

Collection of Polling Material and EVM

Polling Materials

Checking of EVM

What you have to Collect?

- One complete set of EVM prepared for your Polling Station.
- ✓ The control unit 'Candidate set section' is duly sealed, address tag is firmly attached and battery is operational.
- ✓ The ballot units is duly sealed and secured at two places
 - at right top and right bottom portions
 - with the seals of the Returning Officer
 - the address tags are firmly attached.
- ✓ Ballot paper is fixed properly and slide switch is correctly aligned.
- List of election materials as provided in **Annexure VIII of RO Hand Book**



What you have to Collect?

- All requisite statutory and non-statutory forms
- Other stationery items such as brass seal, voting compartments, outer paper seals, special tags, address tags, green paper seals, etc. to be arranged for.
- Marked copy of Electoral roll along with ASD (Absent, shifted and dead) list of your polling station
- ECI order on alternative documents
- Photocopies of specimen signatures of the contesting candidates and their election agents
- Visitor's sheets, mock poll certificates
- Additional reporting formats as prescribed by the Commission

16-10-2020



Collection of Electoral Rolls - 1

- 3 copies (in the case of simultaneous poll 5 copies) of the relevant part of the electoral roll - complete and identical
 - Of that polling station
 - All deletions of names and corrections of clerical or other errors duly incorporated in all the copies
 - Serially numbered from no. 1 onwards
 - The printed serial numbers of the voters are not corrected with ink or otherwise
 - No new numbers are substituted for them
 - The marked copy of the electoral roll does not contain any remarks other than 'PB' and 'CSV'
 - Deletion have been clearly marked with "DELETED" on concerned electors
 - The elector role is duly signed by at least one AERO and one more official
 - A certificate signed by RO/ARO in following format:

RO's Certificate on the Roll - 1

Certificate

(Where the roll is reprinted to reflect deletions and corrections in the Supplement No.1 & 2)

This to certify that the electoral roll of Part No. ofAssembly Constituency, reprinted after reflecting the deletions an corrections shown in Supplement Nos. 1 & 2 has been thoroughly compared and no discrepancy has been found. There are total _____ numbers of pages (from 1 to _____)

Dated:

Signature & Seal of
the Returning Officer/Asstt. Returning Officer

RO's Certificate on the Roll - 2

Certificate

(Where discrepancies are noticed in the reprinted roll on comparison with the finally published roll and the roll finally published and Supplement No.2 of continuous updating is used for preparing working/marked copies instead of the reprinted roll.)

This to certify that the electoral roll of Part No. ofAssembly Constituency is prepared using the finally published roll and the Supplement No.2 thereof. There are total ____ numbers of pages (From 1 to ____). This is the authentic copy of the electoral roll and in case of any discrepancy, whatsoever, this roll shall prevail.

Signature & Seal of
the Returning Officer/Asstt. Returning Officer

Dated:

- (3) that alongwith the marked copy of the electoral roll the **referral image sheets** of those electors, whose EPICs were prepared during the EPIC campaign conducted to increase the photo coverage in the Photo Electoral Rolls but the images could not be printed in the Photo Electoral Rolls, have been given to you to facilitate the working at the polling station to identify the electors. The referral image sheets would be having Sr. No., name of elector, relation name and stamp size photograph of the elector. In case of any doubt raised by the polling agent, they can also be shown referral image sheet (if asked for by them) so that transparency in the process may be maintained on the day of poll. A sample of the referral image sheet is placed at ANNEXURE-VI.
- (4) that alongwith the marked copy of the electoral roll the list of absentee, shifted voters, if any, have been given to you to facilitate the working at the polling station to identify the electors.
- (5) that the tendered ballot papers supplied to you are for the same constituency in which the polling station assigned to you is situated and

that they are not defective in any respect. You should also check that their serial numbers tally with the details supplied to you.

- (6) If you find any voting machine or any polling material defective in any respect, you must immediately bring such defect to the notice of the officer in-charge of distribution of voting machines/polling materials or the Returning Officer for necessary remedial action.
- (7) Check also that photocopies of specimen signatures of the contesting candidates and their election agents are also given to you. This will help you in verifying genuineness of the signature of the candidate/his election agent in the appointment letter of polling agent(s) at the polling station.

Miscellaneous but Important

- 20 Ballot papers are supplied to be used as tendered ballot papers in the polling station. Please check that they are not defective & check their serial number.
- If you find any voting machine or any polling material defective in any respect, you must immediately bring such defect to the notice of the officer in-charge of distribution of voting machines/polling materials or the Returning Officer for necessary remedial action.

Collection of EVMs

Control Unit - 1

Ballot Unit (as per no. of candidates)

