सत्यमेव जयते

CENSUS OF INDIA 1981

PART I-B

Series 9

KARNATAKA

ADMINISTRATION REPORT—TABULATION

B. K. DAS
Of the Indian Administrative Service
Director of Census Operations
Karnataka

PREFACE

The two important phases of Census are Enumeration and the Tabulation. The Administration Report on Enumeration already published deals with the organisational aspects of census whereas the present volume describes the second phase i.e. the tabulation of census data.

Sri B. K. Das, I.A.S., who was the Director of Census Operations in Karnataka, though preoccupied with various items of work after his repatriation to the State Government was a source of inspiration and an able guide in carrying out the tabulation of data collected in census.

I had had the opportunity of getting valuable and timely guidance from Sri. Padmanabha, Ex-Registrar General and Census Commissioner, India, Sri V. S. Verma, the Registrar General and Census Commissioner, India and Sri N. Rama Rao, Deputy Registrar General, to whom we are deeply indebted.

I am thankful to all my officers and staff who were associated with the tabulation of data collected in census.

Sri B. P. Jain, Dy. Director (Ptg), Office of the Registrar General, India, arranged for the printing of this volume at the Government of India Press, Coimbatore for which our thanks are due.

The Manager of the Government of India Press, Coimbatore and his staff have taken pains in seeing this volume printed expeditiously. I must therefore place on record our thanks to all of them for their valuable and unstinted co-operation.

B. S. NARASIMHA MURTHY

Joint Director of Census Operations,
Karnataka.

Bangalore,
14th August 1989

CENSUS OF INDIA 1981

ADMINISTRATION REPORT—
TABULATION

KARNATAKA

CONTENTS

CHAPTER I

TABULATION PROCEDURES OF 1981

Introduction

The administrative steps dealing with the canvassing of houselist and the actual enumeration have been discussed earlier in Part I A—Administration Report on Enumeration. The next stage of census operations is the tabulation of the huge mass of information collected during the field operations. The arrangement for the actual tabulation of data is as hectic as the preparation for the census count and involves meticulous planning within the census organisation in accordance with the tabulation plan formulated. The administrative steps dealing with the tabulation procedure are described in this report.

For the first time in the 1981 Census, the entire data were processed on the electronic computer barring some minimum manual compilations. In the 1971 Census though the tabulations for some of the basic tables like Language, Religion, Scheduled Castes and Scheduled Tribes, Workers by broad age groups and educational levels and the Primary Census Abstracts (PCA) were prepared manually, a considerable part of the data for urban areas (on a 20% sample basis) were processed on electronic computer and the rural data (10% sample) were processed manually. In the 1981 Census except the Primary Census Abstract, Table H-2, Table HH-15, 16 and Table C. 10, all other processing was carried out on the electronic computer, Direct Data Entry Systems were set up to speed up the data input. The tabulations of individual data had to be limited to a sample considering the magnitude of population size, in order to produce them within a reasonable time.

The 1981 Census tabulation plan was finalised after consultation with the various experts in the field. The Registrar General, India had a number of meetings and conferences in that connection. A two day Workshop was held in Vigyan Bhavan, New Delhi on 26th and 27th March, 1980 to discuss the tentative tabulation plan for the 1981 Census. This was attended to by the representatives of Ministry of Home Affairs, Ministry of Education, Central Statistical Organisation, Council for Scientific and Industrial Research, National Sample Survey Organisation, Planning Commission, Department of Social Welfare, Family and Health Organisation and National Building Organisation.

Processing of Schedules in 1981

Based on the discussions of the two Data users' conferences and field experience in the Pre-tests, three schedules, namely, the Houselist, Individual slip and the Household schedule were finally adopted, canvassed and processed in the 1981 Census. The 1981 Census was carried out in two phases. The first phase being the houselisting was conducted in April-May, 1980. The canvassing of the Houselist along with the Enterprise list was completed by 30th May, 1980 in this State as per schedule. Thereafter in the second phase called Individual enumeration, the population count was done from 9 February to 28 February, 1981 with five days of revisional rounds from 1st March to 5th March, 1981. The sunrise of 1st March 1981 was reckoned as the reference point and time.

During the enumeration period, the individual slip and Household schedule were canvassed. In the past censuses, all manual tabulations were produced by sorting the Individual slips. In 1981 Census, barring some manual tabulations, practically the entire processing was done mechanically on the computor, Director Data Entry (DDE) Systems installed in this office were used with a view to speeding up the data input. For the tabulation of houselist data, a 20% systematic sample was selected and processed on the computor. The data on the physically handicapped (based on the houselist schedule) Religion, Language (from the HHS) and individual Scheduled Castes and Scheduled Tribes (from the Individual slips) were processed manually on a cent per cent basis. The Primary Census Abstract (PCA) giving data down to the village and town and ward level was compiled from the Enumerator's working sheets prepared from the Population Record (Part II of the Household Schedule). The PCA and some other tables, till the 1971 Census were generated by breaking the Individual slip pads and manual sorting of Individual slips. Upto and including 1971 Census each individual slip was handled separately and sorting was done manually by using pigeon holed racks. As a distinct departure from this procedure, the tabulation system of the 1981 Census avoided the

2—12 RGI/ND/89

breaking of the pads of Individual slips and the manual sorting of Individual slips. That means to say that this time the pads of Individual slips and Household schedules were not broken up. This method saved time and energy in bundling slips of the same block or village after every stage of processing.

The basic Primary Census Abstract was compiled by the enumerators themselves at the household level by entering details from Part II of the Household schedule. The staff of Regional Tabulation offices consisting of tabulators, checkers and supervisors, checked, edited and matched the basic data and prepared the PCA for each Enumeration Block and then for villages and Wards/Towns. The staff for the RTO's were appointed on consolidated pay. They were initially given necessary training. The processing of the economic, social, cultural, migration, fertility tables was based on 20 per cent sample of Census Enumeration Blocks. The Social and Cultural Tables except Table C. 10, Table HH-15 and Table HH-16, were based on Individual slip. The Household schedule data were processed on 20% sample basis. For this the data in Part I and column totals in Part II of the Household schedule were computerised. In addition to this a 20% sample of a part of the individual data (relationship to the head, age, sex and marital status etc.), in Part II of the Household Schedule was also computerised for household tables. After the tabulation of Household Schedule, the tabulation of Individual slip relating to Scheduled Castes and Scheduled Tribes was done on 100% data entry. Thereafter, further tabulation was carried out, out of the balance of the remaining slips. The answers recorded in question relating to Mother tongue, Bilingualism and Religion, i.e., questions 6, 7 and 8 of the Individual slip have also been processed on, a 20% basis for generation of tables on Religion, mother tongue and bilingualism. Table C. 10 was derived from Part II of Population Record of the Household Schedule manually.

Regional tabulation offices

As per decisions taken in the First conference of Directors of Census Operations held in New Delhi from 24 to 29 August, 1979, seven Regional Tabulation Offices were set up in the State each headed by a Deputy Director.

Initially these offices were to function as field agencies of the Census Directorate and to assist the Director of Census Operations in supervising and controlling the various stages of census operations in the field. Later these were converted into Regional Tabulation Offices (RTO). Based on the norm of one Regional Office for every five million population (based on the projected population) and after considering the operational and administrative convenience in the headquarters and the districts to be attached to these offices were decided. These Regional Offices were located as below:

Regional Tabulation Office	Districts assigned
1. Bangalore I . . .	Bangalore
2. Bangalore II . . .	Chitradurga, Kolar and Tumkur
3. Belgaum . . .	Belgaum and Bijapur
4. Dharwad . . .	Dharwad, Bellary and Uttar Kannad
5. Gulbarga . . .	Gulbarga, Raichur and Bidar
6. Hassan . . .	Hassan, Mandya, Chikmagalur and Shimoga
7. Mysore . . .	Mysore, Kodagu and Dakshin Kannad

The accommodation for these offices was hired out in the cities. These places are well connected by road and rail to the State headquarters. In 1961 and 1971, there were only four regional tabulation offices located at the Divisional head quarters.

Staff pattern for regional offices

The staff recruited for these Regional Tabulation Offices included Investigators/Tabulation Officers, Statistical Assistants, Supervisors, Checkers, Tabulators and clerical staff. The posts of Investigators/Tabulation Officers, Statistical Assistants, Upper Division Clerks in these offices were filled up by transfer on promotion of suitable officials from the Census Directorate. Some of the posts at clerical level were filled up on deputation basis. The posts of Junior Stenographers, Lower Division Clerks, Peons, Chowkidars on prescribed running scales of pay, Supervisors, Checkers and Tabulators on consolidated salary in the RTOs were filled up by direct recruitment from among the persons sponsored by the Employment Exchanges after conducting an interview by the respective RTOs who were designated as appointing authorities. Wherever feasible, the retired persons who were below the age of 60 years and were physically fit were also appointed as Supervisors or Checkers or Tabulators as the case may be.

The staff sanctioned for the seven RTOs in this State are indicated below:

No. of posts sanctioned in the RTOs

Designation & Scale of Pay	Banga-lore I	Banga-lore II	Belgaum	Dharwad	Gulburga	Hassan	Mysore
On Graded Scales of Pay							
Dy. Director (Rs. 1100-1600)	..	1	1	1	1	1	1
Asst. Director (Rs. 700-1300)	1	..	..	..	..	..	..
Investigator/T.O. (Rs. 550-900)	1	1	1	1	1	1	1
Statistical Asst. (Rs. 425-700)	4	3	3	3	3	3	3
Head Clerk (Rs. 425-700)	1	1	1	1	1	1	1
Jr. Stenographer (Rs. 330-560)	1	1	1	1	1	1	1
Upper Division Clerk (Rs. 330-560)	1	1	1	1	1	1	1
Lower Division Clerk (Rs. 260-400)	3	3	3	3	3	3	3
Peon (Rs. 196-232)	1	1	1	1	1	1	1
Chowkidar (Rs. 196-232)	1	1	1	1	1	1	1
On Consolidated Salary							
Supervisor (Rs. 380 PM)	8	10	10	10	9	9	10
Checker (Rs. 330 PM)	24	30	30	30	27	27	30
Tabulator (Rs. 280 PM)	143	180	180	180	162	162	180

The consolidated salary prescribed for the posts of Supervisors, Checkers and Tabulators was revised w.e.f. 1st July, 1982 (vide Registrar General's letter No. 1/35/79-Ad. I dated 3rd July, 1982) as follows:

	Consolidated Salary per month	Revised Consolidated Salary
Supervisor	Rs. 380/-	Rs. 450/-
Checker	Rs. 330/-	Rs. 400/-
Tabulator	Rs. 280/-	Rs. 350/-

CHAPTER II

PROCESSING OF HOUSELIST SCHEDULES

The canvassing of Houselist Schedules and the Enterprise list was completed by 30th May, 1980, as per the schedule. Soon after the receipt of the filled in Houselist schedules from the enumerators through the Supervisors, the charge officers were required to compile the charge abstracts from the filled in records of supervisor's circle abstracts and submit them to the District/City Census Officer concerned. The District/City Census Officer after the receipt of the charge abstracts from all the charges prepared a District, City Abstract in duplicate and sent one copy to this Directorate and retained one copy each of the charge abstract in his office. The District Census Officers after due verification of these records sent one copy of the houselist and houselist abstract of all the charges to this Directorate through special messengers. The second copy of the houselist, National maps and layout sketches was retained by the Charge Officer for use in constituting the census enumeration blocks out of the houselisting blocks for the main Census enumeration. The enterprise list and its abstracts was forwarded to the District Statistical Officer concerned for further processing.

The flow of Houselist records into this office from the districts started from the middle of June 1980. Specific dates were given to all the District/City Census Officers to bring the records to this office in order to avoid rush and also to ensure smooth receipt of the records. Special teams were constituted at headquarters to receive and ensure the completeness of records. The houselist records along with their inventories were stored in the Central Record room. The coding and Editing Cell managed the receipt and storage of these records.

As per the tabulation plan of 1981 Census, from the information obtained from the houselists, two tables namely, Table H-1 and H-2 were generated. Table H-1, presents the statistics of census houses according to the use to which they are put for total, rural and urban areas at the District and City level. This table based on 20% sample houses was processed on the Computer after editing, and coding. The coding of the Houselist schedule was done in this office. The coded houselist schedules were sent to Bombay for keying in on to tapes at the DDE station installed at the Directorate of Census Operations, Maharashtra, Bombay, as the DDE system at Bangalore was not yet ready. The data on magnetic tapes was further processed for compilation of Table H-1 at New Delhi.

The second table. Table H-2 on the physically handicapped was compiled manually at this office on cent percent processing of the houselist schedules.

Sampling procedure

Considering the magnitude of the Indian population size for the tabulation of houselist data a 20% systematic sample of census houses was selected and processed on the computer. In Karnataka, where the sampling was carried out, a random number between 1 and 5 was selected for each operational unit. For the purpose of sample selection, the operational units in a district were as follows:

(i) Class I City/Urban Agglomeration (UA). If there is more than one City/Urban agglomeration in a district, each was treated as separate operational unit. City includes an Urban Agglomeration with a population of more than one lakh.

(ii) Non-city urban area of a district. All urban areas of the district, other than cities would together constitute an operational unit. Here all the towns which were treated as constituents of an urban agglomeration were excluded as they were included under the Class I (City/Urban Agglomeration Unit).

(iii) Taluks for Rural areas. The remaining areas were considered as rural and constituted as the last of the operational units.

The houselists were arranged in the serial order of the enumerator's blocks in the ascending order of the location codes of the enumeration blocks. Within each of these operational units mentioned above samples were selected, in a continuous operation flowing from block to block within each operational unit.

Editing of the Houselists

The houselist tabulation work was taken up after Editing and Coding of the entries in the houselists. As the data in the houselists have to be coded and taken for computerisation, it was necessary that the initial operation would be faultless and no inaccuracy or omission should be allowed to remain in the returns on the schedules. The editing should necessarily be a pre-sampling operations as before sampling starts, it would be necessary to have an accurate sampling frame of Census houses.

Editing operation involved detailed scrutiny of these entries in the houselist and the houselist abstracts in case of each block which is a very important step. After the houselist records were arranged, editing operation was taken up in the coding and editing

cell of this Directorate, headed by Shri G. Nanjunda Gowda, Assistant Director, assisted by an Investigator, and Statistical Assistants, Supervisors, etc. The editing of these schedules were based on instructions from Registrar General, India.

After editing of all the lines of the houselist for the entire block, the census houses were numbered serially in red between columns 2 & 3 of the houselist itself in the sequence running through the entire block. The selection of sample houses was carried out thereafter on the basis of these new serial numbers in red. All the houselist forms were edited blockwise alongwith the corresponding enumerator's abstract.

Coding

The houselists after editing and sampling were passed on to the coding section. At the stage of sampling, starting from sample houses, the serial number of every fifth house was circled for the entire operation unit. The houses so circled constituted the sampled census houses (20%). Only such sampled census houses were coded. The code structure and instructions for coding were specified by the Data Processing Division of Registrar General's Office. The most important item that was coded was the fourth column of the houselist viz., purpose for which census houses is used. While six different (two digit codes) codes were recorded for the vacant houses with reasons of vacancy, four other codes were used for residence either solely or along with shop, workshop, etc. Nine codes were used for indicating the eight categories of non-residential uses and unspecified. For ensuring accuracy and uniformity, an illustrative list giving various uses along with the relevant codes was circulated to the coders.

Despatch of houselist for computerisation

On completion of the coding the coded houselist schedules of Karnataka were sent to Bombay for keying on to tapes, at the Direct Data Entry Station installed at the Directorate of Census Operations, Maharashtra, Bombay, as the site for DDE Systems at Bangalore was not yet ready. The data on magnetic tapes was further processed for compilation of Table H-1 at New Delhi.

