

Then the Display will be as follows

nP 8

P1 04-1

P2 09-2

P3 09-1

P4 12-3

P5 06-1

P6 03-1

P7 03-1

P8 06-2

This way the machine is set for total 8 posts and total 52 candidates.

NOTE: This example gives the highest number of posts (8) possible and for this the highest number of total candidates (52) possible with this EVM. The same method is followed for no. of postes and no. of contestant and no. of choices as required.

- e) Switch OFF the CU by pushing the "Power" switch downwards to OFF position. Then switch ON the CU and confirm that the number of contesting candidates is as per the set values. Next, switch OFF the CU and disconnect the interconnection Cable from the Control Unit. For this purpose the side screws on both sides of the connector shall be loosened and the connector shall be pulled out. Then closed the cover of the bottom compartment of the Control Unit.

Note : Always switch OFF CU when connecting or disconnecting BU to CU.

f) DETACHABLE MEMORY MODULE (DMM) INSTALLATION PROCEDURE WHEN ORIGINAL DMM IS LOST / REMOVED FOR STORAGE OF AN ELECTION DATA.

Notes :

- 1) If EVM is switched on without the DMM "Er" will be displayed.
- 2) If the old DMM is lost / removed and a new DMM is inserted and then the EVM is switched "ON" the display will be "Er".
- 3) In order to perform candidate setting adopt the following procedure :
 - 3.1 Insert the new DMM.
 - 3.2 Switch "ON" will be displayed momentarily and disappears.
 - 3.3 Press the "CLEAR" button and keep it pressed.
 - "Er" will be displayed.
 - Then there will be long beep
 - During the long beep the button can be released.
 - Wait till all displays are completed.
 - 3.4 Switch OFF the EVM.
 - 3.5 Switch ON the EVM and perform the candidate setting as explained in para 12.

SEALING THE 'CADN SET' BUTTON COMPARTMENT

13. Close the flap which houses the and Set button and pass a thread through the two holes provided on the left side and seal with the seal of the Returning Officer. While sealing take care that direct flame does not come in contact with the Control Unit and molten wax does not fall on any part of the Control Unit.

SEALING THE CANDIDATE SET SECTION

14. Close the Candidate Set Section. Pass a thread through the two holes provided on the left side and seal with the seal of the Returning Officer. While sealing take care that direct flame does not come in contact with Control Unit and molten wax does not fall on any part of the Control Unit.
15. Put back the Ballot Unit and the Control Unit in their respective carrying cases. They are ready for transportation to the Polling Station.

CHAPTER - 4

COMMISSION OF EVM BY PRESIDING OFFICER AT POLLING STATION ON DATE OF POLL

PRELIMINARY

1. Before EVM is put in actual use at the polling station some further preparation are necessary. These have to be done by the Presiding Officer at the Polling stations in the presence of the candidates/their election agents or their polling agent. The Presiding Officer shall start the preparations about an hour before the time fixed for the commencement of the poll and the polling agents should also, therefore, be present at the polling station at that time. The preparations which are required to be made are explained in the following paragraphs.

BALLOT UNIT

2. The Ballot Unit is already duly prepared in all respects and no further preparation of this Unit is required on the date of poll, except that its interconnecting cable has to be plugged to the Control Unit, Further the Presiding Officer has to check that -
 - a. The Ballot Paper is properly fixed in the Ballot Display Panel under the Ballot paper screen, and
 - b. The two seals put by the Returning Officer at the top and the bottom porting on the right hand side are intact.

CONTROL UNIT

3. The Presiding Officer should check that the seal put by the Returning Officer on the Candidate Set Section on the left side is intact.
4. Thereafter, he should open the Bottom compartment of the Unit as explained in para 24 of chapter 1 and take following steps -
 - a) Connect the Ballot Unit to the Control Unit by plugging the male connector of the Interconnecting cable into the female connector in the bottom compartment of CU as explained in para 12(a) of chapter 3.
 - b) Put the 'Power' switch to 'ON' position. It will give a beep sound and the 'ON' lamp (Fig. 6) on the Display Section of the Control Unit will glow GREEN.
 - c) Close the Bottom Compartment.
5. After the above-mentioned steps, the Officer should open the cover of the Result section by pressing slightly inwards the latch provided on the left side.
6. Thereafter, 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 (Fig. 10). (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.)

