

# ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/Booklet/2019-EMS

Dated: 19<sup>th</sup> November, 2019

To

The Chief Electoral Officers of  
all States/UTs.

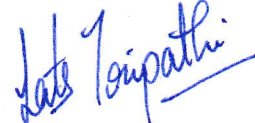
**Subject: Brochure for Presiding Officer on use of EVM and VVPAT-regarding.**

Sir/Madam,

I am directed to forward herewith the Brochure for Presiding Officer on use of EVMs & VVPATs, which outlines various activities like preliminary checks of EVMs & VVPATs on dispersal day, setting up of EVMs & VVPATs at Polling Stations, conduct of Mock Poll, Sealing of CU and VVPAT after Mock Poll, start of Actual Poll and Closing of poll procedure, done by the Presiding Officer during the Election. You are requested to get it translated in the local language(s). Sufficient copies of the Brochure may be printed and distributed to all Presiding Officers during the training session as well as at the time of dispersal of EVMs & VVPATs during elections and any other occasion as you may deem fit.

The said brochure shall also be made uploaded on the CEO's website.

Yours faithfully,



(Lata Tripathi)  
Under Secretary

# ELECTION COMMISSION OF INDIA

## BROCHURE FOR PRESIDING OFFICER (ON USE OF EVM & VVPAT)



*Late*

## Preliminary Checks on Dispersal Day

1. Remove Balloting Unit(s), Control Unit and VVPAT carefully from the respective carrying case

### 2. Balloting Unit(s)

**Check:**

- Address Tags of BU to ensure BU(s) is pertaining to your assigned polling station
- Pink Paper Seal of BU is intact
- Ballot Paper is installed properly
- Ballot buttons upto NOTA are unmasked
- Thumb wheel position is 01 for first BU (If more than 01 BU is used, Thumb wheel position for 2<sup>nd</sup> BU is 02, for 3<sup>rd</sup> BU is 03 and so on)

### 3. Control Unit

**Check:**

- Address Tags of CU to ensure CU is pertaining to your assigned polling station
- Pink Paper Seal of CU is intact
- Switch ON the CU (without connecting to BU and/or VVPAT) to check Battery status and number of contesting candidates
- Thereafter, Switch OFF the CU

### 4. VVPAT

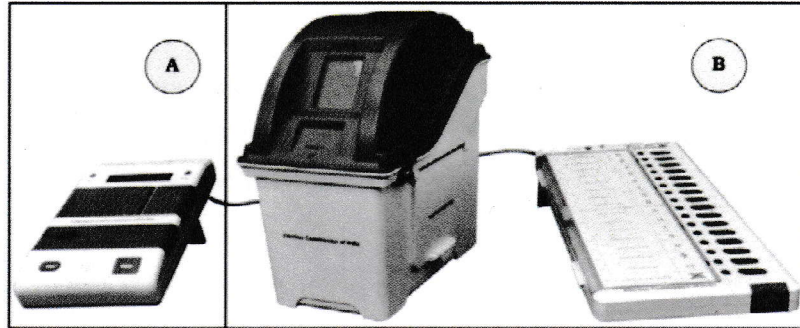
**Check:**

- Address Tags of VVPAT to ensure that VVPAT is pertaining to your assigned polling station
- Power Pack (Battery) is installed
- **VVPAT knob is horizontal (i.e. Transportation mode)**
- **DO NOT** connect VVPAT with BU and/or CU

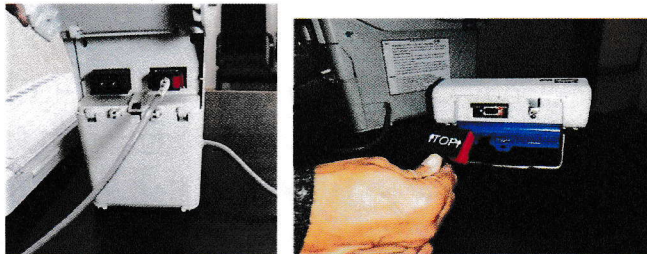
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## Setting up of BU, CU & VVPAT at Polling Station

1. Place BU and VVPAT in actual Voting Compartment
2. Place CU on Table of Presiding/Polling Officer (In-Charge CU), so that these are not moved after setting up or after mock poll.



