

Guidelines for Inspection by Supervisor of data collection and scrutiny of schedules

Minor Irrigation census provides valuable information for future planning and development of the M. I. sector. It is therefore necessary that data collected in the census are of high quality ensuring their correctness. The data in the Minor Irrigation census are collected generally by village primary workers of Revenue/ Agriculture/ Irrigation /Statistical departments. While all efforts are made to train the primary workers in respect of concepts and definitions used and the purpose of various items so as to collect the data objectively, it is all the more important that the data collection work is also supervised by higher level functionaries. Thus, keeping in view the quality of data in view, the following guidelines are suggested for supervision in the 5th M I Census.

1. In each block at least 5 villages must be visited by Block level officers. The villages may be selected randomly.
2. In selected villages for supervision, minimum 10% or 300 schedules of minor irrigation schemes of different nature may be checked along with the village schedule. It may also be ensured that at least one institution owned scheme, if available, is covered for supervision.
3. The supervision of village by the Block level officer may be done during or soon after the enumeration is completed by the primary worker.
4. The villages selected for supervision should fall in different primary workers jurisdiction, i.e. each supervised village should have been enumerated by different primary worker.
5. During the supervision of village, the village schedule should be checked as per the checks suggested in the Annex. 'A' and then verified from the village Patwari records. For information not available in the records either Sarpanch/ Pradhan or some other knowledgeable person may be contacted. The schedules of minor irrigation schemes may first be checked through the checks prescribed in Annex. 'B' and then it may be checked through observation in field /enquiry from owner and from records. In case of variation in entry, it may be corrected after cutting the original figure and signed. The supervisor report should be filled up after the inspection of schemes in the selected villages. This report should be submitted to the state nodal office.
6. At least five villages in 5 separate blocks must be inspected by district level officer in his district. In each village he should verify 5 schemes physically and submit his inspection report in the prescribed performa to the Nodal Officer.
7. District level officer in his inspection should go to the selected villages during and after the field work is being done and visit M.I. scheme sites and see the primary data collection work. This opportunity may also be utilized by him for clarifying the doubts and the difficulties being faced by the primary workers in understanding the concepts etc.

8. Inspections by state level & central level officers, as & when feasible, are also suggested to further ensure timely collection of data in best possible manner.

9. It may be ensured that the first village of every enumerator is inspected and doubts on concepts/definitions clarified.

10. Scrutiny of a few filled-in schedules at block level may be done at the head office as well as Block and District levels to ensure the quality of data. The points observed during scrutiny may be discussed in the monthly meetings of the primary workers.

11. Some filled in schedules when received at district headquarter needs to be checked manually before passing the same for computer data entry & validation at the District headquarter/State level.

12. Find out from village officials / knowledgeable people / water user association the number of schemes that have started functioning after 2006-07 (conduct of last census). Check whether scheme schedules have been filled in for such new schemes otherwise get them filled in and make a mention about them in your report.

Checks on Village Schedule

The supervisor is required to make the following checks in the filled up village schedule:

1. To check if all values filled in code boxes are in valid range
2. Average Ground water level in the village is for pre-monsoon period i.e. the level at which water is generally found in the village.
3. Following checks to be done by State level supervisor after data entry is complete
 - are no. of village schedules equal to no. of villages indicated
 - are no. of GW scheme schedules equal to no. of GW schemes indicated
 - are no. of SW scheme schedules equal to no. of SW schemes indicated
 - check that average ground water level falls in the range of depth of wells given in the scheme schedules

Checks on Scheme Schedules

- Check that IPU items are blank if SW schemes fall in command area of major / medium projects (having CCA > 2000 ha.).
- In case of Dugwell scheme CCA varies from 1 to 2 ha.
- In case of Dug-cum-borewell CCA varies from 2 to 5 ha.
- In case of Shallow Tubewell CCA varies from 2 to 3 times that of Dugwell (i.e. upto 10 ha).
- In case of Deep Tubewell CCA varies from 4 to 5 times that of Shallow Tubewell 40 – 50 ha.
- In case of Surface Flow scheme CCA may go upto 20 ha.
- In case of Surface Lift scheme CCA varies from 1 to 5 ha.
- In case of CCA higher than 40 ha. for a scheme check whether scheme is owned by Govt. Deptt. or Corporation or local body.
- If scheme is not in use during the reference period, IPU items should be blank.
- Check units and decimal values given in the filled up schedules for Area for Holding Size, CCA, IPC, IPU. If local unit is other than ha. give correction factor used and verify that it has been used correctly.
- Check $IPC \geq CCA$
- Check $IPC \geq IPU$
- Check values in codes are in valid range
- Check $CCA \leq 2000$ ha
- Check that location particulars have been filled in properly.