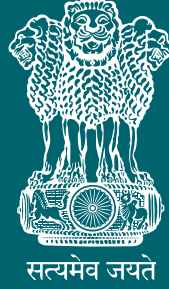


Edition-2



CHECKLIST FOR CHIEF ELECTORAL OFFICERS 2023



**भारत निर्वाचन आयोग
Election Commission of India**

Nirvachan Sadan, Ashoka Road, New Delhi-110001

Document No : 324.6.EPS:CL:001:2023





सत्यमेव जयते

CHECKLIST

FOR

CHIEF ELECTORAL OFFICERS

Model Check list for Chief Electoral Officers in
connection with Conduct of Elections for
House of People/ Legislative Assembly



भारत निर्वाचन आयोग
Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi-110001

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CHECKLIST FOR CHIEF ELECTORAL OFFICERS

SECTION A

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
MODEL CHECK LIST FOR CONDUCT OF ELECTIONS FOR HOUSE OF PEOPLE/ LEGISLATIVE ASSEMBLY					
1. ELECTORAL ROLL & EPIC					
1.1 Preparation & revision of Photo Electoral Roll					
	<p>For information :</p> <p>Under Rule 11(c) of the Registration of Electors Rules, 1960, the Electoral Registration Officer shall supply 2 copies (one soft pdf copy and one hard printed copy) of the draft/final roll to every recognized political party, free of cost. In some of the States, based on the request of Political parties, the ERO shall supply 2 hard copies instead of one hard copy and one soft copy, after getting permission from the ECI.</p>				
1.1.1	Whether the Appointment / notification of DEO/ERO/AERO, BLOs and BLO Supervisors have been made and their contact details updated in CEO's Website and in Citizen Services Portal?				
1.1.2	Whether the Pre-revision and Revision activities Schedule has been received from the ECI and the same has been communicated to the DEOs?		NET	After announcement of SSR	
1.1.3	Whether the instructions have been sent to the DEOs regarding the removal of PSEs, DSEs, Logical errors and Repeat EPICs?		NET	After announcement of SSR& during Continuous Updation Period	
1.1.4	Whether steps have been taken to appoint Roll Observers? (Robust System of Supervisory Control, Monitoring and Inspections. Mandatory periodic checks and inspections by DEOs, Divisional Commissioners and CEO. Details/ Schedule.)		NET	After announcement of SSR	
1.1.5	Whether the Integration of the Electoral Rolls and the Control Tables have been updated in the database before preparation of Draft Rolls?		NET	After approval of Rationalization proposals by ECI	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
1.1.6	Whether the DEOs have been instructed to conduct meeting with Political Parties before and after publication of Rolls ?		NET	After announcement of SSR	
1.1.7	Whether the DEOs have been instructed to obtain suggestions of the political parties before draft roll publication?		NET	After announcement of SSR	
1.1.8	Whether approval has been obtained from the ECI for the special camp dates based on the proposal of the CEO? Whether the approved dates have been informed to the DEOs after approval?		NET	After announcement of SSR	
1.1.9	Whether training has been provided to all the Electoral Roll Observers?		NET	After announcement of SSR	
1.1.10	Whether all the Electoral Roll Observers have been instructed to make at least 3 visits and send the reports of the visits to the CEO along with the checklist?		NET	After announcement of SSR	
1.1.11	Whether sufficient Forms have been printed and supplied to all the Districts?		NET	After announcement of SSR	
1.1.12	Whether instructions have been issued to DEOs to ensure the appointment of Booth Level Agents (BLAs) ?		NET	After announcement of SSR	
1.1.13	Whether the contact details of all the Booth Level Agents (BLAs) have been uploaded in the Website of CEO/DEOs?		NET	Periodically to be updated	
1.1.14	Whether instructions have been issued regarding the number of copies to be printed for draft roll publication and number of copies of draft roll to be supplied to the recognized political parties?		NET	After announcement of SSR and before publication of Draft Rolls	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
1.1.15	Whether the DEOs have been instructed to send the “Certificate on publication of draft roll” to the CEO?		NET	After announcement of SSR	
1.1.16	Whether the PDF copies of the draft Electoral roll have been generated by all the districts and uploaded in the websites of CEO & DEO?		NET	Before Publication and Website to be checked on the day of Publication	
1.1.17.	Whether Part-wise draft rolls have been given to all the recognized Political parties?		NET	After publication of Draft Rolls	
1.1.18	Whether the list of deleted duplicate electors has been made available to the recognized Political parties and uploaded in CEO’s website ?		NET	After publication of Draft Rolls	
1.1.19	Whether explanatory memoranda has been obtained from all the districts?		NET	Before publication of Draft Rolls	
1.1.20	Whether format 1-8 on details of publication of integrated draft roll has been sent to ECI?		NET	Before publication of Draft Rolls	
1.1.21	Whether wide publicity about the revision programme and special camps has been done using media?		NET	During SSR before Special campaign days	
1.1.22	System of Stakeholders interaction and involvement: Whether the information relating to Summary Revision and other crucial activities have been shared to stakeholders?		NET	After announcement of SSR	
1.1.23	Whether instructions have been issued to DEOs regarding receiving, processing and disposing of Claims and Objections?		NET	After announcement of SSR	
1.1.24	Whether the relevant Part/Sections of Photo Electoral Rolls have been read in the Grama Sabha / Local bodies and RWAs meetings for verification of Names?		NET	After announcement of SSR	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
1.1.25	Whether instructions have been given to all the EROs to digitize the received Claims & Objections?		NET	After announcement of SSR	
1.1.26	Whether the DEOs have been instructed to meet a few BLOs every week and review the issues, performance, concerns etc., and take corrective measures?		NET	After publication of Draft Rolls	
1.1.27	Whether the assessment of the quality of work of the BLOs has been done and applicable replacements of BLOs made, wherever necessary, after approval of CEO?		NET	After announcement of SSR	
1.1.28	<p>a) Whether steps have been taken by the DEOs for Special focus on enrolling 18-19yrs electors to match Census data?</p> <p>b) Whether claims and objections list is being placed on the website of CEO?</p> <p>c) Whether claims and objections received by EROs are being made available to all recognized political parties on a weekly basis?</p> <p>d) Whether super checks are being done by the AEROs, EROs, DEOs, Roll Observers and CEO as prescribed?</p>		NET	After announcement of SSR	
1.1.29	Whether the DEOs have been instructed to focus on left out electors in the marginalized sections like trans-genders, Slum areas, migrant workers, homeless etc?		NET	After announcement of SSR	
1.1.30	Whether the Forms 9,10,11,11A & 11B have been displayed in the notice boards of ERO and the PDFs have been uploaded in the CEO's website?		NET	During Claims & Objections period	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
1.1.31	Whether the Critical gap analysis (EP Ratio, Gender Ratio, Age Cohort etc based on Census figures and actual Roll Data) report and Format 1-8 have been prepared for final Roll & forwarded to the ECI?		NET	After Claims & Objections period, but before Final Publication of Rolls	
1.1.32	Whether approval has been obtained from the ECI for publication of integrated final roll and the same has been communicated to the DEOs?		NET	After Claims & Objections period, but before Final Publication of Rolls	
1.1.33	Whether PDF copies of final Electoral roll have been generated by the districts and instructions have been issued to DEO regarding the number of copies to be printed for integrated final roll publication?		NET	After Claims & Objections period, but before Final Publication of Rolls	
1.1.34	Whether instructions have been issued to DEOs regarding the number of copies to be supplied to the recognized political parties?		NET	Before publication of Final Rolls	
1.1.35	Whether all the DEOs & EROs have been instructed to send the certificate on publication of integrated final roll?		NET	Before publication of Final Rolls	
1.1.36	Whether the verification of names of MPs/MLAs and other leading personalities in the Photo Electoral Roll (PER) done by the DEOs/ EROs?		NET	Before publication of Final Rolls	
1.1.37	Whether a Certificate from the DEOs regarding the verification of names of MPs/MLAs and other leading personalities in the PER ?		NET	Before or After publication of Final Rolls	
1.1.38	Whether the Integrated Final Roll has been uploaded in the websites of CEO / DEO?		NET	After publication of Final Rolls	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
1.1.39	Whether the data of all deletions carried out have been shared with stakeholders, intimation to family members and the list uploaded on website and also the list has been shared with Political parties etc. after following the due process?				
1.1.40	Whether the PwD marking report by the DEO has been received?		NET	After publication of Final Rolls	
1.1.41	Whether the DEOs have ensured that 100 % of the Particularly Vulnerable Tribal Group (PVTG) are enrolled and report sent to CEO?		NET	After publication of Final Rolls	
1.1.42	Whether Summary Revision ID (SR-ID) (Details of Voter) format has been sent to the ECI by the CEO?		NET	After publication of Final Rolls	
1.2 Ban on Transfer and Posting during revision period					
1.2.1	Whether the ECI directions regarding Ban on Transfers of Staff engaged with revision of Roll have been communicated to DEOs?		NET	After announcement of SSR	
1.2.2	Whether concurrence has been obtained from the ECI for all the transfer of postings of ERO and above level?		NET	After publication of Draft Rolls	
1.3 Service Electors					
1.3.1	Whether instructions have been issued to the DEOs to prepare the list of Service Electors as the last part of the Electoral Roll? (The same needs to be published on the date of Draft Publication of Electoral Roll)		NET	After announcement of SSR	
1.3.2	Whether instructions have been issued to the DEOs to prepare the list of Service Electors as the last part of the Electoral Roll? (The same needs to be published on the date of Final Publication of Electoral Roll)		NET	After announcement of SSR	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
1.4 BLO Mobile App					
1.4.1	a) Whether steps have been taken to provide user guide manual to BLOs in both English and Vernacular language for the updated version of BLO App? b) Whether trainings have been provided to the BLOs whenever the ECI updates the App.?		NET	Periodically to be done	
1.4.2	Whether all the BLOs are using the BLO App.?		NET	Periodically to be verified	
1.4.3	Whether DEOs' report has been obtained pertaining to AMF, EMF updation by the BLOs through the BLO App ?		NET	During SSR	
1.5 Continuous Updation of Electoral Roll :					
1.5.1	Whether all the forms received during continuous updation period have been disposed ?		NET	During Continuous Updation	
1.5.2	Whether the Electoral Rolls have been prepared with reference to the four qualifying dates i.e., 1 st January, 1 st April, 1 st July and 1 st October?		ET & NET	SSR / CR	
1.6 Maximization of EPIC Coverage :					
	<p><i>For Information :</i></p> <p><i>The PVC EPIC has been changed to PVC + Polyethene Terephthalate Glycol (PETG) EPIC with additional security features of Hologram hot stamping, Micro text printing, Ghost image printing and Guilloche pattern on the EPICs.</i></p> <p><i>The provision of viewing the delivery status of EPICs by the Department of Posts has been incorporated in the ERO Net 2.0.</i></p>				
1.6.1	Whether the Agency for printing of PVC + PETG EPICs has been selected through Tender process?		NET		
1.6.2	Whether the Agency for supplying the Holograms for affixing the same on the EPICs has been selected through Tender process?		NET		

