

प्रवीण श्रीवास्तव
सचिव एवं भारत के मुख्य सांख्यिकीविद
PRAVIN SRIVASTAVA
Secretary & Chief Statistician of India



भारत सरकार
Government of India
सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय
Ministry of Statistics and Programme Implementation
सरदार पटेल भवन, संसद मार्ग, नई दिल्ली - 110001
Sardar Patel Bhavan, Sansad Marg, New Delhi-110001
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D.O No. P-11012/5/2018-ESD
July 24, 2019

Dear *Shri Kumar,*

Kindly refer to my DO letter dated 29th May 2019 regarding conduct of 7th Economic Census in 2019. In this context, the preparatory activities for launch of 7th Economic Census such as engagement of enumerators, training, developing implementation framework, etc. have been firmed up for the State of Tripura. I am thus pleased to inform that the 7th Economic Census is to be launched in Tripura from 29th July, 2019.

2. As informed earlier the collection of data and supervision will be done by enumerators and supervisors engaged and trained by CSC SPV. The coverage, process check and data quality supervision will be done on sample basis by 2nd level supervisors of Government of Tripura and that of NSO (FOD), MoSPI. A copy of the operational Guidelines for 2nd level supervisor and honorarium guidelines are enclosed herewith for ready reference. In parallel, the Ministry is also finalising a comprehensive media roll out to facilitate cooperation from respondents.

3. I request you to kindly convene a meeting of the State Level Operations Committee to review the status and preparedness and also issue necessary directions to all the District Collectors for conducting a weekly meeting of District Level Coordination Committees. The concerned authorities may kindly be instructed to extend necessary cooperation to CSC SPV for the fieldwork.

4. In case of any clarifications/feedback, the nodal officer of this project may kindly contact Sh. Susanta Kumar Jana, Deputy DG, NSO (FOD), Regional Office (i/c), Agartala (E-mail: ro.shg-fod@nic.in, Mobile: 8638191314).

5. Looking forward for your kind cooperation and continuous support to make the 7th EC a success.

With *regards,*

Yours sincerely,

Encl: As above

Pravin Srivastava
24072019
(Pravin Srivastava)

Shri Manoj Kumar
Chief Secretary,
Government of Tripura,
New Secretariat complex,
Agartala – 799010.
Email: cs-tripura@nic.in/ cstripura@gmail.com

Copy for information to:

1. Principal Secretary, Planning, Government of Tripura.
2. ADG, NSO (FOD), MoSPI, New Delhi.
3. CEO, CSC SPV, MeITY, New Delhi.
4. DDG, NSO(FOD) Regional Office (i/c), Agartala.
5. Director DES, Government of Tripura
6. Nodal Officer for 7th EC, Tripura.

Decoding Supervision Level 2



**ECONOMIC
CENSUS**
Data for Development

Seventh Economic Census-2019
Ministry of Statistics & Programme Implementation

Supervision Level 2 – What is it about

1. Supervisor Level-2 (SL2) begins upon submission of final data by CSC Supervisor Level-1 (SL1). SL1 will usually be CSC's Village Level Entrepreneur (VLE). There may be 3 or more enumerators working under a VLE based on workload. VLE will supervise the work of enumerators under him.
2. SL2 is an operational process where in MOSPI (NSSO-FOD) and State government resources will do the sample checking of the data collected by enumerator and verified by his VLE (SL1). SL2 has been implemented to check the process followed by enumerators as well as the quality of data collected by them.
3. SL2 is put in place to ensure that right concepts and guidelines/norms are applied in field by CSC enumerators, while collecting the data.
4. SL2 is the final mechanism to accept or reject the 7th EC data for tabulation, finalization and dissemination.
5. SL2 will also be the determinant of penalty to be levied on CSC for deviance in expected quality/Service Level Agreement.

Supervision Level 2 – How does it work

1. In backend of system, a predefined and unique mapping of the first level supervisors (i.e., SL1) to second level supervisor (i.e., SL2) has been put in place. SL1 have been assigned to SL2 as per their geographical area of operation. List of SL2 have been obtained from State DES and NSSO (FOD) along with their place of operation/jurisdiction.
2. All enumerators under a SL1 automatically gets tagged to a SL2. SL2 may have more than one SL1 under him, but one SL1 will only be tagged to a single SL2.
3. Basis the above mapping, data collected by all enumerators (under a SL1) becomes available to SL2 for his sample verification on the field.

Supervision Level 2 – Detailing

There are two types of supervision/checks that will happen in the SL2 and these are:

1. **Process Check:** In this, the learning and operational behaviour aspects of the enumerator will be checked w.r.t the enumeration exercise. In other words, the process of data collection by an enumerator would be checked and scored by SL2.

It starts on day 5 and any number of enumerators can be process checked/supervised by the concerned SL2. It will ensure that enumeration processes followed by an enumerator are as per guidelines/norms for the 7th EC. SL2 will also educate/train the enumerator and VLE during the Process Check.

