

Comprehensive Manual for



MULTI POST ELECTRONIC VOTING MACHINES (Used in Rural Areas)



**STATE ELECTION COMMISSION,
KERALA
2020**

**Comprehensive Manual for
Multi Post Electronic Voting Machines**
(Used in Rural Areas)

Published by

State Election Commission, Kerala
Janahitham, TC 27/6(2),
Vikas Bhavan P.O.,
Thiruvananthapuram 695 033

Copies : 9000

PREFACE

The superintendence, direction and control of the preparation of electoral rolls and the conduct of all election to the Panchayat and Municipalities have been entrusted to the State Election Commission under Articles 243 K and 243 ZA of the Constitution of India. The State Election Commissioner is having the status of a Judge of a High Court and the Commission in terms of Articles 243 K and 243 ZA, is vested with the same powers as are vested in the Election Commission of India under Article 324 .

Multi Post Electronic Voting Machines (MPEVMs) are being used for elections to three-tier Panchayats in the State. This EVM Manual contains a brief description of some of the features of the Voting Machines and the procedure to be followed invariably for the conduct of election using Multi Post Voting Machines. This Manual is prepared with the intention of familiarizing with the salient features of the Voting Machines, their preparation for polling, candidate setting, counting procedure and how results are obtained from Detachable Memory Module and their storage.

Ever since the introduction of Multi Post Electronic Voting Machines (MPEVMs), the Commission has been continuously striving to optimise the performance of these machines through enhancement of safety features and ergonomics. As part of upscaling the security level, the Commission has introduced a seal for the DMM viz the DMM Seal. This is a tamper evident seal deterring unauthorised removal of DMMs from the Control Unit (CU) of the EVM. This Seal was developed in-house and is the first of its kind across the country. As part of improving ergonomics of the units, the Commission has subsequently revised the Green Paper Seal and Strip Seal used for sealing the Units.

Expected that this revised edition of the Manual will be of considerable help and seamless guidance to the personnel who are handling the EVMs at field level during General Election 2020.

Thiruvananthapuram
15-06-2020

V. BHASKARAN
STATE ELECTION COMMISSIONER, KERALA

INDEX

Chapter No.	Topics	Page Nos.
I	INTRODUCTION	1
II	STORAGE	3
	Method of storage of EVMs	3
	Procedure for opening/closing of Warehouse	4
	Movement of EVMs	4
	Physical verification of EVMs	4
III	AVAILABILITY OF EVMs	6
	Assignment of EVMs	6
	Sectoral Officers	6
IV	FIRST LEVEL CHECKING (FLC) OF EVM	7
	Schedule	7
	Political Party Involvement	7
	Arrangements for FLC	7
	Man Power	8
	Procedure for FLC	8
	Demonstration of printout of results	8
	Sealing of the Cabinet of Control Unit of EVMs	9
	Supervision of FLC	9
V	ASSESSMENT AND SORTING OF EVMs	10
	Distribution of EVMs Block Wise	10
	EVMs for Poll and for Sectoral Officers	11
	EVM Reserve	11
	Assessment of Additional Requirement of EVMs	11
VI	EVMs FOR ELECTION	13
	Commissioning of EVMs	13
	Breaking the DMM Seal for enabling Candidate Setting	13
	Preparation of the Electronic Voting Machine	14
	Candidate Setting	18
	Safe Preservation of Prepared Voting Machines	23

	Maintenance of records of Voting Machines	23
	Supply of Voting Machines to polling parties	23
	Designing of Labels for Voting Machines	24
	Precautions for Printing of Labels	26
	Assessment of Requirement of Labels	26
	Arrangements for Printing of Ballot Labels	27
	Safe custody of Undistributed Ballot Papers	27
	Tendered Ballot Papers (Rule 35 E of Conduct of Election Rules)	27
VII	POLL DAY.....	29
	Preliminary	29
	Polling Materials Required for Voting Machines	29
	Voting Compartment	29
	Checking Before Mock Poll.....	30
	Checking of Ballot Unit	30
	Checking the Control Unit	30
	Connecting the Control Unit with the Ballot Unit	30
	Mock Poll.....	33
	Assumption.....	33
	Display Sequence	33
	Declaration by the Presiding Officer before Commencement of the Poll.	36
VIII	ACTUAL POLL	37
	Fixing the Green Paper Seal and Closing of Inner Compartment	37
	Sealing Process of Green Paper Seal and ABCD Strip Seal	37
	Procedure During Poll	38
	Sequence of Events inside the Polling Station	39
	Failure of EVMachines	40
	Failure of Machines in Polling Stations where additional EVMs are allotted	42
	Failure of Machines in Polling Stations where additional EVMs are not allotted	42
	EVMs used for Re-Poll	42

IX	TRANSMISSION OF VOTING MACHINE AND ELECTION PAPERS TO THE RETURNING OFFICER	44
	Safe Custody of Voting Machines after Poll	45
X	COUNTING	46
	Counting of Votes Recorded in Voting Machines, Scrutiny and Inspection of Control Units	47
	Opening of Carrying Cases of Control Units	47
	Checking Seals on the Control Units	48
	Checking of Seals and Identity Marks on the Control Unit	48
	Comparing the Serial Numbers in the Special Tag, Green Paper Seal and Strip Seal	48
	Checking of Serial Number of Control Unit	49
	Control Units to be Kept Apart if Found Tampered With.....	49
	Ascertaining Result	49
	Detaching the DMM and its Safe Custody	50
	Result from DMM	50
	Completion of Part II of Form 24 A	53
	Action to be Taken in case of Malfunctioning of Electronic Voting Machines (EVM) during counting of votes	54
	Action to be taken during counting of votes in case Presiding Officer did not press Close Button of CU at the end of Poll	55
	Redisplay of Votes	56
	Adjournment of Counting.....	56
	Procedure to be Followed in case of Destruction, Loss, etc., of Voting Machines before completion of Counting.....	57
	Procedures to be followed in the case of Booth-Capturing at the Counting Centre	57
	Procedure for holding Re-Poll.....	57
	Annexure & Forms	59-77

Chapter - I

INTRODUCTION

1.1 The Electronic Voting Machines (EVMs) that are used for the election to the Local Self Government Institutions in Kerala are manufactured by the Electronics Corporation of India Limited (ECIL), Hyderabad. There are different models of EVMs. The model designed for the State Election Commission, Kerala is Model No. CU 7523 and BU 7412. The uniqueness of the model is the presence of a Detachable Memory Module (DMM) in the Candidate Section of the Control Unit. This DMM is an additional memory over and above the inbuilt memory which can parallelly store the data recorded in the inbuilt memory. This can be detached from the machines and stored separately. Thus a huge space can be saved for the storage of EVMs.

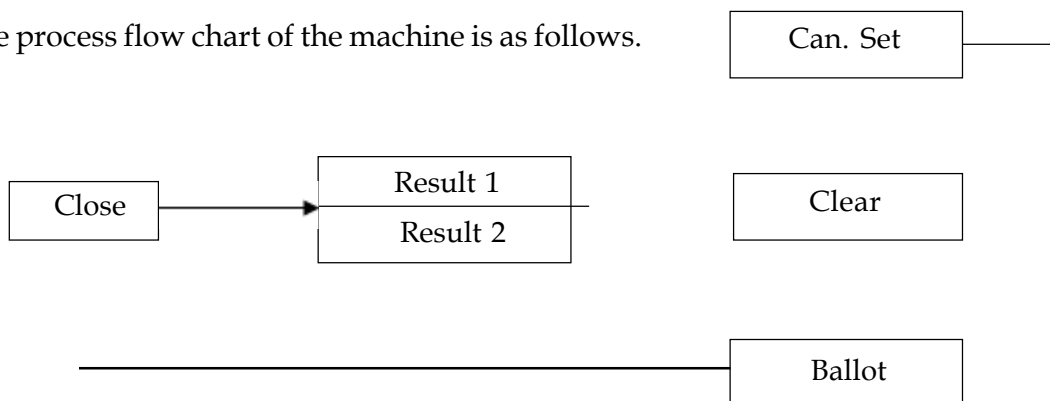
1.2 The Electronic Voting Machine operates on a 7.5 volts battery pack and is stand alone. It needs neither network connectivity nor AC mains power supply. Thus, it can be used anywhere and under any circumstances. It is tamperproof, error-free and easy to operate. This Electronic Voting machine consists of four units, namely, Control Unit and three Ballot Units. These four units are interconnected, when the voting machine is put in operation, by means of a cable, one end of which is permanently attached to the Ballot Unit. All units of the machine are supplied in separate carrying cases which are easily portable. The polling information once recorded in the machine is retained in its memory and also in the DMM, even when the battery is removed. EVMs used in Kerala for the three tier Panchayat Raj Institutions are 1+3 type, that is 1CU + 3 BUs (one each for Grama Panchayath, Block Panchayath and District Panchayath). In order to enable visually challenged persons, signage features are incorporated in the Ballot Units.

1.3 In the Ballot Unit, there is provision for display of the ballot paper (label) containing the particulars of the election, the serial numbers and names of contesting candidates and the symbols allotted to them. A sepia brown coloured button is provided against the name of each candidate. By pressing this button, the voter can record his vote in favour of the candidate of his choice. In between the name of Candidate and the corresponding Ballot

Button, there is also an arrow indicator for each candidate which will glow red when the vote is recorded. Simultaneously a beep sound will also be heard. One Ballot Unit caters upto fifteen candidates. The 16th button which is red in colour is the 'END' button. The 'END' button in the 1st and 2nd Ballot Units in the series will be masked and that of the 3rd/ last Ballot Unit will remain unmasked.

1.4 One Control Unit can record the votes polled for a maximum of 60 candidates. For this purpose, four ballot units linked together are connected to one Control Unit. On the top most portion of the control unit, there is a provision for displaying various information and data recorded in the machine, like the number of contesting candidates, total number of votes polled, votes polled for each candidate etc. This portion is called, the 'Display Section' of the control unit. Below the display section, there is a compartment for mounting the battery pack. On the right side of this compartment, there is an inner compartment in which there is a red coloured button for candidate setting. This button is called the 'Cand Set' button and the whole section of the control unit containing these two compartments is called the 'Cand Set Section'. Below the cand set section is the 'Result Section' of the control unit. This section contains (i) 'Close' button on the left side, for closing the poll, (ii) two buttons in the middle - 'Result I' & 'Result II'. Result I is for retrieving the result stored in the Control Unit and Result II for retrieving the result stored in a DMM and (iii) 'Clear' button on the right side, for clearing the details of votes recorded in the machine, when the data is no more required. The result in the DMM will not be displayed if the DMM is used in the same Control Unit in which the poll was conducted. For displaying result of the DMM, the DMM should be installed in any other Control Unit with any Ballot Unit attached. After the display are over, press and hold "Result II" button. "BANK II" will be displayed. Result from "BANK II" is the result stored in the DMM. In the lower portion of the control unit, there are two buttons - one marked 'Ballot' and other marked 'Total'. By pressing the 'Ballot' button, the ballot unit becomes ready to record the vote and by pressing the 'Total' button, the total number of voters voted up to that stage (but without the candidate-wise break up) can be viewed. This section is known as the 'Ballot Section' of the control unit.

The process flow chart of the machine is as follows.



Chapter - II

STORAGE

2.1 EVMs are stored district wise in the warehouses identified by the State Election Commission. A Master Stock Register of EVMs (MSR) shall be maintained by the respective warehouse in charge in the format specified at Annexure - I. The details of the Control Unit (CU) shall be entered in Part A and that of Ballot Unit (BU) entered in Part B of the MSR.

2.2 Method of storage of EVMs

- i. EVMs should be stored in the warehouse of the District, preferably in the District Head Quarters.
- ii. However, if it is not possible to store the EVMs at District HQ, then EVM storage warehouse should not be at a place far away from Taluk/Block Headquarters.
- iii. EVMs must be stored in a separate warehouse where nothing other than EVMs should be kept.
- iv. EVM storage warehouse must not have more than one entry point. If there are any other doors or windows in the warehouse, those should be sealed using brick-masonry or concrete.
- v. Entry of EVM storage warehouse must be secured with a double lock & key system, which should be held jointly by two separate officers to be nominated by the District Election Officer (DEO), one of whom will be not below the rank of Election Deputy Collector.
- vi. Warehouse must be kept in such a manner that there shall not be any dampness, pests, rodents etc. Proper fire-fighting arrangement must be available. Warehouse should be free from flood/water logging risk/cracks/leakage/broken window etc.

2.3 Procedure for Opening / Closing of Warehouse

- i. The DEO shall nominate one Officer, not below the rank of a Junior Superintendent as in-charge of every EVM warehouse.
- ii. Since the warehouse containing the EVMs will be under double lock system, both officers nominated by the DEO, to maintain the double lock system, must be physically present at the time of opening and closing of the warehouse. They themselves should operate the lock and should not hand over the keys to any other officer for this purpose.
- iii. The entire process should be videographed, if the situation so warrants.

2.4 Movement of EVMs

- i. EVMs shall not be moved in and out of the EVM warehouse without the written orders of the DEO.
- ii. The order shall clearly state the purpose of movement, whether the movement is temporary or permanent, and if it is temporary, the period shall be specified. The order shall also clearly state the name and designation of the officer who shall be receiving the EVM from the warehouse.
- iii. On receiving the written order of the DEO, the warehouse in-charge shall identify the EVMs to be moved out and make an entry of the details of such EVMs in the movement register to be kept by him as given in the format in Annexure - I. If the EVM is being moved out permanently then an entry to that effect shall be made in the remarks column of MSR (Master Stock Register). The warehouse incharge shall take a written acknowledgement in Form N-35 from the officer who is receiving the EVM as proof of having received the EVMs.
- iv. When EVMs are returned to the warehouse an entry to that effect shall be made in the movement register and the warehouse in charge shall give a written receipt in Form N-36 to the officer who has returned the EVMs to the warehouse.

