



Election Commission of India

**Training on Use of
Electronic Voting Machine**

2002

(ECIL MACHINES)

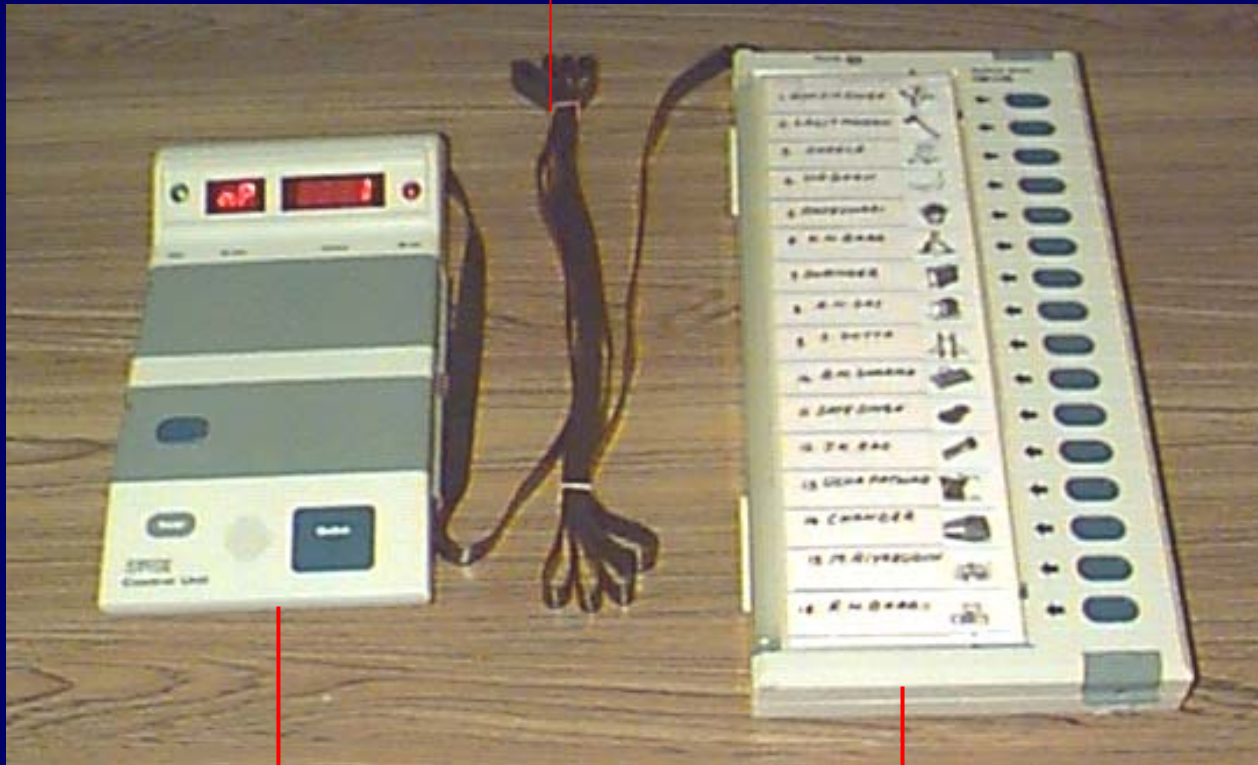


Description of EVM



Components of EVM

Interconnecting Cable



Control Unit

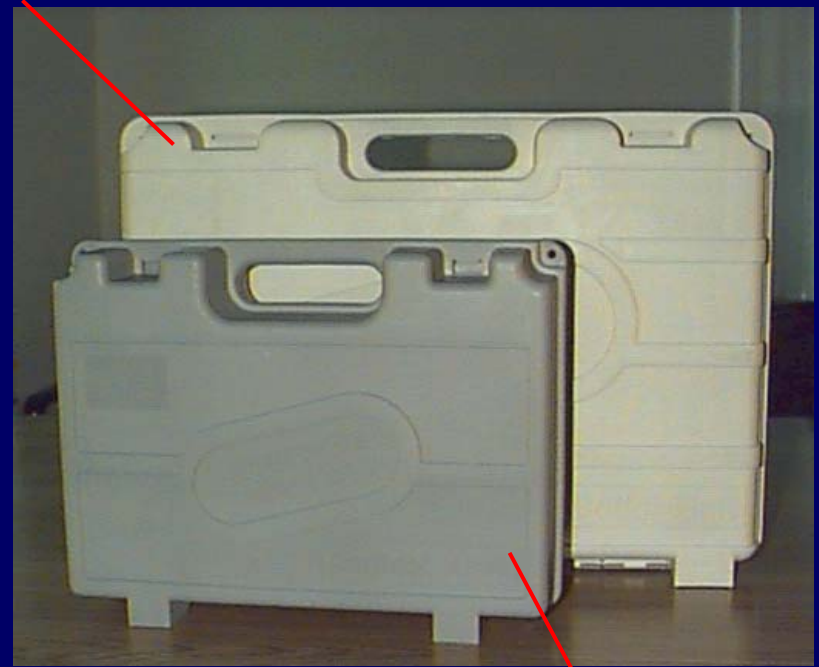
Balloting Unit



Carrying Cases

- **The Control Unit and Balloting Unit are packed separately in special carrying cases**

