

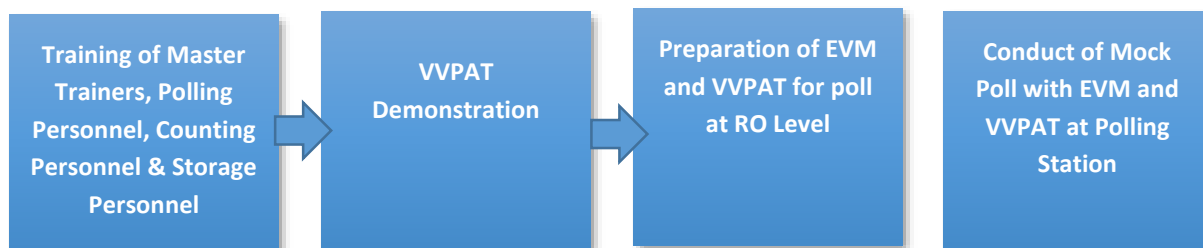
**Instructions on use of Electronic Voting Machine (EVM) with  
Voter Verifiable Paper Audit Trail (VVPAT) system.**

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## PRE-POLL

### 1. POLL PREPARATIONS WITH EVM & VVPAT



#### 1.1 TRAINING OF MASTER TRAINERS, POLLING PERSONNEL, COUNTING PERSONNEL AND STORAGE PERSONNEL:

- Presiding Officers, Polling Officers, Returning Officer, Assistant Returning Officers, Sector Officers and Counting Personnel must be given hands-on-training related to their role/duties on use of EVMs with VVPATs.
- Every official should get an opportunity to operate the EVM with VVPAT system and understand the process of recording the vote using VVPAT.
- Separate training should be given on counting of printed paper slips from the VVPAT system and tallying the count of VVPAT paper slips with the count of the Control Unit.
- A copy of VVPAT brochure (**Annexure-I**) should be given to all officers during training and be available at polling station on poll day.
- A training session may be incorporated in the training module of State Public Administration Institutions, on operation & use of VVPATs.

#### 1.2 VVPAT DEMONSTRATION

- A demonstration of VVPAT system should be organized by the District Election Officers (DEOs) for political parties, Returning Officers and electors at suitable locations.
- Further, the Returning Officers (ROs) shall arrange demonstration of VVPAT system for candidates and electors at suitable locations in the constituency.
- The poster “How to Cast Your Vote Using EVMs and VVPATs” (**Annexure-II**) on method of voting with VVPAT should be pasted at prominent places of the constituencies and at places in each polling station in a manner that voters waiting in the queue are able to read the instructions.
- The DEO and RO should also organize programmes for awareness about use of EVMs with VVPAT on print media and local cable-network etc. A short film on How to Cast Your Vote using VVPAT with EVM shall be made in regional language for this purpose.

**NOTE: Only FLC-ok EVMs & VVPATs with dummy symbols shall be used for training, awareness and demonstration.**

### 1.3 PREPARATION OF EVMS AND VVPAT SYSTEM FOR POLL (CANDIDATE SETTING)

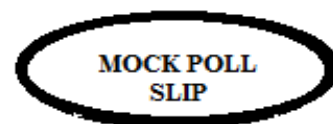
EVMs shall be prepared according to the instructions of the Commission on the preparation of EVMs for polls. The VVPAT system shall be prepared for poll in the following manner as mentioned in Rule 49B [4(c) (i) – (iii)] of the Conduct of Elections Rules, 1961:

- The VVPAT consists of VVPAT Status Display Unit (VSDU) and VVPAT Printer unit. A new battery power pack shall be connected to the VVPAT unit and shut the door of the battery compartment, but no sealing is required on battery compartment as the power pack can be replaced if low battery status is indicated on VSDU during the poll.
- A fresh paper roll shall be installed in the printer unit as per the procedure mentioned in the user manual for VVPAT provided by the manufacturer (**Annexure IX**)
- Serial numbers, names of candidates and symbols allotted shall be loaded in VVPAT with the help of engineers. A test printout shall be checked with the ballot paper in Balloting Unit (BU).
- Then one vote to each candidate shall be given to check that the VVPAT is printing the paper slips accurately.
- Thereafter, switch off the CU and seal the latches of paper roll compartment using thread seals and address tags. The candidates/their agents shall be allowed to affix their signatures with party abbreviations on Address Tags.
- The units should be randomly allocated to polling stations and kept in the respective carrying case.

