



# **District Election Management Plan**

## **Harda, Madhya Pradesh**

**2018**



**Election Commission of India**

**DISTRICT ELECTION MANAGEMENT PLAN (DEMP)**

**(HARDA MP.)**

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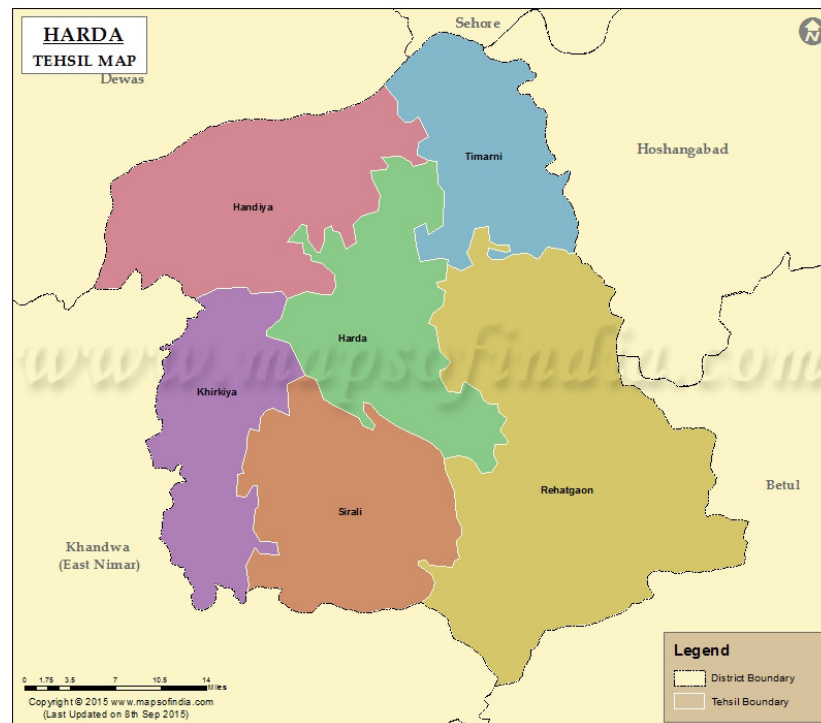
AC .....	Assembly Constituency
AEO.....	Assistant <i>Expenditure</i> Observers
ARO.....	Assistant Returning officer
BLA.....	Booth Level agent
BLO.....	Booth Level Officer
DEO.....	District Election Officer
DSDP.....	District Security Deployment Plan
EPIC.....	Electors Photo Identity Card
EPR.....	Elector - Population Ratio
EVM.....	Electronic voting machine
FLC.....	First Level Checking
MCC.....	Model Code of Conduct
PRO.....	Public relations officer
RO.....	Returning Officer

*"No voter to be left behind"*

SO.....	Sector Officer
SP.....	Superintendent of Police
VM-DEO.....	Vulnerability Mapping – District Election Officer
VVPAT.....	Voter Verifiable Paper Audit Trail

## 1. DISTRICT BRIEFPROFILE

### A. DISTRICT POLITICAL MAP



**B. KEY STATISTICS**

POPULATION – 2011	570465
PROJECTED POPULATION – (Current Year)	636373
POPULATION DENSITY	171
LITERACY RATE TOTAL	72.50
LITERACY RATE MALE	81.4
LITERACY RATE FEMALE	63.27
GROWTH RATE – TOTAL	20.25
GROWTH RATE - URBAN	18.00
GROWTH RATE - RURAL	20.90
NO. OF MUNICIPAL CORPORATIONS	Nil
NO. OF MUNICIPALITIES	03
NO. OF BLOCKS	03
NO. OF Teshil	06
NO. OF GRAM PANCHAYATS	210
NO. OF REVENUE VILLAGES	520+7(flood affected)=527
TOTAL ELECTORS IN DISTRICT	3,79,405
MALE ELECTORS	1,99,784
FEMALE ELECTORS	1,79,621
SEX RATIO – 2011	935
SEX RATIO – (As per final roll)	899
EP RATIO – 2011	64.01

EP RATIO - (As per final roll)	59.62
NO. OF PARLIAMENTARY CONSTITUENCIES (PC)	01 (Betul)
NO. OF POLLING STATIONS (PS)	515
NO. OF POLLING STATION LOCATIONS	440
NO. OF ASSEMBLY CONSTITUENCIES (AC)	02
NO. OF RETURNING OFFICERS (RO)	02
NO. OF AROS	06
NO. OF SECTOR OFFICERS (SO)	31( HARDA) + 31(TIMARNI)=62
NO. OF BLOS	515

### C. BRIEF NOTES ON THE DISTRICT

#### **Harda District : Basic Information**

Harda is a city and municipality in Harda district in the state of Madhya Pradesh. The Harda 'Nagar Palika' was established on 18<sup>th</sup> May 1867 by the British authorities. The district in its current form was carved out from Hoshagabad District on 6<sup>th</sup> July 1998.

Regarding the name of Harda, it is a popular belief that its name came from *Haldi* (turmeric) or 'HARDULJU'. The opinion of some people is that it was a center of God Shiva's followers and the name changed from Hardia to Harda (HoshangabadGazetter/Hindi page 310).

### **The Administrative Set Up**

Harda district is part of the Narmadapuram division of Madhya Pradesh. Harda City is the administrative H.Q. of the Harda district. The district is sub- divided into Six Teshils namely; Harda, Handiya, Khirkiya, Timarni, Sirali, and Rahatgaon. The district has two Assembly Constituencies namely; 134 - Timarni (St) and 135 – Harda.

**134- Timarni(ST)** Constituency has got 2,84,842 population out of which 1,46,298 are Males & 1,38,544 are Females. Population of Constituency is a mix of ST 40%, SC 16% Gurjar 14% Rajput 13% & other are 17% of the population approximately. Minority population is also concentrated in the Timarni&Rahatgaon Town. Total number of voters in constituency is 1,67,945. (Population Projected 2018)

**135- Harda** Constituency has got 3,51,531 population out of which 1,80,816 are Males & 1,70,715 are Females. Population of Constituency is a mix of Gurjar 13%, Rajput 13%, Brahman 5%, Jat 4%, Vishnoi 4%, Kurmi 4%, SC/ST & Other 57% approximately. Minority population is also concentrated in the Harda city. Total number of voters in constituency is 2,11,460. (Population Projected 2018)

### **Peculiarities in demography**

Harda is the least populous district of Madhya Pradesh. Out of the total population of 5,70,465 (Census 2011), 16.28% of population falls under the category of Scheduled Castes and 27.99% under that of Scheduled Tribes. Further, the percentage of working population is 40.49 out of which 3/4th is dependent on agriculture for its livelihood.