Carrying Case - Control Unit

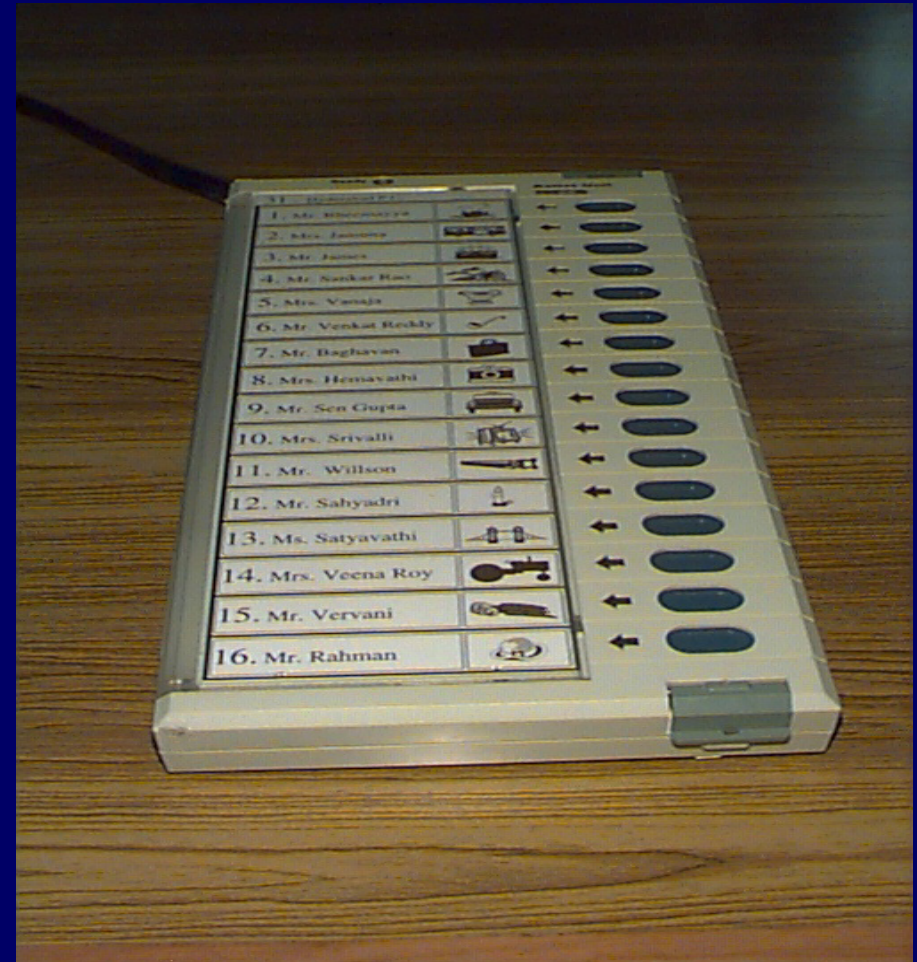


Carrying Case - Balloting Unit



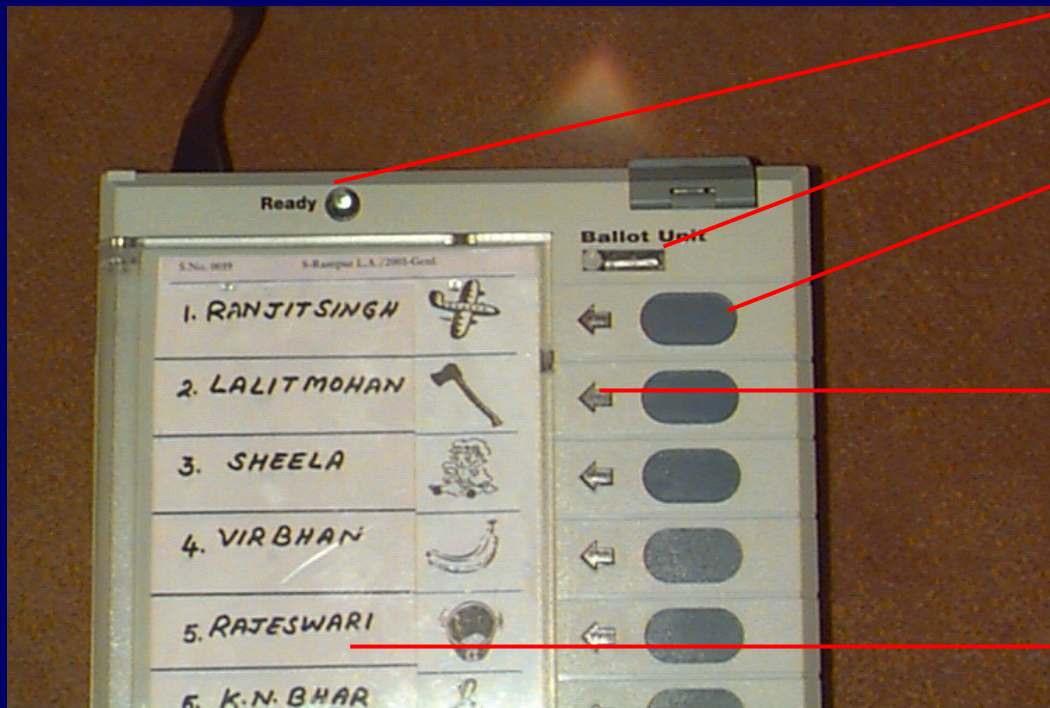
Balloting Unit

- This is the Unit the voter operates to exercise his / her franchise
- The interconnecting cable is permanently attached to the Balloting Unit





Balloting Unit Details



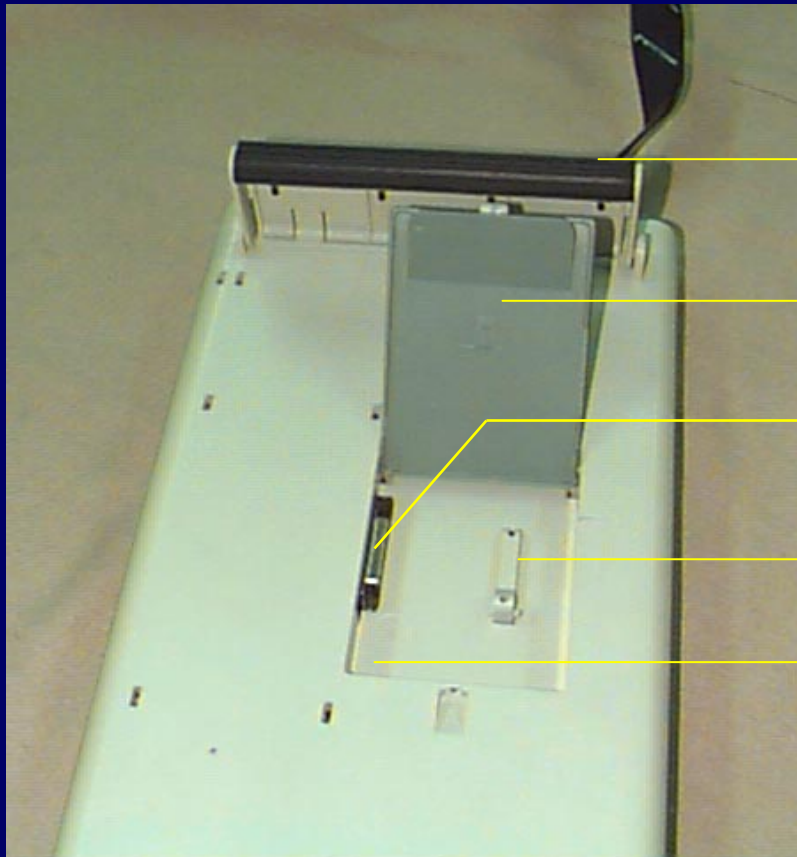
Ready Lamp
Slide Switch Window
Candidate's Button

