ELECTION COMMISSION OF INDIA

BROCHURE FOR PRESIDING OFFICER
(ON USE OF EVM & VVPAT)
OCTOBER 2023

1. Remove Ballot Unit(s), Control Unit and VVPAT carefully from the respective carrying case.

2. **WHAT TO CHECK ON EVM AND VVPAT?**

Ballot Unit(s)

- Address Tags of BU to ensure BU(s) is pertaining to your assigned polling station.
- Pink Paper Seals of BU are intact.
- Ballot Paper is installed properly.
- Ballot buttons upto NOTA (Candidate Blue Buttons) are unmasked.
- Thumb wheel position is 01 for first BU (If more than 01 BU is used, Thumb wheel position for 2nd BU is 02, for 3rd BU is 03 and so on).

Control Unit

- Address Tags of CU to ensure CU is pertaining to your assigned polling station.
- Pink Paper Seals of CU are intact.
- Switch ON the CU (**without** connecting to BU and/or VVPAT) to check Battery status and number of contesting candidates. Thereafter, Switch OFF the CU.

VVPAT

- Address Tags of VVPAT to ensure that VVPAT is pertaining to your assigned polling station.
- Power Pack (Battery) is installed.
- VVPAT knob is horizontal (i.e. Transportation mode). If VVPAT knob is vertical (i.e. Working mode), keep the knob horizontal.

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3. **WHAT NOT TO DO?**

- Don't connect Ballot Unit, Control Unit and VVPAT during dispersal.
- Don't keep BU, CU and VVPAT outside their respective carrying case after checking.
- Don't take away EVM & VVPAT to any unauthorised place like residence, hotel etc.
- Don't remove/damage any seal from BU, CU and VVPAT.
- Don't use vehicle other than vehicle provided for dispersal.
- Don't setup Voting Compartment near open window or door.
- Don't setup Voting Compartment just below the high illusion bulb/light.

1. Remove Ballot Unit(s), Control Unit and VVPAT carefully from the respective carrying case.
2. Place BU(s) and VVPAT in Voting Compartment. VVPAT must be left side of BU.
3. Place CU on Table of Presiding/Polling Officer (In-Charge of CU), so that these are not moved after setting up or after mock poll.

4. Connect Cable of BU with VVPAT and Cable of VVPAT with CU without pressing latches of the connector.

5. Un-lock (Working position i.e. Vertical position) paper roll knob of VVPAT before Switching ON the Control Unit.

6. **Tape the connecting cables of BU/CU/VVPAT to the leg of the table with "Transparent Adhesive Tape"**
7. **WHAT NOT TO DO?**

   - Don't Switch ON the CU while connecting or disconnecting the EVM and VVPAT using cables.
   - Don't press both side latches of connector while connecting the cable.
   - Don't disconnect cables without pressing both side latches of connector.
   - Don't forget to keep VVPAT knob in vertical position (i.e. working mode), before switching on the CU.
   - Don't keep VVPAT right side of Ballot Unit.
   - Don't left cables untapped (transparent tape)

Mock Poll must be conducted 90 minutes before scheduled actual poll time. If one or no polling agent is present, wait for 15 minutes to start mock poll.

1. Show VVPAT slips compartment is empty.
2. Switch ON the CU.
3. Press **TOTAL** button and show '0' vote in CU. If there is any pre-vote, clear the vote.
4. Cast atleast 50 votes and record manually on paper/register number of votes given to each candidate including NOTA.
5. After mock poll votes, press **CLOSE** button of CU.
6. Thereafter, press **RESULT** button of CU to ascertain mock poll result and tally with manual record.
7. Remove mock poll VVPAT slips from VVPAT compartment and tally with votes in CU.
8. Mock poll tallies ONLY if 6 & 7 above are both satisfied.
9. Press **CLEAR** button of CU to clear mock poll result from CU and show '0' vote to polling agents.
10. Stamp mock poll VVPAT slips with stamp '**MOCK POLL SLIP**'
11. Keep mock poll VVPAT slips in Black Envelope and then seal with Pink Paper Seal.
12. Switch OFF the CU.
13. Show empty drop box of VVPAT to polling agents.
14. Fill Mock Poll Certificate (**Presiding Officer's Report- Part-I**) carefully. Obtain signatures of all Polling Officers and Polling Agents on it.