2.5 Physical verification of EVMs

- i. The DEO shall constitute a Physical Verification Committee consisting of the Election Deputy Collector (EDC), the warehouse in charge of EVMs and another officer.
- ii. This committee shall carry out 100% physical verification of EVMs and make entries in the Physical Verification Register (PVR) in Annexure - III. Details of all EVMs in the district shall be entered in Master Stock Register (MSR) in Annexure - I. MSR shall be maintained warehouse-wise for every district. Every EVM in the district irrespective of whether in working condition or not must be entered in the MSR.

- iii. After completing physical verification of EVMs and entering the details in the PVR, the Committee shall certify on the MSR that physical verification of EVMs has been carried out and the details of all EVMs available in the district have been entered in the MSR of respective warehouse. Annual report of Physical Verification shall be submitted by the DEO to the Commission in the month of April of every year.
- iv. The Nodal Officer of each district in the State Election Commission will visit the warehouse and verify whether physical stock verification has been carried out or not.

Chapter - III

AVAILABILITY OF EVMs

3.1 The requirement of EVMs will be assessed by the DEO based on information regarding the number of polling stations, the number of Sectoral officers and also considering the Geographical features of the district.

3.2 Assessment of EVMs

- i. Every Polling Station will be allotted a set of EVM ie 1 CU + 3 BUs
- ii. Polling Stations which are in remote areas /hilly tract and those which cannot be accessed within 1 hour by Sectoral Officers, will be allotted a spare machine.
- iii. A Sectoral Officer will be given one set of machines (1 CU + 3 BUs).
- iv. 5% of machines will be allotted for training in each district.
- v. 20% of machines will be kept as reserve.

3.3 Sectoral Officers

Each Sectoral Officer will be assigned 20 polling stations. Apart from other duties assigned to the Sectoral Officer, he will be given such number of CUs and BUs as are required to meet such contingencies that may arise in the polling stations assigned to him. The requirement of EVMs will be assessed on the basis of the highest number of units (BU/CU) issued to a particular polling station under his jurisdiction. EVMs and materials required for candidate setting shall be made readily available by the Sectoral Officers as and when required. In case EVMs are provided by the Sectoral Officer, he shall obtain an acknowledgment from the Presiding Officer as in Form N-37.

Chapter - IV

FIRST LEVEL CHECKING (FLC) OF EVM

4.1 Schedule

- i. First Level Checking of EVM is the technical and physical examination of the EVMs by the engineers of the ECIL.
- ii. Schedule of FLC will be fixed by the State Election Commission and FLC should be completed well before the election notification.

4.2 Political Party Involvement

- i. Schedule for FLC shall be communicated to every recognized political party in writing by the DEO at least one week before the beginning of the FLC.
- ii. During FLC, representatives of political parties authorized by District President/ Secretary of the party shall be allowed to be present.
- iii. A register in Annexure - IV shall be kept by the DEO in which signatures of representatives of all political parties present shall be obtained every day as token of their presence.

4.3 Arrangements for FLC

- i. FLC shall be carried out in a large hall to accommodate officers nominated by the DEO, engineers of ECIL and also representatives of political parties.
- ii. The hall for FLC shall be fully sanitized to ensure that the hall is free from any other electronic device or components of electronic devices.
- iii. Every hall shall have a door frame metal detector and guarded by police force.
- iv. Every person who enters the hall shall be frisked at every entry;
- v. Entry to this hall shall be on production of photo Identity Card of the authorised officials/ pass issued by the District Election Officer.

- vi. Nobody will be allowed to bring any electronic device inside the hall including cell phones, camera and spy pens etc.

4.4 Man Power

- i. FLC shall be carried out only by authorized engineers of ECIL
- ii. List of engineers deputed by ECIL for carrying out FLC in a district along with their identity card numbers etc. shall be communicated in writing by ECIL to the SEC/DEO.
- iii. No engineers, technicians or other technical staff except authorized engineers/technical staff of ECIL shall be allowed to enter the FLC hall.

4.5 Procedure for FLC

- i. Removal of address tags, Ballot labels, cleaning of superscriptions on CU & BU, clearing of earlier poll data, dusting of CU&BU etc.
- ii. Visual Inspection of CU/BU: Physical verification of Carrying Cases, CU, BU, Connecting Cable, Connector, Latches etc. to ensure no breakages.
- iii. Full functionality checks: Checking of all switches in CU & BU, doors (flaps), sealing provisions, scratches on acrylic screen etc. Response of all switches, Confirmation tests for efficiency of CU, BU etc. ECIL engineers shall carry out the test prescribed by the manufacturers to confirm that all components of the EVM are genuine.
- iv. ECIL engineers will certify in Annexure - V that all the components of the EVMs are genuine.
- v. EVM, if any, found defective will be kept aside and later on repaired by ECIL.
- vi. Security personnel will not allow any equipment, other than prescribed by ECIL, to be carried into the FLC hall.
- vii. Casting of votes using all 15 candidate buttons, observation of result & clearing of mock poll data will be done in respect of every EVM.
- viii. At least 50 votes shall be polled during the mock poll in 1% of EVMs. In the rest of the machines, number of votes polled during the mock poll should be to the satisfaction of the representatives of political parties.
- ix. Representatives of political parties shall be allowed to do mock poll themselves.
- x. Signatures of representatives of political parties shall be obtained in a register in Annexure IV as token of having done mock poll.
- xi. A sticker (to be supplied by ECIL) duly signed with date by the engineer and the representative of DEO may be pasted on back side of BU and CU.

4.6 Demonstration of printout of results

- i. A printout of the results of mock poll as well as a sequential print out of every vote

polled during the mock poll shall be taken out for at least 1 % of EVMs and shown to the representatives of political parties.

- ii. Representatives of political parties shall be allowed to select machines randomly for this purpose.

4.7 Sealing of the Cabinet of Control Unit of EVMs

- i. The following seals supplied by the SEC have to be used for ensuring that the Control Unit of EVM/DMM has not been opened/removed after FLC, namely;-
 1. DMM seal
 2. Pink Paper seal
- ii. DMM seal shall be affixed on the Candidate Set Section Inner Door of the Control Unit to ensure that DMM has not been removed after FLC. Pink paper seal shall be affixed around the portion between the Candidate Set Section and the Result Section of the Control Unit to ensure that Control Unit of the EVM has not been opened.
- iii. The sealing shall be done in the presence of the representative of the Political Parties.
- iv. After affixing the seals the Engineer of ECIL shall put his signatures on the seals.
- v. The representatives of the Political Parties should be allowed to put their signature on the said seals with party name in abbreviation below the signature
- vi. The representatives of the Political Parties present should be allowed to note down the serial numbers of DMM Seal and Pink Paper Seal.
- vii. A register shall be maintained to enter the serial numbers of the DMM Seal and Pink Paper Seal used in each Control Unit (Annexure-VI)
- viii. Signatures of the representatives of Political Parties will also be obtained in this register. The representatives of Political Parties are free to verify the register in the presence of officials.
- ix. The DMM Seal should be broken only at the time of candidate setting by the Returning Officer.

4.8 Supervision of FLC

- i. The DEO/an officer authorized by the DEO shall supervise the entire process of FLC.
- ii. This officer shall be present in the FLC hall till FLC is over.
- iii. The details of FLC result will be entered by the DEO in Annexure -VII & VIII.
- iv. The process of FLC shall be continuously videographed, if necessary.

Chapter - V

ASSESSMENT AND SORTING OF EVMs

5.1 Distribution of EVMs Block Wise

The number of polling stations in a Block will be assessed and a consolidated statement taken. The CU/BU will be stored in the district warehouse in the respective metal boxes. The DEO will chalk out a programme/schedule for the distribution of machines to the Block Officers. The EVMs will be distributed to the Block Officers as follows:

- a. 1CU + 3 BUs for a Polling Station.
- b. EVMs numbering to 25% of the total number of Polling Stations will be set apart for training & reserve purpose. Out of this 20% will be kept as reserve & 5% will be used for training purpose.
- c. Polling Stations that are remote and inaccessible to Sectoral Officers within one hour will be given two sets of EVMs.
- d. Block wise list of Polling Stations which are remote has to be prepared by the DEO and handed over to Block Officers. This will further be sorted RO wise by Block Officers and handed over to Returning Officers.

CUs and BUs will be distributed as assessed earlier and will be entered in the Register as in Annexure – IX .

The Block Officers will arrange necessary transportation of EVMs from the district headquarters. The Block Officers will arrange distribution centres also taking in to consideration of the security arrangements and the quantity of Electronic Voting Machines. The details of the Machines handed over to the Grama Panchayath Returning Officer will be entered in the Register as in Annexure - X .

After the conduct of poll, the machines will be returned to the Returning Officer. The details of the Machines so returned by the Returning Officer will be entered by the Block Officer in the register in Annexure - XI. The machines received back from Returning Officer should be returned by the Block Officer to the DEO and an acknowledgment obtained in the register as in Annexure - XII.

5.2 EVMs for Poll and for Sectoral Officers

Required number of EVMs shall be given to the Returning Officer and an acknowledgment obtained and the details entered in the register in annexure-X. The details of the above EVM, ie, CU number, BU number, DMM number and details of polling stations will be entered by the Block Officers so as to enable SEC to know to which RO the respective CU and BU are allotted.

Returning Officers will pair the EVMs and entries relating to CU, BUs and the DMM will be entered in the sticker provided. These stickers will be pasted on each of the CU and BUs, format of sticker is as shown in Annexure - XIII.

- i. The machines meant for use at poll are to be taken to RO's strong room under proper escort and will be sealed and guarded. At the time of sealing the strong room, the representatives of political parties may be permitted to affix their seals.
- ii. Proper logbook (Form N-23) shall be maintained for the strong room.

5.3 EVM Reserve

- i. CUs and BUs and DMM kept as reserve will be marked as RESERVE on the carrying case by sticker as in Annexure-XVIII.
- ii. The reserve EVMs will be kept with the Block Officer and distributed only in case of necessity.
- iii. After the end of the poll, Block Officer will return the reserve and unused EVMs allocated to the Sectoral Officers, to the District Election Officer on the next day of poll itself.
- iv. An officer in each district will be assigned with the activity of collecting back the machine and transporting the same to the district as instructed by the SEC.

5.4 Assessment of Additional Requirement of EVMs

The Returning Officers of District, Block and Grama Panchayat will decide the requirement of additional ballot units or control units after list of contesting candidates are finalized (Form No-6). The formula for requisition is as follows:

Table -1

Sl . No.	Number of Candidates			EVMs Required	
	GP	BP	DP	CU	BU
1	upto 15	upto 15	upto 15	1	3
2	16 to 30	upto 15	upto 15	1	4
3	upto 15	16 to 30	upto 15	1	4
4	upto 15	upto 15	16 to 30	1	4
5	16 to 30	16 to 30	upto 15	2	5
6	16 to 30	upto 15	16 to 30	2	5
7	16 to 30	16 to 30	16 to 30	2	6

Chapter - VI

EVMs FOR ELECTION

6.1 Commissioning of EVMs

The Returning Officer shall, at least one week before the date of commissioning of the voting machines, give notice to each candidate or his election agent intimating him the place or places where the machines will be commissioned and the date and time at which such commissioning will commence. The candidate/his election agent shall be intimated regarding the number of representatives that every candidate will be permitted to bring with him at the aforesaid place or places. This will again depend on the number of machines to be prepared for poll.

If for any reason, none of the candidates or their agents is present on the date and time given in the notice sent to them, the process shall not be postponed. If any candidate/his election agent or person duly authorized by the candidate in writing comes late, he will also be allowed to witness the process then onwards.

When the candidates and their agents are present, the procedure to be followed for preparing the voting machines should be explained. They will be allowed to inspect the Control Units and Ballot Units before the commencement of the commissioning.

6.1 A. Breaking the DMM seal for enabling Candidate Setting.

i. When a CU is taken for commissioning, the Candidate Set Inner Cover (CSIC) should be in a sealed condition with the DMM seal intact.

ii. Before commencing Candidate Setting, the Returning Officer concerned, who is the authorised officer, should break this seal for accessing the Candidate Set Button.

iii. The DMM seal should be broken by the Returning Officer in the presence of candidates or their agents.

iv. If the DMM seal of a Control Unit is found broken or tampered with before commencing candidate set, the Returning Officer should not proceed further with that Control Unit. He should obtain a substitute Control Unit with the DMM seal intact from

the District Election Officer and report the fact to State Election Commission under intimation to District Election Officer forthwith.

6.2 Preparation of the Electronic Voting Machine

I. The Following materials are to be arranged before the preparations of EVMs :

- i. EVMs
- ii. New Battery Packs
- iii. Ballot Labels (GP, BP and DP)
- iv. EVM issue register in Annexure XVI.
- v. Distinguishing mark seals.
- vi. Address tags for BU (4 Nos. per BU)
- vii. Address tags for CU (3 Nos. per CU)
- viii. Twine (thread)
- ix. R.O Seal (Metal)
- x. Card board piece.
- xi. Sealing wax.
- xii. Candle
- xiii. Match Box.

II. Each EVMs has to be prepared at the Returning Officer's level as follows:

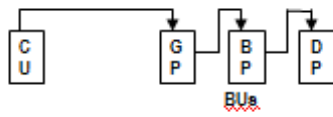
1. Arrange all the Control Units (CU) and Ballot Units (BU) required for the polling station based on the number of candidates (see Table 1).
2. Take out the BU from the carrying case.
3. Place the BU's in face down position (1 Control Unit with the required number of Ballot Unit is construed as pairing and this paired units is an EVM)
4. Paste the sticker (Annexure - XIII) on the back side of CUs and BUs and enter the EVM number. EVM number shall be the serial number in Annexure - XVI.
5. Enter the serial number of the BU in the register in Annexure - XVI.
6. Fill up the required details in the four (4) address tags for each BU. These tags are required at the time of the Returning Officers (RO) sealing, are to be placed as follows:
 - A tag for sealing the Ballot Label Screen after inserting Ballot Label
 - A tag for sealing the BU's at the right top side after closing.
 - A tag for sealing the BU's at the right bottom side after closing.
 - A tag on the carrying case after placing the BU. (This may not be sealed but only tied to one corner hole of the carrying case using a thread).
7. Fill up the details on all the address tags.
8. Place the address tags for each polling station near the corresponding BU.

