



A REPORT ON CENSUS OPERATIONS

IN

ANDHRA PRADESH

VOLUME III.

(HOUSELISTS TABULATION SCHEME)

2ND JANUARY 1961.

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V O L U M E III

HOUSE LISTS TABULATION SCHEME

A NOTE ON TABULATION OF HOUSELISTS:

The Housing tabulation section was started in Andhra Pradesh on 27th August, 1960 as the Houselists started coming in from Districts. One Statistical Assistant was put in charge of the work. The section started with only 15 sorters to begin with on ~~an~~^{an} experimental basis. The strength of the sorting staff was increased from time to time and it has just reached the optimum strength of (50) sorters, (10) compilers, checkers and ~~(3)~~ supervisors.

The sorting staff of the tabulation section was recruited by interviewing the candidates sent by the Employment Exchange. The first batch of (15) sorters was appointed towards the end of August 1960. The second batch was recruited only towards the end of November, 1960 and the third batch on 19-12-1960. The total strength of the tabulation section now is as follow:-

Sorters	50
Compiler-Checkers.	10
Supervisors	3
Statistical Assistant..	1

The sorters were first given training for a period of 3 to 4 days at which the concept and scope of census was explained to them. They were later trained in filling up of a houselist form and the preparation of the various housing Tables. They were also made to under study the work of old sorters for a day. As for as the norm of work load is concerned, the sorters were asked to prepare all the 5 tables at the rate of 30,000 census houses in the first instance and at the rate of 40,000 census houses subsequently for a month. It has been ~~xx~~ observed that the sorters could easily keep to the norm of 40,000 Census houses per month.

The sorter is entrusted with the preparation of all the housing tables for the houselist of a unit that is entrusted to him. He has to do the coding work, marking of samples etc. himself.

So far as coding is concerned there is a slight varia-

(contd....2)

tion from Mysore procedure. The sorters have been asked to code the columns in red ink and not in different colour pencils as in Mysore for various columns. This saves a lot of time and the sorter is able to show a better out-turn especially when the sorter tries to codify different columns at a stretch he ~~can not~~^{cannot} keep on changing the colour of pencils for marking an entry in each column.

It is found ~~that~~ to be of definite advantage if a sorter is entrusted with all the processes in respect of a set of houselists handed to him. He will gain valuable experience in industrial coding etc. which will be of great use when the sorter is drawn for general tabulation work in March, 1961.

The procedure of houselists tabulation adopted by this office is explained below:

The entire process of Housing tabulation has been divided into seven stages:

Stage: I

As the Housing tables I and III cover all census houses the sorter was asked to code columns 4, 6, and 8. In allotting the codes a slight departure was made from the method suggested by the Registrar General in his letter No: 9/1/60-RG dated 29-8-1960. The following code marks ~~is~~ have been adopted instead of the alphabets in serial order:

- | | | |
|---|-----|----|
| 1. Census houses vacant at the time of houselisting: | ... | V |
| 2. Dwellings. | ... | D |
| 3. Shop-cum-Dwellings. | ... | SD |
| 4. Workshop-cum-Dwellings. | ... | WD |
| 5. Hotels, hostels, sarais, Dharmasals, Tourist Homes, and Inspection Houses. | ... | H |
| 6. Shops excluding eating houses. | ... | S |
| 7. Business houses and offices. | ... | B |
| 8. Factories registered under the Factories Act. | ... | F |
| 9. Worksheds and workshops not registered under the Factories Act. | ... | W |

10. Schools and other educational institutions including training classes, coaching and shop classes. ... E
11. Restaurants, Sweetmeat shops, and eating places. ... R
12. Places of entertainment and Community gathering (Panchayat Ghar). ... EC
13. Public Health and Medical Institutions, Hospitals, Health Centres Doctor's Clinics, Dispensaries, etc. ... M
14. Others. 0

The advantage in the above coding is that the code marks are more suggestive being the first letters of the terms for which they stand and the sorter can easily master them. The adoption of mere letters of alphabet or numerical figures are likely to result in greater errors.

