

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building, 63 Netaji Subhas Road, Kolkata-700 001

No.2572/PN/O/1/1S-5/2012

Dated: 25.04.2012

ORDER

In view of the fact that for the purpose of reservation of seats for Backward Classes in Panchayat Elections in West Bengal, District-wise, Block-wise, Gram Panchayat-wise and Gram Panchayat constituency-wise population figures for Backward Classes may be required as per provisions of the West Bengal Panchayat Act, 1973 as amended from time to time, the Governor is pleased to direct that a state-wide survey will be conducted in order to obtain the relevant information as per Schedule mentioned in the enclosed ***Guidelines on Survey for Determination of Population of Backward Classes in West Bengal Required for Reservation of Seats in Panchayat General Elections.***

The Governor is also pleased to direct that the survey will be conducted in each district under overall supervision of the District Magistrate. The services of the Block Development Officers and their machineries will be utilized by the District Magistrates for conduct of the survey and compilation of data for Gram Panchayat constituencies, Gram Panchayats and the Blocks. Compilation of data on population for Backward Classes for the District level will be done by the office of the District Magistrate concerned.

The Governor is further pleased to direct that the survey will have to be conducted by following the Guidelines mentioned above and also such other Guidelines as may be sent from the Department of Panchayats & Rural Development which will act as the nodal department for conduct of the survey .

Enclosure: As stated

(S.K.Das)
Principal Secretary to the
Government of West Bengal

No.2572/1(56)/PN/O/1/1S-5/2012

Dated: 25.04.2012

Copy along with enclosure forwarded for information and necessary action to

1. The Secretary, Backward Classes Welfare Department, Government of West Bengal.
2. The Secretary, West Bengal State Election Commission.
3. The District Magistrate,(All)
4. The Additional District Magistrate looking after Panchayats,(All)
5. The District Panchayats & Rural Development Officer,(All)

(D.K.Pal)
Joint Secretary to the
Government of West Bengal

Guidelines on Survey for Determination of Population of Backward Classes in West Bengal Required for Reservation of Seats in Panchayat General Elections

1. Background & Rationale of the Survey

The Panchayats & Rural Development Department has already made provisions for reservation of seats and offices of chairpersons and vice-chairpersons in the 3-tier Panchayats in the state by suitable amendment in the West Bengal Panchayat Act, 1973. For implementation of the above provisions of the Act in the forthcoming Panchayat General Elections, Gram Panchayat constituency-wise (i.e. Polling Booth-wise) figures of population belonging to Backward Classes are essentially required. It may be noted that only those Gram Panchayat constituencies having not less than half of the proportion of the population of Backward Classes in the respective Gram Panchayats will be eligible for consideration for reservation of seats for Backward Classes in terms of the first proviso of sub-section (2) of section 4 of the West Bengal Panchayat Act, 1973 as amended. However, since no published figures for population of Backward Classes, disaggregated to the level of Gram Panchayat constituencies, are available in West Bengal, the State Government has no other alternative than to conduct a quick state-wide survey for determination of population belonging to Backward Classes in the areas under 3-tier Panchayati Raj Institutions.

2. Objective of the Survey

To collect information about number of members in households belonging to Backward Classes in order to determine Backward Class population in respect of each Gram Panchayat constituency, so that on the basis of such data Gram Panchayat-wise, Block-wise and District-wise Backward Class population figures can be worked out for reservation of seats in the 3-tier Panchayats in the forthcoming Panchayat General Elections.

3. Who will Conduct the Survey

The State Government in the Panchayats & Rural Development Department will act as the nodal department for conduct of the survey with support from the West Bengal State Election Commission and the Backward Classes Welfare Department. The Panchayats & Rural Development Department will formally notify the schedule of activities related to the conduct of the survey for information of the public.

The survey will be conducted in each district under overall supervision of the District Magistrate. The services of the Block Development Officers and their machineries will be utilized by the District Magistrates for conduct of the survey and compilation of data for Gram Panchayat constituencies, Gram Panchayats and the Blocks. Compilation of data on population for Backward Classes for the District level will be done by the office of the District Magistrate concerned.

4. Unit of the Survey

Each of the existing Gram Panchayat constituencies (37,036 in the state) will be a unit of the survey. In the format for collection of information from each household, there will be references to village/para/mahalla so that in case of any change in any Gram Panchayat constituency at the time of delimitation of constituencies in course of the next Panchayat Elections, there may be no difficulty in working out population figures for Backward Classes in respect of any constituency. However, all the households belonging to the Backward Classes under each Gram Panchayat constituency will form a unit of the survey. The relevant records Census, the Socio-Economic & Caste Census and the current electoral rolls will be utilized as reference documents for the purpose of the survey.

