



*Household Income & Expenditure Survey*

1992

*Field Supervisor's Manual*

MAY 1992

## Field Supervisor's Manual

### Role of Supervisor

The field supervisors play a vital role in the Household Income and Expenditure Survey 1992. Each Supervisor is responsible for the performance of the enumerators under his control. The general function of the supervisor comprises:

- (i) organisation of the field work so that the enumerators under his charge successfully complete their assignments within the specified time.
- (ii) Ensuring that the quality of data collected is of acceptable standards.
- (iii) Communicate with the Headquarters officer to resolve field problems or obtain instruction on specific issues encountered in the field.
- (iv) Provide necessary day-to-day supervision in respect of administrative and personal matters of the staff under his control.
- (v) Get fully equipped with schedules and instructions and all other survey materials like random number tables,

industry codes, occupation codes, classification and item codes of consumption goods and services, copies of maps of selected Enumeration Districts under his jurisdiction.

Duties and Responsibilities of field supervisors

(I) Allotment of samples - sample list

2. Each supervisor will be given an allotment sheet giving details of the sample Enumeration Districts to be covered by him. The sample list will indicate the details for each of the four sub-rounds, with an indication of sub-sample number also.

3. The supervisor will be responsible for making allotment of the sample Enumeration Districts assigned to him, to each of the enumerator, under his control. Allocation to enumerators will be done at the beginning of each Sub-Round for the Sub-Round as a whole. The allotment should be done in such a way that the workload is distributed equitably among his team members and the total amount of travel is minimised. Attempt should be made, as far as possible, so that each enumerator gets sample Enumeration Districts from the same sub-sample. In determining the workload the time needed for travel to reach the sample enumeration district and back should be given due weightage. Similarly the likely number of households to be listed and time needs for movement within Enumeration District should also be considered.

4. The sample list will be given separately for the rural and urban sectors. The list will indicate the serial number of enumeration district, stratum number, Sub-Round number, Sub-Sample number, Region Number, Major Division Number, Enumeration District Number (within the major division), name of Enumeration District estimated population. The allotment sheet for, each of the enumerator may be prepared in the same format as supervisor's allotment sheet separately for each Sub-round. This may be prepared, in triplicate. One form may be given to the enumerator, one copy sent to Head Office and the third copy kept with the field supervisor.

(II) Monthly work programme and monthly meetings of field personnel

5. After assignment of work for the whole Sub-Round to each enumerator, monthly work programme may be prepared for each enumerator for each month. This may be done on the last working day of previous month in a meeting with all enumerators.

6. In the initial period of the survey there should be weekly meetings with all enumerators so that all problems faced with could be thrashed out through discussion. Besides, all through the survey, there should be monthly meetings (say, in the first week of every month) where all problems, (conceptual, procedural or operational) should be discussed and sorted out. Minutes of these meetings should be prepared and a copy forwarded to Head Office.

This will help Headquarters to consolidate all items of clarification needed to be circulated to all field workers and serve as an effective feedback system.

(III) Identification of Sample Enumeration Districts

7. It is of vital importance to ensure that the correct sample Enumeration District is selected and the field supervisor should help the enumerator identify the designated Enumeration District, particularly in the beginning of the survey when the enumerators are in the learning process. The supervisor should walk around the enumeration district with the enumerator, when possible, in order to correctly identify each boundary. The sketch map of enumeration districts will indicate normally the natural and man-made features to identify the boundaries. In cases, however, where there is any ambiguity the supervisor should help the enumerator determine the boundaries correctly.

(IV) Enumeration District Maps

8. The supervisor will be responsible for ensuring the sketch maps of Enumeration Districts put under his charge are collected from Head Office and distributed to the enumerators. Please make sure before leaving Headquarters that the entries in the maps are

### V Inspection - Spot Checks

9. Regular inspection of the field work is of critical importance in any survey operation. The inspections could be concurrent and non-concurrent. The inspections conducted at the stage of collection of data by the enumerators are called "concurrent inspection" while those conducted after the schedules are submitted by the enumerators are called "non-concurrent inspections". Maximum concurrent inspections should be attempted. In cases, where concurrent inspection was not possible, owing to operational problems, non con-current inspection should be done.

10. Occasionally, in the interest of work, some surprise inspections are also required to be done. The inspection with an element of surprise will pay rich dividend to qualitative and quantitative aspects of work. For this the tour programme of the enumerator should be considered before Round and inspection may be formulated after the enumerator has left for the sample Enumeration District.

11. For effective control and ensuring the quality of work, the inspection should be done at each of the following three stages of work:

(i) Identification of Enumeration District

(ii) Listing and Selection of households

(iii) Detailed enquiry at household level

The inspection may be so planned that the same is carried over all three stages of work, to the maximum possible extent.

12. A standard format of inspection note, (Form No. 3) has been prepared and the same may be used to record the observations of the supervisor. The comments should be as exhaustive as possible and if necessary, additional sheets may be used. The observation should be of great educative value to the enumerator so that mistakes committed once are not repeated.