### **POLL DAY**

#### 1.4 CONDUCT OF MOCK POLL AND SEALING OF EVMs AND VVPATs IN THE POLLING STATIONS BEFORE START OF ACTUAL POLL

- During the mock poll, BU and VVPAT should be placed in the Voting Compartment, where a Polling Officer should be present along with polling agents to observe. The CU and VSDU should be placed on the table of the Presiding Officer/Polling Officer. This Polling Officer will keep a record of the votes cast.
- After the mock poll, Presiding Officer will ascertain the result in the CU, count the VVPAT paper slips in the presence of the polling agents and confirm that the results tally for each candidate.
- All mock poll data in CU and VVPAT paper slips from VVPAT must be removed by the Presiding Officer and the empty drop box verified by the Polling Agents.
- The mock poll VVPAT paper slips, should be stamped on their back side with rubber stamp having inscription “**MOCK POLL SLIP**”, thereafter these mock poll VVPAT paper slips shall be kept in an envelope made of thick black paper and sealed with the seal of the Presiding Officer. The sample image of the said stamp is as under:



*(The dimensions of the stamp to be used for the purpose should be 3cms X 1.5 cms)*

- The Presiding Officer and polling agents must put their signatures on the envelope. The number and name of the polling station, number and name of Assembly Constituency, date of poll and the words “*VVPAT paper slips of Mock Poll*” shall be written on the envelope.
- This envelope must be kept in the special plastic box for mock poll and sealed with a pink paper seal placed all around in such a manner that opening of the box will require breaking of the seal.
- The number and name of the polling station, number and name of Assembly Constituency and the date of poll shall be written on the plastic box.
- The Presiding Officer and Polling Agents must put their signatures on the pink paper seal and keep the box along with other documents relating to elections. Thereafter, Presiding Officer will sign the Mock Poll Certificate (**Annexure-V**) and seal the CU.
- The drop box of VVPAT should be sealed with an address tag before the actual poll starts.

### 1.5 ROLE OF POLLING PARTIES:

- One extra polling official must be provided to handle the VVPAT unit while constituting polling parties. This polling official should handle VVPAT unit and also watch VSDU continuously during poll process.
- The official shall immediately inform the Presiding Officer of any error noticed in VSDU. At the time of dispersal of polling parties, two copies of the Trouble shooting instructions (**Annexure-III**) and List of additional items of polling materials (**Annexure-IV**) shall be handed over to the Presiding Officers.
- Adequate numbers of black paper envelopes and plastic boxes may also be procured for storing the paper ballot slips from the VVPAT.

**NOTE: The polling parties shall strictly be instructed not to test VVPAT at the time of dispersal and before mock poll at polling station under any circumstance, as VVPATs issued to them are already checked & tested.**

## 2. COMPLAINT & CONTINGENCY ISSUES

### 2.1 WRONG PRINTING COMPLAINT

If any voter alleges about the wrong printing of particulars of a candidate and/or symbol of that candidate on VVPAT paper slip printed by the printer on pressing of concerned blue (candidate) button on the Balloting Unit to which the printer is connected, the Presiding Officer of the polling station should provide him a ‘Form of Declaration’ (**Annexure-VI**) to lodge a complaint and follow the procedure prescribed under rule 49MA, which reads as under:

“49MA. Procedure in case of complaint about particulars printed on paper slip-

- Where printer for paper trail is used, if an elector after having recorded his vote under rule 49M alleges that the paper slip generated by the printer has shown the name or symbol of a candidate other than the one he voted for, the presiding officer shall obtain a written declaration from the elector as to the allegation, after warning the elector about the consequence of making a false declaration.

- If the elector gives the written declaration referred to in sub-rule (1), the presiding officer shall make a second entry related to that elector in Form 17A, and permit the elector to record a test vote in the voting machine in his presence and in the presence of the candidates or polling agents who may be present in the polling station, and observe the paper slip generated by the printer.
- If the allegation is found true, the presiding officer shall report the facts immediately to the returning officer, stop further recording of votes in that voting machine and act as per the direction that may be given by the Returning Officer.
- If, however, the allegation is found to be false and the paper slip so generated under sub-rule (1) matches with the test vote recorded by the elector under sub-rule (2), then, the presiding officer shall-
  - make a remark to that effect against the second entry relating to that elector in Form 17A mentioning the serial number and name of the candidate for whom such test vote has been recorded;
  - Obtain the signature or thumb impression of that elector against such remarks; and make necessary entries regarding such test vote in item 5 in Part I of Form 17C.”.

## 2.2 HANDLING CONTINGENCIES DURING POLL:

Certain contingencies may arise during the polling process, which may require certain actions. These are as follows: -

- **In case the CU or the BU does not work properly, replacement of the whole EVM including CU, BU and VVPAT is required. No mock poll is required to be taken.**
- In case the VSDU is showing “Low Battery”, the power pack battery of VVPAT should be replaced. It should be ensured that before taking out the power pack battery of VVPAT, control unit must be switched OFF and after installing new power pack battery in VVPAT, control unit should be switched ON. Control Unit should not be switched ON without installing power pack in VVPAT.
- In case there is any other error, like “Paper Low” error, the VVPAT will stop printing and the error shall be displayed on the VSDU. **In such case the VVPAT unit is to be replaced. No mock-poll is required to be taken.** Therefore, if VVPAT has not printed the paper slip, or the printed paper slip has not been cut, the last voter whose paper slip has not been printed by VVPAT or has not been cut should be allowed to cast his vote after the VVPAT has been replaced. In case the printed paper slip has not been cut and is hanging from the paper roll, no effort should be made to make it fall into the drop box. It should be allowed to remain hanging as it means that the vote has not been recorded in Control Unit and as it is not to be counted at the time of counting of the printed-paper slips. The details of such an occurrence should be clearly recorded in the Presiding Officer’s dairy in the following format: -
  - The date and time of the occurrence.
  - The name of the voter and his serial number in the part in the electoral roll, who was allowed to cast his vote after replacement of VVPAT.
  - Whether the voter cast his vote after replacement of VVPAT or went away without casting his vote.
  - The Total number of votes cast before the occurrence.

