



Orissa Child Census-2005

2nd -10th October 2005

A. Introduction

Right to Free and Compulsory Elementary Education has become a Fundamental Right under Article 21A of our Constitution. For providing free and compulsory education for all children up to the age of 14 years and to give thrust to spread of literacy, Govt. of India has initiated the "Sarva Shiksha Abhijan", an integrated programme for achieving Universal Elementary Education by 2010. The objectives of the programme are :-

- ◆ All children in school, EGS, AS center, Back to school camps by 2003.(Now revised to 2005)
- ◆ All children complete five years of primary schooling by 2007.
- ◆ All children complete eight years of elementary schooling by 2010.
- ◆ Focus on Universal achievement of all children at Elementary level.
- ◆ Bridge all gender and social gaps at primary stage by 2007 and at elementary stage by 2010.
- ◆ Universal retention by 2010.

B. Why Orissa Child Census-2005 !

1. The Problem:

The SSA (Sarva Shiksha Abhijan) envisages Universal enrolment, Universal retention and Universal achievement in eight years of elementary education. Despite our best efforts, we have not been able to bring every child to the school. "Hard to Reach" Children continue to be out of the school system. To bring them into this mainstream, we need to know 'who are they'. Government faces several problems on this count.

Firstly, till date we do not have a comprehensive list (village wise) for these children. Secondly, the children who would enter the school at 5+ age need to be targeted much before the next academic session begins. Thirdly, there is this problem of duplication of enrolment in various institutions. Fourthly, there is problem of complete coverage all 6-14 years of children in all habitations/slums.

2. Previous experience:

To estimate the volume of children- enrolled/ never enrolled/ dropout with different caste/gender/age, house-to-house survey was conducted by the teachers, as a pre-project activity. The data collected from the household survey were used for the preparation of perspective plans for SSA. The data is being updated through Village Education Registers (VER) on a piecemeal basis at the school point by the teacher concerned. But, the coverage was not 100% in the house-to house survey, due to

various field problems. In some districts, the VER has not been maintained. In some districts, these have been maintained school wise instead of Revenue village wise.

3. **he Proposed Solution:**

To have a comprehensive data base of children from 0-14 years, we have planned to conduct a child census, this year, from 2nd -10th October 2005. The "**ORISSA CHILD CENSUS 2005**" will cover each & every household of the state. A database of all the children of 0-14years, with their name, age, sex, caste, educational status, the reasons for out of school and other indicators will be built up by the end of November 2005, using the ICR technology.

ICR stands for Intelligent Character Recognition. By this technology, data on paper can be scanned and converted into data base directly thereby bypassing the process of Manual Data Entry.

4. **The objective:**

The objective of the Child Census is to track each and every child in 0-14 age group through out the state. Once the base data is created the same can be updated annually with little effort.

There could be several uses of the data generated from the child census. Some of these uses are:

1. We can track each and every **out of school child** in 0-14 age group.
2. **The Reason for out of school** for every child can be assessed and remedial action can be initiated.
3. **Future school going children** can be assessed village wise and advance action in terms of infrastructure can be planned based on micro planning.
4. A **child tracking system** can be designed for In-school children so as to track each child with their attendance, achievement, health status etc.
5. Number of children going **to unrecognized schools/institutions** can be assessed.
6. This data base can also be used by other departments like Health & Family Welfare, SC/ST Development, W & C.D., Labour etc. for their projects & programmes.

C. **The Operation (How to go about it !)**

The Child Census shall be done in two phases. The **first phase** is door-to-door survey by teams of school teachers, Anganwadi workers, Village Education Committee activists & Self Help Group functionaries and filling up the Non-ICR formats.

To ensure that each household is covered, latest electoral rolls are to be used as the base material. The objective is to cover each and every household and track each one in 0-14 age group. This work will be done between 2nd October05 and 7th Oct.05.

Once the Non-ICR forms are filled in, they shall be converted to specially designed ICR formats, from 29th to 31st October at the Block level. ICR stands for **Intelligent Character Recognition**. The ICR Technology enables us to convert the raw data in lakhs of forms to usable database in matter of days by scanning and validation of these forms. No manual data entry is required in the process. This not only saves times but also ensure correct.

That brings us to the **second phase** of our census. This phase is being handled by OCAC (Orissa Computer Application Centre). We will handover all the ICR forms (filled in)to OCAC who will process it in High speed scanners and create a database in a short time of 20-30days. They will also provide us the software to use and update the data at various levels.

To ensure successful completion of the first phase, we need to reach out to each and every household in the state. We also need to train over 40,000 teams who will be doing all the basic work of door to door survey. We also need to train over 6000 monitors and 400 odd supervisors and 30 principal supervisors about the process, it's objective and outcomes.

D. Pre-Survey Activities

We also need to do lot of Pre-survey activities. Some of these activities are:

- I. Updation and Validation of names of Block/ULB/, GP/Ward Nos, Village/ Local Area Names and Habitation/ Street Names.
- II. Creation of EMIS Code for each and every school/ institution
- III. Appointment of Enumerators, validation team, Monitors, Supervisors etc. and explaining their responsibilities.
- IV. Training for all the functionaries from State to Block levels.

I. Updation & Validation:

Updation and Validation of Names of Block/GP/ Village/Habitation and ULB/Ward No/Local Area Name/ Street Name is absolutely necessary as Computer recognizes only characters. For example, **Banapur** and **Bannapur** shall be treated as two different blocks by the Computer. Therefore, the master list of names of above structures shall have to be finalized at the District Level before disseminating it to Block or Enumerator Levels.

The list of Blocks/GP/Village/Habitation maintained by PR Deptt. or DRDA can be taken as final. A second check could be done with census names which has only Village & Police station names. This work should be done by the planning coordinator and Programmer with supervision of DPC and DIS jointly or by sharing of responsibilities.

Here, it is reiterated that the objective of the OCC is to cover every child in every village. Therefore, it is necessary to reconcile the number of the villages and validate their names before generation of EMIS codes for educational institutions. Secondly, the validated names of villages (along with GPs) are to be supplied to all Census Monitors for conversion from non-ICR to ICR forms at the Block centres.

For the example, the reconciliation process could be done in the following manner for Rayagada District.

1. In district of Rayagada, Census – 2001 list has 2467 villages for which population has been reported.
2. The DRDA, Rayagada is maintaining a list of 2637 villages out of which 179 are uninhabited villages. That means there are 2458 villages where people actually stay as per this list.
3. The list of villages common to both the lists after verification (GP wise and Block wise) was found to be 2421. The names of these villages could be validated right away without much problem. The spelling of these names should be finalized and fixed for the Child Census purpose.