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
1.6.3	Whether MoU has been signed with the Department of Posts (DoP) for delivering the EPICs through Speed Post under Book Now Pay Later (BNPL) scheme?		NET		
1.6.4	Whether the State level Nodal officer/Single Point of Contact (SPoC) has been appointed in the office of the CEO?		NET		
1.6.5	Whether the State level Nodal officer/SPoC has been appointed in the Department of Posts.?		NET		
1.6.6	Whether the District level Nodal officer/Single Point of Contact (SPoC) has been appointed in the O/o the DEO?		NET		
1.6.7	Whether the District level Nodal officer/SPoC has been appointed in the Department of Posts.?		NET		
1.6.8	Whether the Holograms purchased from the vendor have been handed over to the EPIC printing vendor?		NET		
1.6.9	Whether the PDF EPIC data of the EPICs has been forwarded to the EPIC printing vendor on time?		NET		
1.6.10	Whether the EPICs have been printed by the vendor in the stipulated time? (from the date of forwarding the data)		NET		
1.6.11	Whether the EPICs have been delivered to the respective DEOs by the EPIC printing vendor?		ET & NET	Periodically	
1.6.12	Whether the EPICs have been handed over to the Department of Posts for delivering the same through Speed Post?		ET & NET	Periodically	
1.6.13	Whether the EPICs has been delivered to the electors by the Department of Posts through Speed Post?		ET & NET	Periodically	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
1.6.14	How many EPICs have been returned undelivered to the DEOs with reasons for returning of the EPICs? Whether this has been reviewed by the CEO?		ET & NET	Periodically	
1.6.15	Whether the Testing certificate from the EPIC printing vendor and Hologram vendor has been obtained before settling the bills to them?		NET		
1.6.16	Whether the Testing certificate of the EPICs from the DEOs has been obtained?		NET		
1.6.17	Whether the EPIC data have been forwarded to the EPIC printing vendor/ EPICs dispatched by the EPIC printing vendor/EPIC delivery report received from the DoP has been tallied?		ET & NET	Periodically	
1.6.18	Whether the bills have been settled to the EPIC printing vendor, Hologram vendor and the DoP on time?		ET & NET	Periodically	
1.6.19	Whether the Weekly Progress reports of Distribution of EPICs are being monitored at the State level (especially during the Election period)?		ET & NET	Periodically	
1.6.20	Whether detailed voters guide/ pamphlets have been prepared and distributed to all the electors?		ET & NET	Periodically	
1.6.21	Whether EPICs are given to all the qualified Electors except the Service Electors and Overseas Electors?		ET & NET	Periodically	
1.6.22	Whether the new electors included in the electoral roll have been provided the facility of downloading the e-EPICs.?		ET & NET	Periodically	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
2. POLLING STATIONS					
2.1 Creation of Polling Stations:					
2.1.1	Whether DEOs have been instructed to consult Recognized Political Parties while drawing up of draft Polling Stations?		NET	After announcement of SSR	
2.1.2	Whether DEOs have been instructed to publish the draft list of Polling Stations?		NET	After announcement of SSR	
2.1.3	Whether DEOs have been instructed to display the draft list of Polling Stations at their offices for a period not less than seven days from the date of publication of draft Polling Stations?		NET	After announcement of SSR	
2.1.4	Whether the draft lists of Polling Stations have been uploaded in the websites of CEO and DEOs?		NET	After announcement of SSR	
2.1.5	Whether copies of the draft Polling Stations have been supplied to the local branches of all recognized Political Parties?		NET	After announcement of SSR	
2.1.6	Whether DEOs have been instructed to conduct a meeting with Political Party representatives to discuss the draft list of Polling Stations?		NET	After announcement of SSR	
2.1.7	Whether the DEOs have been instructed to furnish the minutes of the meeting with Political Parties?		NET	After announcement of SSR	
2.1.8	Whether instructions have been given to all the districts to update the Polling Stations tables in “ECI Control Table Database” before sending the proposal of approval?		NET	After announcement of SSR	
2.1.9	Whether the instructions have been given to DEOs to send the finalized draft list of Polling Stations along with map, Scrutiny Sheet, Abstracts, Certificate and Minutes of the meeting with Political Parties to the Office of CEO?		NET	After announcement of SSR	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
2.1.10	Whether the rationalization proposals received from the DEOs have been scrutinized and forwarded to the ECI on time for approval?		NET	After announcement of SSR	
2.1.11	Whether the approval of ECI for rationalization of Polling Station has been communicated to the DEOs?		NET	After announcement of SSR	
2.1.12	Whether the DEOs have been instructed to publish the final list of Polling Stations?		NET	After announcement of SSR	
2.1.13	Whether instructions have been given to DEOs and EROs to display the final list of Polling Station at their offices?		NET	After announcement of SSR	
2.1.14	Whether the final list of Polling Stations has been uploaded in the website of CEO & DEOs?		NET	After announcement of SSR	
2.1.15	Whether DEOs have been instructed to supply copy of final list of Polling Stations to the recognized Political Parties, free of cost and whether it has been complied with?		NET	After announcement of SSR	
2.1.16	Whether DEOs have been informed that they can correct only printing or clerical mistakes, if any after publication of final list of Polling Stations?		NET	After announcement of SSR	
2.1.17	Whether DEOs have been instructed to supply the copy of final list of Polling Stations to the Superintendent/ Senior Superintendent/ Commissioner of Police and Returning Officer/ Assistant Returning Officers?		NET	After announcement of SSR	
2.1.18	Whether Control Table and Database have been updated?		NET	After announcement of SSR	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
2.1.19	<p>Whether instructions have been given to the DEOs to ensure Assured Minimum Facility (AMF) for PwD voters of each and every Polling Station like ramps, Wheel Chair Assistants, proper parking facility etc.?</p> <p>Whether wide publicity regarding ramp facility, change of polling station building and their nomenclature have been done through all possible modes?</p>		NET	During SSR	
2.1.20	Whether the Latitude and Longitude of the Polling Stations have been updated in BLO Mobile App ?		ET	During Rationalization	
2.1.21	Whether the important details viz., Name, address of the building, PS number, Polling area of the Polling Station, contact details of the BLO/BLO Supervisor etc., have been displayed on PS building by painting/ Flex board ?		ET	During Rationalization	
2.1.22	Whether all the People with Disabilities (PwD), 80+ electors have been mapped and tagged with each polling station in ERONET?		NET	Periodically	
2.1.23	<p>Whether Special facilitation has been provided for PwD electors at the polling stations and Wheelchairs etc., have been arranged?</p> <p>Information: Facility of online booking of wheelchairs like Tamilnadu model may be made.</p>		ET	Before Poll	
2.1.24	Whether the revised instructions of the Commission regarding arrangements for pick and drop facilities for PwDs has been followed?		ET	Before Poll	
2.1.25	Whether arrangements have been made for Queue-less Voting to the extent possible by token-system, waiting areas and Volunteers?		ET	Before Poll	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

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2.2 Visit of Polling Stations (during Election year)					
2.2.1.	Whether the physical verification of Polling Stations have been done in advance by the DEOs/ROs concerned?		ET		
3. Budget and Finance					
3.1 Budget and Financial Management :					
	<p>For information :</p> <ul style="list-style-type: none"> • During Election period, the Budget Estimate proposals are made before 6 months of Elections • Every Financial Year, the Budget Estimate is being made in the month of October. • Three stages of Budget proposal viz., Budget Estimate, Revised Estimate and Final Modified Appropriation in every Financial year. • Sharing pattern of all the Expenditure with the Government of India and the State Government. • During General Elections to Lok Sabha, the expenditure will be fully reimbursed by the Government of India (100 %). But it is initially met out from the State Government and subsequently reimbursed fully by the Government of India based on the Audit Certificate issued by the Principal Accountant General. • During the General Elections to State Legislative Assembly, the expenditure will be fully borne by the State Government (100%). • Whenever the General Elections to Lok Sabha & State/ UTs Legislative Assemblies held simultaneously, the expenditure will be equally shared (50 : 50%) between the Government of India and the State Government. • Regarding the expenditure for printing of Forms, it is being printed by the Commissioner of Stationery & Printing. • Expenditure of Remuneration to the Data Entry Operators, Honorarium to the Booth Level Officers (BLOs) & Supervisors • Expenditure for printing of Rolls & EPICs under the process of Tender Transparency Act. • Remuneration to the IT officials of O/o. CEO & DEOs through State Level Agency under the process of Tender Transparency Act • Expenditure for shifting of EVMs / VVPATs • TA & DA for election related officials. 				

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

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3.1.1	<p>Whether provision has been made for various categories of expenditure such as:</p> <ul style="list-style-type: none"> • Pay • Medical Allowance • Medical charges • Other allowances • HRA • CCA • Honorarium • DA • Tour Travelling Allowance • Telephone Charges • Other Contingencies • Electricity Charges • Advertisement Charge • RRT (Rate for Rent and Taxes) • Minor works • MV Maintenance • MV Hire charges • Materials and Supplies • Inter Account transfer • PPSS (Remuneration, Contract Payment, Other payment) • Petroleum, Oil & Lubricant (POL) • Printing Charges • Other compensation 				
3.1.2	Whether sufficient Budget allotment for the Elections have been provisioned in the relevant head of accounts by the State Finance Department and ensure allotment of necessary funds to the DEOs on time ?		ET & NET	6 Months before	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

