

**OFFICE OF THE DISTRICT ELECTION OFFICER  
PUDUCHERRY**

**COMMISSIONING OF EVMS AND VVPATS**

Commissioning of EVMs/VVPATs scheduled  
on 11.04.2024 & 12.04.2024  
by the Returning Officer (PPC)

Commissioning of EVMs is done for all the  
Assembly Segments in **separate halls**

# Supervision of the preparation

In case of Parliamentary Elections, **ARO will supervise** the preparation of EVMs for assembly segment.

# Arrangements in the premises for commissioning

- Commissioning Hall
  - Large Preparation hall to accommodate EVMs/VVPATs, officers nominated by the DEO, engineers of concerned manufacturers and representatives of candidates. The hall for commissioning should near to the strong room.
- In consultation with BEL install a **TV Monitor** for each SLU under use in commissioning hall.
- **Log Book** has to be maintained.
- **Register** has to maintained to keep the record of officials moving in and out of the hall.
- A **counter** has to setup **for collecting mobile phones/other valuables and electronic devices.**
- **Fully sanitized** to ensure that the hall is free from any electronic components or devices.
- **Single entry and exit** point to hall with **full security by armed police forces** round the clock with 24X7 CCTV coverage.

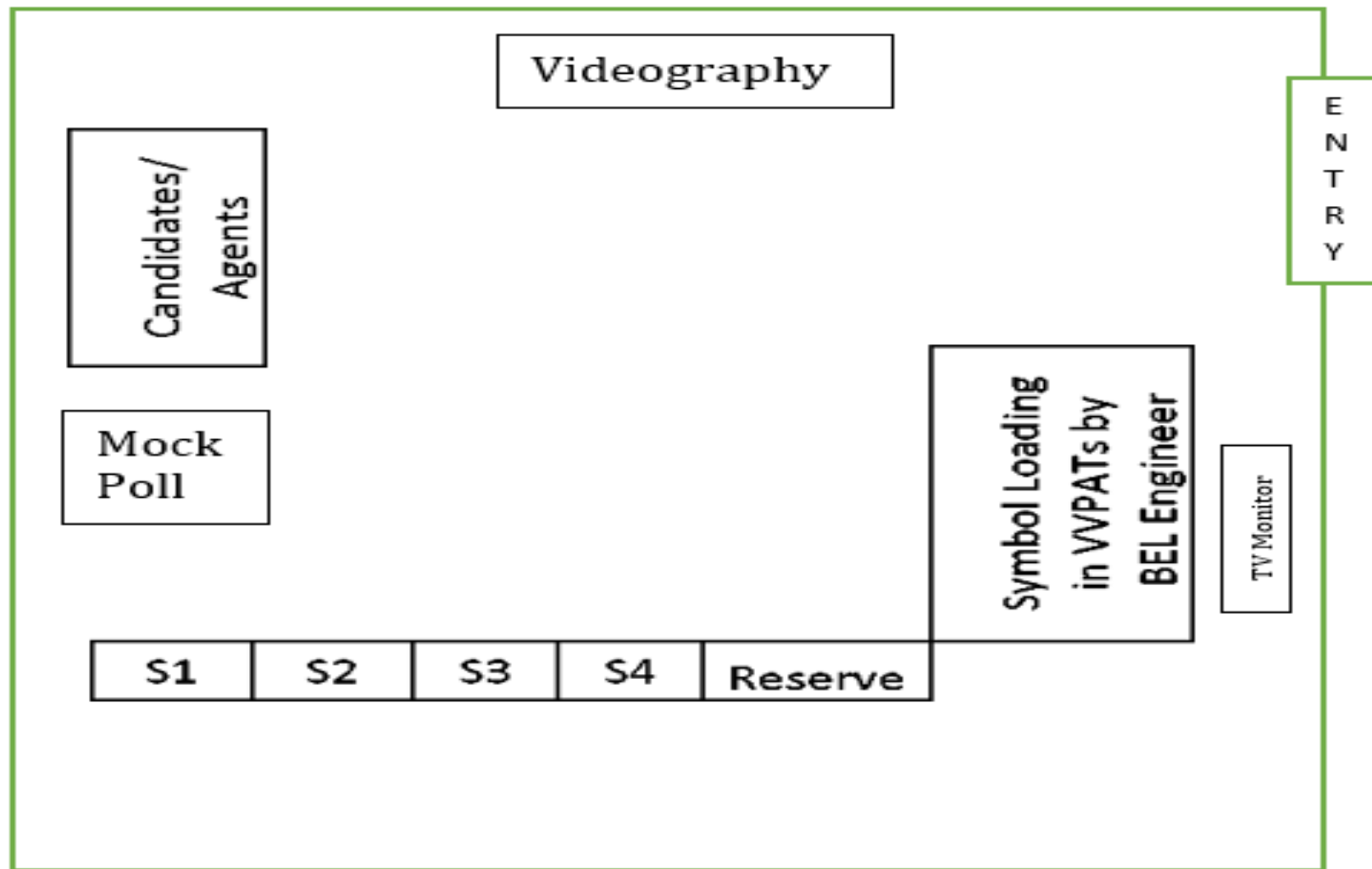
# Arrangements in the premises for commissioning

- Permission for Entry to hall through **Door frame metal detector** (DFMD) on production of Identity card of authorized official/pass issued by DEO.
- Proper **frisking** at every entry.
- Neither allow anyone to carry any electronic device inside the hall nor anybody to take out anything outside the Preparation Hall.
- Commissioning of EVMs pertaining to Assembly Segment (AS) of PC falling in RO headquarters (Puducherry Region) shall be done at **ARO** level under direct supervision of RO, in the presence of candidates/ their representatives. Further, the commissioning of EVMs of remaining AS (Karaikal, Mahe and Yanam Regions) shall be done by the respective **ARO** in the presence of candidates/their representatives.

# Manpower for preparation

1. Commissioning of EVMs shall be done by the officials deputed by the RO/ DEO
2. Only the authorized engineers of BEL associate for the commissioning of EVMs/VVPATs.
3. BEL to share the list of engineers with DEO for carrying out task during the commissioning of EVMs/VVPATs in a district along with their identity card numbers etc.
4. Allow authorized engineers/technical staff of BEL only to enter the preparation hall.
5. **Separate team for each EVM in which 1000 votes are cast during mock poll in randomly selected 5% of EVMs.**

## MODEL COMMISSIONING HALL





# SHIFTING OF EVMS AND VVPATS TO COMMISSIONING HALLS

- ARO shall start shifting of BUs, CUs and VVPATs from temporary strong room to commissioning halls at appointed time.
- The BUs and CUs shall be arranged sector wise behind the preparation table allotted to each sector officer including reserve sector. The new CU battery shall be given to the sector officer equal to the number of CUs allotted to them.
- The VVPATs shall be arranged sector wise near the table allotted for symbol loading by BEL engineers inside the hall. The VVPAT batteries and paper roll shall be made available nearby.

