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CENSUS OF INDIA

1971

SERIES-9

KERALA

PART VIII-A

ADMINISTRATION REPORT—Enumeration

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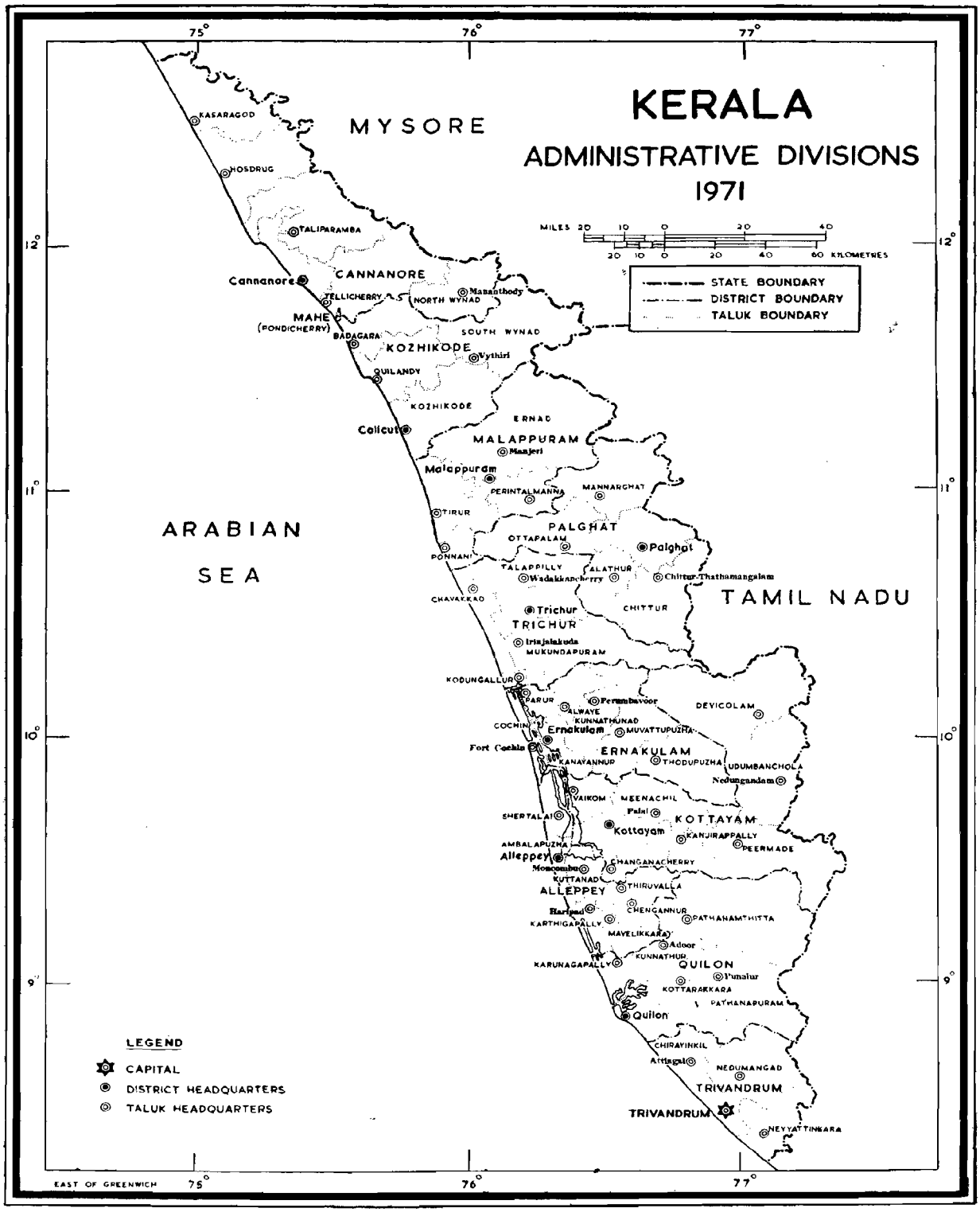
DIRECTOR OF CENSUS OPERATIONS
KERALA



BASED UPON SURVEY OF INDIA MAP THE TERRITORIAL WATERS OF INDIA EXTEND INTO THE SEA TO A DISTANCE OF TWELVE NAUTICAL MILES MEASURED FROM THE APPROPRIATE BASE LINE

PREFACE

The Administration Report is a record of the organisational side of the Census. According to the pattern prescribed for the Administration Report of the 1971 Census the Report should be published in two volumes, the first volume dealing with the Census Operations up to and including enumeration and the second volume dealing with Tabulation. The first volume is now being released.

The order of presentation of the topics dealt with in this Report was prescribed by the R. G., India Shri A. Chandra Sekhar who circulated the guide lines for the purpose to all the Directors of Census Operations.

I am extremely grateful to Shri P. Kurian John, Superintendent of Government Presses, Trivandrum for undertaking to print this volume in the Government Press, Ernakulam in spite of heavy pressure of work already with him. I would like to place on record my appreciation of the excellent work done by Shri T. Velayudhan, Assistant Superintendent, Government Press, Ernakulam and his efficient colleagues in executing the printing of this book neatly and in record time.

Trivandrum,
1st October 1972.

K. NARAYANAN

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CHAPTER I

GENERAL—INTRODUCTORY

This Report is, to a large extent, a record of my experience in planning and executing the 1971 Census Operations of Kerala. I hope that this will be of some interest, if not assistance, to my successor in the 1981 Census, though much of what is said and done today, may be out of tune with the conditions that may prevail a decade hence.

Appointment of the Superintendent of Census Operations

2. I took charge as the Superintendent of Census Operations, Kerala on the forenoon of 4th November, 1968 in pursuance of G.O. Rt No. 3554/PD., dated 19th October 1968 of the Government of Kerala placing my services at the disposal of the Government of India for appointment as Superintendent of Census Operations, Kerala. My appointment was notified by the Government of India in Notification No. 3/65/68-RG., dated 26th November 1968. Subsequently the Registrar General, in his letter No. 3/69/68-RG, dated 16th December 1968, declared me as the Head of Office in respect of the Kerala Census Office. I was perhaps one of the earliest Superintendents to take charge of the post. Most of the other Superintendents took charge some time during March 1969.

3. Immediately after my assumption of charge, the Government of Kerala, at my request, issued a Circular Memorandum to all Heads of Departments and District Collectors introducing me as the Superintendent of Census Operations, Kerala and requesting them to render necessary co-operation to me for the successful conduct of the census operations. I also addressed the District Collectors, the Director of Municipalities and the Chief Conservator of Forests independently for their co-operation and their response was indeed heartening.

Change of designation from 'Superintendent of Census Operations' to 'Director of Census Operations'

4. The designation of the post of Superintendent of Census Operations had been the subject matter of discussions and correspondence between the Superintendents of Census Operations and the Registrar General during the last two decades. During the 1971 Census, however, a solution was found for this problem, if it may be called a problem at all, and the post of Superintendent of Census Operations was redesignated with effect from 1st September 1969 as Director of Census Operations and ex officio Superintendent of Census Operations as per Notification No. 1/1/69-Ad.II, dated 29th August 1969 of the Government of India, Ministry of Home Affairs. This was followed by the Notification No. 1/1/69-RG (Ad.II), dated 9th October 1969 redesignating the post of Deputy Superintendent of Census Operations as Deputy Director of Census Operations with effect from 1st October 1969.

CHAPTER II

INITIAL PREPARATORY MEASURES

The first Communication from the Registrar General

The Registrar General. in his D,O. letter No. 37/10/68-RG, dated 12th December 1968, issued his first Circular which set out the pace for the organisation of the 1971 Census. This letter also sets down in detail the various stages of operations to be conducted during the 1971 Census. The Circular letter is given as Appendix I.

First Pre-test

2. Preparatory steps for the 1971 Census had been taken as early as in 1967. In May 1967, in a seminar held at New Delhi, the first draft schedules had been evolved. These schedules were pre-tested in the State during the months of October—November 1967 in 18 centres, of which 9 were in rural areas and the rest in urban areas. Of these 18 centres, 3 centres each in rural and urban areas, were selected for pre-testing special schedules, viz., Special houselist and Household schedules along with Manufacturing Establishment schedules and Individual slips. In two out of these six centres the original fertility schedules were canvassed while in the remaining centres revised Fertility schedules were used. In the other twelve centres the General Houselist, Manufacturing Establishment schedules and the Individual slips were canvassed. In all the centres the cards for the scientific and technical personnel were also filled up. The period of pre-test operation was 14 days with the following break-up :

Training of Supervisors and Enumerators	3 days
Housenumbering and preparation of Houselist and manufacturing establishment schedule	2 days
Intensive training	3 days
Enumeration	6 days

The experience gained from the first pre-test was discussed in detail at the conference held at New Delhi in January 1968. Shri K. V. Joseph, Deputy Superintendent of Census Operations attended this conference.

Second Pre-test

3. The schedules and instructions were modified in the light of the experience gained from the first pre-test conducted in 1967. These modified schedules and instructions were pre-tested in 13 centres selected from Ernakulam and Trivandrum districts of which 8 were in urban areas and 5 in rural areas. One Supervisor was appointed for every Enumerator in the rural areas and one Supervisor for two Enumerators in the urban areas. The Corporation/ Municipal Commissioners were in charge of the operations in the urban areas and the Tahsildars were in charge of the operations in the rural areas. Teachers were appointed as supervisors and

enumerators. All the schedules and instructions were either printed or cyclostyled in Malayalam. The household forms were canvassed only in 7 out of the 13 centres selected. The programme of the second pre-test is given below :

2-4-1969	..	Training of Charge Officers for houselisting
3-4-1969	..	Training of Enumerators and Supervisors for houselisting
4-4-1969 to 9-4-1969	}	Houselisting operation
7-4-1969 and 8-4-1969	}	Training of Charge Officers for canvassing Individual Slips and household forms
10-4-1969 and 11-4-1969	}	Training of Enumerators and Supervisors for canvassing Individual Slips and household forms
12-4-1969 to 30-4-1969	}	Canvassing of Individual Slips and household forms
1-5-1969 to 3-5-1969	}	Revisional Round
Reference date	..	Sunrise of 1st May 1969

4. The instructions to the Charge Officers in Trivandrum district were given by me on 2nd April 1969. In Ernakulam district the Deputy Director of Census Operations (Tabulation) gave the instructions to the Charge Officers. I inaugurated the training programme for the pre-test at the Charge-level on the 3rd of April 1969 at Attingal and also visited Ernakulam during the period of the pre-test in April and May 1969. The experience gained in the pre-test stood me in good stead in planning the 1971 Census Operations. In the first place, it gave me an opportunity to assess the reactions of the Tahsildars as well as the teachers who were to play crucial roles in the actual census count. Some of the teachers, especially the supervisors, took the work seriously whereas the enthusiasm of some was visibly hampered by the inadequacy of the remuneration promised. The 25 days allotted for the enumeration right from the housenumbering through houselisting to enumeration, including the household forms to be canvassed in selected centres, were certainly not sufficient. Some questions in the fertility schedule, it was noticed, were very inconvenient to be put to the informant. The enumerators and the informants were equally embarrassed by the nature of the questions in this particular schedule, and wisely, in the actual enumeration, this was dropped.

CHAPTER III

FIRST CENSUS CONFERENCE—MAY 1969

The first conference of the Superintendents of Census Operations was held at New Delhi from 16th May to 21st May 1969. Due to certain personal inconveniences it was not possible for me to attend the conference. The State was represented by Shri B. T. Pillai, Deputy Superintendent of Census Operations (Tabulation). The census schedules, as pre-tested in April-May 1969, were discussed in detail in this conference. The census calendar and the scheme of printing of schedules and instructions were also discussed in detail. The following important decisions were taken in the conference:

1 The definition of the household industry as adopted during the 1961 Census was accepted in toto.

2 The housenumbering should be completed well before eight to ten months of the enumeration.

3 The Individual Slip printed on one side will be developed and finalised for the actual enumeration.

4 It was decided that in the case of Scheduled Castes and Scheduled Tribes, the President's Order should be strictly followed and the enumerator should not be given any discretion to equate any caste or tribe with that given in the Order, if the return was not as per the castes/tribes included in the Order.

5 The following tests were decided upon for selecting places as census towns:

(a) A minimum population of 5,000 (estimated for 1971);

(b) A density of not less than 400 persons per sq. km. (1,000 per sq. mile);

(c) The occupation of $\frac{3}{4}$th of the male working population should be outside agriculture; and

(d) The place should have according to the Superintendent of Census Operations of the State, a few pronounced urban characteristics and amenities.

6 Enumeration agency was decided to be the same as at the 1961 Census, namely, the village officials, officials of the local bodies, e.g., Panchayats, Municipalities and Corporations and officials of the State Government, etc. The District Collector/Deputy Commissioner was agreed to be notified as the District Census Officer, and the Tahsildars to be designated as the Charge Officers or the Charge Superintendents. In the case of cities/towns, the

Chief Executive Officers of the local bodies would function as Charge Officers.

7 It was decided that the unit for rural area should be the village or revenue Mauza.

2. Subsequently, the schedules as finalised in the conference as well as the concepts, underwent further changes as a result of the discussions held at a special meeting of the Planning Commission for the purpose. This was communicated to the Superintendents of Census Operations by the Registrar General through his D.O. letter No. 9/3/69-CTU dated 27th May 1969. The D.O. letter is reproduced below :

MOST IMMEDIATE
D. O. No. 9/3/69-CTU
MINISTRY OF HOME AFFAIRS
REGISTRAR GENERAL, INDIA
NEW DELHI-11
27th May 1969.

Dear Narayanan,

I make haste to write to you to keep you informed of certain basic changes in the questionnaires and the procedures for the 1971 Census which were decided upon after a full discussion with the Planning Commission on the 24th May 1969 presided over by the Deputy Chairman, Dr. D. R. Gadgil. I am happy that the decisions arrived at take off much of the load on the 1971 Census and operationally made more convenient. The following are the main changes decided upon :

(i) The items below originally proposed to be collected through the Houselist will be given up.

(a) Age of the census house,

(b) Material of floor,

(c) Reasons for vacancy, and

(d) Information on deaf and dumb.

(ii) The questionnaire on household amenities proposed through the Household Forms need not be canvassed. These items of information which may be largely meaningful for urban areas will be collected by the National Buildings Organisation directly from the municipal or other local administrative bodies.

(iii) Information on total fertility need not be collected and it may be adequate to have information on current fertility only which can be had by adding a couple of simple questions to the Individual Slip itself to be asked of the currently married females. These questions will be :

(a) Age at marriage, and

(b) If any live-birth in the last one year

(iv) The decisions at (ii) and (iii) above render it unnecessary to have any separate sample area enumeration. However, the Population Record may be filled in sample areas. The sampling design for this will be simpler and the whole villages may be taken for this purpose. The Population Record will be useful for generating tables on composition of households and it will also serve as a useful frame for post-enumeration check or other types of surveys.

(v) Since the definition of work at the 1961 Census as also perhaps the one proposed for the 1971 Census led to a large section of housewives and students, etc., being treated on par with wholetime workers even though their contribution to economic activity was marginal, it was felt necessary that the 1971 concept should distinguish them from full-time workers and their economic activity should be brought under the category of secondary work only and for their main activity they should be treated as housewives or students as the case may be.

(vi) Consequent on the decision at (v) the question 'If studying now' in the Individual Slip becomes superfluous.

(vii) The Individual Slip will be further simplified by

(a) excluding the question on 'Nationality' ; and

(b) recording only one educational level instead of treating general and technical separately, the technical educational level being given preference where both are considered equivalent.

My only regret is that these decisions were not taken earlier than the date of our Census Conference. We would have saved ourselves of much of the time we spent on discussing certain items as sampling procedures and a few concepts which are now rendered superfluous. However, I was very happy at the very detailed, well-informed and useful discussion we have had at the Census Conference which helped all of us to appreciate fully the intricacies of the Census procedures. The present decisions communicated in this letter are undoubtedly welcome and will make for more convenient census-taking. The vexed and somewhat difficult problem of sampling at enumeration stage and the recruitment and training of a separate set of enumerators is now obviated. We shall have only uniform training for all enumerators. The filling in of Population Record in certain villages selected for the purpose would hardly call for any specialised training. You will be informed in due course how these villages are to be selected, probably on the basis of stratification of villages by population size. All that would appear necessary is to issue the Population Record books with a short covering note of instructions to the enumerators censusing those villages to say that they have to copy out certain particulars of the Individual Slip on to the Population Record at the end of each day. It may now be possible to have a uniform size of the enumerator's block throughout the country, each covering a population of 750 on the average. Small villages that are remote even if they are of smaller population size may have to be in charge of separate enumerators.

I shall be sending you soon the final schedules as revised. You will have to work out the translated versions and keep them ready. As far as the Houselist is concerned I presume that you would have heard from Shri Ballal to provide the translations in regional languages to fit into the spacing of the revised heading columns.

If you have any questions on any of the points in this letter you may please write to me.

Kindly acknowledge receipt of this letter.

Yours sincerely,
(Sd.)
(A. Chandra Sekhar)

Shri K. Narayanan,
Superintendent of Census Operations,
Kerala, Trivandrum.

3. The schedules as finally adopted and the revised concepts proved operationally easier and were indeed an improvement on the original schedules and concepts. The schedules as finally adopted were:

(1) Houselist,

(2) Establishment Schedule,

(3) Individual Slip and

(4) Population Record.

The Registrar General in his Circular No. 3, dated 10th July 1969, forwarded the revised schedules to be canvassed during the 1971 Census as approved by the Ministry of Home Affairs. The circular is given in Appendix II. According to the instructions contained in this circular the Population Record was also to be canvassed universally instead of on a sample basis as originally contemplated.

4. The schedules and other miscellaneous forms are given in Annexure I.

5. A detailed letter was sent to the State Government setting forth my proposals in connection with the Census of 1971. Taking into account the practice obtaining in 1961 and also certain special administrative features of the State of Kerala, I sent proposals to the State Government to nominate the Personal Assistant (General) to the District Collector as the District Census Officer in addition to his normal duties. Of course, he would be acting on the authority and on behalf of the District Collector who would be the head of the enumeration hierarchy. Below the District Census Officer, the Tahsildars were proposed to be appointed as Charge Officers in their respective taluks, the Commissioner of Corporation/Municipality as Charge Officer in the respective Corporation/Municipality and the Divisional Forest Officers as Charge Officers in the concerned

forest areas. The State Government accepted my proposals and issued orders accordingly.

6. As per the decisions of the first conference, the District Collector/Deputy Commissioner should have been nominated as the District Census Officer. In fact, in most of the States, this procedure was adopted. Why was a different procedure adopted in Kerala? For the benefit of my successor, I would like to discuss here the pros and cons of nominating the District Collector as the District Census Officer. In fact, before the Government issued orders in the matter, I had a useful discussion with Shri S. Anantakrishnan, who was at that time Secretary to Government, Home and Public Departments dealing with the census at the State level. Shri S. Anantakrishnan, based on his own experience as the District Collector in Calicut and Ernakulam during 1960-61, was of the opinion that the District Collector should be designated as the District Census Officer. My predecessor Shri M. K. Devassy was of the opinion that the District Collector, being a very busy person, should not be burdened with the routine work connected with the census. I had discussions on the subject with some of the District Collectors and did not want to suddenly upset the arrangements which had been once tried in the State, without coming to a different view from my own experience.

7. The District Collector, as the head of the district administration and the chief representative of the Government at the district level, is normally called upon to shoulder multifarious responsibilities. With the present trend in administration and the Government embarking on more and more social welfare schemes, his role in speeding up and coordinating the developmental activities is assuming greater importance than the revenue collection and administration traditionally associated with his office. However, he is assisted by a number of Personal Assistants in the rank of Deputy Collectors, each one looking after a group of subjects. My predecessor was of the view that the Personal Assistant (General) could safely be entrusted with the census work as the District Collector was too busy a person to handle the numerous routine problems connected with census.

8. I must say that I was fortunate enough to get the co-operation of almost all the District Collectors and their Personal Assistants (General) who were designated as District Census Officers. However, there was certainly various degrees of participation of the Collectors in this programme. In spite of their onerous other responsibilities some of the Collectors still found time to take a real and absorbing interest in the census operations. The other Collectors were also very cooperative and helpful but generally left the main work of census operations to be looked after by the Personal Assistants (General) who had been designated as the District Census Officers. Even amongst the District Census Officers, while I must admit that all of them did see to it that the work connected with the census operations went on smoothly, the degree of participation in the programme was not the same. A number of them took an active interest in the programme. Especially these days, the work-load on the Collector as well as the Personal Assistant (General) (who deputises for the Collector very often) has certainly increased. I did not therefore find any particular advantage in notifying the Additional District Magistrate as the District Census Officer while keeping the District Collector in over-all charge of the census operations by a Government order. In my view, therefore, it is better to designate the District Collector himself as the District

Census Officer and as had been suggested in the proceedings of the First Conference, designate the Personal Assistant to the Collector (General) as the Additional District Census Officer. This will combine the advantages of the Collector being personally involved in the operations by a notification and the routine work being attended to by his Personal Assistant as in the case of all other subjects dealt with by the Collector. This arrangement will certainly be of advantage especially at a time when the State Government may be launching on various developmental and welfare measures. The Collector will ensure that the work connected with the census operations does not suffer as a result of any of the specific tasks taken up at the district level.

CHAPTER IV

CENSUS CALENDAR

Based on the decision of the first conference and after discussions with the Deputy Directors at Headquarters and taking into account the experience of 1961 Census, the following Census Calendar was approved by me and communicated to the State Government for their concurrence:

1	Training the District Census Officers and Charge Officers for housenumbering and houselisting operations	.. 5th to 30th January 1970
2	Training the housenumbering staff	.. February 1970
3	Housenumbering and preparation of houselists	.. 6th April to 12th May 1970
4	Delimitation of enumeration blocks and circles	.. 15th June to 1st November 1970
5	Appointment of Supervisors and Enumerators	.. 15th August 1970
6	Training of District Census Officers and Charge Officers for enumeration	.. 1st to 15th October 1970
7	Training of Enumerators and Supervisors	.. 25th October 1970 to 8th February 1971
8	Enumeration	.. 10th to 28th February 1971
9	Revisional Round	.. 1st to 3rd March 1971
10	Compilation and reporting of provisional totals	.. 3rd to 5th March 1971
11	Post-enumeration check	.. Date to be fixed later.

According to the Census Calendar, the housenumbering was proposed to be done in April-May 1970, whereas according to the suggestion at the conference it should have been in February 1970. This was decided upon in view of the fact that in Kerala, the agency for the housenumbering and houselisting operations was the village/municipal staff and they would be busy during February-March with their revenue collections and other revenue work. The enumeration which should have been started on 10th February 1971 started only on 10th March 1971 on account of the mid-term elections to the Lok Sabha. The dates fixed for the subsequent operations had also to be changed suitably. The proposed enumeration programme and the programme adopted for the 1971 Census are as follows:

	Programme proposed	*Programme finally adopted*
Reference date ..	Sunrise of 1st March 1971	Sunrise of 1st April 1971
Commencement of enumeration ..	10th February 1971	10th March 1971
Period of enumeration ...	10th February to 28th February 1971	10th March 1971 to 31st March 1971
Enumeration of houseless persons ...	Night of 28th February 1971	Night of 31st March 1971
Revisional round ...	1st March to 3rd March 1971	1st April 1971 to 3rd April 1971

In spite of the last minute change in the period of enumeration the entire operation was completed successfully.

