

BEL

**Electronic Voting Machine
(EVM)**

User Manual

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ELECTRONIC VOTING MACHINE (EVM)

USER MANUAL

CHAPTER I

INTRODUCTION

PRELIMINARY

1. The Electronic Voting Machine (EVM) is a reliable system for conduct of elections in which one candidate has to be elected out of many candidates.
2. EVM consists mainly of two units :
 - (a) Control Unit (CU)
 - (b) Ballot Unit (BU) with cable for connecting it with the Control Unit.

A Ballot Unit caters upto 16 candidates. Four Ballot Units linked together catering in all to 64 candidates can be used with one Control Unit.
3. EVM uses a modern microcontroller and other Large Scale Integration (LSI) chips. It operates on a special Power pack. It is tamper-proof, error-free and easy to operate. It is easily portable. The polling information once recorded is retained in its memory even when the Power pack is removed.
4. The machine, which is according to the design approved by the Election Commission of India, is manufactured by Bharat Electronics Limited (BEL) and Electronics Corporation of India Limited. It is the end product of considerable experience and extensive trials in Indian Elections under the guidance of the Election Commission of India.
5. This chapter aims at introducing the machine and familiarising the electoral officials with its functioning.

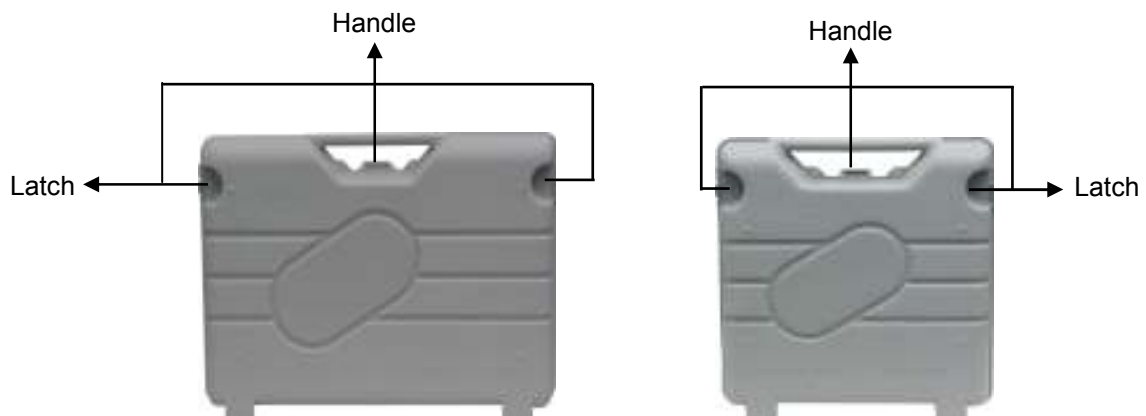


FIG. 1- 1

BU, CU carrying cases (Closed condition)

OPENING OF CARRYING CASES

6. The Ballot Units and Control Units are supplied in separate carrying cases. A carrying case can be opened by pressing the latches simultaneously, on both sides of the handle, as shown in Fig. 1-1.
7. Remove the units from the carrying cases carefully by using both hands.

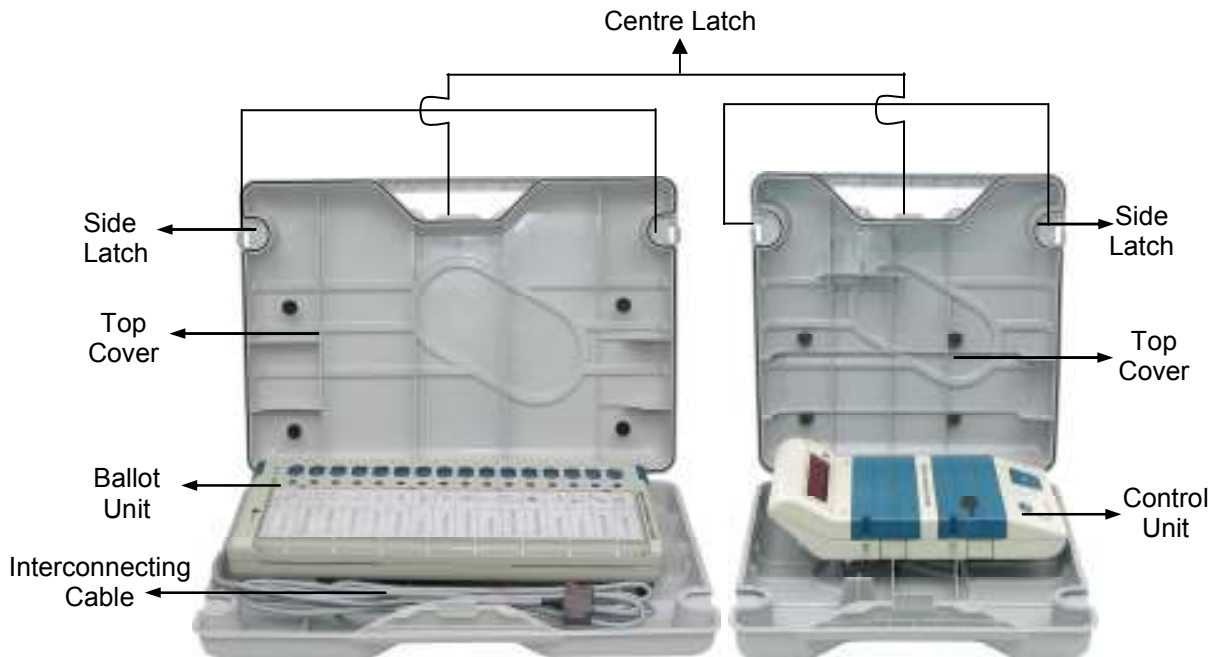


FIG. 1-2

BU, CU carrying cases (Open condition)

INSPECTION

8. (a) After opening the carrying cases, verify that the cases contain the items shown in Fig. 1-3 (i.e. Ballot Unit along with the interconnecting cable and Control Unit).

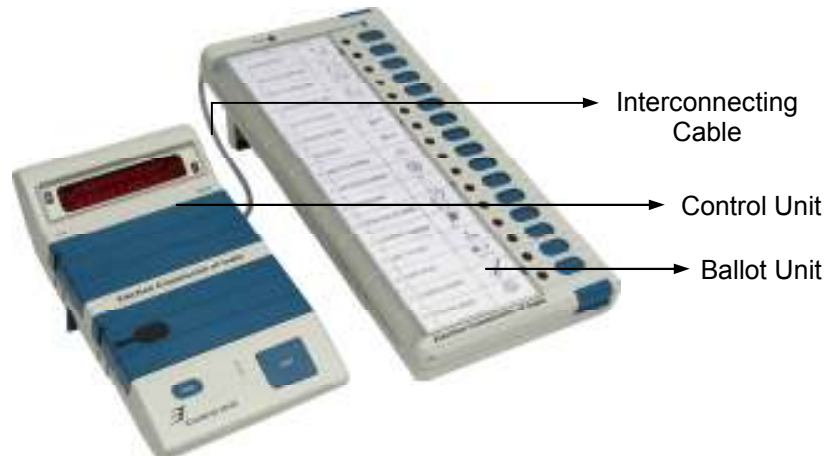


FIG. 1-3

Items of EVM

- (b) Power pack for EVM will be supplied separately (Refer Fig. 1-4).



FIG. 1- 4

Power pack for EVM (to be installed in Control Unit)

BALLOT UNIT

9. The Ballot Unit is that unit of the machine, which the voter operates to exercise his/her franchise.
10. It consists of a rectangular box. The box, which is as shown in Fig. 1-5, has :
- (a) Interconnecting cable
 - (b) Ready lamp
 - (c) Slide switch window
 - (d) Sixteen candidates' buttons
 - (e) Sixteen candidates' lamps
 - (f) Provision for insertion of Ballot Paper containing the Sl. Nos., Names and Election Symbols of contesting candidates under a transparent (polycarbonate) screen (Ballot Paper Screen).

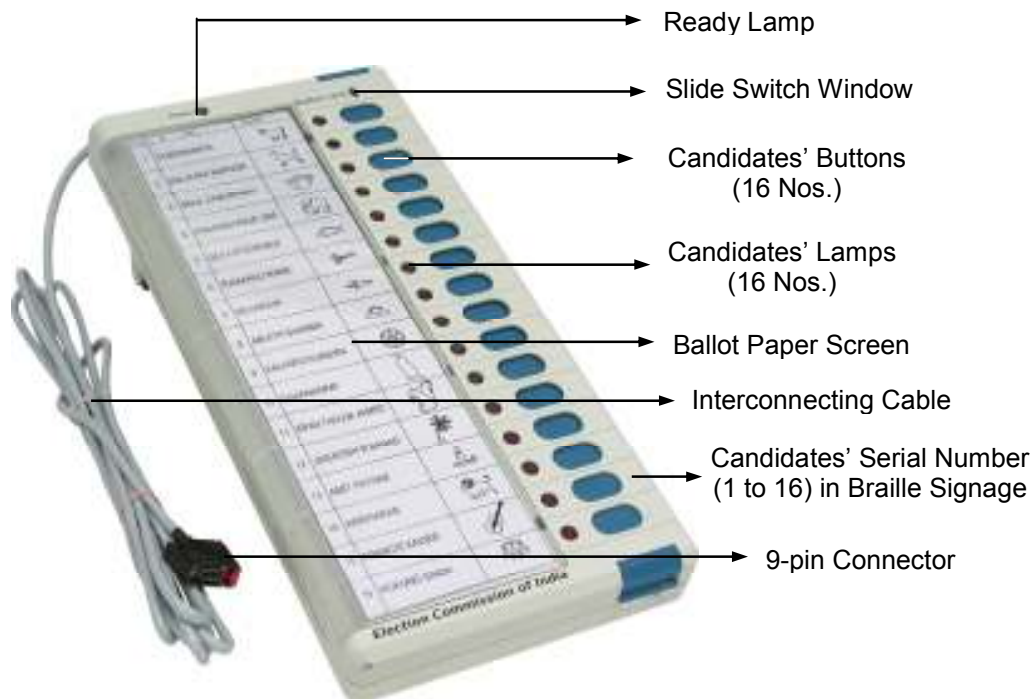


FIG. 1- 5

Ballot Unit

11. The interconnecting cable is a 9-pin round cable, one end of which is permanently attached to the Ballot Unit. To its other end is attached the connector with a hood (Refer Fig. 1-6) for connecting it to the Control Unit.

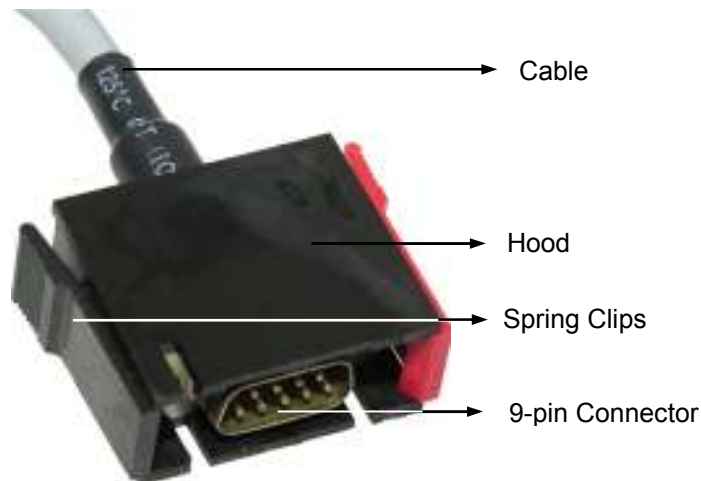


FIG. 1- 6

Interconnecting cable

12. The 'Ready Lamp' is on the top left side of the Ballot Unit. This lamp glows green, when the 'Ballot Button' on the Control Unit is pressed by the Presiding Officer to enable the voter to record his vote. It goes off when the voter has recorded his vote.

