

INDEX

No.	Subject	Page
I	CEO Level Checklist for EVMs	3-6
1	Availability, First Level Checking	3
2	Zero Randomization, First Randomization, Allocation of ID, Distribution of List	4
3	Preparation of EVMs by RO/ARO	5
4	Distribution of EVMs, Safe Custody of Polled EVMs & Videography of Events	6
II	DEO Level Checklist for EVMs	8-18
5	Availability, Preliminary Checking, First Level Checking, Political Party Involvement	8
6	Arrangements for FLC, Manpower, Work to be done for FLC	9
7	Demonstration of Printout Results, Sealing of plastic cabinet of Control Unit of EVMs	10
8	Supervision, First Randomization,	11
9	Preparation of EVMs	12-13
10	Safe Custody of Prepared EVMs	13-14
11	Receipt of EVMs by Polling Parties, On Poll Day, Tracking of Mock Poll, Conduct of Mock Poll, Collection Center	14-15
12	Re-polled EVMs, Counting of Votes	16-18
13	Videography of Events	18
III	R.O. Level Checklist for EVMs	20-29

**Check List for
Electronic Voting Machines (EVMs) Management
General Elections, 2014**

I. C.E.O. LEVEL CHECKLIST

EVMs

S.No. Check-Point/ Activity

1. Identifying availability and requirement of EVMs in the State and communicating the same to ECI alongwith demand of EVMs, if any
2. To get the approval of ECI for clearing of EVMs wherever required
3. Ensuring proper availability/ making up shortfall of EVMs, if any, in districts
4. Development of EVM randomization software and supply of the same to districts after approval of ECI
5. Typing up with BEL / ECIL for timely and adequate repair of EVMs AND Ensuring First Level Checking of EVMs
AND Ensuring First Level Checking of EVMs
6. Ensuring randomization of EVMs in districts as per ECI instructions after fixing schedule for the same, as well as proper security/ custody of EVMs as per ECI instructions at every stage as per ECI instructions at every stage
7. To re-assess the need of extra Ballot Units, if any, and supply the same if required
8. Ensure following actions at District level:-
 - 1. Availability**
 - (i) Requirement and availability of EVMs be assessed
 - (ii) 10% in rural area and 5% in urban area to be kept extra.
 - (iii) Reassessment of BUs if the number of contesting candidates becomes more than 16
 - 2. Checking**
 - (i) **First Level Checking (FLC)** of each and every EVM be done by authorised engineers of BEL / ECIL at district HQ - DEO shall nominate a Nodal Officer.
 - (ii) All switches be checked in the presence of representative of DEO.
 - (iii) All EVMs be tested with dummy votes for each candidate and at every location - At least 1% EVM will be tested with 50 dummy votes.
 - (iv) A sticker duly signed with date by engineer and representative of DEO may be pasted on back side of BU and CU - The unique Machine No. and District's running serial No. (to be allotted after this checking) will be indicated in the sticker.
 - (v) Defective EVMs should be kept separately for follow up action
 - (vi) DEOs to ensure that all prepared EVMs have new batteries.

3. Randomisation of EVMs

- (i) A database of CUs and BUs verified and certified will be prepared.
- (ii) Database will contain details of CUs and BUs indicating machine
- (iii) CUs and BUs so verified shall be kept under proper lock and key.

4. Zero randomisation

- (i) Before first randomisation of EVMs all first level checked EVMs at DEO level to be randomized. EVMs for training and for use in poll process to be segregated.
- (ii) CUs and BUs so segregated for training purpose shall be distributed AC segment/AC constituency wise - A sticker of RED color shall be affixed at front side of CUs/BUs.
- (iii) EVMs so selected for training purpose shall be kept separately under lock and key and these machines shall not be used in polling process.
- (iv) List of CUs and BUs so selected for training purpose shall be prepared and signed by DEO's representative shall be given to representatives of recognize polling parties and a receipt be obtained.

5. First randomisation

- (i) CUs/BUs as per requirement of poll including reserve will be selected by grouping for distribution to AC segments.
- (ii) Randomisation in presence of representatives of recognized political parties.

6. Allocation of ID

- (i) After AC segment wise grouping of CUs/BUs a current ID shall be assigned to each CU/BU and will be indicated in the sticker. For example - If AC No. 56 is allotted 280 CUs and BUs the current ID for CUs would be from "56/CU/001" to "56/CU/280" & the current ID for BUs would be from "56/BU/001" to "56/BU/280".

7. Distribution of list and EVM to RO/ARO

- (i) Randomised list of CUs and BUs for use at poll shall be prepared and signed by DEO's representatives and the RO/ARO - This list shall be given to representatives of recognized political parties and a receipt be obtained, even if a representative is not present at the time of randomization.
- (ii) The CUs/BUs meant for use at poll to be separately taken to ROs strong room under proper escort and will be sealed and guarded - At the time of sealing the strong room, the representatives of political parties may be permitted to affix their seals.
- (iii) Proper logbook shall be maintained in the strong room.
- (iv) Training EVMs shall be distributed to the relevant officers.

8. Preparation of EVMs by RO/ARO

(Pl. refer ECI Letter No. 51/8/7/2014-EMS/583, Dated 23rd January 2014 for instructions on preparation of **Upgraded Post-2006 EVMs**)

- (i) Preparation of EVMs by RO - In the presence of Observer and candidates/ their representatives.
 - a) Fixing ballot on BU
 - b) Installation of new batteries and setting of candidates
 - c) Sealing of candidate section
- (ii) PS wise pair of CU and BU will be kept together by taking them.
- (iii) During preparation of EVMs the **Second randomisation** of CUs/BUs be done to allot the CU/BU to specific PS - Allotted PS number will be indicated in the sticker - Remaining CUs/BUs shall be kept as reserved and "R" shall be written in the sticker of such reserve CU/BU
- (iv) In case the assembly segment of PC is not in the same district, the preparation of EVMs be done by the ARO - In such case EVMs for that assembly segment will be used out of the stock of that particular district.
- (v) Mock poll cum result verification will be done at this stage for satisfaction about functioning of the EVM - At least 10% EVM pairs should be tested by RO/ARO
- (vi) PS wise list indicating the current ID and machine number of CU/BU allotted to each PS will be prepared by RO/ARO - Separate list for reserve CUs/BUs shall also be prepared - Both lists duly signed by RO/ARO shall be given to candidates/agents obtaining their signatures.
- (vii) Address tags - Current ID No. shall be indicated - Reserve status shall also be indicated.
- (viii) Prepared EVMs to be kept under double lock of respective storage room of AC segment - Candidates / agents permitted to affix their seals on lock of strong room.
- (ix) After preparing EVMs list of deployed EVM and reserve EVMs be prepared. In case of replacement record be maintained.

