

**WEST BENGAL STATE ELECTION COMMISSION**  
**18, Sarojini Naidu Sarani (Rawdon Street)**  
**Kolkata – 700 017**  
**Ph. No. 2280-5805;**  
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**No. 3920(16)-SEC/1M-20/2013**

**Date: 23.10.2013**

From : The O.S.D. & E.O. Joint Secretary,  
West Bengal State Election Commission.

To : (1) District Municipal Election Officer for  
Kolkata Municipal Corporation &  
District Magistrate, South 24-Parganas.

(2) District Municipal Election Officer  
& District Magistrate, Cooch Behar / Jalpaiguri /  
Darjeeling / North 24-Parganas / South 24-Parganas /  
Howrah / Hooghly / Purba Medinipur / Paschim Medinipur/  
Burdwan/ Purulia / Bankura / Murshidabad / Nadia.

(3) The Deputy General Manager,  
Electronics Corporation of India Limited,  
15, Park Street,  
Kolkata – 700017.

**Sub.: Protocol for First Level Checking of E.V.M.s before Municipal General & Bye-Elections, 2013.**

Sir,

I am directed to state that Municipal General Elections to 5 Urban Local Bodies and Bye-Elections to 29 Municipal Constituencies (Ward) as per list enclosed will be held on 22<sup>nd</sup> November, 2013. The Commission has decided that “First Level Checking“ of E.V.M.s before the above mentioned election(s) shall be done by authorized engineers/ technicians of Electronics Corporation of India Limited, Hyderabad (E.C.I.L.).

2. In the past it has been noticed that malfunctioning of various switches in the EVM’s soon after the commencement of poll led to the suspicion that pre poll check was not done properly.

3. To ensure proper checking of all switches of the EVM the first level checking will be done in the presence of representative of D.M.E.O. or M.R.O. who will ensure that at the time of checking the E.V.M. the following items are properly verified–

- a. All the 16 Candidate Buttons in the Balloting Unit
- b. Off-On Switch
- c. Set Candidate button
- d. Ballot releasing button
- e. Close button
- f. Total button

- g. Result button
- h. Display during operation of all above button
- i. Buzzer sound with each button

4. In order to ensure proper testing and random check of E.V.M.s, the Commission hereby directs that :-

- a. **All the E.V.M.s, in each and every location, should be tested with the minimum of 10 dummy votes / polled for each candidate.**
- b. **At least 10% of the EVM machines (subject to a minimum of 01(one) machine for each constituency) at each and every location should be tested with minimum of 50 dummy votes.**

5. **A certificate (a sample proforma enclosed) to this effect duly signed with date by both (Engineers of ECIL, and D.M.E.O. / M.R.O.'s representative) may be pasted on lower part of the back of the EVM i.e. Ballot Unit and Control Unit(without hiding any vital information i.e. date of manufacturing, machine Sl.No. etc. The dimension of the certificate should not be more than 13 cms X 8 cms).**

6. Municipal Returning Officer concerned may get in touch with ECIL for this purpose and chalk out the programme of first level check during election(s).

**7. Work to be done during FLC(First Level Checking) :**

At the time of FLC, the following shall be done:--

- a) Removal of address tags, Ballot Papers, cleaning of superscriptions on CU & BU, cleaning of earlier poll data, dusting of CU & BU etc. These activities shall be carried-out in the secured place / protected place provided by the District Municipal Election Officers.
- b) Visual Inspection of CU / BU. Physical verification of Carrying Cases, Control Unit, Ballot Unit, Connecting Cable, Connector, Latches etc. to ensure no breakages.
- c) **Full functionality checks** : Checking of all switches in CU & BU, doors (flaps), sealing provisions, scratches on acrylic screen etc. response of all switches, confirmation tests for efficacy of Control Unit, Ballot Unit etc. – E.C.I.L. engineers shall carry out tests prescribed by the manufacturers to confirm that all components of the E.V.M.s are original. E.C.I.L. engineers will certify in Annexure-B that all the components of the E.V.M.s are original. If any E.V.M. is found to be defective, it will be kept aside and then taken to the factory of E.C.I.L. for repairs. **No repair of the machine shall be carried out in the field. Opening of the plastic cabinet cover of the machines is not permitted in the field. Changing of components of the machines in the field is strictly prohibited.** Detailed step-by-step instructions of checking of the machine shall be issued separately by E.C.I.L. for their respective machines. These instructions will include a list of equipment, which the engineers will be required to carry with them in FLC hall. Security personnel will not allow any other equipment to be carried into the FLC hall.

