

Theme 12 - DEMP & Constituency Plan

Guidance Plan:

1. This PPT explains the concept, principles, components and guidelines for District and Constituency level election planning for conducting free and fair elections.
2. In the opening part, while listing the statutory duties of DEO, the elements for DEMP are introduced.
3. PPT goes on to explain how the district profile w.r.t social and geographical characteristics, past record during elections, identification of sensitive and critical PS and proper Vulnerability Mapping can help in good planning.
4. PPT lists the major focus areas such as EVM management, communication plan, effective deployment of security forces, expenditure monitoring, complaints management and intensive training of all personnel.
5. The latter part of the PPT explains how interaction with political parties, media management, using specialized cells for specific areas of monitoring and SVEEP initiatives become effective tools in executing smooth elections.
6. The PPT also contains various components of Booth/BLO level planning, PS management and the critical mistakes on poll-day that can spoil the good work.
7. **A ready reckoner for Booth Election Management Plan (BEMP) is available at the end of the Presentation.**

ECI Instructions and Election Planner

Election planner has been prepared and circulated by ECI, by its instruction- **No 464/INST/2022- EPS dated 27th December 2022.**

- It provides general operational framework to election managers.
- It is only indicative in nature and does not intend to replace, alter or supplant the extant election related statutes, rules or existing guidelines, instructions and procedures mandated by the Commission.
- A weekly and daily monitoring mechanism is to be put in place to monitor the implementation of each of the activity.

NB 1: given the diversity and specificity of States, Districts and Assembly Constituencies, DEO/RO must customize the planning process to deal with those specific circumstances. These could include specific law and order inputs and other critical aspects

NB 2: ECI has recently launched a Planning Portal which should be fully utilized and the relevant information required to be fed in the Portal must be ensured within the given timelines

Objective: This session will provide an understanding regarding preparation of a District Election Plan, its form and flow, its utility in effective election management

• CONTENTS:

1. Definition of DEMP
2. ECI instructions on DEMP
3. Preparation of DEMP- Duties of DEO
4. Components of DEMP
5. ACEMP – Definition and Preparation
6. Preparation of Booth Level Election Management Plan
7. Conclusion

Definition of DEMP: DEMP is the basic exercise which enables the DEO to plan election management from Micro planning to Macro planning.

Understanding DEMP:

Q. Is DEMP a strategic plan or an operation plan?

A: DEMP is an operational plan with a number of sub-plans in it, essentially for conducting an election.

DEMP - Process of Preparation

SO collects field data

ARO submits preliminary report to RO

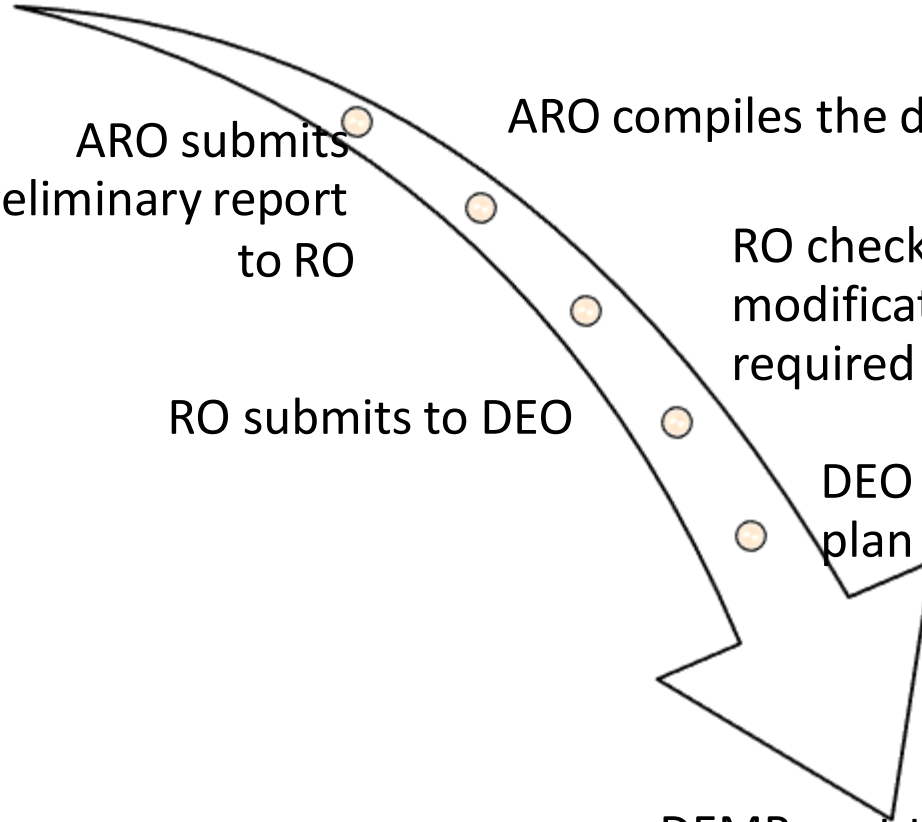
ARO compiles the data

RO checks and makes modifications as required

RO submits to DEO

DEO finalizes the plan

DEMP sent to CEO who suggests changes, if any



Levels of election planning

1. State Plan.
2. District Plan.
3. Assembly Constituency Plan
 - ERO / AERO Centric.
 - RO/ARO Centric
4. Booth Level plan
 - BLO centric.
 - PRO Centric

Statutory duties of DEO

- **Electoral Rolls:** S 13AA of RPA 1950, prescribes that subject to the superintendence, direction and control of the CEO, the DEO shall coordinate and supervise all work in the district or in the area within his jurisdiction in connection with the preparation and revision of Electoral Rolls.
- **Conduct of Elections:** As per S 20A of RPA 1951, the DEO shall coordinate and supervise all work in the district or in the area within his jurisdiction in connection with the conduct of Elections.