9. Distribution of EVMs to polling parties

- (i) In case transportation of EVMs to dispersal centers, Observers and candidates be informed of movement plan. Armed security of at least a section strength be posted at dispersal centers
- (ii) Distribution plan of EVMs will be closely monitored by Observers
- (iii) POs shall be advised to compare the machine number and the adhesive sticker and also verify the PS number indicated on the sticker compared with PS number mentioned in the address tag.

10. Safe custody of polled EVM

- (i) After poll, two tier security for strong rooms - Outer of SAP, inner of CPF/ SAP
- (ii) Necessary fire fighting equipments around all strong rooms.
- (iii) Candidates, the election agents or authorised persons be permitted to affix their seals on the doors and windows of the storage place and they/agents may keep a watch from a considerable distance.
- (iv) RO shall paste EVM deployment account indicating the CU numbers of EVM used PS wise in the counting hall.
- (v) ECI's Instructions - DEOs / SPs are responsible for any lapse in arrangements and security of EVMs
- (vi) **In case of re-poll** – A tag "Not to be counted" shall be put prominently on the old EVM and another tag "Re-poll EVM - to be counted" shall be put on the new re-poll EVM - Tags should be duly signed by RO.

11. Videography of Events

- (i) All the stages beginning from first level checking should be fully covered with videography and records kept properly.

II. D.E.O. LEVEL CHECKLIST

Electronic Voting Machines

(Reference- R. 49A, 49B of CE Rules 1961, Ch. XII of RO Hand Book, ECI's No.464/OBS/EVM/2007/PLN-IV dated 12.10.2007, ECI's No. 51/8/7/2007 PLN-IV dated 12.10.2007, ECI's No. 51/8/2008 - EMS (INST-1) dt. 11.08.2008 ECI's No. 51/08/16/4/2010-EMS dated 04.08.2010; ECI's No. 51/08/3/2010/Vol. II dated 04.10.2011; ECI's No. 51/8/7/2012-EMS dt. 19.01.2012 ECI's No. 51/8/7/2011-EMOPS dt. 02.07.2012, ECI Lr. No. 51/8/7/2014-ems/583, Dt. 23.01.2014)

2.1. Availability

- (i) Requirement and availability of EVMs be assessed.
- (ii) Adequate reserve per AC.
- (iii) Reassessment of BUs if the number of contesting candidates becomes more than 16.
- (iv) Data entry of all EVMs is must.

2.2. Preliminary Checking

- (i) Each and every EVM should be checked by authorized engineers of BEL / ECIL at district HQ - DEO to nominate a Nodal Officer.
- (ii) All switches be checked in the presence of representative of DEO.
- (iii) Defective EVMs should be kept separately for follow up action for rectification of defect.
- (iv) CUs and Bus shall be kept under proper lock and key.

2.3. FIRST LEVEL CHECKING OF EVM (FLC)

- (i) First Level Checking of EMV is technical and physical examination of the machine by the engineers of the BEL/ECIL.
- (ii) **FLC when to be done:** As per programme well before nomination FLC should be completed.

2.3.1. Political Party Involvement

- (i) Schedule for FLC shall be communicated to every recognized political party in writing by the DEO at least one week before the beginning of the FLC.
- (ii) During FLC, representatives of all recognized political parties authorized by District President of the party shall be allowed to be present.
- (iii) A register shall be kept by the DEO in which signatures of all political parties shall be taken every day as token of their presence (Annex.- A of the instruction dated 04.08.10).

2.3.2. Arrangements for FLC

- (i) FLC shall be carried out in a large hall.
- (ii) To accommodate officers nominated by the DEO, engineers of BEL / ECIL and also representatives of political parties.
- (iii) The hall for FLC shall be fully sanitized to ensure that the hall is free from any other electronic device or components of electronic devices.
- (iv) Every hall shall have a metal detector door frame and guarded by police force.
- (v) Every person who enters the hall shall be frisked at every entry.
- (vi) Entry to this hall shall be on production of Identity Card of the authorized officials/passes issued by the District Election Office.
- (vii) Nobody will be allowed to carry any electronic device inside the hall including cell phones, camera and spy pens etc. or out of the hall.

2.3.3. Man Power

- (i) FLC shall be carried out only by authorized engineers of BEL / ECIL.
- (ii) List of engineers deputed by BEL / ECIL for carrying out FLC in a district alongwith their identity card numbers etc. shall be communicated in writing by BEL / ECIL to the DEO.
- (iii) No engineers, technicians or other technical staff except authorized engineers/technical staff of BEL / ECIL shall be allowed to enter the FLC hall.
- (iv) Authorized persons will be allowed to enter the FLC hall only after proper identification using photo identity documents.

2.3.4. Work to be done in FLC

- (i) Removal of address tags, Ballot Papers, cleaning of superscriptions on CU & BU, clearing of earlier poll data, dusting of CU & BU etc.
- (ii) Visual Inspection of CU/BU: Physical verification of Carrying Cases, CU, BU, Connecting Cable, Connector, Latches etc. to ensure no breakages
- (iii) Full functionality checks: Checking of all switches in CU & BU, doors (flaps), sealing provisions, scratches on acrylic screen etc. Response of all switches, confirmation tests for efficacy of CU, BU etc.
- (iv) BEL / ECIL engineers shall carry out test prescribed by the manufacturers to confirm that all components of the EVM are original.
- (v) BEL / ECIL engineers will certify that all the components of the EVMs are original in Annexure-B of the instruction dated 04.08.2010.
- (vi) If any EVM is found to be defective, it will be kept aside and then taken to the factory of BEL / ECIL for repairs.
- (vii) Security personnel will not allow any equipment, other

than prescribed by BEL / ECIL, to be carried into the FLC hall.

- (viii) Casting of votes against all 16 candidate switches, observation of result & clearing of mock poll data will be done for each EVM.
- (ix) **In 5% percent** of EVMs at least 1000 votes shall be polled during the mock poll. In rest of the machines number of votes polled during the mock poll should be to the satisfaction of the representatives of political parties
- (x) Representatives of political parties shall be allowed to do the mock poll themselves.
- (xi) Signatures of representatives of political parties shall be taken in a register as a token of having done mock poll themselves in Annexure-C of the instruction dated 04.08.2010.

2.3.5. Demonstration of printout of results

- (i) A printout of the results of mock poll as well as a sequential print out of every vote polled during the mock poll shall be taken out for at least 5% of EVMs and shown to the representatives of political parties.
- (ii) Representatives of political parties shall be allowed to pick machines randomly for this purpose.
- (iii) Signatures of representatives of political parties shall be taken in a register as a token of having seen the print out and confirm that there is no discrepancies between the votes polled during the mock poll and results in the print out in Annexure-D of the instruction dated 04.08.10.

