

Poll Day

Setting up of EVMs & VVPATs
By
Presiding Officers
At
Polling Stations

VVPAT and EVM - Setting up in the Polling Station

Remove the VVPAT, Ballot Unit and Control Unit from their carrying cases

Place the VVPAT and Ballot Unit in the Voting compartment and the Control Unit on the table of the Presiding/Polling Officer

Connect Ballot Unit to VVPAT and VVPAT to Control Unit.

Take care to place the Cable in such a way that voters are not required to cross over it.

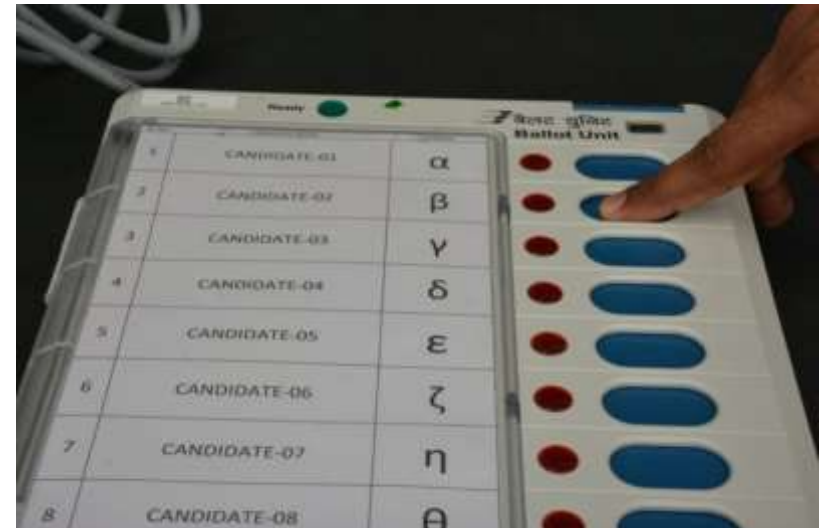
Open the bottom compartment and Switch ON power.

