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CENSUS OF INDIA
1971

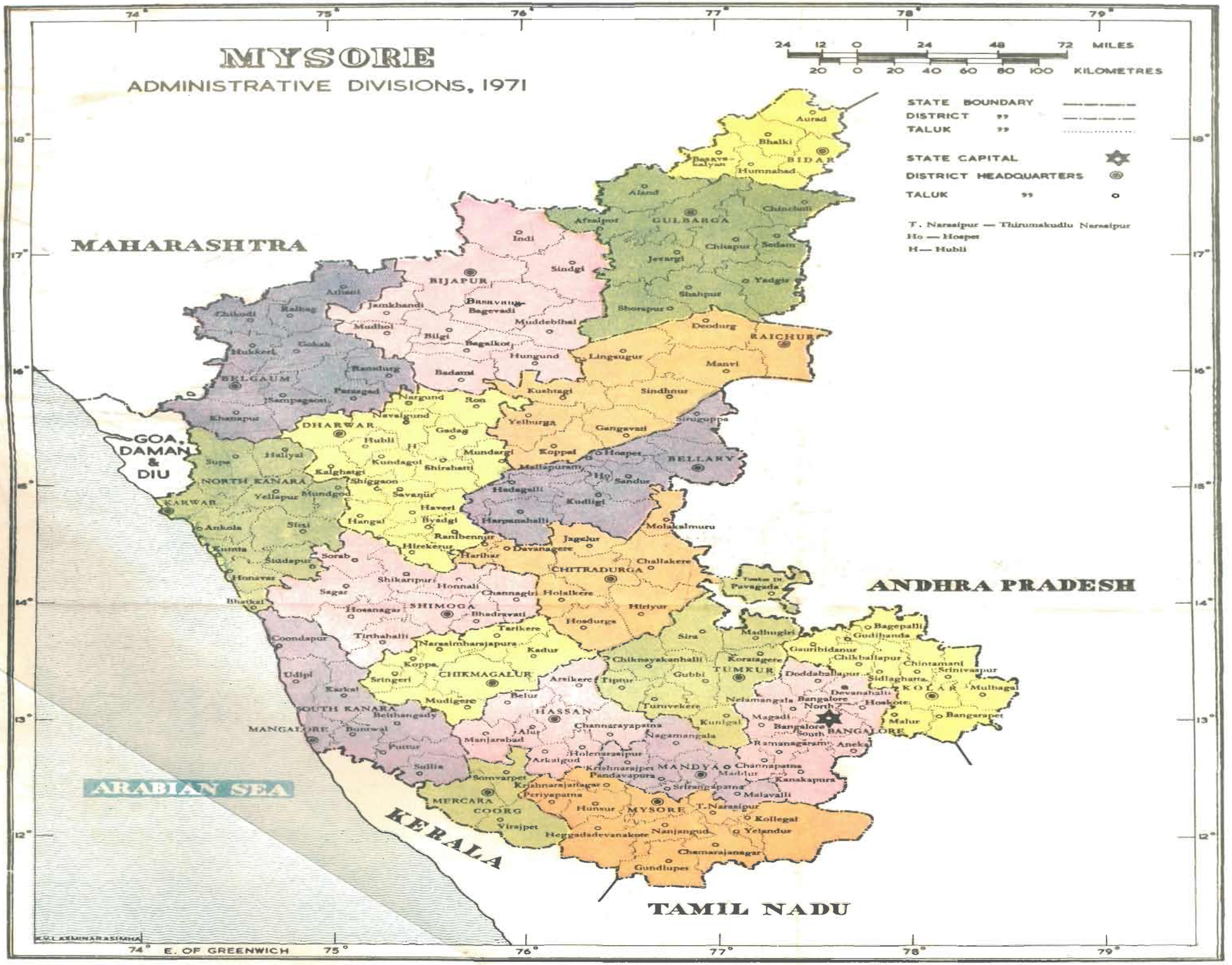
SERIES-14

MYSORE

PART VIII-B

ADMINISTRATION REPORT—Tabulation

P. PADMANABHA
OF THE INDIAN ADMINISTRATIVE SERVICE
DIRECTOR OF CENSUS OPERATIONS
MYSORE


MYSORE
ADMINISTRATIVE DIVISIONS, 1971
24 12 0 24 48 72 MILES
20 0 20 40 60 80 100 KILOMETRES
STATE BOUNDARY
DISTRICT ,,
TALUK ,,
STATE CAPITAL
DISTRICT HEADQUARTERS
TALUK ,,
T. Narasipur — Thirumakudlu Narsipur
Ho — Hospet
H — Hubli
MAHARASHTRA
GOA, DAMAN & DIU
ANDHRA PRADESH
TAMIL NADU
KERALA
ARABIAN SEA
BIDAR
GULBARGA
RAICHUR
BIJAPUR
BELGAUM
DHARWAR
NORTH KANARA
BELLARY
CHITRADURGA
SHIMOGA
CHIKMAGALUR
TUMKUR
KOLAR
BANGALORE
HASSAN
MANGALORE
SOUTH KANARA
MANDYA
MYSORE
COORG
MERCARA
T.Narasipur
Chamarajanagar
Gundlupet
Kollegal
Yelandur
Nanjangud
Hunsur
Hegadadevanakote
Krishnarajanagar
Krishnarajapet
Srirangapatna
Channapatna
Ramanagaram
Magadi
Kunigal
Turuvekere
Tiptur
Arsikere
Chiknayakanhalli
Koratagere
Gubbi
Madhugiri
Pavagada
Sira
Hiriyur
Hosdurga
Challakere
Molakalmuru
Davanagere
Jagalur
Harihar
Ranibennur
Hirekerur
Harpanahalli
Hadagalli
Kudligi
Hospet
Sandur
Hagari Bommanahalli
Yellapur
Mundgod
Savanur
Haveri
Hangal
Byadgi
Shiggaon
Kalghatgi
Kundagol
Shirahatti
Gadag
Hubli
Navalgund
Nargund
Ron
Mundargi
Koppal
Yelburga
Gangavati
Kushtagi
Lingsugur
Sindhnur
Manvi
Deodurg
Siruguppa
Shorapur
Shahpur
Yadgir
Chincholi
Chittapur
Sedam
Chitapur
Jevargi
Afzalpur
Aland
Indi
Sindgi
Muddebihal
Bagalkot
Hungund
Badami
Bilgi
Mudhol
Jamkhandi
Bagevadi
Basavana Bagewadi
Athani
Raibag
Chikodi
Gokak
Hukkeri
Ramdurg
Parasgad
Sampagaon
Khanapur
Supa
Haliyal
Ankola
Karwar
Kumta
Sirsi
Honavar
Bhatkal
Sorab
Shikaripur
Sagar
Hosanagar
Tirthahalli
Coondapur
Udipi
Karkal
Belthangady
Bantwal
Puttur
Sullia
Somvarpet
Periyapatna
Mudigere
Belur
Alur
Manjarabad
Holenarasipur
Arkalgud
Pandavapura
Nagamangala
Channarayapatna
Kadur
Narasimharajapura
Koppa
Sringeri
Honnali
Channagiri
Holalkere
Bhadravati
Tarikere
Gauribidanur
Chikballapur
Chintamani
Srinivasapur
Doddaballapur
Sidlaghatta
Bagepalli
Gudibanda
Devanahalli
Hoskote
Nelamangala
Bangalore North
Bangalore South
Anekal
Malur
Bangarapet
Kanakapura
Malavalli
Srirangapatna
Maddur
Mulbagal

Fishing Scene in North Kanara Coast

(Motif on the Cover)

The picture on the cover page depicts a familiar theme involving the activities of the marine fishermen in the coastal strip of the North Kanara District.

Mysore State has a coast line of about 300 kms which forms the seaward boundary of the two Kanara districts. It roughly corresponds to what is popularly known as the "Mackerel coast' on account of the importance of the fishery of mackerel on this part of the Indian Coast. It is also referred to as the '*Rampan Coast*' in view of the popular use of *Rampani bale* the large shore seine by the fishermen. Marine fisheries of Mysore State occupy a position of importance for, this comparatively small bit of the Indian coast produces nearly 16 per cent of the marine fish produce of the country. In addition to the traditional exports of mackerel and oil sardines this coast has recently taken to the export of prawn also in large quantities.

Traditional modes of fishing in the sea are still very popular. The fishermen use different types of nets such as the *Rampani bale* (shore seine) *patte bale* and *Beedinabali* (drift nets), *bisuva bale* (castnet) *Golada bale* (bagnet) and hook and lines. Of these *Rampane* is the largest and it is about 1800 metres long excluding the thick coir ropes (of about 150 metres length) fastened at either end for purposes of hauling the net to the shore. The central parts of the net measure about ten metres broad while at the tapering ends it would be about 6.3 metres. The fishing operation with this huge net requires a team of some 60 fishermen and 2 boats.

First attempts at mechanised fishing in the State were made in 1961 by a Japanese trawler. From 1968 onwards there has been a steady increase in the number of mechanised vessels and now the State Fisheries Department has equipped itself with trawlers for deep sea fishing. In North Kanara district it is estimated that there were about 1800 country boats and 318 mechanised boats in 1972.

PREFACE

The Census consists of two phases. The first is that of the organisation of the Census Count and the second that of tabulation of the results. The Administration Report on Enumeration describes in detail the first phase. The second phase is described in this report.

The tabulation of the Census results is almost as large an administrative task as the enumeration of the population. In this task I have had the privilege of having a fine team of Officers and staff to each of whom I offer my thanks.

I must also thank Sri. A. Chandrasekhar, the Registrar General, who was an inspiration to us all the time. We have also received constant help and guidance from Sri. K. D. Ballal, Deputy Registrar General and Sri. K. K. Chakravorthy, Central Tabulation Officer and to them also we owe a debt of gratitude.

BANGALORE,
November, 1972.

P. PADMANABHA
Director of Census Operations in Mysore.

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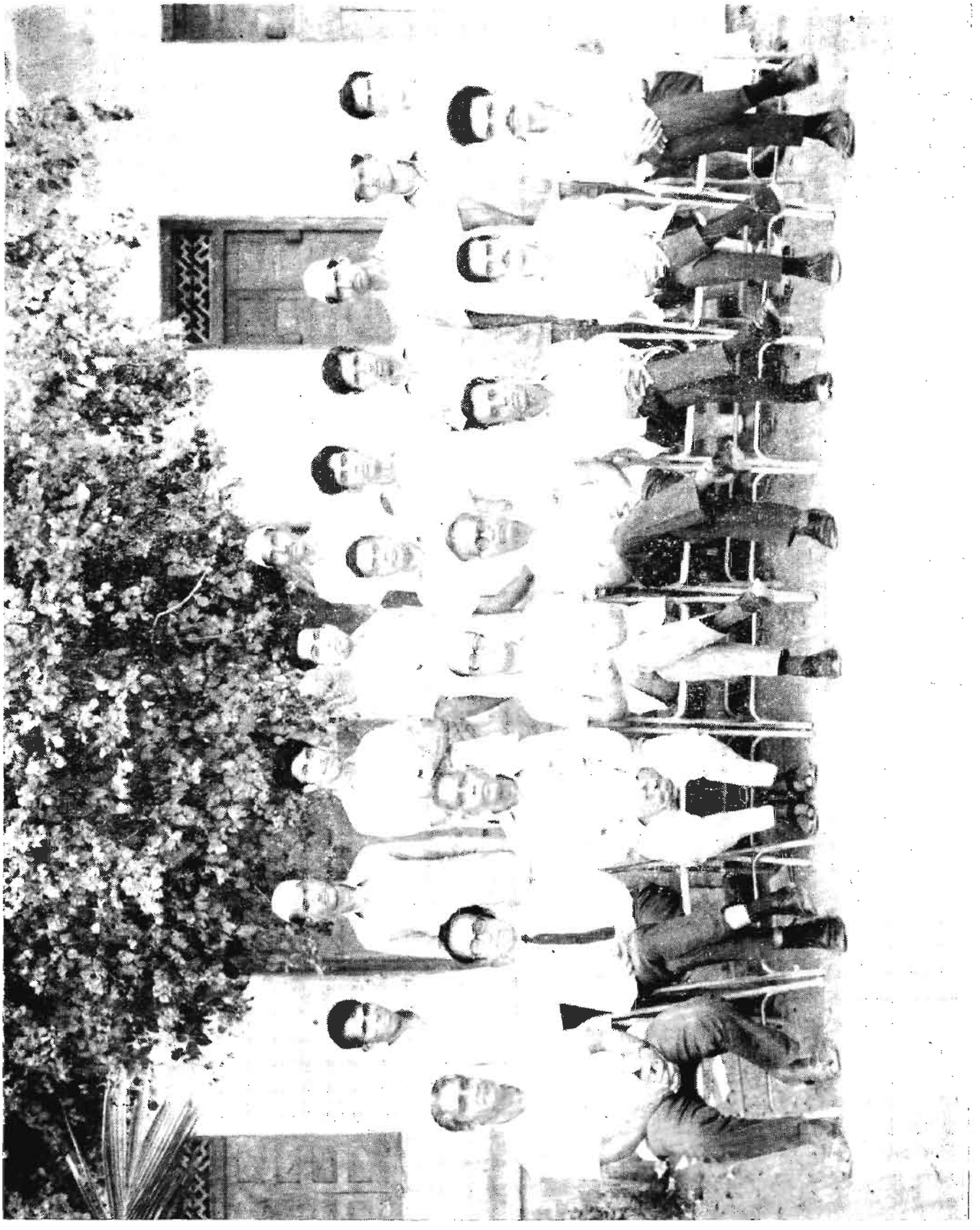
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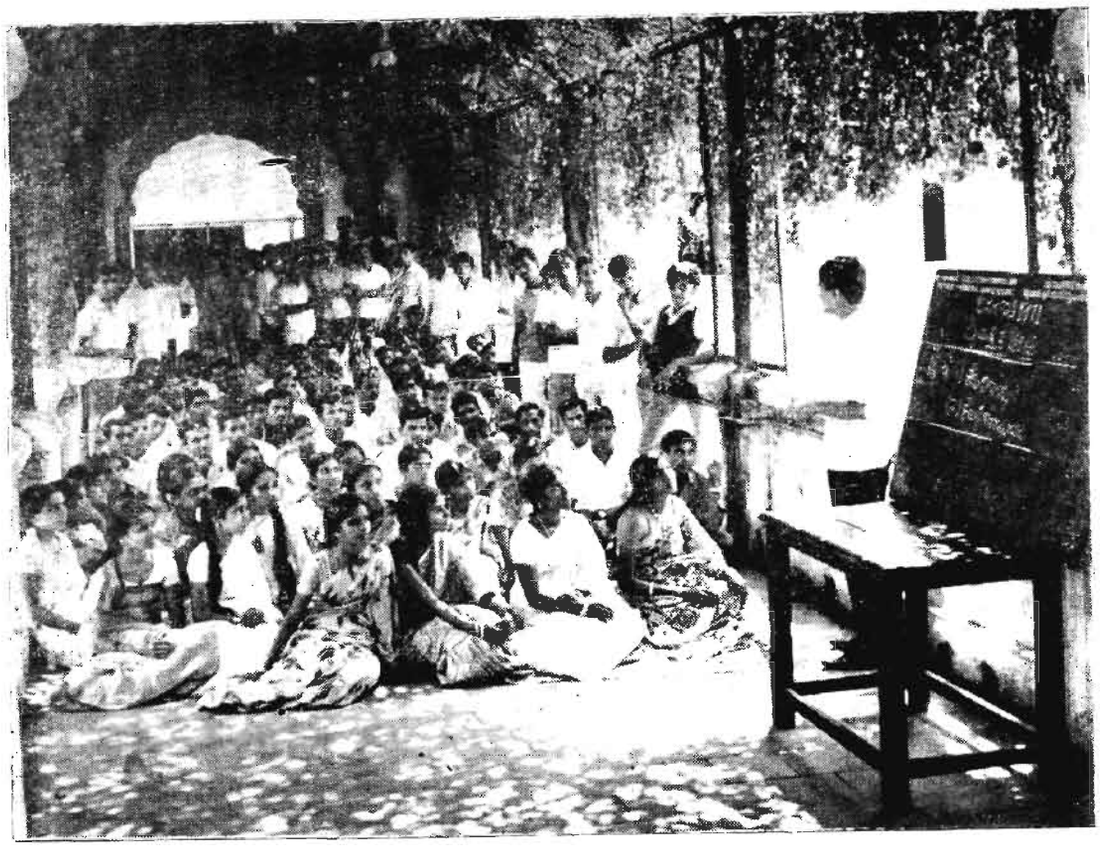
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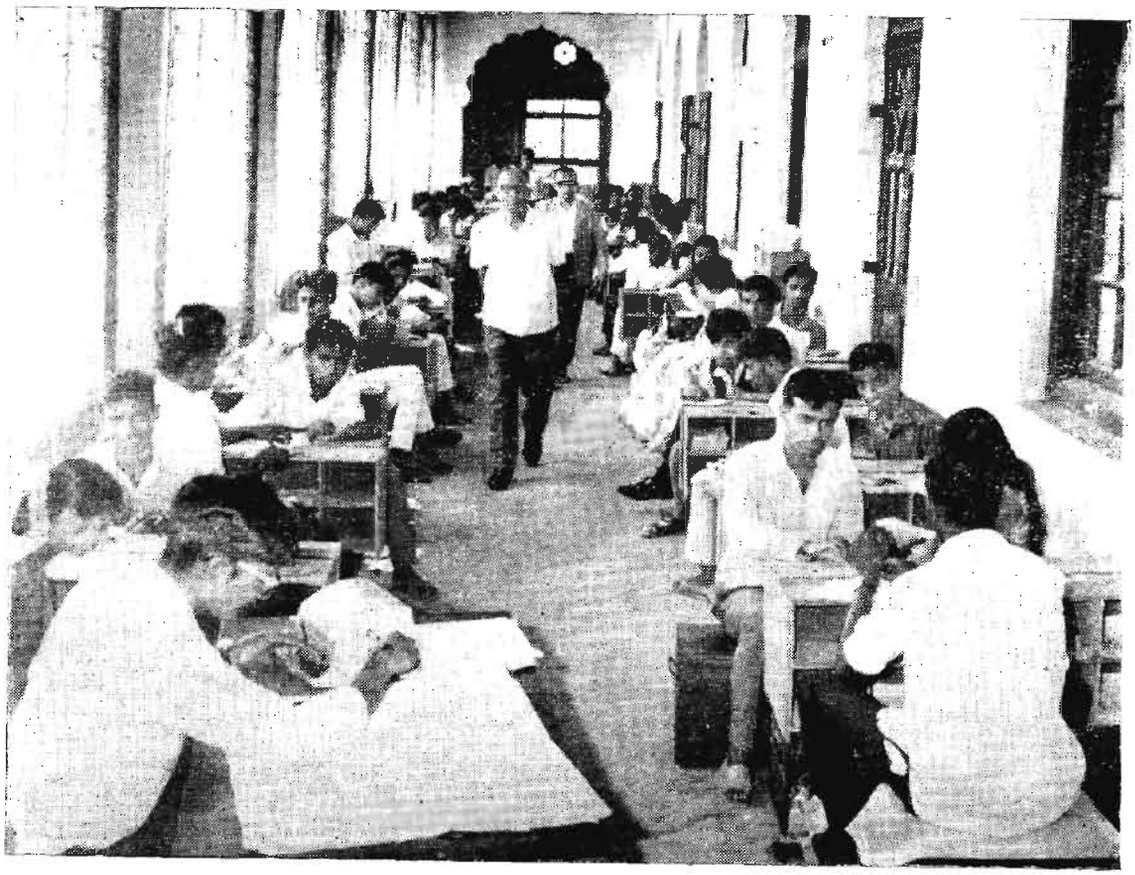
1. The lighter side of tabulation—a social get-together at the Belgaum Tabulation Office



2. Visit of the Director of Census Operations to the Regional Tabulation Office, Gulbarga



3. **Training of tabulation staff at the Mysore Tabulation Office**



4. Tabulation in progress—The pigeon-holes used are seen

CHAPTER I

ORGANISATION OF THE MECHANICAL TABULATION UNIT

Introduction

The two stages of the Census Operations of house-listing and Enumeration have been discussed in the Administration Report relating to Enumeration. Each of these two stages is followed by another stage of hectic activity within the census organisation—this is the tabulation of the results of the field operations.

The tabulation of the census data has traditionally been carried out manually, though a beginning was made after the 1961 Census to process the Household Schedules on the computer. This time, it was decided to process a considerable part of the data on the computer, though manual sorting was also organised. Since it was felt that processing of the primary census data for every village or urban block on the computer was well nigh impossible, as nearly 550 million schedules would be involved, it was decided that for the purpose of providing the primary census data the Individual Slip would be processed manually as in the previous censuses. It was decided that mechanical tabulation would be adopted for the processing of the following:

(i) Houselists, based on a 20 per cent sample of census houses, both in rural and urban areas.

(ii) Establishment Schedules, in full;

(iii) a one per cent sample of the Individual Slips for generation of advance tables at national level;

(iv) a 20 per cent sample of the Individual Slips of all urban areas for generation of tables other than the Primary Census Abstracts and the other tables prepared on a cent per cent count;

(v) All Degree Holders and Technical Personnel Cards.

(vi) Population Records on a sample basis.

The introduction of mechanical processing of data necessitated the organisation of a Mechanical Tabulation Unit in this office. The editing, coding and transfer to cards of all such data was carried out in this Unit. The punched cards were processed in the Railway Computer Centre at Madras where the information on the cards was transferred to magnetic tapes. These tapes were forwarded to the Registrar General's office where the tables were generated.

The Mechanical Tabulation Unit:

The Mechanical Tabulation Unit (M.T.U.) or, more correctly, the Coding and Punching Cell was organised in this office in early 1970. The staffing pattern of the M.T.U. and the number and type of machines were specified by the Registrar General. The staff sanctioned by the Registrar General for the M.T.U. under his letter No. 4/29/70-RG (Ad.I) of 24th March, 1970 is indicated in Appendix No. 1. These posts were filled up both by direct recruitment and by promotion of some of the staff members already in position in this office. (Appendix No. 2). The direct recruitment was based only on lists of candidates from the Employment Exchange. Interviews were held and selections were made keeping in view the qualifications prescribed for the various categories of posts.

The Mechanical Tabulation Unit was broadly divided into three sections dealing with Co-ordination and Records, Coding and Punching. The entire unit was placed under the control of the Tabulation Officer. The records, after being received and checked, had to be processed. The processing included preliminary scrutiny, editing, sampling in the case of Houselists, coding and punching. All these activities were expected to be co-ordinated by the Co-ordination Section. This section was also responsible for ensuring a smooth flow of work from one section to the other and, thus, had to keep a watch on progress of the work at every stage. The cards were also under the control of this section. A flow chart of the work of the section is at Appendix No. 3.

The Coding Section consisted of units made up of one Statistical Assistant, 3 Computors and 7 Assistant Compilers each. The Coding Section was responsible for coding the records according to the code structure specified.

The Punching Section was made up of units, each unit consisting of one Punch Supervisor, 5 Key Punch Operators and 3 Verifier Operators. Each unit verified within itself the cards punched in that unit. The Punch Supervisor was responsible for receiving the job documents from the Co-ordination Section, issuing it to his team and ensuring both speed and accuracy. A chart of the functions of the Punch Supervisor is at Appendix No. 4.

To maintain control over the units and to assess work turned out, necessary registers and progress reports were prescribed. To assist the Tabulation Officer there were 3 Senior Technical Assistants and 9 Statistical Assistants.

We were assigned machines made by International Computors Ltd. There were all non-electrical. We received 30 punching machines and 20 Verifiers. These machines were ordered and paid for directly by the Registrar General and they were installed on 8th September, 1970. The installation was carried out by the staff of the local office of the Company. The quarterly maintenance charges for each Punching Machine was Rs. 34.50 and for each Verifier Rs. 46. One card gauge was also supplied by the Office of the Registrar General.

The cards were supplied by I.B.M. These cards were stored in a separate room which was well lit by electrical bulbs to prevent damp, since the cards have a tendency to warp. The cards were also paid for directly by the Registrar General. One lakh cards were received on 3rd January, 1970 which were meant for training purposes and the later consignments of 5 lakhs and 24 lakhs cards were received on 8th June, 1970 and 23rd January, 1971 respectively. About 80,000 cards of incorrect size were replaced by the company.

Special furniture for the Punching and Verifier Machine Operators was got made to specifications suggested by the Registrar General. This furniture, consisting of one table and chair per operator was got made in the Furniture Depot of the Central Jail at Bangalore. Each table was 2′ 4″ in height, 3′ in length and 1′ 9″ in width. The chair was armless, four legged and 1′ 7″ high. The heights were meant to ensure that the arm of the operator was as far as possible parallel to the ground. The furniture for the other staff was hired. A special steel cabinet for the preservation of the punched cards was also purchased. The 50 tables and 50 chairs cost Rs. 2,975 and the steel cabinet Rs. 1,615-48P.

CHAPTER II

TABULATION OF THE HOUSELISTS AND ESTABLISHMENT SCHEDULES

Receipt and scrutiny of the forms :

After the canvassing of the Houselists and Establishment Schedules was over, the tabulation of the data in these forms was taken up. The main steps in the processing of the Houselist and Establishment Schedules were:

(i) Collection and arrangement of the filled in Houselist and Establishment Schedules;

(ii) Editing of these schedules;

(iii) Sampling of the Houselists;

(iv) Coding of the sample entries of the Houselist and cent per cent entries of the Establishment Schedules;

(v) Punching of the cards for coded entries; and

(vi) Transfer of the said data on to magnetic tapes (card to tape operation) at Railway Computer Centre, Madras.

The Houselisting operations were over by May 1970 and, according to the calendar prescribed in Census Circular No. 11, the despatch of the schedules was to commence by 27th May 1970. The manner in which these schedules had to be packed, accounted for, despatched and delivered was specified in Census Circular No. 14 (Both Census Circular No. 11 and 14 are reproduced in the Administration Report dealing with Enumeration).

By the 25th May 1970 the schedules started arriving in this office. The first step was the organisation of the receipt after scrutiny and arrangement of the schedules. To ensure that the records and other documents were correctly accounted for and scrutinised for obvious omissions, five-teams were constituted in this office. Four of these teams, consisting of one Statistical Assistant, two Computors and one Assistant Compiler each, were responsible for the receipt of the records relating to the urban and rural charges of the districts. The fifth team, consisting of four Computors and one Asst. Compiler dealt with the records of the five major cities of Bangalore, Belgaum, Hubli-Dharwar, Mangalore and Mysore. The first four teams were under the control of the Assistant Director (Technical) while the fifth team was under the control of the Assistant Director (City). The main functions of the teams are indicated in Appendix No. 5. The districts for the four teams under the Assistant Director (Technical) were grouped keeping in view the likely workload based on expected population. The grouping was as follows: Chikmagalur, Chitradurga, Hassan, Raichur and South Kanara the first group; Tumkur, Bangalore and Shimoga the second group; Coorg, Bellary, Bidar, Bijapur, Gulbarga, Mandya and Mysore the third group; Dharwar, North Kanara, Kolar and Belgaum the fourth group.

Detailed instructions were issued to the teams as to the content and type of scrutiny and the corrections to be carried out wherever necessary. These instructions are reproduced at Appendices Nos. 6 and 7. It will be noticed that the scrutiny was very detailed and did not confine itself to merely ensuring that all records were received. This was done deliberately because it was felt it was easier to fill in gaps in information and correct defects soon after the operations rather than undertake tedious and generally infructuous correspondence much later. The teams were asked to correct the village lists also wherever necessary. This was done to ensure that the last minute corrections to these lists made by the Tahsildars were duly taken care of and also to finalise the list for the actual enumeration. Five copies of the village lists were prepared and brought up-to-date. These teams were asked to follow the instructions scrupulously and major corrections could only be carried out with the permission of the Statistical Assistant concerned. They were expected to get the records ready for the pre-sample edit stage.

The five teams commenced the work of scrutiny of the schedules well within June 1970 but by July it was noticed that the work was accumulating. It was first thought that as and when the scrutiny of the records of one charge was over we could pass these on to another team for editing and accordingly, in fact, constituted five fresh teams in June 1970 but this was given up. On second thoughts, I felt it was best to complete the work of scrutiny as early as possible. Therefore, in July 1970, the teams were expanded into 7 with three batches in each team. Each batch was made up of one Computor and two Assistant Compilers. The three batches constituting one team were under one Statistical Assistant (Appendix No. 8). Regular progress reports were also prescribed.

By mid-August 1970, we had almost completed the preliminary scrutiny of the Houselists and Establishment Schedules and it was felt that the further pro-

cess of pre-sampling edit, sampling and post-sampling edit could be commenced. Therefore, the teams were reconstituted. Three teams with four batches were constituted for the completion of the balance work of the scrutiny of Houselists and Establishment Schedules and six teams were constituted for processing these records further. Each of these six teams consisted of one Statistical Asst., 4 Computors and 2 Asst. Compilers. It was insisted upon that the edit should be carried out only by the Computors, the Asst. Compilers were to do the sampling of the Houselists and the Statistical Asst. was to supervise the work. The Statistical Asst. was also asked to edit some blocks to ensure that he was familiar with the work (Appendix No. 9).

The preliminary scrutiny of the Houselists and Establishment Schedules was organised, as mentioned earlier, to ensure that all the records were received correctly. It was ensured that the records of all the blocks were received and that, within each block, all the sheets were intact. The houselists were then arranged villagewise or by blocks in urban areas and identification slips placed on top of each bundle. These sets were then arranged in the order of the location code and tied up so that, ultimately, there were complete charge bundles separately available. The Establishment Schedules were also arranged in similar manner. The records were then stacked on shelves on which the charges were marked. Such a detailed scrutiny was found most useful. In a few cases even block numbers, location code or other particulars were not entered. In such cases, had there been no sheet by sheet scrutiny, identification of these sheets at a later stage would have been well nigh impossible. The page numbering was also done by these teams.

Editing the Houselists and Establishment Schedules:

The tabulation of housing data contained in the houselist was limited to 20 per cent of the Census Houses. It was therefore unnecessary to scrutinise all the lines in the Houselist for all the columns. However, since in the case of the Establishment Schedules the tabulation was on full count all the entries in these schedules had to be scrutinised and edited.

The edit instructions for the Houselist and Establishment Schedule are reproduced at Appendix No. 10. These were specified under Circulars No. 14 and 14A of the R.G. (D.O. No. 9/4/70-CTU of 28th March 1970 and 13th May 1970). For convenience of reference, the formats of the Houselist and Establishment Schedule are also reproduced at Appendices No. 11 and 12

The edit of the Houselist was divided into two parts. The first was a pre-sampling edit and the second a post-sampling edit. In the pre-sampling edit the entries relating to the following items were scrutinised for all lines contained on each page of the Houselist:

(i) Location code– to ensure it was fully and correctly written.

(ii) Column 1—Line Number—to ensure that the line numbering was continuous for a Block and that cancelled lines were not numbered.

(iii) Columns 2, 3 and 8 -Building Number, Census House Number and Household Number. These had to be scrutinised together as they are clearly inter-related and to ensure that the numbering of the census houses and households was correctly done.

(iv) Columns 6 and 7– Purpose for which the Census House is used and whether used wholly or partly as an establishment. These two columns had to be checked with reference to the Establishment Schedules of the Block concerned. The check also made sure that all census houses used as establishments were carried over to the Establishment Schedule.

(v) Column 9—Name of the Head of the Household. Instrustion has been issued under Census Circular No. 7 (Please see report on Enumeration) that the word "Institution" should be written in Col. 9 of the Houselist in the case of all institutional households. The edit of this column was necessary to check whether the total number of such institutional households tallied with that entered in Col. 9 of the Houselist Abstract.

After the edit of columns 1, 2, 3, 6, 7, 8 & 9 of all the lines of the Houselist, the census houses in a block had to be numbered serially. This new serial number of only census houses was marked in red pencil between columns 2 and 3 on the line of the Houselist. This serial numbering was an important step as the sample would be picked on the basis of this numbering. Careful supervision was, therefore, necessary.

With the numbering of the census houses, the pre-sampling edit was over. The next stage was the picking of the sample. A 20 per cent sample had to be picked for all rural and urban areas. The instructions regarding the sample selection were specified in R.G's Circular Nos. 13 and 18 (D.O. No. 10-1/70 D.T. of 28th March 1970 and 25th April 1970) (Appendix No. 13). For the purposes of sample selection, the territorial units were the Taluk, City and Non-City Urban district. These were the "operational units" for the sampler. Houselists were arranged in the serial order of the enumerator's blocks within each of these operational units separately and the sample was picked in

a continuous operation flowing from block to block within each operational unit. (The detailed procedure is at Appendix No. 13). Each fifth census house was ticked off.

After the sample was picked, the sample lines were edited. This was the stage of post-sample edit. In this stage, the entries in each sample line relating to the following columns of the houselist were scrutinised:

(i) Columns 4 and 5—Material of wall and roof. This was to ensure that the description was adequate and not vague. Imputation was allowed.

(ii) Column 10—If Scheduled Caste or Tribe.

(iii) Column 11—Number of living rooms in the occupation of the census household. If this was blank, imputation on the basis of the 1961 ratio of one room for every three persons was allowed.

(iv) Column 12—Does the household live in owned or rented house? Imputation, if there were no entries, were specified in the instructions.

(v) Columns 13, 14, 15—Number of persons normally residing in the census household—males, females, total.

(vi) Column 16—Does the household cultivate land, if there was no entry, 'yes' was to be imputed in the case of rural areas and 'no' in the case of urban areas.

The imputation permitted in the absence of information are contained in Appendix No. 10. With the post-sampling edit over, the next stage of coding and punching of the sample entries was taken up. This is described a little later.

The edit of the Establishment Schedules was based on instructions from the Registrar-General (Appendix No. 10). All the entries in all the lines were edited because the data in these schedules were being tabulated cent per cent.

As mentioned earlier, six teams were constituted for the editing work, each consisting of one Statistical Assistant, 4 Computors and 2 Assistant Compilers. These teams were set up in mid-August 1970 and commenced the work. The entire records of a district were assigned to a team so that full control would be possible over the movement of records. The edit of the Houselists and Establishment Schedules were done only by the Computors while the sampling was done by the Assistant Compilers. The Statistical Assistants checked the work at appropriate stages. Before the work of editing was commenced it was considered desirable to fully acquaint the staff with the process of filling in these schedules, since an adequate background of the instructions for houselisting would help in the process of editing. Practical training in filling up the schedules was therefore given over three days in August 1970.

The Statistical Assistant of the team was made responsible for speed and accuracy of the work. He had to supervise the work of the others and test-check entries. The checking was facilitated by the use of control charts as specified in the instructions. Similarly, the Tabulation Officer and Senior Technical Assistant had to supervise the work of the teams.

Some of the common omissions and mistakes which were noticed during the editing of the Houselist and Establishment Schedule are indicated below:

Houselists

1. Mistakes in block numbering due to lack of care at Charge Superintendents level e.g., not assigning separate block numbers to becharak villages and hamlets.
2. Block numbers were not written in the order specified in the instructions.
3. Block demarcations were not shown properly when hamlets were also assigned to the same enumerator.
4. In some cases village numbers were repeated for the block numbers.
5. Names of hamlets were written for the main villages in a few cases.
6. In Col. 1 of the houselist, serial numbers were continued to the next block also though the instructions were very clear that there should be a separate series for each block.
7. In some cases, street names were written instead of serial numbers. In some other cases census house numbers were entered in Col. 1.
8. Instances of keeping the first Col. blank were also found. Some breaks were also noticed while giving the serial numbers.
9. In Col. 2 entries like 52(1), 52(2), 52(3)(a), 52(3)(b) were found. This was due to a misunderstanding of the concepts of a 'building', 'census house' and 'household'.
10. In Col. 3 numbers entirely different from those in Col. 2 were also found, particularly in cities. In the case of hotels, hostels and hospitals each room was treated as separate census house, in a few areas.
11. Market buildings consisting of many establishments were assigned only one census house number instead of treating each unit as a separate census house.
12. Sometimes Col. 3 relating to Census House No. was kept blank, while sometimes vacant sites, hutties, latrines village entrances, cattle sheds, tombs, mantaps, buildings without roofs were also assigned numbers and written in Col. 3. These were corrected.

13. Idols installed under a tree or in open spaces were numbered and entered in Col. 3.

14. Sometimes roof materials like tiles, grass etc., were written in Col. 4 wrongly instead of in the appropriate column.

15. In some cases Col. 4 was kept blank (Material of Roof).

16. Sometimes Col. 5 was kept blank and entries like no roof bricks etc., were noticed.

17. In Col. 6 only entries like Yes—1, Yes—2, etc., were found and there was no reference in Col. 7. In such cases Establishment Schedules had to be referred to and then this column was filled up. In a few cases names of owners were written in this column.

18. In a few cases where the census houses had a combined use *i.e.,* residence-*cum*-other purposes, this was not recorded properly in Column 6 and had to be deduced.

19. Sometimes no link could be had between the Houselist and the Establishment Schedule through Column 7 of the Houselist. Enumerators had listed the Houselist and Establishment Schedule in such cases independently.

20. Column 8 (Household No.) had sometimes no link with the entries in Columns 2 and 3. Sometimes Column 8 was kept blank or too many households were found in a single census house and entries like 21(a), 21(b)..... 21(K) were noticed in this column. Entries like 2(A), 2(B), etc., were also found in this column. Capital alphabets, instead of small ones, were used which was against instructions.

21. Entries were found in some of the Columns 8 to 16 even in case of establishments *e.g.,* name of the owner, number of rooms, owned or rented, which were unnecessary.

22. Names of S.C./S.T. were not written in many cases. Entries such as only 'S.C.' 'S.T., 'Yes', 'No' were noticed. It was also noticed in Column 10 that 'Harijan' was entered sometimes instead of the actual name of the S.C.

23. Sometimes Column 11 (No. of living rooms) was kept blank. This was corrected with reference to Col. 15.

24. No mistakes were generally found in Column 12 except for a few omissions.

25. In a few cases total of Columns 13 and 14 did not tally with Column 15.

26. In Col. 16 'X' marks were noticed in most of the schedules. This may have been to avoid writing 'No'. Such entries were treated as 'No'.

Establishment Schedules

1. In Col. 1 of the Establishment Schedule fresh serial number had to be given for each block, but some instances of assigning continuous serial numbers were noticed. Block demarcations were also not shown. There was no relationship between first column of establishment and Col. 7 of the houselist as the enumerator had evidently filled them up independently.

2. In some cases numbers written in Col. 1 of houselist were repeated in Col. 1 of the Establishment Schedule.

3. There was no link between the census house number entered in Col. 2 of the Establishment Schedule and Col. 3 of the houselist. In cases where enumeration was done separately of the Establishment Schedule and Houselist, no relationship could be established. Sometimes household numbers were found to have been entered in Col. 2.

4. Some entries like cattle sheds, pump houses, temples which are not establishments were also noticed.

5. In a few cases 'X' was written in Col. 4 of the Establishment Schedule.

6. In many cases Col. 5 was left blank and was treated as 'unspecified'.

7. 'Registered' was written even for small establishments meaning that they had received a licence from the Municipal Corporation. Some enumerators had got confused between household industry, registered factory and unregistered workshop.

8. In some cases no clear description of the activity of the establishment was written in Col. 7. In some cases it was vaguely mentioned as 'job works', 'workshop', 'household industry' etc.

9. Some enumerators had written all entries in Col. 11 only. They had to be shifted appropriately.

10. Col. 8 was left blank in many cases.

11. Sometimes the description in Col. 9 of the goods bought or sold was not clear.

12. In many cases entries were not made in Col. 10.

The errors were evidently due to lack of understanding of the instructions by the enumerator and the training in such areas was evidently not upto mark. The errors were all corrected during edit. In a few cases imputations had to be made.

Coding the Houselists and Establishment Schedules

After the post-sample edit stage of the Houselists and the editing of all the entries in the Establishment Schedule, the coding of the relevant entries was taken up. The code structure was specified by the R.G. (Appendix No. 14). The coding was done by teams constituted for the purpose. Each team consisted of one Statistical Assistant, 3 Computors and 7 Assistant Compilers. The first team was constituted on 26th August, 1970 followed by two more on 3rd September, 1970. Gradually, all the editing teams were converted into coding teams. The actual coding of the entries was by the Assistant Compilers whose work was checked cent per cent by the Computors. The Statistical Assistant had to test-check at least 5 per cent of the coded entries. A Mistakes Register was opened for each team and the common types of mistakes committed were indicated to all the teams so that they could avoid committing similar mistakes.

Punching and Taping

The machines were installed on 8th September, 1970. Soon, thereafter, all the officials appointed as Punchers or Verifiers were trained. Before these persons were trained, a few senior members of the staff were trained through the courtesy of International Computers Ltd. They formed the nucleus training staff. The general training in punching was given to ensure that there was as large a degree of uniformity and quality of performance as possible. Training in the particular jobs on hand was given for a fortnight. Blank cards supplied specifically for training were used.

After a sufficient back-log of coded records was built up, the punching was commenced on 2nd November 1970. Six teams were constituted consisting of one Supervisor, 5 Key Punch Operators and 3 Verifier Operators. The punched cards were verified cent per cent. All cards which were wrongly punched were replaced by cards correctly punched. Punch Supervisors were also instructed to check punched cards.

Detailed instructions on the card layout, punching etc., were received. The card layout for the Houselist and Establishment Schedules and the punching instructions are at Appendix No. 15.

After punching of all the schedules was completed, the punched cards were neatly packed and sent to Zonal Computer Centre, Madras for taping operations. Cards pertaining to Houselists and Establishment Schedules were first run in the computer for pre-edit run. This pre-edit run was designed to eliminate double and multiple punches and also defective cards as no double punches or multiple punches were suggested in the card layout except for the alphabet 'H' for the Houselist and 'E' for the Establishment Schedules. Such types of defective cards were rejected by the Computer. Such cards were replaced, after which all the cards were run for the taping operations. As this was the first time we were adopting this technique, there were some mistakes of this type and some cards were rejected as defective in the first pre-edit run. In the subsequent pre-edit runs such defective cards rejected by the computer were negligible. In the regular run some errors were noticed and imputed by the computer. Such imputations were built into the programme of the taping operations. The types of errors that were noticed by the computer in the case of Houselists were briefly as follows:

(1) In a few cases the file number which was punched wrongly was noticed by the computer.

(2) The District codes, Town codes and Taluk codes which were wrongly punched were detected by the computer.

(3) In some cards "T" was punched instead of "3" which was the code for "others" (other than SC and ST).

(4) "1" was an invalid code for roof material. In a few cases "1" was punched and this error was noticed by the computer and imputed as "9" (*i.e.*, unspecified).

(5) For Tenure status codes allotted were "1" and "2". Any codes other than these were invalid. Such wrong punching was also detected by the computer.

(6) In some cards there was a wrong punch for rural/non-city urban/city. Such types of errors were also noticed.

(7) In some cases materials of wall and roof were not coded and not punched. This was also noticed and imputed as "9" by the computer (*i.e.*, unspecified).

(8) In a few cases the columns meant for "Number of living rooms" were left blank in the card. This was also noticed and imputed by the computer as "01".

(9) Some instances of the repeating of wall material, roof material and purpose of Census House for the households within the same Census House were noticed by the Computer.

(10) A few instances of coding and punching other than "1" and "2" in the column meant for household cultivating land were also noticed by the computer and rejected. Fresh cards were substituted.

(11) Errors of coding and punching for residential purposes when actually used for non-residential purposes and vice-versa were placed by the computer. In such cases, imputations were made by the Computer.

The errors noticed by the computer in the cards of the Establishment Schedule were of the types mentioned below:—

(1) In Column '5' of the Establishment Schedule, when the entry was unspecified the instructions were to code as '0000' and to punch the same. But, the computer imputed '0001' for '0000'. This was due to the change in programming.

(2) Some errors due to omission in coding and punching of "Type of manufacturing establishment" or "Type of fuel or power used" were noticed by the computer. In such cases also imputations were made by the computer.

(3) In a few cases the file number, district codes, town codes and taluk codes which were wrongly punched were detected by the computer.

(4) In a few cases, instances of coding and punching of other than 1, 2 and 3 in column meant for "Type of

Establishments—Govt./Private/Co-operative" were also noticed by the computer. In such cases, fresh cards were punched.

(5) There was wrong punch for rural/non-city urban/city. Such types of errors were also noticed and the code as found in the previous card was imputed.

The cards rejected by the computer were replaced after rectification of mistakes in punching.

As mentioned earlier, the Houselists and Establishment Records commenced arriving by the end of May 1970. As and when they were received, the teams concerned commenced preliminary scrutiny and processing followed by the other stages of editing, sampling, punching. The preliminary steps took nearly a month and actual editing commenced on 20th August 1970. The editing of the records of all the charges was completed by 19th Feb. 1971.

A week after editing, sufficient records were available for coding. The coding commenced on 26th August 1970 and was completed for all the charges by 15th March 1971.

Punching commenced on 2nd Nov. 1970. This operation for both Houselists and Establishment Schedules was completed on 16th April 1971. The packed cards were forwarded to the Zonal Computer Centre at Madras for transfer to magnetic tape. The dates of despatch and taping are indicated below:

Date on which cards sent to the Zonal Computer Centre at Madras	Names of Districts for which cards sent	No. of cards sent	No. of days taken for taping operations
	CARDS PERTAINING TO HOUSELISTS		
18-1-1971 20-1-1971	Bidar, Coorg and Bellary Mysore and South Kanara	70,539	7 days
18-2-1971	Bijapur, Chikmagalur, Chitradurga and Dharwar		5 days
18-3-1971	Bangalore, Hassan and Gulbarga	73,726 72,009	(from 29-3-71 to 2-4-1971)
18-4-1971	Belgaum, Kolar, Mandya, North Kanara, Raichur, Shimoga and Tumkur.	1,26,064	10 days
	Total	3,42,338	
	CARDS PERTAINING TO ESTABLISHMENT SCHEDULES		
18-3-1971	Bidar, Bellary Bijapur, Chikmagalur, Chitradurga, Coorg, Dharwar, Gulbarga, Mysore & South Kanara.	75,997	6 days
6-5-1971	Bangalore, Belgaum, Hassan, Kolar, Mandya, North Kanara, Raichur, Shimoga and Tumkur.	78,908	
	Total	1,54,905	

The rejects by the Computer for errors in punching were rather high in the initial stages but were reduced as the work progressed. The following statement indicates the number of cards rejected in each of the sets of cards processed:

Total No. of cards in set	*No. of cards rejected and replaced*
HOUSELISTS	
70,539	735
73,726	50
72,009	48
1,26,064	66
ESTABLISHMENT SCHEDULE	
75,997	73
78,908	36

After each of the taping operations in Madras we were able to isolate the particular punching team which was responsible for the largest number of rejected cards and improve its performance. This helped in ensuring more careful work as time went on.

The magnetic tapes were forwarded by the Zonal Computer Centre, Madras to the Mechanical Tabulation Unit of the office of the Registrar General where the Houselist and Establishment Tables were generated by the use of the computer in that office. The printed tables were received in this office in January 1972 after which the respective reports were drafted.

CHAPTER III

SETTING UP THE REGIONAL TABULATION OFFICES

The setting up of the Tabulation Offices was discussed at the Second Conference of Directors at Courtallam and Kanyakumari in June 1970. One Regional Tabulation Office was envisaged for every 6 million population approximately. Also, it was suggested that all the urban slips may be processed in one tabulation office. In this State, five tabulation offices were established. The four Rural Tabulation Offices were located at Bangalore, Belgaum, Gulbarga and Mysore while the Urban Tabulation Office was also located at Bangalore. The latter, as mentioned earlier, processed the slips of all the urban areas in the State.

Each of these tabulation offices was under the control of a Deputy Director of Census Operations. The staffing pattern of the offices was as indicated below:

STAFF FOR THE TABULATION OFFICES

Post	Scale of pay in Rs.	Tabulation office				
		Bangalore Rural	Belgaum	Gulbarga	Mysore	Bangalore Urban
1. Head Clerk	210—380	1	1	1	1	1
2. Upper Division Clerk	130—300	1	1	1	1	1
3. Lower Division Clerk	110—180	1	1	1	1	1
4. Lower Division Clerk (Typist)	110—180	..	..	..	..	2
5. Lower Division Clerk (Records)	110—180	1	1	1	1	1
6. Tabulation Officer	350—475	1	1	1	1	1
7. Statistical Assts.	210—425	2	2	2	2	6
8. Asst. Compilers	110—180	1	1	1	1	2
9. Supervisors	225/- p.m.	26	25	20	25	34
10. Compiler Checker	200/- p.m.	26	25	20	25	34
11. Sorters	175/- p.m.	206	200	160	200	272
12. Records Attendants	115/- p.m.	1	1	1	1	2
13. Attendants	100/- p.m.	10	10	10	10	10
14. Watchman	100/- p.m.	1	1	1	1	1

Some general principles were suggested by the R.G. for determining the number of posts of Supervisors, Compiler-Checkers and Sorters for each tabulation office. The basis of calculation was 30,000 slips per sorter in the Rural Tabulation Offices and 25,000 slips per sorter in the Urban Tabulation Office. In both the rural and urban offices, the ratio of Sorter: Compiler-Checkers: Supervisors was 8:1:1. One Statistical Assistant was placed in charge of 6 such teams in each Tabulation Office. The staff in the four rural tabulation offices was in addition to that which the Deputy Directors had under them previously.

The posts of Supervisors, Compiler-Checkers, Sorters, Records Attendant, Attendants and Watchmen were all on consolidated pay and not on a time scale. All these posts were sanctioned by me under the delegated powers, except that of Supervisors which were sanctioned by the R.G.

The tabulation offices were expected to be set up by 1st March 1971 with the enumeration scheduled to commence on 10th Feb. 1971. However, with the postponement of the Census to March these tabulation offices were set up from about 15th March 1971. The recruitment to the posts of Statistical Assistants was made at Bangalore but that of most of the other staff was suggested to be made locally at the place where the tabulation office was located. Recruitment was made only on the basis of lists of candidate sup-

plied by the local employment exchanges. For recruiting the large number of Supervisors, Compiler-Checkers and Sorters, recruitment Committees were set up as follows:

1. Belgaum Division:—	1. Deputy Director of Census Operations, Belgaum Divn. Belgaum.	(Convenor)
	2. Deputy Director of Census Operations (Administration) Bangalore.	
2. Gulbarga Division:—	1. Deputy Director of Census Operations, Gulbarga Division, Gulbarga.	(Convenor)
	2. Deputy Director of Census Operations (Mechanical Tabulation) Bangalore.	
3. Mysore Division:—	1. Deputy Director of Census Operations, Mysore Division, Mysore.	(Convenor)
	2. Deputy Director of Census Operations (Special Studies), Bangalore.	
4. Bangalore Division:—	1. Deputy Director of Census Operations, Bangalore Division, Bangalore.	(Convenor)
	2. Asst. Director of Census Operations (Technical)	
5. Bangalore Urban:—	1. Deputy Director of Census Operations, (Mechanical Tabulation), Bangalore.	(Convenor)
	2. Tabulation Officer (Sri R.Y. Reva Shetti).	

In the case of Belgaum, as indicated in the Administration Report on Enumeration, enumerators were recruited who later got absorbed in the tabulation office. The local officers were associated with the recruitment only so far as these persons were concerned. A simple written test was first conducted, based on the results of which interviews were held and personnel selected.

The Deputy Directors in charge of the tabulation offices were allowed to fill up posts by deputation from among officials of the State Government. Proposals received from them were processed with the State Government and the services of selected personnel obtained on deputation. In the Gulbarga and Mysore Tabulation Offices the Tabulation Officers were officials of the State Government on deputation, while in Bangalore and Belgaum and in the Urban Tabulation Office at Bangalore the Tabulation Officers were directly recruited. Some of the posts of Statistical Assistants were also filled up by promoting the seniormost eligible officials who were already working in this office.

The qualifications required for the posts of Tabulation Officer and Statistical Assistant have been indicated earlier. The qualifications for some of the other posts were as follows:

REGIONAL TABULATION OFFICES—RECRUITMENT OF STAFF—AGE AND QUALIFICATIONS PRESCRIBED FOR VARIOUS POSTS

Sl. No.	Designation of the post	Scale of pay	Age limit	Essential qualifications	Desirable
	ADMINISTRATIVE				
1.	Upper Division Clerk	Rs. 130—300	Below 25 years	1. A Degree of a recognised University. 2. Three years' experience of administrative and budget work.	
2.	Lower Division Clerk/Typist	Rs. 110—180	Do.	1. Matriculation or its equivalent. 2. Minimum speed of 30 words per minute in typing	
	TECHNICAL				
1.	Asst. Compiler	Rs. 110—180	Do.	S.S.L.C.	(i) A Computors certificate by a recognised institution. (ii) 2 years' experience in tabulation office or firm.

Sl. No.	Designation of the posts	Scale of pay	Age limit	Essential Qualifications	Desirable
2.	Supervisor	Rs. 225/- (consolidated pay)	Below 25 years	A degree in Statistics or in Mathematics/Economics with Statistics as a subject. Should possess a fair knowledge of Kannada or other regional language i.e. to read and write with understanding.	2 years' experience in Tabulation office work.
3.	Compiler-Checker	Rs. 200/- (consolidated pay)	Do.	A degree in Arts/ Science/Commerce. Should possess a fair knowledge of Kannada or other Regional language i.e. read and write with understanding.	
4.	Sorter	Rs. 175/- (consolidated pay)	Do.	S.S.L.C. Should possess a fair knowledge of Kannada or other Regional language i.e. to read and write with understanding.	

The age limit for candidates belonging to Scheduled Castes or Tribes was 30 years while for ex-servicemen and retrenched Central Government Employees age relaxation was permissible according to the rules.

Items of work in the Tabulation Offices :

The tabulation offices, both rural and urban were concerned with the following items of work:

(i) receiving the blockwise enumeration records and arranging them properly;

(ii) marking the one per cent sample in the individual slips books and copying out the sample slips for advance tabulation at national level;

(iii) editing of the slips, specially for Q. 16(d)—'Nature of Industry, trade, profession or service' in the slips of workers other than cultivators and agricultural labourers, with a three-digit code of N.I.C. 1970, without breaking the pads;

(iv) tabulation for primary census data.

(v) picking of the two-stage sample from the Population Records;

(vi) carrying out the special survey for the testing of the comparability of the work concepts of 1961 and 1971.

After the tabulation for the primary census data, the rural offices had to pick out a 10 per cent sample of slips and tabulate the sample slips for other tables. The urban office had to pick out a 20 per cent sample and forward the sample slips to the Mechanical Tabulation Unit for further processing.

The following Tabulations were also carried out:

(a) tabulation of a few specified tables in the case of 18 towns selected for special studies, based on the 80 per cent slips available after the picking of the 20 per cent sample;

(b) tabulation of duplicate slips in the case of four villages selected for re-study.

Buildings :

The large staff in the tabulation offices necessitated the hiring out of buildings for locating these offices. In Bangalore, both the rural and urban tabulation offices were located in a large godown hired out on Museum Road from M/s. S. V. Subramaniam and Sons, Bangalore, on a rent of Rs. 4,000 per month. In Belgaum a building of the Raja of Kurundwada (Jr.) at Wadagaon in Belgaum City was hired out at Rs. 550 per month. In Gulbarga, no one building was available and, therefore, six small buildings were rented out at a total rental of Rs. 1,135 per month. In Mysore, a part of the Palace Office building was hired out at Rs. 800 per month.

In retrospect, the tabulation of all urban slips in one Urban Office for the entire State seems to have no particular merit. In fact, it has meant the inflation of demands on space requirements at Bangalore where rentals are very high. If the same system of tabulation is followed, I would suggest the tabulation of the urban slips in the regional offices at the Divisional

centres. This would avoid unnecessary movement of records.

Pigeon Holes and steel boxes :

The manual sorting of the individual slips was rendered easier by the use of a stand made up of compartments. These pigeon holes were 6″ high, 7″ wide and 8″ deep. Ten pigeon holes, in two rows of five each, one on top of the other were made out of wood. After the usual process of calling for quotations the entire requirement of 1,100 pigeon holes were got made in Bangalore at a cost of Rs. 15,400 and were supplied to the regional offices. It was investigated whether these pigeon holes could be got made at Mysore, Gulbarga and Belgaum to meet the requirements of the tabulation offices there but the rates were found to be very high. It was therefore decided to get these manufactured at Bangalore which was found cheaper even though we had to meet the cost of transport to the three offices outside Bangalore. One pigeon hole stand was supplied to each Sorter and a few retained as spare ones.

To enable the sorters to keep the individual slips carefully it was decided to supply steel boxes of size 18″ × 15″ × 12″, on the same lines as in 1961. The boxes were all made in Bangalore after getting quotations from trunk manufactures. There were 1,100 old boxes available which were utilised and 1,911 new ones were got manufactured. The total cost of the new boxes was Rs. 44,499.25 p. This expenditure was sanctioned by the Registrar General under his letter No. 1/13/71-Ad. III of 29-6-71 and 27-9-71.

The boxes were despatched by truck to the Divisional Offices outside Bangalore. The norm was two boxes per Sorter and at least two per Supervisor. The distribution of the boxes was made on this basis. 450 boxes were allotted to Mysore. 600 to Belgaum, 370 to Gulbarga and 730 to Bangalore Rural and 845 to Bangalore Urban.

Receipt of Records :

The instructions to the Charge Superintendents and others regarding the despatch of records were issued under Census Circular No. 28 (Appendix No. 16). Block Index and Charge Index were specified for checking whether all the records had been received. As mentioned earlier, the records of all the urban charges in the State came into the Urban Tabulation Office at Bangalore while the records of the rural charges were received at the respective Rural Tabulation Offices.

Soon after the revisional round was over, the records started to flow in. Since instructions were issued that records should be sent only with messengers and not as unaccompanied goods, it was felt that the office should be open for longer hours to accept such records. The Tabulation Offices were therefore kept open from 8 A.M. to 8 P.M. on all working days from the 6th April, 1971. The staff of the Tabulation Offices, who were in position by this time, were organised into teams and assigned specific charges, the records of which they had to receive after verification.

CHAPTER-IV
THE TABULATION PROCESS

The tabulation of the data collected during enumeration was carried out in a series of operations. The latter were based on the tables which were specified as part of the tabulation programme.

Tabulation Plan and Publication Programme :

The Tabulation plan and the associated publication programme are indicated below:

Tabulation Plan:—

A SERIES—GENERAL POPULATION TABLES

A-I	Area, Houses and Population
A-II	Decadal variation in population since 1901
A-III	Villages classified by population
A-IV	Towns and Urban Agglomerations classified by population in 1971 with variation since 1901.
A-V	Standard Urban Areas. Union/State Primary Census Abstract Urban Block/ Villagewise Primary Census Abstract.

B SERIES—GENERAL ECONOMIC TABLES

B-I	Part A	Workers and non-workers according to main activity classified by sex and age groups (Full count)
B-I	Part B	Female workers and non-workers according to main activity classified by marital status and age-groups (sample).
B-II		Workers and non-workers in cities and non-city urban areas according to main activity classified by sex and age-groups (Full count),
B-III	Part A	Classification of workers and non-workers according to main activity by educational levels in Urban Areas only (Sample).
B-III	Part B	Classification of workers and non-workers according to main activity by educational levels in Rural Areas only (Sample).
B-IV	Part A	Industrial Classification of persons at work other than at cultivation as main activity by sex and Divisions, Major Groups and Minor Groups.
B-IV	Part B	Industrial Classification of workers in manufacturing, processing, servicing and repairs on household industry basis as main activity by sex and class of workers.
B-IV	Part C	Classification of workers in non-household Industry, Trade, Business, Profession or Service as main activity by class of workers, age and sex.
B-IV	Part D	Industrial Classification by sex and and class of workers of persons work in Non-household Industry, Trade, Business, Profession or Service as main activity.
B-V	Part A	Occupational Classification by sex of persons at work according to main activity other than cultivation.
B-V	Part B	Occupational Classification by sex and class of workers in Non-household Industry Trade, Business, Professions or Service as main activity.
B-VI	Part A (i)	Occupational Classification of persons at work according to main activity other than cultivation classified by sex and broad-age groups in Urban Areas only.
B-VI	Part A (ii)	Occupational Classification of persons at work according to main activity other than cultivation classified by sex and educational level in Urban Areas only.
B-VI	Part B (i)	Occupational Classification of persons at work according to main activity other than cultivation by sex and broad age groups in Rural Areas only.
B-VI	Part B (ii)	Occupational Classification of persons at work according to main activity other than cultivation classified by sex and educational levels in Rural Areas only.
B-VII		Secondary work i.e. persons having main activity (i) as Cultivator (ii) as Agricultural Labourer (iii) at Household Industry (iv) at Non-Household Industry and (v) Non-workers classified by sex and by Secondary work (i) at Household industry (ii) as Cultivator or (iii) as Agricultural Labourer or (iv) Non-Household Industry, Trade, Business or Service.
B-VIII		Persons classified as Non-workers according to main activity cross-classified by sex, broad age-groups and type of acitivity.
B-IX	Part A	Non-workers categorised as others aged 15 and above classified by sex, broad age groups and educational levels in Urban Areas only.
B-IX	Part B	Non-workers categorised as others aged a 15 and above classified by sex, broad age-groups and educational levels in Rural Areas only.

C SERIES—SOCIAL AND CULTURAL TABLES

C-I	Part A	Composition of Households by Relationship to Head of Household classified by age-groups (Sample).
C-II		Age and Marital Status.
C-III	Part A	Age, sex and Education in All Areas.
C-III	Part B	Age, Sex and Education in Urban Areas only.
C-IV		Single year age returns.
C-V		Mother tongue (Alphabetical Order)
C-VI		Bilingualism.
C-VII		Religion.
C-VIII		Scheduled Castes and Scheduled Tribes (Part A & B).

D SERIES—MIGRATION TABLES

D-I	Population classified by place of birth.
D-II	Migrants classified by place of last residence and duration of residence in place of enumeration.
D-III	Migrants to cities classified by sex, broad-age groups educational levels and in case of workers by Occupational Divisions.
D-IV	Population of cities classified by place of last residence and duration of residence.
D-V	Workers and Non-workers according to main activity classified by place of last residence.
D-VI	Migrants classified by place of last residence, age-groups, duration of residence and marital status.

E SERIES—ESTABLISHMENT TABLES (FULL COUNT)

E-I		Distribution of Establishments by broad types.
E-II	Part A	Distribution of Manufacturing, Processing or Servicing Establishments other than Household Industries classified by Registered Factories, Unregistered workshops and size of employment.
E-II	Part B	Distribution of Manufacturing, Processing or Servicing Establishments other than Household industries classified by Industry, Fuel, Power or Manual used and size of employment.
E-II	Part C	Distribution of Household Industry Establishments classified by Industry Fuel/Power used and size of employment.
E-III		Distribution of Trade/Commercial Establishments classified by the type of business or trade and size of employment.
E-IV		Distribution of establishments (other than Manufacturing, Processing Servicing or Business and Trade Establishments) by size of Employment

F SERIES—FERTILITY TABLES

Table 1-A	Number of currently married women and the related births during the last year by Religion, present age and age at marriage (For All Areas).
Table 1-B	Number of currently married women and the related births during the last year by religion, present age and age at marriage (For Rural Areas).
Table 1-C	Number of currently married women and the related births during the last year by religion, present age and age at marriage (For Urban Areas).
Table 2-A	Number of currently married women and the related births during the last year by education groups, present age and age at marriage (For All Areas).
Table 2-B	Number of currently married women and the related births during the last year by education groups, present age and age at marriage (For Rural Areas.).
Table 2-C	Number of currently married women and the related births during the last year by education groups, present age and age at marriage (For Urban Areas).
Table 3-A	Number of currently married women and the related births during the last year by religion, education groups present age and age at marriage (For All Areas).
Table 3-B	Number of currently married women and the related births during the last year by religion, education groups present and age at marriage (For Rural Areas).
Table 3-C	Number of currently married women and the related births during the last year by Religion, education groups, present age and age at marriage (For Urban Areas).
Table 4-A	Number of currently married women and the related births during the last year by religion, duration of marriage and age at marriage (For All Areas).
Table 4-B	Number of currently married women and the related births during the last year by religion, duration of marriage and age at marriage (For Rural Areas).
Table 4-C	Number of currently married women and the related births during the last year by religion, duration of marriage and age at marriage (For Urban Areas).
Table 5-A	Number of currently married women and the related births during the last year by education, duration, of marriage and age at marriage (For all Areas).
Table 5-B	Number of currently married women and the related births during the last year by education, duration of marriage and age at marriage (For Rural Areas).
Table 5-C	Number of currently married women and the related births during the last year by education, duration of marriage and age at marriage (For Urban Areas).

G SERIES—SPECIAL TABLES—GRADUATE AND TECHNICAL DIPLOMA HOLDERS.

H SERIES—HOUSING TABLES (20% SAMPLE)

H-I	Census Houses and the uses to which they are put.
H-II	Distribution of Census Houses by predominant material of wall and predominant material of roof.
H-III	Households classified by number of members and by number of rooms occupied.
H-IV	Households classified by size and Tenure Status.

ATION PROGRAMME

and Subject	*Sub-part No., if any, and the subject covered.*
of Population	
eneral Report	*Part I-A First part of the General*[1] Report discussing the data yielded from the Primary Census Abstract and the broad religion and mother tongue distribution. It will cover distribution, growth and density of population, sex ratio, Rural & Urban differentials, broad literacy rates, populations of Scheduled Castes and Scheduled Tribes, broad economic categories, etc.
	Part I-B The second part covering the detailed analysis of the demographic, social, cultural and migration patterns after the completion of the full tabulation programme.
	Part I-C Subsidiary Tables.
ibles on popu-	Part II-A Union/State/UT-General Population Tables ('A' Series).
	Part II-B Economic Tables ('B' Series)
	Part II-C (i) Distribution of population by mother Tongue and Religion, Scheduled Castes and Scheduled Tribes.
	Part II-C *(ii)* Other Social & Cultural Tables on Household Composition, single year age, marital status, educational levels, Scheduled Castes & Scheduled Tribes, etc. Bilingualism.
	Part II-D—*D* Series.
	Part II-(Spl.) All India Census Tables on 1% Sample Basis (Technical Note on sampling will be incorporated).
ents Reports	Report and tables of the 'E' series.
eport &	Part IV-A Housing Report & Housing Subsidiary Tables.
	Part IV-B Housing Tables.
and Ethnogra- on Scheduled cheduled Tribes	
	Part VI-A Town Directory.
tory, Survey Towns &	Part VI-B Special Survey Reports on selected towns.
	Part VI-C Survey Reports of selected villages.
ort on Gra- echnical per-	

Part VIII Administration Report (for official use only)	Part VIII-A Administration report—Enumeration. Part VIII-B Administration report—Tabulation.
Part IX Census Atlas	Union and State/U.T. Census Atlases.
Part X Special monographs District Census Hand book	Part (A) Village & Town Directory Part (B) Village & Townwise primary Census Abstract. Part (C) Analytical Report and administration Statements and District Census Tables.
Miscellaneous (will be published as special paper in each year as and when they are ready).	(a) Special Studies taken up by the Directors of Census Operations. (b) Special area Surveys. (c) Special Tables for standard Urban Areas. (d) Language Survey Reports. (e) Post enumeration check report (f) Age Tables (g) Life Tables (h) Report on estimates of inter-censal birth & death rates using 1971 Life Tables and age data. (i) Development of Vital Statistics in India.

The Types of Tabulation

The tabulation, as mentioned earlier, was carried out in a series of operations to generate the necessary tables. The main operations were as follows:—

1. Editing and sorting of the Individual slips.
2. Picking of 1 per cent sample and further processing of these slips.
3. Selection of the Sample from Population Record.

Apart from these operations which had a direct bearing of the preparation of tables, the staff of the Tabulation Offices also performed other functions such as copying out the slips of individuals with certain specified or new mother tongues and the carrying out of the resurvey for assessing the comparability of the economic questions of 1971 and 1961 Census. These are mentioned in some detail later.

The sorting of the Individual Slips, after they were edited, consisted of the following stages:—

(i) Sorting for the preparation of the Primary Census Abstract (P.C.A.). This was on cent per cent basis.

(ii) Picking out the 10 per cent sample of Rural slips for tabulation of certain social, cultural and economic characteristics.

(iii) Picking out the 20 per cent sample of Urban slips for tabulation of certain social, cultural and economic characteristics.

These are discussed hereafter.

Editing and sorting of the Individual Slip

For obtaining the tables specified in the Tabulation Plan, the sorting of the slips was arranged to yield the data necessary at each stage. The sorting was commenced only after the preliminary editing of the slips was completed.

The tabulation involved the preparation of 31 Sorter's Tickets and 37 Compiler's Posting Statements. The instructions for the preparation of each of these were issued by the Registrar General's office and were made available to each enumerator in the form of a manual (Appendices 17 to 20). Each Sorter's Tickets represented a specific stage in the tabulation and yielded data on specific items.

A brief indication is given below of the contents of each Sorter's Ticket:

S.T. 1	—	mother-tongues.
S.T. 2	—	religions.
S.T. 3	—	scheduled castes and tribes—total males and females.
S.T. 4	—	scheduled castes, scheduled tribes and others by literates and illiterates.
S.T. 5	—	males and females by the ten categories of workers and one of non-workers.
S.T. 6A (i to xi)	—	in each category of worker and non-worker. the number of persons by Scheduled Castes by Sex.
S.T. 6B (i to xi)	—	in each category of worker and non-worker, the number of persons by Scheduled Tribes by Sex.
S.T. 7 (i to xi)	—	persons in nine age-groups in each category of worker and non-workers.
S.T. 8	—	persons in each category of worker/ non-worker by educational levels and age-groups.
S.T. 9	—	persons in each category of worker/ non-worker by marital status in various age-groups.
S.T. 10	—	persons in each category of workers/ non-workers by single year ages.
S.T. 11	—	persons by class of workers by age groups in categories of workers other than those in household industry cultivation or agricultural labour.
S.T. 12	—	persons by class of workres in the categories of workers other than those in Household Industry, cultivation or agricultural labour according to Industrial Major and Minor Groups.
S.T. 13	—	persons in each Industrial Major and Minor Group by class of workers among workers in Household Industry
S.T. 14	—	non-workers by age-groups and activity of non-workers.
S.T. 15	—	persons categorised as 'others' under non-workers by educational levels and age-groups.
S.T. 16	—	persons with secondry work calssified by activity as cultivators, agricultural labourers, household industry, non-household industry.
S.T. 17	—	workers (other than those in agriculture and agricultural labour) by Occupational Divisions, Groups and Families according to the National Classification of Occupations.
S.T. 18	—	workers (other than cultivators and agricultural labour) by Occupational units and age-groups.
S.T. 19	—	workers (other than cultivators, agricultural labourers and in Household Industry) by class of worker and occupational units.
S.T. 20	—	workers (other than cultivators and agricultural workers) by occupational groups and educational levels.
S.T. 21	—	persons in each category of worker non-worker by mothertongues and subsidiary languages.
S.T. 22	—	persons in each category of worker non-worker by birth place.
S.T. 23	—	persons by place of last residence and duration of residence in place of enumeration.
S.T. 24	—	persons with last residence in other States in India by duration of stay in place of enumeration .
S.T. 25	—	persons by last residence in the districts of enumeration, in other districts of the State in other States or in other countries by duration of residence and marital status and by age groups.
S.T.26 (a)	—	currently married women by age at marriage and religion.
S.T. 26 (b)	—	currently married women by age at marriage and present age.
S.T.27	—	currently married women by educational level and present age for each religion and age at marriage group.
S.T. 28	—	currently married women by age at marriage and duration of marriage for each religion.
S.T. 29	—	currently married women by educational level and duration of marriage for age at marriage groups.
S.T. 30	—	currently married women by Scheduled Castes and Tribes by duration of marriage and for age at marriage groups
S.T. 31	—	currently married women by Scheduled Castes and Tribes by present age and for age at marriage groups.

Sorter's Tickets 7 to 25 were prepared separately for each sex. The Sorter's Ticket Nos. 1 to 7 were based on full count. Sorter's Ticket Nos. 8 to 31 were based on a 10 per cent sample of the rural slips. In the case of the urban areas a 20 per cent sample of the urban slips was picked and further processing of these slips was in the Mechanical Tabulation Unit. Tickets 26 to 31 were exclusively regarding currently married women.

Based on the Sorter's Tickets, various Compiler's Posting Statements were prepared, 37 in number. The flow chart at Appendix No. 21 indicates the relationship between tables finally prepared, the Sorter's Tickets and the Compiler's Posting Statements. The Primary Census Abstract (P.C.A.) was based on Sorter's Tickets 1, 3, 4 and 5.

As mentioned earlier, all the slips were edited for removal of omissions or inconsistencies. The edit instructions were included in the Sorter's Manual (Appendices Nos. 17 and 18). The edit was rather carefully done and though we lost a little time, we felt it was well worth the effort. The pads were not broken at this stage.

Apart from the editing, the sorters were instructed to code Q. 16(d) in each slip. The three digit code according to the National Industrial Classification (Appendix No. 22) had to be entered against the entry in Q. 16(d)—Nature of Industry, Trade, Profession or Service—and the appropriate Broad Industrial Category had also to be written in the vacant space between 'Broad Category' and 'Place of work' on each slip. The codes were marked in coloured pencil.

At this point it would be relevant to indicate the categorisation of workers for census tabulation. The Census has categorised workers for the purpose of tabulation. In 1961 Census there were nine industrial categories for workers depending on their activity, as follows:—

I	—	Cultivators.
II	—	Agricultural labourers
III	—	Mining, quarrying, livestock forestry, fishing, hunting, plantations, orchards and allied activities.
IV	—	Household Industry.
V	—	Manufacture other than household industry.
VI	—	Construction.
VII	—	Trade and Commerce.
VIII	—	Transport, Storage and Communications
IX	—	Other Services.

In the 1971 Census, the categorisation of workers into Industrial Categories is slightly different. The deviations from the 1961 Census classification are as follows:—

(i) Category III of the 1961 classification included "Mining and Quarrying". This has now been recognised as an independent category. This category is now designated as Category No. IV;

(ii) As a consequence of "Mining and Quarrying" being now designated as Category IV, 'Household Industry', which was Category IV in 1961 is in 1971 included under Category V. The latter has two parts:—

V (a) — Workers in Household Industry.

V (b) — Workers in Manufacturing, Processing, Servicing and repairs other than Household Industry.

The 1971 Census Industrial Classification of workers is, therefore, as follows:

I	—	Cultivators.
II	—	Agricultural Labourers.
III	—	Livestock, Forestry, Fishing, Hunting, plantations, Orchards and allied activities.
IV	—	Mining and Quarrying.
V (a)	—	Household Industry.
V (b)	—	Manufacturing other than Household Industry.
VI	—	Construction.
VII	—	Trade and Commerce.
VIII	—	Transport, Storage and Communications.
IX	—	Other Services.

The coding was on the basis of the National Industrial Classification (N.I.C.) in which the Divisions are as follows:

Division	(one digit level of classification)
0	Agriculture, Hunting. Forestry, Fishing
1	Mining and Quarrying.
2 and 3	Manufacturing and Repair.
4	Electricity, Gas and Water.
5	Construction.
6	Wholesale and retail Trade and Restaurants and Hotels.
7	Transport, Storage and Communications.
8	Financing, Insurance, Real Estate and Business Services.
9	Community, Social and Personal Services.

The last category 'X' (activities not adequately defined) of the N.I.C. was not used in the census classification. Such activities, wherever noticed, were classified as 990—Services not elsewhere classified.

The equivalence between the N.I.C. and the census categorisation was indicated in the Sorter's Instructions and was on the basis of the first digit of the N.I.C. code entered against Q. 16(d). The equivalence was as follows:

Census Industrial Category	*N.I.C. code with first digit indicated.*
I	'C' in Qn. 16 (a) (i); no N.I.C. Code.
II	'AL' in Qn. 16 (a) (i) ; no N.I.C. Code.
III	0
IV	1
V (a)	2 and 3 (and 'HHI' in 16 (a) (i))
V (b)	2 and 3 (and 'OW' in 16 (a) (i))
VI	5
VII	6, 8
VIII	7
IX	9

The code to be ascribed to certain activities was a matter of some discussion. The 'Explanatory Note' to the N.I.C. specified that the unit of classification should be an establishment. The relevant para reads as follows:—

"The basis of classification being the nature of economic activity carried on in an establishment, it follows that the unit classification should be an establishment. The term 'establishment' may be defined as an economic unit which is engaged in one or predominantly one kind of activity usually at a single physical location under single ownership or control. A firm or enterprise may have more than one establishment either on the same location or on different locations engaged either in the same economic activity or in different economic activities. In either case, each establishment is to be counted separately and classified appropriately. It is also likely that some establishments are engaged in more than one economic activity. To the extent possible, it is desirable to treat each technical unit, or ancillary unit or welfare unit, engaged in a different type of activity as a separate establishment. Examples of technical units are the departments of textile mills which spin yarn, weave cloth, and dye the cloth or Departments of a meat packing plant which produce lard lure becon or can meat. Clearest examples of ancillary units are central administration offices, warehouses, garages, repair-shops and electric power plants which primarily serve their parent units. Examples of welfare units are schools or dispensaries run by say, steel mills for the benefit of their employees. Where it is not possible to separate technical, ancillary and welfare units from their parent establishments, the establishment will have to be classified into one or other of the minor groups in the Classification according to the major activity of the establishment. The major activity of the establishment should generally be ascertained by reference to value added by the production of different products or services rendered or net revenue derived from the various activities. Where such an assessment is not possible, the classification may be determined in terms of gross revenue attributable to the products or services put by the establishment, the number of persons employed on various activities or the proportion of labour-cost assignable to those activities whichever may be convenient and appropriate. Where the integration of activities in an establishment as in the case of a factory producing pulp as well as paper, the classification will have to depend on the final product irrespective of the magnitude of the value added at different levels of production. In the Indian economy it sometimes becomes necessary to classify by industry persons who are own-account workers, as in the censuses of population and sample surveys of households. In such cases the distinction between industrial and occupational classifications becomes blurred. In the case of such own account workers, it is desirable to classify them under industries appropriately akin to their occupations."

As mentioned, this required the coding of activity being done on the basis of 'establishment'. On this basis, if an air-craft factory had a separate hospital for its staff, the doctor working there would acquire the Industrial Classification IX and come under the N.I.C. Major Group 93 and not under 'air-craft manufacture' or Category V(b), on the basis that the hospital was a separate establishment as such. This method of classification was discussed at a meeting called by the Registrar General on 28th May 1971 at Bangalore which was attended by the Directors of Andhra Pradesh, Kerala, Maharashtra, Mysore, Orissa and Tamil Nadu. The extract from the proceedings of this meeting reads as follows:—

"Deputy Director, Andhra Pradesh, raised a difficulty about assigning of N.I.C. code to railway workshops and asked whether the N.I.C. code should be assigned according to the "nature of activities of the workshop" or the same code number assigned to "Railways" (700) could be assigned to such workshops. This opened a basic question for discussion as to how the N.I.C. code was to be assigned for various establishments under a major industry. For example, an establishment manufacturing steel had a hospital for rendering health service to their employees or a primary school or a high school for the education of the children of the employees. In such a case whether the persons working in such hospital should be assigned a code number of "medical services" (930) and the persons working in the "Schools" that of "education Services" (22) or persons in both the establishments should be classified under the "manufacture of steel". It was argued that since the N.I.C. code scheme took into account the "Establishment approach" the classification of persons working in various establishments should relate to the specific activities carried on in such "establishments" rather than classifying them by the code of the activities of the major industry. The Directors of Census Operations, Mysore and Kerala, felt that the actual classification or assigning of three-digit N.I.C. code should depend upon the description recorded in the individual slip. If the description was adequate enough to classify the entry under the major establishment then the code number of the major

establishment should also be given to the medical or educational institutions run by that establishment but if it were difficult to find out from the return the nature of major industry, then it would be better to code it by assigning code by the nature of activity of that specific establishment."

It was considered essential to ensure uniformity of coding in all the Tabulation Offices and, therefore, detailed instructions were issued regarding the principles to be applied in classification and coding. These instructions are reproduced at Appendix No. 23.

Each slip was edited and coded as described earlier after which the various processes of sorting were commenced.

Sorting for the Primary Census Abstract :

As mentioned earlier, the Sorting Instructions were issued to the tabulation staff in the form of booklets. They were also given intensive training. The work was inspected regularly and general instructions were issued as and when necessary (Appendices Nos. 24, 25, 26).

The sorting for the Primary Census Abstracts (P.C.A.) is the most important part of the tabulation because the final totals get fixed at the end of this phase of sorting. This is cent per cent sorting and in the 1971 Census Sorter's Tickets 1 to 5, 6A, 6B and 7, the corresponding Compiler's Posting Statements and the P.C.A. were obtained as a result of this sorting. At the end of the sorting for Sorter's Ticket 5, a system of checking the totals was introduced. The slips of each village or urban block were recounted one after the other for each 'Broad Category' and cumulative totals were struck, using the same forms as the P.C.A. for this purpose. This, in reality, meant the recounting of all the slips in a Charge but ensured elimination of totalling or arithmetical mistakes. This also helped correct the P.C.A. (Appendix No. 27).

Ten per cent sample :

As mentioned earlier, it was decided that data on the rural areas, apart from the P.C.A. would be based on a 10 per cent sample of the rural Individual Slips. After the sorting for Sorter's Ticket 7 was over, the picking of the 10 per cent sample was taken up. The instructions for the picking of this 10 per cent sample were incorporated in the Sorters Manual (Appendix No. 17). Before the sample selection was commenced training was given to the tabulation staff.

The following statements were obtained by the tabulation of the sample slips:

(i) Sorter's Tickets 8 to 25 and Compiler's Posting Statement 8 to 31.

(ii) Sorter's Tickets 26 to 31 and Compiler's Posting Statements 32 to 37.

(iii) Additional Tables of non-workers (as main activity) reporting secondary work.

The third item was a special tabulation of the sample slips of non-workers for generating the following tables:

(1) Table B-I. Part A.
(2) Table B-III. Part B.
(3) Table B-IV. Part A. (Appendix only).
(4) Table B-V. Part A (At Group level, two digit N.C.O.)
(5) Table B-VI. Part B(i).
(6) Table C-VIII. Parts A and B.

The general instructions regarding the tabulation are reproduced at Appendix No. 28. This was also discussed at the Third Conference of Directors. The Tabulation of the sample slips of non-workers was organised after sorting for Sorter's Ticket 16 was over and was completed before the sorting for Sorter's Ticket 21 commenced since these slips were not needed for the sorting for Sorter's Tickets 17, 18, 19 and 20.

The tabulation of the 10 per cent rural slips was carried out entirely manually. The tabulation for Sorter's Tickets 26 to 31 was only of the slips of "currently married women" for the generation of fertility tables.

Twenty per cent Sample :

After the completion of the sorting for the Primary Census Abstracts and for Sorter's Tickets 6A, 6B and 7 for all the urban units, 20 per cent sample was selected for further tabulation. For the purposes of selection, the core city and the constituent units of an agglomeration together formed one stratum, all the other towns in a district forming another stratum (non-city urban). The instructions regarding the method of picking this 20 per cent sample were specified in the Manual to the Sorters (Appendix No. 17). Training was also imparted to the staff of the Urban Tabulation Office at the appropriate stage.

The Urban Tabulation Office did not carry out any operations on these sample slips. The slips were transferred to the Mechanical Tabulation Unit where

they were coded according to the instructions of the Registrar General and cards punched. (Appendices Nos. 29 and 30). The further processing of the cards was at the Zonal Computer Centre at Madras and tables were generated in the Office of the Registrar General.

One per cent sample :

The Tabulation Plan of the 1971 Census included the advance tabulation at national level from a 1% sample of the Individual Slips. The instructions regarding the picking of the 1% sample were included in the Sorter's Manual (Appendix No. 17). The sample selection was made immediately after all the slips had been edited and before the pads were broken. The sample slips were then copied out in full in pads of Individual Slips printed in blue. The distinctive colour was used to prevent any confusion between the original slips meant for tabulation and the copy of the sample slips. The blue slips representing the 1% sample were then transferred to the Mechanical Tabulation Unit for further processing.

The Mechanical Tabulation Unit received 291,665 blue slips from the four Regional Tabulation Offices and the Urban Tabulation Office. For processing these slips, seven teams were constituted consisting of one Statistical Assistant, 3 Computors and 6 Assistant Compilers. These officials were given training in the processing to be carried out.

The processing of these 1% sample slips was taken up after the processing of the Degree Holders and Technical Personnel Cards was completed. Each team was allotted one district for editing and coding. The editing and coding was carried out by the Computors and a random check by the Statistical Assistants before the slips were passed on the Punching Section. The code structure is reproduced at Appendix No. 29.

The editing and coding of the sample slips were begun on 15th July, 1971 and completed by 30th September, 1971. The punching commenced on 6th August, 1971 and was completed on 8th October, 1971. The cards were punched according to the card design and instructions received from the Registrar General (Appendix No. 30). The punched cards were sent to the Zonal Computer Centre, Madras on 17th November, 1971 for transfer to magnetic tape. The taping operations were completed in ten days. Only 154 cards had to be replaced for defects in punching out of the 2,91,665 cards sent. The presentation of the tables from the 1% sample was then taken up centrally by the Registrar General.

Selection of sample from Population Records

The Tabulation Plan envisaged the preparation of the following three tables:

(i) Table C-I Part A—Composition of Households by relationship to Head of Household classified by age-groups.

(ii) Table C-I Part B(i)—Distribution of households where the head is male by relationship of members with the head.

(iii) Table C-I Part B(ii)—Distribution of households where the head is female by relationship of members with the head.

These three tables were based on the information in the Population Record of the households. It was decided to generate these tables on the basis of only a 20 per cent sample of the Households. This sample was selected from a 20 per cent sample of the Population Records according to instructions issued by the Registrar General (Appendix No. 31). The entire process of selection was carried out in the Tabulation Offices.

The pads were not broken nor were the sample Population Record sheets copied out. The complete pads in which samples fell were forwarded to Mechanical Tabulation Unit where further processing was done. The instructions for the coding and punching of the sample Population Records were also issued by the Registrar General (Appendix No. 32).

The preparation of Tables :

The Tabulation Plan has been mentioned earlier. The plan specified the format of each of the tables that had to be prepared and the entire system of sorting and other associated operations was oriented to generate the basic data necessary for the preparation of these tables. The tables of the various series are not reproduced since the formats are available in the volumes.

The tables that were based on the cent per cent count or on the 10 per cent rural sample were prepared by a Central Tabulation Unit which was set up at Bangalore as part of the main office. The instructions on the procedure for estimations of final census tables based on the 10 per cent rural slips are reproduced at Appendix No. 33.

The coding and punching of the 20 per cent urban slips was carried out in the Mechanical Tabulation Unit and the tapes forwarded to the office of the Registrar General for further processing.

CHAPTER-V

SPECIAL TABULATIONS AND ASSOCIATED MATTERS RE-SURVEY OF ECONOMIC QUESTIONS:

It was decided to undertake a sample survey to find out the differential in the participation rates as a result of the two concepts of work in 1961 and 1971 Censuses and see if some comparability with the 1961 Census data could be established. The design and instructions of this survey are reproduced at Appendix No. 34 along with the forms used. In effect, the economic questions of the 1961 and 1971 Censuses were canvassed in sample households in the Blocks selected for the Post Enumeration Check.

The instructions for the edit of these records are reproduced at Appendix No. 35. The preliminary tabulation of this material was carried out in the Central Tabulation Unit of this office. Further analysis was done in the office of the Registrar General. The instructions regarding the compilation of this data are reproduced at Appendix No. 36.

Degree Holders and Technical Personnel Cards:

These cards were also received in the Tabulation Offices along with the other records. These cards were transferred to the Mechanical Tabulation Unit for further processing. In the Mechanical Tabulation Unit seven teams from among the staff were constituted, each team made up of one Statistical Assistant, 3 Computers and 6 Assistant Compilers. These teams were given training in the instructions regarding editing and coding of the cards and were then first asked to scrutinise the cards to remove cards that could not be taken into account.

Out of the 1,41,510 cards received, 1,38,648 were accepted. In other words, 2,862 cards had to be rejected. The rejection was mainly on the count that they had been filled up by persons who were not entitled to do so such as non-graduates or non-diploma holders. The districtwise distribution of the cards received was as follows:

Statement showing districtwise number of filled-in D. H. & T. P. Cards received in the M. T. U.

Name of District	No. of filled-in cards received in M.T.U.	No.of cards finally punched.
1	2	3
Bangalore	48,669	47,171
Belgaum	9,131	9,058
Bellary	3,498	3,472
Bidar	1,598	1,590
Bijapur	5,394	5,297
Chikmagalur	2,041	1,991
Chitradurga	4,616	4,437
Coorg	1,762	1,744
Dharwar	12,375	12,318
Gulbarga	4,686	4,631
Hassan	2,645	2,605
Kolar	4,136	4,114
Mandya	2,888	2,725
Mysore	11,423	11,391
North Kanara	3,989	3,978
Raichur	2,845	2,830
Shimoga	5,469	5,380
South Kanara	10,586	10,202
Tumkur	3,763	3,714
Total	**1,41,510**	**1,38,648**

The editing instructions were received from the Registrar General with the coding and punch instructions and the card layout. (Appendix No. 37). By and large, it must be admitted that the cards were disappointing. Very few were filled in correctly and many required a high degree of editing. The edit instructions envisaged cards from those with certificates also but since the instructions to the enumerators were that these cards should be filled in only by degree and diploma holders and need not be filled in by certificate holders, the number of cards of the latter were few. To that extent, even coverage would have been reduced.

Coding the entries in the cards was taken up after the editing was over. Since clarifications had to be sought on a few points at the beginning, the coding was initially slow but speeded up later. After coding was over, the punching was commenced. Six teams made up of one Punch Supervisors 5 punch Operators and 3 Verifier Operators each were constituted for this purpose. The verification of the cards was cent per cent.

The cards were received in May 1971 in the Mechanical Tabulation Unit from the Regional Tabulation Offices and the editing commenced soon thereafter. The coding was begun on 7-6-71 and was completed on 12-7-71. The punching of the cards began

on 18-6-71 and was completed by 19-7-71. The cards were sent to the Zonal Computer Centre, Madras for taping operations on 17-9-71. The taping operations were completed in eight days. The tapes were processed in the Office of the Registrar General. Out of 1,38,648 cards only 22 were rejected by the computer. All these were cases of multi-punched cards. They were replaced.

Mother Tongues :

At the 1961 Census an attempt was made to publish the data on mother-tongues classified according to the Scheme of the Linguistic Survey of India by Grierson. Some of the mother-tongues, however, had to be categorised as unclassified. The Language Division of the Registrar General's Office, after studies on classification, prepared a list of the languages of 1961 for each State, indicating therein the variant spellings of some of the languages and those languages which could not be classified. In the case of the latter, it was considered necessary to conduct further study. To enable such studies to be conducted, it was decided to identify speakers at the village or block level wherever such languages were returned. Instructions were issued to the tabulation staff to copy out the Individual Slips wherein such languages as were indicated in the list were returned. The list is at Appendix No. 38.

A similar system was followed in the case of languages which were returned for the first time in 1971. In such cases also, sorters were instructed to copy out the slips (Appendix No. 39). Such duplicate language slip were clearly marked as for the "Language Division" and were later used for a field investigation of the language concerned.

Special sorting of data for Scheduled Castes and Tribes:

After the main tabulation was completed it was considered necessary to prepare tables comparable with those of 1961 in respect of Scheduled Castes and Scheduled Tribes. Since the Tabulation Offices had been wound up by the time these instructions were received, this special sorting was carried out by the staff of the Mechanical Tabulation Unit. The instructions regarding this special sorting are reproduced in Appendix No. 40.

Tabulation for special studies of Towns :

It was proposed that ancillary to the 1971 Census a few towns should be selected for intensive, special study. In this State the following towns were selected for study.

Name of Town	*Name of District*
1. Shimoga	Shimoga
2. Doddaballapur	Bangalore
3. Sirsi	North kanara
4. Kolar	Kolar
5. Koppal	Raichur
6. Harpanahalli	Bellary
7. Shorapur	Gulbarga
8. Ramanagaram	Bangalore
9. Tiptur	Tumkur
10. Mercara	Coorg
11. Sadalga	Belgaum
12. Saundatti Yellamma	Belgaum
13. Madhugiri	Tumkur
14. Mahalingapur	Bijapur
15. Gurmatkal	Gulbarga
16. Sindhanur	Raichur
17. Tonse West	South Kanara
18. Sringeri	Chikmagalur

The special study of these towns involved in the separate tabulation of the slips of these towns for the generation of the tables needed. This tabulation was carried out only on those slips of each town which had not been included in the 20 per cent sample referred to elsewhere.

The tabulation involved the preparation of the B, C and F Series of Tables except some of them which were already available on full count. This tabulation was taken up by a small group of Sorters and other personnel in the Urban Tabulation Office, who were given a short training course.

Tabulation for villages selected for restudy :

Four villages from out of those in which special studies were conducted in 1961 Census were selected for restudy. These villages were Aralamallige in Doddaballapur Taluk of Bangalore District, Naravi in Belthangady Taluk of South Kanara District, Balekundri B. K. in Belgaum taluk of Belgaum District and Yerdona in Gangavathi Taluk of Raichur District. It was decided that the Individual Slips of the 1971 Census of these villages would be used for obtaining the tables necessary for the restudy. For this purpose, the individual slips of these four villages were copied out before the pads were broken for sorting. This second set of slips were stamped as "duplicate—for Special Studies" and it was ensured that they were kept packed separately. These duplicate slips were received in the Special Studies Section of this office and the tabulation was carried out by a small group of sorting personnel of the Urban Tabulation Office. The tabulation plan for this purpose was specified by the Registrar General. This has not been reproduced in this report as separate reports are envisaged on the restudy of each of these villages.

CHAPTER-VI

ADMINISTRATIVE ASPECTS

The organisation of the Regional Tabulation Offices has been described earlier. The total expenditure on the Regional Tabulation Offices was Rs. 2,997,131.27p. The break up of the expenditure was as indicated below:

TOTAL EXPENDITURE INCURRED ON THE REGIONAL TABULATION OFFICES IN MYSORE STATE
(from 1-3-1971 to 29-2-1972)

Name of the Office	Pay of Officers	Pay of Estt.	Dearness Allowances	Other Allowances	Interim Relief	Travelling Allowance	Contingencies	Total
"C ABSTRACTION AND COMPILATION"								
1. Regional Tabulation Office, Belgaum.	10,000·00	543,360·00	16,550·00	3,400·00	1,850·00	22,350·00	40,800·00	638,310·00
2. Regional Tabulation Office, Mysore.	7,577·00	475,765·00	15,716·00	2,675·00	2,582·00	19,738·00	36,389·00	560,442·00
3. Regional Tabulation Office, Bangalore (Rural)	9,416·90	473,845·09	15,354·03	8,629·59	3,094·99	8,820·80	39,775·78	558,937·18
4. Regional Tabulation Office, (Bangalore (Urban)	10,903·50	634,925·00	18,669·60	9,668·00	2,236·80	4,000·00	86,821·70	768,224·60
5. Regional Tabulation Office, Gulbarga.	9,170·00	403,829·46	14,848·03	2,273·62	3,427·27	12,306·15	25,362·96	471,217·49
GRAND TOTAL	47,067·40	2,531,724·55	81,137·66	26,646·21	14,191·06	67,214·95	229,149·44	2,997,131.27

These offices, as indicated earlier, were manned by Deputy Directors of Census Operations and by deputationists from the State Government. The names and designations are indicated in Appendix No. 41.

The large staff of the Regional Tabulation Offices necessitated the purchase or hire of the equipment and furniture they needed. These items mainly consisted of the following:

(1) Pigeon holes for the sorters.

(2) Sorters Boxes.

(3) Tables without drawers.

(4) Chairs for the supervisory staff.

(5) Stools or mats.

(6) Record Racks.

We already had 1,100 steel boxes of the 1961 Census which were in good condition. These were reconditioned and used. But in addition to these boxes another 1,911 boxes were got made so that the final number of boxes was 3,011. Furniture was got manufactured locally in Belgaum and Gulbarga. In the case of the Mysore office a few items were bought and a few hired out. The requirements of the two offices at Bangalore were met by hiring out the necessary articles. In addition two Facit calculators were supplied to each Tabulation Office. Typewriters were hired out. Appendices 42 to 47 indicate the details of the articles supplied centrally to, and those obtained locally by the Tabulation Offices.

When the Tabulation offices were closed down, all the item which had been purchased were taken over by the Head Office at Bangalore except for fragile items such as tubelights etc. The hired articles were returned. All the pigeon holes and carpets were auctioned except for a small number which were retained for future use.

The tabulation of the slips, the picking of the sample from the population record and other items of work assigned to the Tabulation Offices were completed by February, 1972. It was, therefore, decided to close down these offices by the 29th February, 1972. Notices were issued to the staff and their services terminated from the end of February, 1972 except for the accounts staff who were retained for a month more. Notices of vacation of the buildings were also issued to the landlords concerned.

Detailed instructions were issued regarding the manner in which the records and other material had to be sent to this office. These instructions are reproduced at Appendix No. 48. The individual slips are retained during the inter-censal period in the steel boxes. To facilitate easy identification, the boxes of each Divisional Tabulation Office were painted in different colours. The colours adopted were Black for the Urban Tabulation Office, Red or Pink for Gulbarga, Cream for Belgaum, green for Mysore and Grey for Bangalore. The boxes were also serially numbered and listed.

When the tabulation offices were closed down, there were about 1,300 employees including graduates and non-graduates. The question of ensuring future employment for them was taken up well before the offices were closed down. We attempted to organise some training schemes for the staff in typing, short-hand, book-binding etc., which were enthusiastically taken up by the staff of the Regional Tabulation Office at Mysore. Towards the end of July, 1971, the Registrar General wrote to the Chief Secretary of the Government of Mysore to consider according to these retrenched employees some priority in recruitment to posts under the State Government. However, the State Government felt that this would not be possible for legal and other reasons. The Registrar General also took up the matter with organisations such as the Post and Telegraphs Board, Railway Board, Food Corporation of India, Life Insurance Corporation of India etc., and with the Comptroller and Auditor-General of India. He also addressed the public sector organisations like the Hindustan Aeronautics Ltd., Hindustan Machine Tools Ltd., Bharat Electronics Ltd., Indian Telephone Industries etc.

By far the most encouraging response was had from the Comptroller and Auditor General and the Commissioner for Agricultural Census. The Comptroller and Auditor General responded to the request of the Registrar General and advised the Accountants General in the several States to consider the educationally qualified persons having at least one year of service in census for recruitment to posts in their Department on the basis of their confidential reports and experience without requiring them to appear for the written test or interview and to allow them priority for purposes of appointment and that age restrictions will not apply in their cases. In view of the fact that our Tabulation Offices did not work for one full year, and the officials working therein would not have completed one year of service, the Comptroller and Auditor General was moved to reduce the requirements of one year of service to a period of six months service and this was readily agreed to and the revised instructions were also communicated to the Accountants General. Quite a few of these retrenched employees were thus absorbed in the Accountant General's office in this State and also by the State Commissioner for Agricultural Census.

Besides these efforts our own organisation was able to absorb a good number of graduate employees from the Tabulation Offices. All the employees who were borne on graded scales of pay in these offices were absorbed in the existing vacancies in the Mechanical Tabulation Unit and the others were taken to the Central Tabulation Unit which was set up in February, 1972, for the compilation of Tables for the Census Reports. This was rendered possible by the instructions received from the Director of Employment Exchanges to the effect that the candidates already working in the department could be so absorbed provided that such persons had originally been recurited through the Employment Exchange and they were absorbed before their services in the posts held by them were terminated.

In regard to the remaining candidates who could not be so absorbed in alternative employment through the special measures taken, they still were privileged to enjoy certain over-riding priorities which were already in force in the Employment Exchanges, under instructions from the Directorate General of Employment and Training, in respect of appointments made under the Central Government Offices and Undertakings. By virtue of the above, retrenched Census employees who had put in less than six months service were entitled to retain their original seniority of registration at the Employment Exchange, provided that the candidate had reported for re-registration within 15 days from the date of issue of discharge certificate from us indicating that his term of employment was for six months or less and that he did not resign before the expiry of the above term. Retrenched census employees who had put in more than six months service were treated as "discharged Government Employees (Central)" and were entitled to priority III for submission against Central Government vacancies. This prority, it was learnt, worked out, in practice as the highest priority for alternative employment through the Employment Exchange in Central Government Departments and Undertakings. Further, in the case of such appointments the period of a retrenched Central Government Employee's previous service would be deducted from his actual age and if the resultant age does not exceed the prescribed maximum age limit by more than three

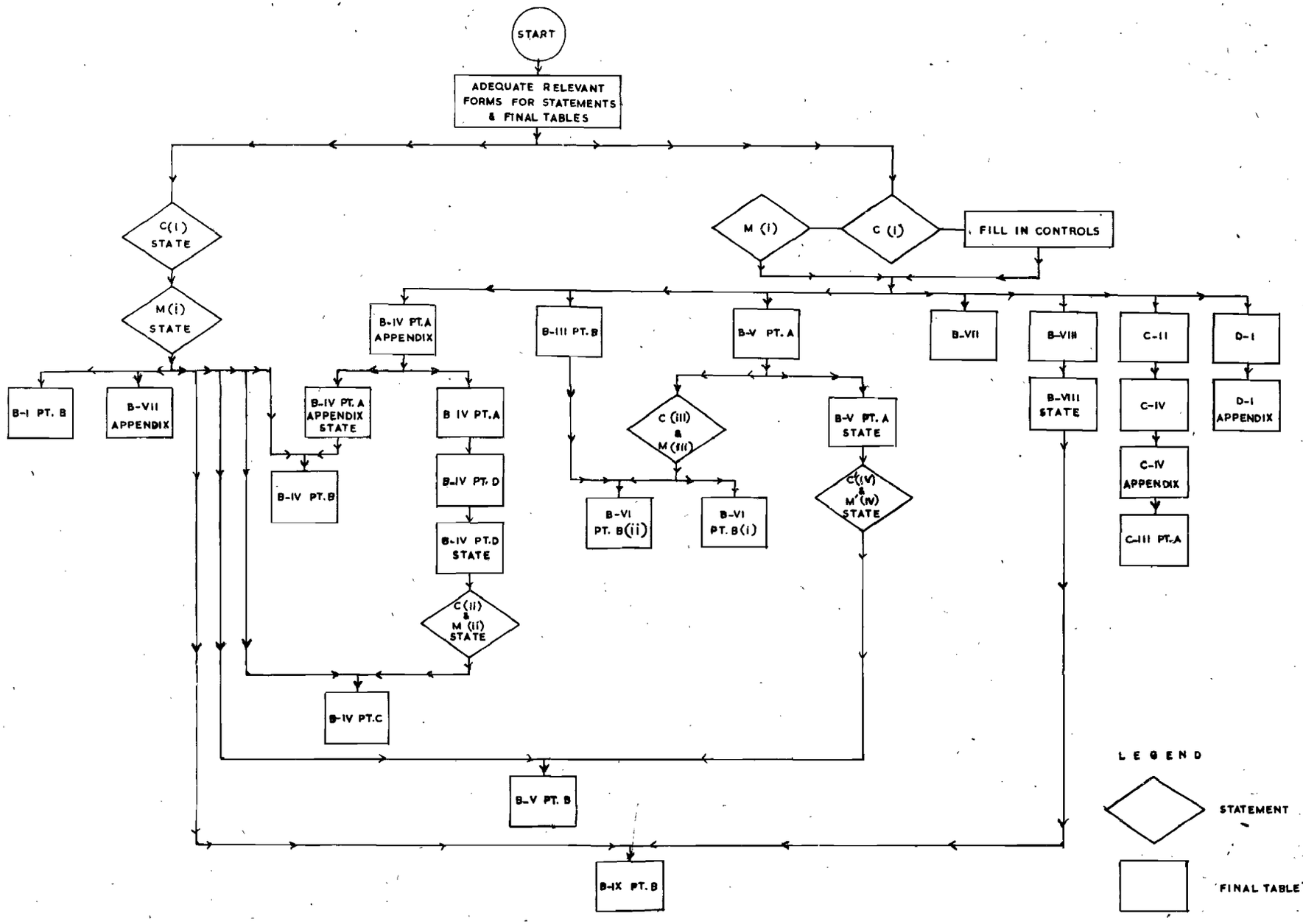
years, he would be deemed to satisfy the conditions for appointment to the post in question in respect of the employees could hope to get the priority treatment and maximum age. This meant that these retrenched the age relaxation for a period of three years after retrenchment by which time all of them would get a chance of employment. All the retrenched personnel of the Tabulation Offices were therefore issued discharge certificates at the time of their relief, with instructions to re-register their names immediately in the Employment Exchanges to enable them to benefit by these concessions.

Various forms necessary for the Tabulation Offices were printed in the State Government Press and distributed among the offices. Appendices 49 and 50 indicate the type of forms, the quantity printed, distributed and used.

APPENDICES

APPENDIX-I

FLOW CHART FOR STATEMENTS AND FINAL TABLES



APPENDIX 1

STAFF FOR THE MECHANICAL TABULATION UNIT

S. No.	*Name of post*	*Scale of Pay*	*No. of posts*
1.	Tabulation Officer (for Records)	Rs. 350—20—450—EB—25—475	One
2.	Senior Technical Assistants	Rs. 350—20—450—EB—25—475	Three
3.	Statistical Assistant (for Co-ordination)	Rs. 210—10—290—15—320—EB—15—425	One
4.	Statistical Assistants (for Coding Supervision).	Do.	Eight
5.	Computors (for Code Checking)	Rs. 150—5—160—8—240—EB—8—280—10—300	Twenty-three
6.	Computors (for Punching supervision)	Do.	Seven
7.	Assistant Compilers (for Records)	Rs. 110—3—131—4—155—EB—4—175—5—180	Four
8.	Assistant Compilers (for Coding)	Do.	Forty-five
9.	Assistant Compilers (for Key Punch/Verifier Operation).	Do.	Fifty-six
10.	Upper Division Clerk	Rs. 130—5—160—8—200—EB—8—256—EB—8—280—10—300	One
11.	Lower Division Clerk	Rs. 110—3—131—4—155—EB—4—175—5—180	One
12.	Daftry	Rs. 75—1—85—EB—2—95	One
13.	Peons	Rs. 70—1—80—EB—1—85	Four

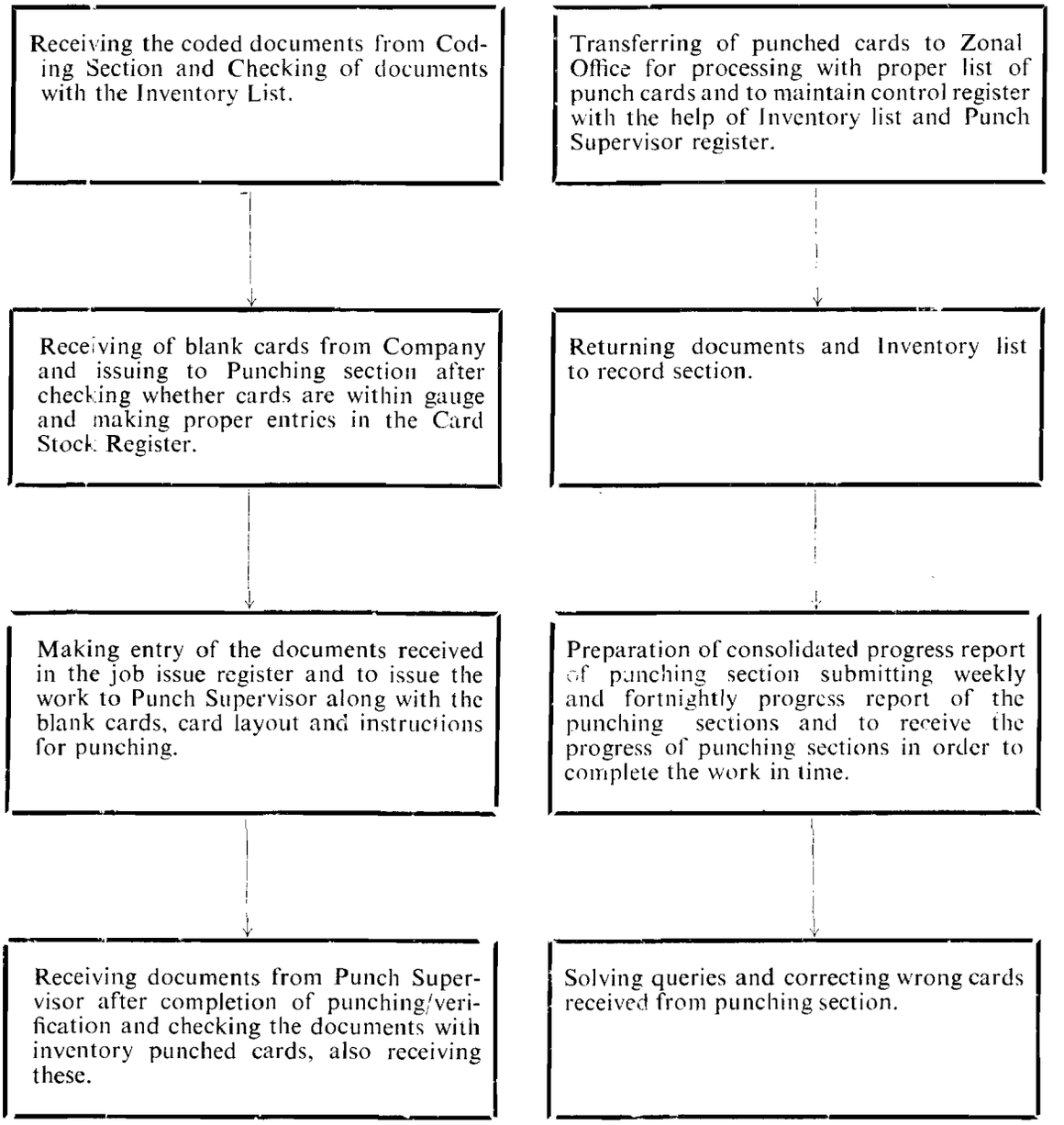
APPENDIX 2

METHOD OF RECRUITMENT OF STAFF FOR THE CODING AND PUNCHING CELL

Sl. No.	*Designation*	*Total No. of posts sanctioned*	*How filled up*	*Qualifications for direct recruitment*
1	2	3	4	5
1.	Tabulation Officer	1	By promotion	Post graduate Degree in Statistics or Mathematics/ Economics (with Statistics as a subject).
2.	Senior Technical Assistant . . .	3	1 post by promotion, 2 posts by direct recruitment.	Do.
3.	Statistical Assistant . . .	9	3 posts by promotion 6 posts by direct recruitment.	An Honours Degree in Statistics or in Mathematics/Economics with Statistics as a subject.
4.	Computors	30	20 posts by promotion 10 posts by direct recruitment.	A Degree in Statistics or in Mathematics/Economics with Statistics as a subject.
5.	Assistant Compilers (K.P.O./V.O.)	56	By direct recruitment	S.S.L.C. with Computor's Certificate.
	Coders etc.	49	Do.	
6.	Upper Division Clerk . . .	1	By deputation	
7.	Lower Division Clerk . . .	1	By direct recruitment	S.S.L.C. Passed, Minimum speed of 30 words per minute in typewriting.
	CLASS IV			
8.	Daftry	1	By promotion	
9.	Peon	4	By direct recruitment.	Middle School Certificate.

APPENDIX 3

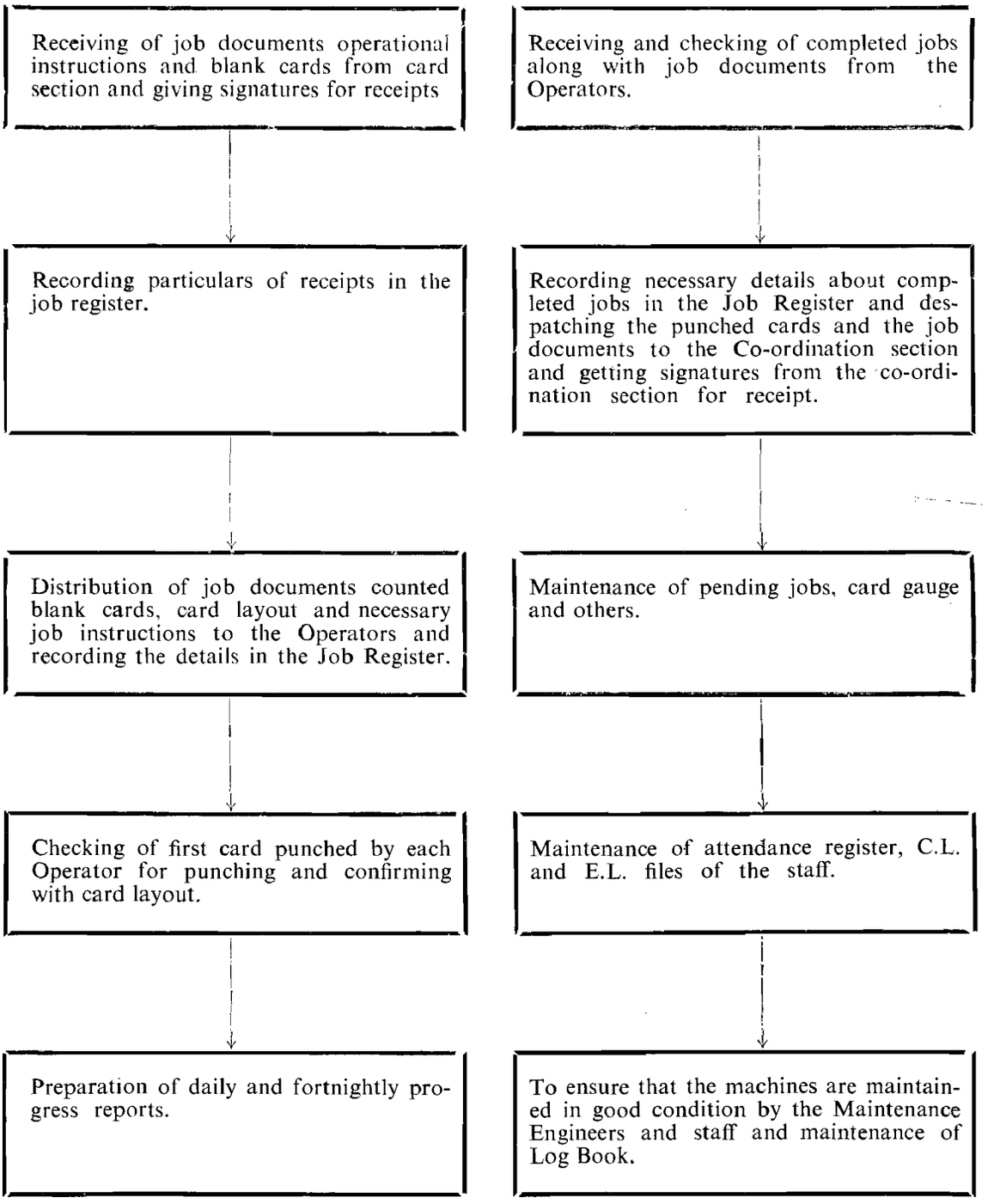
FLOW OF WORK IN CO-ORDINATION SECTION



APPENDIX 4

DUTIES OF PUNCH SUPERVISOR

FLOW OF OPERATIONS



APPENDIX 5

No. CEN 45 EST 70

Date: 16*th May*, 1970.

OFFICIAL MEMORANDUM

In accordance with the Calendar prescribed in Census Circular No. 9 for the houselisting operations in this State, the filled-in schedules namely Houselists, Establishment Schedules, Block Abstracts etc., are expected to start flowing into this office from the Districts with effect from the last week of May 1970. Already, we have started receiving the block-wise indexes of enumeration records, the Charge Abstracts and the certificates from the Charges as prescribed by us in Census Circular No. 14. It is therefore, necessary to ensure that the records and other statements, which we would be receiving from the charges and districts are duly received, thoroughly scrutinised and are properly filed and preserved for further processing by way of editing, sampling, coding etc. For this purpose, the following work distribution in our office is ordered with immediate effect:—

(i) The Assistant Director (Technical) will be in overall charge of the entire work relating to receipt, scrutiny and systematic recording and processing of the enumeration records and other statements, to be received from the charges and districts.

(ii) Four teams will be formed each consisting of one Statistical Assistant, two Computors and one Assistant Compiler to assist the Assistant Director (Technical) in this behalf and to work under his supervision and guidance in this task. Each of these teams will be entrusted with specified areas and will be responsible for receiving, scrutinising and processing the records coming from those areas.

(iii) Similarly, in respect of Bangalore and other Cities, namely Hubli-Dharwar, Mysore, Mangalore and Belgaum Cities, there will be a 5th team. This team will be headed by the Assistant Director (City) and will, besides him, consist of four Computors and one Assistant Compiler. Out of the four Computors, two Computors will look after Bangalore City entirely and the other two will look to the records of the other cities.

(iv) The composition of all the 5 teams and the area-jurisdiction entrusted to them are set out in the Annexure to this O.M. (not reproduced).

(v) In each team, it will be the responsibility of the Assistant Compiler of the team to receive the enumeration records from the areas entrusted to the team and preserve them carefully, and make them available for further processing as and when required. Before so receiving and filing the records, the Statistical Assistant and the Computors will be responsible to check and scrutinise the records received from the districts/cities with reference to the Charge Registers and the block-wise indexes received from the respective Charges as also the labels affixed to the Enumerator's records within each charge bundle.

(vi) Every member of the team should study the Census Circular No. 14 very carefully Particular attention is invited to paras 4, 5 & 12 of the above circular. The checks prescribed in para 4 of the circular should be applied thoroughly before passing on the records for filing. In case of doubts and difficulties, they should consult their immediate superiors for clarification.

5—2/Census/Mysore/73

(vii) The first four teams will receive both the rural and urban records from the districts entrusted to them. They should however exercise utmost care to see that the urban and rural records are not mixed up with each other. They should be checked separately charge-wise and should also be preserved separately.

(viii) To facilitate proper scrutiny as also to watch receipts from the district, the following files shall be maintained by each of the teams for each district/city separately :

1. File for houselist abstract for Charges (Rural)
2. File for Block-wise indexes of Charges (Rural)
3. File for certificates from Charge Superintendents (Rural) (To be furnished as prescribed under para 13 of Circular 14).
4. Correspondence file (Rural)
5. File for houselist abstract for Charges (Urban)
6. File for Block-wise indexes of Charges (Urban)
7. File for Certificates from Charge Superintendents (Urban) (To be furnished as prescribed under para 13 of Circular 14).
8. Correspondence File (Urban)

(ix) All these files will be maintained carefully by the Assistant Compiler, but as and when the statements are received, they will be scrutinised by the Computors attached to the team, and the totals after scrutiny transferred to a consolidated statement for each City/district (Rural and Urban) separately, particularly in regard to the Charge Abstracts.

(x) In no case should the work be allowed to accumulate and fall in arrears. This will ensure not only promptness but also quality of work.

APPENDIX 6

No. CEN 45 EST 70

Date : 4*th June*, 1970.

OFFICIAL MEMORANDUM

Five teams have been constituted under this Office Memorandum No. CEN 45 EST 70 dated 16-5-1970 for purposes of receiving, scrutinising and systematic recording of the house-listing records to be received from the various districts/cities. Subsequently, all correspondence files including files relating to the lists of villages, charge registers and cyclostyled lists of villages indicating block Nos. etc., have also been transferred to these teams for pursuing matters dealt with in those files. The work to be handled by these teams is therefore broadly categorised as under:—

I. Correspondence on all technical matters arising from the districts/cities entrusted to the teams.

II. Charge registers—pursuing receipt of these registers from all the charges as also scrutinising the charge registers received.

III. Approved lists of villages with block Nos.—pursuing their receipt and scrutinising the lists as and when received.

IV. Charge abstracts and Block-wise indexes and certificates regarding Set No. II of house-listing records.

V. Receiving, scrutinising and recording, as also preparing the house-listing records received from the districts/cities for further processing.

2. Item I above needs no clarification. However, it is to be stressed that no paper should be kept pending normally for more than 3-4 days without being put up to higher officers. Papers marked with two crosses (xx) should however be put up within 2 days of receipt by the teams, and papers marked with 3 crosses (xxx) should be put up on the very day on which it is received or at the latest the next day. On every receipt, the Assistant Compiler should put his initials with date on which it is received by him.

3. As regards items II and III above, the receipt of the Charge Registers and lists of villages should be very actively pursued wherever they have not yet been received from any of the charges. The rural and urban charge registers and the lists of villages should be scrutinised in the scrutiny slips supplied to the teams for the purpose. Copies of the same are annexed to this memo as Annexures I and II. The scrutiny should be done by the Computors initially and the scrutiny slip duly filled in put up to the higher officers. This work should be completed very expeditiously so as to be ready for the receipt of the houselisting records from the districts/cities. A letter is also being issued to the District/City Census Officers to send to this office the Charge Registers and the lists of villages, wherever the same have not yet been sent, along with the houselisting records when the District Census Clerks go over to this office to deliver these records. All the teams should therefore keep ready up-to-date lists of changes under them, from which the Charge registers and the lists of villages are yet due.

4. As regards item No. IV, we have already been receiving from the charges, the following documents:—

(i) Houselist abstract for charges.

(ii) Block-wise index for set No. II.

(iii) Certificates prescribed at para 13 of Census Circular No. 14.

As and when these are received, they should be scrutinised and filed systematically in the files mentioned at item No. (viii) in the O.M. No. CEN 45 EST 70 dated 16-5-1970. Scrutiny slips for the houselist abstract for charges and the block-wise index of set No. II have already been supplied to the teams. Copies of the same are enclosed to this memo as annexures III and IV. Scrutiny should be carried out in these slips and put up to the higher officers.

5. Item No. V, *viz.*, receiving of the houselisting records is the most important of all the items. It will be the responsibility of the teams to see that these records are properly scrutinised and systematically recorded and later prepared for further processing of the schedules by the Mechanical Tabulation Unit of the office. These operations can be broadly categorised under the following two headings:—

A. Receipt, scrutiny and recording of houselisting records.

B. Preparing the houselisting records for further processing like editing, sampling, etc.

6. The work relating to these two items should be attended to by the teams as per instructions detailed below:—

A. *Receipt, scrutiny and recording* :

I. The District/City Census Clerk would be bringing the following documents and records with him:—

1. Forwarding letter from the District/City Census Officer indicating the contents and the number of bundles.
2. *Two* copies of the block-wise index of set No. I for *all* charges in the District/City.
3. Charge registers relating to charges from which they are yet due.
4. Cyclostyled lists of villages indicating block numbers from the charges from which they are yet due.
5. Bundles of houselisting schedules containing Set No. I.

These records should be thoroughly scrutinised in the presence of the District/City Census Clerk bringing these records, and with his assistance, before they are acknowledged to him.

II. Before opening the bundles of houselisting records the following preliminary checks should be exercised :—

1. Check the actual contents received with the forwarding letter—These would be, as stated above, the block-wise index sheets, charge registers, lists of villages and the bundles.
2. Check with your list to see that charge registers and lists of villages are sent for *all* charges from which they were yet due.
3. Check that the block-wise indexes of Set No. I in respect of all charges in the District/City are sent in duplicate.
4. Thereafter, check each and every block-wise index of Set No. I to see that it is correctly prepared. This check should be done as per check list enclosed to this memo at Annexure V-A.

5. Wherever the lists of villages indicating block Nos. is sent along with these records make a rapid check of the same to see that Block Nos. are continuous for the entire charge.

6. Make a rapid check of the charge registers wherever they are sent along with these records and see that block Nos. are continuous and that all Blocks are covered.

III. After the above preliminary scrutiny is over, open all the bundles of the District/City without mixing them up with those of other areas received if any, and see that the bundles of *all* charges are forthcoming. Then, take the bundles *of each charge in the order of the location code.* Open these bundles one at a time and exercise the following checks:—

1. Check the sets in the bundle with the help of the block-wise index of Set No. I for that charge, to see that the records of *all* blocks within the charge are sent. This check may be done with reference to the entries on the enumerator's labels on top of each set in the charge.

2. Simultaneously check to see that the sheets in each set are actually forthcoming as mentioned in the block-wise index.

3. Thereafter, take the sets one by one in the order of the location code Nos. of the Villages/blocks, and check the contents of each set with reference to the Enumerator's label on top of the set. This check should be as per checklist enclosed to this memo as Annexure V-B.

4. After all the sets in the charge are checked as above, check the schedules in each set as under:—

   (i) Block abstract—as per checklist at Annexure V-E (Part I).

   (ii) Houselist as per checklist at Annexure V-C.

   (iii) Establishment schedule—as per checklist at Annexure V-D.

IV. After all the schedules are duly checked as above, these records should be arranged and stacked in the order of the location code of the villages/blocks and kept between card board covers as before. The bundle should be neatly tied and kept on the racks in the space provided for the purpose, affixing a label for easy identification.

V. Acknowledgement should then be given on the other copy of the block-wise index for Set No. I with the District Census Clerk. This acknowledgement should be issued over the signature of the Assistant Director (Tech.)/(City) and the clerk be relieved from this office.

B. *Preparing records for further processing*:—

I. Take the bundles of each charge for processing separately one at a time.

II. Check the block abstract with houselists for verifying the posting of the page totals in the abstract and from block abstract to charge abstract. This check should be done as per check list at Annexure V-E (Part II).

III. After the above, all the sets in the charge should be disbanded, and each of the following records within each such set made into separate bundles, *viz.*,

1. Enumerator's labels.

2. Block abstracts.

3. Houselist schedules.

4. Establishment schedules.

IV. Take all the enumerator's labels in the charge, arrange them in the order of the location code numbers of the villages/blocks, stitch them neatly with a cover on, affix a label on top for easy identification and file.

V. Similarly, process the block abstracts of all blocks within the charge, make them in a separate file as in the case of enumerator's labels and file.

VI. Thereafter, take the house-lists *village by village* (*block by block* in case of urban areas), and make them into separate sets *village-wise* (*block-wise* in case of urban areas). On top of each set, put a printed index slip and write therein the particulars upto and including the column relating to No. of sheets. Then, arrange all the sets in the order of the location code Nos. of the villages/blocks in the charge. Put them between card board covers, tie them neatly and affix a label for easy identification. Then keep the bundle on the rack in the space provided for the purpose.

VII. Similarly process all the establishment schedules of the charge, separating them *village-wise*, affixing the index slips, writing the details on the index slips upto and including the col. 'No. of sheets', and arranging the schedules in the order of the location code Nos. of the villages/blocks. This bundle should also be put under card board covers, tied, label affixed for easy identification and kept on the rack.

7. With the above, the records will be ready for further processing, *viz.*, editing, sampling, coding and punching.

ANNEXURE I

SCRUTINY SLIP

POINTS TO BE CHECKED IN THE CHARGE REGISTER (RURAL)

Name of the Charge ..... Location Code .....

Sl. No.	Points	Remarks
1.	Whether Location Code of the Charge has been correctly indicated.	
2.	Whether the cyclostyled copy of approved list of villages marking therein the block numbers is received from the Charge Superintendent.	
3.	Verify the following with the help of the above list, if received otherwise prepare such a list on the basis of Charge Register and verify — (i) Whether all villages and hamlets as per approved list have come in the Charge Register and Becharak villages indicated as such. (ii) Whether Block Numbers have been assigned to each and every village as per approved list and they are continuous for the entire charge.	
4.	Whether Block boundaries have been clearly indicated.	
5.	Whether each and every Block has been allotted to an Enumerator and the name and address of the enumerator given in full.	
6.	Whether Supervisor's name and address has been given in full on top of each page.	
7.	Whether certificates have been furnished at the end by the Charge Superintendent as prescribed in Circular No. 12.	
8.	Whether the Charge Map marking therein the Circle/Village/Block boundaries and numbers has been received and is in order.	

Date Computor Stat. Asst. T.O./S.T.A./Asst. Director

ANNEXURE II

SCRUTINY SLIP

POINTS TO BE CHECKED IN CHARGE REGISTER (URBAN)

Name of the Charge ..... Location Code .....

Sl. No.	Points	Remarks
1.	Whether Location Code Number has been correctly indicated.	
2.	Whether Block Numbers run continuously for the entire Town.	
3.	Whether Blocks are constituted properly so as not to cut across wards.	
4.	Whether Block Boundaries have been properly indicated.	
5.	Whether each and every Block has been allotted to an Enumerator and his name and address given in full.	
6.	Whether the name and address of the Supervisor has been written on top of each page in full.	
7.	Whether the certificates have been furnished at the end by the Charge Superintendent as prescribed in Census Circular No. 12.	
8.	Whether the Town map has been enclosed marking therein block boundaries and Supervisor's Circles etc.	

Date. Computor Stat. Asst. T.O./S.T.A./Asst. Director.

ANNEXURE III

SCRUTINY SLIP

POINTS TO BE CHECKED IN HOUSELIST ABSTRACT FOR CHARGES

Name of the Charge ..... Location Code .....

Sl.No.	Points	Remarks
1.	Check whether Location Code and Rural or Urban has been written correctly on top.	
2.	Check in Column 1A & 1B whether all the villages and blocks in the charge as per approved list and Charge Register have come in.	
3.	Cross check every line in the Charge Abstract to see and correct if necessary, i) Whether Col. 2+3=Col. 4. ii) Whether Col. 4+5+6=Col. 7 iii) Whether Col. 10+11=Col. 12	
4.	Check the page totals of each column and cross check these totals as at item No. 3 above.	
5.	Check whether the grand total of the entire charge is worked out correctly and cross check these figures as at item No. 3 above.	
6.	Check whether correct and final figures of totals have been posted to the District Abstract.	

Date: Computor Stat.Asst. T.O./S.T.A./Asst. Director.

ANNEXURE IV

SCRUTINY SLIP

POINTS TO BE CHECKED IN BLOCKWISE INDEX OF ENUMERATION RECORDS

Name of the Charge ..... Location Code .....

Sl. No.	Points	Remarks
1.	Check whether name and location code numbers and other details *viz.*, Rural or Urban, set number etc., have been written properly on top.	
2.	Check whether total number of blocks tally with those entered in the Charge Register and the approved list of villages, *i.e.*, whether all villages and blocks in the charge are included in the index.	
3.	Check whether the pagewise totals and Grand Total are correctly worked out.	

Date: Computor Stat. Asst. T.O./S.T.A./Asst. Director.

ANNEXURE V

CHECKLISTS FOR SCRUTINY OF

A *Block-wise index of Set No. I.*

i. Check whether the name and location code numbers and other details *viz.*, Rural or Urban, set number, etc., have been written properly on top.

ii. Check whether the Block Nos. and the total number of Blocks tally with those entered in the cyclostyled list of villages indicating block Nos., and that all Blocks in the charge are included in the index.

B *Labels affixed on Enumerator's Records* :

i. Check whether the name and location code numbers and other details *viz.*, Rural or Urban, Set number etc., have been written properly on top.

ii. Check the number of pages of (i) Houselist, (ii) Establishment Schedule and (iii) Block Abstract for each Block included in the label, to see that they tally with the figures mentioned against each in the label.

C *Houselist Schedule* :

i. Check whether the name and location code numbers and other details *viz.*, name of village or town, block number, etc., have been written correctly as per instructions.

ii. Check whether the schedules are written separately for each village or part of a village.

iii. If the entries relate to more than one Block within a village, check whether Block demarcation has been clearly indicated at the beginning and end of each Block entries in the Schedule and whether the Blocks have been taken up in the ascending order of their Nos.

iv. Check whether the schedules are duly signed by the Enumerators and Supervisors.

D *Establishment Schedule* :

i. Check whether the names of District, Taluk, village or town and Block and their location code numbers have been entered correctly as per instructions.

ii. Check whether the Schedules have been written separately for each village or part of a village.

iii. If the entries relate to more than one Block within a village, check whether Block demarcation has been clearly indicated at the beginning and end of each Block entries in the Schedule and whether the Blocks have been taken in the ascending order of their Nos.

iv. Check whether the Schedules are duly signed by the Enumerators and Supervisors.

E *Houselist Abstract for Blocks* :

PART I—PRELIMINARY

i. Check whether the names of the District, Taluk, Village or town, Block Number and location code have all been entered correctly as per instructions.

ii. Check that the abstract is prepared separately for each Block.

iii. Check whether the last page number in Col. 1, tallies with the actual number of pages of the houselist for the Block.

iv. Check whether the Schedules are duly signed by the Enumerators and Supervisors.

PART II—DETAILED.

i. Check whether the page totals of Cols. 10, 11 & 12 in the Houselist Schedules have been correctly posted on to the Abstract.

ii. Check the entries in the Block Abstracts line by line to see :

i. Whether Col. 2+Col. 3 = Col. 4.
ii. Whether Col. 4+Col. 5+Col. 6 = Col. 7.
iii. Whether Col. 10+Col. 11 = Col. 12.

iii. Check the grand totals under each of the columns, and cross check these figures as in item (ii) above.

iv. Check from the Charge Abstract, whether the Block totals under each Col. have been correctly posted therein.

APPENDIX 7

No. CEN 45 EST 70

Date : 12*th June*, 1970.

OFFICIAL MEMORANDUM

Instructions have been issued under O.M. No. CEN 45 EST 70 dated 4-6-70 (*vide* para 3) for the scrutiny of Charge Registers and the lists of villages indicating Block Nos., received from the Districts. In the course of such scrutiny, it will be observed that in lists of quite a few taluks, the following types of cases occur:—

(i) Block numbers are not continuous in the order of location code numbers of villages.

(ii) Numbers like 1A, 1B, 25A, etc, are assigned either to the Villages or to the Blocks or to both.

(iii) Numbering of blocks for the hamlets within a village are not continuous in the order in which the hamlets are mentioned in the lists of villages.

(iv) Two or more villages or hamlets are clubbed together and assigned only one Block number.

2. All such cases are either the result of lack of understanding of our instructions contained in Census Circular No. 3 and 4 regarding constitution and numbering of Blocks, or are due to subsequent additions and alterations in the Villages/Blocks and their numbering in pursuance of our Circular letter No. CEN 2 CPO 70 dated 6-3-70 regarding rectification of mistakes. Further, in the last stages of houselisting operations, we had instructed the Charge Superintendents not to effect any changes in Block numbering, etc., even if they were faulty, so as to avoid confusion on the field.

3. In all such cases, however, it is very essential that the errors still persisting in Village and Block numbering are corrected once and for all, and the numbers such as 1A, 1B are eliminated by giving continuous numbers both for the villages and for the Blocks, so that the revised and corrected numbers could be adopted for tabulation of the houselisting data and also for the next phase of Census Operations, *viz.*, individual count during February-March, 1971. This work should now be attended to by the five teams constituted under O.M. No. CEN 45 EST 70 dated 16-5-70.

4. Wherever the village and Block numbers are required to be changed as above, the teams should take particular care to ensure that the changes are made in *all* the following records of this office:—

i. Cyclostyled copies of lists of villages.

ii. Charge Registers.

iii. Filled-in Houselist Schedules.

iv. Filled-in Establishment Schedules.

v. Block Abstracts.

vi. Enumerator's labels.

vii. Block-wise indexes of Enumeration records.

viii. Houselist Abstract for Charges.

ix. Charge Maps.

x. Printed Taluka Maps.

