S.	Subjects	Responsible Officr for reporting	Activity No.	Activities	PRE- ANNOU NCEME NT	ANNOU NCEME NT TO PRE- NOTIFI CATION	NOTIFI CATION ONWA RDS	LAST_4 8_HOU RS PRIOR TO_PO LLS	 POLL_D AY	- POST_P OLL_DA Y-	Start_D ate MM- dd- yyyy	End_Da te MM- dd- yyyy	Reason s for Delay
5	ELECTION RELATED MATERIAL	Counting Nodal	75	Final result sheet in form no 20 and Part II of form no. 17-C									
18	COUNTING	Counting Nodal	261	Approval of ECI									
18	COUNTING	Counting Nodal	262	Strong Room Arrangement									
18	COUNTING	Counting Nodal	263	List of counting Centers									
18	COUNTING	Counting Nodal	264	Training of Counting Staff									
18 18	COUNTING COUNTING	Counting Nodal Counting Nodal	265 266	Posting of Counting Staff Counting hall arrangements									
18	COUNTING	Counting Nodal	267	Facilities for Observer									
18	COUNTING	Counting Nodal	268	Updating of Round wise result									
18	COUNTING	Counting Nodal	269	Counting arrangements for postal votes									
3	EVM / VVPAT MANAGEMENT	DIO NIC	27	First randomization									
3	EVM / VVPAT MANAGEMENT	DIO NIC	32	Second Randomization - Assigning ID order by PS/AUX PS Scanning of affidavits, dispatch to CEO & Publicity									
6	STATUTORY	DIO NIC	88	of the content									
7	POLLING PERSONNEL	DIO NIC	103	First level randomization (Pro/PO)									
7	POLLING PERSONNEL	DIO NIC	109	Second level randomization in the presence of Observer (can be done as soon as after the completion of scrutiny of nominations Papers Because EDC/PB has to be given)									
7	POLLING PERSONNEL	DIO NIC	111	Third level randomization									
22	OTHERS	DPC	299	District Election Management Plan - DEMP Supervision & Verification of Printed Matter ,Audio/									
22	OTHERS	MCC Nodal	304	Video Communication									
11	POLLING STATION	Communication Plan	178	Contact numbers of vulnerable sectors									
7	POLLING PERSONNEL	NODAL HUMAN RESOURCE NODAL HUMAN	99	Data entry of official details/ separation of Micro- observer details and BLO details									
7	POLLING PERSONNEL	RESOURCE	100	Database verification									
7	POLLING PERSONNEL	NODAL HUMAN RESOURCE	116	Ensuring proper mix up of personnel from various department. Sending certificate to EC in this regard									
7	POLLING PERSONNEL	NODAL HUMAN RESOURCE	117	Nodal officer for management of Manpower, EVM, Transport, Training, Material, MCC, Expenditure Monitoring, SVEEP, Law and Order, Ballot Paper, Media, IT Cell, Observer, Communication Plan, Grievance Redressal, Welfare of Polling Personnel etc.									
7	POLLING PERSONNEL	NODAL HUMAN RESOURCE	120	Categorisation of men and women personnel availability and deficit.									
7	POLLING PERSONNEL	Nodal Media	126	Media Certification and Monitoring Committee									
22	OTHERS OTHERS	Nodal Media Nodal Media	301 307	Media Centre Issue orders for Media Core committee									
24	Expenditure Monitoring	Nodal Media	328	Infrastructure for paid news monitoring									
19	OBSERVERS	Nodal Observer	270	Availability of POL, be ensured. Need of extra barrel points to be examined.									
19	OBSERVERS	Nodal Observer	271	Providing Liaison officer									
19	OBSERVERS	Nodal Observer	272	Training of Liaison Officer									
19 19	OBSERVERS OBSERVERS	Nodal Observer Nodal Observer	273 274	Providing a PSO for Observer Providing a Videographers for Observer									
				Preparing DEMP, Sector routes and other details of									
19	OBSERVERS	Nodal Observer	275	PC to Observer Training of Micro Observers in presence of									
19 19	OBSERVERS OBSERVERS	Nodal Observer Nodal Observer	276 277	Observers Police Deployment Plan approval									
4	BALLOT PAPER	Nodal Officer Ballot Paper	47	Selection of printing press									
4	BALLOT PAPER	Nodal Officer Ballot Paper	48	OLC for printing to be appointed									
4	BALLOT PAPER	Nodal Officer Ballot Paper	49	Assesment of requirement Ballot Paper (number of Polling Station + 12% reserver)									
