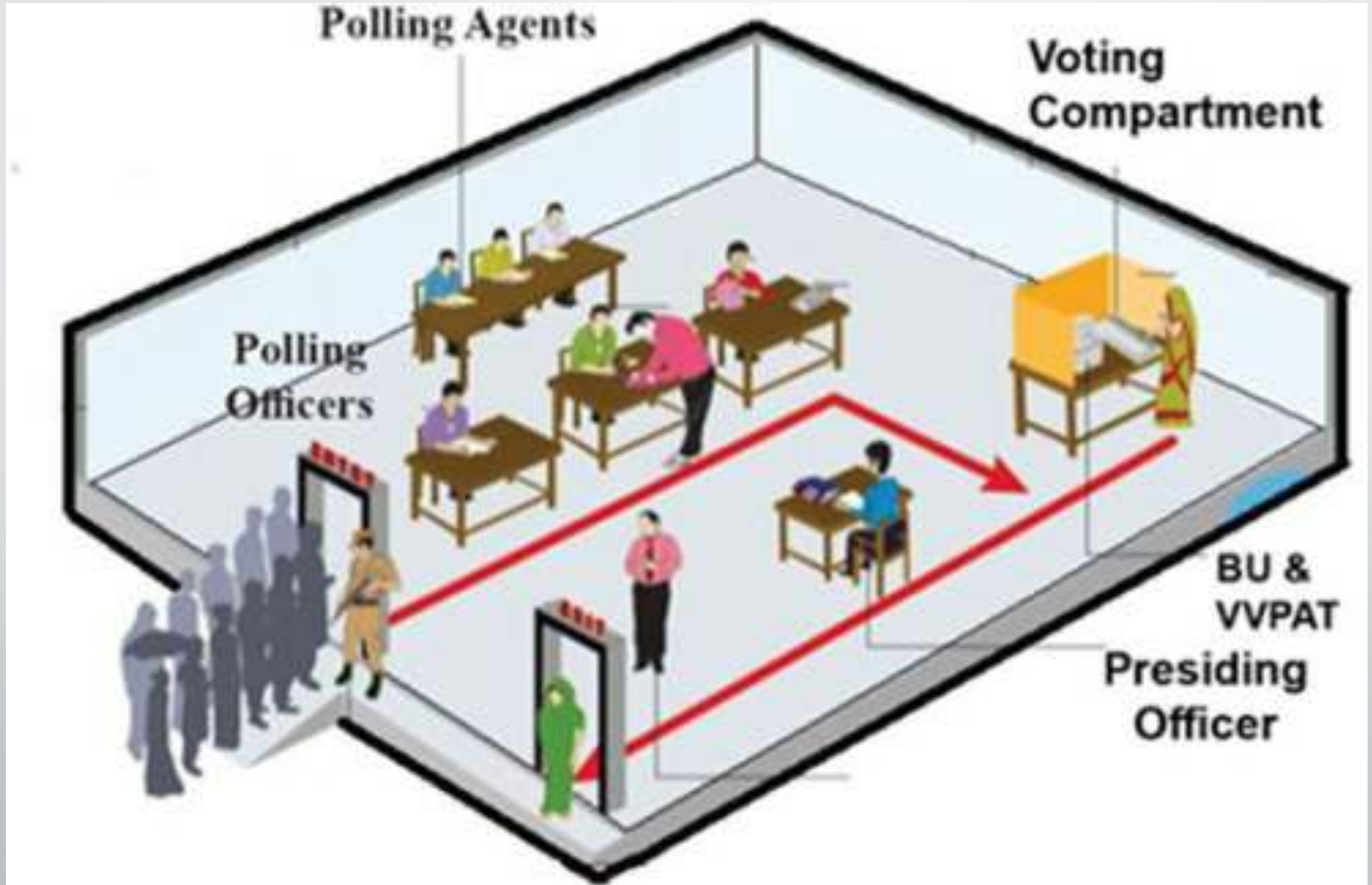