Contd...

Statutory duties of DEO – contd.

- **Polling stations:** As per **S 25 RPA 1951**, the DEO shall with previous approval of the ECI make provisions for sufficient number of polling stations and also publish the same
- **Polling personnel:** The DEO shall appoint the Presiding and polling officers for each of the polling station to perform the poll duty (**S 26 RPA 1951**)
- **Expenditure Monitoring:** As per **S 78 RPA 1951**, every contesting candidate shall within thirty days of the result lodge his election expenditure account with the DEO and the DEO will report to the Commission under **R 89 COER, 1961**

Contd...

Statutory duties of DEO – contd.

- The DEO is the custodian of all EVMs, election related papers, ballot boxes, etc. as per **R 92 COER 1961**.
- The District Election Officer is overall in-charge of all activities relating to the preparation and revision of electoral rolls, setting up of polling stations, appointment of poll personnel, EVM storage and FLC. Counting center arrangements, Expenditure monitoring, Communication Plan, grievances redressal and also custodian of all election materials.

NB 1: Booth Level Election Management Plan (BEMP) is an independent imperative in planning as it provides a bottom-up approach and chisels out the BLO and PrO-centric perspective.

NB 2 - A ready reckoner for Booth Level Election Management Plan (BEMP) is available at the end of the Presentation.

Components of District Election Management Plan



Contd...

Components of District Election Management Plan – contd.



Components of District Plan

1	District Profile
2	Electoral Roll Management
3	Polling Stations and Infrastructure
4	Vulnerability and Criticality
5	Security plan and Force Deployment
6	Communication Plan
7	EVM Management
8	Poll personnel management and Welfare
9	Model Code and enforcement
10	Expenditure Monitoring

Contd...

Components of District Plan – contd.

11	Transport and Movement Plan - Personnel and Machinery
12	Complaint Redressal
13	SVEEP – Systematic Voter Education and Electoral Participation
14	Training and Awareness to all stake holders
15	IT interventions for better election management
16	Counting Plan
17	Material Management
18	Voter Assistance and Facilitation
19	PWD Facilities
20	Interface with Political Parties
	NB: BEMP – Booth Level Election Management Plan to be integrated with DEMP

DEMP – creation of District profile

Documents/particulars/records required for creating district profile:

- District political map for planning.
- Key Statistics- Villages, Gram Panchayats, police stations, urban local bodies, census, elector details, roads, connectivity, Administrative set up, Terrain, polling stations, Infrastructure and manpower availability.

set up, Terrain, polling stations, Infrastructure and manpower availability.
- General Law and Order.
- Past Election snippets- voter turnout.
- Past electoral offences.
- Sensitivity etc.

DEMP – Electoral Details

ER statistics analysis – identifying gaps – inaccessible hamlets - strategy for improvement:

- District wise, Constituency wise, booth wise electoral statistics.
- Analysis of the Health of rolls, identifying gaps and making strategies for improvement.
- Roll revision and supervisory mechanism – BLOs/ Designated Officers / multi level checking / Audit of roll revision processes.
- Vulnerable and inaccessible hamlets and enrollment challenges.
- Monitoring disposal of online applications.
- Printing of rolls and its publication.

