

कार्यालय मुख्य निर्वाचन अधिकारी, उत्तर प्रदेश

चतुर्थ तल विकास भवन, जनपथ मार्केट, लखनऊ-226001

संख्या: 1382 / सीईओ-2-22/2-2016

दिनांक: 09 सितम्बर, 2016

सेवा में,

समस्त जिला निर्वाचन अधिकारी,
उत्तर प्रदेश।

विषय:— "District Election Management Planning"-regarding.

महोदय,

उपरोक्त विषय पर भारत निर्वाचन आयोग के पत्र संख्या-464/एलएण्डओ/2015-ईपीएस दिनांक 06.09.2016 का अवलोकन करने का कष्ट करें।

2- विधान सभा सामान्य निर्वाचन-2017 के दृष्टिगत आयोग ने विस्तृत जिला निर्वाचन प्रबन्धन योजना (District Election Management Plan) बनाने के निर्देश दिये हैं तथा इसके लिए आयोग ने एक प्रारूप भी संलग्न कर भेजा है। आयोग ने उक्त सूचना 15.09.2016 तक भेजने की अपेक्षा की है। इस प्रारूप पर दिनांक 09.09.2016 की वीडियो कांफ्रेंसिंग में भी चर्चा की गयी थी। उल्लेखनीय है कि अधिकांशतः सूचना आप के पास इस कार्यालय के पत्र संख्या-1234/सीईओ-2 दिनांक 11.008.2016 के क्रम में तैयार की गयी 64 बिन्दु की सूचना में उपलब्ध है।

अतः आयोग से प्राप्त पत्र एवं प्रारूप की प्रति आपको इस आशय से भेजी जा रही है कि कृपया उपरोक्त सूचना दिनांक 14.09.2016 को सायं 5.00 बजे तक अनिवार्य रूप से उपलब्ध कराने का कष्ट करें, ताकि आयोग को संकलित रिपोर्ट भेजी जा सकें।

संलग्नक-यथोपरि।

भवदीय,

(रत्नेश सिंह)