While effecting the changes in all the above records, the wrong entries should be neatly scored out by drawing a line in red ink across the entry, and the correct entry written on top of it *in red ink. Overwriting should be scrupulously avoided.*

5. Further, in quite a few cases of Taluks, there have been many additions and alterations in the approved lists of villages themselves. But, it is observed that these changes have not been effected in all copies of cyclostyled lists of villages in this office. Therefore, the teams may now take *five* copies of cyclostyled lists of villages and *first* bring them up-to-date after referring to the lists in the individual files relating to the lists of villages of concerned taluks, and *thereafter* revise the numbering of Villages/Blocks wherever necessary. *Two* corrected copies may then be kept on the file relating to list of villages of the concerned Taluk, *one* copy kept with the Charge Register and *two* spare copies kept for use as and when required by the teams, the mapping section and the Tabulation Unit. Each of these five copies should be signed and attested by the Assistant Director (Tech.).

6. As stated earlier, these lists incorporating corrected Village and Block numbers would indicate the final location code numbers to be adopted for tabulation of houselisting data and later for individual count. It is therefore essential that the entire work of scrutinising, revising and correcting these numbers is *completed by the end of June,* 1970. All the five teams referred to above should accordingly attend to this work on priority and complete it expeditiously.

APPENDIX 8

No. Cen 45 Est 70

Date : 18*th July* 1970

OFFICIAL MEMORANDUM

By now, the houselisting schedules have been received from most of the districts/cities, and those yet awaited are expected to be received within the next few days. It has been noticed at the time of receipt and scrutiny of these records, that there were a few discrepancies, missing records etc., for which letters have been addressed to concerned District Census Officers and Charge Superintendents by the respective teams. These should have to be followed up and actively pursued so as to ensure that records are complete and all discrepancies are got reconciled as soon as possible. This work shall be continued to be handled by the leaders of the five teams (*i.e.* Assistant Director/Senior Technical Assistant/Statistical Assistant) constituted under Official Memorandum of even number dated 16-5-70, in respect of the districts allocated to them thereunder.

2. Further, the receipt and scrutiny of the remaining two districts namely Bangalore and Shimoga will be attended to by the concerned teams as per the Official Memorandum dated 16-5-70 and 11-6-70, namely Team No. II, when these records are received.

3. The initial processing of the houselisting records already received has also been taken up simultaneously by these teams as also by the additional teams constituted under Official Memorandum of even number dated 11-6-70 in accordance with the instructions contained in Official Memorandum of even number dated 4-6-70. In order to speed up this work and complete it early, the teams are hereby reconstituted as indicated in Annexure I. [Not reproduced.] There will accordingly be 7 teams each headed by a Statistical Assistant. Under each team, there will be 3 batches, each batch comprising of one Computor and two Assistant Compilers. The Computor will be responsible for the work of the batch as a whole, and the Statistical Assistant for the team as a whole. The team Nos. I, II and III will work under the direct supervision of Shri Revashetty, Tabulation Officer, and team Nos. IV, V and VI under that of Shri Somasekhar, Senior Technical Assistant. The team No. VII headed by Shri S. Anantharam, Statistical Assistant, will work independently. The Assistant Director (Technical) will, however, continue to be in overall charge of this entire work.

4. For purposes of these operations, each batch will be entrusted with the records of one charge at a time, and the processing of these charge records will be carried out as per the instructions enclosed herewith as Annexure II.

5. As soon as the processing of the records of a particular charge is over, a label should be affixed on each of five bundles comprising the charge records, namely:—

i. Blockwise Index.

ii. Enumerator's labels.

iii. Block Abstracts.

iv. Houselist Schedules.

v. Establishment Schedules,

and details written up on the labels as provided. These labels should then be signed and dated

by the Assistant Compilers, Computors, Statistical Assistant and the Tabulation Officer/Senior Technical Assistant in the same order, mentioning their names and designations clearly below their signatures. The entire bundle should thereafter be returned to the Records Section.

6. As soon as the work relating to a charge is completed by a batch and the records are submitted to the Statistical Assistant, a report in the *proforma* enclosed at Annexure III will also be submitted along with it. The Assistant Director (Technical) will consolidate these reports and submit a weekly progress report *on every Monday* to the Director through the Deputy Director indicating the number of charges completed and to be completed, district/city-wise.

ANNEXURE II

INSTRUCTIONS FOR PREPARING RECORDS FOR FURTHER PROCESSING

i. Take the bundles of each charge for processing separately one at a time.

ii. Check the block abstract with houselists for verifying the posting of the page totals in the abstract and from block abstract to charge abstract. This check should be done as per check list at Annexure V-E (Part II).

iii. After the above, all the sets in the charge should be disbanded, and each of the following records within each such set made into separate bundles, *viz.*,

1. Enumerator's labels.
2. Block abstracts.
3. Houselist schedules.
4. Establishment schedules.

iv. Take all the enumerator's labels in the charge, arrange them in the order of the location code nos. of the villages/blocks, number the pages and stitch them neatly with a cover on, affix a label on top for easy identification and file.

v. Similarly, process the block abstracts of all blocks within the charge, make them in a separate file as in the case of enumerator's labels and file.

vi. Thereafter, take house-lists *village by village* (*block by block* in case of urban areas) and make them into separate sets *village-wise* (*block-wise* in case of urban areas). On top of each set, put a printed index slip and write therein the particulars upto and including the column relating to No. of sheets. Then, arrange all the sets in the order of the location code Nos. of the villages/blocks in the charge. Then give continuous page numbers to all the houselist and Establishment schedules in each charge, and put labels on each bundle after writing full particulars therein. Thereafter, put each such bundle between card board covers, tie them neatly and affix a label for easy identification. Then keep the bundle on the rack in the space provided for the purpose.

vii. Similarly process all the establishment schedules of the charge, separating them *village-wise,* affixing the index slips, writing the details on the index slips upto and including the col. 'No. of sheets', arranging the schedules in the order of the location code Nos. of the villages/blocks, page numbering and labelling. This bundle should also be put under card board covers, tied, label affixed for easy identification and kept on the rack.

With the above, the records will be ready for further proceesing, *viz.*, editing, sampling, coding and punching.

ANNEXURE III

REPORT ON PROCESSING OF CHARGE RECORDS

Team No.....

Batch No.....

Date of Report	L.C. No. & Name of charge completed	Date of Receipt of Records	Date of Completion	No. of working days taken for completion	Remarks of S.A. if any	Remarks of T.O./ S.T.A. if any
1	2	3	4	5	6	7

Signature.....

(*Computor*)

7—2 Census/Mysore/73

APPENDIX 9

No. CEN 45 EST 70

Date : 12-8-1970.

OFFICIAL MEMORANDUM

In Official Memorandum No. CEN 45 EST 70 dated 11-6-70, five teams were constituted for carrying out editing and sampling operations, and along with five earlier teams set up under Official Memorandum of even number dated 16-5-70, were entrusted with the initial processing of the Houselisting records as a preliminary to the editing, sampling and coding operations. Subsequently, the strength of the processing teams was enlarged, and seven teams with 21 batches under them were constituted under Official Memorandum of even number dated 18-7-70, with a view to speed up the work of initial processing of these records. As a result, the records of quite a few urban and rural charges are now ready for taking them up for editing and sampling. The initial processing work has also to be continued for completing the same in the remaining charges.

2. Accordingly, the processing and the editing teams are hereby reconstituted, as per Annexures I and II respectively (not reproduced). As a result, there will now be 3 teams with 4 batches under each team, for continuing the work of initial processing of the houselisting records. Two of these teams will be headed by a Statistical Assistant each, while the remaining team will be directly under the Senior Technical Assistant, who will in addition supervise the work of the other two teams as well, and will be responsible to see that the work of all these teams is kept up in good progress. The other instructions contained in Official Memorandum dated 18-7-70 will be continued to be followed for purpose of processing the records.

3. There will also now be *six* teams to take up editing and sampling of the records of the charges in which the initial processing has been completed. Each of these teams will be headed by a Statistical Assistant and will in addition consist of 4 Computors, and 2 Assistant Compilers. Editing will be done by the Computors, while sampling will be attended to by the Assistant Compilers, and checked by the Statistical Assistant direct. The Editing work will also be checked by the Statistical Assistant as per instructions contained in the Notes on Editing. In addition, the Statistical Assistant will also take up original editing work of a few blocks himself and these will be checked by the Tabulation Officer/Senior Technical Assistant in charge of the team. At a time, one team will handle the records of one charge only, and the distribution of records within the team and to himself will be made by the Statistical Assistant. The Tabulation Officer/Senior Technical Assistant will also take up, in addition, original editing work of the Houselist records and these will be got checked by the Deputy Director (Mechanical Tabulation). Three of the editing and sampling teams will be under the charge of one Tabulation Officer/Senior Technical Assistant and the other three under another. The Tabulation Officer's/ Senior Technical Assistant's will be responsible for guiding and supervising the work of the teams placed under them, and to ensure quality and quantity of their work.

4. The Deputy Director (Mechanical Tabulation) will be in over all charge of both the processing and editing teams constituted as above, and the Assistant Director (Technical) is divested of this responsibility. The Deputy Director will arrange for the immediate training of the members of the editing and sampling teams through his Tabulation Officer/Senior Technical Assistant's in carrying out these operations, and also ensure that the work of editing and sampling is commenced on Thursday, the 13th instant.

5. As soon as the editing and sampling of each Village/Block and of a charge as a whole are completed, the index slips will be duly written up and signed. Day to-day progress will be recorded by *every single person* attending to original Editing and Sampling operations, for which individual progress report books will be maintained and submitted in the *proforma* at Appendix 'A' and 'B'. These reports will be consolidated by the leader of each team in *proforma* at Appendix 'C' and submitted to the Tabulation Officer/Senior Technical Assistant and the Deputy Director (Mechanical Tabulation), who will in turn submit a weekly progress report to the Director with his remarks on every Monday by 12.00 noon.

APPENDIX 10

EDIT INSTRUCTIONS FOR THE SCRUTINY OF THE HOUSELISTS AND ESTABLISHMENT SCHEDULES

1.1 The tabulation of Housing data (contained in the Houselist) will be limited to 20% of the census houses; it is, therefore, unnecessary to scrutinise all the lines in the Houselists for all the columns. So, the editing work will be divided into two parts viz., (i) pre-sampling and (ii) post-sampling. Entries relating to location code and entries in columns 1, 2, 3, 6, 7, 8 and 9 will be scrutinised in all lines contained in the Houselist before the sample is drawn and scrutiny of entries in columns 4, 5, 10, 11, 12, 13, 14, 15 and 16 will be done only in respect of the sampled census houses and all the households that may be located in such houses. It has been decided that since the census house is the unit for sampling, the information relating to all households (which may be one or more) located in a sampled census house will be coded and punched in cards.

1.2 The tabulation of Establishment Schedules is on full count and so all entries in the Establishment Schedules have to be scrutinised and edited.

1.3 Columns 6 and 7 of the Houselist are inter connected with the entries in the Establishment Schedule and, therefore, when the Houselist of a certain Block is taken up for scrutiny for pre-sampling scrutiny, the Establishment Schedules of that Block should also be handy with the official doing the Houselist scrutiny. How the entries in columns 6 and 7 of the Houselist will be scrutinised with the help of the entries in the Establishment Schedules will be dilated upon at the appropriate place in this note.

1.4 Since the data on Housing and Establishments will be processed on Electronic Data Processing system (E.D.P) maximum care has to be exercised to ensure that the primary documents (Houselist and Establishment Schedules) are free from mistakes or omission or equivocal entries. The following paragraphs deal with the instructions for editing these two primary documents.

Pre-sampling scrutiny of the Houselists :

2.1 Take one bunch of the Houselists of a Block, check up that every page of the Houselist has a serial number and that they are arranged in that order; if not arrange them accordingly. If there is no page number, give page numbers. If the pages are loose, they should be secured together by a twine or strong thread passed through all the sheets on top left hand corner.

2.2 *Location code* : Invariably, the enumerator should have written the elements of the location at the top of the Houselist. See that all elements are correctly filled in. In the case of a rural Block, the location code will contain number of District, Taluk and Enumerator's Block. In an urban block the location code elements are numbers representing District, Town, Ward and Enumerator's Block. If entries are found to be missing, supply them from the charge register. The name of the enumerator will be found at the bottom of the Houselist; the Block should be located in the charge register with reference to the name of the enumerator.

2.3 *Column 1* : Line numbers should be continuous for the Block as a whole. Look for entries struck off and see that no line number is assigned to scored or cancelled line. If necessary, correct subsequent numbers.

2.4 *Columns 2, 3 and 8* : These three columns should be scrutinised together. Check if the building entered in column 2 has more than one census house and/or more than one household. If so, column 2 will be filled for the first entry and for the successive census house(s)/ household(s), in that building, there will be no entry in column 2.

Check, if in column 3 building number has been repeated. If the building has more than one census house, a sub-number like(1), (2), (3) etc., will be given after the building number depending on whether there are 2, 3, 4 etc., census houses in the building. If the building has only one census house in it, then the number appearing in column 2 will be repeated in column 3.

If any of such census houses has more than one household living in it, then entry in column 3 will appear in relation to the first household but there will be no entry in this column in relation to successive households in the same census house; e.g., census house number 2(2) has two households 2(2) (a) and 2(2) (b), there will be entry in column 3 as 2(2) against the first household 2(2) (a). Column 3 should be blank for the next line which will have entries in column 8 onwards for the next household in the same census house.

Check if column 8 bears the building and census house number *i.e.*, entry in column 3 is repeated. If a building or a census house has more than one household than the households will have subnumbers like (a),(b),(c), etc., depending on whether the building or house has two or more households.

If the entries in the Houselist are not in accordance with the above instructions, they should be corrected in the process of editing.

Wrong entry				Correct entry			
Line No.	Building No.	Census House No.	Census Household No.	Line No.	Building No.	Census House No.	Census Household No.
1	2	3	8	1	2	3	8
15	25	25(1)	25(a)	15	25	25	25
17	26	26	26(a)	16	26	26	26
18	27	27(1)	27(1)(a)	17	27	27(1)	27(1)(a)
19	27	27(1)	27(1)(b)	18			27(1)(b)
20	27	27(2)	27(2)	19		27(2)	27(2)
21	28	28	28	20	28	28(1)	28(1)
22	28	28(1)	28(1)	21		28(2)	28(2)
23	28	28(2)	28(2)				

If the building or census house has no 'household' in it, and consequently cols. 8-17 are blank, please check that in column 6 'Residence' or 'Residence in combination with other purposes' is not noted. If on the other hand the enumerator had given particulars in cols. 8-17 of a household and in col.6 he had not noted the Census House to the residential, the entry in col.6 should be suitably corrected to show that it is wholly or partly residential.

In some towns the house numbering done by the Municipality has been adopted for census purposes, where they might have numbered the 'vacant' plots of land, which inspite of instructions, might have been erroneously listed and entered in the houselist. Such entry should be scored out in the Houselist and subsequent line numbers corrected for the entire block.

The enumerator might have recorded in column 17 as 'vacant plot' or the same entry (vacant plot) may be found in column 6 or there would be no entry in columns 4 and 5. This will help you in determining that it is a 'vacant plot' and not a 'census house'.

It is also likely that a particular building has its front on one road and its rear on another road and it gets a number on both the roads i.e., it gets a duplicate number, and two entries might appear for the same building. The enumerator would have noted this in the remarks column. In that case one of the entries should be scored and subsequent line numbers corrected.

2.5 *Columns 6 and 7* : These two columns have to be checked with reference to the entries in the Establishment Schedules of the Block concerned. If the entry in column 6 of the Houselist is 'Residence', alone, there will be 'No' in column 7 and consequently there will be no entry in the Establishment Schedule and columns 8-16 of the Houselist should have entries in them except when the household is away either on pilgrimage or journey and the enumerator could not ascertain the details from the neighbours in the absence of the household (as noted in column 17 of the Houselist). Only when column 6 of the Houselist denote that the census house is not used as residence patly or wholly, columns 8-16 (of the Houselist) will be blank.

Whenever there is 'yes' in column 7 check up if there is a corresponding entry in the Establishment Schedule. Also check entry in column 6 (of Houselist) when there is 'Yes' in column 7 (of houselist) from the details of the Establishment Schedule. For example, entry in column 6 (Houselist) is 'shop' and in column 7, it is 'yes'; but corresponding details in the Establishment Schedule indicate that it is a 'workshop', in such a case the entry in column 6 of the Houselist should be corrected as 'Workshop'.

There could be another case of a lapse on the part of the enumerator. There is 'yes' in column 7 of Houselist but the corresponding entry is missed in the Establishment Schedule, the imputation will have to be made in the Establishment Schedule on the basis of entry in column 6 of the Houselist. If the entry in column 6 is 'Govt. Office' 'School', 'railway station', 'cinema', etc., which would legitimately fall in column 11 of the Establishment Schedule the imputation in the Establishment Schedule will be as follows:

Column 1—Give the serial number next to the existing serial.

Column 2—Give the census house number appearing in column 3 of the Houselist.

Column 3—Leave this blank.

Column 4—Write 'private'.

Column 5—Write 'unspecified'.

Column 11—Reproduce the entry in column 6 of the Houselist.

In case the entry in column 6 of Houselist is 'shop or trading establishment like 'Bank' or 'Pawn shop' etc., which would legitimately fall in columns 9-10 of Establishment Schedule, the imputation will be as follows :

Columns 1 to 5	As above, except in the case of Bank etc, where entry in column 6 will suggest private, quasi-govt. or co-operative. write accordingly.
Column 9—Write	'unspecified' except in cases like Bank etc., Where 'banking services' etc.. should be recorded.
Column 10—Write	'retail' except in the case of Bank etc.. where no entry need be made in this column.

There will be greater difficulty in imputation if entry in column 6 of Houselist indicates 'Factory', 'Workshop' or 'Household Industry' and it is missed in the Establishment Schedule (columns 6—8). However, the imputation may be made as follows:—

Columns 1 to 5—	same as in the case of imputation made for an Establishment falling in columns 11 of Establishment Schedule as described above.
Column 6—	Write 'Household Industry' or 'Registered Factory' or 'Unregistered Workshop' as reflected in the entry in column 6 of Houselist. If it is not possible to make out from the Houselist as to which category the manufacturing establishment belongs to, treat it as "Unregistered Workshop".
Columns 7-8-9—	Write 'unspecified'.

The converse of the above situation (i.e., 'No' in column 7 of Houselist but an entry made in Establishment Schedule) is difficult to conceive. But in case there be one, column 7 of the Houselist should be corrected as 'Yes'.

It may be imagined that there is an entry in the Establishment Schedule but no corresponding entry at all in the Houselist. It is difficult to come across such a situation but supposing, there is one, what treatment could be meted out to such an entry in the houselist? The following imputation is suggested in the Houselist :

This entry should be made at the end of the Block.

Column 1—	Give the next number of the line.
Columns 2-3—	Write the number as in column 2 of the Establishment Schedule.
Columns 4-5 —	Repeat the entries occurring in the Houselist for the preceding house number to the one recorded in column 2 of the Establishment Schedule.
Column 6—	As per column 6 or 9 or 11 of the Establishment Schedule as the case may be.
Column 7—	Yes.
Columns 8—17	Nil.

2.6 After inter-connected scrutiny of columns 6-7 of Houselist and Establishment Schedule, the bunch of the Establishment Schedule of that block (duly stitched on the right hand top corner) should be released for editing of the Establishment Schedules to the official entrusted to do that work with a label pinned on the first page of the Establishment Schedule with the following written on the label :

"Location Code No. ....
Scrutinised with reference to entries in columns 6 and 7 of the concerning Houselist."

2.7 *Column 9* : Check up that total of Institutional households tallies with column 9 of the Houselist Abstract.

2.8 After all the lines of the Houselist have been edited for the entire Block according to the above instructions, *number the census houses serially, the sequence running through the entire Block. Such serial numbers should be recorded in red pencil between columns 2 and 3 along the line.* Check whether the serial number of the last census house in the block tallies with the total number of houses recorded in Col. 7 of the Houselist Abstract of that block. In case of any discrepancy, you should reconcile it and incorporate the necessary corrections in either the Houselist or the Abstract as appropriate. On the basis of this serial numbering, sampling of houses will be done (after a random start every fifth, 'census house' will be ticked, hence this is very important and the serial numbering of the census houses has to be done with great care.)

2.9 This completes pre-sampling scrutiny. The Houselist of the 'Block' should not be passed on to the Sampler for drawing the 'Sample' of census houses.

3. *Post—sampling scrutiny of the Houselist* :

3.1 The following scrutiny should be made in respect of the sample census houses and the households living in such census houses.

3.2 *Columns 4-5* : Do not accept entries like 'Kachha' or 'Pucca' in these columns. Specific material of wall and roof ought to be there. If there is an entry is 'Kachha' please impute specific material which would be commonly found in the relevant block like grass, mud, unburnt bricks, etc., similar imputation should be made for 'Pucca' entry, like stone, bricks, G.I. sheets, R.B.C. etc., i.e., material commonly used for 'Pucca' houses in that block. If there is no entry at all in these two columns, imputation may be made on the basis of the entries of the preceding census house when there is only one census house in the building or when these details are not recorded for the other houses also in the building. If the building has more than one census house and these details are not recorded for the succeeding census houses, the entries made for one house, should be repeated for the remaining census houses in the same building.

If there are more than one household in a census house, entries in columns 4 and 5 should appear only against the first household i.e., household whose number in column 8 is indicated by sub-number (a) for subsequent households in that census house, columns 4 and 5 as well as columns 2 and 3 will remain blank.

Column 10 : For Institutional Household there should be no entry of SC or ST. If there be one, strike it off.

Column 11 : If there is an omission of entry in this column the number of rooms may be imputed from the number of persons recorded in column 15 on the basis of three persons per room (which is the 'person-room' radio of the 1961 census).

Column 12 : For Institutional Household the entry in this column has to be 'R'. If there is no entry or there is 'O' entry, put 'R'.

In the case of non-Institutional Household, if the entry is omitted impute 'R' for urban areas and 'O' for rural areas.

Columns 13, 14 and 15 : Check that the figure in column 15 is equal to total of figures in columns 13 and 14. In case of blank, in either column 13 or 14, derive the figure by deducting column 13 or 14, as the case may be, from column 15.

Column 16 : This column is expected to have a define answer 'Yes' or 'No' for each household according as it cultivates or not. If the Enumerator had left the column blank, impute 'yes' if the Houselist relates to rural areas and 'no' if it relates to urban areas.

If there be no entry in columns 13 and 14 but only in column 15, distribute the figure in the ratio of 50 : 50 only in the case of non-institutional households. Do not make any imputation for institutional households but write 'unspecified'. If all the three columns are inadvertently left blank by the enumerator and there is entry in column 11 (No. of rooms) derive figures for column 15 on the basis of person-room ratio indicated above in the instruction for column 11, distribute this figure in the ratio of 50 : 50 for columns 13 and 14.

4. *Edit Instructions for Establishment Schedule* :

4.1. *Location Code* : Same as for Houselist instructions above.

4.2 *Column 1* : Refer to column 7 of the Houselist and make sure that for all 'yes', there is a corresponding entry in this schedule and the serial number tallies.

4.3 *Column 2* : Check with reference to column 3 of the Houselist. These should tally.

4.4 *Column 4* : In case of blank, look up the entry in column 3, this may help in making a suitable imputation; otherwise, enter 'private'.

4.5 *Column 5* : If there is an omission to make an entry, write 'unspecified'.

4.6 *Columns 6, 7 and 8* : The columns will be filled in if only columns 9-10 and 11 have 'X'. If in any establishment besides manufacturing/processing sales also take place, and by mistake the enumerator has entered details in columns 6 to 8 and also in columns 9 and 10, score entries in columns 9 and 10. Manufacturing will get precedence over 'selling' which is a secondary function.

If the entry in column 6 is registered factory and in column 8 type of power is other than 'Electricity' and if the number is less than '20' in column 5, then change the entry 'Registered factory' in column 6 to 'Unregistered Workshop'.

4.7 *Column 7* : If an entry is omitted by the enumerator, make an entry from information in column 3, if it affords any clue.

4.8 *Column 8* : If an entry is omitted by the enumerator, enter 'manual' having regard to entries in columns 3 and 7.

4.9 *Columns 9 and 10* : There should be entries in these columns when columns 6, 7, 8 and 11 have 'X'. If entry is not made by the enumerator in column 9, impute it with reference to entry in column 3. I column 10 is blank and column 9 is filled in, write 'retail' except in the case of commercial services like Bank, Insurance, Pawn shop, etc.

4.10 *Column 11* : There will be an entry in this column only when there is 'X' in columns 6 to 10. If the enumerator has failed to make an entry although the establishment should have been entered in this column, try to impute with the help of entry in column 3.

APPENDIX 11

CENSUS OF INDIA 1971

HOUSE LIST

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

Name of Taluk/Tehsil/Thana/Anchal/Island..... Code No.....

Line No.	Building No. (Municipal or Local Authority or Census No.)	Census House No.	Predominant construction material of Census House		Purpose for which Census House is used, *e.g.*, residence shop, shop-*cum*-residence, business, factory, workshop, workshop-*cum*-residence, school, bank, commercial house, office, hospital, hotel etc., or vacant.	Is it used wholly or partly as an establishment ? Yes or No. If Yes, enter further details in the Establishment Schedule and indicate the serial No. of that entry here.
			Material of Wall	Material of Roof		
1	2	3	4	5	6	7

Name of Village or Town..... Code No.....

Name or Number of Ward/Mohalla/Enumerator's Block..... Code No.....

Household No.	Name of the Head of Household	If S.C. or S.T. write name of Caste/Tribe	If used wholly or partly as a residence						
			No. of living rooms in the occupation of Census Household.	Does the household live in owned or rented house? (i) Owned(O) (ii) Rented(R)	No. of persons normally residing in Census Household on day of visit of the enumerator			Does the household cultivate land? (Yes or No.)	Remarks
					Males	Females	Total		
8	9	10	11	12	13	14	15	16	17

NOTE:— Please do not write in the spaces enclosed by dotted lines in cols. 4, 5, 6, 10 and 12. These are meant for use in the Tabulation Offices for coding.

Signature of Enumerator..... Date.....

Signature of Supervisor..... Date.....

APPENDIX 12

CENSUS OF INDIA 1971

ESTABLISHMENT SCHEDULE

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

Name of Taluk/Tehsil/Thana/Anchal/Island..... Code No.....

Serial No.	Census House No.	Name of the Establishment or of the proprietor	Is the establishment (a) Govt./Quasi Govt. (b) Private (c) Co-operative Institution.	Average number of persons working daily last week or in the last working season, including proprietors and/or family workers	If any manufacturing, processing or servicing is done: Is it (a) Household Industry (b) Registered Factory (c) Unregistered workshop	If any manufacturing, processing or servicing is done: Description of the products, processing or servicing done	If any manufacturing, processing or servicing is done: Type of fuel or power used
1	2	3	4	5	6	7	8

Name of Village or Town..... Code No.....

Name or No. of Ward/Mohalla/Enumerator's Block..... Code No.....

If used as a trading establishment: Description of goods bought/sold	If used as a trading establishment: Whether (a) wholesale or (b) Retail	If used as any other establishment, describe *e.g.* Govt. Office, School, Hospital, Railway station, Barber's saloon, Cinema theatre, Hotel, Tea shop, etc.
9	10	11

NOTE:— Please do not write in the spaces enclosed by dotted lines in cols. 4, 6, 7, 8, 9, 10 & 11. These are meant for use in the Tabulation offices for coding.

Signature of Enumerator..... Date.....

Signature of Supervisor..... Date.....

APPENDIX 13

A. CHANDRA SEKHAR

D.O. No. 10-1/70-D.T.
REGISTRAR GENERAL INDIA,
2-A, Mansingh Road,
New Delhi-11.

CENSUS OF INDIA 1971-CIRCULAR NO. 13.

Dear

As you are aware the use of sampling procedures in the 1971 Census will be confined to the tabulation of data collected in the Houselist and Individual Slip and to the Post Enumeration Check to be conducted soon after the Census.

Tabulation on a sample basis will be undertaken in respect of :

(i) a 20% sample of houses to be drawn from the Houselist ;

(ii) a 1% sample of Individual Slips for the preparation of advance tables; and

(iii) a 10% Rural and 20% Urban sample of Individual Slips for the preparation of the Census Tables.

The instructions for sample selection in regard to items (ii) and (iii) above and the Post Enumeration Check will be circulated in due course. Since the selection of sample of houses from the Houselist is an immediate need, the present Circular concerns itself with this aspect only of the sampling programme.

2. Based on some studies undertaken in this office subsequent to the Darjeeling Conference it has now been decided to *Select a 20% sample of the census houses from the Houselist for both Rural and Urban areas* in all the States except Nagaland. In view of the small size of the population of either the rural or urban or both the components of Nagaland and the Union Territories tabulation will be done on a 100% basis in these areas.

The procedure for sample selection is explained in detail in the enclosure which contains two parts :

Part A— Instructions to the Sampler (who may be a Statistical Assistant, Computor or senior Assistant Compiler) for selecting a sample of houses from the Houselist and

Part B— Instructions to the Supervising Officer.

Section 3 of Part A gives a summary of the steps involved in sample selection. A flow chart which pin-points the sequence of sampling operations is also enclosed.

After the sampler has mastered the instructions, the flow chart and the summary will come in handy for his ready reference during the progress of the sampling operation.

3. According to the table formats of Housing Tables, the data will be presented for State/district (Rural-Urban) and city. However, for convenience of sample selection the following territorial units hereinafter called 'Operational Units' will be adopted:

(i) Tahsil/Taluka/Anchal/Police Station (Rural only);

(ii) City (including agglomeration referred to in Census Circular No. 8 dated 16th October 1969) ; and

(iii) Non-city-Urban-district.

Houselists will be arranged in the serial order of the enumerator's blocks within each of the three operational units mentioned above, separately and sample selection will be one continuous operation flowing from one block to another *within the operational unit.*

4. In pursuance of the edit instructions contained in Circular No. 14, *each 'census house' will be numbered serially in each block in red pencil along the line dividing columns 2 and 3.* For selecting 20% sample of the census houses, a random number (a number between 1 and 5 selected for each operational unit with the help of a table of random numbers) will be provided to the sampler before he begins the sampling work.

5. 'Editing' and 'sampling' of the Houselists of an operational unit should normally be dovetailed; and, therefore, after the Houselists are edited for about 10 blocks or so, these may be passed on to the sampler. It will be necessary to ensure that all blocks in an operational unit are covered systematically and that no blocks of two operational units get mixed up. During the selection of the sample, supervising officials should be instructed to exercise effective supervision. Particularly, at first, the sampler's performance should be closely scrutinised to see that he follows the instructions meticulously and that there is no doubt in his mind about the procedure. Only when you are satisfied that the samples have thoroughly grassed the procedure the supervising officials may resort to periodic supervision.

6. In the instructions to the supervising officials a check on the sample size from each block and from each operational unit has been indicated based on the total number of houses and the respective random start. The supervising officials would have conducted these checks for each operational unit before he passes on the Houselists to the editor for detailed scrutiny of all the columns relating to the selected houses for *post-sampling edit* according to the instructions contained in Circular No. 14. You may also satisfy yourself that the sampling has gone on smoothly by instructing the officers supervising the work of the supervisors to conduct these checks off and on.

7. Despite the fact that the serial numbering of the houses within a block has been done carefully it is possible that some houses are missed and some others are given serial numbers more than once. The sampler and the supervising officials have been instructed to watch for such inconsistencies and to obviate them according to procedures discussed in their instructions. Corrections for such inconsistencies need to be incorporated finally in the control figures which will be used for preparing the districtwise estimates. On the basis of the particulars given by the supervising officials in this regard in a separate slip of paper for each operational unit you should ensure that the corrections for the inconsistencies have been duly incorporated in the Houselist Abstract so that the control figures for the districts could finally be struck accurately taking account of these changes. Occasionally a house or a part of a house will be recorded away from its parent building or house because the enumerator has missed them during his first visit or he discovered the omissions at a later stage. Though linking of parts of a building or a house would improve the frame for sampling purposes keeping track of these linkages during sample selection may be a difficult process. In any case, since such events are expected to be rare it is proposed to avoid linking and consider them as separate houses wherever they are recorded in the Houselist.

8. On going through the enclosures in case you find that there is scope for further rationalising the procedure I shall be glad to have your suggestions.

9. In order that we may have time to study your suggestions and circulate further modifications, if any, among all the Directors of Census Operations, I shall appreciate a reply in about a week's time.

Yours sincerely,

Sd.
(A. Chandra Sekhar)

URGENT

D.O. No.10-1/70-DT
Ministry of Home Affairs
Office of the Registrar General, India,
2/A, Mansingh Road, New Delhi-11.

April 25, 1970

K. D. Ballal
Deputy Registrar General,

CENSUS OF INDIA, 1971 CIRCULAR NO. 18

Dear Shri

Please refer to R.G's D.O. No. 10-1/70-DT dated the 28th March, 1970 (circular No. 13) enclosing a draft of the instructions to the Sampler and Supervisor for selection of a sample of houses from the Houselist. I enclose herewith the final version of the Instructions which incorporates some useful clarifications suggested by a few Directors of Census Operations. It may be seen that besides adding two additional foot notes in Part A (N.B.s 3&4) and providing for recording the name and code no. of the district in the Control Chart, certain marginal changes have been made in the following places :

(i) *Part A* : Paras 1.1, 1.2; 2 (steps 1, 2, 4, 5) and 3(3).

(ii) *Part B* : Paras 2 (step 4) and 3 (step 4).

I request that these final instructions appended herewith may be adopted in supersession of the earlier version referred to above.

Yours sincerely,

Sd.
(K. D. BALLAL)

MINISTRY OF HOME AFFAIRS
OFFICE OF THE REGISTRAR GENERAL, INDIA
2-A, MANSINGH ROAD,
NEW DELHI-11.

Procedure for selection of sample of Houses from the Houselist

1. *Preliminary Steps* :

Part A : *INSTRUCTIONS TO THE SAMPLER FOR SELECTING A 20% SAMPLE OF HOUSES FROM THE HOUSELIST.*

1:1. You are required to tick off in red pencil the sample houses from the Houselists of an operational unit. Generally, for purposes of sample selection, operational units are :

(i) Tehsil/Anchal/Police Station for rural areas ;

(ii) City, and

(iii) Non-city urban area of a district.

To avoid disparity in the workload as well as to maintain stability in the sampling fraction, large operational units may be divided into parts of convenient size, each of which will then constitute an operational unit. Similarly, geographically contiguous tehsils of small size may be combined within a district to form operational units of adequate size.

1:2. When the Houselists come to you for sample selection, the census houses would have been numbered serially within each block, along the line dividing columns (2)&(3) of the Houselist. Before starting out on sample selection, check whether.

(i) the Houselist Abstract from II received from the charge officers has been provided to you alongwith the Houselists;

(ii) a check list containing charge numbers and block numbers in the operational units has been provided to you.

(iii) the bundle contains the Houselists for all the blocks in the operational unit by making suitable tally marks in the checklist refered in (ii) above (in case the Houselists are received after editing in lots of 10 blocks each for the sake of operational convenience, ensure as you go along that the Houselists for all the blocks of one operational unit are fully received and disposed of. *In no case should Houselists of one operational unit be mixed with those of another*) ;

(iv) the blocks are serially arranged according to ascending order of location code :

(v) the Houselists for each block are paged and stitched together ;

(vi) the serial number of the last house of any block agrees with the number recorded in col. (7) of the Houselist Abstract against the block. If there are any discrepancies, bring them to the notice of the supervising officials and correcting them before proceeding further.

1 : 3. Sample will be selected independently from each operational unit. You will be given a random start for selection of sample in the operational unit assigned to you. The selection of the sample of houses is one continuous process for the entire operational unit. Sample selection

will be facilitated by the use of the Control Charts (see Appendix I), adequate number of copies of which would have already been provided to you.

2. *Procedure for sample selection* :

Step 1 : Take a sheet of the Control Chart (see Appendix-I) and note the following in the space provided on top :

(i) Identification particulars of the operational unit with name and location code of the district ;

(ii) Random start for this operational unit;

(iii) The page number as you go from one sheet to another.

Step 2 : You are required to select a 20% systematic sample of houses. Take the houselist for the first block and record its location code (in the case of non-city urban, location code of the charge also) and the total number of houses in columns (1) and (2) respectively from the Houselist Abstract. Quickly glance through the serial numbers before you start sampling the houses, to correct any mistake in serial numbering. The first sample house in this block will bear the same serial number as the random start of the operational unit. Starting from this first sample house, tick off every fifth house till you reach a stage when it is not possible to select another house from this block (i.e., when number of houses left out is less than 5). Enter the serial number of the last selected house in column (4). Check whether the unit digit (i.e., the right extreme digit in a number e.g. in 98, 99, 101, 102, 103 the unit digit is underlined), of the serial number of the last selected house is either the same as the random start (i.e., the serial number of the first selected house of the block) or the random start plus 5. For example, if the random start is 3, the number in the unit digit of the serial number of the last selected house will be either 3 or 3+5=8, i.e., the serial no. may be 123 or 128. If this is not so, the discrepancy has arisen because you have at some stage marked the wrong house as falling in the sample. Since the criterion mentioned above will be equally applicable to the serial number of each selected house, it will be more convenient if you start checking from the last selected house backwards to locate the mistake and correct it for the block.

Even though the serial number of the last house tallies with the number of houses recorded in col. (7) of the Houselist Abtsract, there is a possibility that the serial numbering of the house is affected by two types of errors: (i) a house has not been assigned a serial number; and (ii) a house has been serialised more than once. It is clear that proper marking of the sample from the houses already serialised above will not obviate these errors, if any. As you go along marking the sample houses, you should, therefore, watch carefully for the presence of such errors. If you identify any such error, go to step 3 before proceeding further with the sample selection. Otherwise complete the sample selection process for this block and go to step 4.

Step 3 : If a house is missed, record in column (8) the serial number of the line at which this missed house lies and proceed with the sample selection without making any corrections in the serial numbering of the houses. On the other hand when a house is numbered more than once, stop marking the sample houses at that stage. Correct the serial numbers of the houses from that house onwards, and continue with the sample selection. Correct also the corresponding entry in column (2) of the Control Chart accordingly and insert in col. (8) the remark "house at line no. 'X' duplicated", and insert in col. 8 the remark 'house at line No. X duplicated. 10-1/70DT 2/5/70. Any such correction made by you should invariably be done in consultation with the Supervising Official.

Step 4 : Find out the number of houses, left over from the first block and insert this number in col. (5) of the Control Chart. Fill in the difference between 5 and the entry in col. (5) in col. (6) against the first block and in col. (3) against the second block (i.e., second line of Control Chart). The entry in col. (3) of the second line indicates the start for the second

block which should be distinguished from the random start of the operational unit. Suppose the first block had 129 houses and the random start for the operational unit was 3. Then the serial number of the last selected house will be 128 by selecting every 5th house (20%) starting from serial number 3. One house will be left as balance from the first block. Since we have to continue to select every fifth house for the entire operational unit, while marking other sample in the second block the balance left in the first block has to be carried forward. Therefore, taking one house from the first block, the serial number of the first sample house in the second block will be 4 (i.e., 5 minus the balance left over from the previous block). So the start for the second block is 4 and thereafter every fifth house will be systematically marked. Count the number of houses falling in the sample in the first block and enter in col. (7).

Step 5 : Repeat steps 2 to 4 with all the blocks in the operational unit. Note that, from the second block onwards the entry in col. (6) against the preceding block and that in col. (3) against the block under consideration indicate the serial number of the first selected house in the block on hand. Ensure that all the blocks in the operational unit are exhausted in a continuous process.

Step 6 : After the selection of sample from the entire operational unit is over, hand over the bundle of houselists along with the filled in Control Chart to the Supervising Official for further action.

N.B. 1 : Before breaking off for the day, make sure that the work of marking the sample houses for the block on hand is completed and the entries in the various columns of the Control Chart against that block duly made. The Control Chart will indicate the block from which you are to start again the next day.

N.B. 2 : A list indicating the serial numbers which the houses falling in the 20% sample (i.e., taking every fifth house from the random start) would bear with various random starts, is given below for your guidance. It has been assumed that there are 200 houses in a block. If the number of houses is less than 200, the serial numbers which are not relevant should be dropped from the set. If the number is more, the list may be extended suitably.

Random start	List of serial numbers
1	1, 6 ; 11, 16 ; 21, 26 ; 31, 36 ; 41, 46 ; 51, 56 ; 61, 66 ; 71, 76 ; 81, 86 ; 91, 96 ; 101, 106 ; 111, 116 ; 121, 126; 131, 136; 141, 146 ; 151, 156 ; 161, 166; 171, 176, 181, 186; 191, 196;
2	2, 7; 12, 17; 22, 27; 32, 37; 42, 47; 52, 57; 62, 67; 72, 77; 82, 87; 92, 97; 102, 107; 112, 117; 122, 127; 132, 137; 142, 147; 152, 157; 162, 167; 172, 177; 182, 187; 192, 197;
3	3, 8; 13, 18; 23, 28; 33, 38; 43, 48; 53, 58; 63, 68; 73, 78; 83, 88; 93, 98; 103, 108; 113, 118; 123, 128; 133, 138; 143, 148; 153, 158; 163, 168; 173, 178; 183, 188; 193, 198;
4	4, 9; 14, 19; 24, 29; 34, 39; 44, 49; 54; 59; 64, 69; 74, 79; 84, 89; 94, 99; 104, 109; 114, 119; 124, 129; 134, 139; 144, 149; 154, 159; 164, 169; 174, 179; 184, 189; 194, 199;
5	5, 10; 15, 20; 25, 30; 35, 40; 45, 50; 55, 60; 65, 70; 75, 80; 85, 90; 95, 100; 105, 110; 115, 120; 125, 130; 135, 140; 145, 150; 155, 160; 165, 170; 175, 180; 185, 190; 195, 200;

N.B. 3 : As soon as the sampled houses in a block have been marked, tick off the corresponding number in the check list. After you have completed sample selection for the entire operational unit, glance through the check list to detect whether any block has been missed.

N.B. 4 : In certain areas, it is found that a block contains less than 5 houses. In such cases whenever the random start for that block is greater than the number of houses, it is obvious that no houses can be selected from that block. Since the sample selection is a continuous process you consider this block of houses as a continuation of the previous block add on the number of houses in this block to the number of houses left over in the previous block, strike off the entry in col. (3) put a dash in col. (4) and enter this total left over in col. (5) against this block. The rest of the procedure is as usual. The following illustration will make it clear.

Control Chart

(1)	(2)	(3)	(4)	(5)	(6)	(7)
35	123	2	122	1	4	25
36	3	4	..	3+1=4	1	..
37	147	1	146	2	3	30

3. *Summary of the selection procedure for ready reference explained in section 2.*

1. Record identification and other particulars on top of the Control Chart (Step 1).

2. Take the first block and note the location code and total no. of houses in columns (1) & (2) respectively of the Control Chart (Step 2).

3. Record in column (3) against the first block, the random start of the operational unit. The first selected house for the operational unit will have the same serial no. as this random start number (Step 2).

4. Starting from this first sample house tick off every fifth house till you reach a stage when number of houses left over is less than 5 (step 2).

5. See whether the unit digit of the serial number of the last selected house is either the same as the random start or the random start plus 5 (step 2).

6. In the process you might have come across errors due to (i) missed houses and (ii) duplicated houses. Remove such errors before completing sample selection in the block. Indicate in col. (8) the type of corrections you have made in this regard (step 3).

7. Complete the entries in columns (4), (5), (6) and (7) of Control Chart (step 2 and 4).

8. Transfer the entry in col. (6) in the first line to col. (3) of the second line. This indicates the serial number of the first selected house in the second block (step 4).

9. Repeat the above with the Houselists of the second block onwards till you exhaust all the blocks of the operational unit (step 5).

10. Hand over the Houselists and related Houselist Abstracts to the supervisor as soon as you complete the sample selection in the operational unit (step 6).

APPENDIX I

Page No.....

CONTROL CHART FOR SAMPLING HOUSES FROM HOUSE LIST

District : Name.....Location Code .....

Tehsil/Anchal/Police Station/City/Non-City Urban.....

Sample size 20% Random Start.....

Location code of block	Total No. of Census Houses	Sl. No. of first selected house	Sl. No. of last selected house	No. of houses left over col. (2) col. (4)	5-col. (5) transefer to col (3) of next line	No. of houses in the sample	Remarks
1	2	3	4	5	6	7	8

Signature of Supervisor..... Signature of Sampler.....

PART B : INSTRUCTIONS TO SUPERVISING OFFICIALS

1. *General* : The accuracy of the sample will depend on the care with which the selection procedure has been followed. Though there are a number of built in controls in the procedure evolved, it is essential for you to exercise close supervision. At the beginning you should watch the work of the Sampler very closely till you are satisfied that he has understood the procedure correctly and is following the various steps accurately. Only after that periodic supervision should be resorted to so as to ensure that the procedure is followed meticulously right to the end.

Your work involves two types of functions :

(i) supervision during the sample selection and

(ii) overall checking after selection of the sample for the operational unit when the Houselist for the operational unit with the sample houses marked and the related Houselist Abstract and Control Charts are handed over to you by the Sampler.

2. *Supervision during the Sample Selection* :

While supervising the work of the Sampler, you should see whether the columns in the Control Chart are consistent. This would help in correcting mistakes, if any, easily and in time. As you are aware the sampler has been instructed to bring to you notice any discrepancy that he comes across during sample selection and to correct them in consultation with you. It is, therefore, necessary that you have understood thoroughly the instructions given to the Sampler so that you could resolve his difficulties on the spot. Otherwise correction of errors if detected after the Sampler has completed his work for the entire operational unit will result in considerable increase in your workload.

The consistency of the various columns of the Control Chart can be checked as follows :

Step 1 : See whether the unit digit of the serial number of the last selected house entered in Col. (4) of any line is either the same as the number in col. (3) of that line or that number plus 5. The following tables brings out the relationship at a glance.

Random start	No. in the unit digit of the S.No. of the last selected house
1	1 or 6
2	2 or 7
3	3 or 8
4	4 or 9
5	5 or 0

Step 2 : If there is no discrepancy in Col. (4), see also that the number in col. (5) is less than 5. If the number is more than 5, then obviously there is scope for selecting at least one more house from that block in the sample. Then check whether the entry in col. (6) is number 5 minus the figure in col. (5) and whether the number in col. (6) of the line you are checking has been duly recorded in col. (3) of the next line. If this sequence is maintained the Sampler is doing his job well and you can go to step 4 which gives the final check for consistency for any line. Otherwise go to step 3.

Step 3 : In case the serial number of the last selected house is not consistent with the random start recorded in col. 3 for any block, ask the Sampler to take the Houselist for that block, to locate the entry at which the sequence has gone wrong and to mark the appropriate sample houses from then on by making the necessary changes. If the sample selection has been

made conscientiously by the Sorter, it is expected that such mistakes will be very infrequent. If the mistake is detected in the block that the sampler has just finished, there will be no difficulty in making the necessary corrections before the Sampler proceeds with his work. In case the mistake has arisen in a block that the Sorter has already finished with, and if correcting this mistake would involve 2 or 3 subsequent blocks only take steps to remove the mistake from all the blocks from the discrepant block onwards. On the other hand, if correcting the mistake would involve a number of blocks, you need correct only the concerned block without disturbing the sample selection in the subsequent blocks. In case you find that such mistakes have been committed frequently (say in more than a block or two), it is necessary to start the sample selection process over again for the entire operational unit from the first block where the mistake has been identified. In any case whenever such discrepancies come to your notice, you should report them to the Deputy Director I/c Coding and Punching Cell before deciding on the procedure for correcting them.

Step 4 : If entries in columns (2) (6) are consistent, the total number of sample houses in any block recorded in col. (7) of the Control Chart will be equal to the expected number (E) given by

E = *Number in col. (4)—number in col. (3)* + 1 (This formula will not apply to a block from which no house has been selected). Eventhough the columns (2) (6) are consistent, if you find that the number in col. (7) does not tally with the expected number 'E' obtained as above, the discrepancy could arise only due to wrong counting of the number of sample houses by the Sampler. In such a case count the number of sample houses in that block and correct the entry in col. (7).

These checks are simple and can be implemented very quickly once you become familiar with the various steps. *In fact, it will make your job a lot easier if you could arrange to carry out these checks at the end of each day.*

3. *Overall checking after the completion of selection of the sample for the entire operational unit* :

Since this is a large scale operation, it is likely that in spite of the built-in checks and the effort put into to resolve the discrepancies if any, on the spot, some mistake might persist even after sample selection is completed. It is, therefore, necessary for you to watch for mistakes, if any, when the Houselist and the related records are handed over to you by the Sampler for scrutiny. The following steps will help you in organising the overall check quickly.

Step 1 : Check whether the Houselists for all the blocks within the operational unit and the related Housclist Abstract and Control Charts have been handed over to you by the Sampler. If for the sake of operational convenience the Sampler handles the Houselists in sets of 10 blocks each, you should see whether all the blocks in an operational unit are exhausted and that the Houselists for different operational units are not mixed. If you find that a block of the operational unit on hand has been left out of account, take it at the end of the operational unit and mark the sample according to the steps explained in the Sampler's instructions.

Step 2 : Though in your day to day supervision of the Sampler's work you would have seen to the consistency of the various columns of the Control Chart you may not have been able to scrutinise each and every line of the Control Chart. Now that the Houselists and the Control Charts are handed over to you for the entire operational unit, you should carry out quickly the consistency checks explained in section 2 above on each line of the Control Chart and make relevant corrections, if at all necessary.

Step 3 : The corrections for missed houses and duplicated houses made by the Sampler would be indicated in col. (8) make appropriate changes in cols. (8)—(12) of the Houselist

Abstract (form II) against the respective blocks. In case of such changes the totals in the respective columns of the Abstract should also be corrected accordingly. For this purpose you may have to go through the relevant columns of all the lines of the affected blocks. Then prepare a list of these blocks on a slip of paper and tag it on to the related Houselist Abstract for the operational unit for scrutiny by your superiors who will finalise the control figures on the basis of your corrections.

Step 4 : You should now consider the houses that have been recorded as missed in col. (8) of the Control Chart and see whether one or more of them could be included in the sample. For this purpose, serialise the missed houses in the order in which they appear in col. (8) itself and consider them as forming a separate block, after the last block of the operational unit. Since the sample selection is a continuous process for the entire operational unit, take into account the houses left over in the last block of the operational unit after sample selection, to determine the random start for this new block. Take care to make the relevant entries in the Control Chart in respect of this new block also. For this block write 'missed' in col. (1). If one or more houses of this new block come in the sample locate these houses in the appropriate block of the Houselist, tick them off and assign serial numbers to them as explained in the following example :

> If the serial number of the last house (not the last selected house) in the block from which one of the missed houses recorded at line No. 76 say, has been included in the sample is 151, assign serial No. 152 to the selected house. At the end of the block insert a remark that the serial No. 152 has been assigned to the house at the line No. 76.

Step 5 : The operation explained in this step will provide a final check to see whether the adequate sample size has been achieved for the entire operational unit. Add the No. of sample houses recorded in col. (7) of the Control Chart over all the blocks of the operational unit and verify whether sample size has turned out to be as expected. For example, if the total number of houses in the operational unit is 5213 and the random start is 4, assuming that all these houses have been serially numbered regardless of blocks, the last selected house will bear the serial number 5209. Hence the total number of sample houses will be $\frac{5209-4}{5} + 1 = 1042$

The illustration given below has been built up on the above principle for any random start and operational units of sizes 5210—5219. This will help you to determine quickly the expected (20%) sample size for an operational unit of any size.

Random Start	Expected sample size* for an operational unit of size									
	5210	5211	5212	5213	5214	5215	5216	5217	5218	5219
1	1042	1043	1043	1043	1043	1043	1044	1044	1044	1044
2	1042	1042	1043	1043	1043	1043	1043	1044	1044	1044
3	1042	1042	1042	1043	1043	1043	1043	1043	1044	1044
4	1042	1042	1042	1042	1043	1043	1043	1043	1043	1044
5	1042	1042	1042	1042	1042	1043	1043	1043	1043	1043

*Expected sample size : —Serial No of the last selected house—Sl. No. of first selected house.

APPENDIX I4

CODE STRUCTURE — HOUSELIST

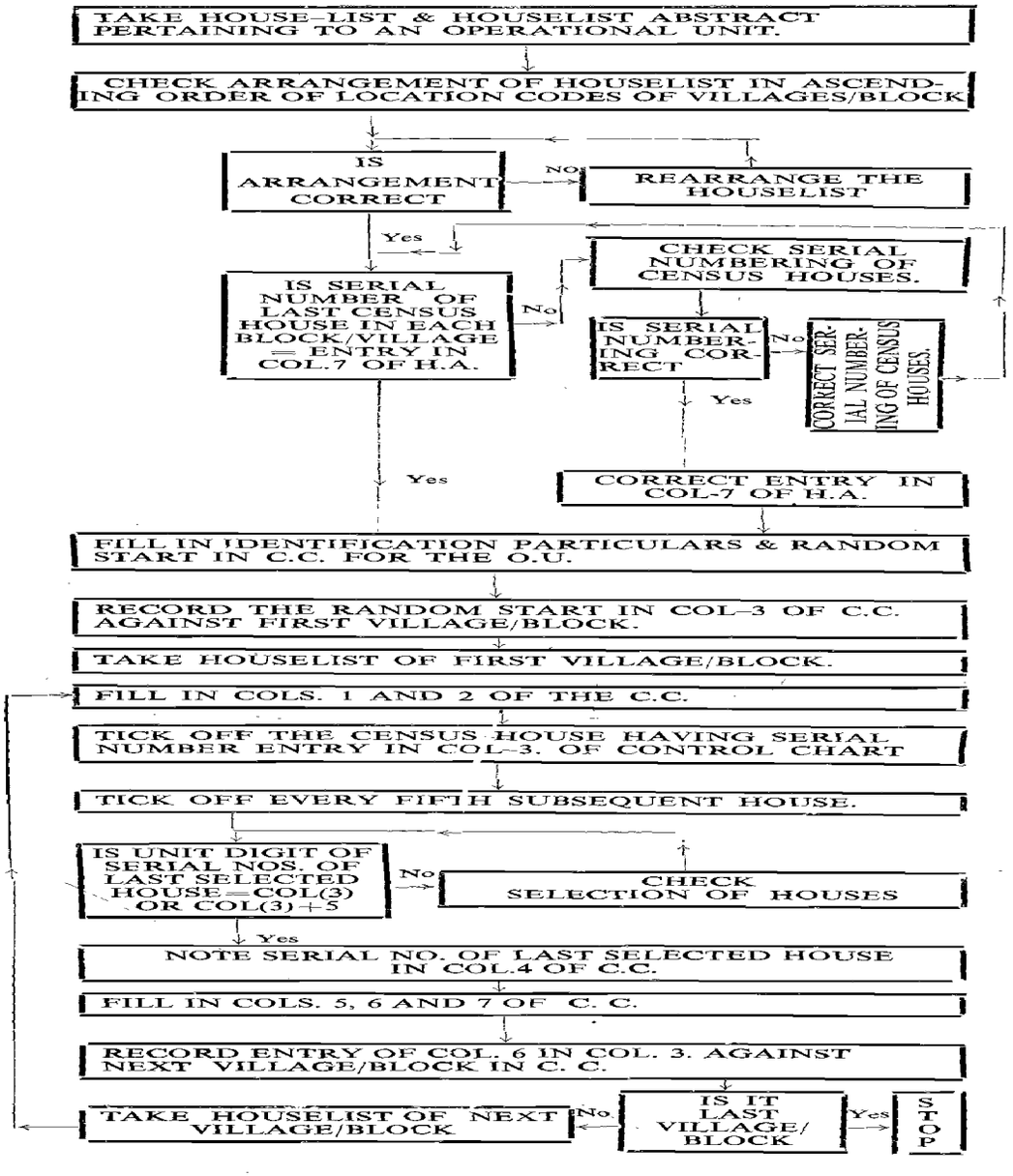
Description 1	Col. No. in schedule 2	Code No. allotted 3	Where to code 4
Item State		Assign code as Appendix 'A'	
District	1st top line left	Recode districts 1 to 9 as 01 to 09 rest *i.e.*, 10 onward will remain as it is.	
Taluk/Town	Second top line left for tehsil and 1st top right for town	In case of towns renumber the Roman numbers into 60 onwards (60-89 Town and 90-99 City) after arranging them in ascending order. Taluk Codes 01-59 Town Codes 60-89 City Codes 90-99 for taluks 1 to 9 recode as 01 to 09	
Village/Ward	1st top line right for village and 1st No. on 2nd top line right for ward	Recode village 1 to 9 as 001 to 009 and No. 10 to 99 as 010 to 099.	
Block No.	2nd top line right in case of village and 2nd No. in 2nd top line right in case of ward	Recode Block No. 1 to 9 as 001 to 009 and No. 10 to 99 as 010 to 099.	
Rural/Urban Non-City/ Urban City		Rural 1 Urban Non-City 2 Urban City 3	Code to be given at top left inside a triangle△
House No.	Col. 3	Recode House No. 1 to 9 as 001 to 009 and 10 to 99 as 010 to 099.	
Material of wall	Col. 4	Code Grass, leaves, reeds, or bamboo 0 Mud 1 Unburnt bricks 2 Timber 3 Burnt Bricks 4 G.I. Sheets or other 5 Stone 6 Cement Concrete 7 Other materials 8 Unspecified 9	Col. 4

Note:—The first entry relating to Columns 4, 5 and 6 pertaining to a Census house having more than one household need only be coded.

1	2	3		4
Material of Roof	Col. 5	Grass, leaves, reeds, thatch, bamboo Mud Unburnt Bricks Wood	0	Col. 5
		Concrete, *i.e.*, R B.C./ R.C.C.	2	
		Tiles, Slate, Shingle	3	
		Burnt Brieks & lime	4	
		G.I., Zinc or other metal sheets	5	
		Stone	6	
		Cement Sheets (Asbestos)	7	
		Other materials	8	
		Unspecified	9	
		(Illustrative list at appendix 'B')		
Purpose of Census House	Col. 6	*Vacant—Dilapidated	01	Col. 6 *(Code with reference to entry in Col. 17)
		Vacant—Repair	02	
		Vacant—Incomplete construction	03	
		Vacant—want of tenant/ Occupant	04	
		Vacant—other	05	
		Vacant—Unspecified	09	
		Residence only	11	
		Residence-*cum*-Shop	12	
		Residence-*cum*-work-shop	13	
		Residence-*cum*-other use (other than shop/ workshop)	14	
		Hotel, Sarai, Dharma-shala, Tourist home inspection house	21	
		Business houses & Offi-ces	22	
		Shops excluding eating houses	23	
		Factories, workshops, worksheds	24	
		Restaurants, Sweet-meat shops, eating places	25	
		Places of entertainment and community ga-thering	26	

APPENDIX II

FLOW CHART: SAMPLE SELECTION OF CENSUS HOUSES FROM HOUSELIST



O. U.—OPERATIONAL UNIT.
C. C.—CONTROL CHART.
H. A.—HOUSELIST ABSTRACT.

1	2	3	4
		Places of worship 27 Other non-residential census houses not elsewhere specified e.g., school and other educational institutions, public health institutions, etc. 28 Unspecified 29 (Illustrative list at appendix 'C')	
S.C./S.T./Others	Col. 10	S.C. 1 S.T. 2 Others 3	Col. 10
No. of living rooms	Col. 11	No regular room 00 Number of rooms No Coding Unspecified Blank	Col. 11
Tenure Status	Col. 12	Owned 1 Rented 2 In case of institutions make cross in Cols. 10-16 of schedule	
Population	Col. 13-15	No coding. In case the household is on pilgrimage and the columns for P/M/F are blank code 00 for males & females both.	
Household Cultivating land either owned/rented	Col. 16	Yes 1 No 2	Col. 16

CODE STRUCTURE—ESTABLISHMENT SCHEDULE

Description	Col. No. in schedule	Code No. allotted	Where to code
1	2	3	4
Item State		Assign code as per Appendix 'A'.	
District	Top left	Recode districts 1 to 9 as 01 to 09 rest *i.e.*, 10 onward will remain as it is.	
Taluk/Town	Second top line on left for Taluk and 1st top line for Town (right)	In case of town renumber the Roman number into 60 onward after arranging them in the ascending order. Taluk code 01-59 Town code 60-89 City code 90-99 for taluks 1 to 9 recode as 01 to 09	
Village/Ward	1st top line on right for village; 1st No. on 2nd top right line for ward.	Recode village 1 to 9 as 001 to 009 & No. 10 to 99 as 010 to 099.	
Block No.	In case of village 2nd top line right; in case of ward 2nd No. in 2nd top line right.	Recode Block No. 1 to 9 as 001 to 009 and No. 10 to 99 as 010 to 099.	
Rural/Urban Non-City/ Urban City		Rural 1 Urban Non-city 2 Urban City 3	Code to be given at top left inside a triangle △
Serial No.	Col. 1		
Type of Establishment Govt./Private/Co-operative	Col. 4	Govt. 1 Private 2 Co-operative 3	Col. 4
No. of persons working	Col. 5	No coding	Col. 5
Type of Manufacturing Establishment	Col. 6	Registered Factory 1 Un-Registered workshop 2 Household Industry 3	Col. 6
N.I.C. Code of Establishment	Col. 7 or 9 or 11	Code as per N.I.C. 1970 Code structure	Col. 7
Type of fuel or power used	Col. 8	Electricity 1 Liquid fuel 2 Coal, wood & Bagassee 3 Other (including animal power) 4 Manpower 5	Col. 8

APPENDIX A

Sl. No.	*Name of State/Union Territory*	*Code No.*
1	2	3
1.	Andhra Pradesh	1
2.	Assam	2
3.	Bihar	3
4.	Gujarat	4
5.	Haryana	5
6.	Jammu & Kashmir	6
7.	Kerala	7
8.	Madhya Pradesh	8
9.	Maharashtra	9
10.	Mysore	10
11.	Nagaland	X1
12.	Orissa	X2
13.	Punjab	X3
14.	Rajasthan	X4
15.	Tamil Nadu	X5
16.	Uttar Pradesh	X6
17.	West Bengal	X7
18.	Andaman & Nicobar Islands	X8
19.	Chandigarh	X9
20.	Dadra & Nagar Haveli	X0
21.	Delhi	Y1
22.	Goa, Daman & Diu	Y2
23.	Himachal Pradesh	Y3
24.	Laccadive, Minicoy & Amindivi Islands	Y4
25.	Manipur	Y5
26.	N.E.F.A.	Y6
27.	Pondicherry	Y7
28.	Tripura	Y8
29.	Meghalaya	Y9

APPENDIX B

Material of Wall and Roof (This list is tentative and Illustrative but not exhaustive)

Material of Wall	Material of Roof
0. Thatch, Grass, Khar (Grass) leaves, Casing of leaves, Gadjan leaves, Coconut leaves, Tasee leaves, Palmyra leaves, reeds, ballies of Jawar straw, wattle covered with earch, ekra reeds, sarkanda, mallet and cotton stalk, cane, karvi-stick, twigs, bamboo, bamboo chips, split bamboo Jhatimati (Twigs with earthen plaster) straw, bamboo matting, jute stalks, Tarja (Bamboo matting)	0. Grass, Jungle-Grass, Sun-glass, Khadar Thatching grass, chain grass @ (Sinc) or Kapda or Dat or Dedo, leaves of Khas, Twigs leaves, stalks of Bajra, thatch, paddy hay, dry corns of gram, coconut or palmyra leaves, straw, Palm leaves* dry stalks of cumbu or cholam, *Chapper*, *Bhojpatras*, pine needles, jawar straw, dry leaves of arecanut, dry sugar cane, weeds & reeds tandul patter, Mud, clay, thick mud, unburnt bricks.
1. Mud, Clay, Mortar, Earth, thick-mud, Mud clods	1. Wooden planks, jugle wood, fibre of kail or deodar, thin shafts, rafters.
2. Unburnt bricks.	
3. Timber, wood, great boards of wood, crude wooden planks, hewn planks.	3. Tiles, Shingle, Mangalore & country tiles, Kalus, Crude baked tiles, rough tiles, unbaked tiles, flat tiles, khapda, slate.
4. Burnt, bricks, unburnt bricks, Firebricks, baked bricks, *Kakaiya* bricks, brick	4. Bricks, baked bricks, burnt bricks, lime.
5. G.I. sheets & other metal sheets, tin.	5. G.I. sheets, Kerosene oil, tin, Iron sheets.
6. Stone, stone slabs, small stones, laterite stone, red sand stone, Coral lime stone.	6. Flat sheet stone, stones, patti, concrete.
7. Cement concrete, perforated cement slabs.	7. Cement sheets (Asbestos).

@ Grass (Ulu), Khar, Grass.

*Gadjan leaves, Screwpine leaves of sago plam.

APPENDIX C

USE OF CENSUS HOUSE

(This list is tentative and illustrative but not exhaustive)

Residence (11 & 12) . . .	Exclusively dwelling:—Illustration:—Residence, Donges, Out houses, Tents, huts, military camp, sheds, Village Guard's camp, Gangman's hut.
Shop-*cum*-residence (13) . .	For living and running a shop if the access is the same. Illustration:—Residence-*cum*-Grocery shop, Residence-*cum*-cloth shop, Fruit shop-*cum*-dwelling, General store-*cum*-dwelling Residence-*cum*-milk stall, Residence-*cum*-vegetable shop, Residence-*cum*-pan, bidi shop, Cigarette, Stationery store-*cum*-dwelling, etc.
Work-shop-*cum*-residence (14) .	Living and running a workshop if the access is the same. The place may be in use for production, processing, repairing and servicing (on small scale) in addition to residence:—Illustration:—Toy manufacture at home, Pottery making at home, Cycle repairing (for others) at home, Residence-*cum*-chakki, Residence-*cum*-confectionary Residence-*cum*-bakery, Done making at home, Chhajj making at home, Book binding at home, tailoring at home, Gold & silver smithy at home, Black smithy at home, Residence-*cum*-bhunjewala, cloth weaving at home, making wooden articles at home, Kangri manufacturer at home, making of papiermache at home, shoe making or repairing at home, cloth printing and dyeing at home.
Residence-*cum*-other use (15) .	Temple-*cum*-dwelling, dispensary-*cum*-dwelling, mosque-*cum*-dwelling, school-*cum*-dwelling, Lodge-*cum*-dwelling, Balmundri-*cum*-dwelling, etc.
Hotel, Sarais, Dharamashalas, Tourist Houses, & Inspection Houses (21)	Census houses intended for temporary sojourn hotels with lodging facilities, traveller's bungalow choultries, etc. Hostels, Dharmashalas, Dak and inspection bungalows, circuit houses, ashram, Guest houses, Sarais, auqaf building, Musafirkhana, Vishramarah, Chhatrawas, Community rest houses, boarding houses.
Shop excluding eating houses (23)	Exclusively for purpose of shops excluding eating houses where articles are bought/sold for cash credit, tuds shop, kabadi shop.
Business Houses & Offices (22)	Houses used as Banks, Officers of firms, commercial & Business houses, Govt. offices as well as Non-Govt. Offices, Chambers of Commerce, Insurance companies, Co-operative Society Office, Offices of advocate/lawyers, stock exchance, Transport company office, Railway station office, Police station, fire station courts, opium office.
Factories, workshops and work-sheds. (24)	Houses used solely as places of production, processing, repairing, servicing, they may be large scale industries/small workshops/worksheds, Tailoring shop, bakery, watch repairing, shoe-making, furniture making, rice, flour, oil mills, Press, diary, aerated water factory, black-smithy workshop, etc., Sharoff shop, Power houses and loco shed, etc.
Restaurants, Sweetmeat shops and eating places (25)	Restaurants (without lodging facilities, tea stalls, sweetmeat shops, eating places, coffee houses, Bhojnalaya, Jalpengrah, Canteen bars, tandordhabas Halwai shop where sweetmeat is prepared.

Places of entertainments & Community gathering excl. places of worships (26)	Cinema halls, Clubs, Theatres, Kalamanch, Panchayat Ghar, Vyayamchas, Stadium, Zoo, Samadhi, gymnasium, museum.
Places of worships (27) . .	Temple, Church, Mosque, gurudwara, mazar, Idgarh, Prayer hall.
Schools, and other educational institutions incl. training classes coaching and shop classes, Public health and medical institutions Hospitals, Health centres, Doctors clinics, Dispensaries and others (28)	Schools of all grades and teaching institutions, carpentry, schools, Music, dancing schools, weaving training centres, agriculture trading centres, night and adult literacy centres, Shorthand and type & Radio classes, Public library, etc, and exclusively health, medical institutions, Hospitals, doctor's clinic, dispensary family planning centres, nursing home, dental clinics, homoeopathic/Unani and ayurvedic dispensary vaccination centres, X-Ray clinics, Veterinary hospital, First Aid centre, maternity houses, laperasyiums, mental hospitals, Home for the handicapped, Rescue Houses, etc.
	Cattle shed, garage, godowns, laundry, petrole bunk, passenger shelter, latrine, Coaching class-*cum*-dwelling chaupal, Baithak studyroom, pumproom, tube-well, control-room of electricity poultry farm, kitchen, Gow shala, Chatri (if no residence).

APPENDIX 15

CARD LAYOUT FOR HOUSELIST

CARD COLS	DESCRIPTION OF FIELD	
1	FILE NO. PUNCH Y/8 FOR H	LOCATION CODE
2	STATE	
3, 4	DISTRICT	
5, 6	TEHSIL/TOWN	
7, 8, 9	VILLAGE/WARD	
10, 11, 12	BLOCK NO.	
13	RURAL/URBAN NON-CITY/URBAN CITY	
14, 15, 16	HOUSE NO.	1st LINE
17	MATERIAL OF WALL	
18	MATERIAL OF ROOF	
19, 20	PURPOSE OF CENSUS HOUSE	
21	S.C./S.T./OTHERS	
22, 23	NO. OF LIVING ROOMS	
24	TENURE STATUS	
25, 26	MALE — POPULATION	
27, 28	FEMALE — POPULATION	
29	HOUSEHOLD CULTIVATES LAND EITHER OWNED/RENTED	
30, 31, 32	HOUSE NO.	2nd LINE
33	MATERIAL OF WALL	
34	MATERIAL OF ROOF	
35, 36	PURPOSE OF CENSUS HOUSE	
37	S.C./S.T./OTHERS	
38, 39	NO. OF LIVING ROOMS	
40	TENURE STATUS	
41, 42	MALE — POPULATION	
43, 44	FEMALE — POPULATION	
45	HOUSEHOLD CULTIVATES LAND EITHER OWNED/RENTED	
46, 47, 48	HOUSE NO.	3rd LINE
49	MATERIAL OF WALL	
50	MATERIAL OF ROOF	
51, 52	PURPOSE OF CENSUS HOUSE	
53	S.C./S.T./OTHERS	
54, 55	NO. OF LIVING ROOMS	
56	TENURE STATUS	
57, 58	MALE — POPULATION	
59, 60	FEMALE — POPULATION	
61	HOUSEHOLD CULTIVATES LAND EITHER OWNED/RENTED	
62, 63, 64	HOUSE NO.	4th LINE
65	MATERIAL OF WALL	
66	MATERIAL OF ROOF	
67, 68	PURPOSE OF CENSUS HOUSE	
69	S.C./S.T./OTHERS	
70, 71	NO. OF LIVING ROOMS	
72	TENURE STATUS	
73, 74	MALE — POPULATION	
75, 76	FEMALE — POPULATION	
77	HOUSEHOLD CULTIVATES LAND EITHER OWNED/RENTED	
78, 79, 80	BLANK	

PUNCHING INSTRUCTIONS—HOUSELIST

Item Description	*To be punched in card columns*	*Where coded in the Schedule*	*Punching Instruction*
1	2	3	4
File No. . . .	1		Punch 'H' (doublepunch Y8)
State . . .	2		Punch as coded
District . . .	3 — 4	1st line on top left.	Punch as coded
Tehsil/Town . .	5 — 6	2nd line on top left for Tehsil and 1st line on top right for Town	In case of Tehsil Punch the code. In case of Town punch the renumbered town code in Arabic numbers.
Village/Ward . .	7 —9	1st line on top right for village and 1st no. of 2nd line on top right for ward.	Punch as coded. In case village code exceeds 3 digits, make 'X' punch also in col. 7 to represent Nos. 1000 to 1999 and make 'Y' punch in col. 7 to represent Nos. 2000 to 2999. For example, X000 will represent 1000, X001 will represent 1001 and so on.
Block No. . .	10—12	2nd line on top right for Block in a Village and 2nd Nos. of 2nd line on top right for Block in a Ward.	Punch as coded. In case Block code exceeds 3 digits, punch 'X' in col. 10 to represent Nos. 1000 to 1999 and punch 'Y' in col. 10 to represent Nos. 2000 to 2999.
Rural/Urban Non-City/Urban City.	13	Top left inside a triangle Δ	Punch as coded.
House No. . .	14—16 30—32 46—48 62—64	Between cols. 2 and 3 for the first component of a Census House.	Punch the code given against the first component of a sample Census house, for all the lines/components of that Census house.
Material of Wall .	17 33 49 65	Inside dotted lines in col. 4	Punch as coded. In case a sample Census house consists of more than one component (line), punch the code against the first component (line) only.
Material of Roof .	18 34 50 66	Inside dotted lines in col. 5	Punch as coded. In case a sample Census house consists of more than one component (line), punch the code against the first component (line) only.
Purpose of Census House	19—20 35—36 51—52 67—68	Inside dotted lines in col. 6	Punch as coded. In case sample Census house consists of more than one component (line), Punch the code against the

1	2	3	4
			first component (line) only. Super impost 'Y' punch (make 'Y' punch also in addition to the usual code) in cols. 19, 35, 51 & 67, as the case may be. However, the blank portions of a partial card will not have 'Y' punch.
S.C./S.T./Others .	21 37 53 69	Inside dotted lines in col. 10	Punch as coded.
No. of living rooms .	22—23 38—39 54—55 70—71	Col. 11	Punch as given or coded. In case the figure is more than 99, make 'X' punch in col. 22, 38, 54 & 70, as the case may be to represent 100 to 199 and 'Y' punch to represent 200 to 299. In case no figure is given, leave 'blank'.
Tenure status .	24 40 56 72	Col. 12	Punch as coded.
Population :			
(a) Males .	25—26 41—42 57—58 73—74	Col. 13	Punch as given or coded. In case the figure is more 99, make 'X' punch also in col. 25, 41, 57 & 73, as the case may be, to represent 100 to 199 and make 'Y' punch to represent 200 to 299.
(b) Females .	27—28 43—44 59—60 75—76	Col. 14	Punch as given or coded. In case the figure is more than 99, make 'X' punch in col. 27, 43, 59 & 75, as the case may be to represent 100 to 199 and 'Y' punch to represent 200 to 299.
Household Cultivating land either owned/rented	29 45 61 77	Col. 16	Punch as coded.
..	78—80		Blank

CARD LAYOUT FOR ESTABLISHMENT SCHEDULE

CARD COLS	DESCRIPTION OF FIELD	
1	FILE NO. PUNCH Y/5 FOR E	LOCATION CODE
2	STATE	
3, 4	DISTRICT	
5, 6	TEHSIL/TOWN	
7 TO 9	VILLAGE/WARD	
10 TO 12	BLOCK NO.	
13	RURAL/URBAN NON-CITY/ URBAN-CITY	
14 TO 16	SERIAL NO.	I LINE
17	TYPE OF ESTT. GOVT./ PRIVATE/CO-OPERATIVE	
18 TO 21	NO. OF PERSONS WORKING	
22	TYPE OF MANUFACTURING ESTT.	
23 TO 25	N.I.C. CODE OF ESTT.	
26	TYPE OF FUEL OR POWER USED	
27 TO 29	SERIAL NO.	II LINE
30	TYPE OF ESTT. GOVT./ PRIVATE/CO-OPERATIVE	
31 TO 34	NO. OF PERSONS WORKING	
35	TYPE OF MANUFACTURING ESTT.	
36 TO 38	N.I.C. CODE OF ESTT.	
39	TYPE OF FUEL OR POWER USED	
40 TO 42	SERIAL NO.	III LINE
43	TYPE OF ESTT. GOVT./PRIVATE/ CO-OPERATIVE	
44 TO 47	NO. OF PERSONS WORKING	
48	TYPE OF MANUFACTURING ESTT.	
49 TO 51	N.I.C. CODE OF ESTT.	
52	TYPE OF FUEL OR POWER USED	
53 TO 55	SERIAL NO.	IV LINE
56	TYPE OF ESTT. GOVT./ PRIVATE/CO-OPERATIVE	
57 TO 60	NO. OF PERSONS WORKING	
61	TYPE OF MANUFACTURING ESTT.	
62 TO 64	N.I.C. CODE OF ESTT.	
65	TYPE OF FUEL OR POWER USED	
66 TO 68	SERIAL NO.	V LINE
69	TYPE OF ESTT. GOVT./ PRIVATE/CO-OPERATIVE	
70 TO 73	NO. OF PERSONS WORKING	
74	TYPE OF MANUFACTURING ESTT.	
75 TO 77	N.I.C. CODE OF ESTT.	
78	TYPE OF FUEL OR POWER USED	
79, 80	BLANK	

PUNCHING INSTRUCTIONS

ESTABLISHMENT SCHEDULE

Item Description	*To be punched in card columns*	*Where coded in the schedule*	*Punching Instructions*
1	2	3	4
File No. . . .	1		Punch 'E' (double punch Y5)
State . .	2		Punch as coded.
District . . .	3—4	1st line on top left	Punch as coded.
Tehsil/Town . .	5 — 6	2nd line on top left for Tehsil and 1st line on top right for Town	In case of Tehsil Punch the code. In case of Town punch the re-numbered town code in Arabic numbers.
Village/Ward . .	7— 9	1st line on top right for village and 1st no. of 2nd line on top right for ward.	Punch as coded. In case village code exceeds 3 digits, make 'X' punch also in col. 7 to represent Nos. 1000 to 1999 and make 'Y' punch in col. 7 to represent Nos. 2000 to 2999. For example, X000 will represent 1000, X001 will represent 1001 and so on.
Block No. . .	10—12	2nd line on top right for Block in a village and 2nd no. of 2nd line on top right for Block in a ward.	Punch as coded. In case block code exceeds 3 digits, punch 'X' in col. 10 to represent Nos. 1000 to 1999 and punch 'Y' in col 10 to represent Nos. 2000 to 2999.
Rural/Urban Non-city/ Urban city	13	Top left inside a triangle Δ	Punch as coded.
Serial No. . .	14—16 27—29 40—42 53—55 66—68	Col. 1	Punch as given
Type of Establishment Govt./Private/Co-operative	17 30 43 56 69	Inside dotted lines in col. 4	Punch as coded and super-impose 'Y' punch (make 'Y' punch in addition to usual code)
No. of Persons working.	18—21 31—34 44—47 57—60 70—73	Col. 5	Punch as given. In case the figure is more than 9999, make 'X' punch in col. 18, 31, 44, 57 and 70, as the case may be, to represent 10000 to 19999 and 'Y' punch to represent 20000 to 29999. In case no figure is given, leave blank.

1	2	3	4
Type of manufacturing Establishment.	22 35 48 61 74	Inside dotted lines in col. 6	Punch as coded. In case no code is given, leave blank.
N.I.C. Code of Establishment.	23—25 36—38 49—51 62—64 75—77	Inside dotted lines in col. 7	Punch as coded.
Type of fuel or Power used.	26 39 52 65 78	Inside dotted lines in col. 8	Punch as coded. In case no code is given, leave blank.
	79—80		Blank

APPENDIX 16

CENSUS CIRCULAR NO. 28

6th February 1971.

Sub:—1971 *Census—Collection and despatch of filled-in schedules of individual enumeration.*

In Census Circular Nos. 26 and 27, detailed instructions have been issued regarding the consolidation at the charge and district levels of some essential characteristics of the population collected through the Enumerator's Abstract of each Block. As mentioned in para 9 of Circular No. 26, it is necessary for the Charge Superintendents to ensure that the enumeration records built up by the enumerators reach the charge office well in time so as to enable the Charge Superintendents to adhere to the strict time schedule prescribed therein for relay of the provisional totals. It is equally important that this Directorate obtain all records of enumeration as quickly as possible so as to tabulate and present the Primary Census Abstracts and other statistics as early as possible. It is with this end in view that a calendar relating to census enumeration and handing over of filled-in schedules has been prescribed by this office in Census Circular No. 25, incorporating the revised and final enumeration schedule.

2. According to the schedule fixed, the enumerators are required to submit all the enumeration records to the Supervisors latest by the morning of 4th April 1971. The Supervisors in turn will have to submit to the Charge Superintendents the records of all the enumerators in their circle latest by the evening of 4th April 1971. Before transmission of these records to the charge office, the supervisors are also required to verify that the records are complete and that all entries therein are fully and correctly made. The detailed checks to be exercise by the Supervisors have been prescribed in the "Instructions to Supervisors" under "C. Duties after enumeration". The Charge Superintendents must ensure with the assistance of their Assistant Charge Superintendents, if any, that all these steps have been carefully gone through before enumeration records are received by them.

3. At the end of the enumeration period and after the revisional round is over, the following records will have been built up by the enumerators in respect of each and every block separately :—

(i) National and layout sketch map (one copy)

(ii) Abridged Houselist (two copies)

(iii) Individual slip pads of 100 slips

(iv) Individual slip pads of 25 slips

(v) Population Record pads of 50 sheets

(vi) Population Record pads of 25 sheets

(vii) Enumerator's Daily Posting Statement (Form 'M')

(viii) Enumerator's Daily Posting Statement (Form 'F')

(ix) Enumerator's Abstract

(x) Degree Holders and Technical Personnel cards.

They may also have left with them a few unused pads and forms. All the records built up by the Enumerators together with the unused pads and forms left with them should be made into *separate sets for each block.* Particular care should be taken where one enumerator has been entrusted with more than one block to see that the Enumerator does not mix up the records of different blocks entrusted to him and makes them into separate sets for each such block.

4. At the level of the Supervisor also, care should be taken to see that these records are kept separately for each block. As mentioned in the "instructions to Supervisors" the Supervisor should take up the scrutiny of these records block by block. Immediately after scrutiny of all records of a particular block is completed he should, with the assistance of the concerned Enumerator, pack all the records of the block into a neat bundle with paper and string which will be supplied specially for the purpose. On top of the bundle, *the location code and the block number should be clearly written by the Supervisor.*

5. It will be recalled that pads have been numbered separately for each block and also other records like the A.H.L. and E.D.P.S. would have been given continuous page numbers for each block. At the end of the enumeration, it may so happen that some of these pads and forms may remain blank being unused. As indicated above, the enumerators will be returning all the pads and forms supplied to them *including such blank and unused pads and forms* and account for all of them against the supplies originally made to them for each Block. All these should be neatly arranged in the bundle in the serial order. To enable verification of these at the charge office, the enumerators should be instructed to fill up for each Block, an index of records so submitted in the form at Annexure I to this circular. Sufficient number of copies of these forms will be got printed and supplied to all the charges shortly.

6. It is likely that the verification and taking charge of these records blockwise may take some time at the charge level. This should not, however, come in the way of posting the registers and relaying of the provisional totals for the charge as specified in Circular No. 26 strictly in accordance with the time schedule. For this purpose, it is essential to instruct the enumerators and supervisors *to keep the Enumerator's Abtsract and the index of records separate* without including them in the bundles of the other records and to submit them separately while handling over charge of all these records. This will not only facilitate quick processing of the Enumerator's Abstract at the charge level on the lines specified in Circular Nos. 26 and 27 but will also make it possible to have a thorough verification of the records before taking charge of them. Thus, at the charge office, *two separate sections must be set up*—one for receipt of the Enumerator's Abstracts and the posting of the figures therefrom to the registers specified in Circular Nos. 26 and 27, and the other for verifying and taking charge of the records block by block with reference to the index referred to above. The work of the two sections should be so arranged that the Enumerator's Abstract

is first taken charge of and then the bundle together with the index is passed on to the other section for receiving these records.

7. While taking charge of the block records, the Charge Superintendents should exercise the following checks :

I. FOR ENUMERATOR'S ABSTRACTS :

(1) Verify that the location code number and the block number have been neatly and correctly written—

(i) on the Enumerator's Abstract,

(ii) on the index, and

(iii) on top of the bundle.

(2) Check that the Enumerator's Abstract and the Index have been fully written up without leaving any blanks, and bear the signatures of both the enumerator and the supervisor. In particular, check that entries relating to the number of census houses, households, etc., are made on top of the Enumerator's Abstract.

(3) Quickly cross-check the totals in the Abstract to see that the figures entered in—Col. 2=Cols. 5+6=Cols. 7+8+9+10.

(4) Check the index for any obvious mistakes.

The Enumerator's Abstract will then be retained for posting the figures in the registers specified in Circulars 26 and 27, and the index with the bundle passed on to the other section.

II. FOR OTHER RECORDS :

(1) Open the bundle and check the contents with reference to the entries noted in the index, item by item.

(2) Check and see that the location code and block numbers have been correctly entered on all the filled in pad covers and forms of the block.

(3) Check and see that the serial numbers of the pads now returned tally with those issued to the block as seen from the Issue Register in the charge office.

(4) Check and see that the records are *complete* as noted in para 2 above.

(5) Arrange the pads and forms including blank pads and forms neatly again in their serial order, and tie the bundle again with all the records intact carefully.

(6) Tear off the bottom portion of the index and return it to the Enumerator/Supervisor with the dated signature and seal of the Charge Suprintendent by way of acknowledgement of the block records.

8. As and when Charge Superintendents receive the records of each block, the relevant entries must be made in a Charge index, the format of which is indicated in Annexure II to this circular. This Charge Index, copies of which will be supplied, must be prepared *in duplicate*. Both the copies of this Charge Index will be sent along with the bundle of records for the entire charge to the respective Tabulation Offices as indicated later in this circular. Immediately the Charge Index is completed, this should be confirmed to this office.

9. The entire records will be forwarded to the concerned Tabulation offices under the Divisional Deputy Director of Census Operations concerned by the following authorities :

(*a*) All rural Charge Superintendents will send the records relating to each of their rural charges to the respective Divisional Tabulation Offices.

(*b*) All urban Charge Superintendents will forward the records relating to their respective urban charges to the Urban Tabulation Office which is being set up at Bangalore. There are cases where Tahsildars are Charges Superintendents for both rural and urban charges simultaneously. In such cases, the records of the rural charge will be sent to the concerned Divisional Tabulation Office while those of the urban charge will be sent to the Urban Tabulation Office at Bangalore.

(*c*) The Charge Superintendents of the Cities of Bangalore (including C.I.T.B. area), Belgaum, Hubli-Dharwar, Mangalore and Mysore will forward the entire records of each of their charges to their City Census Officer. The City Census Officer of each of these Cities will then transmit the entire records relating to the City to the Urban Tabulation Office which is being established at Bangalore. It must be noted that the Charge Superintendents of these Cities must not send their records direct to the Urban Tabulation Unit. The Charge Superintendents of K.G.F., will forward their records to the City Census Officer, K.G.F., who will then send the entire records for his area to the Urban Tabulation Unit at Bangalore.

(*d*) Military Charge Superintendents will send the records of their charges to their Military Census Officers. On receipt of the records from each of their Charges, the Military Census Officer concerned should send the entire records to the rural or urban tabulation office as the case may be depending on whether the military area concerned is located in a rural or urban area. The location code number assigned to the military areas will help to determine whether the records should be forwarded to the rural or urban Tabulation Office.

10. As mentioned earlier, the City Census Officers of the five Cities mentioned above and of K.G.F. will transmit to the Urban Tabulation Office at Bangalore the records of the entire city. Necessarily, they will have to forward with these records the Charge Index in the form at Annexure II to this circular for each of the charges in their cities.

11. All Charge/City/Military bundles should be sent to the Tabulation Office making them into convenient bundles wrapped up in gunny cloth and secured safely against any damage in transit. On every bundles the bundle number may be indicated as say 3/6, meaning that the serial number of the bundle in question is 3 out of the total number of 6 bundles for the charge. The other details such as the consignee, the consignor etc., may be written as usual. As soon as the bundles are ready, a telegram should be sent to the concerned tabulation office to facilitate making arrangements at these offices to receive these records and intimating the dates of despatch. The bundles should be taken to the tabulation office *by a responsible official in person*, and should not be despatched un-accompanied by lorry or goods train services. The official taking these bundles should also bring along with him two copies of the charge index, with reference to which the records will be verified at the tabulation office block by block before they are accepted. The official bringing these records would therefore have to stay there until the entire work is over. Acknowledgement will be given on one copy of the index which will be handed over to the official in token of receipt of the bundles at the Tabulation Office.

12. All Charge Superintendents must also pack and forward the blank forms which may be with them. This will include reserve pads, Abridged Houselist forms, Population Record reserve pads, unused Degree Holders and Technical Personnel cards etc. Along with this bundle must be sent, in duplicate, a statement indicating the contents of the bundle.

These bundles of unused forms must also be sent to the concerned Divisional Tabulation Office or the Urban Tabulation Office as the case may be.

13. All Charge Superintendents must also forward the copy of the Charge Registers now with them to the same Divisional Tabulation Office or the Urban Tabulation as the case may be.

14. District/City/Military Census Officers may also have with them unused pads, Population Record pads etc., which have been retained as reserve quantity. These must also be forwarded to the concerned Divisional Tabulation Office with a statement in duplicate indicating the contents of the bundle.

15. The District/City/Military Census Officers should vigilantly watch over the receipt and/or transmission of the records from each of the charges in their jurisdiction. They should ensure that the records from all the charges are kept ready for despatch by 10th April 1971, and that they reach the concerned Tabulation Office *latest by the 15th April 1971.*

16. It may be noted here that the Enumerator's Abstracts cannot be sent along with the other records since further particulars therefrom will have to be posted in the registers at the charge level as prescribed in Census Circular No. 27 for purposes of publication of a booklet on some basic particulars of the population. Therefore, the Enumerator's Abstracts of the different charges may be sent subsequently direct to the respective tabulation offices by registered post parcel *latest by 20th April 1971.* Before despatch, these abstracts should be neatly arranged in the bundle in the order of location code numbers and well packed to avoid damage in transit.

17. The required quantity of *proforma I* and *II* referred to in Annexures will be supplied to the charges and some amount for meeting the contingent expenditure for the purchase of gunny cloth etc., for packing and transport of the bundles from the charges to the tabulation offices will be placed at the disposal of the Deputy Commissioners/Commissioners of Corporations etc., as was done at the time of houselisting operations.

18. Since the entire work of collection, packing and despatch of the records has to be done carefully and systematically right from the block level to the tabulation office level, it is necessary that clear instructions are issued to the Enumerators and Supervisors as to the packing of the block records and their delivery at the charge office. It would also be necessary to supply them copies of *proforma I* for being written up while submitting the block records. It is therefore requested that in the last training session of the Enumerators and Supervisors suggested in the last para of Circular No. 25, the procedure detailed in this circular should be explained to them fully. Also arrangements made by the Charge Superintendents for collection of the records from Enumerators and Supervisors and the centres and the routes for collection and transport of the records and other arrangements made as suggested in para 9 of Circular No. 26, should be explained to them clearly.

19. The address of the Divisional Tabulation Offices and of the Urban Tabulation Office will be communicated separately.

20. Receipt of this circular may kindly be acknowledged.

P. PADMANABHA,
Director of Census Operations
in Mysore.

(*Two copies, one for personal use and one for use in the Office*).

(1) All the Divisional Commissioners.

(2) All the Deputy Commissioners of Districts.

(3) The Commissioners of Bangalore and Hubli—Dharwar Corporations and Mysore, Mangalore and Belgaum City Municipalities.

(4) All District Census Officers.

(5) All City Census Officers.

(6) All Assistant Commissioners of Revenue Sub-Divisions.

(7) All Rural and Urban Charge Superintendents.

Copy to :

1. Registrar-General, India, New Delhi (10 copies with a covering letter).
2. Directors of Census Operations of all States and Union Territories (2 copies each with a covering letter).
3. All Military Census Officers in the State.
4. The Deputy Directors of Census Operations, Bangalore/Mysore/Belgaum/Gulbarga Divisions.
5. All Officers at Headquarters.

ANNEXURE 1

BLOCK INDEX

L.C. No. of Block..... Name of Enumerator..... Name of Supervisor.....

Sl. No.	*Name of Item*	*Number received*	*No. returned*			*Remarks*
			Used	*Unused*	*Total*	
1.	Individual Slip pads (100 slips)					
2.	Individual Slip pads (25 slips)					
3.	Population Record pads (50 sheets)					
4.	Population Record Pads (25 sheets)					
5.	E.D.P.S Form 'M'					
6.	E.D.P.S. Form 'F'					
7.	Enumerator's Abstract					
8.	D.H. & T.P. Cards					
9.	A.H.L. Forms					
10.	Map Sheets					

Signature of Supervisor *Signature of Enumerator*

Received the records and unused forms and pads as per the Block Index for Block No.

Date: *Signature and Seal of the Charge Superintenden*

ANNEXURE II

CHARGE INDEX

Name of Charge..... .....Rural/Urban

Name of District..... L.C. No. of Charge :

Village/ Ward No.	*Block No.*	*Individual slip pads (Nos.)*				*Population Record pads (Nos.)*			
		100 *slip pads*		25 *slip pads*		50 *sheets pads*		25 *sheet pads*	
		Used	*Un-used*	*Used*	*Un-used*	*Used*	*Un-used*	*Used*	*Un-used*
1	2	3	4	5	6	7	8	9	10

E.D.P.S. Pages		*Enumerator's Abstract*	*A.H.L. Pages*	*Block Map*	*D.H.T.P. cards Nos.*
M	*F*				
11	12	13	14	15	16

Signature of Charge Superintendent.

APPENDIX 17

INSTRUCTIONS ON SORTING, COMPILATION (MANUAL PROCESSING) AND SAMPLING PROCEDURES

PART I

INTRODUCTION

Part I of the Manual deals with the instructions on (i) manual sorting of the Individual Slips on full count basis for the abstraction and compilation of Primary Census data at the village level in the rural area and at the enumerator's block level in the urban area as also for the data on 'Religion', 'Mother tongue' and 'Scheduled Castes/Scheduled Tribes', and (ii) sampling procedures for (*a*) one per cent sample tabulation at the national level, (*b*) 10 per cent tabulation for B, C, D and F Series of Tables for rural areas and (*c*) 20 per cent sample tabulation for B, C, D and F Series of Tables for urban areas.

Part II of the Manual will contain instructions for manual sorting of 10 per cent of Individual Slips of rural areas for B, C, D and F Series of Tables and for mechanical processing of 20 per cent Individual Slips of urban areas for B, C, D and F Series of Tables.

TABULATION OFFICES

By the 15th of February 1971, Directors of Census Operations will be establishing the requisite number of Regional Tabulation Offices for 'sorting and compilation'—a stage in the Census operations after enumeration, at which the Individual Slips are sorted out with reference to the answers recorded on them and the results of the sorting are first entered in the prescribed Sorter's Tickets and later on posted in the Compiler's Posting Statements.

There would be separate Tabulation Offices for urban and rural areas depending on the total population of the State/Union Territory. In the case of States/Union Territories, the estimated population of which does not exceed seven million-mark, there will be no need to open separate offices for urban and rural areas, but the slips of both the areas will be processed in a single Tabulation Office in which physical separation of the slips of urban and rural areas will have to be ensured.

OPERATIONS IN THE TABULATION OFFICES

The following operations will be done in the Tabulation Offices :

(i) Receipt of records consisting of Enumeration pads, Population Record pads, Enumerator's Abstracts, Abridged Houselist, Enumerator's Daily Posting Statements (Males and Females) and the notional map of the block/village, and their proper arrangement in the Record Room districtwise and chargewise and within the charge according to the location code of the Unit (village or block, as the case may be).

(ii) (*a*) Marking of one per cent sample slips (without breaking the pads) according to the instructions for one per cent sample.

(*b*) Copying out one per cent sample slips on Individual Slip pads specially supplied for the purpose.

(*c*) Despatch of one per cent sample copied slips (in pads) to the Coding and Punching Cell for further processing.

(iii) Editing the Individual Slips (without breaking the pads) in accordance with the guidelines given in the Annexure. The following items/questions will be edited at this stage :

(*a*) Location Code

(*b*) Sex (Q. 3)

(*c*) Age (Q. 4)

(*d*) Religion (Q. 10)

(*e*) SC/ST (Q. 11)

(*f*) Literacy (Q. 12)

(*g*) Mother tongue (Q. 14)

(*h*) Main Activity (Q. 16)

(*i*) Nature of Industry, Trade, Profession or Service (Q. 16(d))

(iv) Coding of Q. 16(d) with three digit code (N.I.C.) (without breaking the pad)

After coding (recording three digit Industrial Code according to N.I.C. 1970) the entry against Q. 16 (d), the appropriate Industrial Category should also be written on the Individual Slip in the vacant space between "(a) Broad Category" and "(b) Place of work" in coloured pencil by the Coder as per instructions below :

	Entry in the slip	*Broad Industrial Category*
1.	'C' in the trapezium against Q. 16 (a) (i)	I
2.	'AL' in the trapezium against Q. 16 (a) (i)	II
3.	'OW' in the trapezium against Q. 16 (a) (i) and '0' as the first digit of the three-digit code against Q. 16 (d)	III
4.	'OW' in the trapezium against Q. 16 (a) (i) and '1' as the first digit of the three-digit code against Q. 16 (d)	IV
5.	'HHI' in the trapezium against Q. 16 (a) (i) and '2' or '3' as the first digit of the three-digit code against Q. 16 (d)	V(a)
6	'OW' in the trapezium against Q. 16 (a) (i) and '2' or '3' as the first digit of the three- digit code against Q. 16 (d)	V(b)
7.	'OW' in the trapezium against Q. 16 (a) (i) and '4' as the first digit of the three-digit code against Q. 16 (d)	IX
8.	'OW' in the trapezium against Q. 16 (a) (i) and '5' as the first digit of the three-digit code against Q. 16 (d)	VI
9.	'OW' in the trapezium against Q. 16 (a) (i) and '6' as the first digit of the three-digit code against Q. 16 (d).	VII
10.	'OW' in the trapezium against Q. 16 (a) (i) and '7' as the first digit of the three-digit code against Q. 16(d)	VIII
11.	'OW' in the trapezium against Q. 16 (a) (i) and '8' as the first digit of the three-digit code against Q. 16 (d)	VII
12.	'OW' in the trapezium against Q. 16 (a) (i) and '9' as the first digit of the three-digit code against Q. 16 (d)	IX
13.	'H' or 'ST' or 'R' or 'D' or 'B' or 'I' or 'O' in the reverse trapezium against Q. 16 (a) (ii)	X

(v) Break the pads and keep the slips of each village in the case of rural area and enumerator's block in the case of urban area, separate.

(vi) Sort for Tickets 1 to 5 according to Sorting Instructions for each ticket given hereafter. At the end of sorting for each ticket, Compiler's Posting Statement will be written up.

(vii) Making up of boxes for each operational unit, *i.e.*, Taluk/Town/City, and sorting for Tickets 6A, 6B and 7 according to instructions given hereafter.

After completion of Sorter's Ticket 5, boxes of slips will have to be made out for Sorters by the Statistical Assistants assisted by one or two Supervisors and handed over to the Supervisors of the team for distribution to Sorters. Generally, there should be one team for each operational unit, *i.e.*, Taluk, etc. The composition of each sorting team will be one Supervisor, one Compiler Checker and 10 Sorters. On the basis of 30,000 slips for each Sorter this team will be able to handle 3,00,000 of slips. In the case of an operational unit which has more than 3,00,000 of population, the team can be strengthened by taking more Sorters, and if it becomes unwieldy for supervision by one Supervisor more than one team may be constituted for handling the slips of the operational unit. While compiling the figures for the operational unit care should be taken to see that the figures furnished by all the teams dealing with the unit are posted.

Each Sorter should be given two boxes of slips. These will be distributed by the Supervisor of the team. The Sorter will deal with the slips of one box while the sorted slips in the other box are checked. One box should contain male slips and the other female slips. Each Sorter should be given only slips for one Industrial Category of worker or for non-worker. If the number of slips in a particular category is small then, by providing card-board compartments, slips of more than one category can be kept in the same box at this stage, *i.e.*, after tickets 6A and 6B, but in no case the slips of more than one sex should be allowed to be kept in one box even in separate compartments.

Each box in a Tabulation Office will contain a serial number. The Supervisor should prepare identification cards in duplicate for the slips in each box in the form given in Appendix 'A'. After completing sorter's ticket 7 should check the bundles and sign both copies of the cards; he should keep one himself and given the other to the Supervisor. For these cards the Supervisor should prepare a register called "Supervisor's register of boxes of slips" given in Appendix 'B' and hand over the cards to the Record Keeper. The Record Keeper should maintain a register of boxes for the entire Tabulation Office in the form given in Appendix 'C'.

Checking of Sorting work

The Supervisor should instruct every Sorter on the methods of sorting. He should explain to the Sorter how he should deal the slips. The Sorter should not pick up one slip at a time but hold a bundle in his left hand and deal straight into the pigeon holes with the right. As a slip is being put into the hole the Sorter's eye should pass to the next and his hand holding the slips be moved towards the appropriate pigeon hole in readiness for the other hand when it is free, to complete the operation. This training should never be omitted. Otherwise you will come across Sorters with all their slips on the ground picking them up one by one using one hand only.

The Supervisor and the Compiler-Checker should check the sorting while it is in progress. They should verify that the slips have been properly sorted and if the slip in any pigeon hole have been totalled and entered in the Sorter's Ticket they should count and check the totals.

The extent of testing will depend on whether mistakes are found or not. If none are detected, it will be sufficient to test about 5 to 10 per cent of the slips. If mistakes are found more slips should be checked, the additional number depending on the number of mistakes. The Compiler-Checker should endeavour to see that the number of mistakes is reduced progressively or in the initial stages, they may be high. If they continue to be high, he should report to the Supervisor. The Compiler-Checker should make a record of the check he has done which should be submitted daily to his Supervisor.

SORTER

When a Sorter announces that he has completed his sorting for any ticket, the Supervisor must at once go and test his work. In testing he should take into account the check already made by the Compiler-Checker. The Supervisor should examine the slips in each pigeon hole to satisfy himself that they have been properly sorted. As the slips are tied by hundreds he can best do this by taking a packet at a time and running a finger along the end keeping his eye fixed on the column for which sorting is being made. There is always a risk that a packet of slips of one category may be inadvertently placed with the slips of another category; the utmost care must, therefore, be taken to see that each packet of slips included in a given total belongs to it. The misplacing of a packet of hundred slips is far more serious than the wrong pigeon holing of a single slip in the course of sorting.

The counting must also be tested. Each Sorter should be provided with a wet sponge or pad for wetting his finger periodically during counting operations. The Supervisor will take a packet of slips and divide it into two parts, giving one to the Sorter to count and counting the other himself. He should ask the Sorter how many he has and this number with the quota in his own hands should give the correct total. He must on no account tell the Sorter how many he has taken.

The Supervisor must be held personally responsible for the accuracy of the work of the Sorters and Compiler-Checkers and must be severely dealt with if mistakes are found in the Sorter's Tickets and which he has signed as correct in token of check.

WEEKLY PROGRESS STATEMENT AND MONTHLY PROGRESS REPORT

The Supervisor should keep a record of the work done by each Sorter in the form given in Appendix 'D'. The details should be accurately recorded as this will form the basis for reports which are essential for administrative and financial control over the working of Tabulation Offices throughout the country.

The Supervisor should also prepare at the end of every week a Weekly Progress Statement in Appendix 'E'. The statement will show the progress of work of each Sorter with the total for the team at the end. On the basis of these Statements (countersigned by administrative authorities), the Deputy Director will prepare the statement for his region, showing the progress of work for each sub-district of his region. He should send this statement to the Director. The Director will similarly prepare a weekly progress statement showing the progress of work for each region and the total for all regions in his charge and forward it once every week to the Registrar General, India.

In addition to the weekly progress statement, the Deputy Director of each regional office should prepare a monthly report in narrative form describing the progress of work in his office. The Director should review these reports and prepare a consolidated monthly report for the information of the Registrar General, India.

(viii) Processing for 10 per cent sampling for rural areas according to the instructions in this regard. This operation will not be done for Jammu and Kashmir, Nagaland,

Meghalaya, North East Frontier Agency and all Union Territories since tabulation for B, C, D and F Series will be done on full count basis in these States/Union Territories.

(ix) Processing for 20 per cent sampling for urban areas according to the instructions in this regard. This operation will not be done for Jammu and Kashmir, Nagaland, Meghalaya, North East Frontier Agency and all Union Territories, since tabulation for B, C, D, and F Series will be done on full count basis in these States/Union Territories.

Instructions for further processing will be contained in Part II of the Manual.

ANNEXURE

INSTRUCTIONS FOR TREATMENT OF OMISSIONS OR INTERNAL INCONSISTENCIES IN THE RETURNS OF INDIVIDUAL SLIPS.

Elaborate instructions have been compiled and issued to the enumerators for filling up the Individual Slip and these have been imparted through intensive training courses. In spite of all these efforts, in a mass operation like the Census, a few omissions or obvious mistakes in the returns recorded on the Individual Slip are likely to occur. This Annexure offers certain broad guidelines for supplying the omissions or removing the inconsistencies. It must be readily accepted that such instructions can never be exhaustive to cover all cases of omissions or inconsistencies and reference would always be necessary to the inter-related returns in the same slip or slips of other members of the household or the concerned Population Record.

Since this part of the Manual deals with manual sorting for the Primary Census Abstract and for the returns of 'mother tongue', 'Religion', 'age', 'Scheduled Castes' and 'Scheduled Tribes', the answers to the following questions (items) of the Individual Slip will be edited at this stage (further instructions for editing the remaining questions will be included in Part II of the Manual which will be issued separately) :

(*a*) Location Code

(*b*) Sex

(*c*) Age

(*d*) Religion

(*e*) SC/ST

(*f*) Literacy

(*g*) Mother tongue

(*h*) Main Activity

(*i*) Nature of Industry, Trade, Profession or Service

Guidelines for supplying the omissions or removing inconsistencies.

(*a*) *Location Code*:—Where there is no entry, supply the omission from the preceding slip of the same household, if any, or from the concerned Population Record.

(*b*) *Sex* (*Q.* 3):—Where there is no entry, the sex of the person should be determined from the name (if possible) or relationship to head.

(c) *Age* (*Q.* 4):—Omission of 'age' should be left alone and treated as 'Age not stated'. Obvious mistake in recording age should be corrected with reference to the returns against Qs. 2, 5, 6 (in case of females), 13 and 16. These answers might afford a clue to correct obvious mistakes in recording age.

(*d*) *Religion* (*Q.* 10):—Where there is no entry, the 'Religion' of the head of the household of the same household should be entered. In case there is an omission in the slip of the head, look for the religion in the slips of the other members of the same household. In case it is a one-member household treat it as 'Unspecified'.

(*e*) *SC/ST* (*Q.* 11) :—Where there is no entry, the omission should be filled in with reference to the answers recorded for other members of the same household.

In the case of 'Scheduled Caste' return, check the entry against Q. 10 (Religion) where it is 'H' (Hinduism) or 'S' (Sikhism). If it is not 'H' or 'S', then the person will not be treated as Scheduled Caste.

Returns of SC/ST should be compared with the Castes and Tribes as given in the Presidential Order. Notwithstanding clear instructions to record the name of the Scheduled Caste or Scheduled Tribe, if the returns are in general terms like 'Harijan', 'Achhut' or 'Adivasi' etc., these may be treated as 'Unspecified—Scheduled Caste or Scheduled Tribe', as the case may be.

(*f*) *Literacy* (*Q.* 12):—Where there is no entry, the person should be treated as 'Illiterate' unless answers to Q. 13 and Q. 16 (d) and (e) establish that he is literate.

(*g*) *Mother tongue* (*Q.* 14):—Where there is no entry, the mother tongue returned by other members of the same household should be recorded. If this does not offer any clue, then the predominant language of the district may be recorded.

(*h*) *Main Activity* [*Q.* 16 (a)] *and* (*i*) *Nature of Industry Trade, Profession or Service* [Q. 16 (d)]:—If entries are blank against Q. 16 (a) (i) and (ii) and also in Q. 16 (d), or 16(e), record 'D' against Q. 16 (a) (ii) and put 'X' in the box against Q. 16(a) (i).

If there is an entry against Q. 16(d) and/or 16(e), but

(i) no entry against 16(a) (i) and (ii), record 'OW' in the box against Q. 16(a) (i) and 'X' against 16(a) (ii). But if the enumerator had inadvertently noted 'C' or 'AL' in other columns instead of noting it against 16(a) (i) this obvious error should be set right by noting 'C' or 'AL' in the box against 16(a) (i).

(ii) no entry against Q. 16(a) (i) but an entry against Q. 16(a) (ii), record 'OW' against 16(a) (i) and 'X' against Q. 16(a) (ii), and

(iii) if there are entries against Q. 16(a) (i) as well as Q. 16(a) (ii), put 'X' against Q. 16 (a) (ii).

It may be remembered that there is no substitute for 'on-the-spot returns' and, therefore, there should be no overtone or overdoing in respect to the edit instructions. Only in cases of patent mistakes or omission, should recourse be taken for supplying the omissions etc. In exceptional situations which go beyond these guidelines, the best thing to do would be to let the return remain as 'Unspecified'.

I. Procedure for the Selection of the one per cent Sample of Individual Slips for Advance Tabulation

PART A INSTRUCTIONS TO THE SAMPLER

1. GENERAL INFORMATION

1.1. Objective.—Your job is to select a 1 per cent sample of individual slips from the unbroken pads for advance tabulation. For this purpose you will make use of the Enumerator's Daily Posting Statement (EDPS). The EDPS has been prepared separately for each sex and the entries have been serially numbered within each block. Each line of the EDPS, therefore, identifies an individual slip by the related pad number and the slip number within each pad.

1.2. Operational Unit.—For purposes of sample selection, the blocks in a district have been grouped into what are called Operational Units (O.U.) as follows :

(i) Taluk (Rural)

(ii) Non-City Urban District

(iii) City

1.3. Sampling separately for each sex.—Since the EDPS has been prepared separately for each sex you will at a time deal with the EDPS of one sex only.

1.4. Sampling continuous in each O. U. but in two stages.—Sample selection will be one continuous operation for the entire Operational Unit on hand. You will receive in a batch the EDPS and the related unbroken pads of individual slips for both males and females for an entire Operational Unit. As you know each line in the EDPS relates to one and only one individual slip in the unbroken pad, the sampling procedure described in Section 2 below distinguishes, therefore, two stages in your work. The instructions in stage I enables you to mark off the lines pertaining, to the particular individual slips that will fall in the 1 per cent sample —first in the male EDPS and then in the female EDPS. The instructions in stage II then help you in identifying the concerned sample slips in the respective pads for copying out.

1.5. Completeness of the records to be sampled.—When the EDPS and the pads are received by you. You should make sure that all the EDPS and the pads of individual slips relating to the entire O.U. on hand have been made available to you. It will be advantageous if the EDPSs, are arranged in the ascending order of the Block Code numbers in an Operational Unit, separately for males and females. This will enable you to check the completeness as well as proceed in a systematic manner.

1.6. Material needed for sampling.—For purposes of sample selection you will be supplied with the following material besides the EDPS and the unbroken pads of slips to be sampled :

(i) Blank forms of the Control Chart which will facilitate the sample selection.

(ii) a check list of blocks pertaining to the O.U.

(iii) a list of random numbers associated with the Operational Units in the State separately for male and female. Since you are going to select a one-per cent sample, these random numbers will range from '00' to '99'. Note that '01' means the serial number '1' and '00' represents the serial number '100'.

1.7. Accuracy of Serial Numbers in EDPS.—Before starting the sample selection you should quickly run through the EDPS of both the sexes to ensure that no cancelled line has a

serial number. If such a contingency occurs, you-should report the matter to the Supervisor and make the necessary corrections in the serial number column before starting the selection process.

2. PROCEDURE FOR SELECTING INDIVIDUAL SLIPS

First stage.—Location of the sample lines in the EDPS

Step 1.—Take a sheet of Control Chart and record therein identification particulars on top with regard to the O. U. on hand. The related random number, according as you are dealing with the male or female EDPS, should be recorded from the list already provided to you (*vide* item (iii), para 1.6 above).

Step 2.—Take first the EDPS for males of the first block. Record the location code of the block in col. (1) of the first line of the Control Chart. Enter the serial No. of the last line of the EDPS of this block in col. (*2*) and the random No. in col. (*3*). The random number identifies the serial number of the first line of EDPS falling in the sample. Locate this serial number in the EDPS and under line the entries in cols. (*1*) to (*3*) of the EDPS clearly with red pencil. From then on locate every hundredth line and underline the corresponding entries till you reach a stage when it is not possible to select another line from the EDPS of that block. Enter the serial number of the last sample line in Col. (*4*) of the Control Chart. The serial number of every line falling in the sample will end with the serial number of the first selected line. For sample, if there are 728 lines in the block and the random number (the serial number of the first sample line) is '63' then the selected sample lines will bear the serial numbers 63, 163, 263, 363, 463, 563, 663. On the other hand if the random start is '04', then the serial numbers of the selected lines, will be 04, (*i.e.*, 4), 104, 204, 304, 404, 504, 604, 704. Note, however, that if the random start number is '00', the selected lines will have serial numbers 100, 200, 300, 400, 500, 600 and 700.

Step 3.—Enter in Col. (5) of the Control Chart, the difference between the numbers in cols. (2) and (4) which gives the number of lines left over in this block.

Step 4.—Subtract the number in col. (*5*) from 100 and enter the result in col. (3) of the next line. Since the sample selection is a continuous process flowing from one block to the other in the O. U., this number identifies the serial number of the first line of the EDPS of the second block falling in the sample.

It may sometimes happen that the difference between '100' and the number in col. 5 of any block (which determines the serial number of the first selected line of the next block) is greater than the total number of lines in the EDPS of the next block. In such cases add the number in col. 5 of the Control Chart in respect of the block under consideration to the number in col. 2 against the next block and enter the sum in col. 5 against the latter. The entries in cols. 3, 4 and 6 of the Control Chart will be 'nil' represented by a dash in the case of the second block, as no line will be selected from this block. For example, in the illustration given in the Annexure I you will find that the entry in col. 5 of the 10th EB is '6'. Hence the Sl. No. of the first selected line in the 11th EB is '100—6=94'. But the EDPS of the 11th EB has only 71 lines. Hence no line of this EDPS falls in the sample *i.e.*, the entries in col. 3, 4 and 6 of the 11th EB are '—'. Add, therefore, '6' in col. 5 of the 10th EB to '71' in col. 2 of the 11th EB and put the sum 77 (=71+6) in col. 5 of the 11th EB and proceed to the 12th EB where the serial number of the first selected line is 100—77=23.

Step 5.—Count the total number of sample lines that you have marked in the EDPS of the first block and record it in col. (6) of the first line.

Step 6.—Take the EDPS of the second block and repeat steps 2 to 5, continue this process block after till you exhaust all the blocks of the O.U.

Step 7.—Having thus completed the EDPS for males take up the EDPS for females and continue the operations as explained in steps 1 to 6 above, making use of separate Control Charts. Remember to adopt the separate random number given for females of this Operational Unit.

Second Stage.—Identification of the one per cent Sample Slips in the unbroken Pads.

The entries in cols. (2) and (3) of the sample lines underlined by you in the male and female EDPS will help you to identify the corresponding sample slips in the related pads. While locating the sample slips you should take care not to break the pads.

Step 8.—Take the male EDPS first. Locate the sample slips one by one and place a mark 'S' with a circle around 'S' boldly in red at the left-hand bottom corner of the slips and fold them over diagonally so that the edge of the slip is sticking out of the pad. After exhausting the male EDPS, repeat the same operation with female EDPS and the related pads.

Step 9.—Hand over the Control Charts, male and female EDPS and the unbroken pads to the Supervisor for further necessary action.

3. PRECAUTIONS TO BE OBSERVED WHILE STOPPING WORK ANY TIME DURING THE DAY OR AT THE END OF THE DAY.

Though the number of slips that will fall in the sample from any block is very small, roughly about 7 or 8 slips for both sexes combined, it is desirable to observe certain basic precautions when you stop work for any exigency during the day or at the end of the day so as to obviate any possible inaccuracies in the sample selection :—

(i) Whenever you have an occasion to stop the sampling work during the day, you may either be in the midst of locating the sample lines in the EDPS or of identifying the sample slips in the individual slip pads. It is safer to complete the job of locating the sample lines in the entire EDPS of the block in the former case or to complete the work of identifying the sample slips in the slip pads in the latter case before stopping the work.

(ii) Before breaking off for the day, it is preferable to complete the job of locating the lines in the EDPS and of identifying the corresponding sample slips in the pads for the entire block on hand.

ANNEXURE I

Page No. . . .

Control Chart : 1% Sample of Individual Slips from EDPS

District : Name and location code :

Taluk/Anchal—P.S.—Non-City Urban—City*—

Sex | Male | Random No. | 69 |

Location code of E.B.	Total No. of lines in EDPS	S.No. of the first selected line	S.No. of the last selected line	No. of lines left over col. (2)—col. (4)	No. of sample line
1	2	3	4	5	6
1	95	69	69	26	1
2	151	74	74	77	1
3	447	23	423	24	5
4	339	76	276	63	3
5	241	37	237	4	3
6	98	96	96	2	1
7	485	98	398	87	4
8	215	13	213	2	3
9	399	98	398	1	4
10	405	99	399	6	4
11	71	..	..	77	..
12	185	23	123	62	2
13	350	38	338	12	4
14	226	88	188	38	2
15	311	62	262	49	3
16	205	51	151	54	2
17	398	46	346	52	4
18	91	48	48	43	1
19	362	57	357	5	4
20	495	95	495	..	5
21	135	100	100	35	1
22	242	65	165	77	2
23	149	23	123	26	2
24	331	74	274	57	3
25	489	43	443	46	5
26	500	54	454	46	5
27	165	54	154	11	2
28	245	89	189	56	2
29	331	44	244	87	3
30	411	13	313	98	4
31	135	2	102	33	2
32	169	67	167	2	2
33	299	98	298	1	3
34	407	99	399	8	4

Annexure—I Control Chart—Concld.

Location code of E.B.	Total No. of lines in EDFS	S.No. of the first selected line	S.No. of the last selected line	No. of lines left over Col. (2)—Col. (4)	No. of sample line
1	2	3	4	5	6
35	105	92	92	13	1
36	141	87	87	54	1
37	243	46	146	97	2
38	198	3	103	95	2
39	409	5	405	4	5
40	197	96	196	1	2
41	201	99	199	2	2
42	500	98	498	2	5
43	201	98	198	3	2
44	171	97	97	74	1
45	148	26	126	22	2
46	199	78	178	21	2
47	190	79	179	11	2
48	412	89	389	23	4
49	315	77	277	38	3
50	445	62	362	83	4
Total	13,652	..	..	..	136

*Strike off whichever is not applicable.

Signature of Supervisor

Date.....

PART : B --INSTRUCTIONS TO THE SUPERVISING OFFICIAL.

1. GENERAL

1.1. *Need for effective supervision* :—Since the accuracy of the sample depends mainly on the care with which the Sampler has done his job, you must exercise effective supervision over his work during the entire process. In order to supervise his job and to give on-the-job guidance and direction, you should assimilate the instructions to Sampler, as described in Part A.

1.2. *Accuracy and completeness of the basic documents essential*: When EDPS for males and females and the related pads of individual slips for the entire operational unit are received, it is desirable that you ensure along with the Sampler that there are no omissions, before the Sampler proceeds with his work. It would be useful if you ensure that the EDPS are arranged in the ascending order of block code numbers, for males and females separately.

1.3. *Need for cent per cent supervision in the initial stages of the Operation* :—When the Sampler is on the job, you should supervise his work hundred per cent till you are certain that he is performing his duties as stipulated in the instructions. After that you may resort to periodic check of his work.

1.4. *Two distinct stages in the operation* :—A point to note is that in the selection of the one per cent sample there are two distinct stages of operation, *viz.*, (i) selection of sample lines in the EDPS separately for males and females and (ii) identifying the corresponding male or female individual slips in the unbroken pads. These stages are not simultaneous but stage (ii) starts only after the completion of stage (i).

1.5. *Need to ensure that Pads are unbroken till the end* :—You should also take care to see that the pads are not broken while they are handled by the Sampler and the Transcriber.

1.6. *Sequence to be followed in the supervision* :—To ensure an even flow of the records from the Sampler to the Supervisor and then on to the Transcriber, (An Assistant Compiler or Sorter who would be instructed with the work of copying out sample slips) your supervision may follow the following sequence :

(i) When the Sampler has finished with the male EDPS, you take the related Control Chart from him and check it for internal consistency of the entries line by line, side by side with your supervision of the Sampler's work.

(ii) When the Sampler has completed the female EDPS and takes up the pads for marking out the sample slips, check the Control Chart for females as above.

(iii) After the Sampler has completed the process of marking off sample slips in the pads, check whether the proper slips have been marked and pass on the pads to the Transcriber.

(iv) After the Transcriber has completed his work, it is absolutely necessary to check slip by slip whether the transcription has gone on accurately.

2. *Supervision during the Sample Selection*.—While supervising the work of the Sampler, you should see that the columns of the Control Chart are consistent. This will help you in correcting the mistakes, if any, in time. Otherwise, if a mistake is detected after the Sampler has completed the entire Operational Unit, it may be necessary to re-do the work over again, thereby slowing down the sample operation considerably. On-the-spot check can proceed according to the following steps :

Step 1.—The serial No. of the last sample line of the EDPS of a block should end with ıe serial number of the first selected line, as described in Step 2 of Part A.

Step 2.—Check whether the following are true :

(i) Col. (5) = Col. (2) — Col. (4) of a line.

(ii) The No. in col. (5) is less than 100.

(iii) The No. in col. (3) of any line is equal to [100—(the No. in Col. (5) of the previous line)].

Note that if this number is greater than the number of slips entered in col. 2 then the umber in col. 5 of the previous line would have been added to the number in col. 2 and the esultant entered in col. 5 by the sampler. The difference between 100 and this number will e the entry in col. 3 of the next line as before (*vide* lines No. 10, 11, 12 of the example in Annexure 1 to Part A).

(iv) If these are all right, for any line, check the No. of sample lines given in col. (6) as in step 3.

Step 3 :—The expected No. of sample lines (E) from the EDPS of any block is given ıy

$$E = \frac{\text{Sl. No. of the last selected line} - \text{Sl. No. of the first selected line}}{100} + 1$$

Step 4.—Since sampling interval is 100 and EDPS provides a concrete frame of individuals, there is normally little scope for mistakes in sample selection. However, if you come cross an occasional discrepancy in a block, and you have discovered it before the Sampler has ıot proceeded far, say, beyond two or three blocks, take steps to rectify the mistake from that ılock onwards in all the blocks. On the other hand, if you find out a discrepancy after the ampler has completed the EDPS for the entire Operational Unit make the necessary correction s) in the concerned block only.

. Overall Checks

Step 1.—Total up the entries in col. (2) and the No. of sample lines recorded in col. (6) ıf the control Chart over all the blocks of the Operational Unit. Verify whether the observed ample size for O.U. is equal to the expected sample size 'E' which is independently obtained ıs :

$$E = \frac{\text{Sl. No. of the last Selected line in Operational Unit} - \text{Random No. of Operational Unit}}{100} + 1$$

The Sl. No. of the last selected line can be found out as in step 2 of part A of instructions to he Sampler if you assume that the serial numbers assigned to the lines in EDPS run continuously throughout the O.U. For example, if the Random No. for the O.U. is 69 and the total No. of lines in all the EDPS of O.U. is 13652, then the last line selected will have the serial No. 13569.

$$\text{Therefore, } E = \frac{13569 - 69}{100} + 1 = 136$$

Step 2.—If the EDPS of any block is excluded from sampling by the Sampler, put them at the end and continue to select sample lines, taking into account the balance left over in the block last taken for sample selection in the O.U.

SORTER'S TICKET FORMS AND INSTRUCTIONS

Serial No.....

SORTER'S TICKET 1

Number and Name of District.....

Name of Sorter.....

Number and Name of Taluk.....

Number and Name of Village/Town, Ward Enumerator's Block.....

Number of Slips.....

No. of Occupied Residential Houses.....

Number of households.....

	Males	*Females*	*Total*
Inmates of Institution.....			
Houseless Persons			

Sl. No.	Mother Tongue	Males	Females
1	2	3	4
	Total		

Col. 3+Col. 4=

Tested and passed as correct.

Total persons

Signed.....Signed.....
(Supervisor) (Sorter)

Dated..... Dated.....

Certified that I have checked the sorting while it was in progress and posted the figures in the Primary Census Abstract.

Signed.....
(Compiler-Checker)

Dated .....

Certified that I have posted the figures in the Compiler's Posting Statement 1.

Signed.....
(Compiler-Checker)

Dated .....

SORTER'S TICKET 1

PREPARATION

Your Supervisor will give you the pads for a village if you are dealing with the rural areas, or enumerator's block if you are dealing with the urban areas. Also make sure that the entries in Q. 16(d) of the Individual Slip has been coded and Industrial Category marked on the slip, (*e.g.*, I, II, III, IV, V(a), V(b), VI, VII, VIII, IX & X). You will also receive from your Supervisor data on the number of occupied residential houses, total number of households, inmates of institutions and houseless persons for each village in rural area and for each enumerator's block for a town or city gathered by him from the Enumerator's abstracts or from the Population Record. You will have to fill in these figures in the Sorter's Ticket No. 1 at the appropriate places. You will sort the slips first for males and females separately with reference to the answer to Question 3 in the slip and then for mother-tongue with reference to the answer recorded in Question 13 in the slip.

FIRST OPERATION

(*a*) As soon as you receive the pads from your Supervisor you verify that all the pads do relate to the unit you are dealing with by checking the location code, name of village etc., noted on the cover page with the particulars of the village or urban block you are dealing with in the Sorter's Ticket.

(*b*) Note the particulars of the number of occupied residential houses, total number of households, inmates of institutions and houseless persons, as supplied by your Supervisor, in the space provided in the Sorter's Ticket.

(*c*) Break the pads of Individual Slips and stack them together and prepare for the second operation.

SECOND OPERATION

Affix labels to two pigeon holes, the labels being marked 'Males' and 'Females'. Deal the slips into the pigeon holes according to the answers recorded in Question 3 in the slip. 'M' would have been recorded for males and 'F' for females in that question. Count the slips of males and those of females separately and record the number *in pencil* at the first instance in the Sorter's Ticket against "Total". Put a rubber band on each bundle. It is most important to keep the bundles of males and females separately. This distinction will have to be maintained throughout the entire operation for all tickets.

THIRD OPERATION

Affix labels to the pigeon holes, the labels being marked according to the names of the prominent mother-tongues of the area that are given by your Supervisor. If the number of mother-tongues are more than the number of pigeon holes, affix as many labels as there are pigeon holes leaving one or two pigeon holes for keeping the slips that are not sorted for mother-tongue. Deal the male slips into the labelled pigeon holes according to the mother-tongue recorded in Q. 14 in the slip. Count and bundle the slips in each pigeon hole and keep the bundle for each mother-tongue separate noting and back of the bundle location code, sex, mother-tongue and number of slips, after scoring out previous entry, if any.

FOURTH OPERATION

Subsequent stages.—If you have got unsorted slips in one or two pigeon holes, as mentioned above, you should affix labels to pigeon holes for mother-tongues that have not occurred and deal the slips in the new set of labelled pigeon holes. Bundle the slips in each pigeon hole and keep each bundle separate after noting particulars on back of each bundle. You

should continue the operation till all the male slips are exhausted. (If during sorting you come across a slip containing a language for which you have not labelled a pigeon hole deal the slips separately and affix a label to the pigeon hole showing the name of the language). Now enter the name of the mother-tongue in Col. 1 of the Sorter's Ticket and number of males speaker as revealed by sorting in Col. 2.

Repeat this operation for the bundle of slips for females and note the particulars in Col. 3 against the relevant mother-tongue noted in Col. 1. If during sorting you come across a mother-tongue which did not occur in sorting for 'Males' slips, you should note the name in Col. 1 and the number of speakers in Col. 3 of the Sorter's Ticket and 'nil' in Col. 2. You should then add up the figures and if they tally with the figures already noted in pencil by you, ink it up. In case of difference, count slips in each bundle again and enter the correct figures.

CONCLUSION

At the end of the sorting for this ticket, you will have mother-tonguewise bundles of males and females separately. Consolidate the male bundles into one single bundle and female bundles into another single bundle. Now you have two big bundles, one for males and one for females for the village or enumerator's block in the case of city/town. You should now proceed to sorter's ticket 2.

Serial No.....

SORTER'S TICKET 2

Number and Name of District.....

Name of Sorter.....

Number and Name of Taluk.....

Number and Name of Village/Town,
Ward and Enumerator's Block.....

Number of Slips.....

Enumerator's Block .....Number of Slips.....

Particulars	Males	Females
1	2	3
Hinduism ..		
Islam ..		
Christianity ..		
Sikhism ..		
Buddhism ..		
Jainism ..		
Total		

Tested and passed as correct

Signed.....
(Supervisor)
Dated.....

Signed.....
(Sorter)
Dated.....

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statement 2.

Signed.....
(Compiler-Checker)
Dated .....

SORTER'S TICKET 2

PREPARATION

After completion of Sorter's Ticket 1, you will have two bundles one for males and one for females for each village or enumerator's block in case of city/town. You will now have to sort the slips for religions with reference to the answer to Question 10 in the slip.

FIRST OPERATION

Affix labels to pigeon holes the labels being marked 'Hinduism', 'Islam', 'Christianity', 'Sikhism', 'Buddhism', 'Jainism'. Take 'Males' bundle and deal the slips into the pigeon holes with reference to the answer recorded in Q. 10 in the slip. In the answer to Q. 10 'H' would have been recorded for Hinduism, 'I' for Islam, 'C' for Christianity, 'S' for Sikhism, 'B' for Buddhism and 'J' for Jainism. In the course of sorting if you come across slips where the religion returned is different from those for which the labels have been affixed, you will put the slip(s) in separate pigeon holes and affix label(s) showing the name(s) of the religion(s) *Slips of two religions should in no case be mixed up and sorting should be done for the religion as exactly returned.* Count the number of slips in each pigeon holes and enter the number against particular religion in Sorter's Ticket. Write out the exact name of the religion in the ticket for religions other than the aforesaid six religions and note the number thereof.

SUBSEQUENT STAGES

Take the 'Females' bundle and deal with the slips in the same manner as above. The total of all religions should tally with the figure noted by you in Sorter's Ticket 1 against the Total. If they do not tally verify the count and note the correct totals.

CONCLUSION

When you have completed the operation and filled up the Sorter's Ticket, you will have religion-wise bundles for males and females separately for each village and for each enumerator's block in the case of city or town. Note the location code, sex, religion and number of slips on the back of each bundle after scoring out previous entry, if any. You should now proceed to Sorter's Ticket 3.

Serial No .....

SORTER'S TICKET 3

Number and Name of District.....Name of Sorter.....

Number and Name of Taluk.....

Number and Name of Village/ Town, Ward and Enumerator's Block..... Number of Slips.....

Particulars	Males	Females
1	2	3
Scheduled Castes ..		
Scheduled Tribes ..		
Others ..		
Total ..		

Tested and passed as correct.

Signed.....
(Supervisor)

Dated.....

Signed.....
(Sorter)

Dated.....

Certified that I have checked the sorting while it was in progress and posted the figures in the Primary Census Abstracts.

Signed.....

(Compiler-Checker).

Dated .....

SORTER'S TICKET 3

PREPARATION

After completion of Sorter's Ticket 2, you will have religion-wise bundles for males and females separately. For this Ticket these slips for males and females will have to be sorted for Scheduled Castes, Scheduled Tribes and Others with reference to the answer recorded in Q. 11 in the slip.

FIRST OPERATION

Affix labels to three pigeon holes, the labels being marked 'Scheduled Castes' 'Scheduled Tribes' and 'Others'. Take the slips of "Hindu" males bundle and deal these in the pigeon holes according to the answer recorded in Q. 11 in the slip.

Take the bundle of "Sikh" males and deal the slips in the three pigeon holes labelled as Scheduled Castes, Scheduled Tribes and Others with reference to answer to Q. 11 in the slips.

Take the bundles of "Other Religions" (Males), one after another and deal the slips into the two pigeon holes marked 'Scheduled Tribes' and 'Others'. *Scheduled Castes are to be found among Hindus and Sikhs only.* Even if the name of such castes noted in any of the slips of religions other than Hindu and Sikh put them in the pigeon hole "Others" and not under "Schedule Castes".

Collect the slips from the three pigeon holes separately. Thus you will have three bundles, *viz.*, Scheduled Castes, Scheduled Tribes and Others.

Count the number of slips in each of the bundles and record them in the Sorter's Ticket in Column 2.

Take the "Females" bundles in the same order as of 'Males' and repeat the entire operation as described above. Count the number of slips and enter the number in the Sorter's Ticket in Column 3.

CONCLUSION

When you have completed all the operations and filled up the Sorter's Ticket, you will have 6 bundles of slips, three bundles for males Scheduled Castes, Scheduled Tribes and Others and three bundles of slips for female Scheduled Castes, Scheduled Tribes and Others separately for each village or for each enumerator's block in case of city or town. Note the Location Code, Sex, Scheduled Castes/Scheduled Tribes/Others and number of slips on back of each bundle after scoring out with just one diagonal line previous 'notings' if any. You should now proceed to Sorter's Ticket 4.

Serial No. .....

SORTER'S TICKET 4

Number and Name of District.....

Name of Sorter.....

Number and Name of Taluk.....

Number and Name of Village/Town, Ward, and Enumerator's Block.....

Number of Slips.....

Particulars	Literates and Educated persons		Illiterates	
	Males	Females	Males	Females
1	2	3	4	5
Scheduled Castes Scheduled Tribes Others				
Total				

Tested and passed as Correct

Col. 2+Col. 4=
Col. 3+Col. 5=
Total =

Signed.....
(Supervisor)

Dated.....

Signed.....
(Sorter)

Dated.....

Certified that I have checked the sorting while it was in progress and posted the figures in the Primary Census Abstracts.

Signed.....
(Compiler-Checker)

Dated .....

Certified that I have posted the figures in the Compiler's Posting Statement 3.

Signed.....
(Compiler-Checker)

Dated .....

SORTER'S TICKET 4

PREPARATION

After completion of Sorter's Ticket 3, you will have 6 bundles of slips 3, relating to males 'Scheduled Castes' 'Scheduled Tribes' and 'Others' and 3 relating to the females 'Scheduled Castes', 'Scheduled Tribes' and 'Others'. For this ticket the slips for males and females will have to be sorted separately for 'Literates and educated Persons' and 'Illiterates' with reference to the answer recorded in Q. 12 in the slip.

FIRST OPERATION

Affix labels to two pigeon holes, the labels being Marked 'Literates and educated persons' and 'Illiterates' respectively. In Q. 12 'L' would have been recorded in the case of persons who are 'Literate and educated' and 'O' in the case of 'Illiterate' persons.

Take 'Males' bundle of 'Others'. Deal all the slips where 'L' is recorded in Q. 12, into the pigeon hole marked 'Literates and educated persons' and all slips where 'O' is recorded in the same question in the pigeon hole marked 'Illiterate'.

If you come across any slip where the age recorded in Q. 4 is 4 or less and it is recorded as 'Literate' in Q. 12, you should put such a slip in the pigeon hole marked 'Illiterate'.

