

Note on scrutiny instructions of Graduate Cards

1. Check the number of graduate cards stated on the index slip on the folder. If no. of graduate cards is stated as 0 (zero) - scan the file folder for graduate cards anyway.
2. Remove all graduate cards from the folder. Also search the folder with cancelled forms for graduate cards.
3. Check carefully that the following information is stated on each graduate card:
 - L.G.A.
 - District
 - Town / Village
 - E.A. No.
 - Compound No.
 - Household No. in Compound

 - Sex
 - Age
 - Nationality

If any of the above information is missing - find the corresponding Form A on which the Graduate was enumerated and supply the missing information.

4. For all Graduate Card specify if the graduate person was enumerated on Form B.

If the household number on the graduate card is missing, it is likely that the person was enumerated on form B. (Form B's does not have household numbers)

If enumerated on Form B write "B" into the right corner and specify the institution (e.g. Prison, hospital etc.)