### **Terrain**

The district is situated 302 meters above the sea level. Its geographical location is between 21 degrees 53 minutes & 22 degrees 36 minutes N and 76 degrees 47 minutes & 77 degrees 20 minutes E. Located in the central heartland of the Indian Peninsula, with the Narmada river in the north and the Satpura ranges in the South, the district of Harda provides a rich diversity of landscape, of plains, forests, and mountains. The districts of Sehore to the north, Hoshangabad to the northeast, Betul to the southeast, Khandwa to the south & west, and Dewas to the northwest, make up the borders of Harda. The landscape and terrain changes as one travels from north to south. To the north, lie

### **The Infrastructure Availability**

The Institutions like Government Polytechnic, Arts & Commerce College and ITI are operational in the district. The majority of the population is dependent on agriculture with 80% of the total area under cultivation being irrigated. To further agricultural growth, the Krishi Vigyan Kendra (KVK) was established in the year 2005. As far as the connectivity is concerned, Harda is connected by road and rail transport to different parts of the country. Harda railway station is situated on the Delhi-Mumbai route and part of the west central division of the Indian Railways.

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### **Weather & Periods of Inaccessibility & Places of Inaccessibility**

The climate is tropical in Harda. In winter, there is much less rainfall in Harda than in summer. This climate is considered to be Aw according to the Köppen-Geiger climate classification. The average temperature in Harda is 26.5 °C. The rainfall here averages 1261.7 mm. Due to all weather road connectivity across the district, all the parts of the

### **General Law and Order Situation Constituency Wise**

There are six police stations in Harda district. The six police stations are each located in six Tehsils of the district.

#### **Constituency Specific General Law & Other:**

#### **134- TIMARNI (ST)**

This constituency covers Timarni, both urban and rural area, Sirali and Rahatgaon Tehsil. There are 3 Police stations namely; Timarni, Sirali and Rahatgaon. This constituency has approximately 97% majority and 3% minority population. Population of constituency is a mix of ST 40%, SC 16%, Gurjar 14%, Rajput 13%, & 17% that of others approximately. This constituency is communally peaceful.

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

PC	AC	TURNOUT IN LAST (2014) PARLIAMENTARY ELECTION IN %					TURN OUT IN LAST(2013 )ASSEMBLY ELECTION IN %				
		MALE	FEMALE	OTHERS	PB	TOTAL	MALE	FEMALE	OTHERS	PB	TOTAL
BETUL	134 TIMARNI	69.99	60.08		0	65.28	77.18	73.62		0	75.49
	135 HARDA	68.86	57.14		0	63.32	79.09	76.01		0	77.64

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

SL. NO.	ACTIVIY	NUMBERS
1	Number of Police Stations	08
2	Vulnerable hamlets/pockets identified in last General election	26
3	Vulnerable Voters identified in last general election	25
4	Number of intimidators identified in last general election	53
5	Preventive Action taken vs intimidators in last general election	Preventive action taken under Sections 107, 106,151 CrPC, 110 NSA
6	Total preventive action taken under various sections of CrPc in last general election	1469
7	NBW executed in last general election	199
8	Election related offences of Last LS election	03
9	Election related offences of last Assembly elections	02
10	Total licensed arms/ Arms deposited in last general election	936
11	Other Preventive action, externment, etc in last general election	Preventive action taken under Sections 107, 106,151 CrPC, 110 NSA
12	<b>Seizure of illegal arms</b> and ammunition in last general election	29
13	<b>Seizure of liquor</b> in last general election	585 Liters
14	<b>Seizure of cash</b> in last general election	Nil
15	Major law and order issue in last one year	Farmers' agitation



**D. PARLIAMENTARY CONSTITUENCY AND ASSEMBLY CONSTITUENCIES IN THE DISTRICT**

<b>29-Betul</b>	
134 Timarni	135 Harda

**E. ELECTION MANAGEMENT MACHINERY**

SL. NO	DESIGNATION	NAME	OFFICE ADDRESS	OFFICENUMBER (WITH STDCODE)	MOBILE NUMBER	FAX NUMBER	EMAIL ID
1	DEO	Shri S.Viswanathan	Collector Office . Harda	07577-225006	9435546695	07577-225011	Deoharda01@gmail.com
2	Deputy DEO	Shri B.L Kochale	Collector Office . Harda	07577-225012	9174440110	07577-225011	
3	ERO 1	Shri J.P Saiyam	SDM Office. Harda	07577-225002	9425888964	-	sdmofficeharda@gmail.com
4	ERO 2	Smt. Priyanka Goel	SDM Office. Timarni	07577-222311	9425452020	-	sdmtimarni@gmail.com
5	AERO 1	Tehsildar Harda	Tehsildar Office Harda	07577-230174	8435475275	-	tehharda@gmail.com
6	AERO2	Tehsildar Timarni	Tehsildar Office Timarni	07577-225008	8435475275	-	tehsildaar.timarni@gmail.com
7	Nodal Officer MCC	Shri B.L Kochale	Collector Office . Harda	07577-225012	9174440110	07577-225011	
8	Nodal Officer Postal Ballot	Shri Rajendra Jatav	Collector Office Treasury Office Harda		8458848291		toharda@mptr-treasury.org
9	Sector Officer	Shri J.P Saiyam	RO.Office. Harda 135	7577-225002	9425888964		<a href="mailto:sdmofficeharda@gmail.com">sdmofficeharda@gmail.com</a>
		Smt. Priyanka Goel	RO. Timarni 134	07577-222311	9425452020		<a href="mailto:sdmtimarni@gmail.com">sdmtimarni@gmail.com</a>

## 2. POLLING STATIONS

### A. POLLING STATION LOCATIONS

PARLIAMENTARY CONSTITUENCY	ASSEMBLY CONSTITUENCY	TOTAL PARTS (POLLING STATIONS)			POLLING STATION LOCATIONS (PSLS)			BREAKUP OF PS L AS PER NO. OF PS IN SAME BUILDING- TOTAL					
		URBAN	RURAL	Total	URBAN	RURAL	TOTAL	1 PS	2 PS	3 PS	4 PS	5 PS	=>6 PS
Betul	1) Timarni 134	19	224	243	15	201	216	193	20	02	01	00	00
	2) Harda 135	84	188	272	56	168	224	183	34	07	00	00	00
<b>GRAND TOTAL</b>	<b>02</b>	<b>103</b>	<b>412</b>	<b>515</b>	<b>71</b>	<b>369</b>	<b>440</b>	<b>376</b>	<b>54</b>	<b>09</b>	<b>01</b>	<b>00</b>	<b>00</b>

**B. POLLING STATION OVERVIEW-ACCESSIBILITY**

PC	AC	TOTAL POLLING STATIONS LOCATIONS	NO. OF PSL ACCESSIBLE BY ALL VEHICLES	NO. OF PSL ACCESSIBLE BY KACHCHA ROAD-REQUIRING A SPECIFIC VEHICLE FOR TRANSPORT	NO.OF PSL ACCESSIBLE ONLY BY BOATS	NO. OF PSL ACCESSIBLE ONLY BY AIR	NO. OF PSL ACCESSIBLE ONLY BY FOOT	NO.OF PSL ACCESSIBLE BY OTHER MODES _ SPECIFY
BETUL	1-TIMARNI 134	216	216	NA	NA	NA	NA	NA
	2.HARDA 135	224	224	NA	NA	NA	NA	NA
TOTAL	02	440	440	NA	NA	NA	NA	NA

**C. POLLING STATION OVERVIEW–TELECOM CONNECTIVITY**

PC	AC	TOTAL POLLING STATIONS	NO. OF PS WITH ONLY LANDLINE CONNECTIVITY	NO. OF PS WITH ONLY MOBILE CONNECTIVITY	NUMBER OF PS WITH NO TELEPHONE CONNECTIVITY
BETUL	TIMARN I 134	243	0	0	58
	HARDA 135	272	0	0	0
<b>TOTAL</b>		<b>515</b>	<b>0</b>	<b>0</b>	<b>58</b>