7. After opening the inner Compartment, all counts should be set to ZERO and for this purpose, press the 'Clear' button. The clearing operation is initiated on pressing this button. This operation takes about 14 seconds and the buzzer is ON during this clearing process. On Completion of the clearing process the Display Panel will start displaying the following information sequentially :-

nP	8	P2 09-2	P2 09-1
Eo	0	V	0
P1 04-1		01	0
V	0	02	0
01	0	03	0
02	0	04	0
03	0	05	0
04	0	06	0
		07	0
		08	0
		09	0

P4 12-3	P5 06-1	P7 03-1
V4 0	V5 0	V7 0
01 0	01 0	01 0
02 0	02 0	02 0
03 0	03 0	03 0
04 0	04 0	08 06-2
05 0	05 0	V8 0
06 0	06 0	01 0
07 0	P6 03-1	02 0
08 0	V6 0	03 0
09 0	01 0	04 0
10 0	02 0	05 0
11 0	03 0	05 0
12 0	(Every indication is followed by a beep sound)	End

Note : If on pressing 'Clear' button, the 'Display Panel' dose not display the information as indicated above, it means that some of the earlier operations needed for clearing the machine have not been performed. To clear the machine, ensure that Ballot Unit and Control Unit have been appropriately linked. Press 'Close' button, wait till display till shows "End" and thereafter press 'Result I' button and wait till display shows "End". Now press the 'Clear' button. The 'Display Panel' will start displaying the information as indicated above.

8. The display of the above information on the Display Panel is for showing the polling agent present at the polling station that no votes are already recorded in the machine.

MOCK UNIT

9. After demonstrating as above that no votes are already recorded in the machine, a mock poll should be held by recording some votes. For that purpose, perform the following operations :-
- 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'.
 - Ask any polling agent to vote to candidates of his choice, by pressing the candidate button on BU. The corresponding arrow lamps adjacent the buttons glow red.
 - After completion of voting the 'Ready' lamp will go off. Also a beep sound will be heard emitting out from the Control Unit, RED light in the candidate's lamp, RED light in the Busy lamp and the beep sound will go off. This will be the indication that the voter's choice has been recorded in the Control Unit and the machine is now ready to received next vote.
 - Repeat the process explained in the preceding paras (a), (b), and (c) for voting by other polling agent. Keep a careful account of the votes so recorder in respect of each candidate.
 - 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 voters as recorded manually.

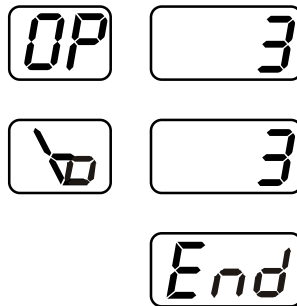
Note: 'Total' button should be pressed only after all the votes have been recorded for all candidates and the 'Busy' lamp in the Display Section is off.

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

ASSUMPTION :

- No. of posts 3
- No. of voters 9
- for post 1 to elect 1 out of 3
- for post 2 to elect 2 out of 6
- for post 3 to elect 1 out of 3
- All candidates may not get equal votes

DISPLAY SEQUENCE:



Note: Subject to availability of time, there is no objection to permit the recording of more or less votes at mock poll. It is also not necessary that the number of votes recorded 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 panels will start showing the following information sequentially:

OP *3*

Eo *9*

PI 03 -1

EL *9*

01 *3*

02 *3*

03 *3*

(Assumption - Each candidate obtained 3 votes)

P2 06-2

✓ 18

01 3

02 3

03 3

04 3

05 3

(Assumption - each candidate obtained 3 votes)

06 3

P3 03-1

✓ 9

01 3

(Assumption - each candidate obtained 3 votes)

02 3

03 3

End

To demonstrate under voting/No voting during mock poll the end button may be pressed after under voting / no voting. In such case to, t1, t2, t3 may not match.

