

***POPULATION AND HOUSING CENSUS OF  
BHUTAN - 2005***

***CLERICAL CHECKING MANUAL***



***Let's Get Counted!***

***Royal Government of Bhutan  
Office of the Census Commissioner  
Thimphu***

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## **I Introduction:**

The manual processing activity is one of the most important components of census processing. The census processing contains manual processing as well as machine processing. The Office of the Census Commissioner, Thimphu, will carry out the manual processing. The work involves the checking of the count of completed forms, verification of geographic identification, checking of legibility and encoding of language, country, occupation and professional codes. They also have to do the evaluation of quick count reports, which will be eventually used as a basis for the preliminary population counts.

The forms to be processed are PHCB cover page, PHCB – 2B, which will enable the quick count and form PHCB – 2C PART A, PART B, PART C and PHCB - 2D PART A and PART B.

### **A. Objectives of the Manual Process at OCC**

*The objectives are the following:*

- To check the count of completed questionnaire forms PHCB 2B and PHCB – 2C and PHCB 2D.
- To examine for geographic identification to ensure codes are reflected and questionnaires are arranged sequentially.
- To make sure that person number in PHCB -2B and the person number in PHCB – 2C are exactly same.
- To make sure that only person qualifying are entered and likewise in other section.

- To give a code for the open questions.
- To make sure that the entries are clear and legible.
- To check that the enumerators have put in appropriate codes in the corresponding cells.
- To make sure that the entries are consistent and acceptable; and
- To come up with preliminary population counts by 30th June.

### **B. Calendar of Activities**

| Date     |          | Activities                       | Duration            | Responsible persons             | Remarks |
|----------|----------|----------------------------------|---------------------|---------------------------------|---------|
| From     | To       |                                  |                     |                                 |         |
| 05/06/05 | 06/06/05 | Receipt of forms from the gewog  | Two days            | DSO                             |         |
| 10/06/05 | 12/06/05 | Binding and arrangement of Forms | Two days            | DSO and TOTs                    |         |
| 13/06/05 | 17/06/05 | Submission of Forms to the OCC   | Five days           | DSO and Team                    |         |
| 18/06/05 | 31/08/05 | Manual coding and editing        | Two and half months | OCC and processor               |         |
| 20/06/05 | 19/09/05 | Machine processing at the CO     | Three months        | Central office staff and others |         |

## **C: Census Forms to be processed**

- Form PHCB – 2B (Quick Count)
- Form PHCB – 2C (main questionnaire)