9. Place the BU in face up position on the table.
10. Open the top cover of the BU.
11. The sequence of arrangement of Ballot Labels in the Ballot Units is **Grama Panchayat, Block Panchayat & District Panchayat**. The Colour of Grama Panchayat label (ballot Paper) is White, Block Panchayat is Pink and District Panchayat is Sky Blue.
12. Set the slide switch at the appropriate position ie 1 for 1st BU, 2 for 2nd BU, 3 for 3rd BU and 4 for 4th BU as the case may be, according to the number of such BU which may be used depending upon the number of candidates and the sequence in which they are to be used.
13. Open the transparent acrylic Ballot Label Screen.
14. Place the Ballot Label (this is to be signed on the reverse by the RO) under the transparent acrylic cover and ensure that the band between the name of candidates on the ballot label is in a line with the groove between the candidate buttons on the BU.
15. Close and press the Ballot Label screen firmly to secure the Label underneath the screen. Make sure that the position of the Ballot Label is not changed while closing the acrylic cover.
16. Pass a thread of approximately one metre length through the two holes on the screen provided for the purpose inside the top cover of the Ballot Unit. Tie one address tag to the thread and seal the knot.
17. Unmask all the buttons.
18. Close the top cover of the Ballot Unit.
19. To prepare the Control Unit, take out the Control Unit (CU) from its carrying case and place it on the left side of the corresponding BUs.
20. Place a new power pack in the Candidate Set Section in the CU. Ensure that the power pack is pressed tight.
21. Enter the serial number of the CU in the register in Annexure - XVI.
22. Fill up required details on three (3) address tags for the CU. These tags are required at the same time of sealing, which are to be placed as follows:
 - A tag for sealing the Candidate Set inner section.
 - A tag for sealing the Candidate Set outer section and
 - A tag on the carrying case. (This may not be sealed but only tied on the carrying case using thread).
23. Fill up the details on the address tags.

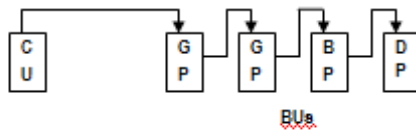
Place the address tags for each polling station near the corresponding CU. Inter connect the BU with the CU as per pairing which is pictured below:

Table 2

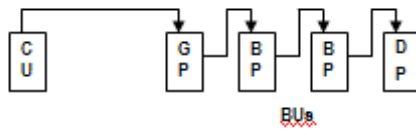
a) CANDIDATES 15 OR LESS THAN 15 IN EACH LEVEL



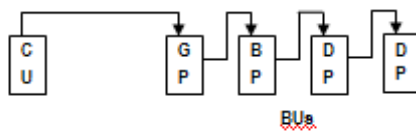
b) CANDIDATES 15 OR LESS THAN 15 IN BP & DP BUT MORE THAN 15 IN GP



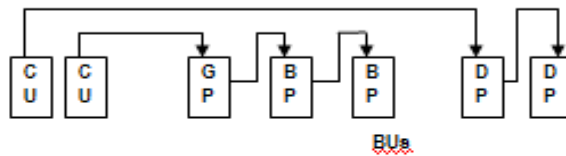
c) CANDIDATES 15 OR LESS THAN 15 IN GP & DP BUT MORE THAN 15 IN BP



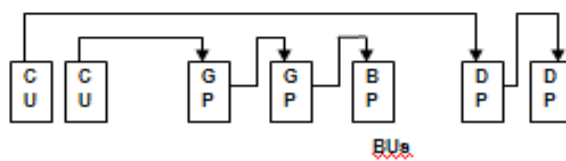
d) CANDIDATES 15 OR LESS THAN 15 IN GP & BP BUT MORE THAN 15 IN DP



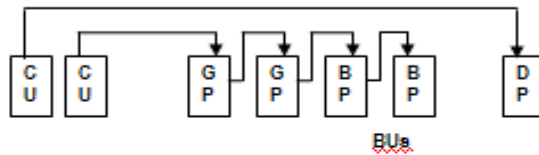
e) GP 15 OR LESS THAN 15 IN ONE LEVEL BUT MORE THAN 15 IN TWO LEVELS



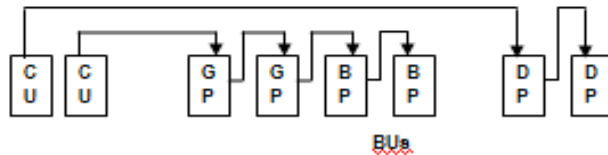
f) GP MORE THAN 15 & BP LESS THAN 15 & DP MORE THAN 15



g) GP MORE THAN 15 & BP MORE THAN 15 & DP LESS THAN 15



h) CANDIDATES MORE THAN 15 IN ALL LEVELS



24. Each ballot Unit is attached with 5 metre cable. The other end of the cable is attached with a connector hood. The red side of the connector hood should match with the red side of the socket. For serially connecting a Ballot Unit to another Ballot Unit, open the door of the rear compartment of the Ballot Unit and connect the socket by colour matching.
25. Switch ON the power switch present in the rear compartment of the CU. The display panel shows 'SEC, Kerala', current date and time, Sl. No. of the machine and DMM etc and at the end, the battery status (The ready lamp of all Ballot Units will blink which confirms that the machines are connected properly.) In case the Ready lamp do not blink, check the connectors and the slide switch of the corresponding Ballot Unit.
26. Press Cand .Set button. If display panel shows "NUMBER OF POSTS" proceed as detailed in para 6.3. If the display panel shows "INVALID OPERATION" it means that the CRC cycle is not completed. Then complete the CRC cycle in the order "Close", Result - I and Clear. (for more details please see Serial No 2 of Para 8.5 of the Manual).
27. While switching ON Control Unit, if display shows "MEMORY CHANGED" and subsequently status of battery, press and hold "**Clear**" button. A long beep will be heard and the details of votes recorded will be cleared. **Then switch OFF the Control Unit and after ten seconds, SWITCH ON it.** When Control Unit is switched ON, among other display, serial number of the Control Unit (which is printed at the back side of the Control Unit) and the serial number of the DMM (which is printed at the top of the DMM) will be displayed. The number of the DMM displayed should be verified with the number printed on the DMM. At the end the status of the battery will be shown. Press CAND. SET button. If the display shows "NUMBER OF POSTS" proceed as detailed as at para 6.3.
28. If the display panel shows "MEMORY CHANGED" followed by "INVALID OPERATION", press and hold clear button along with Cand Set. button while the display still shows "INVALID OPERATION". The details of votes recorded will be cleared. Then switch OFF the Control Unit and after five seconds, SWITCH ON the Control Unit. When Control Unit is switched ON, among other displays, serial number of the Control Unit (which is printed at the back side of the CU) and the serial number of the DMM (which is printed at the top of the DMM) will be displayed. The number of the DMM displayed should be verified with the number printed on the DMM. Finally status of the battery will be shown. Now press CAND. SET button. If the display shows "NUMBER OF POSTS", proceed as detailed as at para 6.3.

6.3 Candidate Setting

There are three posts in rural areas ie Grama Panchayat, Block Panchayat and District Panchayat. For Candidate Setting, the details of No. of posts, post identity, etc are to be entered first. Candidate button keys in the 1st BU are to be used for this purpose. Buttons 1 to 9 used for entering digits 1 to 9, respectively, 10th key for entering digit 0, 11th key for hyphen (-), 15th key for Back Space/Clear. 16th key (END) in the 1st Ballot Unit is used as ENTER key. Buttons 12 to 14 will be inactive. The corresponding values/commands which generate by pressing each key in 1st Ballot Unit is shown in the Table 3. Post identity is 12 character long and will be combination of digits 0 to 9 and hyphen (-). After entering the 12 character long post identity in each level, first and last candidate to be entered using the candidate buttons of the respective BUs.

Table-3

Button to be Pressed for Entry of Values in Control Unit

Button	Values
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	0
11	- (hyphen)
12 to 14	inactive
15	Back Space / Clear
16	Confirm / Enter

Settings can be easily understood from the following.

The following format is prescribed for identification of constituencies.

Grama Panchayat :

DP code<hyphen>**GP code**<hyphen>**Constituency No**<hyphen>**PS No** <hyphen>
 (2 digits) (3 digits) (2 digits) (1digit) (1time)

Eg : 10-100-23-1-

DP code<hyphen>**GP code**<hyphen>**Cons. No**<hyphen>**PS No** <hyphen>

10 - 100 - 23 - 1 -

Malappuram Dist Veliyamcode GP 23 Cons. Polling Station

Block Panchayat :

DP code<hyphen>**BP code**<hyphen>**BP Cons. No**<hyphen>
 (2 digits) (3 digits) (2 digits) (3 times)

Eg : 10-119-18 - - -

DP code<hyphen>**BP code**<hyphen>**BP Cons. No**<hyphen>

10 - 119 - 18 - - -

Malappuram Dist Perumpadappu BP Veliyamcode (Constituency)

District Panchayat :

DP code<hyphen>**District Panchayath Cons.**<hyphen>
 (2 digits) (2 digits) (7 times)

Eg : 10-03 - - - - -

DP code<hyphen>**Dist. Panchayath Constituency No**<hyphen>

10 - 03 - - - - -

Malappuram Dist Vallikunnu (Constituency)

In the illustration given below, there are 3 posts, ie GP, BP and DP and let it be assumed that the number of Candidates and the Post identity are as follows: (post identity is available in the voters list).

Post No	Post Name	No of Contesting Candidates	Post identity
1	Grama Panchayath	2	10-100-23-1-
2	Block Panchayath	2	10-119-18- - -
3	District Panchayath	2	10-03- - - - -

Note: While entering post identity it should be ensured that all the 12 characters (including hyphen) are entered before pressing the END button. Other wise the END button will not function.

First Ballot Unit will be for Grama Panchayat, second Ballot Unit for Block Panchayat and third Ballot Unit for District Panchayat.

The following format is prescribed for identification of constituencies.

Grama Panchayat = 10 Malappuram (Dist.) - 100 Veliyamcode (GP) - 23
Constituency- 1Polling Station (10-100-23-1-)

Block Panchayat = 10 Malappuram (Dist.) - 119 Perumpadappu (BP) - 18
Veliyamcode(Constituency) (10-119-18- - -)

District Panchayat = 10 Malappuram (Dist.) - 03 Vallikkunnu (Constituency) -
(10-03- - - - -)

To prepare the EVM for the above post follow the instructions given in the table below.

Set the 1st Ballot Unit for Grama Panchayat (white label), 2nd Ballot Unit for Block Panchayat (pink label), 3rd Ballot Unit for District Panchayat (sky blue label). The slide switch for the 1st BU should be in the first position, for the 2nd BU in the second position and 3rd BU in the third position. The sequence of messages displayed while pressing candidate set Button and the steps to be taken as follows;

Message Displayed/ Flashed	Meaning	Action required	BU to be used for entering values	Button to be Pressed
NUMBER OF POSTS -	To enter number of posts	Number of posts is 3 ie. GP, BP, DP	1	3
POST 1	Post 1 identification has to be entered now	As Post 1 is GP the ID to be entered is 10-100-23-1-	1	1,10,11,1,10,10, 11,2,3,11,1,11 and press "END" to confirm
10-100-23-1- FIRST CAND -	The position of the 1 st candidate in this post has to be entered now.	The first candidate button in the 1 st BU to be pressed.	1	1
10-100-23-1- LAST CAND-	The position of the last candidate in this post has to be entered now.	The 2 nd button in the 1 st BU to be pressed	1	2
10-100-23-1- CANDS 2	EVM is set for 2 candidates	No action	No action	No action
10-100-23-1- SEATS 1	EVM is set for 1 seat	No action	No action	No action
POST 2	Post 2 identification has	As Post 2 is BP the ID to be	1	1,10,11,1,1,9, 11,1,8,11,11,11

	to be entered now.	entered is 10-119-18- - -		& press "END" to confirm
10-119-18- - - FIRST CAND-	The position of the 1 st candidate in this post has to be entered now	The first candidate button in the 2 nd BU to be pressed.	2	1
10-119-18- - - LAST CAND-	The position of the last candidate in this post has to be entered now	The 2 nd button in the 2 nd BU to be pressed	2	2
10-119-18- - - CANDS 2	The EVM is set for 2 candidates	No action	No action	No action
10-119-18- - - SEATS 1	The EVM is set for 1 seat	No action	No action	No action
POST 3	Post 3 identification has to be entered now.	As Post 3 is DP the ID to be entered is 10-03- - - - - -	1	1,10,11,10,3,11, 11,11,11,11,11,11 & press "END" to confirm
10-03- - - - - - FIRST CAND-	The position of the 1 st candidate in this post has to be entered now	The first candidate button in the 3 rd BU has to be pressed.	3	1
10-03- - - - - - LAST CAND-	The position of the last candidate in this post has to be entered now	The 2 nd button in the 3 rd BU has to be pressed	3	2
10-03- - - - - - CANDS 2	EVM is set for 2 candidates	No action	No action	No action
10-03- - - - - - SEATS 1	EVM is set for 1 seat.	No action	No action	No action

Then the Display will be as follows:

NUMBER OF
POSTS 3

POST 1
10-100-23-1-

CANDS 2
SEATS 1

POST 2 10-119-18- - -
CANDS 2 SEATS 1
POST 3 10-03- - - - - -
CANDS 2 SEATS 1

In BU-1 buttons from 3 to 16 should be masked. In BU-2 buttons from 3 to 16 should be masked. In BU-3 buttons from 3 to 15 should be masked. The 16th button is used as 'END' button.

Switch OFF the CU by pushing the power switch downwards to OFF position. Then switch ON the CU and confirm that the values set during candidate set session remain intact in the EVM.