2. **Quality Check:** The quality and correctness of data collected by enumerator (and approved by VLE (SL1)) will be checked in this module. There are separate Quality check parameters for Residential EC Houses and for Commercial EC Houses. Data collected by enumerator is made available to SL2 for his physical verification on the field. SL2 may input his findings either on his mobile device (called App mode) or on a printed format (called Web mode).

After quality check on sample EC houses, a combined score would be calculated by considering scores in Process Check and Quality Check. This combined score would be used to decide final acceptance or rejection of the data collected. This will also lead to data finalisation.

Key Definitions

Before we embark on SL2 journey, let us understand the key definitions in-order to execute it smoothly.

- I. **Phase:-** The SL2 will happen in 3 phases, each on completion of 30%, 30% and 40% of the work assigned to every enumerator tagged to SL1, and subsequently to SL2.

- II. **Packet:-** It is a set of EC houses canvassed by an enumerator and supervised by SL1 in a particular SL2 phase. The packet will be accepted or rejected in entirety as per a combined score given by SL2 after Process check and Quality check. If SL2 is not performed, packet will be treated as approved/accepted.

1. Process Check Detailing

It will be initiated from 5th day of the enumeration. Following are the steps that will follow in this validation:

- a) List of first level supervisor (SL1) and mapped enumerators under 2nd level supervisor (SL2) will be visible on the dashboard of SL2 under “Process Check” tab.
- b) Average time stamp (i.e., average time taken to complete data collection/verification for an establishment) will be displayed against each enumerator/SL1 under a SL2. This step will help SL2 in identifying suitable SL1/enumerator for conducting the Process Check.
- c) Once a SL1 is identified, all enumerators under said SL1 would be available for Process Check by SL2. When an enumerator is selected for “Process Check”, his/her last location will be displayed along with the 5 process questions. In addition to locational information, SL2 will also have mobile number of the selected enumerator and the concerned SL1.
- d) SL2 will visit the field and observe the enumeration process being followed by the selected enumerator. SL2 will provide feedback (Yes/No) on the below 5 questions:
 - I. Whether *Enumerator can identify area boundaries?*
 - II. Whether *Enumerator is carrying ID card and authorization letter while on census work?*
 - III. Whether *Enumerator can identify Exclusions?*

IV. Whether Enumerator followed protocol for EC House listing?

V. Whether Enumerator has covered all the establishment / households in the area already covered by him?

e) On the basis of above questions, Process Check scoring will be done for the selected enumerator and the score would be stored in the system. This score will also be considered in the final acceptance or rejection of data collected by the said enumerator.

2. Quality Check –Detailing

- a) Quality check will begin on the day when 30% of SL1 work is completed (i.e., data on 30 % of total establishment is collected by enumerator, and it is approved by the SL1) and data is made available by the system to the SL2.
- b) Quality check will be completed in three phases i.e first 30%, next 30% and then the remaining 40%. Quality check can be done even for those enumerators whose Process check has not been done. SL2 will get an option do a Process check for such enumerators, if Quality check for this enumerator is being undertaken.
- c) In each phase, average values of following 5 parameters will be visible (against each enumerator under SL1) to SL2 on his dashboard: *Investment in plant and machinery, Annual turnover, total number of workers, time stamp and process check score (if available).*
- d) Functionality of sorting based on above 5 values will be made available to SL2 so that he can identify suitable enumerator(s) for initiating Quality check.
- e) Minimum 10% of enumerators from a phase is allocated to SL2. A checkbox facility will be provided to select the minimum number of enumerators, under the respective SL1.

- f) Further, minimum 10 EC Houses of each enumerator (*not fixed, could be more also in the multiples of 10 only*) needs to be selected/visited by Supervisor Level 2 to give score to data collected in a phase. Without selecting minimum 10 EC Houses for supervision, system will not allow SL2 to proceed.
- g) Both (Web as well as App mode) can be used for selecting enumerators by SL2. Selection of enumerators on Web and App are mutually exclusive (i.e., an enumerator selected using App, will not be available/visible on the Web mode and vice versa).
- i) Feedback (Yes/No) on the minimum 10 selected EC Houses is based on following 4 questions (*in case of Residential, it will be based upon all households in a EC House*):
- I. *Enumerator has correctly (largely) identified number of household-based establishments?*
 - II. *Enumerator has correctly identified activity category (NIC 3 digit)?*
 - III. *Enumerator has correctly identified number of workers (including contractual workers)?*
 - IV. *Enumerator has captured ownership code correctly for establishment?*
- j) Feedback (Yes/No) on the minimum 10 selected EC Houses is based on following 4 questions (*in case of Commercial*):
- I. Enumerator has correctly identified activity category (NIC 3 DIGIT)?
 - II. Enumerator has correctly identified number of workers (including contractual workers)?

- III. Enumerator has captured ownership code correctly for establishment?
 - IV. Enumerator has filled registration details correctly?
- h) After submitting feedback on one enumerator, Quality Check option for another enumerator will pop up, asking whether SL2 wants to supervise the work of another enumerator under the same supervisor level 1. If yes, repeat point (f) to (j).

