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| --- | --- | --- |
| 5 | Second Randomization of EVMs and VVPATs | * Intimation given to all the contesting candidate and their acknowledgement. * Proceeding of the entire process with the acknowledgment of the contesting candidates/their representatives. * Acknowledgment of all the contesting candidates regarding getting Polling Station wise allocated randomized lists of EVMs and VVPATs and reserve EVMs and VVPATs. |
| 6 | Commissioning of EVMs and VVPATs | * Intimation given to all the contesting candidate and their acknowledgement. * Proceeding of the entire process with the acknowledgment of the contesting candidates/their representatives. * Attendance Register for the contesting candidates/their representatives on daily basis. * Mock poll certification during commissioning regarding participation and satisfaction of the contesting candidates/ their representatives. * Revised lists of EVMs and VVPATs to be used in polling station(s) and reserve EVMs and VVPAT to all the contesting candidates/their representatives, if any replacement of BU/CU/VVPAT due to non-functional during commissioning. |
| 7 | Dispersal of EVMs and VVPATs | * Intimation given to all the contesting candidate and their acknowledgement. * Revised lists of EVMs and VVPATs to be used in polling station(s) and reserve EVMs and VVPAT to all the contesting candidates/their representatives, if any replacement of BU/CU/VVPAT due to non-functional during dispersal. |
| 8 | Transportation of polled EVMs and VVPATs from Polling Stations to Collection Centre | Intimation given to all the contesting candidate regarding allowing them/polling agents to follow the vehicles carrying polled EVMs and VVPATs and their acknowledgement. |
| 9 | Storage of various categories of  EVMs and VVPATs after poll. | Intimation given to all the contesting candidate regarding storage place(s) of various categories of EVMs and VVPATs (polled, reserve and non-functional) and for deputing their representatives and their acknowledgement. |
| 10. | Meeting with National and State Recognised Political Parties | * Meeting Notice issued to the National and State Recognised Political Parties. * Attendance sheet. * Proceeding of the meeting. |
| 11. | Objection/complaints of the National and State Recognised Political Parties and Candidates during various processes related to use of EVMs and VVPATs. | * Complaints/objections of the National and State Recognised Political Parties and Candidates. * Disposal of the complaints/objections in the form of proceeding/letter. |

Note: All these documents shall be retained for at least five years at the office of DEOs and six years at the office of CEOs.

ANNEXURE – 19

**Register for Preparation of EVMs**

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:.................................................

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| --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Name of Can- didate** | **Name of Representative of Candidate with Party Affiliation, if any** | **Identity Document No. with Date** | **Signature of Candidate/His representative** | **Remarks, if any** |
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Note: If a candidate or his representative is absent the proof of due service of notice to the 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)ame of Assembly/Parliamentary Constituency:

ANNEXURE – 20

**Part-I**

**Certification of EVMs by BEL/ECIL**

**Name of State/UT:**

**Name of District:**

**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.**

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(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.

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| **Sl. No.** | **Unique ID of Ballot Unit** | **Pink Paper Seal Serial No.** |
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| **Sl. No.** | **Name of Can- didate** | **Name of Representative of Candidate with Party Affilia- tion, if any** | **Identity Document No. with Date** | **Signature of Candidate/his representative** |
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##### ANNEXURE - 22

**Mock Poll certification during Preparation of EVMs**

**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.

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| **Sl.**  **No.** | **Name of Can- didate** | **Name of Representative of Candidate with Party Affiliation, if any** | **Identity Document No. with Date** | **Signature of Candidate/his representative** | **Remarks, if any** |
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##### ANNEXURE-23

**HANDLING OF NON-FUNCTIONAL CU-BU-VVPAT 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: -

1. **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.
2. In case Display Panel of the CU displays “Link Error”:
   1. Check that the cable connections are proper by visual inspection (don’t remove and reconnect the connectors);
   2. If “Link Error” still persists, replace the complete set of EVM and VVPAT.
3. **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:
4. The date and time of the occurrence.
5. 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.
6. Whether the voter cast his vote after replacement of VVPAT or went away without casting his vote.
7. The Total number of votes cast before the occurrence.
8. **In case a voter alleges after recording his/her vote that the printed paper slip generated by the printer has shown the name or symbol of a candidate other than the one he/she voted for:** Action should be taken as per provisions of Rule 49MA of the Conduct of Elections (Amendment) Rules, 2013:
   1. Obtain a declaration from the complainant in the Declaration Form **(Annexure-25)**

under his/her signature/thumb impression;

* 1. Proceed to the voting compartment along with the complainant and polling agents present in the polling station at that moment;
  2. 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;
  3. Observe carefully whether the Printer has printed the paper slip correctly;
  4. 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;
  5. 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-l 7A 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 Form -l7C.

**Proceeding of all the activities related to EVM shall be made as per the following draft sample:**

##### SAMPLE PROCEEDING

|  |
| --- |
| **Name of State/UT: Andhra Pradesh** |
| **Name of District: West Godavari** |
| **Name of Election: Andhra Pradesh Legislative Assembly** |
| **Name of PC/AC: 57-Palacole** |
| **Venue:** |
| **Date:** |
| **Time:** |

**Purpose**: [like Opening and Closing of EVM warehouse/Strong Room, First Level Checking of EVMs, 1st Randomization of EVMs, 2nd Randomization of EVMs, Commissioning of EVMs, Dispersal of EVMs, Meeting with the Recognised Political Parties/Candidates on… Etc.]

**Brief description**: Example:All the Recognised Political Parties have been invited vide………………………………………

(Notice No. and date) to remain present during opening and closing of EVM warehouse for the purpose

of ………………(like shifting of EVMs) from……………to…………

The warehouse has been opened in the presence of the Recognised Political Parties at……………

AM/PM on ……………….(date) and closed at… AM/PM on,,,,,,,,,,,,,,,,,,,,,,,,,,,, (date), under

videography.

All are satisfied with the entire processes.

**Participants**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Administrative/Election Machinery** | | | |
| **S.No** | **Name & Designation** | **Dept. ID No.** | **Signature** |
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| **Recognised Political Parties/Candidates** | | | |
| **S.No** | **Name and designation** | **Party Affiliation, if any / Independent** | **Signature** |
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