28. Switch OFF the CU (IMPORTANT).
29. Mask all the unused candidate buttons in all the BUs. The END buttons in all the BUs except the END button in the last BU should also be masked.
30. Affix the address tags placed at the right top and bottom cover of the BU and seal it.
31. Pink Paper Seal should be pasted around the lower part of the BU. Details of the serial number should be entered in the Issue Register in Annexure XIV.
32. Disconnect the BU from the CU by pressing and pulling the latches of the BU connection hood and close the rear cover of the CU.
33. Close and wax seal the Candidate Set Section of the CU with an Address Tag.
34. Arrange the interconnecting cable of the BU in the proper fold with the rubber band.
35. Place the BU inside its carrying case.
36. Place the CU inside its carrying case.
37. Tie the respective address tags on the carrying cases with threads. They are ready for transportation to the Polling Station.

- Note: 1. PUT A CARDBOARD WHILE SEALING WITH THE LAC. (wax) TO AVOID SPILLING OR FALLING OF MOLTEN WAX ON THE MACHINE.
2. PUT CELLOTAPE FOR FIXING THE ADDRESS TAGS PROPERLY.

6.4 Safe Preservation of Prepared Voting Machines

All the voting machines which have been prepared for use at the election, including the reserve machines, should be kept under safe custody in a strong room under double lock which should be sealed with the seal of the Returning Officer. The candidates and their agents may also be permitted to put their seals on the lock if they so desire.

The strong room should be opened only on the appointed date and time when the machines are to be supplied to the polling parties before they leave for their polling stations. All contesting candidates or their election agents should be given a notice in writing of such date and time of opening of the strong room. A proper log book should be maintained giving details of closing and opening of the strong room (Form N-23).

If for any emergent or unavoidable reason, it becomes necessary to open the strong room before the appointed date and time, RO should send for the candidate or their authorised representative and open the room in their presence. The room should be again closed and sealed immediately after the purpose for which it was opened. Details of such opening and closing should also be accurately and fully reflected in the above mentioned log book (Form N-23).

The strong room should be kept fully guarded at all times under the charge of a Senior Officer not below the rank of a Deputy Superintendent of Police.

6.5 Maintenance of records of Voting Machines

Returning Officers should maintain complete record of all the control units and ballot units used at the election. That record should show clearly the number of control units and ballot units used at each polling station along with the serial numbers of each such unit. The record should also show the number of control units and ballot units along with their serial numbers which have been prepared for use and kept in reserve. If any of such control units or ballot units has been put to use, a complete record as to where each such unit was used, should be properly maintained. It should also contain reasons why the use of such reserve unit became necessary. EVMs used for training and demonstration purposes are not to be used for poll without conducting FLC.

For the above purpose of maintaining a complete record of the voting machines, a Register should be kept in Annexure - XVII.

6.6 Supply of Voting Machines to polling parties

The voting machines should be supplied to the Presiding Officer against a proper

receipt. For this purpose, RO should keep a separate register showing the number and name of the polling station, the name of the Presiding Officer and serial numbers of control unit and ballot unit(s) supplied to him and his full signature is obtained in token of having received the same (Annexure - XVI).

This register has provision for keeping proper account of the machines received back from the Presiding Officer. The officer who receives the machines from the Presiding Officer after the poll should verify the serial numbers of the control unit, ballot unit(s) and put his signature as token of having received the same (Annexure - XVI).

If any machine is received back in a damaged condition, a full record of each such machine should be maintained.

6.7 Designing of Labels for Voting Machines

On every ballot unit, a Ballot Label (Ballot Paper) shall be displayed in the space meant thereof. The said Ballot Label shall be in the following form and language(s):-

- a. The total length of the Ballot Label shall be 460 mm and its width shall be 140 mm.
- b. At the top of the Ballot Label, there shall be a space provided for indicating the particulars of the elections such as code number s and the name of the constituency, of the size 12.7 mm x 140 mm as shown below.

Grama Panchayath = 10 Malappuram - DP -100 Veliyamcode - 23 Cons-1 -
Polling Station (10-100-23-1-)

Block Panchayath = 10 Malappuram - 119 Perumpadappu - 18
Veliyamcode (10-119-18- - -)

District Panchayath = 10 Malappuram - DP - 03 Vallikkunnu -
(10-03- - - - - -)

- c. In the space so provided, on the top left hand corner, the serial number of the Ballot Label shall be printed. On the top right hand corner, the sheet number shall be printed if the Ballot Label is printed on more than one sheet, where the number of contesting candidates exceeds 15. The particulars of the election shall also be printed, in the said space. These particulars will contain the serial number and name of the GP/BP/DP Constituency, as the case may be, the year of election and the nature of election and details of reservation, if any, shall be printed. The following specimen will make the position clear.

ഗ്രാമപഞ്ചായത്ത്		ബ്ലോക്ക്പഞ്ചായത്ത്		ജില്ലാപഞ്ചായത്ത്	
Sl.No.	പൊതുതിരഞ്ഞെടുപ്പ്/2020/01 തിരുവനന്തപുരം ജി 15 അതിരമ്പുഴ 14 പുതംകോട് (വ)	Sl.No.	പൊതുതിരഞ്ഞെടുപ്പ്/2020/01 തിരുവനന്തപുരം ബി 03 അതിരമ്പുഴ 07 പയറ്റുവില (പ.ജ.വ)	Sl.No.	പൊതുതിരഞ്ഞെടുപ്പ്/2020/ഡി 01 തിരുവനന്തപുരം 02 നാവാലിക്കുളം (പ.വ)
01	ആനന്ദ് കുമാർ ദേശായി	01	ലളിതാ ബായി	01	മാത്യു റോബിൻ
02	രാജഗോപാൽ വർമ്മ	02	അലക്സ് തോമസ്	02	ബഷീർ
03	മുഹമ്മദ് സലീംരാജ്			03	അശ്വതി നായർ
04	വിനോദ്			04	ഹരീദാ നാസർ

- d. Below the space provided at the top for printing the particulars of the election, there shall be a thick black line of 2.1 mm.
- e. Below this line, there shall be printed the serial number of each contesting candidate, his name and the symbol allotted to him, in a separate panel for each candidate.
- f. The size of the panel for each contesting candidate shall be 25.4 mm x 140 mm.
- g. The names of the contesting candidates shall be arranged on the Ballot Label in the same order in which their names appear in the list of contesting candidates. (Form No. 6)
- h. If the number of contesting candidates exceeds fifteen at any level the ballot label shall be printed on two sheets of the above mentioned size and dimensions. If the number of candidates exceeds thirty, on three sheets and if the number of contesting candidates exceeds forty five, on four sheets.
- i. In such cases where the Ballot Label is printed on more than one sheet, the names of the contesting candidates from S. No. 16 to 30 shall be printed on the second sheet, from S. No. 31 to 45 on the third sheet and from 46 onwards on the fourth sheet. If the number of candidates is 30 or less the space below the panel from the last contesting candidate in the second sheet, shall be kept blank. Similarly for the third and fourth sheets of the ballot labels.
- j. On each such sheet, in the space provided for indicating the particulars of the election, its number shall be indicated in bold figures, e.g., 1/2, 2/2 .
- k. The names of the contesting candidates shall be printed in the same language or languages and the order in which the list of contesting candidate has been prepared (Form 6). The serial number of the candidate shall be indicated in the international form of Indian numerals.
- l. Serial number and the name of the candidate panel shall be printed on the left hand side and his symbol on the right hand side in the space meant for him.

6.8 Precautions for Printing of Labels

The ballot labels shall be printed in such a way that after fixing the ballot label on the ballot unit in the space provided for the purpose, dividing line drawn below the space in which the particulars of election are printed and the dividing lines below the panel of each candidate shall be in exact alignment with the corresponding grooves or lines engraved on the Ballot Unit. Utmost care will, therefore, have to be taken while printing the Ballot Labels and to ensure that the Ballot Label have been correctly printed. The Ballot Unit may be shown to the technicians of the printing press if necessary. They may be asked to take the exact measurements of the space meant for printing the particulars of election and the panels of candidates and the thickness of the dividing lines so that the ballot labels are printed in exact alignment.

The Ballot Labels which are to be fixed on the Ballot Units, should not be stitched into bundles.

6.9 Assessment of Requirement of Labels

The number of Ballot Labels to be printed depends upon the number of polling stations to be set up, number of voting machines to be used including reserve machines and the number of Ballot Labels to be supplied to each polling station for using as tendered ballot papers. The total requirement of ballot papers to be printed thus has to be made on the following basis:-

- (i) One Label (Ballot) shall be required for display on each Ballot Unit. Therefore, the number of Ballot Labels required for this purpose will be equal to the number of Ballot Units to be used, including the reserve machines, in the constituency.

15 candidates : 1 label (one page)

16-30 Candidates : 2 labels (two pages)

5 -Ballot Labels are to be provided for each level in a polling station.

- (ii) The Presiding Officer shall cancel one Ballot Label and keep it in the cover along with the Ballot Paper account in Form 24 A.
- (iii) Each polling station may be supplied with fifteen Ballot Labels to be used, as tendered Ballot Papers. The total requirement of Ballot Labels to be supplied to the polling stations for use as tendered ballot papers shall accordingly be worked out depending

upon the number of polling stations in the constituency.

- (iv) In addition to the total requirement of Ballot Labels worked out in accordance with Paragraphs (i) and (ii) above, 25% of the above number may be printed as extra Ballot Labels to meet the contingencies, like mutilation at the time of fixing the Ballot Labels in the Ballot Units, defective Ballot Labels supply of additional tendered Ballot Papers to the polling stations, if necessary, through the Sectoral Officers.

6.10 Arrangements for Printing of Ballot Labels

The arrangements for printing of Ballot Labels required for the constituency will be made by the State Election Commission. The Government Press where the Ballot Labels to be printed will be intimated in due course. Requisition has to be sent to the press concerned, proof verification, scrutiny, printing and transportation of the required Ballot Label have to be done in time by the Returning Officer.

Special arrangements should be made to collect the Ballot Labels from the printing press immediately after the same have been printed. The arrangements for the transport of Ballot Labels should be done under proper security. The Ballot Labels after verification shall be kept under lock and seal in the treasury or as directed by the DEO till it is required for the purpose of the poll.

6.11 Safe Custody of Undistributed Ballot Labels

Some Ballot Labels may remain undistributed with RO after the same have been fixed on the Ballot Units of the Voting Machines and supplied to the polling stations for use as Tendered Ballot Papers. Such undistributed Ballot Labels should be kept by RO for supply to any polling stations as may be required on the day of poll. Proper safeguards must be taken to ensure that such undistributed Ballot Labels remain either in the custody of the RO or of the Assistant Returning Officers.

6.12 Tendered Ballot Papers (Rule 35 E of Conduct of Election Rules)

Rule 35 E provides that the tendered Ballot Paper shall be of such design and the particulars of that ballot paper shall be in such language or languages as the Commission may specify.

The Commission, therefore, specifies that the tendered Ballot Paper and Postal Ballot Paper shall be of the same design and shall be printed in the same language or languages as the Ballot Label used for display on the Ballot Unit. In other words, the Ballot Labels to be used on the Ballot Unit and the Tendered Ballot Papers and Postal Ballot Papers shall be

identical. But the Ballot Labels to be used in the Electronic Voting Machine and the Tendered Ballot Paper shall be printed without counterfoils and the words “**Tendered Ballot Paper**” shall be stamped or written on the back of the each Ballot Paper to be used as Tendered Ballot Paper.

Chapter - VII

POLL DAY

7.1 Preliminary

The Presiding Officer at the polling station should acquaint himself with the latest position of the rules and procedures prescribed for the conduct of poll using voting machines. The RO should also thoroughly familiarize with each step to be taken in the conduct of poll at the polling station, and with the operation of voting machine. A slight mistake or lapse or wrong application of the law or rules or inadequate knowledge of various functions of the voting machine may vitiate the poll at the polling station.

7.2 Polling Materials Required for Voting Machines

A list of various items of polling materials which will be required for use at polling stations where voting machines are used is given at Form N-L1 checklist. (Refer Handbook for RO/PO)

7.3 Voting Compartment

Voters have to cast their vote in secrecy and for that purpose, the Ballot Units are required to be kept in Voting Compartments. The Voting Compartment is covered on three sides. Small partitions are also provided for separating the Ballot Units. The Ballot Units are to be placed inside the Voting Compartment on a Table and placed in such a way that the voters do not find any difficulty in casting their votes. The connecting Cable, which is permanently attached to the Ballot Unit, has to be taken out from the back side of the Voting Compartment through an aperture to be cut at the bottom of back side of the Voting Compartment. This aperture should be wide to the extent that portion of the Ballot Unit through which the Cable comes out is visible from outside. This is necessary to keep a watch that no voter tries to tamper or damage the Cable while inside the Voting Compartment. However, this aperture in the Voting Compartment should not be too wide as to violate the secrecy of voting. It must also be ensured that the voting compartment is not near the window or the door of the polling station. It must be ensured that the voting shall not be seen by one

other than the voter. Adequate lighting should be provided.

7.4 Checking Before Mock Poll

Before an EVM is used at the polling station for poll, its control unit needs to be prepared further by taking the following steps in the presence of the candidates/their agents. The Presiding Officer should start the preparations about an hour before the time fixed for the commencement of the poll. Even though no polling agents are present, the preparations by the Presiding Officer should not be postponed or await the arrival of the polling agent. If any polling agent turns up late there is no need to do the preparations again. Any polling agent arriving late can watch subsequent stages of preparation only.

7.5 Checking of Ballot Unit

The ballot unit has already been duly prepared in all respects at the RO's level and as such the Presiding Officer is not required to do anything more at the polling station on the day of poll, except that its interconnecting cable is plugged carefully into the control unit.

However, the Presiding Officer should see that -

- i. The ballot labels are properly fixed in the ballot display panels under the ballot label screen; and
- ii. The two seals affixed at the top and bottom portion on the right hand side of each ballot unit are intact.
- iii. 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.
- iv. The entire length of cable connecting the ballot unit to the control unit should be visible to the polling agents.

