

CHAPTER 9

HANDLING OF FILLED-IN FORMS

Systematic planning, maintenance of records and flow of data are important components to ensure complete coverage at all levels of survey operation. Once the data collection activity at the Block/Town level is complete and all the filled-in forms are scrutinised, the same may be transferred personally from Block/Town level to the District Survey Officer as per details given in chapter 7. After the sample scrutiny of filled-in forms, the District Survey Officer will prepare the bundles of Flash Statistics sheets and all other filled-in forms as per specification given in Register 4 for despatch. In this regard certain aspects for handling of forms are mentioned below.

Handling of Flash Statistics sheets

- (i) Flash Statistics is to be released immediately just after the completion of data collection. For this purpose a **detachable sheet** information for Flash Statistics has been appended in VIF, SIF-1, SIF-2 and CIF. Items pertaining to Flash Statistics in these forms will be scrutinised first on priority basis by the Block/Town level officers, and they will ensure that location codes and information given in these sheets is correct and consistent.
- (ii) The sheets will be detached by the Block/Town Level Education Officers and will be arranged in two bundles. First bundle will contain the flash statistics sheets detached from the VIF, and second bundle will contain flash statistics sheets detached from the SIF-1, SIF-2 and CIF. A content slip on the top of each bundle will be pasted having following information: -

i Flash Statistics -VIF sheets:

District name	_____
Block name	_____
Block code	_____
Bundle No.	<u>1</u>
No. of sheets.	_____

i Flash Statistics-(SIF-1, SIF-2 and CIF)

(a) Rural Areas

District name	_____
Block name	_____
Block code	_____
Bundle No.	<u>2</u>
No. of SIF-1 sheets	_____
No. of SIF-2 sheets	_____
No. of CIF sheets	_____
Total No. of sheets	_____

(b) Urban Areas	District name	_____
	Town name	_____
	Town code	_____
	Bundle No.	_____ <u>3</u> _____
	No. of SIF-1 sheets	_____
	No. of SIF-2 sheets	_____
	No. of CIF sheets	_____
	Total No. of sheets	_____

The Block/Town Level Education Officer will ensure that the number of sheets match with the corresponding number of villages/schools/colleges of the master lists and the respective filled-in forms. Block/Town Level Education Officer will further handover these bundles to the DSO along with a covering letter. The format of this letter is given as Letter 1 in Appendix II.

- (iii) The DSO will ensure that both the bundles from each Block/Town are received. The bundles received from all the Blocks/Towns are to be put together. The content slip on the top of the container should have the Address of the DPC (SSA) and total number of bundles. The backside of the container should have the State name and District name.
- (iv) The DSO will hand over the bundles of flash statistics sheets along with covering letter to DPC (SSA) for data entry. Two copies of the covering letter should be made. The DSO will retain one copy of the covering letter as office copy and give one copy of the covering letter to the DPC (SSA). The format of this letter is given as Letter 2 in Appendix-II.
- (v) The DPC (SSA), will check the number of forms and acknowledge the same to the District Survey Officer. In case there are any discrepancies, the same will be intimated to the District Survey Officer for getting them removed. After the discrepancies are removed the DSO will get the status updated on survey monitoring website. The format of this letter is given as letter 3 in the Appendix II.

Handling of VIF, UIF, SIF-1, SIF-2 and CIF

After completing the manual scrutiny of VIF/UIF, SIF-1, SIF-2 and CIF at block/town level, these filled-in forms are to be arranged in bundles as explained below.

- (i) Handling of VIF/UIF, SIF-1, SIF-2 and CIF forms: - Each of these forms is to be arranged as separate bundles. A bundle may consist of a maximum of 100 filled-in forms and it should be given a serial number, known as bundle number. The content slip on the top of each bundle should indicate:-
Form name : VIF/UIF, SIF-1, SIF-2 and CIF (strike out whichever is not applicable)

Bundle number : _____
District name : _____
Block/Town name : _____
Block/Town code : _____
No. of forms : _____

- (ii) These bundles are to be transferred by Block/Town Level Education Officers to the District Survey Officer along with a covering letter. The format of this letter is given as Letter 4 in Appendix II. Two copies of this covering letters are to be prepared. One is to be retained as office copy and one copy will be sent to the District Survey Officer along with the bundles of filled-in forms. The DSO will get the status of data collection updated on survey monitoring website.
- (iii) Complete receipt of all forms according to the covering letter from each of the Block/Town Level Education Officer are to be checked at District Office and in case of any discrepancy it is to be reconciled. After this the DSO will carry out 10% manual scrutiny of each type of form.
- (iv) After ensuring complete receipt of all filled-in forms from all Blocks/ Towns in the district, the bundles of the filled-in forms are to be handed over by the District Survey Officer to DPC (SSA) with a covering letter. The format of this letter is given as Letter 5 in Appendix II. Two copies of this letter are to be prepared. One copy of the letter will be retained as the office copy, another copy of the letter will be handed over to DPC(SSA) alongwith the bundles of schedules.
- (v) After receiving the bundles of filled-in forms, the DPC (SSA) should give an acknowledgement letter to the District Survey Officer. The DPC (SSA), while taking the bundles of filled-in forms, will check total no. of bundles mentioned in the covering letter of each type of schedule with the total no. of bundles received by them. In case there are any discrepancies, the same will be intimated to the DSO. The format of acknowledgement letter is given as Letter 6 in Appendix II.