Socio-Economic and Caste Census

Supervisor’s Manual

MINISTRY OF RURAL DEVELOPMENT
&
MINISTRY of HOUSING and URBAN POVERTY ALLIVIATON

Government of India
New Delhi
Introduction

The Government of India has decided to conduct the Socio Economic and Caste Census (SECC) in the year 2011-12. The Socio Economic and Caste Census is being 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 30th June, 2011 to 31st May, 2012 in different States and Union Territories. 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 data collection for the SECC. Your supervisory responsibility is of two types, i.e. data verification and data editing. Although every attempt has been made to cover all the issues which may generally be encountered during supervision, there may be rare occurrences when there is some ambiguity. Please do not hesitate to raise questions and clarify doubts during training as any data errors at the supervisory level can only be corrected via the claims and objections process. A good supervisory round will help ensure that the claims and objections process can be concluded in a smooth manner. You are requested to check with the Master Trainers or Nodal Officers of the state for clarifications. You may also contact the Core Group at Ministry of Rural Development, Government of India, New Delhi, via email (mordsecc11@gmail.com) in case you need further clarifications.

Please read this manual carefully before you start supervising the enumeration. It is advisable that you carry a copy of this manual and the enumerator’s manual with you in the field. For this manual, HH is used for convenience. HH refers to households. We have included screen shots so that the supervisor has full knowledge of the procedure to verify or edit data. The main duties of a Supervisor before, during and after conduct of the Socio Economic and Caste Census are detailed below.

Important Points to Remember

The SECC is the first paperless census to be carried out on such a large scale anywhere in the world. Many developments in the software as well as additions/ changes in codes have been introduced after the SECC was initiated in an effort to improve the accuracy of data collected and minimize data entry errors. Hence, some discrepancies could be observed in the data collected, especially in rural areas as it is possible that the enumerator is unaware of the guidelines issued subsequently. To enable you to complete supervision successfully, some of the changes in data entry codes and related definitions that has been operationalised is given below.
`Transgender` as separate code in question on sex of household member

A separate code for transgender has been included for question no. 3. In case of states where enumeration has begun or an earlier version of the software has been used and the third option of transgender does not exist, changes in this question can be included in the supervisor’s module.

**Before the Socio Economic and Caste Census**

- Before undertaking the work of the SECC, please know the enumerators and the EBs that have been assigned to you for supervision and their accompanying data entry operators including reserved candidates. In some cases, supervisors have been monitoring the enumeration in the field and will find it easier to use the supervisory software installed in the Tablet PC.
- 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 dimensions, methods and codes for data collection. For Urban (for the latest urban enumeration manual see MoHUPA website http://mhupa.gov.in/) and study it carefully. One may also visit the MoRD web site http://rural.nic.in, http://secc-2011.yolasite.com for details of SECC 2011.
- 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, ask your trainer for clarification. You should be able to guide the enumerators and clarify their doubts based on the supervisor’s and enumerator’s manual.
- 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 the VHL (Verification house list) report of the EBs to be supervised.
- Visit the EBs prior to start of fieldwork to explain the purpose of the Census 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

- The Tablet PC can hold the data for verification and supervisory entry of up to 6 EBs. However in specific situations there may be a need to provide for more than one TPC if the input data are large. A supervisor can be asked to supervise 24 EBs (6 Enumerators will work under his/her Supervision, then $6 \times 4 = 24$ EBs / Supervisor) for the SECC.
- 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 [DEO].
- 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 Tablet PC without leaving any columns blank.
- Ensure that the entire area assigned to you is covered. 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 or villages 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.
- You will be responsible for ensuring the accuracy of the data collected as per the respondent self declaration.
- In every EB/sub-block, a random sample of about 10 percent of households will be selected at the Charge office for supervisory verification. You have to personally visit each of the selected household and check the correctness of entries loaded in the Hand-Held Device 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 in the text box/space provided for the purpose. You have to visit all these 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 unenumerated for various obvious reasons (for e.g. nobody present (Moved outside the EB) / room locked etc).
The Supervisor should ensure that all such houses are definitely canvassed before moving to the next Enumeration Block.
Supervisory Requirements