#### VI Scrutiny or Editing of Schedules

13. Scrutiny of data is automatically done at the time of inspection in respect of the schedules canvassed during concurrent inspection. While it will be worthwhile if all schedules canvassed are scrutinised during field inspection, it may not be always operationally feasible to achieve this. Thus scrutiny of schedules at the supervisor's office is inescapable. Scrutiny or Editing instructions manual will be separately circulated. Scrutiny notes may be recorded in the presented scrutiny sheet form (Form No. 4). Scrutiny sheet may be attached to the schedule concerned and forwarded to Head Office also with the schedule.

14. The observations in the scrutiny sheet should also be discussed in the monthly meetings regularly.

## VII Administrative Forms

15. There are, in all, seven administrative forms to be filled by the field staff. They are:

- (i) Form 1 Monthly Progress Report of Enumerator (to be submitted to the field supervisor) by the first of every month).
- (ii) Form 2 Monthly Progress Report of the field supervisor (to be sent to Head Office by each field supervisor by fifth of every month).
- (iii) Form 3 Inspection: Note (referred to in paragraphs 9-12) These are to be sent to Head Office as soon as inspections are done.
- (iv) Form 4 Scrutiny sheet (referred to in paragraphs 13 and 14). As indicated in paragraph 13, these are to be attached to the relevant schedules.
- (v) Form 5 Sample-wise progress report. This should be completed and sent to Head Office by the fifth of every month. Information may be obtained from each enumerator, consolidated and then, sent to head office.



(vi) Form 6 Daily diary This is required to be filled by each field official to facilitate the payment of travel and subsistence charges.

(vii) Form 7 Forwarding memo for the field-in schedules to be despatched to Head Office by each field supervisor. This may be done twice a month in two convenient batches.

#### VIII Survey materials.

16. The supervisor should ensure that each enumerator in his team has enough blank schedules to carry out the work in the allotted Enumeration Districts. Always carry a few extra blank schedules when visiting the sample Enumeration Districts for any eventuality. Besides, each supervisor should have with him:

- (i) Supervisor's manual
- (ii) Instruction manual for field staff
- (iii) Scrutiny instruction manual
- (iv) Sample list
- (v) Enumeration District Maps
- (vi) Adequate stock of schedules and worksheets
- (vii) Random Number tables
- (viii) Industry code list
- (ix) Occupation code list
- (x) Classification and item codes of consumption goods and services
- (xi) All administrative forms in adequate quantity

IX Despatch of filled-in schedules

17. After completing the work in the sample Enumeration District, the enumerator should hand over the following filled-in schedules within 3 days of completion of field work.

- (i) Listing schedule 1.1 or 1.2
- (ii) Household schedule 2
- (iii) Schedule 3 on Availability of facilities

18. The supervisor will forward the filled-in schedules to Head Office within 7 days of receipt after due scrutiny and rectification of errors, if any, using the Standard forwarding memo in Form 7. The schedules for each Enumeration District should be kept together in one bundle. Before despatching the schedules, it should be checked whether the enumerator has attached all additional sheets, additional schedules and worksheets as indicated in Block 2 of the main schedule.

X General Quality Control Measures

19. As a part of general quality control measures, during the first month of survey, the supervisor should observe each member of his team at least for 2 days each week. This will help him identify the weak enumerators needing more guidance and attention.

For the remainder of the survey, the weak enumerators should be observed more closely and frequently than the others. The objective of the observation cum inspection is to give the supervisor an opportunity of correcting any bad interviewing habits or resolving field problems on the spot. Observation also gives the supervisor a chance to have regular contact with all members of his team.

20. Through observation/inspection, the enumerator's ability to conduct the interview on proper lines to get the desired data, can be evaluated. Areas of interest for observation concern the enumerator's ability to:

- (i) identify the Enumeration District boundaries properly
- (ii) Explain the purpose of the survey and convince the respondents of the importance of their cooperation.
- (iii) Consistently and effectively probe to get reliable answers.
- (iv) Record accurately the data supplied by the respondent.
- (v) Follow the concepts, definitions and survey procedures meticulously.

While observing please follow the guidelines below:

- (i) Never interrupt an interview.
- (ii) Make notes of any problems observed during the interview.
- (iii) Wait until after the interview to discuss any points with the enumerator.

It is essential that the mistakes committed by the enumerator are discussed immediately after the interview so that similar mistakes are not committed later.

#### XI Control on Non-response

21. All possible steps should be taken to eliminate non-response in the survey. The enumerators should be instructed to contact the supervisor, if they are unable to conduct an interview, and then the supervisor should help the enumerator to have the interview conducted through a tactful handling of the respondents. The enumerators should be impressed upon that they should contact the right respondents for the right information. For this, if they are required to visit the household at odd hours or holidays, they should do so ungrudgingly.

## Monthly Progress Report of Enumerator

..... Month .....

ion .....

of available days ..... No. of days toured .....