**D. POLLING STATION OVERVIEW–BASIC MINIMUM FACILITIES**

PC	AC	TOTAL POLLING STATIONS	NO.OF PS WITH OUT RAMPS	NO. OF PS WITH OUT ELECTRICITY CONNECTION	NO. OF PS WITH ELECTRIC CONNECTION BUT WITHOUT ELECTRIC FIXTURES	NO. OF PS WITHOUT DRINKING WATER FACILITIES	NO. OF PS WITH OUT TOILET FACILITIES	NO. OF PS WITH TOILETS BUT WITHOUT RUNNING WATER FACILITY	NO. OF PS WITHOUT INTERNET CONNECTIO N
BETUL	TIMAR NI 134	243	0	0	00	0	0	0	0
	HARDA 135	272	0	0	00	0	0	0	0
<b>TOTAL</b>		<b>515</b>	<b>0</b>	<b>0</b>	<b>00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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**E. POLLING STATION OVERVIEW–INFRASTRUCTURE**

<b>PC</b>	<b>AC</b>	<b>TOTAL POLLING STATIONS</b>	<b>TOTAL PSL</b>	<b>TYPE OF BUILDING- PUCCA/ KACHCHHA/ TEMPORARY</b>	<b>NO. OF PS BUILDINGS/ ROOMS IN GOOD CONDITION</b>	<b>NO. OF PS REQUIRING BUILDING REPAIR WORK</b>	<b>NO. OF PS REQUIRING ELECTRIC REPAIR WORK</b>	<b>NO. OF PS LACKING BASIC FURNITURE FOR POLL DAY</b>	<b>NO.OF PSL WITH NO SEPARATE TOILET FACILITIES FOR MEN ANDWOMEN</b>
BETUL	TIMARNI 134	243	209	PUCCA	243	Nil	00	00	02
	HARDA 135	272	236	PUCCA	272	Nil	00	00	00
TOTAL		515	445		515	Nil	00	00	02

**F. VULNERABLE PS/ ELECTORS**

PC	AC	TOTAL NO. OF POLLING STATIONS (PS)	NO. OF PS WHERE VULNERABLE PERSONS/FAMILIES/HOUSEHOLDS/SEGMENTS/POCKETS HAVE BEEN IDENTIFIED	NO. OF VULNERABLE VOTERS IDENTIFIED IN THESE PS	NO. OF INTIMIDATORS IDENTIFIED	WHETHER PS WISE DETAILS OF COL-UMN 4,5 and 6 ENTERED IN LOR PORTAL
BETUL	TIMARNI 134	243	36	131	30	-
	HARDA 135	272	07	27	10	-
TOTAL		515	43	158	40	-

**G. POLLING STATION LOCATION WISE ACCESSIBILITY PLAN**

NAME OF AC	NAME OF POLLING STATION LOCATION	NAME, DESIGNATION and MOBILE NUMBER OF SECTOR OFFICER	MODE OF ACCESS	DISTANCE FROM NEAREST PUC ROAD	DISPATCHING/RECEIVING CENTER	DISTANCE FROM DISPATCHING/RECEIVING CENTER	APPROXIMATE TIME TAKEN TO REACH TO/FROM RECEIVING/ DISPATCHING CENTER TO PSL	BLOCK HQ	DISTANCE FROM BLOCK HQ	APPROXIMATE TIME TAKEN TO REACH TO/FROM BLOCK HQs TOPSL
TIMARNI 134	<b>FOLLOW THE HYPERLINK FOR THE REQUIRED INFORMATION</b>									
HARDA 135										

**H. POLLING STATION WISE BASIC DETAILS PROFILING AND WORK TO BE DONE**

AC	POLLING STATION LOCATION ADDRESS	PS NAME AND NUMBER	TYPE OF BUILDING	CRITICALITY- YES/NO	NO. OF ELECTORS			VULNERABILITY		CONTACT PERSON NAME AND MOBILE NO.	BLO NAME AND CONTACT NUMBER	NEAREST POLICE STATION AND DISTANCE IN KMS	CONTACT NUMBERS	LIST OF REPAIR WORK TO BE DONE	OFFICER RESPONSIBLE AND DATE DEADLINE	LIST OF INFRASTRUCTURE TO BE ADDED - SUCH AS RAMP, FIXTURES, FURNITURE	OFFICER RESPONSIBLE AND DATE DEADLINE
					M	F	T	NO. OF PERSONS	NO. OF INTIMIDATORS								

**FOLLOW THE HYPERLINK FOR THE REQUIRED INFORMATION**





**B. VARIOUS TEAMS REQUIRED-EEM**

Name of AC	SST		VST		VVT		FST		ACCOUNTING TEAMS		ASSISTANT EXPENDITURE OBSERVER		MANAGEMENT OF CALL CENTER	
	NO. REQUIRED	COMPOSITION	NO. REQUIRED	COMPOSITION	NO. REQUIRED	COMPOSITION	NO. REQUIRED	COMPOSITION	NO. REQUIRED	COMPOSITION	NO. REQUIRED	COMPOSITION	NO. REQUIRED	COMPOSITION
Timarni 134	03	03	03	03	02	02	03	03	01	01	01	01	03	03
Harda 135	03	03	03	03	02	02	03	03	01	01	01	01	03	03
<b>TOTAL</b>	<b>06</b>	<b>06</b>	<b>06</b>	<b>06</b>	<b>04</b>	<b>04</b>	<b>06</b>	<b>06</b>	<b>02</b>	<b>02</b>	<b>02</b>	<b>02</b>	<b>06</b>	<b>06</b>

**C. VARIOUS TEAMS REQUIRED-OTHERS**

Name of AC	MCC TEAMS		SVEEP TEAMS		TEAMS FOR ASSISTING OTHER NODAL OFFICERS		MCMC/PAID NEWS MONITORING TEAMS		DISTRICT CONTROL ROOM/HELPLINE MANAGEMENT		EVM MANAGEMENT TEAMS		MATERIALMANAGEMENT AND PROCUREMENT TEAMS	
	NO. REQUIRED	COMPOSITION PER TEAM	NO. REQUIRED	COMPOSITION PER TEAM	NO. REQUIRED	COMPOSITION PER TEAM	NO. REQUIRED	COMPOSITION PER TEAM	NO. REQUIRED	COMPOSITION PER TEAM	NO. REQUIRED	COMPOSITION PER TEAM	NO. REQUIRED	COMPOSITION PER TEAM
Timarni 134	01	03	01	10			01	04	01	09	01	09	01	10
Harda 135	01	03	01	10									01	10
<b>TOTAL</b>	<b>02</b>	<b>06</b>	<b>02</b>	<b>20</b>			<b>01</b>	<b>04</b>	<b>01</b>	<b>09</b>	<b>01</b>	<b>09</b>	<b>02</b>	<b>20</b>