In case of contingencies, the Presiding Officers may also refer to **Annexure-III** for solutions.

### 3. COUNTING AND STORAGE OF VVPAT PAPER SLIPS

#### 3.1 APPLICATION FOR VVPAT PAPER SLIPS COUNTING

After announcement of result sheet entries, any candidate, their election agent or their counting agents may apply in writing to the RO to count the printed VVPAT paper slips in any or all polling stations. If such application is made, the RO shall pass a speaking order on whether the VVPAT paper slips should be counted. If the RO decides to allow the counting of the VVPAT paper slips of any or all polling stations, such decision of the RO must be recorded in writing along with the reasons thereof. The RO shall give due consideration to the following:

- Whether the total number of votes polled in that polling station is greater or lesser than the margin of votes between winning candidate and candidate making the application
- Whether EVM had a problem and was replaced at that polling station during poll
- Whether there was any complaint about VVPAT not printing or complaints by any voter under Rule 49MA in that polling station during the poll.

#### 3.2 ARRANGEMENTS FOR COUNTING OF VVPAT PAPER SLIPS:

- One of the Counting Tables inside the Counting Hall shall be earmarked by the Returning Officer as VVPAT Counting Booth (VCB) for Counting of VVPAT Paper Slips.
- VCB shall be enclosed in a wire-mesh just like a Bank Cashier Cabin, so that no VVPAT paper slip can be accessed by any unauthorised person.

#### 3.3 PROCEDURE TO COUNT VVPAT PAPER SLIPS:

If the RO decides to count the printed paper slips of any polling station(s) on an appeal for recounting of any polling station(s), the following procedures shall be strictly followed:

##### Step-1:

- For keeping VVPAT Paper Slips taken out from the Drop Box of the VVPAT, a sufficiently sized container with lid, of dimensions 14 inch X 10 inch X 5 inch (length x breadth x height), to easily accommodate around 1400 Printed Paper Slips, shall be kept on the table of VCB. This Container should be made of sturdy transparent material like plastic etc. Sample images of the Container are available in Annexure- VIII
- For keeping VVPAT paper slips of the respective candidates, a Pigeonhole Framework shall be prepared in advance according to the number of candidates including NOTA, with one additional pigeonhole for keeping self-test slips of the VVPAT, and shall be kept on the table of VCB.
  - The minimum number of Pigeonholes in the Framework must be equal to the number of candidates plus 2 (two).
  - The size of each compartment (Pigeonhole) must be atleast 6 inch X 4 inch X 4 inch (length x breadth x height).
  - The pigeonhole structure should be made of sturdy transparent material like plastic etc, having a fixed base, to prevent any VVPAT paper slip from slipping underneath.
  - The symbol of each contesting candidate as per the Ballot Paper should be affixed on the wall of the pigeonhole allotted to the particular candidates. The symbol should be printed

in black and white on a plain paper of minimum size 4inch X 3 inch. Sample images of the Pigeonhole Framework are placed in Annexure-VIII.

- At least 100 Rubber bands for making bundles of 25 VVPAT paper slips.

**Step-2:**

- The VVPAT unit(s) of the respective polling station(s) should be brought to the VCB one by one, as the case may be.
- In case a VVPAT unit was replaced during poll at that polling station, all the VVPAT units used at that polling station should be brought to the VCB.

**Step-3:**

- The printed paper slips shall be taken out from all the VVPATs used at the polling station, before beginning the counting of VVPAT paper slips for that polling station.
- Before taking out the VVPAT Paper Slips from the drop box, the address tag(s) of the drop box shall be crosschecked to ascertain that the VVPAT pertains to the respective polling station.
- The VVPAT Paper Slips taken out from the Drop Box of the VVPAT shall be first kept in the container as per specification at step-1 (i).
- After taking out the VVPAT paper slips from Drop Box, the Counting Supervisor shall ensure that no VVPAT paper slip is left inside the VVPAT drop box and show the empty drop box to the counting agents.
- In case a VVPAT unit was replaced, it may so happen that an uncut fully or partially VVPAT paper slip is hanging and has not got cut and dropped in the drop box and still connected to the paper roll. This uncut VVPAT paper slip should not be torn and should not be counted because the vote is not recorded electronically in the CU unless the VVPAT paper slip is cut. In such an event, the last voter whose VVPAT paper slip was not cut would have been given an opportunity to cast his vote after replacement of VVPAT and the VVPAT paper slip of the vote cast by him shall be in the next VVPAT used in that polling station.
- The drop box of the VVPAT will also have VVPAT slips of self-test report. These are easily identified, as they do not have either the name or the symbol of any candidate. These self-test report slips are to be preserved along with the VVPAT paper slips as part of the record but they are not to be counted.

**Step-4:**

- The VVPAT paper slips should be segregated one-by-one and put in respective pigeon holes after showing each slip to the Counting Agents. The paper slips bearing self-tests report shall also be segregated and put in a separate pigeonhole provided for the purpose.
- Bundles of 25VVPAT paper slips of respective candidates shall be prepared for counting purpose.
- VVPAT Paper Slips shall then be counted by the counting staff.
- Result of the VVPAT paper slips count shall be prepared in the format as per **Annexure-VII** and attached to Part-II of Form 17-C.
- The result of the count of VVPAT paper slips shall be announced loudly in the counting hall and shown to the counting agents.