2.3.6. Sealing of plastic cabinet of Control Unit of EVMs

- (i) In order to ensure that the Control Unit of the EVM has not been opened after First Level Checking of the EVMs, the Control Unit shall be sealed with the 'Pink Paper Seal' supplied by the Nasik Security Press in the presence of the representatives of the Political Parties present at the time of FLC.
- (ii) The Pink Paper Seal shall be affixed on the portion between the Candidate Set Section and the Result Section of the Control Unit.
- (iii) After fixing the Pink Paper Seal, the Engineer of the Manufacturer shall put his signature on the Pink Paper Seal.
- (iv) The representatives of the Political Parties shall also be allowed to put their signature on the said seal with party name in abbreviation below the signature.
- (v) The representatives of the Political Parties present should be allowed to note down the serial number of the pink paper seal affixed on the Control Unit.
- (vi) A register shall be maintained to note down the serial number of the pink paper seal used on the Control Unit by clearly mentioning the unique ID number of Control Unit and the Pink Paper Seal number in Annexure – E of the instruction dated 04.08.2010.
- (vii) Signatures of representatives of political parties will also be obtained on this register.

- (viii) Photocopy of this register will be given free of cost to all National and State level recognized political parties as soon as FLC is over.
- (ix) Photocopy of this register will also be given to RO and all contesting candidates as soon as last date of withdrawal of candidature is over.
- (x) Photocopy of this register should also be available at the time of candidate setting and at the time of counting, and should be shown to candidates and their representative and acknowledgement taken on the register.

2.3.7. Supervision of FLC

- (i) Removal of address tags, Ballot Papers, cleaning of superscriptions on CU & BU, clearing of earlier poll data, dusting of CU & BU etc.
- (ii) Visual Inspection of CU/BU: Physical verification of Carrying Cases, CU, BU, Connecting Cable, Connector, Latches etc. to ensure no breakages

2.4. First Randomisation

- (i) After FLC of EVMs, the first randomisation of EVM (BU & CU) to be done to allocate AC wise.
- (ii) This randomisation can be done in the EVM Tracking Software.
- (iii) The DEO to fix the schedule of first randomisation and inform the political parties to remain present.
- (iv) After random allocation of EVM for election, random allocation for training and awareness is to be done.
- (v) Green colour sticker for EVMs for election clearly written 'Election' on the sticker.
- (vi) Yellow colour for training/awareness EVM and also written on the same as 'Training' or 'Awareness'.
- (vii) AC wise list of random allocation of EVM for both 'Election' and 'Training/Awareness' are to be given to representatives of political parties by DEO.
- (viii) Care should be taken that in no case the EVMs found defective are included in this list.
- (ix) RO should take charge of his EVMs right from here and receive by checking the Unique Serial Number of EVMs from the list.
- (x) Thereafter the RO to keep his EVMs in his strong room with due care that pink paper seal fixed on CUs during FLC do not get damaged in any way. 24x7 security for this strong room to be provided.
- (xi) RO may allow the political parties to affix their seal on the lock of strong room where the FLC done EVMs are stored.
- (xii) The EVMs meant for training etc. should be handed over to the concerned officials.

3.5. Preparation/Commissioning of EVM's (ECI No. 51/8/2008-EMS(INST-1) dated 11.8.2008) (Pl. refer ECI Letter No. 51/8/7/2014-EMS/583, Dated 23rd January 2014 for instructions on preparation of **Upgraded Post-2006 EVMs**)

- (i) *EVMs must be prepared one week before poll.*
- (ii) *EVMs allotted by DEO in first randomization only be used.*
- (iii) *Prior intimation in writing to candidate/election agent at least one week before the date of such preparation.*
- (iv) *Advance preparation of Register; address tags etc to save time.*
- (v) *Observer's presence is must.*
Candidates / their representatives be explained about
- (vi) *procedure.*
- (vii) *Step by step operation given in RO Hand book.*
- (viii) *For preparation of EVMs, take BU first.*
- (ix) *Ballot paper before it is fixed on BU, shall be signed on its back by RO (by hand or through rubber stamp)*
- (x) *Ensure proper alignment of ballot paper with panels of corresponding candidate in BU*
- (xi) *Candidates / their agents be allowed to put their seals on address tags alongwith the seal of RO.*
- (xii) *Don't use "secret seal" of ECI at this stage - RO shall use his own seal. Secret seal should be used only to seal EVMs and election papers after counting of votes.*
- (xiii) *Use new battery during RO sealing.*
- (xiv) *Numeric Stickers in Braille signage will be pasted to the right of Blue button of BU by RO/ARO in the presence of candidates / agents. (ECI No. 51/8/2009-EMS dt. 12.2.2009)*

2.6. Preparation of EVM by RO

- (i) *Preparation shall be carried out in a large hall which can accommodate all EVMs to be prepared and all personnel concerned.*
- (ii) *To this hall shall be on production of Identity Card issued by the DEO.*
- (iii) *The hall should be sanitised – free from all electronic device (except devices carried by the engineers of EVM).*
- (iv) *Only one entry provided with metal detector door frame and guarded by the police.*
- (v) *The Returning officer should fix the date of preparation of EVMs for poll (Candidate set) one week before poll and intimate all candidates to remain present or send their representatives during the process.*
- (vi) *On this day second randomization should be done before doing the process of preparation of EVMs for polls and CUs and BUs should be randomly allocated to polling stations.*
- (vii) *After second randomization Polling Station number should be marked in the EVM tracking software, against those BUs and CUs which have been assigned to polling stations.*
- (viii) *Those BUs and CUs which have not been assigned to polling stations but are meant to be used in elections should be marked “Reserve” in the EVM tracking software.*
- (ix) *List of such EVM assigned to each polling station including reserve to be given to each candidate.*
- (x) *In case more than one BU is needed, the additional BUs*

should also be allocated to each polling station randomly.

