Assembly Constituency.**
- In case of General and Bye elections to the House of the People, verification of VVPAT paper slips of randomly selected **05(five) polling stations of each Assembly Segment of the Parliamentary Constituency concerned.**
- Do not include the polling stations where VVPAT paper slips have been counted due to non-display of result from the Control Unit(s) or under Rule 56(D) of the Conduct of Elections Rules 1961 or whatsoever the reason in the draw of lots by mandatory verification of VVPAT slips count.

SEQUENCE OF VVPAT SLIPS COUNT

- Count the VVPAT slips of polling station(s) for which result is not displayed on the Display Panel of the Control Unit.
- Count the VVPAT slips of polling station(s) ordered/instructions issued by the Commission due to improper conduct of mock poll procedure by non-clearance of mock poll data/slips.
- Counting of VVPAT slips under Rule 56D of the Conduct of Elections Rules 1961, if any.
- Mandatory verification of VVPAT slips of randomly selected 05 polling stations per Assembly Constituency/each Assembly Segment of Parliamentary Constituency.
- Further, count the VVPAT paper slips one by one not simultaneously.

NOTE: If there is any discrepancy between EVM count and VVPAT paper slips count, as per Rule 56(D)(4)(b) of the Conduct of Elections Rules 1961, the VVPAT paper slips count should prevail.

SEALING OF EVMs AND VVPATs AFTER COUNTING OF VOTES

- Remove Power Pack from Control Units before re-sealing.
- Remove VVPAT slips from VVPATs and seal in black envelope and store as per existing direction of the ECI.
- Remove Paper Roll from VVPATs.

CHAPTER - 15

CHECKLIST AND PRECAUTIONS

I. Examples of Critical Mistakes

1. First Level Checking of EVMs and VVPATs

- Non-updation of FLC-OK or FLC-Reject status in EMS through Mobile-App on day to day basis.
- FLC of VVPATs without using Dummy Ballot Paper on BU.
- Non-Uploading of 16 candidates (including NOTA) Dummy Symbols in the 1% VVPATs which are used for testing with 4-BUs having 64 dummy symbols (including NOTA)
- Irregularity on use of Dummy Symbols

2. Commissioning of EVMs and VVPATs

- Non-checking of candidate symbols uploaded in VVPAT during commissioning.
- Not connecting VVPAT with CU at the time of candidate setting in CU.

3. Transportation of VVPATs

- Lock paper roll when transporting the VVPAT from one place to another

4. Dispersal

- Checking of VVPAT by connecting it to CU and BU at the time of dispersal.

5. Mock-Poll on Poll Day

- Not pressing the CLOSE button of CU after mock-poll.
- Not matching the mock-poll result of the CU with the VVPAT Paper Slips.
- Not removing the mock-poll paper slips from VVPAT
- Non-deletion of mock-poll data from the Control Unit.
- When setting up the EVMs and VVPATs in the polling station, the VVPAT should be positioned so as to avoid direct light from falling on it.
- Do not position the VVPAT near an open window or directly under a bulb or halogen lamp.

6. During Poll

- Conducting mock poll, in case of replacement of VVPAT only as Mock poll is not required to be conducted in case of only VVPAT being replaced.

- In case of non-functioning of CU or BU replacing only CU or BU. In such case both BU and CU along with VVPAT shall be replaced.
- Non-pressing of CLOSE Button after completion of Poll.
- Damaging any seal of BU/CU/VVPAT.

7. **General**

- Do not repeatedly switch ON and OFF the VVPAT as it will deplete the battery as well as paper roll.
- Switch OFF the CU when connecting or disconnecting the EVMs/VVPATs and do not pull the cable for disconnecting.
- VVPAT status will be displayed on the CU Display Panel.

II. A Para-wise Checklist of Don'ts

1. GENERAL	
1	Don't allow the units to be handled by any unauthorised personnel/staff
2	Don't move/keep/store EVM/VVPAT in any unauthorised place.
3	Don't' shift any EVM/VVPAT without making entry in EMS.
4	Don't leave any EVMs &VVPAT without 24X7 security.
5	Don't damage any seal of the BU, CU & VVPAT.
6	Don't burn any VVPAT slips.
7	Don't' leave VVPAT Paper Lock in vertical position during transportation.
8	Don't position the EVM & VVPAT near an open window or any direct light/high- illumination source in the polling Station.
9	Don't forget to put paper lock position in vertical position before switching ON the CU.
10	Don't move/shift the units anywhere during the period from - Commissioning to the Counting Day - except EVMs & VVPAT required for use in poll.
11	Don't switch ON CU before VVPAT paper roll knob is in unlocked condition (vertical position).
12	Don't remove cables without pressing the clips on the connectors.
13	Don't insert cables by pressing the clips on the connectors.
14	Don't switch OFF CU unless all 7 slips are printed and cut.
15	Don't connect or disconnect EVM and VVPAT cables when CU switch is ON.
16	Don't switch ON/OFF CU repeatedly.
17	Don't leave EVMs and VVPATs unattended.
2. DURING STORAGE OF EVMs and VVPATs	
1	Don't open and close EVM warehouse without intimation and participation of the representatives of National and State Recognised Political Parties
2	Don't keep other material whether election related or not (except the documents/materials prescribed by the Commission) with EVM and VVPAT.
3	Don't forget to install fire extinguisher at FLC centre, Warehouse, Strong room.
4	Don't store EVM and VVPAT at any place below the Tehsil Headquarters-level

5	Don't keep various models of EVM and VVPAT in same room/hall of the warehouse
6	Don't keep/mix EVM and VVPAT of other election management bodies (viz. State Election Commission etc.) with ECI EVM and VVPAT
7	Don't forget to disconnect electricity inside room/hall having EVM/VVPAT
8	Don't forget to seal all other doors/windows (except entry/exit door) using brick-masonry or concrete
9	Don't make EVMs & VVPAT warehouse in the Educational Institute.
10	Don't open the strong room/warehouse having EVM and VVPAT pertaining to Election Petition for any purpose without approval of the Court concerned
11	Don't forget videography of opening and closing of warehouse/strong room
12	Don't forget to maintain Log Book for each entry and exit.
13	Don't forget to maintain Duty Roster of security personnel.
3. TRANSPORTATION	
1	Don't transport EVM and VVPAT without GPS/Mobile app-based tracking.
2	Don't transport EVM and VVPAT in un-containerized vehicles
3	Don't transport EVM and VVPAT without armed security
4	Don't transport VVPAT in unlock position of the paper roll knob (vertical position)
5	Don't forget to invite the representatives of National and State Recognised Political Parties while sending or receiving EVMs and VVPATs from warehouse/ strong room.
6	Don't forget to coordinate with the DEOs concerned in case of Factory to State, State to Factory, Inter-State and Intra-State transportation of EVMs and VVPATs.
4. FIRST LEVEL CHECKING	
1	Don't allow to take any electronic device inside FLC Hall except those items permitted by ECI.
2	Don't forget to install Door Frame Metal Detector (DFMD) at FLC centre.
3	Don't allow any person inside the FLC hall without proper frisking.
4	Don't forget to dispatch the FLC rejected Units to the factory for repairs after completion of FLC.
5	Don't forget to mark FLC OK, FLC rejected unit in EMS on a daily basis.
6	Don't' forget to conduct mock poll in 5% randomly selected EVMs & VVPATs (1200 votes in 1% EVMs, 1000 votes in 2% EVMs and 500 votes in 2% EVMs)
7	Don't forget to paste pink paper seal on CU
8	Don't use real election symbol during FLC and Training & Awareness
9	Don't leave VVPATs slips generated during FLC / T&A without shredding on daily basis.
10	Don't forget to install fire extinguisher at FLC centre, Warehouse, Strong room.
11	Don't forget to intimate in writing FLC schedule to National and State Recognised Political parties at District Headquarters as well as State Headquarters
12	Don't appoint FLC Supervisor below the rank of Deputy Election Officer
13	Don't forget to submit FLC Preparedness Certificate before starting FLC
14	Don't allow other equipment inside the FLC hall except those mentioned in FLC SoP
15	Don't forget to barricade and sanitize FLC area by police.
16	Don't allow entry to FLC hall without production of Identity Card issued by the DEO.

17	Don't forget frisking of every person/officer/engineer at every entry and exit.
18	Don't forget install TV/Monitor display with HDMI input for each SLU under use in FLC hall.
19	Don't forget to paste FLC SoP in FLC Hall.
20	Don't allow any person/official except authorized staff and engineers of Bharat Electronics Limited and Electronics Corporation of India Limited, as the case may be, to conduct FLC
21	Don't keep FLC OK and FLC Reject EVM and VVPAT in the same strong room
22	Don't forget to share list of FLC OK units to National and State Recognised Political Parties after completion of FLC with proper acknowledgment
23	Don't pre-signed on FLC OK (Green) and FLC Reject (Red) stickers before confirming FLC OK or FLC Reject
5. TRAINING & AWARENESS	
1	Don't forget to mark those EVM and VVPAT in EMS as 'Training/Awareness'
2	Don't forget to paste a yellow colour sticker mentioning Training /Awareness on T&A EVMs.
3	Don't take out T&A EVMs more than 10% of total number of PS in the district.
4	Don't use units without FLC OK sticker for T&A.
5	Don't use real election symbol during training, Awareness, FLC of EVMs & VVPATs.
6	Don't forget to share list of EVM and VVPAT taken out for T&A to National and State Recognised Political Parties after completion of FLC with proper acknowledgment
7	Don't keep T&A units in FLC Strong Room or vicinity of FLC OK Strong Room. Keep them in separate designated warehouse/nearby training areas.
8	Don't forget to share the information of the designated warehouse to keep T&A EVMs and VVPATs
9	Don't forget to destroy VVPAT slips generated during Training and Awareness on daily basis
10	Don't operate EVM Demonstration Centre(s) set up at DEO, RO Headquarters/ Revenue Sub-Division Offices after announcement of election by the ECI.
11	Don't forget to re-introduce T&A EVMs and VVPATs as Poll Day Reserve after de-novo FLC, randomizations, candidate setting etc.
6. RANDOMIZATIONS	
1	Don't forget to intimate in writing 1st Randomization schedule to National and State Recognised Political parties with proper acknowledgment
2	Don't allocate EVM and VVPAT AC-wise unevenly during 1st Randomization
3	Don't allocate Ballot Units more than Control Units during 1st Randomization
4	Don't forget to receipt EVM and VVPAT AC-wise by scanning after 1stRandomization
5	Don't forget to share list of 1st Randomized EVM and VVPAT (AC-wise) with National and State Recognised Political Parties with proper acknowledgment
6	Don't forget to intimate in writing 2ndRandomization schedule to all the contesting candidates/their agents with proper acknowledgment
7	Don't forget to share list of 1st Randomized EVM and VVPAT (AC-wise) with the respective contesting candidates/their agents with proper acknowledgment
8	Don't miss out to update polling stations before 2nd Randomization

9	Don't forget to share list of 2nd Randomized EVM and VVPAT with all the contesting candidates/their agents with proper acknowledgment
7. DURING COMMISSIONING	
1	Don't forget to intimate in writing schedule of Commissioning of EVMs and VVPATs to all the contesting candidates/their agents with proper acknowledgment
2	Don't leave VVPATs slips generated during commissioning without shredding on a daily basis.
3	Don't forget to check correct loading of Serial Numbers, Names of Candidate and their Symbols in VVPATs
4	Don't forget to conduct mock poll of 1000 votes on 5% randomly selected EVMs as well as VVPAT during commissioning.
5	Don't keep VVPAT knob in Working mode (Vertical position) after commissioning
6	Don't set candidates in CU without connecting BU(s) and VVPAT.
7	Don't forget to share lists of EVMs and VVPATs to be used in polling stations (polling station-wise) and reserve EVMs and VVPATs with contesting candidates
8. DURING DISPERSAL TO POLLING STATIONS	
1	Don't forget to ensure EVM/VVPAT is related to the particular polling station for which it has been allotted.
2	Don't take away any EVM & VVPAT to any unauthorised place like residence, etc.
3	Don't repeatedly switch ON and OFF the VVPAT as it will deplete the battery as well as paper roll causing problems during the poll day.
4	Don't forget to switch OFF the CU while connecting or disconnecting the EVM units and VVPAT using cables
5	Don't pull the cable of BU & VVPAT while disconnecting from the CU.
6	Don't forget to earmark a government building as the cluster point for polling parties and for EVMs/VVPATs dispatch to polling stations on P-2/3. Don't use Police stations for such cluster points.
7	Don't switch on the VVPAT at the time of dispersal.
8	Don't connect Ballot Unit, Control Unit and VVPAT during dispersal
9	Don't keep VVPAT knob vertical (Working mode) while transporting.
10	Don't stay at any place other than designated place.
11	Don't remove any seal from BU, CU and VVPAT.
12	Don't use vehicle other than vehicle provided for dispersal.
9. DURING MOCK POLL ON POLL DAY	
1	Don't start mock poll, if no or one election agent is present. Wait for 15 minutes.
2	Don't stop mock poll without casting at least 50 votes.
3	Don't keep BU, CU and VVPAT on one table for mock poll. (Keep BU & VVPAT at voting compartment)
4	Don't forget to cast at least one vote to each candidate button including NOTA during mock poll
5	Don't leave any mock poll slips inside the VVPAT slips compartment after completion of mock poll on poll day.
6	Don't forget to delete mock poll data from the CU before starting of actual poll.