4. The reconciliation should be done for those villages which are not common to both the lists. There are 46 such villages in Census – 2001 list and 37 such villages in the DRDA list. These villages could be broken down to Block & GP levels field verification be done to find out the ground reality. We should take only those villages which exist on ground and where people live.
5. Once the field verification is over, the final list of these balance villages is to be fixed and their names should be validated.
6. The last exercise in this matter would be to tag the validated names of villages to be polling booths. This list it is to be given to the Census Monitors who will use it during conversion exercise apart from educating the Enumerators beforehand.

II. Creation of EMIS School Code:

EMIS (Educational Management Information System) Code is one of the most important inputs in the ORISSA CHILD CENSUS 2005 format. At present the **DISE-2004** has generated some School code but it is not full proof, primarily because in most districts, we have treated ULBs as a part of the Block. ULBs are treated as another Grama Panchayat of the block, which in reality is not a fact. Secondly, unrecognized schools are not taken into account by DISE. Thirdly, all High Schools i.e. secondary schools have not been covered by DISE. Therefore, there is a need to generate the new EMIS code for each and every educational institution.

Our objective is to cover each and every child and therefore each and every school or institution needs to be mapped. The Anganabadi centres are being taken care of by the Child Census Format. So they need not be mapped. But there are many pre-schools (where 2.5 to 3 years old children go), especially in urban areas which are not being tracked by the DISE. So we need to track them by giving them an EMIS code. This can be done if we first track all the institutions village-wise in blocks and ward-wise in the ULBs. This is to be done in three stages:

- a) Village /ward mapping
- b) School Mapping
- c) Generation of EMIS Code

a. Village /Ward Mapping:

DPCs and DIs have to sit down together and supply the list of villages/wards to each and every CRCC/BRCC/SIS with specific responsibility to locate each and every school/educational institution in the allocated village/wards. The list of villages (Block-wise) is available with PR Dept./DRDA. It is also available in Census-2001 CD/Report. Both these lists are to be checked and then each of the CRCC/BRCC/SIS are to be given responsibility for a particular number of villages/wards for mapping the schools. For list of villages, the list maintained by the PR Dept., which is based on Census-2001 shall be used. If there is any discrepancy, between the Census list and PR Dept. list, the same should be brought to the notice of the SPD, OPEPA for direction. The procedure indicated under updation & validation of village list is to be followed meticulously before village / ward mapping.

b. School Mapping :

It may be noted that these schools may be mapped under four categories

1. Govt. and Govt -aided schools – It shall be include schools of all departments of Government of Orissa and Central Government. (e.g: SC/ST Dept. schools & NCLP schools shall be covered under this)
2. EGS/AIE Centres (both Government & NGO run are to be included)

3. Private recognized schools
4. Private un-recognised schools

c. Generation of EMIS Code: It is a **seven Digit** Code.

The "***District EMIS Master List***" are to be prepared by the Programmers as per the following sequence after all the villages and school mapping is done.

1. Block/ULB Master List :-

- o 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)
- o 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)

Ex.:-

EMIS Code for Blocks / ULBs	
District: Angul	
Block / ULBs Code	Block
01	Angul
02	Athamalik
03	Banaharpal
04	Chhendipada
05	Kaniha
06	KishoreNagar
07	Pallahara
08	Talcher
09	Angul MPL
10	Athamalik NAC
11	Talcher MPL

It is to be noted that **Block** or **ULB** shall have a **Two** Digit Code and shall form the first two digits of the EMIS code.

2. GP/Ward Master List :-

- In case of Blocks, the GPs to be alphabetically sorted but no code is to be allotted to GPs.
- In case of ULBs, the Ward Nos. to be numerically sorted.
- There is 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'.

Similarly, for Angul municipality the ward codes will be as under.

ULB	ULB Code	Ward No.	Ward Code
Angul Municipality	09	1	001
		2	002
		3	003

3. 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.

Ex.:-

Block	Block Code	G.P.	Villages	Village Code
Angul	01	Anatapur	Anatapur	001
		Anatapur	Basudevpur	002
		Anatapur	Chandapur	003

It is to be noted that for **Village** or **Ward** , code shall be a **Three** Digit Code. These shall form the 3rd, 4th & 5th digit of the EMIS Code.

4. 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 / ward, 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 categoried 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 such 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 such institution of the village/ward.
 - For **un-recognised institutions** coding will start from '71' till the last such institution of the village/ward.

Example of EMIS Master list:-

Blocks :-

District : PURI					
Block Code : 01					
Block Name : ASTARANG					
GP Name	Village Code	Village Name	Institution Code	Institution Name	Category of Institution
ASTARANGA	01001	ANANDPUR	0100101	ANANDPUR HIGH SCHOOL	1
			0100102	ANANDPUR PRIMARY SCHOOL	1
			0100103	ANANDPUR UP SCHOOL	1
			0100131	ANANDPUR EGS CENTER	2
			0100151	SARASWATI SISHU MANDIR	3
			0100171	ANANDPUR NURSERY SCHOOL	4
				(No Institution)	-
	01002	BARAGAON			
	01003	CHATIA	0100331	CHATIA UP EGS CENTER	2
	CHATRAPUR	01004	DABUGAON	0100401	B.B.HIGH SCHOOL
			0100451	SRI AUROBINDO INT EDU. CENTER	3
CHATRAPUR	01005	ADALA	0100571	ADALA NURSERY SCHOOL	4
	01006	BADUDA		(No Institution)	-
	01007	GARADPUR	0100701	GARADPUR NODAL SCHOOL	1

ULBs :-

District : PURI				
Block Code : 15				
Block Name : PURI MPL				
Ward No.	Ward Code	Institution Code	Institution Name	Category of Institution
01	15001	1500171	CHINMAYA VIDYANIKETAN	4
		1500131	GOKHASAHI EGSC	2
		1500132	JAGANNATH BASTI SRAMIKASAHU EGSC	2
		1500101	MANGALAGHAT CPS	1
		1500102	MATITOTA PS	1
02	15002	1500201	CHUDANGSAHI NO. 1 PS	1
		1500202	MARKANDESWARSAHI HARIJAN PS	1
		1500231	MADANPUR EGSC	2
03	15003		(No Institution)	-

The present list of schools (as per DISE – 04) village wise / ward wise may be generated and given to concerned to CRCC/BRCC/SIS as a starting reference. But they have to physically verify the same and add, if any, to the list supplied. The mapping exercise shall be completed & list be handed over to the programmer by 4th September, 2005. Though the EMIS and DISE codes have same procedure for generation , here EMIS code will different from DISE due to separation of Blocks & ULBs addition of High Schools & Unrecognised Schools and coverage of the names of the schools of all category & type.