7.6 Checking the Control Unit

The Presiding Officer will check whether the seal put by the Returning Officer on the left side of 'Candidate Set Section' on the left side of the control unit is intact.

The following preparations are then to be made by PO on the control unit:

7.7 Connecting the Control Unit with the Ballot Unit

- a) Each Ballot Unit is attached with 5 metre cable. One end of the cable is attached with a connector hood. The side of the connector hood which is in red colour should match with the side of the socket which is also red in colour. For serially connecting a Ballot Unit to another Ballot Unit, open the door of the rear compartment of the

- Ballot Unit and connect the socket by colour matching.
- b) Switch ON the Power switch provided in the rear compartment of the Control Unit. Serial number of the Control Unit, DMM and Candidate setting details will be displayed. At the end Battery status will be shown. (The ready lamps in all the Ballot Units will blink which confirms that the machines have been connected properly).
 - c) Close the rear compartment after performing the functions at (a) and (b) above.
 - d) Open the cover of the Result section by pressing slightly inwards the latch provided on the left side.
 - e) The door of the inner compartment of the result section should be opened by inserting the thumb and a finger through the two apertures above the 'Result I' and 'Result II' buttons and then pressing the inner latches simultaneously, slightly inwards. (In no case, this inner door should be forced open without releasing the latches in the manner described above, to avoid any damage to this most vital compartment).
 - f) Within the inner compartment, 'CLEAR' button can be seen. 'CLEAR' button is used to clear the votes polled to all the candidates to 0. The clearing operation is initiated on pressing this button. This operation takes about 15 seconds with a "Beep" sound. Only the votes polled will be cleared and the data stored while "Candidate setting" will be intact. On completion of the clearing process, the display panel will start displaying the following information sequentially. If the EVM is set for a polling station having two candidates each in Grama Panchayath, Block Panchayath and District Panchayath;

DELETING
POLLED VOTES

NUMBER OF
POSTS 3

TOTAL VOTERS
0

POST 1
10-100-23-1-

POLLED
VOTES 0

UNDER
VOTES 0

CANDS 2 SEATS 1
CANDIDATE 01 VOTES 0
CANDIDATE 02 VOTES 0
POST 2 10-119-18- - -
POLLED VOTES 0
UNDER VOTES 0
CANDS 2 SEATS 1
CANDIDATE 01 VOTES 0
CANDIDATE 02 VOTES 0
POST 3 10-03- - - - - -
POLLED VOTES 0
UNDER VOTES 0
CANDS 2 SEATS 1
CANDIDATE 01 VOTES 0
CANDIDATE 02 VOTES 0

The display will continue till the last candidate of the last post is displayed. Once all the candidates of all the posts are displayed "END" will be displayed on screen.

END

The display of the above information on the display panel is for showing the polling

agents present at the polling booth that no votes are already recorded in the machine.

7.8 Mock Poll

After displaying that no votes are recorded in the machine, a mock poll should be held by recording some votes. For that purpose, perform the following operations :-

- a) Press the 'Ballot' button on the ballot section of the Control Unit. On pressing the 'Ballot' button, 'Busy' lamp in the display section will glow RED. Simultaneously, the 'Ready' lamp on the Ballot Unit will start glowing 'GREEN'.
- b) Ask any polling agent to vote for candidates of his choice, by pressing the candidate button on BUs in all three levels. The corresponding arrow lamp adjacent to the button glows 'RED', and a beep sound will be heard.
- c) After completion of voting, the GREEN 'Ready' lamp and the RED light in the candidate's lamp of BU, RED busy lamp of CU and the beep sound will go off simultaneously. This will be the indication that the voter's choice has been recorded in the Control Unit.
- d) Repeat the process explained in the preceding paras (a), (b) and (c) for voting by other polling agents. **Keep an account of the votes in a white paper so recorded in respect of each candidate.**
- e) When the votes are being so recorded, press the "Total" button on the ballot section to verify at any time that the total number of voters who voted till then as recorded in the machine tally with the number of mock votes as recorded manually.

Note: 'Total' button can be pressed any number of times during the poll, while the 'Busy' lamp is off i.e., when the system is idle.

- f) At the end of mock poll, press the 'Close' button in the Result section. On the 'Close' button being so pressed, the Display Panel in the Display Section will show the following information sequentially.

7.9 Assumption:

- Number of posts are 3
- No. of voters 102
- There are some under votes
- All candidates may not get equal votes

7.10 Display Sequence:

CLOSING
DTE 01-03-20 TME 17-03-20

SECKCU000001 SECKDM000001
NUMBER OF POSTS 3
TOTAL VOTERS 102
POST 1 10-100-23-1-
10-100-23-1- TOTVOTES 101
POST 2 10-119-18- --
10-119-18- -- TOTVOTES 102
POST 3 10-03- -----
10-03- ----- TOTVOTES 100
POLL CLOSED

Note: Subject to availability of time, there is no objection to permit the recording of more votes at mock poll. It is also not necessary that the number of votes polled for each candidate should be the same.

- g) Now press the button marked 'Result I' in the result section. On that button being pressed, the display panel will start showing the following information sequentially:

SECKCU000001 SECKDM000001
POLL RESULT PDT 01-03-20
PST 08-02-05 PET 17-03-20
NUMBER OF POSTS 3
TOTAL VOTERS 102
POST 1 10-100-23-1-

POLLED VOTES 101
UNDER VOTES 1
CANDS 02 SEATS 1
CANDIDATE 01 VOTES 80
CANDIDATE 02 VOTES 21
POST 2 10-119-18 - - -
POLLED VOTES 102
UNDER VOTES 0
CANDS 02 SEATS 1
CANDIDATE 01 VOTES 50
CANDIDATE 02 VOTES 52
POST 3 10-03- - - - - -
POLLED VOTES 100
UNDER VOTES 2
CANDS 02 SEATS 1
CANDIDATE 01 VOTES 25
CANDIDATE 02 VOTES 75
END

Note that: Total voters = Polled votes (per post) + Under votes for that post.

Once the candidates and/or their agents are satisfied with the result, the EVM has to be cleared before the actual polling. For this press the 'CLEAR' button. After displaying 'DELETING' the EVM will display the votes to show that all the votes recorded in the EVM are cleared. **Utmost care should be taken to see that the votes recorded during mock poll are cleared before proceeding to actual poll.**

Now switch off the Control Unit.

7.11 Declaration by the Presiding Officer before Commencement of the Poll

In order to ensure free and fair election, the Presiding Officer should carry out the following procedure scrupulously before commencement of the actual poll;

- i. Demonstrate to the polling agents and others present –
 - a. by holding a mock poll that the voting machine is in perfect working order and that no vote is already recorded therein;
 - b. that the marked copy of the electoral roll to be used in the poll does not contain any marks other than indication of Postal Vote (PV)
 - c. that the Register of Votes (Form 21 A) to be used in the poll does not contain any entry in respect of any elector;

- ii. Affix Presiding Officer's signature on the Special Tag, Strip Seal and Green Paper Seal used for securing the Result Section of control unit of the voting machine and obtain thereon the signatures of such of the polling agents as are present and desirous of affixing the same.

- iii. Read out the pre-printed serial numbers of the Special Tag, Strip Seal and Green Paper Seal and ask the candidates/polling agents present, to note down the serial numbers.

A declaration, in this regard, prescribed by the Commission in **Part-I of Form N-10 A** should be signed by the Presiding Officer. He should also obtain thereon the signatures of such of the polling agents as are present and are willing to affix the same. If any polling agent declines to affix his signature on the declaration, the Presiding Officer should record the name of such polling agent in that declaration.

Chapter - VIII

ACTUAL POLL

8.1 Fixing the Green Paper Seal and closing of inner compartment:

These seals have been printed specially on security Paper which are serially numbered. On the white surface of the paper seal projecting outwards, the Presiding Officer should affix his signature in full immediately below the serial number of the seal. It shall also be got signed by the candidates/polling agents who are present and desirous of putting their signatures. Note down the serial number of the paper seal used and also allow the candidates/polling agents present to note down the serial numbers.

8.2 Sealing Process of Green Paper Seal and ABCD Strip Seal

- i. Keeping the Outer Door and Inner Door of the Result Section of the Control Unit in wide open position, insert the Green Paper Seal through the Inner Door frame with the white side of the seal upside and the arrow thereon pointing towards the Display Section.
- ii. Fine tune the alignment of the Green Paper Seal so that dotted line on the white side of the seal aligns with the upper edge of the outer door, when the two doors are in closed position. After the alignment, the Outer Door may be opened and Inner Door be sealed by passing a twine thread through the two holes provided for the purpose on the left side of the Inner Door and tie a knot. Then pass the loose ends of the twine thread through the hole in the Special Tag and put a knot. Seal the knot on the Special Tag with the wax seal of the Presiding Officer.
- iii. After sealing, adjust the Special Tag over the Close button and fit the tag in the

“Close” button compartment. Care is to be taken such that ‘Close’ button is easily accessible for operation.

- iv. Close the Outer Door and Result Section and allow the Green Paper seal to project out.
- v. Seal the outer door with an Address Tag.
- vi. Fold the lower end of the Green Paper Seal inwards/upwards. Then take the ABCD Strip Seal and after removing the wax paper from A, paste A on the Strip Seal over the A on the Green Paper Seal.
- vii. Remove the wax paper from B on the Strip Seal and fold the Strip Seal towards the left over the Green Paper Seal so that B on the Strip Seal is pasted over B on the Green Paper Seal and C of the Strip Seal is visible on the top side.
- viii. After removing wax paper from C on Strip Seal, fold the upper end of the Green Paper Seal downwards/inwards and stick C on the Green Paper Seal over C on the Strip Seal.
- ix. Run the Strip Seal around the Control Unit starting leftwards and on reaching the D on Green Paper Seal, remove the wax paper from D on the Strip Seal and fix it over D on the Green Paper Seal, in such a way that the Strip Seal does not block the Close button cap and serial numbers as well as the emblem of the Commission on both seals are clearly visible. Presiding Officer should put his signature on the space provided for the authentication on the Strip Seal. He should also allow the polling agents desirous to affix his signature. On completion of the affixation of these seals, the EVM is ready in all respects for use in actual poll. Switch ON the Control Unit.
- x. Before commencing the poll place the Ballot Unit inside the voting compartment. This compartment should be located at a sufficient distance from the table of the Polling Officer where the Control Unit shall be kept and operated. The Interconnecting Cable between the Ballot Unit and the Control Unit has the length of approximately five meters. Therefore, the voting compartment should be reasonably distanced. Also, the cable should be so routed that it does not obstruct the movement of the voters inside the polling station and they will not trip or tread over it. Also, the cable may be tied to one of the table legs at Control Unit side as well as Ballot Unit side.

8.3 Procedure During Poll

The Polling shall commence at the hour fixed for such commencement. Before proceeding to poll, **Press the ‘Total’ button and ensure that the total displayed is zero.**

After all procedural requirements relating to identification of voter, application of indelible ink on his/her left forefinger and obtaining his/her signature/thumb impression in the register of votes have been completed with regard to the first voter, the voter concerned has to be allowed for recording his vote. Press the 'Ballot' button on ballot section of the Control Unit to enable the Ballot Unit ready for casting the vote. When the voter has cast his votes for the three levels, (ie GP, BP, and DP) the busy lamp of the CU goes off. Then press 'Ballot' button for another voter.

Repeat the above procedure every time the next voter is to be allowed to cast his/her vote. It should be ensured that only one voter goes inside the voting compartment at a time. **Special care should be taken to ensure that a voter goes into the compartment in the same order in which his Name is entered in the 'Register of Votes' in Form 21 A.** Also ensure that the ballot button is pressed only when the earlier voter has come out of the voting compartment. At any time, if the total number of voters who voted has to be ascertained, 'Total' button should be pressed. The display panel will then show the total number of voters who voted till that time. **Please remember that the 'Total' button is to be pressed only when the 'Busy' lamp is OFF.**

Note: Confirm the Recording of Votes by Pressing the 'Total' Button of the machine after Completion of First or Second Vote

8.4 Sequence of Events inside the Polling Station

The Sequence of events when an elector enters the polling station is as follows:

A. When an elector enters the polling station, he will have to go first to the 1st Polling officer. The 1st Polling Officer shall be in charge of the marked copy of the electoral roll, who shall;

- i) Check whether his name is in the electoral roll being used for the poll.
- ii) Check his identity document prescribed by the Commission at the time of voting.
- iii) Read out the name and Sl. No. of the elector so that the polling agents may note down it in their copy of electoral roll.
- iv) Cross the entry relating to his name in the marked copy of the electoral roll from left bottom corner to right top corner. Put a small circle around the serial number if the voter is a female.

B. Thereafter the voter will move to the 2nd Polling Officer who will, -

- i) Note down in the register of votes in Form 21 A, the serial number of electoral roll of that elector as it is read out aloud by 1st Polling Officer.
- ii) Apply indelible ink on the left forefinger of the elector in such a way to make a line

from the top end of the nail to the bottom. If any elector refuses to allow his left forefinger to be inspected or marked with indelible ink or he has already such a mark on his left forefinger, or he does any act with a view to removing the ink mark, he shall not be allowed to vote.

- iii) After the ink has been applied, then obtain the signature or thumb impression of the elector in the relevant column of Register of votes in Form 21 A.
- iv) Prepare a voter's slip filling all required particulars.

C. Thereafter, the elector will move to 3rd Polling Officer or the Presiding Officer, who is in charge of Control Unit -

- i) Who will first check that the indelible mark is clear on the finger of the elector. If it is found that it is not clear or has been wiped off, then apply ink once again.
- ii) Thereafter, he will collect voters slip and allow the voter to go to voting compartment so that he may cast vote. For this, he will press "Ballot" button of the machine.

D. The voter shall cast his vote and then leave the compartment immediately.

This voter slip shall be retained by the third Polling Officer and handed over to the collection centre in Packet II.