7	Don't keep mock poll VVPAT slips unstamped in black envelop.
8	Don't forget to tally EVM count with VVPAT slips count during mock poll.
9	Don't forget to fill Mock Poll Certificate (Part-I of Presiding Officer Report)
10	Don't start actual poll without sealing Result Section of CU and Drop Box of VVPAT and taking signatures of polling agents.
10.DURING POLL	
1	Don't operate the paper roll knob till the end of the poll.
2	Don't forget pressing of close button of CU after completion of poll.
3	Don't conduct mock poll in case of replacement of only VVPAT during the actual poll.
4	Don't hang any high illumination bulb over VVPAT at Voting Compartment
5	Don't Switch ON the Control Unit at the time of connection and disconnection of Ballot Unit, Control Unit and VVPAT
6	Don't Switch ON Control Unit when VVPAT paper roll knob is in lock position (horizontal position)
7	Don't forget to tape the interconnecting cable of BU/VVPAT to the leg of then table with 'transparent' adhesive tape.
8	Don't forget to press both side latches of connector while disconnecting the cable
9	Don't forget to clear mock poll data from the Control Unit and VVPAT mock slips from VVPAT in mock poll process
10	Don't enter into the voting compartment to educate illiterate how to cast vote. Use cardboard BU for this purpose.
11	Don't Switch OFF/Switch ON EVM during poll process
12	Don't forget to remove VVPAT Power Pack (Battery) from VVPAT before sealing of VVPAT in its carrying case after completion of poll
11.AFTER POLL	
1	Don't keep polled units and reserve units in the same strong room
2	Don't transport EVM and VVPAT in unauthorized vehicle (not notified for transport of EVM and VVPAT)
3	Don't store the "C" & "D" category of EVMs in the vicinity of "A" & "B" category of EVMs & VVPATs.
4	Don't' leave the VVPAT battery inside the VVPAT after completion of poll.
5	Don't forget to intimate all the contesting candidates about the storage place of category A, B, C and D.
6	Don't keep polled units of two or more Assembly Constituency/Segment in the same strong room, after poll
7	Don't transport EVMs and VVPATs without escort after poll from polling stations to collection centre.
12.DURING COUNTING	
1	Don't obtain result from CUs without verifying seals.
2	Don't forget to write in pen, in space between counting supervisor's signature and signature of candidate/their agents/counting agents in Part-II for Form-17C "**We, hereby certify that CU No.(s)……is/are the same which were used in the Polling Station No……..".**
13.AFTER COUNTING	

1	Don't leave CU batteries inside CUs before storing them in the strong room after counting of votes.
2	Don't forget to remove VVPAT slips from all VVPATs after counting of votes before storing VVPAT in warehouse.
3	Don't open the strong room till the completion of EP period i.e. till EP list is received from respective High Court.
4	Don't store 2 or more than 2 ACs machines in same strong room after completion of poll and counting of votes till the completion of EP period.
14.FOR PENDING EP EVMs and VVPATs	
1	Don't open the strong room where EP related EVMs & VVPATs are stored, without permission of the Court, except in exceptional cases like flood, fire, etc.

III. DOs AND DONTs ON USE OF VVPAT

Dos	DON'Ts
Ensure paper roll knob is locked (horizontal position) before transportation.	
In Polling Station, unlock the paper roll knob (vertical position), before switching ON the CU.	Don't switch ON CU before VVPAT paper roll knob is in unlocked condition (vertical position).
Position BU and VVPAT in Voting Compartment. Position CU on PO's Table	
Establish right connection by following the colour scheme.	Don't allow direct light or high power illumination over VVPAT.
Ensure the connectors are inserted properly.	Don't remove cables without pressing the clips on the connectors.
Switch 'ON' CU, the Power-On Green LED on VVPAT glows and VVPAT prints all 7 slips.	Don't switch OFF CU unless all 7 slips are printed and cut.
Check for any "ERROR" message on CU. Inform Sector Officer (SO) in case of any "ERROR".	Don't start polling in case of "PRINTER ERROR" message on CU.
Always switch OFF CU before making any connection or disconnection including change of battery.	Don't operate the paper roll knob till the end of the poll.
NOTE: In M3 VVPAT, VVPAT related messages are displayed on the CU's Display.	

PART – III
(Introduction of EVM & VVPAT)

S. No.	Chapter No	Contents	Page No.
1	Chapter –16	INTRODUCTION	91-93
2	Chapter – 17	LEGAL PROVISION FOR THE USE OFEVMs & VVPATs	94-105
3	Chapter – 18	EVM MANAGEMENT SYSTEM	106-108

CHAPTER - 16

INTRODUCTION

Electronic Voting Machine (EVM) & Voter Verifiable Paper Audit Trail (VVPAT)



CU **VVPAT** **BU**

An EVM consists of two units, namely, Control Unit (CU) and Ballot Unit (BU) with a cable (5mt.long) A Ballot Unit caters upto16 candidates. In case of M3-EVMs, 24 (Twenty Four) Ballot Units can be cascaded together for catering to 384 candidates (including NOTA) which can be used with one Control Unit. It runs on a power pack (Battery) having 7.5 volts. In case of M3 EVM, power packs are inserted in 5th, 9th, 13th, 17th & 21st Ballot Units, if more than 4 BUs are connected to a Control Unit. On the right side of the BU along the candidates' vote button, digits 1 to 16 are embossed in Braille signage for guidance of visually impaired electors.

Voter Verifiable Paper Audit Trail is an independent system attached with the Electronic Voting Machines that allows the voters to verify that their votes are cast as intended. When a vote is cast, a slip is printed on the VVPAT printer containing the serial number, name and symbol of the candidate and remains exposed through a transparent window for about 7 seconds. Thereafter, this printed slip automatically gets cut and falls in sealed drop box of the VVPAT.

VVPAT runs on a power pack (Battery) of 22.5 volts. Control Unit is kept with the Presiding Officer/ Polling Officer and Ballot Unit and VVPAT are kept in the voting compartment.

For details, kindly read Status Paper on Electronic Voting Machine and Presentation on EVMs & VVPATs available in the ECI's website.

FLOW CHART

Use of EVMS/VVPATS in Elections

District Election Officer
(Testing Checking & Allocation of EVMs & VVPATs Assembly Constituency/Segment wise)

- Custodian of EVMs &VVPATs
- First Level Checking (FLC) of EVMs & VVPATs done at his level by the Manufacturers
- Representatives of Recognized National & State Political Parties participate in the FLC process.
- First Randomization of EVMs & VVPATs done after FLC to allocate EVMs assembly constituency/segment wise.

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Returning Officer
(Commissioning of EVMs/VVPATs & Allocation of EVMs Polling Station wise)

- Store first randomized EVMs in Strong Rooms
- After finalization of List of contesting Candidates Second randomization of EVMs/VVPATs is done to allocate EVMs/VVPATs Polling Station wise before preparation of EVMs.
- Commissioning of EVMs/VVPATs is done in the presence of Candidates/their Agents.
- Prepared EVMs/VVPATs are again stored in Strong Room in the presence of Candidates/their Agents.
- On day of dispersal of polling parties, Strong rooms are reopened and EVMs/VVPATs with electionmaterials handed over to polling parties in the presence of Candidates/ their agents.

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Polling Parties
(Conduct of Poll)

- After receiving EVMs/VVPATs & election materials, polling parties move to their designated polling stations under security.
- Before actual poll, Mock-poll is conducted by Presiding Officer in the polling station in the presence ofpolling agents of the contesting candidates.
- After Mock-poll, data of mock poll is cleared and Result section and drop box of VVPAT resealed with paper & thread seals.
- After completion of poll, EVMs/VVPATs are escorted back to strong room.
- Polled EVMs/VVPATs are stored under 24 X 7 security of Returning Officer

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Returning Officer
(Counting of Votes)

- On counting day, Strong Rooms are opened in the presence of Candidates/their Agents and Observers of theECI.
- Counting of Votes is done in the presence of Candidates/ their Agents and Observers of the ECI.
- After counting of votes EVMs are sealed and stored in Strong Rooms. VVPAT slips are taken out, kept in sealed black envelope and preserved as per Rule 94 of CER, 1961.

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Retention of Polled Data in EVMs

- Period for filing Election Petition (EP) is 45-days from the date of declaration of result.
- Data Retention period for EVMs involved in EP is till the final disposal of EP including Appeal, if any.
- DEOs can clear data from the EVMs involved in any EP, but where use of EVMs is not in question, after obtaining permission from the concerned High Court, for using in any subsequent election.
- DEOs can clear data from EVMs where no EP is filed, after verifying the position from the High Court after period for filing EPs is over.

Standard Schedule for Upcoming/Poll Going States

PROCESS	TIME SCHEDULE
1	2
Allocation of EVMs/VVPATs by ECI	P-200
Ordering of consumables LOI	P-200
Dispatch from Donor States	P-180
Receipt at Borrower States	P-150
FLC start	P-120 (Assembly Election) & P-180 (Parliamentary Election)
FLC completion	P-50
Dispatch of FLC not ok to BEL/ECIL	P-45
1st Randomization of EVMs/ VVPATs	P-21
2nd Randomization of EVMs /VVPATs	P-14
Handing over of Defective EVMs/ VVPAT to manufacturers for repair	C+7
Completion of Repairs	C+90

P = Poll day

C = Counting day

Standard Schedule for Bye-Election

PROCESS	TIME SCHEDULE
1	2
Assessment of EVMs/ VVPATs by CEO	V+1
Ordering of consumables LOI	V+1
FLC start	V+15
FLC completion	V+30

V= Vacancy date

CHAPTER - 17

LEGAL PROVISION FOR THE USE OF EVMs & VVPATs

The Electronic Voting Machines were used for the first time during the General Election to the Kerala Legislative Assembly held from Parur Assembly Constituency in May, 1982 at 50 polling stations. Thereafter, these machines were used in ten other constituencies in 1982-83.

After 1983, the EVMs could not be used, as in the Election Appeal arising out of the election petition relating to the use of the machines in the election from Parur Assembly Constituency in Kerala, the Supreme Court ruled that there should be specific provision in the law providing for use of EVMs in elections.

There upon, the Election Commission of India recommended to the Government of India to amend the law suitably to provide legal sanction for the use of EVMs.

In December,1988 a new section 61A was inserted in the Representation of the People Act, 1951, empowering the Election Commission of India to use Electronic Voting Machines in elections, which reads as under -

"61A. Voting machines at elections—Notwithstanding anything contained in this Act or the rules made thereunder, the giving and recording of votes by voting machines in such manner as may be prescribed, may be adopted in such constituency or constituencies as the Election Commission may, having regard to the circumstances of each case, specify."

***Explanation**.—For the purpose of this section, "voting machine" means any machine or apparatus whether operated electronically or otherwise used for giving or recording of votes and any reference to a ballot box or ballot paper in this Act or the rules made thereunder shall, save as otherwise provided, be construed as including a reference to such voting machine wherever such voting machine is used at any election.*

The Supreme Court upheld the validity of the above provision in All India Anna Dravida Munnetra Kazhagam v/s. Chief Election Commissioner and others [2002(UJ)(1)387]

[NOTE: In case of any discrepancy kindly refer Manual of Election Laws]

The Representation of the People Act, 1951 –

58. Fresh poll in the case of destruction, etc., of ballot boxes**—**

1) If at any election,—

   a) any ballot box used at a polling station or at a place fixed for the poll is unlawfully taken out of the custody of the presiding officer or the returning officer, or is accidentally or intentionally destroyed or lost, or is damaged or tampered with, to such an extent, that the result of the poll at that polling station or place cannot be ascertained; or

   b) any voting machine develops a mechanical failure during the course of the recording of votes; or]

   c) any such error or irregularity in procedure as is likely to vitiate the poll is committed at a polling station or at a place fixed for the poll, the returning officer shall forthwith report the matter to the ECI.

2) There upon the Election Commission shall, after taking all material Circumstances into account; either—

a) declare the poll at that polling station or place to be void, appoint a day, and fix the hours, for taking a fresh poll at that polling station or place and notify the day so appointed and the hours so fixed in such manner as it may deem fit, or

b) if satisfied that the result of a fresh poll at that polling station or place will not, in any way, affect the result of the election or that the mechanical failure of the voting machine or] the error or irregularity in procedure is not material, issue such directions to the returning officer as it may deem proper for the further conduct and completion of the election.

The provisions of this Act and of any rules or orders made there under shall apply to every such fresh poll as they apply to the original poll.]

135A. Offence of booth capturing.—

[(1)] Whoever commits an offence of booth capturing shall be punishable with imprisonment for a term which [shall not be less than one year but which may extend to three years and with fine, and where such offence is committed by a person in the service of the Government, he shall be punishable with imprisonment for a term which shall not be less than three years but which may extend to five years and with fine].

Explanation - For the purposes of [this sub-section and section 20B], "booth capturing" includes, among other things, all or any of the following activities, namely:—

(a) seizure of a polling station or a place fixed for the poll by any person or persons, making polling authorities surrender the ballot papers or voting machines and doing of any other act which affects the orderly conduct of elections;

(b) taking possession of a polling station or a place fixed for the poll by any person or persons and allowing only his or their own supporters to exercise their right to vote and [prevent others from free exercise of their right to vote];

(c) [coercing or intimidating or threatening directly or indirectly] any elector and preventing him from going to the polling station or a place fixed for the poll to cast his vote;

(d) seizure of a place for counting of votes by any person or persons, making the counting authorities surrender the ballot papers or voting machines and the doing of anything which affects the orderly counting of votes;

(e) doing by any person in the service of Government, of all or any of the aforesaid activities or aiding or conniving at, any such activity in the furtherance of the prospects of the election of a candidate.]

(2) An offence punishable under sub-section (1) shall be cognizable.]

169. Power to make rules—

(1) The Central Government may, after consulting the Election Commission, by notification in the Official Gazette, make rules for carrying out the purposes of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely—

[(a) the form of affidavit under sub-section (2) of section33A;]

[(aa)] the duties of presiding officers and polling officers at polling stations; [(aaa) the form of contribution report;]

(a) the checking of voters by reference to the electoral roll;

[(bb) the manner of allocation of equitable sharing of time on the cable television network and other electronic media;];

(b) the manner in which votes are to be given both generally and in the case of illiterate voters or voters under physical or other disability;

(c) the manner in which votes are to be given by a presiding officer, polling officer, polling agent or any other person, who being an elector for a constituency is authorised or appointed for duty at a polling station at which he is not entitled to vote;

(d) the procedure to be followed in respect of the tender of vote by a person representing himself to be an elector after another person has voted as such elector;

[(ee) the manner of giving and recording of votes by means of voting machines and the procedure as to voting to be followed at polling stations where such machines are used;]

(e) the procedure as to voting to be followed at elections held in accordance with the system of proportional representation by means of the single transferable vote;

(f) the scrutiny and counting of votes including cases in which a recount of the votes may be made before the declaration of the result of the election;

[(gg) the procedure as to counting of votes recorded by means of voting machines;]

(g) the safe custody of [ballot boxes, voting machines], ballot papers and other election papers, the period for which such papers shall be preserved and the inspection and production of such papers;

[(hh) the material to be supplied by the Government to the candidates of recognised political parties at any election to be held for the purposes of constituting the House of the People or the Legislative Assembly of a State;]

(h) any other matter required to be prescribed by this Act.