Thus the final EMIS code of each institution shall be the two digit code. Thus all the schools / institutions shall have two digit Block/ULB code + three digit village / ward code + Two digit school / institution code i.e. a **SEVEN digit code**. Programmers shall be responsible to generate the 7 digit EMIS code for all the schools/institutions are mapped. The mapping of the institutions shall be completed by **04.09.05** and code generation by 07.09.05.

III. Functions of Various Stakeholders:

1. Enumerator :-

The Census Enumerators are the key persons of the child census. They will visit house-to-house, collect the data in the **Non-ICR** Format as per the instructions, given, and they will ensure the 100% coverage vis-à-vis the Voter list of that particular village/ pooling station. They have to plan to cover all the house of their coverage area (pooling station) well in advance. They may conduct a pre-survey for smooth conducting of the survey, within the stipulated dates. They will report regularly to their census monitor regarding the progress of data collection.

The Primary/UP School Teacher & Active Anganwadi Workers will act as Census Enumerator. Active VEC Members and Secretary of the Self Help Group shall accompany the Enumerator as part of the Team and act as **validators**.

If there are more than 200 households in a pooling booth, a **second** enumerator shall be engaged giving a clear cut demarcation of the habitations or households of that particular pooling booth. This work should be done well in advance so as to ensure that each and every household is covered. A broad demarcation of 750voters could be taken for 200 households and 2nd enumerator may be planned accordingly for polling booths having more than 750 voters. The distribution of polling booth must be done among Enumerators **by 9th September 2005**.

- The actual survey work will be done from 2nd October (Gandhi Jayanti) to 7th October over a period of six days. Therefore, the enumerator has to plan in advance to cover each and every household in these six days. **Every child has to be covered and every household (family) has to be enumerated**. That is the motto of this child census. The success of the census depends on diligence and sincerity of each and every enumerator and with every functionary involved in this mega activity.

2. Cluster Census Monitor:-

The Census Monitor will be the in-charge of 6 polling stations and will ensure the 100% coverage & authenticity of data. The census monitor will randomly check the data on the spot. They will check 20% of the collected forms random but it will cover 100% of villages/wards. The census monitor will assist the Enumerators/Team in the collection of data & clear any doubt in the data collection process. They will report regularly to the census supervisors regarding the progress of data collection.

All the BRCC, CRCC, SI of Schools Lady Supervisors will act as Census Monitors. The distribution of pooling stations (@ 6 each approximately) must be done accordingly among these staff, **by 6th September 2005.** Steps should be taken to allot contiguous polling stations to one Monitor for each supervision and monitoring.

- Monitors will supervise the conversion of Non-ICR to ICR forms at the Block / ULB level from 29/10/05 to 31/10/05.

3. Block /ULB Level Census Supervisor :-

The Census Supervisor will be the in-charge of a particular block / ULB for conducting the child census and will ensure 100% coverage & authenticity of data. The census supervisor will monitor the Census Monitors and cross examine 2% collected data (of all Non ICR form household wise) randomly, Block/ULB wise. This 2% check shall cover at least 10% of the villages /wards selected at random. They shall also check conversion from Non-ICR to ICR at Block / ULB levels and report to DPO on progress.

A small ULB like NAC (Balugaon) may be combined with nearby Block,(Chilika) so as to have effective monitoring. However, for large ULBs especially those having population excess of 75,000 separate census supervisors may be engaged.

The DPC, all the DI of Schools, Tehsildars, DSWO, CDPO the District level Coordinators (Programmer, IED, Planning, Pedagogy, Gender) of the DPO may act as Census Supervisor. The distribution of Blocks must be done accordingly among these officers/staff, **by 2nd September 2005.**

4. Principal Census Supervisor (District Level) :-

The Circle Inspector of schools/ DIET Principals may act as Principal Census Supervisor (District Level). Apart from them, other senior officers of the district like the ADM, PD,DRDA; PA,ITDA may also act as Principal Census Supervisor (District Level). The decision on engagement Principal Census Supervisor shall be left to the Collectors who will engage them at the earliest and inform the State Project Director, OPEPA about it by **2.9.05** The Principal Census Supervisor (District Level) will monitor the exercise as per the schedule in each block. They will also do random **1%** checking (both for non-ICR format, during survey and ICR format during filling up at Block level). This 1% check shall cover at least 5% of the villages /wards selected at random.

5. State level Observer :-

State level senior officers from OPEPA, DEE, DSE, SCERT and the Department will be nominated by the State Project Director as State Level Observer. These officers will be in-charge of one district each and will be responsible for the smooth operation. They will act as the coordinator between District and state.

The state level observer will monitor the entire exercise as per the schedule in each district. They will also do random checking (both for non-ICR format, during survey and ICR format during filling up at CRC level) If any errors or discrepancy found by them, action will be taken against the person concerned and she/he may be asked to redo the exercise.

They shall remain in the district during the survey period and conversion period. They shall ensure that the packed & labeled ICR Formats leave the district and reach OCAC scanning centre in time as per scanning schedule. They shall make 3 visits to the district

- I. Pre-survey visit.
- II. Visit during survey period &
- III. Visit during conversion period.

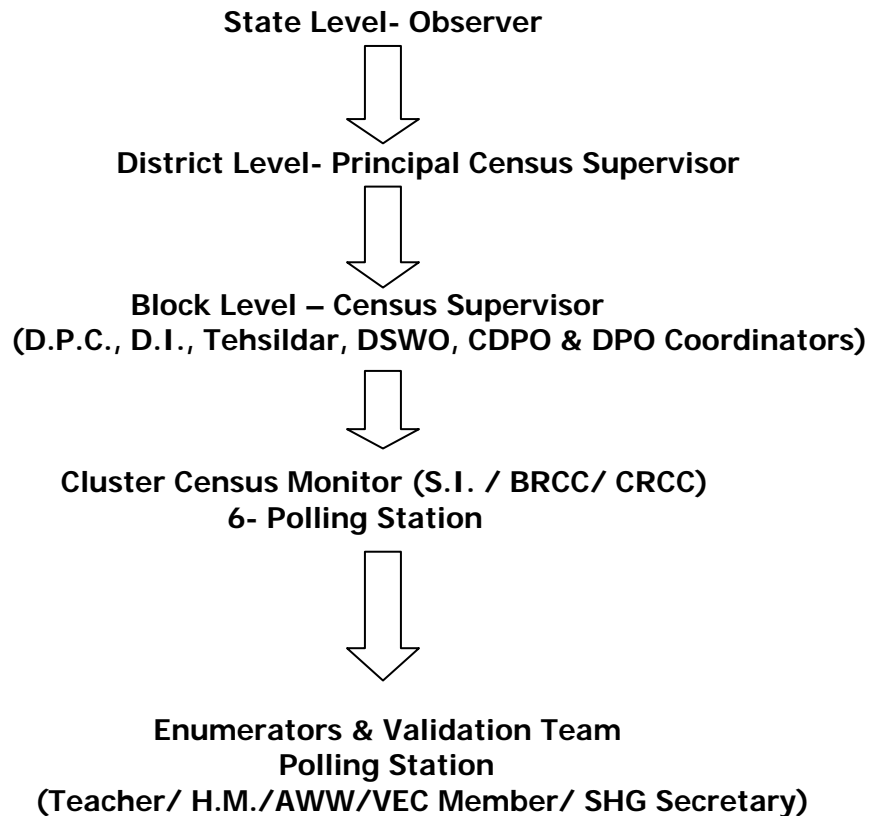
Duty of Observers:

All the Observers are to look into the following matters and report on the progress made in the district allotted to them during their first visit from 12th 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?

They are to make a report on the basis of the above points and guide the districts so as to ensure timely completion of the various schedules necessary for the Orissa Child Census 2005.

Various levels of supervision & monitoring Orissa Child Census, 2005.



6. Documentation:

As the child census is a unique event and is being conducted for the first time in our State, it will be nice if the process is documented at the district level. The documentation may be in form of photographs, write-ups, video films etc. so as to keep the records for posterity.

Rs.10,000/- to Rs.15,000/- (Rupees ten thousand to rupees fifteen thousand) may be spent on this at the District level. A booklet about the entire process covering all the districts may be generated at District level by DIPRO or any other officers either from education or from other departments who is to be kept in charge of the entire process of documentation. Collectors & DPCs may decide on this.

7. Monitoring Cell:

A monitoring cell shall be opened at the DPO of each District to oversee the entire exercise. One of the Coordinators (either Programmer or Planning) shall remain in charge of the Monitoring Cell. She/he shall man the help line and shall provide all necessary inputs and informs to various functionaries in the programme. DPC will empower her/him as the I/C of the monitoring cell for the purpose of Orissa child census 2005.

A **monitoring cell** has been opened at OPEPA which will act as Helpline to all concerned.

8. Flash Report:

A flash report is to be prepared on Orissa Child Census 2005 for immediate dissemination of information to media & Govt.. For this, you have to compile the GP/Ward level, Block/ULB level and District Level Compilation reports as per the formats enclosed. These forms are to be compiled at various levels. Specific responsibilities may be given to Census Monitors , Block / ULB Supervisors & Principal Supervisors respectively to ensure its compilations.

The information in Non-ICR Formats are being compiled booth wise and **not** village wise or ward wise. However, there compilations are to be done GP / Ward wise , Block / ULB wise before compilation at District level. The booth wise information is to be sorted very carefully by the Census Monitors into village wise or ward wise lots.

Therefore , the Census Monitors are to be sensitized to pick up this information without disturbing the Non-ICR formats which have to kept is booth wise packets until conversion to ICR forms.

The GP/Ward wise totals to be placed in the Block/ULB level compilation reports and the Block/ULB level totals to be placed in the District level compilation report. The District level compilation report is to be sent to the State level for **State level compilation**. The district level report may reach the S.P.O. by 10th Oct. 2005 in the following format. Similar format may be made for GP wise & Block wise compilations.

Sl. No	Name of the Block / NAC	No of Enumerators	No of Households surveyed		Total no of Non ICR Forms used	Total no of children (0-14) years as per the Child Census
			With Children (0-14) years	Without Children (0-14) years		
01						
02						
.						
.						
.	TOTAL					

IV Training

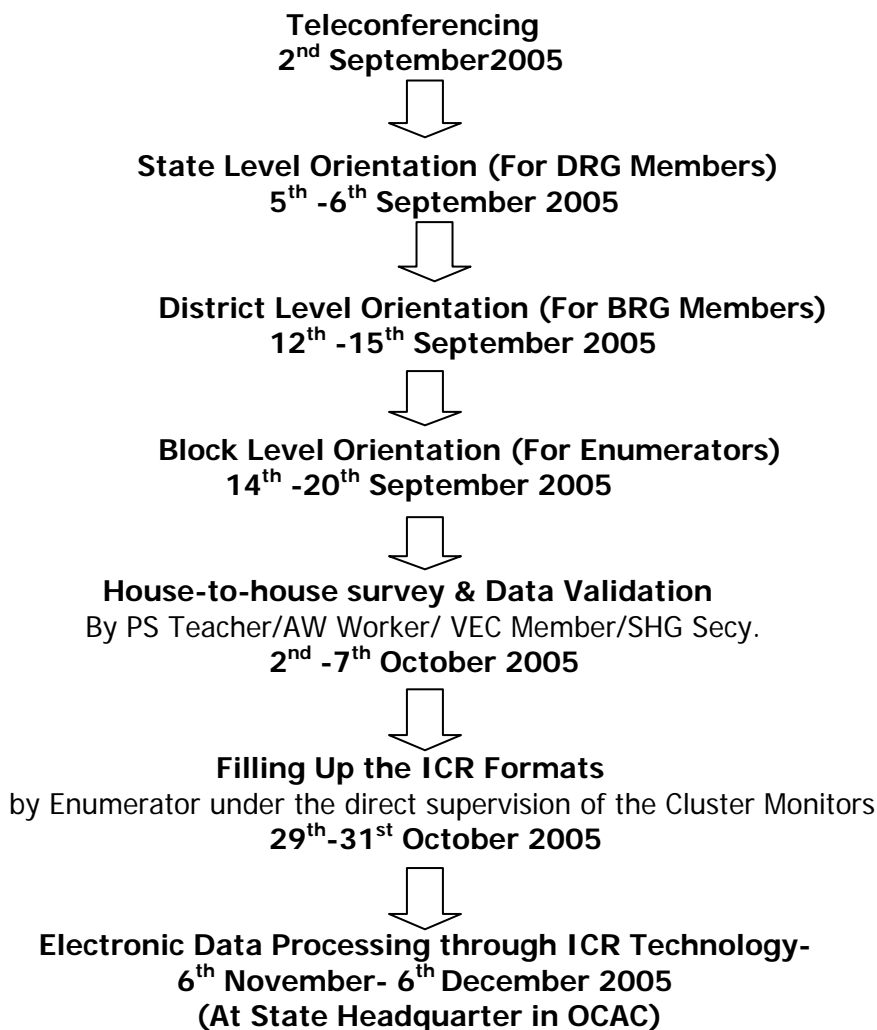
a. Formation of Resource Groups: Different Resource Groups are to be formed at different level to impart the training/ conduct the survey/ monitor the exercise to ensure the full and authentic coverage.