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3.1.3	Whether the requirement of finances for the election process has been re-assessed and additional allocation, if necessary, has been projected to the State Government for inclusion at the restage?		ET & NET	6 Months before the announcement of Poll	
3.1.4	Ensure the Monitoring and transparency of Budget Management				
3.2 Budget and Financial Management :- During Election Period					
3.2.1	Whether sufficient funds have been allotted to the DEOs for setting up of Polling Stations and Booth arrangement charges?		ET	3 months before the Poll	
3.2.2	Whether the remuneration has been paid to the Engineers & Assistants of M/s. BEL & M/s ECIL towards the charges for FLC of EVMs / VVPATs?		ET	3 months before the Poll	
3.2.3	Whether sufficient budget allotment has been allocated to the DEOs for Other Contingent expenditure as well?		ET	3 months before the Poll	
3.2.4	Whether the committee at the level of CEO/DEO has been constituted for fixing up of Hire charges for the private vehicles?		ET	3 months before the Poll	
3.2.5	Whether the Approval of rates of Hire & detention charges of vehicles have been made at the level of CEO/DEO?		ET	3 months before the Poll	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
3.2.6	Ensure the payments for the following activities: <ul style="list-style-type: none"> • Remuneration to Polling and Counting Personnel • Remuneration to Wheel Chair Assistants. • Expenditure for Barricading and Lighting arrangements made in the Counting centers. • Ex -gratia Compensation • Expenditure for Web streaming and Videography • Purchase of Machinery & Equipment and Computer with concurrence of State Finance Department 		ET		
4. MANPOWER FOR ELECTION					
4.1 Personnel Management					
4.1.1	Assessment of requirement of the Polling Personnel of different categories. Identification of Officers for use in election management as Micro-Observers		ET	180 days before the Poll	
4.1.2	Data entry of Polling personnel		ET	180 days before the Poll	
4.1.3	Exempted Categories for the appointment of Polling Personnel		ET	180 days before the Poll	
4.1.4	Resource mapping for Central Government Officers/Employees		ET	180 days before the Poll	
4.1.5	Ensuring generation of database of polling personnel in each district as per ECI instructions		ET	180 days before the Poll	
4.1.6	Polling Personnel Category wise requirement		ET	120 days before the Poll	
4.1.7	Appointment letter generation through first randomization		ET	30 days before the Poll	
4.1.8	Appointment letter generation through second randomization		ET	12 days before the Poll	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
4.1.9	Polling Personnel : Servicing of Appointment orders		ET	1 day before the Poll	
4.2 Strengthening of CEO's Office / DEO's Office:					
4.2.1	Whether the Post of Special CEO / Addl. CEO / Jt. CEO has been created? (6 months before Poll)		ET	180 days before the Poll	
4.2.2	Whether Additional staff have been created in CEO's Office ?		ET	180 days before the Poll	
4.2.3	Whether all the Officers and Staff have been filled up in the CEO's office? (6 months before Poll)		ET	180 days before the Poll	
4.2.4	Whether all vacancies of DEOs/ ROs/AROs have been filled up?		ET	180 days before the Poll	
4.2.5	Whether all vacancies of PA(Elections), ST(Elections), DT(Elections)/ Assistant/ Junior Assistant/ Steno Typist/ Typist/ Office Assistant have been filled up?		ET	180 days before the Poll	
4.2.6	(a) Whether Additional staff have been sanctioned to the districts? (b) Whether all the posts have been filled up in the districts?		ET	180 days before the Poll	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
4.3 Training :					
4.3.1	Printing of Handbook, Checklist and Manuals in English and Regional language <ul style="list-style-type: none"> • Handbook for Returning Officers • Handbook for Polling Agents • Handbook for Counting Agents • Handbook for Sector Officers • Compendium of Instructions Manual • Manual of MCC • Manual on EVM/VVPAT • Observers Handbook • Compendium of Instructions on paid news and related matters • Handbook for Presiding Officers • Handbook for Candidates • Checklist for Presiding Officers • Checklist for Sector Officers • Checklist for Postal Ballot • Checklist for CEO and DEO level for EVMs • Checklist for Manpower Management • Checklist for DEOs • Checklist for Micro Observers • Checklist for ROs (EVM) • Other books/manuals as directed by ECI 		ET	3 Months before the announcement of Elections	
4.3.2	Whether the Cascaded Training plan (State & District level) has been prepared?		ET	As per ECI's directions	
4.3.3	Whether standardization and preparation of Training materials viz., Audio visual CDs etc., received from ECI have been done at the State level and provided to districts?		ET& NET	Throughout the year	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
4.3.4	Whether sufficient number of State Level Master Trainers (SLMTs) / District Level Master Trainers (DLMTs)/ AC Level Master Trainers (ALMTs) have been identified?		ET	After completion of the training for SLMTs by IIIDEM	
4.3.5	Ensure necessary arrangement for the training of DEO, RO, SLMTs at ECI Level		ET	6 Months before the Poll	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
4.3.6	<p>Ensure whether the following trainings are imparted at the District level to the following categories?</p> <p>i. Training of Assistant Expenditure Observers</p> <p>ii. Training of teams for Expenditure Monitoring like FST, SST, VST, VVT and Accounting Team</p> <p>iii. Training at ROs level</p> <p>iv. Training of Sector Officers</p> <p>v. Training of Police Personnel (at District Level)</p> <p>vi. Police matters: Sector Officer training</p> <p>vii. Training of Police personnel at Sub-Division Level</p> <p>viii. 2nd Training of Assistant Expenditure Observers Level</p> <p>ix. Training of Police personnel at Police Station Level</p> <p>x. Training by Expenditure Observer</p> <p>xi. Observer Liaison Officer Training</p> <p>xii. Training of videographers/ photographers</p> <p>xiii. Training of Polling Personnel (1st Training: Small Groups)</p> <p>xiv. Training of Micro-observers</p> <p>xv. 2nd Training of polling personnel (Small Team wise Groups)</p> <p>xvi. Training of Counting personnel</p>		ET	<p>One month before the announcement of Elections</p> <p>2 Months before the Poll</p> <p>1 Month before the Poll</p> <p>1 Month before the Poll</p> <p>1 Month before the Poll</p> <p>1 Month before the Poll</p> <p>1 Month before the Poll</p> <p>1 Month before the Poll</p> <p>1 Month before the Poll</p> <p>Two week before the announcement of Elections</p> <p>1 Month before the Poll</p> <p>1 Month before the Poll</p> <p>1 Month before the Poll</p> <p>1 Month before the Poll</p>	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
	xvii. 3rd Training of Polling Personnel xviii. whether the second round training of nodal officers ROs and others have been conducted. xix. Training of MCC to all Political Parties xx. Training of MCC to all department				
4.3.7	Ensure the conduct of Police Officers & District Election Officers Training at State level		ET	One month before Poll day	
4.3.8	Whether Nodal Officers have been appointed at the State/ District level for different aspects (16+ subjects) of Election management?		ET	One month before Poll day	
5. ELECTION MANAGEMENT					
5.1 Preparations from the date of announcement/ notification of elections till before the Poll day					
	<p>Following are the points for information of CEOs:</p> <ul style="list-style-type: none"> • Overall Preparedness of General Elections – Meeting with All DEOs, SPs, Enforcement Agencies and Other State Government officials (Prior to 90 days) • Issue of Public notice by the Returning Officer. • Restrictions of No. of vehicles and people at the time of Nomination • Display of copies of Nominations papers and affidavits • Scrutiny by the RO, a Quasi Judicial duty • Crucial date for determining Qualification/Disqualification • Insufficient grounds for Rejection of Nomination papers • Grounds for rejection of Nomination papers • Preparation of consolidated list of nominated candidates in Form 4 • Monitoring ENCORE application of ECI • Notification of Election Symbols 				
5.2 Model Code of Conduct					
5.2.1	Whether the Model Code of Conduct has come into effect from the date of announcement of Elections by the ECI?		ET	From the date of announcement of Elections by ECI	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
5.2.2	Whether meeting with recognized Political parties and Press regarding implementation of MCC has been conducted ?		ET	From the date of announcement of Elections by ECI	
5.2.3	Has the transfer policy of ECI (Home/+3) been implemented in the Districts?		ET	180 days before the Poll	
5.2.4	Has the Constitution of Screening Committee for examining MCC proposals from the State Government been done ? (Clarification & references on various matters concerning State Government departments regarding MCC)		ET	From the date of announcement of Elections by ECI	
5.2.5	Ensuring full compliance of MCC		ET	From the date of announcement of Elections by ECI	
5.2.6	Whether Daily Report on Model Code of Conduct is being sent to ECI?		ET	From the date of announcement of Elections by ECI	
5.2.7	Coordinate with State Government officials to ensure MCC in their day to day working during Model code of conduct period.		ET	From the date of announcement of Elections by ECI	
5.2.8	Removal of: - <ul style="list-style-type: none"> • Defacement from Government property • Unauthorized political advertisement from public property • Unauthorized political advertisement from Private property • Photographs of any political functionary from official websites of departments 		ET	From the date of announcement of Elections by ECI	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
5.2.9	Whether Vehicle Tracking System fixed in the FST/SST/VST/ Zonal Party vehicles/EVM /VVPAT carrying vehicles?		ET	From the date of announcement of Elections	
5.2.10	Whether Control Rooms are established at the State/District Level?		ET	From the date of announcement of Elections	
5.2.11	Public Grievances Redressal mechanism; Detailed multi-modal strategy (Phone, SMS, E-mail, Whatsapp, Mobile App, Letter etc) and plan of action from the State level to AC-level for obtaining public grievances and complaints, prompt action and redressal, monitoring and feedback mechanism, with escalation protocols etc must be submitted. Whether the Call Centres (SCC/ DCC) are functioning on 24 x 7 basis ?		ET& NET		
5.2.12	Whether a physical Register for Complaints being maintained for the complaints received from ECI/ NGRS/ Call Center/ other sources ?		ET & NET		
5.2.13	Whether Camp bag facility has been initiated in co-ordination with the Postal department?		ET	30 days before the announcement of Elections	
5.3 Conduct of Elections					
5.3.1	Whether Press Note of Election Commission of India has been sent to all Political parties / DEOs / ROs etc., ?		ET	From the date of announcement of Elections by ECI	
5.3.2	Whether Notification of Election Programme of ECI has been published in the State Gazette?		ET	From the date of announcement of Elections by ECI	
5.3.3	Uploading information on Nomination and Affidavit		ET	30 days before the Poll	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
5.3.4	Adequate arrangement for the flow of daily information during process of nomination and hosting affidavits of the contesting candidates on website		ET	30 days before the Poll	
5.3.5	Whether ROs have prepared the list of Contesting candidates in Form 7A, after the Withdrawal of candidatures?		ET	As per ECI Poll Schedule	
5.3.6	Whether Form 7A has been sent to ECI?		ET	As per ECI Poll Schedule	
5.3.7	Whether the appointment of Election Agent / counting Agent has been made by the DEO/RO?		ET	30 days before the Poll	
5.4 Election Symbols					
5.4.1	Whether the updated list of free symbols provided by ECI has been sent to ROs?		ET	30 days before the Poll	
5.4.2	Whether information of Concessions granted u/s 10, 10(A), 10(B) of Symbol Allotment Act, 1968 by ECI has been sent to ROs ?		ET	30 days before the Poll	
5.4.3	Whether information of Common symbol allotted by ECI has been sent to ROs?		ET	180 days before the Poll	
5.5 Proposal for shifting/ setting up of Auxiliary Polling stations					
<p>Following are the points for information of CEOs :</p> <p>For the following reasons, auxiliary polling stations have to be provided by bifurcating/trifurcating the existing (original) polling station:-</p> <ol style="list-style-type: none"> i. If after final publication of electoral roll, it comes to notice that the maximum number of electors in the polling area exceed beyond the prescribed limit and it is not possible to manage the electors in the existing polling station ii. If an election/ bye election is announced by the ECI suddenly and the DEO has no time to undertake the exercise of rationalization of polling stations and the election is required to be conducted on the basis of the existing electoral roll. <p>Conditions under which auxiliary polling stations are allowed:-</p> <ol style="list-style-type: none"> i. Auxiliary polling stations shall have the same Serial Numbers as that of the original (main) polling station, with a suffix A, B, etc. <p>As far as practicable, the auxiliary polling stations shall be located in the same building or premises as that of the original (main) polling station.</p>					

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
5.5.1	Has the proposal for shifting/setting up of Auxiliary Polling Stations been sent to ECI ?		ET	After announcement of Elections	
5.5.2	Whether the DEOs have consulted the political parties, before preparing the proposals for auxiliary polling stations /change of Polling Station Location?		ET	After announcement of Elections	
5.5.3	Whether the DEOs have enclosed the Minutes of the political party meeting along with the proposal for auxiliary PS/change of Polling Station Location?		ET	After announcement of Elections	
5.5.4	Whether concurrence has been obtained from the ECI for the proposal for auxiliary PS/change of Polling Station Location?		ET	After announcement of Elections	
5.5.5	Whether instructions have been issued regarding publication of final list of Polling stations(with auxiliary polling stations) and hosting the same in the website of CEO/DEO?		ET	After announcement of Elections	
5.5.6	Whether the final lists of Polling Stations (with auxiliary polling station/change of Polling Station Location details approved by the ECI) have been given to the recognized political parties and to the contesting candidates by the DEOs?		ET	After announcement of Elections	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
5.6 Preparation of Communication plan					
	<p>For information :</p> <ul style="list-style-type: none"> • To ensure that the shadow areas are identified and action plan prepared for the State • To ensure the details of District Election Officers & Superintendent of Police, ROs ,AROs, EROs, AEROs in the Communication Plan (Format-2B) are collected • To ensure the details of Sector Officer Level, Polling Station and Counting Centre Communication Plan (Format-I & IA) are collected • All the above details to be made ready before one month of Poll <p>For the Preparation of SEMP/DEMP/BEMP:</p> <ul style="list-style-type: none"> • District profile • Elector Details • Polling Stations • Logistic Plan • Movement Plan • Police Deployment Plan • Communication Plan • Counting Plan • Provision of Polling Staff Welfare • Sector Management Plan (About Polling Locations, About the voters served by the Polling Location, • About Vulnerability Mapping, on the Poll eve, on Poll Day. <p>For Vehicle requisition :</p> <p>Pls. refer ECI Lr. No. 464/INST/2022/EPS dated. 8th February 2023 regarding the requisition of vehicles, premises etc., during conduct of elections to Lok Sabha, Legislative Assemblies, Legislative Councils, election to President and Vice-President of India and Bye Elections which empowers the State Government for requisition of premises or any vehicle or vessel in connection with elections.</p> <p>The major points are highlighted as below:</p> <p>i) Legal Provisions</p> <ol style="list-style-type: none"> a) Requisitioning of premises vehicles for election process b) Payment of Compensation c) Delegation of functions of the State Government d) Penalty for contravention of any order 				