Candidate's Lamp

Ballot Paper Screen



Balloting Unit Parts in Rear View



Stand

Door Connector Box

**Connector for Additional
Balloting Unit**

Cable Clamp

**Box for Connector of
Additional Balloting unit**



Control Unit- Front View

Power ON Lamp

Display Section

Busy Lamp

Candidate Set Section

Result Section

Ballot Section

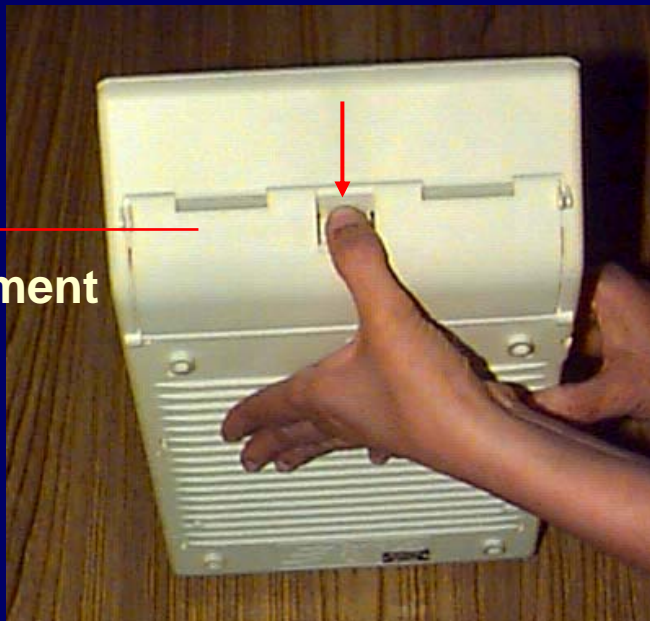




Control Unit

Opening of Bottom Compartment

Bottom
Compartment
Cover



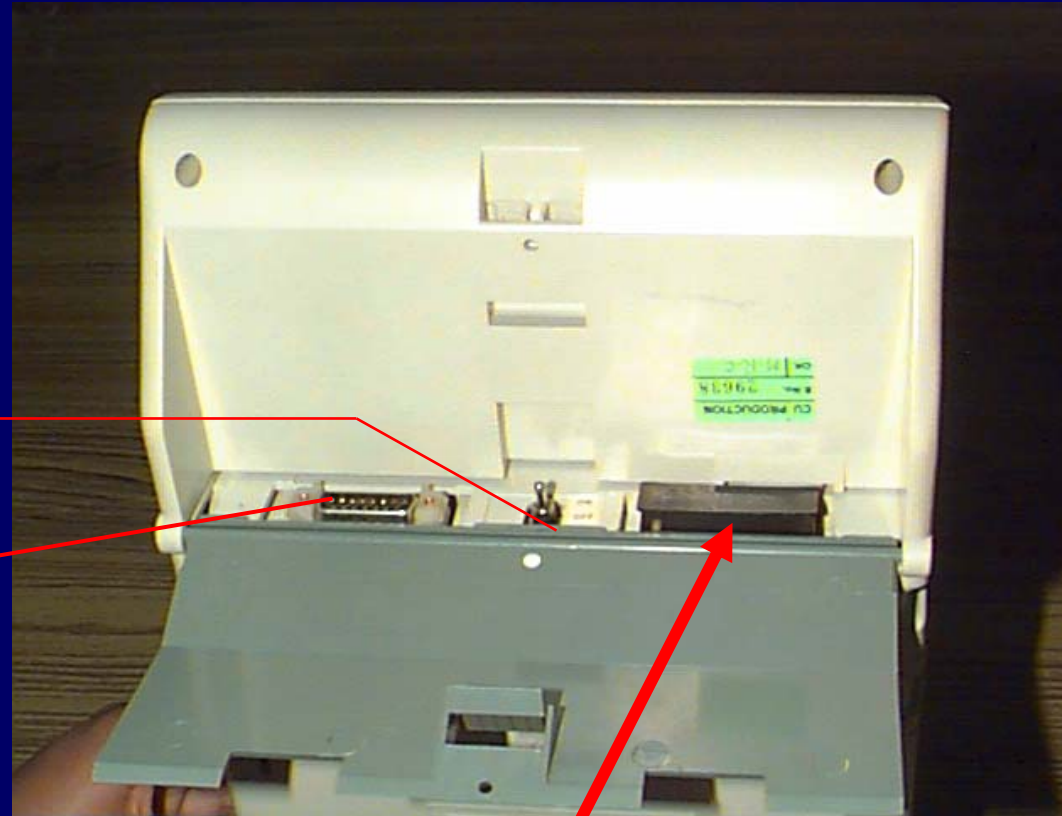
Press Latch to release



Pull to open Cover



Control Unit - Bottom Compartment



Power Switch

**Socket for
Interconnecting Cable
of Balloting unit**

**Socket for connecting Auxiliary
Control Unit. At present this HAS
NO USE. DO NOT USE THIS
SOCKET**



Control Unit Display Section





Control Unit Candidate Set Section

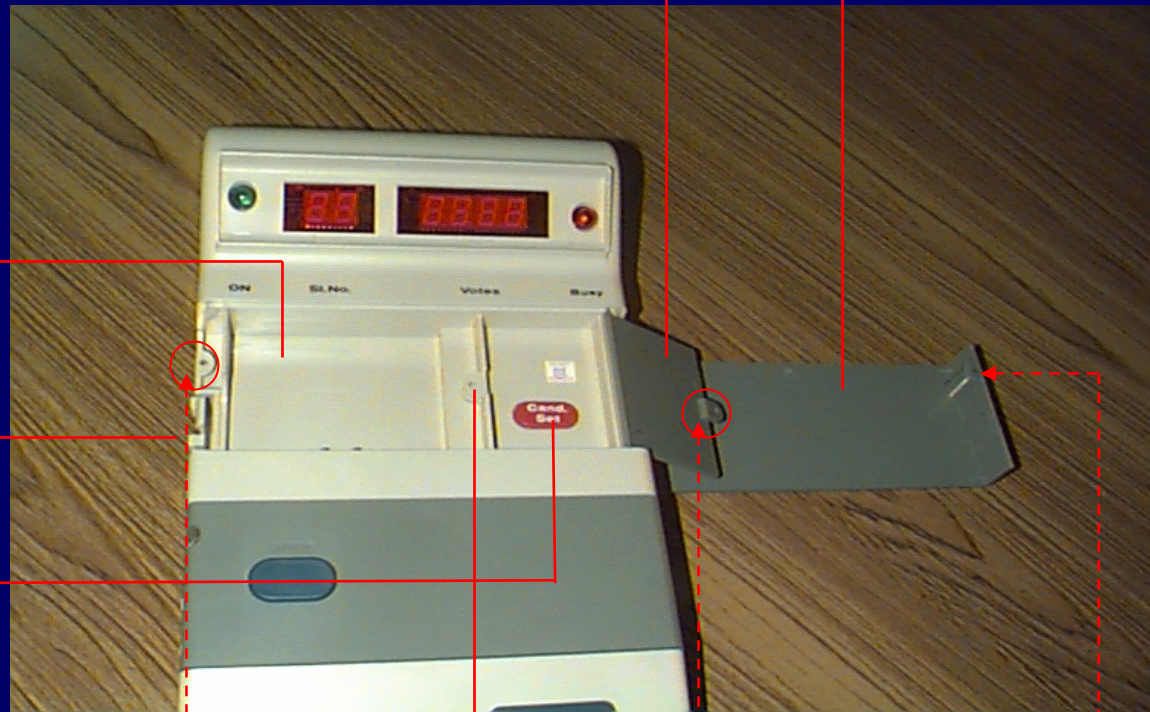
Candidate set section
inner door

Candidate set section
outer door

Power Pack
compartment

Latch

Candidate set
button



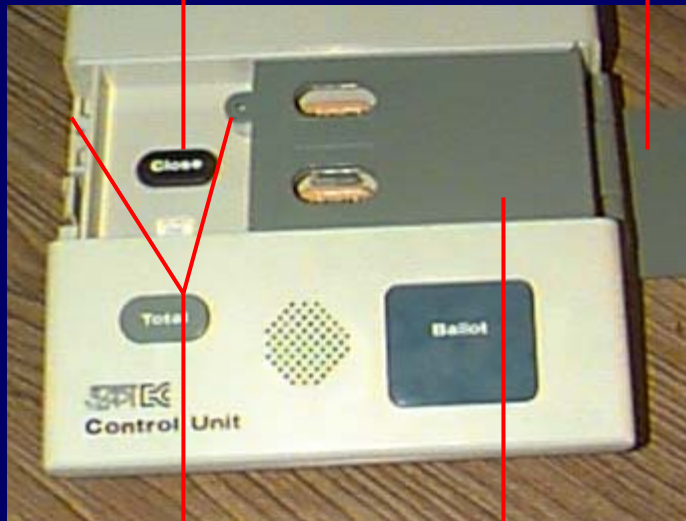
Hole to pass
thread for sealing



Control Unit Result Section

Close button

Outer Door

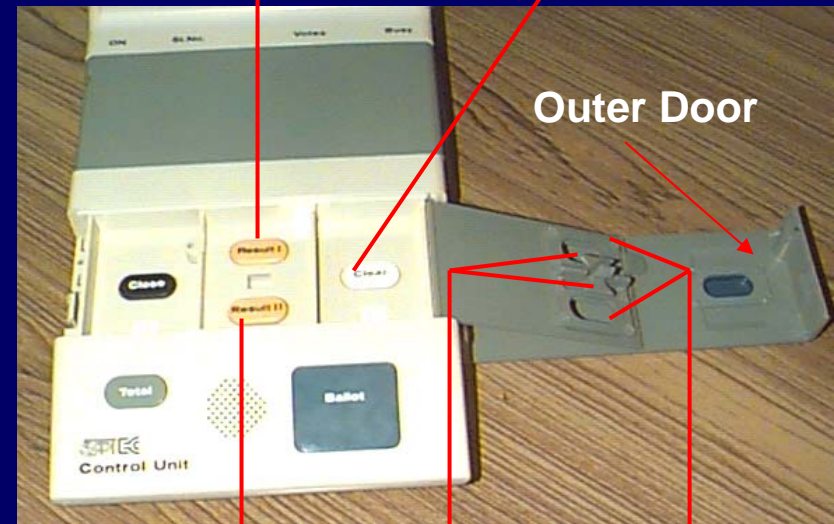


Hole to pass
thread for sealing

Inner compartment
door

Result
button

Clear button



Outer Door

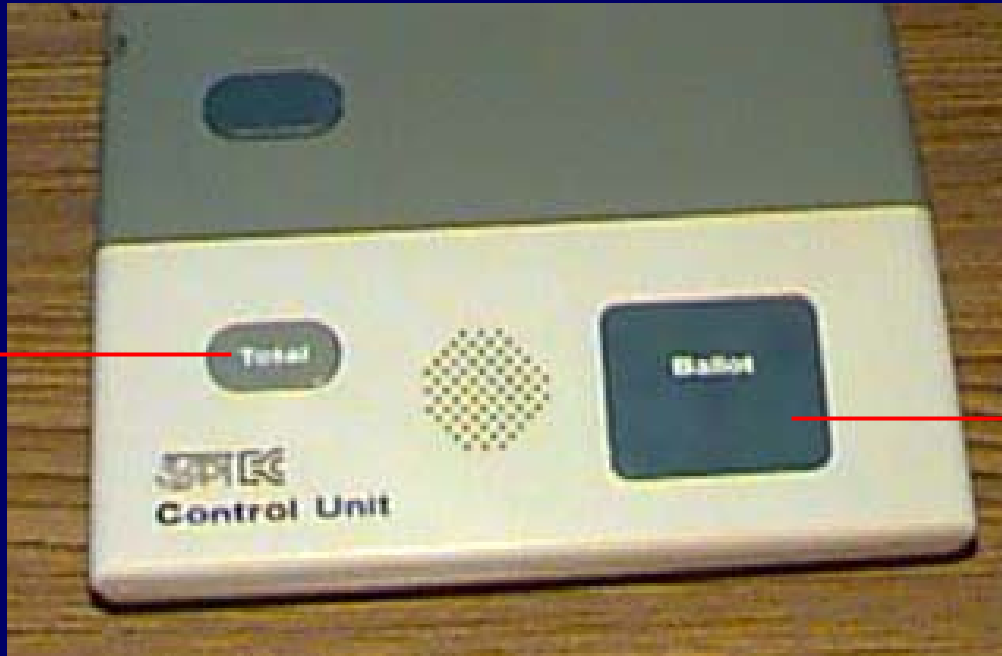
Print
button

Inner
latches

Frame for
1 Paper seal



Control Unit Ballot Section



Total button

Ballot button



Preparation of EVM by Presiding Officers



ONE HOUR BEFORE COMMENCEMENT OF POLL

- **Remove the Balloting Unit & Control Unit from their carrying cases**
- **Connect Balloting Unit to Control Unit**
- **Open rear compartment of Control Unit and Switch “ON” power**



One hour before Commencement of Poll

4. Open “Result section” outer door and then the inner door

1



2



3



4





One hour before Commencement of Poll



- 5. Press Clear button to show to the agents present that there are no votes polled**



Mock Poll

1. Conduct mock poll for the benefit of polling agents
2. Press Ballot button on Control Unit and register one vote for any candidate in Balloting Unit
3. Repeat this process so as to record one vote for each candidate





Mock Poll

3. (Ensure that equal number of votes are polled for all candidates)
4. Close the mock poll by pressing Close button in Control Unit
5. press Ballot Button on Control Unit to show that NO vote can be recorded further after the close button is pressed





