For official use



CENSUS OF INDIA, 1981

SERIES—16

O R I S S A

Part I-A

ADMINISTRATION REPORT—ENUMERATION

A. R. NANDA
of the Indian Administrative Service
Director of Census Operations, Orissa

CONTENTS

CHAPTERS		PAGE
I	Introduction	1
II	Preparatory Steps	2
III	Census Preparation	7
IV	Building up of the Organisation	12
V	Touring and Training Programme	14
VI	Census Schedules	17
VII	Procurement of Map	18
VIII	Preparation of Rural and Urban Frame	20
IX	Enumeration agency	27
X	Houselisting Operation	29
XI	Enumeration	84
XII	Instructions and Directives issued by the State Government	14
XIII	General	47
XIV	Post Enumeration Check and Census Evaluation Study	54
XV	Conclusion and acknowledgement	56
APPENDICES		
I	Circular No. 2 from the Registrar General, India	59
II	Circular No. 1 from the Registrar General, India	63
III	Circular No. 1 of the Director of Census, Orissa (General instructions regarding the 1981 Census Operations)	67
IV	Schedules canvassed during 1st Pretest of 1981 Census	72
V	A copy of the D.O. letter No. $\frac{25740/R}{VC\text{-}2/78}$ dated 13-4-78 of the Chief Secretary, to Government of Orissa, addressed to all Collectors	79
VI	Schedules canvassed during 2nd Pretest of 1981 Census	81
VII	List of circulars (Circular No. 1 to 21) issued by the Director of Census Operations, Orissa, for the 1981 Census	88
VIII	Census Calendar, 1981 Census—Orissa. 1st Stage—Housenumbering and houselisting (Including economic Census) Second Stage—Enumeration (May 1980—March 1981)	89
IX	Statement showing the existing strength at the time of assumption of office by the Director of Census and the additional posts created for the 1981 Census in different categories	94
X	Letter of R. G. India regarding clerical assistance to district, Sub-division, Tahasil establishments and Urban local bodies in connection with the 1981 Census work	96
XI	Letter of approval regarding the revised procedure for payment of honorarium to the enumeration staff in connection with the 1981 Census work	99
XII	Relaxation of travelling expenses over the existing ceiling for state government officials engaged in Census of India—1981	100
XIII	Receipt and supply of forms and schedules	102
XIV	Distribution of operational forms for houselisting and Printing and distribution of forms and schedules for the 1981 Census (enumeration)	104

85-M/J(N)164DCO—1

Appendices

		PAGES
XV	Preparation of district and tahsil/police station/CD Block/Circle maps for District Census Handbooks—(Circular No. 19 of the R.G. India) 1981 Census	112
XVI	Circular No. 4 of the Registrar General India on compilation of Village & Town Directory .	116
XVII	List of towns of Orissa—1981 Census	118
XVIII	Statement showing the Urban Agglomerations for Orissa in the 1981 Census . . .	120
XIX	Letter of A.R.G.(SS)India regarding delineation of Standard Urban Areas—1981 Census .	122
XX	Statement showing the list of Standard Urban Areas and rural component units, 1981 Census	123
XXI	Boundaries of administrative units—Fixity during the 1981 Census Operations . . .	129
XXII	Location code of Districts/Police Stations/Part Police Stations/Towns for the 1981 Census .	131
XXIII	Urban Charge Register form (Register No. V) Rural Charge Register form (Register No. VI)	139
XXIV	Circle Register (Urban) (Register No. III) Circle Register (Rural) (Register No. IV) . .	141
XXV	Charge Register (enumeration) (Register No. VIII)	143
XXVI	Selection and appointment of enumerators and supervisors for houselisting operations, 1980 (Circular 7 of Director of Census)	144
XXVII	Copy of the notification, dated Bhubaneswar, the 7th September, 1979 of Government of Orissa, Revenue Department	147
XXVIII	Copy of the letter No. VC-4/79/4735/R dated 23rd January, 1980 of the Chief Secretary to Government of Orissa, addressed to all Revenue Divisional Commissioners, Director of Bureau of Statistics and Economics, Director of Municipal administration and all Collectors in connection with the 1981 Census Houselisting Operations	148
XXIX	Copy of the letters No. IK. EMCC. 110/79-EYS dt. 29-11-79, No. 11911/UD dt. 3-4-1980, No. EDU-168 E/79, 38133/TRW dt. 11-12-1979, and Memo No. 9449(10)/3F-429/78 dt. 17-4-1980, Education and Youth Services Department, Urban Development Department, Tribal and Rural Welfare Department and Chief Conservator of Forests, Govt. of Orissa respectively for engagement of teachers and field level functionaries for houselisting operations, 1981 Census	150
XXX	Copy of the letters No. 31251/EYS, IX. EM. C. 24/80 dt., Bhubaneswar the 23rd July, 1980 and No. 27479/HUD / Spl. Ext. 36/80 dt. 25-8-1980 of Education and Youth Services Department and Housing and Urban Development Department respectively in connection with the engagement of School teachers for the 1981 Census Enumeration	155
XXXI	A copy of the Enterprise List Form, 1981 Census Houselisting Operations (Economic Census)	161
XXXII	Message by Shri Bhagawat Dayal Sharma, Governor, Orissa	162
XXXIII	An appeal of the Collector to the General Public to help and co-operate the Enumerators during the houselisting operations	163
XXXIV	Houselist and Houselist Abstract Forms of 1981 Census	164
XXXV	Copy of the letter No. VC 4/80-24066/R dated 29-3-80 of Assistant Secretary to Govt. of Orissa to Secretary, Board of Revenue, Orissa regarding payment of T.A. & D.A. to Enumerators/ Supervisors attending training classes and performing duties in connection with the 1981 Census	165
XXXVI	Training of Census Personnel—Houselisting Operations (Circular No. 8 of Director of Census Operations, Orissa)	166
XXXVII	Handling of records of Houselisting Operations on completion of field work. (Circular No. 12 of the Director of Census Operations, Orissa)	170

		PAGES
XXXVIII	Notification of Registrar General, India on reference date of 1981 Census	174
XXXIX	Copy of the Abridged Houselist form	175
XL	Copy of Individual Slip—Universal and Sample, Household Schedule (Oriya & English) of 1981 Census	181
XLI	Message by Shri J. B. Patnaik, Chief Minister of Orissa on the eve of the enumeration . .	193
XLII	Statement showing Census division and personnel—1981	195
XLIII	The Census Act, 1948	196
XLIV	Government of Orissa, Revenue Department "Notifications" dated, Bhubaneswar the 7th September, 1979, 14-12-79 and 23-8-1980	199
XLV	List of general circulars issued by the Registrar General, India in connection with the 1981 Census	202
XLVI	Statement showing the amount of honorarium paid to Census Officers, Enumerators and Supervisors	203
XLVII	A copy of the letter No. 1/34/79-Ad. I dated 26-6-1979 of the Registrar General, India to Chief Secretaries to Government of all States and Union Territories regarding clerical assistance to district/Sub-division/Tahsil, Urban local bodies in connection with the 1981 Census work.	204
CENSUS IN ACTION (PHOTOGRAPHS)		207

CHAPTER I

INTRODUCTION

It is the usual practice to leave behind a record of experience gained in conducting the Census Operations for the benefit of the successor in organising the next decennial Census. Census, by its nature and dimension, is fraught with a lot of imponderables and uncertainties and depends for its success very much on individual ingenuity and personal and circumstantial factors. The experience gained in one Census in a particular State of circumstances may have, at the most, limited value in the changed circumstances obtaining a decade hence. While, therefore, making out this report I am fully conscious of this limitation.

2. Census is a pretty old subject. We have completed 100 years of Census-taking in India by now. Indian Census has earned high reputation all over the world for its completeness and accuracy and it has been acclaimed as the greatest administrative venture in the world.

3. The designation "Director of Census Operations" dates back to 1st September, 1969. Previously the post was known as "Superintendent of Census Operations". An officer heading an organisation like the Directorate of Census at the State level is usually an officer of the Indian Administrative Service in the senior scale or selection grade from the same State cadre and is on deputation to Government of India the moment he joins as Director. He is required to muster the support of various officials of the State administrative machinery at the State, district and lowest local formations and to share the responsibility jointly with them in conduct of the Census. The situation so far as his status, power and responsibility are concerned is rather paradoxical. He has to make the State Govt. and the concerned organisations and officials of the State Govt. feel that he is a part and parcel of the State administration, which he is actually not. He has no formal administrative control over the officers and the vast army of Census personnel mostly drawn from the State Government. At the same time he is the person who has to direct the conduct of Census Operations. This peculiar situation was agitating my mind when I took over as Director of Census on 1st June, 1979. I was nostalgic of my past association with Census in 1971 when I had the privilege to work as Sub-Divisional Census Officer at the houselisting stage and District Census Officer at the enumeration stage. Among the multifarious work of general administration in the sub-division and the district, I had really enjoyed the systematic and challenging work of Census, and more so the persuasive leadership in the personality of my predecessor Shri B. Tripathi. Shri Tripathi had telephoned me sometimes early in 1979 to find out if I am interested to take up the present assignment leaving the so called glamorous assignment of Director of Industries in the State Government. My immediate reaction was that I will have no regrets if I am posted as Director of Census. It, therefore, did not take me long to get myself attuned to the new organisation. Immediately on joining the organisation I went through the administration reports of my illustrious predecessors Shri M. Ahmed and Shri B. Tripathi. I went through the guard file of circulars ussed in the earlier census and some of the important publications. I also laid down my hand on the administration reports of 1971 Census from some other directorates. The sense of loss for leaving the glamorous post of Director of Industries vanished in a matter of days as I got acquainted with the Census family headed by the Registrar General and my colleagues in various States and Union Territories.

Census Hierarchy

4. I had the privilege to inherit a fairly well organised office located in the rented private buildings at Cuttack. I have inherited a regular established office with fairly experienced officers and staff as given below. The two Deputy Directors working at the time of my joining had been brought on deputation from the State Government and the rest belonged to the Census establishment.

1.	Deputy Director	2
2.	Assistant Director (Technical)	1
3.	Investigator	4
4.	Tabulation Officer	6
5.	Statistical Assistant	13
6.	Computor	42
7.	Assistant Compiler	49
8.	Senior Draftsman	1
9.	Draftsman	3
10.	Cartographer	1
11.	Head Assistant	1
12.	Librarian	1
13.	Printing Inspector	1
14.	Head Clerk	1
15.	Upper Division Clerk	5
16.	Lower Division Clerk	6
17.	Junior Stenographer	2
18.	Artist	1
19.	Proof Reader	2
20.	Hand Press Machine Operator	2
21.	Driver	1
22.	Duftry	3
23.	Peon	18
24.	Chowkidar	2
25.	Farash	1

The office so inherited by me had the above staff strength on 1-6-1979 when I took over as Director of Census.

Additional Accommodation

5. With the passage of time the organisation acquired additional staff strength as its activities expanded and I had to look for additional number of buildings on rent at Cuttack to accommodate different units of the office. All together five buildings had to be taken on rent in phases between my joining and September, 1980 and we had to pay Rs. 10,200 towards monthly rental for a total carpet area of 9,200 sq. ft. This accommodation problem will not arise at the time of next Census, in as much as our own permanent building at Bhubaneswar has come up by middle of 1981. The Central Public Works Department had been engaged for the construction work with an estimated cost of Rs. 23 lakhs. Besides, some additional land has been obtained from the State Government at Bhubaneswar for construction of residential quarters. After the final count during March, 1981, the office could be conveniently shifted to our own building at Bhubaneswar from 1st August, 1981.

Preservation of Records

6. The need for a properly planned preservation and arrangements of records can not be gainsaid in any establishment. The manner in which records of previous operations had been stacked in my office having limited floor space left much to be desired. After my joining, I had to take up the issue of disposal of the old records with the Registrar General, India and his approval could be available at the earliest. In all previous operations, disposal of old records was made by way of destroying. I thought it could as well fetch some revenue to Government. After observing all formalities bulk of the records could be disposed off by public auction, which fetched Rs. 76,003.75 as revenue to the Government. This will be one of the immediate work for my successor. We can hopefully claim to have the advantage of full fledged record room complete with the mechanised system of indexing for ready reference in near future in our own building.

Backlog of 1971 Census :

7. With our anxiety to get more floor space and time for the staff, disposal of arrear work assumed priority in my mind. I had to take stock of the printing programme communicated by the Registrar General, India for the 1971 Census Publications. I found that quite a few publications were pending at the date of my joining. Most of these documents were either in compilation or proof stage. After discussion with my colleagues, I had to make a firm programme for the clearance of the backlog in printing. Such backlog to my mind is perhaps due to non-availability of a full-time Director during the inter-censal period.

CHAPTER II

PREPARATORY STEPS

Circulars of Registrar General

As mentioned earlier, I was fortunate in succeeding to a post in an office where there was some established organisation, fully seized with the preparation of ground work for the 1981 Census. By the time I assumed charge, the Circular No. 1 issued by the Registrar General, India was already available for my reference. The Circular No. 2 dated 19-6-79 which was in my hands a few days after my joining nobly drafted letter which reminded me about the new assignment and the organisational arrangement needed for the 1981 Census. This circular has been reproduced at *Appendix—I* for reference. It mostly deals with the framework, under which the minutes and organisational details were required to be chalked out, in close association with State Government officials available at different levels. Essentially, this circular has explained the Census taking in a nutshell and the role to be played by the State Government machinery as also the various stages of the operation.

2. The Circular No. 1 of the Registrar General, India dated 5-2-79 reproduced at Appendix II provides a general idea for classification of rural and urban frame which serves as a base for the census units and explained the criteria for such categorisation. These two circulars were closely studied by me and I had to draw the personal attention of Collectors and other functionaries to be engaged in the Census-taking in my Circular No. 1 dated 27-9-79, giving broad outlines about the various stages of operation, rural-urban frame and the different categories of personnel likely to be drafted for training as well as operation for this colossal task. Copy of my Circular No. 1 may be seen at *Appendix—III*. The main intention of issuing such a comprehensive Circular was to provide broad guidelines to the different functionaries for enabling them to formulate systematically detailed plans and schemes in Census-taking and to inculcate in them census awareness.

Preparatory Steps

3. Prior to my taking over charge as Director of Census, two Deputy Directors of the inter-censal period had attended to some important preparatory measures like updating of jurisdictional maps, collection of information regarding territorial changes in the administrative units and conduct of the first pre-test on the draft census questionnaire. The jurisdictional maps prepared during the 1971 Census, along with the police station-wise village list for rural areas had been sent to the concerned Tahasildars with request to update the same and confirm the present jurisdiction of the villages, police stations, towns and tahasils in the State. It was absolutely necessary to get their confirmation regarding the changes in the administrative units that might have taken place after the 1971 Census Operations. The concerned Tahasildars and Executive Officers of urban bodies were entrusted upon to report the changes, if any, with supporting documents for authentication thereof. This initiative was taken much earlier and was in conformity with the arrangement suggested by the Registrar General, India in his letter dated 11-1-78 endorsed to the State Chief Secretary.

First Pretest

4. The Registrar General, India in his letter dated 7-7-78 had requested all Directors to hold the 1st pretest throughout the country. For Orissa it was programmed to be taken up during September-October, 1978, limiting the operation to 5 rural and 5 urban blocks in one district only. The detailed guidelines for holding such a pretest was communicated in the subsequent correspondence of the Registrar General, India. For Orissa, the operation was confined to Puri District only and was taken up from 22-9-78 to 6-10-78. The draft questionnaire prescribed by the Registrar General were carefully gone through, explained to the functionaries entrusted with the job, who were acquainted with the schedules to be so canvassed. Schedules canvassed during the 1st Pretest Operation are given in *Appendix—IV*. In this connection, the Chief Secretary to the Government of Orissa had addressed the Collectors in his demi official letter dated 13-4-78 emphasising the need for timely co-operation to the Census functionaries and highlighting the magnitude of work envisaged for updating the jurisdictional frame. Copy of the Chief Secretary's letter may be seen at *Appendix—V*. Five urban blocks selected were limited to Puri Municipality, Bhubaneswar Municipality and Nayagarh Notified Area Council, whereas the five rural blocks so selected were limited to Sadar Police Station, Khurda Police Station and Nayagarh Police Station of Puri district. Adequate publicity measure was taken to develop public awareness of the operation. The reference date for this pretest was fixed as the sun-rise of 6-10-78 and accordingly, the programme was finalised.

The enumeration work was done by engaging 16 officials of the Directorate of the rank of Investigators, Tabulation Officers, Statistical Assistants, Computors and Assistant Compilers who were given adequate training before taking up the assignment. Apart from the canvassing of universal as well as sample slips during the period of enumeration (22-9-78 to 5-10-78), the enumeration of houseless persons was conducted on the night of 5-10-78 which was followed by the revisional round on 6th and 7th October 1978.

5. The location particulars of the selected blocks are indicated below :

Rural Blocks

1. Puri Sadar	Puri Sadar Police Station (27)	1. Gopinathpur alias Routrapur (177) 2. Damodarpur Sasan (183)

2. Khurda	Khurda Police Station (15)	3. Wilkisan-nagar (89) 4. Daliput (123)
3. Nayagarh	Nayagarh Police Station (6)	5. Laxmiprasad (81)
	Urban Blocks	
1. Puri Sadar	Puri Municipality (V)	1. VIII 2. IX
2. Bhubaneswar	Bhubaneswar Municipality (IV)	3. VI 4. XVIII
3. Nayagarh	Nayagarh Notified Area Council (1)	5. VII

The programme for pretest operation drawn up for the State is shown as follows :—

(*i*) Reference date—Sun-rise of the 6th October, 1978.

(*ii*) Enumeration period—22-9-78 to 5-10-78 (night)

(*iii*) Counting of Houseless persons—The night of 5th October, 1978.

(*iv*) Revisional round—6th October, 1978 to 7th October, 1978.

6. The Census questionnaire were formulated by the Registrar General, India in consultation with the data users and Planning Commission etc. Such pretest was intended to assess the time requirement in filling up the questionnaire, the suitability or otherwise of different agencies to take up this work and to elicit correct particulars from different households as also to watch the response of the public to these questionnaire. Hence, adequate training was imparted to ensure accuracy and correctness in understanding of the concepts.

The experience of the pretest is as follows :—

(*a*) Sampling was not resorted to in respect of question of language, duration of residence, age at marriage and number of children etc. All such questions were canvassed universally in the blocks so selected.

(*b*) Allotment of enumerators for the selected blocks was made on the basis of the number of households recorded during 1971 operations. However, only in urban area there was increase in number of households which necessitated induction of additional enumerator.

(*c*) In unsurveyed areas, difficulty was experienced to locate the hamlets and its name within the jurisdiction of revenue village. It was, therefore, felt that revenue village as a whole should be taken as one unit for houselisting operation.

(*d*) There was no instruction to paint the ward number on the wall of houses in urban areas. Such scribing would definitely help in identification at a future date.

(*e*) Correct information regarding secondary or marginal work of a person was not forthcoming and it was more apparent in case of those categorised under "Other Works". Government servants, in particular did not faithfully return if they were also tillers of their soil and they were conscious of the limitation imposed under the Land Reforms laws.

(*f*) The respondents in many cases did not return the number of married daughters while furnishing the number of children ever born.

(*g*) Most of the enumerators experienced the adverse reaction of women with no children living and to divulge how many had died and similarly it was a difficult job to extract faithful answer on the number of children born to women from their first marriage.

All these problems and difficulties were gone through in detail and the schedules so prescribed suffered considerable incision during the Second pretest as prescribed in the paragraph to follow.

Second Pretest

7. The Registrar General, India in his letter dated 7-4-79 had desired to hold the second pretest during June, 1979, which in fact was a full-dressed rehearsal of the Census enumeration. As per his instructions, five different rural blocks and equal number of urban blocks in each State were selected and the usual enumeration agency, viz., school teachers were appointed as enumerators under the guidance of supervisors chosed from amongst the staff of the directorate. All the schedules, viz., Houselist, Houselist Abstract, Individual Slip—universal as well as sample besides the Household Schedule, Abridged Houselist, Degree Holder's Schedule etc., meant to be canvassed during the actual enumeration were put to this pretest with a view to finding out the time and the response of the citizens. Copies of schedules are given in *Appendix—VI*. The selection of places was confined to one rural as well as urban block in each of the districts of Sundargarh, Dhenkanal, Koraput, Ganjam and Baleshwar in Orissa.

8. The particulars of the unit so selected are shown below.

Name of the district 1	Name of unit 2
1. Sundargarh ..	1. Subalaya village of Sundargarh Police Station. 2. Sundargarh Town, Ward No. IX, Block-23.
2. Dhenkanal ..	1. Kishorepal village of Talcher Police Station. 2. Talcher Town, Ward No. VI, Block No. 10.

Name of the District 1	Name of unit 2
3. Baleshwar ...	1. Saragaon village of Baleshwar Police Station.
	2. Baleshwar Town, Ward No. VI, Block No. 17.
4. Ganjam ...	1. Ratnapur village of Brahmapur Police Station.
	2. Brahmapur City, Ward No. VII, Block No. 49.
5. Koraput ...	1. Gaganpur village of Jeypore Police Station.
	2. Jeypore Town, Ward No. I, Block No. 5.

9. The period of enumeration was fixed from 6-6-79 to 17-6-79 with a revisional round from 18-6-79 to 20-6-79. The reference date was the sunrise of the 18th June 1979, while the houseless population was counted on the night of 17th June 1979.

10. For this pretest, intensive training programme was organised for the supervisors (staff of this office) from 17-5-79 to 19-5-79 followed by training of the enumerators from 24-5-79 to 28-5-79. The Education Department of the State Government afforded prompt co-operation by sparing services of the teachers to be engaged as enumerators. The enumerators were adequately trained and equipped with requisite forms and schedules before they were allowed to take up their assignment. Adequate publicity measures were also undertaken to familiarise the local population and to create lively interest in them and enlist their active co-operation to the staff so engaged.

The experience recorded is as follows :

(*a*) The selection of block was made on the basis of household data thrown out during 1971 operations. However, in an urban unit of Jeypore town the population was found to have more than doubled due to influx of population. However, additional hand was provided to cope up with the workload. A token honorarium was paid to the enumerators for this piece of job.

(*b*) It was felt necessary to prescribe symbology for display of house sites, hill, forest etc. in the notional map.

(*c*) Prescribing ward concerned ward number to be written in the walls of the urban area would have helped easy identification at a later date.

(*d*) The usual reply received against the question 'worked at any time at all last year' was evasive. Here unless probing question is asked, it will be difficult to obtain faithful answer from the respondent.

(*e*) Since the enumerator is required to canvass additional questionnaire in the sample area, financial incentive in shape of extra remuneration was desirable.

11. The House-numbering, Houselisting and Enumeration in all the blocks so selected was completed as per the schedule and the programme went off well. It was felt that intensive publicity would be required to make the respondent understand the meaning and need for census and his legal obligation on that behalf to avoid any suspicion or mis-apprehension over the visit of the enumerator to his house. The pretest has squarely brought out the need for intensive training—both theoretical and practical not only to the enumerators and supervisors but also to the officials entrusted with supervision work and guidance before the field operation.

Measures taken to create consciousness in the State, Hierarchies

12. With the increasing complex nature of census work and enhanced responsibility on the part of Census functionaries, it was very much desirable that all functionaries in the hierarchy should be given intensive training so as to enable them to understand the various concepts without any ambiguity and have working knowledge on Housenumbering, filling up of various schedules, viz., houselist, enterprise list etc. Appropriate departments of the State Government were impressed upon regarding our time bound programme and to issue suitable instructions to their lowest formations for a successful census-taking. Our experience in the pretest operations held earlier also conform that both theoretical as well as practical training was required for the various functionaries to be engaged for the operation.

13. After assuming the charge of this office, therefore, I considered it expedient on my part to meet the Secretaries to the Government in various departments connected with my operation and apprise them in nutshell about my programme of action and my requirements. After calling on the Chief Secretary, the Member, Board of Revenue and Additional Chief Secretary to the State Government, along with a brief note of my programme, I started apprising the Secretaries to the Government in Revenue Department, Harijan & Tribal Welfare Department, Housing and Urban Development Department, Education and Youth Services Department, Community Development and Social Welfare Department and Health and Famliy Welfare Department. It was great apportunity afforded to me by the Chief Secretary to the Government of Orissa who evinced keen interest in the Census—taking and allowed me to participate in the State level conferences of Collectors, Revenue Divisional Commissioners and all Heads of departments taken up at Bhubaneswar on 27-7-79, 15-10-79 and 14-3-80. In these State level conferences, not only had I the privilege of introducing myself to the Collectors and Heads of Departments, I had also a gainful experience in introducing the programmes of the 1981 Census, emphasising my need and cataloguing my requirements and soliciting their timely co-operation. As a matter of fact, such conferences gave me strong impetus to push through my programme at the divisional and district level conferences which I participated from time to time.

14. It is needless to reiterate that Census work has always been done through the personnel of the State Government viz., the Tahasildar at the field level under

the supervision of the Sub-divisional Officer and Addl. District Magistrate. I moved the State Government to notify such officers as different functionaries under the Census Act. Hence it was of utmost necessity to keep contact with such field level personnel to the extent possible, within the shortest possible time. Accordingly, I had addressed the Collectors to let me know the programme of their district level revenue meetings in advance where I got an opportunity to meet the aforesaid categories of personnel. Such communication had been returned with prompt reply. As a matter of fact, I attended the district level conference of field officers in most of the districts, during the period from June, 1979 to August, 1979, where I had the opportunity to introduce our concepts in brief and explain their responsibility in nutshell to the Sub-divisional Officers, Tahasildars and Block Development Officers. I also emphasised the priority involved in finalising the jurisdictional changes which assumed importance as it forms the very base of our operation.

Circulars issued

15. Apart from the circular of Registrar General India issued on organisational work, different circular, (from 1 to 32) had been issued by the Registrar General India on different subjects involved in the operations I found it very useful to go through similar circulars issued by my colleagues in different States, complimentary copies of which were made available to us. The guidelines provided by the Registrar General, India in various circulars needed slight changes at the State level, where the peculiar situation had to be reckoned with. After perusal of all such documents and discussion with my officers and staff, I had to issue twelve circulars, covering each subject upto the House-listing operation, besides nine covering Enumeration work and copies of all such circulars were endorrsd to all functionaries likely to be engaged in our operation. The list of circulars issued in this respect is indicated in *Appendix—VII* for individual circulars.

CHAPTER III

PREPARATIONS FOR THE CENSUS

First Census Conference of Directors—August, 1979

The first conference of the Directors of the Census Operations was held at New Delhi during August 24—29, 1979 to discuss the result of the 2nd pretest, to finalise the instruction and procedures and review the organisational matters relating to 1981 operations. The conference was inaugurated by Shri D.L. Mandal, Minister of State, Ministry of Home Affairs, Shri T.C.A. Srinivasavardan, Home Secretary and Shri M.L. Kampani, Additional Secretary were also present at the inaugural session of the conference. I attended the conference along with Shri B.C. Das, Deputy Director. The conference was intended to finalise the draft questionnaires which were framed on the materials fed back by the field tests conducted earlier. The salient feature of the conference was that the Census organisation had agreed to integrate the economic census with the Houselisting operation to be taken up during 1980, thereby provide considerable saving in expenditure to the Government. The other observations of the Registrar General, India are extracted below.

> "Another noteworthy aspect of the Census questionnaires would be the adoption of sampling for the first time during the enumeration with particular regard to fertility and migration data, the generation of a household schedule which will provide a socio-economic profile of each household in the country including the characteristics of the housing unit and the expansion of the economic questions so as to derive data on secondary workers adequately. We are also including a question on 'seeking work' which we hope, would provide very valuable data to those concerned with policies of employment. For the first time after 1931 we have agreed to attempt to gahter data regarding certain categories of the handicapped, namely, the totally blind, the totally dumb and the totally crippled. We are also gathering data with regard to the availability of infrastructural facilities in every village and town through special forms. These data base are specifically being oriented towards helping the Government to formulate schemes under the revised minimum needs programme."

2. The conference had a very heavy agenda as detailed in the following paragraph and each Director was given an opportunity to express his views in the light of his experience. As a matter of fact, the atmosphere throughout the session was one of informality, appreciation of each other's view point and an inquisitiveness to learn. In fact, this was the 1st conference of the Directors on 1981 Census, and as a new comer to the censusfold, I had my own reservation about some of the items, although I had no difficulty in participating in the discussion. The main items discussed at the above conference are as follows :

1. Hierarchy of Census
2. Rural and Urban frame
3. Preparation of Notional Map
4. Houselisting operation
   (a) Preparation of list of village/urban area
5. Location code
6. Delineation of Houselisting Block
7. Preparation of Charge Register and Circle Register.
8. Selection/Appointment of Enumerators and Supervisors.
9. Training of personnel
10. Printing
11. System of supervision
12. Economic Census
13. Setting of Regional Offices
14. Enumeration—Preparatory and Organisational steps.
15. Post Enumeration Check
16. Census Evaluation Study
17. Tabulation Plan
18. Publication programme
19. Special Studies
20. Collection of data for village/Town Directory
21. Administrative and Organisational matters
22. Financial control

Decisions of the conference

3. The following broad guidelines were indicated so far as the State was concerned

(*i*) *Hierarchy*—The personnel involved in the operation were finalised. The enumerators would usually be drafted from the cadre of school teacher as the lowest functionary at the village level. The enumerator would be in charge of one enumeration block or, if the blocks are adjacent and small he may be incharge of more than one block. Usually five such enumerator's jurisdiction would constitute a circle kept in charge of a supervisor. The charge officer of the rural area would be, in general, the Tahasildar in Revenue Administration whereas for the urban area it would be handled by the Executive Officers of the urban bodies to be notified as Town Census Officers. Above the Charge Officer, the Sub-Divisional Officer will function as Sub-Divisional Census Officer, under the guidance of the District Census Officer at the district level who are usually the Additional District Magistrates. However, the over all responsibility of successful Census-taking would lie on the Collector of the district as the "Principal Census Officer" for the district. The above hierarchy would

have to be created by issue of notification by State Government under section 4(ii) of the Census Act of 1948.

(*ii*) *Reference date*—It was decided that the reference date for the Census will be the sun-rise of 1st March, 1981 and the period of enumeration would be from 9th to 28th February, 1981. The revisional round would be taken up from 1st to 5th March, 1981. However, in snow bound areas and other inaccessible areas the enumeration will have to be carried out on different dates depending on the accessibility of the areas and convenience. So far as Orissa is concerned, no such contingency arose and the period fixed for enumeration was decided to be adhered to.

(*iii*) *Rural and Urban area*—The Registrar General, India indicated that the 1971 criteria for urban classification have to be retained for the 1981 Census also in order to ensure comparability and the same would provide a basis for analysis of trends in urbanisation. However, the criteria should be applied strictly without any deviation. It was also decided to freeze the boundaries of administrative units from 1-1-80 upto June, 1981 by appropriate order of the State Government and during this period, no change of boundaries will be entertained.

(*iv*) *Preparation of Notional Map*—This is an important preliminary stage in the Census Operation, which indicates the lay out of an enumeration block providing details of *Busties*, important landmarks etc.

(*v*) *List of Villages/Urban areas*—It was decided that the 1971 Census list of villages would be the starting point, which should be updated by local administrative authority and such final list would form the base. It was also decided that the list of villages published by the Survey and Settlement Office may be adopted in updating the frame. Emphasis was laid upon scrutiny of the correct spellings of the village names.

(*vi*) *Location Code*—This is the usual pattern of identification of every area in a State by assigning code numbers to different levels of adminstrative units, beginning from State and ending at the enumeration block.

(*vii*) *Delineation of Houselisting Block*—This was intended to be done on the basis of work-load feasibility of the enumerator. 150 Households or 750 population for rural area and 120 Households or 600 population of the urban area was considered to be reasonable work-load for an enumerator. However, under no circumstances, boundaries of village or ward in rural or urban area respectively should cut across. An enumerator may, however, be kept in charge of more than one block considering the work-load. The jurisdiction of supervisor's circle should be about five contiguous enumerator's blocks. For House-numbering, it was decided that where the permanent House-numbering has been implemented, such unit of House-numbering may be conveniently adopted for constitution of our Houselisting block. So far our State is concerned, only the Raurkela Township had such advantage.

(*viii*) Preparation of Charge Register and Circle Register and its constituent columns were finalised.

(*ix*) *Selection of Personnel*—Selection of enumerators and supervisors was decided to be done under the general instruction of the Director of Census in consultation with the State Government departments under which the persons involved are working. If necessary, staff of public undertakings and corporations may have to be utilised.

(*x*) *Training*—So far as training of the personnel is concerned, it was decided that intensive training at repetitive intervals to the personnel can alone ensure quality and coverage and correct recording of the census data. The officers of the Director's office should be trained first, so that they would be deployed for training at the lower levels all over the State. It was considered to familiarise the trainer officers about the various concepts first on priority before field level training is programmed.

(*xi*) *Printing*—It was decided that printing of instructions for Houselisting as well as enumeration would be done through the State Government agency after the translation of the materials into local language.

(*xii*) *Supervision*—Effective supervision was insisted upon to be exercised at all levels beginning from the preparation of charge registers, selection of personnel, training of personnel besides the actual operation.

(*xiii*) *Economic Census*—It was a new introduction in the Census-taking unlike the previous operation, where the central statistical organisation was associated. It was considered to be tagged with the Houselisting operation to be held in 1980 when an "enterprise list" was also to be canvassed. The enumerator had to be paid extra honorarium for such work. However, the tabulation of data on enconomic census obtained during the Houselisting will be taken up by the Statistical bureau of State Government.

The setting up of regional offices, its norm and organisational details were also finalised.

(*xiv*) *Enumeration*—The enumeration block will be carved out on the basis of Houselisting results and Abridged houselist will be prepared therefrom. Sampling in time in the Census-taking and its procedural details were discussed. It was decided to have the Tahasil as the operational unit for rural areas, having police stations thereunder, whereas the city and town areas would constitute urban units separately.

Other general items, like post enumeration check, census evaluation study, organisation of tabulation and publication programme, treatment of special areas, collection of data for village and town directory etc. were also discussed.

The conference provided an excellent opportunity for me to know the magnitude of this national task and reminded me about the necessity for chalking out the detailed calendar for the entire operation accordingly.

Second Conference of the Directors

4. The Second conference of the Directors of Census was held at Mysore during 16—19th January, 1980 to review the arrangements for Houselisting operation and to finalise the instruction for filling up Abridged Houselist, Household Schedule and Individual Slip besides preparation of Enumerator's working sheet and abstract. The conference was attended by me along with the Deputy Director, Shri B.C. Das. It was inaugurated by Shri R.A. Naik, Revenue Commissioner of the Government of Karnataka. However, this conference provided an opportunity for free and frank discussion of peculiar problems relating to different States with reference to the schedules prescribed for canvassing and clarification on some questionnaires. The important decisions are recorded as follows :

(i) It was decided to re-write the Abridged Houselist where innumerable corrections have to be made.

(*ii*) It was clarified that hamlets need not be formed into a separate block unless its population is enough for constitution of a block.

(*iii*) All uninhabited villages however, will have to be assigned a block number and such fact to be noted in the Charge Register.

(*iv*) Adequate care has to be taken during the operation particularly for the area under the big cities where temporary huts/colonies may come up after Houselisting operation, which have to be enumerated by enlisting in the Abridged houselist.

(*v*) In big cities, care has to be taken that the floating population on account of seasonal employment is not missed. Similarly, care may be taken where population located at particular places during Houselisting may not be existing at the time of actual enumeration.

(*vi*) Abridged Houselist shall also take care of new houses which might have come up during population count and should be numbered suitably. All Census houses whether residential or non-residential would be covered in Abridged Houselist.

(*vii*) Printing of Abridged Houselist forms in regional language at the State level has to be taken up.

(*viii*) It was decided that in the case of a large village split up into more than one enumeration block, the notional map should show the enumeration block with the adjoining portion of the revenue village.

(*ix*) Regarding the scheduled caste and tribe, no caste/tribe other than those recorded and specified in the Presidential Order can be recorded as scheduled caste/scheduled tribe.

(*x*) Similarly, the language as returned by the respondent shall be recorded faithfully.

(*xi*) Clarifying the point on toilet facility, it was clarified that in case of a block of tenements containing a few latrines used in common by all the occupants it has to be reckoned as facility available to such household.

(*xii*) Regarding the cultivated land it was clarified that such land may be taken on rent either in cash or kind.

(*xiii*) It was also clarified that the persons preparing for competitive examination should be treated as attending School/College, only when they are attending some coaching classes.

(*xiv*) It was clarified that in case of all divorced women who may not now say the number of children surviving at present among those settling else where, it may be recorded as 'not known'.

(*xv*) Regarding enumeration of houseless population in bigger cities, in case one enumerator is unable to complete the assignment on the night of 28th February 1981, more Enumerators can be pressed into service.

(*xvi*) During revisional round, if the enumerator finds a group of people that has been missed in his earlier round, there should not be hesitation to enumerate them in the revisional round.

The discussion in this conference went a long way in providing clarification to some of the questions in the schedules to be canvassed during Enumeration and necessary changes were also incorporated in the Instruction Booklet for Enumerators finally published by the Registrar General and forwarded to us for translation in the regional languages.

Census Calendar

5. It is needless to reiterate that the Census seeks to create an inventory of the country's man power resources and demographic characteristics at a given point of time. This opportunity once available in a decade is utilised to collect particulars of housing and other economic characteristics. Thus, it is a statistical exercise which provides feed-back to the administrators, planners, scholars and research fellows by some important data of immeasurable value. The administrative exercise thus taken up once in a decade has a strong statistical component. It is, therefore, essential that the objectives of the census are completely made in terms of total coverage with accuracy and timeliness. Thus, it assumes special responsibility in our socio-economic life and has another priority.

The first conference of the Directors decides the timing of Census in broad outline, in the light of which compilation of our data was required to be drawn to suit the local conditions.

The stages in which the census has to be taken up have been outlined in the circular No. 2 of the Registrar General, India. Broadly speaking, the whole work can be divided into six stages as described below for house-listing and actual enumeration.

(*a*) Delimitation and earmarking of rural and urban areas for giving location code numbers.

(*b*) Preparation of jurisdictional maps.

(*c*) Deciding the agency of enumeration.

(*d*) Assignment of jurisdiction.

(*e*) Training of Personnel.

(*f*) Field work.

6. Initially, the census calendar for our State was drawn up separately for both phases of the operation. The first phase relating to House-numbering and House-listing (including economic census) was programmed for the period from December, 1979 to May, 1980 and the second stage relating to enumeration from May 1980 upto 31st March, 1981. Copy of the calendar so framed was communicated to all the concerned functionaries of the State Government as well as to the the Registrar General, India for their information and the same may be seen at *Appendix—VIII*. The first stage of the calendar drawn upto Houselisting operation can be broadly sub-divided to two distinct phases. The first stretching upto training i.e. upto March, 1980. During this period, emphasis was laid on general preparatory measures for the census viz., Preparation of Registers, Maps, finalisation of enumeration blocks, jurisdiction of enumerators, supervisors, selection of personnel and their training, supply of adequate forms and schedules and publicity measures. The second phase beginning from April, 1980 puts emphasis on completion of Notional Map, House-numbering, House-listing, canvassing of Enterprise list and retrieval of records, etc. For Housenumbering and listing, the month of April, 1980 was selected, which was rather a rainless period usually having a dryspell, providing atleast fair-weather communication to the interior pockets.

7. Although the calendar of operation for Houselisting was finalised and communicated to all concerned and preparatory works had been pushed through with all priority, anxiety had developed by the announcement of holding general election at state level during the said period, consequent upon change of political set-up in the country. Such anxiety had assumed more importance due to the fact that same school teachers who constitute our taskforce at the field level, also had to be engaged for the revision of electoral roll. Hence, it was apprehended that first phase of census in 9 States including Orissa might be deferred to subsequent date. Accordingly, a discussion was arranged at Delhi by the Registrar General with the top officials of Government of India, where I was asked to participate along with Chief Electoral Officer and Secretary to Government of Orissa, Revenue Department to explore the possibility of holding census house-numberingand houselisting in Orissa. Such discussion held in the first week of March, 1980, however, did not upset our programme on Houselisting, although some other States deferred their Houselisting operation. Thus, the calendar of operation on Houselisting remained unchanged.

8. For the main operation, i.e., Enumeration, detailed calendar was prepared beginning from May, 1980. This starts with re-delimitation of enumeration blocks, preparation of charge register, Abridged Houselist, basing on data thrown during Houselisting operation. Fortunately, for us there was no non-synchronous area in Orissa.

9. However, it is gratifying to note that our insistence on the strict implementation of the Calendar of operation had percolated to the lowest formations and the time schedule prescribed for different stages of the operation, was observed with a spirit of urgency at all levels. The census organisation had no direct administrative control over the large hierarchy of census personnel in the districts who were charged with the responsibility of carrying through census tasks. Maintaining constant contact and rapport with Principal Census Officers, District Census Officers, Sub-divisional Census Officers, Charge Officers and Town Census Officers, to appreciate their difficulties first hand and providing solution to it was obviously the first pre-requisite before me. I therefore visited district headquarters between July—December, 1979 and took advantage of the presence of Sub-divisional Officers, Tahasildars, Executive Officers, and Block Development Officers in their meetings, to initiate them to the Census programme and the schedule. The circulars issued by me were suitably spaced out to apply to the stage of operation currently in hand. In such meetings the common problems were discussed and a few pockets showing sign of deficiency or lack of enthusiasm on the part of census functionaries received my attention.

First Conference of District Census Officers

10. As indicated in the earlier paragraph, my experience on the Pretest result as well as in the conferences held at All India level confirmed the necessity for providing intensive training both theoretical and practical to different census functionaries to ensure accuracy and proper understanding of the concepts. It was essential to train the officers charged with the task of supervision adequately, so that in their turn, they can train up the field level functionaries, viz., Enumerators, Supervisors and Sub-charge Officers etc. Therefore, after attending the 1st Census conference of Directors at Delhi, I thought it exremely desirable to hold the conference of the District Census Officers and the Additional District Census Officers at a State level meet held at Cuttack during 29th and 30th of November 1979. It will not be out of place to record here that one Additional District Magistrate in each district was notified as District Census Officer and State Government senior class one Officers functioning as Executive Officers of important urban areas having population of more than one lakh, were also notified as Addl. District Census Officers for our purpose under the Census Act. Similarly, in view of the tagging of Economic Census with Houselisting operation by way of canvassing the Enterprise List, I decided to enlist the District Statistical Officers in our census family, and hence got them notified as Additional District Census Officers under the Census Act. With this backdrop, I had to invite all the District Census Officers and Addl. District Census Officers to this conference for participation and did not deliberately make it open for other subordinate officers in the Revenue Administration as

otherwise, it would have been an unwieldy gathering. The Deputy Registrar General, Shri K. K. Chakravorty participated in our deliberation. In this conference, the items discussed were as follows :

1. Hierarchy of Census
2. Appointment of Additional Charge Officers and Sub-Charge Officers.
3. The programme of Enumeration.
4. Up-dating of Village list, Police Station Maps and Town Maps.
5. Finalisation of Non-statutory Census Towns, Special charges and Urban Agglomeration.
6. Collection of data for compilation of Village and Town Directory.
7. Preparation of Notional Maps.
8. Delimitation of Houselisting Blocks and Circles.
9. Inventory of Census personnel—Selection and appointment of Enumerators and Supervisors.
10. Finalisation of training programme for trainer officers at the District level, Enumerators and Supervisors at the field level.
11. Discussion on Houselisting Instruction Booklet.
12. Requirement of forms and schedules.
13. Supervision of control and monitoring.
14. Census Calendar
15. Ban on transfer of officials connected with Census work and freezing of administrative boundaries.
16. Publicity measures.

11. At this conference an attempt was made to familiarise the participants about the census concepts, as well as our programme of action with reference to the Calendar of operation and detailed discussion of the Instruction Booklet. The Director of Bureau of Statistics, Orissa was also requested to participate in this conference and to clarify the doubts regarding the schedules canvassed for Economic Census. I am deeply grateful to Shri Chakravorty whose presence in this conference made our task easier in understanding the concepts and clarifying the doubts.

12. This first conference of the District Census Officers was followed by the District level meetings held at one or more locations in the districts with a view to familiarising the field level officers, viz., Sub-divisional Officers, Tahasildars, Block Development Officers and Executive Officers of Urban bodies and understanding the instruction on Houselisting operation. In such conferences, I had made it a point to participate in as many meetings and also deputed senior officers from the directorate where I could not be made available. I shall narrate the experience of holding district level meetings at a later stage.

Second Conference of District Census Officers

13. After the Houselisting operations was over, I had the opportunity of meeting the District Census Officers and Additional District Census Officers (excluding District Statistical Officers) at a State level conference held at Puri on 16-17 June, 1980 and to my good luck I had the privilege to get in the Registrar General, India Shri P. Padmanabha amidst us to participate in the deliberation. In this conference, an attempt was made for free and frank discussion by the District Census Officers for analytical study of the situation encountered by the field officers during the recent Houselisting operations. The shortcomings noticed were catalogued in the memorandum circulated and discussed with a view to precluding the possibility of recurrence in the main Census operation. The Calendar for Enumeration was discussed along with the organisational and supervision aspect. The detailed discussion was made regarding collection of data for Village Directory, delineation of fresh Enumeration blocks, Enumeration in special areas with reference to the Instruction Booklet received from Government of India on Enumeration, preparation of Abridged Houselist, selection of Sample blocks, training of trainer officers as well as enumeration personnel, retrieval of records and communication of provisional population total.

14. The 3rd Conference of the District Census Officers as well as Additional District Census Officers was held at Cuttack during 25-26 August, 1980 and it was completely devoted to the discussion on the instruction booklet on Enumeration besides the schedules proposed for canvassing. It was made clear to them that regarding Enumeration, fifteen Circulars on different subjects had been issued by the Director by May, 1980 and a few more are likely to be issued at suitable intervals on different subjects. The District Census Officers were advised to keep a personal guard file of their own for ready reference while on tour.

85-M/J(N)164DCO—1

CHAPTER IV

BUILDING UP OF THE ORGANISATION

Office Staff

As indicated earlier, there was a continuing Census Organisation with an established nucleus set up when I took over. Compared to the pre-1971 position, the staffiing strength during my joining was far more comprehensive. There was a regular Establishment/ Accounts Section as well as a technical wing. The details of staff in position at the time of my assumption of office are given in *Appendix-IX*.

2. The organisation was gradually strengthened with the progress of work, consistent with the increase in the workload. Sanctions from Registrar General's office flowed as and when requested for, without the least hitch or confusion. There was, however, no major increase in the staff strength till August, 1980, excepting a few additional requirements to the selected cadres. However, after Houselisting operation, there were requirement of Supervisors, Checkers and Tabulators to attend to the additional work on scutiny and compilation of houselisting data. The increased staff strength vis-a-vis the staff strength available during my assumption of charge may be seen at *Appendix-IX*. The Assistant Compilers were meant mostly for coding, checking and verification work, whereas the Computors and Statistical Assistants were meant for code-checking and co-ordination work. In consideration of the workload of the mapping branch, additional Draftsmen were also recruited up.

Appointment of Deputy Directors

3. During assumption of my charge there were 2 Deputy Directors, viz., Shri Barada Charan Das and Sri Bansidhar Mohanty, who were members of the Orissa Administrative Service brought on deputation from the State Government during my predecessor's time. However, Shri Mohanty had to revert back to the State Government on 31-10-1979. Therefore, it became imperative on my part to approach the State Government to bring officers on deputation. With the increase in activity of organisation it was difficult for one Deputy Director to give due attention to all affairs. Simultaneously, the sanction from Registrar General, India for 5 Regional Deputy Directors was also received on 19-9-79 (for 2 posts) and on 23-11-79 (for 3 posts), to assist the Director in the enumeration stage. I had to approach the State Government in Political and Services Department (subsequently redesignated as General Administration Department) and the Revenue Department for selection of officers to be brought on deputation. After selection of the personnel, I had to recommend the cases to the Registrar General, India explaining the consent of State Government to spare their services. Finally, the Registrar General, India obtained the approval of the Ministry and Union Public Service Commission where after the officers as detailed below joined the organisation on the dates noted against each.

Name	Designation	Date of joining
1. Shri Balunkeswar Sahoo,	O.A.S. (I), Deputy Director	7-5-80
2. Shri Jagadish Panda,	O.A.S. (I) *Deputy Director*	*16-6-80*
3. Shri Naresh Chandra Dutta,	O.A.S. (I) Deputy Director	9-7-80
4. Shri Purna Chandra Roy,	O.A.S. (I) Deputy Director	20-8-80
5. Shri Pravat Kumar Mohapatra,	O.A.S. (I) (Jr). Deputy Director	8-9-80
6. Shri Madan Mohan Das,	No. 1. O.A.S. Assistant Director	8-11-79

The Assistant Director was attached to the office, whereas the above 5 Regional Deputy Directors had their offices located at their headquarters as given below.

Name	Headquarters	Jurisdiction
1. Shri Balunkeswar Sahoo	Bhubaneswar	Puri, Phulaban and Kalahand districts
2. Shri Jagdish Panda	Sambalpur	Sambalpur, Sundargarh, and Balangir districts.
3. Shri Naresh Chandra Dutta	Kendujhar	Kendujhar, Baleshwar and Mayurbhanj districts
4. Shri Purna Chandra Roy	Cuttack	Cuttack and Dhenkanal districts
5. Shri Pravat Kumar Mohapatra	Brahmapur	Ganjam and Koraput districts

4. Among the above deputationists, it was pleasure for me to find the services of Shri Purna Chandra Roy who was serving in this organisation after the 1971 Census operation. Apart from the above depuatationists, the Assistant Director Shri Sachindra Kumar Swain, was promoted to the rank of Deputy Director on 31-3-1980. Subsequent to this, the Investigator Shri Prafulla Kumar Rout, was also promoted to the rank of Assistant Director with effect from 27-9-1980.

5. The services of the Regional Deputy Directors were available long after the houselisting operations and could be helpful to me for affording necessary supervision work at the field level during our preparedness for enumeration work. The Regional Deputy Directors were to

maintain effective liaison with the District Census Officers, Subdivisional Census Officers, Charge Officers and Town Census Officers, in their jurisdiction, regarding their preparatory work connected with the 1981 Census. Their services were mostly found useful for training programme taken up on the eve of the enumeration, both at the district level as well as at the field level. They were also effective in supervision of work relating to the enumeration. These posts were also intended to take over charge of the Regional Tabulation offices, scheduled to function after the enumeration work is over, as the record from the field will be coming to their Regional Offices for manual tabulation work for generation of the Primary Census Abstract. The officers were given a month's time in my office to acquaint themselves with all the circulars and instructions issued by the Registrar General, India as well as from this office and to familiarise themselves with the various concepts. During their stay at the head office they were given necessary training on the impending enumeration work. They were allowed to hold office at their headquarters in private buildings taken on rent and with skeleton staff consisting of 3 group 'C' and equal number of group 'D' personnel. It was decided to increase the staff strength when the Regional Offices would be converted in to the Regional Tabulation Offices.

Clerical assistance at District/Charge level

6. The pattern of providing clerical assistance to the field level functionaries had undergone a change after 1951 Census, when such work was done at the cost of State Government. However, thereafter, the whole-time clerical posts were sanctioned for a specified period from the Central budget. In order to cope up with the increased workload and to maintain the pace of progress, the Registrar General, India in his letter No. 1/34/79-Ad. 1 dated 26-6-79, communicated to the Chief Secretaries of all State Governments on the subject and indicated the procedure to be adopted regarding the clerical assistance as well as the financial pattern as may be seen at *Appendix-X*. The scale of clerical assistance provided therein is given below :

District Census Office	..	1 Upper Division Clerk
		1 Lower Division Clerk
		1 Peon
Tahasil Office	..	1 Lower Division Clerk
Urban bodies with population between 1 to 2 lakhs	..	1 Upper Division Clerk

In our State, only 4 Urban bodies, viz., Cuttack, Bhubaneswar, Brahmapur and Raurkela Municipalities qualified for such clerical assistance. In pursuance of this direction of the Registrar General, India, I had to approach the State Government in Revenue Department, who were pleased to sanction required number of posts in different offices as stated above from the middle of 1979 and their continuance was also sanctioned for the year 1980-81. These posts were sanctioned upto May, 1981, to attend to the residual work, relating to squaring up of accounts and payment of honorarium etc. However, on my request, the clerical posts in the District Offices continued upto June, 1981 only for attending the residual work.

85-M/J(N)164DCO—21(a)

It was also explained in the letter dated 26-6-79 of the Registrar General, India that the staff appointed against these posts will have to be created as part of the District administration establishment of the State Government.

7. Regarding accounting procedure some changes were made from the system that was adopted during 1971 Operations and it was decided that the expenditure on clerical assistance will be incurred initially by the State Government and will be re-imbursed in full by the Government of India later, on receipt of certified expenditure figures from the Accountant General of the concerned State. This implied that necessary provision had to be retained under the appropriate State budget viz., (*a*) 3-253-District Administration-(E)-Other Establishment (B)-Census Establishment-(*b*)-3-3-229-Land Revenue-(*b*)-Management of the Government of Estate (B)-Census Establishment from the year 1979-80 onwards. The State Government inconsultation with the Accountant General later decided to retain the provision for Census Expenditure under Demand 3-265-Other Administrative Services-(*b*)-Census-(A) Census Establishment. However, subsequent instructions of the Registrar General, India providing some modification to the above procedure communicated in their letter No. 18020/5/80-Budget dated 22-5-80 prescribing payment of honorarium in advance to the Accountant General of the States put us in little awkward situation in as much as our requirement had already been provided for in the State budget earlier. However, after my personal approach, the Registrar General, India was kind enough to appreciate my difficulty and in his D.O.No. G. 18020/5/80-Budget dated 13-6-80 confirmed that the revised procedure would not be applicable to Orissa since necessary provision including requirement of funds for the honorarium had been retained under the appropriate head of the State budget vide *Appendix-XI*.

8. There are 95 statutory urban local bodies in the State under the name of Municipalities and Notified Area Councils. Clerical assistance was provided to four cities only having population range of above one lakh as explained in the earlier paragraph. In one of the conferences of the District Census Officers apprehension was voiced that with the increase tempo of work, the existing clerk of the Municipality or Notified Area Council handling the census papers finds it difficult to cope with the workload in addition to their own normal duties. It was also voiced during the conference of the District Census Officers held at Puri in which the Registrar General, India participated that these urban bodies have very meagre financial resources and can ill-afford maintaining one clerk exclusively for census from their own resources. My own experience in the State administration in different capacities earlier also confirmed this situation. Hence, I made out a strong case before the Registrar General, India that such clerks working in the Town Census Offices and handling Census papers in addition to their own duties should be given some financial incentive. The proposal found favour with the Registrar General India and he communicated a remuneration of Rs. 25/— per month for each such clerk to be paid from the financial year 1980-81. Certainly such concession boosted the morals of such clerks who have been under pessure to comply with our need from time to time.

CHAPTER V

TOURING AND TRAINING PROGRAMME

Touring by Director :

The need for systematic and intensive touring on the part of the Director and Deputy Directors during the various stages of Census operations cannot be over-emphasized. From my experience as Collector and Director of Industries in the field, I knew too well the fate of long circulars issued from headquarters. I was also conscious of the limitations of the census organisation which had no direct administrative control over the various State Government functionaries drafted for the census taking. Hence, extensive and intensive touring was essential for the Director to gain first-hand knowledge of the problem of different places and to establish personal rapport with the officials and non-officials at various levels so as to ensure successful census-taking. To decide upon the non-synchronous areas where enumeration is to be carried out in advance, to decide whether an area is rural or urban or to decide the constituent unit of an Urban Agglomeration according to the 1971 Census concepts, to gain first hand knowledge on the criteria for categorisation of non-statutory census towns and to be statisfied with the quality and coverage of training etc. touring is an unavoidable necessity. The frequent appearance of the Director of Census in the field also helps in creating proper census consciousness in the State administrative hierarchy. Apart from these the Director has to interest himself in various socio-economic aspects of the life of a common man, because it is the most realistic way to make his subsequent analysis and reports readable, comprehensive, meaningful and realistic. I attended the revenue meetings held bi-monthly under the chairmanship of Collector at district headquarters and took avdantage of the presence of the Sub-divisional officers, Tahasildars and Block Development Officers in such meetings to initiate them to the census programme and procedure. Such meetings were followed by tours to different sub-divisions and tahasils to sort out their peculiar problems.

2. Consequent upon the joining of the Deputy Directors after the Houselisting Operations, the jurisdiction of each Deputy Director was finalised as may be seen from Chapter IV and as explained earlier. These Deputy Directors after adequate training given at the headquarters were instructed to undertake tour extensively, contact the Charge Officers and supervise the preparatory work for the enumeration. In my Office also I made fortnightly reviews with my headquarters officers regarding the preparatory measures for the enumeration. In the event of any intimation of an unforeseen situation at any charge level, I made it a point to contact myself or depute an officer to sort out the problem at the earliest.

Travel facilities

3. Since most of the field functionaries viz., Sub-Divisional Officers, Tahasildars and Block Development Officers had departmental vehicles of their own, there was no occasion to requisition other departmental vehicles for supervision during the Houselisting stage except the solitary exception of Kendujhar and Koraput districts where a very small amount was spent towards vehicle requisition charges. However, such contingencies can not be avoided in the enumeration phase which is a time bound programme. I approached the State Government to issue a general order authorising the Collectors of the districts to requisition other departmental vehicles and place them at the disposal of the District Census Officers during the final population count from 20th February to 6th March, 1981. This helped the District Census Officers in timely retrieval of records and transmission of provisional figures.

Vehicle-tours by Deputy Directors

4. One Jeep was available for the use of the Director of Census which was mainly utilised for transporting of papers and forms from our office to Government Press and the nearby districts and charge headquarters. Out of the 7 Deputy Directors in total, 6 had vehicles of their own which could facilitate their touring. The other officers did their touring by public transport and sometimes drawing on the departmental Jeep. I was liberal in recommending the loan application of the officers desirous of procuring a vehicle for their tour and it was ungrudgingly sanctioned by the Registrar General, India with the least delay.

Tours by District Census Officers/Charge Officers

5. In order to ensure better coverage, the District Census Officers, Sub-divisional Census Officers and the Charge Officers (Tahasildar at rural area) were required to undertake intensive touring. Fortunately for us all these 3 hierarchies were supplied with Government vehicles. So far as the Town Census Officers are concerned, only 4 big towns having population of 1 lakh and above were provided with Government vehicles; so there was no problem for their movement inside their jurisdiction for supervision. However, the rest of the urban bodies had no vehicle, but the difficulty could not be that perceptible in view of their compactness of jurisdiction. I had also obtained Government notification for the District Statistical Officers and Circle Inspectors of Schools (only for enumeration) as Additional District Census Officers. They also had their departmental vehicles for supervision work. The 314 Block Development Officers of the State who were notified as Additional Charge Officers had their departmental vehicles and their touring in the interior area was also of immense help to the Charge Officers i.e., Tahasildar whose jurisdiction was quite large enough for single handed supervision.

Special Concessions

6. All the above named functionaries in normal circumstances have their usual touring limited to an annual monetary limit prescribed by the State Government in Finance Department which stood as an impediment on our programme for extensive touring. I had to approach the State Government and obtained relaxation order

on such monetary ceiling. The State Government were pleased to allow another 20% extra over the annual ceiling for the census operation (copy of the Government order may be seen at *Appendix-XII*. Simultaneously, the inadequacy in allotment of funds under "contingencies" in the normal budget of the Collector, Subdivisional Officer, Tahsildar and Block Development Officer provided another real problem for purchase of POL for their departmental vehicles. To ease out this financial stringency, I had to provide some funds out of the census budget and such funds could be provided under the appropriate State budget Head of Accounts towards purchase of POL beginning from the financial year 1979-80 onwards. The scale of availability of funds towards POL per annum to each officer provided from our account is given hereunder.

	1979-80	1980-81
	Rs.	Rs.
District Census Officer .	500	3,000
Sub-divisional Census Officer . . .	300	2,000
Charge Officer (Tahsildar)	300	1,500
Additional Charge Officer . (Block Development Officer)	200	500

Training Programme

7. The tagging up of Economic Census with the Houselisting operations by way of canvassing of Enterprise List was something new to the census personnel. Similarly, for the enumeration work, questions relating to place of birth, migration and fertility was canvassed on sample basis. The canvassing of two types of Individual Slips, viz., Universal and Sample should have no room for confusion. With this back-drop, the instruction of Registrar General, India was reiterated in my circular No. 8 elaborating the need for intensive training for the trainer officers as well as the enumeration agency and circulated among all the census functionaries, with a view to ensuring correctness and accuracy in understanding of the concepts.

8. I thought it extremely useful to train the Headquarter officers like Deputy Directors, Assistant Directors, Investigators, Tabulation Officers and Statistical Assistants available in my office before the houselisting operation. Such training was imparted for two days and the instructions were covered thoroughly followed by practical exercises regarding filling up the schedules to be canvassed. This was necessary because I was sure that during the operation as well as the field training classes, presence of our officers and staff will go a long way in removal of doubts of field level officials and maintenance of uniformity.

CHAPTER VI

CENSUS SCHEDULES

Translation, Printing and Distribution

Requirement of the timely printing and supply of Census schedules and forms is a formidable task by itself and calls for proper planning and close attention to the details. The first pre-requisite is the appropriate estimation of requirement of different categories of schedules and forms and placement of indent with appropriate authority for its timely supply. The Registrar General's office had first worked out state-wise requirement of various schedules proposed to be canvassed both for training as well as actual operation and comunicated the results of their exercise in their letter No. D-29012/03/79-PTG and 19581 dated 24-9-79 to the address of the Director of Census, along with a copy of their method of estimation of the requirement. In general, they had taken the projected population of 1981 with an addition of 25% margin to cover the wastage and emergency requirement. Similarly for the Household schedules, their basis of calculation was dividing the projected population of 1981 by 5 (average size of household) and raise it by 25% more to cover the wastage and emergency need. This direction of Registrar General, India provided scope for me to reassess my actual requirement which was furnished in 1979. Broadly speaking the requirement calculated by the office of the Registrar General, India and by my office almost agreed with marginal difference. However, our final requirement may be seen at *Appendix*-XIII.

2. The schedules on economic census were supplied by the Central Statistical Organisation, whereas the requirements of other items were met by the office of the Registrar General, India. In addition to these schedules, we had to prepare quite a large number of forms as listed below.

Houselisting

1. Village Register
2. Town Register
3. Circle Register (Urban)
4. Circle Register (Rural)
5. Charge Register (Urban)
6. Charge Register (Rural)
7. Land use form for District Census Handbook
8. Amenities form for District Census Handbook
9. Appointment Letter of Enumerator
10. Identity Card of Enumerator
11. Appointment letter of Supervisor
12. Identity Card of Supervisor
13. Instruction Booklet (Oriya) on Houselisting
14. Supervisor Manual (Oriya)
15. Supervisor Manual (English)
16. Supervisor Circle Houselist Abstract
17. Census Personnel Register
18. Houselist Abstract—Red
19. Enterprise List Abstract
20. Enterprise List
21. Appeal on Houselisting by Collector
22. Calendar on Houselisting

Enumeration

1. Abridged Houselist—Black (Oriya)
2. Abridged Houseilst—Red (Oriya)
3. Additional Sheet of Section 2 of Abridged Houselist
4. Additional Sheet of Section 3 of Abridged Houselist
5. Training Programme form for Enumerator/Supervisor
6. Personnel Register
7. Compilation Sheet-I
8. Compilation Sheet-II
9. Appointment Letter for Enumerator
10. Appointment Letter for Supervisor
11. Identity Card—Enumerator
12. Identity Card—Supervisor
13. Enumerators' Abstract—Red (Oriya)
14. Enumerators' Abstract—Black (Oriya)
15. Working Sheet for Enumerators Abstract—Red (Oriya)
16. Working Sheet for Enumerators Abstract—Black (Oriya)
17. Charge Register—Enumeration
18. Sampling Form (Rural)
19. Calendar on Enumeration
20. List of Scheduled Caste and Scheduled Tribe (English).
21. Account of Degree Holders and Technical personnel Schedules for Enumeration Block, Circle and Charge—Oriya and English.
22. Inventory for Block, Circle and Charge
23. Instruction Booklet (Oriya)
24. Rural Block Note

3. In formulating our requirement district-wise, we had made attempt to get projected population blockwise and thereafter charge-wise. We had also taken another 10% reserve to cover the possible wastage as well as emergency need. However, for the assessment of forms and schedules for enumeration work, we had taken houselisting population as the base and allowing a trend increase of 2.5% and 10% towards reserve, we had framed our Chargewise requirements. Such requirements having been finalised charge-wise both for actual operation and

training was considered for despatch to the district census officers concerned. The requirements of schedules & forms in English which were to be used in certain areas like Raurkela, Rayagada, Jatani, Sunabeda and Parlakhemundi were assessed at 1 % of the total need. The details of requirement having been worked out, facilitated despatch. The copies of the calculation sheets were forwarded to the District Census Officer for his guidance alongwith the packets of different schedules with a request to make further check before distribution. In my circular No. 9 dated 12-3-80, I had also addressed the District Census Officers regarding proper maintenance of accounts of all materials received from the directorate and timely despatch of the same to the Charge Officers. The Stock Register was also prescribed to account for the materials received and used during the operation. The district-wise break up of the supply which was made of each type of forms and schedules may be seen at *Appendix-XIV*.

Translation of Schedules

4. Initially, I had a feeling to translate the schedules and instruction Booklet into Oriya with the help of Public Relations Department of the State Government. However, after a careful thought as well as discussion with my colleagues, I thought that such translation from English rendering to Oriya may be excellent in their own way if undertaken by Public Relations Department, but they may be literal and consequently fail to convey proper meaning in some cases. Hence, I decided that the translation be as simple as possible and the words used therein should gain currency atleast among the census people in their common parlance in spite of all literary value of the words coined for the purpose. Hence, by engaging experienced staff of my office I get the same translated, which was quite easily understandable to the enumerator and the common man as such. The Oriya instruction booklet, finally printed in the State Goverment Press was widely acclaimed for its simplicity and lucidity by the enumeration staff for whom it was meant primarily. The preparation of art pulls was done in our Map branch and reduced to the required size by the process camera, was made into blocks and printed within the space provided there. However, the Photostating process did not pose any problem.

Printing

5. The Office of the Registrar General, India took the responsibility of printing of most of the items and a few items alongwith some forms were printed at the state level in the Government Press which was busy with printing of various publications of the State Government. I had to engage our Printing Inspector and sometimes had to keep rapport with the press for expediting publication of the forms and booklets in order to ensure timely availability to the field officers. Regarding the schedules for economic census, the Director of the Bureau of Statistics Orissa took the responsibility of making Oriya rendering thereof and got this same printed in the state Government Press and supplied to us. After the forms and schedules were so printed, and the formation of Charge-wise/District-wise packets, its transportation had to be looked after. It was very essential that such forms should be available with the Charge Officer well ahead of time so that he can distribute the same to the enumerator and supervisor in the last training class before he goes for the actual operation. Similarly, the training forms had to be despatched earlier alongwith the instructions booklet so that this can be availed of by the trainer officers as well as the participants at the district level as well as field level training classes. For this timely despatch, we had to mostly depend upon the public transport service and often had to engage trucks for despatch to the different ditricts after observing all formalities. However, the office jeep available was also pressed into service for supply of materials to the nearby districts like Cuttack, Dhenkanal and Puri.

Additional Demand

6. Our assessment of requirement of forms and schedules was so meticulously done that there was practically no demand at the last minute from the District Census Officers or from the Charge Officers for additional forms during the operation period. Such contingencies did not arise because I had taken steps to keep reserve both at the level of the Charge Officers as well as with the District Census Officers. I must frankly express that the Orissa Government Press had done a splendid job of work in spite of their pre-occupation and limitation.

CHAPTER VII
PROCUREMENT OF MAP

Methods of updating jurisdictional map

It has always been a regular exercise on the eve of each Census Operation to finalise the jurisdictional frame as well as maps, taking into account the decadal changes during the inter-censal period. In pursuance of this convention, the Registrar General, India in his letter dated 11-1-78 requested the Chief Secretaries of all States to render necessary assistance to the Census Directors at the State level in updating the jurisdictional frame of all units. It was also emphasized in his letter dated 11-1-78 addressed to all Directors that several jurisdictional changes which have been taken up after 1971 in each district, tahsil, police station, town and village have to be accounted for in the ensuing operation. The guide-line indicated adoption of the 1971 frame as the base, whereupon the changes and modifications in the jurisdiction have to be acted upon supported by the Government Notifications. The Village list prepared during 1971 operations as well as the police station maps were sent to the concerned field level functionaries for incorporating thereunder the changes occurred thereafter, if any, and delineating the boundaries of such units as notified by the State Government from time to time after due confirmation on ground and certification. Accordingly, the State Government in Revenue Department, Urban Development Department and other appropriate departments were addressed to instruct their subordinate offices. The Collectors were also addressed demi-officially by the Chief Secretary, Orissa in his D.O. No. 25740/R dated 13-4-78 with request to scrutinise and depict the decadal changes with reference to the boundary and finaly return the same to the Director of Census, vide his letter placed at *Appendix-V.*

2. The Administrative Atlas brought out by this organisation during 1971 provided the maps on administrative units like districts, police stations, ferro copy of Police Station map was forwarded to the concerned functionaries for delineation of changes taken place after 1971 and return to the directorate after necessary certification. The Tahasildars had to update the Village List as well as the map forwarded by this office and return the same with their certification, which provided a base for our current operation. This work had been complied with by the Deputy Director, Shri B.C. Das prior to my assumption of charge, which had to be followed up after my joining.

3. Apart from the general pattern outlined above certain difficulties were noticed in respect of Ganjam and Phulabani districts, where number of unsurveyed villages existing hitherto had been surveyed by the settlement Organisation of the State Government during the current decade. The villages and police stations had been finalised by the Settlement Organisation having distinct boundary of their own and I had to discuss such situation with the Collector concerned in the presence of the Settlement Officer, Ganjam Major Settelement and the concerned Sub-divisional Officers and Tahasildars. It was decided to adopt the latest frame provided by the Settelement authorities. Apart from this, there were some villages situated in the border line of the State where survey and settlement operation had been stopped at different stages owing to emergence of inter-state boundary dispute. Some cases were locked up in litigation and subjudice in Supreme Court. Since disposal of such boundary dispute will take some more time by the Government, I had to include these areas in our operation. In general, no specific difficulties were encountered by me during updating of the rural frame so far as the jurisdiction is concerned.

Registrar General's Circular on Map

4. The pattern of preparation of map basically remained the same as adopted in the previous operation. We had to adopt the jurisdiction map of police station drawn in the scale 1"=4 mile as during the 1971 operation. The jurisdiction map so finalised was taken as the base map for the present operation. The Registrar General, India in his D.O. letter bearing No. 1/1/79-Map dated 13-6-80 informed the State Directors the guidelines regarding preparation of map for the District Census Handbooks proposed to be produced during 1981 Census as before. The guidelines were also discussed and finalised at the conference of the Directors of States held at Mysore in January, 1980. It was felt desirable to adopt uniform range of scales for preparation of map and to adopt the symbology finalised at all India level for depiction of various amenities in the different maps to be prepared. The letter of the Registrar General, India dated 13-6-80 may be seen at *Appendix-XV.* It was decided therein that the boundary of the administrative units adjoining the coast line should be authenticated by the appropriate authority as well as vetted by the Survey of India before adoption. Accordingly we had to obtain clearance for four districts having 21 police stations adjoining the coastal belt before finalisation of our frame. The guidelines provided by the Registrar General, India indicated the following contents for the different maps to be published.