Count the number of slips in each pigeon hole and enter the number against the appropriate line under Col. 2 or Column 4 as the case may be in the Sorter's Ticket against "Others". Bundle the slips in each pigeon hole and keep them separate after noting location code, Sex, L/O and number of slips on the back of each bundle after scoring out previous entry, if any.

Take the 'Males' bundles of "Scheduled Castes" and "Scheduled Tribes" one after another and repeat the above operations.

Repeat this operation for the bundles of slips of female 'Others', 'Scheduled Castes' and 'Scheduled Tribes' in the same manner and record their numbers against the appropriate line in the Sorter's ticket.

CONCLUSION

After completing Sorter's Ticket 4 you will have 12 bundles duly marked on back of each bundle—six for males Scheduled Castes, Scheduled Tribes and Others and six for females Scheduled Castes, Scheduled Tribes and Others pertaining to 'Literates and educated persons' and 'Illiterates' for each village or for each enumerator's block in case of town or city.

Combine all the six male bundles into one. Similarly combine all the six female bundles into one. There will be thus two bundles, one for males and the other for females. You should now proceed to Sorter's Ticket No. 5.

Serial No.....

SORTER'S TICKET 5

Number and Name of district.....

Name of Sorter.....

Number and Name of Taluk.....

Number and Name of Village or Town/Ward and Enumerator's Block.....

Number of Slips.....

Particulars	*Broad Category*	*Males*	*Females*
0	1	2	3
A. Workers:			
1—As Cultivators	I		
2—As Agricultural Labourers	II		
3—At Household Industry	V(a)		
4— Other Workers :			
(a) In Livestock, Forestry, Fishing, Hunting and Plantations, Orchards and allied activities	III		
(b) Mining and Quarrying	IV		
(c) Manufacturing other than Household Industry.	V(b)		
(d) In Construction	VI		
(e) In Trade and Commerce	VII		
(f) In Transport, Storage and Communications	VIII		
(g) In other Services	IX		
B. Non-workers	X		
Total			

Tested and passed as correct.

Signed.....
(Supervisor)

Date.....

Signed.....
(Sorter)

Dated.....

Certified that I have checked the sorting while it was in progress and posted the figures in the Primary Census Abstracts.

Signed.....
(Compiler-Checker)

Dated .....

SORTER'S TICKET 5

PREPARATION

After you have completed Sorter's Ticket 4, you will be having two bundles—one for Males and another for Females. For this Ticket the slips for males and females will have to be sorted separately into four categories of workers and one category of non-workers with reference to the answer to Q. 16(*a*)(i) in the slip.

FIRST OPERATION

Affix labels to 5 pigeon holes, the labels being marked as Cultivators, Agricultural Labourers, Household Industry, Other workers and Non-workers. In the slips for workers 'C' would have been indicated for Cultivators, 'AL' for Agricultural Labourers, 'HHI' for workers in Household Industry and 'OW' for Other Workers with reference to the answer to Q. 16(*a*)(i) and a cross 'X' for Non-workers in the trapezium. In the case of non-workers, *i.e.*, for whom 'X' has been recorded against Q. 16(*a*)(i) there will be a corresponding entry like H/ST/R/D/B/I/O, as the case may be, against Q. 16(*a*)(ii).

Take the bundle of male slips first and deal them into the five pigeon holes on the basis of entry recorded in Q. 16(*a*)(i). Take the slips belonging to the broad class 'HHI' and check if first digit of the three digit code noted against Q. 16 (*d*) is either 2 or 3 and Industrial category V(*a*) has been marked on the slip by the coder. If not, consult your Supervisor. Count the slips in each pigeon hole and record their number in the appropriate column of the Sorter's Ticket and note the particulars, *viz.*, Location Code, Sex, Broad class (C/AL/HHI/OW/NW) and number of slips on the back of each bundle after scoring out previous entry, if any.

Repeat the same operation for the bundle of female slip and record their number in the appropriate column of the Ticket.

At the end of the first operation you will have 10 bundles, 5 for males and 5 for females.

SECOND OPERATION

Now you have to proceed with the sorting of the slips of Other Workers (OW) for males and females into 7 industrial categories separately.

Affix labels to 7 pigeon holes, the labels being marked III-Livestock, Forestry, Fishing, Hunting and Plantations, Orchards and allied activities; IV-Mining and Quarrying; V(b) Manufacturing other than Household Industry; VI-Construction; VII-Trade and Commerce; VIII-Transport, Storage and Communications and IX-Other Services.

Take the bundle of slips for 'Other Workers' males and deal it into the respective pigeon holes with reference to answer recorded against Q. 16(*d*) in the slip which will also have Industrial Category written against it. In case of any doubt you should consult your Supervisor. Count the slips in each pigeon hole and record the number in appropriate column of the Sorter's Ticket and note the particulars, *viz.*, location code, sex, category and number of slips on back of each bundle after scoring out previous entry, if any.

The same operation should be repeated for the female bundle of slips of 'Other Workers' and their number entered in the appropriate column of the Ticket.

CONCLUSION

When you have completed the above operation you will be having 22 bundles of slips, 11 for male workers and non-workers and 11 for female workers and non-workers for each village or for each enumerator's block in the case of a city or town.

Serial No.....

SORTER'S TICKET 6-A (i-xi)

Number and Name of District.....

Name of Sorter .....

Number and Name of Taluk/City/Town.....

Number of Slips.....

Number and Name of Ward in case of big cities.....

Category.....

Name of Scheduled Caste	Sex					
	Males			*Females*		
	Literate	*Illiterate*	*Total*	*Literate*	*Illiterate*	*Total*
1	2	3	4	5	6	7
TOTAL						

Tested and passed as correct.

Signed..... **Signed**.....
(Supervisor) **(Sorter)**

Dated..... **Dated**.....

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statement 6A.

Signed.....
(Compiler-Checker)

Dated.....

SORTER'S TICKET 6-A

PREPARATION

After completion of Sorter's Ticket No. 5, the record relating to each village, or enumerator's block in the case of city/town, will have 22 bundles of slips, 11 relating to males separated by categories of workers and non-workers and 11 for females also separated by categories of workers and non-workers. Your Tabulation Officer will arrange to prepare boxes of slips containing male slips of an entire taluk/town/city, categorywise and similar box for females categorywise. There may be more than one box if the number of slips of a box are likely to exceed than say 30,000.

You will be given one box at a time, *i.e.*, either male or female box of one category. You have to sort the slips for 'Scheduled Castes', 'Scheduled Tribes' and 'Others' once again for each category and then take up the scheduled castes bundle of that category for sorting into individual castes with reference to the answer recorded in the rectangle against Question 11 of the slip, and lastly for 'Literates' and 'Illiterates' for each caste with reference to the answer to Question 12.

FIRST OPERATION

Affix labels to three pigeon holes, *viz.*, 'Scheduled Castes', 'Scheduled Tribes' and 'Others'. Sort all the slips into the concerned pigeon holes with reference to the entry in Question 11. In the case of Scheduled Caste, deal the slip into the pigeon hole marked 'Scheduled Caste'. In case of Scheduled Tribe, deal the slip into the pigeon hole marked 'Scheduled Tribe'. In case of a *Cross* against Question 11, deal the slip into the pigeon hole marked 'Others'. Take out the slips from each pigeon hole, count the slips and note the name of the District/taluk, etc., or town/city, category, sex, SC/ST/Others, as the case may be, and the number of slips and keep the bundles separately in the three compartments of the box separated by card boards for S.C., S.T. and Others. Care must be taken to keep them separated so that there is no mix-up.

SECOND OPERATION

Affix labels to pigeon holes, the labels being marked with the names of the Scheduled Castes according to the list given by your Supervisor. If the number of scheduled castes are more than the number of pigeon holes, affix labels to all the pigeon holes keeping one or two reserved for unsorted slips. Now take the bundle of Scheduled Castes from the box. Deal the slips into the pigeon holes according to the name of the caste written in the rectangle against Question 11 of the slip. Count the number of slips in each pigeon hole and enter the name of the caste in col. 1 and the number of slips in the appropriate column *e.g.*, male (Col. 4) or female (Col. 7).

SUBSEQUENT STAGES

Repeat the first operation if there are unsorted slips. Affix labels with the names of Scheduled Castes that have been left in the previous sorting and deal the slips into the pigeon holes. Count the number of slips in pigeon holes and enter the name of the Caste in col. 1 and the number of slips in the appropriate column (Col. 4 or 7). Repeat the operation till all the S.C. slips are exhausted.

THIRD OPERATION

Now affix two labels, *viz.*, (i) Literate and (ii) Illiterate and sort the slips of each S.C. into the appropriate pigeon hole, according as the entry in Question 12 of the slip is 'L' or 'O'. Count the slips in each of these two pigeon holes and record the numbers in Col. 2 and 3 or 5 and 6.

according as you are dealing with Male or Female slips, against that particular Caste. Check if figures in Col. 2 and 3 add up to Col. 4 and 5 and 6 add up to Col. 7.

Repeat the operation till you have exhausted all the caste bundles.

CONCLUSION

After completion of the sorting of the S.C. slips of each Individual categories I to X for individual Scheduled Caste and after due checking by the Supervisor, the slips of all the individual Scheduled Castes under a particular category (and of one sex) in the box may be combined to form into a single bundle of S.C. The male or female S.C. bundle as the case may be may then be replaced in the box. You should now proceed to sort for S.T. 6B.

Serial No.....

SORTER'S TICKET 6-B (i-x

Number and Name of District.....

Name of Sorter.....

Number and Name of Taluk/City/Town.....

Number of Slips.....

Number and Name of ward in case of big Cities.....

Category.....

Name of Scheduled Tribe	*Sex*					
	Males			*Females*		
	Literate	*Illiterate*	*Total*	*Literate*	*Illiterate*	*Total*
1	2	3	4	5	6	7
TOTAL:						

Tested and passed as correct.

Signed.....
(Supervisor)
Dated.....

Signed.....
(Sorter)
Dated.....

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statement 6 B.

Signed.....
(Compiler-Checker)
Dated .....

SORTER'S TICKET 6-B

PREPARATION

This ticket will be prepared for Scheduled Tribes. You should now take up the Scheduled Tribes slips from the box already given to you for sorting of Ticket 6-A and sort them for individual tribes.

FIRST OPERATION

Affix labels to pigeon holes, the labels being marked with the names of Scheduled Tribes according to the list given by your Supervisor. If the number of Scheduled Tribes are more than the pigeon holes, affix labels to all the pigeon holes keeping one or two pigeon holes reserved for unsorted slips. Deal the slips into the pigeon holes according to the name of tribe given in the rectangle with broken lines against question 11 of the slip. Count the number of slips in each pigeon hole and enter the name of the tribe in col. 1 and the number of slips in appropriate column according as you are dealing with male or female slips (Col. 4 or Col. 7).

SUBSEQUENT STAGES

Repeat the operation if there are unsorted slips in the same manner as given in the instructions for Sorter's Ticket 6-A.

SECOND OPERATION

Now affix two labels, *viz.*, (i) Literate and (ii) Illiterate and sort the slips of each S.T. into the appropriate pigeon hole, according as the entry in Question 12 of the slip is 'L' or 'O'. Count the slips in each of the two pigeon holes and enter the number in Col. 2 and 3 or Col. 5 and 6; according as you are dealing with male or female slip, against that particular tribe. Check if Col. 2+3=4 or Col. 5+6=7. Repeat the operation till you have exhausted all the S.T. bundles.

After you have sorted all the slips (for all categories) you should combine all the S.T. male slips and make one S.T. male bundle and similarly S.T. female bundle.

CONCLUSION

After sorting for tickets 6-A and 6-B, you put back the bundles in the respective compartments of the box and return the box to your Supervisor. You are not required to deal with the slips in the compartment having 'Others' slips.

SORTER'S TICKET 7 Serial No .....

Number and Name of District..... Name of Sorter.....
Number and Name of Taluk Town/City ..... Number of Slips .....
Number and Name of ward in case of big Cities.... Sex .....

Particulars	*Category*	*Age-group*									
		Total	0-14	15-19	20-24	25-29	30-39	40-49	50-59	60+	*Age not stated*
0	1	2	3	4	5	6	7	8	9	10	11
A—Workers											
(1) Cultivators	I										
(2) Agricultural Labourer	II										
(3) Household Industry	V(a)										
(4) Livestock, Forestry, Fishing, Hunting and Plantation, Orchards and allied activities	III										
(5) Mining and Quarrying	IV										
(6) In Manufacturing other than House hold Industry	V(b)										
(7) Construction	VI										
(8) Trade and Commerce	VII										
(9) Transport, storage and communication	VIII										
(10) Other services	IX										
B—Non-workers	X										
Total											

Tested and passed as correct.

Signed .....
(Supervisor)

Dated .....

Signed .....
(Sorter)

Dated .....

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statements 5.

Signed .....
(Compiler-Checker)

Dated .....

SORTER'S TICKET 7

PREPARATION

After completion of Sorter's Tickets 6-A and 6-B, the record will consist of categorywise and sexwise boxes of Scheduled Castes, Scheduled Tribes and 'Others'. For further sorting there will be no need to maintain the separate bundles of S.C., S.T. and Others.

Your Tabulation Officer will arrange to mix the slips of 'SC', 'ST' and 'Others' of the same category and same sex before the box is issued to you for further sorting. In effect the slips in each box will be the same as they were before you started sorting for ticket No. 6-A. Thus, before proceeding with Sorter's Ticket 7, the box to be issued to you will contain male slips of a taluk/town/city, categorywise and similar box for female slips also. In the case of big cities, boxes may have to be made wardwise or sectorwise, as the case may be.

You will be given one box at a time, *i.e.*, either male or female box of one category. You will have to sort the slips into age-groups 0-14, 15-19, 20-24, 25-29, 30-39, 40-49, 50-59, 60+ and "age not stated", with reference to the answer recorded in Question 4 in the slip.

OPERATION

Affix labels to 9 pigeon holes. The labels being marked 0-14, 15-19, 20-24, 25-29, 30-39, 40-49, 50-59, 60+ and "age not stated". Deal the male slip of the category allotted to you into appropriate pigeon holes with reference to the age recorded in Question 4 in the slip. If in the course of sorting, you find that the age has not been recorded in a slip, you should deal the slip into the 9th pigeon hole marked "age not stated". Count the number of slips in each pigeon hole and enter the number in the appropriate column of the Sorter's Ticket. Note the location code, sex, category, age-group and number of slips on back of the bundle after scoring out previous entry, if any. Location code will have district, taluk, etc., or town and ward (in case of big cities) code only. Put the bundles, duly marked in the box and return the box to your Supervisor.

SUBSEQUENT OPERATIONS

Deal slips contained in each of the boxes which come to you for sorting for Ticket 7 in the aforesaid manner and fill in the ticket against the appropriate line.

CONCLUSION

When all the operations for this ticket have been completed, you will have the Sorter's Ticket 7 filled for either male or female categorywise and age-groupwise. You should now prepare yourself for the next operation for which suitable instructions will be given by your Supervisor.

PRIMARY CENSUS ABSTRACT AND COMPILER POSTING STATEMENT FORMS AND INSTRUCTIONS

URBAN BLOCK/VILLAGEWISE PRIMARY CENSUS ABSTRACT

Name of District..... Name of Taluk/City/Town.....

Sl. No.	Location Code Number	Name of village/ town/ward/ urban enumerator's block	Area of village in hectares and of town/ ward in Km.	Occupied Residential Houses		Total Population (including institutional and Houseless Population			Schedule Castes		Schedule Tribes	
				No. of Houses	No. of Households	P	M	F	M	F	M	F
0	1	2	3	4	5	6	7	8	9	10	11	12

URBAN BLOCK/VILLAGEWISE PRIMARY CENSUS ABSTRACT—*Contd.*

Inmates of Institution		Houseless persons		Literate and educated persons		Workers									
						Total Workers (I—IX)		I Cultivator		II Agricultural labourers		III Livestock, Forestry Fishing, Hunting and Plantations, Orchards and allied activities		IV Mining and Quarrying	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28

URBAN BLOCK/VILLAGEWISE PRIMARY CENSUS ABSTRACT—*Contd.*

Workers—(*Contd.*)													
V Manufacturing, Processing, Servicing and Repairs				VI		VII		VIII		IX		X	
(a) Household Industry		(b) Other than Household Industry		Construction		Trade and Commerce		Transport, Storage and Communications		Other Services		Non-workers	
M	F	M	F	M	F	M	F	M	F	M	F	M	F
29	30	31	32	33	34	35	36	37	38	39	40	41	42

Note:— To be posted from Sorter's Tickets 1, 3, 4 and 5 and Area Statement.

Checked and found correct Approved for final Tabulation Posted

Signed ..... (Supervisor) Signed ..... (S.A.) Signed ..... (Tabulation Officer) Signed ..... (Compiler-Checker)

Dated ..... Dated ..... Dated ..... Dated .....

COMPILER'S POSTING STATEMENT 1
(From Sorter's Ticket 1)

RURAL/URBAN

Name and Number of District..... Sex .....

Name and Number of Rural Taluka Non-city Urban City .....

Serial No. of Sorter Ticket	Date of Posting	Name of Sorter	Name of Village/ Town/Ward/ Enumerator's block (and Code No.)	Mother tongue 1	Mother tongue 2	Mother tongue 3	Mother tongue 4	and etc. etc.
0	1	2	3	4	5	6	7	8 & so on
TOTAL								

Checked and found correct. Posted.

Signed ..... Signed .....
(*Supervisor*) (*Compiler-Checker*)

Dated ..... Dated .....

Approved for Tabulation

Signed .....
(*Statistical Assistant*)

Dated .....

This Posting Statement gives figures for Table C-V.

COMPILER'S POSTING STATEMENT 2
(From Sorter's Ticket 2)

RURAL/URBAN

Name and Number of District..... Sex .....

Name and Number of Rural Taluka Non-city Urban City .....

Serial No. of Sorter ticket	Date of Posting	Name of Sorter	Name of Village/ Ward/Enumerator's Block/Town and Code No.	Hindu-ism	Islam	Christia-nity	Sikkism	Bud-dhism	Jainism etc.
0	1	2	3	4	5	6	7	8	9 & so on
TOTAL									

Checked and found correct. Posted.

Signed ..... Signed .....
(*Supervisor*) (*Compiler-checker*)

Dated ..... Dated .....

Approved for Tabulation.

Signed .....
(*Statistical Assistant*)

Dated .....

This Posting Statement gives figures for Table C-VII.

COMPILER'S POSTING STATEMENT 4
(From Sorter's Ticket 4)

RURAL/URBAN

Name and Number of District ..... Sex .....

Name and Number of Rural Taluk Non-city Urban City .....

Serial No. of Sorter Ticket	Date of Posting	Name of Sorter	Name of Village/Town/ Ward/ Enumerator's block (and Code No.)	Scheduled Castes		Scheduled Tribes		Others		Total	
				Literates	Illiterates	Literates	Illiterates	Literates	Illiterates	Literates	Illiterates
0	1	2	3	4	5	6	7	8	9	10	11
TOTAL											

Checked and found correct.

Signed .....
(*Supervisor*)

Dated .....

Posted.

Signed .....
(*Compiler-Checker*)

Dated .....

Approved for Tabulation.

Signed .....
(*Statistical Assistant*)

Dated .....

This Posting Statement gives figures for Literates and Illiterates amongst Scheduled Castes and Scheduled Tribes in Table C-VIII (A and B).

COMPILER'S POSTING STATEMENT 6-A (i-xi) SCHEDULED CASTES
(From Sorter's Ticket 6-A)

Literates/Illiterates RURAL/URBAN

Name and Number of District ..... Sex .....

Name and Number of City or Non-City Urban ..... Category of Worker/Non Worker.....

Serial No. of Sorter Ticket	Date of Posting	Name of Sorter	Name of Rural Taluka/or Town/ Ward in case of City (and Code Number)	Name of Scheduled Castes				
				Caste 1	Caste 2	Caste 3	Caste 4	and so on
0	1	2	3	4	5	6	7	and so on
Total ..								

Total of Col. 4+5+6+7 and so on=Total 'SC' of the 'Sex' in the category Literates/Illiterates.

Checked and found correct.

Signed _____
(Supervisor)

Dated _____

Posted.

Signed _____
(Compiler-checker)

Dated _____

Approved for Tabulation

Signed .....
(Statistical Assistant)

Dated .....

This Posting Statement gives figures for Table C-VIII Part-A and its Appendix.

COMPILER'S POSTING STATEMENT 6-B (i-xi) SCHEDULED TRIBES
(From Sorter's Ticket 6-B)

Literates/Illiterates RURAL/URBAN

Name and Number of District..... Sex .....

Name and Number of City or Non-city Urban..... Category of Worker/Non Worker.....

Serial No. of Sorter Ticket	Date of Posting	Name of Sorter	Name of Rural Taluka/or Town/ Ward in case of City (and Code Number)	Name of Scheduled Tribes				
				Tribe 1	Tribe 2	Tribe 3	Tribe 4	and so on
0	1	2	3	4	5	6	7	and so on

Total of Col. 4+5+6+7 and so on—Total 'ST' of the 'Sex' in the category Literates/Illiterates.

Checked and found correct. Posted

Signed ——————— Signed ———————

(Supervisor) (Compiler-checker)

Dated ——————— Dated ———————

Approved for Tabulation

Signed ———————

(Statistical Assistant)

Dated ———————

This Posting Statement gives figures for Table C-VIII Part-B and its Appendix.

COMPILER'S POSTING STATEMENT 7 (i-xi)
(From Sorter's Ticket 7)

RURAL/URBAN

Name and Number of District.....Sex.....

Name and Number of City or Non-city Urban Unit.....Category of Worker/Non-Worker

Serial No. of Sorter Ticket	Date of Posting	Name of Sorter	Name of Rural/ Taluka/ or Town/Ward in case of City (and Code Number)	Age-groups								
				Total	0-14	15-19	20-24	25-29	30-39	40-49	50-59	60+	Age not stated
0	1	2	3	4	5	6	7	8	9	10	11	12	13
Total													

Checked and found correct. Posted

Signed ..... Signed .....

(Supervisor) (Compiler-checker)

Dated ..... Dated .....

Approved for Tabulation

Signed .....

(Statistical Assistant)

Dated .....

This Posting Statement gives figures for Tables B-I Part-A and B-II.

INSTRUCTIONS FOR PREPARING PRIMARY CENSUS ABSTRACT.

The Primary Census Abstract will be written from the Sorter's Tickets 1, 3, 4 and 5 and area statements.

Column 1 of the Abstract will contain the location code number of the unit mentioned in Col. 2. Col 3 will be posted from the statement to be furnished by the Tabulation Officer. These columns should be posted and got approved by the Deputy Director concerned before other columns are written up.

As soon as Sorter's Tickets 1, 3, 4 and 5 have been completed and checked, the Supervisor will hand over to you these tickets for the village or for all the enumerator's blocks in a town or city/ward. Cols. 4 and 5 of the Primary Census Abstract will be written from the information contained in Ticket 1.

Columns 7 and 8 of the Abstract relate to total male and female population of the village/ enumerator's block. You should fill them up from the figures given against total for cols. 3 and 4 respectively of the Sorter's Ticket 1. You should total males and females and enter in col. 6 and tally with the total given at the bottom of the Sorter's Ticket 1.

Columns 9 and 10 of the Abstract relate to Scheduled Castes and Columns 11 and 12 to Scheduled Tribes. You should fill up these columns from the corresponding entries of columns in Sorter's Ticket 3.

Columns 13 and 14 relate to houseless population and columns 15 and 16 to institutional population. You should fill up these columns from the figures given at the top of Sorter's Ticket 1 for houseless persons and inmates of institutions. When you have completed posting for a ticket, you should sign the certificate in the ticket.

Columns 17 and 18 of the Abstract relate to 'literate and educated' persons for each village or for each enumerator's block. You should post the figures from Ticket No. 4 (total) given in the relevant columns of that ticket. You should post the columns 21 to 42 of the Abstract from Sorter's Ticket 5 exactly as the figures are found in the Sorter's Ticket under the relevant columns. When you have completed the posting, you should sign the certificate in the ticket. Add up the figures of males of columns 21, 23, 25, 27, 29, 31, 33, 35, 37 and 39 and fill up column 19. Similarly, add up the figures of females incolumns 22, 24, 26, 28, 30, 32, 34, 36, 38 and 40 and fill up col. 20. You should check that the total of cols. 19 and 41 for males tallies with the figures given in col. 7 for males and that the total of cols. 20 and 42 for females tallies with the figures given in col. 8 for females.

When you have posted figures for all the villages of the rural areas of a taluka or enumerator's block for a ward or town, you should strike the total for columns 4 to 42 for each page. When all the pages have been totaled you should write the page totals in a separate sheet and strike the totals for the rural areas of a taluka. In the case of urban, you should strike the total for ward and the total for the town or city from the ward figures. You should write the total for each town in a separate sheet and strike the total for urban area of a taluka.

When you have completed the statement you should sign the statement and give the date of completion and hand over the statement and Sorter's Ticket 1, 3, 4 and 5 to your Supervisor for checking.

COMPILER'S POSTING STATEMENT 1

This statement will be posted from Sorter's Ticket 1 There will be a separate statement for each sex.

Your Supervisor would have written up the headings of the statement and also have filled in columns 0, 2, and 3 relating to serial number of the Sorter's Ticket, name of the sorter and name of village/town etc. The statement will also indicate the name of the taluka or the name of the city or non-city urban area and the sex. While filling up Compiler's Posting Statement for rural areas strike out 'urban' and if dealing with urban areas strike out 'rural' at the right hand top of the statement.

You will deal only with the statement of one sex at a time.

You should post the figures in each Sorter's Ticket in the statement against the appropriate serial number and name of the Sorter. You should write at the top in columns 4 onward the name of the mother-tongue from the Sorter's Ticket and post the appropriate figures in the ticket under the respective columns for the mother-tongue. In the Compiler's Posting Statement all the mother-tongues mentioned in the Sorter's Ticket should be entered even if the figures under one sex is 'nil'. When you have completed the posting of a ticket you should enter the date of posting in Col. 2 of the statement. You should also sign the certificate at the bottom in the Sorter's Ticket 1 and give the date.

When you have posted the figures for all the Sorter's Tickets 1 in the statement, you should add up the figures and strike the final totals. You should then sign the statement and give the date of completion. When you have completed the statement, hand over the statement and the Sorter's Ticket to your Supervisor for checking.

This posting statement prepared separately for males and females gives figures for Table C-V.

COMPILER'S POSTING STATEMENT 2

This statement will be posted from Sorter's Ticket 2. There will be a separate statement for each sex.

Your Supervisor would have written up the headings of the statement and also have filled up columns 0, 2 and 3 relating to serial number of the Sorter's Ticket, name of the Sorter and name of the village/town etc. The statement will also indicate the name of city or non-city urban area or the name of the taluka, etc., and the sex. You will deal only with the statement of one sex and your partner will deal with the other sex. If you are dealing with rural area strike out 'urban' and if dealing with urban strike out 'rural' at the right hand top of the statement.

You should post the figures in each Sorter's Ticket in the statement against the appropriate serial number and the name of the sorter. You should post the figures of the religions in the statement from the Sorter's Ticket. You should make sure that you are posting the figures from the appropriate Column of the Sorter's Ticket pertaining to the sex that the Compiler's Posting Statement relates. Put a tick against the figure in the Sorter's Ticket soon after it is posted. In the Compiler's Posting Statement all the religions mentioned in the Sorter's Ticket should be accounted for even if the figure under one sex is nil. If you come across any religion in the Sorter's Ticket which is not given in the statement, you should write the name of the religion in the blank headings provided at the end and post the figures in the relevant columns. When you have completed the posting for a Sorter's Ticket, you should enter the date of posting in column 1 of the statement.

When you have posted the figures for all the Sorter's Tickets 2 you should add up the figures and strike out the final total. You should then sign the statement and give the date of completion. You should also sign the certificate with date given at the bottom of Sorter's Ticket 2.

This posting statement gives figures for Table C-VII.

(Compiler's Posting Statement 3 has not been prescribed).

COMPILER'S POSTING STATEMENT 4

This statement will be posted from Sorter's Ticket 4. There will be a separate statement for each sex.

Your Supervisor would have written up the headings of the statement and also have filled up columns 0, 2, and 3 relating to serial number of Sorter's Ticket, name of sorter and name of village/town etc. The statement will indicate the name of the city or non-city urban area or name of taluka etc., and the sex. If you are dealing with rural area strike out 'urban' and if dealing with urban strike out 'rural' at the right hand top of the statement. You will deal only with the statement of one sex at a time.

You should post the figures in each Sorter's Ticket in the statement against the appropriate serial number and the name of the sorter. You should post the figures in the Sorter's Ticket 4 in columns 4 onward at appropriate places. When you have posted the figures for all the Sorter's Ticket 4, you should add up the figures and strike the final total. You should then sign the statement and give the date of completion. You should thereafter hand over the statement to your Supervisor for checking.

This posting statement gives figures for literates, and illiterates amongst Scheduled Castes and Scheduled Tribes in Tables C-VIII parts 'A' and 'B'.

(Compiler's Posting Statement 5 has not been prescribed).

COMPILER'S POSTING STATEMENT 6-A (i to xi)

This statement will be posted from Sorter's Ticket 6-A relating to Scheduled Castes. There will be 11 statements one for each category of worker, including household industry, and non-worker. For literates and 11 similar statements for a illiterates.

Your Supervisor would have written up the headings of the statement and also have filled up columns 0, 2 and 3 relating to serial number of Sorter's Ticket, name of sorter and the name of Taluk, town, etc., and the sex. The statement will indicate the name of the city or non-city urban unit also. You will deal only with the statement of one sex at a time.

You should write out the name of the Scheduled Castes at the top of columns 4 onward as they appear in the Sorter's Ticket and post the figures in the relevant columns. When you have completed posting for a Sorter's Ticket you should enter the date of posting in column 1 of the statement.

When you have posted the figures for all the Sorter's Ticket 6-A, you should add up the figures and strike the final total. You should then take up the next category and repeat the operation till you have written up all the 11 statements for one sex. Repeat the operation for the other sex also. You should thereafter sign the certificates in the Sorter's Tickets and also at the bottom of this statement.

Give the statement and the Sorter's Tickets to your Supervisor for checking.

COMPILER'S POSTING STATEMENT 6-B (i to xi)

This statement will be posted from Sorter's Ticket 6-B relating to Scheduled Tribes. There will be 11 statements, one for each category of worker, including household industry and non-worker. For literates and 11 similar statements for illitrates.

Your Supervisor would have written up the headings of the statement and also have filled up columns 0, 2, and 3 relating to serial number of Sorter's Ticket, name of sorter and name of taluk/town etc., and the sex. The statement will indicate the name of the city and non-city urban unit also. You will deal only with the statement of one sex at a time.

You should write out the names of the Scheduled Tribes at the top of columns 4 onward as they appear in the Sorter's Ticket and post the figures in the relevant columns. When you have completed posting for a Sorter's Ticket you should enter the date of posting in col. 1 of the statement.

When you have posted the figures for all the Sorter's Tickets 6-A you should add up the figures and strike the final total.

You should then take up the next category and repeat the operation, till you have written up all the 11 statements of one sex. Repeat the operation for the other sex also. You should thereafter sign the certificates in the Sorter's Tickets and also at the bottom of this statement.

Give the statement and the Sorter's Tickets to your Supervisor for checking.

COMPILER'S POSTING STATEMENT 7 (i to xi)

This statement will be posted from Sorter's Ticket 7.

Your Supervisor would have written up the headings of the statement and also have filled up columns 0, 2 and 3 relating to serial number of Sorter's Ticket, name of sorter and name of taluk/town etc. The statement will indicate the name of city or non-city urban unit also and the sex. If you are dealing with rural area strike out urban and dealing with urban area strike out rural at the right hand top of the statement. You will deal only with the statement of one sex at a time.

You should post the figures in the each Sorter's Ticket in the statement against the appropriate serial number and the name of the sorter. You should post the figures in the Sorter's Ticket 7 in cols. 4 onward at appropriate places. When you have posted the figures for all the Sorter's Tickets 7, you should add up the figures and strike the final total. You should then sign the statement and give the date of completion. Repeat the operation for the other sex also. You should sign the certificate at the bottom of the Sorter's Ticket concerned and hand over the tickets and the statement to your Supervisor for checking.

This posting statement gives figures for Table B-I Part A and Table B-II.

Procedure for the Selection of the 10 per cent Sample of Individual Slips

PART A—INSTRUCTIONS TO THE SAMPLER

1. General Information

1.1. *Operational Unit*:—After the completion of sorting for the PCA upto Sorter's ticket 7, the Individual Slips would have been collected separately by sex, age-group and industrial category for the following three sub-regions of each district within a State:—

(*a*) Taluk,

(*b*) Non-city (urban)—district and

(*c*) City.

For purposes of sample selection, these three sub-divisions will be defined as "Operational Units" (O.U.). The slips relating to the rural part of Taluk will be given to you for selection of the 10 per cent rural sample of individual slips. In what follows, whenever a reference is made to the operational unit, it relates only to the rural part of Taluk.

1.2. *Sampling separately for each sex*:—At a time you will take on hand slips relating to *one sex only*, either male or female, for *one* entire operational unit.

1.3. *Industrial Category and Age-groups*:—You will receive 11 bundles (10 each for the industrial categories and one for non-workers) one by one for the entire operational unit to facilitate their handling. Within each Industrial Category there will be nine smaller bundles relating to the nine age-groups 0—14, 15—19, 20—24, 25—29, 30—39, 40—49, 50—59 and 60 + and "age not stated".

1.4. *Sampling continuous in each Operational Unit*:—Sample selection will be one continuous operation for the entire Operational Unit on hand flowing from one industrial category to another and within each industrial category from one age-group to another.

1.5. *Completeness of records to be sampled*:—As soon as you receive the slips for one category you should check whether the bundles for all the age-groups are present. At the end of sample sorting for the Operational Unit you should also satisfy yourself that all the categories are exhausted.

1.6. *Material needed for sampling*:—At the start of the sampling operation, you will be provided with the following material besides the slips to be sampled contained in one or more boxes :—

(i) Blank forms of a Control Chart (*vide* Annexure 1) which will aid you in continuing the process of sample selection for the entire Operational Unit as accurately as possible.

(ii) Two empty boxes for keeping the sampled and non-sampled slips separately in suitable bundles.

[You may require more than one box for keeping the non-sampled slips.]

(iii) A sex-wise list of random numbers associated with the Operational Units in the State. The random number associated with any Operational Unit identifies the pigeon-hole, the slips falling in which will constitute the sample of slips from that Operational Unit.

(iv) A long piece of card-broad called 'Marker' of length slightly greater than the depth of a pigeon-hole to identify the particular pigeon-hole in which the first slip of the next bundle is to be placed. Its use will be clear when you come to Step 3.

(v) A form entitled "No. of slips as per Sample and PCA", (*vide* Annexure 2) with columns to enter the following details :

Sex, location code of Operational Unit, Industrial Category, age-group, No. of Slips as per PCA and No. of slips as per Sampler. Its use is explained in Step 4.

1.7. *Check on the No. of slips in each age-group bundle*:—You will note that at the back of the last slip of each age-group bundle, the total number of slips in that bundle have been indicated along with the location code of the Operational Unit and the related sex. (If these details are not indicated, particularly the total No. of slips, get it entered from the PCA totals through the persons concerned).

2. Steps in the Procedure for the Selection of 10% Sample

2.1. Besides starting with the sample selection, label the pigeon-holes serially from 1 to 10.

Step 1.—Take a sheet of the Control Chart. Fill in the identification particulars at the top. The random number associated with the Operational Unit on hand is to be taken from the list of random numbers, referred to in item (iii) para 1.6 above. Insert "1" in the first line of column 1 of the Control Chart to indicate that you are now going to operate with slips of Category I.

Step 2.—Since there are only nine age-group bundles in a category, you may proceed with the sample sorting in the serial order of the age-groups namely 0—14, 15—19, 20—24..... 60 + and 'age not stated'.

(*a*) Take the first age-group bundle from Category I. Record the related age-group in Col. 2 of the first line of the Control Chart. Fill in Col. 3 of the Control Chart the number of slips in that bundle from the back of that bundle. If this is not entered at the back of the bundle, obtain this information from the Officers concerned through your Supervisor as stated in para 1.7 above.

Record '1' in Col. 4 of the first line to indicate that the first slip of the bundle on hand will be placed in the first pigeon-hole.

(*b*) Add the number '1' recorded in Col. 4 to the digit in the unit place of the entry Col. 3. This addition will result in a number either less than or equal to 10 ; record it in Col. 4 of the next line. If the sampling operation which you are going to start, proceeds accurately the number you have recorded in Col. 4 of the next line identifies the pigeon-hole in which the first slip of the next age-group bundle will be put. Since sample sorting is one continuous operation, you have to maintain this continuity from one age-group to another and also from one industrial Category to another within the same operational unit.

Step 3.—Distribute the slips of the first bundle, one by one, into the pigeon-holes starting from the first pigeon-hole.

After exhausting all the slips in the bundle in this way, place the 'Marker' [*vide* item (iv) para 1.6] in the next pigeon-hole. While picking up the 'Marker', it is likely that you forget the number of the pigeon-hole in which it is to be placed. In order to avoid this possible confusion, it will be preferable to place one hand in the concerned pigeon-hole while

you are picking up the 'Marker' with the other hand. This 'Marker' helps to remind you that the first slip of the next bundle should be put into that pigeon-hole only. If the number of this pigeon-hole tallies with number you have already recorded in Col. 4 of the next line in the Control Chart, the sampling process has gone on accurately and you can proceed to Step 5. If this is not so, go to Step 4.

Step 4.—Discrepancy can arise in four ways:

(i) Defective sorting because more than one slip has gone into one pigeon-hole or more pigeon-holes at a time.

(ii) The total number of slips in an age-group as shown in Col. 3 of the Control Chart is different from the actual number of slips in the bundle.

(iii) A combination of both (i) and (ii).

(iv) The first slip of the bundle on hand has not been placed in the appropriate pigeon-hole.

Your first job is to count the total number of slips that you have distributed in the pigeon-holes. Count the slips, pigeon-hole by pigeon-hole without mixing the slips of one pigeon-hole with those of another. Record the numbers on a piece of paper and add them up. A point to note here is that if the slips have been distributed into the pigeon-holes one by one, you will find that the number of slips in any two pigeon-holes will either be equal or differ by at the most *one* only.

If the total number of slips that you have counted tallies with the number given in Col. 3 of the Control Chart and the difference between the number of slips in any two pigeon-holes is greater than one, then the reason for the discrepancy is obviously (i) above. All you have to do in this case is to collect all the slips together and re-distribute them one by one into the pigeon-holes taking care to put the first slip in the appropriate pigeon-hole indicated by the number in Col. 4 of the Control Chart for this age-group.

If the total number of slips that you have counted is different from the corresponding total in Col. 3 of the Control Chart and the difference between the number of slips in any two of the pigeon-holes is not greater than one, then record the actual number you have counted and the number as per Col. 3 of Control Chart in the form entitled "No. of slips as per Sampler and PCA" provided to you for the purpose [*vide* item (v) para 1.6]. Remember also to correct the number of slips in Col. 3 of the Control Chart and the number in Col. 4 of the next line appropriately. Enter next in the 'Remarks' column, the increase or decrease in the number of slips according to your counting with the '+' or '—' sign appropriately attached to it. In this case no re-sorting will be necessary and you can directly proceed to Step 5.

If the discrepancy is of the third variety then collect the slips together taking care to place the first slip in the appropriate pigeon-hole as indicated by the number in Col. 4 of the Control Chart. In this case also you should remember to make the appropriate corrections in Cols. 3 and 4 of the Control Chart and record the change in Col. 6. In addition, suitable entries are also to be made in the form for "No. of slips as per Sampler and PCA".

The discrepancy of the fourth variety can occur only when you have not placed the first slip of the bundle on hand in the apropriate pigeon-hole as indicated by the number in Col. 4 of the Control Chart. In this case also you have to collect the slips together and re-sort them correctly. Having done this, you may proceed to Step 5.

Remember that in the case of discrepancies of types (ii) and (iii) you should first report the matter to the Supervisor and make the necessary changes in his presence.

Step 5:—As has been mentioned earlier, the random number identifies for you the pigeon-hole from which the sample slips have to be extracted. *Take out first the slips that have collected in the sample pigeon-hole.* Count the number of sample slips and record the number in Col. 5 of the Control Chart. Tie up the sample slips with a rubber band, record this number along with the location code of the operational unit, sex, category and age-group at the back of the last slip and put the bundle safely in the box you have identified as the sample box [*vide* item (ii) para 1.6].

Only after securing the sample slips safely you should collect the slips in the other pigeon-holes all together, put a rubber band around them and place this bundle in the box identified as 'Non-sample box'. *While doing this, you should not disturb the 'Marker' from its position.*

Step 6:—Take up now the bundle for the next age-group. Record the age-group in Col. 2 and number of slips in this bundle in Col. 3 of the Control Chart. Then repeat operations explained in steps 2—5, till all the age-group bundles of category I are exhausted. Remember that from line 2 of the Control Chart onwards the entry in Col. 4 will be any number between '1' and '10' depending on the entries in Cols. 3 and 4 of the preceding line. If on adding the entry in Col. 4 to the digit in the unit place of the entry in Col. 3 of any line, you get a number less than or equal to 10, record it in Col. 4 of the next line. If the number is greater than 10, record in Col. 4 of the next line, only the number in the unit place of the figure obtained after addition. For example, if this sum is 8+5=13, you should record only '3' in Col. 4 of the next line and not '13'. If no slip from an age-group bundle falls in the sample pigeon-hole, put a dash in Col. 5 of the Control Chart against that age-group (*vide* category III age-group 20—24). Again if there are no slips relating to an age-group, enter a '—' in Cols. 3 and 5 (*vide* category III age-group 40—49). Col 4 of the next line will then be filled in both these cases as before. You should remember, however, that a '—' in Col. 3 denotes that the number there is '0'. Note further that the first slip of the second age-group bundle and that of any subsequent bundle will be placed in the pigeon-hole which contains the 'Marker' (also indicated by the number in Col. 4 of the Control Chart against the related age-group). As you go on from one bundle to another, the placement of the 'Marker' will automatically decide the pigeon-hole in which the first slip of any particular bundle is to be put and hence you should be very careful in using the 'Marker'.

Step 7:—After exhausting all the age-group bundles in category I, as in Steps 2—6, you will take age-group bundles of category II one by one, repeat steps 2—6 and go on till all the categories are exhausted.

Step 8:—As soon as all the categories of the Operational Unit are exhausted, the bundles in the sample, and non-sample boxes should be handed over to the supervisor along with the filled in Control Chart and the slip recording the changes in PCA totals for further action. And now you are ready to take on hand another Operational Unit and to follow the procedure given in Steps 1—8 over again.

3. Precautions to be observed while stopping work any time during the day or at the End of the Day.

3.1. With a view to ensure the accuracy of the sampling procedure you have to observe certain further precautions:—

(i) It is likely that during the day you may have legitimately to stop work and resume it after a few minutes. If you just stop wherever you are in the midst of sorting of a particular age-group, you are likely to forget in which pigeon-hole was the previous slip put. To avoid this it is, as far as possible, preferable to complete the

age-group on hand, place the 'Marker' in the relevant pigeon-hole, before stopping to attend to other matters for which you were disturbed. If the matter is urgent that you cannot wait till the completion of the entire age-group, it will be the safest practice to continue placing the slips till you cover the 10th pigeon-hole and stop only then. If this is observed as a routine, you will always remember that the first slip after resumption is to be placed in the *first* pigeon-hole. This should apply even when somebody or the other comes to speak to you.

(ii) While breaking for the day you should invariably make it a point to complete the age-group you have on hand so that you start with a fresh age-group the next day. While starting work the next day the Col. 4 of the Control Chart will indicate for you the No. of the pigeon-hole in which the first slip should be put.

4. Summary of Instructions to the Sampler

General.—Take at a time bundles relating to one Operational Unit and one sex only for sample selection.

Step 1 : Fill in identification particulars at the top of the Control Chart. Enter 'I' in the first line Col. 1 of the Chart.

Step 2.—(*a*) Take one age-group of Category I. Enter the age-group in Col. 2. Enter No. of slips in that bundle in Col. 3. Record '1' in Col. 4.

(*b*) Add '1' in Col. 4 to the number in the unit place of the figure in Col. 3. Enter this number in Col. 4 of next line.

Step 3.—Distribute the slips one by one in the pigeon-holes starting from the first pigeon-hole. After exhausting all the slips place 'Marker' in the next pigeon-hole. Check whether the number of this pigeon-hole tallies with the No. you have recorded in Col. 4 of next line. If so go to step 5. If not, go to step 4.

Step 4.—In case of discrepancy, count the No. of slips in each pigeon-hole without mixing up the slips of one pigeon-hole with another and add them up. If this total tallies with the No. in Col. 3, collect all the slips, re-sort them back into the pigeon-hole one by one, taking care to start from the appropriate pigeon-hole and go to step 5. If the No. of slips is indeed different, correct Cols. 3 and 4 appropriately and record relevant details in the form "No. of slips as per Sampler and PCA". Also record in Col. 6 (Remarks) the increase or decrease with a '+' or '—' sign. If the difference between the No. of slips in any two pigeon-holes is greater than 1 collect all the slips together, re-sort and then go to step 5; on the other hand, if the difference is either '0' or '1', no re-sorting is necessary and go directly to Step 5.

Step 5.—First take out the slips from the sample pigeon-holes. Count this number and record in Col. 5 of Control Chart. Tie them up with a rubber band, record the No. of slips along with location code of the O.U., sex, category and age-group at the back of the last slip and place the bundle in the sample box.

Collect, then, the non-sample slips together from the other pigeon-holes, bundle them up with a rubber band and place the bundle in the non-sample box. *While doing this, do not disturb the Marker.*

Step 6.—Take the bundle for the next age-group. Repeat steps 2—5. Add the number in Col. 4 to the number in the unit place of the entry in Col. 3. Enter the sum in Col. 4 of next

line if it is less than or equal to 10. If it is greater than 10 record in Col. 4 only the number in the unit place of this figure. The first slip of this bundle will be placed in the pigeon-hole containing the 'Marker'.

Step 7.—After exhausting all the age-group bundles of category 1, go to bundles of category 11 and so on till the categories are exhausted.

Step 8.—After exhausting all the categories of one Operational Unit hand over the sample bundles and non-sample bundles seprately to the Supervisor. Then take up the next Operational Unit.

ANNEXURE I

Page No. .....

CONTROL CHART FOR SAMPLING OF INDIVIDUAL SLIP

District : Name and Location Code Y

Taluk Non City urban of District city*

Sex F Random No. (Sample Pigeon-hole) 7

Category	*Age-group*	*No. of slips*	*Start P.H. No.*	*No. of slips in sample*	*Remarks*
1	2	3	4	5	6
I	0—14	153	1	15	
	15—19	524	4	53	
	20—24	437	8	43	
	25—29	308	5	31	
	30—39	296	3	30	
	40—49	252	9	25	
	50—59	231	1	23	
	60+	185	2	18	
	ANS	69	7	7	
	Total	2,455		245	
II	0—14	89	6	9	
	15—19	626	5	63	
	20—24	473	1	48	
	25—29	310	4	31	—2 M.K.
	30—39	255	4	26	
	40—49	238	9	23	
	50—59	191	7	20	
	60+	82	8	8	
	ANS	50	10	5	
	Total	2,324		233	
III	0—14	37	10	3	
	15—19	15	7	2	
	20—24	3	2	..	
	25—29	23	5	3	
	30—39	16	8	1	
	40—49	..	4	..	
	50—59	4	4	1	
	60+	15	8	1	
	ANS	7	3	1	+1 M.K.
	Total	120		12	
IV	0—14	27	10	..	
			and so on.....		

*Strike off whichever is not applicable

Signature of Supervisor M.K. .....

Dated 3rd May 1971

Signature of Sampler G.K. .....

Dated 2nd May 1971

ANNEXURE 2

NO. OF SLIPS AS PER SAMPLER AND PCA

District Y

Location code of the Operational Unit X

Sex.....

Category	*Age-group*	*No. of slip as per*		*Supervisor's initials*
		PCA	*Sampler*	
1	2	3	4	5
II	25-29	312	310	M.K.
III	40-49	6	7	M.K.

PART B—INSTRUCTIONS TO SUPERVISING OFFICIAL

1. GENERAL

1.1. *Need for mastering the Instructions to the Sampler.*—A procedure for the selection of 10 per cent sample of Individual Slips for the rural areas is set out in Part A of the Instructions. You should master these instructions so that you will be able to give on the spot guidance to the sampler and to exercise effective supervision over his work.

1.2. *Need for effective supervision and for correcting the discrepancies on the spot.*—The instructions to the sampler are straight forward and will proceed smoothly as long as no discrepancy as described in step 4 of Part A is encountered. Considering the care with which PCA sorting is to be made, it is expected that such discrepancies will be very infrequent unless the sampler is allowed to slip up on his job. Whenever a discrepancy arises, the Sampler has been asked to bring it to your notice and rectify it in your presence. After the discrepancies are rectified and the necessary corrections etc., are carried out at relevant places, you should initial in col. 6 of the Control Chart and in col. 5 of the form giving the "No. of slips as per Sampler and PCA" (Annexure 2).

1.3. *Need for intensive supervision in the initial stage of the operation.*—The Sampler may take some time to come into the groove and hence you should watch his work closely at first till you are confident that he has mastered the procedure of sample selection. Only then you should resort to periodic supervision.

2. SUPERVISION DURING SAMPLE SELECTION

2.1. Since the Individual Slips in the bundles are not serially numbered only a few overall internal consistency checks are possible based on cols. 3, 4 and 5 of the Control Chart. These are set out in the following steps:—

Step 1.—When the bundles of slips are received by the Sampler, it may sometimes happen that a few age-group bundles do not bear the total number of slips on the back. If so, the Sampler has been asked to get this number from the officials concerned.

Step 2.—The Cols. 3, 4 and 5 of the Control Chart are inter-related with one another which provide you with the first consistency check. Before checking up their consistency you should make sure that the corrections indicated in col. 6 have been incorporated appropriately in cols. 3 and 4 as this is important for maintaining the continuity of the procedure over the entire Operational Unit. Note that a correction indicated in col. 6 of a line will result in the modification of the number in col. 3 of the same line and the number in col. 4 of the next line.

Step 3.—You may see from the example given below in step 4 that the number in col. 4 of any line is obtained by adding the number in col. 4 of the previous line to the number in the unit place of the figure in col. 3 of the same line. Since the sample selection is a continuous process for the entire operational unit, this besides indicating the No. of the pigeon-hole where the first slip of any bundle will fall (along with the Marker) facilitates the counting of the slips falling in the sample pigeon-hole for any particular age-group within a category. Hence while checking is the work of the sampler you should see whether the progression of the numbers in Col. 4 conforms strictly to the rule given above.

Step 4.—If the progression of the numbers in col. 4 is smooth the sampling process should also normally progress correctly. But this is not sufficient to ensure the accuracy of the

sample selection. You should therefore, check also whether the number of slips collecting in the sample pigeon-hole for any age-group is according to expectation. At this stage, while sampling from an Operational Unit is going on, the expected number of sample slips for any age-group that you are checking, can be calculated quickly by the method given below. To fix ideas this has been explained in the form of an example.

Suppose the Sampler has sorted out the age-group bundles for categories I, II and III of an Operational Unit *X*, whose Random No. is '7', and has filled in the Control Chart as in Cols. 1 to 6 of the table on page 87.

Control Chart						Supervisor's calculation		
Category	Age-group	No. of slips	Start P.H. No.	No. of slips in sample	Remarks	No. of the first sample slip	No. of the last sample slip	Expected No. of sample slips
1	2	3	4	5	6	7	8	9
I	0—14	153	1	15		7	147	15
	15—19	524	4	53		4	524	53
	20—24	437	8	43		10	430	43
	25—29	308	5	31		3	303	31
	30—39	296	3	30		5	295	30
	40—49	252	9	25		9	249	25
	50—59	231	1	23		7	227	23
	60+	185	2	18		6	176	18
	ANS	69	7	7		1	61	7
	Total	2,455		245		7	2,447	245
II	0—14	89	6	9		2	82	9
	15—19	626	5	63		3	623	63
	20—24	473	1	48		7	467	47
	25—29	310	4	31		4	304	31
	30—39	255	4	26		4	254	26
	40—49	238	9	23		9	229	23
	50—59	191	7	20		1	191	20
	60+	82	8	8		10	80	8
	ANS	50	10	5		8	48	5
	Total	2,314		232		2	2,312	232
III	0—14	37	10	3		8	28	3
	15—19	15	7	2		1	11	2
	20—24	3	2	..		..	..	..
	25—29	23	5	3		3	23	3
	30—39	16	8	1		10	10	1

To check the No. of slips from any age-group recorded in col. 5 it is necessary to find out the serial numbers of the first slip and the last slip that go into the Sample Pigeon-hole. There is a simple procedure to do so quickly. Though actually the slips are not serially numbered assume for a moment that the *slips have all been numbered serially within each age-group according to the order of their arrangement at the time of their receipt by the Sampler.* Then the method given below gives straight away the serial number of the first slip falling in the sample in any age-group. There are two cases to be recognised. Let the Random number be represented by 'R' and the start pigeon-hole No. by 'P'.

Then the serial number of first slips falling in the sample in any age-group can be derived as follows :

For the given Operational Unit you know that the Random number (R) is fixed. Hence for the Operational Unit on hand (1+R) is also fixed (in the example given in the table above 1+R=1+7=8).

The serial number of the first slip falling in the sample pigeon-hole for any age-group will then be given by substracting the number in col. 4 from 1+R (=8 in the illustration). If the difference is a positive number, it gives straight away the required Serial Number of the first sample slip. On the other hand if the difference is '0' or negative, add '10' so that the resultant gives the required serial number.

For example, (i) for the age-group 15—19 of Category I, P=4 which is less than 1+R=8 therefore the Serial No. of the first sample slip=(8.9)+10=—1+10=9.

(ii) For the age-group 40—49 of Category II, P=9 which is greater than 1+R=8. Therefore the serial No. of the first sample slip=(8—9)+10=—1+10=9.

(iii) For the age-group 20—24 of Category I, P=8 which is equal to 1+R=8. Therefore the Serial No. of the first sample slip=(8—8)+10=10.

The method given above for finding the Serial No. of the first sample slip is general and can be applied to any age-group and for any Random number. Only you should remember that given an Operational Unit the value of (1+R) becomes fixed for that Operational Unit. The other figure which is required for the purpose is the start pigeon-hole No. 'P' which is derived from the basic figure recorded in col. 3 of a line. Consequently, the required calculation which is easily made for each line provides an independent, on-the-spot, check while the sampler is at his work.

It may sometimes happen that the number of slips in a particular age-group is so small that no slip falls in the sample pigeon-hole. For example in the age-group 20—24 of category III the start pigeon-hole number is 2 and the number of slips in the age-group are only 3. Hence no slip would fall in the sample pigeon-hole number 7. Hence a '—' is put in col. 5 against this age-group to indicate this fact (*vide* Part A, Section 2, Step 6). Having checked that there are no sample slips from this age-group, you pass on to the other age-groups in the usual way.

Knowing the serial number of the first sample slip the serial No. of the last sample slip for any age-group is determined as follows :—

(i) The digit in the unit place of this No. will be the same as the serial No. of the first sample slip.

(Note, however, that if the serial No. of the first sample slip is 10, then digit in the unit place of the last sample slip will be '0').

(ii) The difference between the total No. of slips in the age-group and the Sl. No. of the last sample slip must be less than 10. For example, for age-group 25—29 of category I where the total No. of slips is 308 since the Sl. No. of the first sample slip is 3, the Sl. No. of the last sample slip is 303—ending in 3. The difference is 308—303=5 which is less than 10. Again for the age group 20—24 of category I the total No. of slips is 437 and the serial No. of the first sample slip is 10. Hence the serial No. of the last sample slip is 430 ending in '0' and the difference 437—430=7 is less than 10. Once the serial No. of the last sample slip is also known the expected total No. of slips (E) falling in the sample from any age-group is at once given by

$$E=\frac{\text{Sl. No. of last sample slip} - \text{Sl. No. of first sample slip}}{10}+1.$$

To illustrate, you may observe from col. 9 of the table on page 14 that for,

(i) Age-group 20—24 of Category I,

$$E=\frac{430-10}{10}+1=43 \text{ and}$$

(ii) Age-group 25-29 of Category I,

$$E=\frac{303-3}{10}+1=31.$$

Step 5.—If the No. of sample slips in respect of an age-group as recorded by the sampler in col. 5 does not tally with the expected sample size, count the sample slips again. If the difference still persists combine the sample and non-sample slips for that particular age-group and re-sort them. Keep the slips relating to the subsequent age-groups and/or categories undisturbed. If such a mistake occurs more frequently than once or twice in an Operational Unit say, you will have to take steps to sort out all the slips of the entire Operational Unit over again. Hence it is essential for you to check the performance of the sampler frequently during the day so that the mistakes are rectified before the sampler has proceeded far.

Step 6.—In addition to checking the No. of slips falling in the sample pigeon-hole, it is also desirable to check the No. of slips falling in the non-sample pigeon-holes also occasionally (one at a time may suffice but not the same non-sample pigeon-hole every time) to see that the sample selection process is well under control.

3. Overall checks after the sample selection is completed for the entire operational unit.

In a large-scale operation such as this, in spite of close supervision and checking the various columns of the Control Chart frequently, it is likely that some mistake may persist. You are, therefore, required to search for mistakes in the sample selection also at the completion of each Operational Unit.

Step 1.—Check whether you have received from the sampler the sample slips in respect of all the age-bundles of the operational unit. If you observe that some bundle(s) has (have) been omitted from sorting, sort it (them) now in continuation of the bundle last sorted for the operational unit.

Step 2.—Though you check the various columns of the Control Chart for consistency, when the sampling process is on, you may not have time to check all the entries of every line in the Control Chart. Now that all the material have been handed over to you by the Sampler for scrutiny, quickly check the relevant entries of all the lines of the Control Chart for consistency as has already been explained in Section 2, step 4 above and take appropriate measures to remove inconsistencies, if any. The table in Section 2, step 4 has been shown only for the sake of easy illustration. Once the method is understood the calculations are simple enough to be handled orally. The No. of sample slips given in Col. 5 of Control Chart can be checked and ticked off straight away, making use of a sheet of paper for rough calculations without the need for the preparation of a table as given in the illustration.

Step 3.—Total up the entries in Col. 3 and Col. 5 respectively for each category. Record the resultant in the space left blank after each category and then verify whether the actual sample size from each category shown by Col. 5 agrees with the expected sample size to be independently derived. For any category as a whole the serial No. of the first sample slip will be the same as the serial No. of the first sample slip of the first age-group that had been taken for sampling, *i.e.*, age group 0—14. The total No. of slips in the category is given by the total you have recorded in Col. 3 for that category. The serial No. of the last sample slip from this category can then be found out as explained in Section 2, step 4 for each age-group. Then the expected sample size (E) in respect of any category will be given by :

$$E = \frac{\text{(Sl. No. of the last sample slip for the category)} - \text{(Sl. No. of the first sample slip for the category).}}{10} + 1.$$

If a systematic check on the sample size is made category by category there may not be any necessity for an over-all check of the sample size at the Operational Unit level. However, if the situation warrants it, you may do so as indicated below :

For the entire Operational Unit add up the sub-totals for the categories in Cols. 3 and 5 respectively and find 'E' as

$$E = \frac{\text{(Sl. No. of the last sample slip for Operational Unit.)} - \text{(Sl. No. of first sample slip for Operational Unit Random No.)}}{10} + 1.$$

PROCEDURE FOR THE SELECTION OF THE 20% URBAN SAMPLE OF INDIVIDUAL SLIPS.

PART—A

INSTRUCTIONS TO THE SAMPLER

1. General Information

1.1. *Operational Unit*:—After the completion of sorting for the PCA the Individual Slips would have been collected separately by sex age-group and industrial category for the following three sub-regions of each district within a State:—

(*a*) Taluk.

(*b*) Non-city/District.

(*c*) City.

For purposes of sample selection, these three sub-divisions will be defined as "Operational Units" (O.U.). The slips relating to either the non-city urban part of a district or the city will be given to you for selection of the 20 per cent urban sample of individual slips. In what follows whenever a reference is made to the operational unit, it relates only to the non-city urban/city of a district.

1.2. *Sampling separately for each sex*:—*At a time* you will take on hand slips relating to *one sex only*, either male or female, for *one* entire operational unit.

1.3. *Industrial Category and Age-groups*:—You will receive 11 overall bundles of slips representing the ten Industrial categories one by one for the sake of operational convenience. Within each Industrial Category there will be nine smaller bundles relating to the nine age-groups 0—14, 15—19, 20—24, 25—29, 30—39, 40—49, 50—59, 60+and "Age not stated".

1.4. *Sampling Continuous in each O.U.*—Sample selection will be one continuous operation for the entire Operational Unit on hand flowing from one Industrial Category to another and within each industrial category from one age-group to another.

1.5. *Completeness of Records to be sampled*:—As soon as you receive the slips for one category you should check whether the bundle for all the age-groups are present. At the end of sample sorting for the Operational Unit you should also satisfy yourself that all the categories are exhausted.

1.6. *Material needed for sampling*:—At the start of the sampling operation, you will be provided with the following material besides the slips to be sampled:—

(i) Blank forms of a Control Chart (*vide* Annexure 1) which will aid you in continuing the process of sample selection as accurately as possible.

(ii) Four boxes two of which to keep in safe custody the bundles of the ten categories received before sample selection and the other two to collect separately the sample bundles and the non-sample bundles separately.

(iii) A sex-wise list of random numbers associated with each Operational Unit in the state. The random number associated with any Operational Unit identifies the pigeon-hole the slips falling in which will constitute the sample of slips from that Operational Unit.

(iv) A long piece of card-board called 'Marker' of length slightly greater than the depth of a pigeon-hole to identify the particular pigeon-hole in which the first slip of the next bundle is to be placed. Its use will be clear when you come to step 3.

(v) A form entitled 'No. of slips as per Sampler and PCA' (*vide* Annexure 2) with columns to enter the following details: Sex, location code of Operational Unit, Industrial Category, age-group, No. of slips as per PCA and No. of slips as per Sampler. Its use is explained in Step 4.

1.7. *Check on the No. of slips in each age-group bundle.*—You will note that at the back of the last slip of each age-group bundle, the total number of slips in that bundle have been indicated along with the location code of the Operational Unit and the related sex. If these details are not indicated, particularly the total No. of slips, get it entered from the PCA total through the persons concerned.

2. STEPS IN THE PROCEDURE FOR THE SELECTION OF 20 PER CENT SAMPLE.

2.1. Before starting with the sample selection label the pigeon-holes serially from 1 to 5.

Step 1.—Take a sheet of the Control Chart. Fill in the identification particulars at the top. The random number associated with the Operational Unit on hand is to be taken from the list of random numbers referred to in item (iii) para 1.6 above. Insert "I" in the first line of Col. 1 of the Control Chart to indicate that you are now going to operate with slips of Category I.

Step 2.—Since there are only nine age-group bundles in a category you may proceed with the sample sorting in the serial order of the age-groups namely 0—14, 15—19, 20—24,..... 60+and age not stated.

(*a*) Take the first age-group bundle from Category I. Record the related age-group in Col. 2 of the first line of the control chart. Fill in Col. 3 of the control chart the number of slips in that bundle from the back of that bundle. If this is not entered at the back of the bundle obtain this information from the officers concerned through your supervisor as stated in para 1.7 above.

Record '1' in Col. 4 of the first line to indicate that the first slip of the bundle on hand will be placed in the first pigeon-hole.

(*b*) Add the number '1' recorded in Col. 4 to the number in the unit digit of Col. 3. If this addition results in a number either less than or equal to 5, record it in Col. 4 of the next line. On the other hand if the number is greater than '5' subtract '5' from it and record the difference in Col. 4 of the next line. For example if the sum is 1+8=9. You should record in Col. 4 of next line only 9—5=4 and not '9'. If the sampling operation which you are going to start, proceeds accurately the number you have recorded in Col. 4 of the next line identifies the pigeon-hole in which the first slip of the next age-group bundle will be put. Since sample sorting is one continuous operation, you have to maintain this continuity from one age-group to another and also from one Industrial Category to another within the same Operational Unit.

Step 3.—Distribute the slips of the bundle one by one into the pigeon-holes starting from the first pigeon-hole.

After exhausting all the slips in the bundle in this way, place the 'Market' [*vide* item (iv) para 1.6] in the next pigeon-hole. While picking up the 'Marker', it is likely that you forget the number of the pigeon-holes in which it is to be placed. In order to avoid this possible

confusion, it will be preferable to place one hand in the concerned pigeon-hole while you are picking up the 'Marker' with the other hand. This 'Marker' helps to remind you that the first slip of the next bundle should be put into that pigeon-hole only. If the number of this pigeon-hole tallies with the number you have already recorded in Col. 4 of the next line in the Control Chart, the sampling process has gone on accurately and you can proceed to step 5. If this is not so, go to step 4.

Step 4.—Discrepancy can arise in four ways:

(i) Defective sorting because more than one slip has gone into one pigeon-hole or pigeon-holes at a time.

(ii) The total number of slips in an age-group as shown in Col. 3 of the Control Chart is different from the actual number of slips in the bundle.

(iii) A combination of both (i) and (ii).

(iv) The first slip of the bundle on hand has not been placed in the appropriate pigeon-hole.

Your first job is to count the total number of slips that you have distributed in the pigeon-holes. Count the slips pigeon-hole by pigeon-hole, without mixing the slips of one pigeon-hole with those of another. Record the numbers on a piece of paper and add them up. A point to note here is that if the slips have been distributed into the pigeon-hole one by one you will find that the number of slips in any two pigeon-holes will either be equal or differ by at most *one* only.

If the total number of slips that you have counted tallies with the number given in Col. 3 of the control chart and the difference between the number of slips in any two pigeon-holes is greater than one, then the reason for the discrepancy is obviously (i) above. All you have to do in this case is to collect all the slips together and re-distribute them one by one into the pigeon-holes taking care to put the first slip in the appropriate pigeon-hole indicated by the number in Col. 4 of the Control Chart for this age-group.

If the total number of slips that you have counted is different from the corresponding total in Col. 3 of the Control Chart and the difference between the number of slips in any two of the pigeon-holes is not greater than one, record the actual number you have counted and the number as per Col. 3 of the Control Chart in the slip entitled "No. of slips as per Sampler and PCA" provided to you for the purpose [*vide* item (v) para 1.6]. Remember also to correct the number of slips in Col. 3 of the Control Chart and the number in Col. 4 of the next line appropriately. Enter next in the 'Remarks column' the increase or decrease in the number of slips according to your counting with the '+' or '—' sign attached to it. In this case no re-sorting will be necessary and you can directly proceed to step 5.

If the discrepancy is of the third variety then collect the slips together and re-distribute them one by one into the pigeon-holes taking care to place the first slip in the appropriate pigeon-hole as indicated by the number in Col. 4 of the Control Chart. In this case also you should remember to make the appropriate correction in Cols. 3 and 4 of the Control Chart and record the change in Col. 6. In addition suitable entries are also to be made in the form for "No. of slips as per Sampler and PCA".

The discrepancy of the fourth variety can occur only when you have not placed the first slip of the bundle on hand in the appropriate pigeon-hole as indicated by the number in Col. 4 of the Control Chart. In this case also you have to collect the slips together and re-sort them correctly. Having done this you may proceed to step 5.

Remember that in the case of discrepancies of types (ii) and (iii) you should first report the matter to the Supervisor and make the necessary changes in his presence.

Step 5.—As has been mentioned earlier, the random number identifies for you the two pigeon holes from which sample slips have to be extracted. *Take out first the slips that have been collected in the two sample pigeon-holes.* Count the number of sample slips and record the number in Col. 5 of the Control Chart. Tie them up with rubber band, record the No. of slips along with the location code of the Operational Unit, sex, category and age-group at the back of the last slip, and put the bundle safely in the box you have identified as the sample box (*vide* item (ii) para 1.6).

Only after securing the sample slips safely you should collect the slips in the other pigeon-holes all together, put a rubber band around them and place this bundle in the box identified as 'Non-sample box'. *While doing this, you should not disturb the 'Marker' from its position.*

Step 6.—Take up now a bundle for the next age-group Record the age-group in Col. 2 and number of slips in this bundle in Col. 3 of the Control Chart. Then repeat operations explained in Steps 2-5 till at the age-group bundles of Category I are exhausted. Remember that from the line 2 of the Control Chart onwards the entry in Col. 4 will be any number between 1 and 5 depending on the entries in Cols. 3 and 4 of the preceding line. If on adding the entry in Col. 4 to the digit in the unit place of the entry in Col. 3 of any line, you get a number less than or equal to 5, record it in Col. 4 of the next line. If the number is greater than 5 but less than or equal to 10, subtract 5 from it and record the difference in Col. 4 of the next line. For example, if the number is 9, 9—5=4 should be entered in Col. 4 and not 9. On the other hand, if the number is greater than 10, enter only the digit in the unit place of this number in Col. 4. If no slip from an age-bundle falls in the sample pigeon-hole, put '—' in Col. 5 of the Control Chart against that age-bundle (*vide* Category III Age-group 25—29). Again if an age-group is not represented in a category, enter a '—' in Cols. 3 and 5 (*vide* Category III Age-group 42—49). Col. 4 of the next line will then be filled in both these cases as before. You should, however, remember that a '—' in Col. 3 denotes that the number there is 'O'. Note further that the first slip of the second age-group bundle and that of any subsequent bundle will be placed in the pigeon-hole which contains 'Marker' (also indicated by the number in Col. 4 of the Control Chart against the related age-group). As you go on from one bundle to the other, the placement of the 'Marker' will automatically decide the pigeon-hole in which the first slip of any particular bundle is to be put and hence you should be very careful in using the 'Marker'.

Step 7.—After exhausting all the age-group bundles in Category I, as in step 2—6, you will take age-group bundles of category II one by one, repeat steps 2—6 and go on till all the categories are exhausted.

Step 8.—As soon as all the categories of the Operational Unit are exhausted, the bundles in the sample and non-sample boxes should be handed over to the supervisor along with the filled in Control Chart and the slip recording the changes in PCA totals for further action. And now you are ready to take on hand another Operational Unit and to follow the procedure given in steps 1-8 over again.

3. Precautions to be observed while stopping work any time during the day or at the end of the day.

3.1. With a view to ensure the accuracy of the sampling procedure you have to observe certain further precautions.

(i) It is likely that during the day you may have legitimately to stop work and resume it after a few minutes. If you just stop wherever you are in the midst of sorting of a particular age-group, you are likely to forget in which pigeon hole was the previous slip part. To avoid this it is, as far as possible, preferable to complete the age-group on hand place the 'Marker' in the relevant pigeon hole, before stoping to attend to other matters for which you were disturbed. If the matter is urgent that you cannot wait till the completion of the entire age-group, it will be the safest practice to continue placing the slips till you cover the 5th pigeon hole and stop only then. If this is observed as a routine, you will always remember that the first slip after resumption is to be placed in the *first* pigeon-hole. This should apply even when somebody or the other comes to speak to you.

(ii) While breaking for the day you should invariably make it a point to complete the age-group you have on hand so that you start with a fresh age-group the next day. While starting work the next day the col. 4 of the Control Chart will indicate for you the No. of the pigeon-hole in which the first slip should be put.

4. SUMMARY OF INSTRUCTION TO THE SAMPLER

General.—Take at a time bundles relating to one Operational Unit and one sex only for sample selection.

Step 1.—Fill in identification particulars at the top of the Control Chart. Enter '1' in the first line col. 1 of the chart.

Step 2.—(A) Take one age-group of category I. Enter the age-group in col. 2. Enter No. of slips in that bundle in col. 3 Record '1' in col. 4.

(B) Add '1' in col. 4 to the number in the unit place of the figure in col. 3. Enter this number in col. 4 of the next line, if this number is less than or equal to 5. If this number is greater than '5' subtract '5' and enter only the difference in col. 4 of the next line.

Step 3.—Distribute the slips one by one in the pigeon-holes starting from the first pigeon-hole. After exhausting all the slips place 'Marker' in the next pigeon-hole. Check whether the number of this pigeon-hole tallies with the No. you have recorded in col. 4 of next line. If so go to step 5. If not, go to step 4.

Step 4.—In case of discrepancy, count the No. of slips in each pigeon-hole without mixing up the slips of one pigeon-hole with another and add them up. If this total tallies with the No. in col. 3, collect all the slips, re-sort them back into the pigeon-holes one by one, taking care to start from the appropriate pigeon-hole and go to step 5. If the No. of slips is indeed different, correct cols. 3 and 4 appropriately and record relevant details in the form "No. of slips as per Sampler and PCA". Also record in col. 6 (Remarks) the increase or decrease with a '+' or '—' sign. If the difference between the No. of slips in any two pigeon-holes is greater than 1 collect all the slips together, re-sort and then go to step 5, on the other hand, if the difference is either '0' or '1', no resorting is necessary and go directly to step 5.

Step 5.—First take out the slips from the sample pigeon-holes. Count this number and record in col. 5 of Control Chart. Tie them up with a rubber band, record the No. of slips along with location code of the O.U., Sex, Category and age-group at the back of the last slip and place the bundle in the sample box.

Collect, then the non-sample slips together from the other pigeon-holes, bundle them up with a rubber band and place the bundle in the non-sample box. *While doing this do not disturb the Marker.*

Step 6.—Take the bundle for the next age-group. Repeat Steps 2-5. Add the number in col. 4 to the number in the unit place of the entry in col. 3. Enter the sum in col. 4 or next line if it is less than or equal to 5. If it is greater than 5, but less than or equal to 10, subtract 5 and record only the difference in col. 4 of next line.

In case the number is greater than 10 enter only the digit in the unit place of the sum in col. 4 of the next line. The first slip of this bundle will be placed in the pigeon-hole containing the 'Marker'.

Step 7.—After exhausting all the age-group bundles of Category I, go to bundles of Category II and so on till the categories are exhausted.

Step 8.—After exhausting all the categories of one Operational Unit hand over the sample bundles and non-sample bundles separately to the Supervisor. Then take up the next Operational Unit.

ANNEXURE I

Control Chart for Sampling of Individual Slip

Page No. .....

District: Name and Location Code — A

Taluk	Non City	Urban of District	City * B
Sex	M	Random No.	[Sample Pigeon-hole]

Category	Age-group	No. of Slips	Start P.H. No.	No. of slips in Sample	Remarks
1	2	3	4	5	6
I	0—14	123	1	24	
	15—19	354	4	71	
	20—24	437	3	88	
	25—29	298	5	59	
	30—39	306	3	61	
	40—49	252	4	51	
	50—59	131	1	26	
	60+	125	2	25	
	A.N.S.	79	2	16	
	Total	2,175		481	
II	0—14	59	1	12	
	15—19	436	5	87	
	20—24	373	1	74	+2 L.S.
	25—29	270	4	54	
	30—39	235	4	47	
	40—49	208	4	42	
	50—59	171	2	34	
	60+	62	3	13	
	A.N.S.	40	5	8	
	Total	1,854		371	
III	0—14	37	5	7	
	15—19	13	2	3	
	20—24	5	5	1	
	25—29	2	5	..	
	30—39	3	2	1	
	40—49	..	5	..	
	50—59	1	5	..	
	60+	7	1	1	
	A.N.S.	2	3	1	
	Total	70		14	
IV	0—14		5		

and so on.....

*Strike off whichever is not applicable.

K.S.
Signature of Supervisor .....
Dated 6th June, 1971

L.S.
Signature of Sampler .....
Dated 5th June, 1971

ANNEXURE 2

NO. OF SLIPS AS PER SAMPLER AND PCA

Sex: M Location code of the Operational Unit : A/B

Category	Age-group	No. of slips as per		Supervisor's initials
		PCA	Sampler	
1	2	3	4	5
II	20—24	371	373	L.S.

PART—B

INSTRUCTIONS TO SUPERVISING OFFICIAL

1. General

1.1. *Need for mastering the Instructions to the Sampler.*—A procedure for the selection of 20 per cent sample of Individual Slips for the urban areas is set out in Part-A of the Instructions. You should master these instructions so that you will be able to give on the spot guidance to the Sampler and to exercise effective supervision over his work.

1.2. *Need for effective supervision and for correcting discrepancies on the spot.*—The instructions to the sampler are straight forward and will proceed smoothly as long as no discrepancy as described in Step 4 of Part-A is encountered. Considering the care with which PCA sorting is to be made, it is expected that such discrepancies will be very infrequent unless the sampler is allowed to slip up on his job. Whenever a discrepancy arises, the Sampler has been asked to bring it to your notice and rectify it in your presence. After the discrepancies are rectified and the necessary corrections, etc., carried out at relevant places, you should initial in Col. 6 of the Control Chart and in Col. 5 of the form giving the "No. of slips as per sampler and PCA" (Annexure 2).

1.3. *Need for intensive supervision in the initial stages of the operation.*—The sampler may take some time to come into the groove and hence you should watch his work closely at first till you are confident that he has mastered the procedure of sample selection. Only then you should resort to periodic supervision.

2. *Supervision during Sample Selection*

2.1. Since the Individual Slips in the bundles are not serially numbered only a few overall internal consistency checks are possible based on Cols. 3, 4 and 5 of the Control Chart. These are set out in the following steps :

Step 1.—When the bundles of slips are received by the Sampler, it may sometimes happen that a few age-group bundles do not bear the total number of slips on the back. If so, the Sampler has been asked to get this number from the officials concerned.

Step 2.—The Cols. 3, 4 and 5 of the Control Chart are inter-related with one another which provide you with the first consistency check. Before checking up their consistency you should make sure that the corrections indicated in Col. 6 have been incorporated appropriately in Cols. 3 and 4 as this is important for maintaining the continuity of the procedure over the entire Operational Unit. Note that a correction indicated in Col. 6 of a line will result in the modification of the number in Col. 3 of the same line and number in Col. 4 of the next line.

Step 3.—You may see from the example given below in step 4, that the number in Col. 4 of any line is obtained by adding the number in Col. 4 of the previous line to the number in the unit place of the figure in Col. 3 of the same line. Since the sample selection is a continuous process for the entire operational unit, this besides indicating the No. of the pigeon-hole where the first slip of any bundle will fall (alongwith the Marker) facilitates the counting of the slips falling in the sample pigeon-hole for any particular age-group within a category. Hence while checking the work of the sampler you should see whether the progression of the numbers in Col. 4 conforms strictly to the rule given above.

Step 4.—If the progression of the numbers is Col. 4 is smooth the sampling process should also normally progress correctly. But this is not sufficient to ensure the accuracy of

the sample selection. You should, therefore, check also whether the number of slips collecting in the sample pigeon-hole for any age-group is according to expectation. At this stage, while sampling for an Operational Unit is going on, the expected number of sample slips for any age-group that you are checking, can be calculated quickly by the method given below. To fix ideas this has been explained in the form of an example.

Suppose the Sampler has sorted out the age-group bundles for categories I, II and III of an Operational Unit *X*, whose Random No. is 2, and has filled in the Control Chart as in Cols. 1 to 6 of the following table:

Control Chart						Supervisor's calculation		
Category	Age-group	No. of slips	Start P.H. No.	No. of slips in sample	Remarks	No. of the first sample slip	No. of the last sample slip	Expected No. of sample slips
1	2	3	4	5	6	7	8	9
I.	0—14	423	1	84		2	422	85
	15—19	354	4	71		4	354	71
	20—24	437	3	88		5	435	87
	25—29	298	5	59		3	298	60
	30—39	306	3	61		5	305	61
	40—49	252	4	51		4	249	50
	50—59	131	1	26		2	127	26
	60+	125	2	25		1	121	25
	ANS	79	2	16		1	76	16
	TOTAL	2,405		481		2	2,402	481
II.	0—14	59	1	12		2	57	12
	15—19	436	5	87		3	433	87
	20—24	373	1	74		2	372	75
	25—29	270	4	54		4	269	54
	30—39	235	4	47		4	234	47
	40—49	208	4	42		4	204	41
	50—59	171	2	34		1	171	35
	60+	62	3	13		5	60	12
	ANS	40	5	8		3	38	8
	TOTAL	1,854		371		2	1,852	371
III.	0—14	37	5	7		3	33	7
	15—19	13	2	3		1	11	3
	20—24	5	5	1		3	3	1
	25—29	2	5	..		..	..	..
	30—39	3	2	1		1	1	1

To check the No. of slips from any age-group recorded in Col. 5 it is necessary to find out the serial number of the first slip and the last slip that go into the Sample Pigeon-hole. There is a simple procedure to do so quickly. Though actually the slips are not serially numbered assume for a moment that the *slips have all been numbered serially within each age-group according to the order of their arrangement at the time of their receipt by the Sampler.* Then the method given below gives straight away the serial number of the first slip falling in the sample in any age-group. There are two cases to be recognised. Let the Random Number be represented by 'R' and the Start Pigeon-hole No. by 'P'.

Then the serial number of the first slip falling in the sample in any age-group can be derived as follows :

For the given Operational Unit you know that the Random number (R) is fixed. Hence for the Operational Unit on hand (1+R) is also fixed. (In the example given in the table above 1+R=1+2=3).

The serial number of the first slip falling in the sample pigeon-hole for any age-group will then be given by subtracting the number in col. 4 from 1+R (—3 in the illustration).

If the difference is a positive number, it gives straight away the required serial number of the first sample slip. On the other hand if the difference is '0' or negative add '5' so that the resultant gives the required serial number.

e.g. (i) For the age-group 60+ of Category I, P=2 which is less than 1+R=3. Therefore, the serial No. of the first sample slip=3—2=1.

(ii) For the age-group 15—19 of Category I, P=4 which is greater than 1+R=3. Therefore the serial No. of the first sample slip=(3—4)+5=—1+5=4.

(iii) For the age-group 20—24 of Category I, P=3 which is equal to 1+R=3. Therefore, the serial No. of the first sample slip=(3—3)+5=5.

The method gives above for finding the serial No. of the first sample slip is general and can be applied to any age-group and for any Random Number. Only you should remember that given an Operational Unit the value of (1+R) becomes fixed for that Operational Unit. The other figure which is required for the purpose is the start pigeon-hole No. 'P' which is derived by the sampler from the basis figure recorded in col. 3 of a line. Consequently, the required calculation which is easily made for each line provides an independent on the spot check while the sampler is at his work.

It may sometimes happen that the number of slips in a particular age-group is so small that no slip falls in the sample pigeon-hole. For example in the age-group 25-29 of category III the start pigeon-hole number is 5 and the number of slips in age-group are only 2. Hence no slip would fall in the sample pigeon-hole number 4. Hence a '—' is put in col. 5 against this age-group to indicate this fact (*vide* Part A, Section 2, Step 6). Having checked that there are no sample slips from this age-group you pass on to the other age-groups in the usual way.

Knowing the serial number of the first sample slip, the serial No. of the last sample slip for any age-group is determined as follows :

(i) The unit-digit of this No. will be the same as the serial No. of the first sample slip or this No. plus 5.

(ii) The difference between the total No. of slip in the age-group and the Sl. No. of the last sample slip must be less than 5. For example, for age-group 25-29 of category I where the total No. of slips is 298 since the Sl. No. of the first sample slip is 5, the Sl. No. of the last Sample Slip is 295 ending in 5. The difference is 298—295=3 which is less than 5. Again for the age-group 20—24 of category I the total No. of slips is 437 and the serial No. of the first sample slip is 2. Hence the serial No. of the last sample slip is 437 ending in 7 and the difference 437—437=0 less than 5. Once the serial No. of the last sample slip is also known the expected total No. of slips (E) falling in the sample from any age-group is at once given by

$$E = \frac{\{\text{Sl. No. of last sample slip}\} - \{\text{Sl. No. of first sample slip}\}}{5} + 1$$

To illustrate, you may observe from col. 9 of the table on page 108 that for

(i) Age-group 20—24 of Category I,

$$E = \frac{437-2}{5} + 1 = 88$$

(ii) Age-group 25-29 of Category I,

$$E = \frac{295-5}{5} + 1 = 59$$

Step 5.—If the No. of sample slips in respect of an age-group as recorded by the Sampler in col. 5 does not tally with the expected sample size, count the sample slips again. If the difference still persists, combine the sample and non-sample slips for that particular age-group and re-sort them. Keep the slips relating to the subsequent age-groups and/or categories undisturbed. If such a mistake occurs more frequently than once or twice in an Operational Unit, say, you will have to take steps to sort out all the slips of the entire Operational Unit over again. Hence it is essential for you to check the performance of the sampler frequently during the day so that the mistakes are rectified before the sampler has proceeded far.

Step 6.—In addition to checking the No. of slips falling in the sample pigeon-hole, it is also desirable to check the No. of slips falling in the non-sample pigeon-holes also occasionally (one at a time may suffice but not the same non-sample pigeon-hole every time) to see that the sample selection process is well under control.

3. Overall checks after the sample selection is completed for the entire operational Unit.

In a large-scale operation such as this, in spite of close supervision and checking the various columns of the Control Chart frequently, it is likely that some mistake may persist. You are, therefore, required to search for mistakes in the sample selection also at the completion of each Operational Unit.

Step 1.—Check whether you have received from the sampler the sample slips in respect of all the age-bundles of the Operational Unit. If you observe that some bundle(s) has (have) been omitted from sorting, sort it (them) now in continuation of the bundle last sorted for the Operational Unit.

Step 2.—Though you check the various columns of the Control Chart for consistency, when the sampling process is on, you may not have time to check all the entries of every line in the control chart. Now that all the material have been handed over to you by the Sampler for scrutiny, quickly check the relevant entries of all the lines of the Control Chart for consistency as has already been explained in Section 2, Step 4, above and take appropriate measures to remove inconsistencies, if any. The table in Section 2, step 4 has been shown only for the sake of illustration. Once the method is understood the calculations are simple enough to be handled orally. The No. of sample slips given in col. 5 of control chart can be checked and ticked off straight away making use of a sheet of paper for rough calculations without the need for the preparation of table as given in the illustration.

Step 3.—Total up the entries in col. 3 and col. 5 respectively for each category. Record the resultant in the space left blank after each category and then verify whether the actual sample size from each category shown by col. 5 agrees with the expected sample size to be independently derived. For any category as a whole the serial No. of the first sample slip will be the same as the serial No. of the first sample slip or this No. plus 5 of the first age-group that had been taken for sampling, *i.e.*, age-group 0-14. The total No. of slips in the

category is given by the total you have recorded in col. 3 for that category. The serial No. of the last sample slip from this category can then be found out as explained in Section 2, step 4 for each age-group. Then the expected sample size (E) in respect of any category will be given by:—

$$E = \frac{\{\text{Sl. No. of the last sample slip for the category}\} - \{\text{Sl. No. of the first sample slip for the category}\}}{5} + 1$$

If a systematic check on the sample size is made category by category there may not be any necessity for overall check of the sample size at the Operational Unit level. However if the situation warrants it you may do so as indicated below :

For the entire Operational Unit add up the sub-totals for the categories in cols. 3 and 5 separately and find 'E' as

$$E = \frac{\{\text{Sl. No. of the last sample slip for the Operational Unit}\} - \{\text{Sl. No. of the first sample slip for the Operational Unit}\}}{5} + 1$$

APPENDIX 'A'

IDENTIFICATION CARD

Box Number .....

Number and name of District .....

Name of Operation Unit .....

Category of Worker/Non-worker .....

Age-group .....

Sex .....

Number of slips .....

Signature of Supervisor ..... *Signature of Sorter* .....

Dated..... Dated.....

APPENDIX 'B'

SUPERVISOR'S REGISTER OF BOXES OF SLIPS

Number and Name of District .....

Box No.	Description of Contents					Name of Sorter	Date of sorting for tickets		
	Name of Taluk/ or City/ Non-City/ Urban	Category of worker/ Non-worker	Age-group	Sex	No. of Slips		6(A)	6(B)	7
1	2	3	4	5	6	7	8	9	10

APPENDIX 'C'

RECORD KEEPER'S REGISTER OF BOXES OF SLIPS

Number and Name of District .....

Box No.	Description of contents				Name of Supervisor to whom made over	Remarks
	Name of operational units	Category of worker/ Non-worker	Age-group	Sex	No. of slips	
1	2	3	4	5	6	7	8

APPENDIX 'D'

WORK DONE BY SORTER

Name of Sorter .....

FIRST BOX
(Urban/Rural)

Box Number .....
Number and name of District .....
Name of operational unit .....
Category of worker/Non-worker .....

Sex .....
Age-group .....
Number of slips.....

SECOND BOX (URBAN/RURAL)

Box Number .....
Number and name of District .....
Name of operational unit .....
Category of worker/Non-worker .....

Sex .....
Age-group .....
Number of slips .....

Date	Hours of		Number of box and ticket for which sorted	Date and hour		Time taken	Time allowed	Remarks
	Arr.	Dep.		Begun	Finished			
1	2	3	4	5	6	7	8	9

APPENDIX 'E'

WEEKLY PROGRESS REPORT

Name of Office ..... Number of Sorters.....

Sorter District/Sub-Region	Total No. of Rural/Urban units for which boxes are to be made up	Number of units (a) for which boxes (B) made up				Number of boxes issued		Number of boxes sorted during the week for Sorter's Ticket's		
		Upto date of last return		During the week		To date of last return	During the week			
		A	B	A	B			6(A)	6(B)	7
1	2	3	4	5	6	7	8	9	10	11

APPENDIX—18

EDIT INSTRUCTIONS FOR QUESTIONS IN INDIVIDUAL SLIPS OTHER THAN THOSE COVERED IN THE ANNEXURE CONTAINED IN PART I OF MANUAL OF INSTRUCTIONS FOR SORTING, ETC.

Questions	Edit Instructions
Q. 1, 3, 4, 10, 11, 12, 14, 16:	Refer to instructions in the Annexure to Part I and the Manual of Instructions for sorting.
Q. 2—Relationship to head	Where there is no entry, the person should be considered as "Unrelated".
Q. 5—Marital Status	The entry should be examined with reference to the returns in Q. 2 'Relationship to Head' and Q. 4 'Age' for compatibility. If found inconsistent with the return against Q. 2, it may be edited to agree with that return. If the return against Q. 2 does not give any clue about the marital status and entry is blank against Q. 5, males under 21 and females under 16 be treated as 'Never Married' and all others as 'Married'.
Q. 6—For currently married women only.	(i) If entry in Q. 5 is other than 'M' (Currently married), cross out entries against Q. 6, if any. (ii) Figures against Q. 6 (a) will always be either less than or equal to the figures in Q. 4. If the former exceed the latter, treat 'Age at marriage' as 'Unspecified'.
Q. 7—Birth Place	(i) 'PL' is recorded against Q. 7 (a) and there are entries against (b), (c) and (d); if (b), (c) and (d) entries tally with location code on that slip then put 'X' against (b), (c) and (d); if entries in (b), (c) and (d) do not tally with the location code details on that slip, then cross out 'PL' and record 'Unspecified'. (ii) If entry in Q. 7 (a) is a place name (*i.e.*, not 'PL') and there is no entry in Q. 7 (b), record 'Unspecified' in Q. 7 (b). (iii) If entry in Q. 7 (a) is a palce name (*i.e.*, not 'PL'), and there are entries against(c) and (d), check up the district name from the list of districts of the State concerned. If it does not tally with any of the districts in that State, then put 'Unspecified' against Q. 7(c); If there is no entry in Q. 7 (c), but entry in Q. 7 (d), give the name of the State of enumeration, record against Q. 7 (c); if Q. 7 (c) and Q. 7 (d) are both blank, record 'D' against Q. 7 (c) and 'X' against Q. 7 (d). (iv) If the return against Q. 7 (d) is a Foreign country, and if there are returns against Qs. 7 (a), 7 (b) and 7 (c) or any one or two of them, they should be crossed (deleted). (v) Agglomeration is to be treated as a single unit and if, therefore, any person is born in one constituent of the agglomeration, and enumerated in another, the entry in Q. 7 (a) should be made as 'PL'. (*Special attention should be given to the Agglomeration slips since the above instruction had not percolated to many enumerators.*)
Q. 8 – Last residence	Instructions above in regard to Qs. 7 (a), 7(b), 7(c) and 7 (d) will apply to the sub-parts of this Question.

Questions	Edit Instructions
Q. 9—Duration of residence	(i) The figures against this Question (if any) will always be less than or at best equal to the figure against Q. 4 'age'. If the former exceeds the latter, the figures against Q. 4 be repeated against Q. 9. (ii) If there is no entry in Q. 9 but Q. 7 (a) has entries other than 'PL', then duration of last residence should be treted as 'Unspecified'. If 'PL' is recorded in Q. 7 (a) repeat here the entry against Q. 4.
Q. 13—Educational level	(i) If more than one level has been recorded, strike out the lower one. (ii) If two educational levels, are reported of which one is 'General' and the other 'Technical' and both are of the same standard (*e.g.* Graduate etc.), the 'General level' be struck off and 'Technical level' retained. If, however, general level is higher than technical (*e.g*, M.A., B.Ed.), then the higher level be retained and the lower. although technical, be struck off. Only one level will be coded, hence the above instructions.
Q. 15—Other languages	If the return against Q. 14 in mother-tongue is repeated in this Question, it should be struck off.

ADDENDUM TO ITEM (F)

Literacy (*Qn.* 12)—Page 11 of the Manual of Instructions.

"If the return against Qn. No. 4 (Age) is 4 years or less than 4 years" and the return against Qn. No. 12 (Literacy) is 'L' correct 'L' as "O".

APPENDIX-19

(Sorter's Ticket 8—25 and Compilers Posting Statement 8—31)

SORTER'S TICKET—8 Serial No

Number and Name of District Name of Sorter

Name of Taluk Number of Slips

Category of Worker/Non-worker Sex

Particulars	Age-groups								
	Total	0-4	5-9	10-14	15-19	20-24	25-34	35+	Age not stated
1	2	3	4	5	6	7	8	9	10
I. Illiterate									
II. Total literate and educated persons									
(1) Literate (without educational levels).									
(2) Primary									
(3) Middle									
(4) Matriculation or Higher Secondary.									
(5) Non-Technical Diploma or Certificate not equal to degree.									
(6) Technical Diploma or Certificate not equal to degree.									
(7) Graduate and above .									
Total .									

Tested and passed as correct

Signed.....
(Supervisor)
Dated .....

Signed.....
(Sorter)
Dated .....

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statement 8.

Signed.....
(Compiler-Checker)
Dated .....

Introduction:—From now onwards you will have to sort the 10 per cent Sample slips for rural areas only and the urban slips will be dealt with mechanically. Your Supervisor will give you two boxes of slips, one box will contain male slips and the other female slips. There will be an Identification Card in duplicate (Miscellaneous Sorting Form 1) for the bundles of slips in the box. Normally each box will contain bundles of slips for one industrial category of workers or for non-workers. The Card will contain the following details:—

MISCELLANEOUS SORTING FORM 1

Identification Card

Box No.....

Number and Name of District.....

Number and Name of Operational Unit.....

Category of Worker/Non-worker.....

Sex.....

Number of slips.....

You should check the contents of the bundles, sign both the copies of the Card and hand over one copy to your Supervisor and preserve the other copy with you. (If you are given bundles for more than one industrial category of workers, kept in the same box by providing compartments, you should keep the bundles of slips of each industrial category, separate).

Warning:—Remember that while sorting the slips you should never mix up the bundles. You should take each bundle by itself and after sorting and filling up the Sorter's Ticket entirely for that bundle replace it in its proper place before taking up next bundle.

You should take one box at a time for sorting. When you have completed the sorting for each bundle in a box, you should prepare the Sorter's Tickets for this box. You should then return the box and the Sorter's Tickets to the Supervisor and while he is checking them you should sort the bundles in the other box.

Preparation:—For this ticket you have to sort the slips in each bundle into various educational level (as given in the Sorter' Ticket) with reference to the answer to question 13 in the slip and age-groups 0—4, 5—9, 10—14, 15—19, 20—24, 25—34, 35+ and Age not stated, if any, with reference to the answer to Question 4 in the slip.

First Operation:—Affix labels to two pigeon holes, the labels being marked 'Illiterate' and 'Literate and educated persons'. In Question 12 'O' would have been recorded in the case of persons who are Illiterate and 'L' in the case of Literate and educated persons. Deal all the slips where 'O' is recorded in Question 12 into the pigeon hole marked 'Illiterate' and all slips where 'L' is recorded in the pigeon hole marked 'literate and educated persons'.

Count the number of slips in each pigeon hole and enter the number against the appropriate line in Column 2 of the Sorter's Ticket in pencil. Bundle the slips in each pigeon hole and keep them separate.

Second Operation:—Affix labels to 7 pigeon holes, the labels being (1) Literate [without educational level], (2) Primary, (3) Middle, (4) Matriculation or Higher Secondary, (5) Non-technical diploma or certificate not equal to degree, (6) Technical Diploma or certificate not

equal to degree, and (7) Graduate and above. Take the bundles for 'Literate and educated persons'. Deal all the slips into the pigeon holes according to the educational levels recorded in the answer to question 13 in the slip. When you have any doubt regarding the classification of any entry in the slip you should consult your Supervisor. Count the number of slips in each pigeon hole and enter in the appropriate columns of the Sorter's Ticket again in pencil. Bundle the slips in each pigeon hole separately. You will have 8 bundles of slips one for illiterate and seven for literate and educated persons according to their educational levels.

Third Operation:—Affix labels to 8 pigeon holes, the labels being 0—4, 5—9, 10—14, 15—19, 20—24, 25—34, 35 + and age not stated. Take the bundle for 'illiterates' and deal the slips into the pigeon holes according to the age recorded in the answer to Question 4 in the slip. Count the number of slips in each pigeon hole and enter in the appropriate column of the Sorter's Ticket. Bundle the slips in each pigeon hole and keep them separate. Now check if the total of Columns 3 to 10 tallies with the entry in Column 2 and if it does ink the pencil entry in Column 2.

Take one by one the bundles of slips for 'Literate and educated persons' for each educational level and repeat the above operation. Count the number of slips in each pigeon hole and enter in the appropriate column of the Sorter's Ticket. You should take care to see that the slips for each educational level are sorted separately and number counted and entered in the Sorter's Ticket. Bundle the slips in each pigeon hole before you take up sorting for the next educational level.

Conclusion:—When all the operations for this ticket have been completed and the Sorter's Ticket filled in, you will have bundles separated first by sex, for each category of workers and for non-workers and by illiterates and literate and educated persons (level-wise) and then by seven age-groups. If there are any returns for 'Age not stated', you will have bundles for that also. Combine the slips of illiterates and literate and educated persons of all levels for each age-group. You will thus have 8 bundles of slips. You should now proceed to Sorter's Ticket 9.

SORTER'S TICKET—9 Serial No.

Number and Name of District Name of Sorter

Name of Taluk Number of Slips

Category of Worker/Non-worker Sex

Age-group	Marital Status					
	Total	Never married	Married	Widowed	Divorced or Separated	Unspecified status
0—4						
5—9						
10—14						
15—19						
20—24						
25—29						
30—34						
35—39						
40—44						
45—49						
50—54						
55—59						
60—64						
65—69						
70 +						
Age not stated						
Total						

Tested and passed as correct

Signed..... Signed .....

(*Supervisor*) (*Sorter*)

Dated..... Dated.....

Certified that I have checked the sorting while it was in progress and posted the figures in Compiler's Posting Statement No. 9.

Signed .....

(*Compiler-Checker*)

Dated .....

SORTER'S TICKET—9.

Preparation:—After completion of the Sorter's Ticket 8, you will have separate 8 bundles of slips for age-groups 0—4, 5—9, 10—14, 15—19, 20—24, 25—34, 35+ and 'Age not stated', if any. For this ticket you will have to sort the bundles of slips for age-group 25—34 further into 25—29 and 30—34 and the bundle of slips for 35+ into 35—39, 40—44, 45—49, 50—54, 55—59, 60—64, 65—69 and 70+ with reference to the answer recorded in Q. 4 in the slip. You will have to further sort the slips for each of the age-groups according to marital status with reference to the answer recorded in Q. 5 in the slip.

First Operation:—Affix labels to 10 pigeon holes, the labels being marked 25—29, 30—34, 35—39, 40—44, 45—49, 50—54, 55—59, 60—64, 65—69 and 70+. Take first, the bundle of slips for age-group 25—34 and deal them into pigeon holes marked 25—29 and 30—34 according to the age recorded in the answer to Q. 4 in the slip. Then take the bundle of slips for age-groups 35+and deal them into pigeon holes marked 35—39, 40—44, 45—49, 50—54, 55—59, 60—64, 65—69 and 70+ with reference to the age recorded in answer to Q. 4 in the slip and enter the number of slips for each age-group in column 2 of the Sorter's Ticket in pencil. Bundle the slips in each pigeon hole and keep them separate.

Second Operation:—At the end of the first operation will have separate bundles of slips for each of the age-groups 0—4, 5—9, 10—14, 15—19, 20—24, 25—29, 30—34, 35—39, 40—44, 45—49, 50—54, 55—59, 60—64, 65—69, 70+ and 'Age not stated', if any. You should treat slips for age-groups 0—4 and 5—9 as 'Never Married', and enter the number of slips for these age-groups in column 3 of the Sorter's Ticket.

Affix labels to 5 pigeon holes, the labels being marked 'Never Married', 'Married', 'Widowed', 'Separated or Divorced', and 'Unspecified Status'. Take first, the bundle of slips for age-group 10—14 and deal them into the pigeon holes with reference to the marital status recorded in the answer to Q. 5 in the slip. You will find the abbreviation 'NM' recorded for Never Married, 'M' for Married, 'W' for Widowed and 'S' for separated or Divorced or their equivalent in the regional languages. If you find any slip in which the answer is not recorded then treat it as of 'Unspecified Status' and sort it into the appropriate pigeon hole. Count the number of slips in each pigeon hole and enter the number in the appropriate column of the Sorter's Ticket.

Second Operation-Subsequent Stage:—Repeat the above operation for each of the other age-groups as also of the bundle relating to 'Age not stated' and fill up the Sorter's Ticket. Then check total of Col. 3 to 7 with Col. 2 and if they tally, ink the entries.

Conclusion:—After the sorting is completed and the Sorter's Ticket has been filled in, you can combine the slips for the different Marital status for each age-group. You should keep the age-groups separate and intact. You will thus have 16 bundles of slips. You should now proceed to Sorter's Ticket—10.

SORTER'S TICKET—10

Serial No.

:r and Name of District

Name of Sorter

of Taluk

Number of Slips

ry of Worker/Non-worker

Sex

No. of persons	Age	No. of persons	Age	No. of persons	Age	No. of persons	Age	No. of persons
2	1	2	1	2	1	2	1	2
	25	Brought Forward		Brought Forward			B/F	B/F
	26		50	75			100	
	27		51	76			..	
	28		52	77			..	
	29		53	78			..	
	30		54	79			..	
	31		55	80			..	
	32		56	81			..	
	33		57	82			..	
	34		58	83			..	
	35		59	84			Age not stated	
	36		60	85				
	37		61	86				
	38		62	87				
	39		63	88				
	40		64	89				
	41		65	90				
	42		66	91				
	43		67	92				
	44		68	93				
	45		69	94				
	46		70	95				
	47		71	96				
	48		72	97				
	49		73	98				
			74	99				
d over	Carried over		Carried over	Carried over			Grand Total	

:sted and passed as Correct

gned..... Signed.....

(*Supervisor*) (*Sorter*)

ertified that I have checked the sorting while it was in progress and posted the figures in the ile'r's Posting Statement 10.

Signed.....

(*Compiler-Checker*)

Dated.....

SORTER'S TICKET—10.

Preparation.—After completion of Sorter's Ticket 9, the slips will be according to the age-groups given in that ticket. You will have to further sort these slips for each year according to the age recorded in the answer to Q. 4 in the slip.

First Operation:—Affix five labels 0, 1, 2, 3 and 4 to five pigeon holes. Take the bundle of age-group 0—4 and deal the slips in the pigeon holes according to the age recorded in Question 4 in the slip. Count the number of slips in each pigeon hole and enter in Column 2 against the appropriate age in the Sorter's Ticket.

Subsequent Operations:—When the bundle of age 0—4 has been sorted, affix another set of five labels for the single year ages in the next higher age-group 5—9. Take the corresponding age-group bundle and deal the slips into the pigeon holes according to the age recorded in Q. 4 in the slip. Count the number of slips in each pigeon hole and enter in col. 2 against the appropriate age in the Sorter's Ticket.

Repeat the operation till all the age-groups are exhausted.

If there are slips where an age over 100 is recorded write the age and number of slips in the Ticket. You have also to write the number of slips for 'Age not stated', if any, in the sorter's Ticket. *You should not miss this category of slips.*

Conclusion:—If you are dealing with slips for Cultivators, Agricultural Labourers and Household Industry and have completed the sorting for Sorter's Ticket 10, you can combine the slips of all the ages. But if you are dealing with the slips for categories of workers other than Cultivators, Agricultural labourers and Household Industry and Non-workers you can combine the slips for single year age and bundle the slips in the age-groups 0—14, 15—19, 20—24, 25—29, 30—39, 40—49, 50—59, 60+ and 'age not stated' separately for each category.

Next Stage:—You will have now to proceed to Sorter's Ticket 16 if you are dealing with slips relating to Cultivation, *i.e.*, I—Cultivator or II—Agricultural Labourers.

You should proceed to Sorter's Ticket 11, if you are dealing with slips for (1) III—Livestock, Forestry, Fishing, Hunting and Plantations, Orchards and Allied activities (2) IV—Mining and Quarrying, (3) V(*b*)—Manufacturing other than Household Industry, (4) VI—Construction, (5) VII—Trade and Commerce, (6) VIII—Transport, etc., and (7) IX—Other Services.

You should proceed to Sorter's Ticket 13, if you are dealing with slips for V(*a*) Household Industry.

You should proceed to Sorter's Ticket 14, if you are dealing with the slips for Non-workers.

SORTER'S TICKET—11

Serial No.

Number and Name of District

Name of Sorter

Name of Taluk

Number of Slips

Sex

Category of Workers

- III — Livestock, Forestry, Fishing, Hunting and Plantations, Orchards and allied activities.
- IV — Mining and Quarrying.
- V (b) — Manufacturing other than Household Industry.
- VI — Construction.
- VII — Trade and Commerce.
- VIII — Transport, Storage and Communications.
- IX — Other services.

Age-group	Class of Workers				
	Total	Employer	Employee	Single Worker	Family Workers
1	2	3	4	5	6
0 — 14					
15 — 19					
20 — 24					
25 — 29					
30 — 39					
40 — 49					
50 — 59					
60 +					
Age not stated					
Total					

Tested and passed as correct.

Signed..... (*Supervisor*)

Dated.....

Signed..... (*Sorter*)

Dated.....

Certified that I have checked the sorting while it was in progress and posted the figures inthe Compiler's Posting Statement—11.

Signed..... (*Compiler-Checker*)

Dated.....

SORTER'S TICKET—11

Preparation:—The slips for workers in Non-household Industry, Trade, Business, Profession or Service will have been combined for age-groups 0—14, 15—19, 20—24, 25—29, 30—39, 40—49, 50—59, 60+ and 'Age not stated', at the end of Sorter's Ticket 10 you will have to sort the slips for each of these age-groups for 'Employer', 'Employee', 'Single worker' and 'Family worker'. with reference to the answer recorded in Q. 16 (*f*) in the slip.

Operation:—Affix labels to 4 pigeon 'holes', the labels being marked, (1) Employer, (2) Employee, (3) Single worker, and (4) Family worker. Take the bundle of slips for age-group 0—14 and deal them into the pigeon holes with reference to the answer recorded in Q. 16 (*f*) in the slip. You will find the abbreviation 'ER' recorded for Employer, 'EE' for Employee, 'SW' for Single Worker and 'FW' for Family Worker or their equivalent in regional languages. Count the number of slips in each pigeon hole and enter the number in the appropriate column of the Sorter's Ticket.

Repeat the above operation for each of the other age-groups and fill up the Sorter's Ticket.

Conclusion:—After the sorting is completed and the Sorter's Ticket has been filled. you should now proceed to the Sorter's Ticket 12.

SORTER'S TICKET—12

Serial No.

Number and Name of District

Name of Sorter

Name of Taluk

Number of Slips

Sex

Category of Workers

- III — Livestock, Forestry, Fishing, Hunting and Plantations, Orchards and allied activities.
- IV — Mining and Quarrying.
- V (b) — Manufacturing other than Household Industry.
- VI — Construction.
- VII — Trade and Commerce.
- VIII — Transport, Storage and Communications.
- IX — Other Services.

Industrial Unit and Minor Group	Major Group	Total	Employer	Employee	Single Worker	Family Worker
Major Group	Minor Group					
1 (a)	1 (b)	2	3	4	5	6
	Total					

Tested and passed as correct.

Signed.....
(*Supervisor*)

Dated.....

Signed.....
(*Sorter*)

Dated.....

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statements 12-18.

Signed.....
(*Compiler-Checker*)

Dated.....

SORTER'S TICKET—12

Preparation.—At the end of sorting for Ticket 11, you will have slips for the various age-groups separated by the Class of worker, *viz.*, employer, employee, single worker and family worker. You may combine the slips for all age-groups of the employers and similarly for employees, single workers and family workers.

(i) *Category* III:—Livestock, Forestry, Fishing, Hunting and Plantations, Orchards and allied activities,

(ii) *Category IV*:—Mining and Quarrying,

(iii) *Category V (b)*:—Manufacturing other than Household Industry,

(iv) *Category VI*:—Construction,

(v) *Category VII*:—Trade and Commerce,

(vi) *Category VIII*:—Transport, Storage and Communications, and

(vii) *Category IX*:—Other services.

You will be dealing with the slips of one of these categories and for one sex at a time.

You will have first to sort the slips with reference to the entry in question 16 (*d*) in the slip into major groups of industries according to the NIC-1970. You will then combine the slips for employers, employees, single workers and family workers for each major group and then sort the slips into minor groups of industries according to the NIC-1970.

This is a very important ticket and you should be very careful in sorting the slips.

First Operation:—This operation will differ according to the nature of the slips you are dealing with. The instructions that follow cover all the industrial categories of workers included in the sorter's tickets and you should follow the instructions pertaining to the particular category of worker to which the slips that you are dealing with, relate.

If you are dealing with the slips relating to Category III, affix labels to seven pigeon holes, the labels being marked 00, 01, 02, 03, 04, 05 and 06. Now take up the bundle of 'employers' and deal the slips into the various pigeon holes according to the number in the first two digits of the three digit code number given in the right hand corner of question 16 (*d*) in the slip. Count the number of slips in each pigeon hole and enter the major group code number in column 1(*a*) and the number of slips in column 3 of the sorter's tickets. Keep the bundle separate as this will be required for the next operation. Then take up the bundle of 'employees' and deal the slips into the pigeon holes according to the first two digits of the three digit code. Repeat the operation for 'single workers' and 'family workers'. You may now combine the slips of 'employers', 'employees', 'single workers' and 'family workers' of one particular major group and make major group-wise bundles.

If you are dealing with the slips relating to Category IV Mining and Quarrying, affix labels to 4 pigeon holes, the labels being marked 10, 11, 12 and 19. Deal the slips of 'Employers' into the various pigeon holes according to the number in first 2 digits of the 3 digit code number given in the right hand corner of Q. 16 (*d*) in the slip. Count the number of slips in each pigeon hole and enter the major group Code No. in column 1 (*a*) and the total number of slips in Column 2 of the Sorter's Ticket. Repeat the operations for Employees, Single workers and Family workers. You may now combine the slips of Employers, Employees, Single workers

and Family workers under each major group. Keep the bundle for each major group separate as this will be required for the next operation.

If you are dealing with the slips for Category V(*b*) Manufacturing other than Household Industry, affix labels to 10 pigeon holes, the labels being marked 20—21, 22, 23, 24, 25, 26, 27, 28, 29 and 30 to 39. Deal the slips of Employer into the pigeon holes according to the first 2 digits in the 3 digit code number given in the right hand side in Q. 16 (*d*) in the slip. Count the number of slips in each pigeon hole (except that of 30 to 39) and enter the major group code No. in Column 1 (*a*) and the total number of slips in column 2 of the Sorter's Ticket. Now take the bundle relating to major group 30—39 and affix labels for each major group. Deal the slips into the appropriate pigeon holes and enter the number in the ticket after counting. Repeat these operations for Employees, Single Workers and Family Workers.

You may now combine the slips of employers, employees, Single workers and Family workers under the each major group. Keep the bundle for each major group separate as this will be required for the next operation.

If you are dealing with the slips for Category VI—Construction affix labels to 2 pigeon holes, the pigeon holes being marked 50 and 51. Deal the slips of Employers into the pigeon holes according to the first 2 digits in the 3 digit code number given in the right hand side in Q. 16 (*d*) in the slip. Count the number of slips in each pigeon hole and enter the major group Code No. in Column 1 (*a*) and the total number of slips in column 2 of the Sorter's Ticket. Repeat the operation for Employees, Single workers and Family workers. You may now combine the slips of employers, employees, Single workers and Family workers. Keep the bundle for each group separate as this will be required for the next operation.

If you are dealing with the slips for Category VII—Trade and Commerce, affix labels to 10 pigeon holes, the labels being marked 60, 61, 62, 63, 64, 65, 66, 67, 68 and 'Others'. Deal the slips of Employers into the pigeon holes according to the first 2 digits of the 3 digit code number given on the right hand side of Q. 16 (*d*) in the slip. Count the number of slips in each pigeon hole except that of 'Others' and enter the major group Code No. in Column 1 (*a*) and enter the total number of slips in column 2 of the Sorter's Ticket. Now take up the bundle relating to 'Others'. Affix labels 69, 80, 81, 82 and 83 to 5 pigeon holes and deal the slips according to the entry. Enter their number in the ticket after counting. Repeat the operation for Employees, Single workers and Family workers. You may now combine the slips of employees, Single workers and Family workers under each major group. Keep the bundle for each major group separate as this will be required for the next operation.

If you are dealing with the slips for Category VIII—Transport, Storage and Communications, affix labels to 6 pigeon holes the labels being marked 70, 71, 72, 73, 74 and 75. Deal the slips into the pigeon holes according to the first 2 digits of the 3 digit code number given in the right hand side of Q. 16 (*d*) in the slip. Count the number of slips in each pigeon hole and enter the major group Code No. in Column 1 (*a*) and the total number of slips in column 2 of the Sorter's Ticket. Repeat the operation for Employees, Single workers and Family workers. You may now combine the slips of employers, employees, single workers and family workers under each major group. Keep the bundle for each major group separate as this will be required for the next operation.

If you are dealing with the slips for Category IX—Other Services, affix labels to 10 pigeon holes, the labels being 40, 41, 42, 90, 91, 92, 93, 94, 95 and 'Others'. Deal the slips relating to Employers into pigeon holes according to the first 2 digits of the 3 digit code number given on the right hand side of Q. 16 (*d*) in the slip. Count the number of slips in each pigeon hole except the 'Others' and write the major group Code No. in column 1 (*a*) and the total number

of slips in Column 2 of the Sorter's Ticket. Now take the bundle 'Others' and deal them into pigeon holes marked with labels 96, 98 and 99. Count them and enter each number in the ticket. Repeat the operation for employees, single workers and family workers. You may now combine the slips of employers, employees, single workers and family workers under each major group. Keep the bundle for each major group separate as this will be required for the next operation.

Second Operation:—In this operation the bundle of slips for each major group has to be sorted according to the minor group *i.e.*, 3 digit code number given on the right hand corner of Q. 16 (*d*) in the slip.

Affix labels to 10 pigeon holes, the labels being marked 0, 1, 2, 3, 4, 5, 6, 7, 8 and 9. Take the bundles of the major groups one by one in the order in the Sorter's Ticket. Deal the slips into the pigeon holes according to the last digit (unit place) of the 3 digit code number recorded in the right hand side of Q. 16 (*d*) in the slip. Count the number of slips and enter the minor group code number in column 1 (*b*) and the number of slips in column 2 of the Sorter's Ticket. You can then combine the slips of minor groups and make one bundle of slips for each major group as it was in the beginning of the operation. Repeat this operation one by one for all the bundles of major groups of industries with you.

Conclusion:—At the end of the sorting you will have bundles of slips for minor groups of industry. You may now combine the slips for each division, *i.e.*, by the 1st digit of the 3 digit code against Q. 16 (*d*). You will thus have bundles of Division 0, 1, 2 and 3, 4, 5, 6, 7, 8 and 9. You should now proceed to Ticket 16.

SORTER'S TICKET—13 Serial No.....

Number and Name of District | Name of Sorter

Name of Taluk | Number of Slips

Category of Worker—Household Industry | Sex

Industrial Unit (Major Group and Minor Group)			Class of Worker		
Major Group	Minor Group	Total	Employee	Single Worker	Others
1 (a)	1 (b)	2	3	4	5
	Total				

Tested and passed as correct.

Signed..... (*Supervisor*)

Dated.....

Signed..... (*Sorter*)

Dated.....

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statement 19.

Signed..... (*Compiler-Checker*)

Dated.....

SORTER'S TICKET—13.

(To proceed from Sorter's Ticket 10—Workers in Household Industry.)

Preparation:—You will have to prepare this ticket after Ticket 10, if you are dealing with the slips relating to Household Industry. You will have first to sort the slips with reference to the entry in Q. 16 (*d*) into major groups of the National Industrial Classification. You will have then to sort the slips for each major group of Industrial Classification by 'Employee', 'Single Worker' and 'Others' with reference to the answer recorded in Q. 16 (*f*) in the slip. You will then sort the slips into minor groups of the Industry according to the National Industrial Classification. This is a very important Ticket. ('Others' would generally comprise of 'family workers' and may be same 'employees' recorded against Q. 16 (*f*) by the enumerator).

First Operation:—As you are dealing with slips for persons working principally at Household Industry you will have slips relating to Division 2 and 3 only—'Manufacturing, Processing, Servicing and Repair, of the National Industrial Classification. You have to sort the slips for the major groups. The Major Groups are 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38 and 39.

Affix labels to 9 pigeon holes, the labels being marked according to the major group code numbers in the order given above and the 10th pigeon hole for 30 to 39. Deal the slips into the pigeon holes according to the first 2 digits of the 3 digit code number given on the right hand side of Q. 16 (*d*) in the slip. Count the number of slips in each pigeon hole and enter in pencil the major group code No. in column 1 (*a*) and the number of slips in column 2 of the Sorter's Ticket. While checking the major group code in column 1 (*a*) care should be taken to have sufficient space for writing the mior group codes under that major group. Then take up the bundle for major groups 30 to 39, affix labels 30, 31, 32, 33, 34, 35, 36, 37, 38 and 39 and sort the slips according to the major groups entered therein. Keep the bundle for each major group separate as this will be required for the next operation.

Second Operation:—Affix labels to 3 pigeon holes, the labels being marked 'Employee', 'Single Worker' and 'Others'. Take the bundle one in the numerical order of the major groups in the ticket, and deal the slips into the pigeon holes according to the answer recorded in Q. 16 (*f*) in the slip. In the slip 'EE' would have been recorded for 'Employee', 'SW' for 'Single Worker'. Deal the remaining slips in the pigeon hole marked 'Others'. Count the number of slips and enter in the appropriate column of the Sorter's Ticket, against the major group (2 digit code number) in col. 1 (*a*) of the Sorter's Ticket. When the sorting has been completed and the Sorter's Ticket filled up for each major group you can combine the slips relating to 'Employee', 'Single Worker' and 'Others' of that major group. Repeat the operation for each one of remaining bundles of major groups of industries that you have. After completion of the Sorter's Ticket you will have separate bundles for each of the major groups of industry. After the second operation you may ink the pencil entries if the horizontal totals tally.

Third Operation:—In this operation each bundle of major group has to be sorted according to minor groups*. *i.e.*, 3 digit code number given in the right hand corner of Q. 16 (*d*) in the slip.

Affix labels to 10 pigeon holes, the labels being marked 0, 1, 2, 3, 4, 5, 6, 7, 8, and 9. Take the bundle of slips relating to one major group and deal them into the pigeon holes

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*Minor Groups which are not being treated as Household Industry will have to be excluded.

according to the last digit of the 3 digit code number recorded in the right hand side of Q. 16 (*d*) in the slip until all the slips in the bundle for the major group have been exhausted. Count the number of slips and enter the 3 digit code number in column 1(b) and the number of slips in that pigeon hole in column 2 of the Sorter's Ticket. You can then combine the slips of minor groups and make one bundle of slips for the major group. Repeat the operation for all the bundles of major groups of industries with you, and complete the Sorter's Ticket.

Conclusion:—At the end of the sorting you will have bundles of slips for major groups of industries. You should now proceed to Sorter's Ticket 16.

SORTER'S TICKET—14

Serial No.

Number and Name of District

Name of Sorter

Name of Taluk

Number of Slips

Non-workers

Sex

Activity of Non-worker	Age-group									
	Total	0-14	15-19	20-24	25-29	30-39	40-49	50-59	60+	ANS
1	2	3	4	5	6	7	8	9	10	11
Full time students or children attending School.										
Persons engaged basically in household duties.										
Dependents such as infants or children not attending school or persons permanently disabled from work because of illness or old age.										
Retired persons not employed again in some full time work, rentiers persons living on agricultural or non-agricultural royalty, rent or dividend or person of independent means (for securing which he does not have to work).										
Beggars, Vagrants, independent women without indication of source of income and others of unspecified source of existence.										
Convicts in jails or Inmates of penal, mental and charitable institutions.										
Others										
Total .										

Tested and passed as correct.

Signed..... .....
(Supervisor)

Dated..... ...

Signed.....
(Sorter)

Dated.....

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statement 20.

Signature.....
(Compiler-Checker)

Dated.....

SORTER'S TICKET—14.

(To Proceed from Sorter's Ticket 10)

Preparation:—You will have to prepare this ticket only if you have slips for non-workers. The slips for non-workers have already been bundled up for age-groups 0—14, 15—19, 20—24, 25—29, 30—39, 40—49, 50—59, 60 + and 'Age not stated', if any, at the end of Sorter's Ticket 10. You will have to sort the slips for each of these age-group into the different categories of non-workers according to the answer recorded in Question 16 (*a*) (ii) in the slip.

Operation:—Affix labels to 7 pigeon holes, the labels being marked (1) Full time student, (2) Household duties, (3) Dependents and infants, (4) Retired, rentier or independent means, (5) Beggars, Vagrants, etc. (6) Inmates of penal, mental and Charitable Institutions, and (7) Others, Take first the slips for age-group 0—14 and deal them into the pigeon holes according to the answer recorded in Question 16 (*a*) (ii) in the slip. The following abbreviations or their equivalents in regional languages would have been used for the above 7 activities of non-workers:—

1. This refers to those whose main activity is returned as a student. This will cover all full time students or children attending school . . . . . ST
2. For a person engaged in unpaid home duties who does no other work . . H
3. This will include all dependents like infants or children not attending school, persons permanently disabled from work because of illness or old age . D
4. For a retired person who is not employed again in some full time work and does not engage himself in some other work as cultivation in business trade, etc., or person living on agricultural or non-agricultural royalty, rent or dividend or any other person of independent means (for securing which he does not have to work) and who does no other work . . . . . R
5. For a beggar, vagrant or independent woman without indication of source of income and other of unspecified source of subsistence and who are not engaged in any economically productive work . . . . . B
6. For a convict in jail (an under-trail prisoner will be shown as a worker if he used to work before he was apprehended) or an inmate of a penal, mental or charitable institution I
7. For a person who has not been engaged in any economically productive work and who has not been categorised under any of the above 6 classes of non-workers. This residuary category is expected to be made up of the unemployed . . . . . O

Count the number of slips in each pigeon hole and enter the number in the appropriate column of the Sorter's Ticket.

Subsequent Stages:—Repeat the operation by sorting separately the slips for the other age-groups 15—19, 20—24, 25—29, 30—39, 40—49, 50—59, 60+ and 'Age not stated', if any, and fill up the Sorter's Ticket.

Conclusion:—You can combine the slips for different age-groups except for those categories as "Others". You should now proceed to Sorter's Ticket 15.

SORTER'S TICKET—15

Serial No.

Number and Name of District | Name of Sorter

Name of Taluk | Number of Slips

Non-Workers—Others | Sex

Educational levels	Age-group					
	Total	15-19	20-24	25-29	30+	Age not stated
1	2	3	4	5	6	7
Illiterate						
Literate (Without educational level)						
Primary						
Middle						
Matriculation or Higher Secondary						
Non-Technical Diploma or Certificate not equal to Degree.						
Technical Diploma or Certificate not equal to Degree.						
Graduate and above						
Total						

Tested and passed as correct.

Signed..... (*Supervisor*)

Dated.....

Signed..... (*Sorter*)

Dated.....

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statement 21.

Signed..... (*Compiler Checker*)

Dated.....

SORTER'S TICKET—15

(*From Sorter's Ticket* 14)

Preparation:—You will have to sort the slips for 'Others' aged 15 + into age-groups 15—19, 20—24, 25—29, 30 + and 'Age not stated', if any, by educational levels with reference to the answers in Question 4 and Question 13, respectively in the slip. At the end of sorting for Sorter's Ticket 14, the slips have already been sorted for 'Others' separated by age-groups 0—14, 15—19, 20—24, 25—29, 30—39, 40—49, 50—59, 60 + and 'Age not stated', if any.

First Operation:—Combine the slips for age-groups 30—39, 40—49, 50—59, and 60+ to have age-group 30+. Now you will be having the bundles of slips for the age-groups 0—14, 15—19, 20—24, 25—29, 30 + and 'Age not stated', if any.

Second Operations:—Affix labels to 8 pigeon holes, the labels being marked (1) Illiterate, (2) Literate (without educational level), (3) Primary, (4) Middle, (5) Matriculation or Higher Secondary, (6) Non-technical diploma or certificate not equal to degree (7) Technical diploma or certificate not equal to degree and (8) Graduate and above. Take first the slips for age-group 15—19 and deal them into the pigeon hole according to the answer recorded in question 13 in the slip. Count the slips in each pigeon hole and enter the number in the appropriate column of the Sorter's Ticket.

Subsequent Stages:—Repeat the operation by sorting the slips for age-groups 20—24, 25—29, 30 + and 'Age not stated', if any, and fill up the Sorter's Ticket.

Conclusion:—You can now mix the age-groups and educational levels and combine the slips for "Others" and proceed to the Sorter's Ticket 16.

SORTER'S TICKET—16

Serial No.

Number and Name of District

Name of Sorter

Name of Taluk

Number of Slips

Sex

Main activity of work and also Industrial Division in case of Non-Household Industry

I Cultivator

II Agricultural Labourer

V (*a*) Household Industry

III Livestock, Forestry, Fishing, Hunting and Plantations, Orchards and allied activities. (Division 0)

IV Mining and Quarrying (Division 1)

V (*b*) Manufacturing, Processing, Servicing and Repairs—Other than Household Industry. (Divisions 2 and 3)

VI Construction (Division 5)

VII Trade and Commerce (Divisions 6 and 8)

VIII Transport, Storage and Communications. (Division 7)

IX Other Services (Divisions 4 and 9)

Category of Non-Worker

ST—Full time student

H—Household duties

All other non-workers

Secondary Work	
Activity	No. of Slips
Cultivators	
Agricultural Labourers	
Household Industry	
Non-Household Industry	
Major Group No.	
Major Group No.	
Major Group No.	
Major Group No.	
Total .	

Tested and passed as correct.

Signed.....
(*Supervisor*)

Dated.....

Signed.....
(*Sorter*)

Dated.....

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statement 22.

Signed.....
(*Compiler/Checker*)

Dated.....

SORTER'S TICKET—16

Preparation:—(i) At the end of Sorter's Ticket 10 and 13 you will have bundles of slips for the persons working as (1) I—Cultivator, (2) II—Agricultural Labourer, and (3) V (a)—Household Industry.

(ii) At the end of Sorter's Ticket 12 you will have bundles of slips for the workers in each Division of Non-household Industry *i.e.* 1 digit code number of 3 digit code of the National Industrial Classification, 1970 as main activity.

(iii) At the end of Sorter's Ticket 15 you will have bundles of slips for categories of Non-workers.

If you have slips for persons principally working as Cultivator, you will have to sort the secondary work as Agricultural Labourers, Household Industry and Non-household Industry. If you have slips for persons principally working as Agricultural Labourers, you will have to sort for the Secondary work as Cultivators, Household Industry and Non-household Industry. If you have slips for persons principally working at Household Industry or Non-household Industry, you will have to sort for secondary work as Cultivator, Agricultural Labourer, Household Industry and Non-household Industry. The secondary work will be sorted with reference to the answer recorded in Question 17 (*a*) and further for the persons who have secondary work 'Non-household Industry' into Major Groups of the National Industrial Classification with reference to the answer recorded in Question 17 (*d*) in the slip.

If you are dealing with the slips relating to workers in (1) III—Livestock, Forestry, Fishing, Hunting and Plantations, Orchards and allied activities (Division O of N.I.C.), (2) IV—Mining and Quarrying (Division 1 of N.I.C.). (3) V (*b*) Non-household Industry (Divisions 2 and 3 of N.I.C.), (4) VI—Construction (Division 5 of N.I.C.), (5) VII—Trade and Commerce (Divisions 6 and 8 of N.I.C.), (6) VIII—Transport, Storage and Communications (Division 7 of N.I.C.), and (7) IX—Other Services (Divisions 4 and 9 of N.I.C.). You will have to sort for secondary work as Cultivator, Agricultural Labourers, at Household Industry and at Non-household Industry. The secondary work will be sorted with reference to the answer recorded in Q. 17 (*a*) and further for the persons who have secondary work 'At Non-household Industry' into Major Groups of the National Industrial Classification with reference to the answer recorded in Q. 17 (*a*) in the slip.

Similarly, if you have slips for Non-workers according to the category of non-workers, you have to sort (1) ST—Full time student, (2) H—Household duties, and (3) All other Non-workers into the secondary work, if any, as Cultivator, Agricultural Labourer, Household Industry or Non-household Industry with reference to the answer recorded in Q. 17 (*a*) and further for the persons who have secondary work at Non-household Industry with reference to the answer recorded in Q. 17 (*d*) into Major Groups of the National Industrial Classification.

First Operation:—(i) If you are dealing with the slips for persons working principally as Cultivator (with reference to answer to Q. 16 (*a*)), affix labels to 3 pigeon holes, the labels being marked as 'Agricultural Labourers', 'Household Industry' and 'Non-household Industry'. Keep a fourth pigeon hole for slips which cannot be dealt in these three pigeon holes. (There will be many slips in which no secondary work is reported). Deal all the slips into the pigeon holes according to the answers recorded in Q. 17 (*a*) in the slip. In the slip 'AL' would have been recorded for 'Agricultural Labourer', 'HHI' for 'Household Industry' and 'OW' for 'Non-household Industry' and keep aside all other slips. Count the number of slips in each of the first three pigeon holes separately and enter against the appropriate line of the Sorter's Ticket. Keep the bundle for persons having secondary work as 'Non-household Industry' separate as this will be required for next operation.

If you are dealing with the slips for persons working principally as Agricultural Labourer, affix labels to 3 pigeon holes, the labels being marked as 'Cultivator', 'Household Industry' and 'Non-household Industry'. Keep the fourth pigeon hole for slips which cannot be dealt in these three pigeon holes. Deal all slips into the pigeon holes according to the answer recorded in Q. 17 (*a*). In the slip 'C' would have been recorded for 'Cultivator', 'HHI' for Household Industry' and 'OW' for 'Non-household Industry' and keep aside all other slips. Count the number of slips in each of the first three pigeon holes separately and enter against the appropriate line of the Sorter's Ticket. Keep the bundle for persons at 'Non-household Industry' separate as this will be required for next operation.

If you are dealing with the slips for persons working principally as 'At Household Industry' (Divisions 2 & 3 of NIC) and 'HHI' against Q 16 (*a*). 'Non-Household Industry'—Divisions 0, 1, 2 & 3, 4, 5, 6, 7, 8 & 9 of NIC and 'Non-workers—Categories 'ST' for Full time student' 'H' for 'Household duties' and 'All other Non-workers', affix labels to four pigeon holes, the labels being marked as 'Cultivator', 'Agricultural Labourer', 'Household Industry' and 'Non-Household Industry'. Keep a fifth pigeon hole for slips which cannot be dealt in these four pigeon holes. Take the bundle of slips relating to the workers 'At Household Industry' and deal only the slips which have secondary work into the pigeon holes according to the answer recorded in Q. 17 (a) and keep aside the other slips. You will find abbreviation 'C' recorded for 'Cultivators', 'AL' for 'Agricultural Labourer', 'HHI' for 'Household Industry' and 'OW' for 'Non-Household Industry' against Q. 17 (a). Count the number of slips in each pigeon hole and enter against the appropriate line in the Sorter's Ticket. Keep the bundle for persons having secondary work 'At Non-Household Industry', *i.e.,* 'OW' separate as this will be required for next operation. Repeat the operation for each of the bundles of slips relating to 'At Non-Household Industry' Divisions 0, 1, 2 & 3, 4, 5, 6, 7, 8 and 9 & 'OW' in Q. 16 (a) and the categories of 'Non-Workers'—'ST'—Full time student, 'H' Household duties and 'All other Non-workers' one by one in that sequence and fill up the Sorter's Ticket for dealing with the slips of non-workers other than 'H' & 'ST', you will have to combine the bundles for Dependents (D), Retired (R), Beggars (B), Inmates of Institutions (I) and others (O) before starting the operation.

Second Operation.—For this operation, you have to sort the bundles of slips for the persons working principally as 'Cultivators', Agricultural Labourers', 'Household Industry', 'Non-Household Industry'—Divisions 0, 1 & 3, 4, 5, 6, 7, 8 and 9 of 'NIC' and 'Non-workers—Categories 'ST'—Full time students', 'H'—Household duties and 'All other Non-workers' and secondary work 'At Non-household Industry' into the Major Groups of the National Industrial Classification.

Your supervisor will give you a list showing more common Major Groups of Non-Household Industry in the locality (perhaps on the basis of the 1961 Census Tables). Affix labels to pigeon holes, the holes being marked with 2 digit code numbers of the Major Groups of the Non-Household Industry given by your supervisor. If the number of Major Groups of the Non-Household Industry is more than the number of pigeon holes, affix as many labels as there are pigeon holes leaving one or two pigeon holes for putting slips which cannot be dealt into the pigeon holes.

Take the bundle of slips for the persons working principally as 'Cultivators' and secondary 'At Non-Household Industry' and deal them into the pigeon holes according to the first 2 digits of the 3 digit code number recorded in answer to Q. 17 (d). Count the number of slips in each pigeon hole and enter Code No. of Major Group on the pigeon hole in column 1 of Sorter's Ticket and number of slips in the respective column against the Major Groups in column 2. Remove the labels and affix labels for sorting the slips of Major Group numbers of the Non-Household Industry which have been left out in the first sort. Deal the slips which have not been sorted in the first sort in the pigeon holes with reference to the answer to Q. 17 (*d*) of the slips. If in the course of sorting you come across any slip with a Non-Household

Industry that is not found in the list given by your supervisor deal it in a separate pigeon hole and at the same time affix a label giving the number of Major Groups. Count the number of slips in pigeon hole and enter Code No. of Major Group on the pigeon hole in col. 1 of Sorter's Ticket and number of slips in the respective column against the Major Groups in col. 2. You should repeat the operation till all the slips are exhausted.

Repeat the above operation for the bundles of slips for persons principally working as 'Agricultural Labourers', 'At Household Industry', 'At Non-Household Industry'—Divisions 0, 1, 2 & 3, 4, 5, 6, 7, 8 and 9' and the categories of 'Non-workers—'ST'—Full time student', 'H' Household duties and 'All other Non-workers' and secondary at 'Non-Household Industry' one by one in that order and fill up the Sorter's Ticket in the aforesaid manner.

