सत्यमेव जयते

MANUAL ON DISTRICT ELECTION MANAGEMENT PLANNING 2023

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

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List of Abbreviations used in Plan

Abbreviation	Full Form	Abbreviation	Full Form
PS	Polling Station	CAPF	Central Armed Police Force
PSL	Polling Station Location	ASI	Assistant Sub-Inspector
EEM	Election Expenditure Monitoring	HC	Head Constable
NVD	National Voters' Day	PC	Police Constable
EP	Electoral Population	EDC	Election Duty Certificate
PB	Postal Ballot	BU	Ballot Unit
LS	Lok Sabha	CU	Control Unit
AC	Assembly Constituency	ERO	Electoral Registration Officer
PC	Parliamentary Constituency	AERO	Assistant Electoral Registration Officer
SST	Static Surveillance Team	PO	Presiding Officer
VST	Video Surveillance Team	AUX PS	Auxiliary Polling Station
FST	Flying Squad Team	SP	Superintendent of Police
MCC	Model Code of Conduct	Dy SP	Deputy Superintendent
MCMC	Media Certification Monitoring Committee	SRP	Special Reserve Police
RO	Returning Officer	DDO	Drawing and Disbursing Officer
ARO	Assistant Returning Officer	ADM	Additional District Magistrate
DEO	District Election Officer	BLO	Booth Level Officer
SAP	State Armed Police	HG	Home Guard

Table of Contents

1. INTRODUCTION

Planning is the first and most important function of management. In the absence of planning, all the activities of an organisation will become meaningless. The importance of planning in conduct of election has increased all the more in view of the increasing complexities and multifarious activities. The District Election Officer leads the election at District level. They have to prepare for logistics, deployment and capacity building of human resource, increase participation of different stakeholders in the election process, identify the possible vulnerable areas and address them suitably so that the elections are conducted in a free and fair manner.

The District Election Management Plan (DEMP in brief) is a document which helps in planning for election preparations at a glance. It presents the essential work to be done in various aspects of election process. The DEMP uses statistics and its analysis for drawing conclusions from it and undertaking detailed and focused planning for conduct of elections in a smooth manner. The Manual on District Election Management Plan into 17 chapters. Information is mostly prepared in tabular format. As per the Election Planner of Election Commission of India, the DEMP is to be prepared atleast 6 months before the tentative Poll Day. Preparation of DEMP in advance helps in assessing status and requirements of AMF at Polling Stations, EVM and other logistics, manpower, training, transportation, security force requirement, SVEEP etc. However, many things become clearer as the election is notified and campaign starts formally. So, it becomes necessary to revise/ update the plan from time to time. Also, the DEO should get prepared AC wise election management plans and sector level plans on these lines.

2. DISTRICT BRIEF PROFILE

2.1   DISTRICT POLITICAL MAP (AC wise to be attached)

2.2   KEY STATISTICS

Population-2011	
Projected Population-(Current Year)	
Population Density	
Literacy Rate Total	
Literacy Rate Male	
Literacy Rate Female	
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	
Third Gender Electors	
Sex Ratio-Projected Population	
Sex Ratio-(As per final roll)	
EP Ratio- Projected Population	
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	

2.3   BRIEF NOTES ON THE DISTRICT

Write very briefly about the district
Brief about the administrative setup
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 general law and order situation constituency wise
Brief about the weather &periods of inaccessibility & places of inaccessibility

2.4   PC/AC WISE TURNOUT IN THE LAST TWO GENERAL ELECTIONS

(Parliamentary/Assembly as per the present election)

Turnout in Last (Give Year) Parliamentary/ Assembly Election in (%)					Turnout in previous (Give Year) Parliamentary/ Assembly Election in (%)				
Male	Female	Third gender	PB including ETPBS	Total	Male	Female	Third gender	PB including ETPBS	Total

2.5   BRIEF ABOUT THE EXPERIENCES OF RECENT PREVIOUS ELECTIONS, INCLUDING LAW AND ORDER ISSUES, RE-POLL, MCC RELATED, EEM RELATED, ETC:

S. No	Activity	Numbers
1.	Number of Police Stations	
2.	Vulnerable hamlets/pockets identified in last general election	
3.	Vulnerable Voters identified in last general election	
4.	Number of intimidators identified in last general election	
5.	Preventive Action taken against intimidators in last general election	
6.	Total preventive action taken under various sections of CrPc in last general election	
7.	NBWs executed In last general election	
8.	Election related offences of last election	
9.	Number of critical polling stations identified in last relevant election	
10.	Total licensed Arms/arms deposited in last general election	
11.	Other preventive action , externment, etc in last general election	
12.	Seizure of illegal arms and ammunition in last general election	
13.	Seizure of liquor in last general election in Rs.	

14.	Seizure of cash in last general election	
15.	Seizure of narcotics in value terms	
16.	Seizure of freebies in value terms	
17.	Major law and order issues in last one year	
18.	Number of PS where re-poll was held and reasons thereof	
19.	Number of PS where Poll adjourned and reasons thereof	

2.6 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 PC5	Name of AC5 under PC5

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

2.7 ELECTION MANAGEMENT MACHINERY

S. No	Designation	Name	Office Address	Office Number (with std code)	Mobile Number	Fax number	EmailId
DISTRICT LEVEL IMPORTANT OFFICERS							
1.	DEO						
2.	Deputy DEO						
3.	SP/SSP						
4.	District Level Nodal Officers for:						
5.	MCC						
6.	Postal Ballot						
7.	ETPBS						
8.	Logistics						
9.	Training						
10.	HR						
11.	Welfare						
12	Voting by Polling Staff						
13.	EVM and VVPAT Management						

14.	Transport Management						
15.	Election Expenditure Monitoring						
16	SVEEP						
17.	Law and Order						
18.	Ballot Paper						
19.	Media						
20.	IT and Use of Technology						
21.	Observer						
22.	Complaint Management						
23.	AMF						
24.	Others						

***Assembly Constituency level Important Officers For Constituency (Name)_____ _____**

	ERO						
1.	AERO-1						
2.	AERO- 2						
3.	AERO-3						
	RO						
1.	ARO-1						
2.	ARO-2						
3.	ARO-3						

*(*Please provide the list of the key officials which form the election management machinery in the district and separately for each constituency. Please also provide the contact details for each)

2.8 SCHEDULE OF ELECTION TO LOK SABHA/ASSEMBLY GENERAL ELECTIONS

S. No	Event	Date	Day
1.	Date of issuance of Gazette Notification		
2.	Last Date for filling of Nomination		
3.	Scrutiny of Nominations		
4	Last Date of withdrawal of Candidature		
5.	Date of poll wherever necessary		
6.	Counting of Votes		
7.	Date before which the election shall be completed		

3. POLLING STATIONS

3.1 POLLING STATION LOCATIONS

PC	Assembly Constituency	Total Polling Station locations (PSLS) (Polling Stations)		Total parts		Breakup 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	1PS	2PS	3PS	4PS	5PS	=>6 PS	1PS	2PS	3PS	4PS	=>5 PS
1.	1															
	2															
	3															
TOTAL																
2.	1															
	2															
	3															
TOTAL																
GRAND TOTAL																

3.2 POLLINGSTATION OVERVIEW TRANSPORT CONNECTIVITY

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	Number of P-1 polling stations	Number of P-2 polling stations	Number of P-3 polling stations
1	1										
	2										
	3										
TOTAL											
2	1										
	2										
	3										
TOTAL											
Grand Total											

3.3 POLLING STATION OVERVIEW–ASSURED MINIMUM FACILITIES/EXTENDED FACILITIES

PC	AC	Total Polling Stations	No. of PS on Ground Floor	No. of PS Without Ramps	No. of PS Without Electricity Connection	No. of PS Without adequate lighting arrangements	No. of PS With Electric Connection But Without Electric Fixtures	No. of PS Without Drinking Water Facilities	No. of PS Without separate Toilet Facilities for men and women	No. of PS With Toilets but Without Running Water Facility	No. of PS Without Internet Connection	No. of PS Without Shade	NO. of PS Without Sufficient Furniture
1.	1.												
	2.												
	3.												
TOTAL													
2.	1.												
	2.												
	3.												
TOTAL													
GRAND-TOTAL													

3.4 POLLING STATION OVERVIEW–INFRASTRUCTURE

PC	AC	Total Polling Stations	Total PSL	Number of PS where Type of Building-Pacca	Number of PS where Type of Building-Kachcha	Number of PS where Type of Building-Temporary	No. of PS Buildings/ Rooms In Good Condition	No. of PS Requiring Building Repair Work	No. of PS Requiring Electric Repair Work	Remarks
1.	1.									
	2.									
	3.									
TOTAL										
2.	1.									
	2.									
	3.									
TOTAL										
GRAND TOTAL										

3.5   VULNERABLE PS/ELECTORS

PC	AC	Total No. of Polling Stations (PS)	No. of PS areas 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 Law and Order Report
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	1.					
	2.					
	3.					
TOTAL						
2.	1.					
	2.					
	3.					
TOTAL						
GRAND TOTAL						

3.6   POLLING STATION LOCATION WISE ACCESSIBILITY PLAN

AC	Name/ Number of Route	Total number of PSL in the route	Type of vehicle required for the route	Distance of the farthest PSL from the DCRC	Approx time taken to reach DCRC from farthest PSL in the route
AC 1	Route No 1.				
	Route No 2.				
AC 2	Route No 1.				
	Route No 2.				

