



Manual on

District Election Management Planning

November 2016

Document 11 - Edition 1



भारत निर्वाचन आयोग

Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi-110001

"No voter to be left behind"

Manual on
District Election
Management Planning
November 2016



भारत निर्वाचन आयोग
Election Commission of India
Nirvachan Sadan, Ashoka Road, New Delhi-110001

“ No voter to be left behind”

DISTRICT ELECTION MANAGEMENT PLAN (DEMP)
(Name of District)

INDEX

1. DISTRICT BRIEF PROFILE 1

DISTRICT POLITICAL MAP

KEY STATISTICS

BRIEF NOTES ON THE DISTRICT

General

Administrative

Demography

Terrain

Socio-economic-cultural

Infrastructure availability

Resource Availability

Weather, periods of inaccessibility & inaccessible places

Generally inaccessible or difficult to reach places

Constituency wise Law and order situation

AC WISE TURNOUT IN THE LAST TWO GENERAL ELECTIONS BRIEF ABOUT THE EXPERIENCES OF RECENT PREVIOUS ELECTIONS, INCLUDING LAW AND ORDER ISSUES, REPOLLS, MCC RELATED, EEM RELATED, ETC PARLIAMENTARY CONSTITUENCY AND ASSEMBLY CONSTITUENCIES IN THE DISTRICT (With PC/AC maps) ELECTION MANAGEMENT MACHINERY (Key officials)

2. POLLING STATIONS

6

POLLING STATION LOCATIONS AND BREAK UP ACCORDING TO NO. OF PS AT PSL

POLLING STATION OVERVIEW - ACCESSIBILITY

POLLING STATION OVERVIEW – TELECOM CONNECTIVITY

POLLING STATION OVERVIEW – BASIC MINIMUM FACILITIES

POLLING STATION OVERVIEW – INFRASTRUCTURE

VULNERABLE PS/ELECTORS

POLLING STATION LOCATION WISE ACCESSIBILITY & REACH DETAILS

POLLING STATION WISE BASIC DETAILS PROFILING AND WORK TO BE DONE

3. MANPOWER PLAN

11

CADRE WISE PERSONNEL AVAILABILITY FOR EACH CATEGORY

VARIOUS TEAMS REQUIRED - EEM

VARIOUS TEAMS REQUIRED - OTHERS

POLLING PERSONNEL REQUIRED

OTHER PERSONNEL REQUIRED

PERSONNEL REQUIREMENT & AVAILABILITY

LIST OF ZONAL OFFICERS

LOGISTIC ARRANGEMENTS FOR POLLING PERSONNEL AT PSL

LOGISTICS ARRANGEMENTS FOR SECURITY PERSONNEL

4. TRAINING PLAN OVERVIEW 16

TRAINING PLAN FOR ELECTION PERSONNEL

TRAINING PLAN FOR POLICE PERSONNEL

5. MOVEMENT PLAN 18

OVERVIEW OF ROUTES AND NUMBER OF SECTOR OFFICERS AND ASSISTANT SECTOR OFFICERS

ROUTE DETAILS WITH MAPS

SECTOR OFFICER TRIPS PLANNED

VEHICLE REQUIREMENT & AVAILABILITY

6. FORCE DEPLOYMENT PLAN 20

7. COMMUNICATION PLAN 21

8. EVM MANAGEMENT PLAN 21

EVM STORAGE & COUNTING LOCATIONS

BALLOT UNIT & CONTROL UNIT AVAILABILITY

9. MATERIAL MANAGEMENT 22

- STATE LEVEL PROCUREMENT PLAN
- DISTRICT LEVEL PROCUREMENT PLAN

10. POLLING STAFF WELFARE PROVISIONS 23

- WELFARE NODAL OFFICERS
- WELFARE MEASURES

11. SVEEP OVERVIEW 24

LOW VOTER TURNOUT DETAILS

LIST OF MAJOR ACTIVITIES PLANNED FOR SVEEP FOR VOTER REGISTRATION

LIST OF MAJOR ACTIVITIES PLANNED FOR SVEEP FOR VOTER TURNOUT

LIST OF MAJOR ACTIVITIES PLANNED FOR SVEEP FOR ETHICAL VOTING

LIST OF MAJOR ACTIVITIES PLANNED FOR SVEEP FOR LOW TURNOUT PS

LIST OF MAJOR ACTIVITIES PLANNED FOR SVEEP FOR EXCLUDED COMMUNITIES

LIST OF MAJOR ACTIVITIES PLANNED FOR SVEEP FOR EVM INFORMATION

LIST OF VISIBLE LARGE EVENT/S PLANNED FOR SVEEP IN THE LAST WEEK BEFORE POLL DAY

LIST OF MAJOR ACTIVITIES PLANNED FOR NVD

LIST OF PARTNERS

12. RISK MANAGEMENT 28

RISK IDENTIFICATION

RISK RESPONSE PLAN

13. TECHNOLOGY USE PLAN 29

14. STATE ELECTION MANAGEMENT PLAN AND ACTIVITY CALENDAR 30

- OVERALL ACTIVITY CALENDAR

1. DISTRICT BRIEF PROFILE

A. DISTRICT POLITICAL MAP

B. KEY STATISTICS

| | |
|---------------------------------------|--|
| POPULATION – 2011 | |
| PROJECTED POPULATION – (Current Year) | |
| POPULATION DENSITY | |
| LITERACY RATE TOTAL | |
| LITERACY RATE MALE | |
| LITERACY RATE FEMALE | |
| GROWTH RATE – TOTAL | |
| GROWTH RATE - URBAN | |
| GROWTH RATE - RURAL | |
| NO. OF MUNICIPAL CORPORATIONS | |
| NO. OF MUNICIPALITIES | |
| NO. OF BLOCKS | |
| NO. OF GRAM PANCHAYATS | |
| NO. OF REVENUE VILLAGES | |
| TOTAL ELECTORS IN DISTRICT | |
| MALE ELECTORS | |
| FEMALE ELECTORS | |
| SEX RATIO – 2011 | |
| SEX RATIO – (As per final roll) | |
| EP RATIO – 2011 | |

| | |
|--|--|
| EP RATIO - (As per final roll) | |
| NO. OF PARLIAMENTARY CONSTITUENCIES (PC) | |
| NO. OF POLLING STATIONS (PS) | |
| NO. OF POLLING STATION LOCATIONS | |
| NO. OF ASSEMBLY CONSTITUENCIES (AC) | |
| NO. OF RETURNING OFFICERS (RO) | |
| NO. OF AROS | |
| NO. OF SECTOR OFFICERS (SO) | |
| NO. OF BLOS | |

C. BRIEF NOTES ON THE DISTRICT

Write very briefly about the district

Brief about the administrative set up

Brief about the peculiarities in demography

Brief about the terrain

Brief about any specific socio-economic-cultural peculiarities relevant from election management point of view

Brief about the infrastructure availability

Brief about the places, which are generally inaccessible or difficult to reach

Brief about the resource availability – manpower, logistics, IT related, etc

Brief about the weather & periods of inaccessibility & places of inaccessibility

Brief about the weather & periods of inaccessibility & places of inaccessibility

Brief about the general law and order situation constituency wise

- **Tabular format of AC wise turnout in the last two general elections as follows:**

| PC | AC | TURNOUT IN LAST (Give Year) PARLIAMENTARY ELECTION IN % | | | | | TURNOUT IN LAST (Give Year) ASSEMBLY ELECTION IN % | | | | |
|----|----|---|--------|--------|----|-------|--|--------|--------|----|-------|
| | | MALE | FEMALE | OTHERS | PB | TOTAL | MALE | FEMALE | OTHERS | PB | TOTAL |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

- **Brief about the experiences of recent previous elections, including law and order issues, repolls, MCC related, EEM related, etc in table below**

| SL. NO. | ACTIVITY | NUMBERS |
|---------|---|---------|
| | Number of Police Stations | |
| | Vulnerable hamlets/pockets identified in last General election | |
| | Vulnerable Voters identified in last general election | |
| | Number of intimidators identified in last general election | |
| | Preventive Action taken vs intimidators in last general election | |
| | Total preventive action taken under various sections of CrPc in last general election | |
| | NBW executed in last general election | |
| | Election related offences of Last LS election | |
| | Election related offences of last Assembly elections | |
| | Total licensed arms/ Arms deposited in last general election | |
| | Other Preventive action, externment, etc in last general election | |
| | Seizure of illegal arms and ammunition in last general election | |
| | Seizure of liquor in last general election | |
| | Seizure of cash in last general election | |
| | Major law and order issue in last one year | |

