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l a@No. 9/53/2010-CD(Cen)

fnukd@Dated: October 13, 2011

Census of India- Supplement to Circular No. 34

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

As you are aware, detailed instructions for coverage and quality checks of Houselisting and Housing Tables were sent vide this office Circular No. 34 dated 1st June, 2011. Some of you have conducted the checks based on that Circular. However, a lot more needs to be done for improving data quality in most of the States and UTs. You will appreciate that as the Census produces results at lower levels of geography, accurate coverage needs to be ensured. For this, all the coverage checks specially need to be made carefully and meticulously. As the time for data release is nearing, you should complete the following checks immediately for your State/UT. Officers from the headquarters will be visiting your office shortly to supervise the jobs being done at your end in this regard.

Check 1:

Completeness of all Villages and Towns

It should be ensured that all the villages and towns in the Master Directory are covered in HLO. To check this, the DP Division has already generated a list of missing

villages and sent it to the DCOs. The 'missing village' sheet in the CTHL2xx.xls file may be seen. For each missing village, you should write village-wise reason in the same sheet and send it expeditiously to the Census Division and the D.P. Division, Headquarters. For villages which are uninhabited, write the reason as 'UI'. Other reasons, like merged villages, HLO not conducted, Special Charge Village, etc. should be clearly written against each row of the missing-village sheet. This information will be used by the DP Division to further check the coverage and see that the data for all villages and towns/wards are available in the HLO data file. If further discrepancies are found, you should provide the clarifications within 1 or 2 days directly to the DPD with a copy to the Census Division.

Check 2 : Once the list of missing villages is accounted for, prepare the following:

Total 2011 villages= 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 2001 + 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.

In this check, provide the names of the villages added/deleted after 2001 Census, separately mentioning the reason from among the various reasons mentioned above.

Check 3: After completing Checks 1 and 2, do the following separately for the State as a whole:

Total 2011 Towns = 2001 Statutory towns+2001 Census towns + New Statutory towns added + New Census towns added – Statutory towns merged with other towns – Census towns merged with other towns – De-classified Statutory towns which could not be treated as Census towns – De-classified Census towns.

Give names of the towns, with complete short code used during the Census, for each town added/deleted after 2001 Census due to various reasons mentioned above.

After receiving the outputs from your end at the Census Division and DPD hqrs., the DPD will indicate if there are any mismatches. Clarification from your end, on this, should reach within 2 days of sending the communication from the DPD hqrs.

Check 4:

Matching Houselisting Blocks (HLB) with PT-1

Compare the lists of Houselisting Blocks with PT-1. All the Houselisting Blocks should be available in PT-1. The reasons for each of the HLB not found in PT-1 should be given by the Directorate. These could be such as all the houses in HLB have been demolished or records of a HLB have been merged with other HLB. The Directorates should furnish the list of HLBs, with complete short code, which are not found in PT-1 alongwith HLB-wise reasons thereof. The DP Division will generate the list and send it to the DCO and the DCO should cross verify and provide the reasons. If some error is found in PT1 during this phase, the corrections in PT-1 should also be carried out and completed. However, furnishing of the reasons should not be kept pending due to non-completion of correction in PT-1.

Check 5:

Cross checking the number of households/ total population of PT-1 with HLO

The EBs in PT-1 should be matched with the list of HLBs and reasons for additional EBs in PT-1 which are not found in the list of HLBs may be given. These can be because of creation of special blocks during Population Enumeration, Blocks formed in the Special Charges, etc. The DP Division has already sent the list of missing EBs in the sheet 'missing-EBs' in the CHTL2xx.xls file. Once this is reconciled, the 'missing EB' sheet would be regenerated using the updated information and revised PT-1 and resent to the DCOs. The second round of clarification, if any, from the DCOs should reach within 3 days of receipt of communication from the DPD in this regard.

Check 6: The aim of this check is to find out whether all the forms processed belong to the original HLB against which it has been processed or not. Thus, this check is being conducted to identify suspected cases of mixing of forms from more than one HLB or mixing of original and duplicate forms. The number of households/ population of a HLB and corresponding population of PT-1 will be considered for shortlisting the suspect HLBs.

HLB and EB wise (PT-1) households and number of HLO forms scanned have already been made available by D.P. Division in the file CTHL02-stdt.xls in the worksheet 'coverage_EBs'. From this list of HLBs, consider all HLBs where number of pages (Col 14) ≥ 20 .

- (i) Now, find the HLBs where number of household as per PE (Col 7) < 25 , and number of households as per HLO (Col 6) > 37 . Check the images in the corresponding image files of HLO and record the discrepancies found, if any, beside that row.
- (ii) For HLBs where no. of household as per PE (Col 7) ≥ 25 , if percentage variations between PE and HLO, i.e.,

$$\left[\frac{\text{PE-HLO}}{\text{HLO}} \right]$$

is -40 to -100 , check the images of these HLBs and check whether all the forms belong to the HLB against which it has been scanned or not.

If there is more than one image file (of single batch with different dates/ different scanner codes or sub-batches of same/ different date), all the files should be checked by placing personnel from the Census Division. The DP Division will make the necessary arrangement for checking of images in the computers.

In both (i) and (ii) above, there may be cases where both the original and duplicate forms of a HLB has been scanned, some of the forms of the HLB has been scanned twice, location code of the HLB scanned and the location code written on the images are different, forms pertaining to different HLBs have been scanned together in the same image file, etc. You should clearly write the image numbers which pertain to the HLB against whose location code it has been processed and forward it at the earliest to the DPD headquarters under intimation to the Census Division. The DP Division will make the necessary software to delete additional images from the image file in the soft copy, **so that one need not resort to re-scanning of paper schedules**. The revised image file will be placed for fresh e-flow by the data centre to produce the rectified ASCII data of that

HLB. The data centre will send the revised image files and corresponding ASCII files to the DPD hqrs. as per the directions given in this regard by the DPD headquarters. The detailed report in this connection as also other checks mentioned above should be sent to Census Division and D.P. Division, Headquarters.

I would reiterate that the reports with results of all these checks, sequentially, should be sent to both the Census Division and the DP Division. Senior officials from ORGI would be visiting DCOs shortly to check the progress you have made in this regard. You should send me a list of officers entrusted to supervise and officials entrusted to carry out these checks immediately on receipt of this Circular.

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

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