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CENSUS OF INDIA 1981

INSTRUCTIONS FOR POST ENUMERATION CHECK AND CENSUS EVALUATION STUDY USING SAMPLE REGISTRATION SYSTEM RECORDS

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PART I

POST ENUMERATION CHECK

CHAPTER I

SAMPLE SIZE, SAMPLE SELECTION PROCEDURE AND FIELD ORGANISATION

1. Introduction

1.1. In the agenda papers circulated at the first conference of Directors of Census Operations held at the India International Centre, New Delhi during 24-29 August, 1979, it had been indicated that the Post Enumeration Check (PEC) survey would be conducted immediately after the 1981 Census. The objective of PEC is to quantify the likely omission or duplication in Census enumeration. It also provides a check on the quality of information on items collected in the Census like age, literacy, whether worked any time during last one year and main activity. In simpler terms, the survey provides answers to the following questions :—

(i) How accurately has every individual been enumerated in the Census?

(ii) How precisely have the particulars of individual been recorded in the Census?

1.2. The present note discusses the various aspects of organisation of the survey, like

(a) the sample size;

(b) selection procedure for sub-sample of households for coverage error and content error;

(c) the organisation of field work, the agency, and work-load;

(d) the calendar of operations.

1.3. The schedules and instructions for field enumeration have been discussed in subsequent chapters.

2. Types of errors

2.1. The survey tries to evaluate the coverage error and the content error. The coverage error to be investigated in PEC consists of two components :

(i) Omission or duplication of persons due to omission or duplication of households residing in Census houses. Form I of the PEC schedule is intended to quantify this error.

(ii) Omission or duplication of individuals in censused households residing in Census houses. Form II attempts to quantify this error.

2.2. These errors are called Type I and Type II errors respectively. The content error arises from the way the enumerator puts the question or from the way the respondents understand the question or both. Errors may arise because the person who answers the question may not know all the particulars of a person about whom the information has been reported in the Census. Thus, for example, the head of the household may not know the correct age of his daughter-in-law or some other person who stays with him at the time of Census. Errors can also occur because of difficulty of understanding the concepts. For example, one may not be able to tell his age correctly according to the Christian calendar, though he may know his age correctly according to some other calendar. Form III of the PEC is intended to quantify the error in content.

3. Conceptual problems of the PEC

3.1. For any study of the coverage error, the most important item will be the instructions issued on "whom to enumerate" in the Census. The Census defines certain persons as eligible for enumeration in the particular household. Generally speaking, persons who are present in the household during the entire period of enumeration (9th February to 28th February, 1981, both days inclusive) or who are known to be usual residents of the households and have stayed there for part of the enumeration period or who are expected to return to the household before the 28th February, 1981 and also visitors who may be present in the household are eligible for enumeration in the Census. In the last category, only those persons who have been away from their places of usual residence during the entire enumeration period are to be enumerated. A person who has been away from his normal or usual place of residence throughout the enumeration period will not be eligible for enumeration as a member of the household in which he is a normal resident. He/She will be enumerated wherever he/she is actually found during the enumeration period. The instructions emphasise that persons who would have normally resided at another place but have been absent from that place for the entire enumeration period will be enumerated at this place if found. Such persons should, however, be cautioned that they should not get themselves enumerated in case they move from this place.

3.2. The coverage error arises mainly because the instructions are not strictly followed in the field by the enumerator or by the respondent. For example, a housewife may have a tendency to include her husband's name in that household, if he is away for a short period, unless specifically asked by the enumerator. There may also be cases of persons who are living at one place but have come to visit their families at week end. Such persons may also be included in the household unless probed by the enumerator. On the other hand, some people may be omitted from the Census inadvertently by the respondent himself. This may occur in case of

children as the respondent may feel that the child is too young to be included in the Census. It is the aim of the Post Enumeration Check to find out such cases of omission and duplication.

3.3. In the PEC the first problem will be whom should we enumerate ? Since the group of normal residents absent throughout the Census enumeration period from their normal places of residence, is the same as the group of visitors who are present at their places of visit throughout the Census enumeration period, the study should attempt to cover these persons at one place only where they are more likely to be present at the time of PEC. The Census covers the visitors present throughout because the visitors are physically present at the time of Census at a particular household and, therefore, easy to contact. However, in the PEC, we have included 'normal residents absent throughout' in the study and excluded 'visitors present throughout'. This is because at the time of visit of the PEC enumerator, it is more likely that normal residents are present in the household than visitors. Our instructions are to contact each person and collect the information from him/her to the extent possible. Since a number of questions are asked on the residential status of the person and whether he/she has been enumerated elsewhere, a *priori* it would seem that normal residents should be included in the survey rather than visitors present throughout. Further the PEC instructions prescribe that addresses should be taken of the place of visit. This requires that we include in our survey only those set of people who are more likely to be available at the time of PEC. There is also another point why we have included 'normal residents absent throughout the enumeration period,' rather than visitors. There may be a few cases in which a visitor may not be known at the place of visit. For example, an officer going on tour to another place for 20 days in February and staying in a guest house may be enumerated at the guest house but may not be available at the time of PEC enumerator's visit. Filling up the form on questions about residential status of such persons may be difficult. However, at his/her normal place of residence it may be possible to find out details of the whereabouts of the person during the Census period.

4. Sample size

4.1 The objective of the PEC survey will be to quantify the coverage error and content error. Three schedules will be canvassed. These are called PEC Form I, PEC Form II and PEC Form III. Forms I and II relate to coverage error and Form III to content error.

4.2. It is proposed to canvass the P.E.C. coverage error schedules Forms I and II in about 4,000 blocks spread over 15 States and the Union Territory of Delhi. The states where PEC will be conducted are ; Andhra Pradesh, Assam, Bihar, Gujarat, Haryana, Karnataka, Kerala, Madhya Pradesh, Maharashtra, Orissa, Punjab, Rajasthan, Tamil Nadu, Uttar Pradesh and West Bengal.

4 3. The number of blocks in which the schedules are to be

canvassed is given in Annexe I. The rural-urban break up will be communicated later.

4.4. Form II will be canvassed in a 10% sub-sample of Census households in each block. The procedure for selection of these housholds is explained later.

4.5. The content error schedule Form III will be canvassed in a sub-sample of 50 blocks in each State in 10% household. Therefore, in these 800 blocks where content error will be canvassed, there will be 3 schedules for PEC viz. PEC Form I, PEC Form II and PEC Form III.

5. Selection of the sample for the PEC

5.1 The blocks where PEC is to be conducted will be selected at headquarters at New Delhi. The headquarters will also select the blocks where content error schedule is to be canvassed. From each of the block selected for PEC, sub-sample of 10% household will be selected for canvassing Form II. This selection will have to be done at the Regional Office according to the instruction given herein.

5.2. For the purpose of selection of the PEC blocks, it is necessary to have at headquarters a list indicating the number of charges in each district separately for rural, non-city urban and city and the number of blocks in each charge. This list will be prepared by the office of the Director of Census Operations (D.C.O's office) and communicated to the Demography Division of the office of the Registrar General, India. In the case of rural areas, the number of blocks will be required by the size class in Proforma A. The number of enumeration blocks by size class would have been communicated to the D.C.O's by the charge officer while selecting the enumeration block for canvassing sample slips. What is required at headquarters is only a summary statement for each charge. From the charge wise list available at D.C.O's office, the number of blocks in each size class may be obtained by a reference to the notional numbers allotted to each block charge wise. For example, if in a given charge, the notional number allotted to each block runs between 1 to 51 in case of block size less than 300, from 52 to 85 in case of blocks of size 300-499, from 86 to 105 in case of blocks of size 500-749 and from 106 to 120 in case of blocks of size 750 and above, then the number of blocks of each size will be 51, 34, 20 and 15 respectively. In the case of city and non-city urban areas, the information will be supplied in Proforma B and C respectively.

5.3. The blocks in which the PEC is to be conducted will be communicated to each State between 15th February and 1st March, 1981 from the headquarters at New Delhi. In case of rural areas, the headquarters will communicate the notional number of the block to be selected for PEC along with charge code. From the list giving the Census block number and the notional number available at the State headquarters, the corresponding Census block number has to be identified by the D.C.O's office and communicated to the Regional Tabulation Office (R.T.O.). In the

case of urban areas, however, the actual block number itself will be communicated. This difference in procedure may be noted carefully.

6. Procedure for selection of sub-sample of censused households for the PEC.

6.1. In each block selected for PEC, a 10% sub-sample of censused households will be selected at the R.T.O (or at state headquarters if all records are centralised there). This work is very important and should *be done at a level and by a person who understands the theoretical importance of the sample selection procedure.*

6.2. From the Abridged House List (AHL) the sample of censused households will be selected *linear systematically.* Before the sample selection is started all the households which are 'institutional' or 'houseless' should be excluded from the frame of households. For this purpose, examine the contents of columns 4 and 5 of the AHL. Institutional households are defined as households where usually unrelated persons live. Examples of such households are boarding houses, messes, hostels, residential hotels, rescue homes, orphanages, jails, hospitals or ashrams. If in Col. 4 of the AHL, one of the above uses has been recorded, exclude it from the frame for sample selection. Similarly 'houseless households' would have been identified by letter '0' in bold type in Col. 5. For such households, there will be a dash (—) in Cols. 2 to 4.

6.3. Re-number the normal households in pencil in Col. 5 along the lines separating Cols. 5 and 6 of the AHL. The serial numbering should be continuous for all the households within a block, after excluding 'institutional and houseless households'. Select a random number between 1 and 10 (both inclusive) say'k'. Starting from household No. 'k' (the number refers to the number you have allotted in col. 5 in pencil and *not* to the original number in cols. 5 or 7) select every 10th household i.e. household with numbers k+10, k+20, till you cannot select any further household. List out the selected households in the format given below. Cols. 2, 3, 4 and 5 of the format are to be copied from cols. 2, 3, 6 and 7 of the AHL. This list should be prepared in duplicate. The first one should be given to the enumerator and the second one retained with the supervisor.

List of the households selected for canvassing PEC Form II

Location Code No. of selected block in full .....

Total number of normal household in the block.....

Sl. No.	Building No.	Census house No.	Name of the head of household	Sl. No. of household as in col. 7 of AHL
1	2	3	4	5
1				
2				
.....				
20				

Please note that you have to enter the total number of normal households at the top of the form. *This is an essential step and should be done without fail.*

7. Control sheet to be sent to headquarters

7.1 Immediately on receipt of records of the PEC block, the RTO should prepare from the AHL of the concerned block a summary statement showing the number of wholly residential, partly residential, vacant or non-residential houses and the number of institutional households, normal households and houseless households enumerated in the block. The format in which the information is to be prepared is shown in Part A of the Control Sheet (Annexe II).

7.2. Similarly, for selected households, a list giving some particulars of the households together with the number of males/females enumerated in the household in the Census should be prepared before Desk Match is undertaken. The number of males/females in the households may be obtained from the Population Record, i.e. Household Scheduled Part II, last line. A format of the statement to be prepared is at Part B of the Control Sheet (Annexe II). A consolidated statement for each RTO should be sent to State Headquarters and to the Demography Division. It is absolutely essential that this should be despatched before *Desk Match* commences.

8. Stages of work in the PEC

8.1. There will be three stages of work in PEC

(i) **Listing and enumeration :** At this stage the operations to be performed are : (a) The relisting of all the Census houses in the selected enumeration block ; (b) re-enumerating all the members of a 10% sub-sample of households which have been enumerated in the Census ; and (c) collecting certain particulars like age, literacy, economic activity etc. in respect of individuals in the 10% sub-sample of censused households for the purpose of content error check in a sub-sample of selected blocks. Before the enumerator is sent to the field a list of households has to be selected from AHL. The notional maps and lay-out sketches of the selected PEC block and adjoining blocks are to be assembled. *In no case should the AHL be given to the enumerator at this stage of operation.*

(ii) **Desk Match between the PEC and the corresponding Census records** : Here the entries in Form I of PEC will be matched with those in the AHL of the corresponding enumeration block. Similarly, the entries in the Forms II and III of the PEC will be matched with the corresponding entries in the Population Record i.e. Household Schedule Part II. Before the Desk Match operation starts, it is necessary to collect the

AHL and the Household Schedule Part II in respect of the households selected for the PEC. Before the Desk Match starts all the entries in the Population Record must be checked with the corresponding entries in the Individual Slips to ensure that no mistake has been committed in transcribing the particulars from one record to another. This is an important step and must be done carefully as the results of the entire study would depend on the correctness of the entries made in the Population Record.

(iii) **Field reconciliation**. : Reconciliation will be sought to be made about the particulars of the households or individuals the entries in respect of whom are not unequivocally matched between the PEC and relevant Census records. At this stage, additional information will also be collected wherever needed.

9. Work-load involved

9.1. It has been estimated that the time required to canvass Form I of PEC for reconciliation of Census house will be 1½ days and the time required to canvass Form II about 35 minutes per household. As the enumerator will have to travel from house to house and establish a rapport with the head of the household and other members of the household, another 25 minutes per household has been allowed and the time required per household is estimated roughly as one hour. Assuming 6 hours of work per day, the total time required will be 15 hours for Form II.

9.2. The content error form may require an additional day per block. Since content error schedule will be canvassed only in a sub-sample of PEC block, this extra time will be required only for these blocks. Per block, therefore, 4 days would be required to canvass the PEC forms I and II. The desk match may require 2 days for each block and the field reconciliation another 2 days. In all, therefore, an enumerator may require 8 days for a block excluding travel time. In blocks where content error schedule is also canvsssed another 2 days may be required for filling up the schedules. Since the enumerator has to visit each block two times, the first time for listing and the second time for field reconciliation, four days per block may be allowed for travel to and fro.

10. Deployment of field personnel

10.1. Taking into consideration the nature of work, it will be ideal to conduct these evaluation surveys as close to the Census as possible. This is because a number of questions are asked on the residential status as in the Census period, as well as some questions on whether the person has been enumerated elsewhere or not. The answers to such questions are subject to recall lapse and, therefore, it is advisable that we conduct the survey as close to the Census as possible. The ideal situation will be that each enumerator conducts the survey for only one block, then matches the records with that of the corresponding Census records and does the field

reconciliation wherever needed. Such an ideal situation, however, may not be possible as it will be very difficult to find so many enumerators at the various levels. To reduce the staff requirement, it is proposed that each enumerator does the work for 2 blocks. This implies that roughly 2,600 enumerators will be required at the national level. The number of enumerators required at the State level will be indicated. Assuming that a supervisor will supervise about 4 persons, 600 supervisors will also be required. In addition a reserve of 10% has to be trained and kept ready. All the enumerators need not be trained for Census Evaluation Study (C.E.S.). It would be necessary to select the enumerators for the CES equivalent to the total number of CES blocks, with a margin and train this number in both the studies. The other enumerators need be trained only in the PEC. As far as possible, the blocks to be assigned to the enumerator may be as close as possible so that the travel time between blocks is minimised. It is, however, recognised that it may not always be possible to strictly adhere to this since in a particular district PEC blocks for coverage error, content error and Sample Registration System blocks may not occur proportionately.