VVPAT and EVM – On the day of Polling

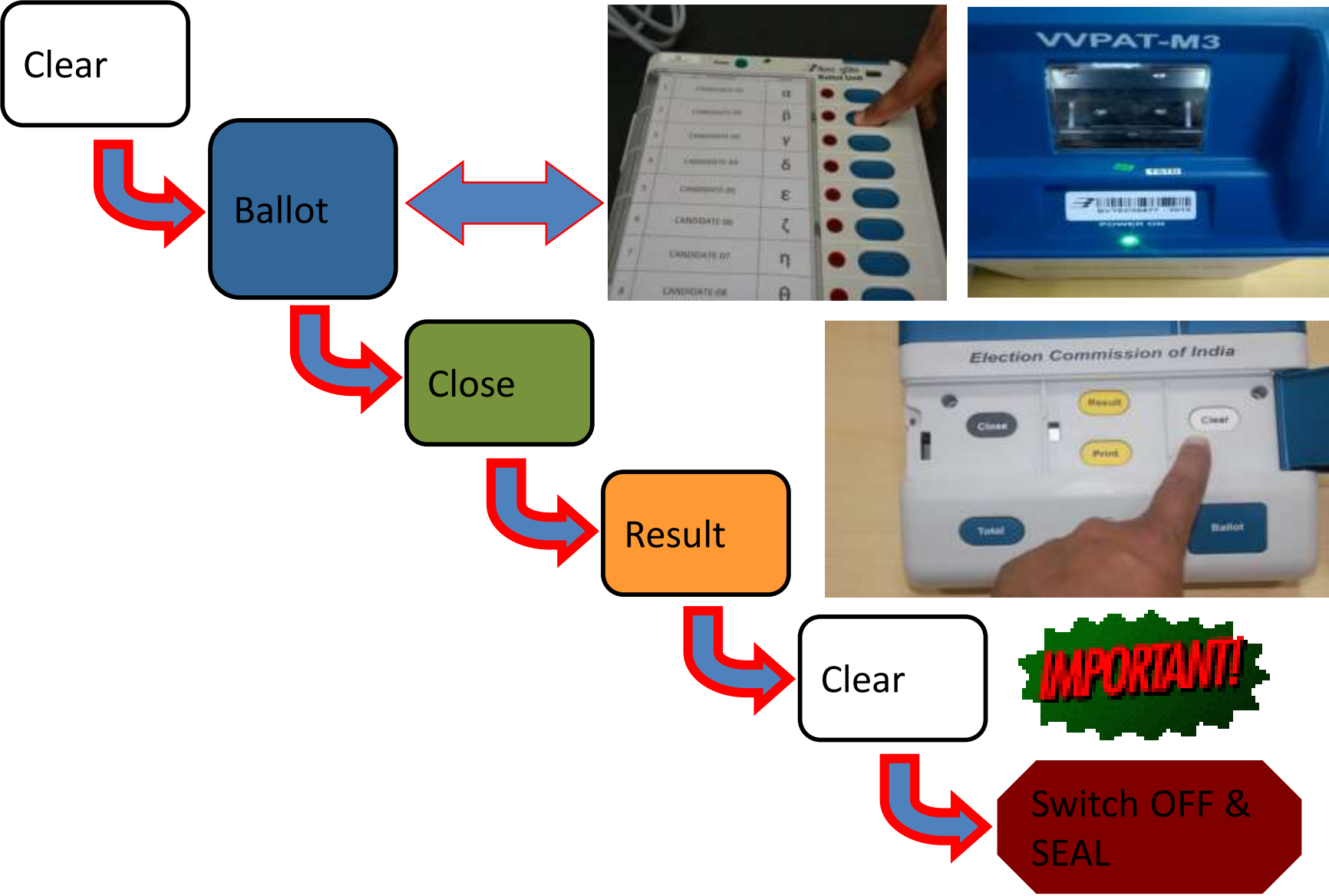
Conduct MOCK POLL for the benefit of Polling Agents

Allow polling agents to register equal number of votes for their candidates in Ballot Unit

In case polling agents are absent, presiding officer to register equal number of votes for all the candidates in the Ballot Unit



VVPAT and EVM –Mock Poll - Sequence



EVM – Seals/Tags used

Election To: (Lok Sabha or Legislative Assembly)

From: (No. and Name of)
Constituency

Control Unit/ Balloting Unit No.: (ID number)

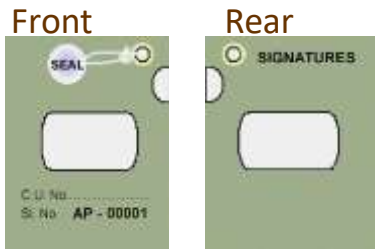
Serial No. & Name of
Polling Station Where Used

Date of Poll:.....