District Map

(*i*) District boundary and location of headquarters.
(*ii*) Tahasil boundaries and location of headquarters.
(*iii*) National Highway, State highway with numbers.
(*iv*) Important metalled roads.
(*v*) Railway line—broad gauge, metre gauge and narrow gauge.
(*vi*) River and streams.
(*vii*) Water feature—tank—natural, artificial.
(*viii*) Town and important census villages according to population size.
(*ix*) Post and telegraph offices, combined units.
(*x*) Degree college and technical institution.
(*xi*) Dak Bungalow, Rest house, Travelling bungalow etc. by abbreviations.
(*xii*) Villages with 2,000 and above population.

Tahasil/Police Station Map

(*i*) Boundary of Tahasil and location of tahasil headquarters.

(*ii*) Villages with location code number (Police Station Map) Villages according to population size (Tahasil Map).

(*iii*) Forest—Reserved.

(*iv*) Villages with population size—(Tahasil Map) Villages having 1,000 and above population and villages having less than 1,000 population but with amenities.

(*v*) Uninhabited villages with location code (Police Station Map).

(*vi*) Urban area with location code by Roman numerals.

(*vii*) Roads, railways and water features.

(*viii*) Service facilities such as post/telegraph offices, Higher Secondary Schools, Hospitals etc. and important village market/Hats and Mandies.

The approved legends besides details on drawal of maps were communicated by the Assistant Registrar General (Map), India in his letter No. 1/2/80-(Map) dated 23-9-80 and 28-11-80 which was followed.

Mapping Unit

5. The Map Section having a nucleous staff was inherited by me along with some basic equipments and a Ferro Printing machine. The following staff strength was available in the branch.

1. Senior Geographer	—
2. Cartographer	1
3. Senior Draftsman	1
4. Artist	1
5. Draftsman	3
6. Hand Press Machine Operator	2

6. Out of the above, the Cartographer post was lying vacant for an appreciable time even after my joining due to non-availability of suitable candidate. However, another additional Draftsman was appointed after my assumption of charge. The aforesaid strength of staff component had prepared the police station maps, town maps, tahasil maps, district maps, State map, besides maps on schematic land use, Urban Agglomeration, standard urban area and density during the 1971 operation. I discussed with the Registrar General, India during his visit to this State on 19-6-80 about the augmentation of staff strength in the Map branch, which was considered favourably.

However, the staff strength of map section before and after 19-6-80 is given below.

	Staff strength before 19-6-80	Staff strength after 19-6-80
1. Senior Geographer	One	One
2. Cartographer	One	One
3. Senior Artist	Nil	One
4. Artist	Two	Two
5. Senior Draftsman	One	One
6. Draftsman	Seven	Nine
7. Hand Press Machine Operator	Two	Two
8. Ferro Print Machine Operator	Nil	One

CHAPTER VIII

PREPARATION FOR RURAL AND URBAN FRAME

Finalisation of Census Frame

Registrar General, India in his Circular No.1 dated 5-2-79 reproduced at *Appendix-II* had indicated the guidelines for finalisation of rural and urban frame for the present operation. However, certain clarifications were also made available in the Circular No. 6 issued by the Registrar General, India. It has been always a tradition of Indian Census to present census data for rural and urban areas separately and such classification is recognised generally for data presentation.

2. *Rural*—The unit at the lowest level was the revenue village as adopted in the past operations. A revenue "village" generally has one or more groups of settled habitations with surrounding agricultural fields with a definite surveyed boundary for the entire revenue village. The revenue village usually bears certain name by which the village is generally called with one or more other clusters, referred to as hamlet, strewn about within the surveyed boundaries of the revenue village. There are situations where habitations in the hamlet are more than the main Basti of the revenue village. Therefore, there was some second thought with me to take hamlet as the lowest unit. However, it was decided in the first conference of the Directors that it will be futile to recognise each such ephemeral units as separate rural units for the purpose of census, as there is no definite territorial boundary. Simultaneously, from operational view point, it was also not found convenient to accept the Gram Panchayats, having jurisdication over more than one revenue village as the lowest unit. As a matter of fact the boundaries of panchayats have been subjected to frequent change due to administrative and political reasons and those have not been able to emerge as a stable unit. Therefore, the revenue village together with its hamlets was taken as the lowest unit for organising the census. Many areas of Ganjam and Phulabani districts remaining as unsurveyed during 1971 had been surveyed in the meanwhile, by the settlements organisation. Hence, up-to-date position had to be obtained by keeping liaison with the settlement authorities. It could be seen that the maximum number of newly surveyed villages are located in the districts of Ganjam and phulabani. The village list prepared during 1971 operations alongwith Police Station Map was forwarded to the concerned Tahasildars for updating the same, and confirming the jurisdiction changes if any. Similarly in the reserve forests, there are forest villages recognised by the forest department, besides some clusters of habitations located sporadically, which did not have legal status by forest authorities. Consequently such clusters and habitations although illegal had to be netted for our census purposes. Accordingly, I had to appoach the Chief Conservator of Forests, who in turn instructed the Divisional Forest Officers for finalising the list of such clusters and villages and their location in the Police Station maps. Basically these clusters are illegal habitations in the eye of law, hence I was apprehensive to get the correct details from the forest officials. Therefore, I had to address the Tahasildars, to furhish the names of clusters located inside the reserve forests and by this process I had an exhaustive list of forest villages and clusters existing inside the boundaries of the reserve forest. Thus, the revenue villages, forest villages and clusters were serialised in the village register, Police Stationwise and Maps of cencerned Police Station updated, which formed the rural base for our operation.

3. *Urban*—All the statutory urban bodies under the name of municipalities and notified area councils come under the urban frame. The new areas created by the Government in Urban Development Department during the decade alongwith the Government Notification providing detailed boundaries of such urban bodies were taken into consideration in delineating the correct boundary of such urban bodies existing under the name of Municipalities and Notified Area Councils. As a matter of fact, such changes in delimitation of urban area with simultaneous reduction from the rural frame was also agreed to by the concerned Tahasildar while updating the related rural frame. The urban Development Department had also issued instructions to their lowest formations to furnish correct boundary of such bodies.

4. In this connection, the directive issued by the Chief Secretary, Orissa in his leter No. 91043/R dated 21-12-79 had clearly indicated that no changes in the boundary of the existing administrative unit shall be effective for the period from 1-1-80 to 30-6-81. This directive freezing the boundary with effect from 1-1-80 had put the concerned department to clear their pending proposal, if any, and as a matter of fact, three urban bodies could be notified by the State Government during December, 1979 and were accommodated while updating our urban frame. Barring this, I had faced no difficulty in updating the urban frame.

Jurisdictional changes

5. Prior to my joining, the Deputy Director, Shri B.C. Das had approached the State Government for obtaining jurisdictional changes in the administrative units and this had received priority at the Government level also, as may be seen from the D.O. letter dated 13-4-78 of the Chief Secretary to Government to the Collectors as may be seen at *Appendix-V* After 1971, however, there was no change in jurisdiction of any district. The 13 districts continued to remain in our frame without any change. Further down below, as against 103 Tahasils existing during 1971, the present figure had been revised to 114 Tahasils in the State. Similarly as against 301 Police Stations existing in the State during 1971, 308 Police Stations are available in the present operation. However, regarding the change in the jurisdiction of Tahasils and Police Stations,

coming under the administration of Revenue and Home-Departments of the State Government, I had to obtain the required information by way of contacting both the departments as well as their field level offices. The Government notification issued by the appropriate departments for formation of different administrative units had to be taken note of to ensure that there was no omission in that respect.

6. Regarding the Police Station, I had little difficulty with regard to the Sheragada Police Station in Baleshwar District existing during earlier operation. To my surprise, I found that there has been some reorganisation of Police Station in Baleshwar district and the aforesaid Police Station was non-existent. The consitituent villages of the re-organised Police Station could not confirm to the field situation as verified from connected offices as well as the Home Department. In the circumstances, I had to reduce one Police Station in our rural frame under the approval of Registrar General, India communicated in his letter No. 9/17/79-CD (CEN) dated 25-8-80.

7. Similarly with regard to the creation of additional Tahasils in the State, I had to update the jurisdiction of Tahasils as per Government Notification in this regard. There was also sporadic inter-changes in constituent villages of some more Tahasils which had to be taken care of while finalising jurisdiction and list of villages coming under the Tahasils.

8. Subsequently, I developed some diffidence on hearing that the State Government was going ahead to reorganise most of the Tahasils in the State with a view to avoiding lapse of funds provided to the State by the 7th Finance Commission for upgrading the administration. There was a proposal to create 37 more Tahasils in the State at a time when our jurisdiction frame had been finalised. Had it materialised, it would have involved a lot of additional work in revising the records as well as Police Station Maps in my office. This problem could be sorted out by my discussion with the State Government. Finally the State Government were persuaded further and their proposal was deferred having no consequential change in our rural frame . Similarly the Urban Development Department had appreciated my stand on fixity of jurisdiction and did not pursue further changes. Thus I had no other specific difficulties to encounter in finalising my jurisdictional frame before 1-1-80.

Unsurveyed Areas

9. Vast areas in the State were lying unsureyed at the time of 1971 Census. However, in the meanwhile, Survey and Settlement organisation of the Board of Revenue had covered large patches, particularly in the districts of Ganjam, Phulabani and Koraput and the surveyed villages with their map and records were taken into consideration in finalising the rural frame in such areas, by way of deputing staff from my office. However, the remaining unsurveyed areas were also recorded in our map.

10. Regarding the reserve forest, consequent upon the instruction issued by the Chief Conservator of Forests, I received the list of forest villages, clusters of habitations with their location inside the reserve forest. Normally here is no revenue administration with in the periphery of reserve forest areas. However, I had to request the Tahasildar to provide me the list on forest clusters (ill) egal habitation) so as to avoid any missing of habitations. In this process, the forest villages and habitations inside reserve forest were listed and netted in the Police Station Maps and were forwarded to the rural charge officers for his needful. In the absence of a definite boundary, such forest villages and clusters of habitations alongwith unsurveyed revenure villages were located in our charge map by giving a dot therein and this procedure is in keeping with the procedure adopted in earlier operations.

Area Figure

11. As explained earlier it has been the tradition in Census to follow the area figures published by the Survey of India for the State as well as the districts thereunder. The area figures communicated by the Registrar General, India to us disclosed that the State area reported during 1971 had been reduced by 134 sq. kms. and such reduction had been distributed over all the districts. Since there has been no jurisdictional change in either of the districts or the State after 1971, I had to take up this issue with the Registrar General, India for confirmation and the final decision given by him has been adopted in our publication so far as the State and districts are concerned.

12. Regarding the area figure of Tahasils and Police Stations and Villages such figures given by the Tahasildars had to be accepted for our documentation.

13. Area figure of towns was verified with reference to the area of constituent villages as per the State Government in Urban Development Department notification and re-checked with the Tahasildars so that there would be no discrepancies. In case of discrepancies noticed in such units consequential to the changes in jurisdiction of the same after 1971, it was reconciled with reference to tahasil figure and in this process area of administrative units was finalised.

Area involved in the inter-state disputes

14. During 1971 Census, Kotiya group of villages coming under "Pottangi" Police Station under Nandapur Tahasil of Koraput district were locked up in litigation between the states of Orissa and Andhra Pradesh and was pending in Supreme Court. According to the instructions of the Registrar General, India then such areas were enumerated by the officials of Orissa and Andhra Pradesh and presented in the documents of both states.

15. During the current operation, it was found that the aforesaid litigation was still subjudice in Supreme Court and the instruction of Registrar General, India was sought for. It was communicated by the Deputy Registrar General, India in his letter No. 9/38/80-CE (CEN) dated 9-12-80 that the procedure of 1971 would also apply for the current operation and accordingly data have to be presented.

16. The Kotiya group of villages was dealt with accordingly. Another village named as "Borra", coming under "Padwa" Police Station under Machhkund tahasil in Koraput district was found to have been involved in inter State dispute with Andhra Pradesh and the case

is subjudice in Supreme Court. Similarly one village *viz.*, "Manikyapatna" under Garbandha Police Station in Parlakhemundi tahasil of Ganjam district was also under dispute between Orissa and Andhra Pradesh, where the settlement operation has been halted. I had arranged a discussion with the Collector, District Census Officer, local revenue and police officers of Ganjam district for taking of Census in this village. Subsequently the Census officials of Andhra Pradesh ware reported to have deleted house numbering and I had to take up that with my colleague in Andhra Pradesh.

17. All these 3 areas were censused by us as well as by Andhra Pradesh in accordance with the aforesaid instructions of the Registrar General, India. I had also kept the State Government in appropriate department informed about this.

Spelling of Administrative Units

18. It was instructed by the Registrar General, India in his letter No. 9/3/81-CD (CEN) dated 7-1-81 to adopt the spelling of districts and area figures according to the approved procedure finalised by Survey of India. Regarding other administrative units below the district level to be incorporated in the Village Directory, Circular No. 4 of the Registrar General, India indicated that spellings of such units should be adopted as available in the official records of the State Government as may be seen at *Appendix-XV*.

19. So far as our State is concerned, the Survey of India in their latest map of Orissa State published during 1977 had adopted the spellings for some districts *viz.*, Baleshwar, Phulabani and Kendujhar and other units otherwise than that approved by the State Government. Similarly spellings of some Police Stations published in the map of Survey of India also differed from that approved by the State Government. Thus, I had to take it up with Registrar General, India and as per his advice the spellings of different districts have been adopted for our Census publications as per the Survey of India. The spellings of other administrative units were obtained from the Director, Land Records and Surveys, Orissa (Board of Revenue, Cuttack).

Urban Area

20. The broad guidelines on classification of rural and urban frame for the 1981 Census were elaborated in the Circular No.1 issued by the Registrar General, India reproduced at Appendix II and some clarifications there on were also communicated in the Circular No. 6 issued by the Registrar General, India. Accordingly, the criteria fixed for 1971 operation as furnished below with small amendments thereon was considered for identification of the urban area in the State.

(*a*) All places with a municipality, corporation, cantonment board or notified town area committee etc.

(*b*) All other places which satisfied the following criteria :

(*i*) a minimum population of 5000 ;

(*ii*) at least 75 per cent of male working population engaged in non-agricultural pursuits ; and

(*iii*) a density of population of at least 400 per s.q. km. (1000 per sq. mile).

(*c*) Some special projects on irrigation and power or industrial projects might have come up in an area and its boundary ought to be clarified with reference to the Government Notification authorising the project area, which may qualify it as a census town if it satisfied the other demorgraphic characteristics. Allternatively, an area categorised as census town in 1971 for the first time if found not satisfying the above stipulation now may be de-classified.

(*d*) The places having a population of 4,000 or there about a during 1971 may not be treated as a town in a mechanical manner, unless it satisfies the growth rate in the region and the development propensity.

21. With this guideline, I had to proceed with finalising the urban frame for the present operation. Initially, the Urban Development Department of State Government were requested to instruct its lowest formations to furnish me the list of statutory municipality and notified area councils existing at present with supporting notification in this regard and provide a map giving its boundary. The delineation of such villages coming under the newly created urban bodies had to be agreed upon by the Tahasildar concerned as it had to be deleted from the rural frame. I had also requested the Urban Development Department, which was also reiterated by the general circular of chief Secretary to finalise the proposal, if any, on creation of urban body by 31-12-79.

22. Regarding the non-statutory census towns, I had invited proposals from the Collectors as early as April, 1979 and the replies received were carefully gone through before recommending such cases to the Registrar General, India for approval. The list of places recommended by the Collectors was put to discussion with the Secretary, Urban Development Department of the State Government on 11-7-79 and the final recommendation to the Registrar General, India was furnished. It was, however, felt that the prescribed condition of existence of 75% of the male working population engaged in non-agricultural activity was rather too high a limit to be fulfilled under the prevailing conditions in Orissa. It was further felt that non-fulfilment of any particular condition, if out-weighed by prepoderance of other urban characteristics should not stand as a bar for being declared as census town. However, the approval of the Registrar General, India was communicated for 13 Census towns in the State for the present operation, as against 17 in 1971. Out of the 17 non-statutory Census Towns of 1971, one town viz., Govindpur in Sambalpur district was dropped for the current operation as it did not fulfil the required norms. These 13 non-statutory towns added to 95 statutory towns had limited my urban frame to 108 in total, vide *Appendix-XVII*. After finalising the frame, it was pointed out by the District Census Officer, Kendujhar about the existence of apparent inconsistency in respect of Bolani Census Town. After thorough check of the previous record and the field situation, I had to approach the Registrar General, India during July, 1980, requesting to change the census town to "Balagoda". The approval of my proposal was received from Registrar General, India on 22-7-80 which had a minor impact on the existing rural frame.

Urban Agglomeration

23. The concept of Urban Agglomeration adopted for the first time during the 1971 Census was an improvement on the concept of "Town Group" adopted in the 1961 Census. It was decided that the concept of Urban Agglomeration adopted in 1971 would be followed for the 1981 Census and the data would be presented on the same line. The idea behind the concept of Urban agglomeration is to delineate the comprehensive area having continuous urban spread comprising a core town with its urban outgrowth or two or more continuous towns with the urban outgrowth and to present a comprehensive demographic and socio-economic picture of the agglomerated urban area as a whole. Thus the Urban Agglomeration must form a continuous urban spread and its adjoining outgrowth or two or more physically contiguous towns together with continuous well organised outgrowth, if any, of such towns. It might so happen that around a core city or statutory town, Railway colonies, University campurs port area, Military camps, etc. have come up outside the statutory limit of the town and fall within the jurisdiction of revenue village which is contiguous to the town. In such situations, it will be unrealistic to treat such urban spread outside the statutory limit of a town as rural. Alternatively, such outgrowth area having distinct urban characteristics by itself may not qualify the required demographic norm to be treated as urban units. Thus, it would be more realistic to treat such outgrowth areas as an integrated part of the urban area. The following are the possible different situations in which Urban Agglomeration would be constituted.

(*i*) a city or town with a continuous outgrowth (the part of growth being outside the statutory limits but falling within the boundaries of the adjoining village or villages);

(*ii*) two or more adjoining towns with their outgrowths as in (i) above ; and

(*iii*) a city and one or more adjoining towns with their outgrowths all of which form a continuous spread.

24. However, for varying local conditions there could be similar other situations which could be treated as agglomeration, the basic consideration of contiguity having been satisfied. The area constituting an Urban Agglomeration may keep on changing from Census to Census depending upon the changing boundaries of statutory urban bodies vis-a-vis the extent of other urban out-growths. It was, therefore, felt necessary to elaborate such situation in my Circular No. 4, issued in pursuance of the Circular No. 7 of the Registrar General, India for examination at the level of the District Census Officers, about their proposal, if any. The conditions for delineation of such Urban Agglomerations are as follows :

(*i*) If there is some uninhabited area between an urbanised village or villages and the statutory limit of a town, the villages should not be treated as an urban out-growth to constitute an urban agglomeration with the town as they will not form a contiguous spread with the town on account of intervening uninhabited area.

(*ii*) If there is a town, in proximity to some town but not actually contiguous to it, being separated by an intervening rural area, these towns should not normally form an urban agglomeration. They will be considred as forming an urban agglomeration only if the intervening rural area has pronounced urban features, qualifying it to be considered as an urban out-growth.

(*iii*) While determining the urban out-growth of a town, it should be ensured that it possesse the requisite urban features in terms of infrastructure, viz, the characteristics and amenities. The out-growth should be a viable unit such as a village or a hamlet or an enumeration block and identifiable to in relation to its boundaries and location.

(*iv*) In case of a revenue village(s) which is being treated as an out-growth of a town the code number of the revenue village and the name may appear in the rural frame in the Primary Census Abstract for cross reference that the particulars are given under the relevant urban agglomeration. Like wise, where only a part of the village is included in the urban agglomeration as an outgrowth the data relating to the portion which has been treated as part of the urban out-growth will be presented under the urban agglomeration, while the data relating to the rest of the villages will be presented in the usual manner in the rural frame.

(*v*) While framing the urban agglomeration with its constituent units including out-growths, care should be taken to see that an "enumeration block" does not cut across the boundaries of a town and its out-growth. In other words, such out-growths should be constituted into a separate block or blocks depending on size. The serial number of these blocks will follow the pattern adopted in the appropriate charge and they may be assigned the serial numbers following the end of the series of the charge so that they are easily recognisable. All these blocks will be shown in the circle and charge registers of the concerned city or town.

25. The District Census Officers were advised to be personally satisfied by way of field visit to clarify the position on ground whether an area can qualify for delineation as an out-growth. Care was also taken at my level to take out a place listed in agglomeration in 1971, which has in the meanwhile been merged with a statutory urban body. The statutory urban areas have necessarily to be reckoned as towns in their own right, whereas the outgrowth to be recorded as urban appendage of another recognised town. The basic figures of the main town and such appendages are being invariably exhibited separately together with the total for each agglomeration unlike the statutory towns, the outgrowth does not have a separate code number. In pursuance of these guidelines, the proposals received from the District Census Officers were scrutinised in detail.

Changes from 1971 frame

26. Eight agglomerations were recorded during 1971 operations and equal number were also approved for the current operations. The agglomeration of Titlagarh and Jajpur Road of 1971 frame had to be continued without any decadal changes thereunder. However, the agglomerations of Phulabani and Bhawanipatna were dropped due to the merger of its constituent units in the core town of Phulabani Notified Area Council and Bhawanipatna Municipality respectively. However, there had been some jurisdictional changes in respect of Sambalpur, Jatni, Cuttack and Rourkela agglomerations and such details were furnished to the Registrar General, India for his approval which could be obtained during March, 1980. The minor objections raised with regard to Cuttack Agglomeration had to be supported with suitable justification and final approval could be available by early April, 1980. The final list of agglomeration adopted for the present operation may be seen at *Appendix-XVIII*. The outgrowth area which in normal course would have come under the jurisdiction of the rural Charge Officer was taken out of the rural frame and the Town Census Officer of the urban frame was kept in-charge of our operation. To make it operationally convenient, necessary notification under the Census Act had to be issued by the State Government revising the jurisdiction of the Charge Officer, rural and urban to the extent required. Similarly necessary documents were also revised at the concerned charge level and at my office.

Standard Urban Area

27. The concept of Standard Urban area which was adopted for the first time in 1971, envisaged a constant statistical spatial reporting unit, which was to serve as the basis of urban development planning for the concerned city or town. The Standard Urban Area was confined as a projected outgrowth area of a city or a town having 50,000 or more population in 1971, as it would be in 1991, taking into account not only the towns and villages which will get merged into it but also the intervening areas which are potentially urban. Thus, it was a long-term planning exercise intended to remain as a statistical reporting unit during three successive Censuses—1971, 1981 and 1991. The Circular No. 15 issued by the Registrar General, India along with the correspondence dated 20-9-78 had forbidden delimitation a fresh on the basis of 1981 population, along with retention of 1971 frame. This was discussed with the Secretary to Urban Development Department of the State Government in the presence of the Director of Town Planning of the State Government on 13-11-79 to finalise the Standard Urban Area for the present operation. The proposal advance by the State Planning authorities, however, did not find favour at the level of Registrar General, India. Hence all the eight Standard Urban Areas retained during 1971 were also retained for the present operation. These units are Cuttack, Bhubaneswar, Puri, Brahmapur, Sambalpur Raurkela, Baleshwar and Jeypore and the final approval of the Registrar General, India was communicated in his letter No. 1/1/78-SS dated 14-12-79 reproduced at *Appendix-XIX*. The rural components of each such eight Standard Urban Areas may be seen at *Appendix-XX*.

Freezing of boundaries of Administrative Units

28. Census aims at enumerating each individual of the country for once in one particular time (on the reference date) without any omission or duplication. Such individuals live either in villages or towns or in clusters. In order to ensure complete coverage, it is absolutely necessary to finalise the list of localities. All our statistical activities including the population census have been undertaken on the frame of administrative set up, comprising districts, tahasils, police stations, towns, villages and wards. It was, therefore, emphasized in the letter of Registrar General, India dated 11-11-78 addressed to the Chief Secretaries of all State Government as well as the Directors of all States to take stock of all jurisdictional changes and update the census frame of 1971 with supporting Government Notification in relation to the delineation of modified areas. Since census is always taken up with a reference date in view, the boundaries of all such administrative units are not required to be disturbed after the frame for the 1981 Census is finalised. It was, therefore, emphasized in the correspondence of Registrar General, India dated 10-5-79 that the boundaries of such administrative units should not be disturbed between 1-1-1980 to 30-6-1981 and proposal of jurisdictional changes, if any, have got to be finalised before 1-1-1980. In pursuance of this decision, the Chief Secretary, Orissa issued a freeze order with the direction to all departments of Governments in its letter No. 91043/R dated 21-12-79 banning any changes in jurisdiction of administrative units, viz., districts, sub-divisions, tahasils, police stations, municipalities, Notified Area Councils, C.D. Blocks, Gram Panchayats and revenue villages for the period from 1-1-80 to 30-6-81 vide copy reproduced at *Appendix-XXI*.

29. This instruction of the State Government was followed by each department in proper spirit with minor changes as describe hereunder. So far as the Revenue Department is concerned, the areas where survey and settlement operation was in progress and preparation of draft record of rights was undertaken, the defferent phases were not allowed to be held up in as much as, it did not affect the jurisdictional change, as the final publication of the record of rights affecting changes in the village boundaries were stopped during the period from 1-1-80 to 30-6-81.

30. The Urban Development Department was also very keen on notifying certain new urban bodies and in view of our freeze order three Notified Area Councils were created and covered by statutory notification before 31-12-79 and such cases are Kamakhyanagar, Papadahandi and G. Udayagiri only. Since no Executive Officer could be posted against these three newly created Notified Area Councils to function as Town Census Officer, I had to obtain the State Government Orders for local Revenue Officer to remain in charge of these new urban bodies. Simultaneously, the Urban Development Department issued directive to the Executive Officers of the urban bodies to submit proposal for fresh delimitation of wards and this was issued soon after completion of Houselisting operations. However, after personal intervention, further progress in this regard could be stopped, as otherwise it would have disturbed our urban frame. There was, however, a solitary exception with regard to Bhubaneswar Municipality where Houselisting operations had been conducted on the existing frame of 23 wards, which was revised to 25 wards as per the Urban Development Department Notification dated 2-4-80. We did not, however, take official note of such change and had to proceed with our existing frame.

Location Code

31. During the current operation, an enumerator is required to canvass 4 essential schedules viz., house-list and Enterprise list (economic census) schedule during houselisting operations and household schedule and individual slip during enumeration. For the purpose of easy identification of individual cases, it would be necessary to co-relate the same to the concerned administrative unit, viz., District, Tahsil, Police Station, Village, Town and Ward. It is evident that writing of such details in every sheet would involve a lot of scriptory work. Location code is, therefore, accepted to be the easiest method of such identification, by which every area comprised in any administrtative unit in the State can be identified by assigning specific code number for different levels of administrative units. Each such area can then be referred to by the combination of such numbers.

32. The instructions communicated in the circular No. 5 and circular No. 9 of the Registrar General, India had elaborately discussed this item beginning from the State down to the Enumerator's Block level. In pursuance thereof, I had to issue my circular No. 3 to all census functionaries with illustrations for their appreciation. The location code adopted for the current operation has 5 elements, viz., State, District, Police Station or Town, Village or Ward, and enumerator's Block. The State code for Orissa was communicated by the Registrar General, India as "16" to be adopted in all Census documents as the first element of the location code in Arabic numbers followed by District, Police Station or Town, Village or Ward and Enumerator's Block number.

District

33. The Districts in the State were serialised depending on the convenience and previous practice beginning from one onwards, which constitute the second element in the location code to be depicted in Arabic numerals.

Police Station

34. After the district, the next element of location code for the rural charge is the Police Station, whereas the towns constitute the urban charge. So far as Police Station is concerned, all the Police Stations in a district are serialised in a convenient manner and numbered continuously beginning from one onwards for each district. The Police Station code would be depicted in Arabic numerals and has a running serial for each district. In Orissa, we had a peculiar situation in some districts, where the area of a Police Station was not coterminous with that of the Tahasil. There are cases, where a Tahasil comprised more than one full or part-Police Station and vice-versa. In such cases, each full or part Police Station coming under the jurisdiction of a Tahasildar was assigned code number and such code was continuous for every district for rural area only.

Town

35. Leaving aside the rural area in a district, all towns—either statutory under the name of Municipality and Notified Area Council or non-Statutory town styled as "Census Town" was assigned code numbers having a continuous serial for the district. Such code number for the towns was in Roman figures to distinguish the urban frame from the rural frame and towns from villages. Such codes assigned for the Police Station and Towns for rural and urban areas respectively constitute the 3rd element of the location code.

Village

36. Revenue Village together with all its hamlets constitutes the smallest administrative unit for rural areas and accordingly every such village coming under one Police Station has been assigned a code number beginning from one onward. There are cases in this State where the part of the Revenue village has been notified to come under the jurisdiction of some urban units. In such cases, revenue village either full or part coming under the Police Station in the rural area has been assigned the code number. As per the previous practice, villages of every Police Station have been numbered in a particular order usually beginning from the north-west point of the Police Station map and the numbering proceeds in a serpentine manner keeping to geographical contiguity down to the south-east point. Last minute information regarding disclosure about a village in the jurisdiction of a police station has been accounted for by assigning the number—next to the last code of the Police Station and such cases have been very minimal.

Ward

37. Like the villages forming the lowest unit in the rural area, each town in the urban area has been delimited into wards for administrative convenience, which are supported by statutory notifications of Government in appropriate department. Each ward of the town has also been assigned a code number having continuous serial for each town and such code is noted in Arabic numerals.

38. Thus, the village in rural area and ward in urban area have been assigned a code number which constitutes the fourth element of location code for easy identification.

Enumeration block

39. According to the prescribed norm, the jurisdiction of an enumerator is about 150 households or 750 population in rural area and 120 households or 600 population for urban area respectively. Such constitution of the jurisdiction of an enumerator is in keeping with the workload envisaged for canvassing required schedules within the prescribed time limit. All villages whether inhabited or uninhabited are to be treated as separate enumeration blocks. However in case of bigger sized villages these had to be split up into more number of enumeration blocks according to the prescribed norms. In case of urban areas, wards are to be split up into more number of enumeration blocks according to the norm.

Thus, every village in the rural charge or every ward in urban charge was assigned one or more enumeration block number(s) in accordance with the prescribed norm of workload. Such block in the rural charge or in the urban charge was assigned a code number which had a continuous serial for the charge. There are situations where the hamlets under the revenue village have a comparable higher population than the main *basti*. However, according to the population

size if a hamlet could qualify to be an independent block by itself, then a code number was assigned for it.

Thus, the code for the enumerator's block constitutes the fifth and final element of the location code.

The following example illustrates the position.

For Rural Area

16/1/6/35 (20)

16 stands for Orissa State
1 stands for Sambalpur District
6 stands for Sohela Police Station
35 stands for Baunsaraga village
(20) stands for census enumeration block number 20 of Sohela Police Station.

For Urban Area

16/2/V/3 (9)

16 stands for Orissa State
2 stands for Sundargarh District
V stands for Raurkela Steel Township
3 stands for Ward No. 3
(9) stands for enumeration block No. 9 of Raurkela Township.

40. The jurisdictional frames both for the rural area and urban area having been updated and obtained from the Tahasildars and Executive Officers were scrutinised and each such component was assigned code number both in the village list and Police Station Maps and was forwarded to the Charge Officers. Such location code was also mentioned in all documents, viz., schedules and registers etc. to avoid any missing links. The statement giving the location code for each rural and urban Charge of a district was forwarded to the concerned District Census Officer and Deputy Directors for their guidance and this aspect was also emphasized in the training classes for the census functionaries. The over all position of the State may be seen from *Appendix-XXII*.

41. Unlike the previous operation, canvassing of enterprise list was taken up during houselisting operations, where the names of the Community Development Blocks had to figure in the schedules with code number. A code number to each Community Development Block of every district with a continuous serial was assigned for use thereof by the enumeration agency in the schedules prescribed for economic census. It has been verified in the course of field visits by myself and other functionaries that the enumerators and supervisors were very careful regarding mention of the location code in the census document. This aspect was also emphasized in the course of practical training provided on the eve of the houselisting operations. To minimise the workload of the enumerators during enumeration phase, I had to instruct the district census officers to affix location code by way of rubber stamping over the individual slip and household schedules for each charge.

42. Regarding adoption of location code in the district census handbook publicatios, each constituted village of a charge was preceded by location code number assigned for it for easy identification. Simultaneously, the alphabetical list of villages under every charge was also identified with its location code number. Similarly, in the Police Station maps which constitute the charge map for the rural area, the code number assigned to every village was also displayed in the maps forwarded to the charge officers and finally considered for printing in our publication.

Preparation of Charge Register

43. After updating the jurisdictional frame through the Tahasildars for rural area and executive officers for the urban bodies, my next important task was to prepare the charge register for each charge, rural and urban, for the houselisting operations, in order to ensure complete coverage and preclude the possibility of omission. Accordingly in my circular No. 6, I had imphasized the need for preparation of such register which forms the basic document for a Charge Officer for his reference and operation. For rural area, a Charge Register was prepared for each Police Station, either full or part coming under the jurisdiction of each Tahasil separately. For the urban area similar register was prepared by the Town Census Officer for each town. The forms so prescribed may be seen at *Appendix-XXIII*. In the rural Charge Register the jurisdiction of a Supervisor in charge of a circle indicating the number of enumeration blocks and the villages allotted to him was clearly demarcated. Similarly, such information was also intended to be covered in the Charge Register prescribed for the urban areas. The Charge Register for both rural and urban areas, was prepared in triplicate during the houselisting operations and a copy thereof was sent to this office as well as to the District Census Officer for record after the close of the operation. The required forms were printed in the State Government Press and distributed to the Charge Officers through the District Census Officers. On receipt of the Charge Register after the close of the houselisting operations it was verified with reference to the records so as to find out any case of omission. Another register styled as Circle Register was also prescribed both for the rural and urban Charges during the houselisting operations which disclosed each revenue village with its estimated figures in 1981 on house and population as well as the number of blocks formed thereunder and with the provision to record the actual population after the close of the houselisting operations. Similar proforma was also prescribed for urban bodies, vide *Appendix-XXIV*. The intention of preparation of Circle Register is to clearly demarcate the jurisdiction of a Supervisor in-charge of a circle, who is the next supervisory functionary below the charge officer. Copy of the Register was also made available to my office and the District Census officer by the concerned charge officer after close of the houselisting operations as it facilitated the verification work with reference to records and the Village Register, maintained for the charge to locate any omission.

44. For the enumeration stage, the proforma for the Charge Register was suitably amended vide *Appendix-XXV*, so that the maintenance of the Circle Register could be avoided. This Register is intended to provide facility for control and reference by the charge officer for rural and urban areas disclosing the delimitation of census blocks and circles, besides other details therein.

CHAPTER IX

ENUMERATION AGENCY

Composition of agency

In the Second Pretest, selected teachers of the Education Department were appointed as enumerators, prior to my assumption of charge. They were found to be well enough to take up actual operation. My erstwhile feeling to depend upon full time enumerators and supervisors had also vanished as I went through the different circulars of the Registrar General, India and I came to the conclusion that the quantum of work drawn out of a full time enumerator was not commensurate with the expenditure involved. The reason for this can not be attributed solely to the inadequacy in workload for engaging a full time enumerator. It was more prompted due to the fact that the heads of household in our society are seldom available after 9.30 a.m. in the morning and before sun set, as they go out of their residence either to attend to office duty or their usual profession with the result that an enumerator whether he is part time or full time worker can only attend to this work during the morning or evening hours. With this back drop, the bulk of the enumerators were drawn from the local Primary School teachers, in keeping with the previous practice. The reason for such a choice was that the primary school teacher is available in almost every village, due to the phenomenal spread of primary education in the post independence era. Further, the Primary School teacher commands respect from the local people will therefore be able to elicit the answer to his question more freely. His intimate knowledge about the locality, coupled with the social respect he commands in his sphere of activity can elicit the required information from the households more easily than others, without unreasonable apprehension or reservation on the part of respondents. However, in some urban areas we are to depend upon the State Government ministerial staff as well as staff of other categories besides some Central Government staff where the strength of teachers available did not meet the requirement of the Charge Officers.

2. The supervisors, who had the jurisdiction of supervision work over five enumerators in general, were usually appointed from slightly higher status, *viz.*, High School teachers, Middle School teachers, Clerical staff of the local offices or village level workers etc. However, in the remote hilly forest areas where human habitation is far flung, and the number of schools is few, we had to depend upon the available staff of local Government offices to supplement the enumeration personnel. Under no circumstances purely private agency was engaged for our operation.

3. The teachers of Education Department, some staff of Housing and Urban Development Department and Harijan and Tribal Welfare Department of the State Government were mostly drawn and relied upon for the present operation. The engagement of non teaching staff (other officials and personnel) were to the extent of 10 per cent of total requirement, which constitutes the employees of State Government, undertakings and corporation and Government of India employees.

4. Regarding the selection and appointment of enumerators and supervisors for the houselisting operations, I had indicated elaborate arrangement to be made at the different levels in my Circular No. 7 reproduced at *Appendix-XXVI* forwarded to all functionaries up to the charge level. The State Government had already delegated the powers of appointment of enumerators to the Sub-divisional officers as well as for supervisors to the Additional District Magistrates under section 4 of the Census Act vide order available at *Appendix-XXVII.* The Charge Officers i.e. Tahasildars for the rural area, and Town Census Officers for the Urban area were requested to assess their requirement of enumerators and supervisors and prepare an inventory of census personnel and furnish the names to the concerned Subdivisional officer and Additional District Magistrate for issue of appointment orders. Only in case of selected urban bodies like Cuttack, Brahmapur, Puri, Bhubaneswar, Sambalpur, Raurkela (Census Town) / Notified Area Council where the Executive Officers, had been notified as additional District Census Officers, they were also authorised to issue appointment orders for supervisors for the concerned area. The Charge Officers were also instructed to keep adequate reserve personnel to meet any eventuality. Regarding the forest areas, where teachers were available they could be appointed as enumerators, otherwise the local forester had to be appointed as enumerator and the Range Officer as supervisor. I had also emphasized that during selection of such personnel, care should be taken for their familiarity with the local language or dialect.

5. Although I had no difficulty in selection of personnel in rural area, little inconvenience was experienced in the selection of personnel in the urban areas. In such urban areas, officials of State Government offices had to be drawn depending upon the requirement and there was a tendency noticed in some places, viz., Cuttack, Puri and Brahmapur where they represented to be exempted from the census duty on the plea of illness or other domestic difficulty . However, the operation had to be carried out according to the programme.

6. In general, the success of Census can be attributed to the devoted and dedicated work of the teaching community as a whole, with particular reference to the Primary School teachers. My personal experience is that the turn over by the teachers community is quite encouraging both qualitatively and quantitotively.

7. On our request, the Chief Secretary of State Government issued a general instruction on 23-1-80 to all departments for total involvement of the concerned authorities in making the houselisting operations a success vide *Appendix-XXVIII.* In pursuance of this direction Education Department, Urban Development Department, Tribal and Rural Welfare Department and the Chief Conservator of Forests had issued instructions to their subordinates for engagement of teachers and the field level functionaries during the houselisting operation as may be seen at *Appendix-XXIX.*

85-M/J(N)164DCO—3

8. Regarding enumeration, due to the spliting up of the houselisting blocks, more number of enumerators and supervisors were required. As it is a time bound programme, which can neither be repeated nor postponed, a request was made to the State Government under appropriate departments for utilisation of their field level functionaries. The enumerators are required to visit every household in their jurisdiction from 9th February to 28th February, 1981 for canvassing of concerned schedules, besides taking stock of houseless population on the night of 28th February, 1981. This work pre-supposes the engagement of teachers for about four hours every day in addition to their own duties. Thereafter, he has to take a revisional round and visit each household from 1-3-81 to 5-3-81 to record the new births and unfortunate deaths for updating his records. During these five days he has to be fully engaged for census work and submit his figures to the supervisor concerned by the scheduled date. This means the responsibility developed on the enumerator and supervisor is much more compared to that as under taken during the houselisting stage. For this I had cautioned the District Census Officers and Charge Officers about their onerous task ahead in selection of personnel in my Circular No. 17 issued in this respect. I had also requested the Government to allow some special concession for the enumerators and supervisors during the enumeration period, which was agreed to by the concerned departments as mentioned below :

(*i*) The selected personnel will have to under go training in repeated phases without any deviation.

(*ii*) During the revisional round from 1st March to 5th March, 1981 they will be fully engaged in the census work and they were exempted from attending the school duties.

(*iii*) The transfer of teachers entrusted with census work was banned from August, 1980 to March, 1981. Once appointment letter was issued, exemption from census duty shall not be ordinarily entertained.

(*iv*) The teachers so selected for census work shall not be sponsored for training and seminar.

(*v*) No leave shall ordinarily be granted to any census functionary from 9th February to 5th March, 1981.

(*vi*) The teachers engaged for census work shall be exempted from normal duties from the second half of the working days from 9th February to 28th February, 1981. They should , however, intensify the census work on Sundays and holidays during this period.

(*vii*) School examination programme if any to be held from 1st February to 10th March, 1981 shall be postponed to a later date.

(*viii*) Teachers of single teacher schools should be avoided as far as possible for the purpose of appointment as enumerators and supervisors. However, in hilly areas, where the scope of drawing upon other sources is far too limited, this restriction may not be rigidly followed.

The above concession had to be obtained from the Government in appropriate departments vide their instructions available at *Appendix-XXX*.

Difficulties in implementation

9. During the houselisting operations, the association of primary school teachers of Gunupur in Koraput district expressed their resentment for cooperation with the census work on ground of added responsibility to the teachers community, without adequate concession for their pay structure as well as delay in disposal of their pending claims. The District Census Officer of Koraput was in anxiety about the apprehended non-participation of the teachers in two sub-division of Koraput district. However, I had to take it to these State Government and due to their intervention the proposed non-participation did not materialise. Similarly, teachers' association in Mayurbhanj district raised their resentment over the use of Coaltar during the house numbering. After my discussion with the District Census Officer. I had allowed the use of Black Japan paint as a substitute wherever it is considered desirable and the financial implication was not more compared to the use of Coaltar. Similarly, in the State Capital at Bhubaneswar, in some quarters, the respondents did not like use off Coaltar on the walls of their structures. Here also I had advised the use of Black Japan paint which did not pose any problem.

10. I had also specially earmarked some Investigators who personally supervised the houselisting operations in urban areas like Cuttack, Brahmapur, Raurkela and Bhubaneswar where the number of slum-dwellers was comparatively high and chances of missing could not be ruled out. However, the houselisting operation went off well and there was no impediments to upset our programme. Instances of irresponsibility here and there, to my mind, need not be magnified out of their proportion as they were bound to be there in any operation, conducted in such a large scale particularly depending upon the cooperation and goodwill of the enumeration personnel drafted to do this job more or less on an honorary basis in addition to their regular duties.

Performance review

11. Some enumerators and supervisors were extremely zealous and sincere and their work was of high calibre. Some enumerators, I found in the field had spent some contingencies from their pocket towards purchase of stationeries for preparation of rough copies of houselist as they did not like to spoil the houselists form supplied to them. Similarly, at some places I found that the enumerators were over enthusiastic and prepared card board frame for house numbering the structures so as to ensure its uniformity and decency. Similarly during the preparation of the Abridged Houselist, some teachers were over cautious to prepare copies in potential caligraphy so that there was real difficulty in distinguishing them from print. I found some others addressed their talent to the preparation of Notional Map and the result was aesthetically most satisfying. Instances are numerous in almost every district to find primary school teachers who not only did their own work as enumerator well, but also did the work of atleast two more colleagues who were prevented by illness in doing their work. These selfless workers will definitely remain in my memory for long.

CHAPTER X

HOUSELISTING OPERATIONS

Preparatory work

As per the Calendar of operation circulated earlier among the census functionaries, district authorities as well as the concerned officers of the State Government houselisting operations in this State was to be carried out from 7th April, 1980 to 6th May, 1980. In pursuance of this programme, preparatory works, viz., issue of instructions for all concerned, finalisation of jurisdictional frame for rural and urban areas, selection and appointment of enumerators and supervisors, supply of required basic documents to the Charge Officers alongwith required number of schedules to be canvassed and training of concerned personnel had kept me engaged from December, 1979 and I had to ensure the minute details thereunder so as to avoid any last minute eventuality. After updating the jurisdiction of rural and urban areas, I had forwarded the Village/Town Register for each charge alongwith the map of the concerned area to each Charge Officer/Town Census Officer as well as the District Census Officer with request to again re-check and to satisfy himself that no area is left out within a charge or duplicated therein.

2. House-numbering is a sine-qua-non for the enumeration of population. It is only through proper numbering of all houses that the location and identification of individual houses in a village or a town is possible. In other words, house numbering provides the basic frame work for the final census count. I had to ensure myself that the entire machinery was equipped with all required documents before the start of the operation i.e. 7th April, 1980, so that there was no habitation either omitted or duplicated or overlapped in the jurisdiction of the Charge Officer in the State.

Circular issued

3. Basing on the experience, gained in the pretest operation held earlier and the minutes of the discussion in the conference of State Directors, the Registrar General, India had issued a booklet providing instructions to enumerators during the Houselisting Operations, which was all comprehensive and had the advantage of lucidity in expression of the concepts and the schedules to be canvassed. This booklet was printed in English and could help me in holding the training classes at State, district and field level meetings for the trainer officers. However, I had to get this booklet translated into Oriya script with the help of my officials and got 60,000 number of copies printed in the local Government press of the State Government. Such Oriya rendering was easily understandable by the census officials entrusted with the task of canvassing the schedule.

4. Conduct of Economic Census alongwith houselisting operations was a new phenomenon in the present operation. The Director of Bureau of Statistics, Orissa got the Oriya rendering of the English instructions booklet thereon and published in the local Government press and supplied 59,000 numbers of copies to me for distribution among the census functionaries. Although different circulars were issued on individual subjects, my circular no. 10 and 11 were a synopsis of all circulars and were intended as a handy reference for the enumeration personnel. Simultaneously, I had to issue a small booklet styled as "Supervisors Manual" which broadly indicated the Supervisor's responsibility to supervise the work of enumerators within his circle and the required check itemwise expected from him during the field operation. As a matter of fact, I found that this manual was very much appreciated in the field as this was a very handy reference, tailored to suit the occasion.

Notional Map

5. A notional map means a rough sketch which need not be drawn to scale and it is an essential pre-requisite of houselisting operations as well as enumeration. I have already explained earlier that chargewise maps giving village/ward boundaries had been supplied to the Charge Officers earlier which provided a base for drawal of the notional map. This was prepared for every village in rural area and for every ward for urban area showing therein the residential area besides other topographical details, viz., names of street/lane, important public building, rivers, hills etc. It was elaborated in my circular no. 5 that in respect of unsurveyed areas, field visit was a pre-condition for preparation of notional map because of absence of distinct boundary. The Basti areas of the village would be shown by hatching in order to maintain uniformity in preparation of notional map. Blank sheets of paper size 29.7 cm. × 40.0 cm. were supplied by the Registrar General, India alongwith the list of legends in the margin to be adopted for depiction of other topographical details.

Lay-out sketch

6. After preparation of the notional map, the enumerator has to go round his area and prepare a layout sketch for each block assigned to him which in fact a detailed map of the block where the streets, buildings, important land marks etc are to be shown according to the field situation. This is equally a document which is not drawn to a scale and is a free hand drawing. The jurisdiction of block alongwith its boundary has to be clearly demarcated and each building whether residential or non-residential, pucca or kutcha has to be shown thereunder in the following manner.



Pucca houses, whether wholly or partly residential.



Pucca wholly non-residential.



Kutcha houses, whether wholly or partly residential.



Kutcha wholly non-residential.

7. Forms printed in red ink were supplied to prepare the rough copy whereas the enumerator had to prepare his operational copy in the form supplied. In most of the areas, the notional maps described earlier were prepared in advance by the field staff of tahasil offices and municipalities and supplied to the enumerators for their guidance. In a very few cases it could be seen during the operation that enumerator had displayed the census houses instead of buildings in the layout sketch prepared by them and it could be timely amended by the supervisors and charge officers in course of their check. The enumerator was required to go round his jurisdiction and satisfy himself about the situation of all buildings and provide a serial number to each building on the wall by Chalk with a corresponding entry in Pencil inside the symbology adopted for that building in the layout sketch. Afterwards he was required to write the pencil number in ink in the layout sketch after numbering the houses in Coaltar. New houses which had come up in the meanwhile had to be allowed by numbers or new numbers depending on their location.

House-numbering

8. For numbering of the census houses, it was indicated in the instruction to use coaltar and such numbering is to be painted at prominent place of the house preferably on the door or front wall. In case of structures where it was not possible to paint the housenumber due to lack of space, the enumerator had to handover a card board bearing house number to the owner of the house. The numbering was, however, written in oriya numerals, although English numeral was used at some places. The supervisory officials beginning from the supervisor up to the District Census Officer besides the officials of my office had an extensive touring during the operation period to ensure housenumbering and listing in proper procedure. In Orissa except the Steel Town of Raurkela no other area had a permanent housenumbering system, hence the enumerators had to paint the housenumber on the walls of the buildings. In case of Raurkela Steel Township, the numbers given by the Steel Plant administration were adopted in the enumerator's layout sketch. Only new structures alongwith the slum areas and non-sector areas had been given house-number by the enumerators.

9. There were 310 Sample Registration Units and Additional Sample Registration Units in the State where housenumbering had been done earlier. It was, therefore, indicated to the Charge Officers that the enumerators appointed for such areas were not required to re-number such houses. Similarly, the Sample Registration Scheme units were also retained as a separate census block. The houselist and other records were maintained separately for such blocks coming under Sample Registration Scheme.

10. In general, a measure of enthusiasm was marked particularly in the rural areas, to get the house numbered. In some urban areas, however, there was a curious manifestation of interest among people who encroached upon Government land in having their house numbered and their name entered in the houselist and such record was with the vain hope of a documentary proof of their title and possession to have the land settled in their favour.

Handicapped persons

11. Another striking feature of houselisting operations of 1981 Census is the attempt to take stock of the disabled persons residing in the household during the hoselisting operations. The schedule contained appropriate column to net those (i) totally blind (ii) totally crippled and (iii) totally dumb. Instructions were clear and unambiguous to determine such cases by putting probing questions. Due care was taken not to net the partially disabled person. In case where an individual suffered from more than one disability, then he could be classified under the greater disability. For instance, blindness is certainly a greater disability compared to dumbness. However, it was emphasised in training classes that the enumerator should put question in a polite manner so that the sentiment of the respondent is not hurt.

Economic Census

12. For the first time, Economic Census was also carried out alongwith the houselisting operations as described earlier with the hope of netting all Enterprises available in the area. The schedules, viz., "Enterprise List" was canvassed during the operation. The Director of Bureau of Statistics and Economics in the State was in the charge of this exercise.

13. The instructions booklet circulated by the Central Statistical Organisation, Ministry of Planning, Government of India provided the detail description of activity as well as enterprises and elaborated the procedure in filling up the schedule by the enumerator.

14. The Director of Bureau of Statistics had participated in the State level conference of the District Census Officers held in November, 1979 at Cuttack and explained the intention and contents of such exercise. The instruction booklet supplied by the Central Statistical Organisation in English was also discussed in detail in the conference of the District Census Officers and the trainer officers held at district levels. The Oriya rendering of this instruction booklet was also printed in the local Government press by Bureau of Statistics after incorporating the amendments conveyed by the Registrar General, India and was explained to the enumerators, supervisors and sub-charge officers at the field level training classes. Initially, there was little difficulty in proper understanding of the subtle differences in categorisation of Enterprises. By repeated discussion in the training classes, followed by practical exercises, such misconception could be clarified and the enumerators went to the field with confidence. However, during the field visit and inspection by officials from my office, Bureau of Statistics and Economics as well as from the district level there was an impression particularly in urban areas that the respondents were not opening their mind in reply to question on Enterprise list. This prejudice was attributed to the fact that such information may land them in some difficulty later on, although they were fully made aware that census documents are purely confidential in nature. In some cases, it could also be seen that the enumerators particularly in urban area did not ask probing question in order to elicit the information on different enterprises, if any. However, such cases were very very few.

Training Programme

15. The officials of my office were initially introduced to the concepts of Economic Census by the Director of Bureau of Statistics, aided by his Deputy Directors and Such discussion was taken up in my office. The District Census Officers were similarly trained about the economic census in the conference held at the State level as well as at the district level. The Deputy Directors of Statistics stationed at the range offices besides the District Statistical officers and Additional District Statistical Officers posted at the district level participated in the district level, sub-divisional level and field level training classes and explained the trainer officers as well as the enumeration personnel about the various concepts and clarified their doubts. During the operation period also, the officers of Bureau of Statistics and Economics had undertaken extensive tours, checked the actual operation and provided necessary guidance to the enumerators and supervisors at appropriate hour. The schedule canvassed during the operation may be seen at *Appendix-XXXI*. I had deployed a small contingent of staff of my office to calculate the requirement of forms and schedules chargewise and such material could be made available to the District Census Officer well ahead of time. The Charge Officers were also requested to despatch the required material to each enumerator and supervisor during the 1st week of April, 1980 so that he attends the operation fully equipped. As a precautionary measure I had kept a small reserve of such forms with the Charge Officer and the District Census Officer to meet any shortage at the last minute. On the whole, inadequacy of material was never heard of. The districtwise distribution of such forms may be seen at *Appendix-XIV*.

Publicity measure

16. Census being a decennial activity is usually buried into oblivion, once the operation is over. After a decade the State Government machinery as well as the citizens need a measure of awakening. Hence, census activity needed to be duly publisized well before the actual operation. I, therefore, made it a point to attend the State level conferences participated by the district collectors and other high officials and to project the census requirements and inculcate the importance of census into the minds of people who matter. Similarly, during the second half of 1979, I had attended many district level meetings, only to introduce myself and the subject to the Sub-divisional Officers, Tahasildars, Block Development Officers and the Executive Officers of the Urban bodies and reiterate their responsibility and to explore a sense of awareness in them. Such exercise was often tiresome and occasionally did not elicit the desired response, but by way of repetition I was confident that the State Government machinery would be made responsible enough to deliver the requirements in time. Simultaneously, on the eve of the houselisting operations, I had to brief the press by holding a conference in my office and indicate in a nutshell, the need for census and its requirements. A message from the Governor of the State exhorting the citizens to extend their unstinted co-operation and to help the enumerator in the national task had a tremendous impact in the field. The District Magistrates who are also the Principal Census Officers for their district issued a small pamphlet to bring home to the people, the census programme and the need for house-numbering and their responsibility. Such pamphlets could be made available in the remotest village. Thanks to the sincerity of the district administration who could take the pains of publishing our programme in true spirit. Copy of the message of the Governor of Orissa may be seen at *Appendix-XXXII* and the appeal by the District Magistrate may be seen at *Appendix-XXXIII*.

17. I had also arranged a discussion about the publicity programme in my office in which the officials of All India Radio, Doordarshan and the Press Information Bureau had participated. Leaving aside the radio talk by me on the eve of the Houselisting operations, radio talks were also arranged with the courtesy of the All India Radio, providing a discussion on salient features of our current programme. To my mind, such measures had definitely instilled a sense of awareness amongst our people.

Training programme

18. The need for intensive training for the trainer officers as well as enumeration agency needs hardly any emphasis. The success of the census depends on the efficiency of the enumeration agency and this in turn depends on the manner in which we have been able to train them up for the job. Initially I had to arrange a seminar in my office where the Deputy Directors, Assistant Directors, Investigators, Tabulation Officers and Statistical Assistants were acquainted with the various concepts. Practical exercise was also done. We also intended to depute these officials to the field level training classes as well as during the operational period.

Trainer officers' training

19. As a first step, a conference of all District Census Officers and Additional District Census Officers was convened at Cuttack on 29th November, 1979 in which important aspects of the houselisting operations were discussed in detail. The conference continued for two days and I had the privilege of getting the Director of Bureau of Statistics, Orissa and Shri K.K. Chakravorty, Deputy Registrar General, India amidst us to clarify our doubts on various aspects. In consultation with the District Census Officers, the district level training programme for the trainer officers and Charge officers was finalised between 23 January, 1980 and 12 February, 1980. This programme had minor deviations in Kendujhar district due to the intervening bye-elections. Such district level trainings were held at one or more locations inside the district and had a periodicity of two days, where the trainer officers were asked to do some practical exercise. To each of the training centres at the district level either myself, my Deputy Directors or Senior officials had made it a point to participate. Similarly the Director of Bureau of Statistics and Economics or his range level Deputy Directors and District Statistical Officers were also available in such training classes for explaining the economic census. The participants in such district level training classes were Charge Officers (Tahasildars for rural areas and Executive Officers of urban bodies for urban areas), Sub-divisional Officers, Addl. Tahasildars, Additional Executive Officers of urban bodies and Block Development

Officers who were to be engaged as Additional Charge Officers during the operation. In order to facilitate free and frank discussion, participants to each such meeting were limited to 40 officials only. During the training meet, the instruction booklets on houselisting and enterpriselist were discussed in detail and the training schedules were made available to facilitate their practical exercise. The schedules canvassed during the houselisting operation may be seen at *Appendix-XXXIV*.

Training of enumerators and supervisors

20. After the training of trainer officers, a well conceived programme was drawn up by the Charge Officers, with the approval of the District Census Officers for training of enumerators and supervisors including the reserve personnel. Such training for each batch of enumerators and supervisors was taken up in two rounds during March, 1980 with a gap of 10—15 days inbetween each round of training, so that the trainees will be able to refresh their memory. The Charge Officers had selected the location of training centres at different places so that a trainee did not have to travel long distance. The periodicity of training for each round was limited to two days including practical exercise on the second day when the trainees could fill up the training schedules (red form). The number of participants was limited to 40 in each centre so as to ensure individualized attention. I had also made it a point that the District Census Officers, Sub-divisional Census Officers and Additional District Census Officers (District Statistical Officers) attended atleast two centres in each charge within his jurisdiction and satisfied himself about the qualitative aspect of the training. Before the first phase of the training the instruction booklet printed in Oriya alongwith the training forms were made available to the trainees for their use. From my office, I had deputed officials to participate in a number of training classes at the field level and ensure about the qualitative aspect. I attended a number of training classes so as to satisfy myself about the quality of training imparted. On the eve of the operation i.e. during the 1st week of April, 1980 I had requested the Charge Officers to convene a meeting of the trainees again which provided an opportunity to refresh their memory and clarify their last minute doubts, if any, before starting the actual operation. During this last meeting the required materials, viz., Notional Map, Layout sketch, Houselist form, Enterpriselist form, Houselist Abstract, Enterpriselist Abstract etc. were issued to the concerned enumerator with proper acknowledgement besides distribution of their training allowance. Since the training centres were located at comparatively short distance and the trainees were required to be present in the training classes for the entire day it was considered to pay them some travel expenses. According to the existing State Government rules the trainees who had to travel a distance of more than 8 Kms. were entitled to a daily allowance as admissible to his pay range. However, our training centres were located in such a way that the trainees did not have to travel long distance and mostly such centres were at a distance of 5 to 8 Kms. from the place of work of the enumerator. In such situations as well as in all urban areas the trainees were not entitled to any financial benefit for their period of training according to the existing rules of the State Government. As such, I had to approach the State Government to make a special concession for those travelling a distance within 8 Kms. and the State Government agreed to pay a training allowance at a flat rate of Rs. 5 per head per day of such training vide order reproduced at *Appendix-XXXV*. This concession provided relief to me and the Charge Officers and an unexpected encouragement to the trainees. I had to elaborate this arrangement for such training at various levels in my Circular No. 8, vide *Appendix-XXXVI*.

21. Personally, I attended and addressed a number of training classes for trainer officers in different districts of the State as mentioned below. Apart from this, I also visited a number of field level training classes in course of my tour where I stayed for a few hours.

Location of the training class	District	Date
Cuttack	Cuttack	23-1-80
Dhenkanal	Dhenkanal	24-1-80
Koraput	Koraput	27-1-80
Rayagada	Koraput	29-1-80
Bhawanipatna	Kalahandi	31-1-80
Phulabani	Phulabani	2-2-80
Brahmapur	Ganjam	4-2-80
Khordha	Puri	7-2-80
Kuchinda	Sambalpur	11-2-80
Khordha	Puri	22-2-80
Bhubaneswar	Puri	27-2-80

One Deputy Director and two Assistant Directors also attended the district level training classes at other places, so that all such meetings throughout the State were represented either by me or by some senior Officer from my office.

Experience in houselisting

22. On the eve of the operation, I had issued the circulars No. 10 and 11, which provided a brief outline of the operation by stages and highlighted important points for the guidance of the Charge Officers and enumerators and supervisors. All probable points of confusion had been explained so as to avoid its recurrence during the operation period. This infact helped the field personnel in canvassing the schedules in general. I found no specific problems faced by the enumerators and supervisors. I also deputed officials viz., Investigators, Tabulation Officers and Statistical Assistants, to check the performace in atleast two charges in different districts independently and to be available with the enumerators to give on the spot clarification during the operation. In fisherman's colony at Puri, it is the annual phenomenon to find huge number of fishermen from South India temporarily residing for their fishing work. Such stay is seasonal. However, the language spoken by such fishermen was not understandable to some local enumerators, for whom I had permitted the use of interpreters on daily wage basis.

Short-coming noticed

23. During the operation period, the Deputy Directors, Assistant Directors and other Officials as mentioned above were moving around from place to place to have on-the-spot assessment about the performance and ensure its quality. However, certain situations were noticed during the operation as mentioned below :

(*i*) With an anxiety to determine the jurisdiction of enumerator and to provide adequate work load for the enumerator, two small villages were combined and block formation was made, wrongly.

(*ii*) Field situation was not taken into consideration in formation of block in some urban areas as a result of which a few blocks had become unwidely from operational view point which had to be segmented during the operation, to make it operationally convenient for an enumerator.

(*iii*) At some places the trainer officers delegated the responsibility of training to the sub-charge officers.

(*iv*) Proper rapport between the enumerator and supervisor could not be established at the training centre in some urban areas as a result of which field check and supervision work suffered to some extent, which had to be rectified by the Charge Officer. Even in some urban areas, correct identification of the jurisdiction of the enumerator could not be made till the commencement of the operation.

(*v*) In some urban charges, inventory of census personnel was not made properly by the charge officers in advance. Due to the depleted reserve, freshers without training had to be inducted on the eve of operation particularly in some urban areas for which Charge Officer had to offer extra attention.

(*vi*) There were cases where some teachers had received distinction in the past census operations for meritorious service as supervisor, but were appointed as enumerator during the present houselisting operations. This resulted in resentment among these teachers.

(*vii*) Government instructions permitting late attendance in offices/Institutions to the enumerators and supervisors appointed for census work was not properly complied with by some heads of institutions, which caused resentment at some quarters.

(*viii*) There were a few cases where the supervisors did not visit their jurisdiction at any point of time during the operation and the enumerators had to run to the Charge Officers or Additional Charge Officers for clarification.

(*ix*) There were a few cases where the supervisors did not care to collect the records from the enumerators under their jurisdiction and deposit the same with the Charge Officers. Consequently the Charge Officers and Additional Charge Officers had to directly contact the enumerators for retrieval of records. Such cases of intransigence noticed were very minimal and were corrected in course of visits of the officers and staff of this office and district offices to the field during the operation period. This was also brought to the notice of the district census officers.

(*x*) The resentment by some enumerators, particularly ladies in the urban areas may on use of coaltar was however tackled by way of personal intervention.

Collection of Records

24. In my circular No. 12, I had outlined the procedure for proper handling of records at various levels after the completion of the houselisting operations and cautioned different functionaries about advance planning. Copy of the Circular may be seen at *Appendix-XXXVII*. I had made it a point that supervisors after collection of records from the enumerators are not required to travel a long distance to hand over the same to the Block Development Officer who was the Additional Charge Officer for the rural area at different collection centres for which the date and time had been fixed. Similarly, the Charge Officer, i.e., Tahasildar was to collect the records from the Additional Charge Officers and prepare the Charge Abstract at his end and was also required to make some first hand check in the records in the manner prescribed therein, before onward despatch to District Census Officer. In case of urban areas, the Town Census Officers collected records from the supervisors at appropriate place(s) in time. The District Census Officer in his turn was required to collect the records from the Charge Officers and forward the houselist records to my office by 20-5-80. The District Statistical Officer who was also notified as Additional District Census Officer was requested to take delivery of the documents relating economic census from the district census office.

CHAPTER XI

ENUMERATION

It has been an accepted convention in the past censuses to hold a *dejure* enumeration of population spread over a period of time immediately before the reference moment. In keeping with the census tradition, the Registrar General, India had fixed the sun-rise of 1st March, 1981 as the reference date for the 1981 Census and such order was notified in the gazette of India dated, New Delhi, April 28, 1979 vide *Appendix-XXXVIII.* Accordingly, all preparations were made keeping this date in view. Houselisting operations—a stage prelude to the actual enumeration—was completed in Orissa during April-May, 1980. The data on houses and population thrown up by this stage of operation provided the frame work for organising the massive population count in February-March, 1981. The minutes details of this important stage of enumeration were finalised and a calendar of operation was made available to the field officials for their information and guidance in Circular No. 13 issued by this office. The broad classification of work was categorised under :

(*a*) updating the houselisting record,

(*b*) delineation of enumeration blocks and circles,

(*c*) preparation of Abridged Houselist,

(*d*) preparation of registers to be maintained at different level,

(*e*) finalisation of sample enumeration blocks,

(*f*) training of trainer officers and training of field personnel, and

(*g*) despatch of forms and schedules to the field functionaries.

2. The actual enumeration was programmed to be taken up between 9th February—28th February, 1981 throughout the State. However, houseless population was to be enumerated in the night of 28th February, 1981. The revisional round of enumeration to take stock of the new born babies unfortunate deaths occured during enumeration period was to be done by the enumerators between 1st to 5th March, 1981. After this field exercise the circle supervisors and the charge officers were required to prepare the abstracts and hand over all the records to the concerned authority by 9th March, 1981. Ultimately the District Census Officers had to transmit district provisional totals to the Registrar General, India and the Director of Census Operations of the State by 11th March, 1981.

Preparation of Abridged Houselist

3. After the completion of houselisting operation it was felt necessary to have a fresh look at the delimitation of blocks for the final count to be taken up from 9th February to 5th March, 1981. Such delimitation of blocks for houselisting operation was done in a rough and ready manner based on projected population of the area. After the completion of houselisting operation, it was possible to form enumeration blocks with a fair degree of accuracy in the light of the data thrown up by the houselisting operations. In this regard the general outlines indicated by the Registrar General, India in his Circular No. 10 were followed to finalise the procedural details and accordingly my Circular No. 15 was issued to all supervisory functionaries.

4. In view of the time lag between both the operations it was necessary to update the houselist records as per the newly formed enumeration blocks in order to ensure that there is complete coverage of all the households at the time of final count. This was intended to be achieved by updating the Houselist in a specified form called the "Abridged Houselist" vide *Appendix-XXXIX.*

This abridged houselist contained essential details of the houselist to be updated later by the enumerator as he goes round the block assigned to him just in the beginning of the enumeration period. The copy of the houselist of each block retained at the charge level formed the base for preparation of the Abridged Houselist. Section 2 of the Abridged Houselist covered certain details of the census houses and households in respect of enumeration blocks from the houselist record. It was also emphasised that during the training period, the field personnel need adequate training to update the abridged houselist in the course of field visit. The Charge Officers and Town Census Officers were also reminded of their responsibility regarding formation of fresh enumeration blocks and preparation of abridged houselist and to attend to it with all seriousness. After consultation with the District Census Officers it was decided that all Charge Officers and Town Census Officers would send their dealing assistants with the houselists and notional maps to the district headquarters, where I had deputed officials from this office to provide necessary guidance and supervision for preparation of the Abridged Houselist.

5. Regarding the scribe of Abridged Houselist, it was generally decided that teachers community can afford to do this work with minutest care and ability. However, the agency for writing of the abridged houselist was left to the District Census Officers and in fact, most of the District Census Officers had to utilise the services of selected teachers for this work. In some districts selected clerks of the District establishments were also utilised by the District Census Officer at the district headquarters for writing of the abridged houselist. There was suggestion to pay a token honorarium to these copysts in consideration of their manual work and such rate should in no case be less than the rate allowed for copying of electoral roll during election. However, in this regard clarification was sought from the Registrar General, India and was available to me in his D.O. letter no. G-18020/5/80-Budget dated 1-9-80. The rates allowed were as follows :

Rs. 10/- for a unit of population of 6,000 or part thereof.

Accordingly the District Census Officers were requested to make payment to the writers of the abridge houselist and complete the work by the end of October, 1980. Since the natural calamities like flood and cyclone affected some parts of some districts of the State and the district administration was kept unavoidably seized in the relief operation, there was delay in completion of this work according to the schedule. In any case the District Census Officers were conscious of their responsibility and completed this work by the end of November, 1980. i.e. before the training of enumerators and supervisors started throughout the State.

Area Sampling

6. For the first time it was decided to canvass a sample individual slip along with the universal individual slip to obtain some data on migration and fertility. It was out-lined in the circular no. 14 of the Registrar General, India that in certain States both universal and sample individual slips will be canvassed together, whereas in some other states sample individual slips were to be canvassed in 20 per cent of the enumeration blocks. Orissa came under the second category where enumeration blocks were selected according to the prescribed procedure outlined in circular no. 14 of the Registrar General, India. The selection and methodology on sampling was detailed in my circular no. 16 addressed to all census functionaries. Accordingly random sampling method was adopted and a random number for each operational unit both rural and urban was indicated to the District Census Officers/Charge Officers for their reference. Control sheet for selection of sample blocks was prescribed for use of city, non-city urban and rural areas.

7. So far as the city area (including urban agglomeration) is concerned, it was indicated that the core city (with its out-growth if any), was to be chronologically indexed and the block selection was to be made. The random number selected and allotted to the city was taken as the first block on sample which was followed by every 5th block of the core city and the out-growth (if any).

8. In non-city urban area (including Urban Agglomeration) all the urban areas coming within the district were taken as one base and the towns were chronologically arranged according to the location code numbers. The random number selected and allotted to the non-city urban areas of the district was allotted from this office and that number is the first selected block of the town according to their code number. Thereafter, every 5th block chronologically was selected as sample block till the completion of the entire non-city urban frame of the district.

9. Regarding rural area, each Police Station/Part Police Station was considered as a rural charge and operational unit for sampling purpose. For each charge, the enumeration blocks had a running serial number, recorded different population size in the control sheet. The uninhabited blocks were excluded from the sampling frame. The inhabited blocks were serially arranged, which became the notional numbers in the sample frame. Taking the random number as the first notional number of the block of the Police Station, every 5th notional number was encircled to indicate the sample notional number and the block numbers against that sample notional numbers were the final sample blocks selected for the Police Station. I thought, it desirable to associate my headquarters officials in drawal of the sample blocks at the district level. In consultation with the District Census Officers, I had arranged for deputation of officials from this office who had in fact drawn list of sample blocks by way of contacting different Charge Officers, Town Census Officers and forwarded the final list of the district to the District Census Officers as well as to my office. In all, 12,979 sample blocks were selected in the State for canvassing of the sample individual slip.