11. Agency

11.1. The enumerators for these studies will be selected from the ranks of Assistant Compilers and Computors after training them thoroughly. Throughout the period, when they go to the field, they will be treated as on tour. As the selected blocks (4000 PEC and 1200 for CES) would be scattered in about 300 districts, we may expect about 17 to 18 units per district on an average. These will be allotted to about 9 to 10 Asstt. Compilers/ Computors. Their work will be supervised by 2 or 3 supervisors in each district. Each supervisor may supervise about 4 persons. The supervisors may consist of experienced Computors, Statistical Assistants—(S.As,), Tabulation Officers—(T.Os.), Senior Technical Assistants—(S.T.As.) and Investigators. At each regional level, one Investigator or Asstt. Director may supervise the work. One Deputy Director will be incharge of the survey at the State level.

12. Independence of operations

12 1. In view of the importance of maintaining independence of the operations in a study of this nature, it is suggested that entirely different sets of persons are engaged for the relisting and re-enumeration operations on the one hand and the Desk Match and field reconciliation operations on the other. Since each person is doing two blocks, we may interchange the personnel in such a manner that a person who does the basic relisting and re-enumeration, does not do the Desk Match or field reconciliation for the same set of blocks. This will ensure that the cases where the differences exist in the two records PEC and Census or SRS and Census, are brought out faithfully. Otherwise, there may be a tendency to match as many events as possible. *It is, therefore, essential that these two steps of operations are done by the two different sets of personnel.*

13. The role of the hierarchy

In this entire operation each level has some definite role to play. The DCO's office will (a) conduct the survey and (b) communicate to the head-quarters the frame for sample selection in the proforma prescribed. Since the sample selection can proceed only after the receipt of this information at headquarters, the information should be submitted before the 1st January, 1981. Unless it is complete for all the charges, it will not be possible to proceed to sample selection. It is, therefore, essential that the progress in preparing the frame is monitored at Deputy Director's level and information communicated in a consolidated statement to the headquarters before the target date. (c) Further, on receipt of the list of selected sample blocks from head-quarters, the D.C.O.'s office will identify the corresponding blocks in case of rural areas (from the charge wise frame for selection of 20% sample of areas) and communicate them to the respective RTO.

13.1. With the help of the AHL available, the R.T.O. will select a list of households for which PEC Form II is to be filled. In view of the non-availability of the Population Record at headquarters, it is unavoidable that the work of selecting the households for filling PEC Form II & III is carried out by the R.T.O. The official incharge of these evaluation studies at the R.T.O. should, therefore, be thoroughly trained in the procedure for the selection of sample households from the list of households in the AHL. The necessary forms for PEC and CES should be made available by the DCO's office to the RTO's well in advance so that no time is lost in launching the survey immediately after the Census is over.

13.2. It has been presumed that the basic documents like AHL and the Population Record will be available at the R.T.O. before 15th March, 1981. Therefore, the desk matching operations will be done at the R.T.O. The RTO will therefore be the focal point for coordinating and directing the PEC and CES field work. It will be the responsibility of the Asstt. Director/Investigator/T.O. in the R. T. O. to locate all the required documents, list them and issue them to the various persons associated with this work.

13.3. The Supervisors who will be senior experienced Computors/ S.A's will check the work of the enumerators and guide them in the field work, desk match and field reconciliation. They will also ensure that the documents listed and all the relevant particulars for the blocks in his charge are maintained and all the Census documents are returned to the appropriate person after the work is done.

14. Training of field personnel

14.1 It is essential to make sure that the quality of enumerator in this operation is considerably superior to those of the Census. This is possible only if we exercise effective control and supervision of the field work by employing better type of enumerators and training them thoroughly in the

concepts. The enumerators must be thoroughly trained in the instructions as to who would have been eligible for enumeration in the Census. It has already been explained that the persons incharge of these surveys, namely, the enumerators must be selected from A.C's and Computors. The supervisors must be S.A's, T.O's etc. or of equivalent ranks. These personnel should be trained in these topics well before the survey. It is suggested that at least two training classes be conducted. In the training classes instructions for the PEC and CES must be read through fully and the basic concepts explained with local examples. *It should be emphasised that the aim of these surveys is fact finding and not fault finding.* It should be reiterated that in a large scale massive operation like the population Census, some amount of coverage and content error is unavoidable. These surveys are a scientific attempt to quantify the extent of these errors.

14.2. It will be advantageous if the dates for the training classes are communicated to the headquarters in advance. To the extent possible some persons from the headquarters will also attend such training classes.

15. Calendar of operations

15.1. In view of the importance of the evaluation surveys, it is essential that the work is initiated at the earliest and a strict calendar of operations adhered to. The calendar for PEC and CES proposed for adoption is given at the next page.

Calendar for field work of PEC and CES

S. No.	*Items of work*	*Period*
1.	Communication of the Census frame i.e. the number of blocks by size class in rural areas and the total number of blocks in urban areas to the headquarters at New Delhi.	Before 1.1.1981
2.	First training of supervisors, enumerators, Investigators.	November, 1980
	Second training	January, 1981
3.	Copying of the Form 10 of the SRS for selected blocks.	From now on and to be completed before *15th March, 1981*
4.	Assembling of Abridged Houselist notional map and sketch maps for the sample blocks and adjoining blocks—selection of a sub-sample of households, collection of Population Record for the sample blocks.	To be finished before the 15th March, 1981.
5.	Communication of the information on control sheet to the headquarters at New Delhi for the selected blocks.	Before 20th March, 1981
6.	field work i.e. listing, desk match and Field reconciliation at the rate of two blocks per person.	15th March to 8th April, 1981.
7.	Edit of the filled-in schedules	8th April to 15th April, 1981
8.	Despatch of the edited schedules to the punching centre after preparation of inventory.	20th April, 1981
9.	Punching of the schedules and transferring to tape.	May-June, 1981

ANNEXE-I

Census of India 1981
Post Enumeration Check
No. of sample blocks to be cauvassed in various States

Group	State/Zone	Sample Blocks 1981
1	2	3
A	1. Kerala	160
	2. Tamil Nadu	290
	3. Karnataka	220
	4. Andhra Pradesh	310
		980
B	1. Bihar	410
	2. West Bengal	340
	3. Assam	130
	4. Orissa	170
		1050
C	1. Maharashtra	370
	2. Gujarat	200
	3. Madhya Pradesh	330
	4. Rajasthan	200
		1100
D	1. Haryana	120
	2. Punjab	130
	3. Delhi	120
	4. Uttar Pradesh	500
		870
	All India	4000

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Frame For Sample Selection

PROFORMA—A – Rural

State _____

Name of District and Code	Name of Tehsil/Taluka/Anchal/ Police Station/Dev. Block/ Circle etc. and Code	Number of enumeration blocks by size class			
		∠300	300—499	500—749	750+
1	2	3	4	5	6

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Frame For Sample Selection

Proforma—B—City

State _____

District	Name of city	Location Code	Total number of enumeration blocks in the city
1	2	3	4

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Frame For Sample Selection

Proforma—C—Non City Urban

State _____

District	Name of the town	Location Code	Number of enumeration blocks
1	2	3	4

ANNEXE II

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Control Sheet For Selected PEC Blocks—Part A

Full address of the Regional Tabulation Office _____

Particulars of selected blocks

Location code of the block in full	Census houses by type of use					Households by type				Population
	R	PR	NR	V	Total	Institutional	Houseless	Normal	Total	
1	2	3	4	5	6	7	8	9	10	11

ANNEXE II

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Control Sheet For Selected Households in Each PEC Block—Part B

Full address of the Regional Tabulation Office _____

Particulars of selected households

Location code of the block in full	Census house No.	Name of the head	Number of members in the household according to Population Record		
			Males	Females	Persons
1	2	3	4	5	6

CHAPTER 2

INSTRUCTIONS FOR FIELD WORK

16. General

16.1. There are three distinct stages of operations in the Post Enumeration Check survey. These are :

(*i*) *Listing and enumeration of* (*a*) all the Census houses in the selected blocks and (*b*) all the individuals residing in a sub-sample of households selected for the purpose.

(*ii*) *Desk matching of* particulars collected in (*i*) with those contained in Abridged Houselist (AHL) and Census Household Schedule Part II—Population Record.

(*iii*) *Field reconciliation* of the particulars regarding houses and individuals who are not matched in PEC forms and relevant Census forms.

16.2. You have to fill up three forms viz. PEC Form I, PEC Form II and PEC Form III, for content error. PEC Form I is intended to identify houses which have been omitted or duplicated. PEC Form II is intended to find out the persons omitted or duplicated in households which have definitely been enumerated in the Census. Form III is to be canvassed only in a sub-sample of PEC blocks and is intended to check the accuracy of reporting of certain selected items in respect of individuals in Census.

17. Instructions to enumerators for listing and enumeration

17.1. When you go to field, you should carry with you (i) the notional map and sketch map of the particular PEC block selected, (ii) notional and sketch maps of all the adjoining blocks and (iii) list of households selected for type II error and their identification particulars, like the building number, the Census house number and the name of the head of household.

17.2. Utmost care has to be excercised in filling the schedule, requiring a lot of probe. You should also be thorough with the instructions for enumeration given in the Census. The concept of building, Census house, Census household and whom to enumerate, must be specially studied. It will be advantageous, if you carry with you a copy of the instructions for enumerators for filling the Individual Slips as you may be able to refer to Census instructions in case of doubt.

INSTRUCTIONS TO ENUMERATORS FOR LISTING OF HOUSES—FORM I

18. Instructions for filling up Section-I of Form I

18.1. Fill in particulars like State/UT, district, tehsil/taluka/Anchal/P.S /development block, circle etc. name of village/town, name or No. of ward/mohalla/hamlet, enumerator's block No. and the corresponding codes

in the relevant boxes provided against them. If a ward does not have a name but is known as ward number 6 or 7, write only the number. The code number will be entered in column 3.

18.2. While listing the Census houses in the block assigned to you for PEC, take care about covering the houses falling on the border of two blocks properly. For this purpose, you should study the notional map of the block assigned to you as well as the adjoining block carefully and identify the block without confusion. In case you come across a few houses in the border of two blocks which might have been inadvertently left out from both the blocks, include them in your listing. In such a case write in the remarks column "New inclusion". Note that this applies only to houses on the border of two blocks, which might not have been included on the notional map of either block. Special attention should be given to houses which are in obscure places, congested localities, multi-structure buildings etc. You must look for houses which are unconventional like garages, temples, gurudwaras, mandaps, school buildings, hospital buildings, where people, though not expected to live, do live. For example, in many school and office buildings, chowkidars live. You should enumerate all such structures. If a house is found locked, ascertain its use whether it is vacant, or residential or used for some other purposes from knowledgeable person in the neighbourhood. Surely, there must be some one in the vicinity who will be able to tell you the use to which particular Census house is put. Careful inquiry will bring out the correct picture.

19. Instructions for filling up Section II (Columns 1 to 5) of Form I

Col. 1 : Sl. No.

19.1. Every line is to be numbered serially within each block. International numerals should be used for this purpose.

Cols. 2 & 3 : Building No. and Census house No

19.2. Ascertain the building number and Census house number and enter here. Building No. and Census house No. would have been marked on the house door itself. The house that you visit might be a new construction which has not been given a number in the Census. In such cases assign a fresh number according to the general Census instructions on house number and note this in remarks column 'new number allotted'.

19.3. It is also quite possible that in a few cases, though a number was allotted in Census, the number is not visible. For example, the house might have been recently whitewashed. In such cases, refer to the layout sketch with you and assign the appropriate Census house number.

Col. 4 : Purpose for which Census house is used

19.4. Ascertain the use to which the Census house is put It may be used as residence, shop-cum-residence, workshop-cum-residence, factory, office, bank, business house, hospital, dispensary, school, other educational institution, hostel, sarai, dharamshala, place of worship etc. If in a Census house, at least one person lives, it becomes a residential Census house and the fact that it is being used as residence should be brought out clearly in this column. If in a bank premises, a chowkidar lives, it should

,be recorded as bank-cum-residence. Record the use to which the Census house is put in full.

19.5. In case of wholly residential or partly residential houses, enter the name of the head of the household. Special probe must be made the to find out if a single member household or households in which all the members go for work, live in this Census house. For example, there may be a person who is unrelated to members of a household living in a separate room. You must try to net such 'households'. If in a Census house, more than one household lives, use more than one line. In such cases columns 2, 3, 4 need not be filled up. Put a dash '—' in these columns.

Col. 5 : Name of the head of household

19.6. After listing all the houses in your block draw a line in red pencil through columns 1 to 15. This line indicates that you have listed all the houses in your block.

20. Instructions for filling up PEC-Form II

20.1. After finishing the listing of all the houses in your enumeration block in PEC Form I, you should enumerate the members who are living or who were living in selected households indicated to you by your supervisor. The supervisor would have given you a list of households which have definitely been enumerated in the Census. The list would indicate the building number, the Census house number, the household number and the name of the head of the household.

20.2. If a particular household given to you is not residing at the house number given to you, enquire from neighbours about that household. If that household has moved to some other house in the same *enumeration block*, enumerate the household at that house. But give household number *as given to you* by the supervisor. The house number can, however, be number of the house to which household newly has moved in. You should in such cases note in the space against the house number in Form II, the old house number given to you by your supervisor in brackets. This will help to identify the household at the field reconciliation stage.

20.3. If, however, the household has moved to the neighbouring Census block or any other Census block and in its place no other household has moved in, note in the space against the house number in Form II, the fact that the household has moved out and the house is vacant now.

20.4. If in the place of the out-migrating household a new household has moved in from outside the block, enquire from the household whether they have been censused elsewhere or not. If they say yes, list them in Form II. Note the fact that this *in-migrated censused household* is a substitute household, on the top of the form in bold letters.

20.5. If an in-migrated household says that they have not been enumerated elsewhere or they do not know about their enumeration, do not list them in Form II, as they will be listed in Form I at the field reconciliation stage.

Important note : You should list the household in Form II, if and only if, they have been censused *elsewhere* outside the block. If they say that they have moved in during the Census enumeration period and have been censused at this block, they *should not be treated as substitute households.*

21. Instructions for filling Section I of PEC Form II

21.1. Fill in the identification particulars of the household in Section 1 of PEC Form II. These identification particulars are to be filled in respect of each household that you are required to enumerate. Besides particulars like name of the State/U.T, district, taluka/tahsil/ P.S./development block, name of the village or town, ward/mohalla, hamlet/enumeration block No. and the name of the head of the household as given to you by your supervisor must also be entered. As soon as you identify the house and the household, check whether the person whom you are enumerating as the head of the household is the same as the one who has been reported as head in Census. If he/she was the same person put code I, otherwise code 2 in the appropriate box. If he/she is a different person, then note the relationship of the present head to the head enumerated in the Census and enter it in full in the appropriate box.

22. Instructions for filling up Section II of PEC Form II

22.1. In this Section enumerate the following categories of persons in the household, according to the order shown :

(a) Normal residents on the date of survey. He/she need not necessarily be present in the village/town of enumeration on the date of survey. This would include all the normal residents of the household who were present at the household during the entire Census enumeration period, who were present for part of the Census enumeration period, and also the normal residents who were absent for the entire Census enumeration period.

(b) Normal resident in the Census enumeration period (9th February-28th February, 1981), but not a normal resident on the date of survey; he/she might have out-migrated or died during the intervening period between Census and PEC (i.e. between 1.3.81 and date of PEC).

22.2. This is a crucial stage in the survey. You should, therefore, make every effort to enumerate all the persons in the categories stated above. Enquire without fail about new born babies and children who are liable to be missed unless specifically asked for. Enquire if there was any birth in the household during the period following 9.2.1981. If there was any birth and the child was surviving enumerate it. Note that some persons who are not usual members during the Census enumeration period might have on the date of survey become so, by birth or in-migration in the intervening period. Such persons should be caught in category (a). Even if a normal resident of the household is absent during your visit, enumerate him.

