

Socio Economic and Caste Census Procedure

The Socio Economic and Caste Census 2011 can be broadly divided into three phases –

- f* Pre Enumeration
- f* Enumeration Phase
- f* Post Enumeration

Pre Enumeration

1. **Notification of Intent:** The State/UT Government should formally notify the intention of the Government to conduct the Socio Economic and Caste Census by passing a formal Government Order and publishing it in the Official Gazette. The Order should contain the period of enumeration. A specimen of the Order is in Annexe1.
2. **Notification of Questions:** The questions that will be asked during the Socio Economic and Caste Census (separate for rural and urban areas) should also be published in the Official Gazette. This has to be notified both by the Central and State Governments. Notification on both intent and questions can also be brought together. A specimen of the notification is in Annexe 2.
3. **Carving of Enumeration Blocks:** The Enumeration Block (EB) is the basic building Block for enumeration. 100-125 households with a population of 650-700 persons would generally constitute an EB. The EBs carved out during the population enumeration phase of Census 2011 would be used for the Socio Economic and Caste Census also. The instructions regarding this are at Annex 3.
4. **Charge Register:** During Census 2011, every EB has been systematically noted down in a Charge Register. This Register has details of the Towns and Villages, the EBs carved out in each of these Towns and Villages. A copy of the Charge Register is available with the Census Charge Officer. This will be made available for the Socio Economic and Caste Census. The first and foremost task is to ensure that the Charge Register is complete. In case of any discrepancy the Register will have to be updated. The instructions regarding this are at Annex 3.
5. **Layout Map:** Layout Maps prepared during the Census 2011 will be made available for the Socio Economic and Caste Census. This will contain the buildings/structures present during the Census 2011. The first task would be to update the layout map by incorporating the changes. Generally, not many changes are expected. However, in case large changes are noted, the supervisory officers are expected to personally

inspect such EBs and ensure that the changes are genuine. The instructions regarding this are at Annex 4.

6. **Abridged Houselists (AHL):** The list of households with the name of the head of household, present in a particular EB during the Census 2011, called the Abridged Houselist, will be made available to the enumerator. The enumerator will have to update the AHL. Generally large scale variations from the AHL are not anticipated. However, in case large changes are noted, the supervisory officers are expected to personally inspect such EBs and ensure that the variations are genuine. The method of updating the AHL will be explained separately. The instructions regarding this are at Annex 5.
7. **Appointment of Enumerators:** An enumerator has to be designated for every EB. In Census 2011, teachers were generally appointed as enumerators. For the Socio Economic and Caste Census, enumerators will have to be appointed from a larger pool of Government Officials, keeping in mind the restrictions imposed by the Right to Education Act. An enumerator may be asked to conduct the Socio Economic and Caste Census in more than one EB if required. Generally, not more than 4 EBs should be assigned to one enumerator. The roles and responsibilities of the enumerator are detailed in the Annex 6. **An enumerator working under the geographical boundaries of a Rural Development Block should not be given enumeration work in the same block area.**
8. **Appointment of Supervisors:** Every 6 Enumerators will be supervised by a Supervisor. This Block of 6 Enumerators will be called a Supervisory Circle. The roles and responsibilities of the supervisor are detailed in the Annex 7.
9. **Appointment Letters:** Every person involved in the conducting of the Socio Economic and Caste Census should necessarily be given a formal letter of appointment detailing the area (s) assigned and the duties and responsibilities. These letters should be issued by the Charge Officer. The name and contact details of the enumerator and supervisor should be entered in the Charge Register. The specimen appointment letters are at Annex 8.
10. **Identity Cards:** Every enumerator/supervisor should be issued an identity card duly signed by the Charge Officer. This should be necessarily carried and displayed by the officials in the field. A specimen of the ID Card is given in the Annex 9.
11. **Enumerators/Supervisors Kit:** Each enumerator/supervisor should be provided with certain stationary items. These items should be procured by the Charge Officers and

provided to the enumerators/supervisors. The list of these items is given in the Annexure 10.