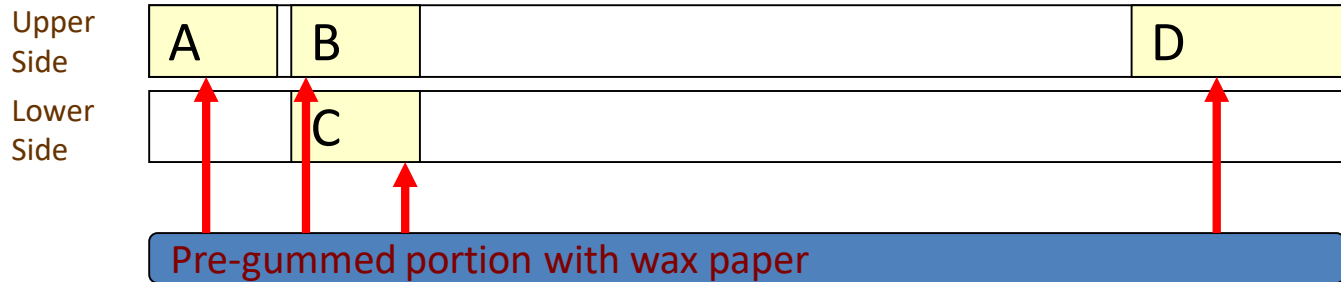
Address tag
with sealing
thread



Green Paper seal for sealing Result
and Print windows

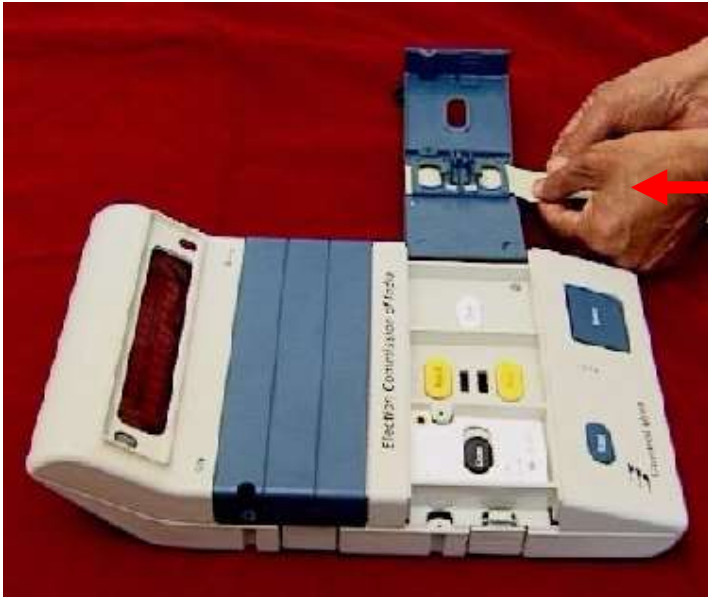


Special tag for sealing Result
section inner compartment



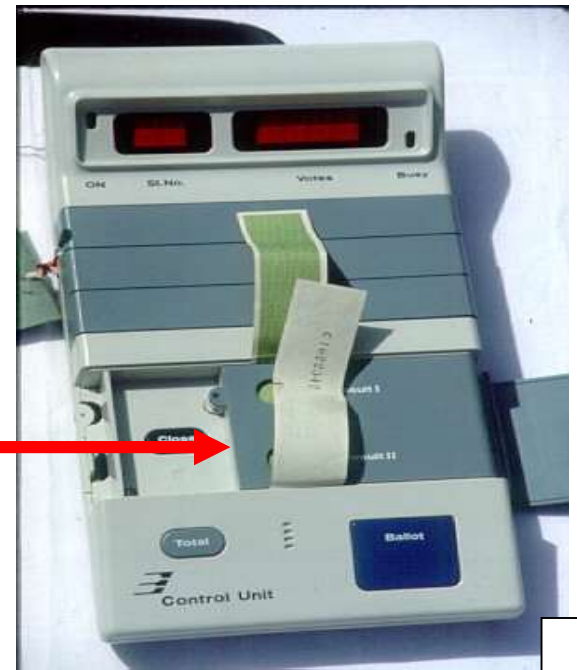
Outer Paper
Strip Seal
(23.5" X 1")

EVM – Sealing – Presiding Officer



Insert the Green Paper seal in the frames provided for both Result

Close the Result Section inner compartment door with the Green paper seal protruding outside