# Starting of Commissioning

- When the candidates and their agents are present, Assistant Returning Officer should explain the procedure to be followed by him for preparing the voting machines to them.
- Obtain signature of Candidate or his/her representative in the following Register for Preparation of EVMs

ANNEXURE - 19

## Register for Preparation of EVMs

**Name of State/UT:**

**Name of District:**

**Name of Assembly/Parliamentary Constituency:**

**No. and Name of Assembly Segment (in case of PC):**

**Address of EVM-VVPAT Preparation hall:**

**Date:.....**

| Sl. No. | Name of Candidate | Name of Representative of Candidate with Party Affiliation, if any | Identity Document No. with Date | Signature of Candidate/His representative | Remarks, if any |
|---------|-------------------|--|---------------------------------|---|-----------------|
|         |                   |  |                                 |   |                 |
|         |                   |  |                                 |   |                 |
|         |                   |  |                                 |   |                 |
|         |                   |  |                                 |   |                 |
|         |                   |  |                                 |   |                 |

**Note:** If a candidate or his representative is absent the proof of due service of notice to the candidate should be pasted in the register.

(Name and signature of engineers of BEL/ECIL with ID No.)

(Name, designation, signature of officers nominated by District Election Officer)

# Mock Poll PROCEDURE

- Select 5% of EVMs/VVPATs randomly for mock poll. Ask candidates/ representatives to randomly select EVMs and VVPATs allotted to particular Polling Station for mock poll.
- Select and send those EVMs and VVPATs first for preparation and symbol loading.
- Ask the candidates/ representatives to actively participate in the Mock Poll.

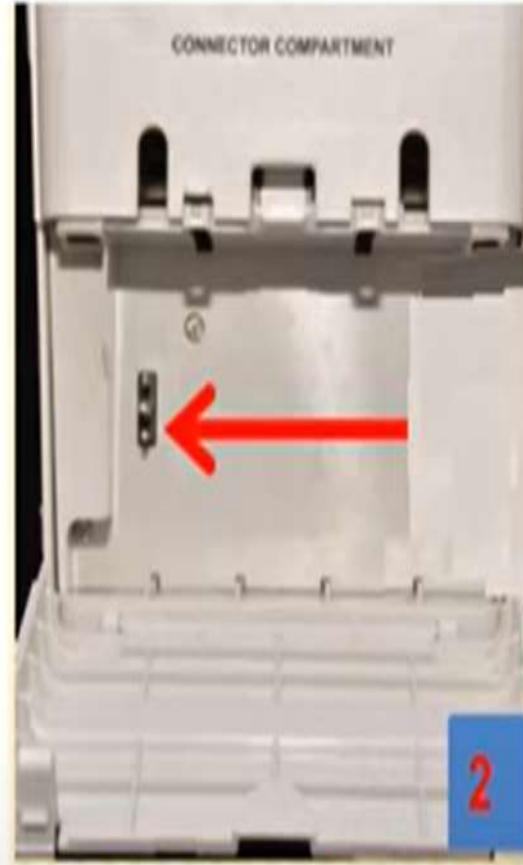
# Address Tags and Pink Papers seal

- Take signatures of Candidates/Agents in common address tags and pink paper seal for BUs.
- *NOTE : All Seals used at the time of commissioning of EVMs & VVPATs shall be signed by the Returning officers and candidates / their agents*

# PREPARATION OF VVPAT

- Deploy team to Load Paper Roll and Install Battery in all VVPATs.
- Install a **new power pack (battery)**
- **Do not seal** the VVPAT battery compartment
- Install a **fresh paper roll** in the printer unit.
- Move them to symbol loading table of BEL Engineer.
- BEL Engineers will Load allotted Serial numbers, names of candidates and symbols.
- ARO to check the test printout with the ballot paper in BU 1 and BU 2 & sign & certify the same.
- Ask the Candidates/representatives to check the symbol loading in the TV installed in the Hall.
- Two persons may assist BEL engineers to install new power pack in battery compartment and to install fresh paper roll in VVPATs.

# Install a new power pack (battery)



**Do not seal** the VVPAT battery compartment

Install a **fresh paper roll** in the printer unit



Install a **fresh paper roll** in the printer unit





Install a **fresh paper roll** in the printer unit



# Checking and Preparation of Ballot Units (BUs)

- Opening of outer cover of BUs by BEL Engineers to examine and certifying that all components of BUs are original and show to the candidates/their representatives.

ANNEXURE - 20

## Part-I

### Certification of EVMs by BEL/ECIL

**Name of State/UT:**

**Name of District:**

**Name of Assembly/Parliamentary Constituency:**

**No. and Name of Assembly Segment (in case of PC) :**

**Address of EVM-VVPAT Preparation Hall:**

**Date:.....**

It is certified that tests prescribed by BEL/ECIL to ascertain that all components are original were carried out on the Ballot Unit listed below on.....(date). On the basis of these tests it is certified that all components of the Ballot Unit listed below are original.

**BU Identification No.**

|  |
|--|
|  |
|  |
|  |
|  |

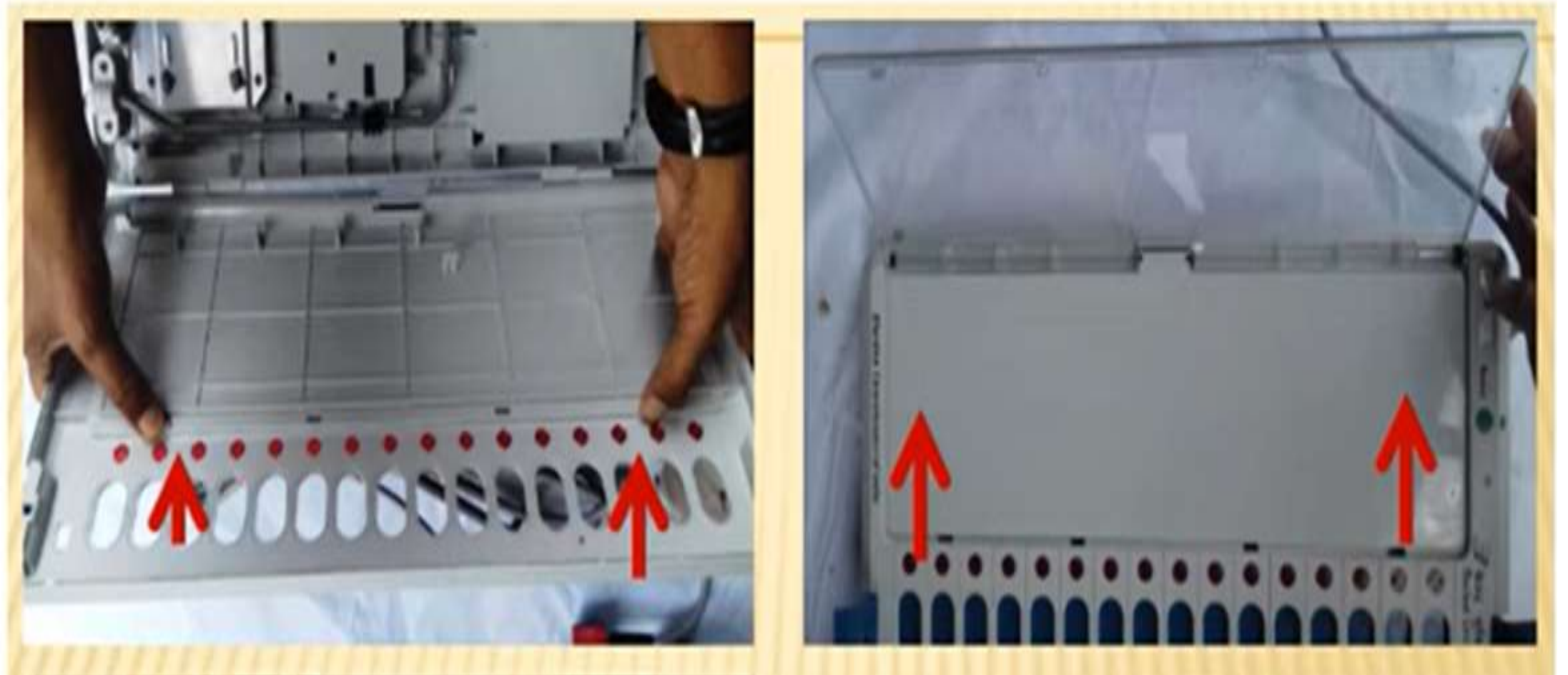
(Name & Signature of BEL/ECIL engineers with ID No.)