### ***Receipt and Control Clerk:***

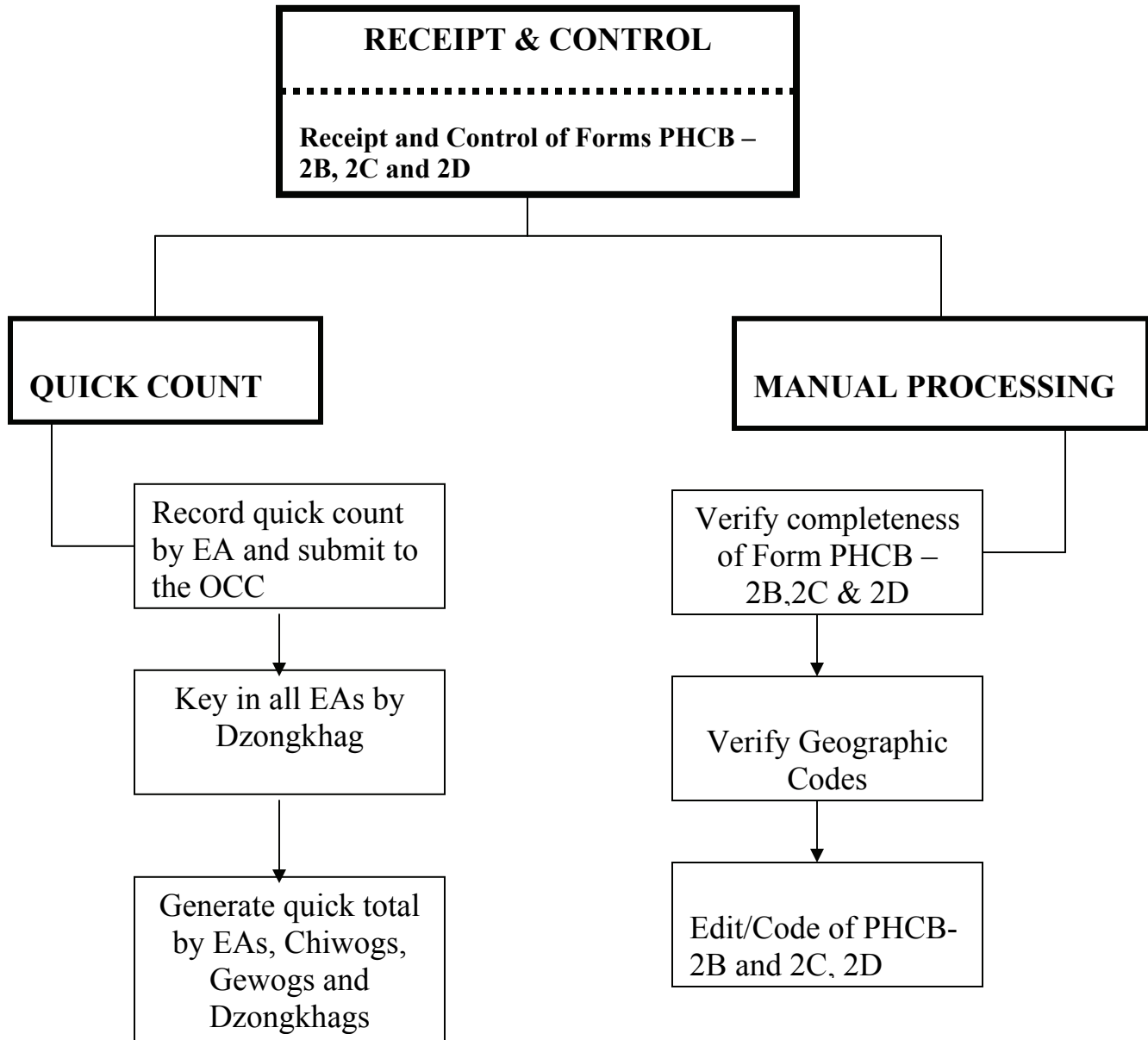
- Receives and checks the questionnaires submitted by the Dzongkhag Statistical Office.
- Full charge of controlling the flow of documents within the OCC Processing Unit; and

### ***The Processor:***

The processor's main task is to ensure that the questionnaires are ready for data encoding.

- Checks the completeness of questionnaires,
- Verify the geographic identification in Forms PHCB – 2B and PHCB – 2C,
- Checks the legibility and acceptability of the entries therein; and
- Coding of spoken language, country, occupation and professional codes.

**Figure 1.2: Overview of OCC Processing Flow**



## **D: Selection of processors**

The CO will recruit about 30 processors and train them for the manual processing. The criteria will be set for recruiting the processors as follows;

- The processors will be selected from the temporary students who took part in the census data collection.

## **E. Preparatory activities**

The preparatory activities for the manual processing at the Central Office is as discussed below:

The OCC will arrange the office space for manual processing. The OCC must make sure that all the materials needed for the manual processing are made available to all the data processors and other personnel involved in it.

The writing pen specification for each level of processing is mentioned in the general instruction.

## **Receipt and Control of Forms**

An enumerator shall submit the population census questionnaires, forms and material contained in an EA to the Team supervisor as soon as the enumeration of an EA is completed. The submitted EA questionnaire should contain the following:

Upon receipt of the EA questionnaire from each enumerator under his supervision, the TS must:

- a) Check each bundle of questionnaire within each EA. All the forms listed in control form (Submission of Form) must be accounted for. If not, verify with an enumerator immediately.
- b) Arrange questionnaire by EA and make sure each bundle is packed properly
- c) Submit the bundled EA questionnaire to the Gewog supervisor