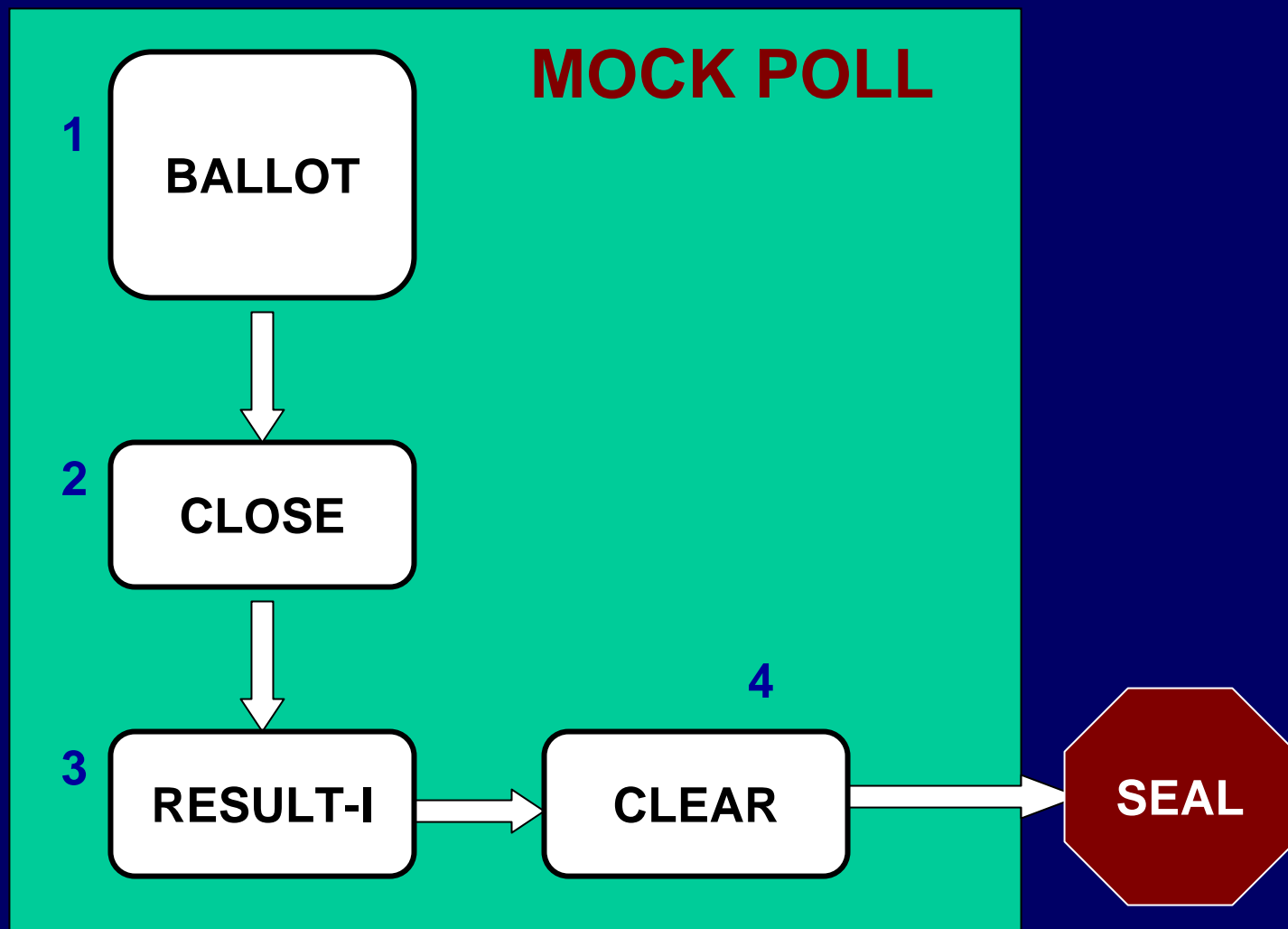
Mock Poll – Display of the Result



Press Result-I button and show the mock poll result



SEQUENCE OF OPERATION OF BUTTONS FOR CONDUCT OF MOCK POLL





Control Unit – Sealing for Actual Poll

1. After seeing result of mock poll, clear the machine by pressing Clear button
2. OPEN BACK COVER AND SWITCH “OFF” POWER.
3. Fix Green Paper Seal in the frame on the inner side of the door of the inner compartment of the Result section
4. Close the door of the inner compartment ensuring that the two open ends of the Green Paper Seal project outwards, as shown

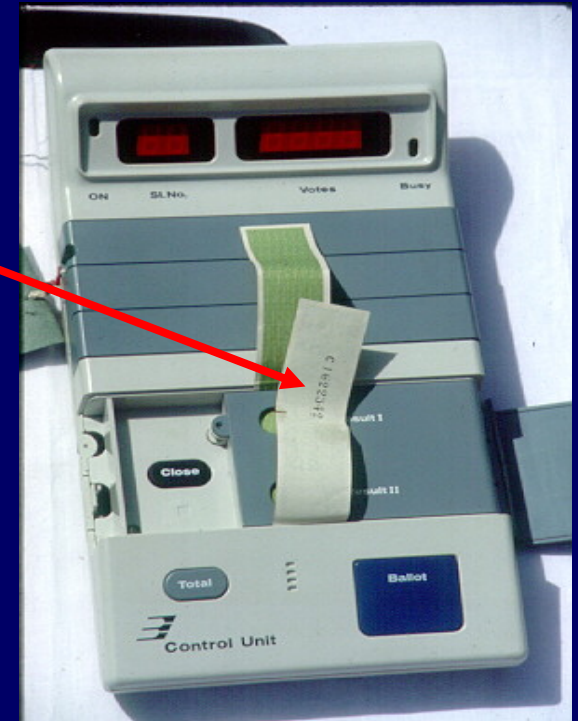
IMPORTANT!





Fixing Green Paper Seal Signature

- **Presiding Officer should sign in full on white portion of Green paper seal**
- **Allow Candidates / agents present to sign if they so desire.**
- **AS FAR AS PRACTICABLE ALL SIGNATURES SHOULD BE IN THE MIDDLE OF THE GREEN PAPER SEAL**
- **Note down the SI.Nos. of paper seals used in the Paper Seal Account in Form 17C**





Sealing with Special Tag

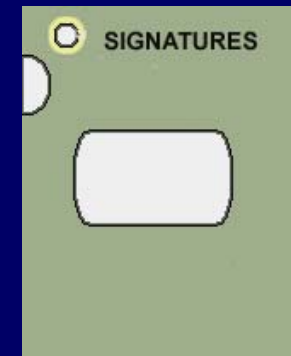
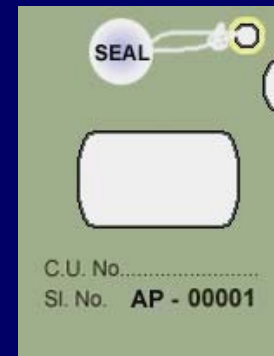
SIGNATURES

4. To seal the Inner Door of Result section, a Special Tag is devised
5. Put your signature on the back of the Special Tag
6. Allow Candidates / agents present to sign
7. Write the Control Unit ID No. on the front side of the Special Tag
8. Note the printed SI.No. of Special Tag in the declaration to be made before commencement of poll

SPECIAL TAG

FRONT SIDE

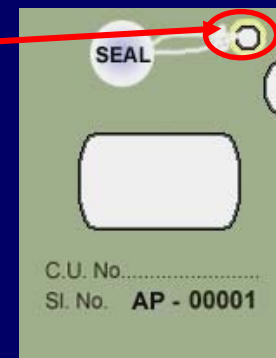
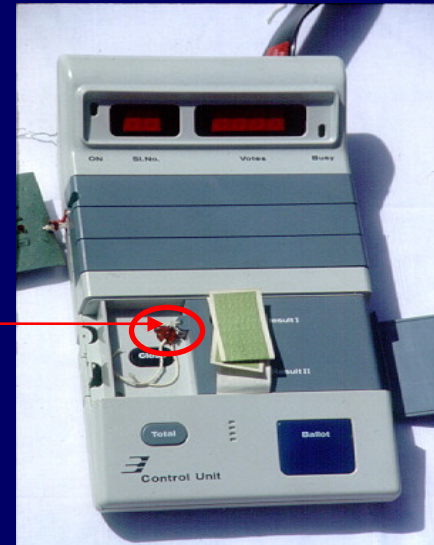
BACK SIDE





Sealing with Special Tag

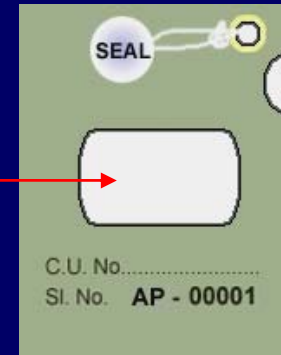
- Read out the printed SI.No. on the Special Tag and ask the Candidates / agents present to note down that number
- the door of the inner compartment be sealed by passing a twine thread through the two holes provided for the purpose on the left side of the inner door and tie a knot
- Then pass the loose ends of the twine thread through the hole (with metal ring) in the Special Tag and put a knot. Seal the knot on the Special Tag with the seal of the Presiding Officer





PLACING SEALED SPECIAL TAG OVER THE “CLOSE” BUTTON

- A hole of the size of “Close” button is cut in the middle of the Special Tag to fit exactly over the Close button
- After sealing, adjust the Special Tag over the Close button and fit the tag in the “Close” button compartment
- The Close button shall protrude through the aperture cut in the middle of the Tag.





