

**EXTRACTS FROM THE INSTRUCTIONS FOR THE FIELD WORK**

Filling up identification particulars in different PES Schedules

Before undertaking the work of canvassing the PES Schedules, you must go through the 'INSTRUCTION MANUAL FOR FILLING UP THE HOUSEHOLD SCHEDULE - CENSUS OF INDIA 2001' very carefully. The concept of building, census house, census household etc. must be specially studied.

Instructions for filling up Schedule I: (Columns 1 to 5)

Col.1: Serial Number

13. Every line is to be numbered serially starting from 1 within each block. Arabic numerals should be used for this purpose.

Cols.2 and 3: Building number (Municipal or local authority or census number) and Census house number.

14. Ascertain the building number and census house number. Building number and census house number would have been marked on the house door itself. The number already put on the building or painted on the building should be entered in the column. It may be possible that the house you visit might be a new construction or missed during Population Enumeration. In such cases, assign a fresh number according to the general census instructions (in schedule only) on the building number and note this in the remarks column "new number allotted". As an example, suppose a new building, not previously numbered, has come up after building number 7 but before building number 8, then the system to be adopted for assignment of a number to this building will be 7/1. It is 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 map with you and also note down the name of the head of the household from each such household and obtain the corresponding census house number etc. from the supervisor, who will be having AHL and the layout map of the concerned enumeration block.

14.1 The census house number to be noted in column 3 will be the same as the building number if the building is by itself a single census house.

Col. 4: Purpose for which the census house is used

Ascertain use of census house (Write the actual purpose)

15. The actual use to which a census house is put has to be recorded in this column. As you will recall, a census house can be used for a single purpose or for various purposes at the same time. It is important for you to write the description of the purpose for which the census house is used as fully as possible, such as Residence; Shop;

Residence-cum-Shop; Factory or Workshop or Work shed; Residence-cum-Workshop, etc.; Residence-cum-Temple or Residence-cum-Dispensary, etc.; Residence-cum-Old Age Home or Residence-cum-Orphanage or Residence-cum-Rescue Home or Residence-cum-Children Care Home, etc.; Hospital, Dispensary, Health Centre, Doctor's clinic, etc.; Office; Bank; School, College, etc.; Hotel or *Sarai* or *Dharamshala* or Tourist Home or Inspection House, etc.; Restaurant or Sweetmeat shop, etc.; Cinema house or Theatre or Community Hall, etc; Temple or Church or Mosque or *Gurudwara*, etc.; and Cattle shed or Garage or Godown or Petrol Pump, etc. In case the house is vacant write 'Vacant'. The reason for vacancy such as 'under repair', 'construction incomplete', 'to let', 'want of tenant', etc., may also be recorded in this column. If the census house was found locked because the occupant has gone on a journey or pilgrimage, then it should not be treated as 'vacant' but the use to which it is put should be recorded here and the fact that the occupants have gone on journey or pilgrimage may be noted as 'House locked-occupants on journey/pilgrimage'.

Col. 5: Name of the head of the household

In case of wholly residential, partially residential or institutional households, the name of the head of each household should be written in the column. The head of the household for census purposes is a person who is recognized as such in the household. She or he is generally the person who bears the chief responsibility for the maintenance of the household and takes decisions on behalf of the household. The head of the household need not necessarily be the eldest male member, but can be a female or a younger member of either sex usually residing in the household. If in a census house, more than one household live, use more than one line. In such cases columns 2, 3 and 4 need not be filled up but put a "-" in these columns.

In the case of Institutional Households, such as hostels, jails, etc., where the head of the Institutional Household can be recognized by designation, such as, Hostel warden, manager, jailor, etc., you may enter here/his designation in this column.

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

Instructions for filling up Schedule IV

17. While listing the census houses in your enumeration blocks in the PES Schedule I, you are also to fill simultaneously the Schedule IV as soon you come across a normal household.

18. Schedule IV is to be filled separately for each normal household in an enumeration block.

19. Fill in the identification particulars of the household in PES Schedule IV. These identification particulars are to be filled in respect of each household that you are required to enumerate. Particulars like Name of the State/U.T. with Code Number: Name of District with Code Number; Name of the Tahsil/Taluka/P.S./Dev. Block/ Circle/Mandal etc. with its Code Number, Name of the Town/Village and its Code Number;

Number and/or Name of Ward and its Code Number; Enumeration Block Number should be entered.

Col. 4: Relationship to head (record the relationship in full)

In this column, record the relationship to the head in full

Col.5: Sex: Male-1/Female-2

27. For male record '1' and for female record '2' under this question. For eunuchs and hermaphrodites, write '1'. Ascertain the sex of the person (except in the case of eunuchs and hermaphrodites) with reference to the name and relationship to the head recorded under columns 2 and 4 respectively.

Col.6: Age last birthday (in completed years)

28. Age is one of the most important items of demographic data and you should ascertain the age with the greatest care. Record the age of the person in years completed last birthday as on '00.00' hours of 1.3.2001. Prefix two '0's if the age is in single digit and prefix one '0', if the age of the person is in two digits. The age should be recorded in Arabic (international) numerals. Wherever, a person is able to provide the exact date of birth, record the age with reference to that date. Birth certificate is another medium to ascertain the precise age, particularly, in the case of children.