Conclusion.—After completion of this ticket you can combine all the slips to make separate bundles for persons working principally as 'Cultivator' (Cat. 1), 'Agricultural Labourer' (Cat. II), 'Household Industry' (Cat. V(a)), Div. 0 (Cat. III), Div. 1 (Cat. IV), Div. 2 & 3 (Cat. V (b)), Div. 4 & 9 (Cat. IX), Div. 5 (Cat. VI), Div. 6 & 8 (Cat. VII), and Div. 7 (Cat. VIII) and non-workers (Cat. X). Thus you will have bundle of slips for each category of industrial workers and non-workers, *i.e.*, 11 bundles of slips. You should now proceed to Sorter's Ticket 17 which will be prepared for Cat. III to IX. For Cat. I, II and X you will have to proceed to Ticket 21.

SORTER'S TICKET—17

Serial No.

Name of District

Name of Sorter

ık

No. of Slips

Sex

III — Livestock, Forestry, Fishing, Hunting & Plantations, Orchards and allied activities.
IV — Mining and Quarrying.
V(a) — Household Industry.
(b) — Non-Household Industry.
VI — Construction.
VII — Trade and Commerce.
VIII — Transport, Storage and Communications.
IX — Other Services.

Occupational Unit (Division, Group and Family)			Number of slips
)ivision	Group	Family	
	1		2

Total

nd passed as correct.

..... Signed .....
(*Supervisor*) (*Sorter*)

..... Dated .....

that I have checked the sorting while it was in progress and posted the figures in the osting Statement 23.

Signed .....
(*Compiler-Checker*)

Dated .....

s/Mysore/73

SORTER'S TICKET—17

(To proceed from Sorter's Ticket 16)

Preparation:—You will have to prepare this ticket only if you are dealing with the slips for (1) III-Livestock, Forestry, Fishing, Hunting and Plantations, Orchards and allied activities, (2) IV—Mining and Quarrying, (3) V(a)—Household Industry, (4) V (b)—Non-household industry, (5) VI—Construction, (6) VII—Trade and Commerce, (7) VIII—Transport, Storage and Communications and (8) IX—Others Services. You will have to sort the slips for this ticket into Occupational Divisions, Groups and Families according to the National Classification of Occupations, with reference to the answer recorded in Q. 16 (e) in the slip.

First Operation:—You will have first to sort the slips into occupational divisions, *i.e.*, the first digit of the code number. Affix labels to 8 pigeon holes, the labels being marked 0—1, 2, 3, 4, 5, 7—89 and 'X'. The numerals denote the Divisions of the Occupational Code. Division 'X' stands for those slips which are not classifiable. Deal the slips into pigeon holes with reference to the number in the first digit of the code written on the right hand side of Q. 16 (e) in the slip. Bundle the slips in each pigeon hole and each bundle separate, after affixing an identification card giving the Occupational Division Number.

Second Operation:—You will have to take the slips for each occupational division and sort them further into occupational groups. Your supervisor will give you a list of occupational groups with the code numbers under each division. When sorting the slips for each division you will have to affix labels to the pigeon, holes the labels being marked the code number of the occupational groups under that division in a serial order. Take the bundle of slips for each division and deal them into the pigeon holes according to the number given by the first 2 digits of the code number recorded in the right hand side of Q. 16 (e) in the slip. Bundle the slips in each pigeon hole and keep each bundle separate and affix an identification card giving the Division Number and Group Number of bundle. Each bundle will have to be further sorted for occupational families.

Third Operation:—You will have now to sort the slips of each occupational group for occupational families. Your supervisor will give you the list of occupational families in each occupational group with their code numbers. Affix labels to pigeon holes, the labels being marked the code numbers for the occupational families occurring in that occupational group in serial order. When you have affixed the labels for one occupational group take the slips for that group and deal them according to the occupational family number with reference to the 3 digit code number in the right hand side of Q. 16 (e) in the slip. Count the number of slips in each pigeon hole, enter the occupational family number in column 1 and number of slips in column 2 of the Sorter's Ticket.

Conclusion:—You can combine all the slips of different occupational families in each group, *i.e.*, according to first two digits of the 3 digit code against Q. 16 (e). You will have bundles of slips for groups of occupations for the industrial category. You should now proceed to Sorter's Ticket 18.

SORTER'S TICKET—18

Serial No.

Number and Name of District

Name of Sorter

Name of Taluk

Number of Slips

Sex

Working in
- III — Livestock, Forestry, Fishing, Hunting and Plantations, Orchards, and allied activity.
- IV — Mining and Quarrying.
- V (a) — Household Industry.
- (b) — Non-Household Industry.
- VI — Construction.
- VII — Trade and Commerce.
- VIII — Transport Storage and Communication.
- IX — Other Services.

Occupational Unit (Division and Major Group)		Age-group									
Division	Group	Total	0-14	15-19	20-24	25-29	30-39	40-49	50-59	60+	Age not Stated
1		2	3	4	5	6	7	8	9	10	11
TOTAL											

Tested and passed as correct.

Signed.....
(*Supervisor*)

Dated.....

Signed.....
(*Sorter*)

Dated.....

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statement 24.

Signed.....
(*Compiler Checker*)

Dated.....

SORTER'S TICKET—18

(To proceed from Sorter's Ticket 17)

Preparation:—You have to take up the sorting for this ticket after ticket 17. Y have separate bundles of slips for each Occupational Group for the industrial categories cultivation, arranged according to Occupational Group Code Nos. You have to sort the s each Occupational Group further into age-groups 0—14, 15—19, 20—24, 25—29, 30—3 49, 50—59, 60+ and Age not stated, if any, according to the answer recorded in Q. 4 slip.

Operation:—Affix labels to 9 pigeon holes, the labels being marked 0—14, 15—1 24, 25—29, 30—39, 40—49, 50—59, 60+and Age not stated. Take the bundle of s one Occupational Group and deal them according to the age recorded with reference answer in Q. 4. Count the number of slips in each pigeon hole, enter the Group nur column 1 and number of slips in appropriate column of the sorter's ticket. You shou total the No. of slips in Cols. 3—11 and enter the total in Col. 2 of the ticket. Comt slips for all the age-groups and bundle them. Keep each bundle separate after giving its fication details giving the Division Number and Group Number.

Repeat this operation for each of the remaining bundles of slips for Occupational and fill up the Sorter's Ticket.

Conclusion:—After the sorting has been completed and the Sorter's Ticket filled will have the same groups as it were in the beginning. You should now proceed to Ticket 19.

SORTER'S TICKET—19

Serial No.

Number and Name of District

Name of Sorter

Name of Taluk

Number of Slips

Sex

Working in { III — Livestock, Forestry, Fishing, Hunting, and Plantations, Orchards and other activities.
IV — Mining and Quarrying.
V(b) — Non-Household Industry.
VI — Construction.
VII — Trade and Commerce.
VIII — Transport, Storage and Communications.
IX — Other Services.

Occupational Unit (Division and Major Group) Division	Group	Class of worker				
		Total	Employer	Employee	Single Worker	Family worker
1		2	3	4	5	6
TOTAL						

Tested and passed as correct.

Signed.....
(*Supervisor*)
Dated.....

Signed.....
(*Sorter*)
Dated.....

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statement 25.

Signed.....
(*Compiler Checker*)
Dated.....

SORTER'S TICKET 19

(*To proceed from Sorter's Ticket* 18)

Preparation.—You have to take up this Ticket after Ticket 18. You will have separate bundles for each Occupational Group for each Industrial category except Cultivators and Agricultural Labourers arranged according to Group code numbers. You have to sort the slips for each Group except the slips relating to category V (a)—Household Industry into Class of workers according to the answer recorded in Q. 16 (f) in the slip.

Operation.—Affix labels to 4 pigeon holes, the labels being marked, (1) Employer, (2) Employee, (3) Single worker and (4) Family worker. Take the bundle of slips for one Group and deal them according to the answer recorded in Q. 16 (f) in the slip. You will find the abbreviation 'ER' recorded for Employer, 'EE' for Employee, 'SW' for Single worker, and 'FW' for Family worker. Count the number of slips in each pigeon hole. Enter the Occupational Group in column 1 and number of slips in appropriate column against the Group in the Sorter's Ticket. Total the number of slips in cols. 3 to 6 and enter them in col 2 of the ticket. Combine the slips for all the Classes of Workers, bundle them up and keep the bundle separate after affixing its identification card giving the Division Number and Group Number.

Repeat this operation for each of the remaining bundles of Groups and fill up the Sorter's Ticket.

Conclusion.—After the sorting has been completed and the Sorter's Ticket filled up you will have the same groups as they were in the beginning. You should now proceed to Sorter's Ticket 20.

SORTER'S TICKET—20 Serial No.

Number and Name of District Name of Sorter

Name of Taluk Number of Slips

Sex

Working in
- III — Livestock, Fishing, Forestry, Hunting and Plantations, Orchards and other activities.
- IV — Mining and Quarrying.
- V(a) — Household Industry.
- (b) — Non-Household Industry.
- VI — Construction.
- VII — Trade and Commerce.
- VIII — Transport, Storage and Communications.
- IX — Other Services.

Occupational Unit (Division and Major Group)		Total	Literate and Educated Persons				
			Literate (without educational level)	Educational Levels			
Division	Group			Primary	Middle	Matriculation or Higher Secondary	Graduate and above
1		2	3	4	5	6	7
TOTAL							

Tested and passed as correct.

Signed..... (*Supervisor*)

Dated.....

Signed..... (*Sorter*)

Dated.....

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statement 26.

Signed..... (*Compiler Checker*)

Dated.....

SORTER'S TICKET—20

(To proceed from Sorter's Ticket 19)

Preparation:—You have to take up this ticket after ticket 19. You will have separate bundles for each Occupational Group by Industrial Category except Cultivation arranged according to Group Code Numbers. You have first to sort the slips for each Group for literate and educated persons with reference to the answer recorded in Q. 12 and then into the various educational levels with reference to the answer recorded in Q. 13 in the slip

First Operation:—Affix labels to two pigeon holes, the labels being marked 'Illiterate' and 'Literate and educated Persons'. Take the bundle of slips for one Group and deal all the slips where 'O' is recorded in Q. 12 into the pigeon hole marked 'Illiterate' and all the other slips where 'L' is recorded in the same question in the pigeon hole marked 'Literate and educated persons'.

Count the number of 'Literate and educated persons', enter the Group number in column 1 and the number of slips against the appropriate line in column 2 of the Sorter's Ticket and bundle the slips separately. Repeat this operation for all other Occupational Groups in serial order.

Second Operation:—Affix labels to 5 pigeon holes, the labels being marked (1) Literate (without education level), (2) primary, (3) Middle, (4) Matriculation or Higher Secondary and (5) Graduate and above. Take the bundle of slips for one Occupational group of 'literate and educated persons' and deal them into the pigeon holes with reference to the answer recorded in Q. 13 in the slip. Count the number of slips in each pigeon hole and enter the number in the appropriate column in the Sorter's Ticket. Repeat this operation for all the remaining Groups till you have completed all the Groups.

Total the number of slips in cols. 3 to 7 and enter in the col. 2 of the ticket.

If you come across any slip(s) where the educational levels could not be classified in any of the four levels (Nos. 2 to 5), deal them into the pigeon hole marked literate (without educational level).

Conclusion:—You can now combine the slips for all the Occupational Groups, the educational levels and illiterates. You will have only one bundle of slips for each Industrial category of worker. You should now proceed to Sorter Ticket 21.

SORTER'S TICKET—21 Serial No.

Number and Name of District Name of Sorter

Name of Taluk Number of Slips

Category of Worker/Non-worker Sex

Language	As mother-tongue without Subsidiary	As mother-tongue with Subsidiary			
		Language 1	Language 2	Language 3	Language 4
1	2	3	4	5	6
TOTAL					

Tested and passed as correct.

Signed..... (*Supervisor*)

Dated.....

Signed..... (*Sorter*)

Dated.....

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statement 27.

Signed..... (*Compiler/Checker*)

Dated.....

SORTER'S TICKET 21

Preparation:—You will have to prepare this ticket (*a*) after Sorter's Ticket 16 if you are sorting for slips relating to persons working as Cultivators or as Agricultural labourers or as Non-worker; (*b*) after Sorter's Ticket 20 if you are sorting for slips relating to—(1) III—Live-stock, Forestry etc., (2) IV—Mining and Quarrying, (3) V (*a*)—Household Industry, (4) V (*b*) Non-household Industry, (5) VI—Construction, (6) VII—Trade and Commerce, (7) VIII—Transport Storage and Communication, and (8) IX—Other Services.

You have to sort the slips for languages and dialects returned as mother-tongue with reference to the answer recorded in Q. 14 and also for any other languages known with reference to the answer recorded in Q. 15 in the slips.

First Operation:—You have first to sort the slips with reference to the answer to Q. 14—Mother-tongue. Your supervisor will give you a list of languages and dialects which are likely to occur as mother-tongue in the area. Affix labels to the pigeon holes, the labels being marked according to the names of the languages and dialects that are given by your supervisor. If the number of languages and dialects are more than the number of pigeon holes, affix as many labels as there are pigeon holes, leaving one or two pigeon holes for keeping the slips that are not sorted. Deal the slips into the pigeon holes according to the language or dialect recorded as mother-tongue in Q. 14 in the slip. Bundle the slips in each pigeon hole and keep the bundle for each mother-tongue separate.

First Operation:—*Subsequent Stages*:—If you have got unsorted slips you should affix labels to pigeon holes for languages and dialects that have not been sorted and sort the slips. Bundle the slips in each pigeon hole and keep each bundle separate. You should continue the operation till all the slips are exhausted. If during sorting you come across a slip containing a language for which you have not labelled a pigeon hole, deal the slip separately and affix a label to the pigeon hole showing the name of the language.

Second Operation:—You should now sort each bundle of mother-tongue separately with reference to the answer in Q. 15 in the slip. If you find that in the answer to Q. 15 more than one language have been recorded you should take only the first entry for the purpose of sorting and should discard the second entry. Take one by one the bundles of mother-tongue. Affix labels to the pigeon holes the labels being marked "without subsidiary language" and "with subsidiary language", the name of language being those which are likely to be returned as subsidiary languages. Your supervisor will give you a list of such languages. Deal the slips into the pigeon holes with reference to the answer to Q. 15 in the slip. You will find 'X' recorded where there is no subsidiary language. Where you come across any slip which contain a language in Q. 15 for which you have not provided a pigeon hole, deal them separately and affix a label to the pigeon hole showing the name of the language. Count the number of slips in each pigeon hole and write the name of the language, the number of slips without any subsidiary language and the number of slips with subsidiary language in the appropriate column of the Sorter's Ticket under each subsidiary language. If no column has been provided in the ticket for a particular subsidiary language you have sorted, you should write the name of the language in the column heading of the ticket in the space provided for the purpose and the number of slips against the mother-tongue.

Second Operation:—*Subsequent Stages*:—You should similarly deal the slips for each of the other mother-tongue bundles separately and fill up the Sorter's Ticket in the aforesaid manner.

Conclusion:—When you have completed all the operations, you can combine the slips. You should now proceed to Sorter's Ticket 22.

SORTER'S TICKET—22

Serial No.

Number and Name of District

Name of Sorter

Name of Taluk

Number of Slips

Category of Worker/Non-worker

Sex

Birth Place	No. of slips			
	Total	Rural	Urban	Unclassifiable
1	2	3	4	5
I. Born in the State of Enumeration				
(*a*) PL				
(*b*) D				
(*c*) Born in other Districts of the State.				
District 1				
District 2				
District 3				
Etc.				
II. Born in other States of India beyond the State of Enumeration.				
State 1				
State 2				
State 3				
Etc.				
III. Born in other countries beyond India—				
Country 1				
Country 2				
Country 3				
Etc.				
Unclassifiable . . .				
Total .				

Tested and passed as correct.

Signed.....
(*Supervisor*)

Dated.....

Signed.....
(*Sorter*)

Dated.....

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statement 28.

Signed.....
(*Compiler-Checker*)

Dated.....

SORTER'S TICKET—22

Preparation:—This ticket will be prepared after Sorter's Ticket 21. You have to sort the slips for this ticket for the birth place with reference to the answer recorded in Q. 7 (*a*) in the slip.

First Operation:—Affix labels to six pigeon holes, the labels being marked:—

(1) Born in place of enumeration.

(2) Born elsewhere in the district of enumeration.

(3) Born in other districts of the State.

(4) Born in other States in India beyond the State of enumeration.

(5) Born in other countries beyond India.

(6) Unclassifiable.

Deal the slips into the pigeon holes with reference to the answers recorded in sub-items (*a*), (*c*) and (*d*) of Q. 7. In the slip, you will find 'PL' for persons born in place of enumeration and the actual name of the place of birth for the persons born outside the place of enumeration recorded with reference to the answer in Q. 7 (*a*); 'D' for the persons who have born elsewhere in the district of enumeration and the actual name of the district for persons born in another district of the state of enumeration or other State/Union Territory in the country would have been recorded against Q. 7 (*c*); name of state in the case of persons born in State/Union Territories of India beyond the State of enumeration and the name of country for the persons born in countries beyond India, would have been recorded against Q. 7 (*d*). When you are in doubt about the classification of a slip, you should consult your supervisor. In the pigeon hole marked "Unclassifiable" deal all the slips where there are no entries against Q. 7 (*a*) or where the return cannot be classified under any of the pigeon holes. Count the number of slips in each pigeon hole and enter the first three items and item 6 under column 1 and the number of slips in each of these four categories under column 2 (Total) in the Sorter's Ticket (in pencil).

Second Operation:—Take the bundle of the slips relating to item 3 in the first operation —the persons born in other districts of the State for rural areas. Deal the slips into the pigeon holes with reference to the answer recorded in Q. 7 (*c*) in the slip at the same time affixing labels showing the name of Districts for which you have sorted into the respective pigeon holes. Affix labels for as many Districts as possible leaving one or two pigeon holes for keeping the unsorted slips. When you have exhausted the slips count the number of slips in each pigeon hole and enter the name of the District in column 1 and the number of slips in column 2 in the Sorter's Ticket.

Second Operation:—*Subsequent stage*:—Deal the slips that have been left over in the second operation for the place of birth returns as indicated above. Count the number of slips in each pigeon hole and enter the name of the District in column 2 of the Sorter's Ticket when you have completed the operation. You can combine the slips for all the Districts.

Third Operation:—In this operation you have to further sort the slips under item 4 in the first operation. Deal the slips into the pigeon holes with reference to the answer to Q. 7 (*d*) in the slip at the same time affixing labels showing the name of the State or the Union Territory for which you have sorted in the respective pigeon holes. Affix labels for as many states as possible leaving one or two pigeon holes for keeping the unsorted slips. When you have exhausted the slips count the number of slips in each pigeon hole and enter the name of the State in column 1 and number of slips in column 2 in the Sorter's Ticket. The slips of each state should be kept separate.

Third Operation:—*Subsequent Stage*:—Deal the slips that have been kept over in second operation for the place of birth returns as indicated above. Count the number of sl in each pigeon hole and enter the name of the State in column 1 and number of slips in colu 2 of the Sorter's Ticket.

Fourth Operation:—In this operation you have further to sort the slips under item 5 in first operation. Deal the slips into the pigeon holes with reference to the name of the cour recorded in Q. 7 (*d*) at the same time affixing labels to the pigeon holes showing the name of country for which you have sorted in a particular pigeon hole. Sort for as many countries possible leaving one or two pigeon holes for keeping the unsorted slips. When all the slips exhausted count the number of slips in each pigeon hole and enter the name of the country column 1 and number of slips in column 2 in the Sorter's Ticket. The slips of each cou should be kept separate.

Fourth Operation:—*Subsequent Stage*:—Deal the slips that have been kept over in third operation for the place of birth returns as indicated above. Count the number of s in each pigeon hole and enter the name of the country in column 1 and number of slip column 2 of the Sorter's Ticket.

Fifth Operation:—In this operation you have to sort the slips with reference to answer to Q. 7 (*b*) in the slip. Affix labels to three pigeon holes, the labels being marked 'Ru 'Urban' and 'Unclassifiable' respectively. *You need not sort the slips of persons born in p of enumeration (PL), and also of persons born outside India and persons whose birth plac unclassifiable for this operation.* These bundles you can keep aside. Take each of the bun of slips for persons born in India but outside the place of enumeration *i.e.*, items 2 to 4 deal them into the pigeon holes with reference to the answer recorded in Q. 7 (*b*). In the of persons born in Rural area, 'R' would have been written and in the case of persons bor Urban area, 'U' would have been written in answer to Q. 7 (*b*). In the case of persons w the place of birth could not be ascertained whether the birth place was rural or urban, should consult your supervisor whether the place recorded is 'rural' or 'urban' and deal slips in the proper pigeon holes. If it is not possible for your supervisor to determine whe the place recorded in any slip is rural or urban, you should deal the slip in the pigeon marked unclassifiable. Count the number of slips in each pigeon hole and enter the nur under column 3 or 4 or 5 as the case may be against the appropriate birth place under col 1.

Conclusion:—When you have completed all the operations, now you can consolidate bundles of various items as a result of sorting for this ticket within each Industrial category. should now proceed to Sorter's Ticket 23.

SORTER'S TICKET—23

Serial No.

Number and Name of the District

Name of Sorter

Name of Taluk

Number of Slips

Category of Worker/Non-worker

Sex

Last residence	Rural/Urban/ unclassifiable	Duration of residence in place of enumeration						
		Total	Less than 1 year	1-4 years	5-9 years	10-19 years	20 Years and above	Period not stated
1	2	3	4	5	6	7	8	9
1. Last residence in the place of enumeration.	Rural . .							
2. Last residence in the District of enumeration.	Rural/Urban/unclassifiable.							
3. Last residence in other Districts of the state of enumeration.	Rural/Urban/unclassifiable.							
4. Last residence in other States in India beyond the State of enumeration.	Rural/Urban/unclassifiable.							
State 1 . .	Rural/Urban/unclassifiable.							
State 2 . .	Rural/Urban/unclassifiable.							
State 3 etc. .								
5. Last residence in other countries beyond India.								
Country 1 .								
Country 2 .								
Country 3 etc. . .								
6. Unclassifiable . .								
Total of items 2 to 6 .								
Grand Total .								

Tested and passed as correct.

Signed.....
(*Supervisor*)
Dated.....

Signed.....
(*Sorter*)
Dated.....

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statement 29.

Signed.....
(*Compiler-Checker*)
Dated.....

SORTER'S TICKET—23

Preparation:—You have to sort the slips for this ticket first for place of last residence with reference to the answer recorded in Q. 8 (*a*) and then duration of residence in the place of enumeration with reference to the answer recorded in Q. 9 in the slip.

First Operation:—Affix labels to six pigeon holes, the labels being marked:

1. Last residence in the place of enumeration.
2. Last residence in the District of enumeration.
3. Last residence in other Districts of the State.
4. Last residence in other States in India beyond the state of enumeration.
5. Last residence in other countries beyond India.
6. Unclassifiable.

Deal the slips into the pigeon holes with reference to the answers recorded in Sub-items (*a*), (*c*) *and* (*d*) of *Q*. 8. In the slip, you will find 'PL' for the persons residing in the place of enumeration since birth and the actual name of the place of last residence for persons who have resided outside the place of enumeration recorded with reference to the answer in *Q*. 8 (*a*); 'D' for the persons who have resided elsewhere in the district of enumeration and the actual name of the district of last residence in another district of the State of enumeration, or other State/Union Territory in the country would have been recorded against *Q*. 8 (*c*); name of state in the case of persons resided in the other states in India beyond the state of enumeration and the name of country for the persons who have resided in the countries beyond India would have been recorded against *Q*. 8 (*d*). When you are in doubt about the classification of a slip you should consult your supervisor. In the pigeon hole marked "Unclassifiable" deal all the slips where there are no entries against *Q*. 8 (*a*). Bundle the slips in each pigeon hole and keep each bundle separate.

Second Operation:—In this operation you have to further sort the slips under item 4 in the first operation. Deal the slips into the pigeon holes with reference to the answer to *Q*. 8 (*d*) in the slip at the same time affixing labels showing the name of the State or the Union Territory for which you have sorted in the respective pigeon holes. Affix labels for as many States as possible leaving one or two pigeon holes for keeping the unsorted slips. Bundle the slips in each pigeon hole and keep each bundle separate.

Second Operation:—*Subsequent Stage* :—Deal the slips that have been kept over in the second operation for the last residence returns as indicated above and bundle the slips in each pigeon hole and keep each bundle separate.

Third Operation:—In this operation you have further to sort the slips under item 5 in the first operation. Deal the slips into the pigeon holes with reference to the name of the country recorded in *Q*. 8(*d*) at the same time affixing labels to the pigeon holes showing the name of the country for which you have sorted in a particular pigeon hole. Sort for as many countries as possible leaving one or two pigeon holes for keeping the unsorted slips. When all the slips are exhausted count the number of slips in each pigeon hole and enter the name of the country in column 1 and number of slips in column 2 in the Sorter's Ticket. The slips of each country should be kept separate.

Third Operation:—*Subsequent Stage*:—Deal the slips that have been kept over in the third operation for the place of last residence returns as indicated above. Count the number of slips in each pigeon hole and enter the name of the country in column 1 and number of slips in column 2 of the Sorter's Ticket.

Fourth Operation:—In this operation you have to sort the slips with reference to the answer to Q. 8 (*b*) in the slip. Affix labels to three pigeon holes, the labels being marked 'Rural', 'Urban' and 'Unclassifiable' respectively. You need not sort the slips of persons having place of last residence 'in place of enumeration', persons having last residence 'outside 'India' and persons whose place of last residence is 'unclassifiable' for this operation. These bundles you can keep separate. Take each of the bundles of slips for persons having last residence in India but outside the place of enumeration 'U', items 2, 3 and 4 separately and deal them into the pigeon holes with reference to the answers recorded in Q. 8 (*b*). In the case of persons having last residence in Rural area 'R' would have been written and in the case of persons having last residence in Urban area 'U' would have been written in answer to Q. 8 (*b*). In the case of persons where it could not be ascertained whether the place of last residence was rural or urban, and has not been classified, you will have to consult your supervisor whether the place recorded against Q. 8 (*a*) is rural or urban and deal the slips in the proper pigeon holes. If it is not possible for your supervisor to determine whether the place recorded in any slip is rural or urban you should deal the slip in the pigeon hole marked unclassifiable. Count the number of slips in each pigeon hole and enter the number under column 3 as the case may be against appropriate place of last residence under column 1.

Fifth Operation:—You have further to sort each of the bundles of slips relating to the place of last residence separately with reference to the answer to Q. 9 in the slip. Affix labels to 6 pigeon holes, the labels being marked 0 year, 1—4 years, 5—9 years, 10—19 years, 20 years, and above and Period not stated. You are not to deal with the bundle of slips in which 'PL' is recorded in Q. 8 (*a*) *i.e.* item 1. Take first the bundle relating to persons having last residence in district of enumeration but outside the place of enumeration and deal the slips in the pigeon holes according to the answer recorded against Q. 9 in the slip. If the duration of the residence is less than 1 year '0' would have been written in the answer to the Q. 9 in the slip and you should deal this slip in '0 year' pigeon hole. If in any slip you find that there is no record of the number of years, deal the slips in the pigeon hole marked 'Period not stated'. Count the number of slips in each pigeon hole and enter against the duration of residence in the place of enumeration according to the entry of the bundle in column 1 and the number of slips in the respective column of the Sorter's Ticket.

Repeat the operation for each of the other bundles of the place of last residence according to the order given in the Sorter's Ticket.

Conclusion:—When the sorting is complete and the ticket has been filled up you should keep the bundles for the duration less than 1 year separate and combine the slips for the duration 1—4 and 5—9 to form 1—9 and 10—19 and 20 + to form 10 years and above group and period not stated. Keep the bundles of slips for the persons having last residence elsewhere in the district of enumeration; last residence in other districts within the state of enumeration; 'last residence in other states in India beyond the state of enumeration separate and combine the slips for 'Last residence in other countries beyond India'. You should also combine the slips for Rural, Urban and Unclassifiable for all the categories except 'last residence in other States in India beyond the state of enumeration'. You will thus have separate bundle of slips for persons having 'Last residence in the place of enumeration', 'Last residence in the District of enumeration', 'Last residence in other Districts of the State', 'Last residence in other States in India beyond the state of enumeration—all the states separately for Rural, Urban and Unclassifiable', 'Last residence in other countries beyond India' and 'Unclassifiable' further separated by duration of residence in the place of enumeration under each category of worker/non-worker. You should now proceed to Sorter's Ticket 24.

SORTER'S TICKET—24

Serial No.

Number and Name of the District

Name of Sorter

Name of Taluk

Number of Slips

Sex

Duration of residence — Less than 1 year / 1—9 years

Category of Worker/Non-worker

Age-group	Duration	Last residence in the State of (in Alphabetical Order)												Out side India
		R	U	R	U	R	U	R	U	R	U	R	U	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
0—2	0													
	1—9													
3—7	0													
	1—9													
8—12	0													
	1—9													
13—17	0													
	1—9													
18—22	0													
	1—9													
23—27	0													
	1—9													
28—32	0													
	1—9													
33—37	0													
	1—9													
38—42	0													
	1—9													
43—47	0													
	1—9													

48—52	0 1—9	
53—57	0 1—9	
58—62	0 1—9	
63—67	0 1—9	
68—72	0 1—9	
73+	0 1—9	
All Ages	0 1—9	

Tested and passed as correct.

Signed.....
(*Supervisor*)
Dated.....

Signed.....
(*Sorter*)
Dated.....

Certified that I have checked the sorting while it was in progress and posted the figures in Compiler's Posting Statement 30.

Signed.....
(*Compiler-Checker*)
Dated.....

SORTER'S TICKET—24

Preparation:—After Sorter's Ticket 23 you will be having bundles of slips for persons having (i) 'Last residence in the place of enumeration', (ii) 'Last residence in the District of enumeration', (iii) 'Last residence in other Districts of the State', (iv) 'Last residence in other States in India beyond the state of enumeration—all the states separately by Rural, Urban and unclassifiable', (v) 'Last residence in other countries beyond India', and (vi) 'Unclassifiable' further separated by duration of residence in place of enumeration—less than 1 year, 1—9 years, 10 years and above and period not stated. You will have to sort the slips for the persons having last residence in other states in India beyond the state of enumeration Rural/Urban residing in the place of enumeration for less than 1 year and 1—9 years into age-groups 0—2, 3—7, 8—12, 13—17, 18—22, 23—27, 28—32, 33—37, 38—42, 43—47, 48—52, 53—57, 58—62, 63—67, 68—72 and 73+ with reference to the answer recorded in Q. 4 in the slip.

Operation:—Affix labels to 16 pigeon holes, the labels being marked as 0—2, 3—7, 8—12, 13—17, 18—22, 23—27, 28—32, 33—37, 38—42, 43—47, 48—52, 53—57, 58—62, 63—67, 68—72 and 73+. Take the bundle of slips for State 1 for the persons having last residence in Rural Areas for duration of residence less than 1 year *i.e.*, '0 year' in the place of enumeration and deal the slips into the pigeon holes according to the age recorded in answer to Q. 4 in the slip. Count the number of slips in each pigeon hole and enter in the respective columns of the Sorter's Ticket against the appropriate entry. Then take the bundle of slips for the persons having last residence in Urban Areas and deal the slips into the pigeon holes. Count the number of slips in each pigeon hole and fill up the Sorter's Ticket.

Operation—Subsequent Stage:—Similarly, repeat the above operation for the duration of residence 1—9 years in the place of enumeration and fill up the Sorter's Ticket.

Repeat the above operation for the slips for each of the remaining State and fill up the Sorter's Ticket.

Conclusion:—After compilation of the Sorter's Ticket you can mix up bundles for all the states beyond the state of enumeration Rural, Urban and Unclassifiable. Thus you will have two bundles of slips for durations less than 1 year and 1—9 years in the place of enumeration under each category of worker/non-worker. You should now proceed to Sorter's Ticket 25.

SORTER'S TICKET—25

Serial No.

Number and Name of District | Name of Sorter

Name of Taluk | Number of Slips

Category of Worker/Non-worker | Sex

Last residence	Age Group	Duration of residence and marital status															
		Less than 1 year				1—9 years				10 years and above				Period not stated			
		NM	M	W& D	Un-specified	NM	M	W& D	Un-specified	NM	M	W& D	Un-specified	NM	M	W& D	Un-specified
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Elsewhere in the district of enumeration.	0-14																
	15-19																
	20-24																
	25-49																
	50+																
	ANS																
In other districts of the state of enumeration.	0-14																
	15-19																
	20-24																
	25-49																
	50+																
	ANS																
In other states beyond the state of enumeration.	0-14																
	15-19																
	20-24																
	25-49																
	50+																
	ANS																
In other countries outside India.	0-14																
	15-19																
	20-24																
	25-49																
	50+																
	ANS																
Unclassifiable.	0-14																
	15-19																
	20-24																
	25-49																
	50+																
	ANS																
	TOTAL																

Tested and passed as correct.

Signed..... (*Supervisor*)

Dated.....

Signed..... (*Sorter*)

Dated.....

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statement 31.

Signed..... (*Compiler-Checker*)

Dated.....

SORTER'S TICKET—25

Preparation:—You have to prepare this ticket in case of migrants you will have separate bundles for persons having 1 (1) Last residence in the place of enumeration, (2) Last residence in the District of enumeration, (3) Last residence in other Districts of the State, (4) Last residence in other States in India beyond the State of enumeration, (5) Last residence in other Countries beyond India, and (6) Unclassifiable, further separated by durations of residence in place of enumeration—less than 1 year, 1—9 years, 10 years and above and Period not stated. You have to sort the slips for persons having (i) Last residence in the District of enumeration, (ii) Last residence in other Districts of the State, (iii) Last residence in other States in India beyond the State of enumeration, (iv) Last residence in other Countries beyond India, and (v) Unclassifiable into age-groups 0—14, 15—19, 20—24, 25—49, 50+ and Age not stated, with reference to the age recorded in Q. 4 in the slip and then slips for each age-group for marital status with reference to the answer to Q. 5 in the slip.

First Operation:—Affix labels to 6 pigeon holes, the labels being marked as 0—14, 15—19, 20—24, 25—49, 50+ and Age not stated. Take first the bundle of slips relating to the persons having last residence within the district of enumeration but outside the place of enumeration for duration less than one year and deal the slips in the pigeon holes according to the age recorded against Q. 4 in the slip. Bundle the slips for each age-group and keep them separate as these will be required for next operation. Repeat the operation for the bundles of slips with duration of residence in the place of enumeration '1—9' '10 years and above' and 'Period not stated' and bundle the slips for each age-group and keep them separate for next operation.

First Operation—Subsequent Stages:—Repeat the above operation for the persons having place of last residence 'In the State of enumeration but outside the district of enumeration' 'In other States in India beyond the State of enumeration,' 'In other Countries beyond India and 'Unclassifiable' and keep the bundles of slips separate for next operation.

Second Operation:—In this operation, you have further to sort the slips for each age-group of each duration in the place of enumeration by marital status with reference to the answer recorded in Q. 5 in the slip. Affix labels to 4 pigeon holes, the labels being marked 'Never married', 'Married', 'Widowed and Divorced' and 'Unspecified status'. Take one bundle and deal the slips into the pigeon holes with reference to the marital status NM, M and W&S recorded in the answer to Q. 5 in the slip. You will find abbreviation 'NM' recorded for 'Never Married', 'M' for 'Married', 'W' for Widowed and 'S' for 'Separated or Divorced'. If you find any slip in which the answer is not recorded then treat it as of 'Unspecified status'. Count the number of slips in each pigeon hole and enter the number in the appropriate column of the Sorter's Ticket against the place of residence entered in the bundle.

Second Operation—Subsequent stage:—Repeat the above operation for each of the remaining age-groups of each duration in the place of enumeration and fill up the Sorter's Ticket.

Conclusion:—When you have completed the Sorter's Ticket your sorting work is over and you should hand over the bundles under each category of worker and non-worker to the Supervisor.

COMPILER'S POSTING STATEMENT—8 (i—xi)

(From Sorter's Ticket—8)

Sex.....

Number and Name of District..... Category of Worker/Non-worker.....

Sl. No. of Sorter's Ticket	Date of Posting	Name of Sorter	No. and Name of Taluk etc.	ILLITERATE								
				Total	0-4	5-9	10-14	15-19	20-24	25-34	35+	Age not stated
0	1	2	3	4	5	6	7	8	9	10	11	12
Total												

LITERATE (without educational level)								PRIMARY							
Total	5-9	10-14	15-19	20-24	25-34	35+	Age not stated	Total	5-9	10-14	15-19	20-24	25-34	35+	Age not stated
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Total															

MIDDLE								MATRICULATION OR HIGHER SECONDARY							
Total	5-9	10-14	15-19	20-24	25-34	35+	Age not stated	Total	5-9	10-14	15-19	20-24	25-34	35+	Age not stated
29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44
Total															

NON-TECHNICAL DIPLOMA OR CERTIFICATE NOT EQUAL TO DEGREE								TECHNICAL DIPLOMA OR CERTIFICATE NOT EQUAL TO DEGREE							
Total	5-9	10-14	15-19	20-24	25-34	35+	Age not stated	Total	5-9	10-14	15-19	20-24	25-34	35+	Age not stated
45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
Total															

GRADUATE AND ABOVE							
Total	5-9	10-14	15-19	20-24	25-34	35+	Age not stated
61	62	63	64	65	66	67	68
Total							

Checked and found correct.... Approved for Tabulation Posted

Signed..... Signed..... Signed.....

(*Supervisor*) (*S. A.*) (*Compiler-Checker*)

Dated..... Dated..... Dated.....

This Posting Statement gives figures for Table B-III Part-B and C-III Part-A.

COMPILER'S POSTING STATEMENT—8

This statement will be posted from Sorter's Ticket 8.

Your Supervisor would have written the headings of the statement and also have filled up Column 0, 2 and 3 relating to serial number of Sorter's Ticket, Name of Sorter and the No. and Name of Tahsil/Taluk/Police Station/Development Block, as the case may be. The statement will also indicate the category of worker/non-worker to which it relates and the sex. You will deal only with the statement of one sex at a time.

You should post the figures from each Sorter's Ticket in the Statement against the appropriate serial number and the name of Sorter. You should post under each column of the statement the figures from columns 2—10 of the Sorter's Ticket 8. When you have completed the posting for a ticket you should enter the date of posting in column 1 of the statement. You should also sign the certificate in the Sorter's Ticket 8 and give the date.

When you have posted the figures for all the Sorter's Ticket 8 in the Statement, you should total of the figures and strike the final totals. You should then sign the Statement and give the date of completion.

When you have completed the Statement, you should hand over the Statement and the relevant Sorter's Tickets to your S.A. for Checking.

This posting Statement gives figures for Table B—III, Part—B and C—III, Part—A (All areas).

COMPILER'S POSTING STATEMENT—9 (i to xi)

(From Sorter's Ticket—9)

Sex : MALES

Number and Name of District : Category of Worker/Non-Worker

Sl. No. of Sorter's Ticket	Date of Posting	Name of Sorter	No. and name of Taluk	Never married					
				0-9					
				Total	0-4	5-9	10-14	15-19	20-24
0	1	2	3	4	5	6	7	8	9

Never married—*concld.*										
25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70+	Age not stated
10	11	12	13	14	15	16	17	18	19	20

Married													
10-14	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70+	Age not stated
21	22	23	24	25	26	27	28	29	30	31	32	33	34

Widowed													
10-14	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70+	Age not stated
35	36	37	38	39	40	41	42	43	44	45	46	47	48

Separated or Divorced													
10-14	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70+	Age not stated
49	50	51	52	53	54	55	56	57	58	59	60	61	62

Unspecified Status													
10-14	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70+	Age not stated
63	64	65	66	67	68	69	70	71	72	73	74	75	76

Checked and found correct :	Approved for Tabulation :	Posted.
Signed.....	Signed.....	Signed.....
(*Supervisor*)	(*S. A.*)	(*Compiler-Checker*)
Dated.....	Dated.....	Dated.....

This Posting Statement gives figures for Table C-II.

COMPILER'S POSTING STATEMENT—9 (i—xi)

(From Sorter's Ticket 9)

Number and Name of District .

Category of Worker Non-worker
Sex : (Females)

Sl. No. of Sorter's Ticket	Date of Posting	Name of Sorter	No. and Name of Tahsil/ Taluk, etc.	Never Married					
				0-14				15-19	20-24
				Total 0-14	0-9				
					Total	0-4	5-9	10-14	
0	1	2	3	4	5	6	7	8	9	10

Never Married						Total							
25-49						50-59			60+				Age not stated
Total	25-29	30-34	35-39	40-44	45-49	Total	50-54	55-59	Total	60-64	65-69	70+	
11	12	13	14	15	16	17	18	19	20	21	22	23	24

Married								
10-14	15-19	20-24	25-49					
			Total	25-29	30-34	35-39	40-44	45-49
25	26	27	28	29	30	31	32	33

Married						
50-59			60+				Age not stated
Total	50-54	55-59	Total	60-64	65-69	70+	
34	35	36	37	38	39	40	41

Widowed								
10-14	15-19	20-24	25-49					
			Total	25-29	30-34	35-39	40-44	45-49
42	43	44	45	46	47	48	49	50

Widowed							
50-59			60+				Age not stated
Total	50-54	55-59	Total	60-64	65-69	70+	
51	52	53	54	55	56	57	58

Separated or Divorced								
			25-49					
10-14	15-19	20-24	Total	25-29	30-34	35-39	40-44	45-49
59	60	61	62	63	64	65	66	67

Separated or Divorced							
50-59			60+				Age not stated
Total	50-54	55-59	Total	60-64	65-69	70+	
68	69	70	71	72	73	74	75

Unspecified Status								
			25-49					
10-14	15-19	20-24	Total	25-29	30-34	35-39	40-44	45-49
76	77	78	79	80	81	82	83	84

Unspecified Status							
50-59			60+				Age not stated
Total	50-54	55-59	Total	60-64	65-69	70+	
85	86	87	88	89	90	91	92

Checked and found correct: Approved for Tabulation: Posted:

Signed..... Signed..... Signed.....

(*Supervisor*) (*S. A.*) (*Compiler-Checker*)

Dated..... Dated..... Dated.....

This Posting Statement gives figures for Table B-1 Part B and C-11

COMPILER'S POSTING STATEMENT—9

(From Sorter's Ticket 9)

This Statement will be posted from Sorter's Ticket 9.

Your Supervisor would have written up the headings of the Statement and also have filled up column 0, 2 and 3 relating to serial number of Sorter's Ticket, name of Sorter Number and name of Taluk as the case may be. This statement will also indicate the category of worker/non-worker to which it relates and the sex. You will deal only with the statement of one sex at a time. Since Table B—I Part 'B' 'Female workers and Non-workers according to their activity classified by Marital Status, and broad age-groups' will be prepared from this compiler's posting statement, you would be required to fill up the statement for females in a slightly different manner. A separate form will be supplied to you for this purpose.

Males Posting:—You should post the figures from each Sorter's Ticket in the Statement against the appropriate serial number and name of the Sorter. You should post columns 5—20 of the Statement in the corresponding age-groups from column 3 of the Sorter's Ticket. You should add up the figures in columns 5 and 8 and enter in column 4 of the Statement. You should post in column 21—34 of the Statement the figures in the corresponding age-groups from column 4 of the Sorter's Ticket. You should post in columns 35—48 the figures in the corresponding age-groups from column 5 of the Sorter's Ticket. You should post in columns 49—62 the figures in the corresponding age-groups from column 6 of the Sorter's Ticket. Finally you should post in columns 63—76 the figures in the corresponding age-groups from column 7 of the Sorter's Ticket. When you have completed the posting for a ticket you should enter the date of posting in column 1 of the Statement. You should also sign the certificate in the Sorter's Ticket 9 and give the date.

Females Posting:—If you are dealing with the Statement for females you should post the figures from each Sorter's Ticket in the Statement against the appropriate serial number and the name of the Sorter. You should post in the respective columns of the statement, the figures in the corresponding age-groups in column 3 of the Sorter's Ticket. You should add up the figures posted in columns 6 and 7 and enter in column 5 and then add up the figures of columns 5 and 8 and enter in column 4 of the Statement. Again, add up the figures in Columns 12—16 and enter in column 11 of the statement. Add up columns 18 and 19 and enter in column 17. Add up columns 21 to 23 and enter in column 20 of the statement.

Similarly, you should post the figures for the respective marital status given in columns 4, 5, 6 and 7 of the Sorter's Ticket in the appropriate columns in the statement. Strike the total for all the broad age-groups, *i.e.*, 0—14, 25—29, 50—59 and 60+and enter them in the Total columns.

When you have completed the posting for a ticket you should enter the date of posting in column 1 of the statement. You should also sign the certificate in the Sorter's Ticket 9 and give the date.

When you have posted the figures for all the Sorter's Tickets 9 in the Statement, you should also add up the figure and strike the final total. You should then sign the statement and enter the date of completion. You should hand over the statement and the tickets to your Supervisor for checking.

This Posting Statement gives figures for Tables B—I, Part B and C—II.

COMPILER'S POSTING STATEMENT—10

(*From Sorter's Ticket* 10)

Sex

Number and Name of District — Category of Worker/Non-worker

Sl. No. of Sorter's Ticket	Date of Posting	Name of Sorter	No. and Name of Taluk etc.	Age							
				0	1	2	3	4	5	6	7
1	2	3	4	5	6	7	8	9	10	11	12
				Age-*contd.*							
8	9	10	11	12	13	14	15	16	17	18	19	20	21
13	14	15	16	17	18	19	20	21	22	23	24	25	26
				Age-*contd.*							
22	23	24	25	26	27	28	29	30	31	32	33	34	35
27	28	29	30	31	32	33	34	35	36	37	38	39	40
				Age-*contd.*							
36	37	38	39	40	41	42	43	44	45	46	47	48	49
41	42	43	44	45	46	47	48	49	50	51	52	53	54
				Age-*contd.*							
50	51	52	53	54	55	56	57	58	59	60	61	62	63
55	56	57	58	59	60	61	62	63	64	65	66	67	68
				Age-*contd.*							
64	65	66	67	68	69	70	71	72	73	74	75	76	77
69	70	71	72	73	74	75	76	77	78	79	80	81	82

Age-*contd.*													
78	79	80	81	82	83	84	85	86	87	88	89	90	91
83	84	85	86	87	88	89	90	91	92	93	94	95	96

Age-*concld.*											
92	93	94	95	96	97	98	99	100	..	..	Age not stated
97	98	99	100	101	102	103	104	105	106	etc.	110

Checked and found correct	Approved for Tabulation	Posted
Signed.....	Signed.....	Signed.....
(*Supervisor*)	(*S. A.*)	(*Compiler-Checker*)
Dated.....	Dated.....	Dated.....

(If there are entries over age 100 in the Sorter's Ticket, the age should be written at the top after 100 and below the age the number of persons should be entered according to the Sorter's Ticket).

This Posting Statement gives figures for Table C-IV.

Compiler's Posting Statement—10

(*From Sorter's Ticket* 10)

This Statement will be posted from Sorter's Ticket 10.

Your Supervisor would have written up the headings of the Statement and also have filled up columns 1, 3 and 4 relating to serial number of Sorter's Ticket, Name of Sorter and No. and Name of Taluk. The statement will also indicate the Category of worker/non-worker to which the Statement belongs and the sex. You will deal only with the Statement of one sex at a time.

You should post the figures from each Sorter's Ticket in the statement against the appropriate serial number and the name of Sorter. You should post under each column the relevant figures in the corresponding age from the Sorter's Ticket. If you come across any age in Sorter's Ticket over 100, you should write the age at the top after 100 and enter the figures below it against the appropriate line. When you have completed the posting for a Sorter's Ticket you should enter the date of posting in Column 2 of the Statement. You should also sign the certificate in the Sorter's Ticket 10 and give the date.

When you have posted figures for all the Sorter's Tickets 10 in the Statement, you should add up the figures and strike the final total. You should then sign the Statement and give the date of completion. You should hand over the Statement and the relevant Sorter's Tickets to your Supervisor for checking.

This Posting Statement gives figures for the column relating to rural areas for Table C-IV.

COMPILER'S POSTING STATEMENT—11 (i—xi)

(*From Sorter's Ticket*—11)

Sex

Number and Name of district — Category of Worker/Non-worker

Sl. No. of Sorter's Ticket	Date of Posting	Name of Sorter	Number and Name of Taluk, etc.	Employer							
				Total	0-14	15-19	20-24	25-29	30-39	40-49	50-59
0	1	2	3	4	5	6	7	8	9	10	11

		Employee									
60+	Age not stated	Total	0-14	15-19	20-24	25-29	30-39	40-49	50-59	60+	Age not stated
12	13	14	15	16	17	18	19	20	21	22	23

Single Worker									
Total	0-14	15-19	20-24	25-29	30-39	40-49	50-59	60+	Age not stated
24	25	26	27	28	29	30	31	32	33

Family Worker									
Total	0-14	15-19	20-24	25-29	30-39	40-49	50-59	60+	Age not stated
34	35	36	37	38	39	40	41	42	43

Checked and found correct: Approved for Tabulation: Posted:

Signed..... Signed..... Signed.....
(*Supervisor*) (*S. A.*) (*Compiler-Checker*)

Dated..... Dated..... Dated.....

This Posting Statement gives figures for Table B-IV Part C.

COMPILER'S POSTING STATEMENT—11

(From Sorter's Ticket—11)

This Statement will be posted from Sorter's Ticket 11.

Your Supervisor would have written up the headings of the Statement and also have filled up Columns 0, 2 and 3 relating to serial number of Sorter's Ticket, Name of Sorter and No. and name of/Taluk/as the case may be. The Statement will also indicate the category of worker to which it relates and the sex. You will deal only with the Statement of one sex at a time.

You should post the figures from each Sorter's Ticket in the Statement against the appropriate serial number and the name of the Sorter. You should post in columns 4—13 of the Statement the figures in the corresponding age-groups from Column 3 of the Sorter's Ticket. You should post in columns 14—23 of the Statement the figures in the corresponding age-groups from column 4 of the Sorter's Ticket. You should post in columns 24—33 the figures in the corresponding age-groups from column 5 of the Sorter's Ticket. Finally you should post in columns 34—43 the figures in the corresponding age-groups from column 6 of the Sorter's Ticket. When you have completed the posting for a ticket, you should enter the date of posting in column 1 of the Statement. You should also sign the certificate in the Sorter's Ticket 11 and give the date.

When you have posted the figures for all the Sorter's Tickets 11 in the Statement, you should also total up the figures and strike final total. You should then sign the Statement and enter the date of completion. You should hand over the Statement and the Tickets to your Supervisor or for checking.

This Posting Statement gives figures for Table B—IV Part—C, but these will have to be consolidated for all the 7 categories, *viz.*, III, IV, V(*b*), VI, VII, VIII and IX.

COMPILER'S POSTING STATEMENT—12

(From Sorter's Ticket 12)

Number and Name of District

Sex

Category of Worker

Livestock, Forestry, Fishing Hunting and Plantations, Orchards and allied activities.

Sl. No. of Sorter's Ticket	Date of Posting	Name of Sorter	No. and Name of Taluk etc.	Industrial Major Group 00				Industrial Minor Groups	
				Employer	Employee	Single Worker	Family Worker	007	008
0	1	2	3	4	5	6	7	8	9

Industrial Major Group 01				Industrial Minor Groups										Industrial Major Group 02			
Employer	Employee	Single Worker	Family Worker	010	011	012	013	014	015	016	017	018	019	Employer	Employee	Single Worker	Family Worker
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27

Industrial Minor Groups								Industrial Major Group 03			
020	021	022	023	024	025	026	029	Employer	Employee	Single Worker	Family Worker
28	29	30	31	32	33	34	35	36	37	38	39

Industrial Minor Groups								Industrial Major Group 04			
030	031	032	033	034	035	036	039	Employer	Employee	Single Worker	Family Worker
40	41	42	43	44	45	46	47	48	49	50	51

ıdustrial	Minor Group	Industrial Major Group 05				Industrial Minor Groups					
	040	Employer	Employee	Single Worker	Family Worker	050	051	052	053	054	059
	52	53	54	55	56	57	58	59	60	61	62

Industrial Major Group 06				Industrial Minor Groups				
Employer	Employee	Single Worker	Family Worker	060	061	062	063	069
63	64	65	66	67	68	69	70	71

hecked and found correct:	Approved for Tabulation:	Posted:
gned..... (*Supervisor*)	Signed..... (*S.A.*)	Signed..... (*Compiler-Checker*)
ated.....	Dated.....	Dated.....

This Posting Statement gives figures for Table B-IV Part D (Non-household Industry) etc.

COMPILER'S POSTING STATEMENT—12

This Statement will be posted from Sorter's Ticket 12 relating to 'Workers engaged in ivestock, Forestry, Fishing, Hunting and Plantations, Orchards and allied activities'.

Your Supervisor would have written up the headings of the Statement and also have lled up columns 0, 2 and 3 relating to serial number of Sorter's Ticket. Name of Sorter and ıe name of Taluk. It will also indicate the category of worker with which you are dealing ıd the sex. You will deal only with the Statement of one sex at a time.

You should post the figures in each Sorter's Ticket in the Statement against the appro-riate serial number and the name of the Sorter. For each major group in the Statement you ıould post the figures for 'Employer', 'Employee', 'Single Worker' and 'Family 'orker' from the corresponding columns in the Sorter's Ticket. For each minor group in the .atement you should post the figures from the corresponding columns in the Sorter's Ticket. 'hen you have completed the posting for a Ticket you should enter the date of posting in)lumn 1 of the Statement. You should also sign the certificate in the Sorter's Ticket 12 and ve date.

When you have posted the figures for all the Sorter's Ticket 12 relating to workers en-ıged in Livestock, Forestry, Fishing, Hunting and Plantations, Orchards and allied activities in ıe Statement you should total up the figures and strike the final total.

You should then sign the Statement and give the date of completion. You should ınd over the Statement and the relevant tickets to your Supervisor for checking.

This Posting Statement gives figures for Table B-IV, Part A and B-IV, Part D (Non-ousehold Industry, etc.).

COMPILER'S POSTING STATEMENT—13

(From Sorter's Ticket 12)

Sex:

Number and Name of District — Category of Worker: Mining and Quarrying

Sl. No. of Sorter's Ticket	Date of Posting	Name of sorter	No. and Name of Taluk etc.	Industrial Major Group 10				Industrial Minor Groups	
				Em-ployer	Em-ployee	Single Worker	Family Worker	100	101
0	1	2	3	4	5	6	7	8	9

Industrial Major Group 11				Industrial Minor Groups		Industrial Major Group 12			
Em-ployer	Em-ployee	Single Worker	Family Worker	110	111	Em-ployer	Em-ployee	Single Worker	Family Worker
10	11	12	13	14	15	16	17	18	19

Industrial Minor Groups									
120	121	122	123	124	125	126	127	128	129
20	21	22	23	24	25	26	27	28	29

Industrial Major Group 19				Industrial Minor Groups						
Employer	Employee	Single Worker	Family Worker	190	191	192	193	194	195	199
30	31	32	33	34	35	36	37	38	39	40

Checked and found correct: Approved for Tabulation: Posted:

Signed..... Signed..... Signed.....
(*Supervisor*) (*S.A.*) (*Compiler-Checker*).

Date..... Date..... Date.....

This posting Statement gives figures for Table B-IV Part A and D (Non-household Industry, etc.)

COMPILER'S POSTING STATEMENT—13

(*From Sorter's Ticket* 12)

This Statement will be posted from Sorter's Ticket 12 relating to workers engaged in Mining and Quarrying.

Your Supervisor would have written up the headings of the Statement and also have filled up Columns 0, 2 and 3 relating to serial numbers of Sorter's Ticket, Name of Sorter and the name of Taluk. It will also indicate the category of worker and sex. You will deal only with the Statement of one sex at a time.

You should post the figures in each Sorter's Ticket in the Statement against the appropriate serial number and the name of Sorter. For each Major Group in the Statement, you should post the figures for 'Employer', 'Employee', 'Single worker' and 'Family worker' from the corresponding columns in the Sorter's Ticket. For each Minor Group in the Statement you should post the figures from the corresponding columns in the Sorter's Ticket. When you have completed the posting for a Ticket, you should enter the date of posting in column 1 of the Statement. You should also sign the certificate in the Sorter's Ticket 12 and give the date.

When you have posted the figures for all the Sorter's Tickets 12 relating to workers engaged in Mining and Quarrying in the Statement, you should total up the figures and strike the final total.

You should then sign the statement and give the date of completion. You should hand over the Statement and the relevant Ticket to your Supervisor for checking.

This Posting Statement gives figures for Table B-IV, Part A and D (Non-household Industry, etc.).

COMPILER'S POSTING STATEMENT—14

(From Sorter's Ticket 12)

Number and Name of District

Sex

Category of Worker: Manufacturing other than Household Industry.

Sl. No. of Sorter's Ticket	Date of posting	Name of Sorter	Number and Name of Taluk	Industrial Major Group 20-21			
				Employer	Employee	Single Worker	Family Worker
0	1	2	3	4	5	6	7

Total

Industrial Minor Groups																		
200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26

Total

Industrial Major Group 22				Industrial Minor Groups										Industrial Major Group 23			
Employer	Employee	Single Worker	Family Worker	220	221	222	223	224	225	226	227	228	229	Employer	Employee	Single Worker	Family Worker
27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44

Total

Industrial Minor Groups								Industrial Major Group 24				Industrial Minor Groups						
230	231	232	233	234	235	236	239	Employer	Employee	Single Worker	Family Worker	240	241	242	243	244	245	246
45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63

Industrial Minor Groups				Industrial Major Group 25			Industrial Minor Groups							Industrial Major Group 26	
247	248	249	Em-ployer	Em-ployee	Single Worker	Family Worker	250	251	252	253	259	Em-ployer	Em-ployee	Single Worker	Family Worker
64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79

Total

Industrial Minor Groups										Industrial Major Group 27			
260	261	262	263	264	265	266	267	268	269	Em-ployer	Em-ployee	Single Worker	Family Worker
80	81	82	83	84	85	86	87	88	89	90	91	92	93

Total

Industrial Minor Groups									Industrial Major Group 28				Industrial Minor Groups			
270	271	272	273	274	275	276	277	279	Em-ployer	Em-ployee	Single Worker	Family Worker	280	281	282	283
94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110

Total

Industrial Minor Groups (*concld.*)						Industrial Major Group 29				Industrial Minor Groups							
284	285	286	287	288	289	Em-ployer	Em-ployee	Single Worker	Family Worker	290	291	292	293	294	295	296	299
111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128

Industrial Major Group 30				Industrial Minor Groups								Industrial Major Group 31			
Em-ployer	Em-ployee	Single Worker	Family Worker	300	301	302	303	304	305	306	307	Em-ployer	Em-ployee	Single Worker	Family Worker
129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144

Total

Industrial Minor Groups										Industrial Major Group 32			
310	311	312	313	314	315	316	317	318	319	Em-ployer	Em-ployee	Single Worker	Family Worker
145	146	147	148	149	150	151	152	153	154	155	156	157	158

Total

Industrial Minor Groups										Industrial Major Group 33			
320	321	322	323	324	325	326	327	328	329	Em-ployer	Em-ployee	Single Worker	Family Worker
159	160	161	162	163	164	165	166	167	168	169	170	171	172

Total

Industrial Minor Groups								Industrial Major Group 34				Industrial Minor Groups						
330	331	332	333	334	335	336	339	Em-ployer	Em-ployee	Single Worker	Family Worker	340	341	342	343	344	345	349
173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191

Total

Industrial Major Group 35				Industrial Minor Groups									
Employer	Employee	Single Worker	Family Worker	350	351	352	353	354	355	356	357	358	359
192	193	194	195	196	197	198	199	200	201	202	203	204	205

Total

Industrial Major Group 36				Industrial Minor Groups								
Employer	Employee	Single Worker	Family Worker	360	361	362	363	364	365	366	367	369
206	207	208	209	210	211	212	213	214	215	216	217	218

Total

Industrial Major Group 37				Industrial Minor Groups									
Employer	Employee	Single Worker	Family Worker	370	371	372	373	374	375	376	377	378	379
219	220	221	222	223	224	225	226	227	228	229	230	231	232

Total

Industrial Major Group 38				Industrial Minor Groups								
Employer	Employee	Single Worker	Family Worker	380	381	382	383	384	385	386	387	389
233	234	235	236	237	238	239	240	241	242	243	244	245

Total

Industrial Major Group 39				Industrial Minor Groups					
Employer	Employee	Single Worker	Family Worker	390	391	392	393	394	399
246	247	248	249	250	251	252	253	254	255

Total

Checked and found correct:—	Approved for Tabulation:	Posted:
Signed..... (*Supervisor*)	Signed..... (*S.A.*)	Signed..... (*Compiler-Checker*)
Dated.....	Dated.....	Dated.....

This posting statement gives figures for Table B-IV Part D (Non-household Industry, etc.)

COMPILER'S POSTING STATEMENT—14.

(*From Sorter's Ticket* 12).

This Statement will also be posted from Sorter's Ticket 12 relating to 'Workers engaged in Manufacturing other than Household Industry'.

Your Supervisor would have written up the headings of the statement and also have filled up cols. 0 and 2 relating to serial number of Sorter's Ticket and the Name of Sorter. The Statement will also indicate the name of Taluk and sex. You will deal only with the statement of one sex at a time.

You should post the figures in each Sorter's Ticket in the Statement against the appropriate serial number and name of the Sorter. For each major group in the statement you should post the figures for Employer, Employee, Single Worker and Family worker from the corresponding columns in the Sorter's Ticket. For each minor group in the statement you should post the figures from the corresponding columns in the Sorter's Ticket. When you have completed the posting for a ticket you should enter the date of posting in Col. 1 of the statement. You should also sign the certificate in the Sorter's Ticket 12 and give the date.

When you have posted the figures for all the Sorter's Ticket 12 relating to workers engaged in Manufacturing other than Household Industry, in the statement, you should total up the figures and strike the final total.

You should then sign the statement and give the date of completion. You should hand over the statement and the relevant tickets to your Supervisor for checking.

This Posting Statement gives figures for Table B-IV Part-D (Non-household Industry, etc.)

COMPILER'S POSTING STATEMENT—15

(From Sorter's Ticket 12)

Sex

Number and Name of District — Category of Worker : Construction

Sl. No. of Sorter's Ticket	Date of Posting	Name of Sorter	Number and Name of Taluk	Industrial Major Group 50				Industrial	
				Employer	Employee	Single Worker	Family Worker	500	501
0	1	2	3	4	5	6	7	8	9

Minor Groups					Industrial Major Group 51				Industrial Minor Groups					
502	503	504	505	509	Employer	Employee	Single Worker	Family Worker	510	511	512	513	514	519
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

Checked & found correct — Approved for Tabulation — Posted

Signed..... (*Supervisor*) — Signed..... (*S.A.*) — Signed..... (*Compiler-Checker*)

Dated..... — Dated..... — Dated.....

This Posting Statement gives figures for Table B-IV Part-A & D (Non-household Industry etc.)

COMPILER'S POSTING STATEMENT—15.

(From Sorter's Ticket 12).

This Statement will also be posted from Sorter's Ticket 12 relating to 'Workers engaged in Construction'.

Your Supervisor would have written up the headings of the statement and also have filled up cols. 0, 2 relating to serial number of Sorter's Ticket and the Name of Sorter. The statement will also indicate the name of Taluk and sex. You will deal only with the statement of one sex at a time.

You should post the figures in each Sorter's Ticket in Statement against the appropriate serial number and the Name of the Sorter. For each major group in the statement you should post the figures for 'Employer', 'Employee', 'Single worker' and 'Family worker' from the corresponding columns in the Sorter's Ticket. For each minor group in the statement you should post the figures for corresponding column in the Sorter's Ticket. When you have completed the posting for a ticket, you should enter the date of posting in Col. 1 of the statement. You should also sign the certificate in the Sorter's Ticket 12 and give the date.

When you have posted the figures for all the Sorter's Ticket 12 relating to workers engaged in construction in the Statement, you should total up the figures and strike the final total.

You should then sign the statement and give the date of completion. You should hand over the statements and the relevant Sorter's Tickets to your Supervisor for checking.

This Posting Statement gives figures for Table B-IV Part-D (Non-household Industry, etc.)

COMPILER'S POSTING STATEMENT—16

(*From Sorter's Ticket* 12)

Sex

Category of Workers: Trade and Commerce.

Number and Name of District

Sl. No. of Sorter's Ticket	Date of posting	Name of Sorter	Number and Name of Taluk	Industrial Major Group 60			
				Employer	Employee	Single Worker	Family Worker
0	1	2	3	4	5	6	7

Industrial Minor Groups									Industrial Major Group 61			
600	601	602	603	604	605	606	607	608	Employer	Employee	Single Worker	Family Worker
8	9	10	11	12	13	14	15	16	17	18	19	20

Industrial Minor Groups				Industrial Major Group 62			Industrial Minor Groups				
610	611	612	613	Employer	Employee	Single worker	Family worker	620	621	622	623
21	22	23	24	25	26	27	28	29	30	31	32

Industrial Major Group 63				Industrial Minor groups			Industrial Major Group 64			
Em-ployer	Em-ployee	Single worker	Family Worker	630	631	632	Em-ployer	Em-ployee	Single Worker	Family Worker
33	34	35	36	37	38	39	40	41	42	43

Industrial Minor Groups									Industrial Major Group 65			
640	641	642	643	644	645	646	647	649	Employer	Employee	Single Worker	Fa Wo
44	45	46	47	48	49	50	51	52	53	54	55	

Industrial Minor Groups								Industrial Major Group			
650	651	652	653	654	655	656	659	Employer	Employee	Single Worker	Fa Wo
57	58	59	60	61	62	63	64	65	66	67	

Industrial Minor Groups		Industrial Major Group 67				Industrial Minor Groups							
660	661	Employer	Employee	Single Worker	Family Worker	670	671	672	673	674	675	676	6
69	70	71	72	73	74	75	76	77	78	79	80	81	

Industrial Major Group 68				Industrial Minor Groups					
Employer	Employee	Single Worker	Family Worker	680	681	682	683	684	6
83	84	85	86	87	88	89	90	91	

Industrial Major Group 69				Industrial Minor Groups		Industrial Major Group 80			
Employer	Employee	Single Worker	Family Worker	690	691	Employer	Employee	Single Worker	Family Worker
93	94	95	96	97	98	99	100	101	102

Industrial Minor Groups			Industrial Major Group 81				Industrial Minor Groups		
800	801	809	Employer	Employee	Single Worker	Family Worker	810	811	819
103	104	105	106	107	108	109	110	111	112

Industrial Major Group 82				Industrial Minor Groups							
Employer	Employee	Single Worker	Family Worker	820	821	822	823	824	825	826	827
113	114	115	116	117	118	119	120	121	122	123	124

Industrial Minor Groups		Industrial Major Group 83				Industrial Minor Group
828	829	Employer	Employee	Single Worker	Family Worker	830
125	126	127	128	129	130	131

Checked and found correct
Signed .....
(*Supervisor*)
Dated.....

Approved for Tabulation
Signed .....
(*S.A.*)
Dated .....

Posted
Signed .. ..
(*Compiler-Checker*)
Dated .....

This Posting Statement gives figures for Table B-IV Part—A&D (Non-household Industry, etc.)

COMPILER'S POSTING STATEMENT—16

(From Sorter's Ticket 12)

This Statement will also be posted from Sorter's Ticket 12 relating to 'Workers engaged in Trade and Commerce'.

Your Supervisor would have written up the headings of the statement and also have filled up columns 0, 2 relating to serial number of Sorter's Ticket and the Name of the Sorter. The Statement will also relate to the name of Taluk and sex. You will deal only with the statement of one sex at a time.

You should post the figures in each Sorter's Ticket in the statement against the appropriate serial number and the Name of the Sorter. For each major group in the statement, you should post the figures for 'Employer', 'Employee', 'Single worker' and 'Family worker', from the corresponding columns in the Sorter's Ticket. For each minor group in the statement you should post the figures from the corresponding columns in the Sorter's Ticket. When you have completed the posting for a ticket you should enter the date of posting in Column 1 of the Statement. You should also sign the certificate in the Sorter's Ticket 12 and give the date.

When you have posted the figures for all the Sorter's Ticket 12 relating to workers engaged in Trade and Commerce, in the statement you should total up the figures and strike the final total.

You should then sign the statement and give the date of completion. You should hand over the statement and the relevant Sorter's Ticket to your Supervisor for checking.

This Posting Statement gives figures for Table B-IV Part D (Non-household Industry, etc.).

COMPILERS' POSTING STATEMENT—17

(From Sorter's Ticket 12)

Sex :—

Category of Worker:—

Number and Name of District:— Transport Storage and Communications.

Sl. No of Sorter's Ticket	Date of posting	Name of Sorter	Number and Name of Tahsil /Taluk, etc.	Industrial Major Group 70				Industrial Minor Groups							
				Employer	Employee	Single Worker	Family Worker	700	701	702	703	705	706	707	708
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Total

Industrial Major Group 71				Industrial Minor Groups			Industrial Major Group 72				Industrial Minor Groups	
Employer	Employee	Single Worker	Family Worker	710	711	712	Employer	Employee	Single Worker	Family Worker	720	721
16	17	18	19	20	21	22	23	24	25	26	27	28

Total

Industrial Major Group 73				Industrial Minor Groups	Industrial Major Group 74				Industrial minor Groups		
Employer	Employee	Single Worker	Family Worker	730	Employer	Employee	Single Worker	Family Worker	740	741	749
29	30	31	32	33	34	35	36	37	38	39	40

Total

Industrial Major Group 75				Industrial Minor Groups		
Employer	Employee	Single Worker	Family Worker	750	751	759
41	42	43	44	45	46	47

Total

Checked and found correct — Approved for Tabulation — Posted

Signed : ———— (*Supervisor*) Signed : ———— (*S.A.*) Signed : ———— (*Compiler-Checker*)

Dated : ———— Dated : ———— Dated : ————

(This posting Statement gives figures for Table B-IV Part A and D Non-household Industry, etc.)

COMPILER'S POSTING STATEMENT—17

This Statement will also be posted from the Sorter's Ticket 12 relating to 'Workers engaged in Transport, Storage and Communications'.

Your Supervisor would have written up the headings of the Statement and also have filled up columns 0 and 2 relating to the serial number of Sorter's Ticket and the name of the Sorter. The Statement will also indicate the name of the Tahsil and the sex. You will deal only with the statement of one sex at a time.

You should post the figures in Sorter's Ticket in the Statement against the appropriate serial number and the name of Sorter. For each major group in the statement you post the figures for 'Employer', 'Employee', 'Single Worker' and 'Family Worker' from the corresponding columns in the Sorter's Ticket. For each minor group in the statement you should post the figures from the corresponding columns in the Sorter's Ticket. When you have completed the posting for a ticket you should enter the date of posting in column 1 of the statement. You should also sign the certificate in the Sorter's ticket 12 and give the date.

When you have posted figures for all the Sorter's Ticket 12 relating to workers engaged in 'Transport, Storage and Communications' in the statement, you should total up the figures and strike the final totals.

You should then sign the statement and give the date of completion. You should handover the statement and the relevant Sorter's Ticket to your Supervisor for checking.

This Posting Statement gives figures for Table B-IV, Part A and D (Non-household Industry, etc.).

COMPILERS' POSTING STATEMENT—18

(From Sorter's Ticket 12)

Number and Name of District: Sex:

Category of Worker: Other Services

Sl. No. of Sorter's Ticket	Date of posting	Name of Sorter	No. and Name of Taluk,	Industrial Major Group 40				Industrial Minor Groups	
				Employer	Employee	Single Worker	Family Worker	400	401
0	1	2	3	4	5	6	7	8	9

Industrial Major Group 41				Industrial Minor Group	Industrial Major Group 42				Industrial Minor Group
Employer	Employee	Single Worker	Family Worker	410	Employer	Employee	Single Worker	Family Worker	420
10	11	12	13	14	15	16	17	18	19

Industrial Major Group 90				Industrial Minor Groups				Industrial Major Group 91				Industrial Minor Group
Employer	Employee	Single Worker	Family Worker	900	901	902	903	Employer	Employee	Single Worker	Family Worker	910
20	21	22	23	24	25	26	27	28	29	30	31	32

Industrial Major Group 92				Industrial Minor Groups			Industrial Major Group 93				Industrial Minor Groups	
Employer	Employee	Single Worker	Family Worker	920	921	922	Employer	Employee	Single Worker	Family Worker	930	931
33	34	35	36	37	38	39	40	41	42	43	44	45

Industrial Major Group 94				Industrial Minor Groups				Industrial Major Group 95			
Employer	Employee	Single Worker	Family Worker	940	941	942	949	Employer	Employee	Single Worker	Family Worker
46	47	48	49	50	51	52	53	54	55	56	57

Industrial Minor Groups								Industrial Major Group 96				Industrial Minor Groups				
950	951	952	953	954	955	956	959	Employer	Employee	Single Worker	Family Worker	960	961	962	963	969
58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74

Industrial Major Group 98				Industrial Minor Group	Industrial Major Group 99				Industrial Minor Group
Employer	Employee	Single Worker	Family Worker	980	Employer	Employee	Single Worker	Family Worker	990
75	76	77	78	79	80	81	82	83	84

Checked and found correct

Signed .....
(*Supervisor*)

Dated .....

Approved for Tabulation

Signed .....
(*S.A.*)

Dated .....

Posted

Signed .....
(*Compiler-Checker*)

Dated .....

This Posting Statement gives figures for Table B-IV Part D.

COMPILER'S POSTING STATEMENT—18

(From Sorter's Ticket—12)

This Statement will also be posted from Ticket 12 relating to 'Workers engaged in Other Services'.

Your Supervisor would have written up the headings of the statement and also have filled up columns 0, 2 and 3 relating to serial number of the Sorter's Ticket, the Name of the Sorter and the name of Taluk. It will also indicate the Category and the sex. You will deal only with the statement of one sex at a time.

You should post the figures in each Sorter's Ticket in the statement against the appropriate serial number and the Name of Sorter. For each major group in the statement you should post the figures for 'Employer', 'Employee', 'Single worker' and 'Family worker' from the corresponding columns in the Sorter's Ticket. For each minor group in the statement you should post the figures from the corresponding columns in Sorter's Ticket. When you have completed the posting for a ticket you should enter the date of posting in Col. 1 of the statement. You should also sign the certificate in the Sorter's Ticket 12 and give the date.

When you have posted the figures for all the Tickets 12 relating to workers engaged in other services in the statement, you should total up the figures and strike the final total.

You should then sign the statement and give date of completion. You should hand over the statement and the relevant Sorter's Ticket to your supervisor for checking.

This Posting Statement gives figures for Table B-IV Part-A & D (Non-household Industries etc.).

COMPILER'S POSTING STATEMENT—19

(From Sorter's Ticket 13).

Number and Name of District:

Sex:

Category of Workers:

Household Industry:

Sl. No. of Sorters Ticket	Name of Sorter	Date of Posting	Number and Name of Taluk	Industrial Major Group 20—21			Industrial Minor Groups			
				Total	Employee	Single worker	200	201	202	203
0	1	2	3	4	5	6	7	8	9	10
Total										

Industrial Minor Groups—*Concld.*										
204	205	207	208	209	211	213	214	215	216	219
11	12	13	14	15	16	17	18	19	20	21

Industrial Major Group 22			Industrial Minor Groups							Industrial Major Group23		
Total	Employee	Single Worker	223	224	225	226	227	228	229	Total	Employee	Single Worker
22	23	24	25	26	27	28	29	30	31	32	33	34
Total												

Industrial Minor Groups							Industrial Major Group 24			Industrial Minor Groups						
230	232	233	234	235	236	239	Total	Employee	Single Worker	240	242	243	244	245	246	249
35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51
Total																

Industrial Major Group 25			Industrial Minor Groups				Industrial Major Group 26		
Total	Employee	Single Worker	251	252	253	259	Total	Employee	Single Worker
52	53	54	55	56	57	58	59	60	61

Total

Industrial Minor Groups									Industrial Major Group 27		
260	261	262	263	264	265	266	268	269	Total	Employee	Single Worker
62	63	64	65	66	67	68	69	70	71	72	73

Total

Industrial Minor Groups									Industrial Major Group 28		
270	271	272	273	274	275	276	277	279	Total	Employee	Single Worker
74	75	76	77	78	79	80	81	82	83	84	85

Total

Industrial Minor Groups								Industrial Major Group 29		
280	281	282	283	285	287	288	289	Total	Employee	Single Worker
86	87	88	89	90	91	92	93	94	95	96

Total

Industrial Minor Groups							Industrial Major Group 30		
290	291	292	293	294	295	296	Total	Employee	Single Worker
97	98	99	100	101	102	103	104	105	106

Total

Industrial Minor Groups					Industrial Major Group 31			Industrial Minor Groups			
300	301	302	303	305	Total	Employee	Single Worker	311	312	313	314
107	108	109	110	111	112	113	114	115	116	117	118

Total

Industrial Minor Groups					Industrial Major Group 32			Industrial Minor Groups			
315	316	317	318	319	Total	Employee	Single Worker	320	321	322	323
119	120	121	122	123	124	125	126	127	128	129	130

Total

Industrial Minor Groups *Concld.*					Industrial Major Group 33			Industrial Minor Groups	
324	325	326	327	328	Total	Employee	Single Worker	330	331
131	132	133	134	135	136	137	138	139	140

Total

Industrial Major Group 34			Industrial Minor Groups						Industrial Major Group35		
Total	Employee	Single Worker	340	342	343	344	345	349	Total	Emplo-loyee	Single Worker
141	142	143	144	145	146	147	148	149	150	151	152

Total

Industrial Minor Groups		Industrial Major Group 36			Industrial Minor Group	Industrial Major Group 37			Industrial Minor Groups		
153	154	Total	Emp-loyee	Single Worker	362	Total	Emp-loyee	Single Worker	370	376	378
153	154	155	156	157	158	159	160	161	162	163	164

Total

Industrial Major Group 38			Industrial Minor Groups					
Total	Employee	Single Worker	380	383	385	386	387	389
165	166	167	168	169	170	171	172	173

Total

Industrial Major Group 39			Industrial Minor Groups					
Total	Employee	Single Worker	390	391	392	393	394	399
174	175	176	177	178	179	180	181	182

Total

Checked and found correct : Approved for Tabulation: Posted :

Signed..... Signed ..... Signed .....
(*Supervisor*) (*S.A.*) (*Compiler-Checker*)

Dated ..... Dated ..... Dated .....

This posting Statement gives figures for Table B-IV Part A and B (Household Industry)

COMPILER'S POSTING STATEMENT—19

(*From Sorter's Ticket* 13)

This Statement will also be posted from Sorter's Ticket 13 relating to 'Workers engaged in Household Industry'.

Your Supervisor would have written up the headings of the statement and also have filled up cols. 0, 2 & 3 relating to serial number of Sorter's Ticket, Name of Sorter and the name of Taluk. It will also indicate the category and the sex. You will deal only with the statement of one sex at a time.

You should post the figures in each Sorter's Ticket in statement against the appropriate serial number and name of the Sorter. For each Major Group in the Statement you should post the figures for Total, 'Employee' and 'Single worker' from the corresponding columns in the Sorter's Ticket. For each Minor Group in the statement you should post the figures from the corresponding columns in the Sorter's Ticket. When you have completed the posting for a Ticket you should enter the date of posting in col. 1 of the statement. You should also sign the certificate in the Sorter's Ticket 13 and give the date.

When you have posted the figures for all the Sorter's Ticket 13 relating to workers engaged in Household Industry, in the statement, you should add up the figures and strike the final total.

You should then sign the statement and give the date of completion. You should hand over the statement and the relevant tickets to your Supervisor for checking.

This Posting Statement gives figures for Table B-IV Part A & B (Household Industry).

COMPILER'S POSTING STATEMENT--20

(From Sorter's Ticket 14)

Number and Name of District:

Sex:

Full time student or child attending school.. ST

Category of Non-worker.

Persons engaged in unpaid home duties (like) house-wife or other adult female.....H

Beggar, vagrant, or independent women without indication of source of income and others of unspecified source of subsistnace and who are not engaged in any economically productive work.....B.

Dependents including an infant or child not attending school, a person permanently disabled from work because of illness or old age....D.

A convict in jail or an inmate of penal mental or charitable institution .....

Retired persons who are not employed again, persons living on agricultural or non-agricultural royalty, rent or dividend or any other person of independent means who does no work.....R.

Person who has not been employed and is not categorised under any one of the 6 classes of Non-workers and hence classified as others" .....O.

Sl.No.of Sorter's Ticket	Date of Posting.	Name of Sorter	No. and name of Taluk	ST								
				0—14	15—19	20—24	25—29	30—39	40—49	50—59	60+	Age not stated
0	1	2	3	4	5	6	7	8	9	10	11	12
Total												

H								
0—14	15—19	20—24	25—29	30—39	40—49	50—59	60+	Age not stated
13	14	15	16	17	18	19	20	21
Total								

D								
0—14	15—19	20—24	25—29	30—39	40—49	50—59	60+	Age Not Stated
22	23	24	25	26	27	28	29	30

Total

R								
0—14	15—19	20—24	25—29	30—39	40—49	50—59	60+	Age Not Stated
31	32	33	34	35	36	37	38	39

Total

B								
0—14	15—19	20—24	25—29	30—39	40—49	50—59	60+	Age Not Stated
40	41	42	43	44	45	46	47	48

Total

I								
0—14	15—19	20—24	25—29	30—39	40—49	50—59	60+	Age Not Stated
49	50	51	52	53	54	55	56	57

Total

O								
0—14	15—19	20—24	25—29	30—39	40—49	50—59	60+	Age Not Stated
58	59	60	61	62	63	64	65	66

Total

Checked and found correct :	Approved for Tabulation:	Posted:
Signed	Signed	Signed.....
(*Supervisor*)	(*S.A.*)	(*Compiler-Checker*)
Dated.....	Dated.....	Dated.....

This Posting Statement gives figures for Table B-VIII.

COMPILER'S POSTING STATEMENT—20

(*From Sorter's Ticket* 14)

This Statement will be posted from Sorter's Ticket 14.

Your Supervisor would have written up the headings of the Statement and also have filled up column 0, 2 and 3 relating to the serial number of Sorter's Ticket, the name of Sorter and the number and the name of Taluk and the sex. You will deal only with the Statement of one sex at a time.

You should post the figures in each Sorter's Ticket in the Statement against the appropriate serial number and the name of the Sorter. You should post in columns 4—12 of the Statement (ST) the figures against the respective age-groups in columns 4—12 of the Sorter's Ticket. You should post in Cols. 13—21 of the statement (H) the figures against the respective age-groups in columns 4—12 of the Sorter's Ticket. You should similarly post the figures in the Statement in Columns 22—30 (D), columns 31—39 (R), columns 40—48(B), 49—57(I) and columns 58—66(O) against the respective age-groups in columns 4—12 of the Sorter's Ticket. When you have completed the posting of a Ticket, you should enter the date of posting in column 1 of the Statement. You should also sign the certificate in the relevant Sorter's Ticket 14 and give the date.

When you have posted the figures for all the Sorter's Tickets 14 in the Statement you should add up the figures and strike the final totals. You should then sign the statement and give the date of completion. You should hand over the Statement and the Sorter's Tickets to your Supervisor for checking.

This Posting Statement figures for Table B-VIII.

COMPILER'S POSTING STATEMENT—21

(*From Sorter's Ticket* 15).

Number and Name of District: Sex:

Number and Name of Taluk Non-workers 'Others'

Sl. No. of Sorter's Ticket	Date of Posting	Name of Sorter	No. and Name of Taluk	Illiterate				
				15—19	20—24	25—29	30+	Age Not stated.
0	1	2	3	4	5	6	7	8
Total								

Literate (without educational level)					Primary				
15—19	20—24	25—29	30+	Age Not stated	15—19	20—24	25—29	30+	Age not stated
9	10	11	12	13	14	15	16	17	18
Total									

Middle					Matriculation or Higher Secondary				
15—19	20—24	25—29	30+	Age not stated	15—19	20—24	25—29	30+	Age not stated
19	20	21	22	23	24	25	26	27	28
Total									

Non-Technical Diploma or Certificate not equal to degree					Technical Diploma or Certificate not equal to degree				
15—19	20—24	25—29	30+	Age not stated	15—19	20—24	25—29	30+	Age not stated
29	30	31	32	33	34	35	36	37	38
Total									

Graduate and above				
15—19	20—24	25—29	30+	Age not stated
39	40	41	42	43

Total

Checked and found correct.	Approved for Tabulation	Posted.
Signed..... (*Supervisor*)	Signed..... (*S.A.*)..	Signed..... (*Compiler-Checker*).
Dated.....	Dated.....	Dated.....

This posting Statement gives figures for Table B-IX Part B.

COMPILER'S POSTING STATEMENT—21

(*From Sorter's Ticket* 15)

This Statement will be posted from Sorter's Ticket 15.

Your Supervisor would have written up the heading of the statement and also have filled up columns 0, 2 and 3 relating to the serial number of Sorter's Ticket, the Name of the Sorter and the name of Taluk and the sex. You will deal only with the statement of one sex at a time.

You should post the figures in each Sorter's Ticket in the statement against the appropriate serial number and the name of Sorter. You should post in columns 4—8 of the statement; the figures in the respective age-groups in columns 4—8 against illiterate in the Sorter's Ticket. You should post in columns 9—13 of the statement, the figures in the respective age-groups in columns 4—8 against literate (without education level) in Sorter's Ticket. Similarly, you should post the figures for the remaining educational levels in the statement the figures in respective age-groups against each level in the Sorter's Ticket. When you have completed the posting of a ticket, you should enter the date of posting in Column 1 of the Statement.

When you have posted the figures for all the Sorter's Ticket 15 in the statement, you should total up the figures and strike the final total. You should then sign the statement and give date of completion. You should hand over the statement and Sorter's Tickets to your Supervisor for checking.

This posting statement gives figures for Table B-IX Part-B.

COMPILER'S POSTING STATEMENT—22 (i-xv)

(From Sorter's Ticket 16).

Number and Name of District. Sex :

Category of Worker or Non-Worker; *i.e.* C/AL/HHI/Div.O/Div.1/Div.2&3 Div.4/ Div.5 I II V(*a*) III IV V(*b*) IX VI Div.6/ Div.7/ Div.8/ Div.9/ ST/H VII VIII VII IX All other Non-Workers

Sl. No. of Sorter's Ticket	Date of Posting	Name of Sorter	Name of Taluk	Secondary Work		
				Cultivator	Agricultural labourers	Household Industry
0	1	2	3	4	5	6

Secondary work							
	Non-Household Industry (Major Groups)						
Total	Major Group No.	Major Group No.	Major Group No.	Major Group No.	Major Group No.	Major Group No.	Etc.
7	8	9	10	11	12	13	14

Total

Checked and found correct	Approved for Tabulation	Posted
Signed.....	Signed.....	Signed.....
(*Supervisor*)	(*S.A*)	(*Compiler-Checker*)
Dated.....	Dated.....	Dated.....

This Posting Statement gives figures for Table B-VII and its Appendix.

COMPILER'S POSTING STATEMENT—22 (I-XV)

This Statement will be posted from Sorter's Ticket 16. There will be one statement for each category of worker or non-worker, *i.e.*, Cultivators (Cat. I), Agricultural Labourers (Cat. II), HHI (Cat. V(a), Div. 0 (Cat. III), Div. 1 (Cat. IV), Div, 2&3 (Cat. V(b), Division 4 (Cat. IX), Div. 5 (Cat. VI), Div. 6 (Cat. VII), Div. 7 (Cat. VIII), Div. 8 (Cat. VII), Div. 9 (Cat. IX), ST, H and all other non-workers.

Your Supervisor would have written up the headings of the statement and also have filled up columns 0, 2 and 3 relating to serial number of Sorter's Ticket, name of Sorter and the name of the Taluk to which the statement belongs. The sex and Category will have to be indicated. You will deal only with the statement of one category Division of N.I.C. and one sex at a time.

You should post the figures in each Sorter's Ticket in the statement against the appropriate serial number and the name of Sorter. You should post in the columns relating to 'Cultivators', 'Agricultural Labourers', 'Household Industry' and Major Groups of 'Non-Household Industry' from the respective entries in the Sorter's Ticket. When you have completed the posting for a ticket, you should enter the date of posting in Column 1 of the statement. You should sign the certificate in Sorter's Ticket 16 and give the date.

When you have posted the figures for all the Sorter's Ticket 16 in the statement, you should total up the figures and strike the final total. You should then sign the statement and give the date of completion. You should hand over the statement and the tickets to your Supervisor for checking.

This posting statement gives figures for Table B-VII and its appendix.

COMPILER'S POSTING STATEMENT—23 (i-viii)

(*From Sorter's Ticket* 17)

Number and Name of District : Sex: Category of Worker:

(i) Livestock, Forestry, Fishing, Hunting and Plantations, Orchards and allied activities.
(ii) Mining and Quarrying.
(iii) Household Industry.
(iv) Non-household Industry.
(v) Construction.
(vi) Trade and Commerce.
(vii) Transport, Storage and Communications.
(viii) Other Services.

Sl. No. of Sorter's Ticket	Date of Posting	Name of Sorter	No. and Name of Taluk	Occupational Family Number				
				000	001	002	003	004
0	1	2	3	4	5	6	7	8

Occupational Family Number										
009	010	020	021	022	023	024	025	026	027	Etc.
9	10	11	12	13	14	15	16	17	18	19

Total

Checked and found correct — Signed..... (*Supervisor*) — Dated.....

Approved for Tabulation — Signed..... (*S.A.*) — Dated.....

Posted — Signed..... (*Compiler-Checker*) — Dated.....

This Posting Statement gives figures for Table B-V Part A.

COMPILER'S POSTING STATEMENT—23 (I-VIII)

This Statement will be posted from Sorter's Ticket 17.

There will be 8 statements corresponding to the Industrial Categories of workers other than those at cultivation. Your Supervisor would have written up the headings of the statement and also have filled up columns 0, 2 and 3 relating to serial number of Sorter's Ticket and the Name of Sorter's, the name of Taluk. The statement will also indicate the Category of Worker and the sex. You will deal only with the statement of one sex at a time.

You should post the figures in each Sorter's Ticket against the appropriate serial number and the Name of the Sorter. You should post in the columns relating to each family in the statement the figures for that family in column 2 of the Sorter's Ticket. When you have completed the posting of a ticket, you should enter the date of posting in column 1 of the statement. You should also sign the certificate in the relevant Sorter's Ticket 17 and give the date.

When you have posted the figures for all the Sorter's Ticket 17 relating to one category of worker, in the statement, you should add up the figures and strike the final total. You should then sign the statement and give the date of completion. You should hand over the statements and the Sorter's Tickets to your supervisor for checking.

This Posting Statement gives figures for Table B-V Part A.

COMPILER'S POSTING STATEMENT—24

(From Sorter's Ticket 18).

Number and Name of District. Sex.

Category of Worker.

Sl. No. of Sorter's Ticket	Date of posting	Name of sorter	Name of Taluk
0	1	2	3

Total

Occupational Group 00

Total	0—14	15—19	20—24	25—29	30—39	40—49	50—59	60+	Age not stated
4	5	6	7	8	9	10	11	12	13

Total

Occupational Group 01

Total	0—14	15—19	20—24	25—29	30—39	40—49	50—59	60+	Age not stated
14	15	16	17	18	19	20	21	22	23

Total

Occupational Group 02

Total	0—14	15—19	20—24	25—29	30—39	40—49	50—59	60+	Age not stated
24	25	26	27	28	29	30	31	32	33

Total

Etc.,									
Total	0—14	15—19	20—24	25—29	30—39	40—49	50—59	60+	Age not stated
34	35	36	37	38	39	40	41	42	43
Total									

Checked and found correct. Approved for Tabulation Posted

Signed..... Signed..... Signed.....
(*Supervisor*) (*S.A.*) (*Compiler-Checker*)

Dated..... Dated..... Dated.....

This Posting Statement gives figures for Table B-VI Part B(i)

Compiler's Posting Statement—24

This Statement will be Posted from Sorter's Ticket 18.

Your Supervisor would have written up the headings of the Statement and also have filled up Columns 0, 2 and 3 relating to serial number of Sorter's Ticket, name of Sorter and the name of the Taluk to which the Statement belongs. It will also indicate the category of worker and the sex. You will deal only with the Statement of one sex at a time.

You should post the figures in each Sorter's Ticket in the Statement against the appropriate serial number and the name of the Sorter. You should post in the Statement the Occupational Groups and the number of slips under each age-group from the respective entries in the Sorter's Ticket. When you have completed the posting for a ticket you should enter the date of posting in column 1 of the Statement. You should sign the certificate in Sorter's Ticket 18 and give the date.

When you have posted the figures for all the Sorter's Ticket 18 in the Statement, you should add up the figures and strike the final total. You should then sign the statement and give the date of completion. You should hand over the statement and the tickets to your Supervisor for checking.

This Posting Statement gives figures for Table B-VI Part B(i).

COMPILER'S POSTING STATEMENT—25

(*From Sorter's Ticket* 19)

Number and Name of District

Sex

Category of Worker

III—Livestock etc.
IV—Mining and Quarrying
V—(b) Non-household Industry
VI—Construction
VII—Trade and Commerce
VIII—Transport: storage and Communications.
IX—Other services.

Sl. No. of Sorter's Ticket	Date of posting	Name of Sorter	Name of Taluk
0	1	2	3

Occupational Group 00					Occupational Group 01				
Total	Emp-loyer	Emp-loyee	Single Worker	Family Worker	Total	Emp-loyer	Emp-loyee	Single Worker	Family Worker
4	5	6	7	8	9	10	11	12	13

Occupational Group 02					Etc.				
Total	Emp-loyer	Emp-loyee	Single Worker	Family Worker	Total	Emp-loyer	Emp-loyee	Single Worker	Family Worker
14	15	16	17	18	19	20	21	22	23

Checked and found correct

Signed.....
(*Supervisor*)

Dated.....

Approved for Tabulation

Signed.....
(*S.A.*)

Dated.....

Posted

Signed.....
(*Compiler-Checker*)

Dated.....

This Posting Statement gives figures for Table B-V Part B.

COMPILER'S POSTING STATEMENT—25

This Statement will be Posted from Sorter's Ticket 19.

Your Supervisor would have written up the headings of the Statement and also have fill up columns 0, 2 and 3 relating to serial number of Sorter's Ticket, name of Sorter and the name of Taluk to which the Statement belongs. It will also indicate the category and the sex. You will deal only with the statement of one sex at a time.

You should post the figures in each Sorter's Ticket in the Statement against the appropriate serial number and the name of the Sorter. For each Occupational Group in the Sorter's Ticket, you should post the figures for 'Employer', 'Employee', 'Single worker' and 'Family worker' in the respective columns in the Statement. You should continue the operation by taking up each Occupational Group in Column 1 of the Sorter's Ticket in the serial order till you have completed the Groups. When you have completed the posting for a ticket you should enter the date of posting in column 1 of the Statement. You should also sign the certificate in the relevant Sorter's Ticket 19 and give the date.

When you have posted the figures for all the Sorter's Ticket 19 in the statement. You should add up the figures and strike the final total. You should then sign the statement and give the date of completion. You should hand over the statement and the relevant Sorter's Tickets to your Supervisor for checking.

This Posting Statement gives figures for Table B-V Part B.

COMPILER'S POSTING STATEMENT—26

(*From Sorter's Ticket* 20)

Number and Name of District

Sex

Category of Worker:

Sl.No. of Sorter's Ticket	Date of posting	Name of Sorter	Name of Taluk	Occupational Group No. 00					
				Total Literate workers	Literate (without educational level)	Primary	Middle	Matriculation or higher secondary	Graduate and above
0	1	2	3	4	5	6	7	8	9

Total

Occupational Group No. 01				Occupational Group No.				
Total Literate workers	Literate (without educational level)	Primary	Middle	Matriculation or Higher Secondary	Graduate and above	Total Literate workers	Literate (without educational level)	Primary
10	11	12	13	14	15	16	17	18

Total

Occupational Group No.				Occupational Group No.				
Middle	Matriculation or Higher Secondary	Graduate and above	Total Literate workers	Literate (without educational level)	Primary	Middle	Matriculation or Higher Secondary	Graduate and above
19	20	21	22	23	24	25	26	27

Total

Checked and found correct

Signed.....
(*Supervisor*)

Dated.....

Approved for Tabulation

Signed.....
(*S.A.*)

Dated.....

Posted

Signed.....
(*Compiler-Checker*)

Dated.....

This Posting Statemtne gives figures for Table B-VI Part B (ii)

COMPILER'S POSTING STATEMENT—26

This Statement will be posted from Sorter's Ticket 20.

Your Supervisor would have written up the headings of the statement and also have filled up columns 0, 2 and 3 relating to serial number of Sorter's Ticket, name of Sorter and the name of Taluk to which the statement belongs. It will also indicate the category of worker and the sex. You will deal only with the statement of one sex at a time.

You should post the figures in each Sorter's Ticket in the statement against the appropriate serial number and the name of the Sorter. For each Occupational Group in the Sorter's Ticket, you should post the figures for Total literate workers, literate (with educational levels), Primary, Middle, Matriculation or Higher Secondary and Graduate and above in the respective columns in the statement. You should continue the operation by taking up each Occupational Group in column 1 of the Sorter's Ticket in the serial order till you have completed all the Groups. When you have completed the posting for a ticket, you should enter the date of posting in column 1 of the statement. You should also sign the certificate in the relevant Sorter's Ticket 20 and give the date.

When you have posted the figures for all the Sorter's Tickets 20 in the statement you should total up the figures and strike the final total. You should then sign the statement and give the date of completion. You should hand over the statement and the relevant Sorter's Tickets to your Supervisor for checking.

This Posting Statement gives figures for Table B-VI Part B(ii).

COMPILER'S POSTING STATEMENT—27(i-xi).

(From Sorter's Ticket-21)

Number and Name of District: Category of Worker/Non-Worker.

Sex:

Sl. No. of Sorter's Ticket	Date of posting	Name of Sorter	Number and Name of Taluk	Language 1				
				As M.T. without subsidiary	As M.T. with subsidiary	As M.T. with subsidiary	As M.T. with subsidiary	As M.T. with subsidiary
0	1	2	3	4	5	6	7	8
Total								

Language 2					Language 3				
As M.T. without subsidiary	As M.T. with subsidiary	As M.T. with subsidiary	As M.T. with subsidiary	As M.T. with subsidiary	As M.T. without subsidiary	As M.T. with subsidiary	As M.T. with subsidiary	As M.T. with subsidiary	As M.T. with subsidiary
9	10	11	12	13	14	15	16	17	18
Total									

Language 4					Language 5					
As M.T. without subsidiary	As M.T. with subsidiary	As M.T. with subsidiary	As M.T. with subsidiary	As M.T. with subsidiary	As M.T. without subsidiary	As M.T. with subsidiary	As M.T. with subsidiary	As M.T. with subsidiary	As M.T. with subsidiary	Etc.,
19	20	21	22	23	24	25	26	27	28	
Total										

Checked and found correct — Signed..... *(Supervisor)* — Dated.....

Approved for Tabulation — Signed..... *(S.A.)* — Dated.....

Posted — Signed..... *(Compiler-Checker)* — Dated.....

This Posting Statement gives figures for Table C-VI.

COMPILER'S POSTING STATEMENT—27

(From Sorter's Ticket 21).

This Statement will be posted from Sorter's Ticket 21.

Your Supervisor would have written up the headings of the Statement and also filled up columns 0, 2 and 3 relating to serial number of Sorter's Ticket, the name of the Sorter and the name of Taluk. It will also indicate the category of Worker/Non-worker and the sex. You will deal only with the Statement of one sex at a time.

You should post the figures in each Sorter's Ticket in the statement against the appropriate serial number and Name of the sorter. You should write at the top of this Statement the name of the language returned as mother-tongue and the name(s) of the subsidiary language(s) in the columns below it from the Sorter's Ticket and post the figures in the ticket under the respective columns for the mother-tongue and subsidiary language(s). When you have completed the posting of a ticket you should enter the date of posting in col. 1 of the Statement. You should also sign the certificate in the Sorter's Ticket 21 and give the date.

When you have posted the figures for all the Sorter's Ticket 21 in the statement, you should add up the figures and strike the final total. You should then sign the Statement and give date of completion. When you have completed the Statement, handover the Statement and the Sorter's Tickets to your Supervisor for checking.

This Posting-Statement gives figures for Table C-VI.

COMPILER'S POSTING STATEMENT—28

(From Sorter's Ticket 22)

Number and Name of District:

Sex

Category of Worker/Non-Worker

Sl. No. of Sorter's Ticket	Date of Posting	Name of Sorter	Number and Name of Taluk	Birth Place			
				Born within India			
				Place of enumeration	District of enumeration other than PL		
					Rural	Urban	Unclassifiable
0	1	2	3	4	5	6	7
Total							

Birth Place											
Born within India—*Contd.*											
State of enumeration beyond the District of enumeration											
Total			District 1			District 2			District 3 Etc.*		
Rural	Urban	Unclassifiable	Rural	Urban	Unclassifiable	Rural	Urban	Unclassifiable			
8	9	10	11	12	13	14	15	16	17	18	19
Total											

Birth Place										
Born within India—*Contd.*						Born outside India				
Born in another State 1			Born in another State 2 etc.							
Rural	Urban	Unclassifiable	Rural	Urban	Unclassifiable	Country 1	Country 2	Country 3	Country 4	etc.
20	21	22	23	24	25	26	27	28	29	30
Total										

Tested and found correct — Signed..... (*Supervisor*) — Dated.....

Approved for Tabulation — Signed..... (*S.A.*) — Dated.....

Posted — Signed..... (*Compiler-Checker*) — Dated.....

This Posting Statement gives figures for Table D-1 and D-V.

COMPILER'S POSTING STATEMENT—28

This Statement will be posted from Sorter's Ticket 22.

Your Supervisor would have written up the headings of the statement and also have filled up columns 0, 2 and 3 relating to serial number of Sorter's Ticket, the name of Sorter and the name of the Taluk. It will also indicate the category of worker and the sex. You will deal only with the statement of one sex at a time.

You should post the figure in each Sorter's Ticket in the statement against the appropriate serial number and the name of the Sorter. You should post in column 4 of the Statement the figures against 'PL' in the Sorter's Ticket. You should post in columns 5—7 of the statement the figures in the appropriate columns against 'D' in the Sorter's Ticket. You should post in columns 8—10 of the statement the figures in the appropriate columns against 'Other districts in the state' and the figures for each district in the Statement should be posted in the appropriate column of the district concerned in the Sorter's Ticket. In the case of other States or Union Territories you should post in the appropriate columns of the State concerned the figures against that State in the Sorter's Ticket. In the case of places outside India you should write the name of the country in the order in which they are given in the Sorter's Ticket and post the figures in the statement from Sorter's Ticket. You should tick off (2) the birth place in the Sorter's Ticket as soon as you have posted the figures in the statement relating to that birth place. When you have completed the posting for a ticket you should enter the date of posting in column 1 of the statement. You should sign the certificate in Sorter's Ticket 22 and give the date.

When you have posted the figures for all the Sorter's Ticket 22 in the statement you should add up the figures and also strike the final total. You should then sign the statement and give the date of completion. You should hand over the statement and the relevant Sorter's Tickets to your supervisor for checking.

This Posting Statement gives figures for Tables D-I. and D-V.

COMPILER'S POSTING STATEMENT—

(*From Sorter's Ticket* 23) (i-xi for each category and one for each duration *i.e.* 66 in all)

Number and Name of District: Sex :

Category of Worker/Non-worker: C(I)
AI(II)
HHI (Va)
III
IV
V(b), VI, VII, VIII, IX and X

Duration of residence: Less than 1 year
1-4 years
5-9 years
10-19 years
20 and above
Period not stated

Sl. No. of Sorter's Ticket	Date of posting	Name of Sorter	Number and name of Taluk etc.	Last residence in district of enumeration		
				Rural	Urban	Unclassifiable
0	1	2	3	4	5	6
Total						

Last residence in other district of State of Enumeration			Last residence in another State 1			Last residence in another State 2 etc.		
Rural	Urban	Unclassifiable	Rural	Urban	Unclassifiable	Rural	Urban	Unclassifiable
7	8	9	10	11	12	13	14	15

Last residence outside India but within the countries in Asia:			Last residence outside India but within the countries in Europe			Last residence outside India but within the countries in Africa		
Country 1	Country 2	Country 3 etc.	Country 1	Country 2	Country 3 etc.	Country 1	Country 2	Country 3 etc.
16	17	18	19	20	21	22	23	24
Total								

Last residence outside India but within the countries in Two Americas			Last residence outside India but within the countries in Oceania			Unclassifiable
Country 1	Country 2	Country 3, etc.	Country 1	Country 2	Country 3, etc.	
25	26	27	28	29	30	31

Total

Checked and found correct: Approved for Tabulation: Posted:

Signed..... Signed..... Signed.....
(*Supervisor*) (*S.A.*) (*Compiler-Checker*)

Dated..... Dated..... Dated.....

This Posting Statement gives figures for Table D-II and D-V.

COMPILER'S POSTING STATEMENT—29

This Statement will be posted from Sorter's Ticket 23.

There will be 66 statements of one sex corresponding to the Category of Worker/Non-worker and duration of last residence, *viz.*, less than 1 year, 1—4 years, 5—9 years, 10—19 years, 20 years and above and period not stated. (for 'PL' there will be no CPS 29).

Your Supervisor would have written up the headings of the statement and also have filled up columns 0, 2 and 3 relating to the serial number of Sorter's Ticket, the Name of Sorter and the name of the Taluk. It will also indicate the category of Worker/Non-Worker, the sex and the duration of residence to which it relates. You will deal only with the statement of one sex at a time.

You should post the figures in each Sorter's Ticket in each of the 66 statements against the appropriate serial number and Name of the Sorter. You should post the figures in the statement relating to the duration less than 1 year, from column 4 of the Sorter's Ticket in the relevant column of the statement. Similarly, you should post the figures in the statement relating to duration 1—4 years, from column 5 of the Sorter's Ticket in the relevant column of the statement. You should similarly, post in the statements relating to duration 5—9 years, 10—19 years, 20 years and above and 'Period not stated' from columns 6, 7, 8 and 9 respectively, of the Sorter's Ticket in the relevant columns of the statement.

When you have completed posting for a ticket in a statement you should enter the date of posting in column 1 of the statement. When you have completed the posting for a Sorter's Ticket in all the 66 statements you should sign the certificate in the Sorter's Ticket 23 and give the date.

When you have posted the figures for all the Sorter's Ticket in all the 66 statements you should add up the figures in each statement and strike the final total. You should then sign each statement and give the date of completion. You should hand over the statement and the relevant tickets to your Supervisor for checking.

These Posting Statements give figures for Tables D-II and D-V.

COMPILER'S POSTING STATEMENT—30(i-xi)

(*From Sorter's Ticket* 24)

Number and Name of District

Sex

Category of Worker/Non-worker

Sl. No. of Sorter's Ticket	Date of Posting	Name of Sorter	Name of Taluk	Last residence in Andhra Pradesh (Rural)					
				0—2			3—7		
				Total	0	1—9	Total	0	1—9
0	1	2	3	4	5	6	7	8	9
Total									

Last residence in Andhra Pradesh (Rural)—*Contd.*														
8—12			13—17			18—22			23—27			28—32		
Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Total														

Last residence in Andhra Pradesh (Rural)—*Contd.*														
33—37			38—42			43—47			48—52			53—57		
Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9
25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
Total														

Last residence in															
Andhra Pradesh (Rural)—*Concld.*															
58—62			63—67			68—72			73+			All ages			
Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	
40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	Total

Last residence in															
Andhra Pradesh Urban															
0—2			3—7			8—12			13—17			18—22			
Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	
55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	Total

Last residence in															
Andhra Pradesh Urban—*Contd.*															
23—27			28—32			33—37			38—42			43—47			
Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	
70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	Total

Last residence in															
Andhra Pradesh (Urban)—*Contd.*															
48—52			53—57			58—62			63—68			69—72			
Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	
85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	

Total

Last residence in															
Andhra Pradesh (Urban)—*Concld.*						Assam Rural									
73+			All ages			0—2			3—7			8—12			
Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	
100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	

Total

Last residence in															
Assam Rural—*contd.*															
13—17			18—22			23—27			28—32			33—37			
Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	
115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	

Total

Last residence in															
Assam (Rural)—*Contd.*															
38—42			43—47			48—52			53—57			58—62			
Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	
130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	Total

Last residence in															
Assam (Rural)—*Contd.*												Assam (Urban)			
63—67			68—72			73+			All ages			1	0—2		
Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	
145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	Total

Last residence in															
Assam (Urban)—*Contd.*															
3—7			8—12			13—17			18—22			23—27			
Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	
160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	Total

Last residence in Assam Urban Etc.,															
28—32			33—37			38—42			43—47			48—52			
Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	
175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	Total

Last residence in Assam Urban —*Contd.*															
53—57			58—62			63—67			68—72			73+			
Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	
190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	Total

Last residence in Assam Urban—*Contd.* Countries outside India															
All ages			0—2			3—7			8—12			13—17			
Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	
205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	Total

Last residence in Countries outside India—*Contd.*															
18—22			23—27			28—32			33—37			38—42			
Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	
220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	Total

Last residence in															
Countries outside India—*Contd.*															
43—47			48—52			53—57			58—62			63—67			
Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	Total	0	1—9	
235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	
Total															

Last residence in									
Countries outside India—*Concld.*									
68—72			73+			All ages			
Total	0	1—9	Total	0	1—9	Total	0	1—9	
250	251	252	253	254	255	256	257	258	
Total									

Tested and found correct: Approved for Tabulation: Posted:

Signed..... Signed..... Signed.....
(*Supervisor*) (*S.A.*) (*Compiler-Checker*)

Dated..... Dated..... Dated.....

This Posting Statement gives figures for Appendix to Table D-II.

COMPILER'S POSTING STATEMENT—30

This statement will be posted from Sorter's Ticket 24.

Your Supervisor would have written up the headings of the Statements and also have filled up columns 0, 2 and 3 relating to serial number of Sorter's Ticket, the name of Sorter and the name of the Taluk. It will also indicate the category of Worker/Non-worker and the sex. You will deal only with the statement of one sex at a time.

You should post the figures in each Sorter's Ticket in the statement against the appropriate serial number and the name of the Sorter. You should post the figures in the Statement relating to the age-groups and durations 0 and 1—9 years for the respective State, Union Territory and countries outside India from the Sorter's Ticket in the relevant column of the statement.

When you have completed the posting for a ticket in a statement you should enter the date of posting in column 1 of the statement. You should sign the certificate in the Sorter's Ticket 24 and give the date.

When you have posted the figures for all the Sorter's Tickets 24 in the statement you should total up the figures and also strike the final total. You should then sign the statement and give the date of completion. You should hand over the statement and relevant Sorter's Tickets to your Supervisor for checking.

This Posting Statement gives figures for Appendix to Table D-II.

COMPILER'S POSTING STATEMENT—31

(*From Sorter's Ticket* 25)

Number and Name of District

(i-xi again one for each during total 44)

Sex

Duration of residence in the place of enumeration :

Less than 1 year.

1—9 Years

10 years and above period not stated.

Category of Worker/Non-worker

Sl. No. Sorter's Ticket	Date of Posting	Name of Sorter	Name of Taluk	Last in residence									
				Elsewhere in the district of enumeration									
				0—14					15—19				
				Total	NM	M	W&D	Un-specified	Total	NM	M	W&D	Un-specified
0	1	2	3	4	5	6	7	8	9	10	11	12	13
Total													

Last residence in									
Elsewhere in the district of enumeration—(*Contd.*)									
20—24					25—49				
Total	NM	M	W&D	Unspecified	Total	NM	M	W&D	Unspecified
14	15	16	17	18	19	20	21	22	23
Total									

Last residence									
Elsewhere in the district of enumeration—(*Concld.*)									
50+					Age not stated				
Total	NM	M	W&D	Unspecified	Total	NM	M	W&D	Unspecified
24	25	26	27	28	29	30	31	32	33
Total									

Last residence									
In other districts of the State of enumeration									
0—14					15—19				
Total	NM	M	W&D	Unspecified	Total	NM	M	W&D	Unspecified
34	35	36	37	38	39	40	41	42	43
Total									

Last residence									
In other districts of the state of enumeration—(*Contd.*)									
20—24					25—49				
Total	NM	M	W&D	Unspecified	Total	NM	M	W&D	Unspecified
44	45	46	47	48	49	50	51	52	53
Total									

Last residence									
In other districts of the State of enumeration (*Concld*)									
50+					Age not stated				
Total	NM	M	W&D	Unspecified	Total	NM	M	W&D	Unspecified
54	55	56	57	58	59	60	61	62	63

Total

Last residence									
In other State beyond the State of enumeration									
0—14					15—19				
Total	NM	M	W&D	Unspecified	Total	NM	M	W&D	Unspecified
64	65	66	67	68	69	70	71	72	73

Total

Last residence									
In other States beyond the State of enumeration—*Contd.*									
20—24					25—49				
Total	NM	M	W&D	Unspecified	Total	NM	M	W&D	Unspecified
74	75	76	77	78	79	80	81	82	83

Total

Last residence									
In other States beyond the State of enumeration—*Concld.*									
50+					Age not stated				
Total	NM	M	W&D	Unspecified	Total	NM	M	W&D	Unspecified
84	85	86	87	88	89	90	91	92	93

Total

Last residence									
In other countries outside India									
0—14					15—19				
Total	NM	M	W&D	Unspecified	Total	NM	M	W&D	Unspecified
94	95	96	97	98	99	100	101	102	103

Total

Last residence									
In other countries outside India—*Contd.*									
20—24					25—49				
Total	NM	M	W&D	Unspecified	Total	NM	M	W&D	Unspecified
104	105	106	107	108	109	110	111	112	113

Total

Last residence									
In other countries outside India									
50+					Age not stated				
Total	NM	M	W&D	Unspecified	Total	NM	M	W&D	Unspecified
114	115	116	117	118	119	120	121	122	123

Total

Last residence									
Unclassifiable									
0—14					15—19				
Total	NM	M	W&D	Unspecified	Total	NM	M	W&D	Unspecified
124	125	126	127	128	129	130	131	132	133

Total

Last residence									
Unclassifiable (*Contd.*)									
20—24					25 –49				
Total	NM	M	W&D	Unspecified	Total	NM	M	W&D	Unspecified
134	135	136	137	138	139	140	141	142	143

Total

Last residence									
Unclassifiable (*Contd.*)									
50+					Age not stated				
Total	NM	M	W&D	Unspecified	Total	NM	M	W&D	Unspecified
144	145	146	147	148	149	150	151	152	153

Total

Tested and found correct	Approved for Tabulation	Posted
Signed..... (*Supervisor*)	Signed..... (*S.A*)	Signed..... (*Compiler-Checker*)
Dated.....	Dated.....	Dated.....

This Posting Statement gives figures for Table D-VI

COMPILER'S POSTING STATEMENT—31

This Statement will be posted from Sorter's Ticket 25

There will be 44 Statements corresponding to the duration of residence in the place of enumeration, *viz.*, less than 1 year, 1—9 years, 10 years and above and period not stated.

Your Supervisor would have written up the headings of the Statement and also have filled up columns 0, 2 and 3 relating to the serial number of Sorter's Ticket, the name of Sorter and the name of the Taluk. It will also indicate the category of worker/non-worker, the sex and the duration of residence to which it relates. You will deal only with the statement of one sex at a time.

You should post the figures in each Sorter Ticket in each the 4 statements against the appropriate serial number and name of the Sorter. You should post the figures in the statement relating to the duration less than 1 year from columns 3—6 of the Sorter's Ticket in the relevant columns of the statement. You should similarly post in the statement relating to duration 1—9 years, the statement relating to duration 10 years and above and the statement relating to 'Period not stated' from columns 7—10, 11—14 and 15—18 respectively of the Sorter's Ticket in the relevant columns of the statement.

When you have completed the posting for a ticket in a statement you should enter the date of posting in column 1 of the statement when you have completed the posting for a Sorter's Ticket in all the 4 statements you should sign the certificate in the Sorter's Ticket 25 and give the date.

When you have posted the figures for all the Sorter Ticket in all the 4 statement/you should total up the figures in each statement and strike the final total you should then sign each statement and give the date of completion. You should handover the statements and the relevant tickets to your supervisor for checking.

These Posting Statements give figures for Table D-VI.

APPENDIX–20

Instructions on Sorting and Compilation—Manual Processing of 10 Per Cent Rural Ships.

SORTER'S TICKET 26 (a)

Number and Name of District..... Name of Sorter.....

Name of Taluk..... Number of Slips.....

Sex: Female (Currently married women aged 10 and above only)

Religion	*Age at marriage*						
	All Ages	*Less than* 13	13—17	18—22	23—27	28+	*Age not Stated*
1	2	3	4	5	6	7	8
Hinduism							
Islam							
Christianity							
Sikhism							
Buddhism							
Jainism							
Others							
Total ..							

Tested and passed as correct.

Signed..... Signed.....
(*Supervisor*) (*Sorter*)

Dated..... Dated.....

Certified that I have checked the sorting while it was in progress.

Signed.....
(*Compiler Checker*)

Dated.....

Note:—The figures contained in this sorter's ticket are not to be posted in any Compiler Posting Statement. You should therefore proceed for the next Sorter Ticket *viz.*, Sorter's Ticket No. 26(*b*)

SORTER'S TICKET 26(a)

Preparation:—At the end of sorting for Sorter's Tickets 23 and 25 you have separate bundles for (1) Persons who are 'not migrants', *i.e.*, those in respect of whom the entry against Question 8(*a*) of the Individual slip is 'PL' (c.f. figure in col. 3 against item 1 of Sorter's Ticket 23); (2) Last residence elsewhere in the district of enumeration by age-groups 0—14, 15—19, 20—24, 25—49, 50+ and 'age not stated' by various durations of residence cross classified by marital status, *viz.*, 'never married', 'Currently married', 'widowed and separated or divorced' and 'unspecified status'; (3) Last residence in other Districts of the State of enumeration by similar age-groups, duration of residence and marital status; (4) Last residence in other States beyond the State of enumeration by the same age-groups, duration of residence and marital status; (5) Last residence in other countries out-side India similarly cross-classified by age-groups, duration of residence and marital status and (6) Unclassifiable last residence cross classified by age-group, duration of residence and marital status; and for each of the items (1) to (6) above for males and females separately and for each category of worker/non-worker.

Hereafter you will be concerned with the female slips and that too for currently married women only. Your Supervisor will give you the bundle of female slips of all the 11 categories of worker/non-worker pertaining to the non-migrants, *i.e.*, for whom the entry in col. 8(*a*) of the slip is 'PL'. You will then have to sort the slips for married and others with reference to the answer given in Question 5 of the slip. Your Supervisor will then give you the slips of currently married women discussed in items 2 to 6 above for all the categories of worker/non-worker. You will have to sort the slips relating to currently married women into age-groups 0—9 and 10+ (including age not stated). Thereafter you take the 10+ bundles and sort them for (*i*) various religions with reference to the answer to Question 10, (*ii*) age at marriage in groups less than 13, 13—17, 18—22, 23—27, 28+ and 'age not stated' with reference to the answer to Question 6(*a*).

First Operation:—Affix labels to two pigeon holes, the labels being marked "Married" and "Others". Take the bundle of slips for non-migrants and deal the slips into the pigeon holes according to marital status recorded in Question 5 in the slip. In the slip "M" would have been recorded for "Married". When you have exhausted all the slips, bundle the slips in each pigeon hole and keep them separate.

Second Operation:—Affix labels to two pigeon holes, the labels being marked 0—9 and 10+ (including Age not stated). Take the bundle of slips for currently married women among non-migrants and sort these into the pigeon holes according to the answer recorded in Question 4. Bundle the slips and keep them separate.

Now combine the slips for all the currently married women for migrants and non-migrants of age 10+ only. Thus you will have one bundle for all the currently married women of age 10+.

Now Compute the duration of marriage by subtracting 'Age at marriage' Q. 6(*a*) from 'Present age' (Q. 4) and record the same against the blank space in Q. 6(*a*) in some distinctive coloured pencil.

Third Operation:—Affix labels to seven pigeon holes, the labels being marked 'Hinduism', 'Islam', 'Christianity', 'Sikhism', Buddhish', 'Jainism' and 'Other'. Take the bundle of slips pertaining to currently married women aged 10+ and deal the slips in the pigeon holes with reference to the answer recorded in Question 10, 'H' would have been recorded for Hinduism, 'I' for Islam, 'C' for Christianity, 'S' for Sikhism, 'B' for Buddhism, 'J' for Jainism. In the course of sorting if you come across slips where the religion returned is different from those for which the labels have been affixed, you will deal these slips in the pigeon hole marked 'Others'.

Count the slips in each of these seven pigeon holes and enter their number in col. 2 of the sorter's ticket in pencil.

Fourth Operation:—Affix labels to six pigeon holes the labels being marked less than 13, 13—17, 18—22, 23—27, 28+ and 'Age not stated'. Take the slips for Hinduism and deal these in the pigeon holes according to the answer recorded in Question 6(*a*) in the slip relating to the 'Age at marriage'. Count the number of slips in each pigeon hole and enter the number of slips in each pigeon hole against appropriate line and column in the sorter's ticket. Bundle the slips and keep them separate. Repeat the operation for each religion. Check if total of Cols. 3 to 8 equals Col. 2. If so you may now ink the entries in col. 2.

Conclusion:—At the end of fourth operation, you will have bundles of slips for each Religion, further sorted into six Age at Marriage groups. You should now proceed to Sorter's Ticket 26(b).

SORTER'S TICKET 26(b) (i-vii)

Number and Name of District.....
Name of Taluk .....
Religion :H/I/C/S/B/J/O/.

Name of Sorter.....
Number of slips.....
Sex: Female currently married women aged 10 and above only.

Present Age		Age at marriage						
		All Ages	Less than 13	13—17	18—22	23—27	28+	Age not stated
1		2	3	4	5	6	7	8
Less than 13	W							
	B1							
	B2							
	NB							
13—17	W							
	B1							
	B2							
	NB							
18—22	W							
	B1							
	B2							
	NB							
23—27	W							
	B1							
	B2							
	NB							
28—32	W							
	B1							
	B2							
	NB							
33—37	W							
	B1							
	B2							
	NB							

38—42	W	
	B1	
	B2	
	NB	
43—47	W	
	B1	
	B2	
	NB	
48+	W	
	B1	
	B2	
	NB	
Age not stated	W	
	B1	
	B2	
	NB	
All Ages	W	
	B1	
	B2	
	NB	

Tested and passed as correct.

Signed..... (*Supervisor*)

Dated.....

Signed..... (*Sorter*)

Dated.....

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statement 32.

Signed..... (*Compiler Checker*)

Dated.....

W: Women. B1: One Birth. B2: Two or more Births. NB: No Birth.

SORTER'S TICKET 26(b)

Preparation:—At the end of Sorter's Ticket 26(*a*) you will have bundles of slips for each religion, further sorted into sex, Age at Marriage groups. You will have to sort the slips for each Age at Marriage group into present age-groups *viz.*, Less than 13, 13—17, 18—22, 23—27, 28—32, 33—37, 38—42, 43—47, 48+ and 'age not stated' with reference to the answer to Q-4 in the slip and then each present age-group into 'Births' and 'No Births' with reference to the answer to Q-6(*b*) in the slip.

First Operation:—Affix labels to 10 pigeon holes, the labels being marked 'Less than 13', 13—17, 18—22, 23—27, 28—32, 33—37, 38—42, 43—47, 48+ and 'age not stated'. Take the bundle of slips pertaining to age at marriage 'less than 13' and deal the slips into the pigeon holes with reference to the answer to Q-4 (Present age) in the slip. Count them and enter the number under appropriate columns against 'W' in pencil. Repeat the operation for each group of 'age at marriage'.

Second Operation:—At the end of the 1st operation you will have 60 bundles for a particular religion. Take the bundle of slips pertaining to age at marriage group 'less than 13' and Present age 'less than 13'; affix three labels, the labels being marked 'one birth' (B1), 'two or more births' (B2), and 'no birth' (NB). Deal the slips into the pigeon holes with reference to the answer in Q-6(*b*) of the slip. 'Yes' or 'No' would have been written in case of 'birth' and 'no birth' respectively. In case of 'blank' or 'cross' against Q-6(*b*), deal the slip into the pigeon hole marked 'no birth'. If the return is 'Yes' only put the slip into the pigeon hole marked 'B1'. On the other hand, if the answer is yes (2) or yes (3) etc., to denote the multiple birth deal the related slip into the pigeon hole marked 'B2'. Count the slips in each pigeon hole and enter against 'B1' or 'B2' or 'NB', which stand for 'birth' (B1 or B2) or 'no birth' (NB) respectively in the appropriate cells. Repeat the operation for each of the remaining 59 bundles. Check if 'W' equals 'B1+B2+NB and if so ink the pencilled entries. Since most of the 'Birth' slips will relate to 'B1' only. You may not find slips belonging to 'B2' in many of the 'Age at marriage' 'Present Age' categories. Put dashes '—' in all such cases.

Conclusion:—At the end of the second operation, you will have bundles separately for 'One birth', 'Two or more births', and 'No births' for each Age at Marriage group cross classified by present age-groups and Religion. You should now proceed to Sorter's Ticket 27.

SORTER'S TICKET 27(i—lxii)

Number and Name of District — Name of Sorter

Name of Taluk — Number of slips:

Religion: H/I/C/S/B/J/O — Sex: Currently married women:

Age at Marriage: Less than 13 13—17 18—22 23—27 28+ Age not Stated

Present Age	Total	Illiterate	Literate up to Matriculation	Matriculation	University Graduate
1	2	3	4	5	6
Less than 13	W				
	B1				
	B2				
	NB				
13—17	W				
	B1				
	B2				
	NB				
18—22	W				
	B1				
	B2				
	NB				
23—27	W				
	B1				
	B2				
	NB				
28—32	W				
	B1				
	B2				
	NB				
33—37	W				
	B1				
	B2				
	NB				

1	2	3	4	5	6
38—42	W				
	B1				
	B2				
	NB				
43—47	W				
	B1				
	B2				
	NB				
48+	W				
	B1				
	B2				
	NB				
Age not Stated	W				
	B1				
	B2				
	NB				
All Ages	W				
	B1				
	B2				
	NB				

Tested and passed as correct.

Signed.....
(Supervisor)

Dated.....

Singed.....
(Sorter)

Dated.....

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statement 33.

Signed.....
(Compiler Checker)

Dated.....

W: Women. B1: One Birth. B2: Two or more Births. NB: No Birth.

Note:—There will be one ticket for each religion and age at marriage groups.

SORTER'S TICKET 27

Preparation:—At the end of Sorter's Ticket 26(*b*), you will have under each religion, bundles of slips for each age at Marriage-group further sorted into 10 Present Age-groups and by one birth, two or more births and no birth. You will have to sort slips for each of these bundles into 'Illiterate', 'Literate upto Matriculation', 'Matriculation' and 'University Graduate' with reference to the answer to Q-12 and Q-13 in the slips.

First Operation:—Affix labels to four pigeon holes, the labels being marked 'Illiterate'. 'Literate upto Matriculation', 'Matriculation' and 'University Graduate'. Take the bundle of slips for Hindu married women age at marriage 'less than 13', and 'present age less than 13' and having returned 'one birth'. Deal the slips into the pigeon holes according to the educational levels recorded in the answer to Q-12 and 13 in the slip. In the case of 'Illiterate' females either 'cross' or blank' would be found in Q-13 and 'O' in Q-12. In the case of literate or educated persons some entry will be found in Q-13 and 'L' in Q-12. In case of 'blank' in Q-13 and 'L' in Q-12, treat the slips as belonging to the category 'Literate', upto Matriculation. The slips with 'L' in Q-12 and level Matriculation or any level above Matriculation but below Graduate in Q-13 should be put in the pigeon hole marked 'Matriculation' while all the other slips with 'L' in Q-12 any degree equal to or above Graduate in Q-13 in the pigeon hole marked 'University Graduate'.

Count the slips in each pigeon hole and enter the number of slips against the appropriate line (against 'B1') of the Sorter's Ticket. Bundle the slips and keep them separate.

Deal similarly with the bundles of Hindu married women age at marriage less than 13 and present age less than 13 and having returned 'two or more births' and 'no birth'. Repeat the above operation for each for the age at marriage groups and present age-groups under each religion.

Conclusion:—You can combine all the slips for 'Illiterate' and 'Literate' and 'educated persons' and also the present Age-groups. You will thus have 12 bundles of slips for each group separated by 'one birth', 'two or more births' and 'no births' under each religion. You should now proceed to Sorter's Ticket 28.

SORTERS TICKET 28-(i-vii)

Number and Name of District. Name of Sorter

Name of Taluk Sex: Currently married women.

Religion. H/I/S/B/C/J/O Number of slips:

Duration of Marriage		Age at marriage						
		All Ages	Less than 13	13—17	18—22	23—27	28+	Age not stated
1		2	3	4	5	6	7	8
Less than 1	W							
	B1							
	B2							
	NB							
1—4	W							
	B1							
	B2							
	NB							
5—9	W							
	B1							
	B2							
	NB							
10—14	W							
	B1							
	B2							
	NB							
15—19	W							
	B1							
	B2							
	NB							
20—24	W							
	B1							
	B2							
	NB							

1	2	3	4	5	6	7	8
25—29	W						
	B1						
	B2						
	NB						
30+	W						
	B1						
	B2						
	NB						
Unspecified	W						
	B1						
	B2						
	NB						
All Durations	W						
	B1						
	B2						
	NB						

Tested and passed as correct.

Signed..... (*Supervisor*)

Dated..... .....

Signed..... (*Sorter*)

Dated..... .....

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statement 34.

Signed..... ..... (*Compiler Checker*)

Dated.....

W—Women. B1—one birth. B2—Two or more births. NB—No birth.

SORTER'S TICKET 28

Preparation:—At the end of Sorter's Ticket 27, you will have 12 bundles of slips for each age at marriage group separated by 'one birth', 'two or more births' and 'no births' under each religion. You will have to sort the slips for each of these age-groups into groups of Duration of marriage+'less than 1', 1—4, 5—9, 10—14, 15—19, 20—24, 25—29, 30 + and 'Duration Un-specified' as was computed by subtracting the age at marriage recorded in Q-6 (*a*) from the age recorded in Q-4 in the slip and entered within brackets in some distinct coloured pencil in the space near Q-6(*a*) in the slip.

First Operation:—Affix labels to nine pigeon holes, the labels being marked 'Less than 1', 1—4, 5—9, 10—14, 15—19, 20—24, 25—29, 30+ and 'Duration unspecified'. Take the slips in age-group 'Less than 13' having 'one birth' of a religion and deal these into the pigeon holes according to the computed duration of marriage entered in front of Q-6(*a*) in the slip. Count the number of slips in each pigeon hole and enter the number of slips in the appropriate column of the Sorter's Ticket. Bundle the slips for each duration and keep them separate.

Repeat the above operations for the slips of the 'Two or more births' and 'no births' category of the same age at marriage group of that religion.

Subsequent Stages:—You should proceed as stated above till you have exhausted all 'age at marriage' groups under each religion. Note that the slips in the bundles for 'age at marriage not stated' for 'One birth', 'Two or more births' and 'No births' have simply to be counted and the number entered in the Sorter's Ticket in the cell for which both age and marriage and duration of marriage are unspecified.

Conclusion:—After the sorting of slips has been completed and the Sorter's Tickets filled up you may combine religions and make bundles of slips for 'one birth', 'Two or more births' and 'No births' for each Age at Marriage and Duration of Marriage. You should now proceed to Sorter's Ticket 29.

SORTER'S TICKET 29 (i-vi)

Number and Name of District.

Name of Taluk.

Name of Sorter.

Sex: Female (Currently married women only aged 10+).

Number of Slips:

Age at marriage: Less than 13 13—17 18—22 23—27 28+ Age not stated

Duration of marriage		Total	Illiterate	Literate upto Matriculation	Matriculation	University Graduate
1		2	3	4	5	6
Less than 1	W					
	B1					
	B2					
	NB					
1—4	W					
	B1					
	B2					
	NB					
5—9	W					
	B1					
	B2					
	NB					
10—14	W					
	B1					
	B2					
	NB					
15—19	W					
	B1					
	B2					
	NB					
20—24	W					
	B1					
	B2					
	NB					

1	2	3	4	5	6
25—29	W				
	B1				
	B2				
	NB				
30+	W				
	B1				
	B2				
	NB				
Unspecified	W				
	B1				
	B2				
	NB				
All Ages	W				
	B1				
	B2				
	NB				

Tested and passed as correct.

Signed.....
(*Supervisor*)

Dated.....

Signed.....
(*Sorter*)

Dated.....

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statement 35.

Signed.....
(*Compiler Checker*)

Dated.....

W—Women. B1—One birth. B2—Two or more birth. NB—No birth.

SORTER'S TICKET 29

Preparation:—At the end of Sorter's Ticket 28 you will have bundles of slips for 'one birth', 'two or more births' and 'no births' for each Age at Marriage group and Duration of Marriage. You will have to sort the slips for each duration of marriage 'Less than 1', '1—4', '5—9', '10—14', '15—19', '20—24', '25—29', '30+' and 'Duration unspecified' under each Age at marriage group into various educational levels (as given in the Sorter's Ticket) with reference to the answers to Q-12 and 13 in the slip.

First Operation:—Affix labels to four pigeon holes, the labels being marked 'Illiterate', 'Literate upto matriculation', 'Matriculation' and 'University Graduate'. In Q-12 'O' would have been recorded in the case of persons who are illiterate and 'L' in the case of literate and educated persons and educational level in Q-13. Take the bundle of slips for 'one birth' age at marriage less than 13 'Duration of marriage' less than 1 year and deal all the slips where 'O' is recorded in Question 12 and 'cross' or 'blank' in Q-13, into the pigeon hole marked 'Illiterate' and all the slips where 'L' is recorded in Q-12 and any level upto Matriculation (including blank) in Q-13 in the pigeon hole marked 'Literate upto Matriculation'. The slips with 'L' in Q-12 and level Matriculation or any level above Matriculation but below Graduate in Q-13 should be put in the pigeon hole marked 'Matriculation' while all the other slips with 'L' in Q-12 and any degree equal to or above Graduate in Q-13 in the pigeon hole marked 'University Graduate'. After exhausting all the bundles for births in this way, continue with the bundles for 'No birth' till all the bundles are exhausted.

Count the number of slips in each pigeon hole and enter the number against the appropriate line in column 3 to 6 of the Sorter's Ticket. Bundle the slips in each pigeon hole and keep them separate.

Next take up the bundles of slips relating to 'two or more births' and 'No births' of the same age at marriage group and duration of marriage group. Sort them similarly into the pigeon holes and enter the count in the appropriate columns against 'B2' and 'NB'.

Repeat the above operations for the slips in the remaining 'Duration of marriage', 'Age at marriage' and fill up the sorter's ticket. Bundle the slips and keeps them separate.

Conclusion:—After the completion of this ticket you can combine the slips for all the educational groups. Thus you will have bundles of slips for age at marriage groups further distributed by groups of duration of marriage and by 'one birth', 'two or more births' and 'no births'. You should now proceed to Sorter's Ticket 30.

SORTER'S TICKET 30

Number and Name of District.

Name of Taluk

Name of Sorter

Number of Slips.