3.7   IDENTIFICATION OF CRITICAL POLLING STATIONS

AC Name	Total number of polling stations	Number of critical polling stations identified			
AC 1					
AC 2					

4. MANPOWER PLAN

4.1 POLLING PERSONNEL REQUIRED

	Presiding Officers		First Polling Officers		Second Polling Officers		Third Polling Officers		Women Polling personnel		Reserve Presiding Officers		Reserve Others		PWD Polling Personnel	
	Required	Available	Required	Available	Required	Available	Required	Available	Required	Available	Required	Available	Required	Available	Required	Available
AC1																
AC2																
TOTAL																

4.2 CADRE WISE PERSONNEL AVAILABILITY FOR EACH CATEGORY/GROUP

AC	Personnel Available	Group Wise Breakup					No. of Employees from Finance/ Treasury/Bank Service out of A B C & D Group
		Group A	Group B	Group C	Group D	TOTAL	
GRAND TOTAL							

4.3 PERSONNEL REQUIREMENT & AVAILABILITY

AC	Category	Personnel required in each Category			Personnel available in each Category			Deficit, If any			How will the deficit be taken care of..?
		Men	Women	Total	Men	Women	Total	Men	Women	Total	

(Categories refer to various election management cadres like Presiding Officer, Sector Officer and soon)

4.4 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
AC1														
AC2														
TOTAL														

4.5 VARIOUS TEAMS REQUIRED-OTHERS

S.No.	Category	District Level	AC1	AC2	AC3	.....
1.	Sector Officers					
2.	Data Entry Operators					
3.	Staff for Night Duty at Control Rooms					
4.	Master Trainers					
5.	Micro–Observers					
6.	MCC Teams					
7.	SVEEP Teams					
8.	MCMC/Paid News Monitoring Teams					
9.	District Control Room/Helpline Management					
10.	EVM Management Teams					
11.	Material Management and Procurement Teams					
12.	Voting Facilitation Centre for employees on election duty					
13.	Absentee Voter(Including Home Voting)Team					
14.	Others					

4.6 LIST OF ZONAL & SECTOR OFFICERS

	Zonal/ Sector Officer Name & Designation	No. of PS under the Zonal/ Sector Officer	Number of Polling Station Locations under the Zonal and Sector officer	Contact Detail of Zonal Officers/ Sector Officers	Name and Number of Police Sector Officers
AC 1	Zone 1				
	Sector 1				
	Sector 2				
	Zone 2				
	Sector1				
	Sector 2				
AC 2					

4.7 ARRANGEMENTS FOR SECURITY PERSONNEL

Name and Contact Details of District Nodal Officer for CAPF

AC	No. of Security Personnel Required					No. of Security Personnel available					Contact Person for Food/Bedding and other Arrangement (Name & Number)
	State Police	HG	SAP	CAPF	Total	State Police	HG	SAP	CAPF	Total	
AC 1											
AC 2											
TOTAL											

5. TRAINING PLAN OVERVIEW

5.1 TRAINING PLAN FOR ELECTION PERSONNEL

S.No.	Category of Personnel	No. of Personnel to be Trained	To be completed by date	Person Responsible
1.	State Level Master Trainers (SLMT)			
2.	District Level Master Trainers (DLMT)			
3.	DEO			
4.	Dy. DEO / ADM			
5.	RO/ARO			
6.	Nodal Officers			
7.	BLO			
8.	Polling Staff			
9.	Polling teams for home voting for absentee voters			
10.	Micro Observers			
11.	MCC and EEM Teams			
12.	Receiving and Dispatching Staff			
13.	Videographers			
14.	Political parties			
15.	Contesting candidates/Election Agent			
16.	Hands on EVM Training to Presiding and First Polling Officers			
17.	EVM Counting Staff			
18	Postal Ballot Counting Staff			
19.	Others(Please specify)			

5.2 TRAINING PLAN FOR POLICE PERSONNEL

Categories of Personnel	Number to be Trained	Date of Completion of Training	Responsible Persons
Master trainers for District training(Dy. SP and PI)			
SP/DCP			
Dy. SP			
PI			
Security personnel on polling duty			
ASI/HC/PC			
Training on electoral offences			
Others(please specify)			

6. MOVEMENT PLAN

6.1 OVERVIEW OF ROUTES AND NUMBER OF SECTOR OFFICERS

PC	AC	Total Number of Routes	Total Number of Polling Station Locations	Average No. of Polling Station Locations in each route	Total No. of Sector Officers in the AC	Total Number of PS
1.	1.					
	2.					
	3.					
TOTAL						
2.	1.					
	2.					
	3.					
TOTAL						
GRAND TOTAL						

6.2 ROUTE DETAILS

PC	AC	Route Name/ Number	Number of PSL included in the Route	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

(Please provide route maps.)

6.3 SECTOR OFFICER TRIPS PLANNED

PC	Name of AC	Purpose of Trip	Date of Trips
		Physical Inspection of PS before Rationalization (Senior officers designated by the DEO)	
		Vulnerability Mapping	
		AMF Assessment of Polling Station	
		Visiting Low EP/Gender Ratio PS/Low Voter Turnout PS	
		(Other)	
		(Other)	

6.4 VEHICLE REQUIREMENT & AVAILABILITY

PC	AC	Requirement with Purpose				Availability					Shortage if any		How shortage to be addressed..?
		Purpose	Vehicles Required	Type of Vehicle	GPS Enabled Vehicle	No. of Available Vehicle with Drivers	Source	No. of Available Vehicle without Drivers	Source	GPS Enabled Vehicles	Overall Shortage	GPS Enabled Vehicles	
		Observer											
		MCC Teams											
		Dispatch											
		EVM/ VPPAT Transport											
		Receipt											
		Etc											

6.5 OTHER MEANS OF TRANSPORTATION-REQUIREMENT & AVAILABILITY FOR POLLING PARTIES

PC	AC	Number of PS Identified	No of Polling Stations Locations	Type of Transport Required(Boat/Heli/ Horse/Other)	How many days before Poll Day	Remarks

7. FORCE DEPLOYMENT PLAN

7.1 FORCE DEPLOYMENT PLAN PREPARED BY DISTRICT SP, TO BE ATTACHED WITH THIS PLAN

(This will be a detailed plan separately prepared and circulated to all concerned. Due to its confidential nature, this Plan need not be on general disclosed plan.)

7.2 NON FORCE MEASURES PLAN

PC	AC	Total Number of Critical Polling Stations (including PS in vulnerable areas)	Number of PS Proposed for Videography	Number of PS Proposed for Micro observer Deployment	Number of PS Proposed for webcast (all critical PS and PS in vulnerable areas to be covered)

7.3 COMMUNICATION PLAN

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/ Mobile Connectivity	Telecom Operators in adjoining area of Shadow Polling Stations	Alternate plan for coverage shadow Polling Stations
1.	1.						
	2.						
	3.						
TOTAL							
2.	1.						
	2.						
	3.						
TOTAL							
GRAND TOTAL							

8. EVM MANAGEMENT PLAN

8.1 EVM & VVPAT STORAGE PLAN

PC	AC	EVM & VVPAT Warehouse Location	Pre Poll EVM & VVPAT Strong Room Location		Post Poll EVM & VVPAT Strong Room Location		Post counting EVM and VVPAT strong room location	Strong room location for storage of statutory documents after counting
			Strong Room Location for EVM & VVPAT	Strong Room Location for Training and Awareness EVM & VVPAT	Strong Room Locating for A&B type EVM & VVPAT	Strong Room Location for C&D Type EVM & VVPAT		
TOTAL								

(Photographs of pre and post Poll strong room for both type of EVMs i.e. AB & CD EVM & VVPAT to be attached with the plan)

8.2 BALLOT UNIT, CONTROL UNIT &VVPAT REQUIREMENT AND AVAILABILITY

PC	AC	NO.OF POLLING STATIONS	BALLOT UNIT		CONTROL UNIT		VVPAT	
			REQUIRED	AVAILABLE	REQUIRED	AVAILABLE	Required	AVAILABLE
TOTAL								

9. MATERIAL MANAGEMENT

9.1   PROCUREMENT PLAN

No.	Name of Material to be procured	Requirement	Availability	To be Purchased number of months before election due	Remarks
	To be Procured at State/UT Level (to be decided at state level)				
1.	Strip Seal			4Months	
2.	Strip seal for Training			4Months	
3.	Green Paper Seal			4Months	
4.	Address Tag(BU)*			4Months	
5.	Address Tag(CU)*			4Months	
6.	Indelible Ink			2Months	
7.	Pink Paper Seal (For C.U.)			5Months	
8.	Pink Paper Seal (For B.U.)			4Months	
9.	Power Pack			3Months	
10.	All type of Hand Books			3Months	
11.	Manual of Election law			4Months	
12.	Voter Register(17.A)			3Months	
13.	Special Tag			3Months	
	To be Procured at District Level(as decided by the respective State level) - 2 to 3 weeks before date of poll				
1.	Arrow Cross Mark Stamp				
2.	Pencil				
3.	Gum Paste Tube				
4.	Scale				
5.	Blade				
6.	Twine Thread Ball				
7.	Arm Bands for Polling Officer				
8.	Arm Bands for Presiding Officer				
9..	Rubber Band				
10.	Match Box				
11.	Eraser				
12.	Self-Inking Pad				
13.	HDBD Bags				
14.	Ball Pen Red				
15.	Ball Pen Blue				
16.	Sealing Wax				
17.	Wax Candle				
18.	Cello Tape				
19.	Voting Compartment Brown				

20.	Plastic Container for indelible ink				
21.	Jute Sutli				
22.	Rubber Seal(Round Rubber Stamp)				
23.	Brass Seal				
24.	Pins for Voting Compartment				
25.	Steel Pins				
26.	White Paper Sheets				
27.	Envelope made of black paper for mock poll slips				
28.	Container with lid (14 x 10 x 5)				
29.	Rubber Stamps (Mark Poll slips 3X 1.50)				
30.	Pigeon hole 6 x 4 x4				
31.	Digital Multi colored Stickers self-adhesive 3 x 2 (Yellow) Trg |Awareness EVM				
32.	Digital Multi colored Stickers self-adhesive 3 x 2 (Green) for Election.				
33.	Digital Multi colored Stickers (Blue) for Replaced EVMs & VVPAT				
34.	Digital Multi colored Stickers self-adhesive 3 x 2 (Red type) for Defective .EVM/VVPAT				
35.	Rubber Stamps (Testing VVPAT Slips-VVPAT-Commissioning)				
36.	Rubber Stamps (Mock poll Slips -EVM-Commissioning)				
37.	Thick Red Colored Envelope 11 x 4				
38.	Thick Green colored Envelope 22 x9				
39.	Envelope Form 13B(Cover A) inner Envelope (4x9) (Small) White				

40.	Envelope Form 13C(Cover B) Outer Envelope (4x 9) Big White				
41.	3 Envelopes 16"X12" White				
42.	1 Envelopes 16"X12" Yellow				
43.	1 Envelopes 16"X12" Brown				
44.	1 Envelopes 16"X12" Blue				
45.	7 Envelopes 14"X10" White				
46.	2 Envelopes 14"X10" Yellow				
47.	2 Envelopes A4 Black				
48.	4 Envelopes 10"X4.5" White				
49.	9 Envelopes 10"X4.5" Yellow				
50.	1 Envelopes 10"X4.5" Brown				
51.	1 Envelopes 16"X12" Pink*				
52.	3 Envelopes 14"X10" Pink*				
53.	1 Envelopes 10"X4.5" Pink*				
54.	Envelope 12x 26 Brown (Nos.03-07)				
55.	Envelope 12x 26 White (Nos. I to V)				
56.	Envelope Cloth lined 37x 41 On India Govt. Service				
57.	Envelopes Cover A for postal Ballot Pink (13 B)				
58.	Envelopes Cover B for postal Ballot (13 C) Pink				
59.	Envelopes 30 x24 cm (Pink) for postal ballot				
60.	Special Tag for CU				
61.	Pink Paper Seal for CU				

*These are to be printed in case simultaneous elections are held.