1. **State Resource Group-SRG:** The SRG is responsible for the finalization of the operational modalities/format and training to the DRG Members. The SRG shall consist of :
 - a. Jt. Director-EGS, OPEPA
 - b. Dy. Director (P) Elementary Education
 - c. Statistical Officer, Elementary Education
 - d. Systems Analyst, OPEPA
 - e. Programmer-cum-Training Officer, OPEPA
 - f. Programmer-EGS/AIE, OPEPA
 - g. Programmer-EE, OPEPA
 - h. Such other member as felt necessary by the SRG
2. **District Resource Group-DRG:** : The DRG shall be responsible for the finalization of the block wise survey schedule, distribution of pooling booth wise voter list, finalization of EMIS Code for all the formal/ non-formal & recognized/ **un-recognized** institutions/schools and training to the BRG Members. The DRG shall consist of:
 - a. District Project Coordinator
 - b. All DIs of School
 - c. DSWO
 - d. Zonal Programmer/Programmer
 - e. District Planning Coordinator
 - f. All Block level census supervisors
 - g. Such other member as felt necessary by the Collector.

They shall also be responsible to ensure that ICR forms dully filled in is sent to OCAC scanning centre in stipulated time.

3. **Block Resource Group-BRG:** The BRG is responsible for the finalization of the GP/ Ward/ Village wise survey schedule, distribution of pooling booth wise voter list, finalization of EMIS Code for all the formal/ non-formal & recognized/ **un-recognized** institutions/schools and training to the Enumerators. The BRG shall consist of:
 - a. All BRCCs/ SIs of Schools.
 - b. All CRCCs/ Center School HMs
 - c. All Cluster level Census Monitors.
 - d. Such other member as felt necessary by the DPC.

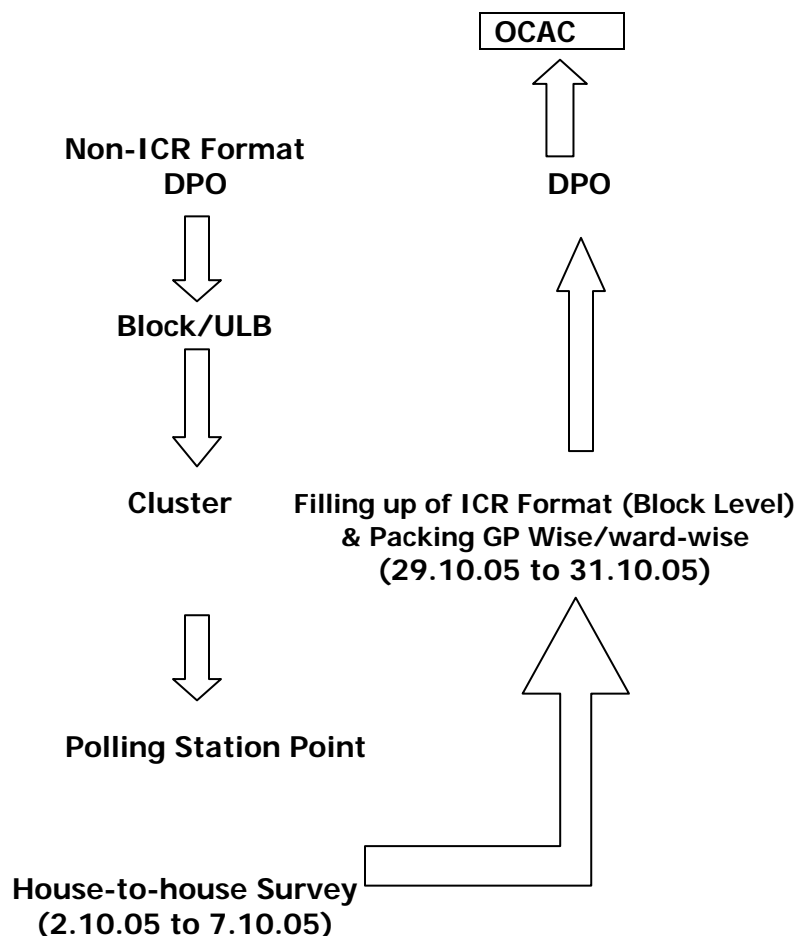
- b. **Schedule of Operation and Training:** The process is to be undertaken as per the following schedule.



E. Survey Activities

I. Form Flow Chart

- a. The ICR Forms after being filled in shall be packed at Block / ULB level by census Monitors and the Block/ULB Census Supervisors. Next it will be sent to DPC, who will be responsible for sending them to OCAC latest by 15.10.2005 (12noon).
- b. It should be ensured that forms of one GP/Ward are packed together. Name Tag indicating District/Block/GP/Dist.or ULB/ Ward should be pasted on each box for easy identification at the IRC scanning Centres.
- c. Proper Register shall be maintained for issue and receipt of ICR forms and issue of Non ICR forms.
- d. Non ICR forms may be kept is polling station / Cluster wise bundles at BRCC Level until further instructions.



II. Pre Conversion Activities

One or more locations may be fixed preferably in Block/ULB headquarters to take up Conversion Activity for improving quality of supervision. As 29th October is a Saturday 30th October is a Sunday there will be effective loss of one & half days in these institutions where conversion will take place. In the intervening period, the non-ICR forms (filled up) should be kept in packets enumerators-wise. **All packets under one census monitor should be bundled together with help of strings and kept in safe custody till the conversion date at the Block/ULB headquarter.**

The Enumerators should be selected on basis of **good handwriting for ICR conversion** activity and trained just before conversion starts on 29.10.2005. Working lunch for those were engaged for ICR Conversion activity may be provided for 3 days @ Rs.20/- per day apart from Rs.0.50 per page of ICR format Conversion. Conversion should be completed by 31.10.2005.

III. Conversion Process:

ICR conversion should only be done by enumerators those who have good handwriting. However, if the monitors and supervisors feel that presence of remaining enumerators is necessary to help in the conversion process, they may call the concerned enumerators for the conversion process. This is because the non-ICR forms which has been filled by one enumerator should be legible to enumerator converting it. If Non-ICR forms are illegible, the concerned enumerators needs to clarify in person for achieving 100% accuracy in conversion process. Therefore, wherever necessary, the enumerators who are not involved in actual conversion may be called upon to assist the enumerators filling in ICR forms. In all such cases, the enumerators who have been called upon to assist shall be provided lunch packets of Rs.20/- per day. If their presence is required for all the three days of conversion, they are to be provided lunch packets for all the three days. If their presence is required for one day only, then they may be called for one day only and lunch packets may be provided for one day only. This decision may be taken by the concerned Block Supervisor in consultation with the Monitors.