22.3. After enumerating all the normal residents as on survey date, enquire if there were any other normal residents who were present in the household during the Census enumeration period, but who are no longer normal residents now. They may have moved out to another place or might have died.

22.4. Columns 1 to 12 are to be filled by you. Since these columns involve a lot of probing into the movement details of individuals, try to contact as far as possible the persons concerned and ask him/her the questions. If a particular person is absent, write his/her name in column 2 but fill up the particulars of the person after his/her return. This may require that you have to visit the household more than once but it is worthwhile.

Col. 1 : Sl. No.

22.5. This column hardly needs any elaboration.

Col. 2 : Name

22.6. If a new born child has not yet been named write new born son/daughter of so and so (write the name of mother).

Col. 3 : Membership type during survey (Code)

22.7. In column 1 you have listed out all the persons according to a specified order. You probe further whether each of the normal resident on survey day, was also the normal resident on Census day and record answers in codes as indicated below :

(a) For all the normal residents on date of survey who were also normal residents of the household on Census reference date i.e. 1.3.1981 give Code 1.

(b) For persons who were normal residents of the household during the Census enumeration period but who are not normal residents now, enquire the whereabouts. If they have out-migrated or died, enquire if the out-migration or death occurred after the Census reference date i.e. 1.3.1981 or during the Census enumeration period i.e. between 9.2.1981 and 28.2.1981 and assign codes as under :

If the out-migration or death occurs after 1.3.1981	Code 2
If out-migrated during the Census enumeration period	Code 3
If died during the Census enumeration period	Code 4

(c) For normal residents who are born or have in-migrated after 1.3.1981, Code 5.

22.8. If you have enumerated any other person e.g. visitor, delete the name. For persons with code 5, you need not fill up the subsequent columns. Put a line through columns 4 to 18. Subsequent columns will be filled only for persons with codes 1 to 4 in this column. Before entering code 5 ensure that these respondents are able to fix the date 1.3.1981

accurately. If you are doubtful give them code 1. They can be deleted later. For members in the substitute households, codes have to be assigned with reference to their previous place of residence from which they out-migrated.

Col. 4 : Relationship to head

22.9. In this column, record the relationship to head in full. In the case of the head write 'Head'. For others write the full relationship. Do not use words like 'nephew', 'niece', or 'uncle', 'aunt', but state whether brother's or sister's son or daughter (for nephew or niece) or father's or mother's brother, father's or mother's sister's husband (for uncle) or father's or mother's sister or father's or mother's brother's wife (for aunt). Son or daughter will include adopted son or adopted daughter or step-son/daughter. For brother-in-law, write wife's brother or sister's husband as the case may be. For grandson, write son's son or daughter's son as the case may be. In the case of boarders, or domestic servant/cook etc., who are enumerated as members of the household, write boarder or domestic servant/cook, as the case may be.

Col. 5 : Sex

22.10. For males enter code 1 and for females enter code 2.

Col. 6 : Age

22.11. Record the age of the person in total years completed as on 1.3. 1981. Very often there is a tendency on the part of an individual to return running rather than the "years completed". Make sure that only the actual number of years completed is recorded. In respect of infants who might have not completed one year by the day of enumeration, age in completed years must be shown as zero. Do not enter the age in months in case of infants. Many persons, particularly in rural areas, often do not give their ages correctly. They should be assisted to state the correct age by stimulating their memory with reference to any historic event well-known in the area. Some time the age can be ascertained with reference to the age of another person of a known age who may be living in the same household or in the neighbouring household or that of a well known person of the village such as headman of the village. A person can easily say whether he was older or younger than such a person and by how many years. This will help you to record the age more precisely.

Col. 7 : Marital status

22.12. In answering this question use the following codes :

Never married	...NM
Currently married	...M
Widowed	...W
Separated or Divorced	...S

22.13. The entry is to be made in the manner indicated below.

(a) For a person who has never been married at any time before, write 'NM'.

(b) For a person currently married, whether for the first or second time and whose marriage is subsisting at the time of enumeration with the spouse living, write 'M'. Write 'M' also for persons

who are recognised by custom or society as married and for the persons in stable *de facto* union. Even, if a marriage is disputed in the locality, write 'M' if the person concerned says he or she is married or is in stable *de facto* union.

(c) For a widowed person whose husband or wife is dead, and who has not been married again, write 'W'.

(d) For a person who has been separated from wife or husband and is living apart with no apparent intention of living together again or who has been divorced either by decree of a law court or by an accepted social or religious custom but who has not re-married, write 'S'.

(e) For an independent woman return her marital status as declared by her.

22.14. This question must be answered for all persons irrespective of age. For very young children, though we know that they are not married, the appropriate abbreviation must be entered.

22.15. 'M' is the abbreviation for 'currently married'. The word 'currently' does not mean 'recently'. It only means 'at present'. For example, a man may be 80 years old and may have been married 50 years ago; if his wife is still alive and the marriage subsists, they are 'currently married'.

22.16. The conditions for the marital status to be reckoned as 'currently married' are that the man and woman are both alive and that their marriage subsists i.e. they are not divorced or separated. Please note that we are not concerned with the legality of a union.

Col. 8: Literate-1 Illiterate-2

22.17. **Definition of a Literate/Illiterate :** A person who can both read and write with understanding in any language is to be taken as literate. A person who can merely read but cannot write, is not literate. It is not necessary that a person who is literate should have received any formal education or should have passed any minimum educational standard.

22.18. For a person who is literate, i.e., who can both read and write with understanding in any language, enter code '1' in this column. If there is any doubt about a person's ability to read or write, the test that may be applied for reading is his/her ability to read any portion of the printed matter in the enumerator's instruction booklet (provided the person is familiar with the language used in the booklet) and similarly, for writing, he/she should be able to write a simple letter. Ability merely to sign one's name is not adequate to qualify a person as being able to write with understanding. If a person claims to be literate in some other language with which the enumerator is not acquainted, the respondent's word has to be taken as correct. Other members of the household may also be able to testify to the literacy of the person enumerated.

22.19. For a person who is illiterate, i.e., who can neither read nor write or can merely read but cannot write in any language, write '2' in this column. All children of the age of 4 years or less should be treated as illiterate even if the child is going to a school and may have picked up reading and writing and a few odd words.

Cols. 9-12

22.20. These columns are the key columns in the entire PEC Form II and should be filled up after thorough probe. These columns help to determine whether a person was eligible for enumeration in the Census and if so whether he has been enumerated, once, or more than once, or not enumerated at all in the Census. *For persons who died or out-migrated during the Census enumeration period (codes 3 or 4 in column 3) put a dash '—' in these columns.* For others these columns have to be filled up. For the sake of convenience, the Census enumeration period has been referred to as between 9.2.1981 and 28.2.1981 (both days inclusive). It is quite possible that in many areas, the respondent may know any local calender better. In such cases you should refer to the local calender. If any important festival has occurred during the Census enumeration period, you probe with reference to the festival date.

Col. 9 : Residential status during Census enumeration period, (codes). If '3' go to col. 10

22.21. Enquire from every person whether he was present throughout the Census enumeration period viz ; 9.2.1981 to 28.2.1981 (both days inclusive) in his block of enumeration. If so give code 1 in this column for such a person. If the person was absent from the block during the entire Census enumeration period give code 2. If the person says that during that period he/she had visited some other places outside the block give code 3. He/she should have at least spent a night outside the village/town of enumeration. If you have recorded code 1 in this column, put a '—' in columns 10 and 11. If you have recorded code 2 in this column, put a dash '—' in column 10 and fill up column 11. If you have recorded code 3 in this column, fill up columns 10 and 11. Please note that in case of 'substitute' households i.e. in-migrated censused households, this column must be filled up with reference to their residential status in the *block in which they were enumerated* and not their present place. For such a household, you need not fill up column 10. Put a dash '—' in that column.

Col. 10 : If '3' in col. '9' period of journey

22.22. This question will be asked to only those persons who have stated that they were present in this block for part of the enumeration period. Ask them if they had left their normal place of residence before 9.2.1981 or after 9.2.1981. If the person had left the normal place of residence before 9.2.1981 but had returned to the place before the sun rise of 1st March, 1981, enter code 1 in this column. If the person had left the normal place of residence after 9.2.1981 enter code 2 in this column. If the person is unable to recollect the date of his/her movement, enter code 3 in this column. If in this probe, it comes to your knowledge that the person had left the normal place before 9.2.1981 but returned only after 1.3.1981 correct the code in column 9 as '2'.

22.23. This column is to be filled for persons who have reported code 2 or 3 in column 9, i.e. persons who were absent throughout the Census enumeration period from the place of enumeration and persons who were present at place of enumeration for part of the Census enumeration period. Ask them whether they had been enumerated in the Census anywhere else? If they say 'Yes', record code 1, if they have not been enumerated elsewhere record code 2. If the person is not able to recollect whether he/she has been enumerated or not, record code 3. In case you record code 3, fill up col. 12 ; otherwise put a dash '—' in col. 12.

Col. 11 : For codes 2 & 3 in Col. 9 whether enumerated elsewhere Yes-1, No-2 Not known-3

22.24. In case of 'substitute households' enquire for each member irrespective of the code recorded in col. 9, if he/she has been enumerated at the place from which he/she has out-migrated. If he/she says 'yes' record code 1 ; if he/she says that he/she has not been enumerated record code 2. If that person is not able to recollect whether he/she has been enumerated or not, record code 3. If you have recorded code 3, fill up column 12, otherwise put a dash '—' in column 12.

22.25. If you come across a person who says that he/she does not know whether he/she has been enumerated eleswhere or not i.e., code 3 in column 11, you should collect the particulars of the places visited by the person in Section III. The detailed instructions are given in relevant paras. In this column you enter the serial number of the entry in Section III. For persons for whom you have entered '3' in col. 11 copy down in Section III the particulars like Census house number, household number, name, sex, age, residential status, from Section II.

Col. 12 : For '3' in col. 11 and persons in substitute household, Sl. No. in Section III

22.26. In case of substitute households the address of the place from which the household has out-migrated should be noted in Section III. All the persons in such households listed in Section II of Form II should be copied down in Section III. The serial number in Section III should be noted in this column.

23. Instructions for filling up Section III of Form II

23.1. This form will be filled up for following two sets of people.

(i) Persons who have moved out of their houses during Census enumeration period, but who do not know whether they have been enumerated elsewhere or not and the substitute households of Form II.

(ii) During field reconciliation stage, you may come across some persons for whom code '3' has been entered in col. 11 of Section IV. For such persons also this form will be filled up.

23.2. Repeat the identification particulars of the block you are enumerating in Section I. After that fill up Section III.

23.3. This column is self explanatory.

Col. 1 :

23.4. Write the Census house number and houschold number, the name of the person for whom you are taking down the address, sex, age and his residential status as recorded in col. 9 of Section II. These columns

Col. 2-8 :

are to be copied from Section II. After filling up these columns write down the serial number of the related entry in Section II in column 8 (a) for cross reference. Remember also to write the serial number of the entry in this section in column 12 of Section II.

Cols. 9-14

23.5. In these columns write down the addresses of the places visited by the concerned person. The address should contain the name of the place (s) visited ; the name of the head of the household where the person stayed, the house number, street name or mohalla name, whether the place is rural or urban, the tehsil or taluka, district and state where the place is located. You must write as many particulars as possible of the places where he/she stayed. In case a person has visited more than one place draw a line through columns 8 to 13 below the first address and then enter the second place and its address etc. The particulars in column 9 should be as detailed as possible to facilitate identification.

23.6. If the person concerned stayed at a hotel or a guest house but not at any normal household enquire the name of the hotel or guest house and enter it.

23.7. In case of substitute households the address of the place from which the household has moved in should be entered here. Since it is likely to be same for all the members of such a household you may bracket the lines pertaining to the members of the household and write the address against them. In the remarks column, note that this is a substitute household.

24. Instructions for filling up Section II of Form III (Content error)

24.1. You are already acquainted with the PEC Form II and how to fill various columns of the same. For the purpose of detecting content error in respect of certain particulars of each individual, you will be provided with additional sheet called PEC Form III besides PEC Form II. Your supervisor will inform you for which block you are to canvass PEC Form III alongwith PEC Form II. In the selected block, Form III will be canvassed in addition to Form II, *in the selected households.* The procedure of filling PEC Form III is as follows :

24.2. Fill in the identification particulars in Section I in all the sheets used and page the sheets properly.

24.3. After completion of Section I, proceed to Section II. Fill in columns 2, 3, 4, 6 & 8 of Section II of Form III by transcribing the related information in respect of each individual from the appropriate columns of PEC Form II. In case of columns 7, 9 to 11 of PEC Form III, enquire from the respondent the following additional particulars :

Col. 7 : Reliability Nof age. Reliable-1 ot reliable-2

24.4 In this question you are expected to indicate the extent of reliability of 'age' reported. For this ask from the respondent, date of birth for each individual and note it against the line 'PEC'.

24.5. If a person is able to recollect his date of birth or if you feel that the person's age in completed years is correct, write code 1. If the person is unable to give any idea of his/her age give code 2.

24.6. For the purposes of this column it is not necessary that the person should know his/her date of birth in christian calendar. In many parts of the country a person may be able to recall his/her date and month of birth in local calendar. If he/she is able to tell his/her date, month and year of birth in local calendar, give code 1. What is important is to find if a person knows his/her age in completed year or not.

Cols. 9, 10 & 11

24.7. These questions are inter-linked and it would be advantageous if they are canvassed together. These are meant to get details of the work done by the person with reference to the last year. For filling these it is essential to know the definition of 'work' and the 'reference period for work'.

24.8. *Definition of work* : Work may be defined as participation in any economically productive activity. Such participation may be physical or mental in nature. Work involves not only actual work but also effective supervision and direction of work.

24.9. *Reference period* : In all the questions, the reference period is the one year preceding the date of enumeration. Certain types of work such as agriculture, household industry, like gur making etc. are carried on either throughout the year or only during certain seasons or parts of the year, depending on the local circumstances. In such cases what we are concerned with is the broad time-span of the agricultural season preceding the enumeration.

24.10. The scope of cols. 9, 10 and 11 should be clearly understood. Col. 9 seeks to find out if a person has done any work at all during the last year or whether he or she did not work at all or if it is the latter how he or she spent his or her time as a non-worker. Col. 10 seeks to find out who among the persons returning 'yes' in col. 9 worked for major part of the last year i.e., for six months or more. Col. 11 seeks to clearly elicit information on the main activity of the workers i.e., those for whom 'Yes' has been recorded in col. 10 and marginal workers i.e., those for whom 'No' has been recorded in col. 10. The definitions used for these columns are the same as Census. You should, therefore, read the instructions for filling up economic questions in Census thoroughly.

Col. 9 : Worked any time at all last year ? Yes-1, No-2

24.11. This question is intended to divide the population into two broad streams on the basis of a liberal definition of work. The reference period is one year. This question is expected to net all workers irrespective of the amount of time they have spent on work. In other words, this question will find out the number of all workers which will include full-time workers, part-time workers, marginal workers and even workers whose contribution would otherwise be considered insignificant.

24.12. The reference period is one year and this includes the agricultural seasons also. A person may have worked as a cultivator or as an agricultural labourer throughout the year or in some season such as only kharif or rabi, or only for a few days. In all these cases this person has worked at some time in the year and the answer to this question should be 'yes'. 'Yes' should be written on the line and not in the box. One may have been a cultivator, an agricultural labourer, or engaged in a household industry or any other work. The definitions of these terms are given later, but the important point is that we are determining the fact that one has done some work some time during the last one year.

