



Manual on Electronic Voting Machine And VVPAT

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भारत निर्वाचन आयोग
Election Commission of India

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“Greater Participation for a Stronger Democracy”

FOREWORD

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

This is the 4th Edition of Manual on Electronic Voting Machine and VVPAT, which has been restructured in view of the 100% use of VVPATs with EVMs and to familiarize the readers with the genesis of the Electronic Voting Machine, Process of its Development, Procurement, Storage and legal provisions. On the other side this manual contains all important instructions on use of Electronic Voting Machines and Voter Verifiable Paper Audit Trail, making it useful handbook on the subject for the Electoral machinery handling the Electronic Voting Machines and Voter Verifiable Paper Audit Trail system.

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

February, 2019

EVM Division
Election Commission of India
New Delhi

MANUAL ON EVMs AND VVPATs

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CHAPTER – 1

INTRODUCTION

ELECTRONIC VOTING MACHINE (EVM)

The Electronic Voting Machine (EVM), the replacement of the ballot box is mainstay in the electoral process. First conceived in 1977 in the Election Commission, the Electronics Corporation of India Ltd. (ECIL), Hyderabad was assigned the task to design and develop it. In 1979 a proto-type was developed, which was demonstrated by the Election Commission before the representatives of political parties on 6th August, 1980. The Bharat Electronic Ltd. (BEL), Bangalore, another public-sector undertaking, was co-opted along with ECIL to manufacture EVMs once a broad consensus was reached on its introduction.

First time use of EVMs occurred in the general election in Kerala in May, 1982; however, the absence of a specific law prescribing its use led to the Supreme Court striking down that election. Subsequently, in 1989, the Parliament amended the Representation of the People Act, 1951 to create a provision for the use of EVMs in the elections (chapter 3). A general consensus on its introduction could be reached only in 1998 and these were used in 25 Legislative Assembly constituencies spread across three states of Madhya Pradesh, Rajasthan and Delhi. Its use was further expanded in 1999 to 45 Parliamentary Constituencies and later, in February 2000, to 45 Assembly Constituencies of the Haryana Assembly elections. In the State Assembly elections, held in May 2001, in the states of Tamil Nadu, Kerala, Pondicherry and West Bengal, the EVMs were used in all the Assembly Constituencies. Since then, for every State Assembly election, the Commission has used the EVMs. In 2004, in the General Election to the Lok Sabha, the EVMs (more than one million) were used in all 543 Parliamentary Constituencies in the country.

An EVM consists of two units, namely, Control Unit (CU) and Balloting Unit (BU) with a cable (5 mt. long) for connecting the both. A Balloting Unit caters upto 16 candidates. There are number of variants available for the EVMs. Time-to-time, it has evolved and has become more robust. In case of pre-2006 (M1) and post-2006 EVMs (M2), 4 (Four) Balloting Units can be cascaded together to accommodate upto a maximum of 64 candidates (including NOTA), which can be used with one Control Unit. In case of upgraded post-2006 EVMs (M3), 24 (Twenty Four) Balloting Units can be cascaded together 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 Balloting 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.



Control Unit

Balloting Unit

The design and application of EVMs in the elections are considered a significant achievement in global democracy. It has brought more transparency, swiftness, and acceptability in the system. It has also helped in creating a vast pool of election officials well versed in its use. In its evolution, the Commission has issued series of instructions, frequently asked questions, and technical guidelines. During this period a number of judicial pronouncements has also helped in making the EVMs an integral component of our electoral system.

VOTER VERIFIABLE PAPER AUDIT TRAIL (VVPAT)

In a meeting of all political parties held on 4th October, 2010, the parties expressed satisfaction with the EVM but some parties requested the Commission to consider introducing Voter Verifiable Paper Audit Trail for further transparency and verifiability in poll process. The Commission referred the matter to its Technical Expert Committee on EVMs for examining and making a recommendation in this regard. The Expert Committee had several rounds of meetings with the manufacturers of EVM, namely, BEL & ECIL, on this issue and then had met the political parties and other civil society members to explore the design requirement of the VVPAT system with the EVM.

On the direction of the Expert Committee, the BEL and ECIL made a prototype and demonstrated before the Committee and the Commission in 2011. On the recommendation of the Expert Committee on EVM & VVPAT system, the Commission conducted simulated election for the field trial of VVPAT system in Ladakh (Jammu & Kashmir), Thiruvananthapuram (Kerala), Cherrapunjee (Meghalaya), East Delhi District (NCT of Delhi) and Jaisalmer (Rajasthan) in July 2011. All stake holders including senior leaders of political parties and civil society members participated and witnessed enthusiastically in the field trial. After 1st field trial of the VVPAT system, Commission made a detailed reassessment of the VVPAT system to further fine tune the VVPAT system. Accordingly, the manufacturers developed 2nd version of VVPAT prototype. The same was again subjected to 2nd field trial in the said five locations in July-August 2012.

In the meeting of the Technical Expert Committee held on 19.02.2013, the Committee approved the design of VVPAT and also recommended the Commission to take action on amendment of the rules for using VVPAT. The Government of India notified the amended Conduct of Elections Rules, 1961 on 14th August, 2013, enabling the Commission to use VVPAT with EVMs. The Commission used VVPAT with EVMs first time in bye-election from 51-Noksen (ST) Assembly Constituency of Nagaland. Thereafter, VVPATs have been used in selected constituencies in every election to Legislative Assemblies and 8 Parliamentary Constituencies in General Election to the House of the People-2014.

Facts on VVPAT:



Control Unit

VSDU

Printer (VVPAT)

Balloting Unit

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 7 seconds. Thereafter, this printed slip automatically gets cut and falls in sealed drop box of the VVPAT.

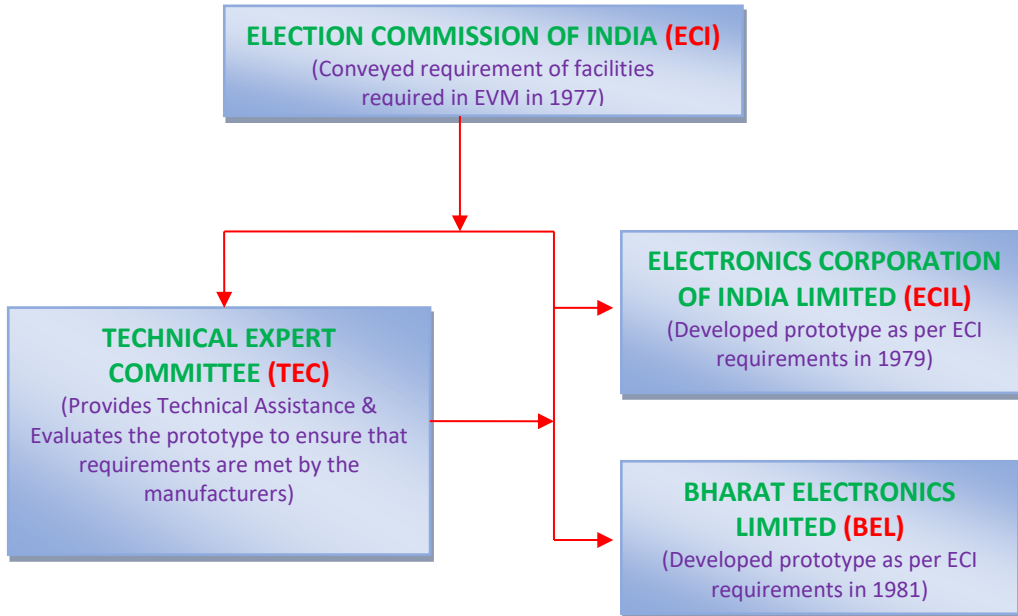
VVPAT consists of a Printer and a VVPAT Status Display Unit (VSDU). However, in M3 VVPAT, there is no VSDU and status of VVPAT display on Control Unit of M3 EVM. VVPAT runs on a power pack (Battery) of 22.5 volts. Control Unit and VSDU are kept with the Presiding Officer/Polling Officer and Balloting Unit and Printer are kept in the voting compartment.

This Manual on EVMs is an important milestone in documentation as it brings all previous instructions and guidelines on a single platform for better readability. Divided in **26 chapters**, it details legal framework, series of checking, randomization, storage instructions, setting of EVMs (with VVPAT), mock poll instructions, counting instructions, frequently asked questions, judicial decisions, and earlier references.

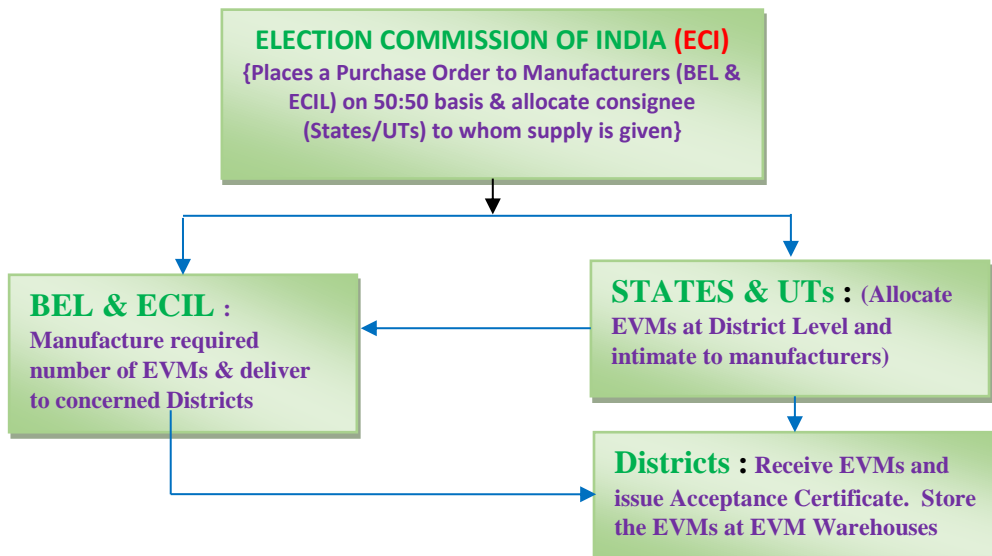
CHAPTER – 2

FLOW CHART (EVM/VVPAT PROCESS AT A GLANCE)

CONCEPT AND DESIGNING OF ELECTRONIC VOTING MACHINES (EVMs) & VOTER VERIFIABLE PAPER AUDIT TRAILS (VVPATS)



PROCUREMENT OF EVMs/VVPATs



USE OF EVMs/VVPATs IN ELECTIONS

District Election Officer

(Testing Checking & Allocation of EVMs & VVPATs Assembly/Assembly 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/assembly segment wise.



Returning/Assistant 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 election material handed over to polling parties in the presence of Candidates/their agents



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 of polling agents of the contesting candidates.
- After Mock-poll, data of mock poll is cleared and Result section and drop box of VVPAT are sealed 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.



Returning/Assistant Returning Officer

(Counting of Votes)

- On counting day, Strong Rooms are opened in the presence of Candidates/their Agents and Observers of the ECI.
- Counting of Votes is done in the presence of Candidates/their Agents and Observers of the ECI.
- After counting of votes EVMs/VVPATs are sealed and stored in Strong Rooms.



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/VVPATs involved in EP is till the final disposal of EP including Appeal, if any.
- DEOs can clear data/slips from the EVMs/VVPATs 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
FLC completion	P-50
1 st Randomization of EVMs/VVPATs	P-21
2 nd 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 – 3

LEGAL PROVISION FOR THE USE OF EVMs & VVPATs

- 3.1** 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.

Thereupon, 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

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

(b) 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 Election Commission.

(2) Thereupon 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 5[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.
- (3) The provisions of this Act and of any rules or orders made thereunder shall apply to every such fresh poll as they apply to the original poll.]

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.]

135A. Offence of booth capturing.—

- [(1)] Whoever commits an offence of booth capturing shall be punishable with imprisonment for a term which 6[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 7[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 6[prevent others from free exercise of their right to vote];
- (c) 8[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 rules¹ 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 section 33A;]

[(aa)] the duties of presiding officers and polling officers at polling stations;

[(aaa) the form of contribution report;]

(b) 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;];

(c) 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;

(d) 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;

(e) 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;]

(f) 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;

(g) 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;]

(h) the safe custody of 3[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;]

(i) 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.]

3.2 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 Form 17A.
 - (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 alongwith 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 Form 17A 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 Form 17A, 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 may be 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 votes 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 Form 17C.

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 recognise the symbol on the balloting unit of the voting machine or unable to record his vote by pressing the appropriate button thereon 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 so to do, 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 however, 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 Form 17A;
 - (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 Form 17C;
 - (c) the sealed packets referred to in rule 49U; and
 - (d) all other papers used at the poll. 80
- (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 Form 17A 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,—

- (i) 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 Form 17C;

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 therefor.

- (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.’;
- (ii) 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; 91
 - (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 Form 17A

[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 – 4

STORAGE OF EVMs AND OPENING OF EVM-WAREHOUSE

4.1 During Non-Election Period

Non-election period means, after EP period (i.e. 45-days from the date of declaration of the result of the last election) and upto announcement of next election in the constituency.

4.1.1 *Physical Verification of EVMs*

During non-election period, 100% physical verification of EVMs shall be carried out by the District Election Officers (DEOs) in the month of April every year so that the report of the same is made available to the Commission through the Chief Electoral Officer of the concerned States/UTs by 15th May every year. For this purpose, the Commission will issue a direction for opening of EVM-warehouses. On receiving direction from the Commission, the DEOs shall take the following course of action:-

- a) CEO/DEO shall ensure that EVM-warehouses, in which EVMs pertaining to any election petition or court cases are stored, shall not be opened for the purpose of physical verification of EVMs.
- b) DEO shall nominate an Officer not below the rank of Tehsildar for the purpose of opening of EVM-warehouse [except EVM-warehouse mentioned at (a) above] and for conducting physical verification of EVMs.
- c) National and State recognized political parties shall be informed in writing, at least 24 hours in advance, about the date and time of opening and closure of EVM warehouse. Their authorized representatives shall be allowed to remain present at the time of opening and closure of the warehouse. A report shall be prepared in this regard and signature of the authorized representatives of political parties shall also be taken on the report.
- d) The authorised representatives of Political Parties shall be allowed to witness the Annual Physical Verification of EVMs & VVPATs.
- e) Duty Register of persons engaged in physical verification to be maintained. This register shall be preserved for 5 years.
- f) Details of EVMs shall be maintained in a Master Stock Register (MSR). MSR shall be maintained warehouse-wise for every district in the format given in **Annexure –1**.
- g) Based on this MSR, the DEO shall send a physical verification report in the format given in **Annexure - 2** to the Commission through the CEO of the concerned States/UTs.

4.1.2 *Storage of EVMs*

- i. EVM should be stored in Treasury, wherever possible.
- ii. Where not stored in the Treasury, EVMs must be stored in a separate warehouse where nothing other than EVM is kept.
- iii. Normally the EVMs should be stored at District Head Quarters.

- iv. Under exceptional circumstances, with reasons recorded in writing by DEO at Warehouse other than District HQ but not below Tehsil HQs
- v. No EVM shall be kept outside the EVM warehouse (i.e. all the EVMs should be kept in EVM warehouse and not at any other place) for any purpose without specific approval of the Commission.
- vi. Action to be taken in case of traced or recovered lost/stolen EVMs
 - a. Furnish the detailed report to the Commission.
 - b. Recovered/traced units shall not be stored/kept in the warehouse having EVMs/VVPATs and must be stored/kept in a separate store.
 - c. Stock-taking of such recovered/traced units of EVM shall not be done, if already does not exist in stock inventory; and
 - d. Recovered/traced units of EVM should be sent to the factory for destruction.
- vii. EVM storage warehouse must not have more than one (1) entry point. If there are any other doors or windows in the warehouse, they should be sealed using brick-masonry or concrete.
- viii. **Custody of Warehouse Keys:**

During Non-election period (After Election Petition Period to FLC/Before 1st randomisation) :-

- a) For EVM Warehouses Room at District Head Quarters, there shall be a double-lock system (two locks- Lock-1 and Lock-2), which should be held jointly by DEO and Dy. DEO, and all the keys of Lock-1 shall be in custody of DEO and all the keys of Lock-2 shall be in the custody of Dy. DEO. Handing over and taking over of keys to be a part of CTC. The keys shall be deposited by each Officer in the Treasury and proper logbook shall be maintained during depositing in and taken out the keys after following due procedure.
- b) Other EVM Warehouse outside the District Head Quarters, must also be secured by a double-lock system (two locks- Lock-1 and Lock-2), managed by two separate officers, duly nominated by the DEO, one of whom shall not be below the rank of Dy. Collector/SDM and second not below the rank of Tehsildar. All the keys of Lock-1 shall be in custody of one Officer and all the keys of Lock-2 with other Officer and the warehouse shall necessarily be opened in presence of these two designated officers, after following all prescribed protocols. Also, prior written approval of DEO shall be obtained before opening the warehouse.

After 1st randomisation (upto counting of votes is over):-

During this period, AC-wise EVMs & VVPATs are allocated and shifted to AC-wise Strong Room.

For AC-wise Strong Room, there must be a double-lock system. All the keys of one lock shall be kept in custody of RO (for Assembly segment) and all the keys of other lock shall be kept by the ARO or any other officer, duly nominated by the DEO but not below the rank of Tehsildar. The DEO shall remain over all in-charge of the safe custody of EVMs and VVPATs.

After the counting is over:-

After the counting is over, the EVMs/VVPATs shall be kept in the AC-wise Strong Room under double lock system and the keys shall be kept in the custody of DEO and Dy. DEO till the period of Election Petition is over as mentioned at para (a) of Non-election period.

- viii. **Main switch of the warehouse/strong room should be installed outside the warehouse/strong room and the electricity be disconnected after sealing the warehouse/ strong room to avoid short circuiting. No externally powered unit should be installed or kept inside the strong room.**
- ix. Warehouse must be free from dampness, pests, rodents etc. Proper fire-fighting arrangement must be made available. Warehouse should be free from flood/water logging risk/cracks/leakage/broken window etc. To provide an inlet/outlet for air-circulation to avoid foul smell in strong rooms, exhaust fan may be installed, subject to the following conditions:-
 - a) Exhaust fan shall be installed on the front side of the strong room, where security guards are posted and not on the rear side;
 - b) Exhaust fan shall be installed at the highest point feasible, below the roof;
 - c) A strong iron grill shall be installed at the vent/passage where exhaust fan will be installed.
 - d) EVMs must be kept in a safe manner.
- x. Adequate security arrangement must be made at warehouse by deputing police/security guard round the clock.

4.1.3 Movement of EVMs

During non-election period, EVMs shall not be moved in or out of the EVM warehouse without specific approval of the Commission.

In case of intra or inter State shifting of EVMs, on the direction of the Commission, the following shall be strictly followed:-

- i. The CEO will communicate the direction of the Commission on shifting of EVMs to the DEO concerned.
- ii. DEO(s) will issue written order to the officer referred in para 4.1.1(b) above for opening of EVM-warehouse [except EVM-warehouse mentioned at [4.1.1(a)] to shift the required number of EVMs.
- iii. On receiving the written order of the DEO, the nominated Officer shall identify the EVMs to be moved out and make an entry of the details of such EVMs in the Master Stock Register/Movement Register and shall take a written acknowledgement from the officer, who is receiving the EVM, as proof of having received the EVMs.

4.2 During Election Period

4.2.1 *Physical Verification of EVMs*

If there is a general election during the year, the DEO shall carry out 100% physical verification of EVMs during the First Level Checking of the EVMs and send the report to the Commission through Chief Electoral Officer in the format in **Annexure –3**.

4.2.2 *Storage of EVMs*

4.2.2.1 *Pre-Poll Storage:*

After FLC and first randomization of EVMs, EVMs shall be handed over to the Returning Officer/Assistant Returning Officer concerned. The Returning Officers shall follow the following guidelines:-

- i) RO/ARO shall store the EVMs, allocated for his constituency, in a strong room in the presence of representatives of National/State Level Political Parties, under videography. EVMs meant for training and awareness of voters shall be kept in a separate strong room so that strong room having EVMs (including reserve EVMs) meant for poll need not be opened before preparation of EVMs.
- ii) Thereafter, RO shall open the strong room having EVMs (including reserve EVMs) meant for poll at the time of preparation of EVMs (candidate setting) in the presence of candidates/their representatives, under videography.
- iii) After preparation of EVMs at RO level, EVMs including reserve EVMs shall again be kept in strong room in the presence of candidates/their representatives, under videography.
- iv) Thereafter, RO shall open the strong room having EVMs (including reserve EVMs) on the day of dispersal of polling parties in the presence of candidates/their representatives, under videography.
- v) After completion of poll, polled EVMs shall be escorted back to the strong room for storing in double lock system in the presence of candidates/their representatives, under videography. It shall be ensured that complete set (BU, CU & VVPAT) of a particular polling station shall be kept in the same strong-room.
- vi) Unused EVMs and unused VVPATs shall be stored in separate strong room and not kept in strong room having polled EVMs/VVPATs.

4.2.2.2 *Post-Poll Storage (Polled EVMs/VVPATs storage):*

The following instructions shall be strictly followed for the security and safety of strong rooms where the polled EVMs and VVPATs are kept for counting of votes –

- i) The strong rooms should have double lock system. One key should be kept with District Election Officer and the other with Returning Officer of concerned assembly constituency.
- ii) Two cordoned security arrangements should be made round the clock for the strong rooms having polled EVMs kept for counting of votes. The CPF should man the innermost perimeter security immediately outside the strong room and the State Armed Police should man the outermost perimeter security.

- iii The minimum security requirement for strong room of polled EVMs and VVPATs must be One Platoon. A logbook shall be maintained during the said period.
- iv All contesting candidates should be intimated in writing to depute their representatives to keep a close watch on security arrangement of strong room. They should be allowed to stay outside the inner perimeter at a location, which enables them to view the entry points of the strong room. As far as possible, facilities such as proper shade, drinking water, etc. shall be provided to them. If there is no direct view to the entry point of the strong room, CCTV may be arranged at such location, from where they can see the strong room door on CCTV. In such a case, they may be taken periodically to the inner perimeter in batches, to see, verify and satisfy themselves regarding the security of strong room. The CCTV display of Strong Room shall be arranged on a large TV screen at the place earmarked for the representatives of Political Parties and agents of the candidates, so that they can continuously monitor the Strong Room.
- v A control room adjacent to the strong room SHOULD BE operative round the clock.
- vi A Gazetted officer along with a senior police officer should be put on duty round the clock for monitoring the security arrangements of strong room.
- vii There should be sufficient arrangement of fire extinguishers near and inside the strong room.
- viii There should be an arrangement round the clock for the security of unused EVMs also.
- ix No one should be allowed to enter the inner perimeter without adhering the following protocols:-
 - a) The log book shall be maintained by the CPF in which entry should be made about date, time, duration and name(s) of person(s) crossing the second security ring i.e. the middle perimeter. This includes visits by the Observers or DEOs or SPs or candidates or their agents or any other person.
 - b) Video cameras should be provided to the CPF contingent to record all visits made by such visitors.
- x It should be ensured that there is uninterrupted power supply at the strong room locations during the entire period wherein EVMs are stored. CEO may address the Chairman of Electricity Board concerned separately regarding this. Local Electricity Board officials should be asked to ensure the same. Contingency arrangement of stand-by generators should be made to ensure uninterrupted power supply.
- xi The phone nos. of CEO, Addl. CEOs, DEC in-charge in the ECI and the DEO/SP/COP/ROs concerned should be given to the candidates, who may provide the same to their representatives, keeping vigil at the strong room location(s). The candidates may advise their representatives to contact the officials, in case of any emergency.

- xii All the entry points (doors etc.) of strong rooms should be under constant videography using the web-cams and laptops available. If there are other doors of the strong room, they should also be covered by the web-cams/videography. Persons coming to take back-up from the laptops should have identity cards given to them and their names should be recorded in advance with the CPF contingent stationed there. Their visits should be videographed by the CPF contingent with the video camera provided for the entire duration.
- xiii Returning Officers should visit the storage campus (upto the inner perimeter only) every day in the morning and evening and check the log book and videography and send a report to the DEO on the status every day. In case of strong rooms located in the district headquarters, the DEO should do the same. Where the strong rooms are situated outside the District Headquarters, DEO should visit the same as frequently as possible and at least once in 3 to 4 days.
- xiv No vehicle, including that of any official or ministers or any other political functionary, should be allowed inside the secured campus where the EVMs are stored. Alighting point for the vehicles should be marked clearly ahead of the outer security perimeter itself beyond it, it should be a pedestrian zone only.
- xv DCs and SPs shall be personally responsible for security of strong room within the district and meticulous implementation of the protocol. The copy of this Manual should be made available to all candidates, DEOs, ROs and CPF commandant.
- xvi On the day of counting of votes, the strong room shall be opened in the presence of candidates/their representative, RO and Observer under videography.
- xvii After opening the strong room for counting of votes, complete videography of taking out/bringing back of Control Units shall be done. Agents of candidates should also be allowed to watch strong room through CCTV coverage.
- xviii A log book must be maintained for the persons who have been allowed/deputed to view the CCTV.
- xix After completion of counting of votes, Control Units shall be sealed as per existing instruction of the Commission. Thereafter, EVMs (Balloting Units and Control Units) and VVPATs shall be shifted back to Strong Room for safe storage.

Note:

1. Procedure to be followed for storing polled EVMs in strong room

- (i) All Presiding Officers or the Collecting Parties should deposit the voting machines and election papers and materials at the storage centres without any avoidable delay. Any officer who defaults in this respect will make himself liable to disciplinary action.
- (ii) Returning Officer may earmark inside the storage room or building, specified parts of the floor space in the form of squares in advance for stacking the voting machines received

from particular polling stations. The arrangement for this should follow the serial number of polling stations.

- (iii) All Balloting unit(s) and control unit and VVPAT(s) received from one polling station must invariably be kept together at one place on the same square. The control unit should be kept on top of the Balloting unit(s). One copy of the Part I of Form-17 C, as filled by the concerned Presiding Officer of each polling station, should be kept on top of the control unit pertaining to the polling station. Sealed envelope containing the declarations made by the Presiding Officers before the start of the poll and at the end of the poll should also be kept in the strong room with polled EVMs. The duplicate copy of the account of votes recorded and the paper seal account should be kept under your safe custody along with the Presiding Officers Diary and other records like Register of Voters(17A), reports of Sector/Zonal magistrates, Additional inputs provided by the Presiding Officer (refer ECI instruction in this regard) etc. Under no circumstance, these papers/records should be put in strong room where polled EVMs are kept.
- (iv) Sufficient space should be left between rows of voting machines as they are being stacked so that other machines received subsequently out of turn (from the point of view of serial numbers of the polling stations) may be kept at their appropriate allotted space without the necessity of having to shift any of the voting machines received and stacked in earlier point of time.
- (v) If any of the contesting candidates so desires, he may be permitted to post an agent to keep watch at the place where the voting machines are stored pending the counting and allow him to affix his own seals to the doors and windows of the building in which voting machines have been stored in addition to the seals that may be affixed by you. It should also be ensured that immediately after all the voting machines have been received and stored, the room is locked forthwith. Thereafter, no one is allowed to go in until the morning of the day fixed for counting. If during this interval, for some unavoidable reason, the room has to be opened you should send for the candidates or their authorized representatives by giving them intimation in writing and open the room in their presence and immediately after the purpose for which the room is opened is over, this room should be closed and sealed and the candidates or their representatives should again be allowed to put their seal on the door lock and windows.
- (vi) Whenever it is necessary to open the room in which the voting machines are stored, proper entries should be made in the logbook giving details of the persons entering the room, the purpose of such entry, time of entry, time of exit, signature of the guards, etc.
- (vii) These 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

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

- A. Every Voting Machine (EVM) and VVPATs used in an election and kept in the custody of the District Election Officer shall be kept untouched, under the standard protocol of security, till confirmation of Election petition position from the High Court concerned after the completion of the period for filing Election Petition i.e. 45 days from the date of declaration of the result.
- B. In the case of elections, where no election petition has been filed or no other court cases are pending, after the aforesaid period, the EVMs may be allowed to be used by the

Election Commission for any future election or any other purpose like movement, physical verification of EVMs and VVPATs, etc.

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

- (i) If the EVMs are the subject of the election petition, the EVMs used at all Polling Stations in the constituency concerned shall continue to be kept in the safe custody of the District Election Officer, till such time the Election Petition is finally disposed of by the Courts.
- (ii) If the EVMs 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 of EVMs etc.
- (iii) In case EVMs not involved in any Election Petition/Court Case are stored with the EVMs involved in Election Petition/Court Case, the following procedure shall be followed for segregating the EVMs not involved in any election petition/court case from the EVMs involved in EP/Court case:-
 - (a) A Notice informing the opening of Strong Room having EVMs involved in EP/Court Case shall be given to the petitioners/respondents of the EP/Court Case and the representatives of all political parties in writing at least 72 hours in advance, requesting them to remain present at the time of opening of strong room.
 - (b) The strong room shall be opened in the presence of the District Election Officer, Petitioners/respondents of the EP/Court case and representatives of Political Parties.
 - (c) The EVMs not involved in any EP/Court Case shall be segregated from the EVMs involved in EP/Court Case for taking out of the strong room. A list of EVMs being so taken out from the strong room shall be prepared.
 - (d) The EVMs, which are not involved in any EP/Court Case, should alone be taken out of the Strong room.
 - (e) The entire process shall be videographed.
 - (f) A copy of the list of EVMs being taken out from the strong room and copy of videography shall be given to the petitioner/respondent of the EP/court case and acknowledgement taken.

D. If any other Court Case is pending, like, booth capturing, etc., in which any EVM is involved, the EVM concerned or the EVM(s) used at such Polling Station(s) concerned may also be kept 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, the EVMs can be used for subsequent elections.

4.3. Storage and Security Arrangements for EVMs & VVPATs

- (a) EVMs and VVPATs of ECI be mandatorily kept in separate and secure warehouse at all district headquarters, under the custody of District Election Officer concerned.
- (b) 24X7 armed police security shall be provided at all such EVM/VVPAT warehouse in each district, throughout the election, as well as, non-election period.
- (c) The minimum security requirement for strong room of polled EVMs must be One Platoon. A logbook shall be maintained during the said period.