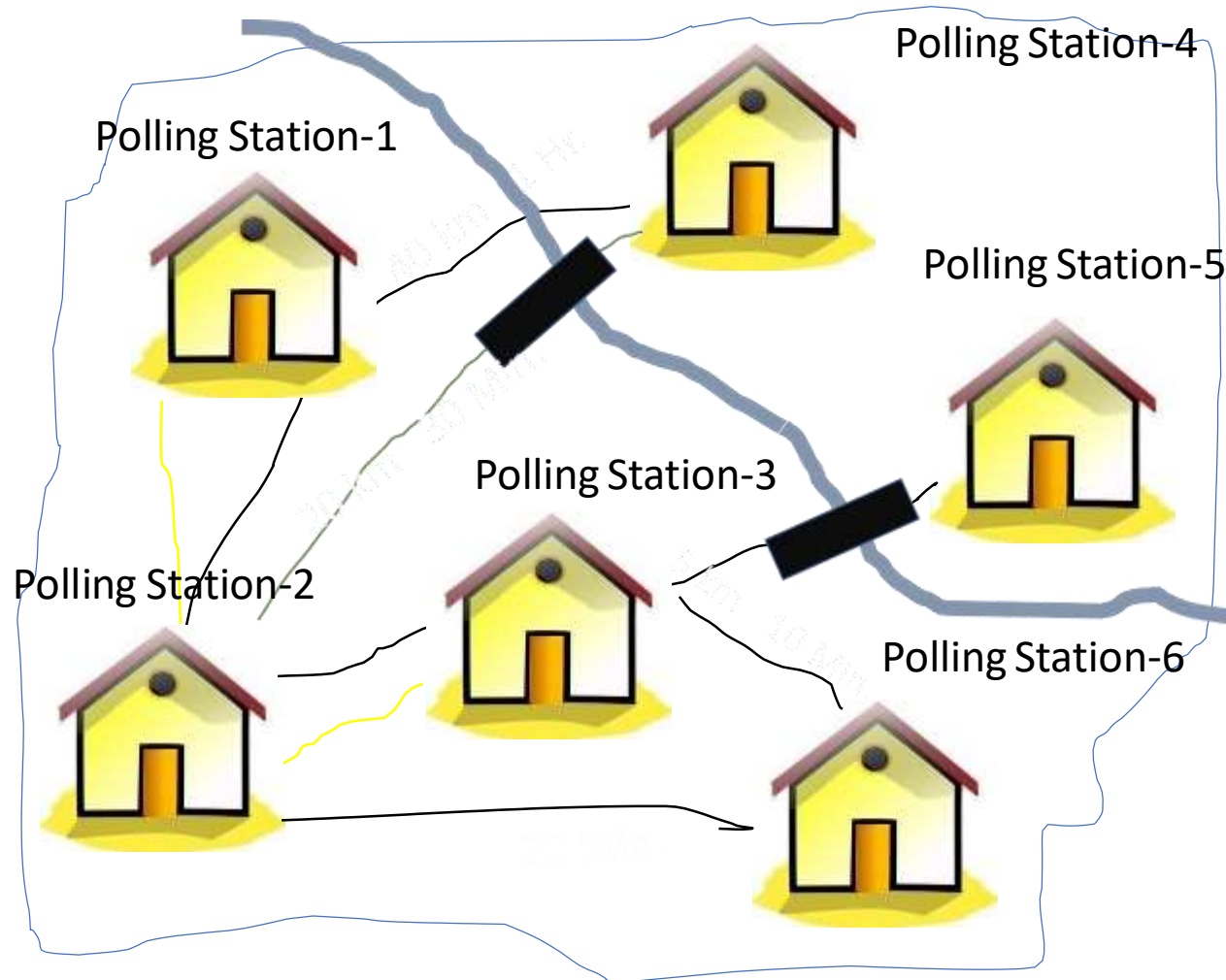
DEMP - Major Requisite Information

Polling Stations	Human Resources and Logistic Plan	Movement Plan
<ul style="list-style-type: none">• Polling stations , buildings, infrastructure and AMF facilities.• Constituency wise no. of polling stations and communication plan• Polling stations categorized by no. of voters• Polling Stations accessible by vehicles• Polling Stations without telephone lines.• Publication of PS list after approval of ECI	<ul style="list-style-type: none">• Assess manpower requirement at various levels• Compilation of particulars of officials/officers working at govt. offices/ PSUs• No. of eligible personnel and no. of personnel required.• Appointment of poll personnel for the poll	<ul style="list-style-type: none">• Movement plan for polling parties with route charts, sector wise• Sketch Map of Constituency showing sector routes• Assessment of vehicle requirements

Contd..

DEMP - Major Requisite Information – contd.

Sketch Map of Constituency showing Sector routes



Various Routes to reach Polling stations

Alternate Routes to reach Polling stations

Shortest Routes to reach Polling stations

Road Condition, River, Nala, Bridge

Distance and approximate time to reach

DEMP - vulnerability and criticality

- **Critical and vulnerable PS – identification – force deployment plan – force multipliers:**
 - The DEO with the inputs from the Sector Officers through the **Returning Officers** and the police has to prepare vulnerability mapping of polling stations. The past electoral disturbances, offences, intimidators, persons who may cause vulnerability are all to be taken into account.
 - Criticality analysis of polling stations have to be made based on the voter turnout and other historical information.
 - DEO has to make a deployment plan based on the analysis and also plan for force multipliers like video cameras, web casting, CCTV, micro-observers etc. to cover all hypersensitive locations.

DEMP - EVM Management

Assessment of Requirement– Polling station, auxiliary booths, reserve –
Request for additional to meet the shortfall.

- Obtain EVM-VVPAT consumables- Power packs , paper rolls and batteries from CEO Office.
- FLC, Randomisation and storage of machines
- Organise EVM-VVPAT awareness programmes at the District, Assembly and booth level for all stake holders.

DEMP – EVM & VVPAT Awareness SVEEP Plan

Three Level Planning:(State, District , AC)

2.

District Level Planning:

Sl No	Description	Start Date	End Date	Status
1	Training and Capacity Building for all the officers.			
2	Use of Social Media- Disseminate awareness messages through Facebook, Twitter, Instagram at CEO Level			
3	Short films on EVMs-VVPATs to be run on Cable TV.			
4	Distribution of Pamphlets through News papers			
5	Slides of EVM-VVPAT to be played in theatres and cinema halls ahead of elections.			
6	Functioning of MDV and EDC			

DEMP - Human Resources, Poll Personnel Management and Welfare

Requirement of officials – filling up positions

- Filling up of AERO/ ERO/ RO and Election branch officials
- Filling up all other election related posts at State, District and Assembly level.
- Preparation of the data base of poll personnel and collecting and updating their EPIC details.
- Estimating the GAP between the required and available and make strategies for filling up the GAP.
- Implementing Welfare measures.