CHAPTER V

TRAINING SEMINARS FOR DIRECTORS OF CENSUS OPERATIONS, DEPUTY DIRECTORS OF CENSUS OPERATIONS AND TABULATION OFFICERS

A new feature of the 1971 Census was the organisation of training Seminars by the Registrar General for the Directors of Census Operations, Deputy Directors of Census Operations and Tabulation Officers. The seminar for the Directors of Census Operations was organised at Darjeeling between 17th and 25th of September 1969. The seminar was on Demography, Statistics and Sampling. Personally it was a great experience for me since I had missed the first All India Conference held at Delhi in May 1969. Apart from the opportunity it afforded to the Directors to know each other, exchange ideas, discuss mutual problems, a real attempt was made during this conference to give at least some of us who had no background in Statistics or Demography an opportunity to study the basic principles of these subjects. It must be acknowledged that this conference was very useful to us in the discharge of the onerous responsibilities placed on us in connection with the 1971 Census.

2. An in-service Training Course in Statistics and Demography for the Deputy Superintendents of Census Operations was conducted in Bangalore from 15th July to 1st August 1969. Sarvashri K. Balakrishna Kurup and B. T. Pillai, Deputy Superintendents were deputed for this course.

3. The Registrar General's office arranged training courses on Demography, Statistics and Sampling for the Tabulation Officers, one from 13th to 24th November 1969 to which Shri S. Jayashanker, Tabulation Officer was deputed and another from 16th to 25th March 1970 in Coding, Punching and Sampling techniques to which Shri K. Gopinathan, Tabulation Officer was deputed. Shri P. Sreedhara Menon, Deputy Director had undergone a two-day training in Code structure organised by a representative of the Registrar General's office in the office of the Director of Census Operations, Tamil Nadu, Madras. To the training camp for urban studies organised from 18th to 20th February 1971 Shri P. V. James, Senior Technical Assistant was deputed. Pilot exercise in Manual sorting in sampling of individual slips and in post-enumeration check held at Hyderabad on 21st and 22nd August 1970 was attended by Shri M. A. Koshy, Deputy Director and Shri S. Jayashanker, Tabulation Officer.

CHAPTER VI

BUILDING UP OF THE STRENGTH OF OFFICERS AND STAFF IN THE STATE CENSUS OFFICE—CLERICAL ASSISTANCE TO DISTRICTS

Strength of Office

When I took charge as Superintendent of Census Operations, the office consisted of two Deputy Superintendents, one Tabulation Officer, one Head Assistant and necessary technical and clerical staff, details of which are given in Appendix III. The staff-strength increased gradually in commensurate with the increase in the volume of work. The details of the staff position at the end of February 1971 are given in Appendix IV.

2. Two out of the four posts of Deputy Directors to man the Regional Tabulation Offices were sanctioned well in advance of even the houselisting operations. Two senior Deputy Collectors from the State Government Sarvashri P. Sreedhara Menon and M. A. Koshy took charge as my Deputy Directors on 6-11-1969 and 13-11-1969 respectively and their presence was immensely helpful at the time of the houselisting operations.

Clerical assistance to the District Census Officers and Charge Officers

3. The Registrar General, India in his letter No. 4/3/69-Ad. I dated 23-7-1969 had communicated the following pattern of clerical assistance to the District Census Offices and Charge Offices as was provided for during the 1961 Census Operations.

District Census Offices	1 U.D. Clerk 1 L.D. Clerk 1 Peon
Taluk Offices	1 L.D. Clerk
Local Bodies—	
Cities between 1—2 lakhs of population	1 U.D. Clerk
Cities over 2 lakhs of population	1 U.D. Clerk 1 L.D. Clerk for every additional one lakh of population

4. The staff appointed against these posts was to be treated as part of district/taluk etc. establishment of the State Government and their pay and allowances would be the same as those of other members of corresponding grade of the respective establishments. The expenditure to be incurred on pay and allowances of the extra staff would, however, be met in full by the Government of India.

5. Based on this I sent my proposals to the State Government and got necessary orders sanctioning the creation of the following temporary posts in the district/taluk, etc. establishments with effect from 1st November 1969 or from the date of entertainment whichever was later, until further orders:

To all District Census Officers	1 U.D. Clerk 1 L.D. Clerk 1 Peon
To all Charge Officers in Taluks (Tahsildars)	1 L.D. Clerk
To the Commissioner, Corporation of Trivandrum (Charge Officer)	1 U.D. Clerk 1 L.D. Clerk

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To the Commissioner, Corporation of Cochin (Charge Officer)	1 U.D. Clerk 1 L.D. Clerk
To the Commissioner, Corporation of Calicut (Charge Officer)	1 U.D. Clerk 1 L.D. Clerk
To the Municipal Commissioner, Quilon (Charge Officer)	1 U.D. Clerk
To the Municipal Commissioner, Alleppey (Charge Officer)	1 U.D. Clerk

6. As far as Kerala was concerned, the pattern of the census heirarchy was slightly different especially in the forest area where the Divisional Forest Officer was appointed as the Charge Officer. In the all India pattern no clerical assistance was sanctioned to the Divisional Forest Offices and the Municipalities with less than 1 lakh population. In view of the different set up in our State the question was taken up with the Registrar General, and with his concurrence one post of L. D. Clerk was sanctioned to the Divisional Forest Offices and to the office of the Wild Life Preservation Officer, Thekkady from 1st October 1970 or from the date of entertainment whichever was later till 31st March 1971 and in the case of minor Municipalities and office of the Guruvayur Township Committee an honorarium at the rate of Rs. 10 per month was sanctioned to the clerks attending to the census work for any six months from 1st April 1970 to 31st March 1971.

7. According to the orders of the State Government the expenditure on account of the staff in the district/taluk etc. establishments could be drawn only by the District Census Officer concerned debiting the expenditure under the Central head "39-Miscellaneous—Social Service Organisation—B. Enumeration". But the Accountant General, Kerala issued instructions to the District Treasury Officers to honour the bills presented by the District Census Officers, Commissioners of Corporations, Municipal Commissioners and Tahsildars in respect of the staff sanctioned in their respective offices. Subsequently, the Accountant General, Kerala informed me that the salary bills presented by the Municipal Commissioner, Alleppey were not passed by the District Treasury Officer, Alleppey on the ground that according to State Government orders only the District Census Officers were competent to incur the expenditure and requested me to approach the State Government to amend their earlier orders in order to allow the Charge Officers also to draw the bills in respect of the staff working under their control. The Government of Kerala were pleased to modify the original order on my request.

8. The staff sanctioned in the district/taluk establishments other than the Divisional Forest Offices were continued as such till 31st May 1971. As it was found that some residuary items of work like the settlement of the account of the honorarium paid to the enumerators and supervisors had to be attended to, the posts of one U. D. Clerk each in the districts, three Corporations and the two major municipalities and one L. D. Clerk each in the taluks were continued up to 31st July 1971 with the approval of the Registrar General, India and the Government of Kerala. In the Forest offices the clerical assistance was provided up to 15th April 1971 in view of the postponement of Census enumeration. The honorarium paid to the staff in the minor municipalities was not however enhanced.

CHAPTER VII

TOURING

I had to undertake extensive touring of the State in connection with the various phases of the Census Operations. There was no necessity for me to tour merely for the sake of acquainting myself with the State since the entire State was fairly familiar to me by virtue of the various positions I had held earlier as Collector, Head of the Department and Secretary to Government. Apart from the visits to the various districts/taluks in connection with specific problems, I had to undertake organised touring of the entire State four times. During January to March 1969 I went round all the districts and met the Collectors and the Charge Officers and held preliminary discussions with them in respect of the arrangements to be made for the 1971 Census count. During October-November 1969, I went round all the districts again to finalise the location code and the census towns. In January 1970 all the districts were covered by me between 17th and 29th January 1970, in order to train the Charge Officers for the housenumbering and houselisting operations. During October 1970, between 7th and 19th, again all the districts were covered by me for giving training to the Charge Officers for actual enumeration. In between, I had necessarily to undertake extensive tours to the various charges to review the progress of housenumbering, training of enumerators and supervisors etc.

2. The District Census Officers and Charge Officers had also to undertake extensive tours exclusively for the purpose of census work. So the following proposals were sent to the Registrar General in my D. O. reference No. C3-223/69 dated 23rd December 1969 in regard to payment of conveyance allowance to these officers.

(i) T.A. to District Census Officers according to State rules for their journeys conducted solely for the purpose of census work whether within or outside their jurisdictions;

(ii) T.A. to all Charge Officers according to State rules for their journeys outside their jurisdiction conducted solely for the purpose of census work;

(iii) T.A. to Divisional Forest Officers according to State rules for journeys conducted by them solely for the purpose of census work within their jurisdiction;

(iv) Conveyance allowance of Rs. 75 p.m. to the Tahsildars and Rs. 25 p.m. to the Corporation/Municipal Commissioners for the journeys performed for census work within their jurisdiction for a period of five months—one month for housenumbering and four months for enumeration.

The proposals were approved by the Registrar General in his D. O. reference No. 8/12/70-Ad. II dated 28th March 1970. The State Government also issued orders on the

above lines in G.O. Ms. No. 186/70/PD. dated 4th June 1970 read with G.O. Rt. No. 2901/70/PD. dated 7th August 1970.

3. With a view to enabling the Tahsildars, who were appointed as Charge Officers in respect of their taluks, to attend the third round of training classes for supervisors and enumerators, and to distribute the forms and schedules to the enumerators, as also to effectively supervise the enumeration work, the State Government was addressed in my letter No. C3-316/70 dated 21st December 1970 to issue orders authorising the District Collectors to place at their (Tahsildar's) disposal as and when required, jeeps which were in possession or in use of any Department of Government other than essential services, subject to the condition that the propulsion charges (i.e. petrol and lubrication charges) would be met by the Census Department and that the conveyance allowance payable to the Charge Officers would be proportionately reduced during the days on which departmental vehicles so provided were used by them. The orders of the State Government were delayed due to the strike of the N. G. Os. The delay, it was feared, would affect the distribution of census forms. It was also felt that due to one reason or other some Charge Officers might not get the jeeps allotted. In such a contingency the Charge Officers were directed to make necessary local arrangements to transport the census forms and to distribute them to the supervisors and enumerators well in time. Funds at the rate of Rs. 250 for each taluk were also provided to the District Census Officers for drawal and disbursement taking into account the requirement of each Tahsildar to meet the contingent charges for transporting census materials to the places of distribution. The District Census Officers were also instructed to ensure that the expenditure was restricted to the barest minimum and that no amount under this item was allotted to those Charge Officers to whom jeeps were allotted for the purpose.

4. In G.O. Rt. No. 535/PD. dated 24th February 1971, the State Government issued orders authorising the District Collectors to place at the disposal of Tahsildars jeeps according to necessity for the period from 15th February 1971 to 27th February 1971, 10th March 1971 to 15th March 1971 and from 27th March 1971 to 6th April 1971 subject to the condition that the conveyance allowance sanctioned to them would be reduced proportionately and that hire charges according to prescribed rates should be claimed and got reimbursed from the Government of India. Though the State Government was again addressed to limit their claim to propulsion charges, they expressed their inability to reconsider their earlier orders.

CHAPTER VIII

REQUIREMENTS OF CENSUS SCHEDULES—TRANSLATIONS—PRINTING AND DISTRIBUTION OF SCHEDULES AND INSTRUCTIONS

The estimation of requirements of census schedules for actual census and for training purposes was taken up even in 1969. The Registrar General of India had forwarded a detailed note on the method of estimation of census forms to this office in the form of a letter dated 4th February 1969 (Registrar General's letter No. 9/1/69-CTU dated 4th February 1969 given as Appendix V). In estimating the requirements we followed the same method except in a few cases.

I. HOUSELISTING OPERATIONS

2. The following schedules were used for houselisting operations :

(*i*) Houselist
(*ii*) Establishment Schedule
(*iii*) Houselist Abstract

(i) Houselist

3. The requirement of Houselist was estimated on the following basis :

1	Estimated population in 1971	..	21,701,200
2	Expected households in 1971 (i.e., item 1 divided by 5)	..	4,340,240
3	Houses used as non-dwelling and vacant in 1961*	..	626,286
4	Item 3 inflated by 30 per cent	..	814,172
5	Expected number of entries in the Houselist (i.e., number of lines) (Item 2+item 4)	..	5,154,412
6	Number of schedules required @ 40 lines in a sheet (item 5 divided by 40)	..	128,860
7	Reserve for meeting emergency requirements (i.e., 15 per cent of item 6)**	..	19,329
8	Additional reserve equal in number to the number of enumerators to safeguard against blank entries in some forms	..	10,000
9	Total (items 6+7+8)	..	158,189
10	Total requirements (for preparing original and duplicate copies—i.e., item 9×2)	..	316,378
11	No. of sheets required for inclusion in the Instruction Booklets	..	10,000
	Grand total	..	326,378
	Rounded to	..	326,500

* 25% fixed by Registrar General for inflation of non-dwellings and vacant houses appears to be on the low side. It has, therefore, been raised to 30%.

** The emergency requirement has been raised from 10% to 15%.

For training purposes additional requirements of 10,000 copies in colour were indented. Instead of forms in colour the Registrar General supplied training forms

Language		*For actual houselisting operations*
English	..	5,719
Malayalam	..	310,659
Total	..	**316,378**

The Registrar General supplied 362,500 sheets of houselist in Malayalam, 7,000 sheets in English, 2,000 sheets in Kannada and 4,000 sheets in Tamil for actual housenumbering. In addition 56,500 sheets in Malayalam, 500 in English, 100 in Kannada and 200 in Tamil of the houselist forms printed on one side of the paper in black ink. The distribution of schedules by languages is furnished below:

For training	*For inclusion in the booklets*	*Total (Rounded)*
500	500	6,800
9,500	9,500	329,700
10,000	**10,000**	**336,500**

printed on one side were supplied for training purposes and for inclusion in the Instruction Booklet. Of the above allotment, we supplied 570 houselist forms in Malayalam to the L. M. & A. Administration for their use.

(ii) Establishment Schedule

4. The requirement of establishment schedule was taken as two-fifth of the total requirement of the houselist forms.

Item		*English*	*Malayalam*	*Total*
Actual housenumbering operations	..	2,288	124,263	126,551
For inclusion in the instruction booklets	..	500	9,500	10,000
Total (rounded)	..	**2,800**	**133,800**	**136,600**
For training purposes	..	500	9,500	10,000
Grand total	..	**3,300**	**143,300**	**146,600**

The Registrar General supplied 145,500 sheets of Establishment schedules in Malayalam, 2,300 schedules in English, 1,600 in Tamil and 800 in Kannada in addition to 38,200 forms in Malayalam printed on one side for training purposes and for inclusion in the Instruction Booklets. Of these, 250 schedules in Malayalam were supplied to the L. M. & A. Islands.

5. The above two schedules were printed centrally in the Government of India Press, Ring Road, New Delhi. The art-pulls of these schedules in Malayalam were supplied by my office. The consignments of houselist and establishment schedules weighed 47.3 quintals and 9.5 quintals respectively. The total storage area of these schedules was worked out to 239.3 cft.

6. The supply of the houselisting and establishment schedules was arranged by the Registrar General through M/s Patel Roadways, Delhi. The consignment was received on 10th December 1969. The transport charges etc. were met by the Registrar General. The schedules were not packed either with gunny or with wrapping paper. As a result, about 10% of the forms were damaged during transit. However, the damaged schedules were made up with the reserve forms, and no additional supply was found necessary.

7. For training purposes forms printed on one side in black ink were supplied by the Registrar General. In all the Schedules the word "Training" was stamped in my office as instructed by the Registrar General. One copy each of the

training schedules for houselisting and instruction booklets was supplied to the enumerators and supervisors through the Charge Officers.

(iii) Houselist Abstract

8. Houselist Abstract forms were printed locally at the State Government Press, Trivandrum by using the block supplied by this department. 21,000 copies of the forms printed on both sides for the actual housenumbering operations and 18,000 copies of the forms printed on one side for training and for inclusion in the booklet were thus obtained.

Instructions for filling Houselists and Establishment Schedules

9. Draft "Instructions to Enumerators for filling up the Houselist and Establishment Schedule" was circulated by the Registrar General. The instructions were got translated in my office. Since I had taken a decision to have fresh housenumbering, the instructions had to undergo some important changes. The instructions were divided into three parts, the first part explaining the system of housenumbering, second part dealing with filling up of houselist and the third part containing instructions on filling up of the Establishment Schedule. 9,500 copies of the instructions were arranged to be printed by the Registrar General, India through the State Government Press, Trivandrum. The instructions prepared in this office were again translated into English and 500 copies of the same were got cyclostyled. These copies were distributed to all Collectors, District Census Officers and Charge Officers for guidance. 9,500 copies of explanatory note on Instruction Booklets giving specimen copies of filled-in schedules were also printed at the State Government Press as directed by the Registrar General.

II ENUMERATION

10. For the actual census mainly three schedules were canvassed, viz., Individual Slip, Population Record and Degree-holder and Technical Personnel Card. Alongwith the above schedules, three compilation forms, viz., Enumerator's Daily Posting Statement for males, Enumerator's Daily Posting Statement for females and Enumerator's Abstracts were also prescribed by the Registrar General. Though we had supplied formats (art-pulls) of all these schedules to the Registrar General, only the printing of the Individual Slip, the Population Record and Degree-holder and Technical Personnel Cards was taken up centrally. The following method was adopted for estimating the requirements of these schedules.

(i) Individual Slips

11. The requirement of the Individual Slips in the various languages was estimated to be 25,003,300 for the entire State. The following formula was adopted in arriving at this estimate.

Estimated population as on 1st March 1971	..	21,701,200
Reserve of 15 per cent (10 per cent towards wastage and 5 per cent towards reserve at the District and State Headquarters for meeting emergency requirements)	..	3,255,180
For inclusion in the instruction booklets	..	46,906
Total	..	**25,003,286**
Rounded to	..	**25,003,300**

The requirements of slips in regional languages of Kannada and Tamil were estimated on the basis of the figures available in Table C-V of the District Census Handbooks for 1961 inflated by the rate of growth of population of the taluks in which these languages were spoken. The 1961 figures of Kannada, Konkani and Tulu speaking population were inflated by 25% for estimating the requirements of Kannada slips. The growth rate of population in Devicolam, Udumbanchola and Peermade taluks during the decade 1951-61 was taken into account for arriving at the requirements of Tamil slips. The number of English slips required for enumeration in Cantonment, Military areas, etc. was also estimated. The requirement of the slips in the various languages was estimated as given below:

Item		*Kannada*	*Tamil*	*English*	*Malayalam*	*Total*
For actual census	..	131,028	249,972	107,790	24,467,590	24,956,380
For inclusion in the instruction books	..	246	470	500	45,690	46,906
Total	..	**131,274**	**250,442**	**108,290**	**24,513,280**	**25,003,286**
Rounded to	..	**131,300**	**250,500**	**108,300**	**24,513,300**	**25,003,300**

12. Though, according to the instructions issued by the Registrar General the reserve was to be only 10%, the reserve was increased to 15% based on the 1961 experience. In 1961 it was calculated that 13% of slips were used over and above the actual requirement of slips for enumeration purposes. It was therefore decided to provide for 15% reserve instead of 10% indicated by the Registrar General. Further it was decided to publish panchayat-wise figures in addition to kara-wise figures this time. This decision necessitated the formation of smaller territorial blocks in order to ensure that no block cuts across either the kara boundaries or the panchayat boundaries. Considering this aspect also, and as a measure of abundant caution, it was subsequently decided to increase the percentage of reserve from 15% to 20%. Hence a supplementary indent was placed with the Registrar General to print and supply additionally 43,400 pads of 25 individual slips, in Malayalam.

13. In addition to the above, I had also indented 10% of the actual requirement of the individual slips in each language for training purposes. All the training slips were printed in red ink. The number of training slips printed in each language is given below:

Kannada	... 13,200
Tamil	... 25,000
English	... 10,800
Malayalam	... 2,446,800
Total	**2,495,800**

The Registrar General supplied pads of individual slips as shown below:

		For actual census (Printed in black ink)			*For training (Printed in red ink)*	
Language		*Total slips*	*Pads of 100 slips*	*Pads of 25 slips*	*Total slips*	*Pads of 25 slips*
*English	..	108,000	980	400	11,000	440
*Kannada	..	132,000	1,191	516	14,000	560
**Malayalam	..	25,553,000	222,433	132,388	2,447,000	97,880
**Tamil	..	250,000	2,273	908	25,000	1,000
Total	..	**26,043,000**	**226,877**	**134,212**	**2,497,000**	**99,880**

* Printed at Government of India Press, Santragachhi, Howrah.

** Printed at Government of India Press, Nasik.

14. It was only after the distribution of the census records to the Charge Officers that the postponement of census enumeration to avoid clash with the mid-term poll was announced. The Census Charge Officers were in charge of the election also and they had to store sizable quantities of forms for election purposes. Most of the taluk offices did not have adequate facilities to store safely large quantities of records. So the possibility of damage or mixing up of the census schedules could not be ruled out. The central reserve was also not quite adequate. So the Registrar General was approached as a precautionary measure to supply 10,000 numbers more of 100 Slip Pads of the individual slips. I must say that the Registrar General was very considerate and rushed the supply in time from the Nasik Press.

15. It must be pointed out in this connection that a number of schedules were spoiled in transit from the Nasik Press to Trivandrum due to improper packing. However, in view of the fact that we had provided 20% for wastage, etc., there was no shortage.

(ii) Population Record

16. The requirement of population record was estimated on the following basis:

1 Estimated population	..	21,701,200
2 Estimated number of households (item 1 divided by 5)	..	4,340,240
3 20% reserve for meeting emergency requirements	..	868,048
Total (2+3)	..	**5,208,288**
Rounded to		**5,200,000**

The above quantity was taken as the total requirement of population records to be printed in Malayalam. In addition to this 28,000 forms in Kannada, 53,000 forms in Tamil and 28,000 forms in English were also indented for. We had also requested the Registrar General to supply 1,247,900 training forms printed in red ink (Malayalam 1,223,400; Kannada 6,600; Tamil 12,500 and English 5,400). Of these, training schedules in Malayalam, the printing of which was arranged in the Government of India Press, Coimbatore did not reach us in time. Therefore I locally arranged the printing of 250,000 copies of the forms in red ink through M/s City Press, Trivandrum to meet the urgent requirement. The Manager, Government of India Press, Coimbatore was also requested not to print the Malayalam forms in red ink. The population records in Malayalam for the actual census were printed at the Government of India Press, Coimbatore. The consignment of these schedules was received at the last moment. This had slightly affected the distribution arrangement of schedules.

17. The details of population records supplied by the Registrar General are given below:

		For actual census (Printed in black ink)			*For training (Printed in red ink)*
Language		*Total forms*	*Pads of 50*	*Pads of 25*	*Total forms (in loose sheets)*
Malayalam*	..	5,200,000	80,000	48,000	..
Kannada*	..	28,000	430	260	6,600
Tamil **	..	53,000	815	490	12,500
English ***	..	28,000	430	260	5,400
Total	..	**5,309,000**	**81,675**	**49,010**	**24,500**

* Printed at Government of India Press, Coimbatore. ** Printed at Government of India Press, Koratti.
*** Printed at Government of India Press, Ring Road, New Delhi.

(iii) Degree-holder and Technical Personnel Cards

18. The printing of Degree-holder and Technical Personnel Cards was done centrally. Ten lakhs cards were supplied by the Registrar General. The method of estimation was based on the provisional figures available from the houselists. According to provisional houselist figures, there were 517,578 households in urban areas and 2,933,232 households in rural areas. Assuming that there would atleast be one person in each household in the urban areas having a degree or technical diploma and one person in every five households in rural areas having a degree or diploma the total requirement of cards was estimated at 5.2 lakhs for urban areas and 5.9 lakhs for rural areas. Out of the estimated quantity of 11.2 lakhs, only 10 lakhs were indented for.