- (xi) *In case the additional BUs are being arranged by CEO, these BUs should also be allocated randomly on arrival.*
- (xii) *BU shall be examined by BEL / ECIL engineers who will certify as in Annexure-3 (dt. 19.01.2012).*
- (xiii) *If any BU is found defective, it will be kept aside and will not be repaired as repairing is strictly prohibited in the field.*
- (xiv) *Casting of votes against all 16 candidate switches, observation of result & clearing of mock poll data will be done for each EVM. In 5 % (five percent) of EVMs at least 1000 votes shall be polled during the mock poll. In rest of the machines number of votes polled during the mock poll should be to the satisfaction of the representatives of candidates.*
- (xv) *Representatives of candidates shall be allowed to do the mock poll themselves.*
- (xvi) *Signature of representatives of candidates shall be taken in a register in Ann.4 (Letter dt. 19.01.2012).*
- (xvii) *Ensure that the pink paper seal fixed on the CU at the time of FLC is not damaged in any manner in this process.*
- (xviii) *A sequential print out of every vote polled during the mock poll shall be taken out for at least 5% of EVMs and shown to the representatives of political parties. Representatives of candidates shall be allowed to pick machines randomly for this purpose.*
- (xix) *Signatures of representatives of candidates shall be taken in a register in Ann.5 (Letter dt. 19.01.2012).*
- (xx) *Sealing of BU with thread and address tags should be done as per procedure.*
- (xxi) *In addition, the BU shall be sealed with a special “pink paper seal”.*
- (xxii) *After affixing the pink paper seal, BEL / ECIL engineer shall put his signature on the pink paper seal. Candidates or their representatives shall also be allowed to put their signatures on this seal with name of the candidate, party.*
- (xxiii) *A register in Ann.6 (Letter dt. 19.01.2012) shall be maintained to note down the serial no. of the pink paper seal used on the ballot unit by clearly mentioning unique ID of the BU and pink paper seal no.*
- (xxiv) *Signatures of candidates and their representatives will also be obtained on this register.*
- (xxv) *Photocopies of this register will be given free of cost to all candidates once preparation is over.*
- (xxvi) *Preparation shall be supervised either personally by the RO or one of the AROs under videography.*

2.7. Safe custody of prepared EVMs

- (i) *Prepared EVMs to be used at PSs and kept as reserve be stored in safe custody under double lock - Strong room should be sealed with ROs seal and candidates/representative should be asked to put their*

- seal.*
- (ii) *Log book should be maintained regarding opening/sealing etc.,.*
- (iii) *Opening of strong room - Prior intimation to candidates is must*

2.8. Receipt of EVMs by Polling Parties at the time of dispersal

- (i) *Check the serial numbers & Address tags on CU & BU & on their carrying cases.*
- (ii) *Check the seals put by RO on the Candidate Set section on CU and at the right top and bottom latch covers of BU and affixed Pink Paper Seal on CU & BU.*
- (iii) *Polling party should never open the seals put by Returning Officer on CU and BU.*
- (iv) *Switch on the CU and press 'Total' button' to verify that the CU is set for correct number of candidates.*
- (v) *Check that the ballot paper is properly fixed.*
- (vi) *Check that the required candidate Buttons are unmasked (blue) and the other Buttons are masked (white)*
- (vii) *Seals of Balloting Unit should not be opened by polling party at any time*
- (viii) *Switch off the CU and pack it in its carrying case before taking it away to polling station.*

2.9. On Poll day

2.9.1 Tracking of Mock Poll

- (i) *The RO through the Sector Officers and using the communication link with the polling station/ mobile teams, shall track the conduct or otherwise of mock poll, and ascertain the mock poll status.*
- (ii) *Non-confirmation of mock poll could be indicative of non-commencement of poll and in that case the RO shall make immediate intervention to sort out the problem.*

2.9.2 Conduct of Mock Poll

- (i) *Mock poll shall be conducted normally one hour before the scheduled hour of commencement of poll.*
- (ii) *All contesting candidates should be informed in writing well in advance in this regard.*
- (iii) *Polling agents of at least two candidates should be present at the time of Mock Poll. However, if polling agents of at least two candidates are not present, the Presiding Officer may wait for 15 more minutes.*
- (iv) *If the agents still do not come, then the Presiding Officer may start the mock poll.*
- (v) *Remove the Ballot Unit & Control Unit from their carrying cases.*
- (vi) *Connect Ballot Unit to Control Unit.*
- (vii) *Open back cover of CU and Switch "ON" power.*
- (viii) *Open "Result" section outer door and inner door of CU.*
- (ix) *Press Clear button of CU to show to the agents present that there are no votes polled.*
- (x) *The mock poll should be conducted with the polling agents*

- voting at random for each of the contesting candidates. A total of at least 50 votes should be polled in the mock poll.
- (xi) Presiding Officer will ascertain the result in the Control Unit in the presence of the Polling agents and confirm that the result is tallying with the votes polled in respect of each candidate.
 - (xii) Thereafter, Presiding Officer will prepare and sign the mock poll certificate in the prescribed format as in Annexure -7 (dt. 19.01.2012) where pre-2006 EVMs or in Annexure- 8 where post-2006 EVMs are being used.
 - (xiii) The Presiding Officers shall ensure that the data of the mock poll is deleted, without fail, before the actual poll starts.
 - (xiv) Micro-observer should also participate in mock poll process and sign the mock poll certificate.
 - (xv) These proceedings should be videographed wherever videography arrangement has been made at a polling station.
 - (xvi) If any unit of the EVM found defective during poll process, the entire set of EVM (both BU & CU) should be replaced by new set of EVM (BU & CU).
 - (xvii) Again mock poll should be conducted on the new set of EVM (both BU & CU) before it is put to use. However, in this case, it would be sufficient to cast at least one vote each for each of the candidates. A new mock poll certificate should be recorded in such a case.
 - (xviii) Whenever any voter asks for help or expresses inability to vote using EVM, the presiding officer can explain to the voter the voting process using the cardboard model of the BU, supplied by DEO/RO in the presence of polling agents and never inside the voting compartment.

2.9.3 Conduct of Poll

- (i) In order to ensure that no voter has committed any mischief by pasting any paper, tapes etc., on the symbol/names/ballot button, the Presiding Officer may from time to time make an inspection of ballot unit (BU)- but he should make it a point to do so in the immediate presence of polling agents when there is no voter inside the voting compartment.
- (ii) At the time of closure of poll the Presiding Officer shall press the 'Close' button and make a note of the Poll end date and time displayed on the CU in the presiding officer's diary. And do the other prescribed procedures.

2.10 Collection Centre

- (i) The machines shall be escorted back after the poll under proper escort. After all formalities are completed, the EVMs shall be kept in strong room and the room shall be sealed in the presence of the candidates/ their agents and Observer.
- (ii) In case of re-poll, the EVM required for re-poll shall be drawn from the reserve list and the CU/BU number shall be informed to the candidates/agents in writing and also to be entered in the EVM Tracking Software.

