

DISTRICT ELECTION MANAGEMENT PLAN

WHY TO PREPARE DISTRICT ELECTION MANAGEMENT PLAN ?

- Proper and timely preparation of District Election Management Plan helps the administration to manage the elections effectively in a planned manner.
- It enables us to know about all relevant election related process in proper order.
- It is a complete district election profile from the beginning of the election process till declaration of results.
- It is a useful handbook for the Observers to know about district as well as election related preparedness of the district.
- It is a convenient handbook for DEO/RO and other officials of the district.

SALIENT FEATURES OF DEMP

- ◉ Basic information related to the district.
- ◉ Elector details & Polling Station details.
- ◉ Sector Movement Plan.
- ◉ Communication Plan.
- ◉ Vulnerability mapping.
- ◉ Police deployment plan.
- ◉ Training of Polling Personnel and their welfare.
- ◉ Proper Plan for Distribution and Plan for counting day.
- ◉ Media, Standing Committee meetings, complaint monitoring, micro observer etc.

DISTRICT - AT A GLANCE

The DEMP should contain basic information related to the district :-

- Maps:-

- Map of the district
- Maps of all ACs

- Telephone Directory:-

- Telephone numbers of important officers

- Geography:-

- General information
- Geographical structure

DISTRICT - AT A GLANCE

○ Demography :-

- Administrative Structure
- Population
- Male - Female Ratio
- Literacy
- Forest
- Industry
- Electricity
- Financial Institution
- Public Health
- History of District - Constituencies
- Past Electoral Offences

ELECTOR DETAILS

- The DEMP should contain elector details like Gender Ratio, Elector Population Ratio, Age Cohort Chart, Inclusion and deletion in current electoral roll and information containing Photo coverage and EPIC coverage in prescribed formats of Commission. (*Formats - 1A, 1B, 2A, 2B, 3A, 4A, 4B, 5A, 5B, 5C & 5D*)
- *Special focus on PwDs, senior citizens, marginalized communities*

INFORMATION RELATED TO POLLING STATIONS

- ◉ The DEMP should contain Constituency wise general information of polling stations.
- ◉ Vulnerable and Critical polling stations should also be identified.

ASSIGNMENT OF DUTIES TO DIFFERENT DISTRICT LEVEL OFFICERS

DEO shall plan the Election process and appoint the officer in-charge for various election related activities such as :-

- Polling personnel
- Electoral roll
- Postal Ballots/EDC/Ballot Papers
- Law and Order
- Polling Personnel Welfare
- Vulnerability Mapping
- Standing Committee meeting
- Facilitation Centre
- Complaint Monitoring
- Daily Monitoring
- Election Expenses
- Distribution Centre
- Counting Centre
- Police Personnel

ASSIGNMENT OF DUTIES TO DIFFERENT DISTRICT LEVEL OFFICERS

DEO shall plan the Election process and appoint the officer in-charge for various election related activities such as :-

- ◉ Polling Stations
- ◉ Transportation arrangements
- ◉ Route Chart preparation (Sector Movement Plan)
- ◉ Training
- ◉ Communication Plan
- ◉ Model code of conduct
- ◉ Sector officers
- ◉ EVMs
- ◉ Media Centre/Cell
- ◉ Videography
- ◉ Procurement of Election materials
- ◉ Identity Card
- ◉ Computerization / Randomization
- ◉ Reception Centre
- ◉ Counting Staff

POLLING PERSONNEL

- Data-base creation and classification of Polling Personnel as P0, P1, P2 and P3 through randomization process.
- Providing training to polling personnel.

ELECTRONIC VOTING MACHINE

The DEO should ensure the following with respect to the EVMs:

- ⦿ Proper Storage, First Level Checking by Engineers, Randomization of EVMs, Preparation of EVMs, its sealing and keeping the EVMs after preparation under supervision and tight security.

DECLARATION OF THE ELECTION AND ENFORCEMENT OF MODEL CODE OF CONDUCT

The DEO should read the important circulars of the Commission regarding following subject and enforce Model Code of Conduct for :-

- ⦿ Prevention of defacement of property, Restriction on printing of pamphlets / Posters etc. Tour of ministers, Restriction on presence of political functionaries after the campaign period is over. Complaint monitoring system concerning violations of Model Code of Conduct. Restriction on public meetings by ministers/political functionaries in Educational institutes. Check misuse of govt. Vehicles/Buildings/Officials.

