



# E V M | V V P A T

A d m i n i s t r a t i v e   P r o c e d u r e

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# CONTENT OF DISCUSSION

- Introduction to EVM & VVPAT
- History of EVM & VVPAT
- Security of EVMs & VVPATs
- EVM & VVPAT Management Cycle
- Introduction to EMS
- FLC , Training and Awareness of EVM & VVPAT
- Randomization of EVMs & VVPATs
- Commissioning of EVMs (Candidate Set) & VVPATs
- Dispersal of EVMs & VVPATs
- Poll Day
- Examples of critical mistakes.
- Troubleshooting the errors

# EVM (Ballot Unit + VVPAT + Control Unit)

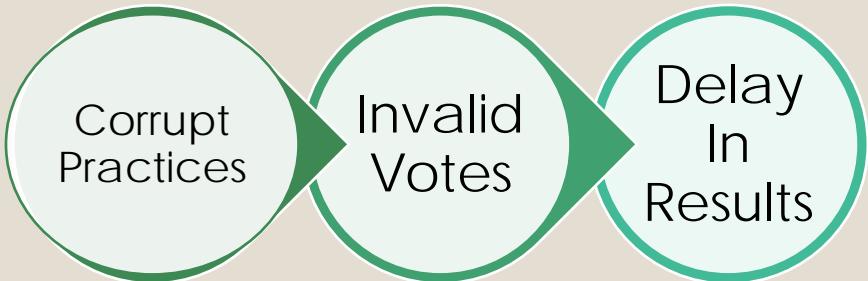


**Ballot Unit**

**VVPAT**

**Control Unit**

# Using Ballot Paper



Election of the Member of Parliament for the [insert name of constituency] constituency

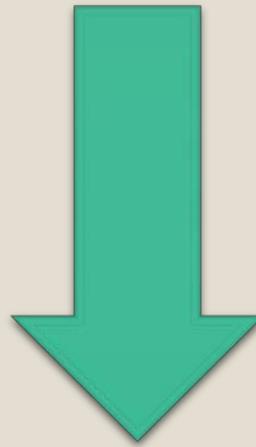
Vote for only one candidate by putting a cross  in the box next to your choice

|   |                                       |
|---|---------------------------------------|
| BARBER, Ali<br>5 Anytown Close, Anytown AT34 6CY            | ❖ <input type="checkbox"/>            |
| PELICAN Party   | ⌘ <input checked="" type="checkbox"/> |
| BOOTS, Dusty<br>63 Acacia Avenue, Anytown AT33 5XZ          | ✖ <input checked="" type="checkbox"/> |
| League of Line Dancers                                      |                                       |
| CLOVER, Elizabeth Mary<br>9 Seymour Court, Anytown AT12 E34 | ✗ <input checked="" type="checkbox"/> |
| Independent   |                                       |
| GREY, Earl<br>(address in the Anytown Constituency)         | * <input checked="" type="checkbox"/> |
| MAD HATTER'S Tea Party                                      |                                       |
| HOOD, Robin<br>64 Purple Road, Anytown AT12 7HT             | △ <input checked="" type="checkbox"/> |
| The FOREST Party  |                                       |
| MILLER, Windy<br>7 Daisy Drive, Anytown AT98 7RK            | ☆ <input checked="" type="checkbox"/> |
| Alternative Power Forum                                     |                                       |

Reject – voting for more than one candidate. Rule 47(1)(b).



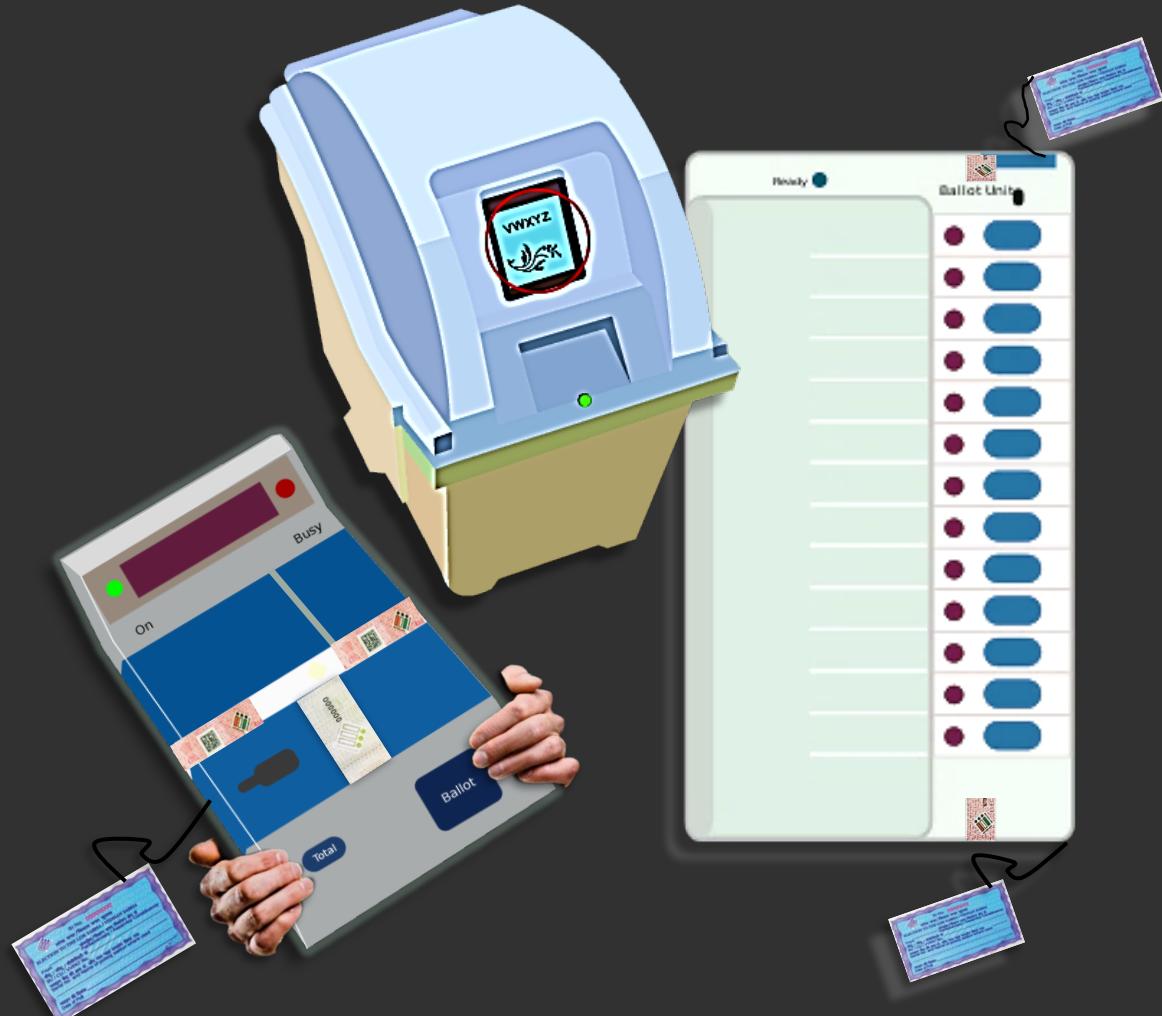
# Using EVM



Stake Holders Participation  
Accurate  
Transparency  
Quick  
Economy  
Free and Fair Elections

# ADVANTAGE M3

- 24 BUs can be connected to one CU
- Cater to 384 Candidates (Including NOTA)
- CU Battery Life shown in Percentage (%)
- Self Diagnostics - at every switch "ON"
- Battery Section/Candidate Set Section - Separate Sealing
- No need to change CU due to "Low Battery"
- No need of VSDU for VVPATs

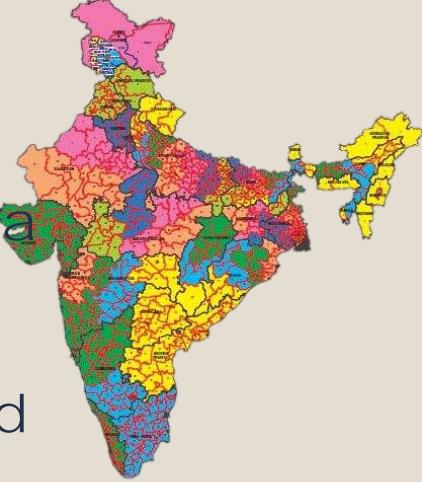


Sec-61A RP Act, 1951 (Amended)

Rule-49-A C.E. Rules, 1961 (Amended)

# History of EVM

- 1977 ➤ CEC- S L Shakdhar talked about introducing an Electronic machine
- 1980-81 ➤ EVMs developed and demonstrated by ECIL and BEL
- 1982-83 ➤ EVMs used first time in 50 polling stations of Parur AC in Kerala  
And then in 11 Assembly Constituencies: 8 states, 1UT
- 1984 ➤ SC suspends EVM usage: cannot be used till RP Act is amended
- 1988 ➤ RP Act amended: enabling use EVMs wef 15/3/1989
- 2018 ➤ **SC dismissed petition asking for return to Ballot papers!**



Since 2000, EVMs have been used in all elections: 4 Lok Sabha and 124 State Legislative Assemblies.  
Till date, >325 crore votes cast on EVMs.

