

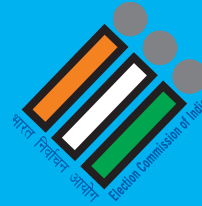


Manual on

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



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“ No voter to be left behind”

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

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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	
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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										

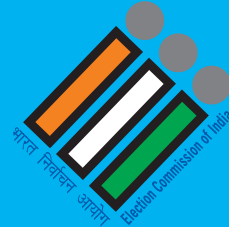
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134	Polling station	✓	✓								
135	Nomination			✓							
136	Conduct-MCC		✓	✓	✓	✓	✓	✓	✓	✓	✓
137	Expenditure Monitoring with Pol Party		✓	✓	✓	✓					
138	Expenditure Monitoring with Candidate		✓	✓	✓	✓	✓	✓	✓	✓	✓
139	expenditure monitoring -fixing of 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"