DECLARATION OF THE ELECTION AND ENFORCEMENT OF MODEL CODE OF CONDUCT

- Use of loudspeaker for Election Campaign, Deletion of references of politicians/ministers on the official website. Permission for the use of vehicles by DEO/RO/Other Officers. Restriction on use of convoy of vehicles. Use of Helicopters during election, Advertisement on Radio & TV, Standing committee meetings, Formation of Enforcement Squads for both urban as well as rural areas, Videography of all major meetings speeches and other important events.

SECTOR OFFICERS

The DEO should ensure the following with respect to Sector Officers:-

- ◉ Data base Creation of Sector Officers.
- ◉ Appointment of Sector Officers.
- ◉ Training of Sector Officers.
- ◉ 1st and 2nd Visit of Sector Officers, feed back.
- ◉ 1st and 2nd rehearsal of COMMUNICATION PLAN.

SECTOR MOVEMENT PLAN

The DEMP should contain Sector Movement Plan for Polling Parties, Sector Officers, other Personnel , Micro observers etc.

- ⦿ Assessment of vehicle requirement as per the Route Chart.
- ⦿ Separate Route Chart for Micro-observers.

COMMUNICATION PLAN

- ⦿ The DEMP should contain detailed account of III tier Communication Plan, at DEO office, RO Officer & Polling Stations.
- ⦿ DEO should hold meeting with mobile service provides like BSNL, Airtel, idea, Reliance or any other service provider available in the area.
- ⦿ Separate Communication plan for police personnel.

VULNERABILITY MAPPING AND CRITICAL BOOTHS

The DEO must do vulnerability mapping and must classify the various Polling Stations as Critical, Highly Critical and Non-Critical, following points are relevant:-

- ⦿ Read ECI's circular (No.464/INST/2007-PLN-1, dated 12.10.2007)
- ⦿ Identify vulnerable hamlets / wards etc and identify persons who make it vulnerable
- ⦿ Classification of booths into Critical, Highly Critical and Non-Critical.
- ⦿ Worry list of candidates is very important before finalizing criticality

POLICE DEPLOYMENT PLAN

- Assessment of requirement of Police Personnel.
- Availability of Police Personnel at the district level including special Armed Force, Home guards, Forest Department, Excise Department personnel and Special Police Officers (SPOs)
- Availability of Central Para-Military Forces (CPF)
- Deployment of Police Personnel in consultation with the Observer.
- Vulnerability mapping and Criticality of the booths to be kept in mind while deploying force.
- Route chart for movement of Police personnel.

TRAINING OF POLLING PERSONNEL

The DEO should ensure the following with respect to training:-

○ 1-(EVMs)

- Selection of venue for training
- More emphasis should be given for 'hands on' training rather than classroom lecture mode.
- Postal ballot facilitation centres to be setup at training centres for the benefit of polling staff.
- Provision of Facilities at Training Centre - Proper facility should be ensured for the polling staff, proper drinking water facility, first-aid, medical facilities and toilets facility

TRAINING OF POLLING PERSONNEL

○ 2-General (Non-EVM Training)

- Facilitation center at training venue for postal ballot paper and EDC.
- Duties of (PO, P-1, P-2, & P-3) polling personnel at polling stations.
- Making them aware with procedure for challenge and Tender voting.
- Get the acquainted will all compulsory declaration to be made by PO at different times.
- Polling Agents to be voter in same polling stations.
- PO - Not to go to voting compartment and assist the voters.
- Issues related to identification documents of voters.

STANDING COMMITTEE MEETINGS

The DEO should ensure the following:-

- ◉ The standing committee meeting is held by DEO/RO at different stages of election, for example -
 - At the time of draft publication of the rolls
 - Before the final publication of the rolls
 - Preparation of lists of polling stations and.
- ◉ To be organized at frequent intervals during conduct of elections.
- ◉ To be used for informing the Candidates and representatives of various political parties about Poll schedule.
- ◉ Eliciting their support in maintenance of law & Order
- ◉ Seeking their co-operation in enforcement of Model Code of Conduct.
- ◉ Not to be used as mere formalities.

