

ORISSA



Panchayati Raj
Department

Socio Economic and Caste Census

SECC -2011



**Video Conference
with Collectors**

15.07.2011

Basic Principles



Panchayati Raj Department

- **Classification of households in 3 steps**
- **1st step** – to apply exclusion criteria (13 conditions)
- **2nd Step** – Compulsorily included HHs subject to exclusion criteria (5 conditions)
- **3rd Step** – Remaining HHs to be assigned deprivation scores depending upon no. of deprivation indicators they satisfy.

Exclusion Indicators



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- **Households owning Motorized Two/ Three/ Four Wheelers/ Fishing boats (which requires registration).**
- **Households owning mechanized Three/Four wheeler agricultural equipments such as tractors, harvesters etc.**
- **Households having Kisan Credit Card with the credit limit of Rs. 50,000 and above.**
- **Households with any member as Government Employee: gazetted and non-gazetted employees of Central Government, State Government, Public Sector Undertakings, Government-aided autonomous bodies and local bodies. This will exclude incentive and other honorarium based workers.**

Exclusion Indicators (Contd.)



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- **Households with enterprises registered with the Government for any purpose: any non agricultural enterprise registered with the Central or State Governments.**
- **Households with any member in the family earning more than Rs. 10,000 p.m.**
- **Households paying income tax or professional tax.**
- **Households with three or more rooms with pucca walls and pucca roof.**

Exclusion Indicators (Contd.)



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- **Households owning Refrigerator.**
- **Households owning land line phones.**
- **Households owning 2.5 acres or more irrigated land with at least one irrigation equipment such as diesel/electric operated bore well/ tube well.**
- **5 acres or more land irrigated for two or more crop seasons.**
- **Households owning 7.5 acres or more land with at least one irrigation equipment such as diesel/electric operated bore well/ tube well.**

Compulsory inclusion



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- **Households without shelter;**
- **Destitutes/living on alms;**
- **Manual scavengers;**
- **Primitive Tribal Groups;**
- **Legally released bonded labourers.**

Deprivation Indicators



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- **Households with only one room with kuchha wall and kuchha roof.**
- **Households with no adult member between age 16 to 59.**
- **Female headed households with no adult male member between age 16 to 59.**
- **Households with any disabled member and no able bodied adult member.**
- **SC/ST households.**
- **Households with no literate adult above 25 years.**
- **Landless households deriving the major part of their income from manual casual labour .**

Inclusion Priority



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- **HHs eligible for compulsory inclusion;**
- **HHs satisfying maximum Deprivation indicators to be given highest priority;**
- **HHs to be arranged in descending order of deprivation scores;**
- **The CAP will decide the cut off mark.**

Modalities



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- **Socio Economic & Caste Census-2011 to be taken in September-October, 2011.**
- **National Population Register Database to be used.**
- **State Government to conduct the Socio Economic & Caste Census-2011 .**
- **Government of India to provide Financial and Technical support on normative basis.**
- **Methodology finalized by Government of India.**
- **Hand Held Device (HHD) will be used for door to door canvassing .**
- **Hand Held Device (HHD) and Data Entry Operator to be provided by BEL.**

Phases of SECC-2011



Panchayati Raj Department

- **Pre Enumeration.**
- **Enumeration Phase.**
- **Post Enumeration.**



- **Notification of the intent by the State Government for conducting SECC-2011.**
- **Notification of questions to be asked during the SECC-2011.**
- **Both are to be published in Official Gazette.**



- **Carving of enumeration blocks (100-125 HH).**
- **Charge Register (list of towns & villages).**
- **Layout Map (buildings & structures).**
- **Abridged House lists (list of HH with names).**
- **Appointment of Enumerators.**
- **Appointment of Supervisors.**
- **Training.**
- **Field Supervision.**
- **I-Card, Kit, Acknowledgement slip, Sticker.**

Methodology



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- **Respondent based canvassing.**
- **No proof of document required.**
- **Enumerator to ask question.**
- **DEO to enter response.**
- **Acknowledgement slip will be provided to the household.**

Enumeration Phase



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- **NPR data preloaded in Hand Held Device.**
- **Additional particulars to be collected.**
- **Minor addition/modification possible.**
- **Data entered in the device will be read over to the respondent and an Acknowledgement slip issued.**
- **A sticker to be pasted on the outside wall of the houses visited.**
- **Data entry in English.**
- **Publication in two languages after transliteration.**