STAGE: II:- Table I will then be posted. The abstract form used for this purpose is in Appendix 'A'.

STAGE: III:- Next Table III will be prepared. The following codes have been used for indicating the various items of power.

<u>Name of fuel</u>	<u>Code</u>
Electricity.	E
Liquid fuel.	L
Coal, wood and bagass.	C
Others.	O

The abstract form devised for preparing Table-III is given in Appendix 'B'. There will be a number of such forms with each sorter. The sorter sees line by line in each houselist and for each minor group a form is used. When a particular minor group is found again, he will post the entries in the form already earmarked for that minor group. If a new minor group is met, a fresh form is opened. Experience has proved that a sorter had to open hardly about (30) such sheets for each unit. These extract forms shall be kept in either ascending or descending order of the minor groups.

STAGE: IV:-

As tables II, IV and V are for sample households only, the sample households have to be marked first. While marking the sample households in columns- 11, columns 9 and 10 also are coded simultaneously. The sorter also puts the code marks SD, WD, or O in column 14 only if the sample household is SD or WD or O. If the sample household is a dwelling, the sorter does not put 'D' in column 14. While doing Table-II if the sorter does not find any code mark in column 14, he shall take it to be a dwelling. As a majority of the entries in column 14 are dwellings it is found to be advantageous to note the code names only if it is not purely a dwelling. The code marks adopted for columns 9 and 10 are different from those suggested by Registrar General. The following code marks have been adopted.

<u>Types of material of wall:</u>	<u>Code:</u>
Grass, leaves Reeds or Bamboo. ...	G
Timber. ...	T
Mud. 8 ...	M
Unburnt bricks. ...	UB
Burnt Bricks. ...	BB
C.I. Sheets or other metal sheets..	SH
Stone. ...	ST
Cement concrete. ...	CC
All other material. ...	O
<u>Types of material of roof:</u>	<u>Code:</u>
Grass, Lea-ves, Reeds, Thatch, Wood or Bamboo.	G
Tiles Slate Shingle.	T
Corrugated Iron, Zinc or other metal sheet.	MS
Asbestos cement sheets.	AS
Brick and lime.	B
Concrete and stone slabs.	CS
All other meterial.	O

Here again as the first letters of the terms are used as the code marks, they are more suggestive and the sorter will remember them easily.

STAGE: V:-

Table II will be prepared. The abstract form used for this purpose is given in Appendix 'C'.

STAGE:-VI;

Table IV will be prepared. The abstract form used for this purpose is given in Appendix 'D'.

The Registrar General expressed the fear that as the code marks for columns 9 and 10 adopted by this office were the same in some cases the posting may not be correct thereby giving some rise to a greater percentage of error. It is stated in this connection, that as a precaution a cent percent check was done for some of the tables; there was no extra percentage of error due to the code numbers adopted by this office. The percentage of errors if any was just normal in all such cases due to the common mistakes inevitable to the hand tabulation.

STAGE-VII:-

Table V will be prepared. The abstract form used for this purpose is given in Appendix 'E'.

The detailed set of instructions given to the sorters with reference to preparation of tables, page numbering drawing of samples etc. is given in Appendix 'F'. The set of instructions given to the compiler checkers also with reference to the checking of sorters' work and the consolidation of their work is given in Appendix 'G'.

~~Finally a word on our sorters.~~ Finally a word on our sorters.

The sorters' life like that of the enumerator in tribal areas is somewhat a difficult one. He has to squat on the mats on floor and work on desks. To the modern student or graduate who is just out of the College where he was used to chairs and tables, sitting on the floor

appeared unusual and infra dig till he got used to it. As a matter of fact one of the sorters was good enough to do his little bit to the National Organisation like a Census office by offering to bring a table and chair from his own home for him to work on in office. The offer was politely refused as uniformity had to be enforced in the Tabulation offices for sorters all over Andhra Pradesh. Going through the columns, seeing endless figures, totalling and tallying them is a laborious ~~xxxx~~ task which strains ~~the~~ the eyes considerably. But the batch of sorters have been bearing all this with a pleasant smile on their faces always showing a determination to beat the targets fixed, and qualify themselves for promote for higher posts like compiler-checkers and Supervisors etc.