Check the Unique ID of BU 1 as per Second Randomization Report

Open the latches on top and bottom



Open the ballot paper screen from inside

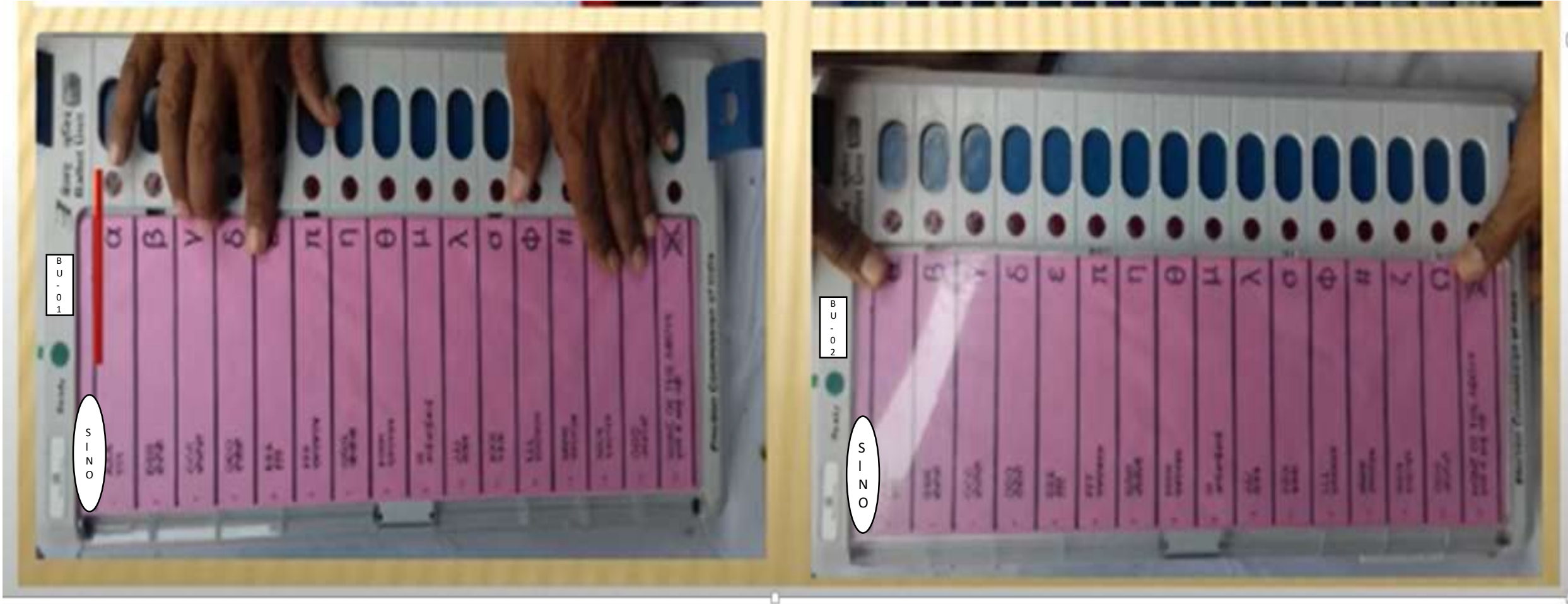


- Check **the Serial No. of Ballot Paper** for BU 1 and BU 2 both will be same.
- Check the **signature of RO is affixed** on the back side of every ballot paper.

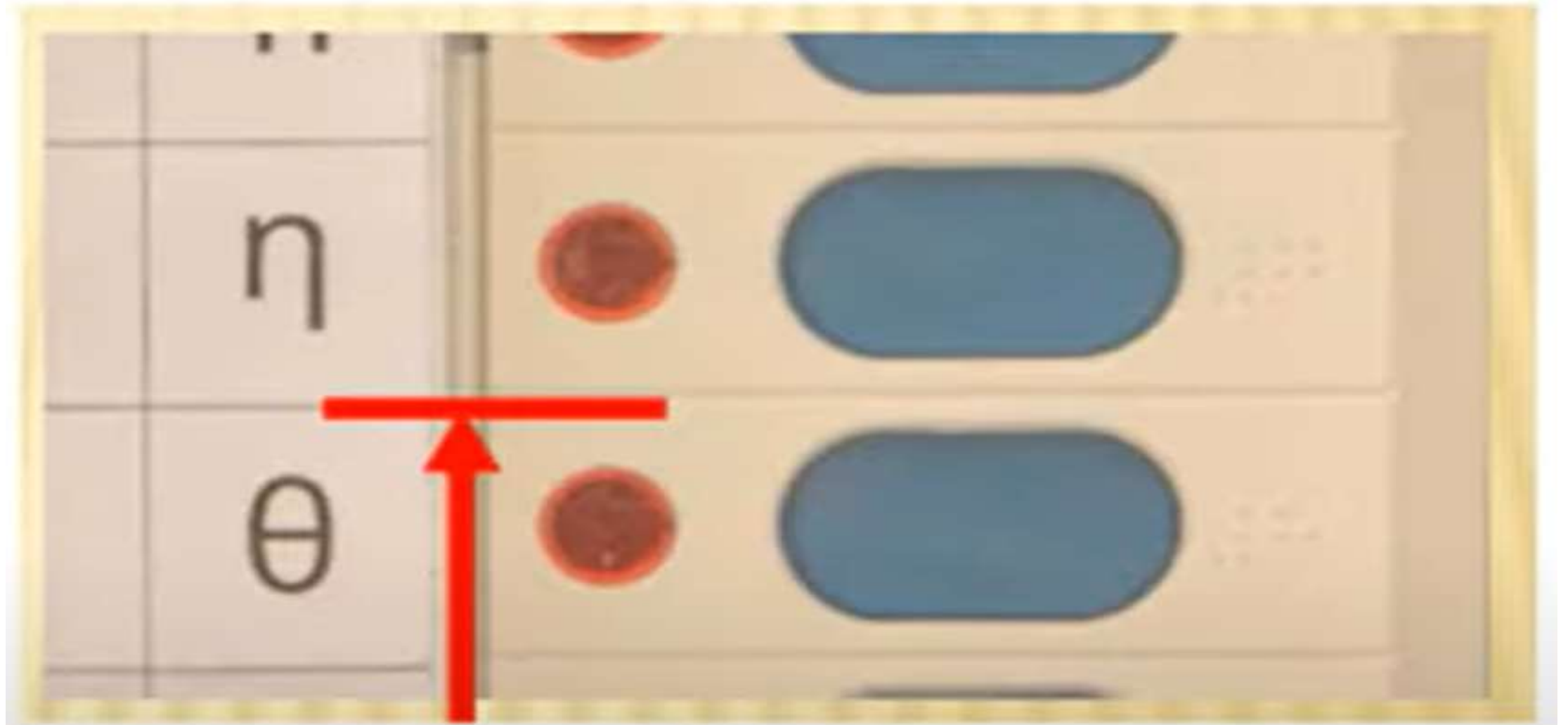


# Fix Ballot Paper

Fix the ballot paper 01. Ensure facsimile signature of RO is affixed on the back of every ballot paper.