Sex: Female (Currently married women aged 10+).

Age at marriage: Less than 13 | 13—17 | 18—22 | 23—27 | 28+ | Age not stated

Duration of Marriage		Scheduled Castes	Scheduled Tribes	Duration of Marriage		Scheduled Castes	Scheduled Tribes
1		2	3	1		2	3
Less than 1	W			15—19	W		
	B1				B1		
	B2				B2		
	NB				NB		
1—4	W			20—24	W		
	B1				B1		
	B2				B2		
	NB				NB		
5—9	W			25—29	W		
	B1				B1		
	B2				B2		
	NB				NB		
10—14	W			30+	W		
	B1				B1		
	B2				B2		
	NB				NB		

1		2	3	1		2	3
	W				W		
Unspecified	B1			All Durations	B1		
	B2				B2		
	NB				NB		

Tested and passed as correct.

Signed..... (*Supervisor*)

Dated..... .....

Signed..... (*Sorter*)

Dated..... .....

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statement 36.

Signed..... (*Compiler-Checker*)

Dated..... .....

W : Women. B1: One birth. B2: Two or more births. NB: No birth.

SORTER'S TICKET 30.

Preparation:—At the end of Sorter's Ticket 29 you will have bundles of slips for age at marriage groups further distributed for the duration of marriage by 'One birth', 'Two or more births' and 'No birth'. You will have to sort the slips for each bundle of duration of marriage —'Less than 1', '1—4', '5—9', '10—14', '15—19', '20—24', '25—29', '30 + ' classified by 'birth' and 'No birth' under each age at marriage group into 'All Scheduled Castes' and 'All Scheduled Tribes' with reference to the answer to Question 11 in the slip.

First Operation:—Affix labels to two pigeon holes, the labels being marked 'Scheduled Castes', 'Scheduled Tribes'. Take the bundle of slips age at marriage 'less than 13', 'One birth' and 'Duration of marriage less than 1 year' and deal the slips in the two pigeon holes with reference to answer to Question 11 in the slip.

Count the number of slips in the two pigeon holes marked 'Scheduled Castes' and 'Scheduled Tribes' and enter the number of 'Scheduled Castes' and 'Scheduled Tribes' against the appropriate line in columns 2 and 3 of the Sorter's Ticket. Bundle the slips and keep them separate. Collect the slips relating to 'Others' and bundle them separately. No further sort is required with these slips.

Next take up the bundles of slips relating 'two or more births' and 'No birth' of the same age at marriage group and duration of Marriage Group, sort them similarly into the pigeon holes and enter the number of slips in the appropriate columns against 'B2' and 'NB' in the Sorter's Ticket.

Repeat the above operation for the slips in the remaining bundles and fill up the Sorter's Ticket. Bundle the slips and keep each bundle separate.

Conclusion:—After the completion of this ticket you can combine the slips for all the durations of marriage. Thus you will have bundles of slips for 'Age at Marriage' further sorted by 'Scheduled Castes' and 'Scheduled Tribes' by 'One Birth', 'Two or more births' and 'No births'. You should now proceed to Sorter's Ticket 31.

SORTER'S TICKET 31

Number and Name of District.

Name of Taluk.

Name of Sorter.

Number of Slips.

Sex:—Currently married women.

Age at marriage:—Less than 13
13—17
18—22
23—27
28+
Age not stated.

Present Age		Scheduled Castes	Scheduled Tribes
1		2	3
Less than 13	W		
	B1		
	B2		
	NB		
13—17	W		
	B1		
	B2		
	NB		
18—22	W		
	B1		
	B2		
	NB		
23—27	W		
	B1		
	B2		
	NB		
28—32	W		
	B1		
	B2		
	NB		
33—37	W		
	B1		
	B2		
	NB		
38—42	W		
	B1		
	B2		
	NB		
43—47	W		
	B1		
	B2		
	NB		

	1	2	3		1	2	3
	W				W		
	B1				B1		
48+	B2			All ages	B2		
	NB				NB		
	W						
	B1						
Age not stated	B2						
	NB						

Tested and passed as correct.

Signed..... (*Supervisor*)

Dated.....

Signed..... (*Sorter*)

Dated.....

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statement 37.

Signed..... (*Compiler Checker*)

Dated.....

W : Women B1: One Birth. B2: Two or more births. NB: No birth.

Sorter's Ticket 31

Preparation:—At the end of Sorter's Ticket 30 you will have bundles of slips for different Age at Marriage Groups further sorted into 'Scheduled Castes' and 'Scheduled Tribes' and by 'One birth', 'Two or more births' and 'No birth'. You will have to sort the slips for 'Scheduled Castes' and 'Scheduled Tribes' into 'Present age groups' as given in the Sorter's Ticket with reference to the answer to Q-4 in the slip.

First Operation:—Affix labels to ten pigeon holes, the labels being marked 'Less than 13', '13—17', '18—22', '23—27', '28—32', '33—37', '38—42', '43—47', '48+ and 'age not stated'. Take the bundle of slips of Scheduled Castes in age at marriage group less than 13 having one birth and deal these into the pigeon holes according to the answer recorded in Question 4 in the slip. Count the number of slips in each pigeon hole and enter the number against the appropriate line in column 2 of the Sorter's Ticket. Bundle the slips and keep them separate.

Repeat the above operation for slips of 'Two or more births' and 'No birth' for the same age at marriage group of Scheduled Castes slips and fill up the Sorter's Ticket.

Subsequent Stages:—This will go on till you have exhausted all the Scheduled Castes slips.

All these operations will have to be repeated for Scheduled Tribes slips also. There will however, be no need to deal with the slips which are other than Scheduled Castes and Scheduled Tribes.

Conclusion:—You should now hand over the slips and other materials to your supervisor.

COMPILER'S POSTING STATEMENT 32 (i-vii)

[*From Sorter's Ticket* 26 (C *b*)]

Number and name of District. Sex: Married women.

Religion: Hinduism Islam Christianity Sikhism Buddhism Jainism Others

Sl. No. of Sorter's Ticket	Date of Posting	Name of Sorter	Number and name of Taluk	Age at marriage—All ages					
				Present age					
				All Ages		Less than 13		13—17	
				W	B	W	B	W	B
0	1	2	3	4	5	6	7	8	9
Total									

Age at marriage—All Ages															
Present Age															
18—22		23—27		28—32		33—37		38—42		43—47		48+		Age not stated	
W	B	W	B	W	B	W	B	W	B	W	B	W	B	W	B
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25

Age at marriage—Less than 13															
Present Age															
All Ages		Less than 13		13—17		18—22		23—27		28—32		33—37		38—42	
W	B	W	B	W	B	W	B	W	B	W	B	W	B	W	B
26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41

Age at marriage—Less than 13—*concld.*						Age at marriage—13—17							
Present Age						Present Age							
43—47		48+		Age not stated		All Ages		Less than 13		13—17		18—22	
W	B	W	B	W	B	W	B	W	B	W	B	W	B
42	43	44	45	46	47	48	49	50	51	52	53	54	55

Age at marriage—13—17													
Present Age													
23—27		28—32		33—37		38—42		43—47		48+		Age not stated	
W	B	W	B	W	B	W	B	W	B	W	B	W	B
56	57	58	59	60	61	62	63	64	65	66	67	68	69

Age at marriage—18—22															
Present Age															
All Ages		Less than 13		13—17		18—22		23—27		28—32		33—37		38—42	
W	B	W	B	W	B	W	B	W	B	W	B	W	B	W	B
70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85

Age at marriage—18—22—*concld.*						Age at marriage—23—27							
Present Age						Present Age							
43—47		48+		Age not stated		All Ages		Less than 13		13—17		18—22	
W	B	W	B	W	B	W	B	W	B	W	B	W	B
86	87	88	89	90	91	92	93	94	95	96	97	98	99

Age at marriage—23—27													
Present Age													
23—27		28—32		33—37		38—42		43—47		48+		Age not stated	
W	B	W	B	W	B	W	B	W	B	W	B	W	B
100	101	102	103	104	105	106	107	108	109	110	111	112	113

Age at marriage—28+															
Present Age															
All Ages		Less than 13		13—17		18—22		23—27		28—32		33—37		38—42	
W	B	W	B	W	B	W	B	W	B	W	B	W	B	W	B
114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129

Age at marriage—28+*Concld.*						Age at marriage not stated									
Present Age						Present Age									
43—47		48+		Age not stated		All ages		Less than 13		13—17		18—22		23—27	
W	B	W	B	W	B	W	B	W	B	W	B	W	B	W	B
130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145

Age at marriage not stated											
Present Age											
28—32		33—37		38—42		43—47		48+		Age not stated	
W	B	W	B	W	B	W	B	W	B	W	B
146	147	148	149	150	151	152	153	154	155	156	157

Checked and found correct:

Signed..... .....
(*Supervisor*)

Dated..... .....

Approved for Tabulation:

Signed.....
(*S.A.*)

Dated .....

Posted:

Signed..... .....
(*Compiler Checker*)

Dated.....

This Posting Statement gives figures for Table F-I Part A.

Note: W=B1 + B2+ NB in Sorter's ticket.
B= B2 x 2 + B1 in Sorter's ticket.

COMPILER'S POSTING STATEMENT 32

This statement will be posted from Sorter's Ticket No. 26(b).

Your Supervisor would have written up the headings of the Statement and also have filled up columns 0, 2 and 3 relating to the Serial number of Sorter's Ticket, the name of Sorter and the number and the name of the Taluk.

You should post the figures from each Sorter's Ticket in the Statement against the appropriate serial number and the name of the Sorter. For each age-group of 'Age at marriage' in the Sorter's Ticket, you should post the figures for 'women' and 'birth' for each age-group of 'Present Age' from the corresponding columns in the Sorter's Ticket. When you have completed the posting for a ticket, while posting the figure for births from Sorter's Ticket multiply B2 by 2 and then add the resultant to 'B1' to give the total number of births. You should enter the date of posting in column 1 of the Statement. You should also sign the certificate in the Sorter's Ticket 26(b) and give the date.

When you have posted the figures for all the Sorter's Tickets 26(b) relating to all the religions in all the 7 statements. You should add up the figures in each statement and strike the final total. You should then sign each statement and give the date of completion. You should hand over the statement and relevant tickets to your supervisor for checking.

These Posting Statements give figures for Table F-I, Part A.

COMPILER'S POSTING STATEMENT 33

(From Sorter's Ticket 27)

Number and Name of District. Sex: Currently married women.

Religion ..... Age at marriage: Less than 13/13-17/18-22/23-27/28+/ Age not stated.

Sl. No. of Sorter's Ticket	Date of Posting	Name of Sorter	Number and Name of Taluk	Present Age/All Ages									
				Total		Illiterate		Literate upto Matriculation		Matriculation		University Graduate	
				W	B	W	B	W	B	W	B	W	B
0	1	2	3	4	5	6	7	8	9	10	11	12	13
TOTAL													

Present Age															
Less than 13										13—17					
Total		Illiterate		Literate upto Matriculation		Matriculation		University Graduate		Total		Illiterate		Literate upto Matriculation	
W	B	W	B	W	B	W	B	W	B	W	B	W	B	W	B
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29

Present Age													
13—17				18—22				etc.		etc.			
Matriculation		University Graduate		Total		Illiterate		Literate upto Matriculation		Matriculation		University Graduate	
W	B	W	B	W	B	W	B	W	B	W	B	W	B
30	31	32	33	34	35	36	37	38	39	40	41	42	43

Checked and found correct: Approved for Tabulation:

Signed..... Signed..... Posted.....
(*Supervisor*) (*S.A.*) (*Compiler Checker*)

Dated.. ..... Dated.. ..... Dated.....

This Posting Statement gives figures for Table F-II. Part-A and F-V (Rural).

Note: W = B1 + B2 + NB in sorter's ticket.
B = B1 + 2 x B2 in sorter's ticket.

Compiler's Posting Statement 33

This Statement will be posted from Sorter's Ticket 27.

Your Supervisor would have written up the headings of statement and also have filled up columns 0, 2 and 3 relating to serial number of Sorter's Ticket, name of Sorter and the name of Taluk and would have also indicated the name of the Religion.

You should post the figures from each Sorter's Ticket in the statement against the appropriate serial number and the name of the Sorter. For each age-group of Present Age in the Sorter's Ticket, you should post the figures for educational groups and 'women' (W) and 'Births' (B) in the respective columns in the statement. Remember to multiply 'B2' before adding it to 'B1' by '2' to get 'B'. You should continue the operation by taking up each age-groups in column 1 of the Sorter's Ticket in the serial order till you have posted all the present age-groups. When you have completed the posting for a ticket you should enter the date of posting in column 1 of the Statement. You should also sign the certificate in the relevant Sorter's Ticket 27 and give the date.

When you have posted the figures for all the Sorter's Tickets 7 in the statements, you should add up the figures and strike the final total. You should then sign the statement and give the date of completion. You should hand over the statements and relevant Sorter's Tickets to your Supervisor for Checking.

This posting Statement gives figures for Table F-II. Part A and F-V (Rural).

COMPILER'S POSTING STATEMENT 34

(From Sorter's Ticket 28)

Number and Name of District — Sex: Currently married women

Religion: H/I/C/S/B/J/O.

Sl. No. of Sorter's Ticket	Date of Posting	Name of Sorter	Name of Taluk	Age at marriage—All ages							
				Duration of marriage							
				All Duration		Less than 1		1—4		5—9	
				W	B	W	B	W	B	W	B
0	1	2	3	4	5	6	7	8	9	10	11

All Ages								Age at Marriage								Less than 13	
								Duration of marriage									
10—14		15—19		20—24		25—29		30+		Unspecified		All Duration		Less than 1		1—4	
W	B	W	B	W	B	W	B	W	B	W	B	W	B	W	B	W	B
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29

Age at marriage—Less than 13													
Duration of marriage													
5—9		10—14		15—19		20—24		25—29		30+		Unspecified	
W	B	W	B	W	B	W	B	W	B	W	B	W	B
30	31	32	33	34	35	36	37	38	39	40	41	42	43

Age at marriage—13—17

Duration of marriage

All Duration		Less than 1		1—4		5—9		10—14		15—19		20—24		25—29		30+		Unspecified	
W	B	W	B	W	B	W	B	W	B	W	B	W	B	W	B	W	B	W	B
44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63

Age at marriage —18—22

Duration of Marriage

All Duration		Less than 1		1—4		5—9		10—14	
W	B	W	B	W	B	W	B	W	B
64	65	66	67	68	69	70	71	72	73

Age at Marriage —18—22—*Concld.*

Duration of Marriage

15—19		20—24		25—29		30+		Unspecified	
W	B	W	B	W	B	W	B	W	B
74	75	76	77	78	79	80	81	82	83

Age at marriage 23—27

Duration of Marriage

All Duration		Less than 1		1—4		5—9		10—14	
W	B	W	B	W	B	W	B	W	B
84	85	86	87	88	89	90	91	92	93

Age at marriage—23—27—*Concld.*

Duration of Marriage

15—19		20—24		25—29		30+		Unspecified	
W	B	W	B	W	B	W	B	W	B
94	95	96	97	98	99	100	101	102	103

Age at Marriage 28+

Duration of Marriage

All Duration		Less than 1		1—4		5—9		10—14	
W	B	W	B	W	B	W	B	W	B
104	105	106	107	108	109	110	111	112	113

Age at Marriage 28+*Concld.*										Age at Marriage not stated	
Duration of Marriage										Duration of Marriage	
15—19		20—24		25—29		30+		Unspecified		Unspecified	
W	B	W	B	W	B	W	B	W	B	W	B
114	115	116	117	118	119	120	121	122	123	124	125

Approved for Tabulation:	Tested and found correct:	Posted:
Signed.....	Signed.....	Signed.....
(*S.A.*)	(*Supervisor*)	(*Compiler Checker*)
Dated	Dated.....	Dated.....

This Posting Statement gives figures for Table F-III, Part A.

Note:—W=B1+B2+NB in sorter's ticket. B=B1+2 × B2 in sorter's ticket.

Compiler's Posting Statement 34

This Statement will be posted from Sorter's Ticket 28.

Your Supervisor would have written up the headings of the Statement and also have filled up Columns 0, 2 and 3 relating to serial number of Sorter's Ticket, the name of Sorter and the name of the Taluk and would have also indicated the Religion.

You should post the figures from each Sorter's Ticket in the Statement against the appropriate serial number and the name of the Sorter, you should post the figures in the statement for 'women' (W) and 'births' (B) in the age-groups of the durations of marriage relating to the age-groups of the Age at marriage from the Sorter's Ticket in the relevant column of the Statement.

When you have completed the posting for a ticket in a statement you should enter the date of posting in column 1 of the Statement. You should sign the certificate in the Sorter's Ticket 28 and give the date. Multiply the figure noted against B2 in the Sorter's Ticket before consolidating B1 and B2 into B.

When you have posted the figures for all the Sorter's Tickets 28 in the statements you should total up the figures and also strike the final total. You should then sign the statement and give the date of completion. You should hand over the statements and relevant Sorter's Tickets to your Supervisor for checking.

This Posting Statement gives figures for Table F-III, Part A.

COMPILER'S POSTING STATEMENT 35

(From Sorter's Ticket 29)

Number and Name of District: Sex: Currently married women

Age at marriage

Sl. No. of Sorter's Ticket	Date of Posting	Name of sorter	Number and Name of Taluk	Duration of Marriage: All Durations: Total W	Total B	Illiterate W	Illiterate B	Literate upto Matriculation W	Literate upto Matriculation B
0	1	2	3	4	5	6	7	8	9

Total

Duration of Marriage: All Durations—*Concld.* Matriculation W	Matriculation B	University Graduate W	University Graduate B	Less than 1: Total W	Total B	Illiterate W	Illiterate B	Literate upto Matriculation W	Literate upto Matriculation B	Matriculation W	Matriculation B	University Graduate W	University Graduate B
10	11	12	13	14	15	16	17	18	19	20	21	22	23

Duration of Marriage									
1—4 etc., etc.									
Total		Illiterate		Literate upto Matriculation		Matriculation		University Graduate	
W	B	W	B	W	B	W	B	W	B
24	25	26	27	28	29	30	31	32	33

Checked and found correct: Approved for Tabulation: Posted:

Signed..... Signed..... Signed .....
(*Supervisor*) (*S.A.*) (*Compiler Checker*)

Dated ..... Dated ..... Dated.....

This Posting Statement gives the figures for Table F-IV, Part A.

Note: W=B1+B2+NB in sorter's ticket. B=B1+2 × B2 in sorter's ticket.

Compiler's Posting Statement 35

This Statement will be posted from Sorter's Ticket 29.

Your Supervisor would have written up the headings of the statements and also have filled up Columns 0, 2 and 3 relating to serial number of Sorter's Ticket, the name of Sorter and the name of the Taluk and would have also indicated the name of Religion.

You should post the figures in each Sorter's Ticket in the Statement against the appropriate serial number and the name of the Sorter. You should post the figures in the Statement for 'women' and 'births' for duration of marriage relating to Age at Marriage and the educational standards from the Sorter's Ticket in the relevant column of the Statement. Multiply 'B2' by '2' and add the product to 'B1' to get 'B'.

When you have completed the posting for a ticket in a Statement, you should enter the date of posting in column 1 of the Statement. You should sign the certificate in the Sorter's Ticket 29 and give the date.

When you have posted the figures for all the Sorter's Ticket 29 in the Statements you should total up the figures and also strike the final total. You should then sign the statements and give the date of completion. You should hand over the Statements and relevant Sorter's Tickets to your Supervisor for checking.

This Posting Statement gives figures for Table F-IV Part A.

COMPILER'S POSTING STATEMENT 36

(*From Sorter's Ticket* 30)

Number and Name of District Sex: Currently married women Age at marriage

Sl. No. of Sorter's Ticket	Date of Posting	Name of Sorter	Number and Name of Taluk	Scheduled Castes							
				Duration of marriage							
				All Durations		Less than 1		1—4		5—9	
				W	B	W	B	W	B	W	B
0	1	2	3	4	5	6	7	8	9	10	11

Total

Scheduled Castes—*Concld.*												Scheduled Tribes					
Duration of marriage												Duration of marriage					
10—14		15—19		20—24		25—29		30+		Unspecified		All Durations		Less than 1		1—4	
W	B	W	B	W	B	W	B	W	B	W	B	W	B	W	B	W	B
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29

Scheduled Tribes—*Concld.*													
Duration of marriage													
5—9		10—14		15—19		20—24		25—29		30+		Unspecified	
W	B	W	B	W	B	W	B	W	B	W	B	W	B
30	31	32	33	34	35	36	37	38	39	40	41	42	43

Checked and found correct: Approved for Tabulation: Posted:

Signed..... Signed..... Signed.....
(*Supervisor*) (*S.A.*) (*Compiler–Checker*)

Dated..... Dated..... Dated.....

This Posting Statement gives the figures for Appendix to F-III (Rural).

Note: W=B1 + B2 + NB in sorter's ticket
B=B1 + 2 × B2 in sorter's ticket

Compiler's Posting Statement 36

This Statement will be posted from Sorter's Ticket 30.

Your Supervisor would have written up the headings of the statements and also have filled up columns 0, 2 and 3 relating to serial number of Sorter's Ticket, the name of Sorter and the name of the Taluk. It will also indicate the age at marriage.

You should post the figures from each Sorter's Ticket in the Statement against the appropriate serial number and the name of the Sorter. You should post the figures in the statement for 'Women and Births' for each duration of marriage for Scheduled Castes and Scheduled Tribes from the sorter's ticket in the relevant column of the Statement. Add twice the figures recorded against 'B2' to that against 'B1' in the Sorter's Ticket to get births.

When you have completed the posting for a ticket in a statement you should enter the date of posting in column 1 of the Statement. You should sign the certificate in the Sorter's Ticket 30 and give the date.

When you have posted the figures for all the Sorter's Ticket 30 in the Statements you should total up the figures and also strike the final total. You should then sign the statements and give the date of completion. You should hand over the statements and relevant Sorter's Tickets to your Supervisor for checking.

This Posting Statement gives figures for Appendix to Table F-III (Rural).

COMPILER'S POSTING STATEMENT 37

(*From Sorter's Ticket* 31)

Number and Name of District

Sex: Currently Married Women

Age at Marriage

Sl. No. of Sorter's Ticket	Date of Posting	Name of Sorter	Number and Name of Taluk	Scheduled Castes							
				Present Age							
				All Ages		Less than 13		13—17		18—22	
				W	B	W	B	W	B	W	B
0	1	2	3	4	5	6	7	8	9	10	11

Total

Scheduled Castes

Present Age

23—27		28—32		33—37		38—42		43—47		48+		Age not stated	
W	B	W	B	W	B	W	B	W	B	W	B	W	B
12	13	14	15	16	17	18	19	20	21	22	23	24	25

Scheduled Tribes

Present Age

All Ages		Less than 13		13—17		18—22		23—27		28—32	
W	B	W	B	W	B	W	B	W	B	W	B
26	27	28	29	30	31	32	33	34	35	36	37

Scheduled Tribes—*Concld.*									
Present Age									
33—37		38—42		43—47		48+		Age not stated	
W	B	W	B	W	B	W	B	W	B
38	39	40	41	42	43	44	45	46	47

Checked and found correct: Approved for Tabulation: Posted:

Signed..... Signed..... Signed .....
(*Supervisor*) (*S.A.*) (*Compiler-Checker*)

Dated..... Dated..... Dated.....

This Posting Statement gives the figures for Appendix to Table F-I (Rural).

Note: W=B1+B2+NB in sorter's ticket. B=B1+2×B2 in sorter's ticket.

Compiler's Posting Statement 37

This Statement will be posted from Sorter's Ticket 31.

Your Supervisor would have written up the headings of the Statements and also have filled up Columns 0, 2 and 3 relating to serial number of Sorter's Ticket, the name of the Sorter and name of the Taluk. It will also indicate the Age at Marriage.

You should post the figures in each Sorter's Ticket in the Statement against the apropriate serial number and the name of the Sorter. You should post the figures in the Statement for 'Women' and 'Births' for the each age-group of Present Age for Scheduled Castes and Scheduled Tribes from the Sorter's Ticket in the relevant column of the Statement. Multiply 'B2' by 2 and add the product to 'B1' to get 'Births'.

When you have completed the posting for a ticket in a Statement you should enter the date of posting in column 1 of the Statement. You should sign the certificate in the Sorter's Ticket 31 and give the date.

When you have posted the figures for all the Sorter's Tickets 31 in the Statements you should total up the figures and also strike the final total. You should then sign the Statements and give the date of completion. You should hand over the Statements and relevant Sorter's Tickets to your Supervisor for checking.

This Posting Statement gives figures for Appendix to Table F-I (Rural).

APPENDIX 21

NATIONAL INDUSTRIAL CLASSIFICATION

(N.I.C.)—1970

(As adopted by the office of the Registrar General, India, for the Industrial Classification of 'Establishment' and 'economically active population')

INTRODUCTION

Industrial Classifications are used in the Classification of economically active population, in the presentation of statistics of industrial production and distribution, labour statistics and economic data like national income etc. Comparability of statistics available from various sources on different aspects of economy, and the usability of data for economic analysis demand standardisation of the system of Industrial Classification.

The Industrial Classification used in the population Census differed from one census to another and till 1951 Census, it was generally an amalgam of industrial and occupational features.

In the 1961 Census, the Indian Standard Industrial Classification (ISIC) evolved in 1958 by the Directorate General of Employment and Training was used. There has been a variety of Industrial Classifications in India such as Labour Bureau's industrial classification of factories, Standard Industrial Classification evolved by Central Statistical Organisation etc. While attempts have been made in several cases to bring these classifications in line with the I.S.I.C. these have produced different versions depending on the nature of the respective needs. An attempt at evolving a Standard Industrial Classification was made when an inter departmental meeting, in which all concerned departments of the Central Government along with other important users were represented, was held in April, 1964 to consider the subject. After a detailed consideration of general principles for a Standard Industrial Classification, the meeting appointed a Technical Committee consisting of representatives of the Registrar General, India, Directorate General of Employment and Training, Ministries of Internal Trade and Industry and the Central Statistical Origanisation (C.S.O.) to work out a three-digit level standard classification of industries. In the meantime, the Statistical Office of the United Nations was also considering the revision of the I.S.I.C. 1968. This was ready in September, 1968 and it was circulated by the C.S.O. among all concerned organisations inviting their suggestions. After a number of meetings of the representatives of these organisations, the National Industrial Classification (N.I.C.) 1970 was finalised. This has been adopted by the Office of the Registrar General, India, with suitable modification.

Like the I.S.I.C.-1969, the National Classification attempts to group together economic activities which are akin in terms of the process adopted, the raw materials used and the finished products produced. The Classification does not draw any distinction according to the type of ownership or type of economic organisation. And except in cases like textiles etc., where traditional processes of production are in vogue in significant measures, the Classification does not endeavour to distinguish between various modes of operation as for instance, using power or not using power factory or household, large-scale or small-scale. Identification of the special features of the Indian economy, where in certain sectors traditional processing is substantial, has been attempted in the two-digit and three-digit levels in the N.I.C. 1970.

The basis of classification being the nature of economic activity carried on in an establishment, it follows that the unit classification should be an establishment. The term 'esta-

blishment' may be defined as an economic unit which is engaged in one or predominately one kind of activity usually at a single physical location under single ownership or control. A firm or enterprise may have more than one establishment either on the same location or on different locations engaged either in the same economic activity or in different economic activities. In either case, each establishment is to be counted separately and classified appropriately. It is also likely that some establishments are engaged in more than one economic activity. To the extent possible, it is desirable to treat each technical unit, or ancillary unit or welfare unit, engaged in a different type of activity as a separate establishment. Examples of technical units are the departments of textile mills which spin yarn, weave cloth, and dye the cloth or Departments of a meat packing plant which produce *lard lure bacon* or can meat. Clearest examples of ancillary units are central administration offices, warehouses, garages, repairshops and electric power plants which primarily serve their parent units. Examples of welfare units are schools or dispensaries run by say, steel mills for the benefit of their employees. Where it is not possible to separate technical, ancillary and welfare units from their parent establishments, the establishment will have to be classified into one or other of the minor groups in the Classification according to the major activity of the establishment. The major activity of the establishment should generally be ascertained by reference to value added by the production of different products or services rendered or net revenue derived from the various activities. Where such an assessment is not possible, the classification may be determined in terms of gross revenue attributable to the products or services put out by the establishment, the number of persons employed on various activities or the proportion of labour-cost assignable to those activities whichever may be convenient and appropriate. Where the integration of activities in an establishment and in the case of a factory producing pulp as well as paper, the classification will have to depend on the final product irrespective of the magnitude of the value added at different levels of production. In the Indian economy, it sometimes becomes necessary to classify by industry persons who are own-account workers, as in the censuses of population and sample surveys of households. In such cases the distinction between industrial and occupational classifications becomes blurred. In the case of such own-account workers, it is desirable to classify them under industries appropriately akin to their occupations.

The National Industrial Classification (N.I.C.)-1970 consists of

10 Divisions (at the first digit level) ;

66 Major Groups (at the second digit level); and

385 Minor Groups (at the third digit level).

While aodpting the N.I.C.-1970 the Office of the Registrar General, India, have made a modification in the classification of 'Repairing' or 'Repair-service'—establishments.

In the N.I.C.-1970 'Repair work' has been included in 'Manufacture' in some cases like, Minor Groups.

"351—Manufacture and repair of drills, coal cutting machines, etc., etc.," and

"359—Manufacture and repair of non-electrical machinery etc., etc."

While in case of other repairing establishments, such as "Repair of Footwear and Leather goods etc., Electrical repair shops, repair of Motor Vehicles and Motor Cycles etc.," these have been classified under Major Group 97—"Repair Services" and yet another Division 'Y' and Major Group 'YO' as 'Repair Service (if not included under Major Group 97)', has been provided.

It was felt that 'Repairs or Servicing' should be assigned to 'Manufacturing or processing' activity under Divisions '2 & 3' which incidentally makes for comparability of classification at the 1961 Census. Accordingly a Major Group '39—Repair' has been inserted under Divisions 2 and 3 with the following Minor Groups:

390—Repair of Footwear and other leather goods.

391—Electrical Repair shop.

392—Repair of Motor Vehicles and Motor Cycles.

393—Repair of watch, clock and jewellery.

394—Repair of Bicycles and Cycle-rickshaws.

395—Repair enterprises not elsewhere classified.

The N.I.C.—1970 incorporates some of the major revisions contained in the I.S.I.C, 1969, e.g., transfer of 'Restaurants and Hotels' from 'Services' to 'Trade', clubbing of Banking. Insurance, Real Estate, and Business services; transfer of veterinary service from Agricultural Services to Medical and Health Services, treating sanitary services among community services etc.

NATIONAL INDUSTRIAL CLASSIFICATION (NIC)--1970

This classification groups the industries into:

10	Divisions (0 to 9 & 'X')
66	Major Groups
385	Minor Groups

The Divisions, Major Groups and Minor Groups with their code numbers are listed below:

DIVISIONS

(One digit level of classification)

0	—	Agriculture, Hunting, Forestry and Fishing
1	—	Mining and Quarrying
2 & 3	—	Manufacturing and Repair
4	—	Electricity, Gas and Water
5	—	Construction
6	—	Wholesale and Retail Trade and Restaurants & Hotels
7	—	Transport, Storage and Communications
8	—	Financing, Insurance, Real Estate and Business Services
9	—	Community, Social and Personal Services
X	—	Activities not Adequately Defined

Major Groups

(Two digit level of classification)

Major Groups		Description
		Division 0—Agriculture, Hunting, Forestry and Fishing
00	—	Agricultural Production
01	—	Plantation
02	—	Livestock Production
03	—	Agricultural Services
04	—	Hunting, Trapping and Game Propagation
05	—	Forestry and Logging
06	—	Fishing
		Division 1—Mining and Quarrying
10	—	Coal Mining
11	—	Crude Petroleum and Natural Gas
12	—	Metal Ore Mining
19	—	Other Mining
		Divisions 2 & 3—Manufacturing and Repair
20-21	—	Manufacture of Food Products
22	—	Manufacture of Beverages, Tobacco & Tobacco Products
23	—	Manufacture of Cotton Textiles
24	—	Manufacture of Wool, Silk and Synthetic Fibre Textiles
25	—	Manufacture of Jute, Hemp, and Mesta Textiles
26	—	Manufacture of Textile Products (including Wearing Apparel other than Footwear)

Major Group		Description
27	—	Manufacture of Wood and Wood Products, Furniture & Fixtures
28	—	Manufacture of Paper and Paper Products & Printing, Publishing and Allied Industries
29	—	Manufacture of Leather, Leather & Fur Products (except repair)
30	—	Manufacture of Rubber, Plastic, Petroleum and Coal Products
31	—	Manufacture of Chemicals and Chemical Products (excpet Products of Petroleum and Coal)
32	—	Manufacture of Non-Metallic Mineral Products
33	—	Basic Metal and Alloys Industries
34	—	Manufacture of Metal Products and Parts except Machinery and Transport Equipment
35	—	Manufacture of Machinery, Machine Tools and Parts except Electrical Machinery
36	—	Manufacture of Electrical Machinery, Apparatus, Appliances and Supplies and Parts
37	—	Manufacture of Transport Equipment and Parts
38	—	Other Manufacturing Industries
39	—	Repair
	Division 4—Electricity, Gas and Water	
40	—	Electricity
41	—	Gas and Steam
42	—	Water Works and Supply
	Division 5—Construction	
50	—	Construction
51	—	Activities Allied to Construction
	Division 6—Wholesale and Retail Trade and Restaurants & Hotels	
60	—	Wholesale Trade in Food, Textiles, Live Animals: Beverages and Intoxicants
61	—	Wholesale Trade in Fuel, Light, Chemicals, Perfumery, Ceramics, Glass
62	—	Wholesale Trade in Wood, Paper, Other Fabrics, Hide and Skin and inedible Oils
63	—	Wholesale Trade in All Types of Machinery Equipment including Transport and Electrical Equipment
64	—	Wholesale Trade in Food and Miscellaneous Manufacturing
65	—	Retail Trade in Food and Food Articles, Beverage, Tobacco and intoxicants
66	—	Retail Trade in Textiles
67	—	Retail Trade in Fuel and Other Household Utilities and Durables
68	—	Retail Trade in Others
69	—	Restaurants and Hotels
	Division 7—Transport, Storage and Communications	
70	—	Land Transport
71	—	Water Transport
72	—	Air Transport
73	—	Services incidental to Transport
74	—	Storage and Warehousing
75	—	Communications

Major Group		Description
		Division 8—Financing, Insurance, Real Estate and Business Services
80	—	Banking and Similar Type of Financial Institutions
81	—	Providents and Insurance
82	—	Real Estate and Business Services
83	—	Legal Services
		Division 9—Community, Social and Personal Services
90	—	Public Administration & Defence Services
91	—	Sanitary Services
92	—	Education Scientific and Research Services
93	—	Medical & Health Services
94	—	Community Services
95	—	Recreational & Cultural Services
96	—	Personal Services
98	—	International and other Extra Territorial Bodies Services
99	—	Services not elsewhere classified
		Division X—Activities not Adequately Defined
X0	—	Persons without any Affiliation to any particular industry (including fresh entrants to labour force)
X1	—	Activities not Adequately Defined (Other than that in XO)

Minor Groups

(Three digit level of classification)

Major Group	Minor Group	Description
		Division 0—Agriculture, Hunting, Forestry & Fishing
00		*Agricultural Production*
	000	Cereal Crops (paddy, wheat, jowar, bajra, maize, ragi, barley & gram, etc.).
	001	Pulses (arhar, moong, masur, urd & etc.).
	002	Raw cotton.
	003	Raw jute, mesta.
	004	Sann hemp and other kindred fibres.
	005	Production of oilseeds such as seasamum, groundnuts, rape, mustard, linseed castor seeds etc.
	006	Sugarcane.
	007	Roots and tubers, vegetables, pan, singhara, chillies and spices (other than pepper and cardamom) and flowers and parts of plants.
	008	Agricultural production not elsewhere classified.
01		*Plantations*
	010	Tea.
	011	Coffee.
	012	Rubber.
	013	Tobacco.
	014	Pepper.
	015	Cardamom.
	016	Edible nuts (excluding coconut and ground nut), walnut, almond, cashew-nut etc.
	017	Production of fruits, coconuts e.g. bananas, apples, grapes, mangoes, oranges.
	018	Production of ganja, cinchona, opium etc.
	019	Crops of plantations, not elsewhere classified (*e.g.* Bettel nuts etc.).
02		*Livestock Production*
	020	Cattle and goats-breeding, rearing, ranching etc., and production of milk.
	021	Rearing of sheep and production of wool.
	022	Rearing horses, mules, camels and other pack animals.
	023	Rearing of pigs and other animals.
	024	Rearing of ducks, hens and other birds and production of eggs.
	025	Rearing of bees and production of honey and wax.
	026	Rearing of Silk-worms and production of cocoons and raw silk.
	029	Rearing of livestock and production of livestock products not elsewhere classified.
03		*Agricultural Services*
	030	Pest destroying, spraying, pruning of infected stems.
	031	Operation of irrigation system.
	032	Animal sharing and livestock services (other than veterinary services).
	033	Grading agricultural and livestock products.
	034	Horticultural and nursery services.

Major Group	Minor Group	Description
		Division 0—*Agriculture, Hunting, Forestry, and Fishing*— contd.
03	035	Soil conservation.
	036	Scientific services like soil testing.
	039	Agricultural services not elsewhere classified. (like land clearing, land draining etc.).
04		*Hunting, Trapping and game Propagation*
	040	Hunting, Trapping and game propagation for commercial purposes (other than for sport).
05		*Forestry and Logging*
	050	Planting, replanting and conservation of forests.
	051	Logging-felling and cutting of trees and preparation of rough, round, hewn or riven logs (including incidental hauling).
	052	Production of fuel (including charcoal by burning) by exploitation of forests.
	053	Gathering of fodder by exploitation of forests.
	054	Gathering of uncultivated materials such as gums, resins, lac, barks, herbs, wild fruits and leaves by exploitation of forests.
	059	Other forests products not elsewhere classified such as munjh.
06		*Fishing*
	060	Ocean, sea and coastal fishing.
	061	Inland water fishing.
	062	Pisciculture—rearing of fish.
	063	Collection of pearls, conches, shells, sponge and other sea products.
	069	Fishing and allied activities not elsewhere classified.
		Division 1– *Mining and Quarrying*
10		*Coal Mining*
	100	Coal.
	101	Lignite.
11		*Crude Petroleum and Natural Gas*
	110	Crude Petroleum.
	111	Natural gas.
12		*Metal Ore Mining*
	120	Iron ore.
	121	Manganese.
	122	Chromite.
	123	Bauxite.
	124	Gold and Silver Ores.
	125	Copper Ore.
	126	Lead and Zinc Ores.
	127	Limenite and Rutile.
	128	Wolfram.
	129	Metal Ores not elsewhere classified.

Major Group	Minor Group	Description
		Division 1—*Mining and Quarrying*—concld.
19		*Other Mining*
	190	Stone quarrying, clay and sand pits.
	191	Chemicals and fertilizer mineral mining (such as soda ash, sulphur, phosphates, nitrates, etc.).
	192	Salt mining and quarrying including crushing. screening and evaporating in pans.
	193	Precious and semi-precious stones.
	194	Mica.
	195	Gypsum.
	199	Other mining not elsewhere classified (asbestos, quartz, tale and Soap stone natural abrasives other than sand, graphite, etc.).
		Division 2 & 3—*Manufacturing and Repair*
20-21		*Manufacture of Food Products*
	200	Slaughtering, preparation & preservation of meat.
	201	Manufacture of dairy products.
	202	Canning and preservation of fruits and vegetables.
	203	Canning, preserving and processing of fish, crustacea and similar foods.
	204	Grain mill products.
	205	Manufacture of bakery products.
	206	Manufacture and refining of sugar (vacuum pan sugar factories).
	207	Production of indigenous sugar, boora, khandsari, gur, etc. from sugar-cane, palm juice.
	208	Production of common salt.
	209	Manufacture of cocoa, chocolate and sugar confectionery (including sweetmeats).
	210	Manufacture of hydrogenated oils, Vanaspati ghee, etc.
	211	Manufacture of other edible oils and fats e.g. mustard oil, ground nut oil, til oil, etc. (Inedible oils shown under 315).
	212	Tea processing.
	213	Coffee curing, roasting and grinding.
	214	Cashewnut processing like drying, shelling, roasting, salting, etc.
	215	Manufacture of ice.
	216	Manufacture of prepared animal feeds.
	217	Manufacture of starch.
	219	Manufacture of food products not elsewhere classified.
22		*Manufacture of Beverages, Tobacco and Tobacco Products*
	220	Distilling, rectifying and blending of spirits.
	221	Wine industries.
	222	Malt liquors and malt.
	223	Production of country liquor and toddy.
	224	Soft drinks and carbonated water industries.
	225	Tobacco stemming, redrying and all other operations which are connected with preparing raw leaf tobacco for manufacture.
	226	Manufacture of bidi.
	227	Manufacture of cigars, cigarettes, cheroots and cigartte tobacco.

Major Group	Minor Group	Description
		Division 2 & 3—*Manufacturing and Repair*—contd.
22	228	Manufacture of chewing tobacco, zarda and snuff.
	229	Manufacture of tobacco & tobacco products, not elsewhere classified.
23		*Manufacture of Cotton Textiles*
	230	Cotton ginning, cleaning and baling.
	231	Cotton spinning, weaving shrinking, sanforizing, mercerising and finishing of cotton textiles in mills.
	232	Printing, dyeing and bleaching of cotton textiles.
	233	Cotton spinning other than in mills (charkha).
	234	Production of khadi.
	235	Weaving and finishing of cotton textiles in handlooms, other than khadi.
	236	Weaving and finishing of cotton textiles in powerlooms.
	239	Cotton textiles not elsewhere classified.
24		*Manufacture of Wool, Silk and Synthetic Fibre Textiles*
	240	Wool cleaning, baling and pressing.
	241	Wool spinning, weaving and finishing in mills.
	242	Wool spinning and Weaving (other than in mills).
	243	Dyeing and bleaching of woollen textile.
	244	Manufacture of wool not elsewhere classified.
	245	Spinning, weaving and finishing of silk textiles.
	246	Printing, dyeing and bleaching of silk textiles.
	247	Spinning, weaving and finishing of other textiles—synthetic fibres, rayons, nylons, etc.
	248	Printing, dyeing and bleaching of synthetic textiles.
	249	Silk and synthetic fibre textiles not elsewhere calssified.
25		*Manufacture of Jute, Hemp and Mesta Textiles*
	250	Jute and Mesta pressing and baling.
	251	Jute and Mesta spinning and weaving.
	252	Dyeing, printing and bleaching of jute textiles.
	253	Preparing, spinning, weaving and finishing of hemp and other coarse fibres
	259	Manufacture of jute bags and other jute textiles not elsewhere classified.
26		*Manufacture of Textile Products (including Wearing Apparel other than Footwear)*
	260	Knitting mills.
	261	Manufacture of all types of threads, cordage, ropes, twines, nets, etc.
	262	Embroidery and making of crapes, laces and fringes.
	263	Weaving carpets, rugs and other similar textile products.
	264	Manufacture of all types of textiles, garments including wearing apparel.
	265	Manufacture of rain coats, hats, etc.
	266	Manufacture of made up textile goods (except garments such as curtains mosquito nets, etc.
	267	Manufacture of water proof textiles such as oil cloth, tarpaulin, etc.
	268	Manufacture of coir and coir products.
	269	Manufacture of textiles not elsewhere classified like linoleum, padding, wadding, upholstering, filling.

Major Group	Minor Group	Description
		Division 2 & 3—*Manufacturing Repair*—contd.
27		*Manufacture of Wood and Wood Products, Furniture and Fixtures.*
	270	Manufacture of veneer, plywood and their products.
	271	Sawing and planing of wood (other than plywood).
	272	Manufacture of wooden and cane boxes, crates, drums, barrels and other wooden containers, baskets and other rattan, bamboo, read and willow wares made entirely or mainly of cane, rattan, reed, bamboo and willow.
	273	Manufacture of structural wooden goods (including treated timber) such as beams, posts, doors and windows (excluding hewing and rough shaping of poles, bolts and other wood material which is classified under logging).
	274	Manufacture of wooden industrial goods, such as bobbins, blocks, handles, saddling and similar equipment and fixtures.
	275	Manufacture of cork and cork products.
	276	Manufacture of wooden furniture and fixtures.
	277	Manufacture of bamboo and cane furniture and fixtures.
	279	Manufacture of wood and reed, bamboo and cane products not elsewhere classified.
28		*Manufacture of Paper and Paper Products and Printing, Publishing and Allied Industries*
	280	Manufacture of pulp, paper and paper board including newsprint.
	281	Manufacture of container and boxes of paper and paper board.
	282	Manufacture of pulp products not elsewhere classified like dolls.
	283	Manufacture of paper and paper board articles not elsewhere classified.
	284	Printing and publishing of newspaper.
	285	Printing and publishing of periodicals, books, journals, atlases, maps, sheet, music directories.
	286	Printing of bank notes, currency notes, postage stamps, security presses.
	287	Engraving, etching, block making etc.
	288	Book Binding.
	289	Printing, publishing and allied activities not elsewhere classified like envelop printing, picture post card printing, embossing.
29		*Manufacture of Leather and Leather & Fur Products (except Repair).*
	290	Tanning, currying, finishing, embossing and japanning of leather.
	291	Manufacture of footwear (excluding repair) except vulcanized or moulded rubber or plastic footwear.
	292	Manufacture of wearing apparel like coats, gloves, etc. of leather and substitute of leather.
	293	Manufacture of Leather Consumer Goods (other than apparel and footwear)
	294	Scrapping, currying, tanning, bleaching and dyeing of fur and other pelts for the trade.
	295	Manufacture of wearing apparel of fur and pelts.
	296	Manufacture of fur and skin rugs and other articles.
	299	Manufacture of Leather and Fur Products not elsewhere classified.
30		*Manufacture of Rubber, Plastics, Petroleum and Coal Products*
	300	Tyre and tube industries.
	301	Manufacture of footwear made primarily of vulcanized or moulded rubber and Plastic.

Major Group	Minor Group	Description
		Division 2 & 3—*Manufacturing Repair*—contd.
30	302	Manufacture of rubber products not elsewhere classified.
	303	Manufacture of plastic products not elsewhere classified (except house furnishing).
	304	Petroleum refineries.
	305	Manufacture of products of petroleum not elsewhere classified.
	306	Production of coal tar in coke ovens.
	307	Manufacture of other coal and coal tar products not elsewhere classified.
31		*Manufacture of Chemicals and Chemical Products (except Products of Petroleum and Coal)*
	310	Manufacture of basic industrial organic and inorganic chemicals and gases such as acids, alkalies and their salts; gases like acetylene, oxygen, nitrogen, etc.
	311	Manufacture of fertilisers and pesticides.
	312	Manufacture of paints, varnishes and lacquers.
	313	Manufacture of drugs and medicines.
	314	Manufactures of perfumes, cosmetics, lotions, hair dressings, tooth pastes, soap in any form, synthetic detergents, shampoos, shaving products, cleansers, washing and scouring products and other toilet preparations.
	315	Manufacture of inedible oils.
	316	Manufacture of turpentine, synthetic resins, plastic materials and synthetic fibres like nylon, terylene except glass.
	317	Manufacture of matches.
	318	Manufacture of explosives and ammunition and fire works.
	319	Manufacture of chemical products not elsewhere clasified (including photo chemicals, sensitised films and paper).
32		*Manufacture of Non-metallic Mineral Products*
	320	Manufacture of structural clay products.
	321	Manufacture of glass and glass products.
	322	Manufacture of earthen ware and earthen pottery.
	323	Manufacture of china-ware and porcelainware.
	324	Manufacture of cement, lime and plaster.
	325	Manufacture of mica products.
	326	Manufacture of structural stone goods, stone dressing and stone crushing, stone ware.
	327	Manufacture of earthen and plaster statues and other products.
	328	Manufacture of asbestos, cement and other cement products.
	329	Manufacture of miscellaneous non-metallic mineral products such as slate products, abrasives, graphite products, mineral wool, silica products and other non-metallic mineral products not elsewhere classified.
33		*Basic Metal and Alloys Industries*
	330	Iron and steel industries.
	331	Foundries for casting and forging iron and steel.
	332	Manufacture of ferro-alloys.
	333	Copper manufacturing.
	334	Brass manufacturing.
	335	Aluminium manufacturing.

Major Group	Minor Group	Description
		Division 2 & 3 —*Manufacturing and Repair*—contd.
33	336	Zinc manufacturing.
	339	Other non-ferrous metal industries.
34		*Manufacture of Metal Products and Parts except Machinery and Transport Equipment*
	340	Manufacture of fabricated metal products such as metal cans from tin-plate terne plate or enamelled sheet metal, metal shipping containers, barrels, drums, kegs, pails, safes, vaults, enamelled, sanitary and all other fabricated metal products not elsewhere classified.
	341	Manufacture of structural metal products.
	342	Manufacture of furniture and fixtures primarily of metal.
	343	Manufacture of hand tools and general hardware.
	344	Enamelling, japanning, lacquering, galvanising, plating and polishing of metal products.
	345	Manufacture of metal utensils, cutlery and kitchenware.
	349	Manufacture of metal products except machinery and transport equipment not elsewhere classified, like type-founding.
35		*Manufacture of Machinery, Machine tools and Parts except Electrical Machinery*
	350	Manufacture of agricultural machinery and equipment and parts.
	351	Manufacture and repair of drills, coal cutting machines, earth moving, lifting and hoisting machinery, cranes, conveyors and road rollers and other heavy machinery and equipment used by construction and mining industries.
	352	Manufacture of prime movers, boilers and steam generating plants such as diesel engines and parts.
	353	Industrial Machinery for Food and Textile Industries.
	354	Industrial Machinery for other than Food and Textiles Industries.
	355	Manufacture of Refrigerators, Airconditioners, and Fire Fighting Equipments and other parts, components and accessories.
	356	Manufacture alteration and repair of general items of non-electrial machinery, components, equipment and accessories not elsewhere classified., e.g., manufacture and repair of size reduction equipment like Pentograph, Mapograph etc., crushers, conveyors, bucket elevators, ship hoist cranes, derricks, etc., mixers and reactors, centrifugal machines, driers, etc., power driven pumps, etc., air gas, compressors & vacuum pumps (excluding electrical furnaces), etc.
	357	Manufacture of Machine Tools, their parts and accessories.
	358	Manufacture of office computing and accounting machinery and parts.
	359	Manufacture and repair of non-electrical machinery, equipment, components and accessories not elsewhere classified, (such as sewing machines, automatic merchandising machines, washing, laundry, dry-cleaning and pressing machines, cooking ranges and ovens, other service industry machines, arms and armaments etc.).
36		*Manufacture of Electrical Machinery, Apparatus, Appliances and Supplies and Parts.*
	360	Manufacture of electrical industrial machinery and apparatus and parts (such as electrical motors, generators, transformers, electro-magnetic clutches and brakes etc.)
	361	Manufacture of insulated wires and cables.
	362	Manufacture of dry and wet batteries.

Major Group	Minor Group	Description
		Division 2 & 3—*Manufacturing & Repair*—contd.
36	363	Manufacture of electrical apparatus, appliances and their parts such as lamps, bulbs, tubes, sockets, switches, fans, insulators (except porcelain), conductors, irons, heaters, shavers, vacuum cleaners, etc., excluding repairing.
	364	Manufacture of radio and television transmitting and receiving sets including transistor radio sets, sound reproducing and recording equipment including tape recorders, public address systems, gramophone records and pre-recorded magnetic tapes, wire and wireless, telephone and telegraph equipment, signalling and detection equipment and apparatus, radar equipment and installations; parts and supplies specially used for electronic apparatus classified in this group.
	365	Manufacture and repair of Radiographic X-ray apparatus and tubes and parts.
	366	Manufacture of Electronic Computers, Control Instruments and other Equipment.
	367	Manufacture of electronic components and accessories not elsewhere classified.
	369	Manufacture of electrical machinery, apparatus, appliances and supplies and parts not elsewhere classified.
37		*Manufacture of Transport Equipment and Parts*
	370	Ship building and repairing.
	371	Manufacture of Locomotives and parts.
	372	Manufacture of Railway wagons and coaches and parts.
	373	Manufacture of other rail-road equipment.
	374	Manufacture of motor vehicles and parts.
	375	Manufacture of motor-cycles and scooters and parts.
	376	Manufacture of bicycles, cycle-rickshaw and parts.
	377	Manufacture of aircrafts and its parts.
	378	Bullock-carts, push-carts, hand carts, etc.
	379	Manufacture of transport equipment and parts not elsewhere classified.
38		*Other Manufacturing Industries*
	380	Manufacture of medical, surgical and scientific equipment.
	381	Manufacture of photographic and optical goods (excluding photo chemicals sensitised paper and film).
	382	Manufacture of watches and clocks.
	383	Manufacture of jewellery and related articles.
	384	Minting of coins.
	385	Manufacture of sports and athletic goods.
	386	Manufacture of Musical instruments.
	387	Manufacture of stationery articles like fountain pens, pencils, pens, pin cushions, tags, etc., not elsewhere classified.
	389	Manufacture of miscellaneous products not elsewhere classified such as costume jewellery, costume novelties, feather, plumes, artificial flowers, brooms, brushes, lamp shades, tobacco pipes, cigarette holders, ivory goods, badges wigs and similar articles.
39		*Repair*
	390	Repair of footwear and other leather goods.
	391	Electrical repair shops.
	392	Repair of motor vehicles and motorcycles.

Major Group	Minor Group	Description
		Division 2 & 3—*Manufacturing and Repair*-contd.
39	393	Repair of watch, clock and jewellery.
	394	Repair of bicycles and cycle rickshaws.
	399	Repair of enterprises not elsewhere classified.
		Division 4—*Electricity, Gas and Water.*
40		*Electricity*
	400	Generation and transmission of electric energy.
	401	Distribution of electrical energy to household, industrial and commercial and other users.
41		*Gas and Steam*
	410	Manufacture of gas in gas works and distribution through mains to household, industrial and commercial and other users.
42		*Water Works and Supply*
	420	Water supply *i.e.* collection, purification and distribution of water.
		Division 5—*Constructions*
50		*Construction*
	500	Construction and maintenance of buildings (including aerodromes).
	501	Construction and maintenance of roads, railways, bridges, tunnels, pipe lines, ports, harbours, runways, etc.
	502	Construction and maintenance of telegraph and telephone line and other communication systems.
	503	Construction and maintenance of water-ways and water reservoirs such as bund, embankments, dams, canals, tanks, wells tube wells, etc.
	504	Construction of hydro-electric projects.
	505	Construction of industrial plants including thermal plants.
	509	Construction not elsewhere classified.
51		*Activities allied to Construction*
	510	Plumbing.
	511	Heating and air conditioning installation, lift installation, sound proofing etc.
	512	Setting of tile, marble, brick, glass and stone.
	513	Plumber works such as fixing of doors, windows, panels, painting and decorating.
	514	Electrical installation.
	519	Other activities allied to construction not elsewhere classified, such as fixing of handpumps.
		Division—6 *Wholesale and Trade and Restaurants and Hotels.*
60		*Wholesale Trade (W.T.) in Food, Textiles, Live Animals, Beverages and Intoxicants.*
	600	Wholesale trade in cereals and pulses.
	601	Wholesale trade in Foodstuff other than cereals and pulses.

Major Group	Minor Group	Description
		Division 6—Wholesale and Retail Trade and Restaurants and Hotels—contd.
60	602	Wholesale trade in textiles and textile products, like all kinds of fabrics, garments, shirtings, suitings hosiery goods.
	603	Wholesale trade in beverages other than intoxicants, e. g., aerated water.
	604	Wholesale trade in intoxicants like wines and liquors including bottling.
	605	Wholesale trade in intoxicants like opium, ganja etc.
	606	Wholesale trade in tobacco and tobacco products.
	607	Wholesale trade in animals.
	608	Wholesale trade in straw and fodder.
61		*Wholesale trade in Fuel, Light, Chemicals, Perfumery, Ceramics, Glass.*
	610	Wholesale trade in medicines and chemicals.
	611	Wholesale trade in fuel and lighting products.
	612	Wholesale trade in toilets, perfumery and cosmetics.
	613	Wholesale trade in metal, porcelain and glass utensil crockery and chinaware.
62		*Wholesale trade in Wood, Paper, other fabrics and Skin and Inedible Oils.*
	620	Wholesale trade in petrol, mobil oil and allied products.
	621	Wholesale trade in wood, cane, bamboo, thatches, etc.
	622	Wholesale trade in paper and other stationery goods.
	623	Wholesale trade in skin, leather and fur etc.
63		*Wholesale trade in All Types of Machinery Equipment, including Transport and Electrical Equipment.*
	630	Wholesale trade in agricultural and industrial machinery, eg., harvestors, threshers, sowing machines, etc.
	631	Wholesale trade in electrical machinery and equipment.
	632	Wholesale trade in transport and storage equipment.
64		*Wholesale trade in Miscellaneous Manufacturing*
	640	Wholesale trade in furniture and fixtures.
	641	Wholesale trade in rubber and rubber products.
	642	Wholesale trade in household and equipment not elsewhere classified.
	643	Wholesale trade in building materials.
	644	Wholesale trade in clocks, eye-glasses and frames.
	645	Wholesale trade in hardware and sanitary equipment.
	646	Wholesale trade in scientific, medical and surgical instruments.
	647	Wholesale trade in precious metals, stones and jewellery.
	649	Wholesale trade in goods not elsewhere classified.
65		*Retail trade (R.T.) in Food and Food Articles, Beverage, Tobacco and Intoxicants*
	650	Grain and grocery store.
	651	Vegetable and fruit selling.
	652	Dealers and meat, fish and poultry.
	653	Dealers in sweetmeat, bakery products, dairy products and eggs.

Major Group	Minor Group	Description
		Division 6—Wholesale and Retail Trade and Restaurants and Hotels– concld.
65	654	Pan, bidi, cigarette shops.
	655	Dealers in aerated water, soft drinks and ice cream.
	656	Wine and liquor shops.
	659	Retail trade in food and food articles, beverage, tobacco and intoxicants not elsewhere classified.
66		*Retail Trade in Textiles*
	660	Dealers in textiles (non-ready made).
	661	Dealers in ready-made garments.
67		*Retail trade (R.T.) in Fuel and other household Utilities and Durables.*
	670	Dealers in firewood, coal and kerosene oil.
	671	Utensil shops.
	672	Fancy stores (including crockery and glassware dealers).
	673	Dealers in electrical and electronic goods.
	674	Furniture shops.
	675	Jewellery marts.
	676	Footwear shops.
	679	Retail trade fuel and other household utilities and durables not elsewhere classified.
68		*Retail Trade in Others.*
	680	Medical shops.
	681	Booksellers and stationers.
	682	Dealers in building materials.
	683	Dealers in transport equipment.
	684	Petrol filling stations.
	689	Retail trade in others not elsewhere classified.
69		*Restaurants and Hotels*
	690	Restaurants, cafes and other eating and drinking places.
	691	Hotels, rooming houses, camps and other lodging places.
		Division 7—Transport, Storage and Communications
70		*Land Transport*
	700	Railway Transport.
	701	Passenger transport by tramway and bus-services.
	702	Passenger transport by other motor vehicles.
	703	Freight transport by motor vehicles.
	704	Hackney carriages bullock-carts, *ekka*, tonga etc.
	705	Transport by animals like horses, elephants, mules, camels, etc.
	706	Transport by man (including rickshaw pullers, hand cart pullers, porters, coolies etc.
	707	Pipeline transport.
	708	Supporting services to land transport, like operation of highway bridges, toll roads, vehicular tunnels, parking lots, etc.

Major Group	Minor Group	Description
		Division 7—Transport, storage and Communications—concld.
71		*Water - Transport*
	710	Ocean and coastal water transport.
	711	Inland water transport.
	712	Supporting services to water-transport like operation and maintenance of piers, docks, pilotage, light houses, loading and discharging of vessels, etc.
72		*Air Transport*
	720	Air-transport carriers (of passengers and freight).
	721	Supporting services to air-transport, like operation of airports, flying facilities, radio beacons, flying control centres, radar stations etc.
73		*Services Incidental to Transport*
	730	Services incidental to transport, such as packing, crating travel agency, etc.
74		*Storage and Ware-Housing*
	740	Ware-Housing.
	741	Cold-Storage.
	749	Storage and ware-housing not elsewhere classified.
75		*Communications*
	750	Postal, telegraphic, wireless and signal communication.
	751	Telephone communication.
	759	Communication not elsewhere classified.
		Division 8—Financing, Insurance, Real Estate and Business Services.
80		*Banking and Similar Type of Financial Institutions*
	800	Banking.
	801	Credit Institutions other than banks, such as saving and loan associations, agricultural credit institution industrial development banks, etc.
	809	Other financial institutions such as pawn brokers, money lenders, financiers chit funds, etc.
81		*Providents and Insurance*
	810	Provident Services.
	811	Insurance carriers, Life.
	819	Insurance carriers other than life, such as fire, marine, accident, health, etc.
82		*Real Estate and Business Services*
	820	Purchase, sale letting and operating of real estate such as residential and non-residential buildings, developing and sub-dividing real estate into lots, lessors of real property, real estate agents brokers and managers engaged in renting, buying and selling, managing and appraising real estate on contract or fee basis.
	821	Purchase and sale, agents and brokers.
	822	Auctioneering.
	823	Accounting, auditing and book-keeping services.

Major Group	Minor Group	Description
		Division 8—Financing, Insurance, Real Estate and Business Services—concld.
82	824	Data processing and tabulating services.
	825	Engineering, architectural and technical services
	826	Advertising and publicity services.
	827	Machinery and equipment, rental and leasing.
	828	News Agencies, e.g., P.T.I., U.N.I. Reuter, etc.
	829	Business services, except machinery and equipment rental and leasing, not elsewhere classified.
83		*Legal Services*
	830	Legal Services, such as those rendered by advocates, barristers, solicitors, pleaders, mukhtiars, etc.
		Division 9—Community, Social and Personal Services
90		*Public Administration and Defence Services*
	900	Public services in the union Government including Defence Services.
	901	Public Services in State Governments including Police Services.
	902	Public Services in local bodies departments and offices engaged in administration like local taxation, business regulations, etc.
	903	Public Services in Quasi-government bodies.
91		*Sanitary Services*
	910	Sanitation and similar services such as garbage and sewage disposal, operation of drainage systems and all other types of work connected with public health and sanitation.
92		*Education, Scientific and Research Services*
	920	Educational services rendered by technical or vocational colleges, schools and other institutions.
	921	Educational services rendered by non-technical colleges, schools, universities and other institutions..
	922	Research and Scientific Services not classified elsewhere such as those rendered by institution and laboratories engaged in research in the biological physical and social sciences, meteorological institutes and medical research organisation, etc.
93		*Medical and Health Services*
	930	Health and medical services rendered by organisations and individuals such as hospitals, dispensaries, sanatoria nursing homes, maternal and child welfare clinics by allopathic, Ayurvedic Unani, Homeopathic etc., practitioners.
	931	Veterinary Services.
94		*Community Services*
	940	Religious services by organisation or individuals.
	941	Welfare services rendered by organisations operating on a non-profit basis for the promotion of welfare of the community such as relief societies, redresses homes for the aged, blind, fire brigade services, etc.
	942	Business, professional and labour organisations.
	949	Community services not elsewhere classified.

Major Group	Minor Group	Description
		Division 9—Community, Social and Personal Services—contd.
95		*Recreational and Cultural Services*
	950	Motion picture production.
	951	Motion picture distribution and projection.
	952	Theatrical producers and entertainment services.
	953	Authors, music composers and other independent artists not elsewhere classified.
	954	Radio and television broadcasting.
	955	Operation of circuses and race tracks.
	956	Libraries, museums, botanical and zoological gardens, zoos, game sanctuaries, etc.
	959	Amusement and recreational services not elsewhere classified.
96		*Personal Services*
	960	Domestic Services.
	961	Laundries, Laundry services and cleaning and dyeing plants.
	962	Hair dressing such as those done by barbers, hair dressing saloons and beauty shops.
	963	Portrait and Commercial Photographic Studios.
	969	Personal Services not elsewhere classified.
98		*International and other Extra Territorial Bodies*
	980	International and other extra territorial bodies.
99		*Services not Elsewhere Classified*
	990	Services not elsewhere classified.
		Division X—Activities not Adequately Defined
X0		*Persons without any affiliation to any particular industry (including fresh entrants to labour force)*
	X00	Persons without any affiliation to any particular industry (including fresh entrants to labour force).
X1		*Activities not adequately defined (Other than those in X0)*
	X10	Activities not adequately defined (Other than those in X0).

APPENDIX No 23.

D. O. No. CEN 2 CCP 71

Date : 21*st June* 1971

It is necessary to ensure uniform principles being applied in the coding and classifying of workers in the individual slips. The introduction to the N.I.C. booklet explains the basis of the structure of the N.I.C. Code but some doubts have been raised which call for explanation. The intention is to classify persons by the "industry" in which they function. Industry denotes the branch of economic activity in which a person works. The unit of industrial classification, according to the N.I.C. Code, is an establishment. An establishment is an economic unit which is engaged in one or one predominant kind of activity, usually at a single location and under single ownership or control. However, in practice, general principles would also have to be applied to avoid difficulties in classification which would arise if the criteria mentioned earlier are applied strictly. The industrial classification under the N.I.C. Code does not make any distinction according to the kind of ownership, type of economic organisation or mode of operation. Thus, establishments engaged in the same kind of economic activity are classified under the same group in the N.I.C. irrespective of whether they are owned by incorporated bodies, individual proprietors or Governments (including Local Governments). Based on the general principles indicated in the booklet and herein, the following guidelines may be adopted for coding and classification:

(i) All workers, irrespective of their actual occupation in a single establishment unit which has a clearly defined activity will be classified under that industrial classification within which this activity falls. For example, all workers in H.A.L. will be classified under "aircraft production" (377) irrespective of whether they perform technical, clerical, administrative, executive, medical or other jobs. Similarly, in a textile mill functioning as one unit, the industry will be "manufacture of cotton textiles" irrespective of whether the person concerned is on the administrative, executive, labour, clerical or technical side.

(ii) Persons working in State or Central Governments will be classified according to the particular industry under which they fall. For example, an Agricultural Department official would be classified under the Major Group 03 and the Minor Group will depend on the service performed. This would be the case even for those performing clerical and non-technical duties in this department. Similarly, Forest Department officials would come under the Major Group 05 and so on. It is only where the description in the slip is inadequate that such persons will be classified under the Major Group 0 (Minor Group 900 or 901).

(iii) The classification of persons engaged in Local Government Service would also be similar to that adopted for State or Central Government Service. Thus, a Health Officer in a Municipal Body would be classified under the Minor Group 930 while an Octroi Clerk would be classified as 902. A Municipal Engineer would, however, come under the Major Group 50, the minor group being determined by the actual job performed.

As mentioned above, it is only where the description is not adequate that persons working in Central, State or Local Bodies including quasi-Government Bodies, will be classified under Division 9. Wherever descriptions are clear enough, classification will be made under the proper industrial group as indicated above.

For convenience, some examples are mentioned in the Annexure to this letter. It is likely that by now a large number of slips would have already been coded and classified. In

case the principles of classification mentioned here have not been applied uniformly, these slips must be reviewed rapidly and necessary corrections made.

Since it is necessary to distinguish as establishments clearly defined units in the case of those establishments which are engaged in more than one economic activity, it would be necessary to distinguish the ancillary establishments. This is easiest done by examples. The Deputy Commissioner's office in a district, for example, can be considered as one establishment. Consequently, all persons working therein including persons such as Drivers, Gardeners, Accountants etc., would be classified under 901. In this case, though the Driver no doubt drives a transport vehicle, he will not be classified under Major Group 70 since the establishment in which he works relates to a public service under the State Government.

So also, since we can distinguish the Health Services of a Local Body as a separate establishment, persons such as Drivers, Accountants etc., in the Health Department of the Local Body etc., would be classified under 930 since they all perform functions in that economic sector which relates to Medical and Health Services.

Such cases are similar to Lorry Drivers, Bulldozer Drivers etc., of the Agricultural Department coming under the Major Group 03 or those of the Forest Department coming under the Major Group 05 and not under the Major Group 70.

ILLUSTRATIVE LIST TO SHOW HOW THE "INDUSTRY" FOR A WORKER IS TO BE CODED WITH REFERENCE TO THE ACTIVITY OF HIS ESTABLISHMENT

Worker	*N.I.C. Code*
Fisheries Officer and all other officials of Fisheries Department	Appropriate 3 digit code under Major Group 06
Sugar Cane Development Officer	006
Dairy Farmer, Dairy Engineer, Milk Procurement Officer, All officials in the Dairy Department	020
Development Officer Poultry, Poultry Farmer, Clerk, Accountant/ Lorry Driver	024
Silk Worm Rearer, Assistant Director Cocoon Market and all other officials in Sericulture Department	026
Soil Conservation Officer	035
Soil Adviser	036
Driver, Sweeper, Peon in the Agriculture Department	039
Range Forest Officer, Forest Guard or Forest Watchman	050
Gatherer of Forest Produce	054
Fisherman Coastal Waters	060
Rearing of Fish in aquaria	062
Worker in Manganese Mine	121
Other officials of the Mining Department	Appropriate 3 digit code under Major Group 12
All officials of the Geology Department	Appropriate 3 digit code under Major Group 12 to 19
Quarry Worker	190
Butcher and Meat Preparer	200
Baker	205
Accounts Officer in Sugar Factory	206
Weaver of Khadi	234
Labour Officer in Wollen Mill	241
Tailor	264
Carpenter	Appropriate 3 digit code under Major Group 27
Sub Editor in an office of Daily Newspaper, Driver of Newspaper Distribution Van, Press Foreman etc.	284
Book Publisher	285
Watchman in Security Press	286
Packer in Drug Factory	313
Time Keeper in Soap Factory	314
Watchman in sandalwood Oil Factory	315
Technician in Match Factory	317
Potter	322
Blacksmith	349
Goldsmith	383
Cobbler (repairer of shoes and chappals)	390

Radio and Transistor Repairer	391
Watch Repairer	393
Bicycle Repairer	394
Repairer of Stoves and Umbrellas	399
Bill Collector in State Electricity Board	401
Municipal Engineer (Water Supply)	420
Stores Clerk at Municipal Water Purification Plant	420
Executive Engineer (Maintenance of Govt. Buildings)	500
Contractor– Building	500
Lorry Driver/Accountant/Cooli working under Building Contractor	500
Municipal Engineer (construction & Maintenance of Roads)	501
Despatcher in the office of the Executive Engineer, I/C Construction Project	503
Executive Engineer I/C Construction of Hydro Electric Projects	504
Plumber	510
Electrical Installation Contractor	514
Grocer	650
Hawker of vegetables	651
Dealer in Pawn, beedi, cigarette etc.	654
Dealer in Footwear	676
Chemist (Medical Shop)	680
Waiter in a Restaurant	690
Manager of a Hotel	691
Watch & Ward Constable in Railway Protection Force	700
Superintendent Railway Police	700
Driver, Conductor—bus services	701
Driver working in Engineering Section of Municipality	Appropriate 3 digit code under Major Groups and 51.
Clerk in Control Room, M.S.R.T.C. Bus Station	701
Public Liaison Officer, M.S.R.T.C.	701
Cooli on a Railway Platform	706
Clearing & Forwarding Agent	730
Post Man	750
Assistant Producer in A.I.R.	750
Cashier in a Bank	800
Steno Typist & Clerk in Divisional L.I.C. Office	811
Stamp Venders	821
Private Job Typist	829
Deputy Director of Census	900
Officials & officers of the Food and Civil Supplies Department	901
Bill Collector in Municipal Office, Municipal Assessor	902
Civil Surgeon, Head Clerk in a Hospital	930
Veterinary Doctor	931
Chief Officer (Municipal Fire Brigade)	941
Trade Union Secretary	942
Film Actress	950
Domestic Servant	960
Dhobi (Washerman)	961
Barber	962
Counter Clerk in Photo Studio	963

APPENDIX No. 24

NOTE ON THE TABULATION PROGRAMME

1. PRELIMINARY :

1. Now that coding and editing of the slips is almost over, the next stage is the commencement of tabulation. As suggested earlier, a short orientation course to retrain the Sorters must be gone through and the Supervisors should be clearly told what their duties are with regard to tabulation and supervision of the Sorter's work. In this connection, the following points may be usefully kept in view.

2. The method of sorting and the checks to be exercised by the Supervisor and Compiler Checker are mentioned under the heading "Checking of Sorting work" on pages 6, 7 and 8 of the Manual. These should be brought home to the Supervisors and Compiler Checkers so that they are aware of their duties.

3. It is the responsibility of the Supervisor to issue pads to the Sorters of his team. In issuing these pads, he must take particular care regarding the following aspects :

(a) The pads relating to one entire village in the Rural Tabulation Office or relating to one Enumerator's Block in the Urban Office must be issued to each Sorter. In the Rural Office the pads of the hamlets are to be included along with those of the main village and no distinction will be made in tabulation.

(b) He will verify that the coding of Qn. 16(d) has been made and that the Industrial Codes have been marked in all the slips.

(c) While issuing the pads the Supervisor must indicate on S.T. 1 for each of the Sorters of his team the particulars indicated at the top of S.T. 1. These relate to the number of occupied residential houses, total number of households, inmates of institutions and houseless persons for each village (including hamlets) and for the Enumerator's Block for an urban unit (City or non-city). This data will be available in the Enumerator's Abstracts and the Supervisor must take particular care to see that adding mistakes do not occur if more than one Abstract has to be referred to.

4. As soon as the Sorter receives the pads, he must : —

(a) verify that all the pads relate to the unit with which he is dealing by checking the location code, name of village, or block etc.,

(b) ensure that the particulars of the number of occupied residential houses etc., have been given by the Supervisor and entered in S.T. 1

(c) also ensure that the pads for all the hamlets of the village concerned have been given to him.

2. SORTING UNIT :

1. Each village will be treated as a separate sorting unit. Hamlets will be considered along with the main village and no distinction will be made with regard to hamlets so far as tabulation is concerned.

2. Sorter's Ticket 1-5 should be completed for one entire village before the next village is taken up by the Sorter.

3. In urban areas, each Enumerator's Block will be treated as one Sorting unit. Care should be taken to ensure that the pads of one Enumerator's Block are not mixed up with those of an other block. In the case of the urban sorting units also, S.T. 1-5 will be gone through completely for each Enumerator's Block before another block is taken up.

4. Care must be taken to ensure that a team deals with one charge completely. Under no circumstances should pads of the blocks whether rural or urban be handed over to sorters of other teams.

3. BREAKING OF THE PADS :

After making sure that the appropriate pads have been given to each Sorter and that all preliminary checks have been made, the pads must now be broken. The Sorters must be instructed not to twist the pads in order to break the staple as is usually done in the case of currency notes. This would result in a few slips probably getting torn. The staple should be prised open with a knife or screw driver or any other blunt instrument.

4. SORTER'S TICKET 1

1. The instructions for sorting with regard to S.T. 1 are clear. The first, second, third and fourth operations are quite clear and may be explained in detail to the Sorters. The sorter may find that he is dealing with a village with a fairly large population, in which case, he would have to sort into the pigeon holes males or females in a repetitive manner. Once the pigeon hole is full, he must take out the slips in the pigeon hole of that particular sex and put a rubber band around the bundle and note on the back of the last slip the number in that lot and the sex. Having so bundled all the slips of that sex, he may total up on a rough sheet the number in each of these bundles which should give him the total males or females for that particular sorting unit. A similar procedure would be necessary in the case of the major languages or religions where numbers are likely to be large. The use of one Sorter's Ticket for each such bundle would be wasteful and unnecessary.

2. Sorting for mother-tongue is an extremely important operation. The Tabulation Officer and the Statistical Assistants may please refresh their memories with regard to the instructions already issued regarding sorting of mother-tongues and the booklet of mother-tongues issued and instruct their sorters accordingly.

3. With the sorting of slips for mother-tongue, the Tabulation Officer must prepare a list of mother-tongues obtained during the current Census, chargewise. Some new mother-tongues which have not been included in the printed list may probably be found and particular care must be taken to bring these on record. As mentioned in earlier instructions, it must be ensured that full particulars of the person who has returned this language should be noted separately. The Sorters should be cautioned not to make any attempt to group languages nor should such grouping be made in the Tabulation Office.

4. Wherever new mother-tongues are noticed or where variants of existing mother-tongues are noticed, the Tabulation Officer will record *the names in the same local script as in the individual slip*. Transcription from the local script to the Roman script will be made only at the Tabulation Officer's level and both the local script and the Roman script will be entered in a statement of new languages or variants of existing languages. The Deputy Director/Tabulation Officer must satisfy themselves that the copying out of the name and the transcription has been done correctly.

5. It would probably be of some assistance to the Sorter's if they are allowed to record particulars from the individual slips wherever new languages are noticed or variants in a pad of individual slips. For this purpose, a pad may be used with a bold heading on each slip marked "for language division". These pads which are merely to record the details of individuals for further follow up must under no circumstances be broken, nor should they be mixed up with the pads which have to be sorted.

5. SORTER'S TICKET 2 :

1. The instructions in the Manual must be strictly followed. Reference is also invited to the instructions separately issued regarding tabulation of Religions. It is re-emphasised at this stage that the figures of some of the more important sects referred to in earlier communications must not be merged at the stage of sorting or posting of the Compiler's Posting Statements. Any such grouping of data will be made only in this office.

2. The Tabulation Officer should prepare a complete set of religions and sects returned in the form of a consolidated statement chargewise for the entire office which must be sent on to the Head Office as soon as possible after sorting for S.T. 2 is over.

6. *Sorter's Tickets* 3, 4 *and* 5 *will be tabulated in the manner mentioned in the instructions.*

7. COMPILER'S POSTING STATEMENTS :

1. The instructions regarding the writing up of the Compiler's Posting Statements are quite clear. It must be remembered that all the C.P.S. will be written up separately for each sex, and in duplicate.

2. Care should be taken to ensure that the Supervisor fills up the headings for each of the statements as mentioned in the instructions. The Compiler Checker must ensure that these details have been filled up before he goes further with the filling up of these statements.

3. In Compiler's Posting Statements the Supervisors can fill up in advance the details under columns 2 and 3. In the case of rural charges, the villages in Col. 3 of the Compiler's Posting Statement should be in the order of location code. Similarly, in the case of urban charges, the blocks will be in their serial order. The Supervisor must take care to ensure that the Urban Charge Number (if any)/Ward Number/and Block Number are clearly indicated in Col. 3. In urban areas with more than one charge, the charges must be entered in their serial order.

4. Separate Compiler's Posting Statements Nos. 1 to 7 will have to be prepared in the case of each City, including agglomerations declared as Cities. This is suggested because the number of charges and blocks within such cities will be large. In the case of other non-city urban areas, these Compiler's Statements need not be prepared separately for each Census Town. For non-city urban units, the Statistical Assistant in charge of a particular district will, with the help of the Supervisors and others working under him, fill up Col. 3 of C.P.S. 1, 2 and 4 indicating the name of the town, and wherever ward and block details are available, these also under each town in the order of the location code of the towns in that particular district. As and when the data is available for each town, the entries will be made in the relevant statement. This would avoid the towns being entered in a haphazard manner in the C.P.S. 1, 2 and 4. It is suggested that in C.P.S. 1, 2 and 4 the details of one town may be entered on one side of each sheet, wherever blocks have been formed in larger numbers. In the case of smaller urban units, where only a few blocks have been formed, more than one town can be entered on the same side of the statements. What is important is that the presentation of figures should not lead to confusion due to a desire to save on the use of these statements. So

to be prepared only in the case of cities, including agglomerations declared as cities with divisionwise/wardwise details. In the case of non-city urban units, since for the urban unit only one box will be prepared, only one posting statement 6A, 6B and 7 for the district concerned will be sufficient indicating therein these urban units in the order of their location code within the district.

8. WATCHING OF PROGRESS AND SUPERVISION :

1. The Supervisor and Compiler Checkers must be held fully responsible for maximum checking and supervision of the sorters of their team. In this connection, the instructions on page 7 and 8 of the Manual may be referred to. During the initial stages, the Statistical Assistants, Tabulation Officer and Deputy Director must ensure that the system of supervision is effectively organised particularly with regard to sorting of the correct characteristic and the totalling of the bundles.

2. The Compiler Checker has to submit a record of daily checks which he has done to his supervisor. On each of the Sorter's Tickets there in line which refers to Sl. No. It will be his Supervisor. The Supervisor must submit a weekly progress report and further progress report will be as indicated in other communications.

9. GENERAL POINTS :

1. One Sorter's Ticket must be filled up for becharak villages. For a becharak village all the preliminary particulars such as the location code, name of district etc., will be entered in each of the Sorter's Tickets but in the column where particulars have to be entered, the Supervisor will merely write "*becharak*", since there would be no pads for such a village. It will be the Supervisor's responsibility to ensure when the tickets are given to the Compiler Checker for writing up the P.C.A. that the Sorter's Tickets for becharak villages are also included in the proper order so that these villages may be written up in the P.C.A. correctly.

2. On each of the Sorter's Tickets there is a line which refers to Sl. No. It will be noticed that the Sl. No. of the Sorter's Ticket has to be mentioned in all the Compiler's Posting Statements in the column numbered '0'. There may be cases where a particular Sorter may have more than one ticket, for example under languages or religions. In such a case, the particular Sorter must be instructed to number his tickets as 1A, 1B etc., so that when the entry is made in Col. 0 of the Compiler's Posting Statement the Supervisor will write the Sl. No. of the Sorter's Tickets as "1A to 1C", for example, and so on against the name of that particular sorter.

3. As mentioned earlier, each team will deal with one Charge completely. Charges must be issued to teams preferably in the order of location code in order to avoid any confusion. In any case, within a charge, the issue of pads to the Sorters of a particular team must be in the order of the location code of the village or the urban block as the case may be.

4. Separate instructions wherever necessary will be issued regarding box making which is a preliminary step to tabulation for Sorter's Tickets 6 and 7. However, it may be mentioned at this point of time that in the case of Cities, including agglomerations treated as Cities the boxes will be made ward or divisionwise as the case may be. This is relevant only for the Urban Tabulation Office.

APPENDIX No. 25

D.O. No. CEN 2CCP 71

Date 18*th June* 1971

The Tabulation Officer had raised a point regarding the entries to be made in the last line in S.T. 2 before the particulars were entered. This refers to the Enumerator's Block. Since we could not readily get hold of the printed Sorter's Ticket 2, we had agreed that there will be no objection for mentioning the blocks constituting a particular village here. However, I notice from the printed S.T. 2 that this line has been omitted. There need therefore be no confusion. In the actual Sorter's Ticket 2, it is enough if the Location Code Number of the village and the name of the village are given. It is upto the Statistical Assistant to ensure that all the blocks constituting that particular village have been taken into account by the Sorter concerned.

It was also mentioned that a copy of the Village List may be useful for an indication of all the hamlets under a village in order to be able to refer to the Enumerator's Abstract to pick out hamlets with 500 and over which has been requested to be done under the instructions already issued. Instead of now sending lists from this office, I would suggest the Tabulation Officer issuing instructions to his Statistical Assistants to make use of the working sheets and the Charge Registers which are available in your office for locating the names of the hamlets under each Asli village. This would save a lot of time. I appreciate that this may take a little more time than what we have mentioned earlier. Please try to get it done within a month and for this purpose it would be convenient if you could ask each Statistical Assistant to allot work to one Sorter who in other words will be withdrawn from the team, ask him to look into the Abstracts and cull these figures out for hamlets. It is unnecessary to burden every Sorter with this work which may in fact hold up tabulation.

I am also writing to reiterate what I had suggested that in the short reorientation course regarding sorting which must be given to the Sorters after edit, code and classification are over, it would be necessary to ask the Supervisors themselves to handle this training programme and that the Statistical Assistants and the Tabulation Officer could watch them giving this training in order to ensure that the Supervisors themselves know the job. Unless this is done, it is unlikely that the Supervisors will take much interest in the actual working when tabulation starts and be able to guide the Sorters adequately. You will recall that we did just this when we ourselves trained the field level staff.

It will be recalled that in a few cases of doubt, the Population Record was found to be of great assistance. I would suggest that a reference to the Population Record must be made in case details are not in the slip before any edit is done. This of course is only possible provided there are slips still to be edited.

One other point was raised whether S.T. 1 could be completed for all the villages in a charge and then S.T. 2 taken up. This must not be done. Instructions must be issued that S.T. 1 to 5 must be completed for the village assigned to each sorter. This would avoid too much movement of the records and would ensure that there is no confusion in the handling of the records.

So far as urban tabulation is concerned, S. T. 1 to 5 will be prepared blockwise. That is separate tickets will have to be prepared for each block and consolidation of these blocks into the relevant Municipal Divisions or Wards will be made only at the Compiler Checker stage.

APPENDIX No. 26

No. TCH 2 CCP 71

Date : *3rd August*, 1971.

I have had occasion to see the tabulation work in the Divisional Offices now and our experiences on some aspects of the work I thought could be usefully shared among all of us. I am indicating in this letter some of the points which would require particular attention and I would be happy if you could ensure that this is done.

2. One or two cases were noticed where Sorters have attempted to by-pass the first operation of separation into males and females for Sorter's Ticket 1 and to tabulate directly for more than one characteristic at a time. I would definitely discourage such a procedure because the entire intention of a step to step process is to ensure that there are no mistakes in tabulation. The supervisors must be particularly instructed to check on the way each Sorter is performing the tabulation when the pads of a village or block are initially broken.

3. Slips must be fixed on each pigeon hole for each stage including separation into males and females to indicate the particular category that is being put into a particular pigeon hole. While drawing pins could of course be used, there would appear to be expensive and also slightly difficult to handle. What could be done is to drive in a small rail into the horizontal slats of the pigeon hole and merely to fix to that small rectangular pieces of paper with abbreviations regarding the characteristic which is being tabulated. The indication of a characteristics by slips would also help Supervisors and others who should occasionally watch the actual performance and it would also ensure that no mistakes are committed in putting the slips into the pigeon holes.

4. So far as S.T. 5 is concerned, it is essential to adhere to the procedure mentioned on page 41 of the Manual. This would mean that the sorting for each sex is first done for categories I, II, V A, "Other Workers" as one group and Category X, with a subsequent sorting for those sorted as Other Workers. No doubt sorting can be done for all the categories at the same time if the Sorter is good but to ensure accuracy it is better to follow the process suggested in the Manual since no difficulties should at any time be felt to accommodate 11 categories with only 10 pigeon holes.

5. While casually checking some of the Enumerator's Abstracts, I notice that Houseless and Institutional population have not been mentioned on some Abstracts though there are slips in the pads of the block concerned. The Statistical Assistants may verify whether institutional and houseless are mentioned in the Enumerator's Abstracts where there are a large number of such slips in the pads. This of course can only be done in cases where the pads are still not broken and is merely meant to ensure maximum accuracy in the Abstracts. It will be noticed that the information regarding the houseless and institutional population must be entered at the top of Sorter's Ticket 1. Wherever this information is a blank, I would suggest the Supervisors repeatedly checking the pads of the blocks concerned to ensure that in actual fact there is no such population. If there is, then the particulars must be entered in S.T. 1 and the Abstract also corrected.

There may be a few rare cases of pads where the categorisation has not been done due to oversight or other reasons. Sorters must be advised to bring this to the notice of the Supervisors who will carry out the categorisation in the slips concerned themselves. This would be obvious when S.T. 5 is taken up but it would be easier if the Sorters are instructed to check the slips as they commence tabulation itself.

6. Instructions were previously issued that the slips of specific cases where language speakers had to be identified should be copied out. I am writing to clarify that it would be enough if 10 to 15 speakers spread over 3 to 4 households in about half a dozen villages relating to any one such particular language are enough and that the slips of all the speakers in the village speaking this particular language need not be copied out.

7. It will be recalled that the edit instructions relating to Scheduled Castes/Scheduled Tribes mentioned that general terms like Harijan, Adivasi could be treated as unspecified S.C. or S.T. as the case may be. In tabulating for S.T. 3 and 4 the slips edited in this manner must be included under S.C. or S.T. as the case may be and in writing up S.T. 3 and 4 no separate line need be written as "Scheduled Castes/Scheduled Tribes unspecified". It may be mentioned here that when S.T. 6A and 6B are entered the tabulation of "unspecified S.C. and S.T." will necessarily have to be done separately.

8. For writing up S.T. 5, the tabulation by industrial category will be done first for males and then for females as the instructions specify. After the sorting categorywise for any one sex is over for a particular sorting unit, the slips of that category must be separately bundled by a rubber band or a string loop or if there are very few slips of any particular category by a pin and all the categories of that particular sorting unit must again be bundled together arranging the categories in their serial order. The bundles so made for each sorting unit should be kept separately for males and females. If the same metal box is used, for convenience a thick sheet of paper or card board may be kept in between since later operations would require easy handling of the slips of each sex. This clear separation and bundling categorywise within the same sorting unit is essential when the instructions regarding the tally of totals which will follow later are kept in mind.

9. In entering the names of villages in columns 3 of Compiler's Posting Statement 1 and 2, the Location Code of the village must be written before the name of the village. The Location Code Numbers of the District and Taluk need be entered in this column. No brackets need be put after the L.C. No. of the village. In the case of urban areas the elements after the Town L.C. No. must be given that is charge—ward—block number.

10. Sorter's Tickets 1 to 5 for each sorting unit (village or block) may be pinned together and arranged in the order of location code for the entire charge. In other words, all the S.T. 1s S.T. 2s etc., should not be arranged separately but should be arranged sorting unwise. The Sorter's Ticket must be kept together chargewise between cardboard pieces. Thin cardboard is sufficient.

11. I would like the Tabulation Officer to review the progress each day so as to ensure that the norm is maintained for each Sorter. Wherever it is noticed that there are serious short falls, it will be the responsibility of the Tabulation Officer to watch that particular Sorter's work and to find out the specific reasons why he or she tends to lag behind. I am sure the Deputy Directors will also make a daily review of the work turned out.

12. I would again like to reiterate that the complete preliminary details in the P.C.A., C.P.S. etc., should be written up in advance so that as and when a sorting unit is completed, particulars may be entered with no loss of time.

APPENDIX No. 27

No. 2 TCH GP 71

Date : *2nd August,* 1971.

NOTE

The system of checking of the totalling, the checking of cumulative totals and box making have been demonstrated in each of the Tabulation Offices. Herein some of the main points are being mentioned so that there is uniformity in the system.

2. The intention is that with the physical check of number of slips under each category in each village or urban block, the cumulative totals must ultimately represent the actual number of slips under each category for that sorting unit and the grand total should normally agree with the P.C.A. In this process, totalling mistakes may be noticed under any category. In such cases, the total of the slips (after a double check) which are actually available must be assumed to be the correct number and the P.C.A. corrected accordingly for that category. In carrying out this process in the working sheet it is suggested that a red ink pencil should be used or a red ball point pencil so that the cumulative totals and the corrections made are clearly seen. The following points must also be kept in mind:

(i) Corrections should be made by scoring out the numbers and rewriting. Over-writing must not be made.

(ii) Whenever the working sheet is corrected, the P.C.A. should be corrected immediately though a further correction may be necessary when the slips of the females are checked.

(iii) If it is found that there is an addition or subtraction to be made in any one category which would affect the total population, either males or females, the reduction or addition should be only from the total number of 'Illiterate Others', since this would affect the P.C.A. least.

(iv) When any such correction is made, the relevant column of the Sorter's Tickets must be corrected. In correcting the Sorter's Tickets also, the plus or minus will be made only from illiterate others as mentioned earlier.

(v) After the completion of the checking of cumulative totals, it should be ensured that the relevant columns in the P.C.A. and the working sheet tally completely. The checks indicated in the Manual must be applied.

(vi) After this process is over, the Sorter's Ticket would have all been corrected for any mistakes in addition and the P.C.A. would also have been corrected. This corrected P.C.A. must be copied out in duplicate.

3. On the basis of the corrected Sorter's Tickets i.e. Sorter's Tickets 3, 4 and 5 (since Sorter's Ticket 1 and 2 would have meanwhile been forwarded to this office) the Compiler's Posting Statement 4 and 5 must also be corrected villagewise or blockwise. It is easier to correct the Compiler's Posting Statement 4 and 5 from the corrected Sorter's Tickets after the process of checking is over.

4. When the Compiler's Posting Statement is corrected on the basis of the corrected Sorter's Tickets, the corrections made in the case of any particular village or urban block must be indicated to this office separately so that the Sorter's Ticket 1 and 2 and Compiler's Posting Statement 1 and 2 could be corrected here.

5. The Statistical Assistants will be responsible for ensuring that the checking of cumulative totals and box making are correctly done. In this process they will be responsible for particularly ensuring that categories are not mixed up in the process of box making.

6. Thin card board (½ lb.) cut to the size of the individual slip may be put on either side of each category set for each operational unit with the necessary identification of category, sex, operational unit etc., being marked thereon and the complete set being tied up with thread. This would ensure that even where, for an operational unit, there are only one or two slips in any particular category, these will not be mixed up by sheer chance with other categories which are bundles much larger.

7. To save time, the Compiler-Checker must write up the working sheet for the checking of cumulative totals as soon as he writes up the P.C.A. of a charge. The working sheet should be written separately for males and females and only columns 21 to 42 need be filled. It is convenient if one P.C.A. form is used for each sex for one charge.

8. When the categorywise grouping for an operational unit for each sex has been completed, those (category) bundles should be kept in one box with the sex/charge details written on top.

APPENDIX No. 28

No. 9/72/71-CTU (CEN) *Dated 11th August* 1971.

Sub:—*Additional Tabulation of non-workers (as main activity) with secondarywork—Rural areas.*

I have the honour to say that owing to the concept of 'Main Activity' for economic classification of the population adopted at the 1971 Census and also 'the reference period' which is different from the 1961 Census, the figures of working force at the 1971 Census would not be comparable. This is not a unique feature of 1971 Census. Even at the 1961 Census the figures were not comparable with those of 1951 owing to different concepts at those two Censuses. However it is proposed to carry out an exercise to see if it will be possible to produce as near comparable figures as possible to those of 1961 by preparing a few additional tables for non-worker reporting secondary work. It is recognised that even with this exercise it would be difficult to produce comparable figures on all fours, but it is an endeavour in that direction with whatever data we have at the 1971 Census.

2. It is assumed that (i) workers (main activity) *plus* (ii) non-workers (Main-Activity) reporting secondary work, would be close to the number of workers at the 1961 Census. It is, therefore, requested that the following tables may be prepared for rural areas for non-workers reporting secondary work.

(1) Table B—I Part A.

(2) Table B—III Part B

(3) Table B—IV Part A (Appendix only).

(4) Table B—V Part A (At Group level, two-digit N.C.O.)

(5) Table B—VI Part B(i).

(6) Table C—VIII Part A and B.

3. These tables will be prepared from the 10% rural sample slips for all the States except Jammu and Kashmir, Nagaland and Himachal Pradesh. For these three States and Meghalaya, North East Frontier Agency and all Union Territories, these Tables will be prepared on full count basis for rural areas. Tables for urban areas will be prepared on the Computer for which nothing is to be done in the Regional Tabulation Offices or in the Offices of the Directors of Census Operations.

4. At the end of the Second Operation of sorting for Sorter's Ticket 16 (vide instructions on pages 38, 39 of the Manual of Instructions, Part II) there will be bundles of persons working principally as Cultivators, Agricultural Labourers, Household Industry, Non-Household Industry by various Division of the N.I.C. and among non-workers by categories, ST, H and all other non-workers and secondary work as Cultivator, Agricultural Labourer, Household Industry and for non-household Industry further classified by Major Groups of N.I.C. In the paragraph dealing with conclusion at page 39 *ibid* the sorter has been instructed to combine all the slips and make category-wise bundles. At this stage, the non-workers bundles, viz., ST, H and all other non-workers may be picked up for generating the Tables suggested in para 2 above. The slips of H, ST and all other-non-workers may be combined for secondary work as Cultivators, Agricultural Labourers, Household Industry and Non-Household Industry for each sex and further sorting taken up for generating the Tables. The Slips pertaining to

secondary work at Non-Household Industry will doubtless have to be sorted for Division 0, 1, 2 & 3, 4 & 9 5, 6 & 8 and 7 to correspond to categories III, IV, V(b), IX VI, VII and VIII in that order.

5. As the non-workers slips will not be required for Sorter's Tickets 17, 18, 19 and 20, the work of additional sorting of the non-worker slips with secondary work could be profitably entrusted to one or two teams of sorters and the remaining teams could take up further sorting of worker slips for Sorter's Ticket 17 to 20. It should be ensured that the additional sorting and compilation work on non-worker slips indicated above is completed by the time 'Workers' slips are sorted out for Tickets 17 to 20, so that workers and non-workers slips are available for the sorting of Sorter's Ticket 21.

6. This subject will be discussed at the 'Reporting Conference' but in the meantime, instructions may be issued to all Regional Tabulation Offices (Rural) to do the job at the appropriate time.

7. Receipt of this letter may kindly be acknowledged.

APPENDIX No. 29

CODE STRUCTURE - INDIVIDUAL SLIP - 20% URBAN SAMPLE

Description	Question Number in slip	Code Number allotted	Where to code
1	2	3	4
File No.			
State	Location Code 1st Element	Assign codes as per Appendix 'I'	
District	Location Code 2nd Element	Record Districts 1 to 9 as 01 to 09 and 10 onwards, as recorded.	
Tehsil/Agglomeration City	Location Code 3rd Element	Tehsils 001—099 Towns 100—299	
Agglomeration other towns		Town Agglomeration ..	
		City/Agglomeration 300—499	
		1. Tehsils will be allotted codes within a District.	
		2. The towns outside the agglomeration(s) will be arranged in ascending order by re-numbering the roman numbers and assigned codes 100—199	
		3. Each Town agglomeration with population less than 1 lakh will be given codes like 20, 21, 22. 29 (hundred & ten digits) and the towns under each will be given codes like 200, 201, 202, 203.....209, 210, 211, 212..... 219 etc. and so on.	
		4. Each city or city agglomeration will be given codes like 30, 31, 32...49 (The hundred & Tenth digits) and the city/town under each will be given codes like 300, 301, 302, ... 309, 310, 311, 312.....319 and so on (Town agglomeration with population 100,000 will be assigned code in this series).	
		The towns which form part of urban agglomeration will be taken as a single unit and will carry codes of the city agglomeration (300—499) or town/agglomeration (200—299).	

1	2	3		4
		The out-growth of city/town will be given the main city/town code. (*see* illustrative example Appendix-II).		
Village/Ward	Location code 4th Element	9 as villages 1 to 001—009 and 10 to 99 as 010—099. In case the number exceeds 999, the number can be accommodated by superimposing X & Y on hundreds' digit. *In case of out-growth of town/city the wards may be given numbers in continuation of main city/town. In case there is no ward it may be numbered in continuation of the town/city wards.		
Bundle No.		No. Coding. Prefix '0(s)' on left to make it 3 digits, if necessary.		
Slip No.		No Coding. Prefix '0'(s) on left to make it 3 digits, if necessary.		
Relationship	Q. 2	Head (Male)	00	Code against Q.2.
		Husband	01	
		Father	02	
		Son	03	
		Brother	04	
		Daughter's Husband	05	
		Sister's Husband	06	
		Son's son	07	
		Other related males	08	
		Unrelated males	09	
		Head (female)	10	
		Wife	11	
		Mother	12	
		Daughter	13	
		Sister	14	
		Son's wife	15	
		Brother's wife	16	
		Son's daughter	17	
		Other related females	18	
		Unrelated females	19	

*This modifies the earlier instructions *vide* D.O. No. 9/13/69-CTU(Cen) of 11-2-71 para (c) location code numbers.

1	2	3		4
Sex	Q.3	Male	0	Against Q.3
		Female	1	
Age	Q.4	No Coding Age should be recorded in completed years against the question & underlined.		Against Q.4
		For infants less than 1 year	000	
		Age not stated	0bb	
Marital Status	Q.5	Never married (N M)	0	Against Q. 5
		Married (M)	1	
		Widowed (W)	2	
		Divorced/ Separated (S)	3	
		Not Stated	4	
Age at Marriage	Q.6 (a)	No coding Age should be recorded IN COMPLETED Years against the question & underlined.		Against Q.6 (a)
Any child born in the last one year	Q.6 (b)	No.	0	Against Q.6 (b)
		Yes (1) Single child	1	
		Yes (2) Two children or more	2	
Birth place:				
Place of birth	Q.7(a)	PL - Code	1	Against Q.7(a)
		(If PL is given against item 7(a), there will be 'X' against item 7(b), 7(c) and 7(d).		
		Non-PL Code	2	
Rural/Urban	Q.7(b)	No coding in case of PL If non-PL not born in India		Against Q.7(b)
		Rural	1	
		Urban	2	
		Unclassifiable	3	
District	Q.7(c)	If 'D' — OO, otherwise Code as per District code list (Appendix - III) If unspecified code 99 (No coding for persons born in foreign countries)		Against Q.7 (c)
State/Country	Q.7(d)	If 'D' against Q.7 (c) - Blank otherwise code as per State/ Country code list. (Appendix (IV)		Against Q.7 (d)
		Unclassified	99	

1	2	3	4
Last Residence:			
Place of Last residence	Q.8 (a)	PL - Code 1 Item 8(a) there will be 'X' against item 8(b), 8(c) and 8(d). Non-PL Code. 2	Against Q.8(a)
Rural/Urban	Q.8(b)	No Coding in case of PL If Non-PL not born in India Rural 1 Urban 2 Unclassifiable 3	Against Q.8 (b)
District	Q.8 (c)	If 'D' -OO, otherwise code as per District code List. (Appendix - III) If unspecified code 99 (No coding for persons with last residence in foreign countries).	Against Q.8 (c)
State/Country	Q.8. (d)	If 'D' against Q.8(c) - Blank otherwise code as per State/Country code list. Unclassified 99	Against Q. 8(d)
Duration of residence at the place of enumeration	Q.9	No coding Duration should be recorded in completed years and underlined. In case it is less than 1 year Code... OO "Unspecified" (where PL is not 7 (a) and 8(d). Code.... Blank.	Against Q.9
Religion	Q.10	Hinduism (H) 0 Islam (I) 1 Christianity (c) 2 Sikhism (S) 3 Buddhism (B) 4 Jainism (J) 5 Others 6 Religion not stated 9 (List of sects of religion Appendix-V)	Against Q. 10
SC/ST	Q.11	S.C. 0 S.T. 1 Others 2 (Code SC/ST as per President's Order).	Against Q. 11

1	2	3		4
Educational level	Q.13	Illiterate	00	Against Q.13
		Literate (Without Educational level)	01	
		Primary	02	
		Middle	03	
		Matriculation/Higher Secondary	04	
		Non-Technical diploma not equal to degree	05	
		Technical diploma not equal to degree	06	
		Graduate degree other than technical degree	07	
		Post graduate degree other than Technical degree	08	
		Technical degree or diploma equal to degree or post-graduate degree:		
		Engineering & Technology	09	
		Medicine	10	
		Agriculture, Veterinary & Dairying	11	
		Teaching	12	
		Others	13	
		Unclassified	19	
		(Persons less than 5 yrs. may be taken as ILLITERATE)		
		(Illustrative list of Educational levels - App. VI)		
Mother Tongue	Q.14	As per Language List (App. VII) complete the three digits by prefixing 'O' where necessary.		Against Q.14
Other Languages	Q.15	As per Language List (Appendix VII) complete the three digits by prefixing 'O' where necessary.		Against Q. 15
Main Activity:				
Industrial Category of Worker	Q.16 (a) (i) & Q.16 (d)	For 'C' in Q.16 (a) (i) Code For 'AL' in Q.16 (a) (i) Code	O 1	Against Q.16 (a) (i)
		For 'OW' in Q.16 (a) (i) and the Ist digit on left of the code for industry in Q.16 (d) 'O' (Excl. 000-006-007 partly which relates to cultivator & Agricultural labourer)		Code 2
		For 'OW' in 16(a) (i) & the Ist digit on left of the code for industry in 16(d) 'I'		Code 3
		For 'HHI' in 16 (a) (i) & the Ist digit on left of the code for Industry in 16(d) '2-3'		Code 4.

1	2	3	4
		For 'OW' in 16(a) (i) & the Ist digit on left of the code for industry in 16 (d) '2-3'	Code 5
		For 'OW' in 16(a) (i) & the Ist digit on left of the code for industry in 16 (d) 5	Code 6
		For 'OW' in 16 (a) (i) & the Ist digit on left of the code for industry in 16 (d) '6' & '8'	Code 7
		For 'OW' in 16 (d) (i) & the Ist digit on left of the code for Industry in 16 (d) '7'	Code 8
		For 'OW' in 16(a) (i) & the Ist digit on left of the code for industry in 16 (d) '4' or '9'	Code 9
		(In case of 20% Urban sample *See* App. VIII)	
Category of Non-Worker	Q.16 (a) (ii)	If the Schedule pertains to a worker Code 'X' in space provided against N/W Q.16 (ii)	Against Q.16 (a) (ii)
		If the schedule pertains to a Non-Worker:	
		For student(s) Code 1	X
		Household duties (H) 2	X
		Dependents - Infants (D) 3	X
		Retired, rentiers and persons of independent means (R) 4	X
		Beggars, Vagrants etc. (B) 5	X
		Inmates of penal, mental & Charitable institutions 6	X
		Others 9	X
		(In case of 20% Urban Sample *See* App. VIII)	
Nature of Industry, trade, profession or service.	Q.16 (d)	Description in Q.16 (d) may be coded according to NIC in 3 digit code (already coded in 20% Urban Schedules)	Against Q.16 (d)
		No coding for cultivator and Agricultural Labourers	
Description of work.	Q.16 (e)	Description in Q.16 (e) may be coded according to N.C.O. in 3 digit code	Against Q.16 (e)
		No coding for cultivator and Agricultural labourers	
Class of worker	Q.16 (f)	Employer (ER) 0	
		Employee (EE) 1	
		Single Worker (SW) 2	
		Family Worker (FW) 3	

1	2	3	4
Secondary work: Industrial Category of worker	Q. 17 (a) & (d)	For 'C' in Q. 17 (a) Code 0 For 'AL' in Q. 17 (a) Code 1	
		For 'OW' in Q.17 (a) and the Ist digit on left of the code for industry in 17 (d) 'O' Excl. (000-006 & 007 Partly) which stands for 'C' or 'AL'	Code 2
		For 'OW ' in 17 (a) & the Ist digit on left of the code for industry in 17 (d) '1'	Code 3
		For 'HHI" in 17(a) & the Ist digit on left of the code for industry in 17 (d) '2-3'	Code 4
		For 'OW' in 17 (a) & the Ist digit on left of the code for industry in 17(d) '2-3'	Code 5
		For 'OW' in 17 (a) & the Ist digit on left of the code for industry in 17(d) '5'	Code 6
		For 'OW' in 17(a) & the Ist digit on left of the code for industry in 17(d) '6' or '8'	Code 7
		For 'OW' in 17 (a) and the Ist digit on left of the code for industry in 17(d) '7'	Code 8
		For 'OW' in 17(a) & the Ist digit on left of the code for industry in 17 (d) '4' or '9'	Code 9
Nature of Industry, Trade, Profession or Service.	Q.17 (d)	Description in Q.17 (d) may be coded according to the NIC in 3 digit code	Against Q.17 (d)
Description of work	Q.17 (e)	Description of Q.17 (e) may be coded according to N.C.O. in 3 digit code	Against Q.17 (e)
Class of worker	Q.17 (f)	Employer (ER) 0 Employee (EE) 1 Single Worker (SW) 2 Family Worker (FW) 3	

APPENDIX-I.

Sl. No.	*Name of State/Union Territory.*	*Code No.*
1.	Andhra Pradesh	01
2.	Assam	02
3.	Bihar	03
4.	Gujarat	04
5.	Haryana	05
6.	Jammu & Kashmir	06
7.	Kerala	07
8.	Madhya Pradesh	08
9.	Maharashtra	09
10.	Mysore	10
11.	Nagaland	11
12.	Orissa	12
13.	Punjab	13
14.	Rajasthan	14
15.	Tamil Nadu	15
16.	Utter Pradesh	16
17.	West Bengal	17
18.	Andaman & Nicobar Islands	18
19.	Chandigarh	19
20.	Dadra & Nagar Haveli	20
21.	Delhi	21
22.	Goa, Daman & Diu	22
23.	Himachal Pradesh	23
24.	L.M. & A. Islands	24
25.	Manipur	25
26.	N.E.F.A.	26
27.	Pondicherry	27
28.	Tripura	28
29.	Meghalaya	29

APPENDIX-II.

Illustrative example of Coding Kanpur City Agglomeration and its Towns

	*Wards	Agglo-meration	City/ Town Code	Renum-bered wards
Kanpur City/Urban Agglomeration		30		
(a) Kanpur M. C., Rawatour Station Yard, Central Rly. Colony & I.I.T. Kanpur.			300	
(i) Kanpur M.C.	1—20			1—20
(ii) Rawatpur Station Yard	1—2			21—22
(iii) Central Rly. Colony	..			23
(iv) I.I.T. Kanpur				24
(b) Kanpur Cantt. & Chakari Aerodrome			301	
(i) Kanpur Cantt.	1—4			1—4
(ii) Chakeri Aerodrome				5
(c) Armapur Estate			302	
(d) Northern Rly. Colony			303	

*Ward Numbers are illustrative.

APPENDIX III

LIST OF STATEWISE DISTRICTS IN INDIA WITH THEIR LOCATION CODE NUMBERS

State/Union Territories/District.

State/District	Location Code
1. Andhra Pradesh	
Srikakulam	01
Visakhapatnam	02
East Godavari	03
West Godavari	04
Krishna	05
Guntur	06
Ongole	07
Nellore	08
Chittoor	09
Cuddapah	10
Anantapur	11
Kurnool	12
Mahbubnagar	13
Hyderabad	14
Medak	15
Nizamabad	16
Adilabad	17
Karimnagar	18
Warrangal	19
Khammam	20
Nelgonda	21
2. Assam	
Goalpara	01
Kamrup	02
Darrang	03
Lakhimipur	04
United Khasi & Jaintia Hills (Comprising of 3 wards of Shillong Municipal and Shillong Cantt.)	06
Nowgong	07
Sibsagar	08
Mikir Hills	09
North Cachar Hills	10
Cachar	11
Miso Mills	12
3. Bihar	
Patna	01
Gaya	02
Shahabad	03
Saran	04
Champaren	05
Muzaffarpur	06
Darbhanga	07
Monghyr	08
Bhagalpur	09
Saharasa	10
Purnea	11
Santal Parganas	12
Palamau	13
Hazaribagh	14
Ranchi	15
Dhanbad	16
Singhbhum	17
4. Gujarat	
Jamnagar	01
Rajkot	02
Surendranagar	03
Bhavanagar	04
Amreli	05
Junagadh	06
Kutch	07
Banaskantha	08
Sabarkantha	09
Mehsana	10
Gandhinagar	11
Ahmedabad	12
Kaira	13
Panchmahals	14
Baroda	15
Broach	16
Surat	17
Bulsar	18
Danga	19
5. Haryana	
Ambala	01
Karnal	02
Rohtak	03
Gurgaon	04
Mahendragarh	05
Hissar	06
Jind	07

1	2
6. Jammu / Kashmir	
Anantanag	01
Srinagar	02
Baramulla	03
Ladakh	04
Doda	05
Udhampur	06
Jammu	07
Kathua	08
Rajouri	09
Poonch	10
7. Kerala	
Cannanore	01
Kozhikode	02
Mallapuram	03
Palghat	04
Trichur	05
Ernakulam	06
Kottayam	07
Alleppey	08
Quilon	09
Trivandrum	10
8. Madhya Pradesh	
Morena	01
Bhind	02
Gwalior	03
Datia	04
Shivpuri	05
Guna	06
Tikamgarh	07
Chhatarpur	08
Panna	09
Satna	10
Rewa	11
Shahdol	12
Sidhi	13
Mandsaur	14
Ratlam	15
Ujjain	16
Jhabua	17
Dhar	18
Indore	19
Dewas	20
West Nimar (KHARGONE)	21
East Nimar (KHANDWA)	22

1	2
8. Madhya Pradesh (Concld.)	
Shajapur	23
Rajgarh	24
Vidisha	25
Sehore	26
Raisen	27
Hoshangabad	28
Betul	29
Sagar	30
Damoh	31
Jabalpur	32
Narasimhapur	33
Mandla	34
Chindwara	35
Seoni	36
Balaghat	37
Surguja	38
Bilaspur	39
Raigarh	40
Durg	41
Raipur	42
Bastar	43
9. Maharashtra	
Greater Bombay	01
Thana	02
Kolaba	03
Rathnagiri	04
Nasik	05
Dhulia	06
Jalgaon	07
Ahmadnagar	08
Poona	09
Satara	10
Sangli	11
Sholapur	12
Kolhapur	13
Aurangabad	14
Parbhani	15
Bhir	16
Nanded	17
Osmanabad	18
Buldhana	19
Akola	20
Amaravathi	21
Yeotmal	22
Wardha	23
Nagpur	24
Bhandara	25
Chandrapur	26

1	2
10. Mysore	
Bangalore	01
Belgaum	02
Bellary	03
Bidar	04
Bijapur	05
Chikmagalore	06
Chitradurga	07
Coorg	08
Dharwar	09
Gulbarga	10
Hassan	11
Kolar	12
Mandya	13
Mysore	14
North Kanara	15
Raichur	16
Shimoga	17
South Kanara	18
Tumkur	19
11. Nagaland	
Kohima	01
Mokokchung	02
Tuensang	03
12. Orissa	
Sambhalpur	01
Sundargarh	02
Keonjhar	03
Mayurbhanj	04
Balasore	05
Cuttack	06
Dhenkanal	07
Baudh-Khondmals	08
Bolahandi	09
Kalahandi	10
Koraput	11
Ganjam	12
Puri	13
13. Punjab	
Gurdaspur	01
Amritsar	02
Ferozepur	03
Ludhiana	04
Jullundur	05
Kapurthala	06

1	2
13. Punjab (Concld.)	
Hoshiarpur	07
Rupar	08
Patiala	09
Sangrur	10
Bhatinda	11
14. Rajasthan	
Ganganagar	01
Bikaner	02
Churu	03
Jhunjunu	04
Alwar	05
Bharatpur	06
Sewai Madhapur	07
Jaipur	08
Sikar	09
Ajmer	10
Tenk	11
Jaisalmer	12
Jodhpur	13
Nagaur	14
Pali	15
Parmer	16
Jalor	17
Sirohi	18
Bhilwara	19
Udayapur	20
Chitergarh	21
Dungarpur	22
Banswara	23
Bundi	24
Kota	25
Jhalawar	26
15. Tamil Nadu	
Madras	01
Chingleput	02
North Arcot	03
South Arcot	04
Dharmapuri	05
Salem	06
Coimbatore	07
The Nilgiris	08
Madurai	09
Tiruchirapalli	10
Tanjavur	11
Ramanathapuram	12
Tirunelveli	13
Kanyakumari	14

1	2
16. Uttar Pradesh	
Uttar Kashi	01
Chamoli	02
Tehri Garhwal	03
Grhwal	04
Pithoragarh	05
Almora	06
Naini Tal	07
Bijnor	08
Moradabad	09
Budaun	10
Rampur	11
Bareilly	12
Pilibhit	13
Shahjahanpur	14
Dehradun	15
Saharanpur	16
Muzaffarnagar	17
Meerut	18
Bulandshahr	19
Aligarh	20
Mathura	21
Agra	22
Etah	23
Manipuri	24
Farrukhabad	25
Etawah	26
Kanpur	27
Fatehpur	28
Alhabad	29
Jhansi	30
Jalaun	31
Hamirpur	32
Banda	33
Kheri	34
Sitapur	35
Hardoi	36
Umnae	37
Lucknow	38
Rae Bareli	39
Bahraich	40
Gonda	41
Bara Banki	42
Faizabad	43
Sultanpur	44
Pratap Garh	45
Basti	46
Gorakhpur	47
16. Uttar Pradesh (Concld.)	
Deoria	48
Azamgarh	49
Jaunpur	50
Ballia	51
Ghazipur	52
Varansi	53
Mirzapur	54
17. West Bengal	
Darjeeling	01
Jalpaiguri	02
Cooch Behar	03
West Dinajpur	04
Malda	05
Murshidabad	06
Nadia	07
24-Parganas	08
Howrah	09
Hoogly	10
Burdwan	11
Birbhum	12
Bankura	13
Midnapore	14
Purulia	15
Calcutta	16

Union Territory/Districts etc.	Location Code
18. Andaman & Nicobar Islands	
Andaman & Nicobar Islands	01
19. Chandigarh	
Chandigarh	01
20. Dadra & Nagar Haveli	
Dadra & Nagar Haveli	01
21. Delhi	
Delhi	01
22. Goa, Daman & Diu	
Goa	01
Daman	02
Diu	03

1	2
23. Himachal Pradesh	
Chamba	01
Kangra	02
Mandi	03
Kulu	04
Lahaul & Spiti	05
Bilaspur	06
Mehasu	07
Simla	08
Sirmur	09
Kinnaur	10
24. Laccadive, Minicoy & Amindive Islands	
Laccadive, Minicoy & Amindive Islands.	01
25. Manipur	
Manipur North	01
Manipur West	02
Manipur South	03
Manipal Central	04
Manipur East	05
26. N. E. F. A.	
Kameng	01
Subansiri	02
Siang	03
Lchit	04
Tirap	05
27. Pondicherry	
Pondicherry	01
Karaikal	02
Mahe	03
Yanam	04
28. Tripura	
Tripura	01
29. Meghalaya	
Gara Hills	05
United Khasi & Jaintia Hills (Except 3 wards of Shillong Mnni. & Shillong Cantt.)	06

APPENDIX IV

States in India

Unclassified	98
Andhra Pradesh	01
Assam	02
Bihar	03
Gujarat	04
Haryana	05
J. & K.	06
Kerala	07
Madhya Pradesh	08
Maharashtra	09
Mysore	10
Nagaland	11
Orissa	12
Punjab	13
Rajasthan	14
Tamil Nadu	15
Uttar Pradesh	16
West Bengal	17
A. & N. Islands	18
Chandigarh	19
D. & N. Haveli	20
Delhi	21
G.D.D.	22
H.P.	23
L.M. & A. Islands	24
Manipur	25
N.E.F.A.	26
Pondicherry	27
Tripura	28
Meghalaya	29

Countries in Asia beyond India (incl. U.S.S.R.)

Afghanistan	30
Burma	31
Ceylon	32
China	33
Malaysia	34
Nepal	35
Pakistan	36
Sikkim	37
U.S.S.R.	38
Elsewhere	39
Aden	
Bahrain Islands	
Bhutan	
Brunel	
Cambodia	
Cyprus	
Hongkong	
Indonesia	
Iran	
Iraq	
Isreal	
Japan	
Jordan	
Korea (N & South)	
Kuwait	
Laos	
Leabanon	
Macao	
Maldive Islands	
Mongolia	
Muscat & Oman	
Phillipines	
Qatar	
Saudi Arabia	
Singapore	
Syria	
Taiwan	
Thailand	
Timor	
Turkey	
Vietnam (N & S)	
Yeman	
Unclassified	

Countries in Europe (Excl. U.S.S.R.)

Ireland	40
U.K. (Incl. N. Ireland)	41
Elsewhere	49
Albania	
Austria	
Belgium	
Czechoslovakia	
Denmark	
Finland	
France	
Germany (E&W)	
Greece	
Hungary	
Iceland	
Italy	
Luxembourg	
Malta	

Netherland (Holland)
Norway
Poland
Portugal
Rumania
Spain
Sweden
Switzerland
Yugoslavia
Unclassified

Countries in Africa

Kenya 50
Mauritius 51
Mozambique 52
Republic of South Africa 53
Elsewhere 59
Algeria
Angola
Camroons
Cape Verde Islands
Chad
Republic of Cango
Cango (Brazzaville)
Dahomey
Ethopia
French Somaliland
Gabon
Gambia
Ghana
Guinea
Ivory Coast
Liberia
Libya
Malagasy (Madagascar)
Malawi
Mali
Mauritanis
Morocco
Nigeria
Portugese Ginea
Reunion
Rhodesia
Senegal
Seychelles
Siderra Leone
Somalia
South West Africa
Spanish Sahara
Sudan
Swaziland
Tanganyika
Togo
Tunisia
U.A.R.
Uganda
Upper Volta
Zambia
Zanzibar & Pemba
Unclassified

Countries in two Americas

Canada 60
U.S.A. 61
Elsewhere 69
Argentina
Barbados
Brazil
British Guiana
Chile
Colombia
Cuba
Greenland
Guatamala
Jamaica
Mexico
Panama
Trinidad & Tobago
Venezuela
Virgin Island
Unclassified

Countries in Oceania

Australia 70
Newzealand 71
Elsewhere 79
Fizi Island
Unclassifiable 99

APPENDIX V

LIST OF SECTS UNDER MAIN RELIGION

Main Religion	Sects recorded on the Individual slip to be clubbed with main religion
1	2
1. HINDUISM	Arya
	Arya Samajist
	Vedic Dharma
	Kabir Panthi
	Vaishnava
	Shaivaite
	Brahma Samaj
	Sanatan Dharma
	Adi Dharma
	Lingayats
	Radha Swami
	Satnami (if S.C.)
2. JAINISM	Swetamber
	Sthanakwasi
	Digamber
3. CHRISTIANITY	Catholic
	Protestant
	Orthodox
4. SIKHISM	
	Nirankari
	Keshdhari
	Ramdasi
	Hindali
	Sahajdhari
	Kukas (Namdhari)
	Nirmalas
	Niranjani
	Nihang
5. BUDDHISM	Neo Buddhist
	Mahayana
	Hinayana
6. ISLAM	Shia
	Sunni

APPENDIX VI

TENTATIVE LIST OF EDUCATIONAL LEVEL & THEIR EQUIVALENT

Illiterate :	Person who does not know reading and writing.
Literate :	Person who knows reading and writing but has not passed Primary or Junior Basic i.e., 5th Class.
Primary :	Person who has passed primary or Junior basic but has not passed middle, Army 1st Class Certificate, Army 2nd Class Certificate, Army 3rd Class Certificate.
Middle :	Person who has passed middle but has not passed Matriculation or Higher-Secondary.
Matriculation or Higher Secondary:	Matriculation; Higher Secondary; Pre-University; Pre-Medical; Pre-Engineering; I.A.; I.Sc., I. Com.; Senior Cambridge; Army special certificate of education.
	Praveshika (Bihar Vidyapith); Visharad (Kashi Vidyapith); Jamia-Junior, Jamia-Senior (Jamia Millie) ; Vinila (Gujarat Vidyapith) ; Prathama, Madhyama (Hindi Vishwa Vidyalaya) ; Praveshika, Sathiya Bhushan (Hindi Vidyapith, Deogarh); Pravesh (Thilak Maharashtra Vidyapith); Vinodini, Vidushi (Prayag Mahila Vidyapith); Adya, Madhya (Adya Diploma of Vishwa Bharati Shantiniketan) ; Adhikari (Gurukul Kangri); Entrance Examination (S.D. Thackersay Indian Women's University) ; Sarvodaya High School Certificate (Sarvodaya High School).
Non-Technical Diploma or certificate not equal to degree :	Rattan, Bhushan, Prabhakar, Budhiman, Vidwan, Gaini, Adib, Adib-Alam, Adib-Fazal, Prajna, Munshi, Munshi-Alam, Munshi-Fazal, Maulvi, Maulvi-Alam, Maulvi-Fazal, Diploma in French, Proficiency in Oriental Languages (Sanskrit, Persian, Arabic, Urdu, Hindi, Punjabi), Vishal and Graphic Arts, Acting, Music, Dancing, Sewing, Art, Embroidery, Domestic science, Statistics (except ISI, Diploma equivalent to a post graduate degree), Diploma in Library Science.

Technical Diploma or Certificate not equal to Degree : Diploma in :

(a) Engineering:	Aeronautical Engineering, Automobile Engineering, Chemical Engineering, Civil Engineering, Draughtsman, Overseers, Surveyors, Computers, Electrical Engineering, Mechanical Engineering, Metallurgical Engineering, Mining Engineering, Telecommunication/Radio and Communication Engineering, Architecture, Electronics, Textile, Costume design, Dress Making, Cinematography & Sound Engineering.
(b) Medical :	Human Medicine/Surgery; Nursing; Ayurvedic, Unani & other Systems of Medicine, Dispensing, Midwifery, Pharmacy & Dressers Course, L. M. P., L.M.F.
(c) Technology :	Glass & Ceramic Technology, Leather Technology, Wireless Technology, Textile Technology, Printing, Food, Fisheries, Forestry, Dental Technology, X-Ray Technology, Laboratory Technology, Pulp & Paper Technology, Handloom Technology, Fuel Technology.
(d) Animal Husbandry Livestock:	Veterinary and Dairying.

(e) Diploma in teaching of General Science.

(f) Diploma Awarded by in Industries Dept.—Wood work, Textile, Tanning, Hosiery, Dying, Surgical instruments, Radio servicing, Art, Blacksmithy.

(g) Trade Certificate in General Trade: J.A.V., J.B.T., O.T.S.A.V. S.V.J.V.

(h) Diploma in City and Guilds of London Institute.

(i) Diploma in Journalism.

(j) P.L.

Graduate Degree other than technical degree:—

B.A., B. Com., Graduate in Forestry, Horticulture, B. Sc. (Physics, Maths, Statistics, Chemistry, Bio Sciences, Geology and other Sciences), Snatak (Bihar Vidyapith), Shastri (Kashi Vidyapith), B.A. Degree of Jamia Milia, Snatak (Gujarat Vidyapith), Uttama (Hindi Vishwa Vidhyalaya,) Sahityalankar (Hindi Vidyapith, Deogarh), Visharad (Tilak Maharashtra Vidyapith), Sarasvati (Prayag Mahila Vidyapith), Antya (Adya Diploma of Vishwabharati Santiniketan), Vidyalankar and Vedalankar (Gurukal Kangri), LL. B./B.L./LL.M.

Post Graduate Degree other than technical degree :

M.A., M.Com., M.Sc. (Physics, Mathematics, Statistics, Chemistry, Bio Sciences, Geology, Geophysics),D.Sc., D.Litt., Ph.D., Doctor of Oriental Learning, Diploma of Acharya in Sanskrit Language and Literature Vidya Vachaspati (Gurukul Kangri), Associate and Fellowship of Indian Institute of Science, Bangalore, Statistician Diploma from ISI, Calcutta.

Technical Degree or Diploma equal to degree or post graduate degree :

Engineering and Technology:— B.Sc. (Engineering), M.Sc., B.E. (Engineering), Aeronautics, Agricultural Engineering, Applied Geology/Geophysics, Architecture and Regional Planning, Automobile, Chemical Engineering and Technology, Civil Engineering, Electrical Engineering, Mechanical Engineering, Food Technology, Sugar Technology, Leather Technology, Metallurgical Engineering, Mining Engineering, Naval Architecture and Marine Engineering, Pharmaceuticals and Fine Chemicals, Textile Technology, M.Sc. (Tech.), M.Tech., B.Sc. (Tech.), CE, BCE, AMIE.

Medicine: LMS, MBBS, MD, MS, Bachelor of Dental Surgery, Master of Dental Surgery, Diploma in Laryogology, Otalgy, Diploma in Anaesthesiology, Diploma in Tuberculosis, Diploma in Pathology and Medical Surgery, B. Pharm, M. Pharm, Nursing, Ayurvedic, Unani and other systems of Medicine, FRCS, MRCP, MRCOG, MO, DIM.

Agriculture, Veterinary and Dairying: B. Sc., (Agri.), M.Sc., (Agri.)., Ph.D. (Agri.)., B.Sc. (Vety.), M.Sc. (Vety.), B.Sc. (Dairying), B. V. Sc.

Teaching: B.T., B. Ed., M.Ed., Ph.D. in Education, Diploma in Physical Education, Bachelor of Physical Education.

APPENDIX VII

LIST OF MOTHER TONGUE

Mother Tongue	*Code*	*Mother Tonge*	*Code*
1	2	1	2
Adibhase-Munda	001	Karmali	038
Ahirani	002	Kashmiri	039
Assamese	003	Kaharia	040
Awadhi	004	Khariboli	041
Badaga	005	Khasi	042
Baghel Khandi	006	Khond/Khondh	043
Banjari	007	Khentha/Khotta	044
Barel	008	Kisan	045
Bengali	009	Kishanganjia	046
Bhile	010	Kokna/Kokni/Kukna	047
Bhojouri	011	Kol	048
Bhumij	012	Kolami	049
Bishnupuriya	013	Kokani	050
Bodo/Boro	014	Korku	051
Chakma	015	Korwa	052
Chameali	016	Koshti-Marathi	053
Chattisgarhi	017	Koya	054
Coorgi/Kodagu	018	Kashatriya-Marathi	055
Dhurea	019	Kui	056
Dimsa	020	Kului	057
Dogri	021	Kumauni	058
English	022	Kurukh/Oraon	059
Gadaba	023	Lamani/Lambadi	060
Garhwali	024	Lepcha	061
Garo	025	Lodhi	062
Gojri	026	Lushai/Mizo	063
Gondi	027	Magahi/Magdhi	064
Gujarati	028	Maithili	065
Gurmukhi	029	Malayalam	066
Halabi	030	Malto	067
Hindi	031	Malvi	068
Ho	032	Mandeali	069
Jatapur	033	Manipuri/Maithei	070
Jaunsari	034	Marari	071
Kachari	035	Marathi	072
Kachchhi	036	Maria	073
Kannada	037	Marwari	074

Mewari	075
Mikir	076
Miri	077
Mishing	078
Munda/unspecified	079
Mundari	080
Nagpuri Estern Magam	081
Nepali	082
Nimadi	083
Oriya	084
Pachhimi Pahari	085
Pahari-Unspecified	086
Panch Pargania	087
Pardesh	088
Parji	089
Parsi Gondi	090
Parvari	091
Powari	092
Punjabi	093
Rabha	094
Rajasthani	095
Rajbangsi	096
Reang	097
Sadan/Sadri	098
Santali	099
Saurashtra	100
Savara	101
Sindhi	102
Sirmauri	103
Tamil	104
Tangkhaul	105
Telugu	106
Thado	107
Thar	108
Tripuri	109
Tulu	110
Urdu	111
Vadari	112
Varli	113
Yerukala/Yerukulu	114
Others unclassified	115
No Subsidiary language	

APPENDIX VIII

Equivalence of Categories marked before P.C.A. stage in coloured pencil in vacant space between Q. 16 (a) & 16 (b) and those marked in box against Q. 16 (a) (i)/16 (a) (ii) in Arabic numbers.

Coded in coloured pencil	New Codes
I	0
II	1
III	2
IV	3
V(a)	4
V(b)	5
VI	6
VII	7
VIII	8
IX	9
X	X,X,X,X,X,X,X, 1 2 3 4 5 6 9

INDEX SLIP

State

District

Tehsil/City /Town

Agglomeration Agglomeration

Category of worker/Non-worker

Sex

Bundle No.

No. of slips

Coded by Date

Checked by Date

Punched by Date

Verified by Date

Inventory Control Sheet for Individual Slips

State

District

Tehsil/City /Town

Agglomeration Town Agglomeration

Category of worker/Non-worker

Sex

Bundle No.	No. of slips	No. of cards Punched	Remarks
1	2	3	4

Bundle No.	No. of slips	No. of Cards Punched	Remarks
1	2	3	4

APPENDIX No. 30

CARD LAYOUT

INDIVIDUAL SLIP

| INDIVIDUAL SLIP 1971 CENSUS | | |

APPENDIX No. 31

PROCEDURE FOR SELECTION OF A TWO-STAGE SAMPLE OF RESIDENTIAL HOUSEHOLDS FROM THE POPULATION RECORDS

I—GENERAL (PRELIMINARY STEPS TO BE ATTENDED TO AT THE STATE HQ. OR AT R.T.O. AS CONVENIENT)

1.1 For the preparation of Tables C-1, Part A, C-1, Part B(i) and C-1, Part B (ii) on household composition, a 4% sample of Residential Households needs to be drawn in two stages. In the first stage a 20% sample of Effective Enumeration Blocks (defined in para 1.5) will be selected systematically with a random start. In the second stage a 20% sample of Population Records (relating to as many Residential Households) will be selected from each sample block again systematically with a random start.

1.2 All the 'Institutional Households' and 'Houseless Households' in the sample block will be excluded before selecting the second-stage sample of Population Records. All households which are neither 'Institutional Households' nor 'Houseless Households' are referred to either as "Residential Households" or simply 'Households' in these instructions.

1.3 For the purpose of selecting the first stage units, viz. 20% sample of blocks you will need a list giving the total number of effective Enumeration Blocks by stratum and charge within each district. The format of the list is given in Statement 1. Besides giving the total number of Blocks chargewise, it will also help in selecting and identifying the sample blocks. While filling the cols. 1 & 2 of the list the associated random number may also be entered at the top.

Statement 1: *List of effective Enumeration Blocks for the selection of 20% sample of blocks in connection with tabulation of household composition data.*

State ..... District .....

Random No. ..... Stratum : Rural* ..... / Urban

Charge Code	No. of effective Blocks	Sl. No. (s) of selected			5- (Col. (2) last Sl. No. in col. (4))	No. of Sample Effectvie Blocks
		First Effective block	Other Blocks	Effective		
1	2	3	4		5	6

* Strike off whichever is not applicable.

1.4 The rural and urban parts of each dstrict will constitute the strata within the district. Therefore, it is necessary to prepare the frame of blocks separately for each stratum. The blocks are to be selected independently from each stratum.

1.5 It will be very convenient if the list of blocks is revised by merging those containing less than 50 households with neighbouring blocks. Blocks formed in this way are called 'Effective Enumeration Blocks' or simply 'Effective Blocks'. The 20% sample in the first stage should then be selected from the frame of effective blocks. In order to identify the blocks included in the sample, it will be necessary to assign fresh serial numbers to the effective blocks in the charge. Such a frame already exists where PEC was conducted earlier. It must, however, be ensured that the list of effective blocks covers the entire State. In case certain areas had been left out in the PEC as difficult of access, etc. these areas may be put at the end of the respective district

under the appropriate stratum. In these areas also effective blocks may be formed by suitably combining the existing blocks. In this way the serial number of effective blocks could be run on for these areas also so that the selected sample covers the entire State.

1.6 Since sampling will be done in two stages two lists of random numbers will be needed one for the selection of effective blocks within the district and the other for the selection of households within the selected block. Whether it is a district or a block, the associated random number will range between 1 and 5 only.

II—INSTRUCTIONS TO SAMPLER FOR SELECTING THE 20% SAMPLE OF BLOCKS

A. PROCEDURE FOR SELECTING THE SAMPLE OF BLOCKS

2.1 The first step is to select the sample of effective blocks from each district separately for each stratum. For this purpose you will be given a charge-wise list of effective blocks for the districts assigned to you in which the first two columns only would have been filled. The remaining columns of the list will be filled by you during the process of selecting the sample blocks.

2.2 The list of random numbers associated with each stratum of every district would already have been given to you for this purpose.

2.3 *Step* 1 : Take list of effective blocks relating to the stratum from which you are to select a 20% sample of Effective Blocks. Check whether the following particulars are filled up in the statement:—

(i) Identification particulars of the stratum;

(ii) Random number for the stratum;

(iii) Charge code and number of Effective Blocks in each charge in cols. (1) and (2).

