



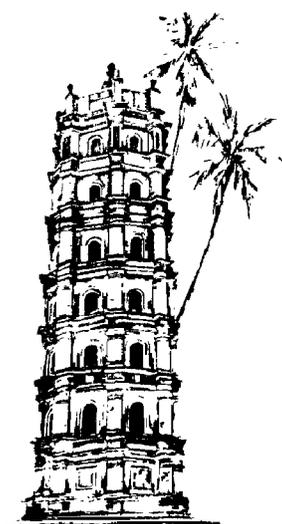
CENSUS OF INDIA 1971

SERIES 28

GOA, DAMAN AND DIU

PART VIII-B

ADMINISTRATION REPORT-TABULATION



S. K. Gandhe

OF THE INDIAN ECONOMIC SERVICE
Director of Census Operations, Goa, Daman and Diu
and Dadra and Nagar-Haveli

S. K. GANDHE
OF THE INDIAN ECONOMIC SERVICE,
Director of Census Operations, Goa, Daman and Diu
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(For official use only)

1971 CENSUS PUBLICATIONS OF GOA, DAMAN AND DIU

(All the Census Publications of this Union Territory will bear Series No.28).

CENTRAL GOVERNMENT PUBLICATIONS

- (1) Part I-A: Census General Report
- (2) Part I-B: Census General Report
- (3) Part I-C: Subsidiary Tables
- (4) Part II-A: General Population Tables (A Series)
- (5) Part II-B: Economic Tables (B Series)
Part II-D: Migration Tables (D Series)
- (6) Part II-C: Social and Cultural Tables
- (7) Part III: Establishment Report and Tables
Part IV: Housing Report and Tables
- (8) Part VI-B: Special Survey Report on Panaji Urban Agglomeration
- (9) Part VI-C: Survey Report on Village Pale, Taluka Satari, District Goa.
- (10) Part VIII-A: Administration Report-Enumeration.
- (11) Part VIII-B: Administration Report-Tabulation (Present volume).
- (12) Part IX: Census atlas of Goa, Daman and Diu
- (13) Miscellaneous: A portrait of Population (Popular version of the General Report)
- (14) Miscellaneous: A special Survey of Fairs and Festivals of Goa District.

PUBLICATIONS OF THE GOVERNMENT OF GOA, DAMAN & DIU

- (1) Part X-A: Town and Village Directory of the Districts of Goa, Daman & Diu.
Part X-B: Village and Town-wise Primary Census Abstract of the Districts of Goa, Daman & Diu.
- (2) Part X-C: Analytical Report and Administration Statements and District Census Tables of the districts of Goa, Daman and Diu.

Note:- (i) Part V (Special Tables and Ethnographic Notes on Scheduled Castes and Scheduled Tribes) is not published for Goa, Daman & Diu as a separate publication.

(ii) Part VI-A (Town Directory) is not published as a separate publication for Goa, Daman and Diu. The data are included in the District Census Handbook of Goa, Daman and Diu (Part A).

(iii) Part VII (Special Report on Graduates and Technical Personnel) is a publication of the Office of the Registrar General, India, New Delhi on an all-India basis.

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P R E F A C E

It has been the tradition of the Indian Census Organisation to record at every decennial census the various methods used and strategies adopted in conducting the census, for collecting the various relevant data, and in tabulating the voluminous information for presentation in different census publications. This system is considered to be of great importance in providing the necessary guidance to the officers of the future censuses. Activities connected with the first phase of the 1971-Census have already been described in detail in the Administration Report on Enumeration, published earlier as Part VIII-A. The present report covers the second phase of the Census i.e. tabulation of the census data.

Tabulation of census data is a highly technical process and the 1971-census tabulation programme made it unique in the sense that for the first time in the census history a considerable part of the data was processed on electronic computers. Coding and punching units had therefore to be set up in each State/Union Territory for mechanical card punching etc. in addition to the setting up of the usual regional tabulation offices for manual sorting and compilation of the remaining of data. As a general rule, processing of all the urban data was computerised, while the rural data was manually processed. Shri D.P.Naik, Assistant Director of Census Operations, who was in the over-all charge of the tabulation work of the 1971-census data in my office, was entrusted with the drafting of this report, since I felt that he would be in a better position to present a succinct account of the enormity of the task involved in the tabulation work. I wish to record my sense of appreciation of the good work done by Shri Naik ever since he took over the charge of the data

processing and tabulation work. I would also like to make a mention of the services rendered by my other colleagues in the office, viz. S/Shri S.P.Dessai, Tabulation Officer, D.V.Nagappanavar, Investigator, L.Rodrigues, Statistical Assistant, A.Dias, Computer, Miss M.V.N.Salatry, Assistant Compiler and others down to the Sorter. Whatever success has been achieved in the timely implementation of the tabulation programme of the 1971 Census of this territory, has been due to devotion and sincere co-operation from all these workers. I am grateful to them all.

Panaji, February 5, 1976.

S.K. GANDHE
Director of Census Operations
Goa, Daman & Diu

CHAPTER I

INTRODUCTORY

BACKGROUND

There is a popular but obviously erroneous belief among the general public that the work of the Census Organisation is over the moment the enumeration is completed and the population totals are announced. The truth is far from it. Enumeration is in fact only the first stage of the work. The second stage which is equally stupendous in magnitude and perhaps more arduous than enumeration is the tabulation of census data in different prescribed forms.

In earlier censuses, the massive information collected in the enumeration stage was handsorted, compiled and tabulated which involved employment of hundreds of sorters and Compiler checkers. Besides, Tabulation Officers and Statistical Assistants were appointed to effectively supervise the work and make frequent checks as data had to be compiled by hand-sorting method. In the tabulation of 1971 Census data, Electronic Computers were made use of for the first time in the history of the Census in the country, to process a portion of this voluminous data. Yet manual sorting and compilation formed the bulk of the data processing operation of 1971-Census also.

In case of Goa, Daman and Diu, all the Censuses prior to the 1971-Census, were conducted during the erstwhile Portuguese regime. The last census was taken in December, 1960 exactly a year before the liberation of this territory (on 19th December, 1961) from the foreign rule. Since the questions adopted in the earlier census were found to be different from those of the 1961-Census of India, the 1960-Census data of this territory had to be recast on the lines of the Indian Census pattern before it

could be compiled and tabulated. All the Census tables according to the 1961-Census tabulation plan could not therefore be prepared. Thus for the first time the census data are being made available in complete form in respect of this territory for the 1971-Census.

SCOPE OF THE REPORT

This report is primarily meant for the guidance of successors. In this report, the details regarding the tabulation work are presented to enable a proper understanding of the process involved in the task of compilation of data from lakhs of individual slips. All administrative problems have also been dealt with for reference in the next census.

MECHANICS OF TABULATION

In 1971-Census, five main instruments of data collection were used, viz. (i) the Household (ii) the Establishment Schedule (iii) the Individual Slip (iv) the Degree Holder and Technical Personnel Card and (v) the Census Population Record. All these documents relating to Goa, Daman and Diu and the Union Territory of Dadra & Nagar Haveli were processed on a full count basis. The data relating to housing and establishments were processed mechanically. All the individual slips were first processed manually for providing the Primary Census data. Post Primary Census abstract tabulation of data in case of urban areas was done on Electronic Computer after coding and punching the cards. In case of rural areas, however, the same was done manually. An advance tabulation of 1% sample individual slips was done mechanically; so also the cards pertaining to the degree holders and technical personnel. The entire population record was also processed mechanically to prepare tables on household composition etc. There is also a proposal to process 20% sample of

the rural individual slips mechanically as a intercensal project.

To edit, code and punch the cards in respect of the houselist, establishment schedules, 1% sample slips, degree holder and technical personnel cards, 100% urban slips and 100% population record, a coding and punching cell was established in June, 1970 at the headquarters, Panaji. After punching, the data on cards were transferred on to magnetic tapes at the Zonal Computer Centre at Bombay. These tapes were finally sent to the Data Processing Division of the Registrar General's Office for generating all sorts of cross tables. The coding and punching unit was put under the charge of an Assistant Director of Census Operations.

The Primary Census Abstract data for rural and urban areas at village and enumerator's block level respectively had to be sorted out and compiled manually. Further tabulation of rural areas for B, C, D and E series tables had also to be done manually. For this purpose a Regional Tabulation Office was set up with effect from 15th April, 1971. The total number of staff employed was 50 and the day-to-day working of this office was looked after by the same Assistant Director of Census Operations who was in charge of the coding and punching unit. The Regional Tabulation Office was closed by 31st January, 1972 when most of the sorting and compilation work was completed. The left-over work was taken up by the staff of the coding and punching unit. The additional tabulation for non-workers reporting subsidiary work and the special tabulation of the Scheduled Castes & Tribes had also to be taken up in the coding and punching unit. In the latter case, the slips of Scheduled Castes/Scheduled Tribes had to be sorted out first sex-wise and for each category of workers/non-workers, tally the number with the figures presented in the Primary Census

Abstract before carrying out further sorting for generating the special tables.

THE TABULATION PLAN

The number of tables prepared during the current Census was more than that in 1961-Census. As against 62 tables in 1961, we have prepared 81 tables this time, presenting them under different series as detailed below. The description of each of the census tables is, however, given in Appendix 1 at the end of this report.

<u>Series</u>	<u>Name</u>	<u>No. of Tables</u>
1.	Primary Census Abstract	1
2. A-Series	General Population Tables	5
3. B-Series	Economic Tables	19
4. C-Series	Social and Cultural Tables	10
5. D-Series	Migration Tables	6
6. E-Series	Establishment Tables	6
7. F-Series	Fertility Tables	5
8. G-Series	Special Tables for Degree Holders and Technical Personnel	12
9. H-Series	Housing Tables	4
10.	Special Tables on Scheduled Castes and Tribes	13

All these tables have been prepared on a full count basis for Goa, Daman & Diu and the Union Territory of Dadra & Nagar Haveli. These tables have been compiled from different 1971-Census records viz. (i) Houselist, (ii) Establishment Schedule, (iii) Individual Slip, (iv) Population Record and (v) Degree Holder and Technical Personnel Card. Detailed information regarding tabulation for the proper understanding of the reader is given in subsequent chapters.

CHAPTER II
HOUSING AND ESTABLISHMENT
TABULATION

BACKGROUND

The operations of numbering and listing of all houses, hutments, etc. were carried out in March-April, 1970, i.e. almost a year in advance of the actual population count. In 1961 Census, this operation was conducted in the majority of States during September-November, 1960, i.e. about six to seven months in advance. This houselisting operation is conducted with a view to ensure complete coverage of the territory and equitable distribution of work among enumerators during the census count, besides providing valuable data on housing and establishments of the territory which are fully analysed in parts III and IV of the 1971 Census publications. Side by side, the houselist has also collected valuable information regarding each house viz. (i) uses to which a house is put, (ii) composition of material used for the construction of its walls and roof, (iii) number of rooms (iv) tenure status etc. etc. In case the house was used as an establishment, particulars of such establishment were collected in an altogether separate schedule called the establishment schedule. In this schedule, detailed information such as type and ownership of the establishment, number of persons working, type of fuel/power used, if the establishment was a manufacturing or processing one, retail or wholesale in case of a trading establishment and the like were collected.

The results of the Housing and Establishment tabulation have already been published in one report covering Part III & Part IV of 1971-Census publications. However, it will be useful for the guidance of the future census staff to keep on record the details of organising tabulation of the Housing and Establishment data.

VARIOUS STAGES OF PROCESSING

The houselisting operations were completed by the 3rd week of May, 1970 in most of the talukas and the filled in schedules of Houselist and Establishment were received in the Office by the end of May, 1970. It was therefore necessary to organise the processing of the housing and establishment data. In the present chapter are explained in brief the various stages of the processing and preparing the "input" for the Housing and Establishment tabulation in the form of punched cards on the computer.

The main steps in the processing of the Houselist and Establishment Schedules are:

- i) Collection and arrangement of the filled in Houselist and Establishment schedules.
- ii) Editing of the Houselist and Establishment Schedules
- iii) Coding of the entries of the Houselist and Establishment Schedules
- iv) Punching of cards for the coded entries, and
- v) Transfer of the card-data on to magnetic tapes (called as card-to-tape operation) with the help of an electronic computer.

Work relating to items (i) to (iv) above was done in the coding and punching cell of this office. The last operation was taken up at the Zonal Computer Centre at Bombay and the magnetic tapes prepared at the Zonal Centre were sent to the Registrar General's Office at New Delhi for preparing the 'H' (Housing) and 'E' (Establishments) Series of tables on the Central IBM 1401 Computer.

100% TABULATION

The 'Housing' tabulation for most of the States in the country was on a 20% sample. However, in respect of Goa, Daman & Diu and the Union Territory of Dadra & Nagar Haveli the same was on a full count (100%) basis. This was also the case with all other Union Territories and

the States of Himachal Pradesh, Jammu & Kashmir, Meghalaya and Nagaland. There was therefore no need of taking out a 20% sample from the Houselist as was done in case of Houselist of other States. The data on establishments, however, was tabulated on full count basis in respect of all States/ Union Territories.

RECRUITMENT OF STAFF

To carry out the different jobs on the processing of Houselist and Establishment Schedule a Coding and Punching Cell was established in June, 1970 at Panaji. The staff sanctioned for the cell consisted of 1 Statistical Assistant 3 Computers and 11 Assistant Compilers to be engaged on the different jobs in processing of the data. The entire staff being freshly recruited had to be trained thoroughly before they were put on the actual job.

ALLOTMENT OF MACHINES

The Registrar General's office allotted 3 hand-operated key-punches and 2 hand-operated verifiers to the Coding & Punching cell in this office. In all 6 Assistant Compilers were trained on these 5 machines so that one could always be used as a reserve in a leave vacancy. All the machines were of ICL make and were outright purchased from the company.

Steps were taken much in advance to acquire the necessary wooden furniture for the staff of the cell. Acquisition of special furniture required for the punch operators and for keeping the cards was also taken care of. It must therefore be said that the furniture never posed any problem at any stage in functioning of the cell.

DETAILS OF PROCESSING AND TABULATION

While the main steps in the preparation of the 'input' have been spelt out above, the details of each step

are explained in the following lines:-

- (i) Collection and arrangement of the filled in Houselists and Establishment Schedules.

On conclusion of the Houselisting Operations, each Charge Superintendent was required to send the following documents in respect of each enumerator's block.

- One copy of the Houselist
- Two copies of the Establishment Schedule
- One copy of the Houselist Abstract.

The second copy of the Houselist and Houselist Abstract was to be retained in the Office of the respective Charge Superintendent for the purpose of carving out the second phase blocks for the population count. This copy was also to be preserved neatly for use as a 'frame' in future sample surveys. The above mentioned copies of the records which were required to be sent to the Directorate of Census Operations had to be transported to Panaji within a week of the conclusion of the field operations. A register of 'Records' was therefore maintained in the coding and punching cell in which records received from the Charge Officers were entered as and when they arrived. From the very beginning, the records of 'Rural' and 'Urban' areas were arranged separately and two separate record registers were maintained for this purpose.

On receipt of the records, the location code number in respect of each block was carefully checked. The number of sheets of the schedules in each block were counted and entered in the register. These schedules of each block were then firmly tied together with a string and every care was taken that the schedules of one block were not mixed with those of other blocks and that these were identified with the help of location code number as belonging to a particular block.

As stated earlier, two copies of Establishment Schedules were received from the Charge Officers. Out of these two copies, one was to be preserved for use as a 'frame' for future studies and the other was to be taken up for processing alongwith the Houselist.

All the records of Houselist and Establishment schedules were finally arranged district by district and within the district taluka by taluka and within the taluka in the serial order of the enumerator's blocks in the case of rural area and within the district, town by town and within the town in the serial order of the Enumerators blocks in the case of urban areas. After arranging in this order, the records were once again checked for accuracy of coverage.

