



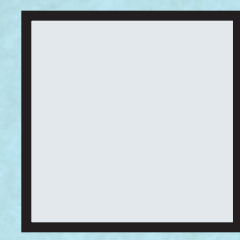
ELECTION COMMISSION OF INDIA

ELECTION PLANNER

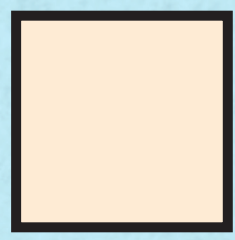


MORE THAN SIX MONTHS BEFORE POLL DAY				
1		KAP (Knowledge, Attitude, Practice) Survey	300	240 61
2		Database preparation	210	180 31
SIX MONTHS BEFORE POLL DAY				
3		Standard Rate Card of all Newspapers/TV/ Radio/Cable channels	180	179 2
4		Transfer/posting of eligible officers directly connected with conduct of elections	180	40 141
5		Visit to P-3 polling stations	180	120 61
6		Initiate the process of PwD mapping of electors to facilitate their voting	180	15 166
7		Placement of Procurement Order of EVMs, power packs, seals, tags, etc	180	150 31
8		First-level checking of EVMs & VVPATs for General Elections to Lok Sabha	180	150 31
9		Training of DEO, RO, SLMT, Media Officers in CEO/DEO offices, political parties, functional cells at State Level	180	P+5 186
10		Preparation of District SVEEP Plan	180	135 46
FOUR MONTHS BEFORE POLL DAY				
11		First-level checking of EVMs & VVPATs for General Elections to State Assembly	120	90 31
12		Polling Personnel: category-wise requirement: firming up	120	115 6
13		Polling Station: Physical verification	110	90 20
14		SVEEP: Preparation of campaign material	100	80 21
THREE MONTHS BEFORE POLL DAY				
15		Revise list of State and District Icons and PwD icons	90	90 1
16		Implementation of SVEEP plan	90	P 91
17		Stock-taking and requirement assessment of forms/ stationery for Poll, Commissioning, Counting including reserves	90	80 11
18		Physical segregation for training EVMs & VVPATs	90	90 1
19		EVMs & VVPATs Awareness Programme	90	45 46
20		Polling Station: Interface with political parties/ contesting candidates	75	75 1
21		Team formation for sectors	75	74 2
22		Budget: preparation	75	70 6
23		Information Booklet Preparation - DEM	75	70 6
24		Requirement: fixing up (for polling personnel & sector)	70	70 1
TWO MONTHS BEFORE POLL DAY				
25		Financial allotment	60	58 3
26		Tendering and procurement of materials	60	40 21
27		Selection of printing press for ballot papers	60	60 1
28		Selection of Strong Room Counting Venue	60	55 6
29		Training of Nodal Officers of Enforcement agencies	50	50 1
30		Workshop for Campus Ambassadors	50	48 3
31		Infrastructure for CAPF camps (by Police)	50	45 6
32		Training of Assistant Expenditure Observers	50	45 6
33		Training of teams for Expenditure Monitoring	50	45 6
34		Activate BAGs	50	45 6
35		Force deployment planning	50	41 10
36		Vulnerability mapping and visit by Sector Officers (at least 3 times)	50	P 51
37		Preparation of communication plan	50	45 6
38		Training at RO's level	46	45 2
39		Proposal for engagement of Special Executive Magistrate/Sector Magistrate to CEO	45	45 1
40		Raids on illicit liquors/arms, etc. and track on NBWs	45	1 45
41		Law & Order: Criticality analysis	45	40 6
42		Training of Sector Officers	45	41 5
43		Interface with Police: Nomination/MCC/Exp. Monitoring/Single Window System	45	44 2
44		Strong Room / Counting Venue: Visit of DEO/SP	45	44 2
45		Meeting: Income Tax Department	45	45 1
46		Meeting: Excise Department	45	45 1
47		Vehicles: Requisition	43	40 4
48		Expenditure monitoring: fixing of rates by DEO and intimation to the political parties and Candidates	42	41 2
49		Proposal for Counting Centre/Strong Room for approval of Commission	40	39 2
50		Fixing up of rates of items by DEO	40	39 2
51		Deployment of FS / SST / VST, etc.	40	P 41
52		Inter-State Border Meeting (where applicable)	40	40 1
53		Appointment of Addl. ARO	40	40 1
54		IT Application: Single Window System for Permissions (SUVIDHA)	40	2 39
55		Appointment letter generation through 1 st randomization	40	38 3
56		Consistent interaction with media persons	40	P 41
57		Issuance of order under Section of 144 CrPC	40	40 1
58		Imposition of ban on carrying firearms and deposition of licensed arms	40	40 1
59		Training of Police Personnel (at District Level)	40	39 2
60		Information Centre: At RO Office	40	P 41
61		Interface with political parties: Expenditure Monitoring with political parties	40	40 1
62		Removal of: -	40	40 1
		• Defacement from Government property	40	39 2
		• Unauthorized political advertisement from public property	40	38 3
		• Unauthorized political advertisement from Private property	40	40 1
63		Obtaining of the list of the development/ construction works which have and have not been started on ground	40	38 3
64		Operationalization of complaint monitoring system	40	40 1
65		Constitution of Screening Committee for examining MCC proposals from State government.	40	40 1
66		Proposal for shifting/ setting up of Auxiliary Polling Stations	37	37 1
67		Police matters: Sector Officer training	36	35 2
68		Polling personnel: Servicing of appointment orders	35	30 6
69		Meeting with Mobile service provider	35	35 1
70		Meeting with Line Department, PME/PWD/ULBs/ Panchayat	35	35 1
71		Training of Police personnel at Sub-Division Level	35	35 1
72		2 nd Training of Assistant Expenditure Observers	35	35 1
73		Proper Signage at Polling Stations	35	30 6
74		Interface with Postal Department	35	35 1
75		Route Chart preparation	34	30 5
76		Observer: Place of stay etc.	31	31 1

