

BY SPEED POST

# ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

K.N.BHAR  
UNDER SECRETARY

No.51/8/16/4/2008-PLN-IV (EMS) | 2220

Dated: 28<sup>th</sup> August, 2008

To

The Chief Electoral Officers of

1. Chhattisgarh, Raipur
2. Madhya Pradesh
3. Mizoram, Aizawl
4. Rajasthan, Jaipur
5. NCT of Delhi, New Delhi.

**Subject: Protocol for First Level Checking of EVMs before elections.**

Sir/Medam,

I am directed to state that the Commission has decided to use Electronic Voting Machines in all Assembly Constituencies in the forthcoming General Election to Legislative Assembly in your State/UT.

2. You are, therefore, requested to start First Level Checking of EVMs (which are not involved in any Election Petitions or Court Cases) by the authorized engineers/technicians of M/s Bharat Electronics Limited, Bangalore and M/s Electronics Corporation of India Limited, Hyderabad, as the case may be, only at the district head quarters. For coordinating all activities connected with the first level checking, the District Election Officer shall nominate a nodal officer at his level and intimate the name of such officer to the Chief Electoral Officer. The protocol mentioned in the Commission's letter No. 51/8/16/4/2007-PLN-IV, dated 12<sup>th</sup> October 2007 (copy enclosed) will have to be followed in toto during the First Level Checking of EVMs.

3. For the purpose of tracking various steps taken in the process of first level checking, randomization and deployment of EVM, an adhesive label (pre-printed sticker) will be prepared by the manufacturers of EVM i.e. BEL and ECIL. A sample model of such label is given in **Annexure 1**. The expenditure on adhesive label will be charged by the manufacturers along with the testing/checking charges of the EVMs.

As soon as the first level checking is over the sticker will be pasted on the back side of the Ballot Unit/ Control Unit and the checking engineer will put his signature indicating that date in the relevant slot provided in the sticker. This would be mean that the Ballot Unit/Control Unit is in order in every respect. The unique machine number of the Ballot Unit/Control Unit will be

Put up on  
election group.

Issue to  
all DEOs for  
n.a.

*[Handwritten signature]*  
2/19

DY CEO  
2/19

also indicated in the relevant slot in the sticker; besides, a running serial number will also be allotted to the Ballot Unit/Control Unit and will be indicated in the relevant slot. Simultaneously, the representative of District Electoral Officer duly authorized for this purpose will also put his signature in the relevant space. After this, Ballot Unit/Control Unit shall be stored with due precaution and care. In case of any Ballot Unit/Control Unit found to be defective during checking, such Ballot Units/Control Units shall be isolated and kept separately for follow up action for rectification of defect.

5. A database of the Ballot Units and Control Units verified and certified will be prepared separately and kept in readiness for randomization. The data base structure will contain details of Ballot Units and Control Units indicating the machine number (original number given by the manufacturer as inscribed on a metallic plate at the back side of the Ballot Unit/Control Unit as the case may be). The Control Units/Ballot Units so verified shall be kept under proper lock and key.

6. The District Electoral Officer will fix up a schedule, which should in any case be fixed before the start of training of polling personnel, for randomization of Ballot Units/Control Units for distribution to Assembly Constituencies in the presence of recognized political parties. The randomization will be done in such a way that the Control Units/Ballot Units are randomly selected by grouping them to match the poll day requirement including the reserve required for each constituency. Again, the surplus Ballot Units/Control Units shall also be randomly grouped and distributed Assembly Constituency wise for the purpose of training (for the training of the polling staff as well as for the purpose of voter awareness). A sticker of '**Red**' color shall be affixed at the front side of the Ballot Units/Control Units set aside for training purpose clearly indicating "**.....(Name of State/UT along with year): Training BU/CU**" (**Annexure-II**). While randomizing the BUs/CUs the District Electoral Officer shall take the number of polling stations in each constituency into account.