(3) Every rule made under this Act shall be laid as soon as may be after it is made before each House of Parliament while it is in session for a total period of thirty days which may be comprised in one session or [in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made,] the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.].

Conduct of Elections Rules, 1961 (Statutory Rules and Order) with Conduct of Elections (Amendment) Rules, 2013

Voting by Electronic Voting Machines & EVMs with VVPATs 49A. Design of Electronic Voting Machines—

Every electronic voting machine (hereinafter referred to as the voting machine) shall have a control unit and a balloting unit and shall be of such designs as may be approved by the Election Commission.

Provided that a printer with a drop box of such design as may be approved by the Election Commission may also be attached to a voting machine for printing a paper trail of the vote, in such constituency or constituencies or parts thereof as the Election Commission may direct.

49B. Preparation of voting machine by the returning Officer.—

(1) The balloting unit of the voting machine shall contain such particulars and in such language or languages as the Election Commission may specify.

(2) The names of the candidates shall be arranged on the balloting unit in the same order in which they appear in the list of the contesting candidates.

(3) If two or more candidates bear the same name, they shall be distinguished by the addition of their occupation or residence or in some other manner.

(4) Subject to the foregoing provisions of this rule, the returning officer shall—

(a) fix the label containing the names and symbol of the contesting candidates in the balloting unit and secure that unit with his seal and the seals of such of the contesting candidates or their election agents present as are desirous of affixing the same;

(b) set the number of contesting candidates and close the candidate set section in the control unit and secure it with his seal and the seals of such of the contesting candidates or their election agents present as are desirous of affixing the same;

(c) **where the printer for paper trail is used under the proviso to rule 49A, set the printer as per the number of contesting candidates set in the Control Unit by–**

i) loading in the printer the serial numbers and names of candidates and symbols allotted to them as given on the balloting units under clause (a);

ii) loading paper in the printer; and

iii) sealing the printer in such manner as may be directed by the Election Commission".

49C. Arrangements at the polling stations—

(1) Outside each polling station there shall be displayed prominently—

(a) a notice specifying the polling area, the electors of which are entitled to vote at the polling station and, when the polling area has more than one polling station, the particulars of the electors so entitled; and

(b) a copy of the list of contesting candidates.

(2) At each polling station there shall be set up one or more voting compartments in which the electors can record their votes free from observation.

(3) The returning officer shall provide at each polling station one voting machine and copies of relevant part of the electoral roll and such other election material as may be necessary for taking the poll.

(4) Without prejudice to the provisions of sub-rule (*3*), the returning officer may, with the previous approval of the Election Commission, provide one common voting machine for two or more polling stations located in the same premises.

49E. Preparation of voting machine for poll—

(1) The control unit and balloting unit of every voting machine used at polling station **and the printer for paper trail where used,** shall bear a label marked with—

(a) the serial number, if any, and the name of the constituency;

(b) the serial number and name of the polling station or stations as the case may be;

(c) the serial number of the unit; and

(d) the date of poll.

(2) Immediately before the commencement of the poll, the presiding officer shall demonstrate to the polling agents and other persons present that no vote has been already recorded in the voting machine and it bears the label referred to in sub-rule (1), **and where the printer for paper trail is used that the drop box of the printer is empty**.

(3) A paper seal shall be used for securing the control unit of the voting machine, and the presiding officer shall affix his own signature on the paper seal and obtain thereon the signature of such of the polling agents present as the desirous of affixing the same.

(4) The presiding officer shall thereafter fix the paper seal so signed in the space meant therefore in the control unit of the voting machine and shall secure and seal the same.

(5) The seal used for securing the control unit shall be fixed in such manner that after the unit has been sealed, it is not possible to press the "result button" without breaking the seal.

(6) The control unit shall be closed and secured and placed in full view of the presiding officer and the polling agents and the balloting unit placed in the voting compartment.

(7) Where the printer for paper trail is used, the printer shall also be kept along with the balloting unit in the voting compartment and shall be connected to the EVM in the manner as directed by the Election Commission.

49L. Procedure for voting by voting machines. —

(1) Before permitting an elector to vote, the polling officer shall—

(a) Record the electoral roll number of the elector as entered in the marked copy of the electoral roll in a register of voters in Form17A.

(b) Obtain the signature or the thumb impression of the elector on the said register of votes; and

(c) Mark the name of the elector in the marked copy of the electoral roll to indicate that he has been allowed to vote:

(d) Give details of the document produced by the elector in proof of his/her identification.]

Provided that no elector shall be allowed to vote unless he has his signature or thumb impression on the register of voters.

(2) Notwithstanding anything contained in sub-rule (2) of rule 2, it shall be necessary for any Presiding Officer or polling officer or any other officer to attest the thumb impression of the elector on the register of voters.

49M. Maintenance of secrecy of voting by electors within the polling station and voting procedures.

(1) Every elector who has been permitted to vote under rule 49L shall maintain secrecy of voting within the polling station and for that purpose observe the voting procedure hereinafter laid down.

(2) Immediately on being permitted to vote the elector shall proceed to the presiding officer or the polling officer in-charge of the control unit of the voting machine who shall, by pressing the appropriate button on the control unit, activate the balloting unit; for recording of elector's vote.

(3) The elector shall thereafter forthwith—

(a) proceed to the voting compartment;

(b) record his vote by pressing the button on the balloting unit against the name and symbol of the candidate for whom he intends to vote; and

(c) come out of the voting compartment and leave the polling station:

Provided that where printer for paper trail is used, upon casting the vote by pressing the button under clause (b), the elector shall be able to view through the transparent window of the printer, kept along with the balloting unit inside the voting compartment, the printed paper slip showing the serial no, name and the symbol of the candidate for whom he has cast his vote before such paper slip gets cut and drops in the drop box of the printer".

(4) Every elector shall vote without undue delay.

(5) No elector shall be allowed to enter the voting compartment when another elector is inside it.

(6) If an elector who has been permitted to vote under rule 49L or rule 49P refuses after warning given by the presiding officer to observe the procedure laid down in sub-rule (*3*) of the said rules, the presiding officer or a polling officer under the direction of the presiding officer shall not allow such elector to vote.

(7) Where an elector is not allowed to vote under sub-rule (*6*), a remark to the effect that voting procedure has been violated shall be made against the elector's name in the register of voters in Form17A by the presiding officer under his signature.

49MA Procedure in case of complaint about particulars printed on paper slip-

(1) Where printer for paper trail is used, if an elector after having recorded his vote under rule 49M alleges that the paper slip generated by the printer has shown the name or symbol of a candidate other than the one he voted for, the presiding officer shall obtain a written declaration from the elector as to the allegation, after warning the elector about the consequence of making a false declaration.

(2) If the elector gives the written declaration referred to in sub-rule (1), the presiding officer shall make a second entry related to that elector in Form17A, and permit the elector to record a test vote in the voting machine in his presence and in the presence of the candidates or polling agents who may be present in the polling station, and observe the paper slip generated by the printer.

(3) If the allegation is found true, the presiding officer shall report the facts immediately to the returning officer, stop further recording of votes in that voting machine and act as per the direction that maybe given by the Returning Officer.

(4) If, however, the allegation is found to be false and the paper slip so generated under sub-rule (1) matches with the test vote recorded by the elector under sub-rule (2), then, the presiding officer shall-

(i) Make a remark to that effect against the second entry relating to that elector in Form 17A mentioning the serial number and name of the candidate for whom such test vote has been recorded;

(ii) obtain the signature or thumb impression of that elector against such remarks; and

(iii) make necessary entries regarding such test vote in item 5 in Part I of Form17C.

49N. Recording of votes of blind or infirm electors.—

(1) If the presiding officer is satisfied that owing to blindness or other physical infirmities an elector is unable to recognize the symbol on the balloting unit of the voting machine or unable to record his vote by pressing the appropriate button there on without assistance the presiding officer shall permit the elector to take with him a companion of not less than eighteen years of age to the voting compartment for recording the vote on his behalf and in accordance with his wishes: Provided that no person shall be permitted to act as the companion of more than one elector at any polling station on the same day: Provided further that before any person is permitted to act as the companion of an elector on any day under this rule that person shall be required to declare that he will keep secret the vote recorded by him on behalf of the elector and that he has not already acted as the companion of any other elector at any other polling station on that day.

(2) The presiding officer shall keep a record in Form 14A of all cases under this rule.

49Q. Presiding Officer's entry in the voting compartment during poll.—

(1) The presiding officer may whenever he considers it necessary to do so, enter the voting compartment during poll and take such steps as may be necessary to ensure that the balloting unit is not tampered or interfered with in any way.

(2) If the presiding officer has reason to suspect that an elector who has entered the voting compartment is tampering or otherwise interfering with the balloting unit or has remained inside the voting compartment for unduly long period, he shall enter the voting compartment and take such steps as may be necessary to ensure the smooth and orderly progress of the poll.

(3) Whenever the presiding officer enters the voting compartment under this rule, he shall permit the polling agents present to accompany him if they so desire.

49R. Closing of poll.—

(1) The presiding officer shall close a polling station at the hour fixed in that behalf under section 56 and shall not thereafter admit any elector into the polling station:

Provided that all electors present at the polling station before it is closed shall be allowed to cast their votes.

(2) If any question arises whether an elector was present at the polling station before it was closed it shall be decided by the presiding officer and his decision shall be final.

49S. Account of votes recorded.—

(1) The presiding officer shall at the close of the poll prepare an account of votes recorded in Form 17C and enclose it in a separate cover with the words 'Account of Votes Recorded' superscribed thereon.

(2) The presiding officer shall furnish to every polling agent present at the close of the poll a true copy of the entries made in Form 17C after obtaining a receipt from the said polling agent therefore and shall attest it as a true copy.

49T. Sealing of voting machine after poll.—

(1) As soon as practicable after the closing of the poll, the presiding officer shall close the control unit to ensure that no further votes can be recorded and shall detach the balloting unit from the control unit **and from the printer, where printer is also used, so that the paper slips contained in the drop box of the printer shall remain intact**.

(2) The control unit and the balloting unit **and the printer, where it is used,** shall thereafter be sealed, and secured separately in such manner as the Election Commission may direct and the seal used for securing them shall be so affixed that it will not be possible to open the units without breaking the seals.

(3) The polling agents present at the polling station, who desire to affix their seals, shall also be permitted to do so.

49U. Sealing of other packets—

(1) The presiding officer shall then make into separate packet—

(a) the marked copy of the electoral roll;

(b) the register of voters in Form17A;

(c) the cover containing the tendered ballot papers and the list in Form 17B;

(d) the list of challenged votes; and

(e) any other papers directed by the Election Commission to be kept in a sealed packet.

(2) Each packet shall be sealed with the seal of the presiding officer and with the seal either of the candidate or of his election agent or of his polling agent who may be present at the polling station and may desire to affix his seal thereon.

49V. Transmission of voting machines, etc., to the returning officer—

(1) The presiding officer shall then deliver or cause to be delivered to the returning officer at such place as the returning officer may direct—

(a) the voting machine;

(b) the account of votes recorded in Form17C;

(c) the sealed packets referred to in rule 49U; and

(d) all other papers used at the poll.

(2) The returning officer shall make adequate arrangements for the safe transport of the voting machine, packets and other papers for their safe custody until the commencement of the counting of votes.

49X. Closing of voting machine in case of booth capturing—

Where the presiding officer is of opinion that booth capturing is taking place at a polling station or at a place fixed for the poll, he shall immediately close the control unit of the voting machine

to ensure that no further votes can be recorded and shall detach the balloting that from the control unit.]

49W. Procedure on adjournment of poll.—

(1) If the poll at any polling station is adjourned under sub-section (1) of section 57, the provision of rules 49S to 49V shall, as far as practicable, apply as if the poll was closed at the hour fixed in that behalf under section 56.

(2) When an adjourned poll is recommended under sub-section (2) of section 57, the electors who have already voted at the poll so adjourned shall not be allowed to vote again.

(3) The Returning Officer shall provide the presiding officer of the polling station at which such adjourned poll is held, with the sealed packet containing the marked copy of the electoral roll, register of voters in Form17A and a new voting machine.

(4) The Presiding Officer shall open the sealed packet in the presence of the polling agents present and use the marked copy of the electoral roll for marking the names of the electors who are allowed to vote at the adjourned poll.

(5) The provisions of rule 28 and rules 49A to 49V shall apply in relation to the conduct of an adjourned poll before it was so adjourned.

66A. Counting of votes where electronic voting machines have been used.—

In relation to the counting of votes at a polling station, where voting machine has been used—

the provisions of rules 50 to 54 and in lieu of rules 55, 56 and 57, the following rules shall respectively apply, namely:—

‘55C. Scrutiny and inspection of voting machines—

(1) The returning officer may have the control units of the voting machines used at more than one polling station taken up for scrutiny and inspection and votes recorded in such units counted simultaneously.

(2) Before the votes recorded in any control unit of voting machine are counted under sub-rule (*1*), the candidate or his election agent or his counting agent present at the counting table shall be allowed to inspect the paper seal and such other vital seals as might have been affixed on the unit and to satisfy themselves that the seals are intact.

(3) The returning officer shall satisfy himself that none of the voting machines has in fact been tampered with.

(4) If the returning officer is satisfied that any voting machine has in fact been tampered with, he shall not count the votes recorded in that machine and shall follow the procedure laid down in section 58, or section 58A or section 64A, as may be applicable in respect of the polling station or stations where that machine was used.

