FACILITATORS' GUIDE TO 7TH ECONOMIC CENSUS (Sub-district)

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Purpose of this Document

The purpose of this document is to provide guidance to the sub-district level trainers (DC/DM) on how to conduct sub-district level training and impart proper understanding of the concepts of enumeration and how to accurately and timely carry out the enumeration activity.

How to use this Document

This document will help in navigating through the entire training with steps on how to educate the enumerators and supervisors. This includes the following tools:

- This document follows the flow of the content in the accompanying PPTs.
- There are five PPT's that accompany this document
- All PPTs are structured in a fashion that they have the concept, examples of that & a link to video(s) that help explain the concept better.
- All the references to "slides pasted below" are to the corresponding slide in the accompanying presentations.
- It is mandatory to run the ppts as prescribed in this document.
- Along with content, there are screenshots of slides in the accompanying PPTs
- At all stages, suggested questions are mentioned that need to be asked by the facilitator to check understanding of the audience & to clarify the concepts learned.

Expectation from Trainer (DC/DM/EDM)

- He/she must be familiar with the basic concepts of enumeration and also with the operational procedures including the application and the VLE/L1 supervisor dashboard.
- He must be aware of the UFS maps and process of carrying on the survey.
- He must ensure that all the logistics are in place, including the venue, arrangements for running the presentation, videos and the App demo.
- Attendance sheet must be signed by all the attendees, i.e. the enumerators and VLEs and the guests.
- The trainer needs to ensure that only the enumerators who have passed the LMS Certification exam attend the training workshop.
- Obtain dummy IDs from the concerned State SPOC and provide the same to enumerators and VLEs for conducting the surveys on the second day of the training which consists of field operations.
- The trainers must make sure that they get a proper report of the surveys done/approved by the enumerators and supervisors respectively.
- This report must be sent to the SPOCs and the State heads and through them to the Central team.

Checklist of readiness for training for sub-district

- Proper Audio-Visual arrangements is to be there at the venue.
- Attendance sheet.
- Proper Internet connection should be available for playing the videos.
- All material for the program – including Power Point Presentations, Videos, Manuals etc should also be available with the trainer in a DVD / Pen Drive in case the internet does not work.
- Proper arrangement of training materials.
- Login credentials for demo should be available.
- Updated application is to be used for doing DEMO and practical.
- At least 10 ID's is to be available for practical on field.
- Copy of IV Maps to be made available to all the attendees for explanation purpose.

Points to remember

- This is a very important project & the monitoring is being done at the highest level of the Central Government
- It is critical therefore that the VLE's & the enumerators understand the role that they are playing in this & accordingly work with full zeal & honesty.
- The data taken by the enumerator must be an honest version of the respondent's responses.
- Please note that there are penal provisions in the Collection of Statistics Act 2008 (COS 2008) on account of:
    - o Omits to carry out his duty without lawful excuse or knowingly makes any false declaration or statement
    - o Pretends performance of his duties or obtains or seeks to obtain information that he is not authorized to obtain
    - o Fails to keep inviolate the secrecy of information gathered
- Any data discrepancy or anomaly will be captured by the data analytics systems and can have an adverse impact on the Enumerator / VLE's performance.
- The whole exercise to ensure accurate and timely enumeration of data will generate benefits to both the VLEs and the enumerators in terms of continuous revenue streams.
- This exercise if done well can result in many more such projects.
- The respondents will benefit out of this whole exercise as the Government will use this data to design schemes and welfare programs, especially for the MSMEs.

Learning Management Assets:

1. www.ecocensus.in
2. CSC LMS
3. CSC dedicated You Tube Channel
4. Enumerator manual(s)
5. Ready Reckoner
6. Handbook for Enumerators & Supervisors (infographics)
7. Power Point Presentations
8. NIC 2008 code booklet (recommended for DC / DM)

Suggested Session Plan for the Training

Day 1					
Sr No	**Session**	**From**	**To**	**Session Objectives**	**Collaterals**
1	Registration	9:30 AM	9:45 AM	NA	NA
2	Opening Remarks	9:45 AM	10:00 AM	About EC,	Video
3	Introduction to 7th EC	10:00 AM	10:30 AM	Understanding of the project, it's importance and the broad timelines	PPT
4	Tea Break	10:30 AM	11:15 AM	NA	NA
5	Roles & Responsibilities	11:15 AM	11:45 AM	Roles & Responsibilities of Enumerator & Supervisor	PPT
6	Guidelines & Definitions Part 1	11:45 AM	1:00 PM	Clarity on all Census Terms & the guidelines to be followed while conducting the census including Allocation of Territory & field operations	
7	Lunch	1:00 PM	2:00 PM	NA	NA
8	Guidelines & Definitions Part 1 contd…	2:00 PM	2:30 PM		
9	Mobile Application Walk Thru & Concepts	2:30 PM	4:00 PM	Complete walk-thru of the mobile application with detailed explanation of concepts therein	PPT
10	Tea Break	4:00 PM	4:30 PM	NA	NA
11	Soft Skills Required for enumeration	4:30 PM	5: 30 PM	Behavioral Skills Required	PPT
12	Plan for Day 2	5:30 PM	6:00 PM	Route Plan for Field Training	Trainer Led
Day 2					
13	Field Training	9:30 AM	1:00 PM	1. Conducting sample surveys in the field 2. Familiarization with the process 3. Comfort with the Application 4. Understanding some real life challenges 5. Under observation by Trainers / FOD officials	Schedule 7 Mobile Application
14	Lunch	1:00 PM	2:30 PM	NA	NA
15	Discussion & Feedback on the Field Surveys	2:30 PM	4:30 PM	Trainer to give feedback using the sandwich approach (good / improvement areas / good) FAQ's to be discussed in detail in the context of the field work	Trainer Notes FAQ's
16	Tea Break	4:30 PM	5:00 PM	NA	NA
17	Closing Remarks	5:00 PM	5:30 PM	Summarize the day's learning & reinforce the path ahead	

Session 2: Opening Remarks

- Welcome the participants to the program
- Introduce yourself – your name, designation and place of work.
- Say that over the next two days the participants are going to learn about:
  - What is the 7th Economic Census & why is it done
  - What is their role in the 7th EC
  - Concepts & Definitions of terms used in 7th EC
  - Understanding of the Mobile Application to be used in the conduct of the Census
- They will also undergo a field training on the 2nd day where they will actually carry out surveys on the mobile application.
- Answer any basic queries that may arise
- Now play the Video - 		https://www.youtube.com/watch?v=jD85e9EbN4k – English
  			https://www.youtube.com/watch?v=BZC58UiE9js – Hindi

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Session 3: Introduction to 7th EC

This session covers the following
1. What is Economic Census
2. Need for Economic Census
3. Background and Objectives for 7th Economic Census
4. Scope & Coverage for 7th Economic Census
5. Exclusions – some examples

Link to the video from the previous session where Dr Singh talked about the 7th EC. In that video there were there

Run through the PPT titled "***Sub District Level Training Program Session 3 PPT.pptx***" - please explain each slide & encourage the audience to ask as many questions as possible.

The PPT covers the following:

1. Role of the VLE
2. Role of the Enumerator
3. How to carry out the enumeration?
   a. Identification of Enumeration Area
   b. Listing Protocol
4. Critical aspects of enumeration:
   a. Exclusions
   b. Identifying EC House Types
   c. Correctly identifying number of Households in an EC House
   d. Correctly identifying the "right" respondent in a Household
   e. Accuracy in enumerating the economic activity being done by Household members

Say that these are the critical concepts to be remembered – they will all be covered in greater detail in the next two sessions.

Session 6: CONCEPTS AND DEFINITIONS

The first session of the program covers the basic concepts & definitions pertaining to the 7th EC. These are the very fundamental/basic definitions which the VLE / Enumerator will need to understand before moving to the enumeration process.

The session will include the following concepts:

1. Enumeration Area
    a. Allotment of Enumeration Area (EA)
2. EC House and its' types.
3. Field Operations
    a. Serpentine method of covering the EA
4. Fixed structure
5. Household
6. Establishment

Before going into the VLE and enumeration processes, the enumerators must be made accustomed to the various concepts and definitions that will be used in the entire course of the 7th Economic census. These concepts must be explained with the help of PPTs and through various real-life examples that will be pertaining to the specific geographical dynamics of the urban/rural area.

The session neds to be run through the PPT called "***Sub District Training Program Session 6 PPT.pptx***"

Display slide as below and explain the purpose of 7th EC

Purpose of Economic Census

The Economic Census is a complete count of establishments within the geographical boundary of India. It provides disaggregated information on various operational and structural economic aspects of the establishments.

It provides detailed information on economic variables, activity wise, of all the non-farm agricultural and non-agricultural establishments of the country including its distribution at all India, State, District, Village/Ward levels for comprehensive analysis of the structure of the economy.

Economic Census is house to house visit.

(Slide No. 3)

Enumeration Area

It is very important for the VLE/ Level 1 Supervisor to understand the concept of Enumeration Area for Economic Census. An Enumeration Area is the area allocated to the enumerator for the 7th EC field work.

Allocation of enumeration area is the primary activity which is to be done by the VLE/L1 Supervisor through the VLE dash board. However, before that we need to understand the basic unit of enumeration – the UFS block in Urban & the Village in rural areas.

Explain the concepts through slide nos 4 & 5 and run the video

https://www.youtube.com/watch?v=-dtBitLhL2U

VLE needs to login into the dashboard with the mobile number and the OTP received on the registered mobile number.