- As per Rule 56D(b) of the Conduct of Elections Rules 1961, if there is any discrepancy between EVM count and paper slip count, the paper slip count shall prevail. Hence, if there is discrepancy between the count of votes displayed on the Control Unit and the count of printed-paper slips in respect of that Polling Station, the result sheet will be amended as per the printed-paper slips count.

**Step-5:**

- After completion of counting of VVPAT paper slips, the bundles of all the VVPAT Paper Slips shall be kept back in the Drop Box of the respective VVPAT and door of the Drop Box shall be sealed using address tags.
- The candidate(s)/their agents may also be allowed to affix their signature with party abbreviation on the Address Tags.

**3.4 STORAGE OF EVMs & VVPATs AFTER COUNTING OF VOTES:**

After completion of counting of votes, EVMs and VVPATs containing printed paper slips in its Drop box, shall be kept in the same strong room without removing Power Packs of Control Units and Power Packs and Paper Rolls of VVPATs.

- The Strong room shall not be opened till completion of Election Petition (EP) period i.e. till EP list is received from respective High Court.
- After completion of Election Petition Period, the exact EP position should be ascertained from High Court concerned before opening the strong room.

**3.5 STORAGE OF VVPAT PAPER SLIPS AFTER EXPIRY OF PERIOD OF FILING OF ELECTION PETITIONS:**

After expiry of the period of filing of Election Petitions (EPs) i.e. 45-days from the date of declaration of result, District Election Officers shall ascertain the position of EP from the concerned High Court. After obtaining the status of EP from the High Court concerned, the following action shall be taken:

- Every VVPAT used in an election and kept in the custody of the District Election Officer shall be kept untouched, under the standard protocol of security, till confirmation of Election petition position from the High Court concerned after the completion of the period for filing Election Petition i.e. 45 days from the date of declaration of the result.
- In the case of elections, where no election petition has been filed or no other court cases are pending, after the aforesaid period, the VVPATs shall be available for use in any future election or any other purpose like training, awareness, movement, physical verification etc.
- Before moving any VVPAT, printed paper slips shall be taken out from Drop-box of the VVPATs as per procedure mentioned below:
  - A Notice informing the opening of Strong Room having VVPATs shall be given to the representatives of all political parties in writing at least 48 hours in advance, requesting them to remain present at the time of opening of strong room.
  - The strong room shall be opened in the presence of the District Election Officer and representatives of Political Parties.
  - Remove the Power Packs of Control Units and Power Packs and Paper Rolls of VVPATs.



- The VVPAT paper slips shall be taken out from the Drop Box of VVPAT and kept in a paper envelope made of thick black paper, sealed using red wax under the seal of DEO. Name of election, number and name of assembly constituency, particulars of polling station, unique serial number of the VVPAT unit, date of poll and date of counting shall be mentioned on the envelope containing printed paper slips.
- The envelopes containing VVPAT paper slips shall be kept with all other statutory documents relating to that election till the statutory time limit.
- Thorough checking of officials deputed for the removal of VVPAT paper slips and their sealing must be ensured. All pockets need to be emptied before entering the Sealing Room/Strong Room and thorough checking of officials leaving the sealing room should be done in addition to DFMD/Metal Detector Checking.
- Once the VVPAT paper slips have been taken out, the VVPATs must be kept in their separate designated warehouse. VVPAT should not be kept in the same warehouse where EVMs are stored.
- To ensure there is no deliberate attempt to remove any paper-slips from sealing room/strong room, the entire process should be conducted under high quality CCTV recording/videography.
- In case of any election **where election petition has been filed**, the following action shall be taken:-
  - If the EVMs or Counting of Votes are the subject of the election petition, the EVMs and VVPATs used at all Polling Stations in the constituency concerned shall continue to be kept in the safe custody of the District Election Officer, till such time the Election Petition is finally disposed of by the Courts.
  - If the EVMs or counting of votes are not the subject of the election petition, an application may be moved to the concerned Court for allowing the EVMs& VVPATs concerned to be taken out of the strong room for any future election or any other purpose like movement, physical verification etc.
  - In case VVPATs not involved in any Election Petition/Court Case are stored with the VVPATs involved in Election Petition/Court Case, the following procedure shall be followed for segregating the VVPATs not involved in any election petition/court case from the VVPATs involved in EP/Court case:-
    - A Notice informing the opening of Strong Room having VVPATs involved in EP/Court Case as well as non-EP VVPATs, shall be given to the petitioners/respondents of the EP/Court Case and the representatives of all political parties in writing at least 72 hours in advance, requesting them to remain present at the time of opening of strong room.
    - The strong room shall be opened in the presence of the District Election Officer, Petitioners/respondents of the EP/Court case and representatives of Political Parties.
    - The VVPATs not involved in any EP/Court Case shall be segregated from the VVPATs involved in EP/Court Case for taking out of the strong room. A list of VVPATs being so taken out from the strong room shall be prepared.
    - The VVPATs, which are not involved in any EP/Court Case, should only be taken out of the Strong room.