Contents of Table H-1

Table H-1 presents statistics of census houses according to the uses to which they are put. The actual use to which a census house was put to was recorded in column 4 of the houselist in respect of each census house. Based on the particulars recorded, Table H-1 census houses and the uses to which they are put, was prepared separately for total, rural and urban areas of the districts and for each city. The figures presented in this tables are unbiased estimates of the characteristics, based on a 20% sample of census houses. The particulars on the uses of the census houses provided in this table of 1981 is the same as those in the last 1971 census. In 1971 also this table was generated out of 20 percent sample of census houses.

Manual compilation of table H-2

As per the tabulation plan of the 1981 census, the data on the disabled population as collected during the houselisting operations was tabulated manually on full count at this office in accordance with the instructions from Registrar General's office. Only the total number of disabled in the household was collected and no attempt was made to collect sex-wise data. Data was collected on three types of disabilities namely, totally blind, totally crippled and totally dumb. These data are presented in Table H-2 which shows the extent of physically handicapped in the population, separately for rural and urban areas in a district and for each town.

Tables H-1 and H-2 with a brief analysis on the significance of figures contained in the tables alongwith a few analytical statements, maps and charts are presented in Census of India, 1981 Series-9 Karnataka, Part VII—Tables on Houses and disabled population.

CHAPTER III

COMPILATION OF PRIMARY CENSUS ABSTRACT

For compilation of Primary Cenus Abstract (PCA) and some other tables till 1971 census, the individual slips were manually sorted after breaking the individual slip pads. At the 1981 Census, however, a significant departure was made in that the data available in Part II of the Household Schedule finalised after due editing and tallying with the concerned individual slips formed the basis for the compilation of the PCA. However, the PCA for 1981 was a simple one, consisting of only four categories of main workers against the nine categories adopted in the 1971 census.

The instructions for the compilation of PCA were issued by the Registrar General in his circular letter No. 9 DO No. 9/61/80-CD (CEN) dated 20-10-1980 which is reproduced as Annexure at the end of this volume. Detailed instructions dealing with compilation procedure are contained in the Manual for compilation of PCA. This manual is reproduced as Annexure. Alongwith the PCA, Appendix 3 to Table A-1 (Houseless and Institutional Population) was also prepared. The PCA was prepared in the Regional Tabulation Offices by a team consisting of Investigators, Statistical Assistants, etc., under the supervision of the Deputy Director of Census Operations.

Before the PCAs were compiled from the totals of population record, the relevant entries therein were edited and matched with the entries in the Individual Slips with a view to minimising the discrepancies. The editing and matching was done as a combined operations as per instructions given in the Manual of Compilation of PCA. The method of extracting PCA data manually was actually discussed at the third conference of the Directors of Census Operations which was convened in the middle of November 1980 at New Delhi. The organisation of the Regional Tabulation offices and generation of PCA was also discussed at the fourth conference of Directors that was held at Nainital during May 28—30, 1981. The Registrar General held regional conferences at Shillong in July 1981, at Kanniyakumari in August 1981, at Darjeeling in September 1981 and also at Jaipur where the progress in the compilation of PCA, problems were discussed. These conference were attended by Regional Deputy Directors of Census Operations and helped them to exchange their views and assess their progress work in comparison with other Directorates.

The compilation of PCA was done in the Seven Regional Tabulation Offices as mentioned earlier. The staff set up for the Regional Tabulation Offices has also been given earlier. The Registrar General had stipulated the various steps like editing, matching procedures involved in the compilation of PCA and the duties and responsibilities of different functionaries like tabulation, checker and supervisor, besides the senior technical staff in the manual of instructions for compiling the PCA. As suggested by the Registrar General, in his circular No. 11 of 2nd February, 1981, a detailed training programme was arranged at Bangalore for Regional Deputy Directors, Investigators and Tabulation Officers for the compilation of PCA. The officers at the headquarters also participated in the training session. The supervisory staff of the Regional Tabulation offices who received training at the headquarters trained their staff at the regional offices. At the training class, the manual for the compilation of PCA was gone through fully and various steps involved in editing and matching of Household Schedule entries and Individual Slip entries were explained and discussed in detail. This training helped them immensely in carrying out their task successfully with ease. The progress of work done in the regional tabulation offices was constantly reviewed at the headquarters by the Director of Census Operations at each stage. As per Registrar General's Tabulation Circular No. 9, the sequence of processing of Individual slip and Household Schedule was as follows:

(1) Schedules of 5 percent sample blocks selected for advance tabulation (out of 20 percent sample blocks) for preparing national estimates providing data upto State level.

(2) Schedules of the remaining 15 percent blocks out of 20 percent sample blocks.

(3) Schedules of the remaining 60 percent blocks.

Thus for compilation of PCA in its final form for a taluk/town it was necessary to complete all the above stages. For easy compilation of the PCA, four forms viz., Block Compilation Sheet, Rural Master PCA, Urban Master PCA and Village/Town PCA were prescribed. Adequate number of blank forms were printed and supplied to the Regional Tabulation Offices. The consolidation of totals for preparation of District Primary Census Abstract and the State PCA was done at this Directorate. These were published in the volume Census of India 1981 Part II B(i) Primary Census Abstract.

After processing for the PCA, the pads and schedules were sent to the Editing and Coding Cell for further processing on the computer.

Compilation of primary census abstract for Scheduled Castes and Scheduled Tribes

In addition to the Village wise Primary Census Abstract for general population, a Primary Census Abstract for Scheduled Castes and Scheduled Tribes was prepared manually on a cent percent basis in

Regional Tabulation Offices as per the decision taken at the Directors' conference held at Nainital in May 1981. Separate instructions were issued by Registrar General for preparation of Scheduled Castes/Scheduled Tribes Primary Census Abstract in his D.O. Letter No. 9/61/81-CD (CEN) dated 16th June, 1981. The PCA formats for Scheduled Castes/Scheduled Tribes are similar to the general PCA except they do not have area or particulars of occupied residential houses. The PCA for Scheduled Castes and Scheduled Tribes was prepared upto taluk level although it was built up at the block level and later at village and ward level. This PCA was prepared on the basis of the data available in the Household Schedule (Part II Population Record). The State and District PCAs for Scheduled Castes and Scheduled Tribes were prepared in this Directorate and forwarded to the Registrar General, India. These data have been published in Part II B(11) Primary Census Abstract for Scheduled Castes and Scheduled Tribes, 1981, Karnataka.

CHAPTER IV

EDITING AND CODING OF INDIVIDUAL SLIPS

Soon after the compilation of Primary Census Abstract from the Household schedules and Individual slips, the Regional Tabulation Offices were asked to send the schedules to the Editing and Coding Unit at Bangalore in stages. In order to ensure continuity of work, the household schedules and individual slips of 5 per cent blocks, 15 per cent blocks and later 20 per cent additional blocks and the balance namely, 60 per cent blocks were sent as and when the work was over in the Regional Office, along with the inventory of records. These schedules started flowing into the Editing and Coding Cell from June 1981 onwards. In the first instance, the editing and coding of individual slips relating to 5 per cent of Enumeration blocks numbering 18.4 lakhs was taken up as per decision of Registrar General to have an advance Tabulation at National and State level. This work was completed by October 1981. The schedules relating to the balance of 15 per cent blocks (out of 20 per cent area sample schedules of Enumeration blocks) which were received from the Regional Offices were taken up for processing during October 1981. The editing and coding of these numbering about 55.3 lakhs was completed in August 1982. The editing and coding cell was located at the head office, Mission Road till 31 August, 1982. Sri G. Nanjunda Gowda, Assistant Director of Census Operations was in charge of the Editing and Coding Cell and under him Sri B. Sakharam Shetty, Statistical Assistant supervised the work.

The Registrar General, India had circulated in March, 1981 a "Manual of Coding, Editing and Record Management Instructions for Individual Slips". A Regional Training conference arranged by the Registrar General, India was held in Madras from 30th April to 3rd May, 1981 in which Post Enumeration check, Census Evaluation Study, Processing of Individual slips and Statistical Quality Control were discussed. Sri B. S. Narasimha Murthy, Deputy Director of Census Operations, R. Y. Revashetti, Assistant Director of Census Operations, and Sri G. Nanjunda Gowda, Investigator, attended this conference.

The coding of individual slips was done as per the code structure prescribed by the Registrar General, India in the above Manual. The specific codes to be given to the different answers alongwith their field length were indicated in the Manual. The instructions for editing the slips were also contemplated in the Manual which we strictly adhered to. The coding of industrial and business establishments and for private and public offices and institutions, the code structures prescribed in the National Industrial Classifications 1970, were adopted. Wherever doubts and difficulties arose during the editing and coding, they were referred to Registrar General's office for clarification and were sorted out. Norms for Editing and Coding of the individual slips were prescribed for the coders. Several problem cases during the coding and editing were resolved by personal examination by the Assistant Director. The coding staff picked up speed after they completed 5% block schedule. The editing and coding of the remaining 80% individual slips relating to universal questions numbering about 296 lakhs was taken up in September. 1982. The editing and coding of answers to all the 16 questions of the individual slip (universal) was done in case of all the slips relating to Scheduled Castes and Scheduled Tribes which were stamped 'S' during PCA preparation and those selected under 20% sample of individual slips and stamped 'P' afterwards. This was done for generation of special tables on SC/ST on a cent per cent basis at a later stage. Barring these slips, the editing and coding of the rest of schedules was done only in respect of three questions 6, 7 and 8 of individual slips i.e., the questions on mother tongue, two other languages known and religion. The additional sample slips (i.e., those stamped 'P') were coded for compilation of certain economic tables.

CHAPTER V

MANUAL TABULATION OF RELIGION LANGUAGE INDIVIDUAL SCHEDULED CASTES AND SCHEDULED TRIBES DATA FROM HOUSEHOLD SCHEDULES

The Registrar General issued instructions in June, 1982 to generate basic data on Language and Religion on a cent per cent basis from Part I of the Household Schedule by manual tabulation. Accordingly, instructions were issued to the Regional Offices for compiling these data. The records relating to each charge was processed together.

The intention of the above tabulation was to compile data for the preparation of Tables HH-15 and Table HH-16 with appendices through manual tabulation. The data in these tables relate to the Religion of the head of the household and language mainly spoken by the household entered in Part I of the household schedule. Table HH-15 with its Appendix was prepared by culling out information on main religious communities as returned in Question 2 of the Household Schedule of 1981 Census. In respect of inmates of the institutional households, however, the data were abstracted from the relevant individual slips as the Household Schedule does not provide data on religion in respect of the Institutional households.

The Registrar General had prescribed a simplified procedure for the tabulation on Religion and Language. In the case of Religion other than Hindu were generated on the basis of the number of members of each household and these were deducted from the total population finalised under the Primary Census Abstract. Similarly, in respect of the speakers of Language all languages other than the major language (Kannada) were counted and the total number was deducted from the total population to arrive at the number of Kannada speaking persons. This saved a lot of time. The final consolidation of these statements for the State and Districts was done at this Directorate.

The data on the Religion were presented and published as Table HH-15 for State/District/Taluk/Urban Agglomeration/City/Town level in Census of India Paper 1 of 1985, Karnataka. Similarly, Table HH-16 relating to the Language mainly spoken in the household was generated from Part I of the Household Schedule as explained above and presented in Census of India Paper 1 of 1987, Karnataka.

3—12 RGI/ND/89

CHAPTER VI

ESTABLISHMENT OF DIRECT DATA SYSTEMS IN BANGALORE

During the 1971 Census a beginning was made towards a limited processing of census data on a computer. In the past censuses, the data had been almost entirely sorted and tabulated manually except that the 1961 household economic data were processed on a sample basis on conventional machines. A beginning was, therefore, made in mechanisation when the household economic schedules of 1961 Census were tabulated on conventional machines like sorters, tabulators, etc. Data for most of the 1971 Census tables were tabulated on the computer in the Registrar General's office by using an IBM 1401 electronic computer with 16K memory and six tape drives. In view of the massive data to be processed, sampling was resorted to in 1971. The tabulation was based on processing of 10% of the rural and 20% of the urban slips. The tabulation in respect of 20% of the urban individual slips was done by transferring the data on to punch cards and then to magnetic tape, and all the cross tabulations were done on the electronic computer. In the case of rural area, a 10% sample was selected and the slips were manually processed. The tabulation of houselist data was done on a 20% sample basis and that of the Establishment Schedules on a 100 per cent basis. In addition, an advance tabulation at the national level from one per cent sample of the individual slip was done on the computers. Based on these experiences and advantages of computerisation, it was decided that in the 1981 Census also, a large scale processing of census data should be done on the electronic computer. For the first time in the 1981 Census an effort was made to develop almost all tabulations using an electronic computer. Considering, however, the magnitude of the population of the country, it was decided to do so on a sample basis in phases, to bring out desired tabulations within a reasonable time.

Electronic data processing activity involves two basic functions, viz., preparation of data in the form acceptable as input to computer and processing of this data on the computer. Input data preparation for voluminous data like that of census involves a major effort of planning and investment. For the 1971 Census, input was prepared on cards using punch card equipment for large scale data and card input required massive card inventory, high cost of cards and large storage space. Besides, transfer of information from punched cards to the computer is a slow process considering the speed at which the computer is capable of processing data. An effort was made therefore, to study alternative media for input data preparation.

After examining the various aspects, the system known as Direct data Entry System (DDE System) which facilitates data preparation directly on to a magnetic storage media acceptable as input to the computer was found suitable. In Karnataka State, the first unit of the Direct Data Entry System, the GCS 211 (General Computer System) was installed on 8th May 1982 and the system functioned effectively from 16th June 1982. The second unit of the GCS system was installed on 2nd August, 1982. The entire processing of the census data is being done in the Registrar General's office by using a HP-1000 Computer system and connecting this to the main frame computer available at the National Informatics Centre (NIC) at New Delhi.

Each unit of the DDE system consists of sixteen data entry terminals, one magnetic disc, one magnetic tape drive and a central processing unit (CPU) with memory. This system facilitates data entry, verification and limited editing. One special feature of this system is that this is designed to detect errors as they occur. The operator can make corrections while the source document is still on hand.

The following are the advantages of the Data Entry system procedure of computerisation:

(1) Efficient error correction procedure.

(2) Versatile input and output functions from one device to another.

(3) Sophisticated data editing and validating operations to reduce errors prior to processing.

(4) Data can be stored in magnetic tapes for further processing as a permanent storage and resubmitted, whenever needed.

Except the Primary Census Abstract and Table H-2 based on hundred per cent manual processing, all other processing of census data was carried out this time on the electronic computer by using the DDE System, installed at the Bangalore unit. The whole idea of installing a DDE System was to speed up the data input and thereby reduce the time span required to produce the necessary tables. Even then, considering the magnitude of the population size, the tabulation of individual data would have to be limited to a sample in order to produce them within a reasonable time. Hence the main tables of the 1981 census will be produced on the basis of a 20% sample on the electronic computer excepting for the Primary Census Abstract based on a hundred per cent processing of the slips manually.

The Direct Data Entry Systems was located on one wing of the Second floor of this Directorate building. An appreciation course on Electronic Data Processing was held at New Delhi in October 1981 for the Directors of States. The training was found very helpful.