EVM – Sealing – Presiding Officer

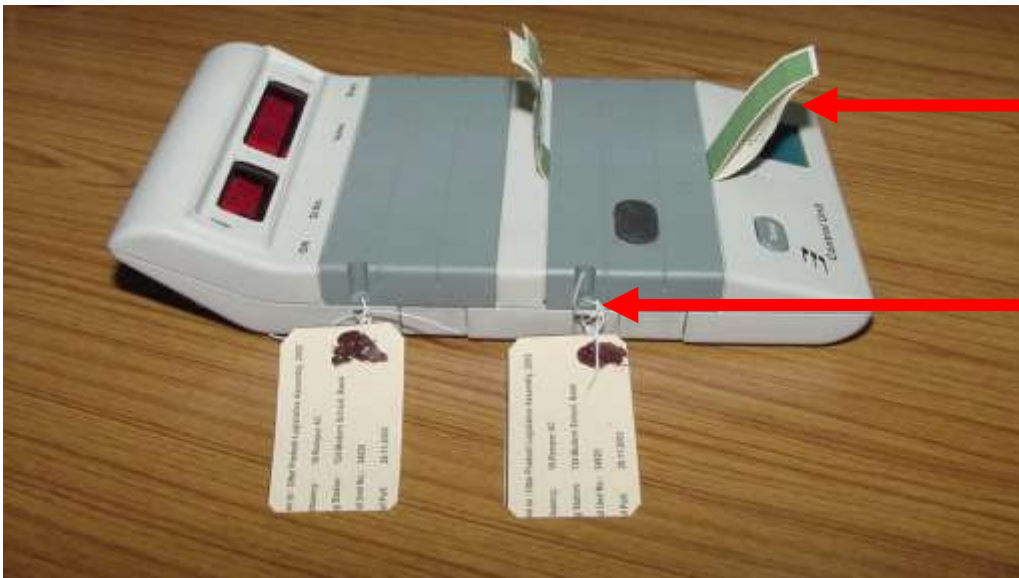
Seal the Result Section inner compartment



Fix the Special tag such that the **Close** button is visible and seal the tag



EVM – Sealing – Presiding Officer

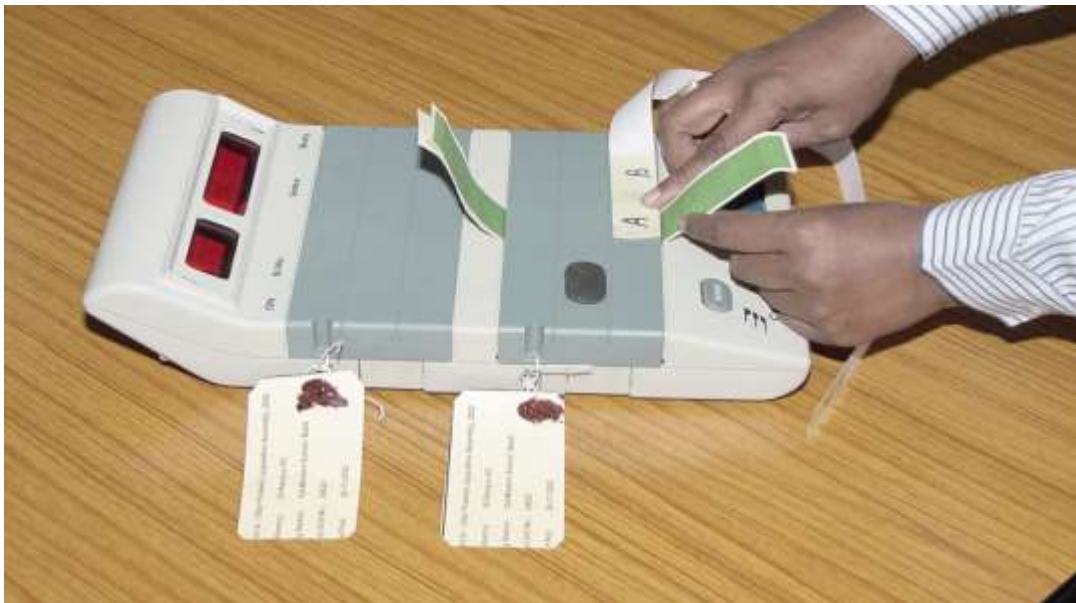


Close the Result Section door such that the Green paper seal protrudes outside and Seal the door along with the Address tag