4	BALLOT PAPER	Nodal Officer Ballot Paper	50	20 Ballot paper per polling station for tender ballot paper									
4	BALLOT PAPER	Nodal Officer Ballot Paper	51	10% extra ballot paper for managing mutilation, defects etc.									
4	BALLOT PAPER	Nodal Officer Ballot Paper	52	Sending list of Candidates(Form 7A) to CEO and Government Press. Printing of hallot pages in the format Chapter 11 of									
4	BALLOT PAPER	Nodal Officer Ballot Paper	53	Printing of ballot papers in the format Chapter 11 of RO Hand Book									
4	BALLOT PAPER	Nodal Officer Ballot Paper	54	Ensuring verification and bundling to be done for every 20 Ballot Paper with consecutive serial No.									
4	BALLOT PAPER	Nodal Officer Ballot Paper	55	Defective ballots or with duplicate numbers or missing number to be entered in a register and also to be publised and intimated to the candidate									

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4	BALLOT PAPER	Nodal Officer Ballot Paper	56	Ensure safe custody of surplus ballot paper.								
4	BALLOT PAPER	Nodal Officer Ballot Paper	57	Disposal of Ballot Papers in the manner prescribed by ECI only								
4	BALLOT PAPER	Nodal Officer Ballot Paper	58	Sending duly cancelled Ballot Papers with the signature of concerned RO to CEO office								
4	BALLOT PAPER	Nodal Officer Ballot Paper	59	Storage								
4	BALLOT PAPER	Nodal Officer Ballot Paper	60	AC / PC wise sorting								
4	BALLOT PAPER	Nodal Officer Ballot Paper	61	Tender Ballots-sealing/packeting								
4	BALLOT PAPER	Nodal Officer Ballot Paper	62	Printing of Braille Ballot								
4	BALLOT PAPER	Nodal Officer Ballot Paper	63	Transport and security arrangements to be ensured regarding Printing of Ballot Papers								
3	EVM / VVPAT MANAGEMENT	Nodal Officer EVM	22	FLC - EVMs								
3	EVM / VVPAT MANAGEMENT	Nodal Officer EVM	23	FLC - VVPATs								
3	EVM / VVPAT MANAGEMENT	Nodal Officer EVM	36	Videography of entire process of EVM setting								
3	EVM / VVPAT MANAGEMENT	Nodal Officer EVM	38	10% Reserve								
3	EVM / VVPAT MANAGEMENT	Nodal Officer EVM	39	Distribution of EVMs to polling parties through PRO in rural areas								
3	EVM / VVPAT MANAGEMENT	Nodal Officer EVM	40	Distribution of EVMs to polling parties through Sector Officer in urban areas								
3	EVM / VVPAT MANAGEMENT	Nodal Officer EVM	41	Safe custody of polled EVM								
8	POSTAL BALLOT/EDC	Nodal Officer Expenditure Monitoring	128	Ex-Gratia compensation for Person if died during election duty.								
17	FINANCIAL	Nodal Officer Expenditure Monitoring	256	Budget -Provision								
17	FINANCIAL	Nodal Officer Expenditure Monitoring	257	Allotment Provision								
17	FINANCIAL	Nodal Officer Expenditure Monitoring	258	additional requirements								
17	FINANCIAL	Nodal Officer Expenditure Monitoring	259	Appointing a purchase committee to follow the stor purchase rule								
17	FINANCIAL	Nodal Officer Expenditure Monitoring	260	Tendering the materials before hand to avoid procedural delays during election								
22	OTHERS	Nodal Officer Expenditure Monitoring	303	Monitoring of Election expenditure								
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	318	Identification of Expenditure Sensitive Assembly								
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	319	Slotting of Acs with respect to expenditure observers								
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	323	Election Expenditure Monitor Cell								
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	324	Expenditure Observer(EO) and Assistant expenditure Observer								
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	330	Total expense shall not exceed 28 lakhs for Vidhaan sabha election and incurring more than that amounts to corrupt practice under Sec 123(6) of RP act 1951.								