Training

10. Successful census training depends on the efficiency and sincerity of the enumeration agency and this in turn is the manner in which we have been able to train them up for the job. Training is of vital importance and should be intense and clear. However, this can be achieved if we ourselves are clear in our mind as to what we want to get done and what we mean by every ward by our instructions. With the aforesaid caution of the Registrar General, India. I had to take up the training programme of the personnel with all seriousness, being aware of the short comings and fallings of the training of the houselisting operations. Our experience of houselisting disclosed that some of the operatives had not grasped the concepts and techniques to the desired extent, resulting thereby in some omissions and commissions during the operation. Enumeration, being a comparatively tough job had to be tackled by way of some realistic methodology for training.

11. In the calendar of operation for the enumeration, forwarded to the census functionaries in my circular no. 13, I had indicated finalization of the training programme during October, 1980, which was to be preceded by the training of trainer officers during September, 1980. Accordingly, the second conference of the District Census Officers and the Additional District Census Officers was held at Puri on 16-17 June, 1980 to finalise the organisational aspects of enumeration. The Registrar General, India was kind enough to participate in this meeting and impressed upon the District Census Officers the need for effective supervision and approach to the problem with a very clear mind. The District Census Officers were acquainted with the increased workload through the circulars, I had issued from time to time. The modality of preparation of abridged houselist and the need for detailed training of the enumeration personnel at repeated intervals was reiterated. It was decided that apart from the training of the District Census Officers, the training of trainer Officers need the taken with all seriousness with the personnel so as to ensure percolation of the correct meaning of concepts into the mind of the field personnel. The officers conducting the training classes were impressed upon to cover the following points :

(*a*) Object of census and the role played by the enumeration. Provision of the Census Act.

(*b*) Prevailing house-numbering system in the locality.

(*c*) Location code of the area.

(*d*) Preparation and significance of updating the abridged houselist and house-numbering plan.

(*e*) Reference date, actual period of enumeration, revisional round, enumeration of houseless population and communication of provisional total.

(*f*) Detail instructions regarding the filling up of the certain questions available in the individual slip, Household schedule, enumerator's daily working sheet, enumerator's abstract and charge abstract etc. with reference to the circular issued on each item.

12. It was also decided that the officers of Education Department, viz., Inspectors of Schools, District Inspectors of Schools and Deputy Inspectors of Schools should be associated in the training programme alongwith the existing functionaries like Tahasildars, Additional Tahasildars, Block Development Officers and District Statistical Officers etc. It was decided to give two rounds of training for the trainer officers at the district level or at suitable centres in the district before October, 1980. The District Census Officers were requested to draft their field level training programme for enumerators and supervisors to be given in five rounds from November onwards and each training camp having a periodicity of two days with the number of participants limited to 40 in each batch. The training classes should be taken up at suitable intervals of 10—15 days so that the trainees refresh their knowledge. In fact, the district Census Officers were requested to chalk out their programme in such a manner so that the 1st round of training can be taken in November, 1980, two rounds in December, 1980 and two rounds in January, 1981 and the copy of the training programme was to be made available to me so as to enable the officials of this Directorate to afford participation in any such classes. Necessary steps were also taken in advance to supply required number of booklets both in English and Oriya for use by the trainees. It had become unavoidable to introduce the practical exercise on the second day of each round of training so that the trainees develop a sense of confidence when they are called out for the actual operation. It was also pointed that the training class should be so located that the trainees do not have to travel a long distance.

13. The Third conference of the District Census Officers and Additional District Census Officers was held at Cuttack on 25-26 August, 1980, where the instructions booklet on enumeration was discussed threadbare for removal of doubts, if any. In my Circular No. 17 it was made clear to the District Census Officers that the bulk of the enumeration personnel would be drawn from the 'teachers' community as usual. Such teachers of the Education Department, Housing and Urban Development Department and Harijan and Tribal Welfare Department were already available in the field, for which I had to obtain the orders of the State Government in appropriate departments to utilise their services even for the training purposes. The teachers were also allowed some concession during the training meet regarding late attendance in duty etc. I had also explained in my circular that instead of discussing instruction booklet as a whole at repeated phases, selective subjects should be identified to be discussed in each round of training to enable a fuller discussion in the class. The District Census Officers were requested to attend atleast 10 per cent of the training centres of the district. Similarly, the Sub-divisional Officers were requested to maintain rapport with the field personnel. It was made clear that on the eve of the operation the last round was to be taken up to enable the trainees to refresh their memory and receive the required forms and schedules for the operation.

14. The training programme was broadly phased as follows :

1. State level training for the District Census Officers.
2. District level training programme at the district/sub-divisional headquarters or at other suitable locations where the number of participants became more.
3. Charge level training classes.

At the district level I had attended the training classes held in almost all the districts. I had to depute my Deputy Directors to attend some training classes and selected officials from the directorate were also deputed for attending a few training classes to remove the doubts of Charge Officers. In all these classes practical exercises by the trainees were done by way of taking them round to the adjoining village and take up a mock enumeration of the inmates of the household in the red form (training form) supplied by the office of the Registrar General, India.

15. Our participation at the field level training programme was just to observe and guide wherever necessary. Although we aimed at drawing out a date-bound, time-bound and place-bound programme, there was slight deviation in a few districts due to certain unavoidable pre-occupation of the district officials. In respect of Kendujhar district the training meet was delayed due to the by-election to the Lok Sabha. At the training classes the Charge Officers were requested to take attendance of the trainees and to have a close look of the regular defaulters so that such defaulters could be brought to separate training classes later on. The training officers had arranged blackboard, a few pieces of chalk and duster to facilitate training. There were a few instances where the heads of the educational institutions did not allow the teachers to participate in the training class held by the Charge Officer/Town Census Officer, despite the fact that such participation was clearly spelt out in their departmental instructions. I had to take up such cases with Government in appropriate department and ensure issue of correct directive to such heads of institutions. However, a few cases of lack of punctuality on the part of trainees had to be accommodated.

16. During the training programme, I could enlist the active participation of the Deputy Directors subsequently earmarked for the Regional Tabulation Offices, as they had joined by then and attended training classes in different districts allotted to them. In fact it was fascinating and heartening to see scores of trainees with bag in hand containing census handout and schedules, conversing towards training centres, which became the nerve centres as well as clearing houses of all census information.

17. I had made provision of required funds in the appropriate head of account of the State budget [demand No. 3-265-Other Administrative Services (b)-Census-(A)-Census Establishment-Other Charges], out of which requirement of funds towards payment of honorarium and training expenditure payable to the personnel had to be made. I had also approached the State Government in appropriate department for some concession to be given to the trainees for attending the training classes apart from their engagement in actual enumeration. The Chief Secretary, Orissa had issued a general circular in his letter no. VC-8/80-73252/R dated 4-11-80 to the address of all departments of Government, all heads of departments and all Collectors emphasising the need for drafting the employees of State Government/Undertakings for census work as and when called upon to do so and emphasising their duties and responsibility including undergoing training, as spelt out by the Director of Census. Simultaneously the Education and Youth Services Department, Harijan and Tribal Welfare Department, Housing and Urban Development Department issued exhaustive instructions for their field formations regarding appointment of personnel, their training besides attending the operation without any deviation. Since about 50,000 personnel would be attending the training classes throughout the State in a specified period at different locations and may have to travel a short distance from their place of headquarters to their training classes, I had taken it up earlier with the State Government to provide some financial concession during the training period. Such order was issued by the State Government in Revenue Department in their letter No. VC-4/80-24066/R dated 29-3-80, which provided that a trainee would be given a training allowance at a flat rate of Rs. 5 per head per day. Such a concession was appreciated by the field personnel who according to the State Government Rules, performing journey within a radius of 8 Kilometers of headquarters were not normally entitled for any financial benefit and to them such out-of-pocket allowance was most welcome. However, the Personnel who would be attending the classes beyond a distance of 8 Kms. of their headquarters were entitled to their normal travel allowance for attending such training classes. Simultaneously another problem encountered by me was regarding the fixed travelling allowance holders of the State Government personnel appointed under certain categories, who despite their touring any number of days in a month were entitled to fixed travelling allowance only. Since census work expected frequent tour for intensive and effective supervision, I had to approach the State Government for special concession in this regard. Accordingly the Government in Revenue Department in their letter no. VC-7/80-62990/R dated 15-9-80 declared that fixed travelling allowance holders engaged in the census work are authorised to draw travel expenses in excess upto a limit of 20 per cent over the limit fixed by the Finance Department till the end of February, 1981. Such extra expenditure incurred on this account was to be accommodated within the budget provision of the concerned departments.

18. I had issued specific instructions to the District Census Officers and Charge Officers that the training allowance payable to the personnel shall have to be disbursed on the last day of the training and acknowledgement taken in the attendance form itself which provided necessary column for obtaining acquittance. Also to obviate the possibility of delay in drawal of funds from the treasury by the drawing officers, I had approached the Finance Department who had kindly issued circular to the drawing officers as well as the treasury officers to allow drawal of funds under the "Census Establishment—Other Charges" in Abstract Contingent bill pending submission of detailed contingent bill. This arrangement was made to make the drawing officer well equipped with necessary financial powers for timely drawal and disbursement of claims of individuals. In fact, there was hardly any complaint received from any quarter during the enumeration regarding non-receipt of training allowance by any trainee.

19. However, on the eve of enumeration I had issued detailed instruction on each subject in the form of a circular and copy of such instruction was made available to each functionary for guidance. The calendar of operation drafted for the enumeration was also forwarded to each functionary for his guidance indicating the various stages for which necessary steps have to be taken by them in pursuance of the available instructions. The questionnaire contained in the Individual Slip had to be published in the State gazette for the general information of the public. The selection and appointment of enumerators and supervisors and their training programme were spelt out in detail in my circular no. 17, which was also followed by circulars on distribution of forms and retrieval of records etc. Due publicity had to be given through the Government media, which has been explained later to develop mass consciousness and provide clear understanding for those who are to be enumerated. A small booklet styled as "Aid to enumerator, during field operation" was circulated on the eve of the actual operation, highlighting the most important aspects of the "booklet for instructions" for the enumerator. This self contained brochure indicated in brief the necessary checks which an enumerator is expected to do before approaching the household and filling up of the schedules prescribed for canvassing. In fact, another booklet "Supervisor's main function and duties at the time of enumeration" was also released simultaneously highlighting the main function and duties which is expected from a supervisor in his supervisory capacity. This booklet pointing out the 'Dos' and 'Donts' helped the supervisor in checking the records of enumerators and tackling their problems. In fact, these two booklets circulated at the closure of training provided a brief hand-out for the field personnel including the supervisory officials. This was also translated in local language for easy understanding. The schedules viz; Individual Slips (Universal/Sample) and Household Schedules both Oriya and English were canvassed during enumeration may be seen at *Appendix-XL*.

Publicity measure

20. Census-taking involves two parties, viz., an enumerator who is trained in his job and knows exactly what information is to be collected, and the public, who are educated in advance about the information required to be elicited. Thus alongwith careful training of the enumerator, it is equally important that the citizen is fully informed about the objective, utility and contents of census. The importance of launching an effective publicity programe

through news papers, radio talk, television, poster, hand-out, cinema slide, news reel etc. at the appropriate stage of census taking can not, therefore, be over-emphasised.

21. During the 1971 Census, publicity was mostly arranged centrally through the Directorate of Advertising and Visual Publicity. However, during the current operation the publicity media were comparatively more broad-based and more comprehensive as evident from the paragraphs to follow. It was, decided to draft a well thought out publicity campaign which is an essential pre-requisite for an undertaking of such dimension. It was discussed with the representatives of the State Publicity Department, Press Information Bureau, Field Publicity Wing of Government of India, Television and All India Radio, in a formal get together held on 6-1-81 to finalise the strategy of intensive publicity measure to be adopted for the operation.

22. Government of India had provided posters on Census in different languages as indicated below :

Oriya	..	..	104,000
Hindi	..	..	4,000
Telugu	..	..	9,000
English	..	..	40,000

These posters were despatched to the District Census Officers for onward transmission to the field functionaries for display in conspicuous places, viz., schools, hospitals, grampanchayat offices, Government offices, police stations, etc. which were frequently visited by the public to acquaint themselves about Census.

23. Documentary film of 10 minutes duration regarding census taking was circulated through the commercial circuit as well as the, Directorate of field publicity, Minister of Information and Broadcasting for publicity purposes. 10 sets of films of 16 mm "To meet your needs" in Oriya language alongwith 2 sets of 35 mm were received, which was distributed for display in the following areas :

Balangir and Kalahandi	1 set 16 mm
Ganjam and Phulabani	Do.
Baleshwar and Mayurbhanj	Do.
rest 7 districts	Do.

The 35 mm film was made over to the State Publicity Department for display at various centres through its field publicity wing with particular emphasis on Raurkela. The Station Director of Doordarshan, Cuttack was kind enough to take the tape of 16 mm film for publicity through his media.

24. Coming to the cinema slide, 96 slides in Oriya language on "Census of India-1981" was received from the Government of India which was despatched to the District Census Officers for display in the cinema houses available in their jurisdiction. However, additional 15 slides received later were also distributed through the State Publicity organisation.

25. It was decided to contribute articles written by census officials as well as eminent educationists including the Ex-Directors of Census for publication in the local dailies as well as in the State Government Publications like "Ukal Prasanga" and "Orissa Review". As a matter of fact a number of articles written by the Director of Census and officials of the directorate on "Census taking", "Why Census", "Census and Saraswati Puja", "You and I" and "Census Programme in Orissa" were published in the local dailies, highlighting different aspects of Census.

26. Census activity was published through the various programmes of All India Radio, viz., Rural Radio Forum, Youth Programme, Women's Programme, Children's Programme, Phone in-please programme and interview on different days with repeated phases from January, 1981 onward where Director of Census alongwith other officials and selected individuals of public importance participated. Such publicity programme of comprehensive nature was in fact had a beginning with the Prime Minister's letter to the Chief Ministers of all the States on 17-12-80 as extracted below :

PRIME MINISTER OF INDIA,
NEW DELHI
December 17, 1980

No. 2041-PMO/80

The decennial Census is being conducted from 9th February, 1981 to the 5th of March, 1981. Between now and the commencement of the Census a vast organisation has to be built up and geared for the task. It is obvious that the Census Operations should be conducted with maximum smoothness and precision. I suggest, therefore that instructions be issued to ensure that nothing is allowed to come in the way of the successful conduct of the Census. In particular, it may be necessary to see that elections to local bodies and transfer of officials are put off until after the Census is over. School and College examinations may also have to be suitably adjusted.

Yours sincerely

Sd/—
(Indira Gandhi)

27. Next to this, the radio talk delivered by the Registrar General, India summing up the experience of houselisting operations and emphasising the task ahead of us during enumeration was also circulated through the All India Radio indicating the brief importance of the census taking.

28. Lastly to crown the publicity activity initiated by us, the message released by the Chief Minister of Orissa on the eve of census taking by way of radio talk on 29-1-81 which was a reminder to the census personnel emphasising the importance of such national task and requesting dedicated service to up-hold the census tradition and also requesting the fellow countrymen to render necessary assistance to the census functionary calling at his door during the period of enumeration, came as a moral booster to us. The message may be seen at *Appendix-XLI:*

29. As explained earlier, the census taking as per the following schedule had to be adhered to and had enough of publicity before the operation :

Reference date	..	Sun-rise of 1st March, 1981.
Enumeration period	..	9th to 28th February, 1981.
Count of houseless persons	..	Night of 28th February, 1981.
Revisional Round	..	1st to 5th March, 1981.

The message of the Prime Minister to the nation and that of the Chief Minister on the eve of census which came on the All India Radio was indeed a fitting finale to the publicity measures already initiated. In keeping with the past convention, the Director of Census accompanied by Commissioner-cum-Secretary to the Government of Orissa, Revenue Department, Executive Officer, Bhubaneswar Municipality (Additional District Census Officer), Sub-divisional Officer, Bhubaneswar (Sub-divisional Census Officer) and the concerned enumerator dropped in at the Raj Bhawan, Bhubaneswar on 9-2-81 to enumerate the first citizen of the State, Governor of Orissa and his household. This was followed by the enumeration of the Chief Minister of the State on the same day at Bhubaneswar. Thus started the wheel of Census throughout the day and onward as per the schedule and enumerators put on the job contact households in the State. District-wise position on Census functionaries may be seen from *Appendix XLII.*

30. At the field level, I had indicated to the District Census Officers to ensure that the District Magistrate-cum-Principal Census Officer is enumerated on 9th February, 1981, as this would definitely given a booster to our publicity programme. Simultaneously an appeal was issued by the District Magistrates in the form of hand-out and was circulated even in the remotest corner of the rural areas to remind the people about their responsibility in responding to the questions of the enumerator when the latter calls on their door.

Supervision

31. During this period of enumeration myself, my Deputy Directors and senior officials were out on tour to the specified areas to have the on the spot check up of the quality of work of the enumerators and to provide on the spot guidance, if necessary. Simultaneously at the field level the District Census Officer, Sub-divisional Census Officers, Tahasildars and Block Development Officers made journeys even to the isolated habitations situated on hills and forests to make surprise check of work of enumerators and ensure coverage. Despite finalisation of preparedness for the operation, I could not get respite without elaborating on the Supervision, Monitoring and Control of the field operation for the guidance of field level functionaries which prompted me to issue Circular No. 21. I need hardly emphasize the need for close and effective supervision in making the field operation a success. The coverage and the quality of data would largely depend upon the close supervision exercised by the field officers during field operation. Hence, I emphasized upon close supervision at all levels during the field operation. The Community Development Block areas in a Tahasil (area being too vast) was broken into several zones—each comprising a few supervisory circles and enumeration blocks and was kept under one official responsible for each zone, preferably the concerned trainer officers. A few reserve stock of forms were kept with him to meet any urgency. The Zone Officers had the responsibility to identify pockets of new colonies and clusters of habitation having come up in his area. He had the special responsibility of ensuring proper enumeration in sample blocks in his area.

32. These officials alongwith the charge Officers and Town Census Officers were made responsible for collection of records and were requested to take special care of inaccessible areas. The Sub-divisional Officers were instructed to supervise the operation, check basic documents of the enumerators and satisfy themselves about the arrangement made on communication of provisional totals. The District Census Officers were asked to review the arrangement of each charge.

33. The response of the public to the enumeration was invariably favourable, thanks to the sustained publicity that the Census programme had received. It was only in a few cases that the enumerator faced some amount of reluctance from the respondent to answer question. Some uneducated women were disinclinded to answer the number of children ever born and to reveal the actual number of their family members and often could not tell their age and matter to economic aspects. Often instead of telling the actual caste or tribe they belonged to, some people merely mentioned themselves as Harijan and Adivasis, or by a synonym of the caste or tribe by which they are locally known. It was usual to find many not telling out their secondary activity merely on the apprehension that any disclosure in this respect may land them in difficulty. Even educated people were no exception to this reservation despite the publicity given therefore.

Census Act

34. The Indian Census Act, 1948 has been reproduced at *Appendix-XLIII.* In accordance with the provision therein, the Government of India had notified the reference date in the Gazette, (vide copy available at *Appendix-XXXVIII.* Similarly for the purpose of notifying different functionaries under the Censuse Act, I had to approach the State Government at differnt points of

time and such officials as recommended by me were notified by the State Government and by the Collectors under the delegated powers) in pursuance of the provisions of the act in favour of different funcationaries. Copy of such notifications may be seen at *Appendix-XLIV.*

Our State has a good tradition of census-taking in peaceful manner without taking recourse to the penal provisions of the Act. Although there were sporadic reports of indiscipline from the field there had been no occasion to take recourse to the Census Act. However, in a very few cases, show cause notices were issued to the defaulters and it set the position right.

Regarding the contents and adequacy of the Act, which has been tested in the past operations, I am of the view that some amendments are necessary to strengthen the hands of the Census Officers for the smooth conduct of census. Under the election laws, the defaulters can be dealt with straight away unlike the Census Act. The Census preamble should also include the preliminary steps taken, viz., including Pre-test and field surveys and houselisting operations, since the Act appears to be specific to only "Enumeration". All the earlier stages are steps-in-aid for enumeration. The present procedure of trial is lengthy and in all fairness, it should be "summary proceeding" in order to make the District Census Officer more powerful regarding the recalcitrant cases and to be more effective during the operational period. The provision regarding secrecy of census information contained under Section 15 of the Act should be explicit, particularly relating to income tax and property tax matters etc. as the respondent very often hesitates to speak out his secondary income if any and holds the legal provision with an element of doubt. It may also be desirable further to apportion cost of census between the centre and the state as done in Elections. It is equally desirable to spell out the duties of census functionaries under the Act, so far it relates to training and assignment of job etc., as to otherwise we have to approach the State Government on each occasion for issue of instructions to the field formation by the concerned departments and even then it does not provide necessary handle to the District Census Officers. Equally, like the Election Laws there should be provision for requisition of vehicles and boats, etc. during the operation.

35. It was emphasised in the training class meant for the officers beginning from the District Census Officer down to the charge level that the trainer officer should have clear understanding of the concepts so that the trainees, viz., the enumerators are adequately equipped to canvass the schedules. By and large, enumerators as revealed from the field tours of the officials of this office during the operation had grasped the intricacies of the questions to be canvassed. However, in a few cases it could be noticed that the questions on economic aspects viz., Q.14 to 16 left some ambiguity in the minds of a few personnel. The information required for ascertaining the secondary work was in some cases not properly put, as a result of which such information could not be correctly ascertained. Incidentally I may point out that even some respondents had some reservation to speak out the secondary work correctly with the apprehension that those may be used against their usual income, despite the publicity on secrecy of Census data. There was a tendency to say that one belonged to Harijan/Adivasi altough the actual name of the Caste/Tribe was not forthcoming, unless searching questions were put therefor. Similarly in some cases people belonging to Scheduled Caste were anxious to record as such although they had their religion as Christianity in which case such reply was uncalled for. There were cases where was little reluctance on the part of the individual to speak out the status of the land held by them in reply to question 14 of the household schedule.

Coverage

36. Census aims that there should be no omission or duplication of any area or person under any circumstances and our efforts were oriented towards this from the very beginning. Demarcation of the entire State into Circles and blocks was carefully done with a fine-tooth comb, even at the last minute on the eve of the enumeration. The ultimate aim was not to overburden the enumerator with additional work-load, so that he can do justice to his area within the time available. The possibility of exclusion of any person from enumeration was narrowed down due to close supervision by the Charge Officer, Additional Charge Officer, Sub-Charge Officer and Supervisor at the field level. Time and again it was publicised through local press and All India Radio daily programme "To whom to enumerate" which was specially drilled into the minds of the enumerators as well as to the public. To add to this, public interest was kept up by issue of advertisement that if any of the areas or households have not been covered by the enumerators in regular rounds during the first two weeks, immediate steps would be taken for enumeration and that they should report at a particular functionary in my office. The control room was opened round the clock during the operation to receive complaints regarding non-enumeration and pass it on to the concerned Charge Officer for necessary action. Similarly the District Census Officers were instructed to open control rooms at their headquarters for similar action and this arrangement was proved useful to a great extent.

37. Particularly in Cuttack City, complaints received were checked by way of deputing officials from my office and transpired that in almost all cases enumeration had been done where as the complainants had no knowledge that the Enumerator had obtained answer from the family members. Despite this amount of strain, I must place on record the sincerity and anxiety to be enumerated shown by the individual which can only be attributed to "Census consciousness".

38. There are certain restricted areas, like indoor wards in the medical college hospitals, penal institutions and jails and Distirct Police reserve for accommodation of the armoury. I had approached the Inspector General of the Prisons, Orissa, Inspector General of Police Orissa, and heads of medical Institutions requesting them to allow the Census enumerators having proper identity card to enter into the campus and enumerate the inmates of such institutions who are eligible to be enumerated. As a matter of fact, the difficulty pointed out by some charge officers in this respect had to be dealt with promptitude and the State Government had endorsed my view point.

Houseless population

39. Houseless persons are those who do not have a fixed place of residence or no regular house to live in. It includes persons like, beggars, nomads, vagrants, vagabonds, tramps etc. I had indicated earlier that houseless persons had to be enumerated on the last day of the enumeration period i e. on the night of 28-2-81. The Charge Officers as well as the Town Census Officers were accordingly instructed to make a note of the places (through the enumerators/supervisors) in advance within their jurisdiction where such houseless population usually reside and they shall visit all such places and enumerate them on the night of 28-2-81 itself. The enumerators were asked to complete enumeration of these persons on the same night whatever time it might take. If in any block an unduly large number of houseless population had to be enumerated, the Charge Officers were at liberty to utilise the services of reserve enumerators for assisting the regular enumerator having jurisdiction over such area. The enumerators were instructed to foresee such contingency and locate such places and seek advice of their supervisors in advance. The Charge Officers were advised to provide lantern and other assistance to the enumerator for completion of this job in the odd hours of night. Some how this problem was acute in the urban areas of Cuttack, Bhubaneswar, Puri, Brahmapur, Sambalpur and Raurkela where I had pointedly drawn the attention of Census Officers concerned for advance preparedness and it went off well.

Apprehending any law and order problem at that time of enumeration of houseless population the District Census Officers were advised to make necessary security arrangement wherever necessary. However, no such occasion had arisen.

Floating population

40. Persons who live in boats for a number of months in a year or permanently and have no residence on land will be enumerated as boat population. Also persons who have residence on land, but live for a part of the year in boats and are in fact found living in boats during the entire period of enumeration will be treated as boat population. Persons, who have their residence on land and operate ferries or boats on inland rivers do not come under the category of boat population. Necessary guidelines for enumeration were issued by the Registrar General, India who desired that enumeration of members of crew of such vessels/boats should be done on 28th February or 1st March, 1981 if they are found at any port during these two days. It was enough to enumerate only such vessels as arrive at a port before the sunrise of 1st March, 1981 . The vessel or boat will be enumerated only if it has not been enumerated before. In fact, necessary instruction of the Ministry of Shipping was available to all ports and Paradip was one of them. I had discussed about enumeration of sea population with the Port Chairman, Paradip Port and concerned Census Officers to complete the formalities. I had also alerted the District Census Officers, Ganjam and Baleshwar Districts where often boats touch Gopalpur and Chandabali sea resorts. The enumeration went off well in this regard. However, no floating population was available in the State.

Non-Synchronous Area

41. Advance enumeration was restricted to a few in-accessible areas, hilly terrain during the earlier Censuses in the districts like Koraput, Ganjam, Mayurbhanj and Kalahandi. Consequent upon rapid development activities in the post-71 period, such inaccessible areas even in the remotest forest were non-existent as it transpired during my earlier consultation with the District Census Officers. There was unanimity of opinion to hold Census as per the prescribed schedule throughout the State. I had also informed the Registrar General, India about non-existence of such area in our State.

Enumeration in Cities

42. As against five cities existing during 1971, the current operation has disclosed six cities having more than one lakh population. In all these cities we had the advantage of having experienced and senior officers of the State Administrative service designated as "Additional District Census Officers" and the District Census Officers concerned were relieved of thier responsibility. The large variety of problems arising in course of the operation could be tackled by such senior Officials having imagination and resourcefulness. I was personally available for their problems right from the beginning.

43. For Cuttack City, I had earmarked officials from my office functioning at Cuttack then, who had associated themselves from the carving out of enumeration blocks/circles. These staff were entirely responsible for training of officials besides supervision and coverage during enumeration and striking out provisional figures. Similarly for all other towns, I had deputed officials who had to come to the aid of the Census Officers at every stage of the operation.

44. The major problems encountered in these areas are relating to :

(*a*) Selection of personnel and Training :

Being urban dwellers, particularly in the Capital City the Census Official was pressurised to change personnel selected very often. In Bhubaneswar even a few trained hands had to be spared and freshers obtained from State Government offices were trained at the last minute causing embarrassment to all concerned.

(*b*) Correct demarcation of jurisdiction :

This was inevitable consequential to expansion of areas in Bhubaneswar City in a decade by way of Government notification, thus necessitating correct demarcation of rural-urban frame, *vis-a-vis* jurisdiction of enumerator's block.

(*c*) Slum areas located sporadically alongwith its expansion at a faster rate, even after the houselisting operation which required to be handled with caution.

(*d*) Bulk of the enumerators belonged to the teachers community as usual. However, in the cities the teachers drafted from the Government educational institutions had posed problems to the Executive Officers of the Urban body

concerned as he had no administrative control over them. Hence, they showed some amount of indiscipline, which could be tackled by approaching Government in Education Department and Director of Public Instructions (Schools).

(*e*) The lady teachers in the cities barring a very few were not amendable to reason often.

(*f*) Often the employees of Government offices drafted for Census work showed some amount of indiscipline, despite availability of clear directive from the Government of India. The Executive Officers could tackle the problems some how.

(*g*) The solitary Government vehicle available to the Executive Officer of such urban bodies proved absolutely inadequate during the actual operation from the view point of supervision and monitoring. I had permitted the officers to hire other vehicles on payment of usual hire charges from Census budget, which could case out the situation.

Despite State Government order to all departments/heads of departments to place their vehicles at the disposal of the Census Officials on requisition, the response was poor and this was acute more in the urban areas during retrival of records. As a matter of fact, I had to allow the officers to hire private vehicles, if necessary, on payment of usual charges.

(h) In the cities, people are available from different parts of the country. Hence, their spoken language was often not understandable to the local enumerator. So I had to allow engagement of persons of such community as interpreter by the enumerator to be paid on daily wage basis out of the Census budget. This situation was more acute in Puri where a horde of fisherman from South India stay for about four months in a year during fishing season and such decision was of great help to the local officers.

(i) During the night of 28th February, 1981, for enumeration of the houseless persons, enumerators were given aid as their solitary movement in particular area was not considered safe.

The aforesaid shortcomings need to be guarded against in future operations. Depsite the handicaps, I must congratulate the Town Census Officers who have done their job well.

Provisional Results

45. The compilation of data from the schedules filled in for each individual at the time of enumeration normally takes a very long time and the actual population as on the reference moment can be known, only after many months, having undergone due secrutiny and processing. But to inform the public at large the first results of Census viz., the crude population figures, called "Provisional Population Totals" immediately on the completion of census taking, a well planned programme was chalked out for the calculation and transmission of provisional population totals by the Charge Officers to the District Census Officers and to this office.

46. The modalities on striking out the provisional totals and its relay upto the table of the Registrar General, India were spelt out in his Circular No. 23 with minor amendments contained in his Demi Official letter dated 26-11-80 forwarded to all Directors of Census. This was also formally discussed at New Delhi in the Conference of the Directors held in November, 1980. As enjoined therein, the Enumerator was required to start work on "Working Sheet for preparing Enumerators Abstract" daily on the basis of Population Records. After incorporating necessary changes therein as revealed from the revisional round, he shall prepare the enumerator's abstract. After completion of the abstract, minimum basic information relating to total population and literates was to be released in Paper-1 of 1981 (Provisional Population Totals). At the second stage, data in respect of other variables contained in the enumerator's abstract, with rural-urban break up upto Tahasil and Town level were required to be released in the prescribed formats of the "Supplement to Paper-1 of 1981".

47. It was decided that the Registrar General, and Census Commissioner of India would be releasing the figures for the Country as well as States/Union Territories on 17-3-81. The Directors of Census of the States/Union Territories were permitted to release the Provisional figures at a Press Conference to be convened at the State Headquarters on 23-3-81 and thereafter.

48. Relay of provisional totals by the Charge Officers and upwards is a formidable operation by any reckoning if one takes into accounts of 69,784 blocks 8,914 Circles in charge of 45,858 enumerators and 8,914 supervisors respectively. A drill was practised by the District Census Officers, Sub-Divisional Census Officers, Charge Officers and Town Census Officers in accordance with my Circular No. 19 which spelt out the details of the operation clearly. The following time table was laid down for relay of information and the officers concerned were strictly enjoined to spare no pains and efforts to stick to the time-table.

1.	Revisional round	1st to 5th March, 1981
2.	Submission of Enumerator's Abstract and all records by enumerators to Supervisors	5th March, 1981 by 6.00 P.M.
3.	Submission of all records pertaining to Supervisor's jurisdiction by the Supervisors at the Collection Centre fixed by the Charge Officer/ Town Census Officer	By 6th March, 1981 (Afternoon)
4.	The Officer-in-charge of the Collection Centre must deliver the records to the Charge Officer/ Town Census Officer	7th March, 1981 by 1.00 P.M

5.	Preparation of Charge working sheets and Abstracts of provisional results by the Charge Officers/ Town Census Officers and communication of Charge figures to District Census Officer as well as to the Director of Census in standard Message form (By Telegram or Wireless messages)	By 9th March, 1981 (Evening)
6.	Preparation and communication of District Abstract of Provisional results as well as the results of each city with a population of one lakh and above by the District Census Officers to the Director of Census Operations as well as to the Registrar General and Census Commissioner, India, New Delhi by telegram or Signal.	By 11th March, 1981 (Forenoon)

49. We had to follow a regorous time schedule for collection of records as well as checking and preparation of provisional results. It was, therefore, suggested that the Enumerators be asked to come with the records to a Central place where the Supervisor will be waiting for them. After due check, the Supervisor was required to hand over the records to the Officer-in-Charge at the Collection Centre, fixed by the Charge Officer according to practicability. Charge Officers after necessary check were to transmit the provisional figures in the following standard message form by the quickest mode of conveyance.

1981 Census Provisional Totals

Charge
(P.S./Part P.S./Town).....District.....
Males.....Females.....
Total population.....Literate Males.....
Literate Females.....Total Literates.....

The District Census Officers were requested to transmit the consolidated figures of the District in the following form.

State.....District.....
Males.....Females.....
Total Population.....Literate Males.....
Literate Females.....Total Literates.....

50. The co-operation of the Post and Telegraph authorities was enlisted much in advance for ensuring prompt despatch of the Standard Message. State Government in Home Department on my request issued instruction to their field formation for use of Police Wireless by the Census Office for transmission of important messages. In consideration of the availability of solitary Government Vehicle with the Tahasildars and Block Development Officers (Charge Officers and Additional Charge Officers respectively), I had to approach the State Government and the Chief Secretary in his Circular No.VC-14/80-5656/R dated 29-1-81 had addressed all Departments of Government, Heads of Departments, Collectors, authorising the Collectors to indent vehicles for deployment in Census work between 20th February, 1981 to 8th March, 1981. This helped the Census officials for quick mobilisation. In fact most of the District Census Officers had prepared the master plan for collection of provisional figures as well as collection of records as per the guidelines issued by me.

51. However, I had deputed officials upto Sub-divisional level/District level to ensure correctness of the reporting of provisional figures as per the schedule and this arrangement worked well.

52. In my own office, a team of selected officials worked round the clock in receiving telegram/wireless messages and telephone calls, posting the figures, obtaining clarification on some seeming discrepancies. It was indeed a race against time. By dated 11-3-1981, I was in possession of figures of all the districts which I read over phone to the office of the Registrar General, India followed by a Wireless message.

53. After transmitting figures to the Registrar General, India I was eagerly awaiting his green signal to break the news officially in my State. I released the provisional figures for the State of Orissa and the Districts in a Press Conference on 24-3-81 held at Bhubaneswar. The first publication on "Provisional Total, Paper-1" was released after 18 days of enumeration.

Accordingly the provisional population figures released by the 1981 Census for the State of Orissa was 27,272,054 and the final population figures released at a later stage was 26,370,271. The difference of 98,217 persons over the provisional population figures constituted a very negligible 0.37 percent.

CHAPTER XII

INSTRUCTIONS AND DIRECTIVES ISSUED BY THE GOVERNMENT

Census being a decennial exercise is usually carried out by the hierarchy of the State Government. A vast number of field personnel cannot be permanently found out from the organisation itself. Thus, we heavily depend upon the assistance of the State Government in every operation. The jurisdictional frame of the administrative unit of the State, viz., district, sub-division, tahasil, police station, development block, town, village form the main basis of the census, for which updating the map and the frame is very much essential towards census-preparedness which is taken up two years before the actual census. To this extent, complete assistance of the State Government machinery is unavoidable. The Revenue Department of the State Government is the administrative department incharge of census. Thus, in the event of obtaining any Government orders, we are to approach the Revenue Department who are also responsible for its dissemination to the field personnel. Such instructions are always issued by the Revenue Department of State Government to other departments, heads of departments, Collectors at the field level for proper implementation. Thus, the preparedness of the 1981 Census was taken up from 1978 on proper line in pursuance of the instructions contained in the letter dated 11-1-78 of the Registrar General, India. In the process, State Government had to be approached on various subjects and accordingly instructions were issued from time to time which helped considerably in census-taking both at the preparatory stage besides during the houselisting and enumeration. A list of important circulars issued by the State Government is given below :

Letter No.	Subject
1. D.O. No. VC-2/78-257 40/ R dated 13-4-78 of Chief Secretary of Orissa to all Collectors, all departments, heads of departments.	Introducing census preparendness and updating the census frame and planning for 1981.
2. No. Spl. -22/78-16855/VD dated 20-5-78 of Director of Municipal Administration to Executive Officers of all Urban Bodies.	Planning for the 1981 Census—Jurisdictional changes.
3. No. 3F429/78-10386 dated 15-5-78 of Chief Conservator of Forests, Orissa to all Divisional Forest Officers.	Planning for the 1981 Census—Jurisdictional changes.
4. No. IIT-136/79-50731/R dated 11-7-79 of Joint Secretary to Government, Revenue Department, to all departments/heads of departments,	Boundary of Administrative Units—Fixity during the 1981 Census Operations.
5. No. IIJ-136/79 - 58220/R dated 8-8-79 of Chief Secretary to Government to all departments/heads of departments/Collectors.	Boundary of Administrative Units—Fixity during the 1981 Census Operations.
6. No. IIJ-136/79-91043/R dated 21-12-79 of Chief Secretary to Govt. to all departments/heads of departments/Collectors.	Freeze order on boundary change from 1-1-80 to 30-6-81.
7. No. VC-4/79-4735/R dated 23-1-80 of Chief Secretary to Government to Revenue Divisional Commissioners/ Director of Municipal Administration/Collectors.	1981 Census—Houselisting operations, appointment and training of field personnel.
8. No. S-II-12/80-35659/R dated 13-5-80 of Deputy Secretary to Government Revenue Department to Director of Land Records and Surveys, Orissa.	Boundary of Administrative Units—no final publication effecting changes in village boundary shall take place from 1-1-80 to 30-6-81.
9. No. BSE-EC-12/79-80-6372 dated 29-3-80 of Director Bureau of Statistics and Economics to all District Statistical Officers/ Deputy Directors.	Supervision of houselisting operations and Economic Census.
10. No. VC-2/80-29048/R dated 18-4-80 of Addl. Secretary to Govt. Revenue Department to all Collectors.	Engagement of teachers State Govt. employees and employees of locol bodies in the houselisting operations.
11. No. 3F-429/78 dated 17-4-80 of Chief Conservator of Forests, Orissa to all Conservators/Divisional Forest Officers.	On Houselisting operations.
12. No. IXEMC-24/80-31251/ EYS dated 23-7-80 of Secretary to Govt. Education & Youth Services Deptt. to the Additional Director of Public Instructions Schools.	Engagement of School Teachers in Census and the concession allowed by Government.
13. No. 25646/HTW dated 5-8-80 of Director-cum-Joint Secretary to Govt. Harijan & Tribal Welfare Deptt. to all Collectors,	Engagement of Harijan & Tribal Welfare teachers in Census work.

14. No. Spl. Ext.-36/80-2747/ Hud dated 25-8-80 of Secretary to Govt. Housing urban Development Deptt. to the Chairman of all Urban bodies.	Engagement of teachers in the 1981 Census.
15. No. VC-8/80-73252/R dated 4-11-80 of Chief Secretary to Government of all Departments / Heads of Deptts./Collectors.	Assistance to Census operation by way of deputing staff for appointment and training.
16. No. VC-7/80-62990/R dated 15-9-80 of Under Secretary to Government Revenue Department to Secretary, Board of Revenue, copy to all departments/heads of departments/Collectors.	Relaxation of travel expenses over the existence ceiling for State Government officials engaged in census work, 1981.
17. No. VC-33/79-25638 / R dated 7-4-80 of Deputy Secretary to Government, Revenue Department to the Secretary to Board of Revenue with copy to all Collectors, Sub-divisional Officers/Tahasildars.	Relaxation in consumption of fuel in the departmental vehicles.
18. No. 67854/P dated 29-12-80 of Under Secretary to Government, Home Deptt. to the Inspector General of Prisons, Orissa.	Persmission to use police wireless by the census Officials.
19. No. 19347-429/78 dated 25-8-80 of Chief Conservator of Forests, Orissa, to all Divisional Forest Officers.	Planning for the 1981 Census formation of blocks.
20. No. VC-8/80-4536/R dated 20-1-81 of Chief Secretary to Government to all Departments with copy to all Heads of Departments/Collectors.	Correct reporting of the work particulars of the enumerators by the employees serving under Govt. Public Sector Undertakings.
21. No. VC-14/80-5656/R dated 29-1-81 of Chief Secretary to Government to all Departments of Government with copy to all Heads of Departments/ Collectors.	Provision of transfer facilities to the census functionaries- Collectors being asked to requisition vehicles for deployment in census work.
22. No. 3231 dated 29-1-81 of Inspector General of Prisons, Orissa to the Superintendent of all Jails/ Sub-Jails/Juvenile Jails.	Permission for census personnel to enter into the jail for Canvassing the schedules and questionnaire.
23. No. 624/F dated 7-2-81 of Inspector General of Police to all District Superintendent of Police/ Commandant of O.M.Ps.	Permitting the census functionary for canvassing the schedules in the Police Barracks and Armoury.

(Copies of these circulars have been preserved in my office for future reference).

85-M/J(N)164DCO—4(a)

Concessions

2. (*i*) I had approached the Government in appropriate department for special concession for these field level functionaries right from their appointment as such, including training and upto the end of operation, which were considered by me the minimum requirement to enlist active co-operation of such functionary. The Government had separately frozen the boundary changes of the administrative units for my operational convenience, from 1-1-80 to 30-6-81, in keeping with past convention. Similarly, State Government could appreciate my problem of requirement of additional staff during the enumeration when the size of the block would be comparatively less in view of the workload thus necessitating additional personnel. The existing teachers community was not considered enough to fulfil our requirement, hence State Government had addressed to all Departments to spare the services of their staff as and when requisitioned by the District Census officials. Census being a time-bound programme had to be carried through without any omission or delay keeping the reference time and date in view. Accordingly, the staff so appointed had to undergo rigorous training both theoretical and practical at repetitive phases with suitable spacing so as to develop confidence in canvassing the schedules. The Education and Youth Services Department in their Circular issued on 23-7-80 could appreciate my practical problems and issued elaborate instructions for the guidance of their field officers. The teachers appointed for Census work had to do their assignment without any deviation and were required to undergo training. During the operation they were allowed exemption for attending the school during the second half in order to make them relatively free to check up the census work. During the revisional period from 1st March to 5th March, 1981 they were not required to attend the school and the entire period of absence was treated as their normal duty. The Government was careful also to ban any transfer between August, 1980 to March, 1981. The teachers appointed on census duty were not sponsored for any training on orientation programme and seminars. No leave was ordinarily granted from 9th February to 5th March, 1981. The school examinations to be held between 1st February to 10th March, 1981 were rescheduled to a later date on account of census. The Inspector of Schools/ District Inspector of Schools/Deputy Inspector of Schools and Sub-Inspector of Schools were notified under the Census Act as the supervisory officers at various levels for smooth conduct of census and their journey in connection with census was treated as a part of normal duty. Instructions on similar line were also issued by Housing and Urban Development Department and Harijan and Tribal Welfare Department, in respect of their field level functionaries reiterating the concession to that extent.

The order of Chief Secretary communicated in his circular dated 4-11-80 banning any transfer of officials engaged in census and availing of leave during operational period and taking up of the training as the most imperative necessity was in fact a moral b ooster to the field level supervisory officers.

(*ii*) The supervision during the operation as well as for retrieval of records within a time bound programme

had to be tackled with all possible caution in advance taking into account the inaccessible areas of the State as well as availability of limited number of Government vehicles with the Charge Officer vis-a-vis his extensive jurisdiction. I am deeply grateful to the Chief Secretary, Orissa who on my request had issued general circular dated 29-1-81 asking departments of Government/heads of departments to place their vehicles if required by the Collector (excepting the vehicles of essential services), for deployment in census work. This arrangement, in fact, provided a very easy handle for the District Census Officer who could make requisition other departmental vehicles with less amount of strain.

(*iii*) Being conscious of the limitation of the telecommunication system of the State and the frequent break-down of the existing machinery, I had requested the Home Department of the State Government to authorise census officials to avail of the Police Wireless Grids existing in the State and in fact such concession was immediately available in their correspondence dated 29-12-80 in favour of the census functionaries upto the charge level besides officers of my directorate.

(*iv*) Operation of such gigantic magnitude calls for extensive as well as intensive touring for effective supervision both at the training and the operational stage. The District Census Officers, Sub-divisional Census Officers, Charge Officers (rural) and Additional Charge Officers were provided with Government vehicles. However, there was ceiling on use of POL for each such Government vehicle as prescribed by the Finance Department of the State Government, beyond which no expenditure can be incurred by the owner of such vehicle. Such a stipulation stood as a barrier to my programme and I had to obtain the special concession from the Government in Revenue Department, who in their letter dated 7-4-80 authorised such officer to draw their requirement of POL 20 per cent above the ceiling fixed by the Government.

(*v*) Similarly the State Government in Finance Department had prescribed a ceiling on "Travel Expenses" of different grants of officers, beyond which no additional expenses on travelling allowances would be accommodated. Since our operation requires intensive supervision by way of frequent touring, I had to approach the State Government in Revenue Department who in their letter dated 15-9-80 relaxed the Finance Department order in favour of the Census functionaries and authorised to draw travel expenses in excess upto a limit of 20 per cent over the limit fixed by Finance Department till the end of February, 1981. Such concession was in fact of a great help to the field level functionary, including the "fixed travelling allowances holders".

(*vi*) For smooth conduct of the Census, Clerical assistance was provided to each of the Tahasil offices (Charge office) besides selected Urban Bodies having more than 1 lakh population and District Census offices. However, smaller Urban Bodies in the State were not provided with any clerical assistance to cope with the Census work. Simultaneously these bodies were not financially sound to entertain additional hands for the purpose. Accordingly I had moved Government of India for sanction of the honorarium @ Rs. 25 per month for one clerk engaged for Census work in respect of each of the Town Census offices upto the end of June, 1981. This was immediately agreed to and communicated in letter No. 1/34/79-Ad-I dated 20-8-80 of Registrar General, India. Simultaneously, I got clearance from the State Government in Revenue Department who had issued appropriate orders.

3. I take this opportunity in expressing my deep gratitude to the State Government for the timely issue of such comprehensive instructions at every stage, as explained earlier.

CHAPTER XIII

GENERAL

Census Circulars

As many as 32 Circulars were issued by the Registrar General, India in connection with the 1981 Census Enumeration bearing on different stages of operation. The instructions were clear, comprehensive subjectwise in pursuance of the broad guide-lines laid down in Circular No. 1 and 2 issued by the Registrar General, India. The list of such, circulars is available at *Appendix-XLV.*

2. On the line of the circular issued by the Registrar General, India I had to issue 21 Circulars covering various subjects and providing detailed instructions bearing upon and relevant to each succeeding phase of the work. These Circulars were drafted taking into account the local circumstances prevailing and the need of the local officials. Apart from these subject-wise circulars issued by me, separate correspondence were made by way of clarifying certain doubts and defects experienced in some quarters.

3. Since all the circulars and instructions were intended for all census functionaries beginning from the Principal Census Officer down to the charge level, a number of copies were required and for this I had to enlist the support of State Government Press at Cuttack who have all through helped in providing printed copies to the extent needed by me. However, important instructions meant for the enumerators and supervisors were translated into Oriya in my office and then printed and circulated for their information and guidance. These circulars have also been retained in concerned files for future reference.

Instruction of Government of India

4. On request by the Registrar General, India the various ministries/departments of Government of India issued instructions to their sub-ordinate offices/establishments located in different States to extend help and co-operation as and when sought for by the Director of Census Operations. Thus full co-operation was available from the military and railway establishments as well as Shipping establishment besides other public sector undertakings available in the State. The list of instructions issued by various ministries/departments is indicated below :

Sl. No.	Name of Ministry/ Department	Subject
1	2	3
1	No. 9/11/79-CD (CEN) dated 14-3-80, Ministry of Home Affairs.	Employment of Central Government employees for Census and certain concession in office attendance etc.
2	No. M(G)79CE 1-2 dated 2-5-80 Ministry of Railways.	Do.
3	No. 22(33)/80-Admn. I dated 22-4-80, Ministry of Steel and Mines.	Employment of Central Government employees for Census and certain concession in office attendance etc.
4	No. CDN/CHA-1/30 dated 21-3-80, Ministry of Shipping and Transport.	Do.
5	No. 9/12/80-CDN dated 3-4-80, Department of Science and Technology.	Do.
6	No. 11011/5/80-Genl. Co-ord. dated 28-3-80, Ministry of Agriculture (Department of Agriculture and Co-operation).	Do.
7	No. 39(8)/80-AC dated 26-3-80, Department of Food.	Do.
8	No. F.1(13)-E(Coord)/80 dated 19-3-80, Department of Expenditure.	Do.
9	No. A-60011/3/80-Coord. dated 13-3-80, Ministry of Planning (Department of Statistics).	Do.
10	No. 30(16)/80-Estt. dated 17-5-80, Department of Agriculture and Education.	Do.
11	No. 11015/24/80-SWC dated 12-5-80, Director of Geological Survey of India.	Do.
12	No. A. 60016/-13/80 Co-ord. dated 28-4-80, Ministry of Health and Family Welfare.	Do.
13	No. 137-1/80-SPB. II, dated 27-6-80, Director General, Post & Telegraph.	Do.
14	No. H-11021(1)/80-E. III dated 24-4-80, Department of Industrial Development.	Do.
15	No. 2714-NCE 1/76-79 dated 20-8-80 Comptroller and Auditor General, India.	Do.

1	2	3
16	No. B-11015/1/80-Ad. I dated 2-8-80, Department of Personnel and Admn. Reforms.	Employment of Central Government employees for Census and certain concession in office attendance etc.
17	No. I-11020/6/80-Ad. IX dated 3-11-80 Central Board of Taxes.	Do.
18	No. 25012(1)/79-AN/X dated 12-11-80 Controller General of Defence Accounts.	Do.
19	No. 3627/ASP/80, dated 4-11-80, Life Insurance Corporation of India.	Do.
20	No. Def. U.O. No. 32 (30)79/D-Coord. dated 29-12-80 Ministry of Defence.	Do.
21	E(G)79CE 1-2 dt. 9-1-81 Ministry of Railway.	Do.

(Copies of these circulars have been preserved in my office for future needs/reference).

Honorarium

5. Prior to 1961, no remuneration whatsoever was paid to any census functionary for census work. In 1961 a small amount was paid to the enumerators and supervisors towards incidental expenses viz., Rs. 5 towards the cost of housenumbering materials and for actual enumeration he was paid @ Re. 0.2 paise per person actually enumerated. However, the supervisor was paid an overall remuneration @ half a paise per head of population enumerated within his circle. No remuneration was paid to the officers engaged in census work. With the changing circumstances, it was thought proper to increase the honorarium paid to the enumeration agency during 1971. A sum of Rs. 40 was paid to each enumerator and Rs. 15 to the supervisor for housenumbering and houselisting operation. However, Rs. 25 was paid for actual enumeration. This remuneration is inclusive of the advance of Rs. 5 paid to each enumerator towards the cost of housenumbering materials.

6. During 1981 operation, consequent upon the increase in cost of prices, it was decided to remunerate the personnel at higher scale. An enumerator was paid Rs. 35 for houselisting operation which includes Rs. 5 paid as advance towards the cost of housenumbering material. Similarly, Rs. 35 was paid to the supervisor in charge of a circle for houselisting operation. Incidentally, it may be mentioned here that the Economic Census was carried out alongwith houselisting operation throughout the State, for which proportionate cost was adjusted at Government of India level between the Ministry of Home Affairs and the Central Statistical Organisation. Regarding enumeration, each enumerator and supervisor was paid @ Rs. 70 each towards honorarium. However, sample individual slip was canvassed in 20 per cent of the blocks in the state for which the concerned enumerators were remunerated @ Rs. 100 each in stead of Rs. 70 admissible to the enumerators working in the normal areas.

Honorarium for supervisory officers

7. At the higher level, the officials beginning from the District Census Office, down to the charge level had a very distinct role to play as they were kept in over-all supervision of the operation. A lump sum honorarium as adopted in 1971 was also made available for the 1981 Census for such functionaries at a revised rate as indicated below.

District Census Officers.	Rs.	500/-
Addl. District Census Officers/Sub-Divisional Census Officers/Addl. Sub-Divisional Census Officers.	Rs.	300/-
Charge Officers/Addl. Charge Officers/ Special Area Charge Officers.	Rs.	200/-
Deputy Charge Officers.	Rs.	100/-

For our State, we had accepted the staffing pattern of Sub-Charge Officer drawn from the disciplines like Sub-Inspector of Schools, Block level Extension Officers and Revenue Supervisors etc. having a limited area for supervision above the circle supervisor and below the charge level. These functionaries were designated as "Sub-Charge Officer" in the earlier operation also. Consequent upon the changed pattern of Government of India we had to make special concession for sub-charge officers which was analoguous to Deputy Charge Officer, hence were given an honorarium of Rs. 100/- each.

8. The entire honorarium payable to the field personnel like enumerators and supervisors including their training expenditure was disbursed in two instalments viz., after the houselisting operation and after enumeration. Necessary funding was made in the appropriate State budget head i.e. 3-265-Other Administrative Services,-(*b*) Census-(A)-Census Establishment,-"Other Charges" during the year 1979-80, 1980-81 and 1981-82. However, the honorarium payable to the officers i.e. sub-charge Officer and upward, was disbursed during the financial year 1981-82. The present quantum of honorarium sanctioned for the officers was for those who had attended both the operations viz., houselisting and enumeration together. The concerned Tahasildars alongwith the District Census Officers were declared as Drawing Officer by the State Government for the aforesaid head of account and a special concession from Finance Department was made available for drawal of the funds in A.C. bill for timely disbursement. Amount paid towards honorarium may be seen at *Appendix-XLVI.*

9. In addition to the honorarium payable to the enumerators and supervisors as explained above, such of the persons including 10 per cent reserve were initially drafted for attending training classes on the eve of both the operations so as to equip themselves with the census schedules and concepts. For such extra journey beyond their normal sphere of work, they were paid a training allowance at a flat rate of Rs. 5/- per head per day which could be treated as an out of pocket allowance. Those attending training classes beyond a distance of 8 kms. were also given necessary travel expenses as admissible under the State Government rules. The expenditure in this regard was also met out of the provision retained under the unit "Other Charges".

10. Compared to the stress and strain undertaken by such personnel during and before the operation the quantum of honorarium paid was quite negligible. However, such a gesture on the part of Government of India to increase the scale of honorarium during 1981 was fully appreciated in all quarters. I had taken special steps and instructed the District Census Officers that the dues of the enumerators and supervisors shall have to be cleared in any case by 31-3-81, i.e. soon after the retrieval of records. Necessary acquittance-forms were printed and forwarded to the Charge Officers (Tahasildars) who had drawn the money and disbursed to the payees according to their requirement and it was ultimately found that the present procedure worked out well and to the satisfaction of all.

Census Medals and Certificates

11. It has been the tradition of Census to reward the functionaries of different grades adjudged to be the best for their outstanding zeal, sincerity and quality of census work by way of award of medals and certificates. Accordingly for the current operation it was decided by the Registrar General, India that selected functionaries at different levels are to be rewarded in recognition of their meritorious service and necessary instruction was communicated in his correspondence dated 18-9-80. The general guideline indicated that one silver medal will be given to the best District Census Officer and one bronze medal to the next best district census officer of the State. Similarly one silver medal went to the best charge officer followed by one bronze medal to the next best charge officer in the district. Coming to the district level one silver medal to the best supervisor followed by one bronze medal to the next best supervisor was also indicated in the instruction. Regarding the enumerator, the selection was confined to each charge, rural and urban, where one silver medal was to be awarded to the best enumerator and one bronze medal to the next best enumerator in a charge. Accordingly 507 silver medals and 491 bronze medals were received for award from the office of the Registrar General, India through the Government of India mint.

12. Leaving aside the award of medals as explained above, it was considered desirable to issue commendation certificates in appreciation of the services rendered by the individuals who though did not receive the medal but had done very good work indeed. Accordingly, the Registrar General, India had requested the Chief Secretary, Orissa in his communication dated 26-12-80 seeking the Government approval for award of such medals and certificates to the individuals in recognition of their meritorious service. It was also made clear that there should be suitable entries in the annual confidential report of the officials to the effect that their performance was of high quality in connection with the 1981 Census. As a good gesture, the State Government on my request appreciated the issue of certificate under two categories, viz., (*a*) under the signature of the Chief Secretary, and (*b*) under the signature of the District Magistrates concerned in favour of those who could not be awarded medals. As a matter of fact the Chief Secretary's instruction to the Collectors in his letter No. VC-8/80-11955/R. dated 24-2-81 outlining the modalities of award of medals and certificates was a moral booster to the field personnel on the eve of enumeration. Altogether 1960 certificates under the signature of the Chief Secretary and 3,782 certificates under the signature of the District Magistrates were issued to such personnel recommended by the Principal Census Officer of the district. The recommendations received from the District Magistrates were scrutinised by me and the final list was drawn up. The final list of such recipients was forwarded to the State Government in Revenue Department for their approval as was done during the sanction of honorarium. Regarding the distribution, these were forwarded to the District Magistrates concerned for handing it over to the recipients.

General Administration Staff

13. Earlier I have explained about the nucleus staff available to the directorate when I took over charge. However, for the operational convenience, I had made several proposals in instalments for augmentation of staff of various grades to cope up with the workload and the same was considered by the Registrar General, India who have allowed temporary addition to the cadre as may be seen from the statement at *Appendix-IX*.

In the meanwhile, the long felt need to have a permanent census office in the State capital has been fulfilled. Separately, proposal has been submitted to the Registrar General, India for sanction of additional posts on permanent basis.

14. Regarding the recruitment of additional staff sanctioned as explained above, the clerical staff have been recruited to the higher grade by way of promotion from the existing staff. However, regarding Lower Division Clerk and Junior Stenographer alongwith Group 'D' Officials necessary recommendation was obtained from the local Employment Exchange. Regarding filling up of the posts of "Confidential Assistant" and "Junior Accounts Officer" eligible candidates from among the existing staff were recommended to the Registrar General, India who accorded approval for appointment of such persons. Coming to the technical staff, the additional posts sanctioned under Investigator, Statistical Assistant, Computor, Senior Artist, Artist and Senior Technical Assistant (Printing), were filled up by way of promotion from among the existing staff, in accordance with the existing instructions.

15. Additional permanent staff sanctioned for the Direct Data Entry System were also filled up in accordance with the existing instructions.

Regional Tabulation Office

16. Five Regional Tabulation Offices were opened in different parts of the State for which necessary staffing was sanctioned by the Registrar General, India on regular basis as well as on consolidated salary. Such staff contingent sanctioned for Regional Tabulation Offices was as follows :

Investigator	5
Statistical Assistant	17
Head Clerk	5

Junior Stenographer . . .	5
Upper Division Clerk . . .	5
Lower Divison Clerk . . .	15
Supervisor	50
Checker	150
Tabulator	902
Peon	5
Chowkidar	5

So far as the posts of Head Clerk and Upper Division Clerk are concerned, regular employees of this Office as found eligible were promoted and posted to the Regional Tabulation Offices against the available vacancies. However, seven officials were brought on deputation from the State Government to fill up the posts of three Head Clerks and four Upper Division Clerks in the Regional Tabulation Offices on usual terms of deputation. These posts were sanctioned upto the end of June 1982, to which date the Regional Tabulation offices were entitled to function. Regarding the posts of Lower Division Clerk, Junior Stenographer, Peon and Chowkidar, the Deputy Directors had to fill up the posts by obtaining recommendation from the local Employment Exchanges. Since the Regional Tabulation offices were functioning in different buildings, it was found imminent to provide additional Chowkidar for watch and ward of the Government property in the different buildings and accordingly additional 13 posts of Chowkidars were sanctioned by the Director upto the end of February, 1982.

17. So far as the staff on consolidated salary are concerned, the supervisors, checkers and tabulators were recruited on a monthly salary of Rs. 380, Rs. 330 and Rs. 280 respectively. The method of recruitment to these posts was communicated by the office of the Registrar General, India in their letter No. 3/2/80-Ad. I dated 23-7-80. Regarding the service condition of the staff appointed on consolidated salary, number of facilities were available to them unlike the earlier operation of 1971. The extent of facilities admissible to such employees were outlined in the letter no. 3/2/80-Ad. I dated 17-12-80, dated 9-1-81 and 31-1-81 of the office of the Registrar General, India. Thus, there was no difficulty in filling up of the posts in the Regional Tabulation offices to the extent of our requirement.

18. The five posts of Deputy Directors incharge of Regional Tabulation offices were filled up by way of selecting experienced officers of the Orissa Administrative Service, as the officers pulled their weight with different Government Departments and exercised effective control over the subordinate field officers, the bulk of whom were Revenue Officers primarily. Our experience in the post is enough to go after the deputationist from the State Administrative Service who have proved effective in all operations. The officers so recruited were as follows :

1. Shri B. Sahoo
2. Shri N.C. Dutta
3. Shri J. Panda
4. Shri P.C. Ray
5. Shri P.K. Mahapatra

19. Leaving aside the Regional Tabulation offices, additional staff are also sanctioned for the Editing and Coding Cell in the office of the Director of Census in pursuance of the existing instructions as mentioned below :

Designation	From March 1st 1981	From 1st May 1981	Total
Investigator . .	1	1	2
Statistical Assistant .	2	5	7
Supervisor . .	5	10	15
Checker . .	23	38	61
Coder	28	58	86

As usual, the posts of Investigators and Statistical Assistants were filled up by way of promotion from among the existing staff as found eligible. However, the staff of other categories mentioned above were recruited from local Employment Exchange on consolidated salary basis and the service conditions explained in the foregoing paragraph were also available to such employees.

20. Regarding the retrenchment of additional staff recruited either on regular salary or on consolidated salary the modalities outlined in the D.O. letter no. 24/4/81-Ad. I dated 7-12-81 of the Registrar General, India were followed. It is needless to mention here that during the intercensal period the staff strength has to be reduced to match with the reduction in work load in order to curtail the avoidable establishment expenditure.

Accounts

21. Accounts of this office were maintained according to the provision of the Central Government compilation of General Financial Rules and the Treasury Rules. Matters relating to service condition and travelling allowances were governed by the Fundamental Rules and Supplementary Rules. The Delegation of Financial Power Rules, 1978 and the circulars and instructions received from the Government of India from time to time on financial matters were also followed.

22. I had the privilege to have quite experienced staff in the accounts branch of my office who took the entire load of the census operation with the least hesitation. To stream-line the administration particularly during operation, one post of Junior Accounts Officer in the scale of Rs. 500—900 and an Accountant was sanctioned for the accounts branch.

23. For expeditious disposal of financial matters, the Delegation of Financial Power Rules, 1978 was of immense help during the operational period. The ceiling on contingent expenditure hitherto fixed for the Director of Census, underwent upward revision to Rs. 2,000 (recurring) and Rs. 10,000 (non-recurring) per annum in each case and was communicated by the office of the Registrar General, India in their letter no. 15/2/79-Ad. I dated 30-10-79.

24. Consequent upon opening of Regional Tabulation offices, the Deputy Directors of Census Operations were declared as heads of offices and functioned as appointing authority in respect of the staff appointed on consolidated salary. Similarly, the power of appointment to Group 'C' and Group 'D' posts on regular scale of pay in the Regional Tabulation offices was vested with the Director of Census for smooth conduct of the operation. Director was also declared as the countersigning officer in respect of the T.A. bills for the staff working in the Regional Tabulation offices and the Editing and Coding Cell. In letter no. 15/2/79-Ad. I dated 22-9-80 of Registrar General, India it was instructed that Director of Census would create the post of Supervisors, Checkers and Tabulators (on consolidated salary) during the period from 1-9-80 to 28-2-82. The delegation of power available during 1981 operation is listed below :

Delegated power of Director

	Subject	Letter no. and date
1.	To incur contingent expenditure upto Rs. 2,000 per annum (recurring) in each case and Rs. 10,000 (non-recurring) in each case upto December, 1982.	No. 15/2/79-Ad. I dated 30-10-79
2.	(*a*) Purchase and repair of furniture (*b*) Hiring of office furniture (*c*) Hiring of private building for office accommodation upto Rs. 1,000.	No. 15/2/79-Ad. I dated 30-10-79
3.	Purchase of furniture for Regional tabulation offices.	No. D-14013/16-80 Ad. III dated 12-8-80.
4.	Purchase of bi-cycle for official use.	No. 15/2/79-Ad. I dated 30-10-79.
5.	Controlling officer for their own and Establishment travelling allowance.	No. 15/1/79-Ad. II dated 26-1-79.
6.	Performance of journey by road to places connected by rail in one's own vehicle upto the end of calendar year. 1982.	No. G. 26032/2/79-Ad. II dated 9-1-80.
7.	Creation of temporary consolidated salary posts for the period from 1-9-80 to 28-2-82.	No. 15/2/79-Ad. I dated 22-9-80.
8.	To create Group 'C' and 'D' posts for a period not exceeding two years.	No. 15/1/79-Ad. I dated 26-1-79.
9.	Purchase of books and other news papers.	
10.	Head of office	No. 15/1/79-Ad. I dated 26-1-79.

Delegated powers for the Deputy Director

	Subject	Letter no. and date
1.	Countersign the T.A. bills in respect of their establishment. (Both R.T.Os and Editing and Coding Cells).	No. 15/2/79. Ad. I dated 24-1-81.
2.	Declared as "Head of Office" and "Appointing Authority" in respect of the consolidated salaries.	No. 15/1/80-Ad. I dated 14-11-80 and No. 15/2/80-Ad. I dated 9-10-80.

(Copies of these letters have been kept in the guard file of circulars in my office).

25. To obviate the operational difficulty both in the office of the Director of Census and the Regional tabulation offices the permanent advance already sanctioned to this office was enhanced upto Rs. 7,500 to meet the day to day contingent expenses and was communicated in letter No. G 20017/5/80-Budget dated 11-12-80 of Registrar General, India.

Accounts at the district level

26. In the earlier operation in 1971 necessary fund payable to the field personnel were drawn and disbursed through the district officers concerned in the Central bill form. For the current operation, the guideline was issued in the circular of Registrar General, India in his letter no. 11 34/79-Ad. I dated 26-6-79 addressed to the Chief Secretary of all State Governments under intimation to all Directors of Census Operations. This time the instruction was that for clerical assistance, necessary posts were to be created under the same establishment of the State Government and expenditure incurred on this account was to be reimbursed in full by the Government of India later. Expenditure in connection with Census was provided in the State Budget in the first instance and adjusted in the account of State Government under their normal heads of accounts. This could be reimbursed in lump sum later on after receipt of expenditure figures as certified by the Accountant General of the concerned State. The instructions of the Registrar General, India dated 26-6-79 may be seen at *Appendix-XLVII*. Accordingly I had approached the State Government in Revenue Department who provided necessary funds as per our requirement in their budget, under "Demand 3-265-Other Administrative Services (*b*) Census (A) Establishment" which was released to the Collectors through the Board of Revenue, on my request from time to time. This procedure is found to have worked very well with no practical problem.

27. The following among the various items of expenditure had to be incurred by the District Census Officers and the Charge Officers in the districts for Census purposes :

(1) Purchase of House-numbering materials.

(2) Purchase of articles of stationery and miscellaneous items.

(3) Pay and allowances of staff appointed for Census purposes in the district and charge level.

(4) Propulsion charges for vehicles used by the Charge Officers during the period of training and enumeration.

(5) T.A. for census personnel and out-of-pocket allowances to the enumeration agency for attending training classes.

(6) Packing and transportation charges.

(7) Honorarium to the enumeration agency.

Travel Expenses

28. Touring is a must for the Director of Census Operations as also for his officers and it is only through repeated visits to the districts and the units down below that the wheels of census juggernaut can be made to move. The primary purpose of touring is to determine the capacity of the field officers so that attention can be selectively bestowed. It also establishes personal equation which is very much essential for this type of work. Not only myself but the Deputy Directors, Assistant Directors and selected technical officials had to be mobilized on the eve of the operation to check the training classes as well as the qualitative out-turn during the operation. Similarly, the field level supervisory officers beginning from the District Census Officers down to the officers at the Charge level had to undertake extensive touring to ensure about the quality of the operation. Necessary supplemental funds under "Travel expenses" were provided in the State Government budget for the State government officers employed in census work.

The table below shows the amount spent under census for the years 1978-79 to 1982-83.

Year	Expenditure incurred in Rupees	
	State Census Directorate	District Census Offices
1978-79	1,271,000	..
1979-80	1,444,000	2,365,492
1980-81	2,214,000	10,962,267
1981-82	6,747,000	366,351
1982-83	4,969,700	..

29. The expenditure shown under District Census Offices does not include the travel expenses paid to the enumeration agency while attending the training classes and such amount has been paid from the allocation available under "Other Charges" out of which honorarium had also been disbursed.

Telephone

30. Telephone facility was considered an unavoidable necessity in my office as well as in the Regional Tabulation Offices opened subsequently to maintain close liaison with the district offices. Accordingly in the headquarters office 3 Telephones having 3 extension facilities were considered to be the minimum requirement and it could be made available. For the Regional tabulation Offices, I had arranged to provide telephone facilities to the concerned Deputy Directors.

Accommodation

31. The permanent office building at Bhubaneswar was under construction. Hence the office of the Director of Census was functioning at Cuttack in rental buildings upto July, 1981. Consequent upon creation of five Regional Offices, as well as the Editing and Coding Cell, we had to go for additional rental buildings at Cuttack, Sambalpur, Brahmapur, Bhubaneswar (and for a short period at Kendujhar). For the office of the Director of Census, 4 buildings were taken on hire at Cuttack alone covering a plinth area of about 16,150 Sq. ft. Out of which one building having 8,100 Sq. ft. was vacated in August, 1981 consequent upon shifting of the office of the Director to its permanent building at Bhubaneswar. Rest three buildings at Cuttack were kept under the occupation of the Editing & Coding Cell.

32. Coming to the Regional tabulation Offices, I must place on record my appreciation in favour of the Settlement Officer, Ganjam Settlement, Brahmapur and the District Magistrate, Sambalpur who were kind enough to spare their deserted old office buildings for accommodation of our Regional tabulation offices without payment of rent. Leaving aside these buidings, we had taken 3 private buildings at Cuttack, 3 buildings at Sambalpur, one building at Brahmapur, five buildings at Bhubaneswar for accommodation of five Regional tabulation offices. Thus total floor space of 431,430 Sq. ft. was under occupation of the Regional Offices, out of which we had not to pay rent for 9,000 Sq. ft. obtained from State Government, free of rent. In pursuance of the existing instruction, the fair rent certificate was obtained through the local Central Public Works Department/State Public Works Department officials and the fair rent so fixed was got approved by the competent authority. We had to pay a monthly rent of Rs. 21,607.00 towards accommodation of Regional tabulation offices as well as the Editing and Coding Cell. It is needless to mention here that consequent upon rapid industrial activities in and around Bhubaneswar, it was herculion job to find out rental accommodation at Central Public Works Department assessed rent in these places as per our requirement.