Sri R. Y. Revashetti ADCO(T) was appointed on deputation as Assistant Director (Data Entry) on 21-2-81. The first unit of DDE system, the GCS 211 was installed on 8th May 1982 and the second unit was installed on 2nd August, 1982. The required number of operators and supervisors was appointed on deputation by selection from mainly among the census staff in the Directorate. Sri R. Y. Revashetti, Assistant Director, Sri N. Gajendran Statistical Assistant were deputed to Bombay to receive necessary training. Sri B. Venkatachala Rao and Sri K. Balakrishna Bhat, Sr. Supervisors were deputed for training in D. P. Division of the O/o the RGI. They also attended a course in Micronic Devices. In the above programmes, system management, supervisory role and key board functions were taught. The operators and supervisors were trained in this DDE Centre. Engineers of M/s. Micronic Devices and Officers from the D. P. Division of RGI's office also imparted training in keying work. The details of the work load handled under each of the projects were as follows:

Sl. No.	Name of project	No. of Records handled (in lakhs)	Date of completion
1	2	3	4
1.	5 percent Individual Slips 1981	Karnataka (18.40)	Jan. 83
2.	15 percent Individual Slips 1981	Karnataka (full) (55.75)	Jan. 84
3.	5 percent Individual Slips 1981	Kerala (Part) 4.67	Apr. 83
4.	15 percent Individual Slips 1981	Bihar (Part) 26.13	Jun. 84
5.	20 percent Household Schedule 1981	Karnataka (Full) 12.50	Mar. 85
6.	Primary Census Abstract 1981	Karnataka 0.60	Mar. 85
7.	Village Directory 1981	Karnataka (Full) 0.60	Mar. 85
8.	100 percent Household Schedule 1981	Goa, Daman & Diu 2.29 lakhs	Jan. 85
9.	20 percent Household Schedule 1981	Maharashtra (Part) 5.00	Mar. 85
10.	80 percent SC/ST/ Slips 1981	Karnataka (Full) 59.29	Feb. 87
11.	Fertility and Mortality Schedules 1984	Karnataka (Full) 8.0	May. 86
12.	80 percent (P) Slips 1981	Karnataka (Full) 47.67	Apr. 88
13.	Question 3, 6, 7 & 8 Individual Slips 1981	Karnataka (Full) 190	Jan.

Acceptance of the Systems and Problems

After installation of the systems, the Engineers of M/s. Micronic Devices maintained the systems for a period of one year. Then the Engineers of M/s Computor Maintenance Corporation Ltd., took over charge of the systems. Breakdown of the systems due to mechanical snag and wearing out of the parts had taken place in early stage of installation of the systems. Further the systems were giving many errors and the system disk drive was also changed. Such types of problems were promptly attended to by the CMC Engineers and also replacement of parts were made wherever necessary. On the whole, the performance of the systems was found to be satisfactory.

With attachment of output systems for the existing one with change of configuration the systems can be utilised in a better manner.

However, during every year the output in the DDE was Centre affected due to imposition of power cuts by the Karnataka Electricity Board and unscheduled load shedding imposed by the KEB. To overcome this problem this office has already requested for sanction of one generator set and early orders are awaited.

CHAPTER VII

STATISTICAL QUALITY CONTROL

At the third conference of Directors of Census Operations held in November 1980 at New Delhi, it was decided that Statistical Quality Control (SQC) of data processing would be adopted in the 1981 Census on a moderate scale in a few selected places. The idea was to achieve adequate level of accuracy in coding. The SQC was introduced in 1981 for the first time in Indian Census and confined to manual coding of responses of economic questions in the Individual slips only. The methodologies of sampling inspection are based mainly on the recommendations made by Mr. Alex Van Baarue, Senior Methodologist, Statistics, Canada. The primary aim of SQC of data processing in census is the corrective measure to be carried out in the individual slips. This is exploratory in nature and the aim has been to provide useful information which can be used as a guide to full scale implementation of the technique in the subsequent censuses. The edit operation has been kept outside the purview of the SQC plan. The areas selected for the SQC operations were Bangalore and Hubli-Dharwad Corporations.

The SQC unit was set up at the coding cell where the Individual slips were processed manually.

Organisational details of the SQC

The Quality Control Unit set up for the SQC operations functioned under the officer in-charge of the coding cell. But the unit was operationally completely independent of the coding cell in all respects. The SQC Unit consisted of a small team of experienced personnel which is technically called as Noters, Adjudicators, Rechecker and Control Persons. These persons were skilled persons drafted from regular employees of Census Directorate. As regards Noters, they were selected from among the checkers in the coding cell. This team had one Statistical Assistant, two Computors and 2 Assistant Compilers and its work was directly supervised by the Deputy Director of Census Operations, Assistant Director of Census Operations and Investigators. The Investigator acted as a Control Person for the SQC Unit. The Control Person played a key role in the Quality Control set up. SQC was an on-going operation, at times situations arose when he was called upto to take independent decision right on the spot. The entire staff of SQC were trained in the editing and coding procedures. In order to ensure its smooth non-stop functioning, an equal number of officials of the same levels were selected and kept under reserve all along the line in the SQC set up starting from the Control Person to the Noter.

The SQC work in karnataka commenced with effect from 29-7-1981. The operation of coding and SQC were well coordinated and at the same time functional independence between the coding and SQC were maintained at every stage. The personnel selected and designated in the SQC unit were according to the norms prescribed by the Registrar General's Office and provisions were made for standby also in case of persons going on leave or absence. These standbys were well trained in edit, coding and the respective SQC sub-operations they were required to discharge. The details of lot formation were as per the format prescribed by Registrar General's Circular 9/10/79-CD dated 24-6-1981.

The coding work relating to blocks of SQC area was not restricted to a specific team of coders. This work was widely spread among the coders so that SQC work reveals approximately the level of accuracy of coding work in its entirety. The coding operations was executed under normal conditions and adequate supervision. The independency of operations between SQC and EC was maintained while at the same time maintaining the flow of the lots between the two units and feed back on coding standards. Summary statement of errors detected in the Direct Data Entry Systems was prepared districtwise as communicated by Registrar General's Office. But it was felt that transmission of Statements frequently was not necessary.

All cities in the population of 1 lakh and above were selected for the manual re-check work. Mysore city was taken up for error listing of codes at DDE stage.

The procedure adopted for SQC operations was according to the guidelines indicated in the Quality Control Manual issued by the Registrar General's Office. The adjudication work relating to 15% sample blocks was completed on 22-5-1982. The code error list prepared by the Adjudicator and other records were then submitted to the Contol Person who in turn either accepted or rejected the lots. If the lot was rejected, it was sent back to coding cell or recoding. The recorded lots were then sent to the second adjudicator for verification and review. The decision of the second Adjudicator in this regard was final. Then the records were returned to the Control Person. The duty of the Re-checker was to re-check 4 lots at random of which 2 lots were with 100% verification and 2 without it. The SQC summary statement forms were sent regularly every week to the Joint Director in-charge of SQC Unit in Registrar General's Office.

During the course of SQC Opeations, Sri M. G. Kini, Reseach Officer, Registrar General's Office visited our Directorate to review the work on 31-8-1981

and again on 5-9-1982. He has expressed satisfaction over the SQC work in Karnataka particularly with regard to excellent coordination between coding and SQC sections, functional independence and the movemet of records. Again, Dr. Majumdar, Joint Director, office of the Registrar General. India, visited our SQC Unit on 23rd and 24th June, 1982 and reviewed the work. These visits greatly helped us in improving the implementation of SQC.

The experience of SQC suggests that if certain standards of coding have to be attained, training and proficiency must be built up among the coders. Adoption of SQC will dispense with the age old practice of 100% verification of the tabulation process. This saves a lot of manpower, cost and time. For further details one may refer to Paper 1 of 1981 "Final Report on the application of Statistical Quality Control, Methods in 1981 Census", published by Registrar General, India, New Delhi.

CHAPTER VIII

SPECIAL TABLES 6A AND 6B

The Registrar General, India through his letter No. 9/31/86-CD (CEN) dated 14th August 1986, conveyed his decision to process the 20 percent sample households for special tables 6A & 6B which had been already processed for tables C-10 on "Structure of family and households." In a subsequent letter of even number dated 2nd Dec. 1987, it was further decided to reduce the sample households by half by selecting every alternative sampled household. Still later, the sampling was reduced to 5% sample households to complete the work within the target date.

The special tables 6A & 6B would be useful in estimating fertility rates by reverse survival of the children living with the mothers. In short, this is known by the name "own-children method of estimating fertility". Experts have pointed out various difficulties encountered in using own-children data. However, an attempt was made in the 1981 Census, for the first time to collect data on own-children.

While filling up the household schedule systematically the census enumerator would have entered the serial number of the mother within brackets for all those children below the age of 10 years, against the relationship of the child to the head of the household. Using this clue, the number of own children by the age of the child was tabulated in single years of age as 0, 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10, against the age of the mother tabulated in single years of age as 11, 12, 13, 14, 15, ...62+ ANS (Age not stated) and Mothers not identified. Further the tabulation had to be done for each religion for each charge. Detailed instructions are reproduced in the annexe.

In some cases it happened that mothers below the age of 10 years had children of age 9 and 10 years, and mothers beyond the age 49 years, say 59 years, had children of age 10 years. It was clarified by the Registrar General, that they may be clubbed along with the figures of 'Mothers Not Identified' age group of the mother. Thus one form had to be filled up for each religion in every block. After exhausting all the blocks in a charge one has to go to the next charge.

After the block compilation sheet had been filled up, one had to post these figures into corresponding charge compilation sheets. Unlike the Block Compilation Sheets, Charge Compilation Sheets have to be separately filled up for each religion and each age of the mother separately.

Although, it looks simple, the process is very complicated, as, from each charge level, one has to move up to District level and similarly to State level, creating a whole lot of voluminous records. Till one reaches the level of district or state level, it is not possible to check up with any other published figures, except by entry to entry checking which is as good as redoing the job.

While both the forms 6A and 6B are the same, 6A is meant for Rural areas and 6B is meant for Urban areas. A team was constituted to process the Schedules under Sri K. R. Narayana, Assistant Director of Census Operations (Tech) assisted by 2 Investigators, 9 Statistical Assistants, 11 Computor and 5 Assistant Compilers. The work commenced in April '88 and was completed in August '89.

ANNEXE

Important letters

and

Instructions on Tabulation

APPENDIX 1

1981—CENSUS
IMMEDIATE

D.O.N. 9/61/80-CD (CEN)
Government of India
Ministry of Home Affairs
The Registrar General, India
2-A Mansingh Road,
New Delhi-110011

October 29, 1980

P. PADMANABHA

CENSUS OF INDIA 1981—TABULATION CIRCULAR NO. 9

Subject:—Compilation of Primary Census Abstract

My dear Das,

This circular deals with the compilation of the Primary Census Abstract and Appendix 3 to Table A-1 (Houseless and Institutional Population). The priority in tabulation is also indicated herein so far as the generation of the PCA is concerned and the manner in which the records would have to be processed for this purpose is also clarified. The formats of the Primary Census Abstract and Appendix 3 to Table A-1, which are the end products of this compilation process, are given as Appendices 1 & 2 to this circular.

The Primary Census Abstract (PCA) and some other tables have, till the 1971 census, been generated by breaking the Individual Slip pads and manual sorting of the Individual Slips. As a distinct departure from this procedures, the tabulation system of the 1981 census will avoid the breaking of the pads and manual sorting of the Individual Slips. This time the pads will not be broken, whether they relate to the individual Slips or the Household Schedules, and the data for the PCA will be obtained by compilation of data available in Part II of the Household Schedule, namely, the Population Record.

Regional Tabulation Offices

For the purpose of compilation of data for the PCA it is proposed to establish Regional Tabulation Officers in the States and Union Territories. Separate staff on fixed pay will be provided for this compilation work in each of these Regional Tabulation offices. Instructions have already been issued indicating the scale of such staff and delegating the powers of creation of these posts and appointments, to the Directors. The regional offices which have now been established for the operations as such will in effect be converted into Regional Tabulation Offices.

Keeping in view the work involved in compilation of the PCA and taking into consideration the time span within which the PCA has to be generated, the norm for staff would be one post of Tabulator for every 30,000 population, one post of Checker for every 6 Tabulators and one post of Supervisor for every 3 Checkers. One Statistical Assistant will be incharge of 3 Supervisors. Wherever possible, the Directors are requested to investigate the possibility of drawing upon the existing staff for this work. In such cases, the Assistant Compilers will function was Checkers and the Computors as Supervisors.

Posts have already been created for tabulation of the houselisting results. This staff appointed for processing of houselisting results will continue to work in the Regional Tabulation Offices and will get merged with the larger staff created for generation of the PCA. The entire staff should be intensively trained for this purpose at least a fortnight ahead of the date by which the records are expected to reach the Regional Tabulation Offices. The compilation of the Primary Census Abstract and Appendix 3 to Table A-1 in all the States and Union Territories will have to be completed as expeditiously as possible but in no case later than 10 months after the receipt of the records in the Regional Tabulation Offices. This target date is fixed keeping in view the urgency of the date required and is based on the norms fixed after the workstudy undertaken in this office.

In states where there is more than one Regional Tabulation Office, the staff can be allocated on the basis of the schedules to be handled by a particular Regional Tabulation Office. No fixed norm with regard to the strength of a Regional Tabulation Office is, therefore, being laid down and the Directors of Census Operations will have to determine the number

4—12:RGI/ND/89

of Tabulators, Checkers and Supervisors to be allocated to a particular Regional Tabulation Office on the basis of the above norms.

The Regional Tabulation Offices will receive the records from the Charge Offices directly and not through the District Census Officer, as will be seen from the enclosure to this office letter No. 9/16/80-CD (CEN) dated 9th May, 1980 (Circular No. 16).

Handling of Records

The operational unit for the purpose of compilation of the data for the PCA and Appendix 3 to Table A-1 will be an enumeration block. The Tabulator will do the basic editing, totalling, checking and compilation etc. of the Household Schedules as well as Individual Slips, as has been explained in the Manual for the Compilation of Primary Census Abstract. The functions of the Checkers and Supervisors have also been adequately described in the Manual.

It is proposed to have an advance tabulation of data at national level on the basis of 5 per cent of the sample blocks. The instructions as to how this sample will be drawn for advance tabulation are contained in this office letter No. 1-7/80-DD dated 7-6-1980 (Tabulation Circular No. 6).

The Sample Slip is being canvassed universally in all the Union Territories as also in the States of Assam, Himachal Pradesh, Jammu and Kashmir, Maharashtra, Manipur, Meghalaya, Nagaland, Sikkim, Tripura and West Bengal. In the remaining states of Andhra Pradesh, Bihar, Gujarat, Haryana, Karnataka, Kerala, Madhya Pradesh, Orissa, Punjab, Rajasthan, Tamil Nadu and Uttar Pradesh, the Sample Slip is being canvassed in 20 percent of the enumeration blocks. The mode of drawing the 5 percent sample in these two sets of states will obviously be different as explained in Tabulation Circular No. 6.

The processing of the data for the generation of all tables, except the Primary Census Abstract and the A-series tables, will be on the computer and for this the Direct Data Entry Systems Units will be commissioned soon. The manual and mechanical processing of the schedules will thus have to be so organised *that the records relating to sample blocks for advance tabulation are dealt with first and released fo detailed editing and coding in the* Editing and Coding Cells. This would ensure that none of the operations is delayed.

Sequence in processing of schedules

The period specified for generation of the PCA is 10 months as indicated earlier. However, it is necessary to ensure that the flow of records to the Direct Data Entry Systems through the Editing/Coding Cells is so organised as to enable us to generate tables at the national level by way of advance tabulation on the basis of 5 percent of the sample blocks followed by the processing of records relating to the rest of the area sample, and subsequently by the processing of the balance records. The management of the records on this basis will ensure that the Direct Data Entry Systems are not kept idle but can commence work as soon as possible. The sequence of processing of the Individual Slips and Household Schedules will therefore be as follows:—

Stage I

Processing of Individual Slips and Population Records pertaining to 5 per cent of the Sample blocks for national level estimates. This 5 per cent of the sample blocks will be in the case of all States and Union Territories, including Assam, Maharashtra and West Bengal. After processing of the records referred to herein for the PCA of these blocks, these pads and schedules will go to the Editing and Coding Cells for advance tabulation of national level estimates on the DDE systems.