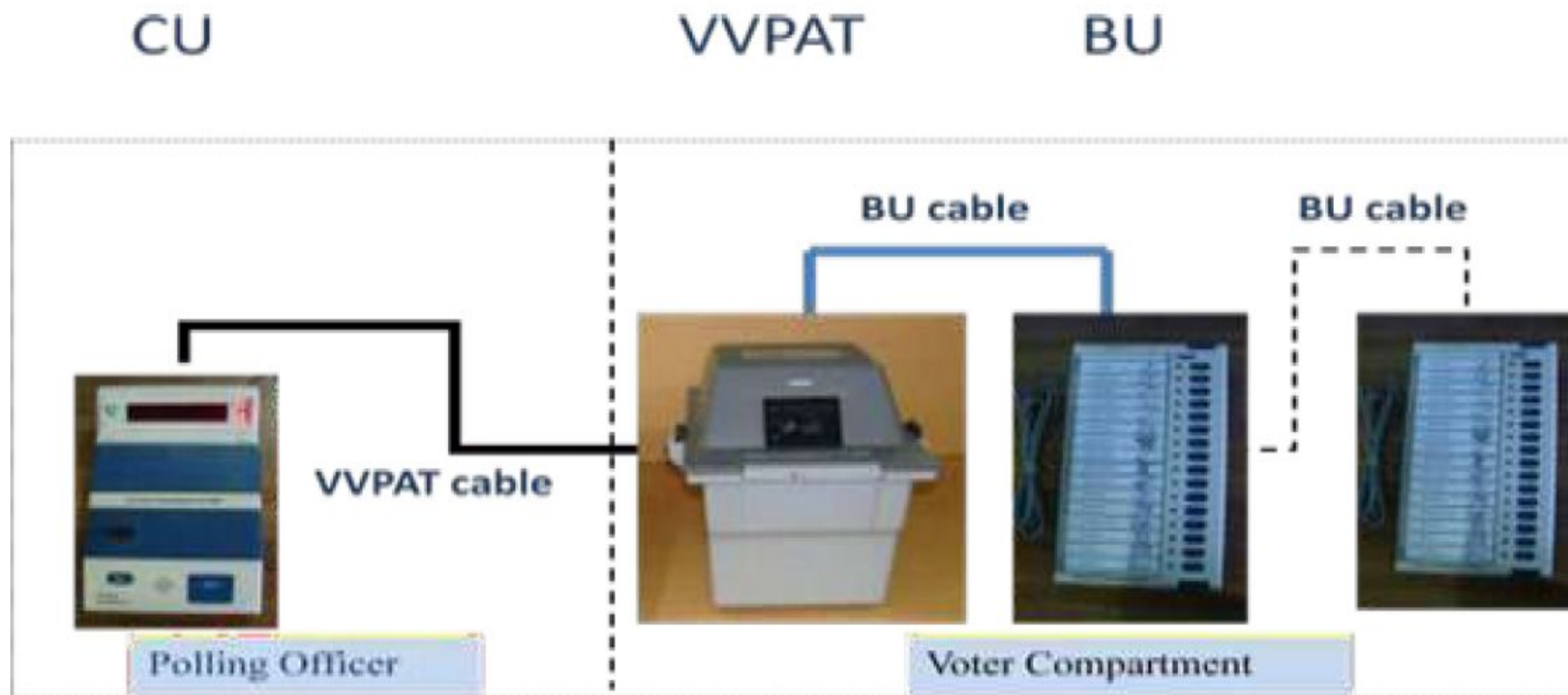