Please login to the VLE Dashboard using the credentials sent to you and demonstrate the dashboard. Explain the Allocation process in detail as outlined below

URL: http://45.64.104.188/census

Login Page
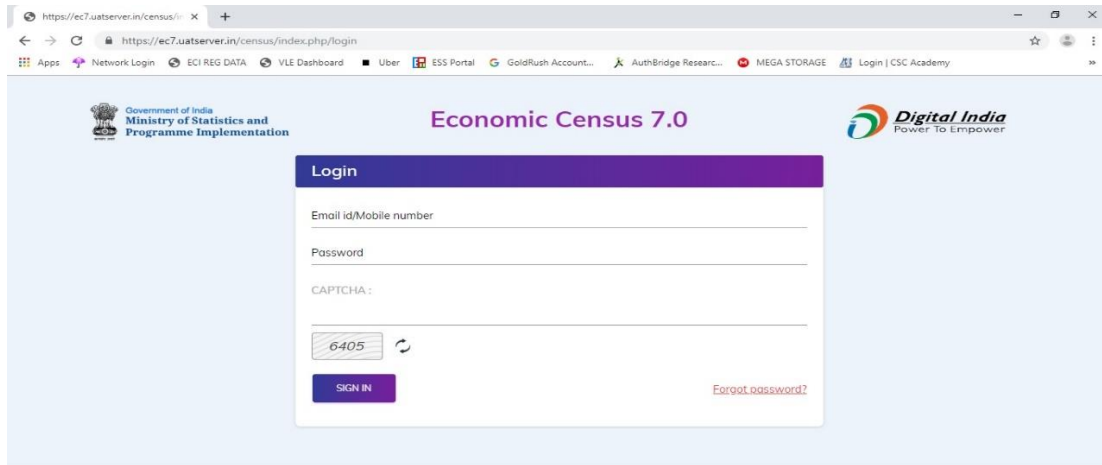
OTP Page
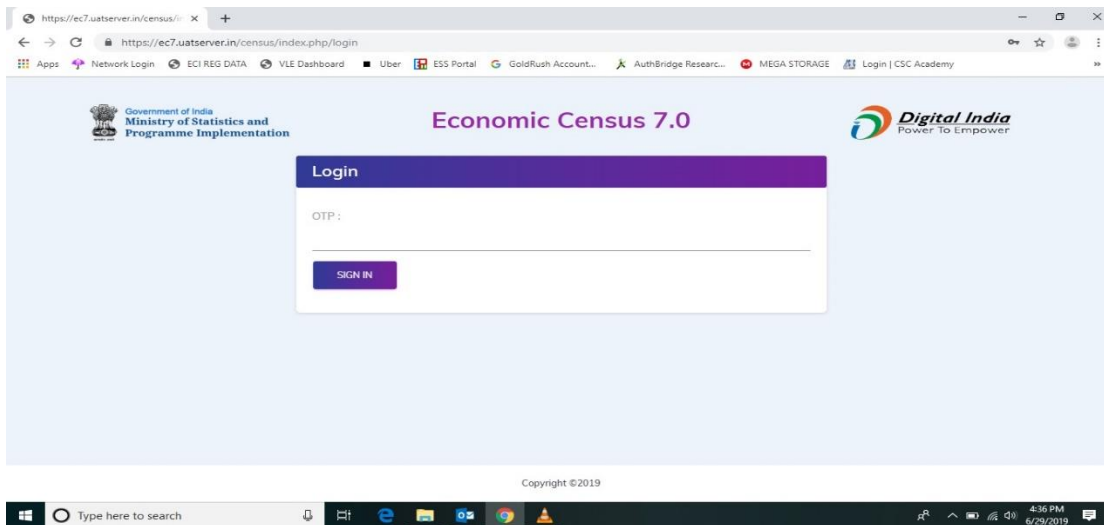
VLE Dashboard Page
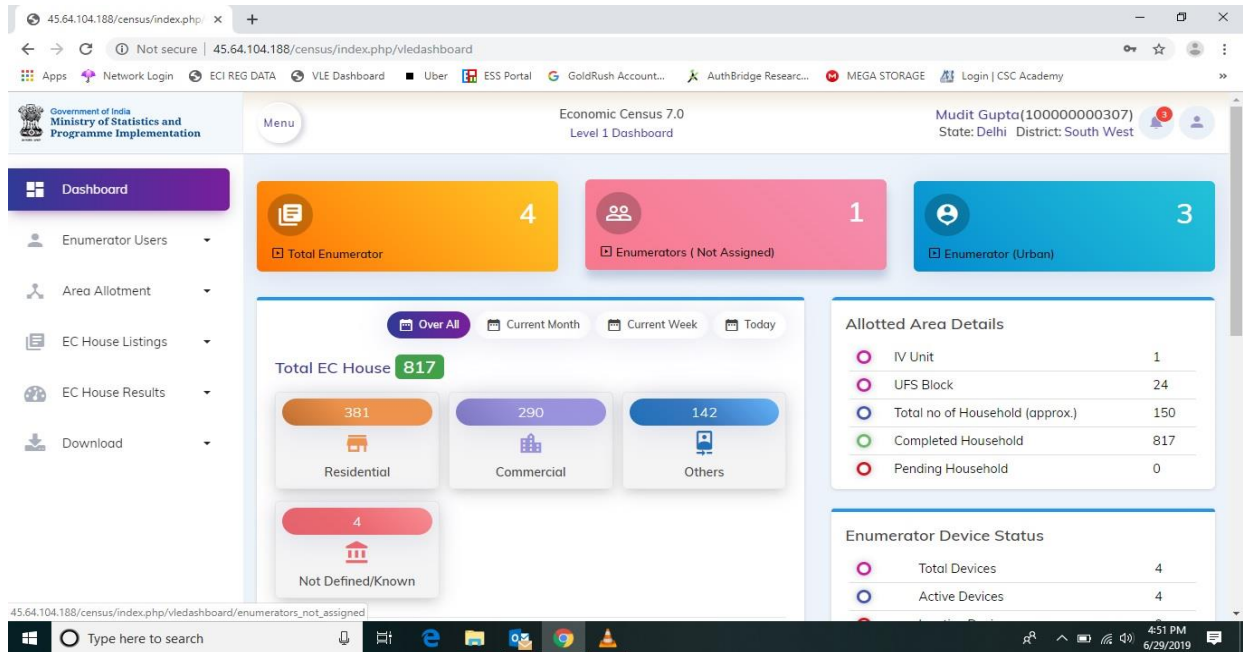
This is the dashboard that every VLE will see post login. From this page the following functions can be done:

1. EA Allotment – The VLE through the dashboard needs to assign the Enumeration Area to the enumerators working with him.
2. EA De-Assign – The VLE may need to de assign the EA for an enumerator
   a. In case the enumerator has completed his assigned area & needs to be assigned a new area
   b. The enumerator may have left in between & another enumerator has to be assigned that same area

   Detailed processes for both are explained below

If the area to the Enumerator is not allotted from the VLE Dashboard than Enumerator will not be able to login on the mobile application.

EA Allocation Process

The VLE will allot one or more areas to the enumerator based on the criteria below.

> ➤ In Urban Areas the primary unit of allocation is a UFS Block & in the Rural Areas it's a village. A UFS block is a part of an IV Unit – the VLE will be allocated an IV unit from which enumerators will be allocated UFS blocks.

Display slides pasted below *(Slide No. 6 & 7)*

Enumeration Area - Rural

- In case the village is large – it has to be broken up into smaller EAs
- Some states will have clear village maps divided Ward wise – these maps need to be obtained from the local authorities.
- In case these maps are not available, the VLE has to delineate smaller parts from the village and allocate accordingly.
- It needs to be noted that while drawing divisions, it must be made in a fashion that is easy to identify and mark it's boundaries.
- The dividing / demarcating features may be both man made or natural – for example rivulet, pond, bridge, building etc
- The VLE needs to keep a physical record of the EA – *explained in greater detail in subsequent slides*

Enumeration Area - Urban
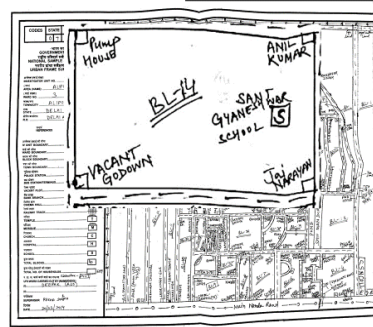
- Each VLE is assigned an IV Unit
- On the left is a map of an IV Unit containing multiple blocks
- VLE will assign a UFS block from this IV unit to an Enumerator
- The UFS Block is defined by the four corners as shown in the picture
- The enumerator has to physically identify the UFS block BEFORE starting the Enumeration Process

- The VLE must obtain a map of the area assigned to him – Village Panchayat in case of rural & IV units in case of urban. In case the map is not available – specially in rural areas – a notional map needs to be created by the VLE & shared with all the Enumerators under him.
- In addition, the VLE has to identify the approximate number of Households in the EA.
  - In Urban cases the data will be provided for most UFS blocks. In cases where the number of households are not available – the VLE needs to get an approximate count by talking to the relevant local authorities like RWA, Market Associations or knowledgeable persons of the area.
  - In cases of rural areas, the VLE has to speak to the village panchayat members or other knowledgeable people & obtain the number of households in the village.

    Display Slide no 8 (pasted below) to reinforce the concepts above.

<div style="border:1px solid #000; padding:10px;">

Important Points to Remember – EA Allocation

- <u>Area Map:</u> The VLE has to obtain a map of his assigned area – Village Panchayat / IV Unit. In case the map is not available a notional map needs to be created by the VLE & shared with the enumerators.
- <u>No of Households:</u> The VLE needs to obtain data for number of households:
  - In Urban cases the data will be provided for most UFS blocks.
  - In cases where the number of households are not available – the VLE needs to get an approximate count by talking to the relevant local authorities like RWA, Market Associations or knowledgeable persons of the area.
  - In cases of rural areas the VLE has to speak to the village panchayat members or other knowledgeable people & obtain the number of households in the village.