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
	ii) Payment Charges a) For requisitioning of Vehicles under the Jurisdiction of Central Government b) For requisition of Transport Vehicles (Private) c) Payment of Charges for requisition of Premises d) Vehicles to be avoided from Requisition e) Vehicles to be exempted f) Payment of compensation in case of accident / damage / loss Liability of Insurance				
5.6.1	Whether State /District/Booth Level Election Management Plan (SEMP/ DEMP/BEMP) has been prepared for the State/District ?		ET	One month before the announcement of Poll	
5.6.2	Testing and Mock-Runs of communication Plan over the state		ET	One month before the Poll	
5.6.3	Whether ELECTION ATLAS, having various GIS layers of election relevant issues like Police Stations, Polling Stations, Vulnerable areas, Critical Booths, roads/rail networks , natural barriers like rivers/ ravines etc, Communication shadow areas etc. with Good Quality maps prepared at the level of District/AC/ Part level ?		ET	One month before the Poll	
5.7 Transportation					
5.7.1	Whether Transport facility for the General Observer, Police Observer, Zonal Magistrate, Expenditure Observer, Micro Observer, Flying Squad, Zonal Magistrate, SSTs, VSTs, and Team observance of Model Code?		ET	After the announcement of Poll	
5.7.2	Whether transport facility for the Absentee Postal ballot Voting, Persons with Disability Electors have been arranged by the DEOs/ ROs?		ET	On the day of Poll	
5.7.3	Whether the Route charts have been prepared by the DEOs/ROs ?		ET	One month before the Poll	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
5.7.4	Whether Requisitioning of Vehicles from other departments have been made by the DEOs ?		ET	After the announcement of Poll	
5.8 Printing of Integrated roll on the basis of Supplement if any					
5.8.1	Whether instructions have been issued to DEOs to prepare part-wise electoral roll in Alphabetical order?		ET	2 Months before Poll	
5.8.2	Whether necessary instructions have been issued to DEOs regarding no. of copies of electoral roll to be printed?		ET	2 Months before Poll	
5.8.3	Whether instructions have been issued regarding the number of copies of Electoral roll (Finalized on the last date of making Nominations to the candidates/ Political parties) to be supplied to the recognized political parties/Candidates?		ET	2 Months before Poll	
	<p>Following point is for the information of CEOs:</p> <p>As per sub-rules (3) & (4) of rule 26 of Registration of Electors Rules, 1960, as also for administrative reasons, only the applications received till at least minimum ten days before the last date for filing nominations can be disposed of.</p>				
5.9 Preparation of Marked copy of Electoral Rolls					
5.9.1	Whether instructions have been issued to DEOs to prepare marked copies of electoral roll?		ET		
5.10 Announcement of Dry days					
5.10.1	Whether steps have been taken to declare dry days during the period of 48 hours ending with the conclusion of poll and day of counting of votes?		ET	After announcement of Elections	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
5.11 Paid/Public Holiday					
5.11.1	Whether instructions have been issued to allow paid holiday on the poll day to the workers and other employees?		ET	After announcement of Elections	
5.11.2	Whether steps have been taken to declare Public Holiday on Poll day?		ET	After announcement of Elections	
5.12 IT Manpower & Infrastructure :					
5.12.1	Whether the State Level Agency has deployed Additional manpower if necessary (in the office of CEO/ DEOs/ROs and AROs) for assisting the officers during the General Elections and also in the State Contact Centre and District Centre?		ET	2 months before the Poll	
5.12.2	Whether additional Servers / Desktop Computers / Printers / Photocopiers are required in office of CEO/DEOs/ROs/AROs ?		ET	2 months before the Poll	
5.12.3	Whether the necessary Internet Leased Line connectivity has been provided in the office of CEO / DEOs / EROs/ ROs / AROs?		ET & NET	Based on the requirement	
5.12.4	Whether the Control Room (24 X 7) has been established in the office of District Election Officers ?		ET	From the date of announcement	
5.12.5	Whether necessary manpower has been deployed for manning the Control Room (24 X 7) established in the office of District Election Officers?		ET	From the date of announcement	
5.12.6	Appointment of Nodal officers for different aspects (16) of election management. Whether Nodal Officers appointed in district level to monitor the Control Room & Complaints ?		ET	From the date of announcement	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
5.12.7	Whether the work of selection of vendor for GPRS Tracking System in FST/SST/VST/ Zonal Party vehicles/EVM / VVPAT carrying vehicles completed?		ET	2 months before the Poll	
5.12.8	Whether Nodal Officer appointed to co-ordinate with the vendor for GPRS Tracking System?		ET	From the date of announcement	
5.12.9	Whether GPRS Tracking System fixed in FST/SST/VST/ Zonal Party vehicles/EVMs / VVPATs carrying vehicles ?		ET	From the date of announcement	
5.12.10	Whether Control Room for GPRS Tracking System fixed in FST/ SST/VST/ Zonal Party vehicles/ EVMs / VVPATs carrying vehicles established in the office of CEO / DEOs?		ET	From the date of announcement	
5.13 IT Manpower for ERONET and CEO/DEO Offices:					
5.13.1	Whether State Level Agency has been selected for the supply of manpower to maintain ERONET along with associated activities (in the office of CEO/DEOs/EROs and AEROs / ROs/AROs) towards conduct of Elections?		NET		
5.13.2	Strengthening of CEO/DEO Offices (IT Staff) : Whether the State Level Agency has deployed adequate IT manpower? (in the office of CEO/DEOs/EROs and AEROs)		NET		
5.13.3	Whether adequate numbers of Servers/ Desktop Computers/ Printers/ Photocopiers are available in office of CEO/DEOs/EROs/ AEROs?		NET		

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
5.14 Webcasting : Minimum 50 % of total Polling Stations and in all Vulnerable & Critical Polling Stations					
5.14.1	Whether the Agency for web casting has been selected through the Tender Process?		ET	2 months before the Poll	
5.14.2	Whether the vendor has been directed to web cast as per the ECI directions in force including Critical and Vulnerable Polling Stations?		ET	2 months before the Poll	
5.14.3	Whether the vendor has been directed to increase the number of polling stations covered under web casting as per the requirements of the DEOs/CEOs?		ET	As per the directions of ECI	
5.14.4	Whether the vendors have imparted training to the personnel appointed by them?		ET	P-3 days	
5.14.5	Whether the DEOs have appointed the Nodal officers for web casting?		ET	From the date of announcement	
5.14.6	Whether a web casting Monitoring cell has been formed in the O/o the CEO/DEOs ?		ET	P-2 days	
5.14.7	Whether the DEOs/Vendors have been informed that the webcasting feed is available for viewing locally only by the concerned officials and is not available to the General Public on the day of counting?		ET	On the day of Counting	
5.14.8	Whether all the deliverables are handed over to the DEO/RO by the vendor?		ET	After Counting process	
5.15 Printing of materials related to Conduct of Elections					
5.15.1	Whether a State level Tender or District level tender for selecting the Agency for Printing Draft Roll and Final Roll and Conduct of Elections printing etc. has been floated and selected?				
5.16 Voter Information Slip (VIS)					
5.16.1	Whether the Voter Information Slips (VIS) to all the electors appeared in the final roll (as on the last date of nominations) have been generated?		ET	After last date of filing nominations	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
5.16.2	Whether the Voter Information Slips have been distributed to the electors at-least five days before the day of poll?		ET	5 days before the Poll	
5.16.3	Whether the undistributed VIS have been returned to the ROs concerned and kept in safe custody?		ET	P-4 days	
5.17 Videographing of critical events					
5.17.1	Whether a State wise Tender or District wise Tender for selecting the Agency for Videographing of critical events etc. has been floated and Agencies selected ?		ET	3 months before the Poll	
5.17.2	Whether the teams (FST/SST/VSTs etc.) in adequate numbers have been formed and the videographers to the Teams have been engaged?		ET	On the day of announcement of Elections	
5.18 Alternative Documents					
5.18.1	Whether the Commission's Order regarding Alternative Documents has been received ?		ET	After receipt of the same from ECI	
5.18.2	Whether the Commission's Order has been re-published in the state Gazette ?		ET	After receipt of the same from ECI	
5.18.3	Whether the Commission's Order has been communicated to all the DEOs for the use of Presiding Officers?		ET	Well in advance	
5.18.4	Whether the Commission's order has been translated in the Vernacular language and communicated to all the DEOs for the use of Presiding Officer?		ET	Well in advance	
5.18.5	Whether the Commission's order has been brought to the notice of all the recognized political parties?		ET	Well in advance	
5.18.6	Whether the list of alternative documents has been published in the print/electronic media ?		ET	Well in advance	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
5.19 Media Certification and Monitoring Committee (MCMC)					
5.19.1	Whether the State level Appellate MCMC has been constituted with CEO as the Chairperson?		ET & NET	Throughout the year	
5.19.2	Whether State level MCMC constituted with Addl.CEO/ Jt.CEO/ as Chairperson? (as the case may be)		ET & NET	Throughout the year	
5.19.3	Whether the District level MCMC are constituted with requisite members with DEO as Chairperson?		ET & NET	Throughout the year	
5.19.4	Whether all the above mentioned MCMCs are functional at all times? (both Election as well as Non-Election period)		ET & NET	Throughout the year	
5.19.5	Whether the Constitution of MCMC at State and District level informed to all Political parties ?		ET & NET	Throughout the year	
5.19.6	Whether the Media Monitoring team/Special Cell for monitoring Election related News coverage in local print/AD media, Cable TV, Vernacular Dailies etc., regarding Paid news / Social media advertisements have been constituted ?		ET	From announcement of elections	
5.19.7	Whether the details of Standard Rate card of all Newspapers / TV/ Radio / Cable Channels from the Information and Public Relations department distributed to all Districts?		ET	6 months before Poll day	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
5.19.8	<p>Whether arrangements have been made for <u>consistent</u> interaction with Media persons ?</p> <p>For Information: Media briefing should be held in a structured manner every week or as required to provide positive news worthy information about election related activities and initiatives taken by the CEO/DEO/RO etc. Occupy maximum positive media space and use media as a force multiplier.</p>		ET	After the announcement of the Elections	
5.19.9	Whether arrangements have been made for Orientation of Media persons? (to be scheduled after polls are announced and election reporting begins)		ET	30 days before poll	
5.19.10	<p>Whether the instructions regarding the Publication of Advertisement in the Print Media on Poll day and One day prior to poll day in all the phases informed to all Political parties ?</p> <p>[Information: No Political Party or Candidate or any other Organization or Person shall publish any Advertisement in the print media <u>on Poll day and one day prior to Poll day in all the phases</u>, unless the contents of political advertisements are got Pre-certified by them from the MCMC Committee at the State/ District level, as the case may be.]</p>		ET	After receiving instructions from ECI	
5.19.11	Whether the Allotment of Broadcast time for Political Parties in Government owned Electronic media in the form of Time Vouchers from ECI has been received?		ET	As soon as ECI 's instructions are received	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
5.19.12	Whether the Two hourly report to ECI on Poll day and Pre-Poll day as per media monitoring by EMMC has been furnished to ECI in prescribed format?		ET	P-2 days	
5.20 Paid News					
	For Information: Paid News cases may be taken into account from the date of filing of nomination by the candidate				
5.20.1	Whether Weekly reports on Paid News cases have been sent to ECI in the prescribed ANNEXURE?		ET	From the date of filing of nomination	
5.21 Authority Letters					
5.21.1	Whether the List of Media representatives has been obtained from DIPR so as to forward the list to ECI for concurrence for issuing of authority letters?		ET	30 days before Poll	
5.21.2	Whether the authority letters are distributed among Media persons for entry into polling and counting centres?		ET	10 days before Poll	
5.21.3	Whether the Media centre has been constituted at the State / District level?		ET	From the date of Notification	
5.21.4	Whether the instructions regarding facilitation for Media persons issued to DIPR for wide publicity?		ET	30 days before Poll	
5.22 SOCIAL MEDIA					
5.22.1	Whether SOP for updates on social media for poll day and pre-poll day ensured		ET	On poll day and pre poll day	
5.22.2	Whether SOP for reporting social media violations under VCE is ensured. SOP to be shared with DEOs also		ET	From announcement of elections	
5.22.3	Whether Social media nodal officers appointed at State and District level?				

