

**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 State level Observers, Orissa Child Census – 2005.**

**Ref: First visit to the District.**

**Madam/Sir,**

You are requested to look into the following matters and report on the progress made in the district allotted to you during your first visit from 12<sup>th</sup> September, 2005 onwards.

1. Whether all the Electoral Rolls for the District have been procured from the concerned Sub-Collectors?
2. Whether the Electoral Rolls have been divided among the enumerators as per the number of voters or household?
3. Whether the names of all enumerators have been finalized and engagement orders have been issued by the concerned D.I. of Schools?
4. Whether Cluster-wise polling booth area have been identified?
5. Whether appointment orders for all Cluster Monitors have been issued by the concerned District Project Coordinator?
6. Whether appointments of all Block or ULB level Supervisors have been made by the Collector?
7. Whether Principal Supervisors have been appointed by the Collector?
8. Whether training schedule of census monitors (at District level)and enumerators (at Block level)have been finalized.
9. Whether list of all Blocks/GPs/Villages and ULB/Ward Nos. have been validated by the DRG?
10. Whether cluster monitors have provided list of all educational institutions in each village or ward?
11. Whether Programmers have generated the EMIS code for every institution in the district?

You are requested to make a report on the basis of the above points and guide the districts finalize in making progress so as to ensure timely completion of the various schedules necessary for the Orissa Child Census 2005. Your report should reach the undersigned by 19<sup>th</sup> of September, 2005 positively. Your report should indicate the progress made and the actions taken to complete the schedule within stipulated time

Yours faithfully,

**State Project Director  
O P E P A**

**Memo No.**

**Dt.**

Copy to all Collectors for information and necessary action.

**State Project Director  
O P E P A**