</div>

- The VLE needs to add the following details on the dashboard while assigning Enumeration Area (EA):
  - Ward Number: A single block may have more than one Ward number associated – it is imperative that the VLE, while assigning the EA, includes ALL the ward numbers that may be associated with that area. It is ok to put additional ward numbers if the VLE is not sure, but the VLE needs to ensure (through talking with local people / government officials etc.) that no ward number that may be covering the EA, is missed.
  - PIN Code: Similar to the Ward, the UFS block may have more than one PIN Codes assigned. The VLE has to ensure that all possible PIN Codes for the EA are entered during area allocation.
  - The enumerator will choose the PIN Code from the drop down on the App BEFORE starting the enumeration process every day.
- In <u>Urban Areas</u>, one or more UFS blocks may be allocated. However, at a time only one UFS block will be allocated to an enumerator. Once the enumerator has completed the assigned area, the VLE will need to De-Assign that area & assign the next UFS block to that enumerator.
- In <u>Rural Areas</u>, one Gram Panchayat is being assigned to one VLE. One or more villages may be allotted to the enumerators under him/her depending upon the size of the village. However, at a time only one village or a part of a village will be allocated to an enumerator. After that particular village enumeration has been completed, it needs to be de-assigned, and then next village will be allocated to another enumerator.

- *CASE OF A LARGE VILLAGE:* In case the village is too large to be allocated to a single enumerator, it needs to be broken up into smaller areas.
- Some states, for example Kerala, have villages that are divided into wards. For these, the VLE must try to obtain a list or a map from the local administrative office – gram panchayat / panchayat samiti etc. In case a map is available, the VLE will allocate a ward to an enumerator. In case only a list is available, the VLE needs to physically identify & delineate the Wards before allocating to the Enumerator.
- *In case the villages are not divided into Wards, the VLE will have to break up the village into EA's using the techniques shown in the video*
- It must be noted that in case of a large village, when dividing that into smaller portions, the division needs to be distinct & easy to identify. For this the following points should be kept in mind:
  - In *Tripura* the villages are defined as **Village Councils** – with each council having only one village. A VLE will be allocated a village council – the village falling within that will be assigned to an enumerator. In case the village is a large one then the same principle as above will be followed.
  - In States like *Meghalaya, Mizoram & Nagaland,* the concept of Gram Panchayats does not exist. In such cases. **Notional gram panchayats** comprising a cluster of villages will be created and allocated to the VLE. The rest of the process remains the same.
- The area boundaries should ideally be
  - Any geographical feature such as a river or a stream that cuts across the village, small hillock, pond etc
  - Manmade structures such as roads, bridges, canals, culverts, etc
  - Buildings / structures such as school, hospital, temples etc
  - Any other identifiable landmark
- The VLE must keep a physical record of the following:
  - EA allocated to the enumerator with the following details:
    - Name of Enumerator
    - Area assigned:
      - Village / UFS Block
      - North / East / South / West boundaries
      - Landmarks of the EA if any
      - Number of Households
  - No of Households allocated vs no of households complete (to date)

Reinforce the concepts learned above – slide nos 9 & 10

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Important Points to Remember – EA Allocation

- Ward number: The VLE will see all the wards in the District while he is allocating the EA. He has to carefully allocate the right set of wards to the concerned EA.
- Pin code: Similar to the above, one EA may have more than one pin code. The VLE will see all PIN Codes while assigning & should be careful to assign the right PIN Code(s) to the concerned EA.
- Urban area: At a time only one UFS block will get allocated to the enumerator. Once completed it needs to be de-assigned and then the next UFS block needs to be assigned to the enumerator.
- Rural area: Similar to the Urban Area - at a time only one village or part of a village will be allocated to an enumerator depending upon the size of the village. Same de-assignment process must follow.

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Important Points to Remember – EA Allocation

- Keeping a Record: It is mandatory for the VLE to keep a "physical" record of the area assigned to each enumerator. In case that same area needs to be re-assigned to another enumerator – this is the only way of knowing exactly which area was assigned.
- The fields that need to be noted by the VLE are:
  - Name of Enumerator
  - Area assigned:
    - Village / UFS Block
    - North / East / South / West boundaries
    - Landmarks of the EA if any
    - Number of Households
- The VLE should also keep a regular record of the work done – no of households allocated vs no of households completed by each enumerator.

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Run the Demo through Slide 11

Assigning EA:
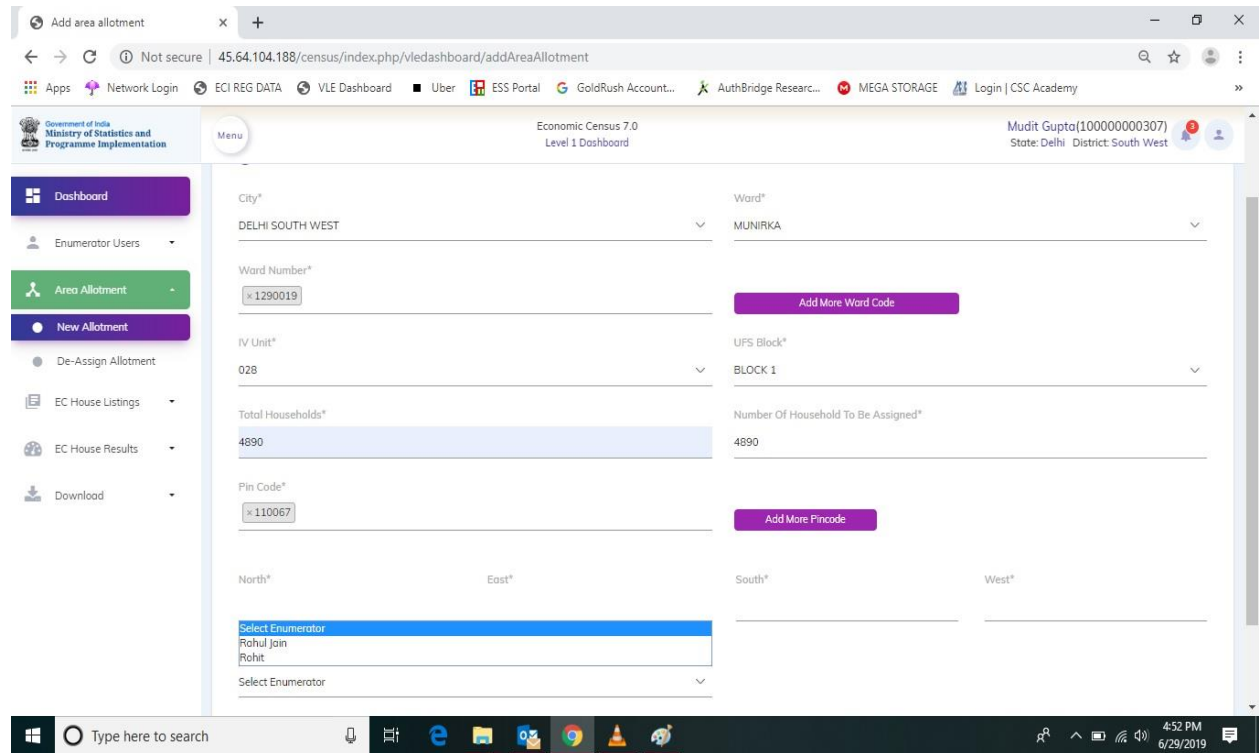
De Assigning EA:

As discussed above, once the given area to the enumerator is completed by him/her, it can be de-assigned and consequently more EC houses of a particular UFS block(urban) or more village wards(rural) can be assigned to the same enumerator and so on.

In case an enumerator leaves the process in between, the same process of de-assignment needs to be followed.
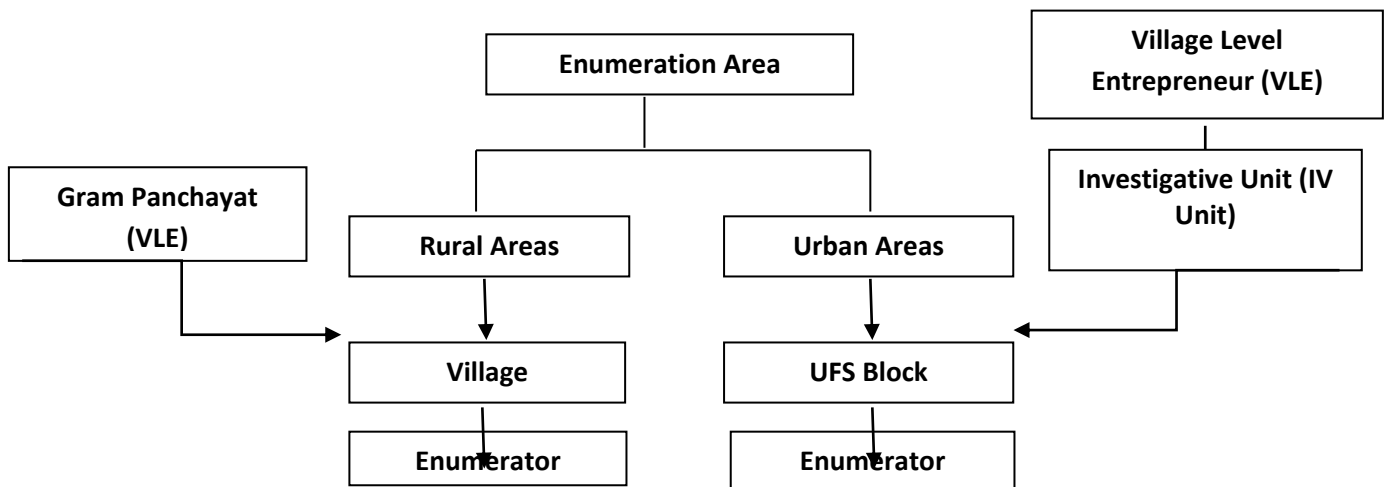
EC House (Types)

Ask: What is an EC House?