Check Alignment of thick lines dividing Candidates panel and blue button.



After firm fixation of the ballot paper  
Seal ballot paper screen of BU with thread and address tag



Put a cello tape on the address tag inside the acrylic screen otherwise address tag will spill on to the Ballot Buttons.



Set thumb wheel switch 01 for BU 1, 02 for BU2



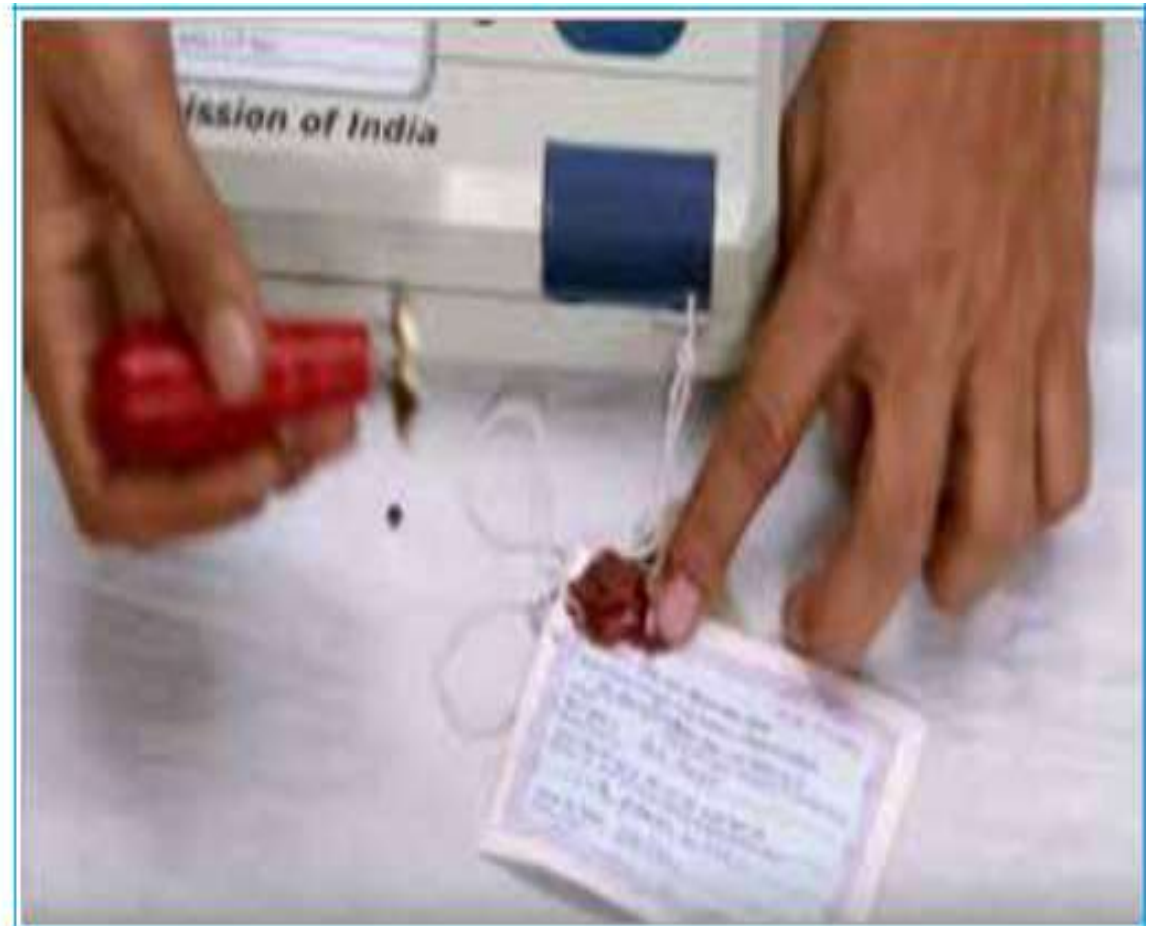
# Unmask the buttons till NOTA



Mask  
remaining  
Buttons

## Seal plastic cabinet of BU with thread and address tag

After unmasking candidate buttons, seal the upper cover of the BU by thread passed through holes on the top and bottom end at right side using address tags showing the particulars of the election with the seal of the RO.

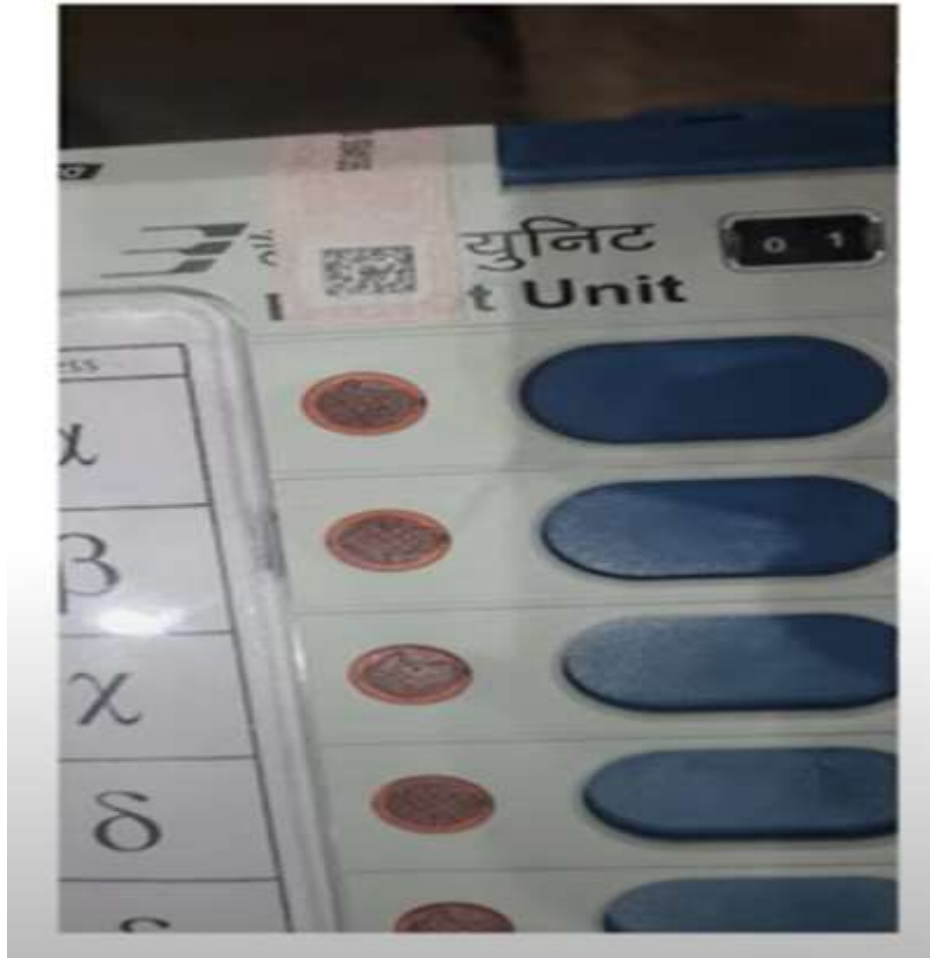


# New Pink paper seal



1. Pink Paper Seal has two portion with same Unique Serial Number.
2. First, split the seal into two separate Pink Paper Seals.
3. Remove the gummed paper from Pink Paper Seal carefully.
4. These two Pink Paper Seals shall be pasted on lower and upper sides
- 5. Obtain signatures of BEL engineer and Candidates/ Agents with name of the candidate and name of the party before their signature in the pink paper.**