Provision for Polling Staff Welfare

- Name, Designation and contact details of nodal officer in charge of ensuring polling personnel welfare
- Clear communication of training schedule, dispatching schedule
- Basic amenities at training and dispatching venue
- Facilities at PS to be physically verified and ensured - Adequate facilities for food, refreshments and medical requirements to be made
- Immediate relieving from duty after handover of EVMs and polling materials
- Advance measures to ensure transport facilities for staff
- Special facilities/measures for physically challenged, female polling personnel, death of personnel on duty

DEMP - District Level Team for Model Code of Conduct

Sl. No.	Particulars	Designation
1	District Head	District Election Officer
2	Police	Superintendent of Police of the Concerned District
3	Income Tax	Income Tax office of the District
4	Commercial	Commercial Tax Officer of the District
5	Excise	Deputy Commissioner of Excise of the district.
6	District MCC Nodal Officer	Nodal Officer

Role and responsibilities of the District MCC monitoring cell:

- To constitute Flying Squad, SST and such other enforcement teams required assembly constituency wise for enforcement of MCC by selecting competent officers and staff.
- To train officers deployed for Model Code of Conduct teams, political parties and press on Model Code of Conduct.
- To provide required men and material to these teams as per ECI guidelines for effective functioning.
- To issue time to time instructions to all Model Code of Conduct teams for effective enforcement of Model Code of Conduct.
- To circulate latest instructions on Model Code of Conduct among all Model Code of Conduct teams.
- To monitor and guide all activities of Model Code of Conduct teams for effective functioning.
- To obtain and consolidate Model Code of Conduct reports and forward that same to state Model Code of Conduct Cell.
- To attend such other responsibilities entrusted by state Model Code of Conduct Cell.

District Election Expenditure Monitoring Cell

SL. No.	Official Designation	EEM Designation
1.	District election officer	Chairman
2.	Additional DEO	Member
3.	Nodal officer media monitoring cell	Member
4.	District nodal officer for election expenditure monitoring	Member secretary

Role and responsibilities of the District election expenditure monitoring cell:

- To constitute VST, VVT, AT and Assistant expenditure observer assembly constituency wise by selecting competent officers and staff.
- To train officers deployed in the election expenditure monitoring teams, political parties and press on election expenditure monitoring
- To provide required men and material to these teams as per ECI guidelines for effective functioning.
- To issue time to time instructions to all expenditure monitoring teams for effective implementation of election expenditure monitoring guidelines.
- To circulate latest instructions on election expenditure monitoring among all expenditure monitoring teams.
- To monitor and guide all activities of election expenditure monitoring teams for effective functioning.
- To obtain and consolidate election expenditure monitoring reports and forward that same to state expenditure monitoring cell.
- To attend such other responsibilities entrusted by state expenditure monitoring cell.

DEMP - Security Plan and Force Deployment

Assessing police personnel requirement – movement plan:

- Assessment of Requirement of police personnel (various ranks)
- For sector movement and to man polling stations
- Prepare return journey for polled EVMs/Polling material, their storage and security plan till counting

DEMP - Communication Plan

- List of landline and cellular connections available near each PS along with particulars of contact person
- List of polling personnel/ SO with cellular numbers
- Plan mode of communication such as VHF/HF to ensure connectivity in mobile shadow regions

District Complaint Monitoring Cell

Complaint Monitoring Cell - toll free telephone number – wide publicity - sufficient staff – round the clock shift:

- DEOs are instructed to establish Complaint Monitoring Cell with a 24 x 7 Call Centre in the Control Room at the district-level from date of announcement of the elections.
- The call centre should be equipped with a toll free telephone number with 3 or 4 hunting lines which will be widely publicized to enable the public to inform the election monitoring machinery regarding corrupt practices, violation of MCC, other electoral offences etc.
- A senior competent officer should be in charge of the complaint cell and he will be responsible for receiving and recording the complaints and passing them on to the officer concerned of the Flying Squads which are GPS monitored for prompt action.
- The call centre will be provided with sufficient staff to manage the telephone line round the clock in well defined and organized shifts.

SVEEP as a component in DEMP

Systematic Voters' Education And Electoral Participation

It handles work related to all aspects of Voters' Awareness & Education aimed towards improving Electoral Participation and building up a culture of participative democracy among citizens

Training Plan at District Level

Level	Training by	Participants	Duration of training	No. Of Participants
District	District Nodal Officer - EM /SLMT	Expenditure Monitoring Teams	1 day	
District	SLMT	Sector Officers	1 day	
District	District Nodal Officer- Police /SLMT	Police officers in the rank of Addl. SP/Dy. SP/ Circle Inspector / Inspectors	1 day	
District	DEO/RO	Executive Magistrates	3 hrs	
District	District Nodal Officer- Income Tax / SLMT	Income Tax Officers	1 day	
District	District Nodal Officer- Excise/SLMT	Excise Dept. Officers	1 day	
District	SLMT	Political Parties	3 hrs	
District	SLMT	Media	2 hrs	

IT preparations

IT infrastructure for RO/ARO/ERO/AERO – training in IT applications/portal modules – DEO website – Nodal officer as contact point:

- DEO should ensure that every AERO/ ERO and the Returning Officer offices are well equipped with enough number of computers, printers, internet facility etc. and data entry operators.
- District Information Officer, NIC should be involved in better management.
- Organize training to all personnel on ECI IT applications and CEO portal modules.
- Prepare DEO web sites for dissemination of election related information.
- Appoint a Nodal Officer as a one point contact.

Counting plan

- Identification of Counting Centre/Counting Halls.
- Strong Room's (Storage places for EVM's)--Pre Poll and Post Poll Strong rooms.
- Finalisation of all places of mustering, training Demustering, centres.
- IT infrastructure at counting center.
- Media room at the Counting center.
- Counting staff, training, welfare and deployment.
- Sealing , packing post counting materials and machines.

