

BY FAX / SPEED POST /E-MAIL

**GOVERNMENT OF ODISHA
HOME (ELECTIONS) DEPARTMENT**

No. VI(E)- 14 /2013/ 6667 /Elec. dated. Bhubaneswar the 30th July, 2013.

From

Shri Jyoti Pakash Das
Jt. Chief Electoral Officer –cum-
Joint Secretary to Government.

To

All DEOs & Collectors

Sub:

Protocol for First Level Checking (FLC) of EVMs – regarding.

Sir/Madam,

I am directed to send herewith copies of following letters of Election Commission of India on the above subject for your ready reference.

i.	Letter No.51/8/16/4/2007-PLN-IV	Dt.12.10.2007
ii.	Letter No.51/8/16/4/2010-EMS	Dt.04.08.2010
iii.	Letter No.51/8/16/4/2010-EMS	Dt.08.12.2010
iv.	Letter No.51/8/7/2011-EM & OPS	Dt.11.07.2011
v.	Letter No.51/8/16/2011-EMOPS	Dt.20.12.2011
vi.	Letter No.51/8/16/4/2011-EMS	Dt.12.04.2012
vi.	Letter No.51/8/16/2011-EMOPS	Dt.02.07.2012

Some of the important protocols to be followed in FLC is indicated below :

1. FLC to be done in presence of representatives of political party:-

- DEO shall prepare a schedule for FLC in consultation with the EVM manufacturers (ECIL & BEL)
- The schedule of FLC shall be communicated to every National and State Level Recognised political party in writing by the DEO at least one week before the beginning of FLC in the district.
- A register shall be kept by the DEO in Annexure-A of Commission's letter No. 51/8/16/4/2010-EMS dt.04.08.2010 in which, the signature of all political party representatives shall be taken every day as a token of their presence.

2. Arrangements in the premises of FLC:-

- FLC shall be carried out in a large hall which can accommodate EVMs to be checked.
- Before the Hall is used for FLC, it shall be fully sanitised to ensure that the hall is free from any other electronic device or components of electronic devices.

- Every entry to the hall shall be guarded by police force.
 - Nobody will be allowed to carry any electronic device inside the hall including cell phones, camera, and spy pen etc.
 - Nobody will be allowed to carry anything out of the FLC hall.
3. Manpower in FLC:-
- FLC shall be carried out only by authorised engineers of BEL & ECIL.
 - Authorised persons will be allowed to enter the hall only after proper identification using Photo Identity documents.
4. Work to be done during FLC:-
- Removal of address tag, Ballot papers, cleaning of superscriptions on CU & BU, clearing of earlier old data, dusting of CU & BU etc.
 - Physical verification of carrying cases, control unit, ballot unit, connecting cable, connector, laches etc. to ensure no breakage.
 - Checking of all switches in the CU and BU, doors (flaps), sealing provisions, scratches on acrylic screen etc.
 - BEL & ECIL engineers will certify in Annexure-B of Commission's letter No.51/8/16/4/2010-EMS dt.04.08.2010 that all the components of the EVM are original.
 - The plastic cabinets of both CU & BU shall be opened by the BEL/ECIL engineers in the presence of political party representatives and the PCB and other components of EVM will be shown to them(Commission's letter No.51/8/16/4/2010-EMS dt.08.12.2010)
 - Casting votes against all 16 candidates switches, observation of result and clearing of mock poll data will be done for each EVM.
 - In 5% of total EVM at least 1000 votes shall be polled during the mock poll. (Commission's letter No.51/8/7/2012-EMS dt.07.05.2012)
 - In rest of the machines, number of votes polled during mock poll should be to the satisfaction of the representative of political parties.
 - Signature of representatives of political parties shall be taken in a register in Annexure-C of Commission's letter No.51/8/16/4/2010-EMS dt.04.08.2010 as a token of having done the mock poll themselves.
 - A printout of the results of mock poll as well as sequential printout of every vote poll during mock poll shall be taken out for at least 10% of EVMs and shown to the representative of political parties.
 - Signature of representatives of political parties shall be taken in a register in Annexure-D of Commission's letter No.51/8/16/4/2010-EMS dt.04.08.2010 as a token of having seen the printout.