Col.7: Current marital status (give code)

32. The answer to this question will be entered in code. The following codes have been prescribed for recording the current marital status of the person:

Marital Status	Code
Never married	1
Currently married	2
Widowed	3
Divorced or Separated	4

These codes are mentioned at the bottom of the Schedule. The entry under this question is to be made in the manner indicated below:

Col. 8: Literacy Status: Literate-1/Illiterate-2

36. Definition of literate: A person aged 7 and above who can both read and write with understanding in any language is to be taken as literate. A person, who can only read but cannot write, is not literate. It is not necessary that she/he be treated as literate; a person should have received any formal education or passed any minimum educational standard. Literacy could also have been achieved through adult literacy classes or through any non-formal educational system. People who are blind and can read in Braille will be treated as literate.

Col. 9: For code 2 or 7 in col. 3, whether enumerated elsewhere, Yes-1/No-2/Not Known-3

39. This column is to be filled for persons who have recorded code 2 or 7 in column 3, i.e., all those persons who lived at their normal residence during part of the census enumeration period and also all those visitors who was away from her/his place of normal residence during the entire census enumeration period and lived at the place of enumeration for the part of the census enumeration period. Ask whether they had been enumerated in the census anywhere else. i.e., a place other than the present place of enumeration. 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 she/he has been enumerated or not, record code 3.

#### Instructions for filling up Schedule VI (Content error)

40. You are already acquainted with the PES Schedule IV 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 schedule called PES Schedule VI besides PES Schedule IV. This schedule is to be canvassed only in selected blocks from among the blocks where PES is conducted. Your supervisor will inform you for which enumeration block you are to canvass PES Schedule VI along with PES Schedule IV. In these selected blocks, Schedule VI will also be canvassed in addition to schedule IV in all the normal households. The procedure of filling PES Schedule VI is described below.

Fill in the identification particulars in all the sheets used and give page numbers to the sheets.

Q.1: Name of the person:

Q.2: Relationship to head (Record relationship in full):

Q.3: Sex: Male-1/Female-2:

Q.4: Age at last birthday (in completed years):

Q.5: Current marital status (give code):

Q.6: Literacy Status: Literate-1/Illiterate-2:

Q.7: Highest Educational level attained:

Q.8: Type of disability (give appropriate code)

Q.9: Did the person work any time last year? (includes even part time help or unpaid work on farm, family enterprise or in any other economic activity) – yes-1, no-2

Q.10: If '1' in Q.9, If worked for 6 months or more (Main Worker), write '1' and proceed to Q.11

Or

If worked for less than 6 months (Marginal Worker), write '2' and proceed to Q.11

Or

If '2' in Q.9, write '3'

Q.11: Economic activity of the Main or Marginal Worker

If Code '1' in Q.9, category of the economic activity of the Main or Marginal Worker:

C-1/AL-2/HHI-3/OW-4

### FERTILITY PARTICULARS (Qs. 12-14)

Qs. 12 and 13: For ever married women only (Currently Married, Widowed, Divorced or Separated)

Q.12: Number of children surviving at present (also include daughters and sons presently not staying in this household)

Q.13: Number of children ever born alive (include both living and dead daughters and sons)

Q.14: Number of children born alive during last one year (after 9<sup>th</sup> February, 2000)

Instructions for desk match

In the desk match stage you will compare the entries recorded by the PES enumerator in Schedules 1, IV and VI with those recorded by the census enumerator, entry by entry. The aim is to identify houses/individuals enumerated in both; houses/individuals enumerated in PES only but not in the census and houses/individuals enumerated in census only and not in PES. Before starting desk match the following records should be assembled for the selected block.

Filled-in PES listing Schedules 1, IV and VI (wherever applicable)

Abridged House List (AHL) of the block.

Household Schedules of each of the selected enumeration blocks.

Instructions for filling up Schedule II (To be filled during Desk Match)

Col.1.6: Serial number, Building number, Census house no., Purpose for which the census house is used, Name of head of the household, Serial number of the household.

88. In this Schedule you would list out all those houses and households which do not find a match in Schedule I. As mentioned in the instructions for Schedule I, there would be a few houses and households left in the AHL, which do not find a matching house /household number in PES Schedule I and consequently these houses/households would not have a tick mark against the name of head of the household in AHL. Copy the particulars from columns 2,3,4,6 and 7 of Sections 2 and 3 of the AHL, in columns 2,3,4,5 and 6 of Schedule II. Columns 5 and 6, giving the name of head of the household and the serial number of the household respectively would be applicable only in cases where the house was used for wholly residential or partly residential purpose during Census. If more than one household live in the census house, use separate lines. In other cases, where the census house was reportedly used for non-residential purpose or was vacant, put a dash '-' in Columns 5 and 6.