Key Points:

- Identify places for storage of EVMs & Polling materials
- Submit Proposal to CEO for approval from ECI in advance
- Assess Counting Staff availability
- Detail other logistics, media and security arrangements

Material management

Assessment of material requirement – purchase at CEO level/DEO level – procurement one month in advance:

- Assess the hologram requirement well in advance and place request for procurement.
- EVM-VVPAT consumables, batteries, power packs, paper seals etc will be procured by CEO Office.
- Statutory forms, covers, etc will be supplied by CEO Office.
- Appoint a Nodal person to check the requirement and shortfall and to liaison with CEO Office
- List the materials to be procured at District Level and complete procurements at least one month in advance
- Refer to the relevant chapters of **RO Hand Book 2023, latest ECI instructions and DEMP Manual 2023 Chapter 9 Page 19-21.**

Voter assistance for PwD and 85+ voters

Helpdesk at all levels – control room 24X7 – mapping of PwD electors and assistance - voter

assistance booth on poll-day – home voting for senior citizens and PwD – advance voting:

- DEO should ensure that the help desk are functioning at DEO / RO/ ARO/ ERO/ AERO offices.
- Control room to record complaints and grievances are functioning 24 X 7.
- Identify and map PwD with benchmark disability and provide all assistance for their enrollment and voting. Explore online booking of requests.
- Prepare DEO web site for voter name search. Keep a copy of alphabetical list at RO Help desk.
- Voter assistance booths should be operational on poll day.

NB: New Instructions – DEO and RO to plan for executing Home Voting facility for PwD with benchmark disability/85+ and advance voting for essential service category officials

Interface with Political Parties

- Regular meeting to brief them about the Important ECI instructions and schedules. All LEVELS TO ENSURE PROPER RECORD OF INVITATIONS SENT , ATTENDANCE AND MINUTES OF THE MEETINGS AS PER THE SUBJECT/AGENDA . TO FURTHER ENSURE PROPER RECORD KEEPING FOR EASY RETRIEVAL AND REFERENCE
- Briefing them about the provisions of the Model Code and Expenditure monitoring.
- EVM- VVPAT Awareness among political Leaders.
- Involving all Political Parties in electoral roll revision .
- Grievances Redressal meetings.
- Meetings for seeking co-operation, feedback and suggestions.

Role and Responsibilities of RO

- Conduct of Elections: Nomination, scrutiny, ballot paper, training, model code, expenditure monitoring, polling stations, poll personnel management, postal ballot management, EVM preparations and demonstrations, welfare of personnel, poll day monitoring and reporting, counting arrangements etc.
- ROs are statutorily responsible for conduct of elections in the free and fair manner in their respective constituencies

Role and Responsibilities of ERO

Electoral Roll – cleansing of roll - error free – voter awareness/assistance – redressal of grievances:

- Electoral Roll, Voter slip, EPIC etc.: The ERO/ AERO are statutorily responsible for preparation and revision of Electoral Rolls.
- EROs should seriously take up the activity of cleansing of rolls with the guidance of the CEO and DEO.
- Rolls should be all inclusive and error free.
- SVEEP, house to house visit, Voter awareness, Voter facilitation, assistance, redressal of roll related grievances etc.

ERO Centric Plan

Plan of action for preparing accurate and error free ER, a prerequisite for the conduct of free and fair elections.

- Pre revision activities: Analysis of health of ER, identifying gaps and errors and taking corrective action.
- Identifying absent, shifted, dead (ASD) voters and removing them with due procedure.
- Rationalization and movement of voters with utmost care and keep all stakeholders and voters well informed at every stage.
- Summary revision: Identifying eligible persons for enrollment- house to house visit by BLOs, Monitoring, supervising BLO work.

ERO Centric Plan – contd.

- Timely and prompt action in disposing of all pending applications- online and offline.
- Effective grievance redressal mechanism.
- Actively Involving political parties, BLAs, RWAs, media in the process of roll revision.
- SVEEP activities at booth level, Constituency level. Booth Awareness groups, awareness among students on enrollment, Activating Campus ambassadors.
- Wide publicity to roll revision schedules, maximum outreach through all means.
- Timely issue of EPIC cards, Voter Information Slips
- Proper account of Holograms and placing timely request for additional supply.

Assembly segment wise Election Plan (ECI No. 464/INST/2008-EPS dt. 24.10.08)

Compiling details of PS – categorization – Sector formation:

- Details of PSs - Total number - categorization of PSs- urban/rural polling locations.
- Sectors to be formed - one sector (cluster of PSs) should fall on one common road.

RO centric plan

Plan of action for RO to conduct free, fair and smooth election – training of staff - updating on statutory provisions and latest ECI instructions:

- Get to know all Legal and Statutory provisions.
- Familiarize with latest ECI instructions on the conduct of elections.
- Polling station inspections and ensuring AMF.
- Appoint Nodal Officers to assist you in various activities
- Training Poll personnel/SO and all other election officials on all legal and procedural aspects of their area of responsibilities.
- Nominations, scrutiny, symbol allotment – Update yourself with latest ECI instructions and circulars.
- Familiarize with the general Law and Order situation, sensitivity of the area, and prepare yourself to tackle unforeseen circumstances.

Sector Management Plan

Sector formation – synchronizing sector with police mobile team:

- Sectors to be formed in advance so that immediately after the announcement of elections, the SOs could be appointed.
- Area of the Sector Officers/Zonal Magistrates and police mobile team should be same.

Premises for various election activities/personnel

- **Selection of buildings/premises for various activities –**
 - a) For training classes to polling personnel etc.
 - b) For checking and preparation of EVMs and their storage.
 - c) For storage of EVMs to be used in training
 - d) For storage of EVMs AC wise after first randomization.
 - e) For Dispersal centers
 - f) For safe custody of polled EVMs and counting of votes.
 - g) For boarding and lodging of central forces/ outside police forces
 - h) For boarding and lodging of polling personnel, if required.