24.13 Obviously, probing questions will have to be asked specially in the case of those who are not regular workers. *It is particularly important to ask such probing questions regarding the work done at any time last year or any of the seasons in the reference period in the case of women and children in the rural areas.* Women and children in the rural areas work in the fields in the sowing, harvesting or other seasons and this may be in their own land or as labourers on someone else's land. This is usually seasonal work only, while they run the house and do all the household work. Unless questions are asked about such work, the usual answer may be that they do only household work

24.14. It must be remembered that a man or a woman who is doing only household duties or making something only for domestic consumption (and *not* for sale) is not doing any work in Census terminology. It is true that a housewife may be working harder than the others in the home because she has to cook, look after the children, run the house etc. but for the purposes of Census, she is not a worker.

24.15. In this question every worker (even marginal worker) will be identified and in their cases the answer will be 'yes'. You must enquire from each person that you enumerate, whether he or she has worked any time at all during the last year. Even if the person has worked only for a few days, you have to record him/her as 'yes', against this question. If the answer is yes, record code 1 in this column.

24.16 If the individual has not worked at all during the last year, the answer will be 'No'. In this case record '2' in the column

Col. 10. If 'yes' in col. 9, did you work for major part of last year ? Yes-1, No-2

24.17. As mentioned earlier, through column 9, you have classified all people into two broad streams of workers and non-workers. In doing so, workers would include all those who have worked irrespective of the quantum of their contribution to the economy. Even marginal workers are categorised as workers in col. 9.

24.18. Having found out that the person had worked any time at all during the last year (Yes in col. 9) you have now to ascertain whether the person worked for major part of the last year. By major part of last year, is meant that the person had worked for 183 days or more, or in other words, worked for six months or more. If the answer to this question

is in the affirmative you should record '1' in this column. If the person has worked for less than six months or 183 days during the last year, you should record '2' for that person in this column.

24.19. A person may have worked in different capacities during last year. For example, he/she may have worked as a daily wage labourer for four months, as an agricultural labourer for 1 month and as a cultivator for 2 months. There could even be breaks in between the different types of work performed by him/her. In computing whether the person worked for major part of the year, you should reckon all the three spells of economic activity and if it satisfies the concept of work for major part of the year, treat him/her as 'Yes' for col. 10 and record '1'. Similarly, if the total period of work falls short of six months or 183 days, treat him/her as 'No' and record '2'. For such persons, put a dash '—' in col. 11.

Col. 11 : Main activity C, AL, HHI, OW

24.20. In col. 10 you will have ascertained whether a person had worked for major part of the year or not. Now in col. 11, you will be required to ascertain his or her main activity during last year. That is to say how he or she engaged himself or herself mostly. Main activity of a person who was engaged in more than one activity will be reckoned in terms of time disposition. For example, if a person has worked as a daily wage labourer for 4 months, as an agricultural labourer for 1 month and as cultivator for 2 months and for him/her, you have recorded '1' against col. 10, then that person will be reckoned as daily wage labourer for col.11 and you will record 'OW', since he/she spent more time in this activity than as a cultivator or agricultural labourer.

24.21. The main activity of workers is classified into four categories viz., cultivator, agricultural labourer, household industry and other work. These terms are explained in the instructions for filling up Individual Slip which may be referred to, if necessary.

24.22 As indicated already, if a person spent his/her time mostly as non-worker, put a dash '—' in this column.

INSTRUCTIONS FOR DESK MATCH FOR THE PEC FORMS I, II & III

25. Desk Match for PEC Section II of Form I

25.1. For desk matching you will need besides the filled in PEC Form I, the Abridged Houselist (AHL) of the block. In this operation, you are required to compare the Census house number, the use to which the Census house is put and the name of the head of the household in PEC and in AHL. For this you have to compare columns 3, 4 and 5 of the PEC Form I with columns 3, 4 and 6 of the AHL, section 2 and section 3 in case of occupied residential Census houses. In this process of comparison you will fill in columns 6 to 10 of the form. Instructions for filling each column are explained below.

Col. 6 : Does the house number match Yes-1 (go to col. 7) No-2

25.2. Taking the first house in the PEC list, look for an entry in the AHL bearing the same house number. If you find a Census house bearing the same house number, write code 1 in column 6, otherwise write code 2 in column 6. If you have code 1 in column 6, i.e. identified the houses in PEC and Census, tick serial number of the entry in the AHL and continue to fill up columns 7, 8, 9 and 10 wherever applicable. If you are not able to identify the PEC house number in the AHL, you would have code 2 in column 6. In this case, you need not fill up columns 7, 8, 9 and 10. Put a dash '—' in these columns. As explained in the instructions for filling column 11, you will have to find out the reasons for not finding the house listed in PEC in the Census when you go for field reconciliation.

Col. 7 : Is the use R/PR in both the records ? Yes—1 (go to col. 8) In one record only—2 (go to col. 9) Use Not R/PR in either-3

25.3. This column is to be filled up only if there is code 1 in column 6, i e. only when the house number matches in Census and PEC. For such houses check whether the purpose for which the Census house is used, i.e. entry in column 4 of PEC From I is the same as the purpose entered in column 4 of the AHL. If in both the records the house has been recorded as occupied residential house, i.e. residential or partly residential you may assume that a match is established. In such a case, enter code 1 in column 7. If in PEC the house is entered as occupied residential and in AHL it has been entered as either vacant or non-residential, enter code 2. Similarly, if in AHL, the particular house had been entered as occupied residential, and in PEC, it is entered as non-residential or vacant, enter code 2. If in both the cases, the house is entered as vacant or non-residential, use code 3.

25.4. If you have recorded code 1 in this column, continue to fill up column 8. If you have recorded code 2 you need not fill up col. 8 but go to fill up cols. 9 and 10. In col. 9, copy the use of the Census house and in col. 10, the name of the head of household recorded in Census. Put a dash '—' in col. 8. If you have recorded code 3, put a dash '—' in cols. 8, 9 and 10 i.e. no further desk match is needed in this case.

Col. 8 : If '1' in Col. 7 does the name(s) of the head of household agree ? Yes-1, No-2 (go to col. 10),

25.5. This column is to be filled only for those houses for which 1 has been recorded in column 7. For those houses for which codes 2 and 3 have been recorded in column 7, you should put a dash '—' in this column. For those houses for which code 1 has been recorded in column 7, check if the name of the head of the household is the same in PEC and in AHL. You may come across a situation in which PEC. enumerator has recorded two or three names of the heads of the households in a Census house, but the Census enumerator has recorded only one household. For each household recorded by PEC enumerator, check if the name recorded in AHL is the same. If they agree write code 1 in this column against the particular household. If the name differs or the name does not occur in AHL write code 2. In case of code 2 put a dash '—' in column 9 and fill up column 10. Write the name of the head as recorded in AHL in column 10. If the name does not find a place put a dash '—' in columns 9 and 10.

25.6. While matching for household from AHL, both Sections II and

III must be scrutinised. It is quite possible that of the two households residing in a Census house, one household is recorded in Section II and another in Section III of the AHL. In such a case, there may be no entry in columns 2, 3 and 4 of Section III. You have to identify such households, only with reference to the household number entered in column 5 of Section III. For example, the household number may be given as 45 (b), which would indicate that Census house number in which the household resides is 45.

Col. 9 : If code '2' in col. 7, use recorded in AHL in full

25.7. This column is to be filled up in case of those houses for which you have recorded '2' in column 7, i.e for those houses in which the house numbers matched in PEC Form I and AHL, but whose use has been reported differently in PEC and Census. In these houses either the use has been given as residential or partly residential in PEC and vacant or non-residential in Census or vice-versa. For such houses copy the use recorded in Census in this column from column 4 of the AHL. This will help you when you go for field reconciliation of the entries. In case such a house has been recorded as residential or partly residential in AHL, but non-residential in PEC, you would also copy the name of the head of the household in column 10 from AHL. If according to AHL there are more than one household in this particular Census house, enter only the name of the head of the first household in this line. The name(s) of the head(s) of the remaining household(s) may be entered at the end of Section I of Form I, after drawing a line with a red pencil. The red line indicates that houses listed above the line are as listed in PEC. The extra households found in AHL in a Census house are to be recorded below the red line. For such households copy down the name of the head of household in col. 10. Note down the serial number where you have entered each household in remarks column. For cross reference, the serial number of the related PEC house should be entered in the remarks column of the related row below the red line. If the Census house has been recorded as residential or partly residential in PEC, but as non-residential in AHL, enter the use recorded in AHL in column 9, and put a dash '—' in column 10.

Col. 10 : Name of the head of household

25.8. This column will be filled up if code 2 or code 3 is entered in either column 7 or column 8. The instructions for filling up have already been given under columns 7 and 8. Copy the name of the head of the household from the AHL.

Important Note : After exhausting the Desk Match of all the entries in Form I, you would have a few houses left in AHL for which no matching house number has been found in Form I. These houses would not have a tick against their serial number in the AHL. Copy the particulars in columns 2, 3, 4, 5 and 6 of the AHL in Section III of Form I. After that continue the desk matching for individuals listed in Form II.

26. Instructions for filling up Section III of Form I (To be filled during Desk Match)

Cols. 1-6 : Sl. No., Building No., Census house No. Use to which the Census house is put ; Household No.; Name of the head of household

26.1. In this form you would list out all the houses and household which do not find a 'match' in Section II. You have already been told in instructions for Section II that there would be a few houses left in the AHL, which do not find a matching house number in PEC Form I, and consequently these houses would not have a tick against their serial number in the AHL. Copy the particulars in columns 2, 3, 4, 5 and 6 of Sections II and III of the AHL in columns 2, 3, 4, 5 and 6 of Section III. Columns 5 and 6, giving the household number name of the head of the household would be applicable only in cases where the house was used for wholly residential or partly residential purposes during Census. If more than one household lives in the house, use separate lines. In other cases, where the house was reportedly used for non-residential purposes or was vacant, put a dash '—' in cols. 5 and 6.

27. Desk Match for the PEC Section II of Form II

27.1. The procedure for desk match is similar to the one indicated for Census houses i.e. PEC Form I. During the Desk Match you have to match the particulars like name, relationship to head, and marital status in both the records and copy down the particulars of name, relationship to head, sex, age and marital status for certain individuals in the selected households from the Population Record in Section IV. Before you start copying, ensure that all the entries in the Population Record have been verified from the Individual Slips and no entry has been omitted in Population Record. The Desk Match should be carried out entry by entry. Take the first entry relating to the first selected household and verify if the name appears in the Population Record. Since the first entry invariably relates to the head of the household and the household is known to have been enumerated in the Census this should have a matching entry. If there is no matching entry, check if the head has changed in the household. This is quite possible since the Survey and Census have been conducted at two different points of time and also because different instructions are followed on whom to enumerate.

27.2. In case of 'substitute households' the columns relating to Desk Match and field reconciliation need not be filled up. Put a cross across in the columns relating to Desk Match and Field Reconciliation.

Col. 13 : Whether agreement regarding Name ? Yes-1 (go to col. 14) No-2

27.3. Check if the name of the person that the PEC enumerator recorded in column 2 tallies with that of any person recorded in the corresponding Population Record Ignore minor variations in spelling. If the name matches, record code 1 and proceed to fill up column 14. If not, record code 2, and stop desk match for this person. This person may not have a matching entry in the Census and the reasons for this can be found out only at the field reconciliation stage. For this person put a desh'—'in column 14 and 15.

27.4. **Relationship to head :** For persons for whom the name tallies in both the records, check if the 'relationship to head' also tallies in both the lists. If the same person was head at the two points of the time, i.e. of Census and PEC, the relationship must be identical. If the heads are different in PEC and Census, derive the relationship with the help of the information given in Section I of this form regarding the change in the head. This will help you in establishing the correspondence in most of the cases. If the relationship tallies in both the records, write code 1 and proceed to fill the next column. If the relationship does not tally, write code 2 and put a dash '—' in col. 15. For persons for whom name and relationship to head tallies, check if the sex also tallies. In most of the cases where 'relationship to head' itself is entered as 'son's wife', 'brother's wife' etc. the sex should tally in such cases. There may, however, be a few households where the 'relationship' might be entered as 'unrelated', 'servant' or 'visitor' etc. In such cases it is essential to check if the sex also tallies.

Col. 14 : Whether agreement regarding Relationship to head ? Yes-1 (go to col. 15) No-2

27.5. For the persons for whom the names and the relationship to head tally, check if the marital status also tallies. If it tallies record code 1 ; otherwise enter code 2.

Col. 15 : Whether agreement regarding Marital status ? Yes-1 No-2

Important Note : If you have recorded code 1 in columns 13, 14 and 15 tick the serial number of the corresponding entry in Population Record. This would indicate that you have been able to match the person enumerated in PEC with the person enumerated in the Census. If after seeing all the entries in the household, you find that there are a few persons for whom you have not ticked off the entries in the Population Record, it would mean that these persons are different in PEC and Census. Copy down the name, relationship to head, sex, age, marital status, literate/ illiterate particulars of these persons in Section IV of PEC Form II.

28. Instructions for Desk Match in Section IV of Form II

28.1. These columns are to be filled up during 'Desk Match'. During the 'Desk Match' of entries in Section II, you would have in Household Schedule Part II (Population Record) ticked off entries relating to persons for whom the name, relationship to head and marital status agree in PEC and Population Record. For others, only a few of the above particulars may agree or none of the above particulars may agree. For such persons, copy down the particulars like name, relationship to the head, sex, age, marital status, literate or illiterate from the Population Record in column 1 to 7.

Cols. 1-7

29. Instructions for Desk Match of Form III (Content error)

29.1. Having completed the Desk Match for PEC Form I and PEC Form II, identify the individuals recorded in Form II for whom you have written code 1 in column 13. You would tick off the entry in Population Record for such persons. From the Population Record note down for each such individual the particulars like age, literate or not, whether worked any time at all last year. If worked anytime, whether worked for major part of last year; and if worked for major part of

last year whether as Cultivator 'C' or as Agricultural Labourer 'AL' or in Household Industry 'HHI' or as Other Worker 'OW'. These particulars as recorded in Census are to be entered against the line CEN in Form III. For this you have to refer to columns 6 and 10 to 19 for males and cols. 6 and 24 to 33 in case of females of Population Record. In case of sex, if male, write M, if female, write F. Similarly, if literate, write code 1, if illiterate write code 2. Entries in columns 12 to 19 and 26 to 35, as the case may be, have to be similarly transcribed.

29.2. There may be some individuals in PEC Form II whose names do not match with Population Record. For such individuals code 2 would have been recorded in col. 13 of Form II. Strike the names of such persons from PEC Form III.

INSTRUCTIONS FOR FIELD RECONCILIATION

30. Instructions for field reconciliation in respect of PEC Form I.

30.1. After completing the Desk Match you would have a number of houses listed by the PEC enumerator for which either the house number, or its use or the number and name of head of household do not match in AHL. There are also houses whose house numbers match, but the use has been reported differently in PEC and Census. Their use (s) might have been reported as residential or partly residential either in PEC or in Census. There are also a number of houses whose house numbers and use match in the two lists, but the number of households reported differs or the name of the head of the household differs in the two forms. In the latter two cases, you would have copied the particulars of the use to which Census house is put and the name of the head of the household recorded in Census in columns 9 and 10 of Section II. Similarly, there would be houses in AHL whose numbers do not find *matching entries* in PEC. It is now your duty to find out why such differences have occurred ; whether the difference is genuine or due to wrong recording by Census enumerator or PEC enumerator. For this purpose you have to make a number of probing enquiries in the field. Instructions for these probes are given below.