- (d) 24x365 Police Security of EVM/VVPAT warehouses. In addition, CCTV from start of FLC till EP completion period.
 - (e) Security: Non Poll (Post EP to FLC) – Minimum 1/2 Section
 FLC to Polling – Minimum 1 Section
 Poll to EP - Minimum 1 Platoon
 - (f) No private security guard, civil defence, non-police personnel or other volunteers shall be deployed for the security of the warehouse, under any circumstances. Home Guards may be used as exception when regular police cannot be posted.
- 4.4. Transportation of EVMs & VVPATs:** For any transportation of EVMs/VVPATs from one place to another (i.e. from factory to States, Inter-State, Intra-State etc.), following protocols shall be strictly followed:
- (a) Movement of EVMs & VVPATs should mandatorily be done through EVM Tracking Software (ETS).
 - (b) Containerized trucks or sealed trucks on which proper locking arrangements can be made shall only be used for transporting EVMs and VVPATs, so that these could be locked and sealed with paper seals.
 - (c) All trucks transporting EVMs/VVPATs shall be sealed with lock and paper seals.
 - (d) Vehicles with GPS tracking only should be used for movement of EVM/VVPAT.
 - (e) Political Parties shall be informed in advanced about opening, stocking & sealing of warehouses while shifting EVMs and VVPATs. However, if no representative attends, the work should not stop.
 - (f) DEO to video-graph the whole process of transfer/receipt of EVM.
- (i) Transportation from Factory to State**
- (a) GPS tracking of vehicles shall be monitored on daily basis by the District Election Officers and randomly monitored by the Chief Electoral Officers. A daily monitoring report shall be sent by the Chief Electoral Officer to the Commission.
 - (b) For transportation of EVMs/VVPATs (newly manufacture or repaired) from factory to State, transportation arrangements shall be done by the manufacturers. The transportation charges for shifting of repaired EVMs/VVPATs from factory to State/UT allocated by the Commission shall be borne by the State/UT concerned.
 - (c) Manufacturers shall undertake Due Diligence for empanelling/engaging transport companies for transportation of EVMs/VVPATs.
 - (d) Consignee State/UT shall depute its official at factory with security personnel from their State and follow the security protocol for Inter State transfers.

(ii) Inter State Transportation

- (a) A nodal officer at State as well as District level shall be appointed for constant coordination for smooth transportation of EVMs in donor and borrower States.
- (b) As far as possible, the CEOs shall ensure the location of districts for collection of EVMs/VVPATs by borrowing State are in a cluster or on the same route.
- (c) DEOs shall ensure that neither defective nor 'EVMs/VVPATs under conflict in ETS' are transferred to the borrowing State.

(iii) Intra State and Intra District Transportation

Chief Electoral Officer concerned shall be the competent authority to issue permission for Intra-State (inter-district) and Intra-district shifting of EVMs/VVPATs, under intimation to the Commission. The following instructions shall be strictly followed for Intra-State (inter-district) and Intra-district shifting/movement of EVMs/VVPATs:

- (a) Prior written intimation shall be given to the National and State Recognised Political Parties and acknowledgement obtained.
 - (b) Opening/Closing of strong room for taking out EVMs/VVPATs and receiving of EVMs/VVPATs shall be done in the presence of the representatives of Political Parties under videography and political parties should be briefed about the purpose of shifting.
 - (c) The list of such EVMs/VVPATs shall be shared with the representatives of Political Parties and acknowledgment shall be obtained.
 - (d) Movement shall be done smoothly to avoid physical damage to EVMs/VVPATs.
 - (e) The above shifting shall be done through ETS using mobile app.
 - (f) All extant instructions of the Commission regarding opening/closing of warehouse, transportation and security of EVMs/VVPATs should be scrupulously followed.
- Apart from the above; the following instructions shall be adhered to in the specific cases, as elaborated:

- (a) In case of Intra-State (inter-district) shifting of FLC completed EVMs/VVPATs:
 - (i) First Level Checking of these EVMs/VVPATs **shall be done de-novo**, in the district where these units are being shifted.
 - (ii) During Parliamentary election, if Intra-State shifting of FLC completed EVMs/VVPATs done within the Parliamentary Constituency (covering more than one district) **BEFORE** first randomization of EVMs/VVPATs, de-novo First Level Checking of the EVMs/VVPATs **shall be done**.
 - (iii) However, in case Intra-State shifting (inter-district) of FLC completed EVMs/VVPATs is done within the Parliamentary Constituency (covering more than one district) **AFTER** first randomization of EVMs/VVPATs, First Level Checking of the EVMs/VVPATs is **NOT** required.
- (b) In case of Intra-district shifting of FLC completed EVMs/VVPATs:
 - (i) First Level Checking of these EVMs/VVPATs is not required, subject to the following conditions:-
 - (a) For General Election to State Legislative Assembly, if FLC completed EVMs/VVPATs are shifted from one Assembly Constituency to another Assembly Constituency after first randomization of EVMs/VVPATs, **de-novo First Level Checking of the EVMs/VVPATs shall be done**.
 - (b) For Parliamentary election, if Intra-District shifting of FLC completed EVMs/VVPATs is done from one Parliamentary Constituency to another Parliamentary Constituency after first randomization of EVMs/VVPATs, **de-novo First Level Checking of the EVMs/VVPATs shall be done**.
 - (ii) In case of simultaneous elections to Assembly and Parliamentary constituencies, First Level Checking of EVMs/VVPATs shall be conducted, if EVMs/VVPATs pertaining to Assembly election are required to be used in Parliamentary constituency or vice-versa.

4.5. Use of vehicles with GPS tracking/Mobile App based GPS Tracking for movement of EVM & VVPAT

The following instructions shall be strictly followed in all movement of EVMs and VVPATs:

- a) The end-to-end movement of all Reserve EVMs and VVPATs shall be carefully monitored at all times, for which all Sector Officers' vehicles with Reserve EVMs and VVPATs shall mandatorily be fitted with GPS tracking.
- b) There shall be a real time tracking and monitoring of the movement of EVMs and VVPATs through the GPS-enabled/Mobile App based GPS tracking used in the vehicles carrying EVMs and VVPATs. For this purpose, an **'EVM Control Room'** shall be set

up at DEO as well as CEO level, wherein the movement of EVMs and VVPATs shall be monitored and tracked through GPS Monitors and other related IT infrastructure/applications.

- c) Adequate personnel will be deployed in the 'EVM Control Room' on shift basis for round-the-clock monitoring of EVM/VVPAT movement in the State/UT concerned.
 - d) All Sector Officers shall be required to submit a detailed account of the Reserve EVMs and VVPATs at the time of deposition of the Reserve EVMs and VVPATs after the close of poll on the same day in the Format enclosed (Format-A).
 - e) The RO shall also furnish a Certificate in the enclosed format (Format-B) after the close of polls certifying that all the reserve EVMs and VVPATs have been accounted for and safely stored in the earmarked strongrooms.
 - f) 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.
 - g) DEO shall notify the registration number and details of all vehicles carrying Reserve EVMs/ VVPATs along with the name of the Sector Officer to all political parties and Observers in the district.
 - h) DEO shall be responsible for the effective end-to-end GPS based tracking and monitoring of EVM and VVPAT movement in the district, including the reserve EVMs and VVPATs and ensure compliance of these instructions.
 - i) All instructions issued in this regard vide letter No. 51/8/7/2017-EMS dated 30.08.2017 shall be strictly followed.
 - j) The General Observer in each constituency shall specifically monitor the compliance of these instructions and record an entry to this effect in the General Observers' diary.
3. Any lapses in compliance of the above direction of the Commission shall be viewed seriously by the Commission.

FORMAT-A

FOR SECTOR OFFICERS/ZONAL MAGISTRATE etc.

(Pre-printed)

- (a) Name of Election:.....
- (b) No. & Name of Parliamentary/Assembly Constituency):.....
- (c) No. & Name of Assembly Segment:.....
- (In case of Parliamentary Constituency)

(To be filled at the time of dispersal)

- (a) Name of Sector Officer/Zonal Magistrate:.....
- (b) Cell Number:.....
- (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 of CU	Unique ID of VVPAT
1			
2			
3			

(To be filled on poll day)

(a) At the time of mock poll on poll day

S.No.	No. and name of Polling Stations	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	
1								
2								
3								

(b) At the time of actual poll on poll day

S.No.	No. and name of Polling Stations	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	
1								
2								
3								

(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) Details 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
1			
2			
3			

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

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 Officers, the numbers tallied and accounted for and all these units have been safely stored in the earmarked strongrooms, as per the extant instructions of the Commission.

(Signature)
Name of RO

Date:

Place:

4.6. Advisory for Opening and Closing of EVM/VVPAT warehouse:

Since movement of the vehicles carrying EVM/VVPAT is tracked through GPS, the warehouse opening should be scheduled keeping the arrival time and expected delays in mind and in case, there is any delay in the arrival of vehicles carrying EVM/VVPAT, the same should be immediately intimated to the representatives of the political parties well in time through Telephone and SMS etc. to avoid unnecessary inconvenience to the party representatives.

CHAPTER – 5

FIRST LEVEL CHECKING OF EVMs & VVPATs (FLC)

5.1 OVERALL RESPONSIBILITY → OF FLC District Election Officer shall be responsible for overall FLC process and shall ensure strict adherence & compliance of FLC instructions. District Election Officer shall appoint an Addl./Dy. DEO fully trained with FLC process as FLC supervisor.

5.2. FLC when to be done:

5.2.1. FLC of EVMs and VVPATs shall be done before every bye-election and general election to State Legislative Assembly and House of the People (Lok Sabha) or in any elections where EVMs are used in future.

5.2.2. FLC of EVMs (Control Units and Balloting Units) and VVPATs shall commence

- (a) within one month of occurrence of vacancy in case of bye-election.
- (b) at least P-120 days in case of General Election to State Legislative Assembly.
- (c) at least P-180 days in case of General Election to Lok Sabha.

5.2.3. 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 political parties.

5.2.4. FLC of EVMs and VVPATs shall be completed, as far as possible, well before the issue of notification calling the election.

5.3. Schedule of FLC:

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

5.3.2. The above schedule shall be made available to the Commission for approval by P-130 days in case of General Election to State Legislative Assembly and P-190 days in case of General Election to Lok Sabha.

5.4. FLC to be done in the presence of representatives of political parties:

5.4.1. The schedule for FLC shall be communicated to every national and state level recognized political party at the district headquarters under intimation to the parties at State headquarters, in writing by the DEO at least one week before the beginning of the FLC in the district.

5.4.2. On the day of the FLC, representatives of all national and state level recognized political parties authorized by the District President of the party shall be encouraged to be present.

5.4.3. A register shall be kept at FLC hall by the DEO in **Annexure –4** in which signatures of all political parties shall be taken every day as token of their presence.

5.4.4. The timing of FLC of the EVM/VVPAT shall be atleast from 9 AM to 7 PM on all days including holidays.

5.5. Arrangements in the premises of FLC:

5.5.1. FLC shall be carried out in a large, well-lit, well ventilated and dust free hall. Non-heating high illumination LED lights may be installed so that each table is brightly lit.

5.5.2. The hall must be spacious 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. The requirement of tables, chairs and labours shall be assessed in consultation with BEL and ECIL.

5.5.3. FLC area shall be barricaded and sanitized by police before the hall is used for FLC. It shall be ensured that the hall is free from any other electronic device or components of electronic devices, except those permitted by the Commission for the purpose of recording FLC process etc.

5.5.4. There should be adequate arrangement of fire extinguishers and fire alarm inside and outside the hall as FLC teams use highly inflammable thinners to clean the EVMs.

5.5.5. FLC area shall have the facilities of drinking water, toilet, first aid etc., including toilets for women.

5.5.6. There shall be only one entry and exit point to the hall, which shall be guarded by armed police force round the clock.

5.5.7. Every hall shall have a door frame metal detector (DFMD) & entry shall be permitted only through DFMD. Every person who enters the hall shall be frisked at every entry. If a person makes multiple entries in the hall, he/she shall be frisked each time the entry is made.

5.5.8. Entry to this hall shall be only on production of Identity Card of the authorized officials/passes issued by the District Election Officer.

5.5.9. Nobody will be allowed to carry any electronic device inside the hall including cell phones, camera and spy pens etc. Similarly, nobody will be allowed to carry anything out of the FLC hall. A collection center for electronics items like cell phones, camera etc. shall be made outside the hall. **Only two mobiles, to be used by the election officials nominated by the DEO, shall be allowed for marking of FLC-OK or FLC-Reject using Mobile App developed by the Commission for this purpose.** Security personnel will not allow any other equipment to be carried into the FLC hall by the engineers except those mentioned in FLC Standard Operating Procedure (SoP).

5.5.10. Arrangement of Web-casting/CCTVs/videography:

Web-casting must be done of the entire FLC process for monitoring by DEO/CEO/Commission only. The line feed of webcasting must be closely monitored at the Control Room at DEO and CEO level and report submitted to ECI.

5.5.11. A log book shall be maintained for entry and exit of every person including the officers, representatives of political parties etc.

5.5.12. A separate log book (i.e. duty roaster) shall also be maintained for armed police force deployed for FLC hall for recording the names, designation, shift duties, take over and handover charges etc.

5.5.13. The Commission will send an inspection team comprising of officers of ECI/CEO, alongwith engineers of the manufacturers to inspect the FLC hall and preparedness of FLC 3-5 days before start of FLC. DEO shall accompany this team to assess preparedness first hand.

5.6 Manpower in FLC:

5.6.1. FLC shall be carried out only by authorized engineers of BEL and ECIL. BEL and ECIL shall be fully responsible for the integrity, efficiency and competence of their engineers.

5.6.2. List of engineers deputed by BEL and ECIL for carrying out FLC will be randomized by the Commission for allotment of the State. District-wise allocation shall be done by CEO and this list alongwith engineers cell numbers shall be intimated to DEO.

5.6.3. Manufacturers shall depute Sr. level engineers at State headquarters as well as each district headquarters to supervise FLC.

5.6.4. One manager shall be appointed by BEL/ECIL for 4-5 districts & this manager shall remain in the field for daily supervision & coordination.

5.6.5. No engineers, technicians or other technical staff except authorized engineers/technical staff of BEL and ECIL shall be allowed to enter the FLC hall.

5.6.6. Sufficient unskilled labour shall be deployed for cleaning, unpacking and packing EVMs and VVPATs. The requirement of labour can be assessed in consultation with the manufacturers.

5.7. Work to be done during FLC:

At the time of FLC, the following activities must be undertaken:

Cleaning of machines: Removal of address tags, Ballot Papers, cleaning of superscriptions on CU & BU, clearing of earlier poll data, dusting of CU & BU etc. These activities are carried-out in the secured place at the FLC venue under close supervision of FLC in-charge and Engineers deputed by manufacturers.

Visual Inspection of EVM & VVPAT: Physical inspection of Carrying Cases, EVM, VVPAT, Connecting Cable, Connector, Latches etc. to ensure no structural damage or breakage of plastic parts, latches, switches etc.

Full functionality checks:

- Checking of all switches in Control Unit, Balloting Unit, doors (flaps), sealing provisions, scratches on acrylic screen etc.
- Response of all switches, confirmation tests for efficacy of Control Unit, Balloting Unit etc. – BEL and ECIL engineers shall carry out test prescribed by the manufacturers as per the SoP to confirm that all components of the EVM are original.
- The plastic cabinets of both Control Unit and Balloting Unit of the EVMs shall be opened by the BEL/ECIL engineers in the presence of political party representatives at the time of FLC and the PCB and other components of EVMs will be shown to them. BEL and ECIL engineers will certify in **Annexure-5** that all the components of the EVMs are original.
- 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.
- 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.
- Detailed Standard Operating Procedure (SoP) mentioning the step-by-step instructions of checking of the machine is attached at **Annexure-6**. Copy of this

SoP shall be pasted prominently at FLC Hall. These instructions include a list of equipment and spares, which the engineers shall be allowed to carry with them in FLC hall.

Conduct of Mock Poll:

- Casting of **1 (one) vote against each of the 16 candidate buttons**, observation of result and clearing of mock poll data will be done for each EVM (BU+CU).
- Additionally, mock poll in 5% of EVMs i.e. mock poll in 1% of EVMs of 1200 votes, in 2% of EVMs of 1000 votes and in 2% of EVMs of 500 votes shall be done using VVPATs. After the mock poll, the printed ballot slips of each VVPAT printer shall be counted to compare the result, independent of the electronic result in the CU, and the result of the printed ballot slips shall be tallied with the electronic result of CU. The tally should be shown to the representatives of political parties present in the FLC.
- Representatives of political parties shall be allowed to pick machines randomly for the purpose of mock-poll. Signatures of representatives of political parties shall be taken in a register in **Annexure-7**.
- In rest of the machines, number of votes polled during the mock poll should be to the satisfaction of the representatives of political parties.
- Representatives of political parties shall be allowed to do the mock poll themselves, if they so desire.
- Signatures of representatives of political parties shall be taken in a register in **Annexure –8** as a token of having done mock poll themselves.
- In case of VVPATs, mock-poll with **6 votes against each of the 16 candidate buttons** shall be done, followed by observation of result and tally of electronic count and printed paper slips of VVPATs for each VVPAT.
- Signatures of representatives of political parties shall be taken in a register in **Annexure-9**, as a token of having seen the print outs and confirmation that there are no discrepancies between the VVPAT paper slips count and electronic count/print outs of EVM.

5.8. Sealing of plastic cabinet of Control Unit of EVMs with pink paper seal:

5.8.1 In order to ensure that the Control Unit of the EVM cannot be opened after First Level Checking of the EVMs, the Control Unit shall be sealed with the 'Pink Paper Seal' supplied by the Nasik Security Press, in the presence of the representatives of the Political Parties present at the time of FLC. The Pink Paper Seal shall be affixed on the portion between the Candidate Set Section and the Result Section of the Control Unit.

5.8.2. FLC Supervisor shall ascertain that the EVM (BU & CU) and VVPAT are checked properly and are FLC-OK in all respect before affixing his signature on the Green FLC-OK stickers to be pasted on the machines. Further, he must be fully satisfied with the FLC process before using Pink Paper Seal for sealing the FLC-OK CU.

5.8.3. After fixing the Pink Paper Seal, the Engineer of the Manufacturer shall put his signature on the Pink Paper Seal; the representatives of the Political Parties shall also be allowed to put their signature on the said seal with party name in abbreviation below the signature.

5.8.4. The representatives of the Political Parties present should be allowed to note down the serial number of the pink paper seal affixed on the Control Unit.

5.8.5. A register in **Annexure-10** shall be maintained to note down the serial number of the pink paper seal used on the Control Unit by clearly mentioning the unique ID number of Control Unit and the Pink Paper Seal number. Signatures of representatives of political parties will also be obtained on this register.

5.8.6. Photocopy of this register shall be given free of cost to all National and State level recognized political parties as soon as FLC is over.

5.8.7. Photocopy of this register shall also be given to all contesting candidates as soon as last date of withdrawal of candidature is over.

5.8.8. Photocopy of this register should also be available at the time of candidate setting and at the time of counting, and should be shown to candidates and their representative and acknowledgement taken on the register.

5.9. Supervision of FLC:

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

5.9.2. 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-11** to the CEO concerned through DEO before starting of FLC to the effect that all arrangements for FLC have been done as per ECI instructions.

5.9.3. 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 will be kept in the custody of DEO.

5.9.4. Webcast cameras shall be installed in the FLC hall in such a manner that the process of FLC can be fully seen on webcast.

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

5.9.6. CEO shall 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.

5.9.7. After completion of the FLC of all the BUs, CUs and VVPATs and updating of FLC-status in the ETS, DEOs shall submit a Certificate to this effect to the CEO in the format given at **Annexure-12** and CEO will submit a consolidated certificate for all the districts to the Commission.

5.10. Security measures for EVMs after FLC of EVMs:

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

5.10.2. Minimum one section of Armed personnel of State Police + State Armed Police shall be deployed for 24 X 7 security of Strong room having FLC done EVMs/VVPATs.

5.10.3. **The entry point of strong room having EVMs after FLC shall have 24 X 7 CCTV coverage round the clock.**

5.10.4. There should be sufficient arrangement of fire extinguishers and fire alarm near and inside the strong room.

5.10.5. 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.

5.11. Recording of FLC Status in EVM Tracking Software:

FLC status (***FLC-OK or FLC-Failed***) of the BUs, CUs and VVPATs for which FLC has been completed by the Engineers, shall be updated in the ETS using 'Shifting/FLC/Randomisation' mobile-app on day-to-day basis. In respect of FLC-OK CUs serial number of the Pink-Paper Seal is also required to be entered, while entering serial number of Pink-Paper Seal, it should be ensured that only numerical number is to be entered **not** the alphabet pre-fixed to the numerals (i.e. if the serial no. of pink paper seal is X 123456, only 123456 will be entered as serial no. of pink paper seal). In case of VVPATs, the box number will always be '0'.

5.12 TAKING OUT EVMS AND VVPATS FOR TRAINING AND AWARENESS PURPOSE

To ensure proper training and awareness on use of VVPATs with EVMs, the Commission has directed that after FLC of EVMs and VVPATs:

- (i) EVMs and VVPATs may be taken out for training and awareness purpose whenever needed even before first randomization subject to an upper ceiling of 10% of the total number of polling stations in the District.
- (ii) There shall be no distinction between training and awareness EVMs/VVPATs to utilize maximum number of EVMs/VVPATs for training and awareness purpose interchangeably.
- (iii) Political Parties should necessarily be invited to witness this process from opening of Warehouse and re-sealing of warehouse after taking out the EVMs/VVPATs for training and awareness. Entire process to be videographed.
- (iv) The list of such EVMs and VVPATs shall be given to the National and State Recognised Political Parties. This list shall also be shared with the candidates/their agents, as and when they are finalised.
- (v) Schedule of Awareness/Training shall be shared with Recognised National/State Political Parties.
- (vi) Standard Operating Procedure (SoP) for Training (including demonstration and awareness purpose) of EVMs & VVPATs is as under:

SoP for Demonstration and Awareness programme on EVM & VVPAT

The following Protocol shall strictly be followed for Demonstration and Awareness programme on EVM & VVPAT.

- Only "FLC OK" units shall be used for demonstration and awareness campaign.
- It shall be ensured that only dummy Ballot Paper is used in the BU.
- The VVPAT shall have dummy symbols which should match with the symbols of the Ballot Paper.
- Demonstration 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 elections.

- 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 CU shall be cleared & 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 EVMs/VVPATs and awareness centres.
- (vii) A list of probable risk during training & awareness is as under:

AVOIDABLE MISTAKES

- 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). Hence, before using for awareness purpose, ensure that VVPAT slips print as per dummy ballot papers.
 - Irregularity on use of Dummy Symbols. Hence, before using for awareness purpose, ensure that VVPAT slips print as per dummy ballot papers.
 - In case of M3 EVMs, 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, for awareness purpose candidate setting in M3 EVMs should be done using Ballot Unit and VVPAT.
 - Lock paper roll when 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.
- (viii) A sticker of Yellow colour mentioning “Training/Awareness” shall be affixed on such EVMs and VVPATs.
- (ix) The abovementioned EVMs and VVPATs shall be stored in a separate designated warehouse, not below the sub-division headquarters level, with proper security and double lock-system, as is done for strong room having FLC-OK EVMs and VVPATs. The keys shall be kept with the two separate officers, nominated by DEO and shall not be below the rank of Tehsildar/Executive Magistrate.
- (x) The DEOs shall be directly responsible for the safety and security of these Training and Awareness EVMs and VVPATs.
- (xi) Such EVMs and VVPATs shall be given only to the authorised officials deputed by the District Election Officer concerned.
- (xii) The DEO shall ensure that the officials chosen for creation of EVM/VVPAT related awareness/IEC campaign, as well as those nominated for handling these EVMs and VVPATs must be comprehensively trained on the usage and functioning of the EVMs and VVPATs.
- (xiii) It shall be ensured that after the conclusion of training and awareness programs, these EVMs and VVPATs shall be stored in a secure Govt. Office/Govt. building only. If no such Govt. Office/Govt. building is available, these EVMs and VVPATs shall be stored

in the nearest block/tehsil headquarters under proper security. If there is no arrangement of security, the DEO shall provide the adequate security for these EVMs and VVPATs.

- (xiv) Proper log book shall be maintained.
- (xv) In Assembly Constituencies having 100 or more polling stations, it shall be mandatory for the DEO to ensure that atleast 5% of the EVMs and VVPATs taken out for training and awareness purpose are re-introduced as Poll-day Reserve after de novo FLC, randomization, candidate setting etc. carried out as per the extant instructions of the Commission. For Assembly Constituencies having less than 100 polling stations, the number of training/awareness EVMs and VVPATs to be re-introduced in the poll-day Reserve pool may be decided by the DEO as per the specific local requirement. In any case, effort must be made to ensure maximum machines from the training/awareness lot are re-introduced as Poll-day Reserve to optimize the utilization of machines for polls. The list of all such EVMs and VVPATs re-introduced in the Reserve poll shall be duly shared with the political parties/candidates/their agents under proper acknowledgment.
- (xvi) Training and Awareness EVMs/VVPATs can be added to Training EVMs/VVPATs, if required.
- (xvii) Both Training and Awareness EVMs/VVPATs shall be added to poll day reserve, if required, only after following process of FLC, randomization and Candidate Setting in the presence of political parties/contesting candidates/their agents.

NOTE: FLC OK EVMs & VVPATs taken out for the abovementioned purpose, shall be marked “Training and Awareness” in ETS also so that these EVMs and VVPATs cannot be used for Randomization.

5.13 Standard Operating Procedure (SoP) for Training (including demonstration and awareness programme) of EVM & VVPAT

The Commission has directed that following SoP shall strictly be followed for Training (including demonstration and awareness programme) of EVM & VVPAT:

- EVM or/and VVPAT used for the aforesaid purpose shall be checked/tested by authorised engineer(s) of M/s Bharat Electronics Limited (BEL) and M/s Electronics Corporation of India Limited (ECIL), 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 also.
- Engineer(s) shall only use dummy symbols for ballot paper(s) and VVPAT as mentioned below:
 - For name of candidates- AAA, BBB, CCC,and so on;
 - For symbol of candidates- Alpha (α), Beta (β), Gama (γ).....and so on.

Sample:

For Training/Demo/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 of EVMs or/and VVPATs.

- BEL/ECIL shall ensure that engineers deputed for training, demonstration, awareness campaign and First Level Checking of EVMs or/and VVPATs must carry necessary equipment/Zig for symbol loading and preparation of sample ballot papers and printer for printing sequential print out of dummy data.

5.14. TRAINING OF MASTER TRAINERS, POLLING PERSONNEL, COUNTING PERSONNEL AND STORAGE PERSONNEL:

- 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.
- Every official should get an opportunity to operate the EVM with VVPAT system and understand the process of recording the vote using VVPAT.
- Separate training should 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.
- A copy of VVPAT brochure (**Annexure-13**) should be given to all officers during training and be available at polling station on poll day.
- A training session may be incorporated in the training module of State Public Administration Institutions, on operation & use of VVPATs.

5.15. VVPAT DEMONSTRATION

- A demonstration of VVPAT system should be organized by the District Election Officers (DEOs) for political parties, Returning Officers and electors at suitable locations.
- Further, the Returning Officers (ROs) shall arrange demonstration of VVPAT system for candidates and electors at suitable locations in the constituency.
- The poster “How to Cast Your Vote Using EVMs and VVPATs” (**Annexure-14**) on method of voting with VVPAT should be pasted at prominent places of the constituencies and at places in each polling station in a manner that voters waiting in the queue are able to read the instructions.
- The DEO and RO should also organize programmes for awareness about use of EVMs with VVPAT on print media and local cable-network etc. A short film on How to Cast Your Vote using VVPAT with EVM shall be made in regional language for this purpose.

NOTE: Only FLC-ok EVMs & VVPATs with dummy symbols shall be used for training, awareness and demonstration.

CHAPTER – 6

FIRST RANDOMIZATION OF EVMs

6.1 Process of First Randomization –

First randomization of Balloting Units (BUs) and Control Units (CUs) will be done to randomly assign EVMs to Assembly Constituencies (ACs), training and Awareness Programmes. After FLC is over, the DEO will fix a schedule for first randomization of EVMs. This schedule should be fixed in such a manner that first randomization is completed before the start of training of polling personnel. During first randomization, CUs and BUs are assigned to ACs in the presence of the representatives of recognized political parties. The randomization will be done in such a way that the CUs and BUs are randomly selected by grouping them to match the poll day requirement including the reserve required for each constituency. Surplus CUs and BUs after assigning ACs to them shall also be randomly grouped and distributed AC wise for the purpose of training and awareness programme. (for the training of the polling staff as well as for the purpose of voter awareness). A sticker of Green colour shall be affixed on the CUs and BUs assigned to ACs for polling. A sticker of Yellow colour shall be affixed on the CUs and BUs assigned for training and awareness programme. The sticker shall clearly indicate the Name of State/UT and the Number and Name of Assembly Constituency. “Training/Awareness” will be written on the sticker of CUs and BUs assigned for training and awareness. “Election” will be written on the sticker of CUs and BUs assigned for polling. No current ID will be given during randomization. After randomization the CUs and BUs will be marked “Election” or “Training/Awareness” in the EVM tracking software.

6.2 Communication of the List of Randomized CUs and BUs to Political Parties

After first randomization list of randomized CUs and BUs clearly indicating which CUs and BUs are to be used in which AC for polling and which CUs and BUs are to be used in which AC for training and awareness should be given to each recognized political party and a written acknowledgement obtained. A copy of this list should be given to all the candidates after the last date of withdrawal of candidatures.

6.3 Taking charge of EVMs by RO

After first randomization the R.O of the constituency, shall take charge of the CUs and BUs randomly allotted to his constituency. The CUs and BUs meant for use at the election shall be separately taken to R.O’s strong room under proper escort and will be guarded 24X7. The training EVMs shall be distributed to the relevant officers for the training purpose. At the time of sealing the strong room, the representatives of political parties can remain present and they can also affix their seal on the lock.

6.4 Security Measures

6.4.1 After first randomization of EVMs the Returning Officer of the constituency, shall take charge of the CUs and BUs randomly allotted to his constituency. The CUs and BUs meant for use at the election shall be separately taken to R.O’s strong room under proper escort and will be guarded 24X7. The training EVMs to be distributed to the relevant officers for the training purpose shall be kept in separate strong room within the same premises. At the time of sealing the strong room, where EVMs to be used for election are kept, the representatives of political parties can remain present and they can also affix their seal on the lock. For this purpose

recognised National & State Level Political Parties should be intimated in writing in advance.

- 6.4.2 The strong rooms should have only one entry point and double lock system. One key should be kept with Returning Officer and the other with Assistant Returning Officer of concerned assembly constituency. Other entry points of the strong rooms (including windows) should be sealed in such a way that no one has access inside the strong rooms.
- 6.4.3 Security arrangements should be made round the clock for the strong rooms having EVMs after First Level Checking.
- 6.4.4 The entry point of strong room having EVMs after FLC shall have CCTV coverage round the clock.
- 6.4.5 There should be sufficient arrangement of fire extinguishers near and inside the strong room.

A log book shall be maintained by the security personnel in which entry should be made about date, time, duration, purpose 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.

NOTE: The above process/procedure shall be followed for VVPAT also.

CHAPTER – 7

SECOND RANDOMIZATION OF EVMs

7.1 Second randomization

Second randomization of EVMs has to be done before preparation of EVMs for poll by candidate setting as the address tag of EVM is sealed at the time of preparation of EVM (Candidate Set). The purpose of second randomization of EVMs is to allocate EVMs randomly to polling stations. The Returning officer should fix the date of preparation of EVMs for poll (Candidate set) and intimate all candidates to remain present or send their representatives during the process. The date should be fixed as early as possible after the last date of withdrawal of candidatures and finalization of ballot papers. On this day, second randomization should be done before doing the process of preparation of EVMs for polls and CUs and BUs should be randomly allocated to polling stations. After second randomization, Polling Station number should be marked in the EVM tracking software, against those BUs and CUs which have been assigned polling stations. Those BUs and CUs which have not been assigned polling stations but are meant to be used in elections should be marked “Reserve” in the EVM tracking software. A list of CUs and BUs along with the number of polling stations assigned to them should be given to all the candidates. Similarly a list of CUs and BUs kept in reserve should also be given to the candidates and their written acknowledgement taken.