7. After Assembly Constituency wise grouping of BUs/CUs is done in the above manner, a '**current ID**' shall be assigned to each BU/CU in the relevant slot provided in the sticker of '**Green**' color. The 'current ID' would mean 'the Assembly Constituency number followed by a new running serial number for that Assembly Constituency'. For example if Assembly Constituency No. 56 is allotted 280 Ballot Units and Control Units the current ID for the Control Units would be from '56/CU/001' to '56/CU/280'. Similarly the current ID for Ballot Unit would read '56/BU001' to '56/BU/280'.

8. The randomization list of Ballot Units and Control Units allotted to each Assembly Constituency for use at polling stations as well as the training EVMs shall be prepared separately and signed by the DEOs representative and the Returning Officer and that list shall be handed over to all representatives of the recognized political parties. Even if a representative is not available at the time of randomization the list shall be sent to the party office and a receipt obtained.

9. Thereafter, the Returning Officer of the constituency, shall take charge of the Ballot Units/Control Units randomly allotted to his constituency. The Ballot Units/Control Units meant for use at the election shall be separately taken to Returning Officer's Strong Room under proper escort and will be guarded. The training EVMs shall be distributed to the relevant officers for the training purpose. At the time of sealing the Strong Room, the representatives of political parties can remain present and they can also affix seal on the lock.

10. All the stages enumerated above shall invariably be fully covered with videography and records kept properly.

11. The above instructions should be complied with without any deviation and brought to the notice of all concerned, viz. the political parties, contesting candidates, all field officers concerned.

12. The receipt of the letter may kindly be acknowledged.

(Hindi version follows)

Yours faithfully,



(K.N.Bhar)

**Copy to**

1. **The Chairman-cum-Managing Director.**  
**Bharat Electronics Limited,**  
**Nagavara, Outer Ring Road,**  
**Bnagalore-560045, Karnataka.**
  
2. **The Chairman-cum-Managing Director.**  
**Electronics Corporation of India Limited,**  
**(MCU Complex, Phase-II, IDA Cherapalli, P.O. HCL)**  
**Hyderabad-500051, Andhra Pradesh.**

## Annexure-I

<b>Name of the State/Union Territory:</b>				
<b>Name of the Election:</b>				
<b>District Name:</b>				
<b>Ballot Unit (BU) No.</b>		<b>District Running Serial No.</b>		
<b>Current ID</b>				
<b>First Level Check</b>			<b>BU Randomization 1</b>	
<b>Date</b>	<b>Representative of BEL/ECIL</b>	<b>Representative of DEO</b>	<b>Date</b>	<b>Representative of DEO/RO</b>
<b>Randomization 2</b>		<b>Deployment Status</b>	<b>Polling Station No.</b>	<b>RO/ARO</b>

<b>Name of the State/Union Territory:</b>				
<b>Name of the Election:</b>				
<b>District Name:</b>				
<b>Control Unit (CU) No.</b>		<b>District Running Serial No.</b>		
<b>Current ID</b>				
<b>First Level Check</b>			<b>CU Randomization 1</b>	
<b>Date</b>	<b>Representative of BEL/ECIL</b>	<b>Representative of DEO</b>	<b>Date</b>	<b>Representative of DEO/RO</b>
<b>Randomization 2</b>		<b>Deployment Status</b>	<b>Polling Station No.</b>	<b>RO/ARO</b>

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BY SPEED POST

**ELECTION COMMISSION OF INDIA**

**NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001.**

No. 51/8/16/4/2007 PLN-IV

Dated: 12<sup>th</sup> October, 2007

To

**The Chief Electoral Officers of  
All the States and Union Territories.**

**Subject: Protocol for First Level Checking of EVMs before elections.**

Sir,

I am directed to state that the Commission has decided that 'First Level Checking' of EVMs before election(s) shall be done by authorized engineers/technicians of Bharat Electronics Limited, Bangalore (BEL)/Electronics Corporation of India Limited, Hyderabad (ECIL), as the case may be.

2. In the past it has been noticed that malfunctioning of various switches comes to notice soon after the commencement of poll leading to the suspicion that possibly all switches are not properly checked during pre poll check.