Step 2 : The selection procedure is continuous within a stratum. Take the first charge. The first 'Effective Block' to be selected from this charge will bear the same serial number as the Random Number associated with the stratum. Enter the random number in col. (3). From then on enter the serial number of the every fifth Effective Block in col. (4) till you reach a stage when it is not possible to enter another serial number of Effective Block in this column. The serial numbers entered in cols. (3) & (4), thus relate to the selected Effective Blocks. Check whether the unit digit (i.e., the right extreme digit in a serial number) of the serial numbers of the selected Effective Blocks is either the same as the random number (i.e., the serial number of the first selected Effective Block) or the random number (i.e., the serial number of the first selected Effective Block) plus 5. If these were not so, correct them, wherever necessary. For example, if the serial number of the first selected block is 2, the serial numbers of the other selected blocks will end in either 2 or 7.

The difference between the total number of Effective Blocks in the charge given in col. (2) and the serial number of the last selected Effective Block shown in col. (4) will be the number of Effective Blocks left over in the charge. Subtract this number from 5 and record in col. (5) and repeat it in col. (3) of the next line. This is the serial number of the first selected Effective Block from the next charge. Now count the total number of the selected Effective Blocks in cols. (3) & (4) and enter in col. (6).

Step 3 : Repeat step 2 from the second charge onwards, till all the charges in the stratum are exhausted. Note that the entry in col. (3) will indicate the serial number of the first selected Effective Block from the second and subsequent charges.

***Step* 4 : In** this way complete the selection of sample blocks in all the districts assigned to you before proceeding to the selection of sample households from each of the selected blocks. As a preliminary to the selection of households from each of the selected Effective Blocks in the stratum, you will need to identify all the constituent Enumeration Blocks of each of the selected Effective Blocks. Therefore, your next task is to fill Statement 2.

Statement 2 : *List giving the location codes of the Enumeration Blocks included in the 20% sample of Effective blocks.*

State..... Stratum : Rural*.....
District..... Urban

Charge Code	Serial number of the selected Effective Block	Location code of Blocks constituting selected Effective Block
1	2	3

*Strike off whichever is not applicable.

B. PROCEDURE FOR SELECTING THE SAMPLE OF HOUSEHOLDS

2.4 Having identified the sample blocks, the next step is to assemble the Population Record books relating to these blocks. You must be careful to see that you have assembled all the books for each of the selected effective blocks without any omission.

2.5 *Step* 1 : Within each effective block number serially the Population Records relating to Residential Households only in a continued fashion. While doing so the following precautions should be taken :—

(a) Exclude all 'Houseless Households' : (Code '0') and 'Institutional Households' (Code 'Inst'). To do this effectively, the Population Record relating to a 'Houseless Household' or 'Institutional Household' may be first folded diagonally downward.

(b) If the Population Record relating to a household covers more than one page, take care to see that only one serial number is assigned to the related Population Record.

(c) An Effective Block will normally contain two books of 100 Population Records each. See to it that all the books within each Effective Block are serially numbered so as to minimise chances of omissions or mix up of books of one Effective Block with another.

Step 2: Take a blank sheet of Statement 3, the proforma of which is given below :—

Statement 3: *Chart for the selection of Residential Households from each selected Effective Block in the stratum.*

State..... Stratum : Rural*/Urban.....
District.....

Charge Code	Sl. No. of Sample Effective Block	Location codes of constituent Blocks	Random Number	Total No. of Residential Households	No. of Sample Households
1	2	3	4	5	6

*Strike off whichever is not applicable.

Note the name of State, District and Stratum at the top of the Statement.

Step 3 : You are required to select a 20% systematic sample of Residential Households from each selected Effective Block. Start with the first selected Effective Block of the first charge. Enter the charge code, serial number of the selected Effective Block and the location code(s) of the constituent Enumeration Block(s) in the cols. (1) to (3) respectively. From the list of Random Numbers supplied to you, enter the appropriate Random Number in col. (4). This will be the serial number of the first Household (Population Record) to be selected from the Effective Block. Enter the serial number of the last Residential Household of the effective block in col. (5) which also indicates the total number of Households in this effective block. Take the book of the Population Records of the first sample Effective Block. (If the effective block consists of two or more enumeration blocks remember that the Population Record books of all these enumeration blocks should be taken consecutively). Quickly glance through the serial numbers before you start sampling the Residential Households to correct any mistakes in serial numbering. In case of any correction in serial numbering, the entry in col. (5) should be changed appropriately. The first sample household will bear the same serial number as the random number of the block.

Starting from the Population Record for the first sample household, mark 'S' at the right hand top corner of the ones relating to every fifth household with the help of the stamp provided till you reach a stage when it is not possible to select another household from the Effective Block (i.e., when the number of households left out is less than five).

As you go along identifying the Population Records of the sample households fold also the related Population Records diagonally so that the lower or upper edge of the form juts out of the book. In case, a sample household covers more than one sheet of Population Record, stamp and fold all the related sheets together.

Check whether the unit digits (i.e., the right extreme digit in a number e.g. in 98, 99, 101, 102, 103 the unit digit is underlined) of the serial numbers of all the selected households are either the same as the random number (i.e., the serial number of the first selected household of the block) or the random number plus 5. For example, if the random number is 3, the number in the unit digit of the serial number of the selected households will be either 3 or 3+5=8, i.e., the serial numbers should be of the form 13, 18, 123, 128, etc. If this were not so, discrepancy has arisen because you have at some stage marked the wrong household as falling in the sample. It will be more convenient if you start checking from the last selected household backwards to locate the mistake and correct it for the block. Count the number of households selected from the effective block and enter in col. (6).

Step 4 : Repeat the operation explained in Step 3 above with the second and subsequent Effective Blocks till all the blocks selected from the stratum are exhausted. Note that the sample of households will be selected separately from each Effective Block with the help of Random Numbers to be taken from the list which has been provided to you for the purpose.

Step 5: After the selection of sample from the entire stratum is over, hand over the blocks of Population Records along with the filled in Statement 3 to the Supervising Official for further action.

N.B. 1 : Before breaking off for the day, make sure that the work of marking the sample households for the sample effective block on hand is completed and the entries in the various columns of the Statement 3 against sample effective block duly made.

N.B. 2 : A list indicating the serial numbers which the households falling in the 20% sample (i.e., taking every fifth household starting from the random number) would bear depending on the random number associated with the sample block, is given below for your guidance.

It has been assumed that there are 200 households in the block. If the number of households is less than 200, the serial numbers which are not relevant should be dropped from the set. If the number is more, the list may be extended suitably.

Random Number	List of serial numbers of the selected households in the block
1	1, 6, 11, 16, 21, 26, 31, 36, 41, 46, 51, 56, 61, 66, 71, 76, 81, 86, 91, 96, 101, 106, 111, 116, 121, 126, 131, 136, 141, 146, 151, 156, 161, 166, 171, 176, 181, 186, 191, 196
2	2, 7, 12, 17, 22, 27, 32, 37, 42, 47, 52, 57, 62, 67, 72, 77, 82, 87, 92, 97, 102, 107, 112, 117, 122, 127, 132, 137, 142, 147, 152, 157, 162, 167, 172, 177, 182, 187, 192, 197
3	3, 8, 13, 18, 23, 28, 33, 38, 43, 48 ,53, 58, 63, 68, 73, 78, 83, 88, 93, 98, 103, 108, 113, 118, 123, 128, 133, 138, 143, 148, 153, 158, 163, 168, 173, 178, 183, 188, 193, 198
4	4, 9, 14, 19, 24, 29, 34, 39, 44, 49, 54, 59, 64, 69, 74, 79, 84, 89, 94, 99, 104, 109, 114, 119, 124, 129, 134, 139, 144, 149, 154, 159, 164, 169, 174, 179, 184, 189, 194, 199
5	5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 65, 70, 75, 80, 85, 90, 95, 100, 105, 110, 115, 120, 125, 130, 135, 140, 145, 150, 155, 160, 165, 170, 175, 180, 185, 190, 195, 200

N.B. 3 : As soon as the households in a sample Effective Block have been selected and the related Population Records stamped and folded, *tick off the corresponding block in Statement* 2. After you have completed sample selection Effective Blocks of the stratum, glance through the Statement 2 to detect whether any block has been missed.

III—INSTRUCTIONS TO SUPERVISING OFFICIALS

A. General

3.1 The Residential Households will be selected in two stages. Firstly, from the list of Effective Blocks given in Statement 1, a 20% sample of Blocks will be drawn from each stratum. From each of these selected Effective Blocks 20% Residential Households will be selected. You are required to check the sample selection at each stage. The accuracy of the sample will depend on the care with which the selection procedure has been followed. Though there are a number of built-in controls in the procedure evolved, it is essential for you to exercise close supervision. You should watch the work of the Sampler very closely so as to ensure that he is following the various steps meticulously and accurately right till the end.

Your work involves two types of functions :

(i) Supervision during the sample selection, and

(ii) Overall checking after selection of the sample for the stratum when filed in Statements 1, 2 and 3 and the books of the Population Records for all the selected Effective Blocks in the stratum with the sample households marked are handed over to you by the Sampler.

B. Supervision during the Sample Selection

3.2 *Selection of First stage Units viz., Effective Blocks:*

While supervising the work of the Sampler when he is filling up cols. (3)-(6) of Statement 1, you should see whether the figures are consistent or not. Check particularly the following in each line:—

(a) Whether the unit digit of the serial numbers of all the selected Effective Blocks from the charge given in col. (4) is consistent with the serial number of the first selected Effective block recorded in col. (3).

(b) The figure inserted in col. (5) is less than 5 and is transferred to col. (3) of the next line.

(c) The number of Effective Blocks selected from the charge is exactly equal to:

Sl. No. of the last selected Effective Block—Sl. No. of the first selected Effective Block + 1

3.3 *Overall checking after completion of selection of the Effective Blocks from the Stratum :*

(a) Since the selection is continuous within the stratum, you should see that the total sample size derived by addition of the figures in col. (6) of Statement 1 perfectly agrees with the expected sample size. If, for example, there are 5201 Effective Blocks in the stratum Blocks to be sampled is (assuming that the Effective Blocks are assigned serial numbers continuously over the entire stratum).

Sl. No. of the last selected Effective Block—R. No. + 1

$$= \frac{5198\text{-}3}{5} + 1 = 1040$$

(b) Check whether the list in Statement 1 includes all the Blocks in the Stratum. In case some blocks have been left out at the time of listing, put them at the end. These may be deemed to constitute a separate charge. See whether additional Effective Blocks could be selected from this new charge. If so, select these additional blocks, taking into account the Effective Blocks left over in the last Charge.

3.4 *Identification of the constituent Blocks of the selected Effective Blocks with the help of Statement 2 and assemblage of related Population Records :*

The serial numbering of the Effective Blocks is an intermediate operation in the sample selection. The next step is to identify the corresponding Enumeration Blocks which constitute the sample Effective Blocks. It is, therefore, imperative that Statement 2 giving the identification of the Enumeration Blocks under each sample Effective Block, has been prepared correctly. You then ensure that all the population Record Books of these Blocks are assembled properly before the second stage sampling of Residential Households commences.

3.5 *Checking the accuracy of the selection of the second stage sample units viz., Residential Households (Population Record)* :

While supervising the work of the Sampler, you should check the following in Statement 3:—

(a) Whether all the constituent blocks under each sample Effective Block have been considered for the selection of sub-sample of Residential Households.

(b) Whether figures in cols. (3) , (4) and (5) are constituent. You can work out the expected number of Residential Households to be selected from any block in the following manner: The unit digit of the serial number of the last selected household will be the same as the random number for the block or the random number plus 5. The difference between

the total number of households in the block and the serial number of the last selected household must be less than 5.

The expected sample size is—

Sl. No. of the last selected household—*R. No.* of the household + 1
5

Your next task is to see that appropriate Population Records have been marked 'S' and folded as per instructions. Particularly see that no Population Records relating to 'Houseless Household' of 'Institutional Household' have been assigned serial numbers or wrongly included in the sample. Check also that Population Record corresponding to a household running into more than one page is assigned serial number once and once only. In case such a household is selected in the sample, verify whether all the related pages are marked 'S' and folded.

If you find that some Population Records have been left out while serial numbering, consider them at the end of the block to see whether it is possible to select additional households.

CARD LAYOUT FOR POPULATION RECORD

CARD COLS.	DESCRIPTION OF FIELD	
1	FILE NO	LOCATION CODE
2 & 3	STATE	
4 & 5	DISTRICT	
6, 7 & 8	TEH/TOWN/CITY	
9, 10 & 11	BLOCK NO.	
12, 13 & 14	SL. NO. OF SELECTED HOUSEHOLD	1st PERSON
15 & 16	NO. OF PERSONS IN THE HOUSEHOLD	
17 & 18	RELATIONSHIP	
19	SEX	
20, 21 & 22	AGE	
23	MARITAL STATUS	
24	LITERACY	
25, 26 & 27	OCCUPATION	
28, 29 & 30	SL. NO. OF SELECTED HOUSEHOLD	2nd PERSON
31 & 32	NO. OF PERSONS IN THE HOUSEHOLD	
33 & 34	RELATIONSHIP	
35	SEX	
36, 37 & 38	AGE	
39	MARITAL STATUS	
40	LITERACY	
41, 42 & 43	OCCUPATION	
44, 45 & 46	SL. NO. OF SELECTED HOUSEHOLD	3rd PERSON
47 & 48	NO. OF PERSONS IN THE HOUSEHOLD	
49 & 50	RELATIONSHIP	
51	SEX	
52, 53 & 54	AGE	
55	MARITAL STATUS	
56	LITERACY	
57, 58 & 59	OCCUPATION	
60, 61 & 62	SL. NO. OF SELECTED HOUSEHOLD	4th PERSON
63 & 64	NO. OF PERSONS IN THE HOUSEHOLD	
65 & 66	RELATIONSHIP	
67	SEX	
68, 69 & 70	AGE	
71	MARITAL STATUS	
72	LITERACY	
73, 74 & 75	OCCUPATION	
76 To 80	BLANK	

APPENDIX 32

CARD LAYOUT AND CODING INSTRUCTIONS FOR POPULATION RECORD

DATA PROCESSING DIVISION

CODE STRUCTURE — POPULATION RECORD

Description	Question No.	Code No. allotted		Card Cols.
1	2	3		4
File No.		Punch 2		1
State	Location code 1st element	Assign codes as per Appendix I		2—3
District	Location Code 2nd element	Record Dists. 1 to 9 as 01 to 09 and 10 onwards as recorded		4—5
Tehsil/City/Agglo./ Agglo. (1 Lac+) / Towns	Location code 3rd element	Tehsils	001—099	6—8
		Towns	100—299	
		City/City Agglo./ Agglo. (1 Lac+)	300—499	
		1. Tehsils will be allotted codes within a district.		
		2. The towns outside the city agglo. (s)/agglo. (1 lac +) which are not cities will be arranged in ascending order by re-numbering the roman numbers and assigned codes 100—299.		
		3. Each city or city agglo. or agglo. (1 lac. +) will be given codes like 30, 31, 32.....49 (the hundred & tenth digits) and the cities/towns under each will be given codes like 300. 301.....309, 310.....319,....so on.		
		The towns which form part of urban agglo. will be taken as a single unit & will carry codes of city agglo/agglo. (1 lac +) (300—499).		
		The out growth of city/town will be given the main city/town code.		
Block No.	Location code (effective block)	Recode blocks 1 to 9 as 001 to 099 10 to 99 as 010 to 099 and 100 & over in true form.		9—11
Sl. No. of the household	Top right hand corner of 1st line	No coding, Prefix 'O's to make it three digits.		12—14, 28—30, 44—46, 60—62

1	2	3		4
No. of persons in the Household	Col. 1 Total	No coding. Prefix 'O' s on the left to make it 2 digits.		15—16, 31—32, 47—48, 63 64
SC/ST	Top right hand corner 2nd line	SC ST (Punch on the tenth digit of "No. of persons in the Household" i.e. Cols. 15, 31, 47 & 63. This will be punched only for the Head of Household. X & Y stands for Zone punch).	X Y	
Relationship	Col. 3	Head (male)	00	17—18, 33—34, 49—50, 65—66
		Spouse (male)	01	
		Father	02	
		Son	03	
		Brother	04	
		Daughter's husband	05	
		Sister's Husband	06	
		Son's son	07	
		Sister's son	08	
		Mother's brother	09	
		Wife's brother	30	
		Brother's son	31	
		Other related males	32	
		Un-related males	39	
		Head (female)	10	
		Spouse (female)	11	
		Mother	12	
		Daughter	13	
		Sister	14	
		Son's wife	15	
		Brother's wife	16	
		Son's daughter	17	
		Father's sister	18	
		Wife's sister	19	
		Brother's daughter	20	
		Sister's daughter	21	
		Other related females	22	
		Un-related females	29	
Sex	Cols. 4—5	Male	0	19, 35, 51, 67
		Female	1	

1	2	3	4
Age	Col. 6	No coding. Age should be recorded in completed years against the question & underlined For infants less than 1 Yr 000 Age not stated 0bb (b stands for blank)	20—22, 36—38, 52—54, 68—70
Marital status	Col. 7	Never married (NM) 0 Married (M) 1 Widowed (W) 2 Divorced/Separated (S) 3 Not stated 4 (Individuals aged 0—9 will be treated as NM)	23, 39, 55, 71
Literacy	Col. 8	Illiterate (O) 0 Literate (L) 1 (Persons less than 5 Years will be taken as 'Illiterate')	24, 40, 56, 72
Occupation	Col. 9	Description other than cultivator, Agricultural Labourer & Non-worker will be coded according to N.C.O. in 3 digit code	25—27, 41—43, 57—59, 73—75
		Cultivator OXX Agricultural Labourer 1XX Student (S) 2XX Household duties (H) 3XX Dependents & infants (D) 4XX Retired, rentiers & persons of independent mean (R) 5XX Baggars & Vagrants (B) 6XX Inmates of penal, mental & Charitable Institutions 7XX Others 9XX (X stands for zone punch X)	

APPENDIX I

Sl. No.	Name of State/Union Territory	Code No.
1.	Andhra Pradesh	01
2.	Assam	02
3.	Bihar	03
4.	Gujarat	04
5.	Haryana	05
6.	Jammu & Kashmir	06
7.	Kerala	07
8.	Madhya Pradesh	08
9.	Maharashtra	09
10.	Mysore	10
11.	Nagaland	11
12.	Orissa	12
13.	Punjab	13
14.	Rajasthan	14
15.	Tamil Nadu	15
16.	Uttar Pradesh	16
17.	West Bengal	17
18.	Andaman & Nicobar Islands	18
19.	Chandigarh	19
20.	Dadra & Nagar Haveli	20
21.	Delhi	21
22.	Goa, Daman & Diu	22
23.	Himachal Pradesh	23
24.	L.M. & A. Islands	24
25.	Manipur	25
26.	N.E.F.A.	26
27.	Pondicherry	27
28.	Tripura	28
29.	Meghalaya	29

INDEX SLIP

State

District

Tehsil/Agglo. City/Agglo. (1 Lac +)/City/Town (Non-City)

Effective Block No.

No. of Households

Coded by ——————————Dated ——————————

Checked by ——————————Dated ——————————

Punched by ——————————Dated ——————————

Verified by ——————————Dated ——————————

INVENTORY/CONTROL SHEET FOR POPULATION RECORD

State Tehsil/Agglo. City/Agglo. (1 Lac+)/City/Town

Effective Block No.	No. of Households	No. of Cards Punched	Remarks
1	2	3	4

APPENDIX No. 33

PROCEDURE FOR ESTIMATION OF FINAL CENSUS TABLES BASED ON SAMPLE OF INDIVIDUAL SLIPS — 10% RURAL.

1. GENERAL

1.1 The tables prepared for each District/State from the 10% rural sample slips have to be inflated to give the final tables. Though multiplication of each of the cells of the sample tables by 10 uniformly would normally provide what are called unbiased estimates of their frequencies, improved estimates could be obtained by making use of the cell frequencies (familiarly known as control figures or simply 'controls') available from the tables prepared on full count basis, namely, PCA and Table B-I, Part A in the main. This would also ensure that marginal totals of estimated cell frequencies in any of the final census tables tally with the corresponding cell frequencies of the full count tables. Further in order to ensure as much consistency as possible between the tables in respect of other characteristics, it has been found necessary to use the estimated frequencies of a few of the final tables as controls for estimating some cells of certain other tables.

1.2 While most of the final tables are to be presented at the district level, some of them are to be prepared only at the State level. Among the tables to be presented at the State level of Tables B-V Part A and C-IV are to be estimated first at the District level and then added over all the districts of the State. The remaining Tables namely B-I Part B, B-IV Part B, B-IV Part C, B-V Part B, B-VII Appendix, B-IX Part B and F-series may be estimated directly at the State level by adding the Sample tables over the district to provide the corresponding Sample table for the State. For a few other tables which are to be published only for urban and total (rural and urban combined), the rural part will have to be estimated separately before building up the total figures.* Therefore, all the sample tables of B, C & D series have to be blown up at the Rural District level. Each of the F Series Sample Tables may first be added over the districts to give the State level Sample Table which will then be inflated uniformly by 10.

1.3 To estimate any final table from the sample table, the component cell frequencies will be estimated in one or more of the following ways:—

(i) Copying out directly the corresponding cell frequency from the full count table or other estimated tables (control figures as such),

(ii) Distributing the appropriate control total figure in proportion to sample frequency (distribution) in the related cells, and

(iii) Aggregating some of the cell frequencies estimated as in (i) or (ii) above.

1.4 *Copying out directly the corresponding cell frequency from the full count table or some specified estimated table* :

For some of the cells, while the frequency is no doubt tabulated in the sample tables, corresponding full count frequencies are also directly available in the full count tables (PCA or Table B-I Part A) or corresponding controls are available from other estimated tables. In such cases, there is no need at all to estimate the cell frequency again. The respective figures may be simply transcribed from the full count or other estimated tables. For example, for the category "workers in non-household industry, trade, business, profession or service" in Table B-IV Part D, the figures may be directly copied from Table B-I Part A (as the sum of industrial categories III, IV, V(b), VI, VII, VIII & IX).

*Incidentally it may be remembered in what follows that the format of any final table is identical to that of the corresponding sample table.

1.5 *Distributing control totals in proportion to sample frequencies*:

Though the corresponding full count frequency or estimated frequency is not available for some cells the full count or estimated frequency of a broader characteristic of which the cell characteristic forms a part may be available. In such cases the full count or estimated frequency of the broader characteristic will be distributed into the cells in proportion to the sample frequency distribution. This is done by multiplying the sample frequencies of such parts by certain factors called 'multipliers' calculated as the ratio of the control (C) and sample total (S) of the associated broad characteristic i.e., C/S (for fuller explanation vide Section 3). For example the full-count or estimated frequency of full-time male students in the age-group 15—19 (Table B-VIII) is not available. However, for the broader characteristic, male non-workers in the age-group 15—19, the full count figure is available in Table B-I Part A. In this case, the sample frequency of the required characteristic will be multiplied by a 'multiplier' derived from the 'full-count total' and 'sample total' of the characteristic 'male non-workers in the age-group 15—19'.

1.6 *Aggregating some of the estimated cell frequencies* :

For some cell characteristics, the estimate will be derived as an aggregate of the estimated frequencies of certain other cells. For example, total male workers with main activity other than cultivation in Occupational Division 'O' will be estimated in Table B-V Part A as the aggregate of the estimated male workers in each of the 'groups' under Occupational Division 'O'.

1.7 While the methods (i) and (iii), explained in paras 1.4 and 1.6 for estimating cell frequencies are simple involving either mere transcription or simple addition, only method (ii) described in para 1.5, involves multiplication by the 'multipliers'. Since for any cell the multiplier depends on the particular characteristic which the cell represents or a broader characteristic it may be necessary to utilise several multipliers in the same table. Further the same multiplier may be required for bloating up cells of several tables. In applying this method, it is, therefore, very convenient to assemble all the necessary control and sample figures in one place, compute all the multipliers first and keep a statement of multipliers handy before starting the process of estimation. The operational procedure for computation of multipliers according to method (ii) is explained in the following paragraphs.

2. Procedure for Computation of Multipliers

As stated in para 1.5 each multiplier is the ratio of the full count frequency of some characteristics (from PCA or Table B-I Part A) or some estimated frequency (from some already estimated table) and the corresponding sample frequency of the same characteristic (from the Sample Table). Thus, to compute any multiplier the relevant control total is taken (or derived by addition of suitable columns) say, from Table B-I Part A, PCA or some estimated table and divided by the corresponding sample frequency extracted from the sample table. Accuracy in computation of the entire set of multipliers is better achieved if all the relevant control totals and the corresponding sample frequencies are first assembled together and then the ratios struck. For this purpose the formats indicated in the Statements given in Appendix III may be adopted.

3. Symbolic Representation of Multipliers

3.1 *Multipliers from Table B-I Part A*.—The full count cell frequencies of Table B-I Part A for any district may be represented for convenience of reference by the letter 'C' (for control) with two symbols in brackets as C (r, t). The first symbol 'r' denotes the column characteristic, i.e., Population/Workers/Worker Category/etc., and the second, 't' the age-group. Please note that in order to make the representation easy to read, sex has not been indicated. Since males and females are tabulated separately, this will not be misleading, the operational procedure for estimating the cell frequencies relating to either of the two sexes being identical. These controls and multipliers are represented symbolically in Statements C(i)/C'(i) and M(i)/M/(i). For example, while computations are being made for females. C(VII, 5) and M(VII, 5) in C(1) and M(1) would denote, respectively, the total female workers engaged in Category VII (Trade & Commerce) in the age-group 30—39 by Table B-I Part A and the associated multiplier derived from it.

3.2 Statements C(i) C'(i) and M(i)/M'(i) relate to the contro's and multipliers derived from Table B-I Part A and PCA. In Statement C(i) while the control totals 'C' are readily transcribed from Table B-I Part A for all columns up to Non-workers, the figures for the additional columns have to be derived from the same full count Table B-I Part A by addition of the relevant column figures. The cells crossed out in these Statements relate to those characteristics for which there is no need for controls and multipliers, respectively.

3.3 Given the appropriate control figure C(r, t) and the sample figure S(r, t), the associated multiplier is $M(r, t) = \frac{C(r, t)}{S(r, t)}$. For example, the multiplier for all cells related to industrial Category VII and age-group 30—39 will be given by

$$M(VII, 5) = \frac{C(VII, 5)}{S(VII, 5)}$$

where C(VII, 5) is the control for Industrial Category VII of age-group 30—39 and S(VII, 5) the corresponding Sample frequency from the Sample Table.

3.4 *Multipliers from PCA.*—Only two multipliers are to be built up from the PCA. These relate to total 'literate and educated' separately for males and females. The controls 'C' from PCA, and the computed multipliers 'M' are represented as C(L) and M(L) where 'L' denotes 'literate and educated'. As in the case of the multipliers to be derived from Table B-I Part A sex has not been indicated, since computation will be made separately for each sex. These controls and multipliers from PCA may also be assembled appropriately in Statements C(i)/C'(i) and M(i)/M'(i).

3.5 *Multipliers from Estimated Final Tables.*—Besides the multipliers from Table B-I Part A and PCA, certain other multipliers derived from Tables B-IV Part D, and B-V Part A are required for estimation of some of the other tables. The controls and multipliers derived from these estimated tables will be assembled in Statements C'(ii)/C(iii) and C'(iv) and M'(ii)/M(iii) & M'(iv). Instructions for assembling the relevant controls and corresponding sample frequencies and computation of multipliers are also given in these Statements. However, since these multipliers can be computed only after estimating the relevant final Tables B-IV Part D, & B-V Part A, only Statements and C(i)/C'(i) and M(i)/M'(i) can be prepared at the outset. Each of the above tables will be estimated using these controls/multipliers. The relevant additional Control and Multiplier Statements C'(ii)/C(iii) & C'(iv) and M'(ii)/M(iii) & M(iv) required for estimating the other tables will then flow from these Tables. The symbolic representation of these controls 'C' and multipliers 'M' is indicated in these Statements. The proper sequence for estimation of the various tables and preparation of the Statements is indicated in the flow-chart in Appendix I which is a very useful document for frequent reference. As indicated earlier in Section 2 the set of controls and multipliers that will be utilised in estimating the cell frequencies of the final tables of the Tabulation Programme are indicated in Appendix III.

4. Scheme of Controls and Multipliers

The controls and multipliers to be used for estimating each of the final tables of B, C & D series are given in Appendix IV. Here the format of each final table with the appropriate controls/multipliers represented symbolically within the cells, followed by a set of categorical instructions for filling in the cells is given. The control or multiplier specified in a cell indicates whether the cell is to be filled by a control figure or whether it is to be filled by inflating the sample frequency by a multiplier and the particular control or multiplier to be used for the purpose. Cells which are left blank are to be filled by aggregating over other cells already filled.

5. Accuracy of Multipliers

Since the cell frequencies of final tables are to be presented upto the unit digit, they have to be estimated accurately upto that digit. Considering the largest possible cell frequency to

be estimated, it is found that the multiplier has to have at most seven significant digits to the right of the decimal point. After the sample cell frequency is multiplied by the multiplier, the product off *correct to the unit digit.*

Besides the three Appendices I, III & IV already referred to, three more Appendices II, V & VI have also been appended to this note. Appendix II gives certain important instructions of a general nature which are common to all the Statements and Tables contained in Appendices III & IV. The Appendix V gives some internal consistency checks to be applied to each final table after its completion while Appendix VI details out the inter-Table consistency check that need to be carried out after all the final tables relating to a district have been prepared.

APPENDIX II

GENERAL INSTRUCTIONS

1. To start with it is necessary to ensure that all the sample tables are consistent within themselves (intra-table) and also with each other (inter-table).

For internal consistency within each table whichever columns/rows are additive, have to be added and tallied with the marginal totals, as. for example.

In Table B-I Part B (District level) figures for worker categories I to IX should add up to 'Total Worker', in each row or in Table B-V Part A (District level) figures for 'Families' under a 'Group of NCO should add upto the figures for the 'Group' in each column.

For consistency between tables the cell frequencies corresponding to the same characteristic in different tables have to be tallied. It is possible that the characteristic may not correspond to a single cell but to several cells collectively. In such a case the tally should be made by adding the relevant cell frequencies in either or both of the concerned tables. In carrying out this check the tables should be taken up serially one after the other and all the possible tallies with earlier tables should be made.

Estimation of final tables may be taken up only after intra and inter table consistency of the entire set of sample tables has been established.

2. In Statements M'(i), M'(ii), M'(iii) M'(iv) multipliers will be recorded. One more significant digit (including digits in the internal part) than the digits in the control.

3. After multiplication of sample frequency by multiplier the product which is the estimated frequency will be rounded off to the nearest unit and recorded in the final table. For rounding off it will help to adopt the following procedure:—

If the first digit to the right of the decimal point is 0, 1, 2, 3 or 4, round off by simply dropping all the digits after the decimal point. If the first digit to the right of the decimal is 5, 6, 7, 8 or 9 round off by adding 1 to the unit's digit and dropping all the digits after the decimal point.

4. In applying the checks in Appendices V & VI or in tallying as per instructions in Appendix IV, if a check or tally fails (due to a larger difference than 2 units, in the case of tally) the computations have to be checked over again starting from the point of filling in cells of the incorrect column/row through all the subsequent steps.

5. Tables B-I Part B, B-IV Part C, B-IX Part B, B-VII Appendix & B-IX Part B are to be estimated directly at State level. For these tables the sample tables should be added over the districts and the sample tables at state level prepared before starting the estimation. Instructions for these tables in Appendix IV relate to the State level sample tables.

6. Though Tables B-V Part C and C-IV are to be presented only at state level, they will first be estimated at district level and then added over the districts to get state level tables.

7. Final district level tables B-IV Part D and B-V Part A will be added over the districts to form State level tables for preparing Statements C' (ii), M'(ii), C'(iv) & M'(iv).

8. Though same symbols have been used in Appendices III and IV for State level and district level controls and multipliers, there should be no confusion about the relevant controls and multipliers in any context. Care should be taken to use the correct level multipliers as relevant.

9. Tables C-VI (cols. 4, 5 & 6), D-II, D-V, D-VI and the entire F-series of Tables (at state level only) are to be Estimated by multiplying the sample cell frequencies uniformly by '10'.

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10. The relevant checks of Appendix V should be made on the Tables B-I Part B, B-IV Part D. B-V Part A and C-II before the relevant Statements C'(ii), C(ii), C'(iv) and M'(ii), M'(iii), M'(iv) are prepared from them.

11. In the Statements in Appendix III and tables in Appendix IV, unless otherwise stated, the multipliers and controls are indicated only for columns relating to one sex. The corresponding multipliers and controls from the other sex are applicable to the other columns in an identical manner.

12. In some tables of the Tabulation plan specific provision has not been made to present Rural data. In such cases column numbers for rural figures which are to be estimated are indicated with a dash (') in Appendix IV to differentiate them from the urban columns.

13. (a) Since in Statements C(i) to C'(iv) controls and the corresponding sample frequencies will be filled in each cell, adequate space may be provided. Also sample frequencies may be written in red pencil to distinguish between the two figures.

(b) In all the Statement and Table formats shown respectively in Appendices III & IV the controls and multipliers are represented symbolically.

14. While estimating any final table, the corresponding sample table, the final table form and Statement M(i), M'(i) (controls from Statement C(i), C'(i) should have clearly been filled in the final table form) will be required. For the following Tables the relevant Statements that will be required in addition to C(i), C'(i), M(i) and M'(i) are:—

(i) Table B-IV Part C — Statements C'(ii) & M'(ii)

(ii) Table B-V Part B — Statements C'(iv) & M'(iv)

(iii) Table B-VI Part B(i) — Statements C(iii) & M(iii).

(iv) Table B-VI Part B(ii)

APPENDIX III

CONTROLS AND MULTIPLIERS STATEMENTS

STATEMENT C(i)—CONTROLS FROM TABLE B-I PART A AND PCA

DISTRICT.....

Stratum.....

Age-Groups	Population	NON-WORKERS		
	M	F	M	F
1	2	3	4	5
Total	C(P, 0)		C(X, 0)	
0—14	C(P, 1)		C(X, 1)	
15—19	C(P, 2)		C(X, 2)	
20—24	C(P, 3)		C(X, 3)	
25—29	C(P, 4)		C(X, 4)	
30—39	C(P, 5)		C(X, 5)	
40—49	C(P, 6)		C(X, 6)	
50—59	C(P, 7)		C(X, 7)	
60+	C(P, 8)		C(X, 8)	
A.N.S.	C(P, 9)		C(X, 9)	

Industrial	WORKERS	
Category	M	F
1	2	3
Total		
I	C(I, 0)	
II	C(II, 0)	
III	C(III, 0)	
IV	C(IV, 0)	
Va	C(Va, 0)	
Vb	C(Vb, 0)	
VI	C(VI, 0)	
VII	C(VII,0)	
VIII	C(VIII, 0)	
IX	C(IX, 0)	
NC	C(NC, 0)	
OW	C(OW, 0)	
Literate & Educated	C(L)	

STATEMENT M(i)—MULTIPLIERS DERIVED FROM STATEMENT C(i)

State.....

Stratum .....

Age-Groups	Population		NON-WORKERS X	
	M	F	M	F
1	2	3	4	5
Total	M(P, 0)		M(X, 0)	
0—14	M(P, 1)		M(X, 1)	
15—19	M(P, 2)		M(X, 2)	
20—24	M(P, 3)		M (X, 3)	
25—29	M(P, 4)		M (X, 4)	
30—39	M(P, 5)		M(X, 5)	
40—49	M(P, 6)		M(X, 6)	
50—59	M(P, 7)		M(X, 7)	
60+	M(P, 8)		M(X, 8)	
A.N.S.	M(P, 9)		M(X, 9)	

Industrial category	WORKERS M	WORKERS F
1	2	3
Total	M(W, 0)	
I	M(I, 0)	
II	M(II, 0)	
III	M(III, 0)	
IV	M(IV, 0)	
Va	M(Va, 0)	
Vb	M(Vb, 0)	
VI	M(VI, 0)	
VII	M(VII, 0)	
VIII	M(VIII, 0)	
IX	M(IX, 0)	
NC		
OW	M(OW,0)	
Literates & Educated	M(L)	

P—Population W—Workers

NC—Workers engaged in Main Activity other than Cultivation.

OW—Workers in Non-household Industry, Trade, Business, Profession or Service as MainActivity

L—Literate and educated persons.

'O'—All ages; '1' age group 0—14; ....'8'—age group 60+; ('9')—age not stated.

Instructions :

1. Prepare two blank statements, C(i) for Controls and M(i) for multipliers of the above format.

2. Though controls & multipliers are represented suymbolically for males only in cols. 2 & 4, corresponding controls and multipliers for females are applicable to cols. 3 & 5.

Statement C (i)

3. Fill in controls in each cells as follows :—

(i) Fill in cols. 2 to 5 of Statement C(i) for population & non-workers by transcribing from cols. 5, 6, 29 & 30 of Table B-I Part A for each age-group & 'Total'.

(ii) Fill in cols. 2 & 3 for workers in industrial categories I to IX by transcribing from cols. 9 to 28 for 'Total' of Table B-1 Part A.

(iii) Add over categories III to IX column-wise and fill in for workers engaged in main activity other than cultivation in cols. 2 & 3.

(iv) Add over categories III, IV, & V to IX column-wise and fill in for workers in Non-household industry, trade, business, profession & service in cols. 2 & 3.

(v) Fill in 'Literate & Educated' in cols. 2 & 3 by transcribing from cols. 17 & 18 of PCA.

4. Fill in corresponding sample frequencies below the control Figures in each cell of Statement C(i) as follows :

(i) Fill in cols. 2 & 3 for population by transcribing from cols. 5 & 6 of sample Table B-IV Part C for each age-group and 'Total'.

(ii) Fill in cols. 4 & 5 for Non-workers by transcribing from cols. 5 & 6 of sample Table B-VIII for each age-group and 'Total'.

(iii) Fill in cols. 2 & 3 for workers for industrial categories I to IX by transcribing from cols. 7 to 26 for 'Total' of sample Table B-III Patr B.

(iv) Add sample figures over categories III to IX column-wise and fill in for workers engaged in main activity other than cultivation in cols. 2 & 3.

(v) Add over categories III, IV & Vi to IX column-wise and fill in for workers in non-household industry. trade, business, profession & service in cols. 2 & 3.

(vi) Substract for 'Illiterate' from 'Total' of cols. 3 & 4 of sample table B-III Part B and fill in for 'literate & educated' in cols. 2 & 3.

Statement M(i)

5. Divide control figure by the associated sample figure (recorded below it) in each cell of Statement C(i) and enter the quotient in the corresponding cell of Statement M(i).

APPENDIX III

CONTROL AND MULTIPLIER STATEMENTS

State———————

STATEMENT $C^1(i)$—CONTROLS FROM TABLE B—I PART A & PCA Stratum———————

Age-Group	Total Population		Total Workers		WORKERS by Industrial Categories							
					I		II		III		IV	
	M	F	M	F	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13
Total		C(P, 0)		C(W, 0)		C(I, 0)		C(II, 0)	xx	C(III, 0)	xx	C(IV, 0)
0—14		C(P, 1)	xx	C(W, 1)	xx	C(I, 1)	xx	C(II, 1)	xx	C(III, 1)	xx	C(IV, 1)
15—19		C(P, 2)	xx	C(W, 2)	xx	C(I, 2)	xx	C(II, 2)	xx	C(III, 2)	xx	C(IV, 2)
20—24		C(P, 3)	xx	C(W, 3)	xx	C(I, 3)	xx	C(II, 3)	xx	C(III, 3)	xx	C(IV, 3)
25—29		C(P, 4)	xx	C(W, 4)	xx	C(I, 4)	xx	C(II, 4)	xx	C(III, 4)	xx	C(IV, 4)
30—39		C(P, 5)	xx	C(W, 5)	xx	C(I, 5)	xx	C(II, 5)	xx	C(III, 5)	xx	C(IV, 5)
40—49		C(P, 6)	xx	C(W, 6)	xx	C(I, 6)	xx	C(II, 6)	xx	C(III, 6)	xx	C(IV, 6)
50—59		C(P, 7)	xx	C(W, 7)	xx	C(I, 7)	xx	C(II 7)	xx	C(III 7)	xx	C(IV, 7)
60+		C(P, 8)	xx	C(W, 8)	xx	C(I, 8)	xx	C(II, 8)	xx	C(III, 8)	xx	C(IV, 8)
A.N.S.		C(P, 9)	xx	C(W, 9)	xx	C(I, 9)	xx	C(II, 9)	xx	C(III, 9)	xx	C(IV, 9)

State———————

Stratum———————

STATEMENT $M^1(i)$—MULTIPLIERS DERIVED FROM STATEMENT $C^1(i)$

Age-group	Total Population*		Total Workers		WORKERS by Industrial Categories							
					I		II		III		IV	
	M	F	M	F	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13
Total						M(I, 0)		M(II, 0)	xx	xx	xx	xx
0—14					xx	M(I, 1)	xx	M(II, 1)	xx	M(III, 1)	xx	M(IV, 1)
15—19					xx	M(I, 2)	xx	M(II, 2)	xx	M(III, 2)	xx	M(IV, 2)
20—24					xx	M(I, 3)	xx	M(II, 3)	xx	M(III, 3)	xx	M(IV, 3)
25—29					xx	M(I, 4)	xx	M(II, 4)	xx	M(III, 4)	xx	M(IV, 4)
30—39					xx	M(I, 5)	xx	M(II, 5)	xx	M(III, 5)	xx	M(IV, 5)
40—49					xx	M(I, 6)	xx	M(II, 6)	xx	M(III, 6)	xx	M(IV, 6)
50—59					xx	M(I, 7)	xx	M(II, 7)	xx	M(III, 7)	xx	M(IV, 7)
60+					xx	M(I, 8)	xx	M(II, 8)	xx	M(III, 8)	xx	M(IV, 8)
A.N.S.					xx	M(I, 9)	xx	M(II, 9)	xx	M(III, 9)	xx	M(IV, 9)

*Though the multipliers for males and females are identical as shown in symbols, they really stand for two different multipliers.

Please see instructions at the end of the statement.

State———————

Stratum———————

STATEMENT C[1](i)—CONTROLS FROM TABLE B—I PART A & PCA—CONTD.

Age-group	WORKERS by Industrial Categories									
	Va		Vb		VI		VII		VIII	
	M	F	M	F	M	F	M	F	M	F
1	14	15	16	17	18	19	20	21	22	23
Total		C(Va, 0)	xx	C(Vb, 0)	xx	C(VI, 0)	xx	C(VII, 0)	xx	C(VIII, 0)
0—14	xx	C(Va, 1)	xx	C(Vb, 1)	xx	C(VI, 1)	xx	C(VII, 1)	xx	C(VIII, 1)
15—19	xx	C(Va, 2)	xx	C(Vb, 2)	xx	C(VI, 2)	xx	C(VII, 2)	xx	C(CIII, 2)
20—24	xx	C(Va, 3)	xx	C(Vb, 3)	xx	C(VI, 3)	xx	C(VII, 3)	xx	C(VIII, 3)
25—29	xx	C(Va, 4)	xx	C(Vb, 4)	xx	C(VI, 4)	xx	C(VII, 4)	xx	C(VIII, 4)
30—39	xx	C(Va, 5)	xx	C(Vb, 5)	xx	C(VI, 5)	xx	C(VII, 5)	xx	C(VIII, 5)
40—49	xx	C(Va, 6)	xx	C(Vb, 6)	xx	C(VI, 6)	xx	C(VII, 6)	xx	C(VIII, 6)
50—59	xx	C(Va, 7)	xx	C(Vb, 7)	xx	C(VI, 7)	xx	C(VII, 7)	xx	C(VIII, 7)
60+	xx	C(Va, 8)	xx	C(Vb, 8)	xx	C(VI, 8)	xx	C(VII, 8)	xx	C(VIII, 8)
A.N.S.	xx	C(Va, 9)	xx	C(Vb. 9)	xx	C(VI, 9)	xx	C(VII, 9)	xx	C(VIII, 9)

State———————

Stratum———————

STATEEMNT M[1](i)—MULTIPLIERS DERIVED FROM STATEMENT C[1](i)—CONTD.

Age-group	WORKERS by Industrial Categories									
	Va		Vb		VI		VII		VIII	
	M	F	M	F	M	F	M	F	M	F
1	14	15	16	17	18	19	20	21	22	23
Total		M(Va, 0)	xx	xx	xx	xx	xx	xx	xx	xx
0—14	xx	M(Va, 1)	xx	M(Vb, 1)	xx	M(VI, 1)	xx	M(VII, 1)	xx	M(VIII, 1)
15—19	xx	M(Va, 2)	xx	M(Vb, 2)	xx	M(VI, 2)	xx	M(VII, 2)	xx	M(VIII, 2)
20—24	xx	M(Va, 3)	xx	M(Vb, 3)	xx	M(VI, 3)	xx	M(VII, 3)	xx	M(VIII, 3)
25—29	xx	M(Va, 4)	xx	M(Vb, 4)	xx	M(VI, 4)	xx	M(VII, 4)	xx	M(VIII, 4)
30—39	xx	M(Va, 5)	xx	M(Vb, 5)	xx	M(VI, 5)	xx	M(VII, 5)	xx	M(VIII, 5)
40—49	xx	M(Va, 6)	xx	M(Vb, 6)	xx	M(VI, 6)	xx	M(VII, 6)	xx	M(VIII, 6)
50—59	xx	M(Va, 7)	xx	M(Vb, 7)	xx	M(VI, 7)	xx	M(VII, 7)	xx	M(VIII, 7)
60+	xx	M(Va, 8)	xx	M(Vb, 8)	xx	M(VI, 8)	xx	M(VII, 8)	xx	M(VIII, 8)
A.N.S.	xx	M(Va, 9)	xx	M(Vb, 9)	xx	M(VI, 9)	xx	M(VII, 9)	xx	M(VIII, 9)

Please see instructions at the end of the statement.

State———————

Stratum———————

STATEMENT C[1](i)—CONTROLS FROM TABLE B—I PART A & PCA—CONTD.

Age-group	WORKERS by Industrial Categories				Non-Workers					
	IX		X		NC		OW		L	
	M	F	M	F	M	F	M	F	M	F
1	24	25	26	27	28	29	30	31	32	33
Total	xx	C(IX, 0)		C(X, 0)				C(OW, 0)		C(L)
0—14	xx	C(IX, 1)	xx	C(X, 1)			xx	xx	xx	xx
15—19	xx	C(IX, 2)	xx	C(X, 2)			xx	xx	xx	xx
20—24	xx	C(IX, 3)	xx	C(X, 3)			xx	xx	xx	xx
25—29	xx	C(IX, 4)	xx	C(X, 4)			xx	xx	xx	xx
30—39	xx	C(IX, 5)	xx	C(X, 5)			xx	xx	xx	xx
40—49	xx	C(IX, 6)	xx	C(X, 6)			xx	xx	xx	xx
50—59	xx	C(IX, 7)	xx	C(X, 7)			xx	xx	xx	xx
60+	xx	C(IX, 8)	xx	C(X, 8)			xx	xx	xx	xx
A.N.S.	xx	C(IX, 9)	xx	C(X, 9)			xx	xx	xx	xx

State———————

Stratum———————

STATEMENT M[1](i)—MULTIPLIERS DERIVED FROM STATEMENT C[1](i)—CONTD.

Age-group	WORKERS by Industrial Categories				Non-Workers					
	IX		X		NC		OW		L	
	M	F	M	F	M	F	M	F	M	F
1	24	25	26	27	28	29	30	31	32	33
Total	xx	M(IX, 0)		M(X, 0)		xx		M(OW, 0)		M(L)
0—14	xx	M(IX, 1)	xx	M(X, 1)			xx	xx	xx	xx
15—19	xx	M(IX, 2)	xx	M(X, 2)			xx	xx	xx	xx
20—24	xx	M(IX, 3)	xx	M(X, 3)			xx	xx	xx	xx
25—29	xx	M(IX, 4)	xx	M(X, 4)			xx	xx	xx	xx
30—39	xx	M(IX, 5)	xx	M(X, 5)			xx	xx	xx	xx
40—49	xx	M(IX, 6)	xx	M(X, 6)			xx	xx	xx	xx
50—59	xx	M(IX, 7)	xx	M(X, 7)			xx	xx	xx	xx
60+	xx	M(IX, 8)	xx	M(X, 8)			xx	xx	xx	xx
A.N.S.	xx	M(IX, 9)	xx	M(X, 9)			xx	xx	xx	xx

P—Population; W—Workers.

OW — Workers in Non-household Industry, Trade, Business, Profession or Service as Main Activity.

L — Literate and educated persons.

'O' — All ages; '1' age-group 0—14; .....'8' age-group 60+; '9' Age not stated.

Instructions:

1. Prepare two blank Statement, $C^1(i)$ for controls and $M^1(i)$ for multipliers. of the above formats:

2. Though controls are represented symbolically for females only in cols. 5, 7.....33 corresponding controls for males are applicable to cols. 4, 6.....32.

Statement: $C^1(i)$

3. Fill in controls in each cell as follows:--

   (i) Fill in cols. 2, 3, 4, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, and 27 of Statement $C_1(i)$ by transcribing from cols. 5, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, and 30 of Table B—I Part A for each age-group and 'Total'.

   (ii) Fill in cols. 6, 8, 14, and 26 for 'Total' by transcribing from cols. 9,11,17, and 29 of Table B– I Part A 'Total'.

   (iii) Add cols. 11,13,17,19,21,23 and 25 and fill in cols. 30 for 'Total'. Sum over cols. 13, 15,19,21,23,25 and 27 against the row for 'Total' of Table B—I Part A and fill col 30 for 'Total'.

   (iv) Fill in cols. 32 and 33 for 'Total' by transcribing from cols. 17 and 18 of PCA.

4. Fill in corresponding sample frequencies below the control figures in each cell of Statements $C^1(i)$ as follows:—

   (i) Fill in cols. 7, 9, 11, 13, 15, 17, 19, 21, 23, 25 and 27 from cols. 7 to 17 for all 'Marital Status' of Table B—I Part B for each age-group for 'Total'. For 'Total' fill cols. 7, 9, 15 and 27 only from cols. 7, 8, 11 and 17 of Table B-I part B against the row for 'Marital Status'.

   (ii) Fill in cols 6, 8, 14, and 26 for 'Total' of cols. 7, 9, 15 and 27 of Table B—III Part B. (State level)

   (iii) Substract figures for 'Illiterate' from 'Total' of cols. 3 and 4 of Sample Table B—III Part B and fill in cols. 32 and 33 for 'To al'.

   (iv) Add cols. 11, 13, 17, 19, 20, 24 and 25 of B-III part B (State level) for 'Total' and fill in col. 30 for 'Total'. Add cols. 9, 10, 12, 13, 14, 15 and 16 and fill in col. 31 for 'Total' of B-I port B for all Marital Status 'Total'.

Statement: $M^1(i)$

5. Divide control figure by the associated sample figure (recorded below it) in each cell of Statement $C_1(i)$ and enter the quotient in the corresponding cell of Statement $M^1(i)$.

State———————————

Stratum———————————

STATEMENT C^1(ii) CONTROLS FROM TABLE B – IV PART D

Class of Worker	Males	Females
(1)	(2)	(3)
Employers	C(1)	
Employees	C(2)	
Single workers	C(3)	
Family workers	C(4)	

STATEMENT M^1(ii): MULTIPLIERS DERIVED FROM STATEMENT C^1(ii)

Class of Worker	Males	Females
(1)	(2)	(3)
Employers	M(1)	
Employees	M(2)	
Single workers	M(3)	
Family workers	M(4)	

Note—Numbers within brackets denote 1—Employer; 2—Employee; 3—Single workers; 4—Family workers.

Instructions:

1. Prepare a blank form with this format showing Statement C^1(ii) for controls and sample frequencies and Statement M^1(ii) for multipliers.

Statement C^1(ii)

2. Enter in cols. 2 & 3 controls for males and females by transcribing figures from cols. 5 to 12 of the *final* Table B—IV Part D (State level) relating to the row for 'All Divisions'.

3. Enter also corresponding sample frequencies in the same cells below the control figure from cols. 9 to 16 of *Sample* Table B—IV Part C (State level) for 'All Divisions'.

Statement M^1(ii)

4. Compute multipliers by dividing controls by sample frequencies for each cell. Enter the multipliers in the corresponding cells of Statement M^1(ii).

5. These Statements provide additional controls and multipliers for Table B—IV Part C.

District———————————

Stratum———————————

STATEMENT C(iii): CONTROLS FROM TABLE B—V PART—A

Group of NCO	Males	Females
(1)	(2)	(3)
Group '00'	C_{00}	
'01'	C_{01}	
'02'	,	
,	,	
,	,	
,	,	
,	,	
,	,	
'99'	C_{99}	

STATEMENT M(iii): MULTIPLIERS DERIVED FROM STATEMENT C(iii)

Group of NCO	Males	Females
(1)	(2)	(3)
Group '00'	M_{00}	
'01'	M_{01}	
'02'	M_{02}	
,	,	
,	,	
,	,	
,	,	
,	,	
'99'	M_{99}	

Note: Suffixes of Controls & Multipliers denote the two digit occupational group codes of NCO.

Instructions:

1. Prepare a blank form with the format, showing Statement C(iii) for controls and sample frequencies and Statement M(iii) for multipliers.

Statement C(iii)

2. Enter in cols. 1, 2 & 3 the group code and controls for males and females by transcribing figures from cols. 1^1, 6^1 & 7^1 of *final* Table B—V Part A. This will exclude those groups for which there are no entries in final Table B—V Part A.

3. Enter also below the control figures the corresponding sample frequencies in the same cells from cols. 6 & 7 of *sample* Table B—V Part A for each 'group' of NCO.

Statement M(iii)

4. Compute multipliers by dividing controls by sample frequencies in each cell of Statement C(iii). Enter multipliers in corresponding cells of Statement M(iii).
5. These Statements provide additional controls and multipliers for Tables B—VI Part B(i) and B—VI Part B (ii).

State——————————

Stratum——————————

STATEMENT C^1(iv): ADDITIONAL CONTROLS FROM TABLE B—V PART A

Group of NCO	Males	Females
(1)	(2)	(3)
Group '00'	C_{00}	
'01'	C_{01}	
'02'	C_{02}	
,	,	
,	,	
,	,	
,	,	
,	,	
'99'	C_{99}	

STATEMENT M^1(iv): MULTIPLIERS DERIVED FROM STATEMENT C^1(iv)

Group of NCO	Males	Females
(1)	(2)	(3)
Group '00'	M_{00}	
'01'	M_{01}	
'02'	M_{02}	
,	,	
,	,	
,	,	
,	,	
,	,	
'99'	M_{99}	

Note: Suffixes of controls and multipliers denote the two-digit occupational group codes of NCO.

Instructions:

1. Prepare a blank form of this format, showing Statement C^1(iv) for filling controls and sample frequencies and Statement M^1(iv) for multipliers.

Statement C^1(iv)

2. Subtract from each 'group' total in cols. 6' & 7' of final Table B—V Part A, (State level)/ the sub-total for Industrial Category V(a) under the 'Group' and enter the remainder in Statement C^1(iv) Groups with 'O' entries in cols. (2) & (3) should be deleted.
3. Enter also corresponding sample frequencies in the same cells, below the control figures, from cols. 3 & 4 of sample Table B—V Part B for each 'Group' of NCO.

Statement M^1(iv)

4. Compute multipliers by dividing controls by sample frequencies for each cell. Enter the multipliers in the corresponding cells of Statement M^1(iv).
5. These Statement provide additional controls and multipliers for Table B—V Part B.

District————————

Stratum————————

STATEMENT C(v): CONTROLS FROM TABLE B-I PART B

Age-groups	Never Married	Married	Widowed	Divorced/ Separated	Un-specified
(1)	(2)	(3)	(4)	(5)	(6)
0—14	C(N;1)	C(M;1)	C(W;1)	C(D;1)	C(U;1)
15—19	C(N;2)	C(M;2)	C(W;2)	C(D;2)	C(U;2)
20—24	C(N;3)	C(M;3)	C(W;3)	C(D;3)	C(U;3)
25—29	C(N;4)	C(M;4)	C(W;4)	C(D;4)	C(U;4)
30—39	C(N;5)	C(M;5)	C(W;5)	C(D;5)	C(U;5)
40—49	C(N;6)	C(M;6)	C(W;6)	C(D;6)	C(U;6)
50—59	C(N;7)	C(M;7)	C(W;7)	C(D;7)	C(U;7)
60+	C(N;8)	C(M;8)	C(W;8)	C(D;8)	C(U;8)
ANS	C(N;9)	C(M;9)	C(W;9)	C(D;9)	C(U;9)

STATEMENT M(v): MULTIPLIERS DERIVED FROM STATEMENT (v)

0—14	M(N;1)	M(M;1)	M(W;1)	M(D;1)	M(U;1)
15—19	M(N;2)	M(M;2)	M(W;2)	M(D;2)	M(U;2)
20—24	M(N;3)	M(M;3)	M(W;3)	M(D;3)	M(U;3)
25—29	M(N;4)	M(M;4)	M(W;4)	M(D;4)	M(U;4)
30—39	M(N;5)	M(M;5)	M(W;5)	M(D;5)	M(U;5)
40—49	M(N;6)	M(M;6)	M(W;6)	M(D;6)	M(U;6)
50—59	M(N;7)	M(M;7)	M(W;7)	M(D;7)	M(U;7)
60+	M(N;8)	M(M;8)	M(W;8)	M(D;8)	M(U;8)
ANS	M(N;9)	M(M;9)	M(W;9)	M(D;9)	M(U;9)

Note: Alphabets inside brackets denote: N - Never married, M - Married
W - Widowed, D - Divorced and Separated
U - Un-specified

Instructions

1. Prepare a blank form of this format, showing Statement C(v) for filling controls and sample frequencies and Statement M(v) for multipliers.

Statement C(v)

2. Enter in cols. 2, 3, 4, 5 and 6 controls (for females only) by transcribing figures from col. 5 of final Table B-I Part B. For each marital status.
3. Enter also corresponding sample frequencies in the same cells below the control figures from col. 5 of sample Table B-I Part B.

Statement M(v)

4. Compute multipliers by dividing controls by sample frequencies in each cell of Statement C(v). Enter the multipliers in the corresponding cells of Statement M(v).
5. These Statements provide additional controls and multipliers for Table C-II for females.

District———————

Stratum———————

STATEMENT C(vi): CONTROLS FROM TABLE C—II

Age group	Males	Females
(1)	(2)	(3)
0—9	C(0)	
10—14	C(10)	
30—34	C(30)	
35—39	C(35)	
40—44	C(40)	
45—49	C(45)	
50—54	C(50)	
55—59	C(55)	
60—64	C(60)	
65—69	C(65)	
70+	C(70)	

STATEMENT M(vi): MULTIPLIERS DERIVED FROM STATEMENT C(vi)

Age group	Males	Females
(1)	(2)	(3)
0—9	M(0)	
10—14	M(10)	
30—34	M(30)	
35—39	M(35)	
40—44	M(40)	
45—49	M(45)	
50—54	M(50)	
55—59	M(55)	
60—64	M(60)	
65—69	M(65)	
70+	M(70)	

Note: Codes inside brackets denote: 0-age group 0-9, 10-age-group 10—14, 30-age-group 30-34, 35-age-group 35-39, 40-age-group 40-44, 45-age-group 45-49, 50-age-group 50-54, 55-age group 55-59, 60-age-group 60-64, 65-age-group 65-69, 70-age-group 70+

Instructions

1. Prepare a blank form of this format showing Statement C(vi) for controls and sample frequencies and Statement M(vi) for multipliers.

Statement C(vi)

2. Enter in cols. 2 and 3 controls for males and females by transcribing figures from cols. 4 & 5 of final Table C-II.

3. Enter also corresponding sample frequencies in the same cells below the control figures from cols. 4 & 5 of sample Table C-IV by adding over appropriate ages.

Statement M(vi)

4. Compute multipliers by dividing controls by sample frequencies in each cell of Statement C(vi). Enter the multipliers in the corresponding cells of Statement M(vi).

5. These Statements provide additional controls and multipliers for Table C-IV.

APPENDIX IV

FORMATS OF THE VARIOUS FINAL TABLES INDICATING IN THE CONCERNED CELLS THE CONTROL FIGURES TO BE TRANSCRIBED AND MULTIPLIERS TO BE USED FOR INFLATING THE SAMPLE FIGURES.

TABLE B-I PART B: FEMALE WORKERS AND NON-WORKERS ACCORDING TO MAIN ACTIVITY CLASSIFIED BY MARITAL STATUS AND AGE-GROUPS—RURAL (STATE LEVEL)

(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
All Marital Status	Total	C(P, 0)	C(W, 0)	C(I, 0)	C(II, 0)	C(III, 0)	C(IV, 0)	C(Va, 0)
	0—14	C(P, 1)	C(W, 1)	C(I, 1)	C(II, 1)	C(III, 1)	C(IV, 1)	C(Va, 1)
	15—19	C(P, 2)	C(W, 2)	C(I, 2)	C(II, 2)	C(III, 2)	C(IV, 2)	C(Va, 2)
	20—24	C(P, 3)	C(W, 3)	C(I, 3)	C(II, 3)	C(III, 3)	C(IV, 3)	C(Va, 3)
	25—29	C(P, 4)	C(W, 4)	C(I, 4)	C(II, 4)	C(III, 4)	C(IV, 4)	C(Va, 4)
	30—39	C(P, 5)	C(W, 5)	C(I, 5)	C(II, 5)	C(III, 5)	C(IV, 5)	C(Va, 5)
	40—49	C(P, 6)	C(W, 6)	C(I, 6)	C(II, 6)	C(III, 6)	C(IV, 6)	C(Va, 6)
	50—59	C(P, 7)	C(W, 7)	C(I, 7)	C(II, 7)	C(III, 7)	C(IV, 7)	C(Va, 7)
	60+	C(P, 8)	C(W, 8)	C(I, 8)	C(II, 8)	C(III, 8)	C(IV, 8)	C(Va, 8)
	A.N.S.	C(P, 9)	C(W, 9)	C(I, 9)	C(II, 9)	C(III, 9)	C(IV, 9)	C(Va, 9)
Never Married/	Total							
Married/	0—14			M(I, 1)	M(II, 1)	M(III, 1)	M(IV, 1)	M(Va, 1)
Widowed/	15—19			M(I, 2)	M(II, 2)	M(III, 2)	M(IV, 2)	M(Va, 2)
Divorced or	20—24			M(I, 3)	M(II, 3)	M(III, 3)	M(IV, 3)	M(Va, 3)
Separated/	25—29			M(I, 4)	M(II, 4)	M(III, 4)	M(IV, 4)	M(Va, 4)
Unspecified	30—39			M(I, 5)	M(II, 5)	M(III, 5)	M(IV, 5)	M(Va, 5)
Status	40—49			M(I, 6)	M(II, 6)	M(III, 6)	M(IV, 6)	M(Va, 6)
	50—59			M(I, 7)	M(II, 7)	M(III, 7)	M(IV, 7)	M(Va, 7)
	60+			M(I, 8)	M(II, 8)	M(III, 8)	M(IV, 8)	M(Va, 8)
	A.N.S.			M(I, 9)	M(II, 9)	M(III, 9)	M(IV, 9)	M(Va, 9)

(3)	(4)	(12)	(13)	(14)	(15)	(16)	(17)
All Marital Status	Total	C(Vb, 0)	C(VI, 0)	C(VII, 0)	C(VIII, 0)	C(IX, 0)	C(X, 0)
	0—14	C(Vb, 1)	C(VI, 1)	C(VII, 1)	C(VIII, 1)	C(IX, 1)	C(X, 1)
	15—19	C(Vb, 2)	C(VI, 2)	C(VII, 2)	C(VIII, 2)	C(IX, 2)	C(X, 2)
	20—24	C(Vb, 3)	C(VI, 3)	C(VII, 3)	C(VIII, 3)	C(IX, 3)	C(X, 3)
	25—29	C(Vb, 4)	C(VI, 4)	C(VII, 4)	C(VIII, 4)	C(IX, 4)	C(X, 4)
	30—39	C(Vb, 5)	C(VI, 5)	C(VII, 5)	C(VIII, 5)	C(IX, 5)	C(X, 5)
	40—49	C(Vb, 6)	C(VI, 6)	C(VII, 6)	C(VIII, 6)	C(IX, 6)	C(X, 6)
	50—59	C(Vb, 7)	C(VI, 7)	C(VII, 7)	C(VIII, 7)	C(IX, 7)	C(X, 7)
	60+	C(Vb, 8)	C(VI, 8)	C(VII, 8)	C(VIII, 8)	C(IX, 8)	C(X, 8)
	A.N.S.	C(Vb, 9)	C(VI, 9)	C(VII, 9)	C(VIII, 9)	C(IX, 9)	C(X, 9)
Never Married/	Total						
Married/Widowed/	0—14	M(Vb, 1)	M(VI, 1)	M(VII, 1)	M(VIII, 1)	M(IX, 1)	M(X, 1)
Divorced or Sepa-	15—19	M(Vb, 2)	M(VI, 2)	M(VII, 2)	M(VIII, 2)	M(IX, 2)	M(X, 2)
rated/Unspecified	20—24	M(Vb, 3)	M(VI, 3)	M(VII, 3)	M(VIII, 3)	M(IX, 3)	M(X, 3)
Status	25—29	M(Vb, 4)	M(VI, 4)	M(VII, 4)	M(VIII, 4)	M(IX, 4)	M(X, 4)
	30—39	M(Vb, 5)	M(VI, 5)	M(VII, 5)	M(VIII, 5)	M(IX, 5)	M(X, 5)
	40—49	M(Vb, 6)	M(VI, 6)	M(VII, 6)	M(VIII, 6)	M(IX, 6)	M(X, 6)
	50—59	M(Vb, 7)	M(VI, 7)	M(VII, 7)	M(VIII, 7)	M(IX, 7)	M(X, 7)
	60+	M(Vb, 8)	M(VI, 8)	M(VII, 8)	M(VIII, 8)	M(IX, 8)	M(X, 8)
	A.N.S.	M(Vb, 9)	M(VI, 9)	M(VII, 9)	M(VIII, 9)	M(IX, 9)	M(X, 9)

Instructions:

1. All the figures in this table relate to females only.

2. '*All marital status*': Identify the corresponding control figures in Statement C'(i) and enter them in final table in the appropriate cells of cols. 5 to 17.

3. '*Never Married/Married etc.*' : *To compute cols. 7 to 17 for any age-group.* For any cell identify the corresponding multipliers in Statement M'(i)multiply with it the corresponding sample figure and enter the result to the nearest integer in the final table.

4. For each of the cols. 7 to 17 for each age-group add over all marital status and tally with corresponding figure of 'All Marital Status' . If it does not tally due to a small difference of 1 or 2 units only, this could be due only to rounding off. In such a case adjust this difference among cells with large frequencies to ensure a tally. If there are large differences the computations must be checked over again.

5. Fill the rest of the cells of the final table for each marital status as follows:—
   (i) Add cols. 7 to 16 row-wise and enter total in col. 6 for each age-group.
   (ii) Add cols. 6 & 17 row-wise and enter total in col. 5 for each age-group.
   (iii) Add column-wise to fill in row for Total (cols. 5 to 17).

6. Transcribe figures for each age-group from col. 5 for each marital status into cols. 2 to 6 of Statement C (v) to serve as controls for deriving multipliers for Table C-II.

2. TABLE B-III PART B : CLASSIFICATION OF WORKERS AND NON-WORKERS ACCORDING TO MAIN ACTIVITY BY EDUCATIONAL LEVELS IN RURAL AREAS ONLY

(1)	(2) to (6)	(7)	(9)	(11)	(13)	(15)	(17)	(19)	(21)	(23)	(25)	(27)
Total		C(I, O)	C(II, O)	C(III, O)	C(IV, O)	C(Va, O)	C(Vb, O)	C(VI, O)	C(VII, O)	C(VIII, O)	C(IX, O)	C(X, O)
Illiterate Literate (without educational level) Primary Middle Graduate and above		M(L)	M(L)	M(L)	M(L)	M(L)	M(L)	M(L)	M(L)	M(L)	M(L)	M(L)

Instructions :

1. For the 'Total' row identify the corresponding controls in Statement C(i) and enter them directly in cols. 7 to 28 in final table.

2. For all the other rows starting from 'literate (without educational level)' identify the corresponding multipliers for males and females in Statement M(i), multiply the related sample cell frequencies and enter the products in cols. 7 to 28.

3. Fill in the rest of the cells of the final table as follows :
   (a) *For each educational level (other than illiterate) and Total* :
      (i) add row-wise cols. 7, 9, 11, 13, 15, 17, 19, 21, 23 & 25 and enter sum in col. 5 for males.
      (ii) similarly add row-wise cols. 8, 10, 12, 14, 16, 18, 20, 22, 24 & 26 and enter sum in col. 6 for females.
      (iii) add row-wise cols. 5 and 27 and enter sum in col. 3 (males).
      (iv) add row-wise cols. 6 & 28 and enter sum in col. 4 (females).
      (v) add row-wise cols. 3 & 4 and enter sum in col. 2 (Persons).
   (b) *Illiterate* : Add column by column over all educational levels subtract the sums from the corresponding 'Totals' and enter the differences in the cells for 'illiterate'.

3. TABLE B-IV PART A : INDUSTRIAL CLASSIFICATION OF PERSONS AT WORK OTHER THAN AT CULTIVATION AS MAIN ACTIVITY BY SEX AND DIVISIONS MAJOR GROUPS AND MINOR GROUPS—RURAL

(1)	(5′)	(6′)	(7′)	(1)	(5′)	(6′)	(7′)	(1)	(5′)	(6′)	(7′)
All Divisions		C(NC, O)		Division 4				Division 8			
Division 'O'		C(III, O)		Major Groups 40-49				Major Groups 80-89			
Major Group 'OO'				Minor Groups 400-499		M(IX, O)		Minor Groups 800-899		M(VII, O)	
Minor Groups 001—009		M(III, O)		Division 5		C(VI, O)		Division 9			
Major Group '01'				Major Groups 50-59							
Minor Groups 010-019		M(III, O)		Minor Groups 500-599		M (VI, O)		Major Groups 90-99			
Major Group '09'								Minor Groups 900-999		M(IX, O)	
Minor Groups 090-099		M(III, O)		Division 6							
Division '1'		C(IV, O)		Major Groups 60-69							
Major Groups 10-19				Minor Groups 600-699		M(VII, O)					
Minor Groups 100-199		M(IV, O)		Division 7		C(VIII, O)					
Divisions 2 & 3				Major Groups 70-79							
Major Groups 20-29, 30-39				Minor Groups 700-799		M(VIII, O)					
Minor Groups 200-299, 300-399											

Instructions:

1. This Table is to be taken up only after completion of the Appendix Table.
2. Identify the corresponding controls from Statement C(i) and transcribe them into appropriate cells in cols. 6′ & 7′ of the final table for 'Divisions' and 'All Divisions'.
3. *Divisions* 2 & 3. Fill in cells relating to Division, Major Groups and Minor Groups by transcribing from cols. 5′ 6′ and 7′ of Appendix to this table.

4. *Minor Groups (of all Divisions except* 2 & 3): Identify the appropriate multipliers from Statement M(i), multiply the corresponding sample frequencies and enter the products in the final table in the related cells in cols. 6′ & 7′.

5. Add cols. 6′ & 7′ over all minor groups under 'Divisions' column-wise and tally with totals for Divisions 0, 1, 5 & 7. Add cols. 6′ & 7′ column-wise over all minor groups of Divisions 4 & 9 and tally with control C(IX, 0) of statement C(i). Similarly add over minor groups of Divisions 6 & 8 and tally with C(VII, 0). If it does not tally due to a difference of one or two units only, this could be due only to rounding off. In such a case, adjust this difference among the cells for minor groups with large frequencies to ensure a tally. If there are larger differences, the computations must be checked over again.

6. *All other cells*: Fill the other cells as follows:—

   (a) *Major Group:* Add cols. 6′ & 7′ column-wise over all minor groups under each Major Group and enter the sum in the cell relating to the Major Group.

   (b) *Divisions* 4, 6, 8 & 9: Add column-wise over all Major Groups under each Division and enter the sum in the cell relating to 'Divisions'.

   (c) Fill in col. 5′ by adding cols. 6′ & 7′ row-wise for each Division, 'Major Group' and 'Minor Group' and for All Divisions.

4. B-IV PART A: INDUSTRIAL CLASSIFICATION OF PERSONS AT WORK OTHER THAN CULTIVATION AS MAIN ACTIVITY BY SEX AND DIVISIONS, MAJOR GROUPS AND MINOR GROUPS—RURAL

Appendix

	(1)	(5′)	(6′)	(7′)	(11′)	(12′)	(13′)	(17′)	(18′)	(19′)
Divisions 2 & 3						C(Va, 0)			C(Vb, 0)	
Major Groups 20-29, 30-39										
Minor Groups 200—299, 300—399						M(Va, 0)			M(Vb, 0)	

Instructions:

1. This Appendix table is to be completed before taking up the main Table B-IV Part A.

2. Identify the controls in Statement C(i) and enter in final table in cols. 12′, 13′, 18′ & 19′ against 'Divisions 2 & 3'.

3. Identify the multipliers in Statement M(i), multiply sample figures for minor groups only in cols. 12′, 13′, 18′ & 19′ and enter the products in final table.

4. Add over all minor groups under the Divisions 2 & 3 and tally with control for 'Divisions'. If it does not tally due to a small difference of 1 or 2 units only, this could be due only to rounding off. In such a case, adjust the difference among cells with large frequencies to ensure a tally. Large differences can be straightened out only by repeating the computations.

5. Fill in the rest of the cells of final table as follows:—

   (i) Add over all minor groups under a major group column-wise and enter in cells for major groups in cols. 12′, 13′, 18′ & 19′.

   (ii) To fill cols. 5′, 6′, 7′, 11′ and 17′ for each minor group, major group & 'Divisions 2 &3:

      (a) Add cols. 12′ & 18′ row-wise and enter in col. 6′.

      (b) Add cols. 13′ & 19′ row-wise and enter in col. 7′.

      (c) Add cols. 12′ & 13′ row-wise and enter in col. 11′.

      (d) Add cols. 18′ & 19′ row-wise and enter in col. 17′.

      (e) Add cols. 6′ & 7′ row-wise and enter in col 5′.

6. After completion of this Appendix, figures from cols. 5′ 6′ & 7′ are to be transcribed into cols. 5′, 6′ & 7′ of the main Table B-IV Part A for Divisions 2 & 3

5. B-IV PART B: INDUSTRIAL CLASSIFICATION OF WORKERS IN MANUFACTURING, PROCESSING SERVICING AND REPAIRS ON HOUSEHOLD INDUSTRY BASTS AS MAIN ACTIVITY BY SEX AND CLASS OF WORKERS—RURAL

(1)	(3)	(4)	(5)	(6)	(7)	(8)
Divisions 2 & 3						
Major Group 20—29, 30—39			M(Va, 0)		M(Va, 0)	

Instructions:

1. Identify the multipliers in Statement M'(i), multiply the corresponding sample figure for major groups only under cols. 5, 6, 7 & 8 and enter the product in final table.
2. Add over all major groups in final table column-wise and enter sum for Divisions 2 & 3 in cols. 5, 6, 7 & 8.
3. Transcribe from cols. 12' & 13' of Table B-IV Part A—Appendix(State level) into cols. 3 & 4 for each major group and 'Divisions 2 & 3'.

6. B-IV PART C: CLASSIFICATION OF WORKERS IN NON-HOUSEHOLD INDUSTRY, TRADE, BUSINESS, PROFESSION OR SERVICE AS MAIN ACTIVITY BY CLASS OF WORKERS, AGE AND SEX—STATE LEVEL

(3')	(4')	(5')	(6')	(7')	(8')	(9')	(10')	(11')	(12')	(13')	(14')	(15')	(16')
Total		C(P, 0)											
0—14		C(P, 1)											
15—19		C(P, 2)											
20—24		C(P, 3)											
25—29		C(P, 4)				M/(1)		M/(2)		M/(3)		M/(4)	
30—39		C(P, 5)											
40—49		C(P, 6)											
50—59		C(P, 7)											
60+		C(P, 8)											
A.N.S.		C(P, 9)											

Instructions:

1. *This table is to be taken up only after completing Table* B-IV *Part D for all districts and adding them upto State level* This is necessary because the multipliers for this table are to be derived from the controls provided by final Table B-IV Part D.
2. Identify the corresponding controls from Statement C'(i) and enter in cols. 5' & 6' of final table.
3. Fill in 'Total' of all ages of final table cols. 7' to 16' by transcribing from cols. 3' to 12' of Table B-IV Part D at State level 'All Divisions' total.
4. Multiply the sample figures for each age-group cols. 9' to 16' by the corresponding multiplier in Statement M'(ii) and enter the product in final table cols. 9' to 16'.
5. Add cols. 9' to 16' column-wise over age-groups and tally with 'Total' of all ages. If it does not tally due to a small difference of 1 or 2 units only, this could be due only to rounding off. In such a case, adjust this difference among cells with large frequencies to ensure tally. If there are larger differences, the computations must be checked over again.
6. Add cols. 9', 11', 13' & 15' in final table and enter in col. 7' for each age-group.
7. Add cols. 10', 12', 14' & 16' in final table and enter in col. 8' for each age-group.
8. Add cols. 5' & 6' row-wise and enter in col. 4'.

7. B-IV PART D: INDUSTRIAL CLASSIFICATION BY SEX AND CLASS OF WORKERS OF PERSONS AT WORK IN NON-HOUSEHOLD INDUSTRY, TRADE, BUSINESS, PROFESSION AS MAIN ACTIVITY

(1)	(3′)	(4′)	(5′)	(6′)	(7′)	(8′)	(9′)	(10′)	(11′)	(12′)
All Divisions	C (OW, 0)									
Division '0' Major Groups 00—09			M (III, 0)		M(III, 0)		M(III, 0)		M(III, 0)	
Division '1' Major Groups 10—19			M(IV, 0)		M(IV, 0)		M(IV, 0)		M(IV, 0)	
Divisions '2 & 3' Major Groups 20—29, 30—39			M(Vb ,0)		M(Vb, 0)		M(Vb, 0)		M(Vb, 0)	
Division '4' Major Groups 40—49			M(IX, 0)		M(IX, 0)		M(IX, 0)		M(IX, 0)	
Division '5' Major Groups 50—59			M(VI, 0)		M(VI, 0)		M(VI, 0)		M(VI, 0)	
Division '6' Major Groups 60—69			M(VII, 0)		M(VII, 0)		M(VII, 0)		M(VII, 0)	
Division '7' Major Groups 70—79			M(VIII, 0)		M(VIII, 0)		M(VIII, 0)		M(VIII, 0)	
Division '8' Major Groups 80—89			M(VII, 0)		M(VII, 0)		M(VII, 0)		M(VII, 0)	
Division '9' Major Groups 90—99			M(IX, 0)		M(IX, 0)		M(IX, 0)		M(IX, 0)	

Instructions :

1. For every Division except 2 & 3 and major groups under them, fill in cols. 3′ & 4′ by transcribing from cols. 6′ & 7′ of Table B-IV Part A.
2. Identify the controls from Statement C(i) and enter in cols. 3′ & 4′ for 'All Divisions'.
3. For cells of cols. 3′ & 4′ under 'Divisions 2′ & 3′ transcribe appropriately from cols. 18′ & 19′ of *Appendix* to Table B-IV Part A.
4. Identify the multipliers from Statement M (i), multiply the corresponding sample figures for major groups only and enter the products in cols. 5′ to 12′.
5. Check row-wise whether the sum of columns 5′, 7′, 9′ & 11′ and that of cols. 6′, 8′, 10′ & 12′ tally with the corresponding totals in cols. 3′ & 4′ respectively for each major group. If it does not tally due to a small difference of 1 or 2 units only, this could be due only to rounding off. In such a case, adjust the difference among cells with large frequencies to ensure a tally. In case of larger differences check the computations over again.
6. Fill the remaining cells of final table as follows:
   (a) Add over all major groups under a Division Column-wise in the final table and enter the sum against the Division in cols. 5′ to 12′.
   (b) Add over all Divisions column-wise in the final table and enter the sum against 'All Divisions' in cols. 5′ to 12′.
7. After this table is completed for all districts add over all districts and prepare the corresponding State (Rural) table.

8. B-V PART A: OCCUPATIONAL CLASSIFICATION BY SEX OF PERSONS AT WORK ACCORDING TO MAIN ACTIVITY OTHER THAN CULTIVATION

(1)	(5′)	(6′)	(7′)
All Dns. NCO		C(NC, 0)	
Ind. Catg. III		C(III, 0)	
Ind. Catg. IV		C (IV, 0)	
Ind. Catg. IX		C(IX, 0)	
Dn. '0' NCO			
Ind. Catg. III			
Ind. Catg. IV			
Group '00' NCO			
Ind. Catg. III			
Ind. Catg. IV			
Fmly '000'			
NCO			
Ind. Catg. III		M(III, 0)	
Ind. Catg. IV		M(IV, 0)	
Ind. Catg. Va		M(Va, 0)	
Ind. Catg. Vb		M(Vb, 0)	
Ind. Catg. VI		M(VI, 0)	
Ind. Catg. VII		M(VII, 0)	
Ind. Catg. VIII		M(VIII, 0)	
Ind. Catg. IX		M(IX, 0)	
Fmly. '001' NCO			
Dn. '1' NCO			
Ind. Catg. III			

Instructions :

1. Identify the corresponding controls from Statement C (i) and enter in cols. 6′& 7′ of final table for 'All Dns. of NCO' and Industrial Categories under it.

2. Identify the corresponding multipliers from Statement M (i), multiply sample figures for each industrial category under families only and enter the product in cols. 6′ & 7′ of final table. (Note that the same multipliers indicated here apply to categories under every family.)

3. For each Industrial Category add over all the 'families' column-wise and tally with the corresponding figure under 'All Divisions' for cols. 6′ & 7′. If it does not tally due to a small difference of 1 or 2 units only, this could be due only to rounding off. In such a case, adjust this difference among cells with large frequencies to ensure a tally. If there are larger differences, the computations must be checked over again.

   (i) Fill in 'Family' totals by adding over all Industrial categories column-wise for cols. 6′ & 7′.

   (ii) Add the related 'Family' totals to fill in the 'Group' totals and then the related 'group' totals to fill in the 'Division' totals.

   (iii) Fill in for each Industrial Category under a 'Group' by adding over all the families under the 'group' and for each Industrial Category under a 'Division' by adding over all the groups under the division.

5. Add cols. 6′ & 7′ row-wise in final table and fill in col. 5′.

6. Transcribe 'group' totals from cols. 6′ & 7′ of final table into Statement C (iii) to compute multipliers for Table B-VI Part B (i) & B (ii).

7. When this table is completed for all districts add over all the districts and prepare the State level table.

8. Subtract from 'group' totals in cols. 6′ & 7′ of this final table, sub-totals for Industrial Category Va and under the remainders in Statement C′(iv) to compute multipliers for Table B-V Part B.

9. B-V PART B: OCCUPATIONAL CLASSIFICATION BY SEX AND CLASS OF WORKERS IN NON-HOUSEHOLD INDUSTRY, TRADE, BUSINESS, PROFESSION OR SERVICES AS MAIN ACTIVITY—STATE LEVEL

(1)	(3′)	(4′)	(5′), (7′) (9′) & (11′)	(6′), (8′) (10′) & (12′)
All Dns.	C(OW, 0)			
Dn. '0'				
Group '00'	C_{00}		M_{00}	
Group '09'	C_{09}		M_{09}	
Dn. '1'				
Group '10'	C_{10}		M_{10}	
Group '19'	C_{19}		M_{19}	
Dn. '9'				
Group '90'	C_{90}		M_{90}	
Group '99'	C_{99}		M_{99}	

Instructions:

1. This table will be taken up only after Table B-V Part A State level is completed.

2. Fill in cols. 3′ & 4′ for 'All Dns'. From Statement C(i) and for each 'Group', the Corresponding control 'C' from statement C (iv) (e.g., for Group 15 the control will be C 15).

3. For each 'group' identify the corresponding multiplier from Statement M(iv), multiply the sample figure and fill in cols. 5′ to 12′. (e.g. as in (2) the multiplier for Group 15 will be M 15).

4. Add cols. 5′, 7′, 9′, & 11′ and cols. 6′, 8′, 10′ & 12′ for each 'group' row by row and tally with the controls already recorded in cols. 3′ & 4′ respectively. If it does not tally due to a small difference of 1 or 2 units only, this could be due only to rounding off. In such a case, adjust this difference among cells with large frequencies to ensure a tally. If there is a larger difference, the computations must be checked over again.

5. Fill in the remaining cells as below to complete the table.

   (i) Add over all 'groups' under the Division column-wise and fill in cols. 3′ to 12′ for every Division.

   (ii) Add over all Divisions column-wise and fill in cols. 5′ to 12′ for 'All Divisions'.

10. B-VI PART B(i): OCCUPATIONAL CLASSIFICATION OF PERSONS AT WORK ACCORDING TO MAIN ACTIVITY OTHER THAN CULTIVATION BY SEX AND AGE-GROUPS IN RURAL AREAS ONLY

(1)	(2)	(3)	(4)	(5)
All Dns.	Total		C(NC, 0)	
	0—14			
	15—19			
	60+			
	ANS			
Dn. '0'	Total			
	0—14			
	15—19			
	60+			
	ANS			
Each group	Total	C_{OJ}		
(00—09)	0—14, ANS	M_{OJ}		
Dn. '1'	Total			
	0—14			
	60+			
	ANS			
Each group	Total	C_{ij}	C_{ij}	
(10—19)	0—14, 60+, ANS	M_{ij}	M_{ij}	
and so on				

Instructions:

1. Fill in cols. 4 & 5 for 'All Dns. Total' (of all ages) from Statement C (i).

2. For each 'group' of NCO identify the corresponding control from Statement C (iii) and fill in the appropriate cells in cols. 4 & 5 for 'Total' of all ages.

3. For each 'group' of NCO identify the corresponding multiplier from Statement M (iii), multiply the sample figure for each age-group under the occupational 'group' and fill in cols. 4 & 5.

4. For each 'group' of NCO add over all age-groups and tally with the 'Total' for all ages. If it does not tally due to a difference of 1 or 2 units only, this could be due only to rounding off. In such a case, adjust this difference among the cells for age-groups with large frequencies to ensure a tally. If there are larger differences, the computations must be checked over again.

5. Fill in cols. 4 & 5 for 'Divisions' by adding over all 'groups' column-wise for each age-group and 'total' of all ages.

6. For 'All Divisions' for each age-group add over all Divisions and fill in cols. 4 & 5.

7. Fill in col. 3 by adding cols. 4 & 5 row-wise for each age-group and 'total' under 'groups' 'Divisions' and 'All Divisions'.

11. B-VI PART B(ii): OCCUPATIONAL CLASSIFICATION OF PERSONS AT WORK ACCORDING TO MAIN ACTIVITY OTHER THAN CULTIVATION CLASSIFIED BY SEX AND EDUCATIONAL LEVELS IN RURAL AREAS ONLY.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
All Divisions		C(NC,0)													
Division '0'															
Group '00'		C_{00}				M_{00}		M_{00}		M_{00}		M_{00}		M_{00}	
Group '01'		C_{01}				M_{01}		M_{01}		M_{01}		M_{01}		M_{01}	
,,		,,				,,		,,		,,		,,		,,	
,,		,,				,,		,,		,,		,,		,,	
Group '09'		C_{09}				M_{09}		M_{09}		M_{09}		M_{09}		M_{09}	
Division '1'															
Group '10'		C_{10}				M_{10}		M_{10}		M_{10}		M_{10}		M_{10}	
Group '11'		C_{11}				M_{11}		M_{11}		M_{11}		M_{11}		M_{11}	
,,		,,				,,		,,		,,		,,		,,	
,,		,,				,,		,,		,,		,,		,,	
Group '19'		C_{19}				M_{19}		M_{19}		M_{19}		M_{19}		M_{19}	
Division '2'															
,,		,,						,,		,,		,,		,,	
		,,						,,		,,		,,		,,	

Instructions :

1. Fill in cols. 3 & 4 for 'All Divisions' from Statement C(i).

2. For each 'group' identify the corresponding control 'C' from statement C(iii) and fill in cols. 3 & 4 (e.g., the control for group 06 will be C_{06}).

3. For each 'group' identify the corresponding multiplier 'M' from Statement M(iii) Multiply the sample figure and fill in cols. 7 to 16. (e.g. the multiplier for group 06 will be M_{09}).

4. (i) Add cols. 7, 9, 11, 13 & 15 row-wise and fill in col. 5 for each 'Group',

   (ii) Add cols. 8, 10, 12, 14 & 16 row-wise and fill in col. 6 for each 'group',

   (iii) Check whether the figures of cols. 5 and 6 exceed those of cols. 3 and 4 respectively for any group. If so, the differences can be only 1 or 2 units due to rounding off, which may be adjusted among the cells for educational levels of that group, and tally cols. 5/6 with cols. 3/4. If cols. 5/6 exceeds cols. 3/4 by more than 1 or 2 units, the computations must be checked over again.

5. For each division fill in cols. 3 to 16 by adding over all groups under the Division Column-wise. Add over all the Divisions column-wise and fill in cols. 5 to 16 for All Divisions.

6. Add cols. 3 & 4 row-wise and fill in col. 2 for each 'Group', 'Division' and 'All Divisions'.

12. B-VII: SECONDARY WORK I.E., PERSONS HAVING MAIN ACTIVITY (i) CULTIVATORS (ii) AGRICULTURAL LABOURERS (iii) HOUSEHOLD INDUSTRY (iv) NON-HOUSEHOLD INDUSTRY AND (v) NON-WORKERS CLASSIFIED BY SEX AND BY SECONDARY WORK (i) HOUSEHOLD INDUSTRY (ii) CULTIVATOR (iii) AGRICULTURAL LABOURER OR (iv) NON-HOUSEHOLD INDUSTRY, TRADE, BBUSINESS OR SERVICE.

(1)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Cultivator	M(I,0)		M(I,0)		M(I,0)		M(I,0)	
Agricultural Labourer	M(II,0)		M(II,0)		M(II,0)		M(II,0)	
Household Industry	M(Va,0)		M(Va,0)		M(Va,0)		M(Va, 0)	
Non-Household Industry, Trade, Business or Service	M(OW,0)		M(OW,0)		M(OW,0)		M(OW,0)	
Non-workers	M(X,0)		M(X,0)		M(X,0)		M(X,0)	

Instruction :

1. Identify the corresponding multipliers from Statement M(i), multiply sample figures and fill in final table.

13. B-VII: SECONDARY WORK I. E., PERSONS HAVING MAIN ACTIVITY (i) CULTIVATORS, (ii) AGRICULTURAL LABOURERS (iii) HOUSEHOLD INDUSTRY, (iv) NON-HOUSEHOLD INDUSTRY AND (v) NON-WORKERS CLASSIFIED BY SEX AND BY SECONDARY WORK (i) HOUSEHOLD INDUSTRY (ii) CULTIVATOR, (iii) AGRICULTURAL LABOURER OR (iv) NON-HOUSEHOLD INDUSTRY, TRADE BUSINESS OR SERVICE—STATE LEVEL

APPENDIX

Distribution of persons having secondary work as Non-household Industry, Trade, Business & Service.

(3)	(4)	(5)	(6)	(7)	(8)	(9′)	(11′)	(13′)	(25′)	(27′)	(29)	& (31)
M(I,0)		M(II,0)		M(Va,0)				M(OW,0)		M (X,0)		

Instruction :

Identify the corresponding multipliers from Statement M′(i), multiply sample figure and fill in final table.

14. B-VIII: PERSONS CLASSIFIED AS NON-WORKERS ACCORDING TO MAIN ACTIVITY CROSS-CLASSIFIED BY SEX, AGE-GROUPS AND TYPE OF ACTIVITY

(3)	(4)	(5)	(6)	(7')	(9')	(11')	(13')	(15')	(17) & (19)
Total		C(X,0)							
0—14		C(X,1)					M(X,1)		
15 19		C(X,2)					M(X,2)		
20—24		C(X,3)					M(X,3)		
25—29		C(X,4)					M(X,4)		
30—39		C(X,5)					M(X,5)		
40—49		C(X,6)					M(X,6)		
50—59		C(X,7)					M(X,7)		
60+		C(X,8)					M(X,8)		
ANS		C(X,9)					M(X,9)		

Instructions :

1. Identify the corresponding controls from Statement C(i) and fill in cols. 5 & 6 for 'Total' and each age-group.

2. For each age-group identify the corresponding multiplier from Statement M(i), multiply the sample figures and fill in cols. 7 to 20.

3. Add the cols. 7, 9, 11...19 and cols. 8, 10, 12..20 row-wise and tally the total with the figures already entered in cols. 5 & 6, respectively, for each age-group. If it does not tally due to a small difference of 1 or 2 units only, this could be due only to rounding off. In such a case, adjust this difference among the cells for age-groups with large frequencies to ensure a tally. If there are larger differences, the computations must be checked over again.

4. Fill in the remaining cells as below:—

   (i) Add over all age-groups column-wise and fill in 'Total' of all ages in cols. 7 to 20.

   (ii) Add cols. 5 & 6 row-wise for each age-group and total and fill in col. 4.

5. After this table is completed for all districts add up cols. 19 & 20 over all districts to get State level figures of these columns.

15. B-IX PART B: NON-WORKERS CATEGORISED AS OTHERS AGED 15 AND ABOVE CLASSIFIED BY SEX, AGE-GROUPS AND EDUCATIONAL LEVELS IN RURAL AREAS ONLY—STATE LEVEL

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Total Illiterate Literate (without educational level) Primary Middle Graduate & above		M(L)		M(L)		M(L)		M(L)		M(L)	

Instructions :

1. Identify the corresponding multiplier from Statement M'(i), multiply the sample figures and fill in cols. 3 to 12 for each educational level including 'literate (without educational level)'.
2. Fill in cols. 5 to 10 for 'Total' by transcribing from cols. 19 & 20 (State level for age-group) 15-19, 20-24 and 25-29 of Table B-VIII.
3. Add over age-groups 30-39, 40-49, 50-59 and 60+ column-wise figures in cols. 19 & 20 (State level) of Table B-VIII and fill in cols. 11 & 12 respectively for age-group 30+ for 'Total'.
4. Subtract figures for age-group 0-14 from cols. 19 & 20 (State level) for 'Total' of Table B-VIII and fill in cols. 3 & 4 of 'Total'.
5. Add cols. 3 & 4 row-wise and fill in col. 2.
6. Add over all educational levels including 'literate (without educational level)' column-wise, and subtract the totals from 'Total' column-wise and fill in cols. 2 to 12 for 'illiterate'.

16. C-II : AGE & MARITAL STATUS

(1)	(3) (4)	(5)	(6), (8), (10), (12) & (14)	(7), (9), (11), (13), & (15)
All Ages	C(P,0)			
0—9			M(P,1)	
10—14				
15—19	C(P,2)		M(P,2)	
20—24	C(P,3)		M(P,3)	
25—29	C(P,4)		M(P, 4)	
30—34			M(P,5)	
35—39				
40—44			M(P,6)	
45—49				
50—54			M(P,7)	
55—59				
60—64			M(P,8)	
65—69				
70+				
A.N.S.	C(P,9)		M(P,9)	

Instructions :

1. Identify the controls in cols. 4 & 5 from Statement C'(i) and fill in the cells for 'All Ages', age-groups 15-19, 20-24, 25-29 and A.N.S.
2. Identify the corresponding multipliers from Statement M(i), multiply sample figures and fill in cols. 6 to 15 for age-groups.
3. Add cols. 6, 8, 10, 12 & 14 row-wise and tally with column 4 for age-groups 15-19, 20-24, 25-29 and 'Age Not Stated'. Similarly add cols. 7, 9, 11, 13 and 15 row-wise and tally with col. 5 for same age-groups.
4. For other age-groups add cols. 6, 8, 10, 12 & 14 row-wise and tally with col. 5 of Table B-1 Part A, age-group-wise by age-groups suitably. Similarly add cols. 7, 9, 11, 13 & 15 row-wise and tally with col. 6 of Table B-I Part A age group-wise, adding over age-groups suitably. If it does not tally due to a small difference of 1 or 2 units only, this could be due only to rounding off. In such a case, adjust the difference among cells with large frequencies to ensure a tally. In case of larger differences, the computations have to be checked over again.
5. Add cols. 6, 8, 10, 12 and 14 row-wise and fill in col. 4 for age-groups other than 15-19, 20-24, 25-29 and 'Age not stated'. Similarly add cols. 7, 9, 11, 13 and 15 row-wise and fill in col. 5 for the same age-groups.
6. Add column-wise cols. 6 to 15 over all age-groups and fill in those cols. for 'All Ages'.
7. Add cols. 4 & 5 row-wise and fill in cols. 3 for 'All ages' and each age-group.

17. C-III PART A: AGE, SEX AND EDUCATION IN RURAL AREAS

(1)	(2')	(3')	(4')	(5')	(6')	(7'), (9)', (11'), (13'), (15'), (17) & (19)	(8'), (10') (12') (14') (16), (18) & (20)
All Ages	C (P,O)						
0-4							
5-9							
10-14							
15-19	C (P,2)					M (L)	
20-24	C (P.3)						
25-34							
35+							
A.N.S.	C (P,9)						

Instructions:

1. Table C-IV Appendix should be completed before taking up this table.
2. Identify the corresponding controls from Statement C(i) and fill in cols, 3' & 4' for 'All ages', age-groups 15-19, 20-24 and 'age not stated'.
3. Identify the corresponding multipliers from Statement M(i), multiply the sample figures, and fill in cols. 7' to 20' for each age-group including 'age not stated'.
4. Transcribe from cols. 4 & 5 of Table C-IV Appendix for age-groups 0-4, 5-9 & 10-14 into cols. 3' & 4'. Add over age-groups 25-29 & 30-34 and over age-groups 35-39 onwards from cols. 4 & 5 of Table C-IV Appendix and fill in cols. 3' & 4' for age-groups 25-34 & 35 + respectively.
5. Fill in the remaining cells as follows:—
   (i) Add over all age-groups including 'age not stated' in final column-wise and fill in cols. 7' to 20' for 'All ages'.
   (ii) Add cols. 7', 9', 11', 13', 15', 17' & 19' for each age-group and 'All ages' row-wise and subtract from cols. 3'. Fill in remainder in cols. 5'. Similarly add cols. 8', 10', 12', 14', 16', 18' & 20' row-wise, subtract from col. 4' and fill in col. 6' for each age-group and 'All ages'.
   (iii) Add cols. 3' & 4' row-wise and fill cols. 2'.

18. C-IV: SINGLE YEAR AGE RETURNS

(1)	(4)	(5)	(1)	(4)	(5)
All Ages	C (P,0)				
0	M (P,1)		30	M (P,5)	
1			..		
2			..		
3			39		
..			40	M (P,6)	
..			..		
14			49		
15	M (P,2)		50	M (P,7)	
16			..		
..			..		
..			59		
19					
20	M (P,3)		60	M (P,8)	
..			..		
..			..		
24			..		
25	M (P,4)		99		
..			100+		
..					
29			A. N. S.	C (P,9)	

Instructions:

1. Identify the corresponding controls from Statement **C**(i) and fill in cols. 4 & 5 for 'All Ages' and 'ANS'.

2. Identify the corresponding multipliers from Statement M(i), multiply the sample figures and fill in for all other cells of columns 4 and 5.

3. Add cols. 4 & 5 column-wise over appropriate ages and tally with the age-group figures in cols. 4 & 5 respectively of Table C-II age-group-wise. If it does not tally due to a small difference of 1 or 2 units only, this could be due only to rounding off. In such a case, adjust the difference among cells with large frequencies to ensure a tally. If there are large differences, the computation must be checked over again. Add over districts and prepare State-level table.

19. C-IV: SINGLE YEAR AGE RETURNS—DISTRIBUTION OF PERSONS BY FIVE YEAR AGE-GROUPS

APPENDIX

(1)	(4)	(5)
All Ages	C (P,0)	
0-4		
5-9		
10-14		
⋮		
95-99		
100+		
A.N.S.	C (P,9)	

Instructions:

1. Identify the corresponding controls from Statement C(i) and fill in cols. 4 & 5 for 'All Ages' and 'ANS'.

2. Transcribe from cols. 4 & 5 of Table C-II to fill in columns for each of the age-groups except 0-4, 5-9, 70-74 and beyond.

3. Add cols. 4 & 5 of Table C-IV column-wise over single year ages fill in cells for age-groups 0-4, 5-9, 70-74 and beyond completing the table.

20. C-VI: Bilingualism

Instructions:

1. This final table will be estimated only at the State level.
   The sample table should be brought up to the State level separately for rural before taking up this final table.

2. For each mother-tongue transcribe full count figures from cols. 7 & 8 of Table C-V into cols. 2 & 3.

3. Multiply sample figures by 10 for each mother-tongue and subsidiary language and fill in cols. 4, 5 & 6.

21. D-I: Population Classified By Place of Birth

Main Table

Instructions:

1. Row 1 relates to the Rural population enumerated in the state and constituent districts while cols. 15, 16 & 17; 24, 25 & 26; 33, 34 & 35,.....etc., will relate to District 1. District 2, District 3,.....etc., respectively. The appropriate control figures C(P,O) relating to the Districts are to be drawn from Statement C(i) and entered in the respective columns of the first row of the final table.

2. For the other rows identify the appropriate multipliers M(P,O) (one for male and the other for female) for each district from Statement M(i), multiply the corresponding sample figures and fill in the related cols. 16, 25, 34.. ..... for males and 17, 26, 35..... for females of the final table for Birth Place A.I (a), A.I (b), A.I.(c), A.II(a) A.II(b) etc. (Rural/Urban/Unclassifiable), each country under B, C, D, E, F & G. Add column-wise over all places of birth and tally with 'Total Population' for cols. 16, 17, 25, 26 34, 35..... If it does not tally due to a difference of 1 or 2 units only, this could be due only to rounding off. In such a case, adjust this difference among the cells for minor groups with large frequencies to ensure a tally. If there are larger differences the computations must be checked over again. Add column-wise over appropriate places of birth and fill up the totals for AI AII (Rural/Urban/Unclassifiable); B.C,D, E&F.

3. Then add cols. 16 & 17; 25 & 26; 34 & 35...and fill in other cells of cols. 15, 24, 33...etc.

22. D-I, Appendix I

Persons born in other Districts of the State and enumerated in this District.

1. Only cols. 5 & 6 of this appendix need be filled.

2. Identify the two Multipliers M(P,O) (one for male and the other for female) associated with the District on hand, multiply the sample figures of all the rows by the appropriate M(P,O) and fill in the cells of cols. 5 & 6 of the final table.

3. Transcribe figures from cols. 16 & 17 of Main Table-D-I for AI(c) 'Born in other districts of the State' (Rural/Urban/Unclassified) into cols. 5 & 6 for Total.

4. Add column-wise over all districts of birth and tally with Total for cols. 5 & 6. If it does not tally due to a difference of one or two units only, this could be due only to rounding off. In such a case, adjust this difference among the cells for minor groups with large frequencies to ensure a tally. If there are larger differences, the computations must be checked over again.

23. D-I: Population Classified By Place Of Birth

Appendix II

(Persons born in this district but enumerated in other districts of the State

Instructions:

1. This Appendix can be prepared only after Appendix I is completed for all the Districts of the State.
2. Assemble the cols. of Appendix I for all districts in the form of a matrix with districts of enumeration/birth forming the columns/rows. Each row of this matrix will then give cols. 7, 8, 13, 14, 19, 20 etc. of Appendix II for each Districts.

24. D-II, D-II Appendix, D-V & D-VII and at State level F-I. ..... F-V.

In all these tables, multiply the sample cell frequencies uniformly by 10 and fill in the columns of final table.

APPENDIX V

CHECKS FOR CONSISTENCY WITHIN TABLES

1. B-I, PART B

(i) *Cols. 5 & 6*

For each age-group and 'Total' add over all marital status and tally with corresponding figure for 'All marital status'.

(ii) *'Total' of all ages*

For each marital status add cols. 7 to 16 and tally with col. 6. Add col. 6 to col. 17 and tally with col. 5.

2. B-III, PART B

Illiterate

Male

(i) Add cols. 7, 9, 11, 13, 15, 17, 19, 21, 23 & 25 and tally with col. 5.

(ii) Add cols. 5 & 27 and tally with col. 3.

Female

(iii) Similarly add cols. 8, 10, 12, 14, 16, 18, 20, 22, 24 & 26 and tally with col. 6.

(iv) Add cols. 6 & 28 and tally with col. 4.

3. B-IV, PART A

Col. 5'

For each major group under all Divisions except 2 & 3

Add column-wise over all minor groups under a major group and tally with figure for the major group.

For each Division except 2 & 3

Add column-wise over all major groups under a division and tally with figure for the division.

4. B-IV, PART A—APPENDIX

Cols. 5', 6', 7', 11' & 17'

(i) Add column-wise over all minor groups under a major group and tally with figure for major group.

(ii) Add over all Major Groups and tally with figure for 'Divisions 2 & 3'.

5. B-IV, PART C

Cols. 4', 7' & 8'

Add column-wise over all age-groups and tally with figure for 'Total' of all ages.

6. B-IV, PART D

For each Division & 'All Divisions'

(i) Cols. 5', 7', 9' & 11' : Add row-wise and tally with col. 3'.

(ii) Cols. 6', 8', 10' & 12' : Add row-wise and tally with col. 4'.

7. B-V, PART A

Col. 5': *For each 'Family', 'Group' & 'Division'*

Add column-wise over all industrial categories under a family, Group or Division and tally with the figure for the 'Family', 'Group' or 'Division'.

8. B-V, PART B

For each Division & 'All Divisions'

(i) Cols. 5', 7', 9' & 11': Add row-wise and tally with Col. 3'.

(ii) Cols. 6', 8', 10' & 12': Add row-wise and tally with col. 4'.

9. B-VI, PART B(i)

Col. 3: *For each group, Division & 'All Divisions'*

Add column-wise over all age-groups under a 'Group', 'Division' or 'All Divisions' and tally with 'Total' of all ages.

10. B-VI, PART B (ii)

Cols. 2, 5 & 6

(i) For each Division: Add column-wise over all groups under a 'Division' and tally with figure for the 'Division'.

(ii) For 'All Divisions' : Add column-wise figures for all the Divisions and tally with figure for 'All Divisions'.

11. B-VIII

(i) *For 'Total'*

(a) Add cols. 7, 9, 11, 13, 15, 17 & 19 and tally with col. 5.

(b) Add cols. 8, 10, 12, 14, 16, 18 & 20 and tally with col. 6.

(ii) *Col. 4*

Add figures for all age-groups and tally with 'Total'.

12. C-II

Cols. 3, 4 & 5

Add column-wise over all age-groups and tally with 'All Ages'.

13. C-II, PART A

Cols. 2, 5 & 6 : Add over all age-groups column-wise and tally with figure for 'All Ages'.

14. C-IV & C-IV—APPENDIX

Cols. 4 & 5 : Add column-wise over all age-groups or ages and tally with figure for 'All Ages'.

15. D-I

Cols. 15, 24, 33 etc.

(i) Add column-wise over countries of birth under B, C, D, E & F separately and tally with corresponding totals.

(ii) Add over places of birth (a), (b) & (c) under A-I and tally with total of A-I (separately for 'Rural', 'Urban' and 'Unclassifiable').

(iii) Add over places of birth (a), (b), etc. under A-II and tally with total of A-II (separately for 'Rural', 'Urban' & 'Unclassifiable').

(iv) Add A-I & A-II and tally with total of A (separately for 'Rural', 'Urban' & 'Unclassifiable').

(v) Add A (total of Rural, Urban & Unclassifiable), B, C, D, E, F & G and tally with 'Total Population'.

16. In tables F-I, F-II, and F-V, the present age for any woman cannot be lower than her age at marriage. That is, there should be no figures below the diagonal line starting from top left of the table.

APPENDIX VI

CHECKS FOR CONSISTENCY BETWEEN TABLES

1. B-I, PART B

Tally the entire block for 'All Marital Status' cols. 5 to 17 for each age-group and 'total' with the cols. for females cols. 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28 & 30 of Table B-I, Part A.

2. B-III, PART B

(i) Tally the row for 'Total' cols. 2 to 28 with the row for 'Total' of all ages cols. 4 to 30 of Table B-I Part A.

(ii) Tally the difference of figures for 'Total' and 'Illiterate' in cols. 2, 3 & 4 column-wise with cols. 16, 17 & 18 of PCA.

3. B-IV, PART A—APPENDIX

Tally figures for 'Total' of Divisions 2' & 3' in cols. 12', 13', 18' & 19' with 'Total' in cols. 17, 18, 19 & 20 of table B-I Part A.

4. B-IV, PART A

(i) Tally figures of cols. 6' & 7' for Divisions '0', '1', '5' & '7' with cols. 13 & 14, 15 & 16, 21 & 22 and 25 & 26 respectively of Table B-I, Part A.

(ii) Tally from cols. 6 & 7 the totals of Divisions 4 & 9 and 6 & 8 with cols. 27 & 28 and 23 & 24 respectively of Table B-I Part A.

(iii) Tally the figures for Division 2 & 3 in cols. 6' & 7' with the total of cols. 17 & 19 and 18 & 20 respectively of Table B-I, Part A.

(iv) Tally cols. 6 & 7 for each major and minor group with cols. 6' & 7' of table B-IV Part A Appendix.

5. B-IV, PART B

Tally figures for 'Total' of Divisions 2 & 3 in cols. 3 & 4 with 'Total' in cols. 17 & 18 of Table B-I Part A.

6. B-IV, PART D

Tally cols. 3' & 4' for Divisions '0', '1', '4', '5', '6', '7', '8', & '9' with cols. 6' & 7' for corresponding 'Divisions' of Table B-IV Part A. Tally cols. 3' & 4' for Divisions 2' & 3' and the related major Groups with cols. 18' & 19' for 'Divisions' 2 & 3 total of Table B-IV Part A-Appendix.

7. B-IV, PART C

(i) Tally cols. 4', 5' & 6' for each age-group and 'Total' with cols. 4, 5 & 6 of Table B-I Part A.

(ii) Tally cols. 7' to 16' for 'Total' of all ages with cols. 3' to 12' for 'All Divisions' total of Table B-IV Part D.

Cols. 7' & 8' for each age-group of the table may not tally with the age-groupwise total of cols. 13, 15, 19, 21, 23, 25 & 27 and of cols. 14, 16, 20, 22, 24, 26 & 28 of Table B-I Part A.

8. B-V, PART A

(i) Tally cols. 6' & 7' for each industrial category under 'All Divisions' with the corresponding figures (cols. 13 to 28) in the row for total, Table B-I, Part A.

(ii) Tally cols. 6' & 7' for 'All Divisions' total with cols. 6' & 7' for 'All Divisions' total of Table B-IV Part B.

9. B-V, PART B

'All Divisions' totals in cols. 5' to 12' of this table may not tally with either 'All Divisions' totals of cols. 5' to 12' of Table B-1V Part D or 'Total' of all ages cols. 9' to 16' of Table B-IV Part C, respectively.

10. B-VI, PART B(i)

Tally cols. 3, 4 & 5 for 'Total' of all ages for each Group, Divisions and 'All Divisions' with corresponding figures in cols. 5', 6' & 7' of Table B-V Part A.

Cols. 4 & 5 for each age-group for 'All Occupational Divisions' total may not tally with age-groupwise totals of cols. 13, 15, 17, 19, 21, 23, 25 & 27 and of cols. 14, 16, 18, 20, 22, 24, 26 & 28 of Table B-I Part A.

11. TABLE B-VI, PART B (ii)

(i) Tally cols. 2, 3 & 4 for every Group, Division and 'All Divisions' total with the corresponding figures in cols. 5', 6' & 7' of Table B-V Part A. (District level)

(ii) Tally col. 5 for 'All Occupational Divisions' total with the difference (Total—Illiterate) obtained from cols. 11, 13, 15, 17, 19, 21, 23 & 25 put together of Table B-III Part B. Similarly tally col. 6 for females in association with cols. 12, 14, 16, 18, 20, 22, 24 & 26 of Table B-III Part B for Total & 'Illiterate'.

12. B-VIII (District level)

Tally cols. 5 & 6 for each age-group and 'Total' with cols. 29 & 30 of Table B-I Part A.

13. C-II (District level)

Tally cols. 4 & 5 with cols. 5 & 6 by age-groups of Table B-1, Part A.

(Combine the age-groups suitably to correspond with the broad age-groups of Table B-I Part A).

14. C-III, PART A

(i) Tally cols. 3 & 4 with cols. 5 & 6 of Table B-I Part A by age-groups by suitably combining the age-groups.

(ii) Tally cols. 3 to 20 for 'All Ages' with row-wise figures of cols. 3 & 4 by educational level of Table B-III Part B by suitably combining the age-groups.

15. C-IV—APPENDIX

Tally cols. 4 & 5 (by suitable addition over age-groups) with cols. 4 & 5 of Table C-II District level by age-groups.

(Combine the age-groups suitably to correspond with the broad age-groups of Table B-I Part B).

16. C-IV

Add column-wise over ages appropriately and tally cols. 4 & 5 with cols. 4 & 5 of Table C-IV-Appendix.

17. C-VI

Tally cols. 2 & 3 for each mother-tongue with cols. for same district of C-V.

18. D-I

Tally cols. 17, 25 & 26 etc. for 'Total Population' with the 'Total' of corresponding district in cols. 5 & 6 of Table B-I Part A.

19. D-I, APPENDIX 1

Tally column totals of cols. 5 & 6 with those of cols. 4 & 5 for A-I (c) 'Born in other Districts of the State' of Table D-I.

20. D-I APPENDIX II

Tally cols. 5 & 6 of a particular district with cols. 5 & 6 of Appendix I for the same district the names of birth district in col. 1 of both the appendices, being the same. This process may be continued till all the districts in Appendix II are completed.

21. D-II

As given for D-V & D-VI

22. D-II APPENDIX

(i) Tally 'All Ages' Rural figures for each State in cols. 3, 4, 5 & 6.....12 with row-wise totals of cols. 6, 8 & 10 (for males), 7, 9 & 11 (for females) for corresponding States under 'II—States in India beyond State of enumeration' of Table D-II.

(ii) Tally col. 13 for all ages with total of cols. 6, 8 & 10 (for males) and 7, 9 & 11 (for females) with total of items B, C, D, E & F of Table D-II.

23. D-V

Tally cols. 4 & 5 by 'Last residence' with corresponding figures in cols. 4 & 5 of Table D-II.

24. D-VI

Tally col. 5 for males & females for Total with corresponding figures for Total in cols. 4 & 5 of Table D-II.

25. THESE CHECKS ARE TO BE CARRIED OUT WITH RESPECT TO BOTH WOMEN (W) AND BIRTHS TO THEM (B), AND ARE APPLICABLE TO BOTH SAMPLE TABLES AND FINAL TABLES

Sl. No.	Distribution by	Tables
1	2	3
1.	Present Age	F—1, F—II* and F—V @
2.	Age at Marriage	F—1, F—II*, F—III, F—IV* and F—V@
3.	Educational Level	F—II, F—IV and F—V**
4.	Religion	F—I, F—III, and F—V*
5.	Duration of Marriage	F—III and F—IV*
6.	Present age X Age at Marriage	F—I, F—II* and F—V@
7.	Age at Marriage X Religion	F—I, F—III and F—V*
8.	Age at marriage X Duration of Marriage	F—III and F—IV*
9.	Age at marriage X Educational level	F—II, F—IV and F—V**
10.	Scheduled Castes and Scheduled Tribes by Age at marriage	F—I Appendix and F—III Appendix

* Figures to be obtained by adding over all educational levels.

** Figures to be obtained by adding over all religions.

@ Figures obtained by adding over all religion × educational level classes.

PROCEDURE FOR ESTIMATION OF FINAL CENSUS TABLES-20% URBAN

Modifications to be incorporated in the instructions issued earlier for the 10% Rural Sample

All Urban Tables except D-III, D-IV, D-V & D-VI are to be estimated for total urban i.e. city and non-city combined whether at district or State level. As in the case of rural tables, urban tables will also be estimated through the use of controls available from full-count tables B-I Pt. A, C-V and from PCA, and multipliers derived from them. Therefore, the methodology for estimation of district and State level tables for rural will be followed for urban tables also with a few exceptions, which are elaborated in the following paras.

2. The instructions contained in Appendices II, V & VI to our earlier note 'Procedure for Estimation of Final Census Tables based on sample of Individual Slips—10%Rural' may be followed identically for estimation of urban tables also. Care should however be taken to change the column numbers, where necessary, so as to conform to the urban part of the Tables.

3. Appendix I of the earlier note giving the flow chart needs to be modified with regard to the C-Series of Tables since the sample table C-IV for urban has been prepared only at State level. This modification is indicated in Enclosure I.

4. Appendix III requires no modification. The Statements of multipliers M(i) and M'(i) will be in a slightly different form, because of computerisation. With regard to Statement M'(i), however, a few multipliers for males/females namely M(I, O), M(II, O), M(Va, O), M(X,O), M(OW,O), M(L) need to be worked out at the DCO's Offices with the help of the controls available in Table B-I Pt. A and sample figures from State Level Table B-III as per instruction 4(ii), (iv) & (v) for preparation of Statement C'(i) for rural. Regarding C(i) & C'(i) instead of preparing them separately the controls may be conveniently copied directly from Table B-I, Pt. A, and PCA.

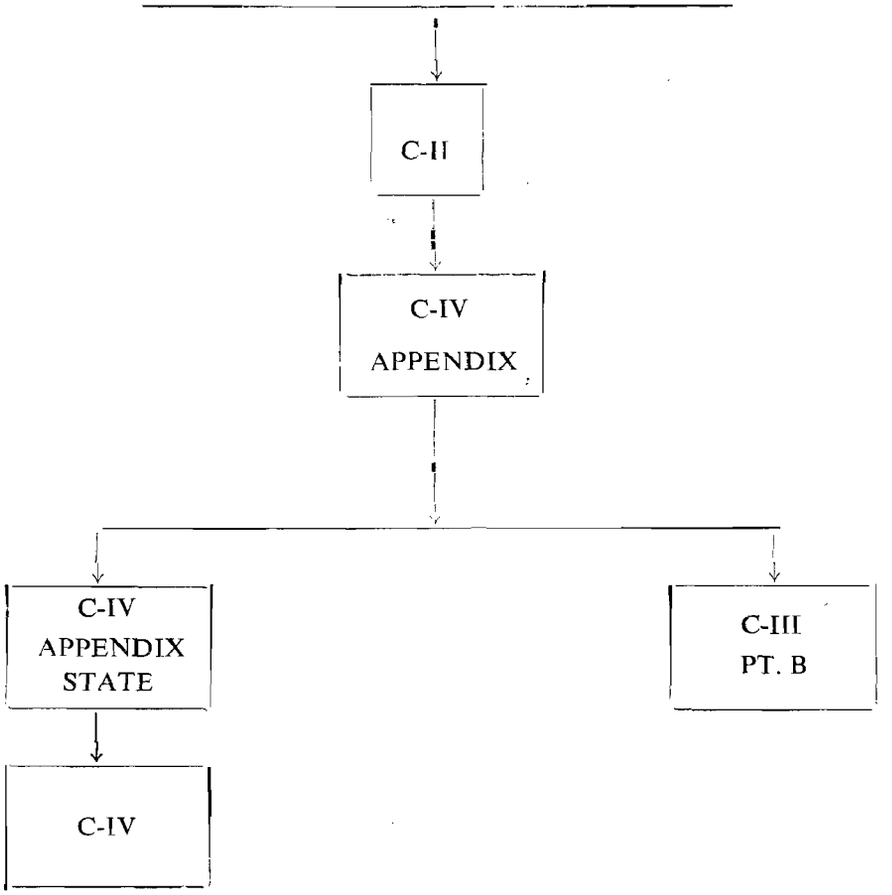
Control & multiplier statements C'(ii), C(iii), C'(iv), M'(ii), M(iii), & M'(iv) of Appendix III are to be prepared at the DCO's Offices from the appropriate estimated tables as per earlier instructions.

Though the multipliers of statements M(i) and M' (i) that are being furnished to you are upto 7 places of decimal, they may be rounded off individually to one more digit than the number of digits in the corresponding control as in the case of the rural tables.

5. Appendix IV may be followed for all Tables of the B-series except B-III Pt. A, B-VI Pt. A(ii), B-IX Pt. A and for Table D-II and its Appendix. For B-III Pt. A, B-VI, Pt. A(ii) and B-IX Pt. A, all C-Series tables and all other D-Series Tables, fresh statements of instructions are given in Enclosure II.

APPENDIX-I

FLOW CHART for C—Tables



APPENDIX IV

2. B-III PART A: CLASSIFICATION OF WORKERS AND NON-WORKERS ACCORDING TO MAIN ACTIVITY BY EDUCATIONAL LEVELS IN URBAN AREAS ONLY

District

(1)	(2) to (6)	(7)	(9)	(11)	(13)	(15)
Total		C(I, O)	C(II, O)	C(III, O)	C(IV, O)	C(Va, O)
Illiterate Literate (without educational level) Primary		M(L)	M(L)	M(L)	M(L)	M(L)
Technical degree or diploma equal to degree or post-graduate degree Others		M(L)	M(L)	M(L)	M(L)	M(L)

(1)	(17)	(19)	(21)	(23)	(25)	(27)
Total	C(Vb, O)	C(VI, O)	C(VII, O)	C(VIII,O)	C(IX, O)	C(X)
Illiterate Literate (without educational level) Primary	M(L)	M(L)	M(L)	M(L)	M(L)	M(L)
Technical degree or diploma equal to degree or post graduate degree Others	M(L)	M(L)	M(L)	M(L)	M(L)	M(L)

Instructions :

1. For the 'Total' row identify the corresponding controls in Statement C(i) and enter them directly in cols. 7 to 28 in final table.

2. For all the other rows except 'illiterate' and 'Tech. degree or diploma equal to degree or post-graduate degree' identify the corresponding multipliers for males and females in Statement M(i), multiply the related sample cell frequencies and enter the products in cols. 7 to 28.

3. (a) *For each educational level (other than 'illiterate' and 'technical degree or diploma equal to degree or post-graduate degree):*

   (i) add row-wise cols. 7, 9, 11, 13, 15, 17, 23 & 25 and enter sum in col. 5 for males.

   (ii) Similarly add row-wise cols. 8, 10, 12, 14, 16, 18, 20, 22, 24 & 26 and enter sum in col. 6 for females.

   (iii) add row-wise cols. 5 and 27 and enter sum in col. 3 (males).

   (iv) add row-wise cols. 6 & 28 and enter sum in col. 4 (females).

   (v) add row-wise cols. 3 & 4 and enter sum in col. 2 (persons).

   (b) *Illiterate*: Add column by column over all educational levels, substract the sums from the corresponding 'Totals and enter the differences in the cells for 'illiterate'.

   (c) *Technical degree or diploma equal to degree or post-graduate degree:*

   Add column-wise over the last five rows 'Engineering & Technology', 'Medicine', 'Agriculture, Veterinary & Dairying', 'Teaching' and 'Others' and enter totals against 'Technical degree or diploma equal to degree or post graduate degree'.

II. B-VI PART A(ii) OCCUPATIONAL CLASSIFICATION OF PERSONS AT WORK ACCORDING TO MAIN ACTIVITY OTHER THAN CULTIVATION CLASSIFIED BY SEX AND EDUCATIONAL LEVELS IN URBAN AREAS ONLY.

District

(1)	(2) (3) (4) (5) (6) (7) (8)	(9)	(9) (10)	(11) (12)	(13) (14)	(15) (16) ....(32)
All Divisions	C(NC,O)					
Division '0'						
Group '00'	C_{00}	M_{00}	M_{00}	M_{00}	M_{00}	M_{00}
Group '01'	C_{01}	M_{01}	M_{01}	M_{01}	M_{01}	M_{01}
Group '09'	C_{09}	M_{09}	M_{09}	M_{09}	M_{09}	M_{09}
Division '1'						
Group '10'	C_{10}	M_{10}	M_{10}	M_{10}	M_{10}	M_{10}
Group '11'	C_{11}	M_{11}	M_{11}	M_{11}	M_{11}	M_{11}
Group '19'	C_{19}	M_{19}	M_{19}	M_{19}	M_{19}	M_{19}
Division '2'						

Instructions:

1. Fill in Cols. 3 & 4 for 'All Divisions' from Statement C(i).

2. For each 'group' identify the corresponding control 'C_{ij}' from Statement C(iii) and fill in Cols. 3 & 4 (e.g. the control for group 06 will be C_{06}).

3. For each 'group' identify the corresponding multiplier 'M_{ij}' from statement M(iii), Multiply the sample figure and fill in cols. 7 to 32, (e.g. the multiplier for group 06 will be M_{06}).

4. (i) Add cols. 7, 9, 11, 13.....31 row-wise and fill in col. 5 for each group.

   (ii) Add cols. 8, 10, 12, 14.....32 row-wise and fill in col. 6 for each group.

   (iii) Check whether the figures of Cols. 5 & 6 exceed those of cols. 3 & 4, respectively for any group. If so, the differences can be only 1 or 2 units due to rounding off which may be adjusted among the cells for educational levels of that group, to tally cols. 5/6 with cols. 3/4. If col. 5/6 exceeds cols. 3/4 by more than 1 or 2 units, the computation must be checked over again.

   (iv) For the occupational groups 00 to 07, 09 to 15, 21, 23, 29 to 36, 38, 39, 42, 44 & 86 check whether the figures of cols. 3 & 4 equal those of 5 & 6, respectively, in Sample Table and Final table. If they are equal in Sample table and unequal in final table for any of the above NCO Groups, the figures of col. 5 and/or 6, as the case may be in final table may be made equal to col. 3 and/or 4 and the differences adjusted pro-rata among the cells for educational levels for that group.

5. For each Division fill in Cols. 3 to 32 by adding over all groups under the Division column-wise. Add over th all the Divisions column-wise and fill in cols. 5 to 32 for 'All Divisions'.

6. Add cols. 3 & 4 row-wise and fill in col. 2 for each 'Group', 'Division' and' All Divisions.

15. B-IX PART A: NON-WORKERS CATEGORIES AS 'OTHERS' AGED 15 AND ABOVE CLASSIFIED BY SEX, AGE-GROUPS AND EDUCATIONAL LEVELS IN URBAN AREAS ONLY—STATE

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Total											
Illiterate											
Literate (without educational level)	M(L)		M(L)		M(L)		M(L)		M(L)		
Technical degree or diploma equal to degree or post-graduate degree											
Others											

Instructions :

1. Identify the corresponding multiplier from statement M(i), multiply the sample figures and fill in cols. 2 to 12 for each educational level other than 'Technical degree or diploma equal to degree or post-graduate degree'.

2. Fill in cols. 5 to 10 for 'Total' by transcribing from cols. 19 & 20 (State level) for age-groups 15-19, 20-24 and 25-29 of Table B-VIII.

3. Add over age-groups 30-39, 40-49, 50-59 and 60+ column-wise figures in cols. 19 & 20 (State level) of Table B-VIII and fill in cols. 11 & 12 respectively for age-group 30+ for 'Total'.

4. Substract figures for age-group 0-14 from cols. 19 & 20 (State level) for 'Total' of Table B-VIII and fill in cols. 3 & 4 of 'Total'.

5. Add cols. 3 & 4 row-wise and fill in col. 2.

6. Add over all educational levels including 'Literate (without educational level). column-wise. and substract the totals from 'Total' column-wise and fill in cols. 2 to 12 for 'Illiterate'.

7. Add column-wise over last five rows 'Engineering and Technology', 'Medicine', 'Agri., Veterinary & Dairying', 'Teaching ' & 'Others' and enter against 'Technical degree or diploma equal to degree or post-graduate degree' in cols. 2 to 12.

16. C-11: Age and Marital Status—Urban

District

1	3	4	5	6, 8, 10, 12, & 14	7, 9, 11, 13, & 15
All Ages		C(P, O)			
0—9 10—14				M(P, 1)	
15—19		C(P, 2)		M(P, 2)	
20—24		C (P,3)		M(P, 3)	
25—29		C(P, 4)		M(P, 4)	
30—34 35—39				M(P, 5)	
40—44 45—49				M(P, 6)	
50—54 55—59				M(P, 7)	
60—64 65—69 70+				M(P, 8)	
ANS		C(P, 9)			

Instructions

1. Identify the controls in cols. 4 & 5 from Statement C(i) and fill in the cells for 'All Ages', age-groups 15-19, 20-24, 25-29 & ANS.

2. Identify the corresponding multipliers from Statement M(i), multiply sample figures and fill in cols. 6 to 15 for age-groups.

3. Add cols. 6, 8, 10, 12 & 14 row-wise and tally with col. 4 for age-groups 15-19, 20-24, 25-29 and 'Age not stated'. Similarly add cols. 7, 9, 11, 13 & 15 row-wise and tally with col. 5 for same age-groups.

4. For other age-groups add cols. 6, 8, 10, 12 & 14 row-wise and tally with C(P, 1), C(P. 5) C(P, 6) C(P, 7) & C(P, 8) for males by adding over age-groups suitably . Similarly add cols 7, 9, 11 , 13 & 15 row-wise and tally with the corresponding controls for females adding over age-groups suitably. If it does not tally due to a small difference of 1 or 2 units only, this could be due only to rounding off. In such a case, adjust this difference among cells with large frequencies to ensure a tally. If there are larger differences, the computations must be checked over again.

5. Add cols. 6, 8, 10, 12, & 14 row-wise and fill in col. 4 for age-groups other than 15-19, 20-24, 25-29, and 'age not stated'. Similarly add cols. 7, 9, 11, 13, & 15 row-wise and fill in col. 5 for the same age-groups.

6. Add column-wise cols. 6 to 15 over all age-groups and fill in these cols. for 'All Ages'.

7. Add cols. 4 & 5 row-wise and fill in col. 3 for 'All ages' and each age-group.

STATEMENT 17. C-III PART B: AGE, SEX AND EDUCATION IN URBAN AREAS ONLY

District

(1)	(2)	(3)	(4)	(5)	(6)	(7), (9), (11), 13), (15)..... &(31)	(8), (10), (12), (14) (20)..... &(32)
All Ages	C (P,O)						
0—4							
5—9							
10—14							
15—19	C(P, 2)						
20—24	C(P, 3)						
25—34						M(L)	
35+							
A.N.S.	C(P, 9)						

Instructions :

1. Table C-IV Appendix should be completed before taking up this table.
2. Identify the corresponding controls from Statement C(i) and fill in cols. 3 & 4 for 'All ages' age-groups 15-19, 20-24 and 'age not stated'.
3. Identify the corresponding multipliers from Statement M(i), multiply the sample figures and fill in cols. 7 to 32 for each age-group including 'age not stated'.
4. Transcribe from cols. 6 & 7 of Table C-IV Appendix for age-group 0-4, 5-9 & 10-14 into cols. 3 & 4. Add over age-groups 25-29 & 30-34 and over age-groups 35-39 onwards from cols. 6 & 7 of Tagble C-IV Appendix and fill in cols. 3 & 4 for age-groups 35-34 & 35 & respectively.
5. Fill in the remaining cells as follows :
   (i) Add over all age-groups including 'age not stated' in final table column-wise and fill in cols. 7 to 32 for 'All ages'.
   (ii) Add cols. 7, 9.....31 for each age-group and 'All ages' row-wise and subtract from col. 3 Fill in remainder in col. 5. Similarly add cols. 8, 10, 12.....32 row-wise, substract from col. 4 and fill in col. 6 for each age-group and "All ages'.
   (iii) Add cols. 3 & 4 row-wise and fill ih col. 2

18. CIV: Single Year Age Return-Urban

State

(1)	(6)	(7)	(1)	(6)	(7)
All ages	C (P, O)		30	M(P, 5)	
0			39		
1	M(P, 1)		40		
14			49	M(P, 6)	
15			50		
16	M(P, 2)		59	M (P, 7)	
19			60		
20	M(P, 3)		99	M(P, 8)	
24			100+		
25	M(P, 4)		A.N.S.	C (P, 9)	
29					

Instructions :

1. Identify the corresponding controls from Statement C[1](i) and fill in cols. 6 & 7 for 'All ages' and 'ANS'.
2. Identify the corresponding multipliers from statement M[1](i) multiply the sample figures and fill in all other cells of cols: 6 & 7.
3. Add over single year ages suitably column-wise from cols. 6 & 7 of final table and tally with figures for age-groups 0-4, 5-9....100+ in cols. 6 & 7 of final table C-IV Appendix at State level. If it does not tally for any age-group due to a small difference of one or two units only this could be due only to rounding off. In such a case adjust this difference among the figures for single year ages to ensure a tally. If there are larger differences the computations must be checked over again.
4. (i) Add cols. 7, 9, 11, 13....31 row-wise and fill in col. 5 for each group.

   (ii) Add Cols. 8, 10, 12, 14....32 row-wise and fill in col. 6 for each group.

   (iii) Check whether the figures of Cols. 5 & 6 exceed those of cols. 3 & 4, respectively, for any group. If so, the differences can be only 1 or 2 units due to rounding off which may be adjusted among the cells for educational levels of that group, and tally cols. 5/6 cols. with 3/4. If cols. 5/6 exceeds cols. 3/4 by more than 1 or 2 units, the computation must be checked over again.

   (iv) For the occupational groups 00 to 07, 09 to 15, 21, 23, 29, to 36, 38, 29, 42, 44 & 86, check whether figures of cols. 3 & 4 equal those of 5 & 6 respectively, in sample table and final table. If they are equal in sample table and unequal in final table for any of the above NCO Groups, the figures of Cols. 5 and/or 6, as the case may be, in final table may be made equal to col. 3 and/or 4, and the difference adjusted pro-rata among the cells for educational levels for that group.
5. For each Division fill in cols. 3 to 32 by adding over all groups under the Division column-wise. Add over all the Divisions column-wise and fill in cols. 5 to 32 for "All Divisions."
6. Add cols. 3 & 4 row-wise and fill in col. 2 for each 'Group'. 'Division' and 'All Divisions'.

19. C-IV SINGLE YEAR AGE-RETURNS—DISTRIBUTIONS OF PERSON BY 5 YEAR AGES GROUPS—URBAN

Appendix			District		
(1)	(6)	(7)	(1)	(6)	(7)
All Ages	C (P, 0)				
0—4 5—9	(M :P, 1)		60—64 65—69		
10—14 15—19 20—24 25—29 30—34 35—39			70—74 95—99 100+	M(P.8)	
50—55 55—59			ANS	C(P, 9)	

Instructions:

1. Identify the corresponding controls from Statement C(i) and fill in cols. 6 & 7 for 'All Ages' and 'ANS'.

2. Identify the corresponding multipliers from Statement M(i). Multiply the corresponding sample figures and fill in cols. 6 & 7 for age-groups 0—4, 5—9, 70—75, 74—79..... 95—99 and 100+.

3. Transcribe from cols. 4 & 5 of Table — C-II to fill in cols. 6 & 7 for age groups 10-14, 15-19.... & 66-69.

4. (i) Add column-wise figures in cols. 6 & 7 of final table over age-groups 0-4 and 59 and tally with figures of age-group 0-9 in cols. 4 & 5 of Table C-II. If it does not tally due to a small difference of one or two units only, this could be due only to rounding off. In such a case adjust this difference among the cells with large frequencies to ensure a tally. If there are larger differences the computations must be checked over again.