7.2 Allocation of additional BUs

Where more than one Balloting Unit is being used, the Returning Officers will ensure that the additional prepared Balloting Units are also allocated randomly to the polling stations. For this purpose there may be two Scenarios –

7.2.1 *Scenario 1:*

Preparation of EVMs and second level randomization is already over before the additional Balloting Units reach the Returning Officer’s Headquarters. In this case, another randomization for allocating Balloting Units No.2/3 will be done to allocate the Balloting Units to the polling stations and the list of such allocation shall also be supplied to the Political Parties/Candidates.

7.2.2 *Scenario 2:*

Preparation of EVMs and second level randomization is done after the arrival of additional Balloting Units. In such case, the randomization will be done in such a way that against the polling station number the Control Unit number is shown first and then the Balloting Unit No.1 and Balloting Unit No2 and so on.

7.3 Cascading of BUs

In the constituencies where additional Balloting Units are being used because of the number of contesting candidates being more than 16 (including NOTA), the Presiding Officers should be specifically instructed to arrange the Balloting Units in the manner as shown in the figure enclosed herewith at Annexure-9. For this purpose, the size of Voting Compartment should be increased proportionally in such a way that the electors are not put to any kind of inconvenience and at the same time the secrecy of ballot is not compromised in any way.

NOTE: The above process/procedure shall be followed for VVPAT also.

CHAPTER – 8

PREPARATION OF EVMs (CANDIDATE SET) & VVPATS

8.1 When preparation of EVMs/VVPATs to be done

Preparation of EVMs/VVPATs for elections shall be done invariably in the presence of candidates or their representatives. The Returning Officer shall draw a schedule for preparation of EVMs/VVPATs. Preparation of EVMs should start as soon as possible after the last date of withdrawal of candidatures. Sufficient time should be provided for preparation of EVMs for each Assembly Constituency in the case of Assembly Elections and for each assembly segment in the case of Parliamentary Elections. It may be noted that the time required for preparation of EVMs/VVPATs under the new instructions will be sufficiently more than the time required earlier. Therefore, the schedule should be fixed in such a manner that preparation of EVMs/VVPATs is not done in a hurried manner. Ideally, the Returning Officer should fix between 3-5 days for each Assembly Segment for this purpose. In case of Parliamentary Elections, preparation of EVMs for assembly segment should be supervised by Assistant Returning Officers. The schedule should be made in such a manner that preparation of EVMs/VVPATs is done for all the assembly segments in separate halls and is completed at least 8 – 10 days before the poll. Candidates should be informed in writing of the schedule for preparation of EVMs/VVPATs and should be requested to be present or send their representatives at the time of preparation of EVMs/VVPATs. In the written invitation, conveying schedule for preparation of EVMs/VVPAT to be sent to the Candidates, it shall be mentioned that they/their representatives must be present to oversee preparation of EVMs/VVPATs and actively participate in the mock poll process. On the day of the preparation, a register in **Annexure-15** will be kept by the Returning Officer in which the signatures of candidates or their representatives will be taken as token of their presence.

8.2 Arrangements in the premises of preparation of EVM/VVPATs

Preparation shall be carried out in a large hall which can accommodate all EVMs to be prepared. The hall should be able to accommodate officers nominated by the District Election Officer, engineers of Bharat Electronics Limited (BEL) / Electronics Corporation of India Limited (ECIL) and also representatives of candidates. Before the hall is used for preparation, it shall be fully sanitized to ensure that the hall is free from any other electronic device or components of electronic devices. Every entry to the hall shall be guarded by police force. Every hall shall have a door-frame metal detector. Every person who enters the hall shall be frisked at every entry. Entry to this hall shall be on production of Identity Card of the authorized officials/passes issued by the District Election Officer (DEO). Nobody will be allowed to carry any electronic device inside the hall including cell phones, camera and spy pens. Similarly, nobody will be allowed to carry anything out of the preparation hall.

8.3 Manpower for preparation

Only the authorized engineers of BEL and ECIL shall be associated with the preparation of EVMs/VVPATs. BEL and ECIL shall be fully responsible for integrity, efficiency and competence of their engineers. List of engineers deputed by BEL and ECIL for carrying out task during the preparation of EVMs/VVPATs in a district along with their identity card numbers etc. shall be communicated in writing by BEL and ECIL to the DEO. No engineers, technicians or other technical staff, except authorized engineers/technical staff of BEL and ECIL, shall be allowed to enter the preparation hall. Manufacturers shall provide Protocol/checklist on preparation of EVMs/VVPATs to DEO/RO beforehand

for proper watch on work of Engineers. **Authorized persons will be allowed to enter the preparation hall only after proper identification using photo identity documents. It may be noted that a separate team will be required for each EVM in which 1000 votes are cast during mock poll because the time required for casting of 1000 votes will be at least 4 hours.**

8.4 Additional tasks during preparation

Detailed instructions of the tasks to be done during preparation of Balloting Units and Control Units of EVMs have been given the Handbook for Returning Officers. In addition to these tasks, following additional tasks shall be performed: -

8.4.1 Checking of Balloting Units (BUs) –

Outer cover of BUs shall be opened and inside of BU shown to candidates and their representatives at the time of preparation of EVMs. BU shall be examined by BEL and ECIL engineers who will certify as in **Annexure-16** that all components of BUs are original. If any BU is found defective, it will be kept aside and can be taken back to the factory of BEL and ECIL for repairs. No repairs shall be carried out in the field. Changing of components in the field is strictly prohibited. Detailed instructions of checking of BU shall be issued separately by BEL and ECIL for their respective machines. These instructions will include a list of equipment which the engineers will be required to carry within the preparation hall. Security personnel will not allow any other equipment to be carried into the preparation hall.

8.4.2 The VVPAT system shall be prepared for poll in the following manner as mentioned in Rule 49B [4(c) (i) – (iii)] of the Conduct of Elections Rules, 1961:



Installation of paper roll



Inserting of power pack

- The VVPAT consists of VVPAT Status Display Unit (VSDU) and VVPAT Printer unit. A new battery power pack shall be connected to the VVPAT unit and shut the door of the battery compartment, but no sealing is required on battery compartment as the power pack can be replaced if low battery status is indicated on VSDU during the poll.
- A fresh paper roll shall be installed in the printer unit as per the procedure mentioned in the user manual for VVPAT provided by the manufacturer (**Annexure 17**)
- Serial numbers, names of candidates and symbols allotted shall be loaded in VVPAT with the help of engineers. A test printout shall be checked with the ballot paper in Balloting Unit (BU).
- Then one vote to each candidate shall be given to check that the VVPAT is printing the paper slips accurately.

- Thereafter, switch off the CU and seal the latches of paper roll compartment using thread seals and address tags. The candidates/their agents shall be allowed to affix their signatures with party abbreviations on Address Tags.

8.4.3 Conduct of Mock Poll:

During commissioning of EVMs and VVPATs, mock poll of 1000 votes will be cast on 5% randomly selected EVMs, as well as VVPATs. The electronic result shall be tallied with paper count. Candidates/their representatives shall be allowed to pick machines randomly for this purpose and also to participate in the process. Representatives of candidates shall be allowed to do the mock poll themselves. Signatures of representatives of candidates shall be taken in a register in **Annexure-18** as token of having done mock poll themselves. It may be ensured that the pink paper seal of the CU which has been applied on the CU at the time of FLC is not damaged in any manner in this process.

8.4.4 Sealing of plastic cabinet of BU with pink paper seal:

Detailed instructions of sealing the BU with thread seals are mentioned in the Handbook for Returning Officers. In addition, the BU shall be sealed with a special “pink paper seal” supplied by India Security Press, Nasik, in the presence of candidates or their representatives at the time of preparation of EVMs. Pink paper seal shall be fixed at the lower most portion of the BU in such a manner that no candidate’s button or candidate’s name or symbol is hidden by the seal. After affixing the pink paper seal, BEL / ECIL engineer shall put his signature on the pink paper seal. Candidates or their representatives shall also be allowed to put their signatures on the pink paper seal with name of the candidate, party before the signature. Candidates and their representatives should also be allowed to note down the serial number of the pink paper seal of the CU. A register in **Annexure -19** shall be maintained to note down the serial no. of the pink paper seal used on the Balloting unit by clearly mentioning unique ID of the BU and pink paper seal no. Signatures of candidates and their representatives will also be obtained on this register. Photocopies of this register will be given free of cost to all candidates once preparation is over.

8.4.5 Supervision of the preparation:

Preparation shall be supervised either personally by the RO or one of the AROs deputed by the RO for this purpose. The process of preparation of EVM should be fully video-graphed. Manufacturers shall also depute Sr. Level Engineers at State and District levels for supervision and coordination during preparation of EVMs/VVPATs.

8.4.6. Introduction of Braille Signage Features in EVM

The Commission had prescribed the additional arrangements would be made to facilitate visually impaired electors to exercise their franchise. The Commission has directed that the following instructions shall be strictly followed:

- (a) M2 EVM (Post 2006 models) and M3 EVM (Post 2013 model) have embedded serial numbers of the candidates in Braille at the right sides of the blue button (voting button) on the Balloting Units. Hence, no sticker on Braille is required to be pasted at the right of the blue button (voting button) on the Balloting Units.

- (b) After finalization of list of the contesting candidates, the Returning Officer will immediately send the list of contesting candidates to the Devnar Foundation for Blind/National Blind Association or to any other source available for preparation of Dummy Ballot Sheets which will contain the serial numbers of the contesting candidates, names of the candidate arranged in the same serial numbers order in which their names will appear on the ballot paper on the Balloting Unit. The party affiliation of each of the candidates will be indicated by printing the name of the political party concerned against the name of candidate. In the case of Independent candidates, the word “Independent” will be printed. These Dummy Ballot Sheet will be prepared in regional languages (i.e. language printed on actual Ballot Paper) in addition to English. A copy of the Dummy Ballot Sheet(s) will be supplied to each of the polling stations.
- (c) In case number of contesting candidates including NOTA exceed 16 and more than 1 Balloting Unit is used at a polling station, separate dummy ballot sheet shall be printed for each Ballot Unit. The Dummy Ballot Sheets will be prepared in the following manner:
 - (i) Serial Numbers in each Dummy Ballot Sheet shall be from 01 to 16 i.e. If number of contesting candidates are 19 including NOTA, the serial number for the candidates in first Dummy Ballot Sheet shall be numbered 01 to 16 as mentioned on the Ballot Paper of first Ballot Unit. For contesting candidates at serial number 17-19 of Ballot Unit 2, serial numbers shall again start from 01 on 2nd Dummy Ballot Sheet [i.e. 1 for serial no. 17, 2 for serial no. 18 and 3 for serial no. 19 (NOTA)]. Similarly, in case of more than 32 contesting candidates including NOTA, the serial numbers on the first and second Ballot Sheets will be 01 to 16 and the serial numbers on third dummy ballot sheet shall also again start from 01 and so on each candidate sheet (i.e. serial number on every dummy ballot sheet will start from 01 only).
 - (ii) In case more than 1 Ballot Unit is used, Ballot Unit-01 shall be printed in Braille on the 'TOP MIDDLE PART' of first Dummy Ballot Sheet and Ballot Unit-02 in second dummy ballot sheet and so on.
 - (iii) Similarly, Braille stickers 'Ballot Unit-01', 'Ballot Unit-02' and so on shall be printed and affixed on the corresponding Ballot Unit on the 'TOP MIDDLE PART' of the Ballot Units.
- (d) Dummy Ballot Sheets mentioned above will be printed in Braille signage by Devnar School for Blind/National Association or by any other source available for this purpose for Blind under the supervision of one responsible officer of the office of Chief Electoral Officer of the concerned State/Union Territory for which the Chief Electoral Officer of the State/Union Territory will liaise with the Devnar School for Blind/National Association or any other source available for this purpose. The Dummy Ballot Sheets will also have the name of the constituency written in normal script at the top.
- (e) Each such sheet prepared for every polling station will be certified by the Commissioner of Disabilities of concerned State or his authorized representative who will be an official knowing Braille.
- (f) The concerned District Election Officer and the Returning Officer will hold detailed training and briefing sessions for the Presiding Officers and the Polling Officers to explain to them these facilities for the visually impaired electors.

- (g) The Chief Electoral Officer will also arrange for wide publicity of these measures through advertisements in newspapers and TV etc. to inform the visually impaired voters of the arrangements being made for them.
- (h) At the polling station, the visually impaired persons will also be allowed the facility of a companion as provided for in Rule 49N of the Conduct of Elections Rules, 1961, regarding of the new facility being introduced.
- (i) Inside the polling station the visually impaired voter will be given the Dummy Ballot Sheet in Braille by the Presiding Officer on his/her request if he/she prefers to cast his/her vote with the help of same. After he/she has studied the contents of Dummy Ballot Sheet he/she will be allowed to proceed to the voting compartment to cast his/her vote. 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. If the elector so desire, the companion will be allowed to accompany the voter to the voting compartment as provided in Rule 49N of the Conduct of Elections Rules, 1961.
- (j) After the voter has cast his/her vote, the Presiding Officer will ensure that the Dummy Ballot Sheet delivered to the voter is returned to the Presiding Officer.
- (k) After the close of poll, the Dummy Ballot Sheet shall be sealed in separate cover superscribed "Dummy Ballot Sheet" for visually impaired and sent to the Returning Officer along with other Non-Statutory forms.
- (l) The Presiding Officer shall keep a record of all such voters (who avail of the facility of Braille Sheet) in the following **Proforma** and will submit the same to the Returning Officer along with the EVM. Returning Officer will consolidate all the information supplied by the Presiding Officers in this regard and submit the same to the Commission through the Chief Electoral Officer 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 the Presiding Officer)

8.4.7. Keeping of VVPAT paper slips taken out during commissioning of EVMs and VVPATs:

(a) During commissioning of EVMs and VVPATs in 100% VVPATs, one vote to each candidate shall be given to check that the VVPAT is printing the paper slips accurately. All such VVPAT paper slips should be stamped on their back side with rubber stamp having inscription “**TESTING VVPAT SLIP-VVPAT Commissioning**”, thereafter these slips shall be kept in thick **Red colored envelopes** and sealed with the seal of the Returning Officer. On the outside of this envelope, the following shall be prescribed:

VVPAT slips pertaining to testing printing the paper slips accurately during commissioning of VVPATs

Date:.....

1. Name of State/UT:.....
2. Name of District:.....
3. Name of election:.....
4. No. and name of AC/PC:.....

(b) Further during commissioning of EVMs and VVPATs, mock poll of 1000 votes would be cast in 5% of randomly selected EVMs, as well as, VVPATs. The said mock poll slips after commissioning of EVMs and VVPATs, should be stamped on their back side with rubber stamp having inscription “**MOCK POLL SLIP-EVM Commissioning**”, thereafter these mock poll VVPAT paper slips shall be kept in **thick Green colored envelopes** and sealed with the seal of the Returning Officer. On the outside of each envelope, the following shall be prescribed:

VVPAT slips pertaining to mock poll conducted during commissioning of EVMs and VVPATs

Date:

5. Name of State/UT:
6. Name of District:
7. Name of election:
8. No. and name of AC/PC:
9. Unique IDs of (a) BU:
- (b) CU:
- (c) VVPAT:

(c) These envelopes shall be kept in the EVM-warehouse for record purpose till completion of Election Petition Period.

8.4.8. Use of Symbol Loading Unit for loading symbols in VVPATs: After completion of commissioning of EVMs and VVPATs, BEL/ECIL Supervisors shall hand over all the SLUs to the concerned District Election Officer (DEO). District Election Officers shall keep the SLUs received from the BEL/ECIL Supervisors in their safe custody and return the same to them or engineers authorized by the BEL/ECIL on the next day after poll i.e. P+1 Day. It shall be the duty of DEO to ensure that no engineer of BEL/ECIL or any other person is allowed to carry the SLU

on poll day in the field and that all the SLUs are released to BEL/ECIL on P+1 day to enable them to move to the next Assembly Constituency/Segment for next phase.

For the aforesaid purpose, BEL & ECIL shall provide the details of SLUs allocated to the team for each Assembly Constituency/Segment in writing to the District Election Officer concerned.

NOTE: In case any BU or CU does not work properly during commissioning of EVMs & VVPATs, dispersal of polling parties or during mock Mock-poll at polling station, the concerned unit (i.e. In case BU does not work properly, only BU is to be replaced and similar for CU) will be replaced from the reserve one.

CHAPTER – 9

INSTRUCTIONS ON DISPERSAL OF EVMs and VVPATs

- 9.1 When the EVMs/VVPATs are taken out of the strong room for dispatch to polling stations, the usual precaution of informing the date and time of opening of strong room in writing to the candidates/ agents shall be followed.
- 9.2 At the time of dispatch, the Presiding Officers shall be advised to compare the machine number inscribed on the metal label and the adhesive sticker and also verify the PS no indicated on the sticker and compare it with PS no. mentioned in the address tag before accepting the EVM/VVPATs. Discrepancy, if any, shall be brought to the notice of the officer in charge of dispatch arrangement and be reconciled.
- 9.3 The candidates may be advised to share the machine number of the EVM (both CU/ BU) /VVPATs allotted to the specific PS with their polling agent/ agents appointed by them so that they are in a position to inspect the EVM/VVPAT for their satisfaction before the commencement of mock poll at the polling station on the poll day. The Presiding Officers shall be advised to show the machine number to the agents present before the commencement of the mock poll. It is relevant to note that as per the existing instructions the Presiding Officer is supposed to mention the number of CU used; serial number of CU used; numbers of BU/BUs used and serial numbers of BU/BUs; number of VVPAT(s); serial number of VVPAT used at the polling station in the Presiding Officer's Diary. This instruction shall be scrupulously followed.

NOTE: The polling parties shall strictly be instructed not to test VVPAT at the time of dispersal and before mock poll at polling station under any circumstance, as VVPATs issued to them are already checked & tested.

CHAPTER – 10

STORAGE OF POLLED AND UNPOLLED EVMS & VVPATS AFTER POLL AND COUNTING AND INSTRUCTIONS TO ZONAL/SECTOR/AREA OFFICERS REGARDING EVMS

The following instructions shall be complied with for ensuring safe movement of EVMs by Zonal/Sector/Area Magistrates. Following category of EVMs move on poll day with either poll party or Sector/Zonal/Area Magistrate:-

10.1 Category “A”

Polled EVMs & VVPATs: Those EVMs in which votes polled at polling stations are recorded and which are closed at the end of poll after following due procedure. VVPATs those were used during actual poll and contains printed paper slips (*Ballot slips*) in its Drop Box (*Ballot Compartment*).

10.2 Category “B”

Defective polled EVMs & VVPATs: are those which become defective after some votes are recorded in ~~the~~ EVM or after printing of some paper slips (*Ballot Slips*) VVPAT become defective i.e. goes in error.

10.3 Category – “C”

Defective unpolled EVMs & VVPATs: are those which become defective before commencement of poll and are replaced.

10.4 Category – “D”

Unused EVMs & VVPATs: are those which are with Sector/Zonal/Area Magistrate, as reserve and are not used in actual poll.

10.5 Zonal Magistrates and Area Officers who are given EVMs from reserve stock will maintain a register where the particulars of Balloting Units (BU) and Control Units (CU) issued to them are mentioned and a receipt shall be obtained for the machines given to them. Such officers should also maintain the accounts of EVMs replaced, if any, in the register maintained by them for this purpose duly signed by the concerned Presiding Officers, indicating time of replacement.

10.6 Zonal/Sector/Area Officers should visit every polling station in their jurisdiction as many times as possible on the poll day and check working of EVMs and other things.

10.7 EVMs of category ‘A’ are stored in a Strong Room as per procedure laid down.

10.8 EVMs of category ‘B’ are also stored separately with the EVMs of category ‘A’ in a Strong Room. In respect of this category of EVMs, the Sector/Zonal/Area Magistrate shall keep a record of it and furnish a certificate to the effect while returning the EVMs of category ‘D’ on the next day of poll. The information furnished by them shall be tallied with Presiding Officer’s diary by the Returning Officer and the Observer before commencement of counting of votes.

10.9 EVMs of category ‘C’ are stored separately in a separate room other than the strong room. The sticker of defective un-polled EVMs should be pasted on the carrying cases of such category of Balloting Units and Control Units, for technical evaluation of the same by the manufacturer.

- 10.10** EVMs of category 'D' are also stored separately in a separate room, other than the strong room where polled EVMs are kept, by Sector/Zonal/Area Magistrate. The sticker of unused EVMs should be pasted on the carrying cases of such category of Balloting Units and Control Units.
- 10.11** Under no circumstances any person will take any EVM, whether polled EVMs or reserve EVMs in the custody of sector officers, to his home or any private place. All polled EVMs and all reserve EVMs after the poll shall be under cover of armed police at all times. **Reserve EVMs should also be returned at the same time when the polled EVMs are returned at the receipt center.** Reserve EVMs shall not be kept in the strong room meant for polled EVMs. They shall be kept in another strong room meant for keeping reserve EVMs. It must be ensured that all reserve EVMs are also deposited in the strong room meant for reserve EVMs at the same time when the polled EVMs are deposited in the strong room meant for polled EVMs."
- 10.12.** Further, it is directed that for safe storage and safety of EVMs and VVPATs of Category 'C' & 'D' (i.e. Defective unpolled and Unused Reserve) and reserve EVMs and VVPATs, the compliance of the following shall be ensured without exception:
- Under no circumstances, any person will take any EVM/VVPAT, whether provided for poll or polled or reserve, to his home or any private place.
 - All EVMs and VVPATs provided to polling parties or Zonal/Sector/Area Officers/Magistrates shall be under cover of armed police **at all times**.
 - All EVMs and VVPATs of Categories 'A' & 'B' (i.e. Polled and Defective Polled) and Category 'C' & 'D' (i.e. Defective unpolled and Unused Reserve), after the poll shall be under cover of armed police **at all times**.
 - All EVMs and VVPATs of Category 'C' & 'D' (i.e. Defective unpolled and Unused Reserve), after the poll shall be returned at the same time when the EVMs and VVPATs of Categories 'A' & 'B' (i.e. Polled and Defective Polled) are returned at the receipt center.
 - All EVMs and VVPATs of Category 'C' & 'D' (i.e. Defective unpolled and Unused Reserve) shall not be kept in the strong room meant for polled EVMs. They shall be kept in another pre-designated separate strong room meant for keeping All EVMs and VVPATs of Category 'C' & 'D'. It must be ensured that all EVMs and VVPATs of Category 'C' & 'D' are also deposited in the pre-designated separate strong room meant for all EVMs and VVPATs of Category 'C' & 'D' at the same time when the all EVMs and VVPATs of Categories 'A' & 'B' (i.e. Polled and Defective Polled) are deposited in the strong room meant for the all EVMs and VVPATs of Categories 'A' & 'B', under intimation to candidates and proper videography.
- 10.13. Storage of EVMs & VVPATs after Poll & Counting of Votes:** EVMs and VVPATs of Category 'A' & 'B' (i.e. Polled and Defective Polled) shall be stored in the Strong Room as per procedure laid down.
- EVMs & VVPATs of Category 'C' & 'D'** (i.e. Defective unpolled and Unused Reserve) shall be stored securely separately in a different room, which shall not be in the vicinity of AC strong room. Category 'C' & 'D' units shall not be stored in Strong Room having category 'A' & 'B' EVMs & VVPATs, under any circumstances, to ensure that unused EVMs and VVPATs are not blocked with the polled EVMs/VVPATs till the EP period is over and remain available for any other purpose. Security of minimum 1/2 section shall be provided to this separate room also. Separate room for storage of EVMs and VVPATs for 'C' & 'D' categories shall be identified and earmarked well in advance and intimated to the candidates.

After completion of counting of votes, EVMs & VVPATs of Category 'A' & 'B' shall again be stored in a Strong Room following the due procedure, however, it shall be ensured that EVMs & VVPATs of 2 or more than 2 assembly constituencies shall not be kept in the same strong room till the completion of Election Petition period.

10.14. Standard Operating Procedure for keeping reserve EVMs and VVPATs

- (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 to be 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 and VVPATs may be kept at police station in exceptional circumstance only with written approval from the Chief Electoral Officer concerned.
- (c) The place of storage of reserve EVMs and VVPATs shall be identified and earmarked in advance and intimated to all contesting candidates/their agents.

(Note: Para 4.5 of Chapter-4 may also see)

Note: Not to keep other election related materials in EVM/VVPAT warehouses/strong rooms-regarding.

Unused EVMs and VVPATs including training/awareness EVMs and VVPATs and EVMs and VVPATs replaced prior to the start of actual polls and other miscellaneous election related materials should NOT be kept in the Strong Room where polled EVMs and polled VVPATs are kept after poll and counting of votes.

CHAPTER – 11

VOTING COMPARTMENT TO BE USED IN POLLING STATIONS

In order to maintain secrecy of vote at the time of poll and uniformity on use of voting compartments, the following instructions shall be strictly adhered on use of Voting Compartment at Polling Stations –

- The voting compartments shall be made only of corrugated plastic sheet (flex-board) of steel grey colour, which is opaque and reusable. The thickness of corrugated flex board to be used for making Voting Compartment should be minimum 3 mm.
- The Voting Compartment shall be in three folds, each fold having dimension of 24"X24"X30" (Length X Width X Height). Increased height of 30" is mandatory.
- All the three sides of the voting compartments shall be printed as mentioned at **Annexure-20**.
- The height of the table on which the voting compartment is placed should be 30" as shown at **Annexure-20**.
- If more than one BU is used for poll, the width of the voting compartment may be increased 12" for each additional BU. Where additional Balloting Units are being used, Presiding Officers shall arrange the Balloting Units in the manner as shown at **Annexure-20**. While placing the EVM in the voting compartment, it must be ensured without fail that secrecy of voting is not violated. For this purpose, it must be ensured that it is not near the window or the door of the polling station.

The interconnecting cable of Balloting Unit/VVPAT should be so routed 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.**

The Commission has further directed that

1. Proper electricity arrangements should be made at the polling stations.
2. High voltage incandescent bulbs/tube-light should not be placed over or front of the voting compartment.
3. Voting Compartment should be placed in such a way that
 - (a) sufficient light is available inside the voting compartment.
 - (b) no direct lighting is placed over or in front of the voting compartment.
 - (c) secrecy of voting is not violated.
 - (d) voting compartment is not placed near the window/door.

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

CHAPTER – 12

INSTRUCTIONS ON USE OF EVMs IN POLLING STATIONS

In order to ensure that the conduct of the Presiding Officer and other polling staff, in no way gives scope for any complaint, the Commission has issued the following instructions for strict adherence: -

- 12.1 The D.E.O shall 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. While printing such model ballot, care shall be taken to ensure that only dummy name and dummy symbols that are not in use, are used and not any real names or symbols. It shall be printed in colour so that 'blue button' 'green light' and 'red light' etc. are clearly represented.
- 12.2 Whenever any voter asks for help or expresses inability to vote using EVM, the presiding officer can explain to the voter the voting process using the cardboard 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 and never inside the voting compartment.
- 12.3 The Presiding Officer or other polling staff shall not frequent the voting compartment as that may give scope for complaints.
- 12.4 In order to ensure that no voter has committed any mischief by pasting any paper, tapes etc., on the symbol/ names / ballot button, the presiding officer may from time to time make an inspection of Balloting unit (BU)- but he should make it a point to do so in the immediate presence of polling agents when there is no voter inside the voting compartment.
- 12.5 Any complaint about the conduct of the polling staff at the polling station shall be taken seriously and properly enquired. The Observers are being instructed to take serious note of such complaints and conduct or cause enquiry into such allegations and submit reports to the Commission.
- 12.6 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. They can also be allowed to affix their seal on the lock of the strong room.

CHAPTER – 13

MOCK POLL ON THE DAY OF POLL

13.1 Mock poll before commencement of actual poll

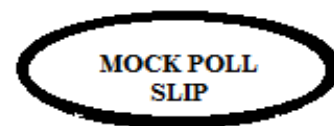
Mock poll shall be conducted normally one hour before the scheduled hour of commencement of poll. All contesting candidates should be informed in writing well in advance that mock poll would start one hour before the commencement of poll and they should be advised to instruct their polling agents to be present in time for the mock poll. Polling agents of at least two candidates should be present at the time of Mock Poll. However, if polling agents of at least two candidates are not present, the Presiding Officer may wait for 15 more minutes before conducting the mock poll and if the agents still do not come, then the Presiding Officer may go ahead and start the mock poll. It is further clarified that after waiting for 15 minutes, there is a possibility that only one Polling agent may be present, in that situation also, the Presiding Officer should go ahead and start mock poll. In such case, there should be specific mention in the mock poll certificate on this aspect.

13.2. During the mock poll, BU and VVPAT should be placed in the Voting Compartment, where a Polling Officer should be present along with polling agents to observe. The CU and VSDU should be placed on the table of the Presiding Officer/Polling Officer. This Polling Officer will keep a record of the votes cast.

13.3. The mock poll should be conducted with the polling agents voting at random for each of the contesting candidates. A total of at least 50 votes should be polled in the mock poll. In the case of absence of polling agents of any of the candidates, one of the polling officers or other polling agents may record the votes for such candidates. The polling officers present in the Voting Compartment should ensure that votes are recorded for each of the contesting candidates. After the mock poll, Presiding Officer will ascertain the result in the CU, count the VVPAT paper slips in the presence of the polling agents and confirm that the results tally for each candidate.

13.4. All mock poll data in CU and VVPAT paper slips from VVPAT must be removed by the Presiding Officer and the empty drop box verified by the Polling Agents.

13.5. The mock poll VVPAT paper slips, should be stamped on their back side with rubber stamp having inscription **“MOCK POLL SLIP”**, thereafter these mock poll VVPAT paper slips shall be kept in an envelope made of thick black paper and sealed with the seal of the Presiding Officer. The sample image of the said stamp is as under:



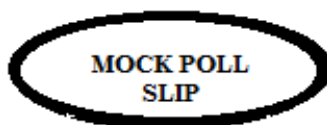
*(The dimensions of the stamp to be used for the purpose should be 3cms
X 1.5 cms)*

13.6. The Presiding Officer and polling agents must put their signatures on the envelope. The number and name of the polling station, number and name of Assembly Constituency, date of poll and the words **“VVPAT paper slips of Mock Poll”** shall be written on the envelope.

13.7. This envelope must be kept in the special plastic box for mock poll and sealed with a pink paper seal placed all around in such a manner that opening of the box will require breaking of the seal.

13.8. The number and name of the polling station, number and name of Assembly Constituency and the date of poll shall be written on the plastic box.