56C. Counting of votes.—

(1) After the returning officer is satisfied that a voting machine has in fact not been tampered with, he shall have the votes recorded therein counted by pressing the appropriate button marked “Result” provided in the control unit whereby the total votes polled and votes polled by each candidate shall be displayed in respect of each such candidate on the display panel provided for the purpose in the unit.

(2) As the votes polled by each candidate are displayed on the control unit, the returning officer shall have,—

(a) the number of such votes recorded separately in respect of each candidate in Part II on Form17C;

Provided that the test vote recorded, if any, for a candidate, as per item 5 in Part I of Form 17C, shall be subtracted from the number of votes recorded for such candidate as displayed on the control unit.

(b) Part II of Form 17C completed in other respects and signed by the counting supervisor and also by the candidates or their election agents or their counting agents present; and

(c) corresponding entries made in a result sheet in Form 20 and the particulars so entered in the result sheet announced.

"56D Scrutiny of paper trail-

(1) Where printer for paper trail is used, after the entries made in the result sheet are announced, any candidate, or in his absence, his election agent or any of his counting agents may apply in writing to the returning officer to count the printed paper slips in the drop box of the printer in respect of any polling station or polling stations.

(2) On such application being made, the returning officer shall, subject to such general or special guidelines, as may be issued by the Election Commission, decide the matter and may allow the application in whole or in part or may reject in whole, if it appears to him to be frivolous or unreasonable.

(3) Every decision of the returning officer under sub-rule (2) shall be in writing and shall contain the reasons thereof.

(4) If the Returning Officer decides under sub-rule (2) to allow counting of the paper slips either wholly or in part or parts, he shall-

a) do the counting in the manner as may be directed by the Election Commission;

b) if there is discrepancy between the votes displayed on the control unit and the counting of the paper slips, amend the result sheet in Form 20 as per the paper slips count;

c) announce the amendments so made by him; and

d) complete and sign the result sheet." 57C**. Sealing of voting machines.—**

(1) After the result of voting recorded in a control unit has been ascertained candidate-wise and entered in Part II of Form 17C and Form 20 under rule 56C, the returning officer shall reseal the unit with his seal and the seals of such of the candidates or their election agents present who may desire to affix the seals thereon so however that the result of voting recorded in the unit is not obliterated and the unit retains the memory of such result **and where printer for paper trail is used, the returning officer shall seal the paper slips in such manner, as may be directed by the Election Commission**.

(2) The control unit **and the paper slips** so sealed shall be kept in specially prepared boxes on which the returning officer shall record the following particulars, namely:—

a) the name of the constituency;

b) the particulars of polling station or stations where the control unit has been used;

c) serial number of the control unit **and printer wherever used**;

d) date of poll; and

e) date of counting.

(3) the provisions of rules 60 to 66 shall, so far as may be, apply in relation to voting by voting machines and any reference in those rules to,—

a) ballot paper shall be construed as including a reference to such voting machine;

b) any rule shall be construed as a reference to the corresponding rule in Chapter II of Part IV or, as the case may be, to rule 55C or 56C or 57C].

92. Custody of ballot boxes and papers relating to election-

(1A) All voting machines used at an election shall be kept in the custody of the concerned district election officer.

(2) The district election officer shall keep in safe custody-

(cc) the printed paper slips sealed under the provisions of rule 57C.

(dd) The packets containing registers of voters in Form17A

93. Production and inspection of election papers.—

(1) While in the custody of the district election officer or, as the case may be, the returning officer—

a) the packets of unused ballot papers with counterfoils attached thereto;

b) the packets of used ballot papers whether valid, tendered or rejected;

c) the packets of the counterfoils of used ballot papers;

(cc) the printed paper slips sealed under the provisions of rule 57C.

d) the packets of the marked copy of the electoral roll or, as the case may be, the list maintained under sub-section (*1*) or sub-section (*2*) of section 152; and

[(*dd*) the packets containing registers of voters in form 17-A;]

e) the packets of the declarations by electors and the attestation of their signatures; shall not be opened and their contents shall not be inspected by, or produced before, any person or authority except under the order of a competent court.

[*1A*) The control units sealed under the provisions of rule 57C and kept in the custody of the district election officer shall not be opened and shall not be inspected by, or produced before, any person or authority except under the orders of a competent court.]

(2) Subject to such conditions and to the payment of such fee as the Election Commission may direct,—

a) all other papers relating to the election shall be open to public inspection;

and

b) copies thereof shall on application be furnished.

(3) copies of the returns by the returning officer forwarded under rule 64, or as the case may be, under clause (*b*) of sub-rule (*1*) of rule 84 shall be furnished by the returning officer, district election officer, chief electoral officer or the Election Commission on payment of a fee of two rupees for each copy.]

94. Disposal of election papers.—

Subject to any direction to the contrary given by the Election Commission or by a competent court or tribunal—

[(*a*) the packets of unused ballot papers shall be retained for a period of six months and shall thereafter be destroyed in such manner as the Election Commission may direct;]

[(*aa*) the voting machines kept in the custody of the district election officer under sub-rule (*1A*) of rule 92 shall be retained intact for such period as the Election Commission may direct and shall not be used at any subsequent election without the previous approval of the Election Commission;]

(b) the other packets referred to in sub-rule (*1*) of rule 93 shall be retained for a period of one year and shall thereafter be destroyed:

[Provided that packets containing the counterfoils of used ballot papers **and the printer paper slips, if any,** shall not be destroyed except with the previous approval of the Election Commission;]

(c) all other papers relating to the election shall be retained for such period as the Election Commission may direct.

95. Power of the Election Commission to issue directions.—

Subject to the other provisions of these rules, the Election Commission may issue such directions as it may consider necessary to facilitate the proper use and operation of the voting machines.

[For provisions regarding use of VVPAT system please refer to the Conduct of Elections (Amendment) Rules, 2013]

CHAPTER - 18

EVM MANAGEMENT SYSTEM (EMS)

EVM Management System (EMS) is an application developed by ECI for managing a centralized data base of EVM machines of all 36 States and UTs of India. It allows tracking inventories of Control Units, Balloting Units and VVPATs with their locations. This application comprises of Web based module and an android based mobile application. All the official from ECI, Manufacturer, CEO, DEO, Warehouse in-charge, AC and PC user are the stakeholders of the application. The Mobile application is only meant for the Temporary users for scanning the machines when in movement. New Stock entry will be done at manufacturer level only. Web- based application having core functionalities related to EVMs/VVPATs. EMS Application has six user modules

i.e. (ECI Admin, Manufacturer, CEO/CEO office, DEO/DDEO, Warehouse-in- charge (States/UTs & Manufacturer both) and Temp User (Mobile App User – ECI User's & Manufacturer's User Both).

In EMS Application an email-id and one Mobile number is used only for one user. User for CEO of States is created by ECI Admin. After creating CEO user, he can create their CEO Office/DEO users and DEO can create Warehouse users.

After creating user, a link will be sent to their registered email id and OTP on registered mobile number. User has to click on that link after that he has to enter the OTP received on registered mobile numbers, after submitting user can create their own password. In EMS there is no restriction for creation of Temporary users; DEO can create as number of temporary users to work at warehouse level. EMS application covers the following functional modules in web:

i. User & Entity Management

ii. Production of new units

iii. Shifting of Units

iv. First Level Check(FLC)

v. Awareness

vi. Randomization

vii. Supplementary Randomization

viii. Replacement Units

ix. Election Petition & Reserve Unit Handling

x. Conflict Handling

Various reports are made available in the EMS for its users at the level of ECI Admin/ CEO/DEO/WH Manager/Manufacturer to check the status of work allocated and to identify pending issues. For detailed application User Manual kindly see at https://supports. ecitech.in. Users can also raise queries/tickets for any issue related to EMS through the user created for them at https://supports.ecitech.in

Mobile Applications

Android based Mobile Applications interfaced with the EMS application, developed for supporting application which will be used by temporary users for mainly scanning at warehouse level during sending and receiving and temp user will be able to access following modules of corresponding warehouses.

i. Dashboard

ii. Send/ Receive

iii. First Level Check

iv. Awareness

v. Assembly Constituency(AC) Level Randomization & receiving EVMs/VVPATs AC wise

vi. Polling Station(PS) Randomization

vii. Receive after poll

viii. Receiving of reserve units

ix. Conflict handling

x. Pending Uploads

Only the work assign to the user will be displayed in their login, user will not be able to operate other features of application is the work is not assign to him. Download of the Mobile Application is available on top of every user login page in EVM management System Application.

EVM Management System (EMS)

Salient Features of EMS

Life Cycle

- EVM units (BU /CU /VVPAT) lifecycle management from production to destruction
- EVM order management from Intra-State, Intra-District and Inter-State.

Management

- To provide order modification & order cancellation facilities
- Make easy to search details of units by providing unit ID or few basic details
- Manage training units which are allocated in 1st Randomization
- Capture information of replaced units during commissioning, dispersal, mock poll & actual poll
- Capture defect description of units during marking unit as a defective
- Blocking & Unblocking of Units

Tracking and Reporting

- To make smooth flow of order generation & real time order tracking
- To keep record of status of each and every EVM units
- To generate real time reports of EVM units regarding warehouse, availability, etc.
- To keep track of status EVM units during on-going election process activities; from FLC to poll day EVM unit's deployment
- Various types of real time reports can be generated; filter basis search

Uniqueness of Records

- Prevent manual entry of EVM units to avoid error / duplication of units across the warehouses, etc.
- New produced units can be entered into system only by scanning
- Generated orders can be cancelled if sender has not started scanning of the units

Security

- Two Factor Authentication email & SMS Notification will be sent on every action to every affected users
- Auto expired validation of temp users (Mobile Users)
- Whole website is encrypted and SSL is used across all the modules.

At present EMS 1.0 is being used. EMS 2.0 is under development. Separate user Manual on EMS 2.0 will be issued when in use.

PART – IV
(Annexures)

S. No.	Chapter No	Contents	Page No.
1	ANNEXURES	ANNEXURES	110-161

Annexure-1

Master Stock Register

Name of State/ Union Territory: Name of District:

Name of sub-division/ taluka: Address of Warehouse:

(Note: Separate Register for Ballot Units, Control Units and VVPATs)

Control Unit

Box No.	CU ID No.	Name of Manufacturer	Year of Manufacture	Date of Receipt	Receipt Challan No.	Date on receipt Challan	Name and designation of receiver	Signature of receiver	Signature of Ware-house-in- charge	Remarks
1	2	3	4	5	6	7	8	9	10	11

Ballot Unit

Box No.	BU ID No	Name of Manufacturer	Year of Manufacture	Date of Receipt	Receipt Challan No.	Date on receipt Challan	Name and designation of receiver	Signature of receiver	Signature of Warehouse-in-charge	Remarks
1	2	3	4	5	6	7	8	9	10	11

VVPAT

S. No.	VVPAT ID No	Name of Manu-facturer	Year of Manufac-ture	Date of Receipt	Receipt ChallanNo.	Date on receiptChallan	Name and desig-nation of receiver	Signature ofreceiver	Signature of Ware-house-in-charge	Remarks
1	2	3	4	5	6	7	8	9	10	11

Gist of Control Unit, Ballot Unit and VVPAT in Separate Register

Total Unit received in ware-house			Date of receipt	Total Units shifted from warehouse			Date of des-patch	Net availability in warehouse			Remarks
BU	CU	VVPAT		BU	CU	VVPAT		BU	CU	VVPAT	

Annexure-2

Form No. ECI/EVM/WH/INSP/01

Certificate of monthly/quarterly inspection of EVM-VVPAT Warehouse(s)

I, hereby, certify that as per the Commission's instruction, I personally visited the EVM-VVPAT warehouse(s) and I am satisfied with the arrangements as under:

S. No.	Particulars			Inspection Report
1	EVM-VVPAT warehouse is at			(a) District Headquarters (b) Tehsil Headquarters (c) Other (specify the same)
2	How many entry point(s) EVM-VVPAT warehouse?	is/are there	in	
3	What type of lock systemEVM-VVPAT warehouse	is observed	in	
4	Other doors and windows, if any, in the warehouse, are sealed with which material			
5	(a) Number of CCTV installed			
	(b) Whether DVR was connected with laptop to inspect the activities in WH? What was the observation?			
6	(a) Whether log-book showing the duty of thesecurity personnel was inspected?			Yes/No
	(b) How many security personnel were deployedin each shift?			
	(c) When was the warehouse opened last time?			
	(d) Kindly mention reason for opening of warehouse and who authorized the opening of warehouse.			
7	(a) Where is the main switch of the warehouseinstalled?			
	(b) Whether main switch of warehouse installed outside has been switched off ?			Yes/No
8	(a) How many fire- fighting equipment are in-stalled?			
	(b) Dates of expiry of the fire extinguisher			
9	Kindly attach Photographs of inspection of warehouse(s)			
10	Check for dampness/water logging/rodents/any other abnormality etc. and remarks on the internal conditions of the Warehouse **(applicable for Quarterly inspection)**			

Date of Inspection:

Signature……

(Name of District Election Officer)

Name of District…….

Annexure-3

(Attendance Register for National and State Recognised Political Parties-FLC Hall)

Name of State/UT:

Name of District:

Address of FLC hall:

Date:……

S. No.	Name of National/State Party	Name of representative of political party with party affiliation	Identity document No. with date	Signature of representative	Remarks, if any.

Note: If the representative of a party is absent the proof of due service of notice to the party should be pasted in the register.

(Name, Designation and Signature of officer nominated by District Election Officer)

Annexure-4

SOP for Cleaning of Plastic Cabinet and Carrying Cases

Purpose: The purpose of cleaning of cabinets and carrying cases of EVM/VVPATs is to remove all the previous traces, tags, markings, stickers and any other display tags related to its earlier usage which if not removed properly, may mislead information in its future assigned use.

Objects for Cleaning on the Cabinet & Carrying Case:

Tags, Seal, FLC Stickers, Pink Paper Seal, Other previous poll displays, Markings over Boxes.

