



OFFICE OF THE STATE PROJECT DIRECTOR  
ORISSA PRIMARY EDUCATION PROGRAMME AUTHORITY  
&  
DIRECTOR, ELEMENTARY EDUCATION  
GOVERNMENT OF ORISSA

Ref No. \_\_3959(30)/MIS/05\_\_ /Date \_\_09/09/05\_\_

**From**

Sri M.S.Padhi, IAS  
State Project Director, OPEPA,  
Director, Elementary Education,  
Ex-Officio, Addl. Secretary to Government,  
Department of School & Mass Education,  
Government of Orissa.

**To**

All District Collectors & District Magistrates of Orissa

**Sub: "How to Get Started" for Orissa Child Census 2005.**

**Sir,**

As you know the Child Census 2005 is going to be held from 2<sup>nd</sup>-7<sup>th</sup> October through out the state. The objective is to collect the detail information of 0 to 14 age group children of all the households of Orissa.

The State Level Orientation to the District project Coordinators, SSA/DPEP, D.I. of Schools, Programmers and Planning Coordinators, SSA/DPEP is already over and they have been trained on the modalities of the survey. The enclosed document named "*How to Get Started*" may kindly be referred for the pre-survey activities.

Yours faithfully,

Sd/-  
**State Project Director, OPEPA  
Director, Elementary Education**

**Memo No. 3960(105)/MIS/05\_\_ /Dated \_\_09/09/05\_\_**

Copy to All District Project Coordinators/ All D.I. of Schools for information and necessary action.

Sd/-  
**State Project Director, OPEPA  
Director, Elementary Education**



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GOVERNMENT OF ORISSA**

Ref No. 3961(30)/MIS/05 /Date 09/09/05

**From**

Sri M.S.Padhi, IAS  
State Project Director, OPEPA,  
Director, Elementary Education,  
Ex-Officio, Addl. Secretary to Government,  
Department of School & Mass Education,  
Government of Orissa.

**To**

All District Collectors & District Magistrates of Orissa

**Sub: Provision of Slip to parents of enrolled children about their Date of Birth for reference during Orissa Child Census 2005.**

**Sir,**

It has been decided to provide information slips on date of birth and class of the children, to the parents of all enrolled children by the concerned School Authorities on the details of the children, for use by the enumerator during house to house survey during Child Census-2005. This will help in collection of exact child information of the in-school children. Kindly instruct the D.I. of Schools to intimate this to the HMs/Principals of the schools under their jurisdiction to provide the slips as per sample below, to the parents of all children reading in their institution. The concerned officials of the private educational institutions may kindly be instructed directly by you. This exercise may be done in the last week of September 2005, i.e., before start of the actual field survey.

Yours faithfully,

Sd/-

**State Project Director, OPEPA  
Director, Elementary Education**

**Memo No. 3962(105)/MIS/05/Dated 09/09/05**

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Sd/-

**State Project Director, OPEPA  
Director, Elementary Education**

**ORISSA CHILD CENSUS, 2005**

Name of the School :  
Name of the Child:  
Name of the Parent/Guardian :  
Class \_\_\_\_\_  
Date of Birth \_\_\_\_\_

**Sign of HM/Principal**



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Ref No. \_\_\_3963(30)/MIS/05\_\_\_/Date \_\_\_09/09/05\_\_\_\_\_

**From**

Sri M.S.Padhi, IAS  
State Project Director, OPEPA,  
Director, Elementary Education,  
Ex-Officio, Addl. Secretary to Government,  
Department of School & Mass Education,  
Government of Orissa.

**To**

All District Collectors & District Magistrates of Orissa.

**Sub: Merging of Household nos. (item no. 5) & Electoral Serial Nos. (item no. 10) in Non-ICR format before conversion to ICR format.**

**Sir,**

Due to large number of households/families under polling station, some of the polling stations will have more than one Enumerator. In such cases, two activities have to be taken up.

1. Division of the families in the polling booth among enumerators before the survey. This work must have been completed by this time as it is necessary for appointment of Enumerators.
2. Merger of the parts of the two or more Enumerators after the survey. This merger is necessary to fill up the **item no. 5** i.e., Household Number and **item no. 10** i.e., Electoral Serial Number of the ICR format.