13. The 'Slide Switch Window' is on the top right side. The slide switch inside the Ballot Unit can be operated to reveal through the window, the numbers '1', '2', '3' and '4'. When

only one Ballot Unit is to be used, the switch is operated to show the number '1' through the window. If a second Ballot Unit is used, the switch in that unit is operated to display the number '2' through the window and so on.

14. The voter records his/her vote by pressing the Candidate's button against the name and symbol of the candidate of his choice. When the button is pressed, the Lamp (Candidate's Lamp) on the left side of that button glows red and the voter's choice is recorded.

15. The Ballot Unit has a provision for inserting on its top face the Ballot Paper in which the Sl. Nos., Names and Symbols of the Contesting Candidates are printed. A transparent polycarbonate screen (Ballot Paper Screen) protects the Ballot Paper.

16. The top cover of the Ballot Unit is opened by pressing simultaneously, towards the right, the latches at the top and bottom of the right edge of the unit. The inside of the unit is as in Fig. 1-7. Sixteen Candidates's buttons are visible, each having an associated masking tab. The buttons, which are required to be used, should not be covered or masked. The buttons not required to be used should be covered or masked with their associated masking tabs.

- (a) The stand of the Ballot Unit can be held in open condition by latching the stand to the base of the Ballot Unit.
- (b) The cable for cascading Ballot Unit (in case of more than 16 contesting candidates) can be held in position by a clamp as shown in Fig. 1-8.

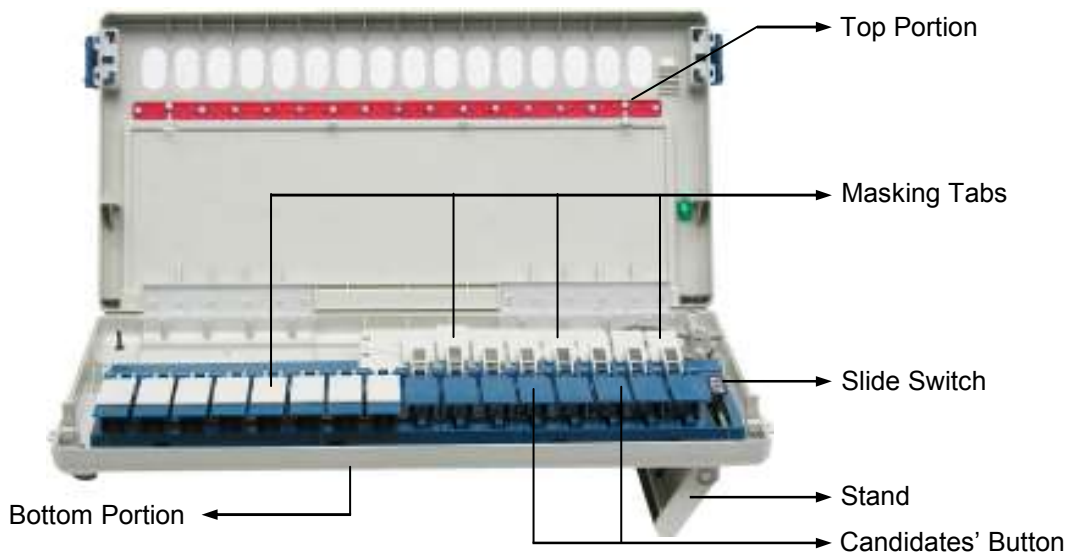


FIG. 1-7

Inside view of Ballot Unit

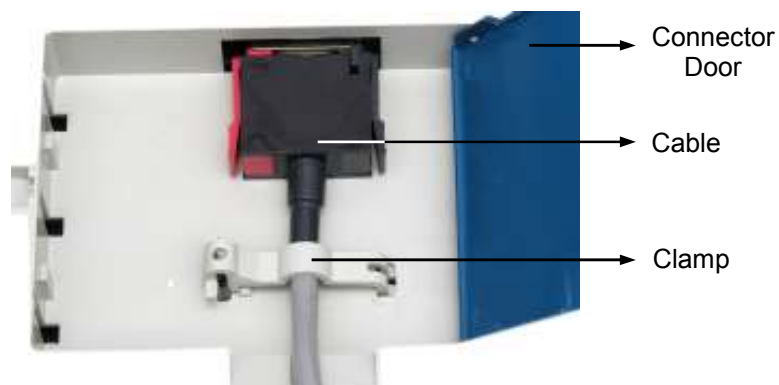


FIG. 1- 8

View of cable cascading to Ballot Unit

CONTROL UNIT

17. The Control Unit controls the polling process. It is operated by the Presiding Officer or the First Polling Officer.

18. Top portion of the Control Unit consists of 4 sections (Refer Fig. 1-9 and Fig. 1-10) :

- (a) Display section
- (b) Candidate set section
- (c) Result section
- (d) Ballot section

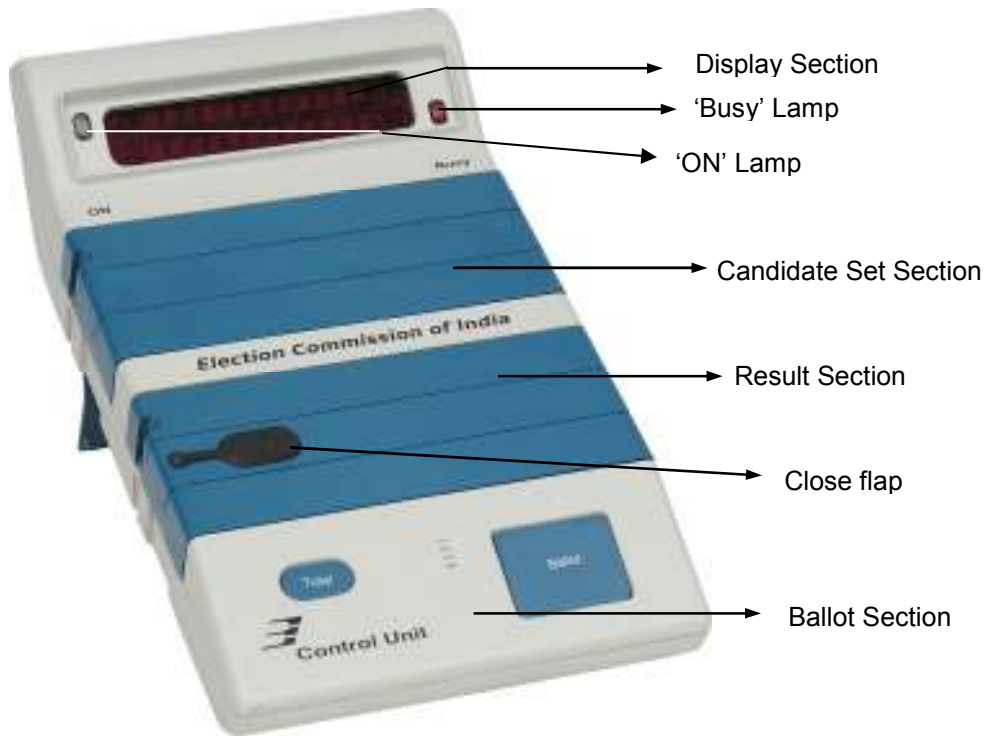


FIG. 1- 9

Front view of Control Unit

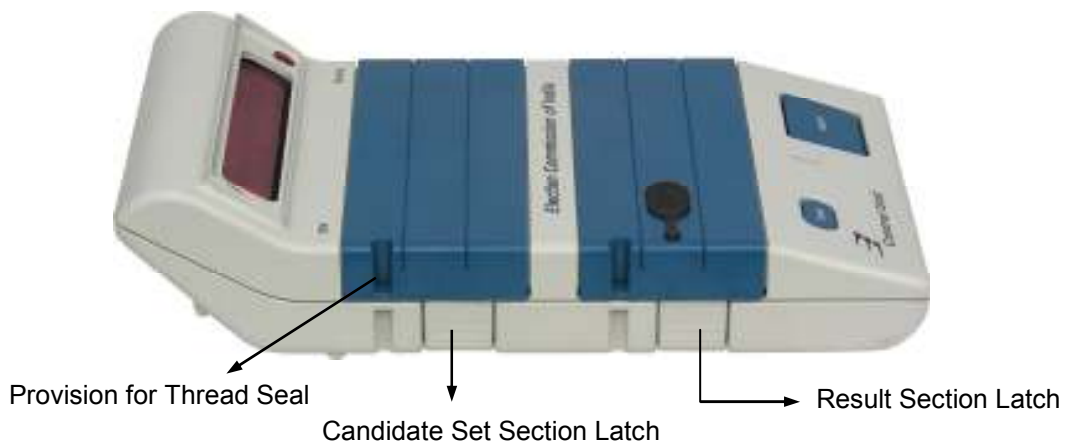


FIG. 1- 10

Side view of Control Unit

19. Display section consists of two lamps, 'ON' and 'Busy', and display section (Refer Fig. 1-17). The functions of the lamps and the display panel are explained in Para No. 25, 26 and 27 of this chapter.

20. The Candidate Set section (Refer Fig. 1-11) has an outer door, which opens from left to right. On opening its cover by pressing the latch on the left-hand side, two compartments are seen. The left compartment is for fixing the Power pack. In the right compartment, a 'Cand. Set' button is located. The right compartment can be closed by the inner door and sealed by thread seal as shown in Fig. 1-12. The Candidate Set section (the outer door) can be closed and sealed by thread seal as shown in Fig. 1-10.