(iv) Enumerator's Daily Posting Statements

19. Enumerator's Daily Posting Statements were provided separately for males and females. The method of estimation is furnished below:

	Enumerator's daily posting statement for males	*Enumerator's daily posting statement for females*
1 Estimated population for 1971 (based on the sex-ratio of 1961)* ..	10,732,543	10,968,657
2 No. of posting statements required (item 1 divided by 40) ..	268,314	274,216
3 Inflated by 15% of item 2 for meeting emergency requirements ** ..	308,561	315,349
4 Reserve for wastage (50% of number of enumerators) *** ..	15,635	15,635
Total (3+4) ..	**324,196**	**330,984**

Enumerator's Daily Posting Statements for males were printed in black ink while forms for females were printed in blue ink. Training forms were printed in red ink. Malayalam forms were printed locally. Forms in other languages were supplied by the concerned Directors of Census Operations. The number of copies of Enumerator's Daily Posting Statement either printed or supplied is furnished below:

	Enumerator's daily posting statement (Males)		*Enumerator's daily posting statement (Females)*	
Language	*Actual census*	*Training*	*Actual census*	*Training*
Tamil ..	3,200	500	3,300	500
Kannada ..	1,600	246	1,600	246
English ..	1,400	500	1,400	500
Malayalam ..	425,000	50,000	425,000	50,000
Total ..	**431,200**	**51,246**	**431,300**	**51,246**

* According to Registrar General's sex-wise estimated population, males outnumber females which is not correct. Sex-wise estimated population for 1971 was therefore worked out based on the sex-ratio for Kerala for 1961, i.e., 1,022 females per 1,000 males.

** 10% fixed for meeting emergency requirements by Registrar General was on the low side. Therefore 15% (10% towards wastage and 5% reserve at the District and State Headquarters) was fixed for meeting emergency requirements.

*** It was anticipated that there will be wastage of forms at the enumerator's level. Therefore number equal to 50% of enumerators was added to the requirements of male and female Enumerator's Daily Posting Statement.

(v) Enumerator's Abstract

20. According to the instructions each enumerator had to fill up one sheet of Enumerator's Abstract. All the required copies in Malayalam were printed locally while the supply of copies in other languages was arranged by the Registrar General. Training forms were printed in red ink. The number of copies either received or printed locally is furnished below :

	Enumerator's Abstract	
Language	*Actual Census (in black)*	*Training (in red)*
Tamil	500	500
Kannada	300	246
English	500	500
Malayalam	1,50,000	85,000
Total	**151,300**	**86,246**

(vi) Instructions to Enumerators for filling up the Individual Slip

21. Altogether 50,000 copies of "Instructions to Enumerators for filling up the Individual Slips" in Malayalam were arranged to be printed by the Registrar General through the Superintendent of Government Presses, Trivandrum. The instruction booklets in Kannada and Tamil were supplied by the Directors of Census Operations of Mysore and Tamil Nadu respectively. Instruction booklets in English were supplied by the Registrar General. The number of copies received or printed is furnished below :

English	...	500
Kannada	...	300
Malayalam	...	50,000
Tamil	...	10,000

(vii) Miscellaneous Forms

22. In addition to the above, the following miscellaneous forms were printed locally.

Item	*No. of copies*
(i) FOR HOUSENUMBERING OPERATIONS	
(a) Progress Report from Supervisors to Charge Officers ..	12,500
(b) Progress Report from Charge Officers to the Director ..	5,000
(ii) FOR ACTUAL CENSUS	
(a) Block label in English ..	40,000
(b) Circle label ..	10,000
(c) Circle summary ..	10,000
(d) Progress Report ..	50,000
(e) List of Scheduled Castes and Scheduled Tribes ..	50,000
(f) Receipt Form ..	70,000
(g) Folders containing instructions to enumerators ..	50,000
(h) Folders containing instructions to supervisors ..	10,000
(i) Abridged Houselist—	
Cover ..	75,000
Inner ..	2,00,000
(j) Block and Circle Register Form ..	25,000
(iii) APPOINTMENT ORDER	
(a) Appointment of enumerators ..	60,000
(b) Appointment of supervisors ..	12,000

Distribution of Census Schedules

I SCHEDULES FOR HOUSELISTING OPERATIONS

(i) Training Schedules

23. The distribution of the training schedules and instruction booklets was started on 14th January 1970 and completed on 19th January 1970. Houselists, Establishment Schedules, Houselist Abstracts and Instruction Booklets were sent to the District Census Officers through transport parcel services. The District Census Officers were requested to arrange the distribution of schedules and booklets to the various charges under their jurisdiction sufficiently in advance of the commencement of the training classes. The Charge

Officers were also requested to collect their requirements from the concerned District Census Officers and to store them carefully till their distribution. The Charge Officers were requested to supply the instruction booklets to the enumeration staff well in advance with directions to master the instructions contained in the booklets and to come prepared for the training classes. The training schedules were distributed during the second round of training classes. Necessary instructions were given to collect all the filled-in schedules after the practical training and to keep them separately to avoid the chances of these schedules being mixed up with the actual houselisting schedules.

(ii) Houselisting Schedules

24. The distribution of the schedules required for actual houselisting operations was started on 12th February 1970 and completed on 1st March 1970. The requirement of Houselists, Establishment Schedules and Houselist Abstracts for each charge was estimated separately and the consignments sent direct to the Charge Officers through parcel services. A reserve stock of houselists and establishment schedules at the rate of 10% and Houselist Abstracts at 3% of the actual requirement was also given to the District Census Officers to meet the last minute demands from the Charge Officers. The parcels containing these forms were sent as far as possible through Southern Roadways (Private) Ltd., Kerala State Road Transport Corporation and Caravan Parcel Agencies. For those charges where there were no branch offices of these agencies, the schedules were sent to them through the concerned District Census Officers. The distribution of forms in a few charges in Quilon and Trivandrum districts was made through the office van. The Charge Officers were requested to distribute the schedules to the enumerators through the Supervisors immediately before the commencement of the actual housenumbering operations and to keep the balance copies available carefully, as reserved to meet the last minute demand from the enumerators. The filled-in schedules from the charges in the northern districts were collected in the departmental van. The schedules from the other charges were sent by the concerned Charge Officers through parcel services or special messengers.

II SCHEDULES FOR CENSUS ENUMERATION

(i) Training Schedules

25. The training forms were printed in red ink. To each Supervisor and Enumerator the following schedules were supplied :

		Supervisor	*Enumerator*
1	Instruction Booklets . .	1	1
2	Individual Slip Pads of 25 slips . .	1	1
3	Population Record Form . .	5 sheets	5 sheets
4	Enumerator's Daily Posting Statement (Male) . .	1	1
5	Enumerator's Daily Posting Statement (Female) . .	1	1
6	Enumerator's Abstract . .	2	2

Based on the above pattern the total requirements were calculated. The schedules were sent to the various charges by lorry parcel services, packing them in gunny bags or using mats and coir. The packing materials were purchased locally.

(ii) Forms for Actual Enumeration

26. In my Circular letter No. 14 dated 6th October 1970 detailed instructions

were issued to the Charge Officers regarding the estimation of enumeration forms for each territorial block. Two pro formae were also prescribed for this purpose. All the Charge Officers communicated in the prescribed pro formae the actual requirement of forms for their charges plus 5% reserve. The requisitions thus received were consolidated. It was found that in respect of certain items the stock available was inadequate to meet the requirements in full. The following was the position in respect of each item :

Individual Slips

27. Pads of 100 Slips.—In this item, the requirement exceeded the stock available. However, pads of 25 slips were available in excess. So it was decided to supply to the Charge Officers only their actual requirement of pads of 100 slips. The 5% reserve of 100 slip pads was substituted by 25 slip pads. Each District Census Officer was supplied with 750 pads of 100 slips as district reserve. As mentioned earlier an additional supply of 10,000 pads was since arranged by the Registrar General and this was distributed among the District Census Officers at 800 pads each as additional reserve keeping the remaining 2,000 pads in my office as State reserve.

28. Pads of 25 Slips.—The quantity required by each Charge Officer was supplied in full. In addition the quantity required to substitute the 100 slip pads as mentioned above was also supplied. Each District Census Officer was supplied with 2,000 pads as district reserve. The remaining quantity was retained in my office as State reserve.

Other Schedules and Forms

29. The other forms in Malayalam were adequate to meet the requirements of the Charge Officers in full.

Mode of Despatch

30. It was decided to despatch the forms to each district in closed lorries. By the end of October 1970 I addressed the Deputy General Manager, Kerala State Road Transport Corporation demi-officially to ascertain the number of lorries he could place at my disposal for this purpose. He informed me that he could spare five closed-type lorries and requested me to contact the District Transport Officer, Trivandrum Central who had necessary instructions in the matter. In pursuance of this I chalked out the following programme and addressed the District Transport Officer to make available 9 lorries :

14-12-1970—2 lorries—One each for Cannanore and Kozhikode districts

15-12-1970—2 lorries—One each for Malappuram and Palghat districts

16-12-1970—2 lorries—One each for Trichur and Ernakulam districts

17-12-1970—1 lorry —For Kottayam district

18-12-1970—2 lorries—One each for Alleppey and Quilon districts

31. The District Transport Officer, Trivandrum informed me that he could supply only 4 closed lorries, two each on 14th December 1970 and 15th December 1970. Accordingly I arranged the transport of forms to Cannanore and Kozhikode districts on 14th and to Malappuram and Palghat districts on 15th December 1970. I could not engage these lorries for the distribution of forms to other districts immediately on their return as these lorries were directed for operation in connection with Sabarimala festival services. I could get the lorries again only after the Sabarimala festival was over. The forms to Trichur and Ernakulam were sent on 29th December 1970 and to Kottayam, Alleppey and

Quilon districts on 30th December 1970. In the lorry sent to Quilon district the forms for a couple of charges in Trivandrum district were also sent. The forms to the remaining charges in Trivandrum district were sent through the departmental van. As the distribution of forms was started well in advance the intervention of the Sabarimala festival did not pose any problem.

32. Each item of forms meant for each charge was packed separately. The concerned District Census Officers were requested to depute one of the Census Clerks to this office on the appointed date to take charge of the forms and to accompany the lorry to distribute the forms to each Charge office in the respective district. An itinerary indicating the date, starting time, route, etc. was prepared in respect of each district and handed over to the clerk. The lorries touched almost all the charges. Only in respect of a couple of Forest Divisions the forms were supplied to the nearest Taluk Offices with instructions to the Tahsildars to send them to the concerned Divisional Forest Officers. The scheduled time of arrival of lorries in each charge office was intimated in advance to the concerned Charge Officer. The distribution of forms could thus be done without any difficulty. The Individual Slip, Enumerator's Daily Posting Statement, Enumerator's Abstract and Abridged Houselist were sent through the lorry. The Population Record forms and some miscellaneous forms which were not ready then were supplied later to the Charge Officers through parcel services. In places where there were no parcel offices, the forms were sent either through the District Census Officers or in the office van. A statement showing the schedules and forms supplied to various districts is given in Appendix VI.

Collection of Records

33. Detailed instructions regarding the collection of Census Schedules were issued in my Circular letter No. 21 dated 24th March 1971. The Circle Supervisors were instructed through the Charge Officers to submit the filled-in Census records relating to their circles at the collection centres on or before the 5th of April 1971. On receipt of the records from the Circle Supervisors, the Charge Officers were asked to verify physically the contents of each bundle and repack the same into bundles preserving the bundle labels. Instructions to the District Census Officers for the collection of Census records from the charges in one or two closed lorries, which would be provided by the Kerala State Road Transport Corporation and their safe delivery in the respective Regional Tabulation Offices as given below were issued in my letter No. C5-106/71 dated 24th March 1971 :

(i)	The rural and non-municipal urban slips packed separately in respect of the taluk charges and Divisional Forest Offices of Cannanore, Kozhikode and Malappuram districts	Regional Tabulation Office at Kozhikode
(ii)	The rural and non-municipal urban slips packed separately in respect of the taluk charges and Divisional Forest Offices of Palghat, Trichur and Ernakulam districts	Regional Tabulation Office at Palghat
(iii)	The rural and non-municipal urban slips packed separately in respect of the taluk charges and Divisional Forest Offices of Kottayam, Alleppey, Quilon and Trivandrum districts	Regional Tabulation Office at Trivandrum (Rural)

34. The General Manager, Kerala State Road Transport Corporation was also

addressed to instruct the District Transport Officer in each district to place at the disposal of the District Census Officers (Personal Assistant to the District Collectors) the required number of lorries.

35. The incidental expenses incurred in connection with loading the records in the lorry were met by the Charge Officers initially and paid by the concerned Deputy Directors of Census Operations of the Regional Tabulation Offices subsequently on receipt of the vouchers. Police escort was also arranged for each vehicle to ensure the safety of the records during their collection and transport. The collection of records was started on 12th April 1971 and these records were handed over to the respective Regional Tabulation Offices before 21st April 1971.

36. The records relating to all Corporations, Municipalities, Guruvayur Township, Cannanore Cantonment, Cochin Port Trust and other military areas were collected in two closed lorries taking two different routes, one starting from Cannanore and the other from Ernakulam. An itinerary showing the routes and the charges to be covered was prepared by this office. A copy of my D.O. letter addressed to the General Manager, Kerala State Road Transport Corporation, Trivandrum regarding the hiring of closed lorries for the transport of census records was also sent to the District Census Officers, Ernakulam and Cannanore. They were requested to utilise one of the lorries engaged for collecting the records from the rural charges in the respective districts to transport urban slips. They were also requested to depute the census clerk from the respective office to be in charge of the records while in transit and to entrust the records to the Deputy Director of Census Operations, Trivandrum (Urban). Police escort was also arranged. Accordingly the records were collected and transported to the Regional Tabulation Office, Trivandrum (Urban).

37. The charges for hiring the closed lorries from the Kerala State Road Transport Corporation were met by the head office.

38. The filled-in schedules relating to non-municipal towns in the taluk charges were initially delivered to the concerned Deputy Directors along with the schedules relating to rural areas for the purpose of Post Enumeration Check. After the completion of this work the records relating to the urban areas were transported to the Regional Tabulation Office, Trivandrum (Urban). The Deputy Director, Kozhikode was directed to send the records in the Regional Tabulation Offices in Calicut and Palghat by engaging a lorry after calling for quotations. Accordingly the Deputy Director, Kozhikode invited quotations from the lorry agencies and accepted the lowest rates quoted by M/s Kerala Transport Company, Calicut.

39. After collecting the schedules the following records and forms were left with the Charge Officers and District Census Officers.

(i) Circle summaries prepared by the Supervisors

(ii) Duplicate copy of houselists prepared at the time of housenumbering

(iii) Copies of the notional maps and layout sketches

(iv) Bundles of unused slips and schedules.

The Circle summaries were since forwarded by the Charge Officers to this office through registered parcel keeping with them the remaining items. The

Registrar General in his letter No. 9/1/69/ Ad.II(Ad.III) dated 9th November 1971 issued instructions to the Directors of Census Operations for the disposal of the blank forms and schedules by observing necessary formalities after retaining the undermentioned quantities in each item.

	Name of form	*Quantity to be retained*
1	(*i*) Individual Slip (Pads of 25 Slips) ..	1,000 pads
	(*ii*) Individual Slip (Pads of 100 Slips) ..	5,000 pads
2	(*i*) Enumerator's Daily Posting Statement (Males) ..	500
	(*ii*) Enumerator's Daily Posting Statement (Females) ..	500
3	Population Record ..	1,000 books
4	Enumerator's Abstracts ..	1,000
5	Houselist ..	10,000
6	Establishment Schedules ..	10,000
7	Houselist Abstract ..	Entire balance

40. In order to decide the mode of disposal of the unused forms and schedules available with the District Census Officers and Charge Officers they were requested to send a list of forms and schedules left *with them indicating the quantity available* in each item. On verification of the lists so received it was found that only very small quantities of unused forms were available in each office. Considering the cost involved in transporting the forms to this office the District Census Officers and Charge Officers were requested to destroy by fire the filled-in forms which were subsequently cancelled and to dispose of the blank forms and schedules at competitive rates and to remit the sale proceeds under the appropriate Central head of account. They were also requested to keep safely the duplicate copy of the houselist, the layout sketches, the notional maps and other records, if any, prepared during the houselisting and enumeration.

CHAPTER IX

PROCUREMENT OF MAPS

As part of the 1961 Census Programme, detailed district and taluk maps were prepared. The maps which are kept under safe custody of the Census Organisation have been drawn to the scales noted against each.

DISTRICT MAPS (1961)

Cannanore Kozhikode Palghat Trichur Ernakulam Kottayam Alleppey Quilon Trivandrum	1 inch = 4 miles

TALUK MAPS (1961)

District	*Taluk*	*Scale*
Cannanore	Kasaragod Hosdrug Taliparamba Cannanore Tellicherry North Wynad	1 inch = 1 mile
Kozhikode	Badagara Quilandi Kozhikode Tirur Ernad South Wynad	1 inch = 1 mile
Palghat	Perintalmanna Ponnani Ottapalam Palghat Alathur Chittur	1 inch = 1 mile

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District	*Taluk*	*Scale*
Trichur	Talappilly	2 inches = 1 mile
	Trichur	
	Crangannore	
	Chowghat	1 inch = 1 mile
	Mukundapuram	
Ernakulam	Parur	2 inches = 1 mile
	Alwaye	
	Kunnathunad	
	Kanayannur	
	Cochin	
	Muvattupuzha	
	Thodupuzha	
Kottayam	*Devicolam*	1 inch = 1 mile
	Udumbanchola	
	Peermade	
	Meenachil	2 inches = 1 mile
	Vaikom	
	Kottayam	
	Changanacherry	
	Kanjirappally	
Alleppey	Shertalai	2 inches = 1 mile
	Ambalapuzha	
	Kuttanad	
	Thiruvalla	
	Chengannur	
	Karthigapally	
	Mavelikkara	
Quilon	Pathanamthitta	2 inches = 1 mile
	Kunnathur	
	Karunagapally	
	Quilon	
	Kottarakkara	
	Pathanapuram ..	1 inch = 1 mile
Trivandrum	Chirayinkil	1 inch = 1 mile
	Neyyattinkara	
	Nedumangad	
	Trivandrum ..	2 inches = 1 mile

TOWN MAPS (1961)

District (1961)	*Municipal Town/Corporation (1961)*	*Scale*
Cannanore	Cannanore	8 inches = 1 mile
	Tellicherry	
Kozhikode	Badagara	8 inches = 1 mile
	Calicut	

District (1961)	*Municipal Town/Corporation (1961)*	*Scale*
Palghat	Palghat Chittur–Thathamangalam	10 inches = 1 mile
Trichur	Kunnamkulam	16 inches = 1 mile
	Trichur	10 inches = 1 mile
	Irinjalakuda	1 inch = 330 feet
Ernakulam	Parur	16 inches = 1 mile
	Perumbavoor	1 inch = 16 chains
	Alwaye	8 inches = 1 mile
	Ernakulam Mattancherry	Only notional maps available
	Fort Cochin	10 inches = 1 mile
	Muvattupuzha	8 inches = 1 mile
Kottayam	Palai	1 inch = 1 furlong
	Vaikom Kottayam Changanacherry	8 inches = 1 mile
Alleppey	Shertalai	2 inches = 10 chains
	Alleppey	Scale not indicated
	Thiruvalla Kayamkulam Mavelikkara	8 inches = 1 mile
Quilon	Quilon	8 inches = 1 mile
Trivandrum	Attingal Trivandrum Neyyattinkara	8 inches = 1 mile

FOREST DIVISION (1961)

Division	*Scale*
Wynad Kozhikode Nilambur Palghat	1 inch = 4 miles
Nemmara	1 inch = 1 mile
Trichur Chalakudy Malayattur	1 inch = 2 miles
Kottayam	1 inch = 4 miles
Ranni	1 inch = 2 miles
Konni	1 inch = 1 mile
Punalur Thenmala	1 inch = 2 miles
Trivandrum	1 inch = 4 miles

Apart from the above maps drawn to scale the Census Organisation has kept notional maps of villages showing kara/desom/muri. These maps also give details of territorial blocks and the direction of housenumbering followed in these units. These maps were used for finalising the location codes for 1971 Census.

2. During the inter-censal period there were a number of changes of jurisdiction at the village level particularly in the northern districts of Kerala. Though these changes were effected during 1962-64, no steps were taken to up-date the available maps in this office. On 16th June 1969 a new district, viz., Malappuram, was carved out of the erstwhile Kozhikode and Palghat districts. Consequent on the formation of the new district the boundaries of Kozhikode, Tirur, Ponnani,

Perintalmanna, Ottappalam and Chavakkad taluks were affected. Perintalmanna taluk was bifurcated and a new taluk of Mannarghat was formed.

3. The Director of Survey and Land Records has provided us with two copies each of the maps of the State, districts and taluks for the present census also.

4. The Registrar General had given instructions for updating the jurisdictional maps of districts, taluks, and towns as per his letter No. F. 23/3/67-MAP dated 2nd August 1967. Even though the Registrar General had suggested to complete this item of work before December 1967 the same could not be completed for want of details from the Tahsildars. The preparation of maps was, therefore, taken up in right earnest only after the main Census work was over. A base map for the State has been prepared in this office in the scale of 1″ = 16 miles and the same has been forwarded to the Registrar General for approval.

Area Figures

5. Area figures were collected from two different sources, those in respect of villages from the Tahsildars and those in respect of the taluks and districts from the Director of Survey and Land Records. It is, however, noticed that the area figures given by the Tahsildars in respect of the villages do not add up to the area of the taluk furnished by the Director of Survey and Land Records. This is due to the fact that the Tahsildars have furnished the area of the villages as per the village accounts whereas the figures provided by the Director of Survey and Land Records are based on the cadastral maps published by him. An earnest attempt to reconcile these figures was made by me but the result was not very encouraging. The Registrar General has given the provisional area figures of districts and the State supplied by the Surveyor General of India through the Central Statistical Organisation.

Strength of Mapping Unit

6. During the inter-censal period there was only one Draftsman in my office.

7. The following drawing materials are available in this office.

	Item	*Size*	*Numbers*
1	Drawing Board	42″×30″	3
	,,	32″×24″	1
2	T-Square	42″	3
	,,	32″	1
3	Set-squares		4
4	Instrument Box		2
5	U.N.O. Stencil Plate No. 8		3 each
	,, ,, 6		
	,, ,, 5		
	,, ,, 4		
	,, ,, 3		
	,, ,, 2		
	,, ,, 1½		
6	U.N.O. Stencil Pen No. 5		1 each
	,, ,, 4		
	,, ,, 3		
	,, ,, 2		2 each
	,, ,, 1		
	,, ,, 0		
7	Pelicon graphos set ..		2

Of these some of the items (viz. one set-square, U.N.O. Stencil Plates, U.N.O. Stencil pens and nibs of Pelicon graphos set) are not in working condition which require replacement.

8. In 1969, the Registrar General had circulated a list of articles required for the cartographic work of each census office.

Accordingly a list showing the following articles worth Rs. 7,102 was forwarded to the Registrar General.

	Item	*Number(s)*
1	Tracing table (revolving) fitted with glass fluorescent tube and other electrical adjustments—60 cm. × 90 cm. or 36″ × 24″	.. One
2	Map filing cabinet (Kilburns or Godrej)	.. One
3	Paper Trimmer (Zinco or Kilburn) 48″ long	.. One
4	Drafting table 105 × 75 cm. or 42″ × 30″ complete with drawing board	.. One
5	Drafting machine (Vertical)	.. One
6	Diagonal scale $\frac{1}{8}$th division	.. One
7	Lining pens	.. One
8	Rotameter	.. One
9	Curve pens	.. One
10	Adjustable set-squares	.. Two
11	Instrument Box (Stanley or wild)	.. Two
12	Windsor water colour sets and brushes	.. Four
13	Windsor colour pencil boxes	.. Four
14	Railway curves	.. One
15	Flexible curve	.. One
16	Planimeter (Kohinoor or Albirt)	.. One
17	Brass Pantograph 10 cm. or 42″	.. One
18	U.N.O. Lettering sets	.. One
19	Stanley's knife	.. Four
20	Magnifying glass with stand	.. Three

Subsequently, Registrar General intimated that ferro print machine and map filing cabinet would be supplied by him. Sanction has been accorded for the direct purchase of other items. The Registrar General has also empowered the Directors to purchase the articles as per the list subject to a ceiling of Rs. 5,000 according to the normal rules as laid down in the General Financial Rules. The ferro print machine was not included in the list sent to Registrar General. The cost of the map filing cabinet was deducted and items 3, 13 and 14 were also dropped from the list to bring down the expenditure to Rs. 5,000. Steps are being taken to procure the articles.