EVM – Sealing – Presiding Officer

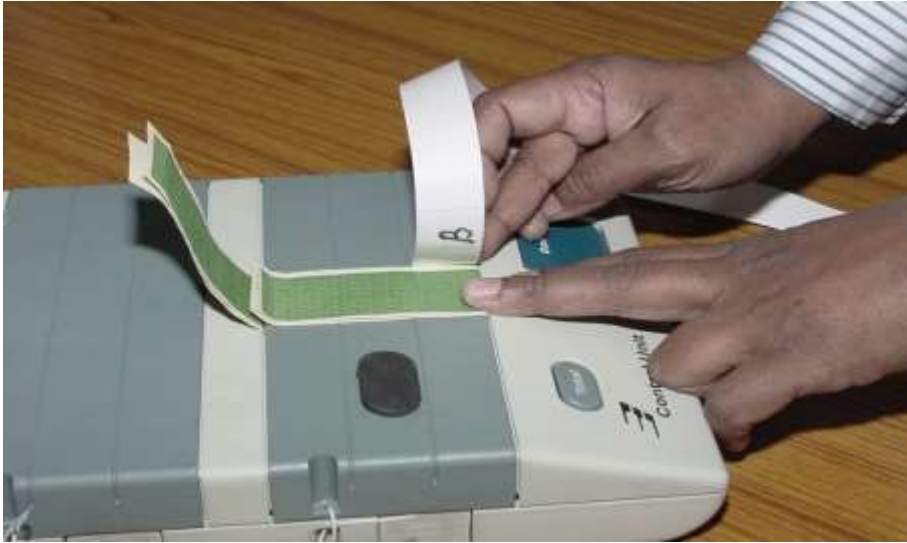
Fixing the Outer Paper Strip Seal



Keep the Strip Seal with pre-gummed portion 'A' near the base of the Green Paper Seal protruding from the lower end of the door.

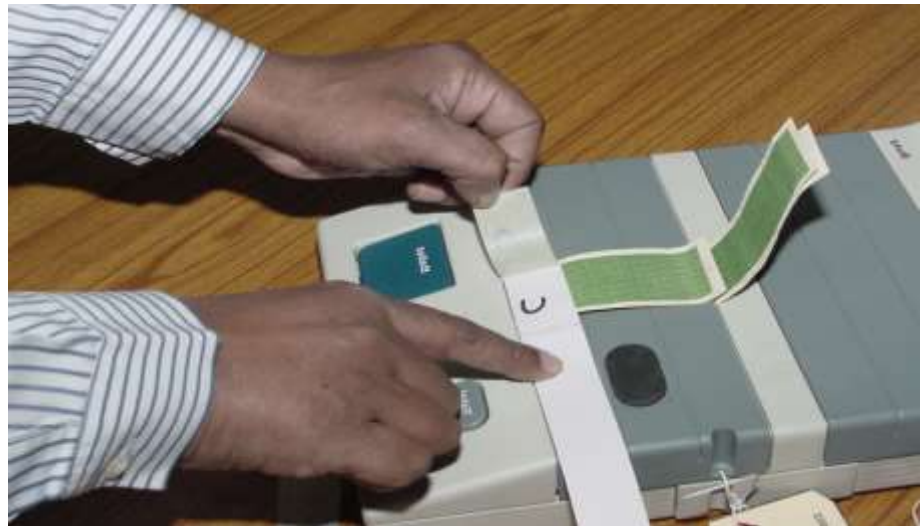
Remove the wax paper covering 'A' and paste the lower layer of Green Paper Seal.

EVM – Sealing – Presiding Officer



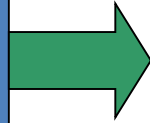
Remove wax paper covering 'B' and paste it above the upper layer of the Green Paper Seal.

After pasting 'B', the pre-gummed portion 'C' will be on top. Remove wax paper over 'C'

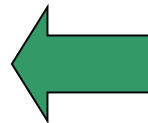


EVM – Sealing – Presiding Officer

Press both the layers of Green Paper Seal protruding from the top and....