- h) Next, press the 'Clear' button to clear the account of votes recorded during the mock voting. On the 'Clear' button being so pressed, the account will show zero as explained below :

nP	3	P2	06-2
Eo	0	V	0
P1	03-1	01	0
V	0	02	0
01	0	03	0
02	0	04	0
03	0	05	0
		06	0
		P3	03-1
		V	0
		01	0
		02	0
		03	0
		End	

CAUTION : DO NOT FORGET TO CLEAR THE MOCK POLL VOTES.

Now SWITHC OFF the control unit.

ACTUAL POLL

10. EVM can now be used for actual poll.
11. However, before the commencement of the actual poll the 'Result Section' should be sealed. For that purpose, perform the following operations.

CAUTION: DO NOT FORGET TO SWITCH OFF THE CONTROL UNIT BEFORE SEALING THE RESULT SECTION.

a) Fixing a Green Paper Seal and closing of inner compartment :

These seals have been printed specially by the State Election Commission on Security paper serially numbered. One seal has to be fixed in the frame provided for the purpose on the inner side of the door of the inner compartment. In order that the seal is firmly fixed in the frame and does not shift from its position, a thin cardboard padding may be provided. The seal should be so fixed that its green surface is seen through the apertures from the outer side.

After fixing the seal, the door of the inner compartment should be closed in such a manner that the two open ends of the paper seal project outward from the sides of the inner compartment as shown in Fig. 21. On the white surface of the paper seal; so 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 such of the candidates/polling agents as are present and desire to put their signatures. Note down the serial number of the paper seal used and also allow the candidates /polling agent present to note down the numbers.

Seal the inner door. For this purpose pass a thread through the two holes provided for the purpose on the left side of the inner door and put a thread seal with the seal of the Presiding Officer, using a special Tag.

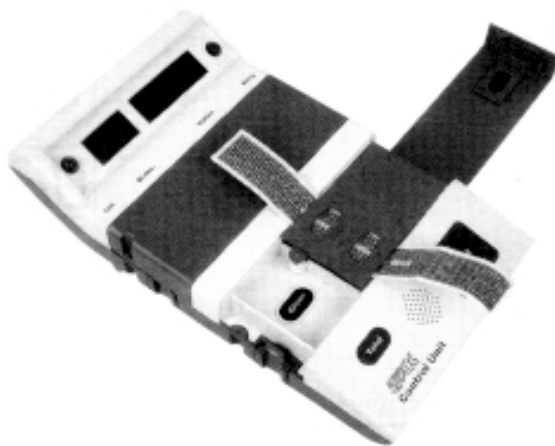


Fig. 21 Fixing of Green Paper Seal

b) Closing of Result Section :

The outer cover of the Result Section has to be pressed for closing this Section. After pressing the outer cover, the Result Section should be sealed by passing a thread through the two holes provided for the purpose on the left side of the outer cover and putting a thread seal with the seal of the Presiding Officer.

Take care that direct flame does not come in contact with the Unit and molten wax does not fall on any part of the machine.

Now use the A B C D long seal strip paper self-adhesive at A B C D portions to get glued to the Green seal strip. This has to be learnt practically.

12. Now the EVM is ready in all respects for use in actual poll. **Switch ON the Control Unit.**
13. Before commencing the poll, however, place the Ballot Unit inside the voting compartment. This compartment should be located at sufficient distance from the table of the Presiding Officer where the Control Unit shall be kept and operated by him. 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 have not to read or trip over it. Also, the cable may be tied to one of the table legs at Control Unit side as well as Ballot Unit side.

