

# ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/T&A/2018-EMPS

Dated: 09<sup>th</sup> October, 2018

To

The Chief Electoral Officers of  
All States and Union Territories.

**Subject: Taking out EVMS AND VVPATS for Training and Awareness purpose.**

Sir/Madam,

In supersession of Commission's instructions No. 51/8/7/2017-EMS, dated 29<sup>th</sup> September, 2018, on the subject cited, I am directed to state that to ensure proper training and awareness on use of VVPATs with EVMs, the Commission has directed that after First Level Checking (FLC) of EVMs and VVPATs:

- (a) EVMs and VVPATs may be taken out for training and awareness purpose whenever needed even before first randomization subject to an upper ceiling of 10% of the total number of polling stations in the District.
- (b) There shall be no distinction between training and awareness EVMs/VVPATs to utilize maximum number of EVMs/VVPATs for training and awareness purpose inter-changeably.
- (c) Political Parties should necessarily be invited to witness this process from opening of Warehouse and re-sealing of warehouse after taking out the EVMs/VVPATs for training and awareness. Entire process to be videographed.
- (d) The list of such EVMs and VVPATs shall be given to the National and State Recognised Political Parties. This list shall also be shared with the candidates/their agents, as and when they are finalised.
- (e) Schedule of Awareness/Training shall be shared with Recognized National/State Political Parties.
- (f) Standard Operation Procedure (SoP) for Training (including demonstration and awareness program) of EVMs & VVPATs is enclosed at **Annexure-A**.
- (g) A list of probable risk during training & awareness is enclosed at **Annexure-B**
- (h) A sticker of Yellow colour mentioning "Training/Awareness" shall be affixed on such EVMs and VVPATs.

- (i) The abovementioned EVMs and VVPATs shall be stored in a separate designated warehouse, not below the sub-division headquarters level, with proper security and double lock-system, as is done for strong room having FLC-OK EVMs and VVPATs. The keys shall be kept with the two separate officers, nominated by DEO and shall not be below the rank of Tehsildar/Executive Magistrate.
- (j) The DEOs shall be directly responsible for the safety and security of these Training and Awareness EVMs and VVPATs.
- (k) Such EVMs and VVPATs shall be given only to the authorised officials deputed by the District Election Officer concerned.
- (l) The DEO shall ensure that the officials chosen for creation of EVM/VVPAT related awareness/IEC campaign, as well as those nominated for handling these EVMs and VVPATs must be comprehensively trained on the usage and functioning of the EVMs and VVPATs.
- (m) It shall be ensured that after the conclusion of daily training and awareness programs, these EVMs and VVPATs shall be stored in a secure Govt. Office/Govt. building only. If no such Govt. office/Govt. building is available, these EVMs and VVPATs shall be stored in the nearest block/tehsil headquarters under proper security. If there is no arrangement of security, the DEO shall provide the adequate security for these EVMs and VVPATs.
- (n) Proper log book shall be maintained.
- (o) In Assembly Constituencies having 100 or more polling stations, it shall be mandatory for the DEO to ensure that atleast 5% of the EVMs and VVPATs taken out for training and awareness purpose are re-introduced as Poll-day Reserve after de novo FLC, randomization, candidate setting etc carried out as per the extant instructions of the Commission. For Assembly Constituencies having less than 100 polling stations, the number of training/awareness EVMs and VVPATs to be re-introduced in the poll-day Reserve pool may be decided by the DEO as per the specific local requirement. In any case, effort must be made to ensure maximum machines from the training/awareness lot are re-introduced as Poll-day Reserve to optimize the utilization of machines for polls. The list of all such EVMs and VVPATs re-introduced in the Reserve poll shall



be duly shared with the political parties/candidates/their agents under proper acknowledgement.

- (p) It is reiterated that training and awareness EVMs/VVPATs shall be added to poll day reserve, only after following process of FLC, randomizations and Candidate Setting in the presence of political parties/contesting candidates/their agents.
- (q) FLC OK EVMs & VVPATs taken out for the abovementioned purpose, shall be marked 'Training and Awareness' in ETS also so that these EVMs and VVPATs cannot be used for Randomization.

Yours faithfully,

  
(Anoop Kumar)  
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.

## **SOP for Demonstration and Awareness programme on EVM & VVPAT**

The following Protocol shall strictly be followed for Demonstration and Awareness programme on EVM & VVPAT.

- Only "FLC OK" units shall be used for demonstration and awareness campaign.
- It shall be ensured that only dummy Ballot Paper is used in the BU.
- The VVPAT shall have dummy symbols which should match with the symbols of the Ballot Paper.
- Demonstration shall not be given in an open area as the VVPATs have to be shielded from direct sunlight.
- During demonstration/awareness, Ballot Unit and VVPAT shall be kept together so that voters can see the printed paper slip in VVPAT.
- Voters should be explained about the process using EVM with VVPAT and also informed about the use of VVPAT with EVM in elections.
- A Register should be maintained to record votes and signatures of all the participants on daily basis in the demonstration process.
- At the end of demonstration, the electronic result of the CU shall be cleared & VVPAT slips shall be removed from the VVPAT drop box. Further, it has to be ensured that on the next day the same process is repeated.
- Proper Security arrangement shall be made for movement of EVMs/VVPATs and awareness centres.

**PROBABLE RISKS**

- Non-Uploading of 16 candidates (including NOTA) Dummy Symbols in the 1% VVPATs used for testing with 4-BUs having 64 dummy symbols (including NOTA). Hence, before using for awareness purpose, ensure that VVPAT slips print as per dummy ballot papers.
- Irregularity on use of Dummy Symbols. Hence, before using for awareness purpose, ensure that VVPAT slips print as per dummy ballot papers.
- In case of M3 EVMs, M3 VVPATs should be connected at the time of commissioning of the EVMs otherwise EVM will not accept a VVPAT at a later stage. Hence, for awareness purpose candidate setting in M3 EVMs should be done using Ballot Unit and VVPAT.
- Lock paper roll when transporting the VVPAT from one place to another. Otherwise, VVPAT may go into error mode.
- Do not switch on the VVPAT in broad daylight or directly under a bulb or halogen lamp at the time of awareness as the VVPAT may go into error mode. Hence, ensure that awareness on EVM and VVPAT shall be done in shaded/closed area.
- Do not repeatedly switch ON and OFF the VVPAT as it will deplete the battery as well as paper roll.
- Switch OFF the CU when connecting or disconnecting the EVMs/VVPATs and do not pull the cable for disconnecting.
- Non adherence of SOP on Awareness of EVMs and VVPATs.