- 13.9. The Presiding Officer and Polling Agents must put their signatures on the pink paper seal and keep the box along with other documents relating to elections. Thereafter, Presiding Officer will sign the Mock Poll Certificate (**Annexure-21**) and seal the CU.
- 13.10. The drop box of VVPAT should be sealed with an address tag before the actual poll starts.
- 13.11. The Presiding Officers shall ensure that the data of the mock poll is deleted, without fail, before the official poll starts. This is very critical step and this should be emphasized during training.
- 13.12. The Presiding Officers shall mention the names of the Polling agents and the candidates (and their party affiliations), whom they represent and also obtain their signatures on the completion of mock poll on the certificate.
- 13.13. Where a micro-observer has been appointed at any polling stations, he should also participate in all the proceeding of the mock poll and his signature should also be obtained on the mock poll certificate. Further, these proceedings should be videographed wherever videography arrangement has been made at a polling station.
- 13.14. The Returning Officer through the Sector Officers and using the communication link with the polling station/ mobile teams, shall track the conduct or otherwise of mock poll, and ascertain the mock poll status. Non-confirmation of mock poll could be indicative of non-commencement of poll and in that case the Returning Officer shall make immediate intervention to sort out the problem.
- 13.15. The polling stations not having the presence of agents of the candidates of recognized parties and where the mock poll had to be conducted in the absence of agents or with the polling agent of only one candidate shall merit focused attention of the election machinery. Interventions such as deployment of micro-observers, deployment of video cameras (if not already done), frequent visits by sector officers and other senior officers should be ensured in such cases.
- 13.16. Mock Poll in case of replacement of EVM**
- 13.16.1. In case the CU or the BU does not work properly during actual poll, replacement of the whole EVM including CU, BU and VVPAT is required. However, in such case only one vote to each contesting candidate including NOTA should be polled in the mock poll.
- 13.16.2. After the mock poll, Presiding Officer will ascertain the result in the CU, count the VVPAT paper slips in the presence of the polling agents and confirm that the results tally for each candidate.
- 13.16.3. All mock poll data in CU and VVPAT paper slips from VVPAT must be removed by the Presiding Officer and the empty drop box verified by the Polling Agents.
- 13.16.4. The mock poll VVPAT paper slips, should be stamped on their back side with rubber stamp having inscription “MOCK POLL SLIP”, thereafter these mock poll VVPAT paper slips shall be kept in an envelope made of thick black paper and sealed with the seal of the Presiding Officer. The sample image of the said stamp is as under:



(The dimensions of the stamp to be used for the purpose should be 3cms X 1.5 cms)

13.16.5. The Presiding Officer and polling agents must put their signatures on the envelope. The number and name of the polling station, number and name of Assembly Constituency, date of poll and the words “VVPAT paper slips pertaining to Mock Poll conducted in case of replacement of whole set of EVM and VVPAT” shall be written on the envelope.

13.16.6. This envelope must be kept in the special plastic box for mock poll and sealed with a pink paper seal placed all around in such a manner that opening of the box will require breaking of the seal.

13.16.7. The number and name of the polling station, number and name of Assembly Constituency and the date of poll shall be written on the plastic box.

13.16.8. The Presiding Officer and Polling Agents must put their signatures on the pink paper seal and keep the box along with other documents relating to elections. Thereafter, Presiding Officer will sign the another Mock Poll Certificate and seal the CU and VVPAT.

13.16.9. The drop box of VVPAT should be sealed with an address tag before the actual poll starts.

NOTE: In case of replacement of only VVPAT during actual poll. No mock poll will be conducted.

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

It has been brought to the notice of the Commission that in the elections where post – 2006 make EVMs were used, in some cases, the date and time of start and end of poll displayed in the Control Unit of EVM during the process of counting of votes did not match with Indian Standard Time of start and end of poll leading to confusion in the minds of stakeholders. This can only happen if the date and time displayed in the Control Unit are not checked at the time of Candidate Set procedure and also at the time of poll. To remove such confusion in future, the Commission has decided to issue the following instruction in this regard:

13.17.1 The display of date and time in the Control Unit of the EVM shall be checked each time the power switch of Control Unit is switched on during the process of First Level Checking of EVM and again at the time of Preparation of EVM by Returning Officer. In case any difference from Indian Standard Time is noticed the clock shall be recalibrated by the engineers of the BEL/ECIL.

13.17.2 The Presiding Officer, at the end of Mock Poll at the polling station, shall invariably check and note the date and time shown in the display of the Control Unit and also the actual date and time at that point of time as well as any discrepancy between the two, if any, in the Mock Poll certificate (**Annexure-21**) and also in Presiding Officers' Diary.

13.17.3 At the time of closure of poll, the presiding officer shall make a note of the Poll end date and time displayed on the CU in the presiding officer's diary.

13.17.4 During the process of counting of votes, a copy of the Mock Poll certificate prepared by the Presiding Officer shall be brought to the counting table with the Control Unit pertaining to that polling station.

NOTE: The polling parties shall strictly be instructed not to test VVPAT at the time of dispersal and before mock poll at polling station under any circumstance, as VVPATs issued to them are already checked & tested.

CHAPTER – 14

DURING ACTUAL POLL

14.1. ROLE OF POLLING PARTIES:

- **NO** extra polling official is required to handle the VVPAT unit and watch the VVPAT Status Display Unit (VSDDU), whether State/UT is using M2 VVPATs or M2-M3 VVPATs or M3 VVPATs.
- Polling Officer/In-Charge of the Control Unit (CU) shall also monitor the VSDU where M2 or M2-M3 VVPATs will be used. At the time of dispersal of polling parties, two copies of the Trouble shooting instructions (**Annexure-22**) and List of additional items of polling materials (**Annexure-23**) shall be handed over to the Presiding Officers.
- Adequate numbers of black paper envelopes and plastic boxes may also be procured for storing the paper ballot slips from the VVPAT.

NOTE: In case of M3 VVPAT, no extra polling official is required to handle the M3 VVPAT as there is no VSDU with M3 VVPAT and error related to VVPAT displays on CU itself.

14.2. COMPLAINT & CONTINGENCY ISSUES

14.2.1 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 him a 'Form of Declaration' (**Annexure-24**) 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, 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.
- 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 Form 17A, 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.
- 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 may be given by the Returning Officer.

- 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-
 - 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;
 - 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.”.

14.2.2. HANDLING CONTINGENCIES DURING POLL:

Certain contingencies may arise during the polling process, which may require certain actions. These are as follows: -

- **In case the CU or the BU does not work properly, replacement of the whole EVM including CU, BU and VVPAT is required. However, in such case only one vote to each contesting candidate including NOTA should be polled in the mock poll.**
- In case the VSDU is showing “Low Battery”, the power pack battery of VVPAT should be replaced. It should be ensured that before taking out the power pack battery of VVPAT, control unit must be switched OFF and after installing new power pack battery in VVPAT, control unit should be switched ON. Control Unit should not be switched ON without installing power pack in VVPAT.
- In case there is any other error, like “Paper Low” error, the VVPAT will stop printing and the error shall be displayed on the VSDU. **In such case the VVPAT unit is to be replaced. No mock-poll is required to be taken.** Therefore, if VVPAT has not printed the paper slip, or the printed paper slip has not been cut, the last voter whose paper slip has not been printed by VVPAT or has not been cut should be allowed to cast his vote after the VVPAT has been replaced. In case the printed paper slip has not been cut and is hanging 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: -
 - The date and time of the occurrence.
 - 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.
 - Whether the voter cast his vote after replacement of VVPAT or went away without casting his vote.
 - The Total number of votes cast before the occurrence.

In case of contingencies, the Presiding Officers may also refer to **Annexure-22** for solutions.

CHAPTER – 15
INSTRUCTIONS ON EVM IN CASE OF RE-POLL

- 15.1 In case of re-poll, the EVM required for re-poll shall be drawn from the reserve list and the CU/BU number shall be informed to the candidates/agents in writing. Care shall be taken to ensure that the address tag on the CU and BU clearly mentions it to be the EVM for use in the re-poll indicating the date and PS no.
- 15.2 In case of re-poll, a pre-printed self-adhesive sticker “Re-poll EVM” shall be pasted on the EVM (CU & BU) as well as carrying cases of the EVM to be used for re-poll. After re-poll the strong room shall be re-opened in the presence of the candidates/ their agents and observer for the storage of the re-poll EVM. This re-poll EVM should be placed together with the old EVM which was used earlier in the original poll. At the time of placing the ‘Re-poll EVM’ after re-poll in the strong room, another pre-printed sticker with **bold print “TO BE COUNTED”** shall be pasted on the re-poll EVM. Another pre-printed sticker **‘NOT TO BE COUNTED’** shall be put prominently on the old EVM, to remove any confusion at the time of counting.
- 15.3 In case of re-poll, the unique ID number of the CU and BUs used in re-poll should be entered in the EVM tracking software.

NOTE: The above process/procedure shall be followed for VVPAT also.

CHAPTER – 16

INSTRUCTIONS RELATING TO COUNTING

16.1 General Instructions

- 16.1.1 At the time of counting, only the CUs are normally needed. BUs need not be taken to the Counting Hall. Before starting the counting in the CU, the unique ID number of the CU, the Unique ID number of the Pink Paper Seal and the unique ID number of Green paper seal should be verified from the record and shown to the polling agents.
- 16.1.2 In EVMs, the Poll start date and time and poll end date and time displayed on the CU should be verified from the record and shown to the polling agents.

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

- 16.2.1 In case of any discrepancy in the date and time of start and end of poll displayed in the Control Unit with Indian Standard Time of start and end of poll, the difference will be compared with the date and time noted by Presiding Officer in the mock poll certificate.
- 16.2.2 If the date and time difference at the time of mock poll does not match with the date and time difference of start and end of poll at the time of counting, the EVM will be kept aside and the matter will be referred to the Commission for its decision. If on other hand, the difference of date and time at the time of mock poll matches with the difference of date and time of start and end of poll noticed at the time of counting, the discrepancy will be explained to the candidates and their representatives and the votes polled in the EVM will be counted in the usual manner.

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

The following action be taken during counting of votes, in such circumstances, in the presence of candidates/their authorized agents, under videography: -

- 16.3.1 In case any Control Unit does not display result due to not-pressing of “Close” button by the Presiding Officer in the polling station at the close of poll, it should be kept back inside its carrying case and then be kept in the Returning Officer’s custody in the counting hall. Counting of votes in other machines should continue as usual.
- 16.3.2 When counting of votes in other machines is completed, the Returning Officer and Observer should see whether the margin of votes between the first candidate and the runner up is more or less than the votes polled in such machine(s).
- 16.3.3 In both the cases where the margin of votes is more or less than the total votes polled in that machine(s), the Returning Officer/Counting Supervisor shall press the “Total” button of the Control Unit to see the total votes polled in that machine(s). In case, total votes polled in the machine(s) tallies with the total votes polled mentioned in the Form-17 C, the Returning Officer/Counting Supervisor shall press the “Close” button of the Control Unit(s) so that “Result” button can be pressed for getting result data explaining the entire issue to the candidates and/or their authorised agents and recording a proceeding in this behalf with the signatures of the candidates/their authorised agents. In such a case, the Returning Officer and Observer should send a detailed report to the Commission in the format mentioned at **Annexure-25**.

16.3.4 In case, total votes polled in the machine(s) does not tally with the total votes polled mentioned in the Form-17 C, the matter should be referred by the Returning Officer to the Commission for its decision and action may be taken as per the direction of the Commission. In such a case, the Returning Officer and Observer should also send a detailed report to the Commission in the format mentioned at **Annexure-26**, where the margin of votes between the candidates having highest vote and the runner up is more than the votes polled in the Control Unit in question, and in **Annexure-27**, where such margin is less.

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

The following action to be taken in case Control Unit does not display result during counting of votes: -

- In case any Control Unit does not display result, it should be kept back inside its carrying case and then be kept in the Returning Officer's custody in the counting hall. Counting of votes in other machines should continue as usual.
- Result from such Control Unit(s) will not be retrieved using Auxiliary Display Unit or Printer.
- After completion of counting of votes from all the Control Units, the VVPAT unit(s) of the respective polling station(s) should be brought to the Counting Table(s). The counting of VVPAT paper slips of the respective VVPAT shall be counted as the counting procedure prescribed by the Commission.
- Thereafter, counting of printed paper slips of VVPAT(s) under Rule 56D of the Conduct of Elections Rules 1961 should be taken up, if any.

A report regarding counting of printed ballot slips of VVPAT is to 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

16.5. APPLICATION FOR VVPAT PAPER SLIPS COUNTING

After announcement of result sheet entries, any candidate, their election agent or their counting agents may apply in writing to the RO to count the printed VVPAT paper slips in any or all polling stations. If such application is made, the RO shall 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 shall give due consideration to the following:

- 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 making the application
- 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.

16.6. MANDATORY VERIFICATION OF VVPAT PAPER SLIPS:

Mandatory verification of VVPAT paper slips of randomly selected 01 (one) polling station shall be conducted in all future 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:

- (a) In case of General and Bye elections to State Legislative Assemblies, verification of VVPAT paper slips of randomly selected 01 (one) polling station per Assembly Constituency.
- (b) In case of General and Bye elections to the House of the People, verification of VVPAT paper slips of randomly selected 01 (one) polling station of each Assembly Segment of the Parliamentary Constituency concerned.

For this mandatory verification of VVPAT paper slips, the following procedure shall be followed:

- 16.6.1. The verification of VVPAT paper slips of randomly selected 01 (one) polling station for each Assembly Constituency/Segment shall be taken up after the completion of the last round of counting of votes recorded in the EVMs.
- 16.6.2. The random selection of 01 (one) polling station per Assembly Constituency/Segment shall 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.
- 16.6.3. The draw of lots must be conducted immediately after the completion of the last round of counting of votes recorded in the EVMs (Control Units) in the designated Counting Hall for the particular Assembly Constituency/Assembly Segment.
- 16.6.4. A written intimation regarding the conduct of draw of lots for the random selection of 01 (one) polling station for verification of VVPAT Slips shall be given by the Returning Officer to the Candidates/their election agents well in advance.
- 16.6.5. The following procedure shall be followed for the conduct of draw of lots:
 - a. White colour paper cards of postcard size shall be used for conducting the draw of lots.
 - b. Total number of such paper cards should be equal to total number of polling stations in the Assembly Constituency.
 - c. The paper cards shall 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. Each digit of the polling station number shall be atleast 1" x 1" (1 inch by 1 inch) size and printed in black ink.
 - d. 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.
 - e. Each paper card shall be shown to the candidates/their agents before folding and dropping in the container.
 - f. The paper cards shall be kept in the big container and must be shaken before picking up 01 (one) slip by the Returning Officer.
- 16.6.6. The verification of VVPAT paper slips shall be done in a 'VVPAT Counting Booth' (VCB), specially prepared for this purpose inside the Counting Hall. The booth shall 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.

- 16.6.7. The Verification count of the VVPAT paper slips of the randomly selected 01 (one) polling station shall be conducted strictly in accordance with the instructions of the Commission on counting of printed paper slips.
- 16.6.8. The Returning Officer and Assistant Returning Officer, as the case may be, shall personally supervise the counting of VVPAT paper slips at this booth. The General Observer concerned shall ensure close and careful observation of the entire exercise and ensure strict compliance of the Commission's instructions.
- 16.6.9. The above process shall be fully videographed.
- 16.6.10. After completion of the above process, the Returning Officer shall give a certificate in the annexed format **(Annexure-31)**.

NOTE: For mandatory verification of VVPAT paper slips of randomly selected one pooling station of each AC/one polling station of each AS of PC, the polling station(s) whose VVPAT paper slips have been counted due to non-display of result from Control Unit(s) or under Rule 56(D) of the Conduct of Elections Rules, 1961 or whatsoever the reason, shall not be included in the draw of lots for mandatory verification of VVPAT slips.

16.7. ARRANGEMENTS FOR COUNTING OF VVPAT PAPER SLIPS:

- One of the Counting Tables inside the Counting Hall shall be earmarked by the Returning Officer as VVPAT Counting Booth (VCB) for Counting of VVPAT Paper Slips.
- VCB shall be enclosed in a wire-mesh just like a Bank Cashier Cabin, so that no VVPAT paper slip can be accessed by any unauthorised person.

16.8. 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 shall 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, shall 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-28**.
- b) For keeping VVPAT paper slips of the respective candidates, a Pigeonhole Framework shall 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 shall 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 atleast 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-28**.

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

Step-2:

- The VVPAT unit(s) of the respective polling station(s) should be brought to the VCB one by one, as the case may be.
- In case a VVPAT unit was replaced during poll at that polling station, all the VVPAT units used at that polling station should be brought to the VCB.

Step-3:

- The printed paper slips shall be taken out 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, VVPAT slips of each VVPAT will be counted separately, one by one and result of each VVPAT will be entered in the **Annexure-29** (separate for each VVPAT). Thereafter, Final Result sheet shall be prepared by combining all results of that particular polling station and the same shall also to be attached to Form-17C.*
- Before taking out the VVPAT Paper Slips from the drop box, the address tag(s) of the drop box shall be crosschecked to ascertain that the VVPAT pertains to the respective polling station.
 - a) The VVPAT Paper Slips taken out from the Drop Box of the VVPAT shall be first kept in the container as per specification at step-1 (i).
 - b) After taking out the VVPAT paper slips from Drop Box, the Counting Supervisor shall ensure that no VVPAT paper slip is left inside the VVPAT drop box and show the empty drop box to the counting agents.
 - c) 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 should not be 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 shall be in the next VVPAT used in that polling station.
 - d) The drop box of the VVPAT will 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:

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

- ii) Bundles of 25VVPAT paper slips of respective candidates shall be prepared for counting purpose.
- iii) VVPAT Paper Slips shall then be counted by the counting staff.
- iv) Result of the VVPAT paper slips count shall be prepared in the format as per **Annexure-29** and attached to Part-II of Form 17-C (**Annexure-30**).
- v) The result of the count of VVPAT paper slips shall be announced loudly in the counting hall and shown to the counting agents.
- vi) 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 shall prevail. Hence, if there is discrepancy between the count of votes displayed on the Control Unit and the count of printed-paper slips in respect of that Polling Station, the result sheet will be amended as per the printed-paper slips count.

Step-5:

- After completion of counting of VVPAT paper slips, the bundles of all the VVPAT Paper Slips shall be kept back in the Drop Box of the respective VVPAT and door of the Drop Box shall be sealed using address tags.
- The candidate(s)/their agents may also be allowed to affix their signature with party abbreviation on the Address Tags.

16.9. Sealing of EVMs after counting of votes

After completion of counting, all such Control Units whether result has been retrieved from it or not, the Control Unit should be kept back inside its carrying case. The carrying cases should then be sealed once again. The Returning Officer and Observer should put their signatures on the seal. All candidates and their election agents should also be allowed to put their signature on the seal. The Control Unit should be then kept in the strong room(s).

16.10. STORAGE of EVMs & VVPATs after counting of votes:

After completion of counting of votes, EVMs and VVPATs containing printed paper slips in its Drop box, shall be kept in the same strong room without removing Power Packs of Control Units and Power Packs and Paper Rolls of VVPATs.

- The Strong room shall not be opened till completion of Election Petition (EP) period i.e. till EP list is received from respective High Court.
- After completion of Election Petition Period, the exact EP position should be ascertained from High Court concerned before opening the strong room.

16.11. STORAGE OF VVPAT PAPER SLIPS AFTER EXPIRY OF PERIOD OF FILING OF ELECTION PETITIONS:

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

- Every VVPAT used in an election and kept in the custody of the District Election Officer shall be kept untouched, under the standard protocol of security, till confirmation of

Election petition position from the High Court concerned after the completion of the period for filing Election Petition i.e. 45 days from the date of declaration of the result.

- In the case of elections, where no election petition has been filed or no other court cases are pending, after the aforesaid period, the VVPATs shall be available for use in any future election or any other purpose like training, awareness, movement, physical verification etc.
- Before moving any VVPAT, printed paper slips shall be taken out from Drop-box of the VVPATs as per procedure mentioned below:
 - A Notice informing the opening of Strong Room having VVPATs shall be given to the representatives of all political parties in writing at least 48 hours in advance, requesting them to remain present at the time of opening of strong room.
 - The strong room shall be opened in the presence of the District Election Officer and representatives of Political Parties.
 - Remove the Power Packs of Control Units and Power Packs and Paper Rolls of VVPATs.
 - The VVPAT paper slips shall be taken out from the Drop Box of VVPAT and kept in a paper envelope made of thick black paper, sealed using red wax under the seal of DEO. Name of election, number and name of assembly constituency, particulars of polling station, unique serial number of the VVPAT unit, date of poll and date of counting shall be mentioned on the envelope containing printed paper slips.
 - The envelopes containing VVPAT paper slips shall be kept with all other statutory documents relating to that election till the statutory time limit.
 - Thorough checking of officials deputed for the removal of VVPAT paper slips and their sealing must be ensured. All pockets need to be emptied before entering the Sealing Room/Strong Room and thorough checking of officials leaving the sealing room should be done in addition to DFMD/Metal Detector Checking.
 - Once the VVPAT paper slips have been taken out, the VVPATs must be kept in their separate designated warehouse. VVPAT should not be kept in the same warehouse where EVMs are stored.
 - To ensure there is no deliberate attempt to remove any paper-slips from sealing room/strong room, the entire process should be conducted under high quality CCTV recording/videography.
- In case of any election **where election petition has been filed**, the following action shall be taken:-
 - If the EVMs or Counting of Votes are the subject of the election petition, the EVMs and VVPATs used at all Polling Stations in the constituency concerned shall continue to be kept in the safe custody of the District Election Officer, till such time the Election Petition is finally disposed of by the Courts.
 - If the EVMs or counting of votes are not the subject of the election petition, an application may be moved to the concerned Court for allowing the EVMs&

VVPATs concerned to be taken out of the strong room for any future election or any other purpose like movement, physical verification etc.

- In case VVPATs not involved in any Election Petition/Court Case are stored with the VVPATs involved in Election Petition/Court Case, the following procedure shall be followed for segregating the VVPATs not involved in any election petition/court case from the VVPATs involved in EP/Court case:-
 - A Notice informing the opening of Strong Room having VVPATs involved in EP/Court Case as well as non-EP VVPATs, shall be given to the petitioners/respondents of the EP/Court Case and the representatives of all political parties in writing at least 72 hours in advance, requesting them to remain present at the time of opening of strong room.
 - The strong room shall be opened in the presence of the District Election Officer, Petitioners/respondents of the EP/Court case and representatives of Political Parties.
 - The VVPATs not involved in any EP/Court Case shall be segregated from the VVPATs involved in EP/Court Case for taking out of the strong room. A list of VVPATs being so taken out from the strong room shall be prepared.
 - The VVPATs, which are not involved in any EP/Court Case, should only be taken out of the Strong room.
 - The procedure mentioned above shall be followed for taking-out power packs, paper rolls and the printed paper slips from all such VVPATs, following which the VVPATs are available for any subsequent deployment/use.
 - The entire process shall be videographed and videography must be preserved for record.

16.12. Report on VVPAT paper slips count: Very next day of counting day, report format in respect of the verification of VVPAT Paper Slips shall be submitted by the CEOs to the Commission:-

1. Details of mandatory VVPAT slip count of randomly selected 01 Polling Station per AC :

S.No.	Name of State	No. and name of Assembly/Parliamentary Constituency	No. and name of Polling Station	Unique ID of VVPAT	Discrepancy if any (Yes/No)	If yes, details thereof

2. Details of VVPAT slip count under the provisions of Rule 56D of the Conduct of Elections Rules, 1961

S.No.	Name of State	No. and name of Assembly/Parliamentary Constituency	Request received under Rule 56D of the Conduct of Elections Rules, 1961	Whether accepted/rejected by the RO	If yes, Polling Station Number and name	Unique ID of VVPAT	Discrepancy if any (Yes/No)	If yes, details thereof

3. Details of such cases where the result could not be obtained from the CU and the VVPAT slip count was done

S.No.	Name of State	No. and name of Assembly/Parliamentary Constituency	Polling Station Number and name	Unique ID of CU	Unique ID of VVPAT (counted)	Whether total votes in CU in PO Diary matched with total number of VVPAT paper slips (Yes/No)	If No, details thereof

4. Details of such cases where the Mock Poll data not erased from the CU and therefore, the VVPAT slip count was done

S.No.	Name of State	No. and name of Assembly/Parliamentary Constituency	Polling Station Number and name	Unique ID of CU	Unique ID of VVPAT (counted)	Whether total votes in CU in PO Diary matched with total number of VVPAT paper slips (Yes/No)	If No, details thereof

Note: In case of Parliamentary Constituency, Assembly Segment-wise report needed.

16.13 Dispersal and Poll Day Report Format:

S. No.	Name of district	Name of DEO	Contact number of DEO	Total number of polling stations	Qty. of EVMs which are to be used in poll (excluding reserve)			Qty. of EVMs are kept in reserve			Qty of EVMs replaced during dispersal			%age of replacement during dispersal		
					BU	CU	VT	BU	CU	VT	BU	CU	VT	BU	CU	VT
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Qty. of EVMs replaced during mock poll			%age of EVMs replaced during mock poll			Qty of EVMs replaced during actual poll			%age of replacement during actual poll		
BU	CU	VT	BU	CU	VT	BU	CU	VT	BU	CU	VT
18	19	20	21	22	23	24	25	26	27	28	29

(a) Information in respect of column Nos. 1 to 17 shall be sent to the Commission one day before poll day by 5.00 pm at msgupta@eci.gov.in.

(b) Information in respect of columns 18 to 29 shall be sent to the Commission after mock poll on poll day (by 8.00 am), during poll (by 11.00 am, 1.00 pm and 3.00 pm) and after completion of poll.

CHAPTER – 17

DISPOSAL OF EVMs

1. In 2007, the manufacturers of EVMs opined that the life of EVMs is about 15 years and that it is risky to use machines older than 15 years in future elections. Thus the manufacturers have recommended disposal of the entire 1989-90 batch of EVMs.
2. The Commission constituted a Technical Expert Committee comprising Prof. P.V. Indiresan, Prof. D.T. Shahani & Prof. A K Agarwala to give its opinion on whether EVMs of 1989-90 batch have become unusable.
3. Technical Expert Committee recommended the methodology for weeding out 1989-90 EVMs for disposal.
4. Approval of Government of India is required for destruction of EVMs.
5. Following guidelines for destruction of EVMs shall be followed:
 - a) PCBs shall be separated from Plastic Housings;
 - b) All components mounted on PCBs of CU, BU & Display shall be removed/chopped off and crushed;
 - c) The bare PCBs shall be cut into minimum 4 pieces and crushed;
 - d) The remaining plastic assemblies/housing shall also be cut into 4 to 6 pieces and crushed;
 - e) Plastic waste shall be recycled to ensure that environment is protected;
 - f) Entire process of the disposal/destruction of EVMs should be videographed;
 - g) A copy of the video of disposal/destruction of EVMs should be sent to the CEO concerned and ECI;
 - h) The video of disposal/destruction process shall be viewed at CEO concerned/ECI to certify that nothing adverse was noticed;
 - i) The guidelines/safeguards for destruction of electronic items, issued by the Pollution Control Board/Ministry of Environment and Forests etc. or any other law for the time being in force, shall be followed;
 - j) It shall be ensured that e-wastes are channelized to registered dismantler or recycler;
 - k) A proper record of each BU and CU destroyed/destroyed should be maintained in a register –
 - i) Serial number/ID of each BU and CU destroyed, date-wise, shall be entered in a register (separate registers for BU & CU should be maintained);
 - ii) On the close of the day a certificate should be recorded after the last entry to the effect that **“today on.....(date) ... number of BU/CU (as the case may be) has been destructed in my presence”** and shall be signed by the officer of the manufacturer nominated for the purpose and signatures of the representative of the CEO concerned and e-waste agency shall also be obtained.

CHAPTER – 18

TECHNICAL EXPERT COMMITTEE ON EVMs & VVPATs

1. Composition of First Technical Expert Committee on EVMs

- Central Government appointed the Electoral Reforms Committee in January, 1990 (Goswami Committee) consisting of representative of several recognized National and State Parties.
- The Electoral Reforms Committee felt that the machines should be tested by technical experts with a view to removing any doubts or misapprehensions in the minds of the public with regard to credibility of the working of the machines and desired that a clearance from the technical experts to the effect that doubts and misapprehension entertained about the credibility of the machines were not well founded should be obtained.
- An Expert Committee for the evaluation of the electronic voting machines was constituted under the chairmanship of Professor S. Sampath, Chairman Technical Advisory Committee, Defence Research & Development Organization, Ministry of Defence, Professor PV Indiresan of the IIT Delhi and Dr. Rao C. Kasarabada, Director, Electronic Research & Development Centre, Trivandrum.
- The Committee, after a review of the material presented to it, technical presentation by the manufacturers, meeting election administrators and technical experts and also detailed laboratory tests, came to the conclusion that the electronic voting machine is a secure system. The expert committee, therefore, unanimously recommended, in April, 1990, the use of the electronic voting machines without further loss of time.

2. Composition of Second Technical Expert Committee

- The Commission constituted the Second Technical Expert Committee in December, 2005 comprising Prof. P.V. Indiresan, Prof. D.T. Shahani of IIT Delhi and Prof. A.K. Agarwala of IIT Delhi to get the upgraded EVMs (Post 2006 EVMs) evaluated before finally accepting these machines for actual use in elections.
- Subsequently, the Commission has been consulting the group of technical experts comprising Prof. (Late) P.V. Indiresan (member of the earlier committee), Prof. D.T. Shahani and Prof. A.K. Agarwala of IIT Delhi, on all EVM related technical issues.

3. Expansion of Technical Expert Committee

In November, 2010, the Commission expanded its Technical Expert Committee by including two more experts, namely, Prof D.K. Sharma from Department of Electrical Engineering, IIT of Mumbai and Prof. Rajat Moona from Department of Computer Science and Engineering, IIT of Kanpur (now Director General, C-DAC).

4. Functions of Technical Expert Committee on EVMs/VVPATs

The Technical Expert Committee on EVMs/VVPATs provides the following assistance to the Commission:-

- (i) Opinion on technical issues of EVMs & VVPATs;
- (ii) Development and designing of EVMs & VVPATs;
- (iii) Evaluation of EVMs & VVPATs.

CHAPTER – 19

EVM MANAGEMENT SYSTEM (EMS)

EVM Management System (EMS) is an application developed by ECI for managing a centralized database of EVM machines of all 36 States and UTs of India. It allows Tracking 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. No Stock is entered by the States/UTs. 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 to corresponding warehouses.