12. **Allowances:** Enumerators and supervisors would be provided an honorarium for doing the Socio Economic and Caste Census. Besides honorarium, the enumerators/supervisors would also be entitled to a training allowance. The training allowance will be paid to all persons who attend the training (including reserves). However the honorarium will be paid only to those who actually perform the field work (no honorarium will be paid to reserves). **The details of honorarium and training allowance will be sent by the M/O Rural Development for the rural areas and the M/O HUPA for the urban areas.**
13. **Training:** A three tier cascade of training has been contemplated. At the National level, a group of trainers will be intensively trained. These trainers will be called National Trainers (NTs). These NTs would train a group of trainers at the State level. These State level trainers will be called Master Trainer Facilitators (MTFs). The MTFs will in turn train trainers at the District level called Master Trainers (MTs). The MTs would finally train the enumerators and supervisors at the Tehsil/Ward level. The details of the training hierarchy and methodology are given in Annex 11.
14. **Field Supervision:** Apart from the supervisors that have been appointed (one for every 6 enumerators), senior Officers of the Government at the State, District and sub-District level should also be designated to super check the field work. It would be advisable to designate officers at the level of Secretaries to Government to supervise at the District level. The Collectors may in turn designate appropriate level of Officers at the District and Sub District level for this purpose.
15. **District/Town Plan:** Every Collector/District Magistrate should formulate a District/Town Plan. The contents of this Plan are given in Annex 12.
16. **Communication Plan:** Every Collector/District Magistrate should formulate a Communication Plan. The content of this Plan is given in Annex 12.
17. **Preparation of the list of Panchayats for each enumeration block:** A list of all the names and codes of the panchayats falling in the jurisdiction of the Charge will be prepared at the Charge Office and this will be loaded in the hand-held device of the enumerator before she/ he commences the field-work for that EB. The name of the panchayat where the household resides will be entered during the field-work by the

data entry operator, as per **information given by the respondent**. The corresponding code will automatically be selected from the list accordingly.

18. **Printing of acknowledgement slip booklets and completion stickers:** After canvassing of the questionnaire, the household will be given a pre-printed slip with signature of the enumerator and data entry operator as a token of their visit. The booklet has to be printed at the district level with the name of State, district, booklet number and leaf number pre-printed on it. The Charge Officers would use a rubber stamp to affix the name of the Tehsil on each slip if printing the name of tehsil is not possible. Small completion stickers are to be printed at the District level and given to each enumerator. This sticker will be pasted on the outside wall of the household immediately after completion of field-work at that household. Specimen copy of the acknowledgement slip is given in Annex 13.
19. **Printing of SC/ST list:** A list of Scheduled Caste and Scheduled Tribe names, applicable to the particular State/UT, will be provided to the State/UT. This has to be printed and supplied to each enumerator.

Enumeration

1. Administrative boundaries as used for the Census 2011 would be used for the Socio Economic and Caste Census. The basic enumeration units would be the enumeration block. This would consist of 125 to 150 households consisting of 650 to 700 population.
2. Respondent based canvasser method would be adopted for the Socio Economic and Caste Census. In other words, enumerator will visit every household and canvass the questionnaire. The responses of the persons would be noted down without any verification. No proof or document would be asked from the respondents. The Enumerator (a Government servant) would ask the questions, while a data entry operator to be provided by M/s Bharat Electronics Limited (BEL) will enter the responses into a hand held device. Acknowledgement slips will be provided to each household immediately after enumeration in that household is over.
3. Separate questionnaires for rural and urban areas have been developed. The questions on Religion and Caste are part of these questionnaires.
4. The database created during the National Population Register (NPR) would be utilized. This would be loaded on to hand held devices. If the same household is present during the survey, then the additional particulars alone would be canvassed for the household. In case there is a change in the household the entire questionnaire would be canvassed afresh. Data entry would be done on a hand-held enumeration device (tablet PC) in English. After necessary transliteration, the publication will be done in two languages – English and Local Language.
5. The necessary hardware is being procured by the Ministry of Rural Development through the Public Sector Undertaking M/s Bharat Electronics Limited (BEL). The necessary software is also being developed by BEL.

