

## Checklist for District Collectors/Coordinators for Additional Data Collection Drive (Urban)

S. No.	Checklist Activity	Status (Yes/No)	Date of Completion
1	Have you log-in and downloaded beneficiary list?		
2	Have the arrangements completed for printing beneficiary list?		
3	Have shared beneficiary list with:		
3A	Nodal Officer (ULBs/Wards)		
4	Have you called meeting for all Nodal Officers (ULBs/Wards) for orientation?		
5	Have the posters/ pamphlets and other IEC materials been circulated to the Nodal Officers		
6	Have the details of helpline number (1097) been shared with all the officials?		
7	Have you trained Nodal Officers (ULBs/Wards) for punching Activation code to the Toll Free Number (1800-120-2958)?		
8	Have all the transportation arrangements been done to facilitate the drive on ULBs meeting day (27 <sup>th</sup> May, 2018)?		
9	Has the DC appointed 1 Monitor per ULB for overseeing co-ordination?		
10	Have you handed-over the 2 sets of list to Nodal Officers?  *Please ensure that sheets are to be handed over earliest from 25th May 2018 onwards		