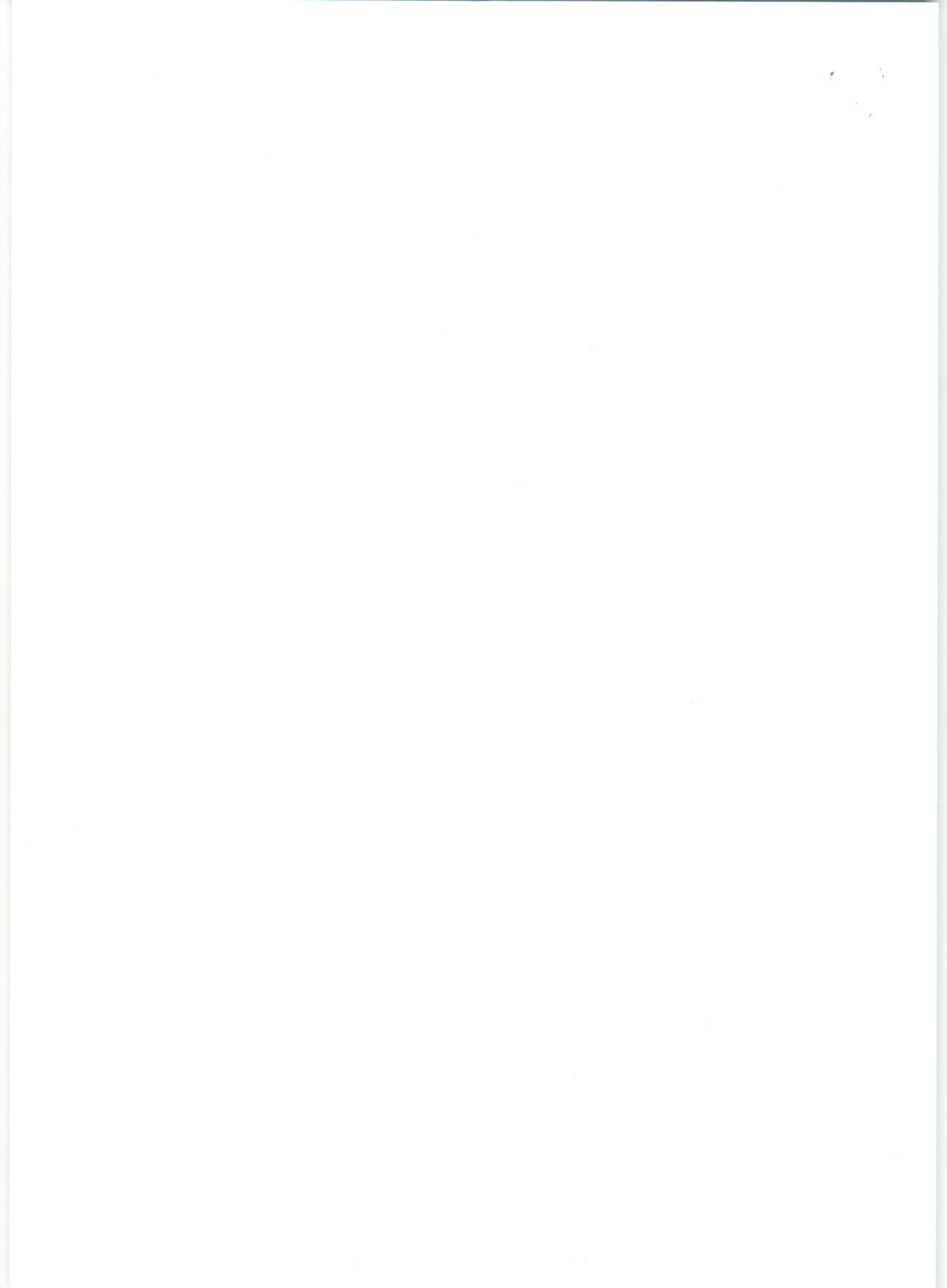
उप मुख्य निर्वाचन अधिकारी।

संख्या: 1382 (1) / सीईओ-2 तददिनांक

प्रतिलिपि: प्रभारी कम्प्यूटर कक्ष को वेबसाइट पर अपलोड कराने हेतु।

(रत्नेश सिंह)

उप मुख्य निर्वाचन अधिकारी।



भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

EPABX 011-23717391-98
Fax 011-23713412/23739944
Website: www.eci.nic.in

निर्वाचन सदन,
अशोक रोड, नई दिल्ली-110001.
Nirvachan Sadan,
Ashoka Road, New Delhi-110001.

No. 464/L&O/2015-EPS

Dated: 6th September, 2016

To

The Chief Electoral Officer
Of all States and UTs.

Subject:

"District Election Management Planning" – regarding.

Madam/Sir,

In continuation of the Commission's Instruction dated 24th October, 2008 on the above cited subject, I am directed to forward herewith a template of "District Election Management Planning", for preparation of Election Management Plan at the State and District level.

In this regard, the Commission has desired that all poll bound states prepare comprehensive State & District Election Management plan and submit a compliance report on the same by 15th September, 2016.

Yours faithfully,

(Sumit Mukherjee)
Secretary

167/CEO//6

1044
Jong

FM 24/9/16
ACEO (AG) (AS)

P. examine
& discuss too
6.9.16

हप
मुख्य निर्वाचन अधिकारी एवं
मुख्य सचिव निर्वाचन, उ०प्र० शासन।
(टी० वेंकटेश)

DCEO (AG)
JCEO

He got the report

07-9-16
completed

& send by

15/9/16

his
7/9/16

हप
DCEO (AG)

he put up a file
for CEO pic by 8/9/16

हप
7/9/16

567
10-2

7/9/16

DISTRICT ELECTION MANAGEMENT PLAN (DEMP)

(Name of District)