d) **Conduct of Mock Poll:** Casting of votes against all 16 candidate switches, observation of result & clearing of mock poll data will be done for each EVM. In 10% (**subject to a minimum of 01(one) machine for each constituency**) of E.V.M.s at least 1000 votes shall be polled during the mock poll. In rest of the machines number of votes polled during the mock poll should be to the satisfaction of the representatives of political parties. Representatives of political parties shall be allowed to do the mock poll themselves. Signatures of representatives of political parties shall be taken in a register in Annexure-C as a token of having done mock poll themselves.

e) **Demonstration of print out of results:**

A printout of the results of mock poll as well as a sequential print out of every vote polled during the mock poll shall be taken out for at least 10% (**subject to a minimum of 01(one) machine for each constituency**) of E.V.M.s and shown to the representatives of political parties. Representatives of political parties shall be allowed to pick machines randomly for this purpose. Signatures of representatives of political parties shall be taken in a register in Annexure-D as a token of having seen the print out and confirm that there is no discrepancies between the votes polled during the mock poll and results in the print out.

#### **8. Sealing of plastic cabinet of Control Unit of E.V.M.s with Light Mauve Paper Seal.**

In order to ensure that the CU of the EVM has not been opened after FLC of the E.V.M.s, **the CU shall be sealed with the 'Light Mauve Paper Seal' to be supplied by the Commission in the presence of the representatives of the Political Parties present at the time of FLC.** The Light Mauve Paper Seal shall be affixed on the portion between the Candidate Set Section and the Result Section of the Control Unit.

**After fixing the Light Mauve Paper Seal, the Engineer of the manufacturer shall put his signature on the Light Mauve Paper Seal; the representatives of the Political Parties shall also be allowed to put their signature on the said seal** with party name in abbreviation below the signature. The representatives of the Political Parties present should be allowed to note down the serial no. of the Light Mauve paper seal affixed on the Control Unit. A register in Annexure-E shall be maintained to note down the serial no. of the Light Mauve Paper Seal used on the Control Unit by clearly mentioning the unique ID number of Control Unit and the Light Mauve Paper Seal number. Signature of representatives of the political parties will also be obtained on this register. **Photocopy of this register will be given free of cost to all National and State level recognized political parties as soon as FLC is over.** Photocopy of this register will also be given to all contesting candidates as soon as last date of withdrawal of candidature is over. Photocopy of this register should also be available at the time of candidate setting and at the time of counting and should be shown to candidates and their representative and acknowledgement taken on the register.

## 9. Supervision of FLC:

**The DMEO shall nominate one officer not below the rank of Additional District Magistrate to supervise the entire process of FLC. This officer shall be present in the FLC hall for the entire duration of FLC.**

10. Copy of the letter should be given to all National and State level political parties (local units). Copy of this letter should also be given to all the contesting candidates after the last date of withdrawal of candidatures in any elections.