Printing procedure

33. In view of the heavy workload on printing involved in the census operation, this subject was discussed in the conference of the Director of Census Operations held in New Delhi between 24—29 August, 1979. As usual, Government of India agency, i.e. the Directorate of Printing, Ministry of Works and Housing arranged the printing of the schedules and instruction materials, etc. in Government of India Press. However, the instruction manual translated in regional language alongwith various forms, such as charge register, circle register, supervisory abstract, charge abstract, district abstract, compilation sheet and other miscellaneous forms etc. were to be printed by the Director of Census Operations through the State Government Press and failing that

hrough the agency of private presses in accordance with the procedure outlined in letter No. D-29012/37/79-RG (Ptg.) dated 28-9-79. This circular indicated the size of printing of schedules and other required forms to be printed for 1981 operation. The articles required to be printed at the Government of India level were listed out in this circular dated 28-9-79 and printing thereof in regional languages was taken up by the Directors at the State level. It was also explained that while going for printing in private presses, necessary formalities like invitation of quotations have to be gone through and comparative statement on the rates furnished must be got approved by the Registrar General, India before taking up any assignment. The rates so approved by the Registrar General, India remained valid for a period of three years and the Directors were allowed to go ahead with their printing programme accordingly.

34. Regarding translation of the original instruction to the regional languages it was left to the Directors, who were requested to adhere to the approved printing size of each such schedulesb/ooklets. So far as our State is concerned various forms, schedules and booklets were translated into Oriya script with the help of selected officials of the Directorate and it was mostly printed in the State Government Press located at Cuttack who were kind enough to accommodate our need despite their busy schedules of work. I must place on record my appreciation for the Director of Printing, Stationery and Publication, Orissa, Cuttack who took personal interest in printing of our census materials in time without causing any dislocation of work. The list of forms and schedules supplied by the Registrar General, India and those printed locally may be seen at *Appendix—III* Although the machinery for printing did not pose any problem before me, availability of paper for printing was a major problem. The Government of India in different instalments supplied the paper for use at our end, as given below :

1.	White A-1 Paper .	3,306	reams
2.	Craft Paper (for Cover)	37	reams

In accordance with the available instructions bill on printing of census materials as and when received from the State Government Press was paid without delay. However, regarding printing in private presses, the procedure outlined in the instruction of Registrar General, India referred to above was followed and the private presses were selected, the rates finalised by way of associating the Director of Printing in this process.

Store and Stationery

35. Indents for the supply of stationery and forms required for this office as well as for the Regional Tabulation offices were placed with the Controller of Stationery and Printing, Calcutta well in time. However, the supplies were made in piece-meal fashion and were far below our actual requirement, as a result of which local purchases from open market had necessarily to be resorted to. Although requirement of paper in the Regional Offices were being met out of the stock available in the directorate, other stationery articles had to be purchased from the local market after observing all formalities.

CHAPTER XIV

POST ENUMERATION CHECK AND CENSUS EVALUATION STUDY

The Registrar General, India in his circular No. 22 dated 7-7-80 provided necessary instructions for commencement of Post Enumeration Check and Census Evaluation Study to assess the extent of omission and duplication in census taking and the detailed guidelines were received from Registrar General's office later.

2. Objectives of the Post Enumeration Check survey were to know :—

(*i*) How accurate has been the census count ? (Coverage error).

(*ii*) How precisely have the particulars of some important characteristics of the individuals been recorded in the Census ? (Content error).

3. The coverage error investigated in the Post Enumeration Check consists of two components :—

(*i*) Omission or duplication of persons due to omission or duplication of entire household. (Type-I error).

(*ii*) Omission or duplication of individuals in the censused household (Type-II error).

4. The content error arises from the way the enumerator puts the question from the view point of understanding the same by the respondent or both. Sometimes such error may come up due to lack of awareness of the particulars of a person about whom the information has been reported by the respondent. For example, the head of the household may not know the correct age of his daughter-in-law and the like. Sometimes misunderstanding of the concept may be the result of such error, viz., one may not be able to tell his correct age according to the Christian Calendar whereas he might be knowing the age according to some other calendar. Such content error is covered by this survey.

5. Census Evaluation Study also attempts to measure the coverage error and the content error. This study is limited only to children born in a sub sample of Sample Registration Scheme block.

The objective of the study was :

(*i*) To find out an estimate of the extent of omission or duplication at the younger ages.

(*ii*) To measure the extent of age mis-reporting in the census at younger ages.

6. Under post enumeration check, 170 sample blocks were selected in the State which included 16 blocks located in urban areas, where the prescribed questionnaire for coverage error were canvassed. Out of these 170 blocks, prescribed questionnaire for content error were canvassed in 50 blocks, which included 5 urban blocks. Under census evaluation study 75 blocks, including 25 blocks in urban areas were selected for surveys. The list of the sample blocks was selected by the Registrar General, India.

7. Before undertaking the survey work, necessary training for the trainers was organised by the Registrar General, India, in which two Deputy Director participated. Subsequently 6 Tabulation Officers participated in the regional training seminar for Post Enumeration Check and Census Evaluation Study held at Bodh Gaya in Bihar. At the directorate level necessary selection was made from amongst the Statistical Assistants, Computors, Supervisors and Checkers who were given adequate training before undertaking the field operation.

8. The calendar of operations chalked-out for the field work by the Registrar General, India was kept in view. The calendar is reproduced below.

Sl. No.	Item of work	Period
1.	Communication of the Census frame i.e. the number of blocks by size class in rural areas and the total number of blocks in urban areas to the head quarters at New Delhi.	Before 1-1-1981
2.	First training of Supervisors, Enumerators, Investigators.	July-August, 1980
	Second training	January, 1981
3.	Copying of the Form 10 of the Sample Registration Scheme for selected blocks.	To be completed before 15th March, 1981
4.	Assembling of abridged houselist, notional map and sketch maps for the sample blocks and adjoining blocks, selection of a sub-sample of households, collection of population record for the sample blocks.	To be finished before the 15th March, 1981
5.	Communication of the information in control sheet to the headquarters at New Delhi for the selected blocks.	Before 20th March 1981
6.	Field work i.e. listing, desk match and field enumeration at the rate of two blocks per person.	15th March to 8th April, 1981
7.	Edit of the filled-in schedules	8th April to 15th April, 1981
8.	Despatch of the edited schedules to the punching centres.	20th April, 1981
9.	Punching of the schedules and transferring to tape.	May-June, 1981

9. Maximum care was taken to maintain the operational independence of the post-enumeration check and the filled-in schedules were submitted to the Registrar General, India in pursuance of the existing instructions.

10. The field operations were supervised by the Regional Deputy Directors besides, Deputy Directors in the headquarters office. After receipt of the records from the Regional Tabulation Offices necessary editing was taken up and the edited schedules were despatched to the Registrar General, India (Data Processing Division) for punching on 27-5-1981.

11. To ensure independence of the operation, different sets of persons were engaged for re-listing, re-enumeration operation and field reconciliation in such a manner that the official doing re-listing and re-enumeration was not given the desk matching work or field re conciliation of the same block.

12. The result of the Post Enumeration Check discloses that there is a net under-count in the census, which should not, however, be viewed with anxiety. The all India omission rate was 17.95 persons per thousand. Such omission rate is 15 persons per thousand, in rural areas and 27.6 persons per thousand in urban areas. Such omission rate was presented by the Registrar General, India zone-wise. The eastern zone consisting of Bihar, Orissa and West Bengal having the omission rate of 11.72 persons per thousand is the lowest compared with the rate of other zones.

CHAPTER XV

CONCLUSION AND ACKNOWLEDGEMENT

I have tried to give in the foregoing chapters a brief resume of the activities bearing on the different phases of the census operation, experience gained in the process and the difficulties confronted by the officers connected with the census. It is not my intention to tender any advice to my successor of 1991 Census. In each State the honour of census taking rests squarely upon the Director who is an officer of the Indian Administrative Service with sufficient experience behind. Even then he has to be thoroughly trained and brought into the picture. He naturally, in turn, will try to find out what his predecessor had done and the problems and difficulties he encountered. The object of this administration report is just to provide this information and guidance. Somehow, I do not feel that this report is the last word for census taking: rather it is a record of personal experience and observation. Society is dynamic. Change is the order of the day. No system lasts for ever. Everybody has his own style of dealing with any problem and planning and executing any programme. This report will serve its purpose if it gives an idea to my successor as to how we went with our job in organising the 1981 Census and if there were pitfalls and lapses, how best these could be avoided in the next census.

2. It is needless to reiterate that an assignment like Director of Census cannot be handled like a routine head of office. To keep in touch with the spate of orders, circulars and instructions that followed from the Registrar General, India to the Director as a never ending stream, I used to keep a personal copy of all such communications filed subjectwise. This helped me in meeting short notice demand for clarification and was incidentally found more useful for shaping up the administration report.

3. In a national task as this one does not work alone. The organisation of census is an exercise in man-management, of keeping together in a common endeavour an army of people drawn from different disciplines over whom one has only tenuous control. The operations, till the enumeration and manual tabulation are over, are essentially administrative in nature. The task is one of training the personnel, ensuring that they do the job and that everyone who should co-operate does so. Thus it has been recognised as an administrative exercise and the system has been developed accordingly. Census is a co-operative endeavour in which the State Government is a major partner and the operation almost entirely depends on the support and assistance of the State Government. It is in the context that a Director of Census had to develop excellent equation with concerned officials of the State Government.

4. I must place on record my gratitude to Shri P. Padmanabha, Registrar General and Census Commissioner, India not so much for the ready instructions and advice he gave, for that is in a sense part of duty, but for the constant courtesy and patience he always extended and the understanding he had for even my minor worries or unreasonable request. Off and on, I have disturbed Shri V.P. Pandey, Deputy Registrar General, India and Shri K.K. Chakravorty, Deputy Registrar General (Census and Tabulation) for the slightest difficulty and they were ready with support and advice without taking recourse to asking for a formal reference and writing. I recall with gratitude and pleasure my association with them and with other senior officials of Registrar General's office.

5. My respectful gratitude goes to the Governor and Chief Minister of Orissa for their messages issued on the eve of Census operations. I am grateful to the Chief Secretary, Shri S.M. Patnaik, I.A.S., who was kind enough to accommodate my problems and appreciate my difficulties and favour me by issuing instructions. Needless to mention here that the Revenue Department of the State Secretariate is the nodal department at the State Government level for census operations. All instructions and notifications etc. had to be processed with promptitude and comprehensive directives were issued from the department. The personal initiative of Shri P. K. Patnaik, I.A.S., Commissioner-*cum*-Secretary to Government, Revenue Department was indeed extremely valuable, as the directives issued to different departments and field formations helped to create the appropriate census climate. I remain indebted to him. Similarly, the personal interest, evinced by Shri A.K. Ray, I.A.S., Commissioner-*cum*-Secretary, to Government, Education and Youth Services Department giving comprehensive instruction to the departmental field formations, was indeed of immeasurable help for census taking and I owe my gratitude to him. Lastly, I must thank Shri S. P. Mishra, Director of Printing, Stationery and Publication, Orissa for getting our printing work done with promptitude despite pressure of other work.

6. At the field level, I must express my gratitude to all the Collectors, Additional District Magistrates, Sub-Divisional Officers, Tahasildars, Block Development Officers and Executive Officers of local bodies whose untiring efforts and zeal were led to the success of census in our State. Words are inadequate to express my gratitude to the teaching community and other Census Officers who formed the back-bone of census enumeration and did their task in a selfless and dedicated way ungrudginly.

7. I had by my side an excellent team of officers and staff in my office. These dedicated workers did their best in their respective spheres. I must place on record my deep appreciation to all of them to mention among, them a few, Shri B.C. Das, Deputy Director, Shri S.K. Swain, Deputy Director, Shri M.M. Das, Assistant Director and Shri P.K. Rout, Assistant Director. I was fortunate in finding a useful man Shri C.R. Mohanty, Investigator, whom I choose to deal with all works taken up by me personally. Indeed he did an excellent job and has been promoted to the rank of Assistant Director in the meanwhile.

APPENDICES

APPENDIX—I
(Vide Chapter II, Para 1)

1981-CENSUS
IMMEDIATE

P. PADMANABHA

D.O.No. 9/22/79-CD(CEN)
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
THE REGISTRAR GENERAL : INDIA

2A, Mansingh Road,
New Delhi-110 011.
Dated 19th June, 1979

CENSUS OF INDIA 1981—CIRCULAR NO. 2

SUBJECT : Organisation of Census of India 1981—general instructions.

My dear Nanda,

I trust by now you have settled down and have familiarised yourself by and large with the work. I am now writing in some detail so that we may all be aware of the organisational task ahead of us and the framework in which we would have to operate. As and when specific issues are decided detailed circulars will be issued from this office and I would like to emphasise that these circulars or instructions must be gone into in great detail since, in the census, it would scarcely be possible to catch up later if time is lost.

The census seeks to create an inventory of the country's manpower resources and demographic characteristics at a given point of time. As has been the tradition of the Indian census, this opportunity is taken to collect particulars of housing and other characteristics also, including that on economic units such as enterprises. The Indian census has the distinction of being among the few unbroken series for over the last hundred years and we can look back with pride on the fact that we are now involved in continuing this tradition. Even though the census is taken once in ten years, is a part of a continuing statistical system and the data it provides is of basic importance, which I need not emphasise here.

The population census and the houselisting operations which generate housing data are major administrative exercises with strong statistical content and involve a considerable investment in terms of time and money. It is essential, therefore, that the objectives of the census are completely met in terms of total coverage, accuracy and timeliness. This is where all of us have a special responsibility. In this connection, one of the major intentions of the 1981 census would be to provide data for small areas for local planning purposes. We have agreed that an important objective of this census would be to provide specific tabulations and aggregations for small areas such as the village itself, the city block, etc., which would mean that in terms of accuracy, the operations have to be beyond question. It is also essential for us to remember that the census provides frames for surveys and other statistical programmes also. The data generated and the forms which would ultimately be available would, therefore, be of biding interest and utility.

In order to give you an idea of the organisation of our own hierarchy, I am enclosing two organisational charts which explain the organisation of my office and that in the States. Unlike a couple of decades ago, we have the advantage of having among our colleagues in this department today well qualified statisticians, demographers and sociologists who together constitute a pool of expertise which our predecessors did not have to the same extent. I would suggest that you should constantly consult the Deputy Directors and Assistant Directors and others at the appropriate level in your office and generally involve all of them in major decisions through staff meetings because, as you will find later, the census operations can only be conducted with the total involvement of all your staff, specially in the training programmes and in the supervision of the operations themselves. I am sure you will draw the best out of our colleagues so that you are able to get all the assistance you require from them.

At this point, I must mention that the Director of Census Operations in the State is almost the sole driving force for the successful conduct of the census since you would have to energise the State hierarchies which are not under your administrative control and through them you will have to get a mammoth task completed. We cannot and should not underestimate both the responsibilities and the difficulties that this situation entails. Obviously, the success of the census would depend on your ability to carry along senior officers and others in your State with you and get things done through a system of personal intervention and contact which I am confident you will do. It is essential that attention is paid to every single detail in the preparations of the census leaving nothing to change. In fact, you would have to not merely issue clearcut circulars and instructions but also set up an efficient progress reporting system for yourself.

In the census it has been the tradition to operate through the State departments. The basic and essential functionary is the enumerator who is, by and large, a primary school teacher, and in urban areas municipal staff. Usually, 5 enumerators have a supervisor who would be generally of the rank of a Revenue Inspector or the equivalent level while for each taluk/police station/development block or similar area there would be a charge superintendent who would be the Tehsildar or Mamalatdar/B.D.O., etc. At the district level, the usual practice is to appoint the officer who is equivalent to the Collector or Deputy Commissioner as the District Census Officer. The Collector or the Deputy Commissioner would, of course, be the Census officer for the district while for the areas which are municipal corporations, the municipal commissioners would function as such. This is broadly the system, but I would suggest that you study in great detail the administrative reports of your predecessor which will mention any variations that may exist in your State.

We propose to continue to operate in a similar manner and the census will be taken in the classic manner by household visits by enumerators who will collect particulars of every individual in the prescribed forms.

Obviously, in a system such as this, it would be essential for you to keep the awareness of the census constantly alive and, to put it frankly, to keep the pressure on always. This can only be done through circulars and by intensive touring when you should meet the collectors/Dy. Commissioners attend their district coordination meetings and talk about the census. Sometimes, after we have had our first Directors' conference, I would suggest, you should request the State Government to call a conference of Collectors/Deputy Commissioners for a full discussion on census operations. Alternatively, you may request the Chief Secretary for specific allocation of time at the next Collectors' Conference.

We are not making any basic change in the system of census taking so far as the 1981 census is concerned. The basic phases of the census would be :—

(*a*) Houselisting operations in mid-1980.

(*b*) The actual census enumeration commencing from about mid-February, 1981 to 1st March 1981, followed by revisional round till about 3rd of March, 1981.

(*c*) The Post-enumeration check which would follow the actual census.

(*d*) The tabulation of the data.

I shall be writing in detail on these various aspects but I may mention that prior to houselisting operations or the enumeration, there is another major task relating to choosing of enumerators and training them and distributing the material. This involves a tremendous degree of planning and I would suggest you should commence thinking on these aspects right now.

You would have seen the formats which have been canvassed in the second pretest and these would have given you some idea of the content of the questionnaires. At the houselisting operations, we would be canvassing the houselist itself and probably the economic census schedule also. The latter is being discussed with the Central Statistical Organisation and planning Commission and I shall be writing to you later on this. The houselist itself has been considerably modified in relation to the formats of the previous census and is a basic document because it is on the basis of the houselist that you will have to carve out the enumeration blocks for the census itself. On this also separate instructions will follow.

The forms which will be canvassed in the actual census would be the individual slip and the household form with an associated population record and enumerators' abstract. The individual slip is of course, the basic census document on which the entire statistical edifice is built. I would like you to study this carefully along with the instructions because we intend discussing this at our conference soon.

The household form is a complete departure from the previous formats, and is based on or thinking that essential housing data and other socio-economic data is more meaningful in relation to the household than in relation to the structure or the individual. We have also deliberately introduced certain questions in the household form relating to language spoken in the household which is an innovation. These forms also, I would suggest, should be studied with their instructions in great detail.

Another feature of the 1981 census will be that, for the first time, we are canvassing questions on a sample basis as you would have notice. The questions relating to place of birth and migration and fertility are being canvassed on a sample basis all over the country. For operational reasons and taking into consideration the level of our enumerators, the workload and the need to keep our control systems easy, we have decided to adopt area sampling. This would mean that a 20% sample of the enumeration blocks will ultimately be selected in which this slip will be canvassed.

There should be no confusion about the universal and the sample slip. The universal slip will be canvassed and filled up for every person all over the country. The sample slip will be filled up for every person in the sample blocks in addition to the universal slip so far as that particular person is concerned.

I must share with you our initial thinking regarding the tabulation system. In order to ensure that data are not merely tabulated quickly but that the tabulation permits cross-tabulation as well as easy retrieval stations with direct data entry devices are being established where we will be able to put the data from the individual slip or the household forms directly on to tape. Our forms and our tabulation system would ultimately depend on the establishment of the direct data entry systems. Therefore, the tabulation plan and how we intend going about it is something I shall write to you about only later. To the extend that this will influence the establishment of regional tabulation offices, we hope to be able to cut down the large officers which we had to establish last time for tabulation purpose.

The immediate tasks which call for your attention would be the following :—

(*a*) The finalisation of the lists of villages for which instructions have been issued earlier.

(*b*) Finalisation of the lists of towns and cities for which also instructions have been issued.

(*c*) Issue of notifications appointing the census officers at various levels on which I shall be writing to you shortly. However, you may like to see the ones issued last time, which are in your office.

(*d*) The preparation of village directory and town directory, instructions on which will follow shortly.

We have written to the State Governments separately requesting that all jurisdictional changes be completed by first of October this year and copies of these letters have also been forwarded to your office. I would suggest that you should also take this up with the State Government and meet the Chief Secretary and the concerned Secretaries of the Government to ensure that there are no jurisdictional changes after October this year.

As I mentioned earlier and as you would have noticed, many aspects would call for detailed circulars and instructions at various points of time. I would suggest that in order to ensure that nothing is lost sight of, a personal circular file should be developed and maintained for your use and preferably for each of the senior officers under you. Personally, I found this always useful and I would suggest your doing the same.

Now that the pretest in your State is coming to a close, I would be happy if you could study the instructions which were issued along with the forms so that you have a complete background regarding the operations and its technical content.

I have repeatedly mentioned how the census operations would call for meticulous attention to detail and constant follow up. At every point of time and with regard to every single aspect the entire organisation has to be keyed up and kept at a complete state of readiness. There are various phases which just cannot be avoided or overlooked. For this I would suggest that you should draw up a census calendar indicating the various dates by which each of the preparatory measures would be completed and for this purpose you may find the previous census calendar, which was prepared for the 1971 census, of some guidance. I would like you to prepare the census calendar of your State and forward it to me as soon as possible.

I hope to write to you in detail on each individual aspect of these operations but do trust that this letter gives you a general background. As I mentioned earlier, it would certainly be useful for you to go through the administrative report of your predecessor and to glance through the volumes already brought out which will give you an idea of not merely the nature of the work but also its importance. We have already taken action regarding publicity for the 1981 census but I would certainly not prevent you from giving talks to local institutions, etc., regarding the census. However except for general issues regarding the operations, I would suggest that press interviews as such should be very carefully handled.

There is one aspect which I think will bear emphasis and this is that the success of the census enormously depends on the efficiency of the enumeration agency and this in turn depends on the manner in which we have been able to train them for the job. Training is of vital importance and should be intense and clear. However, these aspects can only be achieved

if we ourselves are clear in our minds as to what we want to get done and what we mean by every word in our instructions. You will notice that when training classes commence, the enumerators and others have some specific doubts and at no stage should we be unable to anwser them. Obviously, we can only do this if we train ourselves well and, there fore, I would like to repeatedly emphasise the need for all of us being fully familiar with the formats and the instructions. At the appropriate time, it would be desirable that you handle the training of the dirstrict census officers and as many groups of charge superintendents as possible and a few of the training classes for the functional levels while your officers and others must, of course, get completely involved in the training at the functional level to the maximum extent.

Please acknowledge receipt of this letter.

Yours sincerely,

Sd/—
P. PADMANABHA

Shri A. R. Nanda,
Director,
Office of the Director of Census Operation,
Orissa,
Cuttack.

APPENDIX—II

(*Vide* Chapter II Para 2 and Chapter VIII Para 1 and 20)

1981—CENSUS
IMMEDIATE

No. 2/8/79-SS

GOVERNJENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE REGISTRAR GENERAL,, INDIA

Kotah House Annexe,
2/A, Mansingh Road,
New Delhi—110011.
February 5, 1979

CENSUS OF INDIA 1981—Circular No. 1

SUBJECT : Classification of Rural and Urban Units—1981 Census.

The next decennial census will be the twelfth of the series and the fourth since Independence. One of the foremost and important task that requires your personal attention for the 1981 Census is the procedure that you have to follow for demarcation as early as possible of places as rural and urban.

2. It has been the tradition of the Indian Census to present census data for rural and urban areas separately. In fact, in all the censuses throughout the world this classification of census data into rural and urban units is generally recognised and data presented accordingly. But the distinction between rural and urban is not yet amenable to a single definition which would be applicable to all countries. We have given considerable thought to the definition or criteria to be applied for demarcation of an area as urban. One view laid equal emphasis on aspects other than demographic for classification of an area as urban. Accordingly, we considered whether in addition to the usual demographic characteristics the level of infrastructural facilities in an area should also be a determinant factor for classifying an area as urban. On the other hand, a diametrically opposite view was that keeping in mind the practical problems of demarcation of rural and urban areas in the comparatively short time available before the actual census operations, it might be worthwhile to simplify even the definition adopted in 1971 Census. In respect of the first suggestion, it was appreciated that the level of infrastructural development or availability of amenities should be an important consideration for an area to be recognised as urban. But at the same time it was felt that in view of the complexity of the Indian situation and regional variations in the level of infrastructural facilities it would be rather difficult to apply this test uniformly all over the country, particularly in the short time available for the demarcation of urban areas before the actual census taking. As regards the other suggestion, viz., simplifying the present criteria, the consensus was that though, as a general rule, it might be useful and convenient to have a simple test by size it would not be desirable to introduce a totally new concept or criteria other than that used in the previous census for demarcation of urban areas because it would then be difficult to make any meaningful comparison and analysis.

3. The definition of an urban unit at the 1971 Census was as follows :—

(*a*) All places with a municipality, corporation, cantonment board or notified town area committee etc.

(*b*) All other places which satisfied the following criteria :—

(*i*) a minimum population of 5,000.

(*ii*) at least 75 per cent of male working population engaged in non-agricultural pursuits; and

(*iii*) a density of population of at least 400 per sq. km. (1,000 per sq. mile).

The Directors were also given some discretion in respect of some marginal cases to include, in consultation with the State Governments, some places that had other district urban characteristics and to exclude certain areas which could not be considered as urban.

4. It is porposed to retain the same criteria at the 1981 Census. This will ensure comparability with previous censuses and provide the basis for analysis of trends of urbanisation in the country.

5. The above criteria had worked more or less satisfactorily and brought some unifomity of concept for the country as a whole. However, their utility was somewhat undermined as they were not strictly applied in some states for one reason or the other, resulting in lack of uniformity. For example, in a state some settlements were shown as villages although they were having a population of more than 20,000, with a density of more than 400 persons per sq. km. and more than 75 per cent of the male working force engaged in non-agricultural occupations. These settlements fulfilled all the criteria for being treated as urban and yet these were not classified as towns. In some cases certain places were left out despite having local authorities which corresponded to municipalities, such as sanitary boards etc., as covered by 3(a) above. On the other hand, in some states only those places were considered as urban which were having a notified town area committee or similar statutory body, i.e., just applying 3(a) and ignoring 3(b) altogether. You should consider all the criteria in 3(b) above, where 3(a) is not applicable, without the exclusion of one or the other of the three conditions laid down therein. As against this, there are cases in some states where places with such meagre population as 35 and 96 were treated as towns. The 'discretion' clause was also applied in a few states in a manner which resulted in loss of uniform applicability of the definition, as stress was laid by different states on one or the other of the criteria laid down in the definition.

6. In some states some places have a statutory body like town area committee, municipal coporation or a similar statutory body though not satisfying the demographic test of population, density and occupation. It may be emphasised that for the purpose of comparability with the 1971 Census data, irrespective of their demographic characteristics, all places which have been notified under the laws relating to the establishment of local authorities and have local bodies like municipal corporations, municipalities, municipal committees, municipal town committees, cantonment boards, notified areas, notified area committees, town committees, town areas, town boards, town municipalities and sanitary boards, etc. must be included in the list of towns. There may be other types of local authority which approximately correspond to the above mentioned local bodies but the terms may vary among the States.

In such cases, a specific reference may be made to this office for a decision whether such a place should be treated as urban or not.

7. It may be emphasized that it is not only necessary to apply the criteria laid down strictly but also to interprete it in a uniform manner for the purpose of comparability, both in letter and spirit. Again, irrespective of what the treatment was in 1971, if a place satisfied the three conditions mentioned in the second criterion simultaneously, then such a place must be treated as urban. There is no discretion in this matter and even if this results in new places having to be included which were over-looked in 1971, these must be classified as urban areas. The detailed data of area and population from which the density can be derived and the composition of the working force for each rural and urban unit provided at the 1971 Census will make it easier for you to apply the criteria laid down above and determine the urban status more accurately.

8. The third criterion giving 'discretionary' powers to the Directors must be restricted in its application. You may, however, include such places that have other distinct urban characteristics and amenitities, such as newly founded industrial areas and large housing settlements like Pochampad Project Left Flank Colony of Adilabad district, and Upper Sileru Project Site Camp of Visakhapatnam district in Andhra Pradesh, places of tourist interest like Khajurah of Chhatarpur district in Madhya Pradesh, pilgrimage centres like Badrinathpuri of Chemeli district in Uttar Pradesh and railway colonies, like Muthugounden Puddur Railway Colony of Coimbatore district in Tamil Nadu. These have been recently served with all civic amenities, though they do not satisfy the criteria laid down for classification as urban. But before treating these areas as urban, each such case should be specifically referred to this office with full particulars and justification in support of the proposal to enable us to take a suitable decision in the matter.

9. Likewise, you may also consider the cases of places which otherwise satisfy the criteria for treatment as urban units but which, in your view, should not be so classified because of special circumstances. As in the previous case, such cases should also be specifically referred to this office for a decision in the matter.

10. Normally, all places which are district headquarters should be classifiable as urban on the basis of the criteria indicated here. However, there may be some district headquarters which can not be classified as urban since they may not satisfy the criteria. The criteria being referred to here specifically related to the demographic criteria of population size and proportion of workers. Because it may be generally desirable to classify all district headquarters places as urban we would now have to take a view regarding such places which are district headquarters but not classifiable under the criteria referred to. You are requested to review the status of all district headquarters places and refer to this office the cases of these district headquarters which can not be classified as urban under these criteria. Since this is in fact a special case, details of such places will also have to be indicated, preferably separately in the enclosed Proforma No. 1. With regard to such places the fact that these are not urban but are district headquarters places must be brought out clearly.

11. It is recognised that if these criteria are applied strictly, there would possibly be a spurt in the urban population in 1981 Census since many areas which were not treated as urban during 1971 Census will be classified as urban. The actual decadal increase in urban population would be less than what is likely to be reflected by 1981 Census. In a fly leaf or analytical note this difference between the actual increase and apparent increase in the urban population an then be brought out. But what is important is that uniform application of the definitions must be ensured.

12. You may examine the cases of all rural units having a population of 4,000 or there about in 1971 Census and which may be expected to cross 5,000 population mark by 1981 and those units which had more than 5,000 population in 1971 Census but were nott reated as urban. For such cases the composition of the working force, the density of population and other factors should be examined to see whether these qualify to be categorised as urban. In the General Census report or the Administration report of your State your predecessor might have already given some guidance in this matter. All such places in respect of which town area committee or the like have been notified after 1971-Census must also be listed. Similarly jurisdictional changes in towns and villages after 1971 Census should also be taken into account and listed. Notifications issued to this effect from time to time may also be kept on record. At the same time, you may also carry out an exercise to see if there are any areas recognised as urban in the 1971 Census which do not deserve to continue as such either due to reduction in the population size or due to changes in composition of the working population or other factors. This work must also be completed as early as possible.

13. I expect that your office might have already done some exercise in this regard. You may kindly finalise your proposals and furnish the requisite particulars in the two enclosed proforma as early as possible, but before June 1979 in any case, so as to give this office sufficient time for finalisation of the urban frame at all India level.

The receipt of this circular may kindly be acknowledged.

Sd/-
P. PADMANABHA
Registrar General, India

All Directors of Census Operations :

(Two copies with two proforma each one for the file of the Director)

Copy to :—

1. Personal Section of R.G. (5 copies)
2. Census Cell (5 copies)
3. Census Division (5 copies)
4. D.P. Division (5 copies)
5. Demography Division (5 copies)
6. Map Division (2 copies)
7. V.S. Division (2 copies)
8. Language Division at Calcutta (2 copies).

PROFORMA I

Statement showing the districtwise list of villages which qualify the empirical tests prescribed for treating a Unit as Independent town for 1981 *Census*

Name of State.....

Sl. No.	District	Tahsil/ Taluk/ Thana/ Anchal/ P.S./Block/ Island	Location Code (village)	Name of village	1971 Area		1971 Population			Total male working population	Non-agricultural male working population (categories III to IX)	Density per sq. km.	% of Non-agricultural male working population to total male workers	Other special Characteristics amenities etc. if any	Remarks
					Acres	Sq. Kms.	P	M	F						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Compiled by :—

Checked by :—

PROFORMA II

Statement showing towns of 1981 *Census with reference to the towns of* 1971 *Census*

Name of State .....

District/Tahsil/P.S./ Block etc.	Towns of 1971 Census which continue in 1981 Census		New Towns added in 1981 Census		Towns of 1971 declassified in 1981	
	Towns with the same jurisdiction as that of 1971	Town with addition of area (Jurisdictional change)	Satisfying the criteria	On the basis of special criteria	Not satisfying the criteria	Merged (Partly or wholly with other town)
1	2	3	4	5	6	7
	1.	1.	1.	1.	1.	1.
	2.	2.	2.	2.	2.	2.
	3.	3.	3.	3.	3.	3.
	4.	4.	4.	4.	4.	4.
	etc.	etc.	etc.	etc.	etc.	etc.

Compiled by :—

Checked by :—

APPENDIX—III

(*Vide* Chapter II Para 2)

CENSUS IMMEDIATE

CIRCULAR NO. 1

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, ORISSA

SHRI A.R. NANDA, I.A.S.

TELEPHONE { Office : 23005
Res. : 22856

D.O. No. 115/50/79-CT *Cuttack, September 27th,* 1979

To

ALL COLLECTORS (By name)

SUBJECT : General Instructions regarding 1981 Census Operations.

Dear Shri

You will kindly recall that I had circulated a short note introducing 1981 Census Operations to you during your conference at Bhubaneswar on 27th July, 1979. In this note, I had higlighted action to be taken immediately on the preparatory measures and had given a very brief introduction of the Census process. I have also had occasion of attending the Revenue Officers' meetings held in some of the districts where I had addressed the Sub-Divisional Officers and Tahsildars on the task ahead of us in connection with 1981 Census. Besides, the Chief Secretary's D.O. No. 25740 dated the 13th April 1978 and Revenue Departments Memo No. 58222 dated the 8th August 1979 containing State Government's instructions regarding updating of village lists, town and Police Station maps as well as fixity of boundaries of administrative units must have brought home to you the overriding importance of the Census Operations. You must have also gone through the tentative Census calendar for houselisting operation sent to you in this office letter No. 115/67/79 dated the 16th August 1979. The present circular purports to give you a clear idea about the Census process, the organisational hierarchy and the important stages of the operation. Detailed guidelines and circulars on the major concepts and the important phases of the operation will be issued from time to time. Although I am aware that you are heavily pre-occupied right now with the ensuing mid-term election and for tackling serious drought conditions, I thought I should not delay in setting the Census process in motion.

2. The Government of India have already notified under Section 3 of the Census Act, 1948 that the population Census in India shall be taken in 1981 with the **sun-rise of 1st March 1981 as the reference date.** This implies that the actual enumeration will be spread over from the 9th of February, 1981 to the 28th February, 1981 with a revisional round between the 1st March, 1981 and the 5th March, 1981 to take into account new births and deaths and visitor's during the enumeration period after the last visit of the enumerator. A copy of the Census Act, 1948 as amended from time to time has already been sent to you in this office letter No. 115/64/79-CT dated the 6th September 1979. I would request you to please go through it carefully and ensure that all your subordinate officers who will be associated with the Census work make themselves conversant with the provisions of this Act.

3. You may be wondering as to why we are making such fuss about Census when the operation is long way off. As I will explain you later, colossal spade work has to be done and the minutest details have to be attended to before we reach the actual enumeration stage in February, 1981. You will then appreciate that the time at your disposal is rather short.

4. Under Section 4(2) of the Census Act, the State Government in their notification No. VC-5/79-65174/R dated the 7th September, 1979 have appointed the Additional District Magistrates and Sub-Divisional Officers as District Census Officers and Sub-Divisional Census Officers respectively. You have also been notified as Principal Census Officer of the district in the aforesaid notification. The Tahsildars have been appointed as Charge Officers in respect of their jurisdiction excluding urban areas. The Executive Officers of Municipalities/N.A.Cs have been notified as Town Census Officers in respect of the town limits. The Block Development Officers at particular station will be declared as Charge Officers for non-municipal Census Towns about which I shall write to you soon. The State Government have also delegated powers of appointment of Additional and Sub-Charge Officers to you, vide, Notification No. VC-5/79-65179/R dated 7th September 1979. Besides, District Census Officers and Sub-Divisional Census Officers have been delegated with powers to appoint Supervisors and Enumerators respectively. All the Census Officers will be "public servants" under Section 5 of the Act and will exercise powers as enjoined on them under the Act and perform the duties and responsibilities as will be assigned to them from time to time.

5. You will note that the Census Law guarantees the strictly confidential nature of information collected from individual citizens which will not be open to inspection or admissible as evidence in any Court of Law except so far as they relate to any offence under the Act.

6. *Stages of Operation*—Before I come to the ogranisational hierarchy with the duties and responsibilities I would like to briefly indicate the various stages of a decennial Census Operation in the context of the 1981 Census Operation. Broadly, there are four stages of operation, viz.

(*i*) Preparatory measures like updating of village lists, thana maps, town maps, rural-urban frame work and preparation of various registers;

(*ii*) House-numbering and Houselisting operation including the Economic Census;

(*iii*) Enumeration and

(*iv*) Tabulation and publication of Census data.

The last of the above mentioned stages will be attended by the State Census Office and its Regional Tabulation Offices to be opened in various places. I will, therefore, briefly, outline the process involved in the first three phases of the operations with which you are directly concerned.

7. *Preparatory Work*—The preparatory work comprises (*i*) preparation of thana maps and up to date village lists, (*ii*) preparation of town maps with related information about the town, and (*iii*) finalisation of list of Census Towns. This stage has already started from April, 1978 and is almost nearing completion. I am in regular correspondence with you regarding early completion of this stage. The importance of this stage lies in the fact that updated thana map and village list with reference to the latest notifications of the Government regarding changes of boundaries of jurisdictions would provide up to date frame in respect of rural areas for delimitation of enumerators' blocks and complete coverage during the houselisting as well as enumeration stage. I have received excellent co-operation from you and your officers in the district office as well as tahsildars in this task. Reconciliation of discrepancies in respect of village lists and P.S. maps has been completed in case of most of the tahsils and the job is likely to be completed very soon. Through your intervention we have been able to get town maps and related information from most of the municipalities and N.A.Cs. I would request you to ensure immediate finalisation of maps of defaulting municipalities and N.A.Cs in your district for which I am separately reminding you.

On receipt of up to date maps my office allots a code number to each village. Thereafter village register is prepared for each P.S. in a prescribed proforma showing therein the code number allotted to each village both in the 1971 and 1981 Census and anticipated population for 1981 alongwith some other particulars. Copies of P.S. maps are also prepared showing location of each village and its code numbers. The village register along with two copies of maps of each P.S. will be sent to you with a request to delimit the enumerators' blocks and supervisors' circles basing on the size of the anticipated population of individual villages. This will be done by the Charge Officer under the guidance and supervision provided by the District Census Officer and Sub-Divisional Census Officer. The details of such delimitation will have to be indicated in the circle register which shall be prepared in quadruplicate. Two copies of the circle registers are to be retained by the Charge Officer, the third cpoy in the Office of the Sub-Divisional Census Officer (S.D.O.) and one copy will have to be sent to this Directorate. Thereafter, the Charge Register in the prescribed proforma has to be prepared in triplicate. One copy shall be retained at Charge level, one copy at the level of District Census Officer and the third copy will have to be sent to this Directorate. Similar procedure will also be followed for delimitation of blocks in urban areas for which separate registers will have to be maintained by the Town Census Officers. I shall issue detailed instructions regarding preparation of Circle Register and Charge Register shortly.

8. It has been the tradition of the Indian Census to present data in terms of rural and urban area. I need hardly emphasize the necessity of demarcation of urban areas and preparation of a comprehensive list of towns for the State. It has been decided that all municipalities and N.A.Cs will be automatically treated as Towns. Other places will also be treated as Census Towns if they satisfy the following criteria :—

1. a minimum population of 5,000 as projected in 1981
2. at least 75 per cent of male working population engaged in non-agricultural pursuits, and
3. a density of population of at least 400 per sq. km.

Besides, we have been given some discretion in respect of some marginal cases to include in consultation with the State Government some places that have other distinct urban characteristics. You have been requested earlier to send concrete proposal for such Census Towns which satisfy the above three criteria or even the 4th criterion of distinct urban characteristics. I have received proposals from most of you. Those of you who have not yet sent such proposals may expedite the same without any further delay. A list of non-municipal Census Towns based on the above considerations is now under finalisation. I will communicate the list in respect of your district shortly. Town maps in respect of these Census Towns will have to be prepared by the Tahsildars concerned clearly indicating the boundary and important landmarks etc. as has been done by the Executive Officers of the Municipalities/N.A.Cs in respect of town maps of the concerned Municipalities and N.A.Cs.

9. *Special Charges*—Apart from the rural and the urban areas, there are certain defence areas which would merit separate consideration. In case of defence establishments, the Executive Officers of these establishments will have to be notified as Census Officers. You may kindly inform me areas which fall under the jurisdiction of defence establishments in your district.

10. As in the last Census, location code will be evolved to identify each area comprised in any administrative unit in the State. The districts in the State will be numbered serially and each district will be allotted a district code number. Likewise within each district the P.Ss should be numbered serially and bear a particular code number of its own and the village within the P.S. will be serially numbered and allotted code numbers. In case of urban areas in the district the towns would be given a separate series in Roman figures in each district. Within the town wards would be numbered and shown by Arabic numbers. The enumerators block in the village or ward of a town will also be given a location code. The code numbers will follow a uniform pattern all over the State. We will issue detailed instructions in this regard in due course.

11. Another important preparatory work about which I will be separately writing to you for collection of data is for compilation of village and town directory. Most of the data are to be compiled by the Tahsildars, B.D.Os and Executive Officers of Municipalities and N.A.Cs. Detailed instructions in this regard are being sent separately.

Houselisting Operations

12. With the finalisation of the lists of villages and the urban areas in the manner already discussed, we would have a listing of all the areas where houselisting operations have to be conducted. The delineation of enumeration blocks for houselisting purposes can not be done on a very fair basis as we will not be having before us the population sizes accurately. However, based on local knowledge and local circumstances the Charge Officers should be generally able to constitute these blocks so that the work load is not disproportionate among enumerators. One enumerator block for the purpose of houselisting operation may consist of a population of 750—1,000 people. Each enumerator block should be clearly demarcated and 5 contiguous enumeration blocks would constitute a supervisory circle. It is absolutely essential to ensure that all areas, both rural and urban including forest village and habitations in remote reserved forest and hills are covered during both the houselisting and actual enumeration. In order to have complete control over the operations and to be sure about complete coverage, charge registers will have to be prepared for each charge separately. The Charge Registers can be prepared only after completion of the preparation of the village lists and demarcation of houselisting blocks and appointment of enumerators. These registers will be re-written after the houselisting operations are over when enumeration blocks for 1981 enumeration would have been formed. The forms for charge register and circle register, etc., will be supplied to the Charge Officers in your district in due course.

13. As you would notice from the census calendar for houselisting sent to you recenty the operation of houselisting will be conducted between *7th April, 1980 and 6th May, 1980.* Alongwith the houselisting schedules, an "Enterprise List" will be canvassed for obtaining detailed information on economic activities. This economic census will be attended to by the same enumerator. The timing of the operation was chosen as the Tahsildar would have completed their collection season and the primary school teachers who would mostly constitute the enumerators will conduct the annual examinations from the 2nd week of May, 1980. I will be sending you detailed circular instructions regarding the procedure to be followed for houselisting as well as the economic census. Necessary personnel to serve as Enumerators and Supervisors will have to be appointed by about December, 1979 and their intensive training of about 4 rounds will have to be undertaken in convenient centres in the district from the middle of January, 1980 to middle of March, 1980. The training will start with the Conference-*cum*-Training of District Census Officers towards the middle of October, 1979 followed by training of Sub-Divisional Census Officers, Charge Officers and other training officers like B.D.Os from the middle of December, 1979. The intensive training of the ssupervisors and enumerators will be the main responsibility of the concerned Charge Officers with check and supervision on percentage basis by the Sub-Divisional Census Officers and District Census Officers. We must satisfy ourselves through field exercises that each enumerator and supervisor understands the instructions and is fully prepared for the task. At the stage of house-numbering and houselisting operations, the enumerator will undertake houselisting and fill in Houselist Schedule and Houselist Abstract. Besides, he will also fill in enterprise schedule.

Enumeration

14. The third and most vital stage of the Census Operations will be the actual enumeration which as I have explained will be taken up from **9th of February, 1981 upto 5th of March, 1981.** The enumerator will canvass every person residing within his jurisdiction during the period of 9th February, 1981 to 28th February, 1981 in a schedule known as Individual Slip. All houseless persons, pavement dwellers and persons living in boats, etc., will be counted on the night of the 28th February, 1981. After the completion of the revisional round on 5th March, 1981 another 4 days will be allowed to the District Census Officers to collect provisional totals and send the same by telegram to the Registrar General, India and to my office. Thereafter the Charge Officer will collect the records from the enumerators and supervisors and send them to different tabulation offices. The actual enumeration will be preceded by intensive training programme for the training officers as well as enumeration staff. Detailed instructions along with a calendar for the actual enumeration will be sent to you after the houselisting and house-numbering operations are over.

15. At the stage of actual enumeration in 1981 apart from the Individual Slip a Household Schedule will also be canvassed for each household. Besides, a sample slip will be canvassed containing questionnaire on fertility and migration, etc., in respect of 20 per cent of the enumeration blocks which will be selected on sample basis. This would mean that in the sample areas, two schedules, viz., the universal slip and sample slip will be canvassed for each individual, whereas in the non-sample areas only the universal slip will be canvassed.

16. *Organisational Hierarchy*—I now come to the organisational hierarchy for the conduct of the Census Operations. As you are aware, the Census of India is directed by the Government of India in the Office of the Registrar General and Census Commissioner of India. At the State level, Government of India have appointed a Director of Census Operations to conduct and supervise the operation. It has, however, been the tradition to operate Census through the State Government hierarchies. In our State the District Magistrate and Collector who has been appointed as the Principal Census Officer for the district would be the Commander-in-Chief of the Operations in his area. The District Census Officer, i.e. A.D.M. who will act on your behalf will remain responsible for the entire Census Operations in the district. In the Collectorate it will be necessary to earmark one Officer-in-charge (may be officer-in-charge, General and Miscellaneous Section or an Additional Officer-in-charge of the Section or a Leave or Training Reserve Officer) to assist the Distrcit Census Officer in the routine works. The State Government in Revenue Department have sanctioned posts of one U.D.C., one L.D.C. and a peon to work in the District Census Office, vide, their letter No. 68633 dated the 19th September, 1979. Besides, Government have also sanctioned one post of L.D.C. for each Tahsil for the Census work in Government Order No. VC-10/79-68591, dated the 19th September, 1979. Municipalities having a population of more than one lakh are provided with one post of U.D.C. as clerical assistance. On receipt of the sanction order you may go ahead appointing these personnel. But I would request you to please post experienced hands from among your district cadre of clerical staff for the Census work.

Senior Class I Officers of the Orissa Administrative Service working in six municipalities as Executive Officers would be Town Census Charge Officers in their respective areas. They have been notified as the Additional District Census Officers. They would, however, be responsible to the District Census Officers and the Principal Census Officer of the District.

17. At the Sub-divisional level the S.D.O. has been appointed as the Sub-Divisional Census Officer for his jurisdiction. He will exercise supervision for the entire operation in his area.

18. In the Census hierarchy the Charge Officer is an extremely important functionary. The Tahsildars have been appointed as Charge Officers for their area excluding urban areas within their jurisdiction. The Executive Officer of Municipalities/N.A.Cs have been appointed as the Town Census Officers. But in case of Census Towns, which have not been covered by Municipalities/N.A.Cs we will take steps to appoint the B.D.O. of the area as the Town Census Officer. You have been delegated with authority to appoint Additional Charge Officers and Sub-Charge Officers. Since most of the tahsils and some of the bigger towns or cities would be unmanageable, active involvement of other officers available in these area like B.D.Os, Additional Tahsildars, Additional Executive Officers can be ensured by appointing them as Additional Charge Officers. Block level extension Officers and Revenue Supervisors, S.I. of Schools or Officers of equivalent rank can be considered for being appointed as Sub-Charge Officers wherever necessary. The entire success of the Census Operations in a local area would depend primarily on the Charge Officers/ and Town Census Officers. It has been our experience that while you and I can only supervise and watch progress, ensuring that the entire operations are a success depends on how the Charge Officer has been inducted into the system. In other words, it would depend on how successfully you have trained the Charge Officers and told him what exactly he has to do. The Charge Officer would be responsible for selecting the enumerators and supervisors, ensure that training is given to all of them, that forms are distributed and returned duly filled in and that houselisting and enumeration are conducted successfully in terms of time schedule, coverage and accuracy. Hence you and your District Census Officer would have to ensure keeping efficiency of Charge Officers and Town Census Officers in high order.

19. Next below the Charge Officer (as also the Additional Charge Officer or Sub-Charge Officer) in the hierarchy is the Census Supervisor in charge of a circle consisting of about 5 enumerators' blocks. The supervisor is meant to over see the work of the Enumerators, conduct test checks and ensure that the forms reach the enumerator in sufficient quantity and that they are returned in tact. He has a very important role to play in ensuring that the schedules and registers are filled in by the enumerator correctly. The Supervisor will be appointed by the District Census Officer or the Additional District Census Officer as the case may be. He should generally be from the rank of R.I. or equivalent level. In any case he should be of a rank higher than that of the enumerator working in his circle.

20. The lowest but the most important functional level in the Census hierarchy is the enumerator who is usually a primary school teacher. The enumerator would be in-charge of one enumeration block or if the blocks are adjacent and small, he may be kept in-charge of more than one block entirely depending on administrative convenience and work load considerations. I will issue you detailed instructions regarding the appointments which you should bear in mind while making appointments of Enumerators and Supervisors.

21. Special charges may have to be formed in case of Defence Establishments where Census operations will be conducted through the help of the concerned authorities. The Census enumerators and other personnel to be appointed from such establishments will, however, be trained by you. I will indicate to you in due course about formation of such special charges.

22. *Miscellaneous*—It needs two to make the Census, viz., enumerator and the enumerated. It is imperative that the general public should be fully acquainted of Census process and about the questions he will be required to answer. There will be need for wide publicity through radio, film scripts and other measures about which I will consult you in due course.

23. The tradition of honorary enumeration will also continue during the next census. In order, however, to cover the out of pocket and other incidental expenses, the Census Officers are likely to be given some honorarium. The matter is being examined by Government of India and the quantum of honorarium will be decided. The final decision will be communicated to you in due course. However, the meritorious services of the enumerators and other Census Officers will be given due recognition in their service records as well as by way of award of Census medals and certificates.

24. Our Census has earned a great reputation in the world and it should be the endeavour of each of us to keep up this good name and make our best efforts to ensure a complete success of the 1981 Census Operations. We must realise that it is a privilege to participate in such a great national task.

Kindly acknowledge receipt of this Circular.

Yours sincerely

A.R. NANDA

Copy to :

SHRI P. Padmanabha,
Registrar General, India, New Delhi
All Directors of Census Operations, States/Union Territories
All A.D.Ms (District Census Officer) (with two spare copies)
All S.D.Os (Sub-Divisional Census Officer)
All Tahsildars
All Executive Officers of Municipalities/N.A.Cs
All B.D.Os
The Chief Secretary to Government of Orissa
The Additional Chief Secretary to Government of Orissa
The Secretary to Government of Orissa, Revenue/Home/Education/Planning and Co-ordination Urban Development/Community Development Departments
All Revenue Divisional Commissioners
The Member, Board of Revenue, Orissa, Cuttack
The Director, Bureau of Statistics and Economics, Orissa, Bhubaneswar/All District Statistical Officers.

A.R. NANDA
Director of Census Operations, Orissa.

APPENDIX—IV

(*Vide* Chapter II Para 4)

CENSUS OF INDIA 1981

HOUSELIST

Name of District.....Code No.....Name of Village/Town/Island .....Code No.....

Name of Taluk/Tehsil/Police Station/Dev. Block ..... Code No.....

Name or No. of Ward/Mohalla/Hamlet/Enumerator's Block No.....Code No.....

Sl. No.	Building No. (Municipal or local authority or census No.)	Census House No.	Predominant construction material of census house: Wall	Roof	Floor	Purpose for which census house is used.	Facilities in the house: Electricity (Available 1, Not available 2)	Drinking water supply: Available 1, Not available 2	Source: Well 1, Tap 2, Hand Pump 3, River 4, Tank 5, Others 6
1	2	3	4	5	6	7	8	9	10

Facilities in the house (urban areas only): Toilet Available 1, Not available 2	Is this house used wholly or partly as an establishment ? If yes, describe	If household type activity go to Estt. Sch. and note serial no. (from col. 1) the Estt. Schedule.	If used wholly or partly as a residence: Household No.	Name of the head of household	If head S.C. or S.T., write name of caste/tribe	Is there a physically handicapped person in the household. If so indicate no. within brackets for each category: Totally blind 1, Totally dumb 2, Totally disabled 3
11	12	13	14	15	16	17

If used wholly or partly as a residence: No. of living rooms in the occupation of census household.	Does the household live in owned or Not owned house ? (*i*) Owned 1 (*ii*) Not owned 1	No. of persons normally residing in census household on any of visit of the enumerator: M	F	T	Does the household cultivate land ? If yes, owned or rented ? Owned 1, Rented 2, Owned and Rented 3, Does not cultivate 4	No. of married couples in the household (both spouses usually living in the house-hold	Remarks
18	19	20	21	22	23	24	25

Signature of Enumerator.....Date.....Signature of Supervisor.....Date .....

CENSUS OF INDIA 1981

HOUSELIST ABSTRACT

Name of District .....Code No..... Name of Village/Town.....Code No.....

Name of Tehsil/Thana/
Anchal/Island .....Code No..... Name or Number of Ward/Mohalla/
Enumerators Block .....Code No.....

Page No. of House List	Number of Census Houses						Number of Households		Total population		
	Occupied residential Census Houses			Vacant Census Houses	Census Houses put to other uses	Total of columns 4, 5 and 6.	Total House-holds including institutional House-holds	Institutional house-holds	Males	Females	Total
	Wholly residential	Partly residential	Total								
1	2	3	4	5	6	7	8	9	10	11	12
Total											

Checked and found correct.

Signature of Supervisor.....

Signature of Enumerator .....

Date..... Date.....

CENSUS OF INDIA 1981

HOUSEHOLD ESTABLISHMENT SCHEDULE

(For household type activity only)

Name of District .....Code No ..... Name of Taluk/Tehsil/Police Station/
Dev. Block/Island .....Code No.....

Name of Village/Town .....Code No..... Name or No. of Ward / Mohalla / Hamlet / Enumerator
Block No..... Code No .....

Sl. No.	Serial No. in houselist	Census house No	Name of the establishment/ head of household	Average No. of persons working daily last week/ last season — Total hired	type of fuel/ power used	Description of the products, processing, servicing done or goods bought and/or sold.	In case of manufacturing — Seasonal 1, Perennial 2; In case of trade — Wholesale 3, Retail 4	Financial assistance — Government 1, Co-op. Societies 3, Private 4, Others 5, Not available 6
1	2	3	4	5	6	7	8	9	10

Signature of Enumerator..... Date..... Signature of Supervisor..... Date .....

CENSUS OF INDIA 1981

(FIRST PRETEST)

POPULATION RECORD

(To be compiled from Individual Slip)

CONFIDENTIAL

Enumerator's block No.——

Location Code———— ————

Household No.————————

Name of village or town———— ——

Sl. No.	Name (Q. 1)	Relation ship to head (Q. 2)	Sex (Q. 3) M (1)	Sex (Q. 3) F (2)	Age (Q. 4)	Marital status (Q. 5)	MALE S.C. (Q. 9)	MALE S.T. (Q. 9)	MALE Literate (Q. 10)	MALE Illiterate (Q. 10)	MALE Worked any time at all during last year (Q. 12) Yes C	Yes AL	Yes HHI	Yes OW	No
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Total of all columns except Columns 2, 3, 6 and 7															

MALE If yes, in Q. 12, was this your main work last year/season (Q. 13A) Yes C	Yes AL	Yes HHI	Yes OW	No	Seeking work ? Q. 13C (check No. in Col. 16 or 21) Yes	No	If yes in Q. 12, worked at least one day in last week (Q. 14A) Yes C	Yes AL	Yes HHI	Yes OW	No	FEMALE S.C. (Q. 9)	S.T. (Q. 9)	Literate (Q. 10)	Illiterate (Q. 10)
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32

FEMALE

Worked any time at all during last year (Q. 12) Yes C	Yes AL	Yes HHI	Yes OW	No	If yes in Q. 12, was this your main work last year/season (Q. 13A) Yes C	Yes AL	Yes HHI	Yes OW	No	Seeking work ? (Q. 13C) (check No. in col. 37 or 42) Yes	No	If yes in Q. 1, worked at least one day in last week (Q. 14A) Yes C	Yes AL	Yes HHI	Yes OW	No
33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49

Signature of Enumerator.....

Date.....

Signature of Supervisor.....

Date .....

CENSUS OF INDIA 1981
(FIRST PRETEST)
ENUMERATOR'S COMPILATION SHEET
(To be compiled from Population Record Form).

Location Code——— ——

Name of village or town——— ———

Enumerator's Block No.——— ———

Type of household — *(Normal Household) / Institutional Household / Houseless Household

(References are to the appropriate column number in the Population Record)

Sl. No.	Household No. (from right hand top)	Total (Col. 4)	MALES											FEMALES			
			S.C. Col. 8	S.T. Col. 9	Literate Col. 10	Illiterate Col. 11	Worked any time at all during last year ? YES (Cols. 12 to 16)	Worked any time at all during last year ? NO (Col. 16)	Was this your main work last year/season ? YES C Col. 17	AL Col. 18	HHI Col. 19	OW Col. 20	Was this your main work last year/season ? NO Col. 21	S.C. Col. 29	S.T. Col. 30	Literate Col. 31	Illiterate Col. 32
1	2	3	4	5	6	7	8	9	10	11	12	13	14	23	24	25	26

MALES							Total (Col. 5)	FEMALES			
Seeking work		Worked at least one day in last week									
YES	NO	YES				NO					
		C	AL	HHI	OW						
Col. 22	Col. 23	Col. 24	Col. 25	Col. 26	Col. 27	Col. 28		S.C. Col. 29	S.T. Col. 30	Literate Col. 31	Illiterate Col. 32
15	16	17	18	19	20	21	22	23	24	25	26

FEMALES

Worked any time at all during last year ?		Was this your main work last year/season ?					Seeking work ?		Worked at least one day in last week				
YES	NO	YES				NO	YES	NO	YES				NO
		C	AL	HHI	OW				C	AL	HHI	OW	
(Cols. 33 to 36)	(Col. 37)	Col. 38	Col. 39	Col. 40	Col. 41	Col. 42	Col. 43	Col. 44	Col. 45	Col. 46	Col. 47	Col. 48	Col. 49
27	28	29	30	31	32	33	34	35	36	37	38	39	40

Signature of enumerator——— ———

Date——— ———

Signature of supervisor———

Date———

*Strike out which is not applicable.

85-M/J(N)164DCO—6

CENSUS OF INDIA 1981
(First pretest)

ENUMERATOR'S ABSTRACT

(To be compiled from Enumerator's daily compilation sheet)

Location Code———— No. of occupied Residential houses———— Enumerators Block No. ————

Name of village or town ————

Total No. of Households ———— No. of Institutional households———— Name of Enumerator———— ————

Sl. No.	Particular	Total (Col. 3 to be derived by adding Col. 4 & 5)	Male	Female
1	2	3	4	5
1.	**Population (Cols. 3 & 22)** (inclusive of population given against items 10 & 11)			
2.	Scheduled Caste	(Cols. 4 & 23)		
3.	Scheduled Tribe	(Cols. 5 & 24)		
4.	Literate	(Cols. 6 & 25)		
5.	Illiterate	(Cols. 7 & 26)		
6.	Worked any time at all during last year.			
	'YES'	(Cols. 8 & 27)		
	'NO'	(Cols 9 & 28)		
7.	Was this your main work last year/season			
	'YES' C	(Cols. 10 & 29)		
	AL	(Cols. 11 & 30)		
	HHI	(Cols. 12 & 31)		
	OW	(Cols. 13 & 32)		
	'NO'	(Cols. 14 & 33)		
8.	Seeking work			
	'YES'	(Cols. 15 & 34)		
	'NO'	(Cols. 16 & 35)		
9.	Worked at least one day in last week.			
	'YES' C	(Cols. 17 & 36)		
	AL	(Cols. 18 & 37)		
	HHI	(Cols. 19 & 38)		
	OW	(Cols. 20 & 39)		
	'NO	(Cols. 21 & 40)		
10.	Houseless population (To be extracted from cols. 3 & 22 of enumerators compilation sheet in respect of houseless households only).			
11.	Institutional population (to be extracted from cols. 3 & 22 of enumerator's compilation sheet in respect of Institutional households only).			

Signature of Enumerator———— Signature of Supervisor————

Date ———— Date————

FIRST PRETEST

CENSUS OF INDIA 1981
INDIVIDUAL SLIP
(Universal)

CONFIDENTIAL

Pad No.

Slip No.

Location Code ( ) Sl No of Household [ ]

1 Name

2 Relationship to head

3 Male (1) [ ] Female (2) [ ] 4 Age

5 Marital status

6 Mother tongue

7 Nationality

8 Religion

10 Literate (1) [ ] Illiterate (2) [ ]

9 Name of { S.C. or S.T.

11 Educational attainment

12 Worked any time at all last year ? Yes (C/AL/HHI/OW) ; No (H/ST/D/B/R/I/O)

13A If yes in 12, was this your main work last year/season ?

Yes (C/AL/HHI/OW)
No (H/ST/D/B/R/I/O)

If HHI/OW in 13A,

(i) Name of establishment

(ii) Nature of industry, trade, profession or service

(iii) Description of work

(iv) Class of worker

13B Any other work (13A 'Yes')/work (13A 'No')/ any time last year ?

Yes (C/AL/HHI/OW)
No

If HHI/OW in 13B,

(i) Name of establishment

(ii) Nature of industry, trade, profession or service

(iii) Description of work

(iv) Class of worker

13C If no in 12 or 13A, seeking work ? Yes (1) [ ] No (2) [ ]

14A If yes in 12, worked at least one day in last week ?

Yes (C/AL/HHI/OW)
No

If HHI/OW in 14A,

(i) Name of establishment

(ii) Nature of industry, trade, profession or service

(iii) Description of work

(iv) Class of worker

14B If no in 14A, seeking work during last week ? Yes (1) [ ] No (2) [ ]

FIRST PRETEST

CENSUS OF INDIA 1981
INDIVIDUAL SLIP
(Sample)

CONFIDENTIAL

1 Any other language known .....

2 Birth place

(a) Place of birth .....

(b) Rural (1)/Urban (2) .....

(c) District .....

(d) State/Country .....

3 Last residence

(a) Place of last residence .....

(b) Rural (1)/Urban (2) .....

(c) District .....

(d) State/Country .....

4 Duration of residence at the village or town of enumeration .....

5 For all ever-married women only

(a) Age at marriage .....

(b) Number of children ever born

Male ..... Female .....

(c) Number of children living

Male ..... Female .....

6 For currently married women only

(a) Any child born during last one year ?
Yes(1)/No(2) .....

(b) Has this birth been registered ?
Yes (1)/No (2) .....

APPENDIX—V

(Vide Chapter II Para 4 Chapter VII Para 1, and Chapter VIII Para 5)

Bhubaneswar, dated 13-4-1978

SHRI K. RAMAMURTHY, I.A.S.,
CHIEF SECRETARY,
ORISSA.

D. O. No. 25740/R
VC-2/78

My dear,

The next Census of India will be taken up in early 1981. The Census authorities have already commenced preparatory work for the purpose and they heavily depend upon the assistance of this State Government for making the programme of Census a success. According to the present programme updating of the Village lists and finalisation of Police Station Maps incorporating jurisdictional changes will have to be completed during the current year. Besides, it has been decided that the first pre-test will be taken up sometime during April-May, 1978.

To facilitate a thorough scrutiny, the detailed list of Villages (Police Station-Wise) alongwith police station maps in respect of each tahsil is being sent to you by the Director of Census Operations, Orissa for verification and return. The matter requires thorough scrutiny with regard to name, area, survey number and boundary of each village while taking up the verification work with the revenue records, due care should be taken in order to ensure that no village or area in a police Station is left out. It is possible that new Villages might have come up and existing villages become uninhabited. Such changes have to be specifically indicated in the Village list clearly showing their boundaries in the maps. Similarly boundary of each Police Station has to be carefully verified with the revenue maps of the Police Station taking into account the jurisdictional changes, if any. Besides, the guide lines as would be indicated by the Director of Census Operations while sending the list of Villages, for facility of scrutiny must be strictly followed.

Further, it is proposed to present data at the level of Community Development Blocks and Gram Panchayats Separately in the 1981 Census Publications in addition to the existing pattern of presenting Primary Census Abstract in respect of Police Stations, tahasils and districts and indicated above. A copy of the proforma is enclosed for reference. Two sets of Primary Census Abstract one for tahsils/Police Stations and the other for Community Development Blocks will have to be prepared as the boundaries of Community Development Blocks, in a large number of cases, are not determinus with those of the Police Stations and Tahsils.

Please issue suitable instructions to the Tahsildars to take up verification of the Village lists and themaps in complete manner and return the same with required certificates there on quickly.

Yours sincerely,
Sd/-
(K. RAMAMURTHY)

To
All Collectors (by name)
Memo No. 25741/R. dated 13/4/78.

Copy to Secretary, Board of Revenue, Orissa Cuttack/All Revenue Divisional Commissioners for information with reference to this Department Memo No. 8988 R., dated 9-2-78.

Sd/-
Deputy Secretary to Govt.

Memo No. 25742/*R.*, *dated.* 13-4-78.

Copy forwarded to the Director of Census Operations, Orissa, Cuttack with reference to his letter No. 110011/1/78 Tech, dated 1-3-78 and No. J-110011/1/78-Tech, dated 22-3-78 for information.

2. While sending the Village list and other relevant materials to the concerned collectors, the main points on which verification required may also be indicated in detail.

Sd/-
Deputy Secretary to Govt.

VILLAGE LIST

Police Station.....Tehsil.....Sub-division.....District.....

Particulars as per 1971 Census Report						Upto-date particulars of village as per Revenue Records							
Code No.	Name of Village (in block letters)	Area in acres	No. of houses	Population	Survey No.	Name of village in block letters	Area in acres	Approximate No of House	Approximate No of Population	Name of hamlet if any	Name of C.D. Block to which the village belongs	1981 Code No.	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14

APPENDIX—VI

(*Vide* Chapter II Para 7)

CENSUS OF INDIA 1981

HOUSELIST

1. Name of District.....Code No..... 3. Name of Tehsil/Taluka/P.S./Dev. Block/Island etc.....
....Code No.....
.....

2. Name of Village/Town.....Code No..... 4. Name or No. of Ward/Mohalla/Hamlet/E.B.....:
Code No. ....

Sl. No.	Building No. Municipal or local authority census No.	Census house No.	Purpose for which census house is used (if totally non-residential go to ECS)	House-hold No.	Name of the head of house-hold	Is the house-hold engaged in an enterprise using the member of the household or hiring out side labour within or outside this census house and with or without premises, if so, go to ECS	Is there a physically handicapped person in the household ? if so, indicate No. within brackets for each category totally blind-1; totally dumb-2; crippled-3 (Like 1(2); 3(1); 2(1) etc.)	No. of persons normally residing in census household on day of visit of the enumerator			Remarks
								M	F	T	
1	2	3	4	5	6	7	8	9	10	11	12

Signature of Enumerator .....dated..... Signature of field Supervisor.....dated.....

Signature of Office Compiler.....dated.....

CENSUS OF INDIA 1981

HOUSELIST ABSTRACT

Name of District.....Code No.....Name of Village/Town.....Code No. .....

Name of Tehsil/Taluka/P.S./Dev. Block/Island etc..... Name or Number of Ward/Mohalla/Hamlet/Enumerator's Block

Code No.....Code No.....

Page No. of House-list	Number of Census Houses						Total Number of Households	Total Population		
	Occupied residential Census Houses			Vacant census houses	Census Houses put to other uses	Total of columns 4, 5 and 6		Males	Females	Total
	Wholly residential	Partly residential	Total							
1	2	3	4	5	6	7	8	9	10	11

Checked and found correct

Signature of Enumerator.....

dated.....

Signature of Supervisor .....

dated.....

SECOND PRETEST
CENSUS OF INDIA 1981

INDIVIDUAL SLIP
(Universal)

CONFIDENTIAL
Pad No.....
Slip No.....

Location Code..... ( ) Sl. No. of Household [ ]

1 Name .....

2 Relationship to head .....

3 Male (1)/Female (2) .....

4 Age .....

5 Marital status .....

6 Mother tongue .....

7 Two other languages known .....

8 Nationality .....

9 Religion .....

10 Name of S.C. or S.T. .....

11 Illiterate (1)/ Literate (2) .....

12 Attending school/college, Yes(1)/No(2) .....

13 Educational attainment .....

14A Worked any time at all last year ? Yes / No (H/ST/D/R/B/I/O) .....

14B If yes in 14A, did you work for major part of last year ? Yes (1)/No (2) .....

15A Main activity last year ? 'Yes' in 14B (C/AL/HHI/OW) / 'No' in 14B (H/ST/D/R/B/I/O) .....

If HHI/OW in 15A

(i) Name of establishment .....

(ii) Description of work .....

(iii) Nature of industry, trade or service .....

(iv) Class of worker .....

15B Any other work ('Yes' in 14B) / Any work ('No' in 14B) any time last year ? Yes (C/AL/HHI/OW) / No .....

If HHI/OW in 15B

(i) Name of establishment .....

(ii) Description of work .....

(iii) Nature of industry, trade or service .....

(iv) Class of worker .....

16 If No in 14A or 14B seeking/available for work ? Yes (1)/No (2) .....

SECOND PRETEST

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP (Sample) — CONFIDENTIAL

1 Birth place

(a) Place of birth ____ ☐☐☐

(b) Rural (1)/Urban (2) ____ ☐

(c) District ____ ☐☐☐

(d) State/Country ____ ☐☐☐

2 Last residence

(a) Place of last residence ____ ☐☐☐

(b) Rural (1)/Urban (2) ____ ☐

(c) District ____ ☐☐☐

(d) State/Country ____ ☐☐☐

3 Reasons for migration from place of last residence (Code)* ____ ☐

4 Duration of residence at the village or town of enumeration ____ ☐

5 For all ever-married women only

(a) Age at marriage ____ ☐☐

(b) Number of children surviving at present

Male ☐ Female ☐ Total ☐

(c) Number of children ever born alive

Male ☐ Female ☐ Total ☐

6 For currently married women only

Any child born alive during last one year ____ ☐

*Employment (1) Education (2) Family moved (3) Marriage (4) others (5)

CENSUS OF INDIA 1981

ABRIDGED HOUSELIST FOR EACH CENSUS ENUMERATOR'S BLOCK Page No.

SECTION 1 : Identification particulars

	Name	Location Code
District		
Taluk/Tehsil/P.S./Dev. Block/Island		
Village/Town		
Ward/Mohalla/Hamlet		
Enumerator's Block		

SECTION 2* : Population of Enumerator's block

SECTION 3 : Houselist (to be copied from the original Houselist)

Serial No.	Building No.	Census house No.	@% Purpose for which census house is used	@, Household No.	@ Serial No. of the household	@& Name of the head of house-hold	** Remarks
1	2	3	4	5	6	7	8

SECTION 4 : Addenda to Section 3 (To record census house/house-holds not covered in Section 3 but found by census enumerator during enumeration).

*To be filled only on completion of census enumeration.

@ If any of these characteristics have changed at the time of census enumeration the census enumerator may insert appropriate correction in columns.

%Record purpose as given in the original houselist.

& If the name of head of the household is different from the one recorded in the original Houselist, the enumerator may correct this column at the time of enumeration. For Institutional Households and "(I)" after the name of the Head of the household.