D. PARLIAMENTARY CONSTITUENCY AND ASSEMBLY CONSTITUENCIES IN THE DISTRICT

| NAME OF PC 1 | NAME OF PC 2 | NAME OF PC 3 | NAME OF PC 4 | NAME OF PC 5 |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Name of AC1 under PC1 | Name of AC1 under PC2 | Name of AC1 under PC3 | Name of AC1 under PC4 | Name of AC1 under PC5 |
| Name of AC2 under PC1 | Name of AC2 under PC2 | Name of AC2 under PC3 | Name of AC2 under PC4 | Name of AC2 under PC5 |
| Name of AC3 under PC1 | Name of AC3 under PC2 | Name of AC3 under PC3 | Name of AC3 under PC4 | Name of AC3 under PC5 |
| Name of AC4 under PC1 | Name of AC4 under PC2 | Name of AC4 under PC3 | Name of AC4 under PC4 | Name of AC4 under PC5 |
| Name of AC5 under PC1 | Name of AC5 under PC2 | Name of AC5 under PC3 | Name of AC5 under PC4 | Name of AC5 under PC5 |

Please provide PC/AC maps as relevant (PC maps for parliamentary elections, AC maps for assembly elections)

E. ELECTION MANAGEMENT MACHINERY

| SL.NO | DESIGNATION | NAME | OFFICE ADDRESS | OFFICE NUMBER (WITH STD CODE) | MOBILE NUMBER | FAX NUMBER | EMAIL ID |
|-------|-----------------------------|------|----------------|-------------------------------|---------------|------------|----------|
| | DEO | | | | | | |
| | Deputy DEO | | | | | | |
| | ERO 1 | | | | | | |
| | ERO 2 | | | | | | |
| | | | | | | | |
| | AERO 1 | | | | | | |
| | AERO2 | | | | | | |
| | Nodal Officer MCC | | | | | | |
| | Nodal Officer Postal Ballot | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | Sector Officer | | | | | | |
| | | | | | | | |

Please provide the list of the key officials, which form the election management machinery in the district. Please also provide the contact details for each as follows:

2. POLLING STATIONS

A. POLLING STATION LOCATIONS

| PARLIAMENTARY CONSTITUENCY | ASSEMBLY CONSTITUENCY | TOTAL PARTS (POLLING STATIONS) | | TOTAL POLLING STATION LOCATIONS (PSLS) | | BREAK UP OF PSL AS PER NO. OF PS IN SAME BUILDING - URBAN | | | | | | BREAK UP OF PSL AS PER NO. OF PS IN SAME BUILDING - RURAL | | | | |
|-------------------------------|--------------------------|--------------------------------------|-------|---|-------|--|------|------|------|------|-----------|--|------|------|------|-----------|
| | | URBAN | RURAL | URBAN | RURAL | 1 PS | 2 PS | 3 PS | 4 PS | 5 PS | =>6 PS | 1 PS | 2 PS | 3 PS | 4 PS | =>5 PS |
| 1 | 1 | | | | | | | | | | | | | | | |
| | 2 | | | | | | | | | | | | | | | |
| | 3 | | | | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | | | | | |
| 2 | 1 | | | | | | | | | | | | | | | |
| | 2 | | | | | | | | | | | | | | | |
| | 3 | | | | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | | | | | |
| GRAND TOTAL | | | | | | | | | | | | | | | | |

B. POLLING STATION OVERVIEW - ACCESSIBILITY

| PC | AC | TOTAL POLLING STATIONS LOCATIONS | NO. OF PSL ACCESSIBLE BY ALL VEHICLES | NO. OF PSL ACCESSIBLE BY KACHCHA ROAD-REQUIRING A SPECIFIC VEHICLE FOR TRANSPORT | NO. OF PSL ACCESSIBLE ONLY BY BOATS | NO. OF PSL ACCESSIBLE ONLY BY AIR | NO. OF PSL ACCESSIBLE ONLY BY FOOT | NO. OF PSL ACCESSIBLE BY OTHER MODES _ SPECIFY |
|-------------|----|----------------------------------|---------------------------------------|--|-------------------------------------|-----------------------------------|------------------------------------|--|
| 1 | 1 | | | | | | | |
| | 2 | | | | | | | |
| | 3 | | | | | | | |
| TOTAL | | | | | | | | |
| 2 | 1 | | | | | | | |
| | 2 | | | | | | | |
| | 3 | | | | | | | |
| TOTAL | | | | | | | | |
| GRAND TOTAL | | | | | | | | |

C. POLLING STATION OVERVIEW – TELECOM CONNECTIVITY

| PC | AC | TOTAL POLLING STATIONS | NO. OF PS WITH ONLY LANDLINE CONNECTIVITY | NO. OF PS WITH ONLY MOBILE CONNECTIVITY | NUMBER OF PS WITH NO TELEPHONE CONNECTIVITY |
|--------------------|----|------------------------|---|---|---|
| 1 | 1 | | | | |
| | 2 | | | | |
| | 3 | | | | |
| TOTAL | | | | | |
| 2 | 1 | | | | |
| | 2 | | | | |
| | 3 | | | | |
| TOTAL | | | | | |
| GRAND TOTAL | | | | | |

D. POLLING STATION OVERVIEW – BASIC MINIMUM FACILITIES

| PC | AC | TOTAL POLLING STATIONS | NO. OF PS WITHOUT RAMPS | NO. OF PS WITHOUT ELECTRICITY CONNECTION | NO. OF PS WITH ELECTRIC CONNECTION BUT WITHOUT ELECTRIC FIXTURES | NO. OF PS WITHOUT DRINKING WATER FACILITIES | NO. OF PS WITHOUT TOILET FACILITIES | NO. OF PS WITH TOILETS BUT WITHOUT RUNNING WATER FACILITY | NO. OF PS WITHOUT INTERNET CONNECTION |
|--------------------|----|------------------------|-------------------------|--|--|---|-------------------------------------|---|---------------------------------------|
| 1 | 1 | | | | | | | | |
| | 2 | | | | | | | | |
| | 3 | | | | | | | | |
| TOTAL | | | | | | | | | |
| 2 | 1 | | | | | | | | |
| | 2 | | | | | | | | |
| | 3 | | | | | | | | |
| TOTAL | | | | | | | | | |
| GRAND TOTAL | | | | | | | | | |

E. POLLING STATION OVERVIEW – INFRASTRUCTURE

| PC | AC | TOTAL POLLING STATIONS | TOTAL PSL | TYPE OF BUILDING- PUCCA/ KACHCHHA/ TEMPORARY | NO. OF PS BUILDINGS/ ROOMS IN GOOD CONDITION | NO. OF PS REQUIRING BUILDING REPAIR WORK | NO. OF PS REQUIRING ELECTRIC REPAIR WORK | NO. OF PS LACKING BASIC FURNITURE FOR POLL DAY | NO. OF PSL WITH NO SEPARATE TOILET FACILITIES FOR MEN AND WOMEN |
|--------------------|----|------------------------|-----------|--|--|--|--|--|---|
| 1 | 1 | | | | | | | | |
| | 2 | | | | | | | | |
| | 3 | | | | | | | | |
| TOTAL | | | | | | | | | |
| 2 | 1 | | | | | | | | |
| | 2 | | | | | | | | |
| | 3 | | | | | | | | |
| TOTAL | | | | | | | | | |
| GRAND TOTAL | | | | | | | | | |

F. VULNERABLE PS/ELECTORS

| PC | AC | TOTAL NO. OF POLLING STATIONS (PS) | NO. OF PS WHERE VULNERABLE PERSONS/FAMILIES / HOUSEHOLDS/ SEGMENTS/POCKETS HAVE BEEN IDENTIFIED | NO. OF VULNERABLE VOTERS IDENTIFIED IN THESE PS | NO. OF INTIMIDATORS IDENTIFIED | WHETHER PS WISE DETAILS OF COLUMN 4,5 and 6 ENTERED IN LOR PORTAL |
|-------------|----|------------------------------------|---|---|--------------------------------|---|
| 1 | 1 | | | | | |
| | 2 | | | | | |
| | 3 | | | | | |
| TOTAL | | | | | | |
| 2 | 1 | | | | | |
| | 2 | | | | | |
| | 3 | | | | | |
| TOTAL | | | | | | |
| GRAND TOTAL | | | | | | |

G. POLLING STATION LOCATION WISE ACCESSIBILITY PLAN

| NAME OF AC | NAME OF POLLING STATION LOCATION | NAME, DESIGNATION and MOBILE NUMBER OF SECTOR OFFICER | MODE OF ACCESS | DISTANCE FROM NEAREST PUCCA ROAD | DISPATCHING/RECEIVING CENTER | DISTANCE FROM DISPATCHING/RECEIVING CENTER | APPROXIMATE TIME TAKEN TO REACH TO/FROM RECEIVING/ DISPATCHING CENTER TO PSL | BLOCK HQ | DISTANCE FROM BLOCK HQ | APPROXIMATE TIME TAKEN TO REACH TO/FROM BLOCK HQs TO PSL |
|------------|----------------------------------|---|----------------|----------------------------------|------------------------------|--|--|----------|------------------------|--|
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