INDEX

ABBREVIATIONS

1. DISTRICT BRIEF PROFILE

DISTRICT POLITICAL MAP

KEY STATISTICS

BRIEF NOTES ON THE DISTRICT

General

Administrative

Demography

Terrain

Socio-economic-cultural

Infrastructure availability

Resource Availability

Weather, periods of inaccessibility & inaccessible places

Generally inaccessible or difficult to reach places

Constituency wise Law and order situation

AC WISE TURNOUT IN THE LAST TWO GENERAL ELECTIONS

BRIEF ABOUT THE EXPERIENCES OF RECENT PREVIOUS ELECTIONS, INCLUDING LAW AND ORDER ISSUES, REPOLLS, MCC RELATED, EEM RELATED, ETC

PARLIAMENTARY CONSTITUENCY AND ASSEMBLY CONSTITUENCIES IN THE DISTRICT (With PQAC maps)

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POLLING STATION OVERVIEW – TELECOM CONNECTIVITY

POLLING STATION OVERVIEW – BASIC MINIMUM FACILITIES

POLLING STATION OVERVIEW – INFRASTRUCTURE

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POLLING STATION WISE BASIC DETAILS PROFILING AND WORK TO BE DONE

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VARIOUS TEAMS REQUIRED - OTHERS
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OTHER PERSONNEL REQUIRED
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- LIST OF MAJOR ACTIVITIES PLANNED FOR SWEEP FOR VOTER TURNOUT
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- LIST OF MAJOR ACTIVITIES PLANNED FOR SWEEP FOR LOW TURNOUT PS
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- LIST OF MAJOR ACTIVITIES PLANNED FOR SWEEP FOR EVM INFORMATION
- LIST OF VISIBLE LARGE EVENT/S PLANNED FOR SWEEP IN THE LAST WEEK BEFORE POLL DAY
- LIST OF MAJOR ACTIVITIES PLANNED FOR NVD
- LIST OF PARTNERS

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- RISK IDENTIFICATION
- RISK RESPONSE PLAN

14. TECHNOLOGY USE PLAN

15. STATE ELECTION MANAGEMENT PLAN AND ACTIVITY CALENDAR

- ✓ OVERALL ACTIVITY CALENDAR

I. DISTRICT BRIEF PROFILE

A. DISTRICT POLITICAL MAP

B. KEY STATISTICS

POPULATION - 2011	
PROJECTED POPULATION - (Current Year)	
POPULATION DENSITY	
LITERACY RATE TOTAL	
LITERACY RATE MALE	
LITERACY RATE FEMALE	
GROWTH RATE - TOTAL	
GROWTH RATE - URBAN	
GROWTH RATE - RURAL	
NO. OF MUNICIPAL CORPORATIONS	
NO. OF MUNICIPALITIES	
NO. OF BLOCKS	
NO. OF GRAM PANCHAYATS	
NO. OF REVENUE VILLAGES	
TOTAL ELECTORS IN DISTRICT	
MALE ELECTORS	
FEMALE ELECTORS	
SEX RATIO - 2011	
SEX RATIO - (As per final roll)	
EP RATIO - 2011	

EP RATIO - (As per final roll)	
NO. OF PARLIAMENTARY CONSTITUENCIES (PC)	
NO. OF POLLING STATIONS (PS)	
NO. OF POLLING STATION LOCATIONS	
NO. OF ASSEMBLY CONSTITUENCIES (AC)	
NO. OF RETURNING OFFICERS (RO)	
NO. OF AROS	
NO. OF SECTOR OFFICERS (SO)	
NO. OF BLOS	

C. BRIEF NOTES ON THE DISTRICT

Write very briefly about the district

Brief about the administrative set up

Brief about the peculiarities in demography

Brief about the terrain

Brief about any specific socio-economic-cultural peculiarities relevant from election management point of view

