



आंकड़े प्रक्रिया प्रभाग  
भारत के महारजिस्ट्रार का कार्यालय  
भारत सरकार, गृह मंत्रालय  
Data Processing Division  
OFFICE OF THE REGISTRAR GENERAL, INDIA  
Government of India, Ministry of Home Affairs

No.35301/01/2008-DPD

Dated: 19th November 2011

To

All DCOs (having Data Center)

In persuasion to EDP Circular No: 12, the Application for Computer Assisted Coding (CAC) for Religion, Schedule Caste and Tribe has been released for testing on 21-10-2011. Based on the inputs received from the Data Centers and Social Study Division it is inferred that this process has been stabilized. **Accordingly, the CAC application is being released on 19-11-2011 for normal production.** The major features of CAC and important operational guidelines are available in enclosed user manual. These may be circulated amongst all the concerned Data Center & Statistical staff. However, the main aspects of the CAC are briefly summarized below:

- 1) For Religion field (Question 7) only six Religion codes are pre-coded in the field and remaining has to be done using CAC. Therefore the eFlow system will automatically throw the images where Religion Field (Question 7) either recognized other than 1 to 6 or does not have any value.
- 2) For SC/ST fields (Question 8a), all fields which are not identified as 3(others) by the e flow will come to CAC irrespective of its description in Question 8b.
- 3) The codes for Religion are being maintained Data Centre wise while the codes for SC/ST are being maintained separately for each State to be undertaken at each Data Centre.
- 4) **The images of two fields Namely Religion and SC/ST subject to the point 1 &2 above will be displayed to operators for CAC and they have to transliterate its description in English and type the few characters or complete text as recorded in image.** Based on the typed characters, pop up list will be displayed for selection of matching description. The DCO officials should be wise enough to choose the right data from the popup list.
- 5) **Special care should be taken to deal with the description like 'Religion', 'SC', 'ST', 'Not known', 'Not Stated' etc. Even though codes for these description are already given in the existing code directory but operators must be well informed and should be used only and only where these description are recorded in the description as the name of Religion or SC/ST. If nothing is recorded but still system prompting for CAC then please type 'BLANK'. It is advisable to check these kinds of cases randomly on daily basis. Errant officials must be cautioned accordingly.**
- 6) In case of No Pop up list, new description should be added in respective code directory, but that may be due to slight spelling changes/variation in the typed characters. Therefore, system prompts for reconfirmation before exercising the option for issuance of new code to the typed unmatched description. For Example: Khatik may also be written as Khateek. Adding it, as a new description, will require reclassification/evaluation by the SS Division at ORGI later on, therefore using the sounding algorithm, system prompts the similar sounding words in English for reconfirmation so the spelling mistakes are minimized and generation of unnecessary new codes are prevented. There might be a situation where the prompted CAC description is not confirming with the filter question of SC/ST as recorded. In this situation operator can record the correct description, remember his/her ID is being recorded. **System automatically assigns the code based**