Care should be taken to have unique number for each household/family in item no. 5 & Item no. 10. Therefore, following procedure is to be followed while merging two or more Enumerators of a polling booth.

**For Item No. 5 :-**

1. Each Enumerator may be asked to give a running household/family number started with 001 and cover the entire households within his/her jurisdiction. A mark may be made in the electoral roll regarding Household No. (in column 2 of Electoral roll) in pencil of this running serial number by each enumerator.
2. At the cluster conversion center, if there are two enumerators 'A' & 'B' of a polling booth and if 'A' has covered families from '001' to '202' and 'B' has covered families from '001' to '195', then household nos. of B's Non ICR forms would be changed to '203' to '397' from '001' to '195' by erasing and writing. Then the conversion to ICR will take place.

**For Item No. 10 :-**

1. Each Enumerator will start with the serial allotted to him/her in the Electoral Roll. If a polling booth has 1050 voters, 'A' will start with '0001' and may go up to '0530' Electoral Serial Number. If there are four families who are not listed, then s/he has to include 4 names (for head of family) after 1050, as 1051 to 1054.
2. Similarly 'B' starts with 0531 and goes up to 1050. But if 'B' finds 2 institutional families & 3 houseless families which are not listed, then 'B' will also fill up 1051 to 1055 for these five families (for Head of Family) in electoral serial.
3. However, during merging, the extra serials of 'B', i.e.; 1051 to 1055 shall be changed to 1055 to 1059 so as to have unique electoral serial for each head of the family. After merger conversion to ICR will take place.

This has been explained to all DPCs, D.I.s and Planning Coordinators during State level Orientation to DRG members on 5<sup>th</sup> and 6<sup>th</sup> September 2005. This point should be **emphasized** during training of Census Monitors. Same Census monitors and Enumerators may be asked to demonstrate in these training sessions about the MERGING process of Household no. (Point 5) and Electoral Serial No. (Point 10. This is very important for generating unique number for item no. 5 & 10 of the ICR formats.

Yours faithfully,

Sd/-

**State Project Director, OPEPA  
Director, Elementary Education**

**Memo No. 3964(105)/MIS/05 /Dated \_09/09/05\_\_\_\_\_**

Copy to All District Project Coordinators/ All D.I. of Schools for information and necessary action.

Sd/-

**State Project Director, OPEPA  
Director, Elementary Education**



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*Ref No.\_3957(4)/MIS/09/09/05 Date \_\_09/09/05\_\_*

**From**

Sri M.S.Padhi, IAS  
State Project Director, OPEPA,  
Director, Elementary Education,  
Ex-Officio, Addl. Secretary to Government,  
Department of School & Mass Education,  
Government of Orissa.

**To**

The Collector-cum-Chairman, DPEP/SSA,  
Cuttack/Jagatsinghpur/Jharsuguda/Sambalpur.

**Sub: How to conduct Child Census in case of Overlapping of jurisdictions.**

**Sir,**

It is a fact that some schools of Cuttack Sadar block are under Jagatsinghpur Education District and some schools of Salepur block are under Tirtol Education District. Similarly, all Schools of Rengali Block of Sambalpur are under Jharsuguda Education District. It was decided that the geographical jurisdiction will be considered during Child Census 2005. So the Master list of Blocks/ULBs, GPs/Ward nos. and villages with EMIS code of institutions will be prepared under concerned revenue districts in consultation with the respective Education Districts. But the Child Census of the households will be done by the Education Districts under which the Teacher/Enumerators are to be engaged using the master list of the Revenue Districts. Later on the ICR formats to be handed over to the revenue districts, under which the GPs/Villages are existing. The final packing and despatch of the filled ICR formats shall be done on Revenue Districts/ Block or ULB/ GP or Ward wise basis, not on Educational District Basis. You are requested to take necessary care to ensure this.

Yours faithfully,

Sd/-

**State Project Director, OPEPA  
Director, Elementary Education**

**Memo No. 3958/MIS/05\_/Dated \_09/09/05\_\_\_\_\_**

Copy to DPCs and D.I.s of Cuttack, Jagatsinghpur, Sambalpur & Jharsuguda for information and necessary action.

Sd/-

**State Project Director, OPEPA  
Director, Elementary Education**