ELECTION COMMISSION OF INDIA
ELECTION PLANNER

Columns: Starting Day | End Day | Duration of Days
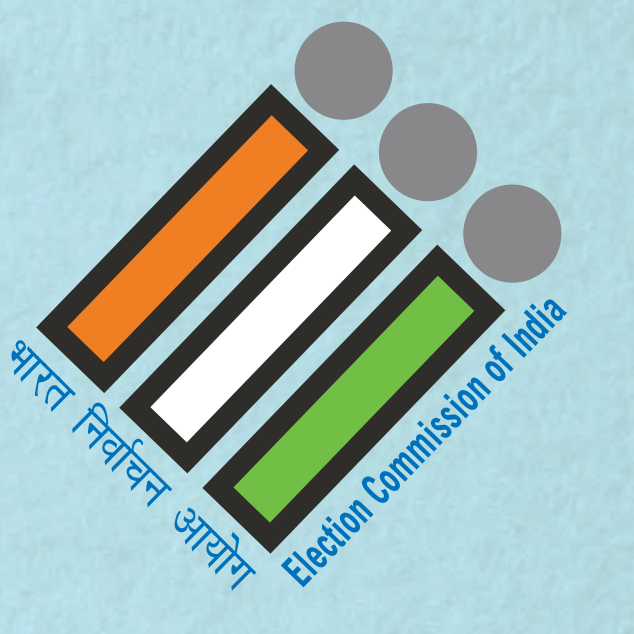
MORE THAN SIX MONTHS BEFORE POLL DAY

#	Activity	Start	End	Duration
1.	KAP (Knowledge, Attitude, Practice) Survey	300	240	61
2.	Database preparation	210	180	31

SIX MONTHS BEFORE POLL DAY

#	Activity	Start	End	Duration
3.	Standard Rate Card of all Newspapers/TV/Radio/Cable channels	180	179	2
4.	Complaint management	180	P	181

FIVE MONTHS BEFORE POLL DAY

#	Activity	Start	End	Duration
5.	Training of DEO, RO, SLMT, media, political parties, functional cells at State Level	150	110	41
6.	Procurement of EVMs, power packs, seals, tags, etc	150	140	11

FOUR MONTHS BEFORE POLL DAY

#	Activity	Start	End	Duration
7.	First-level checking of EVMs	120	90	31
8.	Preparation of the District SVEEP plan	120	110	11
9.	Updating of DEO's website	120	P	121
10.	Updating of CEO's website and CEO's portal on ECI website	120	P	121
11.	Polling personnel: category-wise requirement: firming up	120	115	6
12.	Polling station: Physical verification	110	90	20
13.	SVEEP: Preparation of campaign material	100	80	21

THREE MONTHS BEFORE POLL DAY

#	Activity	Start	End	Duration
14.	Stock-taking and requirement assessment of forms/stationery for Poll, Commissioning, Counting including reserves	90	80	11
15.	Polling station: Interface with political parties/contesting candidates	75	75	1
16.	Team formation for sectors	75	74	2
17.	Budget: preparation	75	70	6
18.	Information Booklet Preparation - DEM	75	70	6
19.	Requirement: fixing up (for polling personnel & sector)	70	70	1
20.	Formation of State and District SVEEP Core Team	70	69	2

