

# APPENDIX I

## FORMATS FOR REGISTERS

### Register 1: Distribution/Receipt Register

To be maintained by Block/Town Level Education Officers for keeping track of distribution of forms to schools, receipt of filled-in forms from schools and manual scrutiny of VIF, UIF, SIF-1, SIF-2 and CIF forms.

#### PART-I: VIF/UIF

##### Section A: VIF

Block Level Education Officer will get the VIF filled and then scrutinize the forms manually.

State Name: \_\_\_\_\_ District Name: óóóóóóóóóóóó

CD Block : \_\_\_\_\_ CD Block Code : óóóóóóóóóóóó

Date of Distribution \_\_/\_\_/2010

Sl. No.	Village Name	Name of School responsible for filing up of VIF form	Date of Receipt	Date of Manual Scrutiny
1.			__/__/2010	__/__/2010
2.			__/__/2010	__/__/2010

Total No. of VIF: \_\_\_\_\_ No. of flash statistics sheets (VIF) \_\_\_\_\_

**Note:** Flash Statistics sheets should be equal to the number of VIF

**Section B: UIF**

Town / City Level Officer ( Ward incharge in Class I cities) will get the UIF forms filled and scrutinize the forms manually

State Name : \_\_\_\_\_ District Name : \_\_\_\_\_

Town/City Name : \_\_\_\_\_ Town/City Code : \_\_\_\_\_

Date of Distribution \_\_/\_\_/2010

Ward No.	Date of Receipt of filled in forms	Date of Manual Scrutiny
1.	__/__/201__	__/__/201__
2.	__/__/201__	__/__/201__

Total number of UIF \_\_\_\_\_

**PART-II: SCHOOL FORMS (SIF-1, SIF-2 and CIF)**

State Name: \_\_\_\_\_ District Name: \_\_\_\_\_

CD Block/Town Name/Ward: \_\_\_\_\_ CD Block/Town/Ward Code: \_\_\_\_\_

Date of Distribution \_\_/\_\_/2010

**Type of Form: SIF-1/SIF-2/CIF**

(Please strike out whichever is not applicable. Make separate tables for SIF-1, SIF-2 and CIF)

Sl. No.	Name of School /College	Date of Receipt of filled in forms	Date of Manual Scrutiny
1.		__/__/2010	__/__/2010
2.		__/__/2010	__/__/2010

Total No. of SIF-1 forms \_\_\_\_\_

Total No. of SIF-2 forms \_\_\_\_\_

Total No. of CIF forms \_\_\_\_\_

Flash Statistics Sheets detached from SIF-1, SIF-2 and CIF should be equal to the SIF-1, SIF-2 and CIF forms respectively.

**Note:**

1. SIF-1 is to be distributed to both primary and upper primary schools and SIF-2 is to be distributed to both secondary and higher secondary schools.
2. Block/Town level Education Officer should ensure that they receive back all the filled-in forms as per the master list of villages/towns and schools.

**Register 2:** Despatch Register at Block/Town Level for Forms sent to DSO

To be maintained by Block/Town level Education Officer for keeping track of dispatch of bundles of flash statistics sheets, VIF/UIF, SIF-1, SIF-2 and CIF.

**PART I: DESPATCH OF FLASH STATISTICS SHEETS TO DSO**

State Name: \_\_\_\_\_ District Name: \_\_\_\_\_

CD Block/Town Name: \_\_\_\_\_ CD Block/Town Code: \_\_\_\_\_

Date of Distribution \_\_/\_\_/2010

Flash Statistics	Bundle No.	Total No. of Sheets
VIF	1	
SIF-1, SIF-2, CIF	2	

**PART II: DESPATCH OF VIF/UIF, SIF-1, SIF-2 AND CIF TO DSO**

State Name : \_\_\_\_\_ District Name : \_\_\_\_\_

CD Block/Town Name: \_\_\_\_\_ CD Block/Town Code: \_\_\_\_\_

Date of Despatch: \_\_/\_\_/2010

Sl. No.	Filled in Forms	Total Number of Bundles	Total No. of Forms
1.	VIF		
2.	SIF-1		
3.	SIF-2		
4.	UIF and CIF		
Total			

**Note :**

1. Block/Town level Education Officer may refer to chapter 9 'Handling of Forms' for information about packaging of forms into bundles and for writing Bundle No. in Register 2 .

**Register 3: Distribution/Receipt Register**

Register 3 is to be maintained by District Survey Officers (DSO) for keeping track of distribution and receipt of VIF/UIF, SIF-1, SIF-2, CIF and Flash Statistics sheets.

State Name : \_\_\_\_\_ District Name : \_\_\_\_\_

Date of distribution of forms \_\_/\_\_/2010

**PART 1: FLASH STATISTICS SHEETS**

Sl. No.	Block/Town Name	Location Code	Flash Statistics	Receipt of		
				Date	Bundle No.	Total No. of Sheets
1.			VIF	__/__/2010	1.	
			SIF-1, SIF-2 and CIF	__/__/2010	2.	
2.						

**PART 2: VIF/UIF, SIF-1, SIF-2 and CIF**

Sl. No.	Name of Block/Town	Location Code	Date and Receipt of Filled in Forms of					
			Date	VIF	SIF-1	SIF-2	UIF	CIF
1.			__/__/2010					
2.			__/__/2010					

**Register 4: Despatch Register at District Level for Flash Forms sent to DPC (SSA) for Data Entry**

To be maintained by District Survey Officer (DSO) for keeping track of handing over the bundles containing flash statistics sheets, VIF/UIF, SIF-1, SIF-2 and CIF forms to DPC (SSA) for Data Entry.

**Part I: Handing over the bundles of Flash Statistics Sheets to DPC (SSA)**

State Name : \_\_\_\_\_ District Name : \_\_\_\_\_

Date of Handing over \_\_/\_\_/2010

Sl. No.	Name of Block/Town	Location Code	Date of Despatch	No. of Flash Sheets			
				VIF	SIF-1	SIF-2	CIF
1.							
2.							
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20.							

**Register 4: Despatch Register at District Level for main Forms sent to DPC(SSA) for Data Entry**

**Part II: Handing over of VIF, UIF, SIF-1, SIF-2 & CIF filled-in-forms**

State Name : \_\_\_\_\_ District Name : \_\_\_\_\_

Date of Handing over \_\_/\_\_/2010

Sl. No.	Name of Block/Town	Location Code	Date of Despatch	Date and Receipt of Filled in Forms of				
				VIF	SIF-1	SIF-2	UIF	CIF
1.								
2.								