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OFFICE OF THE REGISTRAR GENERAL, INDIA
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2A, Man Singh Road, New Delhi-110011

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Dated : 22nd December 2011

SOCIO-ECONOMIC AND CASTE CENSUS – CIRCULAR No. 1

Subject: Monitoring field-work and ensure data quality of Socio-Economic and Caste Census, 2011.

As you might be aware, the field-work for the Socio-Economic and Caste Census (SECC) has commenced in 20 States and UTs. While planning the methodology of the field-work for the SECC, it was decided that information from both the HLO phase and the PE phase of Census 2011 would be used. The boundary of an EB/Sub-Block during the SECC has been kept same as the boundary of an EB/Sub-Block finalized during the PE phase. To ensure coverage of all the households within an EB/Sub-Block, photocopies of the updated AHL and the layout map is being supplied to the enumerators of the SECC. It is expected that by this time, you have already completed the photocopying of AHL, layout map of each EB and selected pages of the Charge Register and handed over to the concerned authorities in the State Govt.s. Instructions on different stages of the procedure have also been communicated from time-to-time. However, while examining the uploaded data, some discrepancies have been noticed. These are discussed below.

COVERAGE:

2. To facilitate coverage of persons enumerated in each household, soft copies of the NPR Schedules, which have already been scanned, are also being supplied to the CPSU representatives who are in-charge of the hardware, software and data entry operations during the field-work.
3. To ensure complete coverage of all the households within an EB/Sub-Block, an indexing operation is being carried out at the Charge Data Centres, set up for this purpose at each Charge. Although the CPSUS have issued a set of instructions for carrying out the indexing operation and have trained their own human resources, **checking and monitoring the indexing by officers of the Census Directorate, particularly at the beginning of the operation**, will no doubt help them to clarify their doubts and enhance data quality.
4. Irrespective of whether image (s) corresponding to a household recorded in the AHL is tagged or not, the enumerator and data entry operator have to visit all the households listed in the AHL, so long as they still reside within the same EB/Sub-Block and canvass the SECC Schedule. This will be the case for all the households listed in Sections 3 and 4 of the AHL and the households which have moved in the EB/Sub-Block after the PE phase of Census. Moreover, if the enumerator cannot canvass the SECC Schedule at any of the households listed in the AHL, the reason for this should be recorded in both the AHL and the Hand-Held Device, for which provision has already been made. Tagging of the images have been done only to facilitate the enumeration process and, it is not a necessary condition for canvassing the Schedule in a household or for recording details of normal members of a household.

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ms L Ramesh