# Legal Provisions for the use of EVM

1. The Representation of The People Act, 1951- Section 61A
2. Conduct of Election Rules, 1961- Rules 49A to 49X- Voting by EVM
3. Counting of Votes recorded in EVM- Rules: 50-54, 57,58-61, 66A
4. ECI Instructions on EVM and VVPAT
5. Manual on Electronic Voting Machine and VVPAT
6. RO Hand Book
7. PRO Hand Book

# EVM FEATURES

## M3

S T A N D A L O N E   D E V I C E   |   F E A T U R E S   |   D E S I G N

REAL TIME CLOCK TIME  
& DATE STAMPING AT  
EVERY KEY PRESS

AUTOMATED SELF  
DIAGNOSTICS AT EVERY  
SWITCH ON

DYNAMIC CODING  
AT EVERY KEY PRESS

UNAUTHORIZED ACCESS  
DETECTION MODULE

NO RF/WIRELESS  
TRANSMISSION

OTP MICRO  
CONTROLLER CHIP

MOST ADVANCED  
ENCRYPTION TECHNIQUES



# THE JOURNEY OF EVM

EVM Basics



Transport & Storage

FLC



3

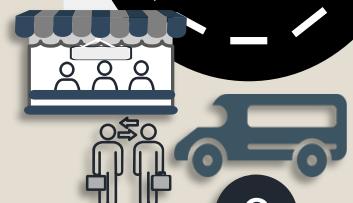


4

Commissioning



5



6

Poll



7



8

Counting



9



# EVM – Carrying Cases

The Control Unit and Ballot Unit and VVPAT are packed separately in special carrying cases

Carrying Case - VVAPT

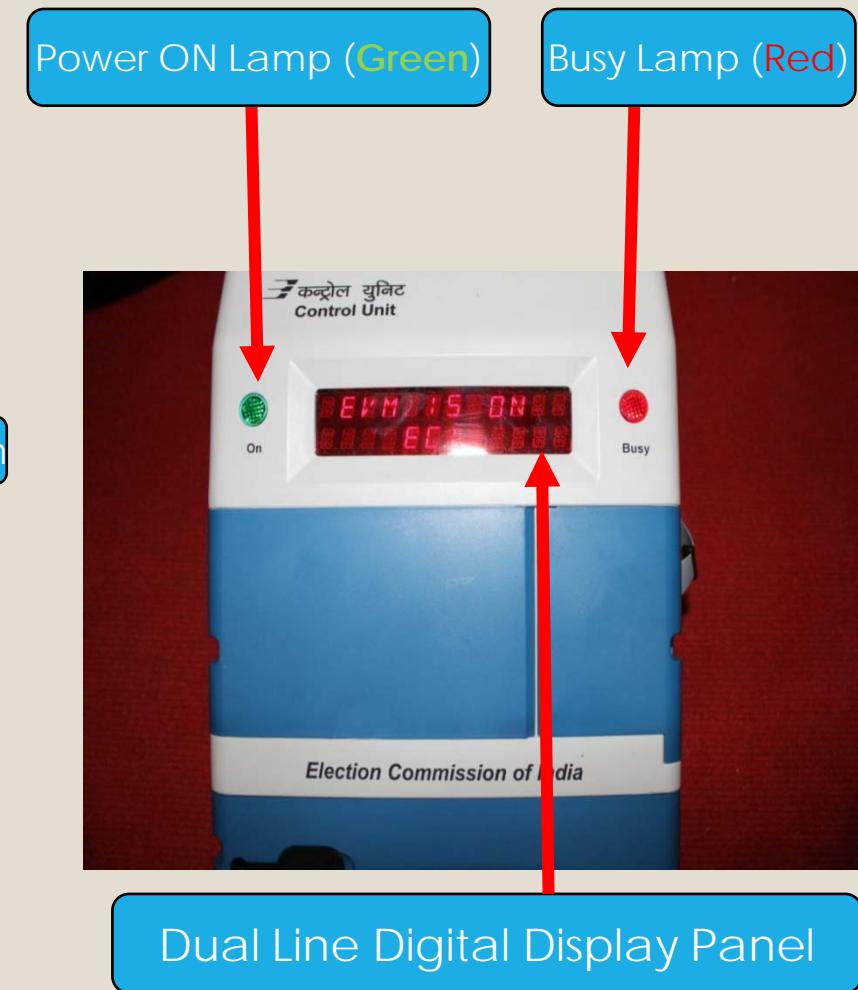
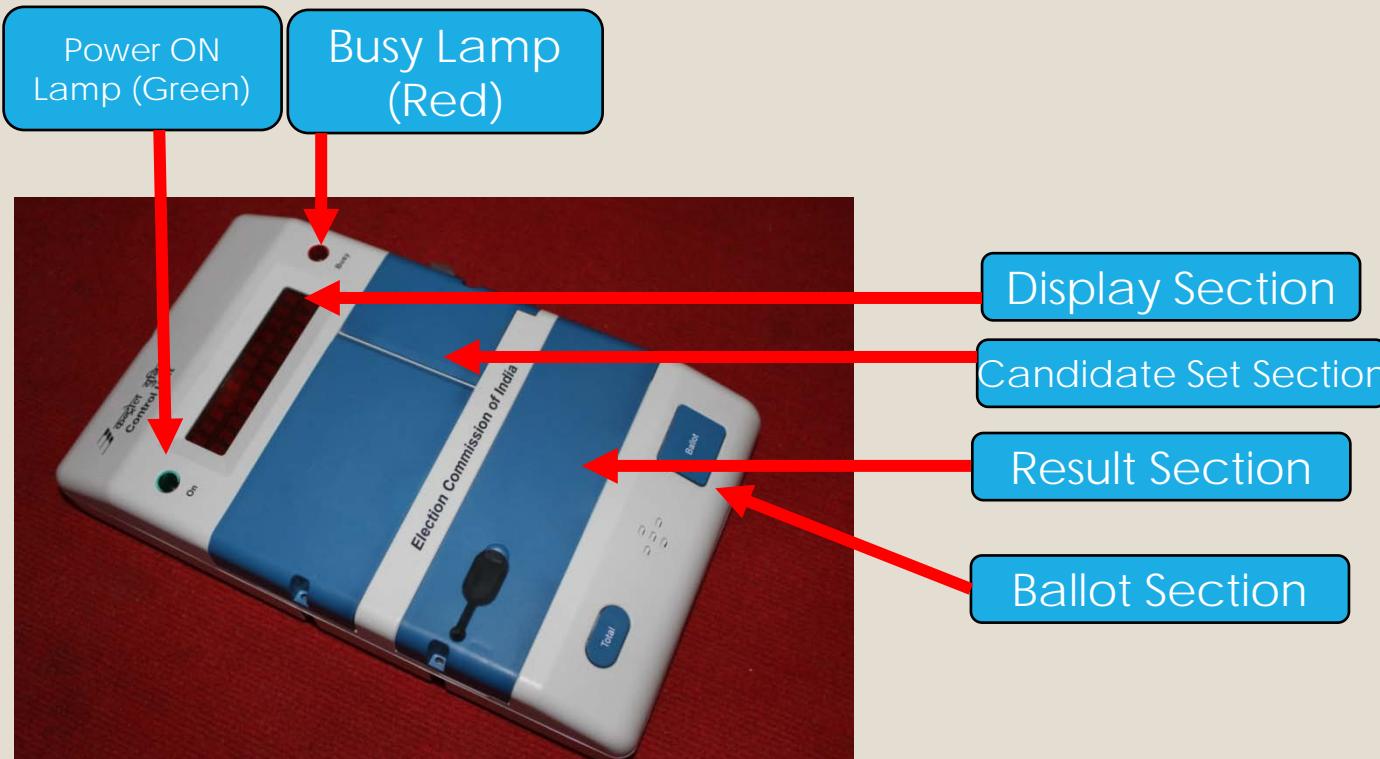