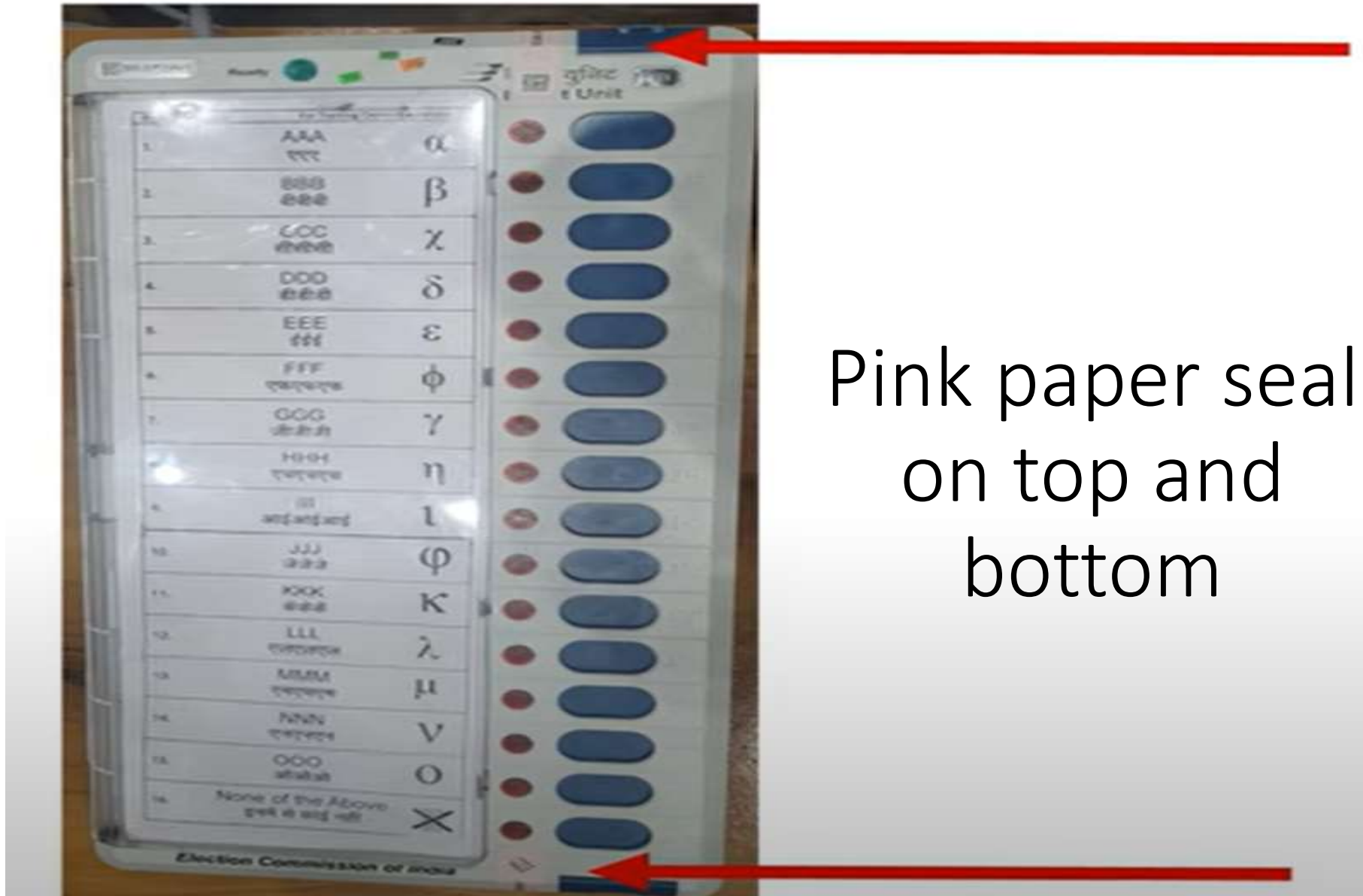
Upper portion



Lower portion







Pink paper seal  
on top and  
bottom

# BU and pink paper seal number

- Candidates may be allowed to note down the serial number of pink paper seal.
- A register 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. **Signatures of candidates and their representatives will also be obtained on this register.**
- Photocopies of this register will be given free of cost to all candidates once preparation is over.

# BRAILLE STICKER

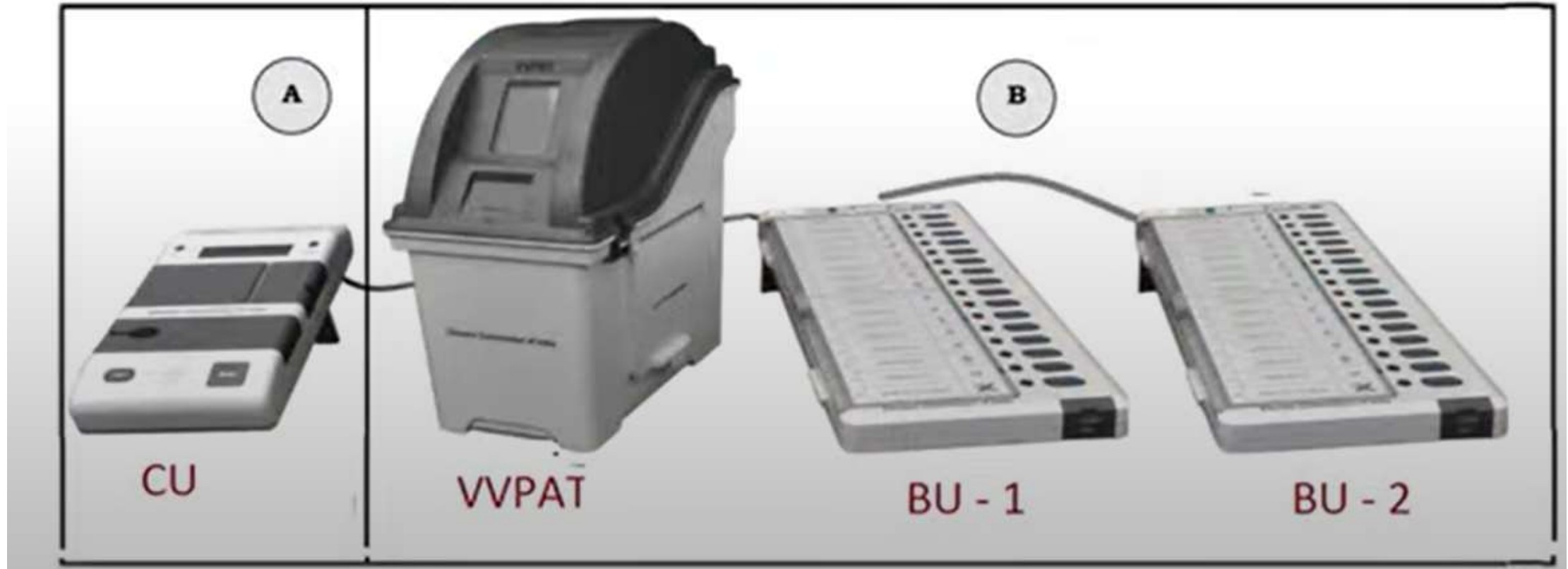
**Affix Braille Sticker “Ballot Unit-1”, “Ballot Unit 2”** on the corresponding Ballot Unit on the TOP MIDDLE PART of the Ballot Unit.