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	331	Failiure to maintain such accounts immediately attracts 171H IPC								
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	332	Submitting true copy of election expenses by every candidate to DEO within 30 days of result under Sec 78 of RP act 1951				 _				
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	333	Failure to submit such report on expenses to DEO without any valid reason results in disqualification of the Candidate(Sec10A of RP act 1951)								
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	334	Commission has all powers to verify the expenses and disqualify a Candidate if its found untrue or incorrect								

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24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	335	provisions in 171B to 171 I which deals with electoral offences. Also Conduct of Election rules 1961, 87-89 for accounts monitoring									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	336	List of star campaigners to be submitted to CEO office within 7 days of notification.									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	337	All expenses (except on visit of "leader" covered under Exp2 of Sec.77)incurred by party/candidate shall be included.									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	338	Travelling expenses of party leaders other than star campaigners and those covered under Exp2 of Sec77 need not be included									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	339	Expenditure on general party propoganda seeking support for party shall be treated as expenditure by party not as candidate.									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	340	Expenditure of Star Campaigners									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	341	Various types of election expenditure such as First type(legal),Second category(illegal) including surrogate advertisements, paid news etc									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	342	Proper accounting of first category									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	343	prohibition and take action against second category									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	344	DEO to organise meeting with all political parties within 3 days of announcement of elections to provide compendium of instructions regarding expenditure.									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	345	Notification of rates for assesment of Expenditure									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	346	DEO to conduct Two important training for political parties. One immediately after scrutiny to acquaint them with the legal provisions and another training before a week of final date of submission of election accounts.									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	347	DEO to appeal to people to avoid carrying huge amounts of cash,give wide publicity of 24X7 call centre and complaints monitoring cell etc									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	348	Video Surveillance Team(VST) to contain atleast one official,one videpgrapher an one vehicle. VST to prepare vidoe cue-sheet to record highlights in format Annexure-7									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	349	Video Viewing Team(VWT) to view the videos of VST and submit report immediately to accounting team or Expenditure Observer.									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	350	Accounting Team(AT) involves in preparation of Shadow Register and maintainence of CDs in Evidence Folder, calculate expenditure incurred by every candidate at notified rates.									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	351	Shadow Observation register(SOR) and Folder of Evidences(FE) to be handed over to DEO by EO. And it should be available to public at cost of Rupee 1.									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	352	Static Surveillance Team(SST) shall be formed under each police station comprising of one magistrate,3- 4 police personnel and one videographer. Flying Squad(FS) to supervise SST.									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	353	SST to check all the check posts, entry points to check movement of illegal arms, cash etc and entire process to be videographed.									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	354	Availability of all these videographs on cost to public.									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	355	Three visits by EO on the day of notification ,withdrawal of candidature, after results.									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	356	Inspection of accounts by notifying 3 dates and time well in advance									

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24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	357	Display of all accounts in the notice board of RO									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	358	FIR to be filed in case of failure to produce accounts by candidate under Sec 171 I of IPC.									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	359	Registers to be maintained by candidates such as register for recording day today expenses, Daily register,Cash register,Bank register									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	360	All complaints on expenses to be displayed in notice board by District Complaint Monitoring Cell(DCMC).									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	361	Maintaining of Rally expenses.									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	362	Nodal officer for liquor monitoring team to submit report to DEO in Annexure-22.									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	363	DEOs Scrutiny report									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	364	Political parties to inform ECI in 75 days after completion of poll regarding hiring of crafts.									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	365	If any addvertisements made without any permission, RO to issue notice under section 127-A									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	366	Any paid news to be accounted and documents to be maintained in Folde of Evidences(FE)									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	367	RO to issue notice immediately to the candidate with regard to Paid News.									
24	Expenditure Monitoring	Nodal Officer Expenditure Monitoring	368	DEO to issue notice to candidates who have not submitted the election expenses on the 31st day after result.									