Carrying Case - Ballot Unit

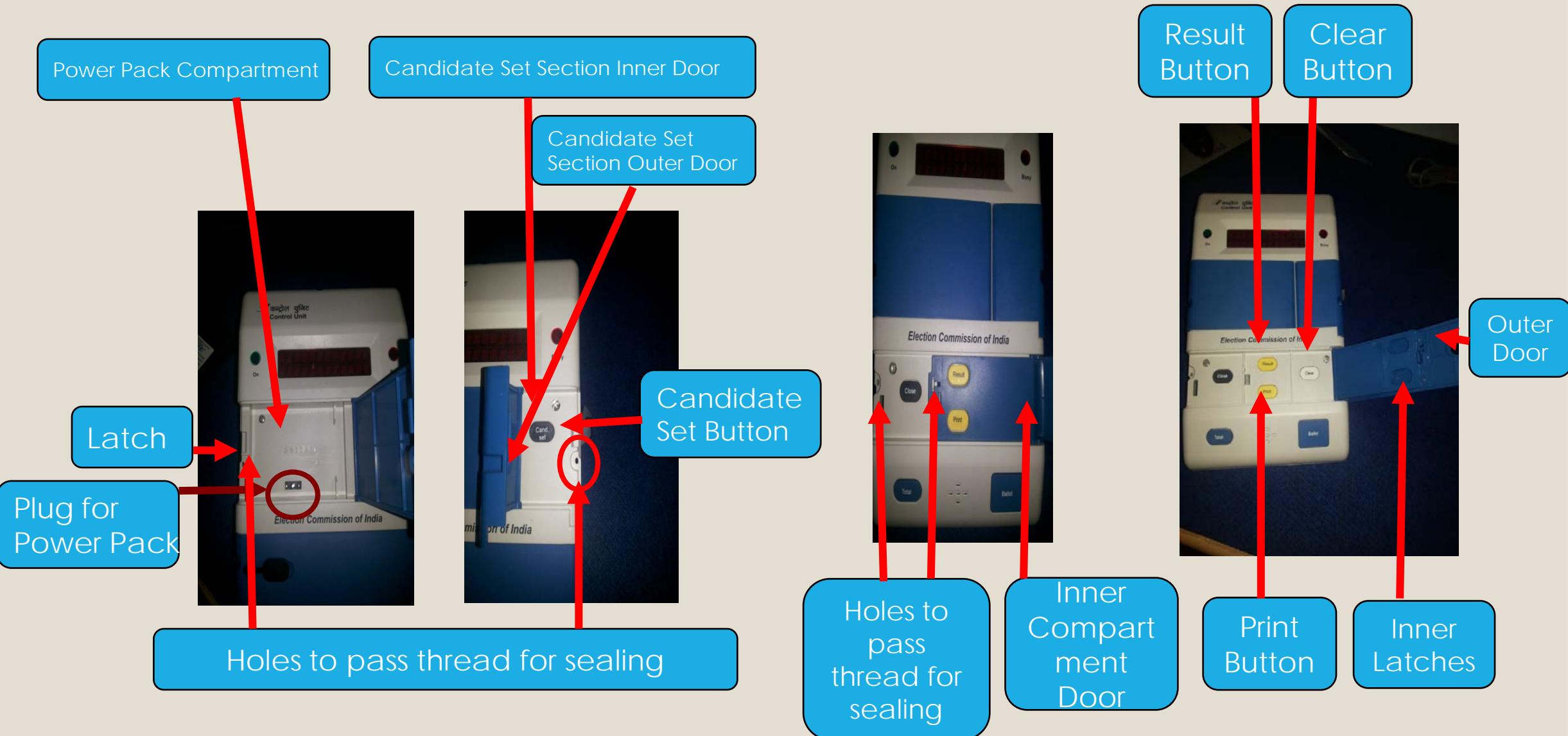


Carrying Case - Control Unit

# EVM - Control Unit – Front View



# EVM – Control Unit –Sections



# Storage and Security of EVMs & VVPATs



# Storage - Categories of EVM Strong Room

1. **EVM Warehouse:** Designated building for storing EVM and VVPAT during non election period
2. **FLC Strong Room:** Having FLC-Ok EVMs/VVPATs after completion of FLC of EVMs/VVPATs.
3. **Repair Strong Room:** Having FLC-rejected EVMs/VVPATs and un-polled non-functional/rejected EVMs/VVPATs pertaining to Awareness, Training, Commissioning, dispersal, mock poll (Category C) etc.
4. **Training & Awareness Strong Room:** Having EVMs & VVPATs pertaining to Training & Awareness.
5. **AC/AS Strong Room:** Having EVMs/VVPATs after First Randomization of EVMs and VVPATs.
6. **Polled Strong Room:** 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. Re-polled machines, if any, may also be kept here.
7. **Reserve Strong Room:** Having Category D (unused/reserve) EVMs/VVPATs after completion of Poll.
8. **District Strong Room:** Storing Category A (Polled) EVMs and VVPATs and Category B (Polled non-functional) EVMs after Counting of Votes till Election Petition Period.

# Storage SoPs – Non-election period – contd.

- Security:

- 1/2 Section Armed Security
- CCTV
- Fire Alarm
- Fire extinguisher both inside and outside

- Inspection by DEO:

- Monthly
- Quarterly (April, July, October & January)

# Security & Safety Arrangements for Warehouse

- Double Lock System
- Deposit keys in Treasury and maintain proper log book for depositing and taking out the keys.
- Handing over and taking over of the keys to be a part of Certificate for Transfer of Charge (CTC).
- Installation of CCTV Camera
- Log book for each entry and exit
- Duty roster for security personnel
- Inform National and State recognized political parties in writing, at least 24 hours in advance.
- Do not open Warehouse having EVMs/VVPATs in Election Petition or court cases for any purpose.
- DEO to nominate an Officer not below the rank of Tehsildar for the purpose of opening/closing of EVM-warehouse.
- Allow National and State Recognized Political Parties Representatives to remain present during opening and closing of the warehouse.
- Conduct of videography is mandatory

# Storage SoPs – Election Period – contd.

## 1. FLC to 1<sup>st</sup> Randomization:

- Custody of DEO
- Strong Room with Double Lock System
- All keys of Lock-1 with DEO and all keys of Lock-2 with Dy.DEO
- 1 Section Armed Security
- CCTV
- Open for taking out **Awareness/Training units (10%)** and after **1<sup>st</sup> Randomization** in presence of political parties (National & State Recognized) under videography

Contd...

# Storage SoPs – Election Period – contd.

## 2. After 1<sup>st</sup> Randomization to dispersal

- Custody of RO
- Double Lock System
- All keys of Lock-1 with RO and all keys of Lock-2 with ARO
- 1 Section Armed Security
- CCTV
- Open only after 2<sup>nd</sup> Randomization for commissioning/preparation and on dispersal day in presence of candidates/ their agents under videography

# **Storage SoPs – Election Period – contd.**

## **3. Poll Day to before Counting Day**

- Custody of RO
- Double Lock System
- All keys of Lock-1 with RO and all keys of Lock-2 with ARO
- CCTV
- 1 Platoon Armed Security (2 tier Security)
- No one allow to enter inner tier
- Daily visit of RO/ARO/DEO/SP
- Candidates/their agents are allowed to watch security

# **Storage SoPs – Election Period – contd.**

## **4. Counting Day:**

- 1 Platoon Armed Security
- 3 tier Security on Counting Day: Inner- CPAF, Middle-SAP, Outer-DAP
- CCTV
- Opening/Closing of Strong Room in presence of candidates/their agents and ECI Observer under videography

# Allocation & Movement

- **Allocation:**
  - EVMs are allocated to poll going State by the Commission
  - Received by District Election Officer (DEO) who is personally responsible for secured storage
  - EMS used for inventory management of all EVMs nationwide for the sake of transparency
- **Secured Transportation:**
  - Movement of EVMs mandatorily managed through EVM Management System (EMS)
  - Only Containerized/Sealed Trucks used
  - All Trucks sealed with Lock and Paper Seals
  - Mandatory GPS tracking of EVM vehicles
  - All movement under 24X7 Police Escort
  - Videography done of shifting process
  - Political parties informed in advance about the opening, stocking and sealing of warehouses while moving EVMs

NB: Around 6 months before the polls Commission allots EVMs to the poll going state either from BEL/ECIL or from other States. The EVMs then move under 24/7 police security and are received by the DEOs who are personally responsible for secured storage in their districts. The entire inventory management is done using EVM Tracking Software.