Stage II

Processing of the slips and corresponding Population Records in the following cases—

(a) of the remaining 15 per cent of the sample blocks in respect of States of Andhra Pradesh, Bihar, Gujarat, Haryana, Karnataka, Kerala, Madhya Pradesh, Orissa, Punjab, Rajasthan, Tamil Nadu and Uttar Pradesh as also in the states of Assam, Maharashtra and West Bengal;

(b) records of 95 per cent of the blocks in the Union Territories and of Himachal Pradesh, Jammu and Kashmir, Manipur, Meghalaya, Nagaland, Sikkim and Tripura.

After processing for PCA the pads and schedules in these cases will be sent to the Editing and Coding Cells for further processing on the Direct Data Entry Systems.

Stage III

(i) In States where Sample Slips have been canvassed in sample areas only, as also in Assam, Maharashtra and West Bengal, the Slips and the corresponding Population Records in respect of 20 per cent of the blocks in the non-sample areas will be taken up for PCA, after stages (I) and (II) stated above are completed. These slips along with other records will then be sent to the Editing and Coding Cells.

(ii) After completion of the PCA relating to this additional 20 per cent sample drawn from the non-sample areas in these states, the balance of 60 per cent records will be processed for generation of the PCA.

Generation of the Primary Census Abstract

In order to be able to arrive at the PCA finally, three basic formats will be used which are explained in detail in the Manual. These are the following:

(a) The block Compilation Sheet.

(b) The Blockwise Master PCA.

(c) The urban/village PCA.

The first form will yield the PCA data for each block. One such form will necessarily have to be used, with or without continuation sheets as the case may be, for each block. The format is at Appendix 3 to this circular.

The Blockwise Master PCA, which is the second form, will be used to arrive at the PCA data for each village or urban charge on the basis of the corresponding data for each enumeration block included therein. The formats are different for rural and urban areas and are at Appendices 4 and 5 to this Circular.

The last forms of course the basic PCA format itself which is part of the tabulation plan (Appendix 1).

In addition to these forms, it is proposed to obtain the data for Appendix 3 of Table A-1 simultaneously. For this purpose the form in Appendix 6 to this Circular will be adopted.

In the case of the smaller urban areas it may be possible to use the same Blockwise Master PCA form for the entire urban area since the number of blocks may not be very large. However, in the case of the cities or metropolitan areas or even in the case of large towns which contain many charges within them, it may be more convenient if the Blockwise Master PCA is developed for each charge or ward within the city etc. In such a case, the PCA for the entire urban area will have to be generated by using fresh Blockwise Master PCA forms in which the charge or ward totals would be incorporated to arrive at the city total. If this system is adopted, small but necessary changes in the headings of the format would have to be made.

It will be noticed that the Block Compilation Sheet will first give us the PCA information for each block and that this information will be transferred against the appropriate block number in the Blockwise Master PCA. After all the entries in the Blockwise Master PCA are filled, the PCA for each village or urban charge will be obtained. The village PCA or the urban PCA will thereafter be compiled on the basis of the Blockwise Master PCA.

In processing the schedules it has already been mentioned that the sequence will first relate to the 5 percent of the sample blocks followed by 15 percent of the sample blocks or 95 percent of the remaining blocks in the case of certain areas and a 20 percent additional sample. This would mean that the Blockwise Master PCA will have to be written up as and when the information is available after processing for a block. It is possible that in a village there are more than one block and one of them becomes the sample block. In an urban charge there are many blocks and one or more of them may be a sample block. According to the sequence of processing, the records for the sample block will be processed first and the records of the non-sample blocks in this village or urban charge will be handled only after the sample blocks of all the charges allocated to a Regional Tabulation Office have been processed. This can happen after a timelag of a few months depending on the workload in each such office. It is in this context that the preparation of the Blockwise Master PCA requires complete supervision and care. It will be evident that the entries in the Blockwise Master PCA will be made for the sample blocks first as and when they are processed and one would have to wait for filling in the PCA details of the non-sample blocks till these are processed later. Similarly the figures against each block will be entered in the compilation sheet for Appendix 3 to Table A-I by the checker as and when he gets the results for a block.

The village/urban PCA will be written up when the totals for each village or urban charge have been obtained through the Blockwise Master PCA.

Both the Blockwise Master PCA and village PCA as well as Compilation Sheets for Appendix 3 to Table A-1 in respect of each charge must be ready for posting of compiled data before the processing of the Individual Slips and Population Record in each State and Union Territory starts. In other words, the first three columns of the Blockwise Master PCA should be written up before the records are issued to any team. Simultaneously, first three columns of the Village PCA should be written in the Regional Tabulation Offices. Similarly, location particulars are the first (block number) column of the Compilation Sheet for Appendix 3 to Table A-1 should be filled, so that both the Blockwise Master PCA and Village PCA as well as Compilation Sheets for Appendix 3 to Table A-1 can be issued to the team along with other records.

While writing up the three columns of the blockwise master PCA for rural areas it would be necessary to have these details entered in such a manner so that one line is kept free for arriving at the village totals in cases where a village contains more than one block. If this is not done, it would be necessary to use a similar format again which would add to the work-load. Therefore, in writing up the first three columns of the blockwise master PCA in the rural areas, wherever a village has more than one block the next line should be left blank for arriving at the village totals. The manner in which this can be done is illustrated below only with reference to the first three columns of the form. It will be obvious that

the other columns relating to this line will be blank at this preliminary stage but will be written up during the course of the compilation by the Checker.

Sl. No. of Village	Name of Village	E.B.No
1	ABC	1
2	DEF	2
		3
3	GHI	4
4	JKL	5
		6
		7
		8
5	MNO	9
		10
6	PQR	11
7	STU	12

In the case of urban areas, as has been indicated earlier, ward-wise totals will be arrived at separately for each ward through the Blockwise Master PCA. These will later be carried over to a similar format to arrive at the figures for the urban area itself. Normally, therefore, the procedure suggested in the case of rural area should not be necessary for urban areas.

As suggested earlier, if separate sheets are being used for each charge/ward within large urban area, the preliminary details even in these cases must be written up well before the processing starts.

The preliminary work can start soon after the Enumeration blocks for the actual enumeration have been carved out. A team or two in each Regional Tabulation Office should be entrusted with this job. They must complete this work by the end of February 1981 positively.

The PCA and Appendix 3 to Table A-1 are proposed to be obtained on the basis of the Population Record and the Individual Slips after applying very elementary editing and matching procedures. These procedure are described in a Manual wherein the duties and responsibilities of different functionaries are described in detail. The method of compilation to be adopted is also described therein. Copies of the Manual are being printed in English and Hindi centrally. A cyclostyled copy of the English version will be sent separately.

The basic steps which the Tabulator would have to follow in generating the PCA are indicated below very briefly:

(i) Columns 1 to 7 of Part II of the Household Schedule—Population Record will be edited in detail.

(ii) After the edit referred to above has been carried out, the entries in column 1 to 7 of the Population Record will be matched with the entries against Questions 2 to 5 of the Individual Slips.

(iii) The entries relating to Questions 8, 9 and 10 in the Individual Slips will be edited and matched with the corresponding entries in the Household Schedule, Parts I and II.

(iv) Question 11 and Questions 14A to 16 of the Individual Slips will be edited.

(v) After the edit in item (iv) is over, the entries against Question 11 and Questions 14A to 16 of the Individual Slips will be matched with columns 10 to 21 and 24 to 35 of the Population Record.

(vi) After the above processes are over, the column totals will be verified with regard to columns 2, 4, 5 and 8 to 35 of the Population Record.

In this system of generation of the PCA, the Supervisor in each Regional Tabulation office will be responsible for finalising the PCA at each charge level. It must be mentioned here that in the case of a city or other large urban area the word charge refers to a ward or division or other areas within the city or such large urban areas. It would be necessary to ensure that the PCA is aggregated at higher levels i.e. at tehsil level, city level, town level etc. This work must be assigned to the Statistical Assistants and the Investigators in each Regional Tabulation Office. Similarly, the district totals must also be developed in the Regional Tabulation Office concerned. Having obtained the PCA figures at these higher area levels, these figures must be aggregated again to obtain State level figures. For this purpose the Directors may organise small units at the headquarters itself and use the same formats with suitable changes.

Supervision

It would be necessary to ensure that the senior officers including the Investigators and Statistical Assistants in each Regional Tabulation Office carry out close supervision at every stage and also apply test checks. This supervision and checks must relate to all stages of PCA tabulation, i.e., to the edit/desk match stage, the work of the Tabulator, the totals computed by the Checker and the charge PCA figures obtained by the Supervisor. It would be necessary that specific instructions are issued with regard to adequacy of supervision and sample checks.

Similar procedure would apply to the generation of Appendix 3 to Table A-1.

Please acknowledge receipt of this circular.

Yours sincerely,
Sd-
(P. PADMANABHA)

Encl : five spare copies

Shri B. K. Das,
Director of Census Operations,
Karnataka.

APPENDIX I

URBAN/VILLAGE PRIMARY CENSUS ABSTRACT

Location Code Number	Name of village Town/Ward	Area of village in hectares & of town/ ward in Km²	No. of Occupied residential Houses		Total Population (including Institutional & Houseless population)			Scheduled Castes		Scheduled Tribes		Literates	
			No. of Houses	No. of Households	P	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14

MAIN WORKERS															
Total Main Workers (I—IX)		Cultivators (I)		Agricultural Labourers (II)		Household Industry Manufacturing, Processing, Servicing and Repairs (V(a))		Other workers (III, IV, V(b) & VI to IX)		Marginal workers		Non-workers		Seeking/available for work	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

APPENDIX II

A-1 AREA, HOUSES AND POPULATION

Houseless and Institutional Population

State/District/ Tehsil/U.A./ City/Town	Total/Rural/ Urban	HOUSELESS POPULATION				INSTITUTIONAL POPULATION			
		No. of Households	Persons	Males	Females	No. of Households	Persons	Males	Females
1	2	3	4	5	6	7	8	9	10

APPENDIX III

BLOCK COMPILATION SHEET

Page No.....

RURAL/URBAN

Name of State .....Code No.....Name of City/Town .....Code No.....

Name of District.....Code No. .....Name or No. of Charge .....Code No.....

Name of Tahsil/Taluk
C.D. Block etc. .....Code No.....Ward No .....

Type of Household: Normal/Institutional/Houseless

Enumeration Block No.....

Sl. No.	House-hold No.		Total Population		Scheduled Castes		Scheduled Tribes		Literates		MAIN WORKERS									
											Total Main workers		C		AL		HHI		OW	
		P	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
		(2)	(4)	(5)	(8)	(22)	(9)	(23)	(10)	(24)	(14)	(28)	(16)	(30)	(17)	(31)	(18)	(32)	(19)	(33)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

Marginal workers		Non-workers		Seeking/available for work	
M	F	M	F	M	F
(15)	(29)	(13)	(27)	(20)	(34)
22	23	24	25	26	27

APPENDIX IV

Page No.....

BLOCKWISE MASTER PRIMARY CENSUS ABSTRACT—RURAL

Name of State .....Code No .....Name of Tahsil/Taluk/C.D. Block etc.....

Name of District.....Code No.....Code No.....

Sl. No. of village	Name of Village	EB No.	No. of Occupied residential houses	No. of house-holds	Total population (Including institutional and Houseless Population)			Scheduled Castes		Scheduled Tribes		Literates	
					P	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Main workers															
Total main workers		C		AL		HHI		OW		Marginal workers		Non-workers		Seeking/available for work	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

APPENDIX V

Page No.

BLOCKWISE MASTER PRIMARY CENSUS ABSTRACT—URBAN

State.....Code No. .....Taluk/Tahsil/C.D.Block etc .....Code No.....

District .....Code No.....City/U.A./Town .....Code No.....

Sl. No. of Ward Charge	Name of Ward or Charge	EB No.	No. of Occupied residential houses	No. of house-holds	Total population (including Institutional and Houseless Population)			Scheduled Castes		Scheduled Tribes		Literates	
					P	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Main Workers										Marginal workers		Non-workers		Seeking/available for work	
Total main workers		C		AL		HHI		OW							
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

APPENDIX VI

COMPILATION SHEET FOR APPENDIX III TO TABLE A-1

Name of State .....Code No.....

Name of Charge.....Code No.....

Name of District .....Code No.....

Name of Tehsil/Town .....Code No.....

Rural/Urban.....

Enumeration Block No.	Houseless Population				Institutional Population			
	No. of Households	Persons	Males	Females	No. of Households	Persons	Males	Females
1	2	3	4	5	6	7	8	9

APPENDIX II

D. O. No. 9/61/81-CD (CEN)
Government of India
Ministry of Home Affairs
The Registrar General, India
2-A Mansingh Road
New Delhi-110 011
Date : 16 June 1981.

P. PADMANABHA

My Dear,

Subject:—**Primary Census Abstract for Scheduled Castes and Scheduled Tribes.**

At the recent Conference of Directors, we had discussed the possibility of generating the tables relating to the scheduled castes and scheduled tribes as quickly as possible through manual processing. I had said that I would write to you on this matter. We have gone into this in great detail here and find that, despite our anxiety to produce the tables by individual caste and tribe, this would not be desirable because of possible inconsistencies with the computer tabulation which would later be incapable of reconciliation. Therefore, we are giving up the manual preparation of data for each caste and tribe as such and restricting ourselves to the preparation of tables which would represent the Primary Census Abstract for total scheduled castes and scheduled tribes. The enclosed note contains the procedure for compilation of the PCA for total scheduled castes and scheduled tribes through a manual system of tabulation.

2. The instructions are enclosed may be got printed or cyclostyled locally since only a few copies will be necessary. The SC/ST PCA which will be generated on the basis of these instructions is essentially an abstraction of the material available in the Household Schedule Part II—Population Record. Obviously, it can be argued that all that we need have done is to pick out SC/ST households in the Block Compilation Sheets and total these separately. However, it is recognised that there may be households of a mixed character and the SC/ST population of such households would only be available through Part II of the Household Schedule. Therefore, these instructions specify the abstraction of the SC/ST PCA through the Part II Household Schedule only.

3. The system which is suggested here is that there should be one Special Tabulator in each team who will do this work as part of the record flow to that team. The work of each of the Special Tabulators will be checked and further compilations will be made by one Special Checker for the entire R.T.O. I would have no objection to your enhancing the strength of the Special Checker if you think this is necessary but obviously too many people are not needed. The Special Tabulator in each team will be drawn from within the Tabulators of the team and he/she would have to be trained in this procedure separately. The Special Checker or in rare cases the Special Checkers would also have to be drawn from the total strength of Checkers in the R.T.O. and necessary training will also have to be given to this category.

4. Because of the introduction of this special tabulation of the SC/ST PCA based on the Household Schedule, the management of records would require some consideration. The records are now issued to the Supervisor of each team for generation of the PCA and after the PCA is generated these now move back to the Record Room. We would now have to indicate the way these records will move in view of this special tabulation and I am briefly mentioning the movements involved for which you would have to issue detailed instructions. The essential movements would have to issue detailed instructions. The essential movements would be the following.

(i) After the PCA is generated by the Tabulators of a team, these records will move to the Checkers in the team for finalisation of the Block PCA and preparation of the Master PCA.