22	OTHERS	Nodal officer Grivience	306	Complaint Monitoring System - set up state/district/subdivision control rooms									
4	BALLOT PAPER	Nodal Officer Material Management	46	Procurement of paper									
5	ELECTION RELATED MATERIAL	Nodal Officer Material Management	64	Preparing/ Obtaining and Supplying Training Material									
5	ELECTION RELATED MATERIAL	Nodal Officer Material Management	65	Procurement/ printing and distribution of materials									
5	ELECTION RELATED MATERIAL	Nodal Officer Material Management	66	Water proof Polythene cover for EVM &VVPAT									
5	ELECTION RELATED MATERIAL	Nodal Officer Material Management	67	Card board model of EVM&VVPAT for voter education									
5	ELECTION RELATED MATERIAL	Nodal Officer Material Management	68	Dummy ballot sheet for blind (for PROs)									
5	ELECTION RELATED MATERIAL	Nodal Officer Material Management	69	Secret seals to RO and AROs									
5	ELECTION RELATED MATERIAL	Nodal Officer Material Management	70	Availability of Brass Seals, Arrow Cross Seals to be Checked.									
5	ELECTION RELATED MATERIAL	Nodal Officer Material Management	71	Printing of Voter Slips									
5	ELECTION RELATED MATERIAL	Nodal Officer Material Management	72	Forms and Envelops received from CEO Office to be assessed according to Annexure XII of RO handbook									
5	ELECTION RELATED MATERIAL	Nodal Officer Material Management	73	Only fresh stock of Indelible Ink to be used.									
5	ELECTION RELATED MATERIAL	Nodal Officer Material Management	74	Green Paper seal and strip seal to be obtained from CEO Office		· —							
5	ELECTION RELATED MATERIAL	Nodal Officer Material Management	77	Pro diary formats									

S ELECTION RELATED MATERIAL Nodal Officer Material 78 Register of accounts of election expenses Management			
5 ELECTION RELATED MATERIAL Material Management 79 for PrO, micro observer report, Sos report, Certificate of mock poll, visit sheet etc 5 ELECTION RELATED MATERIAL Material Management 80 Management Nodal Officer Material Management 81 Management Management Nodal Officer Withdrawal of candidature 82 Availability of voter slips Management Nodal Officer Management Management Modal Officer Management Nodal Officer Management Nodal Officer Management Nodal Officer Form VM-SQ for sector Magistrates for Management Modal Officer Form VM-SQ for sector Magistrates for Magistrates for Management Management Management Management Nodal Officer Form VM-SQ for sector Magistrates for Mag			
5 ELECTION RELATED MATERIAL Material Management Nodal Officer Material Management Supplementary copies to political parties after withdrawal of candidature Nodal Officer Material Management Nodal Officer Material Management Material Management Nodal Officer Material Management Nodal Officer Material Management Nodal Officer Management Nodal Officer N			
5 ELECTION RELATED MATERIAL Material Management Withdrawal of candidature Nodal Officer Management Material Management Management Modal Officer Modal Officer Management Nodal Officer Nodal Offi			
5 ELECTION RELATED MATERIAL Material 82 Availability of voter slips Management Nodal Officer Form VM-SQ for sector Magistrates for			
Form VM-SO for sector Magistrates for			
5 ELECTION RELATED MATERIAL Material 83 Vulnerability mapping			
Nodal Officer 6 STATUTORY Material 84 Availability of Forms Management			
Nodal Officer 6 STATUTORY Material 85 Hand Book for Candidates Management Hand Book for Candidates			
Nodal Officer 6 STATUTORY Material 86 Issue of Public Notice/ Wall clock synchronization Management Nodal Officer Material 86 Issue of Public Notice/ Wall clock synchronization			
Nodal Officer 6 STATUTORY Material 87 Issue of Memo & register for expenditure Management			
7 POLLING PERSONNEL Nodal officer MCC 125 Model Code of Conduct team			
14 MCC RELATED Nodal officer MCC 208 Meetings			
14 MCC RELATED Nodal officer MCC 209 Daily Monitoring arrangement			
14 MCC RELATED Nodal officer MCC 210 Complaint registers			
14 MCC RELATED Nodal officer MCC 211 Videography /photography of violations			
14 MCC RELATED Nodal officer MCC 215 Ministers on purely official duty - Protocol to be followed			
14 MCC RELATED Nodal officer MCC 216 Other then Voter, Candidate and Agent nobody should enter Polling Stations without pre-approval of Commission			