Fact about EVMs

2 Manufacturers of EVM

1. Electronics Corporation of India Limited, Hyderabad (ECIL)
2. Bharat Electronics Limited, Bangalore (BEL)

2 Components of EVM

1. Control Unit
2. Ballot Unit + Interconnected by means of a **cable**

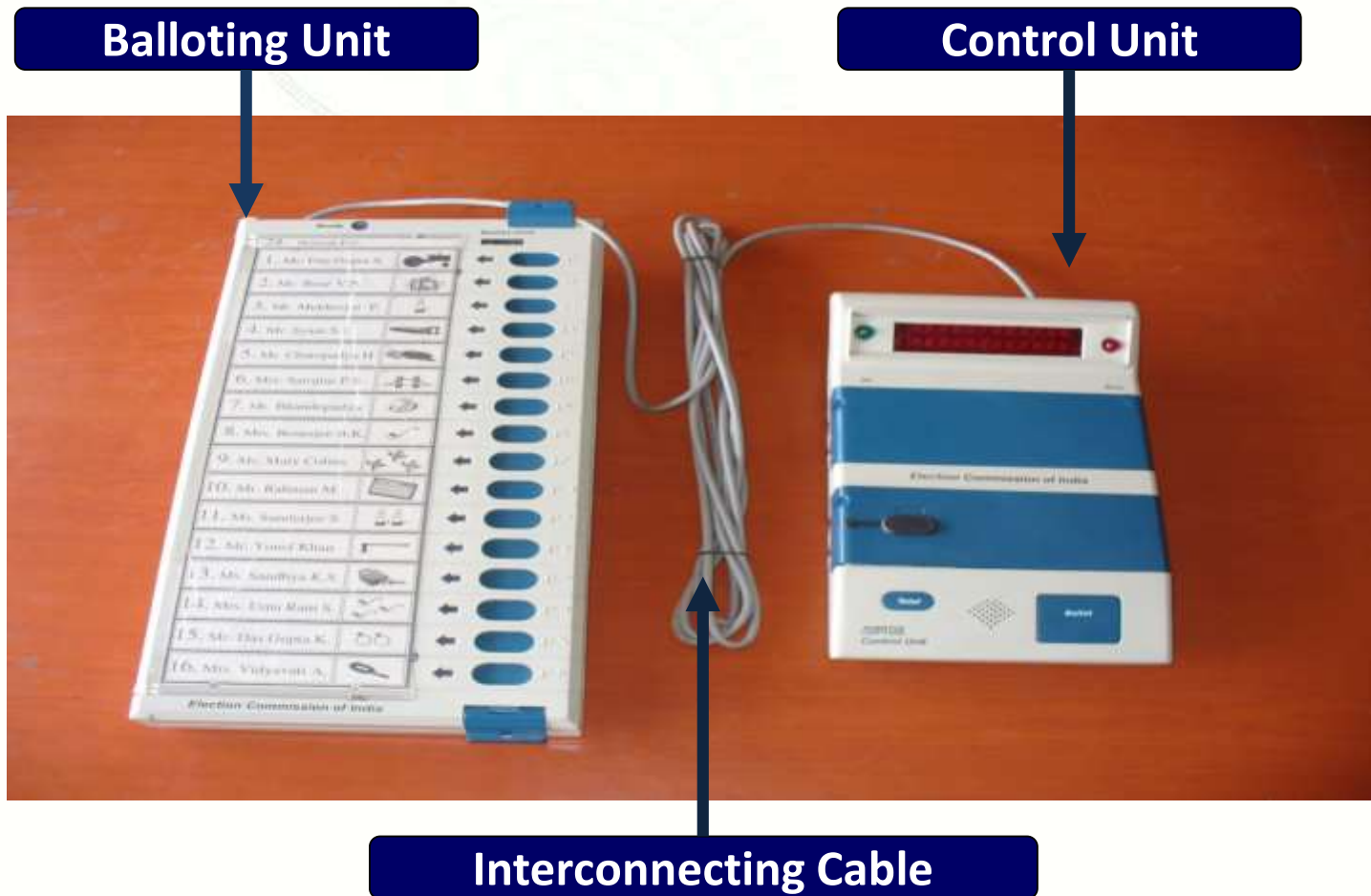
2 Models of EVM(either of the two model shall be used in one constituency)

1. Pre 2006 model
2. Post 2006 model

...Continued

- EVM operates on a 6 volts battery.
- Tamperproof, error free, easy to operate, portable
- One Ballot Unit caters up to 16 candidates
- Maximum 4 BU can be linked to 1 CU. EVM can be used for maximum 64 candidates
- Ballot Units are linked in series

How EVM looks like?



EVM Carrying Cases



Carrying Case - Control Unit

Carrying Case - Balloting Unit



Important Features of EVM

- Unique Serial Number- Each Control Unit (CU) has unique serial number which matches with metal strip number & Bar Code on the rear side of CU
- Real Time Clock (RTC) [in post 2006 EVMs]- The real time clock is used to display current time & date. The current date & time is displayed with 'power on' and on pressing the 'Total' button. Any malfunction of RTC shall be displayed by 'CLOCK ERROR' and all other functions will be working. This clock records time of each vote.



....Continued

- Status of Battery Power- Battery power status is displayed. If required it also displays 'CHANGE BATTERY' .
- Power Save Mode- The unit goes into power save mode in the idle state, thus enhancing the life of power pack.
- Print- The result of poll data i.e. in which time votes are cast can be printed, if required.
- Braille- Molding of Braille on Ballot Unit for visually challenged voters.



