

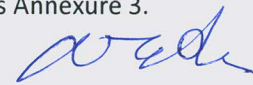
To,
Secretary Rural Development/Panchayati Raj

**Subject: Claims and Objections during the Socio-Economic and Caste Census 2011 (SECC 2011)-
Instructions Manual**

Sir/Madam,

The document titled "Instructions for Filing, Receiving and Disposing Claims and Objections during the Socio-Economic and Caste Census 2011 (SECC 2011)" was circulated to States/UTs vide communication Q-16015/04/2011-AI (RD)-Part File dated 22nd November 2011. Subsequently a corrigendum was circulated in 12th December 2011. The Ministry organized training of National Trainers at New Delhi and NIRD (Hyderabad) on the Claims and Objection procedures. During the training/workshop of National Trainers a number of issues relating to Claims and Objections were raised. Few State Governments also sought clarifications and suggested improvements. Based on the feed backs received from various quarters the instructions are modified and attached herewith. The highlights of the modifications are as follows:

- Draft list of containing information (except Caste and Religion) on every household shall be published in **hard paper copies** in at least three places (Panchayat Office, prominent places in Panchayat and at Tehsil /Block office), and the remaining would be soft copies and in web-site;
- The final list of information will be published and put up in public domain as decided by the state government including at least in each Grama Panchayat. A copy should also be kept in Panchayats and BDO offices for official purposes;
- **Claims and Objection Tracking System (COTS):** The claims and objections are raised by submitting a number of prescribed forms, and the designated Claims & Objection Disposing Officer at Block/Tahsil/Sub-District level would pass orders after verifications and following due procedures. Similarly, the Appellate Officer appointed at the district level would pass order following due procedures. Need for having a Claims and Objection tracking system was felt by many states. Accordingly a COTS is developed and it would be a part of the modified "Instructions for Filing, Receiving and Disposing Claims and Objections during the Socio-Economic and Caste Census 2011 (SECC 2011)"- last paragraph of page 8. The BEL was advised to prepare the server version of COTS at Data Charge Center level and NIC at national/central server;
- **Corrections in the household data/information with audit trail:** After the appeal order is passed, a copy of the order will be given to the respective Data Charge Centre where in the official in charge or a nominated representative will digitize (data entry) it using software provided by CPSU and then upload to the Central Server through a system provided by NIC using her/his own login ID to keep an audit trail on the entries made. For this purpose a 'Form F' is designed and the software support would be provided by BEL and NIC. This aspect is proposed for addition in the instruction manual- Page 6, 8 and Form F as Annexure 3.



(Dr. N. K. Sahu)
Economic Advisor

As encl:-

Instructions for Filing, Receiving and Disposing Claims and Objections during the Socio-Economic and Caste Census 2011 (SECC 2011)

On completion of the enumeration process, on a date to be decided by the District Collector, a draft list of information will be published and put up for viewing in following places –

- One list at the Panchayat Office
- One list at a prominent place in Panchayat
- One List at Tehsil /Block office
- One list at the District Collectors Office (soft copy in pdf)
- One list as office copy with the BDO (soft copy in pdf)
- One list on NIC website
- A copy of the list in PDF format to be provided to NGOs
- Multiple advertisements in Local Newspapers about the places of publication of the draft list.

The draft list will contain information (Except Caste and Religion) on every household gathered during the enumeration phase. The draft list format is at **Annexure-1**. Entries where supervisor has made changes would be published with an asterisk (“*”).

For the purposes of settling Claims and Objections a district will be considered as a unit. The State will appoint Panchayat Level Officer (PLO) to facilitate inspection of the information published in the draft by the public and accept claims/objections. The State Government may appoint one or more Panchayat Level Officers for the same Panchayat. The State will also appoint one or more Officers at the Block Level (Deputy Collector, BDO) for disposing off the claims and objections.

Persons not satisfied with the decision at the intermediate level have a right to appeal at the district level. The State Government will appoint competent officers at the District level to take decisions at this level.