Replacement Protocol for Mock Poll: All 'ERROR' massages for BU, CU & VVPAT will be displayed on CU only. Please read message and act accordingly.

- In case BU or CU or VVPAT not functioning, replace the respective unit only i.e.
  (i)   If BU is non-functional, replace only BU.
  (ii)   If CU is non-functional, replace only CU.
  (iii) If VVPAT is non-functional, replace only VVPAT.

WHAT NOT TO DO?

- Don't stop mock poll without casting atleast 50 votes.
- Don't start actual poll without clearing mock poll data from CU and without removing mock VVPAT slips from the drop box of VVPAT.
- Don't keep VVPAT mock slips unstamped.
- Don't Switch OFF and ON CU while mock poll is going on.
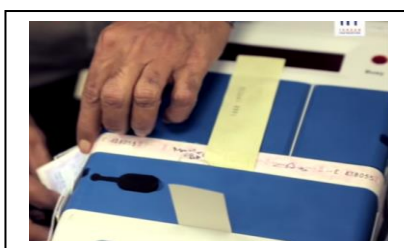- Don't disconnect and connect cables while mock poll is going on.

1. Seal the CU with Green Paper Seal, Special Tag and Address Tag and obtain signatures of polling agents on them.

Fixing Green Paper Seal

Sealing inner Result Section with Special Tag

Sealing outer Result Section with Address Tag

Affixing Green Paper Seal

2. Seal the drop box of VVPAT with Address Tag and ask polling agents also to sign it.

Sealing of Drop Box of VVPAT with Address Tag

1. Switch ON the Control Unit.
2. Press **TOTAL** button of CU to confirm Zero vote and show to polling agents.
3. Before the first voter signs in Form 17A (Register for Voters), the Polling Officer-1 shall check with the Presiding Officer and record in INK in Form 17A that **"Total in the Control Unit checked and found to be Zero"**.

Replacement Protocol for Actual Poll: All 'ERROR' massages for BU, CU & VVPAT will be displayed on CU only. Please read message and act accordingly.

- In case CU shows Error "Replace VVPAT", switch OFF the CU and replace only VVPAT. **No MOCK POLL** is required.
- In case BU or CU not functioning, replace the whole set of BU, CU and VVPAT. In case of replacement of whole set, mock poll shall again be conducted by cast of 01 vote to each contesting candidates including NOTA. Follow mock poll process including clearing of mock poll vote from CU and removal of mock poll VVPAT slips etc. Also make separate mock poll certificate.
- In case CU shows Error "Replace Power Pack of VVPAT", switch OFF the CU and replace only Power Pack of VVPAT. **No MOCK POLL** is required.
- In case CU shows Error "Replace Power Pack of CU", switch OFF the CU and replace only Power Pack of CU and seal the power pack compartment of CU. **No MOCK POLL** is required.

WHAT NOT TO DO?

- Don't Switch OFF and ON CU while actual poll is going on.
- Don't disconnect and connect cables while actual poll is going on.
- Don't conduct mock poll when only VVPAT or Power Pack of CU/VVPAT/BU is replaced.

Closing of poll procedure

1. Press **CLOSE** button of CU
2. Press **TOTAL** button of CU to note total polled votes in CU in Form 17C and Presiding Officers' Diary and also Poll Start Time (PST) and Poll End Time (PET).
3. **Switch OFF** the CU.
4. Disconnect cable of BU from VVPAT and VVPAT cable from CU.
5. **Remove Power Pack (Battery) from VVPAT**.
6. Keep BU, CU and VVPAT in the respective carrying case.
7. Seal each carrying case with Address Tags and obtain signature of polling agents on them.

WHAT NOT TO DO?

- Don't press CLOSE button of CU before notified poll close time or completion of poll.
- Don't disconnect cables without Switch OFF the CU.
- Don't left Power Pack of VVPAT in VVPAT after completion of poll.
- Don't left carrying cases without sealing and obtaining signature of Polling Agents after poll.
- Don't use other vehicle for depositing polling materials at collection centre.