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
5.23 MEDIA CELL					
5.23.1	Whether Permanent Media Cell constituted in CEO office with Additional/Joint CEO as Media Nodal Officer			Throughout the year	
5.23.2	Whether SOP for daily regional media feedback is followed and Clippings submitted to ECI			After receiving instructions from ECI	
5.23.3	Whether Media Nodal Officers appointed at State and District level ?		ET & NET	Throughout the year	
5.24 SVEEP :					
	Non-Election period :				
5.24.1	Whether the SVEEP Core Committee at the State level, District level and at the Assembly Constituency level have been constituted?		NET	As per the timeline framed by CEO of Concerned State	
5.24.2	Whether a comprehensive 360 Degree SVEEP action plan at the State and District level for SSR period, Continuous updation period and NVD has been prepared?		NET	As per the timeline framed by CEO of Concerned State	
5.24.3	Whether Suitable icons at the State, District and at the Assembly Constituency level have been engaged?		NET	As per the timeline framed by CEO of Concerned State	
5.24.4	Check whether the Nodal officer for Social media has been appointed at State / District level?		NET	As per the timeline framed by CEO of Concerned State	
5.24.5	Whether Professional agencies at the State level has been hired to prepare and guide the SVEEP strategies viz., designing, producing SVEEP creatives for Print / Outdoor media, electronic media and digital / social media and also for running SVEEP campaigns ?		NET	As per the timeline framed by CEO of Concerned State	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
5.24.6	Whether the Collaboration of Partnership departments at State level with specific Government and Non-Government and private entities have been made and MoUs are signed with them ?		NET	As per the timeline framed by CEO of Concerned State	
5.24.7	Whether the promotion of Citizen centric portals, mobile apps and social media handles of ECI/ CEO are carried out through SVEEP campaign?		NET	As per the timeline framed by CEO of Concerned State	
5.24.8	Whether the preparation of SVEEP materials and dissemination of the content at the grass root level through BLOs have been arranged ?		NET	As per the timeline framed by CEO of Concerned State	
5.24.9	Whether the Booth Level Awareness Groups (BAGs) have been activated immediately at the PS level after the announcement of SSR ?		NET	As per the timeline framed by CEO of Concerned State	
5.24.10	Whether DEOs have created/activated <ul style="list-style-type: none"> • Electoral Literacy Club (ELC) in every School / Colleges/ University • Voter Awareness Forum (VAF) in every major Government / Private workplace • Chunav Pathshala (CP) in every booth 		NET	As per the timeline framed by CEO of Concerned State	
5.24.11	Check whether the functioning of ELCs/ VAFs/ CPs at District level are Improved progressively ?		NET	As per the timeline framed by CEO of Concerned State	
5.24.12	Whether Planning for the Celebration of NVD at the following level have been made: <ul style="list-style-type: none"> • State level • District level • AC level • Booth level. 		NET	As per the timeline framed by CEO of Concerned State	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
5.24.13	Whether the Social Media handles maintained in CEO's office have been verified?		NET	As per the timeline framed by CEO of Concerned State	
5.24.14	Whether the Social Media performance of DEOs & EROs office have been monitored regularly?		NET	As per the timeline framed by CEO of Concerned State	
5.24.15	Whether the non-voter communities (like Nomadic, homeless, socially alienated[PwDs, Senior Citizens, Third Gender, Sex workers, forced labour etc.,]) in every district / AC during SSR period have been Identified?		NET	As per the timeline framed by CEO of Concerned State	
5.24.16	Whether necessary Budget provisions have been made in the following category: <ul style="list-style-type: none"> • ECI's grant-in-aid (SVEEP funds) • Under State's Expenditure 		NET	As per the timeline framed by CEO of Concerned State	
5.25 SVEEP :- Election Period :					
5.25.1	Whether the Institution / Agency has been engaged to Conduct Baseline KAP survey before the General Elections?		ET	360 days before Poll	
5.25.2	Whether a Comprehensive 360 degree SVEEP Plan at the State, District and Assembly Constituency level have been prepared for implementation during General Elections ?		ET	180 days before Poll	
5.25.3	Whether identification and planning of Intervention or formulation of Strategy of 10% polling stations where voting was least in early election has been done?		ET	As per the timeline framed by CEO of Concerned State	
5.25.4	Whether ELCs being utilized for SVEEP?		ET	As per the timeline framed by CEO of Concerned State	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
5.25.5	Whether VAFs being utilized for SVEEP?		ET	As per the timeline framed by CEO of Concerned State	
5.25.6	Whether the Conduct of Outdoor campaign activities, Competitions, Cultural programmes etc., at the District/State level have been prepared by the CEO's office alongwith activity chart/timeline.		ET	As per the timeline framed by CEO of Concerned State	
5.25.7	Whether the SVEEP content in the form of Audio-visuels, print and social media content has been prepared at the State level for dissemination ?		ET	4 months before the poll day	
5.25.8	Whether the Workshop for Campus Ambassadors have been initiated at the District level ?		ET	2 months before the poll day	
5.25.9	Whether the Booth Level Awareness Groups have been activated?		ET	2 months before the poll day	
5.25.10	Whether the SVEEP plan prepared at the State / District / AC level has been implemented ?		ET	3 months before the poll day	
5.25.11	Whether the Radio and TV channels at the State level have been utilized to produce and disseminate SVEEP content regularly?		ET	As per the timeline framed by CEO of Concerned State	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
5.25.12	<p>Whether the SVEEP campaigns include publicity through the following Mediums:</p> <ul style="list-style-type: none"> • Print media advertisement • Radio jingles on FM and AIR channels • TV Commercials • Engagement of influencers • Train /bus wrapping • Bus scrolls • Utility bills • Outdoor media at prominent locations in all districts • Digital and Social media • Announcements at Train /bus stations • SMS / WhatsApp messages • Government websites <p>Frequently conduct of phone-in programs, social media live, Press Conference and Press release</p>		ET	As per the timeline framed by CEO of Concerned State	
5.25.13	<p>Whether the following State level activities should be focused on for enhancing the Voter turnout:</p> <ul style="list-style-type: none"> • Reaching out to Non-voter communities • Motivating the individual non-voters of last election as documented by BLO on poll day. • Convincing the out-migrants over phone/ WhatsApp to overcome their apathy • Conduct of Mass mobilization campaigns in the low turnout ACs and booths <p>Roping of all employees who avail the paid holiday but don't actually vote and putting out this arrangement in the media well before the poll day.</p>		ET	As per the timeline framed by CEO of Concerned State	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
5.25.14	Whether Best practices from recently Poll - gone states are followed and adopted with suitable innovations ?		ET	As per the timeline framed by CEO of Concerned State	
5.25.15	Whether the Social Media handles of CEO/DEO like Twitter, Facebook etc., are used extensively to spread awareness and Information Education and Communication (IEC) crowd - Source creatives? Details		ET	As per the timeline framed by CEO of Concerned State	
5.25.16	Whether partnership/collaboration forged with various institutions/ organizations and mapped the list of activities.		ET	As per the timeline framed by CEO of Concerned State	
5.25.17	Whether State/District Icons appointed and suitably utilized for SVEEP messaging.		ET	As per the timeline framed by CEO of Concerned State	
5.25.18	Whether special efforts taken to address urban and youth apathy?		ET	As per the timeline framed by CEO of Concerned State	
5.25.19	Whether the following workshops have been conducted at the district level <ul style="list-style-type: none"> • Workshop with political parties • Workshop with media • Workshop with representatives of partner departments • Workshop with Civil Society Organisations. 		ET	As per the timeline framed by CEO of Concerned State	
5.25.20	Whether the Sankalppatra has been distributed through School/College students to get the assurance of their parents?		ET	As per the timeline framed by CEO of Concerned State	
5.25.21	Whether a detailed Voters guide/ Pamphlets have been prepared and distributed to all the electors ?		ET	P-5	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
5.25.22	Whether the DEO's Invitation letter to electors for casting their Vote in General Elections has been distributed to voters?		ET	As per the timeline framed by CEO of Concerned State	
6. POLLING					
6.1 Poll Day					
6.1.1	Whether confirmation about conduct of Mock-Poll as per ECI directions has been sent?		ET	Poll day	
6.1.2	Whether the Poll has been commenced in all the ACs/PCs of the State ? Reports received from the ROs ?		ET	Poll day	
6.1.3	Whether the commencement of poll at scheduled time has been sent to ECI?		ET	Poll day	
6.1.4	Whether the ROs have sent 3 comprehensive reports on Poll day? (1.00 PM, 7.00 PM and 7.00 AM on next day of Poll day)		ET	Poll day	
6.1.5	<p>Following are the points for information of CEOs :</p> <ul style="list-style-type: none"> • Seating arrangements for Polling agents • Warning about secrecy of voting • Returning Officer to be in Headquarters on Poll day • Persons allowed inside the Polling Stations • Collection and transportation of Polled materials by the Zonal parties • Deposit of Polled EVMs/VVPATs in the Strong Room in the Counting Centers • Collection of details at the Reception centers • Information about vitiation of poll • Adjourned poll and Booth capturing 				
6.1.6	Whether the Scrutiny of 17A and other documents have been conducted by the ROs in the presence of Observers and Contesting candidates on next day of Poll day ?		ET	Next day after the Poll day	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
6.2 Re-poll					
6.2.1	Whether the proposals for Re-poll, if any based on RO report/ scrutiny report has been sent?		ET	Next day after the Poll day	
6.2.2	Whether wide publicity has been given by the RO/DEO/CEO?		ET	Next day after the Poll day	
6.2.3	Whether the Deployment of fresh team of Polling personnel and Micro Observer made by the RO concerned?		ET	Two days after Poll	
7. POST POLL ACTIVITIES					
7.1 Post poll phase / Counting:					
7.1.1	Whether the selection of Counting Centers/ Strong Room has been done?		ET	P-60	
7.1.2	Whether the date, time and place of counting has been communicated to the district authorities?		ET	As per ECI Poll Schedule	
7.1.3	Whether the candidates & their election agents are duly informed about the date, time & place of counting & for the appointment of counting agents?		ET	As per ECI Poll Schedule	
7.1.4	Whether the software for randomization of counting personnel has been send to districts?		ET	60 days before the Poll	
7.1.5	Whether the counting personnel is available in the districts?		ET	60 days before the Poll	
7.1.6	Whether the availability of additional counting staff (central government / PSU / Bank employees) for each table in districts has been ensured?		ET	60 days before the Poll	
7.1.7	Whether adequate arrangements have been made for the flow of round-wise results from districts and hosting on website?		ET	60 days before the Poll	
7.1.8	Whether Index Cards have been sent to ECI?		ET	Poll plus 15 days	
7.1.9	Did the DEO/ SP visit the Strong Room / Counting Centers ?		ET	60 days before the Poll	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
7.1.10	Have the proposals for Counting Center been sent for approval of Commission ?		ET	60 days before the Poll	
7.1.11	Whether infrastructure for Counting has been done?		ET	60 days before the Poll	
7.1.12	Whether arrangement of counting hall has been done?		ET	60 days before the Poll	
7.1.13	Whether Additional ARO has been appointed for the counting of votes(if required)?		ET	30 days before the Poll	
7.1.14	Whether VVPAT Counting Booth has been arranged		ET	60 days before the Poll	
7.1.15	DEOs/ROs to ensure the counting of VVPAT slips of randomly selected (5) PSs		ET	Counting Day	
7.1.16	Whether Form 21 C and Form 21E have been sent to ECI ?		ET	After completion of counting of Votes	
7.1.17	Whether Due Constitution notification has been received from the ECI? (In case of General Elections to Legislative Assembly)		ET	After completion of counting of Votes	
7.1.18	Whether compiled report of Paid News in Annexure 1 format and final report along with supporting documents in Annexure – II format sent to ECI ?		ET	with in 30 days after completion of poll	
7.1.19	Whether the details of Paid News cases has been posted in CEO's website?		ET	2 weeks after poll day	
7.1.20	Whether the Institution / Agency has been engaged to Conduct Endline KAP survey after the Completion of General elections?		ET	6 Months before poll	
7.1.21	Whether the bill towards the awareness activities conducted through the Stakeholders / agencies / institutions / partnership departments have been settled?		ET	1 month after poll day	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
7.1.22	Whether the documentation of each SVEEP activity has been compiled?		ET	1 month after poll day	
7.2 Settlement of Bills :					
7.2.1	Whether the settlement of bills after the Poll process viz., barricading and lighting arrangement charges at Counting Center, Honorarium to the eligible staff, other bills related to Webcasting, Videography, Fuel charges, Printing Charges, MV Hire charges, Remuneration to Drivers & Cleaners etc., are made by the DEOs / CEO's Office ?				