Enumeration Phase



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- **Random data to be loaded in Supervisor's device.**
- **Daily data uploading in the servers at block level.**
- **Director Census to depute staff to districts for supervision & co-ordination.**
- **BEL to provide Hardware, Software & DEOs**
- **The list of castes/ in SC/ST category for the state will be issued to enumerator.**

Number of Enumerators



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Total Number of Rural Households	85, 23,340
One Enumeration Block	100 to 150 Households (650-700 Population)
Total number of EBs (Rural Area)	83, 373
One Enumeration Team consists of:	One Enumerator
	One Data Entry Operator
One Enumeration Team to enumerate 4 EBs in 40-45 days.	
Total number of Enumeration Team required	20,846 22,928 (Extra 10%)

Number of Supervisors and Master Trainers



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Number of Supervisors required (@ one for every six enumerators)	3,474 3,821 (Extra 10%)
Required number of Master Trainer (@ one for every 8 supervisors)	478
Number of Training Batches (@ 30 participants per batch)	868

Requirement of manpower for SECC-2011

Sl No	Name of the District	Total No. of Rural EBs	Required number of Enumeration team	Total no of Enumerators(10% extra)	Number of Supervisory Circle	Total Number of supervisors(10% Extra)	Required number of Master Trainers	Number of Training Batches
1	2	3	4	5	6	7	8	9
1	Anugul	2898	725	797	121	133	17	30
2	Bolangir	3007	752	827	125	138	17	31
3	Baleswar	4798	1200	1319	200	220	27	50
4	Bargarh	2664	666	733	111	122	15	28
5	Bhadrak	2760	690	759	115	127	16	29

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1	2	3	4	5	6	7	8	9
6	Boudh	1317	329	362	55	60	8	14
7	Cuttack	3809	952	1047	159	175	22	40
8	Deogarh	1026	257	282	43	47	6	11
9	Dhenkanal	2363	591	650	98	108	14	25
10	Gajapati	1871	468	515	78	86	11	19

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1	2	3	4	5	6	7	8	9
11	Ganjam	6305	1576	1734	263	289	36	66
12	Jagatsinghpur	2199	550	605	92	101	13	23
13	Jajpur	3532	883	971	147	162	20	37
14	Jharsuguda	748	187	206	31	34	4	8
15	Kalahandi	3488	872	959	145	160	20	36

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1	2	3	4	5	6	7	8	9
16	Kandhamal	2914	729	801	121	134	17	30
17	Kendrapara	2797	699	769	117	128	16	29
18	Keonjhar	3277	819	901	137	150	19	34
19	Khordha	2892	723	795	121	133	17	30
20	Koraput	2983	746	820	124	137	17	31

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1	2	3	4	5	6	7	8	9
21	Malkangiri	1525	381	419	64	70	9	16
22	Mayurbhanj	5536	1384	1522	231	254	32	58
23	Nabarangpur	2118	530	582	88	97	12	22
24	Nayagarh	2498	625	687	104	114	14	26
25	Nuapada	1256	314	345	52	58	7	13

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1	2	3	4	5	6	7	8	9
26	Puri	3111	778	856	130	143	18	32
27	Rayagada	3151	788	867	131	144	18	33
28	Sambalpur	1941	485	534	81	89	11	20
29	Subarnpur	1464	366	403	61	67	8	15
30	Sunderagarh	3125	781	859	130	143	18	33

Principal SECC-2011 Officer(PSO)

District Collector to be designated as Principal SECC-2011 Officer (PSO)

□ Role and Function

- **Identify Charge Officers and fix their areas of operation.**
- **Conducts & supervises SECC-2011 within District.**
- **Arranges Training programs.**
- **Takes Action and prosecutes on behalf of State Government.**

Additional District SECC-2011 Officer (ADSOs)

Additional District Magistrate(ADM) to function as ADSO

□ Role and function

- **Identify Charge officer and other SECC officers.**
- **Divides the district into demarcated SECC-2011 Divisions.**
- **Updates List of Village/Towns and jurisdictional maps.**
- **Assists DCO in compiling statistical data.**
- **Ensure impart training to Charge officers and to Enumerators, Supervisors, Data Entry Operators.**
- **Consolidates Summary of Enumerators Abstract.**