6. The data entry operators required for handling the hand held device will be provided by BEL.
7. The Principal Secretary of the State/UT Departments in charge of Rural Development in case of rural areas and Urban Development in case of urban areas would be responsible for conducting the survey in the State/UT concerned.
8. The Collectors/DMs would conduct the survey in their respective jurisdictions. They would utilize the services of Tehsildars/BDOs at the sub-district level and the revenue /development machinery below them.
9. The data would be canvassed by enumerators who would have to be appointed at the local level. As teachers cannot be utilized for this survey due to the restrictions laid down in the Right of Education Act, the enumerators will have to be appointed from among the revenue/development/health functionaries. Therefore, patwaries, panchayat secretaries, ASHA workers, anganwadi workers, municipal workers and postal workers may have to be appointed for this purpose.
10. The Directorates of Census Operations in each State/UT would also deploy available staff to the districts for supervision and coordination.
11. The total enumeration process would be carried out during a 5 week day period. A total of 15-20 households would be completed per day.
12. District Administration will finalize the work assignment of each enumerator and supervisor and intimate the officers of BEL. In addition, Tehsil wise list of Panchayats will also be provided to BEL officers.
13. Supervisors and enumerators will be familiar with the local context, language and dialect but will not be from the same block as the survey block.
14. Each team (one enumerator and one supervisor) will be given – (a) one “hand-held enumeration device” (tablet PC) with preloaded questionnaires along with name of Head of Household; (b) instruction manual for supervisor; (c) instruction manual for enumerator; (d) the Census layout Map of the EB; (d) the Abridged Houselist; and (e) requisite number of acknowledgement slip booklets. These will be in addition to stationary items provided in the enumerators kit as mentioned in Annexure 10.
15. Tehsil office (Charge centre identified for Population Census in rural area) will act as the co-ordination centre for the enumeration team. The following infrastructure will be provided at each centre – space, furniture, computers, printers, UPS, generators and other hardware. Facilities existing at the Tehsil office should be utilized. BEL will provide all necessary manpower support and other hardware not present in the Block office but required for the Census.
16. The Enumerator along with the data entry operator would make door-to-door visits on each day. After the questionnaire is filled-in, the respondent would be read over the information given by him and would be given a preprinted slip with signature of both the enumerator and data entry operator as token of his visit and would be asked to sign an acknowledgment slip. At the end of the interview session and data entry

operator will save the data capture. Once saved, this data would not be amenable to any editing by the team.

17. In case the enumerator feels that the response is incorrect, he will record the same in the space provided below the questionnaire in the device within 6 hours of completion of interview and save it. The enumerator will be responsible for the accuracy of information to the extent possible. The process will be repeated for each household in the enumeration block.
18. At the end of each day's survey, the enumeration team will assemble at the Tehsil office and upload all the filled questionnaires onto the server present at the block office. The team will also keep their enumeration devices at the office for recharging overnight. Detailed instructions for enumeration and supervision will be provided to the members of the team.
19. For those EBs, where daily visit to charge office is not possible, the enumerators will visit the office periodically. He would necessarily visit the charge office (Tehsil) when enumeration of an EB is complete.
20. At the Tehsil office, data in-charge will collect the tablet PCs from all enumerators who have come to Centre, upload the data to the server and take back up in two removable devices. One device will be sent to district office on daily basis and another one will be kept by the Tehsildar in his custody. Tablet PCs will be purged of data that has been taken out and fresh data, if required, will be uploaded on it and handed over to the team for further enumeration. On return, the data collected by the Supervisor team will also be processed in similar manner.
21. In Tehsils, where internet connectivity is robust, it will be immediately uploaded to Central Server, maintained by NIC.
22. Some questionnaires collected on a random basis along with all questionnaires containing comments by the enumerators disagreeing with the response of the respondent, would be uploaded onto the supervisor's machine.
23. Supervisor along with a data entry operator would visit all households uploaded on his machine and check with the respondent if the information recorded in the machine was as per his response. In cases, where respondent disagree with the information recorded earlier and also in cases where the enumeration has recorded his observations earlier, he would conduct a summary inquiry and verify the facts before changing the data. Information recorded by him would be treated as final. At the stage of draft publication stage such records will be displayed with an '*' (asterisks) at prominent place to indicate that the information in those records are different from the declaration of the respondent and have been entered after verification by the supervisors. If any claims or objection is raised against these records, information as available in both records (as narrated by the respondent and as recorded by the supervisor will be made available to the designated officer for disposal of claims and objection. At the end of each day or at periodic intervals, supervisor will upload questionnaires onto the server at the Block Office.
24. A Tehsildar or an officer appointed by the State Government will be over-all in-charge.