Control Room/MCC Teams/IT activities

- **Control Room** - To be well equipped
- **MCC Teams** - complaint monitoring system.
 - (i) Nodal Officer
 - (ii) Formation of MCC team AC wise.
 - (iii) Register to be maintained.
- ATR and daily monitoring
- **IT related activities** - a technical team comprising at least one programmer and two data entry operators must be available full time at district level
- NB- Latest Instruction number 464/INST/PDM/2023-EPS Dated 10th June 2023 for establishment of state /district/RO level control room to be referred to

Formation of various cells

Deputing staff and formation of various cells for general arrangements - Duties to be assigned for following events: (Ref: instruction no. 464/INST/EPS/2022 dated 2nd Nov, 2022 for appointment of Nodal Officers of 16 cells)

Nodal Officers of the following cells to be appointed:

1. Manpower Management/Polling personnel
2. Training Management
3. Material Management
4. Transport Management
5. Computerisation/Cyber Security and IT
6. SVEEP
7. Law and Order, VM and Security Plan
8. EVM Management
9. MCC
10. Expenditure monitoring
11. Ballot Paper, Postal Ballot and ETPBMS
12. Media
13. Communication Plan
14. Electoral Rolls
15. Complaints Redressal and Voter Helpline
16. Observers

Formation of various cells – contd.

Deputing staff and formation of various cells for general arrangements - Duties to be assigned for following events:

- Route Chart preparation - sector movement plan
- Liaisoning with Observers
- Counting Staff
- Issue of Identity Card
- Training
- Micro Observer
- Polling personnel welfare
- Computerization/ Randomization
- Communication plan,
- Arrangements at Distribution Centre, reception Centre
- Vulnerability Mapping
- Counting center
- Critical Polling stations
- Law and Order
- Model Code of conduct and videography
- Police Personnel
- Zonal officer/Sector officers
- Statistical Data Cell
- Distribution of Voter Information Slip

Meeting with political parties

- Meeting with political parties/**Standing Committee** - Meeting as often as may be convenient after declaration of election
- Appeal to cooperate in the observance of model code of conduct for free and fair elections and to maintain law and order
- Minutes be drawn - Not to be used as mere formality.

Media Cell

Activities of Media Cell:

- Nodal Officer to coordinate all activities
- Holding meetings with media
- Giving information on nominations, affidavits, etc and other events - Sharing other information
- Coverage on poll day
- Coverage on counting day
- Authority letters.

Facilities for Observers

[ECI's No. 464/OBS/2023/OPS dt. 14.08.2023]

Facilities and logistics support for Observer – personnel to assist:

- Boarding, lodging, transport and security to be arranged by DEO.
- Stationary, wireless communication, and Escort/Liaison Officer
- secretarial assistance be provided.
- Contingency expenditure, if any, incurred by observer will also be reimbursed
- Fax machine of district administration be used by Observer on a priority basis and confidentiality be maintained
- One telephone line is sufficient for use of more than one Observer being housed in same premises.

Facilities for Observers – contd.

- STD telephone with fax facility at counting centers.
- Give constituency maps, list of PSs, table of contents of electoral rolls, telephone numbers booklet containing plan of election and counting of votes.
- Proper transport from nearest railway station/airport to constituency.
- No Guard of Honor - No escort car/pilot or advance pilot.
- Place of stay, phone number and dates of visits of Observer should be publicized.
- Food arrangements by district administration
- Every Observer will be provided a video camera and a videographer from the day he reaches the constituency.
- If suitable Government Guest Houses not available provide alternative accommodation in consultation with CEO.
- TA / DA - be drawn from parental ministry / department / office

Restrictions on the Printing of pamphlets, posters etc.,

- Ensure whether printers and publishers are complying with the provisions of **S 127A RPA 1951**.
- All the printing presses shall be informed within 3 days of announcement of election in writing by the District Magistrate to furnish information and printed material as required **S 127A RPA 1951**
 - Attention towards provisions of **S 77(1) and 127A of RPA** and **S 171 H of IPC** and ECI's directions may also be drawn.

Restrictions on the Printing of pamphlets, posters etc., - contd

- Four copies of such printed material along with declaration of the publisher shall be furnished to DM/DEO by the printer within 3 days of printing.
- List of all the election pamphlets, posters etc shall be exhibited on the notice board of DM/DEO.
- Surrogate advertisements in print media for/against a political party/candidate - Expenditure involved in such advertisement has to be added to account of election expenses **u/s 77(1)**, hence required to be maintained - **S 171H IPC** prohibits expenditure without authority from the candidate.
- Strict action on violation of the provisions of **S 77(1) and 127A RPA 1951, 171H of IPC and ECI's directions.**
- A press note should be issued drawing attention towards provisions of **S 77(1) and 127A RPA 1951 and S 171H of IPC.**
- A report be sent to CEO after completion of election.

Feedback about "Dummy Candidates" - measures to be taken (ECI's No. 464/INST/2008/EPS dt. 7.1.2009)

Measures to prevent misuse of vehicle/agent facilities by 'Dummy Candidates' to supplement resources of other candidates:

- Actual use of vehicles permitted for campaigning be reviewed - Video recording and collecting evidence - Issuing notice.
- Before giving permits of vehicles on poll day dummy factor should be considered.
- Appointment of polling agents should be tracked.
- Close watch on counting agents.
- On misuse of permitted vehicle, action **u/s 171H IPC** to be taken.
- On misuse of vehicle authorized for dummy candidate, notice be given to include the expenditure of the candidate who misused the vehicle for his campaigning.