- i. Dashboard
- ii. Send/ Receive
- iii. First Level Check

- iv. Awareness
- v. Assembly Constituency(AC) Level Randomization
- 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 Feature

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

Real Time Tracking and Reporting

- ✓ To make smooth flow of order generation & real time order tracking
- ✓ To keep record of real time status of each and every EVM units
- ✓ To generate real time reports of EVM units regarding location, availability, etc.
- ✓ To keep track of 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

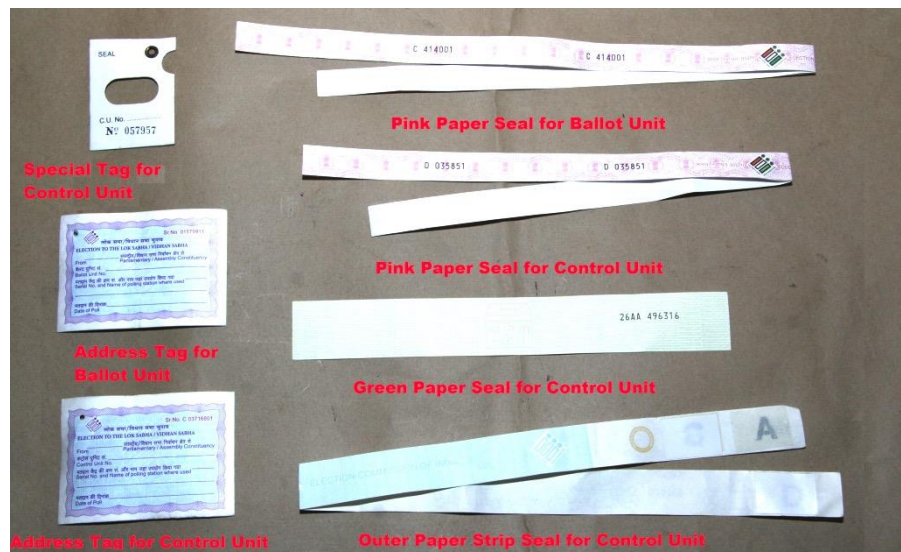
- ✓ Prevent manual entry of EVM units to avoid error / duplication of units across the warehouses, etc.
- ✓ New produced units can be entered into system only by scanning
- ✓ Generated orders can be cancelled if sender has not started scanning of the units

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.

CHAPTER - 20

VARIOUS TYPES OF SEALS USED FOR SEALING EVMs & VVPATs



Various Type of Seals used for Sealing Electronic Voting Machine

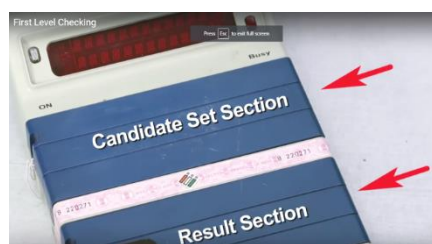
Common Address Tag for BU/CU/VVPAT

	
Sr.No. 00000000	
लोक सभा/विधान सभा चुनाव ELECTION TO THE LOK SABHA / VIDHAN SABHA	
संसदीय/विधान सभा निर्वाचन क्षेत्र से Parliamentary / Assembly Constituency	
From	बीयू / सीयू / वीवीपीएटी सं. BU / CU / VVPAT No.
मतदान केंद्र की क्रम सं. और नाम जहां उपयोग किया गया Serial No. and Name of polling station where used	
मतदान का दिनांक Date of Poll	

20.1 SEALING OF EVMs

AT THE TIME OF FIRST LEVEL CHECKING OF EVMs (FLC)

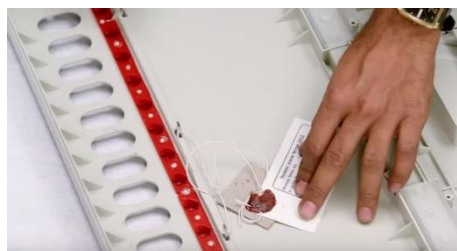
Sealing of plastic cabinet of Control Unit of EVMs with pink paper seal:



After First Level Checking of the EVMs, the Control Unit is sealed with the 'Pink Paper Seal' supplied by the Nasik Security Press in the presence of the representatives of the Political Parties present at the time of FLC. The Pink Paper Seal is affixed on the portion between the Candidate Set Section and the Result Section of the Control Unit.

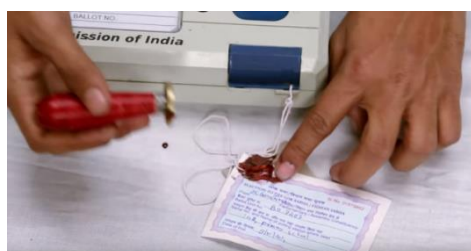
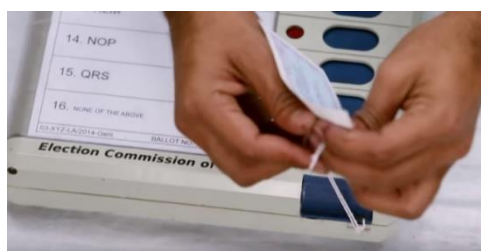
AT THE TIME OF PREPARATION OF EVMS (CANDIDATE SET)

(a) Sealing of ballot paper screen of BU with thread and address tag



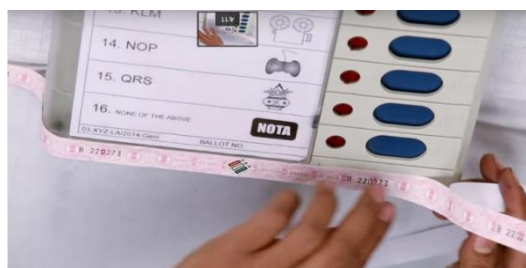
After the ballot paper is firmly fixed and the ballot paper screen is pressed fit on the upper side of the top cover. The screen is to be sealed on the inner side of the top cover. This is done by passing the thread through the two holes on the screen specially provided for the purpose using address tag showing the particulars of the election with the seal of the Returning Officer.

(b) Sealing of plastic cabinet of BU with thread and address tag



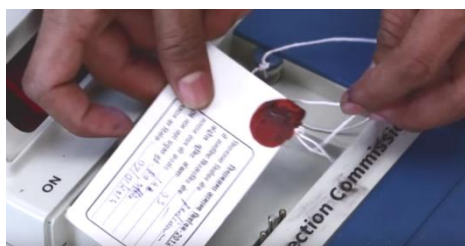
After unmasking required number of candidate buttons, the upper cover of the BU is sealed by passing a thread through the holes provided on the top and bottom end at right side using address tags showing the particulars of the election with the seal of the Returning Officer.

(c) Sealing of plastic cabinet of BU with pink paper seal:



In addition, the BU is sealed with a special "pink paper seal" supplied by India Security Press, Nasik, in the presence of candidates or their representatives at the time of preparation of EVMs. Pink paper seal is fixed at the lower most portion of the BU in such a manner that no candidate's button or candidate's name or symbol is hidden by the seal.

(d) Sealing of Candidate Set Section of CU with thread & address tag



Sealing of inner cover of Candidate Set Section



Sealing of outer cover of Candidate Set Section

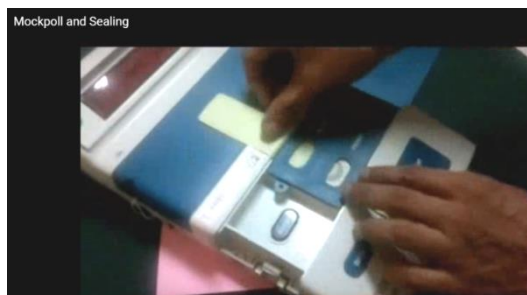
After Candidate set, inner and outer covers of the Candidate Set Section of CU are sealed by passing a thread through hole provided on the left side using address tags showing the particulars of the election with the seal of the Returning Officer.

AT THE POLLING STATIONS ON POLL DAY

Sealing of EVMs after Mock poll and before starting actual poll on poll day

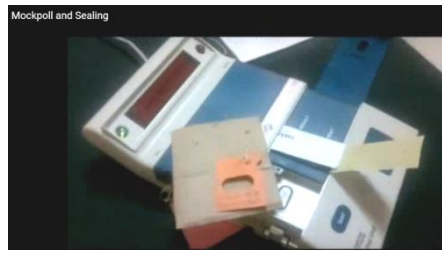
After mock poll and clearing mock poll data, switch off the power switch of Control Unit for sealing Result Section of the CU.

(a) Fixing of Green Paper Seal and closing of inner compartment



Green paper seal has to be passed through the frame provided for the purpose on the inner side of the door of the inner compartment of the Result Section. After fixing the seal, the door of the inner compartment is to be closed in such a manner that the two ends of the paper seal project outwards from the sides of the inner compartment.

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

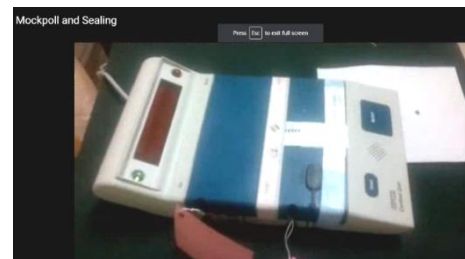


Inner door of the Result Section is sealed by passing a thread through hole provided on the left side using Special Tag showing the particulars of the election with the seal of the Presiding Officer.

(c) Sealing of outer door Result Section of CU with thread seal using Address Tag and Outer Paper Strip Seal



The outer cover of the Result Section of the CU has to be pressed for closing this section. The outer cover of the Result section is sealed 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, Outer Paper Strip Seal (ABCD seal) is used to get glued to the Green paper seal.

(d) Sealing of carrying case of EVM



After completion of poll, BU and CU are kept in the respective carrying case. The carrying cases *are* sealed by passing a thread through holes provided using Address Tags showing the particulars of the election with the seal of the Presiding Officer.

SEALING OF EVMs AFTER COUNTING OF VOTES



After completion of counting, all Control Units, whether result was retrieved from it or not, is kept back inside its carrying case. The carrying cases are then sealed once again *by passing a thread through hole provided on the carrying cases using Address Tag showing the particulars of the election with the seal of the Returning Officer.*

20.2. SEALING OF VVPAT:

SEALING OF PAPER ROLL COMPARTMENT AT THE TIME OF PREPARATION OF VVPAT



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

(Switching OFF of Control Unit before sealing of paper roll compartment should be ensured)

AT THE POLLING STATIONS ON POLL DAY

(a) Sealing of plastic box 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. The printed paper slips of the mock poll, should be stamped 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 presiding officer.



The envelope shall then be kept in the special plastic box provided for the purpose. The plastic box is sealed with a Pink Paper Seal placed all around in such a manner that opening of the box shall not be possible without breaking the seal.

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



Thereafter, the lower part of the VVPAT unit, i.e. drop box, is sealed with the thread and Address Tag before actual poll starts.

(c) Sealing of carrying case of VVPAT

After completion of poll, VVPAT & VSDU are kept in the carrying case. The carrying case is *sealed by using thread and Address Tag showing the particulars of the election with the seal of the Presiding Officer.*

CHAPTER - 21

REPAIRING OF DEFECTIVE EVMs & VVPATs

21.1 The defective EVMs are sent to the factory of the concerned manufacturers of the EVMs, namely, BEL & ECIL or collected at a centralized location in the State HQs concerned for necessary repairs. Following protocol is to be strictly followed for defective EVMs: -

- 21.1.1. During First Level Checking of EVMs/VVPATs, no electronic repair is to be carried out. However, mechanical repairs i.e. replacement of broken/damaged switches, buttons, latches, hood, cable, RTC cell, spindle etc. for which no soldering is required shall be done during FLC. For this purpose, engineers deputed for FLC shall have adequate number of spares with them for mechanical repairs of EVMs/VVPATs. Further the engineers deputed for FLC of EVMs/VVPATs shall also maintain list of the defective units (containing Unit ID of BU/CU/VVPAT with defect observed). Repairing of defective EVMs shall only be done after counting is over, at a centralized location in the State.
- 21.1.2. EVMs/VVPATs found defective during FLC shall be sent to the manufacturers for repair within **7 days** of completion of FLC in that district. The CEO shall coordinate and club defective EVMs/VVPATs of multiple districts for despatching to the factory.
- 21.1.3** No EVMs/VVPATs, whether defective or defect-free, shall be transported during the period from commencement of Candidate Setting to the Counting day except the EVMs/VVPATs required to be transported for use in polls in subsequent phases. In such case, the political parties/candidates shall be informed in writing conveying the purpose of shifting of such EVMs/VVPATs.
- 21.1.4** All Defective EVMs/VVPATs not used in the poll shall be stored in a separate room/warehouses, preferably in a separate campus, if possible, and shall never be stored along with **working EVMs/VVPATs**.
- 21.1.5** For EVMs found defective during Preparation, mock poll, poll, counting of votes, the following procedure shall be followed: -
 - (a) EVMs/VVPATs found defective during candidate setting or mock-poll on poll day shall be stored in a separate warehouse, however, EVMs/VVPATs found defective after mock-poll (i.e. during actual poll) on poll-day shall be stored alongwith polled EVMs/VVPATs.
 - (b) Immediately after completion of mandatory period of 45 days from the date of declaration of the result for filing Election Petitions, the details of the Election Petition/Court Cases pertaining to the election shall be obtained from the concerned High Court/Court.
 - (c) After ascertaining the position of EP/court cases from the concerned court, within 10 days all the defective EVMs/VVPAT (along with list containing unique ID of BU/CU/VVPAT), which are not involved in any EP/court cases, shall immediately be got repaired.
 - (d) Strong Room shall **not** be opened in which the defective EVMs/VVPAT pertaining to any EP/court case are kept. After final disposal of the EP/Court case. The defective EVMs shall be sent for repairs to the respective factories within one month.

- 21.1.6. After repairs are carried out, the testing protocol for all repaired machines shall be exactly the same as for new EVMs/VVPATs.
- 21.1.7. The manufacturers shall **not** return the repaired EVMs/VVPATs to the respective State/UT. These repaired EVMs/VVPATs shall be kept in the factory. CEOs/DEOs are not required to take back the EVMs/VVPATs sent to the factory for repairs. **Further allocation of these repaired EVMs/VVPATs will be done by the Commission only.**
- 21.1.8. The manufacturers will furnish a report of the repaired EVM/VVPAT to the Commission.
- 21.1.9. As the EVMs/VVPATs, repaired at factory, will not be returned to the sender State/UT, therefore, shifting of these defective EVMs/VVPATs to the manufacturers is explicitly required to be done through ETS by the concerned Chief Electoral Officer of the concerned State/UT, to ensure that EVM/VVPATs, that are not available in the Warehouse of the State/UT, do not reflect in their Warehouse and also to avoid formation of conflict in the ETS.
- 21.2. POST ELECTION REPAIRS: After election all the defective EVMs & VVPATs shall be sent to the respective factory for repairs.
- No electronic repair to be done during FLC.
- Only mechanical repairs can be done during FLC.
- Shifting of defective EVMs/VVPATs to the manufacturers is explicitly to be done through ETS by the State/UT, to ensure that EVM/VVPATs, that are not available in the Warehouse of the State/UT, do not reflect in their Warehouse and also to avoid formation of conflict in the ETS.
- 21.3. **Repairing of defective EVMs/VVPATs:** The payment for repairing of all defective EVMs & VVPATs whether the State/UT have received back or not after repairing, shall be made by the sender States. The State/UT where no specific Head for meeting the expenses on repairs/maintenance of EVMs & VVPATs exists they may create necessary sub head viz. "Maintenance of EVMs" for the purpose in consultation with the State Government.

CHAPTER - 22

IMPORTANT JUDGEMENTS

1. Kerala High Court (A C Jose Vs Sivan Pillai and Ors ELR 23)

Shri A C Jose filed an election petition before the Kerala High Court. The main plea of the petitioner was that the Electronic Voting Machines had been used in Parur Assembly Constituency in Kerala in May 1982 without the authority of law in the 1951 Act and the rules made thereunder.

The Kerala High Court dismissed the election petition on 12.10.1982, upholding the use of the machines by the Election Commission in exercise of its inherent powers under Article 324.

Shri A C Jose filed an appeal before the Hon'ble Supreme Court (A C Jose Vs Sivan Pillai and Ors AIR 1984 SC 921). The Supreme Court struck down the use of these machines in Parur Assembly Constituency in Kerala on 5th March, 1984. The Supreme Court held that the law provided for the conduct of election by using Ballot papers and Ballot boxes and the Election Commission could not use voting machines in the absence of statutory provisions providing for their use.

2. Madras High Court (All India Anna Dravida Munnetra Kazhagam, etc. Vs Chief Election Commissioner of India and Ors Writ Petition Nos. 3346, 3633, 4417, 4945, etc of 2001)

The issues of unconstitutional use of EVMs and possible tampering of EVM have been raised before the Madras High Court. The Madras High Court did not accept those allegations and contentions and dismissed all the writ petitions on 10.04.2001.

The Hon'ble Madras High Court also categorically ruled out any question of tampering of the EVMs and also made the following observations:

“There is also no question of introducing any virus or bugs for the reason that the EVMs cannot be compared to personal computers. The programming in computers, as suggested, has no bearing with the EVMs. The computer would have inherent limitations having connections through Internet and by their very design, they may allow the alteration of the programme but the EVMs are independent units and the programme in EVM is entirely a different system.”

The petitioners took the matter to the Hon'ble Supreme Court (All India Anna Dravida Munnetra Kazhagam, etc. Vs Chief Election Commissioner of India and Ors 2002 UJ (1) 387, 202 (TL/S) 36062). The Supreme Court dismissed the special leave petition on 23.04.2001, agreeing with the decision of the high court that the impugned Section 61A was valid.

3. Delhi High Court (Viplav Sharma Vs Union of India and Ors CWP No. 5521 of 2004; Kunwar GS Chahan Vs Union of India CPW No. 5906 of 2004)

In these cases, it was contended that the Election Commission could use electronic voting machines under Section 61A only in selected constituencies having regard to the circumstances of each case, and not routinely in all the assembly constituencies in a state. The above petitions were dismissed by the Delhi High Court on 23.5.2005.

4. Karnataka High Court (Michael Fernandes Vs C K Jafer Sharif and Ors Election Petition No. 29 of 1999)

The issue of possible tampering of EVM has been raised before the Karnataka High Court. After going into all aspects of the technological soundness and the administrative measures involved in the use of EVMs at elections in India, have held that the EVMs in India are credible, reliable and totally tamperproof. The Hon'ble Karnataka High Court held that *'This invention is undoubtedly a great achievement in the electronic and computer technology and a national pride'*.

5 Bombay High Court (Nagpur Bench) (Banwarilal Purohit Vs Vilas Muttemwar and Ors Election Petition No. 1 of 2004)

The issue of possible tampering of EVM has also been raised before the Bombay High Court (Nagpur Bench). The Hon'ble Bombay High Court (Nagpur Bench), examined the experts produced by the petitioner as witness before the High Court. The order of the Hon'ble High Court records that the two experts produced as witnesses admitted that the hardware and software used in the EVMs are matters not known to public at large, or even experts including the witnesses, and they admitted that the information or data in the EVMs is not made open unauthorisedly.

6 Kerala High Court (TA Ahammed Kabeer Vs AA Azeez and Ors Election Petition No. 4 of 2001)

In one of the cases as directed by the Hon'ble High Court of Kerala in Election Petition No.4/2001, the process of detecting votes cast by impersonators was carried out before the Hon'ble Court in the case of General Election from 125-Evavipuram Assembly Constituency in Kerala in 2001. The High Court in its order dated 6.2.2002 had recorded its appreciation on the efficiency of the mechanism. The judgment of the Kerala High Court in the said Election Petition was upheld by the Hon'ble Supreme Court in Civil Appeal (AIR 2003 SC 2271).

7. The Hon'ble Uttarakhand High Court in its judgement dated 2nd June, 2017:

“Prima facie, it is evident from a combined reading of the entire press release of ECI that this system is seal proof. The EVMs are not hackable. There cannot be any manipulation at manufacturing stage. The results cannot be altered by activating a Trojan Horse through a sequence of key presses. The ECI-EVMs cannot be physically tampered with. The EVMs use some of the microcontrollers, dynamic coding of key codes, date and time stamping of each and every key press etc. These EVMs also cannot be tampered with during the course of transportation or at the place of storage. There are checks and balances to ensure tamper-proofing of EVMs”.

8. On 9th August, 2017, Hon'ble Supreme Court of India while deciding the bunch of Petitions on 100% use of VVPAT, observed that

“the above statement of the Election Commission of India contained in the counter affidavit acknowledges, that all prayers made in the group of petitions, stand fulfilled and satisfied. It is also apparent, that the Government of India has sanctioned funds for the purchase of the VVPAT units, needed during the course of the elections, which are to take place in the immediate future. The position expressed leaves no room for any doubt, that all future elections will be held by using VVPAT. The above stance is reiterated during the course of hearing by the learned counsel representing the Election Commission of India.

In view of the above, we are of the considered view that the present bunch of matters does not require any further adjudication at our hands. All the cases clubbed together, are accordingly disposed of in terms of the counter affidavit filed by the Election Commission of India, duly supported by the Government of India”.

9. **Bombay High Court: Order dated 23.02.2018**

In EP No. 15 of 2014, the Bombay High Court ordered a detailed forensic examination of the EVMs from CFSL, Hyderabad for checking any manipulation etc. The CFSL report clearly ruled out any tampering, alteration or manipulation in the EVMs, the report accepted by Hon'ble High Court and petition dismissed.

10. **Hon'ble Supreme Court: Dismissed Ballot Paper Request (Order dated 22.11.2018)**

In Writ Petition (Civil) No. 1332/2018, Nyaya Bhoomi & Anr Vs ECI, Hon'ble Supreme Court dismissed the petition requesting for return to Ballot paper system due to reservation and doubts expressed by many political parties.

11. **High Court of Madhya Pradesh: Security and storage protocol of EVMs by ECI endorsed (Order dated 05.12.2018):**

In Writ Petition (Civil) No. 28016/2018 Naresh Saraf Vs ECI & Anr, Hon'ble High Court of Madhya Pradesh expressed satisfaction at the security and storage protocols for EVMs and VVPATs established by the ECI and rejected petition to give directions for any changes.

CHAPTER - 23

Presentation on Credibility of EVMs & VVPATs

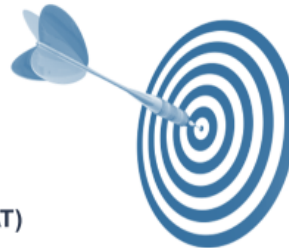


PRESENTATION ON Electronic Voting Machine (EVM) & Voter Verifiable Paper Audit Trail (VVPAT)

February 2019.

AGENDA

1. History
2. Technical Expert Committee (TEC)
3. Technical Security
4. Administrative safeguards
5. Debate around EVMs- Explained
6. Aspersions Vs. Confidence
7. Past Judgements
8. Voter Verifiable Paper Audit Trail (VVPAT)



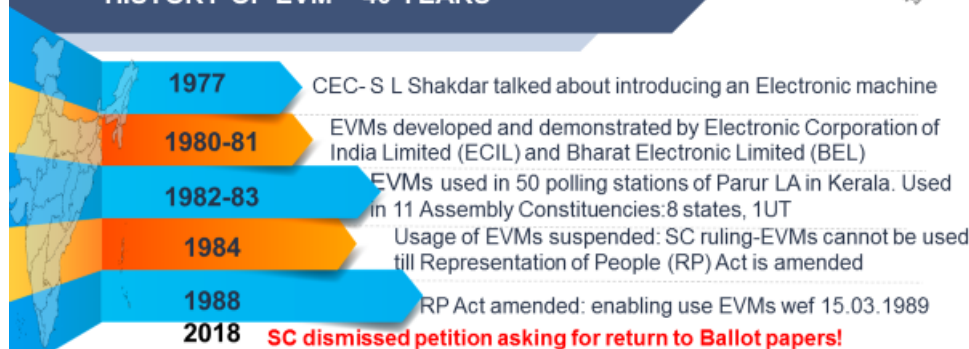
2

HISTORY OF EVM

40 YEARS

3

HISTORY OF EVM – 40 YEARS



- Since 2000, EVMs have been used in all elections. 3 Lok Sabha and 118 State Legislative Assemblies. Till date, more than **250 crore voters** have cast their votes with full confidence and satisfaction.

4

CHRONOLOGY OF EVM-VVPAT IN INDIAN ELECTIONS (1/2)



Date	Chronology of Events
1977	ECI mooted the idea of EVM
1979	A proto-type was developed
6 th August, 1980	Demonstration by ECI before the representatives of political parties
January 1981	BEL approached ECI for manufacturing EVMs
29 th July, 1981,	ECI held a meeting with the representatives of BEL, ECIL, the Ministry of Law and Chief Electoral Officers of some state
19 th May, 1982	EVMs first used in 70-Parur AC in Kerala
1982-83	EVMs used in 10 Bye-elections in different parts of the Country

CHRONOLOGY OF EVM-VVPAT IN INDIAN ELECTIONS (2/2)



December 1988	A new Section 61A was included in the Representation of the People Act 1951 (The Supreme Court upheld the validity of section 61A in 2001)
January 1990	Electoral Reforms Committee (ERC) formed by Government of India
April 1990	Technical Experts Committee recommended the use of EVMs
24 th March, 1992	Necessary amendments to the Conduct of Elections Rules 1961 were notified by the Government
1998	A general consensus was reached on the use of EVMs for conducting Indian Elections
1999-2004	EVMs used in different state assembly elections
2004 - 2014	EVMs used in three consecutive elections to the Lok Sabha
14 th August, 2013	The Conduct of Elections Rules 1961 were further amended and notified to provide for VVPATs
4 th September, 2013	VVPAT was first used in a bye-election for 51-Noksen AC in Nagaland
8 th October, 2013	Hon'ble Supreme Court directed the ECI to introduce the VVPAT in a phased manner
2013 – March 2017	Limited number of VVPATs introduced in phases by ECI except all 40 Assembly Constituencies of Goa.
May 2017 – present	VVPATs being used in all General/Bye-elections to Parliamentary and Assembly Constituencies

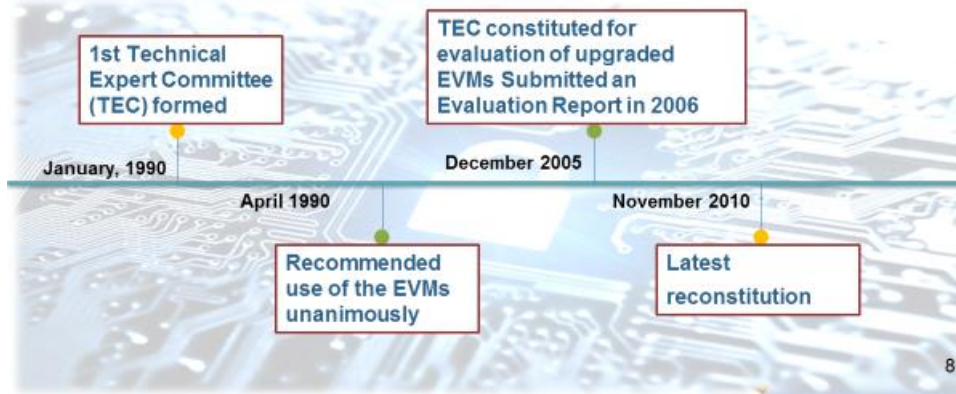
6

TECHNICAL EXPERT COMMITTEE (TEC)

INDEPENDENT EVALUATION

7

TEC- HISTORY



Past TECs

Composition of First Technical Expert Committee on EVMs – 1990

1. Professor S. Sampath, Chairman Technical Advisory Committee, Defence Research & Development Organization (DRDO), Ministry of Defence
2. Professor PV Indiresan of the IIT Delhi
3. Dr. Rao C. Kasarabada, Director, Electronic Research & Development Centre (ERDC), Trivandrum

Composition of Second Technical Expert Committee – Dec 2005

1. Prof P.V. Indiresan, Ex-Director, IIT Madras as Chairman of TEC
2. Prof. D.T. Shahani of IIT Delhi
3. Prof. A.K. Agarwala of IIT Delhi

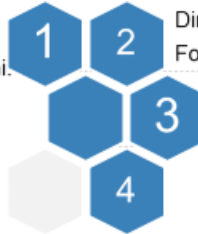
9

PRESENT TEC COMPOSITION



4 Eminent Professors from IITs: Renowned Experts in their Fields.

Prof D T Shahani,
Prof Emeritus, IIT-Delhi.



Prof Rajat Moona,
Director IIT Bhilai,
Former Director General CDAC.

Prof Dinesh K Sharma,
Prof Emeritus, IIT Bombay

Prof A K Aggarwala,
IIT Delhi

10

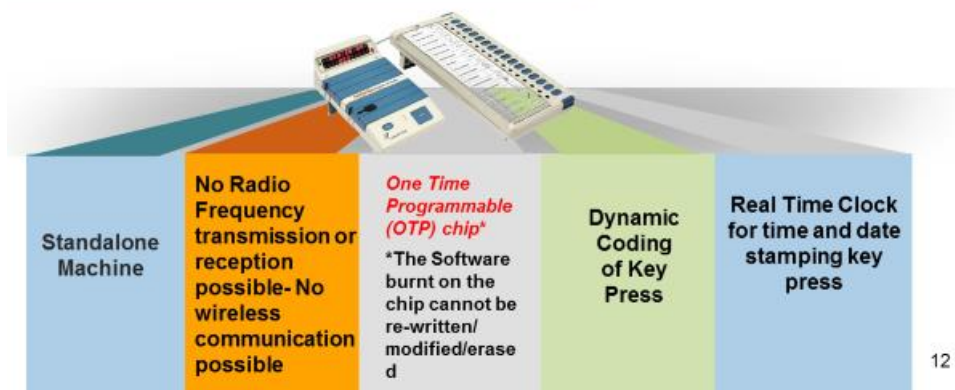
TECHNICAL SECURITY

DESIGN, PROCESS, MANUFACTURING

11



1. SECURED DESIGN FEATURES



12



2. SECURE DEVELOPMENT & MANUFACTURING



- ❑ Manufactured by Premium PSUs- M/s BEL & ECIL: Both deal with manufacturing of sensitive equipment critical to the safety and security of the Nation and have strong security protocols.
- ❑ In-house **SOFTWARE (SW)** Developed. Fully vetted by TEC. Never sub-contracted.
- ❑ Secure Manufacturing: 3-level Physical/Process access Control, Regular frisking at imp junctions, prohibition on outside e-gadgets, CCTV Coverage, Access Data and Process Data logging, alarm and alert generation.
- ❑ Third Party Testing by **Standardization Testing & Quality Certification (STQC)*** as per Standards & Quality Process set by TEC. Software is also tested & checked by STQC for authentication.

(*STQC is an organization under Ministry of Electronics and Information Technology involved in certifying organizations and products by independent testing/auditing.)

13

ADMINISTRATIVE SAFEGUARDS

SECURE HANDLING & MANAGEMENT OF EVMs/VVPATs

14

ADMINISTRATIVE SAFEGUARDS



1. **Stakeholder Participation AT EACH & EVERY STEP INVOLVING EVMs & VVPATs.**
2. Allocation & Secure Movement
3. First Level Checking (**FLC**)
4. Candidate Setting
5. Randomization
6. Mock Poll
7. Poll Day Checks
8. Poll Closure & Transportation
9. Storage & Security
10. Counting Day Protocol

15

1. STAKEHOLDER PARTICIPATION



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

Opening & Sealing of EVM Warehouses & Strong-rooms.

1

2

First Level Check (FLC) & Candidate Setting.

Conduct mock poll and receive mock poll results

5

4

List of EVMs after 1st & 2nd randomization shared

Sign on Paper Seals on EVMs after all processes

3



Participation During FLC

16

2. ALLOCATION & MOVEMENT



Planned Allocation

EVMs are allocated to poll going State by the Commission

Received by District Election Officer (DEO) who is personally responsible for secured storage

EVM Management Software for inventory management of all EVMs nationwide.