14 MCC RELATED Nodal officer MCC 217 Advertisments of party/Govt. achievements at the cost of public exchaquer is prohibited			
14 MCC RELATED Nodal officer MCC 218 Official work should never be combined with Political Work			
14 MCC RELATED Nodal officer MCC 219 No criticism on personal life of Candidates			
14 MCC RELATED Nodal officer MCC 220 Prohibition of distribution of liquor			
14 MCC RELATED Nodal officer MCC 221 No personal guards are allowed in Polling Booths			
14 MCC RELATED Nodal officer MCC 222 Vehicles used in campaigning without prior approval of RO leads to action u/s 171 H of IPC			
No Political activities in Govt. rest house and accomodation to Political functionaies who are provide with Z scale			
23 ON DATE OF ANNOUNCEMENT Nodal Officer MCC 317 DEOs to start giving MCC-I and MCC-II reports within 24 hours to CEO			
14 MCC RELATED Nodal Officer Observer 212 Arrangements of videographers			
7 POLLING PERSONNEL Nodal officer Police 127 Assessment of Security Personnel		İ	
11 POLLING STATION Nodal officer Police 176 Assessment and marking on map of Vulnerable/ Critical PS		İ	
16 POLICE MATTERS Nodal officer Police 232 Police Training			
16 POLICE MATTERS Nodal officer Police 233 Sector Mobiles/Patrolling			
16 POLICE MATTERS Nodal officer Police 234 Arrange Infrastructure for CPF camps (by Police)			
16 POLICE MATTERS Nodal officer Police 235 Interface with Police/MCC			
16 POLICE MATTERS Nodal officer Police 236 INFORMATION BOOKLET FOR ECI			

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16	POLICE MATTERS	Nodal officer Police	237	Free Health Scheme for security perssonel									
16	POLICE MATTERS	Nodal officer Police	238	Preparation of list of vulnerable and crtical polling stations and making additional measures									
16	POLICE MATTERS	Nodal officer Police	239	Daily Law and Order Report to CS in format (LOR- Form-1)									
16	POLICE MATTERS	Nodal officer Police	240	Special Drive to compile list of person indulged in electoral offences in past two elections									
16	POLICE MATTERS	Nodal officer Police	241	Special Drive for updating list of history sheeter, declared absconders, fugitive criminals etc									
16	POLICE MATTERS	Nodal officer Police	242	Special Drive for service of pending warrants and challans									
16	POLICE MATTERS	Nodal officer Police	243	Special Drive for unearthing an seizure of illicit liqour making factories									
16	POLICE MATTERS	Nodal officer Police	244	Special Drive to seize illegal arms and manufacturers									
16	POLICE MATTERS	Nodal officer Police	245	Special Drive for 100% scrutiny of arms licenses									
16	POLICE MATTERS	Nodal officer Police	246	ammunition shops Issuing prohbitory orders u/s 144 for carrying the									
16	POLICE MATTERS	Nodal officer Police	247	license arms by BM Special Drive for preventive actions under									
16	POLICE MATTERS	Nodal officer Police	248	107,110/116 of CrPC Special Drive to compile list of persons who indulged on offences under SCandST (Prevention of									
16	POLICE MATTERS	Nodal officer Police	249	Atrocities) act, 1989 Fortnightly report by ROs on the above Special Drive									
16	POLICE MATTERS	Nodal officer Police	250	New arms license issuance after the announcement of election only after the consultation of Screening Committee									
16	POLICE MATTERS	Nodal officer Police	251	Report of Nodal Excise Officer regarding production, off take from Central Stocks, stock limits of licensed stockist, retail sellers, opening and closing time of liqour shops etc									
16	POLICE MATTERS	Nodal officer Police	252	Security cover for Candidates in case of security threat									
16	POLICE MATTERS	Nodal officer Police	253	Security cover to Observers and Assistant Election Observers									
16	POLICE MATTERS	Nodal officer Police	254	Preperation of three tier cordoning system in counting centres									
16	POLICE MATTERS	Nodal officer Police	255	Sealing of Inter-State and Inter District borders well in advance to prevent infiltration of anti-social elements									
3	EVM / VVPAT MANAGEMENT	Nodal Officer Strong Room	30	Safe custody of prepared EVM in strong rooms of Distribution Centers									