Magnified view of Special Tag fixed in “Close” Button Compartment





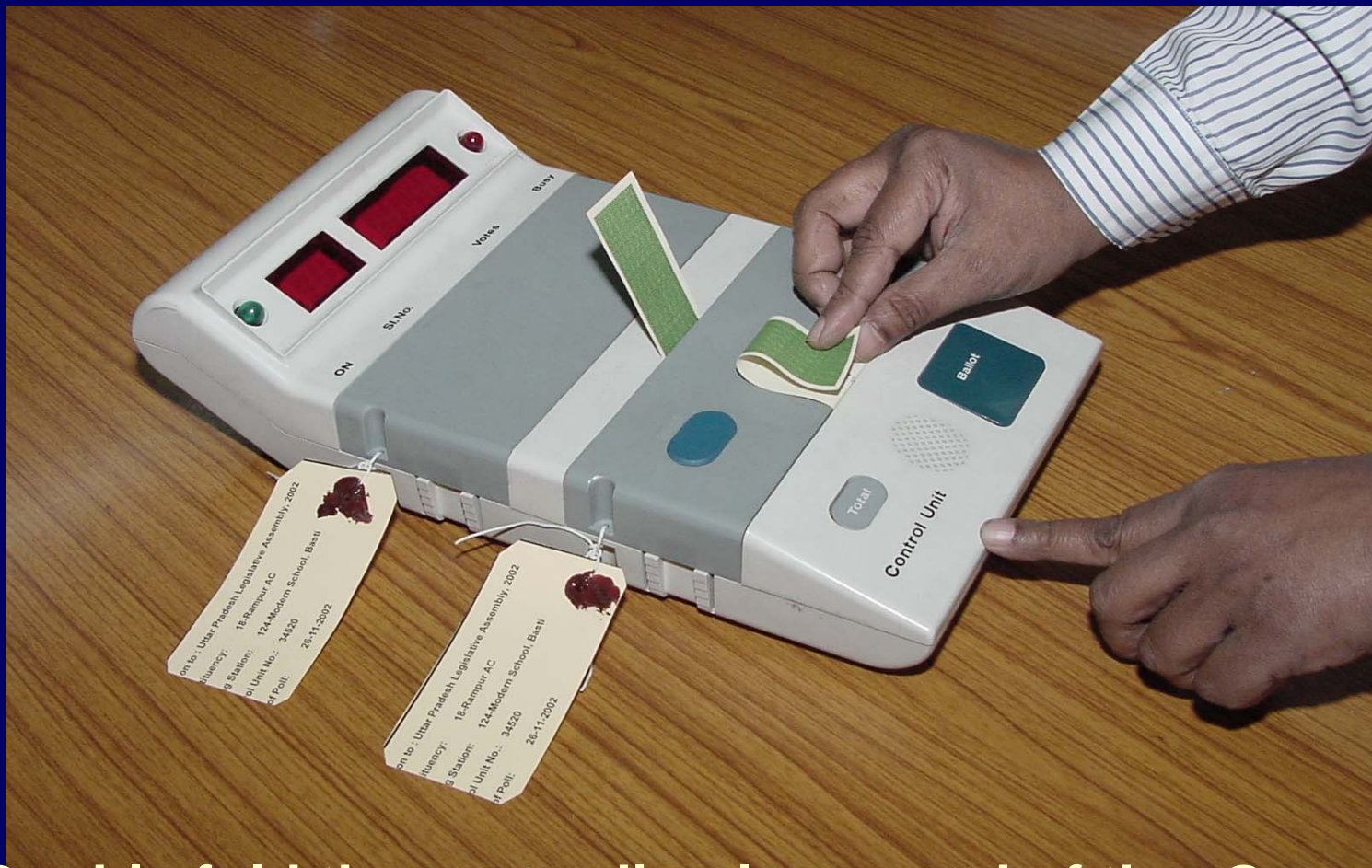
FIXING OUTER STRIP SEAL-1



- Close the Outer door of Result Section & allow Green Paper Seal to protrude out as shown
- First seal the outer door with an address tag



FIXING OUTER STRIP SEAL-2

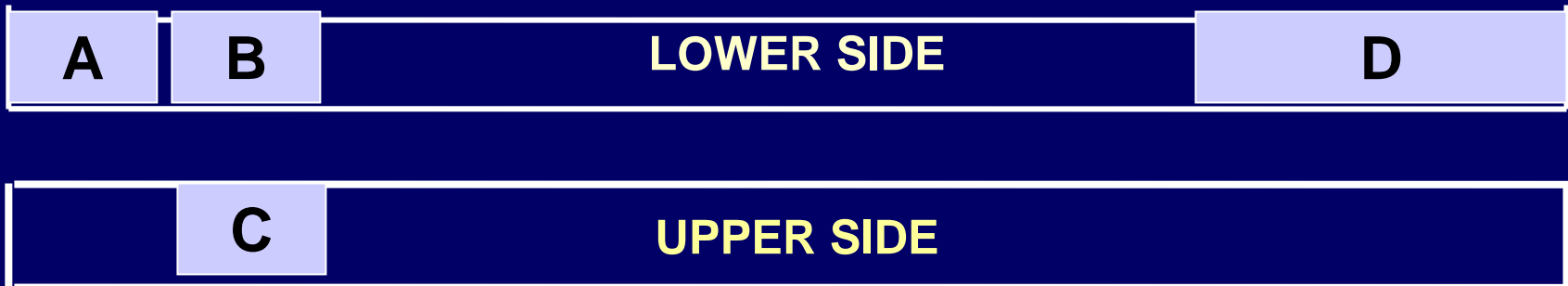


Double fold the protruding lower end of the Green Paper Seal with the green side of the seal visible from outside



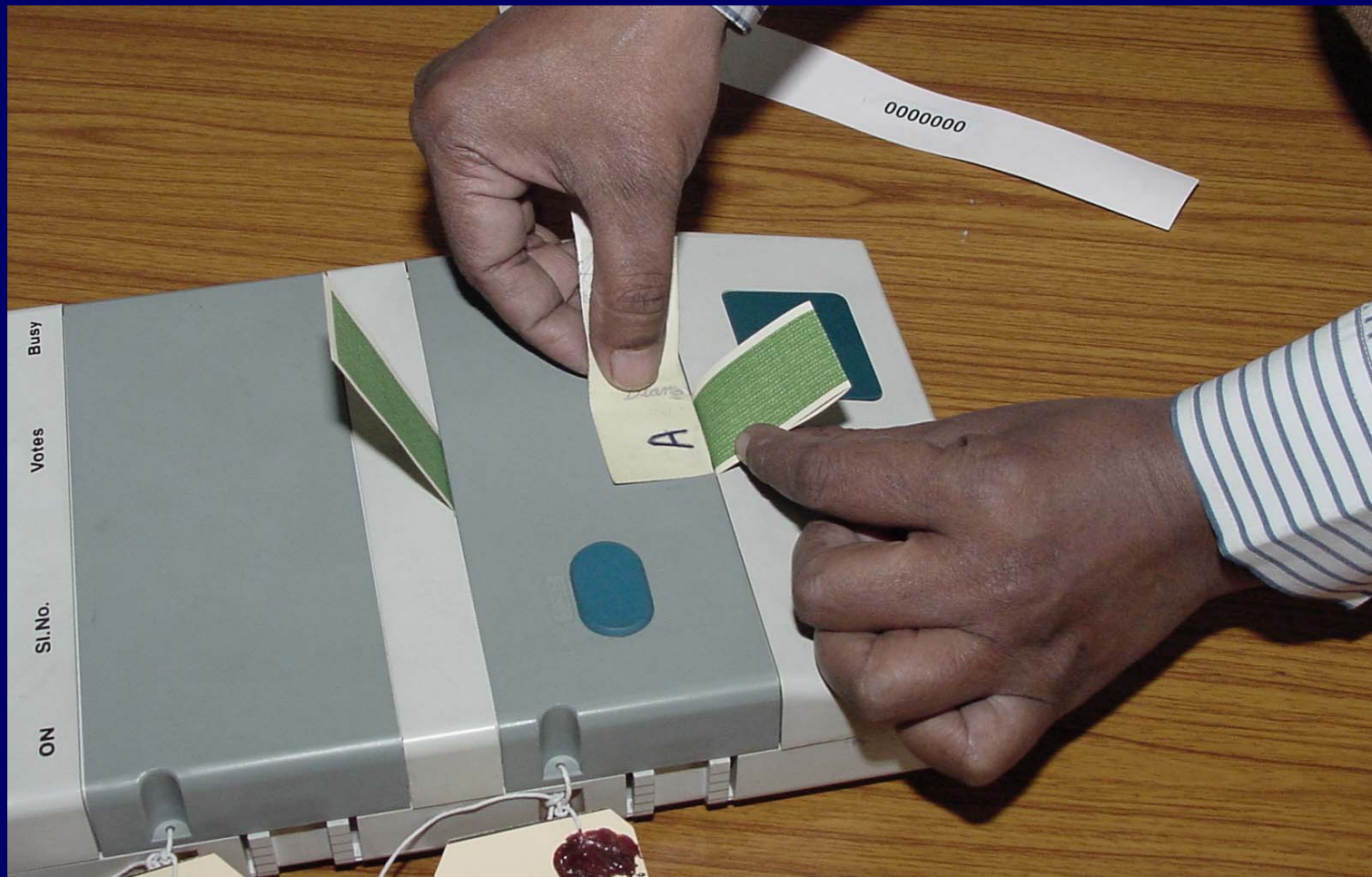
SPECIAL MATERIAL STRIP SEAL

1. This seal is 23.5” in length and 1” in width so as to drape it around the Control Unit
2. Each seal is printed with Unique Identity Number
3. There will be 4 pre-gummed portions at both the ends marked A, B, C & D covered by strips of wax paper. The pre-gummed portions are marked in dark in the drawing below:



4. Before the start of the poll, the Result Section of the Control Unit is sealed from outside with the Strip Seal.
5. Each polling station shall be supplied with 4 Strips to allow wastage