**Record Remarks as given in the original houselist.

Signature of Supervisor and date.....

Signature of Enumerator and date.....

(For Office Use Only)

H. State		SC		M	Sex

1.	Lvl		Subject		Div
	Year		Univ.		
2.	Lvl		Subject		Div
	Year		Univ.		
3.	Lvl		Subject		Div
	Year		Univ.		
4.	Lvl		Subject		Div
	Year		Univ.		

Trg.	Year		Durn.		Inst

Stat	Durn.

	Sect	Orgn.	Work
Pr.			
Pv.			
Fr.			

P	Count	Stay	Year

Census of India-1981
Confidential

Location Code

DEGREE HOLDERS AND TECHNICAL PERSONNEL SURVEY

(Please see instructions overleaf)

1. Name: _____ 2. Date of birth: _____
3. Designation & Address: _____
4. Sex* : Male/Female 5. Are you married*: Yes/No 6. Scheduled Caste/Tribe* : Yes/No 7. Home State: _____
8. *All Academic and Professional Qualifications*

Degree/Diploma/ Certificate	Subject	Class or Division	Year of Passing	Course Duration	University/Institution/ Professional Body
			19.....		
			19.....		
			19.....		
			19.....		
9. Training Undergone		Apprentice/others.*	19.....		Academic/Industrial/ In service*
		Apprentice/others.*	19.....		Academic/Industrial/ In service*

10. Postgraduate Academic Specialisations: _____
11. Professional Specialisations/Technical Skills through experience: _____
12. Present Status*: Employee/Self Employed/Student/Trainee/Apprentice/Retired/Unemployed trying for job/ Unemployed not trying for job/Others. *13. Duration of present unemployment (if any).....months.*

14.

Employ-ment	Organisation		Main activity of the organisation	Nature of Your Work	Year of		Total Salary (Rs. p. m.)	
	Name	Sector*	Enter Serial Number as given overleaf		Joining	Leaving	at entry	last drawn
Present		Public/Pvt*			19..			
Previous		Public/Pvt*			19..	19..		
First		Public/Pvt*			19..	19..		

15. Visits abroad for Study, Training, & Employment (Exclude all other types of visits).

	Purpose	Country	Duration (months)	Year of Return
(i)				19..
(ii)				19...
(iii)				19...

Signature with date.....

*Please tick (✓) appropriate answers in items 4, 5, 6, 9, 12 & 14. For example if female Male/Female✓

INSTRUCTIONS

1 You may fill up this questionnaire if you possess a Degree in Arts, Humanities Science Engineering, Technology or Medicine Diploma in Engineering Technology or in any Professional field or a Certificate from I T I

2 If you are employed or self employed please give your office address in Item No 3

3. Different employments should relate to different organisations served and not the different jobs held in same organisation in Item No 14

4 Total salary in Item No 14 should include salary and all allowances.

5 **Main Activity of the Organisation (Item No 14)**

Serial No — Enter the serial number in the appropriate column in Item 14

1 Agriculture Forestry & Fishing,
2 Mining & Quarrying
3 Manufacturing of Food and Food Products
4 Manufacturing of Textiles, Cotton Clothes Jute etc
5 Manufacturing of Wood Paper Leather etc
6 Manufacturing of Rubber Plastics Petroleum Coal and related products
7 Manufacturing of Chemicals Chemical Products and Fertilizers
8 Manufacturing of non metallic mineral products like Mica Glass Refractories
9 Manufacturing of basic metals & alloys
10 Manufacturing of metal products excluding engineering and transport equipments
11 Manufacturing of machinery machine tools & parts except electrical machinery
12 Manufacturing of electrical machinery and appliances
13 Manufacturing of transport equipment & parts
14 Other manufacturing industry
15 Generation & Distribution of electricity gas and water
16 Construction
17 Trade and Commerce organisations,
18 Transport Storage and Communication organisat ons
19 Financing Insurance & Real Estates
20 Public Administration
21 Defence
22 Education
23 Scientific & Research Services
24 Medical and Health Services
25 Other Services
26 Organisations not classified elsewhere

6 **Nature of Your Work (Item No 14)**

Enter the serial number in the appropriate column in Item 14

1 Teaching
2 Teaching cum Research
3 Research
4 Design & Development
5 Construction
6 Industrial Product on
7 Maintenance
8 Testing/Quality Control
9 Consultation & Professional Practice
10 Sales & Market ng
11 Management
12 Administration
13 Others

7 **Please do not write on the Squares ☐☐☐ provided on the left hand side of the Questionnaire**

BUSINESS REPLY ENVELOPE

Postage will be paid by Addressee

NEW DELHI G P O
PERMIT NO 272

No Postage necessary if posted in India

Division for Scientific & Technical Personnel, CSIR
CSIR COMPLEX,
PUSA,
NEW DELHI.
PIN . 110012

FIRST FOLD

THIRD FOLD

SECOND FOLD

APPENDIX—VII

(Vide Chapter II, Para 15)

List of Circular issued by the Director, Census, Orissa for 1981 Operations

Name of the Circular	Letter No. & Date	Subject
1	2	3
Circular No. 1	D.O. No.. 115/50/79-CT Dt. 27-9-79	General Instructions regarding ~~1981~~ Census Operations.
Circular No. 2	D.O. No. 115/50/79-CT Dt. 23-10-79	Compilation of Town & Village Directory.
Circular No. 2A	D.O. No. 115/50/79-CT Dt. 18 2-80	Do.
Circular No. 2B	D.O. No. 115/50/79-CT Dt. 18-3-80	Do.
Circular No. 3	D.O. No. 115/50/79-CT Dt. 14-11-79	Location Code
Circular No 3A	D O No 115/50/79-CT Dt. 10-1-80	Location Code
Circular No 3B	D O No 115/50/79-CT Dt 25-1-80	Supply of Code number for C D blocks for the Enterprise list.
Circular No. 4	D.O. No. 115/91/79-CT Dt. 15-11-79	Delineation of Urban agglomeration.
Circular No. 5	D.O. No. 115/50/79-CT Dt. 21-11-79	Preparation of Notional Maps.
Circular No. 6	D.O. No. 115/50/79-CT Dt. 28-11-79	Delimitation of enumeration blocks, supervisory circles for Houselisting Operation—Preparation of registers and maps etc.
Circular No. 7	D.O. No. 115/50/79-CT Dt. 1-1-80	Selection and appointment of enumerators and supervisors for houselisting operations 1980.
Circular No. 8	D.O. No. 115/50/79-CT Dt. 7-1-80	Training of Census Personnel Houselisting Operation.
Circular No. 9	D.O. No. 115/50/79-CT Dt. 12-3-80	Training curriculum of Enumerators and Supervisors, storage, accounting and distribution of forms, sched, ules, booklets and circulars etc. Houselisting Operation, 1980.
Circular No. 10 . . .	D.O. No. 115/50/79-CT Dt. 17-3-80	House numbering and houselisting operation 1980-some import nt aspects.
Circular No. 11 . . .	D.O. No. 115/50/79-CT Dt. 21-3-80	Filling in Enterprise list during Houselisting operation 1980 –Some important aspects.
Circular No. 12	D.O. No. 115/50/79 CT Dt. 14-4-80	Handling of records of Houselisting operation on-Completion of the field work.
Circular No. 13	D.O. No. 115/50/79-CT Dt. 17-5-80	Enumeration in February-March 1981—Calendar of Operations.
Circular No. 14	D.O. No. 115/50/79-CT Dt. 26-5-80	Fresh formation of Enumeration Blocks and preparation of Charge Register (for the final count in February 1981).
Circular No. 15	D.O. No. 115/50/79-CT Dt. 28-5-80.	Preparation of the Abridged Houselist for the Enumeration of 1981 Census.
Circular No. 16	D.O. No. 115/50/79-CT Dt. 10-6-80	Instruction for selection of 20% Enumeration Blocks for canvassing of Sample Individual slips in 1981 Census.
Circular No. 16A . . .	D.O. No. 115/50/79-CT Dt. 5-7-80	Instruction for selection of 20% enumeration blocks for canvassing of sample individual slips in 1981 Census.
Circular No. 17	D.O. No. 115/50/79-CT Dt. 12-8-80	Selection on appointment of enumerators and supervisors for the Enumeration and Training.
Circular No. 15A . . .	D.O. No. 115/50/79-CT Dt. 16-8-80	Preparation of the Abridged Houselist for the enumeration of 1981—Amendment of Circular No. 15.
Circular No. 18	D.O. No. 115/50/79-CT Dt. 25-10-80	Distribution of Census forms and schedules for the enumeration operations 1981.
Circular No. 19	D.O. N . 115/50/79-CT Dt. 29-12-80	Reporting of provisional population totals on completion of enumeration operation in March, 1981 Arrangement.
Circular No. 20	D.O. No. 115/50/79-CT Dt. 15-1-81	Return of Census records on completion of the field operations for the 1981 Enumeration.
Circular No. 21	D.O. No. 115/50/79-CT Dt. 17-1-81	Enumeration 1981—Supervision, monitoring and control of the field operation.

APPENDIX—VIII

(Vide Chapter III-Para 6)

CENSUS CALENDAR : 1981 CENSUS – ORISSA

1st Stage—House-numbering & Houselisting (including Economic Census)

December, 79	1. Preparation of town registers by the town Census Officers.
	2. Preparation of Charge maps by the Charge Officers.
	3. Despatch of village register and other printed forms for preparation of different registers in Tahsil Office/Town Office.
	4. Preparation of National maps of villages/wards of town.
	5. Preparation of circle register and charge register.
	6. Provisional delimitation of blocks, enumerator's jurisdiction and supervisor's circle for housenumbering in the circle register. Preparation of Inventory of Census Personnel viz.- Enumerators and Supervisors by Charge Officers.
	7. Training programme for trainer officers at district level.
	8. Collection of data for village Directory & Town Directory to start.
	9. Finalization of proposals for Urban agglomeration by District Census Officers.
January, 1980	1. Completion of residual work, if any, carried over from previous month.
	2. Training programme for District Statistical officers, Sub-Divisional Census officers and Charge Officers/Town Census Officers in housenumbering and houselisting operations and Economic Census would continue and be completed.
	3. Final selection and appointment of Supervisors and Enumerators and issue of appointment orders.
	4. Drawing of training programme for Enumerators and Supervisors for the houselisting operations from the last week of January' 80.
	5. Despatch of packets containing houselisting forms along with other forms, schedules, instructions booklets from district offices to charge offices.
	6. Pilot training classes for the Enumerators and Supervisors for housenumbering and houselisting operation including practical exercise through training schedules.
	7. Arrangement of publicity for houselisting operations.
	8. Review of the training programme drawn up by the Charge Officers by the District Census Officers/Sub-Divisional Officers.
	9. Completion of collection of data for Village Directory & Town Directory.
February, 80 & March '80	1. Completion of training to Enumerators and Supervisors.
	2. Publicity for Houselisting Operations.
	3. Distribution of houselisting forms, schedules and payment of cost of materials for house listing operations.
April 1980	
7th April, '80 & 8th April, '80	1. Completion of Notional maps and lay-out sketches of blocks (Notional maps for houses) by the enumerators by 8-4-80.
9th April, '80 & 11th April, '80	2. Completion of House numbering.

12th April, '80 to 26th April, '80	3. Houselisting and canvassing of Enterprise list.
27th April, '80	4. Preparation of houselisting abstract and Enterprise list Abstract.
28th April, '80 to 4th May, '80	5. Preparation of Second copy of houselists and neat final copies of Notional maps and lay-out sketches as per the prescribed size.
5th May, '80 to 6th May, '80	Final check of houselist schedules, Enterprise list along with the Abstracts, Notional maps, layout sketches etc. and handover all records to supervisors.
7th May, '80	1. Transmission of records to Charge Officers.
8th May, '80 to 16th May, '80	2. Sorting of records and packing of records systematically in ascending order of location code number of villages. Separate packets for separate schedules and maps are to be prepared in charge offices.
	3. Despatch of records (Houselists, Houselist Abstracts, Enterprise list, Enterprise list Abstract, Notional maps, layout sketches, village register, circle register, charge register, police station maps etc.) by charge Officers to District Census offices.
18th May, '80 to 24th May, '80	4. Verification of records charge-wise by District Census Officers.
	5. Scrutiny and verification of houselists, Enterprise list, Abstracts, Notional maps, layout sketches, village registers, charge registers, police station maps, Town maps, District maps etc. at District Offices.

Second Stage Enumeration (May, 1980-March 1981)

May, 1980

Issue of Circular instructions by Director of Census Operations on :

(*i*) Delineation of enumeration Blocks and preparation of new circle register and charge register for the final count, and

(*ii*) Preparation of abridged houselist.

June, 1980

(*i*) Second Conference of the District Census Officers on 16th -17th June, 1980.

(*ii*) Divisional/District level meetings of Sub-divisional Census Officers, Charge Officers and Town Census Officers in connection with delimitation of Blocks, preparation of charge registers and circle registers and preparation of abridged houselist.

(*iii*) Delineation of freash enumeration Blocks for the final acount by the Charge Officers based on filled in houselist schedules.

(*a*) Demarcation of enumerator's jurisdiction, area of supervisor's circle in the P.S./Part P.S. map for the 1981 Census count.

(*b*) Assignment of continuous serial no to each supervisor's circle on the P.S. map.

(*c*) Assignment of a separate continuous serial number to each enumerator's jurisdiction on the P.S. map through supervisory circle.

(*iv*) Preparation of fresh circle registers and charge registers for the 1981 census enumeration.

(*v*) Issue of circular instruction by the Director of Census Operations on area sampling for formation of sample Blocks.

July, 1980

(*i*) District level meetings of the Charge Officers, etc., to be completed, during the 1st week.

(*ii*) Carry-over work regarding delineation of enumeration Blocks and preparation of charge registers, etc., if any, to be completed during the first fortnight.

(*iii*) Preparation of the abridged houselist in charge offices,

(*a*) Filling up of identification particulars for each enumeration Block in ascending order of the Block number.

(*b*) Scribing of required information correctly from the original houselist in relevant columns of Section 2 of the Abridged Houselist.

(*vi*) Completion of area sampling for sample enumeration Blocks.

(*v*) Issue of circular instructions regarding selection and appointment of enumeration personnel.

August, 1980

(*i*) Preparation of Abridged Houselist to continue in charge offices.

(*ii*) Selection of training officers for imparting training to enumerators and supervisors.

(*iii*) Completion of selection of enumerators and supervisors including reserve list of census personnel.

(*iv*) Issue of circular instructions regarding training of census personnel.

(*v*) Training conference of District Census Officers for 2-3 days.

September, 1980

(*i*) Training of trainer officers for 2-3 days to be held at district and subdivisional levels from 2nd September, 1980 and to be completed by 15th October, 1980.

(*ii*) Issue of letters of appointment to enumerators and supervisors.

(*iii*) Preparation of training programme for enumerators and supervisors.

October, 1980

(*i*) Completion of preparation of Abridged Houselist in Charge Offices.

(*ii*) Completion of training of trainer officers at district/sub-divisional levels by 15-10-80 (before the start of Puja holidays).

(*iii*) Finalisation of training programme of enumerators and supervisors at different training centres and issue of notice to concerned enumerators and supervisors accordingly.

(*iv*) Preliminary meeting of concerned training officers, enumerators and supervisors at C.D. Block headquarters/Municipality Office to attend to the following main items of work (in the last week of October or 1st week of November) :

(*a*) Distribution of instruction booklets and training forms to enumerators and supervisors.

(*b*) Checking of the receipt of appointment orders by enumerators and supervisors including reserve.

(*c*) Announcement of training programme centre by centre to individual enumerators and supervisors and the procedure of imparting the training.

(*d*) Distribution of balance amount of honorarium, if any, to the enumerators and supervisors on account of houselisting work.

(*v*) Issue of Census circular regading storage, accounting and distribution of forms and schedules.

November, 1980, December, 1980 and January, 1981

(*i*) Training of the enumerators and supervisors at different centres as per the training programme. This will start from 12th Nov., 1980 and will continue in November, 1980, December, 1980 and Jan., 1981. There will be six training classses for the enumerators and supervisors including practical field exercises. The training in each round will be taken up for full two days and there will be an interval of 10-15 days between 2 training classes. On the average, there will be 4 training centres in each C.D. Block area. It is expected that there will be one training class for each batch in November, 3 in December, 1980 and 2 in January, 1981.

(*ii*) In between the training classes the enumerators and supervisors should go round their respective areas of jurisdiction and bring the layout sketch up-to-date. One neat copy of the layout sketch of each Block should be prepared. This must be completed before 15th January, 1981.

(*iii*) Preparation of Abridged Houselist, Notional maps and Layout Sketches by enumerators by end of Jan., 1981.

(*iv*) Issue of Census circular on important aspects of filling in household schedule and individual slip.

(*v*) Issue of circular regarding arrangement for provisional population totals and collection of records from enumerators up to the Regional Tabulation Office.

(*vi*) Despatch of individual slip pads and other census schedules to district offices in November 1980.

(*vii*) Despatch of census pads and forms, etc., from district offices to charge offices by the end of December, 1980.

(*viii*) Despatch of pads and forms by Charge Officers to different training centres for distribution to enumerators and supervisors.

(*ix*) Distribution of requisite number of pads and forms along with the abridged houselist to individual enumerators and supervisors (including reserve) under proper acquittance in the register meant for the same.

(*x*) Special training for the enumerators and supervisors of "special areas".

(*xi*) Publicity.

February, 1981 — Refresher's eourse for one day during the 1st week for enumerators and supervisors at Block headquarters. Updated Notional map, Layout sketch and Section 3 of Abridged Houselist will be checked in this round.

Monday, the 9th, February, 1981 to Saturday, the 28th, February, 1981 — **Actual Enumeration.**

28th February, 1981 (night) March, 1981 — Enumeration of houseless population.

1st to 5th March, 1981 — Revisional round of enumeration.

6th and 7th March, 1981 — Supervisor's provisional total abstracts together with enumerator's abstract and records to reach the Charge Officer and Town Census officer.

8th and 9th March, 1981	Consolidation of population figures in the charge—provisional total abstract and transmission of charge total in standard message form by Express Telegram/Wireless/Special Messenger by the Charge Officer to the District Census Officer and Director of Census Operations.
10th and 11th March, 1981	Compilation of figures in district office and communication of district total by the District Census Officer to the Registrar General, India and Director of Census Operations in standard message form by Express telegram.
12th March, 1981	Consolidation of State and district totals at the Directorate and transmission of the same to the Registrar General, India by Wireless/Telegram.
14th March, 1981	Compilation of further details of the provisional figures from the enumerators' abstract by the Charge Officer in charge abstract form and transmission of one copy of the same to the District Census Officer and another to the Director of Census Operations by post.
15th March, 1981	Compilation of district statement by the District Census Officer and despatch of one copy to the Registrar General, India and another to the Director of Census by post.
16th March, 1981 to 31st March, 1981	District Census Officer to send the records to the respective Regional Tabulation Offices.

85-M/J(N)164DCO—7(a)

APPENDIX—IX

(Vide Chapter IV, para 12 and, Chapter XIII para 13

Statement showing the existing strength during my joining and the additional posts created for 1981 Census in different categories

Category of posts	As on June '79		Addl. posts created		Total
	Permanent	Temporary	Permanent	Temporary	
1	2	3	4	5	6
OFFICERS					
1. Director	..	1	..	..	1
2. Deputy Director	..	2	..	..	2
3. Asst. Director (Tech.)	1	1	..	..	2
STAFF (MINISTERIAL)					
4. Office Superintendent	..	1	..	..	1
5. Confidential Asstt.	..	..	..	1	1
6. Jr. Accounts Officer	..	..	.	1	1
7. Head Assistant	1	..	.	..	1
8. Head Clerk	1	..	..	..	1
9. Assistant	..	..	..	1	1
10. U.D. Clerk	5	..	.	..	5
11. Accountant	..	..	..	1	1
12. Hindi Translator (Rg. 11)	—	1	.	..	1
13. Sr. Stenographer	..	1	.	..	1
14. Jr. Stenographer	2	..	.	..	2
15. L.D. Clerk	8	..	..	..	8
16. Librarian/Asstt. Librarian (Librarian)	1	..	..	1 (Asst. Librarian)	2
17. Gestetnor Operator	..	..	..	1	1
18. Driver	1	..	..	..	1
19. Daftry	3	..	..	..	3
20. Peon	17	1	..	..	18
21. Chowkidar	2	..	..	6	8
22. Farash	1	..	..	1	2
23. Sweeper	..	..	..	2	2
24. Mali	..	..	..	2	2
STAFF (TECHNICAL) TABULATION WING					
25. Investigator/T.O.	8	..	..	2	10
26. Statistical Asst.	10	1	..	11	22
27. Computor	13	..	..	23	36
28. Asst. Compiler	46	5	..	..	51
29. Supervisor	..	..	..	15	15
30. Checker	..	..	..	61	61
31. Coder	..	..	..	86	86

APPENDIX—IX—*concld*

1	2	3	4	5	6
(II) MAP WING					
32. Sr. Geographer	..	1	..	..	1
33. Cartographer	1	..	..	..	1
34. Sr. Artist	..	..	..	1	1
35. Sr. Draftsman	1	..	..	..	1
36. Artist	1	..	..	1	2
37. Draftsman	6	1	..	2	9
38. Hand Press Machine Operator	2	..	..	..	2
39. Ferroprint Operator	..	..	..	1	1
(III) PRINTING WING					
40. Sr. Technical Asst. (Ptg.)	..	..	..	1	1
41. Printing Inspector	1	..	..	..	1
42. Proof Reader	2	..	..	..	2
(IV) S.R.S. & A.S.R.S.					
43. Investigator	..	2	..	..	2
44. Statistical Asst.	..	2	..	..	2
45. Computor	18	11	..	..	29
46. Asst. Compiler	..	1	..	..	1
47. L.D.Clerk	..	1	..	..	1
(V) M.R.S.					
48. Investigator	..	1	..	..	1
(VI) DIRECT DATA ENTRY SYSTEM					
49. Asst. Director	..	..	..	1	1
50. Sr. Supervisor	..	..	..	1	1
51. Jr. Supervisor	..	..	..	2	2
52. Operator	..	..	..	18	18

APPENDIX—X

(Vide chapter IV, Para 6)

No. 1/34/79-Ad. I

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

2/A, Mansingh Road,
New Delhi-110011.
Dated the 26th June 1979.

To

The Chief Secretaries to the
Government of all States and
Union Territories
(*except Delhi and Lakshadweep*)
Administrator, Lakshadweep, Kavarathi.

SUB : Clerical assistance to District, Sub-Divisional, Tehsil/Taluk/Thana establishments, and Urban Local Bodies in connection with the 1981 Census Work.

Sir,

I have the honour to say that the preliminary work to organise the national census of population, during February-March, 1981, has commenced in full swing in all the States and Union Territories. As a prelude to the Census count, houselisting operations in which a houselist and along with it an economic census schedule is proposed to be canvassed will be carried out in 1980, about a year in advance of the actual population count in 1981. Traditionally, this country has had the privilege of conducting these operations with the voluntary and close co-operation of the State/UT. Authorities since the letter are deeply interested in taking the census in their respective territories. The state Government/UT. Administration will be declaring the Deputy Commissioners/Collectors, sub-Divisional Officers, and Tahsildars etc., as the Census Officers in their respective jurisdictions. These officers will be responsible for the conduct of the Census Operations in their respective areas under the guidance of the Director of Census Operations in the State/UT. The census officers will be required to attend to the delimitation of Census Charges, selection and training of census enumeration agency, introduction of the system of permanent house-numbering, Census Publicity, Receipt and Despatch of Census Enumeration Schedules, introduction and other literature on Census and the actual census count, in consultation with the Director of Census Operations.

2. As the State/UT officials and their offices especially those who will be associated with the Census operations in their areas are heavily worked, it has been considered necessary to provide some clerical assistance to District/Sub-Divisional/Tahsil establishments and Urban Local Bodies, such as Corporations, Municipal bodies etc., so as to help them in carrying out the Census Operations in the correct way and according to the time schedule. I may add in this connection that this pattern of providing clerical assistance to these establishments was first introduced in the 1961 census and continued in the 1971 Census. It is considered necessary to continue this practice in the 1981 Census as well.

3. The scale of clerical assistance provided to the District etc. establishments for 1971 Census Operation in all State/UT was as follows :

District Census Offices in States/UTs	1 Upper Division Clerk 1 Lower Division Clerk 1 Peon
Sub-Divisional Offices in Bihar and Assam	1 Upper Division Clerk
Sub-Divisional Offices in Orissa and West Bengal	1 Lower Division Clerk
Tahsil/Taluk/Thana Offices in Other States/UTs	1 Lower Division Clerk
Local Bodies	
(*i*) Cities with between 1 & 2 lakhs of population	1 Upper Division Clerk
(*ii*) Cities with over 2 lakhs of population	1 Upper Division Clerk 1 Lower Division Clerk for Every additional lakh of population.

The aforesaid scale of assistance will be available for the 1981 Census also from 1-8-1979 upto the end of May 1981 except in the cases of cities of Greater Bombay, Calcutta and Madras. For metropolitan cities of Greater Bombay and Madras respectively the arrangement that was followed by the State Governments for the 1971 Census, may be continued for the 1981 Census as well. For the City of Greater Bombay, clerical assistance of the following scale was provided to the Municipal Corporation, the 1971 Census keeping in view of fact that the Bombay Municipal corporation borne 50% of the total expenditure incurred on the Census of that city :—

(*i*)	Section Officers	100
(*ii*)	Instructors	125
(*iii*)	Full Time Clerks	60
(*iv*)	Full Time Labourers	30

For the City of Madras the following staff were appointed under the Deputy Director of Census Operations for Madras City) :—

(*i*)	Assistant Revenue Officer	4
(*ii*)	Manager	1
(*iii*)	Steno-typist	3
(*iv*)	Upper Division Clerks	4
(*v*)	Lower Division Clerk	1
(*vi*)	Typist	1
(*vii*)	Peon	10

The staff worked under the administrative control of the Commissioner of the corporation of Madras. They were treated as part of the Corporation staff and were paid the local rates of pay. The Madras corporation incurred by the expenditure intially which was reimbursed to them in full by the Census Organisation, later. For the metropolitan city of Calcutta, there will be a separate unit under the Director of Census Operations West Bengal to look to the details of the Census Operations in that city, as in 1971 Census.

4. The staff to be appointed against these posts will have to be treated as part of the district/sub-divisional, etc. establishments of the State Government/UT. Administration and their pay and allowances will be the same as those of other members of corresponding grades of the respective establishments. That is to say the required number of posts will be created as additional posts in the district and other establishments on local scales of pay for the corresponding posts and appointments will be made to these posts by the competent authority of the State Government UT administration. The expenditure to be incurred on pay and allowance of this extra staff will be met in full by the Government of India.

5. At the 1971 Census, provision for this expenditure was made in the Census budget in each State/UT circle of accounts under the sub-head "B—Enumeration". The Director of Census Operations on his part allocated provision under this sub-head to each district officer depending upon the quantum of clerical assistance provided to that district according to the scale of assistance mentioned in paragraph 3 above. The pay and allowance of the staff were drawn by the district officers concerned and the expenditure debited directly to the Government of India, against the Census budget, under the sub-head "B—Enumeration". The district officers were required to send monthly expenditure figures to the Director of Census Operations concerned for effective financial control and for reconciliation of the expenditure figures with those booked by the Accountant General in the respective State/UT.

But, on re-examination later, the Accountant General, Central Revenues, informed this office that the procedure evolved and followed at the 1971 Census did not conform to the accounting procedure to be followed in regard to transactions arising in connection with the agency functions entrusted to State Government under Article 258 of the constitution as laid down in Government of India, Ministry of Finance O.M. No. F(1)-B/64 dated 9th January 1965, the relevant part of which is extracted below :

"The extra cost to the State Governments arising mainly in respect of the additional staff employed or contingent and other expenditure as in the case of work devolving on the State Governments in connection with the administration of the Census Act, is re-imbursable under Article 258(3) of the Constitution. Expenditure in this regard should be provided in the State Budget in the first instance and adjusted in the accounts of the State Govt. under the normal Head of the Accounts. These will be reimbursed in lump sum to the State Government."

The Ministry of Finance, Government of India, and the Comptroller and Auditor General of India, who were consulted by this office, about it, advised that the procedure mentioned above was the correct procedure and should be followed in the future in such cases of agency functions entrusted to the State Governments under Article 258 (3) of the Constitution. Accordingly it is proposed to follow this procedure in regard to the expenditure to be incurred on the clerical assistance to the District/Sub-Divisional/Taluks, etc. offices for the 1981 Census. In other words, the expenditure on clerical assistance will be incurred by the State Govt./UT Administration initially, which will be reimbursed to them in full by the Government of India. Incidentally, this was the procedure followed at the 1961 Census. In order that the expenditure incurred by the State Govt./UT Administration during a financial year

reimbursed to them before the close of that financial year itself, by the Government of India, the expenditure figures as certified by the Accountant General may be communicated to the Director of Census Operations in your State/UT in the month following the month to which the figures relate. The intention is that the funds provided for the purpose by the Government of India during a particular period is not allowed to lapse.

6. I am to request that orders of the State Gvoernments/UT administration may kindly be issued :—

(*i*) For the creation of the requisite no. of posts with effect from 1st August 1979 according to the scale indicated in paragraph 3 above;

(*ii*) Requesting the District/Sub-divisional/Tahsil/Taluka or Thana officers, and urban local bodies to post the best available staff for census work as soon as the posts are created in their'rspective establishments.

(*iii*) For the provisions of requisite funds in the budgets of the District/Sub-divisions/Tahsils or Talukas or Thanas and of the Urban Local Bodies concerned, during the current and subsequent financial years for meeting the expenditure on the clerical assistance to be provided to them for 1981 Census work; and

(*iv*) For the maintenance of separate accounts in respect of the pay and allowances etc. of the staff appointed against the post to be created for Census work and for furnishing a monthly consolidated statement of *such expenditure for each district and for the State/UT as a whole, duly certified by the Accountant Gene*ral of your State/UT to the Director of Census Operations in your State for arranging re-imbursement to the State Govt/UT Administration.

7. As the 1981 Census work has gained considerable momentum it will be very much appreciated if orders of the State Government/UT Administration, as requested in the preceding paragraph are issued immediately so as to maintain the pace of progress so far achieved and to make the 1981 census operations success.

8. A copy of the orders issued by the State Govt/UT may kindly be endorsed to the Director of Census Operations in your State/UT.

Yours faithfully
Sd/-
P. PADMANABHA
Registrar General, India

No. 1/34/79-Ad.-I

New Delhi-110011

Copy forwarded for information to :—

1. All Directors of Census Operations in States/Union Territories.
2. Pay and Accounts Officer (Census), Ministry of Home Affairs.
3. Ad.-III Section (Budget Assistant).
4. ARC(C).
5. PA-6 DRC(C).

Sd/-
V.P. PANDEY,
Deputy Registrar General, India.

APPENDIX—XI

(Vide Chapter IV, Para 7)

D.O. No. G-18020/5/80-Budget Cell

P. PADMANABHA

June 13, 1980

My Dear Nanda,

Please refer to your D.O. letter No. 128/4/80-CT dated 2nd June, 1980, regarding revised procedure for payment of honorarium to the enumeration staff in connection with the 1981 Census work.

In view of the appropriate steps taken by you and the State Government of Orissa to include necessary provisions in the State budget for meeting the expenditure for payment of honorarium to the enumeration staff in connection with the 1981 Census work, your proposal for disbursement of the honoraria through the State Budget without having recourse to the transfer of funds from the Centre to the State, is hereby approved.

Yours sincerely,
Sd/-
P. PADMANABHA

Shri A.R. Nanda,
Director of Census Operations,
Orissa. Cuttack

APPENDIX—XII

(Vide Chapter V, Para 6)

GOVERNMENT OF ORISSA

REVENUE DEPARTMENT

No. VC-7/80.62990/R., dt. 15-9-80

FROM

Shri J.B. Patnaik, O.A.S.,
Under Secretary to Government.

To

The Secretary, Board of Revenue,
Orissa, Cuttack.

SUB : Relaxation of Travelling expenses over the existing ceiling for State Government officials engaged in Census of India, 1981.

Sir,

I am directed to say that in relaxation of Finance Department oder No. 21020/F., Dt. 15-6-68 as amended vide their order No. 13086/F., dt. 17-3-79 the Governor has been pleased to order that the following officers :

1. Collector.
2. Addl., District Magistrate
3. Sub-Divisional Officers
4. Tahsildars (including Addl. Tahsildars)
5. Block Development Officers
6. Inspector of Schools (Circles)
7. District Inspector of Schools
8. District Statistical Officers

and the fixed T.A. holders viz. Sub-Inspector of Schools, Revenue Supervisors and Revenue Inspectors who are engaged in 1981 Census Operations are authorised to draw travelling allowances in excess upto a limit of 20% over the limit fixed by Finance Department till the end of February, 1981.

2. The extra expenditure to be incurred on this account should however be accommodated within the Budget provision for the year 1980-81.

3. This has been concurred in by Finance Department in their U.O.R. No. 84 CS.II dt. 18-7-80.

Yours faithfully,
Sd/-
Under Secretary to Government.

Memo No. 62991/R., dt. 15-9-80.

Copy forwarded to all Departments of Government/All Heads of Department/Revenue Divisional Commissioners/ All Collectors for information.

Sd/-
Under Secretary to Government.

Memo No. 62992/R. dt. 15-9-80.

Copy forwarded to Finance Department for information.

Sd/-
Under Secretary to Government.

Memo No. 62993/R., dt. 15-9-80.

Copy forwarded to the Accountant General, Orissa, Bhubaneswar for information.

Sd/-
Under Secretary to Government.

Memo No. 62994/R. dt. 15-9-80.

Copy forwarded to the Director of Census, Cuttack for information with reference to his letter No. 76/1/79-Accts.

Sd/-
Under Secretary to Government.

APPENDIX XIII

(Vide Chapter VI—Para 1 and Chapter XIII—Para 34)

Receipt and Supply of Forms

Name of Schedule	Language	Source of Printing	No. of copies received
1	2	3	4
1. Instruction Booklet on Enumeration	English	RGI	3,000
	Oriya	Pvt. Press	70,000
2. **Individual Slip**			
Black	English	RGI	5,88,000
	Oriya	RGI	359,02,000
Blue	English	RGI	1,47,500
	Oriya	RGI	75,60,000
Red	English	RGI	1,27,500
	Oriya	RGI	65,40,000
3. **Household Schedule**			
Black	English	RGI	1,50,250
	Oriya	RGI	69,74,125
Red	English	RGI	24,375
	Oriya	RGI	14,25,000
4. **D.H.T.P. Schedule**	English	RGI	2,15,000
5. **Working Sheets for Enumerator's Abstract**			
Black	English	RGI	20,000
	Oriya	O.G.P.	10,00,000
Red	Oriya	O.G.P.	70,000
6. **Enumerator's Abstract**			
Black	English	RGI	8,000
	Oriya	O.G.P.	1,00,000
Red	English	RGI	4,000
	Oriya	O.G.P.	70,000
7. **Abridged Houselist**			
Black	English	RGI	3,000
	Oriya	O.G.P.	90,000
Red	English	RGI	3,000
	Oriya	O.G.P.	70,000
8. **Addl. Sheet for Sec. II**			
Black	English	RGI	3,000
	Oriya	O.G.P.	1,00,000
9. **Addl. Sheet for Sec. III**			
Black	English	RGI	4,000
	Oriya	O.G.P.	80,000
10. **Training Programme for Supervisor/Enumerator**	English	O.G.P.	25,000
11. Census Personnel Register	English	O.G.P.	6,000

APPENDIX—XIII (*concld*).

1	2	3	4
12. **Appointment Letter**			
Enumerator	English	O.G.P.	65,000
Supervisor	English	O.G.P.	17,000
13. **Identity Card**			
Enumerator	English	O.G.P.	55,000
Supervisor	English	O.G.P.	14,000
14. List of S.C./S.T.	English	O.G.P.	3,000
15. Enumerators Block Inventory	English	O.G.P.	10,000
	Oriya	O.G.P.	2,00,000
16 Supervisor Circle Inventory	English	O.G.P.	3,000
	Oriya	O.G.P.	40,000
17. Charge Inventory	English	O.G.P.	15,000
18. Account of D H.T.P. for Enumerator	English	O.G.P.	3,000
		RGI	2,04,000
19. Account of D.H.T.P. for Supervisor	Oriya	O.G.P.	20,000
	English/ Oriya	O.G.P.	20,000
20. Accounts of D.H.T.P. for Charge	English	O.G.P.	5,000
21. Supervisor Manual	Oriya	O.G.P.	20,000
	English	O.G.P.	3,000
22. Notional Map/Layout Sketch	English	O.G.P.	1,40,000
23. Rural Block Note	English	O.G.P.	4,000
	Oriya	O.G.P.	72,000
24. Charge Working Sheet	Oriya	O.G.P.	15,000
25. Charge Abstract	Oriya	O.G.P.	1,500
26. Aid to Enumerator booklet	English	Pvt. Press	4,000
	Oriya	Pvt. Press	65,000
27. Charge Register Enumeration	English	Pvt. Press	75,000
28. Folder	English	RGI	5,000
29. Census Poster	Oriya	RGI	1,94,000
	English	RGI	40,000
	Hindi	RGI	4,000
	Telugu	RGI	9,000

APPENDIX

(Vide Chapter VI Para 3

Distribution of Operational

Name of District	Houselist		Houselist Abstract		Enterprise List	
	Oriya	English	Oriya	English	Oriya	English
1	2	3	4	5	6	7
ORISSA	13,10,000	22,000	1,27,100	1,700	3,00,500	3,700
1. Sambalpur	1,11,100	3,000	9,000	200	25,400	400
2. Sundargarh	73,800	4,000	6,500	300	19,850	600
3. Kendujhar	59,300	..	6,500	..	13,700	..
4. Mayurbhanj	81,300	..	8,600	..	17,900	..
5. Baleshwar	96,700	..	9,900	..	23,000	..
6. Cuttack	1,91,900	..	17,000	..	39,900	..
7. Dhenkanal	70,200	..	8,000	..	16,600	..
8. Phulabani	52,700	..	7,500	..	15,200	..
9. Balangir	76,000	..	7,500	..	16,300	..
10. Kalahandi	73,000	..	6,800	..	15,300	..
11. Koraput	1,47,500	5,000	13,800	400	33,400	900
12. Ganjam	1,52,500	5,000	13,000	400	31,800	900
13. Puri	1,24,000	5,000	13,000	400	32,200	900
Forms received	14,16,000	27,000	1,33,000	3,000	3,40,000	4,200

XIV

and Chapter X *Para* 15)

Forms for Houselisting.

Enterprise List Abstract		Notional Map	Lay-out sketch	Supervisor Circle Abstract		Charge Abstract	District Abstract
Oriya	English			Oriya	English		
8	9	10	11	12	13	14	15
97,900	1,150	89,950	1,79,900	15,310	2,850	4,750	460
7,850	100	6,660	13,320	1,130	400	450	40
4,900	150	3,600	7,200	910	400	300	40
3,950	..	3,640	7,280	800	..	200	30
6,400	..	6,200	12,400	1,030	..	250	30
8,000	..	7,350	14,700	1,200	..	300	40
14,000	..	13,000	26,000	2,250	..	800	50
5,800	..	5,500	11,000	930	..	200	20
5,400	..	5 300	10,600	630	..	150	20
5,000	..	4,500	9,000	990	..	300	20
5,000	..	5,100	10,200	850	..	200	30
11,000	300	10,600	21,200	1,530	750	500	40
10,600	300	9,500	19,000	1,530	650	550	50
10,100	300	9,000	18,000	1,530	650	550	50
125,000	1,600	280,000		18,000	3,000	5,000	500

APPENDIX—

Printing and Distribution of forms

	Appointment letter for Enumerator	Appointment letter for Supervisor	Indentity Card for Enumerator	Identity-Card for Supervisor	Instruction booklet for Enumerator		Aid to Enumerator	
	E	E	E	E	E	O	E	O
1	2	3	4	5	6	7	8	9
Total	63,000	16,500	54,050	13,800	2,950	69,350	3,950	63,750
1. Sambalpur	5,000	1,200	4,200	1,100	300	6,000	450	5,700
2. Sundargarh	3,900	900	3,200	600	400	4,200	450	4,000
3. Kendujhar	3,500	600	3,000	400	50	3,950	150	3,550
4. Mayurbhanj	4,200	750	3,500	700	50	4,800	150	4,250
5. Baleshwar	4,950	1,400	3,700	1,200	150	6,200	250	5,000
6. Cuttack	8,400	3,200	8,400	2,600	450	8,900	600	8,450
7. Dhenkanal	3,950	950	3,400	850	50	4,200	200	4,000
8. Phulbani	3,000	500	2,300	400	50	3,200	150	3,050
9. Balangir	3,500	650	3,000	500	50	3,700	200	3,550
10. Kalahandi	3,500	650	3,000	550	50	3,800	150	3,550
11. Koraput	6,000	1,650	5,000	1,600	650	6,300	350	6,050
12. Ganjam	6,300	2,200	5,500	1,750	500	7,000	450	6,350
13. Puri	6,200	1,850	5,850	1,550	400	6,800	400	6,250

XIV—*contd.*

and Schedules 1981 *Census (Enumeration)*

Supervisors Manual		Notional Map/ Layout sketch	Abridged Houselist				Addl. Sheet for Sec II		Addl. Sheet for SecIII		Household Schedules	
			Black		Red		Black		Black		Black	
E	O	E	E	O	E	O	E	O	E	O	E	O
10	11	12	13	14	15	16	17	18	19	20	21	22
2,950	19,750	1,38,900	2,950	88,500	2,950	69,150	2,950	99,350	3,950	79,600	149,350	69,70,000
350	1,400	11,000	300	7,500	300	6,000	300	8,000	400	6,500	11,500	6,40,000
400	1,250	6,700	400	5,500	400	4,200	400	6,500	450	4,950	7,500	4,60,000
150	1,200	6,500	50	5,500	50	3,950	50	5,550	100	5,100	7,000	4,25,000
150	1,300	8,500	50	5,500	50	4,800	50	6,000	100	4,800	8,850	5,10,000
200	1,450	11,000	150	6,500	150	6,200	150	8,000	200	6,450	11,400	6,50,000
300	2,350	23,000	250	11,500	250	8,900	250	14,000	350	9,500	24,500	9,30,000
150	1,150	9,000	50	5,500	50	4,500	50	5,600	100	5,700	10,000	4,80,000
150	1,050	5,700	50	5,000	50	3,200	50	5,500	100	4,400	6,500	3,50.000
200	1,200	6,500	50	6,000	50	3,700	50	6,500	100	5,000	7,000	4,00,000
150	1.350	7,500	50	5,500	50	3,800	50	6,500	100	5,000	8,000	4,10,000
250	2,050	13,000	650	8,500	650	6,100	650	8,850	800	7,500	13,500	6,60 000
300	2,000	15,000	500	9,000	500	7,000	500	9,550	650	7,200	16,500	7,40,000
200	2,000	15,550	400	8,500	400	6,800	400	8,800	500	6,500	17,000	7,20,000

APPENDIX—

	Household Schedule		Individual Slip					
	Red		Black		Blue		Red	
	E	O	E	O	E	O	E	O
	23	24	25	26	27	28	29	30
Total	24,050	14,25,000	5,87,000	3,58,90,000	1,46,400	75,51,000	1,22,500	65,00,000
1. Sambalpur	1,700	1,62,000	49,000	26,53,000	11,500	7,00,000	10,300	6,80,000
2. Sundargarh	1,650	83,000	57,000	25,42,000	8,500	4,70,000	6,900	4,50,000
3. Kendujhar	1,300	78,000	31,000	24,84,000	6,200	4,30,000	5,600	4,00,000
4. Mayurbhanj	1,400	82,500	39,000	27,05,000	8,500	4,20,000	8,200	4,00,000
5. Baleshwar	1,650	1,21,500	47,000	31,20,000	11,900	6,50,900	9,800	5,00,000
6. Cuttack	3,000	1,81,500	64,000	40,95,000	24,500	9,51,000	20,800	8,00,000
7. Dhenkanal	1,300	86,000	36,000	24,25,000	9,500	4,90,000	8,000	4,25,000
8. Phulabani	1,200	64,500	24,000	23,45,000	6,500	3,80,000	5,100	3,20,000
9. Balangir	1,350	74,000	32,000	22,60,000	8,500	4,10,000	6,400	3,50,000
10. Kalahandi	1,500	80,500	30,000	21,85,500	8,500	4,30,000	7,300	3,75,000
11. Koraput	2,700	1,18,000	60,000	29,50,000	12,500	7,40,000	10,500	5,50,000
12. Ganjam	2,600	1,51,000	55,000	29,70,000	14,000	7,30,000	11,500	6,00,000
13. Puri	2,500	1,41,000	63,000	29,55,500	15,800	7,50,000	12,000	6,50,000

XIV—*contd.*

Working Sheet for Enumerator's Abstract			Enumerator's Abstract				D.H.T.P. Schedules	Account of D.H.T.P. Schedules for Enumerator		Accounts of D.H.T.P. for supervisor	Account of D.H.T.P. for Charge
Black		Red	Black		Red						
E	O	E	E	O	E	O	E	E	O	E/O	E
31	32	33	34	35	36	37	38	39	40	41	42
19,700	9,88,000	69,500	7,850	98,500	3,950	69,500	2,13,500	2,05,000	19,950	19,750	4,930
2,000	73,000	5,500	800	5,500	400	5,500	13,500	12,000	1,450	1,100	280
2,100	57,000	4,500	850	6,000	400	4,500	13,500	10,500	1,050	1,000	250
1,200	56,000	3,500	450	6,000	200	3,500	11,500	10,000	900	1,000	250
1,100	54,000	3,750	400	5,500	200	3,750	12,000	11,500	950	1,200	300
1,500	73,000	4,000	600	7,000	350	4,000	12,500	12,000	1,300	1,200	300
2,500	1,85,000	11,000	1,000	18,000	550	11,000	34,000	35,000	3,650	3,500	850
1,100	55,000	4,000	450	6,000	175	4,000	14,000	12,500	1,100	1,200	300
1,100	55,000	4,000	450	5,500	175	4,000	11,000	11,000	1,050	1,000	250
1,200	54,000	4,000	400	5,500	175	4,000	15,000	15,000	1,550	1,500	400
1,000	58,000	4,500	350	6,500	175	4,500	17,000	17,000	1,500	1,600	400
1,600	1,02,000	7,500	850	10,500	350	7,500	21,000	20,500	2,100	2,000	500
1,600	83,000	6,500	700	8,000	400	6,500	19,500	19,000	1,800	1,750	450
1,700	82,000	6,750	750	8,500	400	6,750	19,500	19,000	1,850	1,700	400

APPENDIX – II

Name of District	Emuneration Block Inventory		Supervisors circle Inventory		Charge Inventory	Charge Register (Enu.)	Charge Working Sheet	Charge Abstract
	E	O	E	O	E	E	O	O
1	43	44	45	46	47	48	49	50
Total :	9,850	1,99,500	2,950	39,750	14,800	74,600	14,800	1,450
1. Sambalpur	1,000	11,000	350	2,250	850	4,500	850	75
2. Sundargarh	1,000	12,500	350	2,000	750	3,800	750	75
3. Kendujhar	800	12,000	200	2,000	700	3,500	700	75
4. Mayurbhanj	700	12,500	150	2,500	900	4,000	900	100
5. Baleshwar	650	13,000	200	2,500	950	3,500	950	100
6. Cuttack	1,800	38,000	500	6,750	2,600	13,000	2,600	250
7. Dhenkanal	350	13,000	100	2,500	850	4,200	850	100
8. Phulabani	300	11,000	100	2,000	700	3,800	700	75
9. Balangir	300	12,500	100	3,000	1,200	4,500	1,200	100
10. Kalahandi	350	13,000	100	3,250	1,200	6,800	1,200	100
11. Koraput	1,000	18,500	300	4,000	1,500	7,000	1,500	150
12. Ganjam	800	16,000	250	3,500	1,400	8,000	1,400	150
13. Puri	800	16,500	250	3,500	1,200	8,000	1,200	100

XIV—*concld.*

Training Programme for Enumerator/ Supervisor	List of S.C./S.T.	Census Personnel Register	Folder	Poster				Rural Block Note	
'' E	E	E	E	E	O	H	T	E	O
51	52	53	54	55	56	57	58	59	60
24,800	2,880	5,950	4,950	39,800	1,03,600	4,000	9,000	3,900	71,500
2,500	300	450	400	3,200	8,000	400	500	300	6,500
2,500	300	400	400	3,000	8,200	500	500	250	4,500
1,000	100	300	300	2,500	6,500	400	50	200	4,000
800	100	380	300	2,500	6,800	350	50	200	4,500
1,000	150	450	300	2,500	7,000	200	300	300	6,000
4,500	400	830	650	5,000	12,000	700	2,000	600	8,500
1,000	100	350	300	2,600	6,000	100	250	200	5,000
800	50	270	300	2,500	6,200	100	100	150	4,000
1,000	50	350	300	2,500	6,000	100	100	200	4,500
1,000	80	350	300	2,500	6,800	100	100	200	4,000
2,200	400	570	500	4,000	11,000	450	1,550	400	6,500
4,000	450	650	450	3,500	10,000	300	2,500	500	7,000
3,000	400	600	450	3,500	10,000	300	1,000	450	6,500

APPENDIX—XV
(Vide Chapter VII Para 4)

1981—CENSUS
IMMEDIATE

D.O. No. 1/1/79-MAP
GOVERNMENT OF INDIA,
MINISTRY OF HOME AFFAIRS,
THE REGISTRAR GENERAL, INDIA
Kotah House Annexe,
2/A, Mansingh Road,
New Delhi-110011.
13 *June*, 1980

P. PADMANABHA

CENSUS OF INDIA 1981—CIRCULAR NO. 19

SUBJECT—Preparation of District and Tehsil/Police Station/CD Block/Circle maps for District Census Hand Books—1981 Census.

My dear,

This circular incorporates instructions regarding preparation of district maps for the District Census Hand Book (DCHB) which are proposed to be produced, as was done before, in connection with the 1981 Census. The instruction refer to the preparation of these maps at the district level and the level of the Tehsil/Police Station/CD Block/Circle In this circular wherever a reference is made only to a tehsil it should be regarded as a reference to the corresponding levels in the State concerned, by whatever name these are called, namely Tehsil/Taluk/Police Station/CD Block/Circle

Instructions have been issued earlier on this matter before the conference of the Directors of Census Operations held at Mysore in January 1980. The matter was also discussed at this conference. Based on these discussions and the earlier correspondence, this circular incorporates the general instructions regarding this matter which may please be followee.

Scale of Map

While it would have been desirable to have adopted a uniform range of scales, it is appreciated that this would be extremely difficult, taking into consideration, the varying sizes of tehsil/districts etc. Therefore, the maps may be presented in varying scales as was done at the 1971 Census, depending on the local circumstances in each State. However it would be desirable that the scales of the maps are suitably adjusted within some broad ranges so that too many folds are avoided in the publication.

The maps are expected to enhance the utility of the census maps for data analysis and reference by the users. All such categories of information must be depicted by the specified standard legends and symbols with recommended U.N.D. pen numbers as indicated in Annexures I and 3.

The boundaries of the districts and the tehsils as also the name, spellings and location of the district and tehsil headquarters respectively should be certified by the State/UT Government. This authentication will have to be made on the district and tehsil maps prepared in your office by the appropriate revenue authority on the level concerned. This would mean that in the case of the district maps the certification would have to be by the Deputy Commissioner/ Collector/District Magistrate while at the tehsil level the certification would have to be by the Tehsildar/Mamlatdar/ Anchal Adhikari or appropriate revenue authority as the case may be. It is sufficient if this certification is available on one copy of the map of the district or tehsil and this authenticated copy may be retrained by you in your office for future reference. I need hardly mention that authentication or certification would imply that the seal of the authority is put on the map.

The preparation of the maps for publication will be based on the authentic map referred to above.

It must be emphasised that in the case of those districts and tehsils which have an international boundary or which lie on the coast line, the maps as authenticated by the appropriate authority will have to be further vetted for which

purposed these maps may be forwarded in original to the Asstt. Registrar General (Map) of this office. For information it may be mentioned that these maps would require clearance from the Survey of India before publication and, therefore these are to be sent to us for processing with the Survey of India.

These instructions with reference to districts and tehsil that lie on the international border or the coast line are extremely important and may be particularly noted. After they are processed with the Survey of India and other competent authorities these will be returned to the Directors of Census Operations concerned for further reproduction.

District Maps

The District Maps will contain the following information

(*i*) District boundary and location of headquarters.
(*ii*) Tahsil boundaries and location of headquarters.
(*iii*) National highway, state highway with numbers.
(*iv*) Important metalled roads.
(*v*) Railway line broad gauge, metre gauge and narrow gauge.
(*vi*) River and Streams.
(*vii*) Water features tank natural, artificial embankment/bund.
(*viii*) Town and important Census villages according to population size.
(*ix*) Post and telegraph offices, combined units.
(*x*) Degree college and technical institution.
(*xi*) Dak Bungalow, Rest house, Travelling bungalow etc., by abreviations.

The indication of roads on district maps as given in the Annexe 1 will be according to the alignment shown in the survey of India Road Map, scale 1 : 2.5 M (1cm=25 Km) 1977 edition. This edition is the latest one. A copy of this map may be obtained from the local sales office of the Survey of India. In case of difficulty please contact this office. No road other than those shown on the Survey of India map should appear on the district/tehsil etc. Map.

In the Survey of India map referred to above the classification of roads, it will be noted, does not contain a specific reference to State highway and "important metalled roads" as such. These have been grouped under "roads according to importance" while National highways of course, have been shown independently. In the statement below we have indicated the classification according to the Survey of India map and the road classification which we are recommending for our maps. The information with regard to State highways and important metalled roads as also roads which have to be shown in the tehsil maps could have to be obtained from the State Government authorities concerned and incorporated in the map. It may be mentioned that we are also independently verifying from the Director General, Road Development, Ministry of Shipping and Transport (Road Wing) to ensure that basic changes have not taken place in certain National and State highways. If such changes are noticed, these will be communicated to the Directors.

Survey of India 1 : 2.5 M Road Map classification	Road classification as recommended for DCH maps	
1. All weather motorable National Highways/ Others according to importance.	1. National Highways 2. State Highways 3. Important metalled roads (including District roads)	As per symbol for Distt. map.
2. Motorable in fair weather.	4. Unmetalled and other roads	As per symbol of Tehsil, Taluk etc. map.
	(Road at S. No. 1—3 will be common in District and Tehsil and roads at Sl. No. 4 will be additional in the Tehsil maps.)	

If there is any doubt on this matter or if any departure from these general instructions with regard to representation of roads is found necessary in individual cases, these should be referred to the Asstt. Registrar General (Map).

It may also be noted that the ARG (Map) will be shortly forwarding to the Directors a list of records which must not be shown on the district or other maps. It need hardly be mentioned that this information, when received should be treated as confidential.

The representation of the categories of railway lines should confirm to the Railway Map-Scale 1 : 3.5 M brought out by the Survey of India, Dehra Dun. A copy can be procured for reference.

As the maps will be on a reasonably small scale in the D.C.H.B. the representation of rivers and streams may be limited to important ones. At points, mark by an arrow the flow of rivers and streams along the single lines depicting these or in mid-streams at convenient places in case of double line (major rivers).

Water features would normally refer only to natural or artificial tanks of fairly large size and importance. This will be shown on the map in the manner depicted in the Annexe to this circular. It must be noted that embankments or bunds may also be indicated but these embankments or bunds which are close to international boarders should not be shown. It must also be mentioned that irrigation projects and large water reservoirs which supply water to major industrial centres will not be depicted on the maps. In this connection your reference is invited to the letter No. F-7 (15)/65/D (GS-III) dated 6 July 1966 (copy enclosed) from Ministry of Defence, New Delhi to Surveyor General of India, Dehra Dun which was sent to your office with this office letter No. 1/2/72-Map dated 28-4-1972.

On the district map the location of villages having a population of 5,000 and above with name may be shown by a dot. In the thinly populated areas such as Sikkim, Arunachal Pradesh, Nagaland, Mizoram, Himachal Pradesh or parts of Rajasthan, etc., the depiction may be of villages of 1,000 population or more.

The population of urban areas may be shown by five pie circles as indicated in Annexe 1 depending on the size class of urban areas.

Tehsil Maps

The tehsil maps are primarily meant to provide information regarding location of villages, by population size the village boundaries and urban spread with depiction of some of the more important infrastructure of facilities available in this map, as will be seen from Annexe 4 to this circular, the location code of the villages will have to be indicated, the villages themselves being depicted in terms of population size. The symbols which are to be used in the case of these maps are also indicated in Annexe-3.

The spread of the urban areas will be marked on these maps by hatching and the location code number of the urban area will be indicated within the spread.

The tehsil maps will contain the information indicated in Annexe 3 and will include the following ;

(*i*) Boundary of Tehsil and location of tehsil headquarters.

(*ii*) Villages with location code number.

(*iii*) Forest—Reserved.

(*iv*) Villages with population size.

(*v*) Uninhabited villages with location code.

(*vi*) Urban area with location code by Roman numerals.

(*vii*) Roads, railways and water features.

(*viii*) Services facilities such as post/telegraph offices, Higher Secondary Schools, Hospitals, etc. and important village market/Hats and Mandies.

In drawing the boundaries of the tehsil, it will be evident that the boundaries symbols mentioned as appropriate for the district maps may have to be adopted in some cases depending on the location of the tehsil. For instance, if a tehsil has an international boundary or a State boundary, the corresponding symbol as given in the district map will have to be adopted for that portion of the boundary which is along the international border or State border.

The population size of the village will be reflected in tehsil map as will be clear from the symbol suggested.

On the tehsil map the spread of the reserved forest will be shown by the symbol as prescribed with the name of the particular reserved forest. The boundary and name of the reserved forest will be according to that indicated by the Chief Conservator of Forests of the particular State/U.T. No other class of forest need be shown on the tehsil map.

The representation of roads and railways will be the same as specified in the case of the districts. In addition, the tehsil maps may indicate important unmetalled and other raods but alignment should conform to the State Government's sources. A check may also be made with the Road map of India, if necessary.

Only important water features, embankments, ponds/lakes, etc., need be depicted, with the same precautions as mentioned in the case of the district map.

General points

On the district and tehsil maps it is proposed to have only one type of inset maps. It is not proposed to crow the maps with too many insets as did as happen in a few cases earlier. The inset map on the district or tehsil ma-

concerned will refer the only additions or loss of territory. In the case of a district map the inset map will show loss or gain of territory in the case of district concerned This will be shown in the following manner.

(*a*) If the district has not complete tehsil or a part of a tehsil, the inset map will indicate the district boundary as it existed in 1971 and the area last will be shaded.

(*b*) If the district has gained territory, the inset map will depict the boundary of this district as in 1981 but the portions which have been added to it between 1971 and 1981 will be shaded. In effect, therefore, the not shaded portion of the inset map will represent the district as it existed in 1971.

(*c*) A district which is being depicted might be a totally new district made up by incorporting tehsil from neighbouring districts. In such a case, the inset map will be more reflection on a smaller scale of the 1981 situation and the entire inset map will be shaded indicating that there have been addtions to make up this complete district.

It will be noted that the loss or gain in the case of district would be reflected as gain or loss in the case of the district in which such changes have taken place. In particular it may be noted that in the case of a new district, the loss of territory in the case of the districts concerned will be reflected in the inset maps of those districts.

In the case of tehsil maps also, a similar inset map would be necessary. The same principles would apply in this case also. However, it may be noted that in the inset map in the case of the tehsil maps, what is being referred to areas transfer of villages.

The model maps have also been enclosed for information.

Please acknowledge receipt.

Yours sincerely,
Sd/-
P. PADMANABHA

Encl :—Five spare copies.

Shri

Director of Census Operations.

COPY

Letter No. F-7(15)/65/D (GS-III) dated 6th July, 1966 from the Ministry of Defence, New Delhi to the Surveyor General of India, Dehra Dun.

SUB :—Elimination/camouflaging of vital places in the Survey of India Maps :—Restriction on sale, publication and Distribution of Maps.

I am directed to refer to the correspondence ending with your letter No. TS-1143/1534-A, dated the 4th June, 1966, on the above subject and to say that the list furnished to you in 1954 and 1955 may continue to be treated as valid. However, while making any additions to these list, the general criteria should be followed, which lay down that non-military installations of security importance would be of the following kinds :—

(*a*) Important power stations.
(*b*) Large water reservoirs for supplying major industrial centres.
(*c*) Petrol and oil tanks and oil refineries.
(*d*) Civil dockyards.
(*e*) Important Dams.
(*f*) Important industries capable of being converted at a short notice to the production of war-material or equipment.
(*g*) Important railway yards and workshops.
(*h*) All steel and Heavy machinery Factories.
(*i*) Petroleum oil and lubricants installations.
(*j*) Ship Building Yards.
(*k*) Aircraft Building and Repair Workshops and
(*l*) All installations under the control of the Department of Atomic Energy.

2. As regards military installations, the question of depicting them in maps for open circulation does not arise.

APPENDIX—XVI

(Vide Ch. VIII Para 18)

1981—CENSUS
IMMEDIATE

P. PADMANABHA

D.O. No. 18/5/79-SS
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS,
THE REGISTRAR GENERAL, INDIA

2-A Mansingh Road,
New Delhi—110011
Dated the 16th July, 1979

CENSUS OF INDIA 1981—CIRCULAR NO. 4

SUBJECT : Village and Town Directory—Compilation of

My dear

Among the traditional documentations of the Census is the fairly comprehensive and uniform District Census Handbook (DCH) consisting of Town and village Directories, town and Village-wise Primary Census Abstract (PCA) and district tables on census.

The formats developed for the Town and Village Directories and the PCA alongwith the instructions are sent herewith. The task of compilation of the data for the Town and Village Directories should start as soon as possible in cooperation with the local officials of the State Government. Perhaps it will be convenient if the format for the Village Directory and the instructions for compilation of the format are translated into local language before they are sent out for collection of the data by the village officials. The Town Directory formats would not require to be translated. It is better that these formats are filled in English and/or Hindi as a consolidated compilation will be prepared at the all-India level. An attempt should be made to complete the posting of data before the houselisting. If for any reason information cannot be complete, houselisting instructions should be given to the houselisting staff to collect the data and fill in the schedules for such areas. By the time the houselisting is completed the compilation of the Town and Village Directories should have also been completed for all areas except, of course, the columns which give 1981 Census data.

The posting of the PCA will of course have to wait till the 1981 Census data are compiled, So also the statement giving population by religion and Scheduled Castes/Scheduled Tribes for the Town Directory.

The Village Directory should be compiled in duplicate. One copy will be kept in the Tahsil office and the other copy in the office of the Director of Census Operations. It is indispensible that a uniform format should be followed in all the States and Union Territories. Otherwise the data users cannot make the maximum use of the same. Moreover, for analysis at all-India level to study the trend it is absolutely essential that uniformity is maintained.

It is proposed to check in this office the Directory of at least one district of each State. As soon as the data have been posted in respect of one district the same may kindly be sent here.

The DCH may be printed in two volumes as follows :

Part A—Town and Village Directory and Town and Village-wise PCA.

Part B—District Census Tables.

In 1971 Census the Directories and PCA data were published in two parts. These now being combined. The third part consisted of administrative and census statistics. It was our experience during 1971 Census that there was considerable delay in getting the administrative statistics pertaining to the various departments with the result that the publication of this part of the DCH was inordinately delayed. It has, therefore, been decided not to go in for the administrative statistics since in any case they would be available to the data users in the publications of the respective statistical bureaus/departments.

Part A—Town Directory

The Town Directory consists of seven statements. All these are almost similar to those adopted for 1971 Census. The introduction of a few new columns in the statements are with a view to facilitating analysis of the data. A significant addition is of class of town in every statement. The infrastructure of amenities and facilities found in urban India can best be analysed by taking the class of town into consideration. The addition of the column of civic administration status in Statements III and IV and population in Statements IV, V and VII also serve the same purpose *vis-a-vis* the respective statements.

While preparing the formats of the Town Directory, the Minimum Needs Programme of the Planning Commission has been kept in view. The columns on Scheduled Caste and Scheduled Tribe population in Statement IV and adult literacy classes/centres in Statement V are a sequal to this programme.

Again, if the fire-fighting service as in Statement IV and medical or educational facilities as in Statement V are not available in the town, the name of the nearest town if in the same district or the name of the nearest district if in the same state or other state where available along with its distance from the referrant town should be given. This is again a new feature of 1981 Census as it is necessary to identify the areas with no specific facility in every district.

You may also explore the possibility of filling up a new statement on civic and other amenities in notified slums which is enclosed separately.

Village Directory

The format of the Village Directory is also on the pattern canvassed in 1971 Census except for a few additional columns. The column on total population and number of households is added to facilitate analysis of the Village Directory data. The column on approach to village is to know how many inaccessible villages there are in a district. The column on number of households living in owned houses in the village or possessing house sites in the village is in keeping with the Minimum Needs Programme of the Planning Commission.

A feature of the format for 1981 Census is its restructuring. All the amenities except power supply in the village have been brought together with the instruction that in case any amenity is not available in the village the name of the nearest tahsil if in the same district or the name of the nearest district if in the same state or other state where it is available and its distance from the referrant village is to be given.

P. C. A.

The PCA format has been modified and is enclosed.

Part B—Census Statistics

All the census tables along with special tables on Scheduled Castes and Scheduled Tribes proposed to be prepared at district and tahsil levels during the 1981 Census may be included in Part B.

As the DCH will be a State Government publication, I am writing separately to the Chief Secretary of your State/Union Territory to do the needful in this regard. I would also like you to keep in touch with him and take necessary follow-up action.

Please acknowledge receipt of this circular.

Yours Sincerely,
Sd/-
P. PADMANABHA

APPENDIX—XVII

(Vide Chapter VIII—Para 22)

List of Towns of Orissa for 1981 Census

1. SAMBALPUR DISTRICT
   1. Sambalpur
   2. Hirakud
   3. Burla
   4. Brajarajanagar
   5. Jharsuguda
   6. Kochinda
   7. Bargarh
   8. Barapali
   9. Padmapur
   10. Debagarh

2. SUNDARGARH DISTRICT
   1. Sundargarh
   2. Rajagangapur
   3. Biramitrapur
   4. Raurkela Steel Township
   5. Raurkela Civil Township
   6. Jalda

3. KENDUJHAR DISTRICT
   1. Kendujhar
   2. Barbil
   3. Joda
   4. Anandapur
   5. Balagoda (Bolani)
   6. Daitari

4. MAYURBHANJ DISTRICT
   1. Baripada
   2. Rairangpur
   3. Karanjia
   4. Udala

5. BALESHWAR DISTRICT
   1. Baleshwar
   2. Jaleswar
   3. Soro
   4. Bhadrak
   5. Basudebpur
   6. Chandabali

6. CUTTACK DISTRICT
   1. Choudwar
   2. Cuttack
   3. Banki
   4. Athagad
   5. Jagatsinghapur
   6. Kendrapara
   7. Jajapur
   8. Jajapur Road
   9. Paradip

7. DHENKANAL DISTRICT
   1. Dhenkanal
   2. Bhuban
   3. Talcher
   4. Anugul
   5. Kamakshyanagar
   6. F.C.I. Township
   7. Rengali Dam Project Township
   8. Dera Colliery Township
   9. Talcher Thermal Power Station Township

8. PHULABANI DISTRICT
   1. Phulabani
   2. Baudh
   3. G. Udayagiri

9. BALANGIR DISTRICT
   1. Balangir
   2. Binika
   3. Sonapur
   4. Tarbha
   5. Titlagarh
   6. Kantabanji
   7. Patnagarh

10. KALAHANDI DISTRICT
   1. Bhawanipatna
   2. Kesinga
   3. Junagarh
   4. Khariar Road
   5. Khariar

11. KORAPUT DISTRICT
   1. Koraput
   2. Sunabeda
   3. Jeypur
   4. Kotpad
   5. Nabarangapur
   6. Umarkote

APPENDIX XVII—*contd.*

7. Malkangiri
8. Rayagada
9. Gunupur
10. Gudari
11. Paparahandi
12. Chandili
13. Chitrakonda
14. Balimelangar

12. GANJAM DISTRICT

1. Chhatrapur
2. Hinjili
3. Purusottampur
4. Kodala
5. Kavisurjyanagar
6. Polasara
7. Khalikote
8. Rambha
9. Brahmapur
10. Gopalpur
11. Digapahandi
12. Chikiti
13. Bhanjanagar
14. Buguda
15. Bellaguntha
16. Asika
17. Surada
18. Parlakhemundi
19. Kashinagara
20. Ganjam.

13. PURI DISTRICT

1. Puri
2. Nimapada
3. Pipili
4. Bhubaneswar
5. Jatani
6. Khordha
7. Banapur
8. Nayagarh
9. Kantilo

APPENDIX—XVIII

(Vide Chapter VIII—Para 26)

Statement showing the Urban Agglomeration for Orissa in 1981 Census

Name of District	Name of the Agglomerated City/Town and its Constituents	Name of village with L.C. No. for each Constituent	Name of P.S.	Remarks
1	2	3	4	5
1. Sambalpur . .	Sambalpur Town Agglomeration			
	(1) Sambalpur Municipality (VIII)			
	(2) Outgrowth Areas VIII(A)	(1) Dhankauda—15	Sambalpur Sadar	
		(2) Mathapalli—26	Do.	
	(3) Hirakud Town—IX			
	(4) Burla Town—X			
	(5) Outgrowth Areas—X(A)	(1) Amsadhakatapali—1	Burla	
2. Sundargarh . .	Raurkela City Agglomeration			
	(1) Raurkela Steel Township—V			
	(2) I.D.L. Factory Area and other colony Areas—V(A)	(1) Jagada—2	Plantsite	
		(2) Jhirpani—1	Do.	
		(3) Sunaparbat (Part)—3	Tangarpali	
	(3) Raurkela Civil Township—IV			
	(4) Jalda Census Town—VI			
3. Mayurbhanj .	Baripada Town Agglomeration			
	(1) Baripada Municipality—II			
	(2) Takatpur Industrial Area—II(A)	(1) Bidyadharpur—83	Baripada	
		(2) Janardanpur—85	Do.	
		(3) Sungadia—86	Do.	
		(4) Tulasichaura—87	Do.	
		(5) Kalikapur—88	Do.	
		(6) Sripadaganj—89	Do.	
		(7) Debendrapur—90	Do.	
		(8) Chhancha—91	Do.	
		(9) Hemckandrapur—78	Do.	
	(3) L.I.C. Colony Area—II(B)	(1) Bijoyaramchandrapur—43	Do.	
		(2) Purnachandrapur—45	Do.	
		(3) Raghunthpur—82	Do.	
	(4) Podastia (Business Centre) Area-II (C)	(1) Podastia—99	Do.	
4. Cuttack . .	Cuttack City Agglomeration			
	(1) Cuttack Municipality—IX			
	(2) Cuttack Industrial Estate—IX(A)	(1) Nuapada—37	Cuttack Sadar	
		(2) Sartol—44	Do.	
		(3) Gunadol—36	Do.	
		(4) Khannagar (Part)—34	Do.	
		(5) Baharbisinabar (Part)—35	Do.	
	(3) Cuttack C.R.R.I. & other Govt. Colony—IX(B)	(1) Paisa—39	Do.	
		(2) Chauliaganj—38	Do.	
		(3) Bidyadharpur—40	Do.	
		(4) Kanheipur—41	Do.	
	(4) Jagatpur Industrial Estate—IX(C)	(1) Nimapur—95	Tangi	
	(5) Choudwar Municipality—VI			

APPENDIX XVIII—*contd.*

1	2	3	4	5
5. Cuttack . .	Jajapur Road Urban Agglomeration			
	(1) Jajpur Road, N.A.C.—I			
	(2) Dhabalgiri Area—I(A) (Ferochrome Plant, College Area, and Govt. Colony)	(1) Kusunpur—17	Jajpur Road(P)	
		(2) Sobara—18	Do.	
		(3) Rampas—20	Do.	
		(4) Satkania—23	Do.	
		(5) Jodabar—24	Do.	
6. Dhenkanal . .	Talcher Urban Agglomeration			
	(1) Talcher Municipality—1			
	(2) I.T.I. and other offices—1 (A)	Baghuabol (Part)—160	Talcher	
7. Balangir . .	Titlagarh Urban Agglomeration			
	(1) Titlagarh N.A.C.—III			
	(2) D.A.V. College Area—III(A)	(1) Bhatipada—74	Titlagarh	
		(2) Satighat—73	Do.	
8. Puri . . .	Jatani Urban Agglomeration			
	(1) Jatani, N.A.C.—IV			
	(2) Bikashnagar Area—IV(A)	(1) Harirajpur—3	Delang	

APPENDIX—XIX

(Vide Chapter VIII—Para 27)

No. 1/1/78-SS (Orissa)

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

S. S. DIVISION, WEST BLOCK-I, WING II, IST FLOOR R.K. PURAM

New Delhi, the 14th December, 1979.