H. POLLING STATION WISE BASIC DETAILS PROFILING AND WORK TO BE DONE

| AC | POLLING STATION LOCATION ADDRESS | PS NAME AND NUMBER | TYPE OF BUILDING | CRITICALITY-YES/NO | NO. OF ELECTORS | | | VULNERABILITY | | CONTACT PERSON NAME AND MOBILE NO. | BLO NAME AND CONTACT NUMBER | NEAREST POLICE STATION AND DISTANCE IN KMS | CONTACT NUMBERS | LIST OF REPAIR WORK TO BE DONE | OFFICER RESPONSIBLE AND DATE DEADLINE | LIST OF INFRASTRUCTURE TO BE ADDED – SUCH AS RAMP, FIXTURES, FURNITURE | OFFICER RESPONSIBLE AND DATE DEADLINE |
|----|----------------------------------|--------------------|------------------|--------------------|-----------------|---|---|----------------|---------------------|------------------------------------|-----------------------------|--|-----------------|--------------------------------|---------------------------------------|--|---------------------------------------|
| | | | | | M | F | T | NO. OF PERSONS | NO. OF INTIMIDATORS | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |

3. MANPOWER PLAN

A. CADRE WISE PERSONNEL AVAILABILITY FOR EACH CATEGORY

| AC | CATEGORY | PERSONNEL AVAILABLE | CADRE1 WISE BREAK UP | | | | | |
|----|----------|---------------------|----------------------|---------|---------|---------|---------|---------|
| | | | CADRE 1 | CADRE 2 | CADRE 3 | CADRE 4 | CADRE 5 | CADRE 6 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

B. VARIOUS TEAMS REQUIRED - EEM

| | SST | | VST | | VVT | | FST | | ACCOUNTING TEAMS | | ASSISTANT EXPENDITURE OBSERVER | | MANAGEMENT OF CALL CENTER | |
|-------|--------------|-------------|--------------|-------------|--------------|-------------|--------------|-------------|------------------|-------------|--------------------------------|-------------|---------------------------|-------------|
| | NO. REQUIRED | COMPOSITION | NO. REQUIRED | COMPOSITION | NO. REQUIRED | COMPOSITION | NO. REQUIRED | COMPOSITION | NO. REQUIRED | COMPOSITION | NO. REQUIRED | COMPOSITION | NO. REQUIRED | COMPOSITION |
| AC 1 | | | | | | | | | | | | | | |
| AC 2 | | | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | | | |

C. VARIOUS TEAMS REQUIRED - OTHERS

| | MCC TEAMS | | SVEEP TEAMS | | TEAMS FOR ASSISTING OTHER NODAL OFFICERS | | MCMC/PAID NEWS MONITORING TEAMS | | DISTRICT CONTROL ROOM/ HELPLINE MANAGEMENT | | EVM MANAGEMENT TEAMS | | MATERIAL MANAGEMENT AND PROCUREMENT TEAMS | | AND SO ON..... |
|-------|--------------|----------------------|--------------|----------------------|--|----------------------|---------------------------------|----------------------|--|----------------------|----------------------|----------------------|---|----------------------|----------------|
| | NO. REQUIRED | COMPOSITION PER TEAM | NO. REQUIRED | COMPOSITION PER TEAM | NO. REQUIRED | COMPOSITION PER TEAM | NO. REQUIRED | COMPOSITION PER TEAM | NO. REQUIRED | COMPOSITION PER TEAM | NO. REQUIRED | COMPOSITION PER TEAM | NO. REQUIRED | COMPOSITION PER TEAM | |
| AC 1 | | | | | | | | | | | | | | | |
| AC 2 | | | | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | | | | |

D. POLLING PERSONNEL REQUIRED

| | PRESIDING OFFICERS | | FIRST POLLING OFFICERS | | SECOND POLLING OFFICERS | | THIRD POLLING OFFICERS | | WOMEN POLLING PERSONNEL | | RESERVE PRESIDING OFFICERS | | RESERVE OTHERS | |
|-------|--------------------|-----------|------------------------|-----------|-------------------------|-----------|------------------------|-----------|-------------------------|-----------|----------------------------|-----------|----------------|-----------|
| | NO. REQUIRED | AVAILABLE | NO. REQUIRED | AVAILABLE | NO. REQUIRED | AVAILABLE | NO. REQUIRED | AVAILABLE | NO. REQUIRED | AVAILABLE | NO. REQUIRED | AVAILABLE | NO. REQUIRED | AVAILABLE |
| AC 1 | | | | | | | | | | | | | | |
| AC 2 | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | | | |

E. OTHER PERSONNEL REQUIRED

| AC 1 | CATEGORY | REQUIREMENT | AC 2 | CATEGORY | REQUIREMENT | AC 3 | CATEGORY | REQUIREMENT | |
|------|---------------------------------------|-------------|------|----------|-------------|------|----------|-------------|-------|
| | SECTOR OFFICERS | | | | | | | | |
| | DATA ENTRY OPERATORS | | | | | | | | |
| | STAFF FOR NIGHT DUTY AT CONTROL ROOMS | | | | | | | | |
| | MASTER TRAINERS | | | | | | | | |
| | MICRO-OBSERVERS | | | | | | | | |
| | ETC | | | | | | | | |
| | ETC | | | | | | | | |
| | | | | | | | | | |

F. PERSONNEL REQUIREMENT & AVAILABILITY

| AC | CATEGORY1 | PERSONNEL REQUIRED IN EACH CATEGORY1 | PERSONNEL AVAILABLE IN EACH CATEGORY | | | DEFICIT, IF ANY | | | HOW WILL THE DEFICIT BE TAKEN CARE OF |
|----|-----------|--------------------------------------|--------------------------------------|-------|-------|-----------------|-------|-------|---------------------------------------|
| | | | MEN | WOMEN | TOTAL | MEN | WOMEN | TOTAL | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

1: Categories refer to various election management cadres like Presiding Officer, Sector Officer and so on.

G. NODAL OFFICERS

| SUBJECT TO BE DEALY BY NODAL OFFICER | NAME OF NODAL OFFICER | DESIGNATION AND OFFICE ADDRESS | MOBILE NO. | OFFICE TEL | FAX | EMAIL ID |
|--------------------------------------|-----------------------|--------------------------------|------------|------------|-----|----------|
| Manpower Management | | | | | | |
| EVM management | | | | | | |
| Transport management | | | | | | |
| Training management | | | | | | |
| Material management | | | | | | |
| MCC | | | | | | |
| Election Expenditure Monitoring | | | | | | |
| SVEEP | | | | | | |
| Law and Order | | | | | | |
| Ballot paper/dummy ballot | | | | | | |
| Media | | | | | | |
| IT and use of technology | | | | | | |

| SUBJECT TO BE DEALY BY NODAL OFFICER | NAME OF NODAL OFFICER | DESIGNATION AND OFFICE ADDRESS | MOBILE NO. | OFFICE TEL | FAX | EMAIL ID |
|--------------------------------------|-----------------------|--------------------------------|------------|------------|-----|----------|
| Observers | | | | | | |
| Complaint management | | | | | | |
| Communication Plan | | | | | | |
| Welfare | | | | | | |
| For contacting migratory voters | | | | | | |

H. LIST OF ZONAL OFFICERS

| AC | ZONAL OFFICER NAME & DESIGNATION | NO. OF PS UNDER THE ZONAL OFFICER | DETAILS OF PS UNDER THE ZONAL OFFICER | CONTACT DETAILS OF ZONAL OFFICER | ASSISTANT ZONAL OFFICER NAME & DESIGNATION | CONTACT DETAILS OF ASSISTANT ZONAL OFFICER |
|----|----------------------------------|-----------------------------------|---------------------------------------|----------------------------------|--|--|
| | | | | | | |
| | | | | | | |

I. LOGISTIC ARRANGEMENTS FOR POLLING PERSONNEL AT PSL

| AC | PSL | NO. OF POLLING PARTY PERSONNEL | | | NAME AND NUMBER OF SECTOR OFFICER | NAME AND NUMBER OF BLOs | CONTACT PERSON FOR FOOD/BEDDING ARRANGEMENT – (Name and number) | ELECTRICITY CONNECTION AND FIXTURES – (Yes/No) | SEPARATE TOILETS FOR MEN & WOMEN – (Yes/No) |
|----|-----|--------------------------------|-------|-------|-----------------------------------|-------------------------|---|--|---|
| | | MEN | WOMEN | TOTAL | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