Brief about the infrastructure availability

Brief about the places, which are generally inaccessible or difficult to reach

Brief about the resource availability – manpower, logistics, IT related, etc

Brief about the weather & periods of inaccessibility & places of inaccessibility

Brief about the weather & periods of inaccessibility & places of inaccessibility

Brief about the general law and order situation constituency wise

- *Tabular format of AC wise turnout in the last two general elections as follows:*

PC	AC	TURNOUT IN LAST (Give Year) PARLIAMENTARY ELECTION IN %				TURNOUT IN LAST (Give Year) ASSEMBLY ELECTION IN %			
		MALE	FEMALE	OTHERS	PB TOTAL	MALE	FEMALE	OTHERS	PB TOTAL

- *Brief about the experiences of recent previous elections, including law and order issues, repolls, MCC related, EEM related, etc in table below*

SL. NO.	ACTIVITY	NUMBERS
	Number of Police Stations	
	Vulnerable hamlets/pockets identified in last General election	
	Vulnerable Voters identified in last general election	
	Number of intimidators identified in last general election	
	Preventive Action taken vs intimidators in last general election	
	Total preventive action taken under various sections of CrP in last general election	
	NBW/ executed in last general election	
	Election related offences of Last LS election	
	Election related offences of Last Assembly elections	
	Election offences- pending investigation (of the above two)	
	Election offences – pending in court	
	Total licensed arms/ Arms deposited in last general election	
	Other Preventive action, extermment, etc in last general election	
	Seizure of illegal arms and ammunition in last general election	
	Seizure of liquor in last general election	
	Seizure of cash in last general election	
	Major law and order issue in last one year	
	NAME OF PC	NAME OF PC
	1	2
	Name of AC1 under PC1	Name of AC1 under PC2
	Name of AC2 under PC1	Name of AC2 under PC2
	NAME OF PC	NAME OF PC
	3	4
	Name of AC1 under PC3	Name of AC1 under PC4
	Name of AC2 under PC3	Name of AC2 under PC4
	NAME OF PC	NAME OF PC
	5	
	Name of AC1 under PC5	
	Name of AC2 under PC5	

**D. PARLIAMEN
TARY
CONSTITUENCY
AND ASSEMBLY
CONSTITUENCIES
IN THE DISTRICT**

Name of AC3 under PC1	Name of AC3 under PC2	Name of AC3 under PC3	Name of AC3 under PC4	Name of AC3 under PC5
Name of AC4 under PC1	Name of AC4 under PC2	Name of AC4 under PC3	Name of AC4 under PC4	Name of AC4 under PC5
Name of AC5 under PC1	Name of AC5 under PC2	Name of AC5 under PC3	Name of AC5 under PC4	Name of AC5 under PC5

Please provide PC/AC maps as relevant (PC maps for parliamentary elections, AC maps for assembly elections).

E. ELECTION MANAGEMENT MACHINERY

SL.NO	DESIGNATION	NAME	OFFICE ADDRESS	OFFICE NUMBER (WITH STD CODE)	MOBILE NUMBER	FAX NUMBER	EMAIL ID
	DEO						
	Deputy DEO						
	ERO 1						
	ERO 2						
	AERO 1						
	AERO2						
	Nodal Officer MCC						
	Nodal Officer SVEEP						
	Nodal Officer Postal Ballot						
	...						
	...						
	Sector Officer						

Please provide the list of the key officials, which form the election management machinery in the district. Please also provide the contact details for each as follows:

E. POLLING STATION OVERVIEW – INFRASTRUCTURE

PC	AC	TOTAL POLLING STATIONS	TOTAL PSL	TYPE OF BUILDING- Pucca/Kachcha/TEM PORARY	NO. OF PS BUILDINGS/ROOMS IN GOOD CONDITION	NO. OF PS REQUIRING BUILDING REPAIR WORK	NO. OF PS REQUIRING ELECTRIC REPAIR WORK	NO. OF PS LACKING BASIC FURNITURE FOR POLL DAY	NO. OF PSL WITH NO SEPARATE TOILET FACILITIES FOR MEN AND WOMEN
1	1								
	2								
	3								
TOTAL									
	1								
	2								
	3								
TOTAL									
GRAND TOTAL									