To

The Director of Census
Operations, Office of the
Director of Census Operations,
Orissa, Cuttack.

SUB : Delineation of SUA—1981 Census.

Sir,

Kindly refer to your letter No. J-11011/96/78-Tech. Dated 5-12-79.

We have noted that all the 8 SUAs would be retained during 1981 Census and that there has been no change in Statutory boundary of the urban units in anyway which will affect the SUA boundary. We have also examined and found that there is no other town in Orissa which has reached the 50,000 mark during 1971 Census and which would have required to be delineated as fresh SUA. As for the proposal of fresh delineation of 7 SUAs contained in para of your letter it may be stated that no town is being considered for fresh delineation as SUA on the consideration that it would have reached a population mark of 50,000 by 1981 Census. The view of the state Town Planning Organisation that these towns are having high growth potential in view of rapid industrialization and trade activities may not alone justify the credibility of these towns for being considered as SUAs. The Registrar General has also now decided in principle against delineation of fresh SUAs during 1981 Census, except those which were over looked for one reason or the other during 1971 Census , as the same will go against the basic concept of SUAs. A circular in this regard may also be issued soon.

Yours faithfully,

Sd/-

N.G. NAG

Assistant Registrar General, (SS).

APPENDIX—XX

(Vide chapter VIII—Para 27)

Statement showing the list of Standard Urban Areas and Rural Component Units, 1981 Census

Sl. No.	Name of the SUA	Urban Components (Civil status)	Rural Components (Code Nos.)	
1	2	3	4	
1	Baleshwar	Baleshwar Town (M)	Haripur	(7/145)
			Bhimpura	(7/147)
			Jogeswarpur	(7/150)
			Kalidaspur	(7/149)
			Chak Begunia	(7/148)
			Begunia Chack	(7/146)
			Begunia	(7/144)
			Aktiarpur	(7/143)
			Kasmila	(7/142)
			Ahamadpur	(7/141)
			Nuapur	(7/148)
			Gabagan	(7/186)
			Chak Tentulipura	(7/188)
			Chak Simuli	(7/187)
			Dhalashana	(7/201)
			Patranada	(7/80
			Tapasi	(7/179
			Kaindhari	(7/202
			Sanadeulabad	(7/203)
			Jhagadapadhi	(7/204)
			Nangudi	(7/205)
			Badadeulabad	(7/177)
			Jauria	(7/176)
			Kesi	(7/174)
			Tagiabad	(7/172)
			Tolanka	(7/171)
			Bedeisana	(7/170)
			Kasimabad	(7/168)
			Karanjia	(7/176)
			Bisheikhunta	(7/166)
			Meghadambaru	(7/165)
			Saraswatipur	(7/164)
			Samalpur	(7/152)
			Balia	(7/151)
			Esamanagar	(7/169)
			Dasi	(7/178)
2	Brahmapur	Brahmapur Town (M)	Haladiapadar	(30/64)
		Gopalpur Town (N.A.C.)	Bendalia	(30/63)
			Lathi	(30/62)
			Sukunda	(30/61)
			Daksinapur	(30/59)
			Ambagada	(30/58)
			Ratanpur	(30/34)
			Jagdalpur	(30/57)
			Nimakhandi	(30/56)

APPENDIX—XX (*contd.*)

1	2	3	4	
			Luchapada	(30/55)
			Bhabanipur	(30/54)
			Sanaokustali	(30/48)
			Paligumula	(30/50)
			Ambapua Alias Ampua	(30/49)
			Pathra	(30/68)
			Dura	(30/67)
			Ramachandrapur	(30/77)
			Aruapalli	(30/78)
			Gounju	(30/79)
			Bikramapur	(30/100)
			Korapalli (Moshidipalem)	(30/76)
			Badapur	(30/71)
			Rangeilunda	(30/70)
			Manaswarkota	(30/72)
			Antaribatia	(30/73)
			Alipur	(30/74)
			Narayanpur	(30/75)
			Venkata Rayapur	(30/101)
			Khajuria	(30/65)
			Chandaniapahada	(29/67)
			Kodarapalli	(30/99)
			Uppalaputi	(35/88)
			Gunthabandha	(30/60)
3	Bhubaneswar	*Bhubaneswar Town (M)	Chhotarapur	(14/20)
			Suanga	(14/18)
			Ranasinhapur	(14/17)
			Dumuduma	(14/9)
			Damodarpur	(14/19)
			Sijua	(14/21)
			Pattarapada	(14/7)
			Aiginia	(14/8)
			Bhagabanpur	(14/6)
			Baliapada	(14/26)
			Dasbatia	(14/28)
			Bijipur	(14/27)
			Subudhipur	(14/5)
			Tamando	(14/4)
			Sahajapur	(14/3)
			Naragoda	(14/2)
			Sijuput	(14/1)
			Sankarapur	(16/55)
			Ghatikia	(16/54)
			Paikarapur	(16/53)
			Naugan	(16/50)
			Jokalundi	(17/26)
			Sampur	(16/19)
			Malipada	(16/20)
			Bharatpur	(17/25)
			Andharua	(16/18)
			Jagannathprasad	(16/17)
			Sundarapur	(16/12)
			Pathargadia	(16/10)
			Patia	(17/13)
			Rokat	(17/22)

APPENDIX XX (*contd.*)

1	2	3	4	
			Mancheswar	(17/23)
			Koadakanta	(17/27)
			Kesora	(17/28)
			Basuaghai	(14/50)
			Bankual	(17/29)
			Durgapur patana	(14/51)
			Sisupal	(14/49)
			Badadhanpur	(14/52)
			Lingipur	(14/53)
			Raghunathpur	(14/47)
			Kukudaghai	(14/46)
			Ebaranga	(14/13)
			Kochilaput	(14/12)
			Begunia	(14/10)
			Jadupur	(14/11)
			Bahadalpur	(14/14)
			Hatasahi	(14/15)
			Mahabhoisasan	(14/48)
			Sarakantara	(14/16)
4	Cuttack	*1. Cuttack Urban Agglomeration	Bana Bidyadharpur	(26/49)
		(*i*) Cuttack City (M)	Bhadimula	(26/42)
		(*ii*) Cuttack Industrial Estate	Poporada	(26/45)
		(*iii*) Cuttack C.R.R.I. and other Govt. Colonies	Bagulapada	(26/46)
			Dian Rajahansa	(26/47)
		(*iv*) Jagatpur Industrial Estate (Nimapur village)	Matagajapur	(26/48)
			Gatiroutpatna	(26/50)
		2. Choudwar (M)	Hatasahi	(26/51)
			Paratapnagari	(26/101)
			Bhanapur	(26/94)
			Urali	(26/93)
			Joripada	(26/92)
			Nachhipur	(26/103)
			Subhadrapur	(26/31)
			Uttamapur	(26/30)
			Gopalpur	(26/32)
			Srikoruan	(26/33)
			Kantilo	(26/43)
			Aini	(26/85)
			Chhatisa No. 1	(28/54)[1]
			Sanchancho	(28/46)
			Jajbhairab	(28/48)
			Agrahat	(28/28)
			Charibatia	(28/32)
			Similihanda	(28/60)
			Nelia	(27/91)
			Alarpur	(28/41)
			Badachancho	(28/43)
			Alana	(28/42)
			Nirgundi	(28/40)
			Garudagan	(28/39)
			Nakhara	(28/44)
			Bharandi	(28/30)
			Angarjori	(28/29)
			Padhania	(28/34)
			Mangalpur	(28/27)
			Sosapatna	(28/26)

APPENDIX—XX (*contd.*)

1	2	3	4	
			Manguli	(27/93)
			Gopalpur	(28/5)
			Nuagan	(28/53)
			Bhabadeipur	(28/52)
			Indranipatna	(28/61)
			Chasapada	(28/62)
			Kayalapara	(28/59)
			Jhatia	(28/55)
			Athabatia	(28/31)
			Tarol	(27/96)
			Khaira	(27/97)
			Banika	(27/94)
			Sainto	(27/98)
			Palasha	(27/92)
			Hatasisua	(27/99)
			Sanakesharpur	(27/100)
			Narapada	(27/101)
			Deulichuan	(28/97)
			Badakesharpur	(27/90)
			Bilateruan	(27/88)
			Tarota	(27/89)
			Harianta	(27/87)
			Sardala	(27/79)
			Gopinathpur	(16/134)
			Andeisahi	(16/133)
			Imamnagar	(16/132)
			Gunjarpur	(16/131)
			Kujibar	(28/45)
5	Jeypur	Jeypur Town (M)	Mokkaput	(10/45)
			Umuri	(10/44)
			Sauraguda	(10/53)
			Bankobija	(10/54)
6	Puri	Puri Town (M)	Sipasurubila	(23/165)
			Sankarpur	(23/174)
			Sunamuhin	(23/185)
			Khadipada	(23/184)
			Rebatiraman	(23/183)
			Gadhiapatna	(23/178)
			Samanga	(23/186)
			Gopinathpur alias Rautrapur	(23/187)
			Bastu	(23/192)
			Atharanala	(23/191)
			Sireikanapatna	(23/193)
			Bharatipur	(23/194)
			Atharanala alias Jitikarmuduli Patna	(23/188)

APPENDIX—XX (*contd.*)

1	2	3	4
			Atharanala alias Samanga (23/190)
			Kashiharipur (23/189)
			Kadalibaripatna (23/195)
			Balukhanda (23/196)
			Harekrishnapur (23/131)
			Chakravartipatna (23/133)
			Alikia (23/132)
			Jagannathballav (23/109)
			Batagaon (23/134)
			Talajanga (23/137)
			Uttarkona (23/136)
			Sereikana (23/135)
7	Raurkela	1. Raurkela Urban Agglomeration	Bhalu Patra (14/3)
			Chikatmati (14/4)
			Sarla (14/5)
		(*i*) Raurkela Steel Township (NAC)	Malikpur (14/6)
			Mahaliapali (14/7)
			Beldihi (14/8)
		(*ii*) I.D.L. Factory Areas and other Colony areas	Kalokudar (14/9)
			Lugai (14/10)
			Brahmanitarang (14/12)
			Goibhanga (14/17)
		2. Raurkela Civil Township (NAC)	San Nuagaon (14/2)
			Kalunga (Ka) (14/19)
			Jiabahal (14/16)
		*3. Jalda Town (Census)	Kalunga (Kha) (14/18)
			Kilinga (14/1)
			Panposh (11/6)
			Bortoli (11/7)
			Jabaghat (11/5)
			Dadposh (11/3)
			Jamsara (11/4)
			Kansar (13/4)
			Ataghat (13/5)
			Hathibandha (13/2)
			Asur Chapal (12/1)
			Suidihi (13/3)
			Sunaparbat (12/3)
			Budikudar (13/6)
			Goppali (14/11)
			Lathikata (13/23)
			Karlakhaman (13/22)
			Lohadarha (13/7)
			Kanarsuan (13/8)
			Tepatoli (13/24)

APPENDIX—XX *(concld.)*

1	2	3	4	
			Kulamunda	(13/30)
			Sansuna Parbat	(12/2)
			Sankurlakhaman	(13/21)
			San Nuatoli	(13/25)
			San Brahmani Tarang	(14/15)
8	Sambalpur	. *1. Sambalpur Municipality and other Areas	Dengsargi	(33/2)
		(*i*) Sambalpur Town—(M)	Singhapali	(33/3)
		(*ii*) Other Areas O.G.	Kainsii	(33/4)
		*2. Burla (NAC) and other Areas	Baidanuapali	(33/5)
		(*i*) Burla Town (NAC)	Malipali	(33/10)
		(*ii*) Other Areas O.G.	Sankarma	(33/11)
		*3 Hirakund Town (NAC)	Tumbesingha	(33/16)
			Putibandh	(33/17)
			Handual	(33/27)
			Naksapali	(33/25)
			Ranibandh	(33/1)
			Solabandh	(32/2)
			Gadmunda	(32/1)
			Larbanga	(32/3)
			Jamadarpali	(32/4)

Foot Note :—

*(*i*) The villages those were selected for rural components are excluded from the table as some of them are already merged into concerned town limit, some of those are treated as urban agglomeration and some of those are hilly region or forest area.

(*ii*) The figures within the bracket against the names of rural components indicate the 1981 location code number (i.e. location code numbers P.S./Village).

APPENDIX—XXI

(Vide Chapter VIII—Para 28)

GOVERNMENT OF ORISSA

REVENUE, EXCISE & PROHIBITION DEPARTMENTS

No. II J-136/79 91043/R.,

Dated Bhubaneshwar, the 21st Dec.'79.

FROM

Shri S.M.H. Burney, I.A.S.,
Chief Secretary to Government.

To

The Secretary to Government of Orissa
Home Department
Urban Development Department
C.D. & S.W. Department (C.D.)
C.D. & S.W. (G.P.) Department
Law Department

SUB : Boundaries of administrative units—Fixity during 1981 Census Operations.

Sir,

I am to invite a reference to Revenue & Excise Departments letter No. 58220/R dated 8-8-79 on the subject noted above and to say that the next decennial population census would be conducted under the direction of the Registrar General and Census Commissioner of India in February-March, 1981. It has been decided that the first phase of the operation viz., houselisting will be taken up during April-May, 1980. The Government of India have desired that for the facility of conducting the ensuing census operation, the boundaries of the administrative units within the State, viz., District, Sub-Division, Tahsil, Police Station, Municipality, N.A.C., Block, Gram Panchayat and revenue village should not be disturbed at all during the period from 1st January, 1980 to 30th June, 1981. On a careful consideration the State Governmetns are hereby pleased to direct that the principle shall be scrupulously followed and the existing identity of the administrative units within the State as on 31-12-79 should remain intact without any changes in their area and jurisdiction for the period from 1-1-1980 to 30-6-1981.

Yours faithfully,
Sd/-
Chief Secretary to Government

Memo No. 91044/R., Dated, the 21-12-79.

Copy forwarded to the Director of Census Operations, Orissa, Cuttack for information with reference to his letter No. C-12011/61/76-Tab. dated 6-12-79.

Sd/-
Joint Secretary to Government

Memo No. 91045/R., Dated 21-12-79.

Copy forwarded to Member, Board of Revenue, Orissa Cuttack for information and necessary action in continuation of this Department Memo No. 58221/R. dt. 8-8-79.

Sd/-
Joint Secretary to Government

Memo No. 91046/R., Dated 21-12-79.

Copy forwarded to :—

(1) Additional Secretary to Government of India,
Ministry of Home Affairs, New Delhi.

(2) Registrar General and Census Commissioner, India,
2/A, Mansingh Road, New Delhi.

(3) All Revenue Divisional Commissioners.

(4) All Collectors.

(5) All Departments of Government except Home/Urban Development/C.D. & S.W. (C.D.)/C.D. & S.W. (G.P.)/Law.

(6) All Heads of Departments.

for information in continuation of this Department Memo No. 58222/R., dt. 8-8-79.

Sd/-
Joint Secretary to Government

Memo No. 91047/R., Dated, 21-12-79.

Copy forwarded to L.R. & G.E. (C) Branch/C.H. & S. Branch/Excise, Registration & Prohibition Branch/D.R.C. Seat, G.A.(A) Branch/Guard File /25 spare copies.

Sd/-
Section Officer

APPENDIX—XXII

(Vide Chapter VIII Para 40)

Location Code of Districts/Police Stations/Part Police Stations/Towns for the 1981 Census

Code No.	Name of District/Tahasil/Police Station/Part Police Station/Town	Remarks
1	2	3
16	**ORISSA**	
1	SAMBALPUR DISTRICT	
	Padmapur Tahasil	
1	Jagadalapur	P.S.
2	Paikamal	P.S.
3	Padmapur	P.S.
4	Gaisilet	P.S.
5	Melchhamunda	P.S.
6	Sohela	P.S.
7	Bijepur	P.S.
I	Padmapur Town	(N.A.C.)
	Bargarh Tahasil	
8	Barapali	P.S.
9	Bargarh	P.S.
10	Bhatli	P.S.
11	Ambabhona	P.S.
II	Barapali Town	(N.A.C.)
III	Bargarh Town	(M)
	Jharsuguda Tahasil	
12	Rengali	P.S.
13	Lakhanpur	P.S.
14	Brajarajnagar	P.S.
15	Jharsuguda	P.S.
16	Katarbaga	P.S. (Portion)
17	Laikera	P.S.
IV	Brajarajnagar Town	(N.A.C.)
V	Jharsuguda Town	(M)
	Kochinda Tahasil	
18	Govindpur	P.S.
19	Mahulpalli	P.S.
20	Kochinda	P.S.
21	Jamankira	P.S.
VI	Kochinda Town	(N.A.C.)
	Debagarh Tahasil	
22	Debagarh	P.S.
23	Barkot	P.S.
24	Naikul	P.S
25	Reamal	P S.
VII	Debagarh Town	(M)
	Rairakhol Tahasil	
26	Naktideul	P.S.
27	Rairakhol	P.S.
28	Charamal	P.S.
	Sambalpur Tahasil	
29	Jujomura	P.S.
30	Sasan	P.S.
31	Katarbaga	P.S. (Portion)
32	Hirakud	P.S.
33	Sadar	P.S.
34	Burla	P.S.
35	Dhama	P.S.
VIII	Sambalpur Town	(M)
IX	Hirakud Town	(N.A.C.)
X	Burla Town	(N.A.C.)
	Attabira Tahasil	
36	Bheden	P.S.
37	Attabira	P.S.
2	SUNDARGARH DISTRICT	
	Hemgir Tahasil	
1	Hemgir	P.S.
2	Lephripara	P.S.
	Sundargarh Tahasil	
3	Talasara	P.S.
4	Sundargarh	P.S.
5	Bhasma	P.S.
I	Sundargarh Town	(M)
	Rajagangapur Tahasil	
6	Baragaon	P.S.
7	Rajagangapur	P.S.

APPENDIX—XXII (*contd.*)

Location Code of Districts/Police Stations/Part Police Stations/Towns for the 1981 Census

1	2	3
II	Rajagangapur Town	(M)
	Panposh Tahasil	
8	Raibogi	P.S.
9	Biramitrapur	P.S.
10	Bisra	P.S.
11	Plant Site	P.S.
12	Tangarapali	P.S.
13	Raghunathapali	P.S.
14	Kulunga	P.S.
III	Biramitrapur Town	(M)
IV	Raurkela Civil Township	(N.A.C.)
V	Raurkela Steel Township	(N.A.C)
VI	Jalda Town	(Census)
	Banei Tahasil	
15	Gurundia	P.S.
16	Banki	P.S.
17	Kamarposh-Balang	P.S.
18	Koida	P.S.
19	Banei	P.S.
20	Mahulapada	P.S.
21	Tikaetpali	P.S.
3	KENDUJHAR DISTRICT	
	Telkoi Tahasil	
1	Telkoi	P.S.
2	Pandapara	P.S.
3	Kanjipani	P.S.
	Barbil Tahasil	
4	Joda	P.S.
5	Barbil	P.S.
6	Champua	P.S. (Portion)
I	Barbil Town	(M)
II	Joda Town	(N.A.C.)
V	Balagoda (Bolani) Town	(Census)
	Champua Tahasil	
7	Champua	P.S. (Portion)
8	Baria	P.S.
	Kendujhar Tahasil	
9	Kendujhar Sadar	P.S.
10	Patana	P.S.
11	Ghatgaon	P.S.
12	Harichandanpur	P.S.
13	Daitari	P.S.
III	Kendujhar Town	(M)
VI	Daitari Town	(Census)
	Anandapur Tahasil	
14	Sainkul	P.S.
15	Anandapur	P.S.
16	Soso	P.S.
IV	Anandapur Town	(N.A.C.)
4	MAYURBHANJ DISTRICT	
	Rairangpur Tahasil	
1	Tiringi	P.S.
2	Gorumahisani	P.S.
3	Bahalda	P.S.
4	Rairangpur	P.S.
5	Badampahar	P.S.
6	Bisoi	P.S.
I	Rairangpur Town	(N.A.C.)
	Baripada Tahasil	
7	Bangiriposi	P.S.
8	Koliana	P.S.
9	Suliapada	P.S.
10	Muruda	P.S. (Portion)
11	Betanati	P.S. (Portion)
12	Baripada	P.S.
13	Barsahi	P.S.
II	Baripada Town	(M)
	Betanati Tahasil	
14	Betanati	P.S. (Portion)
15	Muruda	P.S. (Portion)
16	Baishinga	P.S.
	Udala Tahasil	
17	Khunta	P.S.
18	Udala	P.S.
19	Sharata	P.S.
III	Udala Town	(N.A.C.)

APPENDIX—XXII (*contd.*)

Location Code of Districts/Police Stations/Part Police Stations/Towns for the 1981 Census

1	2	3
	Karanjia Tahasil	
20	Thakurmunda	P.S.
21	Karanjia	P.S.
22	Jashipur	P.S.
23	Raruan	P.S.
IV	Karanjia Town	(N.A.C.)
5	BALESHWAR DISTRICT	
	Jaleswar Tahasil	
1	Raibania	P.S.
2	Jaleswar	P.S.
3	Bhograi	P.S.
I	Jaleswar Town	(N.A.C.)
	Basta Tahasil	
4	Baliapal	P.S.
5	Singla	P.S.
6	Basta	P.S.
	Baleshwar Tahasil	
7	Baleshwar	P.S.
8	Remuna	P.S.
II	Baleshwar Town	(M)
	Nilagiri Tahasil	
9	Nilagiri	P.S.
10	Berhampur	P.S.
	Soro Tahasil	
11	Soro	P.S.
12	Khaira	P.S.
13	Similia	P.S.
III	Soro Town	(N.A.C.)
	Bhadrak Tahasil	
14	Bant	P.S.
15	Bhadrak	P.S.
16	Tihidi	P.S. (Portion)
IV	Bhadrak Town	(N.A.C.)
	Basudebpur Tahasil	
17	Basudebpur	P.S.
V	Basudebpur Town	(N.A.C.)
	Chandabali Tahasil	
18	Bansada	P.S.
19	Tihidi	P.S. (Portion)
20	Chandabali	P.S.
VI	Chandabali Town	(Census)
	Dhamanagar Tahasil	
21	Dhamanagar	P.S.
22	Bhandari Pokhari	P.S.
6	CUTTACK DISTRICT	
	Sukinda Tahasil	
1	Sukinda	P.S.
2	Jajapur Road	P.S. (Portion)
3	Korai	P.S.
I	Jajapur Road Town	(N.A.C.)
	Darpan Tahasil	
4	Jajapur Road	P.S. (Portion)
5	Dharmasala	P.S.
6	Badachana	P.S.
	Binjharpur Tahasil	
7	Binjharpur	P.S.
	Jajapur Tahasil	
8	Jajapur	P.S.
II	Jajapur Town	(M)
	Kanika Tahasil	
9	Aali	P.S. (Portion)
	Aali Tahasil	
10	Aali	P.S. (Portion)
	Rajnagar Tahasil	
11	Rajnagar	P.S.
	Pattamundai Tahasil	
12	Pattamundai	P.S.
	Kendrapara Tahasil	
13	Kendrapara	P.S.
III	Kendrapara Town	(M)
	Salepur Tahasil	
14	Mahanga	P.S.
15	Tangi	P.S. (Portion)
16	Salepur	P.S.
17	Kesannagar	P.S.

APPENDIX—XXII (*contd.*)

Location Code of Districts/Police Stations/Part Police Stations/Towns for the 1981 Census

1	2	3
	Marsaghai Tahasil	
18	Patkura	P.S.
19	Mahakalapada	P.S.
	Kujang Tahasil	
20	Paradip	P.S.
21	Tirtol	P.S.
22	Ersama	P.S.
IV	Paradip Town	(N.A.C.)
	Jagatsinghapur Tahasil	
23	Balikuda	P.S.
24	Jagatsinghapur	P.S.
V	Jagatsinghapur Town	(N.A.C.)
	Niali Tahasil	
25	Gobindpur	P.S.
	Cuttack Tahasil	
26	Cuttack Sadar	P.S.
27	Tangi	P.S. (Portion)
28	Choudwar	P.S.
VI	Choudwar Town	(M)
IX	Cuttack Town	(M)
	Athagad Tahasil	
29	Gurudijhatia	P.S.
30	Athagad	P.S.
VII	Athagad Town	(N.A.C.)
	Tigiria Tahasil	
31	Tigiria	P.S.
	Banki Tahasil	
32	Banki	P.S.
33	Baidyeswar	P.S.
VIII	Banki Town	(N.A.C.)
	Badamba Tahasil	
34	Badamba	P.S.
	Narsinghpur Tahasil	
35	Kanpur	P.S.
36	Narsinghpur	P.S.
7	DHENKANAL DISTRICT	
	Palalahada Tahasil	
1	Palalahada	P.S.
2	Khamar	P.S.

1	2	3
	Talcher Tahasil	
3	Kaniha	P.S.
4	Talcher Sadar	P.S.
5	Colliery	P.S.
I	Talcher Town	(M)
VI	Talcher Thermal Power Station Township	(Census)
VII	Dera Colliery Township	(Census)
VIII	Fertiliser Corporation of India Township	(Census)
IX	Rengali Dam Project Township	(Census)
	Chhendipada Tahasil	
6	Jarapada	P.S. (Portion)
7	Chhendiapada	P.S.
	Athmallik Tahasil	
8	Handapa	P.S.
9	Kishorenagar	P.S.
10	Athmallik	P.S.
11	Thakurgarh	P.S.
	Anugul Tahasil	
12	Jarapada	P.S. (Portion)
13	Purunakot	P.S.
14	Bantala	P.S.
15	Anugul	P.S.
II	Anugul Town	(N.A.C.)
	Hindol Tahasil	
16	Balimi	P.S.
17	Hindol	P.S.
18	Rasol	P.S.
	Dhenkanal Tahasil	
19	Motunga	P.S.
20	Dhenkanal Sadar	P.S.
21	Gandia	P.S.
III	Dhenkanal Town	(M)
	Kamakshyanagar Tahasil	
22	Bhuban	P.S.
23	Kamakshyanagar	P.S.
24	Parajang	P.S.
IV	Bhuban Town	(N.A.C.)
V	Kamakshyanagar Town	(N.A.C.)

APPENDIX—XXII (*contd.*)

Location Code of Districts/Police Stations/Part Police Stations/Towns for the 1981 Census

1	2	3
8	PHULABANI DISTRICT	
	Kantamal Tahasil	
1	Ghantapura	P.S.
2	Manamunda	P.S.
	Baudh Tahasil	
3	Baudh Sadar	P.S.
4	Harbhanga	P.S.
I	Baudh Town	(N.A.C.)
	Kandhamal Tahasil	
5	Khajuripada	P.S.
6	Phulabani	P.S.
7	Phiringia	P.S.
II	Phulabani Town	(N.A.C.)
	Baliguda Tahasil	
8	Baliguda	P.S.
9	Belaghar	P.S.
10	Kotagarh	P.S.
11	Brahmanigaon	P.S.
12	Daringbadi	P.S.
	G. Udayagiri Tahasil	
13	Raikia	P.S.
14	G. Udayagiri	P.S.
III	G. Udayagiri Town	(N.A.C.)
9	BALANGIR DISTRICT	
	Patnagarh Tahasil	
1	Khaprakhol	P.S.
2	Patnagarh	P.S.
3	Belpara	P.S.
I	Patnagarh Town	(N.A.C.)
	Titlagarh Tahasil	
4	Kantabanji	P.S.
5	Bangomunda	P.S.
6	Sindhekela	P.S
7	Titlagarh	P.S.
8	Saintala	P.S.
II	Kantabanji Town	(N.A.C.)
III	Titlagarh Town	(N.A.C.)
	Balangir Tahasil	
9	Tushura	P.S.
10	Balangir	P.S.
11	Loisinga	P.S.
IV	Balangir Town	(M)
	Rampur Tahasil	
12	Dunguripali	P.S. (Portion)
13	Binika	P.S.
V	Binika Town	(N.A.C.)
	Birmaharajpur Tahasil	
14	Shindhol	P.S.
15	Birmaharajpur	P.S.
	Sonapur Tahasil	
16	Sonapur	P.S.
17	Dunguripali	P.S. (Portion)
18	Tarbha	P.S.
VI	Sonapur Town	(M)
VII	Tarbha Town	(N.A.C.)
10	KALAHANDI DISTRICT	
	Nuapade Tahasil	
1	Jonk	P.S.
2	Nuapada	P.S.
3	Komana	P.S.
I	Khariar Road Town	(N.A.C.)
	Khariar Tahasil	
4	Khariar	P.S.
5	Sinapali	P.S.
II	Khariar Town	(N.A.C.)
	Dharmgarh Tahasil	
6	Dharmgarh	P.S.
7	Kegan	P.S. (Portion)
8	Junagarh	P.S. (Portion)
9	Kokasara	P.S. (Portion)
III	Junagarh Town	(N.A.C.)
	Jayapatna Tahasil	
10	Kokasara	P.S. (Portion)
11	Jayapatna	P.S.
12	Junagarh	P.S. (Portion)
	Kalahandi Tahasil	
13	Thuamul-Rampur	P.S.
14	Lanjigarh	P.S. (Portion)

APPENDIX—XXII (*contd.*)

Location Code of Districts/Police Stations/Part Police Stations/Towns for the 1981 Census

1	2	3
15	Sadar	P.S.
16	Kegan	P.S. (Portion)
17	Kesinga	P.S. (Portion)
IV	Bhawanipatana Town	(M)
V	Kesinga Town	(N.A.C.)
	Lanjigarh Tahasil	
18	Kesinga	P.S. (Portion)
19	Madanpur-Rampur	P.S.
20	Narala	P.S.
21	Lanjigarh	P.S. (Portion)
11	KORAPUT DISTRICT	
	Motu Tahasil	
1	Motu	P.S.
2	Bhenkatapali	P.S.
	Malkangiri Tahasil	
3	Chitrakonda	P.S.
4	Orkel	P.S.
5	Malkangiri	P.S.
6	Mathili	P.S.
7	Mudulipada	P.S.
I	Malkangiri Town	(N.A.C.)
XI	Chitrakonda Town	(Census)
XII	Balimelanagar Town	(Census)
	Jeypur Tahasil	
8	Boipariguda	P.S.
9	Kundura	P.S.
10	Jeypur	P.S.
II	Jeypur Town	(M)
	Machhkund Tahasil	
11	Nandapur	P.S. (Portion)
12	Machhkund	P.S.
13	Padua	P.S.
	Nandapur Tahasil	
14	Nandapur	P.S. (Portion)
15	Pottangi	P.S.
16	Similiguda	P.S.
III	Sunabeda Town	(N.A.C.)
	Koraput Tahasil	
17	Narayanpatana	P.S.
18	Lakshmipur	P.S.
19	Dasmantapur	P.S.
20	Koraput	P.S.
IV	Koraput Town	(N.A.C.)
	Boriguma Tahasil	
21	Bhairabsingipur	P.S.
22	Boriguma	P.S.
	Kotpad Tahasil	
23	Kotpad	P.S.
V	Kotpad Town	(N.A.C.)
	Kodinga Tahasil	
24	Kodinga	P.S.
25	Dabugan	P.S. (Portion)
	Umarkote Tahasil	
26	Dabugan	P.S. (Portion)
27	Umarkote	P.S.
28	Raighar	P.S.
29	Jharigan	P.S.
VI	Umarkote Town	(N.A.C.)
	Nabarangapur Tahasil	
30	Dabugan	P.S. (Portion)
31	Paparahandi	P.S.
32	Nabarangapur	P.S.
33	Tentulikhunti	P.S.
VII	Nabarangapur Town	(M)
XIV	Paparahandi Town	(N.A.C.)
	Kashipur Tahasil	
34	Kashipur	P.S.
	Rayagada Tahasil	
35	Kalyanasingpur	P.S.
36	Rayagada	P.S.
VIII	Rayagada Town	(M)
XIII	Chandili Town	(Census)
	Gunupur Tahasil	
37	Gunupur	P.S.
38	Puttasing	P.S.
39	Padmapur	P.S.
40	Gudari	P.S.
IX	Gunupur Town	(N.A.C.)
X	Gudari Town	(N.A.C.)

APPENDIX—XXII (*contd.*)

Location Code of Districts/Police Stations /Part Police Stations/Towns for the 1981 Census.

1	2	3
	Bishama-Katak Tahasil	
41	Bishama-Katak	P.S.
42	Ambadala	P.S.
12	GANJAM DISTRICT	
	Ghumsur Tahasil	
1	Gangapur	P.S. (Portion)
2	Buguda	P.S.
3	Tarasingi	P.S.
4	Bhanjanagar	P.S.
I	Bhanjanagar Town	(N.A.C.)
II	Bellaguntha Town	(NA.C.)
III	Buguda Town	(N.A.C.)
	Surada Tahasil	
5	Gangapur	P.S. (Portion)
6	Surada	P.S.
7	Badagada	P.S. (Portion)
IV	Surada Town	(N.A.C.)
	Asika Tahasil	
8	Badagada	P.S. (Portion)
9	Gangapur	P.S. (Portion)
10	Asika	P.S.
11	Hinjili	P.S. (Portion)
12	Patapur	P.S. (Portion)
V	Asika Town	(N.A.C.)
	Digapahandi Tahasil	
13	Hinjili	P.S. (Portion)
14	Patapur	P.S. (Portion)
15	Brahmapur Sadar	P.S. (Portion)
16	Nuagaon	P.S. (Portion)
VI	Digapahandi Town	(N.A.C.)
	R. Udaygiri Tahasil	
17	Ramagiri	P.S. (Portion)
18	Mohana	P.S.
19	R. Udaygiri	P.S.
20	Seranga	P.S. (Portion)
	Parlakhemundi Tahasil	
21	Seranga	P.S. (Portion)
22	Kashinagara	P.S.
23	Parlakhemundi	P.S.
24	Garabandha	P.S.
25	Ramagiri	P.S. (Portion)
VII	Kashinagara Town	(N.A.C.)
VIII	Parlakhemundi Town	(M)
	Chikiti Tahasil	
26	Jarada	P.S.
27	Nuagaon	P.S. (Portion)
28	Brahmapur Sadar	P.S. (Portion)
IX	Chikiti Town	(N.A.C.)
	Brahmapur Tahasil	
29	Naugaon	P.S. (Portion)
30	Brahmapur Sadar	P.S. (Portion)
31	Hinjili	P.S. (Portion)
X	Gopalpur Town	(N.A.C.)
XIX	Brahmapur Town	(M)
	Chhatrapur Tahasil	
32	Patapur	P.S. (Portion)
33	Hinjili	P.S. (Portion)
34	Purusottampur	P.S. (Portion)
35	Chhatrapur	P.S. (Portion)
36	Rambha	P.S. (Portion)
XI	Hinjili Town	(N.A.C.)
XII	Chhatrapur Town	(N.A.C.)
XX	Ganjam Town	(Census)
	Khalikote Tahasil	
37	Chhatrapur	P.S. (Portion)
38	Rambha	P.S. (Portion)
39	Kodala	P.S. (Portion)
40	Purusottampur	P.S. (Portion)
XIII	Rambha Town	(N.A.C.)
XIV	Khalikote Town	(N.A.C.)
	Kodala Tahasil	
41	Hinjili	P.S. (Portion)
42	Purusottampur	P.S. (Portion)
43	Kodala	P.S. (Portion)
XV	Purusottampur Town	(N.A.C.)
XVI	Kavisurjyanagar Town	(N.A.C.)
XVII	Polasara Town	(N.A.C.)
XVIII	Kodala Town	(N.A.C.)
13	PURI DISTRICT	
	Dasapalla Tahasil	
1	Gania	P.S.
2	Dasapalla	P.S.

APPENDIX—XXII—*concld.*

Location Code of District/Police Stations/Part Police Stations/Towns for the 1981 Census.

1	2	3
	Nayagarh Tahasil	
3	Nuagaon	P.S.
4	Odagaon	P.S.
5	Sarankul	P.S.
6	Nayagarh	P.S.
I	Nayagarh Town	(N.A.C.)
	Khandapada Tahasil	
7	Khandapada	P.S.
8	Fatehgarh	P.S.
IX	Kantilo Town	(Census)
	Khordha Tahasil	
9	Bolagad	P.S.
10	Begunia	P.S.
11	Khordha	P.S.
II	Khordha Town	(N.A.C.)
	Pipili Tahasil	
12	Delanga	P.S.
13	Pipili	P.S.
III	Pipili Town	(N.A.C.)
	Bhubaneswar Tahasil	
14	Bhubaneswar	P.S.
15	Jatani	P.S.
16	Chandaka	P.S.
17	Saheed Nagar	P.S.
18	Balianta	P.S.
19	Balipatna	P.S.
VIII	Bhubaneswar Town	(M)
IV	Jatani Town	(N.A.C.)
	Nimapada Tahasil	
20	Nimapada	P.S.
21	Kakatpur	P.S.
22	Gop	P.S.
V	Nimapada Town	(N.A.C.)
	Puri Tahasil	
23	Sadar	P.S.
24	Satyabadi	P.S.
25	Brahmagiri	P.S.
VI	Puri Town	(M)
	Krushnaprasad Tahasil	
26	Krushnaprasad	P.S.
	Banapur Tahasil	
27	Tangi	P.S.
28	Banapur	P.S.
VII	Banapur Town	(N.A.C.)
	Ranapur Tahasil	
29	Ranapur	P.S.

APPENDIX—XXIII

(Vide Chapter VIII Para 43)

REGISTER No. V

URBAN CHARGE REGISTER

Name of District .....Code No..... Name and address of the Charge Officer .....

Name of Tahsil ....

Name of City/Town .....Code No .....

Name of Ward and Code No.	Sl. No. of circle in the City/Town	Name of Supervisor with Official and residential address	Sl. No. Enumerator's Block (As per Col. 6 of circle register)	Name of Enumerator with Official and residential address	Area allotted to Enumerator (Building Nos. From .... To....)	As per Houselist		No. of Enumerators required for Enumeration in each circle	Remarks
						No. of Households in each circle	Population in each circle		
1	2	3	4	5	6	7	8	9	10

N.B.—After Houselisting, Columns 7, 8 and 9 should be filled up and columns 3 and 5 may be revised if necessary. Other columns should be filled in before Houselisting.

85-M/J(N)164DCO—10

REGISTER No. VI Page..... .....

RURAL CHARGE REGISTER

Name of District ..... Code No .....

Name of Tahasil .....

Name of P.S./Part P.S ..... Code No.....

Name and address of the Charge Officer .....

.....

Name of C D. Block	Sl. No. of circle in the P.S./ Part P.S.	Name of Supervisor with official and residential address	Sl. No. of Enumerator's Block (As per Col. 6 of circle Register)	L.C. No. of villages (No. of Hamlets)	Name of Enumerator with official and residential address	As per Houselist		No. of Enumerators required for enumeration in each circle	Remarks
						No. of Households in each circle	Population in each circle		
1	2	3	4	5	6	7	8	9	10

N.B.—After Houselisting, columns 7, 8 and 9 should be filled up and columns 3 and 6 may be revised, if necessary. Other columns should be filled in before House numbering.

APPENDIX—XXIV

(Vide Chapter VIII Para 43)

REGISTER No. III

CIRCLE REGISTER (URBAN)

Name of District .....Code No.....

Name of Tahasil .....

Name of P.S.....Code No .....

Name of Town .....Code No.....

Circle No .....

Name and address of the Charge Officer .....

.....

Name and address of the Supervisor .....

.....

Ward No.	Block No.	Estimated Figures for 1981		Tentative Number of Blocks for house-numbering	Sl. No. of Block	Approximate Number of houses of each Block	Approximate Population of each Block	Name and address of Enumerator	As per Houselist		Enumerators required for Enumeration		Remarks
		Number of Houses	Population						Number of Households in each Block	Population of each Block	No	Sl. No.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

*In case of towns which have got clearly defined wards, the ward number should be shown in columns above consecutively one below the other. In case of towns which have no recognised wards, the different units comprised within the town area may be shown as village units, that is to say, villages as they existed at the time of formation of the town or as they are locally known at present. After Houselisting columns 9, 10 and 11 should be filled up and column 8 may be revised if necessary. All other columns should be filled in before House numbering.

85-M/JCN164DCO—10(a)

REGISTER No. IV

CIRCLE REGISTER (RURAL)

Name of District .....Code No .....

Name of Tahasil .....

Name of Police Station .....Code No.....

Name of C.D. Block .....

Circle No .....

Name and address of Charge Officer .....

.....

Name and address of Supervisor.....

.....

Code No. of Village (1981)	Name of Village/ Hamlet	Estimated Figures for 1981		Tentative Number of Blocks for House-numbering	Sl. No. of Block	Approximate		Name and address of the Enumerator	As per Houselist		Enumerators required for enumeration		Remarks
		Number of houses	Population			Number of houses in each Block	Population of each Block		Number of households in each Block	Population of each Block	No.	Sl. No.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

N. B.—**After Houselisting, columns 10, 11 and 12 should be filled up and column 9 may be revised if necessary. All other columns should be filled in before House numbering.**

APPENDIX—XXV

(Vide Chapter VIII Para 44)

REGISTER No. VIII

1981 CENSUS

CHARGE REGISTER (ENUMFRATION)

Name of District .....Code No.....

Name of Tahsil .....

Name of P.S./Part P.S./City/Town .....Code No .....

Circle No .....

Name of the Charge Officer .....

.....

Name and address of Supervisor .....

.....

Location Code No. of Village/ Ward	Name of Village/Hamlet/ Ward	Block No. at the time of House-listing operations	Population as per Houselist	Tentative number of Blocks for Enumeration	Sl. No. of Block for Enumeration	Identification particulars		Name and address of Enumerator	Remarks
						Name of street, road, lane, sahi, first and last Household No. and name of head of Household as per Houselist	Sl. No. of first and last Household as per Section 2 of the Abridged Houselist		
1	2	3	4	5	6	7	8	9	10

N. B. : In case where more than one Block are allotted to an Enumerator such Blocks should be indicated by brackets under Columns 6, 7 & 8.

APPENDIX—XXVI

(Vide Chapter IX Para 4)

CENSUS 1981
IMMEDIATE

CIRCULAR NO. 7

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, ORISSA, CUTTACK

SHRI A.R. NANDA, I.A.S.
Director

Telephone { Office—23005 / Res.—22856

D.O. No. 115/50/79-CT. *Cuttack dated the 1st January, 1980*

Dear Shri

SUBJECT—Selection and appointment of enumerators and supervisors for houselisting operation, 1980.

In my circular No. 6 dated the 28th November, 1979, I have already indicated in detail regarding delimitation of census enumeration blocks for the houselisting operations to be held in April-May, 1980. I am sure the Tahsildars must have started the process of formation of blocks and preparation of charge register and circle register, etc. by now. *It shall be our endeavour to complete this item of work by 15th January, 1980 at the latest.* Any delay in completing the delimitation work in time by Charge Officers/Town Census Officers would virtually upset our programme. I know the Tahasildars are extremely busy for the elections and I am burdening them with the census work. As you know, I have no choice in the matter and the entire census process would get a jolt if the dateline is not adhered to.

2. Having completed preparation of the circle registers and charge registers the Tahsildars and the Town Census Officers would have a fairly accurate assessment of requirement of census personnel within their jurisdictions. The number of enumerators required for the charges shall be determined on the basis of number of enumerators jurisdiction formed in the charge. This information would be available from the P.S./Town maps and circle registers prepared by Tahsildars while delimiting the census blocks.

3. As already explained in circular 6, there should not be any confusion between the enumeration blocks and enumerators' jurisdiction. An enumerator can be kept in charge of more than one enumeration block taking into account equitable workload considerations. Normally, for the rural areas, an enumerator shall be appointed for about 150-200 houses, i.e., about 750 population. In urban areas the criterion can be reduced a little to 120-150 houses, i.e., about 600 population to make it manageable. Thus, after completion of block formations and finalisation of enumerator's jurisdiction, the charge officer is required to prepare an inventory of census personnel for his charge.

4. As you know, jurisdiction of five enumerators would ordinarily constitute a supervisory circle. The enumeration blocks within a circle should normally be contiguous for operational convenience. Each circle will have to be kept in charge of one supervisor. It is essential that the supervisor should be of a rank higher than that of enumerators who are to work under his guidance and control. Specific duties and responsibilities of the supervisors in connection with the field operation shall be intimated separately in due course. The requirement of supervisors should be determined on the basis of number of circles within a charge. The circle register and P.S. map would give a clear picture regarding the requirement of enumerators and supervisors. Similarly the Town Census Officer will also determine the requirement of personnel from the circle register and town maps.

5. After preparation of an inventory of census personnel within the charge, the Tahsildars/Town Census Officers would select suitable persons for appointment as enumerators for blocks and supervisors for circles. The names of census personnel shall have to be recorded in appropriate columns of the circle register/charge register. As indicated to you earlier the bulk of the enumerators and supervisors would be drawn from among school teachers who may be supplemented by other local officials as may be readily available. It has to be borne in mind that the block or circle allotted to an enumerator or supervisor should be as close to his place of residence as possible. The discretion of selection of personnel, however, rests on the District Census Officers.

6. It would be necessary to keep the census personnel in the reserve list for meeting unforeseen situations. The Tahsildars/Town Census Officers would, no doubt, keep a certain percentage of the required strength of enumerators and supervisors as reserve who would be kept in readiness to be drawn upon, if and when necessary. The reserve personnel will have to be fully trained along with others and should remain prepared to take up the work, as and when directed. From our past experience, I suggest that a minimum of 10 per cent of the required strength of enumerators and supervisors should be kept as reserve for each charge.

7. After preparation of an inventory of census personnel the charge officer is required to send the list of names to the concerned S.D.O. and District Census Officer for issue of appointment orders. The Charge Officer is required to ensure that the requirement of personnel for the charge is accurately made.

8. The State Government have already delegated the power of appointment of census personnel to the S.D.O; and Additional District Magistrates (D.C.Os) under Section 4 of the Census Act. The S.D.Os have been empowered to appoint enumerators and District Census Officers are delegated with the power to appoint supervisors. On receipt of the list of enumerators, the S.D.Os are required to sign the appointment orders and return the same to Charge Officers for service on the persons concerned. The list of supervisors is required to be sent to A.D.M. for issue of appointment orders of Supervisors. In case of Cuttack, Berhampur, Puri, Bhubaneswar, Sambalpur and Rourkela (C.T.) Municipalities/N. A. Cs where Executive Officers have been declared as Additional District Census Officers, the appointment orders for supervisors are to be issued by the concerned Additional District Census Officers. However, the enumerators for these town charges would be appointed by the concerned S.D.Os.

9. The required number of forms for issue of orders of appointment for enumerators and supervisors will be sent to the District Census Officer separately. Since S.D.Os are empowered to appoint the enumerators, the forms meant for appointment of enumerators are required to be sent to the S.D.Os. The appointment orders of supervisors would, of course, be signed by the District Census Officer/Additional District Census Officer (in case of some town charges) on receipt of list of personnel from the Charge Officers. In case of the personnel kept under reserve, it should be indicated as "Reserve" in their appointment order. It should be borne in mind that *separate appointment orders are to be issued for each enumeration block*.

10. Regarding "forest villages" inside Reserve forest it would be necessary to treat each forest atleast as a separate census block. Bigger forest villages may be divided into more than one block. In case school teachers are available in such villages, they may be appointed as enumerators. Otherwise, the local Forester has to be appointed as enumerator.

In the case of other clusters of habitations inside forests, the enumerator's block may be constituted on the basis of smallest lowest administrative unit, viz., beat of the forest guard and the concerned Forester is required to be appointed as enumerator.

In both the cases the concerned Range Officer has to be appointed as Supervisor.

11. In para 15 of circular 6, I have indicated about retaining identity of S.R.S. blocks while delimitation of enumeration blocks are made. The charge Officers/Town Census Officers would, no doubt, retain the S.R.S. units as separate census blocks. We have already engaged some local school teachers as part-time enumerators in the S.R.S. blocks for collection of birth and death figures. It may please be ensured that the local school teachers who are working as part-time enumerators are not appointed as enumerators in the S.R.S. blocks during the ensuing houselisting operations. They can be appointed as enumerators in adjacent enumeration blocks other than S.R.S. units. This is necessary to collect data from the S.R.S. units by an independent enumerator. The list of such blocks is being sent to the concerned Charge Officers separately.

12. I have already indicated in para 16 of circular 6 about "special areas" for which particular attention has to be given. The railway colonies, jails, big hospitals, C.R.P. formations and O.M.P. Battalion areas would come within the purview of the special areas. It would be convenient to appoint some officials of these establishments as enumerators and supervisors for the purpose of the ensuing houselisting operations. The Charge Officers should see that the Heads of such establishments are actively associated in the census work.

13. While selecting the census personnel, care should be taken that they are familiar with the local language. Since the enumerator is required to elicit information from the households, knowledge of local language is essential. The supervisor should also be well conversant with the local language and usages as he is required to check the work of the enumerator in the field. It is, therefore, necessary to look into this aspect for maintaining the quality of data collection in the field.

14. As in the past, the enumeration agency would be mainly teachers drawn from Education/T. & R.W. Department/ Urban Development Department. I have moved the concerned Departments for engagement of teachers in the houselisting operations. Government in the Education Department have already issued orders for engagement of teachers in the houselisting operations. The Urban Development Department and T. & R.W. Department have also issued similar instructions. The services of the teachers may, therefore, be fully utilised for the census work during the ensuing houselisting operations. In case sufficient number of teachers are not available as per the requirement of Charge Officers/Town Census Officers, other local Government Officials may have to be appointed according to the necessity.

15. It has been decided to start the training programme for enumerators and supervisors from the 1st week of February, 1980. It will, therefore, be necessary to complete the assessment of personnel required and issue appointment orders well before the training programme. As such, the inventory and selection of census personnel must be completed by the Charge Officers by 20*th January*, 1980 at the latest and orders of appointment should be issued by 25*th January*, 1980. Immediate steps may have to be taken to complete this item of work according to the time schedule as otherwise the whole process would get delayed. The Tahsildars and Town Census Officers may please be instructed to strictly adhere to the datelines indicated.

The receipt of the circular may kindly be acknowledged.

Yours sincerely,
A.R. NANDA

Shri

Collector,

Memo No. 115/50/79-CT. *Dated the 1st January, 1980*

Copy to :

1. All A.D. Ms (District Census Officers) with two spare copies
2. All Sub-divisional Officers (Sub-divisional Census Officers) with one spare copy
3. All Tahsildars with two spare copies
4. All Executive Officers of Municipalities/N.A.Cs with one spare copy
5. All B.D.Os
6. Range Deputy Directors, Bureau of Statistics and Economics
7. All District Statistical Officers

A.R. NANDA
Director of Census Operations, Orissa.

Memo No. 115/50/79-CT. *Dated the 1st January, 1980*

Copy with compliments to :

1. Shri P. Padmanabha, Registrar General, India
2. All Directors of Census Operations of States/U.Ts
3. Chief Secretary to Government of Orissa
4. Additional Chief Secretary to Government of Orissa
5. Secretary to Government of Orissa, Revenue Department/Urban Development Department/C.D. Department/ Planning and Co-ordination Department/Forest Department/Education Department/T. & R.W. Department
6. Member, Board of Revenue, Orissa, Cuttack
7. Revenue Divisional Commissioners
8. Director, Bureau of Statistics and Economics, Orissa, Bhubaneswar
9. Chief Conservator of Forests, Orissa, Cuttack with 30 spare copies for distribution among the Conservators and D.F.Os
10. Additional D.P.I. (Schools) Orissa, Bhubaneswar

A.R. NANDA
Director of Census Operations, Orissa.

APPENDIX—XXVII

(Vide Chapter IX—Para 4)

GOVERNMENT OF ORISSA
REVENUE DEPARTMENT
NOTIFICATION

Dated, Bhubaneswar, the 7th Sept. '79

No. VC-5/79-65179/R. In exercise of the powers conferred by sub-section (4) of Section 4 of the Census Act, 1948 (37 of 1948) the State Government do hereby delegate the powers of appointing Census Officers conferred on them by sub-section (2) of the said section to the authorities specified in column (2) of the Table below in respect of the officers specified against each in column (1) there of : –

THE TABLE

Name of Officers	Name of authorities empowered to appoint
1	2
(1) Additional Charge Officers	Principal Census Officers (District Magistrates and Collectors).
(2) Sub-Charge Officers	Principal Census Officers (District Magistrates and Collectors).
(3) Census Circle Supervisors	District Census Officers and Additional District Census Officers. [Additional District Magistrate and Executive Officers in the rank of Senior Class (I) working in municipalities of Cuttack. Bhubaneswar. Berhampur. Rourkela (Civil Township), Sambalpur & Puri as the case may be].
(4) Enumerators	Sub-Divisional Census Officers (Sub-Divisional Officers).
(5) Any other census personnel if necessary in future.	Deputy Directors and Assistant Directors of Census Directorate of the State.

By Order of the Governor
B. Jena
Deputy Secretary to Government

Memo No. 65180/R. Dated, 7-9-79

Copy forwarded to All Department of Government/All Heads of Department/All Collectors/All A.D.Ms./All S.D.Os./Executive Officers, Cuttack, Bhubaneswar, Berhampur, Rourkela (Civil Township)/Sambalpur and Puri.

Sd/-
For Deputy Secretary to Government

Memo No. 65181/R. Dated 7/9/79.

Copy to Director of Census Operations, Orissa, Cuttack for information with refcrence to his letter No. 125/1/79-C.T. dated 10-7-1979.

Sd/—
Deputy Secretary to Government

Memo No. 65182/R. Dated 7/9/79

Copy to Accountant General, Orissa, Bhubaneswar for information.

Sd/—
Deputy Secretary to Government

Memo No. 65183/R. Dated 7-9-79

Copy forwarded to Director, Printing, Stationery and Publications, Madhupatna, Cuttack for publication in the next issue of Orissa Gazettee and supply 30 copies to this Deptt. and 50 copies to the Director of Census Operations, Orissa, Cuttack.

Sd/—
Deputy Secretary to Government

APPENDIX—XXVIII

(Vide chapter IX – Para 7)

GOVERNMENT OF ORISSA

REVENUE DEPARTMENT

No. VC-4/79-4735 R

Dated 23rd January, 1980

FROM

Shri S.M.H. Burney, I.A.S.,
Chief Secretary to Government

To

All Revenue Divisional Commissioners
Director of Bureau of Statistics & Economics
Director of Municipal Administration
All Collectors.

SUB –1981 Census –Houselisting operations.

Sir,

I am directed to say that soon after the General Elections are over, the tempo of work with regard to the census would increase enormously. The houselisting operations are programmed to take place very soon in our State and considerable preliminary work has to be done by Director of Census Operations of our State with the help and co-operation of all State Government employees.

2. For smooth and efficient supervision of various items of works in connection with the 1981 census the State Government in Revenue Department have issued notification (Vide No. 65179/R. dt. 7-9-79) appointing Collectors, Addl. District Magistrates, Executive Officers in the rank of Senior Class I working in Muncipalities, Sub-Divisional Officers, Tahsildars and Executive Officers of the Muncipalities as Principal Census Officers, District Census Officers, Addl. District Census Officers, Sub-Divisional Census Officers, Census Charge Officers and Town Census Officers respectively. Government have also appointed District Statistical Officers of the State as Addl. District Census Officer in Notification No. 88927/R. dt. 14-12-79. Besides, the Principal Census Officers District and Addl. District Census Officers, Sub-Divisional Census Officers have also been delegated with power of appointing Addl. Charge Officers and Sub-Charge Officers, Census circle Supervisors and Enumerators respectively in this Department Notification No. 65179/R. dt. 7-9-79.

3. Under Section 5 of the Census Act, the Census Officers are public servants and exercise powers as enjoined on them under the Act and are required to perform the duties and responsibilities as and when assigned to them by the Director of Census from time to time. The Director, Census Operations, has also been issuing instructions regarding the procedure to be followed for houselisting as well as economic census. The intensive training of the Supervisors and Enumerators will be the main responsibilities of the concerned charge officers for check and supervision on percentage basis by the Sub-Divisional Census Officers and District Census Officers. Every Officer specially the Sub-Divisional Officers/Tahsildars in charge of Census must satisfy himself through field excercises that the enumerators and Supervisors clearly understand the instructions and are fully prepared for the task. At the stage of house-numbering and houselisting operations, the enumerator will undertake houselisting and fill in house list schedules and houselist abstract. It is therefore the responsibilities of the Collectors. Addl. District Magistrates and Sub-Divisional Officers to see that officers at the lower levels are properly trained to carry out their responsibilities under their direct supervision effectively. In the fact the Sub-Divisional Officers are required to excercise supervision over the entire operation.

4. In the Census hierarchy the Charge Officer (Tahsildar) is an extremely important functionery. The success of the Census Operations, strictly depends on how the Charge Officer has been introduced into the system. So it is the responsibility of the Collectors to ensure keeping efficiency of Chrage Officers in high order.

5. Now the immediate priorities relate to the selection and appointment of enumerators for the houselisting operations, the training of District Census Officers, Charge Officers, Supervisors and the Enumerators. This in itself involves quite some organisational effort which is only possible with the total involvement of the district and other concerned authorities.

6. I am, therefore, to request you to ensure that the system works at peak efficiency and the officers who are notified as Census Officers do get themselves totally involved in this process.

7. Government have no doubt that the operations will be a success, as in earlier decades, if all concerned take their tasks seriously.

Yours faithfully,
Sd/—
Chief Secretary to Government

MS/22.1.

Memo No. 4736/R., Dated 23-1-80.

Copy forwarded to Director of Census Operations, Orissa, Cuttack for information with reference to D.O. letter No. S/48/79-CD (CEN) dt. 13-12-79 from the Registrar General of India, Ministry of Home Affairs, New Delhi.

Sd/
Assistant Secretary to Govt.

Memo No. 4737/R., Dated 23-1-80.

Copy forwarded to all Addl. District Magistrates/All Sub-Divisional Officers/All Tahsildars/All District Statistical Officers/All Executive Officers of Municipalities and N.A.Cs for information.

Sd/—
Assistant Secretary to Govt.

Memo No. 4738/R., Dated 23-1-80.

Copy forwarded to Education & Youth Services Department Urban Development Department/Planning & Coordination Department for information in continuation of this Department letter No. 33337 dt. 27-4-79.

Sd/—
Assistant Secretary to Govt.

APPENDIX--XXIX
(Vide Chapter IX—Para 7)

GOVERNMENT OF ORISSA
EDUCATION & YOUTH SERVICES DEPARTMENT

No. IX EMCC. 100 79————————————————/EYS.dated 29-11-79

FROM

Shri A.K. Ray, I.A.S.,
Secretary to Government.

To

The Addl. Director of Public Instruction (S) Orissa.

SUB :—Engagement of teachers for the houselisting operations in connection with the 1981 Census.

Sir,

I am to inform you that the next decennial population Census will be taken up from 9th February to 28th February, 1981 with 1st March 1981 as the reference date. As in the previous occasions, the houselisting operation will be taken up a year ahead and it has been scheduled to complete the task within one month i.e. from 7th April to 6th May, 1980.

2. The Education Department have played a vital role for the sucessful implementation of the programme in the past occasions. This time also, the Department have to shoulder the responsibility for the national cause. It has been estimated that nearly 40 thousand primary teachers will be appointed as enumerators which forms the nucleus of the entire machinery and nearly 8 thousand teachers from high and M.E. Schools will be appointed as supervisors.

3. The Collectors have already been appointed as Principal Census Officers, Addl. District Magistrates as Dist. Census Officers, Sub-Divisional Officers as Sub-Divisional Census Officers and Tahsildars, Executive Officers of Municipalities/N.A.Cs as charge Officers by the State Government. The District Census Officers and the Sub-Divisional Census Officers will appoint the enumerators and their supervisors and when appointed, it will be binding on the persons to accept the appointment.

4. It has therefore been decided by Government as follows :—

(*i*) 40,000 primary School teachers and 8,000 teachers from High and M.E. Schools are to be spared for the ensuing Houselisting operation when requisitioned by the Census Authorities. Their training period as well as the period of engagement in the houselisting operation will be in addition to their own duties. In case of Schools having two or more teachers, the census authorities should fix their training on different days as far as possible so that there is atleast one teacher left to run the School. Teacher of single teacher-schools should be avoided as far as possible for the purpose of appointment of enumerators and supervisors. But in certain parts of the State, particularly in hill and agency areas where the scope of drawing upon other sources is far too limited, this restriction may not be rigidly followed. The Director Census Operation is being requested to issue suitable instructions to the Census Officers in this regard.

(ii) The M.E Examination and the Higher Secondary Examination Scheduled to be conducted during April and May, 1980 need not be postponed and both the Houselisting work and the examinations should be done simultaneously. The Heads of the Institutions should be instructed to spare such teachers whose services are not required for examination work.

(*iii*) The annual examination of Primary schools will be held after houselisting operation is over i. e. after 8th May, 1980.

You are, therefore, requested to issue instruction to all concerned in the above light urgently. A copy of your instructions issued may be furnished to Education & Youth Services Department and to the Director, Census operations, Orissa, Govt. of India, Ministry of Home Affairs, Cuttack.

Yours faithfully,
Sd/—
Secretary to Government

Memo No. 41862/EYS, Dt. 29-11-79

Copy forwarded to the Director of Census Operations, Orissa, Cuttack with reference to his letter No. 125/2/79-CT dated 29-10-79 for information.

He is requested to issue suitable instructions to Census officers in respect of para 4(i) above.

Sd/—
Deputy Secretary to Government

Memo No. 41863/EYS dt. 29-11-79

Copy forwarded to the Secretary, Board of Secondary Education, Orissa for information.

Sd/—
Deputy Secretary to Government

GOVERNMENT OF ORISSA
URBAN DEVELOPMENT DEPARTMENT
No. 11911/UD
Bhubaneswar, 3-4-1980.

FROM

Shri K. Viswanadham, O.A.S.(I),
Director Municipal Administration-
cum-Deputy Secretary to Government.

To

The Chairman of all Municipalities/Notified Area Councils.

SUB:—Census Operations, 1981.

Sir,

You are perhaps aware that all the Executive Officers in the State have been appointed as Town Census Officers to undertake the houselisting and enumeration work. The Director of Census Operations has also arranged training for them at different centres. However, it has been brought to the notice of Government that the Chairman of some Urban Local Bodies have not allowed the Executive Officers to attend the training arranged by the Director of Census Operation and also that some Chairmen were hasitent to spare the services of Municipal staff for census work. Some of the Executive Officers have also intimated the Director of Census Operations that they could not attend the classes due to lack of funds under T.A. unit.

All the above facts would only indicate that the importance of this national programme has not been fully appreciated by the Urban Local Bodies. Non-availability of funds under the T.A. unit can not certainly be a plea for the Executive Officers to avoid the training. However, the Director of Census Operations has agreed to provide funds to enable you to meet the expenditure on T.A. of the Executive Officers and on contingencies.

It is perhaps needless to mention here that the census enumeration work likely to be taken up soon, will be immense use to your Urban Local Body. Even thereafter, the detailed census figures which will be compiled by the Director of Census Operations will be usefull to you in drawing up long term development plans in your area.

I am, therefore, to request that you may kindly issue suitable instructions to your Executive Officer and other staff that they should render fullest cooperation and assistance in the ensuing census Operations.

Yours faithfully,
Sd/-
Director of Municipal
Administration-cum-Deputy Secretary to Government

Memo No.11912/ID. Dt. 3-4-1980

Copy forwarded to Director of Census Operations, Orissa, Cuttack for information with reference to his D.O. No. 128/4/79-CT dated March 26, 1980.

Sd/-
Under Secretary to Govt.

GOVERNMENT OF ORISSA

TRIBAL & RURAL WELFARE DEPARTMENT

NO. EDU, 168E/79-38133/TRW.,

Dated Bhubaneswar, the 11th Dec. 79.

FROM

Shri B. Patra, O.A.S.
Officer on Special Duty-Cum-Dy.
Secretary to Government.

To

All Collectors.

SUB :—Engagement of teacher for the houselisting operation in connection with the 1981 Census.

Sir,

I am directed to say that the State Government have already notified Collectors as Principal Census officers, Additional Sub-Divisional Officers as sub-divisional Census Officers and Tahasildars as charge officer in respect of Tahasils and Executive Officer of Municipalities/N.A.C. as Town Census officers for the Urban Areas. The District Census officers and Sub-divisional Census Officers are competent to appoint supervisors and enumeratiors respectively Primary School teachers including sevaks of Sevashrams are generally selected as enumerators and teachers of High Schools and M.E. School as supervisors. They are given intensive training in 3 or 4 rounds between January-March, 1980. Each round of training will be only for a duration of two days. The houselisting operation will be taken up simultaneously throughout the State during the period from 7-4-80 to 6-5-80. The enumerators will have to do Census works in addition to their normal duties. Some out pocket allowance would be paid to the enumerators and supervisors as honorarium. Enumerators and supervisors engaged in Census will be treated as on duty.

Government in the T & R.W. Department have approved the proposal of the Director of Census for engagement of School teachers in Census work including houselisting operation, between January, 1980 to May 1980. No teacher engaged in houselisting operation should be transferred from January, 80 to May, 1980.

This instructions may please be communicated to all the Sub-divisional officers and other officers concerned.

Yours faithfully,
Sd/—
Officer on Special Duty-cum-Dy.
Secretary to Government.

District Magistrates as District Census Officers :

Memo No. 38134/TRW Dated 11-12-79.

Copy forwarded to all District welfare officers for information and necessary action.

Sd/—
Officer on Special Duty-Cum-Dy.
Secretary to Government.

Memo No. 38135/TRW Dated 11-12-79.

Copy to the Director of Census Operations, Orissa for information with reference to his Memo No. 125/2/79-CT dated 29th Oct. 1979.

Sd/—
Officer on Special Duty-Cum-Dy.
Secretary to Government.

Memo No. 38710/TRW Dated 14-12-79.

Copy forwarded to the Director of Census Operations, Orissa, Cuttack-2 for information with reference to his Memo No. 125/2/79 CT Dated 29-10-79.

Sd/—
Officer on Special Duty-Cum-Dy.
Secretary to Government.

OFFICE OF THE CHIEF CONSERVATOR OF FORESTS ORISSA

Memo No. 9449 (10)/3F-429/78, Dated Cuttack the 17th April, 1980

To

All Conservators of Forests.

SUB :—Census Operation 1981-Declaring Forest Villages as Revenue Villages.

It has been brought to my notice by the Director of Census Operations that some of the Forest Officials (*Viz.* Range Officers, Foresters and Forest Guards) who were appointed by the District Census Officers as Census Supervisors and Enumerators to conduct Census operation in the Forest Villages situated in Reserved Forests, a list of which was furnished to you in the office. Memo No. 8375 dated 2-4-80, are reported not to be co-operating in the census operations conducted by the Census Organisation, although most of them have been trained and started their job, in the field. Some cases of refusal and negligence on part of the Forest Officers have been brought to my notice. This is a very serious affairs. Since this is a national venture and the Census Operation is to be completed within 1st week of May' 80, I would like that all Forest Officers who have been appointed for the above purpose should cooperate with census Organisation and do the best to complete the work entrusted to them with utmost effort and sincerity, so that the work is completed within the stipulated period. It may please be impressed on all concerned that drastic disciplinary action shall be taken against defaulters.

Sd/—
A.C.C.F.
For *Chief Conservator of Forests, Orissa.*

Memo No. 9450 (56) / Dt. 17-4-80.

Copy forwarded to all Divisional Forest Officers for information and immediate necessary action.

Sd/—
For *Chief Conservator of Forests, Orissa.*

Memo No. 9451/Dt. 17-4-80.

Copy forwarded to the Director of Census Operation of Orissa for information with reference to his D.O. Letter No. J 1101150/78-Tech. Dated 9-4-80

Sd/—
For *Chief Conservator of Forests, Orissa.*

Government of India
Ministry of Home Affairs
Office of the Director of Census Operations, Orissa, Cuttack

Memo No. 115/105/79-CT Dated the 21st April '80.

Copy forwarded to all Addl. Dist. Magistrate-Cum-Dist. Census Officers/S.D.Os./Tahasildars, Executive Officers of Municipalities and N.A.Cs/B.D.Os. for information and necessary action.

Sd/—
B. C. Das
Deputy Director.

APPENDIX XXX

(Vide Chapter IX- para 8)

1981 CENSUS

IMMEDIATE

GOVERNMENT OF ORISSA

EDUCATION & YOUTH SERVICES DEPARTMENT

No. 31251/EYS.,

IX. E. M. C. 24/80

Dated, Bhubaneswar, the 23rd July, 1980.

FROM

Sri A.K. Ray, I. A. S.
Secretary to Government

To

The additional Director of Public Instruction (Schools) Orissa, Bhubaneswar.

SUBJECTS :— Engagement of School teachers for 1981 Census Enumeration.

Sir,

I am desired to invite a reference to the Education Department letter No. 41861-EYS dated the 29th November, 1979 regarding engagement of teachers for the first phase of 1981 Census, namely, the Houselisting operations. The credit for the successful completion of the Houselisting operations in April-May, 1980 goes to the large number of school teachers. The final stage of the 1981 census, namely Enumeration or the actual count would now be carried out from 9th February to 28th February, 1981 followed by an intensive revisional round from 1st March to 5th March 1981. Government of India have already issued notification in this regard.

2. In the past the Education Department have played a vital role in the census operations. The Government of Orissa in the Education Department have accepted the responsibility for the 1981 Census also and, as such, all out efforts have to be made for the successful completion of Census taking.

3. Under the provisions of the Census Act various functionaries have been appointed by the State Government. The Additional District Magistrates who have been appointed as district Census Officer and Sub-Divisional Officers appointed as Sub-divisional Census Officer are empowered to appoint the Supervisors and Enumerators respectively under the Census Act. It would be binding on the persons so appointed to accept the assignment. The appointment orders would be issued by the concerned authorities sometime during August-September, 1980. As such, it would be necessary to restrict the transfer of teachers during the period August, 1980 to March, 1981. In this connection, the Chief Secretary has already issued instructions to all departments banning transfer of officials connected with the census work from August, 1980 onwards. Any transfer after appointment is made for census work would create complication and set-back in the census operation,

4. Before commencement of the field work the census personnel would be given adequate and intensive training in several rounds at various centres to be familiarized with the census concepts and method of canvasssing and filling up the prescribed schedules. According to the Calendar the Schedule of the training progaramme will be conducted from the first week of November, 1980 to the end of January, 1981. During this period the teachers will be given nearly 5 rounds of training. There will be one round in November, two in December and two in January, 1981. Normally the training will be for a duration of 2 days in each round. It has been decided to hold the training at convenient centres in the Blocks or towns, so that the teachers are not required to travel long distances to attend the training. It is necessary that all census functionaries must attend the training classes without fail.