# ADMINISTRATIVE SAFEGUARDS

## I. STAKEHOLDER PARTICIPATION

Active Participation of & Witness by Political-  
Parties/Candidates in **All Processes**

Opening &  
Sealing of EVM  
Warehouses &  
Strong-rooms

Conduct mock  
poll and receive  
mock poll results



First Level Check (FLC)  
& Candidate Setting

List of EVMs after 1<sup>st</sup> & 2<sup>nd</sup>  
randomization shared

Sign on Paper Seals on  
EVMs after all processes



*Participation During FLC*

# EVM-VVPAT MANAGEMENT CYCLE



| PROCESS   | TIME SCHEDULE |
|---|---------------|
| 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         |
| FLC completion  | P-50          |
| Dispatch of FLC not ok to BEL/ECIL                                      | P-45          |
| 1 <sup>st</sup> Randomization of EVMs/VVPATs                            | P-21          |
| 2 <sup>nd</sup> Randomization of EVMs/VVPATs                            | P-14          |
| Handing over of unused Defective EVMs/VVPAT to manufacturers for repair | C+7           |
| Completion of Repairs   | C+90          |
| Assessment of EVMs/VVPATs by CEO  | V+1           |
| Ordering of consumables LOI   | V+1           |
| FLC start   | V+15          |
| FLC completion  | V+30          |

P = Poll Day

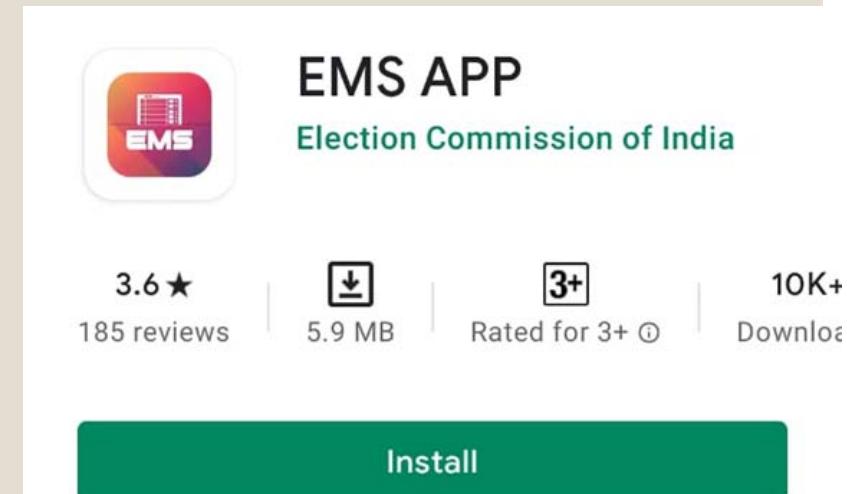
C = Counting

V = Vacancy Date

# EVM Management System (EMS)



- ✓ In house EVM Stock Management Software
- ✓ Barcode of every EVM is scanned into EMS every time it moves from one Warehouse to another
- ✓ All EVM Allocations done on EMS
- ✓ FLC status(OK/Rejected) captured in EMS
- ✓ EVMs Randomisation twice on EMS
- ✓ EVM sent for repair captured in EMS



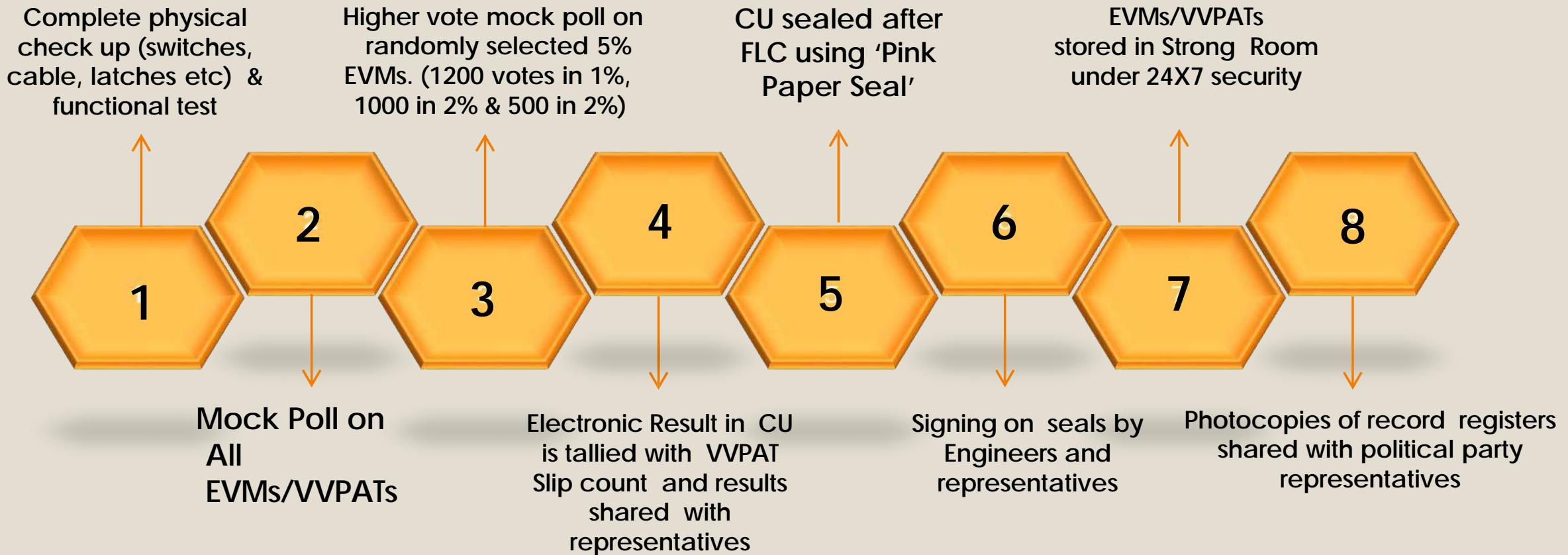
# First Level Checking (FLC)

- FLC is mandatorily done in the presence of representatives of political parties
- Fully sanitized hall and full security
- Webcasting of the entire FLC process
- Full functionality and behavioural check is done on every EVM
- Defective (non-functional) EVMs are kept aside and not used in election
- FLC status captured in EMS

# Arrangements and Precautions during FLC

- ✓ Web-Casting, / CCTV monitoring
- ✓ Spacious, well lit, dust free hall
- ✓ No electronic devices other than permitted
- ✓ Single entry and exit
- ✓ Placement of DFMDs and proper frisking.
- ✓ Arrangements of fire Extinguishers
- ✓ Only two mobile phones for use of EMS
- ✓ 125% EVMs and 135% VVPAT required.(during bye Elections 200%)
- ✓ Proper supervision
- ✓ No Electronic repair during FLC
- ✓ Proper disposal of slips

# FLC Process



# FLC Process

- **Green FLC OK sticker** on passed units to be pasted.
- **Red Sticker** with reasons of rejection will be pasted on FLC-rejected units.
- **Pink Paper Seals** will be pasted on FLC-OK CU and signed by FLC Engineer and FLC supervisor.
- If any EVM is found to be defective, it will be kept aside and sent to the factory of BEL and ECIL for repairs
- Mock Poll should be done with 6 (six) votes against each of the 16 candidate buttons.
- A load test on 1% of the randomly selected FLC-OK EVMs and VVPATs 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.
- FLC work shall be supervised by an officer not below the rank of Dy.DEO.
- After completion of the FLC, DEO to submit certificate to CEO.
- Recording of Webcast/CCTV to be retained till the expiry of 45 days from the date of declaration of result.
- If there is an EP in which recording is relevant, then the recording shall be retained till the disposal of matter, in the safe custody of DEO.