J. ARRANGEMENTS FOR SECURITY PERSONNEL

| AC | PSL | NO. OF SECURITY PERSONNEL | | | NAME AND NUMBER OF POLICE SECTOR OFFICER | NAME AND NUMBER OF BLOS | CONTACT PERSON FOR FOOD/BEDDING ARRANGEMENT – (NAME AND NUMBER) | ELECTRICITY CONNECTION AND FIXTURES – (YES/NO) | SEPARATE TOILETS FOR MEN AND WOMEN – (YES/NO) |
|----|-----|---------------------------|------|-------|--|-------------------------|---|--|---|
| | | STATE POLICE/ HG | CAPF | TOTAL | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

4. TRAINING PLAN OVERVIEW

A. TRAINING PLAN FOR ELECTION PERSONNEL

| S. NO. | CATEGORY OF PERSONNEL | NO. OF PERSONNEL TO BE TRAINED | TO BE COMPLETED BY DATE | PERSON RESPONSIBLE |
|--------|-----------------------------------|--------------------------------|-------------------------|--------------------|
| | Master Trainers at State Level | | | |
| | Master Trainers at District Level | | | |
| | DEO | | | |
| | DDO/ADM | | | |
| | RO / ARO | | | |
| | Nodal Officers | | | |

| S. NO. | CATEGORY OF PERSONNEL | NO. OF PERSONNEL TO BE TRAINED | TO BE COMPLETED BY DATE | PERSON RESPONSIBLE |
|--------|---|--------------------------------|-------------------------|--------------------|
| | Sector Officer | | | |
| | BLO | | | |
| | Polling Staff | | | |
| | Micro Observers | | | |
| | MCC and EEM Teams | | | |
| | Receiving and Dispatching Staff | | | |
| | Videographers | | | |
| | Political parties | | | |
| | Contesting candidates | | | |
| | Hands on EVM Training to Presiding and First Polling Officers | | | |
| | Others (Please specify) | | | |

B. TRAINING PLAN FOR POLICE PERSONNEL

| CATEGORIES OF PERSONNEL | NUMBERS TO BE TRAINES | DATE OF COMPLETION OF TRAINING | RESPONSIBLE PERSON/S |
|---|-----------------------|--------------------------------|----------------------|
| Master trainers for District training (DySP and PI) | | | |
| SP/DCP | | | |
| DySP | | | |
| PI | | | |

| CATEGORIES OF PERSONNEL | NUMBERS TO BE TRAINES | DATE OF COMPLETION OF TRAINING | RESPONSIBLE PERSON/S |
|-------------------------|-----------------------|--------------------------------|----------------------|
| PSI | | | |
| ASI/HC/PC | | | |
| Forest personnel | | | |
| GSRTC personnel | | | |
| SRP personnel | | | |
| Others (please specify) | | | |

5. MOVEMENT PLAN

A. OVERVIEW OF ROUTES AND NUMBER OF SECTOR OFFICERS AND ASSISTANT SECTOR OFFICERS

| PC | AC | NUMBER OF ROUTES | AVERAGE NO. OF POLLING STATIONS IN EACH ROUTE | TOTAL NO. OF SECTOR OFFICERS |
|--------------------|----|------------------|---|------------------------------|
| 1 | 1 | | | |
| | 2 | | | |
| | 3 | | | |
| TOTAL | | | | |
| 2 | 1 | | | |
| | 2 | | | |
| | 3 | | | |
| TOTAL | | | | |
| GRAND TOTAL | | | | |

B. ROUTE DETAILS

| PC | AC | ROUTE NAME/ NUMBER | LIST THE NAME AND NUMBER OF PS INCLUDED IN THE ROUTE | DISTANCE (LENGTH OF ROUTE IN KILOMETERS) FROM FIRST TO LAST PS | LENGTH OF ROUTE IN TIME | LENGTH OF TOTAL KACHCHA STRETCH, IF ANY, ON THE ROUTE | SECTOR OFFICER NAME & DESIGNATION | CONTACT NUMBER | ASSISTANT SECTOR OFFICER NAME & DESIGNATION | CONTACT NUMBER |
|----|----|-----------------------|--|--|-------------------------|---|-----------------------------------|----------------|---|----------------|
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

Please provide route maps.

C. SECTOR OFFICER TRIPS PLANNED

| PC | NAME OF AC | PURPOSE OF TRIP | DATE OF TRIPS |
|----|------------|------------------------------------|---------------|
| | | VULNERABILITY MAPPING | |
| | | BMF ASSESMENT | |
| | | SPECIAL CAMP FOR SUMMARY REVISION | |
| | | GRAM SABHA DURING SUMMARY REVISION | |
| | | VISITING LOW EP/GENDER RATIO PS | |
| | | | |
| | | ETC | |
| | | ETC | |

D. VEHICLE REQUIREMENT & AVAILABILITY

| PC | AC | REQUIREMENT WITH PURPOSE | | | AVAILABILITY | | | | SHORTAGE IF ANY | HOW IS SHORTAGE TO BE ADDRESSED |
|----|----|--------------------------|--------------------------|------------------|--|--------|---|--------|-----------------|---------------------------------|
| | | PURPOSE | NO. OF REQUIRED VEHICLES | TYPE OF VEHICLES | NO. OF AVAILABLE VEHICLES WITH DRIVERS | SOURCE | NO. OF AVAILABLE VEHICLES WITHOUT DRIVERS | SOURCE | | |
| | | FOR OBSERVERS | | | | | | | | |
| | | FOR MCC TEAMS | | | | | | | | |
| | | FOR DISPATCHING | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | Etc | | | | | | | | |

6. FORCE DEPLOYMENT PLAN

This will be a detailed plan separately prepared and circulated to all concerned. The uniform format for this plan is also attached with this report. Due to its confidential nature, this Plan need not be on general disclosed plan

7. COMMUNICATION PLAN

This should be an attachment to the DEMP.

8. EVM MANAGEMENT PLAN

A. EVM STORAGE & COUNTING LOCATIONS

| PC | AC | EVM STRONG ROOM LOCATION | ATTACH PHOTOGRAPH OF STRONG ROOM | COUNTING LOCATION |
|--------------|----|--------------------------|----------------------------------|-------------------|
| | | | | |
| | | | | |
| | | | | |
| TOTAL | | | | |

B. BALLOT UNIT & CONTROL UNIT AVAILABILITY

| PC | AC | NO. OF POLLING STATIONS | BALLOT UNIT | | CONTROL UNIT | |
|--------------|----|-------------------------|-------------|-----------|--------------|-----------|
| | | | REQUIRED | AVAILABLE | REQUIRED | AVAILABLE |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| TOTAL | | | | | | |

9. MATERIAL MANAGEMENT

STATE LEVEL PROCUREMENT PLAN

| No | Name of Material to be procured | To be Purchased No of months before election due |
|----|---------------------------------|--|
| 1 | Strip Seal | 4 Months |
| 2 | Strip seal for Training | 4 Months |
| 3 | Green Paper Seal | 4 Months |
| 4 | Address Tag (BU) * | 4 Months |
| 5 | Address Tag (CU) * | 4 Months |
| 6 | Indelible Ink | 2 Months |
| 7 | Pink Paper Seal (For C.U.) | 5 Months |
| 8 | Pink Paper Seal (For B.U.) | 4 Months |
| 9 | Power Pack | 3 Months |
| 10 | All type of Hand Books | 3 Months |
| 11 | Manual of Election law | 4 Months |
| 12 | Voter Register (17.A) | 3 Months |
| 13 | Special Tag | 3 Months |

DISTRICT LEVEL PROCUREMENT PLAN

| No | Name of Material to be procured | To be Purchased No of months before election due |
|----|---------------------------------|--|
| 1 | | |
| 2 | | |
| 3 | | |

**10. POLLING STAFF
WELFARE PROVISIONS**

A. WELFARE NODAL OFFICERS

| | DISTRICT LEVEL | AC 1 | AC 2 | |
|------------------------------------|-----------------------|-------------|-------------|--|
| NAME OF NODAL OFFICER FOR WERLFARE | | | | |
| DESIGNATION | | | | |
| OFFICE ADDRESS | | | | |
| MOBILE NUMBER | | | | |
| OFFICE NUMBER | | | | |
| FAX NUMBER | | | | |
| EMAIL ID | | | | |

B. WELFARE MEASURES

Please provide a write up (preferably in bullet points) on what kind of measures are being taken up for polling staff welfare.