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ABSTRACT

CENSUS HOUSES AND THE USES TO WHICH

NAME OF THE SORTER

DISTRICT.....No.....

TALUK.....No.....

CITY/TOWN.....No.....

VILLAGE/WARD CODE NOS. FROMTo.....

LINE No.	CENSUS CODE No: OF VILLAGE/WARD	TOTAL NUMBER OF CENSUS HOUSES	OCCUPIED CENSUS HOUSES	
			V	D
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
TOTAL				

SIGNATURE OF SUPERVISOR:

DATE

SIGNATURE OF COMPILER-CHECKER:

DATE

Appendix B

ABSTRACT III

CENSUS HOUSES USED AS WORKSHOPS AND FACTORIES CLASSIFIED
BY INDUSTRY, POWER USED AND SIZE OF EMPLOYMENT

Page Numbers of Houselists

District No.

Taluk No.

City/Town. No.

Name of the Sorter:—

MINOR GROUP NO.

Kind of power used	Size of Employment	1	2-5	6-9	10-19	20-49	50-99	100 and above
Electricity								
Liquid Fuel								
Coal, wood, Bagasse								
Others								
Total								

Signature of Supervisor; Date

Signature of Compiler-checker; Date

Signature of Sorter; Date

ABSTRACT III

District No.
Taluk No.
City/Town No.

CENSUS HOUSES USED AS WORKSHOPS AND FACTORIES CLASSIFIED
BY INDUSTRY, POWER USED AND SIZE OF EMPLOYMENT

Page Numbers of Houselists

Name of the Sorter:—
MINOR GROUP NO.

Kind of power used	Size of Employment	1	2-5	6-9	10-19	20-49	50-99	100 and above
Electricity								
Liquid Fuel								
Coal, wood, Bagasse								
Others								
Total								

Signature of Supervisor; Date

Signature of Compiler-checker; Date

Signature of Sorter; Date

District. _____ No. _____.

Appendix C

Taluk. _____ No. _____.

City/Town _____ No. _____.

CENSUS HOUSEHOLDS

Village/Ward Code Nos. from _____ to _____

Total
No. of
Census
House-
holds

Dwellings.

Owned

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27

Signature of Sorter.
Date

121 District. _____ No. _____.

Taluk. _____ No. _____.

City /Town _____ No. _____.

Village/Ward Code Nos. from _____ to _____

ABSTRACT - II

CENSUS HOUSEHOLDS CLASSIFIED BY TENURE

Name of the Sorter :—

HOUSEHOLDS IN CENSUS HOUSE

Total No. of Census Households	Dwellings.	
	Owned	Rent

1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		

District _____ No. _____

Taluk _____ No. _____

City / Town _____ No. _____

Village / Ward: Code Nos. _____ From _____ To _____

DISTRIBUTION OF CENSUS HOUSES USED WHOLLY OR

Name of the Sorter _____

LINE No.	Total Number of Census Houses	MATERIAL OF WALL						
		G	T	M	UB	BB	SH	ST
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
TOTAL								

SIGNATURE OF SUPERVISOR:

DATE:

District _____ No. _____

Taluk _____ No. _____

City / Town _____ No. _____

Village / Ward: Code Nos. _____ From _____ To _____

ABSTRACT IV

DISTRIBUTION OF CENSUS HOUSES USED WHOLLY OR PARTLY AS DWELLINGS BY W

Name of the Sorter _____

LINE No.	Total Number of Census Houses	MATERIAL OF WALL									Total Number of Census Houses	G
		G	T	M	UB	BB	SH	ST	CC	O		
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
TOTAL												