**D. POLLING PERSONNEL REQUIRED**

	PRESIDING OFFICERS		FIRST POLLING OFFICERS		SECOND POLLING OFFICERS		THIRD POLLING OFFICERS		WOMEN POLLING PERSONNEL		RESERVE PRESIDING OFFICERS		RESERVE OTHERS	
	NO. REQUIRED	AVAILABLE	NO. REQUIRED	AVAILABLE	NO. REQUIRED	AVAILABLE	NO. REQUIRED	AVAILABLE	NO. REQUIRED	AVAILABLE	NO. REQUIRED	AVAILABLE	NO. REQUIRED	AVAILABLE
134 Timarni	243	243	243	243	243	243	243	243	-	-	24	24	24	24
135 Harda	272	272	272	272	272	272	272	272	-	-	28	28	28	28
TOTAL	545	545	545	545	545	545	545	545	-	-	52	52	52	52

**E. OTHER PERSONNEL REQUIRED**

H.Q.	CATEGORY	REQUIREMENT	Timarni	REQUIREMENT	Harda	REQUIREMENT
<b>District Election Office Harda</b>	SECTOR OFFICERS	52	Timarni 134	25	Harda 135	27
	DATA ENTRY OPERATORS	05		07		
	STAFF FOR NIGHT DUTY AT CONTROL ROOMS	03		NA		
	MASTER TRAINERS	03		15		
	MICRO-OBSERVERS	To be determined by ECI,		To be determined by ECI.		

**F. PERSONNEL REQUIREMENT & AVAILABILITY**

AC	CATEGORY1	PERSONNEL REQUIRED IN EACH CATEGORY1	PERSONNEL AVAILABLE IN EACH CATEGORY			DEFICIT, IF ANY			HOW WILL THE DEFICIT BE TAKEN CARE OF
			MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	
Timarni 134									
Harda 135									

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

## G. NODAL OFFICERS

SUBJECT TO BE DEALY BY NODAL OFFICER	NAME OF NODAL OFFICER	DESIGNATION AND OFFICE ADDRESS	MOBILE NO.	OFFICE TEL	FAX	EMAIL ID
Manpower Management & Preparation of ID Card	Smt. Priyanka Goel	Joint Collector, Harda	9425452020			sdmtimarni@gmail.com
EVM management	Shri Vijay Singh Thakur	EERES , Harda	8462816797			eeresharda@mp.gov.in
Transport management	Shri Rakesh Ahake	R.T.O , Harda	7869828065			Smart_hrda@yahoo.com
Training management	Shri Vijay Tiwari	Principal, Polytechnic College, Harda	9425044984			hardapoly@yahoo.co.in
Material management	Shri R.S Baghel	Mandi Secratory, Harda	9425326474			mpapmcharda@gmail.com
MCC	Shri B.L KochALE	A.D.M , Harda	9174440110			
Election Expenditure Monitoring	Shri Ramesh Chandewal	District Pension Officer, Harda	9479594511			dpoharda1@gmail.com
SVEEP	Shri H.S Meena	CEO, Zila Panchayat, Harda	9425188267			ceozphar@mp.gov.in
Law and Order	Smt . Hemlata Kuril	Add. SP, Harda	9479993142			spcontrolharda@gmail.com
Ballot paper/dummy ballot	Shri Rajendra Jatav	Treasury Officer, Harda	8458848291			toharda@mptreasury.org
Media	Shri Vitthal Maheshwari	P.R.O Harda	9425039977			proharda@gmail.com
IT and use of technology	Shri Rakesh Patel	District Information Officer, Harda	9424440580			mphad@nic.in
District Nodal Officer Observers	Shri K.S Mujalde	District Excise Officer,Harda	9425342899			Deo.harda@mpexcise.org

District Election Management Plan & Determination of Sector and Zonal	Shri Vishnu Prasad Yadav	Dy.Collector, Harda	9993064486			sdmkhirkiya@gmail.com
District Nodal Officer for all activities like pandal/stage, mic., tents, etc. for distribution of materials, written materials for polling parties, counting and all other election works	i.Shri K.N. Prajapati ii. Shri Dinesh Mishra	Engineer, PWD, Harda CMO, Nagar Palika, Harda	9425189093 9425342899			cmoharda@mpurban.gov.in
District Nodal Officer for arrangement of electricity	Shri Vatan Khade	DGM, MPEB, Harda	94244746700			mpczdgmharda@gmail.com
ETPBS, PB & EDS & preparation of marked copies of electoral rolls	Shri Chavikant Waghmare	Assistant Commissioner, Cooperatives, Harda	9893780413			
District Nodal Officer for Computerization, Randomization of EVM, VVPAT and Polling Party	Shri Rakesh Patel	District Information Officer, Harda	9424440580			mphad@nic.in
District Nodal Officer for Helpline and Complaints	Shri Naman Agrawal	Manager, Public Services Management, Harda	7898106449			loksevaharda@gmail.com
District Nodal Officer for SMS monitoring and Communication Plan & Videography & Webcasting	Shri Abhishek Barjatya	District e-Governance Manager, Harda	9827023003			degmharda@gmail.com

SUBJECT TO BE DEALT BY NODAL OFFICER	NAME OF NODAL OFFICER	DESIGNATION AND OFFICE ADDRESS	MOBILE NO.	OFFICE TEL	FAX	EMAIL ID
Observers	Shri K.S. Mujalde	District Excise Officer, Harda	7987331399			
Complaint management	Shri Naman Agrawal	Manager, Public Services Management, Harda	7000883814			loksevaharda@gmail.com
Communication Plan	Shri Abhishek Barjatya	Manager, District e-Governance, Harda	9827023003			degmharda@gmail.com
Welfare	Shri O.P. Pandey	District Supply Officer, Harda	9009560063			dsohardamp@gmail.com
For contacting migratory voters	Shri J.P. Saiyam, Smt. Priyanka Goel	Joint Collector (ERO Harda) Joint Collector (ERO Timarni)	9425888964 9425452020			<a href="mailto:sdmofficeharda@gmail.com">sdmofficeharda@gmail.com</a> sdmtimarni@gmail.com

**H. LIST OF ZONAL OFFICERS**

AC	ZONAL OFFICER NAME & DESIGNATION	NO. OF PS UNDER THE ZONAL OFFICER	DETAILS OF PS UNDER THE ZONAL OFFICER	CONTACT DETAILS OF ZONAL OFFICER	ASSISTANT ZONAL OFFICER NAME & DESIGNATION	CONTACT DETAILS OF ASSISTANT ZONAL OFFICER

**FOLLOW THE HYPERLINK FOR THE REQUIRED INFORMATION**

**I. LOGISTIC ARRANGEMENTS FOR POLLING PERSONNEL AT PSL**

AC	PSL	NO. OF POLLING PARTY PERSONNEL			NAME AND NUMBER OF SECTOR OFFICER	NAME AND NUMBER OF BLOs	CONTACT PERSON FOR FOOD/BEDDING ARRANGEMENT – (Name and number)	ELECTRICITY CONNECTION AND FIXTURES – (Yes/No)	SEPARATE TOILETS FOR MEN & WOMEN – (Yes/No)
		MEN	WOMEN	TOTAL					
Timarni 134	209								
Harda 135	236								
Total	445								

**FOLLOW THE HYPERLINK FOR THE REQUIRED INFORMATION**



**J. ARRANGEMENTS FOR SECURITY PERSONNEL – DRAFT DISTRICT SECURITY PLAN**

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

**\* Note: To be distributed separately to concerned officials due to the secretive nature of the information contained therein.**