Mention may be made here of the changes made in the boundary limits of the new Municipal Councils formed for the first time in this territory in 1970. As a result of these changes, some areas which were hitherto considered part of urban towns have been excluded from the new jurisdiction of the Municipal Councils. The entries in respect of some of the blocks had therefore to be rearranged. This had created many problems and it took considerable time and energy before the entire records could be put in order, separately for rural and urban areas.

(ii) Editing of Houselists and Establishment Schedules.

After the records were arranged, 'editing' of schedules was taken up. The process of editing meant correcting the patently wrong or internally inconsistent entries in the filled-in schedules and to a limited extent, supply probable entries for the omissions (called imputations). The Registrar General's Office had issued exhaustive edit instructions for the scrutiny of the Houselist and Establishment schedules which are reproduced in an Appendix 2 to this report.

The editing was done with the help of the staff of the coding and punching cell. This job was mainly entrusted to the Statistical Assistant and the Computers and a few intelligent Assistant Compilers under the direct supervision of the Assistant Director. The editing operation was started in June, 1970, and completed by August, 1970. At least 5% of the editing work was checked at random in order to ensure the highest possible extent of consistency in the filled in schedules, and to make sensible imputations for the apparent omissions.

(iii) Coding of entries of the Houselist and Establishment Schedules.

As soon as the preliminary scrutiny was over, the houselist and establishment records were taken up for coding. As the tabulation of Houselist and Establishment Schedules was on a full count, each and every entry in these schedules had to be coded.

Coding is one of the pre-requisites for processing the data in the punched card system. This function, therefore, required not only a very careful attention in deciding the right codes but also called for a degree of care and neatness in recording them on the schedules. The coding staff was therefore strictly instructed to adhere to the following rules, whilst coding the entries.

- i) Coding should always be done in red pencil or red ink.
- ii) Coding should be prominent, neat and legible.
- iii) Coding should be done in the proper place assigned for it.
- iv) There should be no erasures, over-writing or double coding.
- v) Code Supervisor should be consulted in case of doubt.

Devising of code-structure is a complicated task requiring a thorough knowledge of the likely situations and

conditions prevalent in a particular area. The code structure used in coding the houselist and establishment entries was devised by the Office of the Registrar General, India. Information on the nature of establishments was, however, coded in accordance with the National Industrial Classification, 1970, adopted by the Government of India.

In order to ensure accuracy of coding, thorough checking of the coded entries is considered essential. Therefore, 100% checking of the coding was done before the data was passed to the punching section for card punching. Here, it may be mentioned that some difficulty was encountered in coding the Houselist and Establishment records of Daman and Diu districts which were in Gujarati language. The same difficulty was also encountered whilst coding the records of Dadra & Nagar Haveli. There was no coder in the coding cell knowing Gujarati language. The services of the census clerk working in the Charge Superintendent's office at Daman had to be requisitioned for this job. He was given extensive training on editing and coding of these schedules before this work was entrusted to him. All the remaining schedules were coded by the coding staff of the cell. The coding work was started on 10th September, 1970 and completed on 24th October, 1970. The number of mandays utilised for this job was 259.

(iv) Punching of cards for coded entries.

After coding and verifying the data on Houselist and Establishment schedules, it was punched on cards with the help of machines called 'Key-punches'. Coding and punching operations were taken up simultaneously. To begin with, however, the punching commenced only after sufficient number of schedules had been coded for a few talukas/towns of the district. Card lay-outs and instructions for punching the cards from coded forms were circulated by the Registrar General's Office for guidance in

the coding and punching cell.

After punching, the cards were verified with the help of a machine called the "verifier" very much similar to a "key-punch". By this operation, each and every card is examined to rectify the errors which might have crept in at the punching stage. Similar to coding and punching operations, punching and verification of cards were also taken up simultaneously. To start with, however, verification of cards started only after a good number of cards was punched. The punching operations were started on 3.11.1970 and completed by 19.3.1971. The mandays for punching worked out to be 215 and for verification the number was 121.

(v) Transfer of the card-data on to magnetic tapes.

As stated earlier, this operation was carried out at the Zonal Computer Centre at Bombay. Three other Zonal Offices were functioning at Calcutta, Gorakhpur and Madras in addition to the Data Processing Division of the Registrar General's Office. The Zonal Centres did the function of transfer of card-data on to magnetic tapes. By this operation, the entire punched card data was transferred to magnetic tapes having enormous storing capacities. The errors of coding/punching revealed by the Computer during this operation were corrected keeping with internal consistency of the data. These magnetic tapes were then reproduced on the computer installed in the office of the Registrar General, giving a series of tables on Housing and Establishments, details of which are given below:-

HOUSING TABLES

1. H - I Census Houses and the uses to which they are put.
2. H - II Distribution of census houses by predominant material of roof.
3. APPENDIX
 TO H - II Distribution of Residential Census Houses by Material of wall cross-classified by Material of roof.

- 4. H - III Households classified by number of members and by number of rooms occupied.
- 5. H - IV Households classified by size and tenure status.

ESTABLISHMENT TABLES

- 1. E - I Distribution of Establishment by broad types.
- 2. E - II Part A Distribution of manufacturing, processing or servicing establishments other than household industries classified by Registered Factories, unregistered workshops and size of employment.
- 3. E - II Part B Distribution of manufacturing, processing or servicing establishments other than household industries classified by industry, fuel/power or manual labour used and size of employment.
- 4. E - II Part C Distribution of Household Industry Establishments classified by industry, fuel/power used and size of employment.
- 5. E - III Distribution of Trade/Commerce Establishment classified by the type of business or trade and size of employment.
- 6. E - IV Distribution of Establishment (other than manufacturing, processing, servicing or business and trade establishments) by size of employment.

CHAPTER III

CODING AND PUNCHING UNIT

BACKGROUND

The setting up of a coding and punching unit in the Office of the Director of Census Operations was altogether a new feature in the tabulation of the 1971 census data. This unit was proposed in the training conference of the Directors held at Darjeeling in September, 1969. The establishment of such a unit in each State after the completion of the Houselisting Operations with adequate number of staff was sanctioned by the Registrar General, India in his circular No.12. The necessary financial sanction towards establishment charges etc., was accorded in his letter No.4/29/70-R.G.(Ad.I) dated 24.3.1970. Twenty-one such units were set up in different States/Union Territories.

The whole idea behind setting up of a coding and punching unit in each State was to prepare inputs in the form of punch cards for processing of Census data on an Electronic Data Processing System. The role of the unit was therefore to receive the census records, edit and code the entries in them and then punch and verify the cards before passing on the same to the four Zonal Computer Centres. The Zonal Centres did the function of transferring the punched card data on to magnetic tapes. These tapes were finally sent to the Data Processing Division of the Registrar General's Office for generating the different types of 1971 census tables.

STAFF PATTERN

To carry out different stages of mechanical processing viz. editing, coding, punching etc., of the 1971 census

data in respect of Goa, Daman & Diu and the Union Territory of Dadra & Nagar Haveli the Registrar General's Office sanctioned the following categories of posts in the coding and punching unit with the approved scales (pre-revised).

One Statistical Assistant (Rs.210-10-290-15-320-EB-15-425).

Three Computers (Rs.150-5-160-8-240-EB-280-10-300).

Eleven Assistant Compilers (Rs.110-3-131-4-155-EB-4-175-5-180).

The exact work to be attended to by the staff in the unit was also indicated in the circular issued by the Registrar General, India, according to which the Statistical Assistant was supposed to supervise the coding work, two Computers to do code-checking and one to supervise the punching work. Out of eleven Assistant Compilers one was entrusted with the work of maintaining the census records, four were designated as coders and six were appointed as key punch/verifier operators. The last category of posts received a special pay of Rs.15/- p.m. in addition to their salary as and when they were engaged on key punch/verifying machines. This category of staff had also to attend to coding/verification of coding etc., whenever need for the same arose.

TRAINING OF STAFF

The entire staff of the unit was recruited from the open market through the local Employment Exchange. Most of them were just fresh from high schools/colleges and as such had no previous experience in the type of work they were supposed to do. Only two of the Assistant Compilers were found to have some training in punching. Four other Assistant Compilers were selected amongst the remaining

nine, for undergoing extensive one month's training on the machines. Besides the training on punching machines, special training classes were also held from time to time on editing, coding and other items of work that were to be undertaken by them. This training proved very useful and most of the staff showed sufficient understanding and interest in the work.

The organisation and management of the coding and punching unit needed some training in mechanical processing of data. The Registrar General, India, therefore, provided an orientation course during February-March, 1970, for the Assistant/Deputy Director and the Tabulation Officer in this field. Since the Assistant Director had not taken over by then, no one from this office could be deputed for undergoing this training. This lapse, however, did not pose a serious problem in the functioning of the cell since the Assistant Director brought on deputation from State Government to hold the charge of the unit had sufficient experience and good knowledge of mechanical processing of data on conventional types of machines.

ACCOMMODATION, FURNITURE ETC.

The Registrar General, India, had envisaged that the coding and punching unit should function in the Office of the Director of Census Operations as far as possible. He had set a norm of 20 sq.ft., per person in addition to sufficient space for machines and census records. The new premises acquired in February, 1970, for the Office of the Director of Census Operations could easily accommodate the unit providing an area of over 400 sq. ft. for the unit. There was, therefore, no problem of securing accommodation for the unit.

The furniture like chairs, tables, cabinets etc., required for the unit were purchased locally well in advance, by inviting open tenders. Only one item viz. card trays made of metal had to be purchased from Bombay since they were not readily available here. The Director of Census Operations, Maharashtra, purchased this item on our behalf, after going through all the necessary formalities.

PUNCHES AND VERIFIERS

This office was allotted 3 punching machines and 2 verifiers by the Registrar General, India. While 2 punches and 2 verifiers were installed on 24.8.1970, the 3rd punch which was received later could be installed only on 13.10.1970. All these machines were of ICL-make directly supplied from the ICL factory at Poona against order No.10/5271 dated 7.2.1969, from the Registrar General, India. All these machines were hand-operated. Since no D.C. current was available in the territory, electrically operated machines could not be made use of. As soon as these machines were installed by an ICL Engineer, they were tested for operational efficiency before actually the punching operations could start.

There was no problem so far as hand operation of a 'Punch' was concerned. However, the hand-operated verifier was found to possess some drawbacks, one of them being that of non-detection of a double punch on a card column. This drawback had to be viewed rather seriously particularly when cards were to be finally processed on an EDP-installation. The staff recruited was also untrained and there was always danger of committing more mistakes of this nature, at least to begin with. Much care had therefore to be taken to avoid multiple punching at the

punching stage.

DIFFERENT JOBS FOR PROCESSING

The staff working in the cell was expected to process Houselist, Establishment Schedule, 1% sample slips, 100% urban slips and DHP cards. The population record of 1971 census which was originally to be processed manually by abstraction of data, was subsequently taken up for mechanical processing. Besides two other projects viz. schedules of Fertility Survey and Village Directory and Villagewise Primary Census Abstract were also processed mechanically.

PROCESSING OF HOUSELIST & ESTABLISHMENT RECORDS.

The coding and punching cell came into being in a gradual way. The work actually began soon after the Charge Superintendents started handing over the Houselist and Establishment records. Receipt of these records was the foremost duty assigned to the cell. Since no recruitment of staff had taken place then, some head-office staff was diverted to take up this work which started with the receipt of records of Daman district. This was the first consignment to be received.

After the verification of the entire Houselist and Establishment record received at the cell it was edited and coded as per instructions received from the Registrar General, India. The processing work actually started in the last week of June, 1970, and the punched cards were ready for despatch to the Zonal Computer Centre by the 3rd week of March, 1971. It took about 1400 mandays to complete the entire job. Here it must be stated that before taking up the punching work of Houselist and Establishment schedule, a sample block was selected and cards

were punched for the same. These cards alongwith the schedules were sent to the Data Processing Division of the Registrar General's Office for verification. It was only after receiving the comments on this job from the Registrar General's Office that the punching work was started in full swing.

VISIT OF ASSISTANT REGISTRAR GENERAL (DATA PROCESSING).

In the 2nd week of December, 1970, the Assistant Registrar General (Data Processing Division) Shri S.C. Sharma paid a visit to the cell. He inspected the record-room where the Houselist and Establishment schedules were stored and made some suggestions. He watched the coding and punching operations and had also discussions with the concerned officer regarding the ways and means to have the input ready to be sent to Bombay for card to tape operations. He showed satisfaction towards the functioning of the cell.

The punching unit faced difficulty in organising punching and verification without a card-gauge and card-trays. Now and then the card-gauge of the Bureau of Economics, Statistics and Evaluation had to be borrowed. The Assistant Registrar General (Data Processing) who was apprised of this situation earlier appreciated our difficulty and brought a card-gauge alongwith him for our use. He also immediately sanctioned the purchase of 20 metal trays for our unit.

PROCESSING OF DEGREE HOLDER & TECHNICAL PERSONNEL CARDS.

The second job that was taken up in the coding and punching cell was processing of Degree Holder and Technical Personnel cards (DHTP) canvassed during the enumeration

in March, 1971. The original idea was to have the cards collected and sent to the Registrar General's Office for centralised tabulation. There was, however, a sudden change in this programme and as a result top priority was assigned to the processing of this item. The work of processing of these cards was therefore decentralised with the coding and punching cells of the States/Union Territories.

A total of 6,542 cards was taken for processing after bunching in bundles of 100 each and fastening together with the help of a string for convenient handling. The cards were arranged for each taluka and town separately and grouped in ascending order of the location code number. Here it must be mentioned that the editing and coding of cards proved extremely difficult as the Registrar General's instructions on these points were not always clear. The code structure and the card design for processing DHTP cards were provided by the Data Processing Division of the Office of the Registrar General, India. The work actually started in the first week of July, 1971, and the cards were kept ready for despatch to the Zonal Centre by the 3rd week of August, 1971. It took about 175 mandays to complete the entire job. The filled in cards were subsequently despatched to the Council of Scientific and Industrial Research, New Delhi.

PROCESSING OF 1% SAMPLE SLIPS.

Processing of 1% sample slips for advance tabulation of 1971 census data was the third job to be completed in the cell. Sampling of slips, copying them out in special blue slips with green ink etc., was done in the Regional Tabulation Office. The sample slips numbering 9,317 were

actually received at the cell during the 1st week of August, 1971. Detailed verification at the time of editing of these slips indicated that some errors in copying out the slips had occurred. While a few sampled slips were omitted from being copied out, additional non-sampled slips had been copied. Some errors were also committed whilst transcribing of entries which were subsequently rectified on reference to the original records. It was revealed at a later stage that one important reason for the mistakes was that the work of transcription of entries which were in 'Marathi' was given to a sorter not at all well-versed with the 'Devnagari' script.

Editing and coding of the sample slips did not pose much problem. This was done strictly on the lines laid down by the Registrar General, India. The code structure and the card design was also provided by the Data Processing Division of the Office of the Registrar General, India. The processing job right upto the stage of verification of punch cards was completed in the last week of September, 1971. About 50 mandays were required for this phase of the programme.

The punched cards of Degree Holder and Technical Personnel cards and 1% sample data were sent together to the Zonal Computer Centre at Bombay on 11th October, 1971 for card-to-tape operation.

PROCESSING OF URBAN INDIVIDUAL SLIPS.

In respect of Goa, Daman & Diu, all the urban slips, numbering 2,26,774 were processed. This was one of the major processing jobs to be handled in the cell which took almost a year to complete. The urban slips for each

town after sorting for the Primary Census Abstract data were received in the cell, separated in 22 divisions each representing a category of worker/non-worker by sex. Convenient bundles of 200 slips were formed maintaining the original sequence. Each bundle was then affixed with an index slip which showed the particulars of location code etc., and the stage of processing. The slips in each bundle were then serially numbered at the right hand corner of each slip. Editing and coding of slips was taken up simultaneously in the coding and punching cell. Earlier, in the Regional Tabulation Office, the sorters, compiler checkers and supervisors had also edited the slips to some extent covering only 8 questions, before breaking of pads. Each coder on an average coded 400 slips per day. About 600 mandays had to be spent in coding the slips, while checking of coded entries involved 375 mandays. Coding and code checking were completed between February and April, 1972, while punching and verification of punching were completed between June and September, 1972. The average out turn per manday in respect of coding, punching etc., was well above the norm set by the Registrar General, India.