#### Desk Match for Schedule IV

89. The procedure for desk match is similar to the one indicated for census houses i.e. PES Schedule I. The desk match should be carried out entry by entry. 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 in the Schedule V, the name, relationship to head, age, sex and marital status for the individuals listed in the household schedule and have not been fully matched in the PES.

#### Instructions for filling up Schedule V during Desk Match - Cols 1-7

94. These columns are to be filled up during desk match. While doing desk match for entries in the Schedule IV, you would have ticked off in the Household Schedule, entries relating to persons for whom the name, e and relationship to head and current marital status agree in the PES and the Household Schedule. For others, only a few of the above particulars may agree or none of the above particulars agree. For such persons, copy down the particulars like name, relationship to head, sex, age, current marital status, literacy status from the Household Schedule in columns 1 to 7 using the same codes as used in the Household schedule. In case of sex, write '1' for males and '2' for females. Similarly write '1' for literates and '2' for illiterates.

95. After completing the desk match for Schedules I and IV identify the individuals recording in Schedule IV, for whom you have written code 1 in col. 10. Using the household schedule, identify each such individual, copy down the particulars like age, literate or not, whether worked any time last year, type of disability and for ever married women, the number of children surviving and number of children ever born. These particulars as recorded in the Household Schedule are to be recorded against the line titled CEN in Schedule VI. There may be some individuals in PES Schedule IV whose names do not match with Household Schedule. For such individuals you would have recorded code 2 in col. 10 of Schedule IV. Delete the names of such persons from PES Schedule VI. In other words, the particulars would be copied only in respect of those individuals who are identified as 'match' at the desk match stage.

#### Instructions for Field Reconciliation

96. In the field reconciliation stage you would try to reconcile the differences between the PES records and the census records noted during desk match. These differences could have occurred due to various reasons. They could be the result of errors on the part of the PES/census enumerator, changes in the situation during the period between the census and PES, etc. While you go for field reconciliation you will have to find out the correct situation with careful probes.

#### Field reconciliation for Schedule I

After completing the desk match there would be a number of houses listed by the PES enumerator for which either the house number, or its purpose or the number and name of the head of household do not match in AHL. There are also houses whose house numbers match, but the use has been reported differently in PES and Census. Their purpose(s) might have been reported as residential or partly residential in PES or in Census. There are also a number of houses whose house numbers and purpose match in the two lists, but the number of households reported differs or the name of head of the household differs in the two schedules. If the number of households recorded in a census house was more in census, the extra household(s) would have been entered at the end of Schedule I, after the red line. In the latter case, you could have copied the particulars of the purpose to which census house is put and the name of head of the household recorded in census in Cols. 9 and 10 of Schedule I. Similarly, there would be houses in AHL whose numbers do not find matching entries in PES. You have to find out why such differences have occurred; whether the difference is genuine or due to wrong recording by census enumerator or PES enumerator. For this purpose, you have to make probing enquiries in the field.

#### Instructions for field reconciliation of Schedule II

The field reconciliation is to be done only in respect of house, 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.

#### Instructions for filling up Schedule III (To be filled during field reconciliation)

115. This schedule is used to get certain details of persons living in households, which were omitted/duplicated in census. Those households, which were not enumerated by the census enumerator, would have been identified by you during field reconciliation by codes 2 or 3 in column 14 of Schedule I. Similarly, some households, which were enumerated in the census, more than once by mistake would have been, identified code 1 in column 8 of Schedule II. The abridged population record is to be filled in for both these type of households. Separate Schedules have to be used for each such household.

#### Instructions for field reconciliation in respect of Schedule IV

Col. 14: Serial Number of the related entry in Schedule V

117. The instructions for filling up this column have already been given in the previous paragraph. In cases where you have not been able to establish a match during field

reconciliation stage, i.e. for those for whom code 2 has been recorded in column 13, put a dash (-) in this column.

#### Instructions for field reconciliation in respect of Schedule V

124. In case of difference between Census and PES, if on enquiry, you find that the Census information is correct as on Census enumerator's visit, enter the same against the line FR. However, if the informant says that the PES information is correct, 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 PES information are not correct, ascertain the information as on Census enumerator's visit and record the correct answer in the FR. For your convenience, a set of probes for reconciliation of difference between the PES and Census are given below. At the time of field reconciliation, you should tell the respondent about the very purpose of your visit and then proceed as follows:

#### Instructions for field reconciliation in respect PES Schedule VI

You have now before you, some particulars of an individual like age literacy, educational attainment, economic activity, etc., as recorded by the PES enumerator and as recorded by the census enumerator. You would have to look at these entries and try to reconcile differences, if any. The PES 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 PES 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 the PES enumerator's visit and record the entries correctly.

In case of difference between Census and PES, if on enquiry, you find that the Census information is correct as on census enumerator's visit, enter the same against the line FR. However, if the informant says that the PES information is correct, 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 PES information are not correct, ascertain the information as on census enumerator's visit and record the correct answer in FR. For your convenience, a set of probes for reconciliation of difference between the PES and Census are given below. At the time of field reconciliation, you should tell the respondent about the very purpose of your visit and then proceed.