# Training & Awareness of EVMs & VVPATs

- ✓ After FLC & before 1<sup>st</sup> Randomization of EVMs/VVPATs maximum 10% EVMs/VVPATs can be taken out & Paste Yellow sticker

“Training & Awareness”

- ✓ Mark “Training & Awareness” in EMS
- ✓ Share the list of such EVMs/VVPATs with Political Parties
- ✓ No distinction between Awareness & Training EVMs/VVPATs
- ✓ Provide copy of SOP for Demonstration and Awareness Programme on EVM/VVPAT and Probable mistakes to officials
- ✓ Dummy names and symbols to be used.
- ✓ Share list of such machines with representatives of Recognised National and State level political parties and with candidates.
- ✓ Such machines shall be stored in a separate designated warehouse, not below the sub-division headquarters with proper security and lock.
- ✓ Destruction of VVPAT slips by Paper Shredding Machine on a daily basis, in the presence of a Gazetted Officer duly nominated by the DEO.

# Randomization

- ✓ EVMs are **Randomized twice** using EMS
- ✓ No human intervention in randomization
- ✓ Only FLC approved EVMs as per EMS get picked up for first randomisation

## 1st Randomization

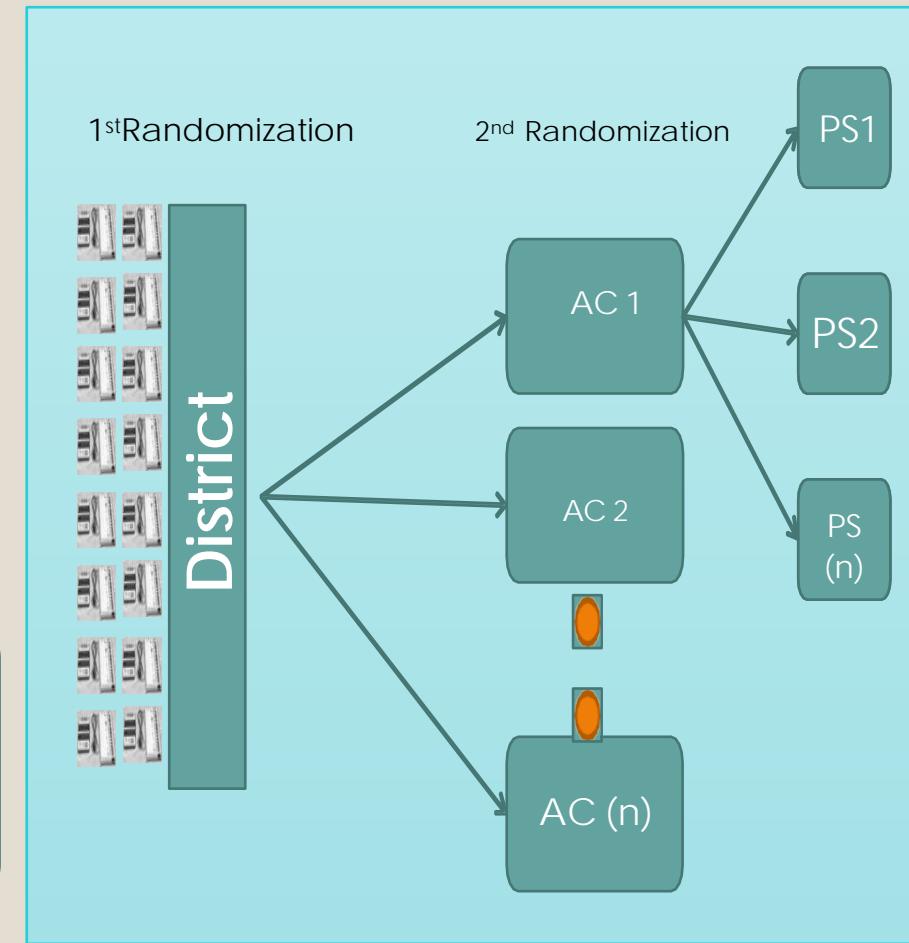


- Done after FLC
- To allocate EVMs from district, randomly, to a particular AC/AS
- In presence of representatives of political parties
- List of AC/AS-wise Randomized EVMs shared with political parties
- Accepted by respective RO

## 2nd Randomization



- Done immediately after finalization of Candidates and just before Commissioning.
- To allocate EVMs available in an AC/AS to polling stations.
- In presence of candidates/election agents and list shared.



# Randomization

Allocation and assigning of EVMs to constituency/PS,

Randomization is the foundation of EVM Security

- Till first randomization- no one knows **which EVM is going to which Constituency.**
- Till nomination finalization- no one knows **the sequence of names on the ballot paper.**
- Hence, till candidate setting **no one (not even RO/DEO/CEO/Commission) knows which button on which BU will be assigned to which candidate**, making even an attempt to tamper absolutely futile.
- Till 2nd Randomization- no one knows **which EVM will go to which PS.**

# Randomization – contd.

## 1<sup>st</sup> and 2<sup>nd</sup> Randomization – activities and differences:

### 1<sup>st</sup> Randomization

- Done after FLC
- To allocate EVMs from district, randomly, to a particular AC/AS.
- In presence of representatives of political parties.
- List of AC/AS-wise Randomized EVMs shared with political parties.

### 2<sup>nd</sup> Randomization

- Done just before ‘candidate setting’.
- To allocate EVMs available in an AC/AS to polling stations.
- In presence of candidates/election agents and list shared.

# Commissioning

- Will be done for all the AC/AS in separate halls.
- Written intimation to all the candidates.
- Single entry and exit point to hall with full security by armed police forces round the clock with 24x7 CCTV coverage.

## Tasks during Commissioning of EVMs & VVPATs

- Checking of Balloting Units, loading Ballot paper and sealing of plastic cabinet of BUs with Pink Paper Seals
- Installation of Paper Roll and Power Pack in VVPATs
- Symbol Loading in VVPATs through SLUs by authorised engineers of BEL/ECIL
- RO to check symbols loaded in VVPATs
- Power pack installation & Candidate Setting in CUs (ensure connection of BU(s) and VVPAT)

## Contd..

- One vote to each candidate to check VVPAT is printing the paper slips correctly
- After Commissioning, 1000 votes on 5% randomly selected EVMs as well as VVPATs.
- Tally the CU result with paper count
- Mock Poll slips generated should be disposed off properly.

# Arrangements and Precautions during Commissioning

- Large Preparation hall is required.
- TV/Monitor for each SLU for simultaneously viewing the symbols being loaded in VVPATs by candidates/their representatives.
- Hall to be free from any electronic components or devices.
- Single entry and exit point to hall with full security by at least one Section of armed police forces round the clock with 24X7 CCTV coverage.
- Permission for Entry to hall through Door Frame Metal Detector (DFMD) on production of Identity card of authorised official/pass issued by DEO.
- Proper frisking at every entry and exit.
- Neither allow anyone to carry any electronic device inside the hall nor anybody to take out anything outside the Preparation Hall.

# Items required for sealing

- EVM Master Register
- EVM issue Register
- Returning Officer's Seal
- Stamp Pad
- Address Tag
- Tag
- Ballot Paper
- Pink Paper Seal
- Battery for CU
- Battery for VVPAT

# EVM Master Register

- Returning Officer should maintain complete record of all CUs, BUs and VVPATs used at the election in a prescribed Master Register.