Particulars	Rural				Urban			
	Sub-Round				Sub-Round			
	1	2	3	4	1	2	3	4
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
No. of Sample E.Ds.								
1. Allotted								
2. Completed								
(a) During the month								
(b) Since start								
3. Under survey								
4. No. of casualties								
(a) During the month								
(b) Since start								
No. of samples inspected during the month								
(1) Identification\Location of E.D.								
(2) Listing of households								
(3) Detailed Enquiry								
(4) All the 3 stages of work								
Despatch of schedules (No. of sample E.Ds )								
(1) During the month								
(2) Since start								
(3) Pending for despatch (Serial No. of E.Ds. & days pending in brackets)								
(4) Types of schedules despatched during the month (give the figures of number of schedules canvassed in brackets and no. of schedules despatched outside the bracket)								

Remarks:.....  
.....

Give reasons for casualty etc. \_\_\_\_\_

Give Serial No. of Enumeration Districts completed during the month reported at item A 2 (a) above

No..... Date \_\_\_\_/\_\_\_\_/\_\_\_\_.. Submitted to the field supervisor

**Signature of Enumerator**

## Monthly Progress Report of Field Supervisor

me ..... Region .....

nth .....

Particulars	During the Month	Since Start	Particulars	During the Month	Since Start
(1)	(2)	(3)	(1)	(2)	(3)
I TOURING			(e) No. of days toured		
(a) No. of gross days			(i) Inspection		
(b) No. of holidays			(ii) Others (training etc)		
(c) No. of days on leave			(iii) Amount of travelling allowance		
(d) No. of days available			(iv) No. of trips		

## Field progress and despatch of filled-in schedules

Particulars	Rural				Urban			
	Sub-Round				Sub-Round			
	1	2	3	4	1	2	3	4
No. of sample E.Ds.								
(a) allotted								
(b) completed during the month								
(c) completed since start								
(d) under survey								
(e) No. of casualty								
(i) during the month								
(ii) since start								
(A) No. of sample E.Ds. inspected at the stage of								
(a) Identification\location of E.D								
(b) Listing of house-holds								
(c) Detailed Enquiry								
(d) At all the three stages of work								

(B) Details of Inspection	Inspection	
	During the month	Since start
Number of inspection)		
(a) Rural		
(b) Urban		
(c) Number of inspection notes		
(i) due for submission		
(ii) actually submitted		
(iii) Number pending		

V Scrutiny	During the month	Since start
(i) No. of schedules scrutinised		
(ii) Percentage of sets of schedules scrutinised to sets of schedules completed		
(iii) Time spent for scrutiny		

## DESPATCH OF SCHEDULES

Particulars	Rural				Urban			
	Sub-Round				Sub-Round			
	1	2	3	4	1	2	3	4
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Disposal of schedules (No. of sample E.Ds)								
(a) during the month								
(b) since start								
(c) pending Serial No. (No. of days pending in brackets)								
(d) other items of work done (specify)								

Date.....

Submitted to Senior Statistician

Signature of field supervisor

Region.....

1 Name of Inspecting Officer .....  
2 Name of Enumerator .....  
3 Name of other officials present

Name	Designation
(i) .....	.....
(ii) .....	.....

Identification Particulars

(i) Serial No. of E.D. ....	(iii) Sub-Round No.....
(ii) Name of village\town\E.D.....	(iv) Sub-sample No.....

Utilization of time

Arrival		Hours spent on Inspection		Departure	
Date	Hour	Field	Office\camp	Date	Hour

Inspection

Item 1 Whether sample E.D. correctly identified. If no, give details of mistakes observed and rectified.

☐

Yes = 1  
No = 2

Item 2 Whether selection of households correctly done. If no, give details of mistakes rectified.

☐

Item 3

No. of schedules

(a) Total filled up to date of inspection  
(b) Out of (a) filled in presence of supervisor  
(c) Inspected  
(d) Scrutinised

1.1	1.2	2	3

E Detailed observation on schedules inspected

er No.	Sample house hold No.	Block\ Sub-Block	Item Description	Observation on corrected entries and reasons
(1)	(2)	(3)	(4)	(5)

Remarks on the progress of work and quality

.....  
.....

to (i) Senior Statistician, Bureau of Statistics, Georgetown  
(ii) Enumerator

Signature .....  
(Field Supervisor)



E Detailed observation on schedules inspected cont.

[illegible]

Remarks on the progress of work and quality

20 (i) Senior Statistician, Bureau of Statistics, Georgetown  
(ii) Enumerator

Signature .....  
(Field Supervisor)

Name of village\town\E.D.....

No.	Schedule Type	Block\line\ col. No.	Discrepancies observed	Clarification given
(1)	(2)	(3)	(4)	(5)

Signature ..... Field Supervisor .....

on ..... Month & Year .....

[illegible]

**Signature** .....

Name of supervisor .....

Name of field official.....

**Designation .....** **Region .....**

[illegible]