2.11 Re-pollled EVM

- (i) After re-poll the strong room shall be re-opened in the presence of the candidates/ their agents and Observer for the storage of the re-pollled EVM.*
- (ii) This re-pollled EVM should be placed together with the old EVM which was used earlier in the original poll.*
- (iii) A tag 'Not to be counted' shall be put prominently on the old EVM and another tag 'Re-pollled EVM – to be counted' shall be put on the new re-pollled EVM. RO shall put signature on both the tags.*

2.12 Counting of Votes

- (i) Before starting the counting in the EVM the unique ID number of the CU, the Unique ID number of the Pink Paper Seal and the unique ID number of Green paper seal should be verified from the record and shown to the polling agents.*
- (ii) Poll start date and time and poll end date and time displayed on the CU should be verified from the record and shown to the polling agents.*
- (iii) In case of any discrepancy in the date and time of start and end of poll displayed in the Control Unit with Indian Standard Time of start and end of poll, the difference will be compared with the date and time noted by Presiding Officer in the mock poll certificate.*
- (iv) If the date and time difference at the time of mock poll does not match with the date and time difference of start and end of poll, the EVM will be kept aside and the matter will be referred to the Commission for its decision.*
- (v) On other hand, the difference of the discrepancy will be explained to the candidates/representatives and the votes will be counted as usual.*
- (vi) In case any CU does not display result due to not-pressing of "Close" button by the PO in the polling station at the close of poll, it should be kept back inside its carrying case and then be kept in the Returning Officer's custody in the counting hall.*
- (vii) Counting of votes in other machines should continue as usual.*
- (viii) When counting of votes in other machines is completed, the Returning Officer and Observer should see whether the margin of votes between the first candidate and the runner up is more or less than the votes polled in such machine (s)*
- (ix) In both the cases where the margin of votes is more or less than the total votes polled in that machine (s), the RO/Counting Supervisor shall press the "Total" button of the CU to see the total votes polled in that machine (s).*
- (x) In case, total votes polled in the machine (s) tallies with the total votes polled mentioned in the Form-17 C, the RO/Counting Supervisor shall press the "Close" button of the CU (s) so that "Result" button can be pressed for getting result data explaining the entire issue to the candidates/ their authorised agents and recording a*

- proceeding in this behalf with their signatures.*
- (xi) In such a case, the RO and Observer should send a detailed report to the Commission in the format mentioned at Annexure-9 (dt. 19.01.2012).*
 - (xii) In case, total votes polled in the machine(s) does not tally with the total votes polled mentioned in the Form-17 C, the matter should be referred by the RO to the Commission for its decision.*
 - (xiii) In such a case, the RO and Observer should also send a detailed report to the Commission in the format mentioned at Annexure-10 where the winning margin is more than the votes polled in the CU in question, and in Annexure-11 (dt. 19.01.2012), where such margin is less.*
 - (xiv) In case any Control Unit does not display result, it should be kept back inside its carrying case and then be kept in the Returning Officer's custody in the counting hall.*
 - (xv) Counting of votes in other machines should continue as usual.*
 - (xvi) When counting of votes in other machines is completed, the Returning Officer and Observer should see whether the margin of votes between the first candidate and the runner up is more or less than the votes polled in the malfunctioned machine (s).*
 - (xvii) In both the cases where the margin of votes is more or less than the total votes polled in the malfunctioning machine (s), the RO should try to retrieve the result from this machine, with the help of engineers of BEL/ECIL, using Auxiliary Display Unit (ADU) in the presence of candidates or their election agents.*
 - (xviii) If the result can be retrieved by using an ADU, the result of the election can be declared accordingly. In such a case, the Returning Officer and Observer should send a detailed report to the Commission in the format mentioned at Annexure-12 (dt. 19.01.2012).*
 - (xix) In case it is not possible to retrieve the result from the malfunctioning machine even by using ADU, then the Returning Officer should try to retrieve the result from the machine by taking a print out of the result with the help of engineers of BEL/ECIL.*
 - (xx) If the result can be retrieved by using a printer, the result of the election can be declared accordingly. In such a case, also the Returning Officer and Observer should also send a detailed report to the Commission in the format mentioned at Annexure-12.*
 - (xxi) If the result from the malfunctioned machine can not be retrieved even by using printer, the matter should be referred by the RO to the Commission for its decision.*
 - (xxii) In such a case, the RO and Observer should also send a detailed report to the Commission in the format mentioned at Ann.13 (Dt. 19.1.12), where the winning margin of vote is more than the votes polled in the malfunctioned EVM, and in Ann.14 (Dt. 19.1.12), where such margin is less.*

- (xxiii) *In no case the machine should be opened, or its outer or inner seals disturbed in any manner. There should be no attempt to repair the machine as it is strictly forbidden.*
- (xxiv) *After completion of counting, all the CUs whether result has been retrieved from it or not should be kept back inside their respective carrying cases. The carrying cases should then be sealed once again.*
- (xxv) *The RO & Observer should put their signatures on the seal.*
- (xxvi) *All candidates and their election agents should also be allowed to put their signature on the seal.*
- (xxvii) *The Control Unit should be then kept in the strong room(s).*

2.13 Videography of Events

- (i) *All the stages beginning from first level checking should be fully covered with videography and records kept properly.*

III. R.O. LEVEL CHECKLIST

Electronic Voting Machines

Reference

- R. 49A, 49B of CE Rules 1961, Ch. XII of RO Hand Book,
- ECI's No.464/OBS/EVM/2007/PLN-IV dated 12.10.2007,
- ECI's No. 51/8/7/2007 PLN-IV dated 12.10.2007,
- ECI's No. 51/8/2008 - EMS (INST-1) dt. 11.08.2008
- ECI's No. 51/08/16/4/2010-EMS dated 04.08.2010;
- ECI's No. 51/08/3/2010/Vol. II dated 04.10.2011;
- ECI's No. 51/8/7/2012-EMS dt. 19.01.2012
- ECI's No. 51/8/7/2011-EMOPS dt. 02.07.2012
- ECI Lr. No. 51/8/7/2014-ems/583, Dt. 23.01.2014

3.1 Availability

- (i) Requirement and availability of EVMs be assessed
- (ii) Adequate reserve per AC.
- (iii) Reassessment of BUs if the number of contesting candidates becomes more than 16.
- (iv) Data entry of all EVMs is must.

3.2 Preliminary Checking

- (i) Each and every EVM should be checked by authorized engineers of BEL / ECIL at district HQ - DEO to nominate a Nodal Officer.
- (ii) All switches be checked in the presence of representative of DEO.
- (iii) Defective EVMs should be kept separately for follow up action for rectification of defect.
- (iv) CUs and Bus shall be kept under proper lock and key.

3.3 First Level Checking of EVM (FLC)

First Level Checking of EVM is technical and physical examination of the machine by the engineers of the BEL/ECIL.

3.3.1 FLC when to be done

As per programme before 15th August, 2013 FLC should be completed.

3.3.2 Political Party Involvement

- (i) Schedule for FLC shall be communicated to every recognized political party in writing by the DEO at least one week before the beginning of the FLC.
- (ii) During FLC, representatives of all recognized political parties authorized by District President of the party shall be allowed to be present.
- (iii) A register shall be kept by the DEO in which signatures of all political parties shall be taken every day as token of their presence (Annex.- A of the instruction dated 04.08.10).