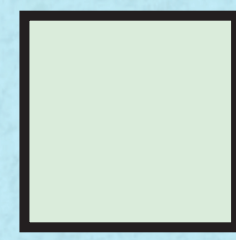
ONE MONTH BEFORE POLL DAY				
77		Authority Letters for Media persons to be obtained from ECI	31	29 3
78		Orientation for media persons (to be scheduled after polls are announced and election reporting begins)	30	25 6
79		Social Media monitoring and ATRs thereof	30	P 31
80		Training of Police personnel at Police Station Level	30	30 1
81		Training by Expenditure Observer	30	30 1
82		EVMs & VVPATs 1st Randomization with due notice to recognized political parties	30	27 4
83		Observer Vehicle/PSO engagement	30	28 3
84		Observer Liaison Officer Training	30	28 3
85		Publication of polling station list	30	29 2
86		Selection of Strong Room - through joint inspection with police	30	28 3
87		Training of videographers/photographers	30	30 1
88		Training of PP (1st Training: Small Groups)	27	25 3
89		Uploading information on Nomination and Affidavit in genesis and Form 7A	25	15 11
90		Appointment of Election Agent/Counting Agent	25	P+3 28
91		Nomination	25	18 8
92		Publication of mandatory notices like poll schedule, Govt. dues of candidates, alternative documents for identification of electors, observer details, helpline no., etc.	25	15 11
93		Receiving of Form 12D from Absentee voters (Senior citizens (80+), PwDs, COVID affected and essential services)	24	12 13
94		ENCORE Application: Online Nomination	24	18 7
95		ENCORE Application: Offline Nomination	24	17 8
96		Operationalization of Online c-VIGIL-	40	P+6 47
97		Clearance of all pending distribution of EPICs to Electors	22	15 8
98		Weekly Paid News Report/Monitoring	20	P 21
99		EVM: Preparedness for Commissioning - venue selection and preparation, notice to candidates, training of staff, deployment of personnel, procurement of ballot paper and other materials, meeting with police	20	10 11
100		Selection of storage for unused EVMs & VVPATs	18	18 1
101		Printing of integrated roll on the basis of supplements if any (during the period between the date of last final publication and the last date of making nomination and printing of roll in alphabet order)	18	17 2
102		Supply of List of polling stations	18	17 2
103		Supply of electoral rolls (finalized on the last date of making nominations to the candidates/political parties)	18	17 2
104		Preparation of marked copy of electoral roll	18	14 5
105		Electoral Roll: Supply to political parties/ Candidates	18	17 2
106		Meeting: Expenditure Monitoring with Candidates	17	17 1
107		ENCORE Application: Withdrawal	17	17 1
108		Form 7A-Preparation	15	15 1
109		Printing of postal ballot papers for service voters	15	15 1
110		Dispatch of ballot papers of service voters	15	14 2
111		Printing of braille ballot	15	12 4
112		Printing of ballot papers	15	14 2
113		Facility of Postal ballot to Absentee Voters (Senior citizens(80+), PWDs and Covid-19 suspect or affected)	15	15 1
114		Training of Micro-observers	15	15 1
115		Polling Station: Ready for poll	15	10 6
116		Appointment letter generation through 2 nd randomization	15	14 2
117		Updation of database and envelope generation for postal ballot	15	14 2
118		Receiving arrangements for Polled Postal Ballots	15	P+5 21
119		Upload of Service Voters data to ETBPS Application - Generation and finalization of e-postal ballot, Generation of e-pin and counting	14	P+4 19
120		ENCORE Application: Marking validly Nominated Candidates	16	16 1
121		ENCORE Application: Finalization of contesting candidate list	14	14 1
122		Infrastructure for Counting	14	10 5
123		Dispatch of other categories of postal ballot papers	14	13 2
124		Polling-station-wise material bagging	12	10 3
125		2nd Training (Small Teamwise Groups)	11	10 2
126		Polling-station-wise sorting of Tender Ballots-sealing/packaging	11	10 2
127		Preparation and distribution of authority letters for poll and counting	10	7 4
128		EVM & VVPAT 2nd randomization with due notice to candidates; physical segregation	10	10 1
129		Commissioning of EVMs & VVPATs	10	6 5
130		PS wise sorting of Tendered Ballots-Sealing Packaging	10	9 2
131		Counting personnel engagement	9	7 3
132		Strong Room preparation	9	7 3
133		Distribution of Voter information Slips and Voter Guide	9	5 5
134		Law & order: Engagement of Executives/ Zonal Magistrates	7	7 1
135		Training of Counting personnel	7	7 1
136		Imposition of order for DRY-DAY	5	5 1
137		Vehicles: ready for poll - labelling, fueling, etc.	4	3 2
138		Arrangements at Polling Stations (Electricity, Water, Furniture, Ramps, Marking of 100 mt. boundary	4	2 3
139		Voter Assistance Booth Arrangements	3	2 2
140		Polling personnel: Appointment letter generation through 3rd randomization	2	2 1
141		3rd Training of Polling Personnel	2	1 2
142		IT, SMS-based poll monitoring system	1	P 2
143		DEO's invitation letter to vote in newspapers	1	P 2
POLL DAY				
144		Arrangements for pick and drop facility for PwD voters and senior citizens (on poll day)	P	P 1
145		Arrangements of Posters, signages, dummy ballot papers in Braille for polling booths	P	P 1
146		EVM: final storage after poll – DEO strong room	P	P 1
147		ENCORE Application: Voter turnout	P	P+1 2
AFTER POLL DAY				
148		Arrangements at Counting Halls	P+1	P+3 3
149		ENCORE Application: Pre-counting/Testing/dry run	P+3	P+4 2
150		ENCORE Application: Counting	P+4	P+5 2
151		ENCORE Application: Index Card	P+4	P+5 2
152		ENCORE Application: Expenditure	P+4	P+45 41
153		IT: Counting monitoring system	P+4	P+4 1
154		Submission of DEO's Scrutiny Report	P+4	P+45 42
155		Reporting paid news cases on CEO website	P+30	P+30 1