25. At the district level, back up received from Tehsil offices will be carefully stored and for the Tehsils not having robust internet connection, data so received will be uploaded to Central server on daily basis.

Post Enumeration

1. Draft Publication: After all information is collected, a draft publication/list will be prepared with all information in the survey questionnaire. Information on the person's / household's religion and caste/ tribe name will not be published. The list so printed would be published and placed at the following places –

- a) Panchayat Office
- b) Another prominent location in the Panchayat
- c) Office of the BDO.

Draft list will also be made available in the offices of Gram Panchayat, BDO, Charge Centre and District Collector for perusal by any person interested in it. A person in each of these offices will be designated to facilitate the inspection and also to accept the claims and objection from the public. Claims and objection will also be accepted if sent by post or courier, if the identity of the complainant is legibly mentioned. Anonymous and bulk complaints will not be accepted.

The draft list along with the Information regarding placement of the lists will be sent to the District Collectors. A notice regarding the draft publication will be printed in the local media/newspaper. Within a week of publication of the draft list, the list will be read out in the Gram Sabha. All claims/objections raised in the Gram Sabha meeting will be recorded and will be considered as claims/objection and will be disposed off by the designated officer like other claims and objections. The list will also be uploaded in the NIC/ State Government/ MoRD/ MoHUPA website with provision to take household-wise print out and lodge claims and objections.

2. Claims and Objections: Claims and objections will be limited to the facts displayed in the list only. Claimant or objector may also support claims with documentary evidence. Forms meant for filing objections to the inclusion of name(s) of person(s) in the published draft list and for corrections/ modifications of entries in the draft list and for filing claims for inclusion, in case of omission, will be made available to the applicants free of charge on demand at the centre (i.e. office of the Block Development Officer). Model illustrations of these lists are at Annexe 14. An acknowledgement slip, which is

available at the bottom of the respective forms, shall be given to all applicants along with details of date, time and place of the hearing of these claims and objections. This date should not exceed 7 days from the date of receipt of forms. For this purpose the State Government will notify officers who will be competent to take a decision on claims and objections. A Summary hearing will be conducted by Officers appointed by the State Government. Records of the summary hearing will be uploaded onto the database through a system provided by BEL. A copy of the order would be given to the person concerned. Persons not satisfied with their decision have a right to appeal at the district level. The State Government will appoint officers at the District level competent to take decisions at this level. An acknowledgement slip should be given to the applicant with details of date, time and place of the hearing of these claims and objections. This date should not exceed 7 days of receipt of forms. Period for filing claims and objections would be 21 days from the day of publication of the draft list.

- 3. Final List Publication:** At the end of the 31st day from the publishing of the draft report, the final list will be published. The Final List will be sent to
- a) All Panchayats
 - b) All Block Offices
 - c) Other Offices of the State Government that are considered appropriate

The Final List will be generated from the MIS only. The final list will also be uploaded in the NIC/ State Government/ MoRD/ MoHUPA website.

- 4. Post Final list status:** No changes would be allowed in the data for one year following the publication of the Final List. Process for subsequent updation of the information will be communicated separately.

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