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#### 4. TRAINING PLAN OVERVIEW

##### A. TRAINING PLAN FOR ELECTION PERSONNEL

S. NO.	CATEGORY OF PERSONNEL	NO.OF PERSONNEL TO BE TRAINED	TO BE COMPLETD BY DATE	PERSON RESPONSIBLE
1	Master Trainers at State Level			
2	Master Trainers at District Level	03	Completed on 18-07-2018	CEO, Madhya Pradesh
3	DEO	Trained (01)	Completed on 03-11-2017	ECI
4	DDO/ADM	Trained (01)	Completed on 03-11-2017	ECI
5	RO / ARO	Trained (08)	Completed in June, 2018	ECI
6	Nodal Officers	19	August, 2018	Master Trainers at District Level

S. NO.	CATEGORY OF PERSONNEL	NO.OFPERSONNEL TO BE TRAINED	TOBECOMPLETED BY DATE	PERSON RESPONSIBLE
01	Sector Officer	04	September, 2018	Related RO
02	BLO	04	September, 2018	Related AERO
03	Polling Staff	3300 Approx.	October, 2018	Nodal Officer Training
04	Micro Observers	40	October, 2018	Nodal Officer Training
05	MCC and EEM Teams	06	September, 2018	Nodal Officer MCC & Nodal Officer Expenditure Monitoring
06	Receiving and Dispatching Staff	50	October, 2018	Related RO
07	Videographers	100 Approx	October, 2018	District e-Gov. Manager
08	Political parties	10	September, 2018	Related RO
09	Contesting candidates	10	October, 2018	Related RO
10	Hands on EVM Training to Presiding and First Polling Officers	1100 Approx	October, 2018	Nodal Officer EVM

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**B. TRAINING PLAN FOR POLICE PERSONNEL**

<b>CATEGORIES OF PERSONNEL</b>	<b>NUMBERS TO BE TRAINED</b>	<b>DATE OF COMPLETION OF TRAINING</b>	<b>RESPONSIBLE PERSON/S</b>
Master trainers for District training (DySP and PI)	07	To be conducted one week before the polling day	-
SP/DCP	08	To be conducted one week before the polling day	-
DySP	28	To be conducted one week before the polling day	-
PI	339	To be conducted one week before the polling day	-
OTHERS (SPO)	513	To be conducted one week before the polling day	-

<b>CATEGORIES OF PERSONNEL</b>	<b>NUMBERS TO BE TRAINED</b>	<b>DATE OF COMPLETION OF TRAINING</b>	<b>RESPONSIBLE PERSON/S</b>
PSI	28	1 week before the polling date	Smt. Hemlata Kuril, ASP, Harda & Reserved Inspector
ASI/HC/PC	339	1 week before the polling date	Smt. Hemlata Kuril, ASP, Harda & Reserved Inspector
Forest personnel	80 Approx.	1 week before the polling date	Smt. Hemlata Kuril , ASP, Harda & Reserved Inspector
RTO personnel	20 Approx.	1 week before the polling date	Smt. Hemlata Kuril, ASP, Harda & Reserved Inspector
Others (please specify)	513	1 week before the polling date	Smt. Hemlata Kuril , ASP, Harda & Reserved Inspector

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## 5. MOVEMENT PLAN

### A. OVERVIEW OF ROUTES AND NUMBER OF SECTOR OFFICERS AND ASSISTANT SECTOR OFFICERS

PC	AC	NUMBER OF ROUTES	AVERAGE NO.OF POLLING STATIONS IN EACHROUTE	TOTAL NO. OF SECTOR OFFICERS
BETUL	134 TIMARNI	40	06	25
	135 HARDA	59	06	26
TOTAL		99	12	51

**B. ROUTE DETAILS**

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

**FOLLOW THE HYPERLINK FOR THE REQUIRED INFORMATION**

*Please provide route maps.*

**C. SECTOR OFFICER TRIPS PLANNED**

PC	NAME OF AC	PURPOSE OF TRIP	DATE OF TRIPS
Betul 29	Timarni 134 Harda 135	VULNERABILITY MAPPING	Within one week after the release of election notification from ECI, One day before the polling day
		BMF ASSESMENT	
		SPECIAL CAMP FOR SUMMARY REVISION	
		GRAM SABHA DURING SUMMARY REVISION	
		VISITING LOW EP/GENDER RATIO PS	

#### D. VEHICLE REQUIREMENT & AVAILABILITY

PC	AC	REQUIREMENT WITH PURPOSE			AVAILABILITY				SHORTAGE IF ANY	HOW IS SHORTAGE TO BE ADDRESSED
		PURPOSE	NO. OF REQUIRED VEHICLES	TYPE OF VEHICLES	NO. OF AVAILABLE VEHICLES WITH DRIVERS	SOURCE	NO. OF AVAILABLE VEHICLES WITHOUT DRIVERS	SOURCE		
BETUL 29	134 TIMARNI 135 HARDA	FOR OBSERVERS	06	Car, Jeep	06	To be acquired by the district administration vide Section 160 of RPA 1951	NA	NA	NA	NA
		FOR MCC TEAMS	06	Jeep	06		NA	NA	NA	NA
		Polling Parties	95	Bus, Mini bus, Tractor, Jeep	95		NA	NA	NA	NA
		Sector Magistrate	52	Jeep	48		NA	NA	NA	NA
		Returning Office	02	Jeep	02		NA	NA	NA	NA
		Reserve Vehicle	25	Bus, Mini bus, Tractor, Jeep	25		NA	NA	NA	NA
		A - RO	06	Jeep	06					
		Total	190		188		NA	NA	NA	NA
		L & O	185	Bus, Mini Truck bus, Mini	185		NA	NA	NA	NA



				Truck, Jeep						
		Grand Total	375		373		NA	NA	NA	NA

## 6. FORCE DEPLOYMENT PLAN


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

## 7. COMMUNICATION PLAN

This should be an attachment to the DEMP.

## 8. EVM MANAGEMENT PLAN

### A. EVM STORAGE & COUNTING LOCATIONS

PC	AC	EVM STRONG ROOM LOCATION	ATTACH PHOTOGRAPH OF STRONG ROOM	COUNTING LOCATION
BETUL	TIMARNI 134 HARDA 135	GOVT. POLYTECHNIC COLLEGE, HARDA	 A photograph of the Government Polytechnic College, Harda building. The building is a multi-story structure with a prominent blue glass facade on the upper part. The text "GOVT. POLYTECHNIC COLLEGE HARDA" is visible on the building's facade. The entrance area is visible at the bottom of the image.	GOVT. POLYTECHNIC COLLEGE, HARDA

**B. BALLOT UNIT & CONTROL UNIT AVAILABILITY**

PC	AC	NO. OF POLLING STATIONS	BALLOT UNIT		CONTROL UNIT		VVPAT			
			REQUIRED	AVAILABLE	REQUIRED	AVAILABLE	REQUIRED	AVAILABLE		
BETUL	TIMARNI 134	243	TO BE KNOWN AFTER THE FIRST FLC							
	HARDA 135	272								
TOTAL	02	515	772	770	772	640	670	670		