3.3.3 Arrangements for FLC

- (i) FLC shall be carried out in a large hall.
- (ii) To accommodate officers nominated by the DEO, engineers of BEL / ECIL and also representatives of political parties.
- (iii) The hall for FLC shall be fully sanitized to ensure that the hall is free from any other electronic device or components

of electronic devices.

- (iv) Every hall shall have a metal detector door frame and guarded by police force.*
- (v) Every person who enters the hall shall be frisked at every entry.*
- (vi) Entry to this hall shall be on production of Identity Card of the authorized officials/passes issued by the District Election Office.*
- (vii) Nobody will be allowed to carry any electronic device inside the hall including cell phones, camera and spy pens etc. or out of the hall.*

3.3.4 Man Power

- (i) FLC shall be carried out only by authorized engineers of BEL / ECIL .*
- (ii) List of engineers deputed by BEL / ECIL for carrying out FLC in a district alongwith their identity card numbers etc. shall be communicated in writing by BEL / ECIL to the DEO.*
- (iii) No engineers, technicians or other technical staff except authorized engineers/technical staff of BEL / ECIL shall be allowed to enter the FLC hall.*
- (iv) Authorized persons will be allowed to enter the FLC hall only after proper identification using photo identity documents.*

3.3.5 Work to be done in FLC

- (i) Removal of address tags, Ballot Papers, cleaning of superscriptions on CU & BU, clearing of earlier poll data, dusting of CU & BU etc.*
- (ii) Visual Inspection of CU/BU: Physical verification of Carrying Cases, CU, BU, Connecting Cable, Connector, Latches etc. to ensure no breakages*
- (iii) Full functionality checks: Checking of all switches in CU & BU, doors (flaps), sealing provisions, scratches on acrylic screen etc. Response of all switches, confirmation tests for efficacy of CU, BU etc.*
- (iv) BEL / ECIL engineers shall carry out test prescribed by the manufacturers to confirm that all components of the EVM are original.*
- (v) BEL / ECIL engineers will certify that all the components of the EVMs are original in Annexure-B of the instruction dated 04.08.2010.*
- (vi) If any EVM is found to be defective, it will be kept aside and then taken to the factory of BEL / ECIL for repairs*
- (vii) Security personnel will not allow any equipment, other than prescribed by BEL / ECIL, to be carried into the FLC hall*
- (viii) Casting of votes against all 16 candidate switches, observation of result & clearing of mock poll data will be done for each EVM.*
- (ix) **In 5% percent** of EVMs at least 1000 votes shall be polled during the mock poll. In rest of the machines number of votes polled during the mock poll should be to the satisfaction of the representatives of political parties*
- (x) Representatives of political parties shall be allowed to do the mock poll themselves.*
- (xi) Signatures of representatives of political parties shall be*

taken in a register as a token of having done mock poll themselves in Annexure-C of the instruction dated 04.08.2010.

3.3.6 Demonstration of printout of results (in FLC)

- (i) A printout of the results of mock poll as well as a sequential print out of every vote polled during the mock poll shall be taken out for at least 5% of EVMs and shown to the representatives of political parties.
- (ii) Representatives of political parties shall be allowed to pick machines randomly for this purpose .
- (iii) Signatures of representatives of political parties shall be taken in a register as a token of having seen the print out and confirm that there is no discrepancies between the votes polled during the mock poll and results in the print out in Annexure-D of the instruction dated 04.08.10.

3.3.7 Sealing of plastic cabinet of Control Unit of EVMs

- (i) In order to ensure that the Control Unit of the EVM has not been opened after First Level Checking of the EVMs, the Control Unit shall be sealed with the 'Pink Paper Seal' supplied by the Nasik Security Press in the presence of the representatives of the Political Parties present at the time of FLC.
- (ii) The Pink Paper Seal shall be affixed on the portion between the Candidate Set Section and the Result Section of the Control Unit.
- (iii) After fixing the Pink Paper Seal, the Engineer of the Manufacturer shall put his signature on the Pink Paper Seal.
- (iv) The representatives of the Political Parties shall also be allowed to put their signature on the said seal with party name in abbreviation below the signature.
- (v) The representatives of the Political Parties present should be allowed to note down the serial number of the pink paper seal affixed on the Control Unit.
- (vi) A register shall be maintained to note down the serial number of the pink paper seal used on the Control Unit by clearly mentioning the unique ID number of Control Unit and the Pink Paper Seal number in Annexure-E of the instruction dated 04.08.2010.
- (vii) Signatures of representatives of political parties will also be obtained on this register.
- (viii) Photocopy of this register will be given free of cost to all National and State level recognized political parties as soon as FLC is over.
- (ix) Photocopy of this register will also be given to all contesting candidates as soon as last date of withdrawal of candidature is over.
- (x) Photocopy of this register should also be available at the time of candidate setting and at the time of counting, and should be shown to candidates and their representative and acknowledgement taken on the register.

3.3.8 Supervision of FLC

- (i) The DEO shall nominate one officer not below the rank of ADM to supervise the entire process of FLC.
- (ii) This officer shall be present in the FLC hall for the entire

duration of FLC.

- (iii) The process of FLC shall be continuously videographed.*
- (iv) Video CD will be kept in the custody of DEO.*
- (v) CCTV cameras shall be put in the FLC hall in such a manner that the process of FLC can be seen on CCTV in the office of DEO.*

3.4 First Randomisation

- (i) After FLC of EVMs, the first randomization of EVM (BU & CU) to be done to allocate AC wise.*
- (ii) This randomization can be done in the EVM Tracking Software.*
- (iii) The DEO to fix the schedule of first randomization and inform the political parties to remain present.*
- (iv) After random allocation of EVM for election, random allocation for training and awareness is to be done.*
- (v) Green color sticker for EVMs for election clearly written 'Election' on the sticker.*
- (vi) Yellow color for training/awareness EVM and also written on the same as 'Training' or 'Awareness'.*
- (vii) AC wise list of random allocation of EVM for both 'Election' and 'Training/Awareness' are to be given to representatives of political parties by DEO.*
- (viii) Care should be taken that in no case the EVMs found defective are included in this list.*
- (ix) RO should take charge of his EVMs right from here and receive by checking the Unique Serial Number of EVMs from the list.*
- (x) Thereafter the RO to keep his EVMs in his strong room with due care that pink paper seal fixed on CUs during FLC do not get damaged in any way. 24×7 security for this strong room to be provided.*
- (xi) RO may allow the political parties to affix their seal on the lock of strong room where the FLC done EVMs are stored.*
- (xii) The EVMs meant for training etc. should be handed over to the concerned officials.*