8.5 Failure of Machines

In case of errors the following will be displayed. The Returning Officers/Presiding Officers can rectify these defects by taking action as per Column 4.

Sl. No.	Errors	Reasons	Action to be taken
1.	'ON' lamp does not glow when the EVM is switched on.	Power pack is not fixed properly or voltage is low.	Insert the power pack properly or replace the power pack with a new one. *
2.	Display showing 'INVALID OPERATION' and a beep sound is heard.	The button pressed is not in proper sequence of operation.	Press the button in proper sequence.
	a. When 'Cand. Set' button is pressed.	CRC (Close, Result and Clear) not done in that order.	Perform CRC by pressing 'CLOSE', 'RESULT1' and 'CLEAR' in that order.*
	b. When 'Clear' button is pressed.	Result of the previous poll is not viewed.	EVM accepts Clear button only after result of the previous poll is taken. Then press 'Result I' button.
	c. When 'Ballot'	'Close' button was	This button will become operational

*The situation in Sl.No. 1 & 2a cannot be rectified at Presiding Officer's level.

	button is pressed.	pressed to close the poll and hence no further polling is possible.	only after the previous result is taken and cleared.
	d. When 'Result I' button is pressed.	The polling is not closed by pressing the 'Close' button.	Close the poll by pressing the 'Close' button before pressing 'Result I'.
3	No response to 'Total' button in the Control Unit.	'Busy' lamp is 'ON'.	Allow the voter to record his vote. Once the vote is recorded, the 'Busy' lamp goes 'OFF'.
4.	When the Presiding Officer presses the 'Ballot' button, the 'Busy' lamp does not glow. Instead 'PRESSED ERROR-1' appears on the display panel and a short interrupted 'Beep' sound is heard.	Some voter must have left one of the candidate buttons in the Ballot Unit pressed or jammed by inducing foreign bodies.	First of all take the total number of votes polled in using the 'TOTAL' button. Then switch 'OFF' the machine and the Presiding Officer alone should enter the voting compartment and check whether any of the candidate buttons in the BUs are jammed using any foreign body. If so, remove it appropriately and then leave the voting compartment. Thereafter, switch 'ON' the machine and take the total votes polled in using the 'TOTAL' button. The totals taken before and after the trouble shooting procedure will be the same. This should be done invariably to convince the polling agents that no votes has been accidentally recorded in the machine while resolving the temporary issue. Thereafter, normal voting process can be carried on.

The Errors that **cannot be rectified** are as follows:

Sl. No.	Errors	Reasons	Action to be taken
1.	If 'INOPERATIVE' is displayed on panel.	EVM status is Inoperative	These errors cannot be rectified at PO level. The existing EVMs shall be closed and sealed as poll has been completed. Poll has to be continued using another EVM.
2.	When switching on the "POWER ON" switch, if display shows 'SECURITY NOT CONFIGURED'	EVM has to be configured.	

3.	In BU if ready lamp flashes	BU status is inoperative
4	No beep sound and display indication when the EVM is switched ON.	The Control Unit is defective and not fit for use.

8.6 Failure of Machines in Polling Stations where Additional EVMs are Allotted

There are occasions when EVMs are required to be replaced in the polling station after commencement of poll. Such situation arises when the EVMs develop problems in the midst of poll. In Polling Stations which were identified as remote, additional EVMs after candidate setting will be issued. When EVMs are replaced as above, the Presiding and Polling Officers should ensure that the requirement of conducting mock poll should be fulfilled in the new EVMs and clear the data as in the case of originally allotted EVMs. The Presiding Officer will make a declaration in Part II of Form N- 10A.

8.7 Failure of Machines in Polling Stations where Additional EVMs are not Allotted

In case of failure of machines during poll, the Presiding Officer will immediately contact the Sectoral Officer and Returning Officer for replacement of the machines. Then the Sectoral Officer will provide a new set of EVM along with the other materials to be used for candidate setting. The RO will carry out the candidate setting in the presence of Candidates or the Agents of the political parties in the polling station.

In case of such replacement of EVMs, the entire set including the CU and all the BUs shall be replaced. Before commencement of the poll with the new EVM, a mock poll will be done according to the instructions for the same and the Presiding Officer will make a declaration in Part-II of Form N-10A

In case of replacement, the unique ID numbers of the CU and BUs which have been used after replacement should be entered in the Register in Annexure - XVI by the Returning Officer.

8.8 EVMs Used for Re-poll

In case of repoll, the EVM required for the same shall be drawn from the reserve list and the CU/BU number shall be informed to the candidates/agents in writing. It shall be mentioned in the address tag on the CU and BU that the EVMs are being used for repoll showing the date and the Polling Station number.

After repoll, the strong room shall be re-opened in the presence of the candidates/

their agents for the storage of the EVMs. The EVMs used in repoll should be placed together with the EVMs that were used earlier in the original poll. A tag '**Not to be counted**' shall be put prominently on the EVM pressed in for original poll and another tag '**Repoll EVM to be counted**' shall be put on the re-poll EVM. RO shall sign both the tags.

In case of re-poll, the unique ID number of the CU and BUs used in re-poll should be entered in the register in Annexure - XVI.

8.9 Procedure at the Close of Poll

After the hour fixed for the close of the poll, and the last voter has recorded his vote, EVM has to be closed so that no further recording of votes in the machine is possible. For that purpose, perform the following operations.

- (a) Lift the plastic cap over the 'Close' button & press the 'Close' button.
- (b) Note down the total number of voters and votes polled against each post in the Form 24 A as displayed in the display panel.
- (c) Refix the plastic cap over the 'Close' button.
- (d) Open the rear compartment of CU.
- (e) Switch OFF the EVM by pushing power switch to OFF position.
- (f) Disconnect the BU cable by pressing the two latches and pulling the cable out.
- (g) Close the rear compartment.
- (h) Put back the Ballot Unit and Control Unit in their respective carry cases.
- (i) Seal the carrying cases by passing the thread through the holes provided for the purpose on the upper and lower portions of the carrying cases and put thread seal on the prescribed address tag showing the particulars of the polling station with the Presiding Officer's metal seal and also with the seal of such polling agents as are present and desirous of putting their seals. While sealing proper care should be taken to ensure that the direct flame does not come in contact with carrying cases and the molten wax does not fall on any part of the machine.
- (j) **The sealed cover containing vote account in Form 24 A and a cancelled ballot label each for Grama Panchayat, Block Panchayat and District Panchayat will be attached on the side of the Control Unit's carrying case with cellotape.**
- (k) The Presiding Officer will make a declaration in Part III of Form N-10 A .

Now the EVM is ready to be transported from polling station to storage place (i.e., strong room).

Chapter - IX

TRANSMISSION OF VOTING MACHINE AND ELECTION PAPERS TO THE RETURNING OFFICER

9.1 After poll, the voting machine and all election papers have to be sealed and secured by the Presiding Officer, and the Presiding Officer has to deliver them or cause them to be delivered at such place as R.O. may direct.

R.O should make proper arrangements for the safe transportation and custody of voting machines and other election papers and materials after the close of the poll from the polling stations to the storage centre, where the voting machines and election papers will be stored till counting. In this connection, the following instructions should be particularly taken note of and followed:-

- (a) It will be desirable to take the sealed voting machines and other election papers and materials after the completion of the poll direct to the place fixed for counting of votes. This arrangement would ensure that the sealed voting machines are handled only once before the votes are counted. It must be ensured that there are sufficient arrangements for the safe transportation and custody of voting machines.
- (b) The candidates or their election agents should be informed sufficiently in advance about the programme of the collecting parties being sent, if any, and the route chart for the collection of the voting machines and other election materials from the polling station after the conclusion of the poll, so that the candidates may make their own arrangements, if they so desire, for sending their agents to accompany such collecting parties. The agents of the candidates should, however, make their own arrangements for their transport and in no case they should be allowed to travel in the same vehicles in which the voting machines and other election materials and polling parties are transported.

Sufficient number of counters should be opened and polling station numbers should

be so distributed that at any time neither any counter be over crowded nor any counter left free.

9.2 Safe Custody of Voting Machines after Poll

All Returning Officers or the Collecting Parties should deposit the voting machines and election papers and materials at the storage centres without any delay. Any Officer who fails in this respect will make himself liable to disciplinary action.

Floor space of the storage room or building may be marked, in the form of squares, in advance for stacking the voting machines received from the particular polling stations. The arrangement for this should follow the serial number of polling stations.

All ballot unit(s) and control unit 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 ballot unit(s) along with Form 24 A, returned by the Presiding Officer concerned. Sealed envelope containing the declarations made by the Presiding Officers before the start of the poll and at the end of the poll, the paper seal account should be kept under RO's safe custody along with the Presiding Officers Diary and other records like Register of Votes in Form 21 A. Under no circumstances, these papers/records should be put in strong room where polled EVMs are kept.

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.

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 affixed by RO. 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 will be allowed to enter the hall till the day of counting. If during this interval, for some unavoidable reason, the room has to be opened, RO 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, the candidates or their representatives should again be allowed to put their seal on the door lock and windows.

Whenever it is necessary to open the room in which the voting machines are stored, proper entries should be made in the logbook in Form N-23 reflecting the details of the persons entering the room, the purpose of such entry, time of entry, time of exit, signature of the guards, etc.

Chapter - X COUNTING

10.1 The Counting Halls, including partitions as planned, should be got ready at least three clear days ahead of the date of counting and a compliance report sent by each Returning Officer to the District Election Officer. District Election Officers shall send a consolidated report to the Commission.

Notice to candidates about the date, time and place of counting, should be given in advance.

Counting of votes should be done on tables arranged in rows. The number of counting tables in a counting hall is to be decided by Returning Officer keeping in view the number of polling stations, size and available space of the hall, the number of candidates/counting agents, the total number of counting personnel to be deployed and security aspects. There cannot be more than 14 counting tables in a counting hall.

In each counting hall, necessary arrangements should be provided for each counting table so that counting agents are prevented from handling the control unit. However, the counting agent must be given all reasonable facilities to witness the whole counting process at the counting table. Returning Officer shall have to ensure that the agents do not get any opportunity to handle the control units in any manner.

The Returning Officer's table shall be in the counting hall itself. It should be a separate table in a demarcated area. Candidates and their Election Agents will also be seated at this table to watch the counting proceedings. In order to ensure proper watch over the counting process, the seating arrangements of counting supervisors, counting assistants should be made in a sequence. They should not be allowed unnecessarily to roam here and there in the counting hall.

Similarly, the table and the computer on which the computation and compilation of data from each table shall be in the counting hall alongside the RO's table where the candidate/agent will also be seated. In case the table is a separate one from RO's table then one additional counting agent shall be allowed to sit at that table. This should not be in any other room under any circumstance.

After every stage of counting, the results of that stage should be written on a board. only after that the EVMs for the next stage shall be brought from the strong room to the counting hall.

10.2 Counting of Votes Recorded in Voting Machines, Scrutiny and Inspection of Control Units

After commencement of the counting of postal ballots, counting of votes in the EVM can commence. The CUs can be brought under escort (agents can accompany) from the strong room to the counting hall even if the counting of the postal ballot is still going on. Distribution of control units to the counting tables should be done in the serial order of the polling stations. Returning Officer will arrange a senior officer to function as nodal officer for this purpose. An account of distribution of EVMs for counting should be kept.

As far as possible, EVM of all polling stations of a GP Constituency shall be counted in a single table in consecutive rounds. A table wise – round wise counting chart should be prepared well in advance and be communicated to the candidates/agents.

EVMs brought for counting for a particular stage are properly counted and after recording the votes in Form 24 A, the EVMs for next stage are brought to the counting hall.

At the time of counting, only the control unit of the voting machine is required for ascertaining the result of poll at the polling station at which the control unit has been used. The ballot unit used at a polling station is not required. The ballot units have to be kept in strong room. It may be taken to the counting hall only if its inspection becomes necessary in any particular case on demand by any candidate or his agent or otherwise.

The sealed cover containing the relevant Account of Votes Recorded in Form 24 A and the cancelled ballot paper pertaining to a polling station shall also be supplied to the counting table along with the control unit used at that polling station.

10.3 Opening of Carrying Cases of Control Units

The control units received from the polling stations are duly kept and sealed in their carrying cases by the Presiding Officers. As each carrying case is brought to the counting

table, the seals put thereon by the Presiding Officer at the polling station should be examined. Even if the seal of a carrying case is not intact, the control unit kept therein could not have been tampered with, if the seals thereon and particularly the paper seals on that unit are intact.

After breaking the seals of the carrying case, take out the control unit and place it on the counting table for inspection and checking of seals thereon by the candidates or their agents present at the counting table.

10.4 Checking Seals on the Control Units

Before the votes recorded in the control unit of any voting machine are counted, the candidates or their election agents or their counting agents present at the counting table shall be allowed to inspect the outer strip seal, the special tag, the papers seals and such other vital seals as may have been affixed on the carrying case and the control unit to satisfy themselves that the seals are intact. It should be ensured that none of the voting machines are tampered with. In any case if it is felt that any voting machine has in fact been tampered with, the votes recorded in that machine shall not be counted and the matter shall be reported to State Election Commission immediately.

10.5 Checking of Seals and Identity Marks on the Control Unit

As each control unit is taken out of the carrying case, RO shall first check its serial number and satisfy that it is the same control unit, which was supplied by the RO to the Presiding Officer for use at that polling station. Then, check the Serial Number of Pink Paper Seal used for sealing the Control Unit, the seal on the Candidate Set section of the control unit (which had been put at RO's level before the supply of the machine to the polling station) and also the Outer Strip Seal, and seal on Special Tag on the outer cover of result section which was put by the Presiding Officer at the polling station after mock poll. Even if any of these seals is not intact, the control unit could not have been tampered with, if the paper seal put on the inner cover of the Result Section is intact.