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## 9. MATERIALMANAGEMENT

### STATE LEVEL PROCUREMENT PLAN

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

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## DISTRICT LEVEL PROCUREMENT PLAN

No	Name of Material to be procured	To be Purchased No of months before election due
1	Whitener	3 Months
2	Blue Carbon Paper	3 Months
3	Glue	3 Months
4	Glue Paste	3 Months
5	Registers	3 Months
6	Tracing Ink	3 Months
7	Laces Set	3 Months
8	Tag Set	3 Months
9	All Pin	3 Months
10	Stamp Pad	3 Months
11	Stapler	3 Months
12	Photocopy Paper	3 Months
13	File Pad	3 Months
15	File Cover	3 Months
16	Rubber Band	3 Months
17	Wooden Scale	3 Months

18	Bags	3 Months
19	Office Poker	3 Months
20	Sealing Stamp (Chapda)	3 Months
21	Candle	3 Months
22	Punching Machine	3 Months
23	CD/DVDs	3 Months
24	Fax Roll	3 Months
25	Scissors	3 Months
26	Locks	3 Months
27	Lace Bands	3 Months
28	Wooden Roll	3 Months
29	Paper Weight	3 Months
30	Pencil	3 Months
31	Shorthand Book	3 Months
32	Brown Tape	3 Months
33	Pens	3 Months
34	Postal Pad	3 Months
35	DEO Letter Head	3 Months
36	Ring File	3 Months

37	Ink (Stamp Pad)	3 Months
38	Pen Refill	3 Months
39	Sketch Pen	3 Months
40	Pin Cushion	3 Months
41	White Tape	3 Months
42	File Flag	3 Months
43	Marker Pen	3 Months
44	Eraser	3 Months
45	Highlighter	3 Months
46	Fevi Stick	3 Months
47	Log Book	3 Months
48	Table Bell	3 Months

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**A. WELFARE NODAL OFFICERS**

**10. POLLING STAFF WELFARE PROVISIONS**

	<b>DISTRICT LEVEL</b>	<b>Timarni 134</b>	<b>Harda 135</b>
NAME OF NODAL OFFICER FOR WELFARE	Shri O.P Panday	Smt. Alka Ekka/ Shri Mahendra Chouhan	Shri. Dinesh Mishra
DESIGNATION	Food Supplies Officer	Tehsildar Timarni/ Tehsildar Sirali (in-charge)	Chief Municipality Officer, Harda
OFFICE ADDRESS	Collector Office Harda	Tehsildar Office Timarni/ Tehsildar Office Sirali	Nagar Palika Parishad, Harda
MOBILE NUMBER	900956003	8435475275/9425003810	8225854152
OFFICE NUMBER	-	-	7577-225038
FAX NUMBER	-	-	-
EMAIL ID	<a href="mailto:dsohardamp@gmail.com">dsohardamp@gmail.com</a>	Tehsildaar.timarni@gmail.com/sirali.tehsildar@gmail.com	cmoharda@gmail.com



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## B. WELFARE MEASURES

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

- For the convenience of the polling parties, stalls would be setup at the Strong Room venue for distribution of election materials.
- Food and refreshments stalls would be simultaneously setup to cater the snacks requirements of the personnel of the polling parties.
- Enquiry desk at the venue would resolve the queries related to logistics and other issues of the polling parties.

## 11. SVEEP OVERVIEW

### A. LOW VOTER TURNOUT DETAILS

PC	AC	NAME & NO.OF PS WITH LOW TURN OUT	% OF VOTER TURNOUT IN LAST ASSEMBLY ELECTION (NOV 2013)	% OF VOTER TURNOUT IN LAST PARLIAMENTARY ELECTION (MAY 2014)	REASON FOR LOW TURN OUT	ANY SPECIFIC GROUPS NOT TURNING FOR VOTING	NO. OF PEOPLE BELONGING TO THE NON/LOW VOTING GROUP	POSSIBLE INFLUENCES OF THE GROUP
BETUL	TIMARNI 134	NIL	NA	NA	NA	NA	NA	NA
	HARDA 135	PART NO121 HARDA	57.08	50.46	URBAN LOCALITY WITH ECONOMICALLY AFFLUENT VOTERS	NO	NA	NA
		PART NO 73 HARDA KHURD	57.99	40.57	RURAL LOCALITY WITH ECONOMICALLY AFFLUENT VOTERS	NO	NA	NA

Note: In the absence of a definition of low voter-turnout by ECI, PS with voter-turnouts less than 60% have been considered for the purpose of box 11A. The voter turnout in the Harda district had been on the higher side with Sonkhedi PS recording highest voter turnout of 91.55% in the previous assembly elections. Out of the 457 PS, the average voting was remarkably higher than 60% except in one PS in the Harda AC which is mentioned above. As the turnout in LS elections is low overall across the state, the threshold for low voter-turnout taken is <50% in that category.

Average voter-turnout in assembly elections 2013 in Madhya Pradesh: 72.69%

Average voter-turnout in Lok Sabha elections 2014 in Madhya Pradesh: 61.60%

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

Sl.No.	ACTIVITY	OBJECTIVE/ TARGET GROUP	MATERIAL / MEDIUM USED	COST OF ACTIVIT Y	SOURCE OF FUNDS	AREA OF COVERAG E	DATES / DURATION
1	Voter awareness vehicle to conduct door to door awareness drive	Teenagers who just entered 18 years age bracket, Women, Persons with disability	Voter-awareness vehicle		ECI & CEO	District Harda	In operation
2	Appointment of Nodal Officers in higher educational institutions to cover unregistered youth voters	Unregistered youth voters (students enrolled in colleges) who are 18 years old or more	Word of mouth		ECI & CEO	District Harda	In operation

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

<b>Sl. No.</b>	<b>ACTIVITY</b>	<b>OBJECTIVE / TARGET GROUP</b>	<b>MATERIAL/ MEDIUM USED</b>	<b>COST OF ACTIVITY</b>	<b>SOURCE OF FUNDS</b>	<b>AREA OF COVERAGE</b>	<b>DATES / DURATION</b>
1	Voter awareness vehicle to conduct door to door awareness drive	All electors across the district	Voter awareness vehicle Training sessions conducted by master trainers		ECI & CEO	District Harda	In operation
2	Use of hoardings and campaign banners to encourage electors to vote	All electors across the district	Hoardings and banners received from ECI		ECI & CEO	District Harda	In operation
3	Celebrating National Voters' Day and distribution of EPIC to newly registered voters	Teenagers entering 18 years age group	Gatherings at district level and at every polling booth Audio/visual presentations		ECI & CEO	District Harda	25 <sup>th</sup> January every year

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

<b>Sl. No.</b>	<b>ACTIVITY</b>	<b>OBJECTIVE /TARGET GROUP</b>	<b>MATERIAL/ MEDIUM USED</b>	<b>COST OF ACTIVITY</b>	<b>SOURCE OF FUNDS</b>	<b>AREA OF COVERAGE</b>	<b>DATES / DURATION</b>
1	Voter awareness vehicle to conduct door to door awareness drive	All electors across the district	Voter awareness vehicle, Training sessions conducted by master trainers		ECI & CEO	District Harda	In operation
2	Election Quiz conducted among school children	Voters of the future	Informational quizzes		ECI & CEO	District Harda	Every year