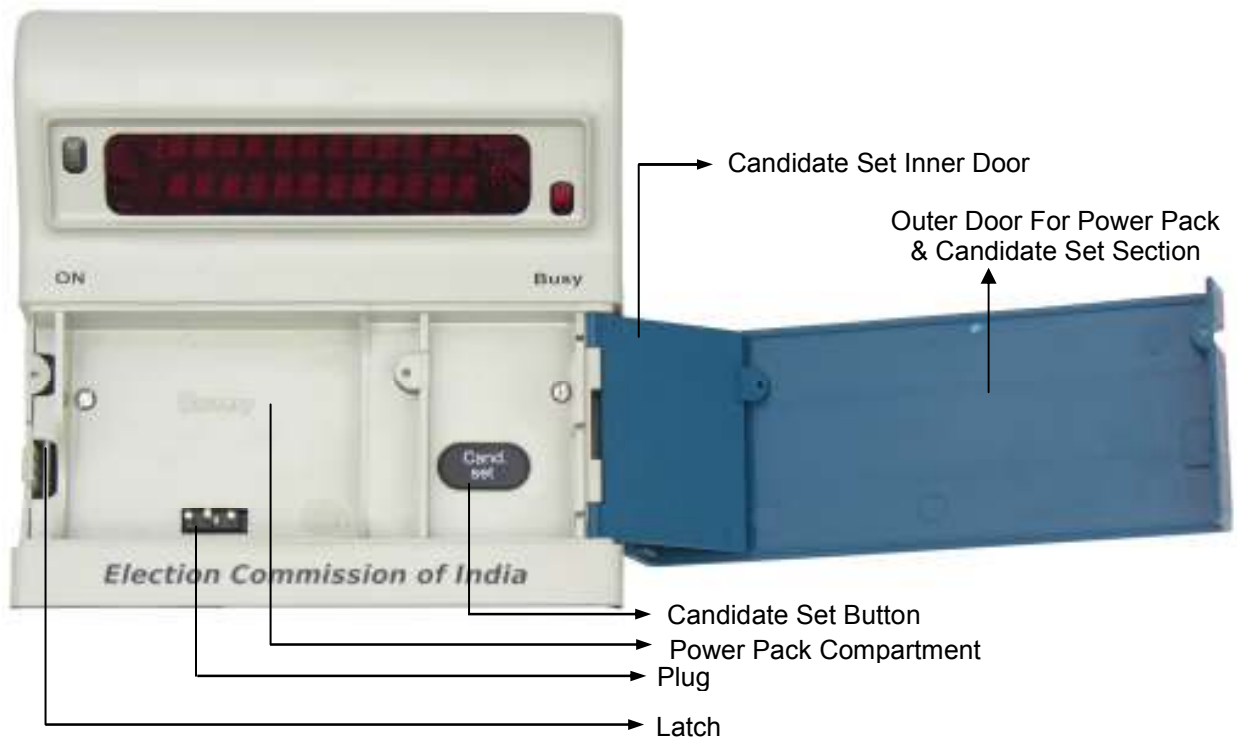


FIG. 1- 11

View of power pack and Candidate Set section

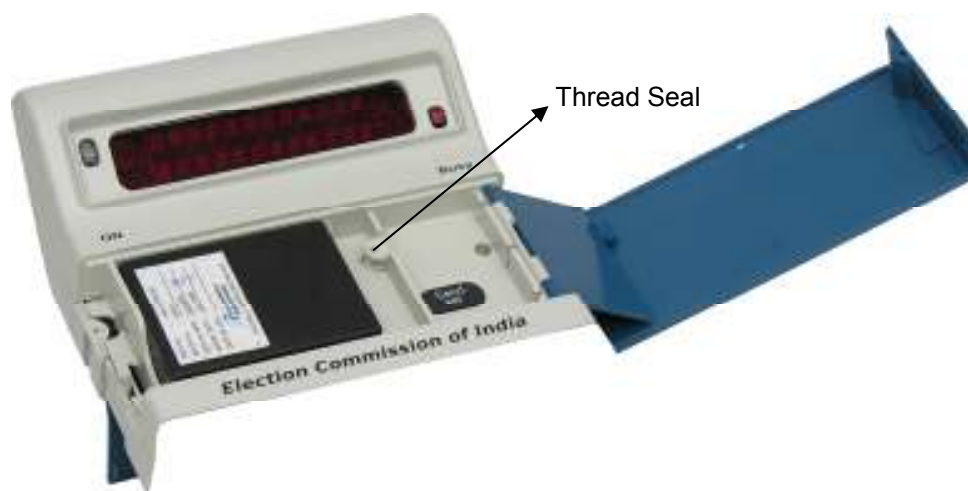


FIG. 1- 12

View of Candidate Set section sealed by thread seal

21. The cover of the Result section has an elliptical aperture covered by a flap on the left-hand side under which the 'Close' button is located. The left portion of the Result section houses a black 'Close' button. The right portion is actually an inner compartment with its own door (Refer Fig. 1-13).

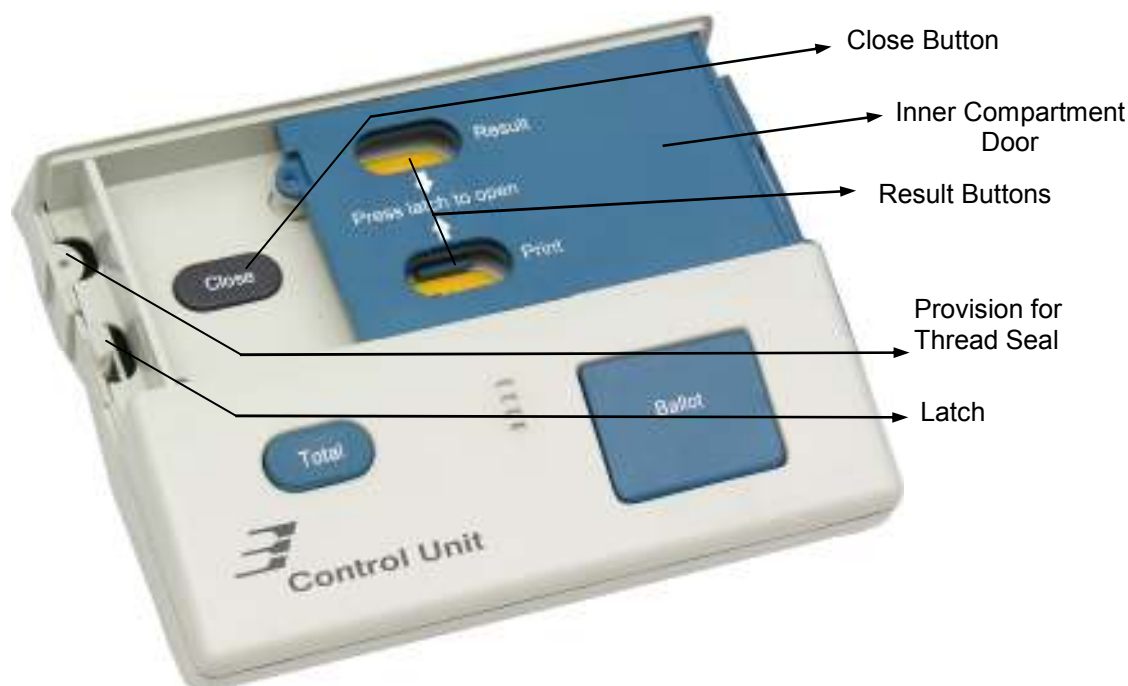


FIG. 1- 13

View of outer compartment of Result section

22. The door of the inner compartment has two elliptical apertures through which buttons marked 'Result' and 'Print' are seen. The inner door can be opened by inserting the thumb and a finger through the two apertures above the 'Result' and 'Print' buttons and then pressing the inner latches simultaneously, slightly inwards. 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. On opening the door of the inner compartment by inserting forefinger and thumb through the holes which are marked 'Result' and 'Print' and pressing the latches and pulling the cover up, there will be seen on its inner side two frames around the two apertures for fixing green paper seals. This will also reveal three sub-sections with two yellow buttons

marked 'Result' and 'Print' and a white 'Clear' button (Provision for thread seal for the indoor is provided as shown in Fig. 1-14.)

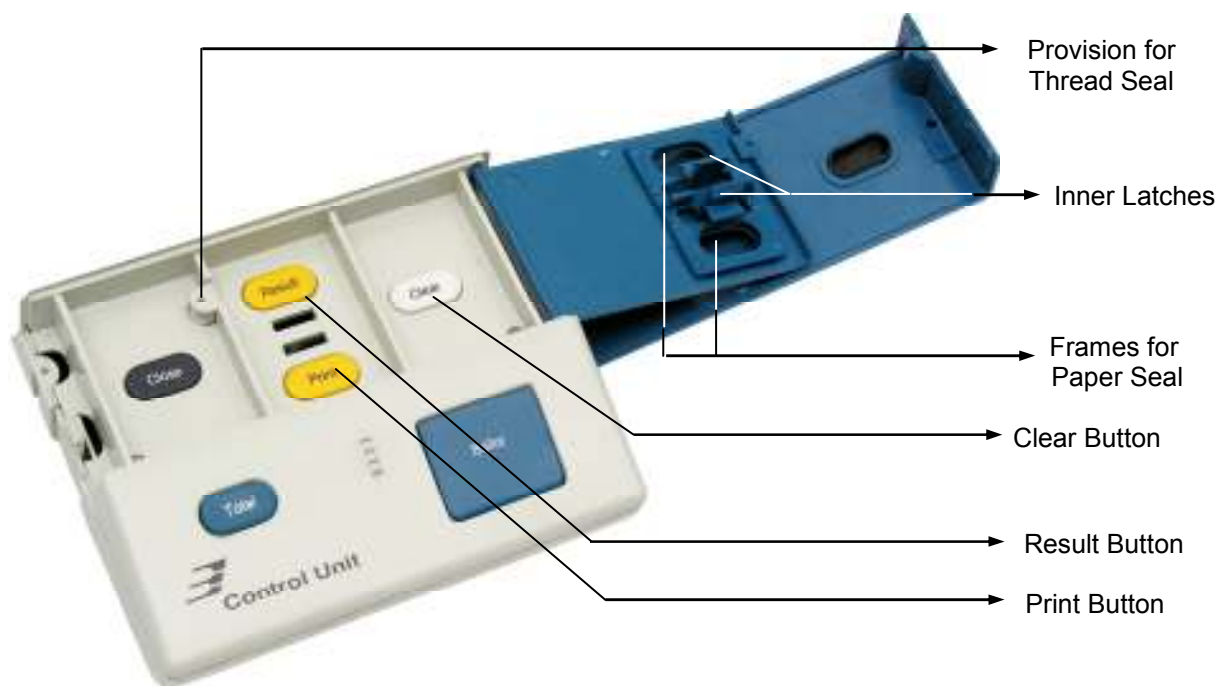


FIG. 1- 14

View of inner compartment of Result section

23. In the Ballot section, there are two buttons - a blue 'Total' button and a large blue 'Ballot' button as indicated in Fig. 1-15.

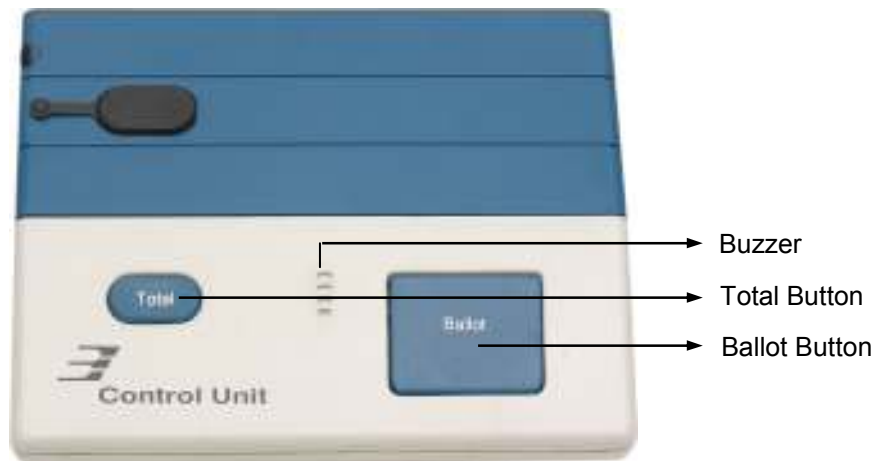


FIG. 1- 15

View of Ballot section

24. The bottom portion of the Control Unit has a compartment with a cover. This cover is hinged in the bottom and opens swinging downwards, when the latch in the middle is pressed downwards. This has provision for thread sealing. The cover, when opened, will reveal a socket on the left hand side for plugging the interconnecting cable from the Ballot Unit and a Power switch in the middle for switching the EVM on or off (Refer Fig. 1-16).