Detail: The following Tags, Seal, display are normally found on the cabinet/ carrying case of EVM/ VVPAT after being used for Election.

(a) **BU:** Ballet Papers, Transparent Ballot Paper screen address Tag, Top & Bottom Latches address Tag, Pink Paper Seal, Green FLC Sticker.

(b) **CU:** Battery Compartment address Tag, Candidate Set compartment address Tag, Special Tag, Green paper Seal, Outer paper strip seal, CRC door address Tag, Green FLC sticker, Pink Paper Seal, Superscriptions.

(c) **VVPAT:** Paper Roll Compartment address tag Seal, Ballot Slip Compartment Address Tag Seal, Green FLC sticker, superscription.

(d) **Carrying Case:** Marking/display of information such as District Name, AC/PC number & Name, Polling Station number, other information of previous poll.

Method: For Surface Cleaning & to remove the Stickers and Tags, the recommended chemical is "Iso Propyl Alcohol". The Cotton waste is to be used to apply the chemical on the surfaces of Cabinet & Carrying case.

The Cotton waste should be soaked sufficiently with the Iso Propyl alcohol and gently rubbed on the stickers/tags which are to be removed without any damage or scratching on the body. Cleaning process may be repeated till the stickers are completely removed.

In any case, the Iso Propyl alcohol should not be directly poured on the Cabinet or Carrying case body, but it has to be applied through cotton waste only. Other solvents like Thinner, Water etc. should not be used to avoid damage to EVM/VVPAT units.

Other Instructions:

1. Writing on the carrying case body using permanent marker should be avoided and appropriate stickers to be used for display of other relevant information such as AC/PC number, AC/PC name, district name etc. Removal of permanent marker "markings" require repeated forced rubbing even with the Iso Propyl alcohol and may damage the surface.
2. Iso Propyl alcohol being a flammable material, proper storage & handling protocol to be maintained.
3. The General instruction on safety and handling of Iso Propyl alcohol are as under. Specific instructions can be referred from the Material Safety Data Sheet supplied along with the Iso Prophyle alcohol by the suppler/ manufacturer:-

HAZARDS IDENTIFICATION

(a) **Primary Entry Routes**: Inhalation, skin, eyes and ingestion.

(b) **Acute Effects:** Inhalation of vapours irritates the respiratory tract. Exposure to high concentration has a narcotic effect producing symptoms of dizziness, drowsiness, headache, staggering, unconsciousness and possibly death.

(c) **Aggravation of Pre-existing conditions:** Persons with pre-existing skin disorders or impaired liver, kidney or pulmonary function may be more susceptible to the effects of this chemical.

FIRST AID MEASURES

(a) **Eyes :** Immediately flush eyes with plenty of water for at least 15 minutes. Lifting lower & upper eye lids occasionally. Get medical attention immediately.

(b) **Skin :** Immediately flush skin with plenty of water for at least 15 minutes. Call a physician, if irritation develops.

(c) **Inhalation :** Remove affected person to fresh air. If not breathing, give artificial respiration. If breathing is difficult, give oxygen. Get medical attention.

(d) **Ingestion :** Give large amount of water to drink. Never give anything by mouth to an unconscious person. Get medical attention.

FIRE FIGHTING MEASURES

(a) **Extinguishing media:** Water spray, Dry chemical, Alcohol Foam or CO_2 Water Spray may be used to keep fire expose container cool, dilute spills to non-flammable mixtures and to protect personnel attempting to stop leak and disperse vapours.

(b) **Fire fighting instructions:**In the event of fire, wear full protective clothing and self-contained breathing apparatus with full face piece.

STORAGE REQUIREMENTS: Store in a cool, dry, well ventilated area away from heat source. Storage and usage area should be clarified as “No smoking Area”.

ECOLOGICAL INFORMATION: Prevent spillage from entering drains or water sources. After spills, wash area with water preventing run-off from entering drains. When released into water, this material may bio-degrade to a moderate extent.

Annexure-5

(Certification of EVMs by BEL/ECIL)

Name of State/UT:

Name of District:

Address of hall:

Date:…….

It is certified that tests prescribed by BEL/ECIL to ascertain that all components are original were carried out on the EVMs listed below on… (date). On the basis of these tests it is certified that all components of the EVMs listed below are original.

CU Identification No.	BU Identification No.

(Name & Signature of BEL/ECIL engineers with ID No.)

(Names of Representatives of political parties with their party affiliation and signature)

(Name, designation and signature of officer nominated by District Election Officer)

Annexure-6

Tools and Spares to be brought by BEL/ECIL Engineers for FLC

1. TOOLS TO BE CARRIED BY ENGINEERS

a) Screw Drivers, forceps, nose-pliers;

b) Multi-meter;

c) Symbol loading Unit with Accessories (SLMD with all connecting cables); and

d) P-FLCU

2. SPARE-PARTS AND OTHER MATERIAL TO BE BROUGHT BY ENGINEERS

a) Flaps

b) Close Caps

c) Latches

d) Cables (BU,VVPAT)

e) Buttons (Ballot, Total, Close, Result, Clear & Candidate)

f) Spare parts mentioned above (a) to (e) should be 20% of the number of EVMs/VVPATs to be tested

g) High Resolution Photographs of component side of CU-PCB and BU-PCB

h) FLC Stickers {FLC-OK (Green), FLC-Failed (Red)}

i) Tamper seals

j) VVPAT Stickers (Transportation, Working and Unlock before Switch ON); and

k) Ballot Paper of Dummy symbol

Annexure-7

(Mock Poll Selection Certificate during FLC of EVMs)

Date: ……..

Name of State/UT:

Name of District:

Address of hall:

It is certified that I have been allowed to pick machines (EVMs as well as VVPATs) randomly for the purpose of mock-poll.

Sl. No.	Name of National/State Party	Name of representative of political party with party affiliation	Identity document No. with date	Signature of representative	Remarks, if any.

Annexure-8

(Mock Poll by Representatives of National and State Recognised Political Parties during FLC of EVMs)

Date:……..

Name of State/UT:

Name of District:

Address of hall:

It is certified that I have done mock poll on…EVMs along with VVPATs and I am fully satisfied with the functioning of EVMs and VVPATs.

S. No.	Name of National/State Party	Name of representative of political party with party affiliation	Identity document No. with date	Signature of representative	Remarks, if any.

Annexure-9

(Mock Poll certification during FLC of VVPATs)

Date:……..

Name of State/UT:

Name of District:

Address of hall:

It is certified that the **results of the printed ballot slips of VVPATs** ***(list of unique ID of VVPATs attached)*** **have been tallied with the electronic result of the respective Control Unit**s. There are no discrepancies between the electronic count of the Control Units and count of printed ballot paper slips of VVPATs.

S. No.	Name of National/ State Political Party	Name of representative of political party with party affiliation	Identity document No. with date	Signature of representative	Remarks, if any.

Name and Signature of BEL/ECIL Engineers

1.

2.

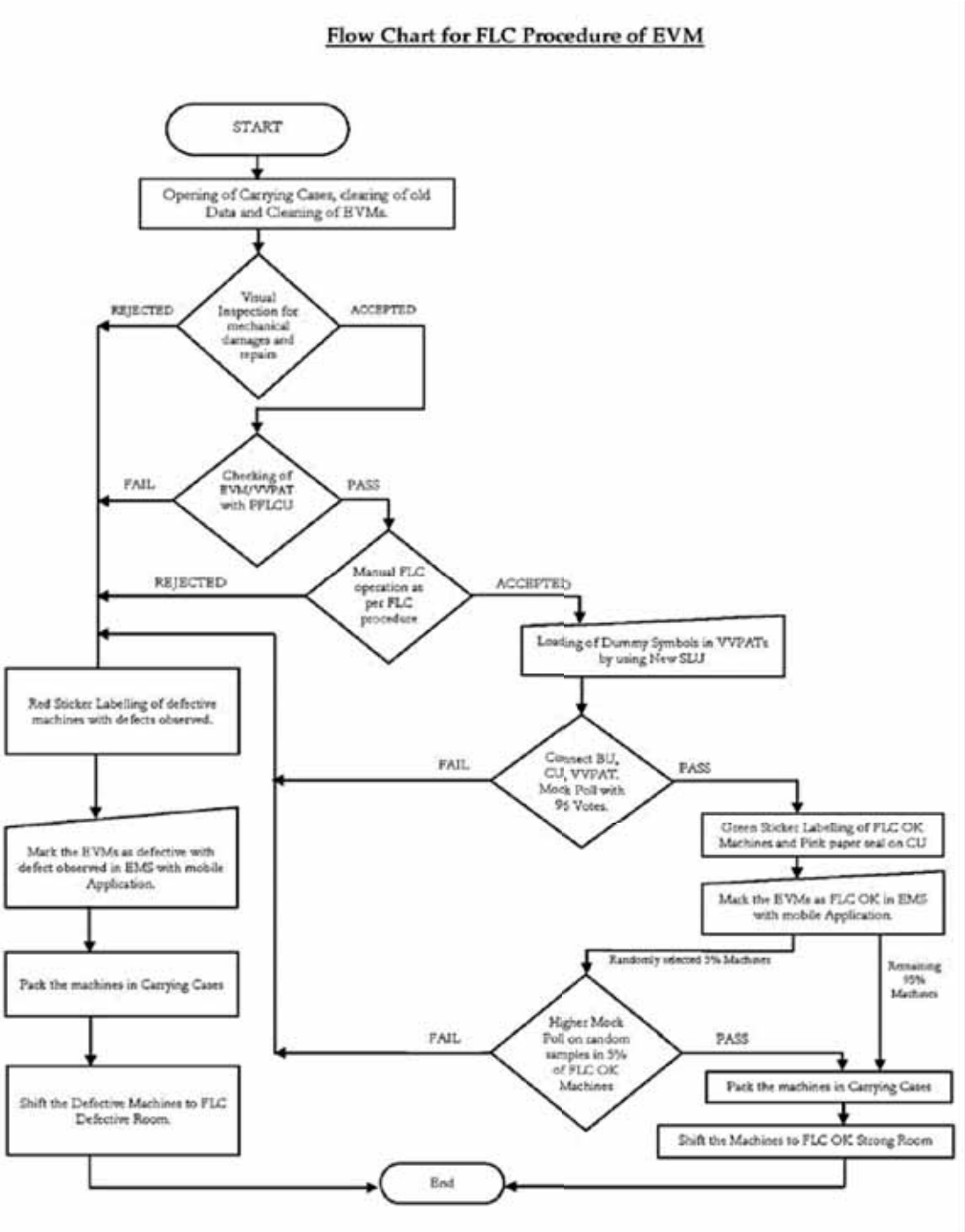
3.

(Signature)……

Name of FLC-Supervisor……

Designation……

Annexure-10


Flow Chart for FLC Procedure of EVM
START
Opening of Carrying Cases, clearing of old Data and Cleaning of EVMs.
Visual Inspection for mechanical damages and repairs
REJECTED
ACCEPTED
Checking of EVM/VVPAT with PFLCU
FAIL
PASS
Manual FLC operation as per FLC procedure
REJECTED
ACCEPTED
Loading of Dummy Symbols in VVPATs by using New SLU
Red Sticker Labelling of defective machines with defects observed.
Connect BU, CU, VVPAT. Mock Poll with 96 Votes.
FAIL
PASS
Green Sticker Labelling of FLC OK Machines and Pink paper seal on CU
Mark the EVMs as defective with defect observed in EMS with mobile Application.
Mark the EVMs as FLC OK in EMS with mobile Application.
Randomly selected 5% Machines
Remaining 95% Machines
Pack the machines in Carrying Cases
Higher Mock Poll on random samples in 5% of FLC OK Machines
FAIL
PASS
Pack the machines in Carrying Cases
Shift the Defective Machines to FLC Defective Room.
Shift the Machines to FLC OK Strong Room
End

Annexure-11

(Sealing of Control Unit of EVMs using Pink Paper Seal)

Name of State/UT:

Name of District:

Address of FLC hall:

Date: ……..

It is certified that the sealing of the Control Units using Pink Paper Seals has been done in my presence. I have put my signature on the Pink Paper Seals after sealing of the Control Units and I am satisfied with the sealing of the Control Units.

Sl. No.	Unique ID No. of Control Unit	Pink Paper Seal Number

(Name, Designation and Signature of officers nominated by District Election Officer)

Annexure-12

(Certificate on arrangement for FLC by DEO)

Name of State/UT:

Name of District:

Address of FLC hall:

Date:……..

S. No.	Particulars	(Yes/No)
1	Whether FLC hall is sufficiently large to accommodate the EVMs and VVPATs to be checked, officials nominated by the DEO, engineers of BEL and ECIL and also representatives of political parties.	
2	Whether FLC Hall well-lighted, well ventilated and dust free.	
3	Whether FLC area has been barricaded and sanitized by police	
4	Whether adequate arrangement of fire extinguishers and fire alarm has been made inside and outside the hall.	
5	Whether hall is free from any other electronic device or components of electronic devices other than permissible devices	
6	Whether facilities of drinking water, toilet, first aid etc. are available	
7	Whether there is only one entry and exit point to the hall and guarded by armed police force round the clock.	
8	Whether Door Frame Metal Detector are installed	
9	Whether arrangement for frisking has been made	
10	Whether Identity Cards for entry into the FLC hall to the authorized officials/ Representatives of political parties have been issued by the District Election Officer	
11	Whether arrangement of webcasting have been made	
12	Whether log book to record entry of every person has been kept at FLC hall	
13	Whether a separate log book (i.e. duty roster) to be maintained for armed police force deployed for FLC hall has been kept at FLC hall	
14	Whether all required registers and formats are ready and kept in FLC Hall	
15	Number of Armed Police Personnel in each shift	

I have personally inspected the above arrangements.

(Name and Signature of District Election Officer)

Annexure-13

(Certificate on completion of FLC process)

Name of State/UT:

Name of District:

Address of FLC hall:

Date:……..

