

DUARE SARKAR

CHECKLIST FOR DISTRICT ADMINISTRATION

(THIS CHECKLIST IS NOT EXHAUSTIVE IN ANY WAY AND YOU CAN AND ARE ENCOURAGED TO ADD ANY OTHER POINTS AS PER YOUR REQUIREMENT)

Stage	Task	Yes/No
Coordination with police and other departments and preparedness for the Campaign	<ol style="list-style-type: none"> Whether coordination meeting has been held with Police at District / Sub Division / Block level where information including locations and schedule of camps have been shared for advance knowledge of the police authorities so that they can make suitable/adequate preparations for any incidents. Whether police personnel of all categories like NVF/ Homeguards/ Civic Volunteers have been deployed for crowd management. Whether discussions have been held with the various heads of line departments for ensuring that all arrangements have been made including supply of sufficient number of forms for their schemes, putting up of IEC materials at the camps for the visitors to know what are the scheme eligibility criteria, documents required etc. for enrolment and placement of trained DEOs for registration and their scheme portal. Whether discussions have already been held with Banks for providing services in the camps for account opening. Whether the AADHAR services providers have already been coordinated with for keeping their centres open for the members of the general public who would be visiting the centres for AADHAR Related services. Whether arrangements have been made for collecting the information of achievement in the Banking Services and AADHAR services on a daily basis. Whether it has been confirmed with various other departments that they have taken all steps for providing supplementary services at the camps like drinking water/ uninterrupted power supply/ stalls for SHGs and MSME artisans / extending facilitation centre support through ICDS workers and SHG members / first aid teams including extra masks for members of the public who have come to the camps without any on. Similar coordination activities at all levels of the administration (SDO, BDOs) and all items on their checklists have been ticked. Whether the CONTROL ROOMs have been set up in all the levels of administration so that any exigency can be appropriately responded to. Whether system of collecting feedback from the field (whether from the members of the public or from the administration) has been put in place so that the experience of the early camps can be used to improve the subsequent camps. Whether arrangements have been made for capturing snapshots of the event and testimonials of visitors attending and for sharing them on the social media accounts and portal of the administration. Whether there is arrangement for collating of a daily report for district and at every level of the administration. 	

IEC activities	<p>13. Whether wide dissemination of messages at the local levels for the camps being held have been made including sharing of information of the eligibility criteria and necessary documents etc. that have to be brought to the camps for the same.</p> <p>14. Whether arrangements have been made for sharing of the same on social media and websites of the administration including Facebook pages and Instagram/ Twitter etc.</p> <p>15. Whether members of the public have been informed that ALL FORMS AND SERVICES WILL BE PROVIDED IN THE CAMPS FREE OF COST and to not fall in the trap of touts etc.</p> <p>16. Whether members of the public have been encouraged to come with masks on and informed that covid protocols will be followed in the camps. <u>NO BULK APPLICATIONS will be accepted.</u></p> <p>17. Whether IEC materials have been received by the authorities responsible for setting up camps and whether there is arrangement for display of at the camps – a separate space for “Pradarshini”.</p> <p>18. Whether the arrangements for the use of Lok Prasar shilpis have been made so that they are present in each camp for songs, cultural programs especially those related to social themes.</p>	
Camp Logistics	<p>19. Whether the camps have only been located in public buildings including schools/ colleges/ community halls etc. and there is good INTERNET connectivity in the site.</p> <p>20. Whether the anticipated footfall for Lakshmir Bhandar and other schemes where high demand is expected have been kept in mind while planning the camps.</p> <p>21. Whether COVID 19 PROTOCOLS have been put in place and the camp site sanitised and an officer has been identified and given the responsibility to ensure that there is no violation of the same.</p> <p>22. Whether there is good signages in the camp so that members of the public can easily locate where the counters they want to take service from are located, in case the camp is being held from a location which is composed of several buildings etc.</p> <p>23. Whether the personnel manning the camps have been trained/oriented suitably – not only the persons in the counters but also those who are going to be handling the visitors in the camps.</p> <p>24. Whether an official has been specially placed in the camp for facilitating members of the public who are coming for accessing AADHAR related services.</p> <p>25. Whether adequate number of data entry operators are made available in the camps and have been trained in both DS portal (for registration) as well as the scheme portal/s.</p> <p>26. Whether there is availability of spare computer / laptops for replacement as and when required.</p> <p>27. Whether there is adequate number of forms available in the camp.</p> <p>28. Whether arrangements have been made for deploying volunteers etc. for facilitation for filling up forms for the members of the public (including from ICDS workers/SHG members etc.)</p> <p>29. Whether arrangements have been made for setting up of a “MAY I HELP YOU DESK” for members of the public to understand how to go about getting their work done . This desk can also work like a control room for the camp site.</p> <p>30. Whether there is a separate counter set up for receiving miscellaneous applications from members of the public and arrangements made for subsequent disposal of the same.</p> <p>31. Whether the Paray Samadhan counter has been set up for receiving applications at the camps.</p> <p>32. Whether instructions have been sent to the field officers regarding the arrangements to be made for Subechha Barta to be handed over to the Service recipients.</p> <p>33. Whether photocopiers have been made available in camps and the services will be given free of cost.</p> <p>34. Whether arrangements for Drinking Water and other basic facilities have been ensured including protection from rain with Chawnis etc.</p> <p>35. Whether adequate arrangements for ensuring safety and security of the camp participants have been made including making available additional masks, sanitisers, etc for the use by members of the public.</p> <p>36. Whether there are systems set up for reporting regularly during the day as well as in case of any exigencies to the SDO/BDO CONTROL ROOM set up.</p>	