



CHECKLIST FOR LAST 72 HOURS TO POLL DAY



भारत निर्वाचन आयोग
Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi-110001

CHECKLIST FOR LAST 72 HOURS TO POLL DAY

LAST 72 HOURS (P-3)		
S.No.	Particulars	Important Activities
1	POLLING PERSONNEL MANAGEMENT	<ul style="list-style-type: none"> • Third Randomization of polling personnel of difficult areas. • Submission of a certificate immediately after the polling parties have been formed for conduct of election. • Ensure AMF at all polling stations. • Ensure all arrangements for welfare of polling personnel accommodation and food arrangements at polling stations etc. • Medical facilities at polling station/locations. • Arrangements for movement of polling personnel and other election machineries etc.
2	MULTIPLE CIVIL (NON-Force) MEASURES AT POLLING LOCATION	<ul style="list-style-type: none"> • Critical Polling Stations shall at least be covered by one or more non-Force measures: Micro-observer, Video camera, webcasting and CCTV. • Training to Sector Officers and Booth Level Officers on webcasting and involve them in the supervision for webcasting and live checking of webcasting, two days before the poll. • Constitution of a team for trouble shooting of webcasting. • Advance planning for shadow areas/ communication infrastructure and alternate arrangement etc.
3	LAW AND ORDER/SECURITY ARRANGEMENTS	<ul style="list-style-type: none"> • At District level, the DEO shall hold a special meeting with Commissioner/SP and senior police officials in presence of the General Police & Expenditure Observers for handling the law-and-order situation for the most critical 72 hrs. to the close of poll
4	SPECIAL EFFORTS TO CURB MISUSE OF MONEY POWER	<ul style="list-style-type: none"> • Checking of Inter-state and International Border and placement of Nakas. • Tracking on all forms of inducement to voters and any malpractices.

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5	EVM AND VVPAT MANAGEMENT	<ul style="list-style-type: none"> • Deployment plan of BEL/ECIL engineers. • Movement, storage and security of EVMs and VVPATs at polling station, intermediate strong room, polled strong room, reserve and repair strong room etc. • Arrangement of GPS tracking of all the vehicles carrying EVMs and VVPATs.
6	EXPENDITURE MONITORING ARRANGEMENTS	<ul style="list-style-type: none"> • Sensitize all the Election Expenditure Monitoring Teams • FSs, SSTs should not be disbanded during last 72 hours for want of sufficient police/security personnel. • SSTs team may be increased police station/Chowki wise on and from P-3 day.
7	AREAS OF SPECIAL FOCUS FOR EXPENDITURE MONITORING	<ul style="list-style-type: none"> • Disbursement of funds to SHGs and NGOs. • Checking distribution of gift items/free serving of food in Marriage/ Community Halls etc. • Organization of Community Kitchen/Langar. • Gatherings at guest houses and dharamshalas should be kept under vigil. • No wages and other benefits are disbursed under government scheme.
8	VOTERS' EDUCATION	<p>Undertake a focused approach to voters' education and awareness about the following.</p> <ul style="list-style-type: none"> • Date of polls. • Start and closing time of polling. • Polling station locations. • List of documents as valid proof of identity. • Ethical and informed voting. • Imperatives of orderly and peaceful conduct at polling stations. • Polling Day offences/ mal-practices. • Digital outreach programme on awareness on EVM/VVPAT. • Awareness about C-Vigil app, NGS portal, Saksham app, Voter helpline app, Know your candidates, Result portal etc.