11. SVEEP OVERVIEW

A. LOW VOTER TURNOUT DETAILS

| PC | AC | NAME & NO. OF PS WITH LOW TURN OUT | % OF VOTER TURNOUT IN LAST ASSEMBLY ELECTION (Indicate month & year of election) | % OF VOTER TURNOUT IN LAST PARLIAMENTARY ELECTION (Indicate month & year of election) | REASON FOR LO TURN OUT | ANY SPECIFIC GROUPS NOT TURNING FOR VOTING | NO. OF PEOPLE BELONGING TO THE NON/LOW VOTING GROUP | POSSIBLE INFLEUNCERS OF THE GROUP |
|-------------|----|------------------------------------|---|--|------------------------|--|---|-----------------------------------|
| 1 | 1 | | | | | | | |
| | 2 | | | | | | | |
| | 3 | | | | | | | |
| TOTAL | | | | | | | | |
| 2 | 1 | | | | | | | |
| | 2 | | | | | | | |
| | 3 | | | | | | | |
| TOTAL | | | | | | | | |
| GRAND TOTAL | | | | | | | | |

B. LIST OF MAJOR ACTIVITIES PLANNED FOR SVEEP FOR VOTER REGISTRATION

| Sl. No. | ACTIVITY | OBJECTIVE / TARGET GROUP | MATERIAL/ MEDIUM USED | COST OF ACTIVITY | SOURCE OF FUNDS | AREA OF COVERAGE | DATES / DURATION |
|---------|----------|--------------------------|-----------------------|------------------|-----------------|------------------|------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

C. LIST OF MAJOR ACTIVITIES PLANNED FOR SVEEP FOR VOTER TURNOUT

| Sl. No. | ACTIVITY | OBJECTIVE / TARGET GROUP | MATERIAL/ MEDIUM USED | COST OF ACTIVITY | SOURCE OF FUNDS | AREA OF COVERAGE | DATES / DURATION |
|---------|----------|--------------------------|-----------------------|------------------|-----------------|------------------|------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

D. LIST OF MAJOR ACTIVITIES PLANNED FOR SVEEP FOR ETHICAL VOTING

| Sl. No. | ACTIVITY | OBJECTIVE / TARGET GROUP | MATERIAL/ MEDIUM USED | COST OF ACTIVITY | SOURCE OF FUNDS | AREA OF COVERAGE | DATES / DURATION |
|---------|----------|--------------------------|-----------------------|------------------|-----------------|------------------|------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

E. LIST OF MAJOR ACTIVITIES PLANNED FOR SVEEP FOR LOW TURNOUT PS

| Sl. No. | ACTIVITY | OBJECTIVE / TARGET GROUP | MATERIAL/ MEDIUM USED | COST OF ACTIVITY | SOURCE OF FUNDS | AREA OF COVERAGE | DATES / DURATION |
|---------|----------|--------------------------|-----------------------|------------------|-----------------|------------------|------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

F. LIST OF MAJOR ACTIVITIES PLANNED FOR SVEEP FOR EXCLUDED COMMUNITIES

| Sl. No. | ACTIVITY | OBJECTIVE / TARGET GROUP | MATERIAL/ MEDIUM USED | COST OF ACTIVITY | SOURCE OF FUNDS | AREA OF COVERAGE | DATES / DURATION |
|---------|----------|--------------------------|-----------------------|------------------|-----------------|------------------|------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

G. LIST OF MAJOR ACTIVITIES PLANNED FOR SVEEP FOR EVM INFORMATION

| Sl. No. | ACTIVITY | OBJECTIVE / TARGET GROUP | MATERIAL/ MEDIUM USED | COST OF ACTIVITY | SOURCE OF FUNDS | AREA OF COVERAGE | DATES / DURATION |
|---------|----------|--------------------------|-----------------------|------------------|-----------------|------------------|------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

H. LIST OF VISIBLE LARGE EVENT/S PLANNED FOR SVEEP IN THE LAST WEEK BEFORE POLL DAY

| Sl. No. | ACTIVITY | OBJECTIVE / TARGET GROUP | MATERIAL/ MEDIUM USED | COST OF ACTIVITY | SOURCE OF FUNDS | AREA OF COVERAGE | DATES / DURATION |
|---------|----------|--------------------------|-----------------------|------------------|-----------------|------------------|------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

I. LIST OF MAJOR ACTIVITIES PLANNED FOR NVD

| Sl. No. | ACTIVITY | OBJECTIVE / TARGET GROUP | MATERIAL/ MEDIUM USED | COST OF ACTIVITY | SOURCE OF FUNDS | AREA OF COVERAGE | DATES / DURATION |
|---------|----------|--------------------------|-----------------------|------------------|-----------------|------------------|------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

J. LIST OF PARTNERS

| Sl. No. | ACTIVITY | OBJECTIVE / TARGET GROUP | MATERIAL/ MEDIUM USED | COST OF ACTIVITY | SOURCE OF FUNDS | AREA OF COVERAGE | DATES / DURATION |
|---------|----------|--------------------------|-----------------------|------------------|-----------------|------------------|------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

1: State Government Department / Central Government Department / Government Media / Private Media / Educational Institute / Financial Institute / CSO/NGO / Others

12. RISK MANAGEMENT

A. RISK IDENTIFICATION

| SL. NO. | RISK IDENTIFICATION | PROBABILITY OF OCCURRENCE | | | IMPACT ON SCHEDULE/BUDGET/POLL DAY | | |
|---------|--|---------------------------|-----------------|-------------|------------------------------------|------------------|---------------------|
| | | HIGH (60 % AND ABOVE) | MEDIUM (25-60%) | LOW (<25 %) | GREATLY IMPACTS | SLIGHTLY IMPACTS | LITTLE OR NO IMPACT |
| Example | Mistakes In Preparing EVM By Polling Staff On Poll Day | | Yes | | Yes | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

B. RISK RESPONSE PLAN

The response to a risk can be any of the following:

- Avoid – By eliminating cause
- Mitigate – by reducing possibility
- Accept – as nothing can be done
- Transfer – by outsourcing/insurance/etc.

| SL. NO. | RISK CATEGORY | RISK RESPONSE PLANNING – AVOID/MITIGATE/ACCEPT/TRANSFER | RISK TO BE MONITORED BY (GIVE DETAILS OF OFFICER) |
|---------|--|---|---|
| Example | Mistakes in preparing EVM by polling staff on Poll day | Avoid by giving hands on training of EVM | |
| | | | |
| | | | |

13. TECHNOLOGY USE PLAN

| TECHNOLOGY | STAGE AT WHICH IT WILL BE USED IN POLLS | TO BE DEVELOPED BY WHOM | START DATE | END DATE | PERSON RESPONSIBLE FOR ITS IMPLEMENTATION |
|---|---|-------------------------|------------|----------|---|
| SMS Based Poll Day Monitoring System | | | | | |
| Web Casting | | | | | |
| SMS Query Based System for name search and BLO details | | | | | |
| GIS based mapping | | | | | |
| 1950 and Toll free helplines | | | | | |
| Matadar Sahayata Kendra – 240 in number | | | | | |
| Online Registration | | | | | |
| Web based search facility | | | | | |
| Law and Order Portal for daily reporting | | | | | |
| MCC Daily reporting portal | | | | | |
| Portal for receiving MCC references from state govt departments | | | | | |
| Social Media use | | | | | |
| | | | | | |
| Others, please specify | | | | | |

14. STATE ELECTION MANAGEMENT PLAN AND ACTIVITY CALENDAR

Please provide a complete calendar of all the activities to be carried out as part of the entire election management process from beginning till end. Following calendar contains some of the crucial activities but is not an exhaustive calendar.

OVERALL ACTIVITY CALENDAR

| | | PRE-ANNOUNCEMENT | ANNOUNCEMENT TO PRE-NOTIFICATION | NOTIFICATION ONWARDS | LAST 48 HOURS PRIOR TO POLLS | POLL DAY | POST POLL DAY | START DATE | END DATE | RESPONSIBLE OFFICER | RESOURCES REQUIRED IF ANY |
|----|--|------------------|----------------------------------|----------------------|------------------------------|----------|---------------|------------|----------|---------------------|---------------------------|
| | RO/ARO | | | | | | | | | | |
| 1 | Selection of RO | ✓ | | | | | | | | | |
| 2 | Additional ARO (Only for counting) | | ✓ | | | | | | | | |
| | ELECTORAL ROLL | | | | | | | | | | |
| 3 | Final Publication of 2014 rolls - integrated Mother roll plus one supplementary | ✓ | | | | | | | | | |
| 4. | Supply to political parties/Candidates | ✓ | | | | | | | | | |
| 5 | Alphabetical list of electoral rolls for dissemination | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 6 | No suomoto deletions from date of Final publication of 2014 rolls | ✓ | ✓ | | | | | | | | |
| 7 | No deletions and modifications after date of announcement | | ✓ | | | | | | | | |
| 8 | Printing of deletion and modification supplementary within 10 days of announcement | ✓ | | | | | | | | | |
| 9 | Holding Camp of BLOs at respective PS on first Sunday after announcement | | ✓ | | | | | | | | |