FIG. 1- 16

View of bottom compartment

ON Lamp

25. The ON lamp is located at the top left corner of the display section. When the Power switch is pushed upwards to the on position, the lamp glows green to indicate that the EVM is ready for use (Refer Fig. 1-17).

BUSY Lamp

26. The 'Busy lamp is located at the bottom right corner of the Display section. It glows red, when the 'Ballot' button is pressed by the polling official to enable the voter to record his vote. It goes off when the voter has recorded his vote (Refer Fig. 1-17).

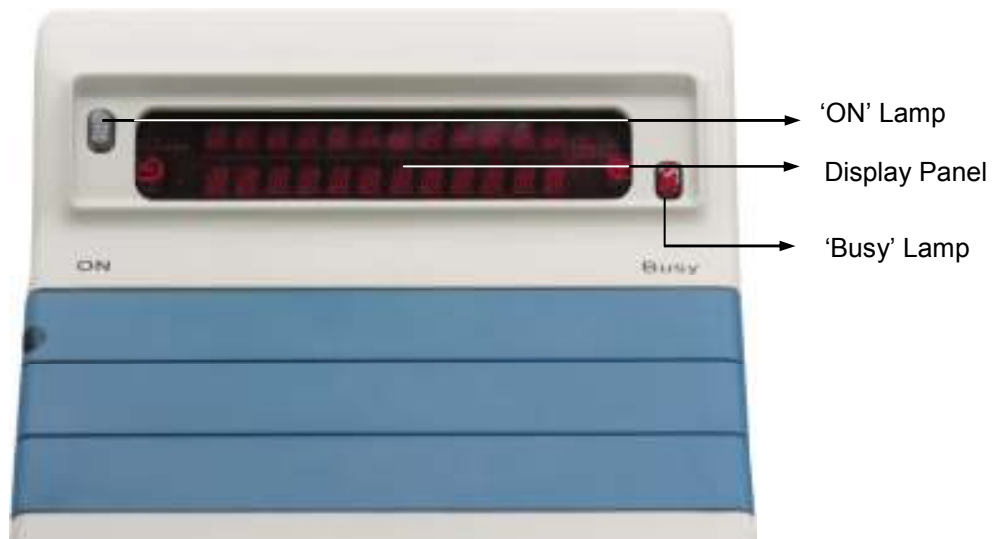


FIG. 1- 17

View of Display section

DISPLAY PANEL

27. There is a display panel consisting of 24-digits in two rows on the display section of the Control Unit.

Display Panel

28. Various types of display which appear on this display panel and what these mean are indicated below :

- (a) Indicates 'Link Error', i.e., interconnecting cable is missing or snapped or when only one Ballot Unit is used, 'Slide Switch' in that unit has not been set or when more than one Ballot Unit is used, those units have not been linked in proper order as explained in Para No. 8 of Chapter III.

LINK ERROR - 1

- (b) Indicates 'Pressed Error', i.e., any of the candidates' buttons in the Ballot Unit are kept pressed or jammed.

**PRESSED
ERROR - 1**

- (c) Indicates 'Error', i.e., the Control Unit is not fit for use.

ERROR

- (d) Indicates a button on the Control Unit has been pressed out of sequence.

INVALID

- (e) Indicates the end of display sequence after pressing of 'Clear', 'Close' or 'Result' button.

END

- (f) Indicates that the maximum number of votes (2000) for which the machine is designed, has been polled.

FULL

- (g) Indicates that the candidates. machine is set for 16

**CANDIDATES
XX**

Note: *XX: 1 to 16 candidates*

- (h) Indicates that total number of votes polled is 1487.

**TOTAL POLLED
VOTES 1487**

- (j) Indicates that the Candidate No. 6 has polled 235 votes.

**CANDIDATE
06 235**

- (k) Indicates that the Power pack is weak.

- (l) Indicates that the capacity of the battery is High.

**BATTERY
HIGH**

- (m) Indicates that the capacity of the battery is Medium.

**BATTERY
MEDIUM**

- (n) Indicates that the capacity of the battery is Low.

**BATTERY
LOW**

- (p) Indicates the Date and Time.

**DTE 16-01-06
TME 09-43-34**

- (q) Indicates the internal serial number of the Control Unit.

SL NO - E00001

- (r) Indicates that the RESULT is getting computed.

**COMPUTING
RESULT**

- (s) Indicates the Poll Starting Time and Poll End Time.

**PST 09-50-20
PET 15-32-10**

- (t) Indicates the Result and Date of the Poll.

**RESULT
PDT 16-01-06**

- (u) Indicates the Print operation is under progress.

PRINTING

- (v) Indicates that the RTC time and date is not OK.

CLOCK ERROR

BEEP TONES

29. Before the Control Unit displays any information to be reworded, only during clearing display, power on display buzzer in the unit gives a 'beep' sound. As explained below, the duration of the 'beep' sound varies according to the nature of information displayed :

- (a) A 'beep' of not less than 5 seconds after a voter records his vote.

- (b) A 'beep' of 1 second, after any change in the information as indicated in the display panel, for example, when displaying total, candidate set, individual results, etc., or pressing of a button out of sequence.
- (c) Short interrupted 'beeps' to draw attention to any malfunctioning, disconnection and errors, etc.

BALLOT UNIT

Candidates's Button (Refer Fig. 1-5)

1. Against each candidate's name and symbol, there is a blue button, the access to which is through an opening in the Ballot Unit. A voter has to press the button against the candidate of his choice to record his vote for that candidate. When the voter presses the button to record his vote the 'Ready' lamp in the Ballot Unit goes off, and the corresponding lamp situated in line with the name and symbol of the candidate glows red. This indicates that the vote has been recorded for the candidate of his choice. At the same time, a 'beep' sound emanates from the Control Unit informing all present in the polling station that the vote has been recorded. When the voter presses the Candidate button on the Ballot Unit, the 'Ready' lamp goes off. The Candidate's lamp on Ballot Unit, the 'Busy' lamp and Buzzer sound in Control Unit go off after a short duration.

Slide Switch (Refer Figs. 1-5 & 1-7)

2. The slide switch has markings 1, 2, 3 and 4. The switch should be kept in position '1', '2', '3', or '4', as explained in Para No. 8 of Chapter III. The position of the switch can be seen through the window at the right side top of the Ballot Unit.

CONTROL UNIT

Power Switch (Refer Fig. 1-16)

3. To switch on the EVM, the Power switch is to be pushed upwards to the position marked ON.

'Cand. Set' Button (Refer Fig. 1-11)

4. The 'Cand. Set' button is used for setting the EVM for the number of candidates contesting the election. For details, refer Para No. 12 (c) and (d) of Chapter III.

'Clear' Button (Refer Fig. 1-14)

5. The 'Clear' button is required to be pressed before the start of a poll for clearing the machine and showing that no votes are already recorded in favour of any candidate. For details, refer Para Nos. 7 and 9 (h) of Chapter IV.

'Ballot' Button (Refer Fig. 1-15)

6. 'Ballot' button has to be pressed for enabling a voter to record his vote. When this button is pressed, 'Busy' lamp in the Control Unit and the 'Ready' lamp in the Ballot Unit will start glowing upto the time the voter presses the Candidate button on the Ballot Unit. The button will again become operational for the next voter only when the earlier voter has recorded his vote.

'Total' Button (Refer Fig. 1-15)

7. The 'Total' button, when pressed, will show the Battery status, Date and Time, Serial number of the Control Unit, the number of candidates and the total number of votes recorded till then (this button may be pressed at any time after a voter has recorded his vote or before the 'Ballot' button is pressed to enable him to record his vote, but not when the 'Busy' lamp is on).

'Close' Button (Refer Fig. 1-13)

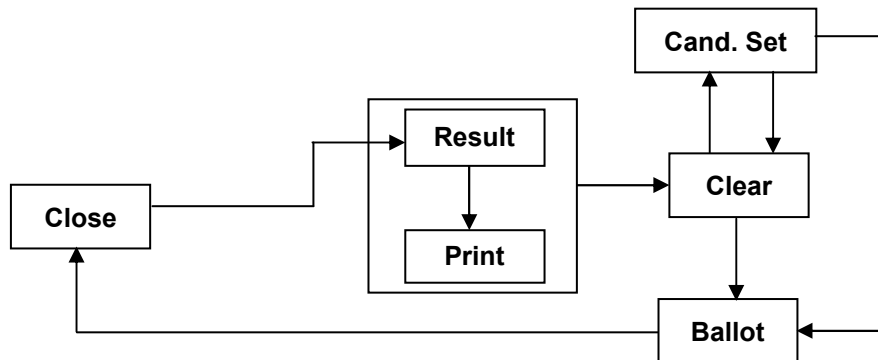
8. Once the 'Close' button is pressed, no further voting is possible. This button is to be pressed at the close of the poll. When this button is pressed, the Closing Date and Time, Serial number of the Control Unit, the number of candidates, total votes polled and the 'END' will be displayed on the display panel.

'Result' Button (Refer Fig. 1-14)

9. (a) When 'Result' button is pressed, the result of the poll for which it is used shall be displayed in the following sequence :

- (i) Computing result
- (ii) Poll result
- (iii) Poll date
- (iv) Poll start time
- (v) Poll end time

- (vi) Serial number of the Control Unit
 - (vii) No. of candidates
 - (viii) Total number of votes polled
 - (ix) Votes polled by each candidate sequentially
- (b) After the above display, the display panel will show the word 'END'. The result can be taken any number of times by pressing this button again and again.
10. (a) It is essential to note and fully comprehend the proper sequence in which the various buttons of Control Unit have to be operated. Such proper sequence is shown below :



- (b) It may be borne in mind that pressing of any button out of proper sequence may not produce the desired effect or result on the Control Unit or the Ballot Unit.

CHAPTER III

COMMISSIONING OF EVM BY RETURNING OFFICER

PRELIMINARY

1. Before supplying the EVMs to the Presiding Officers for use at polling stations, the machines have to be prepared by the Returning Officer for such use. The Returning Officer has to prepare the machine in the presence of the candidates/agents at such place or places and during such hours on such dates prior to the date of poll as he may fix, having regard to the number of machines which have to be so prepared, the time required for transporting such machines to the polling stations and other relevant factors. The Returning Officer shall, at least one week before the date or, as the case may be, the dates on which the preparation of EVMs is to be taken up by him, gives notice of the same in writing to each candidate or his election agent, intimating him the place or places where the machines will be so prepared and the date and time at which such preparation will commence. He shall also intimate the candidate/his election agent, the number of representatives that every candidate will be permitted to bring with him at the aforesaid place or places, depending on the number of machines to be prepared for use.

BALLOT UNIT

2. The Ballot Unit has to be prepared by the Returning Officer by :
- (a) Inserting the Ballot paper

- (b) Masking the Candidates' buttons, which are not required to be used.
- (c) Setting the slide switch at the appropriate position, i.e., 1, 2, 3 or 4, as the case may be, according to the number of such units which are to be used depending upon the number of candidates and the sequence in which they are to be used.
- (d) Sealing the unit

3. After taking out the Ballot Unit from the carrying case, the top cover of the unit may be opened carefully by pressing simultaneously, towards the right, the latches at the top and bottom on the right edge of the unit (Refer Fig. 3-1) and swinging the cover up (Refer Fig. 1-7 and 1-8).

