DATA ENTRY AND DATA CLEANING OF THE HOUSEHOLDS SURVEYS

"Receipt and First Cleaning of Data"

Scheme of Presentation: - This session on "Receipt and First cleaning of data may be divided into following three sub-sessions:-

(I)Receipt management: an overview

(II)Pre-data Entry Scrutiny

(III)Field References

(I)Receipt management: We are having an organised document control system. This is known as "Receipt management system or Document Control System". This is first step of processing of Filled-in Schedule. This process or system of receipt management may summarise in the following steps:

(a) Verification of the identity of the Schedule: - On receipt of Filled-in schedule the identification of the listing schedule (known as schedule 0.0 in NSSO) is being verified with the help of Sample list. (A sample list is a document, which contains the detail of introductory particulars of the schedule 0.0). If any deviation is found, a communication would be sent to the field office for further clarifications.

(b) Updation of the Receipt register: - the receipt register (sample format is attached at annex-1) is updated. This register is an e-register (excel file). For every Round of Household survey or enterprise survey a receipt register is being maintained with required amendment(s).

(c)Checking of Household's identity:-The canvassing of household depends on its selection. The process of selection of a household for canvassing is a scientific process. With due procedure, a household gets selected from the list of households (or say frame of households). Every selected household is being given a particular identity. At the receipt stage the identity particulars of selected households for detail schedules (i.e. subject schedule) are being verified as per listing Block of the listing schedule. If any deviation found, a communication would be sent to field office, if required.

(II)Pre-data entry scrutiny:-After doing the thorough identification checking, a scrutiny of filled-in schedule is undertaken before making the data entry. As this is a scrutiny before data entry so it is called as Pre-Data Entry Scrutiny (or PDES). PDES is required to make the data error(s) free by removing the inconsistencies as well as to make the data reliable. This is a manual scrutiny. If the rule meant for a PDES fails for a household of a schedule, a communication shall be made to the Field office.

[*What do we mean by scrutiny? Scrutiny is a process, based on set rules .It may be defined as a process of examining closely, critically and thoroughly.*]

Types of error for which PDES is required: - Sampling and Non-sampling errors. Normally the occurrence of sampling error is the least in NSSO data. The fact of the matter is that the non-sampling is also got minimised due to a highly qualified and trained investigators (who collect data from the field).

But whatever inconsistencies have been observed in households survey data, may summarise as follow:-

✓ Sub-totaling error
✓ Invalid entries (usually codes)
✓ Very high figures (often due to decimal place shifting)
✓ Intra block as well as inter blocks consistencies failure.

(III)Field Reference: - this system of field reference is to achieve a high level of quality of data. Reliability of any data is very much depending on its quality. The high level of quality of data may be achieved with a proper interaction between the data collecting agency and data processing agency. There is a form (sample copy at annex-2) to communicate the inconsistency (ies) to the data collecting agency (of field office).

Annex 1-Sample of receipt register

Receipt register: NSS 68th round

July 2011- June 2012

(Document Control Section)

Page No.:-

D.P.Centre:------

State /U.T.:-------   **FOD region:--**

Sector: Rural/Urban   **Sub Round:--**

FSU NO.	Number of Schedules received for schedule Type				Data of despatch by FOD	Date of receipt at DPD	Remarks
	0.0	1.0(Type-1)	1.0(Type-2)	10			
12880	1	8	8	8	01/0/2012	13/08/2012	o.k.

Data Processing Scrutiny observations

FSU NO. : -   Round-68

Name of the State: -   RO/SRO/Dist:-

Sl. No	Sch. No.	HHId	Block	Item	Col.	Scrutiny Observations