5. On completion of the training programme the enumerator will have to take up the field work of house to house enumeration within the jurisdiction to be assigned by the Charge Officer. The enumerator is to fill in the prescribed forms and canvass the schedules as required. Normally the work load of an enumerator will be around 150

households in the rural area or 130 households in the urban area. The census work will be carried out by the teachers for about 4 hours every day in addition to the school duties. It is, therefore, necessary to reduce the usual working hour in the school for the teachers engaged in the census work. It would be convenient if these teachers are exempted from attending schools during the second half in order to make them relatively free in the afternoon to take up the census work. During the morning hours the teachers are required to attend the school as usual.

6. There would be a revisional round from 1st March to 5th March, 1981. During this period the enumerator and supervisor are required to visit each and every household in order to take into account the new birth and unfortunate death for updating the records. This would normally engage the enumrators and supervisors fully in the census work and it may not be possible for them to attend to their school duties. It would, therefore, be necessary to fully exempt them from attending their normal duty in school during this period.

7. As in the past, a token honorarium would be paid to the teacher for carrying out the field work for 1981 enumeration. Besides, the teachers would be paid D.A. and T.A. at the State Government rates for attending the training programme. Those attending the training Centre within a radius of 8 Kms. from their place of work will be paid D.A. at a flat rate of Rs. 5/-.

8. The enumeration work is a strictly time-bound programme and any deviation from the date-line indicated in the calendar of operation would cause serious dislocation in the census work and would hold up the release of all India figures. It is, therefore, necessary for the teachers to handover the records by the prescribed date without fail.

9. Government after careful consideration have decided as follows :

(*i*) There should not be any transfer of teachers entrusted with census work between August, 1980 and March, 1981. The ban order issued by the Chief Secretary shall be scrupluously followed.

(*ii*) The orders of appointment issued by the appropriate authorities under the Census Act shall be binding on all concerned and request for exemption shall not be ordinarily entertained.

(*iii*) All persons so appointed shall have to under go prescribed training as and when called upon. There should not be any hesitation on the part of the teachers in attending the training classes.

(*iv*) Sponsoring of teachers for various training/orientation programme and seminars during this period should be reduced to the barest minimum in order to avoid dislocation in the census work.

(*v*) No leave should ordinarily be granted to any census functionary for the period from 9th February—5th March 1981 unless there is compelling reason for the same.

(*vi*) Teachers drafted for census work shall be exempted from attending their normal duties in the schools for the second half of the working day from 9th February to 28th February 1981 in order to carry out the field work effectively. They should, however, intensify the census work on Sundays and holidays during this period.

(*vii*) To complete the revisional round from 1st March to 5th March 1981, the teachers shall be fully exempted from attending the schools and the period of absence shall be treated as on duty.

(*viii*) On completion of the field operation the Enumerator and Supervisor shall return the connected records to the appropriate authorities by the scheduled date without fail.

(*ix*) In order to avoid dislocation of the census programme school examinations, if any, to be held from 1st February to 10th March, 1981 shall be postponed to a later date.

(*x*) In case of schools having two or more teacher, the census authorities should fix their training on different days as far as possible so that there is at least one teacher left to run the school. Teacher of single-teacher schools should be avoided as far as possible for the purpose of appointment as enumerators and supervisors. But in certain parts of the State, particularly in hilly areas, where the scope of drawing upon other sources is far too limited, this restriction may not be rigidly followed.

10. With the arrangements outlined above, it is expected that the Census Enumeration will go through successfully. Government desire the active involvement of field officers of the Education Department viz., Inspector of Schools, District/Deputy Inspectors of Schools and Sub-Inspectors of Schools in the training programme as well as the field operations for the 1981 enumeration. It is expected that they will closely supervise the work of field personnel and render necessary assistance to the District Census Officer and other Census functionaries in conduct of the census operations. The services of such field officers engaged would be treated as part of the normal duty under rule 71(A) of O.T.A, Rules.

11. It is, therefore, requested that detailed instructions may be issued to all concerned including the heads of all educational institutions on the above lines urgently. A copy of your instructions may be furnished to the Education and Youth Services Department and Director of Census Operations, Orissa, Cuttack for information.

Yours faithfully
A. K. RAY
Secretary to Government

Memo. No. 31252/E., Dated the 23-7-80

Copy forwarded to All Revenue Divisional Commissioners/Collectors/Sub-divisional Officers/Tahasildars/Executive Officers of Municipalities/N.A. Cs/Block Development Officers for information and necessary action.

Sd/- K. Mangaraj
Deputy Secretary to Government

Memo. No. 31253/E. Dated the 23-7-80

Copy forwarded to All Inspectors of Schools/All District Inspectors of Schools/ Deputy Inspectors of Schools/All Sub-Inspectors of Schools for information and necessary action.

Sd/- K. Mangaraj
Deputy Secretary to Government

Memo. No. 31254/E., Dated the 23-7-80

Copy forwarded to Secretary to Government, Housing, Urban Development Department/Harijan & Tribal Welfare Department/Revenue Department for information.

Sd/- K. Mangaraj
Deputy Secretary to Government

Memo. No. 31255/E., Dated the 23-7-80

Copy forwarded to the Director of Census Operations, Orissa, Cuttack for information.

Sd/- K. Mangaraj
Deputy Secretary to Government

85-M/J(N)164DCO—11(e)

1981 CENSUS

IMMEDIATE

GOVERNMENT OF ORISSA

HOUSING & URBAN DEVELOPMENT DEPARTMENT

No. 27479/HUD

Spl. Est. 36/80

Bhubaneswar, the 25th August, 1980

FROM

Shri S. Mishra, I.A.S.
Secretary to Government.

TO

The Chairman of All Municipalities/
Notified Area Councils.

SUB : Engagement of teachers for 1981 Census Enumeration.

Sir,

I am directed to invite a reference to this Department letter No. 11911/UD. Dated 3-4-80 regarding engagement of teachers for the first phase of 1981 Census i.e. house listing operations. The credit for the successful completion of the houselisting opeations in April-May, 1980 goes to the large number of School teachers who were engaged in this work. The final stage of the 1981 census i.e. enumeration or the actual count would now be carried out from 9th February to 28th February 1981 followed by an intensive revisional round from 1st March to 5th March, 1981. Government of India have already issued notification in this regard.

2. In the past, this Department played a vital role in the census operations in urban areas. For the 1981 census this Department has also accepted the responsibility and as such, all out efforts have to be made by the Urban Local Bodies for the successful completion of census operations.

3. Under the provisions of the Census Act, various functionaries have been appointed by the State Govt. The Additional District Magistrates and Sub-Divisional Officers, who have been appointed as District Census Officers and Sub-Divisional Census Officers respectively, are empowered to appoint under the Census Act. It would be binding on the persons so appointed to accept the assignment. The appointment orders would be issued by the concerned authorities sometime during August-September, 1980. As such it would be necessary to restrict the transfer of teachers during the period from August, 1980 to March, 1981. The Chief Secretary has already issued instructions to all Departments banning transfer of officials connected with the census work from August, 1980 onwards. Any transfers made after the said appointments for census work would create difficulties and may cause a set-back in the census operation.

4. Before commencent of the field work the census personnel would be given several rounds of intensive training at various centres to familiaries themselves with various aspects of the census operation. According to the calendar, the traning programme will commence from the first week of November, 1980 and will continue until end of January, 1981. During this period the teachers will be given nearly five rounds of training, there will be one round in November, 1980, two rounds each in December, 1980 and January, 1981. Normally the duration of each round of training will be 2 days. It has been decided to hold the training at convenient centres in the Blocks or towns, so that the teachers are not required to travel long distances to attend the training. It is necessary that all census functionaries must attend the training classes without fail.

5. On completion of the training programme the enumerator will have to take up the field work of house to house enumeration within the are allotted to him by the Charge Officer. The enumerator is to fill in the prescribed forms and canvass for filling up the schedules as required. Normally the workload of an enumerator will be about 150 households in the rural area or 130 households in the urban area. The census work will be carried out by the teachers for about 4 hours every day in addition to their normal school dutics. It is therefore, necessary to reduce the usual working hours in the school for the teachers engaged in the census work. It would be convenient if these teachers are exempted from attending schools during the second half of the working day i.e. afternoon in order to take up the census work uninteruptedly.

6. There would be a revisional round from 1st March to 5th March, 1981. During this period the enumerators and suprevisors are required to visit each and every household in order to take into account the new births and unfortunate deaths for updating the records. This would normally engage the enumerators and supervisors fully in the census work and it may not be possible for them to attend to their school duties. It would therefore, be necessary to fully exempt them from attending their normal duty in school during this period.

7. As in the past, a token honorarium would be paid to the teachers for carrying out the field work for 1981 enumeration. Besides, the teachers would be paid D.A. and T.A. at the State Government rates for attending the training programme. Those attending the training centre within a radius of 8 kms. from their place of work will be paid D.A. at a flat rate of Rs. 5/—.

8. The enumeration work is a strictly time-bound programme and any deviation from the date-line indicated in the calendar of operation would cause serious dislocation in the census work and would holdup the release of all-India figures. It is, therefore necessary for the teachers to handover the records by the prescribed date without fail.

9. In view of the above, Government in Housing and Urban Development Department have decided as follows :

(*i*) There should not be any transfer of teachers entrusted with census work between August, 1980 to March, 1981. The ban order issued by the Chief Secretary should be scrupulously followed.

(*ii*) The orders of appointment issued by the appropriate authorities under the Census Act shall be binding on all concerned and any request for exemption shall not be ordinarily entertained.

(*iii*) All persons so appointed shall have to undergo prescribed training as and when called-upon. There should not be any hesitation on the part of the teachers in attending the training classes.

(*iv*) Sponsoring of teachers for various training orientation programme and seminars during this period should be reduced to the barest minimum on order to avoid dislocation in the census work.

(*v*) No leave should ordinarily be granted to any census functionary for the period from 9th February to 5th March, 1981 unless there is compelling reason for the same.

(*vi*) Teachers engaged in census work shall be exempted from attending their normal duties in the schools for the second half of the working day from 9th February to 28th February, 1981 in order to enable them to do the field work effectively. They should however, intensify the census work on Sundays and holidays during this period.

(*vii*) To complete the revisional round from 1st March to 5th March, 1981, the teachers shall be fully exempted from attending the schools and the period of absence shall be treated as on duty.

(*viii*) On completion of the field operation the Enumerators and Supervisors shall return the connnected records to the appropriate authorities by the scheduled date without fail.

(*ix*) In order to avoid dislocation of the census programme school examinations, if any, to be held from 1st February to 10th March, 1981 shall be postponed to a later date.

(*x*) In case of schools having two or more teachers, the census authorities should fix their training on different days as far as possible so that there is at least one teacher left to run the school. Teacher of single-teacher schools should be avoided as far as possible for the purpose of appointment as enumerators and supervisors. But in certain parts of the State, particularly in hilly areas, where the scope of drawing upon other sources is far too limited this restriction may not be rigidly followed.

10. With the arrangements outlined above it is expected that the census enumeration will go through successfully. The State Government desire the active involvement of field officers of this Department, i.e. Executive Officers, Additional Executive Officers and other officials in the training programme as well as the field operations for the 1981 enumeration. It is expected that they will closely supervise the work of filed personnel and render necessary assistance to the District Census Officers and other Census functionaries to conduct the census operations. The services of such field officers engaged would be treated as part of the normal duty under rule 71 (A) of O.T.A. Rules.

11. It is therefore, requested that detailed instructions may be issued to all concerned inculding the heads of all educational institutions on the above lines urgently. A copy of your circular instructions maybe furnished to the Houseing and Urban Development Deptt. and Director of Census Operations, Orissa, Cuttack, for information.

Yours faithfully,
Sd/—
Secretary to Government

Memo No. 27480/HUD. Dated the 25th August, 1980.

Copy forwarded to all Revenue Divisional Commissioners/Secretary to the Government, Revenue Department/ All Collectors for information.

Sd/—
Under Secretary to Government

Memo No. 27481/HUD Dated the 25th August, 1980.

Copy forwarded to all Executive Officers of Municipalities/N.A. Cs/Municipal Section & Directorate Section of Housing and Urban Development Department for information and necessary action.

Sd/—
Under Secretary to Government

Memo No. 27482/HUD. Dated the 25th August, 1980.

Copy forwarded to all Addl. District Magistrates/S.D.Os for information and necessary action.

Sd/—
Under Secretary to Government

Memo No 27483/HUD. Dated the 25th August, 1980.

Copy forwarded to the Director of Census Operations, Orissa, Cuttack for information.

Sd/—
Under Secretary to Government

APPENDIX—XXXI

(Vide Chapter X Para 15)

Page No.....

CENSUS OF INDIA 1981
(ECONOMIC CENSUS)
ENTERPRISE LIST

1. State/Union Territory .....Code No..... 5. Name or No. of Ward/Mohalla/Hamlet .....Code No.....
2. District .....Code No..... 6. Enumerator's Block No .....
3. Tehsil/Taluka/P.S./Dev. Block/Circle etc .....Code No..... 7. C. D. Block .....Code No.....
4. Village/Town .....Code No..... 8. Rural/Urban .....Code No.....

Line number of Hoselist (col. 1 of HL)	Census house No. (col. 3 of HL)	Sl. No. of enterprise		Description of activity of enterprise		Classification of enterprise (agri-1, non-agri-2)	Nature of operation (perennial-1, seasonal-2)	Type of ownership*	Social group of owner (SC-1, ST-2, others-3)	Power/fuel used for activity**	Number of persons u ually working daily								Remarks
											Non-agricultural enterprise (Code 2 in col. 5)						Agricultural enterprise (Code 1 in col. 5)		
											Total (including unpaid workers)			Hired					
		(col. 4 of HL)	(col. 7 of HL)		Code						Males	Females	Total	Males	Females	Total	Total (including unpaid workers)	Hired	
1	1(i)	2	3	4	4(i)	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Total	xxx	[a]	[a]	xxx	x	[b]	[b]	[b]	[b]	[b]			[c] [ ]			[c] [ ]		[c] [ ]	xxx

Signature of Enumerator .....date .....
Signature of Supervisor .....date .....

[a] Count number of entries and give total.
[b] Count number of entries with Code 1 and give total.
Count number of entries and give total in the brackets.

*Type of ownership—private-1, cooperative-2, central govt-3, sate govt-4, local body-5, others-6

**Power /fuel used for activity— without power -1, electricity-2, coal/soft coke/wood-3, petrol/diesel-4, gas-5, animal power -6, others-7

APPENDIX—XXXII

(Vide Chapter X-Para 16)

GOVERNOR, ORISSA
RAJ BHAVAN BHUBANESWAR

MESSAGE

The next decennial population census of India will be taken up in February-March, 1981. This will be the twelfth in India, fourth since independence and fifth of its kind in Orissa. Census plays a very vital role as the most reliable source of data for formulation of policies and planning for national and regional development. India has earned a unique distinction in conducting the most massive national venture once every 10 years without any break over last 100 years and also presenting fairly comprehensive and correct data on various characteristics of its variegated population, family structure and housing conditions.

In this great national venture which is kept completely free from any bias, political or otherwise, the only concern is compilation and intelligent interpretation of statistical data collected from individuals, houses and establishments. From the various questionnaire in connection with the 1981 census one will certainly get an impression that some significant changes have been introduced to bring out a more comprehensive picture of each household economy. Census has to-day become not merely a counting of heads but a study of people in their sociological, demographic and economic settings.

2. As a very important preliminary step to the main operation put down for February-March, 1981, preparations are now going on all over our State for the first stage of operation, namely, House-numbering and Houselisting which is scheduled to start from 7th April, 1980. This important field operation will go on all over the State from 7th April to the end of April, 1980. Apart from presenting a frame for the actual enumeration operation by way of identifying habitations and normal residents therein, this operation will throw up data regarding physically handicapped persons which will help in planning and framing policies for this socially disadvantage group. Besides, the house listing operation is being synchronised with a fairly comprehensive economic census which will release some important data regarding enterprises of all categories barring purely agricultural activities like crop production and plantations. About 42,000 enumerators and 9,000 supervisors who form the core field functionaries for this massive operation have been appointed and are undergoing intensive training in the technique of the job they will carry out in April 1980. They are mostly drawn from the local school teachers who had conducted this difficult task in the previous censuses. There could be no better agency to be entrusted with this work for 1980 heuse listing operations and for the 1981Census enumeration. The success of this great national undertaking depends on the dedicated work on the part of the school teachers and the large number of officials forming the chain in census.

3. It takes two to make the census: the enumerator and the enumerated. It is alongwith fullest support and willing co-opertion of the citizens, census succeeds. The Indian Census Act guarantees that information given which is treated as completely confidential. This information given by the citizen to the enumerator will not be used as evidence in any court of law. I would, appeal to the people of Orissa to furnish correct and complete replies to the questions put to them by the enumerators without any reservation. All possible help and co-operation and assistance must be extended to them with the realisation that it is a privilege to have participation in such a great national task.

4. With all your co-operation I expect even of Orissa the standard of our census would be one of the best in India.

Jai Hind

Sd/—
(BHAGWAT DAYAL SHARMA)
Governor, Orissa

for Appendix XXXIII & XXXIV

APPENDIX—XXXIII
(Vide Chapter X-Para 16)

ଜୋଡ଼ିପତ୍ର

ଏତଦ୍ଦ୍ୱାରା ସର୍ବସାଧାରଣଙ୍କୁ ଜଣାଇ ଦିଆଯାଉଅଛି ଯେ, ୧୯୮୧ ଜନଗଣନା କାର୍ଯ୍ୟସୂଚୀ ଅନୁଯାୟୀ ଗୃହଗୁଡ଼ିକୁ ତାଲିକାଭୁକ୍ତ କରାଯିବ ଏବଂ ତତ୍‌ସହିତ ଉଦ୍ଦ୍ୟୋଗଗୁଡ଼ିକ ସମ୍ବନ୍ଧରେ ସବଶେଷ ବିବରଣୀ ୭-୪-୮୦ ଠାରୁ ୩୦-୪-୮୦ ମଧ୍ୟରେ ସଂଗ୍ରହ କରାଯିବ। ଏଣୁ ଅନୁରୋଧ, ଉକ୍ତ ସମୟ ମଧ୍ୟରେ ଜନଗଣନାକାରୀଙ୍କୁ ସେମାନଙ୍କ କାର୍ଯ୍ୟରେ ସହଯୋଗ କରି ଜନଗଣନା କାର୍ଯ୍ୟକ୍ରମକୁ ସଫଳ କରନ୍ତୁ ।

ଏହି କାର୍ଯ୍ୟକ୍ରମ ଅନୁଯାୟୀ ପ୍ରତ୍ୟେକ ଗୃହକୁ ନମ୍ବରକ୍ରମେ ସେତେ ଗୋଟିଏ ଗୋଟିଏ ନମ୍ବର ଦିଆଯିବ, ଯଥା :

ଘ: ନ: ୨୧ (୧)	ବା	ଘ: ନ: ୨୫

ଗୃହଗୁଡ଼ିକରେ ଦିଆଯାଇଥିବା ନମ୍ବରଗୁଡ଼ିକ ୧୯୮୧ ମସିହା ଏପ୍ରିଲ ମାସ ଶେଷ ପର୍ଯ୍ୟନ୍ତ ରହିବା ନିତାନ୍ତ ଆବଶ୍ୟକ ।

ଏଣୁ ଗୃହଗୁଡ଼ିକରେ ଦିଆଯାଇଥିବା ନମ୍ବରଗୁଡ଼ିକୁ ୧୯୮୧ ମସିହା ଏପ୍ରିଲ ମାସ ଶେଷ ପର୍ଯ୍ୟନ୍ତ ନଷ୍ଟ ନ କରିବା କମ୍ବା ନ ଲିଭାଇବା ପାଇଁ ଅନୁରୋଧ ।

ଜିଲ୍ଲାପାଳ

CENSUS OF INDIA 1981

HOUSELIST

Page No _____

Name of State/Union Territory _____ Code No _____ Name of Village/Town _____ Code No _____

Name of District _____ Code No _____ Name or No of Ward/Mohalla/Hamlet _____ Code No _____

Name of Tehsil/Taluka P S /Dev Block/Circle etc _____ Code No _____ Enumerator's Block No _____

Line No	Building No (Municipal or local authority or census No)	Census house No	Purpose for which census house is used (if wholly or partly non residential fill Enterprise List)	Household No	Name of the head of household	Is the household engaged in an enterprise outside this census house and without premises ? If yes fill Enterprise List	Number of persons normally residing in census household			Is there a physically handicapped person in the household ? If so, indicate number of those who are totally			Remarks
							Males	Females	Total	Blind	Crippled	Dumb	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1													
2													
3													
4													
5													
6													
7													
8													
9													
0													
Total	XX	(a)	XXX	(a)	XXX	XX							XXX

Signature of Enumerator _____ Date _____ Signature of field Supervisor _____ Date _____

Signature of office Compiler _____ Date _____

Note : (a) Count No. of entries and give total. Strike total for each of the columns 8 to 13

APPENDIX—XXXV

(Vide Chapter X-Para 20)

GOVERNMENT OF ORISSA

REVENUE DEPARTMENT

No. VC 4/80 24066/R., Dated 29-3-80.

FROM

Shri R. Mania,
Asstt. Secretary to Government.

To

The Secretary to the Board of Revenue,
Orissa, Cuttack.

SUB : Payment of T.A. and D.A. to the Enumerators/Supervisors attending training classes and performing duties in connection with Census operations—1981.

Sir,

I am directed to say that in relaxation to Rule 72(A) Orissa T.A. Rules, Government have been pleased to order that the supervisor and enumerators engaged in Census operation, 1981 during their trainiig period within a Radius of 8 K. Meters of their Headquarters will be eligible to get a consolidated allowance at the rate of Rs. 5/— per head per day.

This concession will be available to both Government and non-Government employees engaged for the Census operation,1981.

This has been concurred in by Finance Department in their U.O. R. No. 386 CS II dated 26-3-80.

Yours faithfully,
Sd/—
Asstt. Secretary to Government

Memo No. 24067/R. dated 29-3-80.

Copy forwarded to all Revenue Divisional Commissioners/All Collectors/All Sub-Divisional Officers/All Tahasildars for information and necessary action.

Sd/—
Asstt. Secretary to Government

APPENDIX—XXXVI

(Vide Chapter X-Para 20)

CENSUS

IMMEDIATE

CIRCULAR NO. 8

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, ORISSA, CUTTACK

TELEPONE { Office—23005 / Res.—22856

SHRI A.R. NANDA , I.A.S.
Director

D.O. No. 115/50/79-CT *Cuttack, dated the 7th January*, 1980

Dear Shri

SUBJECT—Training of Census Personnel—Houselisting Operation.

Kindly refer to para 13 of my circular No. 1 dated 27th September, 1979 in which I had briefly indicated about the training programme for the ensuing houselisting operations. I need hardly emphasize the need for the intensive training for the trainer officers as well as enumeration agency. As you know the success of the Census operations enormously depends on the efficiency of the enumeration agency and this, in turn, depends on the manner in which we have been able to train them for the job. Training is of vital importance and should be intense and clear.

2. With the completion of delimitation of house numbering block and formation of circles in the rural and urban charges and appointment of enumerators and supervisors, the next task is "training of census perosnnel" in the process of house-numbering and filling in houselist and enterprise list, etc. which will be canvassed during the houselisting operations. It is, therefore, essential to acquaint each functionary in the hierarchy right from the District Census Officer down to the enumerator about the census concepts and instructions for houselisting operations. There is no gain-saying the fact that the success of the operations depends on how well the field agency have been trained and how far they have applied themselves to the task. In achieving this objective the training of "trainer officers" is of extreme importance.

3. The training of District Census Officers on 29th and 30th November, 1979 at Cuttack marked the beginning of the programme of the training of the vast army of the census personnel. I had the privilege of participating in the discussion in which we had gone in to the minutest details of the instructions for the houselisting operations. The Director of Bureau of Statistics & Economics and his officers also took active part in the deliberation. During the conference the instructions on houselisting operations as well as enterprise list were gone through and discussed in detail. I hope the District Census Officers are fully prepared and would be able to conduct the training programme for trainer officers at the district level. We had thread-bare discussions on the organisation of training programme of the trainer officers at the district level as well as training for enumeration agency.

4. As you know, the actual housenumbering and houselisting operations will start from 7th April, 1980 and the time at our disposal is rather short for organizing training of the census personnel. Accordingly, I have fixed the programme for district-level training of trainer officers starting from 23rd January and ending on 12th of February, 1980. I have already sent the programme to the District Census Officers in my D.O. letter No. 121/79-CT dated the 24th December, 1979 (copy of the programme enclosed). The programme has been finalised keeping in view the suggestions of District Census Officers during the conference, and the convenience of the officers of the Census directorate as well as of the Bureau of Statistics and Economics. Any change in the dates already fixed would entirely upset the training programme. It is, therefore, necessary to stick to the dates already fixed. In the district level training programme an officer from the Census directorate as also from the Bureau of Statistics and Economics will participate.

5. In these district level training conferences, the Charge Officers—both rural and urban—and other training officers like District Statistical Officers, Additional Statistical Officers, Block Development Officers and selected Additional Tahasildars or Additional Executive Officers of Municipalities/N.A. Cs will be trained. The S.D. Os are also required to be fully trained in the instructions for the houselisting operations. They may be asked to attend the training conference. In fine, I would like to emphasize that officers whom you consider suitable as trainer officers may be asked to participate in the district level training meet. I would of course, expect you as the Principal Census Officers to make it convenient to attend the training conference. In order to facilitate free and full discussion you may think of imparting training of about 40 officers at the district level training. For major districts where the number of trainer officers are more it has been decided to hold the training in two batches either at district headquarters or at two different centres. In order to train up Enumerators and Supervisors, it is imperative that the trainers should have complete mastery over the instructions themselves. With this end in view, the district level training programme for "trainer officer" has been organized. The District Census Officers will use their own ingenuity in devising effective method by which, they would satisfy themselves that the training officers are fully equipped to take up the training of Enumerators and Supervisors.

6. During the training meet the instruction booklets on houselisting and enterprise list will be discussed in detail. Besides, there will be practical exercises on the actual canvassing of schedules in the field during the second day of the conference. This method was adopted during the past and it is found to be effective in developing confidence by mutual exchange of ideas. We have already sent instruction booklet on houselisting operations to the Tahasildars and the booklet on enterprise list is being sent shortly. Booklets meant for S.D.Os, B.D.Os, Additional Tahasildars and other officers whom you consider engaging as trainer officers are being sent to the District Census Officer separately for distribution before the commencement of training.

Training of Enumerators and Supervisors

7. The next task is training of Enumerators and Supervisors (including reserve personnel) in various centres within the charge. A well conceived programme will have to be drawn up by the Charge Officers subject to your approval indicating the place, date and time of training of each batch of trainees. After finalisation of dates of training programme of enumerators and supervisors within a charge a copy of final training programme may be forwarded to me. The Charge Officer would no doubt intimate the District Statistical Officer about the training programme within their charge so that the Statistical Officers are available at the training centres to take part in the training class. In any case, I suggest that the training of enumerators and supervisors should start immediately after completion of the district level training conference and completed by the last week of March at the latest.

8. In fixation of the training centres, the Charge Officer should bear in mind that the trainees are not required to travel long distances and need not have to stay for a longer time for the training. I would suggest that two day's training programme would be sufficient for each round. As you know, the training programme for the enumerators and supervisors would be taken up in two rounds. It is necessary that there should be a clear gap of 15 days between the first and the second round of training. The second round should as far as possible be close to the commencement of the houselisting operations, i.e., first week of April, 1980 so that the trainees would be able to refresh their memory before starting the actual operations. It will be better if the first phase of the training is taken up during the month of February and the second between 15th March and 31st March 1980. The District Census Officers may kindly instruct the Charge Officers to keep this in mind while preparing the training programme for the enumerators and supervisors.

9. The Charge Officers are also required to see that the number of trainees in each centre should on no account exceed forty. It would be possible to pay personal attention to smaller number of trainees. This would facilitate free and detailed discussion and individual attention can be given to each trainee. You will agree with me that a training class with a large number of trainees would be unwieldy and unmanageable.

10. As I have already indicated the training of enumerators and supervisors is required to be taken up in two rounds. The training may continue for two days for each round. During the first phase of training the instructions on houselisting and enterprise list would be discussed on the first day. The second day of the training should be confined to field exercise on the practice forms for canvassing of schedules. The second phase of the training should be convened with a minimum gap of 15 days so that they come to the training centre to refresh their memory and clarify their doubts, if any. In the second phase also emphasis should be given for practical training. The training officers must ensure that each of the enumerators and supervisors understands the instructions and is fully equipped for the field operations.

11. It will be necessary to supervise the training class conducted in the various centres in the district. In order to maintain the quality of the training it would be better if the Principal Census Officer and District Census Officer address the training class atleast in one centre in each charge and the Sub-Divisional officer may conduct the training in atleast two centres in each charge within his jurisdiction and satisfy himself about the qualitative aspect of the training. The rest of the centres in a charge are to be managed by the Charge Officer and other training officers who would have been fully trained as alreay indicated. Besides addressing the training classes the Principal Census Officer, District Census Officer and the S.D.Os may kindly make a round and supervise the training classes by the trainer officer in as many centres as they can during their tours. This is necessary in order to make sure that the training imparted is effective and uniform.

12. During the first phase of training the instruction booklets printed in Oriya would be handed over to the enumerators and supervisors. We have tried to make the instruction booklet as simple as possible and it would not be difficult for the enumerators and supervisors to understand the instructions. During the discussion doubts raised by the enumerators and supervisors should be clarified at the training class itself. In the last round of the training, the enumerators and supervisors will be supplied with the materials required for the houselisting operations. These materials include notional map, houselisting forms, enterprise list, houselist abstract and enterprise list abstract, etc. These forms should be issued to the concerned enumerators on proper acknowledgement.

13. In order to keep a record of attendance and payment of allowances, etc. an "Attendance Register" is required to be maintained. The form required for this purpose will be supplied to the District Census Officers for distribution among the Charge Officers. As you know, we will be paying some allowances to the enumerators and supervisors including reserve personnel for attending the training classes. The amount should be paid to the trainees on completion of each round of training. The acquittance of such payment is required to be obtained in the training register.

14. You may kindly issue instructions to all the "trainer officers" to attend the district level training programme on dates fixed without fail. The Charge Officers may also be instructed to prepare the training programme of enumerators and supervisors in their charge by the 25th of January, 1980 at the latest. I am confident you would ensure that the quality of the trainng is maintained in your district in order to make the houselisting operations a success.

Kindly aeknowledge receipt of the circular,

Yours sincerely,
A.R. NANDA

Shri
Collector,

Memo No. 115/50/79-CT *Dated the 7th January,* 1980

Copy with copy of enclosure forwarded to :

All Additional District Magistrates (District Census Officers) with two spare copies
All Sub-Divisional Officers (Sub-Divisional Census Officers) with one spare copy
All Tahasildars with two spare copies
All Executive Officers of Municipalities/N.A. Cs with one spare copy
All B. D. Os
All Range Deputy Directors, Bureau of Statistics
All District Statistical Officers

A.R. NANDA
Director of Census Operations, Orissa

Memo No. 115/50/79-CT *Dated the 7th January,* 1980

Copy along with enclosures with compliments forwarded to :

Shri P. Padmanabha, Registrar General and Census Commissionner, India
All Directors of Census Operations, States/Union Territories
The Chief Secretary to Government of Orissa
The Additonal Chief Secretary to Government of Orissa
The Secretary to Government of Orissa, Revenue/Home/Education/Planning & Co-ordination/Urban Development/C.D. Department/Forest Department/T & R. W. Departments.
The Member, Board of Revenue, Orissa, Cuttack
All Revenue Divisional Commissiomers
The Director, Bureau of Statistics and Economics, Orissa , Bhubaneswar
The Chief Conservator of Forests, Orissa , Cuttack
The Additional D.P.I. (Schools) Orissa, Bhubaneswar

A.R. NANDA
Director of Census Operations, Orissa

PROGRAMME OF DISTRICT LEVEL TRAINING FOR HOUSELISTING OPERATION, 1980

1.	Cuttack-I	23-1-1980 and 24-1-1980
2.	Cuttack-II	5-2-1980 and 6-2-1980
3.	Puri-I (Khurda)	23-1-1980 and 24-1-1980
4.	Puri-II	5-2-1980 and 6-2-1980
5.	Ganjam-I	4-2-1980 and 5-2-1980
6.	Ganjam-II	8-2-1980 and 9-2-1980
7.	Koraput-I	27-1-1980 and 28-1-1980
8.	Koraput-II (Rayagada)	29-1-1980 and 30-1-1980
9.	Sambalpur-I	27-1-1980 and 28-1-1980
10.	Sambalpur-II	11-2-1980 and 12-2-1980
11.	Mayurbhanj	4-2-1980 and 5-2-1980
12.	Keonjhar	7-2-1980 and 8-2-1980
13.	Balasore	2-2-1980 and 3-2-1980
14.	Dhenkanal	23-1-1980 and 24-1-1980
15.	Bolangir	1-2-1980 and 2-2-1980
16.	Phulbani	2-2-1980 and 3-2-1980
17.	Kalahandi	31-1-1980 and 1-2-1980
18.	Sundargarh (At Rourkela)	9-2-1980 and 10-2-1980

APPENDIX—XXXVII

(Vide Chapter X—Para 24)

1981 CENSUS—IMMEDIATE

CIRCULAR NO. 12

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, ORISSA, CUTTACK

TELEPHONE { Office—23005 / Res.—22856

SHRI A.R. NANDA, I.A.S.
Director

D.O.No. 115/50/79—*CT* *Cuttack, dated the* 14*th April,* 1980

Dear Shri

SUBJECT—Handling of records of Houselisting operations on completion of field work

Kindly refer to my circulars No. 10 and 11 in which I had indicated that separate instructions regarding collection of records on completion of houselisting operations would be issued. As you know, proper handling of records at various levels is an important item of work and warrants careful planning. In the present circular, I am indicating in detail the manner in which the records are to be handled at various levels on completion of field operation. It must be ensured that proper arrangements are made to collect the filled in schedules from the enumerators and their onward transmission to the different levels as instructed hereunder.

2. On completion of the houselisting operation each enumerator will have the following documents with him for each enumeration block :—

(*a*) Layout sketch—one copy
(*b*) Notional map—one copy
(*c*) Houselist pinned together—two sets
(*d*) Houselist Abstract—one set
(*e*) Enterprise List—one set
(*f*) Enterprise List Abstract—one set

3. As already indicated in my circulars No. 10 and 11 the above documents are to be handed over to the supervisor by the enumerator along with all unused forms. I hope the enumerators must have been instructed during the training classes about handing over the documents to the concerned supervisors. It is, therefore, very necessary for the supervisor to keep in close touch with the enumerators during the last stage of the field operation and collect the records immediately after completion of the operation.

At the Supervisor's level

4. On receipt of the documents from the enumerators each supervisor will have to arrange the forms and schedules relating to his supervisory circle in accordance with the ascending order of block numbers. The supervisor before transmitting the records in respect of the supervisory circle to the Charge Officer must carry out the following tasks.

(*a*) He should check the totals of columns 3, 5 and 8 to 13 on each page of the Houselist. These totals are at the bottom line of the Houselist itself.

(*b*) Thereafter, he should check that these totals have been correctly posted by the enumerator in the appropriate line of the Houselist Abstract.

(*c*) He should check that the entries in the different columns of the Houselist Abstract have been correctly made and that the totals are correct.

(*d*) If there is more than one page of the Houselist Abstract, he should ensure that the totals are carried forward and that the final totals are struck at the bottom of the last page of the Houselist Abstract.

(*e*) After this had been done, he should fill up the 'Supervisor's Circle, Houselist Abstract'. The prescribed form has already been supplied separately. In filling up this form, he must ensure that the location code particulars are entered correctly. In the line the top of which relates to 'Number of Enumerator's blocks in Supervisor's Circle', he will enter the *total number* of blocks under his circle and not the *block numbers*.

(*f*) After he has entered the totals for each of the blocks within his circle in this circle abstract, he will have to strike the totals of column 3 to 16 of the Supervisor's Circle Houselist Abstract Normally, the supervisor will not be using more than one sheet of the Circle Abstract, but if he does, he will necessarily have to carry the totals forward from page to page and mark the final totals on the last sheet of the Circle Abstract.

5. While handing over the forms, the supervisor will have to hand over the copy of the Circle Abstract prepared by him in respect of the supervisory circle to the officer authorised by the Charge Officer or Town Census Officer for collection of records.

6. In view of the distance involved it would be far more practical to collect the documents at convenient centres or at C.D. Block headquarters as would be fixed by the Charge Officer. In such case the supervisor may not have to travel long distance to hand over records to the Charge Officer. It is, therefore, necessary for the Charge Officer to fix up different collection centres for receiving the documents from the supervisors. Date and time fixed for such centre shall have to be intimated to the supervisors well in advance so that they can hand over the documents to the Block Development Officer or any other authorised officer who would personally receive the records. As you will see from the calendar, the supervisor's records have to reach the Charge Officer by 7th May, 1980. Necessary arrangement has to to be made for collection of records accordingly. Due care has to be taken to collect and preserve the records at various stages in order to avoid loss or damage.

At the charge level

7. After completion of the collection of all the records, the Block Development Officer or the authorised officer shall intimate the Charge Officer to collect the records from the C.D. Block headquarters or himself deliver the documents to the Charge Officer. Adequate precaution must be taken to safe-guard the records at various stages of transportation. On receipt of documents from the Block Development Officer the "Charge Houselist Abstract" will have to be prepared in the Charge Office. The prescribed form for preparation of "Charge Houselist Abstract" is being sent separately. The Charge Officer will make the following checks on receipt of the records with the assistance of the Census Clerk.

(*a*) He will carry out a test check of the enumeration block totals in the Houselist Abstract and see whether the correct figures have been entered in the Supervisor's Circle Houselist Abstract. If he finds mistakes, he will have to correct these. He should check a reasonable proportion of the blocks, which you may specify.

(*b*) He must check the totals in the Supervisor's Circle Houselist Abstract from columns 3 to 16 of each such Abstract.

(*c*) Having checked these totals, he will have to enter these figures in the relevant columns of the Charge Houselist Abstract which he must prepare. It will be noticed that in this Abstract, one line will be filled up for each Suprivisor's circle.

(*d*) Having filled up the form for all the supervisory circles in the charge, he must strike the totals of columns 2 to 16 of this form.

8. In the Charge Office each of these documents will have to be separately arranged in a systematic manner and will have to be made up in separate bundles with a sheet on the top of the bundle indicating the location code number up to the charge level. In respect of filled in houselist forms it would be necessary to arrange these two sets systematically in ascending order of the block numbers within the police station/town area prepared in two separate bundles. The layout sketch and the notional map must be retained at the charge level until further instructions. One copy of the houselist forms will be retained in the charge office and the second copy of the houselist forms along with the Houselist Abstract should be sent to the district census office in separate packets for the charge. The Charge Houselist Abstract prepared at the Charge Office should also be sent to the District Census Officer in a separate packet.

9. The set of Enterprise List for the entire police station/part police station/town arranged blockwise within a charge along with the Enterprise List Abstact must be packed separately and sent by Charge Officer or Town Census Officer to the District Census Officer. All the unfilled forms, etc. relating to Houselist in respect of each charge shall have to be packed and sent to the District Census Office. Similarly, unfilled forms relating to the Enterprise List and Enterprise List Abstract shall be packed and sent to the District Census Officer separately by 15*th May positively*.

At the level of Town Census Officer

10. For urban areas it would be convenient to collect the records at the Municipality/N.A.C.Census Town Office. The procedure of collection of records at charge level as indicated in the foregoing paragraphs may not be strictly applicable to the Town Census Officers. The Town Census officer or an officer authorised by him may receive the records from supervisors on the date fixed at the Municipal/ Notified Area Council office or at any convenient centres

fixed for the purpose of collection of records. In pursuance of the census calendar all the records are to be collected from the supervisors on 7th May 1980. Accordingly, it would be appropriate to fixed 7th May 1980 for collection of records from the supervisors at the Municipal/Notified Area Council office or at any other centres fixed for the purpose. The date, time and place regarding collection should be intimated to the supervisors well in advance.

11. On receipt of the records from the supervisors, the Town Census Officer is required to prepare the "Charge Houselist Abstract" for the town. The prescribed from for preparation of "Charge Houselist Abstract" is being sent separately. He should make necessary checks as indicated in para 7, and also follow the procedure as outlined in para 8 and 9 of this circular. The Town Census Officer must send all the records duly packed as indicated in paras 8 and 9 to the District Census Officer on the 15th May positively.

At the district level

12. The following documents will be received at the district level from the charge level (rural charge or town census office).

1. Houselist form—one set
2. Houselist Abstract—one set
3. Enterprise List—one set
4. Enterprise List Abstract—one set
5. Unused forms of Houselist and Houselist Abstract
6. Unused forms of Enterprise List and its Abstract
7. Supervisor's Circle Houselist Abstract
8. Charge Houselist Abstract

13. The Officer-in-charge at the district office will check the arithmetical totals of the Charge Houselist Abstract and will prepare the District Houselist Abstract. The prescribed form for preparation of "District Houselist Abstract" is being sent separately. The District Census Officer will please check the District Houselist Abstract before sending it to this directorate.

14. The District Census Officer will send the following records to this directorate by the *20th May at the latest.*

1. Houselist forms (in respect of each charge separately)
2. Houselist Abstract
3. Supervisor's Circle Houselist Abstract
4. Charge Houselist Abstract
5. District Houselist Abstract
6. Unused forms of Houselist and its Abstract

15. The packets of Enterprise List, and Enterprise List. Abstract received from the Charge Officers/Town Census Officers should be kept separately. The District Statistical Officer may be instructed to take delivery of these documents on proper acknowledgement along with all the unused forms returned by the Charge/Town Census Officers.

16. I would like to emphasize here that the houselist data relating to population figures, figures of disabled persons or anything else should not in any case be released to the press or any other authority whether official or non-official till receipt of further instructions in the matter.

17. Thus, we will be completing the first important phase of the Census operations for the 1981 Census.

18. I extend my heartfelt thanks to you for your personal involvement in making the operation a success. I also take this opportunity of thanking the District Census Officer and all other officers engaged in the operations for the lively interest and enthusiasm in the census work.

19. I am sure this enthusiasm will be kept up while carrying out the second phase of the operation, viz., "Enumeration." I will be writing to you shortly regarding the preparatory measures to be taken up after the Houselisting operation for the final count.

Please acknowledge receipt of this circular.

Yours sincerely,
A.R. NANDA

Shri

Collector and Principal Census Officer,

.....district

(with a spare copy)

Memo. No. 115/50/79-CT Dated the 14th April, 1980.

Copy to :

1. All District Census Officers and A.D. Ms. (with 2 spare copies)
2. All Sub-divisional Census Officers and S.D. Os. (with 2 spare copies)
3. All Tahsildars (with 4 spare copies)
4. All B.D. Os. (with 3 spare copies)
5. All Executive Officer of Municipalities/N.A. Cs. (with 2 spare copies)
6. All Range Deputy Directors of Bureau of Statistics & Economics
7. All District Statistical Officers

A. R. NANDA
Director of Census Operations, Orissa

Memo No. 115/50/79-CT *Dated the 14th April, 1980*

Copy with compliments to :

1. Shri P. Padmanabha, Registrar General, India
2. All Directors of Census Operations of States/U.Ts.
3. Chief Secretary to Government of Orissa
4. Additional Chief Secretary to Government of Orissa
5. Secretary to Government of Orissa, Revenue Department/Urban Development Department/ C.D. Department/Planning and Co-ordination Department/Education Department.
6. Member, Board of Revenue, Orissa, Cuttack
7. Revenue Divisional Commisioners
8. Director, Bureau of Statistics & Economics, Orissa, Bhubaneswar

A.R. NANDA
Director of Census Operations, Orissa

85-M/J(N)164DCO—12(a

APPENDIX—XXXVIII

(Vide Chapter XI—Para 1 and 34)

OFFICE OF THE REGISTRAR GENERAL : INDIA

NOTIFICATION

S.O.....In exercise of the powers conferred by section 3 of the Census Act, 1948 (37 of 1948), the Central Government hereby declare that a census of the population of India shall be taken during the year 1981. The reference date for the census shall be the sunrise on 1st March, 1981.

(F.No. 9/11/79-CD(CEN)

Sd/-
P. Padmanabha
Registrar General, India

No.

Copy forwarded for information to all State Governments/Union Territories.

Sd/-
P. Padmanabha
Registrar General, India
16 April, 1979

Copy forwarded for information to all Directors of Census Operations and Language Division of the Registrar General's Office in Calcutta.

Copy to All Divisions of R.G.'s office including Ad. I/Ad. II/Ad. III & C.T.U.

Copy to all Ministries/Departmentsof the Government of India, C.S.O. Planning Commission, M.S.S.O./D.G.E.T./ N.B.O. and B.C.W. Wing of M.H.A. for information.

15 Copies for census Division of Registrar General's Office.

Sd/-
P. Padmanabha
Registrar General, India

APPENDIX—XXXIX

(Vide Chapter XI-Para 4)

CENSUS OF INDIA 1981

ABRIDGED HOUSELIST

Identification particulars

Name of State/Union Territory .....Code No..... Name of Village/Town .....Code No.....

Name of District .....Code No..... Name or No. of Ward/Mohalla/Hamlet .....

Code No.....

Name of Tehsil/Taluka/P.S./Dev. Block/Circle etc .....Code No.....Enumerator's Block No .....

SECTION : 1 : (To be filled only on completion of census enumeration)

(A) Population of Enumerator's Block.....(B) Number of occupied residential houses,.....(C) Number of households.....

SECTION : 2 : Houselist particulars : (To be initially copied from the original Houselist)

Sl. No.	Building No.	Census House No.	Purpose for Which Census House is used	Household No.	Name of the Head of the Household	Sl. No. of the Household	Remarks
1	2	3	4	5	6	7	8

SECTION 2—*contd.* Location Code..... Page No.....

Sl. No.	Building No.	Census House No.	Purpose for which Census House is used	Household No.	Name of the Head of the Household	Sl. No. of the Household	Remarks
1	2	3	4	5	6	7	8

SECTION 2—*concld.* Location Code..... Page No.....

Sl. No.	Building No.	Census House No.	Purpose for which Census House is used	Household No.	Name of the Head of the Household	Sl. No. of the Household	Remarks
1	2	3	4	5	6	7	8

CENSUS OF INDIA 1981

ABRIDGED HOUSELIST

Identification particulars

Name of State/Union Territory .....Code No..... Name of Village/Town.....Code No.....

Name of District .....Code No..... Name or No. of Ward/Mohalla/Hamlet....Code No.....

Name of Tehsil/Taluka/P.S./Dev. Block /Cricle etc .....Code No.....Enumerator's Block No .....

SECTION : 3 Addenda to Section 2 : (To record census house/households not covered in Section 2 but found by census enumerator during enumeration)

Sl. No.	Building No.	Census House No.	Purpose for which Census House is used	Household No.	Name of the Head of the Household	Sl. No. of the Household	Remarks
1	2	3	4	5	6	7	

SECTION 3—*concld.* Location Code..... Page No .....

Sl. No.	Building No.	Census House No.	Purpose for which Census House is used	Household No.	Name of the Head of the Household	Sl. No. of the Household	Remarks
1	2	3	4	5	6	7	8

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP (Universal) — CONFIDENTIAL

Pad No.....

Slip No.....

Location Code.....( ) Sl. No. of Household [ ]

1 Name .....

2 Relationship to head .....

3 Male (1)/Female (2) .....

4 Age .....

5 Marital status .....

6 Mother tongue .....

7 Two other languages known .....

8 Religion .....

9 Whether S.C. (1) or S.T. (2) .....

10 Name of caste/tribe .....

11 Literate (1)/Illiterate (2) .....

12 Educational attainment .....

13 Attending school/college, Yes (1)/No (2) .....

14A Worked any time at all last year ? Yes / No (H/ST/D/R/B/I/O) .....

14B If yes in 14A, did you work for major part of last year ? Yes (1)/No (2) .....

15A Main activity last year ? Yes in 14B (C/AL/HHI/OW) / No in 14B (H/ST/D/R/B/I/O) .....

If HHI/OW in 15A

(i) Name of establishment .....

(ii) Description of work .....

(iii) Nature of industry, trade or service .....

(iv) Class of worker .....

15B 14B Yes—Any other work any time last year ? Yes (C/AL/HHI/OW)/No / 14B No—Work done any time last year ? (C/AL/HHI/OW) .....

If HHI/OW in 15B

(i) Name of establishment .....

(ii) Description of work .....

(iii) Nature of industry, trade or service .....

(iv) Class of worker .....

16 If No in 14A or 14B, seeking/available for work ? Yes (1)/No (2) .....

CENSUS OF INDIA 1981 INDIVIDUAL SLIP (Sample) CONFIDENTIAL

1 **Birth place**

(a) Place of birth

(b) Rural (1)/Urban (2)

(c) District

(d) State/Country

2 **Last residence**

(a) Place of last residence

(b) Rural (1)/Urban (2)

(c) District

(d) State/Country

3 **Reasons for migration from place of last residence (Code)***

4 **Duration of residence at the village or town of enumeration**

5 For all ever-married women only

(a) Age at marriage

(b) Number of children su.

Male Female Total

(c) Number of children ever born alive

Male Female Total

6 For currently married women only

Any child born alive during last one year

*Employment (1) Education (2) Family moved (3) Marriage (4) others (5)

CENSUS OF INDIA 1981

HOUSEHOLD SCHEDULE

Part I : Household Particulars

Book No. _____ **CONFIDENTIAL**

Form No. _____

Location Code _____ Serial number of household (Col. 7 of abridged houselist) _____ Type of household, whether Institutional or houseless* _____

1. Name of head of household _____
2. Religion of the head of household _____
**3. Whether head of household belongs to S.C. or S.T. If scheduled caste write (1)/If scheduled tribe write (2) _____
4. Name of caste/tribe of head of household _____
5. Language mainly spoken in the household _____
6. Does the household live in owned house ? Yes (1)/No (2) _____
7. If 'No' in 6, does the household own a house or house site in the village or town of enumeration ? Yes (1)/No (2) _____
8. Predominant construction material of the house occupied by household :

(a) WALL — Grass, leaves, reeds or bamboo (1) | Mud (2) | Unburnt bricks (3) | Wood (4) | Burnt bricks (5) | G.I. sheets or other metal sheets (6) | Stone (7) | Cement concrete (8) | Ekra (9) | Others (0) _____

(b) ROOF — Grass, leaves, reeds, thatch, wood, mud, unburnt bricks or bamboo (1) | Tiles, slate or shingle (2) | Corrugated iron, zinc or other metal sheets (3) | Asbestos cement sheets (4) | Brick, stone and lime (5) | Stone (6) | Concrete R.B.C., R.C.C. (7) | Others (8) _____

(c) FLOOR — Mud (1) | Wood/planks (2) | Bamboo or logs (3) | Brick, stone and lime (4) | Cement (5) | Mosaic/tiles (6) | Others (7) _____

9. FACILITIES AVAILABLE TO THE HOUSEHOLD :

(a) Drinking water supply (i) Source : Well (1) | Tap (2) | Hand pump/tube well (3) | River/canal (4) | Tank (5) | Others (6) _____

(ii) Within premises (1)/Outside premises (2) _____

(b) Electricity : Yes (1)/No (2) _____ ; (c) Toilet (for Urban areas only) Yes (1)/No (2) _____

10. Number of living rooms in occupation of household _____
11. Number of married couples usually living in the household _____
12. Does the household cultivate land ? Yes (1)/No (2) _____ 13. If 'Yes' in 12, category — Owned (1) | Rented (2) | Owned and rented (3) _____
14. If Rented, enter local name of tenancy _____
15. Total population of the household (Total of Col. 2 of part II: Population Record) _____

*For institutional write 'I', for houseless write 'O'.

** Consult list supplied to you. If not belonging to S.C./S.T., put cross (×) in the box.

M A L E

Serial No	Name	Relationship to head (Indicate Serial No of mother within brackets if present in the household for children upto 10 years)	Sex		Age	Marital status	Name of Scheduled Caste/Tribe, if any		Literacy		Entry in 14A	
			Male	Female			Caste	Tribe	Literate	Illiterate	Yes	No
1	2	3	4	5	6	7	8	9	10	11	12	13
Total	(a)	X X X			X	X	(a)	(a)				

Checked with reference to individual slip

Compiler.....

(a) Enter total after counting number of entries

Record

CONFIDENTIAL

	M A L E								F E M A L E													
	Entry in 14 B		Entry in 15 A				Whether seeking/ available for work		Name of Scheduled Caste/Tribe, if any		Literacy		Entry in 14 A		Entry in 14 B		Entry in 15 A				Whether seeking/ available for work	
Serial No	Yes	No	C	AL	HHI	OW	Yes	No	Caste	Tribe	Literate	Illiterate	Yes	No	Yes	No	C	AL	HHI	OW	Yes	No
1	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
									(a)	(a)												

Checked and found correct

Supervisor.....

(a) Enter total after counting number of entries

Signature of Enumerator.....

IMPORTANT INSTRUCTIONS

1 Record location code on each schedule and form, etc.

2 Do not leave any household or person uncovered in your block.

3 Do not forget to enter columns 1 to 7 of the Population Record before starting individual enumeration.

4 Do not forget to make repeated enquiries about young children, newly born babies and visitors not enumerated elsewhere.

5 Enter serial number of mother if present in the household against her son and daughter aged 10 years and below.

6 While making entries for names of Scheduled Castes/ Scheduled Tribes, check names of Scheduled Castes/ Scheduled Tribes with list supplied to you by your supervisor.

7 Write legibly.

8 Do not do overwriting.

9 Do not hesitate to ask your supervisor if you have doubt on any matter.

10 Do not allow your work of filling up of entries in the Population Record to accumulate. It should be completed for enumeration done at the end of each day's work.

11 Do not misplace or lose any of your forms or papers while performing duties as census enumerator.

12 During revisional round, fill in fresh slips for newly born babies and update the Population Record.

13 Cover households which have shifted to your block after your first visit but before sunrise of **1st March, 1981**, if not enumerated already in some other block.

14 In case of any death in your block before sunrise of **1st March, 1981**, cancel slip of that person if enumerated by you and make necessary corrections in the Population Record also.

15 While ticking for information in columns 8 to 35 in the Population Record, make sure that columns 8 to 21 refer to males and columns 22 to 35 to females.

16 Check totals of columns in the Population Record before posting in working sheets for enumerator's abstract.

ଭାରତର ଜନଗଣନା 1981 — ବ୍ୟକ୍ତିଗତ ବିବରଣୀ (ପର୍ଚ୍ଚା-୨) — ଗୋପନୀୟ

ପ୍ୟାଡ୍ ନମ୍ବର.....

ଚିରୁଟ ନମ୍ବର.....

ସେନ୍ସସ୍ କୋଡ୍..... ( ) ପରିବାରର କ୍ରମିକ ନମ୍ବର [ ]

1. ନାମ

2 ଗୃହକର୍ତ୍ତାଙ୍କ ସହିତ ସମ୍ପର୍କ

3 ପୁରୁଷ (1)/ମା (2)

4 ବୟସ

5 ବୈବାହିକ ଅବସ୍ଥା

6 ମାତୃଭାଷା

7 ଜାଣିଥିବା ଅନ୍ୟ ଦୁଇଟି ଭାଷା

8 ଧର୍ମ

9 ତ. ଜା. (1) ବା ଆଦିବାସୀ (2) ଅଟନ୍ତି କି ?

10 ଜାତି/ଆଦିବାସୀ ଗୋଷ୍ଠୀର ନାମ

11 ସାକ୍ଷର (1)/ନିରକ୍ଷର (2)

12 ଶିକ୍ଷାଗତ ଯୋଗ୍ୟତା

13 ସ୍କୁଲ/କଲେଜରେ ପଢୁଛନ୍ତି ? ହଁ (1)/ନାହିଁ (2)

14(କ) ଗତ ବର୍ଷ ଜେବେହେଲେ କାମ କରିଥିଲେ କି ? ହଁ / ନାହିଁ (ଘଣ୍ଟା/ଦିନ/ନିଶୀ/ପେ/ଜି/କେ/ଅ)

14(ଖ) 14 (କ) ରେ "ହଁ" ହେଲେ, ଗତବର୍ଷ ଅଧିକାଂଶ ସମୟ କାମ କରିଥିଲେ କି ? ହଁ (1)/ନାହିଁ (2)

15(କ) ଗତ ବର୍ଷର ମୁଖ୍ୟ କର୍ମ ? 14 (ଖ) ରେ 'ହଁ' ଥିଲେ (ଜୁ/କୃଶ/ଘଣ୍ଟି/ଅନ୍ୟ) / 14 (ଖ) ରେ 'ନାହିଁ' ଥିଲେ (ଘଣ୍ଟା/ଦିନ/ନିଶୀ/ପେ/ଜି/କେ/ଅ)

15 (କ) ରେ ଘଣ୍ଟି/ଅନ୍ୟ ହୋଇଥିଲେ

(i) ପ୍ରତିଷ୍ଠାନର ନାମ

(ii) କାର୍ଯ୍ୟର ବିବରଣୀ

(iii) କି ପ୍ରକାର ଶିଳ୍ପ, ବ୍ୟବସାୟ ବା ଗୁଳିରି

(iv) କେଉଁ ସେଣୀର କର୍ମୀ

15(ଖ) 14(ଖ) ରେ 'ହଁ' ଥିଲେ—ଗତବର୍ଷ କୌଣସି ସମୟରେ ଅନ୍ୟ କୌଣସି କାମ କରିଥିଲେ କି ? ହଁ (ଜୁ/କୃଶ/ଘଣ୍ଟି/ଅନ୍ୟ)/ନାହିଁ
14(ଖ) ରେ 'ନାହିଁ' ଥିଲେ—ଗତ ବର୍ଷ କି କାମ କରିଥିଲେ ? (ଜୁ/କୃଶ/ଘଣ୍ଟି/ଅନ୍ୟ)

15 (ଖ) ରେ ଘଣ୍ଟି/ଅନ୍ୟ ହୋଇଥିଲେ

(i) ପ୍ରତିଷ୍ଠାନର ନାମ

(ii) କାର୍ଯ୍ୟର ବିବରଣ

(iii) କି ପ୍ରକାର ଶିଳ୍ପ, ବ୍ୟବସାୟ ବା ଗୁଳିରି

(iv) କେଉଁ ସେଣୀର କର୍ମୀ

16 14 (କ) ଓ 14 (ଖ) ରେ 'ନାହିଁ' ହୋଇଥିଲେ କାର୍ଯ୍ୟ ଖୋଜୁଛନ୍ତି କି/କାର୍ଯ୍ୟ ପାଇଁ ପ୍ରସ୍ତୁତ ଅଛନ୍ତି କି ? ହଁ (1)/ନାହିଁ (2)

ଭାରତର ଜନଗଣନା 1981 ବ୍ୟକ୍ତିଗତ ବରଚୁଟ ଗୋପନୀୟ

(ନମୁନା)

1 ଜନ୍ମସ୍ଥାନ

(କ) ଜନ୍ମସ୍ଥାନର ନାମ _____

(ଖ) ଗ୍ରାମ (1)/ସହର (2) _____ ☐

(ଗ) ଜିଲ୍ଲା _____

(ଘ) ରାଜ୍ୟ/ଦେଶ _____

2 ପୂର୍ବ ବାସସ୍ଥାନ

(କ) ପୂର୍ବ ବାସସ୍ଥାନର ନାମ _____

(ଖ) ଗ୍ରାମ (1)/ସହର (2) _____ ☐

(ଗ) ଜିଲ୍ଲା _____

(ଘ) ରାଜ୍ୟ/ଦେଶ _____

3 ପୂର୍ବ ବାସସ୍ଥାନ ପରିବର୍ତ୍ତନର

କାରଣ (କୋଡ୍)* _____ ☐

4 ଗଣନା କରାଯାଉଥିବା ଗ୍ରାମ ବା ସହରରେ

ରହିଣି କାଳ _____ ☐

5 କେବେହେଲେ ବି ବିବାହ ହୋଇଥିବା ମହିଳାମାନଙ୍କ ପାଇଁ

(କ) ବିବାହ ସମୟରେ ବୟସ _____ ☐

(ଖ) ବର୍ତ୍ତମାନ ଜୀବିତ ଥିବା ପିଲାଙ୍କ ସଂଖ୍ୟା

ପୁରୁଷ ☐ ସ୍ତ୍ରୀ ☐ ମୋଟ ☐

(ଗ) ଜୀବିତ ଜାତ ପିଲାଙ୍କ ସଂଖ୍ୟା

ପୁରୁଷ ☐ ସ୍ତ୍ରୀ ☐ ମୋଟ ☐

6 କେବଳ ବର୍ତ୍ତମାନ ବିବାହିତ ଜୀବନ ଯାପନ କରୁଥିବା ମହିଳାମାନଙ୍କ ପାଇଁ

ଗତ ବର୍ଷର ମଧ୍ୟରେ କୌଣସି ଜୀବିତ ଜାତ ପିଲା ହୋଇଛନ୍ତି କି ? _____ .....

---

* ଚାକିରି (1) ଶିକ୍ଷା (2) ପରିବାର ସ୍ଥାନାନ୍ତର (3) ବିବାହ (4) ଅନ୍ୟାନ୍ୟ (5)

85-M/J(N)164DCO—13(a)

ଭାରତର ଜନଗଣନା 1981

ପାରିବାରିକ ତଫସିଲ୍

ଗୋପନୀୟ

ବହି ନମ୍ବର.....

ପର୍ଗ ନମ୍ବର.....

ପ୍ରଥମ ଖଣ୍ଡ : ପରିବାର ବିବରଣୀ

ଜେକେସନ୍ କୋଡ.....ପରିବାରର ଜମିକ ନମ୍ବର (ସଂକ୍ଷିପ୍ତ ଗୃହ ତାଲିକାର ସ୍ତମ୍ଭ 7).....କି ପ୍ରକାର ପରିବାର – ଅନୁଷ୍ଠାନଗତ କିମ୍ବା ଗୃହହୀନ*.....

1 ଗୃହକର୍ତ୍ତାଙ୍କ ନାମ.....

2 ଗୃହକର୍ତ୍ତାଙ୍କ ଧର୍ମ.....

**3 ଗୃହକର୍ତ୍ତା ତପସିଲଭୁକ୍ତ ଜାତି ବା ଆଦିବାସୀ ହୋଇଥିଲେ ତ. ଜା. ପାଇଁ (1) / ଆଦିବାସୀ ପାଇଁ (2) ଲେଖନ୍ତୁ.....

4 ଗୃହକର୍ତ୍ତାଙ୍କ ଜାତି/ଆଦିବାସୀ ଗୋଷ୍ଠୀର ନାମ.....

5 ପରିବାରରେ ମୁଖ୍ୟତଃ କେଉଁ ଭାଷା କୁହାଯାଏ.....

6 ପରିବାରଟି ନିଜ ଘରେ ବାସ କରନ୍ତି କି ? ହଁ (1)/ନାହିଁ (2).....

7 ପ୍ରଶ୍ନ 6ରେ 'ନାହିଁ' ହେଲେ ଗଣ୍ଡନା କରାଯାଇଥିବା ଗ୍ରାମ ବା ସହରରେ ପରିବାରର ନିଜର ଘର କିମ୍ବା ଘର ପାଇଁ ଜମି ଅଛିକି ? ହଁ (1)/ନାହିଁ (2).....

8 ପରିବାର ରହୁଥିବା ଗୃହ ମୁଖ୍ୟତଃ କେଉଁ ଉପାଦାନରେ ତିଆରି:

(କ) ଛାତ ଘାସ, ପତ୍ର, ଖାଡ଼ି ବା ଜାଖଡ଼ର କିମ୍ବା ବାଉଁଶ (1) | ମାଟି (2) | କଞ୍ଚାଇଟା (3) | କାଠ (4) | ପୋତାଇଟା (5) | ଟି ଆଉ ସିଟସ ବା ଅନ୍ୟାନ୍ୟ ଧାତବ ଚଦର (6) | ପଥର (7) | ସିମେଣ୍ଟ କଂକ୍ରିଟ୍ (8) | ଏଜ୍ରା (9) | ଅନ୍ୟାନ୍ୟ (0)

(ଖ) କାନ୍ଥ ଘାସ, ପତ୍ର, ଖାଡ଼ି ବା ଜାଖଡ଼ର, ନଡ଼ା/ଛଣ, କାଠ, ମାଟି, କଞ୍ଚାଇଟା କିମ୍ବା ବାଉଁଶ (1) | ଟାଇଲ୍, ସ୍ଲେଟ୍ କିମ୍ବା କାଠ ପଟା (2) | କରୋଗେଟେଡ ଲୁହା ଚଦର, ଟସ୍ତା କିମ୍ବା ଅନ୍ୟାନ୍ୟ ଧାତବ ଚଦର (3) | ଆଜବେଷସ ସିମେଣ୍ଟ ଚଦର (4) | ଇଟା, ପଥର ଏବଂ ଚୂନ (5) | ପଥର (6) | କଂକ୍ରିଟ୍, ଆର ବି ସି ଆର ବି ସି (7) | ଅନ୍ୟାନ୍ୟ (8)

(ଗ) ଚଟାଣ ମାଟି (1) | କାଠ/ପଟା (2) | ବାଉଁଶ କିମ୍ବା କାଠଗର୍ଡ଼ (3) | ଇଟା, ପଥର ଓ ଚୂନ (4) | ସିମେଣ୍ଟ (5) | ମୋନାଇକ/ଟାଇଲ (6) | ଅନ୍ୟାନ୍ୟ (7)

9 ପରିବାର ପାଇଁ କି କି ସୁବିଧା ସୁଯୋଗ ଅଛି

(କ) ପାନୀୟ ଜଳ ଯୋଗାଣ (i) କେଉଁ ସ୍ରୋତରୁ କୂପ (1) | ଟ୍ୟାପ୍ (2) | ହାତପମ୍ପ/ନଳକୂପ (3) | ନଦୀ/କେନାଲ (4) | ପୋଖରୀ (5) | ଅନ୍ୟାନ୍ୟ (6)

(ii) ହତା ମଧ୍ୟରେ (1) / ହତା ବାହାରେ (2).....

(ଖ) ବିଦ୍ୟୁତ୍ ସରବରାହ ହଁ (1)/ନାହିଁ (2).....; (ଘ) ଶୌଚାଗାର (କେବଳ ସହରାଞ୍ଚଳ ପାଇଁ) ହଁ (1)/ନାହିଁ (2).....

10 ପରିବାରର ଦଖଲରେ ଥିବା ବାସଯୋଗ୍ୟ କୋଠରୀ ସଂଖ୍ୟା.....

11 ପରିବାରରେ ସାଧାରଣତଃ ବାସ କରୁଥିବା ବିବାହିତ ଦମ୍ପତିଙ୍କ ସଂଖ୍ୟା.....

12 ପରିବାରଟି ଜମି ଗ୍ରସ କରନ୍ତି କି ? ହଁ (1)/ନାହିଁ (2)..... 13 ପ୍ରଶ୍ନ 12ରେ 'ହଁ' ହୋଇଥିଲେ ବିବରଣ ଦର୍ଶାନ୍ତୁ ନିଜ ଜମି (1) | ଭାଗ ବା ଜର (2) | ନିଜ ଜମି ଏବଂ ଭାଗ ବା ଜର (3)

14 ଭାଗ ବାଜର ହୋଇଥିଲେ ଯାହାଙ୍କ ଜମିରେ ଗୃହର ନାମ ଲେଖନ୍ତୁ.....

15 ପରିବାରର ମୋଟ ଲୋକ ସଂଖ୍ୟା (ଅଙ୍କ ଭାଗ–ଜନସଂଖ୍ୟା ରେଜର୍ଡର ସ୍ତମ୍ଭ 2ର ମୋଟ).....

* ଅନୁଷ୍ଠାନଗତ ପାଇଁ 'ଅନୁ' ଏବଂ ଗୃହହୀନ ପାଇଁ 'ଠ' ଲେଖନ୍ତୁ ।

** ବିଆ ଯାଇଥିବା ତ. ଜା ଓ ଆଦିବାସୀ ତାଲିକା ଦେଖନ୍ତୁ । ତ. ଜା /ଆଦିବାସୀ ହୋଇନଥିଲେ ନିର୍ଦ୍ଦିଷ୍ଟ କୋଠରୀ ମଧ୍ୟରେ (X) ଚିହ୍ନ ଦିଅନ୍ତୁ ।

ପୁରୁଷ

ଗଣନା ନମ୍ବର	ନାମ	ଗୃହ କର୍ତ୍ତାଙ୍କ ସହିତ ସମ୍ପର୍କ (10 ବର୍ଷ ବୟସ ମଧ୍ୟରେ ସନ୍ତାନ ମାନଙ୍କ କ୍ଷେତ୍ରରେ ସେମାନଙ୍କର ମା ପରିବାରରେ ଥିଲେ ମା ଙ୍କ ସମ୍ପର୍କର ନମ୍ବର ବ୍ୟବହାର କରାଯାଇଥିବ ଲେଖନ୍ତୁ)	ପୁରୁଷ ବା ସା		ବୟସ	ବୈବାହିକ ସ୍ଥିତି	ତପସିଲଭୁକ୍ତ ଜାତି ହୋଇଥିଲେ ଜାତିର ନାମ ବା ଆଦିବାସୀ ହୋଇଥିଲେ ଗୋଷ୍ଠୀର ନାମ ଲେଖନ୍ତୁ		ସାକ୍ଷରତା		ପ୍ରଶ୍ନ 14 (ଘ) ର ଲିଖନ ଅନୁଯାୟୀ	
			ପୁରୁଷ	ସ୍ତ୍ରୀ			ଜାତି	ଆଦିବାସୀ ଗୋଷ୍ଠୀ	ସାକ୍ଷର	ନିରକ୍ଷର	ହଁ	ନାହିଁ
1	2	3	4	5	6	7	8	9	10	11	12	13
ମୋଟ	(କ)	XXX			X	X	(ଖ)	(ଗ)				

ବ୍ୟକ୍ତିଗତ ବିବରଣୀ ସହ ମିଳାଇ ଦେଖିଛି

ସ୍ୱାକ୍ଷର .....