Envelope at Sl.No.41 to 53 shall be in printed form as per Commission's latest instruction.

10. SVEEP OVERVIEW

10.1 AC WISE VOTER TURNOUT IN LAST TWO RELEVANT ELELCTIONS

Name of AC/ PC	% Voter Turnout in Last Relevant Elections		% Voter Turnout in Previous to Last Relevant Elections		Reasons for Less Turnout than average for State/UT
	State/UT Average%	Average PC/ AC Turnout	State/UT Average%	Average PC/ AC Turnout	

10.2 DETAILS OF POLLING STATIONS BELOW AVERAGE ASSEMBLY TURNOUT

S No	PC/AC	No of PS Having Voter Turnout Below the PC/AC Average Turnout	Reasons	Remarks

10.3 LIST OF POLLING STATIONS WITH POLLING PERCENTAGE 10% LOWER THAN AVERAGE POLLING PERCENTAGE OF PC/AC OR 5 LOWEST TURNOUT POLLING STATIONS IN EACH AC/AS TO BE ATTACHED AS ANNEXURE IN FOLLOWING FORMAT

PC	AC	Name of PS with Low Turnout	% of Voter turnout in Last Election (Indicate Month & Year of Election)	% of Voter turnout in Previous Last Election (Indicate Month & Year of Election)	Reason for Low Turnout	Any Specific Groups not Turning for Voting	No. of people belonging to the Non/Low Voting Group	Possible Influencers of the group
1.	1.							
	2.							
TOTAL								
2.	1.							
	2							
TOTAL								
GRAND TOTAL								

10.4 LIST OF MAJOR ACTIVITIES PLANNED FOR SVEEP FOR INCREASING VOTER REGISTRATION

Sl. No.	Objective/ Target Group	Activity	Material/ Medium to be used	Cost of Activity	Source of Funds	Area of Coverage	Dates/Duration

10.5 LIST OF MAJOR ACTIVITIES PLANNED FOR SVEEP FOR INCREASING VOTER TURNOUT

Sl. No.	Objective/ Target Group	Activity	Material/ Medium to be used	Cost of Activity	Source of Funds	Area of Coverage	Dates/ Duration

10.6 LIST OF MAJOR ACTIVITIES PLANNED FOR SVEEP FOR ENCOURAGING ETHICAL VOTING

Sl. No.	Objective/ Target Group	Activity	Material/ Medium to be used	Cost of Activity	Source of Funds	Area of Coverage	Dates/ Duration

10.7 LIST OF MAJOR ACTIVITIES PLANNED FOR SVEEP FOR IDENTIFIED LOW TURN OUT PS

Sl. No.	Objective/ Target Group	Activity	Material/ Medium to be used	Cost of Activity	Source of Funds	Area of Coverage	Dates/ Duration

10.8 LIST OF MAJOR ACTIVITIES PLANNED FOR SVEEP FOR EXCLUDED COMMUNITIES

Sl. No.	Objective/ Target Group	Activity	Material/Medium to be used	Cost of Activity	Source of Funds	Area of Coverage	Dates/ Duration

10.9 LIST OF MAJOR ACTIVITIES PLANNED FOR SVEEP FOR EVM INFORMATION

Sl. No.	Objective/ Target Group	Activity	Material/ Medium to be used	Cost of Activity	Source of Funds	Area of Coverage	Dates/ Duration

10.10 LIST OF VISIBLE LARGE EVENTS PLANNED FOR SVEEP IN THE LAST WEEK BEFORE POLL DAY

Sl. No.	Objective/ Target Group	Activity	Material/ Medium to be used	Cost of Activity	Source of Funds	Area of Coverage	Dates/ Duration

10.11 LIST OF ICONS AND PARTNERS

(State Government Department/Central Government Department/Government Media/Private Media Educational Institute/Financial Institute/CSO/NGO/Others)

S. No	Name of the Icon/Partner	Activity Planned with the Icon/ Partner	When &Where (Tentative Date & Venue)	Area To be Covered	Remarks

11. TECHNOLOGY USE PLAN

S. No	Name of App/ Platform	Purpose	Nodal Person at district level Responsible for Implementation	Remarks
1.	ERONET	Electoral Roll Management Process: Registration, Printing of Electoral Rolls		
2.	EVM Management System (EMS)	EVMs &VVPATs : Allocation ,Shifting, Physical Verification and FLC of EVMS & VVPATs		
3.	ENCORE	Candidate Nominations, Affidavits, Scrunity withdrawal and List of Contesting Candidates, feeding of voter turnout at periodic intervals.		
4.	Service voter portal	Enrolment of service voters		
5.	ETPBS	For uploading and transmission of PBs for service voters		
6.	NGRS Portal	For citizens grievances		
7.	Voter Helpline App	For registration as voter, applying for deletions, modifications.		
8.	C- Vigil	Enable Citizen to complain about MCC Violations.		
9.	Saksham	For PwD voters facilitation		
10.	BLO App	For facilitate online processing of claims and objections by BLO		
11.	SUVIDHA	For applying for various permissions by candidates/ political parties.		

(Please refer to the latest applications/portal released for use by ECI)

12. DISTRIBUTION CENTRE – RECEPTION CENTRE (DCRC)

AC Wise DCRC Location	Table Counters Proposed	Requirement of Staff	Staff Welfare Measures					In charge of the DCRC	Remarks
			Water	Food	Toilet	Electricity	Fan/Coolers/Heaters		

13. COUNTING PLAN

13.1 TYPE OF COUNTING TABLE & ARRANGEMENTS

AC Wise Location of Counting Centre	Number of EVM Counting Tables	Requirement of EVM Counting Staff			Number of Postal Ballot Counting Table	Requirement of Postal Ballot Counting Staff	Number of ETPBS Scanning Tables	Requirement of ETPBS Scanning Staff	Compilation Table	Requirement of Compilation Staff
		Counting Supervisor	Counting Assistant	Micro-observer						

13.2 OTHER ARRANGEMENTS

AC Wise Location of Counting Centre	Media Centre	Requirement of Staff at Media centre	Facilities at Media centre	Observer Room	Facilities at Observer Room	Communication Arrangements	Staff deployment for communication	Facilities for communication

13.3 SECURITY PLAN FOR COUNTING CENTRE

AC Wise Location of Counting Centre	Barricading arrangements	Three tier security cordon	Access Control	DFMD	CCTV	Police Officer in charge of security arrangements	Executive Magistrate on law and order duty

14. POLLING STAFF WELFARE PROVISIONS

14.1 WELFARE NODAL OFFICERS

	DISTRICT LEVEL	AC1	AC2	
Name of Nodal Officer For Welfare				
Designation				
Office Address				
Mobile Numbers				
Office Number				
Fax Number				
E-Mail ID				

14.2 WELFARE MEASURES

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

15. HEALTH, FIRST AID AND EVACUATION PLAN

15.1 IMPORTANT DETAILS

Nodal officer (CMO) Details

Name :

Designation :

Office Address:

Contact No :

24 X 7 Health Control Room

Location of the Control Room-

Contact details of the control room : -

15.2 HEALTH/ FIRST AID AND EMERGENCY EVACUTION PLAN

Sr. No	Name of Zone	Name of Sector	Name of Sector Officer	Total No of PS in Sector	Nearest Medical Facility, Contact of MO	Nearest Police Station, Name and Mobile number of In-charge	Nearest Fire Station, Name and Mobile Number of In-charge	Nearest Helipad	Remarks
	Zone 1	Sector 1							
		Sector 2							
		Sector 3							
	Zone 2	Sector 1							
		Sector 2							
		Sector 3							

Sr. No	Name of Zone	Name of Sector	Name of Sector Officer	Total No of PS in Sector	Nearest Medical Facility, Contact of MO	Nearest Police Station, Name and Mobile number of In-charge	Nearest Fire Station, Name and Mobile Number of In-charge	Nearest Helipad	Remarks
		Sector 1							
	Zone 3	Sector 2							
		Sector 3							
		Sector 1							
	Zone 4	Sector 2							
		Sector 3							

16. DISTRICT MICRO PLANNER

Prepare District Micro Planner activity calendar based on DEO Checklist and Election Planner in the following subjective format:

ELECTION SCHEDULE		
ACTIVITIES	**PREVIOUS ELECTION**	**CURRENT ELECTION (UPDATE WHENEVER DECLARED)**
NOTIFICATION OF ELECTION		
LAST DATE OF MAKING NOMINATIONS		
SCRUTINY OF NOMINATIONS		
WITHDRAWAL OF CANDIDATURES		
DATE OF POLL		
COUNTING OF VOTES		

Sl No.	Activities		Start and end date
A) POLLING PERSONNEL			
1	Collect information of poll personnel		
2	Data entry of official details/ separation of Micro-observer		
3	Database verification		
4	First level randomization (PRO/PO)		
5	Dispatch of appointment orders (Form 12/ 12A)		
6	Set up Demonstration Polling stations with staff at all training venues		
7	First training (Photo Identity Card PRO & PO-I) (Photo Identity Card PO-II , PO-III in separate batches		

8	Second level randomization (Because PBs/ EDC has to be given)		
9	Second training (PrO & PO)		
10	Third level randomization		
11	Departure training		
B) E. V. M			
1	Availability & Requirement		
2	ROs to Check EVM/VVPATs movement registers are being maintained properly		
3	Power pack for EVM/VVPATs & Paper Roll for VVPATs		
4	Checking (FIRST LEVEL)		
5	Database preparation of CU and BU/VVPATs		
6	First randomization		
7	Distribution of Randomization List with EVMs/ VVPATs to RO		
8	Training for Sectoral Officers		
9	Intimation to candidate, regarding preparation of EVMs/VVPATs		
10	Safe custody of EVMs/VVPATS in strong rooms of distribution centers (RO) HQ		
11	Firefighting arrangements for Strong room		
12	Second Randomization - Assigning ID order by PS/AUX PS		
13	Notice to candidates of date of preparation of EVMs/VVPATS one week in advance		
14	Commissioning of EVMs/VVPATS by RO/ ARO		
15	Videography of entire process of EVM/VVPATs Preparation		
16	Identification of EVM/VVPATs Engineers & Training thereof		
17	Distribution of EVMs/VVPATS to polling parties		
18	Safe custody of polled EVM		
C) ELECTORAL ROLL			
1	Disposal of all Form- 7 & 8 received up to date of announcement of election and Form-6 received up to 15-10-2022 and updation of control tables		
2	Generation of PDFs of integrated PER (with photo) having all reflections of deletions, modifications and additions made during continuous updation process.		