Component of Balloting Unit

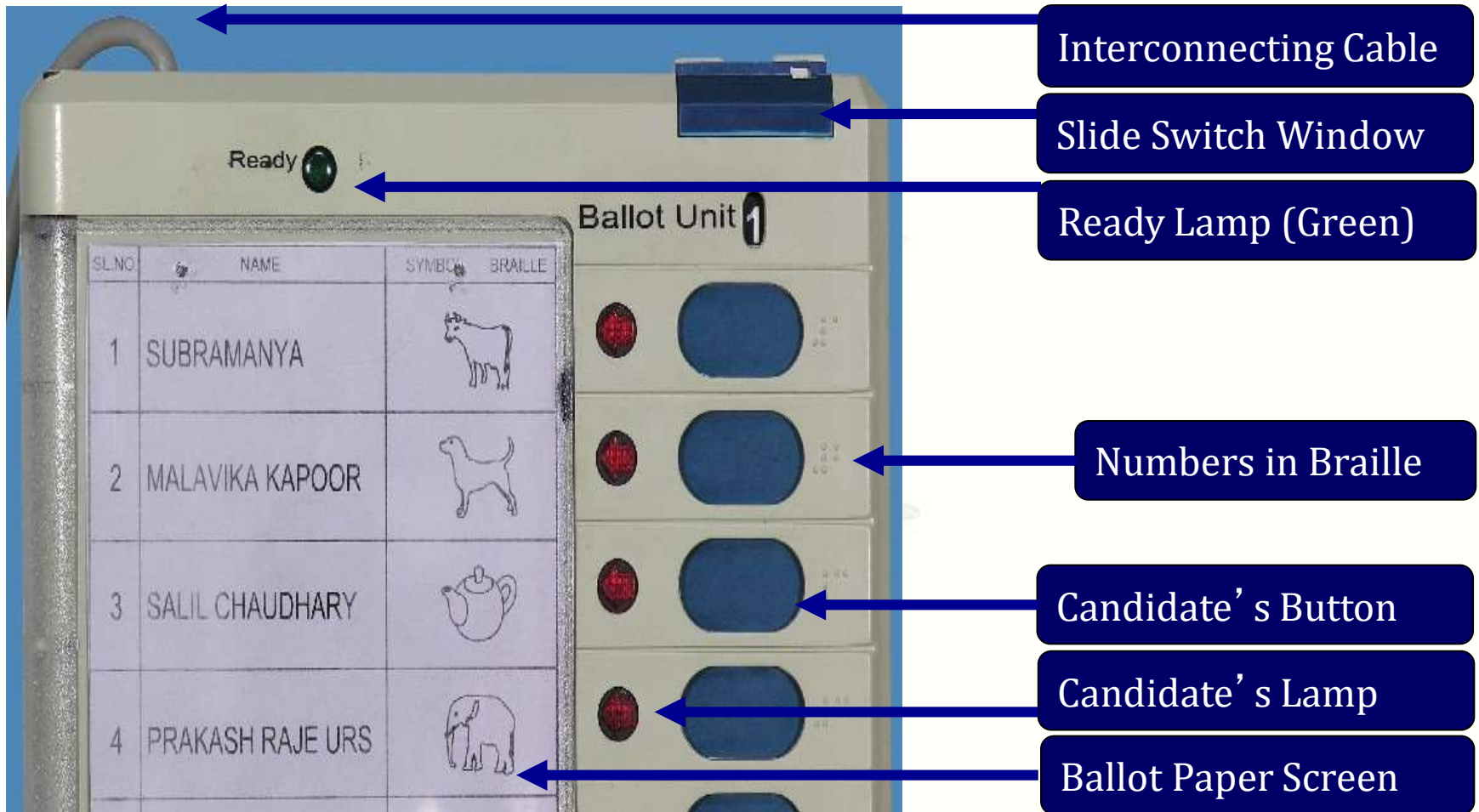


This is the unit the voter operates to exercise his / her franchise

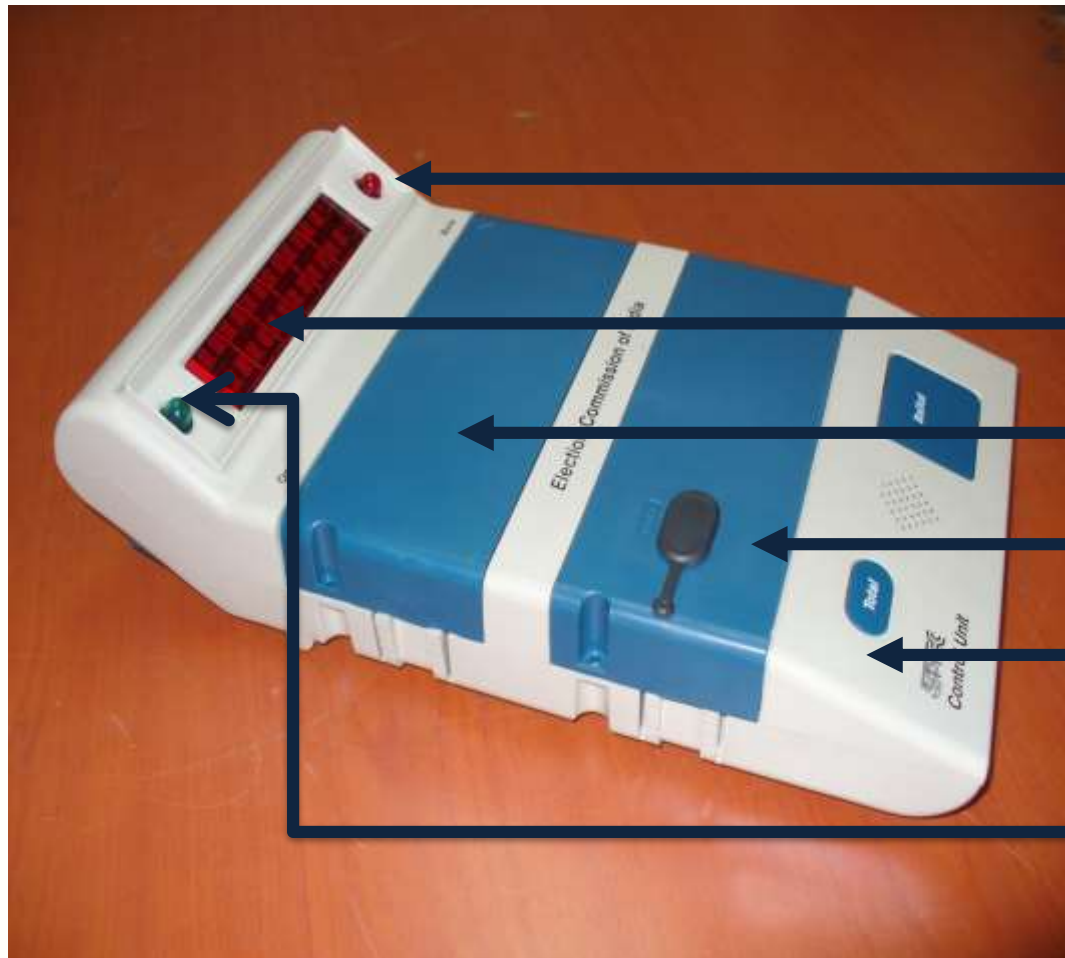
The Interconnecting cable is permanently attached to the Balloting Unit