   (ii) Similarly add over age groups 70-74....100+ in this final table and tally with figures for age-group 70+ in columns 4 & 5 of Table C-II. If it does not tally due to a small difference of one or two units., only this could be due only to rounding off. In such a case adjust this difference among the cells with large frequencies to ensure a tally. If there are larger differences the computations must be checked over again.

20. C-VI: Bilingualism—Urban

State

Instructions :

1. This final table will be estimated only at the State level. The sample table should be brought up to the state level separately for urban before taking up this final table.

2. For each mother-tongue transcribe full count figures from cols. 10 & 11 of Table C-V into cols. 2 & 3.

3. Multiply sample figures by 5 for each mother tongue and subsidiary languages and fill in cols. 4, 5 & 6.

4. Check whether figures in cols. 4 & 5 of final table exceed the controls in cols. 2 & 3 for any mother-tongue. If so, make the figures of cols. 4 & 5 equal to those of cols. 2 & 3 and adjust the difference pro-rata among subsidiary languages in col. 6.

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21. D-I: Population classified by Place of Birth—Urban

District

Main Table

Instructions:

1. Row 1 relates to the population enumerated in the State and the constituent districts while cols. 18, 19, & 20, 27, 28 & 29; 36, 37 & 38,.....etc., will relate to District 1, District 2, District 3,.....etc., respectively. The appropriate control figures C(P,O) relating to the Districts are to be drawn from Statement C(i) and entered in the respective columns of the first row of the final table.

2. For the other rows identify the appropriate multipliers M(P, O) (one for male and the other for female) for each district from Statement M(i), multiply the corresponding sample figures and fill in the related cols. 19, 28, 37, ...for males and 20, 29, 38..... for females of the final table for Birth Place A. I. (a), A. I(b), A.I(c), A. II(a), AII(b) etc. (Rural/Urban/Unclassifiable), each country under B, C, D, E, F & G. Add column-wise over all places of birth and tally with 'Total Population' for cols. 19, 20, 28, 29, 37, 38..... If it does not tally due to a difference of 1 or 2 units only, this could be due only to rounding off. In such a case adjust this difference among the cells with large frequencies to ensure a tally. If there are larger differences, the computations must be checked over again. Add column-wise over appropriate places of birth and fill up the totals for AI, AII (Rural/Urban/Unclassifiable) B, C, D, E & F.

3. Then add cols. 19 & 20; 28 & 29; 37 & 38..... and fill in other cells of cols. 18, 27, 36.....etc.

4. Add cols. 19, 28, 37..... row-wise and fill in col. 10 for State. Similarly add cols. 20, 29, 28, ...and fill in col. 11. Add cols. 10 & 11 row-wise & fill in col. 9.

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22. D-I: Appendix I—Urban

District.....

Persons born in other Districts of the State and Enumerated in this District.

1. Only cols. 7 & 8 of this appendix need be filled.
2. Identify the two Multipliers M(P, O) (one for male and the other for female) associated with the District on hand. Multiply the sample figures of all the rows by the appropriate M(P, O) and fill in the cells of cols. 7 & 8 of the final table.
3. Transcribe figures from Cols. 19 & 20 of Main Table D-I for AI(c) 'Born in other districts of the State' (Rural/Urban/Unclassified) into cols. 7 & 8 for 'Total'.
4. Add column-wise over all districts of birth and tally with 'Total' for cols. 7 & 8. If it does not tally due to a difference of one or two units only, this could be due only to rounding off. In such a case, adjust this difference among the cells for minor groups with large frequencies to ensure a tally. If there are larger differences, the computations must be checked over again.

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23. D-I: Population classified by Place of Birth—Urban

District.....

Appendix II

(Persons born in this district but enumerated in other districts of the state)

Instructions :

1. This Appendix can be prepared only after Appendix I is completed for all the Districts of the State.
2. Assemble the cols. of Appendix I for all districts in the form of a matrix with districts of enumeration/birth forming the columns/rows. Each row of this matrix will then give cols. 9, 10, 15, 16 , 21, 22 etc. of Appendix II for each District.

24. D-II, D-II Appendix, D-III, D-IV, D-V & D-VI and F-Series of Tables—Urban

In all these tables, multiply the sample cell frequencies uniformly by 5 and fill in the columns of final table.

APPENDIX No. 34

S. RAGHAVACHARI,
ASST. REGISTRAR GENERAL.

D.O. No. 10-19/71-DD
MINISTRY OF HOME AFFAIRS
OFFICE OF THE REGISTRAR GENERAL,
INDIA.
NEW DELHI,

Dated 3rd Nov. 1971.

Dear Shri Padmanabha,

As you know it was decided at the Pahalgam Conference to conduct a Sample Survey on the Comparability of the 1971 and 1961 Census Concepts relating to Economic Characteristics. I enclose a note (3 copies) giving the broad details of the survey. The related scheduled and instructions are attached as appendices to the note.

As discussed in the enclosure the survey will be undertaken in the sample of blocks selected earlier for the P.E.C. There will be two schedules called Individual Slip I, to be canvassed in sub-sample S_1 of Residential houses, and Individual Slip II, to be canvassed in the other sub-sample S_2 relating respectively to the 1971 and 1961 concepts. In order to build up the sub-samples S_1 and S_2, a simple houselist (Appendix 4) has first to be prepared. To achieve completeness in coverage of individuals the canvass of the Individual slip in any household will be preceded by listing of the inmates in a skeleton household schedule.

Only the normal resident members of the household, excluding the visitors, will be enumerated. Though it would be ideal to reproduce the *extended de facto* method of enumeration adopted in the Census, it would not be practicable to do so for obvious reasons. Since the extended *de facto* method approximates closely to the *de jure* population the best alternative is to cover the normal resident population in our survey.

With a view to randomise the labellings of sub-samples as S_1 and S_2, we have said in the instructions that the enumerator should toss a coin to decide it. Though this may appear unnecessary at first sight, this procedure will ensure that roughly equal number of individuals are canvassed in the two samples randomly.

According to the survey design the enumerators required for the job will be paired off and it is likely that each pair may be allotted more than one block. Even at the outset the enumerators in each pair should be allotted either to sub-sample S_1 or sub-sample S_2. Though the pairs may be organised according to operational convenience so as to minimise travel cost, etc., within each pair assignment of sub-sample S_1 and S_2 should be randomised with the help of random numbers. This procedure will ensure that enumerators of different calibre are evenly distributed between the two samples. Once a particular member of the pair is allotted S_1, he will cover S_1 in every one of the blocks assigned to him.

The instructions to the Individual Slips I and II are given in Appendices 3 (i) and (ii) respectively. These appendices give the instructions in full only for those questions which are new. For the questions which are identical with those of either 1971 or 1961 Census Individual Slips, a reference to the page and para numbers of instructions booklet of 1971 and of Census of India, 1961 Volume I, Part II A (i) is given.

To identify the 'Principal Work' (Main Activity) and 'Work next in importance to the Principal Work' (Secondary Work), the 1961 Census enumerators were asked to put 'a ring round the number of the Question' and 'a tick against the Question number' as per instructions for the related Questions 8-11. The enumerators who will be canvassing sub-sample S_2 should be particularly enjoined to conform to these instructions carefully so that meaningful data on comparable terms are obtained with regard to Principal and Secondary Activity.

Adequate number of copies of the Individual Slips, the Houselist and Household Schedule forms may be got printed locally. In case you are faced with any problems in this regard, you may explore the possibility of having this done through the good offices of the Director of Census Operations of a neighbouring State. Since only a small number of copies of the Instructions will be needed, they may kindly be got cyclostyled in your office taking care to extract out the relevant portions from the sources indicated above.

Enumerators should be trained separately for Slip I and Slip II. As you may see from the instructions, para 1.4, the enumerators have been asked not to consult each other to resolve doubt since each one of them is trained only in one set of concepts so as to avoid conditioning effects. This aspect should be repeatedly emphasised during the training classes and no attempt should be made in the training classes to compare and contrast the concepts of 1961 with those of 1971 or vice-versa. The training for Individual Slip I should be conducted on the same lines as the training for the regular 1971 Census. A similar procedure should be adopted for Individual Slip II also. For this purpose it may be possible in most cases to get hold of persons among the HQs staff who had had the privilege of being associated with the 1961 Census also. This might greatly help.

In case you have any comments or points for clarification on the schedules and instructions, kindly furnish them in a week's time positively so that I may be able to communicate them to other States also for their benefit.

The compilation programme for the survey will be prepared and circulated before the end of December 1971. As in the case of the P.E.C. and the Census Evaluation Study, the Compilation will be done at your end.

Yours sincerely,

Sd.

(S. RAGHAVACHARI)

DESIGN FOR THE SAMPLE SURVEY TO EVOLVE SUITABLE CRITERIA FOR COMPARABILITY OF 1961 AND 1971 CENSUS ECONOMIC DATA

Purpose : There is some conceptual and definitional difference with regard to 'worker' between 1961 and 1971 Censuses. The points of Difference are (a) the reference period adopted in 1971 for regular work is one week prior to the date of enumeration instead of a fortnight as at 1961 Census (b) dichotomy of persons into the categories of 'worker' and 'non-worker' basically according to the labour-time disposition rather than gainful occupation, irrespective of the time spent on it, as at 1961 Census and (c) the type of and the order in which the economic questions were canvassed.

The data users and the planners are interested, among other things in the change over time in the working force participation rate. A Comparison of the 1961 and 1971 economic data as they are, will not reveal this trend, as the observed difference includes, besides trend, the effect of the conceptual and definitional difference also.

In order to bring out the intrinsic change over time irrespective of the conceptual and definitional variations it is necessary to collect supplementary information through a sample survey. These supplementary data will help in evaluating the effect of the conceptual and definitional changes.

Schedules of Enquiry : All the questions relating to economic characteristics of both 1961 and 1971 Censuses will be simultaneously canvassed in the field. These will be printed in separate forms. The questions will be reproduced *verbatim*. The order in which the questions were canvassed in the two censuses will be maintained. The respective 'instructions to the Enumerators for filling up individual slips' will also be meticulously followed wherever applicable, as otherwise the criteria that we are going to evolve for the comparability of 1961 and 1971 Censuses may not be valid. Some additional items may also be usefully collected in the two schedules. For example a marginal addition to the questions may bring out the reasons if any for the shift in the main activity from 'C' to 'AL' during the inter-censal period.

Specifically, the following questions will be canvassed in the survey:—

A. INDIVIDUAL SLIP I (1971 CONCEPTS):

(1) Questions 1, 2, 3, 4, 12, 13, 16 and 17 from Individual Slip of Census of India, 1971

(2) Additional questions :

(2) (a) :

(i) Main Activity ten years ago (C, AL, HHI, OW or Non-worker)

(ii) If reply to Qn. (i) is different from present Main Activity :

(a) Change took place in the year (probable).

(b) Reasons for change :

1. Return of land on lease.
2. Own land sold due to adverse on economic conditions.
3. Acquired land.
4. Better prospects.
5. Other (specify in full).

(2) (b) Place of Residence 10 years ago :

(i) State (ii) District (iii) Rural/Urban.

(2) (c) If aged 10 years and above and currently non-worker :

(i) *Available/Looking for work (ii) Part time/Full time (iii) Registered in Employment* Exchange.

B. INDIVIDUAL SLIP II (1961 CONCEPTS) :

(1) Questions 1, 2, 6, 8 to 13 from Individual Slip of Census of India, 1961.

(2) Additional Questions :

(2) (a) and (2) (b) of Individual Slip I.

The questionnaires and the related instructions are given in the Appendices 2 and 3.

As the additional information cannot possibly be collected at the back of the individual slips, it may be necessary to prepare necessary copies of the questionnaires afresh by printing or cyclostyling. These forms will, of course, reproduce exactly the questions as given in 1961 and 1971 schedules but for the additional questions. The forms may be stitched in pads of 25 and 10 slips each. In addition to individual slips, another form for listing the members of the household by residence status, has been prescribed. Since the survey should cover Normal Residents (Present or Absent) only, this schedule will help in ensuring full coverage of these persons.

Target Population : The houseless population will be kept out of this enquiry. As it may not be feasible in practice to follow extended de facto method of enumeration as in the Census, the Survey can enumerate normal residents, present or absent, of the households of the sample blocks *only*. The necessary instructions in this regard are given in Appendix 3. All the States of India including Himachal Pradesh and the Union Territory of Delhi will be covered in the survey. The States of Nagaland and NEFA and other Union Territories may not undertake this survey as they will have a problem of mobilising the manpower needed for the job after December 1971.

Sample Design : A stratified two-stage sample design will be adopted, the strata being rural, non-city urban and city urban parts of a State as in the Post-Enumeration Check. The first and second stage units will be the effective Enumeration Blocks and Residential houses respectively.

In order to reduce the between-block variability, it is desirable that the blocks are of uniform size. For purposes of Post Enumeration Check, we developed a frame of "Effective Blocks' which were more or less of equal population content. (To achieve an equitable distribution of work-load, it is necessary to (a) exclude from the frame uninhabited areas and (b) avoid selection of blocks of very small population. To serve the latter purpose blocks of size less than 50 houses were combined suitably with adjoining blocks. The resultant blocks, after due allowances were made for (a) and (b) above were called "Effective Census Enumeration Blocks" or "Effective Blocks"). It may, therefore, be advantageous to conduct this survey in the P.E.C. sample which is readily available. But if it is apprehended, as was reported by some Director of Census Operations at the Pahalgam Conference, that the respondents may turn hostile if approached again within a time lag of a few months to give out information, two other alternative samples may be considered—(i) the sample may include the effective blocks which come next to the P.E.C. blocks in the order in which they appear in the frame and (ii) the sample is selected afresh from the frame of "Effective Blocks". In any case, the No. of blocks to be canvassed will be the same as selected for PEC. In respect of those States viz., Himachal Pradesh and Jammu and Kashmir where PEC was not conducted, a sample of 200 blocks each may be selected. The selection procedure for the sample of effective blocks is identical with the one indicated for the PEC. The procedure for building up the frame of Effective Blocks is described in Appendix I. The sample may be selected in collaboration with the Demography Division of office of the Registrar General, India.

The Abridged Houselist may not be adequate to serve as the frame of the Residential houses, which are the second-stage units since the house numbers assigned to the houses at the time of Census might have been obliterated at the time of Survey. Preparation of a fresh list of residential houses only in the selected sample blocks, therefore, seems unavoidable. This can be done by two enumerators quickly in a day or two as discussed below. Once this list is prepared, the houses will be organised into two sub-samples (hereafter called S_1 and S_2)—the residential houses bearing odd serial No. constituting one sub-sample and those bearing even serial No. constituting another. The following Statement will illustrate the operation clearly:—

HOUSELIST

House No.	Household No.	Name of Head of Household	Purpose for which used R/NR	If 'R' in col. (4), Sl. No.
1	2	3	4	5
1 (1)	1 (1)		R	1
1 (2)	1 (2)		NR	..
2	2 (a)		R	2
	2 (b)		..	..
3	3		R	3
4	4		NR	..
5 (1)	5 (1) (a)		R	4
	5 (1) (b)		..	..
5 (2)	5 (2)		R	5
5 (3)	5 (3)		R	6

After preparing the above Houselist the lists of the two sub-sample may be written out by collecting all the odd numbered houses [based on Sl. No. in Col. (5)] in one list and the even numbered houses in another list. The labelling of the two sub-samples as S_1 and S_2 will be determined by tossing a coin. If 'head' the sub-sample consisting of odd numbered houses will be designated as S_1 and if 'tail', the sub-sample of even numbered houses will constitute S_1. It may be noted that 'NR' houses (including 'V') will be left out of account while institutions will be included as in the Census. Further all the households in a house will be covered in the survey.

Two inter-penetrating sub-samples: We have thus got two "inter-penetrating" sub-samples S_1 and S_2, of residential houses in each sample block, each of which will yield valid estimates of the population characteristics under study. The sub-sample 'S_1' will be earmarked for canvassing the 1971 schedules and instructions and sub-sample 'S_2' for the 1961 schedules and instructions.

We know by experience that households with similar economic characteristics tend to cluster in particular localities. In that case, if the sub-sample are formed by just dividing the block into two portions all the occupations/industries will be very unevenly distributed between the two samples thereby increasing the inter-sample variability. On the other hand the deep inter-penetration stretched down to the level of a residential house as suggested in this note, will reduce this between-sample variability considerably. This is equivalent to saying that the efficiency of the estimator of a change between 1961 and 1971 Censuses due to definitional and conceptual difference will be greatly increased.

As mentioned earlier dividing the residential houses into sub-samples S_1 and S_2 will be the responsibility of the enumerators. They will do this in the field in close collaboration with the Supervisor as far as possible.

Organisational details : The total number of enumerators selected should be even so that pairs could be formed without difficulty. Then pair them off two by two taking into consideration the location of block selected and the enumerators' place of stay so that travel costs are minimised. After assigning each pair to their respective blocks, allot one to the sample S_1 and the other to S_2 with the help of any random number table. Since each of the enumerators is trained either for the 1971 concepts or for the 1961 concepts, the enumerator assigned to cover the S_1 sample should do the S_1 sample of all the blocks assigned to the concerned pair.

Assignment of these pairs to the different blocks should not be disturbed throughout the entire field-operation. It must be ensured that the pairs of enumerators do not go to every house together. Though both the persons of a pair may visit their earmarked houses at the same time, they should make the visits independent of one another. Supervisors should ensure that there is no collusion of any sort between the enumerators of a pair. For example if one has a doubt he should consult the Supervisor and not his fellow enumerator of the block.

The field-work may be staggered over 1-2 months. On the basis of a norm of 20-30 households per day/per person, a pair of enumerators will be able to complete enumeration in a block in roughly 3 days. In one and a half months the pair will be able to canvass 10-12 blocks including journey time, if their assignment area is compact. Consequently, the work should be organised in such a way that minimum time is spent on travel, in field-enumeration and in supervision. The Supervisor-Enumerator ratio may be kept at around 1:5.

Analysis of data: Since a very large sample is necessary to bring out differentials in respect of detailed classificatory breakdown of economic data, it may not be realistic to widen the scope of the analysis to the three digited industry and occupation codes. Consequently, the study will be limited to broad items only, namely worker/non-worker, Principal and Secondary Activity and some comparisons based on Division and perhaps, major groups of occupation and industry respectively.

Tabulation and Compilation : The data may be compiled at the respective State Headquarters as per proformae to be furnished later on. The data will be analysed and the final report prepared at the Centre.

Calendar for the Survey-work : The field-work may be undertaken at any time during December 1971—February or March 1972, depending upon the type and availability of field-agency to be engaged in enumeration work. However, from technical considerations, February—March 1972 will, no doubt, be preferable since the Census conditions in respect of movement of population and pattern of work could be reproduced during this period. But it may be best that the field-work is conducted with the help of the staff of the regional tabulation offices before they are closed down in which case the field-work may have to be completed before the end of December 1971 in most cases.

APPENDIX 1

PREPARATION OF THE LIST OF EFFECTIVE BLOCKS FOR THE SELECTION OF SAMPLE

In order to select the overall sample of blocks it is necessary to have a list of all the blocks arranged by Charge and District. Since preparation of an exhaustive list is time-consuming, a shorter list giving the total number of "Effective Census Enumeration Blocks" (definition of an effective block is given in the last para) by Stratum, District and Charge may be furnished to the Centre as in the proforma given below :—

LIST OF "EFFECTIVE CENSUS ENUMERATION BLOCKS" FOR THE SELECTION OF SAMPLE OF BLOCKS FOR THE RE-SURVEY ON ECONOMIC QUESTIONS

State..... Stratum—Rural/Non-city Urban/City

District and Town Name/Code	Charge Code	No. of Effective Blocks	Remarks if any
1	2	3	4
District 1	1 2 3		
District 2	1 2 3		

NOTE:—Give identification particulars in Cols. (1) and (2) in such a way that any block selected in the sample can be identified easily later.

There will be normally three strata per State, namely, Rural, Non-city Urban and City Urban. It is, therefore, essential that the list of Effective Enumeration Blocks is provided separately for each of these strata.

In order to achieve an equitable distribution of workload among the enumerators, it is necessary to (a) exclude from the frame uninhabited and inaccessible areas and (b) avoid selection of blocks of very small population. To serve the latter purpose the blocks of size less than 50 houses should be combined suitably with adjoining block. The resultant blocks, after due allowances have been made for (a) and (b) above, will constitute the frame of "Effective Blocks". These Effective Enumeration Blocks should be numbered serially within each Charge (this serially numbering is strictly for purposes of the survey only) and the total number of Effective Blocks within each Charge by Stratum and District should be indicated in the proforma. It will then be possible to identify the sample of 'Effective Enumeration Blocks' from the list of their serial numbers.

APPENDIX 2

CENSUS OF INDIA 1971—RE-SURVEY ON ECONOMIC QUESTIONS—LIST OF MEMBERS OF HOUSEHOLD FOR INDIVIDUAL SLIP*

Location Code..... Household No.....

Sl. No.	Name	Sex	Residence Status NRP/NRA/V	Sl. No.	Name	Sex	Residence Status NRP/NRA/V
1	2	3	4	1	2	3	4

Name and Signature of Supervisor *Name and signature of Enumerator*

*Insert I or II as appropriate.

APPENDIX 3(i)

CENSUS OF INDIA 1971—RE-SURVEY ON ECONOMIC QUESTIONS

INSTRUCTIONS TO ENUMERATORS FOR FILLING UP INDIVIDUAL SLIP I (1971 CONCEPTS)

I—GENERAL

1.1 You and your colleague belong to a pair who will be responsible for canvassing the Individual Slips I and II in a few sample blocks which would have already been assigned to you both. Each of these blocks will be divided into two sub-samples of residential houses S_1 and S_2 as described in para 1.3 below. Note that in every one of these blocks you will be canvassing *Individual Slip I in sub-sample* S_1. You would have been informed of this at the State Headquarters on the eve of your training for the Survey. Since the procedure is the same from block to block, the instructions given below have been written with only one block in mind.

1.2 *Location Code* : The full location code of each block should be written on every sheet of the various forms used at the space provided at the top.

1.3 *Listing of Houses in a block and identifying the two sub-samples of residential houses* S_1 *and* S_2 :

You and your colleague should first list out all the houses and households in the block in the houselist form Appendix 4. The most convenient way of doing this is to divide the block into two parts of roughly equal population. You will list the houses and households in duplicate in one part while your colleague will do so in the other. The instructions for filling in columns 1—3 of the houselist (Appendix 4) are identical with the corresponding 1971 Census instructions. These will be provided to you by the headquarters. In column 4, you will have to identify a house either as residential (R)—which includes partially residential and institutional houses also —or as non-residential (NR). In terms of the 1971 Census concept, vacant houses, Hotels, Sarais, Dharmasalas, Tourist houses and Inspection houses, Shops excluding eating houses, Business houses and Offices, Factories, Workshops and Work-sheds, Restaurants, Sweetmeat shop, and eating places, places of entertainment and community gathering excluding places of worship. Places of worship and others will be termed non-residential for purposes of filling column 4. In Column 5, you should give continuous serial number to *Residential houses only* as indicated in the example given in Appendix 4 after putting the two lists of the constituent parts together. Strike off the NR houses and residential houses bearing even serial numbers in column 5 in one list, and NR houses and residential houses bearing odd serial numbers in column 5 in duplicate list. Thus you are left with two lists now—one containing odd numbered residential houses and the other comprising even numbered residential houses. Toss a coin (you or your colleague can do this, as convenient) and in case 'head' turns up, designate the former i.e., the list of odd numbered houses as sub-sample S_1. If 'Tail' turns up the sub-sample S_1 will consist of houses with even serial numbers. You are now to commence the next stage of operation *viz.*, enumeration of individuals in respect of the sample of houses assigned to you *i.e.* S_1.

1.4 Your colleague and you will canvass different slips based on different concepts regarding economic characteristics. *Since neither of you has been trained in both the sets of concepts, mutual consultations can only lead to confusion rather than clarification. You are, therefore, instructed not to consult each other on any problems you come across while filling up the slips. On the other hand you should seek clarifications from the Supervisor only.*

1.5 You are required to fill individual slips in respect of normal residents of the households only. It is, therefore necessary for you to separate out the normal residents from the visitors on the survey day. A form entitled "List of Members of the Household" has been prescribed for the purpose. In order to ascertain the residence status of the members of the household, follow the following concepts :

(i) *Household*: A household is defined as the entire group of persons who commonly live together and take their meals from a common mess or kitchen unless the exigencies of work prevent them from doing so. A household can be either a one person

household *i.e.*, a person who makes provision for his own food or other essentials for living without combining with any other person to form part of multi-person household. It may be a multi-person household *i.e.*, a group of two or more persons who make common provision for food or other essentials for living. They may be related or un-related persons or a combination of both. Households usually occupy a whole part of not more than one housing unit but they may also be found living in camps, in boarding houses or hotels or other institutions.

(ii) *Normal (usual) residents* : Normal (usual) residents of the household are those who would consider the household as their normal (usual) place of residence irrespective of their length of stay *i.e.*, who would give the address of the household in reply to the question "Where do you normally (usually) live?" Whether present or absent at the household at the time of the interviewer's visit. A normal resident should be recorded as absent only when he has gone out of the village/town at the time of the survey and is not likely to return to his normal (usual) place of residence before the next day. The normal (usual) resident members will, therefore, exclude guests (visitors) but include members temporarily absent.

(iii) *Visitor* : Visitor is one who is residing in the household at the time of the survey, only for a temporary period *e.g.*, who has either passed or is expected to pass at least one night on the day of survey.

II—List of Members of Household

2.1 Enter the location code of the block at the space provided at the top. The number of the household that you are covering already available in the Houselist should be noted within the square brackets provided for the purpose.

2.2 Ask the informant, who should be either the head of the household or any other responsible member, to recount the names of all the persons residing therein, including visitors starting from the head of the household. As you are listing the names, the residence status (Col. 4) has to be filled in codes for each according to the definitions given in Section I, para 1.5. The codes for the purpose are 'NRP' for 'Normal Resident Present', 'NRA' for 'Normal Resident Absent' and 'V' for 'Visitor'. After the informant has stopped giving out the names, ask him specifically whether he has left out any children or persons who are normal residents, but are not present there at that time. The columns of this list are self explanatory.

III—Individual Slip I (Based on 1971 Concepts)

(To be extracted from "Census of India 1971, instructions to enumerators for filling up the Individual Slips.)

3.1 Enter location code of the block and the number of the household as mentioned in para 2.1 above, on each of the individual slips relating to that household.

(In what follows IEFIS refers to "Instructions to Enumerators, for filling up the Individual Slip 1971". These instructions have been reproduced in Part VIII A-Tables-1971.)

3.2 *Q.* 1: *Name*: Para 30 of IEFIS.
3.3 *Q.* 2: *Sex*: Para 37 of IEFIS.
3.4-3.9 *Q.* 3: *Relationship to Head*: Paras 31 to 36 of IEFIS.
3.10-3.12 *Q.* 4: *Age*: Paras 38-40 of IEFIS.
3.13-3.16 *Q.* 5: *Literacy* (*L or* 0): Paras 67-70 of IEFIS.
3.17-3.19 *Q.* 6: *Educational Level*: Paras 71-73 of IEFIS.
3.20-3.25 *Q.* 7: *Main Activity*: Paras 78-83 of IEFIS.
3.26 *Q.* 7(*a*) ; *Board Category*.

(i) Worker (C, AL, HHI, OW):
(ii) Non-worker (H, ST, R, D, B, I, O):
} Para 84 of IEFIS.

3.27-3.40 *Q.* 7(*a*) (*i*): *Worker (C, AL, HHI, OW)*: Paras 85-98 of IEFIS.

3.41-3.49 *Q.* 7(*a*) (*ii*): *Non-worker (H, St, R, D, B, I, O)*: Paras 99-107 of IEFIS.

3.50-3.51 *Q.* 7(*b*)-7(*f*): Paras 108-109 of IEFIS.

3.52 *Q.* 7(*b*): *Place of work (Name of village/Town)*: Para 110 of IEFIS.

3.53 *Q.* 7(*c*): *Name of Establishment*: Para 111 of IEFIS.

3.54 *Q.* 7(*d*): *Nature of Industry, Trade, Profession or Service*: Para 112 of IEFIS.

3.55-3.59 *Q.* 7(*e*): *Description of work*: Paras 113-117 of IEFIS.

3.60-3.66 *Q.* 7(*f*): *Class of workers*: Paras 118-124 of IEFIS.

3.67-3.69 *Q.* 8: *Secondary Work*: Paras 125-127 of IEFIS.

3.70 Q. 9 : *If aged* 10 *years and above and non-worker as per Q.* 7(*a*) (*ii*) :

Q. 9(*a*) *Available/Looking for work* : This is to be filled in respect of every non-worker enumerated in Q. 7 (a) (ii) aged 10 years or more, irrespective of his present activity. In Rural areas ask whether he is available for work and in urban areas whether he is looking for work. If he is available looking for economically productive work, enter 'yes', otherwise put 'no'. In order to decide whether a person is looking for work, it is necessary to ascertain whether he has made any tangible efforts to get it if opportunities exist, like applying for a 'job', contacting prospective employers, etc. Record 'yes' or 'no', depending on the response provided by the informant. If the answer is 'no' put 'X' against Q. 9(b) and 9(c) and pass on to Q. 10.

3.71 *Q.* 9(*b*) *Full time/Part time* : If the answer to Q. 9(a) is 'yes', ascertain whether the person is looking for full time or part time work. In the former case enter 'F' and in the latter 'P'.

3.72 *Q.* 9(*c*): *Registered in Employment Exchange*: If a person is in search of work, enquire further whether his name is registered in the Employment Exchange. Enter 'Yes' or 'No' as applicable.

3.73 Q.10 : *If aged* 15 *years or above* : You are to ask this question of all persons who are 15 years and above. Normally it may be difficult at this time to recall the situation some years back strictly according to the criteria for determining the working status of a person. However, important events such as this are not likely to be forgotten by the person concerned and a little probing on your part will bring out the required information as far as possible. Start by asking whether for the last 10 years, he has been engaged in the same type of activity (main) as at present.

3.74 *Q.* 10 (*a*) : *Main activity ten years back* : The Main activity of a person ten years back will fall in one of the broad categories mentioned in Q. 7 (a) above.

3.75 *Q.* 10(*b*): *If reply to Q* 10(*a*) *is different from that in Q.* 7*a*: If the main activity as obtained in A. 10(a) is different from that against 7(a), then and only then 10(b) (i) and 10(b) (ii), need be filled; otherwise put 'X' in the appropriate lines.

3.76 *Q.* 10(*b*) (*i*): *Change took place in the year (Probable)*: Ascertain in the time of change in profession/working status as accurately as possible by helping the respondent recall the event. For this purpose a reference to some important events of national importance during the decade 1961—71 may help, like the Chinese Aggression in 1962, Prime Minister Nehru's death in 1964, Indo-Pak war in 1965, Prime Minister Shastry's death in Tashkent, etc.

3.77 *Q.* 10(*b*) (*ii*) : *Reasons for Change* : Firstly read out to the informant the reasons 1—4 as mentioned in the slip under this question and enquire whether any one (or more) of these reasons have caused the change and tick it (them) off. If none of these reasons are applicable to the individual concerned, or if he says there are some other reasons for this change besides the above, ascertain them, and write in details the reasons against 'others' in the space provided. The following are some of the other reasons that you are likely to come up with :

(a) Political Situation.

(b) Seeking a change of profession.

(c) Loss of job.

(d) Non-worker having been employed subsequently.

Besides these above if the respondent gives any other reason, write it in details. Note that if there are more than one reason, all of them should be ticked off or written down in detail.

3.78 Q. 11 : *Place of Residence 10 years ago* : It will be ideal if you can ascertain the normal place of residence (as defined in Section I, para 1.5 (ii)) of every person exactly 10 years ago looking back from the date of the survey. Try as far as possible to pin point the date with reference to some important event(s). See instructions for Q. 10(b) (i) in this connection. The following rules should be followed in filling up 11(i), 11(ii) and 11(iii) :

(a) Put 'X' against 11(i), 11(ii) and 11(iii), if the persons age is 9 years or less.

(b) If the person has not moved out of this place of enumeration during the last ten years or more write 'PL' against 11(i) and 11(ii) and 'X' against 11(iii).

(c) If the person's last Residence 10 years ago was within the State write 'S' against 11(i). If the movement is within the same District write 'D' against 11(ii); otherwise enter the name of the district from which the person migrated. Enter Rural or Urban as appropriate against 11(iii), according as whether the place from which the person migrated was a village or a town at the time of movement.

(d) If the person moved into the State ten years ago from another state enter the names of the State and the District in 11(i) and 11(ii) respectively and Rural or Urban as appropriate in 11(iii).

Appendix 3(ii)

CENSUS OF INDIA 1961 (RE-SURVEY ON ECONOMIC QUESTIONS)

Instructions to Enumerators for filling up Individual Slip II (1961 Concepts)

I—General

1.1 Same as for Individual Slip I except that the 7th line should be changed to "..... Individual Slip II in sub-sample S_2....."

1.2 Same as for Individual Slip I.

1.3 Same as for Individual Slip I except that in the last line of that para 'S_1' should be replaced by 'S_2'.

1.4 Same as for Individual Slip I.

1.5 Same as for Individual Slip I.

II—List of Members of Household

(Same as for Individual Slip I)

III—Individual Slip II (based on 1961 Concepts)

(In what follows IEFIS refers to "Instructions to Enumerators for filling up Individual Slip 1961 Census". These Instructions have been reproduced in part II—A, General population Tables 1961).

3.2 *Q.* 1(*a*): *Name*: Q. 1(a) of IEFIS.

3.3 *Q.* 1(*b*): *Relationship to Head*: Q. 1(b) of IEFIS.

3.4 *Q.* 2: *Sex*: Q. 13 of IEFIS.

3.5 *Q.* 3: *Age last birth day*: Q. 2 of IEFIS.

3.6 *Q.* 4: *Literacy and Education*: Q. 6 of IEFIS.

3.7 *Qs.* 5-8: *Working*: Qs. 8-11 working of IEFIS.

3.8 *Q.* 5: *Working as Cultivator*: Q. 8 of IEFIS.

3.9 *Q.* 6: *Working as Agricultural Labourer*: Q 19 of IEFIS.

3.10 *Qs.* 7(*a*) *and* 7(*b*): *Household Industry*: Qs. 10(a) and 10(b) Household Industry of IEFIS.

3.11 *Q.* 7(*c*): *If Employee in Household Industry*: Q. 10(c) of IEFIS.

3.12 *Q.* 7(*a*) *to* 7(*c*): *Examples*: Q. 10(a) to 10(c)—Examples of IEFIS.

3.13 *Q.* 8: *Doing work other than* 5, 6 *or* 7: Q. 11 of IEFIS.

3.14 *Q.* 8(*a*) : *Nature of work* : Q. 11(a) of IEFIS.

3.15 *Q.* 8(*b*): *Nature of Industry, Profession, Trade or Service*: Q. 11(b) of IEFIS.

3.16 *Q.* 8(*c*): *Class of worker*: Q. 11(c) of IEFIS.

3.17 *Q.* 8(*d*): *Name of Establishment*: Q. 11(d) of IEFIS.

3.18 *Qs.* 8(*a*) *to* 8(*d*): *Examples*: Qs. 11(a) to 11(d) Examples of IEFIS.

3.19 *Q.* 9: *Activity if not working*: Q. 12 of IEFIS.

3.20 You are to ask this question of all persons who are aged 15 years or above. Normally it may be difficult at this time to recall the situation some years back strictly according to the criteria for determining the work status of a person. However, important events such as this are not likely to be forgotten by the person concerned and a little probing on your part will bring out the required information as far as possible. Start by asking whether for the last 10 years he has been engaged in the same type of activity (Principal Work) as at present. This question is self-explanatory when the Individual has recorded one or more work against Qs. 5—8 only of the Individual Slip II. In case he is enumerated as a non-worker in Q. 9, ask him whether he was a non-worker 10 years before also. If the answer is 'Yes', you will fill Q. 10(a) as appropriate and pass on to Q. 11. If the answer is 'No', fill Q. 10(a) and pass onto Q. 10(b). *Note that in view of what has been stated above 'Main Activity' in Q.* 10(*a*) *refers to non-workers and 'Principal Work' in respect of workers.*

(Paras 3.21 to 3.25 are the same as paras 3.74 to 3.78 of Instructions to Individual Slip I except that the reference to Q. 7(a) in paras 3.74 and 3.75 should be changed to Qs. 5—9 in the corresponding paras.)

Census of India 1971—Re-survey on Economic Questions
Individual Slip I

Location Code..... ..Household No. ( )

1. Name ..... 2. Sex .....

3. Relationship to head..... 4. Age .....

5. Literacy (L or O) ..... 6. Educational level .....

7. MAIN ACTIVITY

(a) Broad Category (i) Worker (C, AL, HHI O.W.).....
(ii) Non-worker (H, ST, R, D, B, I, O.).....

(b) Place of work (Name of Village/Town).....

(c) Name of Establishment .....

(d) Nature of Industry, Trade, Profession or Service .....

(e) Description of work .....

(f) Class of worker .....

8 SECONDARY WORK

(a) Broad Category (C, AL, HHI, O.W.).....

(b) Place of work (Name of Village/Town).....

(c) Name of Establishment .....

(d) Nature of Industry, Trade, Profession or Service .....

(e) Description of work .....

(f) Class of worker .....

9. IF AGED 10 YEARS AND ABOVE AND NON-WORKER AS PER Q.7 (a) (ii) :

(a) Available Looking for work ..... (b) Full time/Part time.....

(c) Registered in Employment Exchange.....

10. IF AGED 15 YEARS OR ABOVE :

(a) Main Activity ten years ago (C, AL, HHI, O.W. or Non-Worker).....

(b) IF REPLY TO Q. 10(a) IS DIFFERENT FROM THAT IN Q. 7 (a).

(i) Change took place in the year (probable).....

(ii) Reasons for change (tick off those applicable) :

1. Return of land on lease .....
2. Own land sold due to adverse economic conditions.....
3. Acquired land .....
4. Better prospects .....
5. Others (specify in full) .....

11. Place of Residence 10 years ago :

(i) State ..... (ii) District ..... (iii) Rural/Urban .....

Census of India 1971—Re-Survey on Economic Questions
Individual Slip II

Location Code .....Household No. 1 [ ]

1. (a) Name ..... 2. Sex ..... 3. Age last birth day.....

   (b) Relationship to head..... 4. Literacy and Education .....

5. Working as Cultivator..... 6. Working as Agricultural Labourer .....

7. WORKING AT HOUSEHOLD INDUSTRY

   (a) Nature of work .....

   (b) Nature of Household Industry .....

   (c) If Employee .....

8. DOING WORK OTHER THAN 5, 6, OR 7 :

   (a) Nature of work .. ..

   (b) Nature of Industry, Profession, Trade, or Service.....

   (c) Class of worker .....

   (d) Name of Establishment .....

9. Activity if not working.....

10. IF AGED 15 YEARS OR ABOVE

    (a) Main activity ten years back (C, AL, HHI, O.W., Non-worker).....

    (b) IF REPLY TO Q. 10(a) IS DIFFERENT FROM THAT IN Qs. 5-9 :

        (i) Change took place in the year (probable).....

        (ii) Reasons for change (tick off those applicable) :

            1. Return of land on lease.....
            2. Own land sold due to adverse economic conditions .....
            3. Acquired land .....
            4. Better prospects .....
            5. Other (specify in full) .....

11. Place of Residence 10 years ago :

    (i) State ..... (ii) District ..... (iii) Rural/Urban .....

Census of India 1971—Re-survey on Economic Questions
List of members of Household for Individual slip*

Location Code Household No.

Sl. No. 1	Name 2	Sex 3	Residence Status NRP/NRA/V 4

*Insert I or II as appropriate.

Name and Signature of Supervisor *Name and Signature of Enumerator*

. . . . . .

Census of India 1971—Re-survey on Economic Questions
Houselist

District ..... Rural/Urban ..... Location Code.....

House No.	Household No.	Name of Head of Household	Purpose for which used R/NR	If 'R' in Col. (4) Sl. No.
1	2	3	4	5

Name and Signature of the Supervisor

Name and Signature of the Enumerator

APPENDIX No. 35

S. RAGHAVACHARI
Assistant Registrar General

D.O. No. 10-19/71-DD
Ministry of Home Affairs
Office of the Registrar
General, India

New Delhi-11, the 30th Nov 1971

Dear Sir Padmanabha,

Please refer to my D.O. of even number dated 3rd November 1971 regarding the Sample Survey on the Comparability of 1961 and 1971 Census Economic Data. As you know, I have emphasised in the second para on page 2 of above referred d.o. the need for identifying properly the 'Principal' and 'Secondary Work' with record to the 1961 Census questionnaire. This letter brings to your notice a similar point with record to the 1971 Census questionnaire which are escaped mention therein.

The Enumerators canvassing the 1971 questions should also be particularly instructed to ask for the 'Secondary Work' in case of every person whether he is a worker or a non-worker. Otherwise, there may be a tendency to ignore the question on 'Secondary Work' in respect of those who are non-workers by main-activity.

Yours Sincerely,
Sd/
(S. RAGHAVACHARI)

Shri. P. Padmanabha,
Director of Census Operations,
Karnataka, Bangalore,

APPENDIX No. 36

No. 10-19/71-DD

BHARAT SARKAR GRAH MANTRALAYA

OFFICE OF THE REGISTRAR GENERAL, INDIA

2/A, Mansingh Road
NEW DELHI-11, *2nd Feb.* 1972.

Subject:—Survey to evolve suitable criteria for comparability of 1961 and 1971 Census Economic data.

Sir,

I have the honour to invite a reference to the last para of our Circular letter of even number dated the 3rd November, 1971 on the above-mentioned subject. I am sending herewith four enclosures which contain the edit and coding instructions for the two samples S_1 and S_2. For the Questions which are common with the individual slips of 1961 and 1971 Censuses the instructions follow identically those given for the respective censuses. It is, therefore, appropriate that the Samples S_1 and S_2 are handled separately by two sets of persons at edit and coding stage also. For coding the occupation and industry questions, however, the NIC and NCO systems adopted for the 1971 Census may be followed uniformly for both the samples.

ENCLOSURE 1

RE-SURVEY ON ECONOMIC QUESTIONS

Edit Instructions for Individual Slip I (1971 Concepts) Sample S_1

Q. 1. *Name*	No edit is necessary.
Q. 2. *Sex*:	Where there is no entry, the sex of the person should be determined from the name (if possible) or relationship to head.
Q. 3. *Relationship to Head* :	No edit is necessary.
Q. 4 . *Age*:	Omission of 'age' should be left alone and treated as 'Age not stated'. Obvious mistakes in recording age should be corrected with reference to the returns against Qs. 3 (in case of females), 6 and 7. These answers might afford a clue to correct obvious mistakes in recording age.
Q. 5. *Literacy* :	Where there is no entry, the person should be treated as 'Illiterate' unless answers to Q. 6 and Q. 7 (d) and (e) establish that he is literate.
Q. 6. *Educational Level* :	(i) If more than one level has been recorded, strike out the lower one. (ii) If two educational levels are reported of which one is 'General' and the other 'Technical' and both are of same standard (e.g., Graduate etc.), the 'General Level' be struck off and 'Technical Level' retained. If, however, general level is higher than technical (e.g. M.A., B.Ed.) then the higher level be retained and the lower, although technical, be struck off. Only one level will be coded, hence the above instructions.

55 —2 Census/Mysore/73

Q. 7. *Main Activity*: If entries are blank against Q. 7 (a) (i) and (ii) and also in Q. 7 (d) or 7 (e), record 'D' against Q. 6 (a) (ii) and put 'X' against Q. 7 (a) (i). If there is an entry against Q. 7 (d) and/or 7(e), put.

(i) no entry against 7 (a) (i) and (ii), record 'OW' against Q.7 (a) (i) and 'X' against 7 (a) (ii). But if the enumerator had inadvertently noted 'C' or 'AL' in other cols. instead of noting it against 7 (a) (i) this obvious error should be set right by noting 'C' or 'AL' against 7 (a) (i).

(ii) no entry against Q.7 (a) (i) but an entry against Q.7 (a) (ii) record 'OW' against 7 (a) (i) and 'X' against 7 (a) (ii); and

(iii) if there are entries against Q.7 (a) (i) as well as Q. 7 (a) (ii); put 'X' against Q.7 (a) (ii).

Q. 9 (*a*); (*b*); (*c*); *If aged* 10 *years and above and Non-worker as per Q.*7 (*a*) (*ii*)

(i) If 'age' recorded against Q. 4 is less than 10 years, any entry made against 9 (a), 9 (b) and 9 (c) should be struck off.

(ii) If the present main activity according to 7 (a) (ii) is 'O', there must be corresponding entries in these questions. In case of omission, put 'yes' against 9 (a), 'unspecified' against 9 (b) and 'No' against 9 (c).

(iii) If the present main activity according to 7 (a) (ii) is 'Non-worker' other than 'O' and all the entries against this question are blank, enter 'No' against 9 (a) and 'X' against 9 (b) and (c).

(iv) If 9 (a) and 9 (c) are filled up with 'yes' and 9 (b) is blank, enter 'F' against 9 (b).

(v) If both 9 (b) and 9 (c) remained unfilled, record 'unspecified against 9 (b) and 'No' against 9 (c).

Q. 10 (*a*); 10 (*b*) (*i*); 10 (*b*) (*ii*): *If aged* 15 *years or above*

(i) In order to be compatible with answer to Q. 4 Age, check first whether entry against 10 (a) has been made with regard to persons aged 15 years or more only. If not, strike off the entries made against 10 (a) and 10 (b) for persons below 15 years.

(ii) Check whether the broad category of Main Activity recorded in Q. 7 (a) (i) or (ii) (viz., C, AL, HHI, OW or Non-worker), is different from the one entered against Q. 10 (a). If not, strike off all the entries made in 10 (b).

(iii) For all persons below 20 years, but aged 15 years or more 'Main Activity ten years age' should be always 'Non-workers'. If return shows otherwise in 10 (a), strike it off and put 'Non-worker' in its place.

(iv) If the year of change is not mentioned in 10 (b) (i), enter 'unspecified'.

(v) If the year of change is indicated in 10 (b) (i), but the relevant reasons are not ticked off in 10 (b) (ii), tick off Sl. No .5 —others' and write 'unspecified'. Follow the same procedure if 'others' is ticked off but the reason is not described fully.

Qs. 11 (*i*), 11 (*ii*); 11 (*iii*): *Place of Residence* 10 *years ago*

(i) Check whether the question is filled up for persons aged 10 years or above according to Q. 4 only. For persons below 10 years 'X' must have been recorded against 11 (i), 11 (ii) and 11 (iii). If not strike off all the entries and put 'X' instead.

(ii) If all the entries are blank, put 'PL' against 11 (i) and 11 (ii) and 'X' against 11 (iii).

(iii) If entry against 11 (i) only is made and the rest are blank, put 'unspecified' against 11 (ii) and 11 (iii).

(iv) If name of the district only is entered and the rest are 'blank' see whether this falls in the state. If so, write 'S' against 11 (i) and 'unspecified' against 11 (iii). If not, ascertain the state to which the district belongs and enter its name against 11 (i); put 'unspecified' against 11 (iii).

(v) If the entry in 11 (i) is the name of a foreign country, strike off the entries, if any against 11 (ii) and 11 (iii) and and put 'X' instead.

ENCLOSURE 2

RE-SURVEY ON ECONOMIC QUESTIONS

Instructions for coding for Individual Slip 1

(1971 Concepts)—Sample S_1

1. Codes will be necessary only for Qs. 7 (d) and 8 (d) (Nature of Industry, 'Trade, Profession or Service), Qs. 7 (e) and 8 (e) (Description of work) and Q. 10 (b) (reasons for change in activity). The relevant instructions are given below:

2. Qs. 7 (d) and 8 (d): *Nature of Industry, Trade, Profession or Service.* Record the appropriate three digited industrial code against 7 (d) and 8 (d). The codes should be entered on the right hand side, on the line relating to the Question. Coding should be done according to 'NIC 1970.'

3. Qs. 7 (e) and 8 (e): *Description of works.* Record the appropriate three digited occupation code on the left hand side of the line relating to the questions in the space between 'Description of Work' and 'class of worker' using the 'NCO 1968'.

A. 10 (*b*) (*ii*): *Reasons For change*: four codes have already been specified. In the case of others (5) for various reasons may be coded by adopting two digit codes as indicated below:

1 Political situation	51
2. Seeking a change of profession	52
3. Loss of job	53
4. Non-worker having been employed subsequently	54
5. Marriage	55
6. Retirement	56
7. Health Reasons	57

.....and so on including 'unspecified'.

These seven additional codes may perhaps suffice in most cases. In case there are other prominent reasons they may be given suitable codes beyond 57 as 58, 59, 60 etc. If additional codes are given beyond 57, their list should be maintained carefully.

ENCLOSURE 3

RE-SURVEY ON ECONOMIC QUESTIONS

Edit Instructions for Individual Slip II (1961 Concepts)—Sample S_2.

Q. 1(*a*). *Name*: No edit is necessary.

Q. 1 (*b*). *Relationship to Head*: No edit is necessary.

Q. 2 *Sex*: Where there is no entry, the sex of the person should be determined from the name or 'Relationship to Head'.

Q. 3 *Age last birthday*: Omission of age should be left alone and should be treated as 'age not stated' for purpose of tabulation.

Q. 4 *Literacy and Education*: Where there is no entry, the person should be treated as illiterate unless the answer to any of questions 8 or 9 clearly establishes that he is literate.

(If a person's age has been given as 4 years or below, he should be treated as illiterate and 'X' should be noted against Q. 4).

Qs. 5; 6; 7 & 8: *C*; *AL*; *HHI*: and other than these: If a particular person has been shown as engaged in more than one economic activity, the enumerator would have shown the main activity by putting a ring around the relevant question and the next important economic activity by putting a tick against the particular question. The following suggestions are given for supplying an omission:

(a) Where a ring 'O' is omitted: Where there is an entry against Q. 8 and also in any of the questions 5 to 7, question 8 may be taken as the Principal Work and may be ringed off. Where there are entries against Qs. 5 to 7 only, Q. 5 may be taken as the Principal Work. Where there are entries only against Qs. 6 & 7. Q. 7, may be taken as Principal Work.

(b) Where a tick (√) is omitted: A tick can be there only if there are entries against more than two questions amongst 5, 6, 7 and 8. If the enumerator has failed to ascertain this on the spot and note the tick, the entry to be made in the tabulation office can only be arbitrary. Commonsense alone can guide in each case according to the work or different works carried on by the person. In many cases perhaps, the work on which he spends least time can easily be spotted out first and eliminated so that the 'O' and (√) may be given to the other two questions appropriately. In case of doubt the sorter should take the advice of the Statistical Assistant or Tabulation Assistant. The Sorter should also be careful to note whether against Q. 7 the household industry has been correctly entered or not, e.g. the enumerator might have entered the profession of washing or hair dressing as HHI. But they are not houeshold industries and so they should be carried on to Q. 8.

Q. 7 (*c*): In Q. 7 (c) there can be only one entry 'EE' otherwise 'X'. Some enumerators may have put MR, SW, FW, etc. as for 8(c). Such entries should be ignored. It should be verified, only if the person is 'EE' viz., Employee in a Household Industry.

Q. 8 (*a*): The enumerator might have noted "Farm Servant" or "Agriculture and allied activities" in Q. 8. In such cases the correct entry should be against Q. 6 though he can also be shown as a domestic servant in Q. 8.

Q. 8 (*b*): If the occupation is such that more than one member generally takes part in it and there are entries in Q. 8 of the slips pertaining to other members such as the wife etc., the entry in 8 (c) should be 'FW'.

Q. 8 (*c*): In trade or business too if more than one member of the household is shown in Q. No. 8 of the slip to be attending to the same business in the same capacity or different capacities as in a joint family business or family partnership, the entry for all the members in Q. 8 should be 'FW'. In many cases, in case of family workers, the enumerators would have wrongly entered 'MR' for head of the family and 'FW' for others. The 'MR' in 8 (c) for head should in such cases be changed to 'FW'.

Q. 9 : *Activity if not working*:

The sorters may note that if there is entry against any of Qs. 5, 6, 7, or 8, there cannot be any entry against Q. 9 and vice versa. The sorter should therefore, correct wherever there is any such inconsistency. If there is 'HW' in Q. 9 in addition to Qs. 5, 6, 7 or 8, it may be struck off in Q. 9 and carried to the Qs. 5, 6, 7 or 8 where there is already an entry by putting it by the side of the work in brackets as (HW) e.g., Q. 8—Teacher (HW).

Qs. 10(*a*); 10(*b*)(*i*); 10(*b*) (*ii*): *If aged* 15 *years or above:*

(i) In order to be compatible with answer to Q. 3. Age 'last birthday', check first whether entry against 10 (a) has been made with regard to persons aged 15 years or more only. If not, strike off the entries made against 10 (a) and 10 (b) for persons below 15 years.

(ii) Check whether the broad category of Main Activity recorded in Qns. 5 to 8 (Viz., C, AL, HHI, OW or Non-worker) is different from the one entered against Q. 10 (a). If not, strike off all the entries made in 10 (b).

(iii) For all persons below 20 years but aged 15 years or more 'Main Activity ten years ago' should be always 'Non-worker'. If return shows otherwise in 10 (a), strike it off and put 'Non-worker' in its place.

(iv) If the year of change is not mentioned in 10 (b) (i), enter 'unspecified'.

(v) If the year of change is indicated in 10 (b) (i), but the relevant reasons are not ticked off in 10 (b) (ii), tick off Sl. No. 5—'others' and write 'unspecified'. Follow the same procedure if 'others' is ticked off but the return is not described fully.

Qs. 11 (*i*); 11 (*ii*); 11 (*iii*): *Place of Residence* 10 *years ago:*

(i) Check whether the question is filled up for persons aged 10 years or above according to Q. 3 only. For persons below 10 years 'X' must have been recorded against 11 (i), 11 (ii) and 11 (iii). If not, strike off all the entries and put 'X' instead.

(ii) If all the entries are blank, put 'PL' against 11 (i) and 11 (ii) and 'X' against 11 (ii) and 11 (iii).

(iii) If entry against 11 (i) only is made and the rest are blank, put 'unspecified' against 11 (ii) and 11 (iii).

(iv) If name of the district only is entered and the rest are blank, see whether this falls in the State. If so, write 'S' against 11 (i) and 'unspecified' against 11 (iii). If not, ascertain the State to which the district belongs and enter its name against 11 (i); put 'unspecified' against 11 (iii).

(v) If the entry in 11 (i) is the name of a foreign country, strike off the entries if any against 11 (ii) and 11 (iii) and put 'X' instead.

ENCLOSURE 4

RE-SURVEY ON ECONOMIC QUESTIONS

INSTRUCTIONS FOR CODING FOR INDIVIDUAL SLIP II (1961 CONCEPTS)—SAMPLE S_2

1. Coding will be done only for Qs. 7 (a) and 8 (a) (Nature of work), Qs. 7 (b) and 8 (b) (Nature of Household Industry and Nature of Industry, Trade, Profession or Service) and Q. 10 (b) (Reasons for change in Activity). The relevant instructions are given below:

2. *Qs.* 7 (*a*) *and* 8 (*a*): *Nature of work.* Record the appropriate three digited occupation code on the left hand side of the lines relating to the question. *Coding should be done according to* '*NCO* 1968'.

3. *Qs.* 7 (*b*) *and* 8 (*b*): *Nature of Household Industry, Nature of Industry, Trade, Profession or Service:* Record the appropriate three digited industrial code against 7 (b) and 8 (b) on the right hand side of the line using 'NIC 1970'.

4. *Important point to note:* *In the case of Qs.* 7 (*a*) *and* 7 (*b*) *relating to Household Industry, coding will have to be done wherever there is an entry. But as regards Qs.* 8 (*a*) *and* 8(*b*) *codes need be given only if Q.* 8 *relates to Principal work i.e. if Qs.* 5, 6, 7 *are blank or if there is a ring around Qn.* 8.

5. *Q.* 10 (*b*) (*ii*): *Reasons for change:* Four codes have already been specified. In the case of others (5) various reasons may be coded by adopting two digit codes as indicated below:

1.	Political situation	51
2.	Seeking a change of profession	52
3.	Loss of job	53
4.	Non-worker having been employed subsequently	54
5.	Marriage	55
6.	Retirement	56
7.	Health Reasons	57

.....and so on including 'unspecified'.

These seven additional codes may perhaps suffice in most cases. In case there are other prominent reasons they may be given suitable codes beyond 57 as 58, 59, 60 etc. If additional codes are given beyond 57, their list should be maintained carefully.

APPENDIX No. 37

S. RAGHAVACHARI
ASSISTANT REGISTRAR GENERAL.

D.O. No. 10-19/71-DD

MINISTRY OF HOME AFFAIRS, OFFICE OF THE REGISTRAR GENERAL, INDIA.
NEW DELHI, 1ST MARCH 1972.

Dear Shri Padmanabha,

Please find enclosed the compilation programme (10 copies) for the Re-Survey on the Economic Concepts. It contains 15 statements with separate instructions for Samples S_1 and S_2 respectively. The format of the statements is however identical for both the Samples. As in the case of the field work the compilation programme of the Sample may be assigned to two independent sets of persons.

It may appear strange that the statements start with classification of 'Main activity 10 years ago'. Since the statements have been arranged to ensure a minimum number of sorts this had become necessary. Further, in this programme the medium of Sorter's ticket has been dispensed with so that the Statements can be compiled straightaway after the slips are sorted out with the help of Pigeon Holes. However, as has been explained in the enclosure same Work Sheets may have to be kept up by the Sorters so that continuity of the sort is maintained till the end.

As you know the formats show besides Sex, District and Stratum, the particulars of 'Random Group'. It is proposed to divide the sample blocks in each of the three stratum (4 if Metropolitan City) into 10 random groups so that the statements will be prepared separately for each Random Group within a Stratum. This will provide the range of variation of the estimates which the users would like to have. A list of random groups of blocks is also appended herewith.

The statements may kindly be sent to us after compilation for consolidation and for working out the calibration factors.

Please acknowledge receipt.

Yours sincerely,

Sd/-

(S. RAGHAVACHARI)

To

Shri P. Padmanabha,

Director of Census Operations

in Mysore, *Bangalore.*

RE-SURVEY ON ECONOMIC QUESTIONS—COMPILATION PROGRAMME

STATEMENT 1: Main activity ten years ago cross classified by present main activity/principal work

Stratum ..... Sample .. ..

STATE .....

Random Group ..... Sex .....

Present main activity/ Principal work	Present Age Below 20 years	Present Age Twenty years and above including Age Not Stated main activity ten years age							Total
		All Categories	C	AL	HHI	OW	Non-worker	Un-specified	
1	2	3	4	5	6	7	8	9	10
Worker									
C									
AL									
HHI									
OW									
Non-worker									
H									
ST									
R									
D									
B									
I									
O*									
Total									

*For S_2 to be classified into 'NE' and 'UN'

RE-SURVEY ON ECONOMIC QUESTIONS—COMPILATION PROGRAMME

STATEMENT 2: Persons classified by type of change in activity and by reasons for change

Stratum ..... Sample .....

STATE .....

Random Group ..... Sex .....

Type of change in activity	Reasons for change (Describe)								Total
	1	2	3	4	51	52			
1	2	3	4	5	6	7			
C to AL									
C to HHI									
C to OW									
C to H									
C to ST									
C to R									
C to D									
C to B									
C to I									
C to O									
AL to C									
AL to HHI									
AL to OW									
Non-worker to OW									
Total									

RE-SURVEY ON ECONOMIC QUESTIONS—COMPILATION PROGRAMME

STATEMENT 3: Persons classified by type of change in activity and by educational level.

Stratum ..... Sample .....

STATE .....

Random Group ..... Sex .....

Type of change in activity	Educational level					
	Illiterate	Literate below Matric	Matric but below graduate	Graduate and above	Not classifiable	Total
1	2	3	4	5	6	7
C to AL						
C to HHI						
C to OW						
Non-worker to OW						
Total						

RE-SURVEY ON ECONOMIC QUESTIONS—COMPILATION PROGRAMME

STATEMENT 4: Persons whose main activity is Non-worker classified by Secondary work.

Stratum ..... Sample S_1

STATE .....

Random Group ..... Sex .....

Main Activity	Secondary Work				No Secondary work	Total
	C	AL	HHI	OW		
1	2	3	4	5	6	7
H						
ST						
R						
D						
B						
I						
O						

RE-SURVEY ON ECONOMIC QUESTIONS—COMPILATION PROGRAMME

STATEMENT 5: Non-workers according to main activity/Principal work classified by Age-group and sex.

Stratum ..... Sample .....

STATE .....

Random Group ..... Sex .....

Age-group	Total Non-workers	ST	H	D	R	B	I	O*		
								Total	NE	UN
1	2	3	4	5	6	7	8	9	10	11
0-9										
10-14										
15-19										
20-24										
25-29										
30-34										
35-39										
40-49										
50-59										
60+										
A.N.S.										
Total										

*For S_1 enter in column 9 only.

RE-SURVEY ON ECONOMIC QUESTIONS—COMPILATION PROGRAMME

STATEMENT 6: Persons Looking/Available for work classified by Age, Sex, Present Activity and whether seeking Part Time/Full Time/Unspecified

Stratum ..... Sample ..... S_1

STATE .....

Random Group ..... Sex .....

Age Group	Present Activity											
	H			ST			R			D		
	LA		NLA	LA		NLA	LA		NLA	LA		NLA
	F	P		F	P		F	P		F	P	
1	2	3	4	5	6	7	8	9	10	11	12	13
10-14												
15-19												
20-24												
25-29												
30-34												
35-39												
40-49												
50-59												
60+												
A.N.S.												
Total												

STATEMENT 6—(*Contd.*)

Age-group	Present Activity											
	B			I			O			All Non-worker		
	LA		NLA	LA		NLA	LA		NLA	LA		NLA
	F	P		F	P		F	P		F	P	
1	14	15	16	17	18	19	20	21	22	23	24	25
10-14												
15-19												
20-24												
25-29												
30-34												
35-39												
40-49												
50-59												
60+												
A.N.S.												
Total												

Note: LA denotes 'Looking/Available for work'

NLA denotes 'Not looking/Available for work'

*As per letter No. 10-19/71-DD from the A.R.G. dated 25-4-72.

RE-SURVEY ON ECONOMIC QUESTIONS—COMPILATION PROGRAMME

STATEMENT 7: Non-workers categorised as others (i.e. '0' in 1971/ NE or UN in 1961) aged 15 and above classified by sex, age-groups and educational level.

Stratum ..... Sample .....

STATE .....

Random Group ..... Sex .....

Educational level	Total	Age-groups								
		15-19	20-24	25-29	30-34	35-39	40-49	50-59	60+	A.N.S.
1	2	3	4	5	6	7	8	9	10	11
Illiterate										
Literate below Matric										
Above Matric but below Graduate										
Graduate and above										
Educational level not classified										
Total										

NOTE: For sample S_2, this table is to be prepared separately for NE and UN

RE-SURVEY ON ECONOMIC QUESTIONS—COMPILATION PROGRAMME

STATEMENT 8: Persons looking/available for work classified by educational level, age-group, sex and according to whether registered in employment exchange or not.

Stratum..... Sample S_1 .....

STATE .....

Random Group ..... Sex .....

Age Group		Registered in Employment Exchange						Not registered in Employment Exchange						Total
		Illiterate	Literate below Matric	Above Matric but below Graduate	Graduate and above	Unclassifiable	Total	Illiterate	Literate but below Matric	Above Matric but below Graduate	Graduate and above	Unclassifiable	Total	
1		2	3	4	5	6	7	8	9	10	11	12	13	14
10-14														
15-19														
20-24														
25-29														
30-34														
35-39														
40-49														
50-59														
60+														
A. N. S.														
Total														

RE-SURVEY ON ECONOMIC QUESTIONS—COMPILATION PROGRAMME

STATEMENT 9: Persons whose main activity (Principal work) is (i) Cultivator (ii) Agricultural labourer (iii) Household industry & (iv) Non-household industry classified by Secondary Work.

Stratum ..... Sample .....

STATE .....

Random Group ..... Sex .....

Main activity/Principal work	Secondary work							No secondary work	Total
	C	AL	HHI by divisions*			OW	All Secondary work		
			0	1	2&2				
1	2	3	4	5	6	7	8	9	10
C									
AI HHI by divisions*									
0(a)									
1(a)									
2&3 (a)									
Other work by divisions									
0(b)									
1(b)									
2&3 (b)									
4									
5									
6(a)									
6(b)									
7									
8									
9(a)									
9(b)									
9(c)									
Total									

*For S_1 fill in divisions 2 & 3 only.
6(a)—Major Group 69 of N.I.C.
6(b)—Others of Division 6 of N.I.C.
9(a)—Major Group 91 of N.I.C.
9(b)—Minor Group 951 of N.I.C.
9(c)—Others of Division 9 of N.I.C.

RE-SURVEY ON ECONOMIC QUESTIONS—COMPILATION PROGRAMME

STATEMENT 10: Workers according to main activity/principal work classified by sex, age-group & industrial division.

Stratum..... Sample .....

STATE .....

Random Group ..... Sex .....

Age group	Total Workers	Workers by Industrial Division																
		Cultivators	Ag. Labourers	0		1		2 & 3		4	5	6		7	8	9		
				a	b	a	b	a	b			a	b			a	b	c
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
0-9																		
10-14																		
15-19																		
20-24																		
25-29																		
30-34																		
35-39																		
40-49																		
50-59																		
60+																		
Age not stated																		
Total																		

NOTE: 0 (a), 1 (a) —Divisions 0, 1 of Household Industry (for S_2 only)
2&3 (a) —Divisions 2, 3 of Household Industry (for both S_1 & S_2)
6 (b) —Others of Divisions 6 of N.I.C.
9 (b) —Minor group 951 of N. I. C.
6 (a) —Major group 69 of N.I.C.
9 (a) —Major group 91 of N.I.C.
9 (c) —Others of Division 9 of N.I.C.

RE-SURVEY ON ECONOMIC QUESTIONS — COMPILATION PROGRAMME

STATEMENT 11 : Housewives who are also engaged in other work, classified by age and principal work (only for individual slip II, 1961 concepts).

Stratum .....STATE ....Sample S_2.....

Random group ..... Sex.....

Age-group	Industrial Division													
	0(b)		1(b)		2&3 (b)		4		5		6 (a)		6 (b	
	Hw	Oth-ers	Hw	Oth-ers	Hw	Oth-ers	Hw	Oth-ers	Hw	Oth-ers	Hw	Oth-ers	Hw	Oth-ers
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
10—14														
15—19														
20—24														
25—29														
30—34														
35—39														
40—49														
50—59														
60+														
Age not stated														
Total														

STATEMENT 11—(*Concld.*)

Age-group	Industrial Division										Total
	7		8		9 (a)		9 (b)		9 (c)		
	Hw	Oth-ers	Hw	Oth-ers	Hw	Oth-ers	Hw	Oth-ers	Hw	Oth-ers	
1	16	17	18	19	20	21	22	23	24	25	26
10—14											
15—19											
20—24											
25—29											
30—34											
35—39											
40—49											
50—59											
60+											
Age not stated											
Total											

NOTE : Industrial Divisions and Sub-Divisions same as in Statements 9 and 10.

RE-SURVEY ON ECONOMIC QUESTIONS—COMPILATION PROGRAMME

STATMENT 12 : Industrial Classification of workers by age-group and class of workers.

Stratum .....STATE ....Sample.....

Random group ..... Sex .....

Industrial Division	Class of workers	Age-Group											Total
		0—9	10—14	15—19	20—24	25—29	30—34	35—39	40—49	50—59	60+	Age not stated	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
0(a)	Employee*												
	Others*												
0(b)	Employer												
	Employee												
	Single worker												
	Family worker												
1(a)	Employee*												
	Others*												
1(b)	Employer												
	Employee												
	Single worker												
	Family worker												

*Only for 1961

STATEMENT 12—(*Concld.*)

1	2	3	4	5	6	7	8	9	10	11	12	13	14
2&3 (a)	Employer* %												
	Single worker%												
	Family worker%												
	Others*												
2&3 (b)	Employer												
	Employee												
	Single worker												
	Family worker												
4 (a)	†												
4 (b)													
9 (c)													

*Only for 1961. % only for 1971

† Class of workers as in 2&3 (b) for each Industrial Division and Sub-Division.

RE-SURVEY ON ECONOMIC QUESTIONS—COMPILATION PROGRAMME

STATEMENT 13: Occupational classification of workers by age-group and sex in household and non-household industries.

Stratum ..... STATE ..... Sample .....

Random group ..... Sex .....

Occupational Division	Age-group											
	0—9		10—14		15—19		20—24		25—29		30—34	
	HHI	Non-HHI	HHI	Non-HHI	HHI	Non-HHI	HHI	Non-HHI	HHI	Non-HHI	HHI	Non-HHI
1	2	3	4	5	6	7	8	9	10	11	12	13
0—1 (a)												
0—1 (b)												
0—1 (c)												
2												
3 (a)												
3 (b)												
3 (c)												
3 (d)												
4												
5 (a)												
5 (b)												
6												
7,8,9 (a)												
7,8,9 (b)												
7,8,9 (c)												
Total												

STATEMENT 13—(*Contd.*)

Occupational Division	Age-group											
	35—39		40—49		50—59		60+		Age not stated		Total	
	HHI	Non-HHI	HHI	Non-HHI	HHI	Non-HHI	HHI	Non-HHI	HHI	Non-HHI	HHI	Non-HHI
1	14	15	16	17	18	19	20	21	22	23	24	25
0—1 (a)												
0—1 (b)												
0—1 (c)												
2												
3 (a)												
3 (b)												
3 (c)												
3 (d)												
4												
5 (a)												
5 (b)												
6												
7,8,9(a)												
7,8,9(b)												
7,8,9(c)												
Total												

NOTE—STATEMENT 13

NOTE:	0—1 (a)	—Group 04 of N.C.O.
	0—1 (b)	—Family 172, 173, 184, 189 & 193 of N.C.O.
	0—1 (c)	—Others of division 0—1
	3 (a)	—Family 310
	3 (b)	—Group 36, 37, 38, 39 & family 357
	3 (c)	—Family 359
	3 (d)	—Others of division '3'
	5 (a)	—50
	5 (b)	—Others
	7,8,9, (a)	—Group 71
	7,8,9, (b)	—Group 98
	7,8,9, (c)	—Others of divisions 7,8 & 9.

RE-SURVEY ON ECONOMIC QUESTIONS—COMPILATION PROGRAMME

STATEMENT 14: Age distribution of migrants and non-migrants

Stratum ..... Sample .....

STATE .....

Random Group..... Sex .....

Age	Non-migrants	Migrants	Total
1	2	3	4
0		X	
1		X	
2		X	
3		X	
4		X	
5		X	
6		X	
7		X	
8		X	
9		X	
10		X	
11		X	
70+			
Age not stated			
Total			

RE-SURVEY ON ECONOMIC QUESTIONS—COMPILATION PROGRAMME

STATEMENT 15 : Classification of migrants by type of spatial movement, age & sex

Stratum———— STATE———— Sample————

Random group———— Sex————

Age-group	Place of residence ten years ago											Total		
	Within State			Outside the State (Name of State)							Outside India			
				1			2							
	Rural	Urban	Unclassi-fiable	R	U	U.c.	R	U	U.c.			R	U	U.c.
1	2	3	4	5	6	7	8	9	10					
10—12														
13—17														
18—22														
23—27														
28—32														
33—37														
38—42														
43—47														
48—52														
53—57														

STATEMENT 15- (*Concld.*)

1	2	3	4	5	6	7	8	9	10					
58—62														
etc..														
63— 67														
68														
Age not stated														
Total														

NOTE: R denotes Rural

U denotes Urban

U.c. denotes Unclassifiable

APPENDIX 1

RE-SURVEY ON ECONOMIC QUESTIONS

GENERAL INSTRUCTIONS FOR THE OFFICIALS ORGANISING THE COMPILATION PROGRAMME

1. The Statements will have identical formats for both S_1 and S_2.

2. The compilation will, however, be handled separately for S_1 and S_2 so that the related instructions are given separately.

3. Sorting will be done with the help of pigeon holes exactly as in the 1971 Census, utilising labels for different categories according to the Statement on hand. Hence the instructions given below refer only to the substantive details of compilation of the Statements. For example, when we say 'sort into worker/non-worker' for Statement 1 this assumes that the slips are to be dealt into 2 pigeon holes labelled 'Worker' and 'Non-worker'.

4. From the format of the Statements it is clear that sorting will be done for each stratum. Again within each stratum, the sample blocks have been divided into ten Random Groups as per list supplied. Each Statement must be compiled separately for each Random Group within a stratum.

5. In the compilation Statements involving Industry/Occupation provision has been made for compilation by Divisions only. But in order to achieve comparability between the systems adopted in the 1961 and 1971 Census, a few two or three digit codes have been identified separately.

6. The male and female slips are to be kept separately from the very beginning. This separation will be maintained till the end of compilation.

7. The compilation programme has been evolved in such a way that it would require a minimum number of sorts.

8. The sorting instructions have avoided the medium of Sorter's tickets so that the cells of the various Statements may be filled directly after each sort. However, it may be necessary to keep some Work Sheets at hand so that the results of the incomplete sorts could be recorded temporarily. For example, if a particular bundle has not been completed at the end of the day, the sorter may count and record the details of the slips handled that far in the Work Sheet. This may then be added on to the results of the next day's sort and entered finally in the Statement. Since the format of the Work Sheets depends on actual local conditions this is left to the local (State) authority to develop them.

APPENDIX 2

RE-SURVEY ON ECONOMIC QUESTIONS

INSTRUCTIONS FOR SORTING AND COMPILATION
SAMPLE S_1 ONLY—1971 CONCEPTS

1. *Separation of Slips by Sex* :

(i) Sort the slips into Males and Females according to Qn. 2. Count and enter the number in col. (10) of Statement 1 in the last row for 'Total' for each of the sexes. From now on, the bundles of slips relating to the two sexes will be sorted separately for preparing the Statements.

(ii) Since the instructions for preparing most of the Statements given below are identical for either of the sexes, no reference has been made specifically to sex unless it is necessary.

2. *Statement 1* :

(i) Sort the slips into 'Worker' and 'Non-worker' with regard to Qns. 7(a) (i) and 7(a) (ii) respectively. Count and enter the number in col. (10) against 'Worker' and 'Non-worker'.

(ii) Classify the slips of Worker into Categories C, AL, HHI and OW according to Qn. 7(a) (i), count and enter the number of slips in col. (10) against the respective row and bundle up the slips separately.

(iii) Distribute each worker category into 'below 20 years' and 'above 20 years including age not stated' with reference to Qn. 4. Keep the two bundles separate. Count and enter the number of slips of 'below 20 years' and '20 years and over including age not stated' in cols. (2) and (3) respectively against respective row.

(iv) Sort each category of worker aged 20 years including age not stated according to 'Main Activity 10 years ago' in Qn. 10(a) into C, AL, HHI, OW, Non-worker or unspecified. Count and enter the numbers in cols. (4)—(9) against respective row.

(v) Classify the slips of Non-worker into 7 categories, H, ST, R, D, B, I, O according to Qn. 7(a) (ii). Count and enter the number of slips in each category in col. (10) against respective row and repeat steps (iii) & (iv) with each Non-worker category.

(vi) Tally now the following for each row :

Col. (4) + Col. (5) +.....+ Col. (9) = Col. (3); Col. (2) + Col. (3) = Col. (10)

Note : At the end of this operation, you will have utmost 7 bundles for each of the 4 worker categories and 7 non-worker categories. The slips relating to ages 'below 20 years', 'unspecified main activity ten years ago' and 'no change in activity' should now be combined within each category of Worker and Non-worker. For each category of Non-worker, note that the bundle relating to 'Non-worker as main activity ten years ago, should be treated as indicating no change in activity and therefore should also be kept aside. Under each category of Worker or Non-worker you have to deal with utmost 4 bundles only relating to persons whose 'main activity ten years ago' is different from the present main activity for the preparation of the Statements 2 & 3.

3. *Statement 2* :

(i) Take each of the remaining bundles, utmost 44 in all, one by one and category by category. Transcribe the number of slips in the bundle in the column for 'total' against the appropriate row from the respective row and column in Statement 1. As for example, the 'total' for the bundle 'C to AL' is to be transcribed from col. (4) against the row for 'AL' in Statement 1. Sort the slips by 'Reason' according to Qn. 10(b) (ii). Count and enter the numbers in cols. (2), (3).....against respective row. *Note that the reasons should be clearly stated in the column head instead of code numbers.* Add the figures over the various columns and tally with the 'total' already transcribed from Statement 1.

(ii) Repeat (i) till all the bundles of all categories are exhausted.

(iii) Fill the column total for each column. Add column totals from col (2) onwards and tally with the grand total in the last column.

(iv) Transcribe the totals for each type of change in activity from the last column in col. (7) of Statement 3 appropriately row by row.

Note: Combine the slips for various reasons within each type of change in activity.

4. *Statement 3*:

(i) Take each bundle category by category and sort the slips into broad educational levels according to Qns. 5 and 6. Enter the count in cols. (2)—(6) against the appropriate row.

(ii) Repeat (i) and exhaust the bundles of all the categories.

(iii) Add cols. (2) to (6) row by row and tally with the corresponding total already entered in col. 7.

Note: Combine first the slips for various educational levels within each type of charge and then assemble slips by present main activity regardless of 'main activity 10 years ago'. Mix them with respective category bundles kept apart at the end of preparation of Statement 1. You will now have only 11 bundles of slips relating to 4 categories of Worker and 7 categories of Non-workers. Keep the 4 bundles of Worker categories aside safely for the moment.

5. *Statement 4* :

(i) Take the bundle relating to 'H' of Non-worker and transcribe the figures for total of 'H' from col. (10) of Statement 1 in col. (7) against the appropriate row. Sort the slips into having 'Secondary Work' and having 'No Secondary Work' according to Qn. 8. Enter the count of slips relating to 'No Secondary Work' in col. (6) against respective row.

(ii) Sort slips of 'H' having secondary work into C, AL, HHI, OW according to Qn. 8(a). Enter the count in cols. (2)—(5) against the row for 'H'. Add the figures over col. (2)—(6) and tally with the 'total' already transcribed in col. (7).

(iii) Repeat (i) and (ii) for other categories of Non-workers.

Note: Combine the slips for various secondary work with those relating to 'No Secondary Work' within each category of Non-worker. Again you will have separate bundles for 7 categories of Non-worker.

6. *Statement 5* :

(i) Transcribe from col. (10) of Statement 1 the figures for 'ST', 'H', etc., in the respective columns against the row for 'Total'.

(ii) Sort the bundle of 'ST' of Non-worker by age-groups 0—9, 10—14, 15—19, 20—24, 25—29, 30—34, 35—39, 40—49, 50—59, 60+ and age not stated, with reference to Qn. 4. Enter the counts in col. (3) against respective rows. Sum the figures over all the rows in col (3) and tally with the total already transcribed from Statement 1.

(iii) Repeat (ii) with the remaining categories. Enter count for 'O' (others) in col. (9) only, crossing out cols. (10) and (11).

Note 1 : Add the entries in a row over all the relevent columns and enter the sum in col. (2).

Note 2 : Combine the slips for various Non-worker categories within age group 0—9 into one bundle and keep it aside. Keep the bundle for each Non-worker category within each of the remaining age-groups separate for compiling the next statement.

7. *Statement 6* :

(i) Sort the slips of the bundle for 'H' within age-group 10—14 into 'Yes' or 'No' on the basis of Qn. 9(a). Count the slips returning 'No' in Qn. 9(a) and enter the number in col. (4) against the row for age-group 10—14.

(ii) Sort the slips having 'Yes' in Qn. 9(a) into Full time (F) or Part time (P) according to Qn. 9(b). Enter the counts in cols. (2) and (3) against the row for age-group 10—14.

Combine the slips for full time within those 'looking/available for work'. Keep the two bundles—one for those 'looking/available for work' and the other for those 'not looking/available for work' separate within the age-group 10—14 for H.

(iii) Repeat (i) and (ii) for the remaining Non-worker categories within age-group 10—14. For category 'O', all the persons will be 'looking/available for work'. So, no sort on Qn. 9(a) is necessary for this category.

(iv) Repeat (i), (ii) and (iii) with the remaining age-groups.

(v) Add the counts for columns (2), (5), (8), (11), (14), (17), (20) in each row and enter the total in col. (23) for 'Non-worker'. Similarly add cols. (3), (6), (9), (12), (15), (18), (21) and cols. (4), (7), (10), (13), (16), (19), (22) and enter the totals in cols. (24) and (25) respectively. Check whether sum of cols. (23), (24), (25) for each age-group tallies with the corresponding figure in col. (2) of Statement 5.

Note 1 : Combine in one bundle the slips of those not looking/available for work for the various non-worker categories within each age-group.

Note 2 : In age-group 10—14 combine the slips of those looking/available for work for the various non-worker categories.

Note 3 : In the remaining age-groups, combine the slips of those looking/available for work for the various non-worker categories expect 'O'.

8. *Statement 7* :

(i) Transcribe from col. (9) of Statement 5 the number for each age-group in col. (3)—(11) appropriately against the row for 'Total'.

(ii) Sort the slips of bundle for age-group 15—19 into educational levels Illiterate, Literate but below Matric, above Matric but below Graduate, Graduate and above, and Educational level not classified with reference to Qns. 5 and 6.

(iii) Repeat (ii) with bundles of age-groups 20—24, 25—29, 30—34, 35—39, 40—49, 50—59, 60+ and 'Age Not Stated'.

Note 1 : Add over the rows for each column (3) to (11) and tally the sum with the respective column total.

Note 2 : Add the counts over all the columns (3) to (11) row by row and enter the total in col. (2).

Note 3 : Assemble together the slips for various education levels within each age-group and combine them with the respective age-group bundles relating to 'looking/available for work' of other Non-worker categories made at the end of compilation of Statement 6. You will now deal with bundles of slips relating to looking/available for work for age-groups 10—14, 15—19, 20—24, 25—29, 30—34, 35—39, 40—49, 50—59, 60 +, A.N.S. regardless of non-worker categories for compiling Statement 8.

9. *Statement 8* :

(i) Add cols. 23 & 24 of Statement 6 row-wise. Transcribe the total in col. (14) of Statement 8.

(ii) Sort the bundle relating to age-group 10—14 on the basis of Qn. 9(c) into 'Yes' & 'No'. Enter counts in cols. (7) & (13) against the row for age-group 10—14.

(iii) Ensure for each row that col. (14) = col. (7) + col. (13).

(iv) Sort the slip returning 'Yes' in Qn. 9(c) into educational levels Illiterate, Literate but below Matric, above Matric but below Graduate, Graduate and above and unclassifiable according to Qns. 5 and 6. Enter the counts in cols. (2)—(6) against the row for age-group 10—14.

(v) Repeat (iv) with the slips having 'No' in Qn. 9(c) for filling up cols. (8)—(12).

(vi) Repeat (i) to (v) for the remaining age-groups.

Note : Combine the slips for persons 'Registered in Employment Exchange' or 'Not Registered in Employment Exchange' for various educational levels within each age-group. Mix them with the respective age-group bundles for 'Not looking/available for work' made after compiling Statement 6. These bundles along with the one for age-group 0—9 which you would have kept aside after preparing Statement No. 5, will be needed for compiling Statements 14 & 15.

10. *Statement 9* :

At the end of the sorting operation for Statement 3, you would have kept aside 4 bundles for the 4 categories of Workers. You are now required to deal with them.

(i) Transcribe the totals of bundles 'C', 'AL', 'HHI' & 'OW' from col. 10 of Statement 1, in col. 10 appropriately.

(ii) Sort the slips of the bundle relating to 'OW' according to the first digit of the three digit industrial code recorded against answer to Qn. 7(d) into Divisions 0, 1, 2 & 3, 4, 5, 6, 7, 8 or 9. Count the number of slips with codes 0, 1, 2 & 3, 4, 5, 6, 7 & 8, enter the totals respectively against numbers 0(b), 1(b), 2 & 3(b), 4, 5, 7 & 8 in col. (10) and keep the bundles away for the time being.

(iii) Sort further the slips relating to Division 6 into two groups 69 and 'others' according to the second digit of the three digit code. Designate the slips with first two digits of three digit code 69 as 6(a) and the 'others' of Division 6 as 6(b). Count the slips and enter the totals against the respective rows in col. (10) and bundle up the slips separately.

(iv) Similarly sort further the slips of Division 9 into three groups 91, 95 and 'others' according to the second digit of three digit code. Divide again the slip with 95 as the first two digits of three digit code into 951 and 'others' according to the third digit of the three digit code. Designate slips with first two digits 91 as 9(a), those with three digit code 951 as 9(b) and the rest as 9(c). Count the slips, enter the totals against the respective rows in col. (10) and bundle up the slips separately.

(v) At the end of (iv), you will have 15 bundles of workers according to Main Activity one each for 'C', 'AL', 'HHI' and 12 for 'OW' viz., 0, 1, 2 & 3, 4, 5, 6(a), 6(b), 7, 8, 9(a), 9(b), 9(c). Keep these bundles separate.

(vi) Distribute the slips of bundle for 'C' into 'Secondary Work' and 'No Secondary Work' according to Qn. 8. Count and enter the number of slips with 'Secondary Work' and 'No Secondary Work' in cols. (8) & (9) respectively against 'C'.

(vii) Sort further the slips of 'C' with 'Secondary Work' into C, AL, HHI or OW according to Qn. 8(a). Count and enter the number of slips in cols. (2), (3), (6) and (7) against 'C'. Cross out the cells in cols. (4) & (5).

(viii) Repeat (vi) and (vii) with the 14 remaining bundles. For HHI, you have to fill up the figures against '2 & 3(a)' only. Note that you may cross out the entire row for '0(a)' & '1(a)' under HHI.

(ix) Add the cols. (2) to (9) one by one over the Divisions under 'Other Work' and enter the sum in the row for 'Other Work by Divisions'.

Note 1 : Add cols. (8) & (9) row by row and tally the sum with the corresponding total in col. (10) for 'C', 'AL', 'HHI' & 'OW' only.

Note 2 : Combine the slips for 'Secondary Work' and 'No Secondary Work' within 'C', AL, HHI and each of the Divisions and sub-divisions of OW. So you are again left with 15 bundles of Worker for preparing the next statement.

11. *Statement 10*:

(i) Transcribe the figures from Col. (10) of Statement 9 in the respective columns against the row for total.

(ii) Sort the slips of the bundle relating to 'C' into the age-groups 0—9, 10—14, 15—19, 20—24, 25—29, 30—34, 35—39, 40—49, 50—59, 60 + 'age not stated' with reference to Qn. 4. Count and enter the numbers in col. 3 against appropriate rows.

(iii) Repeat (ii) with AL, HHI and each of the 12 Divisions and sub-divisions of OW bundles. Division 2 & 3 (a) in col. 9 stands for HHI. For divisions 0 and 1 enter counts in column (6) (Dn. 0(b)) and col. (8) (Dn. 1(b)) respectively, crossing out cols. (5) and (7).

Note 1 : Add the figures over cols. (3)—(19) for each row and enter total in col. (2).

Note 2 : Tally the totals entered in the row for 'Total' with the sum of rows in each column.

Note 3 : Combine the slips of C and AL within each age-group and keep these age-group bundles aside.

Note 4 : Keep the age-group bundles within each of the 13 remaining Worker bundles separate.

12. *Statement 11* :

(No sort required for S_1)

13. *Statement 12* :

(i) Cross out the Cells against 'Employer' and 'Others' for Divisions 0(a) and 1(a).

(ii) Distribute the slips of industrial division 'O' relating to age-group 0—9 into 'Employer', 'Employee', 'Single Worker' and 'Family Worker' with reference to Qn. 7(f). Enter the counts in col. (3) against appropriate rows for '0(b)'.

(iii) Repeat (ii) with other age-groups within industrial Division 'O' and enter the counts against respective rows in cols. (4)—(13).

(iv) Repeat (ii) and (iii) with all the age-group bundles within all other Divisions and Sub-Divisions. For Division 1, the counts are to be entered against the row for 1(b). Also, for Division 2&3(a) which stands for HHI, the workers will be classified into 'Employer', 'Single Worker' and 'Family Worker' only with reference to Qn. 7(f). Add over columns (3)—(13) for each row and enter 'Total' in col. (14).

Note 1 : Tally the figures entered in col. (14) with the respective totals entered in the last row of Statement 10 by suitably adding over class of worker under each Division.

Note 2 : Combine the slips within each age-group into two bundles one relating to Division 2&3(a) (household industry) and the other relating to all other Divisions and Sub-Divisions (non-household industry). Thus you will have utmost 22 bundles in all for 11 age-groups each divided into HHI and Non-HHI.

14. *Statement 13* :

(i) Transcribe from col. 9 of Statement 10 the figures for various age-groups relating to HHI in columns (2), (4), (6), (8), (10), (12), (14), (16), (18), (20), (22) and (24) against the row for 'Total'. Add over Cols. (6), (8), (10), (11), (12), (13), (14), (15), (16), (17), (18), (19) of statement 10 for each age-group and transcribe the figures in cols. (3), (5) (7), (9), (11), (13), (15), (17), (19), (21), (23) and (25) of this statement against the row for 'Total'.

(ii) Take the HHI bundle for age-group 0—9. Sort the slips according to the first digit of the three digit occupation code given against reply to Qn. 7(e). Enter the counts for Divisions 2, 4 and 6 against the respective rows in col. (2) and put them away together in one bundle.

(iii) Next sort the slips of occupation Division 'O' according to the second digit of the three digit codes into '04' and 'others'. Enter the count of slips of '04' against the

row for 0—1(a) in col. (2). Keep the other slips separately in a bundle for the time being.

(iv) Sort the slips of Division '1' according to the second digit of the three digit codes into '17', '18', '19' and 'others'. Put these 'other' slips along with the 'other' slips of (iii) above. But keep the slips of '17', '18', '19' separately.

(v) Sort the slips of occupation group 17 according to the third digit of the three digit code into 172 & 173 and 'others'. Combine these 'other' slips with those at (iv). Keep aside the slips of codes 172 and 173, put together separately.

(vi) Distribute the slips of occupation group 18 into '184' and '189' and 'Others' on the basis of the third-digit of three digit occupation code. Include the slips of 'Others' in the bundle for 'Others' obtained after operation (v). Put the slips of '184' and '189' together along with '172' & '173'.

(vii) Similarly distribute the slips of occupational group '19' into '193' and 'others' on the basis of the third digit of three digit occupational code. Combine the slips of 'Others' with the 'others' bundle of (vi). Slips of '193' are to be included in the bundle containing slips of '172', '173', '184' & '189'.

(viii) Count the slips of the three digit occupation codes '172', '173', '184', '189' and '193' and enter the number against the row for 0-1(b) in col. (2).

(ix) Count the slips of the 'others' bundle and enter this number against the row for 0-1 (c) in col. (2).

(x) Combine now all the slips of division 0-1 with the bundle containing the slips for Division '2', '4' and '6'.

(xi) Sort the slips of Division '3' according to the second digit of three digit occupation code into '31', '35', '36', '37', '38', '39' and 'Others'. At this stage the slips for '36', '37', '38' and '39' can be collected together in a bundle.

(xii) Sort the slips of Occupation group '31' according to the third digit of the three digit code into '310' and 'Others'. Collect the slips of occupation family '310' and enter the number against the row for 3(a) in col. 2. The 'Other' slips can now be put together along with the 'Other' slips of (xi). The slips of '310' should also be kept separately for the time being.

(xiii) Sort the slips of occupation group '35' according to third digit of the three digit code into '357', '359' and 'Others'. Put this 'others' slips with the bundle for 'Others' already kept at (xii).

(xiv) Add the slips of family '357' to the bundle containing slips for '36', '37', '38', '39', count the slips and enter the number against row for 3 (b) in col. (2).

(xv) Count the slips of code '359' and enter the number against row for 3(c) in col. (2).

(xvi) Count the remaining slips of Division '3' in the 'Other' bundle and enter the number against the row for 3 (d) in col. (2).

(xvii) Combine now all the slips of Division 3 with the bundle containing those of Divisions 0-1, 2, 4 & 6 arrived at in (x).

(xviii) Sort the slips relating to Division 5 according to the second digit of the three digit occupation code into '50' and 'Others'. Count the slips of group '50' and enter

the number against the row for 5 (a) in col. (2). Enter the count of the rest of the slips of Division '5' against 5 (b) in col. (2). Collect together all the slips of Division 5 and add them on to the bundle containing slips of Divisions 0-1, 2, 3, 4 & 6.

(xix) (a) Sort the slips relating to Division 7 according to the second digit of the three digit code into '71' and 'Others'. Enter the Count of slips relating to group '71' against the row for 7, 8, 9(a) in col. (2).

(b) Distribute the slips of Division '9' into '98' and 'Others' on the basis of the second digit of three digit occupation code. Enter the Count of slips of group '98' against the row for 7, 8, 9(b) in col. (2).

(c) Collect together the 'Others' slips of (a) & (b) along with those for Division 8. Count the slips and enter the number against the row for 7, 8, 9(c) in col. (2).

(d) Combine now all the slips of Divisions 7, 8, 9 and add them on to the bundle containing the slips for other Divisions of HHI under the age-group 0—9.

(xx) Repeat (i) to (xix) with the slips relating to Non-HHI for the age-group 0—9 and enter the counts against the respective rows in Col. (3). Keep the bundle for non-HHI of the age-group separately.

(xxi) Repeat (i) to (xx) with slips of HHI and Non-HHI of each of the remaining age-groups. Enter the Counts against respective rows in cols. (4)—(23).

(xxii) Add the figures in cols. (2), (4), (6), (8), (10), (12), (14), (16), (18), (20), (22) in each row and enter the number in col. (24). Add the figures in cols. (3), (5), (7), (9), (11), (13), (15), (17), (19), (21), (23) in each row and enter the total in col. (25).

Note 1 : Add over all the rows in each column and tally with the total already transcribed from statement 10.

Note 2 : Combine the slips for Occupation Divisions and Sub-Divisions and HHI & Non-HHI together within each age-group 0—9, 10—14, 15—19, 20—24, 25—29, 30—34, 35—39, 40—49, 50—59, 60 +, and Age Not Stated.

15. *Statement 14*:

(After you have compiled Statements 8 and 13, you would have kept separately the age-group bundles for 0—9, 10—14, 15—19, 20—24, 25—29, 30—34, 35—39, 40—49, 50—59, 60 +, and A.N.S. for workers and Non-workers respectively. Combine the slips for Workers and Non-Workers within each age-group for preparing statements 14 and 15).

(i) Sort the bundle of age-group 0—9 into individual years 0, 1, ..., 9 with reference to Qn. 4. Enter the Counts in col. (2) and (4) against the respective rows.

(ii) Sort the bundle of age-group 10—14 into individual years 0, 11, 12, 13, 14 on the basis of the second digit of age recorded in Qn. 4. Enter the Counts in col. (4) against respective rows.

(iii) Sort slips of age '10' into 'Migrants' and 'Non-migrants' with reference to Qn. 11(i). If 'PL' is recorded in 11(i) deal the slip into the 'Non-migrants' pigeon-hole; otherwise, the slip will go to the 'Migrant' pigeon-hole. Count and enter the numbers in cols. (2) and (3) respectively. Take the slips of other age *viz.*, 11, 12, 13, 14 one by one and repeat the same operation.

(iv) Repeat (ii) and (iii) with the age-group bundles upto 50—59.

(v) Sort slips of bundle of age-group 60+ into two *viz.*, '6' and other than '6' on the basis of first digit of the 'age' recorded in Qn. 4. Count the slips of 'other than 6' and enter the number in col. (4) against the row for '70+'. Sort the slips for '70+' further into 'Non-Migrants' and 'Migrants' as in (iii) above. Enter counts in cols. (2) and (3) against the row for '70+'. The slips in the other pigeon-hole relate to age-group 60—69. Repeat (ii) and (iii) with these slips.

(vi) Sort the slips of 'Age not stated', as explained in (iii) above.

Note 1 : Tally the grand total with the grand total of Statement 1.

Note 2 : Strike the total for each column and enter the number against the row for total.

Note 3 : Combine the slips for Non-migrants for all ages and keep them aside. You would not require these slips any further.

Note 4 : Combine the slips relating to migrants classified by single year age upto 67. as follows :—

(i) Combine the slips for ages 10, 11 and 12. Keep them separate.

(ii) Combine the slips for ages 13, 14, 15, 16, 17. Keep them separate.

(iii) Continue further with the other ages combining the slips into five yearly age-groups 18—22, 23—27.....till you exhaust the slips relating to age 67.

(iv) Combine the slips of ages, 68, 69 and 70+ to form a bundle for age-group 68+.

(v) Keep the slips belonging to A.N.S. as they are in a separate bundle.

Note 5 : You will now have separate bundles for 14 age-groups to prepare Statement 15.

16. *Statement 15* :

(i) Sort the slips of the bundle for age-group 10—12 into two groups 'Within State' and 'Outside State' including outside India with reference to Qn. 11(i). If 'S' is recorded, the related slip will go into the pigeon-hole 'Within State'; otherwise deal the slips into the pigeon-hole labelled 'outside the State' including outside India.

(ii) Sort the slips relating to 'Within State' into 'rural', 'urban' and 'unclassified' according to answer to Qn. 11 (iii). Count and enter the numbers in cols. (2), (3) and (4) against the row for age-group 10—12.

(iii) Sort the slips relating to 'outside the State including outside India' according to the name of the State within India or Country outside India. Enter the count of slips relating to 'outside India' in the appropriate column against the row for age-group 10—12.

(iv) Take the bundle of slips sorted by State within India in (iii) above one by one and repeat (ii). Enter the counts in appropriate columns against the row for age-group 10—12.

(v) Repeat (i) to (iv) with the slips of the remaining age-groups.

(vi) Strike row and column totals as required. Row totals may be made separately for 'R', 'U' & 'Unclassifiable' 'excluding the figure for Outside India' and entered in the respective columns under total. Column totals may be entered for every column.

Note 1 : Sum the three columns for 'Total' *viz.*, 'R' 'U' and 'Unclassifiable' along with the entry for 'outside India' for each age-group and tally appropriately with the corresponding figures in col. 3 of Statement 14.

Note 2 : You have now completed the required compilation. Collect together all the slips and hand over the bundles to your Supervisor for appropriate action.

APPENDIX 3

RE-SURVEY ON ECONOMIC QUESTIONS

INSTRUCTIONS FOR SORTING AND COMPILATION

SAMPLE S_2 ONLY—1961 CONCEPTS

1. *Separation of Slips by Sex*

(i) Sort the slips into Male and Female according to Qn. 2. Count and enter the number in col. (10) of Statement 1, in the last row for 'Total' for each of the sexes. From now on, the bundles of slips relating to the two sexes will be sorted separately for preparing the Statements.

(ii) Since the instructions for preparing most of the Statements given below are identical for either of the sexes, no reference has been made specifically to sex unless it is necessary.

2. *Statement 1*

(i) Sort the slips into 'Worker' and 'Non-worker' with regard to Qn. 9 i.e., if there is an entry against Qn. 9, classify as 'Non-worker'; otherwise as 'Worker'. Count and enter the numbers in col. (10), against 'Worker' and 'Non-worker'.

(ii) Classify the slips of Worker into Categories C, AL, HHI and OW according to Qns. 5, 6, 7 and 8. If there are entries against more than one question, classify according to "principal work". Principal work can be identified by a circle around the serial number of the Qns. 5, 6, 7 or 8. Count and enter the number of slips in col. (10) against the respective row and bundle up the slips separately.

(iii) Distribute each worker category into 'below 20 years' and 'above 20 years' including 'age not stated' with reference to Qn. 3. Keep the two bundles separate. Count and enter the number of slips 'below 20 years' and '20 years and over including age not stated' in cols. (2) & (3) respectively, against the respective row.

(iv) Sort each category of worker aged '20 years and over including age not stated' according to 'Main Activity 10 years ago' in Qn. 10(a) into C, AL, HHI, OW and Non-worker or unspecified. Count and enter the numbers against the respective rows in cols. (4)—(9).

(v) Classify the slips of Non-worker into 8 categories HW, ST, R, D, B, I, NE and UN according to Qn. 9. Count and enter the number of slips in each category in col. (10) against respective row. Repeat the steps (iii) and (iv) with each 'Non-worker' category except NE (persons not employed before but seeking employment for the first time). For category NE repeat the steps (iii) only.

(vi) Tally now the following for each row:—

Col. (3) = Col. (4)+Col. (5) + .. + Col. (9)
Col. (10) = Col. (2)+Col. (3)

Note : At the end of this operation, you will have utmost seven bundles for each of the four worker categories and eight non-worker categories. The slips relating to ages 'below 20 years', 'unspecified main activity ten years ago' and 'no change in activity' should now be combine within each category of 'Worker' and 'Non-worker'. For each category of Non-worker, note that the bundle relating to non-worker as main activity 10 years ago, should be treated as indicating no change in activity and therefore should also be kept aside. Under

each category of Worker or Non-worker you have to deal with utmost four bundles only relating to persons whose 'Main Activity ten years ago' is different from the present main activity for the preparation of Statements 2 and 3.

3. *Statement 2*

(i) Take each of the remaining bundles (utmost 44 in all) one by one and category by category. Transcribe the number of slips in the bundle in the column for 'total' against the appropriate row from the respective row and column in Statement 1. For example, the total for the bundle C to AL is to be transcribed from col. (4) against the row for 'AL' in Statement 1. Sort the slips by 'Reason' according to 10 (b) (ii). Count and enter the numbers in cols. (2), (3) .....against respective row. Note that the reasons should be clearly stated in the column head instead of code numbers. Add the figures over various columns and tally with the 'total' already transcribed from Statement 1.

(ii) Repeat (i) till all the bundles of all categories are exhausted.

(iii) Fill the column total for each column. Add column totals from col. (2) onwards and tally with the grand total in the last column.

(iv) Transcribe the row totals from the last column in col. (7) of Statement 3, appropriately row by row.

Note : Combine the slips for various reasons within each type of change in activity.

4. *Statement 3*

(i) Take each bundle category by category and sort the slips into broad educational levels according to Qn. 4. Enter the counts in cols. (2)—(6) against the appropriate row.

(ii) Repeat (i) and exhaust the bundle of all categories.

(iii) Add cols. (2) to (6) row by row and tally with the corresponding total already entered in col. (7).

Note : Combine the first slips for various educational levels within each type of change and then assemble slips by present main activity regardless of 'main activity 10 years ago'. Mix them with respective category bundles kept apart at the end of preparation of Statement 1. You will now have only 12 bundles of slips relating to 4 categories of Workers and 8 categories of Non-workers. Keep the 4 bundles of Worker categories aside safely for the moment.

5. *Statement 4*

(This need not be filled for S.)

6. *Statement 5*

(i) Transcribe from col. (10) of Statement 1, the figures of the number of 'ST', 'H', 'D', etc., the respective columns against the row for total.

(ii) Take the bundle of slips relating to 'ST' of Non-worker. Sort the slips by age-groups 0—9, 10—14, 15—19, 20—24, 25—29, 30—34, 35—39, 40—49, 50—59, 60 + and age not stated with reference to Qn. 3. Enter the count in col. (3) against respective row.

(iii) Sum the figures over all the rows in col. (3) and tally with the total already transcribed from Statement 1.

(iv) Keep the age-group bundles separately within each category of Non-worker.

(v) Repeat (i) to (iv) with the remaining 'Non-worker' categories.

(vi) Add the figures in cols. (10) and (11) and enter them in col. (9), row by row.

(vii) Add the entries in cols. (2) to (9) row by row and enter the sum in col. (2).

Note 1 : Combine the slips for various Non-worker categories within age-group 0—9 into one bundle and keep it aside. Keep the age-groupwise (except 0—9) bundles for the Non-worker category NE and UN separately for Statement 7. Combine the slips for the remaining categories within each age-group starting from 10—14.

7. *Statement 6*

(This is not to be compiled for S_2).

8. *Statement 7*

(i) Transcribe from col. (10) or (11) of Statement 5, the number for each age-group in cols. (3) to (11) appropriately against the row for total.

(ii) Take the bundle of slips relating to age-group 15—19 of the Non-worker category NE. Enter the count in col. (3) against the row total from the relevant entry against col. (10), Statement 5.

(iii) Sort the slips into educational levels, Illiterate, Literate but below matric, above matric but below graduate, graduate and above and educational level not classifiable with reference to Qn. 4.

(iv) Add the figures in col. (3) and tally the 'total' with that already entered therein.

(v) Repeat (ii) to (iv) with each age-group.

(vi) Add the entries in cols. (3) to (11) row-wise and enter the total in col. (2).

(vii) Repeat steps (i) to (vi), taking the bundle relating to category 'UN'.

Note 1 : Combine the slips within each age-group for UN and NE. Add these to the respective age-group bundle already prepared at the end of compilation of Statement 5. Thus at the end of this Statement you will have all Non-workers classified by age-group only. These will be needed for compiling Statements 14 and 15.

9. *Statement 8*

(This need not be prepared for Sample S_2).

10. *Statement 9*

(At the end of sorting operation for Statement 3, you would have kept aside 4 bundles for the four categories of Workers. You are now required to deal with them.)

(i) Transcribe the totals 'C', 'AL', 'HHI' and 'OW' from col. (10) of Statement appropriately.

(ii) Sort the slips of the bundle relating to HHI, according to the first digit of the 3 digit industrial code recorded against Qn. 7(b), into Divisions 0, 1, 2 & 3. (While sorting ensure that HHI is the principal work i.e., either there is no other entry against Qns. 5, 6, or 8 or if there are entries, the serial number of Qn. 7, relating to HHI is circled.) Count the slips, enter the totals against the rows 0 a), 1(a), 2&3(a) respectively in col. (10) and bundle up the slips separately.

(iii) Sort the slips relating to OW according to the first digit of the three digit industrial code recorded against Qn. 8(b) into Divisions 0, 1, 2&3, 4, 5, 6, 7, 8 or 9. (Ensure that OW is the principal work.) Count the number of slips with codes 0, 1, 2&3, 4, 5, 7 and 8. Enter the totals respectively against rows 0(b), 1(b), 2&3 (b), 4, 5, 7 and 8 in col. (10) and keep the bundles away for the time being.

(iv) Sort the slips relating to Division 6, into two groups 69 and 'others' according to the second digit of the three digit code. Designate the slips with first two digits of the three digit code 69 as 6(a) and the 'others' of division 6 as 6(b). Count the slips and enter the totals, against the respective rows in col. (10) and bundle up the slips.

(v) Similarly sort further slips of the division 9 into three groups 91, 95 and 'others' according to the second digit of the three digit code. Divide again the slips with 95 as the first two digits of the three digit code into 951 and 'others' on the basis of the third digit of the three digit code. Designate the slips with first two digits 91 as 9(a), those with three digit code 951 as 9(b) and the rest as 9(c). Count the slips, enter the totals against respective rows against col. (10) and bundle up the slips.

(vi) At the end of stage (v) you will have 17 bundles of Workers according to Principal Work, one each for C, AL, three for HHI viz., 0(a), 1(a), 2&3 (a) and 12 for OW viz., 0(b), 1(b), 2&3(b), 4, 5, 6(a), 6(b), 7, 8, 9(a) and 9(c). Keep these bundles separately.

(vii) Distribute the slips of the bundle for 'C' into those having secondary work and having no 'secondary work'. All those slips which have entries against one or more Qns. 6, 7 or 8 are to be classified as those having 'secondary work'. If more than two questions out of 5, 6, 7 and 8 are filled up, the secondary work is indicated by a $\surd$ against the concerned question. All those which have no other entry against Qns. 6, 7 or 8 are to be treated as having 'no secondary work'. Count and enter the number of slips with 'secondary work' and 'no secondary work' in cols. (8) & (9) respectively against 'C'. Sum over cols. (8) and (9) and tally with the figure in col. (10).

(viii) Sort further the slips of 'C' with secondary work' into C, AL, HHI or OW according to entries in Qns. 6, 7 or 8. The secondary work should be identified by a tick against the serial number. Sort out the slips with secondary work HHI, into divisions 0, 1, 2 & 3 on the basis of the first digit of the three digit industrial code recorded against Qn. 7(b). Count and enter the number of slips in cols. (2), (3), (4), (5), (6) and (7) respectively against 'C'.

(ix) Repeat (vii) and (viii) with the 16 remaining bundles.

(x) Add the cols. (2) to (9) one by one over the divisions under HHI and enter the sum in the row for 'HHI by division'. Similarly add the cols. (2) to (9) one by one over the divisions under 'other work' enter the sum in the row for 'other work by divison'.

Note 1: Add the cols. (8) & (9) row by row and tally the sum with the corresponding total in col. (10) for C, AL, HH1 and OW only.

Note 2 : Combine the slips for 'Secondary Work' and 'No Secondary Work' 'C', 'AL' each Division of 'HH1' and each Divisions and Sub-Divisions of 'OW'. So you are left with 17 bundles of Workers for the next Statement.

11. *Statement 10*

(i) Transcribe the figure in col. (10) of Statement 9 in the respective columns against the row for 'Total'.

(ii) Sort the slips of the bundle relating to 'C' into the age-groups 0—9, 10—14, 15—19, 20—24, 25—29, 30—34, 35—39, 40—49, 50—59, 60 + and 'age not stated' with reference to Qn. 3. Count and enter the numbers in col. (3) against appropriate rows.

(iii) Add the figures in col. (3) over rows and tally with the total entered therein.

(iv) Repeat (ii) & (iii) with each of the remaining 16 bundles.

Note 1 : Add the figures over cols. (3)—(19) for each row and enter the total in col. (2).

Note 2 : Combine the slips of C & AL within each age-group and keep these age-group bundles aside.

Note 3 : Keep the age-group bundles within each of the 15 remaining worker categories separately.

12. *Statement 11*

(This Statement is to be prepared only for female Workers whose principal work is other than Cultivation, Agricultural Labour or Household Industry. The slips relating to age-group 0—9 are not to be considered for compiling this Statement).

(i) Sort the slips of the Category 0(b) age-group 10—14, into those who have 'HW' recorded within brackets (HW), against 8(a) or 8(b) and those who do not have this recorded against 8(a) or 8(b). Count the slips and enter their numbers in cols. 2&3 respectively against the row for 10—14.

(ii) Check.

Col. (2) + Col. (3) = Corresponding entry in col. (6) of Statement 10.

(iii) Combine slips of HW and others within the age-group.

(iv) Repeat (i) to (iii) slips of each of the remaining age-groups of Category 0(b).

(v) Add the entries in col. (2) and col. (3) over the rows for individual age-groups and enter the totals against the row for 'Total'.

(vi) Repeat (i) to (v) with each category.

(vii) Add entries over cols. (2) to (25) in each row and enter the sum in col. (26).

Note : At the end of this operation you will have age-group sub-bundles separately within each of the 16 bundles for Workers.

13. *Statement 12*

(i) Distribute the slips of age-group 0—9 relating to industrial division 0(a) into 'Employee' and 'Others' on the basis of Qn. 7(c). Enter the counts in col. (3) against appropriate row.

(ii) Repeat (i) for each of age-groups of 0(a) and enter the counts appropriately.

(iii) Add the entries over cols. (3) to (13) and write the total in col. (14).

(iv) Repeat (i) to (iii) with industrial Category 1(a), 2 & 3(a).

(v) Distribute the slips of the age-groups 0—9 of category 1(b) into Employer, Employee, Single Worker and Family Worker with reference to Qn. 8(c) and enter the counts in col. (3) against appropriate row.

(vi) Repeat (v) for each age-group.

(vii) Add the entries over cols. (3) to (13) and enter in col. (14).

(viii) Repeat (v) to (vii) for each industrial category.

(ix) Tally the figures entered in col. (14) with the respective totals entered in the last row of Statement 10 by suitably adding over 'Class of Worker' under each division.

Note: Combine the slips within each age-group into two bundles one relating to household industry [0(a), 1(a) 2&3 (a)] and the other relating to all the divisions and sub-divisions of non-household industry. Thus you will have utmost 22 bundles in all for 11 age-groups each divided into HHI and non-HHI.

14. *Statement 13*

(i) Add over cols. (5), (7) & (9) of Statement 10 and enter the sums for various age-groups relating to HHI in columns (2), (4), (6) (8), (10), (12), (14), (16), (18), (20), (22) and (24) against the row for 'Total'. Add over Cols. (6), (8), (10), (11), (12), (13), (14), (15), (16), (17), (18), (19) of statement 10 for each age-group and transcribe the figures in cols. (3), (5), (7), (9), (11), (13), (15), (17), (19), (21), (23), and (25) of this statement against the row for 'Total'.

(ii) Take the HHI bundle for age-group 0—9. Sort the slips according to the first digit of the three digit occupation code given against reply to Qn. 7(a). Enter the counts for Divisions 2, 4 and 6 against the respective rows in col. (2) and put them away together in one bundle.

(iii) Next sort the slips of occupation Division 'O' according to the second digit of the three digit codes into '04' and 'others'. Enter the count of slips of '04' against the row for 0—1(a) in col. (2). Keep the other slips separately in a bundle for the time being.

(iv) Sort the slips of Division '1' according to the second digit of the three digit codes into '17', '18', '19' and 'others'. Put these 'other' slips along with the 'other' slips of (iii) above. But keep the slips of '17', '18', '19' separately.

(v) Sort the slips of occupation group 17 according to the third digit of the three digit code into 172 & 173 and 'others'. Combine these 'other' slips with those at (iv). Keep aside the slips of codes 172 and 173, put together separately.

(vi) Distribute the slips of occupation group 18 into '184' and '189' and 'Others' on the basis of the third digit of three digit occupation code. Include the slips of 'Others' in the bundle for 'Others' obtained after operation (v). Put the slips of '184' and '189' together alongwith '172' & '173'.

(vii) Similarly distribute the slips of occupational group '19' into '193' and 'others' on the basis of the third digit of three digit occupational code. Combine the slips of

'Others' with the 'others' bundle of (vi). Slips of '193' are to be included in the bundle containing slips of '172', '173', '184' & '189'.

(viii) Count the slips of the three digit occupation codes '172', '173', '184', '189' and '193' and enter the number against the row for 0—1(b) in col. (2).

(ix) Count the slips of the 'others' bundle and enter this number against the row for 0—1(c) in col. (2).

(x) Combine row all the slips of division 0—1 with the bundle containing the slips for Division '2', '4' and '6'.

(xi) Sort the slips of Division '3' according to the second digit of three digit occupation code into '31', '35', '36', '37', '38', '39' and 'Others'. At this stage the slips for '36', '37', '38' and '39' can be collected together in a bundle.

(xii) Sort the slips of Occupation group '31' according to the third digit of the three digit code into '310' and 'Others'. Collect the slips of occupation family '310' and enter the number against the row for 3(a) in col. 2. The 'Other' slips can now be put together along with the 'Other' slips of (xi). The slips of '310' should also be kept separately for the time being.

(xiii) Sort the slips of occupation group '35' according to third digit of the three digit code into '357', '359' and 'Others'. Put this 'others' slips with the bundle for 'Others' already kept at (xii).

(xiv) Add the slips of family '357' to the bundle containing slips for '36', '37', '38', '39' count the slips and enter the number against row for 3 (b) in col. (2).

(xv) Count the slips of code '359' and enter the number against row for 3(c) in col. (2).

(xvi) Count the remaining slips of Division '3' in the 'Other' bundle and enter the number against the row for 3(d) in col. (2).

(xvii) Combine now all the slips of Divison 3 with the bundle containing those of Dvns. 0—1, 2, 4 & 6 arrived at in (x).

(xviii) Sort the slips relating to Division 5 according to the second digit of the three digit occupation code into '50' and 'Others'. Count the slips of group '50' and enter the number against the row for 5(a) in col. (2). Enter the count of the rest of the slips of Division '5' against 5(b) in col. (2). Collect together all the slips of Division 5 and add them on to the bundle containing slips of Divisions 0—1, 2, 3, 4 & 6.

(xix) (a) Sort the slips relating to Division 7 according to the second digit of the three digit code into '71' and 'Others'. Enter the Count of slips relating to group '71' against the row for 7, 8, 9(a) in col. (2).

(b) Distribute the slips of Division '9' into '98' and 'Others' on the basis of the second digit of three digit occupation code. Enter the Count of slips of group '98' against the row for 7, 8, 9(b) in col. (2).

(c) Collect together the 'Others' slips of (a) & (b) alongwith those for Division 8. Count the slips and enter the number against the row for 7, 8, 9(c) in col. (2).

(d) Combine now all the slips of Divisions 7, 8, 9 and add them on to the bundle containing the slips for other Divisions of HHI under the age-group 0—9.

(xx) Repeat (i) to (xix) with the slips relating to non-HHI for the age-group 0—9, taking the three digit occupational Code given against Q. 8(a) and enter the counts against

the respective rows in col. (3). Keep the bundle for Non-HHI of the age-group separately.

(xxi) Repeat (i) to (xx) with slips of HHI and Non-HHI of each of the remaining age-groups. Enter the Counts against respective rows in cols. (4)—(23).

(xxii) Add figures in cols. (2), (4), (6), (8), (10), (12), (14), (16), (18), (20), (22) in each row and enter the number in col. (24). Add the figures in cols. (3), (5), (7), (9), (11), (13), (15), (17), (19), (21), (23) in each row and enter the total in col. (25).

Note 1 : Add over all the rows in each column and tally with the total already transcribed from Statement 10.

Note 2 : Combine the slips for Occupation Divisions and Sub-Divisions and HHI & Non-HHI together within each age-group 0—9, 10—14, 15—19, 20—24, 25—29, 30—34, 35—39, 40—49, 50—59, 60+, and Age Not Stated.

15. *Statement 14*

(After you have compiled Statements 8 and 13, you would have kept separately the age-group bundles for 0—9, 10—14, 15—19, 20—24, 25—29, 30—34, 35—39, 40—49, 50—59, 60+, and A.N.S. for Workers and Non-workers respectively. Combine the slips for Workers and Non-Workers within each age-group for preparing Statements 14 and 15).

(i) Sort the bundle of age-group 0—9 into individual years 0, 1,.....9 with reference to Qn. 3. Enter the Counts in col. (2) and (4) against the respective rows.

(ii) Sort the bundle of age-group 10—14 into individual years 10, 11, 12, 13, 14 on the basis of the second digit of age recorded in Qn. 3. Enter the Counts in col. (4) against respective rows.

(iii) Sort slips of age '10' into 'Migrants' and 'Non-migrants' with reference to Qn. 11 (i). If 'PL' is recorded in 11(i) deal the slip into the 'Non-migrants' pigeon-hole; otherwise, the slip will go to the 'Migrant' pigeon-hole. Count and enter the numbers in cols. (2) and (3) respectively. Take the slips of other ages *viz.* 11, 12, 13, 14 one by one and repeat the same operation.

(iv) Repeat (ii) and (iii) with the age-group bundles upto 50—59.

(v) Sort slips of bundle of age-group 60+ into two *viz.*, '6' and 'other than 6' on the basis of first digit of the 'age' recorded in Qn. 3. Count the slips of 'other than 6' and enter the number in col. (4) against the row for '70+'. Sort the slips for '70+' further into 'Non-Migrants' and 'Migrants' as in (iii) above. Enter counts in cols. (2) and (3) against the row for '70+'. The slips in the other pigeon-hole relate to age-group 60—69. Repeat (ii) and (iii) with these slips.

(vi) Sort the slips of 'Age Not Stated', as explained in (iii) above.

Note 1 : Tally the grand total with the grand total of Statement 1.

Note 2 : Strike the total for each column and enter the number against the row for total.

Note 3 : Combine the slips for Non-migrants for all ages and keep them aside. You would not require these slips any further.

Note 4 : Combine the slips relating to migrants classified by single year age upto 67, as follows :—

(i) Combine the slips for ages 10, 11 and 12. Keep them separate.

(ii) Combine the slips for ages 13, 14, 15, 16, 17. Keep them separate.

(iii) Continue further with the other ages combining the slips into five yearly age-groups 18—22, 23—27.....till you exhaust the slips relating to age 67.

(iv) Combine the slips of ages 68, 69 and 70+ to form a bundle for age-group 68+.

(v) Keep the slips belonging to A.N.S. as they are in a separate bundle.

Note 5 : You will now have separate bundles for 14 age-groups to prepare Statement 15.

16. *Statement 15*

(i) Sort the slips of the bundle for age-group 10—12 into two groups 'Within State' and 'Outside State' including outside India with reference to Qn. 11(i). If 'S' is recorded, the related slip will go into the pigeon-hole 'Within State'; otherwise deal the slips into the pigeon-hole labelled 'outside the State' including outside India.

(ii) Sort the slips relating to 'Within State' into 'rural', 'urban' and 'unclassifiable' according to answer to Qn. 11 (iii). Count and enter the numbers in cols. (2), (3) and (4) against the row for age-group 10—12.

(iii) Sort the slips relating to 'outside the State including outside India' according to the name of the State within India or Country outside India. Enter the count of slips relating to 'outside India' in the appropriate column against the row for age-group 10—12.

(iv) Take the bundle of slips sorted by State within India in (iii) above one by one and repeat (ii). Enter the counts in appropriate columns against the row for age-group 10—12.

(v) Repeat (i) to (iv) with the slips of the remaining age-groups.

(vi) Strike row and column totals as required. Row totals may be separately for 'R', 'U' & 'Unclassifiable' 'excluding the figure for Outside India' and entered in the respective columns under total. Column totals may be entered for every column.

Note 1 : Sum the three columns for 'Total' viz., 'R', 'U' and 'Unclassifiable' along with the entry for 'outside India' for each age-group and tally appropriately with the corresponding figures in col. 3 of Statement 14.

Note 2 : You have now completed the required compilation. Collect together all the slips and hand over the bundles to your Supervisor for appropriate action.

APPENDIX No. 38

EDIT INSTRUCTIONS FOR THE DEGREE HOLDER AND TECHNICAL PERSONNEL CARD; CARD LAYOUT

LOCATION CODE :

If the 'Location Code' is not written, it should be written in full with reference to the address appearing below the name on the card. If this is not available then this should be written from the batch of Cards belonging to particular District/Taluk/Town. The 'Location Code' should be spelt out accordingly.

1. *Name* : No edit.

2. *Year of birth* :

If there is no entry, write 'Unspecified'. If by mistake, the card holder has treated this as the date or year of filling up the card *eg.* 1971, the entry should be struck off and 'Unspecified' be recorded.

3. *Home State* : If there is no entry, record 'Unspecified'.

4. *Male/Female* :

If neither of the entries is encircled, find out the sex from the name, if possible, and encircle the appropriate sex.

5. *Marital Status* :

If any of the marital status is not encircled, write 'Unspecified'.

6. *Age at Marriage* :

If the figures entered against item 6 exceeds the age which will be arrived at by computing the entry against item 2 strike out entry against item 6 and record 'Unspecified'. If the encircled entry against item 5 is 'Never Married' and 'Age at Marriage' is stated against item 6, strike out the entry against item 6.

7. *Qualifications, etc.*

If the entries show that they are below degree level or they are not a technical diploma or certificate *eg.* Higher Secondary, Intermediate, etc., under column 1 of item 7, this should be struck off.

11. *Status*

The respondent was required to encircle only one of the alternatives noted against this item, in case more than one alternative has been encircled. You should retain *only one and strike off the others* by referring to the priority list given below:—

1. Employee

2. Self-Employed

61—2 Census/Mysore/73

3. Apprentice

4. Retired

5. Trainee

6. Student

7. Unemployed and trying for a job and

8. Not employed but not trying for a job.

That is to say, in case of multiple responses determine the positions of the various alternatives in the priority list given above and retain only that alternative which has the highest position in the list. For example, if the alternatives encircled are 'Student', 'Retired' and 'Unemployed and trying for a job' retain only 'Retired' and strike off the rest since 'Retired' comes above both 'Student' and 'Unemployed and trying for a job' in the priority list.

If none of the alternatives is encircled, look for entry in item 15; and if period of unemployment is stated against this item, encircle, 'Unemployed and trying for a job' appearing against item 11.

While in doubt regarding the appropriateness of the entry against Q. 11, to be circled, the answers recorded against As, 12, 13, 15 and 16 will also be of some guidance.

12. *If Employee, nature of Employment* : If none of the alternatives is encircled against this item, record 'Unspecified'.

13. *Employment*: If 'Private' is entered in col. of 'Sector' against this item and the entry 'Self Employed' is encircled in item 13, then, strike out 'Private' and record 'Self-employed'.

14. *Any research work* : If neither of the alternatives is encircled, encircle 'No.'

15. *If unemployed, period* : If there is no entry, put 'X' except when the alternative against item 11 'Unemployed and trying for a job' is encircled in which case record 'Unspecified' against item 15.

If entry against item 15 is in terms of years, calculate months and enter.

CODE STRUCTURE—DEGREE HOLDERS AND TECHNICAL PERSONNEL CARDS

Description	Question No. in Card	Code No. allotted	Where to code
1	2	3	4
File No.			
State	Location Code 1st element.	Assign code as per Appendix-I.	
District	Location Code 2nd element.	Record distts. 1 to 9 as 01 to 09 and 10 onwards as recorded.	
Tehsil/Agglo/City	Location Code 3rd element.	Tehsils 001-099 Towns 100-299	
Agglo other Towns		City/Agglo. 300-499 1. Tehsils will be allotted codes within a district. 2. Towns outside the city agglomeration/which are not cities will be arranged in ascending order by renumbering the roman numbers & assigned codes 100—299. 3. Each city/city Agglo. will be given code like 30, 31, 32.....49 (the hundredth and tenth digit) and the Cities/Towns under each will be given codes like 300, 301, 302..... 309, 310, 311...319 and so on. (Town agglo. with population 100000+ will be assigned code in this series). The towns which form part of urban agglo. will be taken as a single unit & will carry codes of city agglo. (300—499). The outgrowth of city/town will be given the main city/town code.	
Bundle No.		No coding. Prefix O's on left to make it 3 digits, if necessary.	
Document No.		No coding. Prefix O's on the left to make it 3 digit, if necessary.	
Year of birth	Q. 2	No coding. Underline the figures. Year not stated 00	Against Q. No. 2
Home State	Q. 3	Assign codes as per App. 1 unspecified state 98	Against Q. No. 3

1	2	3		4
Sex	Q. 4	Male	0	Against Q. 4
		Female	1	
Marital Status	Q. 5	Never Married	0	
		Married	1	
		Widowed	2	Against Q. 5
		Seperated	3	
		Not stated	4	
Age at Marriage (first)	Q. 6	Age 20 and less Code	0	Against Q. 6
		21-23 ,,	1	
		24-26 ,,	2	
		27-29 ,,	3	
		30-32 ,,	4	
		33-35 ,,	5	
		36-38 ,,	6	
		39-41 ,,	7	
		42-44 ,,	8	
		45-47 ,,	9	
		48-50 ,,	X	
		50+ ,,	Y	
		Unspecified	Blank.	
Qualifications 1st Degree	Q. 7			Against Q. 7
(i) Degree/level		Certificate	0	
		Diploma	1	
		Bachelor Degree	2	
		Bachelor Equivalent	3	
		Master's Degree	4	
		Other P.G. degree/Diploma	5	
		Doctorate	6	
		Unspecified	9	
		(Illustrative list in Appendix-II)		
(ii) Year of passing		No coding. Underline the figures		
		year not stated	Blank.	
(iii) Main subject		Arts/Humanities, Commerce & Economics	00	
		History	01	
		Political Science	02	
		Language (English)	03	
		Language (Indian)	04	
		Philosophy	05	
		Sociology	06	
		Commerce	07	

1	2	3	4
		Law	08
		Teaching/Education	09
		Others (Arts/Humanities)	OX
		Science (including agriculture)	
		Agriculture	10
		Bio-Chemistry	11
		Botany	12
		Zoology	13
		Anthropology	14
		Psychology	15
		Physics	16
		Chemistry	17
		Mathematics	18
		Statistics	19
		Geology	20
		Geophysics	21
		Geography	22
		Science (unspecified)	23
		Others (Sciences)	29
		Engineering & Technology—	
		Agricultural Engineering	30
		Architecture, Town & Country Planning	31
		Civil	32
		Electrical	33
		Electronics/Telecommunication/Radio	34
		Mechanical	35
		Chemical	36
		Mining	37
		Metallurgy	38
		Auto	39
		Aero	40
		Public health/Sanitary	41
		Production/Industrial	42
		Other Engineering and Technology	49
		Veterinary Science/Medicine	
		Medicine (Allopathy)	
		Medicine (others)	
		Veterinary Science/Medicine	50
		Medicine (Allopathy)	51
		Medicine (others)	52
		Nursing	60
		Technical Vocation/Trade—	
		Typing	70
		Stenography	71

1	2	3		4
(iii) Main Subject—*Contd.*		Electrician/Wiremen	72	
		Motor Mechanic	73	
		Radio Mechanic	74	
		Mechanic (Including Machinists/Turner)	75	
		Other Mechanic	76	
		Fitter	77	
		Welder (Gas/Elec.)	78	
		Draughtsman (Civil/Mech.)	79	
		Black Smith	80	
		Carpenter	81	
		Others (Engineering)	82	
		Others (Non-Engineering)	83	
		Others	99	
(iv) Country		Assign codes as per Appendix III		
2nd Degree		Same codes as for 1st degree		
3rd Degree		Same codes as for 1st degree		
4th Degree		Same codes as for 1st degree		
Specialisation If you had been abroad	Q. 8	Assign code as App. IV.		Against Q. 8
(i) Total Stay Abroad	Q. 9 (i)	Less than one year	0	
		One year	1	
		2 years	2	
		3 years	3	
		4 years	4	
		5 years	5	
		6 years	6	
		7 years	7	
		8 years	8	
		9 years	9	
		10+ years	X	
		Not stated	Y	
(ii) Year of Return	Q. 9 (ii)	Returned with in 1 year	0	
		1 year	1	
		2 years	2	
		3 years	3	
		4 years	4	
		5 years	5	
		6 years	6	
		7 years	7	
		8 years	8	

1	2	3		4
		9 years	9	
		10+ years	X	
		Not stated	Y	
Country of longest stay	Q. 9 (iii)	Assign codes as per app. iii		Against A. 9 (iii)
No. of Publications				
		No coding for 9+ code		9 Against Q. 10 (i)
(i) Books	Q. 10 (i)	Unspecified code	0	
		None	Blank	
(ii) Research Papers	Q. 10 (ii)	Same codes as for books		Against Q. 10 (ii)
(iii) Technical Reports	Q. 10 (iii)	Same codes as for books		Against Q. 10 (iii)
(iv) Others	Q. 10 (iv)	Same codes as for books		Against Q. 10 (iv.)
Status	Q. 11	Employee	0	Against
		Self Employed	1	Q. 11
		Student	2	
		Trainee	3	
		Apprentice	4	
		Retired	5	
		Unemployed and trying for job	6	
		Not employed but not trying for job	7	
		Unspecified	9	
If Employed	Q. 12	Permanent	0	Against
		Quasi-permanent	1	Q. 12
		Temporary	2	
		Contract	3	
		Work charged	4	
		Muster Roll	5	
		Not stated	9	
Present Employment				
(i) Type of Organisation	Q. 13	Institute of Higher Education/University/affiliated college	0	Against Q. 13
		Polytechnic	1	
		School	2	
		Private coaching institute	3	
		Other educational Institutes	4	
		Research & Developmental Org.	5	

1	2	3		4
Present Employment		Natural Resources Dev. Org.	6	
(i) Type of Organisation—*Contd.*		Social Dev. Org.	7	
		Public Sector Industry	8	
		Other Govt. Org.	9	
		Private Sector industry	X	
		Other Private Sector Org.	Y	
		Not stated	Blank.	
(ii) Private/Public	Q. 13	Private	0	
		Public (including university)	1	
		Self employed	2	
		Not stated	9	
(iii) Year of joining	Q. 13	Underline the entry against First Employment		
(iv) Nature of duties	Q. 13	Teaching	0	Against
		Research	1	Q. 13
		Teaching cum-Research	2	
		Construction	3	
		Production	4	
		Administrative	5	
		Clerical	6	
		Professional work	7	
		Farming	8	
		Journalism	9	
		Sales	X	
		Others	Y	
		Not stated	Blank.	
(v) Emoluments	Q. 13	Less than 100	0	
(a) at entry		100-199	1	
		200-499	2	
		500-699	3	
		700-999	4	
		1000-1499	5	
		1500-1999	6	
		2000+	7	
		Not stated	9	
(b) Last	Q. 13	Less than 100	0	
		100-199	1	
		200-499	2	
		500-699	3	
		700-999	4	
		1000-1499	5	
		1500-1999	6	
		2000+	7	
		Not stated	9	

1	2	3		4
The previous Employment	Q. 13	Same codes as for present Employment		Against Q. 13
First Employment	Q. 13	Same codes as for present Employment		
Present doing any Research work	Q. 14	Yes No (including not stated)	0 1	Against Q. 14
Unemployed at Present	Q. 15	Upto 3 months 4-6 ,, 7-9 ,, 10-12 ,, 13-18 ,, 19-24 ,, over 24 ,, Not stated	0 1 2 3 4 5 6 Blank	Against Q. 15
Unemployed during 1960-70	Q. 16			Against Q. 16
(i) First period		Upto 3 months 4-6 ,, 7-9 ,, 10-12 ,, 13-18 ,, 19-24 ,, Over-24 ,,	0 1 2 3 4 5 6	
(ii) 2nd Period		Same codes as for 1st period		Against Q. 16 (ii)
(iii) 3rd Period		Same codes as for 1st period		Against Q. 16 (iii)
(iv) 4th Period		Same codes as for 1st period		Against Q. 16 (iv)

APPENDIX

Sl. No.	Name of State/Union Territory	Code No.	Sl. No.	Name of State/Union Territory	Code No.
1.	Andhra Pradesh	01	16.	Utter Pradesh	16
2.	Assam	02	17.	West Bengal	17
3.	Bihar	03	18.	Andaman/Nicobar Islands	18
4.	Gujarat	04	19.	Chandigarh	19
5.	Haryana	05	20.	Dadra & Nagar Haveli	20
6.	Jammu & Kashmir	06	21.	Delhi	21
7.	Kerala	07	22.	Goa, Daman & Diu	22
8.	Madhya Pradesh	08	23.	Himachal Pradesh	23
9.	Maharashtra	09	24.	L.M.A. Islands	24
10.	Mysore	10	25.	Manipur	25
11.	Nagaland	11	26.	N.E.F.A.	26
12.	Orissa	12	27.	Pondicherry	27
13.	Punjab	13	28.	Tripura	28
14.	Rajasthan	14	29.	Meghalaya	29
15.	Tamil Nadu	15			

APPENDIX II

DIPLOMA LEVEL

(A) Science

CERTIFICATE/LICENTIATE

INDIA:

1. Licent : Licentiates in Agriculture.

FOREIGN :

2. Qualifications as mentioned above acquired abroad.

DIPLOMA

INDIAN :

1. Dip : Diplomas in Agriculture.
2. R. C. : Ranger's Course in Forestry.

FOREIGN :

1. Qualifications as mentioned above acquired abroad.

(B) Engineering and Technology

CERTIFICATE/LICENTIATE

INDIAN :

1. Cert : Certificate.
2. Cert : of Prof : Certificate of Proficiency.
3. Licent : Licentiate (LME, LEE, LCE etc.).
4. Passing of Certificate of J. J. School of Arts, Bombay.
5. N. C. : National Certificate.
6. S. O. Cert : Suboverseer Certificate.
7. O. Cert : Overseer Certificate.
8. S. E. Cert : Sub Engineer's Certificate.
9. S. Cert : surveyor's Certificate.
10. Draft Cert/Draught Cert : Draftsmanship Certificate/Draughtsmanship Certificate.
11. Cert. Draft/Draught : Certificate in Draftsmanship/Draughtsmanship.
12. N. T. C. : National Trade Certificate in Draftsmanship/Draughtsmanship.
13. A.I.C. : All India Certificate.