3	Transmission of PDFs of integrated PER to the vendor for printing of required number of multiple copies after thorough checking		
4	Generation of PDFs of integrated PER (without photo) and transmission of same to State Hqrs for uploading on website		
5	Supply of 3 copies of list of polling stations to the contesting candidates		
6	Generation of Voter Information Slips & Voter Register and transmission of same to vendor for printing.		
7	Supply of multiple copies of integrated PER to DEOs		
8	Supply of PER to the candidates of recognized political parties		
9	Supply of Voter information Slips & Voter Register to DEOs		
10	Preparation of marked copy of Electoral Roll		
11	Alphabetical list of Electoral Roll to be printed in house at DEO/ERO Level		
12	Preparation of list of identified Absentee, Shifted and Dead electors		
13	List of disqualified persons (absconded/ NBW pending, etc.)		
14	Distribution of Voter Information Slips to electors		
D) POSTAL BALLOT			
1	Send form 12 to poll personnel with appointment letter		
2	Verification of form 12, 12A for EDC from (PRO & PO) in First Level Training		
3	Prepare final list of candidates (7A)		
4	Arrangement with Postal Department for receipt/return of postal papers		
5	Print and dispatch of postal ballot		
6	Issuance of postal ballot papers to polling staff		
7	Dispatch of polled PB envelopes to concerned RO's		
8	Obtain marked PB envelopes in facilitation Centre (At RO Hqrs.)		
E) OBSERVERS			
1	Additional Staff to Observers		
2	Boarding, lodging, transport, security to be arranged by DEO		

3	Give constituency maps, list of PSs, table of contents of electoral rolls, telephone numbers, book-let containing plan of election and counting of votes.		
4	provide video camera and a videographer		
5	Stationary, wireless communication		
6	Supply of list of Micro Observers		
7	District deployment plan to be approved by Observers		
8	Supply of list of PS		
9	Critical Polling stations finalizing		
F) ELECTION RELATED MATERIAL			
1	Preparing/ Obtaining and Supplying Training Material		
2	Procurement/ printing and distribution of materials		
3	Dummy ballot sheet for blind (for PROs)		
4	Secret seals to RO and AROs		
G) POLLING STATIONS			
1	Preparing communication plan of PS		
2	Marking of Vulnerable/ Critical PS		
3	Physical verification of each PS		
4	provision of Auxiliary PS		
5	Preparing list of PS		
6	Supply of PS list to Political Parties		
7	Ensuring that all PS have been duly equipped with ramps and other facilities as per ECI instructions (Furniture/Light/Water/shed arrangements etc.)		
8	Arrangements at PS for poll		
9	Arrangement for voter assistance booth		
H) M.C.C			
1	Handing over copy of law relating to election offences to candidates		
2	Formation of MCC team AC wise.		
3	Meetings		
4	Daily Monitoring arrangement		
5	Complaint registers		
6	Videography /photography of violations of MCC		
I) TRANSPORTATION			
1	Route Chart for every PS		
2	Draft movement programme and ad-hoc ear-marking of vehicles.		

3	Final transport programme of polling parties, Sector officers, Micro Observers and Videographers etc.		
4	Requirement of Vehicles		
5	Availability of POL, be ensured. Need of extra barrel points to be examined.		
6	Transport and security arrangements to be ensured regarding Printing of Ballot Papers		
7	Police forces (State and Central)		
8	Teams for observance of model code of conduct		
J) COUNTING OF VOTES			
1	ETPBS: Date of sending PB through ETPB after 3 PM on the date of withdrawal		
2	Limit for transmission of ETPBS through ETPBS		
3	Cut of date and time for the receipt of the marked Postal Ballot at the RO HQ		
4	Strong Room Arrangement		
5	List of counting Centers to be finalized		
6	Posting of Counting Staff		
7	Training of Counting Staff		
8	Counting hall arrangements		
9	Facilities for Observer		
10	Updation of Round wise result		
11	Counting arrangements for postal votes		
12	Submission of various formats to CEO		
13	Daily report of DEO(DC)/SP and RO regarding inspection of the polled EVMs Strong Rooms		
K) NOMINATION			
1	Availability of Forms		
2	Hand Book for Candidates		
3	Issue of Public Notice		
4	Issue of Memo & register for expenditure		
5	Scanning of affidavits, dispatch to CEO & Publicity of the content		
6	Scrutiny		
7	Withdrawal of candidatures		
8	Allotment of symbol & list of contesting candidates (publication & dispatch to CEO)		
9	Meeting of contesting candidates/ take specimen signatures of candidates/agents for circulating to PRO		
L) OTHERS			
1	District Election Plan		
2	Media Centre		

3	Establishment Control Room		
4	Monitoring of Election expenditure		
5	MCMC – Formation of district level committee		
6	Complaint Monitoring System		
M) MEETINGS			
1	Meeting of RO/AROs		
2	Telecommunication Providers		
3	Political Parties		
4	Sector Officer		
5	Police Officers		
6	Contesting candidates		
7	EVM Technicians / Engineers		
8	Media		

N) Postal Ballot Paper to the category of 80+, PwDs

S. No.	Activity	Start & End Dates
1.	Collection of Form 12D	
2.	Formation of polling teams including Micro Observers and training thereof	
3.	Appointment of ARO for collecting Form 13C containing PB, counterfoils of PB containing the signature/thumb impression of electors and other documents etc.	
4.	Identification of strong room for storage of postal ballots received back every day	
5.	Preparation of list of all 3 categories of Absentee voters entitled to vote through postal ballot in Annexure-1 of the Guidelines for voting through postal ballot by Absentee voters	
6.	Sharing of list of all absentee voters to whom postal ballot issued with the contesting candidates (Annexure-1)	
7.	Intimation to the electors and candidates about date and appox. Time of visit of poll officers	
8.	Supply of sufficient number of Forms 13A, 13B, 13C & 13D and other polling material to the polling teams.	
9.	Marking of PB on working copies of Electoral Rolls	
10.	Issuance and Collection of polled postal Ballot Papers from Absentee Voters by the polling teams and submission to RO on daily basis	
11.	Preparation of list of all 3 categories of Absentee voters to whom issued with postal ballot in Annexure-2	

O) Postal Ballot Paper to Employee of Essential Services

S. No.	Activity	Start & End Dates
1.	Collection of Form 12D duly verified by the Nodal Officer	
2.	Preparation of list of essential services voters whose application received in time and in order in Annexure-A	

3.	Appointment of ARO for collecting Form 13C containing PB, counterfoils of PB containing the signature/thumb impression of electors and other documents etc. at PVC	
4.	Identification of strong room for storage of postal ballots received on the days of the poll	
5.	Identification of Postal Voting Centre (PVC) within AC by RO	
6.	Appointment of polling team(s) at PVC and supply of sufficient number of Forms 13A, 13B, 13C & 13D and other polling material.	
7.	Intimation to contesting candidates for Appointment of Agents for PVC (Form-10)	
8.	Intimation to the essential services voters about 3 dates of poll and PVC venue through SMS/news paper/BLO	
9.	Setting up of Postal Voting Centre (PVC) within AC by RO	
10.	Marking of PB on working copies of Electoral Rolls	
11.	Polling by essential services voters at identified Postal Voting Centre (PVC)	
12.	Maintenance of attendance register of essential services voters in Annexure-B	
13.	Maintenance of attendance register of polling agent for PVC in Annexure-C	

P) Activity Schedule for Counting of Votes

Sr. No.	Activities	Process to be Completed by (date)
1.	Notice to candidate or their election agents regarding the date, time and place of counting	
2.	Preparation of database for appointment of counting staff	
3.	Details of counting Supervisors & Computer Operators for ETPBs scanning	
4.	Preliminary activities for preparation of counting Hall i.e. identification of Media Centre, Observer Room, sealing room and installation of temporary telephones with internet connectivity	
5.	Arrangement for smooth and safe movement of EVMs from Strong Room to Counting Hall	
6.	First level randomization of counting staff	
7.	Counting arrangements for postal ballots, scanning of ETPBs	
8.	Setting up of Media Centre and identification of place for deposition of mobile phones and staff thereof	
9.	First Training to counting staff	
10.	Counting Hall arrangement to be completed in all respect and submission of certificate to CEO Office	

11.	Collection of list of counting agents in Form-18 (in duplicate) with their Photographs from all contesting candidates for issuance of I-cards	
12.	2nd level randomization of counting staff (Allotment of AC)	
13.	2nd Training to counting staff at RO Hqrs.	
14.	3rd level randomization of counting staff (Allotment of counting tables)	
15.	Submission of round wise result on ENCORE	
16.	Submission of various reports, certificate and formats to CEO office	

District Election Management Plan shall be made by District Election Officer of each district 6 months before the last general election conducted in District. The plan shall be ready in form to be shared with CEO and Commission whenever directed. District Election Officer shall personally responsible to ensure collection of all information from various departments in DEMP.

17. RISK MANAGEMENT

Risk management is conduct of elections refers to the process of identifying, assessing and mitigating the potential risks that could impact the conduct, integrity, security or credibility of an election. The following **illustration of** risks matrix **is provided for DEO** for risk management planning at the district level in General Elections**. (Refer to Manual on Risk Management for details on identification of risks and mitigation measures).**

Work area	Risk Identified	Mitigation Measures/ Action Points
INSTITUTIONAL FRAMEWORK		
1. Office IT Infrastructure	1.1 Dysfunctional communication channels.	Testing telephone lines, net connectivity and additional dedicated lines. Frequent dry run to be conducted.
	1.2 Ineffective communication of SLA with the Data Entry Operators with EROs/ DEOs.	Regular monitoring of the work of District Programmers and Data Entry Operators to be mandated in the SLA agreement.
2. IT Apps/Portal	2.1 Lack of training, capacity to take peak load, incorrect data entry.	Sensitization, awareness, repeated training. Adhering to SOPs of ECI. Second level checks for final data entry.
PLANNING AND IMPLEMENTATION		
3. EVM and VVPAT Security and Management	3.1 Hazards of collecting and transporting EVMs from numerous source stations.	EVMs from small warehouses can be pooled at a few central places by the host state for safer and more convenient picking up by the borrowing state.
	3.2 Damages to EVMs in long transport.	Protocols to be followed to avoid damages.
	3.3 Inadequate and unsafe storage of EVMs.	Dedicated warehouses to be built, with required security features such as strong, robust doors, CCTV camera, etc.
	3.4 Unused expirable items like VVPAT printing paper, power- pack, etc.	Centralized stock-keeping to track the unused consumables and transfer to the poll-going states. Following ECI's new norms for disposal of Battery of EVM and VVPAT as per guidelines.