PROCESSING OF POPULATION RECORD.

Processing of the entire population record was another major project to be handled in the cell. It involved punching of 225,602 cards out of which population record of Goa, Daman & Diu alone accounted for 207,408 cards. The remaining 18,194 cards were punched for population record of Dadra & Nagar Haveli.

Since the data on population record was to be abstracted for preparation of tables on household composition,

only residential households were considered. Institutional and houseless households were totally excluded from the list. To do this effectively, the population record relating to institutional/houseless households was folded diagonally downward and only residential households which remained were serially numbered. If population record relating to a residential household covered more than one page, care was taken to see that only one serial number was assigned to it. These serially numbered households were then coded and punched according to the instructions received from the Registrar General's Office, for which a card design alongwith the code structure was provided. In coding population record, the daily performance ranged from 200 to 250 households per individual. The code checkers were able to keep pace with coding and it was not very difficult to synchronise punching with coding. The work which started in June, 1973, was completed in December, 1973, involving a total of about 2,400 mandays. The punched cards were directly sent (by road transport) to the Data Processing Division of the Registrar General's Office on 12th February, 1974 for card to tape operations as against the original arrangement of sending them to the Zonal Computer Centre at Bombay.

OTHER SMALLER PROJECTS.

Two other smaller projects viz. processing of (i) Fertility Survey data of Goa district and (ii) Village Directory and Rural Primary Census Abstract of Goa, Daman & Diu and Dadra & Nagar Haveli were taken up for mechanical processing. A total of 9,755 cards were punched for both these projects. These cards were directly sent to the Data Processing Division of the Registrar General's Office

on 5th November, 1973, and 6th February, 1974, respectively. The code structure, the card design etc., were provided by the Vital Statistics and Data Processing Divisions of the Registrar General's Office.

SUPPLY OF BLANK CARDS.

In all about 6 lakh cards were utilised for the different jobs mentioned above. The blank cards were received in 5 instalments from IBM and ICL card works at Bangalore and Bombay respectively. The following statement shows the supply of blank cards for punching.

<u>Details</u>	<u>Number of Cards</u>	<u>Date of Supply</u>
First consignment of IBM cards for training.	40,000	30.12 69
Second consignment of IBM cards for job.	400,000	13.6.70
Third consignment of ICL cards for job.	100,000	22.8.72
Fourth consignment of ICL cards for job.	80,000	6.10.72
Fifth consignment of ICL cards for job.	40,000	7.12.73

DAILY OUTPUT OF PUNCHED CARDS.

The volume of cards punched for the different census schedules of Goa, Daman & Diu and Dadra & Nagar Haveli, the mandays utilised, average per manday, etc., are given in the table below:

TABLE

Job description of the project	Card col. punching	No. of cards punched	Man-days	Average No. of cards punched per Man-day	Date of despatch of punched cards to the Zonal Computer Centre
1	2	3	4	5	6
1. Houselist	77 cols	62,765	187	336	30.3.1971
2. Establishment	78 "	5,824	28	208	30.3.1971

1	2	3	4	5	6
3. Degree Holder & Technical Personnel Cards	80 cols.	6,542	22	297	11.10.1971
4. 1% Sample of Slips	68 "	9,317	121/2	745	11.10.1971
5. 100% Urban Slips	68 "	226,774	284 1/2	797	19.10.1972
6. Population Record	75 "	225,602	449	592	12.2.1974
7. Fertility Survey	77,79 & 76 cols.	8,288	21 1/2	385	5.11.1973
8. Rural Primary Census Abstract	78, 79 "	978	3 1/2	279	6.2.1974
9. Village Directory	79 "	489	3	163	6.2.1974

*Projects of multiple card designs.

The rate of output of the six operators was always found to be satisfactory. The overall average was much higher than the minimum of 400 cards prescribed by the Registrar General, India. In spite of the fact that the operators being new to the job, they always took interest in the work and picked up the operation of punching very quickly. The rate of output had crossed the 500 mark for all the operators in respect of major projects.

The rate of output and the quality of punching depends to a large extent on the condition of the machines. The punches and verifiers supplied to us were brand new and hence wastage of time on account of breakdown was almost nil. During the 3 years of their continuous operations, not a single part of the machine had been found defective. This had mainly helped to increase the rate of output of cards to a great extent.

AWARD OF 1971 CENSUS MEDALS.

The Registrar General, India, had continued the tradition of awarding Census Medals (Silver and Bronze) to those persons who have shown outstanding quality of work and zeal in the tabulation of 1971 Census data. Accordingly, one Silver and three Bronze medals were allotted for the tabulation staff. The distribution of these medals was done as follows:- two bronze medals were earmarked for the staff working in the coding and punching unit and one silver and one bronze medal for the staff in the Regional Tabulation Office. Following categories of staff which were actually engaged on the job of processing of 1971 Census data was considered for the award of the Census medals and certificates of honour.

Category	Number of posts	Remarks
Statistical Assistant	1	Working in the Regional Tabulation Office.
Computer	1	Supervisor of the coding and punching unit.
Assistant Compilers	3	Working in coding and punching unit.
Supervisors	4	Working in the Regional Tabulation Office.
Compiler Checkers	4	Working in the Regional Tabulation Office.
Sorters	28	Working in the Regional Tabulation Office.

The work done by each of the officials was evaluated right from the beginning on the basis of the following criteria:-

- a) Regular attendance
- b) Fulfilling the target of work allotted.
- c) Neatness and accuracy in the work.
- d) Speed of work.
- e) Interest shown in the work like making extra efforts to detect the mistakes (specially in coding and punching unit).
- f) Willingness to undertake extra burden to help the entire unit.

After taking into consideration all the above facts two Assistant Compilers S/Shri S.B.Kamat and V.N.Joshi, both from the coding and punching unit, and one supervisor Shri H.B.Redkar and one sorter Miss C.Gonsalves from the Regional Tabulation Office were selected for the award of 1971 Census Medals. Since the award of such a medal was a very important event in the career of an employee necessary entries were effected in the service books of the recipients of these awards.

CHAPTER IV
REGIONAL TABULATION OFFICE

BACKGROUND

Sorting, compilation and tabulation are the stages in the census operations undertaken after the enumeration is completed. These operations involve sorting of thousands of filled-up enumeration slips with reference to the answers recorded on them. The results of the sorting are then entered in the prescribed sorter's tickets and later on posted in the Compiler's posting statements. From these statements the prescribed tables are prepared. This is how the census data is hand-compiled and tabulated.

MANUAL OF INSTRUCTIONS

The Registrar General's Office issued a manual in two different parts containing instructions on sorting, compilation and sampling procedures. Part I of the manual dealt with the instructions on manual sorting of the individual slips for the abstraction and compilation of the Primary Census Data at the village level in case of rural areas and at the enumerator's block level in case of urban areas. It also gave details for the abstraction of data on 'Religion' 'Mother Tongue' and 'Scheduled Caste/Scheduled Tribe' population. A detailed procedure for the selection of the 1% sample of individual slips for advance tabulation was also given in this part of the manual. Part II of the manual contained instructions for further manual sorting of slips of rural areas for B, C, D and E series of Tables. Individual slips of urban areas were, however, sent to the coding and punching unit for mechanical processing, after being sorted for the Primary Census Abstract data.

STAFF PATTERN

For the purposes of manual tabulation, Regional Tabulation Offices were set up in each State and Union Territory with effect from March 15, 1971. In the Conference of Directors of Census Operations held at Courtalam in June, 1970, the Registrar General, India, suggested that one tabulation office for a population of 6 millions could be organised under a Deputy Director/Assistant Director of Census Operations. The total population of Goa, Daman and Diu and the Union Territory of Dadra & Nagar Haveli was estimated to be around 8 lakhs only by the office of the Registrar General, India, and as such one tabulation office was set up for processing the slips of Goa, Daman and Diu and Dadra & Nagar Haveli. The following categories of staff with their scales of pay (pre-revised) were accordingly sanctioned for the Regional Tabulation Office at Panaji.

Administrative Staff.

Lower Division Clerk - One post (Rs.110-3-131-4-155-EB-4-175-5-300)

Lower Division Clerk (typist) - One post (Rs.110-3-131-4-155-EB-175-5-300).

Peon - One post (Rs.100 fixed)

Chowkidar - One post (Rs.100 fixed)

Technical Staff.

Tabulation Officer - One post (Rs.350-20-450-25-475).

Statistical Assistant - One post (Rs.210-10-290-15-320-EB-15-425).

Assistant Compiler - One post (Rs.110-3-131-4-155-EB-4-175-5-300).
(calculating machine operator)

Supervisors - Four posts (Rs.225 fixed)

Compiler Checkers - Four posts (Rs.200 fixed)

Sorters - Thirty-two posts (Rs.175 fixed).

STAFF EMPLOYED

Our office had estimated the population of Goa, Daman & Diu and Dadra & Nagar Haveli to be around 9.5 lakhs (Actual population was 9,31,941) and accordingly had requested the Registrar General, India, to reconsider the staff pattern for the Regional Tabulation Office. We had asked for one Statistical Assistant, one Supervisor, and one Compiler Checker and eight Sorters over and above the staff sanctioned for the Regional Tabulation Office. The Registrar General, India, did not agree with our proposal. However, he agreed to raise the number of Sorters from 32 to 34, on the assumption that these 34 sorters would be sufficient to handle 9.5 lakhs slips of Goa, Daman & Diu and Dadra & Nagar Haveli.

The educational qualifications prescribed (vide Deputy Registrar General's letter No.4/39/70-RG.Ad.I dated 20.2.71) were as follows:-

- i) For Supervisors - Graduations
- ii) For Compiler-Checkers - Intermediate or Pre-University or Higher Secondary.
- iii) For Sorters - A pass in the High School examination, Matriculation or S.S.L.C. or equivalent.

However, in case of supervisors, the educational qualifications had to be relaxed in the event of non-availability of candidates with educational qualification specified above.

RECRUITMENT

Recruitment to the posts of Sorters, Compiler Checkers and Supervisors was made by the Director of Census Operations through the local Employment Exchange Office after

getting clearance from the Ministry of Home Affairs (Surplus Cell). At the time of selection due regard was given to the rules regarding reservation of posts for Scheduled Castes/ Scheduled Tribes. The post of Tabulation Officer was filled in by a deputationist from the Block Development Office at Daman. Since the census records of Daman and Diu districts and that of Dadra & Nagar Haveli were in Gujarati language, it was considered expedient to bring a person knowing Gujarati on deputation to the post of Tabulation Officer. He would be useful in assigning the Industrial and Occupational Codes to the slips written in Gujarati. The post of Statistical Assistant was filled in by promotion from one of the Computers in the office. The administrative staff (clerks, typists etc.) was drawn from the census clerks recruited for the offices of the Charge Superintendents to look after the preparatory work of 1971-Census.

ACCOMMODATION

Fixing of accommodation for the Regional Tabulation Office at a place near the head office was not a great problem. There was already some space admeasuring 87 sq. metres available on the 3rd floor of the building where the head office was located. This space was not at all sufficient to accommodate the number of staff we were to employ and the records to handle. In spite of this, we acquired it solely on account of its proximity and location in the same building. Here the urban slips of Goa, Daman & Diu numbering 2,26,774 and slips of Dadra & Nagar Haveli numbering 74,170 were sorted out and compiled. It was of great advantage that the urban slips of Goa, Daman & Diu after abstraction of Primary Census Abstract data for each operational unit could be sent to the coding and punching unit

for mechanical processing without any difficulty. Moreover, our office was badly in need of some space for accommodating the Sample Registration Scheme (S.R.S.) Unit. This premises was therefore retained even after the closure of the Regional Tabulation Office.

The sorting and compilation of rural slips of Goa, Daman & Diu numbering 630,997 had to be taken up in a separate building called "Daulat" at St. Ines, a little more than half a kilometre away from the head office. The total area acquired on the 3rd floor of this building was 121 sq.metres. Before acquiring this premises, we tried hard to find some suitable area preferably on the ground floor of a building. This would have avoided the unnecessary transportation charges of such a huge census records to the 3rd floor. Since the premises at St.Ines was a bit away from the head office, a new telephone was set up in this office in order to know the day-to-day progress of the tabulation work. There was therefore no problem as such to secure suitable accommodation for housing the Regional Tabulation Office, as might have been faced by the Directors in other states.

The two premises mentioned above were acquired on a monthly rent of Rs.667 fixed in consultation with the Public Works Department of the Government of Goa, Daman & Diu.

ACQUIRING OF FURNITURE

Wooden pigeon holes, sorter's boxes made of steel, record racks, tables and chairs for supervisory staff, stools or mats for sorters etc., constituted the major items of furniture in the Regional Tabulation Office. As was done in the tabulation offices of other states set up for sorting the slips of 1961-Census, the sorters were

asked to do sorting while sitting on the floor. They were provided with carpets to sit on. In the beginning, there were some protests from the sorter's side for this type of sitting arrangement. Subsequently, they were accustomed to it and no complaints were received. The office favoured this arrangement because this system had proved convenient and had given maximum free movement of hands of sorters in the sorting work with the least amount of exhaustion or fatigue. A chair would have restricted the movement of the elbows and would have caused inconvenience in the sorting work. Besides, there was substantial savings in expenditure which otherwise would have to be incurred in acquiring a number of chairs, stands for pigeon holes etc., for the sorters.

All the items of furniture like pigeon holes, sorter's boxes, record racks, tables and chairs for supervisory staff etc., were purchased locally by inviting quotations. A statement showing the important items of furniture with their cost purchased for the use of the Regional Tabulation Office is given in Appendix 3(a). The steel boxes supplied to the sorters for keeping the slips in tact measured 41 cm.x 51 cm.x 41 cm. In actual practice, however, it was felt that these boxes could be slightly smaller. The smaller size of the boxes would have helped the sorters to handle them more conveniently.

DISPOSAL OF FURNITURE.

The Regional Tabulation Office was closed by 31st January, 1972. The furniture etc. acquired for this office was recorded surplus and had to be disposed of. The Registrar General delegated powers to the Director of Census

Operations to dispose of the furniture rendered surplus consequent on the winding up of the Regional Tabulation Office to the best advantage of Government, that is either by public auction or by transferring to the Central or State Government offices by book adjustment. There was some demand for chairs and tables from the State/Central offices and transfer of these items was immediately arranged by book adjustment. The item wise amount fetched by book adjustment is given in Appendix 3(b). Some tables and chairs which could not be disposed of were retained in the head office. In the matter of pigeon holes there was absolutely no demand from either Central or State Government. Special efforts were therefore made with the Post and Telegraph Office and the local Electricity Department to lift the entire stock as we thought that this item of furniture could be conveniently put to use by these Departments in sorting out letters, bills etc. In spite of these efforts, the response was found to be poor and as a result, only 10 out of 42 pigeon holes could be disposed of. As regards the disposal of sorter's steel boxes, the Director of Census Operations thought that these will be useful for storing the 1971-Census records, particularly the individual slips, and as such they were kept in the Record-room of the office of the Director of Census Operations. These boxes could conveniently be utilised even during the next census.

OTHER IMPORTANT ITEMS

One typewriter and three Facit calculators were supplied for use in the Regional Tabulation Office. The Facit calculators were arranged to be supplied to the Regional Tabulation Office by the Registrar General,

under the Directorate General of Supplies and Disposals rate contract. All machines were received in time before the setting of the Regional Tabulation Office.