Component of Balloting Unit



Components of Control Unit



Busy Lamp (Red)

Display Section

Candidate Set Section

Result Section

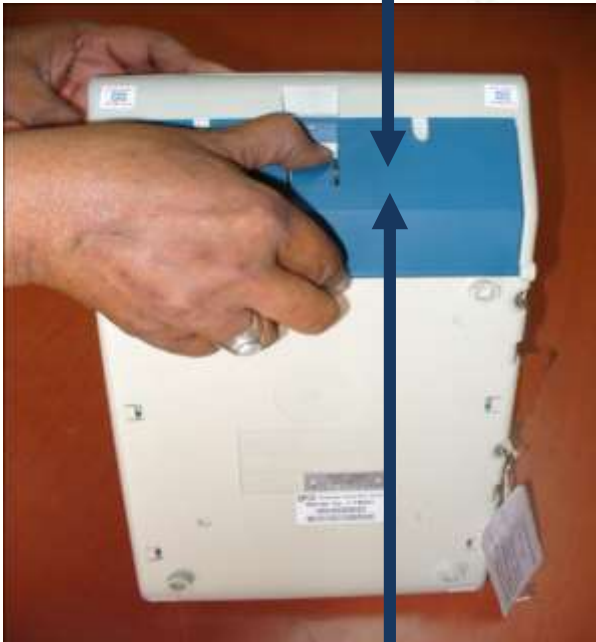
Ballot Section

**Power ON Lamp
(Green)**



Components of Control Unit – How to open

Press Latch to release



Bottom Compartment Cover



Pull to open cover



Components of Control Unit – Backside



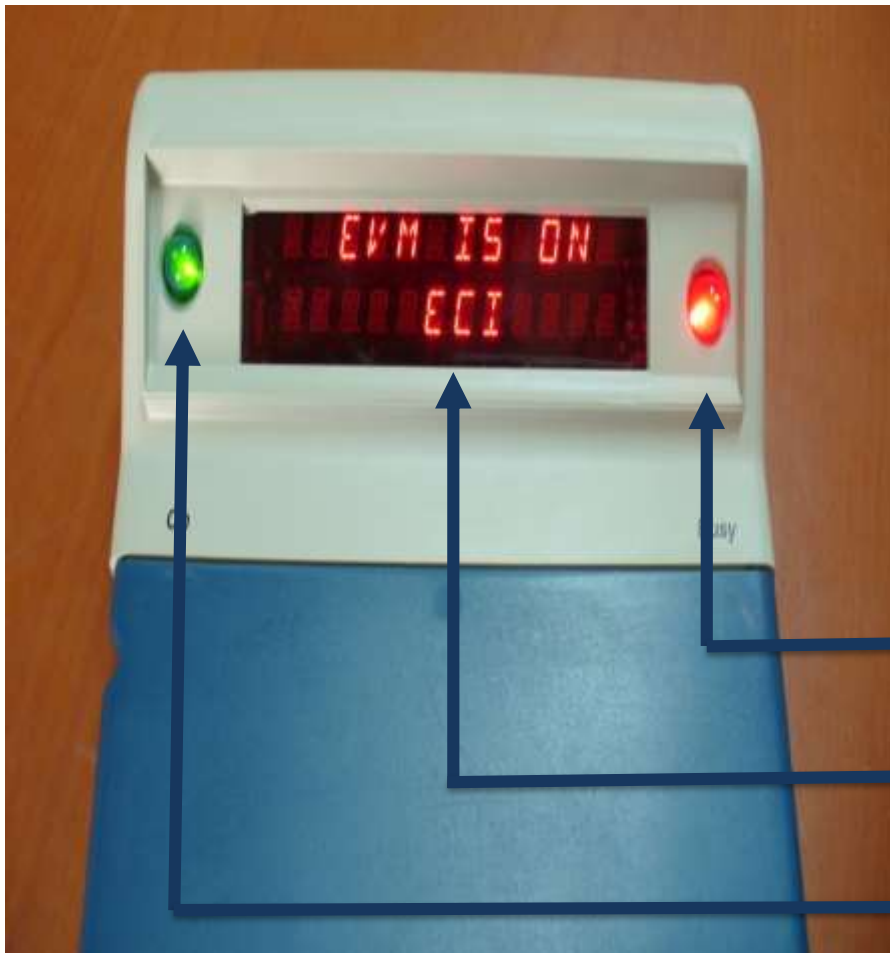
Power Switch

Socket for connecting Data Interface.

Socket for Interconnecting Cable of Balloting Unit



Components Control Unit – Display Section



Busy lamp glows ‘RED’ when the ‘Ballot’ button is pressed by polling officer to enable the voter to cast vote. It goes off when the voter has cast his vote.

When no button is operated for 10-15 minutes, the CU goes to power save mode. Indicated by flickering of green ‘ON’ lamp in every 5 seconds.

