

Roles and Responsibilities of a Supervisor during the Socio Economic and Caste Census, 2011

1. As a Supervisor, you are performing a duty which is of great national importance. You are privileged to be a Supervisor. At the same time, your responsibilities are great. You have to fulfil them with a sense of pride and devotion to duty.
2. As a Supervisor, your job will be to coordinate and supervise works of the enumerators under your supervision and once the enumeration job is completed to handover the used and un-used materials to your charge officer.
3. Household schedule will be canvassed using **Hand Held Device** (HHD). After the enumeration job is over, data from HHD will be uploaded at the charge level centre. The supervisor will cross-check some household schedules (10 per cent randomly generated household schedules) as well as all such cases where the enumerators have recorded 'disagreement' with the respondents' version at the time of filling the schedule.
4. Before undertaking the work assigned to you as a supervisor, you are expected to establish proper rapport with all enumerators under your supervision as well as with the people of your area by contacting elderly and prominent persons and explaining to them the purpose of your visit. You have been issued an Appointment Letter and an Identity Card. You should always display your identity card whenever you go for enumeration work.
5. In order to ensure complete coverage of all the buildings, census houses, households and persons during the Socio Economic and Caste Census, it would be necessary to locate and identify each and every house and structure in your Supervisory Block along with all such places where houseless population may live. Your duty will be to check with your enumerators if they have properly done the job allotted to them as per the instructions and procedures.
6. The main duties of an Enumerator before, during and after conduct of the Socio Economic and Caste Census are detailed below :

Duties before the Socio Economic and Caste Census

- (i) Attend the training classes, study the Questionnaire and Manual carefully and understand them thoroughly. If any part of instruction is not clear, ask your trainer for clarification.
- (ii) Establish proper rapport with all the enumerators assigned under your supervision.
- (iii) To ensure that your enumerators obtained all the material needed for the Socio Economic and Caste Census which also includes the List of Scheduled Castes/Scheduled Tribes pertaining to your State before they leave the training centre at the end of the last training session.

Duties during the Socio Economic and Caste Census

- (i) To check that your enumerators are doing the work properly within the time frame given for that.
- (ii) To cross-check some of the household schedules (10 per cent randomly generated household schedules) as well as all such cases where the enumerators have recorded 'disagreement' with the respondents' version at the time of filling the schedule by visiting all the concerned households and to give report as per instructions.

Duties after the Socio Economic and Caste Census

- (i) To receive the Certificate of complete coverage, filled-in and unused acknowledgement slip booklets and inventory of used/unused material from all the enumerators and to report at the charge level for depositing all the SEC Census materials.