

**ODISHA STATE COMMISSION FOR BACKWARD CLASSES,
TOSHALI BHAWAN, 6TH FLOOR, A-2 BLOCK, SATYA NAGAR,
BHUBANESWAR-751007**

No. 466 /OSCBC, Bhubaneswar,
(OE-I-33/2021)

Dated: 24.03.2023

From

Shri Vir Vikram Yadav, IAS
Member-Secretary, OSCBC

To

All Collectors/
All Commissioners of Municipal Corporations

Sub: Survey of social and educational conditions of the people belonging to the Backward Classes in Odisha- Guidelines regarding training of BLMTs, ULBMTs, Supervisors and Enumerators.

Madam/Sir,

I am to say that as per the training schedule of survey, all the Districts and the Municipal Corporations were instructed to conduct training of Block Level Master Trainers and Urban Local Bodies Master Trainers on 4th April 2023 and 5th April 2023 respectively. It was also instructed to conduct two rounds of training for Supervisors and Enumerators in the month of April 2023. For conduct of smooth training, the detailed training schedule for all the aforementioned field functionaries are enclosed at Annexure-I and II.

All the survey functionaries undergoing training at different Districts/Blocks shall be provided with tea and working lunch at the rate of Rs.100/- (Rupees One Hundred) only per trainee per day for the two rounds of training.

Besides, the trainees who attend the aforesaid training shall also be paid actual travel allowance (T.A.) by their Administrative Authorities as per the Odisha Travelling Allowance Rules after submission of necessary tour particulars.

The total cost for provision of tea and working lunch for each trainee shall be borne by the Commission and the allocation of funds shall be made soon.

(P.T.O)

As the number of reserve Enumerators for each of the Districts and the Municipal Corporations has been enhanced from 10% to 20%, it must be ensured that 20% reserve enumerators are included in the training schedule.

Yours faithfully,


Member-Secretary
OSCBC

Memo No. 467 /OSCBC

Date 24.03.2023

Copy forwarded to all DNOs/all NOs for information and necessary action.


Administrative Officer
OSCBC

SCHEDULE OF TRAINING FOR BLOCK LEVEL MASTER TRAINERS (BLMTs) & URBAN LOCAL BODY MASTER TRAINERS (ULBMTs)

Date: 04-04-2023 & 05-04-2023 (Any one day)

Venue: District Head Quarters

Registration – 9:30 AM to 10:00 AM	
10 AM to 10:30 AM Session: Address by Concerned District Nodal Officers & Nodal Officers of MCs (DNOs & NOs)	
Duration of the Session	Name of Session
10:30 AM -11:30 AM	<ol style="list-style-type: none"> 1. Brief overview of the Survey programme 2. Skill and attitude of Enumerators 3. Role and responsibilities of Supervisors & Enumerators.
11:30 AM -12:30 PM	Process of filling up of ICR Survey Forms with prescribed codes
12:30 PM -12:45 PM - TEA BREAK	
12:45PM -1:30PM	Hands on (Each BLMT/ ULBMTs shall fill at least one ICR Survey form completely and legibly)
1:30 PM -2:30 PM - LUNCH	
2:30 PM -3:00 PM	Packing of filled in ICR Survey Forms
3:00 PM –3:30 PM	<ol style="list-style-type: none"> 1. Website of OSCBC, Portal Registration, Mobile Application relating to Geo Tagging of Survey Centers and daily reporting by the Enumerators and Supervisors
3:30 PM –4:00 PM	<ol style="list-style-type: none"> 2. Process of Scanning and Data Validation by Computer Programmer/ Technical Team
	<ol style="list-style-type: none"> 3. Demonstration of Data Validation using the Survey Portal by Computer Programmer/ Technical Team
4:00 PM - 4:15 PM - TEA BREAK	
4:15 PM -05:00 PM	Question Answer Session

SCHEDULE OF TRAINING FOR SUPERVISORS AND ENUMERATORS

A. **Date:** From 06-04-2023 to 13-04-2023 (1st Round of training)

B. **Date:** From 18-04-2023 to 24-04-2023 (2nd Round of training)

Registration – 9:30 AM to 10:00 AM	
10 AM to 10:30 AM Session: Address by Block Nodal Officer (BNO) or ULB Nodal Officer/ Nodal Officers of MCs	
Duration of the Session	Name of Session
10:30 AM -11:30 AM	<ol style="list-style-type: none"> 1. Brief overview of the Survey programme 2. Skill and attitude of Enumerators 3. Role and responsibilities of Supervisors & Enumerators.
11:30 AM -12:30 PM	Process of filling up of ICR Survey Forms with prescribed codes
12:30 PM -12:45 PM - TEA BREAK	
12:45PM -1:30PM	Hands on (Each Supervisor & Enumerator shall fill two ICR Survey forms completely and legibly)
1:30 PM -2:30 PM - LUNCH	
2:30 PM -3:00 PM	Packing of filled in ICR Survey Forms
3:00 PM –3:30 PM 3:30 PM –4:00 PM	<ol style="list-style-type: none"> 1. Website of OSCBC, Portal Registration, Mobile Application relating to Geo Tagging of Survey Centers and daily reporting by the Enumerators and Supervisors by Computer Programmer/ Technical Team. 2. Process of Scanning and Data Validation by Computer Programmer/ Technical Team. 3. Demonstration of Data Validation using Survey Portal by computer Programmer/ Technical Team.
4:00 PM - 4:15 PM - TEA BREAK	
4:00 PM - 4:15 PM	Question Answer Session