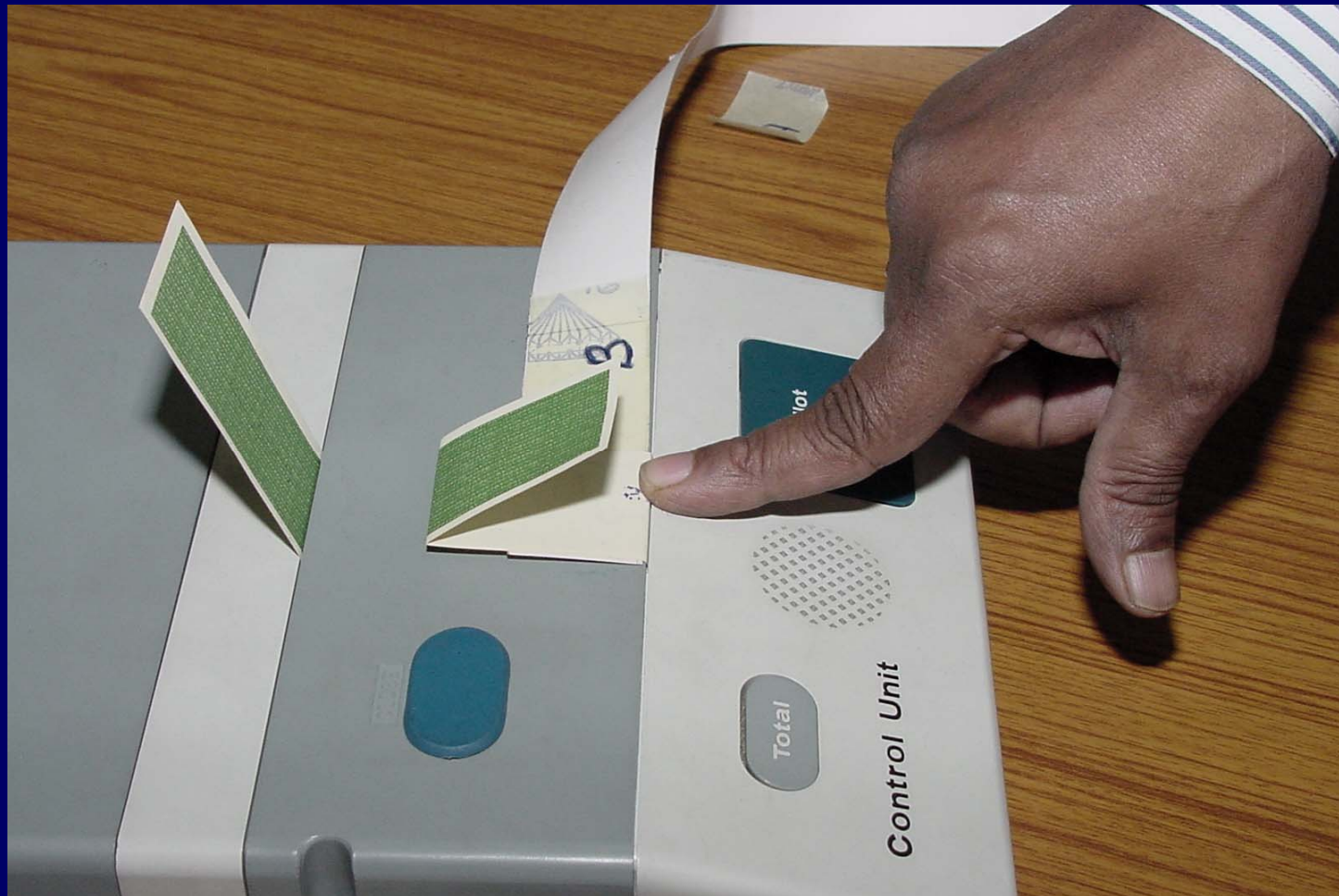
FIXING OUTER STRIP SEAL-3



Keep the Strip Seal with the pre-gummed portion 'A' near the base of the Lower fold of Green Paper Seal



FIXING OUTER STRIP SEAL-4



Remove the wax paper covering 'A' and Press and paste the lower fold of the Green Paper Seal



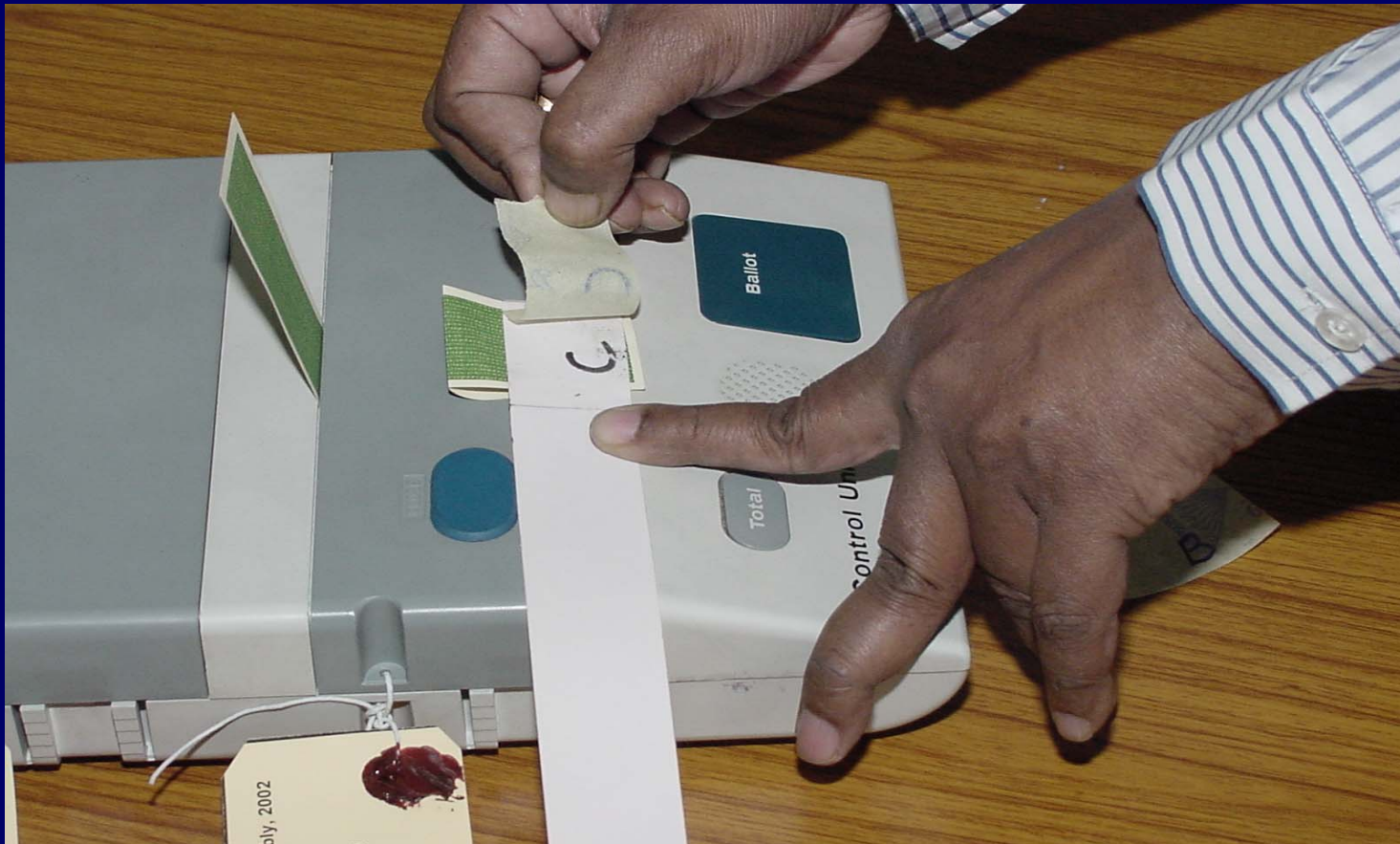
FIXING OUTER STRIP SEAL-5



After pasting 'A', Remove the wax paper from pre-gummed portion 'B'. Hold the upper fold of Green Paper Seal firmly and press the pre-gummed portion 'B' firmly above this upper fold and paste