(ii) After the PCA stage is over, the records would have to go to the Special Tabulator for preparation of the special SC/ST PCA. Since the Special Tabulator would only be concerned with the Household Schedules, either only the Household Schedules may be given to the Special Tabulator or, if you consider it preferable to keep the pads and the Household Schedule books together, the entire records would then go to the Special Tabulator and later move back through the Supervisor to the Record Room. If only the Household Schedule books are being given to him, the Supervisor would have to ensure that the pads, bundled block-wise are returned to the Record Room separately. In the Record Room, care would again have to be taken to see that the block records are again put back together. I would leave the specific manner of handling this stage to you.

(iii) The Special Tabulator will compile the block SC/ST PCA and thereafter the Special Block Compilation Sheets along with the records

would have to be passed on by the Supervisor of the team concerned to the Special Checker.

(iv) After the Special Checker has completed his work, these records will have to come back to the Supervisor of the team concerned who would be responsible for returning them to the Record Room.

5. Control Sheets to watch movement would have to be developed. The sheets now developed would doubtless be capable of use except that they may have to be modified slightly so that these special movements are also indicated.

6. I need hardly mention that the important thing is to ensure that this work is carried out on a 100 per cent basis, ensuring at the same time that records are not missed or mixed up at any stage. The main movements have been indicated above. Modifications and improvements can certainly be made and this I would like to leave to you.

7. The compilation of the Special SC/ST/PCA referred to herein can conveniently commence when the PCA tabulation of the 80% records is taken up. However, even now, if you can introduce it half way through the 15 per cent tabulation (or 95 per cent tabulation in certain areas), it would be worth doing so. The important point is that one is absoltely sure where one has begun this work, so that correspondingly one is quite sure about the blocks for which it would have to be done separately. This takes me on to the manner in which these special tabulations would have to be prepared in the case of the blocks already completed. These are mainly the 5 per cent blocks and the further blocks where PCA tabulation would have been completed by the time you introduce this system. In case the 5 per cent blocks have not yet been forwarded to the Editing and Coding Units, this can as well be done by a few officials in the R.T.O. itself. If these have been forwarded to the Editing and Coding Cells a few officials in these Cells would have to be assigned this work. It may be particularly noted that the Block Compilation Sheets of these special tabulations would then have to go back to the R.T.O. concerned for incorporation in the Master PCA of the charge.

8. It would be obvious that the special tabulation suggested herein will provide a further check for scrutiny of totals. The Special Master PCA or, for that matter, the Special Block PCA should tally with the SC/ST figures in the Master PCA. These checks have been incorporated in the instructions enclosed.

9. It is proposed to publish the SC/ST PCAs in Part II B at Tahsil level for which separate instructions will follow. You may now proceed to get this work organised. Please keep me informed of progress made. I am enclosing 10 copies of the instructions for your convenience.

Please acknowledge receipt of this letter in the formal enclosed.

Yours Sincerely,

(Sd.)

(P. PADMANABHA)

Shri B. K. Das
Director of Census Operations
Karnataka.

—Copy—

(Sd.)
Deputy Director of Census
Operations, Karnataka.

INSTRUCTIONS FOR COMPILATION OF PRIMARY CENSUS ABSTRACTS FOR SCHEDULED CASTES AND SCHEDULED TRIBES

Apart from the Primary Census Abstracts for the entire population, it has now been decided to compare manually the Primary Census Abstract separately for Scheduled Castes and for Scheduled Tribes. The format of these Abstracts are shown in Annexures 1 & 2. You will notice that these formats are similar to the Primary Census Abstract with slight variation.

Though the PCA for Scheduled Castes and Scheduled Tribes will be brought out only at tehsil/town levels, it will have to be compiled at block level and also built up for village/ward level. This will be done through the Urban and Rural Master PCA for Scheduled Castes and Scheduled Tribes (Annexes 3 & 4).

The compilation of Primary Census Abstracts for Scheduled Castes and Scheduled Tribes will be a part of the PCA operations in the Regional Tabulation Offices although they will be compiled independently from the Population Record—Part II of Household Schedule. One Tabulator from each Supervisor's team and one Checker for the RTO will be assigned to this work. This Tabulator hereinafter called the Special Tabulator of each team will have to make the compilation block by block and the Checker hereinafter called the Special Checker will check all these Tabulators' work and make entries in the Master Primary Census Abstracts for Scheduled Castes and for Scheduled Tribes.

This compilation for each block will be taken up by the Special Tabulators after the compilation for the general Primary Census Abstract is completed. That is, when a Checker has finalised the totals of the Block Compilation Sheets for a block after tallying (and reconciling) them with the Enumerators' Abstract and Working Sheets, the Special Tabulator in the Checker's team assigned for the Primary Census Abstract for Scheduled Castes and Scheduled Tribes will take up compilation work for the block. The Checkers in

each team after completing the work for any block will pass on the Household Schedule books to this Special Tabulator of the team. This Special Tabulator when he completes the compilation work for any block will handover through his Supervisor the Household Schedule books and Compilation Sheets to the Special Checker in the Regional Tabulation Office who has been assigned the work of Primary Census Abstract for Scheduled Castes and Scheduled Tribes. After finalising the totals for Scheduled Castes and Scheduled Tribes for any block the Special Checker will handover the Household Schedule books to the Supervisor of the team from which he received the records.

While this channel of flow of records will be followed in general, i.e. for blocks for which the PCA work is in progress or will be taken up in future, for blocks for which PCA work has already been completed the flow of records will be slightly different. In this case the Special Tabulator will be issued the Household Schedule books for such blocks one by one (or a few blocks at a time) by his Supervisor instead of receiving them from the Checkers of his team.

The procedure for the compilation of the Primary Census Abstract for Scheduled Castes and Scheduled Tribes is simple and similar to the compilation after step 5 of PCA for the general population. A compilation sheet very similar to that used for the general PCA compilation, as in the format shown in Annexe 5 as Block Compilation Sheet (SC/ST), will be used for this purpose.

Special Tabulator

The Special Tabulator will be issued the list of Scheduled Castes and Scheduled Tribes for the State/District that he will be dealing with. He will also be provided with blank Block Compilation Sheets (SC/ST). When the Special Tabulator receives the Household Schedules for a block, the Part II of the Schedules—Population Records would already have been edited and corrected in the process of general PCA compilation.

He will start with the Household Schedule Part II—Population Record by inspecting the entries in Cols. 8, 9, 22 and 23 of the Population Record and if he finds any entry of Scheduled Caste or Scheduled Tribe for any person in the household he will take a Block Compilation Sheet (SC/ST) and enter the identification particulars for the block and also record Scheduled Castes or Scheduled Tribes according as whether he comes across the Scheduled Castes or Scheduled Tribes person in the Household Schedule. The Special Tabulator will merely have to strike out the appropriate entry where "Scheduled Castes/Scheduled Tribes" has been printed on top of the Block Compilation Sheet. He will take out a fresh Block Compilation Sheet each for Scheduled Caste and Scheduled Tribe only the first time he comes across a Scheduled Caste or Scheduled Tribe person in a block. Having started an SC/ST sheet for the block he will have to make entries for that household and for all further households in the block in the SC/ST member in that Block Compilation Sheet (SC/ST). He will check from the Population Record for such a household, if all the members of the household are recorded as Scheduled Castes or as Scheduled Tribes or only some. More often he will find that all the members of the household are recorded as Scheduled Castes or Scheduled Tribes and in such cases Code 1/2 for Scheduled Castes/Scheduled Tribes would have been recorded against Q. 3 (SC/ST of head of household) of Part I of the Household Schedule. In this case the Special Tabulator will simply copy the entries from the total (bottom) line of the Population Record into the Block Compilation Sheet. He will first copy the Household serial number in col. 2 and then make entries in cols. 3 to 23 by copying from the Population Record. In the Block Compilation Sheet, below the column heads the corresponding column numbers of the Population Record are indicated in brackets. Please note that all households whether normal, institutional or houseless will be entered in these Block Compilation Sheets, if there is an SC/ST member in the household.

It is possible that in some household schedules, not all enumerated members are recorded as SC or ST. This would happen mostly with institutional households. In such cases, the Special Tabulator will have to compute the totals of each column of the Population Record only for the SC or ST members. He may compute these totals by counting the ' ' marks in each column against SC/ST members only or by adjusting (deducting) the column totals for non-SC/ST persons in the household, whichever is convenient. These computed column totals for only SC/ST members should be entered after entering the Household serial number in col. 2 of Block Compilation Sheet (SC/ST). In rare cases, it is possible that some members of a household are recorded as SC and some others as ST. If it is so, separate column totals for SC and for ST members will have to be derived by counting the ' ' marks separately for SC and ST members. In this case, the serial number of household will be entered in the Block Compilation Sheets for SC as well as for ST and the respective column totals will be entered against the household.

In the case of large households where more than one Household Schedule might have been used, care should be taken to copy the proper column totals. After making entries for a household, the Special Tabulator will proceed to the next Household Schedule. If in a household (Population Record), there is no SC or ST members, he will skip the household and go on to the next Household Schedule. Thus, the Special Tabulator will make entries in the Block Compilation Sheets for SC and ST only in respect of those households which have an SC or ST member. He will thus take a Block Compilation Sheet for SC or ST only when he comes across an SC or ST member respectively, in the Household Schedules of the block.

After completion of all households in a block, he will strike the totals for cols. 3 to 23 of the Block Compilation Sheets for SC and for ST. If there are a large number of entries either for SC or ST, the Special Tabulator will continue in a 2nd, 3rd, etc.,

sheet numbering them continuously till the completion of the block. He will then strike totals on each Sheet and carry forward the totals from each sheet on to the top of the next sheet, so that the totals on each sheet for a block will indicate the progressive totals and the totals on the last sheet, the totals for the block. After completion of all Household Schedules, if the Special Tabulator finds that he has not come across any SC or any ST person, he will simply fill the identification particulars of the block in a Block Compilation Sheet for SC or ST, as the case may be and write 'NIL' across. Thus, for every block he must fill two Block Compilation Sheets, one for SC and one for ST, irrespective of whether there is an SC or ST person in the block or not.

After completion of this work for a block, the Special Tabulator will hand over the Household Schedule books, the Block Compilation Sheets SC and ST for the block to the Special Checker for making entries in the Master PCA (SC/ST) and PCA (SC/ST).

Special Checker

The Special Checker who is assigned for the work of Compilation of PCA for SC & ST will have to check the Block Compilation Sheet (SC/ST) filled by all the Special Tabulators for PCA SC/ST, reconcile the totals of the Block Compilation Sheets with SC/ST population entered in the general Master PCA, make block-wise entries in the Master PCA for SC/ST and finally strike the village/ward totals.

The Special Checker will receive the Household Schedulebooks and the completed Block Compilation Sheets SC and ST for each block, as and when completed, from the Special Tabulator assigned to this work from each team of the RTO. For each block, the Special Checker will have to first add and check whether the column totals 3, 4 & 5 of the Block Compilation Sheet for SC and ST are correct. If not, he will have to correct the column totals. After this, he will check whether these column totals 3, 4 & 5 of the Block Compilation Sheets SC and ST tally with the SC and ST population, males and females entered for the block in the Rural/Urban general Master PCA. If these totals tally, he will check all the other column totals of the Block Compilation Sheets for SC and ST and correct them.

Next, he will make two checks on these totals for inter-se consistency. The totals (of C, AL, HHI & OW for males) of columns 10, 12, 14 & 16 must add upto the total (male main workers) of Col. 8. Similarly, the totals of columns 11, 13, 15 & 17 for females must add upto col. 9. Also, the total (of male main workers, marginal workers and non-workers) of cols. 8, 18 & 20 must add upto the (male population) column total 4 and the total (for females) of cols. 9, 19 & 21 must add up to the cols. total 5. After making these checks and ensuring that the column totals are internally consistent, he will enter them in the Master PCA for SC and for ST for the charge against the block number already entered in it. Even if there is a 'NIL' Block Compilation Sheet (SC/ST) he will make entries ' -- ' in the Master PCA SC/ST.

In case, the col. totals 3, 4 & 5 do not tally with the SC and ST population entered in the general Master PCA, the Special Checker will have to reconcile the two sets of figures. For this, he will have to first go through the Household Schedules one by one and check up whether every household which has a SC or ST person entered in the Population Record has been entered in the Block Compilation Sheet SC and ST, respectively. If any such households have been missed, the Special Checker should make the entries for those households in the Block Compilation Sheet (SC/ST) at the end after the totals for the block. He will then add these fresh entries in cols. 3, 4 & 5 to the original totals and see whether these revised totals tally with the SC/ST population of the block as entered in the general Master PCA. If they now tally, he should strike the revised totals for all other columns adding the fresh entries to the original totals which should also be checked. If, however, the revised totals of cols. 3, 4 & 5 still do not tally with the general Master PCA, the Special Checker will have to check whether the entries against each of the households entered in the Block Compilation Sheet SC/ST have been made correctly or not. He will have to do this by referring to the Household Schedule for each of the households entered in the Block Compilation Sheets (SC/ST) and tallying the entries against the household with the column totals of the Population Record. This has to be done for all the households entered in the Block Compilation Sheets one by one and after correcting the entries against them, the column totals should be accordingly corrected. At this stage, the column totals 3, 4 & 5 should tally with the SC/ST population entered in the general Master PCA. If they do not tally even at this stage, this may be brought to the notice of the Assistant Director In-charge who will do the needful.

If the column totals 3, 4 & 5 tally with the general Master PCA, but the internal consistency checks fail, then also the whole process of checking with the Household Schedules for entry of all households with an SC/ST person in Population Record and correct entries in all the columns against each household should be carried out. Here, the check of entry of serial number of household in col. 2 and of other entries in cols. 3 to 23 against the household with the Population Record should be carried out simultaneously.

Please note that these checks are independent for SC and ST and only for those, either of SC or of ST which do not tally, the detailed checks with Household Schedules need be made.

ANNEXE I

PRIMARY CENSUS ABSTRACT FOR SCHEDULED CASTES

Sl. No.	State/District/ Tahsil/U.A./ City/Town	Total/ Rural/ Urabn	No. of Households with SC members	Total Scheduled Castes Population			Literates			Total Main Workers (I-IX)		
				P	M	F	P	M	F	P	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13

Main Workers																		Seeking/available for work		
Cultivators (I)			Agricultural Labourers (II)			Household Industry, Manufacturing, Processing Servicing, and Repairs			Other Workers (III, IV, V(b) & VI to IX)			Marginal workers			Non-workers					
P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34

ANNEXE II

PRIMARY CENSUS ABSTRACT FOR SCHEDULED TRIBES

Sl. No.	State/District/Tahsil/ U.A./City/Town	Total/ Rural/ Urban	No. of Households with ST members	Total Scheduled Tribes Population			Literates			Total Main Workers (I-IX)		
				P	M	F	P	M	F	P	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13

Main Workers																				
Cultivators (I)			Agricultural Labourers (II)			Household Industry, Manufacturing, Processing, Servicing and Repairs (V(a))			Other Workers (III, IV, V(b) & VI to IX)			Marginal workers			Non-workers			Seeking/Available for work		
P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34

ANNEXE III

URBAN MASTER PRIMARY CENSUS ABSTRACT (SC/ST)

Name of State ..... Code No. ..... Name of Taluk/Tehsil/C.D.Block etc..... Code No. .....

Name of District ..... Code No..... Name of City/U.A./Town .....Code No. .....

Scheduled Castes/Scheduled Tribes*

Sl. No. of ward/ Charge	Name of ward/ Charge	E.B. No.	No. of House-holds with SC/ST* members	Total SC/ST* Population			Literates		Main Workers			
									Total Main Workers		Cultivators	
				P	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13

Main Workers											
Agricultural Labourers		Household Industry		Other Workers		Marginal Workers		Non-Workers		Seeking/Available for work	
M	F	M	F	M	F	M	F	M	F	M	F
14	15	16	17	18	19	20	21	22	23	24	25

*Strike out whichever is inapplicable.