	3.5	Accumulating e-waste.	Guidelines to be formulated for safe and environment friendly disposal of e-waste, including re-use or re-cycling.
	3.6	Hastily assembled, inadequate technical manpower to supervise EVMs.	BEL & ECIL to be mandated to deploy the necessary numbers of adequately trained personnel for EVM-testing and managing.
	3.7	Checking compatibility of VVPAT with EVM model.	In case of VVPATs being used, it is essential to check whether EVM available is compatible with VVPAT.
	3.8	Quality of thermal paper for VVPAT.	As thermal paper has a definite life, it is crucial to ensure adequate supplies of fresh thermal paper. Date of manufacturing needs to be checked.
	3.9	Scope of complaint in case of hasty FLC in absence of political parties / candidates.	At every stage of EVM/VVPAT preparation and randomization, it must be ensured that representatives of major political parties, candidates/agents are present; their signature should be obtained for the proceedings; subject to ECI instructions, they should be asked to press buttons for their satisfaction in respect of the correct functioning of both EVMs and VVPATs, and such events of participation by stake holders must be video graphed. Monitoring through webcasting during FLC.
	3.10	Undeleted previous data may cause avoidable doubts.	Receiving districts must resolve with the sending districts as to whether the previous data/candidate- setting on EVM/ VVPAT has been properly deleted. If not, the deletion should be ensured at the time of FLC, following ECI guidelines.
	3.11	Non-functioning of GPS tracking of machines.	To be included in training module of Sector Officer. Dry run to be done on P-3 day.
	3.12	Misplacing of SLU.	Ensuring preservation of SLU in the custody of DEO till P+1 day.
	3.13	Improper loading o f symbol in VVPAT.	Checking the printed ballot slips with 7A by at least two teams meticulously.
	3.14	Non-implementation of correct machine replacement protocol.	Emphasis in training on replacement protocol at Mock poll and during poll. Train the Sector Officer adequately
	3.15	VVPAT not kept vertical while in movement.	Train all concerned in easily rememberable way. 'Like when to work we are to stand' means before working keep the knob vertical, else horizontal.
	3.16	Replace machines due to exhaustion of battery.	Train the Polling party on battery replacement protocol and keep extra battery available.

		3.17 Improper storage o f ABCD category machines.	Train the team about the different storage protocols of ABCD category of machines, inform candidates accordingly.
		3.18 Reserve machines are exhausted due to poor reserve management on poll day.	Keep sufficient reserve machines. Follow new guidelines of pasting of stickers. Keep extra machines for reintroduction for extreme exigency.
		3.19 Polling Personnel should not transport EVMs/VVPATs in any unauthorized vehicles, even if there is any breakdown. They should not stop with vehicles in any unauthorized place.	Suitable instructions to polling personnel should be given in this regard. Arrangement for reserve vehicles should be kept at different locations.
4.	Material Procurement	4.1 Compromise on quality and increase in costs on account of decentralized procurement of election materials.	For as many standard and common items as feasible, centralized procurement decisions should be taken to get quality items at competitive rates.
		4.2 Probability of Shortfall/ Deficiencies	Assessment to be made on the basis of probable auxiliary booths, probable damages and maintenance of adequate reserves. Proper training for correct use. No use of old expired materials.
5.	Pandemic Risk	5.1 Delayed finalization of Nos. of booth. Housing of auxiliaries/ additional polling stations. Polling stations not on ground floor.	Finalization of booth as early as possible and making detailed planning. Polling stations to be on ground floor.
		5.2 Ensuring AMF to newly created PS and temporary structures. Inadequate Fund.	Framing long term plan and emergency plan Dovetailing of fund of all related department.
		5.3 No clear idea on parts of roll. Improper front page and division of roll for auxiliary booths.	Awareness to political parties, electors and poll officials.
		5.4 Probability of violation of norms during FLC, Commissioning. Risk of becoming infected.	Strict observation of norms. Keeping reserve team ready.
		5.5 Proper assessment of various categories of ballot, varying features, quantity.	Proper assessment including ballot for home voting.
		5.6 Enhanced requirement of personnel. First time poll personnel.	Advanced computerized database preparation Adequate training.
		5.7 Improper assessment invalidated materials.	Proper assessment including proper assessment of enhanced Polling Stations.

	5.8	Faulty assessment of requirement considering all users. Delay in procurement No proper planning for Bagging and storage.	Assessment of requirement to be done considering all users. Procurement process to be started well ahead. Place for bagging, manpower, storage to be pre-planned.
	5.9	Breach of Pandemic norms. Shortage of trainers.	Strict observance of Pandemic norms More pool of master trainers. Inclusion of Pandemic module.
	5.10	Shortage of Police personnel. Cases of Pandemic infection.	Plan for auxiliary, home voting etc., if required. Set up protocol for handling Pandemic positive cases.
	5.11	Lack of scope of personal interaction for familiarizing new app.	Online platforms must be used effectively.
	5.12	More communication through online mode. Lack of trained personnel to handle.	Dedicated trained team and development of portal
	5.13	Flouting of electors norms at booth by electors.	More awareness programmes under SVEEP.
	5.14	Deviation of Pandemic norms.	Government SOP be followed.
	5.15	Violation of Pandemic norms. Hesitation of polling official for being members of team for Pandemic Voting	Proper training under Government SOP.
	5.16	Missing physical reconciliation meeting.	Proper training for familiarization with such process to candidates.
	5.17	Less awareness generation, less turnout.	Intensive, 360 degree communication needed.
	5.18	Less physical meetings with media due to Pandemic situations.	More informal transaction and online platform.
	5.19	Vaccinating all concerned.	Advanced planning for vaccination if left out.
	5.20	Less visibility to counting agents due to more distance.	Arrangement of display boards /TVs etc.
	5.21	Congestion at sealing process, storage, counting.	Proper space identification.
6.	Establishing polling stations	6.1 Notifying buildings no more in use.	Field-verification of database to be done in consultation with concerned departments.
		6.2 Notifying buildings likely to be demolished.	Maintenance of divisions of the owner departments to be contacted to avoid such structures.
		6.3 Dilapidated and unsafe buildings.	Physical inspection of the building should be supported by photographs with time / date.

	6.4	Remoteness of polling stations or natural barriers/ obstructions.	If the location is very remote or difficult to access, a more conveniently located building should be proposed, or in extreme cases, temporary structures can be proposed with due safety measures.
	6.5	Vulnerability of polling stations.	Analysis of vulnerability of polling stations should be done well in advance, along with the mapping of vulnerable areas.
	6.6	Housing polling stations in private buildings with possibility of allegations.	While grant-in-aid private institutions can be considered, unaided private institutions should be used only after due diligence about the institution's affiliations, and after exhausting all possible government or semi-government structures.
	6.7	Lack of minimum facilities at Polling Stations.	Polling Stations with deficient facilities should be marked and notified to the concerned government department for completing in time. Such building must be subjected to one more physical verification before it is proposed as a polling station. Photographs of such buildings, before and after repairs, should be maintained. Latest AMF guidelines of the Commission to be followed.
	6.8	Connectivity of Polling Stations.	All possible means need to be deployed to ensure that every polling station is in some way connected. In case of severely remote locations, alternative ways such as deploying HAM Radio operators, Satellite phones, and police wireless coverage, etc. to be explored.
	6.9	Appropriate awareness of any new booth created/ auxiliary voting arrangement.	Proper awareness to be made to electors /candidates/political parties about the voting arrangement in newly created booth and auxiliary booth
	6.10	Conversion of P-3 Polling Stations into P-2.	DEO to explore alternative Polling station to minimize P-3 into P-2 PSs.
	6.11	For hassle free polling experience, all Polling Stations shall be on ground floor / entry level.	Such Polling stations shall be explored before election for voters especially PwDs / Senior citizens.
7.	Vulnerability mapping and security plan	7.1 'Law and order' based inputs may not be sufficient to secure a clean poll.	Analyze poll-related past incidents and emphasize on intelligent examination of voting statistics, electoral registration, public grievance, present-day rivalry, etc. along with 'law and order' inputs.
		7.2 Incomplete analysis to decide the degree of sensitivity may lead to gaps in election management for a clean poll.	Inputs must be obtained from various sources to decide on vulnerability mapping. Worry list to be collected from all candidates.

	7.3 Delayed proceedings in preventive cases do not result in binding over of the potential trouble- makers.	About six months before the probable announcement of election-schedule, all pending police cases in respect of preventive proceedings should be reviewed by the SP. Potential troublemakers should be proceeded against in a time-bound manner, so that around the time of campaigning, all such anti-social elements are bound over, or kept in preventive custody.
	7.4 Unrealistic demand for CAPF conveys dependence on central forces for ensuring orderly polls.	Assessment of extra forces should be based on situation analysis after completing vulnerability mapping. State level sensitivities such as border areas, political significance of constituencies, should act as moderating points.
	7.5 A Deployment plan prepared in an ad hoc manner without taking into consideration ground realities on the basis of last general election.	The process of identifying possible risks, assessing their potential impact, developing, and implementing plans to minimize the negative effects of changes are a part of risk management exercise. Deployment plan must consider potential problems. This requires an acute sense of understanding of local realities.
	7.6 B Lack of foresight in planning for resources can lead to a difficult situation.	District level administrative machinery should take up this work in a much- focused manner and ensure sufficient reserve in all resources, including equipment, transport, manpower, etc. The district must select the right personnel for the right jobs in the deployment plan for desired result.
	7.7 C Inflexible deployment plan. Resistance to change can make the plan ineffective.	Scope of tweaking of deployment plan even at the last minute, if a situation develops and warrants it.
	7.8 D Prioritization of deployment of specific type of forces, if not done on the basis of ground realities, Resistance to change in such a case will only make the plan ineffective.	The state and the district must look at the basket of forces available and prioritize based on district level, AC level and PS level requirements.
	7.9 E Improper implementation of force deployment.	The consequences of not implementing the plan must be made very clear to all levels. The plan shall be communicated and personnel well trained. The fact that all election functionaries including security personnel are under the disciplinary control of the ECI during elections, must be brought to the notice of all personnel.

