

CHAPTER 7

MAINTENANCE OF REGISTERS

The most important activity of the 8th All India School Education Survey is to collect data by means of filling up of various forms. In order to ensure that all the villages/towns have been covered and none of the schools/colleges have been left out, all the survey officers such as Block/Town Level Education Officers, District Survey Officers and District Project Coordinator, SSA must maintain certain registers indicating the movement of forms from one level to another.

It is absolutely essential that the District Survey Officer and Block/Town Level Education Officer must use the master lists of villages/towns and schools for keeping track of distribution of blank forms as well as their receipt and manual scrutiny. Thereafter, the filled-in forms will be handed over from one level to another and finally to the District Project Coordinator (SSA). The usage of master lists would ensure complete coverage of villages, towns, schools and degree colleges having classes XI and XII attached to them.

Two registers will be maintained at the District and Block/Town level. Register 1 called **ëDistribution/Receipt Registerí** will be used for keeping track of distribution of **blank forms**, receipt of filled-in forms and their manual scrutiny. Register 2 called **ëDespatch Register at Block/town level for Form sent to DSOí** will keep track of the handing over of the bundles of Flash Statistics sheets as well as **filled-in forms** ñ VIF/UIF, SIF-1, SIF-2 and CIF to DSO. The District Survey Officer and Block/Town Level Education Officer must maintain these two registers in the prescribed format as given in Appendix I.

1. Registers to be maintained at Block/Town Level

As explained earlier, the Block/Town Level Education Officer will maintain the **ëDistribution/Receipt Registerí** and the **ëDespatch Registerí**. These registers will enable the Block/Town Level Education Officer to keep track of the progress of data collection. **ëDespatch Registerí** is to be filled only when filled-in forms have been received from all the villages, towns/Wards (in case of class I cities), and schools/colleges.

- ï **Register 1: ëDistribution/Receipt Registerí** consists of two parts. Part I deals with VIF and UIF whereas Part II deals with SIF-1, SIF-2 and CIF.

Part I is further divided into two sections. **Section ëAí** deals with VIF and **Section ëBí** deals with UIF. Thus the Section ëAí is to be filled up only by the Block Level Education Officer and Section ëBí is to be filled up by the Town Level Education Officer/Ward incharge.

VIF is to be filled-in by the Headmaster/Principal of recognised school of the village with the help of Village Officer/Patwari. Hence, entries in Section ëAí pertains to the distribution of blank VIF form to the Headmaster/Principal and receipt back of filled-in VIF and their manual scrutiny.

In class I cities with population more than one lakh, **UIF** is to be filled-in separately in respect of each Ward by the Incharge of Ward. The Ward Incharge Officer will hand over the filled-in UIF to the Town Level Education Officer. However, in other cities the Town level Education Officer who is Incharge of that city/town will fill-in one single UIF form for his city/town. Hence, Section 6B1 needs to be filled-in by the Town Level Education Officer. The entries in Section 6B1 pertain to the distribution of blank UIF to the Ward Incharge Officers, receipt of filled-in UIF from them and their manual scrutiny.

Part II deals with the distribution of blank **SIF-1, SIF-2 and CIF** to Headmasters/Principals of schools/colleges, their receipt and manual scrutiny. The format given in Appendix I should be prepared for each of these forms separately.

- i **Register 2: 6Despatch Register1** also consists of two parts.

Part I deals with despatch of Flash Statistics sheets, and

Part II deals with the despatch of filled-in VIF/UIF, SIF-1, SIF-2 and CIF to the DSO.

2. Registers to be Maintained at the District Level

Similarly, District Survey Officer will also maintain both the **6Distribution/Receipt Register1** and the **6Despatch Register1** to keep track of the progress of the data collection work. The **6Despatch Register1** again is to be filled-in only when filled-in forms have been received from all the blocks/towns.

- i **Register 3: 6Distribution/Receipt Register1** consists of two parts.

Part I deals with the receipt of two bundles 6Flash Statistics-VIF1 and Flash Statistics-(SIF-1, SIF-2 and CIF) containing filled-in flash statistics sheets from each block/town.

Part II deals with receipt of bundles containing VIF/UIF, SIF-1, SIF-2 and CIF from each block/town of the concerned district.

The DSO will receive VIF, SIF-1, SIF-2 and CIF pertaining to rural areas from the Block Level Education Officer and the UIF, SIF-1, SIF-2 and CIF pertaining to urban areas from the Town Level Education Officers.

- i **Register 4: 6Despatch Register1** also consists of two parts.

Part I deals with handing over bundles of Flash Statistics sheets of all the blocks/towns of the district to DPC (SSA).

Part II deals with the handing over bundles of rest of the forms namely VIF, UIF, SIF-1, SIF-2 and CIF of each block/town to the DPC (SSA).