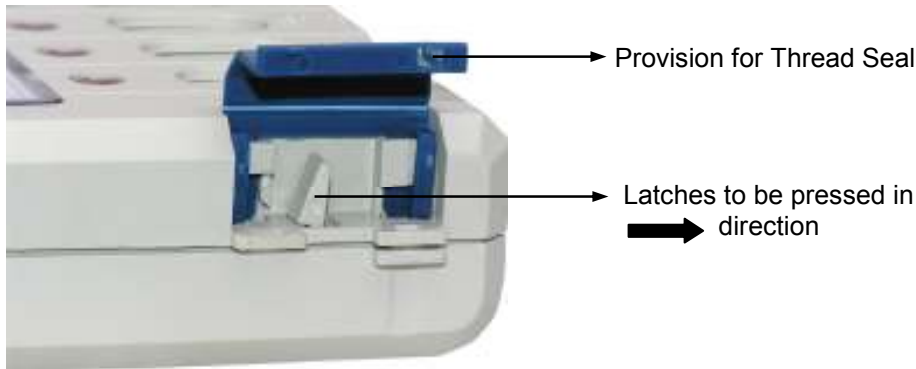


FIG. 3- 1

View of latches

OPENING OF BALLOT PAPER SCREEN

4. Open the Ballot paper screen, which is a transparent polycarbonate sheet, hinged to the top cover on the extreme left side. The release latches of the screen are inside of the top cover (Refer Fig. 3-2). By pressing the latches simultaneously, first slightly towards right and then downwards, the ballot paper screen will become free for opening on the upper side of the top cover (Refer Fig. 3-3). While opening the screen, care should be taken to ensure that it is not damaged.

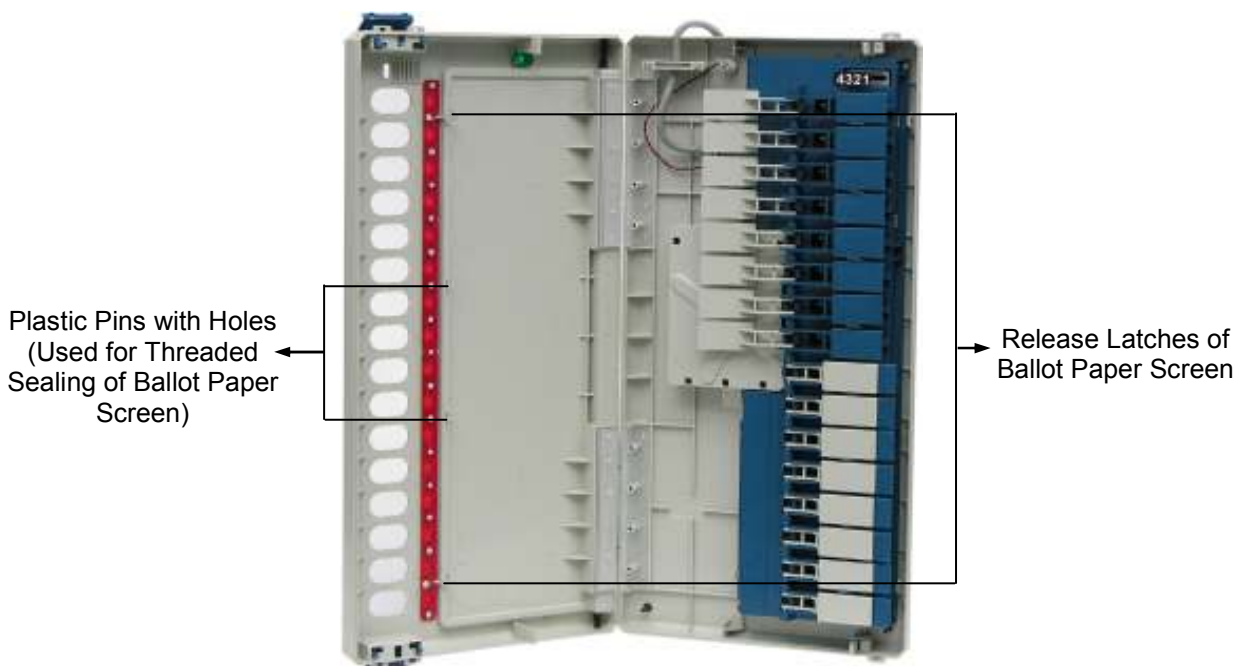


FIG. 3- 2
Inside view of top cover

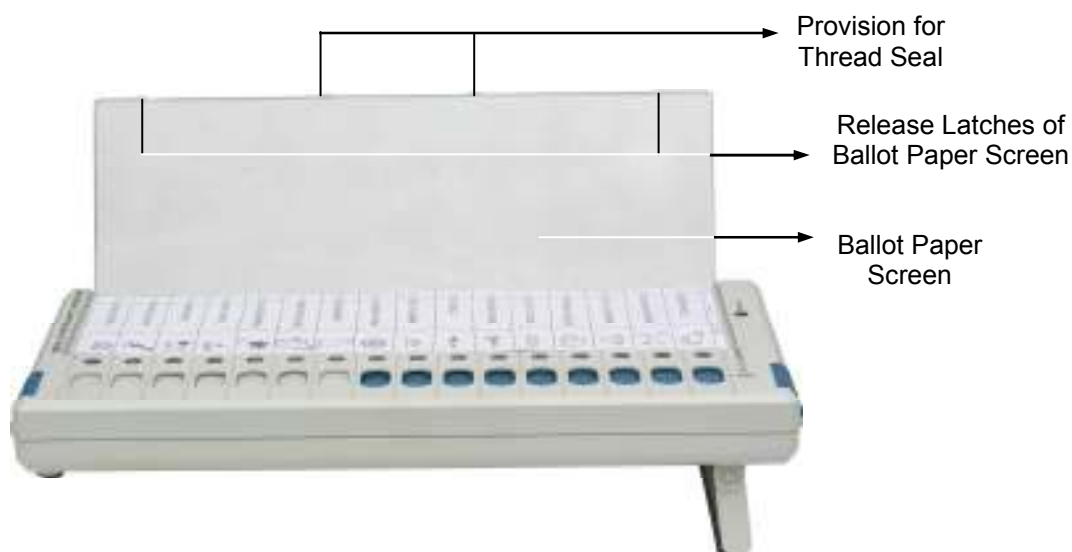


FIG. 3- 3
View of upper side of top cover

FIXING OF BALLOT PAPER

5. Place the Ballot paper 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 candidate’s lamp and button. After ensuring this alignment, close and press fit the Ballot paper screen to secure the Ballot paper firmly underneath that screen (Refer Fig. 3-4).



FIG. 3- 4

Properly aligned Ballot Paper

Note: *Alignment of the Ballot paper is an important step. Please do this carefully. There should not be any misalignment as it will create confusion in the voter's mind.*

6. After the Ballot paper has been firmly fixed and the Ballot paper screen has been pressed fit on the upper side of the top cover, 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 (Refer Fig. 3-3) and by putting the thread seal on the prescribed address tag showing the particulars of the election with the seal of the Returning Officer.

Masking of Candidates' Buttons That Are Not To Be Used

7. If the number of candidates on the ballot paper is less than 16, the masking tabs should be moved onto the Candidates' buttons that are not to be used.

Note: *For example, if the number of candidates is nine, the first nine (i.e., 1 to 9) Candidates' buttons are left unmasked and the remaining seven (i.e., 10 to 16) shall be masked as shown in Fig. 3-5.*

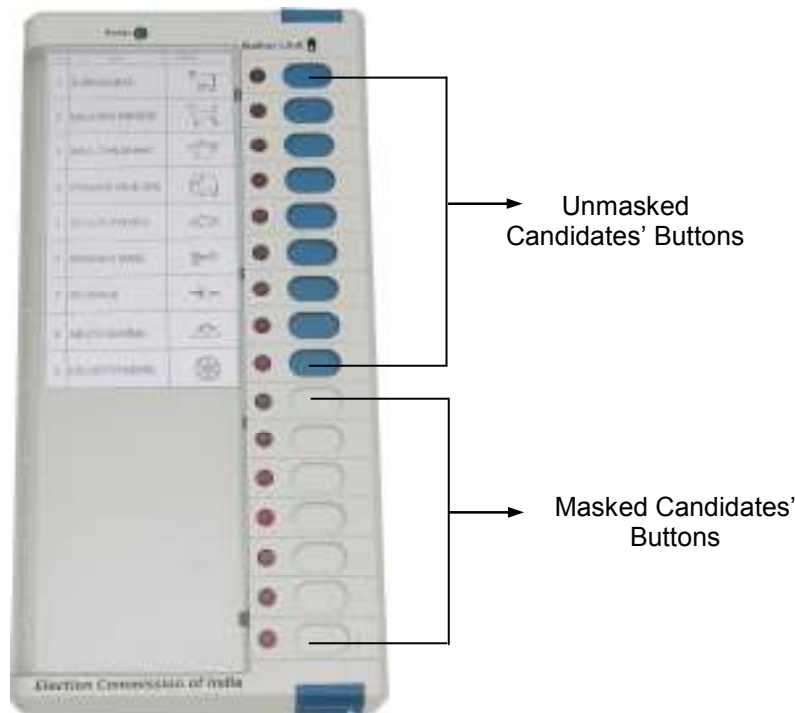


FIG. 3- 5

Ballot Unit set for nine candidates

SETTING OF SLIDE SWITCH

8. Inside the Ballot Unit on the top right side, there is a slide switch, which has four positions 1, 2, 3 and 4. If only one Ballot Unit is to be used, set this switch to the position marked '1'. If two Ballot Units are to be used, set this switch to the position marked '1' in the Ballot Unit in which the names of the candidates at Sl. Nos. 1 to 16 appear, and in the second Ballot Unit set this switch to the position marked '2'. If three Ballot Units are to be used, the slide switch will be set to the position marked '1' in the first Ballot Unit in which the names of candidates at Sl. Nos. 1 to 16 appear, to the position marked '2' in the second Ballot Unit in which the names of contesting candidates at Sl. Nos. 17 to 32 appear, and to the position marked '3' in the third Ballot Unit. Likewise, if the 4th Ballot Unit is also to be used if the number of contesting candidates exceeds 48, then the slide switch will be set to the position marked '4' in the last Ballot Unit (Refer Fig. 3-6).

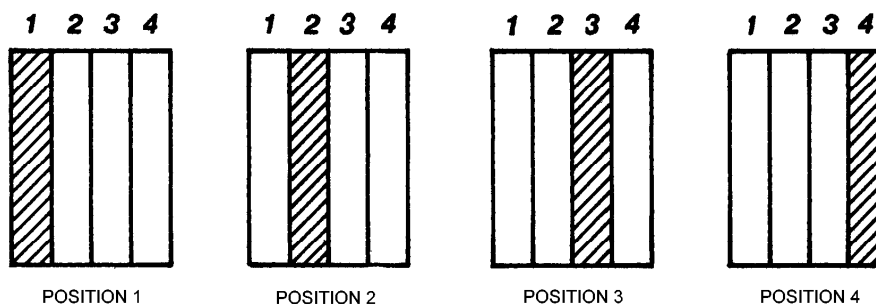


FIG. 3- 6

Slide switch set to position '1', '2', '3' or '4'

SEALING OF BALLOT UNIT

9. Close 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 the other through the three holes at the bottom provided for the purpose and seal each thread with Returning Officer's seal.

Note: *While sealing take care that direct flame does not come in contact with Ballot Unit and the molten wax does not fall on any part of the machine.*

CONTROL UNIT

10. The Control Unit is to be prepared by the Returning Officer by :

- (a) Installing the Power pack
- (b) Setting the number of contesting candidates
- (c) Sealing the Candidate Set section

POWER PACK INSTALLATION

11. Open the outer door of the Candidate Set section by pressing slightly the latch provided on the left side. Install the Power pack specially supplied by mating the socket of the Power pack to the plug. Ensure that the Power pack is pressed tight (Refer Fig. 3-7).

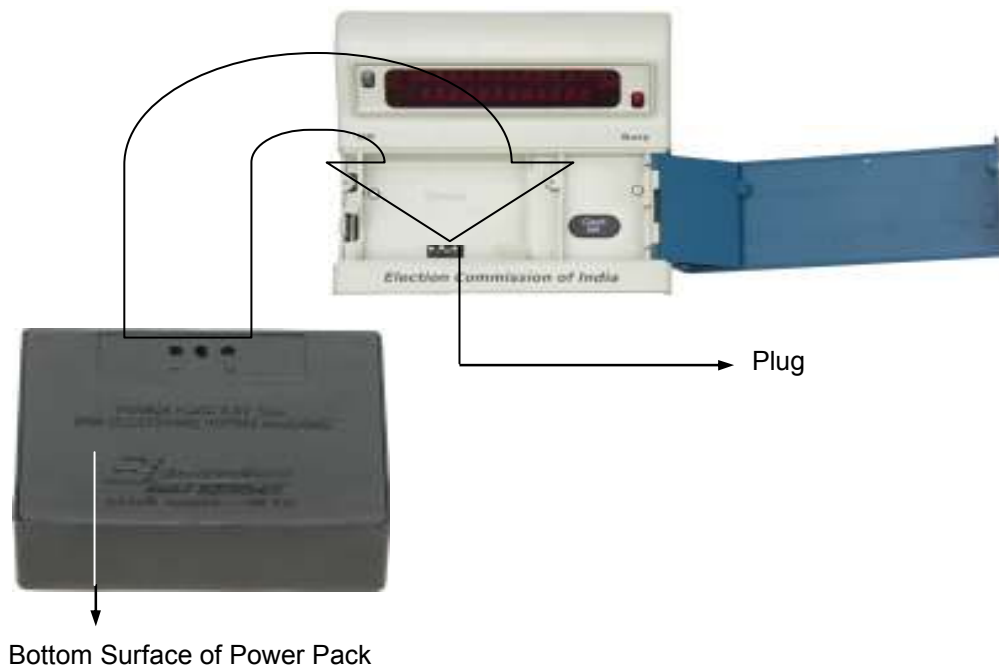


FIG. 3- 7

Installing the power pack

SETTING THE NUMBER OF CONTESTING CANDIDATES

12. After connecting the Power pack, open the compartment at the bottom of the Control Unit as explained in Para No. 24 of Chapter I, and proceed as follows for setting the number of contesting candidates :

- (a) Connect the Ballot Unit to the Control Unit by plugging the connector of the interconnecting cable (Refer Fig. 1-6) in the socket in that compartment (Refer Fig. 1-16). (As the connector and the socket are multi-pin connectors, it will need some practice to plug them properly. The connector goes into the socket only one way, which can be found out easily by looking at the orientation of the pins. As the pins are delicate, do not force the connector in such a way as it may damage or bend the pins. The EVM will work only when this connection is made properly).
- (b) After plugging the connector properly, push the Power switch upwards to on position. It will give a 'beep' sound and the ON lamp (Refer Fig. 1-9) on the Display section of the Control Unit will glow green.
- (c) After the ON lamp glows green, press the 'Cand. Set' button (Refer Fig. 1-11 and 1-12) in the Candidate Set section. Thereupon the display panel in the Display section will flash the letters 'SET CANDIDATE - -'.

Note: *If, however, the display panel shows the word 'INVALID', it signifies that data relating to some previous operation is in the machine. In such situation, the previous data has to be cleared for setting the number of*

contesting candidates. For this purpose, press the 'Close' button and wait till all the displays (including the display 'END') appear on the display panels. Thereafter, press the 'Result' button. Wait till display 'END' appears again. Thereafter press the 'Clear' button for clearing the machine and then press 'CAND. SET' button. 'SET CANDIDATE' will now be displayed on the display panel.

- (d) When the letters 'SET CANDIDATE - -' start flashing on the display panel on the Control Unit, press the candidate's button against the last contesting candidate in the Ballot Unit. For example, if there are nine contesting candidates, press the 9th candidate's button. On that button being pressed, the display panel will stop flashing the letters 'SET CANDIDATE - -'. Instead, the full panel will start displaying the following information :

CANDIDATES 9

This way the machine is set for nine contesting candidates.

Note: 1. *The number of contesting candidates can be set in any number of Control Units by using only one Ballot Unit. In such Ballot Unit, mask all the Candidates' buttons except the button of the last contesting candidate. In the above example, mask the buttons of candidates 1 - 8 and 10 - 16 and leave only the button of candidate number 9 unmasked.*

Note: 2. *Where the work of setting the number of contesting candidates in different Control Units is distributed amongst different officers, each such officer may use a separate Ballot Unit for setting the number of contesting candidates in the Control Units allotted to him.*

- (e) Switch off the EVM by pushing the Power switch downwards to off position and disconnect the interconnecting cable from the Control Unit. For this purpose, the spring type clips on both sides of the connector hood should be pressed inward simultaneously and the connector pulled out. Close the door of the compartment at the bottom of the Control Unit.

SEALING THE CANDIDATE SET SECTION

13. Close the inner door of Candidate Set section. Pass a thread through the holes provided on the left side and seal with the seal of Returning Officer. Then close the Candidate Set section. Pass a thread through the two holes provided on the left side and seal with the seal of 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.

14. Put back the Ballot Unit and the Control Unit in their respective carrying cases. They are ready for transportation to the polling station.

CHAPTER IV

POLLING STATION ON THE DATE OF POLL

PRELIMINARY

1. Before EVM is put in to actual use at the polling station further preparations are necessary. These have to be done by the Presiding Officer at the polling station in the presence of the candidates/their election agents or their polling agents. The Presiding Officer shall start the preparations about an hour before the time fixed for the commencement of the poll and 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 preparations of this unit is required on the date of poll, except that its interconnecting cable has to be plugged in 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.

- (b) The two seals put by the Returning Officer at the top and the bottom portions 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 No. 24 of Chapter I and take the following steps :

- (a) Connect the Ballot Unit to the Control Unit by plugging the connector of the interconnecting cable in the socket in the said compartment as explained in Para No. 12 (a) of Chapter III.
- (b) Put the Power switch to on position. Now the EVM is on. It will give a beep sound and ON lamp (Refer Fig. 1-9) on the Display section of the Control Unit will glow green.

5. After open the latch

**DELETING
POLLED VOTES**

- (c) Close the bottom compartment.
- the above mentioned steps, the Presiding Officer should cover of the Result section by pressing slightly inwards the provided on the left side.

the Result finger buttons and inwards forced open above, to

**CANDIDATES
9**

**TOTAL POLLED
VOTES 0**

**CANDIDATE- 01
VOTES - 0**

6. Thereafter, the door of the inner compartment of Section should be opened by inserting the thumb and a through the two apertures above the ‘Result’ and ‘Print’ then pressing the inner latches simultaneously, slightly (Refer Fig. 1-14). (In no case, this inner door should be without releasing the latches in the manner described avoid any damage to this most vital compartment.)

7. After ‘0’ and for button, the information

**CANDIDATE- 02
VOTES - 0**

**CANDIDATE- 03
VOTES - 0**

**CANDIDATE- 04
VOTES - 0**

**CANDIDATE- 05
VOTES - 0**

**CANDIDATE- 06
VOTES - 0**

**CANDIDATE- 07
VOTES - 0**

**CANDIDATE- 08
VOTES - 0**

**CANDIDATE- 09
VOTES - 0**

opening the inner compartment, all counts should be set to this purpose, press the ‘Clear’ button. On pressing this Display Panel will start displaying the following sequentially :

(if the machine is set for 9 candidates)

END

(Every indication is followed by a beep sound)

Note: *If on pressing 'Clear' button, the DISPLAY PANEL does 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 machines, ensure that Ballot Unit and Control Unit have been appropriately linked. Press 'Close' button and thereafter press 'Result' button. 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 it to the Polling agents present at the polling station that no votes are already recorded in the machine.

MOCK POLL

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 :

- (a) 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 also start glowing green.
- (b) Ask any polling agent to press, according to his choice, any of the Candidate's button on the Ballot Unit.

- (c) On the Candidate's button being so pressed, the 'Ready' lamp will go off and the candidate's lamp near the switch will start glowing red. Also, a 'beep' sound will be heard emitting out from the Control Unit. After a few seconds, the 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 vote for the candidate whose button has been pressed, has been recorded in the Control Unit and the machine is now ready to receive next vote.
- (d) Repeat the process explained in the preceding Para Nos. 9 (a), (b) and (c) for recording one or more votes for each of the remaining candidates. Keep a careful account of the votes so recorded in respect of each candidate.
- (e) When the votes are being so recorded, press the 'Total' button on the Ballot Section to verify at any time that the votes recorded in the machine tally with the number of votes which have been polled upto that stage.

Note: *'Total' button should be pressed only after the vote has been recorded for any candidate 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 panel in the Display section will show the following information sequentially :

CLOSING

DTE 12-11-06
TME 10-34-56

SL NO - E00001

CANDIDATES
16

TOTAL POLLED
VOTES - 200

(if the number of polled votes is 200)

POLL CLOSED

Note: *Subject to availability of time, there is no objection to permit the recording of more/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' in the Result section. On that button being pressed, the Display Panel will start showing the following information sequentially :

COMPUTING
RESULT

POLL RESULT
PDT 16-01-06

(PDT - Poll date)

PST 09-50-20
PET 15-32-10

(PST - Poll start time)
(PET - Poll end time)

SL NO - E00001

(Serial number of Control Unit)

CANDIDATES
9

(The number of candidates - 9)

TOTAL POLLED
VOTES - 54

(The number of polled votes - 54)

CANDIDATE - 01
VOTES - 6

CANDIDATE - 02
VOTES - 6

CANDIDATE - 03
VOTES - 6

CANDIDATE - 04
VOTES - 6

CANDIDATE - 05
VOTES - 6

CANDIDATE - 06
VOTES - 6

CANDIDATE - 07
VOTES - 6

CANDIDATE - 08
VOTES - 6

CANDIDATE - 09
VOTES - 6

END

(if, only fifty four votes have been polled, six for each candidate)

- (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 '0' as explained in Para No. 7 of this chapter.

ACTUAL POLL

10. EVM can now be used for actual poll.

11. However, before the commencement of actual poll the 'Result' section, should be sealed. For that purpose, perform the following operations :

(a) Fixing of green paper seals and closing of inner compartment :

- (i) These seals have been printed specially by the Election Commission on security paper serially numbered, as in the case of currency notes at the India Security Press, Nasik. One paper seal has to be fixed in the two frames 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 shows through the aperture from the outer side. After fixing the seals, the door of the inner compartment should be closed in such a manner that the open ends of the paper seal project outwards from the sides of the inner compartment as shown in Fig. 4-1. 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 numbers of the paper seal used and also allow the candidates/polling agents present to note down those numbers.
- (ii) 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.

Note: Power switch should be off during sealing process.