	7.10 F Security risk.	Maintenance of a risk profile incorporating risk assessment, vulnerability analyses, DEMP (District Election Management Plan), and other relevant input. The districts are already categorized in the national vulnerability atlas based on hazard potential, maintained by Govt. of India. Also, most of the districts have district gazetteers indicating the previous sensitivities, which need to be supplemented by the electoral events. The Commission's instructions lay down the methods of collection of previous incidents that may have a bearing on the security management during elections. All such input needs to be collated in a scientific format for better analyses, easy retrieval.
	7.11 G Transportation.	Efficient use of transport including by train and effective route planning ensures that last minute challenges and risks are mitigated. It is necessary not only to plan but also have fallback measures. Skilled drivers with good quality vehicles shall be put on duty especially in hilly terrain for safety.
	7.12 H Accommodation.	Advance identification of accommodation for incoming forces for their comfortable stay as per prevailing weather conditions. Good quality food shall be served on time. A Nodal officer shall be appointed for overall coordination.
	7.13 Preparation of deployment plan in an ad hoc manner without taking into consideration ground realities and emphasis on CAPF may result in underutilization of state's resources such as Home Guards, NCC and Civil defense.	Non-sensitive polling stations may be supervised by home guards and civil defense personnel, with due permission of the authorities, NCC cadets can be utilized for maintaining queues and providing booth- level assistance to the females, senior citizens and physically challenged electors.
	7.14 Underutilization of non-force measures such as videography, web- casting may result in spreading the security forces too wide for effective supervision of sensitive locations.	Videography of voters in queue and people gathered outside, real- time webcasting of poll in process, micro-observers supervising the voting procedures, all such non- force measures allow the security forces time and resources to concentrate on difficult and sensitive areas.
	7.15 Constituency-wise and District-wide deployment may get influenced by political factors.	The actual allocation of the CAPF companies district-wise and/or constituency- wise should be done by the DEOs in consultation with SPs and general Observers.

ELECTORAL ROLL			
8. Continuous updating of Electoral Rolls	8.1	BLOs not being in place. Long-standing BLOs may develop bias.	Meticulous revision of BLO contact details. There should be a mix from various departments for obviating bias.
	8.2	Bulk submission of registration forms by BLAs.	System to restrict bulk feeding of Form-6. Guidelines of the Commission to be followed.
	8.3	Approval of Form-6 without due checking.	Abnormal additions part-wise to be scrutinized for anomalies.
	8.4	Acceptance of Form-6 even after duplicate warning by system.	Accepting Form-6 when the system has flagged the possibility of repeat entries to be allowed only after reference to a supervisory level.
	8.5	Unauthorized approvals at the subordinate levels.	Frequent changes of passwords or biometric identification system should be kept in place.
	8.6	Delay in deciding forms cause submission of repeated forms.	Time-bound disposal of forms to be insisted. Daily review of pendency of forms. Special care to be taken to decide on forms received through NVSP portal & other online platforms.
	8.7	Motivated deletions, or excessive delay resulting in non-approval, in respect of targeted populations.	All abnormal deletions part-wise must be scrutinized. Delay beyond permitted time must be reported by the system automatically to the higher level.
	8.8	Acknowledgement of Form-6 not given to applicants, thereby preventing tracking of pending applications.	Generation of specific acknowledgement numbers to be made compulsory, by which processing of forms can be tracked by the applicants.
	8.9	Inadequate response from the eligible youth for the facility of 4 qualifying dates.	Focused SVEEP activities for prospective electors have to be taken. Awareness regarding e EPIC downloading facility to be intensified. Encouraging mobile no linking for better electoral Services.
	8.10	Delay and confusion in delivery of EPIC.	Part-wise segregation of EPICs should be made after approval of registration. Ensuring timely Free delivery of EPIC through registered post only.
	8.11	Not maintaining print copies of registration forms.	Numbered forms to be maintained, and action must be first completed on the printed form, before approving or rejecting on the ERONET. Scanned copies of Forms and relevant documents may be kept in data archives. Printed forms on which action has been taken must be preserved for the prescribed duration, with proper cross-referencing.

		8.12 Missing certain segments like marginalized persons, women, youth, disadvantaged a n d poor people, tribals in remote areas, transgender, ex-servicemen, etc.	Special drives with focus on the less represented citizens; camps can be conducted in specific locations after giving due publicity; mobile registration vans can cover such segments. Encouraging online registration through ECI Applications like NVSP, Voter portal, Voter helpline app.
9.	Security of Electoral Roll database	9.1 Misuse of electoral data for private or commercial purposes.	Misuse of electoral data without authentication from the competent authority may be considered to be made an electoral offence. A warning should be displayed on ECI/CEO/DEO websites that use of electoral roll data for any non-election activity is strictly prohibited. For any academic or other research/ information dissemination permission should be made mandatory.
		9.2 Outsourced programmers and operators or printing vendors may compromise data security.	SLA personnel and other outsourced operators must be bound by proper agreements to protect electoral data from any unauthorized use. Non-disclosure agreement to be signed.
		9.3 Excessive stress on technical manpower may lead to errors and breakdown.	Regular review of pendency, timely disposal of forms, and advanced supply of necessary hardware will ensure that there is no undue stress on the technical team working on electoral roll management systems. Multiple shift arrangement of manpower to be made during peak period
10.	Fidelity of Electoral Roll	10.1 Non-inclusion of eligible persons.	Adequate outreach programmes to be conducted. Appropriate SVEEP & implementation of 4 qualifying dates in a year effectively.
		10.2 A Family tagging.	Before draft publication of electoral roll, members of a family shall be clubbed so that on day of poll, all family members cast vote in the same polling station.
		10.3 Inadvertent deletions.	Deletion lists to be published, shared and communicated wherever feasible. Proper monitoring and adherence to SOPs to avoid inadvertent deletions.
		10.4 A Inadvertent deletions of important electors such as renowned art personalities, political representatives, senior public servants, judicial officers, etc.	Keep close watch to ensure non removal of such important voters, and maintain a list of such important electors.
		10.5 Deliberate exclusion of certain sections and areas.	Appropriate publicity and efficient grievance-redressal system.
		10.6 Possibility of motivated deletions.	Abnormal deletions, section-wise and part-wise, to be scrutinized for anomalies.

		10.7 Inclusion of ineligible electors.	Cross-verification, random checks and complaint-monitoring systems to be established.
		10.8 Repeated entries.	Scrupulous adherence to de- duplicating checks to be ensured. Monitoring through generation of DSE, PSE and EPIC list.
		10.9 Double registration in bordering constituencies.	Electoral rolls of bordering constituencies to be compared; special communication drives to avoid double registration.
11.	Efficiency and motivation of registration staff like BLOs and Data Entry Operators	11.10 Untrained and uninspired staff committing mistakes in Forms, insufficient documents taken, not giving acknowledgements, blank fields.	Adequate training to be given for avoiding errors and mistakes, appropriate levels of supervision. Inadequate knowledge of the new forms as a risk because of which wrong forms may be filled for various services.
		11.11 Delegating without authority for bulk submission of forms.	Proper identification- cards/badges to be issued to BLOs and Data Entry Operators. Taking declaration of BLA's authenticating bulk form submission as per ECI guidelines.
		11.12 Incorrect field verification by BLOs.	Ensuring one-to-one coordination between BLOs and BLAs, involving RWAs in verification, so as to resolve issues when applicant is not available on inspection. Monitoring by supervisory officials through super- checking mechanism in ERONET.
		11.13 Delay in submission of field- inputs giving scope for repeated Form-6.	Time-lines to be set and checked. Alert generation through SMS and color coded monitoring is entailed.
12.	Ensuring fundamentals of eligibility- citizenship, age, and ordinary residence	12.1 Possibility of inclusion of foreign nationals.	The importance of unambiguous clarity on citizenship requirements to be communicated to EROs. Referring to appropriate authorities and adhering to guidelines for determination of doubtful citizenship.
		12.2 Lack of vigilance in non-border cities in registering electors.	First-time electors to be scrutinized with elaborate cross- checking of documents. EROs to be briefed about their authority to reject Form-6 on not being personally satisfied as per appropriate guidelines.
		12.3 Registration of under- age persons.	Birth documents to be checked in case of young applicants.
		12.4 Non-residents may get registered.	Physical verification by BLO to be a must before considering acceptance of Form-6; cross- checking with neighbours, verifying other documents, and checking about possible repeated entries in adjoining constituencies should be done.

13. Digital security of electoral registration	13.1 Misuse of digital signature by ex-staff.	Immediate surrender of digital signature and change of password on change of data entry operators.
	13.2 Bulk submission by misusing digital signature.	Programmed system controls.
	13.3 Unauthorized operations on behalf of the EROs by Data Entry Operators.	Bio-metric identification of EROs/ AEROs; frequent changing of passwords; surprise checking of audit trails. Signing non-disclosure agreement with the agency involved. CCTV arrangement in data entry locations.
PERSONNEL MANAGEMENT		
14. Drafting and Requisition	14.1 Not finding adequate numbers of polling personnel, particularly female polling staff.	The exercise to identify polling personnel should begin at least 3 months before the probable date of announcement of elections. Database of employees with State Government/Central Government/ State & Central PSUs should be taken and grouping should be done on the basis of seniority for poll- deployment. A safe margin of about 20% should be kept ready. List of female employees with their residence address should be prepared so that they are not deployed to distant polling stations. Online database may be prepared for efficient deployment. Senior personnel should not be placed under junior personnel.
	14.2 Deployment of staff not fit for strenuous jobs.	It is prudent to consider genuine medical conditions before issuing deployment order or exempt serious or chronic cases when identified during poll- training, rather than exposing the suffering employee to further hazards and weakening the poll-duty teams in the process. Similarly, young mothers or women with medical conditions should be exempted. Employees with disability should be posted to encourage differently-abled voters, but should not be sent to very inconvenient locations.
	14.3 Deployment of exempted categories may lead to litigation later.	The Election Commission has exempted certain categories of employees from poll duty. Strict adherence to those instructions must be ensured. During training sessions, it should be cross- checked that exempted categories have not been put on poll duty.

