



OFFICE OF THE CHIEF ELECTION OFFICER
DELHI UNIVERSITY STUDENTS' UNION ELECTIONS

2015-16

INSTRUCTIONS FOR OPERATION OF EVMs
BY
POLLING OFFICERS

1. You have been issued a set of one Control Unit and Four Ballot Units per booth for DUSU Election and Second Control Unit and required number of Ballot Units for conducting Elections for the College. DUSU Control Unit is Programmed for 4 posts and College Control Unit is programmed as per your college requirement.
2. Assemble all the Four Ballot Units of DUSU set up in the Voting Booth by interconnecting them as explained and connect them to DUSU Control Unit. Similarly assemble the college Elections Ballot Units then connect to the Control Unit. Both the sets supplied to you are in the Cleared condition and are ready to accept votes.
3. When Ballot Units have been connected to both the sets, switch on the Control Unit of any one set. Some information will be displayed. When the display ends, press '**total**' button from control unit. The total votes in the Control Unit will be displayed which is **0**. So display will be **to.....0**, which indicates that so far no vote has been registered in the EVM. Repeat this for the other Control Unit meant for the College also.
4. Now allow the first voter to go to the voting booth after obtaining a certificate from him certifying that the total is **0** at the time of casting his vote.
5. After the voter has registered his vote, ask him to come out of the voting booth and press the '**total**' button again on Control Unit.
6. The display will indicate **to.....1** i.e. One vote is registered. This implied that the Machine is functioning alright.
7. Now allow the next voter to step into the voting booth and process can be continued for rest of the voters.
8. During the process of voting, '**total**' can be pressed to find out the number of votes recorded up to that time.
9. At the end of voting, remove the cap of the result section flat and press close button and put the cap back to its position and reseal.
10. Switch off the Control Unit and remove the plug of the cable of Ballot Unit.
11. Now pack all the Control Unit and the Ballot Units in their respective carrying cases and **seal** the carrying cases by putting address tags and lac seal on both the sides.
12. Send all the Ballot Units and Control Units for DUSU set up and College Set up separately to the Counting Venue "Counting Venue shall be notified later."