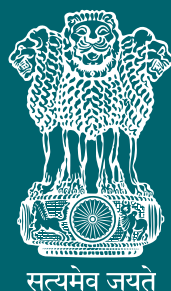


Edition-1



CHECKLIST FOR LAST 72 HOURS TO POLL DAY



भारत निर्वाचन आयोग
Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi-110001

Document No.324.6.EPS:CL:015:2023



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. |

CHECKLIST FOR LAST 72 HOURS TO POLL DAY

| | | |
|----------|--|--|
| 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. |





भारत निर्वाचन आयोग Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi-110001