3. Connect Cable of BU with VVPAT and Cable of VVPAT with CU



4. Un-lock (Working position i.e. Vertical position) paper roll knob of VVPAT



*Late*

### Conduct of Mock Poll

1. Show VVPAT slips compartment is empty
2. Switch ON the CU
3. Press TOTAL button and show '0' vote in CU
4. Cast atleast 50 votes and record manually on paper/register number of votes given to each candidate (ensure votes are recorded for each of the contesting candidates including NOTA)
5. After mock poll votes, press CLOSE button of CU
6. Thereafter, press RESULT button of CU to ascertain mock poll result and tally with manual record
7. Remove mock poll VVPAT slips from VVPAT compartment and tally with votes in CU.
8. Mock poll tallies ONLY if 6 & 7 above are both satisfied.
9. Press CLEAR button of CU to clear mock poll result from CU and show '0' vote to polling agents
10. Stamp mock poll VVPAT slips with stamp 'MOCK POLL SLIP'
11. Keep mock poll VVPAT slips in Black Envelope and then in Plastic Box and seal the box with Pink Paper Seal
12. Switch OFF the CU
13. Show empty drop box of VVPAT to polling agents and seal it. Ask polling agents to sign address tag.
14. Fill Mock Poll Certificate (**Presiding Officer's Report- Part-I**) carefully. Obtain signatures of all Polling Officers and Polling Agents on it.

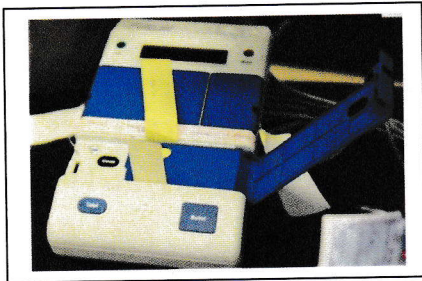
#### Replacement Protocol for Mock Poll:

1. All 'ERROR' messages for BU, CU & VVPAT will be displayed on CU only. Please read message and act accordingly.
2. In case BU or CU or VVPAT not functioning, replace the respective unit only

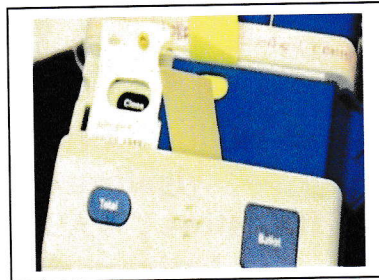
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## Sealing of CU and VVPAT after Mock Poll

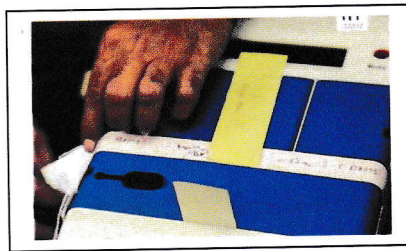
1. Seal the CU with Green Paper Seal, Special Tag, Address Tag and Outer Paper Strip Seal (ABCD seal) and obtain signatures of polling agents on them.



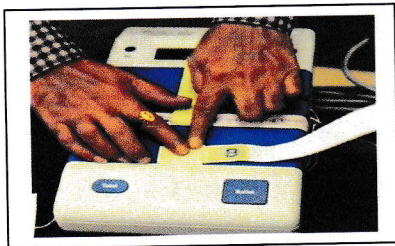
Fixing Green Paper Seal



Sealing inner Result Section with Special Tag



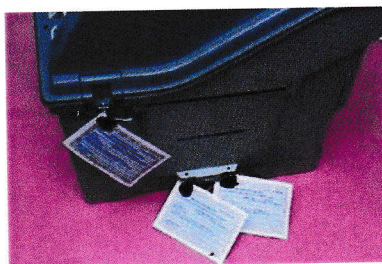
Sealing outer Result Section with Address Tag



Sealing with Outer Paper Strip Seal (ABCD Seal)



2. Seal the drop box of VVPAT with Address Tag and ask polling agents also to sign it.



Sealing of Drop Box of VVPAT with Address Tag

*Seals*

### Start of Actual Poll

1. Switch ON the Control Unit
2. Press TOTAL button of CU to confirm Zero vote and show to polling agents

#### **Replacement Protocol for Actual Poll:**

- 1. All 'ERROR' messages for BU, CU & VVPAT will be displayed on CU only. Please read message and act accordingly.**
- 2. In case CU shows Error "Replace VVPAT", switch OFF the CU and replace VVPAT. No MOCK POLL is required.**
- 3. In case BU or CU not functioning, replace the whole set of BU, CU and VVPAT. In case of replacement of whole set, mock poll shall again be conducted by cast of 01 vote to each contesting candidates including NOTA**

### Closing of poll procedure

1. Press CLOSE button of CU
2. Press TOTAL button of CU to note total polled votes in CU
3. Switch OFF the CU
4. Disconnect cable of BU from VVPAT and VVPAT cable from CU
5. Keep BU, CU and VVPAT in the respective carrying case.
6. Seal each carrying case with Address Tag

*date*