SIGNATURE OF SUPERVISOR:

SIGNATURE OF COMPILER-CHECKER:

DATE:

DATE:

District _____ No. _____

Taluk _____ No. _____

City / Town _____ No. _____

Village / Ward: Code Nos. _____ From _____ To _____

HOUSEHOLDS CLASSIFIED BY NUMBER OF

Name of the So

		1 ROOM	
		M	F
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
Total M/F			
Total No. of Census Households/Rooms			

Total No. of Males
 Total No. of Females
 Total No. of Census Households
 Total No. of Rooms:

SIGNATURE OF SUPERVISOR:
 DATE:

INSTRUCTIONS TO SORTERS FOR PREPARING HOUSING TABLES

-:-

There are five Housing Tables to be prepared from the houselists by 'The process of extraction'.

You may be given the houselists of the villages in a taluk, or of a town. You should first check if the code numbers of the villages in respect of Taluks and the Wards or localities in respect of towns completely cover all villages falling within the taluks as per the code number list of villages of the Taluk ~~are in ascending order~~ are in ascending order. It is likely that there may not be houselists against some code numbers. For example a village in a taluk bearing the location code number say 160, may be either deserted or might have been included in an urban unit. In such case, you cannot find the houselists for that village in rural portion of the taluk. You should then take a paper, write on it, that that particular village is either deserted or included in the urban unit with the help of the list of the Location Code Numbers of the Taluk, and attach it to the houselist of that village having the next higher code number. This will ensure that no village is left unaccounted for.

While keeping the houselists of the villages in ascending order of Location Code numbers, you have also to verify in the case of each village, whether the houselists of all blocks in that village are there. This, you may do with the help of the houselist abstract of each village attached to the houselists of that village. The housenumbering plan of the village attached to the houselist also should be referred to. For example one village may have 4 blocks as seen from the houselist abstract. But in the actual houselists, you may not find the houselist of one particular block. In that case you have to point out the matter immediately to the Statistical Assistant.

You should also number the pages of the rural houselists of the entire taluk serially. The houselists of a town of a population of 50,000 above should be given a separate serial numbering. Similarly, the houselists of the remaining towns of a District also should be given a separate serial numbering.

After checking up the houselists, you will proceed to the preparation of tables.

The entire process of tabulation is divided into seven stages.

STAGE I: (Coding columns 4, 6, and 8):-

The tables I and III cover all the census houses. The information for the above tables has to be extracted from columns 4, 6, 7, and 8 of the houselists. These columns should be first coded.

Codification for Table I: The following codes have to be marked in column 4 for the various items as given below:

- | | | |
|---|----|----|
| 1. Census houses vacant at the time of houselisting | .. | V |
| 2. Dwellings | .. | D |
| 3. Shop-cum-Dwellings | .. | SD |
| 4. Workshop-cum-Dwellings. | .. | WD |
| 5. Hotels, hostels, sarais, Dharmasalas, Tourist homes and Inspection houses. | .. | H |

p.t.o.

6. Shops excluding eating houses	..	S
7. Business houses and offices	..	B
8. Factories registered under the Factories Act.	..	F
9. Worksheds and workshops not registered under the Factories Act.	..	W
10. Schools and other educational institutions including training classes, coaching and shop classes.	..	E
11. Restaurants, Sweetmeat shops and eating places.	..	R
12. Places of entertainment & Community gathering (Panchayat Ghar).	..	EC
13. Public health and medical institutions, hospitals, health centres, Doctor's clinics, Dispensaries etc.	..	M
14. Others	..	O

While coding column 4, you have to verify columns 15, 16, 17, and 18 also, for an enumerator might write "Shop" in column 4 but at the same time he might have given in columns 15, 16, and 17 the number of people residing. So if you do not see columns 15, 16, and 17, you would only put the code mark 'S' in column 4, whereas the correct code mark would be 'SD'.