Regarding number of locations in a block where ICR conversions shall take place the Block/ULB headquarters may be chosen for locating the conversion Centres for close supervision and monitoring. **The same should be followed strictly by all districts.** In one location of Block or ULB headquarter, three to four schools may be chosen for conversion depending upon the number of monitors and availability of rooms. This will not only reduce the problem of transportation of ICR forms to remote locations but also to ensure that the entire filled up ICR forms in a Block/ULB level can be packed and labeled.

The **EMIS Code and Institution Name** corresponding to jurisdiction of one monitor are to be written in the **Black Board** of the room where the enumerators of that monitor are placed for conversion. This will be a second help in addition to sheets provided to the converting enumerators containing the above information.

An **ICR filling up drill** may be conducted among converting enumerators before start of the actual conversion at 10.00 a.m. on 29.10.2005. They may be asked to fill up one non-ICR forms information and the same may be checked and cleared by the team of Block/ULB Supervisor & Monitors at the conversion centre. By this standardization can be ensured and the data capture be close to 100% accuracy. The ICR conversion date has been fixed from 29th to 31st October, 2005.

Following Documents should be provided to Conversion Centres.

1. **EMIS Code List** of all institutions of the Block/ULB
2. **Admission Register** (showing date of birth) of the institutions or a **list** of students of each institutions showing Date of Birth along with Parent/Guardian's name.
3. **Birth Register** of Anganwadi Centres relating to the Block or a **list** showing Date of Birth of children (0-6 years) of each AW Centre with Parent/Guardian's name.

The head of institutions will provide either the Admission Register or list of students showing Date of Birth (as required above) by **25.10.2005**. D.Is. may write to all Elementary Schools, C.Is. to all Secondary Schools & CDPOs to all Anganwadi Centres to provide the above information to each Conversion Centres. All private schools (both Recognized or unrecognized) may be informed to provide the list of their students, parent/Guardian's and their Date of Birth by 25.10.2005. It is pertinent to mention here that **date of birth** is one of the most important information in the entire Child Census exercise. This will determine the critical factor of **age** of the children various activities to be undertaken under SSA. Census monitors are to collect above lists from the institutions & AWCs within their jurisdiction on basis of above letters so that the same is available at the time of conversion for validation of Date of Birth.

IV. Packing & Labeling of ICR Forms:

ICR forms shall be delivered to you in a carton containing about 5000 forms in a carton. In each carton there will be **10 packets** each containing 500 ICR forms. These will be supplied to you between 8-12 October, 2005. Additional ICR forms will be used in case there are more than 5 children in a family as instructed earlier. Once the conversion from non-ICR to ICR form is completed, the ICR forms are to be sorted out **village wise** and not booth wise. Next the villages are to be sorted out **GP wise**. For urban areas, the ICR forms are to be sorted out **Ward wise** for packing.

Care should be taken as per instructions of OCAC (given on page-21 of the Oriya Instruction Manual) to fill up the ICR forms. The packets in which the ICR forms are provided are to be reused for packing the filled up ICR forms. Each such packet should contain 500 filled up ICR forms. If there are more than 500 ICR forms in a G.P./Ward, the same should be packed in 2nd or 3rd, or 4th as per requirement. Any part number (beyond 500) should be packed in a separate packet. Such packets may be made of craft paper at District level, so as to contain the A/4 size ICR forms. Arrangement may please be made before hand to supply a number of such packets to the **Conversion Centre** for packing part number of forms beyond 500 for each GP/Ward.

Copies of the Block-wise Carton labels and the district-wise packing list (as mentioned bellow) are to be provided along with the Cartons to the OCAC Scanning Centre for identification and verification. A **time schedule** for despatch of ICR forms to Scanning Centre shall be provided in Course of time.

Once the packing is over in a particular GP/Ward, Cello tape should be fixed to close the packets and sketch pen should be used to write the **name** of the Block/ GP (or ULB/Ward No.) along with **number** of ICR forms on the packet. **Care should be taken not to put ICR forms of more than one GP/Ward in one Packet.**

Next step would be to put the packets in Cartons. One Carton should approximately contain about 5000 ICR forms. This could be done at the Block/ULB level so as to ensure that the space in the Carton is effectively used.

A Label in the following format may be fixed on each carton for easy identification and verification at the Scanning Centre.

Name of District:

Name of the Block/ULB:

Sl. No.	Name of the GP/Ward No.	No. of ICR form PACKED		
		Main	Additional	Total
1				
2				
.				
	Total:			

At the District level, all the Cartons are to be consolidated and a running serial Number is to be allotted to each Carton. A consolidated list is to be maintained in following format.

Name of the District:

Sl. No.	Name of the Block/ULB	No. of Cartons used	Serial No. of Cartons used.
1			
2			
.			
	Total		

Copies of the Block-wise Carton labels and the District-wise packing lists (as mentioned above) are to be provided along with the Cartons to the Scanning Centre (OCAC) for identification and verification during scanning of ICR forms.

F. Cost of Operation

- ◆ The concerned Enumerator & validators will get @Rs.1.50 per household for data collection and through the Non-ICR format. Sharing may be done on a mutual basis.
- ◆ The Enumerators shall get @Rs.0.50 per form for converting Non ICR to ICR forms (as per numbers of ICR forms)
- ◆ Necessary consumable (formats, pen, pencil, rubber etc.) will be provided for collection of data. Formats are to be supplied by the State Project Office. Black Ball Point pen shall be used for ICR forms where as pencil shall be used for Non ICR forms. DPO shall procure these consumables.
- ◆ A vehicle (hired) or POL (incase of the officers having vehicle) will be provided to each Block / ULB level census supervisor.
- ◆ Mobility support may be given wherever necessary to District level Principal census Supervisors.
- ◆ The training of the various functionaries could be held as per standard unit cost available at DPOs with approval of Collectors.
- ◆ Cost of transporting of the forms (all) from DPO to Enumerator level and back to OCAC Scanning Centre (for ICR only) shall be borne by DPO.