10.6 Comparing the Serial Numbers in the Special Tag, Green Paper Seal and Strip Seal

Remove the Strip Seal and the Address Tag on the outer door of the Result Section and open that door. On opening the outer door of the Result Section it could be seen that the inner door is sealed with the Special Tag. In the inner door of the Result Section, there will be a Green Paper Seal passing over the two windows concealing the buttons viz Result-I and Result-II. Serial numbers on the Strip Seal, Green Paper Seal and Special Tag

should be compared with that as denoted in the paper seal account prepared by the Presiding Officer in Part I of Form 24A. The candidates or their agents present at the counting table should invariably be allowed to compare such serial numbers of the Strip Seal, Green Paper Seal and Special Tag and satisfy themselves that the Strip Seal, Green Paper Seal and Special Tag are the same which had been fixed by the Presiding Officer at the polling station before commencement of the poll.

10.7 Checking of Serial Number of Control Unit

On the counting table, the counting supervisor shall verify and satisfy that the serial number of the control unit taken up for counting is the same as what is noted in the Part-I of Form 24 A.

10.8 Control Units to be Kept Apart if Found Tampered With

If the voting machine has been tampered with, or is not the same which was supplied for use at that polling station, the machine should be kept apart and the votes recorded therein should not be counted. The matter should be reported to the State Election Commission. It is not necessary to adjourn the entire counting if any voting machine has been found by Returning Officer to have been tampered with. Returning Officer may, proceed with the counting in respect of the other polling stations.

10.9 Ascertaining Result

After satisfying that the paper seals are intact, the control unit is the same as was issued at the polling station and there is no tampering with the same, the votes recorded therein shall be counted.

During counting, Counting Supervisors will ensure that at the time of pressing the result button on the control unit of the EVM, the displaying panel of the Control Unit is shown to the counting agents of all candidates to their satisfaction so that they can note down the votes polled in favour of each candidate as displayed on the control unit's display panel. For this purpose, the control unit may be kept lifted, if necessary, by one of the counting assistants in such manner and position that the display panel is clearly visible to the counting supervisor, the second counting assistant sitting at the counting table, and also to the counting agents of candidates. In case, any counting agent desires to have the result displayed on EVM more than once, it shall be done by the Counting Supervisor to the satisfaction of the counting agents.

The following procedure should be followed for counting of votes recorded in the

machine:-.

- i. Switch 'on' the control unit by lifting the power switch provided in the rear compartment to 'on' position. The On' lamp in the Display Section of the control unit will then glow green.
- ii. Pierce the paper seal over the Button provided below the upper aperture of the inner cover of Result Section.
- iii. Press the "Result I" Button.
- iv. When the "Result I" Button is pressed, the total number of votes recorded for each candidate at the polling station shall be displayed automatically in the Display Panel of the control unit.
- v. The counting supervisor shall note down, carefully, the above result as displayed sequentially candidate-wise in 'Part II of Form - 24 A'. If required, press the "Result I" Button again to enable the candidates or their agents to note down the above result.

After the result has been noted, close the cover of Result Section and switch 'OFF' the control unit.

10.10 Detaching the DMM and its Safe Custody

Ater the declaration of the result by the Returning Officer, the machines will be taken to the DMM sealing table and then the DMM is to be detached from the Control Unit and kept in a plastic box provided. This box is then sealed in a cloth lined cover and signature of representatives of political parties obtained. The Returning Officer after affixing his signature and seal store all DMMs in a canvas bag which is again kept in a metal ballot box which is sealed using metal wire and sealing wax.

This shall be kept under safe custody in Treasury and acknowledgement obtained. The DMM shall not be taken out except under orders of a court of competent jurisdiction or of the State Election Commission.

10.11 Result from DMM

For retrieving the result from the DMM, the following procedure has to be done.

The DMM should be installed in a Control Unit other than the one which was used along with this DMM for the poll.

After installing the DMM, the CU should be switched 'ON'. Then the following display will appear.

SEC
KERALA

MEMORY
CHANGED

BATTERY
HIGH

For obtaining the data stored in the DMM, press & hold the "Result II" button for one minute (Data in DMM will be displayed as "BANK 2"). Then the following display will appear : [In this illustration the number of candidates and the code number of the Local Self Government Institutions are the same as in chapter 6 (See page 19-21)]

MEMORY
CHANGED

BANK 2

SECKCU000001
SECKDM000001

NUMBER OF
POSTS 3

TOTAL VOTERS
102

POST 1
10-100-23-1-

POLLED
VOTES 101

UNDER
VOTES 1

CANDS 02
SEATS 1

CANDIDATE 01
VOTES 80

CANDIDATE 02
VOTES 21

POST 2
10-119-18--

POLLED
VOTES 102

UNDER
VOTES 0

CANDS 02
SEATS 1

CANDIDATE 01
VOTES 50

CANDIDATE 02
VOTES 52

POST 3
10-03-----

POLLED
VOTES 100

UNDER
VOTES 2

CANDS 02
SEATS 1

CANDIDATE 01 VOTES 25
CANDIDATE 02 VOTES 75
END

10.12 Completion of Part II of Form 24 A

As the votes secured by each candidate are displayed on the Display Panel of the control unit, the counting supervisor should record the number of such votes separately in respect of each candidate in Form No. 24 A Part II. It should be verified whether the total number of votes as shown in Part-II tallies with the total number of votes shown against Item 5 of Part I of that Form. After completing that form in all respects, the counting supervisors should sign it. He should also get it signed by the candidates or their agents present at the counting table. He should handover that Form to the Returning Officer. When the Form 24 A at each Polling booth is received at the RO's table, it will be his responsibility to show it to the candidates/their election agents/counting agents sitting at the Returning Officer's table to enable them to note down the results of each candidate for each polling station. He should countersign Form 24 A after satisfying that the same has been properly filled and completed in all respects. The Returning Officer shall compile the details of votes and declare the result in Form 25.

The votes polled to each candidate, polling station wise as entered in Form 25 should be written on a display-board put up conspicuously so that each counting agent can see and note down /cross check the entries therein. The RO may announce the same through public address system. This will enable RO to proceed uninterruptedly with the counting of votes.

In case a particular CU used at a polling station does not display result due to technical mal-functioning, the assistance of technicians of ECIL may be sought to retrieve the data. If they also are not able to do so, then that EVM shall be sealed and kept aside. It must, without fail, be brought to notice of the State Election Commission for further directions. The counting of remaining machines will continue unabated. If any machine has been kept apart and not counted for this reason or found tampered with, then Commission's written approval will be needed before declaring the result of the election of that constituency.

In order to maintain transparency and also to keep vigil over the counting process, the Returning Officer should conduct random checking of the result noted down in the counting table with that displayed in the respective EVM.

If any discrepancy is found during this process, then:

- i) The result of that stage for each table shall be verified from the EVMs.
- ii) The counting staff who wrongly entered the result should be replaced by another set of staff and the matter reported to the Commission. Severe disciplinary action will then follow on the erring staff for their omissions and errors.
- iii) The result provided by such staff in the preceding stages should invariably be checked again and corrected sheets prepared, wherever necessary.
- iv) The result from the counting table after correction will be passed on to the data entry operator for uploading in the TREND software.

The next stage of counting should start only after all the tables of the current stage have finished counting and its result has been posted on the black board / white board. Also the EVMs for the next stage counting should be brought on to the tables only after completion of the current stage in all respects.

10.13 Action to be Taken in Case of Malfunctioning of Electronic Voting Machines (EVM) During Counting of Votes

In the case of malfunctioning of an EVM during counting of votes, the following steps are to be taken.

- a. 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.
- b. When counting of votes in other machines is complete, the Returning Officer should see whether difference in the margin of votes between the candidate having the highest votes and the candidate having next higher votes is more than or less than the votes polled in the malfunctioned machine(s).
- c. In both the cases, the Returning Officer should try to retrieve the result from this machine, with the help of engineers of ECIL, using Auxiliary Display Unit (ADU) in the presence of candidates or their election agents. If the result can be retrieved by using an ADU, the result of the election can be declared accordingly. In such a case, the Returning Officer should send a detailed report to the Commission in the format mentioned in Form N-38.
- d. In case it is not possible to retrieve the result from the malfunctioned machine inspite

of using ADU, then the Returning Officer should try to retrieve the result from the machine by taking a print out of the result with the help of engineers of ECIL. If the result can be retrieved by using a printer, the result of the election can be declared accordingly. In such a case also the Returning Officer should send a detailed report to the Commission in the format mentioned in Form N-38.

- e. If the result from the malfunctioned machine cannot be retrieved despite using printer, the matter should be reported to the SEC by the Returning Officer in Part I of Form N-39.
- f. Where the margin of vote between the candidate having the highest vote and the candidate having the next higher votes is more than the votes polled in the malfunctioned control unit, the RO shall report the matter in Part II of Form N-39 to the SEC for its decision.
- g. Where the margin of vote between the candidate having the highest vote and the candidate having the next higher votes is less than the votes polled in the malfunctioned control unit, the RO shall report the matter in Part III of Form N-39 to the SEC for its decision.
- h. The malfunctioned control unit should be kept and safely sealed in its carrying case and no attempt should be made repair the machine.

10.14 Action to be Taken During Counting of Votes in Case Presiding Officer Did Not Press Close Button of CU at the End of Poll

In case a Presiding Officer is found to have not pressed the 'CLOSE' button of Control Unit at the end of poll, the following action should be taken during counting of votes in the presence of candidates/ their authorised agents.

The Returning Officer shall first check the serial number of the strip seal and the serial number of the green paper seal and satisfy that the number of green paper seal tallies with the number as entered in Part I of Form 24 A. Further verification if necessary may be done with the number shown in Presiding Officer's diary. He shall also verify the total number of voters entered in the Register of votes in Form 21 A. He should ascertain the total number of voters displayed in the EVM by pressing the 'Total' button. If the total number of voters as per the voting machine and the number of voters in Form 21 A are the same, the RO shall press the 'CLOSE' button in the presence of counting agents/candidates. Then the RO shall press the Result I button and continue to count the votes as usual.

In case, the total number of voters who cast votes in the machine does not tally with the total voters in the Register of Votes in Form 21 A, the matter should be reported to the

SEC by the Returning Officer for its decision and action may be taken as per the direction of the Commission.

10.15 Redisplay of Votes

Normally, there will be no question of recounting of votes recorded in the voting machines. Every vote recorded by the voting machines is a valid vote and no dispute will arise as to its validity or otherwise. At the most, some candidates or their agents may not have noted down the result of voting at any particular polling station properly when the control unit displayed that information. If necessity arises for re-verification, the Result Button can be pressed, whereupon the result of voting at that polling station will again be displayed in the Display Panels of that control unit.

Accordingly, when the counting is completed and the Result Sheet in Form 25 has been prepared, Returning Officer should announce the total number of votes polled to each candidate as entered in the Result Sheet. Returning Officer should then wait a minute or two. If during this period any candidate, or in his absence, his election agent or any of the counting agents, asks for a recount, Returning Officer should allow a reasonable time to him for applying for recount in writing. Returning Officer will wait for receiving the written application for recount. Returning Officer should not sign the Result Sheet in Form 25 until the expiry of the time so allowed.

When an application for recount is made within the time allowed, RO should consider the grounds urged and decide the matter on merit. In every case RO should record a brief statement of reasons for his decision. The decision of the RO shall be final.

If in any case, if an application for recount either wholly or in part is allowed, the votes recorded in the voting machines are to be counted again. The postal ballot papers will also be counted again if so decided by the Returning Officer. After the recount, correct the result sheet to the extent necessary. Announce the amendments so made, if any, by Returning Officer. After the total number of votes polled to each candidate after recount have been announced, the Returning Officer shall complete and sign the Result Sheet. No candidate has a right to demand a recount after the Returning Officer has completed and signed the Result Sheet in Form N-25. Reject any demand for any recount of votes after the Returning Officer has completed and signed the Result Sheet.

10.16 Adjournment of Counting

Returning Officer should proceed with the counting at each place continuously. In case RO has to suspend or adjourn the counting before its completion for any unavoidable

reason, seal up all the voting machines and also all other papers relating to elections. Allow every candidate or his agent, if he so desires, to put his seal on every voting machine and packet, etc., in which the election papers are kept.

N.B. It is preferable to keep all the sealed voting machines and packets, etc., in a separate room and have the room sealed and secured with seal of the RO and the seals of candidates or their agents.

10.17 Procedure to be Followed in Case of Destruction, Loss, etc., of Voting Machines before Completion of Counting

The Commission may direct, after taking all material circumstances into account, the counting of votes to be stopped and, if necessary, order Re poll if it is reported by the Returning Officer before completion of the counting of votes that the voting machine used at a polling station has been;

- i. Unlawfully taken out of RO's custody, or
- ii. Accidentally or intentionally destroyed or lost, or
- iii. Damaged or tampered with, to such an extent that the result of the poll at that polling station cannot be ascertained. If any such occasion arises, RO should forthwith report full facts of the case to the Commission and await its directions in regard to the counting of votes.

10.18 Procedures to be Followed in the Case of Booth-Capturing at the Counting Centre

If booth capturing takes place at any counting centre, the Returning Officer shall forthwith report the matter to the State Election Commission.

On receipt of the report of the Returning Officer, the Commission shall, after taking all circumstances into account, either direct a repoll at the affected polling stations or countermand the election. Therefore, once RO has reported the matter to the Commission, RO has to wait for the directions of the State Election Commission in this regard.

10.19 Procedure for Holding Re Poll

If at a polling station –

- i) any voting machine has been unlawfully taken away by an unauthorized person, or
- ii) any voting machine has been accidentally or intentionally destroyed or lost or damaged or tampered with and the RO is satisfied that the result of the poll at that polling station cannot be ascertained for that reason, or
- iii) any voting machine develops a mechanical failure during the course of the recording

of votes and the use of a subsequent machine becomes not possible, or

iv) any error or irregularity in procedure as is likely to vitiate the poll has been committed,

the Returning Officer should report such facts forthwith to the State Election Commission and the District Election Officer. Thereupon the SEC shall, after taking all the material facts and circumstances of the case into account, either

- i) declare the poll at the polling station to be void and fix the date and time for repoll
- or
- ii) if satisfied that the result of the poll at the polling station will not in any way affect the result of election or that the error or irregularity or the mechanical failure developed in the voting machine in question is not material, issue such direction as it may deem proper to the Returning Officer for the completion of election.

