



सत्यमेव जयते  
Government of India

# **Socio-Economic and Caste Census 2011- Urban**

## **Supervisor's Manual**

**MINISTRY OF HOUSING AND URBAN POVERTY ALLEVIATION**

Government of India

## **Introduction**

The Government of India has decided to conduct the Socio - Economic and Caste Census (SECC) in the year 2011. The Socio - Economic and Caste Census would be carried out by the respective State/Union Territory Governments with the financial and technical support of the Government of India. The Census shall take place from 30<sup>th</sup> June, 2011 to till its completion in different States and Union Territories **in a phased manner**. This is the first time that such an exercise is being conducted in the country.

You are privileged to have been chosen as a supervisor for the SECC 2011. As a supervisor, you are performing a duty which is of great national importance. While it is a matter of pride for you, it is at the same time, a great responsibility. You have to fulfill all the tasks assigned to you with sincerity and devotion.

### **About the Supervisor's Manual**

This instruction Manual is a broad guideline for supervising the process of filling up the survey questionnaires/ schedule. Although every attempt has been made to cover all the issues which may generally be encountered during supervision, there may be rare occurrences **when you may need further clarification**. **If such a situation arises**, you are requested to check with the Master Trainers or Nodal Officers of the State for clarifications.

Please read this Manual carefully before you start supervising the enumeration work. It is advisable that you carry a copy of this Manual as well as the Enumerator's Manual with you during the survey. In this Manual, the term 'HH' has been used for convenience to refer to household. There are also filled in Schedules which are used as examples. While these are useful to understand the survey concepts and definitions, these should only be treated as examples. The main duties of a Supervisor before, during and after conduct of the Socio Economic and Caste Census are detailed below.

### **Before the Socio -Economic and Caste Census**

- Before undertaking the work of the SECC, please know the enumerators that have been assigned to you for supervision and their accompanying data entry operators including reserved candidates.
- Ensure that you have been issued an Appointment Letter in the prescribed format and duly signed by the competent authority
- Ensure that you have been issued an Identity Card in the prescribed format and duly signed by the competent authority
- You should always carry your Appointment Letter and display your Identity Card whenever you go for supervision work
- Procure a copy of the Enumerators Manual and study it carefully. This will give you an understanding of the concepts, dimensions, methods and codes for data collection.
- Attend the training classes, study the Questionnaire, Enumerator's Manual and this Manual carefully and understand all the instructions thoroughly. If any parts of the instructions are not clear to you, ask your trainer for clarification. You should be able to guide the

- enumerators and clarify their doubts based on the carefully reading of supervisor's and enumerator's Manuals.
- Obtain all the material needed for the Socio Economic and Caste Census which also includes the List of Scheduled Castes/Scheduled Tribes/Primitive Tribal Groups (central list) pertaining to your State/UT before you leave the training centre at the end of the last training session.
  - Collect from Charge Office the Layout Maps, Abridged House Lists (AHLs), Handheld Device, Acknowledgement Slip booklets, Manuals for supervisor and enumerators and inventory of material and handover to your enumerators and data entry operators. Please ensure that the Enumerators have taken requisite materials including the **enumerator's** tool kit to be used in the Survey. The contents of the Enumerator's tool kits are itemized in Annexure I of the Enumerator's Manual.
  - Visit the EBs prior to start of fieldwork to explain the purpose of the Census to the residents of the area and prepare the ground for the Census team.
  - It is also important to establish proper rapport with the people of your area by contacting elderly and prominent persons and explaining to them the purpose of your visit.

### **During the Socio - Economic and Caste Census**

- You will be supervising the field-work of 6 teams, each team consisting of one enumerator and a data entry operator. As each team will cover 4 Enumeration Blocks (EBs), you will roughly Supervise field-work of 24 Enumeration Blocks.
- In each Enumeration Block, go round the Enumeration Block and identify its boundaries and other land marks with the help of the particulars contained in the Abridged House-list (AHL) of your Enumeration Block along with enumerator and the data entry operator. Please ensure that each DEO has a unique **login** ID and password to record the data being collected **in the Hand-Held Device allotted to her/him.**
- In case, Enumerator is **unable** to track a particular household after repeated visits, the Supervisor must record the name of the household's head and reason for unavailability in the prescribed format based on the information obtained from the neighboring households in the EB.
- Help the Enumerators and data entry operators in
  1. Updating/preparing the Layout Map of the Enumeration Block provided to them. The procedure for this is discussed in the Enumerators Manual.
  2. Updating Section 2, 3 and 4 of the AHL as discussed in Chapter 2 of the Enumerator's Manual.
  3. Entering the data in the handheld device without leaving any columns blank.
- Ensure that the entire area assigned to you is covered **without omission or duplication.** In order to ensure complete coverage of all the households during the Socio-Economic and Caste Census, it would be necessary to go round the enumeration blocks allotted to you with your team of enumerator and data entry operator once even after the data collection is finished.
- Instruct the enumerator not to rush through the questionnaire and always approach the respondent with a smile and proper salutation.