Free and fair election - Orders to be issued by DM

(464/Inst/EPS/2023/L&O dated 8th June 2023)

Various statutory/executive orders to be issued by DM to ensure free, fair and peaceful election:

- Suspension of Arms license on review
- Issue of prohibitory orders under **S 144 Cr. PC** in certain cases (If required).
- Issue of order under defacement of property (Prevention Act).
- Prohibition of sale of liquor (declaration of dry day).
- Order relating to use of loudspeakers.
- Declaration poll day as local holiday (If required).
- Inviting the attention of Govt. Servants towards relevant provisions of MCC and conduct rules.
- Appointment of Sector Magistrate and polling staff
- Appointment of Special Executive Magistrates under **CrPC** for proper Conduct of Elections (eg. Sector/ Zonal Magistrates for SST and FST).

Free and fair election - Orders to be issued by DM – CONTD.

(464/ Inst/EPS/2023/L&O dated 8th June 2023)

- Requisition orders regarding buildings for Polling Stations, Counting Centers, Distribution centers, Reception centers etc..
- Requisition order of vehicles.
- Issuing orders to the Petrol pump owners for keeping reserve stock of POL.
- Sending various statistical information and reports to CEO.

BOTTOM UP APPROACH- Booth Plan

- 1. BLO CENTRIC.**
- 2. PrO CENTRIC**

BLO Centric plan

BLO's responsibilities – ER work - poll related work – distribution of EPIC/Voter Information Slip:

- An accurate and error free electoral rolls are a prerequisite for the conduct of free and fair elections.
- Motivating BLOs in their work. Proper booth level awareness about enrollment activities.
- Dissemination of roll revision schedule. Involving BLAs, RWAs, BAGs in improving the quality of rolls.
- Effective House to House visit to identify eligible voters for enrollment.
- Identifying dead, repeat, shifted voters during house to house visit.
- Correction of errors.
- Timely distribution of EPIC and Voter Information Slips

NB: Please refer to ECI letter No.464/INST/VIS/2023/EPS, dated 8th June 2023, regarding Voter Information Slip

PrO Centric Plan - Microplanning for booths

Important booth related activities requiring concerted planning:

1. Booth profile
2. EVM-VVPAT Handling
3. Poll personnel and training.
4. Polling stations and facilities.
5. SVEEP and reporting
6. Enforcement.
7. Reporting Mechanism.

Booth profile -- the First Step

Important aspects to capture for creating comprehensive booth profile for better planning

Profile	Details
Define the Polling station	Building name, location, jurisdiction, complete address, Area Map, Nazri Naksha of the Booth. Number of booths in same location
Basic Statistics about the booth	population- Male, Female, gender ratio, Number of electors, EP, wards, Gram Panchayats, villages, hamlets, SC-ST and vulnerable population details. Details of PWDs in the area. Details of VIPs enrolled / left out
Authorities in the Jurisdiction of the Booth	BLO, BAGSs, BLAs, AERO, ERO, Designated officers, RWAs in the area, Volunteers, Birth and Death Registration Authorities and their contact details, including the police station and its details

Booth profile -- the First Step – contd.

Profile	Details
Characteristics	Terrain, details of inaccessible areas, road connectivity, Vulnerable pockets
Historical Characteristics	Previous turnout, criticality, any poll related violence, group clashes, Communal sensitivity
Law and Order situation in the area	Vulnerable pockets identified, No of intimidators identified, NBWs executed, No of preventive detention cases. Total arms available and deposited during previous elections, Any seizure of illegal arms, liquor and cash during previous elections
AMF Availability	Status of AMF and flagging the repair works needed

Booth Level Planning - EVM-VVPAT Awareness SVEEP Plan

Sl No	Description	Start Date	End Date	Status
1	Training and Capacity Building of BLOs on EVM-VVPAT.			
2	Use Festivals, public gatherings in villages and set up display stalls disseminating information about EVM-VVPAT.			
3	Film screenings on EVM-VVPAT will be conducted at village panchayats.			
4	EVM/VVPAT Posters will be displayed in Public centres like Polling stations, Panchayat Bhavans, PHCs, Ration shops, Banks, Post Offices etc.			
5	Hoarding , Banners, Posters displayed at main locations.			

Critical Mistakes On Poll Day in the Polling Station

Listing of some of the often-repeated mistakes during mock poll/actual poll:

During Mock Poll on poll day

1. Not matching the mock poll result of the CU with VVPAT paper slips
2. Not removing the mock poll slips from VVPAT
3. Non-deletion of mock poll from CU

During Poll

1. Mock poll not required to be conducted in case of only VVPAT replacement
2. In case of non functioning of CU or BU replacing only CU or BU. In such case both BU and CU along with VVPAT shall be replaced.
3. Non-pressing of CLOSE Button after completion of poll
4. Damaging any seal of BU/CU/VVPAT

Polling personnel and Training

- Proper mustering / collection plan with checklists at counters, informing all well in advance.
- PrO should muster the list of election materials
- Proper training to PrO on setting up the booth, queue management, special facilities to PwD, women, old age at the booth.
- Training PrO on the poll procedures –mock poll, maintaining order within the booth, secrecy of voting, tender / challenge voting, handling complaints on VVPAT slips and handling political agents.