3.5 Preparation of EVMs for Poll

3.5.1 Preparation/Commissioning of EVM's

ECI No. 51/8/2008-EMS(INST-1) dated 11.8.2008

- (i) EVMs must be prepared one week before poll.*
- (ii) EVMs allotted by DEO in first randomization only be used.*
- (iii) Prior intimation in writing to candidate/election agent at least one week before the date of such preparation.*
- (iv) Advance preparation of Register; address tags etc to save time.*
- (v) Observer's presence is must.*
- (vi) Candidates/their representatives be explained about procedure.*
- (vii) Step by step operation given in RO Hand book.*
- (viii) For preparation of EVMs, take BU first.*
- (ix) Ballot paper before it is fixed on BU, shall be signed on its back by RO (by hand or through rubber stamp)*
- (x) Ensure proper alignment of ballot paper with panels of corresponding candidate in BU*
- (xi) Candidates / their agents be allowed to put their seals on address tags alongwith the seal of RO.*

- (xii) Don't use "secret seal" of ECI at this stage - RO shall use his own seal. Secret seal should be used only to seal EVMs and election papers after counting of votes.
- (xiii) Use new battery during RO sealing.
- (xiv) Numeric Stickers in Braille signage will be pasted to the right of Blue button of BU by RO/ARO in the presence of candidates / agents. (ECI No. 51/8/2009-EMS dt. 12.2.2009)

3.5.2 Preparation of EVM by RO (Pl. refer ECI Letter No. 51/8/7/2014-EMS/583, Dated 23rd January 2014 for instructions on preparation of **Upgraded Post-2006 EVMs**)

- (i) Preparation shall be carried out in a large hall which can accommodate all EVMs to be prepared and all personnel concerned.
- (ii) Entry to this hall shall be on production of Identity Card issued by the DEO.
- (iii) The hall should be sanitised – free from all electronic device (except devices carried by the engineers of EVM).
- (iv) Only one entry provided with metal detector door frame and guarded by the police.
- (v) The Returning officer should fix the date of preparation of EVMs for poll (Candidate set) one week before poll and intimate all candidates to remain present or send their representatives during the process.
- (vi) On this day second randomization should be done before doing the process of preparation of EVMs for polls and Cus and BUs should be randomly allocated to polling stations.
- (vii) After second randomization Polling Station number should be marked in the EVM tracking software, against those BUs and CUs which have been assigned to polling stations.
- (viii) Those BUs and CUs which have not been assigned to polling stations but are meant to be used in elections should be marked “Reserve” in the EVM tracking software.
- (ix) List of such EVM assigned to each polling station including reserve to be given to each candidate.
- (x) In case more than one BU is needed, the additional BUs should also be allocated to each polling station randomly.
- (xi) In case the additional BUs are being arranged by CEO, these BUs should also be allocated randomly on arrival.
- (xii) BU shall be examined by BEL / ECIL engineers who will certify as in Annexure-3 (dt. 19.01.2012).
- (xiii) If any BU is found defective, it will be kept aside and will not be repaired as repairing is strictly prohibited in the field.
- (xiv) Casting of votes against all 16 candidate switches, observation of result & clearing of mock poll data will be done for each EVM. In 5 % (five percent) of EVMs at least 1000 votes shall be polled during the mock

poll. In rest of the machines number of votes polled during the mock poll should be to the satisfaction of the representatives of candidates.

- (xv) Representatives of candidates shall be allowed to do the mock poll themselves.
- (xvi) Signature of representatives of candidates shall be taken in a register in Ann.4 (Letter dt. 19.01.2012).
- (xvii) Ensure that the pink paper seal fixed on the CU at the time of FLC is not damaged in any manner in this process.
- (xviii) A sequential print out of every vote polled during the mock poll shall be taken out for at least 5% of EVMs and shown to the representatives of political parties. Representatives of candidates shall be allowed to pick machines randomly for this purpose.
- (xix) Signatures of representatives of candidates shall be taken in a register in Ann.5 (Letter dt. 19.01.2012).
- (xx) Sealing of BU with thread and address tags should be done as per procedure.
- (xxi) In addition, the BU shall be sealed with a special "pink paper seal".
- (xxii) After affixing the pink paper seal, BEL / ECIL engineer shall put his signature on the pink paper seal. Candidates or their representatives shall also be allowed to put their signatures on this seal with name of the candidate, party.
- (xxiii) A register in Ann.6 (Letter dt. 19.01.2012) shall be maintained to note down the serial no. of the pink paper seal used on the ballot unit by clearly mentioning unique ID of the BU and pink paper seal no.
- (xxiv) Signatures of candidates and their representatives will also be obtained on this register.
- (xxv) Photocopies of this register will be given free of cost to all candidates once preparation is over.
- (xxvi) Preparation shall be supervised either personally by the RO or one of the AROs under videography

3.5.3 Safe custody of prepared EVMs

- (i) Prepared EVMs to be used at PSs and kept as reserve be stored in safe custody under double lock - Strong room should be sealed with ROs seal and candidates/ representative should be asked to put their seal.
- (ii) Log book should be maintained regarding opening/sealing etc.,.
- (iii) Opening of strong room - Prior intimation to candidates is must

3.6 Receipt of EVMs by Polling Parties at the time of dispersal

- (i) Check the serial numbers & Address tags on CU & BU & on their carrying cases.
- (ii) Check the seals put by RO on the Candidate Set section on CU and at the right top and bottom latch covers of BU and affixed Pink Paper Seal on CU & BU.
- (iii) Polling party should never open the seals put by Returning Officer on CU and BU.
- (iv) Switch on the CU and press 'Total' button' to verify that

the CU is set for correct number of candidates.

- (v) Check that the ballot paper is properly fixed.
- (vi) Check that the required candidate Buttons are unmasked (blue) and the other Buttons are masked (white)
- (vii) Seals of Balloting Unit should not be opened by polling party at any time
- (viii) Switch off the CU and pack it in its carrying case before taking it away to polling station.

3.7 Tracking of Mock Poll

- (i) The RO through the Sector Officers and using the communication link with the polling station/ mobile teams, shall track the conduct or otherwise of mock poll, and ascertain the mock poll status.
- (ii) Non-confirmation of mock poll could be indicative of non-commencement of poll and in that case the RO shall make immediate intervention to sort out the problem.

