

GOVERNMENT OF ODISHA
REVENUE AND DISASTER MANAGEMENT DEPARTMENT

No.-REGN(Census)-7/16- 13974 Dt. 5.05.16

From

Shri M. M. Mishra,
Joint Secretary to Government.

To

All Collector-cum-District Registrars,
Municipal Commissioner-cum-District Registrars, Bhubaneswar,
Cuttack & Berhampur Municipal Corporations.

Sub: Methodology for Data entry to incorporate corrections in the NPR database.

Sir,

In inviting a reference to the subject noted above, I am directed to say that the National Population Register is being created under the provisions of Citizenship Act, 1955 and specifically under Rule 3(4) of the Citizenship(Registration of Citizens and issue of National Identity cards) Rules, 2003. The NPR is the first step towards creation of National Register of Indian Citizens (NRIC). Therefore, it is necessary to make the database error free and accurate. The NRIC database once created & linked with the system of Registration of births and deaths and migration would become the real time database and one of its own kind in the country.

Therefore, the data entry work of the filled in NPR booklets relating to any corrections in the names, date of birth, address etc. and new enrolments has been entrusted with the State Govt. The data entry work has to be undertaken by the District Administration/ M.Cs in a decentralised way so that simultaneous progress can be made and the work can be completed in time.

It has been proposed to give 120 days (4 months) for completion of the data entry work in the following way.

- i) 20 days for selection, training of operators & supervisors.
- ii) 10 days for putting the infrastructure in place.
- iii) Actual data entry, validation by the enumerator and quality checking by the supervisors should be completed within 90 days from start date after stage-i & ii are over.

The District Magistrate & Collectors/ Municipal Commissioners would regularly monitor & supervise the progress/quality of the data entry work as they are the District Registrars under the Citizenship Rules, 2003 and ultimately they have to authenticate the NRIC database pertaining to their

respective districts/M.Cs.The data entry exercise should also be supervised regularly by the Sub-District Registrars i.e. Tahasildars/ BDOs.

The approved cost for correction, data entry and supervision is Rs.4/- per record including the amount of honorarium of the supervisor to be decided subsequently.

Since the work has to be done at the district level under the direct supervision of the Collector-cum-District Registrars/ Municipal Commissioner-cum-District Registrars, they are instructed to select the vendors/service providers for doing the data entry work as per the approved cost.

Therefore, for implementation of the above scheme, it is necessary to take following steps immediately.

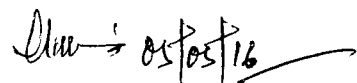
- a) Assess/ ascertain the quantum of data entry to be made for such updation.
- b) Select the Vendor/service provider by Tender as per due financial procedures through whom the data entry work is to be done by ascertaining their credibility of service providing. The service provider will deploy sufficient number of operators to complete the data entry work within the targeted timeline.
- c) After selection of service provider, necessary training will be imparted to them as well as to the district level officials by a team of master trainers from the office of RGI/Director, Census.

Since, it is a time bound national programme, immediate action may be taken to complete the selection process of vendor/service provider for the data entry work **by 20.5.2016** positively & compliance reported to this Deptt. for further follow up action.

Copy of the detailed guidelines for data entry to incorporate corrections in NPR database issued by RGI is enclosed as Annexure-1 for reference.

This may be accorded **Top most priority**.

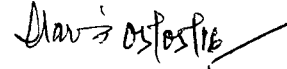
Yours faithfully,



Joint Secretary to Government

Memo No. 13975 /R&D.M. dt. 5.05.16

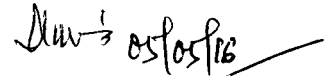
Copy forwarded to the Additional Secretary & Registrar General & Census Commissioner, India, Ministry of Home Affairs, GoI, 2-A. Mansingh Road, New Delhi-110011 for information.



Joint Secretary to Government

Memo No. 13976 /R&D.M. dt. 5.05.16

Copy forwarded to the Joint Director of Census Operations, Odisha, Bhubaneswar for information and necessary action.



