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**WEST BENGAL STATE ELECTION COMMISSION**  
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No. 488-SEC/1M-20/2012

Date: 09.03.2015

To  
The District Magistrate &  
District Municipal Election Officer,  
Darjeeling / Jalpaiguri/ Cooch Behar/ Uttar Dinajpur/  
Dakshin Dinajpur/ Malda/ Murshidabad/ Nadia/  
North 24-Parganas/ South 24-Parganas/ Howrah/  
Hooghly/ Burdwan/ Birbhum/ Purba Medinipur/  
Paschim Medinipur/ Bankura/ Purulia.

Sub: Comprehensive instructions on Randomisation of E.V.M.s after the  
First Level Checking (F.L.C.) of E.V.M.s.

Sir/Madam,

In connection with making the E.V.M.s ready for Poll after the First Level Checking, the following process of Randomisation has to be taken up:

- 1. First Randomisation of E.V.M.s:** First Randomisation of Ballot Units and Control Units will be done to randomly assign the E.V.M.s to Municipalities for conduct of Poll, Training and Awareness Programmes separately. After First Level Checking is over, the District Municipal Election Officer will fix a schedule for First Randomisation of E.V.M.s. This schedule should be fixed in such a manner that First Randomisation is completed before the start of training of Polling Personnel. During First Randomisation, Control Units and Ballot Units are assigned to Municipalities in the presence of representatives of recognized political parties. The Randomisation will be done in such a way that the Control Units and Ballot Units are randomly selected by grouping them to match the Poll Day requirement including the reserve

requirement for each Municipality. Surplus Control Units and Ballot Units, after the assigning Municipalities to them, shall also be randomly grouped and distributed Municipality-wise for the purpose of Training and Awareness Programme. A sticker of green colour should be affixed on Control Units and Ballot Units assigned to Municipalities for polling. A sticker of yellow colour shall be affixed on Control Units and Ballot Units assigned for Training and Awareness Programme. The sticker shall clearly indicate the name of the District and the name of the Municipality. 'TRAINING/AWARENESS' will be written on the sticker of the Control Units and Ballot Units assigned for Training and Awareness Programme. 'ELECTION' will be written on the sticker of Control Units and Ballot Units assigned for Polling. No current I.D. will be given during Randomisation.

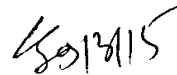
After First Randomisation, list of randomized Control Units and Ballot Units clearly indicating which Control Units and Ballot Units are to be used in which Municipality for Polling and which Control Units and Ballot Units are to be used in which Municipality for Training and Awareness should be given to each recognized political party and a written acknowledgement obtained. A copy of this list should be given to all the candidates after the last date of withdrawal of candidatures.

After First Randomisation, the Municipal Returning Officer of the Municipality shall take charge of the Control Units and Ballot Units randomly allotted to his Municipality. The Control Units and Ballot Units meant for use at the election shall be separately taken to Municipal Returning Officer's Strong Room under the escort and will be guarded 24 x 7. The Training E.V.M. shall be distributed to the relevant officers for the training purpose. At the time of sealing the Strong Room, the representatives of the political parties can remain present and they can also affix their seal on the lock.

**Second Randomisation of E.V.M.s:** Second Randomisation of E.V.M.s has to be done before preparation of E.V.M.s for Poll by candidate-setting as the address tag of E.V.M. sealed at the time of preparation of E.V.M. (candidate set). The purpose of Second Randomisation of E.V.M.s is to allocate E.V.M.s randomly to Polling Stations. The Municipal Returning Officers should fix the date of preparation of E.V.M.s for Poll (candidate set) and indicate all candidates to remain present or send their representatives during the process. The date should be fixed as early as possible after the last date of withdrawal of candidatures and finalization of ballot papers. On this date, Second Randomisation should be done before doing the process of preparation of E.V.M.s for Polls and Control Units and Ballot Units should be randomly allocated to the Polling Stations. After Second Randomisation, Polling Station Number should be marked against those Ballot Units and Control Units which have been assigned Polling Stations. Those Ballot Units and Control Units which have not been assigned Polling Stations, but are meant to be used in Elections, should be marked 'RESERVED'. A list of Control Units and Ballot Units along with number of Polling Stations assigned to them should be given to all candidates. Similarly, a list of Control Units and Ballots kept in reserve should also be given to the candidates and written acknowledgement taken.

As regards preparation of E.V.M.s for Poll (candidate set), a separate Circular is being issued which will be reach you shortly.

Yours faithfully,



SECRETARY  
West Bengal State Election Commission

SKS: