

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

K.N.BHAR
SECRETARY

No. 51/8/VVPAT/2014-EMS

Dated: 24th September, 2014

To

The Chief Electoral Officers of

1. Haryana, Chandigarh.
2. Maharashtra, Mumbai.

Subject: Instructions on the use of EVMs with Voter Verifiable Paper Audit Trail system (VVPAT) - reg.

Sir,

I am directed to state that the Commission has decided to use Voter Verifiable Paper Audit Trail system (VVPAT) alongwith Electronic Voting Machines (EVMs) in the following assembly constituencies during the ensuing General Election to the Legislative Assemblies of Haryana and Maharashtra, 2014.

S. No.	Name of State	Name of the District	Number and Name of Assembly Constituency
1	Maharashtra	Aurangabad	107-Aurangabad Central
2			108- Aurangabad West (SC)
3			109- Aurangabad East
4		Amravati	38-Amravati
5			42-Achalpur
6		Nashik	123-Nashik East
7			124-Nashik Central
8			125-Nashik West
9		Wardha	47-Wardha
10		Bhandara	61-Bhandara (SC)
11		Chandrapur	71-Chandrapur (SC)
12		Yavatmal	78-Yavatmal
13		Ahmednagar	225-Ahmednagar City
14	Haryana	Kurukshetra	13-Thanesar
15		Karnal	21-Karnal
16		Panipat	25-Panipat City
17		Sonipat	31-Sonipat

S. No.	Name of State	Name of the District	Number and Name of Assembly Constituency
18	Haryana (Contd....)	Rohtak	62-Rohtak
19		Gurgaon	77-Gurgaon

The Rule 49A of the Conduct of Elections Rules, 1961, provides that the “*Every electronic voting machine (hereinafter referred to as the voting machine) shall have a control unit and a balloting unit and shall be of such designs as may be approved by the Election Commission. Provided that a printer with a drop box of such design as may be approved by the Election Commission may also be attached to a voting machine for printing a paper trail of the vote, in such constituency or constituencies or parts thereof as the Election Commission may direct*”. Pursuant to the said rules, the Election Commission has approved the printers as developed by the manufacturing companies viz. ECIL and BEL.

The Rule 49B[4(c)] of the said Rules provides that *where the printer for paper trail is used under the proviso to rule 49A, set the printer as per the number of contesting candidates set in the Control Unit by –*

- i) *loading in the printer the serial numbers and names of candidates and symbols allotted to them as given on the balloting units under clause (a);*
- ii) *loading paper in the printer; and*
- iii) *sealing the printer in such manner as may be directed by the Election Commission”.*

The Rule 49E [1, 2 &7] of the said Rules provides that –

(1) The Control Unit, the Balloting Unit of every voting machine used at a polling station, ***and the printer for paper trail where used,*** shall bear a label marked with—

- (a) the serial number, if any, and the name of the constituency;
- (b) the serial number and name of the polling station or stations as the case may be;
- (c) the serial number of the unit of voting machine; and
- (d) the date of poll.

(2) Immediately before the commencement of the poll, the presiding officer shall demonstrate to the polling agents and other persons present that no vote has been already recorded in the voting machine, ***and where the printer for paper trail is used that the drop box of the printer is empty.***

(7) ***Where the printer for paper trail is used, the printer shall also be kept along with the balloting unit in the voting compartment and shall be connected to the EVM in the manner as directed by the Commission.***

The Rule 49MA of the said Rules provides that *–where printer for paper trail is used, upon casting the vote by pressing the button under clause (b), the elector shall be able to view through the transparent window of the printer, kept alongwith the balloting unit inside the voting compartment, the printed paper slip showing the serial no, name and the symbol of the candidate for whom he has cast his vote before such paper slip gets cut and drops in the drop box of the printer.*

The Rule 49T(1) of the said Rules provides that .—(1) As soon as practicable after the closing of the poll, the presiding officer shall close the control unit to ensure that no further votes can be recorded and shall detach the balloting unit from the control unit, **and from the printer where the printer is also used.**

Taking into consideration the provisions made under Rules 49A, 49B [4(c)], 49E [1, 2 &7], 49M (A), 49 T (1) by the Conduct of Elections (Amendment) Rules, 2013 the Commission has directed that the following instructions on use of VVPAT system with EVM shall be strictly followed in the aforesaid election: -

- 1. Training of Master Trainers:** It is necessary to provide very good quality training to all election officials. “Hands-on” training should be organized for Presiding Officers, Polling officers, Returning Officer, Assistant Returning Officers, Sector Officers and counting personnel.
- 2. Training of polling personnel and counting personnel: - Immediately after the second randomisation of polling personnel in respect of the Assembly Constituencies in which the VVPAT will be used training for the polling personnel should be conducted.** The Master Trainers will impart training to the field officials. The training should include theoretical inputs and also hands on training. Every officer should get an opportunity to operate the EVMs with the VVPAT system and learn the process of recording the vote using VVPAT. Separate training on counting of printed ballot slips from the VVPAT system and tallying the count of printed ballot slips with the electronic count in the EVMs using the modified Form 17C should also be given. Questions should be encouraged and all doubts should be cleared in the training. Detailed operational manual of VVPAT will be made available by the manufacturers of EVM. Copies of the operational manual should be given to all officers during training. Copies of operational manual should also be available at the polling station on the poll day. Complete training process should be videographed.
- 3. Awareness about use of VVPAT:** Awareness should be created amongst the political parties and electors of the Assembly Constituencies, where VVPAT to be used, about the purpose and use of VVPAT. For this purpose a demonstration of VVPAT system should be organized by the Returning Officers for all Candidates and Political Parties. The demonstration will be done by Engineers of VVPAT manufacturers. Demonstration of VVPAT system should also be organized for voters at suitable locations in the constituencies. A simple poster on method of voting on EVMs with VVPAT should be prepared and pasted at prominent places in all villages of the constituencies. This poster should also be pasted at two or three places in each polling station in such a manner that voters waiting in the queue are able to read the instructions in the poster. Pamphlets on the method of voting using EVMs with VVPAT should be printed and distributed to voters along with Photo Voter slips before the poll. **A copy of the sample Pamphlet is attached at Annexure-V.** Each voter should be given detailed instructions on the method of voting on EVMs with VVPAT on the poll day when his or her signatures/thumb impressions are obtained in the register of Voters in Form 17 A by a polling officer. The CEO, DEO and RO should also organize programmes for awareness about use of EVMs with VVPAT on Doordarshan and All India Radio.

4. First Level Checking of VVPAT system: If the First Level Checking of EVMs has already been completed it need not be repeated alongwith the First Level Checking of VVPAT systems. Some spare EVMs from reserved may be used for this purpose. The FLC of VVPAT shall be done in the presence of representatives of the National and State Political parties. During this FLC in addition to the normal FLC procedure, political party representatives will also be asked to check the printed ballot slip in VVPAT for each vote cast, before it is cut and falls in the drop box of the VVPAT printer, in the manner a voter is supposed to check the printed ballot slip in a real election. After the mock poll, the printed ballot slips of each VVPAT printer shall be counted to compute the result independent of the electronic result in the CU and the result of the printed ballot slips shall be tallied with the electronic result of the CU. The tally should be shown to those present in the FLC. The whole process shall be videographed. FLC should also be treated as an opportunity for training the representatives of the political parties in the use of EVMs with VVPAT system.

5. Preparation of EVMs and VVPAT system for Poll: EVMs shall be prepared for poll according to the instructions of the Commission on preparation of EVMs for polls in the usual manner. After preparation of EVM, the VVPAT system shall be prepared for poll in the following manner as mentioned in Rule 49 B (4) (c) (i) – (iii) of the Conduct of Elections (Amendment) Rules, 2013 : -

- a. VVPAT system consists of one VVPAT Status Display Unit (VSDU) and one VVPAT Printer unit.
- b. Fresh Paper roll shall be installed in VVPAT printer unit by following the procedure given in the user manual for VVPAT system.
- c. Serial numbers and names of candidates and symbols allotted to them shall be loaded in VVPAT unit with the help of engineers of manufacturer i.e. ECIL/BEL.
- d. A test printout of the Serial numbers and names of candidates and symbols loaded shall be checked with the ballot paper placed on Ballot Unit. Thereafter, switch OFF the Control Unit and **the latches of Paper Roll Compartment shall be sealed by using thread seals and address tags.**

(Switching OFF of Control Unit before sealing of paper roll compartment should be ensured)

- e. New power pack (battery) shall be connected to the VVPAT unit. The door of the battery compartment must be properly shut. However, it is not sealed as the power pack can be replaced, if low battery status is indicated in VSDU, during the poll.
- f. Thereafter one vote to each candidate will be given to check that the VVPAT is correctly printing the paper slips in respect of all the candidates.
- g. VVPAT units should be randomly allocated to polling stations. For this purpose serial numbers of VVPAT printers shall be written on separate paper slips. These paper slips shall

be put in a big jar and mixed. After that the slips shall be taken out one by one and allocated to polling stations.

h. The VVPAT unit will then be kept in the carrying case provided and taken to the polling station along with the EVM.

6. Additional Polling Official: While constituting polling parties, care should be taken to provide one extra polling official in each polling station to handle the VVPAT unit. The duty of this polling official will be to watch the VVPAT Status Display Unit (VSDU) continuously during the entire poll process. He will bring any error messages to the notice of the Presiding Officer immediately. One additional power pack battery will be provided to every polling party. In case of low battery error message the battery will be changed. For any other error message the VVPAT printer unit will be changed. It may be noted that change of paper is not allowed during poll.

7. Dispersal of polling parties:- At the time of dispersal of polling parties, two copies of the following shall be handed over to the Presiding Officers:

- i) Trouble shooting instructions given at Annexure-III
- ii) List of additional items of Polling materials given at Annexure-IV

8. Conduct of Mock Poll and sealing of EVMs and VVPATs in the Polling Stations: During the mock poll in the polling stations, the Ballot Unit(s) and VVPAT unit should be placed in the Voting Compartment and Control Unit and VSDU on the table of the Presiding Officer/Polling Officer who will operate the Control Unit after being properly connected. One polling officer should be present in the Voting Compartment along with polling agents to watch operations on the Ballot Unit and the printed ballot slip by the VVPAT Printer unit. This polling officer will keep a record of the votes cast. After the mock poll, Presiding Officer will ascertain the result in the Control Unit and count the ballot slips in respect of each candidate in the presence of the polling agents and confirm that the result tallies with the votes polled in respect of each candidate. The Presiding Officer shall ensure that the data of mock poll is cleared in the Control Unit, without fail, and also remove all the printed paper (ballot) slips from the drop box in the VVPAT unit. These printed-paper slips of the mock poll shall be kept in an envelope made of thick black paper. The envelope will be sealed with the seal of the presiding officer. The Presiding Officer and the polling agents present shall put their signatures on the envelope. The number and name of the polling station and number and name of Assembly Constituency alongwith the date of poll shall be written on the Envelope. Words- "Printed paper slips of Mock Poll" shall also be written on the envelope. The envelope shall then be kept in the special plastic box provided for the purpose. The plastic box shall be sealed with a Pink Paper Seal placed all around in such a manner that opening of the box shall not be possible without breaking the seal. The number and name of the polling station and number and name of Assembly Constituency alongwith the date of poll shall be written on the plastic box. The Presiding Officer and Polling Agents present shall put their signatures on the pink paper seal. This plastic box containing printed paper slips of the mock poll shall be kept along with other documents relating to elections by the

Returning Officer and shall be preserved till the period of filing of Election Petitions is over or in case an election petition is filed, till the final disposal by a Competent Court. Polling agents present will be allowed to verify that the drop box of VVPAT unit is empty. Thereafter, Presiding Officer will prepare and sign the mock poll certificate (Annexure-I) in the revised format of Mock Poll Certificate enclosed herewith and seal the Control Unit as per procedure laid down in the Presiding Officers' Handbook. The Presiding Officer shall also prepare the VVPAT system as under:

- (i) The lower part of the VVPAT unit i.e. drop box shall be sealed with the Address Tag before actual poll starts.
- (ii) After that BU and VSDU shall be connected to the VVPAT printer and connect the VVPAT printer to the Control Unit.
- (iii) Switch ON the Control Unit, after making all connection.

This is a very critical step and this should be emphasised during training. Observer should visit maximum number of polling stations on the poll day to check that everything is being done in the manner prescribed by the Commission.

- 9. Complaint about incorrect printing of particulars on paper slip:** If any voter alleges about the wrong printing of particulars of a candidate and/or symbol of that candidate on paper slip printed by the printer on pressing of concerned blue button on the Balloting unit to which the printer is connected, the Presiding Officer of the polling station should provide him a 'Form of Declaration' (Annexure-II) to lodge a complaint and follows the procedure prescribed under rule 49MA, which reads as under:

“49MA. Procedure in case of complaint about particulars printed on paper slip.-(1) Where printer for paper trail is used, if an elector after having recorded his vote under rule 49M alleges that the paper slip generated by the printer has shown the name or symbol of a candidate other than the one he voted for, the presiding officer shall obtain a written declaration from the elector as to the allegation, after warning the elector about the consequence of making a false declaration.

(2). If the elector gives the written declaration referred to in sub-rule (1), the presiding officer shall make a second entry related to that elector in Form 17A, and permit the elector to record a test vote in the voting machine in his presence and in the presence of the candidates or polling agents who may be present in the polling station, and observe the paper slip generated by the printer.

(3). If the allegation is found true, the presiding officer shall report the facts immediately to the returning officer, stop further recording of votes in that voting machine and act as per the direction that may be given by the Returning Officer.

(4). If, however, the allegation is found to be false and the paper slip so generated under sub-rule (1) matches with the test vote recorded by the elector under sub-rule (2), then, the presiding officer shall-

- (i)** make a remark to that effect against the second entry relating to that elector in Form 17A mentioning the serial number and name of the candidate for whom such test votes has been recorded;

- (ii) obtain the signature or thumb impression of that elector against such remarks; and
- (iii) make necessary entries regarding such test vote in item 5 in Part I of Form 17C.”.

10. Action in case of certain contingencies during poll: Certain contingencies may arise during the polling process, which may require certain actions. These are as follows:-

- a. In case the CU or the BU does not work properly replacement of the whole EVM including CU, BU and VVPAT is required. **Fresh mock-poll is also required to be done on the replaced set of CU, BU and VVPAT, following the same procedure as it was done earlier, prior to start of actual poll. The printed paper slips of the mock-poll shall be taken out and kept in the Black Envelope and shall be kept in the same plastic box, in which printed paper slip of mock-poll done prior to start of actual poll are kept.**
- b. In case the VSDU is showing “Low Battery”, the power pack battery of VVPAT should be replaced. **It should be ensured that before taking out the power pack battery of VVPAT control unit must be switched OFF and after installing new power pack battery in VVPAT, control unit should be switched ON. Control Unit should not be switched ON without installing power pack in VVPAT.**
- c. In case there is any other error, like “Paper Low” error, the VVPAT will stop printing and the error shall be displayed on the VSDU. In such case the VVPAT unit is to be replaced (**No mock-poll is required to be taken, if only VVPAT is replaced**). **It should be noted that vote is not recorded in the CU electronically unless the paper slip has been printed by VVPAT and also has been cut so that it falls in the drop box.** Therefore, if VVPAT has not printed the paper slip, or the printed paper slip has not been cut, the last voter whose paper slip has not been printed by VVPAT or has not been cut should be allowed to cast his vote after the VVPAT has been replaced. In case the printed paper slip has not been cut and is hanging from the paper roll, no effort should be made to make it fall into the drop box. It should be allowed to remain hanging as it is not to be counted at the time of counting of the printed-paper slips. The details of such an occurrences should be clearly recorded in the Presiding Officers dairy in the following format:-
 - i. The date and time of the occurrence.
 - ii. The name of the voter and his serial number in the part in the electoral roll, who was allowed to cast his vote after replacement of VVPAT.
 - iii. Whether the voter cast his vote after replacement of VVPAT or went away without casting his vote.
 - iv. The Total number of votes cast before the occurrence.

11. Counting of Votes: Counting of votes shall be done according to rule 56C of the Conduct of Elections Rules, 1961. After the entries made in the result sheet of election are announced, any candidate, or in his absence, his election agent or any of his counting agents may apply in writing to

the Returning Officer to count the printed paper slips of VVPAT unit in respect of any polling station or all polling stations. On such application being made, the Returning Officer shall pass a speaking order on whether the counting of paper slips shall be done or not. While deciding the matter the Returning Officer shall give due consideration to the following: -

- a) Whether the total number of votes polled in that polling station is more or less than the margin of votes between winning candidate and candidate making the application,
- b) Whether EVM met with any defect and was replaced at that polling station during poll,
- c) Whether there was any complaint about VVPAT not printing the paper slips or complaints under rule 49MA by any voter, in that polling station during the poll.

12. If the Returning Officer decides to allow counting of the paper slips of any polling station or all polling stations such decision of the Returning Officer shall be recorded in writing and shall contain the reasons therefor.

13. The following procedures shall be strictly followed in case it is decided to count the printed slips of VVPAT : -

- a. VVPAT unit(s) of the respective polling station(s) shall be brought to the Counting table(s).
- b. Address tag(s) of the drop box of the VVPAT unit(s) shall be cross checked to ascertain that it actually pertains to the same polling station, address tag of VVPAT unit should be removed and ballot paper slips shall be taken out from the drop box. Care should be taken that no printed paper slip is left in the drop box. Empty drop box should be shown to all counting agents.
- c. In case a VVPAT unit was replaced during poll at any polling station, all the VVPAT units used at that polling station should be brought to the counting table and printed paper slips from all of them should be taken out before beginning the counting of printed paper slips for that polling station.
- d. In case a VVPAT unit was replaced, it may so happen that an uncut fully or partially printed paper slip is hanging and has not got cut and dropped in the drop box and still connected to the paper roll. This uncut printed paper slip should not be torn and should not be counted because the vote is not recorded electronically in the CU unless the printed paper slip is cut. In such an event the last voter whose printed paper slip was not cut would have been given an opportunity to cast his vote after replacement of VVPAT and the printed paper slip of the vote cast by him shall be in the next VVPAT printer used in that polling station.
- e. The drop box of the VVPAT printer will also have slips of self test report. These are easily identified, as they do not have either the name or the symbol of any candidate and are of larger length. These self-test report slips are to be preserved alongwith the printed-paper slips as part of the record but they are not to be counted.
- f. Pigeonholes will be prepared to put ballot paper slips of the respective candidates.

- g. After all the ballot paper slips are put in the respective pigeon holes, bundle of 25 paper slips of respective candidates will be prepared for counting purpose.
- h. Printed-paper slips will then be counted by the counting staff.
- i. The result of the count of ballot slips will be announced loudly in the counting hall and shown to the counting agents.
- j. If there is discrepancy between the count of votes displayed on the control unit and the count of printed-paper slips in respect of any Polling Station, the result sheet will be amended as per the printed-paper slips count.
- k. The Returning Officer shall announce the amendments so made by him and declare the result.

14. **Sealing of Control Units and VVPAT units:** After the result is announced, whether the printed paper slips of VVPAT were counted or not, the printed paper slips will be taken out of the drop box of the VVPAT Printer unit and stored in the following manner: -

- a. The printed-paper slips shall be kept in a paper envelope made of thick black paper. The envelope shall be sealed with red wax with the bilingual secret seal of the Commission provided to the RO for sealing of the documents. Following shall be written on the envelope: -
 - i. The name of election;
 - ii. The number and name of Parliamentary constituency;
 - iii. The number and name of Assembly Segment;
 - iv. The particulars of polling station in respective boxes;
 - v. Unique serial number of the Control Unit & VVPAT units in respective boxes;
 - vi. Date of poll; and
 - vii. Date of counting.
- b. The envelope will then be kept in a special plastic prepared box supplied by the manufacturers of VVPAT for this purpose. The plastic box shall be sealed with a pink paper seal in such a manner that the box cannot be opened without breaking the seal. The Returning Officer shall put his signature on the pink paper seal. Following shall be written on the plastic box: -
 - i. The name of election;
 - ii. The number and name of Parliamentary constituency;
 - iii. The number and name of Assembly Segment;
 - iv. The particulars of polling station in respective boxes;
 - v. Unique serial number of the Control Unit & VVPAT units in respective boxes;
 - vi. Date of poll; and
 - vii. Date of counting.
- c. These Plastic boxes shall be kept with all the statutory documents relating to that election till the statutory time limit for filing an election petition is over or in case where and election

petition is filed till the final disposal of the election petition by a competent Court. The plastic boxes shall not be opened or destroyed without obtaining the permission of the Commission.

- d. The VVPAT printers after taking out the printed paper slips shall be kept in a separate strong room and should not be kept in the strong room where EVMs are stored, so that even if there is any election petition is filed from the constituency, the VVPAT units can be taken out for use, if required, without opening the strong room having EVMs.**
- e. It should be ensured that the Thermal Paper Roll and Battery (Power Pack) are taken out from the VVPAT, before keeping the VVPAT units in the Strong Room.**

15. The Power Pack and Paper Roll for use in the VVPAT is supplied by the manufacturer, therefore three sets of these material may be procured from the manufacturers. Apart from this adequate numbers of black paper envelope and plastic boxes may also be procured for storing the Printed Paper Slips of VVPAT after counting of votes for each polling station irrespective of whether these printed slips have been counted or not.

The above instructions shall be brought to the notice of all concerned.

Yours faithfully,

(K.N. BHAR)

Copy to

- 1. The Chairman-cum-Managing Director
Bharat Electronics Limited
Nagavara, Outer Ring Road
Bangalore-560045.**
- 2. The Chairman-cum-Managing Director
Electronics Corporation of India Limited
Hyderabad, Andhra Pradesh.**
- 3. Zonal Secretary/Under Secretary**

Mock Poll Certificate

This is certified that I, Presiding Officer at the Polling Station No.....ofAssembly Constituency (or theAssembly segment underParliamentary Constituency) conducted the mock poll at AM today, the poll day i.e.(date), following scrupulously all the instructions issued by the Election Commission of India, using –

CU of Serial No. (as printed on back-side of the CU).....

BU of Serial No. (as printed on back-side of the BU).....

VVPAT Unit of Serial Number (if used).....

1. A total of votes were cast for each candidate and also for NOTA.
2. It was verified that the LED light was getting lit up against the correct candidate/NOTA button, when the button was pressed and beep sound was properly heard.
3. The candidate-wise detail of votes polled during mock-poll and result displayed, is as under:

S. No.	Name of the Candidate	Number of votes cast during mock poll	Number of votes displayed in CU on checking the result	Number of Printed Paper Slips, as per counting on checking mock poll result (if VVPAT used)	Votes Cast and Result displayed & Printed Paper Slip count (if VVPAT used) Tallied with each other (YES/NO)
	NOTA				
	Total				

4. **I have cleared the memory of the EVM after the mock poll and verified that the memory has been cleared, by pressing the Total button and seeing the Total is shown as '0'.**
5. At the time of mock poll the following polling agents representing the candidates whose names mentioned against the names of such agents were present and I have obtained their signatures.
6. Poll Start Date and Time seen on the display of CU at the time of start of actual poll..... (To be filled in case of Post-2006 EVMs).

Sl.No. Name of Polling Agent Name of Party Name of candidate Signature of Polling Agent

- 1.
- 2.
- 3.
- 4.
- 5.

or

At the time scheduled for mock poll no polling agent was present/the agent of only one contesting candidate was present. After waiting for fifteen more minutes, I conducted the mock poll along with other polling staff atAM.

Signature of Micro-Observer (if posted at the polling station)

Date:

Time:

Name & Signature of the Presiding Officer

Polling Station No.....

Polling Station Name.....

General/Bye-Election to.....

Sl. No. and Name of Parliamentary/Assembly Constituency.....

No. and Name of Polling Station.....

FORM OF DECLARATION BY ELECTOR UNDER RULE 49MA OF CONDUCT OF ELECTIONS RULES, 1961

1. I hereby solemnly declare and affirm under sub-rule (1) of Rule 49 MA of the Conduct of Elections Rules 1961 that the paper slip generated by the printer attached to the Balloting Unit has shown the name and/or symbol of a candidate other than the candidate for whom I voted by pressing the concerned blue button against the name and symbol of the candidate of my choice on the Balloting Unit. I am ready to cast a test vote again to show that the allegation made by me is true and bonafide.

(2). I am aware of the penal provisions of Section 177 of the IPC that I shall be liable to be punished with imprisonment for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both, if the declaration given by me in para 1 above to the Presiding Officer appointed under Section 26 of the RP Act, 1951 is found to be incorrect.

Signature/Thumb impression of the Elector
Name of the Elector.....
Father/Mother/Husband's Name.....
Part No. of elector roll.....
Sl. No. of elector in that Part.....
Sl. No. in Register of Voters (Form 17A).....

Dated.....

Certified that the above declaration was made and subscribed by the elector above named before me.

Signature of the Presiding Officer
.....

Dated.....

TROUBLE SHOOTING

HANDLING OF CU-BU-VVPAT FAILURES/ERRORS DURING POLL

PREPARATION OF POLLING OFFICIALS FOR FAULT HANDLING-SUGGESTIONS

Certain contingencies may arise during the polling process which may require certain actions. These are as follows: -

- a. In case the CU or the BU does not work properly, (I) SWITCH OFF the CU, DON'T SWITCH IT ON AGAIN (ii) Replace the complete set of EVM namely BU and CU with VVPAT (i.e. CU, BU and VVPAT) by another set of BU, CU and VVPAT. (iii) Continue the poll with the new EVM set.
- b. In case Display Penal of the Control Unit displays "Link Error" -
 - i) Check that the cable connections are made properly by visual inspection (DON'T REMOVE and RECONNECT THE CONNECTORS);
 - ii) If "Link Error" still persists, replace the complete set of EVM with VVPAT (i.e. CU, BU and VVPAT).
- c. In case the "VVPAT Status Display Unit (VSDU) displays 'Error Code – 1 Replace Battery'".

Switch off the Control Unit and replace the Power Pack of VVPAT printer. ***It shall be ensured that in no case replacement of power pack is done without switching off the Control Unit.***

- d. In case the VSDU displays "Error Code – 2 Replace Printer" and the Presiding Officer has not pressed the BU enable button then-

Switch off the Control Unit and replace the defective VVPAT unit with the new VVPAT unit. ***It shall be ensured that in no case replacement of VVPAT unit is done without switching off the Control Unit.***

- e. In case the Presiding Officer has pressed BU enable Button and the Voter has pressed the Candidate Button of the Ballot Unit and complains that 'Paper Slip' has not been printed or the Paper Slip printed by the VVPAT unit has not been cut and hanging against the display window then:

- i) In case the busy lamp of the Control Unit is not glowing, and no Message/Error is displayed on VSDU, the complaint should be considered as baseless and rejected.
- ii) In case busy lamp is glowing on the Control Unit, and no Message/Error is displayed on VSDU, the Voter shall be requested to go into the Voting Compartment once again and Press the Candidate Button of Ballot Unit of his choice.
- iii) If even than busy lamp is glowing on the Control Unit, please check the display of the VSDU of VVPAT. If VSDU busy lamp is also glowing and VSDU has no display message, please switch OFF the Control Unit and replace the VVPAT unit.
- iv) The last voter whose paper slip has not been printed by VVPAT or has not been cut should be allowed to cast his vote after the VVPAT unit has been replaced. Please keep in mind that the vote is not recorded in the CU electronically unless the paper slip has been printed, it is cut and falls in the drop box of VVPAT. Therefore if VVPAT has not printed the paper slip, or the printed paper slip has not been cut, the last voter whose paper

slip has not been printed by VVPAT or has not been cut should be allowed to cast his vote after the VVPAT unit has been replaced.