Two types of supervisory activities are to be performed. Firstly, through the data edit function verification of the enumerated data of the households by the supervisor and editing the data if any discrepancy is found either in the member information or in the household information. Secondly, Data Entry by the Supervisory function has been included in Client Version 0.599E onwards since households as per AHL that were locked during enumeration; such respondents may be available for data collection during supervisory round. In such cases, the supervisor must record the data of such households as fresh records. Moreover, uncanvassed / untouched household or part household image files will also be reported in the Verification House List (VHL) and these households must be visited and enumerated by the Supervisor. If such households could not be enumerated by the Supervisor due to valid reasons, the supervisor must record the reasons for non coverage, like locked, and moved out of EB etc. Provision for recording reasons for non coverage is given in the software.

As a supervisor, you are required to visit at least 10% of the households enumerated by the enumerators under your supervision for field verification. This ten per cent will not include uncovered households. A data entry operator will accompany you with a Tablet PC loaded with the supervisor’s software for field verification of the SECC 2011. You must carry the VHL Report of each EB assigned to you for supervision. Please remember that all the data collected through the SECC process will be put up on display for public scrutiny at three places within each panchayat/tribal council and there is a claims and objections process that will enable participatory rural appraisal in the Grama Sahbas held for the SECC 2011. Therefore, it is very important to ensure that accurate data (based on self declaration by the respondent and requiring no documentary proof) is collected during the Census as this will be verified in public and mistakes will be publically pointed out.

A sample VHL report that the supervisor must carry with him/her for each EB to carry out supervision. A PDF copy of the VHL report will be generated at the data charge center.

Note. For the data collected through the Client Version 0.599E onwards, the last group (Unused Images from the Distribution JPG folder) as above will not be shown separately, as enumerator has to provide the reason for non-enumeration, hence s/he has to cover all household images.)

Type and Number of Records for Supervision

An Application module will fetch records (households) falling under the categories mentioned below for the field verification from the Enumeration Blocks assigned to each supervisor for supervision:-

1. All unenumerated households along with “reason for uncovering”. (Applicable for the client version 0.599E onwards).
2. All unenumerated households’ image files as per AHL Section 2, 3, 4 of cataloged Households. (This could happen only in the lower versions of the software).
3. In addition to above (1 & 2) following Households are also be selected along with additional random households that will be picked based on the Mandatory selection criteria as follows:

a) Enumerator disagrees.
b) Caste/Religion information missing.
c) Those households with invalid entry in the “type of EB” – attribute. There are only four types of valid entry codes: - notified slum – 1, recognized slum – 2, identified slum – 3, non slum – 4. These are applicable for Urban EBs only. Whenever, the above four codes are not entered, then other entry codes generated by default will be the invalid entries for urban EBs. At the time of admin login to the TPC, the identification particulars may have also been left out. In such situations at the time of data entry of the EB, the enumerator may have left out or was unable to enter the relevant codes of the relevant EB.
d) The Household [HH] Data-Selected via the data-view module.

It will select households in following way:

i. If all above households (a U b U c U d ) are more than 10 per cent of the total households of the EB then only 2 per cent of good records (randomly selected) will be additionally selected for Supervising.

ii. If all above households (a U b U c U d ) are less than 10 per cent of total households of the EB then some more randomly selected household will be added for making it 10 per cent.

iii. If it is zero then randomly selected 10 per cent of total households of the EB will come.

Note:- if in any section selected the number of household is fraction then Server software will automatically select next whole number and it will be applicable to each individual group. Random selected households are independent of unenumerated households, i.e. unenumerated households will never come in random list. Following points specially have to be kept mind at the time of VHL generation through Local Server:

- During Input Generation for supervisor, the records marked using Data-View module (point d above) is also picked. The charge officer will view the data view module and select households where he/she finds discrepancy in the enumerated data of the household.
- The VHL report will also include all the unused images from the Distribution-JPG folder.
- The VHL Report for supervising will also have unenumerated (uncovered) household with reason.