F. VULNERABLE PS/ELECTORS

PC	AC	TOTAL NO. OF POLLING STATIONS (PS)	NO. OF PS WHERE VULNERABLE PERSONS/FAMILIES / HOUSEHOLDS/SEGMENTS/POCKETS HAVE BEEN IDENTIFIED	NO. OF VULNERABLE VOTERS IDENTIFIED IN THESE PS	NO. OF INTIMIDATORS IDENTIFIED	WHETHER PS WISE DETAILS OF COLUMN 4,5 and 6 ENTERED IN LOR PORTAL
1	1					
	2					
	3					
TOTAL						
	1					
	2					
	3					
TOTAL						
GRAND TOTAL						

C. VARIOUS TEAMS REQUIRED - OTHERS

	MCC TEAMS		SVEEP TEAMS		TEAMS FOR ASSISTING OTHER NODAL OFFICERS		MCMC/PAID NEWS MONITORING TEAMS		DISTRICT CONTROL ROOM/HELPLINE MANAGEMENT		EVM MANAGEMENT TEAMS		MATERIAL MANAGEMENT T AND PROCUREMENT TEAMS		AND SO ON
	NO. REQUIRED	COMPOSITION PER TEAM	NO. REQUIRED	COMPOSITION PER TEAM	NO. REQUIRED	COMPOSITION PER TEAM	NO. REQUIRED	COMPOSITION PER TEAM	NO. REQUIRED	COMPOSITION PER TEAM	NO. REQUIRED	COMPOSITION PER TEAM	NO. REQUIRED	COMPOSITION PER TEAM	
AC 1															
AC 2															
TOTAL															

D. POLLING PERSONNEL REQUIRED

RESIDING OFFICERS REQUIRED	FIRST POLLING OFFICERS		SECOND POLLING OFFICERS		THIRD POLLING OFFICERS		WOMEN POLLING PERSONNEL		RESERVE PRESIDING OFFICERS		RESERVE OTI	
	AVAILABLE	NO. REQUIRED	AVAILABLE	NO. REQUIRED	AVAILABLE	NO. REQUIRED	AVAILABLE	NO. REQUIRED	AVAILABLE	NO. REQUIRED	AVAILABLE	NO. REQUIRED

E. OTHER PERSONNEL REQUIRED

AC 1	CATEGORY	REQUIREMENT	AC 2	CATEGORY	REQUIREMENT	AC 3	CATEGORY	REQUIREMENT
	SECTOR OFFICERS								
	DATA ENTRY OPERATORS								
	STAFF FOR NIGHT DUTY AT CONTROL ROOMS								
	MASTER TRAINERS								
	MICRO-OBSERVERS								
	ETC								
	ETC								

F. PERSONNEL REQUIREMENT & AVAILABILITY

AC	CATEGORY ¹	PERSONNEL REQUIRED IN EACH CATEGORY ¹	PERSONNEL AVAILABLE IN EACH CATEGORY			DEFICIT, IF ANY			HOW WILL THE DEFICIT BE TAKEN CARE OF
			MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	

1: Categories refer to various election management cadres like Presiding Officer, Sector Officer and so on.

G. NODAL OFFICERS

SUBJECT TO BE DEALT BY NODAL OFFICER	NAME OF NODAL OFFICER	DESIGNATION AND OFFICE ADDRESS	MOBILE NO.	OFFICE TEL	FAX	EMAIL ID
Manpower Management						
EVM management						
Transport management						

J. ARRANGEMENTS FOR SECURITY PERSONNEL

AC	PSL	NO. OF SECURITY PERSONNEL			NAME AND NUMBER OF POLICE SECTOR OFFICER	NAME AND NUMBER OF BLOS	CONTACT PERSON FOR FOOD/BEDDING ARRANGEMENT - (NAME AND NUMBER)	ELECTRICITY CONNECTION AND FIXTURES - (YES/NO)	SEPARATE TOILETS FOR MEN AND WOMEN - (YES/NO)
		STATE POLICE/HG	CAPF	TOTAL					