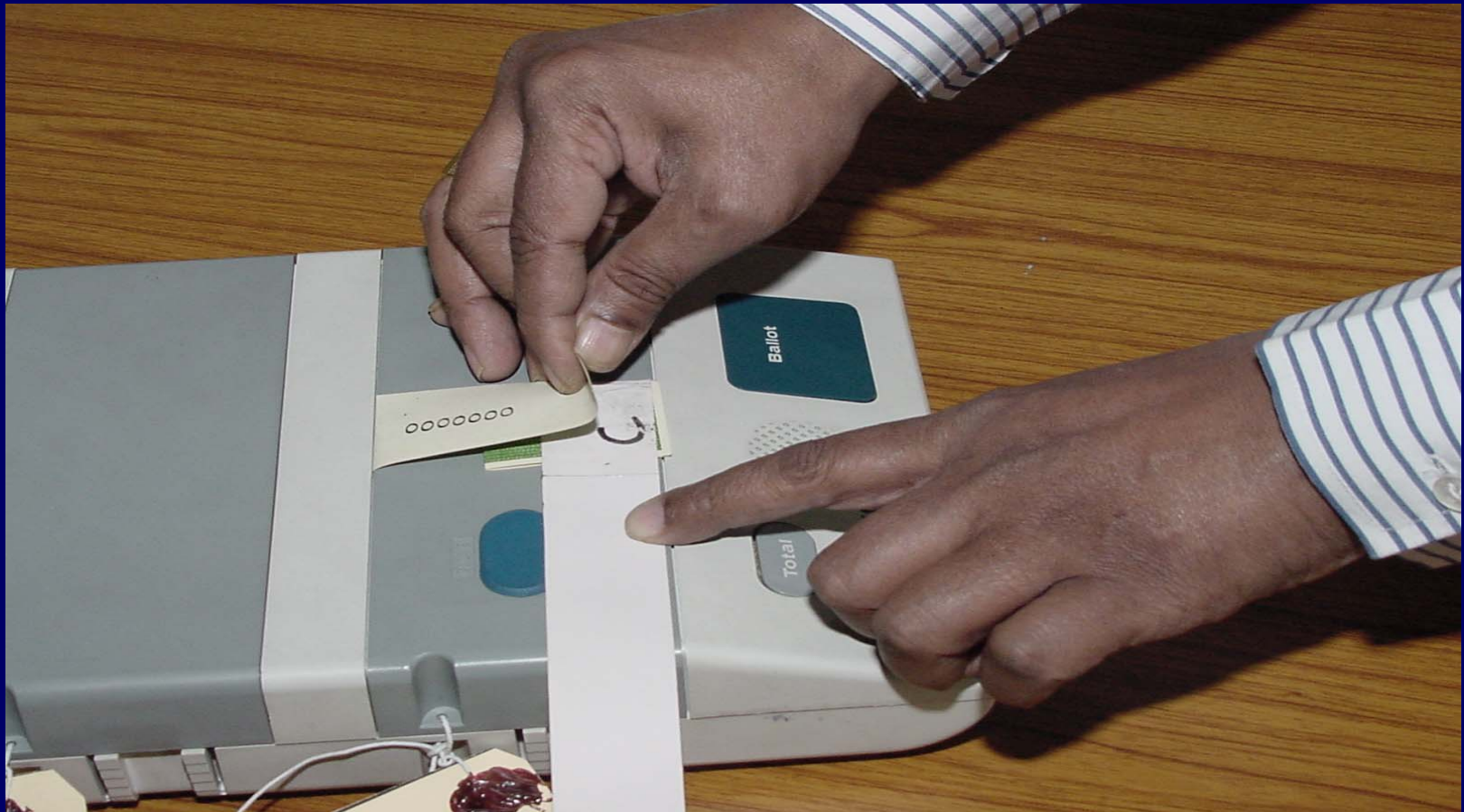
FIXING OUTER STRIP SEAL-6



After pasting 'B', the pre-gummed portion 'C' will be on top. Remove the wax paper covering 'C'.



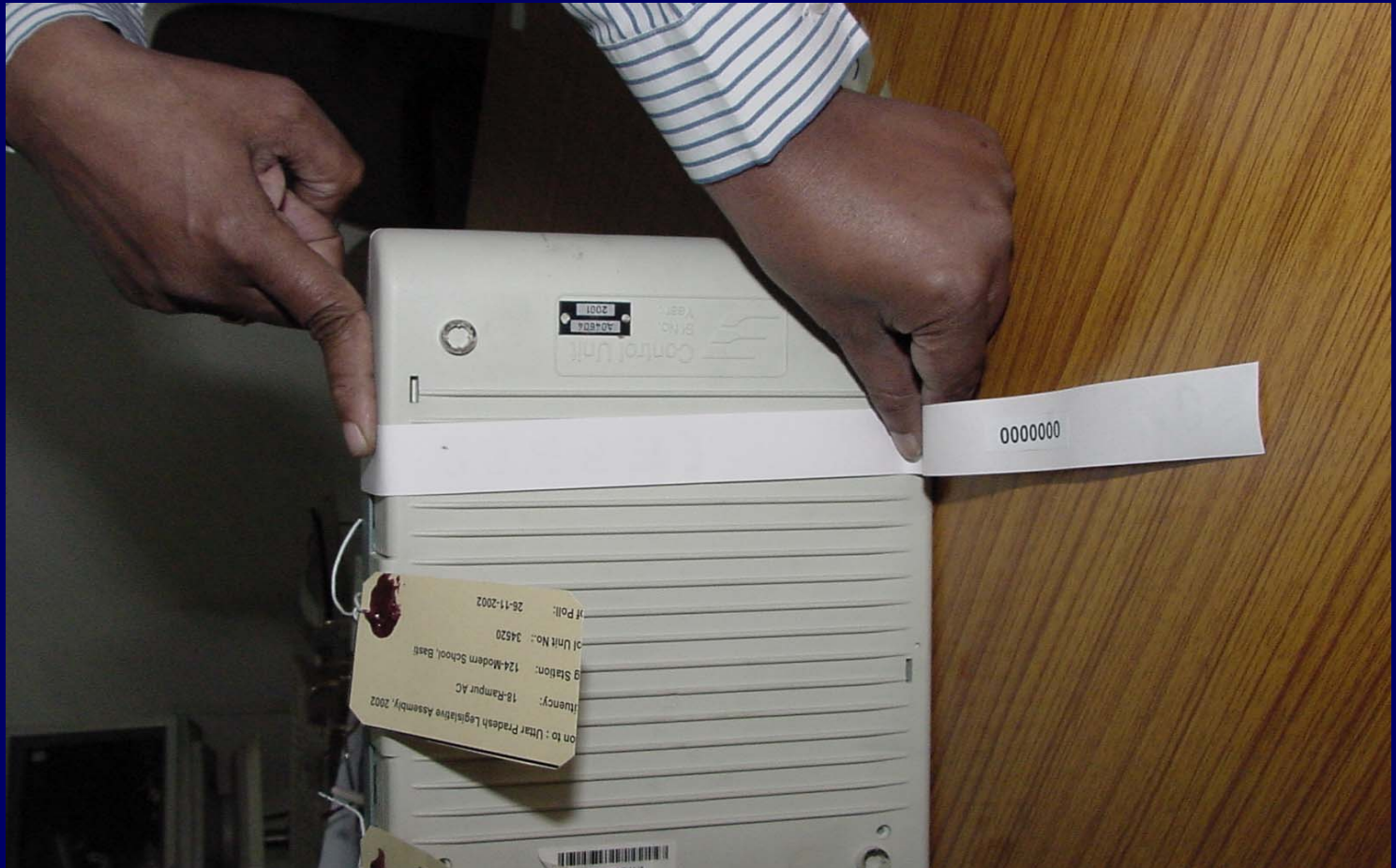
FIXING OUTER STRIP SEAL-7



Press the end of the Green Paper Seal protruding from the top of the door onto 'C' and paste them