**Number of Records to be taken for Supervisory Round**

The VHL contains two major groups of information. First one is for Supervisory data editing, where a list of enumerated households will come with Household Serial Number along with
a running serial number. The captured data along with image files will be supplied in Tablet PC. The second group is for the list of unenumerated households. This list contains Household Serial Number, image file name and reason for non enumeration. If data was captured using older version of Client software then reason for not enumeration will not come, these households will come in a sub group where Household Serial number and image file name only will come. Supervisor has to check and ensure that all household image files of selected households, as per VHL are available in Tablet PC or not.

All the above types of records have to be taken for field verification mandatory by the Supervisor. The number of records will be chosen as per instructions such that total number of mandatory records be either less than or more than 10 per cent of the enumerated households in the selected EBs. If the mandatory records are more than 10 per cent themselves, then only 2 per cent of the “good records” in the selected Enumeration Blocks will be chosen randomly and added for the field verification. And in case all the mandatory verifiable number of households are less than ten per cent of the EB total then the deficit will have to be covered from the good records to make up for the total 10 per cent.

**Supervisor Data Entry Process for Unenumerated Households.**

The provision is made to make Data-Entry during supervisory visit from Client Version 0.599E onwards. The Data-Entry can be made only for cataloged households i.e. households present in the AHL Section 2, 3, 4. It will include those that were recorded as new households by the enumerator in the AHL. The supervisor cannot add any new household (which did not exist in the AHL booklet) to the data set. Similarly the Supervisor cannot enter any new member to a household.

In order to make Data-Entry during supervisory visits the following procedure may be followed up.

- Login as **Supervisor**: please checks the login window in Tablet PC of Application software, as shown in Figure - 1.
- Go to Click “**Data Edit**”.
- Select all the spinners till “**Ahl Household No**” corresponding to the EB where Supervisory Data-Entry has to be made, and then Click “**Data Entry**” Button, as shown in the Figure - 2 below.
Then follow normal Data-Entry Procedure as per the Enumerator’s Manual.
You have to issue an Acknowledgement slip for each unenumerated households which you have canvas in Supervisory round.

**Supervisory Verification / Data Edit Process**

During the field verification by the Supervisor all fields except the enumerator’s remark will be available for and editing. The soft copy of the records selected for verification will be provided in the VHL report. The list will contain details such as AHL household number, name of the household head and reason for non coverage i.e. locked, moved out of EB, etc. 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. You will have to enter in text format in Supervisor’s remark text box.

In order to make Data-Edit during supervisory visits follow the procedure as given below:

- Click “**Data Edit**”.
- Select all the spinners till “**Ahl Household No**” corresponding to the EB where Supervisory Data-Edit has to be made, and then Click “**Proceed to Edit**” Button, as shown in the Figure – 3.
Then select the "Serial No of household" which you want to edit. It will display that particular household image as shown in Figure – 4 below with disabled member status.

- For changing any attributes you have to click “Update”. For toggling from one member to another member, i.e. in side A of questionnaire you have to click left [<<] or right [>>] arrow button. For toggling from one section to another section, in side B of questionnaire you have to click “Next Section >>” button to move to next section and for previous section click the “Back” button. In normal condition Side A to Side B toggling is not permitted, please check the Figure - 5.
• Then follow normal Data-Entry Procedure as per the Enumerator’s manual, but in this you will find all attributes in fill up conditions. If you find any errors to change do it only after that you have clicked “Update” button.
• After finishing you should not forget to read out the details to Respondent, as per as per Figure 6.
• After completing all the entries you have put your remark in the text box, as shown in figure, if you think it as necessary. You are not permitted to edit “Enumerators Remark”, check Figure – 7.
• After finishing it you must click “Update” check Figure - 7 above.

• After finishing data edit it will show “Data Edited successfully”, check Figure - 8.
Supervisory Verification for Uncovered Households

- You have to click “HHDs Not Covered” button, check Figure - 9 below.