- The procedure mentioned above shall be followed for taking-out power packs, paper rolls and the printed paper slips from all such VVPATs, following which the VVPATs are available for any subsequent deployment/use.
- The entire process shall be videographed and videography must be preserved for record.

**ELECTION  
COMMISSION  
OF INDIA**



**VOTER  
VERIFIABLE  
PAPER AUDIT TRAIL**

## ***Voter Verifiable Paper Audit Trail (VVPAT)***

The VVPAT enables the voter to physically verify the vote cast on the EVM. It consists of the Printer Unit to print the voter's selection and the VSDU (VVPAT Status Display Unit) to display the error messages of VVPAT during poll.

The VVPAT prints the selection of the voter on a 10cm X 5.6 cm long slip of paper called Ballot Slip. The ballot slip will display:

1. The serial number of the candidate
2. The name of the candidate
3. The corresponding symbol

The paper slip is displayed behind a transparent window for seven seconds before it is automatically cut and collected in the sealed Ballot compartment below. The VVPAT battery and paper roll are designed for printing minimum 1500 Ballot slips for each election.

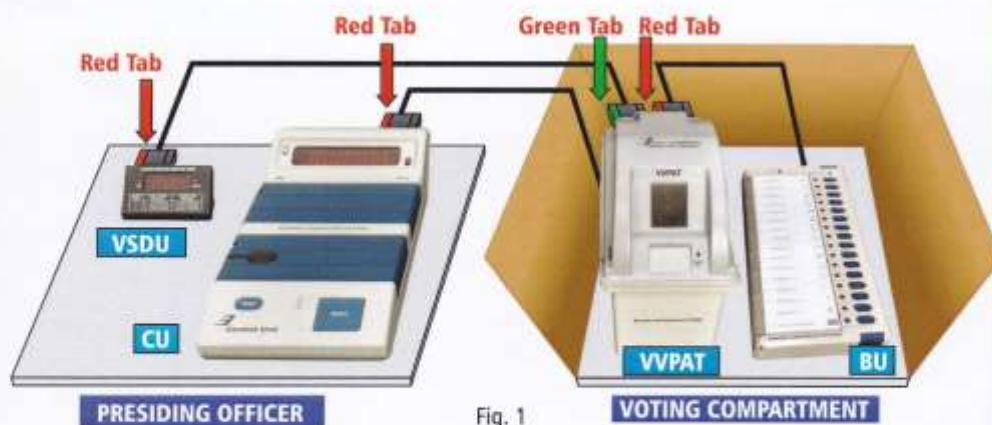


Fig. 1

# VVPAT Components

The VVPAT system consists of following accessories.

## 1 VVPAT UNIT

The VVPAT printer prints the ballot slips and collects them in a secure sealed box. The VVPAT comes with an attached cable which is used to connect to the CU.



**Connector with Red/Black latch**

## 2 VVPAT STATUS DISPLAY UNIT (VSDU)

VVPAT Status Display Unit (VSDU) is used to indicate the VVPAT system status to the Presiding officer. The VSDU displays **PRINTER ERRORS, LOW BATTERY** and also the suggested action to be taken.

**Connector with Blue/Green latch**



## 3 INTERCONNECTING CABLE TO VSDU

The Interconnecting Cable connects the VSDU to the VVPAT unit



**VVPAT Unit with 5 meter cable ( to connect to CU)**

## 4 BATTERY PACK FOR VVPAT

A Battery Pack for running the VVPAT is inserted at the appropriate compartment in the VVPAT unit

**Battery pack for the VVPAT unit**



## 5 PAPER ROLL



Paper Roll for Printing of Ballots

**Thermal Paper Roll**

## 6 CARRY CASE

A Strong Case to carry the whole VVPAT system in a secure way

**VVPAT Carring Case**





# VVPAT Operation

Commissioning of VVPAT by Presiding Officer (PO)  
at Polling Station on day of poll

## STEP 1

### Preliminary Checks

1. At the polling station, remove the VVPAT and VSDU with cables carefully from carrying case
2. Check for proper condition of the VVPAT unit, VSDU unit, connecting cables and connectors
3. Sealing should be intact for paper roll compartment.
4. Check and ensure that the ballot compartment is empty. All paper slips or ballot slips should be removed from inside the compartment.

## STEP 2

### VVPAT setup and connection with EVM System

- Place CU & VSDU and BU & VVPAT as per (Fig.1)
- Connect the VVPAT unit with EVM system as per steps below
- Close cable compartments after connecting the cables



All connection of EVM & VVPAT shall be done only in Power off condition.

### STEP 3

#### Mock Poll Procedure

To conduct a Mock Poll at polling booth follow the below process

##### SETUP

1. Power ON the CU.
2. ON lamp will glow on CU and VVPAT.
3. VVPAT prints Power ON Self Test (POST) slip. The POST slip is seen through the window and cuts and falls down.
4. In case of any error in the VVPAT, corresponding error is printed in the POST slip. In case POST slip does not cut, replace VVPAT with good one
5. Now the EVM – VVPAT system is ready for voting process.