5. Sealing of plastic cabinet of CU with pink paper seal:-

- The CU shall be sealed with the "Pink Paper Seal" in presence of the representatives of political parties.
- After affixing the pink paper seal the BEL / ECIL engineer shall put his signature on the pink paper seal and the representative of the political parties shall also be allowed to put their signature on the said seal.
- A register in Annexure-E of Commission's letter No.51/8/16/4/2010-EMS dt.04.08.2010 shall be maintained to note down the serial number of the pink paper seal used on the CU.

6. Checking of date & time and Battery of post-2006 EVMs:-

- The display of date & time in the CU of the EVNs shall be checked (Commission's letter No.51/8/7/2011-EM & OPS dt.11.07.2011).
- Before recalibrating the time, clock battery should be replaced by BEL/ECIL engineers (Commission's letter No.51/8/16/4/2011-EMOPS dt.20.12.2011).
- The battery of the Real Time Clock shall be tested / checked. If the battery is the one which has a life span of 5 years and more than 3 years have passed since it was fitted in the EVM or the strength of the battery is found weak, the battery will be replaced preferably with a battery of the life span of 15 years.(Commission's letter No.51/8/16/4/2011-EMS dt.12.04.2012)


7. Certificate regarding FLC:-

- A certificate regarding FLC duly signed with date by BEL / ECIL engineer may be pasted on the lower part of the back of the EVM without hiding any vital information i.e. date of manufacturing, machine serial number etc. (Commission's letter No.51/8/16/4/2007-PLN-IV dt.12.10.2007).

8. Supervision of FLC:-

- The DEO shall nominate one officer not below the rank of ADM to supervise the entire process of FLC.
 - The process of FLC shall be continuously videographed.
- Receipt of the letter may please be acknowledged.

Yours faithfully,


Jt. Chief Electoral Officer -cum-
Joint Secretary to Government.



By fax/Speed Post/ Email

तार : निर्वाचन
नई दिल्ली
GRAM ELECCOM
NEW DELHI

भारत निर्वाचन आयोग सचिवालय

फैक्स : 23716617
FAX: 23716617
Phone- 2377338
23717391/280

SECRETARIAT OF THE
ELECTION COMMISSION OF INDIA

संख्या
NO - 51/8/7/2011/EMOPS
तारीख
Dated - 2nd July, 2012

निर्वाचन सदन
NIRVACHAN SADAN
अशोक रोड, नई दिल्ली-110001
ASHOKA ROAD, NEW DELHI-110001

T.C.E.O. (H)

To

The Chief Electoral Officers of
all States/UTs

Subject: - Protocol for First Level Checking (FLC) of EVMs- modifications

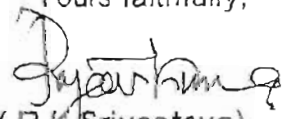
Sir/ Madam,

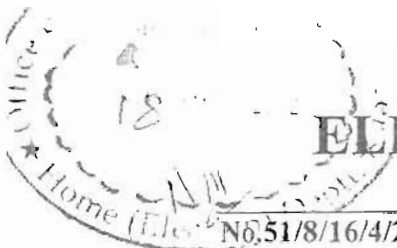
I am directed to refer to the Commission's instructions number 51/8/16/4/2010/EMS dated 4th August, 2010, on the subject cited, and to state that during the recent CEOs conference held at Surajkund this issue was discussed. The Commission has now decided that the mock poll in FLC as well as at the time of candidate setting shall be reduced to 5% of total EVMs from the existing 10%. However the number of votes polled shall remain 1000 in each EVM.

I am further to state that in the mock poll which has to be conducted on the day of poll, now atleast 50 votes shall be polled instead of 100, as of now. However, the number of votes polled shall never be less than the total number of contestants in the constituency.

The Commission's aforesaid instruction shall be read amended accordingly. Please inform all concerned and ensure compliance.

Yours faithfully,


(R.K. Srivastava)
Principal Secretary



19-4-12

By Speed Post

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.51/8/16/4/2011-EMS

Dated: 12th April, 2012

(CIE(A))
(Confidential)
To

The Chief Electoral Officers of
all States and Union Territories.

Subject: Replacement of original Real Time Clock Battery during First Level Checking
of EVMs - regarding.

Sir,

The Commission has decided that whenever Post – 2006 EVMs are used in an election, during First Level Checking of EVMs, the battery of the Real Time Clock shall be checked. If the battery is the one which has a life span of 5 years and more than 3 years have passed since it was fitted in the EVM, the battery will be replaced preferably with a battery of the life span of 15 years. In all other cases, the strength of the battery will be tested and if it is found to be weak, it will be replaced preferably with a battery of a life span of 15 years. After battery replacement the Real Time Clock shall be recalibrated in consonance with the Indian Standard Time. A proper record of all the batteries replaced in this process shall be maintained EVM-wise by the District Election Officer concerned.