| | | PRE-ANNOUNCEMENT | ANNOUNCEMENT TO PRE-NOTIFICATION | NOTIFICATION ONWARDS | LAST 48 HOURS PRIOR TO POLLS | POLL DAY | POST POLL DAY | START DATE | END DATE | RESPONSIBLE OFFICER | RESOURCES REQUIRED IF ANY |
|----|---|------------------|----------------------------------|----------------------|------------------------------|----------|---------------|------------|----------|---------------------|---------------------------|
| 10 | Printing supplementary of inclusions on the last day of nomination- (Disposal of continuous updating preparation of manuscript) | | | ✓ | | | | | | | |
| 11 | Supply of copy of marked copy to Candidates | | | ✓ | | | | | | | |
| 12 | list of disqualified persons(absconded/ NBW pending, etc) | ✓ | | | | | | | | | |
| 13 | Printing of Photo Voters Slips | | | ✓ | | | | | | | |
| 14 | Distribution of Photo Voters Slip | | | ✓ | | | | | | | |
| | EVM MANAGEMENT | | | | | | | | | | |
| 15 | Training for AROs/Master Trainers | ✓ | | | | | | | | | |
| 16 | Training for Sector Officers | ✓ | | | | | | | | | |
| 17 | Training of EVM Godown Manager | ✓ | | | | | | | | | |
| 18 | Training of all other staff that will handle EVMs at any stage | ✓ | | | | | | | | | |
| 19 | Public awareness on EVM | | ✓ | | | | | | | | |
| 20 | Set up one room in RO office for permanent display | | ✓ | | | | | | | | |
| 21 | Notice to political Parties regarding EVM Setting | | | ✓ | | | | | | | |
| 22 | Demonstration & Intimation to candidate, regarding preparation of EVMs | | | ✓ | | | | | | | |
| 23 | First randomization | | | ✓ | | | | | | | |

| | | PRE-ANNOUNCEMENT | ANNOUNCEMENT TO PRE-NOTIFICATION | NOTIFICATION ONWARDS | LAST 48 HOURS PRIOR TO POLLS | POLL DAY | POST POLL DAY | START DATE | END DATE | RESPONSIBLE OFFICER | RESOURCES REQUIRED IF ANY |
|----|---|------------------|----------------------------------|----------------------|------------------------------|----------|---------------|------------|----------|---------------------|---------------------------|
| 24 | Braille setting | | | ✓ | | | | | | | |
| 25 | Distribution of List and EVM to ARO | | | ✓ | | | | | | | |
| 26 | Safe custody of prepared EVM in strong rooms of Distribution Centers | | | ✓ | | | | | | | |
| 27 | Firefighting arrangements for Strong room | | | ✓ | | | | | | | |
| 28 | Second Randomization - Assigning ID order by PS/AUX PS | | | ✓ | | | | | | | |
| 29 | Notice to candidates of date of preparation of EVM one week in advance | | | ✓ | | | | | | | |
| 30 | Preparation of EVMs by RO/ARO | | | ✓ | | | | | | | |
| 31 | Prepare sealed envelopes PS wise containing EVM IDs | | | ✓ | | | | | | | |
| 32 | Videography of entire process of EVM setting | | | ✓ | | | | | | | |
| 33 | Availability of EVM Engineers | ✓ | ✓ | | | | | | | | |
| 34 | 10% Reserve | ✓ | | | | | | | | | |
| 35 | Distribution of EVMs to polling parties through PRO in rural areas | | | | ✓ | | | | | | |
| 36 | Distribution of EVMs to polling parties through Sector Officer in urban areas | | | | ✓ | | | | | | |
| 37 | Safe custody of polled EVM | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 38 | Have dedicated staff for data entry at each stage in EVM tracking software | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 39 | Set up EVM control room at state level | ✓ | | | | | | | | | |

| | | PRE-ANNOUNCEMENT | ANNOUNCEMENT TO PRE-NOTIFICATION | NOTIFICATION ONWARDS | LAST 48 HOURS PRIOR TO POLLS | POLL DAY | POST POLL DAY | START DATE | END DATE | RESPONSIBLE OFFICER | RESOURCES REQUIRED IF ANY |
|----|---|------------------|----------------------------------|----------------------|------------------------------|----------|---------------|------------|----------|---------------------|---------------------------|
| 40 | Logistics for Replacement of faulty EVM on Poll Day by Sector Officer within half an hour | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| | BALLOT PAPER | | | | | | | | | | |
| 41 | Procurement of paper | ✓ | | | | | | | | | |
| 42 | Selection of printing press | ✓ | | | | | | | | | |
| 43 | Printing of ballot papers | | | ✓ | | | | | | | |
| 44 | Verification of serial number and proper printing of ballot paper | | | ✓ | | | | | | | |
| 45 | Storage | | | ✓ | | | | | | | |
| 46 | P.C. wise sorting | | | ✓ | | | | | | | |
| 47 | Tender Ballots-sealing/packeting | | | ✓ | | | | | | | |
| 48 | Printing of Braille Ballot | | | | | | | | | | |
| 49 | Transport and security arrangements to be ensured regarding Printing of Ballot Papers | | | ✓ | | | | | | | |
| | ELECTION RELATED MATERIAL | | | | | | | | | | |
| 50 | Preparing/ Obtaining and Supplying Training Material | ✓ | | | | | | | | | |
| 51 | Procurement/ printing and distribution of materials | ✓ | | | | | | | | | |
| 52 | Water proof Polythene cover for EVM | ✓ | | | | | | | | | |
| 53 | Card board model of EVM for voter education | ✓ | ✓ | | | | | | | | |

| | | PRE-ANNOUNCEMENT | ANNOUNCEMENT TO PRE-NOTIFICATION | NOTIFICATION ONWARDS | LAST 48 HOURS PRIOR TO POLLS | POLL DAY | POST POLL DAY | START DATE | END DATE | RESPONSIBLE OFFICER | RESOURCES REQUIRED IF ANY |
|----|---|------------------|----------------------------------|----------------------|------------------------------|----------|---------------|------------|----------|---------------------|---------------------------|
| 54 | Dummy ballot sheet for blind (for PROs) | | | ✓ | | | | | | | |
| 55 | Secret seals to RO and AROs | | ✓ | | | | | | | | |
| | STATUTORY | | | | | | | | | | |
| 56 | Availability of Forms | ✓ | | | | | | | | | |
| 57 | Hand Book for Candidates | ✓ | | | | | | | | | |
| 58 | Issue of Public Notice/ Wall clock synchronization | | ✓ | ✓ | | | | | | | |
| 59 | Issue of Memo & register for expenditure | | | ✓ | | | | | | | |
| 60 | Scanning of affidavits, dispatch to CEO & Publicity of the content | | | ✓ | | | | | | | |
| 61 | Scrutiny | | | ✓ | | | | | | | |
| 62 | Withdrawal of nominations | | | ✓ | | | | | | | |
| 63 | Prepare final list of candidates and inform CEO | | | ✓ | | | | | | | |
| 64 | Allotment of symbol & list of contesting candidates (publication & dispatch to CEO) | | | ✓ | | | | | | | |
| 65 | Issue I Cards, as per ROs Manual | | | ✓ | | | | | | | |
| 66 | ROs to issue orders for persons authorized to check candidates account | | ✓ | ✓ | | | | | | | |

| | | PRE-ANNOUNCEMENT | ANNOUNCEMENT TO PRE-NOTIFICATION | NOTIFICATION ONWARDS | LAST 48 HOURS PRIOR TO POLLS | POLL DAY | POST POLL DAY | START DATE | END DATE | RESPONSIBLE OFFICER | RESOURCES REQUIRED IF ANY |
|----|--|------------------|----------------------------------|----------------------|------------------------------|----------|---------------|------------|----------|---------------------|---------------------------|
| 67 | Meeting of contesting candidates/ take specimen signatures of candidates/agents for circulating to PrO | | | ✓ | | | | | | | |
| 68 | Form 7 -Preparation | | | ✓ | | | | | | | |
| 69 | Distribution of I card, Roll, List of Polling stations to Candidates | | | ✓ | | | | | | | |
| | POLLING PERSONNEL | | | | | | | | | | |
| 70 | Collect information of poll personnel | ✓ | | | | | | | | | |
| 71 | Data entry of official details/ separation of Micro-observer details and BLO details | ✓ | | | | | | | | | |
| 72 | Database verification | ✓ | | | | | | | | | |
| 73 | Prepare State training calendar | ✓ | | | | | | | | | |
| 74 | Standardize training material | ✓ | | | | | | | | | |
| 75 | First level randomization (Pro/PO) | | ✓ | | | | | | | | |
| 76 | Send appointment orders (Form 12/ 12A) | | ✓ | | | | | | | | |
| 77 | Set up Demonstration Polling stations with staff at all training venues | | ✓ | | | | | | | | |
| 78 | First level training (Issue Photo identity cards to PrO& PO-I) | | ✓ | | | | | | | | |
| 79 | ROs training at State level | ✓ | | | | | | | | | |
| 80 | First level training (Issue Photo identity cards to PO-II & PO-III) | | ✓ | | | | | | | | |