Paste the lower layer by pressing it on 'C'.



EVM – Sealing – Presiding Officer



Take the Strip Seal round the Control Unit from left side just below the CLOSE button window

Bring the other end of the Strip Seal from right side to the top. Now the pre-gummed portion 'D' will be on top.
Remove the wax paper over 'D' and paste it on top of Green Paper Seal.



EVM – Sealing – Presiding Officer



Now the Strip Seal is finally fixed. Note that the Strip seal does not cover CLOSE button Flap. Control Unit is now ready to take real poll.

VVPAT Sealing



Remove all Ballot Slips from Ballot Slip compartment and Keep in Black Envelope and Plastic Box. Seal with PPS.



The Pr. O and polling agents shall put their signatures on the address tag for sealing of Drop box of VVPAT after completion of mock poll.

(51/8/VVPAT- INST/2019-EMPS dt. 15.11.19)

Now Actual Poll may be started.

Mock poll leaflet to be distributed

5893 –Home (Elec) dated 16.11.2019

1. Start Mock Poll **90 minutes** before scheduled poll time, if 2 or more polling agents available
↓
2. Wait for 15 minutes, if one or no polling agents
↓
3. Place BU & VVPAT in actual Voters Compartment. These should not be moved after mock poll
↓
4. Place CU on Table of Presiding Officer / polling Officer (in-charge CU)
↓
5. Contact cable of BU with VVPAT and Cable of VVPAT with CU.
↓
6. Unlock (Working Position) Paper Roll knob of VVPAT.
↓
7. Show that VVPAT's ballot slip compartment is empty
↓
8. Switch ON the CU
↓
9. Press "total" button and show Zero vote in CU
↓
10. Cast at least 50 voters and record number of votes giving to each candidates (ensure at least one vote recorded for each of the contesting candidates including NOTA)
↓
11. After mock poll votes, press 'CLOSE' button of CU
↓
12. Thereafter, press 'RESULT' button of CU to ascertain mock poll result and tally with record

13.Remove mock poll VVPAT slip from VVPAT and tally with voters in CU



14.Press 'CLEAR' button of CU to clear mock poll results and tally with record



15.Stamp mock poll VVPAT slips with stamp 'MOCK POLL SLIP'



16.Keep mock poll VVPAT slips in Black Envelop and then Plastic Box and seal the Box with pink paper Seal



17.Switch OFF the CU and Seal the CU with green Paper seal , Special Tag, Address Tag and Outer Paper Strip Seal.



18.Show empty drop box of VVPAT and then seal the drop box with Address Tag signed by PRO & Agents.



*19.(NEW) Fill Presiding Officer Report Part-I carefully.



20.Switch ON the CU for Actual Poll and press " Total" button to confirm Zero Votes



*21.Record in ink in Form 17A that "Total in the Control Unit checked and Found to be Zero."

*(51/8/7/2019-EMPS dt. 15.10.19)

NB:

1. During Mock poll only the defective unit will be changed not whole set.
2. During poll if BU/CU becomes defective whole set i.e. BU, CU, VVPAT will be changed.
3. During poll if VVPAT becomes defective only that VVPAT will be changed.

EVM – Do's and Don'ts

Do's and Don'ts

DOs

Read the EVM Manual carefully before operating the EVM

Press the latches gently and only in the manner specified

Protect the EVM from dust, heat, rain, fire and other such hazardous environments

Use Power pack specially supplied

DOs

Remove Power pack from the Control Unit ONLY AFTER COUNTING IS OVER

Ensure that the covers of the compartments / Sections in the Balloting Unit and the Control Unit rest properly on the plain surface when opened

Ensure that the Connector of the Interconnecting Cable mates properly with the connector of the Control Unit before pressing in. This will mate in one direction only

DON'Ts

DO NOT

DO NOT Exert undue pressure on latches, hinges etc.