3	EVM / VVPAT MANAGEMENT	Nodal Officer Strong Room	31	Firefighting arrangements for Strong room									
10	STRONG ROOM /COUNTING VENUE	Nodal Officer Strong Room	172	Selection									
3	EVM / VVPAT MANAGEMENT	Nodal Officer SVEEP	21	Public awareness on EVM and reserve some EVM for training with yellow sticker on it									
11	POLLING STATION	Nodal Officer SVEEP	191	Wide publicity of list of polling stations and change in polling stations									
15	SVEEP	Nodal Officer SVEEP	224	Prepare State/district SVEEP Plan									
15	SVEEP	Nodal Officer SVEEP	225	Design SankalpaPatra									
15	SVEEP	Nodal Officer SVEEP	226	SankalpaPatra exercise with school students before schools close down									
15	SVEEP	Nodal Officer SVEEP	227	Create content and disseminate									
15	SVEEP	Nodal Officer SVEEP	228	Targeting those areas with Low Voter Turnout in									
15	SVEEP	Nodal Officer SVEEP	229	previous election Activities for ethical voting									
15	SVEEP	Nodal Officer SVEEP	230	Wall Paintings									
15	SVEEP	Nodal Officer SVEEP	231	Predefined vulnerable pockets									
3	EVM / VVPAT MANAGEMENT	Nodal Officer	17	Training for AROs/Master Trainers									
3	EVM / VVPAT MANAGEMENT	Training Nodal Officer Training	18	Training for Sector Officers									
3	EVM / VVPAT MANAGEMENT	Nodal Officer	19	Training of EVM Godown Manager									
	,	Training		. J									

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3	EVM / VVPAT MANAGEMENT	Nodal Officer Training	20	Training of all other staff that will handle EVMs at any stage									
7	POLLING PERSONNEL	Nodal Officer Training	101	Prepare State training calendar									
7	POLLING PERSONNEL	Nodal Officer Training	102	Standardize training material									
7	POLLING PERSONNEL	Nodal Officer Training	105	Set up Demonstration Polling stations with staff at all training venues									
7	POLLING PERSONNEL	Nodal Officer Training	110	Second level training (PrO& PO-I)									
7	POLLING PERSONNEL	Nodal Officer Training	113	Departure training									
9	TRAINING	Nodal Officer Training	153	Prepare District Tarining Calender									
9	TRAINING	Nodal Officer Training	154	Preparation of Training Venue									
9	TRAINING	Nodal Officer Training	155	Training of Master Trainers at State Level									
9	TRAINING	Nodal Officer Training	156	Training of DLMTs at State Level									
9	TRAINING	Nodal Officer Training	157	Training of Technical perssonels at State Level									
9	TRAINING	Nodal Officer Training	158	Training of RO's/DEOs from State Level									
9	TRAINING	Nodal Officer Training	159	Training of ARO's									
9	TRAINING	Nodal Officer Training	160	Training of Team members/ functionaries									
9	TRAINING	Nodal Officer Training	161	Training of Sector Officers									
9	TRAINING	Nodal Officer Training	162	Training of Teams for Expenditure Monitoring like FST,SST,VST,VVT,Accounting team etc.									
9	TRAINING	Nodal Officer Training	163	Training of Assistant Expenditure Observers									
9	TRAINING	Nodal Officer Training	164	Training of Police Personnel (PP)									
9	TRAINING	Nodal Officer Training	165	Refresher Training of Master Trainers for PP Training									
9	TRAINING	Nodal Officer Training	166	Training-Micro observers									
9	TRAINING	Nodal Officer Training	167	Training of Videographers/ Photographers									
9	TRAINING	Nodal Officer Training	168	Training of counting personnel									
9	TRAINING	Nodal Officer Training	169	Training for 120 % of Polling Parties during first randomisation									
9	TRAINING	Nodal Officer Training	170	Training for Postal Ballot System									
9	TRAINING	Nodal Officer Training	171	Training Staffs who compile information.									
24	Expenditure Monitoring	Nodal Officer Training	327	Training of all these machinery regarding expenditure monitoring									
8	POSTAL BALLOT/EDC	Nodal officer Transport	152	Database of drivers, conductors, cleaners on election duty to issue form - 12									
12	VEHICLES/TRANSPORTATION	Nodal officer Transport	192	Route Chart for every Polling Station									
12	VEHICLES/TRANSPORTATION	Nodal officer Transport	193	Draft movement programme and ad-hoc ear- marking of vehicles for various Teams, officials, sector officers, Polling staff, etc.									