# Checking and preparation of Ballot Unit (BUs)

- Opening of outer cover of BUs by BEL/ECIL Engineers to examine and certify in prescribed format that all components of BUs are original and show to the candidates / their representatives.
- Ballot Unit - Checking the Serial Number

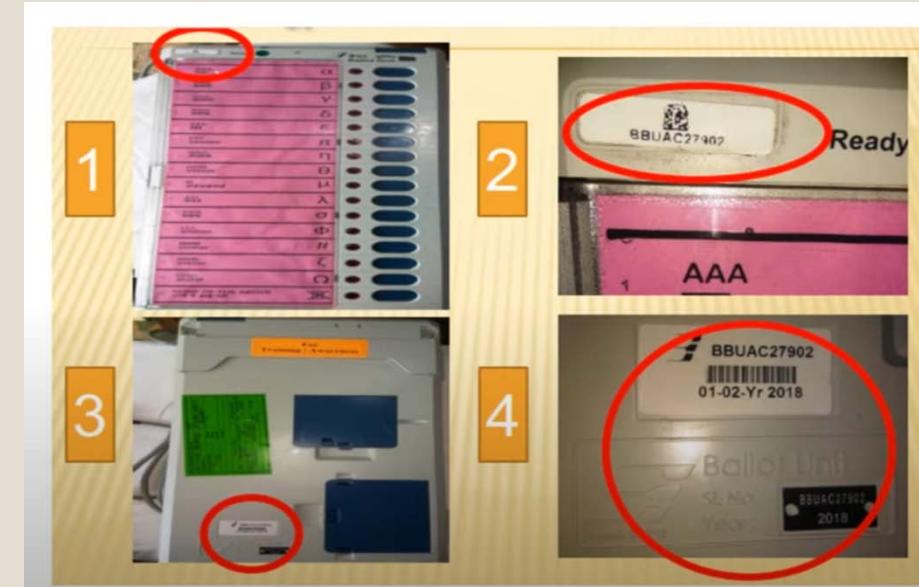
**Part-I**  
**Certification of EVMs by BEL/ECIL**

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.

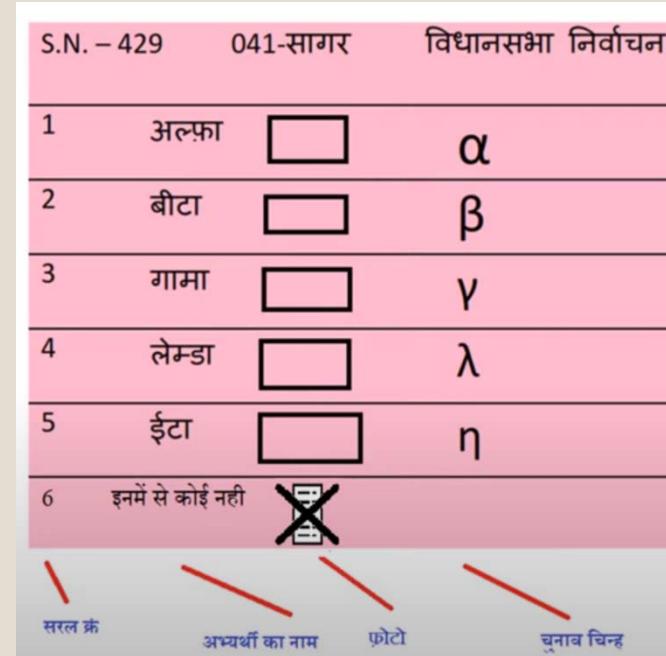
BU Identification No.

(Name & Signature of BEL/ECIL engineers with ID No.)



# Checking and preparation of Ballot Unit (BUs)

- Ballot Paper for BU

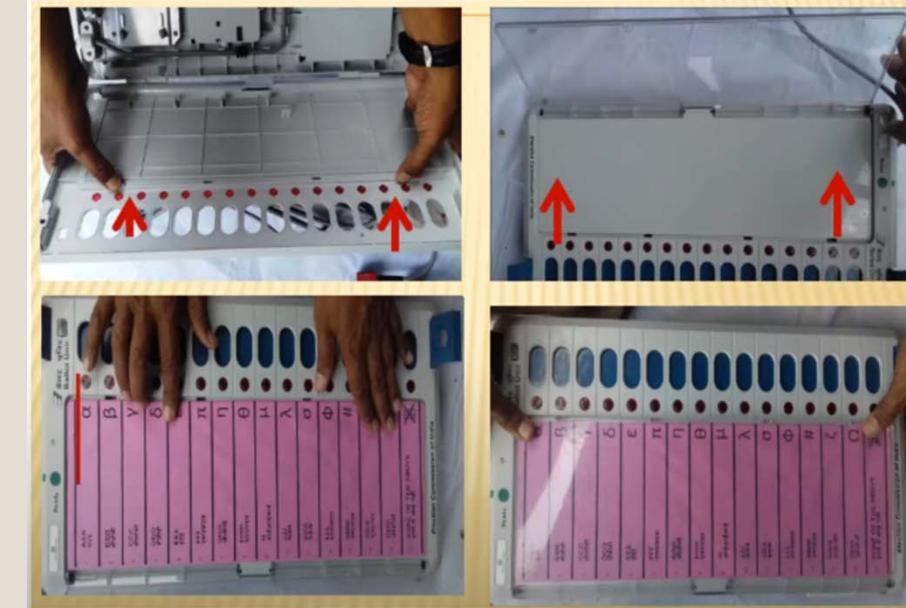
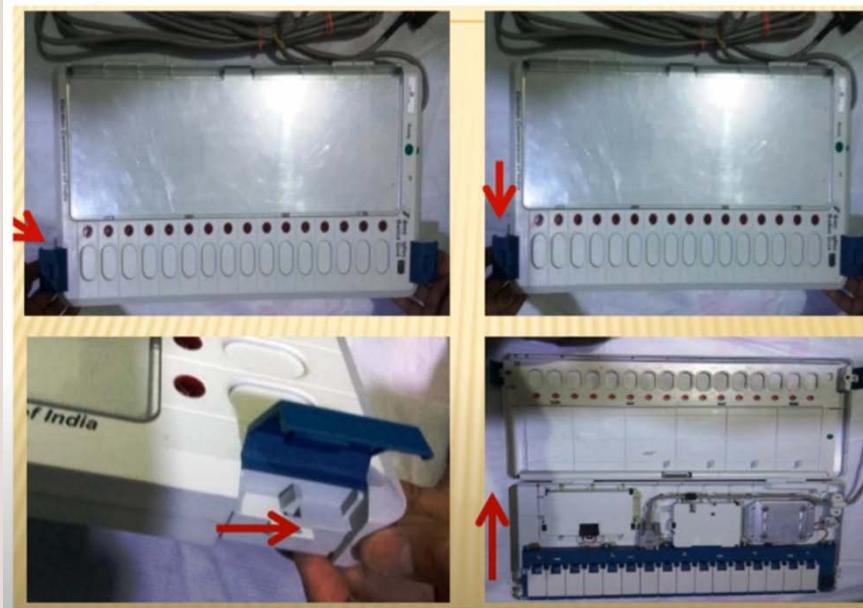


- Returning Officer will put signature on the backside of each Ballot paper to be used in BU.

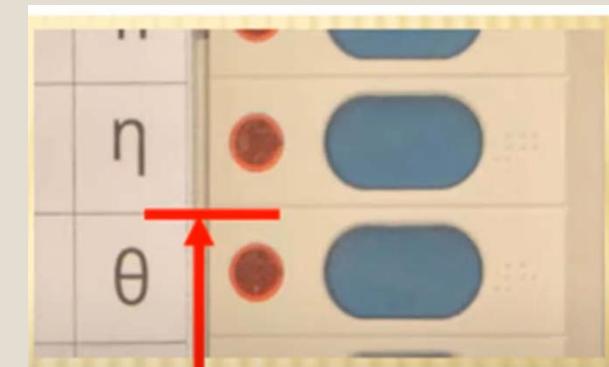


# Preparation of Ballot Unit (BUs)

- *Fixing of Ballot Paper*



- *Ensure that Ballot paper line and groove line of BU must match.*



# Ballot Unit - Sealing

- Seal the ballot paper screen of BU with thread and address tag showing the particulars of election with seal of the RO.
- Paste the transparent tape on the seal.



- Set the two digits of the rotary thumb wheel switches, at the top right corner of BU, at desired position like 01 for BU-I, 02 for BU- 2 and so on.