DO NOT Keep EVM near heater or other hot objects

DO NOT Allow molten lac/sealing wax to fall on the EVM while sealing

DO NOT Force open the covers or doors of various sections

DO NOT Remove the Strip Seal until the Control Unit is on counting table

DO NOT Remove the Pink Seal from CU or BU anytime.

DON'Ts

DO NOT

DO NOT

Remove power pack from the Control Unit used for taking poll.

DO NOT

Force the connector fixed at the end of the Interconnecting cable into the connector of Control Unit in the reverse direction

DO NOT

Pull the Interconnecting cable while disconnecting it from the Control Unit without pressing the spring type clips on the hood of the connector

Procedure at Close of Poll

EVM – Closing of Poll

After the Close of POLL, remove the cap on Close button in the Control Unit and press the button as shown. Poll is closed. The Control unit displays total no. of votes recorded. Fix the cap back in its place.

Close

IMPORTANT!



EVM – Closing of Poll

Open the bottom compartment of the Control Unit and **Switch OFF** Power and disconnect the interconnecting cable

Pack the Control unit (with the Strip seal) and Balloting Unit in their carrying cases

Seal the carrying cases and fix address tags.

IMPORTANT!

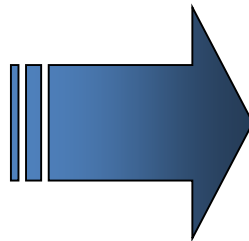


EVM – Closing of Poll – Important Tip

The Issue

After Ballot button is activated in Control Unit, the last voter may refuse to vote

After the poll was over, inadvertently Ballot button may have been pressed



The Remedy

To stop the red Busy lamp in Control Unit, switch OFF the power. Busy lamp will stop glowing. Then, you may switch ON power and close the poll.

VVPAT and EVM – Closing of Poll

After Close of Poll, Disconnect all connections and keep VVPAT in Carrying case.

After Close of Poll, Pr.O shall remove power pack of VVPAT in presence of polling agent.
51/8/7/2019-EMPS dt. 09.04.19

REPLACEMENTS OF MACHINES

SI No	Event	Checking	Mock Poll	Repalement in case of malfunctioning units	Tallying Mock poll results	Remarks
1	FLC	One vote to each of 16 buttons in EVMs and 6 votes to each 16 buttons for VVPATs.Also in 1% machines checking with 64 candidates.	1% with 1200 votes,2% with 1000 votes and 2% with 500 votes using the whole set ie BU,CU& VVPAT	only the defective unit	3 results:a) manual recording,b) electronic result in CU & c) Ballot Slips of VVPATs to tally	Defective units to be segregated for sending to factory for repair
2	Commissi oning	One vote to each button	5% with 1000 votes using the whole set ie BU,CU & VVPAT	only the defective unit	2 results: a) electronic result in CU & b) Ballot Slips of VVPATs to tally	Ballot slips to stamped at the back and kept in red (test printing) envelopes and green (mock poll) envelopes in warehouse. Defective units to be segregated and kept in secured manner
3	Before start of poll	NIL	Atleast one vote to each button including NOTA totalling 50 votes	only the defective unit	2 results: a) electronic result in CU & b) Ballot Slips of VVPATs to tally	Pr. O Report Part 1 to be prepared. Ballot Slips of VVPATs to be sealed in prescribed manner. Defective units to be kept in secured manner in separate strong room.
4	Actual poll	NIL	One vote to each button	If either BU or CU becomes defective ,the whole set ie BU,CU & VVPAT to be changed	2 results: a) electronic result in CU & b) Ballot Slips of VVPATs to tally	Pr. O Report Part 2 to be prepared. Ballot Slips of VVPATs to be sealed in prescribed manner. Defective units to be stored in strong room in prescribed manner.
5	Actual poll	NIL	NO	If VVPAT becomes defective ,only the VVPAT to be changed	NIL	Defective unit to be stored in strong room in prescribed manner,