POLLING PERSONNEL WELFARE

The DEO should ensure the following with respect to polling personnel welfare:-

- ⦿ Appointment of nodal officer to coordinate and supervise polling personnel welfare measures.
- ⦿ Providing basic amenities at Training. Distribution, Reception, and Boarding venue : Drinking water, toilets, helpdesk, healthcare.
- ⦿ A senior officer to supervise transport facilities of the Polling Personnel.

POLLING PERSONNEL WELFARE

- ⦿ Tracking of movement of Polling personnel for their safe return to the reception center.
- ⦿ Providing basic amenities at polling stations: light, toilet, furniture, drinking water, food etc.
- ⦿ Making ex-gratia / compensation payment in case of any injury or death.
- ⦿ Issue of photo identity card to the polling personnel (Presiding Officers, polling officers, counting supervisors and counting assistants etc.) ECI Inst. No. 464/INST/2007/PLN-1, Dated 12.10.2007
- ⦿ Special care while classifying in case of women and physically handicapped persons & persons having mental disability.

MEDIA

The DEO should ensure the following with respect to Media:-

- ◉ Establishing a Media cell at the DEO office.
- ◉ Appointment one officer in the DEO office as the Nodal Officer to interact with media persons.
- ◉ Holding meeting with media persons 4-5 times during elections.
- ◉ Allowing them for coverage of nomination paper filing
- ◉ Keeping them briefed about time schedule of various activities related with elections.
- ◉ Encouraging them to report case of violations of Model Code of Conduct by Govt. officers/Staff/Candidates /Political Parties.
- ◉ Sharing important information like, list of all Polling stations, candidates contesting the elections, Route chart transportation arrangements etc.
- ◉ Allowing coverage by media persons on poll day.
- ◉ Allowing coverage by media persons on Counting day.

COMPLAINT MONITORING

The DEO should ensure the following with respect to complaint monitoring:-

- ⦿ Appointment of a Nodal Officer in the DEO office.
- ⦿ Appointment of an Inquiry Officer (Constituency wise formation of team comprising a Police and Civil Officers and Videographer)
- ⦿ ATR to be communicated to the CEO office immediately by DEO.
- ⦿ Daily reporting of complaint monitoring.
- ⦿ Complaint against Govt. officers/staff/candidates/political parties to be taken very seriously.
- ⦿ Complaint relating to violation of MCC to be attended immediately.

USE OF VIDEOGRAPHY AND DIGITAL CAMERAS DURING ELECTION

The DEO should ensure the Videography of Critical Events - (with date & time) as follows:-

- ⦿ Violent incidents, Booth capturing intimidation of voter, Hypersensitive & sensitive polling stations, Riots, Meeting addressed/attended by Ministers, top National/State Level leaders of recognized parties. Important events such as nomination, scrutiny and withdrawal of candidatures, preparation of EVMs by ROs, Closure of strong rooms before taking out the EVMs for counting process.

EXPENDITURE

The DEO should ensure the following with respect to Expenditure:-

- ⦿ Monitoring of Expenditure from the date of filing nomination
- ⦿ Inspection of Expenditure Registers every 3-4 days.
- ⦿ Dummy Candidates to be tracked.
- ⦿ Finalization of rate charts of items of common use during campaign.

MICRO - OBSERVERS

The DEO should make arrangements for the following :-

- ⦿ Appointment of Micro Observers from the pool of Central Govt.PSUs in consultation with the observer.
- ⦿ Training of Micro Observers.
- ⦿ Nodal Officer for Micro Observers at DEO Office.
- ⦿ Separate Route chart & Transportation arrangements for Micro Observers.
- ⦿ Integrating Micro Observers with Communication Plan.
- ⦿ Briefing of Micro Observers before sending them to Polling Station by the Observer (if possible)
- ⦿ Micro Observers diaries to be scrutinized by Observers at the reception centre.

DISTRIBUTION CENTRE & DISPATCH OF POLLING PARTIES

The DEO should ensure the following at the Distribution/Dispatch centre:-

- ⦿ Provision of training facility at the dispatch centre few training counters shall be set up at the dispatch centre for 'hands on' training.
- ⦿ Arrangements of distribution of Election materials to the Polling parties including EVMs.
- ⦿ Briefing of polling parties by Sector Officers before their departure.
- ⦿ Sector Officers informing the polling parties about the Bus No.(Vehicle No.) which they have to board.