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
8. IT & IT initiatives by ECI					
A comprehensive plan for use of IT applications and IT-enables platforms during the elections including, but not restricting to the flagship applications like NGRS, Suvidha, ENCORE, Sugam, etc must be prepared and submitted .					
8.1	<p>Whether the following IT & ICT initiatives rolled out by ECI have been implemented?</p> <ol style="list-style-type: none"> 1. ETPBS – Electronically Transmitted Postal Ballot System 2. eVIGIL 3. Encore/Suvidha Nominations 4. Encore/Suvidha Permissions 5. Encore – Counting 6. Encore – EEMS(Election Expenditure Monitoring System) 7. EMS – EVM Management System 8. NGSP – National Grievance Service Portal 9. Voter turnout Mobile/Web Application 10. Saksham Mobile Application 11. Any other App (as per latest communication from the Commission) 		<p>ET ET & NET ET</p>	Well before the Election	
8.2	<p>Mobile APP developed and implemented immediately after suitable customization.</p> <p>Whether any IT applications have to be developed by the office of CEO other than the IT applications rolled out by the Election Commission of India?</p>		ET	If necessary	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
8.3	Whether the website of the CEO and DEO is comprehensive, informative and updated on a daily basis? Action taken and details of Nodal Officer, periodicity of updation etc.,		ET & NET	Periodically	
9. ELECTION EXPENDITURE MONITORING					
9.1 Requirement for Election Expenditure Monitoring (EEM) :					
	Before announcement:				
	For Information:				
	<ul style="list-style-type: none"> • To identify manpower in all districts for EEM • To ensure the availability of vehicles for all the teams 				
9.1.1	Whether Nodal Officer has been nominated in the CEO's Office for Election Expenditure Monitoring (EEM)?		ET	1 Month before the announcement of Elections	
9.1.2	Whether the list of expenditure sensitive Constituencies and sensitive pockets has been compiled?		ET	Before announcement of Elections	
9.1.3	Whether the Compendium of Election Expenditure Instructions have been translated into the local language and available to all election related officers?		ET	90 days before poll day	
9.1.4	Whether the detailed plan has been prepared for implementation of Expenditure monitoring system in the field and Submitted?		ET	120 days before poll day	
9.1.5	Whether all the registers and forms required for reporting by the candidates and the teams engaged in expenditure monitoring are printed?		ET	90 days before poll day P-90	
9.1.6	Whether a workshop for Political parties in the State level with regard to EEM has been prepared?		ET	Before announcement of Elections	
9.1.7	Whether media advertising rates has been obtained from DIPR Dept.?		ET	180 days before poll day	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
9.1.8	Whether all the pending cases of accounts of election expenses of candidates pertaining to the last elections have been disposed of?		ET	180 days before poll day P-180	
9.1.9	Whether the meeting has been organized with the Income Tax and Excise department regarding Election expenditure monitoring?		ET	45days before poll day	
9.1.10	(a) Whether necessary instructions have been issued to the DEOs for fixing of rates of certain items regarding Election expenditure monitoring? (b) Whether rates of items expenditure have been notified by DEOs?		ET	45 days before poll day	
9.2 Election Expenditure Monitoring (EEM) :After announcement :					
9.2.1	Whether the FST/SST/VST/VVT Accounts team have been deployed?		ET	After announcement of Elections	
9.2.2	Whether the CAPF are also posted in FS/SST in Expenditure Sensitive Constituencies (ESCs)?		ET	After Notification by the R.O	
9.2.3	Whether the seizure reports are sent to the Commission in time?		ET	Daily basis	
9.2.4	Whether the Commission guidelines on publicity of criminal antecedents have been communicated to the Political Parties as well to the District Election Officers, for compliance?		ET	After announcement of Elections	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
9.2.5	Whether the Expenditure Monitoring Control Room and 24x7 call center has been established?		ET	After announcement of Elections	
9.2.6	Whether the District Election Monitoring Committee (DEMC) has been established?		ET	After announcement of Elections	
9.2.7	Whether the list of persons disqualified by the ECI has been provided to the RO?		ET	After announcement of Elections	
9.3 Election Expenditure Monitoring (EEM) :After Issue of Notification of election					
	<p>Information :</p> <ul style="list-style-type: none"> • Publicize in local language in all media about restrictions in carrying cash during election period for information • The dates of three inspections of accounts by all Expenditure Observers are notified • The scanned copies of the registers of the candidates after each inspection are uploaded on the DEO's portal with link provided to the CEO's website • Teams involved in EEM like FST, SST, VST, VVT, EMC, Excise Team, MCMC, DEMC • Accounting Team, 24X7 District EEM Control room etc. are to be strengthened during the last 72 hrs. of poll and CPF be provided to the FST, SST where required, which are deployed near the polling stations. • To have police deployment plan during last 72 hrs as the police may be required for poll duty and in no case the FST, SST be disbanded during last 72 hrs. • To ensure that seizure reports are sent to the Commission by all Nodal officers in time. • To ensure that action is taken on complaints within half an hour • To ensure that all major rallies are videographed • To ensure that ROs promptly file FIR, in cases detected by FST/SST/Accounting Team 				
9.3.1	Whether the Format CA (Information with regard to the individuals with Criminal Antecedents selected as Candidates by the Political parties) has been sent to ECI ?		ET	After last date of making Nominations	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
9.3.2	Whether the list of Star Campaigners has been received from the political parties by the CEO, within a period of 7 days from the date of Notification?		ET	After Notification of Elections	
9.4 Election Expenditure Monitoring (EEM) : On the Poll Day					
9.4.1	Whether the CEO's compiled report on EEM up to Poll day and including on poll day by/before 1.00 PM has been sent to the Commission?		ET	Poll day	
9.5 Election Expenditure Monitoring (EEM) :After completion of election					
	<p>Information:</p> <ul style="list-style-type: none"> • Proper training at district level (within 23 days after declaration of result) for the candidates and the staff to be engaged at DEO office for receiving the election expense accounts from the candidates • Account Reconciliation Meeting is organized with all candidates on 26th day of completion of election, who will come prepared with their draft account statements/reports for reconciliation • Uploading on the website (all the Abstract Statement of accounts, filed by the candidates) within 3 days of receipt by DEO office <p>DEOs keep the evidences (video CDs etc.,) gathered during election and the Shadow Observation Register in safe custody, to be produced before the Commission in future, in case of a complaint</p>				
9.5.1	Whether all seized cash/items are released within 7 days of poll, if no FIR is filed, or, if not handed over to Income Tax Department?		ET	After Completion of Election	
9.5.2	Whether necessary instruction have been issued to the DEOs regarding account reconciliation meeting?		ET	26	
9.5.3	Whether the data entry has been made in EEMS Software?		ET	Within 3 days of finalization of DEOs' scrutiny report	
9.5.4	Whether the compliance report (Format C5) about publishing of the declaration regarding Criminal cases has been obtained from the Political parties ?		ET	Within 30 days of declaration of Results	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
9.5.5	Whether the report (Format C6) regarding publishing about Criminal cases against Candidates set up by Political parties has been sent to ECI?		ET		
9.5.6	Whether the DEOs have sent the Scrutiny reports within 38 days from the date of declaration of result to the CEO and the same is forwarded to the Commission by 45th day of declaration of result?		ET	38 days after counting 45 days after counting	
9.5.7	Whether the Compliance report like Contribution report, Audited Annual report and Election Expenditure Statement received from the Registered un-recognized Political Party(RUPP) having headquarters in the respective states have been uploaded in CEO's website and the same have been forwarded to the Income Tax department and Ministry of Home Affairs?		ET & NET		
9.5.8	Whether the Status report on filing of Contribution report, Audited Annual report and Election Expenditure Statement submitted by the RUPP has been sent to the Commission?		ET & NET		
10. Law and Order–Preventive actions for peaceful, free and fair elections					
10.1	Whether the State Police and CAPF Nodal Officer have been appointed?		ET	After announcement of Elections	
10.2	Whether the actions have been initiated for Law and Order for peaceful, free and fair elections?			After announcement of Elections	
10.3	Whether the Licensed Arms have been deposited and the same is being monitored by the DM/DEO/RO?		ET	After announcement of Elections	
10.4	Whether the Screening Committee has been formed at the District level as per ECI's instructions?		ET	After announcement of Elections	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
10.5	Whether the District Administration is creating confidence building measures at the district level as per ECI's instructions ?		ET	After announcement of Elections	
10.6	Whether necessary steps have been taken at the level of CEO to Monitor the Production, Distribution of liquor, curbing of movement of illicit narcotics etc., ?		ET	After announcement of Elections	
10.7	Whether steps have been taken at the State level to monitor daily Law & Order Report from the date of announcement of Elections ?		ET	Will come into effect on the day of announcement of Elections	
10.8	Whether the DEOs/ROs have taken necessary action against persons violating election laws ?		ET	Will come into effect on the day of announcement of Elections	
10.9	Whether a tentative security management plan for the entire state/District have been ready and submitted highlighting the scale of deployment, reasons for scale, availability of force (State Police, SAP, In-situ , CAPF etc), requirement of additional force like CAPF, Home guards, NCC, NSS,Ex-servicemen etc. <u>Information:</u> The requirement of CAPF must reflect the plan of utilization of the CAPF for Confidence Building Measures (CBM), area domination, poll duty etc		ET	60 days before the Poll	
10.10	Whether the State Deployment Plan has been made ready ? <i>To be prepared by the DGP in consultation with CEO taking into account the available forces of State Police / SAP and CAPF which will be made available by the ECI / MHA.</i>		ET	60 days before the Poll	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
10.11	Role of CAPF and State Police				
10.12	Availability and requirement of State Police, State Armed Force (SAP) and Home guards		ET	60 days before the Poll	
10.13	Availability and requirement of CAPF		ET	60 days before the Poll	
10.14	Mapping of Left Wing Extremists (LWE) areas in the State		ET	60 days before the Poll	
10.15	Mapping of Poll related violence and FIRs during elections		ET	60 days before the Poll	
10.16	Whether mapping of sensitive ACs based upon various factors (Expenditure, Law & Order, LWE, Vulnerability etc.) has been done?		ET	60 days before the Poll	
10.17	Whether the amenities etc. to CAPF personnel have been provided?		ET	60 days before the Poll	
10.18	Whether the details of past electoral offences registered , status of the cases , pending NBWs , arms licenses , potential flash points, vulnerable areas , critical polling stations, History- Sheetters/ Bad characters/ Bail Jumpers/ Anti-social - lumpen elements etc , potential trouble makers, advance preventive action taken and strategy for free, fare and peaceful elections have been obtained from the Police headquarters (O/o. DGP)?		ET	60 days before the Poll	
10.19	Whether the Identification of critical polling stations and critical zones have been done by the DEOs/ ROs ?		ET	60 days before the Poll	
10.20	Whether steps to be taken for the formation of zones and formation of Police mobiles and zonal mobiles in respect of Critical Polling stations ?		ET	60 days before the Poll	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
10.21	Whether a Detailed revised instructions (Vulnerability manual) of the commission has been carefully read and circulated to all election officers?		ET	60 days before the Poll	
10.22	Whether Vulnerability Mapping (VM) for identifying vulnerable hamlets/ section of population, reasons for vulnerability, persons causing vulnerability, plan of action for preventing measures etc is completed jointly by DEOs/ SPs/ROs.? Tentative plan to be submitted and improved later.		ET	60 days before the Poll	
10.23	Whether special attention has been given by the CEO/DEOs/ROs for vulnerable pockets/families on the day of Poll?		ET	30 days before the Poll	
10.24	Whether the co-ordination talking to Bordering states and doing the needful for Inter-State coordination and sealing of borders, Joint operation etc. have been made?		ET	Will come into effect on the day of announcement of Elections	
10.25	Whether the requirement of CAPF has been sent to ECI?		ET	60 days before the Poll	
10.26	Whether the Assessment and Communication of Availability and Requirement of Security Forces (Police/ Para-Military) has been sent to ECI? And Planning the Deployment of Security Forces (while referring to the deployment plans of the previous elections)		ET	60 days before the Poll	
10.27	Whether Review meetings / Video conferencing are regularly conducted with DEOs/SPs/ROs?		ET	60 before the Poll	
10.28	Whether the Randomization of Police Personnel has been made?		ET	One day before poll	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
10.29	Whether the proposals for conferment of Executive Magistrate powers on others officers have been obtained from the DEOs?		ET	60 before the Poll	
10.30	Whether Phase-wise deployment of CAPF, SPF, Mounted Police, Motor Boats, Motor bikes, Helicopters, Air Ambulance, NDRF/ SDRF, Satellite Phones etc. have been planned ?		ET	60 before the Poll	
10.31	Whether the setting up of 24x7 Police control rooms at State and district headquarters and wide publicity in this regard has been made?			After announcement of Elections	
10.32	Whether the pending Court cases / Electoral offence cases are being monitored?		ET & NET		
10.33	Whether Disciplinary cases initiated by the ECI during Roll revision, Conduct of Elections, etc are being monitored periodically?		ET & NET		
11. ELECTION MATERIALS					
11.1	Whether an assessment has been made for requirement of Statutory / Non Statutory Forms for Elections?		ET	90 days before poll	
11.2	Whether an assessment has been made for the requirement of Statutory/Non Statutory covers?		ET	90 days before poll	
11.3	Whether necessary indent has been placed with the India Security Press for supply of Paper Seals and Common Address Tags?		ET	200 days before poll	
11.4	Whether necessary indent has been placed with the Mysore Paints and Varnish Limited for supply of Indelible Ink?		ET	200 days before poll	
11.5	Whether the assessment of Stationery items have been made and necessary steps for procurement has been taken up?		ET	90 days before poll	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
11.6	<p>List of polling materials for a polling station (other than Forms) which are to be ensured:</p> <p>Indelible Ink, Voting Compartment, Rubber Stamp with Arrow Cross Mark, Stamp Pad, Metal Seal, Match box, Pen, Pencil, Blank Paper, Pin, Sealing Wax, Gum Paste, Blade, Candle sticks, Thin twine thread, Metal rule, Carbon Paper, Cloth or rag for removing oil etc., Packing paper sheets, Cup/empty tin/plastic box for holding indelible ink bottle, Sign Boards, Drawing pins, Rubber bands and Cello Tape etc.</p>		ET	90 days before poll	
11.7	Whether the weekly report on the status of procuring of election materials have been sent to the Commission?		ET	Weekly basis	
11.8	Whether the secret seal has been returned to the Commission, confirmed with ROs?		ET	One day after counting	
12. EVM & VVPATs					
12.1.	Whether the required number of New Warehouses for EVM & VVPAT has been constructed?		ET & NET		
12.2	Whether the identification of EVM warehouses for storage and FLCs has been completed?		ET	200 days before poll	
12.3	Whether an assessment has been made regarding requirement of EVMs and VVPATs?		ET	200 days before poll (LS) 150 days before poll (LA)	
12.4	Whether the EVMs have been received from the allocated States within the time frame?		ET		
12.5	Whether necessary indent has been placed with the BEL/ECIL for supply of Power Packs and Thermal Paper for use of EVMs and VVPATs?		ET	P-200	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
12.6	Whether the weekly report on EVM/VVPAT (Status of Warehouse, Movement Plan of EVM, Requirement and FLC) has been sent to the Commission?		ET	Weekly basis	
12.7	Whether the State Level helpline for EVM/VVPAT has been established?		ET		
12.8	Whether First Level Checking of EVMs and VVPATs has commenced?		ET	180 days before poll (LS) 120 days before poll (LA)	
12.9	Whether completion report on FLC has been sent to the Commission?		ET		
12.10	Whether necessary instructions have been issued to the DEOs to prepare the schedule for EVM/VVPAT awareness programme?		ET	90 days before poll	
12.11	Whether the manufacturer of EVM have been requested to deploy the service engineers to the districts for commissioning of EVM and VVPAT on poll day and counting of votes?		ET	25 days before poll	
12.12	Whether the DEOs have been instructed to select the storage place for polled and unused EVMs & VVPAT?		ET	30 days before poll	
12.13	Whether 1 st randomization of EVMs and VVPATs has been completed.			21 days before poll	
12.14	Whether 2 nd round of randomization of EVMs and VVPATs has been completed.			14 days before poll	
12.15	Commissioning of EVMs/VVPATs			8 days before poll	
12.16	After EP Period, whether affidavits have been filed for release of EVMs in cases where EVM is not a subject matter?		ET	45 days after counting	
12.17	Sending of non functional EVMs/VVPATs except used in poll to BEL/ECIL.			7 days after counting	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
12.18	Sending of used non functional EVMs/VVPATs to BEL/ECIL			55 days after counting	
13. BALLOT PAPERS, POSTAL BALLOT PAPERS, EDC AND ETPBS					
	<p>Information :</p> <ul style="list-style-type: none"> • Postal Ballot papers/PBs to Absentee Voters(80+, PwDs flagged in ER, Electors in Essential Services) • Assessment of requirement of Postal Ballots • Form and Language • Color of Postal Ballot papers • Ensuring the transmission of ETPBs • Issue of EDC to the Officials on Election duty • Assessment of requirement of Ballot papers • Designing of Ballot papers for EVMs • Tendered Ballot papers • Arrangements for printing of Ballot papers 				
13.1	Whether the detailed Strategy has been prepared for Postal Ballot Management and draft submitted?		ET	120 days before poll	
13.2	Whether full and adequate measures have been taken in the districts in relation to postal ballots, ETPBs, EDC and its facilitation centers?		ET	100 days before poll	
13.3	Whether necessary instructions have been issued to the DEOs regarding printing of Ballot Papers along with photographs?		ET	30 days before poll	
13.4	Whether the statutory information of final candidates for each constituency has been obtained from the districts regarding printing of Ballot paper and postal Ballot papers?		ET	17 days before poll	
13.5	Whether an agreement made with Postal Department for receiving of Postal Ballot from Service Voters under Book Now Pay Later (BNPL) scheme?		ET	After announcement of Elections	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
13.6	Whether the daily report on Postal Ballot for all categories has been obtained from the districts?		ET	Daily basis	
13.7	Whether necessary arrangements have been made for printing of dummy ballot papers in Braille?		ET	25 days before poll	
14. TRANSFER OF ELECTION RELATED OFFICIALS AS PER ECI'S INSTRUCTIONS :					
14.1	Sponsoring of Observers (General / Police /Expenditure) to other states.		ET		
14.2	CEOs to ensure urgent instructions of ECI for replacement or transfer of officials if need arises.		ET		
15. BROAD GUIDELINES FOR CONDUCT OF GENERAL ELECTIONS/ BYE-ELECTIONS DURING COVID-19					
COVID 19 GUIDELINES- For information :					
15.1	General guidelines to be followed during entire election processes for all persons				
15.2	Appointment of Nodal Health Officer				
15.3	Procurement of COVID related items				
15.4	To compliance of all COVID related instruction of the Commission/ NDMA / SDMA during conduct of elections				
15.5	During FLC / Randomization of EVMs/VVPATs – Measures of precaution undertaken				
15.6	Safety Measures to be initiated during Training and Capacity Building				
15.7	Precautionary measures followed during Nomination process				
15.8	Health safety measures taken during packing of Election material				