ANNEXE IV

RURAL MASTER PRIMARY CENSUS ABSTRACT (SC/ST)

Name of State ..... Code No. ..... Name of Tahsil/Taluk/C.D Block etc..... Code No.....

Name of District ..... Code No. .....

Scheduled Castes/Scheduled Tribes*

Sl.No. of Village	Name of Village	E.B. No.	No. of House-holds with SC/ST* members	Total SC/ST* Population			Literates		Main Workers			
									Total Main Workers		Cultivators	
				P	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13

Main Workers											
Agricultural Labourers		Household Industry		Other Workers		Marginal Workers		Non-Workers		Seeking/Available for work	
M	F	M	F	M	F	M	F	M	F	M	F
14	15	16	17	18	19	20	21	22	23	24	25

*Strike out whichever is inapplicable.

ANNEXE V

BLOCK COMPILATION SHEET (SC/ST)

URBAN/RURAL

Name of State ..... Code No. ..... Name of City/Town ..... Code No. .....

Name of District ..... Code No. ..... Name or No. of Charge ..... Code No. .....

Name of Tahsil/Taluk/C.D. Block etc..... Code No..... Ward No. .....

Scheduled Castes/Scheduled Tribes*

Enumeration Block No.....

Sl. No.	Household Number	Total Population			Literates		Main Workers					
							Total Main Workers		Cultivators		Agricultural Labourers	
		P (2)	M (4)	F (5)	M (10)	F (24)	M (14)	F (28)	M (16)	F (30)	M (17)	F (30)
1	2	3	4	5	6	7	8	9	10	11	12	13

Main Workers									
Household Industry		Other Workers		Marginal Workers		Non-Workers		Seeking/Available for work	
M (18)	F (32)	M (19)	F (33)	M (15)	F (29)	M (13)	F (27)	M (20)	F (34)
14	15	16	17	18	19	20	21	22	23

*Strike out whichever is inapplicable.

6—12 RGI/ND/89

APPENDIX III

D.O. No. 9/61/81-CD(CEN)
Government of India,
Ministry of Home Affairs,
The Registrar General, India,
2-A Mansingh Road,
New Delhi-110 011.
July 30, 1981

P. PADMANABHA

Subject.—**Progress Report for the SC/ST PCA stage Work.**

My Dear Das,

You will recall that in my Circular D.O. No. 9/61/81-CD(CEN) dated 16 June, 1981, we have asked you to prepare Primary Census Abstract for Scheduled Castes and Primary Census Abstract for Scheduled Tribes. It is necessary that a separate progress report for the SC/ST PCA stage work be obtained from your office in a suitable form every month.

I am enclosing the Monthly Progress Report form for SC/ST PCA stage work and it should be sent to me every month. The form now prescribed is an adaptation of the form prescribed for reporting monthly progress of General PCA work sent with my D.O. Circular No. 9/22/81-CD (CEN) dated 19 May, 1981. It will be noticed that the Report will have to be sent in a separate form for reporting work relating to the 5% sample, the 15% sample (95% in the case of smaller States and Union Territories), additional 20% sample and the remaining 60% sample. At this point, your attention is invited to para 7 of my Circular D.O. No. 9/61/81-CD (CEN) dated 16 June 1981. In those cases where the records relating to 5% or 15% sample have been forwarded to the Editing and Coding Cells, the progress report will have to be obtained from the concerned cells.

This report may please be sent from the month beginning 1st August, 1981. In effect, therefore, the report received in August will relate to July, 1981. I would also like to emphasise that the reports should reach me by the 10th of the following month in duplicate.

Please acknowledge receipt.

Yours sincerely,
(Sd.)
(P. PADMANABHA)

Encl: As above

Shri B. K. Das,
Director of Census
Operations, Karnataka.

—Copy—

Bangalore, dated 11 Aug. 1981
(Sd.)
(B. S. NARASIMHA MURTHY)
Joint Director of Census Operations, Karnataka.

GRAMS : MYCENSUS PHONE : 24313

No. TCH. 62 CCP 81
Government of India,
Ministry of Home Affairs,,
Office of the Director of Census
Operations, Karnataka.

No. 21/1 Mission Road,
Bangalore-27.

Dated 13th August, 1981.

To

The Deputy Director of Census Operations.
Regional Tabulation Office,
Bangalore-II/Belgaum/Dharwad/Gulbarga/Hassan/
Mysore.

The Assistant Director of Census Operations,
Regional Tabulation Office.
Bangalore-I.

Sir.

Sub.—**Progress Report for SC/ST PCA Stage Work.**

Please find enclosed a copy of the D.O. letter No. 9/61/81-CD(CEN) dated 30-7-1981 received from the Registrar General, India, New Delhi which deals with sending of separate progress report for the SC/ST PCA stage work.

As this office is required to forward the consolidated monthly report for the State as a whole, you are requested to prepare the monthly progress report for the month as a whole in the prescribed format with effect from July, 1981 and forward the same in duplicate so as to reach this office before 5th of the following month.

Please ensure that the progress report for General PCA stage work and for the SC/ST PCA stage work reach us by 5th of the following month.

Receipt of this letter and its enclosures may kindly be acknowledged.

Yours faithfully,
(Sd.)
(B. S. NARASIMHA MURTHY)
Joint Director of Census Operations, Karnataka.

Report relating to 5%
15%/95%
Addl. 20%
60%

State /UT.....

Report for the month of.....

Monthly progress Report relating to Scheduled Castes/Scheduled Tribes Population, Primary Census Abstract

State/ UT/RTO	Total Rural Urban	Number of charges including special charges to be handled with provisional population			Number of charges and their Scheduled Caste/Scheduled Tribes final population for which the special Tabulation completed.									Number of for which sent to editing and coding by the end of the month under report
					at the beginning of the month under report			during the month under report			at the end of the month under report			
		No.	S.C.	S.T.	No.	S.C.	S.T.	No.	S.C.	S.T.	No.	S.C.	S.T.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

APPENDIX IV

IMMEDIATE

D.O. No. 9/28/85-CD (CEN)

GOVERNMENT OF INDIA

Ministry of Home Affairs,

OFFICE OF THE REGISTRAR GENERAL, INDIA

N. RAMA RAO,
Assistant Registrar General

2/A, Man Singh Road,
New Delhi—110 011.

22nd November, 1985.

Dated 26th Nov. 1986

Dear Shri Narasimhamurthy.

As you are aware table C-10 given on page 86 of the Tabulation Plan has to be generated from Part-II (Population record) of the Household Schedule. It has been decided by Registrar General, India to generate this by manual tabulation. The table will be generated from 20% sample of Household Schedules in respect of major States. An explanatory note is enclosed which will give you a background of this table.

For smaller States and all Union Territories, where 100% tabulation was adopted, the present tabulation will also be on cent per cent basis. The instructions regarding the generation of this table are enclosed. These instructions are meant for the officers-in-charge of the work and have not been drafted in a manner in which they can be directly handed over to the staff engaged in this work. The idea is that the officers first train themselves and understand the work and impart instructions either orally or with very brief written version which by and large will follow the enclosed instructions.

The Registrar General, India has decided that there shall be no additional staff sanctioned for this work and it has to be got done by the existing staff. No particular norm for this work is fixed. You are requested to commence this work in one district and let us know the time taken to complete it by mobilising all staff available for this work. You may please decide the constitution of the teams etc.

The Registrar General desires that the compilation should be closely supervised and checked so that there are no errors of any kind. Please send by 25th December, 1985 the progress made in this regard in the enclosed proforma.

In some cases the household schedules may be at the D.D.E. centres which may be taken back immediately if the work of data entry is over. No detailed instructions on record management are given since you are already aware of these instructions during the earlier manual tabulation of household schedules.

Hindi version will follow.

Please acknowledge receipt.

With regards,

Yours sincerely,

(Sd.)

(N. RAMA RAO)

(Enclosed 4 extra copies)

Shri B. S. Narasimhamurthy,
Joint Director of Census Operations, Karnataka,
Bangalore.

EXPLANATORY NOTE ON THE TABLE C-10

Since 1961 Census, the tabulation plan provided a format for tabulating data on some aspect or the other of household size or structure under the series on Social and Cultural Tables. The table proposed to be generated in this regard for 1981 Census will not only give information on the structural composition of households by size but also their pattern of distribution in different parts of the country. This is intended to give an idea of the trend of distribution of nuclear, extended (joint) and other households in rural and urban areas besides cities having a population of 1 lakh and above.

Columns 1-5 of this table will provide information on general demographic perspective of the households, column 6 on the number of single member households and column 7, on the number of households where only head and spouse live. Information

relating to nuclear households will be available from columns 8-10 and that on broken nuclear from 11-13 columns. Columns 14-16 pertain to supplemented nuclear, columns 17-19 to broken extended and columns 20-22 to broken supplemented nuclear households. Columns 23-28 will provide information on extended (joint) households including the distribution of linearly/vertically extended households and linear-cum-collateral households which show a stronger base for extended (or joint) households. Column 31 will give information on residential category of households.

This table covers non-institutional households as well as houseless households.

INSTRUCTIONS FOR TABULATION OF DATA FOR TABLE C-10 ON HOUSEHOLDS BY COMPOSITION AND SIZE

Compilation

1. Take the Household Schedule (HHS), District by District and within a district, Charge by Charge.

2. Having taken the HHS of a Charge, Check with the help of the Charge Register, whether the records of all EBs in the charge are there. With reference to the index slip on the EB bundle, check whether all the HHS books of the EB are available. If the records of a EB as a whole or part of a EB are not available, steps should be taken immediately to trace them and put them in appropriate place. This is a very important preliminary operation. This tabulation has to be done separately for rural, non-city urban charges and city charges.

3. This manual processing will be done for 20% sample HHS for major States having a population of more than 10 million and cent per cent HHS for the seven smaller States and the Union Territories. The reference to sample in the instructions does not apply to the latter smaller States and the Union Territories. Institutional households are to be excluded from this processing. Hence, if there is a sample HHS belonging to an institutional household, it need not be considered for the present tabulation. Take the bundle of the first EB and start from the first book of HHS. As you are aware, the sample HHS are marked (P) on the right hand top corner. Take the first sample HHS. Turn to part-II of the HHS. Go through col. 3 on relationship to head and give on the top of the population record, the Roman number after deciding under which composition, the household comes. For knowing this Roman number code, see attached list.

4. The descriptions of the composition of the Household are self explanatory. Roman number on the Household Schedules has to be given after carefully deciding the same. This should be done by a senior officer.

5. The Block Compilation Sheet (BCS) for each EB has to be prepared separately for each category of the composition of household (i.e. I, II, III, IV.....etc). The particulars of this household will be entered in the concerned BCS only i.e., in the BCS for the same category as the household. If the head of this household is male put a tick mark (√) in col. 3 of this BCS. If she is female put a tick mark in col. 4. Then, put a tick mark under the concerned household size against this household (you should carefully determine the size of the household w.r.t. the number of members of the household). The entry in respect of the first sample household is now over. You may now take the next sample household and proceed on the same lines taking care to enter the particulars of this household in the BCS concerned (i.e. in the BCS on which the category of composition of household given is the same as the one given on the top of Population Record). After exhausting all the sample households in this manner, you will have maximum ten BCSs. You need not prepare BCS for the category of composition of household which is not occurring in the EB.

You may now take up the filled in BCS for the EB one by one. Count the tick marks in each column and enter the total of each column. You should keep the BCS of the EB separately intact.

After completing the processing for all EBs of the charge, the Charge Compilation Sheet (CCS) should be filled in. The CCS also will be prepared according to the category of composition of household. The CCS will be prepared on the same lines using BCS totals. At the end, for each charge you will have maximum ten CCS.

Table C-10 for State/District/City (proforma enclosed) may be prepared using the CCS totals.

Checking

1. Normally the work of the three Computors/Asst. Compilers who compile the BCS and the CCS may be checked cent per cent by one S.A./Computer.

2. The arithmetical accuracies in BCS and CCS could be checked by the person who checks the work of the compilation.

3. While categorising the Household based on composition of the household great care should be taken. The officers concerned have to ensure that it is done properly by checking the Roman numbers given on the top of population record in respect of *all HHS.*

4. The supervisors can check the work of the three checkers on a random basis to ensure accuracy in the tabulation. DD/AD in charge of the work should check the work of all the teams constantly. They have an important role in the matter of determining the composition of the household.

Statement showing Roman Nos. to be assigned for Composition of Household Categories

Roman No.	Description of the Composition of Household
I . . .	Single Member
II . . .	Head and Spouse
III . . .	Head and spouse with unmarried children
IV . . .	Head without spouse but with unmarried children
V . . .	Head and Spouse with or without unmarried children but with other relations who are not currently having spouses.
VI . . .	Head without spouse but with other relations of whom only one is having spouse.
VII . . .	Head without spouse with or without unmarried children but with other unmarried/separated/divorced/widowed relation(s)
VIII . .	Head and spouse with married son(s)/daughter(s) and their Spouses and/or parents with or without other not currently married relation(s)/Head without spouse but with atleast two married sons, daughters and their spouses and/or Parents with or without others not currently married relation(s).
IX . . .	Head and spouse with married brother(s) Sister(s) and their spouses with or without other relation(s) (including married relation)/Head without spouse but with atleast two married brother(s)/Sisters and their spouses with or without other relation(s).
X . . .	Other households not covered elsewhere by size.

Block Compilation Sheet for Table C 10—Household by Composition and size

Name of State .....Code No.....Name of City/Town .....Code No.....

Name of District .....Code No.....Name or No. of Charge .....Code No.....

Name of Tahsil/etc. .....Code No.....Enumerator Block No.....Total No. of HHS ...

Category of the Composition of HH :—I

Sl. No.	HH No.	HH with male head	HH with female head	Households with size '1'
1	2	3	4	5
Total :				

Compiled by .....

Checked by .....

Block Compilation Sheet for Table C 10—Households by Composition and Size

Name of State .....Code No.....Name of City/Town .....Code No.....

Name of District .....Code No.....Name or No. of Charge .....Code No.....

Name of Tahsil/etc. .....Code No.....Enumerator Block No.....Total No. of HHs ...

		Category of the Composition of HH. II		
Sl.No.	HH. No.	HH with male head	HH with female head	Household with size — '2'
1	2	3	4	5
Total				

Compiled by .....

Checked by .....

BLOCK COMPILATION SHEET FOR TABLE C 10—HOUSEHOLDS BY COMPOSITION AND SIZE

Name of State .....Code No.....Name of City/Town .....Code No.....

Name of District .....Code No.....Name or No. of Charge .....Code No.....

Name of Tahsil/etc. .....Code No.....Enumerator Block No. .....Total No. of HHs ...

Category of the Composition of HH :—III/V/VI/X

Sl. No.	HH. No.	HH with male head	HH with female head	Household by size	
				3—5	6+
1	2	3	4	5	6
Total					

Compiled by .....

Checked by .....

BLOCK COMPILATION SHEET FOR TABLE C-10—HOUSEHOLDS BY COMPOSITION AND SIZE

Name of State .....Code No.....Name of City/Town .....Code No.....

Name of District .....Code No.....Name or No. of Charge .....Code No.....

Name of Tahsil/etc. .....Code No.....Enumerator Block No .....Total No. of HHs .....

Category of the Composition of HH :—IV/VII

Sl.No.	HH No.	HH with male head	HH with female head	Household by size	
				2—5	6+
1	2	3	4	5	6
Total					

Compiled by .....

