S.	Subjects	Responsible Officr for reporting	Activity No.	Activities	PRE-ANNOUNCEMENT	ANNOUNCEMENT TO PRE-NOTIFICATION	NOTIFICATION ONWARDS	LAST_48_HOURS PRIOR TO_POLLS	--POLL_DAY--	-POST_POLL_DAY-	Start_Date MM-dd-yyyy	End_Date MM-dd-yyyy	Reasons for Delay
1	RO/ARO	Dy DEO	1	Selection of RO									
1	RO/ARO	Dy DEO	2	Additional 2 ARO for Nomination and 1 ARO for ETPBS Total 3 per AC									
1	RO/ARO	Dy DEO	3	Additional ARO (for counting)									
2	ELECTORAL ROLL	Dy DEO	4	Draft Publication of rolls and conducting Standing Committee meeting									
2	ELECTORAL ROLL	Dy DEO	5	Final Publication rolls - integrated Mother roll plus one supplementary									
2	ELECTORAL ROLL	Dy DEO	6	Supply to political parties/Candidates									
2	ELECTORAL ROLL	Dy DEO	7	Alphabetical list of electoral rolls for dissemination									
2	ELECTORAL ROLL	Dy DEO	8	No suomoto deletions from date of Final publication of 2018 rolls									
2	ELECTORAL ROLL	Dy DEO	9	No deletions and modifications after date of announcement									
2	ELECTORAL ROLL	Dy DEO	10	Printing of deletion and modification supplementary within 10 days of announcement									
2	ELECTORAL ROLL	Dy DEO	11	Holding Camp of BLOs at respective PS on first Sunday after announcement									
2	ELECTORAL ROLL	Dy DEO	12	Printing supplementary of inclusions on the last day of nomination- (Disposal of continuous updating preparation of manuscript)									
2	ELECTORAL ROLL	Dy DEO	13	Supply of copy of marked copy to Candidates									
2	ELECTORAL ROLL	Dy DEO	14	list of disqualified persons(absconded/ NBW pending, etc)									
2	ELECTORAL ROLL	Dy DEO	15	Printing of Photo Voters Slips									
2	ELECTORAL ROLL	Dy DEO	16	Distribution of Photo Voters Slip									
3	EVM / VVPAT MANAGEMENT	Dy DEO	25	Notice to political Parties regarding EVM Setting									
3	EVM / VVPAT MANAGEMENT	Dy DEO	26	Demonstration & Intimation to candidate, regarding preparation of EVMs									
3	EVM / VVPAT MANAGEMENT	Dy DEO	29	Distribution of List and EVM to ARO									
3	EVM / VVPAT MANAGEMENT	DY DEO	33	Notice to candidates of date of preparation of EVM one week in advance									
3	EVM / VVPAT MANAGEMENT	DY DEO	37	Availability of EVM Engineers									
3	EVM / VVPAT MANAGEMENT	Dy DEO	42	Have dedicated staff for data entry at each stage in EVM tracking software									
3	EVM / VVPAT MANAGEMENT	Dy DEO	45	EVM for Re-poll									
5	ELECTION RELATED MATERIAL	Dy DEO	76	Updated list of disqualified persone by Election Commission u/s 8A,0,10A of RP act 1951 to be made availble to RO									
6	STATUTORY	Dy DEO	95	Meeting of contesting candidates/ take specimen signatures of candidates/agents for circulating to PrO									
7	POLLING PERSONNEL	Dy DEO	107	ROs training at State level									
7	POLLING PERSONNEL	Dy DEO	118	An exclusive AERO for counting									
7	POLLING PERSONNEL	Dy DEO	119	List of Sector Officers and Nodal Officers									
7	POLLING PERSONNEL	Dy DEO	121	Polling Personnel should be added as voter in the constituency and EPIC be issued.									
7	POLLING PERSONNEL	Dy DEO	122	Certificate by DEO regarding Randomization of Polling Party in 3 stages to Election Commission.									