It is certified that FLC process has been completed on……..(date) as per instructions of the Commission on First Level Checking of EVMs and VVPATs. I personally inspected FLC on following dates:

The status of EVMs and VVPATs after completion of FLC is as under:

Name of District	Available in the District			FLC Ok Quantity			FLC Reject Quantity		
	BU	CU	VVPAT	BU	CU	VVPAT	BU	CU	VVPAT

The defective EVMs and VVPATs shall be shifted to the manufacturer (BEL/ECIL) on…….i.e. within 7days from the date of completion of FLC process in the district.

(Name and Signature of District Election Officer)

Annexure-14

Part-I (Inspection Report of arrangement for FLC)

Name of State/UT:…….

Name of District:……

Address of FLC Hall:…….

EVMs/VVPATs of BEL/ECIL:……..

Date:……..

S. No.	Particulars	Report
1.	Total Number of Polling Stations.	
2.	Quantity of units (a) Ballot Units (b) Control Units (c) VVPATs	
3.	Number of engineers deployed by BEL/ECIL.	
4.	Expected FLC start date.	
5.	Whether FLC hall is sufficiently large to accommodate the EVMs and VVPATs to be checked, officials nominated by the DEO, engineers of BEL/ECIL and also representatives of political parties.	
6.	Whether FLC hall well-lighted, well ventilated and dust free.	
7.	Whether adequate arrangement of fire extinguishers and fire alarm has been made inside and outside the FLC hall.	
8.	Whether FLC area has been barricaded and sanitized by police.	
9.	Whether the hall is free from any other electronic device or components of electronic devices other than permissible devices.	
10.	Whether facilities of drinking water, toilet, first aid etc. are available.	
11.	Whether there is only one entry and exit point to the hall and guarded by armed police force round the clock.	
12.	Whether Door Frame Metal Detector are installed.	
13.	Whether arrangement for frisking has been made.	
14.	Whether Identity Cards for entry into the FLC hall to the authorised officials/ representatives of political parties have been issued by the DEO.	
15.	Whether webcasting showing FLC tables clearly visible in DEO's chamber.	
16.	Whether log book to record entry of every person has been kept at FLC hall.	
17.	Whether a separate log book (i.e. duty register) to be maintained for armed police force deployed for FLC hall has been kept at FLC hall.	
18.	Whether all required registers and formats mentioned in the Commission's letter No. 51/8/INST/2022-EMS, dated 13th September, 2022 are ready and kept in FLC hall.	
19.	Number of Armed Police Personnel planned in each shift.	
20	Whether all National and State Recognized Political Parties at district and State level have been invited in writing and notices duly served.	

(Signature)
Name and Designation

Part-II (Inspection Report of quality of FLC)

Name of State/UT:…….

Name of District:……

Address of FLC Hall:…….

EVMs/VVPATs of BEL/ECIL:……..

Date:……..

S. No.	Particulars	Report
1.	Total Number of Polling Stations.	
2.	Quantity of units subject to FLC (a) Ballot Units (b) Control Units (c) VVPATs	
3.	Total number of BEL/ECIL authorised engineers present.	
4.	Date of FLC start	
5.	Quantity of units FLC done so far (a) Balloting Units (b) Control Units (c) VVPATs	
6.	Name and designation of FLC Supervisor appointed by DEO	
7.	Photocopies of attendance register of political parties	
8.	Who is monitoring Webcasting of FLC process in the Control Room?	
9.	SoP to confirm that all components of the EVMs are original is available with authorised engineers of BEL/ECIL.	
10.	SoP mentioning the step-by-step instructions of checking of the machines is pasted prominently at FLC hall.	
11.	PCB and other components of EVMs are shown to the representatives of political parties.	
12.	Whether DEO is conducting a daily inspection of the FLC venue and FLC process.	
13.	Whether ECI instructions on FLC process are being followed in letter and spirit.	
14.	Kindly mention below shortcomings or suggestions for improvement.	

(Signature)

Name and Designation

Checklist on Probable Shortcomings During FLC

(To be submitted with Part-II of Inspection Report)

Name of State/UT:…….

Name of District:……

Address of FLC Hall:…….

EVMs/VVPATs of BEL/ECIL:……..

Date of visit:……

S. No.	Particulars	Report
1	Whether web-casting is covering the entire FLC process i.e. CCTV coverage is available in all Halls where FLC process is going on and same is visible at web-casting.	
2	Quality of cleaning of cabinets and carrying cases of machines	
3	Whether FLC-OK and FLC-Rejected units are kept in separate rooms.	
4	Whether FLC-OK and FLC-Rejected status is updated in EMS on daily basis i.e. no FLC-OK machine of previous day is pending for updating in EMS.	
5	Whether Pink Paper Seals are affixed on FLC-OK CUs properly.	
6	Whether sufficient quantity of spare plastic parts viz. buttons, covers and latches etc. are available at FLC Hall.	
7	Whether paper shredding machine is available in the FLC Hall to shred the VVPAT slips. If Yes, whether VVPAT slips are disposed of on daily basis.	
8	Observations on functional and physical status of randomly selected 10 FLC-OK units (i.e. 5 CU + 5 VVPAT) checked on the visit date.	
9	Observations on functional and physical status of randomly selected 10 FLC-Rejected units (i.e. 5 CU + 5 VVPAT) checked on the visit date.	
10	Whether the reason of rejection mentioned for the FLC-rejected units checked by you was correctly mentioned in the record.	
11	a) No. of Engineers Deployed in the District	
	b) No, of Engineers available in the District	
	c) If there is any difference between 11(a) & 11(b), reasons thereof,	

(Signature)

Date: Name and Designation

Annexure- 15

Plan on Awareness for EVMs & VVPATs

Name of State:…….

EVM Demonstration Centre (EDC)

Name of District	No. of EVM Demonstration Centre (EDC) set up at DEO Headquarters	Address of DEO Headquarters where EDC is set up	No. and Name of Assembly Constituency	No. of EDC set up at Returning Officer/ Revenue Sub-Division Offices	Address of Returning Officer/ Revenue Sub-Division Offices where EDC is set up	Remarks, if any

Mobile Demonstration Van (MDV)

Name of District	No. and Name of Assembly Constituency in the district	No. of Mobile Demonstration Van (MDV) deployed in AC	Total number of polling station locations in AC	Date of start of MDV in AC	Plan to cover all polling station locations in AC (atleast once)	Remarks, if any

Annexure-16

Progress on EVMs &VVPATs Awareness

(To be submitted every Monday till the date of announcement of elections)

Name of State:

Date of Report:

EVM Demonstration Centre (EDC)

Particular	At DEO Headquarters	At RO/ Revenue Sub- Division Headquarters	Total (2+3)
1	2	3	4
1. No. of people came to EVM Demonstration Centre till previous dayof the Report.			
2. No. of people cast mock vote at EVM Demonstration Centretill previous day of theReport.			

Mobile Demonstration Vans (MDV)

Name of Districts	No. and Name of ACs in Districts	AC-wise polling locations	AC-wise polling locations covered till previous day ofthe report	AC-wise polling locations balance to cover

Annexure-17

Standard Operation Procedure (SoP) for Training including demonstration and awareness program of EVMs and VVPATs

Following SoP shall strictly be followed for Training including demonstration and awareness program of EVM and VVPAT:

- EVM and VVPAT used for the aforesaid purpose shall be checked/tested by authorized engineer(s) of M/s Bharat Electronics Limited and M/s Electronics Corporation of India Limited, as the case may be, during First Level Checking (FLC).
- Only 'FLC-OK' units shall be used for training, demonstration and awareness campaign.
- Engineer(s) of BEL and ECIL shall ensure that there is no data (including ballot paper, in case of Ballot Unit) of previous election in the EVM and VVPAT.
- Engineers shall only use dummy symbols for ballot paper(s) and VVPAT as mentioned below:
  - o For name of candidate- AAA, BBB, CCC,… and so on.
  - o For symbol of candidates-Alpha (α) Beta (β), Gama (γ)… and so on. Sample

For Training/Demonstration/Awareness		
1	AAA	α
2	BBB	β
3	CCC	γ
-	---	-
-	---	-

- Only Sample ballot papers, having dummy names and symbols shall be used for training, demonstration, awareness campaign and First Level Checking. Any modification or alteration in the Dummy Name, Symbol or Sequence shall require prior approval of the Commission.
- BEL/ECIL shall ensure that engineers deputed for training, demonstration, awareness campaign and First Level Checking of EVMs and VVPATs must carry necessary equipment/SLU for symbol loading and preparation of sample ballot Paper.
- The VVPAT shall have dummy symbols which should match with the symbols of the ballot paper.
- Demonstration and Awareness shall not be given in an open area as the VVPATs have to be shielded from direct sunlight.
- During demonstration/awareness, Ballot Unit and VVPAT shall be kept together so that voters can see the printed paper slip in VVPAT.
- Voters should be explained about the process using EVM with VVPAT and also informed about the use of VVPAT with EVM in election.
- A Register should be maintained to record votes and signatures of all the participants on daily basis in the demonstration process.
- At the end of demonstration, the electronic result of the Control Unit shall be cleared and VVPAT slips shall be removed from the VVPAT drop box. Further, it has to be ensured that on the next day the same process is repeated.
- Proper Security arrangement shall be made for movement of EVM/VVPAT and awareness centers.

Annexure-18

Potential Errors

- Irregularity on use of Dummy Symbols. Hence, it shall be ensured that VVPAT slipsprint as per dummy ballot papers, before using for awareness purpose.
- M3 VVPATs should be connected at the time of commissioning of the EVMs otherwise EVM will not accept a VVPAT at a later stage. Hence, the candidate setting process in M3 EVMs should be done using Ballot Unit and VVPAT connected.
- Ensure to lock paper roll while transporting the VVPAT from one place to another, otherwise, VVPAT may go into error mode.
- Do not switch on the VVPAT in broad daylight or directly under a bulb or halogen lamp at the time of awareness as the VVPAT may go into error mode. Hence, ensure that awareness on EVM and VVPAT shall be done in shaded/closed area.
- Do not repeatedly switch ON and OFF the VVPAT as it will deplete the battery as well as paper roll.
- Switch OFF the CU when connecting or disconnecting the EVMs/VVPATs and do not pull the cable for disconnecting.
- Non-adherence of SOP on Awareness of EVMs and VVPATs.

Annexure - 19

Register for Preparation of EVMs and VVPATs

Name of State/UT:

Name of District:

Name of Assembly/Parliamentary Constituency:

No. and Name of Assembly Segment (in case of PC) :

Address of EVM-VVPAT Preparation hall:

Date:

S. No.	Name of candidate	Name of representativeof candidates with party affiliation, if any	Identity documentNo. with date	Signature of candidates/ his representative	Remarks, if any.

Note: If a candidate or his representative is absent the proof of due service of notice tothe candidate should be pasted in the register.

(Name and signature of engineers of BEL/ECIL with ID No.)

(Name, designation, signature of officers nominated by District Election Officer)

Annexure - 20

Part-I

Certification of EVMs by BEL/ECIL

Name of State/UT:

Name of District:

Name of Assembly/Parliamentary Constituency:

No. and Name of Assembly Segment (in case of PC) :

Address of EVM-VVPAT Preparation Hall :

Date:

It is certified that tests prescribed by BEL/ECIL to ascertain that all components are original were carried out on the Ballot Unit listed below on……(date). On the basis of these tests it is certified that all components of the Ballot Unit listed below are original.

BU Identification No.

(Name & Signature of BEL/ECIL engineers with ID No.)

Part-II

Register for Sealing of Ballot Unit of EVMs using

Pink Paper Seal

Name of State/UT:

Name of District:

Address of Preparation hall:

Date:

It is certified that the sealing of the Ballot Units using Pink Paper Seals has been done in my presence. I have put my signature on the Pink Paper Seals after sealing of the Ballot Units and I am satisfied with the sealing of the Ballot Units.

Sl. No.	Unique ID No. of Balloting Unit	Pink Paper Seal Number

S.No.	Name of candidate	Name of politicalparty with partyaffiliation, if any	Identity document No. with date	Signature of candidate/his representative

Annexure - 21

INSTALLATION OF PAPER ROLL IN VVPAT

a) Open the Paper Roll compartment by opening the side latches and by lifting the topcover. Observe the Paper Roll Compartment which holds the Paper roll.

b) Remove "Spindle" from its position by pulling towards upward direction.

c) Insert "Spindle" into "Thermal Paper Roll".

d) Place the "Thermal Paper Roll" with "Spindle" into its position (i.e Paper Roll compartment) and press it towards down.

e) Insert "Thermal Paper Roll" edge into the "Guide -Paper Entry". Ensure that the plain paper should be on the top surface and the printed band should be on the lowersurface of the Paper.

f) Move the paper into the slot by rotating the paper feed knob clock wise.



Paper Roll Installation steps

Annexure - 22

Mock Poll certification during Preparation of EVMs and VVPATs

Date:……..

Name of State/UT:

Name of District:

Name of Assembly/Parliamentary Constituency:

Name of Assembly Segment (in case of PC) :

Address of EVM-VVPAT Preparation hall:

It is certified that during commissioning of EVMs and VVPATs, mock poll of 1000 votes have been cast on 5% randomly selected EVMs, as well as VVPATs. The electronic result tallied with paper count, picked up by me. There are no discrepancies between the votes polled during the mock poll.

S.No.	Name of candidate	Name of representative of candidate with party affiliation, if any	Identity document No. with date	Signature of candidate/his representative	Remark, if any.

