



Caste Survey Operational Guidelines

Planning Department, GoAP

Background

- Committee of Secretaries discussed the importance and relevance of undertaking a caste-based Survey in the state
- CoS studied the methodology adopted in respect of similar survey done by the Bihar state and its adoptability to the state of Andhra Pradesh
- Meetings held at CS level - finalized modalities of the Survey
- Approval by the Cabinet on 3rd November '2023 to conduct the Survey for:
Collecting comprehensive caste-based data relating to social, economic, educational, livelihood, and demographic aspects of all sections and categories of the people in better Policy formulation and implementation of the schemes.

Coverage & Schedule

- VSWS department - Nodal Department
- To be completed in one phase – leaving no household uncovered.
- Schedule:
 - The survey shall commence on 27th November 2023 – to complete within a week
 - Coverage of the uncovered & missing households/members before 10th Dec'2023

Methodology

- Door to door visits by VSWS Secretariat Staff to collect data
- Voluntary disclosure mode
- Information to be collected without insisting for documentary evidence
- Measures to be taken for data security and data privacy

Mobile App

Data collection through mobile app' developed by VSWS department with necessary provisions to:

- Purify the existing data
- Add new households/members which are not covered earlier data base
- Handling cases of household door locked/ out of station/people hospitalized
- Special care to cover migrated households, nomadic groups, door-locked cases etc.,
- Collect data online or at village/ward Secretariat

Questionnaire

- Questionnaire developed by Social Welfare Dept. in consultation with the concerned departments.

Questionnaire has fields related to:

- Demographic: Name, age, sex (3rd gender included)
- Economic: Land – Agrl. & Residential, Livestock, Professional Activity, Income from all sources
- Social: Caste & Sub-Caste, Religion
 - Officially notified Caste list - including Telugu nomenclature; added in the Mobile app'
- Others: Educational Qualifications, Type of housing, access to clean drinking water and Toilets, Access to Cooking Gas

Guidelines to collect data

- Volunteers and Secretariat Employees should conduct the survey jointly at the field level.
- eKYC of Volunteer and Secretariat Employee is mandatory at the end of each Household survey.
- eKYC of the family members is mandatory for the completion of the survey except for children below the age of 8 years.
- Mandal, Divisional, and District level officers will be the verification officers.



**Government of Andhra Pradesh
Caste Survey- 2023**

Living status of family :

Available for the survey, all family members were dead

FAMILY PRIMARY DETAILS

1. District Name :

District Code :

2. Mandal/ Municipality/
Municipal Corporation :

Municipality/ Municipal
Corporation Code :

3. Panchayat :

Panchayat Code :

4. Ward number :

5. House Number :

HOUSEHOLD DETAILS

1. Name of the
Head of the
family(HOF) :

2. Aadhaar
Number of the
Head :

3. Total No.of family
members including HOF :

4. Family member
name :

5. Relation with
HOF :

6. Current Address :

7. Ration card number :

8. Type of house :

9. Access to toilet
facility :

Kaccha house, Pucca house, Duplex house, Flat in the Multi-storeyed building

Individual Sanitary Latrine (ISL), Public Toilet, Open defecation

10. Access to clean drinking
water :

11. Access to cooking
gas :

Municipal/Panchayat Tap, Public Tap, Borewell/Well, Public Borewell, Packaged water

LPG/Gas, Kerosene, Firewood, Gobar gas/bio fuels, Others (specify)

12. Livestock owned by family :

Buffalo/Cow/Ox, Sheep/Goat, Pigs, Poultry, Others

FAMILY MEMBER DETAILS

S. No	Name of the Family Member	Father's / Husband's name	Gender	Date of Birth	Marital Status	Caste	Sub-Caste	Religion	Educational Qualification	Professional Activity	Agricultural land owned	Residential land owned
1	2	3	4	5	6	7	8	9	10	11	12	13

Relation with HOF: Head / Self, Husband/ Wife, Daughter/ Son, Grand Daughter/ Maternal Grand Daughter/ Grand Son/ Maternal Grand Son, Mother/ Father, Sister/ Brother, Daughter-in-Law/Son-in-Law, Grand Mother/ Maternal Grand Mother/Grand Father/ Maternal Grand Father, Mother-in-law/ Father-in-law, Other relatives

Column 4: Male, Female, Others

Column 6: Married, Unmarried, Widow, Separated, Divorced

Column 9: Hindu, Islam, Christian, Sikh, Buddhist, Jain, Other Religion, No Religion

Column 10: illiterate, class 1 to 9, SSC, Intermediate, Diploma, Engineering, Commerce in degree, arts in degree, others in degree, MBBS, Law (BL), P.G, PhD, Others

Column 11:

Government Job -Regular employee, Pensioner, Contract employee, Out sourced employee, Daily wage employee, Others

Private Job in Organized Sector: hospitality sector, health sector, Architecture & Engineering sectors, Consultation sector, Banking sector, Manufacturing sector

Private Job in unorganized sector: handicrafts and handlooms, Manufacturing sector, Labourer sector, others

Self Employed: Farmer, Shop Keeper, electrician, plumber, other construction related services, others

Elected representative: Minister, MLA, MLC, ZP Chairman, MPP, Sarpanch, MPTC, ZPTC, Ward councillors, Municipal chairman. Ward members, Others