7	POLLING PERSONNEL	Dy DEO	123	Formation of SVEEP Committtee									
7	POLLING PERSONNEL	Dy DEO	124	Formation of various teams such Statis Surveliance team, Video Viewing team, Video Surveliance team, Flying Squad team, Accounting teams, Assistant Expenditure Observer, Liqour Monitoring team, Control room team									
8	POSTAL BALLOT/EDC	Dy DEO	144	Purchase of QR Code Scanner									
8	POSTAL BALLOT/EDC	Dy DEO	147	Nodal Officer for Postal Ballot									
10	STRONG ROOM /COUNTING VENUE	Dy DEO	173	Joint visit with Police									
10	STRONG ROOM /COUNTING VENUE	Dy DEO	174	Proposal to CEO for approval(through Divisional Commissioner)									
11	POLLING STATION	Dy DEO	180	Sending proposals for change of buildings									
11	POLLING STATION	Dy DEO	182	Supply of PS list to Political Parties									
11	POLLING STATION	Dy DEO	188	Insufficient Government buildings for polling Station and action under 160/166 of RP act 1951 for private buildings									
13	INTERFACE WITH POLITICAL PARTIES/ CONTESTING CANDIDATES	Dy DEO	197	Constitute of Standing Commitiee									
13	INTERFACE WITH POLITICAL PARTIES/ CONTESTING CANDIDATES	Dy DEO	198	Polling station									

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13	INTERFACE WITH POLITICAL PARTIES/ CONTESTING CANDIDATES	Dy DEO	199	Nomination									
13	INTERFACE WITH POLITICAL PARTIES/ CONTESTING CANDIDATES	Dy DEO	200	Conduct-MCC									
13	INTERFACE WITH POLITICAL PARTIES/ CONTESTING CANDIDATES	Dy DEO	201	Expenditure Monitoring with Political Party									
13	INTERFACE WITH POLITICAL PARTIES/ CONTESTING CANDIDATES	Dy DEO	202	Expenditure Monitoring with Candidate									
13	INTERFACE WITH POLITICAL PARTIES/ CONTESTING CANDIDATES	Dy DEO	203	expenditure monitoring -fixing of rates by DEO & intimation to the Political Parties & Candidates									
13	INTERFACE WITH POLITICAL PARTIES/ CONTESTING CANDIDATES	Dy DEO	204	Counting									
13	INTERFACE WITH POLITICAL PARTIES/ CONTESTING CANDIDATES	Dy DEO	205	Appointment of Election Agent/ Counting Agent									
14	MCC RELATED	Dy DEO	206	Handing over copy of law relating to election offences to candidates									
14	MCC RELATED	Dy DEO	207	Formation of MCC team AC/PC wise.									
14	MCC RELATED	Dy DEO	214	Ensure officers connected to election work are not posted in their home district and 3+ years policy									
20	MEETINGS BY DEO WITH FOLLOWING	Dy DEO	278	WBSEDCL, BSNL, Mobile service Operator									
20	MEETINGS BY DEO WITH FOLLOWING	Dy DEO	279	Excise Deptt									
20	MEETINGS BY DEO WITH FOLLOWING	Dy DEO	280	Income Tax Deptt									
20	MEETINGS BY DEO WITH FOLLOWING	Dy DEO	281	Transport Department									
20	MEETINGS BY DEO WITH FOLLOWING	Dy DEO	282	PHE, PWD and Panchayat. Corporation/ Municipalities									
20	MEETINGS BY DEO WITH FOLLOWING	Dy DEO	283	Petrol Pump									
20	MEETINGS BY DEO WITH FOLLOWING	Dy DEO	284	Mobile service provider									
20	MEETINGS BY DEO WITH FOLLOWING	Dy DEO	285	Fire Brigade									
20	MEETINGS BY DEO WITH FOLLOWING	Dy DEO	286	Health									
20	MEETINGS BY DEO WITH FOLLOWING	Dy DEO	287	Postal department									
20	MEETINGS BY DEO WITH FOLLOWING	Dy DEO	288	Telecommunication Providers									
20	MEETINGS BY DEO WITH FOLLOWING	Dy DEO	289	Political Parties									
20	MEETINGS BY DEO WITH FOLLOWING	Dy DEO	290	Thematic Nodal Officers									
20	MEETINGS BY DEO WITH FOLLOWING	Dy DEO	291	Escort/Liaison officers for observers									
20	MEETINGS BY DEO WITH FOLLOWING	Dy DEO	292	Police Officers									
20	MEETINGS BY DEO WITH FOLLOWING	Dy DEO	293	Contesting candidates									
20	MEETINGS BY DEO WITH FOLLOWING	Dy DEO	294	EVM & VVPAT Technicians / Engineers									
21	MEETING OF AROS, EROS WITH FOLLOWING	Dy DEO	295	Sector Officers									
