

# ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/INST/2017-EMS

Dated: 18<sup>th</sup> May, 2017

To

The Chief Electoral Officers of  
All States and Union Territories.


Subject: Standard Operating Procedure (SoP) for Training (including demonstration and awareness programme) of EVM & VVPAT.

Sir/Madam,

I am directed to forward herewith a copy of the Standard Operating Procedure (SoP) for Training (including demonstration and awareness programme) of EVM & VVPAT for kind perusal and compliance.

Any lapses in compliance of the above SoP shall be viewed seriously by the Commission. The same SoP shall be brought to notice of all concerned.

Yours faithfully,

  
(Madhusudan Gupta)  
Under Secretary

Copy to

1. The Chairman-cum-Managing Director,  
Bharat Electronics Limited,  
Nagavara, Outer Ring Road,  
Bangalore-560045, Karnataka.
2. The Chairman-cum-Managing Director,  
Electronics Corporation of India Limited,  
Hyderabad, Andhra Pradesh.

## Standard Operating Procedure (SoP) for Training (including demonstration and awareness programme) of EVM & VVPAT

The Commission has directed that following SoP shall strictly be followed for Training (including demonstration and awareness programme) of EVM & VVPAT:

- EVM or/and VVPAT used for the aforesaid purpose shall be checked/tested by authorised engineer(s) of M/s Bharat Electronics Limited (BEL) and M/s Electronics Corporation of India Limited (ECIL), as the case may be, during First Level Checking (FLC).
- Only "FLC OK" units shall be used for training, demonstration and awareness campaign.
- Engineer(s) of BEL and ECIL shall ensure that there is no data (including ballot paper, in case of Ballot Unit) of previous election in the EVM and VVPAT also.
- Engineer(s) shall only use dummy symbols for ballot paper(s) and VVPAT as mentioned below:
  - For name of candidates- AAA, BBB, CCC, .....and so on;
  - For symbol of candidates- Alpha ( $\alpha$ ), Beta ( $\beta$ ), Gama ( $\gamma$ ).....and so on.

Sample:

For Training/Demo/Awareness		
1	AAA	$\alpha$
2	BBB	$\beta$
3	CCC	$\gamma$
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- Only Sample ballot papers, having dummy names and symbols, shall be used for training, demonstration, awareness campaign and First Level Checking of EVMs or/and VVPATs.
- BEL/ECIL shall ensure that engineers deputed for training, demonstration, awareness campaign and First Level Checking of EVMs or/and VVPATs must carry necessary equipment/Zig for symbol loading and preparation of sample ballot papers and printer for printing sequential print out of dummy data.