9. One post of Draftsman was created in July, 1969. At present there are two Draftsmen in this office. One post of Cartographer and two posts of Draftsmen are yet to be filled up. If all these posts are filled up and all the above materials are procured, the Mapping Unit will be self sufficient.

CHAPTER X

ADMINISTRATIVE UNITS FOR ENUMERATION AND PRESENTATION OF CENSUS DATA—RECOGNITION OF TOWNS—LOCATION CODE

It was decided to retain the revenue village as the administrative unit for organising census enumeration. As far as the presentation of data is concerned, it was decided to present the data both village-wise as well as panchayat-wise. Below the district the taluk was adopted as the unit. In the case of forest area, however, as in 1961, the Forest division was taken as the unit only for the purpose of organising the census.

Urban Areas

2. The definition of "Urban" adopted at the Indian Census is as follows :

(a) All places with a Municipality, Corporation or Cantonment or notified town area ;

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

(i) A minimum population of 5,000 ;

(ii) Atleast 75% of male working population is non-agricultural;

(iii) A density of population of atleast 400 per sq. km. i.e. 1000 per sq. mile.

The Director of Census Operations was, however, given some discretion in respect of some marginal cases, in consultation with the State Government concerned, to treat an area that had other distinct urban characteristics as urban or to declassify an undeserving place as rural.

3. For deciding the urban areas in the State for the 1971 Census, the following procedure was adopted :—

All the Corporations, Municipalities Cantonments and Townships were automatically declared as towns. In the case of other areas, places having a population of other areas, places having a population were listed out on the assumption that these places would have a population exceeding 5,000 in 1971. The other two criteria, namely, the composition of the working population and the density of population were worked out in all these cases with reference to the 1961 Census data. A list of places in each district which satisfied all the three criteria mentioned above was prepared. The District Collectors were given the list in respect of their districts and also a list of all the towns declared as such during the 1961 Census. The District Collectors were requested to examine and send their recommendations for classifying places as towns in their districts as well as for declassifying any of the towns in 1961 which did not deserve to be retained as town during 1971 Census. The Collectors were also given the option to recommend any place which did not satisfy the three-fold test for a place to be declared as a town but which in their opinion, deserved to be treated as town giving specific reasons for their recommendation. After getting a detailed report from each district, a thorough examination was undertaken of all the places which deserved to be recognised as towns. Thereafter conferences were held at the district level with the Collector, the District Census

Officer and the Tahsildars and after a thorough discussion, the census towns for each district were finalised. A list of towns recognised for the 1971 Census as well as a list of towns of 1961 Census which were declassified as rural are given in Appendix VII.

4. The 1961 Census Reports contain particulars of town-groups. These town-groups were formed with a view to identifying functionally linked urban areas, urban spills beyond the administrative boundaries and metropolitan conurbation. In most cases the town-groups did not bring out spatially contiguous territory of urban/rural settlements. Therefore in 1971 the town-groups concept was given up and a new concept of Standard Urban Area was evolved. The Standard Urban Area may be defined as the projected growth area of a city or a town 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. All municipal towns with an estimated population of 50,000 or more by 1971 were considered to be treated as Standard Urban Areas. The demarcation of Standard Urban Areas was jointly done by the Town Planning Department of the Government of Kerala, the office of the Director of Census Operations, Kerala, the office of the Registrar General, India and the Central Town and Country Planning Organisation, New Delhi. There are 13 Standard Urban Areas in the State as detailed below:

1 Cannanore
2 Tellicherry
3 Badagara
4 Calicut
5 Palghat
6 Trichur
7 Cochin
8 Kottayam
9 Changanacherry
10 Alleppey
11 Kayamkulam
12 Quilon
13 Trivandrum

Freezing the Boundaries of Administrative Units

5. The Government of India had issued instructions for freezing boundaries of administrative units and not to effect any changes after 31st December 1969. The Government of India letter is given in the Appendix VIII. The State Government strictly adhered to these instructions. This was of great help in organising the census operations in the State.

Location Code

6. The four element location code was followed in this State as far as the rural areas were concerned. The first number indicated the district, the second the taluk, the third the village and the fourth the kara in the case of the erstwhile Travancore areas, muri or desom in the case of erstwhile Cochin or Malabar areas. The urban location code was of three elements the first number indicating the district, the second number the town and the third number the ward in the case of Municipalities and the Corporations and the kara/muri or desom, as the case may be, in the non-municipal towns.

7. Preparations for the assignment of code numbers to the various administrative units in the State were taken up in 1967. It started with a letter from the Registrar General No. 23/2/67-map dated 21st June 1967. In his letter No. C1-46/67 dated 19th August 1967 the Deputy Superintendent-in-charge issued instructions to the Charge Officers for the preparation of a rough sketch of villages indicating their constituent karas/muris/desoms for assigning code numbers. It was at the district conferences

convened by me during the months of October-November 1969 that the location codes were more or less finalised along with the list of towns to be declared as census towns. Based on these discussions and the information supplied by the Tahsildars, Commissioners and Divisional Forest Officers the location code was prepared in my office and the draft codes were sent to the Charge Officers for verification and return. After verification, the location code was finalised.

8. Once the location codes were finalised the question cropped up as to whether the location codes had to be printed or cyclostyled and if so how many copies. Based on the 1961 experience it was suggested that about 1,000 copies of the location codes should be got printed. Printing as usual was a headache. The State Government Press refused to take up the printing. One of the private presses, the S. G. Press, North Parur took it up but gave it up in the middle. It was rather difficult to assess exactly how many of these copies were necessary. It was decided from the point of view of economy that instead of printing district volumes we should get taluk volumes printed for rural areas and district volumes printed for urban areas. Tentatively it was decided to print 500 copies. Out of this, 50 copies were bound into State volumes, 150 copies into district volumes and the rest were distributed as taluk volumes. Ultimately the Superintendent of Government Presses was requested by me personally to take up this work and the location codes were got printed some time between May and June 1970. In other words, at the time of the houselisting operations the location code had not yet been printed.

CHAPTER XI

ENUMERATION AGENCY

At the houselisting stage the Village Officer of the concerned village was appointed as the Supervisor and the Village Assistants were appointed as Enumerators. In certain taluks where the strength of the village staff was not adequate to meet the requirement, the Bill Collectors of Panchayats and Gramsevaks were also engaged for this work. The housenumbering and houselisting in the Corporation/Municipal areas and the Forest areas were done by the staff available in the Corporation/Municipal offices and the Forest department respectively. The housenumbering and houselisting were done not block-wise as in many of the other States but kara/ward-wise and in each kara/ward, there were quite a large number of houses, at times even exceeding 1000. This procedure, of course, took a longer period but ensured cent per cent coverage. The actual census enumeration was, however, entrusted mainly to the school teachers. In a few places where the number of teachers was not sufficient, State Government and Central Government staff was used. On the whole this pattern, both at the houselisting and census enumeration stages, worked very satisfactorily. Some of the Teachers' Associations protested against the virtual exclusion of other State and Central Government staff from this national service. In Trivandrum city the Association was moved more by chivalry than by other considerations and threatened to boycott the work unless at least the lady teachers were exempted. Of course all misunderstandings were cleared by a free and frank discussion and they extended their co-operation at the time of enumeration. I still feel that only the teaching profession can supply such a large number of uniformly qualified personnel for undertaking this job and the teachers themselves as a body would more or less appreciate this point. Their main grievance was, of course, the very low scale of honorarium sanctioned to them. I am afraid during the 1981 census, unless the honorarium is substantially enhanced at least to take care of their out of pocket expenses completely, it may not be possible to get the whole-hearted co-operation of the enumerators whatever be the profession from which they are drafted.

2. Whether the same agency should be used both for houselisting and actual enumeration was engaging my attention from the time I took charge as Superintendent of Census operations. I discussed this question with the Collectors, the Charge Officers and others. In the peculiar configuration of the village in Kerala where one does not know where a village begins and where it ends, where there is not much of a difference between the rural area and the urban area, where the houses are situated far apart from each other and the cultivable land is interspersed not between villages but between houses in the same village, it was not possible for me to go in for block formation before the housenumbering stage. I am afraid that in Kerala housenumbering by blocks will not

be feasible and so long as it is not possible to carve out blocks at the village level for the purpose of housenumbering and houselisting, no agency other than the village officials can do the housenumbering and houselisting operations successfully. If the Panchayat Raj is strengthened, the boundaries of Panchayats fixed properly and all the houses within the jurisdiction of a Panchayat properly numbered, one may attempt to make use of the same staff, namely., the teachers, even for housenumbering and houselisting operations. My successor in 1981 may have to take a decision taking into account all these aspects.

3. The distribution of Enumerators and Supervisors by broad categories is given in Appendix IX.

CHAPTER XII

HOUSENUMBERING AND HOUSELISTING

With the preliminary discussions at the district level the stage was set for launching the various phases of the 1971 Census operations. The attention of the District Collectors, the District Census Officers and the Charge Officers to the various tasks ahead of them was drawn in my Circular letter No. 1 dated 2nd December 1969. This Circular set forth the census calendar and listed out the items of work to be done by the Census Officers at various levels indicating also the priority to be given to these items of work. Before housenumbering and houselisting operations started it was essential that certain steps were taken to ensure full and complete coverage of the State. With this end in view a detailed Circular No. 2 in Malayalam was issued outlining the instructions for preparation of the notional maps of the villages and towns. With letter No. C11-183/69 dated 16th December 1969 sufficient copies of the printed Circular were sent to the Charge Officers requesting them to distribute them among the Village Officers for the preparation of this map. One of the important instructions given through this Circular was that the Panchayat boundaries also should be clearly demarcated in the notional maps apart from the normal delimitation of the boundaries of the kara. For the first time it was proposed by me that the Primary Census Abstract should be presented both village-wise and panchayat-wise. With this end in view the Village Officers were given strict instructions for marking the panchayat boundaries in the village notional maps. Along with this Circular a model notional map of a typical village (Karakulam village of Nedumangad taluk) was also forwarded for their reference. The Commissioners of Municipalities/Corporations were also requested through letter No. C11-183/69 dated 19th December 1969 to prepare notional maps of Municipalities/Corporations. In this case also a model notional map of the Alwaye Municipal town was prepared, printed and sent to the Commissioners for reference. The target date for receiving these maps was fixed as 25th January 1970 and by that time most of the maps were received in the office and they were checked with the draft location code to ensure that no area had been omitted.

2. With the dawn of the first day of the year 1970 the first phase of the 1971 Census operations, namely, housenumbering and houselisting operations, was started with a detailed Circular letter No. 3. In this Circular complete instructions regarding the system of housenumbering, preparation of lay-out sketches, the personnel to be appointed as Enumerators and Supervisors, the training programme to be adhered to etc. were given. Model forms of order of appointment of Supervisors, Enumerators and Assistants to Enumerators were also sent with this Circular. In this connection it is worthwhile to mention that there has been no attempt to introduce Permanent Housenumbering System in this State. An attempt was made after I took charge to introduce permanent housenumbering along with the housenumbering

for the census operations. However, it was not possible to go ahead with this scheme except in Trivandrum Corporation. It was therefore decided that fresh numbering merely for census purposes would be undertaken along with houselisting operations.

3. Once it was decided to go in for fresh and complete housenumbering, we had to decide on the agency for carrying out the housenumbering and houselisting operations. Kerala has its unique features when compared with other parts of the country in that the villages are very large consisting of a population ranging from 850 to 63,000 and houses situated in the midst of their own fields far apart from each other. The entire State is one string of houses. Hence it was rather difficult to form convenient blocks of 750 population for the purpose of housenumbering. The housenumbering operations had, therefore, to be left only to the village officials who knew the boundary of their villages and who could do the numbering in a continuous manner over a period of time. As was done in 1961 and even prior to that this time also the Village Officers were appointed as the Supervisors and the Village Assistants as the Enumerators for the purposes of housenumbering and houselisting operations. While this was the case in the rural areas, in the Corporations and Municipalities the services of the employees of the Corporations/Municipalities were utilised for housenumbering and houselisting operations. In the forest divisions this work was entrusted to the forest officials.

Training for Housenumbering and Houselisting Operations

4. The Charge Officers were given training by me at each district headquarters between 17th and 29th of January 1970. At the field level the Charge Officers conducted four rounds of training for the Enumerators and Supervisors as per instructions contained in Circular letter No. 3. All the four Deputy Directors of Census Operations in position at that time were given supervision work over definite areas to ensure that proper training was given to the Enumerators and Supervisors.

5. During the practical training in the second round the Enumerators and Supervisors were asked to fill up specimen schedules and a certain percentage of these schedules were received at the Directorate and scrutinised thoroughly with the help of the staff in the Directorate. Based on the scrutiny of the schedules a printed Circular was issued as Circular No. 8 dated 10th March 1970 pointing out the common mistakes committed by the Enumerators and the clarifications for avoiding those and similar mistakes. With the help of this Circular and taking into account the common mistakes which the Charge Officers themselves came across while correcting some of the schedules, a third round of training was conducted for the Enumerators and Supervisors. This procedure more or less made sure that all the Enumerators and Supervisors were fully trained and most of the normal and common mistakes that, were likely to be committed were avoided. The houselisting schedules and the instruction books were despatched to the Charge Officers sufficiently in advance. The District Collectors inaugurated the housenumbering operations in their respective district headquarters on the 6th of April 1970. Originally it was the intention to complete these operations by 12th May 1970. However, the village staff went on strike from 15th April to 23rd April 1970, as a result of which the completion of the housenumbering operations in taluk charges was delayed. So the time-limit for the completion of the operations was extended upto 21st May 1970.

6. However, the housenumbering and houselisting operations in Trivandrum Corporation had to be done separately on account of the delimitation of new divisions for elections to be held for the Corporation Council. The notification of the new divisions of the Corporation was issued by the State Government on 17th July 1970 and the housenumbering and houselisting operations were started on 29th July 1970 and completed in the first week of September 1970. This opportunity was taken to combine the Census housenumbering and the Corporation housenumbering. In order to facilitate this, deviations were allowed in respect of the housenumbering plan in the Corporation in that the prefix 'C' was dropped and numbering was allowed to be done according to the normal procedure adopted by the Corporation. In a sense this can be considered as the introduction of a permanent housenumbering system as far as the Trivandrum Corporation is concerned. If the Corporation updates the housenumbering from time to time the same housenumbers can be adopted in 1981 Census also.

7. In Circular letter No. 9 dated 21st April 1970 detailed instructions were given to the Charge Officers about the compilation of consolidated houselist abstract and the collection and despatch of records. All the records were received intact in the Coding and Punching Cell by 3rd August 1970.

Special Feature of Housenumbering in Udumbanchola Taluk

8. The lowest unit taken for housenumbering in Udumbanchola taluk is known as 'Thavalam' which corresponds to kara elsewhere. As the number of census houses in each 'Thavalam' ranged from 8,000 to 12,000 it was found impracticable to entrust the work of housenumbering to a single Enumerator as elsewhere. Therefore each 'Thavalam' was split into convenient blocks with about 1,000 to 2,000 houses and each such block was entrusted to an Enumerator. On an average there were 8 Enumerators for a 'Thavalam'. All the houses in a block were initially numbered in chalk and preliminary houselists prepared. Thereafter these houselists were arranged consecutively for the entire 'Thavalam' and the Supervisor assigned consecutive numbers to the houses within a 'Thavalam'. These consecutive numbers were written in the Houselist schedules. After assigning consecutive numbers the Enumerators visited once again all the houses and wrote the final census housenumbers in coaltar. The system adopted was successful and the work was got completed in time.

Strictly Military Areas

9. The following were declared as "Strictly Military Areas", for purpose of the 1971 Census.

(i) Military area, Cannanore Cantonment
(ii) West Hill Barracks, Calicut
(iii) Haig Barracks, Malappuram
(iv) Naval Armament Depot, Alwaye
(v) Naval Coast Battery and Naval Battery, Cochin
(vi) Naval Base, Cochin
(vii) Military Establishments, Trivandrum

According to the instructions of the Government of India in the Ministry of Defence, no formal houselisting need be done in the "Strictly Military Areas". However, in areas where Military personnel live with their families side by side with civilians, it was decided that houselisting might be done according to the general instructions issued by the Census authorities. Separate houselists are not available for the above areas.

10. District-wise crude total population as recorded in the houselist is given below:

HOUSELIST POPULATION—1970

State/ District	*Total/ Rural/ Urban*	*Persons*	*Males*	*Females*
1	2	3	4	5
KERALA STATE	**Total**	**21,468,357**	**10,607,605**	**10,860,752**
	Rural	**18,032,622**	**8,898,977**	**9,133,645**
	Urban	**3,435,735**	**1,708,628**	**1,727,107**
Cannanore	Total	2,346,312	1,164,401	1,181,911
	Rural	2,025,327	1,004,486	1,020,841
	Urban	320,985	159,915	161,070
Kozhikode	Total	2,060,028	1,029,041	1,030,987
	Rural	1,519,728	759,516	760,212
	Urban	540,300	269,525	270,775
Malappuram	Total	1,859,251	907,082	952,169
	Rural	1,732,764	845,043	887,721
	Urban	126,487	62,039	64,448
Palghat	Total	1,716,959	833,175	883,784
	Rural	1,505,622	729,029	776,593
	Urban	211,337	104,146	107,191
Trichur	Total	2,177,933	1,051,345	1,126,588
	Rural	1,923,047	927,186	995,861
	Urban	254,856	124,159	130,727
Ernakulam	Total	2,355,731	1,177,418	1,178,313
	Rural	1,717,808	857,371	860,437
	Urban	637,923	320,047	317,876
Kottayam	Total	2,130,849	1,067,845	1,063,004
	Rural	1,919,928	962,152	957,776
	Urban	210,921	105,693	105,228
Alleppey	Total	2,156,325	1,059,861	1,096,464
	Rural	1,792,329	880,731	911,598
	Urban	363,996	179,130	184,866
Quilon	Total	2,420,616	1,204,196	1,216,420
	Rural	2,228,418	1,107,952	1,120,466
	Urban	192,198	96,244	95,954
Trivandrum	Total	2,244,353	1,113,241	1,131,112
	Rural	1,667,651	825,511	842,140
	Urban	576,702	287,730	288,972

CHAPTER XIII

SECOND CENSUS CONFERENCE—JUNE 1970

In the wake of the completion of the houselisting operations, the Registrar General convened the second conference of the Directors of Census Operations in Tamil Nadu. The conference was held at Courtallam and at Kanyakumari from the 18th to 20th of June and on 22nd June 1970 respectively. The following were the main agenda items included for deliberations at the conference :—

(i) Review of houselisting operations,

(ii) Finalisation of the Tabulation Plan for 1971 Census,

(iii) Compilation of Village and Town Directories/District Census Handbooks,

(iv) Consideration of the Publication programme of the 1971 Census,

(v) Printing of the Individual Slips, Instruction Booklets and other ancillary schedules for the main Census,

(vi) Review of progress in the setting up of Coding and Punching Cells,

(vii) Setting up of Regional Tabulation Offices for manual sorting and finalisation of the steps for the sorting of P.C.A., mother-tongue and religion data,

(viii) Publicity for the main Census enumeration,

(ix) Administrative problems relating to above subjects, and

(x) Preparation of District and Taluk maps.

2. This conference was very useful in that it provided an opportunity for the Directors of Census Operations to meet and exchange ideas and information at a very crucial stage when the time was ripe for starting the main preparations for the census enumeration. The time was also very opportune in that there were already vague rumours of dissolution of Parliament and the possibility of the mid-term poll coinciding with the census operations in the month of February. Though the possibility of a set back to the arrangements made by the Directors loomed large no concerted plan could be chalked out for the entire country to meet this kind of a situation. Apart from the discussions during the conference which were of course very useful it provided a good opportunity for the Directors to discuss mutual problems separately in smaller groups and exchange ideas which could not all be thrashed out at the main conference.

3. The proceedings of the conference was inaugurated by Shri K. S. Ramaswamy, the Honourable Deputy Home Minister. The business of the conference was started with a review of the housenumbering and houselisting operations. The publication programme was introduced by the Registrar General and commented upon by the Directors. The following consensus emerged :

1 Administrators and Scholars might be enthused to take up studies pertaining to a district and their

accounts incorporated in Part-C of the District Census Handbook.

2 It was also desirable that a popular version of the Census Report should be published so that the common man who was not interested in the voluminous census reports and tables could have the basic facts about the population and its distribution besides some other important characteristics, such as literacy, mother-tongue, religion, Scheduled Caste and Scheduled Tribe, etc.

3 There was no objection to the District Census Handbook being published both in English and the regional language but it would be desirable to have only international numerals. It can be examined if the table column headings can be printed in diglot.

4 Referring to the point made by the Director, Mysore, regarding publication of administrative statistics in the District Census Handbook, the Registrar General felt that if the Mysore Government did not want them there would be no objection in accepting the proposal so far as Mysore State District Census Handbooks were concerned.

5 The Census had built up a tradition and had the expertise to deal with scientific language classification. Therefore, it would not be correct to say that Census should not attempt classification of languages.

6 Census data in District Census Handbooks were important and, therefore, dropping of some Census tables from these Handbooks would not be quite appropriate.

4. Referring to the number of subsidiary tables and inset tables which were stated to be overlapping, the Registrar General observed that his office had not applied itself to the contents of the next General Report and that at the appropriate time due care would be taken to cut down the inset tables and to avoid their duplication or overlapping in the Reports and the relevant volumes containing subsidiary tables.

5. The proposal of the Registrar General to bring out a dummy of the publication containing the provisional population totals was discussed. According to the Registrar General's suggestion this pamphlet would contain 7 tables as given below:

1 Distribution of population, sex ratio, growth rate and density of population by districts,

2 Decadal variation in population since 1901 for each State and each District,

3 Rural and urban composition of population for State and each District, percentage of urban to total population and decennial growth rate for 1961 and 1971,

4 Population of towns in 1961 and 1971 and growth rate in 1951-61 and 1971,

5 Literate population by sex break-up and percentage of literates in 1961 and 1971, Total/Males/and Females,

6 Distribution of population by workers and non-workers and percentage of workers in 1961 and 1971, and

7 Distribution of working population by agricultural and other workers giving total workers, cultivators, agricultural labourers, and other

workers, and percentage of agricultural and other workers to total workers in 1961 and 1971.

This was discussed and accepted.

6. The tabulation plan was discussed in detail and certain minor modifications were accepted to the tabulation plan already circulated for discussion.

7. The Assistant Registrar General (Demography and Training) introduced the subject "Post Enumeration Check". According to his suggestion, for each State between 800 and 1000 blocks were to be selected for post enumeration check. The general trend of discussions indicated that the sample size would be unwieldy and that it should be substantially reduced if any justice was to be done for this item of work.

8. It was decided that the Administration Report on Enumeration should be more in the nature of a record of the Director's own experience put in his own way as to be interesting, informative and instructive.

9. There was also a thorough and useful discussion on the following subjects:

(i) Instructions to Enumerator's for filling up of Individual Slips

(ii) Abridged Houselist

(iii) Village and Town Directories and Special Studies

(iv) Preparation of Maps

(v) Setting up of Coding and Punching Cell etc.