Say: Any building having a separate entrance from the road/courtyard/staircase, etc. It may be classified as:

1.**RESIDENTIAL:** Residential may be with or without economic activity.

1.1: Residential without economic activity. (Purely residential) –

ASK: What in your opinion constitutes a residential house?

The only thing that needs to be emphasized here is that this category constitutes a house where no economic activity is being carried out and is being used for living purpose only.

    1.2 Residential with economic activity:

ASK – What are the various kinds of activities that you think can happen within residential house?

Keep making a mental note of the answers – some activities will be with a fixed structure outside of the house. These examples will need to be used for commercial – the other activities that are happening inside the house or outside without a fixed structure will be included here. The examples from the audience may be written down and later classified under their respective categories as under:

With fixed structure outside house: These shall be enumerated at the place where the structure is located.

Inside house: Activities without fixed structure shall be enumerated at the household level itself.

Display slide pasted below *(Slide No. 12)*

2. **COMMERCIAL** – continuing form the previous discussion – use examples given by the audience. The primary criteria to determine a commercial establishment is:

1.   Entrepreneurial activity
2.   Fixed structure

Display slide pasted below *(Slide No. 13)*

3.**OTHERS:** This includes all the houses not falling in the above two categories.

Display slide pasted below *(Slide No. 14)*

(Play the Videos on Slide no 15)

Video on left: https://www.youtube.com/watch?v=FlcKIvjnZU8)

Video on right: https://www.youtube.com/watch?v=dbjfY3VrTAI

EC HOUSE TYPES WITH EXAMPLES:

CATEGORY	EXAMPLES
Purely residential	No Economic activity.
Inside house	Tuition/pickle/tailor services/papad making/tiffin services, etc.
Without fixed structure outside house	Vegetable and roadside thelas/vendors, Cobbler, Food carts etc
Commercial	Office buildings, shops, factories, etc.
Others	Government establishments, permanently closed structures, religious places, illegal activities, crop activity, etc.

Here the concept of "Singleness of Use" and "mixed activity" needs to be explained for the audience to accurately enumerate an EC House

Q. What is "*singleness of use*"?

Suppose, there are separate structures within a compound, and each can qualify as a separate EC house, as each has a separate entrance. However, applying the principle of singleness of use, since all the structures are used for the same purpose, they will be enumerated as one EC house. So, if there is bungalow, a servant quarter, a cow shed , etc, all within a single compound, they will be enumerated as a single EC house.

Q. What is "Mixed activity"?

Suppose, a person in a village sells dairy products in the day and sells *samosas* in the evening, this will considered as a mixed activity. Now, here the underlying principle to be considered is: *Books of Accounts*. So, if the accounts of both the above stated activities are separate, both will be enumerated separately. However, if the accounts are combined, it will be treated as a single activity. For this purpose, which one will be taken as the prime activity? This will be decided taking into account: Turnover/Income/Number of persons employed.

Example:

Suppose, a person has a pan shop in which he claims to earn Rs 30,000 pm approximately. He works in it during the day and in the evening, works as a cobbler, by which he earns Rs. 10,000 pm. In this case, the activity which will be enumerated will be that which gives a higher income, i.e. *the pan shop.*

EXCEPTIONS

Run Slides pasted below for exceptions to the 7EC. Please note that it is critical for the enumerators to be clear on what are the exclusions to the 7EC

Display Slide No. 16 and play the video https://www.youtube.com/watch?v=uQ10JAJEUkg

Exclusions –

 ASK:

Q. Where will the inmates of a hostel be enumerated? (Not enumerated, not listed.)

Q. Where will the domestic workers be enumerated? (Not included, will be only listed under EC house category, "Residential without economic activity")

Q. What if the enumerator comes across a household where all the inmates are foreign nationals, say of Bangladesh origin? (under "Residential without economic activity").

Field Operations

This includes all the field level activities which enumeration comprises of; identification of EA boundaries in both the rural and urban areas and how to conduct the survey using the **serpentine method** so that no structure is left out.

In rural areas, the enumerator might be allocated an area that is a part of a large village. It is therefore critical that he / she must identify the North, West, South and East limits of the area allocated & create a notional map so that there is no overlap with any other enumerator in the same village.

In urban areas, the enumerator will have a map of the IV unit with the assigned UFS block(s). The enumerator needs to make sure that he / she has clearly identified the boundaries of the block before starting the survey process.

Now that we have understood Enumeration area, and EC Houses types, we need to explain how to go about the entire survey. While on the field, the enumerator must bear the following things in mind:

The **boundary** of the entire area to be checked to avoid overlapping or omission for proper coverage of the enumeration area.

The **data quality** must not be compromised, it must be as per the respondents' version and not as per the enumerator's approximations.

The collection of data needs to be done in a **time bound** manner to avoid any anomalies at the level 1 supervision.

Knowledgeable persons in the area such as sarpanch, RWA, Market associations etc. must be approached for any information sought with respect to area delineation or any other matter.

Serpentine method assists the enumerator to follow a set path to ensure 100 % area coverage.

Display Slide no 17 & 18 for reinforcement and play the video:

https://www.youtube.com/watch?v=yGOGeFVid6I
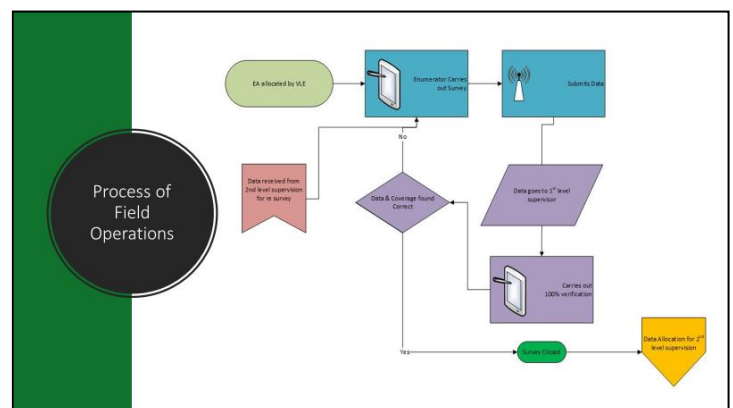
Fixed Structure

In the context of the Economic Census, it is important to understand what a fixed structure is.

ASK : What are some of the structures that can be classified a fixed structure?

(Take cues from the answers of the audience and classify them for better understanding.)

The concept of what constitutes a fixed structure must be explained taking all possible examples of pacca, semi-pacca and kuccha structures with relevant *local* examples.

E.g. permanent stalls and kiosks at malls, airports and railway stations, etc. will be included in fixed structures whereas ice-cream vendors, vending stalls with wheels, mobile market, weekly markets, etc. will not be considered as a fixed structure.

Display slide nos 19 – 21 & play video https://www.youtube.com/watch?v=uLbOLtvTke8 Min 00:32 – 02:27

Not Examples of Fixed Structures
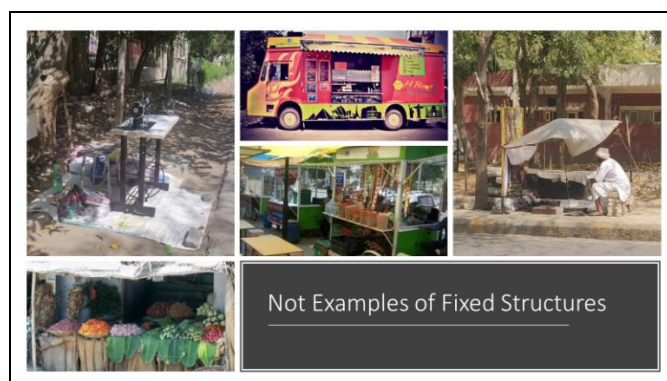
Establishment

ASK: What are some of the examples of establishments?

Does tailoring work being done inside a household refer to an establishment?

Can an establishment be both inside and outside a house?

Is an establishment limited only to a fixed structure?

Underlying principle: sale for profit.

Thus, for example, activities of tutoring of own children and stitching of garments for the use of household members will not be listed as establishments.

But if a person runs a coaching centre or tailoring shop, the entrepreneurial activity will be enumerated as an establishment.

Display slide no 22 & play video https://www.youtube.com/watch?v=vZ-fxeHfQfc

Invisible Establishments:

There can be some cases where the enumerator might not get an answer very easily from the respondent with regards to their economic activities. In such cases, the enumerator must apply his/her skill of **probing and eliciting** answers from the respondent.

For example, if the respondent is reluctant to disclose about any economic activity, the enumerator may ask some different questions such as:

Q. What is the purpose of this flour grinding machine kept aside?

Q. How do you meet all the household expenses?

Thus, the enumerator has to take some cues from the surrounding and be vigilant. The respondents might not always be cooperative. With proper questioning and reasoning, answers may be obtained.

Q. What do you mean by "Multiple Establishments"?

If a household has a woman carrying on pickle making activities and the man is a vegetable vendor, these will be referred to as multiple establishments. These are 2 establishments within a house.

Q. How can the enumerator differentiate between *wage earners* and *self-employed persons?*

If the person in question is in a position to control his quantum of work & the money earned in lieu of the same, then he / she is not a wage earner. A wage earner is someone who gets a fixed amount of money for a pre-defined amount of work carried out. He / she does not control the amount of money earned by working more or working less.

Q. Are "self-employed" persons in an establishment treated as Workers?

No, such persons will not be counted as workers for the establishment. However, they will themselves be counted as an entrepreneur at their respective households. For example, if there is a doctor who works *autonomously* , i.e, with his/her own free will with respect to the quantum of work and the remuneration/retainer in multiple establishments, he/she will not be counted as a worker in that particular establishment.

Underlying principle : free will with respect to quantum of work and monetary compensation*.*

Enterprise Vs Establishment

Display slide nos 23 - 25 for explaining the concept.

Play Video https://www.youtube.com/watch?v=dbjfY3VrTAI Min 24:45 – 27:29

Enterprise vs Establishment

An **Enterprise** in Economic Census is defined as an undertaking / firm / agency that has multiple establishments.