12	VEHICLES/TRANSPORTATION	Nodal officer Transport	194	Tentative transport programme of polling parties									
12	VEHICLES/TRANSPORTATION	Nodal officer Transport	195	Requirement of Vehicles & Transportation Plan									
12	VEHICLES/TRANSPORTATION	Nodal officer Transport	196	Arrangement of vehicle with GPS									
3	EVM / VVPAT MANAGEMENT	Nodal Officer welfare	28	Braille setting									
7	POLLING PERSONNEL	Nodal Officer welfare	115	Due care to be given not to deploy th personnel in election duties who are mentioned in the list in RO Handbook									
11	POLLING STATION	Nodal Officer welfare	183	Details of Assured Minimum Facilites (AMF) like kuchha/pucca building, separate entry and exit, area of 20 sq.m, dilapidated or dangerous, grounf floor or not etc									
11	POLLING STATION	Nodal Officer welfare	184	Setting up Model PS - one in each Block									
11	POLLING STATION	Nodal Officer welfare	185	Arrangements at PS for poll									

S.	Subjects	Responsible Officr for reporting	Activity No.	Activities	ANNOU NCEME NT	ANNOU NCEME NT TO PRE- NOTIFI CATION	NOTIFI CATION ONWA RDS	LAST_4 8_HOU RS PRIOR TO_PO LLS	 POLL_D AY	- POST_P OLL_DA Y-	Start_D ate MM- dd- YYYY	End_Da te MM- dd- yyyy	Reason s for Delay
11	POLLING STATION	Nodal Officer welfare	186	Arrangement for voter assistance booth									
7	POLLING PERSONNEL	NODAL POSTAL BALLOT	104	Send appointment orders with Application Form 12/12 for EDC and Postal Ballot Paper									
7	POLLING PERSONNEL	NODAL POSTAL BALLOT	112	Fix up Polling stations for casting EDC votes in consultation with Observers and inform PrO									
7	POLLING PERSONNEL	NODAL POSTAL BALLOT	114	Ballot boxes at training venue for casting PB- inform candidates and Observers									
8	POSTAL BALLOT/EDC	NODAL POSTAL BALLOT	129	EDC (PrO& PO-I) First Level Training									
8	POSTAL BALLOT/EDC	NODAL POSTAL BALLOT	130	EDC (PO-II & PO-III) First Level Training									
8	POSTAL BALLOT/EDC	NODAL POSTAL BALLOT	131	Prepare envelopes for service voters									
8	POSTAL BALLOT/EDC	NODAL POSTAL BALLOT	132	Arrangement with Postal Department for receipt back of postal votes									
8	POSTAL BALLOT/EDC	NODAL POSTAL BALLOT	133	Print postal ballot									
8	POSTAL BALLOT/EDC	NODAL POSTAL BALLOT	134	Service voters first priority									
8	POSTAL BALLOT/EDC	NODAL POSTAL BALLOT	135	Verification of Postal Ballot									
8	POSTAL BALLOT/EDC	NODAL POSTAL BALLOT	136	Dispatch postal ballot for service voters									
8	POSTAL BALLOT/EDC	NODAL POSTAL BALLOT	137	Giving polling personnel postal ballots/ EDC									
8	POSTAL BALLOT/EDC	NODAL POSTAL BALLOT	138	Giving only postal ballots to security personnel									
8	POSTAL BALLOT/EDC	NODAL POSTAL BALLOT	139	Obtain polled envelopes in facilitation Centre – set up separate ones for polling personnel, separate for state police, separate for SRP and separate for Home Guards									
8	POSTAL BALLOT/EDC	NODAL POSTAL BALLOT	140	Inform Candidates and Observers the full details of time and venue of PB facilitation activity									
8	POSTAL BALLOT/EDC	NODAL POSTAL BALLOT	141	Receipt back of casted Postal Ballot- maintain registers of receipt									
8	POSTAL BALLOT/EDC	NODAL POSTAL BALLOT	142	Dispatch to concerned RO's									