As a precautionary measure to avoid any fire accident, in the Regional Tabulation Office purchase of some fire fighting equipment was considered necessary. When we found this item to be rather expensive we thought of employing another cheaper method by which buckets which could be used to fill in sand and water and spades for scooping sand etc. were purchased locally, after following the usual procedure such as calling for quotations etc.

STORES AND STATIONERY

Stores and stationery articles like pencils, erasers, tags, pins, stamping pads etc., were supplied from the available stock in the head office. Indent for stationery articles was made with the Controller of Stationery, Calcutta, much in advance, but the supplies were received very late. Local purchases had, therefore, to be resorted to whenever it was absolutely necessary to purchase. Rubber bands for tying bundles of slips, sponges for use of sorters, padlocks for the Sorter's boxes etc., were, however, locally purchased according to the actual requirements of the tabulation office.

PRINTING AND SUPPLY OF FORMS.

Before the commencement of the actual sorting work in the tabulation office, sorters had to be provided with necessary sorter's tickets, compiler's posting statements etc. The number of different forms of each category required by the sorters had to be estimated after taking

into consideration the number of operational units, the industrial categories, sex etc. This work was done well in advance in order to get the forms printed early. The printing of all these forms connected with the tabulation work was entrusted to the Local Government Printing Press in the month of February, 1971. The paper for printing these forms was supplied by the Office of the Director of Census Operations, Panaji. The printing was got done in time and it never came in the way of working of tabulation office. Certain Sorter's tickets and Compiler Posting Statements which were required in small numbers were brought from other state census offices on request. A few of them were typed in the head office and were supplied to the Regional Tabulation Office. The details of forms viz. Sorter's tickets, Primary Census Abstract, Compiler's Posting Statements etc. printed for the use of the Regional Tabulation Office are furnished in Appendix 4 at the end of this report.

FUNCTIONS OF THE REGIONAL TABULATION OFFICE.

Work in the Regional Tabulation Office may be broadly classified as:-

- i) Receiving the block-wise enumeration records and arranging them properly (i.e. setting up of a Record Room).
- ii) Marking of 1% Sample slips (without breaking the pads) and copying sample slips for advance tabulation at the national level and sending them to the coding and punching cell for further processing.
- iii) Editing of the slips (without breaking the pads) in accordance with the guidelines provided.
- iv) Coding of Q.16(d) - Nature of Industry, Trade, Profession or Service (in the slips of workers other than cultivators and agricultural labourers with a three digit code of N.I.C. - 1970), without breaking pads.

- v) Breaking the pads and keeping the slips of each village together in case of rural areas and enumerator's block in case of urban areas.
- vi) Hand sorting of all slips for tickets 1 to 7 and writing up Compiler Posting Statements 1, 2, 4, 6A, 6B and 7.
- vii) Sorting for tickets 8 to 31 and preparing compiler's posting statements 8 to 37 in respect of rural slips (urban slips were processed mechanically by the coding and punching cell in the head office).

As stated earlier, the rural slips of Goa, Daman & Diu were processed manually in the tabulation office at the 'Daulat' building at St. Ines, while in the head office, besides sorting of urban slips of Goa, Daman & Diu for abstraction of Primary Census Abstract data, sorting of slips of Dadra & Nagar Haveli was also taken up.

SORTING TEAMS

We decided on the following staff pattern for the tabulation office. As per recommendations from the Registrar General's Office, the sorters were to be divided into teams, each team consisting of 8 sorters whose work would be checked by one Compiler Checker. Each team was headed by a Supervisor who was not only required to supervise the work of Sorters but also to carry out list-checks for the sorted out data. Three such teams were put under the direct supervision of a Tabulation Officer and a Statistical Assistant at 'Daulat' to process manually the rural slips of Goa, Daman and Diu. The fourth team worked in the head office under the direct supervision of the Assistant Director of Census Operations (Tabulation). Since the urban slips of Goa, Daman and Diu had to be sorted only upto the Primary Census Abstract stage, some sorting staff after preparing the urban Primary Census Abstract was diverted to the Regional Tabulation Office at 'Daulat'

building to speed up the hand sorting work there. Since the Union Territory of Dadra and Nagar Haveli consisted of one district and one taluka of the same name, there was no need to post the figures in the Compiler's Posting Statements. This had reduced the work of compilation of data to some extent. As such only a bare minimum staff was retained at the headquarters to take up further sorting (sorter's tickets 8 to 31) of the rural slips of Dadra and Nagar Haveli.

WINDING UP OF REGIONAL TABULATION OFFICE.

The Regional Tabulation Office according to the schedule ought to have been closed by the end of December, 1971. Since some of the sorting work had not completed by that time the office had to be continued further for a period of one month i.e. upto 31st January, 1972. Though most of the sorting work was formally over by that date, in actual practice it was found that the office ought to have been continued for at least another one month i.e. till the end of February, 1972, for attending to the various small jobs including arranging of records in a proper way, etc. As a result of earlier closure of the office by one month, the left-over work particularly that of writing up of Compiler's Posting Statements etc., had to be done in the head office, by the staff of the Coding and Punching Unit.

One of the main reasons which somewhat delayed the sorting and hand-compilation operations in the Regional Tabulation Office was the frequent absence, mainly on account of resignations, of the sorting staff. The persons who were recruited through the local Employment Exchange were aware that the Regional Tabulation Office was a purely temporary set up and that their tenure in this

office was limited to the time that would be required for completing sorting and tabulation. They were, therefore, constantly on the look out for other permanent jobs, or those having better prospects. As a result, the staff doing sorting always took up to this work rather half-heartedly. As and when they got other permanent appointments, they tendered their resignations. Since the Regional Tabulation Office was a purely temporary establishment and the staff had to face retrenchment shortly, we did not come in their way to get other jobs, though these frequent resignations did affect our time-schedule to a great extent. It was found very difficult to recruit new staff and put them to work after having spent a considerable amount of time on training etc. It could be easily seen that though the sanctioned strength of the sorters was 34, in actual practice, there used to be less than 30 sorters on the payroll on an average.

Lack of administrative experience and lack of sufficient statistical background at the supervisory level were other bottlenecks in the timely completion of the different operations conducted in the Regional Tabulation Office.

RETRENCHMENT OF STAFF.

Another inevitable problem which we had to face and which perhaps every Census Director has faced at one time or another was the retrenchment of staff consequent upon the completion of tabulation work in the Regional Tabulation Office. This was the most unpleasant and agonising task. Steps had therefore to be taken right from the beginning that the retrenched personnel are able to secure alternative jobs in the State Government Offices, Central offices located here, public undertakings etc. The

Registrar General had already requested the Chief Secretaries of all States/Union Territories to consider the cases of retrenched staff favourably and to assign higher priority for absorption in preference to new recruits. In all 48 persons had to be retrenched after giving a month's notice to them. To absorb such a big number in the local Government Departments was a great and difficult task. However, with the sympathetic consideration on the part of the late Shri D.B. Bandodkar, former Chief Minister, and the active cooperation of Shri K.N. Srivastava, I.A.S., the then Chief Secretary to the Government of Goa, Daman and Diu, we succeeded in absorbing in various State Government Offices the entire retrenched staff. In the case of 25 persons there was practically no time lag from the date of retrenchment to the date of absorption. All the remaining 23 persons were also absorbed within a span of 3 months.

Before carrying out the retrenchment, due recognition to seniority was given which had greatly helped the Government to absorb them against the vacancies according to their turn. There was practically no difficulty in the absorption of the retrenched personnel, much unlike the position in the case of the Regional Tabulation Offices of some other States/Union Territories. The Census Office of Goa, Daman and Diu is indeed grateful to the Government of Goa, Daman and Diu for its sympathetic consideration of the case of priority-absorption of the retrenched staff.

CHAPTER V
MECHANICS OF CENSUS TABULATION

RECEIPT OF RECORDS

Before the actual enumeration could start, detailed instructions regarding collection and despatch of 1971-Census records were issued to all the Charge Superintendents through a circular, reproduced as Appendix 5 to this report. This was done mainly to ensure that all the filled in census records were received by the Regional Tabulation Office in tact and in time. The safe and timely despatch of the census records to Panaji was the sole responsibility of the Charge Superintendents who were instructed to pack the records in two separate gunny bags, one for rural and the other for the urban areas and arrange for their transportation before 16.4.71. It is gratifying to note that the records from all the charges were received in good condition and in time at the Regional Tabulation Office at Panaji except for one or two stray cases of slight delay.

As and when the records were received from the Charge Superintendents, they were first scrutinised to ensure that all the records pertaining to a particular charge were duly received. With reference to the location code number of each block within a charge, the number of filled in pads of individual slips, population record etc. were checked and entered in a record-register, block by block. It was only after this thorough scrutiny that the receipt of records was acknowledged.

VERIFICATION OF RECORDS

All the 1971 Census records were once again checked

before arranging systematically on the wooden racks in the record room of the Regional Tabulation Office at St. Ines (Daulat Building) Panaji. After this physical verification the records pertaining to urban areas of Goa, Daman and Diu and those of Dadra and Nagar Haveli were transferred to the head office for further processing. The rural records of Goa, Daman and Diu were, however, retained in the record room for sorting and compilation of data.

TRAINING OF STAFF

As soon as the verification of records was completed the first important job undertaken was training of the sorting staff. It is obvious that no staff can take up the work of sorting and compilation of data without acquainting themselves with the returns. So, great importance was attached to the proper training of the sorting staff. The Supervisors and the Compiler Checkers who had joined duty only a week or two prior to the joining of the sorters, were given extensive training. The training programme consisted of a thorough study of the Enumeration Manual explaining the meaning, scope and importance of each term and expression in the manual. The sorters were also required to study in depth the various aspects of the Census enumeration like the concepts used, the questions asked and the implications of answers to the questions in the individual slip, etc. Most of the staff showed sufficient understanding of the terms used in the Enumeration Manual.

1% SAMPLE SELECTION

Before the sorting operations could start, the job of selecting a 1% sample of individual slips from unbroken pads for advance tabulation on a national level was taken

up. For this purpose, the Enumerator's Daily Posting Statement (EDPS), sex-wise, was made use of, each line of which identified an individual slip by the related Pad No. and the slip No. within each pad.

For purposes of sample selection, the blocks in a district have been grouped into what are called as operational units. Seventeen such units viz. (i) Thirteen units for thirteen talukas of Goa, Daman and Diu, (ii) three non-city urban areas of Goa, Daman and Diu, and (iii) one operational unit of Dadra and Nagar Haveli, were formed. Sampling was continuous in each operational unit. Detailed instructions on sampling procedure were issued by the Office of the Registrar General. According to these instructions, a different random number was taken for each unit and starting with this number, every 100th line in the EDPS was ticked. The corresponding individual slip on the pad was identified and marked with 'S' before copying out on a special individual slip printed in blue. These 1% sample slips were sent to the coding and punching cell for editing, coding and punching. The total number of sample slips selected was 8577 in case of Goa, Daman & Diu (Males 4312 & Females 4265) and 740 (Males 368 & Females 372) in case of Dadra & Nagar Haveli.

Here it must be stated that at the time of identification of slips, many mistakes in the serial numbering of entries in EDPS were noticed. The enumerators scored off some entries in the EDPS but failed to adjust the serial numbers. The entire record of EDPS had, therefore, to be checked with the enumeration slips before drawing the 1% sample. Some amount of time was thus lost in scrutinising the EDPS record.

AL SCRUPINY OF SLIPS

After the selection of 1% sample, the important work taken in connection with the sorting operations was checking of the slips for certain obvious internal inconsistencies and the correctness of the answers to the recent questions and for omissions. Detailed instructions for treatment of omissions etc. were issued by the Registrar General's Office which are reproduced in Appendix to this report.

This preliminary scrutiny of the slips took considerable time but the work was worth the trouble because it has not yet had the opportunity to have created much confusion at later stages of sorting and tabulation work. Some intelligent sorters, along with the supervisors and Compiler Checkers were given extensive training before they were put on the job of editing of slips. At least 5% of the editing work was checked at random by the Statistical Assistant and the Tabulation Officer. The sorters were given clear instructions that corrections should be made only with the concurrence of the supervisor. In case of doubt the sorters were required to consult immediately the Tabulation Officer. The work of checking the Enumeration Slips and treatment of omissions therein was completed by the end of May, 1971. On an average a sorter could check 1200-1500 slips per day, although the performances in some cases went upto 2,000 slips per sorter per day.

INDUSTRIAL CLASSIFICATION CODING

Coding of the question 16(d) with three digit code National Industrial Classification (N.I.C.) and marking the industrial category from (I to IX) for the working

population was an important task. In view of the importance attached to the proper classification of the working population, great emphasis was laid on correct coding so as to facilitate correct economic classification. Since it was a highly technical work the sorting staff was kept aside and the coding work was entrusted with the coders of the coding & punching cell who were already familiar with the N.I.C. codes which were used while classifying the establishments covered during the Houselisting Operations. A team of 5 persons was put on the job of N.I.C. coding in addition to the supervisors and Compiler checkers from the Regional Tabulation Office.

While coding question 16(d) with the N.I.C. code, the broad industrial category was also marked by the coder which was based on the answers at 16(a)(i) and the first digit of the three-digit N.I.C. code. For all non-workers like students, housewives, rentiers etc. indicated in Q.16(a)(ii) category X was written.

In spite of these precautions, a number of defects in assigning the N.I.C. codes were noticed at the verification stage which were mainly because of the different interpretations made by different coders. These were subsequently rectified in consultation with the Asstt. Director of Census Operations, before finalisation of industrial categories from III to IX of the working population.

SORTING FOR THE PRIMARY CENSUS ABSTRACT

After coding the slips and marking the broad industrial category of worker/non-worker on every slip, sorting operations for tickets 1 to 5 were started. The aim of this first stage of sorting was to prepare the fundamental

table, namely the Primary Census Abstract (PCA). The slips were broken and slips taken out loose for in the pigeon holes. The slips had to be sorted only for each revenue village in case of rural areas and each enumerator's block in case of urban areas. Details relating to one operational unit (taluka/town) were sent to a team of 8 sorters, 1 compiler checker and 1 supervisor.

Using sorter's ticket 1, slips were sorted on sex and the sex-wise figures obtained by counting the original slips were cross-checked with those given in the enumerator's Population Abstract. Discrepancies noticed were immediately rectified. The figures on occupied residential and households, institutional and houseless population, etc., were drawn from the population record and after comparing them with the Population Abstract, entered in the sorter's ticket 1. These figures were always supplied by supervisors of the team to the eight sorters.

From the beginning upto Sorter's ticket 5, the details relating to individual villages were kept separate in the PCA, figures were to be given for each village. Same procedure was adopted for urban areas where enumerator's block was treated as a unit of sorting. The PCA was compiled from Sorter's tickets 1, 3, 4 and 5 and after scrutinising in the head office, it was forwarded to Registrar General's Office on 14th January, 1972. The PCA was some what delayed as much time and labour had been wasted on ensuring the accuracy of figures therein.

BOX MAKING

After the completion of Sorter's ticket 5, three more sorter's tickets viz. 6-A, 6-B and 7 were prepared. Before taking up the sorting of these tickets, a process known as "Box Making" was resorted to, by which the slips of all villages in a taluka and blocks within a town/agglomeration were clubbed together carefully for each industrial category and kept in boxes, separately for males and females. Each category was then sorted for tickets 6-A, 6-B and 7, which marked the completion of the first stage of manual sorting of slips. While rural slips were sorted further for tickets 8 to 31 after coding the occupational code for categories III to IX, the urban slips were sent to the coding and punching cell for mechanical processing.

COMPILER'S POSTING STATEMENTS (CPS)

For sorter's tickets 1, 2, 4, 6-A, 6-B and 7 compiler's posting statements had to be prepared. As and when a ticket was completed by all the sorters, the posting of figures was taken up by the Compiler Checkers. Compilation was merely adding up of the Sorter's ticket totals and posting them in the prescribed statements. The Compiler Checkers and Supervisors were responsible for the preparation of Compiler's Posting Statements besides supervision and checking of the Sorter's work.

