

Guidelines for Inspection and scrutiny of schedules for Senior Officers of States/ UTs

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, the following guidelines are suggested for supervision in the 5th M I Census.

To ensure quality of data, scrutiny of 25% of MI scheme schedules and 100% for village schedule has been introduced in the 6th MI Census for ensuring better quality of data. This is to be done by immediate supervisory officer of the enumerator in the field agency and in addition to the 10% of scrutiny of scheme schedules which was being done in 5th MI Census. The 10% scrutiny of schemes and inspection by senior officers is to continue in 6th MI Census. This may also require field visits, if necessary.

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. For Census of water bodies, 25% of schedules shall be scrutinised by next level of enumerator and 10% schedules on water bodies should be scrutinized by block level officer.
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-‘B’ 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 water body schedules in the village may also be scrutinized and verified.

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 in Annexure “A”.

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 State Nodal Officer.

7. District level officer in his inspection should go to the selected villages during and after the field work and visit MI 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. The water body schedules in the village may also be scrutinized and verified with MI Schemes. The District level officer should also conduct inspection of water body schedules of urban areas by visiting at least one city within district.

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 2013-14 (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 for pre-monsoon period and post monsoon period is 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
 - are no. of water bodies schedules equal to no. of water bodies indicated in village schedule

Check on Water body schedule

- Check whether the latitude and longitude has been correctly given in Degree, Minutes and seconds.
- Check that the water spread area has correctly been reported.
- Check that the uses of water body have correctly been reported.
- Check that CCA and IPC have been reported for the water bodies which are used for Irrigation.
- The information of repair/renovation has correctly been reported.

Checks on Ground water and Surface Scheme Schedules

- Check that if the Scheme is in command area, the name of command area i.e Major/Medium Irrigation Scheme is written and IPU is given in the items meant for command area.
- Check that the lifting device and source of energy has correctly been reported and consistent. If lifting device is manual or animal the source of energy is also manual or animal.
- “Check that horse power is correctly reported and consistent with lifting device.
- Check that the source of finance and subsidy amount is correctly reported.

- Check that in case of Dugwell scheme, CCA normally varies from 1 to 2 ha.
- Check that in case of Dug-cum-borewell, CCA normally varies from 2 to 5 ha.
- Check that in case of Shallow/Medium Tube well, CCA normally varies from 2 to 3 times that of Dug well (i.e. upto 10 ha).
- In case of Deep Tube well, CCA normally 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 normally 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 and IPU. If local unit is other than hectare, ensure that data has been converted in hectare before entering in the schedule.
- Check that total $IPC \geq CCA$
- Check $IPC \geq IPU$ for each item
- Check values in codes are in valid range
- Check $CCA \leq 2000$ ha
- Check that the Surface flow scheme is correctly reported and there is no lifting device, source of energy and horse power for the Surface flow scheme.
- Check that location particulars have been filled in properly.