19-4-12
B
BLES
19/4

Yours faithfully,

(K.N. BHAR)
SECRETARY

Copy for compliance to : (By Speed Post)

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-500 015,
Andhra Pradesh.

DCE/ULM
Save 10. 2/11/2012
By Speed Post/Fax

2012

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 51/8/16/4/2011-EMOPS

Dated: 20th December, 2011

To
The Chief Electoral Officers of
All States & Union Territories.

Subject: First Level Checking of EVMs- Regarding.

Sir,

It has been brought to the notice of the Commission that during First Level Checking of EVMs, where post-2006 make EVMs are used, some Control Units are rejected due to clock error problem. The Commission has directed that in such cases, before recalibrating the time, clock battery should be replaced by the engineers/technicians of the manufacturer of EVMs, namely, Bharat Electronics Limited and Electronics Corporation of India Limited, Hyderabad, as the case may be.

Yours faithfully,



(Dilip K. Varma)
Under Secretary

Copy forwarded for information & necessary action by-

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.

16/7/11 (9) Ser. 130.4/ee. 18/7/2011.

By Speed Post

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.51/8/7/2011-EM&OPS

Dated: 11th July, 2011

To
The Chief Electoral Officers of
all States and Union Territories.
Subject: 16-7-11

The Chief Electoral Officers of
all States and Union Territories.

Mandatory conduct of Mock Poll in the polling station -recording of time in the
certificate - regarding.

B
JM
18/7

Ref:

1. Commission's instruction No.51/8/7/2009-EMS dated 30/10/2009. ✓
2. Commission's instruction No.51/8/7/2010-EMS dated 23/09/2010. ✓
3. Commission's instruction No.51/8/7/2010-EMS dated 25/10/2010. ✓
4. Commission's instruction No.51/8/16/4/2010-EMS dated 04/08/2010. ✓
5. Commission's instruction No.51/8/16/4/2010-EMS dated 08/12/2010. ✓

Sir,

It has been brought to the notice of the Commission that in the elections where post – 2006 make EVMs were used, in some cases, the date and time of start and end of poll displayed in the Control Unit of EVM during the process of counting of votes did not match with Indian Standard Time of start and end of poll leading to confusion in the minds of stakeholders. This can only happen if the date and time displayed in the Control Unit are not checked at the time of Candidate Set procedure and also at the time of poll. To remove such confusion in future, the Commission has decided to issue the following instruction in this regard :-

1. The display of date and time in the Control Unit of the EVM shall be checked each time the power switch of Control Unit is switched on during the process of First Level Checking of EVM and again at the time of Preparation of EVM by Returning Officer. In case any difference from Indian Standard Time is noticed the clock shall be recalibrated by the engineers of the BEL/ECIL.
2. The Presiding Officer at the end of Mock Poll at the polling station shall invariably check and note the date and time shown in the display of the Control Unit and also the actual date and time at that point of time as well as any discrepancy between the two, if any, in the Mock Poll certificate (Annexure-I) and also in Presiding Officers' Diary.
3. During the process of counting of votes, a copy of the Mock Poll certificate prepared by the Presiding Officer shall be brought to the counting table with the Control Unit pertaining to that polling station. 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. 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 at the time of counting, the EVM will be kept aside and the matter will be referred to the Commission for its decision. If on other hand, the difference of date and time at the time of mock poll matches with the difference of date and time of start and end of poll noticed at the time of counting, the discrepancy will be explained to the candidates and their representatives and the votes polled in the EVM will be counted in the usual manner.

Yours faithfully,


(K.N. BHAR)
SECRETARY

Copy to (By Speed Post)

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-500 015,
Andhra Pradesh.

For information and necessary action on their part.

Annexure – I
Mock Poll Certificate

This is certified that I Presiding Officer at the Polling Station No -----of -----of ----- Assembly Constituency conducted the mock poll at ---- AM today, the poll day i.e. -----, following scrupulously all the instructions issued by the Election Commission of India.

A total of ----- votes were polled in the mock poll and after the mock poll I have carefully cleared the memory of the mock poll and the total votes polled showed '0' after clearing the memory.