You might notice, that the enumerator might have allotted census house-numbers even for places like, demolished buildings, buildings under construction, open sites, gardens, back doors, etc. But these are not census houses in the correct sense of the term in Census. So such things have to be given a separate code mark 'DEM' so that they may finally be removed for the final tables.

Some typical illustrations are given below for your guidance in marking the correct code marks.

1. If a house is shown as locked, without mentioning whether it is vacant or not, then give the code mark 'O' for it.

If it is mentioned 'locked and vacant' give the code mark 'O'.

2. Oil-selling and dwelling	..	SD
3. Firewood depot.-cum-dwelling	..	SD
4. Rice Merchant-Dwelling	..	SD
5. Tailoring and dwelling	..	WD
6. Black-smithy and dwelling	..	WD
7. Weaving and dwelling	..	WD
8. Neo Mysore Cafe Boarding & Lodging	..	H
9. Working Women's Hostel	..	H
10. Devasthanam Choultry	..	H
11. Travellers Bungalow	..	H
12. Rest House	..	H
13. Bhulchand Cloth Emporium	..	S
14. Electrical Stores	..	S
15. Mallepalle Cooperative Stores	..	S
16. Census Office	..	B
17. Andhra Bank	..	B
18. Socialist Party Office	..	B
19. Chit Fund Company	..	B
20. Railway Station	..	B

--X--

21. Police Station	.. B
22. Nizam Sugar Factory	.. F
23. Charminar Cigarette Factory	.. F
24. Taj Glass Factory	.. F
25. Rama Tailors	.. W
26. Black-Smithy	.. W
27. Flour Mill	.. W
28. Rice Mill	.. W
29. Board Elementary School	.. E
30. S.V.High School	.. E
31. Engineering College	.. E
32. Typewriting Institute	.. E
33. Accounts Institute	.. E
34. Neo Mysore Cafe (Restaurant)	.. R
35. Ramayyar's Coffee hotel	.. R
36. Tea Stall	.. R
37. Pulla Reddy Sweet Meat Stall	.. R
38. Pink Bar and Cafe	.. R
39. Palace Cinema theatre	.. EC
40. Reading Room	.. EC
41. Club	.. EC
42. Village Chavadi	.. EC
43. Gymnasium	.. EC
44. Temples	.. EC
45. Masjid	.. EC
46. Church	.. EC
47. Hospital	.. M
48. Family Planning Centre	.. M
49. Kameswara Eye Clinic	.. M
50. Saloon	.. O
51. Laundry	.. O
52. Photo Studio	.. O
53. Bathroom	.. O
54. Kitchen	.. O
55. Store room	.. O
56. Lavatory	.. O
57. Saloon-cum-dwelling	.. O
58. Laundry-cum-dwelling	.. O
59. Typewriting Institute-cum-dwelling	.. O
60. Clinic-cum-dwelling	.. O
61. Godown	.. O
62. Worshipping room	.. O
63. Electricity-sub-station	.. O
64. Bus Stand	.. O
65. Cattle pound	.. O
66. Cattle Shed	.. O
67. Car Shed	.. O
68. Oil Engine Shed (water pump)	.. O

Coding for Table III:-

For preparation of table III, columns 6 and 8 have to be coded. But for table III, only such of those Factories or workshops or workshop-cum-dwellings, that use machines run by some fuel or power alone should be taken into account. So if in column 8, there is no entry, the corresponding columns 6 need not be coded. For example, in the case of tailoring workshop no fuel is used to run the machines. So column 6 for this item need not be coded. For column 8, the following code marks should be used.

Electricity	.. E
Liquid fuel	.. L
Coal wood & Bagasse.	.. C
Others	.. O

For coding column 6, you will be supplied with a copy of 'The standard Industrial Classification' and you should put the correct minor group number after consulting your Compiler Checker or the Statistical Assistant. You may put the combined code in column 8. For example, if there is a rice mill run by oil, the combined code mark "200L" may be put in column 8. So far as column 7 is concerned, you need not code it.