Secured Transportation

- Any Movement of EVMs/VVPATs mandatorily managed through EVM Management System (EMS)
- Only Containerized Trucks or Sealed trucks used for Transportation
- All Trucks sealed with Lock and Paper Seals
- GPS tracking mandatory
- All movement under 24X7 Police Escort
- Political parties informed in advance about the opening, stocking and sealing of warehouses while shifting of EVMs/VVPATs
- Videography done of shifting process

17

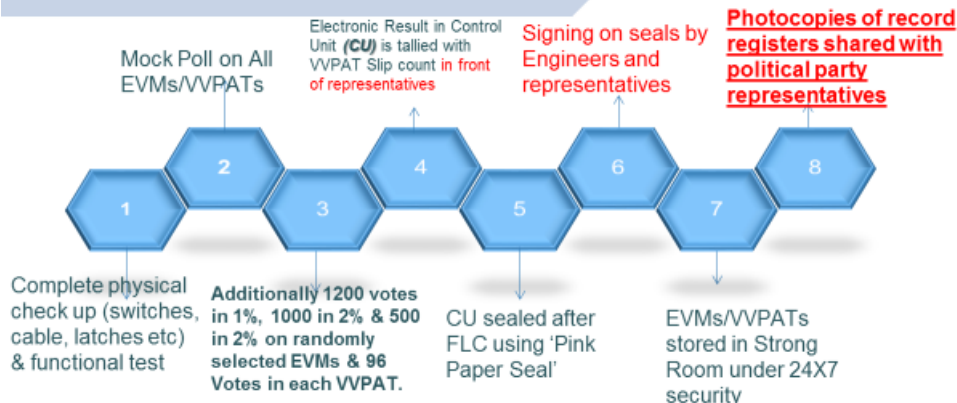
3. FIRST LEVEL CHECKING (FLC)



- FLC in the presence of representatives of political parties
- Fully sanitized hall under videography and full security
- Full functionality and behavioural check is done
- Defective (non-functional) EVMs are kept aside and not used in election
- Recorded in EMS



FLC PROCESS



4. CANDIDATE SETTING

The Process

Insert ballot paper in the Ballot Unit & Set Number of Candidates

Seal Ballot Unit

Mock Poll on Every EVM + 1000 vote on 5% EVMs

Security Measures

- 1 Done **after finalization** of the names of contesting candidates
- 2 **Fully sanitized hall** under videography and full security
- 3 Done in the **presence of candidates or their agents**

20

5. RANDOMIZATION

- EVMs are **Randomized twice** using EVM Management System (EMS).
- Only FLC approved EVMs as per EMS get picked up for first randomisation

1st Randomization

2nd Randomization

- Done after FLC
- To allocate EVMs from district, randomly, to a particular Assembly Constituency (AC).
- **In presence of representatives of political parties.**
- List of AC-wise Randomized EVMs shared with political parties.

21

5. RANDOMIZATION



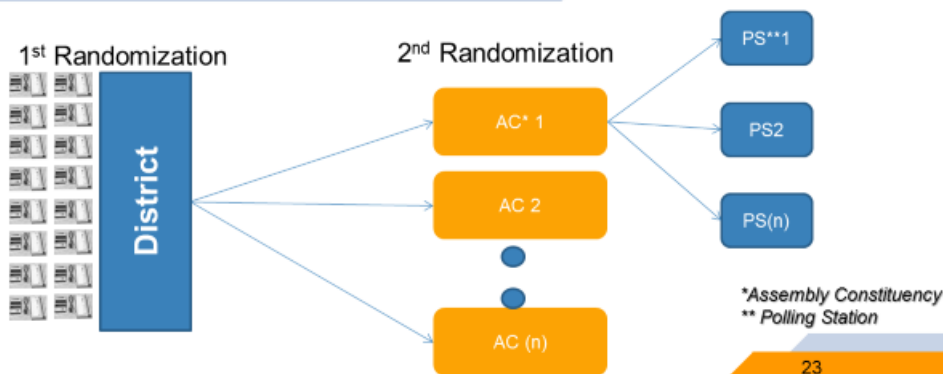
- EVMs are **Randomized twice** using EVM Management Software (EMS).
- Only FLC approved EVMs recorded in EMS get picked up for first randomisation

1st Randomization

2nd Randomization

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

5. RANDOMIZATION



RANDOMIZATION- THE FOUNDATION OF EVM SECURITY



- Till first randomization- no one knows **which EVM is going to which AC**
- Till nomination finalisation- no one knows **the sequence of names on the ballot paper**
- Hence, till candidate setting **no one (not even Returning Officer (RO)/DEO/Chief Electoral Officer (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**
- Added to this is the **3 stage Randomization** of polling station officials.

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6. POLL DAY MOCK POLL



- Before start of actual poll, Mock poll with at least 50 votes in the presence of candidates/their polling agents.
- Mock poll data is erased and shown to the polling agents.
- The Presiding Officer issues the Mock Poll Certificate with signature of the representatives of candidates.

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7. POLL DAY CHECKS



- **Polling Agents**
- Central Armed Police Force (CAPF), Micro-Observers, Webcasting/CCTV
- Frequent visits (Sector Officers /Senior officers/ Observers)
- 2 hourly reporting of votes polled
- Media



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8. POLL CLOSURE & TRANSPORTATION



Poll Closed on EVM by pressing CLOSE button on CU



EVMs sealed in carrying cases & polling agents sign them

EVMs transported back to the reception centres under armed escort. Candidates' representatives are allowed to follow them

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9. SECURE STORAGE IN STRONGROOMS TILL COUNTING



- Polled EVMs kept in strong room, sealed in the presence of the Candidates and Observer
- Facilitation for Candidates to watch the Polled EVM Strong Room 24/7
- Starting from FLC of EVMs to Counting of votes, EVMs are kept in Strong-room with full 24/7 security

10. STORAGE & SECURITY



- EVM warehouse/strongroom with only one entry point
- Entry secured by a double lock system with District Election Officer (DEO) & Dy DEO, each having custody of keys of one lock each.
- 24X7 Armed security
- The opening & closing of EVM warehouse ONLY in presence of Political party representatives-advance written intimation mandatory
- Entire EVM/VVPAT stock managed by ECI through EMS
- **Post Polling:**
 - Candidates allowed to put their own seals on locks.
 - Two cordoned round-the-clock security for strong rooms having polled EVMs with CCTV feed to Candidates Camping Area.
 - The CAPF secures the innermost perimeter immediately outside the strong room and the State Armed Police secures the outer perimeter.
 - 24/7 security arrangement for unused EVMs/VVPATs also.

11. COUNTING DAY PROTOCOL



- On the day of counting, strong room opened in the presence of Candidates, RO and Observer under videography.
- Round-wise CUs are brought to the counting tables from Strongrooms under CONTINUOUS CCTV Coverage.
- Unique ID number of the CU & the signed seals are verified and shown to the polling agents.
- EVMs & VVPATs are stored back in Strong Room in the presence of candidates/their representatives till the completion of the Election Petition period.



ELECTION PETITION PERIOD

REGISTERING COMPLAINT

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ELECTION PETITION (EP) PERIOD



Election Petitions can be filed within 45 days of result declaration

EVMs & VVPATs remain under sealed conditions till EP position is ascertained.

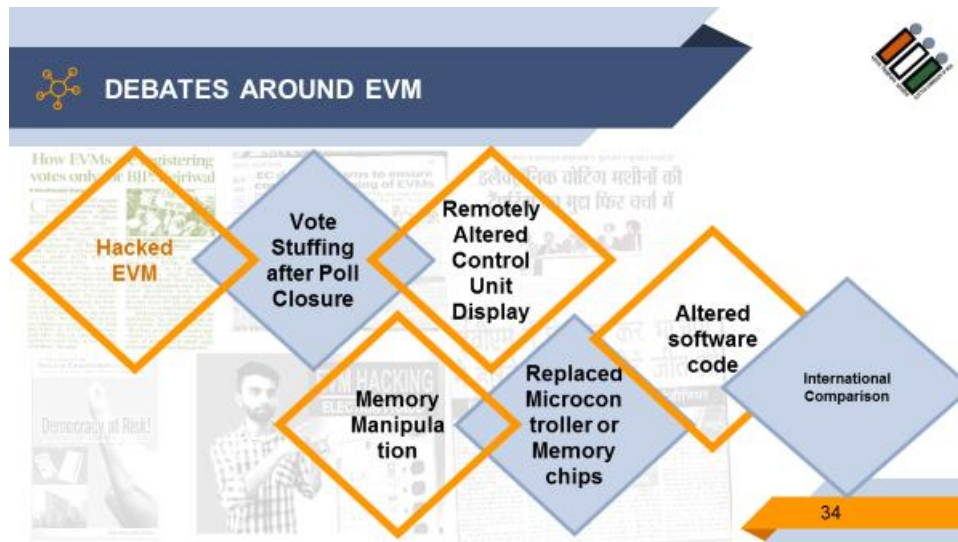
EVMs and VVPATs under EP, are kept under safe custody of DEO (Strong Room) till final disposal of EP.

Remaining EVMs and VVPATs not in EP are now free for re-use.

DEBATE AROUND EVMs-EXPLAINED!

CLARIFICATION OF ALL ISSUES

33



NO POSSIBILITY OF EVM HACKING

Hacking' is unauthorised access to or control over computer network security systems for some illicit purpose

In the case of ECI EVMs, the word '**Hacking**' is not applicable for following reasons:

- The EVM is a **stand alone** machine and is not connected to any network through wire or wirelessly
- The Software (SW) in the OTP Microcontroller can **neither be read nor modified**

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NO POSSIBILITY OF REMOTELY ALTERED CU DISPLAY THROUGH WIRELESS COMMUNICATION

- It is alleged this can be done by either replacing the original display module with another display fitted with a wireless device or inserting an extra circuit board which can communicate with an external unit via a wireless device and tamper the result by controlling the CU display used for declaring the result
- Such a modification would require unfettered access to the EVM after FLC – **Ruled out.**

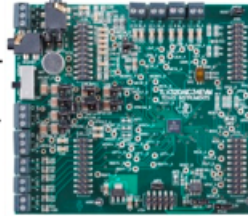


36

MEMORY MANIPULATION RULED OUT



- It is alleged that voting data can be altered by clipping a Memory Manipulator Integrated Circuit (IC) to the memory chip where Vote data is stored. This would need,
 - Full and free access to CUs after the Polling is over- **Ruled Out !!**
 - Breaking the seals and locks of the strong room in the presence of two layers of security plus the representatives of the candidates camping near the strong room- **Ruled Out !!**



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REPLACEMENT OF MICROCONTROLLER/MEMORY CHIP or MOTHERBOARD BEFORE POLL/COUNTING IMPOSSIBLE



Administrative Safeguards

- Chip replacement would require access to EVM Warehouses – **Ruled Out**
- Any chip replacement before FLC will get caught during FLC
- Chip Replacement after FLC would require access to Strong Rooms and breaking of EVM Pink Paper seals– **Ruled Out**

Technical Security

- BUs and CUs communicate only amongst themselves and go into error mode if connected to any other machine. Thus, **any modified EVM (with microcontroller /memory changed) would not be usable** even if someone is able to hypothetically bypass security arrangements and modify EVM

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TAMPERED SOURCE CODE “TROJAN” RULED OUT



- It is alleged that Trojan can be introduced in following manner
 - by reprogramming the chip, or
 - by the chip manufacturer during fusing of the software.
- Re-programming **Ruled Out** as these are OTP chips.
- Code tampering by the chip manufacturer **Ruled Out** as it will get caught during the code integrity check.



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NO POSSIBILITY OF VOTE STUFFING AFTER POLL CLOSURE



Administrative safeguards

- Poll closed by pressing the "CLOSE" button on the CU after last vote, Representatives of candidates who are present signs on the seals
- EVM seals checked on counting day

What if seals broken and votes stuffed while transporting?

- EVM does not accept any votes after CLOSE button pressed in CU

What if CLOSE button not properly pressed and Votes Stuffed while transporting?

- Poll Closure time recorded in the PO's diary and any votes polled in the EVM after this time can be identified due to time stamping of key presses

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DEFECTIVE VS TAMPERED

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DEFECTIVE/NON-FUNCTIONING VS MANIPULATION/TAMPERED



Defective/Non-functioning	Manipulation/Tampering
Dictionary meaning- 'Failing to work or function properly'.	Dictionary Meaning-'to interfere in an illegal & disruptive manner or to make alterations or adjustments, especially secretly so as to subvert an intended purpose or function'
EVMs/VVPATs being electronic gadgets, can become defective due to a variety of reasons, including, inter alia, ageing components, temperature, humidity conditions, breakage of plastic / moveable parts etc	A tampered EVM must behave in a pre-defined and biased manner to favour a particular candidate and this partisan behavior of the machine must be replicable/demonstrable.
Such defects or faults in EVMs are detected during First Level Check, EVM preparation process, mock poll before the start of actual poll and in very few cases during the poll.	A tampered EVM must be able to hide the manipulations from the wide array of functionaries and processes for it to succeed .
All such defective EVMs are promptly removed from the election process and replaced with a fully functional EVM.	No evidence of any incident of any EVM Tampering, ever, has been produced.
No vitiation of poll process or votes possible. No wrong vote is ever recorded even in a 'defective' EVM.	Only allegations, no substance!!!

❖ Only 1-2% EVMs become defective/non-functional during polls & replaced with fully functional Units. 42
❖ However, No incident of EVM tampering ever found.

DEFECTIVE EVM PROTOCOL



Defective EVMs

EVMs that fail to function due to any mechanical, structural or physical defect like faulty switches, broken button, faulty connections etc. However, these **NEVER record Wrong Vote**.

- EVMs are checked for defects during FLC, candidate setting, before start of poll and during poll.
- Serial Numbers and defects of these EVMs are noted and EVMs are sent to the manufacturers for analysis and repair.
- Manufacturers follow same security protocols during repair as they do for manufacturing new EVMs.

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Electronic Voting in Other Countries

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VARIOUS FORMS OF ELECTRONIC VOTING/ INTERVENTIONS USED IN OTHER COUNTRIES



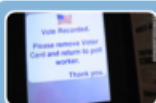
Electronic Voter Identification

- **14 countries** using some form of Electronic/biometric based voter identification
- Brazil, Venezuela, USA, Switzerland, Romania, Belgium, Lithuania, Mongolia, Bhutan, Kyrgyzstan, Uganda, Namibia, Kenya, Jamaica.



Electronic Voting (Fully /Partially)

- **18 countries** using electronic voting in some form through EVMs (Direct Recording Machines- *DRM*), some with Paper Trail.
- India, Namibia, Armenia, Bangladesh, Bhutan, Australia, Belgium, Bulgaria, Italy, Switzerland, Canada, Mexico, USA, Argentina, Brazil, Chile, Peru, Venezuela.



Electronic Counting

- **13 countries** are using e-technology for counting of votes
- Argentina, Brazil, Venezuela, Dominican Republic, Lithuania, Bulgaria, Belgium, Australia, South Korea, Philippines, Mongolia, Bhutan, Namibia.

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Country Specific Details



Other countries using EVMs (DRMs):

Namibia, Nepal, Armenia, Bangladesh, Bhutan, Australia, Belgium, Bulgaria, Italy, Switzerland, Canada, Mexico, USA, Argentina, Brazil, Chile, Peru, Venezuela

United States of America:

❖Currently, in the USA, the Direct Recording Machines (DRMs) are used in 27 states, among which paper audit trails are used in 15 states. The other voting methods include: Optical Scan Paper Ballot Systems, Ballot Marking Devices, and the Punch Card Ballot.

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Why Some Countries Discontinued Electronic Voting

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ECI EVM	Foreign EVM
Standalone	Mostly networked
Manufactured in Premium PSUs	Manufactured entirely by private entities
Verified and certified by an independent Technical Experts Committee	No such robust and independent certification/ checks
Data is stored internally and not transferrable by any device	Voting data recorded in the DRM is transferred by means of Compact Disc (CD) etc
Full end to end security protocol and administrative safeguards for the use, storage, transportation and tracking	No such protocols, e.g. in Ireland
Administrative and physical security as per legal framework across the country.	No such legal framework, e.g. in Netherlands
Voter verifiability and auditability of every vote cast	Lack of such facility in the NEDAP machines- un-Constitutional by German Supreme Court as lacked public examinability

ASPERSIONS VS CONFIDENCE

Between MAR-DEC 2017

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BHIND FINDINGS



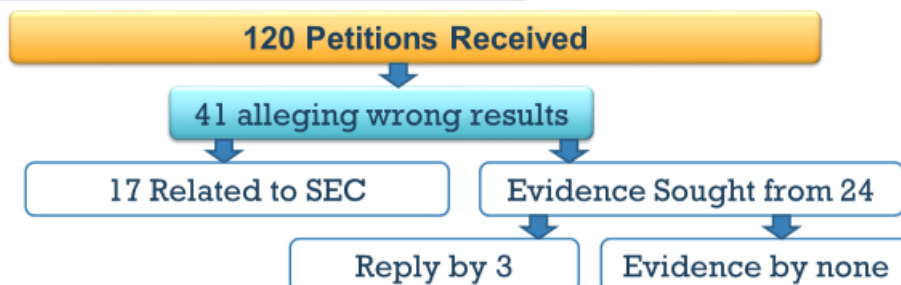
Commission's enquiry found 4 buttons of BU pressed in the following order and VVPAT printing corresponding slips

Button no	Symbol	Name of Candidate
03	Handpump	Raju Pal
04	Lotus	SatyaDev Oanchori
03	Handpump	Raju Pal
01	Hand	Ambuj Shukla

It is pertinent to mention here that it is completely false to say that the multiple times slips of lotus were printed during the demo on 31st March as alleged

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Between March-May 2017



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EVM CHALLENGE- 2017



- Commission organized an EVM Challenge on **3rd June 2017**:
- All National and State Political Parties invited to participate in the Challenge.
- Parties allowed to pick EVMs/VVPATs of their choice from the 5 poll-gone States (Uttar Pradesh, Punjab, Uttarakhand, Goa, Manipur), which were securely held in the Strongrooms under 24*7 armed security.
- Parties given opportunity to demonstrate EVM manipulation/tampering in the votes recorded in the EVMs/VVPATs of their choice, as variously alleged earlier.
- **NO Political Party participated** in the Challenge.
- **Only 2 parties i.e. NCP & CPI-M reported to venue, ONLY TO UNDERSTAND THE EVM PROCESS BETTER and were given detailed briefing.**
- The credibility and integrity of ECI-EVMs has always remained perfectly intact and unscathed.

Aspersions in the 5 State Assembly Elections Nov-Dec 2018:



Allegation/Aspersions	Fact	Action Taken
1. In Khurai (Madhya Pradesh) some reserve EVMs and VVPATs reached the strong room 48 hours after the polling was completed.	Violation of ECI instructions for deposition of all Reserve EVMs/VVPATs on the same day	Returning Officer and Assistant Returning Officer of Khurai were suspended.
2. CCTV cameras and an LED display installed outside the EVM strong room in Bhopal, MP did not function from 8.19 am to 9.35 am on 30 th November, 2018- allegation of manipulations.	Due to power failure in the area, the recording could not be done.	An additional LED screen, an inverter and a generator were installed in order to ensure continuous power supply
3. A Security personnel allegedly found using Laptop outside EVM strong room in Bemetara district of Chhattisgarh.	No manipulation in EVMs inside Strongroom possible by laptop outside the building.	Sub-inspector of the 175 th battalion of the BSF was removed from duty immediately.

Aspersions in the 5 State Assembly Elections Nov-Dec 2018:



Allegation/Aspersions	Fact	Action Taken
4. A sector officer with Reserve EVM at a private hotel owned by a candidate in MP	Sector Officer night halt at a private hotel-Violation of ECI instruction. However all seals were intact, and the Reserve EVM not used.	EVM taken out of election system. Sector Officer suspended.
5. 1 EVM was alleged to be found at a candidate's residence in Pali, Rajasthan	Sector Officer had gone to her house, which was close to the candidate's house. Violation of ECI Instructions. However all seals were intact, and the Reserve EVM not used.	EVM taken out of election system. The Sector Officer was suspended and the Returning Officer, Pali was transferred.
6. After the polling, 01 reserve EVM was found lying unclaimed on the Highway Number 27 near Mugawali village in Baran district (Kishanganj Assembly) in Rajasthan.	Fallen from the jeep while transporting. Violation of secure EVM transportation protocol.	Two officials, one Patwari and one Inspector were suspended. The said EVM was immediately seized and taken out of election process

PAST JUDGEMENTS

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JUDGEMENTS



❑ Madras High Court 2001

"There is also no question of introducing any virus or bugs for the reason that the EVMs cannot be compared to personal computers."

❑ Karnataka High Court 1999

'This invention is undoubtedly a great achievement in the electronic and computer technology and a national pride'.

❑ Kerala High Court 2002

In one EP the High Court recorded its appreciation on the efficiency of the mechanism of detecting votes cast by impersonators. Upheld by the Hon'ble Supreme Court in 2003

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Forensic Checking



❑ Bombay High Court: Order dated 23.02.2018:

In EP No. 15 of 2014, the Bombay High Court ordered a detailed forensic examination of the EVMs from CFSL, Hyderabad for checking any manipulation etc. The CFSL report clearly ruled out any tampering, alteration or manipulation in the EVMs, the report accepted by Hon'ble High Court and petition dismissed.

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Hon'ble Supreme Court: Dismissed Ballot Paper Request



❑ Order dated 22.11.2018:

In Writ Petition (Civil) No. 1332/2018, Nyaya Bhoomi & Anr Vs ECI, Hon'ble Supreme Court dismissed the petition requesting for return to Ballot paper system due to reservations and doubts expressed by many political parties.

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High Court of Madhya Pradesh: Security and storage protocol of EVMs by ECI endorsed



❑ Order dated 05.12.2018:

In Writ Petition (Civil) No. 28016/2018 Naresh Saraf Vs ECI & Anr, Hon'ble High Court of Madhya Pradesh expressed satisfaction at the security and storage protocols for EVMs and VVPATs established by the ECI and rejected petition to give directions for any changes.

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VOTER VERIFIABLE PAPER AUDIT TRAIL (VVPAT)

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VVPAT



VVPAT- allows the voters to verify that their votes are cast as intended.

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VVPAT



- 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, the elector shall be able to view through the transparent window of the VVPAT, the printed paper slip showing the **serial no**, **name** and the **symbol** of the candidate of his choice.
- The slip is visible through the VVPAT window after which it automatically gets cut and falls in the sealed drop box of the VVPAT.
- **The life of printed VVPAT Slip is 5 years.**
- Since June 2017, VVPATs are being used in all Elections.

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VVPAT Complaint – Rule 49MA



In case a voter complains of wrong printing by VVPAT:

- He will report to Presiding Officer
- Presiding Officer will take a declaration explaining that if found false he can be penalized.
- PO will then record in 17A and permit him to cast a 'test vote' in presence of PO and Polling Agents
- If found false PO will record in 17A and 17C so that the test vote is not counted
- If found true then PO will stop poll and report to RO.
- **Since the introduction of VVPATs, more than 18 crore voters have cast their votes with full satisfaction & ONLY 1 (one) complaint received u/r 49MA, which was also FOUND TO BE FALSE.**

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VVPAT RECOUNTING PROCESS



- Counting of votes according to Rule 56C of Conduct of Election Rules, 1961.
- After announcement of result any candidate/ his agent may apply in writing to the RO for counting of paper slips of VVPAT under **Rule 56D**.
- The RO shall pass a speaking order on whether the slip counting to be allowed.
- Till date, in **16 (Sixteen)** instances RO has allowed slip counting since 2017. All counts matched.

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VVPAT RECOUNTING PROCESS



- Since June 2017, 100% VVPAT coverage with EVMs done in all General & Bye elections to the Lok Sabha and State Assemblies- Goa (Feb 2017), Gujarat, HP, Nagaland, Meghalaya, Tripura, Karnataka, Mizoram, MP, Rajasthan, Chhattisgarh and Telangana. Only 1 complaint under 49MA, verified as per law, found incorrect & FIR lodged against the complainant.
- Mandatory Verification of VVPAT slips of 1 (ONE) randomly selected PS per AC done in all States- 100% match, as expected, was found.
- So far, VVPAT slip count done in **1500 randomly selected PS** and all these counts matched.

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Why Going Back to Ballot not a Solution



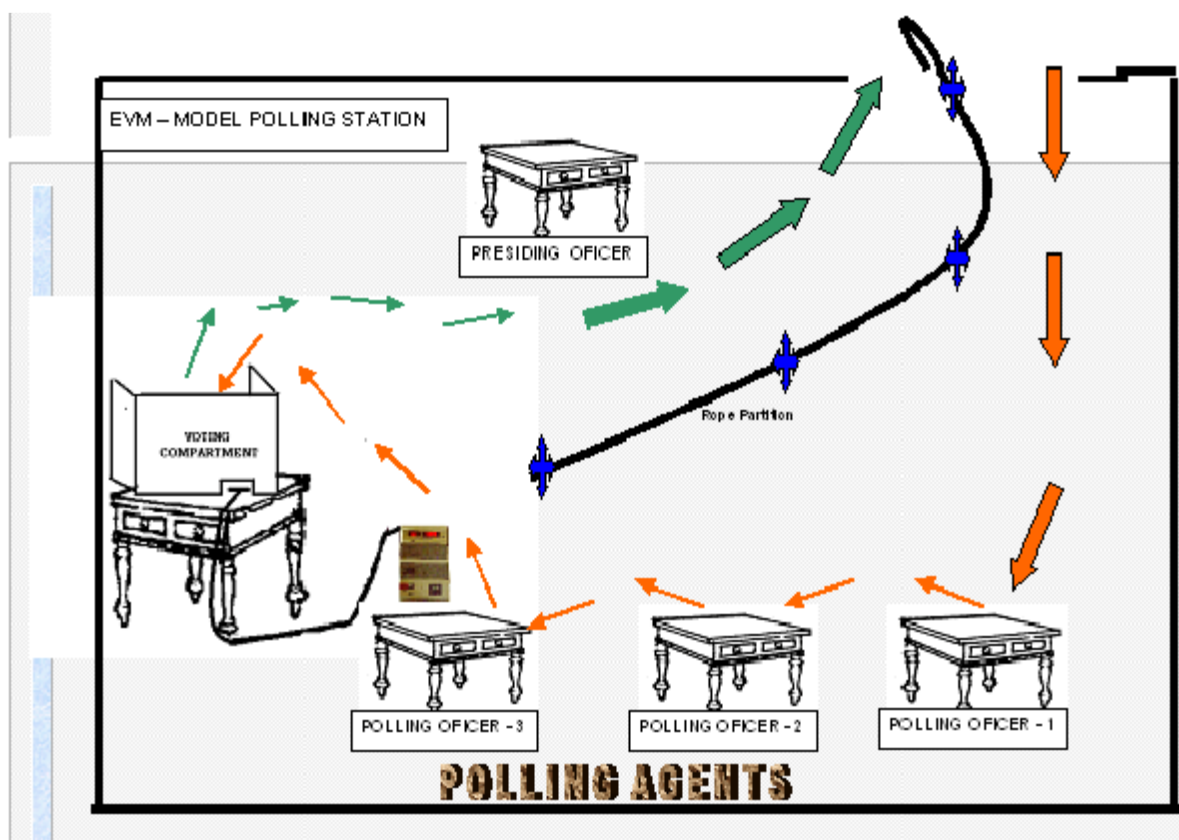
1. Retrograde step in the era of Technology when all transactions are done with technology.
2. Average around 2000 invalid votes in each Constituency when ballots used.
3. Vote stuffing was very easy with Ballot papers, muscle power used to rule.
4. Counting of Ballot Papers was always prone to errors.

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THANK YOU

CHAPTER - 24
LAYOUT OF POLLING STATION



CHAPTER - 25

DOs AND DON'Ts 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).	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 and VSDU on PO's Table	
Establish right connection by following the color scheme.	Don't allow direct light or high power illumination over VVPAT.
Ensure the connectors are inserted properly.	Don't insert/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 "PRINTER ERROR" message on VSDU. Inform Sectoral Officer (SO) in such case.	Don't start polling in case of "PRINTER ERROR" message on VSDU.
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 there is no VSDU. VVPAT related messages are displayed on the CU's Display.	

CHAPTER - 26

EXAMPLES OF CRITICAL MISTAKES

1. First Level Checking of EVMs and VVPATs

- Non-Update of FLC-OK or FLC-Reject status in ETS 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

2. Commissioning of EVMs and VVPATs

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

3. Transportation of VVPATs

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

4. Dispersal

- Do not switch on the VVPAT in broad daylight at the time of dispersal as the VVPAT may go into error mode.

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. **Mock poll is not required to be conducted in case of only VVPAT replacement.**
- In case of non-functioning of CU or BU replacing only CU or BU. **In such case both BU and CU alongwith 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.
- In case of M3 VVPAT, there is no VSDU and VVPAT status will be displayed on the CU Display Panel.

(Master Stock Register)
Part- A (Control Unit)

Name of State/Union Territory:

Name of District:

Name of sub-division/taluka:

Address of Warehouse:

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 Warehouse-in-charge	Remarks
1	2	3	4	5	6	7	8	9	10	11

Part-B (Balloting 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

(Physical Verification Report)

Name of State/Union Territory:

Name of District:

Name of warehouse	Location of warehouse	No. of Control Units in warehouse as mentioned in Master Stock Register		No. of Control Units physically verified		No. of Control Units not in warehouse as mentioned in Master Stock Register		No. of Balloting Units in warehouse as mentioned in Master Stock Register		No. of Balloting Units physically verified		No. of Balloting Units not in warehouse as mentioned in Master Stock Register	
		BEL	ECIL	BEL	ECIL	BEL	ECIL	BEL	ECIL	BEL	ECIL	BEL	ECIL

Note- Reasons for EVM not available in warehouse shall be clearly mentioned in the report.

(Signature of District Election Officer)

(Physical Verification Report)

Name of State/Union Territory:

Name of District:

Name of warehouse	Location of warehouse	No. of Control Units in warehouse		No. of Control Units physically verified and FLC done		No. of Control Units found defective during FLC		No. of Balloting Units in warehouse as mentioned in Master Stock Register		No. of Balloting Units physically verified and FLC done		No. of Balloting Units found defective during FLC	
		BEL	ECIL	BEL	ECIL	BEL	ECIL	BEL	ECIL	BEL	ECIL	BEL	ECIL

Note- Reasons for EVM not available in warehouse shall be clearly mentioned in the report.

Annexure-4

(Attendance Register for 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 and signature of engineers of BEL/ECIL with ID No.)

(Name, designation, signature of officers nominated by District Election Officer)

(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.