Busy Lamp (Red)

Dual Line Digital Display Panel

Power ON Lamp (Green)



Meaning of various types of display

CANDIDATES 16

Indicates that the EVM is set for 16 candidates

INVALID

Indicates a button on the Control unit is pressed out of sequence

FULL

Indicates that the maximum number of votes (2000) for which the EVM is designed, has been polled

**-----
.....**

Indicates that the Power Pack is weak

BATTERY HIGH

Indicates that the capacity of the Battery is High

BATTERY MEDIUM

Indicates that the capacity of the Battery is Medium



Meaning of various types of display

BATTERY LOW

Indicates that the capacity of the Battery is Low|

SL NO – E00001

Indicates the internal Serial number of the PCB

**COMPUTING
RESULT**

Indicates that the RESULTS is getting computed

**RESULT PDT 16-
01-06**

Indicates the Result and Date of the Poll

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

Indicates the Poll Starting Time and Poll End Time

**CANDIDATE 06
236**

Indicates that the Candidate No.6 has polled 236 votes



Meaning of various types of display

PRINTING

Indicates the Print operation is under progress|

CLOCK ERROR

Indicates the malfunction of Real Time Clock (RTC)

PRESSED ERROR

One of the candidates button in the Balloting Unit is either kept pressed or jammed

ERROR

The Control Unit cannot be used further

LINK ERROR

The interconnecting cable is not connected to Control Unit properly OR Slide switch position in the Balloting Unit is not set at correct number OR Balloting units have not been inter-linked in correct sequence



Meaning of various types of display

CU ERROR

Indicates the Control Unit is to be changed

BU-1 ERROR

Indicates the Ballot Unit-1 is to be changed

END

Indicates the end of display sequence after pressing of 'Clear ' or 'Result' Button

**TOTAL POLLED
VOTES 1487**

Indicates that total number of votes polled is 1487

LINK ERROR

The interconnecting cable is not connected to Control Unit properly OR Slide switch position in the Balloting Unit is not set at correct number OR Balloting units have not been inter-linked in correct sequence