Annexure-23

HANDLING OF CU-BU-VVPAT FAILURES/ ERRORS DURING POLL

(PREPARATION OF POLLING OFFICIALS FOR FAULT HANDLING) - SUGGESTIONS

Certain contingencies may arise during the polling process which may require certain actions. These are as follows: -

a. **In case the CU or the BU does not work properly**: (i) Switch off the CU and don't switch it on again (ii) Replace the complete set of EVM and VVPAT by another set of BU, CU and VVPAT (iii)**However, in such case only one vote to each contesting candidate including NOTA should be polled in the mock poll. (iv)** Continue the poll with the new EVM set, after clearing mock poll data and removing printed paper slips from VVPAT Drop Box.

b. **In case Display Panel of the CU displays "Link Error":** (i) Check that the cable connections are proper by visual inspection (don't remove and reconnect the connectors);

(ii) If "Link Error" still persists, replace the complete set of EVM and VVPAT.

c. **In case the printed paper slip has not been cut and is hanging from the paper roll:** Replace the Printer, but no effort should be made to make it fall into the drop box. It should be allowed to remain hanging, as it is not to be counted at the time of counting of the ballot slips. The details of such an occurrence should be clearly recorded in the Presiding Officers diary in the following format:

i. The date and time of the occurrence.

ii. The name of the voter and his serial number in part in the electoral roll who was allowed to cast his vote after replacement of VVPAT.

iii. Whether the voter cast his vote after replacement of VVPAT or went away without casting his vote.

iv. The Total number of votes cast before the occurrence.

d. **In case a voter alleges after recording his vote that the printed paper slip generated by the printer has shown the name or symbol of a candidate other than the one s/he voted for:** Action should be taken as per provisions of Rule 49MA of the Conduct of Elections (Amendment) Rules, 2013:

(i) Obtain a declaration from the complainant in the Declaration Form (**Annexure-25**) under his/her signature/thumb impression;

(ii) Proceed to the voting compartment along with the complainant and polling agents present in the polling station at that moment;

(iii) The voter shall be asked to cast a test vote in favour of any candidate and make second entry related to that elector in the Form-17A;

(iv) Observe carefully whether the Printer has printed the paper slip correctly;

(v) If the complaint of the elector is found genuine, the Presiding Officer shall report the facts immediately to the RO and stop further polling at the station;

(vi) If the complaint of the elector is found false, make a remark to that effect against the second entry relating to that elector in Form-17A mentioning the serial number and name of the candidate for whom such test vote has been recorded and obtain the signature or thumb impression against such remark. Further make necessary entries regarding such test vote in item 5 in Part-I of Form17-C.

Annexure - 24

CHECK LIST OF ADDITIONAL ITEMS OF POLLING MATERIALS TO BE PROVIDED TO THE POLLING PARTY

1.	Envelope made of thick black paper (For sealing printed paper slips of Mock Poll)	: 2 Nos.
2.	Form of declaration by elector under rule 49MA of the Conduct of Elections Rules, 1961	: 10 copies
3.	Small roll of half inch width transparent cello tape (For securing connecting cable to the leg of table)	: 1 No.
4.	Pink Paper Seals for sealing black envelop	: 2 No.

Annexure - 25

Voting Compartment – Dimensions & Cascading of Ballot Units

SELF-ADHESIVE STICKERS-THREE SIDES

भारत निर्वाचन आयोग

मतदान कम्पार्टमेंट

ELECTION COMMISSION OF INDIA

VOTING COMPARTMENT

Name of Election:

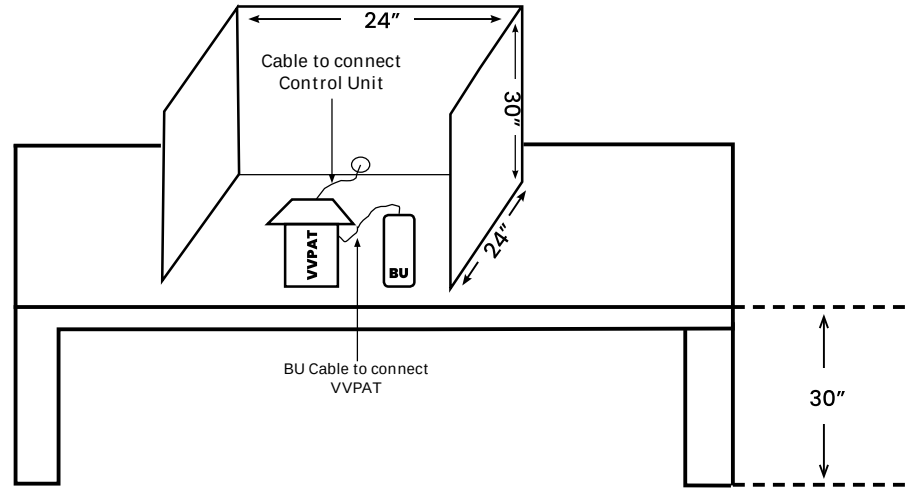
Name of State/UT:

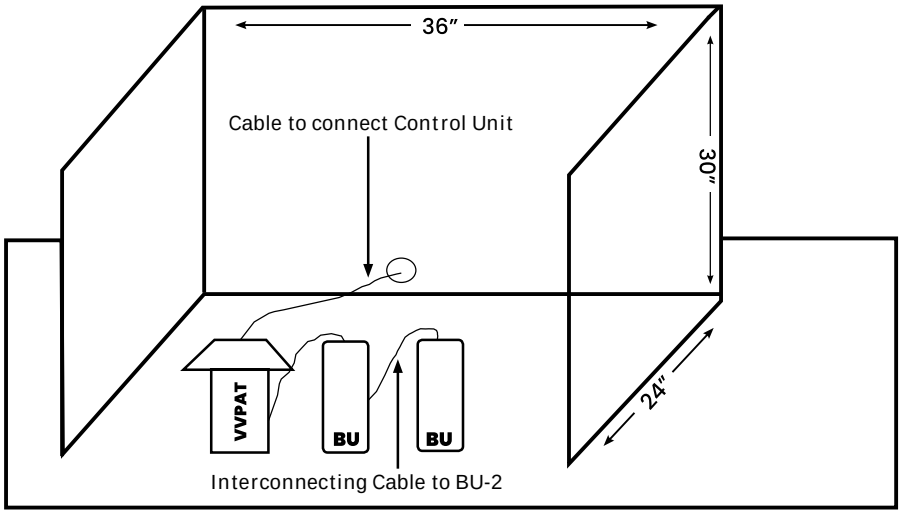
AC/PC No. and Name:

Date of Poll:

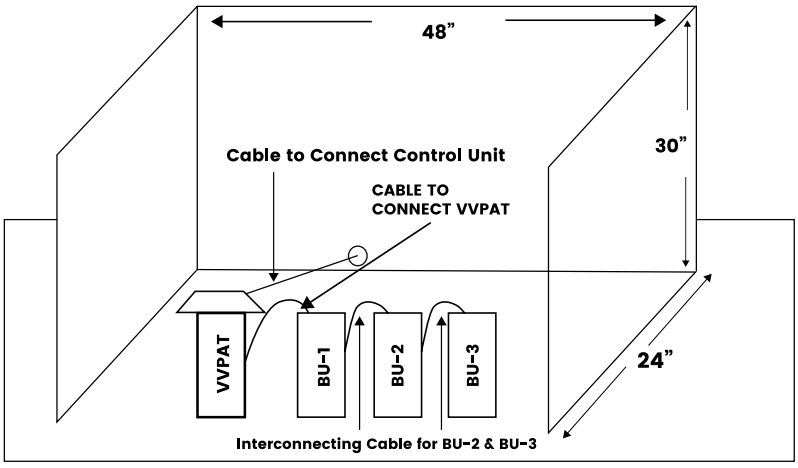
Polling Station No. and Name :

Note : The font and size printed on the stickers shall be clearly legible and readable.

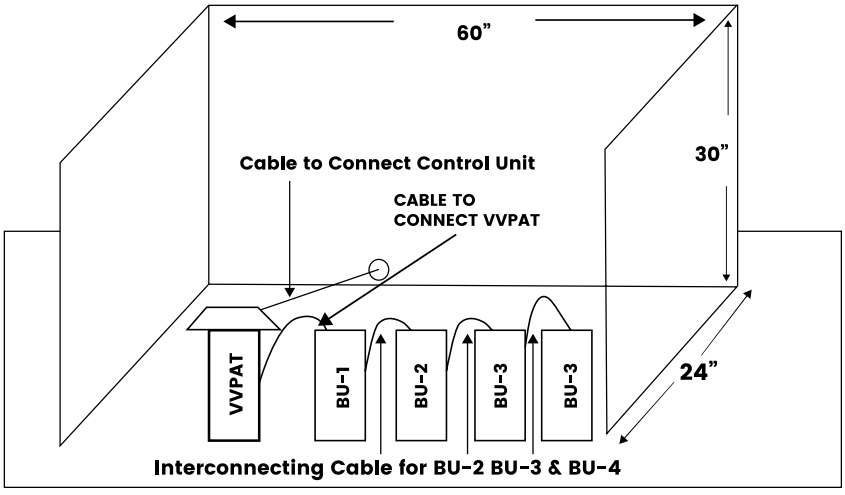




CASCADING OF TWO BALLOT UNITS



CASCADING OF THREE BALLOT UNITS



CASCADING OF FOUR BALLOT UNITS

Annexure- 26

General/Bye-Election to……

Sl. No. and Name of Parliamentary/Assembly Constituency……

No. and Name of Polling Station……

FORM OF DECLARATION BY ELECTOR

UNDER RULE 49MA OF CONDUCT OF ELECTIONS RULES, 1961

(1.) I hereby solemnly declare and affirm under sub-rule (1) of Rule 49 MA of the Conduct of Elections Rules1961 that the paper slip generated by the printer attached to the Balloting Unit has shown the name and/or symbol of a candidate other than the candidate for whom I voted by pressing the concerned blue button against the name and symbol of the candidate of my choice on the Balloting Unit. I am ready to cast a test vote again to show that the allegation made by me is true and bona fide.

(2) I am aware of the penal provisions of Section 177 of the IPC that I shall be liable to be punished with imprisonment for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both, if the declarationgiven by me in para-1 above to the Presiding Officer appointed under Section 26 of the RP Act, 1951 is found to be incorrect.

Signature/Thumb impression of the Elector

Name of the Elector……

Father/Mother/Husband's Name…….

Part No. of elector roll…….

Sl. No. of elector in that Part……

Sl. No. in Register of Voters (Form 17A)…….

Dated……..

Certified that the above declaration was made and subscribed by the elector above named before me.

Dated…… Signature of the Presiding Officer ……

Annexure-27

PRESIDING OFFICER'S REPORT
PART-I: MOCK POLL CERTIFICATE

Name of election:… (to be pre-printed)

No. and Name of AC/AS (to be pre-printed)

No. and Name of PC (to be pre-printed)

Polling Station No:……

(a) Conduct of mock poll and verification of mock poll data

S. No.	Name of the Candidate (Name of Candidates including NOTA to be pre-printed)	Number of votes cast during mock poll	Number of votes displayed in CU on checking the result	Number of VVPAT printed Paper slipsagainst candidates	Result dis-played in CU & Printed Paper Slips count tallied with each other (YES/ NO)	Signature of polling agents with party abbreviation/ Independent
1.						
2.						
3.						
4						
5.						
6.						
7.						
8.						
9.						
	NOTA					
	TOTAL					

(b) 'CLEAR' button on the Control Unit has been pressed to clear mock poll data (Yes/ No)

If Yes, then write the above sentence in ink.

……

(c) All paper slips taken out from VVPAT after mock poll (Yes/No)

(d) Empty VVPAT shown to all polling agents (Yes/No)

(e) Before actual poll ensure that no printed paper slip is in VVPAT Drop Box and shown to polling agents (Yes/No)

(f) 'TOTAL' button on the Control Unit has been pressed to show total vote'0' to polling agents (Yes/ No)

(g) Mock poll VVPAT slips stamped with 'MOCK POLL SLIP' and sealed in black envelope and then sealed with Pink Paper Seal (Yes/No)

(h) Following witness Mock Poll and certify that mock votes tallied and that the mock votes erased from CU after mock poll

S. No.	Name of Polling Agent	Name ofParty	Name of Candidate	Signature of Polling Agent

(i) Time display on the Control Unit is…….minutes more/less than Indian Standard Time (IST), if any.

(j) Signature of Micro-Observer (if posted at the polling station)

Name and Signature of the Presiding Officer

(1) It is, hereby, certify that before commencement of actual poll, ' TOTAL' button of the Control Unit has been pressed in the presence of all polling officials to ensure that '**Total Vote is 0**'. Tick the appropriate observation:

(i) Control Unit shows total vote '0' OR

(ii) Control Unit shows total vote more than '0' (means mock poll votes not cleared), hence, clear the mock poll data.

(Signature of Presiding Officer)

Following witness the above process and certify that mock votes erased from the Control Unit and mock poll VVPAT slips removed from the VVPAT before start of actual poll:

S.No.	Name of Polling Officer	Signature

PART-II: POWER PACK REPLACEMENT IN CU

(TO BE FILLED DURING MOCK POLL, POLL & AFTER COMPLETION OF POLL DEPENDING ON CASE/SITUATION)

Name of election:… (to be pre-printed)

No. and Name of AC/AS (to be pre-printed)

No. and Name of PC (to be pre-printed)

Polling Station No:……

(a) Details of replacement of Power Pack of the Control Unit during mock poll/ actual poll (strike out which one is not applicable)

(i) Unique ID of Control Unit:……

(ii) Reason for replacement of Power Pack of the Control Unit:…… ……

(iii) Unique ID of old address tag that was cut by the Presiding Officer to replace the Power Pack of the Control Unit:……..

(iv) Unique ID of new address tag used by the Presiding Officer to seal the Battery Section of the Control Unit:…….

(b) Following polling agents witness the replacement of power pack from the Control Unit:

S. No.	Name of Polling Agent	Name ofParty	Name of Candidate	Signature of Polling Agent

Repeat the above information in same format, if multiple replacements happen.

Signature of Presiding Officer

Signature of Sector Officer

PRESIDING OFFICER'S REPORT

PART-III: PRESSING OF CLOSE BUTTON AFTER COMPLETION OF POLL

Name of Election (to be pre-printed)

No. & Name of AC/AS ..... (to be pre-printed)

No. & Name of PC ..... (to be pre-printed)

Date of Poll ..... (to be pre-printed)

Number & Name of Polling Station : .....