3. Supervision Level 2 – Final Outcome

A combined score on the basis of Process check and Quality check shall be calculated for acceptance/rejection of the data collected by CSC.

A dedicated email EC.SL2@CSC.GOV.IN has been created for redressal of queries, etc. from stakeholders.

N-11016/3/2016/ESD-VIEC-Part(1)
 Government of India
 Ministry of Statistics & Programme Implementation
 Central Statistics Office (Economic Statistics Division)

Level 4, East Block-6
 R. K. Puram, New Delhi -110066
 Dated: 18th June 2019

OFFICE MEMORANDUM

Subject: Payment of honorarium to 2nd level Supervisors and Charge Officers from State/ UTs-reg.

The undersigned is directed to refer to the DO letter of Director General, MoSPI dated 7th March 2019 addressed to Chief Secretaries/ Administrators of State/ UTs and the subsequent letter dated 25th March to the Nodal officers of 7th Economic Census (EC) regarding nomination of 2nd level Supervisors and Charge Officers from State/ UTs for the purpose of 7th Economic Census.

2. In this regard, the undersigned is directed to inform that it has been decided to pay a one-time honorarium of Rs. 20,000/- to 2nd level Supervisors and Rs. 10,000/- to Charge Officers nominated from State/UTs for the purpose of 7th EC. **List of 2nd level supervisors and charge officers nominated for the State/ UT may kindly be intimated by email on ddservice.esd@mospi.gov.in, if not done already.**
3. Payment of honorarium will be made in the designated Bank Account opened by the State/ UT for the purpose, **details of which may be intimated to this Ministry by email at ddservice.esd@mospi.gov.in, if not done already.**
4. Guidelines regarding roles and responsibilities of charge officers and second level supervisors along with modalities of payment of honorarium are enclosed herewith for ready reference.
5. This issues with the approval of competent authority.


 (Chandrajit Chatterjee) 18/06/2019

Deputy Director
 Tel (O): 011-2610 5146

E-mail: ddservice.esd@mospi.gov.in

To

Nodal officers for 7th EC
 All State/UTs

Copy for information to

1. Principal Secretary, Planning – all State/ UTs
2. PPS to Secretary, MoSPI, SP Bhawan, New Delhi
3. PPS to Director General (ES), MoSPI, SP Bhawan, New Delhi
4. PPS to Director General (Survey), NSSO, Sankhyiki Bhawan, Delhi

**ROLES & RESPONSIBILITIES OF AND GUIDELINES FOR PAYMENT OF HONORARIUM TO
CHARGE OFFICERS/ 2ND LEVEL SUPERVISORS FOR 7TH ECONOMIC CENSUS**

A. CHARGE OFFICERS

A.1 Responsibilities of Charge Officers:

1. S/he would monitor, liaise and act as focal point between the various agencies/ departments of State/ UT, CSC e-Governance Services India Limited (implementing agency for 7th EC) and Ministry of Statistics and Programme Implementation for smooth conduct of 7th EC.
2. S/he would guide in resolving any challenges during fieldwork on the request of State head, CSC SPV or nodal officer of 7th EC in State/ UT.
3. S/he would sensitize law enforcement agencies, local government bodies/authorities, industry associations, etc. in State/ UT for cooperation to field enumerators/supervisors for smooth data collection.
4. **State Charge Officer would assist the State Level Coordination Committee in finalizing the provisional results of 7th EC for State/ UT concerned in collaboration with Deputy DG of NSSO (FOD), MoSPI in State capitals and other concerned stakeholders.**
5. **District Charge Officer would be the final authority for finalizing the provisional results of 7th EC for District concerned through the District Level Coordination Committee.**

B. SUPERVISOR LEVEL 2 (SL2)

B.1 Responsibilities of Second level supervisors:

Detailed operational guidelines and training content for 2nd level supervisors for 7th EC has been uploaded on the website of the Ministry of Statistics and Programme Implementation available on:

[http://www.mospi.gov.in/sites/default/files/economic-census/seventh economic census/Supervision level 2 operational guidelines.pdf](http://www.mospi.gov.in/sites/default/files/economic-census/seventh%20economic%20census/Supervision%20level%20operational%20guidelines.pdf)

C. HONORARIUM

1. One-time honorarium of Rs. 10,000/- is payable to the Charge officers for State/ UT and Districts in the State/ UT. Equal honorarium is also payable to the officers assisting the charge officer i.e. nodal officer(s) of State/ UT at State level and DSO at District Level.
2. One-time honorarium of Rs. 20,000/- is payable to the second level supervisors nominated from State/ UT which includes TA/ DA, etc. **No separate TA/ DA is payable for the purpose.**

3. The consolidated payment to charge officers will be made in a consolidated manner after completion of fieldwork.
4. Payments to individual supervisors and charge officers will be the responsibility of State/ UT Government.
5. Payment will be made in the designated bank account to be operationalized by State/ UTs for the purpose through PFMS portal.

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18/06/19