PROCEDURE DURING POLL

14. The Polling shall commence at the hour fixed for such, commencement. **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 forefinger and obtaining his signature/ thumb impression in the Register of Voters have been completed with regard to the to the first voter, the voter concerned has to be allowed for recording his vote. For that purpose, press the 'Ballot' button on Ballot Section of the Control Unit which would make the Ballot Unit ready for recording of the vote by that voter as has been explained in paragraph 9 (a) of this chapter. Repeat that procedure every time the next voter is to be allowed to record his vote. It should be ensured that only one voter goes inside the voting compartment to vote. **Special care should be taken to ensure that a voter goes in that compartment in the same order in which his Name is entered in the 'Register of Votes'.** 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.**

CAUTION : DO NOT OPEN THE "CLOSE" BUTTON CAP UNNECESSARILY.

PROCEDURE AT THE CLOSE OF POLL

15. 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) Open the compartment at the bottom of the Control Unit in the manner as explained in para 24 of Chapter 1.
- b) Remove the interconnecting cable in the manner explained in para 12 (e) of Chapter 3.
- c) Remove the plastic cap over 'Close' button and press the 'Close' button.
- d) When this button is pressed, the Display Panels will show the following information sequentially.



If the machine is set for 3 posts



If the no. votes who voted is 900



Now the EVM will not accept any further votes.

- e) Note down in the prescribed form the total number of voters who voted at the polling station as display in the Display Panel,
- f) Replace the plastic cap over the 'Close' button.
- g) Switch OFF the EVM by pushing Power Switch to OFF position.
- h) Close the bottom compartment.

Note :In the exceptionally odd case if the last Voter chooses not to record his vote after the 'Ballot' button has been pressed to allow him to vote or in the case of an inadvertent pressing of the 'Ballot' button when there is no voter left to record his vote at the close of the poll, the 'Busy' lamp will be seen glowing 'Red'. In such a case when the Interconnecting cable is removed as indicated at b) above, the 'Busy' lamp will stop glowing 'RED' and "LE" will ne displayed. After "LE" display stops the operations (c) to (h) above, should ne performed thereafter, for closing the EVM so that no further recording of votes in the machine is possible.

16. Put back the Ballot Unit and Control Unit in their respective carrying cases.
17. Seal the carrying cases by passing the thread through the two holes provided for the purpose on both sides 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 seal and also with the seals of such polling agent as are present and desirous of putting their seals. While sealing proper care should be taken to see that the direct flame does not come in contact with carrying and the molten wax does not fall on any part of the machine.
18. Now the EVM is ready to be transported from polling station to storage place (i.e. strong room).

CHAPTER - 5

PROCEDURE AT THE COUNTING PLACE

PRELIMINARY

1. The counting of votes recorded in the EVMs shall be done in the presence of the candidates and / or their agents. The counting shall be done at such place or places as the Returning Officer may fix. The Returning Officer shall, at least one week before the date of poll, intimate each contesting candidate or his election agent in writing the place, date and time fixed for the counting of votes. He shall also intimate the candidates / their election agents in writing about the number of counting agents that each contesting candidate shall be eligible to appoint for each place of counting, depending on the number of counting tables which the Returning Officer proposes to provide at each counting place.

