CHAPTER 10
CHECKING AND CORRECTION OF ERRORS

In large-scale survey operations, three types of errors, namely, content errors, coverage errors and errors due to data transcription may occur. Besides them, there may occur inconsistencies within the tables and between different tables at the tabulation stage. Content errors related to discrepancy in understanding of the items and related concepts have already been taken care of at the stage of finalisation of tools and their try out. Filled-in tools have been manually scrutinised at the Block/Town/District/State level for completeness and consistency as per the procedure laid down in the Chapter 8 ìManual Scrutiny of Formsî. The important steps to improve the data quality are as under: -

1. DPC (SSA) should give top priority to data entry of Flash Statistics sheets. All the entered records of Flash Statistics sheets would be uploaded on NIC server for immediate processing.

2. DPC (SSA) should ensure that the inventory of filled-in forms received from the DSO is physically verified with the master list of villages, towns (Wards in class I cities) and schools by checking actual number of filled-in forms. Any difference found may be intimated to the concerned DSO. The forms pertaining to VIF/UIF/SIF-1/SIF-2/CIF found missing would be traced out for data entry.

3. The office of DPC (SSA) will enter data of all filled-in forms, viz. VIF, UIF, SIF-1, SIF-2 and CIF.

4. Information about number of schools in the village and urban area given at item 2 of VIF/UIF will also be checked with corresponding actual number of school forms (SIF-1/SIF-2/CIF) entered.

5. Further, it is necessary to run data validation software. This software will include specifications for range checks, validity of codes, checks for correctness of totals and consistency checks of related items within and between forms, etc

6. During the validation stage, error lists will be generated which will be handed over to DSO for making necessary corrections. The list after correction will be handed over to DPC (SSA) for carrying out the corrections in data.

7. After checking of error lists and ensuring error-free data, all filled-in forms shall be returned by the office of the DPC (SSA) to District Survey Unit (DSU).

8. The data entered by the office of DPC (SSA) will be uploaded on server after completing the validation process for further processing.

9. State level tabulations for internal consistencies within the table and between different tables will be scrutinised by the staff of the State Survey Unit and they will also validate these tabulations against Seventh Survey data. Discrepancies, if any, will be communicated to NIC for carrying out corrections.

10. After thorough scrutiny and satisfactory level of tabulation, final clearance shall be given by the State Survey Officer to generate state, district, block/town level tabulations and transmission of data to the National level for further processing.