At the end of Mock Poll, I checked the date and time as shown in the display of the Control Unit (Unique ID No. of CU.....).

The CU showed the date and time as:

Date..... Time.....

The actual date and time at that point of time was:

Date..... Time.....

Discrepancy between the above date and time, if any:.....

The above mentioned process has been performed in the presence of the following agents of the political parties/candidates whose signatures are obtained below :-

<u>Sl.No.</u>	<u>Name of Polling Agent</u>	<u>Name of Party</u>	<u>Signature of Polling Agent</u>
1.			
2.			
3.			
4.			
5.			

Date:
Time:

Name & Signature of the Presiding Officer
Polling Station No.....

(4)

By Speed Post

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.51/8/16/4/2010-EMS

Dated: 8th December, 2010

To

The Chief Electoral Officers of
all States and Union Territories.

*Recd. 36/12/10
76/12/10 C/O*

Subject: Protocol for First Level Checking of EVMs - regarding.

Ref: Commission's instruction No.51/8/16/4/2010-EMS dated 4th August 2010.

Sir,

I am directed to refer to the above cited letter of the Commission and to state that the Commission desires complete transparency and complete involvement of representatives of political parties in the process of First Level Checking (FLC) of Electronic Voting Machines (EVMs). It is, therefore, clarified that the plastic cabinets of both Control Unit and Ballot Unit of the EVMs shall be opened by the BEL/ECIL engineers in the presence of political party representatives at the time of FLC and the PCB and other components of EVMs will be shown to them. Instructions contained in Para 5 (c) of the above cited letter of the Commission stand modified to that extent. Please inform all concerned and ensure strict compliance at the time of FLCs in the future.

Yours faithfully,


(K.N. BHAR)
SECRETARY

Copy to (By Speed Post)

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,
ECIL Post, Hyderabad-500 062,
Andhra Pradesh.

*on direct
15-12-10
B
345
15/12*

By Speed Post/e-mail

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi 110 001

K.N. Bhar
Secretary

No.51/8/16/4/2010-EMS

Dated: 4th August, 2010

To,

1. Chairman-cum-Managing Director
Bharat Electronics Limited,
Nagavara, Outer Ring Road,
Bangalore-560045,
Karnataka.
2. The Chief Electoral Officer,
Bihar, Patna.
3. Chairman-cum-Managing Director,
Electronics Corporation of India Limited,
Hyderabad-500015,
Andhra Pradesh.
4. The Chief Electoral Officers of all States and Union Territories (except Bihar).

Sub: Protocol for First Level Checking (FLC) of EVMs.

Sir,

In consolidation of all instructions issued by the Commission on FLC, following instructions are hereby issued for the protocol to be followed in FLC: -

1. FLC when to be done.

FLC of EVMs shall be done before every bye-election and General Election. It will be done sufficiently in advance so that all checks are carried out without any undue haste in the presence of representatives of political parties. FLC of EVM shall be completed, in any case, before finalization of the list of contesting candidates in an election.

2. FLC to be done in the presence of representatives of political parties.

Depending on the number of EVMs to be checked in FLC, the DEO shall prepare a schedule for the FLC of EVM in consultation with the EVM manufacturers (ECIL & BEL) and the CEO. The schedule will be made in such a manner that sufficient time is available for FLC of EVMs by engineers of manufacturers. The schedule for FLC shall be communicated to every national and state level recognized political party in writing by the DEO at least one week before the beginning of the FLC in the district. On the day of

the FLC, representatives of all national and state level recognized political parties authorized by the District President of the party shall be allowed to be present. A register shall be kept by the DEO in Annexure -A in which signatures of all political parties shall be taken every day as token of their presence.

3. Arrangements in the premises of FLC.

FLC shall be carried out in a large hall which can accommodate EVMs to be checked. The hall should be able to accommodate officers nominated by the DEO, engineers of BEL and ECIL and also representatives of political parties. Before the hall is used for FLC, it shall be fully sanitized to ensure that the hall is free from any other electronic device or components of electronic devices. Every entry to the hall shall be guarded by police force. Every hall shall have a door frame, metal detector. Every person who enters the hall shall be frisked at every entry. Entry to this hall shall be on production of Identity Card of the authorized officials/passes issued by the District Election Officer. Nobody will be allowed to carry any electronic device inside the hall including cell phones, camera and spy pens etc.. Similarly, nobody will be allowed to carry anything out of the FLC hall.

