

**WEST BENGAL STATE ELECTION COMMISSION**  
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No. 3404(9)-SEC/1M-20/2013

Date : 22.08.2013

From : The Secretary,  
West Bengal State Election Commission

To : The District Municipal Election Officer &  
District Magistrate, Cooch Behar / Jalpaiguri /  
Uttar Dinajpur / Dakshin Dinajpur / Nadia /  
North 24-Parganas / South 24-Parganas /  
Burdwan / Birbhum.

**Sub: Setting the number of contesting candidates.**

Sir,

I am directed to state that a control unit of the voting machine provided by this Commission can cater upto sixty candidates. Therefore, at the ensuing Municipal General Elections to 12(twelve) Urban Local Bodies scheduled to be held on 21<sup>st</sup> September, 2013 where the voting machine would be used, the control unit has to be set according to the number of contesting candidates at that election.

2. For setting the number of contesting candidates the following operations shall be performed.
  - a) The number of contesting candidates can be set in the control unit only by linking this unit with balloting unit or with all the balloting units where more than one balloting units are to be used.
  - b) After the control unit and the balloting unit(s) have been linked, push the 'Power' switch to 'On' position so that both the units get the necessary power to make them operational.
  - c) The procedure for setting the number of contesting candidates should be followed as laid down in the Electronic Voting Machine Manual supplied by the Electronic Corporation of India Limited
3. After the control unit has been set according to the contesting candidates at the election, the power should be switched off and the control unit and the balloting unit(s) should be de-linked by recovering the interconnecting cable from the control unit
4. All the required E.V.Ms must be duly prepared at least one week before the date of poll in the constituencies. The preparation of the Voting Machines is to be taken up after giving at least one weeks notice of the same in writing to each candidate or his election agent intimating them the place

where the machines will be so prepared and the date and time at which such preparation will commence. The candidate, his election agent should be requested to remain present on the date and time given in the notice or to depute their authorized representatives.

5. Each balloting unit has to be prepared at the Municipal Returning Officer's level by :-
  - a) Inserting and fixing ballot paper in the space meant for the purpose;
  - b) **Masking the candidates buttons** which are not required to be used depending on the number of contesting candidates. Provided that the **16<sup>th</sup> button of the machine must always be kept in mask** position irrespective of number of contesting candidate.

6. Entire process of setting up of candidates and preparation of balloting unit should preferably be made in presence of at least one technician of the manufacturing company. Electronic Corporation of India Limited Authority at Kolkata has been requested accordingly to provide their technician on such date and time and place as may be fixed by the Returning Officer concerned for taking up preparation of Voting Machines.

The Municipal Returning Officer concerned may please be advised to fix the date or dates for setting up of candidate in consultation with the ECIL authority provided such programme should be made at least one week before the of poll.

7. The ballot paper may be fixed in the space provided for the purpose on the upper side of the top cover. Align the ballot paper properly so that each candidate's name and his symbol are in line with the corresponding candidates lamp and button. After ensuring this alignment close and press fit the Ballot Paper Screen to secure the Ballot paper firmly underneath that screen. Every ballot paper before it is fixed on a balloting unit shall be either signed on its back by the Municipal Returning Officer or stamped on its back with a rubber stamp bearing the facsimile signature of the Returning Officer.

8. After the ballot paper has been fixed firmly and the ballot paper Screen has to be pressed down and fitted properly on the upper side of the Top Cover. Thereafter the screen is to be sealed on the inner side of the Top Cover. This is to be done by passing the thread through the two holes on the screen specially provided for the purpose and by putting the thread seal on the prescribed address tag showing the particulars of the election with the seal of the Municipal Returning Officer.

9. After closing the Ballot unit by bringing the top cover back to its original position pass two threads, one through the three holes at the top and other through the three holes at the bottom provided for the purpose and each thread may be sealed with the Returning Officers seal. The candidates, or their Agents should be permitted to affix their seals, if they so desire.

10. The flap which houses the Candidate Set button of Control Unit may be closed by passing a thread through the two holes provided on the left side and sealed with the seal of the Returning Officer. While sealing care should be taken 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

11. The candidate set section may also be sealed after closing it by passing a thread through the two holes provided on the left side with the seal of the Returning Officer. Care should also be taken at the time of sealing that direct flame does not come in contact with control unit and molten wax does not fall on any part of the Control Unit. The candidate or their Agents should be permitted to affix their seals, if they desire.

12. The Control Unit and balloting unit of every Voting Machine to be used at polling station shall bear also a label marked with :-

- a) the serial number and the name of the constituency;
- b) the serial number and the name of the polling station;
- c) the serial number of the unit and
- d) the date of poll.

Separate direction of the Commission regarding use of Strip Seals and fixing of paper seals and Strip Seals by Presiding Officers at the Polling Stations is being issued.

Yours faithfully,

Sd/

(Tapas Ray)

Secretary,

West Bengal State Election Commission

**No. 3404(9)/1(10)-SEC/1M-20/2013**

**Date : 22.08.2013**

Copy forwarded for information and necessary action to the Municipal Returning Officer & Sub-Divisional Officer, Mekhliganj / Alipurduar / Islampur / Balurghat / Kalyani / Barrackpore / Barasat / Diamond Harbour / Burdwan (Sadar) North / Suri (Sadar).

Sd/

O.S.D. & E.O.

Joint Secretary,

West Bengal State Election Commission