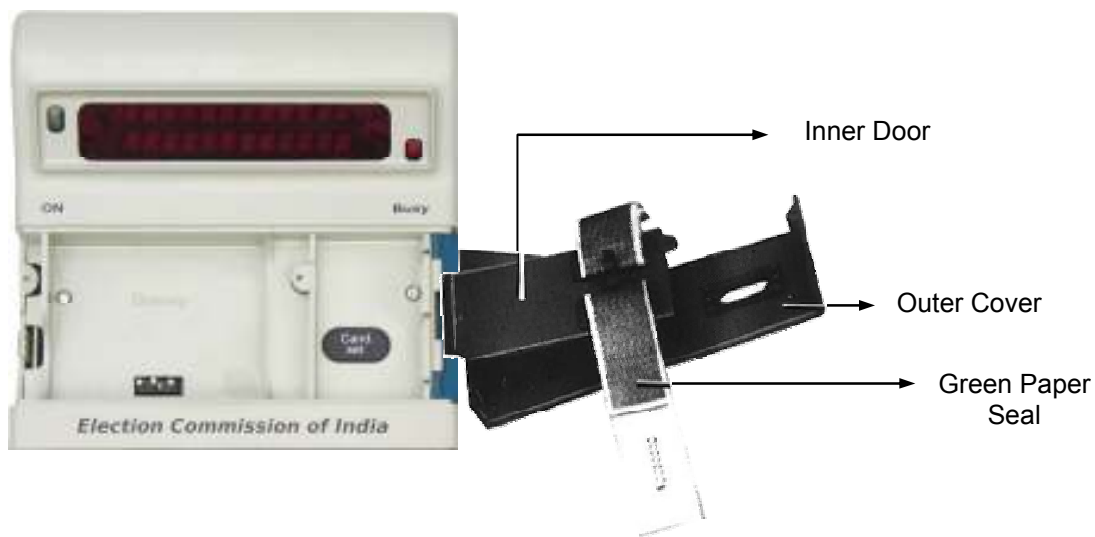


FIG. 4- 1

Fixing of green paper seals

(b) Closing of Result section :

- (i) The outer cover of the Result section has to be pressed for closing this section. Before pressing the outer cover, fold the open ends of the green paper seals neatly, in such a manner that no part of the paper seals protrudes from either side of the cover. 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.
- (ii) 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.

12. Now the EVM is ready in all respects for use for actual poll.

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 a length of approximately five metres. 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 don't have to tread or trip over it.

PROCEDURE DURING POLL

14. The polling shall commence at the hour fixed for such commencement. After all the procedural requirements relating to identification of voter, application of indelible ink on his/her forefinger and obtaining his/her signature/thumb impression in the Register of Voters have been completed with regard 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 Para No. 9 (a) of this chapter. Repeat that procedure in the case of every subsequent voter. 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 has been entered in the 'Register of Voters'. 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 votes polled has to be ascertained 'Total' button should be pressed. The Display Panel will then show the total number of votes polled by that time with other data like, Battery status, Date and Time, Serial number of the Control Unit and number of contesting candidates. Please remember that the 'Total' button is to be pressed only when the 'Busy' lamp is off.

AT THE CLOSE OF POLL

15. After the hour fixed for the close of the poll and the last voter has recorded his vote, the 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 No. 24 of Chapter I.
- (b) Remove the interconnecting cable in the manner explained in Para No. 12 (e) of Chapter III.
- (c) Remove the black cap attached with the Result section over the 'Close' button and press the 'Close' button.

- (d) When this button is pressed, the display panel will show the following information sequentially :

CLOSING	
DTE 12-11-06 TME 10-34-56	Date and time of closing
SL NO - E00001	(if serial number of the Control Unit E00001)
CANDIDATES 16	(if the machine is set for 16 candidates)
TOTAL POLLED VOTES - 200	(if the total number of votes polled is 200)
POLL CLOSED	

Now the EVM will not accept any further votes.

- (e) Note down in the prescribed form the total number of votes polled at the polling station as displayed in the display panel.
- (f) Replace the black cap attached with the Result section 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 the operations (c) to (h) above, should be 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.** (a) 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 agents as are present and desirous of putting their seals.
- (b) While sealing take care that direct flame does not come in contact with carrying cases and the molten wax does not fall on any part of the machine.
- 18.** Now the EVM is ready to be transported from the polling station to the counting place.

CHAPTER V

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 a place or places and shall be commenced on such date and at such time as the Returning Officer may fix. The Returning Officer shall, atleast 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 station at which that EVM was used. The Ballot Unit is not required. Nevertheless, the Ballot Unit received from the polling stations should be kept along with the Control Units polling station wise at the storage centre 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 where 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 seals thereon and removing the same. Thereafter, place the Control Unit on the counting table and examine the seals on the Candidate Set section and Result section and remove the seal of the Result section. Thereafter, open the cover of the Result section. On opening the cover of Result section, one green paper shall be visible through the aperture of the compartment of the 'Result' and 'Print' buttons underneath. As in the case of a ballot box in which the green paper seal is used for closing, in the case of Control Unit of EVM, the green paper seal is the only vital seal. If these 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 Candidate 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 stations can be ascertained. In view of the vital nature of the green paper seals, the candidates and their counting agents should be afforded reasonable opportunity to satisfy themselves that those 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 not to be the same as those which had been fixed by the Presiding Officer at the polling station before the commencement of the poll or if they have been found to be tampered with, keep aside the Control Unit and do not proceed to ascertain the result of the in that unit.

4. After on the Control ON lamp will

**COMPUTING
RESULT**

checking that the green paper seals are intact, switch Unit by pushing the Power switch to on position. The then glow green.

5. Pierce 'Result'

**POLL RESULT
PDT 16-01-06**

the green paper seal over the 'Result' button. Press button.

6. On votes recorded displayed sequence :

**PST 09-50-20
PET 15-32-10**

'Result' button being pressed, the total number of for each candidate at the polling station shall be automatically in the 'Display Panel' in the following

SL NO – E00001

**CANDIDATES
16**

**TOTAL POLLED
VOTES - 200**

**CANDIDATE - 01
VOTES - 10**

**CANDIDATE - 02
VOTES - 8**

-
-
-
-

**CANDIDATE - 16
VOTES - 50**

END

(This is only an example)

Note: *'Print' button is to be used for ascertaining the result of the poll by printing.*

7. If required, 'Result' button can be pressed any number of times to enable the Returning Officer, the candidates and/or their agents to note down the above result.
8. After the result has been noted, close the cover of Result section. Reseal it in the manner explained in Para No. 11 (b) of Chapter IV with the seal of the Returning Officer and the candidates/their agents who are desirous of affixing their seals.
9. Switch off the unit by pushing the Power switch in the bottom compartment to off position. Close the compartment.
10. Remove the seal of the Candidate Set section and open its outer door. Remove the Power pack. Close the outer door and reseal the Candidate Set section.
11. Put back the Control Unit in its carrying case, which may then be kept in the bigger storage case.
12. All such storage 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.

APPENDIX

PRIOR TO THE DATE OF POLL (AT THE RETURNING OFFICER'S HEADQUARTERS)

1.

BALLOT UNIT	CONTROL UNIT
1. Unpack the unit 2. Insert the ballot paper properly under Ballot paper screen and seal it.	1. Unpack the unit 2. Install new Power pack

- | | |
|---|--|
| <ol style="list-style-type: none"> 3. Mask the candidates' buttons not required to be used. 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. 5. Seal the Ballot Unit and put in its carrying case. | <ol style="list-style-type: none"> 3. Connect the Ballot Unit 4. Switch ON the unit 5. Clear the unit 6. Set the number of contesting candidates. 7. Switch OFF the unit and disconnect the Ballot Unit from the Control Unit. 8. Seal the Candidate Set section 9. Put the unit in its carrying case |
|---|--|
-

DAY OF POLL (AT THE POLLING STATION)

Before The Commencement of Poll

2.

BALLOT UNIT	CONTROL UNIT
<ol style="list-style-type: none"> 1. Unpack the unit 2. Check the Ballot Unit seals 3. Place it in the voting compartment 	<ol style="list-style-type: none"> 1. Unpack the unit 2. Check the Candidate Set section seal 3. Connect the Ballot Unit to the Control Unit

4. Switch on the unit
 5. Clear the unit
 6. Conduct mock poll
 7. Clear the unit again and switch it OFF
 8. Fix duly signed security paper seal on the door over the inner compartment of Result section.
 9. Seal the inner compartment of the Result section with thread.
 10. Seal Result section and switch the unit ON
-

During Poll

3.
 - (a) Press the 'Total' button and ensure that the total number of votes polled is zero.
 - (b) Press the 'Ballot' button on the Control Unit on completion of identification of first voter, application of indelible ink and obtaining his/her signature/thumb impression.
 - (c) Allow the voter concerned for recording his vote. Wait for the red 'Busy' lamp and the 'beep' sound to go off.
 - (d) Repeat step (b) for second voter and so on until end of poll. Ensure that at intervals the total number of votes polled is tallying with actual voters allowed to record their votes.

At The Close of Poll

4.
 - (a) Remove the rubber cap attached with Result section over the 'Close' button.
 - (b) Press the 'Close' button.
 - (c) Press the 'Total' button and note the total number of votes polled till close of poll.
 - (d) Replace the rubber cap attached with Result section over the 'Close' button.
 - (e) Open the bottom compartment and switch off the unit. Disconnect the inter-connecting cable.
 - (f) Pack both the Control Unit and Ballot Unit and seal both the carrying cases.

Day of Counting (At The Counting Place)

5. (a) Check Control Unit carrying case seal, unpack it and place it on counting table.
- (b) Check all seals are intact.
- (c) Open Result section and check if the green paper seals on the Result button are intact and show those seals to candidates/agents.
- (d) Open the bottom compartment seal and switch on the Control Unit.
- (e) Pierce the green paper seal on the 'Result' button and press the 'Result' button and note down the results displayed sequentially.
- (f) Close the Result section and reseal it.
- (g) Switch off the Control Unit and reseal the bottom compartment.
- (h) Remove the Power pack and reseal the Candidate Set section.
- (j) Put Control Unit in its carrying case.

DEFECTS AND REMEDIES

6.

Sl. No.	Nature of Defect	Reasons	Remedy
1	ON lamp does not glow when the EVM is switched on.	Power pack is not fixed properly or is low.	Insert the Power pack properly or replace the Power pack with a new one.
2.	No 'beep' sound and display indication when the EVM is switched on.	The Control Unit is defective and not fit for use.	Replace the Control Unit with the good one and report to BEL.

Sl. No.	Nature of Defect	Reasons	Remedy
3.	Display showing 'INVALID' and a beep sound is heard.	The button pressed is not in proper sequence of operation.	Press the button in proper sequence only.
	a) When 'Cand. Set' button is pressed.	'Ballot' or 'Close' button was already pressed.	EVM accepts 'Cand. Set' button only when result of the previous poll is seen at least once. Hence, press 'Result' button and then 'Clear' button.
	b) When 'Clear' button is pressed.	Result of the previous poll is not seen.	EVM accepts 'Clear' button only when result of the previous poll is seen,

			at least once. Hence press 'Result' button.
	c) When 'Ballot' button is pressed.	'Close' button is pressed to close the poll and hence no further polling is possible.	This button will become effective only when the previous result is seen and the EVM is cleared.
	d) When 'Result' button is pressed.	The polling is not closed by pressing the 'Close' button.	Close the poll by pressing the 'Close' button before pressing 'Result'.
4.	Display showing 'ERROR' and a beep sound is heard.	Control Unit is defective and not fit for use.	Replace the Control Unit with the good one and report to BEL.
5.	Display is flashing 'SET CANDIDATE - -'	The EVM is waiting for the candidate's button on the Ballot Unit to be pressed for setting the number of candidates contesting the election.	Press the last unmasked candidate's button on the Ballot Unit.
6.	No response to 'Total' button in the Control Unit.	Busy lamp is on	Allow the voter to record his/her vote. Once the vote is recorded, the 'Busy' lamp goes off.
7.	When the Presiding Officer presses the 'Ballot' button, the 'Busy' lamp does not glow. Instead 'Link Error-1' appears on the Display Panel and a short interrupted 'Beep' sound is heard.	Interconnecting cable has not been properly fixed or snapped and there is no proper link.	Fix the interconnecting cable properly, if necessary, by taking it out and refixing.