CHECKLIST FOR LAST 72 HOURS TO POLL DAY

LAST 48 HOURS (P-2)		
S. No.	Particulars	Important Activities
1	PERSONNEL AND MATERIAL MANAGEMENT	<ul style="list-style-type: none"> • Third Randomization of polling personnel. • Submission of a certificate immediately after the polling parties have been formed for an election. • Availability of manpower, material and vehicles for poll day. • Completion of dispatch centre arrangement. • Pick up and dropping facilities of polling personnel.
2	LAW AND ORDER	<ul style="list-style-type: none"> • Issuance of orders under section 144 of the Criminal Procedure Code, 1973 (CrPC)
3	EVM AND VVPAT	<ul style="list-style-type: none"> • Arrangements at intermediate strong rooms. • Monitoring of P-3 polling parties.
4	EXPENDITURE MONITORING	<ul style="list-style-type: none"> • All restrictions provided in excise law on the storage of liquor in unlicensed premises shall be vigorously enforced. • Declaration of Dry Day under Section 135C of the RP Act 1951.
5	MODEL CODE OF CONDUCT	<ul style="list-style-type: none"> • Ban on use of loudspeaker. • Restriction on presence of political functionaries in constituency after the campaign period is over.
6	MEDIA MATTER	<ul style="list-style-type: none"> • Section 126, Opinion Poll and Exit Poll. • Completion of issuance of Authority Letters to Media-persons. • Publication of Criminal Antecedents.

LAST 24 HOURS (P-1)		
S.No.	Particulars	Important Activities
1	PERSONNEL AND MATERIAL MANAGEMENT	<ul style="list-style-type: none"> • Opening of sealed cover of 3rd randomized polling parties. • Opening and closing of EVM Strong Room in the presence of candidates/their agents under videography. • Dispersal of polling parties and materials under proper security/escort. • Facilitation center for postal ballots. • Training on demand at dispatch Center. • Monitoring of dispersal of polling parties till they reach polling stations. • 24x7 operation of Control Room.
2	GRIEVANCE HANDLING ARRANGEMENTS	<ul style="list-style-type: none"> • Complaint handling mechanism on place at the level of Block/ Tehsil. • Urgent enquiry on Polling Agents' complaint. • Timely disposal of complaints. • Setting up 03 Control Rooms: Communication Control Room, Media Monitoring Control Room and Webcasting Control Room.

CHECKLIST FOR LAST 72 HOURS TO POLL DAY

POLL DAY(P-0)		
S.No.	Particulars	Important Activities
1	POLLING STATIONS AND PERSONNEL MANAGEMENT	<ul style="list-style-type: none"> • Availability of all polling personnel including security personnel at polling stations as per plan. • Monitoring of conduct of mock poll. • Timely Start of poll. • Timely replacement of non-functional EVMs and VVPATs. • Monitoring of closing of poll. • Movement of Sector Officer.
2	POLL DAY REPORTING	<ul style="list-style-type: none"> • Arrival of polling parties and start of proceedings to be intimated. • Information related to conduct of mock Poll at all the Polling Stations of AC to be communicated. • Information related to commencement of Poll. • Information relating to % of poll at 9 AM, 11AM, 1PM, 3PM and 5 PM on Poll Day. • Information relating to replacement of EVMs and VVPATs at 9 AM, 11AM, 1PM, 3PM and 5 PM on Poll Day. • During polling, PrO and other staff shall keep their mobile silent in the PS. If required they can talk from outside the polling booth. • Information relating to EPIC Voter at 7PM of Poll Day.
3.	MCC- GENERAL RESTRICTIONS	<ul style="list-style-type: none"> • Use of one vehicle each for candidate, election agent and for candidate's workers/party workers. • Permits issued by DEO be displayed on wind screen of vehicles. • Carrying of voters by these vehicles - Corrupt practice u/s 133 and penal action u/s 123(5) of RP Act, 1951. • Cellular phones, cordless phone etc., not to be allowed except officers on duty in the 100 meters of a PS. • Voter slips to be plain white slips without name of candidate/party markings/ symbol. • No campaign related posters or banners within 100 meters of the Polling Booth. • Prohibition of loudspeakers, mega phones etc. and disorderly conduct - within 100 m of a PS.
4.	RECEIPT CENTRE	<ul style="list-style-type: none"> • Proper arrangement at Receipt Centre. • Separate Counter for EVM/VVPAT and Election papers. • Proper scrutiny at Receipt Centre.
5.	STORAGE OF EVM/VVPAT AND ELECTION PAPER	<ul style="list-style-type: none"> • Ensure proper storage of polled EVMs and VVPATs at POLLED EVM STRONG ROOM. • Non-functional and Reserve EVMs and VVPATs to be stored at separate Strong Rooms not in the vicinity of POLLED EVM STRONG ROOM with prescribed security. • Ensure adequate CAPF Security for Polled EVM STRONG ROOM.



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