Checked by .....

BLOCK COMPILATION SHEET FOR TABLE C-10—HOUSEHOLDS BY COMPOSITION AND SIZE

Name of State .....Code No.....Name of City/Town .....Code No.....

Name of District.....Code No.....Name or No of Charge.....Code No.....

Name of Tahsil/etc.....Code No.....Enumerator Block No.....Total No. of HHS. ..

Category of the Composition of HH:—VIII/IX

Sl. No.	HH No.	HH with male head	HH with female head	Household by size	
				4—6	7+
1	2	3	4	5	6
Total					

Compiled by .....

Checked by .....

CHARGE COMPILATION SHEET FOR TABLE C—10

Name of State .....Code No.....Name of City/Town .....Code No.....

Name of District .....Code No.....Name or No. of Charge .....Code No.....

Name of Tahsil/etc.....Code No.....Total No. of E. Bs. .....

Category of the Composition of HH : I

Sl. No.	E. B. No.	No. of HHs with male head	No. of HHs with female head	No. of HHs with size '1'
1	2	3	4	5
Total of all EBs in the Charge				

CHARGE COMPILATION SHEET FOR TABLE C--10

Name of State .....Code No.....Name of City/Town .....Code No.....

Name of District .....Code No.....Name or No. of Charge .....Code No.....

Name of Tahsil/etc.....Code No.....Total No. of E.Bs .....

Category of the Composition of HH : II

Sl. No.	E. B. No.	No. of HHs with male head	No. of HHs with female head	No. of HHs with size '2'
1	2	3	4	5
Total of all EBs in the Charge				

CHARGE COMPILATION SHEET FOR TABLE C—10

Name of State .....Code No.....Name of City/Town .....Code No.....

Name of District .....Code No.....Name or No. of Charge .....Code No.....

Name of Tahsil/etc.... .....Code No.....Total No. of E.Bs.....

Category of the Composition of HH :— III/V/VI/X

Sl. No.	E.B. No.	No. of HHs with male head	No. of HHs with female head	No. of HHs by size	
				3-5	6+
1	2	3	4	5	6
Total of all E.Bs. in the Charge					

CHARGE COMPILATION SHEET FOR TABLE C—10

Name of State .....Code No.....Name of City/Town .....Code No.....

Name of District .....Code No.....Name of No. of Charge.....Code No.....

Name of Tahsil/etc. .....Code No.....Total No. of E. Bs..... .....

Category of the composition of HH :— IV/VII

Sl. No.	E.B. No.	No. of HHs with male head	No. of HHs with female head	No. of HHs by size	
				2-5	6+
1	2	3	4	5	6
Total of all E.Bs. in the Charge					

CHARGE COMPILATION SHEET FOR TABLE C—10

Name of State .....Code No.....Name of City/Town .....Code No.....

Name of District .....Code No.....Name or No. of Charge .....Code No.....

Name of Tahsil/etc.....Code No.....Total No. of E.Bs. .....

Category of the Composition of HH :— VIII/IX

Sl. No.	E.B. No.	No. of HHs with male head	No. of HHs with female head	No. of HHs by size	
				4—6	7+
1	2	3	4	5	6
Total of all EBs in the Charge					

C—10 HOUSEHOLDS BY COMPOSITION AND SIZE

State/ District/ City*	Total/ Rural/ Urban	Total No. of Households	Head of household		No. of households by size comprising				
			Male	Female	Single Member	Head and spouse	Head and spouse with unmarried children		
							Total	3-5 members	6 members and above
1	2	3	4	5	6	7	8	9	10

No. of households by size comprising								
Head without spouse but with unmarried children			Head and spouse with or without unmarried children but with other relations who are not currently having spouses			Head without spouse but with other relations of whom only one is having spouse.		
Total	2 5 members	6 members and above	Total	3-5 members	6 members and above	Total	3-5 members	6 members and above
11	12	13	14	15	16	17	18	19

No. of Households by size comprising					
Head without spouse with or without unmarried chlidren but with other unmarried/separated/divorced/widowed relation(s)			Head and spouse with married son(s)/daughter(s) and their spouses and/or parents with or without other not currently married relation(s)/Head without spouse but with atleast two married sons, daughters and their spouses and/or parents with or without other not currently married relation(s)		
Total	2-5 members	6 members and above	Total	4-6 members	7 members and above
20	21	22	23	24	25

No. of households by size comprising					
Head and spouse with married brother(s), sister(s) and their spouses with or without other relation(s) (including married relation(s)/ Head without spouse, but with atleast two married brothers/sisters and their spouses with or without other relation(s)			Other households not covered elsewhere by size		
Total	4-6 members	7 members and above	Total	3-5 members	6 members and above
26	27	28	29	30	31

*Cities with population one lakh and above.

PROFORMA FOR PROGRESS OF WORK FOR TABLE C-16

Date of Commencement	Asst. Compilers	No. of staff deputed for the work			No. of supervising Officers (DD/AD)	Name of the District	No. of charge	
		Computors	Statistical Asst.	Investigators			Rural	Urban
1	2	3	4	5	6	7	8	9

No. of E.Bs.		No. of household schedules		No. of households schedules completed so far		Average No. of household schedules compiled in a day	Probable date of completion of the work for the district
Rural	Urban	Rural	Urban	Rural	Urban		
10	11	12	13	14	15	16	17

APPENDIX V

D. O. No. TCH 24 CCP 80
Government of India,
Ministry of Home Affairs
No. 21/1, Mission Road,
Bangalore-560 027.
Dated 1-4-1981

B. S. NARASIMHA MURTHY,
Deputy Director of Census Operations,
Karnataka.

Dear Sir

Subject.—**Census of India 1981—Generation of PCA— Forwardal of list of 5% Sample of Enumeration Blocks and Processing of 5% Sample Records.**

Please refer to this office letter of even number dated 20/21-3-1981, enclosing a list of 5% of Sample Blocks pertaining to your division. Now that you have received all the records from all the Charge Officers of your Division, we presume that you have already put your staff in sorting out the records of 5% Sample. As you are aware the advance tabulation based on 5% sample has to be taken up most urgently. You must hurry up in organising that the records relating to sample blocks 5% sample, for advance tabulation are dealt, with first and released for detailed editing and coding in the Editing and Coding Cells at Bangalore. This would ensure that none of the operations are delayed.

2. The Regional Tabulation Offices are required to process the schedules in three (3) phases namely 5% Sample, 15% Sample and 20% Additional Sample in the above sequence. The Regional Tabulation Offices after checking, editing and processing of these schedules separately for Rural and Urban areas should deliver the records to the Coding and Editing Cell at Bangalore, as per the priority indicated above. We are receiving urgent letters from the Registrar General, India that processing of 5% slips and transfer of data to tapes should be completed on Top Priority for generating tables at the natural level on the basis of 5% of sample blocks. I am therefore to request you to take up processing of 5% sample schedules most immediately if not taken up by now. Immediately after this, you will have to take up the processing of 15% sample records followed by 20% additional sample records. You will have to plan in advance meticulously from now itself to complete these stages namely identifying the sample records, editing and processing generation of PCA and finally despatch the records to the Edit and Coding Cell of this office at each stage of completion of processing of individual slips relating to 5%, 15% and 20% additional sample and the remaining 60% in their order. The PCA would have to be generated as and when the information is available after processing for a block.

3. We presume that you have already taken action in getting the first three columns of the Blockwise Master PCA filled up in respect of all the charges. This must be completed before the records are issued to any team. Simultaneously, first three columns of the village PCA should be got written up. Similarly, location particulars, the first column of the compilation sheet for Appendix 3 to Table A—I should be filled.

4. The Director of Census Operations has desired that you should keep us informed about progress of work at every stage. Incidentally, the Director of Census Operations likes to know most urgently from you whether you have completed the identification and processing of the records in respect of 5% Sample, and filling up the first three columns of Blockwise Master PCA and Village PCA.

With regards,

Yours sincerely,

(Sd.)

(B. S. NARASIMHA MURTHY)

Copy to

1. Deputy Director of Census Operations (Admn.)
2. Assistant Director of Census Operations (DDP).
3. Assistant Director of Census Operations (T).
4. Investigator (Tabn).

APPENDIX VI

GRAMS : MYCENSUS

PHONE : 24313

No. TCH. 41.CCP.80

Government of India

Ministry of Home Affairs

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1 Mission Road,
Bangalore-27.

Date: 20th April, 81.

To

The Deputy Director of Census Operations,
Bangalore II/Belgaum/Dharwad/Gulbarga/Hassan/
Mysore.

The Assistant Director of Census Operations,
Bangalore 1.

Sir,

Please recall the discussions we had during the course of the meeting of the Deputy Directors, Investigators/Tabulation Officers of the R.T.O's and officers of this Directorate held here on 9-4-81 and 10-4-81.

Amongst other points, I had emphasized the urgent need to train the PCA staff and put them on the task of processing the Schedules pertaining to 5% Sample of blocks. I believe you have now taken up the training of your staff.

It is essential that the PCA staff are trained both in the enumeration aspects and the procedure relating to the generation of PCA including Edit Instructions. Kindly ensure that the training imparted is as thorough as possible and the three tier PCA staff understand their respective responsibilities and duties. It is important that instructions particularly those relating to the Edit aspects issued are uniform and the staff clearly understand the Edit instructions.

While I would not lay down any restrictions on the No. of rounds of training to be given for each batch, size of each batch etc., I particularly insist that the training should be completed before the end of this month positively. Kindly send me a detailed report on this aspect immediately after the completion of the training.

I am sure you will have by now identified the records of all the 5% sample blocks. It is estimated that on an average four 5% sample blocks will be required to be processed by a Tabulator for generation of PCA.

I, therefore, expect that this item of work will be port which should be submitted to me for every fort-Slips and Household Schedules pertaining to 5% sample of blocks are forwarded to this office after processing and posting the data on to the relevant compilation sheets before 25-5-81 so that Editing and Coding Cell in this office can take up further processing.

I am herewith enclosing the format of Progress report which should be submitted to me for every fort night starting from the fortnight ending 30-4-81.

Instructions for forwardal of the records of 5% blocks and the format of the Inventory will be communicated to you shortly.

Yours faithfully,

(Sd.)

(B. K. DAS)

Director of Census Operations,
Karnataka.

CENSUS OF INDIA 1981

Progress Report Regarding Editing, Matching and Compilation of PCA. for the Fortnight ENDING.....

Regional Tabulation Office.....

District/ Rural Charge/ Town/City/ U.A.	Total No. of blocks in the Charge	Total No. of blocks				No. of blocks for which Editing & Matching of entries completed				Total No. of blocks for which the data have been posted on to the compilation sheets, Appendix-3 to A1 7 & Urban or Rural Master PCA.				Whether PCA finalised	Remarks if any
		Sample I		Sample II		5%	15%	20%	60%	5%	15%	20%	60%		
		5%	15%	20%	60%										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

APPENDIX VII

GRAM : MYCENSUS

PHONE : 70871
24313

No. TCH 48 CCP 81

Government of India

Ministry of Home Affairs

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1 Mission Road,
Bangalore-560 027

Dated 20th April, 1981

To

The Deputy Director of Census
Operations, Karnataka.
Bangalore II
Belgaum/Dharwad/Gulbarga/
Hassan/Mysore

The Assistant Director of
Census Operations (T)
Bangalore-1

Sir,

Subject.—**Updating of the frame for the selection of additional 20% sample of blocks—regarding.**

Immediately after the processing of the schedules for generation of PCA pertaining to the 20% sample of blocks, the RTOs are required to take up the processing of the blocks which fall in the Additional 20% Sample.

The selection of Additional 20% sample of blocks is being taken up in this office. For updating the sampling frame it would be necessary to include all such blocks which were not carved out at the stage of forming the CEBs earlier but curved out at a later stage. Similarly, it would be necessary to examine the deletion of the blocks which were found to be duplicated i.e., covered by the Enumerators of different charges, and consequently the enumeration taken over by one of the charges on inspection. A few such instances have been reported to this office. But a clear picture is not forth coming as the charge registers in most of the cases had been forwarded to this office much earlier.

It is therefore necessary to examine this aspect by actually comparing the position as at the time of the receipt of records with the working sheets as all such discrepancies would have been noted at the time of receipt of records.

You are requested to kindly intimate all changes that have occurred in the frame of the census Enumeration blocks of the charge as evident from a comparison of the working sheets, and the blocks finally retained in the charge for coverage and for which the records have been received in the R.T.O.

This may please be treated as most urgent.

Kindly acknowledge receipt.

Yours faithfully,

(Sd.)

(R. Y. REVASHETTI)

Assistant Director
Data Processing.

APPENDIX VIII

B. S. NARASIMHA MURTHY,
Joint Director of Census
Operations, Karnataka.

D.O. No. TCH 69 CCP 82
Government of India
Ministry of Home Affairs
No. 21/1 Mission Road
Bangalore-560 027

Dated 15th June, 1982.

Dear Shri

You might recall that in our previous meeting it was decided to generate certain basic data relating to Social and Cultural characteristics. It has now been decided to generate tables HH-15 and HH-16 with Appendices through manual tabulation on the basis of Household Schedules. The data will relate to the Religion of the Head of the Household and the language mainly spoken in the Household on the basis of Household Schedule.

I am enclosing the instructions for generation of these data. Even though the instructions are written for Tabulators, Checkers and Supervisors, they are mainly referred to the level of Supervisors and Checkers as there are no Tabulators in your office. In other words the duties of the Tabulators will be attended by Checkers themselves in addition to their own duties as mentioned in the instructions.

The instructions are self explanatory and the entire processing is simple. As only the Household Schedules are required for manual tabulation you will have to aggregate the Household Schedules for each charge.

The arrangement of Household Schedules on the basis of area sample of 5%, 15% and additional 20% and the balance of record of 60% need not be disturbed. In other words the records will be maintained on the basis of 5%, 15% area and additional 20% area sample and 60% balance records in each charge, as these records will have to be next processed in Edit and Coding Cell in the same order.

It is expected that the work will be completed in two months with the staff available with you. This norm has been arrived at on the basis of the exercise conducted in the Registrar General's office.

The formats required for the manual tabulation are being printed here and will be supplied to you well in time. An Index Slip should be prepared and kept on each bundle for easy identification.

I request you to kindly go through the instructions carefully and arrange training for your staff and start the work immediately. As the supply of forms may take some time you may use the Block Compilation Sheets meant for PCA after cutting of the PCA column headings and adopting the column headings prescribed for Block Compilation Sheets for language and religion. We may discuss some of the organisational aspects, in our meeting on 19th June 1982, at Bangalore.

Please acknowledge receipt of this letter.

With regards,

Yours sincerely,
sd./-
(B. S. NARASIMHA MURTHY)
Joint Director of Census Operations
Karnataka.

APPENDIX IX

GRAMS : MYCENSUS

PHONE : 78271
24313

No. TCH 48 CCP 81
Government of India
Ministry of Home Affairs

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1 Mission Road,
Bangalore-560 027
Dated : 27/29th June, 1981.

To

The Deputy Director of Census Operations,
Regional Tabulation Offices,
Bangalore II/Belgaum/Dharwad/
Gulbarga/Hassan/Mysore.

The Assistant Director of Census Operations,
Regional Tabulation Office,
Bangalore-1.

Sir,

Subject : **Discrepancies in the working sheets, charge registers etc.—regarding.**

As you are aware, the working sheets for formation of CEB's are used as the basic document for sampling purposes and the charge registers also should have been prepared by the charge officers on the basis of the working sheets retaining the same location, code numbers and CEB numbers for the villages and blocks respectively.

However, recently a few instances have been noted in this office which reveal that location particulars entered in the charge registers are different from those entered in the working sheets in a few cases which may lead to inaccuracies in the compilation of primary census abstract.