CHAPTER XIV

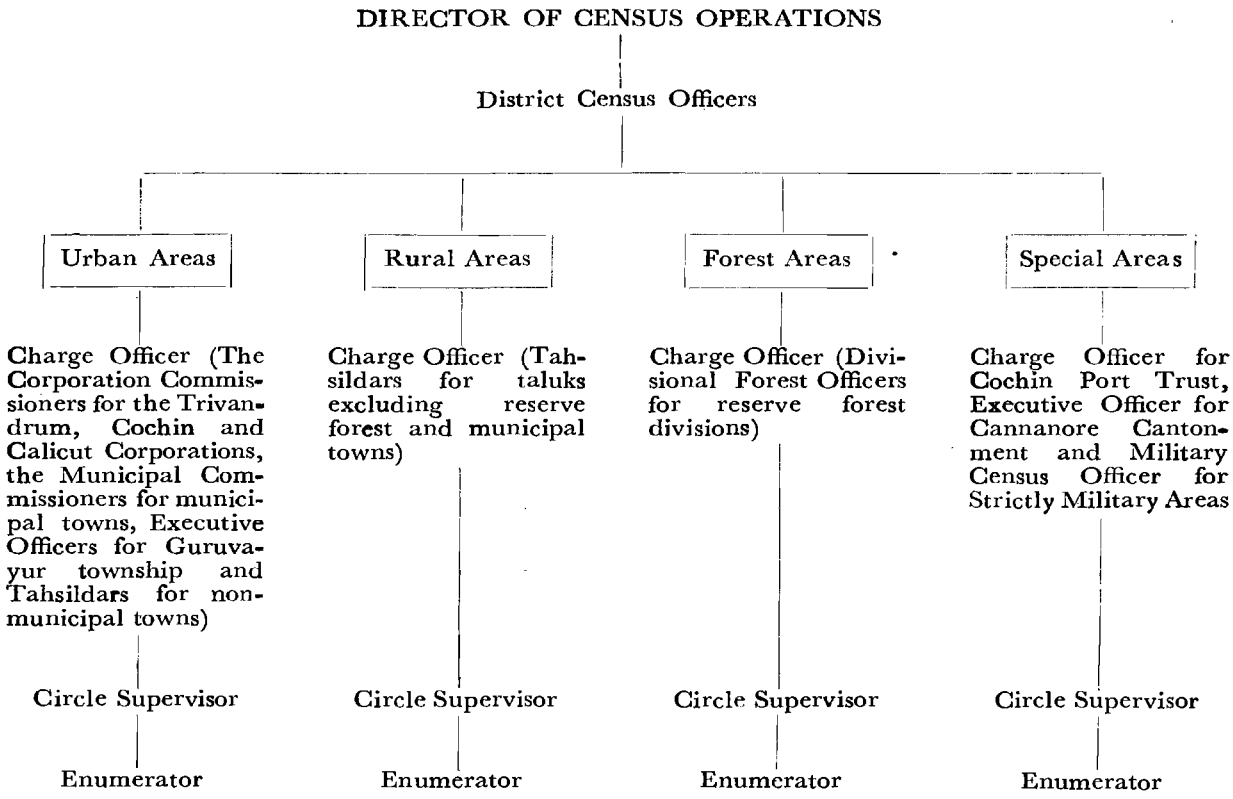
CENSUS HIERARCHY—FORMATION OF ENUMERATION BLOCKS

The canvasser method of enumeration which is in vogue in India involves a clear delimitation of territories by which the meanest household will be accounted for. The census divisions for Kerala were based on district, taluk, village and kara/desom/muri for rural portions, district, town and ward for urban portions and district, taluk, forest division and forest range for reserve forests.

2. It is interesting to note that in the Census of 1951 in the Travancore-Cochin State almost all Heads of Departments including Members of the Board of Revenue were appointed as Census Officers with State-wide jurisdiction and the District Officers such as the District Collectors, Deputy Collectors, etc. as District Census Officers with jurisdiction over their respective districts. The idea behind this arrangement seems to be that the officers can exercise greater disciplinary control over their subordinates appointed as Census workers than would otherwise be possible. This set-up, certainly not in keeping with the pattern of the district and State administration obtaining since the formation of the Kerala State, was given the go-by even during 1961 Census. The District Collector as the Head of the district administration is the one person in the district who has to be in charge of the census operations. At the State level also unless the administration is centralised in one person, there is bound to be lack of coordination. As in 1961, the census hierarchy for 1971 was constituted with the Superintendent of Census Operations (later disignated as the Director of Census Operations) at the State level, the District Census Officers at the district level and the Charge Officers at the charge level. Under the Charge Officers were the Supervisors and under them the Enumerators. The District Collector was put in overall charge of the conduct of the census in his district. But in view of his multifarious duties, his General Personal Assistant (Additional District Magistrate) was appointed as the District Census Officer. The District Census Officers were to act on the authority and on behalf of the District Collectors in all matters connected with the census. The Charge Officers were Tahsildars in the case of taluks excluding Municipal towns/Corporations, Commissioners in the case of Municipalities and Corporations and Divisional Forest Officers in the forest divisions. The Charge Officers for the special areas were nominated by the officers-in-charge of the units constituting the special areas and in the case of Cochin Port by the Chairman of the Port Trust. All the Charge Officers were appointed by the District Census Officers. In all there were 112 charges consisting of 56 taluk charges, 16 forest divisions, 3 corporations, 27 municipalities, 1 township, 1 cantonment and 8 strictly military areas. A list of these areas with their code numbers is furnished as Appendix X to this volume.

3. On the basis of the recommendations of the Superintendent of Census Operations, the State Government accepted the

proposals regarding the census divisions, hierarchy of census and their functions as early as on 28th July 1969. In this order the State Government had mentioned the officers who would be charged with the duties of the District Census Officers and Charge Officers. The formal issue of the notification of the appointment of the District Census Officers was done on 8th December 1969. The District Census Officers were appointed by the Government themselves while the powers for the appointment of the Census Officers under them were delegated by Government under sub-section (4) of Section 4 of the Census Act, 1948 (Central Act XXXVII of 1948) to the District Census Officers and the Charge Officers. By virtue of this notification the District Census Officers issued the orders of appointment of the Charge Officers and the Charge Officers issued the orders of appointment of the Supervisors and Enumerators. The notification appointing the District Census Officers was done very much in advance of the enumeration i.e., 8th December 1969. A chart giving the hierarchy of the census officers is given below :—



4. Three Circular Nos. 10, 10-A and 10-B, dated 29th June 1970 were issued on the subject of delimitation of blocks and circles and preparation of Block and Circle Register. These Circular are given in Appendix XIV. In Circular No. 11 dated 30th June 1970, detailed instructions were issued for the appointment of Circle Supervisors and Enumerators for enumeration. The delimitation of Blocks and Circles

was perhaps one of the most important items of work connected with the census operations. It was absolutely necessary that no single house was left out without being brought into an Enumerator's block. It was important that no Enumerator was overloaded with work lest he should fail to enumerate all the persons within the stipulated time. Since we had undertaken the responsibility of presenting the Primary Census Abstract both panchayat-wise and village-wise this time, one of the primary considerations while delimiting a block was to ensure that no block cut across either the panchayat or the village boundaries. Great care had, therefore, to be taken in carving out the blocks. A deviation was brought about in Kerala State for this purpose in the sense that territorial blocks even of a very small population had to be carved out in order to ensure that the block did not cut across panchayat/village boundaries. Later on, they had to be grouped into convenient Enumerator's blocks so that unnecessarily large number of Enumerators were not employed and at the same time no Enumerator was given a population which he could not enumerate during the limited period at his disposal.

5. With this end in view model maps of a particular ward of a municipality and a kara in a village indicating the method of carving out territorial blocks were sent to the Charge Officers for their reference. In addition the Deputy Directors of Census Operations were sent round to give on the spot instructions to the Charge Officers and the Deputy Directors made several visits to the villages and other areas to ensure that the block formation was properly done. As a result it was ensured that no house was left out of coverage. The following table gives the district-wise details of the number of territorial blocks, the number of Enumerator's blocks and the Supervisor's Circles.

District	*No. of Territorial Blocks*	*No. of Enumerator's Blocks and Special Blocks*	*No. of Supervisor's Circles*
Total	**32,493**	**30,672**	**6,193**
Trivandrum	3,272	3,219	636
Quilon	3,617	3,445	685
Alleppey	3,237	3,008	601
Kottayam	3,429	3,229	668
Ernakulam	3,536	3,325	663
Trichur	3,357	3,062	609
Palghat	2,424	2,363	497
Malappuram	2,835	2,656	526
Kozhikode	3,235	2,990	620
Cannanore	3,551	3,375	688

6. The Block and Circle Register containing particulars of the Blocks and Circles and the number of households in each block in respect of a charge had to be prepared. During 1961, it was seen, that the Block and Circle Registers were prepared in duplicate in the office of the Superintendent of Census Operations at Trivandrum. For this purpose separate staff had to be engaged. In the course of the Special Town Survey conducted during 1969 it was noticed that in the block formation in 1961 houses separated by a few miles had inadvertently been included in the same block. On enquiries it was found that the block formation had been done mechanically taking into account only the serial number of census houses without taking into account the actual location of these houses. This naturally had created certain difficulties to the Enumerators of the actual census since they had to trek quite a distance for covering some of these houses. During 1971 it was therefore decided to get the Block and Circle Register

prepared in the office of each Charge Officer and instructions were given to them to ensure that the houses brought within a block were all contiguous. It was also not considered necessary to prepare this Register in duplicate. In the Block and Circle Register used during 1961 as well as 1971 there is a column for writing individual numbers of census households included in each block. Eventhough this column was retained in the 1971 Register following the 1961 pattern, in actual practice it was found that this column was absolutely unnecessary. Apart from increasing the workload of the Charge Officers this column did not provide any useful information for conducting the census. It is suggested that during the next census if the same pattern is followed this column can be safely omitted.

CHAPTER XV

INTENSIVE TRAINING OF CENSUS ENUMERATION PERSONNEL

The questionnaire for the 1971 census looked simple enough but under each of the questions, a good deal of instructions had to be mastered before the answers could be properly elicited and recorded. Hence training given to the enumeration staff assumed very great importance. The training started with that of the District Census Officers and Charge Officers. On the 29th of September 1970, a conference of District Census Officers was convened at Ernakulam when the "Instructions to enumerators" and administrative matters pertaining to the census were discussed threadbare with the District Census Officers. The Charge Officers were trained by me by holding training conferences of Charge Officers at each district headquarters between the 3rd and the 19th of October 1970. In the case of the Charge Officers I sent a special D.O. letter calling their attention to the important paragraphs in the instructions to the enumerators and requesting them to enumerate their own households and bring the schedules to the conference. In the morning session, the concepts and the method of eliciting proper information and giving training to the enumerators and supervisors were clearly explained to the Charge Officers. In the afternoon the schedules filled up by the Charge Officers were scrutinised by the staff from my office and based on the scrutiny of the filled-in schedules, a discussion was conducted with the Charge Officers. By this method it was ensured that all the Charge Officers came thoroughly prepared for the conference after going through the instructions and putting their own proper understanding of the instructions to test by enumerating the members of their households. It was thus possible to have a satisfactory course of training in one day for the Charge Officers.

Training of Supervisors and Enumerators

2. In Circular No. 13 dated 19th September 1970 detailed instructions regarding the training to be imparted to the Supervisors and enumerators were issued. A programme of the various rounds of training classes to be conducted was also sent. The Supervisors were trained by the Charge Officers in two rounds of training classes to begin with. They attended two more rounds of training classes along with the enumerators. In other words, the Supervisors had to attend training classes four times. The enumerators were trained in three rounds of training classes two of which were attended by their Supervisors also. In most of the taluk charges and in the Corporations the number of enumerators were too many to be trained in one batch. In such cases the Charge Officers conducted each round of training class in batches of convenient strength at suitable centres This arrangement enabled the Charge Officers to bestow personal attention to each enumerator and to clear his doubts. In the course of these training classes, the enumerators and supervisors were asked to enumerate certain number of households and the filled-in schedules were scrutinised by the Charge Officers in the case of Supervisors and both by the Charge Officers

and the supervisors in the case of enumerators. I requested the Director of Public Instruction to issue necessary instructions to the educational authorities throughout the State to place at the disposal of the Charge Officers suitable halls in the educational institutions for the conduct of the training classes and he readily complied with my request. The training of the supervisors and the enumerators was started on the 21st of October 1970 and was proposed to be completed by the 6th of February 1971. However, the entire programme of training was put into disarray on account of the strike of the N.G.Os. of the State Government from 10th February 1971 to 21st February 1971 and also due to the mid-term elections held on the 6th and 9th of March 1971.

3. In spite of all these handicaps it could be asserted that the training programme went off well and that almost all the enumerators and supervisors were well-trained. In order to ensure that uniform instructions were given to all the enumerators throughout the length and breadth of the State, the Deputy Directors of Census Operations, five in all, were put in charge of certain areas and it was ensured that atleast one round of training of every group of supervisors/enumerators was attended by one of the Deputy Directors. I also went round and attended a few of the training classes held for the enumerators. The District Census Officers were also requested to attend as many of the training classes as possible. It was ensured that almost all classes were attended atleast once by one senior officer, either the Deputy Director or the District Census Officer, as the case may be.

4. Throughout the training classes from November onwards there was a certain amount of uncertainty about the successful training of the enumerators/supervisors as well as getting the enumeration done on the due date. The main problem was the objection of the enumeration personnel to the honorary character of the work. The honorarium to be paid to the enumerators/supervisors had been announced as only Rs. 25 for an average block of 750 population and a circle of 4-5 blocks. The protest came mainly from the teachers who formed the bulk of the enumeration agency. Though their main objection was on account of the very low scale of the honorarium promised to them they were giving more than one reason for threatening non-co-operation with the census work. The policy of appointing teachers alone for census work came in for severe criticism. They wanted other Government staff, both State and Central, also to be entrusted with this work. By way of being fair to the fair sex among them the union of teachers threatened non-co-operation unless the lady teachers were exempted from this arduous work in the Corporation areas.

5. The various associations of teachers went on sending representations for enhancing the honorarium to be given to them. The demand went up even to Rs. 100. Another demand by them was to get T.A. and D.A. for the days spent on training. In addition they wanted duty leave throughout the period of the census enumeration and also during the days of training. Almost in every charge the association of teachers passed resolutions threatening non-co-operation unless the various demands put forth by them were agreed to by the concerned Charge Officers. Almost every day a few such resolutions were put up to me for perusal and orders. During my tours of the various districts and charges I could sense a feeling of despair in some of the Charge Officers as to whether it would be possible for them to get the training through and get the work done. In a very few cases, however, there was

direct action such as abstaining from the training classes. These sporadic actions were met by the District Collector or the District Census Officer concerned by giving them notices under the relevant sections of the Census Act and in some cases by talking to them and requesting them for co-operation. The various associations of the N.G.Os. in the State including the teachers had in the meantime started an agitation for getting the interim relief granted by the Central Government to their employees to be extended to them also, and by a strange coincidence 10th February 1971 was fixed as the date to start an indefinite strike for achieving their end.

6. In the meantime sensing the feelings amongst the persons chosen as enumerators and supervisors and to a certain extent sympathising with some of their demands, I took up with the Registrar General the question of sanctioning them atleast a training allowance. The State Government was addressed for giving the enumerators and supervisors some relief from their normal work during the period of enumeration and also for considering the days spent on training as on duty. The State Government was good enough to concede some of these demands and issued orders sufficiently in time. This is being dealt with in detail in Chapter XVIII. The Registrar General also agreed to give them some training allowance. The concurrence was communicated in D.O. letter No. 8/12/70-Ad.II, dated 18/19th January 1971 from Shri K. D. Ballal, Deputy Registrar General. With all these concessions, in spite of the fact that the main demand for increasing the honorarium was not agreed to, it was possible to assuage the feelings of the enumerators and supervisors and to appeal to their sense of patriotism and make them come regularly for the various training classes. From the few training classes that I attended I could feel that whatever be their demands whatever be their views on co-operating with the census operations at that time, once the enumerators and supervisors came for the training classes they took the training seriously. Many of them had come well prepared and raised a lot of interesting questions in the training classes.

7. In all the districts, by the end of November the tempo of training had been built up, and by the middle of December we were almost confident that the enumeration would not only be carried out successfully but that the results would also be dependable. Of course, there was the uncertainty of the enumeration not starting at all on the 10th February if the N.G.Os. went on strike from that date. We were all hoping with our fingers crossed that somehow the strike would be averted. It was at this stage that the announcement came on 27th December 1970 of the dissolution of the fourth Parliament and of mid-term poll for the fifth Parliament in February—March 1971. The training programme was continuing in full swing to launch on the census enumeration punctually —on the 10th February 1971. The Registrar General convened a conference at Tirupati on 3rd January 1971. This was to consider the preponement of the census enumeration to the 1st of February as communicated to all the Directors by him in his D. O. letter No. 9/127/70-CTU (Cen) dated 29th December 1970. Before leaving for the conference all instructions were issued for preponing the census enumeration. All District Census Officers and Collectors who were contacted in the matter were agreeable to the preponement. The consensus at Tirupati was also that the census could be taken with effect from the 1st of February 1971. The Director of Census Operations, Tamil Nadu alone was of the view

that census should be postponed to March. In view of the preponement of the census, instructions were issued to the Charge Officers to advance the date for the third round of training and to utilise the third meeting with the enumerators and supervisors to distribute the schedules and pads to them. While this arrangement was going on, a telegram was received from the Registrar General on 11th January 1971 followed by his D.O. letter No. 9/127/70-CTU (Cen), dated 15th January 1971 announcing the decision of the Government of India to postpone the enumeration to the 10th of March 1971 with the sunrise of 1st of April 1971 as the reference date.

8. The N.G.Os. stuck to their original decision of going on an indefinite strike from the 10th of February. The strike went on till the midnight of 21st February 1971. A settlement was however reached and the entire State machinery had to be geared up for the mid-term polls on 6th and 9th of March 1971. Naturally, during this period in February—March, for about a month, the enumerators and supervisors could not be given any training. It was even feared that the training given earlier might have been forgotten to a certain extent. The original instructions given for the training programme could not be adhered to by the Tahsildars. Even though the mid-term elections were held only on two days, namely, 6th and 9th of March 1971 the counting in a few centres was completed only on 12th March 1971. The Tahsildars who were responsible both for the elections and for the census were really hard-pressed and they had to conduct in a few cases fresh rounds of training for some of the enumerators. The dates on which training had to be conducted were left entirely to the discretion of the Charge Officers who were requested to arrange the training according to their convenience taking into account the dates fixed for the poll as well as counting in the constituencies within their area of jurisdiction. It was a matter of great relief to see all the enumerators and supervisors, who had at the initial stages been clamouring for higher honorarium, duty leave, etc. rising to the occasion and attending the training classes without even getting formal intimation of the time and venue of the training classes. It must be said to the credit of all the enumerators and supervisors in the State, to whichever category they belonged, whether teachers or State or Central Government staff, that they realised that the success of the entire census enumeration depended solely on their whole-hearted co-operation, attended the last minute training classes wherever they were organised without insisting on duty leave, T.A., etc., received their quota of census pads and schedules and started the enumeration in right earnest, as programmed, on the 10th of March 1971. Of course, in a few places where the counting had to be done for the Parliament election and where some of the enumerators were entrusted with election duties, the enumeration started a day or two later. Even in these cases the enumerators and supervisors were so conscious of their responsibility that they put in overtime work and finished the enumeration in time. Looking back, it could certainly be said that even with the stresses and strains of agitations, election duties, uncertainties created by the preponement and postponement of the census enumeration, the training programme was intensive and purposeful.

CHAPTER XVI

THE CENSUS ENUMERATION

Originally the reference date for the 1971 Census was as usual fixed as the 1st of March 1971 and the date of commencement of the enumeration was fixed as the 10th of February 1971. The reference date and the period of enumeration have always been chosen to fall during a period when communications are easy, most part of the country accessible and people are also comparatively free from heavy migratory influences. As far as Kerala is concerned this is perhaps one of the pleasantest times from the climatic point of view, when there will be no rain at all in any part of the State and the sun is also not very hot. Except perhaps in kayal areas and lower Kuttanad areas there will be no agricultural activity in any part of the State. The Revenue staff will of course be a bit busy with revenue collection and the developmental activities. It will certainly not affect their work very much if a few days are taken off during February since they will have the entire period of March before them to complete their work before the year-end. As far as the teachers are concerned, February may be considered as a fairly light period when they would have covered their portions almost completely and only be revising the lessons to prepare the students for the final examination to be conducted in March. From the point of view of all concerned, namely, the enumerators, the Charge Officers and also the people in general, February seems to be the ideal time to conduct the enumeration. However, due to the sudden dissolution of the fourth Parliament and the elections for the fifth Parliament, the census enumeration this time had to be postponed to the period 10th March to 31st of March 1971, with the revisional round on the 1st, 2nd and 3rd of April 1971. The reference date was fixed as the sunrise of 1st of April 1971. The postponement of the enumeration certainly put us in a really tight corner. The same hierarchy of the District Collectors, the Personal Assistants to the Collectors and the Tahsildars having to bear both the heavy and onerous responsibilities of conducting the mid-term poll in March and the census enumeration during March-April was put to a really severe test and I must say that the administrative machinery came out with flying colours instead of buckling under these heavy responsibilities. Even at the lower level there were a large number of enumerators and supervisors who had to do both the election and the census duties and they also performed both the functions very creditably.

2. The census packet consisted of the following forms and pads :

1 (a) Individual Slip Pads of 100 Slips
  (b) Individual Slip Pads of 25 Slips
2 (a) Population Record Pads of 50 leaves
  (b) Population Record Pads of 25 leaves
3. (a) Enumerator's Daily Posting Statement for males
  (b) Enumerator's Daily Posting Statement for females

4 Enumerator's Abstract
5 Degree Holders and Technical Personnel Card
6 Block label
7 Circle label
8 Circle Summary
9 List of Scheduled Castes and Scheduled Tribes
10 Progress Report Form
11 Receipt of Forms
12 Filled-in Abridged Houselist.

In Circular No. 17 dated 30th December 1970, detailed instructions were given to the Charge Officers regarding the time and the manner in which the census schedules should be distributed to the enumerators and supervisors. The entire programme of distribution of census pads underwent a drastic change as a result of the strike of N.G.Os. and the mid-term elections. In Circular No. 19 dated 19th February 1971 further instructions were issued in the matter. Most of the Charge Officers were provided with jeeps by the State Government either for the election or for the census work. In some areas, because sufficient time was not available between the completion of elections and the starting of the census enumeration, census schedules had to be taken to the doors of the enumerators in jeeps and other vehicles and given to them. In the majority of the charges, the enumerators and supervisors were requested to assemble in groups at convenient centres in the charge and the census materials were issued to them during the last week of February and the first week of March.

3. The enumeration was inaugurated on the morning of the 10th of March 1971 by enumerating His Excellency the Governor and his household. The Director of Census Operations, the District Collector, Trivandrum and the Commissioner of the Trivandrum Corporation and the Deputy Directors at Headquarters were present during the function. The function was photographed. In other district headquarters, the District Collectors inaugurated the enumeration either by being present at the same function where the Mayor or the Municipal Chairman was enumerated or by presenting the enumeration pad to the enumerator at a suitable function. At the charge level the inauguration was done by the respective Charge Officer. The Honourable Chief Minister was kind enough to issue the following message on the eve of the enumeration:

MESSAGE FROM THE CHIEF MINISTER

"The 1971 Census enumeration, which commences today marks the centenary of organised Census in India. It has taken on its stride, apart from the task of counting all persons, the responsibility for the collection of authentic details regarding the demographic, social and economic conditions of the people, thus providing a true statistical portrait of the nation.

The decennial Census provides the data for the demarcation of electoral constituencies, purposeful and effective budgeting and the planning for national development. It is also a comprehensive picture of the socio-economic condition of the people, a reckoner of the progress achieved, promises fulfilled and dreams unrealised.

Though information is initially gathered from individuals their personal identity to completely lost in the ultimate analysis and the plans are based only on the aggregate statistics.