Ballot Unit Ready for Voting



Red Light Indicates Register of Vote  
Candidate Button



##### MOCK VOTING

Follow the standard mock poll procedure for CU/BU as per the EVM instruction booklet.

1. The ballot process is initiated and each polling agent is allowed to vote for the candidate of choice.
2. VVPAT prints the ballot slip containing the serial number of the candidate, name of the candidate and corresponding party symbol.
3. The printed slip is held for 7 seconds and then cut and subsequently falls into the ballot collection drop box.
4. Repeat this ballot process by voting for each contesting candidate and verify the correctness of the printed ballot slips.
5. Keep a careful manual record of the votes polled in respect of each candidate.
6. Press the CLOSE button on CU.



Voter Sees Candidate Name, Number & Symbol Printed



At least 50 votes should be cast during mock poll



## MOCK POLL VERIFICATION

1. Press the RESULT button on CU and manually record the result data displayed by CU.
2. Press the CLEAR button on CU and observe TOTAL should be zero in the CU.
3. Switch OFF the CU.
4. Open the ballot compartment door of the VVPAT and collect the VVPAT ballot slips.
5. Segregate these ballot slips as per the party symbol and record the result of the counted slips. Keep aside the POST slip(s).
6. Compare the VVPAT result data with the CU result data. Both must tally candidate wise.
7. After ensuring the correctness of the EVM-VVPAT system, remove the mock poll printed ballot slips and store separately.

**NOTE!** Fill mock poll certificate carefully and correctly

**NOTE!** Ensure that the ballot compartment is empty before actual poll.

### STEP 4

#### *Sealing of ballot slips compartment after mock poll*

- The presiding officer should ensure that the ballot slips compartment of VVPAT is empty and does not contain any paper slips.
- The presiding Officer is required to seal the ballot slips compartment door in presence of polling agents. Sealing procedure is same as followed for the CU.



## STEP 5

### Actual Poll Procedure

*After ensuring that all seals are in proper condition and that the CU, VSDU, BU and VVPAT are placed as in Fig 1, power ON the CU.*

- The presiding officer should ensure that the VVPAT should be in ON condition by checking the power ON LED.
- Continue the actual polling as per the standard procedure in the case of EVM.
- Polling officer shall be monitoring the Status of VVPAT through the VSDU messages.
- If the VVPAT stops printing and shows error in the VSDU the VVPAT Unit should be replaced by another VVPAT Unit. The voter should be asked to vote again on the replaced system.



In the event of any failure in the VVPAT the unit should be replaced with a good one.



In case of 'LOW BATTERY' indication by VSDU the battery Should be replaced by a new one.

## STEP 6

### Closing of Poll Procedure

*After completion of actual poll take the following steps*

1. Press the close button on CU.
2. Switch OFF the CU.
3. Disconnect the VVPAT cable connected to CU.
4. Disconnect the VSDU cable connected to VVPAT
5. Disconnect the BU cable connected to VVPAT.

## STEP 7

### *VVPAT Packing Instructions before dispatch to strong room/counting center*

1. Keep VVPAT with its cable and VSDU with its cable in the VVPAT carrying case.
2. Care should be taken while winding of VVPAT and VSDU cables.
3. Seal the carrying case in the presence of Presiding Officer and polling agents.



## **Election Commission of India**

Nirvachan Sadan, Ashoka Road, New Delhi-110001

Tel.: +91-11-23717391-98, Fax: +91-11-23713412 [www.eci.nic.in](http://www.eci.nic.in)

# HOW TO CAST YOUR VOTE

**1 ENTER THE BOOTH** USING EVM & VVPAT

The Presiding Officer will enable the ballot Unit while you enter the polling compartment.

**2 CAST YOUR VOTE**

Press the Blue Button on the Ballot Unit against the name /symbol of candidate of your choice.

**3 SEE THE LIGHT**

The red light against the name /symbol of candidate chosen will glow

**4 SEE THE PRINT**

The Printer will print a ballot slip containing Serial Number, Name and Symbol of the chosen Candidate as shown.

See the print through the glass, as the printout will not be given to you

**NOTE!**

If you do not see the ballot slip and hear the loud beep please contact the Presiding officer.

**ELECTION COMMISSION OF INDIA**

[www.eci.nic.in](http://www.eci.nic.in)



## HANDLING OF CU-BU-VVPAT FAILURES/ERRORS DURING POLL

### PREPARATION OF POLLING OFFICIALS FOR FAULT HANDLING-SUGGESTIONS

Certain contingencies may arise during the polling process which may require certain actions. These are as follows: -