STAGE II: (Preparation of Table I).

There are 5 prescribed abstract forms, printed for the five different tables.

You should take Abstract I, for the preparation of table I. In the Abstract form, you will find all the different code marks, you have been asked to put in column 4.

You should carefully write the name and code number of the district and the name and code number of the taluk. You should then take the first village or first ward of the bundle you have been allotted. In column 1 of the abstract, the location code of the village or ward has to be carefully noted. You should then mark the frequency marks in the abstract form, in the manner, which will be explained to you by your Compiler-checker or Statistical Assistant by demonstration. After you complete the village draw out a horizontal line and put the totals in each column just above the horizontal line. Similarly proceed with the other villages. But you should make it a point that each page of the Abstract contains certain complete villages i.e., the frequency marks of any village should not be on two different pages. Strike out the totals for each page. Also write down the page numbers of the houselists, that have been tabulated, on each page of the abstract form.

STAGE III: (Preparation of table III)

You will be supplied with the printed forms of Abstract III, which will be used for preparation of table III.

You may remember that you have already coded columns 6 and 8. You should take the code marks in column 8 one by one and use one abstract form for one minor group. You should keep these abstract forms in either ascending or descending order, so that if you get the minor group for which you have already opened one abstract form, it can be easily taken out and the necessary frequency mark easily posted in it. Write down the page number of the houselist on each abstract form when the information from that particular houselist page is posted into the abstract form.

STAGE IV: (Marking of samples and coding columns 9 & 10).

The tables II, IV and V are only for 20% sample census households. For this purpose every fifth household from the first random household should be taken. In order to ensure the quality of sample, the sample households will be marked for all the houselists of villages of a taluk (rural area of taluk) and for every town with a population of 50,000 and over, and for all other towns of a district. You should mark a thick horizontal line with a coloured pencil or in red ink under entries in columns 11, 12, and 13 of sample household.

While marking the sample households, columns 9 and 10 may simultaneously be coded.

You might notice here that a sample household is given any one of the following codes in column 4.

D, SD, WD, and O

When even a particular sample household is either SD, or WD or O, write down the same mark in column 14. This is useful for the preparation of table II. If a sample household is D, you need not write down 'D' in column 14.

The code marks for columns 9 and 10 are given below.

<u>Type of material of wall.</u>	<u>Code</u>
Grass, Leaves Reeds, or Bamboo.	G
Timber	T
Mud	M
Unburnt bricks	UB
Burnt bricks	BB
C.I. Sheets or other metal sheets	SH
Stone	ST
Cement Concrete	CC
All other material	O

<u>Type of material of roof</u>	<u>Code</u>
Grass, Leaves, Reeds, Thatch, Wood or Bamboo	G
Tiles Slate Shingle	T
Corrugated iron, zinc or other metal sheets.	MS
Asbestos cement sheets	AS
Brick and lime	B
Concrete and stone slabs	CS
All other material	O

STAGE V: (Preparation of table II):-

You should use Abstract form II for preparation of table II. Take the sample households one by one and put the frequency marks in the corresponding columns of the abstract form. You may remember that in stage IV, you have written down, in column 14, SD, WD, or O according as the sample household is SD, WD or O. So you should take it for granted that if there is no code mark written down in column 14, that sample house hold is a dwelling. When you finish putting the frequency mark for one sample census household, tick it off in column 14. You may note that you need not put the frequency marks, separately for each village. But you should use each page of the abstract form for some number of complete villages. That is, the frequency marks of any village should not be posted on two different pages of the abstract form. Strike out the totals for each page. Thus finish off the bundle allotted to you.

Write down the page numbers of the houselists that have been tabulated on each page of abstract form.

STAGE VI: (Preparation of table IV)

Use the Abstract form IV for the preparation of table IV.

Take the sample households one by one and put the frequency mark in the corresponding columns of the abstract form. After putting the frequency mark, put a tick mark in between columns 9 and 10.

