

# ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/Booklet/2019-EMS

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

7

*D.S. (S/P)*  
*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

*1887/1119*  
*23/11/19*

*737/Aceo*  
*23.11.19*

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

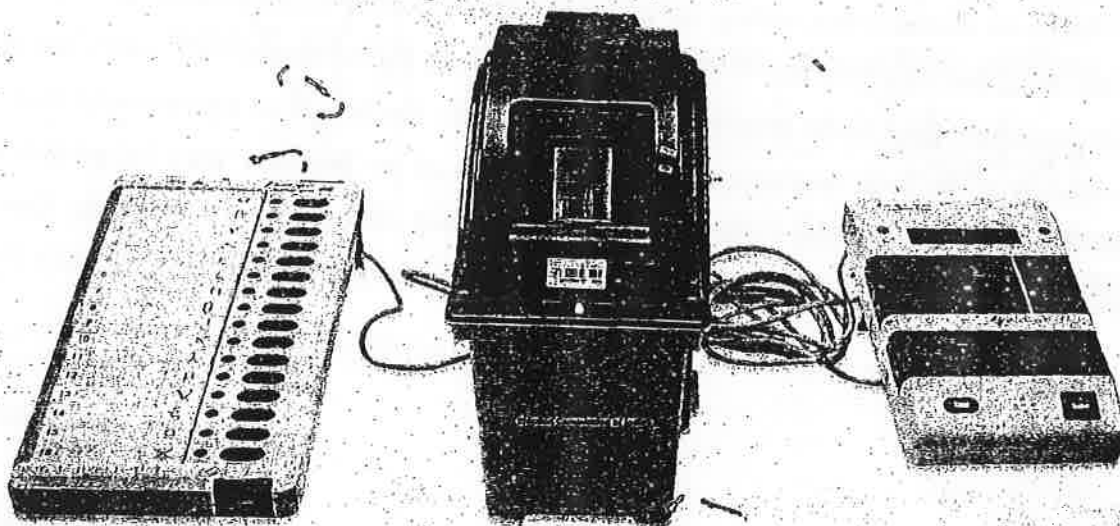
*23/11/19*

*24/11/2019*  
*24/11/2019*

**ELECTION COMMISSION OF INDIA**

6

**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**

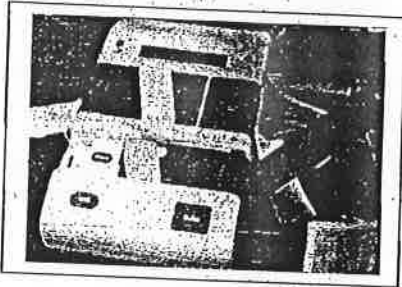
**Check:**

- 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

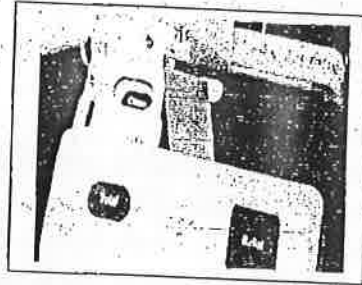
*date*

## Sealing of CU and VVPAT after Mock Poll

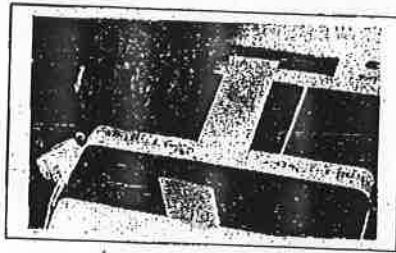
1. Seal the CU with Green Paper Seal, Special Tag, Address Tag and Outer Paper Strip Seal (ABCD seal) and obtain signatures of polling agents on them.



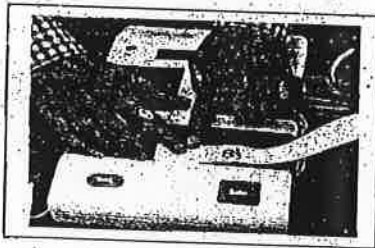
Fixing Green Paper Seal



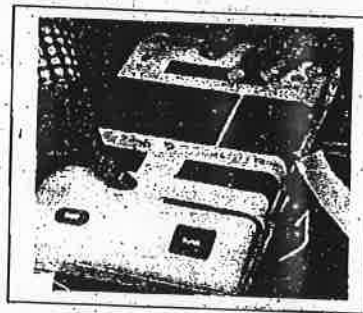
Sealing inner Result Section with Special Tag



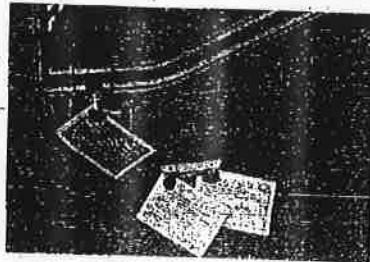
Sealing outer Result Section with Address Tag



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

*dat*

**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

10