

Important Instructions for handling and filling up of Economic Census Schedules

Since ICR Technology is being adopted for processing of 5th Economic Census data, great care is to be taken in handling the schedules.

- i) **Use only English Numerals 0,1,2,3,4,5,6,7,8 and 9 as per specification given in the schedules**
- ii) **Do not fold the schedules**
- iii) **Use black ink ball/gel point pen, keeping schedule on hard surface while recording in the schedules (first few rows should be filled up in pencil till the enumerator gets accustomed to the schedules and after that only pen should be used. the entries made in the pencil must be rubbed off subsequently and replaced with pen entries).**
- iv) **Write in the center of boxes without touching the boundary**
- v) **Avoid overwriting. In case of correction, delete the line and use a fresh line**
- vi) **The enumerator must show his/her identity – slip to the household / enterprise and request them to note down the name and sex of the enumerator which would be verified subsequently by the supervisor.**