| | | PRE-ANNOUNCEMENT | ANNOUNCEMENT TO PRE-NOTIFICATION | NOTIFICATION ONWARDS | LAST 48 HOURS PRIOR TO POLLS | POLL DAY | POST POLL DAY | START DATE | END DATE | RESPONSIBLE OFFICER | RESOURCES REQUIRED IF ANY |
|----|---|------------------|----------------------------------|----------------------|------------------------------|----------|---------------|------------|----------|---------------------|---------------------------|
| 81 | Second level randomization 12 days before poll day (Because EDC/PB has to be given) | | | ✓ | | | | | | | |
| 82 | Second level training (PrO& PO-I) | | | | ✓ | | | | | | |
| 83 | Third level randomization | | | | ✓ | | | | | | |
| 84 | Fix up Polling stations for casting EDC votes in consultation with Observers and inform PrO | | | ✓ | | | | | | | |
| 85 | Departure training | | | | ✓ | | | | | | |
| 86 | Ballot boxes at training venue for casting PB- inform candidates and Observers | | | ✓ | | | | | | | |
| | POSTAL BALLOT/EDC | | | | | | | | | | |
| 87 | Send form 12 to poll personnel with appointment letter | | ✓ | | | | | | | | |
| 88 | EDC (PrO& PO-I) First Level Training | | ✓ | | | | | | | | |
| 89 | EDC (PO-II & PO-III) First Level Training | | | ✓ | | | | | | | |
| 90 | Prepare envelopes for service voters | | | ✓ | | | | | | | |
| 91 | Arrangement with Postal Department for receipt back of postal votes | | ✓ | ✓ | | | | | | | |
| 92 | Print postal ballot | | | ✓ | | | | | | | |
| 93 | Service voters first priority | | | ✓ | | | | | | | |
| 94 | Verification of Postal Ballot | | | ✓ | | | | | | | |
| 95 | Dispatch postal ballot for service voters | | | ✓ | | | | | | | |

| | | PRE-ANNOUNCEMENT | ANNOUNCEMENT TO PRE-NOTIFICATION | NOTIFICATION ONWARDS | LAST 48 HOURS PRIOR TO POLLS | POLL DAY | POST POLL DAY | START DATE | END DATE | RESPONSIBLE OFFICER | RESOURCES REQUIRED IF ANY |
|-----|---|------------------|----------------------------------|----------------------|------------------------------|----------|---------------|------------|----------|---------------------|---------------------------|
| 96 | Giving polling personnel postal ballots/EDC | | | ✓ | | | | | | | |
| 97 | Giving only postal ballots to security personnel | | | ✓ | | | | | | | |
| 98 | Obtain polled envelopes in facilitation Centre – set up separate ones for polling personnel, separate for state police, separate for SRP and separate for Home Guards | | | ✓ | | | | | | | |
| 99 | Inform Candidates and Observers the full details of time and venue of PB facilitation activity | | | ✓ | | | | | | | |
| 100 | Receipt back of casted Postal Ballot- maintain registers of receipt | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 101 | Dispatch to concerned RO's | | | ✓ | | | | | | | |
| 102 | Arrange for data entry of details of all security personnel in state to be deployed for elections- including state police, State Armed Police, Home Guards, etc | ✓ | | | | | | | | | |
| | TRAINING | | | | | | | | | | |
| 103 | Training of Master Trainers at State Level | ✓ | | | | | | | | | |
| 104 | Training of RO's/DEOs from State Level | ✓ | | | | | | | | | |
| 105 | Training of ARO's | ✓ | | | | | | | | | |

| | | PRE-ANNOUNCEMENT | ANNOUNCEMENT TO PRE-NOTIFICATION | NOTIFICATION ONWARDS | LAST 48 HOURS PRIOR TO POLLS | POLL DAY | POST POLL DAY | START DATE | END DATE | RESPONSIBLE OFFICER | RESOURCES REQUIRED IF ANY |
|-----|--|------------------|----------------------------------|----------------------|------------------------------|----------|---------------|------------|----------|---------------------|---------------------------|
| 106 | Training of Team members/ functionaries | ✓ | | | | | | | | | |
| 107 | Training of Sector Officers | ✓ | | | | | | | | | |
| 108 | Training of Teams for Expenditure Monitoring | ✓ | | | | | | | | | |
| 109 | Training of Assistant Expenditure Observers | ✓ | | | | | | | | | |
| 110 | Training of Police Personnel (PP) | ✓ | | | | | | | | | |
| 111 | Refresher Training of Master Trainers for PP Training | ✓ | | | | | | | | | |
| 112 | Training-Micro observers | | | ✓ | | | | | | | |
| 113 | Training of Videographers/ Photographers | ✓ | | | | | | | | | |
| 114 | Training of counting personnel | | | | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| | STRONG ROOM /COUNTING VENUE | | | | | | | | | | |
| 115 | Selection | ✓ | | | | | | | | | |
| 116 | Joint visit with Police | ✓ | | | | | | | | | |
| 117 | Proposal to CEO for approval | | ✓ | | | | | | | | |
| | POLLING STATION | | | | | | | | | | |
| 118 | Preparing communication plan of PS | ✓ | | | | | | | | | |
| 119 | Assessment and marking on map of Vulnerable/ Critical PS | ✓ | | | | | | | | | |
| 120 | Physical verification of each PS | ✓ | | | | | | | | | |
| 121 | Contact numbers of vulnerable sectors | ✓ | | | | | | | | | |

| | | PRE-ANNOUNCEMENT | ANNOUNCEMENT TO PRE-NOTIFICATION | NOTIFICATION ONWARDS | LAST 48 HOURS PRIOR TO POLLS | POLL DAY | POST POLL DAY | START DATE | END DATE | RESPONSIBLE OFFICER | RESOURCES REQUIRED IF ANY |
|-----|---|------------------|----------------------------------|----------------------|------------------------------|----------|---------------|------------|----------|---------------------|---------------------------|
| 122 | Identification of Auxiliary PS | ✓ | | | | | | | | | |
| 123 | Sending proposals for change of buildings | ✓ | ✓ | | | | | | | | |
| 124 | Preparing list of PS | | ✓ | | | | | | | | |
| 125 | Supply of PS list to Political Parties | | ✓ | | | | | | | | |
| 126 | Ensuring that all PS have been duly equipped with ramps and other facilities as per ECI instructions (Furniture/ Light/Water/shade arrangements etc.) | ✓ | | | | | | | | | |
| 127 | Setting up Model PS - one in each Block | ✓ | | | | | | | | | |
| 128 | Arrangements at PS for poll | | | ✓ | ✓ | ✓ | | | | | |
| 129 | Arrangement for voter assistance booth | | | | | ✓ | | | | | |
| | VEHICLES/TRANSPORTATION | | | | | | | | | | |
| 130 | Route Chart for every PS | ✓ | | | | | | | | | |
| 131 | Draft movement programme and ad-hoc ear-marking of vehicles for various Teams, officials, sector officers, Polling staff, etc. | ✓ | | | | | | | | | |
| 132 | Tentative transport programme of polling parties | ✓ | | ✓ | | | | | | | |
| 133 | Requirement of Vehicles & Transportation Plan | ✓ | | | | | | | | | |
| | INTERFACE WITH POLITICAL PARTIES/ CONTESTING CANDIDATES | | | | | | | | | | |