8	POSTAL BALLOT/EDC	NODAL POSTAL BALLOT	143	Arrange for data entry of details of all security personnel in state to be deployed for elections- including state police, State Armed Police, Home Guards, etc									
8	POSTAL BALLOT/EDC	NODAL POSTAL BALLOT	145	Printing of Postal Ballot at District Level according to Para 4, chapter XI of RO Handbook (sample PB in Annexure XXIV of RO Handbook)									
8	POSTAL BALLOT/EDC	NODAL POSTAL BALLOT	146	To be printed within 24 hours of withdrawal of nomination									
8	POSTAL BALLOT/EDC	NODAL POSTAL BALLOT	148	Printing of forms 13-A, 13-B, 13-C, 13-D									
8	POSTAL BALLOT/EDC	NODAL POSTAL BALLOT	149	Nominating a paticular post office in every Assembly Constituency to receive the Postal Ballot									
8	POSTAL BALLOT/EDC	NODAL POSTAL BALLOT	150	Register in form -17 A for issuing Postal Ballots									
3 22	EVM / VVPAT MANAGEMENT OTHERS		43 305	Set up EVM control room at state level Authority Letter from CEO to Media									
23	ON DATE OF ANNOUNCEMENT		309	CEO to inform the CS, ACS Home, DGP and CMO regarding announcement and schedule in writing									
23	ON DATE OF ANNOUNCEMENT		310	CEO to hold VC with all DEO/RO/SP/CP immediately after announcement									
23	ON DATE OF ANNOUNCEMENT		312	CEO to call a press meet and brief the press about the elections, MCC, EEM, etc									
23	ON DATE OF ANNOUNCEMENT		314	CEO to issue MCC instructions in vernacular to all State Govt Departments, Central Govt (in English) and to DEOs/RO									
23	ON DATE OF ANNOUNCEMENT		316	ADGP Law and Order to start daily LOR reports within 24 hours									
25	On Poll Day		369	Arrangements for escorts for the poll parties									
25	On Poll Day		370	Arrengement of control room for replacement of EVMs, Polling personnel, Law and Order, Biolation of Model Code of Conduct etc.									
25	On Poll Day		371	Third randomisation in the presence of Political Parties.									

S.	Subjects	Responsible Officr for reporting	Activity No.	Δctivities	PRE- ANNOU NCEME NT	ANNOU NCEME NT TO PRE- NOTIFI CATION	NOTIFI CATION ONWA RDS	LAST_4 8_HOU RS PRIOR TO_PO LLS	ipoii n	POST P	Start_D ate MM- dd- yyyy	End_Da te MM- dd- yyyy	Reason s for Delay
25	On Poll Day		372	Presence of BLOs and BLAs at their respective polling stations									
25	On Poll Day		373	Last minute hands on briefing to polling personnel for EVMs and Non EVM related issues.									
25	On Poll Day		374	Three reports at 1300 hrs., second by 1900 hrs, third by 0700 hrs next day to CEO									
25	On Poll Day		375	Reports regarding percentage of poll at 9AM, 11AM, 1 PM. 5PM									
25	On Poll Day		376	OK report of the reaching and returing polling parties									
25	On Poll Day		377	Electricity demartment to ensure uninterrupted power supply in all polling stations.									
25	On Poll Day		378	OK report of polling parties reaching their polling stations.									
25	On Poll Day		379	Mock poll status before 9 and completion of mock poll status before 1 hour of actual poll									
25	On Poll Day		380	Power backup facility at distribution and reception centres.									
25	On Poll Day		381	Reception Centre when the polling party returns									
25	On Poll Day		382	Arrangement of medical kits and first aid box at dispersal and reception centres									
25	On Poll Day		383	Arrengements to collect sealed EVMs, PrC diaries, form 17A,17C and other statutory items									