As many as 37 Compiler's Posting Statements had to be prepared at the Regional Tabulation Office, abstracting and compiling the information contained in different Sorter's tickets. Though the work of preparing Compiler's Posting Statements had to be carried out simultaneously with the preparation of Sorter's tickets, in respect of many Compiler's Posting Statements the work lagged behind.

and was completed much later. This delay in writing CPS had created problems, as the mistakes which crept in the final totals could not be located easily and a considerable amount of searching had to be done to rectify them.

Salient features of each of the Sorter's tickets and Compiler's Posting Statements are detailed in Appendix 7 to this report.

OCCUPATIONAL CODING

Before taking up the sorting of rural slips for sorter's ticket 8, entries under question 16(e) had to be given the three-digit occupational codes according to the National Classification of Occupations. Here again, the coding being highly technical was entrusted to the Coding staff of the coding and punching Cell. The Coders were given extensive training with regards to occupational coding before the start of the actual work. The staff, however, experienced difficulties in classifying occupations in respect of slips of Daman and Diu districts which were written in Gujarati. The number of such slips being small (10,103), this work was personally attended to by the Tabulation Officer whose mother tongue was Gujarati. The records were exchanged among the coders to verify the coding work.

While assigning the occupational code, the coders were always instructed to refer to the N.I.C. Code given to Question 16(d) earlier, in order to have consistency in between the two codes. In this way the working population has been classified both according to the particular occupation as well as according to the industry in

which they were employed.

ADDITIONAL TABULATION FOR NON-WORKERS

After the occupational coding is over the slips were taken up for further sorting (From Sorter's ticket 8 onwards) according to the instructions given in the manual on sorting and compilation (Part-II). It was only after completing Sorter's ticket 16 that the slips of non-workers reporting subsidiary occupation were taken up for additional sorting for generating some special tables. This special tabulation was done mainly to have comparable figures of workers of 1961 and 1971. Since the concept of 'Main Activity' for economic classification as well as the 'reference period' adopted at the 1971 Census were different from that in the 1961 Census, the figures of working force for the two decennial censuses would not be comparable. The Registrar General suggested that the following additional tables might be prepared for non-workers reporting secondary work in rural areas.

- (i) Table B-I Part A
- (ii) Table B-III Part B
- (iii) Table B-IV Part A (Appendix only)
- (iv) Table B-V Part A (At Group level, two digit N.C.O.).
- (v) Table B-VI Part B(i)
- (vi) Table C-VIII Part A and B.

For preparing the above tables, additional sorting of the slips had to be undertaken, Sorter's ticket to be used were 5, 6-A, 6-B, 7, 8, 12 (part) 13, 17 and 18 respectively.

Since the non-workers slips were not required for Sorter's tickets 17 to 20, this additional sorting could be done without much difficulty. It was, however, ensured that this additional work was completed by the time all the workers' slips were sorted out for tickets 17 to 20, so that for Sorter's ticket 21 the workers and non-workers slips were available. The additional tables on non-workers (as main activity) with secondary work were prepared in the coding and punching cell and forwarded to the Registrar General's Office on 2nd July, 1973. Similar tables for urban areas were prepared on the Computer in the Data Processing Division of the Registrar General's office by using the data stored in magnetic tapes.

FERTILITY TABLES

After the completion of Sorter's tickets 8 to 25, the remaining tickets from 26(a) to 31 related to fertility. As such only slips relating to the currently married women had to be taken up for processing. Accordingly, from female slips, those in which marital status was found to be 'married' (M) were selected from each category of worker/non-worker. Again, only those currently married females whose present age was found to be 10+ were taken up for sorting. Before actual sorting for ticket 26(a), the duration of marriage was computed by subtracting 'Age at marriage' from 'Present age' and recorded on the slip against the blank space in Q.6 (a) in some distinctive colour pencil. This was necessary since groups had to be formed on 'duration of marriage' for sorter's tickets 28, 29 and 30. This marked the conclusion of the second stage of sorting of the rural individual slips manually.

PROGRESS OF WORK

In the Regional Tabulation Office where the rural slips of Goa, Daman & Diu were to be handled, the sorting work for all Sorter's tickets upto 31 could not be completed for all the operational units uptill 31st January, 1972 when the Regional Tabulation Office was closed. The work on writing of Compiler's Posting Statements too could not be completed in time. According to the instructions, the compilation work of the data obtained in different Sorter's tickets had to be done by Compiler Checkers in the Compiler's Posting Statements simultaneously with the sorting work. The Compiler Checkers and the Supervisors could not keep pace with the work of sorting as they had to concentrate more on the checking work of the slips at the time of sorting. Preparation of certain CPS was therefore delayed which had to be attended to after the closure of the Regional Tabulation Office.

Since the Union Territory of Dadra & Nagar Haveli consists of only one taluka no writing up of CPS was involved. Sorting upto Sorter's tickets 31 could be easily completed before 31st January, 1972, without any strenuous work.

Since much left-over work of the Regional Tabulation Office had to be done in the Head-Office, a special unit called 'Tabulation Unit' was organised under the Asstt. Director of Census Operations. The posts of Tabulation Officer and the Statistical Assistant in the Regional Tabulation Office were continued for a further period for that purpose. In addition, 2 Computers and 2 Assistant Compilers from the coding and punching cell were attached

to this tabulation unit, though it affected to some extent the normal working of the coding and punching unit. The above team of 6 persons was put in charge of preparation of all the rural tables pertaining to Goa, Daman & Diu after writing up CPS, etc. The preparation of all tables pertaining to Dadra & Nagar Haveli was looked after by the Assistant Director himself with the able assistance of one of the Assistant Compilers from the coding and punching unit.

The rural tables thus prepared were scrutinised in the Head-Office before they were sent to the Registrar General's Office. The different tables prepared and the dates of despatch of these tables in the typed form to the Registrar General's Office are given in Appendix 8 to this report.

The mechanical processing of urban individual slips was done, as stated earlier, in the coding and punching cell and the punched cards were sent to the Zonal Computer Centre at Bombay on 19th October, 1972, for card-to-tape operations. These tapes were then sent to the Data Processing Division of the Registrar General's Office for generating the urban tables of all the Series.

SPECIAL TABULATION FOR SCHEDULED CASTES/SCHEDULED TRIBES (S.C./S.T.).

The Indian Constitution provides for special safeguards for S.C./S.T. communities, and the Governments at the Centre and States have launched several welfare schemes for the uplift and improvement of the conditions of these depressed communities. Detailed information on S.C./S.T. was therefore essential and for that reason

some special tables have been generated in 1971-Census as in fact was done in the 1961 Census also. Since classification of population by S.C./S.T. was attempted for the first time in the 1971 Census in the territory of Goa, Daman & Diu, no such special tables are available in respect of the earlier censuses.

For preparing the special tables, individual slips pertaining to S.C./S.T. from each of the categories and sex had to be sorted out first. From all the operational units the slips were taken out and tallied with the total number given in sorter's tickets 6-A and 6-B. These slips were then sorted for each S.C./S.T. according to age, marital status, educational level, etc. The distribution was always given by the industrial categories. Special Sorter's tickets and Compiler's Posting Statements had to be prepared for compilation of data on S.C./S.T. A manual (Part III) containing forms of Sorter's Tickets, Compiler's Posting Statements and table forms, was provided by the Office of the Registrar General, India.

So far as the urban areas are concerned, the slips were tied in bundles to facilitate mechanical processing. Since it was found difficult to remove the slips of S.C./S.T. keeping the bundles in tact, it was thought advisable to locate these slips first, fold them diagonally and re-write them on other blank slips. The number of copied out slips were first tallied with sorter's tickets 6-A and 6-B and further sorting on age, marital status etc., was taken up. In all 13 tables, 6 for Scheduled Castes and 7 for Scheduled Tribes were prepared and sent to the Registrar General's Office on 20th August, 1973. The work relating

to sorting and compilation was attended to by the staff of the coding and punching unit attached to the tabulation unit.

ABSTRACTION OF DATA FROM POPULATION RECORD

Tables C-I Part A, C-I Part B(i) and C-I Part B(ii) were based on the information abstracted from the 1971-Census Population Record. In case of Goa, Daman & Diu and the Union Territory of Dadra & Nagar Haveli, the above tables had to be prepared on full count basis and as such information had to be abstracted from all the residential households from the Population Record. The Registrar General later on found that the procedure suggested for manual abstraction of data from Population Record was very lengthy and extremely time-consuming. He therefore, desired that this tabulation should be done mechanically by the coding and punching unit on a two stage sampling basis. In respect of Goa, Daman & Diu and the Union Territory of Dadra & Nagar Haveli, the record was, however, mechanically processed on a full count. Before taking up the Population Record for coding etc., the number of residential households only had to be serially numbered. Institutional and houseless households were not to be considered. To begin with, the number of residential households in each village in case of rural areas and in each block in case of urban areas was tallied with the figures given in PCA after accounting for institutional and houseless households. Here it must be stated that in respect of certain villages, this number did not tally. It was true that exact tally would have been difficult due to non-simultaneous processing of the two sets of documents. It was also equally true that wide variations were not to

be expected since population record was a compilation from the individual slips household-wise. According to the instructions, all such discrepancies were referred to the Registrar General's Office for reconciliation.

The entire project was completed in January, 1974, in the coding and punching unit and the punched cards were sent to the Data Processing Division of the Registrar General's Office on 12th February, 1974.

OTHER PROJECTS

Two small projects, viz. (i) Processing of Village Directory and villagewise PCA and (ii) Processing of Fertility Survey data were taken up for mechanical processing. Cards were punched for both the projects after the initial scrutiny and coding of data and sent to the Data Processing Division of the Registrar General's Office for generating the tables on 5th November, 1973 and 6th February, 1974 respectively.

CONSOLIDATION OF RURAL - URBAN DATA

The computerised tables in respect of urban areas were received from the Registrar General's Office on 14th January, 1974. These were first scrutinised for internal consistency and the overall figures were checked with the PCA and Table B-II which was prepared manually from Sorter's ticket 7. Discrepancies, if any, were rectified then and there only.

These tables were then passed to the tabulation unit for preparing the final tables giving the Total/Rural/Urban figures. The Tabulation Unit was in the meanwhile strengthened with the additional staff from the coding

and punching unit so that the work on consolidation of data could be done early. Confirmation of all the rural tables had come earlier from the Registrar General's Office. Intra and inter-table checks circulated by the Registrar General's Office were applied to all the final tables before these were sent to the Census Division for approval. The different final tables prepared and the dates of despatch of these tables in the typed form to the Registrar General's Office are given in Appendix 9 to this report.

- A P P E N D I C E S -

A P P E N D I X - 1

LIST OF TABLES PREPARED IN THE 1971-CENSUS

SR. NO.	TABLE NUMBER	TABLE DESCRIPTION
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URBAN BLOCK/VILLAGEWISE PRIMARY CENSUS ABSTRACT

A-GENERAL POPULATION TABLES (5)

1. A-I Area, Houses and Population
2. A-II Decadal Variation in population since 1901
3. A-III Villages classified by Population
4. A-IV Towns and Urban Agglomerations classified by population in 1971 with variation since 1901.
5. A-V Standard Urban Areas.

B-ECONOMIC TABLES (14)

1. B-I Part A Workers and Non-Workers according to main activity classified by sex and age-groups.
2. B-I Part B Female workers and Non-workers according to main activity classified by marital status and age-groups.
3. B-II Workers and Non-Workers in cities and non-city urban areas according to main activity classified by sex and age-groups.
4. B-III Parts A & B Classification of workers and non-workers according to main activity by educational levels in Urban/Rural areas.
5. B-IV Part A Industrial classification of persons at work other than at cultivation as main activity by sex and Divisions, Major Groups and Minor Groups.
6. B-IV Part B Industrial classification of workers in Manufacturing, Processing, Servicing and Repairs on Household Industry basis as main activity by sex and class of workers.
7. B-IV Part C Classification of workers in Non-household Industry, Trade, Business, Profession or Service as main activity by class of workers, age and sex.

8. B-IV Part D Industrial classification by sex and class of workers of persons at work in Non-household Industry, Trade, Business, Profession or Service as main activity.
9. B-V Part A Occupational classification by sex of persons at work according to main activity other than cultivation.
10. B-V Part B Occupational classification by sex and class of workers in Non-household Industry, Trade, Business, Profession or Service as main activity.
11. B-VI(with Parts A(i),A(ii),B(i) & B(ii)). Occupational classification of persons at work according to main activity other than cultivation classified by sex and age-groups and sex and educational levels in urban/rural areas.
12. B-VII Secondary work i.e. persons having main activity (i)cultivators (ii)Agricultural labourers (iii)Household Industry (iv)Non-household Industry, Trade, business or service and (v)Non-Workers classified by sex and by secondary work (i)Cultivators (ii)Agricultural Labourers (iii)Household Industry (iv)Non-Household Industry, Trade, Business or Service.
13. B-VIII Persons classified as non-workers according to main activity cross-classified by sex, age-groups and Type of activity.
14. B-IX Parts A & B Non-Workers categorised as Others aged 15 and above, classified by sex, age-groups and educational levels in Urban/Rural areas.

C-SOCIAL AND CULTURAL TABLES (9)

1. C-I Part A Members of Households by relationship to head of household classified by age-groups.
2. C-I Part B(i) & B(ii) Households where the head is a Male/Female by relationship of members with the head.
3. C-II Age and Marital Status.
4. C-III Parts A & B Age, Sex and Education in All areas/Urban areas.
5. C-IV Single year age returns.
6. C-V Mother tongue
7. C-VI Bilingualism
8. C-VII Religion

9. C-VIII Parts A & B Scheduled Castes and Scheduled Tribes- classification by literacy and Industrial category of workers and non-workers according to main activity among Scheduled Castes/Scheduled Tribes.

D-MIGRATION TABLES (6)

1. D-I Population classified by place of birth.
2. D-II Migrants classified by place of last residence and duration of residence in place of enumeration.
3. *D-III Migrants to cities classified by sex, broad age-groups, educational levels and in case of workers by occupational divisions.
4. *D-IV Population of cities classified by place of last residence and duration of residence.
5. D-V Migrant workers and Non-Workers according to main activities classified by place of last residence.
6. D-VI Migrants classified by place of last residence, age-group, duration of residence and marital status.

E-ESTABLISHMENT TABLES (6)

1. E-I Distribution of Establishments by broad types.
2. E-II Part A Distribution of Manufacturing, Processing or Servicing establishments other than household industries classified by Registered factories, Un-registered workshops and size of employment.
3. E-II Part B Distribution of manufacturing, Processing or Servicing establishments other than household industries classified by industry Fuel/Power or Manual used and size of employment.
4. E-II Part C Distribution of Household Industry Establishments classified by industry, Fuel/Power used and size of employment.
5. E-III Distribution of Trade/Commercial establishments classified by the type of business or trade and size of employment.
6. E-IV Distribution of establishments (other than Manufacturing, Processing or Servicing or Business and Trade Establishments) by size of Employment.

*Tables at Sr.Nos.3 & 4 i.e. D-III & D-IV were not prepared since there is no town in the territory classified as a city.

F-FERTILITY TABLES (5)

1. F-I Parts A & B Distribution of currently married women and the related births during the last year by religion, present age and age at marriage (Rural/Urban).
2. F-II Parts A & B Distribution of currently married women and the related births during the last year by education, present age and age at marriage (Rural/Urban).
3. F-III Parts A & B Distribution of currently married women and the related births during the last year by religion, duration of marriage and age at marriage (Rural/Urban).
4. F-IV Parts A & B Distribution of currently married women and the related births during the last year by education, duration of marriage and age at marriage (Rural/Urban).
5. F-V Distribution of currently married women and the related births during the last year by religion, education groups, present age and age at marriage (Rural/Urban).