Budgeting for Orissa Child Census – 2–5 (Rs. in lakhs)

Sl. No.	Activity	Tentative Outlay as per actual			PAB-2005-06 approved Head & provision				Remarks
		Unit cost as per actual	Unit	Total as per actual	Sub Head (PAB)	Provision	Component Head (PAB)	Total Provision	
1	Training	0.5	30	15	Capacity Building	15	Research & Evaluation	689	DPO
2	Household Cost (Cost to enumerators)	0.00002	9000000	180	Base Line Assessment Studies (SPO)	100 out of 120 80 out of 133.76			DPO
3	Motor Vehicle (DPO)	0.6	30	18	Motor Vehicle	375	Project Management & MIS	2291.89	DPO
4	TA/DA	0.5	30	15	TA	150			DPO
5	Stationary	0.15	30	4.5	Stationary	50			DPO
6	Miscellaneous expenditure at SPO level (Stationary, Vehicle, workshop etc.)	8	1	8	SPO	150			DPO
7	Printing	2	30	60	Monitoring & Supervision	272			DPO
8	Payment to OCAC	200	1	200	Monitoring & Supervision		DPO		
	Total			500.5					

G. General Information for Enumerators:

I. Who are the person be covered under the Census 2005?

- Generally a member belonging to a family
- Members residing generally in a house and those absent at the time of Census and expecting immediate return
- If children and elders residing temporarily in the relatives/friends/guest's house, they should be considered from the original place
- For Residential schools, Hostels, Ashram school, Remond home, etc information has to be collected as an institutional family and such information of those children **should not be** collected from their original place. **Utmost care** should be taken while this collecting information
- Relatives/others children, etc, living in a family for education purpose should be considered for census but their information should not be collected from their original place.
- Since information will be collected from workshops/factory/hotels if children are residing in the same place, their information should be collected from that place only but not from their original place.
- Information regarding those going for work in the morning and returning back in the evening has to be collected from their original family.
- People coming from different place and residing along with family should be considered and taken for census
- In short totally without leaving anybody, covering everybody and without taking redundant information, this census should be carried out.

II. Survey Formats:

- This year consolidation of data will be done using ICR scanning technology. Keeping this in view formats are designed. Two formats of exact copy are provided:
 - a. **Non-ICR format:** Enumerators has to fill this format first. This format is printed in normal paper. This format should be used while doing house to house survey. This format is to be filled in English (Block Capital) as per item No.3 below. This copy shall be retained at BRCC level after conversion to ICR forms.
 - b. **ICR format:** A separate sheet is provided to capture data using ICR technology. All information in this form should be filled in English (Capital letters) language only. The ICR format will be filled centrally at Cluster level by the Enumerator under the Supervision of the Census Monitor.
- Information filled in Non ICR copy during census should be exactly transferred into ICR sheet in English except for **EMIS Code**. It may be noted that in Non-ICR forms, the enumerators has to fill in the name of the School/Institution against each child. But for ICR format, the same has to be filled with EMIS Code. Therefore, the clusters should be supplied with EMIS code for all institutions of the concerned Block/ULB.
- Letters and numbers in English should be filled in respective boxes with ball point pen clearly. Colour should be Black or Deep Blue only.
- Codes should be filled as per the instructions provided in the respective boxes. All information related to each child should be filled without leaving any boxes empty.

III. Use of Census-2001 data on household & population as the control mechanism.

There are about 7000 census monitors who are monitoring the Child Census 2005 work. The objective is to cover every child in every village and every ward of the State. The purpose of the Orissa Child Census – 2005 will be defeated even if one single child will be left out of enumeration. For this the following mechanism to be carried out.

The Census – 2001 provides **number of household** for each village in Excel Format. Five percent could be added to the number of household to arrive at the approximate number of households in 2005. This could be compared with the total number of non-ICR forms filled in by the enumerators. Broadly, these two figures should match with in 5% variation. Census monitors should check if there is more variation.

Second parameter to be checked in **the population in the 2001 Census**. The total population of the village could be increased by 6% to take care of growth in last 4 years. For example, Pusaguda village in Bissam Cuttack of Rayagada district had 339 population in 2001. Adding 6% over this would mean adding of 20 more people which makes the current population 359. 0-14 year's child population would be about 1/3rd of this number i.e. 120. Therefore, the total child population of this village should be within 10% + 10% of this number (120) i.e. between 108-132.

These numbers may be intimated to Census Monitors so that they check the collected data with these numbers. In no case this information should be passed the enumerators. If the enumerators for this village report a child population less than 108 or more than 132, then the census data should be checked personally by the concerned census monitor. If these two control parameters are checked for each enumerators, then we would be able to ensure a fair amount of correctness in the collected data.

IV. Filling in census forms :-

There are twenty six entries to be filled in the form.

1. **Name of the Educational Block/ ULB:** Respective name of the educational block/ ULB should be filled in the box provided
2. **Name of the corporation/municipality/gram panchayat/ ward no.:** Respective name of the corporation/municipality/ gram panchayat should be filled in the box provided
3. **Village/ Local area name:** As per records of previous census/revenue records name of the village/ Local area should be filled. For urban area, local area name is to be entered, e.g.: Bapuji Nagar for Bhubaneswar.
4. **Habitation Name/Street Name:** In case of rural areas the respective name of the habitation should be filled whereas in urban areas name of respective street name / number should be filled. If there are no street name, then local area name should be repeated.

Note:

For Sl. 1 to 4, the validated names and ward numbers shall be provided by the districts to the cluster before filling up the ICR forms for uniformity and easy validation in the ICR process.

5. **House No.:** The House number in Electoral Roll may be used wherever available/ Or else a running serial number for Revenue village/ Local area may be given by the Enumerator.
6. **Enumerator code:** The enumerators may be given a code at the Block level or ULB level (where separate supervisor is being engaged). It may be a running serial number starting with 001 on wards. This is to track the forms & polling station to the enumerators.

7. **Family type:** For General family -1, Institutional family -2, houseless family-3 should be filled.

General family: Generally a family means a group of people residing in a same place, sharing the same kitchen. Members of the family may be relatives or may not be or it may be both of these. Members of a group of people residing in a house but not sharing the kitchen, then those members will not considered as the member of that family. In such case, they should be treated as a separate family. Main point to be observed to decide whether it is a family or not is whether members share a **common kitchen** or not. A family may have a single member, two member or a joint family.

If warden and peon of a institutional family is residing in a separate house and cooking separately then each family should be considered separately. In that situation, building will be one but there are 3 houses and 3 families. i.e., one institutional family and 2 separate families.

A group of people, non-relatives to each other, residing in a house not in a institution and sharing the same kitchen should not be considered as a institutional family. Such families should be considered like a general family.

Institutional family: A group of people, non-relatives to each other, residing in an institution and sharing a common kitchen should be considered as a Institutional family. e.g., hostels, mess, hotels, ashrams, remand homes, orphanages, jail, etc.