**Gewog / Block Supervisor:** A gewog / block supervisor is responsible for collecting forms from the Team supervisor. During the manual processing, a GS/BS will perform the following work:

- a) collect the filled up bundled questionnaire submitted by the Team supervisors
- b) Arrange the bundle and make folio by chiwog
- c) Submit the folio to the DSO

**DSO:** The dzongkhag statistical officers will perform the task of collecting, reviewing, arranging and coding of the forms during the manual processing. The DSOs must;

- a) receive the forms from the gewog supervisors check the completeness of forms
- b) check/review completeness of forms
- c) sort it out by Gewog wise
- d) ensure all forms are completed and accounted for
- e) arrange the forms for coding and manual processing
- f) submit the forms to the CO



## **General Instructions**

The quality of census data depends not only on the people who actually collect the census data but also to a large extent on those people who will prepare it for data encoding.

This section discusses the general instructions for manual processing which the manual processors, Receipt and Control Clerk must be familiar with:

1) the answers to the question in form PHCB – 2B, 2C and 2D should be recorded in the following manner:

For coded answers:

- a) The appropriate codes are either written; or
- b) Are ticked in code boxes or cells.

For description entry:

a) Answers are written on the spaces provided.

- 1) to distinguish the entries made during enumeration from those at various levels of processing at the Central Processing Unit, the following color scheme should be used:

**PENCIL/COLOR OF BALLPEN**

PENCIL  
 BLUE  
 BLACK  
 RED

**USED BY**  
 ENUMERATOR  
 TS  
 GS  
 PROCESSOR

2) Do not erase a written entry or a code entered by the enumerator. Always consider his/her entry as correct unless there is an obvious indication that an error is committed.

3) To correct an erroneous entry, draw a horizontal line across the wrong entry and enter correct one as close to the former as possible. For example,

a) For the geographic identification items, write the correct code at the right of the code boxes.

**ILLUSTRATION:**

|  |   |   |                |
|--|---|---|----------------|
| <b>GEOGRAPHIC IDENTIFICATION</b>             |   |   |                |
| <b>Dzongkhag.....</b> THIMPHU.....           |   | 1 | 5              |
| <b>GEWOG/TOWN.....</b> KAWANG.....           | 1 | 5 | 1 <del>2</del> |
| <b>CHIWOOG/BLOCK.....</b> KHARSADRAPCHU..... |   | 1 | 1              |
| <b>ENUMERATION AREA NO .....</b>             |   | 0 | 1              |

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b) For population items, write the correct the entry above or beside the wrong one, depending on the space available. Make sure that there is only one numeric entry on the space provided.

**ILLUSTRATION:**

| <b>Li<br/>ne<br/>nu<br/>m<br/>be<br/>r</b> | <b>Name</b>  | <b>Relationship to<br/>Head</b>                            | <b>Remarks</b>      |
|--|--|--|---------------------|
|  | Who is the head of the household?  | What is -----'s relationship to the head of the household? |                     |
|  | Who are the persons usually residing here as of May 1 <sup>st</sup> , 2005 | ENTER CODE (SEE CODESSHEET)                                |                     |
| (1)  | (2)  | (3)  | (4)                 |
| 01   | Phub Tsheri  | 01   |                     |
| 02   | Nima Dem   | 02   |                     |
| 03   | Dawa Tshering  | <del>04</del>  | 03 (corrected code) |
| 04   | Dorji  | 05   |                     |

4. If a code entry is NOT CLEAR AND NOT LEGIBLE, rewrite the entry on top of the original and draw a line on the entry made by the enumerator. If the entry cannot be read, request assistance from the supervisor.

5. Check that ONE AND ONLY ONE CODE is written or ticked for each of the items. If not, refer to related items for consistency.

### **III Verification of Geographic Identification particulars and completeness check listing**

The geographic identification is one of the important in any enumeration form. It includes where the household/institution is found. Hence, it must completely and accurately fill up.

Check that all the geographic identification particulars that is name and code for the dzongkhag, gewog/town, chiwog/block, village, EA number, structure number, census house number are exactly same for PHCB – 2A and PHCB questionnaire cover.