- a. **In case the CU or the BU does not work properly:** (i) Switch off the CU and don't switch it on again (ii) Replace the complete set of EVM and VVPAT by another set of BU, CU and VVPAT (iii) Continue the poll with the new EVM set.
- b. **In case Display Panel of the CU displays "Link Error":** (i) Check that the cable connections are proper by visual inspection (don't remove and reconnect the connectors); (ii) If "Link Error" still persists, replace the complete set of EVM and VVPAT.
- c. **In case the VVPAT Status Display Unit (VSDU) displays "Error Code-1Replace Battery":** Switch off the CU and replace the Power Pack of VVPAT printer. *It should be ensured that in no case replacement of power pack is done without switching off the CU.*
- d. **In case the VSDU displays "Error Code – 2 Replace Printer" and the Presiding Officer has not pressed the BU enable button:** Switch off the CU and replace the defective VVPAT unit with the new VVPAT unit. *It shall be ensured that in no case replacement of VVPAT unit is done without switching off the Control Unit.*
- e. **In case the Presiding Officer has pressed BU enable Button and the Voter has pressed the Candidate Button of the Ballot Unit and complains that 'Paper Slip' has not been printed or the Paper Slip printed by the VVPAT unit has not been cut and hanging against the display window then:** (i) If the busy lamp of the CU is not glowing and no Message/Error is displayed on VSDU, the complaint should be considered as baseless and rejected; (ii) If busy lamp is glowing on the CU and no Message/Error is displayed on VSDU, the Voter shall be requested to go into the Voting Compartment once again and press the Candidate Button on BU of his choice; (iii) If busy lamp of the CU and VSDU are glowing and VSDU has no display message, please switch OFF the CU and replace the VVPAT unit. (iv) The last voter whose paper slip has not been printed by VVPAT or has not been cut should be allowed to cast his vote after the VVPAT unit has been replaced.

Please keep in mind that the vote is not recorded in the CU electronically unless the paper slip has been printed and cut by VVPAT. If VVPAT has not printed the paper slip, or the printed paper slip has not been cut, the last voter whose paper slip has not been printed by VVPAT or has not been cut should be allowed to cast his vote after the VVPAT unit has been replaced.

- f. **In case the printed paper slip has not been cut and is hanging from the paper roll:** Replace the Printer, but no effort should be made to make it fall into the drop box. It should be allowed to remain hanging, as it is not to be counted at the time of counting of the ballot slips. The details of such an occurrence should be clearly recorded in the Presiding Officers diary in the following format:

- i. The date and time of the occurrence.
  - ii. The name of the voter and his serial number in part in the electoral roll who was allowed to cast his vote after replacement of VVPAT.
  - iii. Whether the voter cast his vote after replacement of VVPAT or went away without casting his vote.
  - iv. The Total number of votes cast before the occurrence.
- g. In case a voter alleges after recording his vote that the printed paper slip generated by the printer has shown the name or symbol of a candidate other than the one he voted for:** Action should be taken as per provisions of Rule 49MA of the Conduct of Elections (Amendment) Rules, 2013:
- (i) Obtain a declaration from the complainant in the Declaration Form (**Annexure-VI**) under his/her signature/thumb impression; (ii) Proceed to the voting compartment along with the complainant and polling agents present in the polling station at that moment; (iii) The voter shall be asked to cast a test vote in favour of any candidate and make second entry related to that elector in the Form-17A; (iv) Observe carefully whether the Printer has printed the paper slip correctly; (v) If the complaint of the elector is found genuine, the Presiding Officer shall report the facts immediately to the RO and stop further polling at the station; (vi) If the complaint of the elector is found false, make a remark to that effect against the second entry relating to that elector in Form-17A mentioning the serial number and name of the candidate for whom such test vote has been recorded and obtain the signature or thumb impression against such remark. Further make necessary entries regarding such test vote in item 5 in Part-I of Form 17-C.

**CHECK LIST OF ADDITIONAL ITEMS OF POLLING MATERIALS TO BE PROVIDED TO THE POLLING PARTY**

- |   |   |           |
|---|---|-----------|
| 1. Voter Verifiable Paper Audit Trail (VVPAT) Printer Unit                              | : | 1 No.     |
| 2. VVPAT Status Display Unit (VSDU)   | : | 1 No.     |
| 3. Carrying Case for the VVPAT system   | : | 1 No.     |
| 4. Envelope made of thick black paper<br>(For sealing printed paper slips of Mock Poll) | : | 2 Nos.    |
| 5. Plastic Box for Black Paper Envelope Sealing   | : | 1 No.     |
| 6. Pink Paper Seal for sealing Plastic Box  | : | 2 Nos.    |
| 7. Form of declaration by elector under rule 49MA<br>of the Conduct of Elections Rules  | : | 10 copies |

**Mock Poll Certificate**

This is certified that I, ..... Presiding Officer at the Polling Station No.....of .....Assembly Constituency (or the .....Assembly segment under .....Parliamentary Constituency) conducted the mock poll at ..... AM today, the poll day i.e. ....(date), following scrupulously all the instructions issued by the Election Commission of India, using –

CU of Serial No. (as printed on back-side of the CU).....

BU of Serial No. (as printed on back-side of the BU).....

VVPAT Unit of Serial Number (if used).....

1. A total of ..... votes were cast for each candidate and also for NOTA.
2. It was verified that the LED light was getting lit up against the correct candidate/NOTA button, when the button was pressed and beep sound was properly heard.
3. The candidate-wise detail of votes polled during mock-poll and result displayed, is as under:

S. No.	Name of the Candidate	Number of votes cast during mock poll	Number of votes displayed in CU on checking the result	Number of Printed Paper Slips, as per counting on checking mock poll result (if VVPAT used)	Votes Cast and Result displayed & Printed Paper Slip count (if VVPAT used) Tallied with each other (YES/NO)
	<b>NOTA</b>				
<b>Total</b>					

4. **I have cleared the memory of the EVM and also removed the printed paper slips of VVPAT after the mock poll and verified that the memory has been cleared, by pressing the Total button and seeing the Total is shown as '0'.**
5. At the time of mock poll the following polling agents representing the candidates whose names mentioned against the names of such agents were present and I have obtained their signatures.