21	MEETING OF AROS, EROS WITH FOLLOWING	Dy DEO	296	Thematic Nodal Officers and teams									
21	MEETING OF AROS, EROS WITH FOLLOWING	Dy DEO	297	Meetings with BLOs periodically									
21	MEETING OF AROS, EROS WITH FOLLOWING	Dy DEO	298	Department like PWD, PHE, Rural Development, MPSRDC, NHAI									
22	OTHERS	Dy DEO	302	Establishment Control Room									
22	OTHERS	Dy DEO	308	Issue orders for MCMC at state/district level									
23	ON DATE OF ANNOUNCEMENT	Dy DEO	311	DEO to call meeting of all AROs, SP/CP, and all Nodal Officers and start MCC related work of removing hoardings, banners, etc									
23	ON DATE OF ANNOUNCEMENT	Dy DEO	313	DEO to call similar meeting of Press									
23	ON DATE OF ANNOUNCEMENT	Dy DEO	315	DEOs to issue similar instructions									
24	Expenditure Monitoring	Dy DEO	320	Appointment of Nodal Officer									
24	Expenditure Monitoring	Dy DEO	321	Formation of Asstt. Exp. Mon. Observers, FS,SST,VST,VVT, etc teams									

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24	Expenditure Monitoring	Dy DEO	325	EO to coordinate with various law enforcement agencies such as income tax, police,BSF/SSB, State Excise and DRI									
24	Expenditure Monitoring	Dy DEO	326	Appointment of various expenditure monitoring teams like FST,VST,VVT,MCMC,Accounting Team,Liquor Monitoring Team etc									
24	Expenditure Monitoring	Dy DEO	329	To arrange meeting with banks for suspicion transactions, ATM vans etc									
3	EVM / VVPAT MANAGEMENT	RO	24	Set up one room in RO office for permanent display									
3	EVM / VVPAT MANAGEMENT	RO	34	Preparation of EVMs by RO/ARO									
3	EVM / VVPAT MANAGEMENT	RO	35	Prepare sealed envelopes PS wise containing EVM IDs									
3	EVM / VVPAT MANAGEMENT	RO	44	Logistics for Replacement of faulty EVM on Poll Day by Sector Officer within half an hour									
6	STATUTORY	RO	89	Scrutiny									
6	STATUTORY	RO	90	Withdrawal of nominations									
6	STATUTORY	RO	91	Prepare final list of candidates and inform CEO									
6	STATUTORY	RO	92	Allotment of symbol & list of contesting candidates (publication & dispatch to CEO)									
6	STATUTORY	RO	93	Issue I Cards, as per ROs Manual									
6	STATUTORY	RO	94	ROs to issue orders for persons authorized to check candidates account									
6	STATUTORY	RO	96	Form 7A - List of Contesting Candidates									
6	STATUTORY	RO	97	Distribution of I card, Roll, List of Polling stations to Candidates									
7	POLLING PERSONNEL	RO	98	Collect information of poll personnel									
7	POLLING PERSONNEL	RO	106	First level training (Issue Photo identity cards to PrO& PO-I)									
7	POLLING PERSONNEL	RO	108	First level training (Issue Photo identity cards to PO-II & PO-III)									
8	POSTAL BALLOT/EDC	RO	151	RO report to DEO in format - 3,4 and 5									
11	POLLING STATION	RO	175	Preparing list plan of PS									
11	POLLING STATION	RO	177	Physical verification of each PS									
11	POLLING STATION	RO	179	Identification of Auxiliary PS									
11	POLLING STATION	RO	181	Preparing list of Polling Station									
11	POLLING STATION	RO	187	Ensure 10% of physical verification by RO									
11	POLLING STATION	RO	189	Documentation (photo or videography) of basic minimum facility like power supply, water supply, Shade, Ramp, Signage, Toilet, furniture etc									
11	POLLING STATION	RO	190	Scrutiny sheet (Annexure 4 and 5 of Chapter II of RO Handbook) which gives broad outline of Polling Station in Assembly									
14	MCC RELATED	RO	213	Single Window System									
22	OTHERS	RO	300	Ensure safe deposit of papers related to nominations/scrutiny, etc - check ROs Manual									
24	Expenditure Monitoring	RO	322	Every candidate shall keep separate account and record of all expenditure incurred from filing nominations till the date of result(Sec 77(1),86 of RP act 1951)									