30.2. For the purpose of reconciliation of the entries in two records, you keep with you the following materials besides the filled in PEC forms.

(a) AHL, notional map and layout sketch for the concerned block and the adjoining blocks.
(b) Blank forms of Population Record i.e., Household Schedule Part II.

31. Instructions for field reconciliation in respect of Section II of Form I

Col. 11 : If '2' in col. 6, reasons for no match in house number (in codes) (If '2' and R/PR go to col. 14)

31.1. This column will be filled up for houses with code 2 in column 6. For others put a dash '—' in this column. You might recall that for all these houses which were listed by the PEC enumerator, no matching entries were found in AHL. Enquire the reasons for the discrepancy and enter it in codes as given below.

31.2. You should enter the codes only after thorough probe. Enquire if the house was constructed after Census enumeration i.e. after 1.3.1981. If the house is on the boundary of two blocks, check from the AHL of the particular block and the adjoining block if the house has been listed there. If you find that the house has not been included either in this block or in the adjoining block, it should be given code 2. If the house is shown in the adjoining block, but PEC enumerator has covered it, give code 3.

	Code
(a) Constructed after 1.3.1981	1
(b) Existed at the time of Census but missed in Census	2
(c) Wrongly included in this block by PEC enumerator	3
(d) Others (specify in remarks column)	4

31.3. In case the house existed at the time of the Census but was missed in Census i.e. if you had given code 2 probe further whether any household was living in this house at the time of Census. If it was used for non-residential purpose, put dashes '—' in all the subsequent columns i.e. cols. 12, 13, 14, 15. If the Census house was used for residential purposes, put dashes '—' in column 12 and 13 and go to column 14. As explained in the instructions for column 14, you have to enquire whether the household living in this house has been enumerated elsewhere or not.

Col. 12 : If '2' in col. 7 reasons for change in use of the house (in codes) (If '2' go to col. 14)

31.4. This column will be filled if there is code 2 in col. 7. You may recall that these are the houses for which the house numbers agree in PEC and AHL, but the use differs. In the Census, the use may be residential (wholly or partly) and in the PEC non-residential or vacant. Alternately in the Census the use may be non-residential or vacant and in the PEC residential (wholly or partly). You have to probe the reasons for this change in the use between Census and the PEC. The use recorded in PEC is available in column 4 and the use recorded in Census is available in column 9 for your ready reference.

31.5. We are interested in probing only the cases where residential/partly residential house in AHL has been reported as non-residential or vacant in PEC and vice-versa as there are the cases where people are likely to be omitted. Thus, this column will not apply if a 'vacant' house at the time of Census, has been reported as 'shop' at the time of PEC. If, however, it has been reported as fully residential or 'shop-cum-residence' you have to probe the reasons for change. Explain to the respondent, that the Census enumerator who visited the house during 9th February to 28th February, 1981 had recorded the use as given in column 9 and that the PEC enumerator who visited the house in the 2nd/3rd week had recorded the use as given in column 4 and ask him which is correct. This will bring out the reasons for difference. Use following codes to enter the reasons for change in use :

	Code
(a) Change in use after enumeration in Census	1
(b) Residential/partly residential in Census also, but wrongly recorded as vacant or non-residential in Census	2
(c) Wrongly recorded as residential/partly residential in PEC	3
(d) Others (specify in remarks column)	4

31.6. If you have coded '2', go to column 14. As explained in the instructions for column 14, enquire whether the household living therein has been enumerated in Census or not. If not enumerated, fill up columns 1-7 of the abridged population record. If 'Others' i.e. code 4, enter the reasons in 'remarks' column.

Col. 13 : If '2' in col. 8, reasons for no match in head of household (in codes) (If '2' and '3' go to col. 14)

31.7. This column will be filled in for those houses for which you have entered '2' in column 8. You may recall that for such houses, the Census house number and the use to which the Census house is put agree in PEC and AHL but :

(a) number of households differs in PEC and Census

or

(b) the names of the head of the households do not agree in PEC and Census.

31.8. If for example, out of two households recorded by PEC and Census enumerators, one name tallies, but not the other, the probes should not be made in respect of households where the name of heads tallies in both. For such households you would have already entered 1 in col. 8. In another case, you may have two households recorded in PEC but only one household recorded in Census. Alternatively, you may have two households in both Census and PEC but the names of the heads of the households may differ. In such cases the reasons for the difference in the name of the head of the household should be probed. For example, if one household has been recorded in AHL, but two households have been recorded by PEC enumerator, you explain to the respondent in the house, that when the Census enumerator visited the house he had recorded one household with its head's name as given in column 10 (read out the name). However, the PEC enumerator when he visited the house had recorded two households and had recorded the names of the head of the household as given in column 5. (Read out the names recorded in column 5.)

31.9. Enquire whether these households are the same. This will bring out if the households are same or whether any household has been omitted or there is any other reason for the change in name. This probe is to be

made in respect of each household reported as living in the house and recorded as such by PEC enumerator but whose head's name does not match with Census record.

Codes for column 13	Code
(a) Same household but head of the household has changed or been differently reported	1
(b) Household living here at the time of Census also but not enumerated in this house	2
(c) Household has moved in after the sunrise of 1.3.1981	3
(d) Others (specify in remarks column)	4

31.10. You may, for example, come across cases where the Census has recorded one household only but PEC has recorded more than one household. On reading the household number and reading out the names of the head of household(s) in both the records you may be told that these are members of the same family, but have been recorded rightly as different households in PEC. In such cases give code 4, as an omission is involved.

Col. 14 : Has the household been enumerated ? Yes-1 No-2 Not known-3

31.11 This column will be filled for those households with code 2 in column 11 or code 2 in column 12 or codes 2 and 3 in column 13. In all such cases, you would have noticed that the household was living in this Census house at the time of Census itself but the Census enumerator has not enumerated the household for one reason or other or the household has in-migrated either during the Census enumeration period or after the Census enumeration period. Enquire from the household whether the household has been enumerated elsewhere in Census or not. If they say 'Yes' give code 1, if they say 'No' give code 2. If the household is not aware of their enumeration give code 3. If the household says that they have not been enumerated or if they say that they are not aware of their enumeration status, enter code 2 or 3 as appropriate, for the entire household. For members of such households with codes 2 and 3, you should fill up the abridged population records prescribed for the purpose. Please note that you should consider enumerating only those people in the household who would be eligible for enumeration in the household had the Census enumerator visited it at the time of Census. This means that you should probe for each individual whether he was present at the place of enumeration for the entire Census enumeration period or not. In case of the non-censused in-migrating household, the residential status will be as at the place from which they have out-migrated. If they were present throughout the Census enumeration period or were partly present during the Census enumeration period, enumerate them and fill up abridged population record. If any member was absent throughout the Census enumeration period, do not enumerate him. Enquire if the household had any

visitors who stayed with them at their previous place of residence throughout the Census enumeration period, and if so, enumerate them also. If there are more than one household, use separate abridged population records. These abridged population records must be tagged with the PEC Form I and total number of members for whom you have filled in population records should be given in the remarks column. For the purpose of cross check, write the serial number of the related entry i.e., number in column 1 of Section II at the top of the population record.

31.12. In case of non-censused in-migrated household, if you enter code 3 (not known) in this column, you should also take down the address of the place from which the household has out-migrated. Record the address in Section IV, Form I. Fill up the particulars of the household like building number, Census house number, name of the head of household, from Section II of Form I. For each household only one entry should be made i.e. do not copy down the name of each member *of the household* The address should contain as many details as possible. No separate instructions have been prescribed for filling up this form as the columns of that form are self explanatory.

Col. 15 : Remarks

31.13. This column is to be used wherever you feel that some information has to be noted. If during the desk match, you find that in a particular house, there are more than one households, the name of the head of the household, to be entered in column 10 should be shifted here for second and third households. Similarly, in case in column 11 or 12 or 13, code 4 has been entered, the reason in full should be noted here. You should also enter the number of members pertaining to in-migrating households and listed in the abridged population record with some of their particulars in this column 14.

32. Instructions for field reconciliation : Section III of Form I

32.1 The field reconciliation is to be done only in respect of houses which have been reported as wholly residential or partly residential in Census. If in column 4, the use is recorded as other than residential/partly residential, put a dash '—' in all these columns.

Col. 7 : Reasons for no match (in codes)

32.2. Enquire why this house enumerated in Census, does not find a place in PEC listing. It may be that the house does not belong to the particular enumeration block and has been wrongly included by Census enumerator, or the PEC enumerator has omitted the house by mistake, or it might have been duplicated in AHL. For this purpose you have to consult the notional map, sketch map and AHL of the concerned block and its neighbouring blocks. Record the answers in code as follows :

	Code
(a) House does not belong to the block and has been wrongly included in Census in this block	1

(b) The house seems to have been duplicated in AHL by mistake 2

(c) House has been omitted by PEC enumerator 3

(d) While the Census enumerator has recorded it as separate Census house, PEC enumerator did not consider it as separate Census house 4

(e) House demolished after Census or merged with another census house 5

32.3. In case of code 1 and 2, fill in column 8. In all other cases stop at this stage.

Col. 8 : If '1' or '2' in col. 7, whether duplicated ? Yes-1 No-2

32.4. This column is to be filled up if you have recorded code 1 or 2 in column 7. If you have recorded code 1 in column 7, check up from the AHL of the adjoining block if the house has been enumerated in the adjoining block also.

32.5. If the house has been enumerated in both the places, then enter code 1 in this column. Otherwise code 2. Similarly, if you have recorded code 2 in column 7, i.e. the house number duplicated in AHL, it is quite probable that Census enumerator had by mistake written the house number against this household also Recall that in the instructions for AHL, if two households live in the same house, the Census house number is to be entered against the first house only. Perhaps this might not have been strictly followed. In such a case, enter code 2 in this column. On the other hand, if the same house and household have been entered in AHL twice and the household allotted separate serial number in AHL in column 7, this would imply that the household has been enumerated twice. In such cases enter code 1 in this column.

32 6. If you enter code 1 in this column fill up the abridged population record form for all the members of the household. Please note that you should enumerate only those members or the persons who would be eligible for enumeration in the household during Census period. These abridged population records must be tagged on with PEC Form I and the total number of members for whom you have filled in the abridged population record form must be entered in the remarks column. For the purpose of cross check, write down the serial number of the related entry in Section III, at the top of the abridged population record.

33. Instructions for field reconciliation : Section II of Form II.

33.1. As already indicated in case of 'substitute households' the columns relating to field reconciliation need not be filled up. These columns would have already been crossed. If not done so, please cross them now.

Col. 16 : Match-1 No Match-2

33.2. The field reconciliation is to be done in case of persons for whom entries other than code 1 are recorded in columns 13, 14 and 15. For persons for whom code 1 is recorded in all the three oolumns above write 1 in this column and put a dash '—' in col. 17.

33.3. In case of others you will recall that some or all particulars differ in two records. For example, there may be some persons for whom :

(a) the name agrees in the two lists but the relationship to head differs,

(b) the name and the relationship to head agree but the marital status differs, or

(c) the name itself differs.

33.4. For all such persons, you will enquire whether they are the same. Visit the particular household and explain to the respondent in the household, that the PEC enumerator and the Census enumerator had visited the household at different points of time and recorded the names of individuals who were living in the household. Read out the names of the persons not matched in the PEC and recorded in Census which you have entered in Section IV and ask them if they relate to the same person. If they relate to the same person enter code 1 in column 16. Otherwise enter code 2. In such cases (i e., those with code 1) enter in column 17 the serial number of the related entries in Section IV. Also strike out the entry from Section IV after recording the serial number of the related entry in Section II, in column 8 of Section IV.

Col. 17 : Sl. No. of related entry in Section IV

33.5. The instructions for filling up this column have already been given in the previous para. In case where you have not established a match during field reconciliation stage, i.e. for those for whom code 2 has been recorded in column 16, put a dash '—' in this column.

Col. 18 : Remarks

33.6. If at any particular point of time during field enumeration or Desk Match or field reconciliation you want to record any particulars which you think will be useful, record them here.

34. Instructions for field reconciliation in Section IV of Form II

Col. 8 : Sl. No. of related entry in Section II

34.1. As already indicated in the instructions for field reconciliation of entries in Section II, you would enquire whether person recorded in Section II is the same person recorded in Section IV.

34.2. If you are convinced that the persons in the two lists are the same, you would have recorded code 1 in column 16 of Section II and struck down the related entry in Section IV, after entering the serial number in column 17 of Section II. For such matched persons write down the serial number in Section II, in this column. After this you may still be left with a few persons who may be in Section IV only and you have to probe about these persons.

34.3. Enquire if the person was a normal resident of the household *during the Census period* or a visitor. If he was a normal resident, enter code 1 and proceed to fill up column 10. If he was a visitor, enter code 2 and stop field reconciliation in respect of this person. If the person is a normal resident, obviously the PEC enumerator has missed him during listing. You should probe his residential status further as was done in case of other normal residents earlier.

Col. 9 : Normal resident or visitor

34.4. This column is to be filled up in respect of persons who were normal residents during Census enumeration period i.e. for persons for whom code 1 has been recorded in col. 9. Enquire whether they were present in the household during the entire Census enumeration period (code 1), were absent throughout the Census enumeration period (code 2), or present for part of the Census enumeration period (code 3). If the person was present throughout the Census enumeration period, record code 1 in this column. In this case, the subsequent columns need not be filled up. It is quite possible that a person enumerated in Census had died or outmigrated before the sunrise of 1.3.1981, but his/her name had not been deleted in Individual Slip in revisional round. Such cases should also be probed and answers recorded in codes.

Col. 10 : Residential status during Census enumeration period (in codes)

34.5. If the persons recorded in Census had died before the sunrise of 1.3.1981, you should give code 4. Even if the persons had out-migrated before the sunrise of 1.3.1981 code 3 will apply. If you record codes 2 and 3 then proceed to fill up column 11.

34.6. This column will be filled up for normal residents who were absent throughout the enumeration period from their place of residence (code 2 in column 10) or those who were absent from their normal residence for part of the Census enumeration period (code 3 in column 10). Enquire if these persons were enumerated elsewhere at the place of visit. If they say 'yes' write code 1. If 'no' write code 2. If 'not known' write code 3.

Col. 11 : If '2' or '3' in col. 10, whether enumerated elsewhere ? Yes-1, No-2, Not known-3

34.7. This column will be filled up if you have entered '3' in column 11. For such persons, enquire the address of their place of visit and enter it in Section III. Note down the related serial number in Section III, in this column.

Col. 12 : If '3' in col. 11, Sl. No. of related entry in Section III

34.8. This column is intended to write down any observation that you may like to make.

Col. 13 : Remarks

35. Instructions for field reconciliation : PEC Form III (Content error)

35.1. Note that PEC enumerator and the Census enumerator had filled up the particulars at different points of time. This could have been partly responsible for the difference if any between the corresponding entries in PEC and Census. You must take note of the changes that might have occurred during the period between the date of Census enumerator's visit and PEC enumerator's visit and record the entries correctly.

35.2. In case of difference between Census and PEC, if on enquiry, you find that the Census information is correct as on Census enumerator's visit, rewrite the same against the line FR. However, if the informent says that the PEC information is correnct, make sure that it applies to the date when the Census enumerator visited the household. Enter correct information against FR. If respondent says both Census and PEC information are not correct, ascertain the information as on Census enumerator's visit and record the correct answer in FR.

