

## **GUIDELINES FOR STATE LEVEL OPERATIONS COMMITTEE OF 7<sup>TH</sup> ECONOMIC CENSUS**

### **Monitoring and supervision of fieldwork**

1. The State Capital DDGs, in the State/ UT under their charge will be responsible for efficient discharge of overall monitoring, supervision and training responsibility assigned to FOD. An Operations Committee cum monitoring cell under the chairmanship DDG (State Capital) constituted as per the guidelines issued by FOD Hqtrs will be the decision-making body in this regard.
2. The DDG (State Capital) will regularly and carefully monitor the process, quality and timeliness of the 7<sup>th</sup> EC operations so as to ensure that EC is properly and timely completed with a good data quality. Web based dashboards will be available for facilitating monitoring the process on real time basis.
3. Each Regional Head will be responsible for the EC work in his Region. He will work under overall guidance of State Capital DDG.
4. FOD hqtrs. have conveyed the sanction for engaging sanctioned number of FOs and vehicles for the supervision work in the 7<sup>th</sup> EC to ZOs/ROs. Field Offices are required to engage the required number of FOs from the agencies already selected for the TUS/ New Surveys. However, SSOs and Experienced JSOs are to be deployed for EC supervision work, in the event of required number of FOs not becoming available.
5. Each district in the jurisdiction of RO/SRO is to be assigned to one Supervisory Officer. More than one district can be assigned to one officer as per the requirement.
6. **Regular Supervision by FOD:** The Supervisory Officer is expected to regularly visit urban and rural areas in his charge to supervise the EC work being done by CSC enumerators under first level supervision of CSC Supervisors. He will first contact a CSC Supervisor and then move to supervise and assess the work of an Enumerator under him. Although each item of information is important, following points need to be focus of FOD's supervision.
  - a. Coverage of the designated area for the enumeration
  - b. Coverage of household based (invisible and visible) establishments
  - c. Assigning of right activity code
  - d. Number of workers
7. Supervisory Officer may see the work of one enumerator intensively or of more than one Enumerator under the charge of one CSC Supervisor depending upon the impression gathered from the assessment of the work. The Supervisory Officer will give feedback on the

application based on his assessment. Detailed guidelines for 2<sup>nd</sup> level supervisors have been made available on the website of MoSPI.

8. Supervisory Officers in consultation with the Coordinating officer will chalk out plan of supervision for a month in such a way as to cover as many CSC supervision charges as possible. The Regional plan will be submitted to State Capital DDG and ZO for the needed monitoring.
9. Regional Head and DD/ AD posted in RO/ SRO will also supervise the EC Work in their jurisdiction with view to ensure observance of prescribed procedure and data quality in the enumeration process. Each ISS officers is expected to devote at least 5 supervision days in a month during the currency of EC work in his jurisdiction. Regular supervision reports to be submitted to State Capital DDG and ZO and Hqtrs. through email.
10. SLOC will also monitor the progress of SL 2 activities for the area jurisdiction concerned and liaison with State Government if necessary, for ramping up SL 2 progress as per committed timelines.
11. Changes in area allocation of SL2 for both State/ UT and FOD will be undertaken by SLOC.

### **Training and capacity building**

1. DDG (State Capital) and the senior officers nominated by him/ her, who have attended National Training Workshop, will undertake training functions in the State Level Training and District/ Sub-District Level Workshops and ensure that participants are trained not only in instructions but also in data collection procedures and techniques. Nuances like ways to approach the influential person in the area, ways to approach households and ways of putting questions with a view to elicit the desired information for the census, will also need to be explained.
2. The FOs/ SSOs/ Experienced JSOs, hereinafter referred as Supervisory Officers, will also have to be trained in State Level Training Workshops, besides being coached in the office in methods and procedures of data collection and supervision.
3. CSC will organise District Level Workshops for training the Enumerators and its first level supervisors. These workshops are to be supervised by FOD Supervisory Officers. Effort should be made to supervise each of such workshops. Here too, the focus has to be to ensure that instructions and data collection procedures/ techniques are effectively passed on to participants. Once FOD Supervisory Officer gets satisfied that training at particular workshop is proceeding well as per the expectation, he/ she can move to the workshop in

the neighbouring District, if scheduled on the same day/ next day, with a view to cover more training workshops. But Supervisory Officer will continue at a workshop if it is felt that his/ her presence is needed for the effectiveness of the workshop.

4. SLOC will be responsible for vetting the training content translated by CSC into regional languages.

### **Coordination and facilitation**

1. A coordinating officer for the EC work will be designated by the Regional Head in each RO/ SRO for coordinating and monitoring the EC work in the jurisdiction of the RO/ SRO.
2. SLOC will undertake State level data validation based on State level establishment registers and flag issues to SLCC chaired by Chief Secretary for data finalisation of State/ UT concerned. He will also liaison with appropriate authorities in State government for the same purpose.
3. Chairman SLOC will have MIS Dashboard with him on which report at aggregate level would be generated so that he can technically assist SLCC in finalisation of results in the State/ UT concerned.
4. SLOC Chairman will function as Statistics Officer of the State/ UT under his jurisdiction, as per the provisions of CoS Act 2008 and as amended from time to time. They will be signing authority for ID cards issued to enumerators and SL I in the area under his/her jurisdiction. He/she will also be issuing a Public Notice after printing of Notification in the official gazette.
5. DDG, State Capital Regional offices along with State Charge officers will be the focal point for engaging with Regional Media for 7th EC purposes and responsible for dissemination of information to the public at large.
6. DDG State Capital Regional offices will liaison with appropriate State government authority for procurement of updated LG directory on priority so that the activity completed before the launch of field work.

### **Feedback mechanism**

1. A fortnightly progress report (FPR) will be submitted by each RO to State Capital DDG and ZO. ZO will send a consolidated FPR to Hqrs. by the 2<sup>nd</sup> day of next fortnight. The FPR will contain details of both regular and assigned inspections.

2. The Operations Committee cum Monitoring Cell under the chairpersonship of DDG (State Capital) will monitor the EC Operations in State very closely with view to ensure the observance of the procedures and processes and the quality of the data collected. This committee will submit a Closure Report after completion of EC work in the State.
3. SLOC will provide feedback to CLOC as per prescribed Checklist so that a decision regarding launch of fieldwork can be objectively taken.
4. SLOC will give a brief to CLOC on a periodic basis regarding progress of 7th EC which will be placed by Chairman, CLOC before DG & Secretary for review. Chairman, SLOC will also submit a brief report on decisions taken in the SLOC and SLCC/ DLCC meetings held in State/ UT concerned to CLOC for review.