STARTING DAY



END DAY



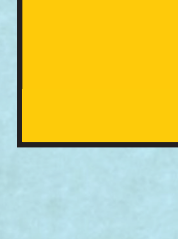
DURATION OF DAYS



ELECTORAL ROLL



EVM



BALLOT PAPER FOR POLLING STATION



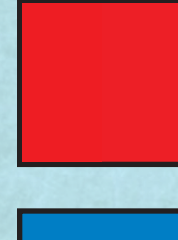
POSTAL BALLOT



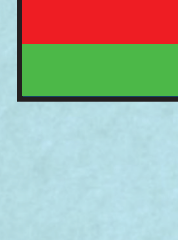
MATERIALS



STATUTORY



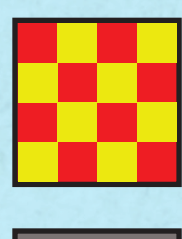
POLLING PERSONNEL



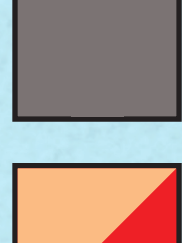
TRAINING



POLLING STATION



LAW AND ORDER



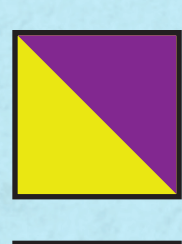
VEHICLES



INTERFACE WITH POLITICAL PARTIES/CONTESTING CANDIDATES



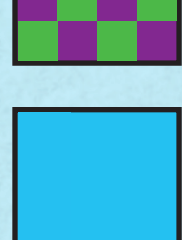
EXPENDITURE MONITORING



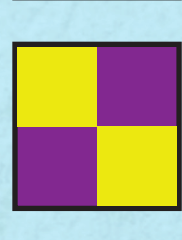
INFORMATION CENTRE



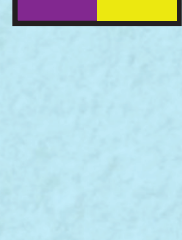
SECTOR



POLICE MATTERS



FINANCIAL MATTERS



COUNTING / STRONG

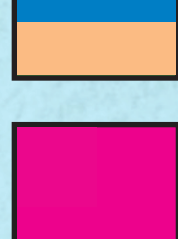
ROOM



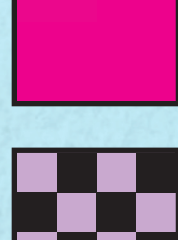
OBSERVER



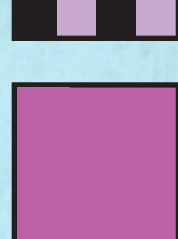
INTIMATION/ MEETING



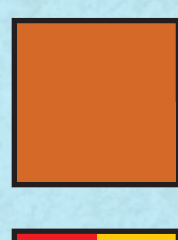
INFRASTRUCTURE



IT



COMPLAINT MANAGEMENT



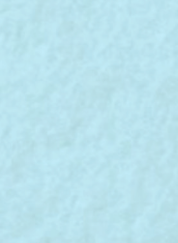
MEDIA



SVEEP



ACCESSIBILITY



MODEL CODE OF CONDUCT - MCC