



भारत सरकार

Government of India

गृह मंत्रालय

Ministry of Home Affairs

भारत के महारजिस्ट्रार का कार्यालय

OFFICE OF THE REGISTRAR GENERAL, INDIA

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No. 9/5/2014-Language

Dated: 8th May, 2014

CENSUS OF INDIA 2011 – CIRCULAR No. 39

Subject: Computer Assisted Coding (CAC) of Mother Tongue and Other Languages Known (Question Nos. 10 & 11) of Household Schedule –classification of new names, regarding

The CAC of Mother Tongue and Other Languages Known is being carried out at all the data centres under CAC-Phase II, along with the CAC of Highest Educational Level Attained. Guidelines on the matter were communicated vide EDP Circular Nos. 13 & 14.

2. The Language Division of the ORGI has already started to receive the new codes generated in various Data Centres for Mother Tongue and Other Languages Known in Excel files from different DCOs. However, the reports being sent from them are not uniform. Further, no comments are available from the DCOs on these new names of Mother Tongues/ Other languages.

3. To facilitate classification of these names, the following guidelines have now been formulated. All the DCOs and the Data Centres operating under them are requested to follow this scrupulously, for all the States/UTs for which the data are being processed by the data centre:

i) A Task Force comprising of 3-4 officers/officials comprising of officers/ officials from both the Census and Data Centre may be formed in each DCO to examine the new codes generated for different Languages.

ii) The data centre should provide the new names in an excel sheet, covering the details like Data centre code, Data centre name, State code, State name, District code, District name, Date of generation, Question No. against which the new code has been generated, Name of the Mother Tongue/ Other language as the case may be and Temporary code assigned by the DP centre.

iii) The DCO in-charge of data centre will deploy 1 or 2 Compilers/ Statistical Assistants, depending on the number of entries in the excel file given by the data centre to manually check the image and add the following information in English alphabets in the excel file generated by the data centre:

a. Name(s) of Other Language (s) written against that person,

- b. Name of SC/ST if any caste/tribe name has been recorded against any member of that household,
- c. Name of Mother Tongue reported for most of the other members of the household,
- d. Place of birth (District and State) of the person against whom this new Mother Tongue name has been recorded in side B of the Schedule. If the Place of Birth is same as the Place of Enumeration, the same should also be clearly written in this column as "PE".

iv) This updated excel file will then be segregated State-wise and sent to the concerned DCO by the DCO in-charge of data centre within a week of receiving the file mentioned at Step (ii) above. Data centers will not send the excel file directly to the ORGI or the Language Division before its examination by the Task Force at the concerned DCO as under:

v) The Task Force at each DCO will convene a meeting and record their comments based on these information in the columns specified for this purpose in the excel file. The following may be considered while providing the comments from the DCO:

- a. Whether the "new MT name" is a spelling variation of any known Mother Tongue name already available in the published list of MTs of Census 2001 or a name already available in the CAC directory of MTs used in Census 2011. For example, the MT name "GUJRATI" reported in Uttarakhand may be a spelling variation of the name "GUJARATI" published in Census 2001. In such a case, the actual name as per directory (GUJARATI) may be mentioned.
- b. Whether the "new MT name" or its spelling variation is known in the State in some other name. For example, a "new MT name" "ALLCHEEKI" is a spelling variation of "ALCHIKI", which is also known as "SANTALI". The name "SANTALI" is already available in the CAC directory of Census 2011.
- c. Whether the "new MT name" has simply been added during actual CAC operation in spite of its availability in the CAC directory. For example, the name "NEPALI" has been added as a new MT name in data centre Chandigarh, in spite of its availability in the CAC directory.
- d. In case of (c), the Task Force should identify the concerned operator who has added the new MT name and take necessary action to prevent such recurrence.

vi) The formats for generation of report by the DCO and the generation of summary report by the DPD headquarters are enclosed for reference.

vii) The Task Force will submit their report to the Director/ In-Charge of DCO for a final round of examination at their end, particularly with respect to completeness of all the information sought in columns.

viii) The finalised excel sheet should be sent by the DCO directly to the SRO (L), Language Division, Kolkata with a copy to the ORGI and DPD hqrs.

ix) After the CAC of one district is complete, the DPD hqrs. will also generate:

- a. The operator-wise frequency of new MT codes for re-examination by the DCO, if necessary.
 - b. District-wise frequency of new MT names in a specified format and send it to ORGI hqrs and SRO(L), Language Division, Kolkata.
4. The Language Division, Kolkata will allot States among the existing Research Officers and Investigators (Language), who will check the weekly reports received from the DCOs in excel format and update them with comments from the Language Division in columns specified for this purpose. The comments from the Language Division will include:
- i) Proposed name of the MT,
 - ii) Code of the MT as per CAC 2011 directory, if the name is already classified,
 - iii) District-level frequency of the MT, using the district level summary sent by the DP Division,
 - iv) Reasons for such classification and other remarks, if any.
 - v) Re-check that all "new MT name" with a district level frequency of 6 or more are getting classified or not.
 - vi) The Officers of the Language Division will conduct a weekly meeting to discuss among themselves all the cases of 4(v) above and try to resolve them.
5. The SRO(L) at the Language Division shall consolidate these reports at the State level, check that same "new MT name" is not getting classified differently in different districts, add the district-level frequencies to provide the State-level frequency. This consolidated file should be sent to the ORGI hqrs and to the DPD hqrs. on a monthly basis.
6. Receipt of the letter may kindly be acknowledged.

Yours faithfully,

Encl.: -As above.



(C. Chandramouli)

Registrar General and Census Commissioner, India

To: All the Directorates of Census Operations

Copy to:

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

Annex-1: Format for generation of weekly reports by DCO for classification of new codes given in Mother Tongue/ Other languages known in Phase-II CAC of Census 2011

To be generated by Data Centre											To be added by Compiler/ SI from corresponding image (s) of Household Schedule of Population Enumeration					To be added by members of the task force of concerned State DCO				
Date of Generation	Data Center Code	Data Center Name	User ID	User name	State Code	State Name	Dist. Code	District Name	Question No (Q10/Q11)	New MT/OL Code	New Name as given by Data Centre (in English alphabet)	OL/ MT reported for this row (If new name is for Q 10, write the names recorded in Q 11 here and vice versa)	Is the person SC/ST (SC -1, ST-2, Others- 3)	Name of SC/ST reported for this person	If MT name is given in any other cell of this row (e.g., interchange between MT and OL), write the name of MT given in other cell of this row	Place of Birth of the person (district name and State name). If Place of Birth is same as Place of enumeration, write PE	Name of Mother Tongue reported for most of the other members of the household	Proposed MT/OL name	Reason for classification (e.g., spelling variation of MT name in existing directory)	Additional remarks, if any

MT: Mother Tongue as reported by the respondent
 OL: Other Language (s) known, as reported by the respondent