Also engaged in production and / or distribution of goods and / or services and has autonomy in respect of financial and investment decision making, as well as the authority for allocating resources for production of goods and services.

Unlike an establishment,
- An enterprise may be engaged in one or more economic activities at one or more locations.
- Establishments under an Enterprise have limited or negligible autonomy in respect of financial and investment decision making, as well as in allocating resources for production of goods and service

The unit of enquiry in EC is an Establishment and not the Enterprise. However, linkage between an Enterprise and its establishments is being captured in 7th EC.

Examples of Enterprises: Reliance Industries Limited, DPS society and DPS at different locations, RBI and its regional offices, SBI corporate office and its branches, restaurant with sweet manufacturing branches at different locations, UP handlooms and its showrooms

Example of Enterprise vs Establishment

Example of Enterprise vs Establishment
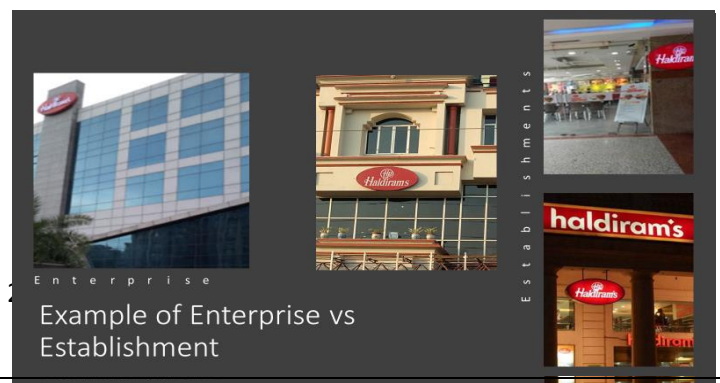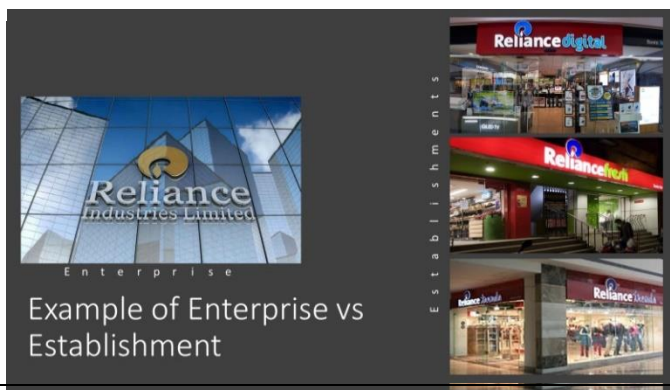
Household

WHAT IS A HOUSEHOLD?

ASK: What if a group of unrelated persons are having food from a common kitchen? Will they be classified as a household? yes

There may be a household of persons related by blood or a household of unrelated persons or having a mix of both but satisfying above **condition of a household,** i.e, a common kitchen.

ASK: What is the difference between an Economic Census house and a household?

This concept needs to be explained & understood in great detail. Take an example of a typical flat or an apartment of a society. Here, if each flat has a separate entrance, each flat is a separate EC house.

Now, to ascertain the number of households, "common kitchen" is the underlying criteria. So, if there are total 5 rooms in a flat , 2 rooms share one kitchen and 3 rooms share a separate kitchen, there are a total of 2 households in that particular flat, and thus both of the households will be separately enumerated , though the EC house is one only as the entrance is one.

Institutional households:

Examples of households having unrelated persons / members are boarding houses, messes, hostels, rescue houses, jails, ashrams, etc. These are called 'Institutional Households'.

Display Slide no 26 & 27 & play the video https://www.youtube.com/watch?v=dbjfY3VrTAI Min 19:29 – 21:23

Institutional Household

➢ There may be a household of persons related by blood or a household of unrelated persons or having a mix of both but satisfying above condition of a household. These are called 'Institutional Households'. E.g. Mess, lodge, PG, Working mens/ womens' hostel, guest house etc.

➢ Institutional households (other than college, university and school hostels) will be treated as a single EC house in Residential category. And all inmates staying on a continuous basis for six or more months in such EC house will be treated as a single member household and details captured.

➢ In addition, the office room of such Institutional Household will also be captured as a separate EC House in Commercial category.

➢ But if such Institutional Households have out-houses or other structures used for different purposes or for the same purpose then each such structure attached to the main structure should be treated as a separate EC house.

➢ College, university and school hostels will be treated as a single EC house in Commercial category and their members will not be treated as individual households.

Session 9: Other Concepts & Definitions (through Enumerator APP)

This session will walk the enumerators through the Mobile Application that they need to use for the census field work. All the concepts that they need to understand are also included at the relevant place.

The session covers:

- Understanding the entire flow of the app.
- Understanding what questions to ask from the respondents.
- Achieving reasonable data quality.
- Achieving 100 percent coverage of their respective enumeration area.

The session needs to be run through the PPT called "**Sub District Training Program *Session 9 PPT*.pptx**"
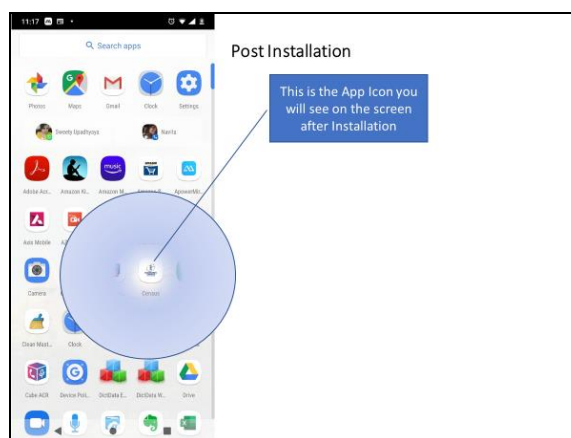
(Slide No. 3)
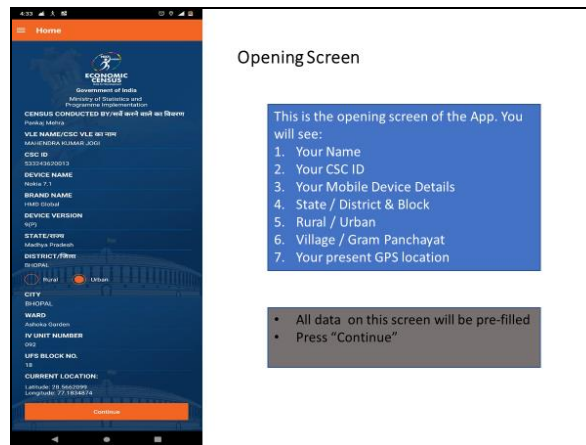
(Slide No. 4)

On clicking *"continue",* the survey can be started.
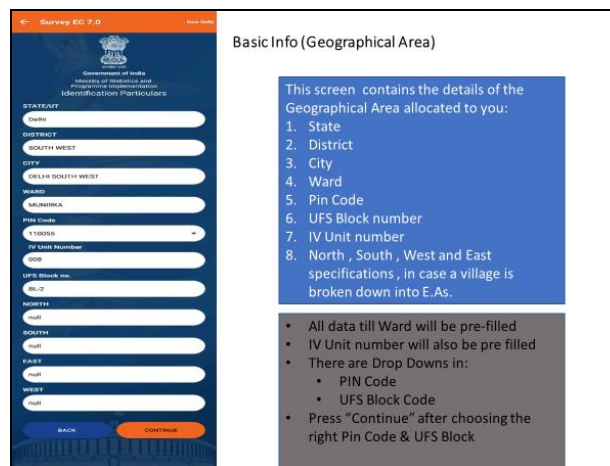
(Slide No. 6)

Details of the geographical area allotted to the enumerator

Please reinforce by saying – *"As discussed earlier, in case an entire village is being surveyed by a single enumerator, it is relatively easy to demarcate the boundary and carry on the survey without any omissions or duplication. However, in case of a larger village, which needs to be broken down to smaller units for convenience, exact directional guidelines have to be provided, to avoid any confusion.*

The enumerator, with the help of the VLE/ supervisor and appropriate resourceful persons of the village, consisting of the Sarpanch, panchayat folks or any other knowledgeable person, must construct a **"Notional map"** *for the rural area, specifying the above markers."*
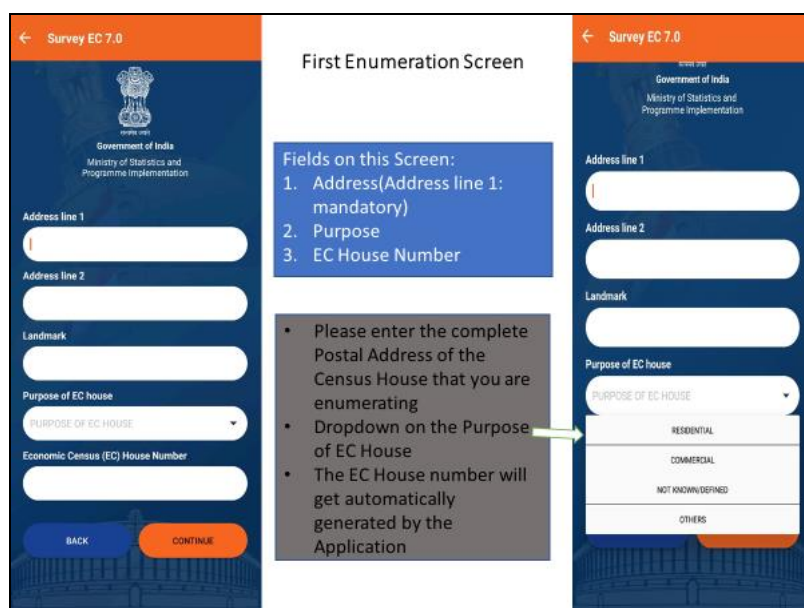
(Slide No. 7)

Next, comes the first important step in the App which is to identify the correct *purpose of the EC house*. The enumerator here must ask proper questions to find the correct category to which the house will be classified under.

