MOST IMMEDIATE

2011

भारत सरकार/Government of India
गृह मंत्रालय/Ministry of Home Affairs
भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA
2ए, मानसिंह रोड, नई दिल्ली-110011
2A, Man Singh Road, New Delhi-110011

CENSUS OF INDIA 2011 - CIRCULAR No. 34

No. 9/53/2011-CD(CEN) Dated: June 1, 2011

Subject: Scrutiny and Clearance of Houselisting and Housing Tables for Census 2011

As you are aware, after scanning and ICR of the House-listing and Housing Census Schedules, the Data Processing Division has started generating the corresponding tables for Census 2011. To clear these tables for release, coverage and quality check (QC) of data both at the ORGI and concerned Census Directorates is an essential pre-requisite. This circular aims to provide the basic guidelines for undertaking these checks.

2. The coverage and quality checks can be broadly divided into three components:

(i) **Coverage checks** to ensure that all the Houselisting Blocks (HLBs) and the schedules pertaining to each HLB have been scanned and placed correctly at the village/ward level.

(ii) **Checks to be performed at Scanning Centre** to ensure that all HLBs noted in the job sheet have been scanned and placed properly.

(iii) **Quality check of Houselisting and Housing data** to ensure that the results are properly depicting the reality.

3. While coverage checks and checks at the Scanning Centre would be done by the respective DCO staff, the quality checks of Houselisting and Housing data would be done both at the ORGI and the Directorates. The State/District level data would be scrutinized at ORGI whereas scrutiny of State/District/Tahsil/Town level data would be done at DCO level. The D.P. Division would generate the necessary statements and make them available to Census Division of ORGI and concerned Directorate for scrutiny.

4. The detailed procedures for the checking in respect of above referred three items are given below:

(i) **Coverage check:**

A team consisting of 2-3 officials may be constituted for coverage check in the DCO office. This team would ensure the following:

a. Total number of villages as per Census 2011=

2001 Census Villages +

Newly formed villages after 2001+

Villages added due to de-classification of Census Towns+

Villages resulted due to de-notification of Statutory towns+

Villages resulted due to de-classification of Out Growths of Census 2011+

Villages added due to split of a village+

Villages, if any, transferred from other Tahsils/districts/states/countries as a result of boundary settlements

– Villages classified as Census towns/out growths, Villages notified as Statutory towns

– Villages merged into other towns

– Villages merged with other villages.

b. Similarly, for complete coverage of towns, check that: Total 2011 Towns =

2001 Statutory towns+

2001 Census towns+

New Statutory towns added+

New Census towns added

– Statutory towns merged with other towns

– De-classified Statutory towns which could not be treated as census towns

– De-classified Census towns.

c. Finalise the Master list of villages and towns after cross-checking the codes and names of all villages and towns in the two phases, i.e., HLO and PE, and ensure that schedules pertaining to all units have been scanned.

d. Check complete and correct coverage of villages/towns/HLBs in the tabulation. For this, the DP Division will generate the list of HLBs & number of households used in tabulation and send the list to the DCO. The DCO will compare it with the Charge Register, Houselist Abstract and PT-1, as far as possible. If soft copies are not available, then the exercise will have to be done manually. If control figures are generated by entering HL Abstract, the number of HLBs can also be compared with

such figures for cross-checking. Discrepancies, if any, including the spelling variations, non-coverage, wrong tagging of HLB to any village/ward, large variation in the number of households, etc. should be reported to the DPD and the Census Division of the ORGI. Three common mistakes are:

i. Interchange of HLB from one village to other: This will alter the characteristic at the village level and create difficulty in linking of data of two phases,
ii. Duplication of HLB/ forms within HLB, and
iii. Omission of HLB/ forms of HLB.

e. Checking scanned images for HLBs which seem to be very large to ensure that all the images pertain to the HLB. For this, the D.P. Division would generate sub-district/town-wise list of HLBs in which more than 12 Houselisting and Housing Census Schedules have been scanned and used for tabulation. The DCO would deploy staff from the Census Division to check the location codes written on the images of HL Schedules and find out whether all of them belong to the same HLB or not. All the discrepancies should be intimated back to the DP Division and the ORGI hqrs. in the form of a for-read statement. The statement should clearly indicate the image number, present tagging (i.e., the location codes against which the image is currently plaed) and correct tagging.