5. Enumerators & their Roles

Enumerators in respect of the units of the survey under all the Gram Panchayats in a Block will be appointed by the Block Development Officer concerned. The Enumerators will be selected from amongst local Government employees/Gram Panchayat employees and others who are generally deployed as Booth Level Officers in the electoral process. Generally one survey unit may be assigned to an Enumerator for enumeration of the population belonging to Backward Classes under the unit; but in special cases more than one unit may be assigned to an Enumerator, as per discretion of the Block Development Officer.

6. Supervisors & Assistant Supervisors and their Roles

One Supervisor, to be assisted by one Assistant Supervisor, will be appointed to supervise the works of all the Enumerators appointed for all the Gram Panchayat constituencies under a Gram Panchayat. The Supervisors will be selected from amongst Block level Extension Officers, who are generally deployed as Sector officers in conduct of elections. Any one among the Gram Panchayat employees will be appointed as Assistant Supervisor for all the Gram Panchayat constituencies under a Gram Panchayat. Apart from supervision of the works of Enumerators, the Supervisor and the Assistant Supervisor will coordinate with the Enumerators and cross-check the filled-in questionnaires for 5% of the households under their charge randomly. They will also receive back the filled-in formats, copies of acknowledgement slips and other unused materials from the Enumerators under their charge after the field survey is completed. The Supervisors and the Assistant Supervisors will also oversee compilation of population figures for Backward Classes in respect of a Gram Panchayat entirely.

7. Honorarium for the Survey Work

The Enumerators and the Supervisors will discharge their responsibilities in addition to their normal duties. The Enumerators, the Supervisors and the Assistant Supervisors and other staff to be engaged for compilation of data will be entitled to honorarium at such rates as may be determined by the State Government in due course.

8. Field Work for the Survey

The Enumerators, after consulting such Census records and Socio-Economic & Caste Census records as may be available locally and the current electoral rolls pertaining to the existing Gram Panchayat constituencies, will visit all the households under the unit in order to identify the households belonging to Backward Classes. But they will collect population data only from the households belonging to the Backward Classes and not from the households belonging to the Scheduled Castes, the Scheduled Tribes and the General Castes. For identification of households belonging to Backward Classes, knowledge of the local people, particularly about the sub-castes, will have to be utilized by the Enumerators and the Supervisors. The relevant information already available from the ongoing Socio-Economic & Caste Census may also be utilized.

The Enumerators will collect information about population from the households belonging to Backward Classes in the given format (**Annexure-B**) by interacting with the head or any other adult member of the household. If the head of the household or the respondent fails to produce any document in support of his statement about his belonging to any Backward Class, his verbal statement may be accepted on the basis of a local enquiry about the veracity of the statement. An acknowledgment slip will have to be provided to each household visited by the Enumerator.

9. Utility of the Survey Outputs

The outputs of the survey i.e. the population figures for Backward Classes will be utilized for the purpose of reservation of seats for Backward Classes in course of the next Panchayat General Elections. Inclusion or exclusion of any household as belonging to any Backward Class in course of the survey shall not prove anything in favour of or against the eligibility of any household or an individual for Backward Class certificate or for any financial benefit under any scheme on the basis of the outputs of the survey.

10. Draft Publication

After the information is collected from all the households under each unit of survey, a draft of the Gram Panchayat constituency-wise list of households visited by the Enumerator for the survey (i.e. a copy of the **Annexure-B**) will be published at the following places : (a) the local Gram Panchayat office; and (b) the office of the Block Development Officer.

The Assistant Supervisor for all the Gram Panchayat constituencies under a Gram Panchayat will facilitate inspection of the published lists and also accept claims and objections from the public in a prescribed form to be made available for the purpose. In case any difficulty claims and objections may be received by the Supervisor at the office of the Block Development Officer for the areas under the Gram Panchayat under his charge..

11. Disposal of Claims & Objections

The claims and objections will be disposed of by the Supervisors and the Assistant Supervisors or any other officer authorized by the Block Development Officer concerned. Claims and objections will be limited to the facts displayed in the list only. Claimant/objector may provide documentary evidence in support of his claim or objection. An acknowledgement will be given for each claim/objection received along with date/time/place of hearing or enquiry. A summary enquiry or hearing will be conducted by the Supervisor or the Assistant Supervisor or any other officer authorized by the Block Development Officer for disposal of each claim/objection within the time shown in the schedule at **Annexure-A**.