Polling stations and facilities

Arrangements at PS – AMF - Facilitation for specific categories – reporting of events:

- AMF at Polling stations [refer ECI Instruction 464/INST-AMF/2022/EPS dt. 14.06.2023.]
- Convenient transportation and movement plan for personnel.
- Arrangements at the booth. [refer ECI Instruction 464/INST/2023/EPS(Poll Day Management inside PS) dt. 14.06.2023.]
- Facilitation for specific categories - PwD, senior citizens and women.
- Safe custody of all materials.
- ID card to polling agents.

Polling stations and facilities – contd.

- SVEEP at the booth:
 - Display contesting candidate list.
 - Establishing voter assistance desks with alphabetical list, voter slips, voter guide, EVM-VVPAT brochures.
 - 4 Posters including ethical voting, alternate documents and the responsibilities of an elector.
- Reporting Mechanism:
 - Proper communication plan.
 - Immediate reporting on poll disturbances.
 - Proper training on writing – PrO diary, vote polled tally, paper seal account, register of voters etc.

BOOTH LEVEL ELECTION MANAGEMENT PLAN (BEMP)

BOTTOM UP APPROACH TOWARDS BETTER MANAGEMENT OF ELECTION PLAN

PREPARATION OF BRIEF PROFILE: (KEY POINTS)

MAP

BASIC STATISTICS

BRIEF NOTES ON THE POLLING STATION

Whether single premises or multi-booth premises including AMF Details

Number of sections and section details

No of electors with gender break up

EP Ratio and Gender ratio Infrastructure availability

Communication (road and internet) and electricity access

Periods of inaccessibility & inaccessible places(due to presence of Bridge /railway track / highway through the polling area

Law and order situation

Name of the Police Station and contact details

Voter Turnout In The Last Two General Elections

Brief on experiences of recent Previous Elections including Law And Order, MCC and Re-polls

Name of the BLO and Sector Officer

COMPONENTS OF BEMP

ROUTE PLAN

- OVERVIEW OF ROUTES FROM DCRC, SECTOR AND DISTRICT HEADQUARTER
- ROUTE PLAN WITH MAPS
- VULNERBLE LOCATIONS AND MAPPING OF THE SAME

POLLINGSTAFF WELFARE ISSUES

- WELFARE MEASURES PLANNED
- SELF HELF GROUP ASSOCIATED WITH DETAILS
- NEAREST MEDICAL FACILITY/ HOSPITAL CONNECTIVITY
- LOCATION FOR HELICOPTER LANDING WITHIN POLLING AREA OR NEARBY PLACE

SVEEP OVERVIEW

- LIST OF MAJOR ACTIVITIES PLANNED FOR SVEEP FOR VOTER REGISTRATION & NVD
- LIST OF MAJOR ACTIVITIES PLANNED FOR VOTER TURNOUT
- LIST OF MAJOR ACTIVITIES PLANNED FOR ETHICAL VOTING
- LIST OF MAJOR ACTIVITIES PLANNED FOR LOW TURNOUT PS
- LIST OF MAJOR ACTIVITIES PLANNED FOR EXCLUDED COMMUNITIES
- LIST OF MAJOR ACTIVITIES PLANNED FOR EVM INFORMATION DISSEMINATION
- LIST OF VISIBLE LARGE EVENT/S PLANNED BEFORE POLL DAY

MCC MITIGATION PLAN

- LIST OF GOVERNMENT AND LOCAL BODY BUILDINGS
- MAJOR LOCATIONS WHERE HOARDING/DISPLAY BOARDS OF GOVT/LOCAL BODIES ARE AVAILABLE
- LIST OF MAJOR LOCATIONS WHERE MEETINGS OF THE POLITICAL PARTIES ARE USUALLY HELD
- LIST OF ROUTES WHICH ARE USED FOR PROCESSIONS AND ROAD SHOWS
- LIST OF INCIDENTS OF MAJOR MCC VIOLATIONS IN EARLIER TWO ELECTIONS

VULNERABILITY MITIGATION PLAN

- LIST OF VULNERABLE LOCATIONS
- WHETHER ANY INCIDENT OF BOOTH CAPTURING TOOK PLACE IN LAST TWO GENERAL ELECTIONS/BYE ELECTIONS
- WHETHER ANY INCIDENT OF MAJOR ELECTORAL OFFENCES TOOK PLACE IN LAST TWO GENERAL ELECTIONS/BYE ELECTIONS
- NO OF ELECTORS AGAINST WHOM NBWS WAS PENDING AND STATUS OF DISPOSAL OF NBWS
- NO OF ELECTORS AGAINST WHOM NBWS HAVE BEEN PENDING FOR MORE THAN 6 MONTHS
- NO OF PERSONS AGAINST WHOM ANY PREVENTIVE ACTION HAS BEEN TAKEN
- NO OF ELECTORS IDENTIFIED AS INTIMIDATOR AND ACTION TAKEN SO FAR
- ROUTE MARCHES BY POLICE/CAPF PLANNED FOR AREA DOMINATION

RISK MANAGEMENT

- IDENTIFICATION OF RISK
- TYPE OF RISK AND PLANNING FOR MITIGATION

COMPLAINT MANAGEMENT PLAN

- No of complaints received with complaint details against present status of disposal
- No of complaints related to law and order and vulnerability received
- No of complaints related to MCC violation received
- No of complaints related to non-receipt or snatching of EPIC

TECHNOLOGY USE PLAN

- TYPE OF NON-FORCE MEASURES REQUIRED AS FORCE MULTIPLIERS

CONCLUSION

DEMP, ACEMP or BEMP involves meticulous planning that is necessary in the run up of elections to ensure that all the components are delivered on time to achieve a hassle free conduct of election. It is not a mechanical activity, rather involves deep thought process.