Returning Officer should send a consolidated report in that format in respect of all the polling stations where the poll has been vitiated. The State Election Commission will not accept piecemeal reports in this regard.

After considering all the material circumstances, the Commission will, if necessary-

- i) declare the poll at the polling station to be void; and
- ii) formally fix the date and hours for a Re-poll.

On receiving intimation from the Commission, Returning Officer should inform in writing the contesting candidates or their election agents of the date, time and place fixed for the Re poll and affix a notice on the notice board, notifying the date and hours so fixed. Also, wide publicity should be given in the polling area concerned about the place, date and hours so fixed.

All electors entitled to vote at the polling station or stations in question will be entitled to vote at the Re poll. The marks of the indelible ink made at the original poll should be ignored at the Re poll. To distinguish the marks to be made at the Re-poll from those already made at the original poll, the Commission directs that the mark of the indelible ink should be put on the voter's finger as specified by the Commission at the poll.

A new voting machine [the ballot unit(s) as well as the control unit] and a new marked copy of electoral roll shall be used at the Re poll.

The provisions of Conduct of Elections Rules, 1995 and orders made thereunder will apply to the fresh poll in exactly the same way as they apply to the original poll. All the voting machines used for the original poll at the polling station(s) where Re poll has been directed by the Commission should be preserved carefully, unopened and with the seals intact.

ANNEXURES & FORMS

Annexure - I
(See para 2.1, 2.5)

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

District: Warehouse No. :

Sl No	Box No	Control Unit ID No.	DMM No.	Year of Manufacture	Date of Receipt	Present Status (Whether available in warehouse)	If not available then reason thereof	Date of movement from warehouse	Remarks
1	2	3	4	5	6	7	8	9	10

**Master Stock Register
Part - B (Ballot Unit)**

District: Warehouse No. :

Sl No	Box No	Control Unit ID No.	Year of Manufacture	Date of Receipt	Present Status (Whether available in warehouse)	If not available then reason thereof	Date of movement from warehouse	Remarks
1	2	3	4	5	6	7	8	9

Annexure - II

(See para 2.4)

**Movement Register
CU / BU / DMM**

Master Stock Register Number	Control Units ID No.	Ballot Unit ID No.	DMM ID No.	Purpose of sending CU/BU/DMM (Poll/Training/ Voter awareness/maintenance/ diagnostic test etc.)	Whether the movement of CU/BU/DMM is temporary or permanent.	When CU/BU/DMM are returned/ received to warehouse.	Name & designation of the officer receiving/ returning CUs, BUs & DMM from/ to warehouse	Name & Signature of recognized political parties or their representatives if available
1	2	3	4	5	6	7	8	9

District Election Officer

Annexure - III
(See para 2.5)

Register for Physical Verification of EVM

Name of District:		Location of Warehouse:										
Name of Warehouse:										
Date	No. of CUs in warehouse mentioned in Master Stock Register	No. of CUs physically found	No. of CUs not in warehouse	Remarks*	No. of DMM in warehouse mentioned in Master Stock Register	No. of DMM physically found	No. of DMM not in warehouse	Remarks*	No. of BUs in warehouse mentioned in Master Stock Register	No. of BUs physically found	No. of BUs not in warehouse	Remarks*
1	2	3	4	5	6	7	8	9	10	11	12	13

*Reasons for EVM not being available.

Signature of the Election Deputy Collector

Signature of the Warehouse in charge.

Signature of the Third member of Committee

Annexure - IV*(See para 4.2, 4.5, 4.7)***First Level Check****Attendance of representatives of Political Parties**

Sl.No	Date	Name of the representative	Name of Political Party	Done Mock Poll (Yes/No)	Signature of the Representative
1	2	3	4	5	6

Annexure - V*(See para 4.5)***First Level Check - Components used in EVMS**

CERTIFICATE						
Sl.No	CU No.	BU No.	DMM No.	FLC Date	Components Genuine/Not	Signature of the ECIL Engineer
1	2	3	4	5	6	7

Annexure-VI*(See para 4.7)***FIRST LEVEL CHECK****Register for DMM Seal and Pink Paper Seal (Control Unit)**

Sl. No	Control Unit No	DMM No	DMM Seal No	Pink Paper Seal No	Signature of the ECIL Authority	Signature of the representative of political parties	Signature of the District Election Officer or officer authorised by him
1	2	3	4	5	6	7	8

Annexure-VII

(See para 4.8)

Register showing FLC Result (Control Unit)

District: Warehouse No. :

Box No	Control Unit ID No	DMM No.	Status - Passed / Failed
1	2	3	4

Annexure - VIII

Register showing FLC Result (Ballot Unit)

District: Warehouse No. :

Box No	Ballot Unit ID No	Status - Passed / Failed
1	2	3

Annexure -IX

(See para 5.1)

Register for distribution of Control Unit, Ballot Unit & DMM from DEO to Block Officers

District: Warehouse No. :

SL.	Date	Box No.	Control Unit No.	DMM No	BU No.	Allotted to (Name of Block)	Name, Designation & Signature of the receiving person
1	2	3	4	5	6	7	8

Annexure - X

(See para 5.1, 5.2)

Register for distribution of Control Unit, Ballot Unit & DMM from Block Officers to Returning Officers

District: Warehouse No. :

SL.	Date	Box No.	Control Unit No.	DMM No	BU No.	Allotted to (Name of Returning Officer)	Name, Designation & Signature of the receiving person
1	2	3	4	5	6	7	8

Annexure - XI

(See para 5.1)

Serial No

Register for return of Control Unit, Ballot Unit & DMM from Returning Officers to Block Officers

District: Warehouse No. :

SL.	Date	Box No.	Control Unit No	BU No	Returned to Officer	Name, Designation & Signature of the receiving person
1	2	3	4	5	6	7

Annexure - XII

(See para 5.1)

Register for return of Control Unit, Ballot Unit from Block Officers to District Election Officer

District: Warehouse No. :

SL.	Date	Box No.	Control Unit No	BU No	Allotted to (Name of Block)	Name, Designation & Signature of the receiving person
1	2	3	4	5	6	7

Annexure - XIII

(See para 5.2, 6.2)

Sticker for Pairing EVMs

EVM No :
CU No :
DMM No :
BU No. (1) :
BU No. (2) :
BU No. (3) :
BU No. (4) :

(Colour - pale yellow)

Annexure - XIV

Candidate Setting Register for Pink Paper Seal (Ballot Unit)

Sl.No	Ballot Unit No	Pink Paper Serial No	Signature of the Returning Officer
1	2	3	4

Annexure - XV

Allocation of Electronic Voting Machines Polling Station wise

District: Warehouse No. :

Grama Panchayat.....

Polling Station No.	Control Unit No.	DMM No.	Ballot Unit No.	Ballot Unit No.	Ballot Unit No.	BU Pink Paper Seal No.
1	2	3	4	5	6	7

Returning Officer

Annexure - XVI

(See para 6.2, 6.6)

Register for distribution and receipt of Control Unit, Ballot Unit & DMM from Returning Officers to Presiding Officers and from Presiding Officers to Returning Officer

District: Name of Block .:

Strong Room : (No. & Name)

SL No.	Date	Distribution to the Presiding Officer					Receipt of EVM from Presiding Officer	
		Control Unit No.	DMM No.	BU No.	Polling Station No.	Name & Designation Sign. of Presiding Officer receiving the EVM	Date & Time of receipt	Name & Designation Sign. of the RO/ Officer receiving back the EVM
1	2	3	4	5	6	7	8	9

Annexure - XVII

(See para 6.5)

**Form for Maintenance of Records of Voting Machines
with Returning Officers**

District: Name of Block :

Strong Room : (No. & Name)

The total no. of CUs in the stock of RO	The total no. of BUs in such stock	The total no. of polling stations in the constituency	The total no. of CUs required for use at the polling stations	The total no. of BUs required for use at the polling stations	The total no. of CUs in reserve stock	The total no. of BUs in reserve stock
1	2	3	4	5	6	7

Name & Signature of the Returning Officer

Annexure - XVIII

(See para 5.3)

Stickers for EVMs

POLL

SECTORAL

RESERVE

TRAINING

FORM N—10A

DECLARATION BY PRESIDING OFFICER

PART-I

Declaration by the Presiding Officer before the commencement of the poll for the election to
..... District/Block/Grama
Panchayat Constituency/Municipal Ward.

Serial Number & Name of Polling Station

Date of Poll

I do hereby declare:

- (1) that I have demonstrated to the polling agents and others present-
 - (a) by holding a mock poll that the voting machine is in perfect working order and that no vote is already recorded therein;
 - (b) that the marked copy of the electoral roll to be used in the poll does not contain any marks other than those used for issuing postal ballot papers and election duty certificates;
 - (c) that the Register of Votes (Form 21A) to be used in the poll does not contain any entry in respect of any elector;
- (2) that I have affixed my signature on the Special Tag, Strip Seal and Green Paper Seal used for securing the Result Section of control unit of the voting machine and obtained thereon the signatures of such of the polling agents as are present and desirous of affixing the same.
- (3) that I have read out the pre-printed serial numbers of the Special Tag, Strip Seal and Green Paper Seal and asked the candidates/ polling agents present, to note down the serial numbers.

Signature :

Name of Presiding Officer :

.....

Signature of polling agents

1 (of candidate.....)

2.....(of candidate.....)

3(of candidate.....)

4.....(of candidate.....)

The following polling agent(s) declined to affix his/her signature(s), on this declaration.

1 (of candidate.....)

2.....(of candidate.....)

3(of candidate.....)

4.....(of candidate.....)

Date

Signature

Presiding Officer

Part - II

Declaration by the Presiding Officer at the time of using subsequent EVMs, if any.

Declaration by the Presiding Officer before the commencement of the poll for the election to
..... District/Block/Grama
Panchayat Constituency/Municipal Ward.

Serial Number &Name of Polling Station

Date of Poll

I hereby declare ;

- (1) that I have demonstrated to the polling agents and others present by holding a mock poll that the subsequent voting machine is in perfect working order and that no vote is already recorded therein
- (2) that I have affixed my signature on the Special Tag, Strip Seal and Green Paper Seal used for securing the Result Section of control unit of the voting machine and obtained thereon the signatures of such of the polling agents as are present and desirous of affixing the same.
- (3) that I have read out the pre-printed serial numbers of the Special Tag, Strip Seal and Green Paper Seal and asked the candidates/ polling agents present, to note down the serial numbers

Signature :

Name of Presiding Officer :

.....

Signature of polling agents

1 (of candidate.....)

2.....(of candidate.....)

3(of candidate.....)

4.....(of candidate.....)

The following polling agent(s) declined to affix his/her signature(s), on this declaration.

1 (of candidate.....)

2.....(of candidate.....)

3(of candidate.....)

4.....(of candidate.....)

Date

Time

Signature :

Name of Presiding Officer:

PART III

Declaration at the End of Poll

I have furnished to the polling agents, who were present at the polling station at the close of the poll and whose signatures are affixed below, an attested copy of each of the entries in 'Part I -Account of Recorded Votes' of Form 24A as required.

I have also affixed my seals, and I have allowed the polling agents who were present at the polling station at the close of poll to affix their seals, on the carrying cases of the control unit and balloting units of the voting machine.

Date.....

Signature :

Name of Presiding Officer :

Received an attested copy of the entries in the account of votes recorded (Part I of Form 24A)

Signature of polling agents

- 1 (of candidate.....)
- 2 (of candidate.....)
- 3 (of candidate.....)
- 4 (of candidate.....)

The following polling agents who were present at the close of the poll declined to receive an attested copy of the Part I of Form 24A and to give a receipt there for and so an attested copy of that Form was not supplied to them:

Signature of polling agents

- 1 (of candidate.....)
- 2 (of candidate.....)
- 3 (of candidate.....)
- 4 (of candidate.....)

Date

Time

Signature :

Name of Presiding Officer:.....

FORM N-35
(See para 2.4 of the EVM Manual)

Receipt of Acknowledgement of EVMs

I.....
(Name, Designation, Official Address) have received the following EVMs from.....
..... (Name of Warehouse-in-charge) of EVM warehouse located at
..... on.....(date) at.....(time), for the
.....purpose.

Sl. No.	Sl. No. of CU	Sl. No. of BU1	Sl. No. of BU2	Sl. No. of BU3	Sl. No. of BU4	Sl. No. of DMM

(Attach additional sheets, if required)

Signature of the Officer.

Form N-36
(See para 2.4 of the EVM Manual)

Receipt of Return of EVMs

I.....
(Name of Warehouse-in-charge, Designation, Official Address) have received the following EVMs from
.....(Name of Officer who has returned the EVMs) on(date)
at.....(time).

Sl. No.	Sl. No. of CU	Sl. No. of BU1	Sl. No. of BU2	Sl. No. of BU3	Sl. No. of BU4	Sl. No. of DMM

(Attach additional sheets, if required)

Signature of Warehouse-in-charge

Form N-37
(see para 3.3 of the EVM Manual)

Receipt of subsequent Electronic Voting Machines during poll

Number & Name of Polling Station.....
Number & Name of Constituency of GP/Ward of Municipality.....
Number & Name of GP/Municipality.....
Number & Name of Block Panchayat.....
Number & Name of District Panchayat.....

Due to malfunctioning of Electronic Voting Machine supplied to the above polling station, a subsequent Electronic Voting Machine with the following details is received.

Control Unit No
DMM No
Ballot Unit No
Ballot Unit No
Ballot Unit No
Ballot Unit No

Signature
Name of Presiding Officer.....
Designation
Date
Time

(To be prepared in triplicate by Sectoral Officer and one copy each handed over to RO and PrO and the original retained by the Sectoral officer)