The Census Act also guarantees the confidential nature of the information gathered and affords protection to the respondents from using the information against them in any judicial or administrative enquiry excepting those involving specific Census offences. This should dispel any misgiving or reservation in the minds of the citizens in giving truthful answers to the Census questions.

In a country like ours, the Census enumeration is a stupendous task. The services of more than 35,000 trained personnel are involved in this State alone. The success of the Census depends

on the devoted service of the officials and the unstinted co-operation of the citizens. I appeal to the enumerators, supervisors and other officials to give their best in this national endeavour and to the people of Kerala to co-operate fully with the Census operations in the State by giving correct information. I wish the 1971 Census enumeration every success."

4. The enumeration continued from 10th March 1971 to the 31st of March 1971 and was followed by a revisional round on the 1st, 2nd and 3rd of April 1971. A Progress Report had been called for from the Charge Officers as on the 10th, 17th and 24th March and a completion report as on 31st March 1971. Whenever it was found that sufficient progress had not been made the Charge Officers were alerted either by me or the concerned Deputy Director of Census Operations supervising the particular charge. The District Census Officers were also keeping a very vigilant watch over the progress of the enumeration. The progress of the enumeration was kept under strict vigil by allocating areas for supervision amongst the five Deputy Directors. I myself visited quite a number of charges and all the district headquarters except Kottayam before the completion of the enumeration to ensure that not only the enumeration was done in time but also accurately.

5. There were ofcourse a few complaints here and there that certain census houses were not visited by the enumerators, that in some places the Degree Holders and Technical Personnel cards were not issued or that they were not being collected back at the end of the enumeration. Such complaints were very few. In the few cases which were brought to my personal notice I got them verified and saw to it that the enumerator visited the concerned places. There was persistent complaint from representatives of the Konkani-speaking people alleging that the enumerators were not putting questions regarding mother-tongue properly and recording them correctly. Apart from sending formal communications to the District Collectors/ District Census Officers, Alleppey, Ernakulam, Trichur, Calicut, and Cannanore where there are pockets of Konkani-speaking people, the District Census Officers, Alleppey, Ernakulam, Calicut and Cannanore were contacted over the phone and requested to make personal enquiries into the matter and to give strict instructions to the enumerators and supervisors that the question regarding mother-tongue should be put to the informants, answers ascertained and correctly recorded. The Commissioners of the Cochin Corporation and Alleppey Municipality where there is concentration of Konkani-speaking people were also personally contacted by me apart from official communications and requested to make enquiries and take corrective steps to ensure that the enumeration was done properly. As a result of such prompt action taken at the highest level it was ensured that all these complaints were properly attended to and solutions found satisfactory to the persons who made these allegations. In fact, later on complaints sent by the representatives of the Konkani-speaking people to the Registrar General as well as to the Linguistic Minorities Commissioner were looked into and the concerned individual slips were taken and verified in the Regional Tabulation Offices and it was found that wherever it had been alleged that Konkani-speaking people had been shown as Malayalam-speaking ones it was proved that in the individual slips concerned, the mother-tongue of these people had been correctly recorded as Konkani.

6. It must be recorded with satisfaction that there were absolutely no complaint

in a general way in the Press either through news items or through letters to the editor that even small pockets of habitations were left out of enumeration. This can be taken as indicative of the almost perfect coverage by the enumerators. As for the co-operation of the people we can say that it was cent per cent. There were no complaints of any individual refusing to answer the census questions or obstructing the enumerators during their work and it was not necessary for the Charge Officers to take recourse to any penal sections of the Census Act for eliciting answers from the people. But as far as the enumeration of the Scheduled Castes and Scheduled Tribes was concerned there seemed to have been some difficulty in ascertaining the correct name of the caste or the tribe to which some of the people belonged as there were a number of entries where the caste name or the tribe name was not indicated. In a few cases, of course, the defect was with the enumerator who had not understood this particular aspect fully because he belonged to an area where there were not many people belonging to Scheduled Castes and Scheduled Tribes and he had merely indicated 'Harijan' or 'Scheduled Caste', etc. without indicating the name of the caste or the tribe.

Enumeration of Houseless Population

7. The basic assumption while enumerating the houseless population is the possibility that every houseless person will have a permanent resort whether it be in the verandah of a house or under the shade of a tree or by the side of a road. Based on this presumption the enumerators had been given instructions to prepare a list of such resorts in every block. The enumeration of the houseless population was done on the night of 31st March 1971 with the help of this list to locate the places which the enumerator should visit. Except in district headquarters towns, the enumeration of the houseless people was done by the enumerator of the concerned general block itself but in the case of the district headquarters, the Charge Officers were requested to appoint special enumerators for a convenient group of wards, if necessary. All enumerators engaged in the count of the houseless population were given police help wherever required. But a warning was given to the enumerators to keep the police at a distance or to take them in mufty lest the houseless people should run away at the sight of the police. In the case of lady enumerators it was felt inadvisable that they should go about at night to enumerate houseless population. In such cases the Charge Officers were directed to appoint male enumerators for the purpose of enumerating the houseless population.

Floating Population

8. The floating-population consists of:

(i) those persons who will be temporarily halting in rest houses, dak bungalows, hotels, hospitals, etc. and

(ii) those persons who are in transit.

The temporary residents mentioned in the first category were counted by the enumerators of the general block, in which the hotels, dak bungalows and similar institutions were located. Persons who were travelling in ships or other vessels, steam boats or native boats alone were enumerated. No enumeration was done in respect of the persons travelling in buses, trains, etc. The underlying principle for this was that in the cases of trains, buses, etc. there was no chance of anybody being in the vehicles throughout the period of enumeration except in pilgrim special trains whereas in the case of ships, there was a likelihood of the

passengers being on board during the entire period of enumeration.

9. The crew and passengers travelling in ships and other vessels which touched important ports in Kerala were enumerated as per details given below:

(i) Ocean liners coming from foreign countries on or before 31st March 1971 and staying till the sunrise of 1st April 1971	31st March 1971 or 1st April 1971
(ii) Indian mercantile ships plying between Indian ports and foreign ports	1st April 1971
(iii) Base vessels and miscellaneous ships	31st March 1971 or 1st April 1971
(iv) Vessels at sea	Till 20th April 1971

The enumeration had to be conducted by the Port Officer having jurisdiction over the port with the help of the Charge Officer concerned. If the ship or the vessel belonged to the Navy, enumeration was done by the Commander of the ship or the officer-in-charge of the vessel by drafting a trained enumerator. Detailed instructions were given in the form of D.O. letters from me to the Port Officers, Charge Officers, Cochin Port Trust area and the Naval Census Officer, Cochin (copies of which are given in Appendix XI). Copies of these D.O. letters were also endorsed to the State Port Officer and the Collector of Customs for information and necessary action.

Shifting Population in Harvesting Seasons

10. From the past experience it has been noted that large numbers of agricultural labourers from neighbouring taluks and districts moved to Kuttanad taluk and camped by the side of the paddy fields throughout the harvest season, January to April, and engaged themselves in harvesting. After the harvesting season they return to their homes. The people who come for harvest will be halting on the bunds or 'enas' by the side of the field. Sometimes they are put up in large sheds with accommodation for a large number of agricultural workers. In some cases, temporary sheds are pitched for each family. The sheds are purely temporary and will disappear after the harvesting season. The same people will be shifting from one area to another according to the progress of harvesting. A detailed procedure was prescribed for enumerating the shifting population after discussions with the Tahsildar, Kuttanad and the District Census Officer, Alleppey. The following was the procedure adopted in enumerating this shifting population:

(i) Temporary blocks were formed in these areas respecting the boundaries of the existing territorial blocks.

(ii) In the case of temporary hutments newly constructed within a block, new numbers were assigned such as T-1, T-2, T-3, etc.

(iii) Where it was not possible to do the housenumbering operations sufficiently in advance, housenumbering and enumeration were done simultaneously by the same enumerator.

(iv) In respect of the newly constructed huts, separate abridged houselist was prepared.

(v) If there were large numbers of temporary houses, separate enumerators and supervisors were asked to be appointed for these blocks.

Detailed instructions for this purpose were issued in a D. O. letter dated 6th January 1971 to the Tahsildar, Kuttanad, a copy of which is included in Appendix XII.

Enumeration of Special areas and Defence Personnel

11. There were altogether 9 special areas as detailed below:

(i) The area covered by the Cochin Port Trust
(ii) The Cannanore Cantonment
(iii) Military Area, Cannanore Cantonment
(iv) West Hill Barracks, Calicut
(v) Haig Barracks, Malappuram
(vi) Naval Armament Depot, Alwaye
(vii) Naval Coast Battery and Naval Battery, Cochin
(viii) Naval Base, Cochin
(ix) Military Establishments, Trivandrum

Of the above, except for the Port Trust area and the Cannanore Cantonment, the rest were strictly military areas. The enumeration in the special areas of Cochin Port Trust was attended to by the officer nominated for the purpose by the Cochin Port Trust and the enumeration of the Cannanore Cantonment was attended to by the Executive Officer of the Cantonment. In respect of the military areas, the enumeration was attended to by the Military Census Officers nominated by the defence authorities. For this purpose, the Army Headquarters, the Navy and the Air Force authorities had issued necessary instructions to their officers regarding the procedure to be adopted in enumerating the defence personnel and their families both in the operational and non-operational areas. Accordingly, Military Census Officers were nominated in the seven strictly military areas in the State by the concerned military authorities. Except in Cochin Port and in the Cannanore Cantonment, houselisting operations were not conducted.

Relay of Provisional Totals

12. The Registrar General and Census Commissioner in his D. O. letter No. 9/120/70-CTU(Cen), dated 10th June 1970 had suggested that the provisional figures at the all India level might be released by him by the 15th of March 1971 and that the provisional figures for each State giving the break-up down to the district level might be released by each Director of Census Operations on the 20th of March 1971. He had also suggested releasing these figures in the form of a Booklet entitled "Provisional Population Totals—Paper No. I of 1971". The suggestion of the Registrar General was discussed in detail at the Courtallam conference and based on these discussions, the Registrar General in his Circular No. 20-A dated 7th October 1970 gave detailed instructions regarding the time and the manner in which the provisional population totals were to be communicated to him and also released to the press at the all India level as well as the State level. Based on the instructions received from the Registrar General, a detailed Circular No. 20 dated 4th March 1971 was issued to the District Census Officers and the Charge Officers regarding the method of relaying the provisional population totals. It may be pointed out that the original date of 15th of March and 20th of March 1971 fixed earlier had to be changed on account of the enumeration dates being postponed by a month.

13. The basis for collecting these figures was the enumerator's abstract. To facilitate collection of provisional population totals, an innovation had been introduced during the 1971 Census by asking the enumerators to fill up Daily Posting Statements, one for males and another for females. From these Daily

Posting Statements the enumerator's abstract had to be prepared by the enumerators. The enumerators had been given strict instructions that the Daily Posting Statements should be filled up every day without fail and the supervisors had been requested to check it up every now and then. The enumerators were instructed to give all the census records properly bundled along with the enumerator's abstract for each block to the concerned supervisor before the evening of 4th of April 1971. The supervisors totalled up the figures in the enumerator's abstract and prepared a circle summary. This was handed over to the Charge Officers along with the census records before the evening of the 5th of April 1971. The Charge Officers totalled the figures of the circle summaries and intimated the charge figures both to the Director of Census Operations by telephone/telegram and to the District Census Officer before the evening of the 6th of April 1971. The District Census Officers communicated the figures in respect of their districts both to the Registrar General and to the Director of Census Operations by express telegram on or before the 7th of April 1971. To assist the compilation, a member of my staff was deputed to each of the offices of the District Census Officers sufficiently early. I contacted the Registrar General over the phone and relayed district-wise figures to him direct at 7.00 p.m. on 7th April 1971. The Registrar General released the "Provisional Population Totals" as "Paper No. I of 1971—India Series" on the 12th of April 1971. The provisional population totals up to the district level was released by me to the press on the 13th of April 1971. "Paper No. 1 of 1971—Kerala Series" on the Provisional Population Totals was published on the 21st of April 1971. Further details on provisional population totals up to the district level classified by workers and non-workers and taluk-wise figures of growth of population, sex-ratio and literacy were released to the press in the form of "Paper No. 1 of 1971—Supplement" on the 16th of August 1971.

CHAPTER XVII

THE CENSUS ACT

The statute governing the conduct of census operations in India is the Census Act, 1948 (Central Act XXXVII of 1948) as amended by Act XL of 1949, Act LI of 1950, the Adaptation of Laws Order, 1950 and Act XXII of 1959. According to this Act, under section 3, the Central Government has to issue a notification declaring its intention of taking a census for the whole or any part of the territories to which the Act extends. As per this Act, a Census Commissioner is appointed to supervise the taking of the census throughout the area in which the census is intended to be taken and Superintendents of Census Operations are appointed to supervise the taking of the census within the several States. As per section 8 of the Census Act, a Census Officer has powers to put questions to every person and an obligation is cast on that person to answer these questions. This is the most important section since otherwise it will not be possible to take the census at all. Section 9 of the Act is also equally important in that it gives powers to Census Officers "to paint on or affix to such letters, marks or numbers as may be necessary for the purposes of the census". The Census Act is reproduced in Appendix XIII.

2. The enumeration had to be done in two distinct parts. During 1970 house-numbering and houselisting operations were done and the actual enumeration took place in 1971. Though the house-numbering operation is covered by the Census Act, the houselisting fell outside the purview of the Act. Even so there was no difficulty in completing these operations. The penal provisions of the Act were not enforced. However, in the course of the appointments of enumerators and supervisors where any particular individual showed reluctance to accept the appointment, notices under the relevant sections of the penal provisions of the law had to be issued and such persons thereafter accepted the appointment and discharged their duties properly. There was no necessity for taking action against anybody for not answering the questions put to him. Section 15 of the Act prohibiting records of census being open to inspection or being admissible in evidence has the salutary effect of making the people give information correctly. In respect of this provision, my predecessor in office, Shri M. K. Devassy, had referred in his Administration Report for the 1961 Census, to the age recorded in the National Register of Citizens being used by the revising authorities for the electoral rolls and in the case of verification of old age pensions. However, use of such information gathered during the census for any other purpose by the Government has not come to my notice.

3. On the whole the impression one got was that the co-operation which the Census Department received from the agency used for taking the census as well as from the public was more voluntary than under compulsion of a legal obligation.

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4. The following are the statutory notifications issued by the Central Government under the Census Act :

(i) Notification No. 28/101/69-Pub. I, dated 3rd July 1969 issued by the Government of India in the Ministry of Home Affairs declaring that a census of the population of India shall be taken during the year 1971 and the reference date for the census will be the sunrise of 1st of March 1971.

(ii) Notification No. 9/30/69-CTU dated 14th January 1971 amending the above notification and declaring 1st April 1971 as the reference date for the census.

5. The statutory notifications issued by the Government of Kerala under the Census Act are :

(i) Notification No. 96541/PM.B3/69/PD. dated 8th December 1969 appointing the Personal Assistants (Additional District Magistrates) as Census Officers to take or aid in or supervise the taking of the census in the concerned districts,

(ii) Notification No. 96541/PM.B3/69/PD., dated 8th December 1969 delegating power to the District Census Officers and Charge Officers to appoint Census Officers within their respective jurisdictions,

(iii) Notification No. 96541/PM.B3/69/PD., dated 8th December 1969 declaring the Charge Officers as the authority in their respective areas to call upon the public to give assistance in the taking of census,

(iv) Notification No. 96541/PM.B3/69/PD., dated 8th December 1969 authorising the District Collectors to sanction prosecutions under the said Act within their respective districts,

(v) Notification No. 100960/PM.B3/69/PD., dated 29th December 1969 notifying the questions that a Census Officer may ask of all persons within the area allotted to him during the housenumbering and houselisting and,

(vi) Notification No. 57558/PM.B3/70/PD., dated 26th October 1970 publishing the questions that a Census Officer may ask of all persons within the area allotted to him during the census enumeration. Certain amendments were issued to this notification in Notification No. 103711/PM.B3/70/PD., dated 1st January 1971.

CHAPTER XVIII

DIRECTIVES ISSUED BY STATE GOVERNMENT, HEADS OF DEPARTMENTS ETC. TO FACILITATE CENSUS OPERATIONS

The preliminary operations for the 1971 census enumeration commenced with the pretesting of the draft questionnaire for the ensuing census in a few selected areas. The pretests were conducted utilising the services of the State Government officials. The State Government extended all necessary assistance and co-operation for the successful conduct of the pretests.

First Pretest

2. The following are the important orders issued by the State Government:

1 Letter No. 72413/PM.B4/67/PD. dated 6th September 1967 from the Public (Political & Military-B) Department to all District Collectors requesting them to render all possible assistance to the Deputy Superintendent of Census Operations, Kerala in the conduct of the pretest.

2 G.O. Rt. 2793/PD. dated 27th September 1967 from Public (Political & Military-B) Department directing the Tahsildars and Municipal/Corporation Commissioners in the areas selected for pretesting the questionnaire to be in charge of the operations in the respective areas and to undertake the work without prejudice to their normal duties. Sanction was also accorded in this G.O. to the officers in charge of the pretest to undertake the to and fro journeys to attend the training classes.

3 G.O. Rt. No. 3005/PD. dated 17th October 1967 from the Public (Political & Military-B) Department asking the Heads of Departments to direct the officers nominated as Supervisors and enumerators to take up the work without prejudice to their normal duties. Orders were issued in this G. O. freezing the transfers of the persons nominated as enumerators and Supervisors till the work was over. Heads of offices and institutions were also requested to treat the absence of the Supervisors and enumerators either at the beginning or at the close of the working days in connection with the census work as on duty.

4 G. O. Rt. No. 3689/PD. dated 12th December 1967 from Public (Political & Military-B) Department permitting the Supervisors and enumerators engaged for the first pretest operations to receive honorarium at the rates indicated below:—

(i) Supervisors and enumerators in the general area	Rs. 10 each
(ii) Supervisors and enumerators in the special area	Rs. 12 each

Second Pretest

3. In connection with the second pretest the Government of Kerala issued the following orders:

1 G. O. Rt. 641/69/PD. dated 21st February 1969 from the Public (Political & Military-B) Department directing the Tahsildars and Municipal/Corporation Commissioners in the areas selected for pretesting the census questionnaire to take up the work without prejudice to their normal work.

2 G. O. Rt. No. 1029/69/PD., dated 26th March 1969 from the Public (Political & Military-B) Department permitting the officers in charge of the pretest operations to undertake the to and fro journey to attend the training classes.

3 G. O. Rt. No. 1340/69/Edn. dated 28th March 1969 from the Education (A) Department directing the teachers selected as Supervisors and enumerators for the pretest operations to take up the work without prejudice to their normal duties. Orders were also issued to the effect that these persons should not be transferred till the pretest work was over.

4 G. O. Rt. 1813/69/Edn. dated 14th May 1969 from the Education (A) Department according sanction for the payment of honoraria to the enumerators and Supervisors at the rates noted below:—

(i) Supervisors of general blocks	.. Rs. 25 each
(ii) Supervisors of special blocks	.. Rs. 30 each
(iii) Enumerators of general area	.. Rs. 20 each
(iv) Enumerators of special area	.. Rs. 25 each

Orders were also issued in the G. O. for the payment of T.A. and D.A. to the enumerators and Supervisors for the journey conducted outside their jurisdiction to attend the training classes and discussions as per rules of the parent department in respect of Government officials. The private school teachers would get the actual bus fare and daily allowance of Rs. 3 for halt per day.

Appointment of the Superintendent of Census Operations for the conduct of the 1971 Census Operations

4. My predecessor Shri M. K. Devassy relinquished the charge of the office of the exofficio Superintendent of Census Operations, Kerala on the forenoon of 14th July 1967 and Shri K. V. Joseph, Deputy Superintendent of Census Operations was in charge of the office of the Superintendent of Census Operations, Kerala during the intercensal period. The Government of India, in their letter No. 28/93/68-Pub.I(II) dated 7th July 1968, accorded sanction for the creation of the post of Superintendent of Census Operations, Kerala from the actual date of filling up till 28th February 1973. Consequent on my selection for this post, the Government of Kerala, in their order G. O. Rt. No. 3554/PD. dated 19th October 1968 placed my services at the disposal of the Government of India for appointment as Superintendent of Census Operations, Kerala. On my assuming charge the Government of India notified my appointment as Superintendent of Census Operations, Kerala from the forenoon of 4th November 1968 in Notification No. 3/65/68-RG. dated 26th November 1968. The Registrar General in his letter No. 3/69/68-RG. dated 16th December 1968 declared me as the Head of Office with immediate effect in respect of the Kerala Census Office. On my assuming charge

as Superintendent of Census Operations, Kerala the Government of Kerala issued a Circular Memorandum No. 96709/PM.B3/68/PD., dated 19th November 1968 from Public (Political & Military-B) Department introducing me to all Heads of Departments and Offices and the District Collectors and requesting them to render necessary co-operation to me.

Assistance of the State Government for Organising the Enumeration Hierarchy

5. Immediately after the first conference of the Superintendents of Census Operations I formulated proposals covering different aspects connected with the conduct of census enumeration and forwarded my proposals outlining the procedure to be adopted for the conduct of census of 1971 to the State Government with a tentative programme of the various operations. The State Government in G. O. Ms. 219/PD. dated 28th July 1969 conveyed their approval of my proposals. This was followed by the undermentioned orders enabling me to organise the enumeration hierarchy :—

1 G. O. Ms. 328/PD/69 dated 30th October 1969 from Public (Political & Military-B) Department accepting my suggestion to appoint the Personal Assistants to the District Collectors (Additional District Magistrates) as the District Census Officers in all districts of the State.

2 Notification No. 96541/PM,B3/69/PD. dated 8th December 1969 appointing the District Census Officers.

3 G. O. Ms. 363/69/PD. dated 8th December 1969 from the Public (Political & Military-B) Department ordering the functions assigned to the District Census Officers in connection with the census of 1971.

4 Notification No. 96541/PM.B3/69/PD. dated 8th December 1969 delegating powers to the District Census Officers and Charge Officers to appoint Census Officers in the areas under their jurisdiction.

5 Notification No. 96541/PM.B3/69/PD. dated 8th December 1969 declaring the Charge Officers as the authority in their respective areas to call upon the public to give assistance towards the taking of the census.

6 Notification No. 96541/PM.B3/69/PD. dated 8th December 1969 authorising the District Collectors to sanction prosecution under the Census Act within their respective districts.

Housenumbering and Houselisting

6. With the abovementioned orders and notifications the enumeration hierarchy was finally set up. Then I turned my attention to the next item of work. As I have already dealt with in the preceding chapters the two major operations in connection with the census of 1971 viz., housenumbering and houselisting and the census enumeration were done in two different stages mainly utilising the services of the State Government employees. They had to do the work in addition to their normal duties. As the Director of Census Operations had no direct control over them the State Government had to be relied upon for the successful conduct of each operation. I wish to place on record with gratitude the fact that the State Government extended full co-operation and all assistance to me at the various stages of the census operation in the State. Happily, there was no occasion during the entire operation when they turned down any of

my requests. The references of important letters and orders issued by the State Government in connection with the housenumbering and houselisting operations are the following:

1 Letter No. 100960/PM. B3/69/PD. dated 29th December 1969 from Public (Political & Military-B) Department approving the forms of appointment orders of the Charge Officers and the Supervisors, enumerators and assistants to enumerators for housenumbering and houselisting.

2 Notification No. 100960/PM.B3/69/PD. dated 29th December 1969 publishing the questions that a census officer may ask of all persons within the area allotted to him during the housenumbering and houselisting operations.

3 G. O. Ms. No. 31/PD. dated 30th January 1970 from Public (Political & Military-B) Department ordering the freezing of transfers of the District Census Officers, Charge Officers and the housenumbering and houselisting staff appointed by the Charge Officers from 1st February 1970 till the middle of June 1970 except under exceptional circumstances like retirement, promotion and reversion.