3.8 Conduct of Mock Poll

- (i) Mock poll shall be conducted normally one hour before the scheduled hour of commencement of poll.
- (ii) All contesting candidates should be informed in writing well in advance in this regard.
- (iii) Polling agents of at least two candidates should be present at the time of Mock Poll. However, if polling agents of at least two candidates are not present, the Presiding Officer may wait for 15 more minutes.
- (iv) If the agents still do not come, then the Presiding Officer may start the mock poll.
- (v) Remove the Ballot Unit & Control Unit from their carrying cases.
- (vi) Connect Ballot Unit to Control Unit.
- (vii) Open back cover of CU and Switch "ON" power.
- (viii) Open "Result" section outer door and inner door of CU.
- (ix) Press Clear button of CU to show to the agents present that there are no votes polled.
- (x) The mock poll should be conducted with the polling agents voting at random for each of the contesting candidates. A total of at least 50 votes should be polled in the mock poll.
- (xi) Presiding Officer will ascertain the result in the Control Unit in the presence of the Polling agents and confirm that the result is tallying with the votes polled in respect of each candidate.
- (xii) Thereafter, Presiding Officer will prepare and sign the mock poll certificate in the prescribed format as in Annexure -7 (dt. 19.01.2012) where pre-2006 EVMs are being used.
- (xiii) The Presiding Officers shall ensure that the data of the mock poll is deleted, without fail, before the actual poll starts.
- (xiv) Micro-observer should also participate in mock poll process and sign the mock poll certificate.
- (xv) These proceedings should be videographed wherever videography arrangement has been made at a polling station.

- (xvi) If any unit of the EVM found defective during poll process, the entire set of EVM (both BU & CU) should be replaced by new set of EVM (BU & CU).
- (xvii) Again mock poll should be conducted on the new set of EVM (both BU & CU) before it is put to use.
- (xviii) However, in this case, it would be sufficient to cast at least one vote each for each of the candidates.
- (xix) A new mock poll certificate should be recorded in such a case.
- (xx) Whenever any voter asks for help or expresses inability to vote using EVM, the presiding officer can explain to the voter the voting process using the cardboard model of the BU, supplied by DEO/RO in the presence of polling agents and never inside the voting compartment.

3.9 Conduct of Poll

- (i) In order to ensure that no voter has committed any mischief by pasting any paper, tapes etc., on the symbol/names/ballot button, the Presiding Officer may from time to time make an inspection of ballot unit (BU)- but he should make it a point to do so in the immediate presence of polling agents when there is no voter inside the voting compartment.
- (ii) At the time of closure of poll the Presiding Officer shall press the 'Close' button and make a note of the Poll end date and time displayed on the CU in the presiding officer's diary. And do the other prescribed procedures.

3.10 Collection Centre

- (i) The machines shall be escorted back after the poll under proper escort. After all formalities are completed, the EVMs shall be kept in strong room and the room shall be sealed in the presence of the candidates/ their agents and Observer.
- (ii) In case of re-poll, the EVM required for re-poll shall be drawn from the reserve list and the CU/BU number shall be informed to the candidates/agents in writing and also to be entered in the EVM Tracking Software.

3.11 Re-pollled EVM

- (i) After re-poll the strong room shall be re-opened in the presence of the candidates/ their agents and Observer for the storage of the re-pollled EVM.
- (ii) This re-pollled EVM should be placed together with the old EVM which was used earlier in the original poll.
- (iii) A tag 'Not to be counted' shall be put prominently on the old EVM and another tag 'Re-pollled EVM – to be counted' shall be put on the new re-pollled EVM. RO shall put signature on both the tags.

3.12 Counting of Votes

- (i) Before starting the counting in the EVM the unique ID number of the CU, the Unique ID number of the Pink Paper Seal and the unique ID number of Green paper seal should be verified from the record and shown to the polling agents.
- (ii) In case any CU does not display result due to not-pressing of "Close" button by the PO in the polling

- station at the close of poll, it should be kept back inside its carrying case and then be kept in the Returning Officer's custody in the counting hall.
- (iv) Counting of votes in other machines should continue as usual.
 - (v) When counting of votes in other machines is completed, the Returning Officer and Observer should see whether the margin of votes between the first candidate and the runner up is more or less than the votes polled in such machine (s)
 - (vi) In case, total votes polled in the machine (s) tallies with the total votes polled mentioned in the Form-17 C, the RO/Counting Supervisor shall press the "Close" button of the CU (s) so that "Result" button can be pressed for getting result data explaining the entire issue to the candidates/ their authorised agents and recording a proceeding in this behalf with their signatures.
 - (vii) In such a case, the RO and Observer should send a detailed report to the Commission in the format mentioned at Annexure-9 (dt. 19.01.2012).
 - (viii) In case, total votes polled in the machine(s) does not tally with the total votes polled mentioned in the Form-17 C, the matter should be referred by the RO to the Commission for its decision.
 - (ix) In such a case, the RO and Observer should also send a detailed report to the Commission in the format mentioned at Annexure-10, where the winning margin is more than the votes polled in the CU in question, and in Annexure-11 (dt. 19.01.2012), where such margin is less.
 - (x) In case any Control Unit does not display result, it should be kept back inside its carrying case and then be kept in the Returning Officer's custody in the counting hall.
 - (xi) Counting of votes in other machines should continue as usual.
 - (xii) When counting of votes in other machines is completed, the Returning Officer and Observer should see whether the margin of votes between the first candidate and the runner up is more or less than the votes polled in the malfunctioned machine (s).
 - (xiii) In both the cases where the margin of votes is more or less than the total votes polled in the malfunctioning machine (s), the RO should try to retrieve the result from this machine, with the help of engineers of BEL/ECIL, using Auxiliary Display Unit (ADU) in the presence of candidates or their election agents.
 - (xiv) If the result can be retrieved by using an ADU, the result of the election can be declared accordingly. In such a case, the Returning Officer and Observer should send a detailed report to the Commission in the format mentioned at Annexure-12 (dt.

- 19.01.2012).
- (xv) In case it is not possible to retrieve the result from the malfunctioning machine even by using ADU, then the Returning Officer should try to retrieve the result from the machine by taking a print out of the result with the help of engineers of BEL/ECIL.
 - (xvi) If the result can be retrieved by using a printer, the result of the election can be declared accordingly. In such a case, also the Returning Officer and Observer should also send a detailed report to the Commission in the format mentioned at Annexure-12.
 - (xvii) If the result from the malfunctioned machine can not be retrieved even by using printer, the matter should be referred by the RO to the Commission for its decision.
 - (xviii) In such a case, the RO and Observer should also send a detailed report to the Commission in the format mentioned at Ann.13 (Dt. 19.1.12), where the winning margin of vote is more than the votes polled in the malfunctioned EVM, and in Ann.14 (Dt. 19.1.12), where such margin is less.
 - (xix) In no case the machine should be opened, or its outer or inner seals disturbed in any manner. There should be no attempt to repair the machine as it is strictly forbidden.
 - (xx) After completion of counting, all the CUs whether result has been retrieved from it or not should be kept back inside their respective carrying cases. The carrying cases should then be sealed once again.
 - (xxi) The RO & Observer should put their signatures on the seal.
 - (xxii) All candidates and their election agents should also be allowed to put their signature on the seal.
 - (xxiii) The Control Unit should be then kept in the strong room(s).

3.13 Videography of Events

- (i) All the stages beginning from first level checking should be fully covered with videography and records kept properly.