5. TRAINING PLAN OVERVIEW

A. TRAINING PLAN FOR ELECTION PERSONNEL

S. NO.	CATEGORY OF PERSONNEL	NO. OF PERSONNEL TO BE TRAINED	TO BE COMPLETED BY DATE	PERSON RESPONSIBLE
	Master Trainers at State Level			
	Master Trainers at District Level			
	DEO			
	DDO/ADM			
	RO / ARO			
	Nodal Officers			
	Sector Officer			
	BLO			
	Polling Staff			
	Micro Observers			
	MCC and EEM Teams			
	Receiving and Dispatching Staff			
	Videographers			
	Political parties			
	Contesting candidates			

	Hands on EVM Training to Presiding and First Polling Officers		
	Others (Please specify)		

B. TRAINING PLAN FOR POLICE PERSONNEL

CATEGORIES OF PERSONNEL	NUMBERS TO BE TRAINES	DATE OF COMPLETION OF TRAINING	RESPONSIBLE PERSON/S
Master trainers for District training (DySP and PI)			
SP/DCP			
DySP			
PI			
PSI			
ASI/HC/PC			
Forest personnel			
GSRTC personnel			
SRP personnel			
Others (please specify)			

6. MOVEMENT PLAN

a. OVERVIEW OF ROUTES AND NUMBER OF SECTOR OFFICERS AND ASSISTANT SECTOR OFFICERS

PC	AC	NUMBER OF ROUTES	AVERAGE NO. OF POLLING STATIONS IN EACH ROUTE	TOTAL NO. OF SECTOR OFFICERS
1				
2				
3				
TOTAL				
1				
2				
3				
TOTAL				
GRAND TOTAL				

b. ROUTE DETAILS

PC	AC	ROUTE NAME/NUMBER	LIST THE NAME AND NUMBER OF PS INCLUDED IN THE ROUTE	DISTANCE (LENGTH OF ROUTE IN KILOMETERS) FROM FIRST TO LAST PS	LENGTH OF ROUTE IN TIME	LENGTH OF TOTAL KACHCHA STRETCH, IF ANY, ON THE ROUTE	SECTOR OFFICER NAME & DESIGNATION	CONTACT NUMBER	ASSISTANT SECTOR OFFICER NAME & DESIGNATION	CONTACT NUMBER

Please provide route maps.

c. SECTOR OFFICER TRIPS PLANNED

PC	AC	NAME OF AC	PURPOSE OF TRIP	DATE OF TRIPS
			VULNERABILITY MAPPING	
			BMF ASSESSMENT	
			SPECIAL CAMP FOR SUMMARY REVISION	
			GRAM SABHA DURING SUMMARY REVISION	
			VISITING LOW EP/GENDER RATIO PS	
			ETC	
			ETC	

d. VEHICLE REQUIREMENT & AVAILABILITY

PC	AC	REQUIREMENT WITH PURPOSE				AVAILABILITY			SHORTAGE IF ANY	HOW IS SHORTAGE TO BE ADDRESSED
		PURPOSE	NO. OF REQUIRED VEHICLES	TYPE OF VEHICLES	NO. OF AVAILABLE VEHICLES WITH DRIVERS	SOURCE	NO. OF AVAILABLE VEHICLES WITHOUT DRIVERS	SOURCE		
		FOR OBSERVERS								
		FOR MCC TEAMS								
		FOR DISPATCHING								
									
									
		Etc								

7. FORCE DEPLOYMENT PLAN

This will be a detailed plan separately prepared and circulated to all concerned. The uniform format for this plan is also attached with this report. Due to its confidential nature, this Plan need not be on general disclosed plan

8. COMMUNICATION PLAN

This should be an attachment to the DEMP.