- Ask the enumerators to rely solely on self-declared information of the respondent and not to ask for documents for verification.
- Whenever any doubts/ clarifications arise, check it with the Charge Officer or the State Nodal Officer.
- Supervise the work of enumerators and assist in case of any problem.
- Make arrangements to upload the data of the handheld device to the server in the Charge Office and charging of the handheld device.
- Prepare Supervisor's Abstract (in duplicate).
- Handover the updated Layout Map, updated AHL, Enumerator's Abstracts, Supervisors Abstract, Certificate of Complete Coverage, filled in Acknowledgement Slip Booklet (s) with all the unused slips and inventory of used/unused material to your Charge Officer.
- You will be responsible for ensuring the accuracy of the data collected as per the respondent self declaration.

### **Type of verifications you are required to undertake**

- In every EB/sub-block, a random sample of households will be selected at the Charge **data centre**. You have to personally visit each of the selected household and check the correctness of entries loaded in the Hand-Held Device (HDD) before the completion of the data entry of each Enumeration Block, this may be done on the last day of enumeration of the concerned EB.
- If the enumerator does not agree with the answers provided by the respondent, the enumerator has to separately note this along with the reason(s) for her/his disagreement. You have to visit all such households and check the relevant entries. You also have to record your observations against the relevant entries before the commencement of data entry in any other Enumeration Block.
- The Enumerator has to report the number of households uncanvassed for various obvious reasons (e.g. nobody present/ door closed/ respondent refused/ etc.). The Supervisor should ensure that all such houses are definitely canvassed before moving to the next Enumeration Block.
- You have to visit households where the religion or the name of the caste / tribe field is empty or **the name is not filled and record** the same.
- You will need to verify **the data at** households where the independent monitoring agency which has been appointed for monitoring the Census process records any discrepancies with the records entered by the enumerator.

An application module will fetch records falling under the category mentioned above for the field verification from the Enumeration Blocks selected.

- Records with Enumerators remarks
- Left out House Holds (House Locked, Family moved outside EB, House not found, Refused to Answer and others)
- Records with either Religion or name of Caste/Tribe field empty or both fields empty or the name has not been written

- Record where the Independent monitoring agencies has shown discrepancy with enumerator
- Random Records ( good records)

***Number of Records to be taken for Field Verification:***

The first four types of records have to be taken for field verification mandatorily. Number of random records will be chosen in such a way that total number of records, including mandatory records, will be equal to **around** 10% of the records in the selected Enumeration Blocks. In case the mandatory records are more than 10% themselves, only 2% of the records in the selected Enumeration Blocks will be chosen randomly and added for the field verification.

A data entry operator will accompany you with a HHD loaded with the supervisor's software for field verification of the SECC 2011. Please remember that all the data collected through the SECC process will be put up on display for public scrutiny in which the names and answers of each household will be read out for claims and objections. Therefore, it is very important to ensure that accurate data (based on self declaration by the respondent and requiring no documentary proof or evidence) is collected during the Census as this will be verified in public through claims & objections and mistakes will be publically pointed out.

***Field Verification Process:***

During the field verification all fields except the enumerator's remark will be available for verification and editing. The softcopy of the records selected and provided for verification will be provided to the state administration to print and issue to you for easier field operation. The list will contain details such as AHL household number, name of the person and number of people in the family. You must not ask for documentary proof during field verification. However, your observation and the details you record in the column for supervisor's remarks are crucial to ensure data accuracy.

***Post verification (back end) activity:***

After the completion of field verification of all records the back up from the hand held device are imported in to the charge center server and a dump file for uploading to NIC server will be created. This file will be clearly identified, in line with Enumerators backup, with a clear indication of field verification by Supervisor. The data edited during the field verification by supervisor will be used for creation of draft list, however these fields which are modified will be indicated by an asterisk "\*" mark.

**Conclusion**

During the course of your training all the points mentioned above will be explained to you in detail. It is essential that you should pay full attention during the training sessions. Please ask your trainer to explain any concept that you find difficult to understand. The manual prepared for enumerators also helps you to get more clarity about the concepts and the way how the schedule is to be filled in.

There are also filled in schedules which are used as examples. While these are useful to understand the survey concepts and definitions, these should only be treated as examples.

In case you still have any doubts in the field, please take down the mobile phone number of your Charge Officer and the State Nodal Officer so that you can also contact them in times of need.

The SECC process can be successfully completed only if you ensure proper supervision. We wish you all the best and thank you for your efforts. We are confident that you will fulfill this important duty within the time assigned and with full attention to quality.