

STEP-BY-STEP OPERATIONS DURING SEALING OF EVM BY THE RETURNING OFFICER

1. Arrange all the Balloting Units (BU) and Control Units (CU) required for the polling stations as well as the reserve quantities under the tables in order of polling stations. If space is a constraint, take-up the operations round wise.
2. Remove the BU from the carrying case.
3. Place a plastic bubble sheet on the table.
4. Place the BU in face down position on the plastic bubble sheet.
5. Tally the serial number on the BU with that on the carrying case. In case these numbers do not tally, such units cannot be sealed and are to be kept aside and another unit substituted in its place.
6. Note down the serial number of the BU in the issue register.
7. Note down the machine serial number on the four (4) address tags of the BU. The four (5) tags will be required at the time of the Returning Officers (RO) sealing, which are placed as follows:
 - A tag for sealing after inserting ballot paper under the Ballot paper Screen
 - A tag for sealing the BU at the right top side after closing.
 - A tag for sealing the BU at the right bottom side after closing.
 - A tag on the carrying case after placing the BU. This may not be sealed but only tied to one corner hole of the carrying case using a thread.
8. Affix the Distinguishing Mark on the address tags.
9. Place the address tags for each polling station near the corresponding BU.
10. Place the BU in face up position on the table.
11. Open the top cover of the BU.
12. Put the slide switch to the proper position (set to 1, if the number of the candidates are 16 or less).
13. Open the transparent acrylic Balloting Paper Screen.
14. Place the Ballot Paper (this should already be signed on the reserve by the RO) under the transparent acrylic cover and ensure that the lines are aligned (IMPORTANT).
15. Unmask (Blue) all the used Candidate Buttons and mask (White) all the unused buttons.
16. Close the transparent acrylic Balloting Screen.
17. Remove the Control Unit (CU) from its carrying case and place it on the left side of the corresponding BU.
18. Tally the serial number of the CU with that on its carrying case. In case these numbers do not tally, such units cannot be sealed and are to be kept aside and another unit substituted in its place.
19. Note down the serial number of the CU and BU in the issue register.

20. Note down the serial number on two (2) address tags for the CU. The two tags are required at the same time of R.O sealing, which are placed as follows:
 - A tag for sealing the Candidate Set Section and
 - A tag on the carrying case. This may not be sealed but only tied on the carrying case using thread.
21. Affix the distinguishing mark on the address tags. Place the address tags for each polling station near the corresponding CU.
22. Interconnect the BU with the CU as per pairing.
23. Place a new battery in the Candidate Set Section in the CU.
24. Switch ON the power switch in the bottom compartment of the CU.
25. Check for the ON (Green) and BUSY(Red) lamp on the CU are glowing and observe the display '88 8888 followed by 'np 1', 'Cd' (no. of contesting candidates) with Beep sound.
26. Press the 'Candset' Button on CU and observed the displayed 'Cd' with continuous beep sound. Observed Red light Busy lamp n CU and Green light in Ready lamp in BU. Then press the last unmasked button on the BU.
27. Press the .Total. button and ensure that the number of candidates are correctly set and the total number of voters is ZERO and observe displayed 'np 1';cd*&' o0' with beep sound. (*for number of contesting candidates)
28. Switch OFF the CU (IMPORTANT).
29. Disconnect the BU from the CU and close the rear cover of the CU.
30. Close and seal the Candidate Set Section of the CU with an Address Tag.
31. Put a long thread (about 1 meter) through the two inner seals of the ballot paper screen.
32. Attach an address tag to the long thread and position it towards the bottom side by putting another hole in the address tag.
33. Put Lac on the knot at the address tag and affix the RO's seal.
34. Close the BU's top cover.
35. Affix the seals on the address tags placed at the right top and right bottom latch covers of the BU.
36. Arrange the interconnecting cable of the BU in the proper fold with the rubber band.
37. Place the BU inside the plastic cover and place it in its carrying case.
38. Place the CU inside the plastic cover and place it in its carrying case.
39. Tie the respective address tags on the carrying cases with threads.

- Note:**
1. PUT A CARD BOARD WHILE SEALING WITH THE LAC.
 2. PUT CELOTAPE FOR FIXING THE ADDRESS TAGS PROPERLY.

VALUABLE TIME WILL BE SAVED BY COMPLETING SEVERAL PRELIMINARY PROCEDURES LISTED BELOW BEFORE OPENING THE MACHINES:

- i) Preparation of Issue Register with serial numbers columns for the Units left blank as per prescribed Proforma.
- ii) Preparation of address tags-four (4) for BU and two (2) for the CU with all the relevant data excepting the serial number of the machine and the Distinguishing Mark filled in. Use rubber stamp for filling in Number and Name of the ward and Name of the Municipality and Date of Poll.
- iii) Cutting of thread . about 1 meter (one) and 20 cms length (six) of the requisite numbers.
- iv) Heating arrangements for the Lac. Lac to be used for sealing can be melted in a pot while one person put it on the sealing places another can mark the RO's seal on that.
- v) EO's signature on the reserve side of the ballot papers.
- vi) Procuring 5-10 numbers of blades for cutting off excess thread.
- vii) Procuring of one of two tubes of adhesive (like Fevi-Kwick) for any on the spot repairs of breakages.

IMPORTANT GUIDELINES

- Please handle the machine carefully as these are liable to be damaged if not handled gently.
- Ensure that the ballot paper screen is not scratched while handling.
- Always place a new battery inside the machine during RO sealing.
- Ensure that the top side of the mating connector of BU is kept on top while connecting it to the CU. Any attempt to force the connection in the opposite direction will bend the sensitive pins inside the connector.
- Never leave the machine switched in 'ON' condition after sealing is over:
- Place the machine for safe custody after RO sealing.

IMPORTANT POINT - SEAL OF THE R.O.

While preparing the Control Unit and Ballot Units by the Returning Officer, it has been mentioned at various places that the machines shall be sealed with the seal of the Returning Officer.

In this connection, it is clarified that while preparing the CUs and BUs for the polling, the RO shall use his own seal.