Houseless family: Families not staying in a building/house but residing in streets, footpaths, big pipes, fly over/under ground bridges, stair cases, temples; railway/bus stand platforms, etc should be considered as a Houseless family.

8. **Assembly Constituency No:-** The number of the Assembly Constituency in which the area comes (as per Election Commission of India code).
9. **Polling station number:** Polling station number, where survey is being done is to be filled.
10. **Electoral serial number:** Electoral serial number of the person mentioned in column 11 should be filled(with reference Electoral Roll of polling station No mentioned at Sl.9) If a family's name does not find place in the Electoral Roll; then also the family's name is to be included by writing the family's voters name at the end of the last entry in the Electoral Roll.
11. **Name of the Father/Mother/Guardian/Head of the family:** Name of the father/mother/guardian/head of the family of the children should be filled.
12. **Number of members in the family:** The number of members in the family residing in the house including children should be considered and should be filled in the respective male and female boxes. For considering the family, the instructions under definition of family should be observed: '0' to be filled in if either male or female members number is zero.
13. **No. of Children of 0-14 age group:** The number of male and female children in the age group of 0-14 age should be filled separately in the respective boxes. Cut off dates are **1.4.92 to 30.9.2005**. All children born between these two dates should be covered.
14. **Sl.No.:** Provision is made to fill information of up to 5 (five) children. Suppose if there are more than five children another sheet should be used and Sl. no. should be continued from previous sheet. Filling up of all other information is mandatory in the second and subsequent forms. For ICR forms, separate forms having blank serials shall be available at cluster level to fill up for families having more than 5 children or for institutional families.
15. **Name of the child:** Names of the children in the age group of 0-14, i.e., born in the period of 01-04-1992 to 30-09-2005, should be filled. While writing names if initials are used, a box should be left blank between initials. Ideally, First and last names should be filled in full and middle name could be in initials, However it will depend on the length of the name.
16. **Relation:** Relation to the child of the name mentioned in the column 11 should be filled. **1** for father, **2** for mother, **3** for guardian and **4** for others.
17. **Date of birth:** Date of birth of children should be filled. To help the enumerator, the parents should be informed about date of birth of children going to school well in advance by school teachers by a slip. Based on records of local body birth certificates, horoscope, passport,

parents' declaration, etc. the date of birth should be considered. In case of non availability of child's date of birth, enumerators may use the non formal tricks to get the date of birth of a child. This could be also authenticated from the birth records of Anganwadi Workers/ ANMs of the area and the school enrolment registers as a double check. These Registers may be made available at cluster levels while filling up the ICR forms.

18. **Gender:** Code **1** for male and **2** for female should be filled
19. **Category:** Code **1** for SC, **2** for ST, **3** for OBC & **4** for others should be filled
20. **Religion:** Code **1** for Hindu, **2** for Musilm, **3** for Christian, **4** for Jain, **5** for Buddhist, **6** for Parsi, **7** for Sikh and **8** for others should be filled
21. **Educational status:** The following codes should be filled for educational status of the child:
 - 00** if child is going to pre-school
 - 01** if child is studying in class 1
 - 02** if child is studying in class 2
 - 03** if child is studying in class 3
 - 04** if child is studying in class 4
 - 05** if child is studying in class 5
 - 06** if child is studying in class 6
 - 07** if child is studying in class 7
 - 08** if child is studying in class 8
 - 09** if child is studying in class 9
 - 10** if child is never enrolled
 - 11** if child is dropped out

Dropout child:

In the current academic session, those absent for 30 days continuously or for 50% of working days till the child census should be considered as dropout. Teachers/Enumerators should not provide wrong information. Drop out children will also include those who have never attended school in this academic session. In all cases realistic information should be provided. If a child never enrolls to school or remains absent for long time **teachers will not be held responsible**. So without fear enumerators should provide realistic information. They should encourage parents/guardians to provide information in all cases. Our objective is **to get to the truth** with respect to dropout and all matters related to the child.

22. Institutional code:

- a. **In Non-ICR format :** The name of the institution (Pre-school/ School/ EGS Center, AW Centre) to be written against each in-school children.
- b. **In ICR format:** If child is going to school/ Pre-school, the **EMIS code** of the school/institution as per the list provided should be filled with reference to the name of the institution collected in Non-ICR format. If the child is going to Anganwadi Centre, then write **AAAAAAA**. If a child is going to an ECCE Centre under NPEGEL it may be entered as **EEEEEEE**. If child is going to school in other Block **OBOBOBO**, if child is going to school in other district **ODODODO** , if child is going to school in other state **OSOSOSO** and if child is not going to any institution i.e. (pre-school/school/AW/ECCE Centres) **0000000** should be filled. School code is based on EMIS and is of 7 digits. EMIS code for all schools/institutions of a particular Block/ULB shall be provided to the cluster when conversion from Non-ICR to ICR forms will be done.

23. **Reason for out of school:** Based on realistic information and not presuming anything proper code applicable should be filled. The following codes should be used:
- 01** for Distance from school
 - 02** for house hold work

- 03 for disability
- 04 for earning because of poverty
- 05 for unwillingness of parents
- 06 for lack of awareness
- 07 for sibling care
- 08 for gender related reason (for girls only)
- 09 for school not attractive
- 10 for failure in class
- 11 for migration
- 12 for other reasons
- 00 for not applicable

24. **Class dropped out:** Class studying when the child dropped out should be filled.
i.e., **1** for class 1, **2** for class 2 , ...**8** for class 8, **0** for not applicable.

25. **Mother tongue:** Child's mother tongue should be filled as

- 1 Oriya
- 2 Urdu
- 3 Santhali
- 4 Telugu
- 5 Bengali
- 6 Hindi
- 7 Other Tribal languages
- 8 Others

26. **Disability:** The code should be filled as follows

- 1 if child is visually impaired
- 2 if child is dumb & deaf
- 3 if child is orthopedically handicapped
- 4 if child is mentally retarded
- 5 if child is dumb only
- 6 if child is deaf only
- 0 if not applicable (to be filled in for all normal children)

Note: Mild & moderately affected children from each disability category should covered.

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

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.

H. Conclusion :--

The "**ORISSA CHILD CENSUS 2005**" will cover each & every household of the state. A database of all the children of 0-14years, with their name, age, sex, caste, educational status, the reasons for out of school and other indicators will be built up by the end of November 2005, using the ICR technology. This database will not only be useful for SSA, but also, extremely useful for the interventions of other departments, like WCD, SC & ST Development, Health & Family Welfare, Labour etc. It will also be useful for tracking each and every child at any stage later on by developing a Achievement based Child Tracking System.

--- 000 ---