You should use each page of the abstract form for some complete number of villages.

Strike out the totals for each page. Write down the page numbers of the houselists that have been tabulated on each page of abstract form.

STAGE VII: (Preparation of table V)

Use the abstract form V for preparation of Table V.

Take the sample households one by one and put the frequency mark in the corresponding columns of abstract form. After putting the frequency mark for a sample-household put a tick mark in column 15.

Whenever there is no information about the number of rooms in a sample household, take it as having one room.

You should use each page of the abstract form for some complete number of villages, i.e., it will be convenient if each page is utilised for some numbered of complete villages and not for portions. Totals of each page should be struck at the bottom which would be totals for some definite number of villages and not for half or portion of villages. Write down the page numbers of the houselists that have been tabulated on each page of abstract form.

After filling up all the five tables for the bundle of houselists given to you, you should hand over the completed abstract forms to your Compiler Checker.

Should you get any doubt at any stage, without proceeding further on your own assumptions you must consult your Compiler Checker or Statistical Assistant.

Sd/- A.Chandra Sekhar,
Superintendent of Census Operations.

To
All Sorters.
All Compiler Checkers
All Supervisors.
Statistical Assistants concerned.

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Akr. 191160.

INSTRUCTIONS TO COMPILER-CHECKERS:

You will be in charge of five or six sorters and you are responsible for the quality and quantity of work turned out by them. You and the sorters working under your charge should work as a team in harmony. If any sorter is lagging behind you should help him as far as possible and see that he completes preparation of all five tables within the allotted time.

The following instructions are issued to the Compiler Checkers for their guidance and necessary action.

- 1) You should check up the coding and sampling done by the sorter, for at least 20% of the houselists allotted to each sorter and you should certify in the following manner at the end of the houselists of such villages, the coding for which has been scrutinised by you,.

"Certified that the coding and marking of samples have been checked up and found correct".

O R

"Certified that the coding and marking of samples have been checked up and the mistakes have been corrected".

- 2) When the sorter is preparing abstracts, you should see that the sorter invariably fills up the entries against items, like name of the District and Number etc.

- 3) Checking up of Abstract I:- You should take 20% villages sorted out by the sorter and should attend to the actual physical verification to see if the figures posted by the sorter are correct or not, with the help of the houselists. If there are any differences, you should ask the sorter to re-sort the figures. If they are correct you should certify on the abstract in the following manner.

"Checked with reference to the Houselists and found correct."

(2)

For all other pages of abstract I, you should check up the totals and certify in the following manner:

"The totals have been checked and found correct".

4) Checking up of Table II:- As the item is mostly "Dwelling-owned" in this table, the physical verification with the help of the houselists may be made for this item only either for 25% of the villages or one page of abstract form II,.

5) Checking up of Table III:- As the different minor groups are quite limited, in each taluk and as the sorter gives out the pages on which the minor group appears a cent percent check may be made. You should carefully see whether the correct minor group has been assigned to the industries.

6) Table IV & V:- You should do the actual physical verification for about 20% of houselists and check up totals for all pages of abstract IV and V.

The certificates as given for table I should be given for these tables also.

You should remember that the totals given under 'Wall' should be equal to the total given under 'Roof' in abstract IV.

The total as given in table II, should be equal to the total given in table IV and V as the three tables are prepared for the same number of sample Census Households.

7) Finally as the sorter hands over the abstracts to you, you should consolidate them within 3 days and submit them to the Statistical Assistant.

8) If you get any doubt at any stage, you should consult the Statistical Assistant, without proceeding further, on your own assumptions.

9) If in course of your checking the sorters' work, you find any serious mistakes committed by the sorters you should bring it to the notice of the Statistical Assistant.

10) You should prepare a monthly progress report for the sorters working in your charge and submit it to the Statistical Assistant, on the first of every month.

Sd/-x-x-x-

(A. CHANDERSKHAR)

Superintendent Census Operations.