A few such examples are cited below:

NANJANGUD RURAL CHARGE : MYSORE DISTRICT

Working sheet				Charge Register				Population in provisional population register
L.C. No.	Village	Block No.	Population	L.C. No.	Village	Block No.	Population	
1	2	3	4	5	6	7	8	9
48	Chamanamadanahalli (B) . .	126	Nil	48	Chamanamadana halli (B) . .	127	Nil	Nil
49	Madapura	127	695	49	Madapura . . .	126	695	806
59	Karlapura (B)	143*	Nil	60	Karlapura . .	144	Nil	Nil
60	Bogavaluvodeyanapura . .	144*	33	59	Bogavaluvodayana-pura	143	33	62

In the above cases it will be seen that only the CEB Numbers or both the L.C. No. of villages and CEB Nos have been altered in the charge registers.

In the first instance, owing to these discrepancies between the working sheets and charge registers, the identification of the 20% sample of blocks made would have been incorrect. In the above case *actually the populated block 144 of Bogavaluvodeyanapura is selected as sample block for sample I on the basis of the working sheet. The same block number will have now been identified as block of a Bechirag village as per the charge register. In cases such as these it is most likely that the 'sample units' will be lost.

Secondly, due to this mix up of L.C. Nos of villages/ CEB Nos, if one is not careful, the PCA also may not reflect the correct position so far as the population of the villages are concerned.

In certain cases houselist blocks shown as bifurcated in the working sheets have been retained intact as single CEB as seen from the charge register. This also has lead to some confusion in identifying the correct CEB Nos while sampling Sample II and if blocks are not properly identified PCA may tend to be faulty.

In another instance cited below a Bechirag village has been shown as populated whereas a populated one is shown as Bechirag village.

Tarikere Rural Charge : Chikmagalur District

L.C. No.	Village	Block No.	Population as per	
			Charge register	Provisional population register
1	2	3	4	5
54	Kundur kaval (B) . .	84	Nil	555
56	Dodda Kundur . .	86	585	Nil

This could be due to the wrong entries made in the provisional population registers or even this could be due to the wrong identification of the block itself in the field.

If latter is the case, it may even become necessary to conduct a verification in the field. A comparison of the 1981 population of the village with the population recorded in the previous censuses would do well to decide the issue.

There may be other types of discrepancies which we may not have come across yet. Our efforts therefore should be to correctly identify the villages and the associated CEBs with their respective L.C. Nos. and Block Nos. as given in the village list/working sheets and prepare PCA accordingly. It is also necessary to ensure that even the enumeration records bear the correct location codes.

In order to ensure this objective it is essential to make a block by block/village by village comparison of the village lists working sheets, charge registers, provisional population registers and the enumeration records received.

This exercise should be undertaken in the Regional Tabulation offices immediately and discrepancies noted should be intimated to this office on or before 5-7-1981 positively.

Kindly intimate the action initiated in this behalf while acknowledging the receipt of this communication.

Yours faithfully,

Sd/-

(B. S. NARASIMHA MURTHY)

Deputy Director of Census Operations,
Karnataka.

APPENDIX X

Grams: MYCENSUS

Phone: 78271
24313

No. TCH 48 CCP 81
Government of India
Ministry of Home Affairs

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1 Mission Road,
Bangalore-560 027
Date: 1-7-1981

To

The Deputy Director of Census Operations,
Regional Tabulation Office,
Hassan.

Sir,

Subject: Forwardal of the list of additional 20% Sample of Blocks—Sample II—Reg.

As per the schedule laid down, the processing of records for generation of P.C.A. will be done in stages. The different stages in which the records of CEBs are processed are indicated below:—

Stages of Processing

I Stage :	Records of 5% sample of blocks	Sample I
II Stage :	Records of 15% sample of blocks	
III Stage :	Records of Additional 20% sample of blocks.	Sample II
IV Stage :	Records of remaining 60% of blocks.	

Having completed the first stage referred to above, presently the processing of records pertaining to 15% sample of blocks of Sample I has been taken up in all the Regional Tabulation Offices which is expected to be completed shortly.

In the next stage that is, the III Stage, the blocks falling in the Additional 20% Sample—Sample II—will have to be identified and processed.

I am herewith enclosing a chargewise list of additional 20% sample of blocks pertaining to the districts relating to your division.

Please note that blocks of Special charges have also been indicated wherever they exist and if samples have been selected in such charges. In the III and IV stages, the records of Special Charges will also be processed. In the III Stage, the records of only those blocks of the Special charges appearing in Sample II list will be processed and the rest of the blocks in the IV Stage.

Kindly ensure that all records required for generation of P.C.A pertaining to the blocks of Sample II are identified and kept separately well in advance along with filled in Index cards so that, immediately after the completion of the processing of 15% stage, the third stage can be taken up without delay.

Kindly acknowledge the receipt of this communication.

Yours faithfully,
Sd/-
(B. K. Das)
Director of Census Operations, Karnataka.

Encl: List of Additional 20% Sample of Blocks with five extra sets for the districts of:

1. Mandya
2. Chikmagalur
3. Hassan
4. Shimoga

} To be sent later

APPENDIX XI

Grams: MYCENSUS

Phone: 72727
24313

No. TCH 62 CCP 81

Government of India

Ministry of Home Affairs

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1 Mission Road
Bangalore-560 027

Date: 13th July 1981

To

The Deputy Director of Census Operations
Regional Tabulation Office
Bangalore-II/Belgaum/Dharwad/
Gulbarga/Hassan/Mysore.

The Assistant Director of Census Operations
Regional Tabulation Office
Bangalore-I.

Sir,

Subject:—Primary Census Abstract for Scheduled Castes and Scheduled Tribes—Compilation of —Reg.

Please find enclosed a copy of the D.O. letter No. 9/61/81-CD (CEN) dated 16-6-1981 received from the Registrar General, India, New Delhi which concerns with the Compilation of Primary Census Abstract for Scheduled Castes and Scheduled Tribes. You may kindly recall that the procedure of compilation was discussed in detail at the recent DDCOs conference at Bangalore.

The printed compilation sheets required for the preparation of PCA—SC/ST will be supplied shortly.

The compilation of PCA—SC/ST may be taken up in the RTOs immediately by using the Block Compilation Sheets available with them to save time as suggested in the recent meeting of DDCOs at Bangalore, in respect of the blocks pertaining to the 15% sample of blocks.

The Belgaum R.T.O. will compile PCA—SC/ST for the 5% sample of blocks also as the Household Schedules are still available with that office.

In respect of districts other than Belgaum and Bijapur, the Block Compilation Sheets (SC/ST) for the 5% sample of blocks will be prepared in this office and forwarded to the RTOs concerned for being incorporated in the Master PCA (SC/ST) and PCA (SC/ST) after due verification and reconciliation of the data.

The Compilation of PCA (SC/ST) in the RTOs should be assigned to the Special teams formed for the Special Edit and Compilation of PCA. To this extent therefore there will be variation in the procedure indicated by the Registrar General, India for the flow of records. However, kindly maintain Control Sheets for the movement of records for efficient management of records.

It is particularly emphasised that the points relating to the editing in general and SC/ST in particular discussed during the meeting of the DDCOs and ADCO of the RTOs held here on 6th and 7th of July 1981 are kept in view while processing the data.

The forwardal of the Individual slips and Household schedules pertaining to 15% sample of blocks may be held over till the completion of the Special PCA (SC/ST).

20 extra copies of the instructions relating to the Compilation of PCA (SC/ST) are also sent herewith.

Kindly acknowledge receipt.

Yours faithfully,

Sd/-

(B. S. NARASIMHA MURTHY)

Deputy Director of Census Operations,
Karnataka.

Encl: (i) 5 complete set with RGI's letter.
(ii) 20 copies of Instructions.

APPENDIX XII

D. O. No. TCH 69 CCP 82
Government of India
Ministry of Home Affairs
No. 21/1 Mission Road
Bangalore-560 027

Date 21-7-1982

B.S. Narasimha Murthy
Joint Director of Census
Operations, Karnataka.

Dear Shri

Kindly refer to our D.O. letter No. TCH 69 CCP 82 dated 15-6-1982 regarding the manual tabulation of data on religion and language mainly spoken in the household on the basis of information contained in the Household Schedule of 1981 Census.

You may kindly recall that in our recent meetings, it was reiterated that no attempt should be made to merge any returns of religion or language with other religion/language as the case may be and for each religion/language return as in the Household Schedule, data should be compiled separately as per the instructions.

You will notice that the compilation will be done in the Charge Compilation Sheet. The merging of the returns with the main religions will be done in the format "Summary statement of merging of returns in the case of religion"—For effecting the mergers in a systematic manner a consolidated list of sects/beliefs/religions is being prepared in the Social Studies Division of Registrar General's office, after a scrutiny of the returns received from the Directorates from time to time. For this purpose this office has been asked to forward a district-wise list of all religion returns compiled now.

While preparing the Charge Compilation Sheet wherein the names of sects/beliefs/religion are listed as recorded in the household schedule. You may please get a statement prepared showing the names of such sects/beliefs/religion at the District level. For this purpose an intermediate form (District Compilation Sheet) (Format enclosed) is required to be prepared by you and sent to this office. It is again emphasised that you may please make no attempt on your part at mergers of such returns.

I shall therefore be grateful if you could kindly get the statements prepared for each district of your division as and when the compilation for a district is completed and sent to this office most urgently for being forwarded to S.S. Division of R.G's office. Further action to be taken regarding the merger of religions with the main religion will be intimated to you, after hearing from the Social Studies Division of R.G's office.

Encl:— 10 Copy of letters
and
Encl:— 270 Forms

Yours sincerely,
Sd/-
(B.S. NARASIMHA MURTHY)

Shri
Deputy/Assistant Director of Census Operations
Regional Tabulation Office
Bangalore

APPENDIX XIII

GRAMS: MYCENSUS

Phone: 223312

No. TCH 69 CCP 82

Government of India

Ministry of Home Affairs

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1 Mission Road
Bangalore-560 027
Date : 16/18-10-1982

To

The Deputy Director of Census Operations
Regional Tabulation Office
Bangalore-II/Belgaum/Dharwad/
Gulbarga/Hassan/Mysore.

The Assistant Director of Census Operations
Regional Tabulation Office
Bangalore-1.

Sir,

Subject:—Special Tabulation data relating to Religion and Language from HH Schedules for Tables HH 15 and HH 16—regarding.

Reference: (i) This office Telex message No. ADM.1. TSC. 82 dated 15-10-82 to Regional Tabulation Offices of Belgaum, Dharwad, Gulbarga, Hassan and Mysore.

(ii) This office letter No. CEN ECC HHS 1 dated 8/11-10-82 regarding forwardal of HH Schedules to Editing and Coding Cell

In continuation of the above cited references, I am indicating below the instructions for arranging, packing and forwardal of the records pertaining to the Special tabulation relating to the Religion and Language.

1. (a) **Block Compilation Sheets—Religions**

All Block Compilation Sheets pertaining to the Rural charges/towns/Divisions or Mohulla or ward (applicable in case of cities) should be arranged in the ascending order of the blocks and made into separate Rural chargeswise/Town/Citywise bundles. Necessary identification particulars should be marked on each bundle. To safeguard against damage during transit these bundles as may be convenient should be packed in gunny cloth and necessary identification particulars of the contents should be marked thereon.

1. (b) **Block Compilation Sheet—Language**

Same procedure as at (a) above.

2. (a) Summary statement of merging of returns in the case of main religion and summary statement of other religions persuations and related charge compilation sheets.

The charge compilation sheets pertaining to the various returns of religions would have been tagged with the "Summary Statement of merging of returns in case of main religion or with" the "Summary Statement—other religions and persuations".

These summary statements along with the respective tagged charge compilation sheets relating to main religions and other religions and persuasions pertaining to each Rural charge/town/city should be arranged alphabetically according to the names of the religions and made into separate Rural charge/Town/Citywise bundles.

2. (b) **Charge Compilation Sheet—Language**

These should be arranged in the alphabetical order of the languages returned in each Rural charge/Town/City and each page of the Charge Compilation Sheet in each Rural charge/Town/City should be numbered continuously from one onwards commencing from the first page and tagged together.

3. (a) **Final Summary Statement (Religion of Head of the Household)**

These should be arranged according to the location code of the Rural Charge/Towns or cities and made into—separate districtwise bundles.

3. (b) **Summary statement of language mainly spoken in the household**

Similar procedure to be followed as at 3(a).

4. (a) **Charge Abstract—Religion of Head of Household**

(b) **Charge Abstract—Language mainly spoken with household**

Similar procedure to be followed as at 3(a).

All items except Block Compilation Sheets i.e. items (2) to (4) above may be made into district wise bundles separately for Religion and language to facilitate quick verification at the time of receipt of records here.

District Compilation Sheets—Religion if prepared for any district should also be included in this bundle.

An inventory indicating the materials forwarded, numbers and contents of the bundles etc. forwarded should be prepared and furnished to this office.

All compilation sheets pertaining to Religion and Language Tabulation will be received in the Technical section in this office.

The Regional Tabulation Offices of Bangalore-I and II may arrange to send the records of a district as and when the tabulation is complete in all respects.

The date of forwardal of the records may please be intimated in advance to the undersigned and it may also please be noted that these records should be sent to this office by **MODDAM.**

All extra copies of filled-in Primary Census Abstracts, Master Primary Census Abstracts, Appendix etc. as also the Record Registers prepared for the records of enumeration such as Notional Maps, Layout Sketches, Individual Slips, Household Schedules etc., all other inventories, Annexures etc., relating to the receipt of records from the Census Charge Officers etc. available in the Regional Tabulation Offices should be handed over to the Assistant Director (Tech.), Editing and Coding Cell.

All available blank forms of P.C.A., Master P.C.A., Block Compilation Sheets etc. and all blank compilation sheets relating to Religion and Language Tabulation and Charge Registers along with Charge map, working sheet for forming the E.Bs. should also be handed over to the Technical section in this office.

Yours faithfully,

Sd/-

(B. S. NARASIMHA MURTHY)
Joint Director of Census Operations,
Karnataka.

Copy to Assistant Director of Census Operations (Tech), Editing and Coding Cell for information and necessary action.

Sd/-

(B. S. NARASIMHA MURTHY)
Joint Director of Census Operations,
Karnataka.

TABULATION CIRCULARS ISSUED BY THE REGISTRAR GENERAL, INDIA

Circular Number	Description	Circular Number	Description
1.	Houselisting Operations—Processing of forms	9.	Compilation of Primary Census Abstract
2.	Recasting of Table A-II—1981	10.	Instructions for selection of an additional 20% sample
3.	Houselisting Operations—Instructions regarding editing of forms and selection of sample census houses	11.	Compilation of Primary Census Abstract (P.C.A.)
4.	Houselisting Operations—Instructions regarding editing of forms and selection of sample census houses—amendment to	12.	Instructions for selection of 20% sample of enumeration blocks. Supplement to Tabulation circular 10
5.	Houselisting Operations—Processing of forms	13.	Instructions for the preparation of A—Series tables—General population tables including PCA.
6.	Selection of 5% sample of Enumeration Blocks for Advance Tabulation	14.	Table A+recasting—reg.
7.	Estimation of staff requirements of the first phase of Tabulation	15.	Tabular headings indicating the units for the preparation of A—Series Tables—General Population Tables including P.C.A.
8.	Estimation of staff requirements for the first phase of tabulation change in nomenclature—Amendment to Tabulation circular No. 7	16.	P.C.A. Presentation of Part II-B Volume-reg.

MGIPCBE—S4—12 RGI/ND/89—30-7-90—300.