

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

No.2663/PN/O/I/1S-5/2012

Dated: 02.05.2012

From : D. K. Pal, Joint Secretary to the
Government of West Bengal

To: The District Magistrate

..... (All)

**Sub: Clarification on Guidelines for survey for determination of population of
Backward Classes in West Bengal required for reservation of seats in
Panchayat Elections**

Madam / Sir,

I am directed to request you to refer to the first Guideline communicated vide this Department's No.2572/PN/O/1/1S-5/2012 dated 25.04.2012 in connection with the above survey work and to issue the following clarifications –

1. The Enumerators appointed will have to visit 100% of the households within the enumeration units i.e. the existing GP constituencies. While identifying the households belonging to Backward Classes, Enumerators should try to ascertain the facts through probing questions and interaction with the local people residing within the jurisdiction of the enumeration units concerned as well as with the members of the households.
2. In course of visit to any household, an Enumerator shall first ascertain whether the household belongs to a Backward Class. If the household belongs to a Backward Class, the Enumerator shall fill in all the columns of the enumeration form (Annexure-B of the first Guideline) in a single row. If the household does not belong to a Backward Class, the Enumerator shall fill in the columns (b) and (c) only in a single row of the enumeration form and there shall be no entry in any column from (d) onwards. If, however, the head of the household does not belong to any notified Backward Class but if any other member(s) of the household belongs to a Backward Class (due to marriage or otherwise), all the columns in a single row of the enumeration form will have to be filled in with appropriate information.
3. No acknowledgement slip will have to be given to any household; only signature/ LTI of the head of the household or the respondent will have to be obtained in the last column of the enumeration form. If the head of any household or the respondent refuses to sign or put LTI, the letter 'R' (indicating refusal to sign or put LTI) will have to be written by the Enumerator in that column.
4. Enumeration forms (Annexure-B in the Guideline) will have to be printed locally by the Block Development Officers. The enumeration forms will have 10 (ten) rows and will be serially numbered starting from serial number 10001 prefixing the name of the Block. Forms will be white in colour and will be printed and gum-bound in the shape of DO pad or letter

head pad consisting of 50 sheets i.e. 25 forms, two forms in succession carrying the same serial number.

5. Enumeration forms will be filled up in duplicate. A carbon paper will have to be used at the time of filling in the forms in duplicate. The first set of the enumeration forms will be used for draft publication at the concerned Gram Panchayat office. The second set of the enumeration forms will be used for draft publication at the Block office in the sense that it will be carefully kept in the custody of an official and will be shown to public on demand. Since data entry work would need to be done simultaneously, a set of filled-in forms may be photocopied for that purpose, if necessary.

6. Separate enumeration forms will be used for each village/para/mahalla within a GP constituency area so that village/para/mahalla-wise bunching of enumeration forms can be worked out for draft publication.

7. Services of the Inspector, BCW, posted in each Block office may be utilized for technical support for the survey work and as such the Inspector, BCW may not be appointed as a Supervisor.

8. Services of the Sub Divisional Officers may be utilized for monitoring and supervision of the survey work in the Blocks under their respective jurisdictions.

9. A list of the Backward Classes as recognized by the Backward Classes Welfare Department, Government of West Bengal will have to be given to each Enumerator and Supervisor and they will carry the said list at the time of enumeration and supervision.

10. All arrangements for training on the survey may be made beforehand, but the actual training may be conducted after 09.05.2012, i.e after the video conference on the issue.

Yours faithfully,

Joint Secretary to the
Government of West Bengal

No.2663/1(39)/PN/O/I/1S-5/2012

Dated: 02.05.2012

Copy 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 Commissioner, P&RD, West Bengal.
4. The Additional District Magistrate looking after Panchayats,.....(All)
5. The District Panchayats & Rural Development Officer,.....(All)

Joint Secretary to the
Government of West Bengal