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

<b>Sl. No.</b>	<b>ACTIVITY</b>	<b>OBJECTIVE / TARGET GROUP</b>	<b>MATERIAL/MEDIUM USED</b>	<b>COST OF ACTIVITY</b>	<b>SOURCE OF FUNDS</b>	<b>AREA OF COVERAGE</b>	<b>DATES / DURATION</b>
1	Voter awareness vehicle to conduct door to door awareness drive	All electors across the district	<ul style="list-style-type: none"><li>• Voter awareness vehicle</li></ul>		ECI & CEO	District Harda	In operation

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

Sl. No.	ACTIVITY	OBJECTIVE /TARGET GROUP	MATERIAL/ MEDIUM USED	COST OF ACTIVITY	SOURCE OF FUNDS	AREA OF COVERAGE	DATES / DURATION
1	Voter awareness vehicle to conduct door to door awareness drive	Members of the excluded communities	Voter awareness vehicle		ECI & CEO	District Harda	In operation
2	Identifying excluded members (specially, persons with disability) for targeting them	Effective targeting of members of excluded communities	Field operations by Booth Level Officers		ECI & CEO	District Harda	In operation

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

Sl. No.	ACTIVITY	OBJECTIVE /TARGET GROUP	MATERIAL/ MEDIUM USED	COST OF ACTIVITY	SOURCE OF FUNDS	AREA OF COVERAGE	DATES / DURATION
1	Voter awareness vehicle to conduct door to door awareness drive	All electors of the district	Voter awareness vehicle		ECI & CEO	District Harda	In operation
2	Video clips in cinema halls	All electors of the district	Informational video clips, pamphlets, banners and hoardings		ECI & CEO	District Harda	In operation

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

<b>Sl. No.</b>	<b>ACTIVITY</b>	<b>OBJECTIVE / TARGET GROUP</b>	<b>MATERIAL/ MEDIUM USED</b>	<b>COST OF ACTIVITY</b>	<b>SOURCE OF FUNDS</b>	<b>AREA OF COVERAGE</b>	<b>DATES / DURATION</b>
01	Awareness drive for ethical voting	All electors of the district	Voter awareness vehicle and word of mouth		ECI & CEO	District Harda	One week before the polling day
02	Motivating the electorate for exercising their right to vote	All electors of the district	SVEEP team and voter awareness vehicle		ECI & CEO	District Harda	One week before the polling day
03	Focusing on critical and vulnerable voters	Critical and vulnerable PS	SVEEP team personnel; word of mouth		ECI & CEO	Critical and Vulnerable PS of the district	One week before the polling day



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**I. LIST OF MAJOR ACTIVITIES PLANNED FOR NVD**

<b>Sl. No.</b>	<b>ACTIVITY</b>	<b>OBJECTIVE /TARGET GROUP</b>	<b>MATERIAL/ MEDIUM USED</b>	<b>COST OF ACTIVITY</b>	<b>SOURCE OF FUNDS</b>	<b>AREA OF COVERAGE</b>	<b>DATES / DURATION</b>
1	Organizing pledges in government offices on 25 <sup>th</sup> January every year	All electors of the district	Celebration of national voters' day		ECI & CEO	District Harda	25 <sup>th</sup> January every year
2	Election Quiz conducted among school children	Voters of the future	Informational quizzes		ECI & CEO	District Harda	25 <sup>th</sup> January every year

## J. LIST OF PARTNERS

Sl. No.	ACTIVITY	OBJECTIVE /TARGET GROUP	MATERIAL/ MEDIUM USED	COST OF ACTIVITY	SOURCE OF FUNDS	AREA OF COVERAGE	DATES / DURATION
1	Government Arts College, Harda	Students	Books, pamphlets, quizzes and other events		ECI & CEO	District Harda	In operation
2	Government College, Timarni	Students	Books, , pamphlets, quizzes and other events		ECI & CEO	District Harda	In operation
3	Government Polytechnic College, Harda	Students	Books, pamphlets, quizzes and other events		ECI & CEO	District Harda	In operation
4	ITI, Harda	Students	Books, pamphlets, quizzes and other events		ECI & CEO	District Harda	In operation
5	ITI, Rahatgoan	Students	Books, pamphlets, quizzes and other events		ECI & CEO	District Harda	In operation
6	LBS College, Harda	Students	Books, pamphlets, quizzes and other events		ECI & CEO	District Harda	In operation
7	Degree College, Harda	Students	Books, pamphlets, quizzes and other events		ECI & CEO	District Harda	In operation
8	Adarsh College, Harda	Students	Books, pamphlets, quizzes and other events		ECI & CEO	District Harda	In operation
9	Holy Faith College, Harda	Students	Books, pamphlets, quizzes and other events		ECI & CEO	District Harda	In operation
10	Vishnu Rajoriya College, Khidkiya	Students	Books, pamphlets, quizzes and other events		ECI & CEO	District Harda	In operation
11	Pratap Cineplex, Harda	All electors of the district	Video clips		ECI & CEO	District Harda	In operation
12	Local Cable TV operators, Harda	All electors of the district	Video clips and infomercials		ECI & CEO	District Harda	In operation

13	Major Newspapers in circulation	All electors of the district	Messages and news		ECI & CEO	District Harda	In operation
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## 12. RISK MANAGEMENT

### A. RISK IDENTIFICATION

SL. NO.	RISK IDENTIFICATION	PROBABILITY OF OCCURRENCE			IMPACT ON SCHEDULE/BUDGET/POLL DAY		
		HIGH (60 % AND ABOVE)	MEDIUM (25-60%)	LOW (<25 %)	GREATLY IMPACTS	SLIGHTLY IMPACTS	LITTLE OR NO IMPACT
01	Mistakes In Preparing EVM By Polling Staff On Poll Day		Yes		Yes		
02	Logistic mismanagement vis-à-vis dispatching parties			Yes	Yes		
03	Issues with operation of EVM, VVPAT machines on the polling day		Yes		Yes		
04	Logistic mismanagement vis-à-vis receiving parties			Yes		Yes	
05	Failure of the polling staff welfare mechanism on the polling day		Yes			Yes	

## B. RISK RESPONSE PLAN

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

- Avoid–By eliminating cause
- Mitigate–by reducing possibility
- Accept–as nothing can be done
- Transfer–by outsourcing/insurance/etc.