After completion of preparation, place BU in carrying case of BU and **attach address tag on one side of the handle** purely for identification purpose.



# Cascading of BUs

Connect first BU to VVPAT and second BU to First BU



# Candidate Setting in Control Units:

- 1) Install new Power Pack in CU.
- 2) Connect cable of VVPAT with CU and cable of BU with VVPAT.
- 3) Unlock Paper Roll knob of VVPAT (Rotate to “Working Position)
- 4) Switch ON the CU.
- 5) Press Candidate Set button of CU. Display Panel of CU shows Set Candidate.
- 6) Press last candidate button (NOTA button) of BU2 to set candidate in CU.
- 7) Mock Poll with one vote to each candidate to check that the VVPAT is printing the paper slips accurately.
- 8) Switch off the CU.
- 9) Seal the latches of paper roll compartment of VVPAT and Battery & Candidate Set compartments of CU using thread seals and address tags.
- 10) Allow the candidates/their agents to affix their signatures with party abbreviations on Address Tags.**

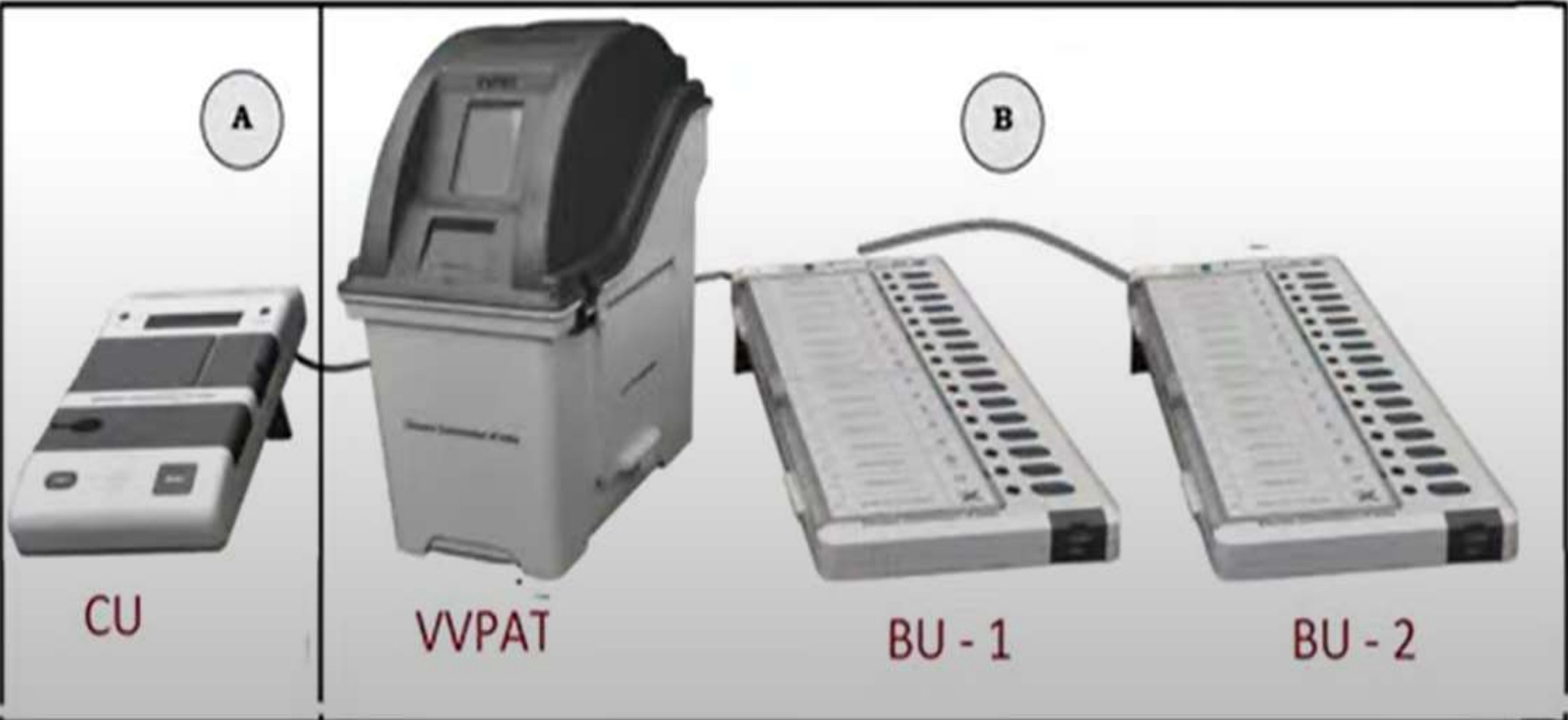
Check the Unique ID of CU as per Second Randomization Report



Install new Power Pack in CU.



