

Roles and Responsibilities of an Enumerator in the Socio Economic and Caste Census

As an enumerator, you are performing a duty which is of great national importance. You are privileged to be an enumerator. At the same time, your responsibilities are great. You have to fulfil them with a sense of pride and devotion to duty. Before undertaking the work of Population Enumeration, you are expected 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. You have been issued an Appointment Letter and an Identity Card. You should always display your identity card whenever you go for enumeration work. When you visit any household, never rush through the questionnaire. Always approach the respondent with a smile and proper salutation. Explain briefly the objective of your visit and then proceed with your brief introduction. Your friendly appearance, courtesy and a few well chosen words can put the respondent at ease and in a right state of mind to answer all your questions willingly and correctly. This will also make your job easier, interesting and useful.

In order to ensure complete coverage of all the buildings and houses, households and persons during the Socio Economic and Caste Census, it would be necessary to locate and identify each and every house and structure in your Enumeration Block along with all such places where houseless population may live. Therefore, it would be essential for you to go round the block or village or area assigned and become familiar with it and its main features. The main duties of an Enumerator before, during and after conduct of the Socio Economic and Caste Census are detailed below :

Duties before the Socio Economic and Caste Census

- (i) Attend the training classes, study the Questionnaire and manual carefully and understand them thoroughly. If any part of instruction is not clear, ask your trainer for clarification.
- (ii) Obtain all the material needed for the Socio Economic and Caste Census which also includes the List of Scheduled Castes/Scheduled Tribes pertaining to your State before you leave the training centre at the end of the last training session.

Duties during the Socio Economic and Caste Census

- (i) Go round the Enumeration Block and identify its boundaries and other land marks with the help of the particulars contained in the Abridged Houselist (AHL) of your Enumeration Block.
- (ii) Update and prepare the layout map of your Enumeration block with the Census layout Map provided to you.
- (iii) Visit each and every house without exception and have the information entered in the handheld Device correctly and completely.
- (iv) Simultaneously update Section 3 of the Abridged Houselist, record buildings/census Houses/households not covered in any of the Sections 2, 3 or 4 but found by you during the Socio Economic and Caste Census in Section 3 of the AHL, also update Section 4 by identifying the places where houseless population was found staying during the Socio Economic and Caste Census.
- (v) Enumerate the houseless population on the designated days.
- (vi) Serial number of household is to be assigned for each newly found households. For normal and institutional households, assign serial number(s) after the highest serial number of household already noted in Section 3 / Section 4 of the AHL. For newly found houseless households, assign serial numbers in continuation to the highest serial number assigned during the Socio-Economic and Caste Census in Section 3.

Duties after the Socio Economic and Caste Census

- (i) Ensure that the entire area assigned to you is covered by visiting all the buildings, houses and households falling within your Enumeration Block.
- (ii) Fill up the Working Sheet for preparing Enumerator's Abstract (three separate sets; one each for normal, institutional and houseless households).
- (iii) Prepare Enumerator's Abstract (in duplicate).
- (iv) Handover the Certificate of complete coverage, acknowledgement slip booklet (s) with all the used and unused slips and inventory of used/unused material to your supervisor.