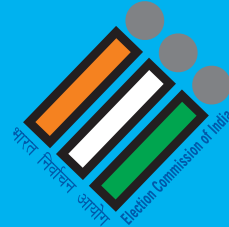
| | | PRE-ANNOUNCEMENT | ANNOUNCEMENT TO PRE-NOTIFICATION | NOTIFICATION ONWARDS | LAST 48 HOURS PRIOR TO POLLS | POLL DAY | POST POLL DAY | START DATE | END DATE | RESPONSIBLE OFFICER | RESOURCES REQUIRED IF ANY |
|-----|---|------------------|----------------------------------|----------------------|------------------------------|----------|---------------|------------|----------|---------------------|---------------------------|
| 134 | Polling station | ✓ | ✓ | | | | | | | | |
| 135 | Nomination | | | ✓ | | | | | | | |
| 136 | Conduct-MCC | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 137 | Expenditure Monitoring with Pol Party | | ✓ | ✓ | ✓ | ✓ | | | | | |
| 138 | Expenditure Monitoring with Candidate | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 139 | expenditure monitoring -fixing of rates by DEO & intimation to the Political Parties & Candidates | ✓ | ✓ | ✓ | | | | | | | |
| 140 | Counting | | | | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| 141 | Appointment of Election Agent/ Counting Agent | | | | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| | MCC RELATED | | | | | | | | | | |
| 142 | Handing over copy of law relating to election offences to candidates | | | ✓ | | | | | | | |
| 143 | Formation of MCC team AC wise. | ✓ | | | | | | | | | |
| 144 | Meetings | ✓ | | | | | | | | | |
| 145 | Daily Monitoring arrangement | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 146 | Complaint registers | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 147 | Videography /photography of violations | | ✓ | ✓ | ✓ | ✓ | | | | | |
| | SVEEP | | | | | | | | | | |
| 148 | Prepare State/district SVEEP Plan | ✓ | | | | | | | | | |
| 149 | Design SankalpaPatra | ✓ | | | | | | | | | |

| | | PRE-ANNOUNCEMENT | ANNOUNCEMENT TO PRE-NOTIFICATION | NOTIFICATION ONWARDS | LAST 48 HOURS PRIOR TO POLLS | POLL DAY | POST POLL DAY | START DATE | END DATE | RESPONSIBLE OFFICER | RESOURCES REQUIRED IF ANY |
|-----|---|------------------|----------------------------------|----------------------|------------------------------|----------|---------------|------------|----------|---------------------|---------------------------|
| 150 | SankalpaPatra exercise with school students before schools close down | | ✓ | | | | | | | | |
| 151 | Create content and disseminate | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | |
| | POLICE MATTERS | | | | | | | | | | |
| 152 | Police Training | ✓ | | | | | | | | | |
| 153 | Sector Mobiles/Patrolling | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | |
| 154 | Arrange Infrastructure for CPF camps (by Police) | ✓ | | | | | | | | | |
| 155 | Interface with Police/MCC | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | |
| 156 | INFORMATION BOOKLET FOR ECI | ✓ | | ✓ | | | | | | | |
| | FINANCIAL | | | | | | | | | | |
| 157 | Budget -preparation | ✓ | | | | | | | | | |
| 158 | Allotment | | | | | | | | | | |
| | COUNTING | | | | | | | | | | |
| 159 | Approval of ECI | | ✓ | | | | | | | | |
| 160 | Strong Room Arrangement | | ✓ | | | | | | | | |
| 161 | List of counting Centers | | | | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| 162 | Posting of Counting Staff | | | | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| 163 | Training of Counting Staff | | | | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| 164 | Counting hall arrangements | | | | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| 165 | Facilities for Observer | | | | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| 166 | Updating of Round wise result | | | | | | ✓ | ✓ | ✓ | ✓ | ✓ |

| | | PRE-ANNOUNCEMENT | ANNOUNCEMENT TO PRE-NOTIFICATION | NOTIFICATION ONWARDS | LAST 48 HOURS PRIOR TO POLLS | POLL DAY | POST POLL DAY | START DATE | END DATE | RESPONSIBLE OFFICER | RESOURCES REQUIRED IF ANY |
|-----|--|------------------|----------------------------------|----------------------|------------------------------|----------|---------------|------------|----------|---------------------|---------------------------|
| 167 | Counting arrangements for postal votes | | | | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| | OBSERVERS | | | | | | | | | | |
| 168 | Availability of POL, be ensured. Need of extra barrel points to be examined. | | ✓ | | | | | | | | |
| 169 | Providing Liaison officer | | ✓ | | | | | | | | |
| 170 | Training of Liaison Officer | ✓ | | | | | | | | | |
| 171 | Providing a PSO for Observer | | ✓ | | | | | | | | |
| 172 | Providing a Videographers for Observer | | ✓ | | | | | | | | |
| 173 | Preparing DEMP, Sector routes and other details of PC to Observer | ✓ | ✓ | | | | | | | | |
| 174 | Training of Micro Observers in presence of Observers | | | ✓ | | | | | | | |
| | MEETINGS BY DEO WITH FOLLOWING | | | | | | | | | | |
| 175 | WBSedCL, BSNL, CESC | ✓ | | | | | | | | | |
| 176 | Excise Deptt | ✓ | | | | | | | | | |
| 177 | Income Tax Deptt | ✓ | | | | | | | | | |
| 178 | PHE, PWD and Panchayat. Corporation/ Municipalities | ✓ | | | | | | | | | |
| 179 | Petrol Pump | ✓ | | | | | | | | | |
| 180 | Mobile service provider | ✓ | | | | | | | | | |
| 181 | Fire Brigade | ✓ | | | | | | | | | |
| 182 | Health | ✓ | | | | | | | | | |

| | | PRE-ANNOUNCEMENT | ANNOUNCEMENT TO PRE-NOTIFICATION | NOTIFICATION ONWARDS | LAST 48 HOURS PRIOR TO POLLS | POLL DAY | POST POLL DAY | START DATE | END DATE | RESPONSIBLE OFFICER | RESOURCES REQUIRED IF ANY |
|-----|---|------------------|----------------------------------|----------------------|------------------------------|----------|---------------|------------|----------|---------------------|---------------------------|
| 183 | Postal department | ✓ | | | | | | | | | |
| 184 | Telecommunication Providers | ✓ | | | | | | | | | |
| 185 | Political Parties | ✓ | ✓ | | | | | | | | |
| 186 | Thematic Nodal Officers | ✓ | ✓ | ✓ | ✓ | | | | | | |
| 187 | Escort/Liaison officers for observers | ✓ | | | | | | | | | |
| 188 | Police Officers | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 189 | Contesting candidates | | | ✓ | | | | | | | |
| 190 | EVM Technicians / Engineers | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| | MEETING OF AROS, EROS WITH FOLLOWING | | | | | | | | | | |
| 191 | Sector Officers | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | |
| 192 | Thematic Nodal Officers and teams | | | | | | | | | | |
| | OTHERS | | | | | | | | | | |
| 193 | District Election Management Plan - DEMP | ✓ | | | | | | | | | |
| 194 | Ensure safe deposit of papers related to nominations/scrutiny, etc - check ROs Manual | | | | | ✓ | | | | | |
| 195 | Media Centre | | ✓ | ✓ | ✓ | ✓ | | | | | |
| 196 | Establishment Control Room | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 197 | Monitoring of Election expenditure | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 198 | Supervision & Verification of Printed Matter ,Audio/ Video Communication | | ✓ | ✓ | ✓ | ✓ | | | | | |
| 199 | Authority Letter from CEO to Media | | | ✓ | ✓ | | | | | | |

| | | PRE-ANNOUNCEMENT | ANNOUNCEMENT TO PRE-NOTIFICATION | NOTIFICATION ONWARDS | LAST 48 HOURS PRIOR TO POLLS | POLL DAY | POST POLL DAY | START DATE | END DATE | RESPONSIBLE OFFICER | RESOURCES REQUIRED IF ANY |
|-----|---|------------------|----------------------------------|----------------------|------------------------------|----------|---------------|------------|----------|---------------------|---------------------------|
| 200 | Complaint Monitoring System - set up state/district/subdivision control rooms | ✓ | ✓ | | | | | | | | |
| 201 | Issue orders for Media Core committee | ✓ | | | | | | | | | |
| 202 | Issue orders for MCMC at state/district level | ✓ | | | | | | | | | |
| | ON DATE OF ANNOUNCEMENT | | | | | | | | | | |
| 203 | CEO to inform the CS, ACS Home, DGP and CMO regarding announcement and schedule in writing | | | | | | | | | | |
| 204 | CEO to hold VC with all DEO/RO/SP/CP immediately after announcement | | | | | | | | | | |
| 205 | DEO to call meeting of all AROs, SP/CP, and all Nodal Officers and start MCC related work of removing hoardings, banners, etc | | | | | | | | | | |
| 206 | CEO to call a press meet and brief the press about the elections, MCC, EEM, etc | | | | | | | | | | |
| 207 | DEO to call similar meeting of Press | | | | | | | | | | |
| 208 | CEO to issue MCC instructions in vernacular to all State Govt Departments, Central Govt (in English) and to DEOs/RO | | | | | | | | | | |
| 209 | DEOs to issue similar instructions | | | | | | | | | | |
| 210 | ADGP Law and Order to start daily LOR reports within 24 hours | | | | | | | | | | |
| 211 | DEOs to start giving MCC-I and MCC-II reports within 24 hours to CEO | | | | | | | | | | |



भारत निर्वाचन आयोग

Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi-110001

"No voter to be left behind"