In addition to this, the EC House number will be auto generated. Now, let us discuss the three different categories to which a given structure may be enumerated under:

1.1 RESIDENTIAL WITHOUT ECONOMIC ACTIVITY
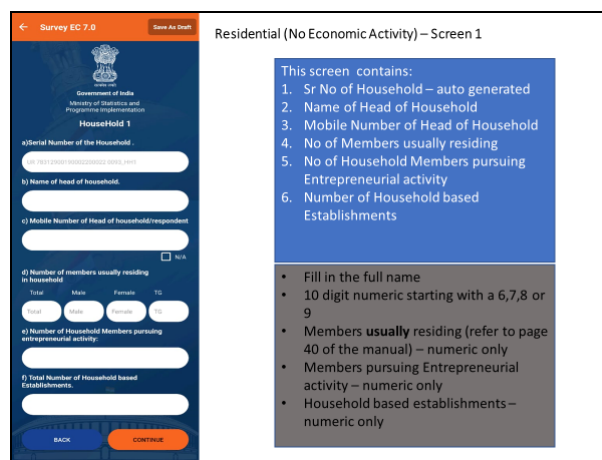
(Slide No. 9)

No. of members usually residing: In this case, the following questions can be asked:

Q. What if a member usually residing within the house has gone away for a holiday for one month? T*hat member will be counted as a member of the household*

Q. What if there is a guest who has come to live in the house has been residing for 3 months and is expected to live for another month? *No he / she will not be counted, since the expected stay is less than 6 months.*

Here we need to explain, what constitutes "Entrepreneurial Activity".

Entrepreneurial Activity

Display Slide no 10 & play the video https://www.youtube.com/watch?v=dbjfY3VrTAI from Min 10:43 to 11:46

Ask: What constitutes an entrepreneurial activity? Does a hawker selling fruits constitute an entrepreneurial activity?

Keeping the above concept in mind, the entry under "**Number of household members pursuing entrepreneurial activity"** must be filled. So, for example,

ASK: If a woman is making pickles at home to sell to some families of her village and her husband is teaching tuitions to some students (for monetary benefit), then what number must be filled under **"e"**?

Say: "we have already learnt what an establishment is. Let us now look at what are Household Based Establishments."

Household based establishments
Display Slide no 11 & Play video https://www.youtube.com/watch?v=dbjfY3VrTAI from Min 16:17 to 19:27

This has to be properly ascertained by the enumerator and filled under **"f".** If here, 0 is filled , then the survey stops here and household marking number is generated here automatically , as below. Slide no 36.

Residential (No Economic Activity) –
Screen 2

HouseHold marking no: UR 12900198
0004

OK

- If in point (f) on previous screen, the value is "0" – the survey stops & the Household Marking number is generated
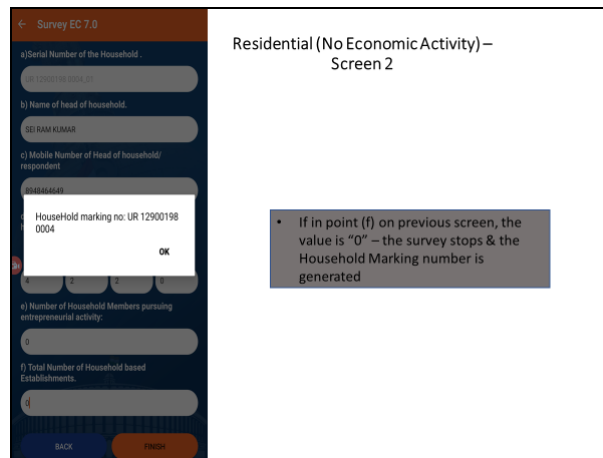
In this particular case, the survey has been completed now, the summary of which appears on pressing "finish", the data here can be shown to the respondent in order to make any changes if need to. Once the data is submitted, it cannot be retrieved back by the enumerator.

1.2 RESIDENTIAL WITH ECONOMIC ACTIVITY:

Simply put, this is the case where the numerical value under "f" is 1 or more – i.e there is at least one economic activity being carried out by a member of the household, either within the house OR outside the house without any fixed structure.
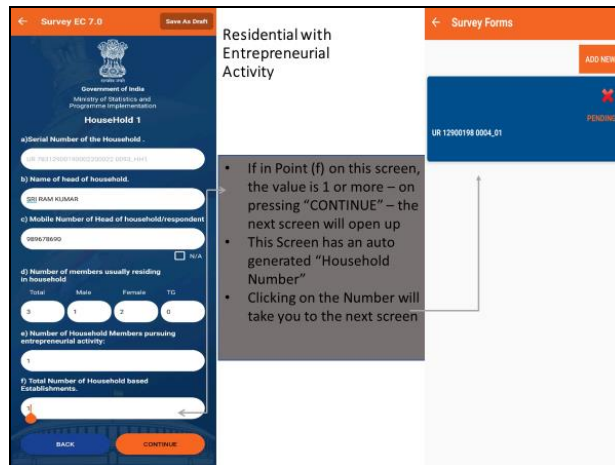
(Slide No. 15)

The numerical value put under this head corresponds to the number of tabs which open, like the one on the right side of the slide. The enumerator has to now fill up information for each establishment separately. Moreover, more establishments can be as per the enumerator's discretion. On clicking on a particular tab, the following screen can be seen:
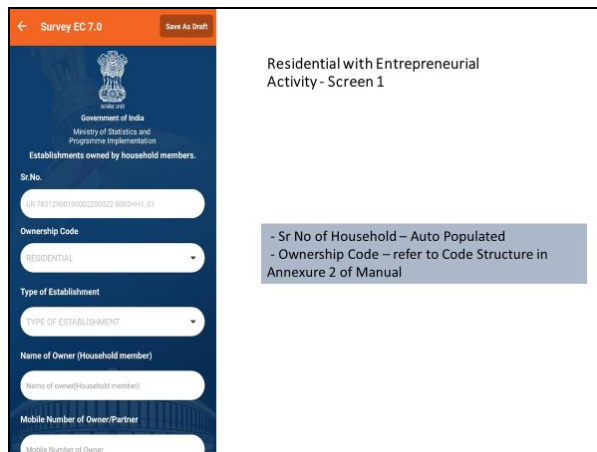
(Slide No. 16)
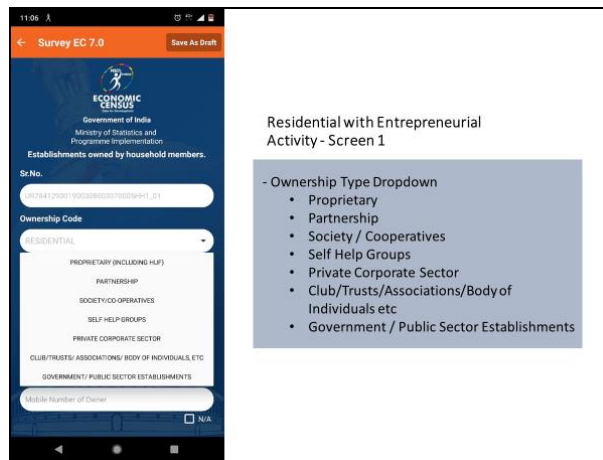
(Slide No. 17)

The concept of ownership type needs to be explained here.

Display the following slides and read through them and play the videos

Ownership Type

Display Slide nos 18, 19 & 20

Play Video   https://www.youtube.com/watch?v=5In6suoniDM Min 06:29 to 13:38

Play Video   https://www.youtube.com/watch?v=8mk_XNJT2rc Min 11:23 to 15:40

| PRIVATE SECTOR ESTABLISHMENTS | PUBLIC SECTOR ESTABLISHMENTS |

Negligible control of the government. (in terms of decision making, management and share holding).

Proprietary: entrepreneur is sole owner of the establishment.

Partnership: relation between entrepreneurs who have agreed to share the profits / losses of a business.

Includes –
Government Companies
Public Corporations
Government Departments

Society / Cooperatives: When people come together to meet their social, cultural and economic aspirations, eg. Consumer cooperatives, worker, etc.

Self Help groups: Eg: SEWA

Private Corporate Sector Establishments: All registered under Companies Act, 2013.

Club/trust/association: All remaining private Sector establishments.

In case the ownership type is entered as "Government / Public Sector Establishments" – only the nature of economic activity needs to be entered. No other field will be asked for here.

The enumerators need to be thorough at identifying ownership types.

The next concept to be explained is "Type of Establishment"

Type of Establishment
Display slide no 21

ASK: Which category will a vegetable hawker be classified under? *Outside the house without fixed structure*

ASK: A woman does tailoring work and provides tuitions. Where will this be enumerated? *It will be counted as an economic activity inside the house.*

Cite more examples form your local area to ensure that the concept is clear to the audience.

The next critical component for the enumerators to understand is the Nature of Economic Activity

Nature of Economic Activity

(Slide No. 23)

After feeding in the name and the mobile number of the owner, the concept of "**Nature of economic activity**" must be understood in detail. Before going through the field work (or the enumeration process), the DC / DM must read the **NIC (National Industrial Classification)** in detail.

Display Slide No. 28 & Play Videos https://www.youtube.com/watch?v=uLbOLtvTke8 Min 03:28 – 07:17

Display slide no 29 & Play Videos https://www.youtube.com/watch?v=8mk_XNJT2rc Min 00:00 – 06:17

For the purpose of 7 EC the NIC sections have been classified into 6 broad categories (as seen in the below slides), which have been further divided into divisions and groups and so on.