(ଖ) ପୁରଣ ହୋଇଥିବା ଲିଖନ ପୁସ୍ତିକୁ ଗଣି ତହିଁର ମୋଟ ସଂଖ୍ୟା ଲେଖନ୍ତୁ

ରେକର୍ଡ

ଗୋପନୀୟ

	ପୁରୁଷ								ସ୍ତ୍ରୀ													
କ୍ରମିକ ସଂଖ୍ୟା	ପ୍ରଶ୍ନ 14 (ଖ) ର ଲିଖନ ଅନୁଯାୟୀ		ପ୍ରଶ୍ନ 15 (କ) ର ଲିଖନ ଅନୁଯାୟୀ				କାର୍ଯ୍ୟ ଖୋଜୁଛନ୍ତି କି କାର୍ଯ୍ୟ ପାଇଁ ପ୍ରସ୍ତୁତ ଅଛନ୍ତି କି ?		ତଫସିଲଭୁକ୍ତ ଜାତି ହୋଇଥିଲେ ଜାତିର ନାମ ବା ଆଦିବାସୀ ହୋଇଥିଲେ ଗୋଷ୍ଠୀର ନାମ ଲେଖନ୍ତୁ		ସାକ୍ଷରତା		ପ୍ରଶ୍ନ 14 (କ) ର ଲିଖନ ଅନୁଯାୟୀ		ପ୍ରଶ୍ନ 14 (ଖ) ର ଲିଖନ ଅନୁଯାୟୀ		ପ୍ରଶ୍ନ 15 (କ) ର ଲିଖନ ଅନୁଯାୟୀ				କାର୍ଯ୍ୟ ଖୋଜୁଛନ୍ତି, କାର୍ଯ୍ୟ ପାଇଁ ପ୍ରସ୍ତୁତ ଅଛନ୍ତି କି ?	
	ହଁ	ନାହିଁ	ଦୃ	ଦୃ ଶ	ଘଣି	ଅକା	ହଁ	ନାହିଁ	ଜାତି	ଆଦିବାସୀ ଗୋଷ୍ଠୀ	ସାକ୍ଷର	ନିରକ୍ଷର	ହଁ	ନାହିଁ	ହଁ	ନାହିଁ	ଦୃ	ଦୃ ଶ	ଘଣି	ଅକା	ହଁ	ନାହିଁ
1	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
									(କ)	(କ)												

ତନଖି ଦେଖିଲି, ଠିକ୍ ଅଛି

ସୁପରଭାଇଜର...................................

ଗଣନାକାରୀଙ୍କ ଦସ୍ତଖତ.................................

(କ) ପୂରଣ ହୋଇଥିବା ଲିଖନ ଗୁଡ଼ିକୁ ଗଣି ତହିଁର ମୋଟସଂଖ୍ୟା ଲେଖନ୍ତୁ

ଗୁରୁତ୍ୱପୂର୍ଣ୍ଣ ଉପଦେଶାବଳୀ

ପ୍ରତ୍ୟେକ ତଫସିଲ ଓ ଫର୍ମ ଇତ୍ୟାଦିରେ ଲୋକେସନ୍ କୋଡ୍ ଲେଖନ୍ତୁ ।

2 ଆପଣଙ୍କ ଗଣନା ବ୍ଲକରେ କୌଣସି ପରିବାର କିମ୍ବା କୌଣସି ବ୍ୟକ୍ତିଙ୍କୁ ଗଣନାରୁ ବାଦ୍ ଦିଅନ୍ତୁ ନାହିଁ ।

3 ବ୍ୟକ୍ତିଗତ ଚିରକୁଟ ପୂରଣ କରିବା ପୂର୍ବରୁ ଜନସଂଖ୍ୟା ରେକର୍ଡର ସ୍ତମ୍ଭ 1 ରୁ 7 ପୂରଣ କରିବାକୁ ଭୁଲନ୍ତୁ ନାହିଁ।

4 ସାନପିଲା, ସଦ୍ୟଜାତ ଶିଶୁ ଏବଂ ଅନ୍ୟତ୍ର ଗଣନାଭୁକ୍ତ ହୋଇନଥିବା ଆଗନ୍ତୁକମାନଙ୍କ ବିଷୟରେ ବାରମ୍ବାର ପ୍ରଶ୍ନ ପଚାରି ଅନୁସନ୍ଧାନ କରିବାକୁ ଭୁଲନ୍ତୁ ନାହିଁ।

5 ପରିବାରରେ ମା' ଥିଲେ ତାଙ୍କ ଜୀବିତ ସନ୍ତାନଙ୍କ ଠାରୁ 10 ବର୍ଷ ଏବଂ ତହିଁରୁ କମ୍ ବୟସ୍କ ପୁଅ ଓ ଝିଅଙ୍କ ପାଖରେ ବନ୍ଧନୀ ମଧ୍ୟରେ ଲେଖନ୍ତୁ ।

6 ତଫସିଲଭୁକ୍ତ ଜାତି/ଆଦିବାସୀ ଗୋଷ୍ଠୀର ନାମ ପୂରଣ କଲାବେଳେ ଆପଣଙ୍କ ସୁପରଭାଇଜର ଦେଇଥିବା ତଫସିଲଭୁକ୍ତ ଜାତି/ଆଦିବାସୀ ତାଲିକା ସହିତ ମିଳାଇ ଲେଖନ୍ତୁ ।

7 ପରିଷ୍କାରଭାବେ ଲେଖନ୍ତୁ ।

8 ଉପରେ ଲେଖା (Overwriting) କରନ୍ତୁ ନାହିଁ ।

9 କୌଣସି ବିଷୟରେ ସନ୍ଦେହ ହେଲେ ଆପଣଙ୍କ ସୁପରଭାଇଜରଙ୍କୁ ପଚାରି ବୁଝିବା ପାଇଁ ଦ୍ୱିଧା ପ୍ରକାଶ କରନ୍ତୁ ନାହିଁ ।

10 ଜନସଂଖ୍ୟା ରେକର୍ଡ ପୂରଣ କାର୍ଯ୍ୟ ଏକାଠି ଜମାକରି ରଖିବାକୁ ଦିଅନ୍ତୁ ନାହିଁ । ପ୍ରତିଦିନ ଗଣନା କାର୍ଯ୍ୟ ଶେଷରେ ଏହି କାର୍ଯ୍ୟଟିକୁ ଶେଷ କରିବାକୁ ହେବ ।

11 ଗଣନାକାରୀଭାବେ କାର୍ଯ୍ୟ କରୁଥିବାବେଳେ ଆପଣଙ୍କର କୌଣସି ଫର୍ମ ବା କାଗଜପତ୍ର ଏଠି ସେଠି ରଖନ୍ତୁ ନାହିଁ କିମ୍ବା ହଜାନ୍ତୁ ନାହିଁ ।

12 ପୁନର୍ଗଣନା ସମୟରେ ନବଜାତ ଶିଶୁମାନଙ୍କ ପାଇଁ ନୂଆ ଚିରକୁଟ ପୂରଣ କରିବା ସଙ୍ଗେ ସଙ୍ଗେ ଜନସଂଖ୍ୟା ରେକର୍ଡରେ ଆବଶ୍ୟକୀୟ ତଥ୍ୟ ପୂରଣ କରନ୍ତୁ।

13 ଆପଣଙ୍କ ପ୍ରଥମ ପରିଦର୍ଶନ ପରେ କିନ୍ତୁ 1981 ମାର୍ଚ୍ଚ 1 ତାରିଖ ସୂର୍ଯ୍ୟୋଦୟ ପୂର୍ବରୁ ଯେଉଁସବୁ ପରିବାର ସ୍ଥାନାନ୍ତର ହୋଇ ଆପଣଙ୍କ ବ୍ଲକ ମଧ୍ୟକୁ ଉଠି ଆସିଛନ୍ତି କିନ୍ତୁ ଅନ୍ୟ କୌଣସି ବ୍ଲକରେ ଗଣନାଭୁକ୍ତ ହୋଇ ନାହାନ୍ତି ସେ ସମସ୍ତଙ୍କୁ ଗଣନା କରନ୍ତୁ।

14 1981 ମାର୍ଚ୍ଚ 1 ତାରିଖ ସୂର୍ଯ୍ୟୋଦୟ ପୂର୍ବରୁ ଆପଣଙ୍କ ବ୍ଲକର ଗଣନାଭୁକ୍ତ କୌଣସି ବ୍ୟକ୍ତିଙ୍କର ମୃତ୍ୟୁ ଘଟିଥିଲେ ତାଙ୍କ ପାଇଁ ପୂରଣ ହୋଇଥିବା ଚିରକୁଟଟି ରଦ୍ଦ କରିବା ସଙ୍ଗେ ସଙ୍ଗେ ଜନସଂଖ୍ୟା ରେକର୍ଡଟି ସଂଶୋଧନ କରନ୍ତୁ।

15 ଜନସଂଖ୍ୟା ରେକର୍ଡର ସ୍ତମ୍ଭ 8 ରୁ 35 ରେ ଠିକ୍ (✓) ଚିହ୍ନ ଦ୍ୱାରା ତଥ୍ୟ ପୂରଣ କଲାବେଳେ ମନେ ରଖନ୍ତୁ ଯେ ସ୍ତମ୍ଭ 8 ରୁ 21 ପୁରୁଷମାନଙ୍କ ପାଇଁ ଓ ସ୍ତମ୍ଭ 22 ରୁ 35 ସ୍ତ୍ରୀମାନଙ୍କ ପାଇଁ ଉଦ୍ଦିଷ୍ଟ ।

16 ଗଣନାକାରୀଙ୍କ ସୁବିଧା ପାଇଁ କାର୍ଯ୍ୟକାରୀ ପତ୍ର (Working Sheet) ବ୍ୟବହାର କରିବା ପୂର୍ବରୁ ଜନସଂଖ୍ୟା ରେକର୍ଡର ସ୍ତମ୍ଭଗୁଡ଼ିକର ମୋଟଗୁଡ଼ିକୁ ଯାଞ୍ଚ କରି ନିଅନ୍ତୁ ।

APPENDIX XLI
(Vide Chapter XI—Para 28)

ଭାରତରେ ୧୯୮୧ ଜନଗଣନା ଆରମ୍ଭର ଅବ୍ୟବହିତ ପୂର୍ବରୁ ଓଡ଼ିଶାର ମୁଖ୍ୟମନ୍ତ୍ରୀ ଶ୍ରୀ ଜାନକୀ ବଲ୍ଲଭ ପଟ୍ଟନାୟକଙ୍କର ବେତାର ଭାଷଣ

ଭାରତରେ ଜନଗଣନା କାର୍ଯ୍ୟର ଏକ ଐତିହ୍ୟ ଓ ପରମ୍ପରା ରହିଛି । ଖ୍ରୀଷ୍ଟପୂର୍ବ ତୃତୀୟ ଶତାବ୍ଦୀରେ ପ୍ରାଚୀନ ଭାରତରେ ଜନଗଣନା କାର୍ଯ୍ୟ ହେଉଥିଲା ବୋଲି କୌଟିଲ୍ୟଙ୍କ ଅର୍ଥଶାସ୍ତ୍ରରୁ ସୂଚିତ ହୁଏ । ବ୍ରିଟିଶ ଶାସନ କାଳରେ ଭାରତରେ ପ୍ରଥମେ ୧୮୭୧ ମସିହାରେ ଜନଗଣନା କାର୍ଯ୍ୟ ଆରମ୍ଭ କରଯାଇଥିଲା । ତା'ର ଦଶବର୍ଷ ପରେ ବିଧିବଦ୍ଧ ଭାବରେ ଜନଗଣନା କାର୍ଯ୍ୟ ୧୮୮୧ରେ ସମାହିତ ହୋଇଥିଲା । ସେହିଦିନରୁ ପ୍ରତି ଦଶ ବର୍ଷରେ ଜନଗଣନା କାର୍ଯ୍ୟ କରଯାଉଛି । ଚଳିତ ୧୯୮୧ର ଜନଗଣନାକୁ ମିଶାଇଲେ ଏହି କାର୍ଯ୍ୟକ୍ରମର ୧୧୦ ବର୍ଷ ପୂର୍ଣ୍ଣ ହେବ ।

ବର୍ତ୍ତମାନ୍ ଦେଶର ଦ୍ୱାଦଶ ଜନଗଣନା ଚଳିତ ବର୍ଷ ଫେବୃୟାରୀ ୯ ତାରିଖଠାରୁ ଆରମ୍ଭ ହେବ ଏବଂ ଏହି କାର୍ଯ୍ୟକ୍ରମ ମାର୍ଚ୍ଚ ପହିଲର ସୂର୍ଯ୍ୟୋଦୟ ପର୍ଯ୍ୟନ୍ତ ଚାଲୁ ରହିବ । ମାର୍ଚ୍ଚ ପହିଲରୁ ୫ ତାରିଖ ଭିତରେ ସଂଶୋଧନ କାର୍ଯ୍ୟକ୍ରମଗୁଡ଼ିକ ସଂପନ୍ନ ହେବ ।

ସୁଖର କଥା ଯେ, ଚଳିତ ଜନଗଣନା ସରିବାର ଦୁଇ ସପ୍ତାହ ମଧ୍ୟରେ ଜନଗଣନା ଅନୁଷ୍ଠାନ ପକ୍ଷରୁ ସାକ୍ଷର ଲୋକଙ୍କ ସଂଖ୍ୟା ଏବଂ ପୁରୁଷ ଓ ସ୍ତ୍ରୀଲୋକମାନଙ୍କ ସଂଖ୍ୟା ପୃଥକ୍ ଭାବରେ ଦର୍ଶାଯାଇ ଜନସଂଖ୍ୟା ଘୋଷଣା କରଯିବ । ଆମ ରାଜ୍ୟରେ ଗତ ବର୍ଷ ଅପ୍ରେଲ-ମଇ ମାସରେ ଘର ନମ୍ବର କରିବା କାର୍ଯ୍ୟ ସରିଯାଇଛି । ତାହା ବର୍ତ୍ତମାନର ଜନଗଣନା କାର୍ଯ୍ୟକ୍ରମକୁ ସୁଗମ ଓ ତ୍ୱରାନ୍ୱିତ କରିବ ।

ଜନଗଣନା କାର୍ଯ୍ୟକ୍ରମ ସମ୍ପର୍କରେ ଯେଉଁ ପ୍ରଶ୍ନାବଳୀ ପ୍ରସ୍ତୁତ କରଯାଇଛି, ସେଥିରେ କେତେକ ଉଲ୍ଲେଖନୀୟ ପରିବର୍ତ୍ତନ କରଯାଇଛି, ଯାହା ଫଳରେ ପ୍ରତ୍ୟେକ ପରିବାରର ଅବସ୍ଥା, ପାରିବାରିକ ରୂପରେଖ ଏବଂ ଅର୍ଥନୈତିକ ସ୍ଥିତି ପୂର୍ଣ୍ଣଭାବରେ ପ୍ରତିଫଳିତ ହେବ । ପ୍ରତ୍ୟେକ ପରିବାରର ବାସଗୃହ ଅବସ୍ଥା ଏବଂ ଅନ୍ୟାନ୍ୟ ସାମାଜିକ ଓ ସାଂସ୍କୃତିକ ତଥ୍ୟ, ଯଥା : ଧର୍ମ, ତପସିଲଭୁକ୍ତ ଜାତି ବା ସମ୍ପ୍ରଦାୟ, ଘରେ କହୁଥିବା ଭାଷା, ନିଜଘର ବା ଭଡ଼ାଘର, ଘର ତିଆରିରେ ବ୍ୟବହୃତ ଉପାଦାନ, ବାସଗୃହରେ ଥିବା ମୌଳିକ ସୁବିଧା ଏବଂ ସେଥିରେ ରହୁଥିବା ବିବାହିତ ଦମ୍ପତି ଓ ଅନ୍ୟାନ୍ୟ ଲୋକଙ୍କ ସଂପର୍କରେ ତଥ୍ୟ ମିଳିପାରିବ । ଗୃହରେ ରହୁଥିବା ପ୍ରତ୍ୟେକ ବ୍ୟକ୍ତିଙ୍କୁ ସେମାନଙ୍କର ବୟସ, ବୈବାହିକ ଅବସ୍ଥା, ମାତୃଭାଷା, ଜାଣିଥିବା ଅନ୍ୟାନ୍ୟ ଭାଷା, ସାକ୍ଷରତା ଓ ଶିକ୍ଷାଗତ ଯୋଗ୍ୟତା ତଥା ସେମାନଙ୍କ କାମଧନ୍ଦା ସଂପର୍କୀୟ ପ୍ରଶ୍ନମାନ ପଚରାଯିବ । କେତେକ ନିର୍ଦ୍ଦିଷ୍ଟ ଅଞ୍ଚଳରେ ଅନ୍ୟ ସ୍ଥାନରୁ ଆସି ବାସ କରୁଥିବା ଲୋକଙ୍କୁ ସେମାନେ ପୂର୍ବବାସସ୍ଥାନ ପରିବର୍ତ୍ତନର କାରଣ ବିଷୟ ଏବଂ ସନ୍ତାନସନ୍ତତିଙ୍କ ଉପରେ ପ୍ରଶ୍ନ ପଚରାଯିବ ।

ଜନଗଣନା ଗୋଟିଏ ନିର୍ବିବାଦୀୟ ଜାତୀୟ କାର୍ଯ୍ୟକ୍ରମ । ପ୍ରତ୍ୟେକ ବ୍ୟକ୍ତିଠାରୁ ସଂଗୃହୀତ ତଥ୍ୟକୁ ସଜାଡ଼ି ତାକୁ ପରିସଂଖ୍ୟାନଭିତ୍ତିକ କରିବା ହିଁ ଏହାର ଲକ୍ଷ୍ୟ । ମୁଣ୍ଡଗଣତି କରିବା ଆମ ରାଜ୍ୟରେ ଏକ ବିରାଟ ଦାୟିତ୍ୱ; କିନ୍ତୁ ଆଜିର ଜନଗଣନା ପ୍ରଣାଳୀ କେବଳ ମୁଣ୍ଡଗଣତିରେ ପର୍ଯ୍ୟବସିତ ନୁହେଁ । ଏଥିରୁ ସାମାଜିକ, ଅର୍ଥନୈତିକ ଓ ଶିକ୍ଷାଗତ ସଂପର୍କରେ ବହୁ ତଥ୍ୟ ମିଳିଥାଏ, ଏବଂ ଏହାକୁ ଭିତ୍ତିକରି ଆମେ ଯୋଜନା ପ୍ରଣୟନ କରିଥାଉଁ । ଏହି ଜନଗଣନାର ଫଳାଫଳ ଆମର ସରକାରୀ ଓ ବେସରକାରୀ କ୍ଷେତ୍ରରେ ଥିବା ଯୋଜନାକାରୀ ଅନୁଷ୍ଠାନ ଓ ପ୍ରଶାସକମାନଙ୍କୁ ଦେଶର ମୌଳିକ ଅର୍ଥନୀତି ଓ ଲୋକଶକ୍ତି ସଂପର୍କରେ ଚିତ୍ର ଯୋଗାଇ ଦେଇପାରିବ ।

ଏହି ବିରାଟ କାର୍ଯ୍ୟକ୍ରମକୁ ସୁଗୁରୁରୂପେ ସମ୍ପାଦନ କରିବା ନିମନ୍ତେ ଦୁଇ ବର୍ଷ ଧରି ଏକ ବ୍ୟାପକ ଓ ପୁଂଖାନୁପୁଂଖ ପ୍ରସ୍ତୁତି ହୋଇଯାଇଛି । ଆମ ରାଜ୍ୟରେ ଏହି କାର୍ଯ୍ୟ ନିମନ୍ତେ ସ୍କୁଲ ଶିକ୍ଷକମାନଙ୍କ ସମେତ ପ୍ରାୟ ୫୫ ହଜାର ଲୋକଙ୍କୁ ଗତ ତିନିମାସ ଧରି ତାଲିମ ଦିଆଯାଇଛି । ସେମାନେ ଫେବୃୟାରୀ ୯ ତାରିଖଠାରୁ ଏ କାର୍ଯ୍ୟରେ ଲାଗିପଡ଼ିବେ । ଏହି କାର୍ଯ୍ୟରେ ନିଯୁକ୍ତ ଲୋକମାନଙ୍କର କର୍ତ୍ତବ୍ୟପରାୟଣତା ଏବଂ ରାଜ୍ୟର ଜନସାଧାରଣଙ୍କ ଆନ୍ତରିକ ସହଯୋଗ ଦ୍ୱାରା ହିଁ କାର୍ଯ୍ୟକ୍ରମଟି ସଫଳ ହୋଇପାରିବ ।

ଜନଗଣନା ଭଳି ଗୁରୁତ୍ୱପୂର୍ଣ୍ଣ କାର୍ଯ୍ୟକ୍ରମରେ ସଂଶ୍ଳିଷ୍ଟ କର୍ମଚାରୀମାନଙ୍କୁ ବିଶେଷତଃ ଶିକ୍ଷକମାନଙ୍କୁ କାର୍ଯ୍ୟର ପ୍ରାରମ୍ଭରେ ମୁଁ ଆନ୍ତରିକ ଶୁଭେଚ୍ଛା ଜଣାଉଛି । ସେମାନଙ୍କର କର୍ତ୍ତବ୍ୟପରାୟଣତା ବିନା ଏଭଳି ଏକ ଦାୟିତ୍ୱସମ୍ପନ୍ନ କାର୍ଯ୍ୟ ସମ୍ପାଦିତ ହୋଇପାରିବ ନାହିଁ । ଏଭଳି ଏକ ଜାତୀୟ କର୍ତ୍ତବ୍ୟ ସମ୍ପାଦନ ଦିଗରେ ଗଣନାକାରୀମାନଙ୍କ ସହିତ ସମ୍ପୂର୍ଣ୍ଣଭାବେ ସହଯୋଗ କରିବାକୁ ମୁଁ ଜନସାଧାରଣଙ୍କୁ ନିବେଦନ କରୁଛି । ମୁଁ ସେମାନଙ୍କୁ ନିର୍ଭର ପ୍ରତିଶ୍ରୁତି ଦେଉଛି, ସେମାନେ ଯେଉଁ ତଥ୍ୟ ପ୍ରଦାନ କରିବେ, ତାହା ଜନଗଣନା ଆଇନ୍ ଅନୁଯାୟୀ ଗୋପନୀୟ ରଖାଯିବ ।

ମୁଁ ଏହି ଜାତୀୟ କାର୍ଯ୍ୟକ୍ରମର ପୂର୍ଣ୍ଣ ସଫଳତା କାମନା କରୁଛି ।

ଜୟ୍ ହିନ୍

APPENDIX—XLII

(Vide Chapter XI—Para 29)

Census Division and Personnel-1981

Sl. No.	Name of District	No. of Charge		No. of Supervisor Circles	No. of Enumerator Blocks	Number of								
		Rural	Urban			District Census Officers	Addl. District Census Officers	Sub-Divisional Census Officers & ASDCOs	Charge Officers	Military Census Officers appointed as Charge Officer	Addl. Charge Officers	Sub-Charge Officers	Supervisors	Enumerators
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Sambalpur	37	10	753	5,587	1	2	7	17	..	26	46	753	3,807
2	Sundargarh	21	6	470	3,005	2	2	3	10	..	22	62	470	2,345
3	Keonjhar	16	6	403	2,755	1	1	3	11	..	19	54	403	2,051
4	Mayurbhanj	23	4	548	4,630	1	1	8	9	..	32	47	548	2,701
5	Balasore	22	6	776	5,861	1	1	3	15	1	32	96	776	3,954
6	Cuttack	36	9	1,467	10,238	1	5	7	28	1	61	181	1,467	8,090
7	Dhenkanal	24	9	548	4,511	1	1	12	17	..	23	60	548	2,712
8	Baudh-Khondmals	14	3	297	3,826	1	1	3	8	..	15	45	297	1,485
9	Bolangir	18	7	572	3,652	1	1	4	13	..	22	44	572	2,747
10	Kalahandi	21	5	407	3,595	1	1	6	11	..	19	43	407	2,236
11	Koraput	42	14	874	7,763	1	1	12	29	..	29	53	874	4,212
12	Ganjam	43	20	978	7,304	1	2	8	30	1	32	121	978	4,946
13	Puri	29	9	821	7,057	1	3	4	18	2	63	58	821	4,572
	Total	346	108	8,914	69,784	14	22	80	216	5	395	810	8,914	45,858

APPENDIX—XLIII

(Vide Chapter XI—Para 34)

THE CENSUS ACT, 1948

Act No. 37 of 1948

An Act to provide for certain matters in connection with the taking of census

[*3rd September*, 1948]

Whereas it is expedient to provide for the taking of census in[1] * * *India or any part thereof whenever necessar y or desirable and to provide for certain matters in connection with the taking of such census ;

It is hereby enacted as follows :—

Short title and extent

1. (1) This Act may be called the Census Act, 1948

[2](2) It extends to the whole of India[3] * * *]

[4][**2. Rule of construction respecting enactments not extending to Jammu and Kashmir**—Any reference in this Act to the Indian Penal Code or the Indian Evidence Act, 1872 (45 of 1860 1 of 1872), shall, in relation to the State of Jammu and Kashmir be construed as a reference to the corresponding enactment in force in that State].

3. Central Government to take census—The Central Government may, by notification in the Official Gazette, declare its intention of taking a census in the whole or any part of the territories to which this Act extends, whenever it may consider it necessary or desirable so to do, and thereupon the census shall be taken.

4. (1)**Appointment of census staff**—(1) The Central Government may appoint a Census Commissioner to supervise the taking[5] of the census throughout the area in which the census is intended to be taken, and Directors of Census Operations to supervise the taking of the census within the several States.

(2) The State Government may appoint persons as census-officers to take, or aid in, or supervise the taking of, the census within any specified local area and such persons, when so appointed, shall be bound to serve accordingly.

(3) A declaration in writing, signed by any authority authorised by the State Government in this behalf, that any person has been duly appointed a census officer for any local area shall be conclusive proof of such appointment.

(4) The State Government may delegate to such authority as it thinks fit the power of appointing census-officers conferred by sub-section (2).

5. Status of census-authorities as public servants—The Census Commissioner, all Directors of Census Operations[5] and all Census-officers shall be deemed to be public servants within the meaning of the Indian Penal Code (45 of 1860).

6. Discharge of duties of census-officers in certain cases—(1) Where the District Magistrate or such authority as the State Government may appoint in this behalf, by a written order so directs—

(*a*) every officer in command of any body of men belonging to the naval, military or air force, or of any vessel of war, of India,

(*b*) every person (except a pilot or harbour-master) having charge or control of a vessel,

(*c*) every person in charge of a lunatic asylum, hospital, workhouse, prison, performatory or lock-up or of any public, charitable, religious or educational institution,

(*d*) every keeper, secretary or manager of any sarai, hotel, boarding-house, lodging-house, emigration depot or club,

(*e*) every manager or officer of a railway or any commercial or industrial estabihsment, and

---

[1]The words "the Provinces and Acceding States" were rep. by the A.O. 1950.

[2]Subs. *ibid* for the former sub-section.

[3]The words "except the State of Jammu and Kashmir" omitted by Act 22 of 1959, S.2.

[4] Ins. by s. 3, *ibid*. The original s. 2 was omitted by Act 36 of 1957, s. 2 aud sch.

[5]Subs. for the words "Superintendents of Census Operations" by Sec. 3 of the Repealing and Amending Act, 1974. (Act No. 56 of 1974).

(*f*) every occupant of immovable property wherein at the time of the taking of the census persons are living, shall perform such of the duties of a census-officer in relation to the persons who at the time of the taking of the census are under his command or charge, or are inmates of his house, or are present on or in such immovable property or are employed under him as may be specified in the order.

(2) All the provisions of this Act relating to census-officers shall apply so far as may be, to all persons while performing such duties under this section, and any persons refusing or neglecting to perform any duty which under this section he is directed to perform shall be deemed to have committed an offence under section 187 of the Indian Penal Code (45 of 1860).

7. Power to call upon certain persons to give assistance—The District Magistrate, or such authority as the State Government may appoint in this behalf for any local area, may, by written order which shall have effect throughout the extent of his district or of such local area, as the case may be, call upon—

(*a*) all owners and occupiers of land, tenure-holders, and farmers and assignees of land revenue, or their agents,

(*b*) all members of the district, municipal, panchayat and other local authorities and officers and servants of such authorities, and

(*c*) all officers and members of staff of any factory, firm or establishment, to give such assistance as shall be specified in the order towards the taking of a census of the persons who are, at the time of the taking of the census, on the lands of such owners, occupiers tenure-holders, farmers and assignees, or in the premises of factories, firms and other establishments, or within the areas for which such local authorities are established, as the case may be, and the persons to whom an order under this section is directed, shall be bound to obey it and shall, while acting in pursuance of such order, be deemed to be public servants within the meaning of the Indian Penal Code (45, of 1860).

8. Asking of questions and obligation to answer—(1) A census-officer may ask all such questions of all persons within the limits of the local area for which he is appointed as, by instructions issued in this behalf by the State Government and published in the Official Gazette, he may be directed to ask.

(2) Every person of whom any question is asked under sub-section (1) shall be legally bound to answer such questions to the best of his knowledge or belief :

Provided that no person shall be bound to state the name of any female member of his household, and no woman shall be bound to state the name of her husband or deceased husband or of any other person whose name she is forbidden by custom to mention.

9. Occupier to permit access and fixing of numbers—Every person occupying any house, enclosure, vessel or other place shall allow census-officers such access thereto as they may require for the purposes of the census and as having regard to the customs of the country, may be reasonable and shall allow them to paint on, or affix to, the place such letters, marks or numbers as may be necessary for the purposes of the census.

10. Occupier or manager to fill up schedule—(1) Subject to such orders as the State Government may issue in this behalf, a census-officer may, within the local area for which he is appointed, leave or cause to be left a schedule at any dwelling-house or with the manager or any officer of any commercial or industrial establishment, for the purpose of its being filled up by the occupier of such house or of any specified part thereof or by such manager or officer with such particulars as the State Government may direct regarding the inmates of such house or part thereof, or the persons employed under such manager or officer, as the case may be, at the time of the taking of the census.

(2) When such schedule has been so left, the said occupier, manager or officer, as the case may be, shall fill it up or cause it to be filled up to the best of his knowledge or belief so far as regards the inmates of such house or part thereof or the person employed under him, as the case may be, at the time aforesaid, and shall sign his name thereto and, when so required, shall deliver the schedule so filled up and signed to the census-officer or to such person as the census-officer may direct.

11. Penalties—(1) (*a*) Any census-officer or any person lawfully required to give assistance towards the taking of a census who refuses or neglects to use reasonable diligence in performing any duty imposed upon him or in obeying any order issued to him in accordance with this Act or any rule made thereunder, or any person who hinders or obstructs another person in performing any such duty or in obeying any such order, or

(*b*) any census-officer who intentionally puts any offensive or improper question or knowingly makes any false return or, without the previous sanction of the Central Government or the State Government, discloses any information which he has received by means of, or for the purposes of, a census return, or

(*c*) any sorter, compiler or other member of the census staff who removes, secretes, damages or destroys any census document or deals with any census document in a manner likely to falsify or impair the tabulations of census results, or

(*d*) any person who intentionally gives a false answer to, or refuses to answer to the best of his knowledge or belief, any question asked of him by a census-officer which he is legally bound by secton 8 to answer, or

(*e*) any person occupying any house, enclosure, vessel or other place who refuses to allow a census-officer such reasonable access thereto as he is required by section 9 to allow, or

(*f*) any person who removes, obliterates, alters, or damages any letters, marks or numbers which have been painted or affixed or the purposes of the census, or

(*g*) any person who, having been required under section 10 to fill up a schedule, knowingly and without sufficient cause fails to comply with the provisions of that section, or makes any false return thereunder, or

(*h*) any person who trespasses into a census office, shall be punishable with fine which may extend to one thousand rupees and in case of a conviction under part (*b*) or (*c*) shall also be punishable with imprisonment which may extend to six months.

(2) Whoever abets any offence under sub-section (1) shall be punishable with fine which may extent to one thousand rupees.

12. Sanction required for prosecution—No prosecution under this Act shall be instituted except with the previous sanction of the State Government or of an authority authorised in this behalf by the State Government.

13. Operation of other laws not barred—Nothing in this Act shall be deemed to prevent any person from being prosecuted under any other law for any act or omission which constitutes an offence under this Act :

Provided that no such prosecution shall be instituted except with the previous sanction referred to in section 12.

14. Jurisdiction—No Court inferior to that of a Presidency Magistrate or a Magistrate of the second class[1] * * *, shall try, whether under this Act or under any other law, any act or omission which consitutes an offnece under this Act.

15. Records of census not open to inspection nor admissible in evidence—No person shall have a right to inspect any book, register or record made by a census-officer in the discharge of his duty as such, or any schedule delivered under section 10, and notwithstanding anything to the contrary in the Indian Evidence Act, 1872 (1 of 1872) no entry in any such book, register, record or schedule shall be admissible as evidence in any civil proceeding whatsoever or in any criminal proceeding other than a prosecution under this Act or any other law for any act or omission which constitutes an offence under this Act.

16. Temporary suspensions of other laws as to mode of taking census in municipalities—Notwithstanding anything in any enactment or rule with respect to the mode in which a census is to be taken in any municipality, the municipal authority, in consultation with the Director of Census Operations[2] or with such other authority as the State Government may authorize in this behalf, shall, at the time appointed for the taking of any census cause the census of the municipality to be taken wholly or in part by any method authorized by or under this Act.

17. Grant of statistical abstract—The Census Commissioner or any Director of Census Operations[2] or such person the State Government may authorise in this behalf may, if he so thinks fit, at the request and cost (to be determined by him) of any local authority or person, cause abstracts to be prepared and supplied containing any such statistical information as can be derived from the census returns for [3][India or any State], as the case may be, being information which is not contained in any published report and which in his opinion it is reasonable for that authority or person to require.

18. Power to make rules—(1) The Central Government may make rules for carrying out the purposes of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, the Central Government may make rules providing for the appointment of census-officers and of person to perform any of the duties of census-officer or to give assistance towards the taking of a census, and for the general instructions to be issued to such officers and persons.

---

[1]The words "or in a Part B State, A Magistrate corresponding to A Magistrate of the second class" ins. by Act 51 of 1950, S. 4 omitted by the adaption of Laws (No. 3) Order, 1956.

[2]Subs for the words "Superintendents of Census Operations" by Sec. 3 of the Repealing and Amending Act, 1974. (Act No. 56 of 1974).

[3]Subs. by the A. O. 1950, for "the Provinces of India or the Provinces"

APPENDIX—XLIV

(Vide Chapter XI—Para 34)

GOVERNMENT OF ORISSA

REVENUE DEPARTMENT

NOTIFICATION

Dated, Bhubaneswar the 7th September, 1979.

No. VC-5/79-65174/R. In exercise of the powers conferred by sub-section (2) of section 4 of the Census Act, 1948 (37 of 1948), the State Government do hereby appoint the authorities specified in column (2) of the Table below as Census Officers of the ranks specified against each of them in column (1) thereof :—

THE TABLE

Ranks of Census Officers	Name of authorities
1	2
(1) Principal Census Officers	Collectors of the District.
(2) District Census Officers	Additional District Magistrates.
(3) Additional District Census Officers	Executive Officers in the rank of Senior Class-I working in the Municipalities of Cuttack, Bhubaneswar, Berhampur, Rourkela (Civil Township), Sambalpur and Puri.
(4) Sub-Divisional Census Officers	Sub-divisional Officers.
(5) Census Officers (within the jurisdiction of the entire State)	Deputy Directors and Asstt. Directors of Census Directorate of the State.
(6) Census Charge Officers	Tahasildars (within their respective jurisdiction excluding the Urban areas covered under Municipalities and Notified Area Councils).
(7) Town Census Officers	Executive Officers of the Municipalities & Notified Area Councils (other than those under Sl. No. 3 above).

By Order of the Governor,
B. Jena
Deputy Secretary to Government.

Memo No. 65175/R. Dated. 7-9-79.

Copy forwarded to All Departments of Government/All Heads of Department of Government/All District Magistrates/All Executive Officers of Cuttack, Bhubaneshwar, Berhampur, Rourkela (Civil Townsihp), Sambalpur and Puri/All Tahasildars/All Executive Officers of Municipalities and N.A.Cs.

Sd/-
Deputy Secretary to Government.

Memo. No. 65176/R. Dated 7-9-79.

Copy to Director of Census Operations, Orissa Cuttack with reference to his letter No. 125/1/79-CT, dated 10-7-79 for information.

Sd/-
Deputy Secretary to Government.

Memo No. 65177/R. Dated 7-9-79.

Copy to Accountant General, Orissa, Bhubaneswar for information.

Sd/-
Deputy Secretary to Government.

Memo No. 65178/R. Dated, 7-9-79.

Copy forwarded to the Director of Printing, Stationery and Publication, Madhupatna, Cuttack for publication in the next issue of the Orissa Gazette and supply 30 copies to this Department and 50 copies to the Director of Census Operations, Orissa, Cuttack.

Sd/-
Deputy Secretary to Government.

GOVERNMENT OF ORISSA

REVENUE DEPARTMENT

NOTIFICATION

Dated, Bhubaneswar, the 14-12-1979.

No. VC-5/79. 88927/R. In exercise of the powers conferred by sub-section(2) of section 4 of the Census Act, 1948 (37 of 1948), the State Government do hereby appoint the District Statistical Officers as Additional District Census officers within their respective jurisdictions in connection with the training programme as well as supervision of Census pertaining, to Economic Census and houselisting operation in April-May, 1980.

By Order of the Governor

H.S. SARKAR

Joint Secretary to Government.

Memo No. 88928/R. *Dated,* 14-12-79.

Copy forwarded to all Departments of Government/All Heads of Departments of Government/All Collectors/ All District Statistical Officers.

Sd/-

Assistant Secretary to Government.

Memo No. 88929/R. *Dated,* 14-12-79.

Copy to Director , Bureau of Statistics and Economics, Orissa/Range Deputy Director, Cuttack, Sambalpur and Berhampur for information.

Sd/-

Assistant Secretary to Government.

Memo No. 88930/R. *Dated,* 14-12-79.

Copy to Director, Census Operations, Orissa, Cuttack for information.

Sd/-

Assistant Secretary to Government.

Memo No. 88931/R. *Dated,* 14-12-79.

Copy to Accountant General Orissa, Bhubaneswar for information.

Sd/-

Assistant Secretary to Government.

Memo No. 88932/R. *Dated,* 14-12-79.

Copy forwarded to the Director, Printing, Stationery and Publication, Orissa, Cuttack for publication in the next issue of the Orissa Gazette and supply 30 copies to this Department and 50 copies each to the Director, Census Operations, Orissa and Bureau of Statistics and Economics, Orissa, Bhubaneswar.

Sd/-

Assistant Secretary to Government.

Memo No. 88933/R. *Dated,* 14-12-79.

Copy forwarded to P & C. Department.

2. This has been concurred in by P & C Deptt. in their U.O.R. No. 706P. Dated 17-11-1979.

Sd/-

Assistant Secretary to Government.

GOVERNMENT OF ORISSA

REVENUE DEPARTMENT

NOTIFICATION

Dated, Bhubaneswar the 23rd August, 1980.

No. VC-6/80-5897/R.—In excercise of the powers conferred by sub-Section (2) of section 4 of the Census Acts, 1948 (37 of 1948), the State Government do hereby appoint (1) the inspectors of Schools as the Additional District Census Officers, (2) the District Inspector of Schools as the Additional Sub-divisional Census Officer within their respective jurisdictions in connection with the training programme as well as supervision of the Census pertaining to the 1981 Census Enumeration work.

By order of Governor
U.P. GURU
Deputy Secretary to Government.

Memo No. 58398/R. *Dated 23rd August,* 1980 .

Copy forwarded to all Department of Government/All Heads of Departments/All Collectors/All Inspectors of Schools/District Inspectors of Schools.

Sd/-
Under Secretary to Government.

Memo No. 58399/R. *Dated, 23rd August,* 1980.

Copy to the Director of Census Operations, Orissa Cuttack for information with reference to their letter No. 125/1/79-CT Dated 26-6-80.

Sd/-
Under Secretary to Government.

Memo No. 58400/R. *Dated, 23rd August* 1980.

Copy forwarded to the Director, Printing, Stationery and Publication, Orissa Cuttack for publication in the next issued of Orissa Gazette and supply 30 copies to this Department and 50 copies to the D.P.I. Schools, Bhubaneswar.

Sd/-
Under Secretary to Government.

APPENDIX—XLV

(Vide Chapter XIII Para 1)

List of General Circulars issued by Registrar General, India

Circular No.	Date	Subject
1	5-2-79	Classification of Rural and Urban Units—1981 Census.
2	19-6-79	Organisation of Census of India, 1981 General Instructions.
3	23-6-79	Appointment of Census Officers—Issue of notification.
4	16-7-79	Village & Town Directory-Compilation of.
5	16-7-79	Location Code.
6	11-9-79	Classification of Rural and Urban Units. 1981 Census Circular No. 1 Clarifications thereon.
7	22-9-79	Formation of Urban Agglomerations.
8	22-9-79	Village Directory for 1981 Census/ Clarification thereon.
9	11-12-79	Location Code-amendment to Circular No. 5
10	20-12-79	Formation of Enumeration Block and Preparation of the Abridged Houselist.
11	27-2-80	Preparation of the Abridged Houselist, amendment to circular No. 10.
12	5-3-80	Houselisting Operations—Handling and processing of forms.
13	2-4-80	Houselisting Operations—Handling and processing of forms—Further instructions regarding—Supplement to Census circular No. 12.
14	15-4-80	Instructions for selection of 20% sample of enumeration blocks.
15	21-4-80	Delineation of Standard Urban Areas 1981 Census.
16	9-5-80	Management of records relating to Individual slip and Household schedules at various levels.
17	30-5-80	Compilation of District Census Handbooks of 1981 Census Series Clarifications thereon.
18	30-5-80	Management of records relating to Individual Slip and Household Schedules at various levels. Supplement to Circular No. 16.
19	13-6-80	Preparation of District and Tahsil/Police Station /C.D. Block/Circle Maps for District Census Handbooks-1981 Census.
20	2-7-80	Drafting of the Administration Report.
21	4-7-80	Instructions to enumerators for filling up the Household Schedule and Individual slip-Clarification.
22	7-7-80	Reporting of Provisional Results and Commencement of PEC/CES.
23	18-7-80	Provisional Population Totals.
24	11-7-80	Instructions for selection of 20% sample of enumeration blocks—Clarification.
25	1-9-80	Management of records relating to Individual Slips and Household Schedule, at various levels.
26	20-9-80	Instructions for selection of 20% sample of enumeration blocks—Clarification regarding treatment of urban agglomerations.
27	21-11-80	Preparation of Standard Urban Area Maps—1981 Census.
28	8-12-80	State Level Town Directory, 1981 Census.
29	8-12-80	Compilation of Village Directory (D.C.H) 1981)—Circular No. 4—Clarification regarding.
30	23-12-80	Presentation of standard urban Area data—1981 Census.
31	23-2-81	Provisional Population Totals—Supplement to Paper 1 of 1981.
32	5-5-81	District Census Handbook, Part A and B—coverage and presentation of data.

APPENDIX—XLVI

(Vide Chapter—XIII Para 8)

Statement showing amount of Honorarium paid to Census Officers

Sl. No.	District	Amount of honorarium paid to						
		District Census Officers	Addl. District Census Officers	Sub-divisional Census Officers & Addl. Sub-divisional Census Officers	Charge Officers	Addl. Charge Officers	Sub-Charge Officers	Total
1	2	3	4	5	6	7	8	9
1	Sambalpur	500	450	2,100	3,600	5,500	3,000	15,150
2	Sundargarh	500	450	900	2,200	4,000	4,250	12,300
3	Keonjhar	500	150	900	2,200	3,600	3,800	11,150
4	Mayurbhanj	500	150	1,800	1,800	6,400	2,850	13,500
5	Baleshwar	500	150	900	3,000	5,800	4,800	15,350
6	Cuttack	500	900	2,100	5,800	12,700	16,200	38,400
7	Dhenkanal	500	150	2,850	3,400	4,300	4,200	15,400
8	Phulabani	500	150	900	1,600	3,000	2,250	8,400
9	Bolangir	500	150	1,200	2,600	4,200	2,700	11,350
10	Kalahandi	500	150	1,350	2,200	3,300	2,050	9,550
11	Koraput	500	150	2,850	5,800	6,500	5,100	20,900
12	Ganjam	500	450	1,800	6,200	6,700	6,050	21,900
13	Puri	500	750	1,200	4,000	9,500	4,200	20,550

NOTE :—This does not include the honorarium paid to Special Area Chage Officers.

Statement showing the amount of Honorarium paid to the Enumerators and Supervisors at Houselisting and Enumeration Stages

Sl. No.	Name of District	House-numbering & houselisting operations					Enumeration				
		Number of		Amount paid as honorarium			Number of		Amount paid as honorarium		
		Enumera-tors	Super-visors	Enumer-ators	Super-visors	Total	Enumer-ators	Super-visors	Enumer-ators	Super-visors	Total
1	2	3	4	5	6	7	8	9	10	11	12
1	Sambalpur	3,048	609	1,06,680	21,315	1,27,995	3,807	753	2,98,080	73,770	3,71,850
2	Sundargarh	2,022	396	70,770	13,860	84,630	2,345	470	1,81,610	44,540	2,26,150
3	Keonjhar	1,643	360	57,505	12,600	70,105	2,051	403	1,59,650	38,930	1,98,580
4	Mayurbhanj	2,429	497	85,015	17,395	1,02,410	2,701	548	2,15,230	55,800	2,71,030
5	Baleshwar	3,060	590	1,07,100	20,650	1,27,750	3,954	776	3,08,880	75,720	3,84,600
6	Cuttack	6,809	1,336	2,38,315	46,760	2,85,075	8,090	1,467	6,24,200	1,41,290	7,65,490
7	Dhenkanal	2,218	464	77,630	16,240	93,870	2,712	548	2,12,850	53,700	2,66,550
8	Phulabani	1,227	265	42,945	9,275	52,220	1,485	297	1,25,370	35,070	1,60,440
9	Balangir	2,306	479	80,710	16,765	97,475	2,747	572	2,12,990	53,840	2,66,830
10	Kalahandi	1,848	353	64 680	12,355	77,035	2,236	407	1,77,190	42,270	2,19,460
11	Koraput	3,850	894	1,34,750	31,290	1,66,040	4,212	874	3,37,650	89,720	4,27,370
12	Ganjam	3,949	795	1,38,215	27,825	1,66,040	4,946	978	3,86,750	95,480	4,82,230
13	Puri	3,905	758	1,36,675	26,530	1,63,205	4,572	821	3,58,980	83,430	4,42,410
	TOTAL	38,314	7,796	13,40,990	2,72,860	16,13,850	45,858	8,914	35,99,430	8,83,560	44,82,990

APPENDIX—XLVII

(Vide Chapter XII—Para 26)

No. 1/34/79-Ad-I

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE REGISTRAR GENERAL, INDIA

2/A, Mansingh Road, New Delhi. 110011
the 26 Jun, 1979.

To

The Chief Secretaries to the Governments of all States and Union Territories
(except Delhi and Lakshadweep),
Administrator, Lakshadweep, Kavaratti,

SUB :— Clerical assistance to District, Sub-divisional, Tehsil/ Taluk/Thana establishments and Urban Local Bodies in connection with the 1981 Census work.

Sir,

I have the honour to say that the preliminary work to organise the national census of population, during February, March, 1981, has commenced in full swing in all the States and Union Territories. As a prelude to the Census count houselisting operations in which a houselist and, alongwith it an economic census schedule is proposed to be canvassed will be carried out in 1980, about a year in advance of the actual population count in 1981. Traditionally, this country has had the privilege of conducting these operations with the voluntary and close cooperation of the State/UT Authorities since the latter are deeply interested in taking the Census in their respective territories. The State Government, UT Administration will be declaring the Deputy Commissioners/Collectors, Sub-divisional Officers and Tehsildars, etc., as the Census officers in their respective jurisdictions. These officers will be responsible for the conduct of the census operations in their respective areas under the guidance of the Director of Census Operations in the State/UT. The Census Officers will be required to attend to the delimitation of Census Charges, selection and training of census enumeration agency, introduction of the system of permanent house-numbering, Census Publicity, Receipt and Despatch of Census Enumeration Schedules, instructions and other literature on census, and the actual census count, in consultation with the Director of Census Operations.

2. As the State/UT officials and their offices, especially those who will be associated with the Census Operation in their areas are heavily worked, it has been considered necessary to provide some clerical assistance to District/ Sub-Divisional/Tehsil establishments and Urban local Bodies, such as Corporations, Municipal Bodies etc. so as to help them in carrying out the Census Operations in the correct way and according to the time schedule. I may add in this connection that this pattern of providing clerical assistance to these establishment was first introduced in the 1961 Census and continued in the 1971 Census. It is considered necessary to continue this practice in the 1981 Census as well.

3. The scale of clerical assistance provided to the District etc. establishments for 1971 Census Operations in all States/UTs was as follows. :

District Census Offices in States/UTs	..	1 Upper Division Clerk
		1 Lower Division Clerk
		1 Peon
Sub-divisional Offices in Bihar and Assam	..	1 Upper Division Clerk
Sub-divisional offices in Orissa and West Bengal	..	1 Lower Division Clerk
Tehsil/Taluk/Thana Offices in other States/UTs	..	1 Lower Division Clerk
Local Bodies		
(*i*) Cities with between 1 and 2 lakhs of population	..	1 Upper Division
(*ii*) Cities with over 2 lakhs of population	..	1 Upper Division Clerk
		1 Lower Division Clerk for every additional 1 lakh of population.

The aforesaid scale of assistance will be available for the 1981 Census also from 1-3-1979 upto the end of May, 1981, except in the cases of cities of Greater Bombay, Calcutta and Madras. For the metropolitan cities of Greater Bombay and Madras respectively the arrangements that was followed by the State Governments for the 1971 Census, may be continued for the 1981 Census as well. For the city of Greater Bombay, clerical assistance of the following scale was provided to the Municipal Corporation, at the 1971 Census keeping in view that fact that the Bombay Municipal Corporation before 50% of the total expenditure incurred on the census of that city :—

(*i*) Section Officers	100
(*ii*) Instructors	125
(*iii*) Full time Clerks	60
(*iv*) Full time labourers	30

For the city of Madras, the following staff were appointed under the Deputy Director of Census Operations (for Madras City) :—

(*i*) Assistant Revenue Officer	4
(*ii*) Manager	1
(*iii*) Steno-typist	3
(*iv*) Upper Division Clerk	4
(*v*) Lower Division Clerk	1
(*vi*) Typist	1
(*vii*) Peon	10

The staff worked under the administrative control of the Commission of the Corporation of Madras. They were treated as part of the Corporation staff and were paid the local rates of pay. The Madras Corporation incurred the expenditure initially which was reimbursed to them in full by the Census Organisation, later. For the metropolitan city of Calcutta, there will be a separate unit under the Director of Census Operations, West Bengal to look to the details of the Census Operations in that city, as in 1971 Census.

4. The staff to be appointed against these posts will have to be treated as part of the district/sub-divisional, etc, establishments of the State Government/UT Administration and their pay and allowances will be the same as those of other members of corresponding grades of the respective establishments. That is to say, the required number of posts will be created as additional posts in the district and other establishments, on local scales of pay for the corresponding posts and appointments will be made to these posts by the competent authority of the State Government/UT Administration. The expenditure to be incurred on pay and allowances of this extra staff will be met in full by the Government of India.

5. At the 1971 Census, provision for this expenditure was made in the Census budget in each State/UT circle of accounts under the sub-head "B-Enumeration". The Director of Census Operations on his part allocated provision under this sub-head to each district officer depending upon the quantum of clerical assistance mentioned in paragraph 3 above. The pay and allowances of the staff were drawn by the district officers concernd and the expenditure debited directly to the Government of India, against the Census budget, under the Sub-head "B-Enumeration". The district officers were required to send monthly expenditure figures to the Director of Census Operations concerned for effective financial control and for reconciliation of the expenditure figures with those look by the Accountant General in the respective State/UT.

But, on re-examination later, the Accountant General, Central Revenues, informed this office that the procedure followed at the 1971 Census did not conform to the counting procedure to be followed in regard to transaction arising in connection with the agency functions entrusted the State Governments under Article 258 of the Constitution, as laid down in Government of India, Ministry of Finance O.M. No. F.1(136)-B/64 dated 9th January, 1965, the relevant part of which is extract below :

"The extra cost to the State Governments arising mainly in respect of the additional staff employed or contingent and other expenditure as in the case of work develiving on the State Governments in connection with the administration of the Census Act, is re-imbursable under article 258(3) of the Constitution. Expenditure in this regard should be provided in the State Budget in the first instance and adjusted in the accounts of the State Governments under the normal Heads of Account. These will be reimbursed in lump to the State Governments".

The Ministry of Finance, Government of India, and the Comptroller and Auditor General of India, who were consulted by this office, about it, advised that the procedure mentioned above was the correct procedure and should be followed in future in such cases of agency functions entrusted to the State Governments under Article 258(3) of the Constitution. Accordingly, it is proposed to follow this procedure in regard to the expenditure to be incurred on the clerical assistance to the District/Sub-Divisional/Taluk, etc. offices, for the 1981 Census. In other words, the expenditure on clerical assistance will be incurred by the State Government UT Administration initially, which will be reimbursed to them in full by the Government of India. Incidentally, this was the procedure followed at the 1961 census. In order that the expenditure incurred by the State Government/

UT Administration during a financial year is reimbursed to them before the close of the financial year itself, by the Government of India, the expenditure figures as certified by the Accountant General may be communicated to the Director of Census Operations in your State/UT, in the month following the month to which the figures relate. The intention is that funds provided for the purposes, by the Government of India, during a particular year, is not allowed to lapse.

6. I am to request that orders of the State Government/UT Administration may kindly be issued :—

(*i*) For the creation of the requisite no. of posts with effect from 1st August, 1979 according to the scale indicated in paragraph 3 above.

(*ii*) Requesting the District/Sub-divisional/Tehsil/Taluka or Thana officers, and Urban local Bodies to post the best available staff for census work as soon as the posts are created in their respective establishments.

(*iii*) For the provision of requisite funds in the budgets of the Districts/Sub-divisions/Teshsils or Taluks or Thanas and of the Urban Local Bodies concerned, during the current and subsequent financial years, for meeting the expenditure on the clerical assistance to be provided to them for 1981 Census work ; and

(*iv*) For the maintenance of separate accounts in respect of the pay and allowances, etc. of the staff appointed against the posts to be created for Census work and for furnishing a monthly consolidated statement of such expenditure for each district and for the State/UT as a whole, duly certified by the Accountant General of your State/UT to the Director of Census Operations in your State/UT for arranging reimbursement to the State Govt. /UT Administration.

7. As the 1981 Census work has gained considerable momentum, it will be very much appreciated if orders of the State Government/UT Administration, as requested in the preceding paragraph, are issued immediately so as to maintain the pace of progress so far achieved and to make the 1981 Census Operations a success.

8. A copy of the orders issued by the State Government/UT Administration may kindly be endorsed to the Director of Census Operations in your State/Union Territory.

Yours Faithfully,

Sd/-

(P. PADMANABHA)

Registrar General, India.

No. 1/34/79-AD.I

Dated, Delhi-110011, the 29 June, 79.

Copy forwarded for information to :—

1. All Directors of Census Operations in States/Union Territories.
2. Pay and Accounts Officer (Census), Ministry of Home Affairs.
3. Ad. III Section (Budget Assistant).
4. A.R.G.(C).
5. P.A. to D.R.G.(C).

Sd/-

(V.P. PANDEY)

Deputy Registrar General, India.

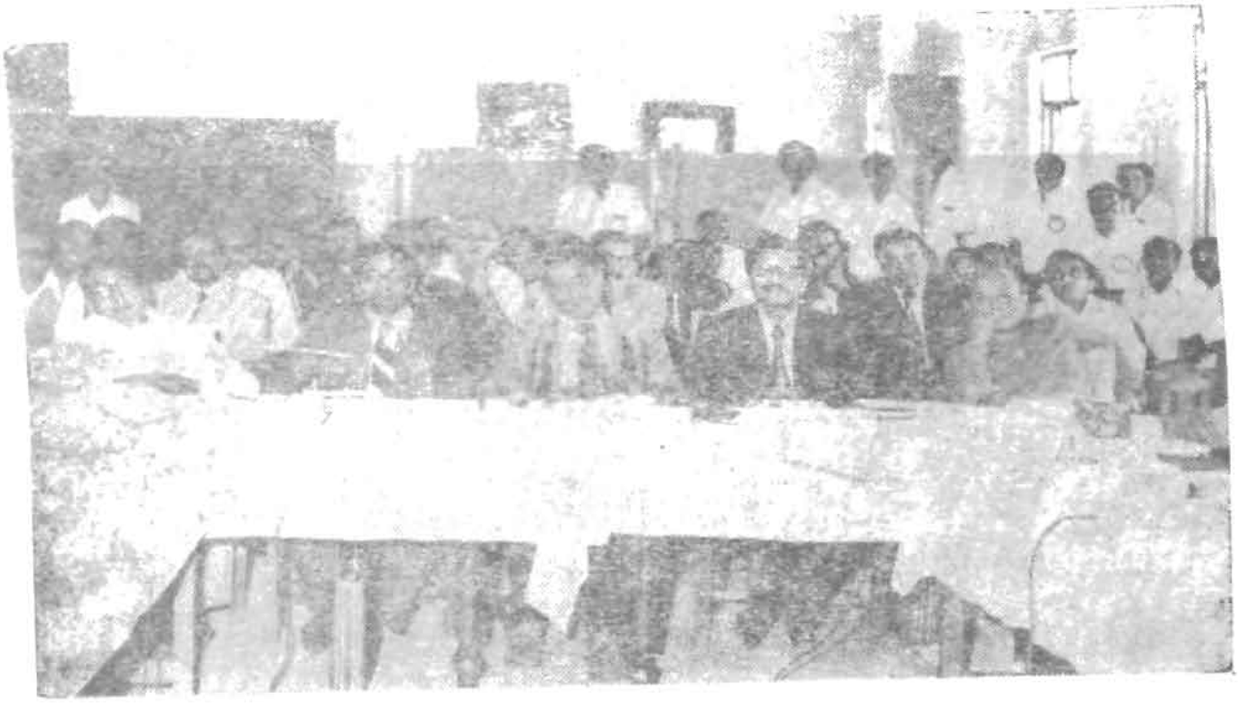
CENSUS IN ACTION

85-M/J(N)164DCO—15



Shri A. R. Nanda, Director of Census Operations, Orissa being introduced to Shri Giani Zail Singh, Union Home Minister at the Conference of Directors' of Census Operations held at Vigyan Bhawan, New Delhi in November, 1980. Standing to the right of Minister, Shri P. Padmanabha, Registrar General and Census Commissioner, India.

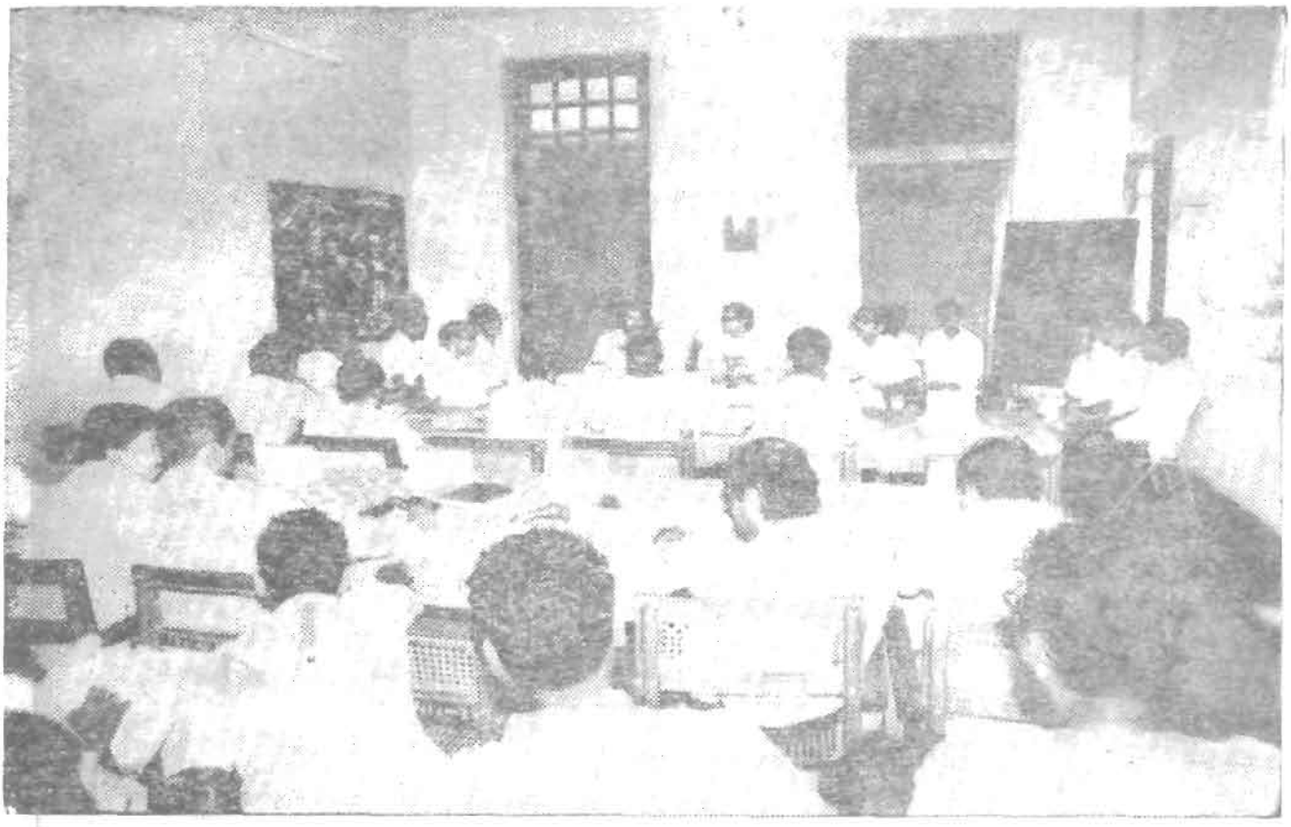
85-M/J(N)164DCO—15(a)



All India Conference of Directors' of Census Operations at Mysore during 16—20 January, 1980.



Shri P. Padmanabha, Registrar General-*cum*-Census Commissioner of India presiding over the second conference of the District Census Officers of Orissa at Puri on 16-17 June, 1980. Sitting to his left is Shri A. K. Mishra, District Magistrate-*cum*-Principal Census Officer, Puri and sitting to his right Shri A. R. Nanda, Director of Census, Orissa.



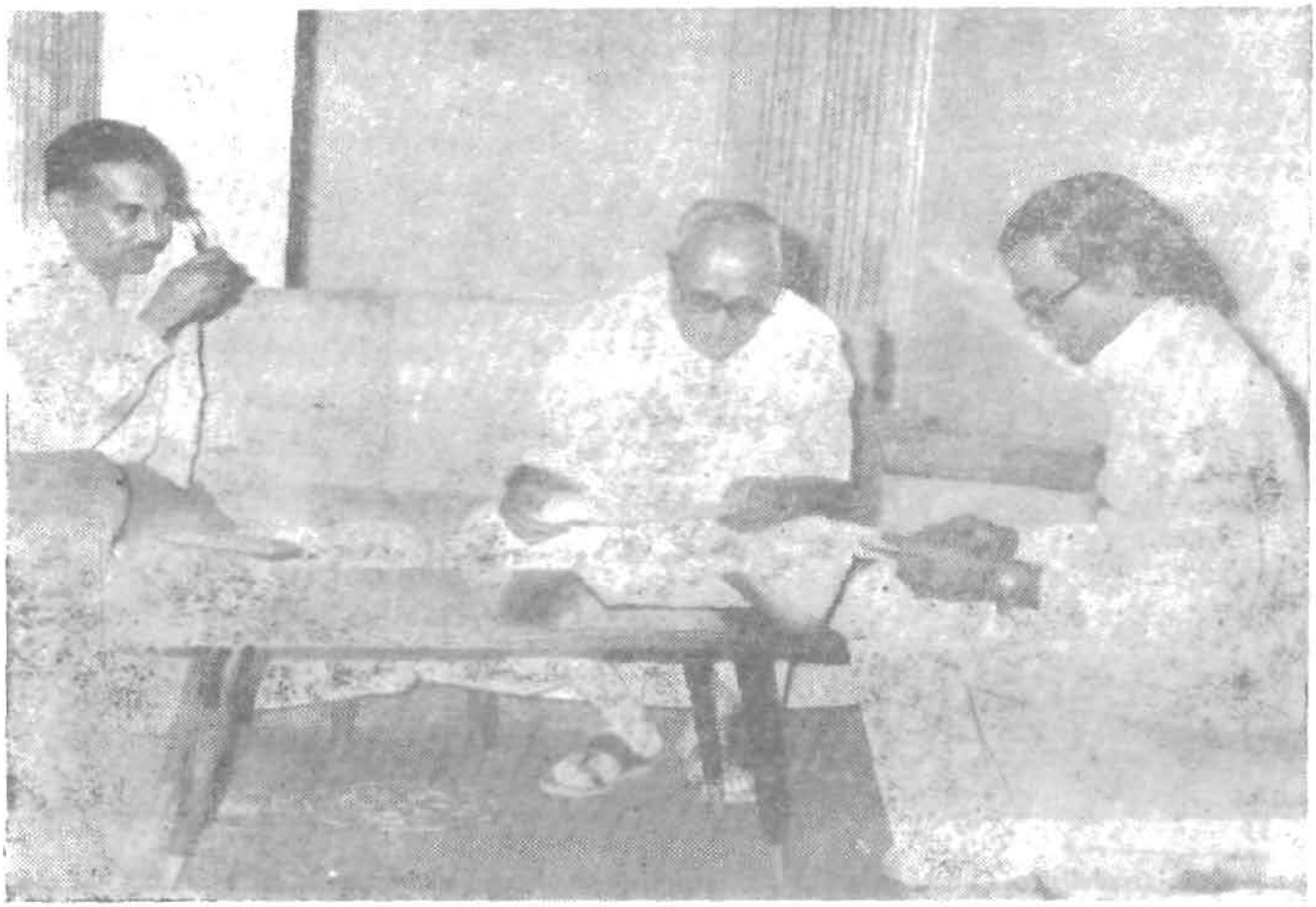
The Director of Census Operations, Orissa imparting training to the charge officers at Keonjhr District at district Hqrs.



The Director of Census Operations observing a District level training class of enumerators at N.A.C. Hall Koraput.



Demonstration of field enumeration to trainee enumerators and Supervisors in Padampur N.A.C. area in Sambalpur District.



Shri C. M. Poonacha, Governor of Orissa, discusses important aspects of Census and gives a look at the questionnaire. Shri P.K. Patnaik, Commissioner-*cum*-Secretary to Government of Orissa, Revenue Department sitting to his right and the Director of Census, Orissa sitting to his left.



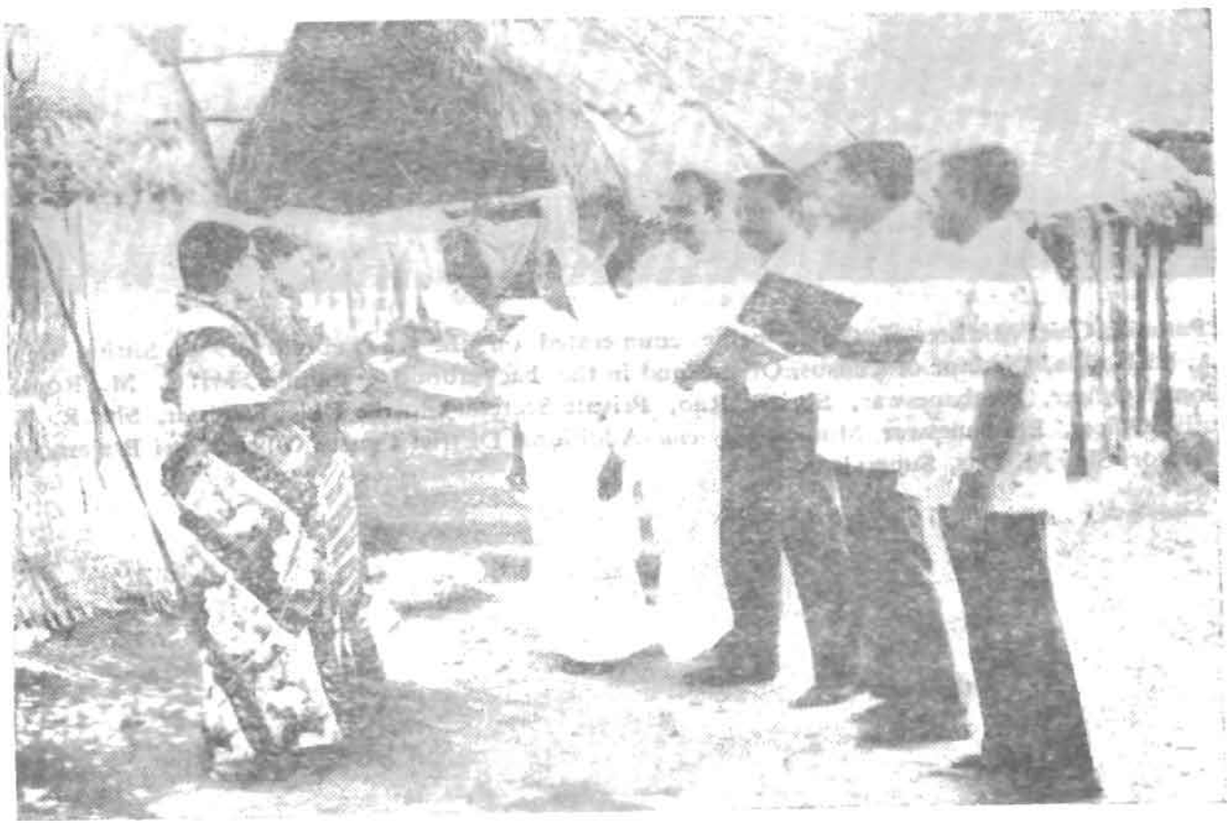
Enumerator, Shri Irsadullah of Cuttack City has the rare privilege of enumerating Shri R. N. Mishra, Chief Justice of Orissa High Court on the 9th February 1981. (From L to R) Shri R. N. Mishra, Chief Justice of Orissa High Court, Shri Irsadullah, Enumerator, Shri N. N. Singh, Additional Executive Officer of Cuttack Municipality, Shri S. K. Swain Deputy Director of Census, Orissa and Shri C. R. Mohanty, Investigator.



Shri J. B. Patnaik, Chief Minister of Orissa being enumerated on the 9th February 1981. Sitting to his right Shri A. R. Nanda, Director of Census, Orissa and in the background standing Shri S. M. Routary, Sub-Divisional Officer, Bhubaneswar, Shri R. Rao, Private Secretary to the Chief Minister, Shri R. N. Misra, Executive Officer, Bhubaneswar Municipality-*cum*-Additional District Census Officer, Shri Brajamohan Patra, Enumerator, Shri M. Das, Supervisor.



Mr. Antony Jose Alex, Collector Dhenkanal and Mrs. Alex are being enumerated on the opening day of Census enumeration—9th February 1981.



A lady enumerator at work in a slum area of Cuttack Municipality. The Executive Officer-*cum*-Additional District Census Officer, Cuttack Municipality is witnessing the enumeration with other supervisory personnel.



Enumeration in a tribal village of Semiliguda Block in Koraput district.



Field enumeration is being inspected by the Supervisory officials in a village of Sambalpur.



Enumerator at work in Boudh sub-division



The Director of Census Operations, Orissa came across the work of a busy enumerator in a rural corner of Sambalpur district.



Collection of Census Operational records at the collection centre of Koraput District Office.



Preservation of Census Operation records at the Collection Centre of Koraput District Office.



The Director of Census Operations, Orissa releasing the Provisional population Totals in a Press Conference at Bhubaneswar

भारत के महारजिस्ट्रार का कार्यालय
तिथि
27540
पुस्तकालय
सेवा भवन

85-M/J(N)164DCO—300—9-7-86—GIPS.