



सुदृढ़ प्रजातंत्र हेतु वृहत्तर सहभागिता



झारखण्ड सरकार
मंत्रिमंडल (निर्वाचन) विभाग,
सेक्टर-2, धुर्वा, राँची।

पत्रांक 02/निर्वा0 (EVM) -11-34/2019/.....8758

राँची, दिनांक...27/11/2019

प्रेषक,

विनय कुमार चौबे,
मुख्य निर्वाचन पदाधिकारी
-सह- सचिव।

सेवा में,

सभी जिला निर्वाचन पदाधिकारी -सह- उपायुक्त,
झारखण्ड।

विषय:- **Brochure for Presiding Officer on use of EVM& VVPAT- regarding.**
प्रसंग :- भारत निर्वाचन आयोग, नई दिल्ली से का पत्रांक 51/8/Booklet/2019-EMS दिनांक 19/11/2019

महाशय,


उपर्युक्त विषयक प्रासंगिक पत्र की प्रति संलग्न करते हुए कहना है कि आयोग द्वारा **Brochure for Presiding Officer on use of EVM& VVPAT** संलग्न कर पत्र के साथ उपलब्ध कराया गया है जिसमें Preliminary Checks of EVMs & VVPATs on dispersal day, Setting up of EVMs & VVPATs at Polling Stations, conduct of Mock Poll, Sealing of CU & VVPAT after Mock Poll, Start of actual poll and closing poll procedure आदि के संबंध में जानकारियां उपलब्ध कराई गई है।

उक्त **Brochure** को स्थानीय भाषा एवं हिन्दी में रुपांतरित कराते हुए पर्याप्त मात्रा में प्रिंट करा कर सभी पीठासीन पदाधिकारियों को प्रशिक्षण के दौरान, Dispersal of EVM & VVPAT के दौरान एवं अन्य अवसरों पर उपलब्ध कराना सुनिश्चित किया जाए। साथ ही इसे जिले की वेबसाईट पर आज ही अपलोड कराया जाए।

इसे अत्यावश्यक समझा जाए।

अनु० :- यथोक्त।

विश्वासभाजन




(विनय कुमार चौबे)

मुख्य निर्वाचन पदाधिकारी -सह-
सचिव।

राँची, दिनांक...../11/2019

ज्ञापनांक 02/निर्वा0 (EVM) -11-34/2019/.....

प्रतिलिपि :- प्रभारी विभागीय कम्प्युटर शाखा को अनुलग्नक सहित सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित। **Brochure for Presiding Officer on use of EVM& VVPAT** को आज ही विभागीय वेबसाईट पर अपलोड करना सुनिश्चित किया जाए।



(विनय कुमार चौबे)

मुख्य निर्वाचन पदाधिकारी -सह-
सचिव।

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ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/Booklet/2019-EMS

Dated: 19th November, 2019

*D.S. (Sp)
EL*

The Chief Electoral Officers of
all States/UTs.

22 NOV 2019

ACEO (C)