Yours faithfully

Sd/  
O.S.D. & E.O. Joint Secretary,  
West Bengal State Election Commission

**No. 3920(16)/1(24)-SEC/1M-16/2009(Pt.-I)**

**Date: 23.10.2013**

Copy forwarded for information and necessary action to the:--

- 1) Accounts Officer, West Bengal State Election Commission.
- 2) Smt. Soma Shaw, WBCS(Ex.). Municipal Returning Officer for KMC, Ward No.1 & Assistant Election Officer, District Election Office, 63, N.S. Road, Kolkata-700001.
- 3) Sri Tanay Deb Sarkar, WBCS(Ex.), Municipal Returning Officer for KMC, Ward No.24 & Deputy Director, Panchayats & RD, Salt Lake.
- 4) Municipal Returning Officer & Sub-Divisional Officer, Dinhata / Cooch Behar(Sadar)/ Mal / Jalpaiguri (Sadar) / Siliguri / Barrackpore / Bidhannagar / Barasat / Alipore (Sadar) / Chandernagar / Raghunathpur / Purulia(Sadar) / Egra / Asansol / Lalbagh / Bankura (Sadar) / Howrah(Sadar) / Midnapur(Sadar) / Jhargram / Berhampur(Sadar) / Krishnanagar(Sadar).

Sd/  
O.S.D. & E.O. Joint Secretary,  
West Bengal State Election Commission

**Design of Proforma Certificate regarding First level checking of EVM, to be  
pasted on the back of Control Unit and Balloting Unit is as below:**

Name of the State	
Name of the election (specify the election)	
Date of testing / checking	
<p>It is certified that this Control Unit / Ballot Unit of EVM has been tested and checked in accordance with the prescribed protocol for this purpose (tick the appropriate option)</p> <p align="center"> <input type="checkbox"/> Found to be O.K.             <span style="margin-left: 200px;"><input type="checkbox"/> Found defective</span> </p>	
Signature of Authorised Engineer or M/s. ECIL	
Signature of Representative of MRO / DMEO	

**Annexure - A**  
**( Register for First Level Checking of EVMs)**

Name of District :

Address of FLC hall :

Date :

Sl. No	Name of National/ State Party	Name of representative of political party with party affiliation	Identity document No. with date	Signature of representative	Remarks, if any

**Note : If the representative of a party is absent the proof of due service of notice to the party should be pasted in the register.**

(Name and Signature of engineers of ECIL with ID No.)

(Name, Designation, Signature of officers nominated by District Municipal Election Officer)

**Annexure - B**  
**( Certification of EVMs by ECIL)**

Name of District :  
Address of hall :  
Date :

It is certified that tests prescribed by ECIL to ascertain that all components are original were carried out on the EVMs listed below on ..... (date). On the basis of these tests it is certified that all components of the EVMs listed below are original.

<u>CU Identification No.</u>	<u>BU Identification No.</u>

(Name and Signature of engineers of ECIL with ID No.)

**Annexure - C**  
**( Mock Poll certification during First Level Checking of EVMs)**

Date :

Name of District :

Address of hall :

It is certified that I have done mock poll on ..... E.V.M.s and I am fully satisfied with the functioning of E.V.M.s.

<b>Sl. No</b>	<b>Name of National/ State Party</b>	<b>Name of representative of political party with party affiliation</b>	<b>Identity document No. with date</b>	<b>Signature of representative</b>	<b>Remarks, if any</b>



**Annexure - D**  
**( Mock Poll certification during First Level Checking of EVMs)**

Date :

Name of District :

Address of hall :

It is certified that a printout of the result of mock poll as well as a sequential print out of every vote polled during the mock poll has been taken out from ..... E.V.M.s picked up by me. There are no discrepancies between the votes polled during the mock poll and result in the print out.

Sl. No	Name of National/ State Party	Name of representative of political party with party affiliation	Identity document No. with date	Signature of representative	Remarks, if any

**Annexure - E**  
**( Register for Sealing of Control Unit of E.V.M.s using Light Mauve Paper Seal)**

Name of District :

Address of FLC hall :

Date :

It is certified that the sealing of the Control Units using Light Mauve Paper Seals has been done in my presence. I have put my signature on the Light Mauve Paper Seals after sealing of the Control Units and I am satisfied with the sealing of the Control Units.

Sl. No.	Unique ID No. of Control Unit	Light Mauve Paper Seal Number

Sl. No	Name of National/ State Party	Name of representative of political party with party affiliation	Identity document No. with date	Signature of representative	Remarks, if any

(Name, Designation, Signature of officers nominated by District Municipal Election Officer)