Joint Secretary to Government

Methodology for data entry to incorporate corrections in the NPR database:

- a) After the field work, the NPR booklets (Enumeration Block wise) will be returned to the Tahsil/Taluk/Block.Mandal hdqrs. These are to be kept in a secured and orderly manner.
- b) The data entry for summary sheet of NPR booklets may be taken up directly in the portal through user ID and password, already supplied for data entry of summary sheet of NPR booklet.
- c) Corrections in the data fields and entering the Aadhaar number, Ration Card number and mobile number may be undertaken at the District/ Tahsil/Taluk/Block level depending on the availability of infrastructure and manpower. Otherwise this may be taken up at the appropriate level as decided by the State.
- d) The work of data entry may be completed in a period of 4 months (120 days) for each district. The breakup of all three months is as under:
 - a) 20 days for selection, training of operators and supervisors
 - b) 10 days for putting the infrastructure in place.
 - c) Actual data entry, validation by the enumerator and quality checking by the higher authorities should be completed by 90 days from start date after steps a) and b) are over.
- e) The service provider engaged by the State/ District may deploy sufficient number of operators to finish the data entry work within target timelines.
- f) Data entry work should be started in all the places simultaneously.
- g) An appropriate institutional mechanism may be put in place for checking the quality of data entry for any corrections, especially the Ration Card Number, Aadhaar number and mobile number.
- h) A total of 20% records will be supervised by a Government employee at the data entry centre. After the data is supervised and corrected, the supervisor will put his signature on the front page of the NPR booklet.
- i) The Data Entry Operator should be minimum 10+2 Pass and computer literate and should be knowing data entry in both English and in State Language.
- j) Supervisor should be a Government employee and computer literate.
- k) The software (SW) for Date Entry (DE) has been developed by NIC, Delhi in consultation with the Office of Registrar General, India
- l) Training on Data Entry module will be given by respective Directorate of Census Operations and ORGI.
- m) The District/ Sub-district level user name has already been created for NPR database and provided to all users.
- n) Supervisors deployed by District/ Tahsil Administration will check the quality of the database and then upload the corrected data to the NIC main server at Delhi.

- (2)
- o) The concerned DCO shall deploy officers/ officials for coordinating the activity and undertake random check of DE.
 - p) The progress of DE will be monitored through the portal at all levels of functionaries.
 - q) Technical details will be sent to all State/ District level officials and available at NPR portal also.
 - r) Till the NPR database is finalised, the filled up NPR booklets may be kept at Tahsil/ Block offices. Instructions for their upkeep etc. will be issued at an appropriate time.

EDG42984433 - 12/2

Most Immediate
Speed Post

(2016)



कामेश्वर ओझा
अपर महारजिस्ट्रार
KAMESHWAR OJHA
Additional Registrar General

भारत के महारजिस्ट्रार एवं
जनगणना आयुक्त का कार्यालय
गृह मंत्रालय
भारत सरकार
Office of the Registrar General &
Census Commissioner, India
Ministry of Home Affairs
Government of India

D.O. No. 18/2/2015-SS


February 12th, 2016

Dear,

While reviewing the progress of work relating to 'In-house printing' and preparation of District Census Handbooks (DCHBs) Parts A&B, 2011 Census it has been brought to my notice that of the total 640 districts, the preparation of manuscript of DCHB Part B for of 605 districts and Part-A of 237 districts have been completed till date. Earlier, vide this office D.O. letter dated 21-11-2015, it was instructed to complete the printing of DCHB Part-B for all districts by December 2015 and Part-A DCHB by the end of January, 2016. Till date the printed copies of DCHB Part B for 318 districts and of Part A for 3 districts only have been received in ORGI Library. The progress of printing of DCHB particularly for Part A is very poor.

Please ensure that in-house printing of DCHB Part A & B is completed during this financial year as already instructed as per the Action Plan 2015-16. In case of failure, disciplinary action must be initiated against the concerned Officer/Staff.

Yours sincerely,


(Kameshwar Ojha)

To

The Controlling Officer,
Directorate of Census Operations,
All States/UTs.