<u>CU Identification No.</u>	<u>BU Identification No.</u>

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

(Names of Representatives of political parties with their party affiliation and signature)

(Name, designation, signature of officers nominated by District Election Officer)

**STANDARD OPERATING PROCEDURE FOR FLC
OF M-2 EVMs & VVPATs**

1. TOOLS TO BE CARRIED BY ENGINEERS

- a) Decoder Printer with accessories;
- b) Screw Drivers, forceps, nose pliers;
- c) Multi-meter;
- d) VVPAT AC-DC adapter;
- e) Symbol loading jig with Accessories (Power cable, 9 pin symbol loading cable and 9 pin PC interface cable); or PC / Laptop with preloaded symbol loading application; and
- f) RTC Jig for clock setting;

2. SPARE-PARTS AND OTHER MATERIAL TO BE BROUGHT BY ENGINEERS

- a) Flaps;
- b) Close Caps;
- c) Latches;
- d) Cables (BU, VVPAT & VSDU);
- e) Buttons (Ballot, Total, Close, Result, Clear & Candidate);
- g) [spare parts mentioned above (a) to (e) should be 20% of the number of EVMs/VVPATs to be tested]
- f) High Resolution Photographs of component side of CU-PCB and BU-PCB;
- g) FLC Stickers {FLC-OK (Green), FLC-Failed (Red)};
- h) Temper seals;
- i) VVPAT Stickers (Transportation, Working and Unlock before Switch ON);
- j) Coin Cells (RTC Battery); and
- k) Ballot Paper of Dummy symbols;

FLC OF EVMs (BU & CU)

3. **CLEANING OF MACHINES:** Removal of address tags, Ballot Papers, cleaning of superscriptions on CU & BU, clearing of earlier poll data, dusting of CU & BU etc. under close supervision of FLC in-charge and Engineers deputed by manufacturers.

4. VISUAL INSPECTION OF EVM & VVPAT:

- a) Open Carrying cases of Control Unit (CU) and Ballot Unit (BU) and take out the units. Remove all tags, pink paper seal, FLC stickers, wax seals and Ballot papers.
- b) Physically check all buttons, toggle switch, connectors, and doors, sealing provisions, display and plastic body of CU for damage / breakage. Replace the broken items with good items wherever possible and discard others.
- c) Similarly, check connecting cable, connector, latches, and flaps and slide Switch and plastic body of BU for damage / breakage. Replace the broken items with good items wherever possible and discard others.
- d) Open cabinet of CU and carryout visual inspection of PCB. Hidden components or unauthorized rework, if any, CU should be discarded and kept aside.
- e) Similarly, open cabinet of BU and carry out visual inspection of plastic parts and other and PCB for any damage, rework etc. and replace the damaged one if feasible. If any rework, BU should be discarded and kept aside.
- f) Check the number plate and number sticker pasted on the back of CU and BU for any mismatch.
- g) Record the serial numbers and defects of rejected units.

5. FUNCTIONALITY CHECK

- a) Installation of Power Pack
 - i) Open Battery compartment of CU
 - ii) Insert power pack of EVM
 - iii) Align power pack connector with plug in CU, Press power pack after insertion
 - iv) Close Battery compartment
- b) Cable Connections
 - i) Open connector compartment of CU
 - ii) Connect BU cable to BU interface connector of Control Unit

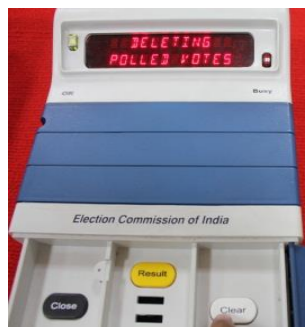
- iii) Set slide switch position of BU to 1. Unmask all 16 buttons in BU.
- c) Power ON Display Sequence
- i) Switch ON EVM.
 - ii) Observe Power ON LED glowing green in CU.
 - iii) Observe the following series of display messages on CU during Power ON
 - EVM IS ON
 - DATE and TIME
 - SL NO of the Control Unit
 - NO OF CANDIDATES
 - BATTERY STATUS

During Power ON, if any of the following defect is observed in CU, then reject that CU.

- a) If one or more segments are missing or extra segment is displayed.
- b) Check Beep after Switch ON. In case of no beep or continuous beep.
- c) If Green LED is not glowing during Power ON.
- d) Check the serial number displayed in CU. If it is not matching with the number given on the number plate and Number sticker pasted on the back of CU.
- e) Check the Date and Time on CU display. In case of wrong Date and Time, set Date and Time with the help of time set jig as detailed in para-17.

6. CLEARING OF PREVIOUS VOTES

- a) Open the outer door of Result compartment and then open the inner door. Press CLEAR button to delete any votes stored in CU.



b) If CU displays INVALID, press RESULT button. If it still displays INVALID, press CLOSE button.



c) Once CLOSE display sequence is completed, press RESULT button and wait till CU displays “End”. Press CLEAR button. During Clear operation, observe CU displays “0” votes for all candidates.

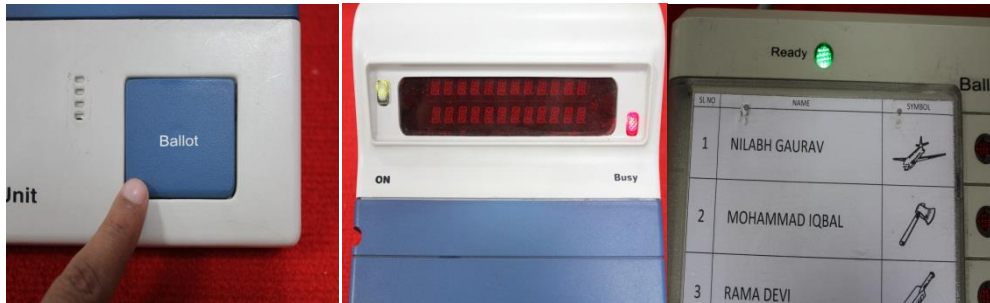
7. CANDIDATE SET OPERATION

a) Press CANDIDATE SET button for setting candidates. Observe “SET CANDIDATE – “display in CU. Press 16th button in BU to set the number of Candidates to 16.



BALLOT OPERATION

- a) Press BALLOT button in CU. BUSY LED in CU shall glow RED and READY LED in BU shall glow GREEN.



- b) Press first candidate button in BU. Observe LED by the side of the button glow RED.



- c) Beep shall be heard. Observe Busy LED in CU and READY LED in BU goes OFF.
- d) Follow the instructions “a” to “c” by casting votes for all 16 candidates in BU.
- e) Press TOTAL. Check number of candidates 16 and total votes 16 in CU display.

8. CLOSE OPERATION

Press CLOSE button. Observe CU displays “POLL CLOSED”.

9. RESULT OPERATION

Press RESULT button and observe the votes cast against each candidate.

10. CLEAR OPERATION AT THE END OF POLLING

Press CLEAR button and wait till CU displays “0” votes for all the candidates. Press TOTAL to confirm Total Votes 0.

11. REJECTED UNITS

- a) Reject the units found defective during the functionality check.

- b) Identify the defects and isolate them.
- c) Record the serial numbers and defects of rejected units.

12. MOCK POLL ON EVMs RANDOMLY SELECTED BY POLITICAL PARTIES

1200 votes in 1% EVMs,

1000 votes in 2% EVMs; and

500 votes in 2% EVMs

shall be done and a printout of the results, as well as sequential print-out of every vote polled, shall be taken out and shown to the representatives of political parties.

13. SEALING OF CONTROL UNIT

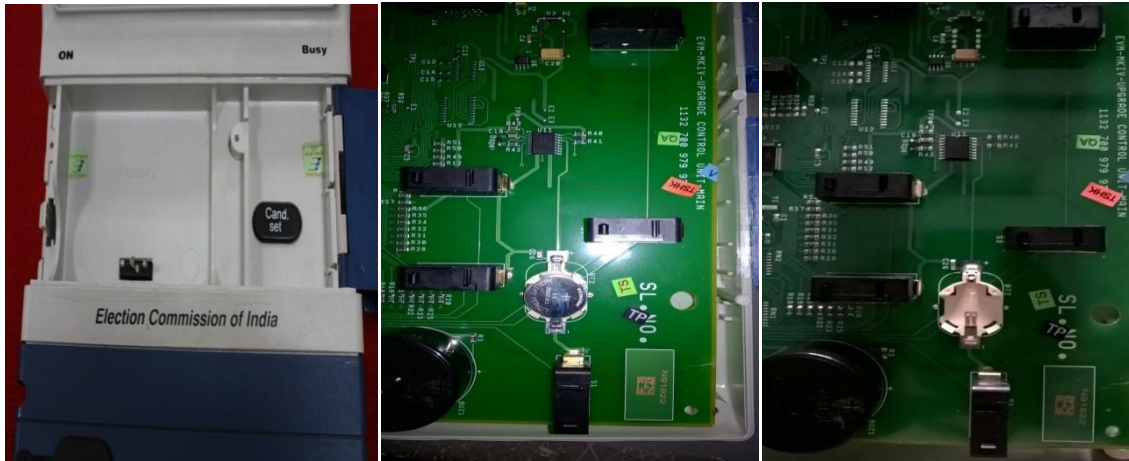
Seal the Control Unit with Pink Paper seal and affix signature of Engineer and representative of DEO. The Sl. No. of Pink Paper Seal is to be recorded along with Sl.No. of CU in a Register.

14. DOCUMENTATION

- a) Paste the FLC-OK (Green) sticker on back side of **FLC-OK** CU and BU. Record the Serial Number of Control Unit and Ballot Unit and affix signature on FLC sticker.
- b) Note down total numbers of CUs and BUs that are accepted after FLC in the prescribed format.
- c) Paste the FLC-FAILED (Red) sticker on back side of **FLC-FAILED** CU and BU. Record the Serial Number of Control Unit and Ballot Unit and affix signature on FLC sticker.
- d) Consolidate Serial numbers of defective units and defects observed in the prescribed format. Submit a copy of the same to FLC In-charge.

15. CHANGE OF COIN CELL

- a) Remove top cover of CU, replace the old RTC cell with new one and re-fix the cabinet.

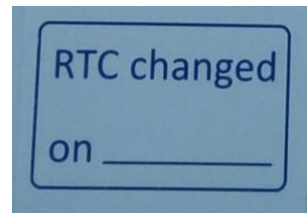


- b) Put the tamper sticker on four screws on top side. Fix the RTC cell sticker on the back of the Control Unit.
- c) Note down total number of Control Units in which RTC cells were replaced in the prescribed format.

Tamper Sticker



RTC cell sticker

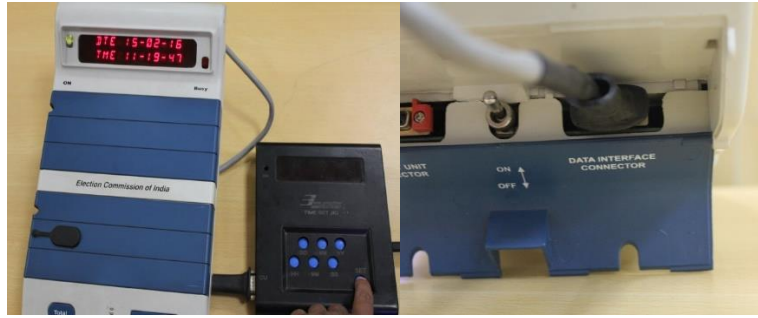


16. TIME SETTING

- a) Bring the CU to “Result” mode. Hold simultaneously “Result” and “Print” buttons and switch ON CU. CU shall display “Set Time” mode.



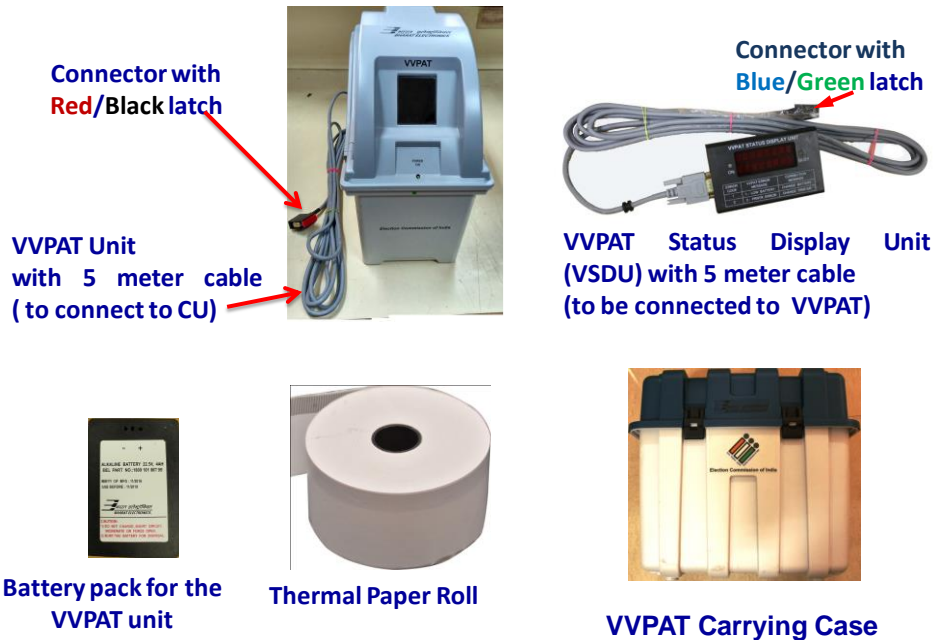
- b) Connect the Time Set Jig with CU and press “Set” button in the Time Set Jig. Current Date and Time is set in CU.
- c) Switch OFF CU. Again, switch ON and confirm the Date and Time.



17. CLOSING OF FLC

Put all Units in respective carrying cases and, in turn, in bulk carrying cases and releases them for proper storage. Ensure that the rejected Units are identified with suitable stickers and kept separately.

FIRST LEVEL CHECK PROCEDURES FOR VVPAT



VVPAT AND ITS ACCESSORIES

18. PHYSICAL INSPECTION OF VVPAT

- a) Open the Ballot Slip Compartment and check for any ballot slips inside. If any old printed slips with election symbols is found, report to the FLC In-charge immediately.
- b) *Remove previously placed address tag and FLC stickers from the VVPAT.*
- c) Remove any paper slips from the VVPAT, if found inside. Remove battery pack from the battery compartment, if any, present in the VVPAT.
- d) Perform mechanical inspection by checking connector and battery compartment, LOCK-UNLOCK switch and latching/Unlatching of latches.

19. INSTALLATION OF BATTERY

- a) Open Battery Compartment of VVPAT by pressing both the latches together and pulling the door outwards.

- b) Observe the Battery Plug present inside Battery compartment.
- c) Insert the VVPAT Battery by plugging into the battery plug.
- d) Close the battery Compartment door.

20. INSTALLATION OF PAPER ROLL

- a) Open the Paper Roll compartment by opening the side latches and by lifting the top cover. 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 lower Surface of the Paper.
- f) Move the paper into the slot by rotating the paper feed knob clockwise.



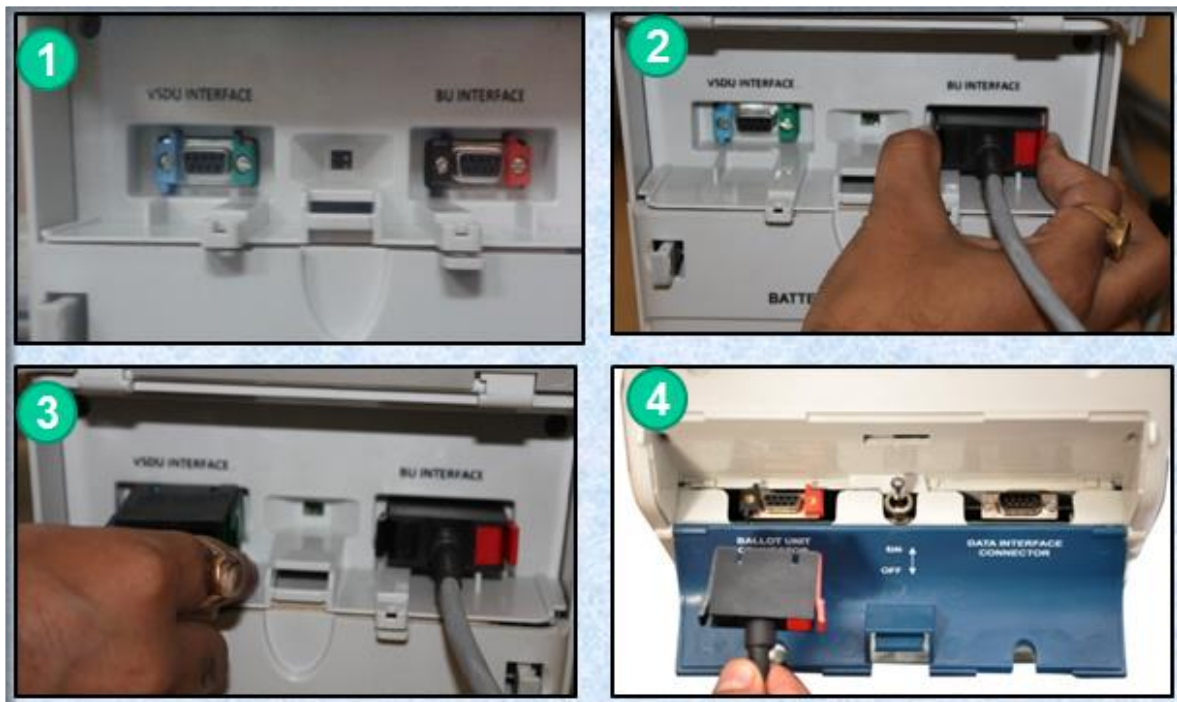
Paper Roll Installation steps

21. SYMBOL LOADING

Dummy symbols prescribed for FLC and demonstration purpose shall be loaded using Laptop/Computer/Symbol Loading Jig for 16 candidate buttons.

22. CABLE CONNECTIONS

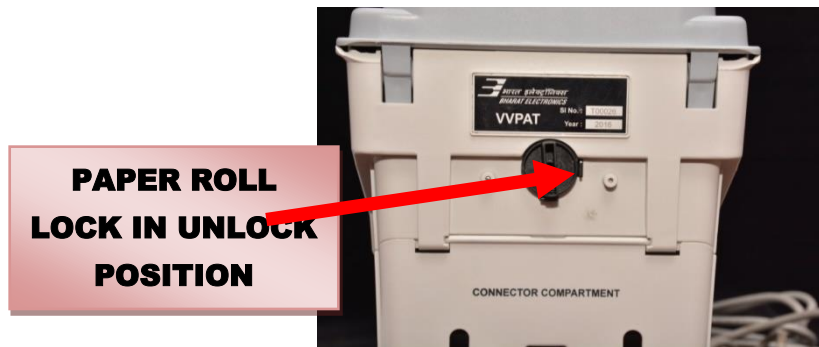
- a) Open connector compartment of VVPAT.
- b) Connect cable from Ballot Unit to BU Interface connector matching the coloured latches (red/black connector).
- c) Connect cable from VSDU to VSDU interface connector matching the coloured latches (blue/green connector).
- d) Connect VVPAT cable to BU interface connector of Control Unit matching the coloured latches (red/black connector).



23. Testing Process:

a) Test Preparation

- 1 BU, VSDU and CU are needed.
 - The VVPAT should be initialized and loaded with 16 dummy-symbols.
 - Make connections and operate the VVPAT.
 - The test has to be performed under standard conditions where a new battery (Voltage > 22 V) and a new paper roll are used.
- i. Ensure Lock-Unlock switch at the back-side of VVPAT is in unlock (Vertical) position.



- ii. Switch on the CU.
- iii. After the VVPAT is turned on, the POST slip and five self-diagnostics reports are printed. In this case, the Diagnostics report should only be checked for PASS/FAIL status as self-diagnostics test would have been carried out on these units.
- iv. Before proceeding for mock-poll, check the status of each sensor in the diagnostics reports. Proceed to next step only if the status of each sensor is shown as “PASS” in the diagnostics report.
- v. If the status of Battery in Battery report is indicated as “FAIL”, change the battery pack and start the test again.
- vi. Put the CU in clear state
- vii. Press Ballot Button on CU and verify that the Busy LED glow Red on CU and VSDU. Ready LED on BU glow Green indicating BU is ready for Voting.
- viii. Cast vote for first candidate on BU. On the selection of candidate, VVPAT prints the selection on ballot slip.
- ix. The ballot slip is displayed behind a transparent window of VVPAT for 7 seconds. Verify the candidate number, symbol and name of the candidate in the slip. After that, ballot slip will automatically cut and fall into the Ballot slip compartment.
- x. Repeat steps from vii to ix for all the other candidates on the Ballot Unit. Check whether VVPAT prints the selected candidate information.
- xi. Continue polling for minimum of 96 votes i.e. by giving 6 vote to each candidate button. Note down the Ballot voted.
- xii. Press Close button on CU to Close the Poll and note down the Result by pressing Result Button on CU.
- xiii. Takeout the printed ballot slips from drop box (ballot slip compartment) and segregate candidate-wise.
- xiv. Count the candidate-wise printed ballot slips and note down the count.
- xv. Tally CU result with the ballot slip count.

- xvi. Clear the votes by pressing Clear button in CU. Check whether Total Votes displayed is '0'.

b) FLC OK CRITERIA

The VVPAT is FLC OK, if all of the following are achieved

- The total number of votes polled as displayed on the CU screen indicates equal to number of votes cast, when TOTAL key is pressed.
- "PRINTER ERROR" "CHANGE PRINTER" should not be displayed on VSDU during the mock-poll.
- "1-LOW BATTERY" "CHANGE BATTERY" should not be displayed on VSDU during mock-poll.
- After conduct of mock-poll, the **FLC-OK (Green) Sticker** duly signed by the Engineer and representative of the District Election Officer shall be pasted on the **left side of VVPATs** whose results are obtained as 'PASS'.

NOTE-1: IF ANY VVPAT DO NOT PASS THE ABOVEMENTIONED CRITERIA, FLC-FAILED (RED) STICKER SHALL BE AFFIXED ON THAT VVPAT.

NOTE-2: PASTE THE FOLLOWING STICKERS, ON ALL VVPATs

- "Transportation"
- "Working"
- "Unlock before Switch ON"



MAXIMUM NUMBER OF

i. Purpose

The purpose of this test is to verify that the VVPAT is working properly with maximum number of candidates i.e. 64. The purpose is to test that the communication protocol between VVP

Stickers pasted on VVPAT

ii. Test Applicability

This test is applicable to VVPAT along with CU and BUs connected as a system. This test is an extended test of polling test and is performed only on 1% of the VVPAT lot.

iii. Test Preparation

One VVPAT with 64 symbols loaded, 4 BUs, 1VSDU and 1CU are needed. Make connections and operate the VVPAT. This test can be conducted with used Battery pack and used Paper roll (should be sufficient for printing 64 ballot slips).

iv. Test Procedure

- i. Press BALLOT key to enable the Ballot and vote for any candidate in the first BU. A total of 4 votes to be casted by voting to one candidate in each BU.
- ii. Press Close button on CU to Close the Poll and note down the Result by pressing Result Button on CU.
- iii. Tally CU result with the ballot slip count.
- iv. Remove all the ballot slips from VVPAT and clear the votes by pressing Clear button in CU. Check whether Total Votes displayed is '0'

v. Acceptance Criteria

The test is successful if the following conditions are met:

- i. No error message is displayed on CU during the balloting process.
- ii. "PRINTER ERROR" "CHANGE PRINTER" is not displayed on VSDU during the test.

Note: - Since the test is performed with a used Battery pack, the VSDU can display "1- LOW BATTERY" "CHANGE BATTERY" during the polling of 96 votes. In that case change the battery pack and start the test again.

SAMPLE REPORT FORMAT

NOT TO BE COUNTED
 VVPAT UNIT POST REPORT
 Version No: 10. 42
 Candidate set: 16
 SI.No: 107152 Session:22
 1.VVPAT Error History: Absent
 2.Paper Under Head:Present
 3.Printer Head Temperature:Ok
 4.Pleten:Closed
 5.Length Sensor Std:Passed
 6.Fall Sensor Std:Passed
 7.Contrast Sensor Std:Passed
 8.Deplete Sensor Std:Passed



NOT TO BE COUNTED
 DEplete DIAGNOSTICS REPORT
 SI.No: 107152 Session:22
 Deplete Sensor

Emitter	Min	Typ	Max
TX Cur(mA)	5	11.00	35
Measured(mA):	9.35		

 Result: Pass
 Detector

White(mV)	Min	Typ	Max
White(mV)	380	400	420
Measured(mV):	384		

 Result: Pass

NOT TO BE COUNTED
 CONTRAST DIAGNOSTICS REPORT
 SI.No: 107152 Session:22
 Contrast sensor

Emitter	Min	Typ	Max
TX Cur(mA)	5	12.00	35
Measured(mA):	13.92		

 Result: Pass
 Detector

White(mV)	Min	Typ	Max
White(mV)	300	315	330
Measured(std)(mV):	304		
Measured white(mV):	284.7		
Measured Black(mV):	9.6		
Measured CR:	29		
Pass Limit:	>=20		

 Result: Pass

NOT TO BE COUNTED
 FALL DIAGNOSTICS REPORT
 SI.No: 107152 Session:22
 Fall sensor

Emitter	Min	Typ	Max
TX Cur(mA)	5	30.0	40
Measured(mA):	22.24		

 Result: Pass

Detector

No Paper(mV)	Min	Typ	Max
No Paper(mV)	380	400	420
Measured With Paper(mV):	1		
Measured No Paper(mV):	390		
Measured Differ(mV):	389		
Pass Limit(mV):	100		

 Result: Pass

NOT TO BE COUNTED
 LENGTH DIAGNOSTICS REPORT
 SI.No: 107152 Session:22
 Length Sensor

Emitter	Min	Typ	Max
TX Cur(mA)	5	11.00	35
Measured(mA):	11.67		

 Result: Pass
 Sensor

White(mV)	Min	Typ	Max
White(mV)	380	400	420
Len(mm)	095	099	103
Measured White(mV):	408		
Measured Black(mV):	21		
Measured Contrast:	19		
Measured Len:	99 mm		
Contrast Pass Lt:	10		

 Res: Cntrst:Pass,Len:Pass

NOT TO BE COUNTED
 BATTERY REPORT
 SI.No: 107152 Session:22
 Battery

No_load	Full load	Diff
Volt(V): 22.5	21.0	1.5
Cur(A): 0.01	1.60	1.59
Measured Impedence(ohm):	0.95	
Pass Limit(ohm):	2.00	
mAH for Postslip:	0.84	

 Result: Pass

ERROR CODE : 2 -PRINTER ERROR

On press of Ballot key on CU, if the error code 2 displayed on VSDU along with sequence of messages, then switch off CU. Note down the error code observed for Printer error in the Test format. Error code details are given below:

- Printer Error 2.1 – Abnormal Head Temperature
- Printer Error 2.3 – Printer Timeout Error
- Printer Error 2.4 – Printer Low Voltage Error
- Printer Error 2.5 – Printer Incorrect Command Error
- Printer Error 2.6 – Cutter Error
- Printer Error 2.7 – Fall Error
- Printer Error 2.8 – Printer memory Error
- Printer Error 2.9 – Contrast Error
- Printer Error 2.10 – Length Error
- Printer Error 2.12 – Platen Open Error
- Printer Error 2.13 – No Paper Error
- Printer Error 2.14– Deplete Error

Date:
Place:
District/State:

136

SAMPLE OF FIRST LEVEL CHECK REPORT FORMAT FOR VVPAT

FIRST LEVEL CHECK REPORT - VVPAT						Date:		
						Place:		
						District / State:		
S.No.	VVPAT Serial Number	Visual inspection Ok / Not Ok	Post/ Diagnostic report Ok / Not Ok *	Symbol Loading Ok / Not Ok	Link Check Ok / Not Ok	Votes Polled (96)	PASS / FAIL	In case of Failure, Defect observed (Value of parameter causing failure)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
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24								
25								
26								
27								
28								
29								

Signature:
Name:
(BEL/ECIL Engineer)

Signature:
Name :
(DEO's Representative)

Annexure-7

(Mock Poll Result Certification 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 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 alongwith VVPATs
and I am fully satisfied with the functioning of EVMs.

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 Units.** 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 Party	Name of representative of political party with party affiliation	Identity document No. with date	Signature of representative	Remarks, if any.

Name of Engineers of BEL/ECIL (Signature)

1.

2.

3.

(Signature).....

Name of FLC-Supervisor.....

Designation.....

(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

S.No.	Name of National/State Party	Name of representative of political party with party affiliation	Identity document No. with date	Signature of representative

(Name, designation, signature of officers nominated by District Election Officer)

(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	
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 roaster) 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)

(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 7 days from the date of completion of FLC process in the district.

(Name and Signature of District Election Officer)

VVPAT BROCHURE FOR PRESIDING OFFICERS



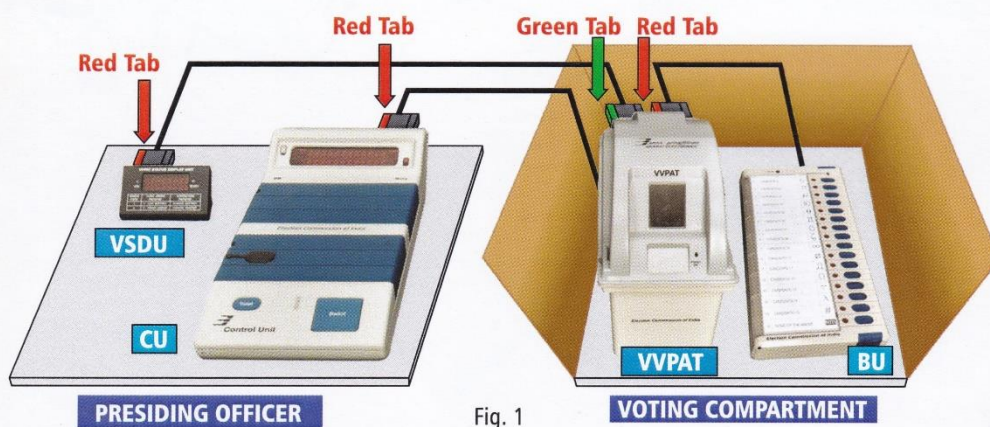
Voter Verifiable Paper Audit Trail (VVPAT)

The VVPAT enables the voter to physically verify the vote cast on the EVM. It consists of the Printer Unit to print the voter's selection and the VSDU (VVPAT Status Display Unit) to display the error messages of VVPAT during poll.

The VVPAT prints the selection of the voter on a 10cm X 5.6 cm long slip of paper called Ballot Slip. The ballot slip will display:

1. The serial number of the candidate
2. The name of the candidate
3. The corresponding symbol

The paper slip is displayed behind a transparent window for seven seconds before it is automatically cut and collected in the sealed Ballot compartment below. The VVPAT battery and paper roll are designed for printing minimum 1500 Ballot slips for each election.



VVPAT Components

The VVPAT system consists of following accessories.

1

VVPAT UNIT

The VVPAT printer prints the ballot slips and collects them in a secure sealed box. The VVPAT comes with an attached cable which is used to connect to the CU.



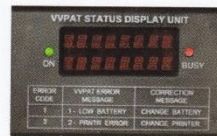
Connector with Red/Black latch

2

VVPAT STATUS DISPLAY UNIT (VSDU)

VVPAT Status Display Unit (VSDU) is used to indicate the VVPAT system status to the Presiding officer. The VSDU displays PRINTER ERRORS, LOW BATTERY and also the suggested action to be taken.