TWO MONTHS BEFORE POLL DAY

#	Activity	Start	End	Duration
21.	Financial allotment	60	58	3
22.	Tendering and procurement of materials	60	40	21
23.	Preparation of SVEEP creatives and Media plan	60	40	21
24.	Selection of printing press for ballot papers	60	60	1
25.	Selection of Strong Room Counting Venue	60	55	6
26.	Workshop for Campus Ambassadors	50	48	3
27.	Infrastructure for CPF camps (by Police)	50	45	6
28.	Training of Assistant Expenditure Observers	50	45	6
29.	Training of teams for Expenditure Monitoring	50	45	6
30.	Activate BAGs	50	45	6
31.	Appoint State and District Icons	50	45	6
32.	Force deployment planning	50	41	10
33.	Vulnerability mapping and visit by sectors (at least 3 times)	50	P	51
34.	Preparation of communication plan	50	45	6
35.	Training at RO's level	46	45	2
36.	Proposal for engagement of Special Executive Magistrate/Sector Magistrate to CEO	45	45	1
37.	Raids on illicit liquors/arms, etc.and track on NBWs	45	1	45
38.	Law & Order: Criticality analysis	45	40	6
39.	Training of Sector Officers	45	41	5
40.	Interface with Police: Nomination/MCC/Exp. Monitoring/Single Window System	45	44	2
41.	Strong Room / Counting Venue: Visit of DEO/SP	45	44	2
42.	Meeting: Income Tax Department	45	45	1
43.	Meeting: Excise Department	45	45	1
44.	Provisions of Model Code of Conduct	41	40	2
45.	Vehicles: Requisition	43	40	4
46.	Proposal for Counting Centre/Strong Room for approval of Commission	40	39	2
47.	Fixing up of rates of items by DEO	40	39	2
48.	Deployment of FS / SST / VST, etc.	40	P	41
49.	Inter-State Border Meeting (where applicable)	40	40	1
50.	Appointment of Add. ARO	40	40	1
51.	Implementaion of SVEEP plan	40	P	41
52.	IT: Single Window System for Permissions (SUVIDHA)	40	2	39
53.	Appointment letter generation through 1st randomization	40	38	3
54.	Expenditure monitoring: fixing of rates by DEO and intimation to the political parties and Candidates	42	41	2
55.	Media: Regular briefing	40	P	41
56.	Issuance of order under section of 144 CrPC	40	40	1
57.	Imposition of ban on carrying firearms and deposition of licensed arms	40	40	1
58.	Traning of Police Personnel (at District Level)	40	39	2
59.	Information Centre: At RO	40	P	41
60.	Interface with political parties: Expenditure Monitoring with political parties	40	40	1
61.	Issue and collect Sankalp Patras/Pledge letters through schools	40	10	31
62.	Proposal for shifting/ setting up of Auxiliary Polling Stations	37	37	1
63.	Police matters: Sector officer training	36	35	2
64.	Polling personnel: Servicing of appointment orders	35	30	6
65.	Meeting: Mobile service provider	35	35	1
66.	Meeting: Line Department, PME/PWD/ULBs/Panchayat	35	35	1
67.	Training of Police personnel at Sub-division level	35	35	1
68.	2nd Training of Assistant Expenditure Observers	35	35	1
69.	Proper Signage at Polling Stations	35	30	6
70.	Interface with Postal department	35	35	1
71.	Route Chart preparation	34	30	5
72.	Observer: Place of stay etc	31	31	1