3 To ensure proper checking of all switches of the EVM the first level checking will be done in the presence of representative of CEO or DEO who will ensure that at the time of checking the EVM the following must be checked –

- a. All the 16 Candidate Buttons in the Balloting Unit
- b. Off-On Switch
- c. Set Candidate button
- d. Ballot releasing button
- e. Close button
- f. Total button
- g. Result button
- h. Display during operation of all above button
- i. Buzzer sound with each button
- j. Real Time Clock with IST (in case of 2006-07 model EVMs i.e. upgraded EVMs)

4. In order to ensure proper testing and random check of EVMs, the Commission has given following directions:-

3

- a. All the EVMs, in each and every location, should be tested with the minimum 10 dummy votes /polled for each candidate.
  - b. At least 1% of the machines at each and every location should be tested with minimum of 50 dummy votes.
5. A certificate (a sample proforma enclosed) to this effect duly signed with date by both (Engineers of ECIL and CEO/DEO's representative) may be pasted on lower part of the back of the EVM i.e. Ballot Unit and Control Unit (without hiding any vital information i.e. date of manufacturing, machine S. No. etc. The dimension of the certificate should not be more than 13 cms X 8 cms.
- 6 You may get in touch with BEL/ECIL for this purpose and chalk out the programme of first level check during election(s).

Yours faithfully,



**(K. N. BHAR)**  
**UNDER SECRETARY**

**Copy to:**

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

Design of Proforma Certificate regarding First level checking of EVM, to be pasted on the back of Control Unit and Balloting Unit is as below:

Name of the State	
Name of the election (specify the election)	
Date of testing/checking	
<b>It is certified that this Control Unit/Ballot Unit of EVM has been tested and checked in accordance with the prescribed protocol for this purpose (tick the appropriate option)</b>	
<input type="checkbox"/> Found to be O.K.	<input type="checkbox"/> Found defective
Signature of Authorized Engineer of M/s ECIL/BEL	
Signature of Representative of CEO/DEO	

# भारत निर्वाचन आयोग

निर्वाचन सदन, अशोक रोड नई दिल्ली-110001

सं: 51/8/16/4/2007/पीएलएन-4

दिनांक: 12 अक्टूबर 2007

सेवा में

सभी राज्यों एवं संघ राज्य क्षेत्रों के  
मुख्य निर्वाचन अधिकारी ।

विषय: निर्वाचनों से पहले ई0 वी0 एम0 की प्रथम स्तरीय जांच के लिए नयाचार ।

महोदय,

मुझे यह कहने का निदेश हुआ है कि आयोग ने यह निर्णय लिया है कि निर्वाचनों से पहले ई0 वी0 एम0 की प्रथम स्तरीय जांच भारत इलेक्ट्रॉनिक्स लिमिटेड, बंगलौर (बी0 ई0 एल0)/इलेक्ट्रॉनिक्स कॉर्पोरेशन ऑफ इण्डिया लिमिटेड, हैदराबाद (ई0 सी0 आई0 एल0), जैसा भी मामला हो, के प्राधिकृत इंजीनियरों/टैक्नीशियनों द्वारा की जाएगी ।

विगत में मतदान शुरू होने के तुरंत पश्चात यह नोटिस किया गया कि विभिन्न स्विचों के साथ छेड़छाड़ की गई है जिससे यह संदेह उत्पन्न होता है कि संभवतः मतदान पूर्व जांच के दौरान सभी स्विचों की विधिवत जांच नहीं हुई है ।

ई0 वी0 एम0 के सभी स्विचों की उचित जांच सुनिश्चित करने के लिए प्रथम स्तरीय जांच मुख्य निर्वाचन अधिकारी अथवा जिला निर्वाचन अधिकारी के प्रतिनिधि की उपस्थिति में की जाएगी जो यह सुनिश्चित करेगा कि ई0 वी0 एम0 की जांच के समय निम्नलिखित जांच अवश्य की गयी है: -