Model layout



Connecting BU, CU, VVPAT

1. Connecting CU, BU, VVPAT M3



Connecting EVM with VVPAT during mock poll, actual poll

Basics for Voting Compartment

- Paste the Voting Compartments with Stickers indicating “Legislative Assembly”
- While placing the BU(s) and VVPAT in the Voting Compartment, it must be ensured without fail that secrecy of voting is not violated. So, the BU and VVPAT should not be near the window or the door of the Polling Station.
- VVPAT should be placed to the left side of the 1st Ballot Unit.
- It should be placed away from the window/door but there should be enough light to enable voters to read the ballot on BU(s).
- It should be ensured that VVPAT is not placed under direct light.

Basics for Voting Compartment

CAUTION !!!

Check that Polling party is instructed **NOT TO TEST VVPAT** at the time of dispersal and before mock poll at polling station under any circumstance, as VVPAT issued to them are already checked & tested.

On the Poll Day...

MOCK POLL at 90 minutes before actual start of Poll

Sl. No	Checklist points for Mock Poll	Tick <input checked="" type="checkbox"/> if completed
01.	Atleast 2 agents to be present at the time of start of MOCK Poll	
02.	If no agent arrives at 05 30AM, wait upto 15 minutes and agent has not turned up, start at 05 45AM with the Polling Officers	
03.	The Agents who come late can join the Mock Poll procedure. NO repeat is to be made	
04.	Obtain the appointment letter from the agents	
05.	Check the genuineness with the specimen signatures	
06.	Confirm that the polling agent has been appointed for your Polling Station	
07.	The polling agent should complete the document and sign the declaration	

On the Poll Day...

MOCK POLL at 90 minutes before actual start of Poll

08.	Issue Entry Pass in favour of the polling agent of each candidate	
09.	Maintain a record of entry passes as prescribed in the format	
10.	Mock Poll to start 90 minutes before the time of start of Poll	
11.	Before start, place the BU and VVPAT on the Voting Compartment and CU on the Polling Officer's – 3 table	
12.	Check if the Toggle switch of CU is in OFF condition (i.e. dropped down)	
13.	Join BU to VVPAT and then from VVPAT to CU	
14.	If more than 1 BUs are used, then connect the last BU with the previous one and so on upto the BU-01. Then connect BU-01 to VVPAT and then to CU	
[For linking, hold the neck of the interconnecting cable's holder and press into the socket with colour matched (RED with RED and BLACK with BLACK. You hear a click sound.)]		


On the Poll Day...

MOCK POLL at 90 minutes before actual start of Poll

15.	Interconnecting cable between the VVPAT and the CU should be so routed that it does not obstruct the movement of voters inside the Polling Station under no circumstance be concealed under the cloth or under the table	
16.	Carry out the MOCK POLL by the involvement of all the Polling Officers	
17.	One Polling Officer should be with the agents in the Voting compartment for checking the ballot unit operations during Mock Poll	
18.	Ensure the paper roll knob of VVPAT is unlocked (vertical position), before switching ON the CU	
19.	Switch ON the CU and check the date and time if it is correct	
20.	Press CLEAR to reset the counts of all candidates to ZERO	
21.	Ballot for 50 votes covering all the candidates (If the candidate is more than 50, all the candidates BLUE button to be pressed atleast once (Including NOTA)	
22.	Press "CLOSE" by showing to the Agents	

On the Poll Day...

MOCK POLL at 90 minutes before actual start of Poll

23.	Press the “RESULT button in the inner compartment and show the result shown for each candidate in the CU	
24.	Take out the VVPAT slips from the drop box and tally with the CU result count and show it to the agents	
25.	Affix “Mock Poll Slip” stamp at the reverse of all the slips and then put in the black colour envelope and seal with pink seal provided.	
25.	Press the ‘Clear’ button of Control Unit to clear the account of votes recorded during the mock poll voting	
26.	After Clearing the CU, then SWITCH OFF the CU before Sealing	

The Presiding Officers shall ensure that the data of the mock poll is deleted from Control Unit (CU) and mock poll slips have been removed from the VVPAT drop box, without fail, before the actual poll starts. This is a very critical step.