(ii) **Activities to be carried out at the Scanning Centre**

a. Two persons from Census Section in DCO may be deputed at Scanning Centre to ensure that:

i. All the HLBs entered in the job sheet have been scanned,

ii. Total number of Houselist Schedules written on the job sheet have been scanned against the specified batch ID generated for the HLB.

iii. Correctness of the batch ID generated for the set of Schedules pertaining to a specified HLB. These will ensure that all the schedules are correctly placed at HLB/village/ward level during tabulation.

iv. The records of each HLB should form a batch and in no case records of two HLBs are to be merged.

b. Further, in case of uninhabited villages, make sure that there are no filled-in schedules showing households for that village. Special care may be taken in respect

of un-inhabited villages. Cross-checking with VD data/2001 Census data/ control figures generated by entering the particulars of HL Abstract may be made.

(iii) **Quality Check of Houselist and Housing data**

a. A set of tables would be prepared at State/district/tahsil/town level by D.P. Division. These would be scrutinized at State/district level in ORGI.

b. At DCO level, thorough checking is to be done at State/district/tahsil/town level. The following points may be kept in view while doing quality check of Houselisting data/tables.

i. Cross-check that the number of scanned and number of HL schedules actually used in tabulation at EB level match.

ii. Cross check that number of Census houses generated by logic is same as generated by page totals of HL schedules/Houselist Abstract. In case of large variations, the list of which will be provided by the DP Division, the reasons for the same is to be looked into using the scanned images of the corresponding HLBs.

iii. Similar Cross check on number of households generated by logic with those written in page totals is to be checked for correctness of tabulation.

iv. Make the spelling of the names and codes consistent in all the tables.

v. Check for internal consistency – Totals and sub-totals of a variable should match, Total of a variable of all sub-districts should match with the district figures of that variable.

vi. Check for consistency across Tables – Example: Number of normal and institutional households should be same in all Tables, Number of households should be more than or equal to number of residential and partly residential census houses.

vii. The DCOs would also have to look into consistency of figures of same parameters in different tables and also compare with earlier Census.

c. Statements giving comparative data of HLO for Census 2001 and 2011 at State/District/Tahsil/Town level with rural-urban, SC/ST break up would be generated by D.P. Division for this purpose and made available to Census Division of ORGI and the concerned Directorate. **An example of comparable data at the State level for Goa is enclosed for reference.** From the comparative statement, the following may be checked specifically,:

i. In case of variation/abnormal trend, the reason may be looked into.

ii. Compare with earlier Census (2001) figures for consistency in trends

iii. Check with external sources (NSS 65th round Report No. 535 on Housing condition, State DES Reports, NFHS, DLHS report, etc.) for consistency of results.

d. It may please be noted that quality checks have to be done keeping the broad prospective in mind. In case of those items for which comparative data is available for Census 2001, the scrutiny may be done broadly with idea to examine the direction of changes and the magnitude of changes within broad ranges. For example, it is generally expected that there will be an increase in Census houses with floor material of cement, mosaic floor, tiles etc. and decrease in houses with floor material of mud etc. Similar trend should also be observed in case of material of wall and roof etc. and other items.

e. In case of quality checks that do not involve comparison with earlier census data (e.g., no. of households possessing computer/laptop), the *inter-se* position of the district/tahsil/town may be looked into. Comparison at the State/ district level with other independent survey data, if available will also be useful in this regard.

f. **Some important points of general scrutiny can be:**

i. Manual scavenging, although legally abolished, is still prevalent in some isolated parts of the country. If manual scavenging is reported i.e., code '7' (Night soil removed by human) in col. 23 (type of latrine facility), first ensure it from relevant local body and then confirm.

ii. Tap water (code 1 and 2 in Col. 19, main source of drinking water): Check whether the figure is comparable with Census 2001 and whether there is any dip compared to previous census.

