

Check List for EVMs

1. Check that allocation has been made as per the requirement of the State @ 10% reserve for CU and 35% reserve for BU - Immediately.
2. Check that the EVMs in your State match the data entry in the EVM Tracking Software (ETS) - Immediately.
3. Send information to Commission about EVMs number of EVMs to be repaired in the format prescribed - Immediately.
4. Get all the defective EVMs repaired - Mechanical defects to be repaired in the field, Electronic defects to be repaired in the factory - Send EVMs with one officer to the factory immediately - Officer to remain in the factory and bring back the EVMs with him after repair - Proposal for writing off irreparable EVMs to be sent to the Commission - Commission will not allot EVMs in lieu of irreparable EVMs unless they are written off - This work to be completed by 20th January 2014.
5. Get all the EVMs blocked in EPs released - Send information to the Commission in prescribed format immediately - Study all cases of EPs to determine the cases in which EVMs are not in question - Make application in the relevant Courts to get these EVMs released - This work to be completed by 30th January 2014.
6. Calculate the requirement of Engineers, printers, ADUs etc. required for FLC, candidate set, poll day and counting day and send the requirement to the Commission by 10th January 2014.
7. FLC of EVMs to be completed by 30th January 2014. Please remember that sequential printout of 1000 votes polled in 5% EVMs has to be taken out and shown to political parties - Roll observers to observe FLC.
8. All entries including FLC, first randomization, second randomization, candidate set (preparation of EVMs for poll), replacement during poll to be made in ETS.
9. Registers for attendance of political parties and candidates and video recording of the proceedings to be kept as per instructions.

10. Special care about checking the time on real time clock of post-2006 EVMs and changing the real time clock battery if required.
11. Special care about the power pack battery getting drained in a short time in pre-2006 EVMs.
12. Polling Station wise list of allotted EVMs with ID numbers and Pink Paper seal unique number to be given to candidates and political parties and also to be put on website of CEO.
13. Special care to be taken to follow instructions about identification and weeding of EVMs which may show incorrect lighting of candidate lamp.
14. Pink Paper Seals for CU and BU and address tags to be obtained from Security Printing Press Nasik in time.
15. All arrangements for strong rooms including double lock system, all doors and windows except one to be sealed with brick masonry, CCTV camera, 24X7 armed guard, facility for political parties and candidates to keep watch etc. to be put in place. Special attention for prevention of fire and flooding. DEO, RO and observer should personally inspect all strong rooms.
16. Special care in training of polling parties on EVMs. Special attention to instructions regarding - New mock poll certificate format, clearing of mock poll before starting poll.
17. All Inter-state transfer up till date needs to be completed/consolidated by Sender and Receiver CEO/DEO/WI in ETS - to be completed by 30th January
18. All Inter-State/Inter-District/Inter-Warehouse EVM conflicts should be resolved in ETS - by 30th January
19. SEC owned EVM data entry should be completed in SEC District and SEC warehouse in ETS - by 15th January