DISTRIBUTION CENTRE & DISPATCH OF POLLING PARTIES

- ◉ Boarding of vehicles by the polling parties.
- ◉ Dispatch of Polling Parties.
- ◉ Facilities at Distribution / Dispatch centre : -
Strong room for EVMs and other Election material. Control Room, Drinking water, Toilets, Food plaza, Proper barricading of Distribution counters, Medical Team.
- ◉ Similar arrangements for Micro Observers.
- ◉ OK Report by all the Sector officers by 6.00 p.m day before the poll day that all polling parties have reached to the R.O.

RECEPTION CENTRE

The DEO should ensure the following at the Reception Centre :-

- ⦿ Facilities :- Proper lighting, proper barricading of reception counters, control room, drinking water, toilets, Food plaza, Strong Room for EVMs and other election material, Medical team.
- ⦿ Proper security, presence of Police personnel.
- ⦿ Provision for scrutiny of Form 17-A, P.O. Diary and other relevant documents in the presence of Observers.
- ⦿ Other facilities like telephone, FAX, internet, computer section for data feeding, separate room for Observers, DEO/SP, ROs, etc.

RECEPTION CENTRE

- A separate special counter should be set up for receiving EVMs and other documents from the specific polling stations about which complaints had been received from political parties / candidates during the course of polling; polling stations in which significant event such as violent incidents, heated arguments with the polling personnel, clash between polling agents, break-down of EVMs reported and where the EVM replacement had taken place etc.

COUNTING CENTRE

The DEO should ensure the following with respect to the Counting Centre:-

- ◉ Selection of counting centre CEO in consultation with Observer and getting its approval by the Commission.
- ◉ Facilities :- Proper lighting, uninterrupted power supply, proper barricading, Strong rooms, Drinking Water, toilets, Food plaza, Medical Team, Control Room.
- ◉ Other facilities like Telephone, FAX, internet, Tabulation centres with computers, Separate room for Observers DM/SPs, Ros.
- ◉ Proper security, presence of Police personnel.
- ◉ Earmarking of rooms for particular Acs.

COUNTING CENTRE

- ◉ Arrangements of tables as per Commissions guidelines in the rooms.
- ◉ Arrangements for Counting Agents.
- ◉ Arrangements for Food packets for Counting Staff and other officers on duty.
- ◉ Media centre to be established.
- ◉ Separate arrangements or counting of Postal Ballots.
- ◉ Display of result of each round of counting on notice board.
- ◉ Announcement of result of each round of counting by Returning Officer.
- ◉ Provision for sealing of EVMs and other election materials.

POLL DAY ARRANGEMENTS

The DEO should make the following arrangements for the Poll Day:-

○ A- Polling Station

- Mock Poll in presence of Polling Agents and its reporting as well as certification by PO.
- Sending periodical reports about poll %.
- Reporting any untoward incident.
- Electoral offences committed, adjournment of poll.

○ B- Sector Officers

- Visit of all the Polling Station, collection of Mock Poll Certificate.
- Reporting of Commencement of Poll at the Polling stations.
- Reporting of defective EVMs, making immediate arrangements in such polling stations.
- Periodical reporting.
- Reporting about close of poll.

POLL DAY ARRANGEMENTS

○ C- AC/District

- Communication Plan to be activated (DEO/RO Level)
- Being in close contact with the Police Control Room.
- Maintenance of Law & Order.
- Replacement of defective EVMs.
- Periodical reporting to the CEO.
- Making arrangements for complaints handling.
- Making arrangements for escorting of the polled EVMs back to reception centres.

COUNTING OF VOTES

DEO should ensure proper arrangements for counting of votes, display of round wise result and declaration of result at counting centre

SENDING VARIOUS STATISTICAL INFORMATION AND REPORTS TO THE CEO

The DEO should ensure sending reports / information related to nomination, Poling personnel, Counting centre, Mock poll certificate, poll percentage on poll day, counting day information such as results in format 21C, 21D and 21E and other information such as Index Card, Form 20, RO Report, Check-list, Check Memo etc in due time.

THANX