15.	Training and Education	15.1	Inadequate training may lead to inefficiency, errors and possible vitiation of poll-process.	Training of Presiding Officers and Polling Officers must be done in a meticulous manner in a class-room atmosphere. Batches should be small so that the training is more interactive. Doubt clearing sessions should be held. Practical demonstration and proper handling of EVMs should be facilitated. Conduct of mock poll and clearing mock poll data must be instructed. POs must be told to inform the supervisory officers in case of any serious difficulty or unexpected happening. Hands-on training for filling up of various forms. Evaluation component at the end of training.
		15.2	Inadequate hands - on training on EVMs and VVPATs	Presiding Officer and polling /counting staff polling must be given hands-on training on handling EVMs and VVPATs.
ELECTION PERIOD ELECTORAL CAMPAIGN				
16.	Public places defacement & publicity	16.1	Precious time may be lost in identifying places where either with or without permission, political photos have been displayed.	Revenue, Municipal and Panchayat authorities should be conveyed a month before the likely announcement of poll-schedule, to take a stock of illegal posters and hoardings. SoP for first 72 hours shall be followed.
		16.2	Departments / Institutions take a lot of time in covering/ Removing government programme achievements.	All departments to be advised in advance to identify such publicity-mater and start preparations for removal/ concealment.
		16.3	Departmental web- sites take time in removing political photographs.	All departments to be informed prior to schedule announcement about the need to identify such publicity material and be prepared for corrective action.
		16.4	Running advertisements, escalating to even the day of announcement of polls.	Government department should publish advertisements well before election - announcements.
		16.5	Advertisement places not to be monopolized by a political party.	To communicate to all concerned authorities to follow equitable distribution policy on political advertisement among all players.
17.	Code of Conduct in letter and spirit	17.1	Motivated releases of funds or announcements of schemes on the day of poll-announcement.	Committee constituted by the Commission in the state to be consulted in cases of ambiguity. Within 72 hours of announcement of elections, the DEO shall obtain the list of works which have already been started on ground and list of fresh works which have not started on ground and to the CEO for reference in case of validating any complaint on violation of MCC.

	17.2	Large-scale transfers on or just before poll announcement.	A similar communication on personnel matters is necessary. In case of such transfers at the last moment, lists of all these cases to be kept ready for review.
18. Media communication	18.1	Strict maintenance of confidentiality.	Confidentiality of force deployment is ensured for the purposes of safety of the forces and the general sensitivity. Nobody other than the Commission or the CEO is authorized to talk to media on this matter.
	18.2	Unconfirmed information about seizures or police cases may be interpreted as bias.	Every individual report of seizure or violation of code of conduct must be verified through the Returning Officer, with a report of the concerned Police/ Income Tax authority, before sharing with media.
	18.3	Unattended media reports convey an impression of laxity.	From three months before the likely announcement of election schedules, all relevant matters reported in media need to be tracked for necessary action.
	18.4	Possibility of motivated reporting or sponsored news items.	All mass media reporting to be monitored for any possible cases of paid or distorted news. Paid news, Fake news have to be monitored. Misinformation and disinformation issues to be monitored. Rebuttal has to be issued in case of incorrect news reports.
	18.5	Casual comments on Media engagement	All election officials must show restraint in media interaction.
19. Social Media	19.1	Malformation, misinformation, disinformation, and Fake news in social media.	Internet and Mobile Association of India (IAMAI) and Social Media Platforms (Google, Facebook, Twitter, etc. have submitted a voluntary code of ethics to ensure free, fair and ethical usage of platforms. The voluntary code of ethics became operational from 20th March,2019
20. Poll Processes: Nomination, Scrutiny, Withdrawal and Symbol allotment	20.1	Incorrect Notification about designation of RO may lead to legal complications.	It must be doubly checked that the designation of the Returning Officer in all notifications and notices is the same as notified by the Election Commission in the State Gazette.
	20.2	Hasty receipt of nomination papers and documents may lead to avoidable rejections later.	Every single nomination and accompanying documents should be checked at the time of submission, and deficiencies if noticed should be communicated to the candidate/ proposer in writing, mentioning specific time and date before which the defect must be rectified to the satisfaction of the RO.

	20.3 Last hour rush on last date of nomination may lead to complaints about difficulty in access.	Adequate security should be ensured in the entire campus of the office of the Returning Officer to control people and allow smooth entry of candidates/ proposers. RO's chamber should have sufficient space to perform the functions of nomination, staggered time shall be allotted to prospective candidates in advance.
	20.4 Frivolous complaints about non- receipt of forms, though claiming to be within time.	The watch for public view in RO's office should be got checked on the last day in particular. Videography should be done of the proceedings in the last half an hour, with photos of the people and officers including ECI Observer present at the time of the closure, with a clear view of the watch.
	20.5 Undue request to permit submission of Documents beyond the hour prescribed.	The RO must scrupulously follow the statutory rules and ECI guidelines about the time- limits for submitting forms and supporting papers.
	20.6 Lack of pre-check may lead to delay at the time of scrutiny.	Following a prescribed check- list, all nomination forms and accompanying documents like Affidavit, electoral roll extract, caste certificate where needed, security deposit receipt, etc. must be checked after the nomination time closes.
	20.7 Apparent consultation at scrutiny time may lead to avoidable complaints.	Under no circumstances should the RO be in telephonic consultation during the scrutiny.
	20.8 Not giving reasonable opportunity may lead to avoidable election petitions.	Even when the RO is very clear that there is no need to give time for resolving a particular objection or deficiency, it is prudent to give some reasonable opportunity, if specifically requested by a candidate / agent.
	20.9. Wrongful rejection of a nomination can become a valid ground for setting aside the whole election.	After doing adequate scrutiny and analysis, in case of any doubt, the guiding principle should be to give the benefit of doubt to the candidate, as wrongful acceptance may not vitiate an election, but wrongful rejection can certainly become a ground for challenging the election. Encouraging optional online submission of Affidavit with adequate safeguards.
	20.10 Old copies of symbol books may lead to mistakes in allotment.	Only the latest document issued by the Election Commission for the specific election should be consulted, while deciding about the list of symbols and their particular print types. In case of doubt, the office of CEO or ECI Division concerned must be consulted.

	20.11	Unauthorized or wrong Form A&B, especially from unrecognized political parties may lead to complaints and litigation.	At the time of receiving nominations, Form A and B should be checked with respect to the office address given in the list of registered political parties. In a book form, this list is issued before every general election by the Commission.
	20.12	Frivolous complaints of not getting a symbol of one's choice may lead to litigation by non- serious candidates.	If it so happens that all the symbols requested by the candidate are either reserved or not from the list of approved free symbols, the candidate should be asked to give in writing about his consent for a particular symbol. In case of a draw of lots, proceedings should be video-recorded.
	20.13	Non-standard photograph may delay printing of ballot papers.	Even at the time of symbol allotment, any non- standard photographs, if already detected, should be correctly replaced by the candidate. To avoid complaints later, the photo to be used in ballot paper should be obtained in writing by the candidate. Name and signature can be taken behind a spare copy of the photograph that can be kept in nomination file for future references.
	20.14	Mis-match of photographs of candidates.	Photographs of candidates should be collected under their signature. Before the design of the ballot paper is finalized, the photographs in the draft ballot paper must be got compared with the original nomination papers so as to prevent any mismatch.
	20.15	unexpected large number of candidates.	Necessary arrangement of additional BUs and other arrangement to be preplanned.
	20.16	Publication of Criminal antecedent.	The candidate and political parties have to publish the criminal antecedent according to the three schedule/tranches prescribed which should be monitored.
21. Printing and security of Ballot Papers	21.1	Defective printing with mis-spelt names, blurred photograph, incorrect sequence, etc. may lead to complaints and even be a ground for election petition.	The list of Contesting Candidates (Form 7-A) must be personally scrutinized by the Returning Officer and cross- checked with the particulars given in the nomination form.
	21.2	Unaccounted ballot papers may be subject to mischief.	All cancelled or defective ballot papers should be got destroyed under proper supervision. All final ballot papers should be counted physically by election- staff from RO office and dispatched with proper security.

22.	E-Postal ballot (Voting operations and electoral duty)	22.1	Faulty preparation of Postal Ballot Paper.	Adequate Training must be imparted. All safety protocols must be followed.
23.	Postal ballot	23.1	Faulty printing of Postal Ballot.	Must take all precautions as listed in the ECI's instruction.
		23.2	Mistake in distribution of Postal Ballot; Inadequate reach to the election duty staff including security personnel.	List of election duty staff must be carefully maintained. Postal Ballot Nodal Officer must be a senior administrative officer to ensure the reach of PBs to all concerned with regular monitoring and follow up.
24.	Absentee Postal Ballot Voting (Home voting for AVPD, AVSC, AVCO)	24.1	Houses missed by BLO during application form distribution.	Ensuring BLOs visit all houses and distribute the application forms to targeted electors.
		24.2	Miscommunication on benchmark disability certificate to electors.	Good IEC (Information, Education, Communication) activity for Elector and the stake holders for obviating miscommunication.
		24.3	Secrecy violated during voting at home.	Adequate training to polling party.
		24.4	Improper storage of polled ballots.	Setting up of strong room as per protocol and communicating the same to candidates.
		24.5	Candidate's Representatives not intimated.	The candidates must be intimated with the route chart along with home voting schedule.
25.	Level Playing field in campaign period	25.1	Distribution of cash and goods vitiates the level-playing field and raises doubts about the efficiency of the election management authorities.	Adequate number of check posts, both static and mobile, flying squads, video-recording teams should work together with intelligence agencies for effective control on supply, storage, and distribution of inducements. C-vigil to be implemented effectively. Adequate number of teams to be formed for prompt grievance redressal.
		25.2	Delayed response to complaints affects the morale of law-abiding citizens.	Timings of receiving complaint and reaching the spot should both be mentioned. Daily analysis of response-time should be done to either increase the number of squads, or to rationalize their routes. There should be a system of informing the complainant, if he has given his contact details, about.
		25.3	Inadequate coordination with neighboring states may allow inter-state movement of illegal cash, liquor or goods.	A meeting just after the announcement of election schedule and another when the campaign-period starts should be held with neighboring states to have effective coordination on state borders.
		25.4	Ignoring coastal security can be a cause of concern.	A separate meeting with Coast Guard and State Police should be organized. Suspected landing points for contraband goods should be kept under surveillance.