4 G. O. Ms. 60/70/PD. dated 26th February 1970 approving the proposal of the Director of Census Operations to appoint the Bill Collectors of Panchayats and Gramsevaks also for housenumbering work wherever it was considered necessary by the District Collector.

Enumeration

7. The Government of India, in the Ministry of Home Affairs Notification No. 28/101/69-Pub.I dated 3rd July 1969, notified the reference date for the census of 1971 as the sunrise of 1st March 1971 and the Government of Kerala reproduced this in their Notification No. 64381/PM.B3/69/PD. dated 29th July 1969. To avoid clash with the mid-term poll the entire enumeration programme was revised and the Government of India, in the Ministry of Home Affairs Notification No. 9/30/69-CTU. dated 14th January 1971, amended their earlier orders and notified the reference date as 1st April 1971. The Government of Kerala in G.O. Rt. 534/PD. dated 24th February 1971 from Public (Political & Military-B) Department communicated their approval of the revised programme of the census enumeration.

8. The Government of Kerala and the State Government departments also issued the following important communications in connection with the census enumeration:

(i) CENSUS QUESTIONNAIRE

1 Notification No. 57558/PM.B3/70/PD. dated 26th October 1970 publishing the questions that a census officer may ask of all persons within the area allotted to him during the census enumeration.

2 Notification No. 103711/PM.B3/PD. dated 1st January 1971 issuing certain amendments to the above notification.

(ii) APPOINTMENT OF ENUMERATION PERSONNEL

1 Letter No. 49816/PM. B3/70/PD. dated 29th June 1970 from the Public (Political & Military-B) Department communicating the approval of the Government of Kerala to the order of

appointment of Circle Supervisors and enumerators for the census enumeration.

2 Circular letter No. 53219/PM.B3/70/PD. dated 3rd July 1970 requesting the Director of Public Instruction and other Heads of Departments excluding Police and Judiciary Departments to issue necessary directions to their subordinate offices and Headmasters of Government and Aided Schools to supply to the Charge Officers up-to-date list of staff in their offices/institutions and to render all assistance to the Charge Officers for the selection of enumeration personnel.

3 Letter No. 60157/PMB3/70/PD. dated 6th October 1970 from Public (Political & Military-B) Department to all Charge Officers directing them to appoint the treasury staff and the technical staff attached to the Government hospital for enumeration work only under exceptional circumstances.

4 Letter No. 105418/PM.B3/70/PD. dated 1st January 1971 to all Charge Officers directing them to appoint the staff of the Agricultural Income-tax and Salestax Department for enumeration work only under exceptional circumstances.

(iii) ENUMERATION IN ARMED RESERVE CAMPS, POLICE TRAINING COLLEGES, JAILS, WELFARE INSTITUTIONS, ETC.

1 Letter No. 37258/A2/70/Home dated 20th August 1970 from Home (A) Department to the Inspector-General of Police issuing instructions regarding the enumeration in Armed Reserve Camps, Police Training Colleges and lock-ups. Instructions were also issued to provide police protection to the enumeration staff whenever required by the Charge Officers.

2 Letter No. G2-20879/70 dated 9th September 1970 from the Inspector-General of Prisons to the Superintendents of all the institutions under the Jail Department including Welfare Department regarding the enumeration in Central Jails, Sub Jails, etc.

(iv) FREEZING OF TRANSFERS

1 G.O. Ms. 342/70/PD. dated 3rd October 1970 from Public (Political & Military-B) Department ordering to—

(i) freeze the transfer of District Census Officers, Charge Officers and enumeration staff from 15th October 1970 to 31st March 1971 save under exceptional circumstances;

(ii) restrict the grant of leave other than casual leave, and

(iii) permit the staff drafted for census work to absent themselves from duty to attend the census training classes and to treat such absence as duty.

2 Circular No. 5339/PM.B3/71/PD. dated 4th March 1971 requesting the concerned Heads of Departments particularly the Director of Public Instruction to see that the Government orders freezing the transfer of staff appointed for census work were strictly adhered to.

3 G.O. Ms. 56/71/PD. dated 4th March 1971 extending the period of restriction regarding the transfer of staff and the grant of leave up to 15th April 1971 consequent on the postponement of census enumeration.

4 G.O. Rt. No. 719/71/S. Edn. dated 26th March, 1971 from School Education (A) Department in modification of orders issued in G.O. Ms. 342/70/PD., dated 3rd October, 1970 from Public (Political & Military-B) Department regarding grant of leave to the staff appointed for census work.

(v) CONCESSIONS TO ENUMERATION PERSONNEL

1 Circular letter No. 92800/PM.B3/70/PD. dated 18th November 1970 directing the Heads of Departments and Heads of Offices to permit the staff appointed for census duty to come to office a bit late or to leave office early on certain days during the period of enumeration and revisional round to complete the enumeration work in time.

2 G. O. Ms. No. 377/70/PD. dated 20th November 1970 read with Circular No. 95542/PM.B3/70/PD. dated 26th November, 1970 granting duty leave to the staff appointed for enumeration. In this G. O., the Director of Public Instruction was also requested to instruct the Headmasters of Government and Private Schools (i) not to have Saturdays as working days from 10th February, 1971 to 3rd March, 1971 and (ii) to place suitable halls for the conduct of the census classes on request from the Charge Officers and if necessary to dispense with any regular class or classes on those days.

3 G. O. Rt. No. 36/71/PD. dated 4th January, 1971 modifying the above G. O. consequent on the proposed preponement of the enumeration programme.

4 G. O. Rt. No. 540/PD., dated 24th February 1971 further modifying the above G. O. consequent on the postponement of the enumeration programme.

9. The above G.Os. and other communications are reproduced in Annexure II.

CHAPTER XIX

CENSUS CIRCULARS

In all, 21 detailed Circulars were issued throughout the Census operations including houselisting and enumeration, as against 47 Circulars issued during 1961. It was my experience that smaller number of circulars issued as and when it was necessary had more effect on the Charge Officers and others dealing with the Census work.

2. The number, date of issue and the subject matter of the Circulars are given below :

Circular No.	*Date of issue*	*Subject*
1	2-12-1969	Important aspects of the census operations—Communicated
2	5-12-1969	Instructions for the preparation of Notional maps
3	1-1-1970	Housenumbering, Houselisting operations and training programme
4	1-1-1970	Housenumbering and Houselisting operations —Jurisdiction—Regarding
5	30-1-1970	Instructions for the distribution of forms, booklets, etc.
6	4-2-1970	Housenumbering and Houselisting operations — Clarifications — Regarding
7	7-3-1970	Supply of extracts of location code to the enumerators—Instructions
7-A	11-3-1970	Supply of extracts of location code to the enumerators in Forest areas—Instructions—Regarding
8	10-3-1970	Instructions for the rectification of common mistakes occurred in filling the houselist and establishment schedules
9	21-4-1970	Compilation of consolidated houselist abstract and the despatch of records
10	29-6-1970	Delimitation of Blocks and Circles in taluk charges and preparation of Block and Circle Register
10-A	29-6-1970	Delimitation of Blocks and Circles in Municipal charges and preparation of Block and Circle Register
10-B	29-6-1970	Delimitation of Blocks and Circles in forest areas and preparation of Block and Circle Register
11	30-6-1970	Appointment of Circle Supervisors and enumerators for enumeration
12	10-7-1970	Collection of data on Part A (Village and Town Directory) of the District Census Handbook

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Circular No.	*Date of issue*	*Subject*
12-A	10–7–1970	Collection of data on Part A (Village and Town Directory) of the District Census Handbook
13	19–9–1970	Training of District Census Officers, Charge Officers, Supervisors and Enumerators — Instructions—Issued
14	6–10–1970	Assessment of the requirements of schedules and forms
15	21–10–1970	Instructions for the follow-up action on housenumbering operations
16	21–10–1970	Training of Supervisors and Enumerators—Amendment to Circular 13
17	30–12–1970	Instructions for the distribution of census schedules, forms, etc.
18	30–12–1970	Instructions for encircling of serial number of currently married women
19	19–2–1971	Instructions for the distribution of census records to the enumerators
19-A	22–2–1971	Conduct of last round of training classes and distribution of forms
20	4–3–1971	Instructions regarding the relay of provisional population totals
20-A	24–3–1971	Instructions regarding the relay of provisional population totals
21	24–3–1971	Instructions for the collection of census records

3. Five sets of the Circulars have been bound and kept separately for future reference. The Circulars are reproduced in Appendix XIV.

CHAPTER XX

PUBLICITY MEASURES

The 1971 Census had a special importance in comparison with the previous census counts, in that it marked the centenary of organised census in India. For the success of the census enumeration it is quite necessary to make the general public aware of the importance of this mighty operation and their duty to furnish correct returns. This can be achieved only by giving wide publicity to the operation thus making the public census-conscious.

2. The census publicity in the State was arranged through the following media :

1. Distribution of posters and stickers
2. Distribution of folders
3. Screening of films
4. Screening of cinema slides
5. Distribution of the booklet "Plans & Programmes"
6. Press Release
7. Messages
8. Publicity and talks through All India Radio

Census Posters and Stickers

3. Census Posters and Stickers in two languages, viz., English and Malayalam were received from the Distribution Centre of the Director of Advertisement and Visual Publicity for distribution in the State. The above publicity materials were received in this office early in October 1970 and distributed to the Charge Officers, Heads of Departments, etc. as detailed in Appendix XV for their display in public places during November 1970. All the agencies to whom the posters and stickers were supplied gave wide publicity to the materials. However, consequent on the postponement of the census enumeration the dates given in the posters had to be changed. The Director of Advertisement and Visual Publicity arranged the printing of another set of posters and stickers with the changed date. Due to the belated receipt of the materials these posters and stickers could not be fully utilised.

Census Folders

4. Census folders "Population Census—Why should we have one" in English and Malayalam were received from the Regional Distribution Centre of the Directorate of Advertisement and Visual Publicity, Madras for distribution in the State. The folders were distributed to the District Census Officers, Tahsildars, Municipal Commissioners, Divisional Forest Officers, etc. for circulation among the enumerators and supervisors. The folders were received in four consignments. The first consignment of 40,000 folders was received during February 1971 and they were distributed early in March 1971. The remaining three consignments containing 70,000 folders in English and 44,150 folders in Malayalam were received only during the last week of March 1971 leaving no time for their distribution to different agencies. The postponement of the census enumeration and the consequent reprinting of the folders with the changed dates might be the reason for the delayed despatch of the materials.

Film "Operation Census"

5. A census documentary "Operation Census" was prepared by the Ministry of Information and Broadcasting. 9 prints of the film, 7 in Malayalam and one each in Tamil and Kannada were received from the Films Division, Ministry of Information and Broadcasting, Bombay. The films were supplied to the Director of Public Relations, Kerala for screening throughout the State. The Public Relations Department had taken a lively interest in screening the films. In addition to this, the Films Division, Bombay sent 12 prints in Malayalam and one each in English and Kannada direct to the Regional Officers, Field Publicity, Trivandrum and Ernakulam, Administrator, L.M. & A. Islands, Calicut and Director of Public Relations, Trivandrum.

Cinema Slides

6. Two hundred and fifty-two cinema slides, "Next Census—Give your Enumerator correct information" each in English and in Malayalam were arranged to be supplied to this State by the Director of Advertisement and Visual Publicity. They were supplied to the District Collectors for arranging for their display in all the important cinema theatres in their districts during March 1971 and up to 3rd April 1971, the date of completion of enumeration.

The Booklet "Plans and Programmes"

7. Five hundred copies of the booklets "Plans and Programmes" containing a brief historical perspective, the census law, the census organisation, the census schedules, preparatory measures of enumeration, census enumeration, processing of census data, tabulation programme, publication programme, etc., were received from the Registrar General, India. The booklets were distributed to all the District Census Officers, Charge Officers, District Collectors and Heads of Departments.

Press Release

8. Press releases giving the importance and necessity of census count and the inauguration of the census count were issued on the eve of the census enumeration through the Director of Public Relations and the Regional Officer, Directorate of Field Publicity.

Messages

9. The Chief Minister of Kerala, Shri C. Achutha Menon, was pleased to issue messages in connection with the House-numbering operations and Census enumeration. The message issued by the Chief Minister in connection with the House-numbering and Houselisting operations is reproduced below:

MESSAGE FROM THE CHIEF MINISTER

"The Census of 1971 is an important landmark in the history of Census in India. It marks the completion of 100 years of decennial census in the country. During these years it has proved a valuable and dependable source of data, so vital to day-to-day administration and economic and social planning.

The Census is expected to provide a picture of the population of the country as it exists at the sunrise of 1st March 1971. It also contemplates the collection of some essential data on housing and establishments in the country.

I am happy to learn that the first phase of census operations which include housenumbering, houselisting and canvassing of establishment schedules, is to commence in our State on the 6th of April 1970.

The fact that Census is a national task that calls for devotion to duty on the part of those engaged in this work and unstinted co-operation on the part of the public, cannot be overemphasised. "It takes two to make a census—you and the enumerator".

I do hope that the enumerators, supervisors and the other officers appointed for the purpose in our State will do their very best to maintain the tradition of the Indian Census which enjoys a well-deserved reputation for accuracy and reliability.

I appeal to the public to co-operate wholeheartedly with the officers by furnishing promptly and truthfully the information required of them by the enumerators.

I wish the Census Operations every success."

The message issued on the eve of the enumeration by the Chief Minister has been reproduced under Chapter XVI. The message issued by the Prime Minister of India on the eve of the Census enumeration is reproduced below. This message was broadcast by the All India Radio on 9th March 1971.

MESSAGE FROM THE PRIME MINISTER

"1971 is a decennial census year in our country. It also marks the completion of a hundred years of Census-taking in India.

India is on the threshold of momentous changes in the social and economic life of the people. These have to be based on the knowledge of the state of people and accurate assessment of their needs. The Census provides such an assessment.

In our country the Census is an operation of gigantic magnitude. Over a million trained census-takers will go into action on the 10th of March 1971. They will visit every household throughout the length and breadth of the country, and collect data on the important demographic, social and economic characteristics of every individual.

The success of a census depends on the wholehearted co-operation of the people. Every single individual is an equal partner in this great national venture. I appeal to every one to extend the fullest co-operation to the census enumerator."

Publicity and Talks through All India Radio

10. The All India Radio, Trivandrum had arranged a series of programmes in connection with the Housenumbering and Houselisting operations and Census enumeration. A full list of the programmes is given below:

I PROGRAMME IN CONNECTION WITH THE HOUSENUMBERING AND HOUSELISTING OPERATIONS

8-3-1970	Talk by Shri M. A. Koshy, Deputy Director of Census Operations
10-3-1970	Talk in Women's Programme by Shri B. T. Pillai, Deputy Director of Census Operations
12-3-1970	Talk in Industrial Programme by Shri B. T. Pillai, Deputy Director of Census Operations
16-3-1970	Talk in Rural Programme by Shri P. Sreedhara Menon, Deputy Director of Census Operations
5-4-1970	*Innathe Chintha Vishayam* by Shri S. Jayashanker, Tabulation Officer

II PROGRAMME IN CONNECTION WITH CENSUS ENUMERATION

14-2-1971	Talk by Shri M. A. Koshy, Deputy Director of Census Operations
23-2-1971	Talk by Shri P. Sreedhara Menon, Deputy Director of Census Operations in Rural Programme
25-2-1971	Talk by Shri S. Jayashanker, Tabulation Officer in Women's Programme
27-2-1971	Talk by Shri S. Jayashanker, Tabulation Officer in Industrial Programme
3-3-1971	Rural Programme—Interview with Shri S. Jayashanker, Tabulation Officer
7-3-1971	Discussion in Women's Programme
9-3-1971	*Innathe Chintha Vishayam*
21-3-1971	Interview with Shri M. A. Koshy, Deputy Director of Census Operations

In addition to the above, other radio publicities had been given by the All India Radio, Trivandrum and All India Radio, Calicut.

CHAPTER XXI

HONORARIUM TO CENSUS ENUMERATION STAFF—CENSUS MEDALS

Payment of honorarium in connection with the 1971 Census Operations falls under the following heads :

(i) Payment of honorarium to the Enumerators and Supervisors engaged for the first pretest operation

(ii) Payment of honorarium to the enumerators and supervisors engaged for the second pretest operation

(iii) Payment of honorarium to the housenumbering and houselisting staff

(iv) Payment of honorarium to the Census enumeration staff

(v) Payment of training remuneration to the Supervisors and Enumerators

(vi) Payment of lump sum honorarium to the Charge Officers and District Census Officers

(vii) Payment of honorarium to the Scribes engaged for preparing the 'Abridged Houselist'.

First Pretest Operations

2. In his D. O. letter No. 9/33/67-CTU, dated 30th August 1967 the Registrar General, India had informed among other things that wherever persons other than the staff of the census offices were appointed as Enumerators and Supervisors honorarium not exceeding Rs. 20 to an Enumerator and Rs. 25 to a Supervisor could be sanctioned. It was felt that there was no special reason to pay enhanced amount of honorarium to the Supervisors. Further it was thought only reasonable to pay higher rate of honorarium to the Enumerators and Supervisors in the special areas in view of the fact that they had to canvass additional schedules in their blocks. So it was proposed by the Deputy Superintendent of Census Operations, who was then in charge of the Kerala Census Office, to pay honorarium to the Supervisors and Enumerators at the following rates and his proposal was duly approved by the Registrar General in his letter No. 3/6/67-RG., dated 27th October 1967—

1	Enumerators and supervisors in the special areas	Rs. 12 each
2	Enumerators and supervisors in the general areas	Rs. 10 each

There were 24 full-time Enumerators and 12 full-time Supervisors in the general area and 6 full-time Enumerators and 6 full-time Supervisors in the special area. After taking the orders of the State Government in G. O. (Rt) No. 3689/PD., dated 12th December 1967 permitting the above persons to receive the honorarium, the amounts were disbursed to them through the concerned Charge Officers. A total expenditure of Rs. 504 was involved in this connection. The honorarium was sanctioned by the Deputy Superintendent of Census Operations in exercise of the powers delegated to him.

Second Pretest

3. In his D.O. letter No. 9/3/69-CTU, dated 12th February 1969 the Deputy Registrar General, India had proposed the payment of Rs. 20 to each Enumerator and Rs. 25 to each Supervisor for canvassing the houselist, the establishment schedule and the individual slip. In areas where household forms were also canvassed it was suggested to pay an additional amount of Rs. 5. In the case of the Supervisors they should supervise at least 4 Enumerators, otherwise their honorarium should be reduced proportionately. Considering the conditions obtaining in Kerala I suggested to pay honorarium of Rs. 25 to the Supervisors in charge of blocks where household forms need not be canvassed and Rs. 30 to the Supervisors in charge of blocks where household forms had to be canvassed irrespective of the number of blocks allotted to the Supervisors and my suggestion was accepted by the Registrar General in D.O. letter No. 9/3/69-CTU, dated 1st March 1969 from Shri K.D. Ballal, Deputy Registrar General. Based on this, the orders of the State Government were taken in G. O. Rt. 1813/69/Edn., dated 14th May 1969 from the Education (A) Department permitting the Supervisors and Enumerators to receive honoraria at the following rates:

1	To each Supervisor of the general area irrespective of the number of blocks allotted	Rs. 25
2	To each Supervisor of the special area irrespective of the number of blocks allotted	Rs. 30
3	To each Enumerator of the general area	Rs. 20
4	To each Enumerator of the special area	Rs. 25

A sum of Rs. 550 being the honorarium to the 22 persons engaged for the pretest operation was sanctioned and sent to the concerned Charge Officers in the form of Demand Drafts during June 1969.

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4. The Registrar General, India in his reference No. 8/17/69-Ad. II, dated 24th January 1970 communicated the sanction of the President for payment of honorarium to Enumerators, Supervisors, Charge Officers and District Census Officers at the following rates:

I For Housenumbering and Houselisting

Enumerators (Honorarium for housenumbering, houselisting and filling up of the Establishment Schedules for an enumerator's block consisting of about 150 houses in rural areas and 120 houses in urban areas)	Rs. 15 (Of this amount Rs. 5 is for meeting the cost of housenumbering materials)
Supervisors (For a supervisor's circle consisting of 4 to 5 enumerator's blocks)	Rs. 15

II For Actual Census Enumeration

Enumerator (For an average enumerator's block of 750 persons or 150 households in rural areas, and 600 persons or 120 households in urban areas)	Rs. 25
Supervisor (For a supervisor's circle consisting of 4 to 5 enumerator's blocks)	Rs. 25
Charge Superintendent (For housenumbering, houselisting and actual census enumeration)	Rs. 150 (Lump sum)
District Census Officer (For the entire operation)	Rs. 300 (Lump sum)

In Registrar General's letter No. 8/17/69-Ad. II, dated 28th January 1970 it was further stated that in marginal cases where it was not possible to determine the amount of honorarium strictly according to the above scale, the amount might be fixed using discretion, of course, limiting the total amount of honorarium paid in each charge within the ceiling fixed. During 1961 Census the drawal and disbursement of the honorarium was centralised in the office of the Superintendent of Census Operations. However, this time the work was decentralised. The procedure followed was that the Directors of Census Operations would allocate the requisite funds to each District Census Officer according to requirement and authorise him to draw the amount at the prescribed scale and debit the expenditure to the Head "39-Miscellaneous—Social and Development Organisation—Census—B. Enumeration—B3. Honorarium to enumerators". The amount so drawn by the District Census Officers should be adjusted by them by preferring abstract contingent bill "NOT FOR PAYMENT" duly supported by the acquittance from each and every enumerator. This arrangement not only minimised considerably the work-load in the census office but also facilitated speedy distribution of the honorarium. No handicap whatsoever was experienced due to the decentralisation of this work.

Honorarium for the Housenumbering Staff

5. It was decided to pay advances to the enumerators immediately before the commencement of the housenumbering operations to enable them to purchase the required housenumbering materials and necessary provision was allocated to the District Census Officers for the purpose during the end of February 1970 with specific instruction that the advance paid to the enumerators should be in proportion to the number of houses they had to number subject to a maximum of Rs. 5 per enumerator. The advance so paid was subsequently adjusted in the honorarium paid.

6. In Kerala, Assistants to Enumerators were also appointed by most of the Charge Officers to help the enumerators to carry the housenumbering materials like tar, brush, etc. So it was necessary to apportion the sanctioned amount of honorarium of Rs. 10 (excluding the sum of Rs. 5 for the purchase of housenumbering materials) for an enumerator's block between the enumerator and his assistant. In consultation with the District Census Officers it was decided to apportion the amount in the ratio 6:4. After taking the sanction of the Government of Kerala in G.O. (Ms) No. 271/70/PD., dated 12th August 1970 enabling the staff engaged for housenumbering and house-listing operations to receive the honorarium, necessary funds were allocated to the District Census Officers to distribute the honorarium through the Charge Officers at the following rates after adjusting the advance already paid.

1	Honorarium to enumerators for numbering and listing 150 houses in rural areas and 120 houses in urban areas including the sum of Rs. 5 being the cost of housenumbering materials	Rs. 11
2	Honorarium to the assistants to the enumerators for assisting the enumerators to number and list 150 houses in rural areas and 120 houses in urban areas	Rs. 4
3	Honorarium to the supervisors for supervising the housenumbering and houselisting operations in 750 houses in rural areas and 600 houses in urban areas	Rs. 15

7. A statement showing the number of houses in each charge according to the houselist abstracts, the admissible amounts of honorarium to each category of staff on the basis of total number of houses numbered and listed, the advance, if any, already paid and the balance amount due, was prepared in my office and forwarded to the District Census Officers and Charge Officers. They were also informed that the honorarium to each person should be paid strictly in proportion to the number of houses covered by each. For example if a supervisor covered 750 houses in rural area he should be paid Rs. 15. To a supervisor who had covered only 500 houses in a rural area only Rs. 10 should be paid and to a supervisor who covered 900 houses in a rural area Rs. 18 should be paid. The enumerators and assistants to enumerators should also be paid honoraria on the above principle. The housenumbering staff accepted the honorarium on the above basis with pleasure and there was no protest or complaint from any quarter. In fact they appreciated the expeditious manner in which the honorarium was arranged to be distributed. A statement showing the district-wise details of the number of houses in rural and urban areas, the amount of honorarium sanctioned to each category of staff, etc. is given in Appendix XVI.