6. Poll Start Date and Time seen on the display of CU at the time of start of actual poll..... (To be filled in case of Post-2006 EVMs).

**Sl.No.Name of Polling AgentName of PartyName of candidate Signature of PollingAgent**

- 1.
- 2.
- 3.
- 4.
- 5.

or

At the time scheduled for mock poll no polling agent was present/the agent of only one contesting candidate was present. After waiting for fifteen more minutes, I conducted the mock poll along with other polling staff at .....AM.

Signature of Micro-Observer (if posted at the polling station)

Date:

Time:  
Officer

Name & Signature of the Presiding

Polling Station No.....

Polling Station Name.....





General/Bye-Election to.....

Sl. No. and Name of Parliamentary/Assembly Constituency.....

No. and Name of Polling Station.....

**FORM OF DECLARATION BY ELECTOR**

**UNDER RULE 49MA OF CONDUCT OF ELECTIONS RULES, 1961**

1. I hereby solemnly declare and affirm under sub-rule (1) of Rule 49 MA of the Conduct of Elections Rules 1961 that the paper slip generated by the printer attached to the Balloting Unit has shown the name and/or symbol of a candidate other than the candidate for whom I voted by pressing the concerned blue button against the name and symbol of the candidate of my choice on the Balloting Unit. I am ready to cast a test vote again to show that the allegation made by me is true and bonafide.

(2). I am aware of the penal provisions of Section 177 of the IPC that I shall be liable to be punished with imprisonment for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both, if the declaration given by me in para 1 above to the Presiding Officer appointed under Section 26 of the RP Act, 1951 is found to be incorrect.

Signature/Thumb impression of the Elector

Name of the Elector.....

Father/Mother/Husband's Name.....

Part No. of elector roll.....

Sl. No. of elector in that Part.....

Sl. No. in Register of Voters (Form 17A).....

Dated.....

Certified that the above declaration was made and subscribed by the elector above named before me.

Signature of the Presiding Officer

.....

Dated.....

## ANNEXURE TO PART-II OF FORM 17-C

## RESULT OF PRINTED PAPER COUNT

Polling Station No. \_\_\_\_\_

Unique ID of VVPAT : \_\_\_\_\_

Sl.No. of candidate	Name of candidate	Number of votes as per count of Printed Paper Slip of VVPAT	Number of test votes to be deducted as per item 5 of Part I	Number of valid votes. (3-4)
(1)	(2)	(3)	(4)	(5)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

---

 Total
 

---

Whether the total number of votes shown above tallies with the total number of votes shown against item 6 of Part I or any discrepancy noticed between the two totals.(YES/NO)

---

Place.....

Date.....

Signature of Counting Supervisor

Name of candidate/election agent/counting agent

Full signature

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

---

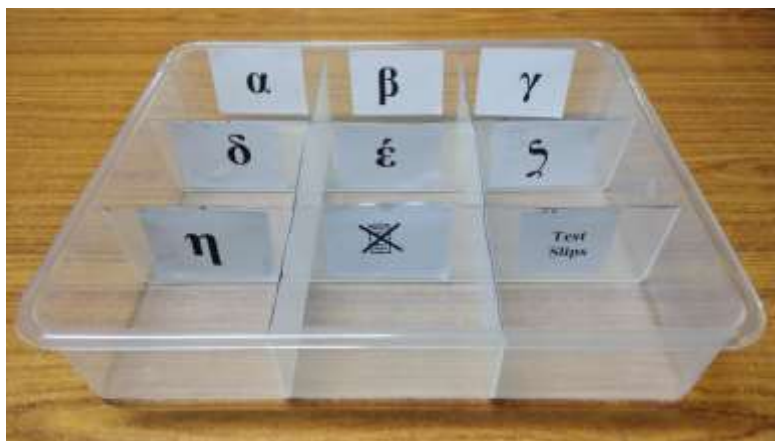
 Place.....

Date.....

Signature of Returning Officer



**Sample Container -14 inch X 10 inch X 5 inch (length X breadth X height)**



**Sample Pigeonholes (Size of each compartment 6 inch X 4 inch X 4 inch)**

**INSTALLATION OF PAPER ROLL IN VVPAT**

- a) Open the Paper Roll compartment by opening the side latches and by lifting the top cover. Observe the Paper Roll Compartment which holds the Paper roll.
- b) Remove “Spindle” from its position by pulling towards upward direction.
- c) Insert “Spindle” into “Thermal Paper Roll”.
- d) Place the “Thermal Paper Roll” with “Spindle” into its position (i.e Paper Roll compartment) and press it towards down.
- e) Insert “Thermal Paper Roll” edge into the “Guide -Paper Entry”. Ensure that the plain paper should be on the top surface and the printed band should be on the lower Surface of the Paper.
- f) Move the paper into the slot by rotating the paper feed knob clockwise.



**Paper Roll Installation steps**