

ANNEXURE – L

Instruction sheet to district programmers for EMIS code generation of Schools

ORISSA CHILD CENSUS,2005

“How to get Started?”

a. Collect the Electoral Roll for the entire District.

- i. Break each electoral roll into no. of enumerators (depending upon no. of voters/ households per polling booth)
- ii. Select the enumerators accordingly and appoint them.
- iii. Prepare a register to keep the details of enumerators by name and designation with following format.(BLOCK/ULB wise)

Sl. No.	Booth No.	Electoral Sl. Nos.	Enumerator's Name	Designation	Enumerator Code	No. of Non-ICR formats issued	Signature of the Enumerator
1	01	001-241	Sudhir Dash	AsstTeacher, PS Anantpur	001	400	

- iv. Orient them at Block level between 16th to 20th September and assign the task.
- v. The Enumerators may be asked to visit their assigned area to take stock of the job in hand and finalise their plan of coverage of the area in 6 days. Day wise plans of coverage may be done by them between 21/9/05 to 01/10/05 after /before school hours. Similarly, all institutional families, all houseless families and these general families whose house do not figure in the Electoral roll of the area should be assessed during this time to have a realistic plan.

b. Appointment of Census Monitor.

- i. Group 6 nos. of Polling booths together and generate the number of Census Monitors required by dividing the total nos. of booths in the district divided by 6.
- ii. Select Census Monitors as per above number and appoint them. Care should be taken to group the six polling booths in contiguous geographic area.
- iii. Orient them from 12th to 15th September in the process and explain them their job in detail.

c. Collection of information about Educational Institutions.

- i. DISE list may be used as base data for identification of the institutions and new institutions to be added for high schools, nursery schools, EGS/AIE Centers and un-recognised schools.
- ii. Identify the village/ward wise institutions through concerned Census Monitor.
- iii. List the institutions under village/wards as per the technique of school mapping and generate the EMIS code.

- iv. The process to be completed by 15th September and the area wise EMIS codes to be handed over to the Census Monitors for reference during filling of the ICR format (from 8/10 to 10/10/05).

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d. Validation of names of Block/ULB, GP/Wards, Villages.

- i. Census 2001, PR Dept and Tahasil Offices records may be referred for validation of the names of the areas stated above. An unique name must be used for a particular area and it should not be spelled twice in different sequence of characters.
- ii. For spelling of the village/GP/Block, Census 2001 names may be used.
- iii. In case of discrepancy between set of datas of DRDA, Tahsil and Census, Census 2001 data may be taken as final with respect to names of villages & number of villages.

e. Generation of EMIS code.

The “***District EMIS Master List***” to be prepared by the Programmers as per the following sequence.

Block/ULB Master List :-

- All the Block names to be sorted alphabetically and will be assigned a two digit code starting from ‘01’ to the last block sequence no. (say; ‘08’ for Angul district)
- All the ULBs (Municipality/ NAC) to be sorted alphabetically and to be arranged below the Blocks. The ULB Code will be started with continuation to the last Block Code. (For ex. Say; ‘09’ to ‘11’. For Angul District)

GP Master List :-

- In case of Blocks, the GPs to be alphabetically sorted
- In case of ULBs, the Ward Nos. to be numerically sorted.
- No need to assign any GP Code to GPs in case of Blocks.
- In case of ULBs, each Ward is to be assigned the code (after two digit ULB code at beginning say ‘09’) like ‘001’ to ‘013’, assuming that there are 13 wards under the ULB having code ‘09’.. Hence the Ward Nos. to be codes as ‘09001’ to ‘09013’.

Village Master List:-

- In case of Blocks the villages are to be kept under GPs and to be sorted alphabetically under each GP.
- Once all the villages are being listed under one Block, there code to be generated with first two digits as respective Block Code, say ‘01’ and next three digits representing to the serial no. of the village under the Block starting from ‘001’ to say ‘129’, assuming

that there are 129 villages under the Block. Hence the village code starts from '01001' to '01129'. Care has been taken to ensure that all villages of the first GP (alphabetically) are numbered first before moving on to the villages of the second GP and so on.

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Institution Master List :-

- All the Nursery Schools, Primary & Upper Primary Schools, Nodal Schools, High Schools under Govt., Aided or Private managements and either Recognised or Un-recognised are to be collected and listed under respective village, by their actual name from school record.
- The Govt. & Govt. Aided Schools to be assigned the category 1, the EGS Centers to be assigned the category 2, the Private recognized schools and to be assigned the category 3 and all unrecognised schools be catagoried 4.
- Institutions are to be sorted category wise under the village/ward nos. and then by alphabetically under each of the categories.
- Once the sequence of each institution within a block/ULB, GP/Ward no.,Village/Ward No. and category is assigned, the last two digits (i.e., institution's code) shall be assigned in the following manner.
 - For Govt./ Govt. Aided institutions coding will start from '01' till the last institution in the village/ward.
 - For EGS Centers coding will start from '31' till last EGS/AIE center of the village/ward.
 - For Private recognized institutions coding will start from '51' till the last institution of the village/ward.
 - For un-recognised institutions coding will start from '71' till the last institution of the village/ward.

Example of EMIS Master list:-

District : PURI
Block Code : 01
Block Name : ASTARANG

GP Name	Village Code	Village Name	Institution Code	Institution Name
ASTARANGA	01001	ANANDPUR	0100101	ANANDPUR HIGH SCHOOL
			0100102	ANANDPUR PRIMARY SCHOOL
			0100103	ANANDPUR UP SCHOOL
			0100131	ANANDPUR EGS CENTER
			0100151	SARASWATI SISHU MANDIR
			0100171	ANANDPUR NURSERY SCHOOL
				(No Institution)
	01002	BARAGAON		
	01003	CHATIA	0100331	CHATIA UP EGS CENTER
	01004	DABUGAON	0100401	B.B.HIGH SCHOOL

CHATRAPUR	01005	ADALA	0100451	SRI AUROBINDO INT EDU. CENTER
	01006	BADUDA	0100571	ADALA NURSERY SCHOOL
	01007	GARADPUR	0100701	(No Institution)
				GARADPUR NODAL SCHOOL

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f. Training & Distribution of material for enumeration :-

- i. District level training to Census supervisor/ monitors : 12th to 15th September,2005.
- ii. Block level training to Enumerator's : 16th to 20th September,2005.
- iii. During Training, Handbook on "Orissa child Census-2005" is to be handed over to each trainee be it DRG Member, Block/ULB Supervisor or Cluster census Monitor or Ennumerators. Arrangements are being made to supply the requisite number to each district. Each district may fax their requirements by 13/09/2005 on this.
- iv. During training to Enumerators, copies of Electoral roll are to be supplied to them along with Pencil, Eraser & Black ball point pen (preferably LINC Starline).
- v. Non-ICR forms shall be made available to each district by 20/09/2005 and ICR forms by 30/09/2005. Hence plans should be made to supply them to Enumerators and Monitors respectively.

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