35.3. For your convenience, a set of probes for reconciliation of difference between the PEC and Census are given below.

35.4. At the time of field reconciliation, you should tell the respondent about the very purpose of your visit and than proceed as follows :

(a) The PEC enumerator visited your house and collected a few particulars of each member of the household with reference to Census enumaration period. When the Census enumerator, visited your house, he also collected the particulars regarding the members of household. While comparing information recorded in Census with that of PEC for each individual, some differences have been noticed in respect of certain particulars for a few individuals of your household. In order to reconcile the discrepancies, I have come to consult with you and obtain particulars of these individuals which, according to you, are accurate.

(b) After proceeding as above, you now show the respondent both the sets of information recorded in Census and PEC for each individual and try to reconcile very carefully through probes as detailed below.

35.5. For example, if you have observed discrepancies in respect of age completed for one of the individuals and 'Main Activity last year' for another individual, proceed as follows :

Step 1 : Tell the respondent that the age completed for the concerned individual according to Census is (specify) but as per PEC it is recorded as (specify). Then ascertain which information is correct. If the respondent says that Census information is correct, then rewrite the same against the line FR. Otherwise, go to step 2.

Step 2 : If the respondent says that PEC information is correct, probe if the particulars could have changed in the intervening period between Census and PEC and write correct information against the line FR. Otherwise, go to step 3.

Step 3 : If the respondent says that neither PEC nor Census information is correct, then asceratin the correct position as of Census enumeration period. If the respondent does not recollect the exact date of

Census enumerator's visit, then ask him to recollect any day close to the period 9th—28th February, 1981. Thereafter, enter the correct information against the line FR.

35.6. The steps mentioned above may be repeated for other individuals for different set of questions and thus you can reconcile all discrepancies as observed during Desk-Matching.

35.7. In case of any doubt at any stage, you should consult your supervisor.

35.8. At the end, attach Form III with Form II of the concerned household.

SECTION I : **Iden**

Name of State/Union Territory _____ Code No. _____
Name of District _____ Code No. _____
Name of Tehsil/Taluka/Anchal/P.S./Dev. Block/Circle etc. _____ Code No. _____

SECTION II : **Listing, matching with**

	Listing						
						If '1' in Col. 6	
Sl. No.	Building No.	Census house No.	Purpose for which Census house is used	Name of the head of household	Does the house No. match ? Yes-1 (go to Col. 7) No-2	Is the use R/PR in both the records ? Yes-1(go to Col. 8); In one record only-2 (go to Col. 9) use Not R/PR in either-3	If '1' in Col. 7 does the name(s) of the head of household agree ? Yes-1, No-2 (go to Col. 10)
1	2	3	4	5	6	7	8
1							
2							
3							
4							
5							
6							
7							
8							
9							
0							

Codes for Col. 11 :

(a) Constructed after the sunrise of 1.3.81 — 1.
(b) Existed at the time of Census but missed in Census — 2.
(c) Wrongly included in this block by PEC Enumerator — 3.
(d) Others (specify in remarks col.) — 4.

Codes for Col. 12 :

(a) Change in use after enumeration in Census — 1
(b) R/PR in Census also, but wrongly recorded as non-residential in Census — 2
(c) Wrongly recorded R/PR in the PEC — 3
(d) Others (specify in remarks col.) — 4.

Name of Village/Town _____ Code No. _____
Name or No. of Ward/Mohalla/Hamlet _____ Code No. _____
Enumerator's Block No. _____

AHL and field reconciliation

Desk Match		Field Reconciliation				
If code '2' in Col. 7 use recorded in AHL in full	Name of the head of household	If '2' in Col. 6, reasons for no match in house No. (in codes) (If '2' and R/PR go to Col. 14)	If '2' in Col. 7 reasons for change in use of the house (in codes) (If '2' go to Col. 14)	If '2' in Col. 8 reasons for no match in head of household (in codes) (If '2' and '3' go to Col. 14)	Has the household been enumerated ? Yes-1, No-2, Not known-3	Remarks
9	10	11	12	13	14	15

Codes for Col. 13 :

(a) Same household but head of household has changed or been differently reported — 1.

(b) Household living here at the time of Census also, but not enumerated in this house — 2.

(c) Household has moved in after the sunrise of 1.3.81 — 3.

(d) Others (specify in remarks col.) — 4.

Signature (with date) _____

	Listing	Desk Match	Field Reconciliation
Enumerator			
Supervisor			

Form 1

CENSUS OF INDIA 1981

POST ENUMERATION CHECK

Page No. _____

SECTION I : Identification Particulars

Name of State/Union Territory _____ Code No. _____ Name of Village/Town _____ Code No. _____

Name of District _____ Code No. _____ Name or No. of Ward/Mohalla/Hamlet _____ Code No. _____

Name of Tehsil/Taluka/Anchal/ P.S./ Dev. Block/Circle etc. _____ Code No. _____ Enumerator's Block No. _____

SECTION III : Houses and Households found in AHL but not in PEC

	Desk Match					Field Reconciliation		
				If R/PR in Col. 4				
Sl. No.	Building No.	Census house - No.	Use to which the Census house is put	Household No.	Name of the head of household	Reasons for no match (in codes)	If '1' or '2' in Col. 7 whether duplicated Yes-1, No-2	Remarks
1	2	3	4	5	6	7	8	9
1								
2								
3								
4								
5								
6								
7								
8								
9								
0								

Codes for Col. 7 :

(a) House does not belong to the block and has been wrongly included in Census in this block. — 1
(b) House seems to have been duplicated in AHL by mistake — 2
(c) House has been omitted by PEC enumerator. — 3
(d) While the Census enumerator has recorded it as separate Census house PEC enumerator did not consider it as separate Census house. — 4
(e) House demolished after Census or merged with another Census house. — 5

Signature (with date) _____

	Desk Match	Field Reconciliation
Enumerator		
Supervisor		

Form I

CENSUS OF
POST ENUME

SECTION I : Identi

Name of State/Union Territory _____ Code No._____
Name of District _____ Code No._____
Name of Tehsil/Taluka/Anchal/P.S./Dev. Block/Circle etc. _____ Code No._____

SECTION IV : **Address of place from where out-migrated (for**

Sl. No.	Building No.	Census house No.	Name of the head of household	Related Sl. No. in Section II of Form I	Name of place
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
0					

Page No. _____

INDIA 1981
RATION CHECK

fication Particulars

Name of Village/Town _____ Code No. _____
Name or No. of Ward/Mohalla/Hamlet _____ Code No. _____
Enumerator's Block No. _____

households with code 3 in Column 14 of Section II of PEC Form 1)

Address of place from where out-migrated				
Name of the head of household, house No., locality, street No. and name of post office	Rural/ Urban	Tehsil/P.S./ Town	District	State
7	8	9	10	11

Signature (with date) _____

	Listing	Field Reconciliation
Enumerator		
Supervisor		

Form I

CENSUS OF INDIA 1981

POST ENUMERATION CHECK

Abridged Population Record

Name of State/Union Territory _____

Name of District _____

Name of Tehsil/Taluka/Anchal/ P.S./Dev. Block/Circle etc. _____

Location code in full of the enumerator's block _____

Related Section of the Form I: II/III (Delete which is not applicable)

Sl. No. of the related household _____

Sl. No.	Name	Relationship to head	Sex	Age	Marital Status	Literate–1 Illiterate–2
1	2	3	4	5	6	7

Form II

CENSUS OF
POST ENUME
SECTION I : **Ident**

Name of State/Union Territory _____ Code No. _____

Name of District _____ Code No. _____

Name of Tehsil/Taluka/Anchal/P.S./Dev. Block/Circle etc. _____ Code No. _____

Name of the head of household _____ Was he/she the head at the time of Census ? Yes-1,

House No. _____ Household No. _____

SECTION II : **Listing of members of the household, Desk**

	Listing								
Sl. No.	Name	Membership type during survey(code)	Relationship to head	Sex	Age	Marital status	Literate—1 Illiterate—2	Residential status during Census enumeration period (codes) If '3' go to Col. 10 (code)	If '3' in Col. 9 period of journey
1	2	3	4	5	6	7	8	9	10
1									
2									
3									
4									
5									
6									
7									
8									
9									
0									

Codes for Col. 3 :

(a) N.R. on date of survey & Census — 1.

(b) N.R. out-migrated/died after sunrise of 1.3.81 — 2.

(c) N.R. out-migrated during Census enumeration period — 3.

(d) N.R. dead during Census enumeration period — 4.

(e) N.R. born /in-migrated after the sunrise of 1.3.81 — 5.

Codes for Col. 9 :

(a) Present throughout the Census enumeration period — 1.

(b) Absent throughout the Census enumeration period — 2.

(c) Present for part of Census enumeration period — 3.

INDIA 1981
RATION CHECK
fication Particulars

Page No. _____

Name of Village/Town _____ Code No. _____

Name or No. of Ward/Mohalla/Hamlet _____ Code No. _____

Enumerator's Block No. _____

No-2 [ ] If 'No' relation to former head _____

Match with Population Record and Field Reconciliation

		Desk Match			Field Reconciliation		
		Whether agreement regarding					
For codes 2 & 3 in Col. 9 whether enumerated elsewhere Yes-1, No-2, Not known-3	For '3' in Col. 11 and persons in substitute household, Sl. No. in Section III	Name Yes-1 (go to Col. 14) No-2	Relationship to head Yes-1 (go to Col. 15) No-2	Marital status Yes-1 No-2	Match-1 No Match-2	Sl. No. of related entry in Section IV	Remarks
11	12	13	14	15	16	17	18

Codes for Col. 10 :

(a) Left the normal place before 9 Feb. 1981, but returned before the sunrise of 1.3.1981 — 1.

(b) Left the normal place of residence after 9 Feb. 1981 — 2.

(c) Not known — 3.

Signature (with date) _____

	Listing	Desk Match	Field Reconciliation
Enumerator			
Supervisor			

Form II

CENSUS OF
POST ENUME
SECTION I : **Ident**

Name of State/Union Territory_____ Code No._____

Name of District _____ Code No._____

Name of Tehsil/Taluka/Anchal/P.S./Dev. Block/Circle etc._____ Code No._____

SECTION III : **Addresses of places of**
(a) For persons with
(b) For persons in
(c) For persons with

Sl. No.	Census house No.	Household No.	Name of the person	Sex	Age	Residential status during Census enumeration period	Related Sl. No. in Section II	Related Sl. No. in Section IV
1	2	3	4	5	6	7	8 (a)	8 (b)
1								
2								
3								
4								
5								
6								
7								
8								
9								
0								

INDIA 1981
RATION CHECK
fication Particulars

Page No._____.

Name of Village/Town _____ Code No._____

Name or No. of Ward/Mohalla/Hamlet _____ Code No._____

Enumerator's Block No. _____

visit during Census enumeration period
code 3 in Column 11 of Section II
substitute households from Section II
code 3 in Column 11 of Section IV

Address of place (s) visited during Census enumeration period					
Name of place visited	Name of the head of household, house No., locality or street No. and name of post office	Rural/ Urban	Tehsil/P.S./ Town	District	State
9	10	11	12	13	14

Signature (with date) _____

	Listing	Field Reconciliation
Enumerator		
Supervisor		

Form II

CENSUS OF

POST ENUME

SECTION I : **Identi**

Name of State/Union Territory _____ Code No. _____

Name of District _____ Code No. _____

Name of Tehsil/Taluka/Anchal/P.S./ Dev. Block/Circle etc. _____ Code No. _____

Name of the head of household _____

Household No. _____ SECTION IV : **Persons listed in Population**

Sl. No.	To be filled during Desk Match				
	Name	Relationship to head	Sex	Age	Marital Status
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
0					

Codes for Col. 10 :

(a) Present throughout Census enumeration period — 1.

(b) Absent throughout Census enumeration period — 2.

(c) Present for part of Census enumeration period — 3.

(d) Normal resident but died before sunrise of 1.3.81 — 4.

Page No. _____

INDIA 1981

ATION CHECK

tication Particulars

Name of Village/Town _____ Code No. _____

Name or No. of Ward/Mohalla/Hamlet _____ Code No. _____

Enumerator's Block No. _____

Record who have not been fully 'Matched' in PEC

	Field Reconciliation					
Literate-1 Illiterate-2	Sl. No. of related entry in Section II	Normal Resident or Visitor	Residential status during Census enumeration period (in codes)	If '2' or '3' in Col. 10 whether enumerated elsewhere ? Yes-1, No-2, Not known-3	If '3' in Col. 11 Sl. No. of related entry in Section III	Remarks
7	8	9	10	11	12	13

Signature (with date) _____

	Desk Match	Field Reconciliation
Enumerator		
Supervisor		

Form III (Content Error) Page No. _____

CENSUS OF INDIA 1981

POST ENUMERATION CHECK

SECTION I : **Identification Particulars**

Name of State/Union Territory _____ Code No. _____ Name of Village/Town _____ Code No. _____

Name of District _____ Code No. _____ Name or No. of Ward/Mohalla/Hamlet _____ Code No. _____

Name of Tehsil/Taluka/Anchal/ P.S./Dev. Block/Circle etc. _____ Code No. _____ Enumerator's Block No. _____

Name of the head of household _____ Was he/she the head at the time of Census ? Yes-1, No-2 *If 'No' relation to former head* _____

House No. _____ Household No. _____

SECTION II : **Particulars of persons recorded in Section II of Form II**

Sl. No.	Name	Sex	Marital Status	Stage of Operation	Age		Literate-1 Illiterate-2	Worked anytime at all last year ? Yes-1 No-2	If 'Yes' in Col. 9 did you work for major part of last year ? Yes-1 No-2	Main activity C, AL, HHI, OW	Remarks
					Age completed	Reliability of age : Reliable-1 Not Reliable-2					
1	2	3	4	5	6	7	8	9	10	11	12
1				PEC							
				CEN		—					
				FR		—					
2				PEC							
				CEN		—					
				FR		—					
3				PEC							
				CEN		—					
				FR		—					

4				PEC								
				CEN		—						
				FR		—						
5				PEC								
				CEN		—						
				FR		—						
6				PEC								
				CEN		—						
				FR		—						
7				PEC								
				CEN		—						
				FR								
8				PEC								
				CEN		—						
				FR		—						
9				PEC								
				CEN		—						
				FR		—						
0				PEC								
				CEN		—						
				FR		—						

Signature (with date) _____

	Listing	Desk Match	Field Reconciliation
Enumerator			
Supervisor			

PART II

CENSUS EVALUATION STUDY USING SAMPLE REGISTRATION SYSTEM RECORDS

CHAPTER I

SAMPLE SIZE, SAMPLE SELECTION PROCEDURE AND FIELD ORGANISATION

1. Introduction

1.1. In the agenda papers circulated at the first conference of Directors of Census Operations held at India International Centre, New Delhi, during 24th to 29th August, 1979, it had been indicated that Census Evaluation Study (CES) using Sample Registration System (SRS) records would be conducted immediately after 1981 Census. The objective of the Census Evaluation Study is to quantify the extent of omission of children at the younger ages and the ascertainment of the correctness of age-reporting of children, in the Census with the help of births recorded in SRS.