It is certified that I have pressed the "Close Button" of the Control Unit at the end of poll in the presence of the following:

S. No.	Name & Designation of the Polling Officer	Signature

S. No.	Name of the PollingAgent	Name of theParty/ Independent	Name of the Candidate	Signature ofthe Polling Agent

Signature of the Presiding Officer

PART-IV: EVM/VVPAT REPLACEMENT DURING MOCK POLL

(TO BE FILLED IF THERE IS ANY REPLACEMENT DURING MOCK POLL)

Name of election:… (to be pre-printed)

No. and Name of AC/AS (to be pre-printed)

No. and Name of PC (to be pre-printed)

Polling Station No:……

1. (a) Details of Electronic Voting Machine and VVPAT used- **(BU- Ballot Unit, CU- Control Unit and VVPAT- Voter Verifiable Paper Audit)**

S. No.	Particulars	BU	CU	VVPAT	Signature of Sector Officers in case of replacement
1	Unique ID of units given at thetime of dispersal				
2	(a) Tick (√) which one found non-functional during mock poll				
	(b) Reason for non-functioning (*mention error/code noticed inCU*)				
3	Unique ID of unit(s) given as replacement during mock poll				

(b) Following polling agents witness the replacement process:

S. No.	Name of Polling Agent	Name of Party	Name of Candidate	Signature of Polling Agent

(Signature of Presiding Officer)

PART-V: EVM/VVPAT REPLACEMENT DURING POLL

(TO BE FILLED IF THERE IS ANY REPLACEMENT DURING POLL)

Name of election:… (to be pre-printed)

No. and Name of AC/AS (to be pre-printed)

No. and Name of PC (to be pre-printed)

Polling Station No:……

(a) Replacement of EVM and VVPAT during actual poll process

S. No.	Particulars	BU	CU	VVPAT
1	(a) Unique ID of unit(s) found non-functionalduring actual poll			
	(b) Time of occurrence of defects			
	(c) No. of votes recorded in the Control Unitby the time the unit(s) got non-functional			
	(d) Reason for non-functioning (*mention error/code noticed in CU*)			
	(e) Beep Sound is heard	Yes/No		
	(f) Unique ID of new unit(s) provided asreplacement			
	(g) Time of re-starting poll			
2	Remarks, if any			

(b) Following polling agents witness the replacement process during actual poll:

S. No.	Name of Polling Agent	Name of Party	Name of Candidate	Signature of Polling Agent

Repeat the above information in same format, if multiple replacements happen.

Signature of Presiding Officer

Signature of Sector Officer

Annexure - 28

CERTIFICATE

FOR SECTOR OFFICERS / ZONAL MAGISTRATE etc.

a) Name of election: .....

b) No. and Name of Parliamentary / Assembly Constituency: .....

c) No. and Name of Parliamentary Constituency: .....
(In case 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 .....

S. No.	Unique ID of BU	Unique ID ofCU	Unique Id of VVPAT

(To be filled on Poll day)

(a) At the time of mock poll on poll day

Sl. No.	No. and name of Polling Station	Unique ID of units replaced at polling station			Unique ID of units provided to polling station			Sign of the Presiding Officer
		Unique ID of BU	Unique ID of CU	Unique ID of VVPAT	Unique ID of BU	Unique ID of CU	Unique ID of VVPAT	

(b) At the time of actual poll on poll day

Sl. No.	No. and name of Polling Station	Unique ID of units replaced at polling station			Unique ID of units provided to polling station			Sign of the Presiding Officer
		Unique ID of BU	Unique ID of CU	Unique ID of VVPAT	Unique ID of BU	Unique ID of CU	Unique ID of VVPAT	

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

(i) **Date and Time of Deposition of the Reserve EVMs/ VVPATs…….**

(ii) **Detail of unused/defective unused EVMs and VVPATs deposited at reception centre**

S. No.	Unique ID of BU	Unique ID of CU	Unique Id of VVPAT

It is certified that the above information is correct.

(Signature)

Name of Sector Officer

Designation

It is certified that I have received the unused/defective unused EVMs and VVPATs as mentioned above from the Sector Officer (Name)

(Signature)

Name of RO/ ARO

Annexure-29

CERTIFICATE

I.....(name), Returning Officer of.....(No. and name of AC/PC) of..... (district) in…..…..(State/UT) for the election to..... (General/Bye-election to AC/PC) hereby certify that all the unused reserve EVMs and VVPATs and defective unpolled EVMs and VVPATs in respect of my AC/PC have been received from all the Sector Officer, the number tallied and accounted for and all these units have been safely stored in the earmarked strong-rooms, as per the extant instruction of the Commission.

(Signature)

Name of RO

Date:

Place:

Annexure - 30

Mandatory verification of paper slips of VVPAT of 05 randomly selected polling stations

(Separate for each polling station)

Name of State/UT: .....

No. and Name of Assembly/Parliamentary Constituency: .....

No. and Name of Assembly Segment (in case of PC): .....

Sl. No. and name of Polling Station: .....

Unique ID of Control Unit: .....

Unique ID of VVPAT: .....

It is to certify that mandatory verification of paper slips of VVPAT of 05 randomly selected polling station has been conducted as per the instructions of the Commission.

Name of Candidate	No. of Votes Cast		Discrepancy ifany
	As per EVM	As per Paper Slips	
1.			
2.			
3.			
--			
--			
NOTA			
TOTAL VOTES			

Signature of Counting Agents

1……..

2……..

3……..

Signature of Counting Supervisor

Signature of Returning Officer

Signature of General Observer

Annexure- 31

Mandatory verification of paper slips of VVPAT of 05 randomly selected polling stations

(To be sent to the Commission through the Zonal Secretary concerned)

Name of State/UT: .....

No. and Name of Assembly / Parliamentary Constituency: .....

No. and Name of Assembly Segment (in case of PC): .....

Sl. No. and name of Polling Stations:

1. ……
2. ……
3. ……
4. ……
5. ……

It is to certify that the entire process of mandatory verification of counting of paper slips of VVPATs of randomly selected 05 polling stations has been conducted under my close and direct oversight with strict compliance of the Commission's instructions.

-Signature-

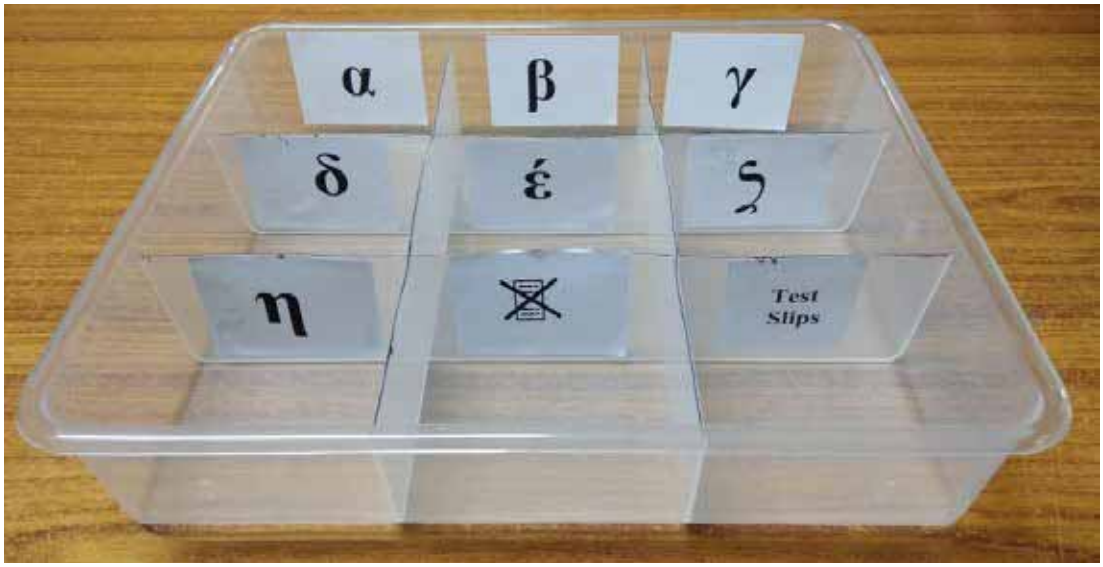
(Name of ECI Observer)

Observer Code:……

Annexure - 32



Sample Container -14 inch X 10 inch X 5 inch (length X breadth X height)



Sample Pigeonholes (Size of each compartment 6 inch X 4 inch X 4 inch)

Annexure - 33

ANNEXURE TO PART-II OF FORM 17-C

RESULT OF PRINTED PAPER COUNT

Polling Station No. **Total number of VVPATs used:**

Unique ID of VVPAT:

S. No. of candidate	Name of candidate	Number of votes as per count of Printed Paper Slip of VVPAT	Number of test votesto be deducted as per item 5 of Part I	Number ofvalid votes.(3-4)
(1)	(2)	(3)	(4)	(5)

1.

2.

3.

4.

5.

6.

Total

Whether the total number of votes shown above tallies with the total number of votes shown against item 6 of Part I (YES/NO)

or any discrepancy noticed between the two totals……..

Place……..

Date…….

Signature of Counting Supervisor

Name of candidate/election agent/counting agent Full signature

1.

2.

3.

4.

5.

6.

7.

Place……..

Date…… Signature of Returning Officer

Annexure - 34

FORM 17 C

[See rules 49S and 56C(2)]

PART I – ACCOUNT OF VOTES RECORDED

Election to House of the People/Legislative Assembly of the State/Union Territory ..... from ..... constituency.

Number and Name of Polling Station: .....

Identification Number of voting Machine used at the Polling Station: Control Unit .....
Balloting Unit .....
Printer (if used) .....

1. Total number of electors assigned to the Polling Station
2. Total number of voters as entered in the Register for Voters (Form 17A)
3. Number of voters deciding not to record votes under rule 49-O
4. Number of voters not allowed to vote under rule 49M
5. Test votes recorded under rule 49MA (d) required to be deducted-
   (a) total number of test votes to be deducted: Total No. ..... Sl.No.(s) of elector(s) in Form 17A .....
   (b) Candidate(s) for whom test vote(s) cast: Sl. No. ..... Name of candidate ..... No. of votes .....
6. Total number of votes recorded as per voting machine: .....
7. Whether the total number of votes as shown against item 6 tallies with the total number of votes as shown against item 2 minus numbers of voters deciding not to record votes as against item 3 minus number of voters as against item 4 (i.e. 2-3-4) or any discrepancy noticed: .....
8. Number of voters to whom tendered Ballot papers were issued under rule 49P : .....
9. Number of tendered Ballot papers:

	Total	Sl. No. From	To
(a) received for use	.....		
(b) issued to electors	.....		
(c) not used and returned	.....		

10. Account of papers seals

			Signature of polling agents
1.	Paper seals supplied for use:	Total No.	1 .....
		Sl. No. from	To .....
2.	Paper seals used:	Total No.	2 .....
		Sl. No. from	To .....
3.	Unused paper seals returned to Returning Officer:		
		Total No.	3 .....
		Sl. No. from	To .....
4.	Damaged paper seal, if any:	Total No.	4 .....
		Sl. No. from	To .....

Date .....

Place .....

Signature of Presiding Officer

Polling Station No. ……..

PART II- RESULT OF COUNTING

Sl. No. of candidate	Name of candidate	Number of votes as displayed oncontrol unit	Number of test votes to be deducted as per item5 of Part I	Numberof valid votes. (3-4)
(1)	(2)	(3)	(4)	(5)

1.

2.

3.

4.

5.

6.

Total
Whether the total number of votes shown above tallies with the total number of votesshown against item 6 of Part I or any discrepancy noticed between the two totals.

Place……..

Date…….

Signature of Counting Supervisor

Name of candidate/election agent/counting agent

Full signature

1.

2.

3.

4.

5.

6.

7.

Place……..

Date…….

Signature of Returning Officer

Annexure - 35

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 in-charge 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 - 36

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, dated 23rd September, 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:…….

Annexure - 37

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:……

Instructions issued after publication of EVM Manual

(Edition December, 2021) till November, 2022

Sl.	Letter No.	Date	Subject
1.	51/8/INST/ 2021-EMS	1st December, 2021	FLC of EVMs & VVPAT- cleaning of EVMs/ VVPATs.
2.	52/2/Prep/2022-EMS	16th December, 2021	Use of newly designed Pink Paper Seal and Green Paper Seal for sealing of EVMs
3.	51/8/INST/ 2022-EMS	10th February, 2022	Use of Symbol Loading Unit for loading symbols in VVPATs
4.	51/8/INST/ 2022-EMS	4th May, 2022	Removal of VVPAT Paper Slip after counting
5.	51/8/6/2022-EMS	18th May, 2022	SoP on handling of damaged / broken EVMs/ VVPATs during election process
6.	51/8/4/2022-EIMS	23rd May, 2022	Policy and guidelines on loaning of EVMs and VVPATs to State Election Commission
7.	51/8/16/ FLCU/2021-EDPS	1st July, 2022	Introduction of new Symbol Loading Unit (SLU) and First Level Checking Unit (PFLCU)
8.	51/8/16/ FLCU/2021-EDPS	1st July, 2022	Letter to Political Parties on introduction of new Symbol Loading Unit (SLU) and First Level Checking Unit (PFLCU)
9.	51/8/LC/2022-EMS	6th September, 2022	Backpacks to carry EVMs & VVPATs as well as Backpacks for carrying polling materials to aid hand free movement for polling parties in difficult terrain and safeguard the machines.
10.	51/8/INST/2022-EMS	13th September, 2022	Instruction on First Level Checking of EVMs & VVPATs (FLC).
11.	51/8/INST/2022-EMS	13th September, 2022	Instruction on First Level Checking of EVMs & VVPATs (FLC)- Manuals of P-FLCU, SLU, EVMs and VVPATs-
12.	51/8/INST/2022-EMS	20th September, 2022	Check List of Don't's
13.	51/8/INST/2022-EMS	3rd October, 2022	Mock drill of Counting of VVPAT slips during training of Counting Staff
14.	51/8/INST/2022-EMS	3rd October, 2022	Storage & Safety arrangement of EVMs & VVPATs- Furnishing Report by Observers.
15.	52/2/Prep/2021/ EMS	26th October, 2022	Disposal of unserviceable/expired batteries of EVMs and VVPATs

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भारत निर्वाचन आयोग
Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi-110001

"No voter to be left behind"