



ULLAS -NAV BHARAT SAKSHARTA KARYAKRAM F.Y 2022-27

CHECKLIST FOR FOR DOOR-TO-DOOR (PRELIMINARY) IDENTIFICATION OF NON-LITERATE/S*

INSTRUCTIONS FOR QUICK REFERENCE

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| | :--> | Cluster Head Schools to arrange the Proforma according to Areas and House Numbers so that no Area or House is left out |
| | :--> | Cluster Head Schools to CrossCheck the Entire Sheet Wise and consolidate the total for Non- literates of the particular School |
| | :--> | Every Proforma should be numbered on the top like Sheet No. _____ of total sheets _____ Signatures of the Field Supervisor / Investigator, Competent Authority with the Stamp, and date are required. |
| COLUMNS UNDER POINTS 1 TO 5 | 1 to 5 | Columns under Points No. 1 to 5 are mandatory to fill. |
| | 2 | The address should include House No. and Area |
| | 3 | If the family living at a particular Address is a Non- resident of Chandigarh, Put a Tick Mark in this Column |
| | 4 | Enter the Name of the Head of the Family only without prefixes Mr. Mrs. Sh., Smt., Dr., etc |
| | 5 | Fill Yes only, if the family living at a particular address is/ are Non-literate/s of 15 years of age or above who has/have not received any Formal or Informal education, otherwise, Fill No in the Column. |
| COLUMNS UNDER POINTS 6 TO 16 | 6 to 16 | Fill the Colum 6- 16 only if column No. 5 is Yes i.e. any non-literate/s identified in that family |
| | | Columns 6-16 are self-explanatory and values need to be filed in the Proforma as per the Heading/ from the list of values under the Heading of the respective Column. |

INSTRUCTIONS WITH DETAILS

1. No Column from 1-16 should be left blank.

1. **Columns 1 & 6** - Arrange the proformas according to the S.No. of the Houses Eg. 1-10,11-20, 21-30 as entered in **Column 1**.
After arranging the Proformas according to the H.No's, the Serial No. for Non-Literate in **Column 6** should be allotted.
2. **Column 2** - Address should be written in the correct format. (Example: 1021/ 42 B / Attawa / Mauli Jagran)
3. **Column 3** - For the non-literate who is not a permanent resident of UT Chandigarh put a Tick.
4. **Column 4 and Column 7** - Name of the Head of the Family, Name of the Non-Literate Head of the Family, and other Non-literate Member/s should be entered in the correct format. No prefixes like Sh., Smt., Dr., Late. (Example: Phulwa Devi)
5. **Column 5** - If the response to the question in Column 5 is 'Yes', the information in Columns 6-16 should be complete.
6. **Column 8** - Age to be entered as told.
7. **Column 9** - Mobile Number of the Non-Literate (Only of the Non-Literate) is in the correct format. (Eg: XXXXXXXXXXX)
8. **Column 10** - Gender entered is as M/F/T
9. **Columns 11 and 12** - Non-literate's Father / Husband / Mother's Name should be entered in the correct format.No prefixes like Sh., Smt., Dr., Late (Eg: Ram Batti)
10. **Column 13** - PWD/ CWSN is entered as P/ C
11. **Column 14** - General/ SC/OBC /BC and Others should be entered correctly.
12. **Column 15** - Profession (Please specify the Profession of Non-literate)
13. **Column 16**- Mother Tongue /Language (Please specify the Mother Tongue / Language of Non-literate)
14. Every Proforma should be numbered, and have the signatures of the Field Investigator, and the signatures of the Head of the Institution with the stamp and date of submission.