Meaning of various types of display

DTE 16-01-07
TME 09-43-34

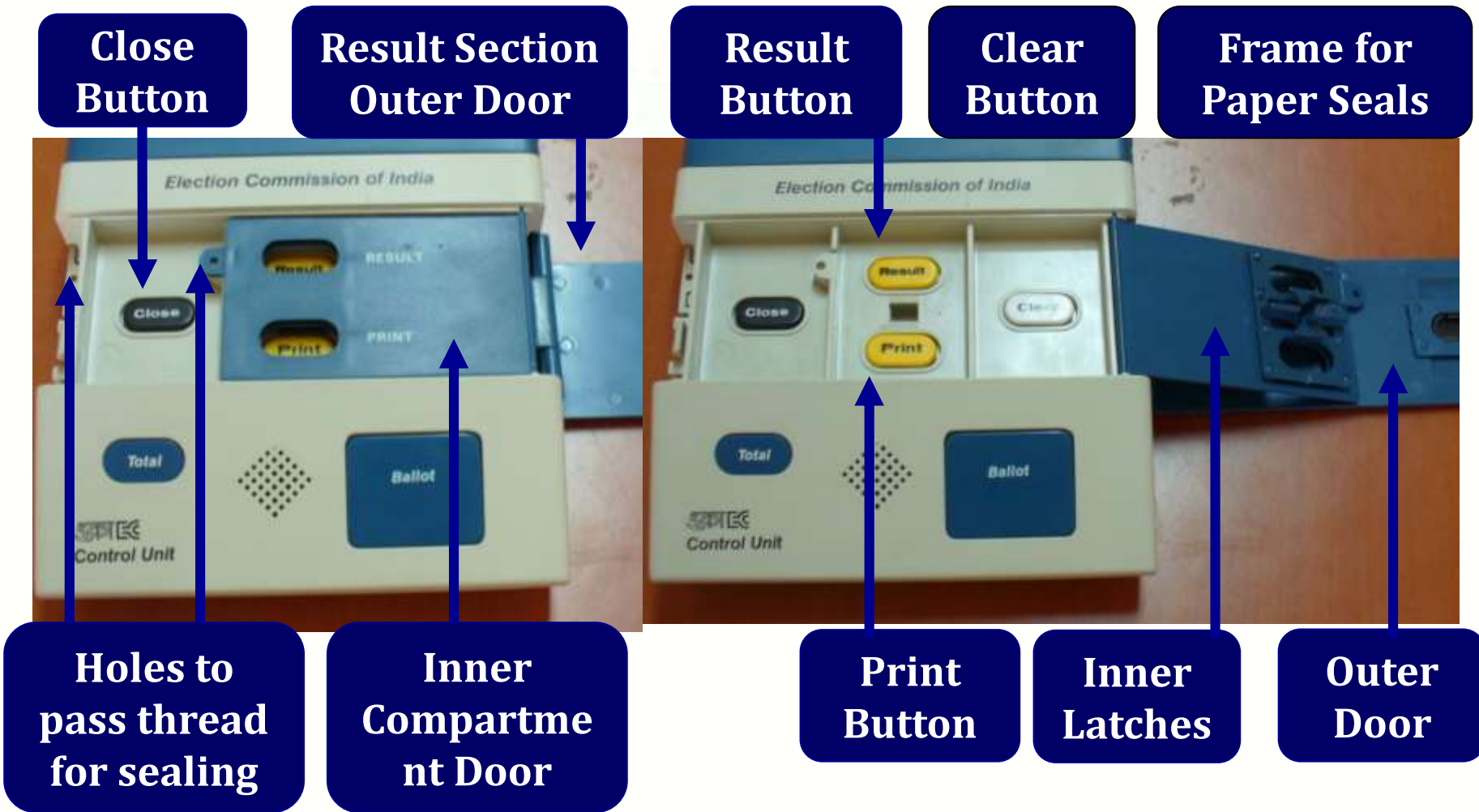
Indicates the date and time

**DELETING POLLED
VOTES**

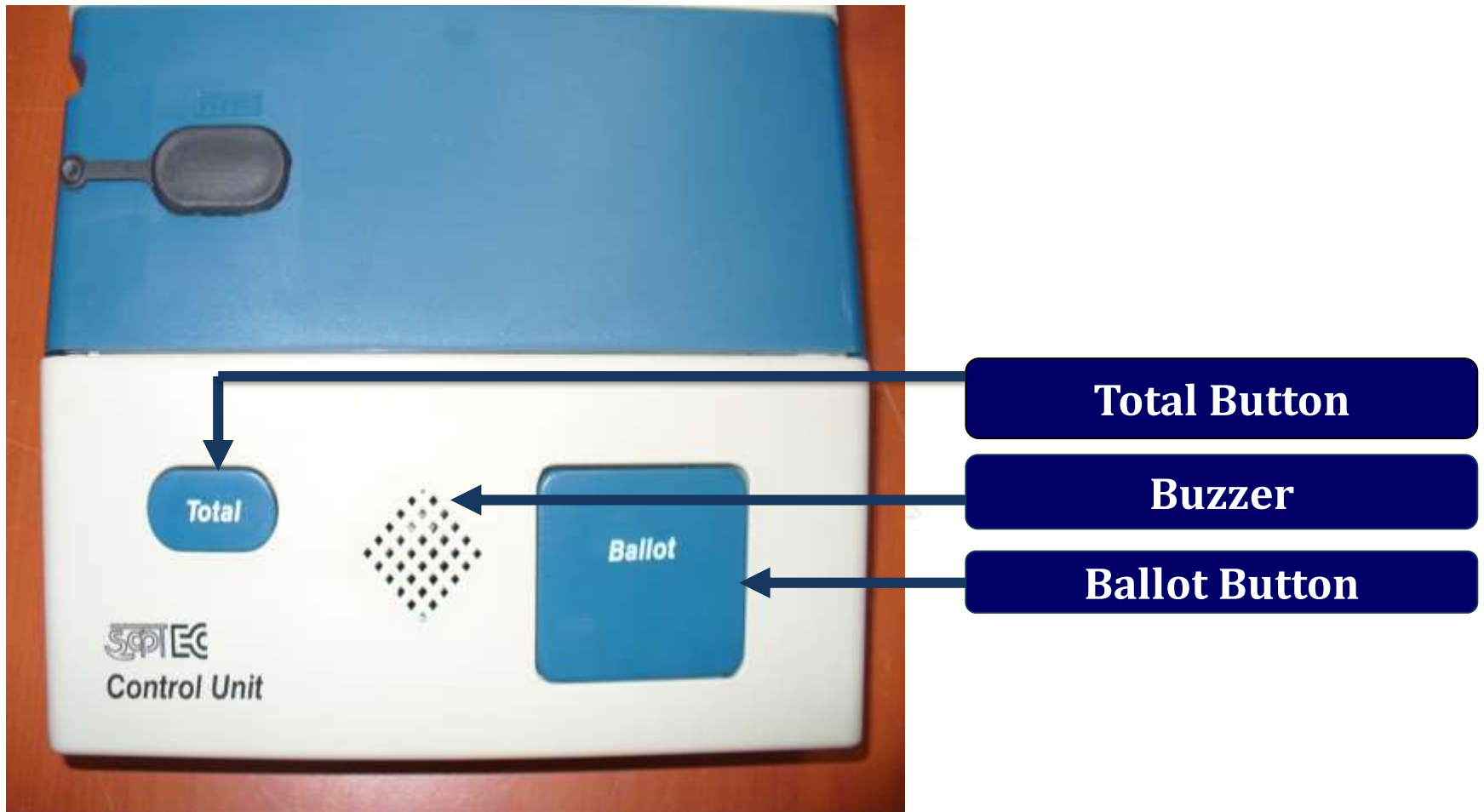
Indicates the deleting of polled votes from CU



Components of Control Unit - Result Section



Components of Control Unit



Dos & Don'ts for EVM

Don't

Exert undue pressure on latches, hinges etc.

Don't

Keep EVM near heater or other hot objects

Don't

Allow molten lac/sealing wax to fall on the EVM while sealing

Don't

Force open the covers or doors of various sections

Don't

Remove the Outer Paper Seal until the Control Unit is on counting table

Don't

Remove power pack from the Control Unit used for poll

Don't

Force the connector fixed at the end of the Interconnecting cable into the connector of Control Unit in the reverse direction

Don't

Pull the Interconnecting cable while disconnecting it from the Control Unit without pressing the spring type clips on the hood of the connector



Check the EVM [Must Read carefully]

2. Checking of voting machine:

Check, in particular, the following:

- (1) That the control unit and the ballot unit(s) of the voting machine given to you are the same which are meant for use at your polling station. This shall be checked with reference to the address tags attached to the said units as the number and name of the polling station shall be indicated by the Returning Officer on each of those address tags.

The address tag for control unit will contain the following particulars:

"Election to thefromconstituency Control Unit No..... Sl. No. and Name of Polling Station..... Date of Poll.....