1.2. The present note discusses the various aspects of the survey, like

(a) the sample size

(b) the organisation of field work, the agency and work load

1.3. Operationally, it is proposed to integrate this survey with PEC. Therefore, the notes on; (a) Deployment of field personnel, (b) Independence of operations, (c) the role of the hierarchy, (d) Training of field personnel and (e) Calendar of operations already discussed in connection with the PEC may be referred to.

2. Types of errors

2.1. The CES attempts to measure the coverage error and the content error in respect of children born to normal resident mothers in a sub-sample of SRS blocks. In such SRS blocks, the records of the births occurring to usual residents have been maintained over a period of time. From this record, it is possible to prepare a list of children who are surviving upto the date of the Census by eliminating those who are dead and those who have left i.e. those who have out-migrated. This list can then be compared with the Population Record to obtain :

(i) An estimate of the extent of omission or duplication at the younger ages,

(ii) the extent of age mis-reporting in the Census at younger ages.

3. Conceptual problems of CES

3.1. In CES, births occurring to usual residents in the household have been recorded as and when they occur. Even if the birth occurs to the usual resident mother at a place other than her usual residence, the birth

is recorded according to the SRS. For determining the eligibility status of such births for enumeration in Census, we should first eliminate all the children who have died or out-migrated before the 1st March, 1981 and also determine their residential status accurately during the Census enumeration period. As the records are being copied for a number of years, the household might have also out-migrated subsequent to the birth. This also has to be taken into account.

3.2. An additional problem in the case of this study will be the identification of SRS households in the Census. Since SRS forms and Census forms relate to different time periods, following different systems of house numbering, it is quite possible that the same house or household may have different numbers in each of these forms. Unless the households where the SRS births have occurred are identified in the Census, it may not be possible to verify from the Census record whether the child has been enumerated or not. For this purpose, instructions have already been issued to ensure that to the extent possible, the identity of SRS units and the corresponding Census enumeration unit is maintained. In other words, the SRS unit should by itself form a Census enumeration unit and if the SRS unit is larger than the normal work load of a Census enumerator, it can be split up into two or more Census enumeration units. This should ensure that it is always possible to match the given SRS unit with the corresponding Census unit or units. Additionally, the household matching form proposed ensures that the house numbers in SRS and Census are uniquely identified.

4. Sample size

4.1. The objective of the Census Evaluation Study would be to study the extent of omission/duplication of children below 5 years in the Census and the accuracy of their age returns. The Census Evaluation Study Schedule will be canvassed in 50 SRS units in rural areas and about 25 SRS units in urban areas in each state. This would mean that the CES will be conducted in about 1200 units all over the country. The SRS units in which this study will be conducted will be selected in the Registrar General's office and communicated. The exact number of units will vary slightly because some of the SRS villages selected for the study may consist of more than one Census unit. In such a case, the entire SRS village will be taken up for the study.

5. Stages of work in Census Evaluation Study

5.1. In case of the Census Evaluation Study, the first step will be the filling up of the Household Matching Form (CES Form-A). This gives the SRS house number and the corresponding Census house number so that the records can be made comparable. This operation has to be done much before the Census. It has been suggested that this be done during December, 1980 to February, 1981 by the SRS computer-supervisor. This will have to be done only in those SRS units selected for Census Evaluation

Study. Wherever all the house numbers in SRS and Census have been identified we can proceed with the Study.

5.2. The study will also involve three stages. (i) *Copying out all the births occurring in he household in the unit from the 1st January, 1976 to 28th February, 1981 (both days inclusive)*, in CES Form-B. These births are to be copied out from Form 10 of the SRS. The half yearly survey for the period 1st July '80 to 31st December '80 must be conducted in the case of these selected units between January-February, 1981, even, if necessary, by postponing the half yearly survey in the other units by a month or two. In case of births occurring in January-February, 1981 only the Form 10 furnished by the SRS field enumerator has to be used. Since the entire work in the first stage involves only copying all the SRS records, major part of the work can be done much before the Census operations begin. It is suggested that the entire work of copying from 1.1.76 to 30.6.1980 be started immediately and the copying of the schedules for the period 1.7 80 to 28.2.81, be done during the 1st week of March, 1981.

5.3. It is also essential to instruct the SRS enumerator of the selected unit to send SRS Form 10 in respect of the month of February, 1981, in the first week of March itself, without fail.

5.4. (ii) *The Desk Match of the SRS births with those of the Population Record (CES Form I)* : This operation can be done only after March 15. It is expected that the records for all the units would have been received at the RTO by this time. Efforts should therefore, be made at the RTOs to isolate the records for these enumeration units. As in case of PEC all the entries in the Population Record should be checked with the corresponding entries in the Individual Slip to ensure that no mistake has been committed in transcribing from one record to another. This is very important because the final results of the study will depend on how complete the Population Records are for various units

5.5. (iii) *The field reconciliation (CES Form I)* : Since we are matching different records, we have to be particularly careful about definition adopted to list persons in the two systems. The field reconciliation proposed will ensure this. At this stage, the residential status at the Census time of all the children enumerated during the Census born to the usual residents of the household will be enquired into.

6. Work-load involved

6.1. In case of CES, assuming that for each unit roughly 35 births might have been reported in a year, we will roughly have about 175 entries to be copied in each unit which may take about 2 days. The desk match of these entries may, however, take about 2 days and the field reconciliation about 3 days. In all an enumerator has to devote 7 days per unit. Since only one field visit is required in this survey, about a day may be required for each unit.

CHAPTER 2

INSTRUCTIONS FOR FIELD WORK

7. Instructions for filling up Household Matching Form

Columns 1-4

7.1. Since SRS and Census are conducted at different times, following different systems of house numbering, it is quite possible that the same house or household may have different number in both. The main purpose of this form is to identify the SRS households in Census. Besides identification particulars the form has nine columns. The identification particulars and the first five columns of the form are to be filled by the SRS computor-supervisor before his field visit for half yearly survey following the houselisting. These should be copied from the SRS Houselist (SRS form No. 1). The columns give SRS house number, household number and name of the head of the household. All these particulars are to be filled up as on the latest half yearly survey after houselisting. One line should be used for each household.

7.2. You have recorded all the households as on the latest half yearly survey. In some households, the head might have changed during the last five years i.e., since 1.1.1976. In case the SRS household schedule (SRS form 2) is available with you, you can refer the form and record the change in the head of the household in the remarks column i.e. column 4. In case this household schedule is not available with you, you should note the change if any in the name of the head of household in the remarks column when you go to the field to fill up columns 5-9.

Columns 5-9

7.3. These columns are to be filled up during the half yearly survey visit. For filling these columns, you should carry the notional map, layout sketch and the AHL of the corresponding Census blocks. These documents will be given to you by your supervisor. In States where the Census houselisting operation is already over, these columns are to be filled up during July-December, 1980. In states where Census houselisting operation is undertaken in September, 1980, filling up of these columns will be taken up during January-February, 1981.

7.4. As noted earlier, you should check up from the household schedule (SRS form 2), whether there is any change in the name of the head of the household during the last five years. Since you are in the field now, before starting the filling up of columns 5-9, contact the SRS enumerator, collect the SRS household schedule and check up if there has been any change in the name of the head of the household. In case you come across a household where the head of the household has changed, enter the name of the earlier head in remarks column, column 4.

7.5. If during your visit, you find that corresponding to SRS household, no household has been recorded in AHL, the columns, name of the head of household and serial number of the household, cannot be filled up.

7.6. In such cases, note in remarks column 9, the fact that the household has not been recorded in houslisting stage.

8. Instructions for filling up CES Form I prior to Desk Match

8.1. The list of selected villages or blocks for which the forms have to be filled up will already be available with you. At the outset assemble all the monthly report forms (SRS form 10) pertaining to the selected village or block for the period relating to 1st January, 1976 to 28th February, 1981. For the period ending 31st December, 1980, the SRS forms would already have been duly checked as a result of half yearly surveys. For the period January-February, 1981, only the primary forms filled by the local SRS enumerator would be available. In many cases the form relating to February 1981 might not have yet been received at the headquarters. This fact may be noted in the form at the appropriate place.

8.2. To facilitate Desk Match of the form, you would also need the Household Matching Form showing the Sample Registration System house number and the corresponding Census block number and house number. Since you would do the Desk Match at the R. T. O., this list which would already have been prepared, will be made available to you there along with the Population Record for the concerned village/block. Before starting the actual Desk Match, insert the appropriate Census block numbers and house numbers in the respective columns of the CES Form I.

8.3. These numbers may also be inserted in the SRS Form 10 used by you for matching, in case they are not already indicated.

8.4. Study carefully the section on "whom to enumerate", of the instructions to enumerators for filling up the Individual Slip to make sure of the persons eligible for enumeration in Census at the selected village/block, relevant extract of these Census instructions is given below. It should be noted that the term 'Normal Resident' used in Census corresponds with the term 'Usual Resident' adopted in the SRS.

8.5. When you visit a houschold for the purpose of enumeration, you will enumerate the following persons :

(i) All those who normally stay and are present in that Household during the entire period of enumeration i.e., from the 9th February to 28th February, 1981.

(ii) Also those who are known to be normally residing and had actually stayed during a part of the enumeration period but are not present at the time of your visit.

(iii) All those who are known to be normally residing and are not present at the time of your visit but are expected to return before 1st March, 1981, and

(iv) Visitors who are present in the household censused by you but had been away from the places of their usual residence during the entire enumeration period. For the purposes of enumeration, such visitors will be treated as normal residents of the place (household) where they were actually found during the enumeration period provided they have not been enumerated elsewhere.

8 6. A portion of Section I of this form is to be copied from Form 10 of the SRS before you go for Desk Match. As the Census Population Record is expected to be ready any time after 12 March at the R.T.O. you should be ready with the filled in forms by March 15. It will be ideal if you take up the copying work immediately after the Half Yearly Survey so as to be able to finish it by the 15th March. The Desk Match must be completed within a week, so that field visit is undertaken by the end of March at the latest.

8.7. It is necessary to keep in mind while filling the forms that the study is confined to SRS areas only. You already have in the Houselist Matching Form a list of SRS House numbers. In no case should a child who is not a usual resident of the SRS Households should be considered in this study.

8.8. Fill in the identification particulars of village/block on top of the Form in every sheet used. Fill in columns 1 to 10 of Section I. Entries in columns 4 to 10 are to be copied from SRS Form 10 (A)-Births. Fill in the particulars only in respect of live births occurring to mothers who are usual residents (usual residents present and usual residents absent). Still births or births occurring to visitors should not be entered in these columns. Whether a birth is a 'live' or 'still' can be ascertained from col. 5 of SRS Form 10 (A) while the residential status of the mother from entries in col. 12 of the same form.

8.9. For convenience, record live births to usual residents starting from January 1976 from the corrected Form 10 (monthly report). After exhausting all births during 1976, enter births occuring in 1977 etc.

Col. 1 8 10. Give serial number of the entry.

Cols. 2 & 3 8.11. Fill up from Houselist Matching Form.

Cols. 4 to 10 8.12. Copy out the relevant details from SRS Form 10 (A)-Births. Note that in case of col. 10, "Relationship to Head" of the child will have to be derived from the "Relationship of the mother to Head" entered in col. 7. If there is any doubt, write 'x' here (to be verified at field reconciliation stage).

8.13. For births, other than those between 9th Feb. and 28th Feb. of any year, calculate the age in completed years as on the sunrise of 1stMarch, 1981 and record it within brackets in column 8 along with date of birth.

Col. 8 : Date of birth (Derive age as on Census and write in brackets)

8.14. After filling up cols. 1 to 10 but before going in for Desk Match, the entries made should be quickly checked from SRS Form 10 (B) whether any child entered in Section I is dead. For this see the Name of the head of household, Relationship to head of the child and Sex. If all these three characteristics agree, check up also whether the age at death recorded in SRS Form 10 (B) is broadly consistent with date of birth recorded in the Section I. In case of such deaths occuring before 1st March 1981, strike out the corresponding birth entry from Section I. To the extent possible check up the corresponding SRS household schedule (Form 2), if available at the headquarters. If any child born had subsequently died the entry would have been scored off in the SRS household schedule. Such a birth if copied in Section I, can also be deleted. If there is any doubt, much time should not be spent on this. The death of a child in any case will be verified at field reconciliation stage. The reference to Form 10 (B), SRS household schedule (Form 2) at this stage has been suggested so as to decrease the work load as much as possible at the Desk Match and field reconciliation stages.

8.15. The births have been copied out in the chronological order, the births occuring in 1976 coming first, then those of 1977, 1978 etc. It is quite possible that in the same household two, three or more births might have occurred during the last five years. It would be advantageous for Desk Match and field reconciliation if you prepare a list, enumeration block-wise, indicating the births occurring in various households in the format shown in CES Form B.

Household-wise list of births
Census block code

Census house No.	Name of the head of household	Sl. No. of house hold as in AHL	Sl.No. of entry in Section I
1	2	3	4

8.16. Suppose in your list the first birth recorded was in House No. 3. Enter 3 in col. 1 and the name of the head of household in column 2 and 1 in column 4. If in the same house another birth was recorded at Sl. No. 56 and a third birth at Sl. No. 128 of Section I, enter the number 56 and 128 in column 4. Column 4 will read as 1,56, 128. Tick the serial number of these entries in Section I. Next enter the particulars of the birth entries at Sl. No. 2 etc. As you will see later while doing the Desk Match or field reconciliation, you can do the Desk Match or field reconciliation for all the births entered at sl. No. 1, 56, and 128 simultaneously, without much wastage of time.

9. Desk Match

9.1. For Desk Match besides the filled in Section I of the CES Form I, you require the Household Schedules Part II, Population Record of the corresponding Census block. As SRS block may consist of one or more than one Census blocks, you should assemble the Population Record of all the relevant Census blocks. *This is an extremely important step. Otherwise, you may classify a large number of births in SRS as omission in Census.* You should also keep with you the Census household-wise list of births prepared by you.

9.2. During the Desk Match, you should fill up cols. 11-15 of Section I and columns 1-10 of Section II. The instructions for filling up these columns follow.

9.3. To identify the matching individual, you are required to compare the children listed in Section I, with these recorded in Population Record with the help of entries in cols. 5-10 of Section I.

10. Instructions for filling up Columns 11-15 of Section I of CES Form I

Col. 11 : Whether agreement regarding Name of the head of household ? Yes-1(go to col. 12) No-2

10.1. Check up if the name of the head of the household tallies in both the records. For name, ignore minor variation. If the name agrees in both the records, enter code 1 and go to fill up column 12. If the name of the head of the household does not tally, from the Household Matching Form, column 4, check up whether there has been any change in the head of the household. If there is any change, the earlier head of the household would have been recorded in column 4. Match the current head, name recorded in column 3 with that of the Population Record. If in this process you are able to match the name of the head of the household, enter code 1. Otherwise enter code 2. If you enter code 2 in this column, put dashes '—' in columns 12 and 13 and 2 in column 14 and Stop Desk Match for this child.

Col. 12 : Whether agreement Regarding relationship to head and Sex. Yes-1 (go to col. 13) No-2

10.2. This is to be filled up if there is code 1 in column 11. If the name of the head of household tallies in the two records, check up if in the household any person with the same relationship to head as in column 10 has been recorded. If you find such a person enter code 1. Otherwise, enter code 2. If code 1 is entered in this column, fill up column 13 also. If you enter code 2 in this column put a dash in column 13 and write code 2 in column 14.

10.3. Normally the relationship to head is entered as son's son, son's daughter etc. and an agreement of relationship implies an agreement of the sex of the persons. If, however, there are some cases where the 'sex' is not clear from the relationship, the sex of the child should also match in the two records.