# Preparation of Ballot Unit (BUs) Contd..

- Ballot Unit - Uncover Ballot Button
- Number on Unmasked Buttons = No. of Candidates + NOTA
- BU should be sealed with Pink Paper Seal, which has two portion/part with same Unique Serial Number.
- Certificate regarding pasting of Pink paper seal (also having signature of Candidates / their representatives) on BU after sealing of the Ballot Units shall be taken from Candidates or their representatives in the prescribed format.
- Pasting of Braille Sticker if more than 1 BU used



# Preparation of VVPAT Unit

- Serial Number of the VVPAT should be checked.



- 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.

# Installation of Paper Roll in VVPAT

- Open the Paper Roll compartment by opening the side latches and by lifting the top cover.
- Remove spindle from its position by pulling towards upward direction.
- Insert spindle into thermal paper roll and then place the thermal paper roll with spindle into its position and press it towards down
- Insert thermal paper roll edge into the guide paper entry and move the paper into the slot by rotating the paper feed knob clock wise.



# Preparation of VVPAT Unit Contd..

- 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 print out with the ballot paper in BU and sign & certify the same.
- After installation of the paper roll, seal the latches of Paper Roll Compartment by passing a thread through holes provided on the latches using address tag.
- Ensure Switching OFF the control unit and keep the paper roll knob in horizontal position before sealing of paper roll compartment

# Preparation of Control Unit (CUs)

- Serial Number of the Control Unit should be checked.



- Install a new power pack (battery) to the control unit
- Connect the inter connecting cables of BU with VVPAT and VVPAT with CU as shown. 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. Unlock the paper roll lock of VVPAT

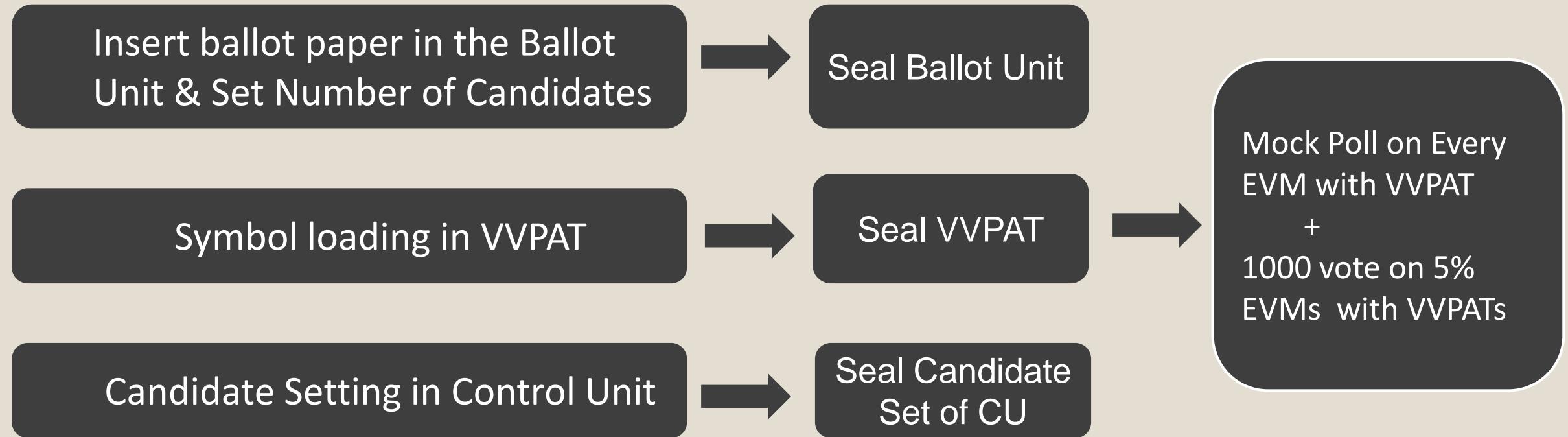


# Preparation of Control Unit (CUs)

- Open the candidate section of CU.
- Switch on the CU
- Press candidate set button of CU. Display panel of CU show Set Candidate.
- On hearing small BEAP, press the LAST UNMASEKD Button of BU. The Last UNMASKED Button must be of NOTA
- If CU display INVALID, then press the button in the sequence CLOSE – RESULT – CLEAR & then repeat step 3 & 4.
- Mock Poll with one vote to each candidate to check that the VVPAT is printing the paper slips accurately
- After mock poll, Switch OFF the CU and lock paper roll knob of VVPAT.
- Seal the latches of paper roll compartment of VVPAT and Battery & Candidate Set compartments of CU using thread seals and address tags.
- Allow the candidates/their agents to affix their signatures with party abbreviations on Address Tags.

# Candidate Setting

## Candidate Setting Process



Presence of political parties/candidates/their representatives in every election related process is mandatory

Contd...

# Candidate Setting – contd.

## Security Measures

- Done only after finalization of the names of contesting candidates.
- Fully sanitized hall and full security.
- Done in the presence of candidates or their agents.
- Introduction of new Symbol Loading Units (SLUs) for loading symbols in VVPATs, and enabling simultaneous live viewing on TV monitor by all stakeholders

# Dispersal of Polling Parties



# Dispersal of Polling Parties

- ✓ Opening of strong room in the presence of candidates/their agents on the day of dispersal
- ✓ **Not to test functioning of EVMs and VVPATs at the time of dispersal and before mock poll at polling station.**
- ✓ Polling Parties can physically check EVMs & VVPATs. However, CU can be switched ON to check battery status, No. of candidates etc.
- ✓ Ensure VVPAT knob is in Horizontal position (**Transportation mode**)
- ✓ Ensure VVPAT is not opened in direct Sunlight
- ✓ GPS tracking of movement of vehicles having EVMs/VVPATs



Transportation →



← Working

## Conduct of Mock Poll

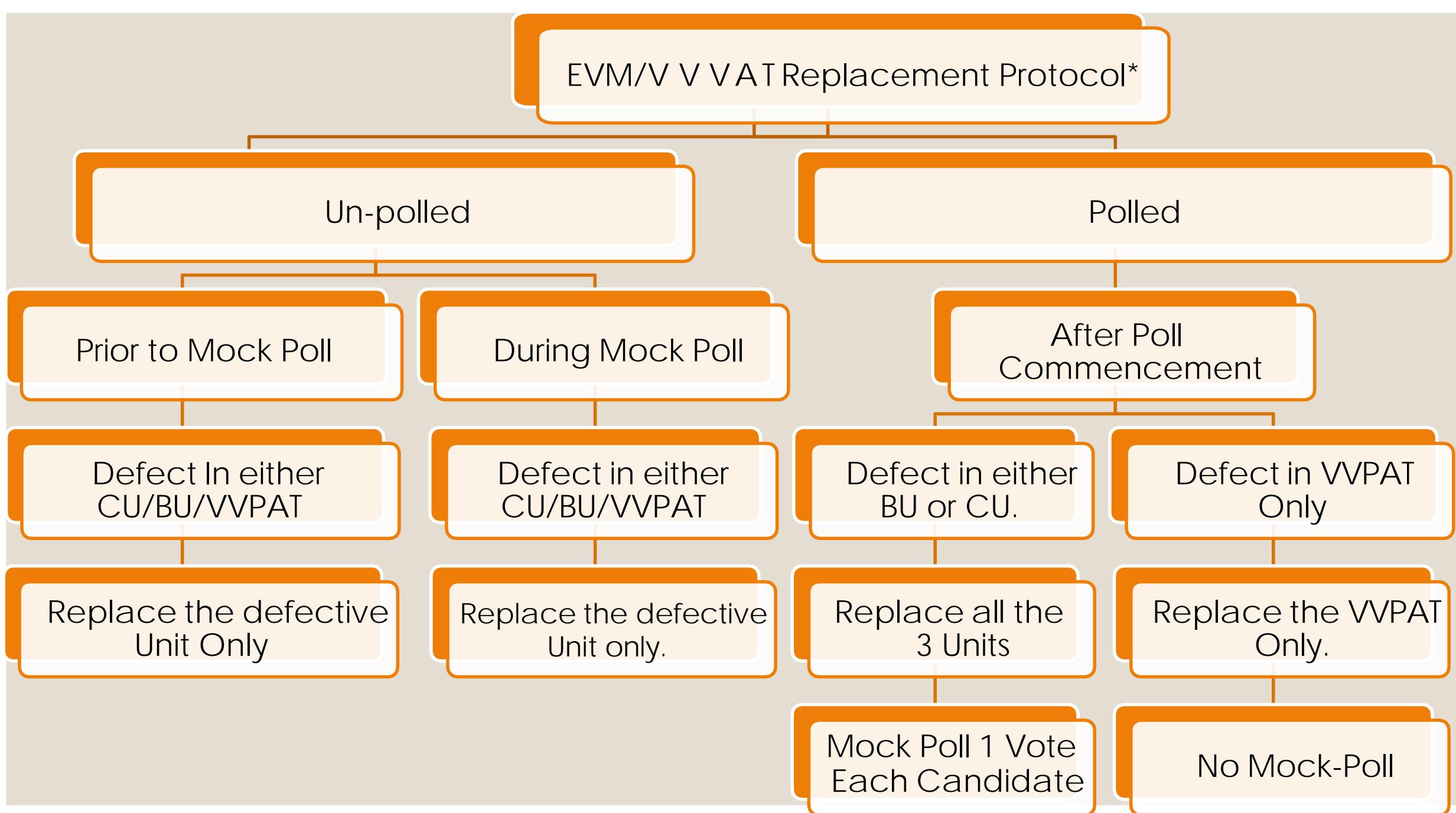
**Move Strictly as per the Mock Poll SOP given in PO Handbook**