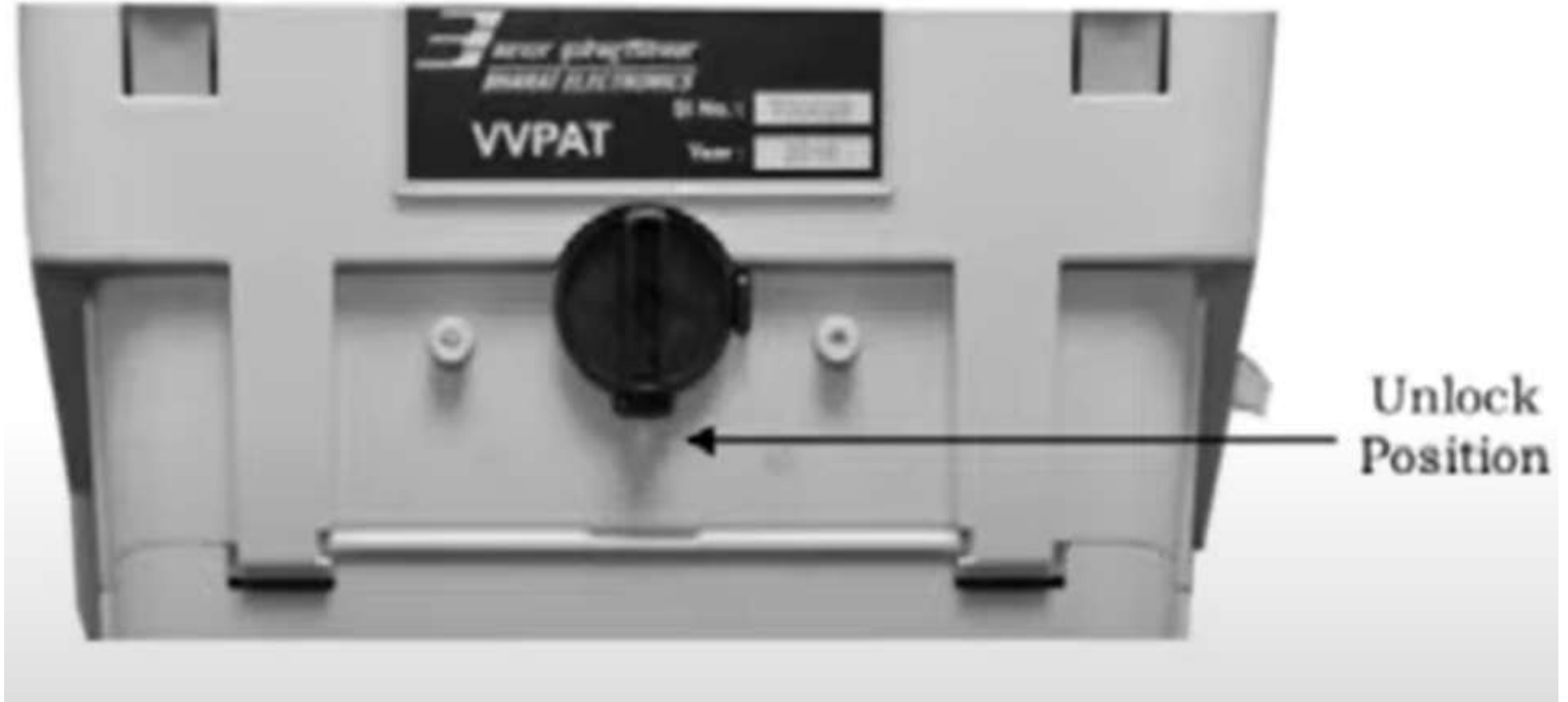
# Connection



Connect VVPAT Cable to CU



Unlock Paper Roll knob of VVPAT (Rotate to “Working Position)



Switch ON the CU.

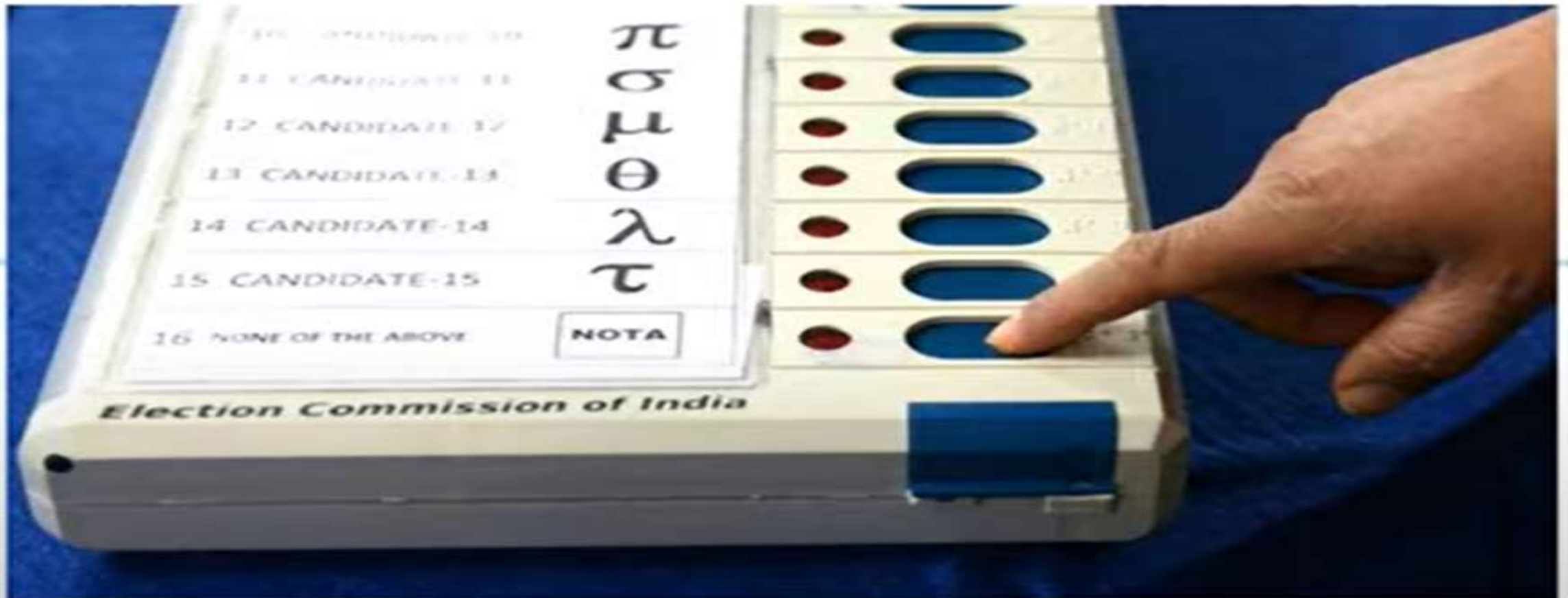
Display Panel of CU shows  
**Set Candidate**\_\_\_



Press Candidate Set  
button of CU.



Press last candidate button (NOTA button) of BU2 to set candidate in CU



# INVALID MESSAGE

When Candidate Set button is pressed, if the digit display panel shows the words **INVALID**, It signifies that the data relating to some previous operation is in the EVM.

Press the **Close** button and wait till **POLL CLOSED** is displayed

Thereafter, press **Result** button and wait till **END** is displayed

Thereafter, press **Clear** button and wait till **END** is displayed

Then press **Cand. set** button and **SET CANDIDATE** flashes with Beep

Now press the last candidate's button – NOTA on the Ballot Unit

- If, Set Candidate number is wrong, then AGAIN, press the CANDIDATE SET BUTTON
- Press the LAST UNMASKED BUTTON i.e. NOTA BUTTON.

- Do Mock Poll with one vote to each candidate to check that the VVPAT paper slips are printed accurately.
- **Do CRC in CU.**
- **Remove slips form VVPAT. Handover them to ARO/RO for shredding.** (use covers)
- Switch off the CU.

- Mock Poll with one vote to each candidate to check that the VVPAT is printing the paper slips accurately.
- Switch off the CU.
- Seal the latches of paper roll compartment of VVPAT and Battery & Candidate Set compartments of CU using thread seals and address tags.
- Allow the candidates/their agents to affix their signatures with party abbreviations on Address Tags.
- All Seals used at the time of commissioning of EVMs & VVPATs shall be signed by the Returning officers and candidates/their agents.

Seal the Paper Roll compartment with Address Tag



# Sealing of VVPAT and CU





- After completion of preparation, place CU in carrying case of CU and **attach address tag on one side of the handle** purely for identification purpose.
- After Sealing paper roll compartment of VVPAT on both sides place VVPAT in its carrying case and **attach address tag on its handle**.

- **Do not write** with permanent marker on unit or carrying case.
- **Do not paste** any sticker on the units or carrying case other than prescribed by ECI.