COUNTING PROCEDURE

2. At the counting place, only the Control Unit is required for ascertaining the result of poll at the polling station at which that EVM was used. The Ballot Unit is not required. Nevertheless, the Ballot Units received from the polling stations should be kept along with the Control Units polling station wise at the storage center as is done in the case of the polled ballot boxes received from the polling stations. However, as mentioned above, only Control Unit of the EVM may be taken to the counting hall from the place of storage. The Ballot Unit may be taken to the counting hall only when a demand is made for its inspection by any candidate or his election agent.
3. Take out the Control Unit from its carrying case after examining the seal thereon and removing the same. Thereafter, place the Control Unit on the counting table and examine the long strip seals and the seals on the Candidates Set Section and Result Section and remove the long strip seal and the Seal of the Result Section. Thereafter, open the cover of the Result Section. On opening the cover of the Result Section, Green Paper Seal shall be visible through the two apertures of the compartment of the Result - I and Result - II buttons underneath. If this Green paper Seal is intact, the Control Unit could not have been tampered with and the recording of the votes by the machine could not be affected in any manner. If any of the other seals, that is to say, the seals on the carrying case of the Control Unit or the seals on the Candidates Set Section or on the Result Section are found damaged but the Green Paper Seal is intact, the result of the poll at the polling station can be ascertained. In view of the vital nature of the Green Paper Seal, the candidates and their counting agent should be afforded reasonable opportunity to satisfy themselves that the paper seal is the same which had been fixed by the Presiding Officer at the polling station before the commencement of poll. If the Green Paper Seal is found to be not the same as the one which had been fixed by the Presiding Officer at the polling station before the commencement of the poll or if it has been found to be tampered with, keep aside the Control Unit and do not proceed to ascertain the result of the votes recorded in that Unit.
4. After checking that the Green Seal is intact, switch 'ON' the Control Unit by pushing the Power switch to ON position. The ON lamp will then glow 'GREEN'.

5. Pierce the Green Paper Seal over the 'Result - I' button. Press the 'Result - I' button.
6. The result computation process is initiated on pressing the 'Result - I' button. The time taken for this process varies depending on the total number of votes cast. The maximum time taken for the computation is 20 seconds. The buzzer is 'ON' during the result computation process. On completion of the result computation process, the total number of votes recorded for each candidate at the polling station shall be automatically displayed in the 'Display Panel' in the following sequence -

nP	3	P2 06-2	P3 03-1
Eo	0	V 1800	V 900
P1 03-1		01 222	01 455
V 900		02 218	02 244
01 212		03 276	03 201
02 387		04 404	End
03 301		05 424	
		06 255	

(This is only an example)

7. If required, 'Result' I button can be pressed any number of times to enable the Returning Officer the candidate and / or their agent to note down the above result.
8. After the result has been noted, closed the cover of Result Section. Reseal it in the manner explained in para 11 (b) of Chapter 4 with the seal of the Returning Officer and the candidates / their agents who are desirous of affixing their signatures.
9. Switch 'OFF' the unit by pushing the 'Power' switch in the bottom Compartment to 'OFF' position. Close the compartment.

CAUTION: DO NOT FORGET TO SWITCH OFF THE CONTROL UNIT BEFORE REMOVING DETACHABLE MEMORY MODULE.

10. a) Open the seals of Can. Set outer compartment and inner compartment and open the doors. Take out the detachable memory module and seal it and store it as per the laid down procedures.
- b) Remove the Power Pack. Close the covers and reseal the Cand. Set Section.
11. Put back the Control Unit in its carrying case which may ten be kept in the Bulk Carrying Case.
12. All such Bulk Carrying Cases containing the Ballot Units and Control Units shall then be ready for transportation to District Treasury / Storage place for safe custody in due course.

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SUMMARY OF OPERATIONS

A. PRIOR TO THE DATE OF POLL

(at the Returning Officer's Headquarters)

BALLOT UNIT

CONTROL UNIT

- | | |
|---|--|
| <hr style="border-top: 1px dashed black;"/> 1. Unpack the Unit | <hr style="border-top: 1px dashed black;"/> 1. Unpack the Unit |
| 2. Insert the Ballot paper properly under Ballot Paper Screen and seal it. | 2. Install new Power Pack |
| 3. Mask the Candidate's buttons that will not be used. | 3. Connect the required number of Ballot Units. |
| 4. Set the Slide Switch to position marked 1,2,3, or 4 as may be appropriate. Set to '1' if only One Ballot Unit is used. | 4. Switch 'ON' the Unit |
| 5. Seal the Ballot Unit and put in its carrying case | 5. Set the no. of posts. |
| | 6. Set the number of contesting candidates for each post. |
| | 7. Set the no. Candidates to be elected for each post. |
| | 9. Seal the 'Cand. Set.' button compartment. |
| | 10. Seal the Candidate Set Section. |
| | 11. Put the Unit in its carrying case. |
-