4. Manpower in FLC.

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

5. Work to be done during FLC.

At the time of FLC, the following shall be done:-

- a) Removal of address tags, Ballot Papers, cleaning of superscriptions on CU & BU, clearing of earlier poll data, dusting of CU & BU etc. These activities are carried-out in the secured place/protected place provided by the District Election Officers.
- b) Visual Inspection of CU/BU: Physical verification of Carrying Cases, Control Unit, Ballot Unit, Connecting Cable, Connector, Latches etc. to ensure no breakages.

c) Full functionality checks: Checking of all switches in Control Unit & Ballot Unit, doors (flaps), sealing provisions, scratches on acrylic screen etc. Response of all switches, confirmation tests for efficacy of Control Unit, Ballot Unit etc. –BEL and ECIL engineers shall carry out test prescribed by the manufacturers to confirm that all components of the EVM are original. BEL and ECIL engineers will certify in Annexure-B that all the components of the EVMs are original. If any EVM is found to be defective, it will be kept aside and then taken to the factory of BEL and ECIL for repairs. No repair of the machine shall be carried out in the field. Opening of the plastic cabinet cover of the machines is not permitted in the field. Changing of components of the machines in the field is strictly prohibited. Detailed step-by-step instructions of checking of the machine shall be issued separately by BEL and ECIL for their respective machines. These instructions will include a list of equipment, which the engineers will be required to carry with them in FLC hall. Security personnel will not allow any other equipment to be carried into the FLC hall.

d) Conduct of Mock Poll: Casting of votes against all 16 candidate switches, observation of result & clearing of mock poll data will be done for each EVM. In 10% 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. Representatives of political parties shall be allowed to do the mock poll themselves. Signatures of representatives of political parties shall be taken in a register in Annexure -C as a token of having done mock poll themselves.

e) Demonstration of printout of results.

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 10% of EVMs and shown to the representatives of political parties. Representatives of political parties shall be allowed to pick machines randomly for this purpose. Signatures of representatives of political parties shall be taken in a register in Annexure-D 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.

6. Sealing of plastic cabinet of Control Unit of EVMs with pink paper seal.

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. The Pink Paper Seal shall be affixed on the portion between the Candidate Set Section and the Result Section of the Control Unit.

After fixing the Pink Paper Seal, the Engineer of the Manufacturer shall put his signature on the Pink Paper Seal; 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. 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. A register in Annexure – E 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. Signatures of representatives of political parties will also be obtained on this register. 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. Photocopy of this register will also be given to all contesting candidates as soon as last date of withdrawal of candidature is over. 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.

7. Supervision of FLC

The DEO shall nominate one officer not below the rank of Additional District Magistrate to supervise the entire process of FLC. This officer shall be present in the FLC hall for the entire duration of FLC. The process of FLC shall be continuously videographed. Video CD will be kept in the custody of DEO. 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.

8. Copy of the letter should be given to all National and State level political parties. Copy of this letter should also be given to all the contesting candidates after the last date of withdrawal of candidatures in any elections.

Yours faithfully,



(K.N. Bhar)

Annexure-A
(Register for First Level Checking of EVMs)

Name of State/UT:
Name of District:
Address of FLC hall:
Date:

S.No.	Name of National/State Party	Name of representative of political party with party affiliation	Identity document No. with date	Signature of representative	Remarks, if any.

Note: If the representative of a party is absent the proof of due service of notice to the party 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)

Annexure-B
(Certification of EVMs by BEL/ECIL)

Name of State/UT:
Name of District:
Address of hall:
Date:

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

CU Identification No.

BU Identification No.

<u>CU Identification No.</u>	<u>BU Identification No.</u>

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

Annexure-E

(Register for Sealing of Control Unit of EVMs using Pink Paper Seal)

Name of State/UT:

Name of District:

Address of FLC hall:

Date:

It is certified that the sealing of the Control Units using Pink Paper Seals has been done in my presence. I have put my signature on the Pink Paper Seals after sealing of the Control Units and I am satisfied with the sealing of the Control Units.

Sl.No.	Unique ID No. of Control Unit	Pink Paper Seal Number

S.No.	Name of National/State Party	Name of representative of political party with party affiliation	Identity document No. with date	Signature of representative

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

BY SPEED POST

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001.

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

Dated: 12th 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:-

2

- 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	
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)	
<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	