# Green colour “ELECTION” stickers

- Paste it on all prepared BU, CU and VVPATs and on their carrying cases.

| Units | Place for stickers on Units | Place for stickers on Carrying Case                        |
|-------|-----------------------------|--|
| BU    | Back Side                   | On the side where Ballot Units is written.                 |
| CU    | On Battery Compartment      | On the side where Control Units is written.                |
| VVPAT | On its top                  | On its top below the handle (For Reserve VVPAT front side) |

# White color “RESERVE” sticker

- Paste it only on carrying cases on all Reserve BUs, CUs and VVPATs

| Units | Place for stickers on Units | Place for stickers on Carrying Case |
|-------|-----------------------------|-------------------------------------|
| BU    | NIL                         | Opposite side to Green Sticker.     |
| CU    | NIL                         | Opposite side to Green Sticker.     |
| VVPAT | NIL                         | On its top below the handle.        |

## Destruction of VVPAT paper slips taken out during commissioning of EVMs

- VVPAT slips generated during Commissioning of EVM disposed of by using Paper Shredding machine on daily basis in the presence Assistant Returning Officer.



# Conduct of higher rate mock poll

1. Checking of VVPATs- In 100% VVPATs, one vote to each candidate shall be given to check that the VVPATs is printing the paper accurately.
2. Mock poll of 1000 votes on 5% randomly selected EVMs as well as VVPATs.
3. Tally the electronic result with paper count. **Allow Candidates/their representatives to pick machines randomly for this purpose.**
4. Allow representatives of candidates to do the mock poll themselves and **take their signatures in a register in Annexure-22** of EVM manual as token of having done mock poll themselves.



**Mock Poll certification during Preparation of EVMs**



**Date:**.....

**Name of State/UT:**

**Name of District:**

**Name of Assembly/Parliamentary Constituency:**

**Name of Assembly Segment (in case of PC) :**

**Address of EVM-VVPAT Preparation hall:**

It is certified that during commissioning of EVMs and VVPATs, mock poll of 1000 votes have been cast on 5% randomly selected EVMs, as well as VVPATs. The electronic result tallied with paper count, picked up by me. There are no discrepancies between the votes polled during the mock poll.

| Sl. No. | Name of Candidate | Name of Representative of Candidate with Party Affiliation, if any | Identity Document No. with Date | Signature of Candidate/his representative | Remarks, if any |
|---------|-------------------|--|---------------------------------|---|-----------------|
|         |                   |  |                                 |   |                 |
|         |                   |  |                                 |   |                 |
|         |                   |  |                                 |   |                 |
|         |                   |  |                                 |   |                 |
|         |                   |  |                                 |   |                 |

# Conduct of higher rate mock poll

5. Ensure that the pink paper seal of the CU applied at the time of FLC is not damaged in any manner during commissioning.
6. Install new Paper Roll and Power Pack in VVPATs and new Power Pack in CUs in which higher mock poll of 1000 votes cast.
7. Candidates/Agents can view the mock poll counting process and not allowed to handle the VVPAT Mock poll slips during commissioning.
8. After completion of mock poll and verification of result in CU and VVPAT clear the data in CU and remove the slips from the VVPAT. Handover the VVPAT slips to ARO/RO for shredding.

# Then,

- Install new Battery in CU.
- Install new battery and fresh paper roll to VVPAT.
- Complete sealing of battery compartment and candidate set section in CU.
- Seal BU with address tags and pink paper.
- Seal VVPAT paper roll compartment with address tags as mentioned above.
- Paste Green stickers.
- Place the units in carrying case and attach address tags.

# Proceedings

- Proceeding on Commissioning of EVM and VVPATs shall be prepared to reflect the changes of defective EVM/VVPATs if any made during commission and a copy shall be provided to all Candidates.

Proceeding of all the activities related to EVM shall be made as per the following draft sample:

**SAMPLE PROCEEDING**

|                   |
|-------------------|
| Name of State/UT: |
| Name of District: |
| Name of Election: |
| Name of PC/AC:    |
| Venue:            |
| Date:             |
| Time:             |

**Purpose:** [like Opening and Closing of EVM warehouse/Strong Room, First Level Checking of EVMs, 1<sup>st</sup> Randomization of EVMs, 2<sup>nd</sup> Randomization of EVMs, Commissioning of EVMs, Dispersal of EVMs, Meeting with the Recognised Political Parties/Candidates on..... Etc.]

**Brief description:**

Example: All the Recognised Political Parties have been invited vide..... (Notice No. and date) to remain present during opening and closing of EVM warehouse for the purpose of ..... (like shifting of EVMs) from..... to.....

The warehouse has been opened in the presence of the Recognised Political Parties at..... AM/PM on ..... (date) and closed at..... AM/PM on..... (date), under videography.

All are satisfied with the entire processes.

**Participants:**

| Administrative/Election Machinery       |                      |   |           |
|---|----------------------|---|-----------|
| S.No.                                   | Name & Designation   | Dept. ID No.                            | Signature |
|   |                      |   |           |
|   |                      |   |           |
|   |                      |   |           |
| Recognised Political Parties/Candidates |                      |   |           |
| S.No.                                   | Name and designation | Party Affiliation, if any / Independent | Signature |
|   |                      |   |           |
|   |                      |   |           |
|   |                      |   |           |

- All the voting machines which have been prepared for use at the election, including the reserve machines, should be kept and preserved in safe custody in a strongroom under double lock which should be sealed with the seal of the Returning Officer.
- The candidates and their agents may also be permitted to put their seals on the lock, if they so desire.

# Note:

- The above actionable points are not exhaustive and AROS are requested to refer the Manual on EVM-Edition 8, August 2023 and Handbook of Returning Officer.
- Food and Refreshments:
- AROs shall arrange food and refreshments to all of their officials and staff members including BEL engineers allotted to them on all these days.
- AROs are requested to provide Food and Refreshments for officials including the BEL engineers and others in a separate hall during commissioning.



# Safe custody of Symbol Loading Unit

After completion of commissioning of EVMs and VVPATs, BEL Supervisors will hand over all the SLUs to the concerned DEO.

DEO will keep the SLUs received from the BEL Supervisors in their safe custody and return the same to them or engineers authorized by the BEL on the next day after poll i.e. P+1 Day.

DEO will ensure that no engineer of BEL or any other person carry the SLU on poll day in the field and that all the SLUs are released to BEL on P+1 day to enable them to move to the next AC/AS for next phase.

BEL will provide the details of SLUs allocated to the team for each AC/AS in writing to the DEO concerned.

## REPLACEMENT PROTOCOL:

All 'ERROR' messages for BU, CU & VVPAT will be displayed on CU only. Please read message and act accordingly.

In case BU or CU or VVPAT is not functioning, **replace the respective unit only with reserve one.**

If BU found non-functional, replace only BU;

If CU found non-functional, replace only CU;

If VVPAT found non-functional, replace only VVPAT;

**BEL engineer will certify the Non-functional units.**

- The EVMs and VVPATs found defective during commissioning shall be handed over at the Warehouse in Election Department following standard protocol for shifting EVM/VVPAT after completion of commissioning.

## DON'T DO

1. Don't install serial number, name and symbol of candidates in VVPAT without verifying with ballot paper.
2. Don't set candidates in CU without connecting VVPAT.
3. Don't preserve VVPAT slips printed during Commissioning. Shred them on daily basis.
4. After completing the Mock of 1000 votes on 5% randomly selected BUs, CUs and VVPATs please ensure to put new power packs in CUs and VVPATs and paper roll of VVPATs
5. Don't keep VVPAT knob in Working mode (Vertical position) after commissioning.
6. DONOT Use of mobiles in the commissioning room.

Thank You