Charge Officers

Tahsildars to be designated as Charge Officer:

□ Role and function :

- **Appoints Master Trainers, Enumerators and Supervisors under his jurisdiction.**
- **Impart Training to Enumerators & Supervisors.**
- **Prepares village registers and charge register as per DCO instructions.**
- **Ensures work to be done as per time schedule.**
- **Ensure full coverage, accuracy, timelines in SECC-2011.**
- **Carry out other necessary works.**

Master Trainers

**Among the cadre of Senior Teachers/ Principals/
College Lecturers/ Addl. BDOs etc.**

□ Role and function :

- **Impart training to Enumerators & Supervisors with the Charge Officer.**
- **Act for a group of eight Supervisors.**

Highlights Of SECC-2011

➤ Master Trainer:

- PSO to select suitable persons among **Senior teachers/ Principals/ College Lecturers** as Master Trainer in **one to eight proportion of the Supervisors**.

➤ Supervisors:

- Charge officer to select among Senior teachers/ Principals/ College Lecturers/ Block Extension Officers including A.Es/ J.Es as Supervisor.

➤ Enumerator:

- **Any Government Official** can be appointed as Enumerator, who is responsible **for 125-150 household or 600 population**.

Highlights Of SECC-2011

□ Enumeration Blocks (EB):

- **100-125** households with a population of **650-700** constitute an EB

□ Charge Register:

- Register has details about the towns and villages carved out by EBs

□ Layout Map:

- Layout maps containing **buildings / structures present during census 2011** will be made available.

Highlights Of SECC-2011

□ Appointment of Enumerators:

- Enumerator working under the geographical boundaries of a Rural Development Block **not be given work under same area.**

□ Enumeration:

- Total enumeration to be carried out in a **5 week period with 15-20 households a day.**
- Enumerator to be responsible for the accuracy of the information

□ Appointment of Supervisors:

- 6 Enumerators (i.e. One Supervisory circle) will be supervised by a Supervisor.

Highlights Of SECC-2011

□ Allowances:

- **Enumerators and Supervisors will be provided honorarium and training allowances.**
- **No honorarium for reserves but training allowance will be paid to the reserves.**
- **Details will be sent by the M/O RD for rural areas and M/O HUPA for urban areas.**

TRAINING

- ✓ **3-tier cascade mode of training**
- ✓ **National Trainers (NTs) will be trained at National Level;**
- ✓ **NTs will train State Level Master Trainer Facilitator (MTFs);**
- ✓ **MTFs will train District Level Master Trainer (MTs);**
- ✓ **MTs will train Enumerators/ Supervisors at Tehsil Level.**

TRAINING

- ✓ **District Level Training to be completed one month before the field work.**
- ✓ **Batch size not to exceed 50.**
- ✓ **No additional expenditure for refreshments to be provided.**
- ✓ **Training of enumerators and supervisors to be completed within one month just a week before the field work.**
- ✓ **Detailed training calendar for enumerators and supervisors to be compiled by PSO.**

Mapping of vulnerability

- ✓ **A list of difficult villages/ Hamlets from the perspective of access should be prepared.**
- ✓ **A perspective plan to cover these Villages/Hamlets should be worked out well in advance.**
- ✓ **Special efforts are required to enumerate such people who are difficult to enumerate like migrant labour, people engaged in occupations like herding of sheep/cattle, gatherers of forest produce, etc.**

Mapping of vulnerability

- ✓ **The villages/ hamlets/habitats and segments of people vulnerable to any threat, intimidation or interference with the free conduct of SECC-2011 should be identified in consultation with local police officers and civil authorities.**
- ✓ **Action plan for these vulnerable pockets should be prepared jointly by PSO and Superintendent of Police.**

Grievance Redressal Mechanism

- ✓ **Grievance Cell-cum-Control Rooms may be opened in the office of each Charge officer/PSO to attend any complaints on all issues.**
- ✓ **All Grievance Cell-cum-Control Rooms may maintain a proper register detailing the complaints received and action taken.**
- ✓ **All complaints must be attended within a time frame of 5 days.**