### **IV Manual Editing and Coding of PHCB Forms**

This section discusses the detail instructions on how to review the forms PHCB 2B and 2C. The processors should be thoroughly familiar with the procedures given below so as to enable him/her job more effectively.

#### **Checking of PHCB household Questionnaire Cover**

Make sure that in PHCB, all the geographic identification consists of the name and code for the dzongkhag, gewog/town, chiwog/block, village, enumeration area number, structure number, census house number,

household serial number and type of household are coded properly.

**Types of household:** Check that only one code is written in the box.

**Number of visit:** Check that at least one tick is there. There can be three ticks meaning a particular household was visited three times.

**Completed:** Make sure that there is tick for those household completed the census questionnaire.

## **FORM PHCB – 2B: HOUSEHOLD MEMBERS LIST**

**Column 1:** Check that the person number represents one number for each person assigning a serially starting from the head of the household.

**Column 3:** The code for the relationship is two digits number meaning codes ranges from 01 to 22.

**Column 4:** If the person's sex is not reported refer to the name and relationship to Household Head to determine the sex of the person and enter the appropriate code. If there is no basis for determining the appropriate entry, consider the sex which confirms with the name and enter the appropriate code.

**Column 5:** Make sure that age less than 1 should be coded as “00”. If age is not reported enter the age “999” in the boxes.

**Column 6:** Check that the member status is in order of 1,2 and 3. It is possible for the head of the household the code “2” is written and then it should be followed by the above mention order. Check that if code “2” is written in Column 6 then either column 7 or column 8 should be filled in and duration of absent in column 10 should also be filled in. For column 8 the duration of absent should be zero.

**Columns 7 to 10:** Make sure that these columns are filled only if code “2” is written in column 6. Check also that if column 8 is filled, the person number in column 1 gets circle.

### **Total household population.**

Add all i) total members present on the census night by sex, ii) total members absent out of country by sex and iii) total visitors on census night by sex. The grand total should be the summation of i), ii) and iii).

### **Checking of PHCB – 2C Individual member details Part A: General Demographic Characteristics and Migration.**

**Column 1:** Make sure that person number in PHCB – 2B and the person number in PHCB – 2C are exactly same.

**Columns 2 to 14:** Check that for every person circled in PHCB and Part A is filled up. Columns 6, 10 and 13 should be coded.

### **Checking of PHCB – 2C Part B: Education and Employment.**

**Column 15:** Make sure that person number in PHCB – 2C Part A and the person number in PHCB – 2C Part B are exactly same.

**Columns 16 to 19:** Make sure that the columns 16 to 19 are the person aged 6 years and over.

**Column 17:** Check the skip pattern. If it is code as “3” then column 19 is filled in. Column 19 should not be empty. If the code is “1” or “2” in column 17, then column 18 should be filled in.

**Column 20:** Make sure that columns 20 to 28 are for the persons aged 15 years and over. If it is coded as “1” in column 20 then the columns 21 to 28 should be filled up except the column 25. Similarly, if it is coded as “2” in column 20 then columns 25 to 28 should be filled up.

### **Checking of PHCB – 2C Part C: Fertility of Women.**

**Make sure that this section is for women aged 15 to 49.**

**Columns 1 and 2:** Check that person number and name in PHCB -2C Part A and the person number and name in PHCB – 2C Part C are exactly same.

**Column 3:** If it is coded as “2” then columns 4 to 13 is nil. Similarly, if it is coded as “2” in column 10, then columns 11 to 13 is also nil.

### **Checking of PHCB – 2D Part A – HOUSING CONDITIONS AND FACILITIES.**

**Columns 1 to 10:** Check that these columns should have only one circle except in column 7, it is possible to have atleast two circles.

**Columns 11 and 12:** These columns can have more than one circle. In column 13 only one circle is possible.

### **Checking of PHCB – 2D Part B – PARTICULAR OF DECEASED.**

Check that only death is referred to past one year. So we should not expect too many deaths occur in the household.

**Column 5:** Check that unit is written after the figure.

Check also column 10 is filled only if column 9 is coded as “1”.