Sl. No.	Name of Defect	Reasons	Remedy
8.	When the Presiding Officer presses the 'Ballot' button, the 'Busy' lamp does not glow. Instead 'Pressed Error' appears on the Display Panel and a short interrupted and 'Beep' sound is heard.	Some voter must have left one of the buttons in the Ballot Unit pressed or jammed and this may not be coming back to its original position.	Go inside the voting compartment and gently press all the buttons once. The pressed button will resume original position and 'Pressed Error' display 'Beep' sound will not recur. Normal voting can be continued by pressing the 'Ballot' Button.
9.	Display panel indicates - - - - - after	Power pack is not fitted properly. Power pack	Insert the Power pack properly. Replace the

accepting any key operation.

may be weak.

Power pack specially supplied for EVM.

DOS AND DON'TS

Dos

7. (a) Read the manual carefully before operating the EVM.
- (b) Press the latches gently and in the manner specified.
- (c) Protect the EVM from dust, heat, rain, fire and other such hazardous environments.
- (d) Use the Power pack specially supplied by the Election Commission.
- (e) Inform Election Commission and BEL in case of any problem.
- (f) Remove Power pack from the Control Unit while storing for longer periods.
- (g) Ensure that the covers of the compartments/sections in the Ballot Unit and the Control Unit rest properly on the plain surface, when opened.
- (h) Ensure that the connector of the interconnecting cable mates properly with the connector of the Control Unit before pressing in. This will mate in one direction only.

Don'ts

8. (a) Do not exert undue pressure on the latches, hinges etc.
- (b) Do not keep EVM near heater or other hot objects.
- (c) Molten sealing wax should not fall on the EVM, while sealing.
- (d) Do not open by force the covers or doors of the various sections.
- (e) Do not try to open the top portion of the Control Unit (by unscrewing the screws).
- (f) Do not remove the seal of the Power pack unless it is required for use.
- (g) Do not hit/smash the connector fixed at the end of the interconnecting cable against any hard surface/object.
- (h) Do not press the connector fixed at the end of the interconnecting cable into the connector of Control Unit in reverse direction.
- (j) Do not pull the interconnecting cable while disconnecting it from the Control Unit without pressing the spring type clips on the hood of the connector.

STORAGE OF EVMS

Instructions For Storing Bulk Carrying Cases

9.
 - (a) The bulk carrying cases have to be arranged as shown in Fig. A-1 (Layout of Store). They can be place one after the other as shown in Fig. A-1.
 - (b) The boxes can be stacked one above the other up to a maximum of four Nos. with a wooden platform as shown in Fig. A-2 (Wooden Platform). We do not recommend the usage of tarpaulin for the floor.
 - (c) Ballot Units and Control Units should be kept in separate bays for easy identification and movement.
 - (d) Fire extinguishers should be kept fixed to the sidewalls for every 15 m.
 - (e) The building/walls should be strong enough to withstand attacks from rodents.
 - (f) The inner side of walls and floor should be cleanly maintained to avoid insects and white ants.
 - (g) In places where there is possibility of temperature going below 0 °C, it is advisable to insulate the walls by thermocole.
 - (h) Storage should be such that the boxes are not exposed to direct sunlight.
 - (j) Proper ventilation for good air circulation/lighting should be provided for the building.
 - (k) There should be no seepage of water from ceiling, sidewalls and floor. If required, tarpaulin covers may be used to protect the boxes.

DISPOSAL OF EVMS

10.
 - (a) The Electronic Voting Machine should be returned to M/s. Bharat Electronics Limited for carrying out the disposal procedure after its useful life.
 - (b) The individual cells of the batteries should be disposed with regular trash after removing from the plastic box. Large quantities of batteries should be disposed off at a secure landfill in accordance with State and Local regulations. The plastic box can be scrapped and recycled for other purposes.

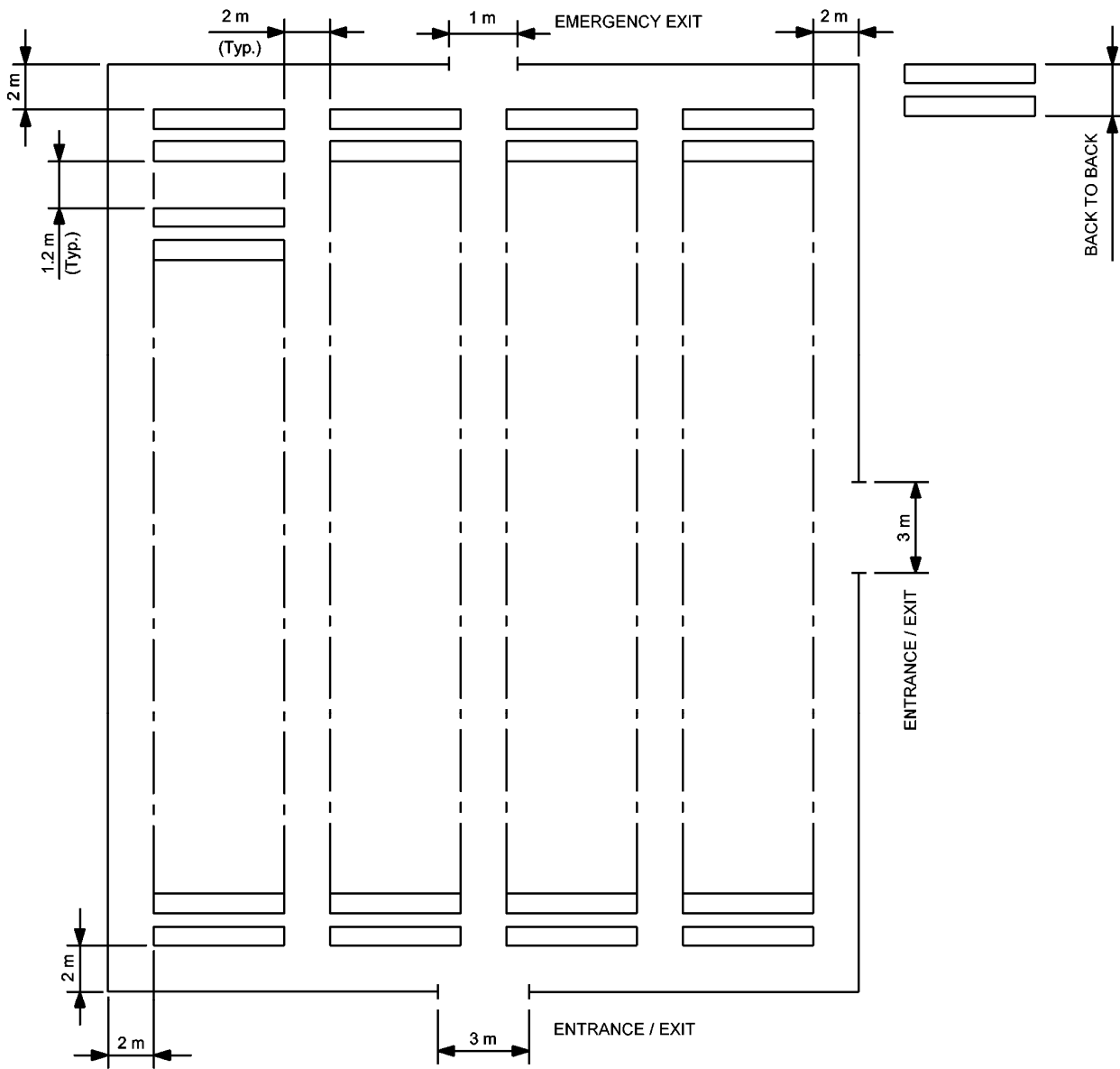


FIG. A-1
Layout of store

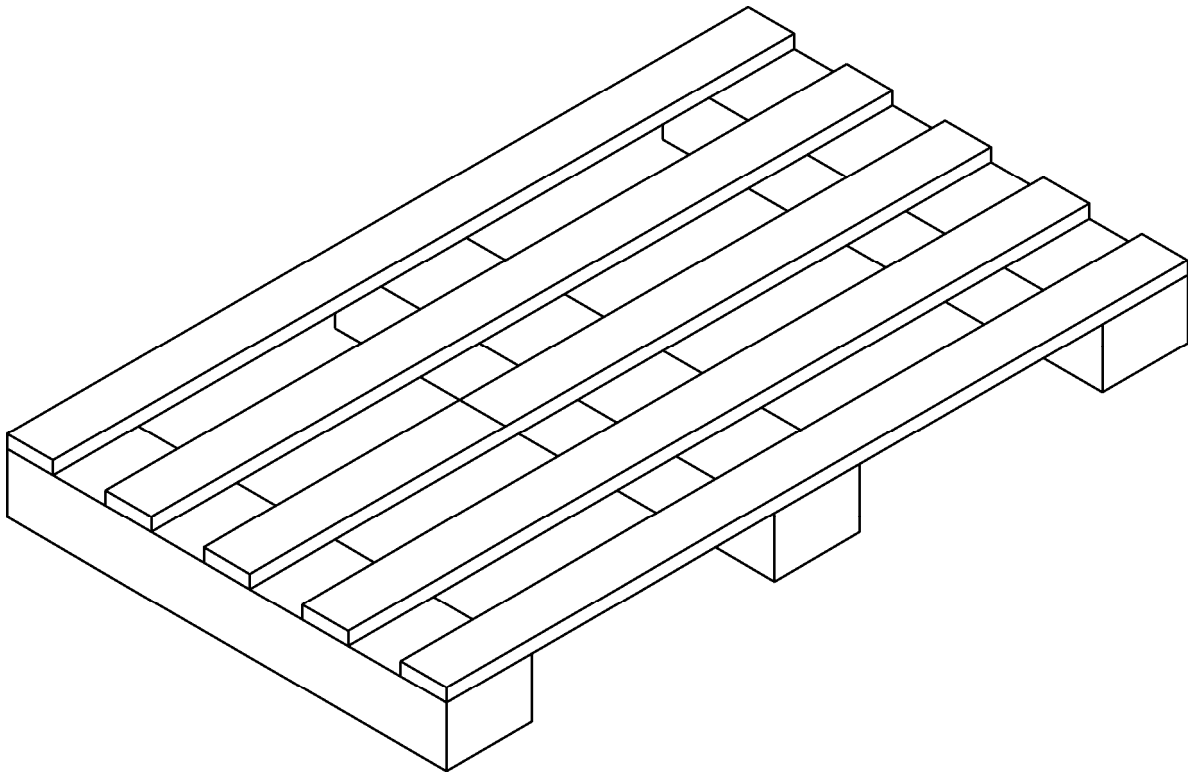


FIG. A- 2
Wooden platform