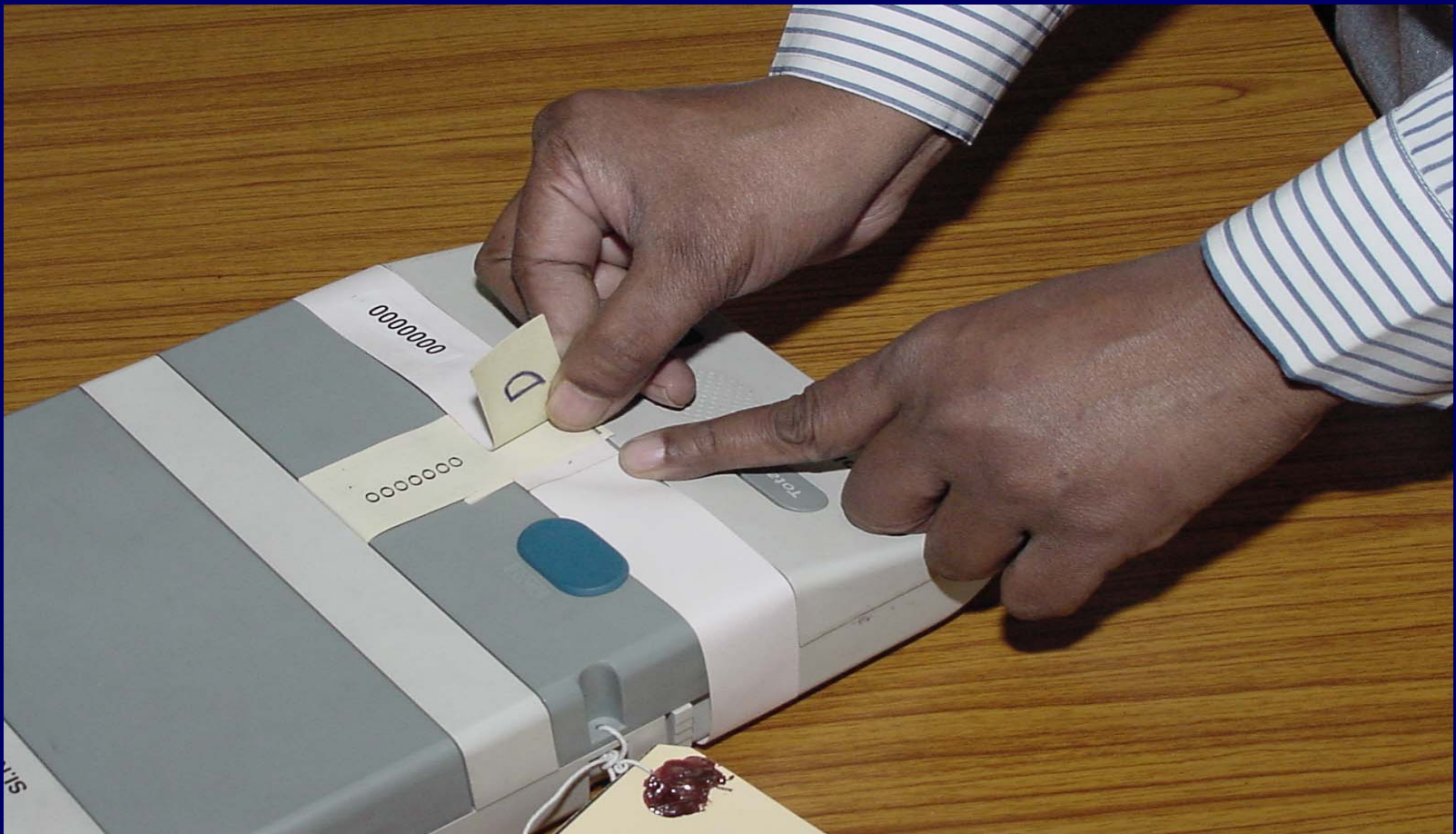


FIXING OUTER STRIP SEAL-8



Take the Strip Seal round the Control Unit from left side just below the CLOSE button

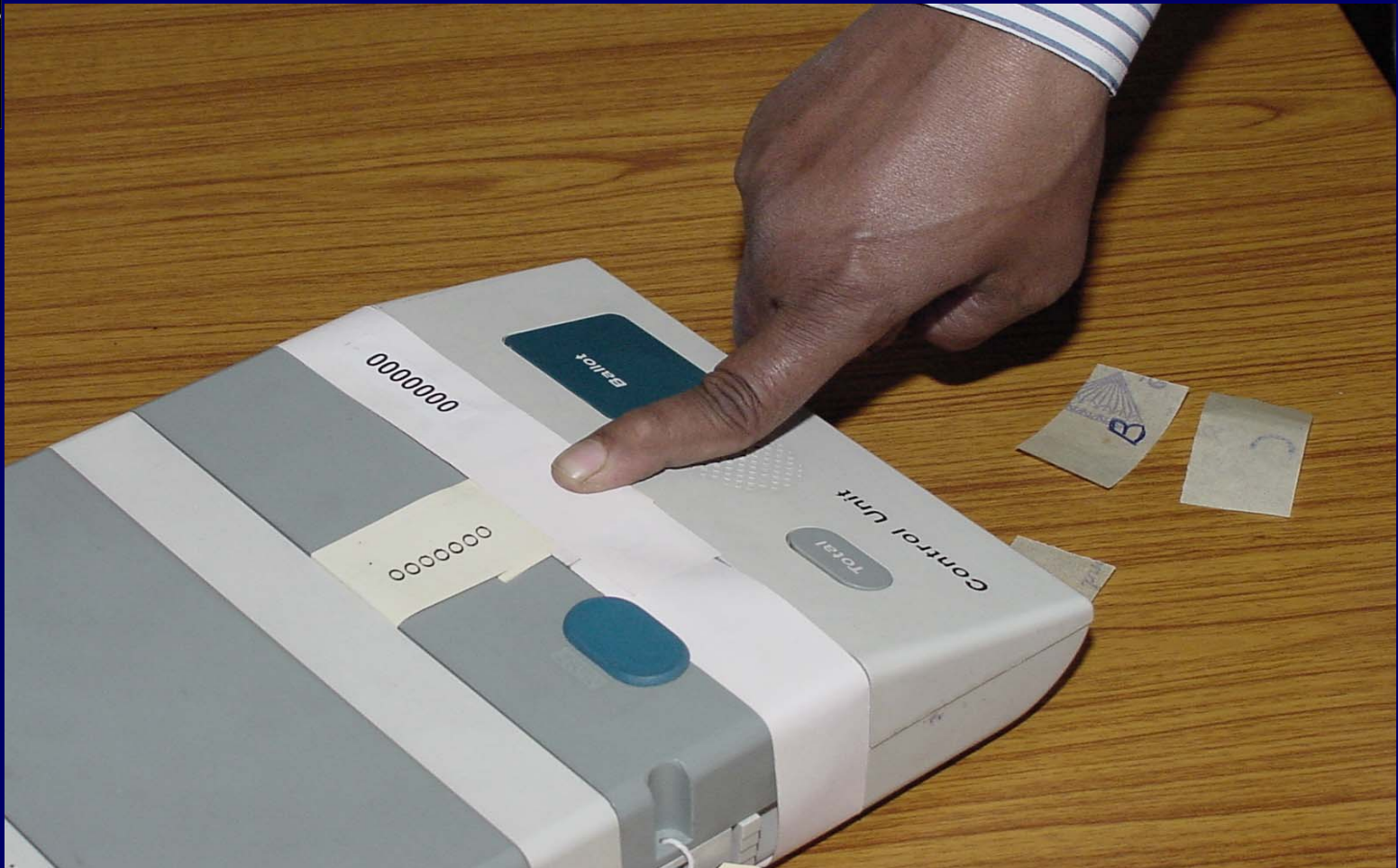
FIXING OUTER STRIP SEAL-9



Bring the other end of the Strip Seal from right side to the top of the machine with pre-gummed portion 'D' on top. Remove the wax paper over 'D' and paste it on top of Green Paper Seal. A portion of 'D' spills over the strip below CLOSE Button. Paste this also



FIXING OUTER STRIP SEAL-10



Now the Strip Seal is finally fixed and the Control Unit is ready to take real poll.



STRIP SEAL - IMPORTANT POINTS

- **Allow the candidates/agents to note down the Unique Identity Number of the Strip Seal**
- **After sealing with “Outer Paper Strip Seal”, the Control Unit is ready for taking poll**
- **DO NOT remove this strip seal during or after the poll is over. Deliver the Control Unit with this seal intact to the RO after the poll**
- **Presiding Officer shall account for all Strip Seals issued - if any seal is damaged accidentally, use another one. Return to RO all unused and damaged seals.**
- **Now the Control Unit is ready for taking poll.**



Procedure during Poll



Setting up the EVM in the Polling Station

- 1. Place the Balloting Unit in the voting compartment and the Control Unit on the table of the presiding / polling officer**
- 2. Connect Balloting Unit to Control Unit**
- 3. Take care to place the Cable in such a way that voters are not required to cross over it.**
- 4. Open the bottom compartment and switch “ON” power**
- 5. Close the bottom compartment of Control Unit**
- 6. Press Total button to ensure that there are no votes cast before the actual poll**



Key functions of Presiding Officers

1. Each voter shall be allowed to vote strictly in his / her own turn as per his/her entry in the Voters Register (Form 17A)
2. Frequently tally votes polled with the last entry in Voters Register
3. Ensure that no voter votes without signing the register & voters who have signed do not go away without voting
4. **DO NOT ALLOW EITHER STILL OR VIDEO FILMING OF ACTUAL VOTING INSIDE VOTING COMPARTMENT**



Voting Procedure

- **After the voter has been identified and his/her signature / thumb impression obtained on Voters Register, Polling Officer shall issue Voter Slip to him/her showing his/her serial No. in Voters Register**
- **The officer in charge of Control Unit collects the voter slip and allows the voter to vote, strictly in his/her own turn**
- **He activates the Control Unit by pressing Ballot button and directs the voter to go to voting compartment for voting**



Voting Procedure

- **Inside voting compartment, voter is to press the blue Candidate button on the Balloting Unit against the name and symbol of the candidate of his / her choice**
- **On the candidate button being pressed, the red lamp will glow against the name and symbol of that candidate**
- **There will also be a beep sound heard to indicate that the vote has been cast and the Busy lamp goes off in the Control Unit**
- **This process is repeated for other voters till end of the poll**
- **Do not switch off the Control Unit during the poll**



Procedure at Close of Poll



Closing of Poll

1. Remove the cap on Close button in the Control Unit and press the Close button as shown. Poll is closed. The Unit displays the total no. of candidates and the total no. of votes recorded. Fix the cap back in its place.

1. Note down the total votes recorded in Part I of Form 17C.
2. Press Total Button to verify the total at the close of the Poll.





Procedure at Close of Poll

4. **Open the bottom compartment of Control Unit and switch “OFF” power and disconnect Balloting Unit cable**
5. **Pack the Control Unit (with the strip seal) and Balloting Unit in their carrying cases**
6. **Seal the carrying cases and fix address tags. Allow the candidates / Agents present to affix their seals, if they so desire**
7. **Deposit the sealed cases safely with the Returning Officer.**

IMPORTANT!





Important Tips for Presiding Officers

Issue

After Ballot button is activated in Control Unit, the last voter may refuse to vote

Or

After the poll was over, inadvertently Ballot button may have been pressed

Remedy

To stop the red Busy lamp in Control Unit, switch off the power. Busy lamp will stop glowing. Then, you may switch on power and close the poll.



THANK YOU