G-SPECIAL TABLES FOR DEGREE HOLDERS AND TECHNICAL PERSONNEL (12)

1. G-I Distribution of Degree Holders and Technical Personnel in each subject field by levels of education.
2. G-II Distribution of Degree Holders and Technical Personnel in each subject field by status and levels of education.
3. G-III Distribution of Degree Holders and Technical Personnel by levels of education and monthly emoluments classified by sector of employment.
4. G-IV Distribution of Degree Holders and Technical Personnel by subject field, age-groups and sector of employment further classified by monthly emoluments.
5. G-V Distribution of employed (other than self-employed) Degree Holders and Technical Personnel by type of organisation of present employment classified by levels of education and subject fields.
6. G-VI Distribution of unemployed Technical Personnel with engineering and technology qualifications classified by degree and diploma levels and by subject of such degree or diploma.

7. G-VII Distribution of Degree Holders and Technical Personnel who are unemployed and seeking employment in each subject field by duration of unemployment, levels of education and sex.
8. G-VIII Distribution of unemployed Degree Holders and above in Arts, Humanities and Commerce classified by Degrees and their subjects.
9. G-IX Distribution of unemployed Degree Holders and above in Science and other selected subjects classified by Degrees and their subjects.
10. G-X Distribution of unemployed persons having qualifications (certificate) in Technical/Vocational trades by subjects.
11. G-XI Degree Holders and Technical Personnel engaged in research by subject field and levels of education.
12. G-XII Distribution of Degree Holders and Technical Personnel by country of education, subject field, levels of education and sex.

H-HOUSING TABLES (4)

1. H-I Census houses and the uses to which they are put
2. H-II Distribution of Census Houses by Predominant material of wall and predominant material of roof.
3. H-III Households classified by number of members and by number of rooms occupied.
4. H-IV Households classified by size and Tenure Status.

A P P E N D I X - 2

EDIT INSTRUCTIONS FOR THE SCRUTINY OF THE HOUSELISTS AND ESTABLISHMENT SCHEDULES

1.1 The tabulation of housing data (contained in the Houselist) will be limited to 20% of the census houses; it is, therefore, unnecessary to scrutinise all the lines in the Houselists for all the columns. So, the editing work will be divided into two parts viz., (i) pre-sampling and (ii) post-sampling. Entries relating to location code and entries in columns 1, 2, 3, 6, 7, 8 and 9 will be scrutinised in all lines contained in the Houselist before the sample is drawn and scrutiny of entries in columns 4, 5, 10, 11, 12, 13, 14, 15 and 16 will be done only in respect of the sampled census houses and all the households that may be located in such houses. It has been decided that since the census house is the unit for sampling, the information relating to all households (which may be one or more) located in a sampled census house will be coded and punched on cards.

1.2 The tabulation of Establishment Schedules is on full count and so all entries in the Establishment Schedules have to be scrutinised and edited.

1.3 Columns 6 and 7 of the Houselist are inter-connected with the entries in the Establishment Schedule and therefore, when the Houselist of a certain Block is taken up for scrutiny for pre-sampling scrutiny, the Establishment Schedules of that Block should also be handy with the official doing the Houselist scrutiny. How the entries in columns 6 and 7 of the Houselist will be scrutinised with the help of the entries in the Establishment Schedules will be dilated upon at the appropriate place in this note.

1.4 Since the data on Housing and Establishments will be processed on Electronic Data Processing system (E.D.P.) maximum care has to be exercised to ensure that the primary documents (Houselist and Establishment Schedules) are free from mistakes or omission or equivocal entries. The following paragraphs deal with the instructions for editing these two primary documents.

2. PRE-SAMPLING SCRUTINY OF THE HOUSELISTS:

2.1 Take one bunch of the Houselists of a Block, check up that every page of the Houselist has a serial number and that they are arranged in that order; if not arrange them accordingly. If there is no page number, give page numbers. If the pages are loose, they should be secured together by a twine or strong thread passed through all the sheets on top left hand corner.

2.2 Location Code: Invariably, the enumerator should have written the elements of the location at the top of the Houselist. See that all elements are correctly filled in. In the case of a rural Block, the location code will contain number of District, Taluk/Tahsil/Anchal/Police Station and Enumerator's Block. In an urban block the location code elements are numbers representing District, Town, Ward/Mohalla and Enumerator's Block. If entries are found to be missing, supply them from the charge register. The name of the enumerator will be found at the bottom of the Houselist; the Block should be located in the charge register with reference to the name of the enumerator.

2.3 Column: Line numbers should be continuous for the Block as a whole. Look for entries struck off and see that no line number is assigned to scored or cancelled line. If necessary, correct subsequent numbers.

2.4 Columns 2, 3 and 8: These three columns should be scrutinised together. Check if the building entered in column 2 has more than one census house and/or more than one household. If so, column 2 will be filled for the first entry and for the successive census house(s)/household(s), in that building, there will be no entry in column 2.

Check, if in column 3 building number has been repeated. If the building has more than one census house, a sub-number like (1), (2), (3) etc. will be given after the building number depending on whether there are 2, 3, 4 etc. census houses in the building. If the building has only one census house in it, then the number appearing in column 2 will be repeated in column 3.

If any of such census houses has more than one household living in it, then entry in column 3 will appear in relation to the first household but there will be no entry in this column in relation to successive households in the same census house; e.g. census house number 2(2) has two households 2(2)(a) and 2(2)(b), there will be entry in column 3 as 2(2) against the first household 2(2)(a). Column 3 should be blank for the next line which will have entries in columns 8 onwards for the next household in the same census house.

Check if column 8 bears the building and census house number i.e. entry in column 3 is repeated. If a building or a census house has more than one household then the households will have sub-numbers like (a), (b), (c) etc., depending on whether the building or house has two or more households.

If the entries in the Houselist are not in accordance with the above instructions, they should be corrected in the process of editing.

Wrong Entry				Correct Entry			
Line No.	Build- ing No.	Census House No.	Census Household No.	Line No.	Build- ing No.	Census House No.	Census Household No.
1	2	3	8	1	2	3	8
15	25	25(1)	25(a)	5	25	25	25
17	26	26	26(a)	16	26	26	26
18	27	27(1)	27(1)(a)	17	27	27(1)	27(1)(a)
19	27	27(1)	27(1)(b)	18			27(1)(b)
20	27	27(2)	27(2)	19		27(2)	27(2)
21	28	28	28	20	28	28(1)	28(1)
22	28	28(1)	28(1)	21		28(2)	28(2)
23	28	28(2)	28(2)				

If the building or census house has no 'household' in it, and consequently columns 8-17 are blank, please check that in column 6 'Residence' or 'Residence in combination with other purposes' is not noted. If on the other hand the enumerator had given particulars in columns 8-17 of a household and in column 6 he had not noted the Census House to be residential, the entry in column 6 should be suitably corrected to show that it is wholly or partly residential.

In some towns the house numbering done by the Municipality has been adopted for census purposes where they might have numbered the 'vacant' plots of land, which in spite of instructions, might have been erroneously listed and entered in the houselist. Such entry should be scored out in the Houselist and subsequent line numbers corrected for the entire block.

The enumerator might have recorded in column 17 as 'vacant plot' or the same entry (vacant plot) may be found in column 6 or there would be no entry in columns 4 and 5. This will help you in determining that it is a 'vacant plot' and not a 'census house'.

It is also likely that a particular building has its front on one road and its rear on another road and it gets a number on both the roads i.e. it gets a duplicate number, and two entries might appear for the same building. The enumerator would have noted this in the remarks column. In that case one of the entries should be scored and subsequent line numbers corrected.

2.5 Columns 6 and 7: These two columns have to be checked with reference to the entries in the Establishment Schedules of the Block concerned. If the entry in column 6 of the Houselist is 'Residence', alone, there will be 'No' in column 7 and consequently there will be no entry in the Establishment Schedule and columns 8-16 of the Houselist should have entries in them except when the Household is away either on pilgrimage or journey and the enumerator could not ascertain the details from the neighbours in the absence of the household (as noted in column 17 of the Houselist). Only when column 6 of the Houselist denotes that the census house is not used as residence partly or wholly, columns 8-16 (of the Houselist) will be blank.

Whenever there is 'yes' in column 7 check up if there is a corresponding entry in the Establishment Schedule. Also check entry in column 6 (of Houselist) when there is 'yes' in column 7 (of Houselist) from the details of the Establishment Schedule. For example, entry in column 6 (Houselist) is 'shop' and in column 7, it is 'yes'; but corresponding details in the Establishment Schedule indicate that it is a 'workshop', in such a case the entry in column 6 of the Houselist should be corrected as 'workshop'.

There could be another case of a lapse on the part of the enumerator. There is 'yes' in column 7 of Houselist

but the corresponding entry is missed in the Establishment Schedule, the imputation will have to be made in the Establishment Schedule on the basis of entry in column 6 of the Houselist. If the entry in column 6 is 'Govt. office school', 'railway station', 'cinema', etc. (which would legitimately fall in column 11 of the Establishment Schedule the imputation in the Establishment Schedule will be as follows:

- Column 1 - Give the serial number next to the existing serial.
- Column 2 - Give the census house number appearing in column 3 of the Houselist.
- Column 3 - Leave this blank.
- Column 4 - write 'private'
- Column 5 - Write 'unspecified'
- Column 11- Reproduce the entry in column 6 of the Houselist.

In case the entry in column 6 of Houselist is 'shop' or trading establishment like 'Bank' or 'Pawn Shop' etc., which would legitimately fall in columns 9-10 of Establishment Schedule, the imputation will be as follows:

- Column 1 to 5 - As above, except in the case of Bank, etc., where entry in column 6 will suggest private, quasi-government or cooperative, write accordingly.
- Column 9 - Write 'unspecified' except in cases like Bank etc. where 'banking services' etc. should be recorded.
- Column 10 - Write 'retail' except in the case of Bank etc. where no entry need to be made in this column.

There will be greater difficulty in imputation if entry in column 6 of Houselist indicates 'Factory', 'Workshop' or 'Household Industry' and it is missed in the Establishment Schedule (columns 6-8). However, the imputation may be made as follows:

- Columns 1 to 5 - same as in the case of imputation made for an establishment falling in columns 11 of Establishment Schedule as described above.

Columns 6 - Write 'Household Industry' or 'Registered factory' or 'Unregistered Workshop' as reflected in the entry in column 6 of Houselist. If it is not possible to make out from the Houselist as to which category the manufacturing establishment belongs to, treat it as "Unregistered Workshop"

Columns 7-8-9 - Write 'unspecified'.

The converse of the above situation (i.e. 'No' in column 7 of Houselist but an entry made in Establishment Schedule) is difficult to conceive. But in case there be one, column 7 of the Houselist should be corrected as 'yes'.

It may be imagined that there is an entry in the Establishment Schedule but no corresponding entry at all in the Houselist. It is difficult to come across such a situation but supposing, there is one, what treatment could be meted out to such an entry in the houselist? The following imputation is suggested in the Houselist:

This entry should be made at the end of the Block.

Column 1 - Give the next number of the line.

Columns 2-3- Write the number as in column 2 of the Establishment Schedule.

Columns 4-5- Repeat the entries occurring in the Houselist for the preceding house number to the one recorded in column 2 of the Establishment Schedule.

Column 6 - As per column 6 of the Establishment Schedule.

Column 7 - Yes

Columns 8-17- Nil

2.6 After inter-connected scrutiny of columns 6-7 of Houselist and Establishment schedule, the bunch of the Establishment Schedule of that block should be released for editing of the Establishment Schedules to the official entrusted to do that work with a label pinned on the first page of the Establishment Schedule with the

following written on the label:

"Location Code No. _____.

Scrutinised with reference to entries in columns 6 and 7 of the concerning Houselist."

2.7 Column 9: Check up that total of Institutional households tallies with column 9 of the Houselist Abstract.

2.8 After all the lines of the Houselist have been edited for the entire Block according to the above instructions, number the census houses serially, the sequence running through the entire Block. Such serial numbers should be recorded in red pencil between columns 2 and 3 along the line. On the basis of this serial numbering, sampling of houses will be done (after a random start every fifth 'census house' will be ticked, hence this is very important and the serial numbering of the census houses has to be done with great care).

2.9 This completes pre-sampling scrutiny. The Houselist of the 'Block' should now be passed on to the Sampler for drawing the 'sample' of census houses.

3. POST-SAMPLING SCRUTINY OF THE HOUSELIST

3.1 The following scrutiny should be made in respect of the sample census houses and the households living in such census houses.

3.2 Columns 4-5: Do not accept entries like 'Kachha' or 'Pucca' in these columns. Specific material of wall and roof ought to be there. If there is an entry as 'Kachha' please impute specific material which would be commonly found in the relevant block like grass, mud, unburnt bricks, etc., similar imputation should be made for 'Pucca' entry, like stone, bricks, G.I.sheets, R.B.C. etc. i.e. material commonly used for 'Pucca' houses in that Block. If there

is no entry at all in these two columns, imputation may be made on the basis of the entries of the preceding census house when there is only one census house in the building or when these details are not recorded for the other houses also in the building. If the building has more than one census house and these details are not recorded for the succeeding census houses, the entries made for one house, should be repeated for the remaining census houses in the same building.

If there are more than one household in a census house, entries in columns 4 and 5 should appear only against the first household i.e. household whose number in column 8 is indicated by sub-number (a); for subsequent households in that census house, columns 4 and 5 as well as columns 2 and 3 will remain blank.

For Institutional Household there should be no entry of SC or ST. If there be one, strike it off.

Column 11: If there is an omission of entry in this column the number of rooms may be imputed from the number of persons recorded in column 15 on the basis of three persons per room (which is the 'person-room' ratio of the 1961 Census).

Column 12: For Institutional Household the entry in this column has to be 'R'. If there is no entry or there is '0' entry, put 'R'.

In the case of non-Institutional Household, if the entry is omitted impute 'R' in case of Urban and '0' for rural areas."

Columns 13, 14 and 15: Check that the figure in column 15 is equal to total of figures in columns 13 and 14. In

case of blank, in either column 13 or 14, derive the figure by deducting column 13 or 14, as the case may be, from column 15.

Column 16: This column is expected to have a definite answer 'yes' or 'no' for each household according as it cultivates or not. If the enumerator had left the column blank, impute 'yes' if the houselist relates to rural areas and 'no' if it relates to urban areas.

If there be no entry in columns 13 and 14 but only in column 15, distribute the figure in the ratio of 50:50 only in the case of non-institutional households. Do not make any imputation for institutional households but write 'un-specified'. If all the three columns are inadvertently left blank by the enumerator and there is entry in column 11 (No. of rooms) derive figures for column 15 on the basis of 'person-room' ratio indicated above in the instruction for column 11, distribute this figure in the ratio of 50:50 for columns 13 and 14.

4. EDIT INSTRUCTIONS FOR ESTABLISHMENT SCHEDULE

4.1 Location Code: Same as for Houselist instructions above.

4.2 Column 1: Refer to column 7 of the Houselist and make sure that for all 'yes', there is a corresponding entry in this schedule and the serial number tallies.

4.3 Column 2: Check with reference to column 3 of the Houselist. These should tally.

4.4 Column 4: In case of blank, look up the entry in column 3, this may help in making a suitable imputation; otherwise, enter 'private.'

4.5 Column 5: If there is an omission to make an entry, write 'unspecified.'

4.6 Columns 6, 7 and 8: The columns will be filled in if only columns 9-10 have 'X'. If in any establishment besides manufacturing/processing sales also take place, and by mistake the enumerator has entered details in columns 6 to 8 and also in columns 9 and 10, score entries in columns 9 and 10. Manufacturing will get precedence over 'selling' which is a secondary function.

