



Vrinda Sarup
Additional Secretary (SE)
Tel: 23383226
e-mail: vsarup@nic.in



सूचना का
अधिकार

भारत सरकार
मानव संसाधन विकास मंत्रालय
स्कूल शिक्षा और साक्षरता विभाग
शास्त्री भवन

नई दिल्ली - 110 115
GOVERNMENT OF INDIA

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SCHOOL EDUCATION & LITERACY

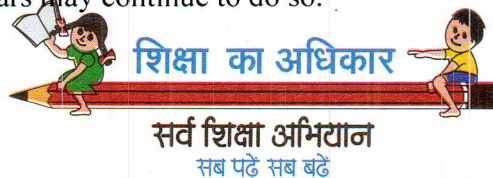
SHASTRI BHAVAN
NEW DELHI-110 115

D.O.No.16-8/2013-EE.14

25th September, 2013

To avoid duplicity of efforts with regard to data collection, last year the Ministry had decided to merge DISE & SEMIS which was implemented successfully across the country with the States' support. This ensured that one school fills up only one Data Capture Format and data is entered into a single software for both elementary and secondary/ higher secondary school statistics. For U-DISE in 2013-14 the following steps are required at State/District level:-

- 1. Printing of Data Capture Format (DCF):** The DCF 2013-14 should be printed from the U-DISE software for all categories of schools by all the districts which has a provision for printing DCFs separately for Elementary, Secondary, Higher Secondary and Composite Schools.
- 2. Distribution of DCF:** States already have established systems of distributing the DISE DCFs to all schools. The necessary orders in this regard should be issued by the Secretary School Education, in-charge for Elementary Education/SSA (or/and where necessary by Secretary, Secondary Education) in the State and decision should be communicated to all secondary and higher secondary schools in government and private sector to avoid any communication gap. It must be ensured that all elementary, secondary and higher/senior secondary schools get the DCFs through designated BRCs/BEOs/CRCs or other officers who are assigned this role.
- 3. Collection of filled-in DCFs from Schools:** It will be the responsibility of school heads to submit filled-in DCFs to the CRC or BEO concerned, as determined by the State/UT. The CRCs or BEO as laid down by State/UT shall verify coverage and that all the data fields in the DCFs have been filled, before sending them to BRCs. Further, the CRC Co-ordinators must be assigned responsibility specifically to check all filled-in DCFs.
- 4. Data Entry:** If data entry of DCFs is arranged at Block level, the filled-in-formats should be kept at Block level and exported computer file be forwarded to District level for compilation. In case, the data entry is to be carried out at District level, the BRC Co-ordinator should submit the formats at District level for data entry. At Block Level, at least 20 percent of the filled-in formats should be checked thoroughly. States which have done child wise collection of DISE in previous years may continue to do so.



5. **All the District level MIS Co-ordinators should run the inconsistency module provided in the U-DISE Software & remove inconsistency, if any, with the help of BRC/CRC Co-ordinators & respondents.**
6. **Manpower:** The manpower available for MIS under both RMSA at the district level should be made available to the MIS Unit of SSA for data entry. If additional manpower is required, the cost towards the data entry shall be borne by both SSA and RMSA proportionately. **State SSA and RMSA should notify a Nodal Officer for U-DISE in each district** and share the lists with each other.
7. **Data compilation:** After completion of data entry, MIS Unit of SSA and RMSA should jointly ensure compilation, consistency checking (by using U-DISE Software) and merging of entire database, irrespective of place of final data merger.
8. **Data Sharing:** After merging the compilation, SPDs may certify the database before being sent to NUEPA for compiling the national level database.
9. **Sample checking:** The SSA societies conduct Post Enumeration Survey on 5% Random Sample basis, through third party to include all categories of schools i.e. Primary, Upper Primary, Secondary and Higher Secondary details of which are available at www.dise.in.
10. **Cost Sharing:** Kindly ensure that cost of printing and data entry of DCFs is proportionately shared between SSA and RMSA and if required a coordination committee with both SPDs as members may be set up to ensure timely compilation, proper verification and resolution of any difficulty that may arise.
11. It is strongly reiterated that prescribed time lines for each stage of data collection, compilation, verification and transmission to NUEPA and TSG be strictly adhered to.
12. It is also pointed out that timely completion of U-DISE is critical for the finalization of Annual Work Plan & Budgets of SSA, RMSA for the year 2014-15 for District/State planning, GoI appraisal and PAB decisions.

Yours sincerely



(Vrinda Sarup)

To,

1. All State School Education Secretaries and Elementary / Basic Education Secretaries
2. All SPD of SSA / RMSA