Connector with Blue/Green latch



3

INTERCONNECTING CABLE TO VSDU

The Interconnecting Cable connects the VSDU to the VVPAT unit



VVPAT Unit with 5 meter cable (to connect to CU)

4

BATTERY PACK FOR VVPAT

A Battery Pack for running the VVPAT is inserted at the appropriate compartment in the VVPAT unit

Battery pack for the VVPAT unit



5

PAPER ROLL



Paper Roll for Printing of Ballots

Thermal Paper Roll

6

CARRY CASE

A Strong Case to carry the whole VVPAT system in a secure way

VVPAT Carring Case



VVPAT Operation

Commissioning of VVPAT by Presiding Officer (PO)
at Polling Station on day of poll

STEP 1

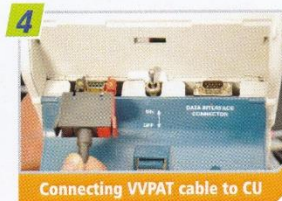
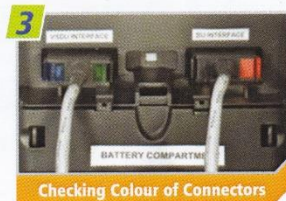
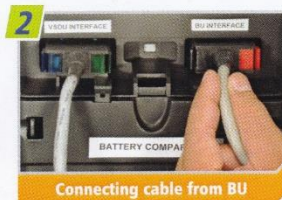
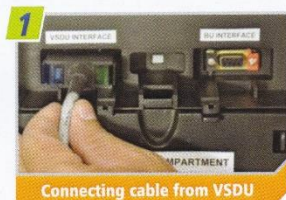
Preliminary Checks

1. At the polling station, remove the VVPAT and VSDU with cables carefully from carrying case
2. Check for proper condition of the VVPAT unit, VSDU unit, connecting cables and connectors
3. Sealing should be intact for paper roll compartment.
4. Check and ensure that the ballot compartment is empty. All paper slips or ballot slips should be removed from inside the compartment.

STEP 2

VVPAT setup and connection with EVM System

- Place CU & VSDU and BU & VVPAT as per (Fig.1)
- Connect the VVPAT unit with EVM system as per steps below
- Close cable compartments after connecting the cables



All connection of EVM & VVPAT shall be done only in Power off condition.

STEP 3

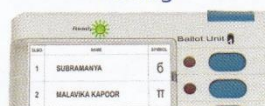
Mock Poll Procedure

To conduct a Mock Poll at polling booth follow the below process

SETUP

1. Power ON the CU.
2. ON lamp will glow on CU and VVPAT.
3. VVPAT prints Power ON Self Test (POST) slip. The POST slip is seen through the window and cuts and falls down.
4. In case of any error in the VVPAT, corresponding error is printed in the POST slip. In case POST slip does not cut, replace VVPAT with good one
5. Now the EVM – VVPAT system is ready for voting process.

Ballot Unit Ready for Voting



Red Light Indicates Register of Vote



MOCK VOTING

Follow the standard mock poll procedure for CU/BU as per the EVM instruction booklet.

1. The ballot process is initiated and each polling agent is allowed to vote for the candidate of choice.
2. VVPAT prints the ballot slip containing the serial number of the candidate, name of the candidate and corresponding party symbol.
3. The printed slip is held for 7 seconds and then cut and subsequently falls into the ballot collection drop box.
4. Repeat this ballot process by voting for each contesting candidate and verify the correctness of the printed ballot slips.
5. Keep a careful manual record of the votes polled in respect of each candidate.
6. Press the CLOSE button on CU.



Voter Sees Candidate Name, Number & Symbol Printed



At least 50 votes should be cast during mock poll



MOCK POLL VERIFICATION

1. Press the RESULT button on CU and manually record the result data displayed by CU.
2. Press the CLEAR button on CU and observe TOTAL should be zero in the CU.
3. Switch OFF the CU.
4. Open the ballot compartment door of the VVPAT and collect the VVPAT ballot slips.
5. Segregate these ballot slips as per the party symbol and record the result of the counted slips. Keep aside the POST slip(s).
6. Compare the VVPAT result data with the CU result data. Both must tally candidate wise.
7. After ensuring the correctness of the EVM-VVPAT system, remove the mock poll printed ballot slips and store separately.



Fill mock poll certificate carefully and correctly



Ensure that the ballot compartment is empty before actual poll.

STEP 4

Sealing of ballot slips compartment after mock poll

- The presiding officer should ensure that the ballot slips compartment of VVPAT is empty and does not contain any paper slips.
- The presiding Officer is required to seal the ballot slips compartment door in presence of polling agents. Sealing procedure is same as followed for the CU.

STEP 5

Actual Poll Procedure

After ensuring that all seals are in proper condition and that the CU, VSDU, BU and VVPAT are placed as in Fig 1, power ON the CU.

- The presiding officer should ensure that the VVPAT should be in ON condition by checking the power ON LED.
- Continue the actual polling as per the standard procedure in the case of EVM.
- Polling officer shall be monitoring the Status of VVPAT through the VSDU messages.
- If the VVPAT stops printing and shows error in the VSDU the VVPAT Unit should be replaced by another VVPAT Unit. The voter should be asked to vote again on the replaced system.



In the event of any failure in the VVPAT the unit should be replaced with a good one.



In case of 'LOW BATTERY' indication by VSDU the battery Should be replaced by a new one.

STEP 6

Closing of Poll Procedure

After completion of actual poll take the following steps

1. Press the close button on CU.
2. Switch OFF the CU.
3. Disconnect the VVPAT cable connected to CU.
4. Disconnect the VSDU cable connected to VVPAT
5. Disconnect the BU cable connected to VVPAT.

STEP 7

VVPAT Packing Instructions before dispatch to strong room/counting center

1. Keep VVPAT with its cable and VSDU with its cable in the VVPAT carrying case.
2. Care should be taken while winding of VVPAT and VSDU cables.
3. Seal the carrying case in the presence of Presiding Officer and polling agents.




Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi-110001

Tel.: +91-11-23717391-98, Fax: +91-11-23713412 www.eci.nic.in

How to Vote using EVM & VVPAT

HOW TO CAST YOUR VOTE



1 ENTER THE BOOTH

USING EVM & VVPAT

The Presiding Officer will enable the ballot Unit while you enter the polling compartment.

2 CAST YOUR VOTE

Press the Blue Button on the Ballot Unit against the name /symbol of candidate of your choice.

3 SEE THE LIGHT

The red light against the name /symbol of candidate chosen will glow

4 SEE THE PRINT

The Printer will print a ballot slip containing Serial Number, Name and Symbol of the chosen Candidate as shown.

This ballot slip will be visible for seven seconds after which it will be cut and dropped in the printer's drop box and a beep will be heard.

See the print through the glass, as the printout will not be given to you

NOTE!

If you do not see the ballot slip and hear the loud beep please contact the Presiding officer.

ELECTION COMMISSION OF INDIA

www.eci.nic.in

Annexure-15

(Register for Preparation of EVMs)

Name of State/UT:

Name of District:

Name of Assembly/Parliamentary Constituency:

Address of Preparation of EVM hall:

Date:

S.No.	Name of candidate	Name of representative of candidates with party affiliation, if any	Identity document No. 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 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)

(Certification of EVMs by BEL/ECIL)

Name of State/UT:

Name of District:

Name of Assembly/Parliamentary Constituency:

Address of hall:

Date:

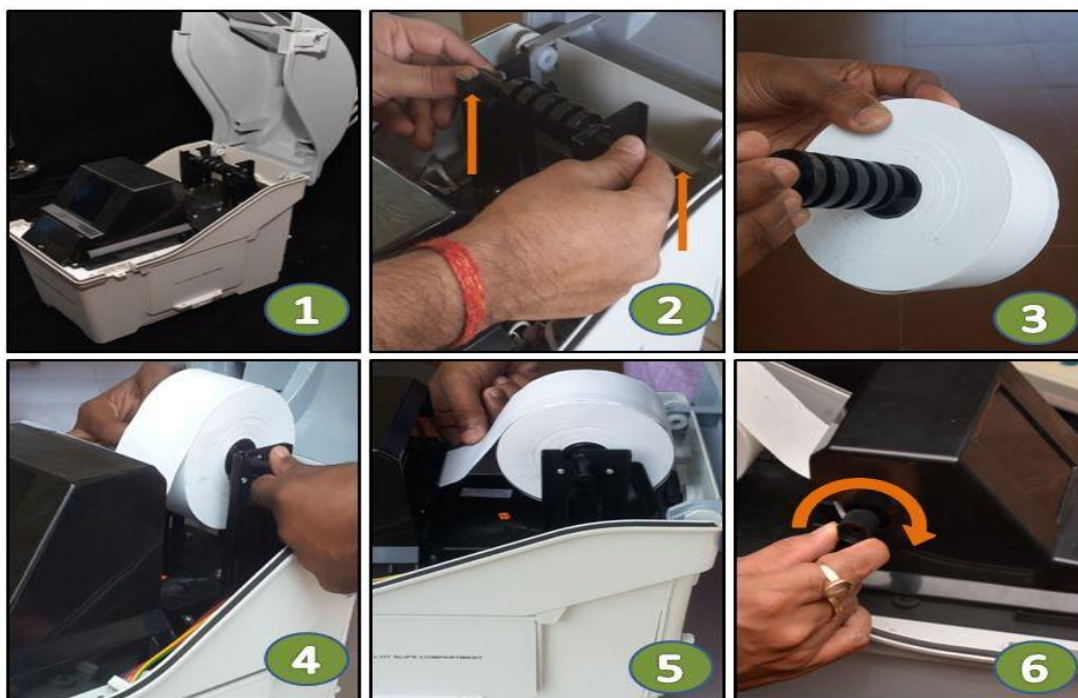
It is certified that tests prescribed by BEL/ECIL to ascertain that all components are original were carried out on the Balloting Unit listed below on..... (date). On the basis of these tests it is certified that all components of the Balloting Unit listed below are original.

BU Identification No.

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

INSTALLATION OF PAPER ROLL IN VVPAT

- a) Open the Paper Roll compartment by opening the side latches and by lifting the top cover. 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 lower Surface of the Paper.
- f) Move the paper into the slot by rotating the paper feed knob clockwise.



Paper Roll Installation steps

Annexure-18

(Mock Poll certification during Preparation of EVMs)

Date:.....

Name of State/UT:

Name of District:

Name of Assembly/Parliamentary Constituency:

Address of 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-19

(Register for Sealing of Balloting 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 Balloting 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 Balloting Units and I am satisfied with the sealing of the Balloting Units.

Sl. No.	Unique ID No. of Balloting Unit	Pink Paper Seal Number

S.No.	Name of candidate	Name of political party with party affiliation, if any	Identity document No. with date	Signature of candidate/representative of his

Voting Compartment – Dimensions & Cascading of Balloting Units

ON ONE SIDE - FACING THE WEB CAMERA



Name of State/UT:

AC/PC Name:

AC/PC Number:

Date of Poll:

Polling Station Name:

Polling Station Number:

ON REMAINING TWO SIDES OF THE VOTING COMPARTMENT

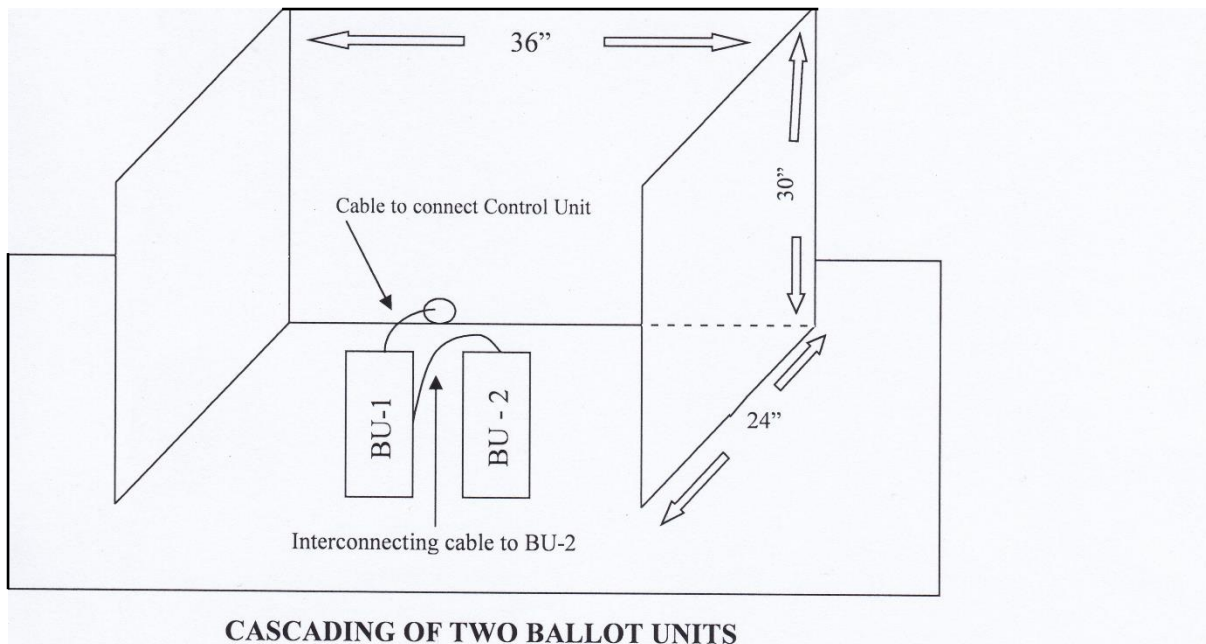
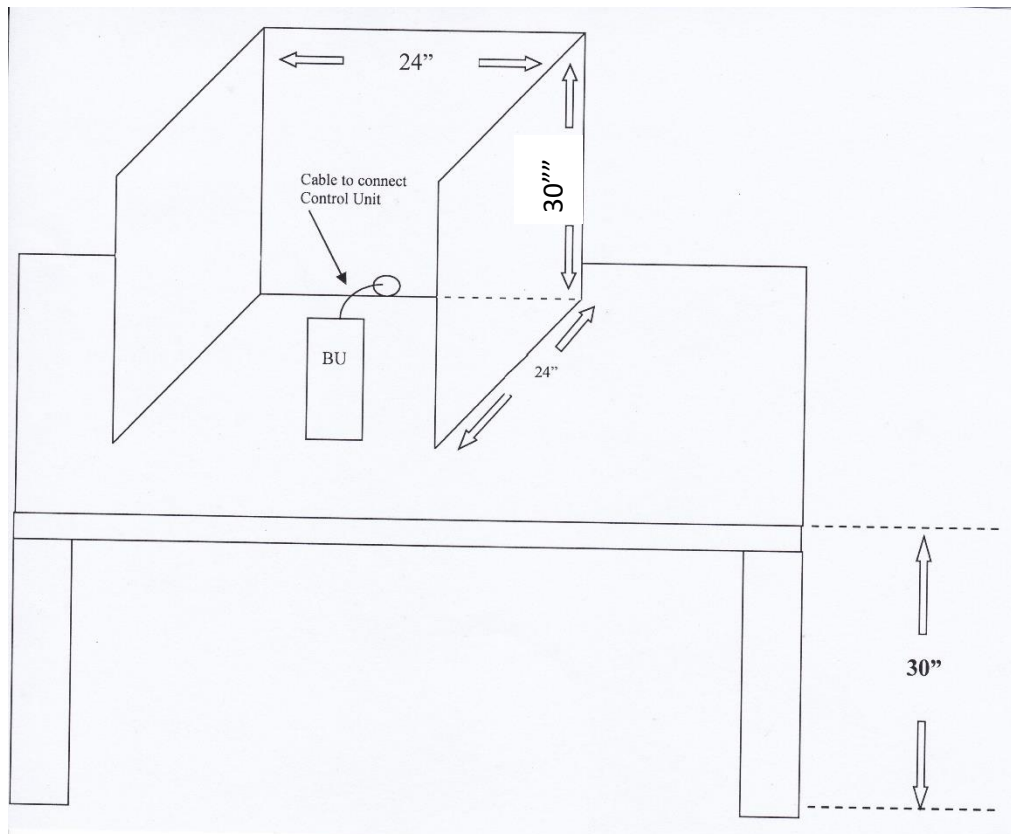


Hkkjr fuokZpu vk;ksx

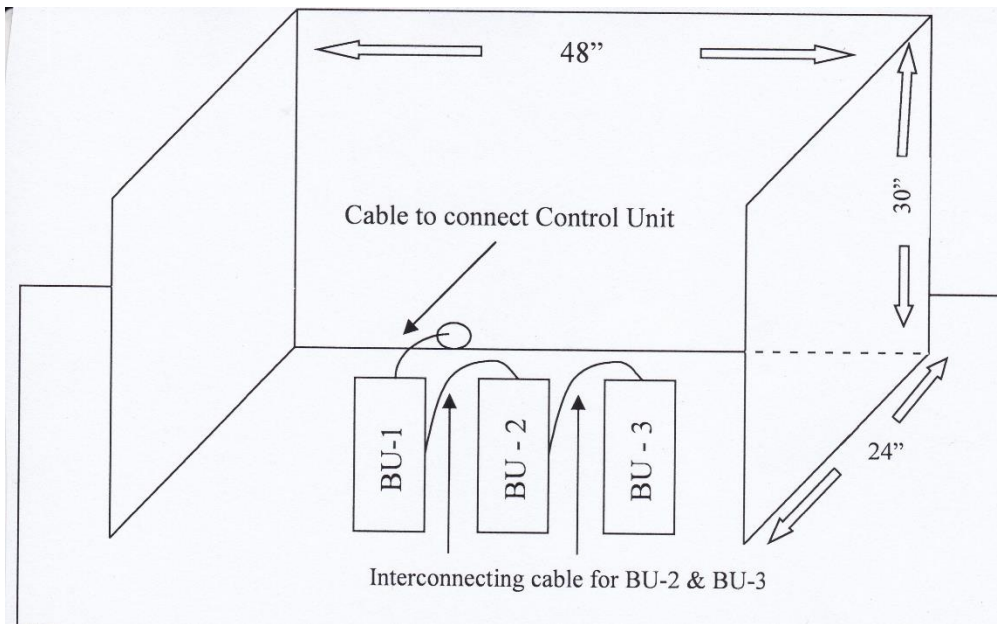
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ELECTION COMMISSION OF INDIA

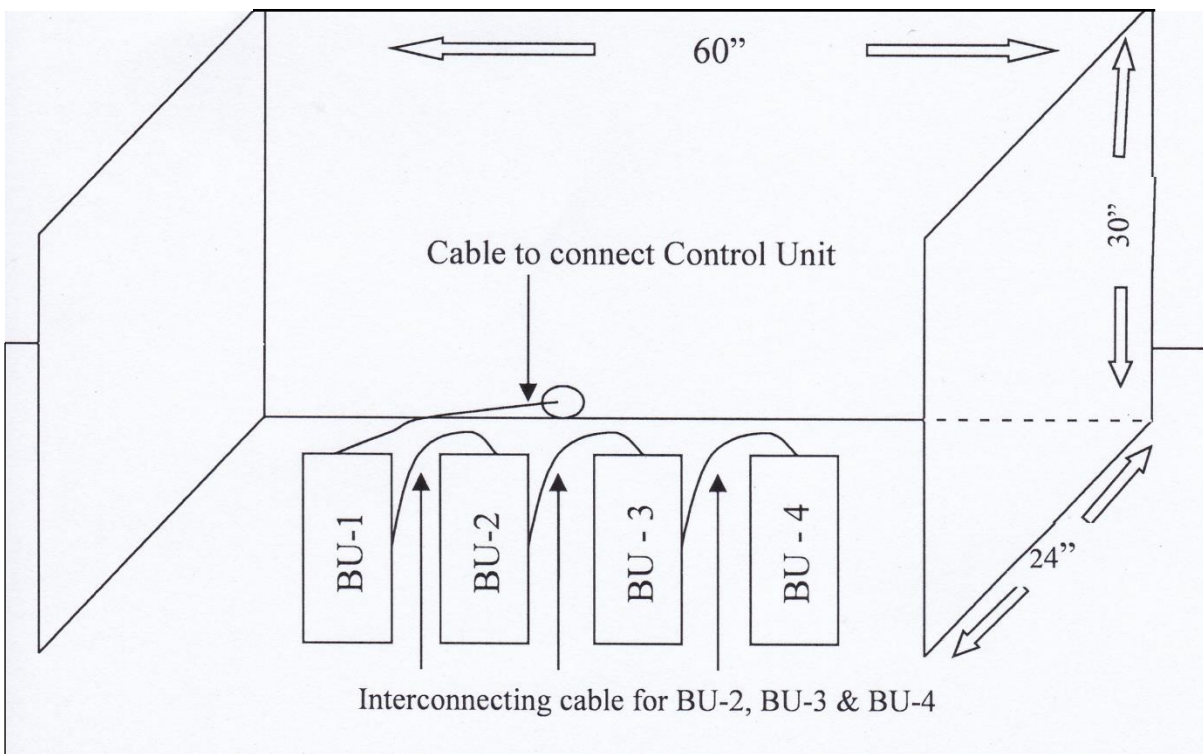
VOTING COMPARTMENT



CASCADING OF TWO BALLOT UNITS



CASCADING OF THREE BALLOTING UNITS



CASCADING OF FOUR BALLOTING UNITS

Mock Poll Certificate

This is certified that I, Presiding Officer at the Polling Station No.....ofAssembly Constituency (or theAssembly segment underParliamentary Constituency) conducted the mock poll at AM today, the poll day i.e.(date), following scrupulously all the instructions issued by the Election Commission of India, using –
CU of Serial No. (as printed on back-side of the CU).....
BU of Serial No. (as printed on back-side of the BU).....
VVPAT Unit of Serial Number (if used).....

1. A total of votes were cast for each candidate and also for NOTA.
2. It was verified that the LED light was getting lit up against the correct candidate/NOTA button, when the button was pressed and beep sound was properly heard.
3. The candidate-wise detail of votes polled during mock-poll and result displayed, is as under:

S. No.	Name of the Candidate	Number of votes cast during mock poll	Number of votes displayed in CU on checking the result	Number of Printed Paper Slips, as per counting on checking mock poll result (if VVPAT used)	Votes Cast and Result displayed & Printed Paper Slip count (if VVPAT used) Talled with each other (YES/NO)
	NOTA				
Total					

4. **I have cleared the memory of the EVM and also removed the printed paper slips of VVPAT after the mock poll and verified that the memory has been cleared, by pressing the Total button and seeing the Total is shown as '0'.**
5. At the time of mock poll the following polling agents representing the candidates whose names mentioned against the names of such agents were present and I have obtained their signatures.

6. Poll Start Date and Time seen on the display of CU at the time of start of actual poll..... (To be filled in case of Post-2006 EVMs).

Sl.No. Name of Polling Agent Name of Party Name of candidate Signature of Polling Agent

- 1.
- 2.
- 3.
- 4.
- 5.

or

At the time scheduled for mock poll no polling agent was present/the agent of only one contesting candidate was present. After waiting for fifteen more minutes, I conducted the mock poll along with other polling staff atAM.

Signature of Micro-Observer (if posted at the polling station)

Date:

Time:

Name & Signature of the Presiding Officer

Polling Station No.....

Polling Station Name.....

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 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 VVPAT Status Display Unit (VSDU) displays "Error Code-1 Replace Battery":** Switch off the CU and replace the Power Pack of VVPAT printer. *It should be ensured that in no case replacement of power pack is done without switching off the CU.*
- d. **In case the VSDU displays "Error Code – 2 Replace Printer" and the Presiding Officer has not pressed the BU enable button (In case of M3 EVM and M3 VVPAT (no VSDU), "Error Code-2 Replace Printer" display on Control Unit.):** Switch off the CU and replace the defective VVPAT unit with the new VVPAT unit. **No mock poll is required to be conducted.** *It shall be ensured that in no case replacement of VVPAT unit is done without switching off the Control Unit.*
- e. **In case the Presiding Officer has pressed BU enable Button and the Voter has pressed the Candidate Button of the Ballot Unit and complains that 'Paper Slip' has not been printed or the Paper Slip printed by the VVPAT unit has not been cut and hanging against the display window then:** (i) If the busy lamp of the CU is not glowing and no Message/Error is displayed on VSDU, the complaint should be considered as baseless and rejected; (ii) If busy lamp is glowing on the CU and no Message/Error is displayed on VSDU, the Voter shall be requested to go into the Voting Compartment once again and press the Candidate Button on BU of his choice; (iii) If busy lamp of the CU and VSDU are glowing and VSDU has no display message, please switch OFF the CU and replace the VVPAT unit. (iv) The last voter whose paper slip has not been printed by VVPAT or has not been cut should be allowed to cast his vote after the VVPAT unit has been replaced. Please keep in mind that the vote is not recorded in the CU electronically unless the paper slip has been printed and cut by VVPAT. If VVPAT has not printed the paper slip, or the printed paper slip has not been cut, the last voter whose paper slip has not been printed by VVPAT or has not been cut should be allowed to cast his vote after the VVPAT unit has been replaced.

- f. 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.
- g. 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 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-24**) 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 Form 17-C.

Annexure-23

CHECK LIST OF ADDITIONAL ITEMS OF POLLING MATERIALS TO BE PROVIDED TO THE POLLING PARTY

- | | | |
|---|---|-----------|
| 1. Voter Verifiable Paper Audit Trail (VVPAT) Printer Unit | : | 1 No. |
| 2. VVPAT Status Display Unit (VSDU) | : | 1 No. |
| 3. Carrying Case for the VVPAT system | : | 1 No. |
| 4. Envelope made of thick black paper
(For sealing printed paper slips of Mock Poll) | : | 2 Nos. |
| 5. Plastic Box for Black Paper Envelope Sealing | : | 1 No. |
| 6. Pink Paper Seal for sealing Plastic Box | : | 2 Nos. |
| 7. Form of declaration by elector under rule 49MA
of the Conduct of Elections Rules | : | 10 copies |

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 Rules 1961 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 bonafide.

(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 declaration given 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.

Signature of the Presiding Officer

.....

Dated.....

Annexure-25

(Report on getting result data from Control Unit whose CLOSE button was not pressed by Presiding Officer at the end of poll)

Name of State/UT:

Name of District:

Name of election:

Number & Name of Assembly/Parliamentary Constituency:

Date of Counting:

It is certified that the result has been obtained from the following Control Unit(s) after pressing CLOSE button in the presence of the contesting candidates/their counting agents. The result of the election has been declared taking into consideration the result from this machine as well.

Sl. No.	Polling Station No.	Unique ID No. of Control Unit	Detailed Report	No. of votes polled in the Control Unit as per Form 17C

Final statement showing votes polled by the winning and runner up candidates

S.No.	Name of candidate	Party affiliation, if any	Votes polled

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

Annexure-26

(Report on discrepancy in total votes shown in the Control Unit whose CLOSE button was not pressed by Presiding Officer at the end of poll and as mentioned in Form 17-C)

Name of State/UT:

Name of District:

Name of election:

Number & Name of Assembly/Parliamentary Constituency:

Date of Counting:

It is certified that the discrepancy has been noticed in the total votes polled in the following Control Unit(s), after pressing TOTAL button of the Control Unit and comparing it with the total votes polled mentioned in Form 17-C.

Sl.No.	Polling Station No.	Unique ID No. of Control Unit	No. of votes polled displayed by Control Unit on pressing TOTAL button	No. of votes polled in the Control Unit as per Form 17C	Remarks

Final statement showing votes polled by the winning and runner up candidates

S.No.	Name of candidate	Party affiliation, if any	Votes polled

As the margin of votes between the candidate having highest votes and the runner up is more than the votes polled mentioned in the Form 17C relating to the Control Unit(s) mentioned above, the matter is being referred to the Commission for permission to set aside the votes polled in the said Control Units (s) and to declare the result.

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

Annexure-27

(Report on discrepancy in total votes shown in the Control Unit whose CLOSE button was not pressed by Presiding Officer at the end of poll and as mentioned in Form 17-C)

Name of State/UT:

Name of District:

Name of election:

Number & Name of Assembly/Parliamentary Constituency:

Date of Counting:

It is certified that the discrepancy has been noticed in the total votes polled in the following Control Unit(s), after pressing TOTAL button of the Control Unit and comparing it with the total votes polled mentioned in Form 17-C.

Sl.No.	Polling Station No.	Unique ID No. of Control Unit	No. of votes polled displayed by Control Unit on pressing TOTAL button	No. of votes polled in the Control Unit as per Form 17C	Remarks

As the margin of votes between the candidate having highest votes and the runner up is less than the votes polled mentioned in the Form 17C relating to the Control Unit(s) mentioned above, the matter is being referred to the Commission for appropriate orders.

Statement showing votes polled by the candidates having highest voters and runner up

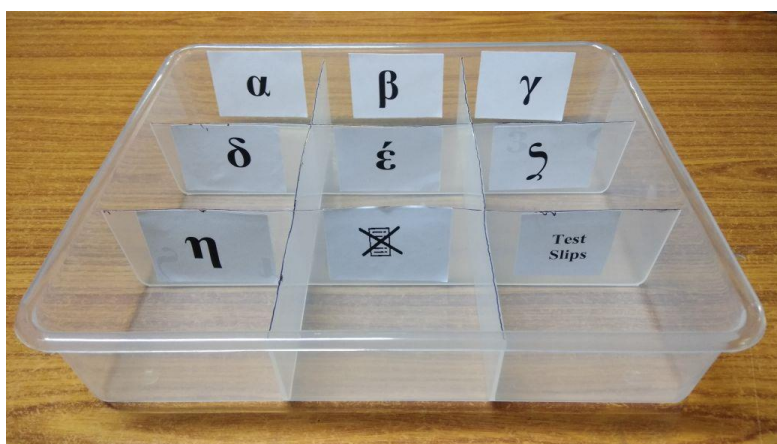
S.No.	Name of candidate	Party affiliation, if any	Votes polled

(Name & Signature of Returning Officer)

(Name & Signature of Observer)



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 TO PART-II OF FORM 17-C

RESULT OF PRINTED PAPER COUNT

Polling Station No. _____

Total number of VVPATs used: _____

Unique ID of VVPAT : _____

Sl.No. of candidate	Name of candidate	Number of votes as per count of Printed Paper Slip of VVPAT	Number of test votes to be deducted as per item 5 of Part I	Number of 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 votes shown against item 6 of Part I or any discrepancy noticed between the two totals.(YES/NO)

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

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 Control Unit.....
 Machine used at the Polling Station: 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:

	Sl.No.	Total	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

5.....
6.....

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 on control unit	Number of test votes to be deducted as per item 5 of Part I	Number of 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 votes shown 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-31**Mandatory verification of paper slips of VVPAT of 01 randomly selected 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 certify that pilot testing of counting of paper slips of VVPAT of 01 randomly selected polling station has been conducted as per the instructions of the Commission.

Name of Candidate	No. of Votes Cast		Discrepancy if any
	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



भारत निर्वाचन आयोग

Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi – 110001

“No Voter to be left behind”