If the entry in column 6 is registered factory and in column 8 type of power is other than 'Electricity' and if the number is less than '20' in column 5, then change the entry 'Registered factory' in column 6 to 'Unregistered workshop.'

4.7 Column 7: If an entry is omitted by the enumerator, make an entry from information in column 3, if it affords any clue.

4.8 Column 8: If an entry is omitted by the enumerator, enter 'manual' having regard to entries in columns 3 and 7.

4.9 Columns 9 and 10: There should be entries in those columns when columns 6, 7, 8 and 11 have 'X'. If entry is not made by the enumerator in column 9, impute it with reference to entry in column 3. If column 10 is blank and column 9 is filled in, write 'retail' except in the case of commercial services like Bank, Insurance, Pawn shop etc.

4.10 Column 11: There will be an entry in this column only when there is 'X' in columns 6 to 10. If the enumerator has failed to make an entry although the establishment should have been entered in this column, try to impute with the help of entry in column 3.

A P P E N D I X - 3(a)

LIST OF IMPORTANT ITEMS OF FURNITURE ETC., USED IN THE REGIONAL
TABULATION OFFICE AND THEIR COST.

Item Particulars	Number	Rate per item in Rs.	Total cost in Rs.
1	2	3	4
1. Wooden pigeon holes	42	Rs. 22.75	Rs. 955.50
2. Teak wood small tables without drawers (3ft.x 2½ft.)	15	Rs. 70.00	Rs.1050.00
3. Teak wood big tables with drawers (4ft.x 2½ft.)	3	Rs.125.00	Rs. 375.00
4. Teak wood chairs without arms	23	Rs. 26.00	Rs. 598.00
5. Wooden racks (6ft.x 5ft.x 1½ft.)	10	Rs.150.00	Rs.1500.00
6. Steel-Chair	1	Rs.124.83	Rs. 124.83
7. Steel Sorter's boxes (20"x 16"x 16")	80	Rs. 33.60	Rs.2688.00
8. Jute matting	50.3 metres	Rs. 8.40	Rs. 422.52
9. Plastic buckets	4	Rs. 7.85	Rs. 31.40
10.G.I.sheets buckets	4	Rs. 8.50	Rs. 34.00
11.Shovels	2	Rs. 12.00	Rs. 24.00
12.Ceiling fans	4	Rs.236.94	Rs. 947.76
		Total.....	Rs.8751.01

A P P E N D I X - 3(b)

AMOUNT FETCHED BY BOOK ADJUSTMENT OF FURNITURE ETC.

Item particulars	Number	Amount fetched by book adjustment	Name of the Office
1	2	3	4
1. Teak wood small tables without drawers (3ft.x2½ft)	4	Rs.210.00	Office of the Chief Electrical Engineer, Government of Goa, Daman & Diu, Panaji.
2. Teak wood big tables with drawers (4ft.x 2½ft.)	3	Rs.281.25	- do -
3. Teak wood chairs without arms.	7	Rs.136.50	- do -
4. Wooden pigeon holes	10	Rs.182.00	Office of the Dean, Goa Medical College, Government of Goa, Daman & Diu, Panaji.
5. Ceiling fans	4	Rs.829.44	Office of the Execu- tive Engineer, Works Division IV, P.W.D., Government of Goa, Daman & Diu, Panaji.
		<hr/> Total...Rs.1639.19	

A P P E N D I X - 4

FORMS PRINTED FOR THE USE OF THE REGIONAL TABULATION OFFICE

Sr. No.	Name of the Form	No. of copies printed	Sr. No.	Name of the Form	No. of copies printed
1	2	3	1	2	3
1.	Sorter's Ticket 1	2600	27.	Sorter's Ticket 26-A	100
2.	" " 2	1600	28.	" " 26-B	200
3.	" " 3	1600	29.	" " 27	1000
4.	" " 4	1600	30.	" " 28	200
5.	" " 5	1600	31.	" " 29	200
6.	" " 6-A	2000	32.	" " 30	200
7.	" " 6-B	2000	33.	" " 31	200
8.	" " 7	2400	34.	Compiler's Post- ing Statement 1	300
9.	" " 8	600	35.	" " 2	300
10.	" " 9	600	36.	" " 4	300
11.	" " 10	600	37.	" " 6-A	1500
12.	" " 11	400	38.	" " 6-B	1500
13.	" " 12	800	39.	" " 7	1500
14.	" " 13	200	40.	" " 8	200
15.	" " 14	100	41.	" " 9	400
16.	" " 15	200	42.	" " 10	200
17.	" " 16	800	43.	" " 11	100
18.	" " 17	1000	44.	" " 12	} 400
19.	" " 18	600	45.	" " 13	
20.	" " 19	500	46.	" " 14	
21.	" " 20	800	47.	" " 15	
22.	" " 21	2000	48.	" " 16	
23.	" " 22	800	49.	" " 17	
24.	" " 23	600	50.	" " 18	
25.	" " 24	800	51.	" " 19	
26.	" " 25	800			

1	2	3	1	2	3
52. Compiler's Posting Statement	20	25	62. Compiler's Posting Statement	30	400
53. " "	21	25	63. " "	31	350
54. " "	22	250	64. " "	32	100
55. " "	23	300	65. " "	33	100
56. " "	24	600	66. " "	34	100
57. " "	25	400	67. " "	35	100
58. " "	26	500	68. " "	36	100
59. " "	27	650	69. " "	37	100
60. " "	28	200	70. Primary Census Abstract		700
61. " "	29	700			

Forms at Sr.Nos.52 & 53 were typed in the Office while forms at Sr. Nos.54 to 69 were brought from different Census Offices on request.

A P P E N D I X - 5

DETAILED INSTRUCTIONS REGARDING COLLECTION AND DESPATCH OF 1971-CENSUS RECORDS TO THE CHARGE SUPERINTENDENTS.

Census Circular No.22

No.1/36/70

Date 7th March, 1971

16 Phalguna, 1892

This is one of the most important Circular on 1971-Census, prescribing the mode of despatch of the 1971 Census filled in Schedules to the Office of the Director of Census Operations, Panaji.

2. As per revised dates of 1971 Census programme, the enumerator will be in a position to complete his work on 3/4/71 and as such he/she is expected to fill in the Challan No.3 for the Block (s) allotted to him/her on 3/4/1971. A copy of challan No.3 is enclosed for your ready reference.

3. The Supervisor will collect the 1971 Census Schedules for all the Blocks allotted to him, and will first satisfy himself that the enumerators in his circle have handed over to him all the schedules, i.e.

- (i) Individual Slip
- (ii) Population Record
- (iii) Enumerator's Daily posting Statement Males
- (iv) Enumerator's Daily posting Statement Females
- (v) Enumerator's Abstract
- (vi) Degree Holder & Technical Personnel Card
- (vii) Block Map

4. It should be ensured by the Supervisor as well as the Charge Superintendent that all the Schedules of a Block are kept separately, and that in no case the schedules of one block are allowed to get mixed up with those of others.

5. If an enumerator is in charge of more than one block, he will hand over the records blockwise of all his blocks to his Supervisor at a predetermined time and place on 3/4/71.

6. The Supervisor will in his turn hand over the schedules of his circle (again blockwise) to the Charge Superintendent on 4/4/71 as per time-table to be drawn up by the Charge Superintendent. In view of the further work regarding communication of provisional population figures, etc., it is suggested that the Charge Superintendents fix 10.00 to 11.00 hrs. on 4/4/71 as the time for the receipt of Census Schedules by them.

7. While handing over the records either by the Enumerator or by the Supervisor to the Charge Superintendent, the Schedules should be arranged in 'flat stack' in the size of the largest of the Schedules. At no stage these should be folded.

8. The Charge Superintendent on receiving the Census records from the Supervisors will check and ensure that complete records of all the blocks have been received. In case of omissions, and obvious errors he will get them corrected or made good by the supervisors concerned and then only will issue a receipt of the same to the Supervisor, and relieve him.

9.(i) The Charge Superintendent will then fill in the printed Form, i.e., Statement showing the 1971 Census Records (filled in) returned to the Office of the Director of Census Operations, Goa, Daman and Diu and Dadra and Nagar Haveli by Charge Superintendent. Printed copies of this statement have already been supplied to all the Charge Superintendents. However 3 copies of the same are again sent herewith for ready reference.

(ii) All the 14 columns of the statement should be filled in respect of all the blocks.

(iii) In case there are no filled in Degree Holder and Technical Personnel Cards for a Block, this fact should be clearly stated in Columns No. 14 of the statement.

(iv) Entries in the printed form should start from Block No. 1 and then the other blocks should follow in the serial order.

(v) The entries for rural blocks and urban blocks should be made on separate sheets of the printed form.

10. When the Charge Superintendent is satisfied that he has received records for all the Blocks of his charge, he will then pack them in two separate gunny bags, one for the rural and the other for the urban area. In case the charge is so big that one gunny bag is not sufficient, then he will use 2 or more gunny bags, as the case may be, but in no case should the rural and urban blocks be mixed up in one gunny bag. The schedules should be kept in the gunny bag blockwise, i.e., in such a manner that the Schedules of the last block number are at the bottom of the gunny bag, and those of the 1st block are at the top of the gunny bag.

11. The safe and timely despatch of the census schedules to the Office of the Director of Census Operations, Panaji is the sole responsibility of the Charge Superintendent himself. It is, therefore, left up to him to decide whether he should himself deliver the schedules or send the Census clerk. But in no case the schedules should be sent with a peon or by any other means. The dates on which each Charge Superintendent should deliver the schedules to this office are indicated below:

Name of the Charge	Office responsible for safe delivery of the Schedule	Date for receipt in the Census Dept.
1	2	3
Goa Rural	Manlatdar, Goa	14/4/71
Panaji Urban	Block Development Officer, Panaji.	14/4/71

1	2	3
Bardez Rural	Mamlatdar, Bardez	15/4/71
Mapusa Urban	Block Development Officer, Mapusa	15/4/71
Pernem	Mamlatdar	10/4/71
Satari	Mamlatdar	10/4/71
Ponda	Mamlatdar	13/4/71
Canacona	-do-	9/4/71
Quepem	-do-	13/4/71
Margao	-do-	16/4/71
Margao Urban	-do-	16/4/71
Mormugao	-do-	16/4/71
Daman	Block Development Officer	12/4/71
Diu	Mamlatdar	12/4/71
Dadra & Nagar Haveli	Mamlatdar	12/4/71

12. Each Charge Superintendent will, however, ensure that he has completed the forms A and D, as also working sheets 1 & 3 of the 'Provisional Population Totals', the copies of which have already been sent to all Charge Superintendents vide our letter No.1/36/70 dated 30/12/70. These two forms are to be completed with the help of the Enumerator's Abstract. The Charge Superintendent will ensure that the same are completed before the Schedules are despatched. In fact form 'A' is to be sent by 4/4/71 and form D by 8/4/71.

Receipt of this circular should be acknowledged immediately.

Encl:
One copy of Challan No.3
Three copies of statement vide
para 9.

Sd/-

(S. K. Gandhe)
Director of Census Operations
Goa, Daman & Diu

A P P E N D I X - 6

GUIDELINES FOR SUPPLYING THE OMISSIONS OR REMOVING INCONSISTENCIES

- Location Code - Where there is no entry, supply the omission from the preceding slip of the same household if any, or from the concerned Population Record.
- Q.2-Relationship to head - Where there is no entry, the person should be considered as 'unrelated'.
- Q.3-Sex - Where there is no entry, the sex of the person should be determined from the name (if possible) or relationship to head.
- Q.4-Age - Omission of 'age' should be left alone and treated as 'Age not stated'. Obvious mistake in recording age should be corrected with reference to the returns against Qs.2,5,6 (in case of females)13 and 16. These answers might afford a clue to correct obvious mistakes in recording age.
- Q.5-Marital Status - The entry should be examined with reference to the returns in Q.2 'relationship to head' and Q.4 'Age' for compatibility. If found inconsistent with the return against Q.2, it may be edited to agree with that return. If the return against Q.2 does not give any clue about the marital status and entry is blank against Q.5, males under 21 and females under 16 be treated as 'Never Married' and all others as 'Married'.
- Q.6-For currently married women only. - (i) If entry in Q.5 is other than 'M' (currently married) cross out entries against Q.6, if any.
(ii) Figures against Q.6(a) will always be either less than or equal to the figures in Q.4. If the former exceed the latter, treat 'Age at marriage' as 'Unspecified'.
- Q.7-Birth place (i) 'Pl' is recorded against Q.7(a) and there are entries against (b), (c) and (d), if (b), (c) and (d) entries tally with location code on that slip, then put 'X' against (b), (c) and (d); if entries in (b), (c) and (d) do not tally with the location code details on that slip then cross out 'PL' and record 'Unspecified'.

(ii) In entry in Q.7(a) is a place name (i.e. not 'PL') and there is no entry in Q.7(b), record 'Unspecified' in Q.7(b).

(iii) If entry in Q.7(a) is a place name (i.e. not 'PL') and there are entries against (c) and (d), check up the district name from the list of districts of the state concerned. If it does not tally, with any of the districts, in that state, then put 'Unspecified' against Q.7(c); if there is no entry in Q.7(c), but entry in Q.7(d) give the name of the State of enumeration, record 'D' against Q.7(c); if Q.7(c) and Q.7(d) are both blank record 'D' against Q.7(c) and 'X' against Q.7(d).

(iv) If the return against Q.7(d) is a foreign country and if there are returns against Qs.7(a), 7(b) and 7(c) or any one or two of them, they should be crossed (deleted).

(v) Agglomeration is to be treated as a single unit and if, therefore any person is born in one constituent of the agglomeration, and enumerated in another, the entry in Q.7(a) should be made as 'PL'.

Q.8-Last Residence

- Instructions above in regard to Qs.7 (a), 7(b), 7(c) and 7(d) will apply to the sub-parts of this Question.

Q.9-Duration of residence

(i) The figures against this question (if any) will always be less than or at best equal to the figure against Q.4 'age'. If the former exceeds the latter, the figures against Q.4 be repeated against Q.9.

(ii) If there is no entry in Q.9 but Q.7(a) has entries other than 'PL' then duration of last residence should be treated as 'Unspecified'.

(iii) If 'PL' is recorded in 7(a), some place name (i.e. not 'PL') in Q.8(a) and no entry in Q.9 then the duration of residence should be treated as 'Unspecified'.

Q.10-Religion

- Where there is no entry, the 'Religion' of the head of the household of the same household should be entered. In case there is an omission in the slip of the head, look for the religion in the slips of the other members of the same household. In case it is a one-member household treat it as 'Unspecified'.

Q.11-S.C./S.T.

- Where there is no entry, the omission should be filled in with reference to the answers recorded for other members of the same household.

In the case of 'Scheduled Caste' return check the entry against Q.10 (Religion) where it is 'H' (Hinduism) or 'S' (Sikhism). If it is not 'H' or 'S' then the person will not be treated as Scheduled Caste.

Returns of SC/ST should be compared with the Castes and Tribes as given in the Presidential Order.

Notwithstanding clear instructions to record the name of the scheduled caste or scheduled tribes if the returns are in general terms like 'Harijan' 'Achhut' or 'Adivasi' etc. these may be treated as 'Unspecified'- Scheduled Caste or Scheduled Tribes as the case may be.

Q.12-Literacy

- Where there is no entry the person should be treated as 'Illiterate' unless answers to Q.13 and Q.16(d) and (e) establish that he is literate.

If the return against Q.4 (Age) is 4 years or less than 4 years and the return against Q.12 (Literacy) is 'L' correct 'L' as '0'.

Q.13-Educational level

- (i) If more than one level has been recorded strike out the lower one.
- (ii) If two educational levels are reported of which one is 'General' and the other 'Technical' and both are of the same standard (e.g. Graduate etc.) the 'General level' be struck off and 'Technical level' retained.

If however, general level is higher than technical (e.g. M.A.B.Ed.) then the higher level be retained and the lower, although technical, be struck off. Only one level will be coded, hence the above instructions.