		25.5 International land borders can be a source of infiltration for disrupting poll-process.	DEOs of districts having international borders should hold one-to-one coordination meeting with concerned commanding officers of guarding force.
		25.6 Un-deposited firearms can be a source of trouble.	ECI instructions on deposit of licensed arms must be followed quickly.
		25.7 Illegal firearms can cause violence to intimidate voters.	Search and seizure operations for illegal firearms must be continued throughout the election period. Police cases should be booked and quick investigation should be done to build confidence among law-abiding citizens. Instead of just having a target-based approach on depositing legal arms, special attention needs to be given for search and seizure of illegal / unlicensed arms.
		25.8 Compartmentalized checking at department check posts.	The check posts of Forest Department for illegal forest produce, or the Commercial Tax Department for unaccounted goods during the election period, should be re-oriented to function as integrated units of MCC enforcement, apart from doing their respective jobs. As far as feasible, CCTVs should be installed at such check posts to improve efficiency.
		25.9 Target-approach on execution of warrants should not be allowed to miss the cases of grave nature.	Careful analysis should be done of pending warrants so that the limited time and resource are utilized on cases of public order and electoral malpractices.
		25.10 Political influence in providing state security may cause intimidation or undue influence among electors.	District Election Officer and SP/Police Commissioner should review the cases of any possible bias in providing or denying state security to political functionaries, and take necessary corrective action in advance.
26.	Compliant Management	26.1 No or inadequate redressal of complaints.	Effective complaint monitoring system, Awareness on C-vigil, and other helplines.
		26.2 Mistake in sending of E-Postal Ballot in secured environment.	All safety protocols must be followed. Instructions should accompany E-Postal Ballot on how to fill and how to send, so as to avoid high rate of rejection of such ballot papers.
		26.3 Repeat entries of Service Voters.	Timely updating to be done of addresses in respect of Service Voters. Repeated entries should be deleted following due procedure.

27.	Conducting free, fair and peaceful polls	27.1	Check-posts get abandoned on the eve of poll, allowing unrestricted movement of prohibited items.	As far as feasible, some CAPF units should be continued to man check posts on the night prior to poll. If logistically manageable, security personnel guarding overnight may be allowed to rest the next day and report before closure of poll to relieve the poll-duty personnel. SST and VST to be strengthened further.
		27.2	Election machinery's focus being on Polling Stations, the vulnerable areas do not get adequate protection during the day and night prior to poll.	A basic minimum enforcement of vulnerable areas, border points and crucial check-posts should be continued, as the last 24 hours are the most vital for the purpose of minimizing illegal influences on electors.
		27.3	Last night contacts by party functionaries allows scope for extraneous influences.	All contesting candidates and their agents should be video- trailed in their last day of campaign. Prohibitory orders may be imposed by Magistrates in areas where possibility of mob violence or threatening the weaker sections exists.
		27.4	Unattended serious complains may raise doubts over integrity of poll-process.	If serious allegations have been made about personnel, machines, or violations of code of conduct, all such grave matters must be examined, resolved, and communicated to the complainant as well as general public so as to maintain trust in the system's efficiency and integrity.
		27.5	Inadequate protection of EVMs and poll-material in case PrO does not stay overnight.	Stay of PO and other essential staff should be ensured on the night before poll-day.
		27.6	Non-functioning electrical connection, water supply, etc. at polling stations.	Assured Minimum Facilities of Polling Stations, along with connectivity status must be cross-checked a week before the poll day, so that corrective action can be taken well in time. Latest AMF guideline to be ensured and followed.
		27.7	Non-deletion of mock-poll votes may result in all votes becoming invalid and vitiate the atmosphere.	Along with mock poll conduct report, mock poll data deletion report must be collected from every polling station. Communication channel to be kept clear to avoid miscommunication.
		27.8	Agents of less powerful candidates may either be absent or discouraged from continuing.	Presence of only one agent should be taken as a sign of imbalance of political power. Very careful videography should be done at such polling stations. ASD lists should be scrutinized meticulously for possible duplicate voters/impersonators. Hourly voting figures should be assessed more carefully at such stations.

	27.9	Malfunctioning of EVMs / VVPATs during the poll.	Spare EVMs / VVPATs to be kept with mobile supervisory units, along with technical experts for quick replacement of EVMs / VVPATs. Deployed engineers to be positioned at various convenient locations and contact number of Engineers and Sector officer to be exchanged mutually on P-1 day for effective coordination.
	27.10	Overwhelming numbers in late hours of poll may disrupt poll process through booth- jamming.	Hourly reports to be assessed. In Polling Stations with abnormally low voting figures in the first half, special attention should be given. If the number of electors waiting at the end of poll is large (over one hundred), additional officials and security should be rushed to control the situation.
	27.11	Booth-capturing with apparent force.	Last hours of polls should be monitored continuously. POs should be trained to report an incident of violence immediately.
	27.12	Silent rigging.	Abnormally high polling in last one hour must be investigated. Mock-poll data, presence or absence of polling agents, hourly poll figures, PO diary, etc. must be properly examined. Any complaint about rigging should be urgently looked into and the EVM should be kept aside in strong room.
	27.13	Casual challenge of test vote to be discouraged	PRO to follow detailed guideline under 49MA.
	27.14	Voter identification- Mismatch between English / Vernacular versions of electoral roll (Alphabetical roll).	Adequate training on acquaintance of structure of Roll and its entries is to be given to polling parties.
	27.15	Found machines in unauthorized place/ vehicle.	The machines should not be carried in vehicle other than assigned vehicle. Machines should not be kept in place other than designated location. Precautionary training required. Machines to be moved through GPS tracked vehicle.
RESULT DECLARATION			
28. Counting Hall	28.1	Failing to notify the details of counting time and place as per Conduct of Election Rules 1961.	As law prescribes minimum one week before the date, or the first of the dates, fixed for the poll the notice by the RO, mandatory monitoring on the dashboard is needed.
	28.2	Failure in timely submission of proposal of counting hall for the ECI in the prescribed format.	At least 15 days before the poll, the proposal must reach to the ECI.
	28.3	No inspection of the counting hall.	Mandatory inspection by the RO, much before the due dates.
29. Security of Counting Hall	29.1	Failure to have joint inspection by the DM and the SP.	At least 21 days before the counting, the inspection must be carried out from security perspective.

30.	Strong Room	30.1	Failure in joint inspection as per ECI's instructions.	Daily report on the dashboard to be generated. Strong rooms must be got completely sealed and insulated after depositing polled EVMs/VVPATs, and CCTV must be kept in a functional mode.
		30.2	Inadequate space for VVPATs.	Strong rooms should have adequate space for EVMs along with VVPATs.
31.	Counting Personnel	31.1	Limited focus on Counting Personnel requirements.	Adequate preparation for the database and updation.
		31.2	Limited availability of Micro Counting Observers.	Advance preparation to be made to identify and train Micro Observers as per ECI guidelines.
		31.3	Poor Training of Counting Personnel.	Scheduled training with focus on hands on session well in advance.
32.	Counting Hall management	32.1	Lack of awareness amongst the candidates, and other stakeholders about entry restrictions.	Written as well as one-to-one communication by the DEO/RO.
		32.2	Lack of Communication with security agencies on entry restrictions.	Advance meeting with the SP. Proper briefing of those officers who will actually manage entry/ exit points.
		32.3	No attention to detail on seating arrangement, electricity, connectivity.	Alternative arrangement to deal with power failure is a must. Computer-systems must always be protected from power failure.
		33.4	Media communication gap.	Adequate arrangement for dissemination. Prior consultation with the State Directorate of Information and publicity should be done so as to avoid last-moment rush for media passes.
34.	Postal Ballot Counting	34.1	Absence of focus on PB.	RO and Observer must keep a close watch.
		34.2	Incorrect and wrongful rejection.	All rejected PB must be checked by the RO. Where the margin of victory is less than the number of postal ballot papers rejected as invalid at the time of counting, all the rejected PBs papers shall be mandatorily re-verified by the RO before declaration of result.
		34.3	Inordinate Delay in PB counting.	Arrangements should be made, as per guidelines to complete postal ballot counting in consonance with the EVM counting. If there is in ordinate delay in postal ballot counting and it continues even after the EVM counting is completed, it can cast aspersions.
35.	Result Declaration	35.1	Precaution to be taken in close contest.	RO and observer must take all precautions, as listed by the ECI, before announcing such results. Round wise tallying and announcement must be done.

	35.2.	rivolous complaints to stop counting or to do recount or to count VVPAT paper slips.	Along with videography of the entire process, the result of every round of counting should be shared with the candidates and announced properly, so as to counter unsubstantiated complaints later for a re-count. As far as the request to count paper-slips is concerned, it has to be the decision of the Returning Officer, who should be extremely careful, and if need be consult Election Commission before allowing any count of the printed slips of VVPAT.
	35.3	Improper entry in Encore.	Before making it to public it must be checked at meticulously by senior officials.
POST ELECTION PERIOD			
36. Sealing of Strong Rooms	36.1	Hurried sealing may cause loss of machines / documents.	After the results are declared, EVMs, and paper vote slips from out of VVPATs, along with all statutory covers should be sealed as per the prescribed process in a careful manner. Strong room should be sealed in presence of candidates/agents, in supervision of a senior responsible officer. The A+B category machines must be stored separately AC wise after counting. It must not be stored in Educational institution.
	36.2	Aspersion on storage of polled machines.	Daily inspection by DEO and RO of strong room is at HQ, 3-4 times by DEO and daily by RO if strong room is outside headquartered.
37. Election Petition	37.2	The nuances of Election petitions and guidelines for example storage of EVM's without AC/AS segregation.	The election officials in the district as well as Sub Divisional Election Offices should be adequately trained with respect to dealing with Election Petitions.
38. Election Expenditure returns	38.1	Delay in sending expenditure report in ECI format.	DEO must ensure that as per ECI guidelines, all expenditure returns are sent to ECI well in time.
	38.2	Unexplained and unresolved discrepancies in expenditure figures.	Wherever differences Expenditure there in figures are the as submitted by the candidates and as given by the Expenditure Observers, the figures need to be explained by the RO/ DEO, before being sent to the CEO/ECI. It may be advisable to prescribe a time frame in which the DEO must finish this job, and till then they should not be allowed to leave the district Reconciliation meeting shall be organized timely after polling.
	38.3	Notices not served on time may cause delay in decision-making.	DEOs need to ensure that all such notices issued by ECI are delivered to candidates, with acknowledgement, and timely replies are taken from the candidates, on which DEOs must provide their clear opinion before submitting to the ECI. Original acknowledgement shall be sent to ECI.

भारत निर्वाचन आयोग
Election Commission of India
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