5. The Directors should set up a small group within her/his office under her/his Chairmanship to examine and discuss the coverage and quality check of data before clearing the data and send a report to ORGI. The quality assurance report for the State and separately for each district, tahsil and town is to be sent to Dr. D. R. Chourdury, Dy. Registrar General (C&T) at the ORGI hqrs. who has been designated as Coordinating Officer for this project. The Task Force on Quality Assurance (TFQA) has been set up in the office of the Registrar General, India and in case any DCO notices quality of data pertaining to a district/tahsil/town is not satisfactory, this fact should immediately be brought to the notice of DRG (C&T) who would put that on fast track for immediate attention/decision of the TFQA. The TFQA would be functioning under the Chairmanship of the RG&CCI and will finally clear the

Houselisting and Housing Tables, State by State, based on the report of the scrutiny team at ORGI and Census Directorates. The meeting of TFQA would either be held at regional level or in ORGI. The Directors for the respective States would be co-opted in the meeting of TFQA. In case quality of data in any State/district/tahsil is not found satisfactory, the TFQA will be the sole authority to decide whether rescanning or processing is to be ordered.

6. In view of above, the Directors should immediately form teams for the coverage and quality check of Houselisting and Housing data/tables and define responsibility to each and every member of the team (s) and ensure that the entire job of finalizing coverage/ scanning/ tabulation checks is done within the time frame.

7. The proforma of the certificates to be signed by the DCO Officers after checking of the Houselisting and Housing Census data are enclosed.

(C. Chandramauli)
Registrar General &
Census Commissioner, India

Enclosures: As above

To: All the Directors of Census Operations

Copy to:

1. All Heads of Divisions of ORGI.
2. JD (OL) for immediate translation into Hindi.
3. Census Division (15 Copies)
4. PS to RGI
5. PS to Addl. Registrar General.
6. Guard File.

Annexure-A

Name of the state/Union Territory.....Code No.....

CERTIFICATE IN RESPECT OF QUALITY OF HOUSELISTING AND HOUSING DATA

This is to certify that:-

I. The quality check of Houselisting and Housing data has been done at State/District/Tehsil level.

II. The data in respect of.....districts are acceptable and.....not acceptable.

III. The Spellings of the names of administrative units and Codes are same in all the Tables.

IV. T he number of normal and Institutional households are same in all the tables.

V. The Totals and Sub-totals of a variable are consistent.

VI. The levels and trends are acceptable for all items of Houselisting and Housing Census data at State/District/Tehsil/Town level.

VII. The Houselisting and Housing Census data , Census 2011 have been compared with external services (NSSO 65th round Report No.535,State DES Report, NFHS, DLHS, report) and found consistent.

Signature
Name of the officers/officials
Designation

Signature
Name of the officers/officials
Designation

Signature
Name of the officers/officials
Designation

Annexure-B

Name of the state/Union Territory.....Code No.....

CERTIFICATE IN RESPECT OF CHECKING OF HOUSELISTING AND HOUSING BLOCKS FROM CHARGE REGISTER

This is to certify that each and every HLB in the Charge Register has been covered in the list of scanned HLBs supplied by DP Division and there is no missing HLBs /Villages in the Tahsil.....

/HLBs in Town.....in the District.....

There are missing HLBs/Villages in the Tahsil .....HLBs in Town .....in the District.....

Signature
Name of the officers/officials
Designation

Signature
Name of the officers/officials
Designation

Signature
Name of the officers/officials
Designation

Annexure-C

Name of the state/Union Territory.....Code No.....

CERTIFICATE IN RESPECT SCANNING AND TABULATION OF HOUSELISTING AND HOUSINGSCHEDULES

This is to certify that:-

I. All the HLBs entered in the job sheet and number of houselist Schedules have been scanned.

II. All the HLBs have been given correct code number and tagged to the correct administrative unit and Scanning has been done after complete coverage check.

III. After scanning all the HLBs have been kept safely at proper place.

IV. All the large HLBs (HLBs having more than 12 schedules) have been scanned properly and confirmed that all the schedules belongs to the same HLB.

V. Census houses and households generated by logic by DP Division are same as generated by page totals of Houselist Schedule/Houselist Abstract.

VI. All the HLBs/Villages/Towns/wards including uninhabited villages have been accounted for in the final tables generated.

Signature
Name of the officers/officials
Designation

Signature
Name of the officers/officials
Designation

Signature
Name of the officers/officials
Designation