Sealing the Control Unit

Sl. No.	Checklist Points for Sealing Control unit	Tick (✓) if completed
01.	Presiding Officer and all the agents sign the Address tag, Special tag, Green paper seal used for sealing the Control unit	
02.	Switch OFF the Control unit	
03.	Insert the “A” end of the modified GREEN PAPER SEAL into the slot provided in the inner compartment, so that the green colour is seen by you while inserting	
04.	Before closing the inner compartment, insert the thread into the slots, move the green paper seal such that the Green slot and Red slot is correctly matching the top and bottom slots provided in the inner compartment	
05.	Seal the inner compartment with the “Special Tag” using the already inserted thread and also using Red wax	
06.	Remove the wax paper from pre-gummed portion “A” and paste it on the Control Unit result compartment door	
07.	Remove the wax paper from pre-gummed portion “B” and paste it on the already pasted green paper seal	
08.	Close the outer door of result compartment and seal with the address tag	
09.	The serial number of all the seals to be noted down in the Mock Poll and Pr.O Diary	

Step by Step photograph of CU sealing



VVPAT Sealing

Sl. No.	Checklist Points for Sealing VVPAT	Tick (✓) if completed
01.	All the VVPAT slips are taken out (including test slips)	
02.	Affix stamp on the reverse of all the slips with “MOCK POLL SLIP” rubber stamp, and put all of them into a Black colour envelope	
03.	The Presiding Officer and Polling Agents must put their signatures on the envelope	
04.	The number and name of the Polling Station, number and name of Assembly Constituency, date of poll and the words “VVPAT paper slips of Mock Poll” shall be written on the envelope	

VVPAT Sealing

05.	Seal this black envelope with a pink paper seal	
06.	Close the VVPAT drop box door and seal on both the provisions with the Address tag, duly signed by the Presiding officer and signed by the agents	
07.	Fill the MOCK POLL CERTIFICATE i.e. Part – I of the Presiding officer's report, in which Presiding officer to sign and get it signed from the polling agents	
08.	Take witness of other Polling Officers in Part-I of the Presiding Officer's Report	
09.	If Micro Observer is appointed in your PS, then involve him/her in the Mock Poll process and get the signature	
10.	Mock Poll proceedings videographed	
11.	Intimate the mock poll status to RO/ARO through Sector Officer	

Photograph of VVPAT sealing



At the Start of Poll

Sl. No.	Checklist Points for Start of Poll	Tick <input checked="" type="checkbox"/> if completed
01.	Ensure that the VVPAT knob is in vertical position. (Working mode)	
02.	Place the Marked Copy of the Electoral Roll is in the Polling Officer – 1 table	
03.	Place the Statistics Sheet provided for noting down bi-hourly statistics is placed in Polling officer – 1 table	
04.	Register of Voters (17A) and Indelible Ink placed in a small cup is placed in the Polling Officer – 2 table.	
05.	Place the Voter's Slip is kept on the Polling Officer – 2 table	
06.	Place the Control unit is placed on Polling Officer – 3 table	
07.	Voting Compartment sheet is properly fixed on the table covering the Ballot Unit(s) and VVPAT	

At the Start of Poll

08.	Show to the Agents that there is no marking in the Marked Copy of the Roll	
09.	Read out and explain Section 128 of Representation of People's Act, 1951 (Maintenance of Secrecy of Voting) to all present	
10.	Switch ON the Control unit	
11.	Press "TOTAL" button in the Control units of both the Lok Sabha and Assembly and demonstrate that the poll is started with NO Votes in the machine	
12.	Before the first voter signs in Form 17A (Register of Voters), the Polling Officer -2 shall check with the Presiding Officer and record in INK in Form 17A that "Total in the Control Unit has been checked and found to be Zero"	
13.	Now the EVM and VVPAT is ready for Actual Poll	
14.	Start the POLL. i.e., Allow the first voter to record his/her vote	