Run the below slides no 30 – 35 and the videos as per the links given

https://www.youtube.com/watch?v=_SCMI5nu40M

https://www.youtube.com/watch?v=HP_XbiKO71w

https://www.youtube.com/watch?v=qOq1YQefeog

https://www.youtube.com/watch?v=v0lG2UXbqAo

Example 1

Level	Description
Sector	Services
Section I	Accommodation & Food Service Activities
56	Food & Beverage Service Activities
561	Restaurant & Mobile Food Service Activities

Example 2

Level	Description
Sector	Services
Section Q	Human Health & Social Work Activities
86	Human Health Activities
862	Medical & Dental Practice Activities

The trainer must check the knowledge of the enumerators with respect to these activities as they form a crucial aspect of the enumeration and no mistake must be made in this. A couple of examples of the nature of activities & their nested selection on the App are on subsequent pages. Many more such examples are available in the Handbook for Enumerators & Supervisors.

CSC
e-GOVERNANCE SERVICES INDIA LIMITED

SURVEY BYTE
OF THE DAY

Digital India
Power To Empower

HOW TO SURVEY A TUTOR ?

IN THE CENSUS APP IN JUST 4 STEPS

Purpose of EC House:
Residential

- A Tutor/tuition teacher is an <u>entrepreneur</u> who teaches ,**perennially or seasonally, casually at his or** at student's house, Online. <u>Tutoring one's own child is not a commercial activity.</u>
- <u>Teaching in a school or employee in a tutoring institute is not an entrepreneurial activity.</u>

Step 1

Nature of Economic Activity

SERVICES ▼
PRIMARY
MANUFACTURING
ELECTRICITY, GAS AND WATER SUPPLY
CONSTRUCTION
TRADING
SERVICES

Select **Nature of Economic Activity** as
"Services"

Step 2

Section

TRANSPORTATION AND STORAGE
ACCOMODATION AND FOOD SERVICES ACTIVITIES
INFORMATION AND COMMUNICATION
FINANCIAL AND INSURANCE ACTIVITIES
REAL ESTATE ACTIVITIES
PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES
ADMINISTRATIVE AND SUPPORT SERVICES ACTIVITIES
EDUCATION
HUMAN HEALTH AND SOCIAL WORK ACTIVITIES
ARTS, ENTERTAINMENT AND RECREATION
OTHER SERVICE ACTIVITIES
ACTIVITIES OF HOUSEHOLDS AS EMPLOYERS

Select **Section** as
"Education"

Step 3

Group

SELECT GROUP ▼
PRE-PRIMARY AND PRIMARY EDUCATION
SECONDARY EDUCATION
HIGHER EDUCATION
OTHER EDUCATION
EDUCATIONAL SUPPORT ACTIVITIES

Select **"Group"**
<u>according to what tutor teaches</u>

Step 4

Group

PERENNIAL
SEASONAL
CASUAL
SELECT NATURE OF OPERATION ▼

Select **"Nature of Operation"**
<u>According to what tutor operates</u>

Pro Tip: <u>Educational Support activities:</u> Educational consulting , Educational support services , Educational testing activities, Organisation of student exchange programmes , School agent , Educational guidance counselling activities , Scholastic agent , Set and supply examination papers

Perennial: All over the year.
Seasonal: like, during summer holidays.
Casual: Tutoring casually in his free time, commercially.

HOW TO SURVEY A RESTAURANT?

IN THE CENSUS APP IN JUST 4 STEPS

Purpose of EC House: Commercial

Restaurant = Only Food and Beverages

Hotel = Food & Accommodation

Step 1

Nature of Economic Activity

SELECT NATURE OF ECONOMIC AC...

- PRIMARY
- MANUFACTURING
- ELECTRICITY, GAS AND WATER SUPPLY
- CONSTRUCTION
- TRADING
- SERVICES

Select **Nature of Economic Activity** as

"Services"

Step 2

- TRANSPORTATION AND STORAGE
- ACCOMODATION AND FOOD SERVICES ACTIVITIES
- INFORMATION AND COMMUNICATION
- FINANCIAL AND INSURANCE ACTIVITIES
- REAL ESTATE ACTIVITIES
- PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES
- ADMINISTRATIVE AND SUPPORT SERVICES ACTIVITIES
- EDUCATION
- HUMAN HEALTH AND SOCIAL WORK ACTIVITIES
- ARTS, ENTERTAINMENT AND RECREATION

SELECT SECTION

Select **Section** as

"Accommodation and Food Services"

Step 3

Division

SELECT DIVISION

- ACCOMMODATION
- FOOD AND BEVERAGE SERVICE ACTIVITIES

Select **Division** as

"Food and Beverage Service"

Pro Tip:

Select "Accommodation" for Hotels

Step 4

- RESTAURANTS AND MOBILE FOOD SERVICE ACTIVITIES
- EVENT CATERING AND OTHER FOOD SERVICE ACTIVITIES
- BEVERAGE SERVING ACTIVITIES

SELECT GROUP

Select **Group** as

"Restaurants and Mobile Food Service"

Pro Tip:

Select "Beverage Serving" for Bars

In addition to the above, there may be *some local examples* or activities, which the enumerator might encounter in his or her particular area or region. The trainer must ask the enumerators those examples and see if they can answer the same.

It must be emphasized by the trainer that the enumerators must be clear with the process of nested selection of activities on the App & the importance of correctly identifying the nature of economic activity, before field level operations. This way, the enumerator can accurately classify the activities, whichever he/she encounters.

If the Ownership code chosen in the field above is "Proprietorship" then the age, gender, social group and religion of the owner has to be filled up. For all other types of ownership codes the app will move directly to "Nature of Operations".

Nature of Operations

Display Slide no 38 – 39 and play video - https://www.youtube.com/watch?v=8mk_XNJT2rc Min 17:57 – 20:58

Underlying principle: *"existing" on the date of enumeration, i.e, those establishments which exist on that particular day will be enumerated, (even though in case of seasonal establishments, it might not be in operation on that day).*

Display Slide 41
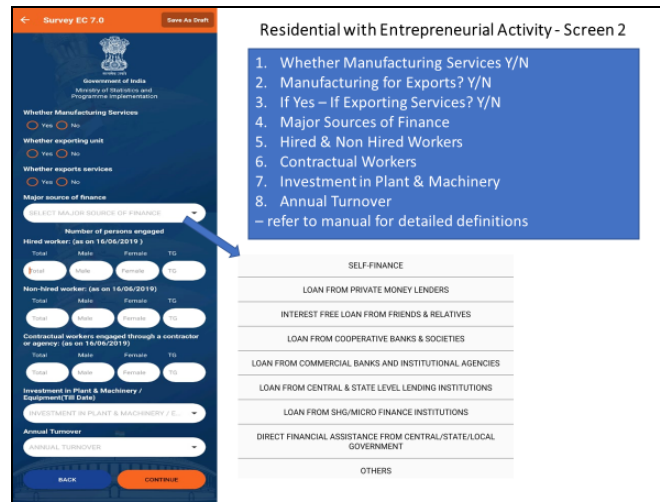
The next major concept is "Manufacturing Services"

Manufacturing Services

Display the slide no 42 & also play the video - https://www.youtube.com/watch?v=8mk_XNJT2rc Min 24:35-27:00

Services Export

Display the slide no 43 and also play the videos:

https://www.youtube.com/watch?v=8mk_XNJT2rc – Min 20:59 – 22:40

https://www.youtube.com/watch?v=8mk_XNJT2rc – Min 22:41 – 24:34

Major sources of finance

The most crucial thing to remember under this is the case when there will be more than two heads that can be included under sources of finance – i.e. in case where the establishment has taken a loan from more than one source. In such a scenario, the one with a higher outstanding amount, will be chosen. In case there is no outstanding loan – the treatment will be "Self Financed".

Explain through slide no 44 - 45

Workers:

This is another critical component of 7 EC & it is imperative that the Enumerators understand this well

Display slide no 46, play the video - https://www.youtube.com/watch?v=8mk_XNJT2rc Min 27:18 – 32:36 & reinforce the concept through discussions

ASK: If Mr. X is working in a company for 10 days every month, to which category does he belong? – *Hired Worker*

ASK: If the brother of an entrepreneur is working without monetary advantage, will he be a contractual worker? – *No – Non Hired Worker*

ASK: List some of the examples of contractual workers? – S*ecurity Guards / Housekeeping staff etc*

ASK: Where will the contract workers be enumerated, at the establishment (place of work) or at the agency (on whose pay roll they are)? – *Both – at the establishment as Contract Workers & at the agency as Hired Workers*

Investment in Plant/Machinery

For explaining this field display slide no 47 & play video https://www.youtube.com/watch?v=8mk_XNJT2rc Min 34:10 – 36:01

Investment in Plant & Machinery
- In case of manufacturing establishments, value (investment) of plant and machinery will be considered.
- The value (investment) of equipment will be considered in case of services & trading establishments.

This is the price at which the establishment acquired the plant & machinery / equipment used in production at various points in time.
- **Plant & Machinery**: Plant is generally the name given to an assembly of machinery /equipment/devices installed for the operation of entrepreneurial activities. Machinery means an implement or mechanical device used in the entrepreneurial activities.
- **Equipment**: Equipment is defined as all instruments, office machines and such other electro mechanical or electronic appliances that are directly related to the service rendered but excluding furniture, fittings and other items not so related.

It must be noted that in this case the key is to identify the *original cost* of the plant/machinery/equipment at the time of installation. In case the machinery has been purchased at different points in time, the value has to be added up to arrive at the final value as on the "**last day preceding the day of enumeration".**

Annual Turnover

This is simply the value of goods manufactured/traded and of services supplied by an establishment.