Others

Column 12: Zero cents (No land), 0-50 cents, 50 cents to 1 acre, 1 acre to 1.5 acre, 1.5 acre to 2 acre, 2 acre to 2.5 acre, 2.5 acre to 3 acre, 3 acre to 4 acre, 4 acre to 5 acre, More than 5 acre

Column 13: Zero, 0 to 5 cents, 5 to 10 cents, 10 cents to 15 cents, 15 cents to 20 cents, more than 20 cents

Pilot Survey

Pilot Survey:

- Testing of mobile app and understanding the possible problems - VSWS Department
- Conduct a pilot survey in about 5 secretariats i.e., 3 in rural & 2 in urban areas
- Completion of Pilot Survey - 16th Nov'2023
- Based on experience of Pilot Survey - Fine tuning the mobile application

Stakeholders Consultation (Round Tables)

- Conduct Stakeholder' meetings at the Regional/District level (Separate guidelines will be issued by the Welfare Departments)
- Proposed schedule for holding the Regional Level and District Level Round Table Conferences.

District Level	Either on 15 th or 16 th November, as per local convenience
Regional Level	17 th Nov'2023 - Rajahmundry and Kurnool
	20 th Nov'2023 - Visakhapatnam and Vijayawada
	24 th Nov'2023 - Tirupati

- District Level Conferences need not be held in the Districts - Visakhapatnam, EG, NTR, Tirupati and Kurnool where the Region Level Conferences proposed.

- Suitable venues to be finalized.
- Focused discussion on successful conduct of Caste Survey only
- Involve all sections of Society: SC, ST, BC, OC, Minorities etc.,
- Ensure representation of all Caste Associations, Public Representatives, Intellectuals, other stakeholders
- Prepare list of prominent speakers, in advance
- Prepare a brochure giving full details of the caste survey in Telugu for distribution among all the participants.
- Combined effort of all welfare departments and District Collector to constitute an Organization Committee to plan and execute it hassle free
- Provide wide publicity regarding the conduct of Round Table Conferences through proper means.

To offer suggestions: dir-apcastesurvey23@ap.gov.in
apcastesurvey2023@gmail.com

Trainings

Trainings:

- Preparation of 'User manual' and Standard Operating Procedures (SoPs) - VSWS dept.
- Guidelines to record certain castes outside the caste masters
 - Soft copy of Training material to be supplied by Welfare depts
- Online TOT to District Officers & Master Trainers by the HoDs of VSWS & Welfare departments
- District Collectors to arrange training at – District / Mandal / Village level
- Master Trainers to impart training to all Officers concerned - Enumerators and Supervisors

Enumeration & Supervision

- Enumerators for the Survey - Village/Ward Secretariat staff

- The District Collector to:
 - Identify suitable officers to **supervise** the survey from Revenue, MA&UD, PR&RD, Welfare and Planning Departments.

 - Use Supervisors to track the **progress** of the Survey and ensure **quality** of the data

 - To deploy officers at the district/division level for **random verification** and to ensure accuracy of the data

Detailed Schedule

Date	Activity
9.11.2023	CS meeting with Dt Collectors and concerned Departments
14.11.2023	Training by VSWS to Master Trainers & select Dt Officers
15/16.11.2023	Stakeholders meeting at Dt level
16/17.11.2023	Training for Dt. and divisional officers – by Dt Collector
17/18.11.2023	Training for Mandal level officers
20 to 22 nd Nov	Training for Enumerators and Supervisors Mapping of Secretariat Staff and Volunteers
15/16.11.2023	Pilot survey in 5 locations
16 th to 25 th Nov	Door to door intimation by Volunteers reg the Survey

Awareness & Help desks

Awareness and publicity:

- With the support of I&PR Department proper awareness to be created and each citizen understands the purpose of the Survey
- District Collectors to arrange beat of tom- tom in all villages and wards
- Services of Volunteers and Secretariat staff in the village/ward be utilized to inform all the households regarding the conduct of the survey

Help desks and Nodal Officers:

- Welfare Departments - To establish help desks and appoint Nodal Officers at State and District level to provide clarifications to the needy from time to time

Role of District Collectors

- The District Collectors shall be overall in-charge and the Joint Collectors shall be the Nodal Officer for conduct of the Survey at District level
- The District Collectors to conduct stakeholder meetings with the Hon'ble Ministers, MPs, MLCs, MLAs, Chairpersons of Caste Corporations, representatives of Caste Welfare organizations, all Welfare & other officers in the district
- The District Collectors shall complete all pre-requisite activities before the commencement of the survey
 - Stakeholders' meeting, compile the feedback and share it with the respective HODs of welfare departments
 - Publicity
 - Trainings
 - Pilot study
 - Deployment of Staff
 - Daily monitoring and course corrections

State Level Monitoring Committee (SLMC)

Sl.No.	Designation	Role
1	Director, Social Welfare	Convenor
2	Director, BC Welfare	Member
3	Director, Tribal Welfare	Member
4	Director, Minorities Welfare	Member
5	Commissioner, Panchayat Raj	Member
6	Commissioner & Director Municipal Administration	Member
7	Director, GVWV&VSWS	Member
8	Director, M&R, Planning Dept.	Member

- To keep surveillance on the daily progress on data collection and supervision over the Survey.
- To take immediate steps to rectify if any gaps or errors are noticed.

Thank you Sir