- क. बैलेटिंग यूनिट में सभी 16 अभ्यर्थी बटन,
- ख. ऑफ ऑन स्विच,
- ग. अभ्यर्थी सैट बटन,
- घ. बैलेट छोड़ने वाला (releasing) बटन,
- ड. क्लोज बटन,
- च. टोटल बटन,
- छ. रिजल्ट बटन,
- ज. उपरोक्त सभी बटनों के प्रचालन के दौरान प्रदर्शित डिस्प्ले,
- झ. प्रत्येक बटन के साथ बज़र की ध्वनि,
- ण. आई0 एस0 टी0 (इण्डियन स्टैंडर्ड टाइम) युक्त रियल टाइम क्लॉक (2006-07 मॉडल के) ई0 वी0 एम0 के मामले में अर्थात् उन्नत ई0 वी0 एम0)



4. ई0 वी0 एम0 की उचित परीक्षण और अनियमित जांच सुनिश्चित करने के लिए आयोग ने निम्नलिखित निदेश दिए हैं: -

क. प्रत्येक स्थान पर रखी गई सभी ई0 वी0 एम0 में प्रत्येक अभ्यर्थी को न्यूनतम 10 डमी वोट डालकर जांच की जानी चाहिए ।

ख. प्रत्येक स्थान पर रखी गई मशीनों में कम से कम 1% मशीनों की जांच न्यूनतम 50 डमी वोटों द्वारा की जानी चाहिए ।

5. इस संबंध में, दोनों (ई0 सी0 आई0 एल0/बी0 ई0 एल0 के इंजीनियरों और सी0 ई0 ओ0/डी0 ई0 ओ0 के प्रतिनिधि)द्वारा तारीख सहित विधिवत् हस्ताक्षरित एक प्रामाण पत्र (प्रतिमान प्रोफार्मा संलग्न) ई0 वी0 एम0 अर्थात बैलेट यूनिट और कंट्रोल यूनिट की पिछली तरफ उसके निचले भाग पर (किसी महत्वपूर्ण जानकारी अर्थात विनिर्माण की तारीख, मशीन क्रम संख्या आदि को छिपाए बिना) चिपका दिया जाए । प्रमाण पत्र का आयाम 13 से0 मी0 x 8 से0 मी0 से अधिक नहीं होना चाहिए ।

6. इस प्रयोजन के लिए आप बी0 ई0 एल0/ई0 सी0 आई0 एल0 के सम्पर्क में रहें और निवचिन (निवचिना) के दौरान प्रथम स्तरीय जांच के कार्यक्रम तैयार करें ।

भवदीय

ह/-

(के एन भार )  
अवर सचिव

प्रतिलिपि: -

1. अध्यक्ष एवं प्रबंध निदेशक,  
भारत इलेक्ट्रॉनिक्स लिमिटेड,  
नगावारा, आउटर रिंग रोड़  
बैंगलूर-560045, कर्नाटक ।
2. अध्यक्ष एवं प्रबंध निदेशक,  
इलेक्ट्रॉनिक्स कॉर्पोरेशन ऑफ इण्डिया लिमिटेड,  
हैदराबाद, आन्ध्र प्रदेश ।

कंट्रोल यूनिट और बैलेटिंग यूनिट के पीछे चिपकाए जाने वाले ई0 वी0 एम0 की प्रथम स्तरीय जांच के बारे में प्रोफार्म प्रमाणपत्र का डिजाइन निम्नानुसार है: .

राज्य का नाम	
निर्वाचन का नाम (निर्वाचन स्पष्ट करें)	
परीक्षण/जांच की तारीख	
प्रमाणित किया जाता है कि ई0 वी0 एम0 का कंट्रोल यूनिट बैलेटिंग यूनिट की इस प्रयोजन के लिए निर्धारित नयाचार के अनुसार परीक्षित और जांच कर ली गई है । (उचित विकल्प पर निशान लगाएं)	
<input type="checkbox"/> सही पाया गया	<input type="checkbox"/> दोषी पाया गया
ई0 सी0 आई0 एल0/बी0 ई0 एल0 के प्राधिकृत इंजीनियर के हस्ताक्षर	
सी0 ई0 ओ0/डी0 ई0 ओ0 के प्रतिनिधि के हस्ताक्षर	