ONE MONTH BEFORE POLL DAY

#	Activity	Start	End	Duration
73.	Authority Letters for Media persons to be obtained from ECI	31	29	3
74.	EVM: Awareness programme	30	10	21
75.	Training of Police personnel at Police Station Level	30	30	1
76.	Physical segregation for training EVMs	30	30	1
77.	Training by Expenditure Observer	30	30	1
78.	EVM: 1st Randomisation with due notice to recognised political parties	30	30	1
79.	Police Training	30	25	6
80.	Observer Vehicle/PSO engagement	30	28	3
81.	Observer Liaison Officer Training	30	28	3
82.	Observer: Place of stay - identification & selection	30	30	1
83.	Publication of polling station list	30	29	2
84.	Selection of Strong Room - through joint inspection with police	30	28	3
85.	Training of videographers/photographers	30	30	1
86.	Training of PP (1st Training: Small Groups)	27	25	3
87.	Uploading information on Nomination and Affidavit in genesys and Form 7A	25	15	11
88.	Appointment of Election Agent/Counting Agent	25	P+3	28
89.	Nomination	25	18	8
90.	Media: publication of mandatory notices like poll schedule, Govt. dues of candidates, alternative documents for identification of electors, observer details, helpline no., etc.	25	15	11
91.	Close Monitoring and evaluating SVEEP strategies	25	5	21
92.	EVM: Preparedness for Commissioning - venue selection and preparation, notice to candidates, training of staff, deployment of personnel, procurement of ballot paper and other materials, meeting with police	20	10	11
93.	Electoral Roll: Final publication of 2nd Supplement after the last day of nomination- (Disposal of continuous updation)	18	17	2
94.	Printing of Electoral Roll in alphabetical order	18	17	2
95.	Distribution of I-card, Roll, list of polling stations, electoral rolls to candidates	18	17	2
96.	Preparation of roll (marked copy)	18	14	5
97.	Electoral Roll: Supply to political parties/Candidates	18	17	2
98.	Allotment of Symbol	17	17	1
99.	Meeting: Expenditure Monitoring with Candidates	17	17	1
100.	Scrutiny	17	17	1
101.	Statutory: Withdrawal	16	15	2
102.	Printing of postal ballot papers for service voters	15	15	1
103.	Dispatch of ballot papers of service voters	15	14	2
104.	Printing of braille ballot	15	12	4
105.	Priniting of ballot papers	15	14	2
106.	Form 7A-Preparation	15	15	1
107.	Training of Micro-observers	15	15	1
108.	Polling Station: Readying for poll	15	10	6
109.	Appointment letter generation through 2nd randomization	15	14	2
110.	Updation of database and envelope generation for	15	14	2
111.	Printing of postal ballot papers for other categories	15	13	3
112.	Receiving arrangements for Polled Postal Ballots	15	P+5	21
113.	Mass mobilisation events	15	1	15
114.	Infrastructure for Counting	14	10	5
115.	Dispatch of other categories of postal ballot papers	14	13	2
116.	Polling personnel: Servicing	12	10	3
117.	Polling-station-wise material bagging	12	10	3
118.	2nd Training (Small Teamwise Groups)	11	10	2
119.	Polling-station-wise sorting of Tender Ballots-sealing/packeting	11	10	2
120.	Preparation and distribution of authority letters for poll and counting	10	7	4
121.	Appointment letter generation for Micro-observers (through randomization), VAB, camera personnel	10	10	1
122.	Storage of power pack for Counting Centre	10	10	1
123.	Selection of storage for unused EVMs	10	10	1
124.	Commissioning of EVMs	10	9	2
125.	EVM: 2nd randomization with due notice to candidates; physical segregation	10	10	1
126.	PS wise sorting of Tendered Ballots-Sealing Packeting	10	10	1
127.	Counting personnel engagement	9	7	3
128.	Strong Room preparation	9	7	3
129.	Distribution of Photo Voter Slips and Voter Guide	9	5	5
130.	Law & order: Engagement of Executives/Zonal Magistrates	7	7	1
131.	Polling station premise requisition	7	5	3
132.	Training of Counting personnel	7	7	1
133.	Imposition of order for DRY-DAY	5	5	1
134.	Vehicles: readying for poll - labelling, fuelling, etc.	4	3	2
135.	Arrangements at Polling Stations (Electricity, Water, Furniture, Ramps, Marking of 100 mt. boundary	4	2	3
136.	Voter Assistance Booth Arrangements	3	2	2
137.	Polling personnel: Appointment letter generation through 3rd randomization	2	2	1
138.	3rd Training of PP	2	1	2
139.	IT, Sms-based poll monitoring system	1	P	2
140.	DEO's invitation letter to vote in newspapers	1	P	2
141.	**POLL DAY**	P	P	1
142.	EVM: final storage after poll - DEO strong room	P	P	1
143.	Poll Day reminders through SMS, Tickers on TV channels	P	P	1
144.	Arrangements at Counting Halls	P+1	P+3	3
145.	IT: Counting monitoring system	P+4	P+4	1

Legend: STARTING DAY | END DAY | DURATION OF DAYS

ELECTORAL ROLL · EVM · BALLOT PAPER FOR POLLING STATION · POSTAL BALLOT · MATERIALS · STATUTORY · POLLING PERSONNEL · TRAINING · POLLING STATION · LAW AND ORDER · VEHICLES · INTERFACE WITH POLITICAL PARTIES/CONTESTING CANDIDATES · EXPENDITURE MONITORING · INFORMATION CENTRE · POLICE MATTERS · FINANCIAL MATTERS · COUNTING / STRONG ROOM · OBSERVER · INTIMATION/ MEETING · INFRASTRUCTURE · IT · COMPLAINT MANAGEMENT · MEDIA · SVEEP