FOREIGN :

1. Qualifications as mentioned above acquired abroad.

2. H.N.C. Higher National Certificate of U.K.

3. Ing. Certificate entitled "Ingenieur" (Engineer) by "Ingenieur Schulen" (Engineering Schools) of Germany, Sweden, etc.

DIPLOMA

INDIAN :

1. Dip : Diploma (DME, DEE, DCE etc.)

2. Dip in Craft. Diploma in Craftsmanship.

3. Assoc. Dip : Associate Diploma.

4. Sr. Dip. Senior Diploma.

5. Jr. Dip : Junior Diploma.

6. Passing of 3rd Year of the B. Arch. Course.

7. Passing of 3rd Year of Diploma of J. J. School of Arts, Bombay.

8. N. I. : National Intermediate.

9. G. D. Arch : Government Diploma in Architecture.

10. S. O. Dip : Suboverseer Diploma.

11. O. Dip : Overseer Diploma.

12. L. S. : Lower Subordinate.

13. U. S. : Upper Subordinate.

14. Machinists Examination of College of Military Engineering, Kirkee.

15. Draft/Draught : Draftsmanship/Draughtsmanship.

16. Dip. Draft/Draughts: Diploma in Draftmanship/Draughtmanship.

17. Assoc. Tex. Assn : Associateship Examination of the Textile Association, India.

18. Drafts an Estimating Design Examination of College of Military Engineering, Kirkee.

19. Associateship Examination of National Fire Service College, Nagpur.

FOREIGN :

1. Qualifications as mentioned above acquired abroad.

2. Fin. Grad. Exam : Final Grade Examination of City and Guilds of London Institute, London, U.K.

3. Adv. Grad. Exam : Advanced Grade Examination of City and Guilds of London Institute, London, U.K.

4. H.N.D. : Higher National Diploma, U.K.

5. "Associate Degrees" by American Technical Institute.

6. Associateship Examination of the Institute of Wood Science, London, U. K.

7. Associateship of the National Leather Sellers' College, London, U.K.

Medicine (C)

CERTIFICATE/LICENTIATE

INDIAN :

1. Cert : Certificate in :

Medicine, Surgery, Nursing, Midwifery, Auxiliary Nursing, Midwifery, Health Visitors' Course, Ayurveda, Malaria Officer's Course, Filaria Officer's Course, Dentistry.

2. Licent : Licentiate in : as above.
3. LMP/MPL : Licentiate in Medical Practice.
4. LM : Licentiate in Midwifery.
5. LMF/LSIF : Licentiate of State Medical Faculty.
6. LCPS : Licentiate of the College of Physicians and Surgeons.
7. LMS/LM&S : Licentiate in Medicine & Surgery.
8. L.D.Sc. : Licentiate in Dental Science.
9. CSMF / Certificate and qualification by the State Medical Faculty.

FOREIGN :

1. Qualifications as mentioned above acquired abroad.
2. L.R.C.S. : Licentiate of the Royal College of Surgeons U.K., Canada, etc.

DIPLOMA

INDIAN :

1. Dip : Diploma in .

Medicine, Surgery, Nursing, Midwifery, Auxiliary Nursing, Midwifery, Health, Visitors' Course, Ayurveda, Malaria Officer's Course, Filaria Officer's Course, Dentistry.

2. FMSF : Fellow of State Medical Faculty.
3. MSMF/MMF : Member of State Medical Faculty.
4. DMS : Diploma in Medicine and Surgery.
5. DEMP : Diploma Ecole Medicine, Pondicherry.
6. DMC : Diploma of Medical College.
7. Training in Physiotherapy by Army Medical Corps.
8. D. Hy. : Dental Hygiene Qualification.
9. Dip (Nurs) : Diploma in : (a) Nursing, (b) Nursing and Midwifery, (c) Public Health Nursing, (d) Nursing Administration, (e) Ward Sister's Course, (f) Sister Tutor Course, (g) Midwife Tutor Course, (h) Psychiatric Nursing, (i) Tuberculosis Nursing, (j) Paediatric Nursing, (k) Ward Administration Course, (l) Auxiliary Nursing—Midwifery.

FOREIGN :

Qualification as mentioned above acquired abroad.

BACHELOR DEGREE LEVEL

(a) SCIENCE

INDIAN :

1. B.Sc. : Bachelor of Science.
2. B.A. (Science) : Bachelor of Art in Science.
3. Licentiate in Agriculture of Government Agricultural College, Kanpur.
4. B.Sc. (Ag.) : Bachelor of Science in Agriculture.
5. B.Ag. : Bachelor of Agriculture.
6. B.Sc. (Dairy) : Bachelor of Science in Dairying.
7. B. Dairy : Bachelor in Dairying.
8. "Higher Course" of Shri Aurobindo International Centre, Pondicherry.
9. Diploma/Associateship in Forestry of Forest Research Institute, Dehradun.

FOREIGN :

1. Qualifications as mentioned above acquired abroad.
2. French Examination "Propedetique".
3. "First Degrees" of People's Friendship University, Moscow.
4. B. For. : Bachelor of Forestry.

(b) ENGINEERING AND TECHNOLOGY

INDIAN :

1. N. D. : National Diploma.
2. A.I.D. : All India Diploma.
3. B. Arch. : Bachelor of Architecture.
4. Diploma in Architecture of Sir J. J. School of Arts, Bombay, Government College of Arts and Architecture, Hyderabad, School of Architecture. Ahmedabad.
5. A. I. Ch. E. : Associate of Indian Institute of Chemical Engineers, Calcutta.
6. B. Tech. : Bachelor of Technology.
7. B. Elect : Bachelor of Electronics.
8. B.E. : Bachelor of Engineering.
9. B. Text : Bachelor of Textile Technology.
10. B.Sc. (Engg.): Bachelor of Science in Engineering.
11. B.Sc. (Hons.) Engg: Bachelor of Science Honours in Engineering.
12. B. Engg : Bachelor of Engineering.
13. B.Sc. (Tech.): Bachelor of Science in Technology.

14. C.P: Certificate of Proficiency in Engineering and Technology by Indian Institute of Science, Bangalore.
15. D.I.I. Sc.: Diploma in Engineering and Technology by Indian Institute of Science, Bangalore.
16. D.M.I.T.: Diploma in Engineering and Technology by Madras Institute of Technology, Madras.
17. A.I.S.M.: Associate in Mining Engineering of Indian School of Mines and applied Geology, Dhanbad.
18. A.M.Ac. Sec. I.: Associate Member/Graduateship of the Aeronautical Society of India.
19. A.M.I.T.E.: Associate Member/Graduateship of the Institute of Telecommunication Engineers of India.
20. Inst. Surv: Final Examination of the Institute of Surveyors (India).
21. A.M.I.E.: Associate Member/Graduateship of the Institution of Engineers, India.
22. Assoc. B.E. College: Associateship of the Bengal Engineering College, Sibpur.
23. B.M.E.: Bachelor of Mechanical Engineering.
24. B.E.E.: Bachelor of Electrical Engineering.
25. B.Che.E.: Bachelor af Chemical Engineering.
26. B. Tec. E.: Bachelor of Telecommunication Engineering.
27. Diploma of College of Engineering & Technology, Bengal.
28. Diploma of Engineering of College of Engineering, Guindy, Madras.
29. Signal Officers Special Engineering course/Degree Engineering Course of College of Military Engineering, Kirkee and Schools of Signals, Mhow.
30. Officers Engineering Degree Course/Officer's Supplementary Engineering Course of School of Military Engineering/College of Engineering, Roorkee/and Kirkee.
31. Assistant Engineers' Certificate/Diploma of Thompson Civil Engineering College, Roorkee.
32. M.Sc. (Tech) in Applied Physics.
33. Diploma in Engineering/Technology of Banaras Hindu University.
34. A.M.S.T.I. : Associate of Miscourt Sutler Technological Institute, Kanpur.
35. Associateship/Diploma in Fruit Technology of Central Food Technological Research Institute, Mysore.
36. Associateship/Fellowship of Indian Institute of Sugar Technology, Kanpur.
37. Diplomo in Town and Country PLANNING OF SCHOOL of Town and Country Planning/School of Planning and Architecture, New Delhi.
38. Associateship Examination of the Institute of Town Planners, India.
39. B. Pharm : Bachelor of Pharmacy.
40. G. D. Arch : Government Diploma in architecture of Government of Bombay with a pass in additional papers of the New Diploma in Architecture by Maharashtra Government.

41. Dip. in Arch (5 years full time, 7 years part time) Diploma in Architecture of Maharashtra Government.

42. Diploma in Architecture of University of Nagpur.

43. Associate Membership Examination of the Indian Institute of Meta's, Calcutta.

44. Basic Engineering by Naval Engineering Co"ege, Londawa'a, together with Electrica' Specia'isation Course by INS Valsura.

45. Associateship/Advanced Diploma or Nationa' Fire Service College, Nagpur.

FOREIGN :

1. Qualifications as mentioned above acquired abroad.

2. "A" Class Diploma of Mnelugen Engineering College, Lahore.

3. Dip. Ing. : Diploma of Ingenieur or Germany/French Institute of Petroleum, Paris, etc.

4. B.S. : Bachelor of Science in Engineering and Technology of U.S.A. etc.

5. ARIBA/FRIBA : Associate Fellow of the Royal Institute of British Architects London, etc.

6. Certificate or Fellowship in Architecture by Frank Aloyd Wright Foundation, U.S.A.

7. B.A. (Engg.) Bachelor of Arts in Engineering.

8. A.M.I.E. (Pak) : Associate Member of Institution of Engineers, Pakistan.

9. D.E.T.B.: Diploma der Eidgenasische Technische Hochschalc (Diploma in Engineering and Technology) of the Federal Institute of Technology, Zurich, Switzerland.

10. B.E. (Hons.) in Mechanical Science Tripos by Cambridge University, U.K.

11. Certificate in Technology of Manchester University, U.K.

12. B.E. (Hons.) in Engineering Science of Oxford University, U.K.

13. A.C.G.I. : Associate or City and Guilds Institute/College, LONDON.

14. Final Grade Examination/Diploma/Higher Certificate of City and guild of London Institute Technical College, Linsbury, U.K.

15. Diploma of Eough borough College, U.K.

16. Diploma of Farnduy House, London, U.K.

17. Associateship of Heriot Watt Co"ege, Edinburh, U.K.

18. Diploma of King's College London, U.K.

19. Naval Officer's Examination of U.K.

20. Professional Certificate For Instructors of Roya' Naval College, Greenwich, U.K.

21. Diploma of Royal Technical College, Glasgow, U.K.

22. Associateship of Royal College of Science and Technology, Glasgow, U.K.

23. Associate Fellowship of Royal, Aeronautica' Society, London, U.K.

24. Diploma in Technology/Engineering of National Council for Technological Awards, U.K.

25. Diploma in Engineering by University College, London, U.K.

26. Associate Membership of Institution of Marine Engineers, London, U.K. etc.

27. Associate Membership of Institution of Civil Engineers, London, U.K. etc.

28. A.M.I. Mech. E.: Associate Membership of Institution of Mechanical Engineers, London, U.K. etc.

29. A.M.I. Elect. E : Associate Membership of Institution of Electrical Engineers, London, U.K. etc.

30. G.M.B.I. Radio E : Graduate Membership Examination of British Institution of Radio Engineers, London, U.K.

31. Testamur Certificate of Institute of Municipal and Country Engineers, London, U.K.

32. A.M.I. Struct. E : Associate Membership of institution of Structural Engineers, London, U.K. etc.

33. L.I.M./A.I.M. Licentiate/Associateship of Institution of Metallurgists, London, U.K.

34. Associateship of National College of Rubber Technology, London, U.K.

35. A.T.I./F.T.I: Associateship/Fellowship of Textile Institute, Manchester, U.K.

36. Diploma in Town Planning of King's College, Dharham Univ. U.K.

37. Diploma of Victoria Diamond Jubilee Hindu Technical Institute, Lahore.

38. Associateship/Diploma by Royal Melbourne Institute of Technology, Melbourne, Australia.

39. Civil Inganjor : Diploma in Engineering and Technology of Sweden.

40. Diploma in Mining by Wigan and District Mining and Technical College, U.K.

41. A.M.I. Ch. E : Associate Member of Institution of Chemical Engineers, London, U.K./of U.S.A. etc.

42. A.M.I.W.E. : Associate Membership of the Institute of Welding, London, U.K.

43. H.N.D/H.N.C. with exemption: Higher National Diploma/Higher National Certificate of U.K. with exemption from examinations of the Institution of Civil Engineers/ Mechanical Engineers/Electrical Engineers, London, U.K.

44. A.M. Ins. F : Associate Membership of the Institute of Fuel, U.K. etc.

45. "Full Diploma" of USSR.

(C) MEDICINE

INDIAN :

1. M.B.B.S. M.B. Ch. B : Bachelor of Medicine and Surgery.

2. M.B. : Bachelor of Medicine.

3. B.S. : Bachelor of Surgery.

4. B.S.Sc. : Bachelor of Sanitary Science.

5. G.C.I.M. : Graduate of the College of Integrated Medicine.

6. Medico Surgeon (Goa).

7. Ch. B. : Bachelor in Chirurgie (Bachelor of Surgery).

8. F.C.P.S. : Fellow of the College of Physicians and Surgeons, Bombay.

9. B.D.S. : Bachelor of Dental Surgery.

10. B.V.Sc. : Bachelor of Veterinary Science.

11. B.V.Sc. : & A.H. : Bachelor of Veterinary Science and Animal Husbandry.

12. A.I.V.R.I. : Associate of the Veterinary Research Institute, Izatnagar and Muktesswar.

13. D.T.V.Sc. : Diploma in Tropical Veterinary Science Indian Veterinary Research Institute, Izatnagar.

14. B.Sc. (Nurs.) : Bachelor of Science in Nursing/Nursing and Midwifery.

FOREIGN :

1. Qualification as mentioned above acquired abroad.

2. LRCP/MRCS : Licentiate of the Royal College of Physicians and Member of the Royal College of Surgeons, U.K. etc.

3. M.D. B.M. First Degree in Doctor of Medicine of Foreign countries except U.K., Canada and Australia.

4. Doctoris in Medicine et Chirurgia of Philippines, etc.

5. Doctor of Medicine Y. Chirurgia of Spain etc.

6. Dr. Med. Dent Doctor of Medicine in Dentistry.

7. ZD. D.S. Zahn rtz Diplom (Diploma in Dentistry) of Germany etc.

8. D.D.D.S. : Diploma Dele de chirurgie dentaine et de Stomatologiede Paris France (Diploma in Dentistry).

9. C.P. and S. Alta : Member, College of Physicians and Surgeons of the Province of Albetta, Canada.

10. C.P. and S. Man : Member, College of Physicians and Surgeons of the Province of Manitoba, Canada.

11. C.P. and S.N.W. Terr: Members, College of Physicians and Surgeons of the Province of North West Territories, CANADA.

12. "Dental Specialist" of University of Vienna, Australia etc.

13. D.D.S. Doctor of Dental Surgery.

14. Diploma of the Punjab Dental College/Dental and Optical College, Lahore.

15. M.D. Sc. Igaku Hakushi : Doctor of Medical Science by Tokyo Medical and Dental University, Tokyo, Japan.

16. D.E.S. Diploma : de etudes Superieures (Superior Diploma) of University of Paris.

POST-GRADUATE LEVEL

(a) SCIENCE

INDIAN:

1. Diploma in Statistics by Indian Statistical Institute, Calcutta.

2. Training in Statistics (2 and 3 years' duration) in Indian Statistical Institute, Calcutta.

(b) ENGINEERING AND TECHNOLOGY.

INDIAN :

1. D.I.I.Sc. (After a degree in Engineering/Technology): Diploma of the Indian Institute of Science, Bangalore.
2. D.I.I.T. : Diploma of the Indian Institute of Technology.
3. Post-graduate Diploma in Housing by School of Planning and Architecture, New Delhi.
4. Post-Graduate Diploma in Soap Technology by Calcutta University.

FOREIGN :

1. D.I.C. : Diploma of the Imperial College, London.
2. Dip. Ing. (after a degree in Engineering/Technology) : Diploma d' Ingenieur of the French Institute of Petroleum, Paris, France, etc.
3. Post-Graduate Diploma in Fuel Science by Leeds University, U.K. etc.
4. Post-Graduate Diploma in Petroleum Geology by advanced School of Hyderocarbon Studies, Milan, Italy, etc.

POST-GRADUATE DIPLOMA LEVEL

(c) MEDICINE

Obtained after a degree or equivalent in Medicine/Surgery from India or abroad.

INDIAN :

1. D.G.O. : Diploma in Gynaecology and Obstrics.
2. D.C.H. : Diploma in Child Health.
3. D.T.D. : Diploma in Tuberculosis Diseases.
4. D.M.R.E. : Diploma in Medical Radiology and Electrology.
5. D.O.M.S. : Diploma in Opthalmiv Medicine and Surgery.
6. D.O. : Diploma in Ophthalmology.
7. D.L.O. : Diploma in Laryngology and Otology.
8. D.A. : Diploma in Anaesthetios/Anaesthesiology.
9. D.V.D. : Diploma in Venereal Diseases.
10. D. Orth. : Diploma in Orthopaedics.
11. D. C. P. : Diploma in Clinical Pathology.
12. D.M.C.W. : Diploma in Maternity and Child Welfare.
13. D.P.B. : Diploma in Pathology and Bacteriology.
14. D.P.H. : Diploma in Public Health.

FOREIGN :

1. Qualifications as mentioned above acquired abroad.
2. D.R.C.O.G. : Diploma of the Royal College of Obstetrics and Gynaecology. U.K.

3. Diplomas of the American Boards of Specialities.
4. D.E.S. : Diploma D' ctudes Superieures, Paris, France.
5. Post-Graduate Diploma in Tropical Veterinary Medicine by University of Edinburgh, U.K. etc.

MASTER DEGREE LEVEL

(a) SCIENCE

INDIAN :

1. M.Sc. : Master of Science.
2. M.A. (Science) : Master of Arts in Science.
3. A.I.C. : Associate of the Institute of Chemists (India).
4. A.I.S.M. Associateship in Applied Geology of the Indian School of Mines and Applied Geology, Dhanbad.
5. A.I.I.Sc. : Associateship of the Indian Institute of Science, Bangalore.
6. A.I.A.R.I. : Associateship of the Indian Agricultural Research Institute, New Delhi.
7. M.Sc. (Ag) : Master of Science in Agriculture.
8. M.Ag. : Master of Agriculture.
9. M.Sc. (Dairy) : Master of Science in Dairy Science.
10. Professional Statisticians certificate of the Institute of Agricultural Research Statistics, New Delhi.
11. Associateship Diploma by Central Institute of Fisheries Education, Bombay.

FOREIGN :

1. M.Sc./M.S./S.M./M.A. (Science)/A.M. (Science) M.Sc. (Ag)/M.Ag. etc. : Master of Science.
2. A.R.I.C. : Associateship of the Royal Institute of Chemistry, U.K.
3. Nogaku-Shushi : Master of Science in Agriculture of University of Tokyo, Japan.
4. M. For : Master in Forestry.

(b) ENGINEERING AND TECHNOLOGY

INDIAN :

1. M.E. : Master of Engineering.
2. M.Tech. : Master of Technology in Engineering and Technology.
3. M.Sc. (Engg.) : Master of Science in Engineering.
4. M.Sc. (Tech.) : Master of Science in Technology.
5. M.Text : Master of Textile Technology.
6. M. Pharm : Master of Pharmacy.

7. A.I.I. Sc. : Associateship of the Indian Institute of Science, Bangalore.
8. M.Arch : Master of Architecture.

FOREIGN :

1. Qualifications as mentioned above acquired abroad.
2. M.S./S.M. : Master of Science in Engineering and Technology.
3 "Licentiate in Technology" by Institute of Technology, Finland, etc.
4. "Teknologie Licentiate" in Engineering and Technology of Sweden, etc.

(c) MEDICINE

Obtained after a degree or equivalent in Medicine/Surgery from India or Abroad :

INDIAN :

1. M.D. : Doctor of Medicine.
2. M.S. : Master of Surgery.
3. M.Sc. Master of Science in Medicine.
4. M.O./M. Obst : Master of Obstetrics.
5. M. Ch/Ch. M. : Master of Surgery.
6. M.D.S. : Master of Dental Surgery.
7. M.V.Sc. : Master of Veterinary Science.
8. M.Sc. : Master of Science in Veterinary Science.

FOREIGN :

1. Qualifications as mentioned above acquired abroad.
2. M.R.C.P. : Member of the Royal College of Physicians, U.K. etc.
3. F.R.C.S. : Fellow of the Royal College of Surgeons, U.K. etc.
4. M.R.C. O.G. : Member of the Royal College of Obstetrics and Gynaecology, U.K. etc.
5. F.R.C.O.G. : Fellow of the Royal College of Obstetrics and Gynaecology, U.K. etc.
6. M.S.D. : Master of Dental Surgery.

DOCTORATE DEGREE LEVEL

(a) SCIENCE

INDIAN :

1. D.Sc. : Doctor of Science.
2. Ph.D/D. Phil : Doctor of Philosophy in Science.
3. M.I.I.Sc./F.I.I.Sc. : Member/Fellow of the Indian Institute of Science, Bangalore.

FOREIGN :

1. Qualifications as mentioned above acquired abroad.
2. "Candidate of Science" by U.S.S.R. and Hungary etc.
3. Dr. Ing. (Doktor Ingenieur) by Germany, Switzerland, France, Austria, etc.
4. Dr. es. Ses. : Doctor of Science by France etc.
5. "Doctorate of Technical Science" by Swiss Federal Institute of Technology Zurich, Switzerland, etc.

(b) ENGINEERING AND TECHNOLOGY

INDIAN :

1. D.Sc. : Doctor of Science in Engineering.
2. Ph. D./D. Phil : Doctor of Philosophy in Engineering.
3. M.I.I.Sc./F.I.I.Sc. : Member/Fellow of the Indian Institute of Science, Bangalore.

FOREIGN :

1. Qualifications as mentioned above acquired abroad.
2. "Candidate of Science" in Engineering by U.S.S.R. and Hungary etc.
3. Dr. Ing. (Doktor Ingenieur) by Germany, Switzerland, France, Austria, etc.
4. "Doctorate of Technical Science" by Swiss Federal Institute of Technology Zurich, Switzerland, etc.
5. "Technologie Doktor" by Sweden etc.
6. D. Arch : Doctorate in Architecture.
7. Sc. D. : Doctor of Science in Engineering.

(c) MEDICINE

INDIAN :

1. D.Sc. : Doctor of Science in Medicine and Veterinary Science.
2. Ph.D/D. Phil : Doctor of Philosophy in Medicine and Veterinary Science.

FOREIGN :

1. Qualifications as mentioned above acquired abroad.
2. "Doctorate of Technical Science" by Swiss Federal Institute of Technology Zurich, Switzerland etc.

APPENDIX III

COUNTRY	CODE ALLOTTED	COUNTRY	CODE ALLOTTED
India	0	France	6
U.K.	1	Other European Countries	7
U.S.A.	2	Australia/Newzeland	8
Canada	3	Japan	9
U.S.S.R.	4	Others	X
Germany	5	Not stated	Y

SPECIALITIES LIST

Code	Subject	CSIR Ref. (Not to be used for coding)
001	Abnormal Psychology	4401
002	Accountancy	4701
003	Accoustics	0501
004	Adhesives	1401
005	Adult Education	4202
006	Aerated Lagoons	2001
007	Aerodynamics	0401
008	Aeroengines	1002
009	Agricultural Botany	0001
010	Agricultural Chemistry	0002
011	Agricultural Economics	0003
012	Agricultural Engineering	1701
013	Agricultural Extensions	0004
014	Agricultural Implements	1105
015	Agricultural Physics	0005
016	Agricultural Statistics	0006
017	Agronomy	0007
018	Agricultural Soil Chemistry	0201
019	Aircraft Design	1003
020	Aircrafts Instruments & Accessories	1004
021	Aircraft Manufacture	1005
022	Aircraft Propulsion	1006
023	Aircraft Stability Control	1007
024	Aircraft Structure	1008
025	Airfield Engineering	1009
026	Airport Design & Construction	1501
027	Algebraic Structures	0403
028	Algology	0101
029	Anaesthesia	3001
030	Analytical Chemistry	0202
031	Anatomy	3002
032	Animal Genetics	3902
033	Animal Nutrition	3903
034	Animal Physiology	0602
035	Antibiotics	1402
036	Applied Chemistry	0203
037	Applied Electronics	1601
038	Applied Mathematics	0404
039	Applied Mechanics	1702
040	Applied Physics	0503
041	Archaeology (General)	4101
042	Architectural Accoustics	1503
043	Architecture (General)	1201
044	Artificial Insemination	3904
045	Astro Physics	0504
046	Assessments	4201
047	Astronomy	0405
048	Astrophysics	0406
049	Atomic Physics	0505
050	Automobile Engineering	1703
051	Bacteriology	3003
052	Ballistics	0407
053	Banking	4702
054	Basic Education	4203
055	Biochemistry	2002
056	Bioelectronics	0604
057	Biometrics & Biostatistics	0103
058	Biophysics	0009
059	Bridges	1504
060	Bryology	0104
061	Buildings	1505
062	Cancer	3005
063	Cardiac Surgery/Cardiology	3006
064	Catalysis	1403
065	Cell Biology	0606
066	Cells, Batteries Applied Electricity	1602
067	Cellulose Technology	1404
068	Cement Technology	1408
069	Ceramics	1405
070	Chassies	1303

Code	Subject	CSIR Ref. (Not to be used for coding)
071	Chemical Technology	1406
072	Child Psychology	4402
073	Cloth and Textiles	4301
074	Coal Mining	1901
075	Combinatorial Mathematics	0408
076	Combustion Engg. & Economy	1407
077	Comparative Psychology	4403
078	Complex Variable	0409
079	Computer Mathematics	0410
080	Computer Technology	1603
081	Concrete, R.C.C, Prestressed Concrete	1506
082	Control System	1604
083	Cooperations	4601
084	Corrosion and its prevention	1409
085	Cosmic Rays	0508
086	Cranes & Hoists	1704
087	Crop Breeding	0105
088	Crop Diseases	0106
089	Crop Husbandry	0010
090	Crystallography	0301
091	Culture	4501
092	Cyto Chemistry	0107
093	Cyto Genetics	0108
094	Cytology	0011
095	Dairying	3907
096	Dairy Engineering	1108
097	Dairying Tech.	1411
098	Dams	1507
099	Demograhpy	0411
100	Dermatology	3007
101	Desalination of water	2003
102	Design and public Health works	2004
103	Design of Automobiles	1304
104	Differential Geometry	0412
105	Disposal of Radiocative Waste	1410
106	Drainage	2005
107	Drugs	1412
108	Dynamics	1705

Code	Subject	CSIR Ref. (Not to be used for coding)
109	Earthmoving Machinery	1076
110	Ecology	0012
111	Economics of Education	4204
112	Economic Botany	0111
113	Economic Geology	0302
114	Economic History	4602
115	Economic Planning	4603
116	Economic Theory (General)	4604
117	Econometrics	4605
118	Education and Extension	4205
119	Education of the Handicapped	4206
120	Educational Services	4207
121	Education (Elementary)	4208
122	Education (Secondry)	4209
123	Education (Higher)	4210
124	Education (Vocational)	4211
125	Education (Technical)	4212
126	Educational Architecture	1202
127	Educational Management	4801
128	Educational Psychology	4404
129	E. N. T.	3008
130	Elasticity	0414
131	Electron Microscopy	0205
132	Electricity and Magnetism	0511
133	Electronics	0513
134	Electronic Computers	1607
135	Electrochemical Operation	1413
136	Electrical Communications	1605
137	Electrical Machinery	1606
138	Embryology	0112
139	Emulsions	1414
140	Endocrinology	0610
141	Engineering Geology	0303
142	Entomology	3009
143	Experimental Physiology	0612
144	Experimental Solid State Physics	0514
145	Experimental Stress Analysis	1011
146	Exploration Geo Physics	0304
147	Extraction Metallurgy (Ferrous)	1801

Code	Subject	CSIR Ref. (Not to be used for coding)
148	Extraction Metallurgy (Non-ferrous)	1802
149	Family Planning	3010
150	Farm Machinery	1104
151	Farm Management	0014
152	Farm Power	1103
153	Fats, Oil, Soap Technology	1415
154	Fertilizers	1416
155	Fibre Technology	1417
156	Fires and Fire Protection in Mines	1903
157	Fisheries	0613
158	Flight Research	1012
159	Floriculture	0015
160	Fluid Mechanics	0415
161	Food Chemistry	0206
162	Food Technology	1418
163	Forage Crops	0016
164	Foreign Trade	4703
165	Foresnic Medicine	3011
166	Forestry	0017
167	Foundation Engineering	1509
168	Foundry	1803
169	Foundry and Forging Engg.	1708
170	Foundry Technology	1419
171	Fuel Systems	1301
172	Fuel Technology	1420
173	Functional Analysis	0416
174	Gas Turbines	1013
175	Gear Systems	1302
176	Gemmology	0305
177	General Surgery	3012
178	Genetical Statistics	0018
179	Genetics	0019
180	Geo Chemistry (General)	0307
181	Geo Physics (General)	0308
182	Geology General	0306
183	Glaciology	0309
184	Glassification	1421
185	Glass	1422
186	Groundwater Geology	0310
187	Ground Engg. Structures	1014
188	Gymnos Porms	0115
189	Gynaecology and Obstetrics	3908
190	Haematology	3013
191	Harbour Engineering	1510
192	Heat Transfer	1709
193	Heat and Mass Transfer	1423
194	Helminthology	3014
195	High Polymer Chemistry	0207
196	High Pressure Physics	0516
197	High Temperature Physics	0517
198	High Pressure Technology	1424
199	High Vacuum Techniques	0518
200	Highways Engineering	1511
201	Histochemistry	0616
202	Home Economics	4303
203	Home Management	4304
204	Home Science	4302
205	Horticulture	0020
206	Hospital Architecture	1203
207	Human Ecology	4004
208	Human Genetics	3015
209	Hydraulics	1512
210	Hydrology	0311
211	Hydrobiology	0617
212	Hydrogenation	1425
213	Ichthyology	0618
214	Immunology	3016
215	Industrial Architecture	1204
216	Industrial Chemistry	0208
217	Industrial Economics	4606
218	Industrial Electronics	1609
219	Industrial Engineering	1711
220	Industrial Management	4802
221	Industrial Occupational Health	3017
222	Industrial Physics	0519
223	Industrial Psychology	4405

Code	Subject	CSIR Ref. (Not to be used for coding)
224	Industrial Relations	4803
225	Inorganic Chemestry	0209
226	Instrumentation	0520
227	Instrument Technology	1610
228	Instruments Engineering	1611
229	Insurance	4704
230	Integral Equations	0417
231	Integral Transformers	0418
232	International law	4901
233	International Organisations	4902
234	International Relations	4903
235	Interior Decoration	1205
236	Intermediates and Dyes	1428
237	Internal Combustion Engines	1713
238	Internal Combustion Systems	1307
239	Invertibrates	0619
240	Ion Exchange Problems	1429
241	Irrigation	1514
242	Irrigation and Drianages	1107
243	Jet Propulsion	1015
244	Jiggs and Fixtures	1714
245	Kinetics and Reaction	1430
246	Labour Economics	4607
247	Land Economics	4608
248	Landscape Architecture	1206
249	Laser	0521
250	Law General	4904
251	Limnology	0620
252	Linear Programming	0419
253	Linguistic Anthropology	4001
254	Liquid Extraction	1431
255	Liquid Flow and Elasticity	1016
256	Logic	0420
257	Low Temperature Physics	0522
258	Lower Plants	0117
259	Machine Design	1715
260	Machine Tools	1716
261	Magnetohydrodynamics	0523
262	Marine Engineering	1717
263	Mass Communication	5002
264	Mass Energy Transfer	1432
265	Materials Handling	1433
266	Material Testing	1017
267	Materials Testing, Quality Control	1515
268	Mathematical Physics	0421
269	Measure Theory	0422
270	Mechanical Handling	1718
271	Mechanics	0525
272	Medical Jurisprudence	3018
273	Metallurgical Design	1804
274	Metallurgical Thermodynamics	1805
275	Metal Mining	1904
276	Meterology	0312
277	Microbiology	3019
278	Micro Analysis	0210
279	Micropalaentology	0313
280	Microwave Physics	0527
281	Microwave Spectroscopy	0528
282	Microwaves	1612
283	Midwifery	3020
284	Military Science	4804
285	Mine Ventilation	1905
286	Mineralogy General	0314
287	Mineral Dressing	1906
288	Mining Mechanization	1907
289	Modern Chemistry	0211
290	Modern Algebra	0423
291	Molecular Biology	0622
292	Molecular Genetics	0022
293	Molecular Physics	0529
294	Money	4609
295	Morphology	0023
296	Multi-variate Systems	0424
297	Mycology	0024

Code	Subject	CSIR Ref. (Not to be used for coding)
298	Naval Architecture	1207
299	Nematology	0025
300	Neurology	3022
301	Neuro Surgery	3021
302	NMR and EPR Spectroscopy	0530
303	Non-Destrucive Testing	1806
304	Non-Liner Programming	0425
305	Nuclear Chemistry	0212
306	Nuclear Engineering	1719
307	Nuclear Metallurgy	1807
308	Nuclear Physics	0531
309	Nuclear Power	1613
310	Numerical Analysis	0426
311	Nutrition	4305
312	Nutrition of Crops	0026
313	Obst. and Gynaecology	3023
314	Oceanography	0315
315	Operations Research	0427
316	Opthalmology	3024
317	Optics	0532
318	Optical Glass	1434
319	Optical Mineralogy	0316
320	Ore Dressing	0317
321	Ore Microscopy	0318
322	Organic Chemistry	0213
323	Ornithology	0623
324	Orthodontia	3025
325	Orthopaedics	3026
326	Paint Technology	1435
327	Palaeontology	0320
328	Paleobotany	0319
329	Palynology	0321
330	Paper Technology	1436
331	Parasitology	3027
332	Particle Physics	0533
333	Pathology	3028
334	Petroleum Technology	1438
335	Pedology	0322
336	Petrology	0323
337	Petro Chemicals	1437
338	Petroleum Engineering	1908
339	Petroleum Mining	1909
340	Pharmacology	3029
341	Pharmacognosy	0119
342	Pharmaceutical Chemistry	0214
343	Pharmaceutical Technology	1439
344	Physiology	3030
345	Physiotherapy	3031
346	Physical Anthropology	4002
347	Physical Chemistry	0215
348	Physical Inorganic Chemistry	0216
349	Physical Metallurgy	0534
350	Physical Methods for Structure Studies	0217
351	Physical Organic Chemistry	0218
352	Plant Bacteriology	0027
353	Plant Biochemistry	0028
354	Plant Design and Fabrication	1440
355	Plant Engineering	1720
356	Plant Genetics	0029
357	Plant Introduction	0030
358	Plant Pathology	0031
359	Plant Physiology	0032
360	Plant Taxonomy	0123
361	Plant Virology	0124
362	Plasma Physics	0535
363	Plastic Surgery	3032
364	Plastics Technology	1441
365	Plasticity	0428
366	Pneumatic Machines	1721
367	Polymer Technology	1442
368	Pomology	0033
369	Pottery, Refractories and Porcelain	1443
370	Poultry Husbandry	3911
371	Power Metallurgy	1810
372	Power Engineering	1722
373	Power Generation	1614

Code	Subject	CSIR Ref. (Not to be used for coding)
374	Power Systems	1615
375	Pre Historic Archaeology	4102
376	Preventive Medicine	3912
377	Problems of Fatigue	1018
378	Process Control	1444
379	Production Engineering	1723
380	Production and Industrial Metallurgy	1811
381	Production Planning	1306
382	Production Planning and Control	1445
383	Production Technology	1724
384	Projective Geometry	0430
385	Projectiles, Missiles, Ballistics	1725
386	Proto Zoology	3033
387	Psychometrics	4406
388	Psychiatry	3034
389	Pteridophytes	0125
390	Public Administration	4805
391	Public Financing	4610
392	Public Health	3035
393	Public Health Engineering	2006
394	Public Health (Vet.)	3913
395	Public Utilities and Services	4806
396	Pulmonary Diseases	3036
397	Pure Mathematics	0431
398	Quantum Mechanics	0536
399	Quantum Theory	0432
400	Radar	1616
401	Radiation Biology	0034
402	Radiation and Health Physics	0537
403	Radiology	3038
404	Radio Therepy	3037
405	Radio and Television Engg.	1617
406	Radio Active conditioning of water supplies	2007
407	Railway Engineering	1726
408	Rayon	1446
409	Real Variables	0433
410	Reclaiming Sewage effluents by Chemical Means	2008
411	Refrigeration, Air conditioning	1727
412	Refrigeration, Cryogenics	1447
413	Refrigeration, Heating	1618
414	Regional Analysis	1208
415	Reiman Geometry	0435
416	Relativity	0434
417	Relativity and Gravitation	0538
418	Reservoir Engineering	1910
419	Rock Mechanics	1911
420	Rubber Engineering	1448
421	Rubber Technology	1449
422	Rural Sociology	4502
423	Safety Equipment	1619
424	Sanitary and Public Health Engg.	1518
425	Sanitary Chemistry	2009
426	Sanitary Engineering	2010
427	Scismology	0324
428	Semiconductors	0539
429	Servicing of Automobiles	1305
430	Servomechanisms	1620
431	Silicates	1450
432	Social and Preventive Medicene	3039
433	Social Anthropology	4003
434	Social Demography	4504
435	Social Institutions	4505
436	Social Planning	4506
437	Social Psychology	4407
438	Social Statistics	0436
439	Social Welfare	4507
440	Sociology (General)	4503
441	Socio Metry	4508
442	Soil Chemistry	0035
443	Soil Conservation	1101
444	Soil Fertility	0036
445	Soil Mechanics	1520
446	Soil Microbiology	0037
447	Soil Physiology	0127

Code	Subject	CSIR Ref. (Not to be used for coding)
448	Soil Science	0038
449	Solid State physics	0540
450	Space Physics	0541
451	Special Alloys	1812
452	Spectroscopy	0542
453	Spinning Technology	1451
454	Starch Technology	1452
455	Statistics	0437
456	Stereo-Chemistry	0219
457	Stratigraphy	0325
458	Stress Strain, Vibrations	1728
459	Structural Engineering	1521
460	Structural Geology	0226
461	Surgery	3914
462	Switching Circuits	1621
463	Systematics	0128
464	Tariff Policy	4611
465	Taxonomy	0629
466	Technical Writing, Editing, etc.	5001
467	Technology of Fine Chemicals	1453
468	Telecommunication	1622
469	Testing by X-Ray and Gammaray	1730
470	Textile Chemistry	1454
471	Textile Engineering	1455
472	Textile Technology	1456
473	Theory of Education	4213
474	Theory of Machines	1729
475	Theoretical Chemistry	0220
476	Theory of Probabality	0429
477	Theory of Numbers	0438
478	Theoretical Physics	0543
479	Thermodynamics	0545
480	Thermal Engineering	1623
481	Thermal Phenomena	0544
482	Thin Films	0546
483	Thoracic Surgery	3040
484	Tools and Die Designing	1731
485	Thopology	0439
486	Toxicology	0040
487	Transport Engineering	1522
488	Transmission and Distribution	1625
489	Transistors and Semi Conductors	1624
490	Tropical Medicene	3041
491	Ultrasonics	0547
492	Urban Design/Town Planning	1209
493	Urinology	0116
494	Urology	3042
495	Vaccum Metallurgy	1813
496	Varnishes and Pigments	1457
497	Venereal Diseases	3043
498	Vertebrate	0630
499	Veterinary Medicine	3915
500	Veterinary Pathology	3916
501	Veterinary Pharmacology	3917
502	Veterinary Radiology	3918
503	Veterinary Tropical Medicine	3919
504	Virology	3044
505	Vital Statistics	0440
506	Vitamins	1458
507	Water Pollution	2011
508	Water Supply	2012
509	Water Conservation	1102
510	Water Supply and Sewage Treatment Plants	2013
511	Water well Drilling	1106
512	Weaving Technology	1459
513	Weed Control	0130
514	Welding	1732
515	Wind Tunnels	1019
516	X-Rays	0548
999	Others	

1971 CENSUS

CARD LAYOUT FOR DEGREE HOLDERS AND TECHNICAL PERSONNEL

CARD LAYOUT OF D.H. & T. 1971 CENSUS

CARD COLS	DESCRIPTION OF FIELD	
1	FILE NO.	LOCATION CODE
2 & 3	STATE	
4 & 5	DISTT.	
6, 7 & 8	TEHSIL/TOWN/CITY	
9, 10 & 11	BUNDLE No.	
12, 13 & 14	DOCUMENT No.	
15 & 16	YEAR OF BIRTH	
17 & 18	HOME STATE	
19	SEX	
20	MARITAL STATUS	
21	AGE AT MARRIAGE	
22	FIRST	QUALIFICATIONS — I
23 & 24	YEAR OF PASSING	
25, 26	MAIN SUBJECT	
27	COUNTRY	
28	SECOND	QUALIFICATIONS — II
29 & 30	YEAR OF PASSING	
31 & 32	MAIN SUBJECT	
33	COUNTRY	
34	THIRD	QUALIFICATIONS — III
35 & 36	YEAR OF PASSING	
37 & 38	MAIN SUBJECT	
39	COUNTRY	
40	FOURTH	QUALIFICATIONS — IV
41 & 42	YEAR OF PASSING	
43 & 44	MAIN SUBJECT	
45	COUNTRY	
46, 47 & 48	SPECIALISATION	
49	TOTAL STAY ABROAD	
50	YEAR OF RETURN	
51	COUNTRY OF LONGEST STAY	
52	BOOKS	No. OF PUBLICATIONS
53	RESEARCH PAPERS	
54	TECHNICAL REPORT	
55	OTHERS	
56	STATUS	
57	IF EMPLOYED, EMPLOYEE STATUS	
58	TYPE OF ORGANISATION	EMPLOYMENTS — PRESENT
59	SECTOR	
60	NATURE OF DUTIES	
61	EMOLUMENTS AT ENTRY	
62	EMOLUMENTS LAST DRAWN	
63	TYPE OF ORGANISATION	EMPLOYMENTS — PREVIOUS
64	SECTOR	
65	NATURE OF DUTIES	
66	EMOLUMENTS AT ENTRY	
67	EMOLUMENTS AT CLOSE	
68	TYPE OF ORGANISATION	EMPLOYMENTS — FIRST
69	SECTOR	
70 & 71	YEAR OF JOINING	
72	NATURE OF DUTIES	
73	EMOLUMENTS AT ENTRY	
74	EMOLUMENTS AT CLOSE	
75	WHETHER DOING ANY RESEARCH WORK	
76	PRESENT	PERIOD OF UN-EMPLOY-MENT
77	FIRST	
78	SECOND	
79	THIRD	
80	FOURTH	

64b—2 Census/Mysore/73

BRIEF NOTES ON MOTHER TONGUES

(BASED ON 1961 RETURNS)

NOTE

At the 1961 Census an attempt was made to present the data on mother tongues, duly classified according to the Scheme of the Linguistic Survey of India by Grierson. Some of the mother tongues, however, had then to be categorised as 'unclassified' or 'tentatively classified'. The Language Division of the Office of the Registrar General, India, has been since then carrying on studies for the re-classification of such mother tongues and substantial progress has been made in this direction.

It has been observed that owing to the variant spellings in the names of the same mother tongue in the local script, the mother tongue returns were put under several bundles depending upon the variant spellings at the stage of sorting in the regional offices during the tabulation for Census 1961 and this created a lot of confusion. Rationalised spellings of the mother tongues (reported in 1961) in the local script as well as their Roman spellings along with their variants have now been prepared by the Language Division which will be of great help in the proper classification of languages recorded in 1971 Census. These are presented in this booklet.

A few comments on some of the mother tongues have been provided alongside and suggestions for some investigation have been made in cases where the mother tongue could not be classified in 1961 Census. In such cases it has been recommended that during the sorting, names and other location particulars of one or two Villages/Blocks, where such mother tongues have been found, may be noted. This information will enable the Language Division to make a spot check-up of the area returning these mother tongues and will facilitate the work of classification greatly.

It has also been recommended that the new names received in 1971 Census should be retained as such, which will be given a rational scrutiny by the Language Division. In order to minimise the number of errors in the spellings of mother tongue names, it has been suggested that transcriptions into Roman of the names enumerated in local scripts during the Census should not be done at the Sorter's level and the names of the mother tongues as recorded in the Individual Slip in local scripts should be transferred to Sorter's Ticket in the same local script characters. Such transcription should be done only at the stage preparation of the Compiler's Posting Statement.

LIST OF MOTHER TONGUES 1961 MYSORE STATE

Sl. No.	Name of Mother Tongue and variant spelling	Kannada Version	Marathi Version	Comments if any
1	2	3	4	5
1	Advichanchi (Adibencher) (Adyachen-char)	ಆಡವಿ ಚಂಚಿ (ಆದಿ ಬೆಂಚೇರ್) (ಆದ್ಯ ಚೆಂಚರ್)	आदवीचांची (आदीबेन्चर्) (आदथचेंचर्)	
2	Afghani/ Kabuli/ Pakhto/ Pashto/ Pathani	ಆಫ್ಘಾನಿ/ ಕಾಬೂಲ್/ ಪಖ್ತೋ/ ಪಷ್ತೊ/ ಪಠಾಣಿ	अफगानी/काबूली/ पाकतो/पश्तो/पठानी	
3	African	ಆಫ್ರಿಕನ್	आफ्रिकन्	
4	Arabic/ Arbi	ಅರಾಬಿಕ್ ಅರ್ಬಿ (ಅರಬಿ)	अरबिक्/अरबी	
5	Arava	ಅರವ	अरवा	
6	Assamese	ಅಸ್ಸಾಂಮೀಸ್	आसामीस्	
7	Astrian	ಆಸ್ಟ್ರಿಯನ್	आस्ट्रियन	
8	Badaga	ಬಡಗ (ಬಾಡಗ)	बडगा	
9	Bahasur (Bavasara) (Bavasara-Kshatriya)	ಬಾಹಸೂರ್ (ಬಹಾಸೂರ್) (ಬಾವಸಾರ) (ಬಾವಸಾರ ಕ್ಷತ್ರಿಯ)	बहासुर बावसारा (भावसार) (बावसार क्षेत्रिय) (भावसार क्षेत्रिय)	
10	Balabandhu (Balabandu)	ಬಾಲ ಬಂಧು (ಬಾಲ ಬಂದು)	बाल बन्धु (बाल बन्दु)	
11	Bangaru	ಬಂಗಾರು (ಬಂಗರು)	बंगारु	Speakers at village level must be identified
12	Banjari (Banjara) (Bengari)	ಬನ್ಜಾರಿ (ಬನ್ಜಾರ) (ಬೆಂಗರಿ)	बन्जारी (बन्जारा) (बेंगरी)	
13	Belgian	ಬೆಲ್ಜಿಯನ್	बेल्जियन्	
14	Bengali	ಬೆಂಗಾಲಿ	बेंगाली	
15	Beradi (Berad)	ಬೇರಡಿ (ಬೇರಡ್)	बेरडी (बेरड्)	
16	Bhili (Bhilla)	ಭೀಲಿ (ಭಿಲ್ಲ)	भिली (भिल्ला)	
17	Bhojpuri	ಭೋಜ್‌ಪುರಿ	भोजपुरी	

1	2	3	4	5
18	Bhutani (Buthani)	ಭೂತಾನಿ (ಬೂಥಾನಿ)	भुतानी (बुथानी)	
19	Bihari	ಬಿಹಾರಿ	बिहारी	
20	Bomba	ಬೋಂಬ	बोंबा	Speakers at village level must be identified
21	Brahmani (Brahmini)	ಬ್ರಾಹ್ಮಣ (ಬಾಹ್ಮಿಣಿ)	ब्राह्मनि (ब्राह्मिनी)	
22	Braj Bhasha/ Braj Bhakha (Briju)	ಬ್ರಜ್ ಭಾಷಾ) ಬ್ರಜ್ ಬಾಖಾ (ಬ್ರಿಜು) (ಬ್ರಜು)	ब्रज् भाषा/ब्रज्बाखा (ब्रिजु)	
23	Budubudike	ಬುಡುಬುಡಿಕೆ	बुडुबुदिके (कुडबुडके)	Speakers at village level must be identified
24	Burmese	ಬರ್ಮಿಸ್	बर्मीज्	
25	Ceylonese Simelu Singhalese	ಸಿಲೋನಿಸ್ ಸಿಮೆಲು ಸಿನ್ಹ್ಲೀಸ್	सिलोनिज्/ सिमेलु सिंहालीज्	
26	Chabeli	ಚಬೇಲಿ (ಛಬೇಲಿ)	छबेली	Speakers at village level must be identified
27	Chaperar (Chaparer)	ಚಪೆರಾರ್ ಛಪರಾರ್) ಚಪರೇರ್ (ಛಪರೇರ್)	छपेरार् (छापरेर्)	Speakers at village level must be identified
28	Chenchu (Choncharu)	ಚೆಂಚು (ಛಂಛು) ಚೊಂಚರು (ಛೊಂಛರು)	छेंन्छु छोंचरु	
29	Chind	ಚಿಂದ್ (ಛಿಂದ್)	छिन्द्	Speakers at village level must be identified
30	Chinese/ Chini	ಚೈನೀಸ್/ ಚೀನಿ (ಚೀಣೀ)	चैनीज्/ चिनी	
31	Chow	ಚೊ (ಛೌ)	चौ	Speakers at village level must be identified
32	Ciol	ಸಿಯೊಲ್	सियोल्	Speakers at village level must be identified
33	Coorgi/ Kodagu (Kadagi)	ಕುರ್ಗಿ/ ಕೊಡಗು ಕಡಗಿ (ಕಾಡಗಿ)	कूर्गी कोडगु (काडगी)	
34	Czech/ Czechchoslo-vakian	ಜೆಕ್/ ಜೆಕೊಸ್ಲೊವಾಕಿಯನ್	झेक्/झकोस्लोवाकिया	

1	2	3	4	5
35	Daldi (Dalgesh)	ಡಾಲ್ಡಿ (ದಾಲ್ಡಿ) (ಡಾಲ್ಗೆಶ್) (ದಾಲ್ಗೆಶ್)	डाल्डी (दालगेष्)	
36	Danish	ಡೇನಿಷ್	डेनिष्	
37	Dasari (Dasar)	ದಾಸರಿ (ದಾಸರ್)	दासरी (दासर्)	
38	Devanagari	ದೇವನಾಗರಿ	देवनागरी	
39	Dogri (Dugri)	ಡೋಗ್ರಿ (ಡುಗ್ರಿ)	डोग्री/डोगरी (दुग्री)	
40	Dombari (Dombar Bashe)	ದೊಂಬರಿ (ಡೊಂಬರಿ) (ದೊಂಬರ ಬಾಷೆ) (ಡೊಂಬರ ಭಾಷೆ)	डोंबारी (डोंबर भाषे)	Speakers at village level must be identified
41	Dutch	ಡಚ್	डच्	
42	English	ಇಂಗ್ಲೀಷ್ (ಆಂಗ್ಲಭಾಷೆ)	इंग्लिष्	
43	Finnish	ಫಿನ್ನಿಷ್	फिन्नीश्	
44	French	ಫ್ರೆಂಚ್	फ्रेंच्	
45	Gadal (Gadlada)	ಗದಲ್ (ಗಡಲ್) (ಗದ್ಲದ)	गदल् (गदलाद्)	Speakers at village level must be identified
46	Garhwali (Girwali)	ಘರ್ವಾಲಿ ಗಿರ್ವಾಲಿ	गढवाली (गिरवाली)	
47	German	ಜರ್ಮನ್ (ಜೆರ್ಮನ್)	जेरमन्	
48	Ghanese	ಘಾನೀಸ್	घानेज्	
49	Ghisadi (Girshadi)	ಘಿಸಾಡಿ (ಘಿರ್ಸಾಡಿ)	घिसदी (गिरशादी)	
50	Goanese	ಗೋವಾನೀಸ್	गोवनीज्	
51	Golari-Kannada (Gollar)	ಗೊಲರಿ—ಕನ್ನಡ (ಗೊಲ್ಲರ್)	गोलरी--कानडी (गोल्लर्)	
52	Gorkhali (Gurkha) (Ghorkali)	ಗೂರ್ಖಲಿ (ಗೂರ್ಖಿ) (ಘೋರ್ಕಲಿ)	गोरखाली (गुरखा) (घोरखाली)	
53	Govari (Gowri)	ಗೋವಾರಿ (ಗೌರಿ)	गोवारी (गौरी)	

1	2	3	4	5
54	Greek	ಗ್ರೀಕ್	ग्रीक्	
55	Gujarati (Gujarathi)	ಗುಜರಾತಿ (ಗುಜರಾಥಿ)	गुजराती (गुजराथी)	
56	Gurmukhi (Gurumukhi)	ಗುರ್ಮುಖಿ ಗುರುಮುಖಿ	गुरमुखी (गुरुमुखी)	
57	Hakkipikki	ಹಕ್ಕಿಪಿಕ್ಕಿ	हक्किपिक्कि	
58	Haranshikari	ಹರಣ್‌ಶಿಕಾರಿ	हरनशिकारि	
59	Hebrew/ Jewish	ಹೀಬ್ರೂ/ ಜ್ಯೂವಿಷ್	हिब्रू/ जेविश (ज्यूविश)	
60	Heirlese	ಹೈರ್‌ಲೀಸ್	हायरलीज्	Speakers at village level must be identified
61	Hindi	ಹಿಂದಿ	हिन्दी	
62	Hindustani	ಹಿಂದುಸ್ತಾನಿ	हिन्दुस्तानी	
63	Hungarian	ಹಂಗೆರಿಯನ್	हंगेरीयन्	
64	Indonesian	ಇಂಡೋನೇಶಿಯನ್	इंडोनेशिया	
65	Irani/ Iranian	ಇರಾನಿ/ ಇರಾನಿಯನ್	इरानी/ इरानीयन्	
66	Irish	ಐರಿಷ್	ऐरिश्	
67	Irula/ Iruliga	ಇರುಳ/ ಇರುಳಿಗ	इरुला/ इरुलिगा	
68	Italian	ಇಟಾಲಿಯನ್	इटालियन्	
69	Jagannathi (Jagannatha)	ಜಗನ್ನಾಥಿ (ಜಗನ್ನಾಥ)	जगन्नाथी जगन्नाथा	Speakers at village level must be identified
70	Japanese	ಜ್ಯಾಪನೀಸ್ (ಜಪಾನೀಸ್)	जपानीज्	
71	Kachchhi (Kachhi) (Kautchy) Katch Kutch	ಕಛ್ಚಿ ಕಚ್ಛಿ ಕಾಚ್ಛಿ ಕಚ್ ಕಛ್	कच्छी कच्छी काँच्छा कच्छ कुच्छ	
72	Kadubhasha (Kadubasha)	ಕಾಡುಭಾಷ (ಕಾಡುಬಾಷ)	काडुभाषा (काडुभाषा)	

1	2	3	4	5
73	Kaikadi	ಕೈಕಾಡಿ	कैकाडी	
74	Kannada	ಕನ್ನಡ	कानडी	
75	Kansale	ಕಂಸಾಳೆ (ಕಂಸಾಲೆ)	कन्साले (कंसाले)	Speakers at village level must be identified
76	Karkarmundi (Karka Mundar)	ಕರ್ಕರಮುಂಡಿ (ಕರ್ಕ ಮುಂಡರ್)	कर्करमुंडी (कर्क मुंडर)	Speakers at village level must be identified
77	Kashmiri	ಕಾಶ್ಮೀರೀ	कॅश्मीरी	
78	Kathiyawadi (Kathewadi)	ಕಾಥಿಯುವಾಡಿ (ಕಾಥೇವಾಡಿ)	काठीयावाडी (काठेवाडी)	
79	Kikiya (Kikya)	ಕಿಕಿಯಾ (ಕಿಕ್ಯಾ)	किकिया (किकिया) (किक्या)	Speakers at village level must be identified
80	Konagar	ಕೊನಗರ್	कोणागार् कोनगर्	Speakers at village level must be identified
81	Kongar (Konga)	ಕೊಂಗರ್ (ಕೊಂಗ)	कोणगर्, कोंगर (कोंग) (कोंगा)	Speakers at village level must be identified
82	Konkani	ಕೊಂಕಣಿ	कोंकणी	
83	Koracha	ಕೊರಚ	कोरछ, कोरछा	
84	Koraga (Koragara)	ಕೊರಗ (ಕೊರಗರ)	कोरागा (कोरगरा)	Speakers at village level must be identified
85	Korama-Kannada	ಕೊರಮ—ಕನ್ನಡ	कोरामा--कानडी	
86	Korava (Koravanji)	ಕೊರವ (ಕೊರವಂಜಿ)	कोरवा (कोरवंजी)	
87	Korean	ಕೊರಿಯನ್	कोरियन्	
88	Kshatriya-Marathi (Kshetravani)	ಕ್ಷತ್ರಿಯ—ಮರಾಠಿ ಕ್ಷೆತ್ರವಾಣಿ	क्षत्रिय--मराठी (क्षेत्रवाणी)	
89	Kului (Kulu)	ಕುಳೂಯಿ (ಕುಲೂಯಿ) ಕುಳು (ಕುಲು)	कुलुई कुलु (कुलु)	
90	Kunija	ಕುನಿಜ (ಕುಣಿಜ)	कुनीजा (कुणीजा)	Speakers at village level must be identified
91	Kuruba/ Kurumba	ಕುರುಬ/ ಕುರುಂಬ	कुरुबा/ कुरुंबा	

1	2	3	4	5
92	Ladar	ಲಾಡರ್	लादर् (लाडर्)	Speakers at villlage level must be identified
93	Lagodu	ಲಾಗೋಡು/ ಲಗೋದು	लागोडु	Speakers at village level must be identified
94	Latin	ಲ್ಯಾಟಿನ್	लॅटीन्	
95	Lushai/ Mizo	ಲುಷಾಯಿ/ ಮಿಜೋ	लुशाई/मिझो	
96	Luxembour-gain	ಲಕ್ಸೆಂಬರ್ಗಿಯನ್	लग्झंबर्गीयन् लक्झंबर्जीयन्	
97	Madari Kannada (Madaru)	ಮಾದರಿ—ಕನ್ನಡ ಮಾದರು	मादरी--कानडी मादरु	
98	Mahajani	ಮಹಾಜನಿ	महाजनी	Speakers at village level must be identified
99	Mahl/ Maldivian	ಮ್ಹಾಲ್/ ಮಾಲ್ದಿವಿಯನ್	म्हाल/ माल्दीवीयन्	
100	Maithili (Mythali)	ಮೈಥಿಲಿ (ಮೈಥಲಿ)	मैथिली (मैथाली)	
101	Malai/ Malay Malaya/ Malayam	ಮಲೈ/ ಮಲ್ಯೆ/ ಮಲಯ/ ಮಲಯಂ	मलै/ मलाय्/ मलया/ मलयम्	
102	Malayalam (Malayali)	ಮಲಯಾಳಂ (ಮಲಯಾಳಿ)	मलयालम (मलेयाली)	
103	Maltese	ಮಾಲ್ಟೀಸ್	माल्टिज्	
104	Malvi	ಮಾಳ್ವಿ	मालवी, माल्वी, मालवी	
105	Manipuri/ Meithei	ಮಣಿಪುರಿ ಮೈಥೈ	मणिपुरी मैथि, मेटेई	
106	Marathi (Maharashtra)	ಮರಾಠಿ (ಮಹಾರಾಷ್ಟ್ರ)	मराठी (महाराष्ट्र)	
107	Marwari (Marwadi)	ಮಾರ್ವಾರಿ (ಮಾರ್ವಾಡಿ)	मारवाडी (मारवाडी)	
108	Memani (Memon)	ಮೇಮಾನಿ (ಮೇ ಮಾನ್) (ಮೇ ಮನ್)	मेमानी (मेमन्)	

1	2	3	4	5
109	Mullu	ಮುಳ್ಳು	मुल्लु	Speakers at village level must be identified.
110	Multani	ಮುಲ್ತಾನಿ	मुल्तानी	
111	Mumbhara (Mumbara)	ಮುಂಭಾರ (ಮುಂಬಾರ)	मुंभरा, (मुंबारा) (मुंबरा)	Speakers at village level must be identified
112	Nagar	ನಗರ್ (ನಾಗರ್)	नगर्	Speakers at village level must be identified.
113	Nawait (Navayath) (Nebeth)	ನವ್ವಾತ್ (ನವಾಯತ್) (ನೇಬೇತ್)	नवायत् नवाईत् (नंवायत) (निबेथ)	
114	Nepali	ನೇಪಾಳಿ	नेपाली	
115	Norwegian	ನಾರ್ವೇಜಿಯನ್	नार्वेजीयन्	
116	Oriya (Udisa) (Udiya)	ಒರಿಯಾ (ಉದಿಶಾ) (ಉದಿಯಾ)	ओरिया (ओरिसा) (उडिया)	
117	Pahari-Unspecified	ಪಹರಿ	पहाडी	
118	Pali	ಪಾಲಿ (ಪಳಿ) (ಪಳ್ಳಿ)	पॉली	
119	Pargar (Parggar)	ಪರ್ಗರ್ ಪಾರ್ಗಾರ್ (ಪರ್ಗ್ಗರ್)	पार्गर् पर्गर्	Speakers at village level must be identified.
120	Parsi	ಪಾರ್ಸಿ	पार्सी	
121	Persian	ಪರ್ಶಿಯನ್	पर्शियन	
122	Phaktun	ಫಖ್ತೂನ್	पख्तुन्	Speakers at village level must be identified.
123	Pinjari (Pitchara)	ಪಿಂಜಾರಿ (ಪಿಚ್ಚಾರ)	पिंजारी (पिट्चारा, पिछारा)	
124	Polish	ಪೋಲಿಷ್	पोलिश्	
125	Portuguese	ಪೋರ್ಚುಗೀಸ್ (ಪೋರ್ತುಗೀಸ್)	पोर्तुगीस्	
126	Punjabi	ಪಂಜಾಬಿ	पंजाबी	
127	Rajasthani	ರಾಜಾಸ್ಥಾನಿ	राजस्थानी	

1	2	3	4	5
128	Russian	ರಷ್ಯನ್	रशियन् रुसी	
129	Sanskrit	ಸಂಸ್ಕೃತ	संस्कृत	
130	Saswari (Suswari)	ಸಾಸ್ವಾರಿ (ಸಸ್ವರಿ) ಸುಸ್ವಾರಿ (ಸುಸ್ವರಿ)	सासवारी सुस्वारी	Speakers at village level must be identified.
131	Saurashtra (Sourashtra)	ಸೌರಾಷ್ಟ್ರ ಸೌರಾಷ್ಟ್ರ	सौराष्ट्र (सौराष्ट्र)	
132	Scottish	ಸ್ಕಾಟಿಷ್	स्काटिष्	
133	Seema	ಸೀಮ	सीमा	Speakers at village level must be identified.
134	Sellum	ಸೆಲ್ಲುಂ	सेलम्, (सेल्लुम्)	Speakers at village level must be identified.
135	Servari	ಸೆರ್ವಾರಿ	सेरवारी, सेर्वारी	Speakers at village level must be identified.
136	Shaja	ಶಾಜ (ಷಾಜ)	शाजा	Speakers at village level must be identified.
137	Sikalgari (Chikkalgere) (Sikkaligara) (Sikkali) (Shikkalghi)	ಸಿಕಲ್ಗಾರಿ (ಚಿಕ್ಕಲ್ಗೆರೆ) (ಸಿಕ್ಕಲಿಗಾರ) (ಸಿಕ್ಕಲಿ) (ಸಿಕ್ಕಲ್ಘಿ)	शिकलगारी (शिकलगेरे) (शिकालोगर) (सिक्कलगी) (शिक्कलगी)	
138	SikkimBhotia (Sikkim)	ಸಿಕ್ಕಿಂ ಭೋತಿಯಾ ಸಿಕ್ಕಿಂ	सिक्कीम भोटिया (सिक्कीम्)	
139	Sindhi	ಸಿಂಧಿ	सिन्धी	
140	Sinos	ಸಿನೋಸ್	सिनोज्	Speakers at village level must be identified.
141	Somasahag	ಸೋಮಸಹಾಗ್	सोमसहाग	Speakers at village level must be identified.
142	Sonni	ಸೊನ್ನಿ	सोनी, सोन्नी	Speakers at village level must be identified.
143	Spanish	ಸ್ಪ್ಯಾನಿಷ್	स्पॅनीष्	
144	Sujathigar (Sujathigarh)	ಸುಜಾತಿಗಾರ್ (ಸುಜಾತಿಘರ್	सुजातीगर् (सुजातीगढ़)	Speakers at village level must be identified.
145	Sunkarad (Sukarad)	ಸುಂಕರದ್ (ಸುಂಕರದ) (ಸುಕರದ್)	सुंकराद् (सुंकरद्) (सुकराद)	Speakers at village level must be identified.

1	2	3	4	5
146	Swahili	ಸ್ವಾಹಿಲಿ	स्वाहिली	
147	Swedish	ಸ್ವೀಡಿಷ್	स्विडीष्	
148	Swiss	ಸ್ವಿಸ್	स्विस्	
149	Tamil	ತಮಿಳ್ (ತಮಿಳು)	तमिला	
150	Tandara	(ತಂಡಾರ) ತಾಂದಾರ) (ಟಂಡರ)	तांद्रा	Speakers at village level must be identified.
151	Tashwar (Tasjwar)	ತಶ್ವಾರ್ (ಟಷ್ವಾರ್) ತಸ್ವಾಜ್ವರ್ (ಟಸ್ವಾಜ್ವರ್)	तश्वार्, ताशवार् (तास्जवार्) (तास्जवार्)	Speakers at village level must be identified.
152	Telugu (Tengu)	ತೆಲುಗು (ತೆಂಗು)	तेलुगु, (तेंगु)	
153	Tepali	ತೆಪಾಲಿ (ಟಿಪಲಿ) (ಟೇಪಳಿ)	तेपाली	Speakers at village level must be identified.
154	Tibetan (Tibetian)	ಟಿಬೆಟಿನ್ (ಟಿಬೆಟಿಯನ್)	तिबेटन् तिबेटियन्	
155	Tulu	ತುಳು	तुलु	
156	Tumbekaru	ತುಂಬೆಕಾರು	तुंबेकरु	Speakers at village level must be identified.
157	Turkish/ (Turkistani)	ಟರ್ಕಿಷ್ (ತುರ್ಕಿಷ್) ಟರ್ಕಿಸ್ಥಾನಿ (ತುರ್ಕಿಸ್ಥಾನಿ)	तुर्किश् तुर्कस्तान्	
158	Udipi	ಉಡಿಪಿ	उडपि	Speakers at village level must be identified.
159	Ujaini (Ujjain)	ಉಜಯಿನಿ (ಉಜ್ಜೈನ್)	उज्जयनी (उज्जैन्)	
160	Ujra	ಉಜ್ರ	उज्रा	Speakers at village level must be identified.
161	Uravan	ಉರವನ್	उर्वन्	Speakers at village level must be identified.
162	Urdu	ಉರ್ದು	उर्दू	
163	Usthu (Ustu)	ಉಷ್ಟು ಉಸ್ಟು	उस्थु (उस्तु) उस्टु (उस्तु)	Speakers at village level must be identified.

1	2	3	4	5
164	Vadakkali	ವಡಕ್ಕಳಿ (ವಡಕ್ಕಾಲಿ)	वडक्काली	Speakers at village level must be identified.
165	Vadari (Vaddar) (Baddra)	ವಡರಿ ವಡ್ಡರ್ ಬಡ್ಡ,ರ	वडारी (वड्डर्) (बद्रा)	
166	Vaival (Vival)	ವೈವಾಲ್ (ವಾಯ್ವಳ್) ವಿವಾಲ್ (ವಿವಳ್)	वैवाल् (विवाल्)	Speakers at village level must be identified.
167	Varli (Warli)	ವರ್ಲಿ (ವಾರ್ಲಿ) ವರ್ಲಿ (ವಾರ್ಲಿ)	वर्लि (वारली)	
168	Yerava	ಯೆರವ (ಎರವ)	येरवा	Speakers at village level must be identified.
169	Yerukala Yerukula (Yerakula) (Erkala)	ಯೆರುಕಲ (ಎರುಕಲ) ಯೆರುಕುಲ (ಎರುಕುಲ) ಯೆರಕುಲ (ಎರಕುಲ) ಯೆರ್ಕಲ (ಎರ್ಕಲ)	येरुकाला येरुकुल येराकुल एरकला	
170	Yugoslavian	ಯುಗೋಸ್ಲಾವಿಯನ್	युगोस्लोव्हियन्	

APPENDIX No. 39

Letter No. CEN/SS/MT-1/71 dated 2nd June 1971.

I am writing regarding the special care which has to be taken in tabulation of mother-tongue names. The 1961 experience indicated that a large number of mother-tongues came up which could not be properly classified by the Linguist due to want of sufficient information and other details. I am enclosing a copy of a booklet giving the names of mother-tongues recorded in the 1961 Census in which variants in spellings have also been indicated in English, Kannada and Marathi. As you will notice from this booklet, certain spellings though variant can be grouped together under the same language name which would mean that wherever in the booklet 4 or 5 slightly different spellings are given for a single language, only one pigeon hole can be used for putting in the slips even if the spelling variants are used in these slips. This instruction must be given to the Sorters.

2. The language names given in the booklet or new names may be entered while tabulating the slips. These should be tabulated separately and no attempt should be made to classify languages or to group them together. In all cases of doubt, the booklet must be referred to and if a name which is not in the booklet is noticed, this will have to be tabulated separately and the name clearly entered in the posting statements etc.

3. In the booklet, against certain specified languages, the remarks appear as follows: "Speakers at village level must be identified". Wherever these languages are noticed against which this remark is made, firm instructions must be issued to the Sorters to make a separate note of the name of the language, the name of the person in the slip and the location code in full (including Block No. and Household No.). This information is necessary in order to identify the speakers later for detailed linguistic investigation.

4. If any language is noticed which is not in the booklet now given, similar action must be taken to identify the speakers as indicated above.

5. I would like to re-emphasise that after Sorter's Ticket 1 is completed, the list of mother-tongues as recorded after tabulation in your tabulation office should be made and forwarded to this office for further action. This list may be made districtwise for convenience.

In case any clarification is necessary regarding a language, its grouping etc., reference must immediately be made to this office and no attempt must be made to classify or group languages as mentioned earlier.

Sufficient number of copies of the booklet are being sent to you. It is not envisaged that a booklet will be given to each Sorter since he would not normally bother to refer to it constantly. The Sorters must be instructed to bring to the notice of their Supervisors any new languages or any other problems relating to language classification and it is the responsibility of the supervisor, in consultation with his Statistical Assistant if necessary, to guide the Sorter on the basis of this booklet and these instructions.

APPENDIX No. 40

INSTRUCTIONS ON SPECIAL SORTING OF DATA FOR SCHEDULED CASTES AND SCHEDULED TRIBES (PART III)

SORTER'S TICKET 1 (SPL).

INTRODUCTION

With a view to producing comparable data of 1971 Census on the pattern of 1961 Census in respect of Scheduled Castes and Scheduled Tribes, it has been decided to resort the individual slips and generate a few tables in respect of the Scheduled Castes and Scheduled Tribes.

2. For this purpose you will have to deal with the 90% rural, 80% urban, 10% sample for rural and 20% sample for urban slips of each operational Unit, like Rural Tehsil/Taluk etc. or non-city urban district or City. (In the case of Andaman & Nicobar Islands, Arunachal Pradesh, Chandigarh U. T., Dadra and Nagar Haveli, Delhi, Goa, Daman and Diu, Himachal Pradesh, Jammu and Kashmir, L.M. & A. Islands, Manipur, Meghalaya, Nagaland, Pondicherry and Tripura, the bundles will represent 100% rural and 100% urban slips of each operational Unit).

WARNING :

3. Remember that while taking up the slips for sorting, you should not mix-up the bundles for 90% rural, 80% urban, 10% rural sample or 20% urban sample (in the case of all Union Territories and Himachal Pradesh, Jammu and Kashmir, Manipur, Meghalaya and Nagaland 100% rural and 100% urban slips further separated by sex, categories, age-groups etc.).

4. The Sub-bundles i.e., sex-wise, category-wise, pertaining to 90% rural or 80% urban or 10% rural sample or 20% urban sample in an operational Unit (or 100% rural or 100% urban in the case of all Union Territories and the aforesaid five States) should be taken up one by one and after each operation and before next operation you should obtain clearance from your S. A. or T. O. as the case may be. *This is important because any mistake committed can be reconciled by your S. A., or T. O. with some ease at this stage.*

PREPARATION :

5. At the end of Sorter's Ticket 7, you have separate bundles for 90% rural, 80% urban and 20% Sample for (Non-city Urban or City) by sex, category of workers and Non-workers further separated by age-groups 0—14, 15—19, 20—24, 25—29, 30—39, 40—49, 50—59, 60 + and age not stated. Combine slips of workers i.e., Categories I to IX, keeping the sex and age-groups separate for each type i.e., 90% rural 80% urban etc. Slips of non-workers should be kept separate.

6. For 10% samples for rural slips, at the end of Sorter's Ticket 25 you have separate bundles for males (1) Persons who are 'not migrant' i.e., those in respect of whom the entry against question 8 (a) of the Individual slip is 'PL'; (2) Last residence elsewhere in the district of enumeration by age-groups 0—14, 15—19, 20—24, 25—49, 50 + and age not stated by various durations of residence cross-classified by marital status, viz., 'Never married', 'Currently married', 'Widowed and separated or divorced' and 'Unspecified status'; (3) Last residence in

other districts of the State of enumeration by similar age-groups, duration of residence and marital status; (4) Last residence in other States beyond the State of enumeration by same age-groups, duration of residence and marital status; (5) Last residence in other countries outside India similarly cross-classified by age-groups, duration of residence and marital status and (6) Unclassifiable last residence cross-classified by age-groups, duration of residence and marital status; and for each of the items (1) to (6) above for males separately for each category of workers/non-workers.

7. The 10% rural sample slips for *females* will be available in bundles of non-migrants 'others' at the end of sorting for first operation Sorter's Ticket 26(a); age-group 0—9 married non-migrants at the end of 2nd operation of Scheduled Tribes 26 (a); and for the currently married women age 10+ in separate bundles at the end of Sorter's Tickets 29 and 31 as under:—

(i) 'Others' by age at marriage groups less than 13, 13—17, 18—22, 23—27, 28 + and age not stated, cross-classified by duration of marriage groups less than 1, 1—4, 5—9, 10—14, 15—19, 20—24, 25—29, 30+ and unspecified and further separated by 'one birth', 'two or more births' and 'no birth'.

(ii) 'Scheduled Castes/Scheduled Tribes' by age at marriage groups less than 13, 13—17, 18—22, 23—27, 28 + and age not stated, cross-classified by present age groups less than 13, 13—17, 18—22, 23—27, 28—32, 33—37, 38—42, 43—47, 48 + and age not stated and further separated by 'one birth', 'two or more births' and 'no birth'.

And for the Union Territories and the aforesaid five states the position of slips will be 100% rural and urban but in bundles as specified for 10% rural and 20% urban. *Thus instructions in respect of* 10% *rural and* 20% *urban samples will apply* mutatis mutandis *to* 100% *rural and* 100% *urban slips respectively.*

8. You will now have to combine certain bundles as shown hereunder:—

GROUP I (90% RURAL) — Combine workers (Category I to IX), age groups 15-19, 20-24, 25-29 and 30-39 to make 15-39 and 50-59 and 60 + to make 50+, keeping 0—14 and 'age not stated' undisturbed. Sex and Operational Unit to remain separate as before. 'Non-workers' slips to remain separate.

GROUP II (80% URBAN)— As above.

GROUP III (10% RURAL)—SUB-GROUP (a) MALE SLIPS.

Combine 'PL' and all durations of residence for migrants, then combine 'works' and 'age-groups' as in Group I. 'Non-workers' to remain separate.

A) Sub-group (b) 'PL' female 'others' at the end of Ist operation of S. T. 26 (a).

B) Sub-group (c) female age-group 0-9 married 'PL' at the end of 2nd operation of S.T. 26 (a).

C) Sub-group (d) female married (10+) migrant 'others' as in 7 (i) above at the end of sorting for S. T. 29.

D) Sub-group (e) female married (10+) S.C./S.T. as in 7 (ii) above at the end of S.T. 31.

Combine slips under A, B, C, and D and form one bundle within the operational Unit.

GROUP IV (20% URBAN)—Combine as in 90% rural.

PRELIMINARY OPERATION

9. Take up the female slips after combination of A, B, C & D i.e., Sub-groups (b), (c), (d) & (e) of group III and sort them for workers and non-workers with reference to answer to Question 16(a) (i). 'C' or 'AL' or 'HHI' or 'OW' for workers and 'X' for non-workers will have been written against Q. 16 (a) (i). For this purpose affix labels to two pigeon holes, the labels being marked 'workers' and 'non-workers'. Deal the slips into the appropriate pigeon hole according to the answer in Q. 16 (a) (i). For details see page 39 of the Manual of Instructions (Part I).

Now fill the Control Chart and show it to your Supervisor.

IST OPERATION —SORTING IS TO PROCEED SEPARATELY FOR MALES AND FEMALES :

10. Take the combined bundles of Group 1 (90% rural) for sorting of age-groups 40—49 into two age groups 40—44 and 45—49. For this purpose affix two labels, the labels being marked 40—44 and 45—49. Deal the slips of bundle 40—49 into the appropriate pigeon hole with reference to the entry in Q. 4 (age). If you come across any slip where age is not recorded, report the matter to your S. A. or T. O. for reconciliation of discrepancy. Do not proceed with the sorting till this discrepancy has been reconciled. Then combine the age groups 15—39 & 40—44 to make 15—44 and 45—49 & 50 + to make 45 +. Keep the bundles separate.

2ND OPERATION :

11. Now take up the bundle of males or females as the case may be for age group 0—14 and sort for S. C., S.T. and others. For this purpose you will have to refer to the entry in Q. 11 of the Individual Slip. Your Supervisor will provide you with a list of Castes/Tribes. While sorting you should follow the instructions given at pages 10-11 of the Manual of Instructions (Part I) pertaining to edit of entry in Q. 11.

Affix labels to three pigeon holes, the labels being marked S. C., S. T. and Others. Deal the slips into the appropriate pigeon hole with reference to the entry in Q. 11. Count slips from each pigeon hole and enter figures under Col. 2 of S. T. 1(S) against total in the last line *in pencil.*

2ND OPERATION—SUBSEQUENT STAGES :

12. Repeat the 2nd Operation for each of the age groups 15—44, 45 + and age not stated. Enter figures as above against total under Col. 8, 14 and 20 respectively *in pencil.*

[You should keep aside the slips pertaining to 'others' of age.]

3RD OPERATION :

13. Now take the S. C. bundles of age group 0—14 and affix labels to the pigeon holes depending on the number of castes, including 'unspecified S.C., known to be obtaining in that Operational Unit. If there are more castes than the pigeon holes, then affix labels naming the castes leaving one or two pigeon holes unlabelled for dealing unsorted slips into them. Deal the slips into the appropriate pigeon hole according to the entry in Q. 11 (name of caste written in the rectangle). Count and enter figures in Col. 2 against each caste mentioned in Col. 1 of S. T. 1 (S) *in pencil.*

Now take the unsorted slips, if any, and deal with them in the same manner.

3RD OPERATION—SUBSEQUENT STAGES :

14. Repeat the operation for S. C. bundles for age groups 15—44, 45 + and age not stated and enter figures in Col. 8, 14 and 20 respectively *in pencil.*

Check total if the same agrees with the 'total' obtained through 2nd operation.

Repeat for Scheduled Tribes also in the same manner.

Repeat all the operations for each group in Group II (80% urban) or Group III (10% rural) and Group IV (20% urban) and *then report to your S.A. or T.O. who will consolidate figures for Group I and III and Group II and IV and check with P. C. A. and C. P., S. 6A and 6B and reconcile discrepancies, if any, before you proceed with the 4th operation. This is important and you should not take chances.*

4TH OPERATION :

15. Take the age group bundle 0—14 for one caste. Affix labels to 5 pigeon holes, the labels being marked 'Never married', 'Married', 'Widowed', 'Divorced or separated' and 'Unspecified status'. Deal the slips into the appropriate pigeon hole with reference to the answer in Q. 5 of the Individual Slip. 'NM' would have been written for 'Never married', 'M' for Married, 'W' for Widowed, 'S' for Divorced or separated and for 'Nil' entry treat as 'unspecified'. Count the slips in each pigeon hole and enter figures in Col. 3, 4, 5, 6, 7 of S. T. 1 (S) as the case may be, against that particular caste.

4TH OPERATION—SUBSEQUENT STAGES

16. Repeat the operation for each caste of age group 0—14 as also for each caste of other age groups.

Similar procedure is to be followed for Scheduled Tribes slips also.

17. After you have completely filled S.T.I. (S) you may now go on to S. T. 2 (S) if you are dealing with Schedu'ed Tribes slips for sorting by religion. For S. C. slips go over to S. T. 3(S).

CONTROL CHART FOR 10% RURAL FEMALE SLIPS OF GROUP III

SUB-GROUPS (b), (c), (d) & (e)

No. and Name of District————————Rural

Sex—Female

No. of slips————

Name of Sorter————

Operational Unit			Workers				Non-Workers				
No	Name	Total	0 –14	15 –44	45+	ANS	Total	0 –14	15—44	45+	ANS
1	2	3	4	5	6	7	8	9	10	11	12
	Total										

Checked and found correct

Signature of Supervisor————————

Date————————

Signature of Sorter————————

Date ————————

SORTER'S TICKET 1 (S)

Number and Name of District———

Name of Sorter———

Name of Rural { Tahsil / Taluk / Development Block / Police Station } Non-city urban } City

Number of slips———

Sex———

Worker/Non-worker*
Scheduled Castes/Scheduled Tribes*

90% Rural Slips 10% Sample Rural Slips
80% Urban Slips 20% Sample Urban Slips

		Age-Group										
		Age 0—14					Age 15—44					
Name of Scheduled Caste/Tribe	Total	Never Married	Married	Widowed	Divorced or Separated	Unspecified status	Total	Never Married	Married	Widowed	Divorced or Separated	Unspecified Status
1	2	3	4	5	6	7	8	9	10	11	12	13
Total												

*Strike out which is not applicable

Age-Group											
Age 45+						Age not stated					
Total	Never Married	Married	Widowed	Divorced or Separated	Unspecified status	Total	Never Married	Married	Widowed	Divorced or Separated	Unspecified status
14	15	16	17	18	19	20	21	22	23	24	25

Tested and passed as correct

Signed———————
(Supervisor)

Dated———————

Signed———————
(Sorter)

Dated———————

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statement.

Signed———————
(Compiler-Checker)

Dated———————

SORTER'S TICKET 2(S)

Number and Name of District **SCHEDULED TRIBES**

Name of Rural — Tahsil / Taluk / Development Block / Police Station — Non City / Urban — City

Name of Sorter ——————————
Number of Slips ——————————
Sex ——————————

Worker/Non-Worker*

90% Rural Slips 10% Sample Rural Slips.
80% Urban Slips 20% Sample Urban Slips.

Name of Scheduled Tribe	Religion						
	Hindus	Muslims	Christians	Jains	Buddhists	Sikhs	etc.
1	2	3	4	5	6	7	8
Total							

*Strike out which is not applicable.

Tested and passed as correct.

Signed ——————————
(Supervisor)

Dated ——————————

Signed ——————————
(Sorter)

Dated ——————————

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statement.

Signed ——————————
(Compiler-Checker)

Dated ——————————

SORTER'S TICKET 2 (S)

PREPARATION :

This ticket will be prepared for both Urban and Rural areas. This ticket relates to Scheduled Tribes only. You will have at the end of Sorter's Ticket 1(S) the bundles of slips for individual tribes. You have to sort the bundles for each Scheduled Tribe into different religions with reference to the answer recorded in Q. 10 in the slip. For edit instructions please see page 10 of Manual of Instructions (Part I).

Before starting the operation you should fill up column 1 of Ticket with the names of Scheduled Tribes according to the various bundles with you. Also combine the age-groups and marital status for each tribe.

1ST OPERATION :

Affix labels to the pigeon holes, the labels being marked Hinduism, Islam, Christianity, Sikhism, Buddhism and Jainism. In the answer to Q. 10 'H' would have been recorded for Hinduism, 'I' for Islam, 'C' for Christianity, 'S' for Sikhism, 'B' for Buddhism and 'J' for Jainism. Take the bundle for the first Scheduled Tribe and deal the slips into pigeon holes according to the answers recorded in Q. 10 in the slip. In the course of sorting if you come across any slip where the religion returned is different from those for which you have prepared labels put the slip in a separate hole and affix a lable showing the name of the religion. You should not mix up the slips of two religions and sorting should be done for the religion as exactly returned. Count the number of slips in each pigeon hole and enter the number in the appropriate column of the Sorter's Ticket against the name of the Scheduled Tribe as in column 1.

1ST OPERATION—SUBSEQUENT STAGES :

Take one by one the other bundles for Scheduled Tribes, and deal them into pigeon holes as in the first operation and enter the number of slips in the appropriate column of the Sorter's Ticket against the name of the Tribe in column 1. Repeat the operation till you have exhausted all the bundles and covered all Scheduled Tribes.

CONCLUSION :

You should now go over to S. T. 3 (S).

COMPILERS' POSTING STATEMENT 2 (S) SCHEDULED TRIBES

From Sorter's Ticket 2(s)

Number and Name of District———————— Name of Scheduled Tribe————

Rural/Urban* Sex ————————

90% Rural Slips 10% Sample Rural slips
80% Urban Slips 20% Sample Urban Slips

Sl. No. of Sorter's Ticket	Date of posting	Tahsil/ Taluk/ Non-city urban/ City	Name of Sorter	Worker/ Non-worker	Name of Religion				
					A	B	C	D	etc.
1	2	3	4	5	6	7	8	9	
Total									

*Strike out which is not applicable.

Checked and found correct — Approved for Tabulation — Posted.

Signed———— (Compiler-Checker) Signed———— (Supervisor) Signed———— (Compiler-Checker)

Dated ———— Dated ———— Dated ————

This posting Statement gives figures for Table ST—IV for Scheduled Tribes.

COMPILER'S POSTING STATEMENT 2 (S)

This statement will be posted from Sorter's Ticket 2 (S). There will be as many statements as there are scheduled Tribes.

Your Supervisor would have written up the headings of the statement and also have filled up columns 1, 2, 3 and 4 relating to serial number of Sorter's Ticket, name of Tahsil/ Taluk, etc., the name of Sorter and the category of worker or non-worker. The statement will indicate the particular Scheduled Tribe and the sex. You will deal only with the statement of one sex and your partner will deal with the other sex.

You should post the figures in each Sorter's Ticket in the statement against appropriate serial number and the name of Sorter. You should take first the statement for the first Scheduled Tribe and write at the top the name of the Religion in the order in which they occur in the Sorter's Ticket in that Scheduled Tribe and post the relevant figures under that Religion from the Sorter's Ticket. When the Sorter's Ticket contain more Religions then could be accommodated in the statement, you should get another statement from the supervisor on which you should write the new Religions and post the figures. In posting from subsequent Sorter's Tickets you should post the figures in the Sorter's Tickets below the appropriate Religions. If you find new Religion you should write the name of each new Religion and post the figures from the Sorter's Ticket.

You should repeat this operation for each one of the other Tribes.

You should keep all the statements for the unit of sorting together. When you have completed posting of a Sorter's Ticket you should enter the date of posting in column 2 of the statement. When you have completed posting for a Sorter's Ticket in the statement you should sign the Sorter's Ticket and give the date. When you have posted the figures for all the Sorter's Ticket 2(S) in the statement you should total up the figures and strike the final total. You should then sign the statement and give the date of completion. You should handover the Sorter's Ticket 2 (S) and the Compiler's Posting Statement to your partner for checking.

This Posting Statement gives figures for Table ST-V.

SORTER'S TICKET 3 (S) URBAN

Number and name of District ——— Name of Sorter ———

Name of Non-City Urban/City ——— Number of Slips ———

Worker/Non-Worker* Sex ———

Scheduled Castes/Scheduled Tribes* 80% Urban Slips 20% Sample Urban Slips

Name of Scheduled Caste/Tribe	Illiterate	Literate (without educational level)	Primary or Junior Basic	Matriculation or Higher Secondary	Non-technical diploma not equal to degree	Technical diploma not equal to degree	University degree or post-graduate degree other than technical degree	Technical degree or diploma equal to degree or post-graduate degree
1	2	3	4	5	6	7	8	9
Total								

*Strike out which is not applicable.

Tested and passed as correct.

Signed ——— Signed ———
(Supervisor) (Sorter)

Dated ——— Dated ———

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statement.

Signed ———
(Compiler-Checker)

Dated ———

SORTER'S TICKET 3 (S) URBAN

PREPARATION :

This ticket will be prepared only for urban areas. You will have to sort the bundle of slips for each Scheduled Caste and Scheduled Tribe for illiterate, literate (without educational level) and for various educational levels given in the Sorter's Ticket with reference to the answer in Q. 13 in the slip. You will have to prepare separate tickets for Scheduled Castes and Scheduled Tribes. For edit instructions in respect of answer to Q. 13, please see page 3 of Manual of Instructions (Part II).

Before starting the operation you should fill up column 1 of the Ticket with the names of Scheduled Castes/Tribes according to the various bundles with you.

1ST OPERATION :

Affix labels to pigeon holes, the labels being marked illiterate, literate (without educational level), and each of the educational levels given in the Sorter's Ticket. Take the bundle for the first Scheduled Caste and deal the slips into pigeon holes according to the answer recorded in Q. 13 in the slip. 'O' would have been written in the case of illiterate, 'L' in the case of literate in answer to Q. 12 in the slip. Count the number of slips in each pigeon hole and enter the number in the appropriate columns of the Sorter's Ticket against the name of the Scheduled Caste in column 1.

1ST OPERATION-SUBSEQUENT STAGES :

Take one by one the other bundles for Scheduled Castes, and deal them into pigeon holes as in the first operation and enter the number of slips in the appropriate column of the Sorter's Ticket against the name of the caste in column 1. Repeat the operation till you have exhausted all the bundles and covered all Scheduled Castes. This completes the operation for Scheduled Castes.

2ND OPERATION :

Repeat the above operation for each Scheduled Tribe and fill up the Sorter's Ticket.

CONCLUSION :

If you have slips for non-workers, you can combine the slips for individual Scheduled Castes/Tribes but you should form five bundles Illiterate, Literate (without educational level), Primary or Junior Basic, Matriculation and above but below graduate and Graduate & above separately for S.C. and S.T. You should proceed to Sorter's Ticket 4 (S).

COMPILER'S POSTING STATEMENT 3 (S) PART A SCHEDULED CASTES

From Sorter's Ticket 3(S) Urban

Number and Name of District———————— Sex————————

Educational levels { Illiterate; Literate (without educational level); Primary or Junior Basic; Matriculation or Higher Secondary; Non-technical diploma not equal to degree; Technical diploma not equal to degree; University degree or post-graduate degree other than technical degree; Technical degree or diploma equal to degree or post-graduate degree

80% Urban Slips 20% Sample Urban Slips

Sl. No. of Sorter's Ticket	Date of posting	City/Non-city urban	Name of sorter	Worker/ Non-worker	Name of Scheduled Caste A	B	C	D	etc.
1	2	3	4	5	6	7	8	9	
Total									

Checked and found correct
Signed———————
(Compiler-Checker)
Dated———————

Approved for Tabulation
Signed———————
(Supervisor)
Dated———————

Posted.
Signed———————
(Compiler-Checker)
Dated———————

This Posting Statement gives figures for Table SC-III Part A for Scheduled Castes.

COMPILER'S POSTING STATEMENT 3(S) PART A

This statement will be posted from Sorter's Ticket 3 (S) urban relating to Scheduled Castes. There will be 8 statements, one relating to illiterate, one to literate (without educational level) and any one of the 6 educational levels given in the Sorter's Ticket. You will deal only with the statement of one sex and your partner will deal with the other sex.

Your supervisor would have written up the headings of the statement and also have filled up columns 1, 2, 3 and 4 relating to the serial number of Sorter's Ticket, name of city or non-city, the name of Sorter and the category of worker or non-worker. The statement will indicate the sex and also whether it relates to illiterate, literate (without educational level) and any one of the 6 educational levels given in the Sorter's Ticket. You will deal only with the statement of one sex and your partner will deal with the other sex.

You should post the figures in each Sorter's Ticket in each statement against the appropriate serial number and the name of Sorter. You should take one statement after another for illiterate, literate (without educational level) and each one of the 6 educational standards in the order given in the Compiler's Posting Statement. You should write the name of the Castes and post the figures in the statement from the relevant column of the Sorter's Ticket. When you have completed the posting for one statement from all the Sorter's Tickets you should proceed to the next statement. When you have completed the posting for a Sorter's Ticket you should enter the date of posting in column 2 of the statement. When you have completed posting for a Sorter's Ticket for all the statements you should sign the certificate in the Sorter's Ticket 3 (S) Urban and give the date.

When you have posted the figures for all the Sorter's Tickets in all the statements you should total up the figures and strike the final total in each statement. You should then sign each statement and give the date of completion. You should hand over the statements and the relevant Sorter's Tickets to your partner for checking.

These Posting Statements give figures for Table SC-III Part A for Scheduled Castes.

COMPILER'S POSTING STATEMENT 3 (S) PART B SCHEDULED TRIBES

From Sorter's Ticket 3(S) Urban

Number and Name of District———— Sex————

Educational Levels
- Illiterate
- Literate (without educational level)
- Primary or Junior Basic
- Matriculation or Higher Secondary
- Non-technical diploma not equal to degree
- Technical diploma not equal to degree
- University degree or post-graduate degree other than technical degree
- Technical degree or diploma equal to degree or post-graduate degree

80% Urban Slips 20% Sample Urban Slips

Sl. No. of Sorters Ticket	Date of posting	City/Non-city urban	Name of Sorter	Worker/ Non-worker	Name of Scheduled Tribe				
					A	B	C	D	etc
1	2	3	4	5	6	7	8	9	
Total									

Checked and found correct — Signed———— (Compiler-Checker) Dated————

Approved for Tabulation — Signed———— (Supervisor) Dated————

Posted. — Signed———— (Compiler-Checker) Dated————

This Posting Statement gives figures for Table ST-III Part B for Scheduled Tribes.

COMPILER'S POSTING STATEMENT 3 (S) PART B

This statement will be posted from Sorter's Ticket 3(S) Urban relating to Scheduled Tribes. There will be 8 statements, one relating to illiterate, one to literate (without educational level) and any one of the 6 educational levels given in the Sorter's Ticket. You will deal only with the statement of one sex and your partner will deal with the other sex.

Your supervisor would have written up the headings of the statement and also have filled up columns 1, 2, 3 and 4 relating to the serial number of Sorter's Ticket, name of city or non-city, the name of Sorter and the category of worker or non-worker. The statement will indicate the sex and also whether it relates to illiterate, literate (without educational level) and any one of the 6 educational levels given in the Sorter's Ticket. You will deal only with the statement of one sex and your partner will deal with the other sex.

You should post the figures in each Sorter's Ticket in each statement against the appropriate serial number and the name of Sorter. You should take one statement after another for illiterate, literate (without educational level) and each one of the 6 educational standards in the order given in the Compiler's Posting Statement. You should write the name of the Tribes and post the figures in the statement from the relevant column of the Sorter's Ticket. When you have completed the posting for one statement from all the Sorter's Tickets you should proceed to the next statement. When you have completed the posting for a Sorter's Ticket you should enter the date of posting in column 2 of the statement. When you have completed posting for a Sorter's Ticket for all the statements you should sign the certificate in the Sorter's Ticket 3 (S) Urban and give the date.

When you have posted the figures for all Sorter's Tickets in all the statements you should total up the figures and strike the final total in each statement. You should then sign each statement and give the date of completion. You should hand over the statements and the relevant Sorter's Tickets to your partner for checking.

These posting statements give figures for Table ST-III Part B for Scheduled Tribes.

SORTER'S TICKET 3 (S) RURAL

Number and Name of District———————— Name of Sorter————————

Name of Rural Tahsil / Taluk / Development Block / Police Station Number of Slips————————

Sex ————————

Worker/Non-worker* 90 % Rural Slips 10% Sample Rural Slips

Scheduled Castes/Scheduled Tribes*

Name of Scheduled Caste/Tribe	Illiterate	Literate (without educational level)	Primary or Junior Basic	Matriculation and above but below graduate	Graduate and above
1	2	3	4	5	6
Total					

*Strike out which is not applicable.

Tested and passed as correct.

Signed———————— Signed————————
(Supervisor) (Sorter)

Dated———————— Dated————————

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statement.

Signed————————
(Compiler-Checker)

Dated————————

SORTER'S TICKET 3 (S) RURAL

PREPARATION :

This ticket will be prepared only for rural areas. You will have to sort the bundle of slips for each Scheduled Caste and Scheduled Tribe for Illiterate, Literate (without educational level), Primary or Junior Basic, Matriculation and above but below graduate and Graduate & above with reference to the answers recorded in Q. 12 and 13 in the slip. You will have to prepare separate Sorter's Ticket for Scheduled Castes and Scheduled Tribes.

Before starting the operation you should fill up column 1 of the ticket with the names of Scheduled Castes/Scheduled Tribes according to the various bundles with you.

1ST OPERATION :

Affix labels to 5 pigeon holes, the labels being marked Illiterate, Literate (without educational level), Primary or Junior Basic, Matriculation and above but below graduate and Graduate & above. Take the bundle for the first Scheduled Caste and deal the slips into pigeon holes according to the answers recorded in Q. 12 and 13 in the slip. 'O' would have been written in the case of illiterate, and 'L' in the case of literate in answer to Q. 12 in the slip. Count the number of slips in each pigeon hole and enter the number in the appropriate column of the Sorter's Ticket against the name of the Scheduled Caste as in column 1.

1ST OPERATION—SUBSEQUENT STAGES :

Take one by one the other bundles for Scheduled Caste, and deal them into pigeon holes as in the first operation and enter the number of slips in the appropriate column of the Sorter's Ticket against the name of the Caste in column 1. Repeat the operation till you have exhausted all the bundles and covered all Scheduled Castes. This completes the operation for Scheduled Castes.

2ND OPERATION:

Repeat the above operations for each Scheduled Tribe and fill up the Sorter's Ticket.

CONCLUSION :

If you have slips for Scheduled Castes/Tribes who are non-workers you can combine the slips for individual Scheduled Castes but you should keep the five bundles: Illiterate, Literate (without educational level), Primary or Junior Basic, Matriculation and above but below graduate, Graduate & above separately. You should proceed to Sorter's Ticket 4(S).

COMPILER'S POSTING STATEMENT 4 (s) PART A SCHEDULED CASTES

From Sorter's Ticket 3 (S) Rural

Number and Name of district———— Sex————

Educational Level { Illiterate / Literate (without educational level) / Primary or Junior Basic / Matriculation and above but below graduate / Graduate and above

90% Rural Slips 10% Sample Rural Slips

Sl. No. of Sorter's Ticket	Date of posting	Tahsil/ Taluk etc.	Name of Sorter	Worker/ Non-worker	Name of Scheduled Caste			
					A	B	C	etc.
1	2	3	4	5	6	7	8	9
Total								

Checked and found correct. Approved for Tabulation, Posted.

Signed———— Signed———— Signed————

(Compiler-Checker) (Supervisor) (Compiler-Checker)

Dated———— Dated———— Dated————

This posting statement gives figures for Table SC-III Part B Scheduled Castes.

COMPILER'S POSTING STATEMENT 4 (S) PART A

This Statement will be posted from Sorter's Ticket 3 (S) Rural relating to Scheduled Castes. There will be 5 statements one relating to Illiterate, one to Literate (without educational level), one to Primary or Junior Basic, one to Matriculation and above but below graduate and one to Graduate & above.

Your supervisor would have written up the headings of the statement and also have filled up the columns 1, 2, 3 and 4 relating to the serial number of Sorter's Ticket, name of Tahsil/ Taluk etc., the Name of Sorter and the category of worker or non-worker. The statement will also indicate the sex and also whether it relates to Illiterate, Literate (without educational level), Primary or Junior Basic, Matriculation and above but below graduate and Graduate & above. You will deal only with the statement of one sex and your partner will deal with the other sex.

You should post the figures in each Sorter's Ticket in each statement against the appropriate serial number and the Name of Sorter. You should take one statement after another for Illiterate, Literate (without educational level), Primary or Junior Basic, Matriculation and above but below graduate and Graduate & above. You should write the name of the Caste and post the figures in the statement from the relevant column of Sorter's Ticket. When you have completed the posting for one statement from all the Sorter's Tickets you should proceed to the next statement. When you have completed the posting for a Sorter's Ticket you should enter the date of posting in column 2 of the statement. When you have completed posting for a Sorter's Ticket for all the statements you should sign the certificate in the Sorter's Ticket 3 (S) Rural and give the date.

When you have posted the figures for all the Sorter's Tickets in all the statements you should total up the figures and strike the final total in each statement. You should then sign each statement and give the date of completion. You should hand over the statements and the relevant Sorter's Ticket to your partner for checking.

These statements give figures for Table SC-III Part A for Scheduled Castes.

COMPILER'S POSTING STATEMENT 4 (S) PART B SCHEDULED TRIBES

From Sorter's Ticket 3 (S) Rural

Number and Name of District———— Sex————

Educational Level { Illiterate / Literate (without educational level) / Primary or Junior Basic / Matriculation and above but below graduate / Graduate and above

90% Rural Slips 10 % Sample Rural Slips

Sl. No. of Sorter's Ticket	Date of posting	Tahsil/ Taluk etc.	Name of Sorter	Worker/ Non-worker	Name of Scheduled Tribe			
					A	B	C	etc.
1	2	3	4	5	6	7	8	9

Total

Checked and found correct. Approved for Tabulation Posted.

Signed———— Signed———— Signed————
(Compiler-Checker) (Supervisor) (Compiler-Checker)

Dated———— Dated———— Dated————

This Posting Statement gives figures for Table ST - III Part B Scheduled Tribe.

COMPILER'S POSTING STATEMENT 4 (S) PART B

This statement will be posted from Sorter's Ticket 3 (S) Rural relating to Scheduled Tribes. There will be 5 statements one relating to Illiterate, one to Literate (without educational level), one to Primary or Junior Basic, one to Matriculation and above but below graduate and one to Graduate & above.

Your supervisor would have written up the headings of the statement and also have filled up the columns 1, 2, 3 and 4 relating to the serial number of Sorter's Ticket, name of Tahsil/ Taluk etc., the Name of Sorter and the category of worker or non-worker. The statement will also indicate the sex and also whether it relates to Illiterate, Literate (without educational level), Primary or Junior Basic, Matriculation and above but below graduate and Graduate & above. You will deal only with the statement of one sex and your partner will deal with the other sex.

You should post the figures in each Sorter's Ticket in each statement against the appropriate serial number and the Name of Sorter. You should take one statement after another for Illiterate, Literate (without educational level), Primary or Junior Basic, Matriculation and above but below graduate and Graduate & above. You should write the name of the Tribe and post the figures in the statement from the relevant column of Sorter's Ticket. When you have completed the posting for one statement from all the Sorter's Ticket you should proceed to the next statement. When you have completed the posting for a Sorter's Tickets you should enter the date of posting in column 2 of the statement. When you have completed posting for a Sorter's Ticket for all the statements you should sign the certificate in the Sorter's Ticket 3 (S) Rural and give the date.

When you have posted the figures for all the Sorter's Tickets in all the statements you should total up the figures and strike the final total in each statement. You should then sign each statement and give the date of completion. You should hand over the statements and the relevant Sorter's Tickets to your partner for checking.

These statements give figures for Tables ST-III Part B for scheduled Tribes.

SORTER'S TICKET 4 (S)

Number and Name of District———————— Name of Sorter————————

Tahsil / Taluk / Name of Rural Development Block / Police station } Non-city / Urban } City

Number of Slips————————

Sex————————

90% Rural Slips 20% Sample Urban Slips

Non-workers 80% Urban Slips 10% Sample Rural Slips

Scheduled Castes/Scheduled Tribes

Educational Levels	Total	Full time Students	Household duties	Dependents and Infants	Retired, rentier and persons of independent means	Beggars, vagrants etc.	Inmates of penal, mental and charitable institutions	Others
1	2	3	4	5	6	7	8	9
Illiterate								
Literate (without educational level)								
Primary or Junior Basic								
Matriculation and above but below graduate								
Graduate and above								
Total								

Tested and passed as correct. Signed————————
(Sorter)

Signed————————
(Supervisor)

Dated ———————— Dated ————————

Certified that I have checked the sorting while it was in progress and posted the figures in the Compiler's Posting Statement.

Signed ————————
(Compiler-Checker)

Dated ————————

SORTER'S TICKET 4 (S)

PREPARATION :

This ticket will be prepared for both urban and rural areas. This ticket will be prepared if you have slips for Scheduled Castes/Scheduled Tribes—Non-workers. At the end of sorting for Sorter's Tickets 3 (S) Urban and 3 (S) Rural you have bundles of slips for non-workers among scheduled castes separated by five broad educational categories required for this ticket. You will have to sort the slips for each educational category Illiterate, Literate (without educational level), Primary or Junior Basic, Matriculation and above but below graduate and Graduate and above into Full time students, Household duties, Dependents and Infants, Retired, rentier and persons of independent means, Beggars, vagrants etc., Inmates of penal, mental and charitable institutions and Others with reference to answer to Q. 16 in the slip. For edit instructions please see page 11 of Manual of Instructions (Part I).

OPERATION :

Affix lables to 7 pigeon holes, the labels being marked Full time students, Household duties, Dependents and Infants, Retired, rentier and persons of independent means, Beggars, vagrants, etc., Inmates of penal, mental and charitable institutions and Others. Take the bundle of Illiterates and deal the slips into pigeon holes according to the answer recorded in Q. 16 (a) (ii) in the slip. In this question 'ST' would have been written for 'Full time students', 'H' for 'Household duties', 'D' for 'Dependents and Infants', 'R' for 'Retired, rentier and persons of independent means', 'B' for 'Beggars, vagrants, etc.', 'I' for 'Inmates of penal, mental and charitable institutions' and 'O' for 'Others'. Count the number of slips in each pigeon hole and enter in the appropriate column of the Sorter's Ticket against Illiterate in column 1.

SUBSEQUENT STAGES :

Take separately the bundle of slips for Literate (without educational level), Primary or Junior Basic, Matriculation and above but below graduate and Graduate and above. Deal the slips into the pigeon holes according to the answer recorded in Q. 16 (a) (ii) in the slip. Count the number of slips in each pigeon hole and enter in the appropriate column of the Sorter's Ticket against the respective educational categories in column 1.

CONCLUSION :

When you have completed this Sorter's Ticket, your sorting work is over, if you have no slips for Scheduled Tribes. You can hand over your bundles of slips to your Supervisor.

The slips pertaining to workers after Ticket 3(S) Urban and 3(S) Rural should also be handed over to your Supervisor.

COMPILER'S POSTING STATEMENT 5 (S)

From Sorters

Number and Name of District———————————

Sl. No. of Sorter's Ticket	Date of posting	Tahsil/ Taluk/ Non-city urban/City	Name of sorter	Full time students				
				Illiterate	Literate (without educational level)	Primary or Junior Basic	Matriculation and above but below graduate	Graduate and above
1	2	3	4	5	6	7	8	9
Total								

Retired, rentier & persons of independent means					Beggars, vagrants, etc.				
Illiterate	Literate (without educational level)	Primary or Junior Basic	Matriculation & above but below graduate	Graduate and above	Illiterate	Literate (without educational level)	Primary or Junior Basic	Matriculation & above but below graduate	Graduate and above
20	21	22	23	24	25	26	27	28	29

Checked and found correct.

Signed ———————————
(Compiler-Checker)

Dated ———————————

Approved for Tabulation.

Signed ———————————
(Supervisor)

Dated ———————————

This Posting Statement gives figures for Tables SC-IV & ST-IV

SCHEDULED CASTES/TRIBES

Ticket 4 (S)

Sex———————————

Non-worker———————————

80% Urban Slips 20% Sample Urban Slips

90% Rural Slips 10% Sample Rural Slips

Household duties					Dependents and infants				
Illiterate	Literate (without educational level)	Primary or Junior Basic	Matriculation & above but below graduate	Graduate and above	Illiterate	Literate (without educational level)	Primary or Junior Basic	Matriculation & above but below graduate	Graduate and above
10	11	12	13	14	15	16	17	18	19

Inmates of penal, mental & charitable Institution					Others				
Illiterate	Literate (without educational level)	Primary or Junior Basic	Matriculation & above but below graduate	Graduate and above	Illiterate	Literate (without educational level)	Primary or Junior Basic	Matriculation & above but below graduate	Graduate and above
30	31	32	33	34	35	36	37	38	39

Posted

Signed———————
(Compiler-Checker)

Dated———————

COMPILER'S POSTING STATEMENT 5 (S)

This statement will be posted from Sorter's Ticket 4 (S) relating to Scheduled Castes/ Tribes—Non-workers.

Your supervisor would have written up the headings of the statement and also have filled up cols. 1, 2 and 3 relating to the serial number of Sorter's Ticket, Name of Tahsil, Taluk etc., and the Name of Sorter. The statement will also indicate sex. You will deal only with the statement of one sex and your partner will deal with the other sex.

You should post the figures in each Sorter's Ticket in the statement against the appropriate serial number and the Name of Sorter. You should post in columns 4-8 of the statement the relevant figures in column 3 of the Sorter's Ticket. You should post in columns 9-13 of the statement the relevant figures in column 4 of the Sorter's Ticket. You should post in columns 14-18 of the statement the relevant figures in column 5 of the Sorter's Ticket. You should post in columns 19-23 of the statement the relevant figures in column 6 of the Sorter's Ticket. You should post in columns 24-28 of the statement the relevant figures in column 7 of the Sorter's Ticket. You should post in columns 29-33 of the statement the relevant figures in column 8 of the Sorter's Ticket and in columns 34-38 of the statement the relevant figures in column 9 of the Sorter's Ticket. When you have completed the posting for a Sorter's Ticket you should enter the date of posting in column 2 of the statement. You should also sign the certificate in Sorter's Ticket 4 (S) and give the date.

When you have posted the figures for all the Sorter's Tickets 4 (S) in the statement you should total up the figures and strike the final total. You should then sign the statement and give the date of completion. You should hand over the statement and the relevant Sorter's Tickets to your partner for checking.

This Posting Statement gives figures for Table SC-IV and ST-IV.

SC-1 PART A INDUSTRIAL CLASSIFICATION OF PERSONS AT WORK & NON-WORKERS BY SEX FOR SCHEDULED CASTES

(for each Caste separately) (Rural)

State/Division/District

(This table will be compiled from CPS 6 A)

Sl. No.	Name of Scheduled Caste	Total			Workers													
					Total Workers		I Cultivator		II Agricultural labourer		III Livestock, forestry, fishing, hunting & plantations, orchards & allied activities		IV Mining and quarrying		V Manufacturing, processing, Servicing and Repairs			
															(a) Household industry		(b) Other than household industry	
		P	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

Workers — *Concld.*								Non-workers	
VI Construction		VII Trade & commerce		VIII Transport, storage & communication		IX Other services		X	
M	F	M	F	M	F	M	F	M	F
20	21	22	23	24	25	26	27	28	29

SC-I PART B INDUSTRIAL CLASSIFICATION OF PERSONS AT WORK & NON-WORKERS BY SEX FOR SCHEDULED CASTES

(for each Caste separately) (Urban)

State/Division/District

(This table will be compiled from CPS 6 A)

Sl. No	Name of Scheduled Caste	Total			Workers													
					Total workers		I Cultivators		II Agricultural labourers		III Livestock, forestry, fishing, hunting & plantations, orchards & allied activities		IV Mining and quarrying		V Manufacturing, Processing, Servicing and Repairs			
															(a) Household industry		(b) Other than household industry	
		P	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

Workers—*concld.*										Non-workers	
VI Construction		VII Trade & commerce		VIII Transport, storage & communication		IX Other services		X			
M	F	M	F	M	F	M	F	M	F	M	F
20	21	22	23	24	25	26	27	28	29		

SC-II AGE AND MARITAL STATUS FOR SCHEDULED CASTES

(Caste-wise)

State/Division/District

Sl. No.	Name of Scheduled Caste	Total Population											
		Total			Never Married		Married		Widowed		Divorced or Separated		Unspecified Status	
		P	M	F	M	F	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Age 0—14												
Total		Never Married		Married		Widowed		Divorced or Separated		Unspecified Status		
M	F	M	F	M	F	M	F	M	F	M	F	
16	17	18	19	20	21	22	23	24	25	26	27	

Age 15—44											
Total		Never Married		Married		Widowed		Divorced or Separated		Unspecified Status	
M	F	M	F	M	F	M	F	M	F	M	F
28	29	30	31	32	33	34	35	36	37	38	39

Age 45 +											
Total		Never Married		Married		Widowed		Divorced or Separated		Unspecified Status	
M	F	M	F	M	F	M	F	M	F	M	F
40	41	42	43	44	45	46	47	48	49	50	51

Age Not Stated											
Total		Never Married		Married		Widowed		Divorced or Separated		Unspecified Status	
M	F	M	F	M	F	M	F	M	F	M	F
52	53	54	55	56	57	58	59	60	61	62	63

SC — III PART A EDUCATION IN URBAN AREAS ONLY FOR SCHEDULED CASTES

(Caste-wise)

State/Division/District

Sl. No.	Name of Scheduled Caste	Total		Illiterate		Educational levels													
						Literate (without educational level)		Primary or Junior Basic		Matriculation or Higher Secondary		Non-Technical diploma not equal to degree		Technical diploma not equal to degree		University degree or post-graduate degree other than technical degree		Technical degree or diploma equal to degree or post-graduate degree	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

SC-III PART B EDUCATION IN RURAL AREAS ONLY FOR SCHEDULED CASTES

(Caste-wise)

State/Division/District

Name of Scheduled Caste	Total		Illiterate		Educational levels: Literate (without educational level)		Primary or Junior Basic		Matriculation & above but below graduate		Graduate and above	
	M	F	M	F	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13

SC—IV PERSONS NOT AT WORK CLASSIFIED BY SEX, TYPE OF ACTIVITY AND EDUCATIONAL LEVELS FOR SCHEDULED CASTES

(Not caste-wise)

State/Division/District

Total/Rural/Urban

Educational Levels	Total Non-working population			Full time students		Household duties		Dependents and Infants		Retired, rentier & persons of independent means		Beggars, vagrants, etc.		Inmates of penal, mental & charitable institutions		Others	
	P	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Total																	
Illiterate																	
Literate (without educational level)																	
Primary or Junior Basic																	
Matriculation and above but below graduate																	
Graduate and above																	

ST-I PART A INDUSTRIAL CLASSIFICATION OF PERSONS AT WORK & NON-WORKERS BY SEX FOR SCHEDULED TRIBES

(for each Tribe separately) (Rural)

State/Division/District

(This table will be compiled from CPS 6 B)

Sl. No.	Name of Scheduled Tribe	Total			Workers													
					Total workers		I Cultivator		II Agricultural labourer		III Livestock, forestry fishing, hunting & Plantations, orchards & allied activities		IV Mining and quarrying		V Manufacturing, Processing, Servicing and Repairs			
															(a) House hold industry		(b) Other than household industry	
		P	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

Workers—*Concld.*									
VI Construction		VII Trade & commerce		VIII Transport, storage & communication		IX Other services		X Non-workers	
M	F	M	F	M	F	M	F	M	F
20	21	22	23	24	25	26	27	28	29

ST-I PART B INDUSTRIAL CLASSIFICATION OF PERSONS AT WORK & NON-WORKERS BY SEX FOR SCHEDULED TRIBES

(for each Tribe separately) (Urban)

State/Division/District

(This table will be compiled from CPS 6 B)

Sl. No.	Name of Scheduled Tribe	Total			Workers															
					Total worker		I Cultivator		II Agricultural labourer		III Livestock, forestry, fishing, hunting & plantations, orchards & allied activities		IV Mining and quarrying		V Manufacturing, Processing, Servicing and Repairs					
															(a) Household industry		(b) Other than household industry			
		P	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		

Workers—*concld.*								Non-workers	
VI Construction		VII Trade & commerce		VIII Transport, storage & communication		IX Other services		X	
M	F	M	F	M	F	M	F	M	F
20	21	22	23	24	25	26	27	28	29

ST-II AGE AND MARITAL STATUS FOR

State/Division/

Sl. No.	Name of Scheduled Tribe	Total population													
		Total			Never Married		Married		Widowed		Divorced or Separated		Unspecified Status		
		P	M	F	M	F	M	F	M	F	M	F	M	F	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	

Age 15—44												
Total		Never Married		Married		Widowed		Divorced or Separated		Unspecified Status		
M	F	M	F	M	F	M	F	M	F	M	F	
28	29	30	31	32	33	34	35	36	37	38	39	

SCHEDULED TRIBES (Tribe-wise)

District

Age 0 - 14											
Total		Never Married		Married		Widowed		Divorced or Separated		Unspecified Status	
M	F	M	F	M	F	M	F	M	F	M	F
16	17	18	19	20	21	22	23	24	25	26	27

Age 45+											
Total		Never Married		Married		Widowed		Divorced or Separated		Unspecified Status	
M	F	M	F	M	F	M	F	M	F	M	F
40	41	42	43	44	45	46	47	48	49	50	51

Age not stated											
Total		Never Married		Married		Widowed		Divorced or Separated		Unspecified	
M	F	M	F	M	F	M	F	M	F	M	F
52	53	54	55	56	57	58	59	60	61	62	63

Note: Prepare only for 'Total' and not for 'Rural' and 'Urban'.

ST-III PART A EDUCATION IN URBAN AREAS ONLY FOR SCHEDULED TRIBES

(Tribe-wise)

State/Division/District

Sl. No.	Name of Scheduled Tribe	Educational Levels																	
		Total		Illiterate		Literate (without educational level)		Primary or Junior Basic		Matriculation or Higher Secondary		Non-Technical diploma not equal to degree		Technical diploma not equal to degree		University degree or post-graduate degree other than technical degree		Technical Degree or diploma equal to degree or post-grduate degree	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

ST-III PART B EDUCATION IN RURAL AREAS ONLY FOR SCHEDULED TRIBES
(Tribe-wise)

State/Division/District

Name of Scheduled Tribe	Educational levels											
	Total		Illiterate		Literate (without educational level)		Primary or Junior Basic		Matriculation & above but below graduate		Graduate and above	
	M	F	M	F	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13

ST—IV PERSONS NOT AT WORK CLASSIFIED BY SEX, TYPE OF ACTIVITY AND EDUCATIONAL LEVELS FOR SCHEDULED TRIBES

(Not tribe-wise)

State/Division/District

Total/Rural/Urban

Educational Levels	Total Non-working population			Full time students		Household duties		Dependents and infants		Retired, rentier & persons of independent means		Beggars, vagrants etc.		Inmates of penal, mental & charitable institutions		Others	
	P	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Total																	
Illiterate																	
Literate (without educational level)																	
Primary or Junior Basic																	
Matriculation and above but below graduate																	
Graduate and above																	

ST-V RELIGION FOR SCHEDULED TRIBES

State/Division/District

Sl. No.	Name of Scheduled Tribe	Rural/ Urban	Name of Religion																	
			Total			No. 1		No. 2		No. 3		No. 4		No. 5		No. 6		Other Religions and persuations		Religion not stated	
			P	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1	2	2(a)	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

Note: Prepare only for Rural/Urban.

APPENDIX No. 41

NAMES OF PERSONS AND DESIGNATIONS OF POSTS HELD BY DEPUTATIONISTS FOR EACH REGIONAL TABULATION UNIT IN MYSORE STATE

Name of the Tabulation Office	Name of the official	Designation
1	2	3
	Sriyuts:	
Urban Tabulation Office, Bangalore	1. G. G. Purohit	Deputy Director of Census Operations
	2. S. V. Srinivasa Murthy	Head Clerk
	3. A. M. Krishnaswamy	Statistical Assistant
	4. Govinda Shetty	-do-
Regional Tabulation office, Bangalore (Rural)	1. R. S. Patil	Deputy Director of Census Operations
	2. D. T. Hanumantha Rao	Head Clerk
Regional Tabulation office, Belgaum	1. Dattatreya Rao	Deputy Director of Census Operations
	2. P. S. Kulkarni	Head Clerk
	3. R. V. Bhise	Upper Division Clerk
	4. Bhonsle	Statistical Assistant
	5. N. T. Jirge	-do-
	6. R. S. Patil	-do-
Regional Tabulation office, Gulbarga	1. Prahlad Rao	Deputy Director of Census Operations
	2. N. H. Kulkarni	Head Clerk
	3. Vedavyasa Rao	Upper Division Clerk
	4. G. Raghunandan	Lower Division Clerk
Regional Tabulation office, Mysore	1. K. Sanjiva Prabhu	Deputy Director of Census Operations
	2. K. Subba Jetty	Upper Division Clerk
	3. M. P. Appachu	Lower Division Clerk
	4. Nemiraj	Lower Division Clerk
	5. M. Mohammed	Tabulation Officer
	6. Ambariesha	Statistical Assistant
	7. C. P. Gurudatt	Assistant Compiler

APPENDIX No. 42

STATEMENT OF FURNITURE AND OTHER ARTICLES PURCHASED/HIRED CENTRALLY FOR USE IN THE R.T.Os. IN MYSORE STATE

Sl. No.	Name of Item	Whether purchased or hired	Total Qty.	Total cost	Number supplied to R.T.O.					Nature of disposal	Amount realised	Remarks
					B'lore (R)	B'lore (U)	Mysore	Belgaum	Gulbarga			
1	2	3	4	5	6	7	8	9	10	11	12	13
1.	Steel Trunks . .	Purchased	1630 1381(do) 3011	44,499.25	730	775	450	600	370	..	..	..
2.	Dinner Carpets . .	-do-	684	2,118.89	206	280	198	(not supplied by this office)	..	276 carpets have so far been disposed off by public auction	496.80	
3.	Pigeon holes . .	-do-	1100	15,400.00	210	330	200	200	160	654 pigeon holes disposed by public auction.	697.40	
4.	Facit calculators . .	-do-	12	19,338.00	2	2	2	2	2	..	Supplied by R. G. New Delhi.	

APPENDIX No. 43

STATEMENT OF FURNITURE AND OTHER ARTICLES PURCHASED/HIRED BY THE REGIONAL TABULATION OFFICE, BANGALORE RURAL

Sl. No.	Item	Quantity	Whether purchased or hired	Total cost	Nature of disposal	Amount realised	Remarks
1	2	3	4	5	6	7	8
1.	Chairs	199	Hired	1,999.58	Returned to hirers	..	..
2.	Tables	76	,,	1,986.67	-do-	..	..
3.	Steel racks	24	,,	2,607.60	-do-	..	..
4.	Tarpaulins	3	,,	438.75	-do-	..	..
5.	Almirahs	2	,,	288.00	-do-	..	..
6.	Cotton durries	8	,,	80.00	-do-	..	..
7.	Pedestal Fans	5	,,	875.00	-do-	..	..
8.	Screens	2	,,	297.50	-do-	..	..

APPENDIX No. 44

STATEMENT OF FURNITURE AND OTHER ARTICLES PURCHASED/HIRED BY THE REGIONAL TABULATION OFFICE, BANGALORE URBAN

Sl. No.	Item	Qty.	Whether purchased or hired	Total cost	Nature of disposal	Amount realised	Remarks
1	2	3	4	5	6	7	8
1.	Chairs . . .	290	Hired	2,722.20	Returned to hirers	..	..
2.	Tables . . .	135	,,	3,165.25	-do-	..	..
3.	Steel Racks . .	7	,,	585.00	-do-	..	..
4.	Tarpaulins . .	3	,,	438.75	-do-	..	..
5.	Cash box . .	1	,,	30.00	-do-	..	..
6.	Steel almirah . .	2	,,	647.50	-do-	..	..
7.	Cotton durries .	2	,,	20.00	-do-	..	..
8.	Pedestal Fans .	5	,,	850.00	-do-	..	..
9.	Screens . .	2	,,	320.00	-do-	..	..
10.	Tubelights . .	42	Purchased	1,930.00	Sold by public auction	240.00	..

APPENDIX No. 45

STATEMENT OF FURNITURE AND OTHER ARTICLES PURCHASED/HIRED BY THE REGIONAL TABULATION OFFICE, BELGAUM

Sl. No.	Item	Qty.	Whether purchased or hired	Total cost	Nature of disposal	Amount realised	Remarks
1	2	3	4	5	6	7	8
1.	Tables . . .	20	Purchased	1,751.00	Transferred to Head Office		
2.	Chairs . . .	20	-do-	1,015.00			
3.	Stools . . .	39	-do-	780.00			
4.	Trays . . .	10	-do-	60.00			
5.	Almirah . .	1	-do-	270.00			
			S.T.	97.56			
6.	Tubelights . .	20	-do-	808.00	16 tubelights disposed off by public auction on 7-2-72	390.00	
7.	Dinner carpets .	200	-do-	346.00	167 carpets disposed off by public auction	221.00	

APPENDIX No. 46

STATEMENT OF FURNITURE AND OTHER ARTICLES PURCHASED/HIRED BY THE REGIONAL TABULATION OFFICE, GULBARGA

Sl. No.	Item	Qty.	Whether purchased or hired	Total cost	Nature of disposal	Amount realised	Remarks
1	2	3	4	5	6	7	8
1.	Chairs	53	Purchased	590.00	Transferred to Head office		*3 damaged chairs were sold by public auction
2.	Tables	31	-do-	348.00			
3.	Wooden stools	4	-do-	20.00			
				979.00	-do-	35.00*	*5 damaged Tables were sold by public auction

APPENDIX No. 47

STATEMENT OF FURNITURE AND OTHER ARTICLES PURCHASED/HIRED BY THE REGIONAL TAPULATION OFFICE, MYSORE

Sl. No.	Item	Qty.	Whether purchased or hired	Total cost	Nature of disposal	Amount realised	Remarks
1	2	3	4	5	6	7	8
1.	Punja carpets .	2	Purchased	563.92			
2.	Tubelights . .	19	-do-	861.00	Sold by public auction	241.00	
3.	Wooden screen .	2	-do-	325.00	-do-	35.00	One screen was disposed off in the auction.
4.	Tables . . .	31	Hired	2,309.40	Returned to hirers		
5.	Chairs . . .	45	-do-				
6.	Almirahs . .	8	-do-				
7.	Side Tables . .	4	-do-				
8.	Benches . .	4	-do-				
9.	Dias . . .	1	-do-				
10.	Stools . . .	3	-do-				
11.	Screen . . .	1	-do-				
12.	Fans . . .	3	-do-	373.90	-do-		

APPENDIX No. 48

No. TCH 1 MSC 71

7th December, 1971.

To

The All Deputy Directors incharge of Urban/
Rural Tabulation Offices in the State.

Sir,

Sub : Tabulation Offices—winding up of—

INSTRUCTIONS REGARDING PACKING AND FORWARDING OF CENSUS RECORDS AND OTHER MATERIALS AND EQUIPMENT

* * *

The following instructions are hereby issued for the packing and forwarding of all Census records and other materials of the Tabulation Offices in the State. These instructions must be scrupulously observed.

1. SORTER'S TICKETS :

Instructions have already been issued that S.T.'s 1 to 5 should be arranged in the location code order of villages within a Charge and packed within card board covers. The Sorter's Tickets for both the sexes relating to one charge will be kept together.

So far as Sorter's Ticket 6A, 6B & 7 are concerned, these must be packed within card board covers for each charge separately with an indication on the top cover of the Charge, District etc. In this case also, the Sorter's Tickets relating to males and females will be kept together for each Sorter's Ticket Number.

In the case of rural charges, S.T.'s 8 to 31 will be packed together, serially arranged, for the entire charge together, between card board covers.

Upto and including S.T. 25, the male and female Sorter's Tickets will be kept together ticketwise, and arranged in the order of the Ticket Number. Later tickets, as will be recalled will relate only to females. These will follow in the same bundle arranged according to Ticket Number.

It is emphasised that merely placing two card boards on either side and bundling the Sorter's Tickets is not a satisfactory method of packing. The Sorter's Tickets will have to be tagged on or stitched in the form of a booklet.

2. COMPILER'S POSTING STATEMENTS :

C.P.S. 4 will be forwarded separately.

C.P.S. 6A (i to xi), C.P.S. 6B (i to xi) and C.P.S. 7 (i to xi) will be packed separately. In the case of each of these Compiler's Posting Statements, the statements will be arranged together for one district for all the categories. However, the bundles will be separated for each sex.

3. C.P.S. 8 ONWARDS :

These will be arranged together, serially and the same instructions as apply to 6A, 6B & 7 will apply with regard to these statements also.

It must be noted that all bundles of Sorter's Tickets and Compiler's Posting Statements, packed in the same manner indicated herein will be forwarded by a messenger and delivered to the Assistant Director of Census Operations (Technical) of this office.

4. POPULATION RECORD PADS :

After the sample picking is over, the Population Record Pads will be packed in the manner indicated herein.

(i) *Pads relating to Sample Blocks* :

All pads relating to sample Blocks will be packed charge-wise and wrapped up in paper. Within this bundle, the pads will be arranged blockwise. In packing these pads, particular care will have to be taken to ensure that the folded slips which are likely to project out of the pads are not damaged or torn. At the top of each bundle will be marked the name of the charge and the name of the district and the number of pads and sample sheets. These may be packed in gunny bags.

The bundles of packets which contain the sample population records will be forwarded by name to Sri. R. Y. Revashetti, Investigator, Mechanical Tabulation Unit, No. 1, Ali Asker Road, Bangalore 1B. These bundles should be sent with a message separately to the M.T.U.

(ii) *Pads relating to Non-Sample Blocks*:—

In the case of these pads, the packing will be identical to that suggested for pads relating to sample Blocks. Care should be ensured that the pads of Sample Blocks are not mixed up with pads of non-Sample Blocks.

The bundles containing non-sample pads will be marked separately to this office so that they may be stored in the Records Godown as soon as they are received. These may be sent packed in gunny bags also with appropriate marking.

5. INDIVIDUAL SLIP :

The individual slips will be packed in the steel boxes provided. Instructions have already been issued that these boxes should be got painted after observing the necessary procedure.

Before individual slips are placed within the box, newspaper or other thick paper should be spread on the bottom and the sides to prevent the slips sticking to any paint during storage.

Individual slips will be ultimately available in two broad sets—(i) one relating to the non-sampled slips which will be in larger quantity and (ii) the other the sampled slips.

(i) Non-sampled slips will be at the stage of S.T. 7 i.e. they will be available in bundles sexwise, age-groupwise, categorywise, or in other words, 99 male bundles and 99 female bundles will be available of non-sample slips for each charge. These bundles will be kept separate by rubber bands or thread and arranged categorywise i.e. for each sex, age-group will be arranged in a systematic manner within each category and these smaller packets will all be tied up to form one category bundle. All such bundles will be marked with an identification slip at both ends mentioning the sex, charge (both name and location code) and category. The identification cards supplied can be used for this purpose.

Generally, one box may not contain the bundles which are prepared categorywise as mentioned above for both the sexes. Separate boxes may be used for each sex. If a box is half empty, categorywise bundles of females of that charge only may be placed in this particular box.

On the top of the box and on the front side, identification particulars should be painted mentioning the following :

"Non-sample slips

Name of Charge

Name of District"

Before the box is closed, the identification slip must be placed on the top of the bundles in the box mentioning the district and charge names, the sex or sexes where both these are in the same box and the categories of the bundles within a particular box.

(ii) Sample slips, which are smaller in number, will be ready for packing after S.T. 31 is completed. The male slips will be available only upto S.T. 25. These male slips will, at the end of the operations, be available categorywise. For each category, the sorter will have small units for each of the duration of residence and marital status and for each of the age-groups, separately for the type of last residence. The slips will be arranged in the order of Cols. 3-18 for each age-group and within each last residence type these will be arranged age-groupwise. For each category, these bundles will again be arranged in the order of the last residence type and bundled together. At the end of each of these bundles, particulars must be given of the name of the district and taluk and category. The male slips will be packed in steel boxes, separate boxes being used for each charge.

Female slips which will be processed upto S.T. 31 will be packed in 3 sets for non-S.C./S.T., S.C. and S.T. It will be noticed there will be separate bundles for each age at marriage group and for each present age. These bundles will be kept separate by means of rubber bands or strings and all these bundles will be arranged systematically by age-at-marriage groups for each category separately. The identification slips will be placed on both the sides of each category bundle giving the necessary particulars. These slips may also be placed in the same box as the male slips.

The sample slips for one charge should not be mixed up with those of another charge.

The same instructions as for non-sample slips relating to painting of charge detail etc., and placing of identification particulars on top will be followed in this case also.

After all the boxes have been packed intimation may be given to this office and the boxes forwarded by truck.

6. OTHER RECORD :

The Tabulation Offices have with them other records such as the Abridged Houselist, Charge Registers, Block Indices etc. The Charge Registers will be bundled up for each district. The other forms will be arranged in the order of Location Code for each charge and bundled up separately with necessary identification particulars on each bundle.

7. PIGEON HOLES AND OTHER FURNITURE AND EQUIPMENT :

Pigeon holes along with other items of furniture and equipment procured for the Tabulation Offices are proposed to be utilised for the Mechanical Tabulation Unit of this office

to the extent necessary or preserved till next Census if feasible. In this connection, attention is invited to this office letter No. ADM 23 FRQ 71 dated 26-11-1971 wherein the Deputy Directors have been requested to furnish full particulars of all such items as required by Registrar General, for taking final decision regarding their disposal through D.G.S. & D. or otherwise. This information may please be furnished urgently, and further instructions awaited before sending them to this office.

8. CORRESPONDENCE FILES, REGISTERS ETC :

A list of all files and Registers may be got prepared and the files etc., arranged in the same order as in the list neatly and systematically, and all these packed together carefully and forwarded to this office at the close of the Tabulation Offices.

9. While despatching the records and other materials as above to this office, if a truck is hired exclusively for the purpose in case of a full truckload, the truck may be directed to go to this office so that necessary instructions will be given on its arrival here as to the unloading of these material. In such a case, doubtless, an official of the Tabulation Office would accompany the truck to hand over charge of all records etc. to this office. In other cases, where they are sent through regular transport agencies, care should be taken to park them well so as to avoid damages in transit and necessary advice with full particulars of items so despatched, sent to this office for taking delivery.

10. The records required in this office for further processing viz., the sample population records and Compiler's Posting Statement etc. should be sent to this office with a messenger as and when the same are ready for despatch. All other material may be sent in one lot at the time of winding up of the Tabulation Office.

11. Receipt of this letter may please be acknowledged.

MGIPCBE—S1—2 Census/Mysore/73—27-4-76—300.