The address tag for ballot unit will contain the following particulars:

"Election to thefromconstituency Ballot unit Sl. No. and Name of Polling Station..... Date of Poll.....
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- (2) That the 'Cand Set Section' of control unit is duly sealed and the address tag is firmly attached thereto.
- (3) That the battery installed in the 'Cand Set Section' of the control unit is fully operational. This may be checked by putting the Power Switch provided in the rear compartment to 'ON' position. After the said checking, the power switch must be put to 'OFF' position.
- (4) That you have been supplied with the requisite number of ballot units and the ballot papers are duly fixed under the Ballot Paper Screen in each of them. The number of ballot units to be supplied to you will be dependent upon the number of contesting candidates in your

constituency. If the number of contesting candidates is between 2 and 16, only one ballot unit will be supplied and the slide switch seen through the window at the right side top of the ballot unit will have been set by the Returning Officer at position '1'. If the number of contesting candidates is between 17 and 32, you will be supplied with two ballot units. On the first ballot unit in which the abovementioned slide switch will be set to position '1' the ballot paper will contain the names of the candidates at Sl. Nos., 1 to 16 in the list of contesting candidates. The second ballot unit will display the second sheet of the ballot paper containing the names of contesting candidates from 17 onwards (and upto 32) and the slide switch in that unit will be set to the position '2'. Likewise, three ballot units will be supplied if the number of contesting candidates is between 33 and 48 and there will be four such units if the number of candidates exceeds 48 and is upto 64. In the third ballot unit the ballot paper will contain the names of candidates from Sl. Nos. 33 onwards (upto 48) and its slide switch will be set to the position '3'. The fourth ballot unit will display on the ballot paper fixed therein the names of candidates from serial No. 49 onwards (upto 64) and its slide switch will show the position '4'. **Ensure that the "slide switch(s)" on the ballot unit(s) has/have been secured with the help of transparent cello tape.**

The Slide switch has markings 1, 2, 3 and 4. The switch should be kept in position '1', '2', '3' or '4' as explained above. The position of the switch can be seen through the small window at the right side top of the Ballot unit.

The position of the Slide switch in the upgraded model will be seen as shown below:-



Position 1 Position 2 Position 3 Position 4

If you find any discrepancy in the fixing of the Slide switch, immediately bring it to the notice of Sector Magistrate/Returning Officer. But in any case you or your Polling Officers should not fiddle with the Slide switch.

Collection of EVMs - 1

Checking of Voting machine

Please check from address tags attached in the CU and BU that they pertain to your polling station.

If not, bring to notice of concerned officer in-charge immediately

Please also check that all seals and tags are intact

Collection of EVMs - 2

'Cand Set Section' of control unit is duly sealed and the address tag is firmly attached.

battery installed in the 'Cand Set Section' of the control unit is fully operational.

This can be checked by putting the Power Switch provided in the rear compartment to 'ON' position

The power switch must be put to 'OFF' position.

Collection of EVMs - 3

Ballot paper and slide switches correctly fixed

Ballot papers fixed on units are properly aligned

Name and symbol of each candidate in line with his corresponding lamp & button

Collection of EVMs - 4

Thick line are in line with corresponding grooves on the ballot unit

The candidates' blue buttons masked, are visible on the ballot units = number of contesting candidates,

Remaining buttons, if any, have been masked.

Collection of EVMs - 5

Position of Slide Switch

No. of candidates	no of Unit	Setting position
2-16	1	1
17-32	2	1 st ballot position 1 name of 1-16 candidates
		2 nd Ballot position 2 Name of 17-32
33-48	3	In addition to above two - 3 rd ballot position 3
48-64	4	In addition to above 3 4 th Ballot position 4

Ensure that the slide switch (s) on the ballot Unit(s) have been secured with the help of transparent cello tap

Collection of Polling Material

Collect sets of all statutory and non statutory election materials one day before the date of poll

Check to ensure that the polling materials given to you belong to the polling station assigned to you

Ensure that the EVM and the Electoral Roll given to you is in order and belongs to your polling station



POLLING MATERIALS

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Collection of Polling Material - 1

**Register of Voters
(Form 17A) - 1 Book**

Voter's Slip - 1600

**Working Copies of
Electoral Roll-3 for AC
and 5 for PC**

**List of Classified
Service Voters(CSV), if
any - 3**

Collection of Polling Material - 2

**Ballot Papers for
Tendered Votes-
20**

**Indelible Ink- 2
Phials of 10CC
each**



**Address tag for
CU-5**

**Address Tag for
BU - 4**

Special Tag - 3

**Green paper
Seals for EVM -4**

Collection of Polling Material - 3

Strip Seal -3

**Rubber Stamp
Arrow Cross
Mark-1**

**Stamp Pad
(purple)-1**

**Metal Seal for
Presiding
Officer -1**

**Match Box -1
And sealing
Wax**

**Presiding
Officer's Diary
- 1**

**Distinguishing
Mark Rubber
stamp-1**

FORMS



16-10-2020

Collection of Forms - 1

List of Contesting Candidates (form 7-A)- 2

List of Challenged Votes (Form 14) -2

List of Blind and Infirm Voters (Form 14A)- 2

List of Tendered Votes (Form 17B) -2

Account of Votes Recorded (Form 17C) -10

Collection of Forms - 2

Record of Paper Seals used -2

**Receipt Book for deposit of challenged votes fee-
1 book**

Letter to SHO - 4

**Declaration by the Presiding Officer before the
Commencement of Poll & End of Poll (Part I to IV)
- 2**

Declaration by Elector about his age - 2

Collection of Forms - 3

List of Electors who voted after giving declaration/refused to give declaration - 10