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

(Lata Tripathi)
Under Secretary

*1388/elec
23/11/19*

*737/Aceo
23.11.19*

*US(R)
Urgent / Immediate
Put up as file.*

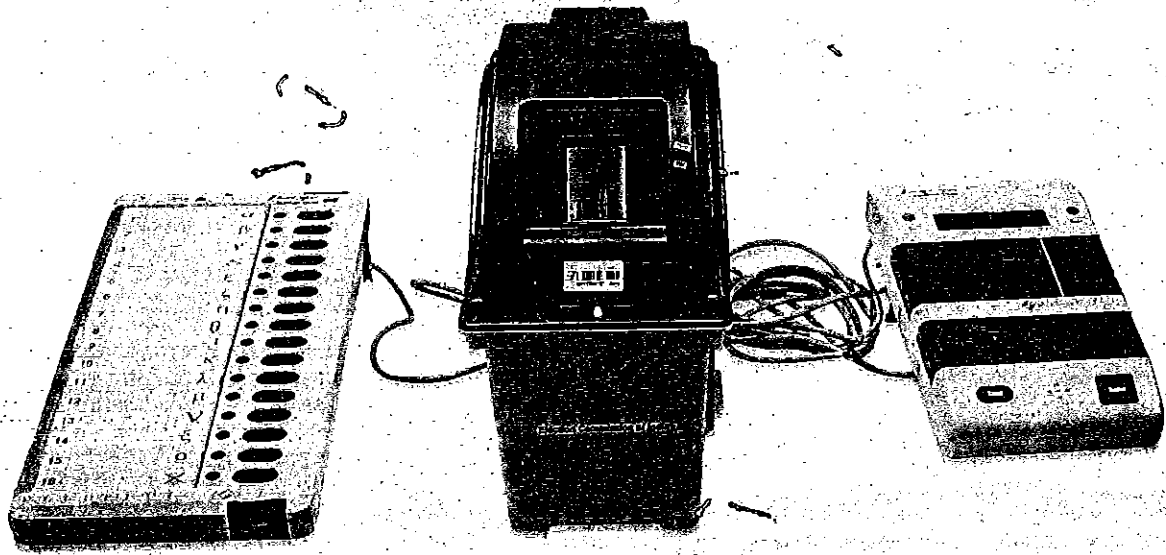
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24/11/2019*

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ELECTION COMMISSION OF INDIA

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



Date

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:

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

3. **Control Unit**

Check:

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

4. **VVPAT**

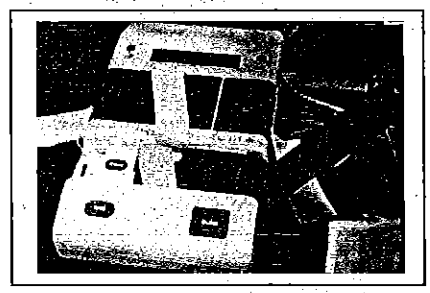
Check:

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

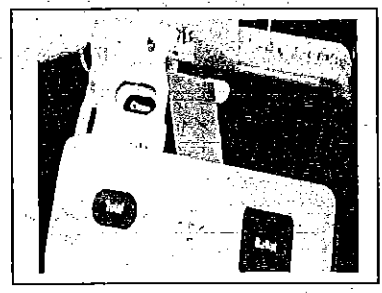
late

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.



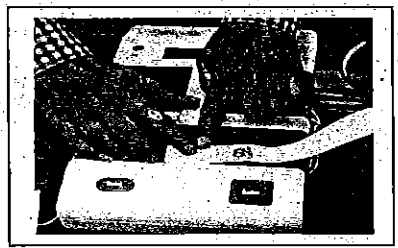
Fixing Green Paper Seal



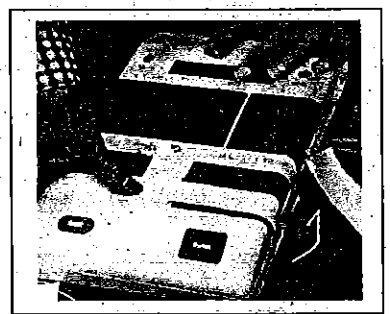
Sealing inner Result Section with Special Tag



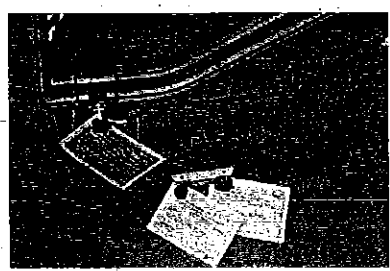
Sealing outer Result Section with Address Tag



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

Handwritten signature

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. Remove Power Pack (Battery) from VVPAT
6. Keep BU, CU and VVPAT in the respective carrying case.
7. Seal each carrying case with Address Tag