9. EVM MANAGEMENT PLAN

A. EVM STORAGE & COUNTING LOCATIONS

PC	AC	EVM STRONG ROOM LOCATION	ATTACH PHOTOGRAPH OF STRONG ROOM	COUNTING LOCATION
TOTAL				

B. BALLOT UNIT & CONTROL UNIT AVAILABILITY

PC	AC	NO. OF POLLING STATIONS	BALLOT UNIT		CONTROL UNIT	
			REQUIRED	AVAILABLE	REQUIRED	AVAILABLE
TOTAL						

10. MATERIAL MANAGEMENT

STATE LEVEL PROCUREMENT PLAN

No	Name of Material to be procured	To be Purchased No of months before election due
1	Strip Seal	4 Months
2	Strip seal for Training	4 Months
3	Green Paper Seal	4 Months
4	Address Tag (BU) *	4 Months
5	Address Tag (CU) *	4 Months
6	Indelible Ink	2 Months
7	Pink Paper Seal (For C.U.)	5 Months
8	Pink Paper Seal (For B.U.)	4 Months
9	Power Pack	3 Months
10	All type of Hand Books	3 Months
11	Manual of Election law	4 Months
12	Voter Register (17.A)	3 Months
13	Special Tag	3 Months

DISTRICT LEVEL PROCUREMENT PLAN

No	Name of Material to be procured	To be Purchased No of months before election due
1		
2		
3		

**II. POLLING STAFF
WELFARE PROVISIONS**

A. WELFARE NODAL OFFICERS

	DISTRICT LEVEL	AC 1	AC 2	
NAME OF NODAL OFFICER FOR WELFARE				
DESIGNATION				
OFFICE ADDRESS				
MOBILE NUMBER				
OFFICE NUMBER				
FAX NUMBER				
EMAIL ID				

b. WELFARE MEASURES

Please provide a write up (preferably in bullet points) on what kind of measures are being taken up for polling staff welfare.

12. SWEEP OVERVIEW

A. LOW VOTER TURNOUT DETAILS

PC	AC	NAME & NO. OF PS WITH LOW TURN OUT	% OF VOTER TURNOUT IN LAST ASSEMBLY ELECTION (Indicate month & year of election)	% OF VOTER TURNOUT IN LAST PARLIAMENTARY ELECTION (Indicate month & year of election)	REASON FOR LOW TURN OUT	ANY SPECIFIC GROUPS NOT TURNING FOR VOTING	NO. OF PEOPLE BELONGING TO THE NON/LOW VOTING GROUP	POSSIBLE INFLUENCES OF THE GROUP
	1							
	2							
	3							
	TOTAL							
	2							
	2							
	3							
	TOTAL							
	GRAND							
	TOTAL							

B. LIST OF MAJOR ACTIVITIES PLANNED FOR SVEEP FOR VOTER REGISTRATION

Sl. No.	ACTIVITY	OBJECTIVE / TARGET GROUP	MATERIAL/MEDIUM USED	COST OF ACTIVITY	SOURCE OF FUNDS	AREA OF COVERAGE	DATES / DURATION

C. LIST OF MAJOR ACTIVITIES PLANNED FOR SVEEP FOR VOTER TURNOUT

Sl. No.	ACTIVITY	OBJECTIVE / TARGET GROUP	MATERIAL/MEDIUM USED	COST OF ACTIVITY	SOURCE OF FUNDS	AREA OF COVERAGE	DATES / DURATION

D. LIST OF MAJOR ACTIVITIES PLANNED FOR SVEEP FOR ETHICAL VOTING

Sl. No.	ACTIVITY	OBJECTIVE / TARGET GROUP	MATERIAL/MEDIUM USED	COST OF ACTIVITY	SOURCE OF FUNDS	AREA OF COVERAGE	DATES / DURATION