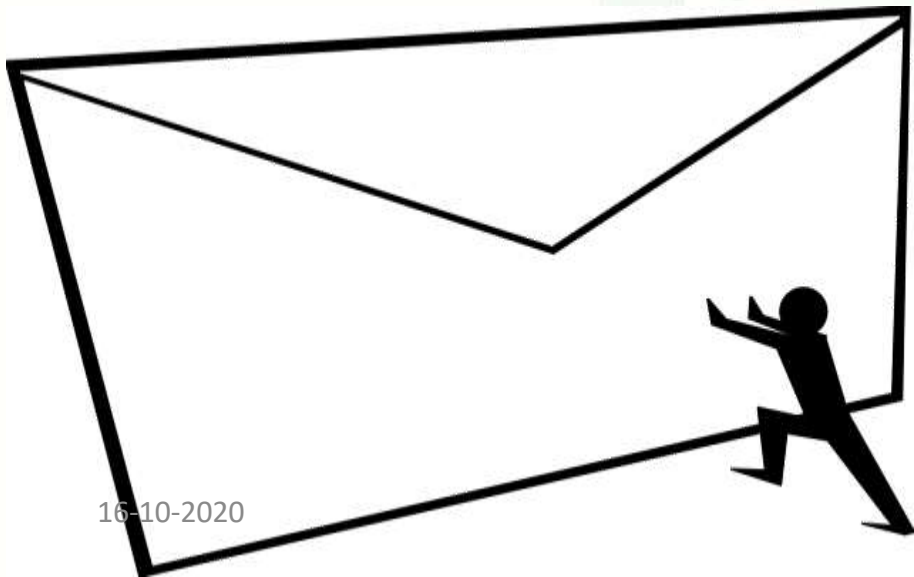
Declaration by the companion of blind and infirm voters-10

Passes for Polling agents- @ 2 for each candidate

Visit Sheet - 2

Format for Presiding Officer's Additional 16-Point report to be submitted to Constituency Observer/RO

ENVELOPES



16-10-2020

for Presiding Officer

Collection of Envelops - 1

**For smaller envelopes
(Statutory Covers)(SE-
8)- 1**

**For marked copy of
electoral rolls (SE-8)-1**

**For other copies of
electoral rolls (SE-8)-1**

**For tendered ballot
paper & Tendered
Voters list-1**

Collection of Envelops - 2

**For Declaration by the
Presiding Officer before
commencement of poll and at
end of poll (SE-7)-1**

**For account of votes recorded
(SE-5)-1**

**For list of challenged votes
(SE-5) -1**

**For unused and spoiled paper
seals (SE-5)-1**

Collection of Envelops - 3

**For appointment letters of
polling agents (SE-6)-1**

**For list of blind and infirm
voters (SE-5) -1**

**For Presiding Officer's
Diary (SE-6)-1**

**For Election Duty
Certificate (SE-5) -1 (in
case of Parliament
Election)**

Collection of Envelops - 4

**For receipt book and cash
forfeited (SE-6)-1**

**For declaration of
comparisons (SE-5) -1**

**For smaller envelopes
(others) (SE-7) -1**

**For Register of Voters
(17A) containing
signatures of voters (SE-8)
- 1**

Collection of Envelops - 5

**Cover for PrO's brief
record under Rule 40 (SE-
6) -1**

**Plain Envelopes (SE-7)-2
(SE-8)-3**

**For unused ballot papers
(SE-7) -5**

**For any other paper that
RO has decided to keep in
sealed cover- 1**

Collection of Envelops - 6

**Cover for unused and
damaged special tag (SE-
7) -1**

**Cover for unused and
damaged strip seal (SE-
7)-1**

**Wherever envelopes are
smaller in size, packing
paper to be used with
purpose written in red
ink**

**Polling
Officer**

**Polling
Agent**

**Presiding
Officer**

Exit

SIGN BOARDS

Entry

**Miscellaneous
Notice
Specifying area
etc. required by
Rule 30(1)(a)**



STATIONERY

Collection of Stationery - 1



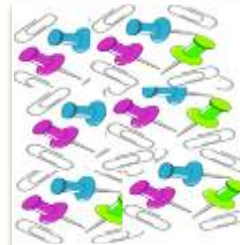
**Ordinary pencil -
1**

**Ball pen – 3 Blue
+1 Red**



**Blank Paper – 8
sheets**

Pins – 25 pieces

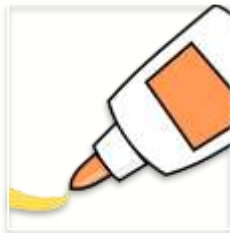


Collection of Stationery - 2



Sealing Wax – 6 sticks

**Material for voting compartment –
 $2+2=4$**



Gum Paste- 1 bottle

Blade - 1



Collection of Stationery - 3



Candles - 4 sticks

Thin Twine thread - 20 m



Metal rule - 1

Carbon Paper - 3



Collection of Stationery - 4



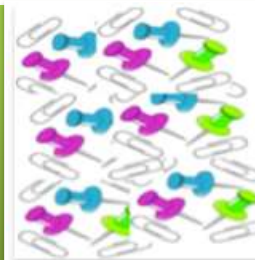
Cloth of rag for removing oil etc. - 3

Packing paper - 2 sheets

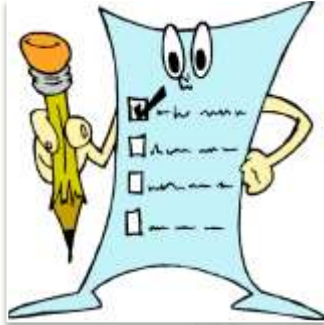


**Cup/Empty tin/plastic box for holding
indelible ink bottle - 1**

Drawing pins- 24 pieces



Collection of Stationery - 5



Checklist - 2

**Rubber Bands - 20
pieces**



Cello Tape - 1



THANKS

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