![Image of督导员验证未覆盖家庭界面](image)

- You have to select “Enumeration Block” first from drop down menu. Maximum 6 EBs data can be placed at a time in Tablet PC for Supervisory verification, check Figure - 10.
- Then select household from drop down menu, by clicking “Images Not Covered”, it will show all uncovered households’ image files including dummy image files of AHL Section 3 & 4, check Figure - 10.
- Then give the reason for non enumeration from drop down menu by clicking “Reason for Not Covering”, check Figure - 11.
After completing the last entry you must click “Update”. It will show the selected image file name, which has already been logged, check Figure - 12.
Please Note:

- New households cannot be added in this mode.
- Additions of new member(s) and deletion of existing member(s) for already canvassed household are not permitted, also any member status [changing from AV, DE, MI, MO are not permitted] of already canvassed household cannot be changed.
- Acknowledgement Slip has to be issued to households for which data is entered in Supervisory Round and the same should be entered in the Application Software loaded in Tablet PC against the relevant attribute.
- After Data-Entry of an unenumerated household as per AHL sections 2, 3 and 4 is made in supervisor mode, please log out the SECC-application software fully and then login if Data-Editing has to be done on enumerated data.

Post verification (back end) activity :-

After the completion of supervisory verification of all records in the field, the back up from the Tablet PC 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 astrix “*” mark and it will supersede the Enumerator captured data in respective fields. This will be available in NIC Central Server after merging both database files.
The Supervisory Abstract which is auto generated by Local Server must be signed by Supervisor as well as Charge Officer in Charge Data Center. This Supervisory Abstract should also be preserved.

**Technical Procedures for Supervisor Verification Process: Generation of Supervisor Input at Server (Charge Center-PC)**

All uploaded data in the local server for each EB need to be merged and kept in the Charge Center Server. All the image files that are cataloged in the charge center server need to be kept at “Distributed-JPG” folder.

1. Upgraded version of the Server software has to be installed in Charge Center-PC. The current version Sv0.62. The version has to be upgraded as and when new Server software is released.
2. Always launch the application using the shortcut in the desktop.
3. All the images that were cataloged in the Charge Center should be in the Distribution-JPG folder only.
5. Select Generate input for Supervisor section.
6. Select State, District and Tahsil / Town combo and then select the list of EBs/Sub EBs within the Tahsil as per the supervisor requirements. (As per the requirement/advice from MoRD/MoHUPA, maximum of 6 EB need/can be generated once and can be placed in Tablet PC).
7. Click Generate dump button. The following materials are generated in Sec-Dumps for Supervisor folder.

   a. SQLite dump for the selected EB (To be loaded to Tablet-PC). Note: The houses are chosen as per the guidelines.
   b. All the images for the selected records in the SQLite db file dump (i.e., the images are required during supervisor verification). Also, all the images that are part of Uncovered Household.
   c. A PDF report named VHL (Verification House List) Report giving the house- holds numbers to be verified will be generated. The report contains the following columns for each Sub-block. This printout has to be given to the Supervisor. The supervisor will carry this printout during verification. The VHL contains the following details:

      1. Serial number.
      2. AHL Serial Number of Household.
      3. Acknowledgment Booklet Number.
      4. Acknowledgment Slip Number.

**Please Note:** It is required to set the configuration file when making data entry during supervisory process in Tablet PC. This is mandatory because, the Configuration file is the source telling about the EB information (type of Slum, Urban/Rural) etc.
Whenever selecting/moving from EB to EB with same Tablet PC, it is required to set the EB configuration file through admin log in of the Tablet P.C. (This is applicable in the lower Client versions of 0.62).

**After the Socio Economic and Caste Census**

- Make arrangements to upload the data of the Tablet PC to the server in the Charge Office and charging of the Tablet PC.
- Prepare 'Supervisor's Abstract' (in duplicate) and the same has to be signed by the Supervisor and the Data Charge Centre Officer.
- 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 paid a training allowance of Rs. 150 for each day of training (maximum two days) that you attend (This will be paid to reserve enumerator also).
- One Supervisor may be appointed on six enumerators. Ten per cent additional Enumerators and Supervisors may be kept in reserve.
- The Supervisor would be paid Rs 18000/- as honorarium and TA/DA at the rate of Rs150 per day (subject to a maximum of 40 days TA/DA for the entire SECC 2011 operations) for supervising the work done by 6 enumerators in 24 enumeration blocks (EB) by restricting the total maximum out go to Rs 24000/- per Supervisor for the entire operations on this account. In case the allocated number of EBs are less than 24, the honorarium and maximum days for TA/DA may be restricted on a pro rata basis.

**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.

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.