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/No	Election Time(ET) / Non Election Time(NET)	Due date of Completion	Remarks
15.9	Proper co-ordination assigned for distribution and collection of Election Material and also COVID safety measures materials				
15.10	COVID measures are taken at the Timing of 3rd randomization				
15.11	Polling station arrangements are on COVID Safe				
15.12	Kit for polling officer is included in COVID Safety material				
15.13	Health safety procedures followed during Postal Ballot				
15.14	While Campaign by the political parties/contesting candidates, if strict COVID measures implemented with co-ordination of Police.				
15.15	Strong-room arrangement is involved in COVID measures				
15.16	All are involved and ensure in COVID precaution During Counting of votes				

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

SECTION B

Check list for Presidential Elections

Sl. No.	Subject	Status YES / NO	Due date of Completion	Remarks
1.	Whether the list of Members of Electoral College (Details of list of Member of Legislative Assembly) obtained from the Secretary, Legislative Secretariat has been sent to the ECI?		180 days before the Poll	
2.	Whether the details of fixation of places of poll has been sent to the Election Commission of India?		180 days before the Poll	
3.	Whether the authenticated list of signatures of elected members of Legislative Assembly has been sent to the Election Commission of India?		90 days before the Poll	
4.	Whether the Special camp bag facility from the CEO's office to ECI has been started?		45 days before the Poll	
5.	Whether the Poll Schedule of the ECI has been intimated to the the Secretary, Legislative Assembly Secretariat?		45 days before the Poll	
6.	Whether the Election Commission's Notification regarding appointment of RO and AROs has been published in the State Gazette?		45 days before the Poll	
7.	Whether the Election Commission's Notification containing Election Programme, Notification regarding place of polling and group of electors who will be entitled to vote at that place and Notification regarding hours of poll has been published in the State Gazette?		45 days before the Poll	
8.	Whether the Notification of the Election Commission of India regarding Presiding Officers who shall conduct the poll and Public Notice in Form-I of the Returning Officer has been published in the State Gazette?		45 days before the Poll	
9.	Whether the details of Persons under Preventive Detention has been called for from the Departments concerned?		45 days before the Poll	
10	Whether the List of contesting candidates has been published in the State Gazette?		15 days before the Poll	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No.	Subject	Status YES / NO	Due date of Completion	Remarks
11.	Whether the Notification of the Election Commission of India regarding place and time for counting of votes has been published in the State Gazette?		15 days before the Poll	
12.	Whether Election Observer has been appointed by the Election Commission of India?		4 days before the Poll	
13.	Whether Report on poll arrangements has been received from the Secretary, Legislative Assembly Secretariat?		3 days before the Poll	
14.	Whether the report on inspection of place of poll has been sent to Election Commission of India?		3 days before the Poll	
15.	Whether the report on commencement of poll has been sent to ECI?		Poll day	
16.	Whether the necessary arrangements have been made in the State Government Press for printing of Ballot Papers for the Presidential Elections?		35 days before the Poll	
17.	Whether the Commission's direction for printing of ballot papers has been sent to the Assistant Returning Officer for the Presidential Elections?		35 days before the Poll	
18.	Whether the specimen proof of the ballot paper printed for the Presidential Election has been sent to the Commission for approval?		27 days before the Poll	
19.	Whether the approval has been received from the Election Commission of India for the sample of ballot paper, sent by the CEOs?		15 days before the Poll	
20.	Whether the Ballot boxes and other papers connected with the Presidential Elections have been collected from the Election Commission of India, after instructions obtained from the Election Commission?		19 days before the Poll	
21.	Whether the necessary arrangement has been made for the additional ballot boxes for the Presidential Elections?		26 days before the Poll	
22.	Whether the Instructions regarding Issue of authority letters to media persons has been issued?			

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

SECTION C

Check list for Vice-Presidential Elections

Sl. No.	Subject	Status YES / NO	Due date of Completion	Remarks
1.	Whether the Election Commission's Notification regarding appointment of RO and AROs has been published in the State Gazette?		45 days before the Poll	
2.	Whether the Notifications of the Election Commission of India containing Election Programme, Notification regarding place of poll and hours of poll has been published in the State Gazette?		30 days before the Poll	
3.	Whether the Public Notice of the Returning Officer has been published in the State Gazette?		30 days before the Poll	
4.	Whether the details of Persons under Preventive Detention has been called for from the Departments concerned?		30 days before the Poll	
5.	Whether the list of contesting candidates received from the Returning Officer has been published in the State Gazette?		15 days before the Poll	
6.	Whether the Election Commission's Notification regarding date and time for the counting of votes has been published in the State Gazette?		15 days before the Poll	
7.	Whether the Instructions regarding Issue of authority letters to media persons has been issued?			

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

SECTION D

Check List for Rajya Sabha Elections

Sl. No.	Subject	Status YES / NO	Due date of Completion	Remarks
1.	Whether proposal for appointment of Returning Officer, Assistant Returning Officer, place of poll and type of ballot box obtained from the Secretary, Tamil Nadu Legislative Assembly Secretariat has been sent to the ECI?		60 days before the Poll	
2.	Whether the poll schedule for the Rajya Sabha Elections announced by the ECI has been intimated to the Secretary / Returning Officer, Legislative Assembly Secretariat?		25 days before the Poll	
3.	Whether the poll schedule has been communicated to all Recognised National and State Political Parties?		25 days before the Poll	
4.	Whether the Press Release regarding Rajya Sabha Election has been issued in English and Regional language?		25 days before the Poll	
5.	Whether Election Commission's approval of place of poll, type of ballot box has been intimated to the the Secretary / Returning Officer, Legislative Assembly Secretariat?		25 days before the Poll	
6.	Whether the details of Persons under Preventive Detention has been called for from the Departments concerned?		25 days before the Poll	
7.	Whether the CEO has been appointed as Observer has been intimated to the Secretary / Returning Officer, Legislative Assembly Secretariat?		25 days before the Poll	
8.	Whether the list of offices exempted from disqualification for holding office of profit has been communicated to the Secretary / Returning Officer, Legislative Assembly Secretariat?		25 days before the Poll	
9.	Whether the President's Notification received from the Ministry of Law & Justice, Government of India and Notification of the Election Commission of India regarding poll schedule has been published in the State Gazette?		20 days before the Poll	
10.	Whether CEO has attended during the scrutiny of nominations as Election Commission's Observer and furnished report to ECI?		10 days before the Poll	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No.	Subject	Status YES / NO	Due date of Completion	Remarks
11.	Whether the List of validly nominated candidates (Form-4) and Minutes of scrutiny of nominations has been sent to Election Commission of India?		10 days before the Poll	
12.	Whether Form – 6 (Notice of withdrawal of candidatures), Form – 7B (List of contesting candidates) has been sent to ECI?		7 days before the Poll	
13.	Whether Form 23B (Return of Elections) Declaration of Result (Form-21A) has been sent to Election Commission of India?		Poll day / Date of counting of votes	
	The Election Commission has prescribed the Duties and responsibilities of Observers and their Observer's Report for the Biennial Elections to the Council of States.			
14.	Whether Observer Report – 1 (To be submitted immediately after the last date for the withdrawal of candidature) has been sent to the ECI ?		7 days before the Poll	
15.	Whether Observer Report – 2 (To be submitted 3 days after last date of withdrawal of candidature, only if election is contested) has been sent to the ECI ?		4 days before the Poll	
16.	Whether Observer Report – 3 (To be submitted after counting of votes is over and the result is declared) has been sent to the ECI ?		Poll day / Date of counting of votes	
17.	Whether Observer Report – 4 (Departure Report) has been sent to the ECI ?		One day after declaration of results	
18.	Whether the Commission's guidelines on publicity of criminal antecedents have been sent to the Political Parties as well to the Returning Officer for Council of States?		25 days before the Poll	
19.	Whether the list of disqualified persons have been sent to the Returning Officer for Council of States?		25 days before the Poll	
20.	Whether the necessary arrangements have been made for printing of Ballot Papers?		25 days before the Poll	
21.	Whether the necessary instruction has been issued to the Returning Officer for Council of States for printing of Ballot Papers along with photographs?		25 days before the Poll	
22.	Whether the Election Commission's Secret Seal and Brass Seals have been delivered to the Returning Officer for Council of States?		22 days before the Poll	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No.	Subject	Status YES / NO	Due date of Completion	Remarks
23.	Whether the Secret Seal and Brass Seals have been returned to the Election Commission of India, confirmed with the Returning Officer for Council of States?		One day after Counting	
24.	Whether the Instructions regarding Issue of authority letters to media persons has been issued?			