- v) In case the printed paper slip has not been cut and is hanging from the paper roll, replace the Printer, but no effort should be made to make it fall into the drop box. It should be allowed to remain hanging, as it is not to be counted at the time of counting of the printed paper slips. The details of such an occurrence should be clearly recorded in the Presiding Officers diary in the following format:
- i. The date and time of the occurrence.
 - ii. The name of the voter and his serial number in part in the electoral roll who was allowed to cast his vote after replacement of VVPAT.
 - iii. Whether the voter cast his vote after replacement of VVPAT or went away without casting his vote.
 - iv. The Total number of votes cast before the occurrence.
- f. In case a voter alleges after recording his vote that the printed paper slip generated by the printer has shown the name or symbol of a candidate other than the one he voted for, action should be taken as per provisions of Rule 49MA of the Conduct of Elections (Amendment) Rules, 2013, as mentioned below:-
- i) Obtain a declaration from the complainant in the Declaration Form supplied to you for this purpose under his/her signature/thumb impression;
 - ii) Proceed to the voting compartment alongwith the voter (complainant) and polling agents present in the polling station at that moment;
 - iii) The voter shall be asked to cast a test vote in favour of any candidate and make second entry related to that elector in the Form-17A;
 - iv) Observe carefully whether the Printer has printed the paper slip correctly;
 - v) If the complaint of the elector is found genuine, the Presiding Officer shall report the facts immediately to the Returning Officer, stop further Poll at the polling station;
 - vi) If the complaint of the elector is found false, make a remark to that effect against the second entry relating to that elector in Form-17A mentioning the serial number and name of the candidate for whom such test vote has been recorded and obtain the signature or thumb impression against such remark. Further make necessary entries regarding such test vote in item 5 in Part-I of Form 17-C.

CHECK LIST OF ADDITIONAL ITEMS OF POLLING MATERIALS TO BE PROVIDED TO THE POLLING PARTY

- | | | |
|---|---|------------|
| 1. Voter Verifiable Paper Audit Trail (VVPAT) Printer Unit | : | 1 No. |
| 2. VVPAT Status Display Unit (VSDU) | : | 1 No. |
| 3. Additional Power Pack for VVPAT Printer Unit | : | 1 No. |
| 4. Carrying Case for the VVPAT system | : | 1 No. |
| 5. Envelope made of thick black paper
(For sealing printed paper slips of Mock Poll) | : | 2 Nos. |
| 6. Plastic Box for Black Paper Envelope Sealing | : | 1 No. |
| 7. Pink Paper Seal for sealing Plastic Box | : | 2 Nos. |
| 8. Form of declaration by elector under rule 49MA
of the Conduct of Elections Rules | : | 100 copies |
| 9. Operational Manual of VVPAT | : | 1 No. |

PLEASE COME AND VOTE

“ELECTION COMMISSION OF INDIA HAS INTRODUCED VOTER VERIFIABLE PAPER AUDIT TRAIL TO ENABLE YOU AS A VOTER TO PHYSICALLY VERIFY THE VOTE CAST BY YOU”

***PLEASE PAY ATTENTION TO THE FOLLOWING
WHEN YOU GO TO CAST VOTE***

***WHEN YOU PRESS CANDIDATE’S BUTTON ON BALLOT UNIT
PLEASE WATCH:***

- (i) THE LIGHT GLOWING ON THE BALLOT UNIT AGAINST THE NAME OF YOUR CANDIDATE;

- (ii) ALSO AT THE SAME TIME WATCH THE PAPER SLIP PRINTED BY PRINTER (KEPT ALONGSIDE BALLOT UNIT) IN THE WINDOW OF THE PRINTER SHOWING SERIAL NUMBER, NAME AND SYMBOL OF THE CANDIDATE OF YOUR CHOICE; AND

- (iii) LISTEN ALSO TO THE BEEP SOUND WHEN YOU CAST YOUR VOTE.