E. LIST OF MAJOR ACTIVITIES PLANNED FOR SVEEP FOR LOW TURNOUT PS

Sl. No.	ACTIVITY	OBJECTIVE / TARGET GROUP	MATERIAL/MEDIUM USED	COST OF ACTIVITY	SOURCE OF FUNDS	AREA OF COVERAGE	DATES / DURATION

F. LIST OF MAJOR ACTIVITIES PLANNED FOR SVEEP FOR EXCLUDED COMMUNITIES

Sl. No.	ACTIVITY	OBJECTIVE / TARGET GROUP	MATERIAL/MEDIUM USED	COST OF ACTIVITY	SOURCE OF FUNDS	AREA OF COVERAGE	DATES / DURATION

G. LIST OF MAJOR ACTIVITIES PLANNED FOR SVEEP FOR EVM INFORMATION

Sl. No.	ACTIVITY	OBJECTIVE / TARGET GROUP	MATERIAL/MEDIUM USED	COST OF ACTIVITY	SOURCE OF FUNDS	AREA OF COVERAGE	DATES / DURATION

H. LIST OF VISIBLE LARGE EVENT/S PLANNED FOR SVEEP IN THE LAST WEEK BEFORE POLL DAY

Sl. No.	ACTIVITY	OBJECTIVE / TARGET GROUP	MATERIAL/MEDIUM USED	COST OF ACTIVITY	SOURCE OF FUNDS	AREA OF COVERAGE	DATES / DURATION

I. LIST OF MAJOR ACTIVITIES PLANNED FOR NVD

Sl. No.	ACTIVITY	OBJECTIVE / TARGET GROUP	MATERIAL/MEDIUM USED	COST OF ACTIVITY	SOURCE OF FUNDS	AREA OF COVERAGE	DATES / DURATION

J. LIST OF PARTNERS

S. NO.	NAME OF PARTNER	TYPE OF PARTNER ¹	NATURE OF PARTNERSHIP & SUPPORT RECEIVED

1: State Government Department / Central Government Department / Government Media / Private Media / Educational Institute / Financial Institute / CSO/NGO / Others

13. RISK MANAGEMENT

a. RISK IDENTIFICATION

SL. NO.	RISK IDENTIFICATION	PROBABILITY OF OCCURRENCE			IMPACT ON SCHEDULE/BUDGET/POLL DAY		
		HIGH (60 % AND ABOVE)	MEDIUM (25-60%)	LOW (<25 %)	GREATLY IMPACTS	SLIGHTLY IMPACTS	LITTLE OR NO IMPACT
Example	Mistakes In Preparing EVM By Polling Staff On Poll Day		Yes		Yes		

b. RISK RESPONSE PLAN

The response to a risk can be any of the following:

- Avoid – By eliminating cause
- Mitigate – by reducing possibility
- Accept – as nothing can be done
- Transfer – by outsourcing/insurance/etc.
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SL. NO.	RISK CATEGORY	RISK RESPONSE PLANNING – AVOID/MITIGATE/ACCEPT/TRANSFER	RISK TO BE MONITORED BY (GIVE DETAILS OF OFFICER)
Example	Mistakes in preparing EVM by polling staff on Poll day	Avoid by giving hands on training of EVM	

14. TECHNOLOGY USE PLAN

TECHNOLOGY	STAGE AT WHICH IT WILL BE USED IN POLLS	TO BE DEVELOPED BY WHOM	START DATE	END DATE	PERSON RESPONSIBLE FOR ITS IMPLEMENTATION
SMS Based Poll Day Monitoring System					
Web Casting					
SMS Query Based System for name search and BLO details					
GIS based mapping					
1950 and Toll free helplines					
MatadarSahayata Kendra – 240 in number					
Online Registration					

Web based search facility							
Law and Order Portal for daily reporting							
MCC Daily reporting portal							
Portal for receiving MCC references from state govt departments							
Social Media use							
Others, please specify							

15. STATE ELECTION MANAGEMENT PLAN AND ACTIVITY CALENDAR