Col. 13: Whether agreement regarding Age. Yes-1 No-2

10.4. This column will be filled up if there is code 1 in column 12, i.e. there is agreement regarding name of the head of household and the relationship to head. Check up if for this person the age in completed years recorded in Population Record agrees with the age derived from SRS record entered in brackets in column 8. If the ages in the two records agree enter code 1. Otherwise, enter code 2.

Col. 14 : Match-1 No Match-2 Partial Match-3

10.5. If all the three columns 11, 12 and 13 agree in both the records, a 'match' is said to have been established. If for an entry, a 'match' is established tick the corresponding entry in the Population Record and enter code 1 in column 14. Before entering code 1 check up if the name of the mother recorded in column 6 agrees with the name of the mother of the child recored in Population Record. Remember that the serial number of the mother would have been recorded against the child's name in column 3 of the Population Record after relationship to head within brackets. This will be an additional confirmation that you have identified the child. It is quite possible that in some cases, the mother might not have been eligible for enumeration in the Census and hence no serial number might have been entered in column 3 within brackets. In such cases also, enter code 1 if there is code 1 in columns 11, 12 and 13. If the name of the head of household does not agree in the two lists i.e. '2' in column 11, enter code 2 in this column also. If the name of the head of the household agrees i.e. '1' in column 11, but the relationship to head does not agree or relationship also agrees but age does not agree, a 'Partial Match' is said to be established. For such cases enter '3' in this column.

Col. 15 : Sl. No. of entry in Section II

10.6 For children with codes 1 or 2 in column 14 put a dash '—' in this column. For a child with code 3 in column 14, you may come across one (or more children) in the Population Record who could be a possible match. They are all to be treated as partial match cases. Enter the particulars of all such children from the Population Record in columns 5-9 of Section II (*irrespective of their ages reported in the Population Record*), as per instruction given later. After copying, give the related serial number(s) of these children in Section II, in this column. Simultaneously, for cross reference, give the serial number in Section I of the related child, in column 10 of Section II against the respective Partial Match case.

10.7 After finishing the Desk Match for one entry but before starting the Desk Match for the next entry, check up from column 5 of CES Form-B, giving household-wise list of births, if there are any other births in the household. If there are, you may as well complete the Desk Match for these entries also. This would avoid the need for returning to the household later.

10.8 Verify whether every line in Section I has been disposed off as 'Match', 'No Match' or 'Partial Match'. After matching the entries in the Population Record, tick off the relevant lines in the Population Record also wherever a 'Match', or 'Partial Match' is established.

11. Instructions for filling up of columns 1-10 of Section II of CES Form I

11.1 It has already been mentioned in an earlier para that the entries relating to the children in the Population Record, whose particulars are partially matched with those entered in Section I, should be copied in columns 5 to 9 of Section II straight from the Part II of the Population Record. Information in columns 2, 3, 4 and 10 will be filled up with the help of related entries in Section I. The entries made in column 10 will serve the purpose of cross reference with the child recorded in Section I. The related serial numbers corresponding to partially matched cases copied in this section, will have to be filled in column 15 of the Section I. After copying the particulars of all the partially matched cases from the Population Record, you would have already ticked off the children who fell in the categories of match and partially match cases. You may find that in a few SRS households there are children below age 5, whose names have not been ticked off in the corresponding Population Record.

11.2 Copy the particulars of these children also in columns 5 to 9. For such children, record 'C' in column 10 to denote that they are found in Census only. For such children columns 2, 3 and 4 may have to be filled from the Houselist Matching Form. This operation completes the Desk Match. Before going to the field tick off in the Houselist Matching Form, the serial number of the houses that have figured in Sections I and II. A visit is essential for field reconciliation and for collecting some additional particulars.

12. Field reconciliation

12.1 During the field reconciliation you will have to do the following :

(i) Reconcile entries in Sections I and II in case of 'Partial Match'.
(ii) In case of reconciled cases copy out the age recorded in Population Record.

(iii) Verify in cases of 'No Match' in Section I whether they have been enumerated in the Census or not.

(iv) Find out the residential status of all children in Sections I and II as of Census enumeration period.

12.1. As soon as you reach the village/block for field reconciliation, contact the local SRS enumerator and obtain the SRS Household Schedules from him. This may be kept with you during your visit to households for consultation wherever necessary with regard to reconciliation of entries in Section II.

13. Instructions for field reconciliation of Section I of CES Form I

13.1 Detailed instructions are given below column-wise. In filling

up columns 16-23 of Section I, try as far as possible to contact the mother of the child. The name of the mother is recorded in column 6. Columns 16-23 will be filled up in respect of all children. For filling up these columns you have to bear in mind the Census method of enumeration of individuals particularly those who are normal residents of the household.

Col. 16 : Match-1 No Match-2

13.2 For children having code 1 or 2 in column 14, record code 1 or 2 respectively in this column as per instructions. For a child having code 3 in column 14, you may have recorded one or more children of 'Partial Match' in Section II from the Population Record against the serial numbers indicated in column 15. You have now to reconcile these cases in Sections I and II so that a definite 'Match' or 'No Match' is established. Take a child with code 3 in column 14 and tell the respondent that a male/female birth has been recorded to such and such mother (give the name) during such and such month by the SRS enumerator. Some of the identification particulars of the child, but not all (give them) check with those of a child (at serial number of Section II) that had been enumerated in this household during the Census. Then ask : 'Do these entries refer to the same child ?' If the answer is 'yes', enter '1', if 'No', enter '2' in this column. If you have identified the 'Matching' child, retain only the serial number of that child (from Section II) in column 15 of Section I. Transfer the 'age' recorded in Census from column 9 of Section II to column 17 of Section I. After effecting this transfer, strike off the related line in Section II. If for a child you had recorded more than one (say, two) children of 'Partial Match' *the other child will still remain in Section II as a 'No Match'* child found in the Population Record only. Again if the 'Partial Match' case has proved to be 'No Match' the corresponding child in Section II would still remain. For these children found in the Population Record only, and recorded in Section II, check the age reported in Census from column 9 of Section II. If the age is 5 years or less, do field reconciliation as suggested later. Otherwise strike them off from Section II.

Col. 17 : Age in Population Record

13.3 Fill in the age as reported in the Population Record only in the case of children for whom code 3 has been given in column 14 but for whom a 'match' has been established during the field reconciliation. This age is already available from column 9 of Section II. Copy the age from that column here.

Cols. 18-22 :

13.4. In the next four columns you shall be enquiring about the residential status of the child during the Census enumeration period at his/her normal residence. The probes in columns 19 and 20 are intended to exclude children who died before 1.3.81 or children who out-migrated from their normal residence before 1.3.81. You, therefore, have to proceed with the enquiry very carefully and delicately by means of the probes which are given in the following columns.

Col. 18 : Present-1 Not present-2 (in the household)

13.5. For each child, whether it is 'matched' or 'unmatched' enquire whether the child is present in the household or not *at the time of your visit*. If the child is present in the household, give code 1 in column 18, if not, code 2 in column 18.

Col. 19 :
If '2' in col. 18, whether out-migration temporary-1 Out-migration permanent-2 Dead-3

13.6. If the child is not present enquire where he/she is. This may bring out whether the child has gone to some other place or whether he/she is dead. In case the child is dead you might already have some indication of this fact from the SRS Household Form where 'D' would have been written against the relevant serial number in column 1. If the child has gone to some other place, enquire whether temporarily or permanently. If temporarily, give code 1. If the child has gone to some other place permanently give code 2. If the child is dead give code 3. In the last two cases fill up column 20.

Col. 20 :
If 2 or 3 in col. 19- After 1.3 81-1 During 9-2-81 to 1.3.81-2 Before 9.2.81-3

13.7. This column will be filled up only in case where the child has out-migrated or the child is dead i.e codes 2 and 3 of column 19. In such cases, enquire whether the death or the outmigration occurred after 1.3.81 or before 1.3.81. If it is after 1.3 81, give code 1. If it is during 9.2.81 to 1.3.81, give code 2. If the death or out-migration occurred before 9.2.81, write code 3. For these children stop further field reconciliation. Put dashes '—' in columns 21 and 22 for such children.

Col. 21 :
Residential status (in codes)

13.8. For all children other than these with code 3 in column 20, fill up this column. For children with code 3 in column 20 put a dash '—' in this column. In this column you enquire the residential status of the child as of the *Census enumeration period.*

13.9. Enquire whether the child was :

(i) Present at the place of enumeration throughout the Census enumeration period ; if so, enter code 1 and put '×' in column 22, or

(ii) Absent from the place of enumeration throughout the Census enumeration period ; if so, enter code 2 and go to column 22, or

(iii) Present for part of the Census enumeration Period, if so, enter code 3 and go to column 22.

Col. 22 :
Enumerated elsewhere Yes-1 No-2 Not known-3

13.10. This column is to be filled up only in respect of children with codes 2 or 3 in column 21. Enquire whether the child has been enumerated at their place of visit. If the child is reported to have been enumerated, probe where and when to confirm whether the child has really been enumerated. Similarly do not record the child as 'Not enumerated' unless absolutely certain. Classify all doubtful cases under 'Not known.'

14. Instructions for field reconciliation of Section II of CES Form I

14.1. You will have to do field reconciliation only in respect of children aged less than 5 who have been found in Census but not in Sample Registration System. Those children of 'Partial Match' for whom 'Match' is established at field reconciliation and those for whom you have not found any matching children in the SRS but whose ages are not less than 5 would

have been already scored off as per instructions under column 16, Section I. Proceed further with field reconciliation only for a child aged less than 5.

14.2. Enquire whether the child was a visitor or a normal resident during the Census enumeration period. For purposes of this, Normal Resident will be as defined in SRS instruction for enumeration i.e. as one who usually lives in this place permanently. If a normal resident, give code 1. If a visitor, give code 2 in this column and put a dash '—' in column 2. In cases of doubt, a reference to the related Population Record will help you out.

Col. 11 : Whether Normal resident-1 Visitor-2

14.3. This column is to be filled up in respect of persons who are normal residents. Enquire whether they were present in the household during the entire Census enumeration period (code 1) or were absent through out the Census enumeration period (code 2) or were present for part of the Census enumeration period (code 3). If you record code 1 in this column put a dash in the subsequent columns. Otherwise proceed to fill them up.

Col. 12 : Residential status during Census enumeration period (in codes)

14.4. For children for whom code 2 or 3 has been entered in col. 13, enquire whether the child was enumerated at the place of visit. If 'yes' write code 1. If 'no' write code 2. If 'not known' record code 3.

Col. 13 : If 2 or 3 in col. 12, whether enumerated elsewhere Yes-1 No-2 Not known-3

14.5. This column is intended to note down any observations that you may like to make.

Col. 14 : Remarks

CES Form A

CENSUS OF INDIA 1981

CENSUS EVALUATION STUDY USING SRS RECORDS

Household Matching Form

Page No. _____

Name of State/Union Territory _____

Name of District _____

Name of Tehsil/Taluka/Anchal/P.S./Dev. Block/Circle etc. _____

Name of Village/Town _____

Name or No. of Ward/Mohalla/Hamlet _____

Enumerator's Block(s) No. _____ SRS Code No. _____

Sample Registration System				Census (AHL)				
House No.	Household No.	Name of the head of household	Remarks@	Census enumeration block No.	Census house No.	Name of the head of household	Sl. No. of household	Remarks
1	2	3	4	5	6	7	8	9
1								
2								
3								
4								
5								
6								
7								
8								
9								
0								

@ If in some households the head has changed after 1.1.1976 this fact must be noted in this column.

Note :—Cols. 1—4 to be filled from the SRS houselist.

Signature _____
(with date)

CES Form B

Page No. _____

CENSUS OF INDIA 1981

CENSUS EVALUATION STUDY

Household-wise List of Births

(To be filled in before Desk Match begins)

Census block code

Census house No.	Name of the head of household	Sl. No. of household in AHL	Sl. No. of the entry in Section I of CES Form I
1	2	3	4

CES Form I

CENSUS OF

CENSUS EVALUATION STUDY

Name of State/Union Territory _____ Name of Village/Town _____

Name of District _____ Name or No. of Ward/Mohalla/Hamlet _____

Name of Tehsil/Taluka/Anchal/P.S./Dev. Block/Circle etc. _____ SRS sample code No. _____

SECTION I : **Copying from SRS Form 10 (A), Matching with Census**

			Fill from SRS Form 10 (A)						
							Particulars of the child		
Sl No.	Census block No.	Census house No.	SRS household No.	Name of the head of household	Mother's name	Mother's relation to head	Date of birth (Derive age as on Census and write in brackets)	Sex	Relationship to head
1	2	3	4	5	6	7	8	9	10
1									
2									
3									
4									
5									
6									
7									
8									
9									

Codes for Col. 21 :

(a) Present throughout Census Enumeration Period
(b) Absent throughout Census Enumeration Period
(c) Present for part of Census Enumeration Period

Page No._____

INDIA 1981

USING SRS RECORDS

Period

From 1.1.1976 to

Location codes of Census blocks falling in the SRS Unit	1.	4.
	2.	5.
	3.	6.

Household Schedule (Part II, Population Record) and Field Reconciliation

Desk Match					Field Reconciliation							
Whether agreement regarding												
Name of the head of household Yes-1 (go to Col. 12) No-2	Relationship to head & Sex Yes-1 (go to Col. 13) No-2	Age., Yes-1 No-2	Match-1 No Match-2 Partial Match-3	Sl. No. of entry in Section II	Match-1 No Match-2	Age in Population Record	Present-1 Not Present-2 in the household	If '2' in Col. 18 whether out-migration temporary-1 out-migration permanent-2 Dead-3	If '2' or '3' in Col. 19 After 1.3.81-1 During 9.2.81 to 1.3.81-2 Before 9.2.81-3	Residential Status (in codes)	Enumerated elsewhere Yes-1, No-2, Not known-3	Remarks
11	12	13	14	15	16	17	18	19	20	21	22	23

Signature (with date) _____

	Copying	Desk Match	Field Reconciliation
Enumerator			
Supervisor			

CENSUS OF

Census Evaluation Study

Name of State/Union Territory _____ Name of

Name of District _____ Name or

Name of Tehsil/Taluka/Anchal/P.S./Dev. Block/Circle etc. _____ SRS sample

SECTION II : **Censused children with "Partial Match" or "No**

	Fill in during Desk Match From Population Record					
Sl. No.	Census block No.	Census house No.	SRS house-hold No.	Name of the head of household	Name of the child	
1	2	3	4	5	6	
1						
2						
3						
4						
5						
6						
7						
8						
9						
0						

Codes for Col. 12 :

(a) N. R. present throughout Census enumeration period—1.

(b) N. R. absent throughout Census enumeration period—2.

(c) N. R. present for part of Census enumeration period—3.

INDIA 1981

Using SRS Records

Village/Town _____

No. of Ward/Mohalla/Hamlet _____

code No. _____

Location code of Census blocks falling in SRS Unit: 1. 2. 3. 4. 5. 6.

Match" entries in Section I (to be copied from Population Record)

				Field Reconciliation			
Relationship to head	Sex	Age	Sl. No. of related entry in Section I	Whether Normal Resident-1 Visitor-2	Residential status during Census enumeration period (in codes)	If '2' or '3' in Col. 12 whether enumerated elsewhere ? Yes-1, No-2, Not known-3	Remarks
7	8	9	10	11	12	13	14

Signature (with date) _____

	Desk Match	Field Reconciliation
Enumerator		
Supervisor		