Display slide no 48 & play the video https://www.youtube.com/watch?v=8mk_XNJT2rc Min 36:02 – 37:23
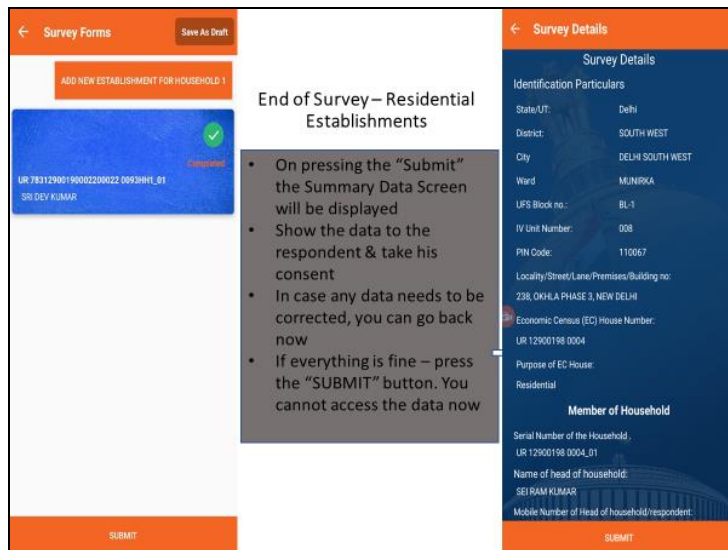

Annual Turnover

Turnover is a measure of financial performance of an establishment.

The total sale value of goods manufactured/traded and of services supplied by an establishment is considered as the turnover of an establishment.

On completing the above fields, the survey would be completed. The same procedure post completion must be followed here.

Slide No 49

End of Survey – Residential Establishments

- On pressing the "Submit" the Summary Data Screen will be displayed
- Show the data to the respondent & take his consent
- In case any data needs to be corrected, you can go back now
- If everything is fine – press the "SUBMIT" button. You cannot access the data now

2. **COMMERCIAL ESTABLISHMENTS**:

All EC houses where primarily some commercial / entrepreneurial activity is taking place, falls under this category. The App flow is very similar to the residential with economic activity category with a few differences discussed below.

ASK : What are some of the examples under the commercial category? *These are shops, factories, malls, offices, etc.*

Whether Uses IT for Business

Display Slide no 54 & play the video https://www.youtube.com/watch?v=8mk_XNJT2rc Min 32:37 – 34:06

There is an additional field for the **PAN card**. In this case, the enumerator will have to explain to the respondent the reason for demanding the Pan card number in case they have it. The respondent might be reluctant to give away the same but with appropriate *probing and articulation*, information may be elicited.

They must be explained that it is only for their benefit that the information sought is required. The Government of India can take appropriate affirmative measures for the benefit of the MSMEs and also otherwise.

Data safety: is another concern of the people at large. It must be communicated that the data shared by them will be absolutely secure with the government and any sort of violation of data privacy is a punishable offence under **COS ACT**.

Registration Details

Slide nos 55 & 56

The trainer must emphasize on the importance of this information being captured accurately. There are some primary registration authorities that all registered establishments must be compliant with – for example a Pvt Ltd company has to be registered under the Companies Act. Any Cooperative Society has to be registered under the Society's Act & so on. In addition to this most establishments will have an additional registration – say EPFO, ESIC, GST etc. Hence there are two categories in the App – one each for Primary & Additional Registrations.

As can be seen in the slide, on ticking on any particular registration, three things will be asked: Number, date and place of the registered establishment. More than one registration can be chosen, depending on the respondent's response since it is possible that an establishment may be registered with more than one registering authority both under Primary & Additional categories.

Display the slide no 57 & play the video https://www.youtube.com/watch?v=5In6suoniDM Min 00:00 – 06:28 for better understanding

After the registration, a question is asked if the establishment is a branch/sales/factory office, etc. of another enterprise?

Slide No 58

If Yes – the details of the main enterprise need to be filled as per the screen on the right of the slide

3. NOT KNOWN/DEFINED:

Slide no 61

1. Premises locked:
   When the enumerator finds an EC house locked, it must be listed under this, subsequently it will be saved under "draft", which can be completed later on.
2. Respondent not aware :
   In case the respondent is not the right person to give correct information or has very little information about the structure in question, it can be listed here and saved under "draft", which can be completed later on.

It must be made sure that the draft is revisited regularly and the survey must be filled and submitted in due course of time.

4. OTHERS:

Slide no 63

EC houses that are not falling under either Residential or Commercial category or excluded from the scope of 7th EC, fall under this category. Examples like, Government offices, pump house, religious places, grain store/ go down meant for storing farm produce, trading commodities, manufactured goods etc. owned by the owner himself.

However, if there is any economic activity happening within such structures which are within the purview of 7th EC, they will be counted as a separate EC house under Residential or Commercial category and enumerated.

In this case, the trainer must **ASK:**

Q. What are the examples of "defence" establishments? - cantonment areas, border camps etc.

Q. Specify some examples of "government offices providing public service"? - Police Station, Secretariat, Block development office, Zila Parishad, local Government offices, Administrative offices, Courts, etc.)

*It must be noted here that these offices must be segregated from **government commercial establishments**, which are engaged in some economic activity like ration shops, PSUs (public sector undertakings) like SAIL , GAIL, etc. Even Government schools, hospitals, etc. are treated as Commercial Establishments and will not be enumerated as "Others".*

Q. What can be some of the "crop activities" that will be enumerated under "Others"? - growing of perennial and seasonal crops for self-consumption or sustenance

Any crop activity which involves any value addition to the raw crop itself, for instance, jaggery from sugarcane, or paddy to flour for sale in the market, these activities will be enumerated as commercial establishments under "Manufacturing" and not under "Others".

Q. Where will a structure be classified which is permanently closed or demolished?

It must be explained to the enumerator that he or she must seek information from the neighbourhood whether the structure has been locked permanently or temporarily out of business. Accordingly, in case of permanent closure, it will be classified under "Others" and if temporarily closed, it must come under "Not defined/Not known".

Q. What are some of the examples of "illegal activities"? - *gambling, smuggling, prostitution, beggary etc.*

Post this, the same procedure must be followed and thus, the household marking number is generated.

Session 11: Soft Skills Required for Enumeration

This session aims to cover some behavioral & softer aspects required to elicit information from the respondents.

It will be run through the PPT called *Sub District Training Program session 11 PPT.pptx*. It is important that the trainer constantly emphasizes the importance of proper behavior and probing skills in the enumeration process.

The trainer needs to reinforce learning through the following videos (which are also available on the LMS)

Session 12: Planning for Field Training

The last session of Day 1 is dedicated for planning for the field work on Day 2. The trainer needs to do the following:

1. Divide the entire class into groups of about 8-10 people – the ideal ratio is 8 enumerators and 2 VLEs. It's a good idea to club people who will be working in the same team even in the actual field work.
2. Appoint a group leader who will be responsible for the completion of the field work.
3. Allot a small area AROUND the training venue to each group – please ensure that each EA has at least 10-12 residential houses & a similar number of commercial EC houses.
4. Ensure that the group leader is completely clear on the area boundaries of his EA. Get him / her to create a notional map of the EA and share it with the trainer.
5. Each group needs to have the following before they go for the field survey
   a. Latest version of the Census App installed on each members' phone
   b. Login Credentials for each Enumerator / VLE
   c. The area map created by the group leader

It's a good idea for the trainer to complete this exercise of dividing the local area into EAs before the actual training program since otherwise it will take up a long time.

Instructions for the Field Work:

1. Each team will reach their designated area sharp at 9:15 AM.
2. The group leader will take attendance of his / her team.
3. Each person in the team will carry out the survey of at least one Residential EC House & one Commercial EC House while the other team members will observe & take notes for providing feedback.
4. The team leader will also do at least one survey himself / herself.
5. The trainer needs to accompany the teams on the field work & should attempt to shadow as many teams as possible so that he / she can give feedback on the process followed
6. Therefore, as a team there should be at least 20 EC houses completed by the end of the exercise.
7. The enumerators themselves also need to make a note of any issues that arise on the App during the survey.
8. On approaching an EC House for the enumeration, the enumerator must follow all the behavioral concepts learned in the previous session.
9. In addition, the respondent must be told that this exercise is a part of the training program and that they will be visited again for the actual enumeration.
10. Post field work they will return to the Training Venue where Post Lunch sessions will be held.

Session 15: Feedback & Learnings from the Field Work

- Welcome everybody back to the class.
- Give all teams 15 minutes to create a summary of the field work having
    - No of EC Houses allocated
    - No of surveys done
    - Average time taken
    - Any query from the respondent they couldn't answer
    - Any significant issues encountered during enumeration in terms of app functionality or concept clarity
    - Compilation of feedback – this should not be individual specific but generic to all the surveys
- Once this exercise is complete, ask the team leaders to one by one present their summary to the group
- The trainer should add his / her feedback as & when appropriate.
- In case the trainer comes across a concept / definition that he / she is not clear about and it is not available in the FAQ's – it should be noted & immediately after the program escalated to the relevant team at CSC HO to be included in the FAQs.
- Ensure that every group has a chance to present
- Once all presentations are done, the trainer needs to run through the FAQ's and discuss each one with the audience, making sure that they understand all of them.
- Share the contact details of the following (in your area) with the participants:
    - Local District Manager / District Coordinator
    - VLEs
    - Concerned FOD Officials
    - Concerned State Govt Officials
    - Helpdesk –   Call in number – **011 4975 4920**

                           Email - *hns.ec@csc.gov.in*

Session 17: Closing Remarks

This is the last session of the program.

Reinforce the following:

1. Importance of 7th EC
2. The criticality of their role in the Enumeration Process of 7th EC
    a. Proper Coverage of the assigned EA
    b. Collection of Quality Data
    c. Completion of work in a Time Bound manner
    d. Confidentiality of the collected data
3. Ask questions if you do not have clarity on any concept or process
    a. Your immediate supervisor
    b. Material available on
        i. LMS
        ii. YouTube
    c. Help Desk

Thank them for their participation and close the session.