Q.14-Mother Tongue

- Where there is no entry, the mother tongue returned by other members of the same household should be recorded. If this does not offer any clue, then the predominant language of the district may be recorded.

Q.15-Other languages

- If the return against Q.14 in mother-tongue is repeated in this question, it should be struck off.

Q.16-Main Activity

- If entries are blank against Q.16(a) (i) and (ii) and also in Q.16(d) or 16(c), record 'D' against Q.16(a)(ii) and put 'X' in the box against Q.16 (a) (i).

If there is an entry against Q. 16(d) and for 16(e), but

(i) no entry against 16(a)(i) and (ii), record 'OW' in the box against Q.16(a)(i) and 'X' against 16(a)(ii). But if the enumerator had inadvertently noted 'C' or 'AL' in other columns instead of noting it against 16(a)(i) this obvious error should be set right by noting 'C' or 'AL' in the box against 16(a)(i).

(ii) no entry against Q.16(a)(i) but an entry against Q.16(a)(ii), record 'OW' against 16(a)(i) and 'X' against 16(a)(ii) and

(iii) if there are entries against Q. 16(a)(i) as well as Q.16(a)(ii) put 'X' against Q.16(a)(ii).

A P P E N D I X - 7

SALIENT FEATURES OF SORTER'S TICKETS AND COMPILER'S
POSTING STATEMENTS

S.T.1

The ticket was prepared for both rural and urban areas. In this ticket, slips for each village/block were sorted for males and females which were further sorted for Mother tongue with reference to question 14.

S.T.2

This ticket related to sorting of slips for religion recorded in Question 10 for each sex separately.

S.T.3

For this ticket, slips relating to each sex were sorted separately on Question 11 - S.C./S.T. and others-S.C. were to be found among Hindus and Sikhs only. This was invariably checked.

S.T.4

This ticket related to sorting for 'Literates and educated persons' and Illiterates. With reference to Question 12, separately for each sex among S.C./S.T./Others.

S.T.5

This ticket related to sorting of slips of each village/block, into 10 industrial categories and non-workers for each sex separately.

S.T.s 6-A & 6-B

This ticket was taken up after the box making stage. S.T.6-A related to sorting for literates and illiterates in respect of each S.C. S.T.6-B related to similar sorting for each S.T.

S.T.7

This related to sorting of slips of each sex in each Industrial Category for the age-groups 0-14, 15-19, 20-24, 25-29, 30-39, 40-49, 50-59, 60+ and age not stated.

C.P.S.1

In this statement all the mother-tongues mentioned in S.T.1 were entered. Separate statements were compiled for each sex which gave figures for P.C.A. and Table C-V.

C.P.S.2

This statement was prepared for each sex and all the religions mentioned in the S.T.2 were accounted for. It gave figures for Table C-VII.

C.P.S.3

This statement was not prepared since it was not prescribed.

C.P.S.4

This statement was posted from S.T.4 for each sex separately and gave figures for P.C.A. and Tables C-VIII Parts A & B.

C.P.S.5

This statement was not prescribed.

C.P.Ss.6-A & 6-B

There will be 11 statements one for each category of workers & non-workers. Separate statements were to be used for each sex. Similar statements were prepared in case of S.T.6-B. These gave figures for Table C-VIII Parts A & B and its appendices.

C.P.S.7

This statement was prepared for each sex and each industrial category separately which gave figures for Table B-I Part A and Table B-II.

S.T.8

For this ticket the slips in each industrial category was sorted into various educational levels with reference to Question 13 and age-groups 0-4, 5-9, 10-14, 15-19, 20-24, 25-34, 35+ and age not stated, if any, with reference to Question 4.

C.P.S.8

This statement was prepared for each sex and each industrial category separately which gave figures for Table B-III Part B and Table C-III Part A.

S.T.9

The bundles of slips for age-groups 25-34 and 35+ were sorted into the following quinquennial age groups: 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69 and 70+. The slips for each of the age groups were further sorted according to marital status with reference to Question 5.

C.P.S.9

This statement was posted from S.T.9 for males and females separately in each category. It gave figures for Tables B-I Part B and C-II.

S.T.10

In this ticket the quinquennial age-groups upto 70+ were to be sorted into single year age returns for each sex and category separately.

C.P.S.10

This statement was posted from S.T.10 for each sex and category. It gave figures for the columns relating to rural areas for Table C-IV and its Appendix.

S.T.11

The slips for workers in categories III, IV, V(b), VI, VII, VIII & IX were combined for age-groups 0-14, 15-19, 20-24, 25-29, 30-39, 40-49, 50-59, 60+ and age not stated. The slips in each group were sorted further for 'Employer', 'Employee', 'Single Worker' and 'Family Worker' with reference to the answer recorded in Question 16(f).

C.P.S.11

This statement was posted from S.T.11 and gave figures for Table B-IV Part C, after consolidating for all the 7 categories viz. III, IV, V(b) and VI to IX.

S.T.12

The slips of each class of worker in categories III, IV, V(b) and VI to IX were sorted for Major Groups (two digits) and Minor Groups (three-digits) of the National Industrial Classification-1970.

C.P.Ss.12 to 18

These 7 statements were posted from S.T.12 only and related to workers engaged in non-household industry, trade, business, profession or service. These statements relate to Census Tables B-IV Part A and B-IV Part D.

S.T.13

This ticket was prepared for category V(a). The slips were first sorted into major groups of N.I.C. and each group was further sorted for 'Employee', 'Single Worker' and 'Others'. The slips were later sorted into minor groups of N.I.C.

C.P.S.19

This statement was posted from S.T.13 relating to workers engaged in Household Industry. This C.P.S. gave figures for Table B-IV Part A and its Appendix and B-IV Part B.

S.T.14

This ticket was prepared for Non-Workers only after S.T. 10. Slips of each of the groups 0-14, 15-19, 20-24, 25-29, 30-39, 40-49, 50-59, 60+ and Age not stated into the different categories of non-workers according to the answer recorded in Question 16(a)(ii) in the slip.

S.T.15

Only slips relating to 'Others' category of Non-workers in ages above 15 were taken up for sorting into age groups 15-19, 20-24, 25-29, 30+ and Age not stated and then by educational levels with reference to Question 13.

S.T.16

This relates to sorting of slips belonging to categories I to IX and non-worker categories ST, H and others for secondary work with reference to Question 17. For the persons who have secondary work "Non-Household Industry", slips were sorted into major groups of N.I.C. with reference to Question 17(d).

S.T.17

This relates to slips of categories III to IX. The slips were sorted for occupational Divisions groups and families with reference to NCO code given to Question 16(e).

S.T.18

Slips relating to each Occupational Group for all the industrial categories except I and II were taken up for sorting into age-groups 0-14, 15-19, 20-24, 25-29, 30-39, 40-49, 50-59, 60+ and age not stated according to Question 4.

S.T.19

Slips relating to each occupational Group for all the industrial categories except I, II and V(a) were sorted into class of workers according to answer recorded in Question 16(f) in the slip.

C.P.S.20

This statement was posted from Sorter's ticket 14 giving figures for Table B-VIII.

C.P.S.21

This statement was posted from Sorter's ticket 15 and gave figures for Table B-IX Part B.

C.P.S.22

This statement was posted from Sorter's ticket 16. It furnished figures for Table B-VII and its Appendix.

C.P.S.23

This statement was posted from Sorter's ticket 17 and it gave figures for Table B-V Part A.

C.P.S.24

This Compiler's posting statement prepared from S.T.18 gave figures for Table B-VI Part B(i).

C.P.S.25

This statement was posted from S.T.19 to give figures for Table B-V Part B.

S.T.20

Slips relating to each occupational Group for industrial categories III to IX were first sorted for literate and educated persons with reference to answer recorded in Question 12 and then into the various educational levels with reference to Question 13 in the slip.

S.T.21

Slips for each category (I to IX) and Non-Workers were sorted for languages and dialects returned as mother-tongue with reference to Question 14 and also for any other languages known with reference to Question 15 in the slip.

S.T.22

Slips of each sex belonging to different categories of workers and non-workers were sorted with reference to Question 7(a)-Place of Birth.

S.T.23

Slips were first sorted for place of last residence with reference to Question 8(a) and then duration of residence in the place of enumeration with reference to the answer recorded in Question 9.

S.T.24

Slips for the persons having last residence in other states in India beyond the state of enumeration (Rural/Urban) residing in the place of enumeration for less than 1 year and 1-9 years were sorted into age-groups 0-2, 3-7, 8-12, 13-17, 18-22, 23-27, 28-32, 33-37, 38-42, 43-47, 48-52, 53-57, 58-62, 63-67, 68-72 and 73+ with reference to Question 4 in the slip.

S.T.25

The following categories of slips viz. last residence (i) in the District of enumeration (ii) in other districts of state (iii) in other States in India (iv) in other countries beyond India and (v) unclassifiable were first sorted into age-groups 0-14, 15-19, 20-24, 25-49 and 50+ and then were sorted for marital status.

C.P.S.26

This statement was posted from S.T.20 which gave figures for Table B-VI Part B(ii).

C.P.S.27

This posting statement was prepared from S.T.21 to give figures for Table C-VI.

C.P.S.28

This statement was posted for S.T.22 which gave figures for Table D-I and its Appendices.

C.P.S.29

This statement was posted from S.T.23 and it furnished figures for Table D-II and D-V.

C.P.S.30

This statement was posted from S.T.24 and it gave figures for Appendix to Table D-II.

C.P.S.31

This statement was posted from S.T.25 to give figures for Table D-VI.

S.T.26(a)

Slips of currently married women aged 10 and above were sorted according to various religions and for age at marriage in the groups viz. Less than 13, 13-17, 18-22, 23-27, 28+ and unspecified age at marriage with reference to question 6(a) and 10.

26(b)

Slips of different religions for each Age at marriage group were sorted into present age-group viz. Less than 13, 13-17, 18-22, 23-27, 28-32, 33-37, 38-42, 43-47, 48+ and unspecified age and then each age-group into 'Births', 'Two or more births' and 'No births' with reference to Questions 4 and 6(b) respectively.

C.P.S.32

This statement was posted from S.T.26(b) which gave figures for Table F-I Part A.

S.T.27

Under each religion slips for each age at marriage group which were further sorted into Present Age groups by 'Birth', 'Two or more births' and 'No Birth' were now sorted into (i)Illiterate (ii)Literate but less than Matriculation (iii)Matriculate but less than Graduate (iv)Graduate and above with reference to Questions 12 and 13.

C.P.S.33

This Compiler's Posting Statement was prepared from S.T. 27 and it gave figures for Table F-II Part A and F-V.

S.T.28

Slips under each religion for different age at marriage groups separated by one 'Births' Two or more births and 'No Births' were sorted into groups of Duration of marriage. 'less than 1', 1-4, 5-9, 10-14, 15-19, 20-24, 25-29, 30+ and duration unspecified computed by subtracting the age at marriage from the present age and entered in the blank space against Question 4 in red ink.

C.P.S.34

This Compiler's Posting Statement prepared from S.T.28 gave figures for Table F-III Part A.

S.T.29

For this ticket the slips of each duration of marriage under each age at marriage group were sorted into (i)Illiterate (ii)Literate but less than Matriculation (iii)Matriculation and above but less than Graduate (iv)Graduate and above.

C.P.S.35

This statement posted from S.T.29 furnished figures for Table F-IV Part A.

S.T.30

Slips of each duration of marriage group classified by 'One Birth' Two or more Births and No Births under each Age at marriage group were sorted into Scheduled Castes and Scheduled Tribes with reference to the answer to Question 11.

C.P.S.36

This statement was posted from S.T.30 and it gave figures for Appendix to table F-III.

S.T.31

Slips of S.C./S.T. for different age at marriage groups classified by 'One Birth' 'Two or More Births' and 'No Births' were sorted into present Age-groups. Less than 13, 13-17, 18-22, 23-27, 28-32, 33-37, 38-42, 43-47, 48+ and age not stated.

C.P.S.37

This statement posted from S.T.31 gave figures for Appendix to table F-I.

A P P E N D I X - 8

DIFFERENT RURAL TABLES PREPARED AND THEIR DATES OF DESPATCH
TO THE REGISTRAR GENERAL'S OFFICE

Rural Table No.	Prepared on	Scrutinised and checked on	Sent to the Office of the Regist- rar General on
1	2	3	4
1. B-I Part B	12.1.73	17.1.73	24.9.73
2. B-III Part B	"	15.1.73	24.7.73
3. B-IV Part A	13.1.73	19.1.73	24.9.73
4. B-IV Part A (Appendix)	15.1.73	20.1.73	"
5. B-IV Part B	"	21.1.73	"
6. B-IV Part C	17.1.73	20.1.73	"
7. B-IV Part D	16.1.73	23.1.73	"
8. B-V Part A	13.3.73	22.3.73	2.2.74
9. B-V Part B	16.3.73	25.3.73	"
10. B-VI Part B(i)	10.3.73	18.3.73	24.7.73
11. B-VI Part B(ii)	7.3.73	16.3.73	"
12. B-VII	18.1.73	22.1.73	24.9.73
13. B-VII (Appendix)	17.1.73	21.1.73	"
14. B-VIII	"	"	"
15. B-IX Part B	19.1.73	23.1.73	24.7.73
1. C-II	15.1.73	19.1.73	11.12.73
2. C-III Part A	14.1.73	17.1.73	"
3. C-IV	16.1.73	19.1.73	"
4. C-IV (Appendix)	18.1.73	20.1.73	"
5. C-VI	20.3.73	26.3.73	4.2.74
1. D-I	17.1.73	26.1.73	8.1.74
2. D-I (Appendix I)	19.1.73	27.1.73	"
3. D-I (Appendix II)	"	25.1.73	"
4. D-II	7.3.73	16.3.73	"
5. D-II (Appendix)	1.4.73	7.4.73	"
6. D-V	9.3.73	17.3.73	"
7. D-VI	1.4.73	5.4.73	"
1. F-I Part A	14.1.73	17.1.73	24.7.73
2. F-I (Appendix)	16.1.73	19.1.73	"
3. F-II Part A	17.1.73	21.1.73	"
4. F-III Part A	19.1.73	22.1.73	"
5. F-III (Appendix)	15.1.73	19.1.73	"
6. F-IV Part A	15.1.73	19.1.73	"
7. F-V	13.1.73	19.1.73	"

A P P E N D I X - 9

LIST OF FINAL TABLES GIVING THE TOTAL/RURAL/URBAN FIGURES AND THEIR DATES OF DESPATCH TO THE REGISTRAR GENERAL'S OFFICE.

Table No.	Prepared on	Scrutinised and verified on	Despatched to the Registrar General's Office on
1	2	3	4
B-SERIES			
B-I Part B	1.2.1974	7.2.1974	18.5.1974
B-IV Part A	14.2.1974	19.2.1974	"
B-IV Part B	29.1.1974	11.2.1974	"
B-IV Part C	2.2.1974	7.2.1974	"
B-IV Part D	2.2.1974	14.2.1974	"
B-V Part A	14.2.1974	4.3.1974	"
B-V Part B	18.2.1974	1.3.1974	"
B-VII	30.1.1974	6.2.1974	"
B-VIII	4.2.1974	8.2.1974	"
C-SERIES			
C-II	11.2.1974	15.2.1974	15.6.1974
C-III Part A	5.2.1974	11.2.1974	"
C-IV	2.2.1974	7.2.1974	"
C-IV (Appendix)	4.2.1974	7.2.1974	"
D-SERIES			
D-I	16.2.1974	19.2.1974	11.6.1974
D-I (Appendices I & II)	20.2.1974	20.2.1974	"
D-II	26.2.1974	23.3.1974	"
D-II (Appendix)	20.2.1974	2.3.1974	"
D-V	5.3.1974	25.3.1974	"
D-VI	5.3.1974	25.3.1974	"