- 1) 90 before start of Actual Poll if more than 1 polling agent is available, otherwise wait for 15 minutes
- 2) At least 01 vote to each candidate button including NOTA
- 3) At least 50 votes cast during mock poll
- 4) Verify electronic count of CU with VVPAT slips
- 5) Stamping and Sealing of mock poll VVPAT slips in black envelope
- 6) Erase mock poll from CU
- 7) Fill Mock Poll Certificate given in Presiding Officer's Report
- 8) Sealing of CU and VVPAT drop box



**NOTE:** In case of a defective BU or CU or VVPAT at the time of mock poll, only corresponding unit shall be replaced

## EVM/V V VAT Replacement Protocol\*



# Poll Day

- Sealing of CU and VVPAT after mock poll
- Pressing of CLOSE BUTTON after completion of Poll
- Sealing of BU/CU/VVPAT in respective carrying case after poll
- Replacement Protocol
  - Respective Unit during Mock Poll
  - Entire Set (BU+CU+VVPAT) in case of Non-functional of BU or CU and VVPAT only in case of Non-functional of VVPAT
  - **Handling of critical situations**- no beep sound, no paper cutting, 49MA etc.

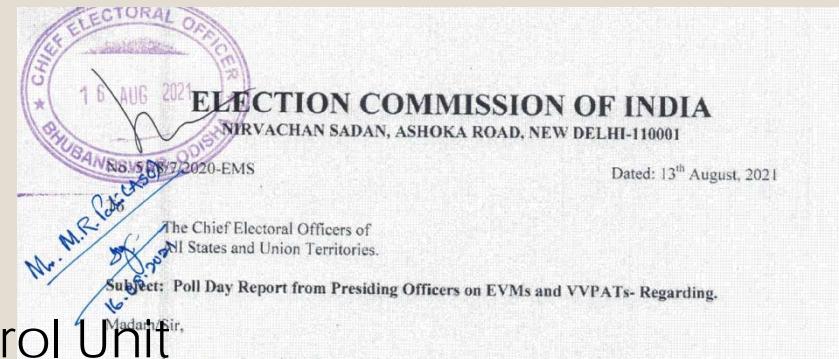
## Newly designed Pink Paper Seals and Green Paper Seals for sealing of EVMs



### Sealing of Result Section of the Control Unit with Green Paper Seal



# Poll Day Report from PRO on EVMS & VVPATs



Dated: 13<sup>th</sup> August, 2021

- A. Part – I Mock Poll Certificate \*
- B. Part – II Replacement of Power Pack of the Control Unit
- C. Part – III Pressing of Close Button after Completion of Poll Certificate \*
- D. Part –IV EVM/VVPAT Replacement Report (if Replaced During Mock Poll)
- E. Part – V EVM/VVPAT Replacement Report (if Replaced During Actual Poll)

| 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<br>(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 slips against candidates | Result displayed in CU & Printed Paper Slips count tallied with each other (YES/NO) | Signature of polling agents with party abbreviation/Independent |

| PRESIDING OFFICER'S REPORT  |   |           |
|---|---|-----------|
| PART-III: PRESSING OF CLOSE BUTTON AFTER COMPLETION OF POLL   |   |           |
| Name of the Election : .....  | ( to be pre-printed)                      |           |
| No. & Name of the AC/AS : .....   | ( to be pre-printed)                      |           |
| No. & Name of the 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 |
|   |   |           |
|   |   |           |

# **After poll**

- Press CLOSE button of CU after poll
- 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 and deposit the same in the receiving center.
- The polled EVM should be kept in the Polled EVM strong room with proper security. Representative of political party will be allowed to keep watch on the strong room.

# Special Cases related to CU while counting the votes

- If a particular CU used at a PS does not display the results, such CU will be kept inside its carrying case and is to be kept in custody of RO; while continuing with counting of other EVMs. Thereafter, counting of printed paper slips of VVPAT(s) under R 56D COER 1961 shall be taken up.
- If close button of the CU was not pressed by the Presiding Officer, the message on CU will be "INVALID" when Result button is pressed. If the votes in CU and 17 C are tallying The RO/Counting Supervisor shall press the "Close" button of the CU(s) followed by the "RESULT" button to get the results. Proceedings of the such activity has to be recorded explaining the facts to the candidates/counting agents and their signatures taken thereon.

# EXAMPLES OF CRITICAL MISTAKES

## 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 used for testing with 4-BUs having 64 dummy symbols (including NOTA)
- Irregularity on use of Dummy Symbols

## Commissioning of EVMs and VVPATs

- Non-checking of candidate symbols uploaded in VVPAT during commissioning.
- In case of M3 EVMs, M3 VVPATs and all BUs should be connected at the time of commissioning of the EVMs otherwise EVM will not accept a VVPAT or BU at a later stage.

## Transportation of VVPATs

- Not Locking the paper roll when transporting the VVPAT from one place to another

## Dispersal

- Switching on the VVPAT in broad daylight at the time of dispersal as that may cause VVPAT machine to go into error mode.

# EXAMPLES OF 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.
- 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.

## 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.

## 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.

## ERROR

1. Lamp does not glow when the EVM is switched ON.

## REASON

Battery (power pack) is not fitted properly or it maybe drained.

## REMEDY

Insert the battery (power pack) properly. If the problem persists replace battery.

2. No beep sound and display indication when the EVM is ON.

The Control Unit is defective and not fit for use.

3. Display shows **INVALID** and a beep sound heard.

The button not pressed in proper sequence

Replace the Control Unit with the good one and report to BEL.

Press the button in proper sequence only.

## ERROR

## REASON

## REMEDY

3.1) **INVALID** When  
**CANDIDATE SET** button  
is pressed.

Ballot or Close button is  
already pressed

EVM accepts  
Candidate only when  
it is cleared.

3.2) **INVALID** When  
**CLEAR** button is  
pressed.

Previous result not  
seen.

Press the result  
button.

3.3 **INVALID** When  
**BALLOT** is pressed

Machine  
Closed

Follow complete  
sequence

3.4 **INVALID** When  
**RESULT** is pressed

Machine NOT  
CLOSED

Press the close  
Button.

## ERROR

4. No response to TOTAL button in the Control Unit.

5. Ballot button is pressed, Busy lamp does not glow. Instead *BU01 NOT RESPONDING* appears on the Display Panel and short interrupted beep sound is heard.

## REASON

Busy lamp is ON

Interconnecting cable of BU1 not Connected

## REMEDY

Allow the voter to record his/her vote.

Fix the cable properly.

## ERROR

## REASON

## REMEDY

6. Display showing **ERROR** and a beep sound is heard.

Control Unit is defective

Replace the Control Unit

7. **"Pressed Error"**

BU Button is struck.

Switch off the CU, gently check the BU Buttons or replace.

8. **INOPERATIVE.**

Dysfunctional CU.

Replace CU.

9. All candidate LED of BU are blinking.

BU is dysfunctional.

Replace BU



THANK  
YOU

Dr. Pinak Pani Nath Choudhury