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

SECTION E

Check List for Council Elections

Sl. No	Subject	Status Yes/ No	Election Time (ET)/ Non Election Time (NET)	Timeline	Remarks of the CEO (if any)
Model Check list for Chief Electoral Officers in connection with Conduct of Elections to the Legislative Councils from Council Constituencies					
1. Denovo Preparation of Photo Electoral Roll					
	For Information:				
	<ul style="list-style-type: none"> • Electoral rolls be prepared afresh before every biennial elections • Qualifying date is 1st November of the year in which the preparation of rolls commenced • Electoral Roll shall be Photo Electoral Rolls • Prepared in vernacular language and English • ERO has to issue Public Notice under Rule 31(3) & (4) of Registration of Electors Rules, 1960 • Forms for registration – Graduates in Form-18 & Teachers in Form-19 • Qualifications equivalent to Graduation & list of institutions not lower than that of a secondary school be notified by the State Government • Qualifications for registration in Graduates' Constituency: <ul style="list-style-type: none"> ○ Must be citizen of India ○ Must be ordinary resident in the Graduates' Constituency ○ For at least three years before the qualifying date, a graduate of any University in the territory of India or has been in possession of equivalent qualification ○ The qualification certificate shall be authenticated by the Designated Officer/Addl.Designated Officer/Gazetted Officer of District/Notary of Public • Qualifications for registration in Teachers' Constituency: <ul style="list-style-type: none"> ○ Must be citizen of India ○ Must be ordinary resident in the Teachers' Constituency ○ Within six years immediate before the qualifying date, for a total period of at least three years, should have been engaged in teaching in any of the educational institutions within the State not lower in standard than that of a secondary school ○ Service Certificate be issued by the Head of the Educational Institution ○ In case of private aided / unaided educational institutions, the service certificate shall be countersigned by the District Educational Officer / other designated officer. • The electoral roll of Local Authorities', no qualifying date and not revised, but they are kept upto date • Before biennial elections, the existing rolls shall be displayed, inviting claims & objections by given 7 days time and claims & objections, received, if any be disposed within three days and updated roll shall be displayed and shared. 				
	Check List				
1.3	Whether ECI has issued schedule for preparation of electoral roll?		NET	5 to 6 months before the announcement of the poll	

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

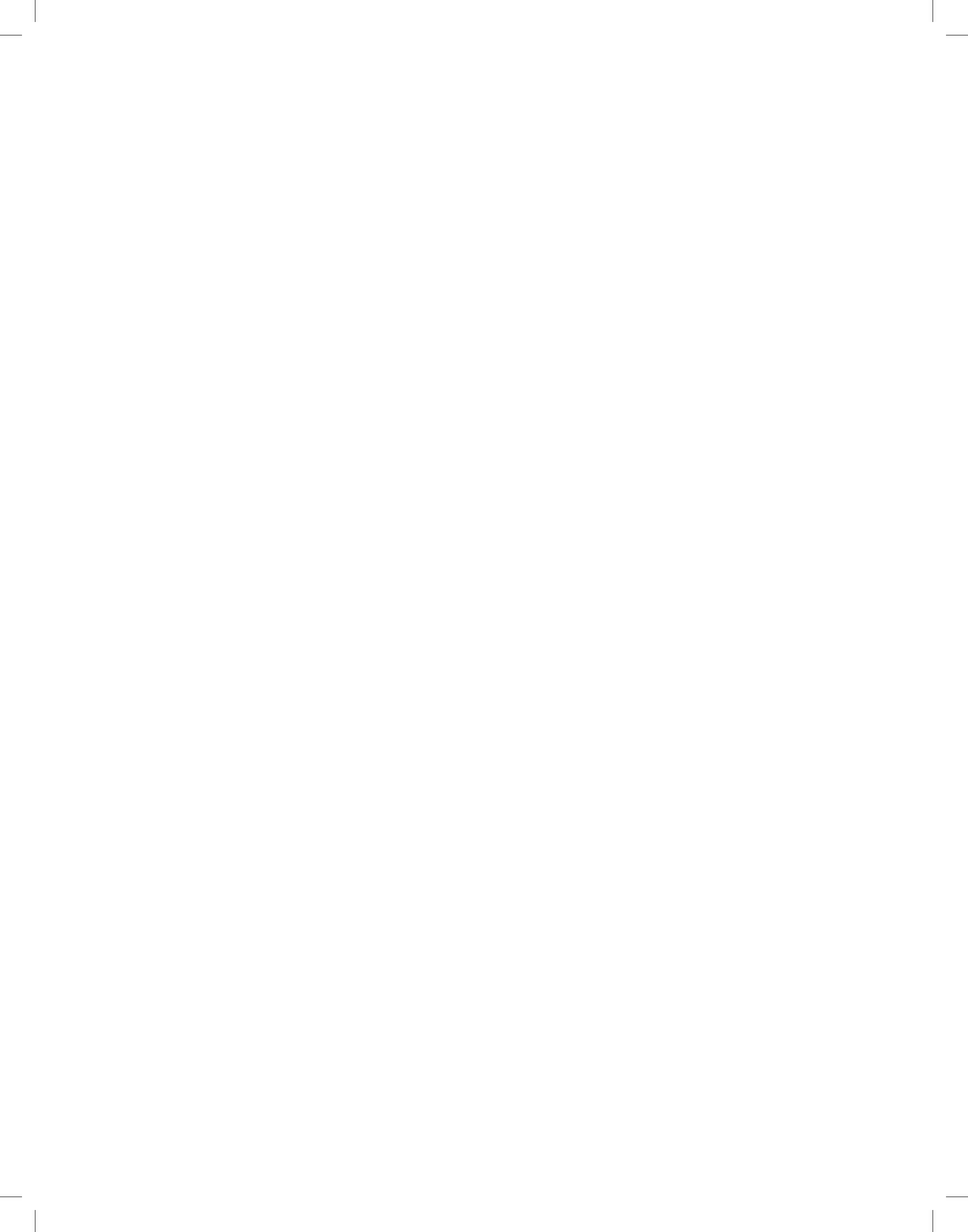
Sl. No	Subject	Status Yes/ No	Election Time (ET)/ Non Election Time (NET)	Timeline	Remarks of the CEO (if any)
1.4	Whether the updated list of qualifications equivalent to Graduation and list of educational institutions not lower in standard than that of a secondary school has been obtained from State Government?		NET	5 to 6 months before the announcement of the poll	
1.5	Whether the DEOs have been instructed to conduct meeting with Political Parties before and after publication of Rolls ?		NET	3 to 4 months before the announcement of poll	
1.6	Whether meeting with political parties has been conducted at State Level?		NET	3 to 4 months before the announcement of poll	
1.7	Whether sufficient forms have been printed & made available to public by the DEOs / EROs?		NET	3 to 4 months before the announcement of poll	
1.8	Appointment of Designated Officers / Addl.Designated Officers has been completed by the EROs?		NET	5 to 6 months before the announcement of poll	
1.9	Whether ERO has issued Notices under Rule 31 (3) and republished notice under Rule 31 (4) of RER, 1960 ?		NET	5 to 6 months before the announcement of poll	
1.10	Whether the required ERMS has been made available to the EROs?		NET	5 to 6 months before the announcement of poll	
1.11	Whether draft / final roll has been shared by the EROs concerned to the political parties?		NET	2 to 3 months before the announcement of poll	
2. Polling Stations					
	For Information:				
	<ul style="list-style-type: none"> • One Part will have 800 to 1400 electors & divided into sections • Each section will ordinarily have 70 to 100 electors • Separate polling stations for Graduates' & Teachers' • In case of simultaneous elections, there may be common PSs • For Local Authorities', Polling Stations shall be set up at Divisional Headquarters Polling stations shall be set up with due consultation with the political parties and approval of the ECI				

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/ No	Election Time (ET)/ Non Election Time (NET)	Timeline	Remarks of the CEO (if any)
Check List					
2.1	Whether 100% verification of polling stations has been done?		NET	3 to 4 months before the poll	
2.2	Whether political parties were consulted on the draft list of polling stations?		NET	3 to 4 months before the poll	
2.3	Whether the ECI has approved the draft list of polling stations?		NET	3 months before the poll	
2.4	Whether final list of polling stations has been published and publicity given?		NET	3 months before the poll	
3. Model Code of Conduct					
For Information:					
<ul style="list-style-type: none"> • All provisions of Model Code of Conduct for the political parties and candidates' shall apply mutatis mutandis • No policy announcement or programme, which influences the electorate either directly or indirectly shall be initiated in Govt. Depts. • Total ban on the transfer of ROs & AROs • No expenditure ceiling – No need of lodging of accounts of election expenses by contesting candidates & no need to maintain expenditure registers • To check the movement of black money and on adverse role of money power, the latest SoP issued on the Subject except deployment of Static Surveillance Teams should be made applicable. • State & District MCMC shall be appointed. • Dry Day shall be declared on the poll day for sale of liquor • MCC will applicable only within the boundary of the respective Council Constituency • General Observers will be appointed by the ECI from the panel of Officers of State Government <p>No Expenditure Observer will be appointed</p>					
4. Polling by Ballot Boxes / Ballot Paper					
For Information:					
<ul style="list-style-type: none"> • Ballot boxes will be used for polling in Council constituencies • Godrej Type ballot boxes were approved by the ECI for the elections to Council Constituencies • Ballot boxes shall be engraved with serial number • Elections to the Council Constituencies are held in accordance with the system of proportional representation by means of the singled transferable vote • Symbols are not allotted to any candidate • The method of voting adopted at these elections is by marking preference • Ballot paper contain the photograph of the candidate • The serial number of the ballot paper of local authorities' constituencies shall be concealed • Color of the ballot paper is pink. In case of simultaneous elections to Graduates' & Teachers', white colour of Graduates' and pink colour for Teachers' • Marking of ballot paper only with the Integrated violet colour ink pen procured from M/s.Mysore Paints <p>Indelible ink will not be applicable to Local Authorities</p>					

CHECKLIST FOR CHIEF ELECTORAL OFFICERS

Sl. No	Subject	Status Yes/ No	Election Time (ET)/ Non Election Time (NET)	Timeline	Remarks of the CEO (if any)
Check List					
4.1	Whether sufficient number of ballot boxes are available in the district?		NET	3 months before the announcement of poll	
4.2	Whether the ballot boxes are in working condition and serially numbered?		NET	2 to 3 months before the announcement of poll	
4.3	Whether arrangements have been made for printing of ballot papers in Govt. Press?		ET	After finalization of contesting candidates	
4.4	Whether required number of Green Paper seals, indelible ink and violet colour ink pens were obtained and supplied to the ROs?		ET	After the announcement of poll	
5. Counting					
For Information:					
<ul style="list-style-type: none"> • Marking of preference be done by marking 1,2,3 etc. • As many preferences as there are contesting candidates • Preference be marked in figures only • All polled ballot boxes be inspected first whether seals are in tact • Took out the ballot papers and kept in trays and count for total number and bundled in 25 or 50 as convenient • After completing the counting of all ballot papers of all polling stations, all the ballot papers shall be mixed • Council votes are not counted PS-wise • They should be counted at only one place an table • Distribution of votes as per the preference indicated • In case of single seat, the value of the vote is 1 • In case of multiple seats, the value of the vote is 100 • Quota for election= Total value of valid votes.....+ 1 <p>Number of seats to be filled+1</p> <ul style="list-style-type: none"> • If the quota required is got by any candidate, result will be declared • If not got, elimination of the candidate with the lowest number will be done • Distribution of the votes got by the eliminated candidate will be done to continuing candidates as per the order of preference as available • The elimination will be continued till any candidate gets quota • When at the end of any count the number of continuing candidates is reduced to the number of vacancies remaining unfilled, the continuing candidates shall be declared elected. • When at the end of any count only one vacancy remains unfilled and the value of the papers of some one candidate exceeds the total value of the papers of all the other continuing candidates together with any surplus not transferred, that candidate shall be declared elected. <p>Request for recounting of votes be made either before the commencement or after the completion of any transfer of votes (whether surplus or otherwise)</p>					





भारत निर्वाचन आयोग Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi-110001