12. Compilation of Data

Simultaneously with the process of disposal of claims and objections, the information about population belonging to Backward Classes will be entered into a software-based compilation system at the office of the Block Development Officer by engaging data entry operators from open market on payment of a fixed rate per household, as may be determined by the State Government, in order to arrive at Gram Panchayat constituency-wise and Gram Panchayat-wise population of Backward Classes. On completion of the process of disposal of claims and objections, the Block development Officer will finally compile the data on population of Backward Classes for the Gram Panchayats and the Block in the prescribed formats (**Annexure-C & Annexure-D**). The Block Informatics Officer posted in each Block may be assigned by the Block Development Officer concerned to act as Supervisor to oversee data entry and compilation work. As stated earlier, Block-wise population data will be compiled at the district level in the prescribed format (**Annexure-E**) to ascertain the district population figures for Backward Classes. A software-based programme for entry and compilation of data for the respective levels will be developed with the help of NIC and sent to the districts in due course.

13. Final Publication

After compilation of the data on population belonging to Backward Classes, final lists of households with population figures for Backward Classes will be generated for each Gram Panchayat constituency, each Gram Panchayat and each Block and will be published on the date as mentioned in the schedule at **Annexure-A**. The finally published lists will remain displayed at the offices of the respective Gram Panchayats and the offices of the respective Block Development Officers for inspection of the public.

14. Time Frame for the Survey

The entire survey will have to be completed within 24th August 2012, as shown in the schedule at **Annexure-A**.

15. Annexures

Annexure-A : **Schedule of the Survey**

Annexure-B : **Format for enumeration of population in households of Backward Classes**

Annexure-C : **Format for compilation of data on population of Backward Classes for Gram Panchayat**

Annexure-D : **Format for compilation of data on population of Backward Classes for Block**

Annexure-E : **Format for compilation of data on population of Backward Classes for District**

Annexure-A : Schedule of the Survey

Sl.No.	Activities under the Survey	Date / Period
1.	Issue of a Notification by the State Government (Department of Panchayats & Rural Development)	On 27/04/2012
2.	Appointment of Enumerators, Supervisors & Assistant Supervisors by Block Development Officers	Within 10/05/2012
3.	Training of Enumerators and Supervisors at Block level	Within 16/05/2012
4.	House to house enumeration	From 21/05/2012 to 17/06/2012
5.	Draft publication of population data for Backward Classes	On 20/06/2012
6.	Receipt of claims and objections	From 21/06/2012 to 11/07/2012
7.	Disposal of claims and objections	From 12/07/2012 to 26/07/2012
8.	Compilation of data on population for Backward Classes for all levels	From 27/07/2012 to 17/08/2012
9.	Final publication of data on population for Backward Classes for all levels	On 24/08/2012

Annexure-B

Format for enumeration of population in households of Backward Classes in connection with survey for determination of population of Backward Classes in Gram Panchayats

Name of Block :..... Name of Gram Panchayat:.....

Name of Village/Para/Mahalla:.....

Name of Mouza..... JL No.....

Name & number of the existing Gram Panchayat Constituency:.....

.....

SL. No.	Name of the head of the household with name of father / husband	Whether the household belongs to a notified Backward Class (Y/N)	If yes in column (c), number of members in the household including the head			Name of sub-caste as per list of BCs notified by BCW Department	Whether any document in support of sub-caste shown (Y/N)	Signature / LTI of the head of the household or the respondent
			M	F	Total			
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

Signature of Enumerator

Annexure-C

**Format for compilation of data on population of Backward Classes for
Gram Panchayat**

Name of Gram Panchayat :

Name of Block Name of District

Sl. No.	Name and number of the existing Gram Panchayat constituency	No. of households of Backward Classes	Total population of Backward Classes		
			M	F	Total
(a)	(b)		(c)	(d)	(e)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Signature of Supervisor

Signature of Block Development Officer

Annexure-D

**Format for compilation of data on population of Backward Classes for
Block**

Name of Block Name of District

Sl. No.	Name Gram Panchayat	Total population of Backward Classes		
		M (c)	F (d)	Total (e)
(a)	(b)			
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Signature of Block Development Officer

Annexure-E

**Format for compilation of data on population of Backward Classes for
District**

Name of District

Sl. No.	Name of Block	Total population of Backward Classes		
		M	F	Total
(a)	(b)	(c)	(d)	(e)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Signature of District Magistrate