SL. NO.	RISK CATEGORY	RISK RESPONSE PLANNING – AVOID/MITI-GATE/ACCEPT/TRANSFER	RISK TO BE MONITORED BY(GIVE DETAILS OF OFFICER)
01	Mistakes in preparing EVM by polling staff on Pollday	Avoid by giving hands on training of EVM	Shri Vijay Singh Thakur, Ditric Nodal Officer for EVM Management
02	Logistic mismanagement vis-à-vis dispatching parties	Briefing the logistical team in advance and overseeing the logistics plan days before the polling day	Shri Rakesh Ahake, District Nodal Officer for Transport Management
03	Issues with operation of EVM, VVPAT machines on the polling day	Training of the manpower well in advance	Shri Vijay Singh Thakur, Ditric Nodal Officer for EVM Management, Shri Vijay Tiwari, District Nodal Officer for Training Management
04	Logistic mismanagement vis-à-vis receiving parties	Briefing the logistical team in advance and overseeing the logistics plan days before the polling day	Shri Rakesh Ahake, District Nodal Officer for Transport Management
05	Failure of the polling staff welfare mechanism on the polling day	Preparation of the welfare plan well in advance	Shri O.P. Pandey, District Nodal Officer for Welfare

### 13. TECHNOLOGY USEPLAN

TECHNOLOGY	STAGE AT WHICH IT WILL BE USED IN POLLS	TO BE DEVELOPED BY WHOM	START DATE	END DATE	PERSON RESPONSIBLE FOR ITS IMPLEMENTATION
SMS Based Poll Day Monitoring System	At Poll Day				DeGM Harda
Web Casting	At Poll Day & At Counting Day				DeGM Harda
SMS Query Based System for name search and BLO details					
GIS based mapping	Before Poll Day				PWD /RES
1950 and Toll free helplines	All Election Ends				
Matadata Sahayata Kendra – 240 in number					ARO
Online Registration					
Web based search facility					
Law and Order Portal for daily reporting	Till Election Ends				ASP Harda
MCC Daily reporting portal	Till Election Ends				ADM Harda
Portal for receiving MCC references from state govt departments	Till Election Ends				ADM Harda
Social Media use	Till Election Ends				PRO Harda
Others, please specify					



		PRE-ANNOUNCEMENT	ANNOUNCEMENT TO PRE-NOTIFICATION	NOTIFICATION ONWARDS	LAST 48 HOURS PRIORTO POLLS	POLL DAY	POST POLL DAY	START DATE	END DATE	RESPONSIBLE OFFICER	RESOURCES REQUIRED IF ANY
10	Printing supplementary of inclusions on the last day of nomination- (Disposal of continuous updating preparation of manuscript)			P							
11	Supply of copy of marked copy to Candidates			P							
12	list of disqualified persons(absconded/ NBW pending, etc)	P									
13	Printing of Photo Voters Slips			P							
14	Distribution of Photo Voters Slip			P							
	<b>EVM MANAGEMENT</b>										
15	Training for AROs/Master Trainers	P									
16	Training for Sector Officers	P									
17	Training of EVM Godown Manager	P									
18	Training of all other staff that will handle EVMs at any stage	P									
19	Public awareness on EVM		P								
20	Setup on eroomin RO office for permanent display		P								
21	Notice to political Parties regarding EVM Setting			P							
22	Demonstration & Intimation to candidate, regarding preparation of EVMs			P							
23	First randomization			P							







		PRE-ANNOUNCEMENT	ANNOUNCEMENT TO PRE-NOTIFICATION	NOTIFICATION ONWARDS	LAST 48 HOURS PRIOR TO POLLS	POLL DAY	POST POLL DAY	START DATE	END DATE	RESPONSIBLE OFFICER	RESOURCES REQUIRED IF ANY
54	Dummyballotsheetforblind(for PROs)			P							
55	Secret seals to RO and AROs		P								
	<b>STATUTORY</b>										
56	Availability of Forms	P									
57	Hand Book for Candidates	P									
58	IssueofPublicNotice/Wallclock synchronization		P	P							
59	IssueofMemo&registerfor expenditure			P							
60	Scanning of affidavits, dispatch to CEO & Publicity of the content			P							
61	Scrutiny			P							
62	Withdrawal of nominations			P							
63	Preparefinalistofcandidatesand informCEO			P							
64	Allotment of symbol & list of contesting candidates (publication &dispatch to CEO)			P							
65	Issue I Cards, as per ROs Manual			P							
66	ROstoissueordersforpersons authorized to checkcandidates account		P	P							



		PRE-ANNOUNCEMENT	ANNOUNCEMENT TO PRE-NOTIFICATION	NOTIFICATION ONWARDS	LAST 48 HOURS PRIOR TO POLLS	POLL DAY	POST POLL DAY	START DATE	END DATE	RESPONSIBLE OFFICER	RESOURCES REQUIRED IF ANY
81	Second level randomization 12 days before poll day (Because EDC/PB has to be given)			P							
82	Second level training (PrO & PO-I)				P						
83	Third level randomization				□						
84	Fix up Polling stations for casting EDC votes in consultation with Observers and inform PrO			P							
85	Departure training				P						
86	Ballot boxes at training venue for casting PB - inform candidates and Observers			P							
	<b>POSTAL BALLOT/EDC</b>										
87	Send form 12 to poll personnel with appointment letter		P								
88	EDC (PrO & PO-I) First Level Training		P								
89	EDC (PO-II & PO-III) First Level Training			P							
90	Prepare envelopes for service voters			P							
91	Arrangement with Postal Department for receipt back of postal votes		P	P							
92	Print postal ballot			P							
93	Service voters first priority			P							
94	Verification of Postal Ballot			P							
95	Dispatch postal ballot for service voters			P							











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150	SankalpaPatra exercise with school studentsbeforeschoolsclosedown		P								
151	Create content and disseminate	P	P	P	P	P					
	<b>POLICE MATTERS</b>										
152	Police Training	P									
153	Sector Mobiles/Patrolling	P	P	P	P	P					
154	Arrange Infrastructure for CPF camps (by Police)	P									
155	Interface with Police/MCC	P	P	P	P	P					
156	INFORMATION BOOKLET FOR ECI	P		P							
	<b>FINANCIAL</b>										
157	Budget -preparation	P									
158	Allotment										
	<b>COUNTING</b>										
159	Approval of ECI		P								
160	Strong Room Arrangement		P								
161	List of counting Centers						P	P	P	P	P
162	Posting of Counting Staff						P	P	P	P	P
163	Training of Counting Staff						P	P	P	P	P
164	Counting hall arrangements						P	P	P	P	P
165	Facilities for Observer						P	P	P	P	P
166	Updating of Round wise result						P	P	P	P	P



		PRE-ANNOUNCEMENT	ANNOUNCEMENT TO PRE-NOTIFICATION	NOTIFICATION ONWARDS	LAST 48 HOURS PRIOR TO POLLS	POLL DAY	POST POLL DAY	START DATE	END DATE	RESPONSIBLE OFFICER	RESOURCES REQUIRED IF ANY
183	Postal department	P									
184	Telecommunication Providers	P									
185	Political Parties	P	P								
186	Thematic Nodal Officers	P	P	P	P						
187	Escort/Liaison officers for observers	P									
188	Police Officers	P	P	P	P	P	P	P	P	P	P
189	Contesting candidates			P							
190	EVM Technicians / Engineers	P	P	P	P	P	P	P	P	P	P
	<b>MEETING OF AROS, EROS WITH FOLLOWING</b>										
191	Sector Officers	P	P	P	P	P					
192	Thematic Nodal Officers and teams										
	<b>OTHERS</b>										
193	District Election Management Plan - DEMP	P									
194	Ensuresafe deposit of papers related to nominations/scrutiny, etc-check ROs Manual					P					
195	Media Centre		P	P	P	P					
196	Establishment Control Room	P	P	P	P	P	P	P	P	P	P
197	Monitoring of Election expenditure		P	P	P	P	P	P	P	P	P
198	Supervision & Verification of Printed Matter ,Audio/ Video Communication		P	P	P	P					
199	Authority Letter from CEO to Media			P	P						



