

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 464/INST/2016-EPS

Dated:- 06 January, 2017

To

The Chief Electoral Officer

(1) Goa, Panjim.

(2) Manipur, Imphal.

(3) Punjab, Chandigarh.

(4) Uttarakhand, Dehradun.

(5) Uttar Pradesh, Lucknow.

Subject: General Elections to the Legislative Assemblies of Goa, Manipur, Punjab, Uttarakhand and Uttar Pradesh-2017: ELECTION PLANNER- regarding...

Sir,

As you are aware, smooth and successful conduct of elections is contingent on systematic, robust and detailed advance planning of the multifarious statutory and non-statutory activities and operations which are involved in the election process. The planning for elections, invariably commences many months prior to the polling date and the imperative of strict adherence to the timely schedule of all the election-related preparatory activities by the senior election functionaries like District Election Officers, Returning Officers etc cannot be over-emphasized.

Considering the necessity of organized, methodical and precise advance election planning, I am directed to enclose herewith, a detailed ELECTION PLANNER, which has been prepared for the guidance, implementation and compliance by the election machinery during the current round of General Elections and future elections.

The following important aspects may kindly be taken note while using and activating the ELECTION PLANNER:

1. The Election Planner encompasses the broad canvass of election-related activities required to be completed by the DEO/RO from about 6 months before the tentative poll date.
2. The Planner has been designed based on the template of a single-phase election, with 14 days period for election campaign, 7 days for nomination process and announcement of election schedule 15 days before the statutory Notification. The Counting has been shown on 'Poll+4th' day.
3. Essentially, the endeavour is to capture the entire breadth of activities involved in the preparedness for a successful elections, which can serve as a ready reckoner/calendar for the election managers and alert him about the timely commencement and completion of important tasks, which may otherwise get missed in the throes of elections.

4. The timeline of commencement, duration and completion of each activity is understandably tentative and subject to minor variations depending on myriad local variables and factors involved. The basic idea is to provide a general operational framework to the election managers to be conscious of crucial activities at approximate relevant times, which must necessarily be completed for smooth conduct of elections.
5. The Planner needs to be printed in a reasonably large size, preferably 6 feet by 3 feet, and displayed prominently in the offices and chambers of the CEO DEOs, ROs and other senior election officials, for easy and convenient access and daily reckoning.
6. Each activity specified in the Planner has to be monitored by the DEO and RO as per the commencement and completion schedule and a Completion -cum-Status report may be sent to the CEO's Office for compilation of State-wide data.
7. This report may be sent on a Weekly basis till P-40 Days, i.e. every Monday by 12.00 hours and must be sent on a daily basis after P-40 days.
8. DEOs and ROs are required to personally monitor and implement the schedule of activities highlighted in the Planner.
9. The CEOs shall be periodically monitor and review the progress of actions taken and submit the State-wide Completion-cum-Status Reports to the Zonal Secretaries concerned at the Commission as per the above schedule.
10. It is abundantly clarified that this ELECTION PLANNER is designed to serve as a ready reckoner and is only indicative in nature. The Election Planner does not intend to replace, alter or supplant the extant election-related statute and rules or the existing guidelines, instructions and procedures mandated by the Commission. In case of any confusion, conflict or ambiguity, the later shall prevail in totality.

The receipt of this letter may be acknowledged with confirmation within 3 days that relevant instructions have been issued to the District Election Officers/Returning Officers concerned and other connected officers for necessary compliance. All DEOs and ROs will comply the instructions within a week.

Yours faithfully,

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(NIKHIL KUMAR)

DIRECTOR

Copy to:

1. CEOs of all other States/UTs.
2. Standard Distribution at ECI.