Post Enumeration Phase of SECC-2011

- **Draft publication/list will be prepared and placed at**
 - a) **Panchayat Office**
 - b) **Another prominent location in the Panchayat**
 - c) **Office of the Tahsildar/BDO for the claims and objection from the public**
 - d) **Notice regarding draft publication by local newspaper**
- **Information on the person's/ household's religion and caste/tribe name will **not** be published.**
- **Claims and objections will be limited to the facts displayed in the list only.**
- **Objections can also be sent by courier or post.**
- **After a week of draft publication list will be read out in all Gram Sabha/ Palli Sabha.**
- **All claims/objections so received will be verified by a designated officer. Summary hearings will also be done.**

Post Enumeration Phase of SECC-2011

- The list will also be uploaded in the website with provision to take print out.
- Objections can be filed within 21 days of draft publication.
- At the end of the 31st day from the publishing of the draft report, the final list will be published and will be sent to
 - a) All Pachayats
 - b) All Block Offices
 - c) Other related Offices of the State
- The final list can only be generated from MIS.
- No changes would be allowed in the data for one year following the publication of the Final List.

Immediate action of Collectors

- Identification of Enumeration Block.
- Completion of Charge Register.
- Updation of Layout map.
- Updation of Abridged House List (AHL).
 - In case, large changes in Layout Map/ AHL, Supervisory Officers are to personally inspect such EB and certify its genuineness.

Immediate action of Collectors

- **Appointment of key officials for SECC-2011 like ADM as ADSO and Tahsildars as Charge Officer.**
- **Identification of required nos of Enumerators, Supervisors and Master Trainers.**
- **Collector should formulate**
 - a) District/ Town Plan**
 - b) Communication Plan**

Immediate action of Collectors

Identification of Enumerators:-

- **Following Govt. officials may be engaged as enumerators**
 - ✓ **Not more than two teachers including PET from each Govt. and Aided High Schools;**
 - ✓ **all Block Resource Teachers;**
 - ✓ **all VLWs;**
 - ✓ **required number of non-teaching staff of Colleges**
 - ✓ **required number of Live stock Inspectors;**
 - ✓ **employees of other offices of the District as required for the district.**

Immediate action of Collectors

Identification of Supervisors:-

- Required no. of Lecturer of the Colleges and the Block Extension Officers may be engaged as Supervisors.

Identification of Master Trainers:-

- Required no. of suitable College Lecturers and Addl. BDOs may be nominated as Master Trainers.

Immediate action of Collectors

- **Database of all officials appointed for SECC-2011 should be prepared with name, designation, address and contact details.**
- **The detail training calendar for District level training and Charge Officer level training should be prepared.**
- **Vulnerability mapping and action plan should be prepared.**
- **PD, DRDA and BDOs should be instructed suitably to render all sorts of co-operation required for the SECC-2011.**

Immediate action of Collectors

- **Computer Hardwares and Infrastructure assessment should be made for the Data Centre at Charge level on the basis of following requirement.**
 - ✓ **Secured room with proper ventilation.**
 - ✓ **Power with sufficient power socket points to connect minimum 2PCs, UPS, Printers and minimum 3 extra points for charging the handheld devices received for data transfer.**
 - ✓ **2 Computer Tables with 5 Chairs.**
 - ✓ **Secure storage(Cupboard) for DVDs both images and Backups.**

Immediate action of Collectors

- ✓ **2 nos. of PCs.**
- ✓ **One UPS-1.5 KVA Min 3 Hrs Backup.**
- ✓ **One Printer- Min of 15 PPM.**
- ✓ **Stationery and Printer Consumables as per requirement.**
- ✓ **DVDs for Data transfer and backup as per requirement.**

The Principal SECC-2011 Officers are the kingpins who ultimately determine how well the National Exercise of SECC-2011 is conducted.

Officials for Urban Areas : SECC-2011

- Deputy Commissioner of **3 Municipal Corporations** will act as Addl. District SECC Officer (ADSO).
- ADM will also act as ADSO for all **Municipalities and NACs**.
- Tehsildar will also act as Charge Officer for **Rural and Urban Areas**.
- Executive Officers of all ULBs should be instructed suitably to render all sorts of co-operation required for the SECC-2011.



THANKS

Panchayati Raj Department