Enumeration

8. In the sanction communicated by the Registrar General, India for the payment of honorarium for the actual census enumeration the norm for an average enumerator's block was fixed as 750 persons or 150 households in rural areas and 600 persons or 120 households in urban areas. It was felt that certain variations from the norm fixed were necessary to suit the conditions in the State. So I proposed in a demi-official letter to the Registrar General to keep the normal size of an enumerator's block as 150 households or 750 population in all places in the State except in really difficult areas where the size of the blocks would be reduced up to a limit of 100 households or 500 population and got his approval. The question of deciding whether an area was really difficult or not was left to the discretion of the concerned Charge Officers who demarcated the blocks and circles in their charges. For the allotment of honorarium, the entire Municipal and Corporation areas and Special areas were treated as normal areas and the entire forest divisions as difficult areas. In respect of the taluk charges reports were called for from all the Tahsildars indicating the number of blocks, which were treated as difficult areas in their respective charges and the reports so received were accepted in toto. It was decided to allot honorarium to the enumerators and supervisors at the following rates :

(i) Honorarium for an enumerator's block in normal area with a population of 750 persons and above	Rs. 25
(ii) Honorarium for an enumerator's block in normal area with a population below 750 persons	$\frac{25 \times \text{population}}{750}$ (Rounded to the whole rupee leaving the fraction and limiting the minimum payable for an enumerator to Rs. 10)
(iii) Honorarium for an enumerator's block in difficult areas in taluk charges with a population of 500 persons and above	Rs. 25

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(iv) Honorarium for an enumerator's block in difficult areas in taluk charges with a population below 500 persons	$\frac{25 \times \text{population}}{500}$ (Rounded to whole rupee leaving the fraction and limiting the minimum payable for an enumerator's block to Rs. 10)
(v) Honorarium for a Supervisor's circle	Rs. 25

9. The details of the territorial blocks, enumerator's/special blocks, the population in each territorial block, etc. in respect of each charge were collected with reference to the Block and Circle Registers and Circle Summaries and the honorarium for each enumerator and supervisor was worked out in my office and necessary funds for the payment of honorarium were placed at the disposal of the District Census Officers, after taking the sanction of the State Government permitting the enumeration staff to receive the honorarium. The Ministry of Defence in their O.M. No. 32(23)-69 (D) (Coord), dated 23rd November 1970 had informed that the acceptance of honorarium by all persons including service and civilians in Defence Organisation deputed for census enumeration work was permissible under Rule 89 of the Financial Regulations (India) Part I. Some discrepancies in the statement prepared indicating the honorarium to each and every individual case among a total of about 37,000 were quite possible due to many factors. So the Charge Officers were specifically instructed that they should verify the details with reference to the records available with them and ensure the correctness in respect of every case before making payment. They were also informed that discrepancy, if any, noticed in the statements should immediately be referred to my office for clarification and that payment should be effected only after ensuring the correctness of each case. Of course some discrepancies were reported by some Charge Officers as expected and they were further examined and orders issued rectifying the defects wherever noticed. Contrary to the apprehension, the discrepancies so reported, were only a few in number. The method evolved for calculating the amount of honorarium payable to each enumerator proved to be very effective and the tremendous task involved was really rewarding.

Training Remuneration

10. The teachers who formed the bulk of the enumeration staff put forth individually and through their organisations various demands. One of the main demands was that they should be paid T.A. and D.A. for the journeys performed for attending the training classes. In the case of regular enumerators and supervisors it could be explained that the proposed honorarium was to cover their out of pocket expenditure to attend the training classes also. But in the case of the reserve hands the payment of honorarium to them was not contemplated in the sanction communicated by the Registrar General, India. In view of the extensive area of the taluk charges a number of enumerators and supervisors had to travel long distances to attend the training classes. So with the approval of the Registrar General training remuneration was paid to the enumerators and supervisors at the following rates after collecting the required details from the Charge Officers.

(i) Regular supervisors and enumerators who attended all training classes within 5 miles from their place of duty	No training allowance

(ii) Regular supervisors and enumerators who attended all or any of the training classes beyond 5 miles from their place of duty	Rs. 3 for each class attended beyond 5 miles
(iii) Reserve supervisors and enumerators who attended all or any of the training classes within 5 miles from their place of duty	Rs. 2 for each class attended within 5 miles
(iv) Reserve supervisors and enumerators who attended all or any of the training classes beyond 5 miles from their place of duty	Rs. 3 for each class attended beyond 5 miles

11. A statement showing the district-wise details of the amount of training remuneration and honorarium paid to the enumerators and supervisors engaged for the census enumeration is given in Appendix XVII.

Payment of Lump sum Honorarium to Charge Officers and District Census Officers

12. Funds for payment of lump sum honorarium to the Charge Officers and District Census Officers at the rates fixed by the Registrar General were provided in Proceedings No. C3-130/71 dated 11th August 1971 and the Accountant General was addressed to issue authorisation to the officers in the gazetted cadre for the drawal of the honorarium. Instructions were also issued to the District Census Officers for the drawal and disbursement of the amount to the Charge Officers in the non-gazetted cadre and the military Census Officers.

Payment of Honorarium for the Preparation of Abridged Houselist and to take Extracts of the Lay out Sketches

13. As per the instructions from the Registrar General, India the Abridged Houselist in the prescribed form had to be got prepared by the enumerators themselves. They had also to take extracts of the lay out sketches. This question was discussed with the Charge Officers. In their opinion the enumerators who were mostly teachers, working in different schools, could hardly spare the time to undertake this work as census enumeration itself had to be done in addition to their normal duties. Feeling the pulse of the teachers who were well organised, it was feared that, if they were forced to do this work, they would resist this en masse. Such a contingency had to be avoided lest it should affect the enumeration work itself. It was therefore decided to get this work done through scribes appointed preferably from among the staff engaged for the preparation of houselists who would be quite conversant with the houselist and lay out sketches. With the approval of the Registrar General, funds were allotted to the charges at the following rates for payment to the scribes appointed for preparing the Abridged Houselist. In the forest divisions this work was however got done through the enumerators themselves.

(i) Corporation and taluks with population above 4 lakhs	Rs. 200 to each charge
(ii) Taluks and municipalities with a population between 1 lakh and 4 lakhs	Rs. 150 to each charge
(iii) Municipalities with a population of less than 1 lakh	Rs. 50 to each charge

Census Medals

14. As in 1961, the Registrar General announced a scheme of awarding census medals and certificates of merit in his letter No.18/1/69-Ad. II, dated 26th August 1970. There are two types of medals, one silver and the other bronze. The selection of recipients of these medals is not to be regarded as necessarily limited to any category of census workers. However, it should be ensured that it is rewarded in token of outstanding zeal, sincerity and quality of census work. 50 per cent of the silver medals and 75 per cent of the bronze medals are to be reserved for the census enumerators and the balance is to be distributed to the higher functionaries. 217 silver medals and 434 bronze medals were originally allotted to Kerala. Subsequently 8 silver medals and 18 bronze medals were also allotted to Kerala for awarding them to the members of the tabulation offices. The work of the enumerators and other census officers was under constant review by the Census Department. From the various reports prescribed for watching the progress of the census enumeration during every stage, there was already a built-in system of finding out the persons who were discharging their duties with interest and a sense of devotion. The Director and the Deputy Directors were constantly on tour to review the progress and quality of census work. There was constant discussions at various levels to review the progress of the census enumeration. At each of these conferences and tours opportunity was available not only to me but also to the Deputy Directors and District Census Officers to assess the performance of Census Officers at various levels. It was not considered necessary therefore to prescribe any system of marks for adjudging the persons who deserved the award of census medals. Compared to the total number of enumeration personnel involved at the field level, the number of medals available for distribution was very insignificant. It was therefore not felt necessary to assess the performance of all the personnel involved in the census operations by a system of marks. As pointed out earlier, during the tours and discussions that were constantly held, the names of persons who could be thought of for the award of census medals came up frequently and the Census Department had already a fair idea of the persons at the levels of Charge Officers and District Census Officers who would deserve these medals. However, at the end of the enumeration the Collectors were addressed for suggesting the names of persons who could be considered for being honoured with these medals. The officers at the district level and at the charge level for awarding the census medals were thereafter selected by me in consultation with the Deputy Directors taking into account the proposals sent by the District Collectors. As far as the other officers of the lower levels were concerned the census medals were awarded on the recommendations of the Charge Officers in the case of the enumerators and supervisors and on the recommendation of the Deputy Directors in the case of the tabulation staff. The distribution of the medals among various functionaries is as follows :

Category	*Silver*	*Bronze*
(i) Enumerators engaged for housenumbering operations ..	10	30
(ii) Enumerators engaged for actual enumeration ..	113	330
(iii) Supervisors engaged in housenumbering operations ..	10	10
(iv) Supervisors engaged for actual enumeration ..	30	30

Category		Silver	Bronze
(v) District Census Officers	..	3	..
(vi) Charge Officers	..	22	23
(vii) Deputy Directors of Census Operations	..	6	..
(viii) Tabulation Offices	..	20	24
(ix) Office staff (x) Others	..	12	7

(The allotment shown in respect of items 8, 9 and 10 above are only tentative and has not been finalised so far. The Director of Census Operations, L. M. & A. Islands has sent one silver medal and 2 bronze medals for awarding them to the tabulation staff since the tabulation work of L. M. & A. Islands was also attended to in Kerala. The allotment shown against item 8 above is inclusive of these medals also)

15. Medals to the enumerators and supervisors engaged for housenumbering operations were allotted at the rate of 1 silver medal and 3 bronze medals and 1 silver medal and 1 bronze medal respectively for each district. The medals to the supervisors engaged for actual census enumeration were allotted at the rate of 3 silver and 3 bronze medals for each district. The medals to the enumerators engaged for actual census enumeration were allotted to each charge observing the following criteria :

Silver

Charges with population up to 4 lakhs	..	1
Charges with a population of 4 lakhs and above	..	2

(Silver medals have been allotted to small charges on the basis of the recommendation of the District Census Officers. If no name was proposed by the District Census Officers in respect of these charges for the award of silver medal no medal was allotted to these charges)

Bronze

Charges with a population up to 0·75 lakh	..	1
,, from 0·75 lakh to 1·49 lakhs	..	2
,, from 1·5 lakhs to 2·24 lakhs	..	3
,, from 2·25 lakhs to 3·00 lakhs	..	4
,, from 3·00 lakhs to 3·74 lakhs	..	5
,, of 3·75 lakhs and above	..	6

The State Government was addressed for getting the permission to distribute these medals to the officers and the approval of the Registrar General was also obtained.

CHAPTER XXII

GENERAL ADMINISTRATION, ACCOUNTS, STORES AND STATIONERY

When I took charge as the Superintendent of Census Operations there were sufficient number of trained staff in the administrative and tabulation wings and I was not faced with any immediate problem of recruitment of staff. The office had to be expanded gradually commensurate with the increase in the work. As far as possible the vacancies of higher posts were filled by promotion and the lower posts by direct recruitment. However, deputation of personnel to certain posts could not be avoided due to the non-availability of qualified hands for promotion.

Accounts

2. The total expenditure during 1968-69 excluding the expenditure on Plan Schemes was Rs. 2,35,599. During 1969-70 the total expenditure was Rs. 5,08,671 which was further enhanced to Rs. 15,20,954 during 1970-71. The expenditure during 1971-72 was Rs. 36,36,720. The details of budget estimates and the actual expenditure from 1968-69 to 1971-72 are given in Appendix XVIII.

Periodical Statements of Expenditure

3. A monthly statement of expenditure was prescribed by the Registrar General. Besides this a quarterly statement in respect of certain specified items had also to be sent to the Registrar General before the 10th of the succeeding month. A statement showing the review of progress of expenditure under each head of account was also being sent to the Registrar General along with the monthly statement up to July 1971. But the above statement was discontinued from August 1971 onwards as per the directions of the Registrar General issued in letter No. 4/67/71-Ad. II, dated 16th August 1971.

4. The minor heads 'A. Superintendence', 'D. Printing and Stationery', and 'L. Registration, Promotion and Methodological Research' were operated exclusively in my office and as such the figures of expenditure under the above heads could be collected easily. The head 'C. Abstraction and Compilation' was operated by the Regional Deputy Directors of Census Operations also. The Government of Kerala, in G.O.Ms 298/P.D., dated 1st October 1969 had authorised the District Census Officers to incur the expenditure on account of the staff created in their offices and in the offices of the Charge Officers under the head "39-Miscellaneous—Social Service Oranisation—'B. Enumeration". In G.O.Ms. No. 158/70/PD., dated 16th May 1970 the Charge Officers were also authorised to incur expenditure under 'B. Enumeration'. The Regional Deputy Directors of Census Operations used to forward their statements of expenditure to this office in time. But most of the District Census Officers were not very prompt in sending their statements. This was due to the fact that they had to obtain the statement from the Charge Officers and then prepare district-wise statements. Due to this the expenditure figures could not be promptly reconciled with the figures booked by the Accountant General. In the expenditure statement to the Registrar

General also expenditure under 'B. Enumeration' could not be included. This was a disadvantage caused by decentralising the authority to incur expenditure under census grant and delegating it to the Charge Officers also. But this arrangement had an advantage of speedy settlement of claims. The departmental figures were reconciled with the figures booked by the Accountant General every month and the details of adjustments, if any, found necessary were communicated to the Accountant General.

Permanent Advance

5. An amount of Rs. 200 was sanctioned as permanent advance to the Director of Census Operations. The Government of India in the Ministry of Home Affairs letter No. F. 28/60/69/Pub.I, dated 23rd July 1969 authorised the Director of Census Operations for the period from 1st August 1969 up to 31st March 1972 to draw a number of advances in a month through abstract bills to meet contingent expenditure subject to the condition that each drawal of advance did not exceed Rs. 1,500 and that no fresh advances be drawn unless the accounts for the earlier one were rendered and that a certificate to this effect was recorded in each bill. This arrangement was found handy in meeting the contingent expenditure in connection with the transport of census records and other items of work relating to census enumeration.

Telephone

6. Originally there were two telephones in the office, one for my personal use and the other for the office with extension to the Deputy Directors of Census Operations. I had also a telephone at my residence. When two more buildings were hired two more phones one in each building were installed. A residential telephone to my Deputy Director (Headquarters) was also sanctioned by the Registrar General in his letter No. 3/42/69-RG (Ad. II), dated 9th February 1970. In view of the difficulty in getting new connection this phone could be installed only on 22nd December 1970. The sanction of this residential telephone was only up to 29th February 1972.

Travelling Allowance

7. No P.T.A. was sanctioned either to the officers and staff of my office or the census clerks in the offices of the District Census Officers and Charge Officers. The T.A. claims of the census staff in the District and Charge Offices were regulated according to State rules as they were appointed in the State scales of pay. The enumerators and supervisors were not paid any T.A. for the journeys performed by them to attend the training classes or to do the enumeration work. However, they were paid a nominal remuneration for attending the training classes.

Stationery

8. The bulk of the stationery articles required for the Office of the Director of Census Operations was obtained from the Controller of Stationery, Calcutta by placing annual indents. During the peak period the supplies received from the Controller of Stationery, Calcutta were quite inadequate to meet the office requirement as well as the demands made by the District Census Officers and Charge Officers. So local purchase could not be avoided. The additional requirements of stationery articles were purchased from the State Controller of Stationery on payment basis.

9. In his letter No. 7/9/69/Ad. II, dated 12th December 1969 the Registrar General had prescribed the scale of stationery articles to be supplied to the District Census Officers and Charge Officers for 1971 Census. The total requirement of articles for all the charges was worked out and the State

Controller of Stationery was requested to supply the articles required for each district to the concerned District Census Officers from the stationery depots at Trivandrum, Ernakulam and Kozhikode. The District Census Officers were requested to collect the articles thus supplied by the State Controller of Stationery and to distribute the same among the charges according to the scale prescribed by the Registrar General.

10. Brown casing paper and jute twine balls were supplied to the supervisors and enumerators for packing the census records at the rate of half a sheet of casing paper for each block and two sheets per each circle. One jute twine ball was supplied to each supervisor for his use and for the use of the enumerators under him. The State Controller of Stationery was requested to supply the articles to the District Census Officers direct. The District Census Officers and Charge Officers were also requested to arrange the distribution of the same to the supervisors and enumerators. The cost of stationery articles supplied to them by the State Controller of Stationery was met by the District Census Officers from the funds allotted to them for census work. A statement showing the various items of stationery articles supplied to the District Census Officers is given in Appendix XIX.

Stores

11. The number of typewriters available was not sufficient. So two Remington typewriters were purchased through the Registrar General during February 1971. The Registrar General, India also arranged the supply of one map filing cabinet, one ferro print machine and one office cycle. The articles of furniture, racks, etc. required were purchased as far as possible from the Government Engineering Workshops, Chackai. The items which could not be supplied by them were purchased locally after observing stores purchase rules.

Printing Procedure—Printer's Bills, etc.

12. A number of forms had to be printed in connection with the 1971 Census. As far as possible, the forms were got printed at the State Government Press. The printing of some forms was entrusted to 'After Care Home Printing Unit', Trivandrum, which is under the control of the State Government. The remaining work was got done through the City Press, Trivandrum, one of the standing contractors for the printing of 1961 Census publications, at Government of India Schedule of rates. One item was got printed through another private press on competitive rates. In view of the difficulty in getting the forms printed most of the forms, circulars, etc. were cyclostyled.

13. The bills received from the Superintendent of Government Presses were passed for payment after verifying the items and the payment made by book adjustment. In his reference No. 8/27/69-P (Pt. IV), dated 18th May 1970, the Chief Controller of Printing and Stationery had informed that the bills of private presses relating to printing of 1971 Census forms and other literature could be got scrutinised by the State Government Presses before making final payment and that such scrutiny would be final and conclusive. Accordingly the bills of private presses were finally settled after getting them scrutinised by the Superintendent of Government Presses, Trivandrum. An advance not exceeding 75 per cent of the amount claimed was also sanctioned to the presses before their bills were scrutinised by the Superintendent of Government Presses. Such advances were adjusted against final payment.

Securing of accommodation

14. The Office of the Director of Census Operations was accommodated in the twin building 'Casket', Pattom High Level Road

in the beginning. Consequent on the expansion of the office, this building was quite inadequate. So another building 'Bella Vista' in the Vellayambalam-Kowdiar Avenue Road was also hired on a monthly rent of Rs. 900 with the sanction of the Registrar General, India after getting from the Executive Engineer, C.P.W.D., Coimbatore the certificate of reasonableness of rent and non-availability of Government accommodation. The administrative wing of my office was shifted to this building on 20th October 1969 retaining the tabulation wing in 'Casket'. Consequent on the organisation of Coding and Punching Cell, additional accommodation was required. So another building 'Sahayadri' in Kukkilia lane, Jagathy was hired from 1st August 1970 on a monthly rent of Rs. 500 after getting the certificate of reasonableness of rent from the Executive Engineer, C.P.W.D., Coimbatore. The tabulation wing was shifted to this building and the Coding and Punching Cell was accommodated in the building 'Casket'.

Honoraria Account

15. Approximately a sum of Rs. 15,98,000 has been paid as honoraria to the different agencies in connection with the 1971 Census Operations as detailed below:

		Rs.
(i)	Honorarium to the enumerators and supervisors engaged for the first pre-test operations	500
(ii)	Honorarium to the enumerators and supervisors engaged for the second pre-test operations	500
(iii)	Honorarium to the clerks in the minor municipalities for 6 months at the rate of Rs. 10 each	1,500
(iv)	Honorarium to the scribes engaged for preparing the abridged houselist	11,400
(v)	Honorarium to the supervisors, enumerators and assistants to enumerators *engaged for housenumbering* and houselisting	5,70,300
(vi)	Honorarium to the supervisors and enumerators engaged for the census enumeration	8,60,400
(vii)	Training remuneration paid to the supervisors and enumerators	1,33,900
(viii)	Honorarium paid to the District Census Officers and Charge Officers	19,500
	Total	**15,98,000**

The above figure includes the amounts paid to the enumerators for the purchase of housenumbering materials, which is roughly estimated to come to Rs. 98,000.

Cost of Enumeration

16. The per capita expenditure for enumeration has come to approximately 10·4 paise. In calculating the expenditure the honorarium and T.A. for the pre-test operations, the entire expenditure under 'B. Enumeration' during 1969-70 to 1971-72, T.A. under 'A. Superintendence' and 'C. Abstraction and Compilation' for the last three months during 1969-70 and for the entire year during 1970-71 and the cost of printing of enumeration forms and schedules have been taken into account. No item of expenditure incurred under 'A. Superintendence' and 'C. Abstration and Compilation' except the T.A. for the period specified above has been included in this item. The details of the items of expenditure taken into account for working out the cost of enumeration is given in Appendix XX.

CHAPTER XXIII

POST-ENUMERATION CHECK

The Post-enumeration Check is intended to verify the correctness of the census count. The errors in the census count are broadly classified into 'coverage' and 'content' errors. Coverage errors are due to omission or duplication of persons arising (i) from omission or duplication of houses and (ii) from omission or duplication of individuals from censused houses. The error in recording the characteristics of the individuals is known as 'content error'. The Post-enumeration Checks conducted in 1951 and 1961 were meant only for studying the coverage error. But in 1971, both coverage and content errors were studied.

2. In order to achieve equitable distribution of work-load among Post-enumeration check enumerators and to obtain reliable data it was decided to exclude from the frame uninhabited and inaccessible areas and to avoid selection of blocks of very small population. Accordingly forest areas and special areas of the State were omitted from the purview of the Post-enumeration check. To avoid very small population in the blocks selected for Post-enumeration check the territorial blocks having less than 50 houses were combined suitably to the adjoining blocks. The resultant blocks were called 'effective blocks'. The effective blocks were grouped into three strata viz., rural, non-city urban and city. The effective blocks within a charge of a stratum were serially numbered. A list of effective blocks in each charge and town was sent to the Registrar General for selecting the blocks for Post-enumeration check. From this list Registrar General's office had selected 210 effective blocks for the conduct of Post-enumeration check. Coverage Error Type I (i.e. omission or duplication of individuals arising from omission or duplication of houses) was checked in all the 210 selected blocks. Fifteen residential or partly residential houses were selected separately from each of the sample blocks by adopting the circular systematic method for the Coverage Error Type II (i.e., for studying omission or duplication of individuals from censused houses). For assessing the content error a sub-sample of 50 blocks was selected from the same blocks selected for the Post-enumeration check. The schedule for Content Error was canvassed in the same sub-sample of 15 houses which were selected for the Coverage Error Type II. The number of effective blocks and details of the selected blocks are respectively given as Appendix XXI and Appendix XXII of this Report.

3. The enumerators for the Post-enumeration Check were appointed from among the sorting staff of the Regional Tabulation Offices. The field work was done between the 15th April and 15th May 1971. The following schedules were canvassed:

(i) Schedules for listing for Coverage Error Type I: Schedule PEC-I (B.1 & B.2)
(ii) Schedule for Coverage Error Type II: Schedule PEC-II (B.1 to B.4)
(iii) Schedule for Content Error Check: Schedule PEC-III
(iv) Population Record.

All these schedules except population records were printed locally. The filled-in schedules were received in this office by the end of May 1971. All the schedules were then scrutinised. Schedules PEC-II B.4 and PEC-III were sent to Registrar General's office for tabulation. The tabulation of PEC-I and II were done in my office and the results were sent to Registrar General's office for further analysis.

4. Copies of the instructions and forms used for the conduct of the Post-enumeration check are given in Appendix XXIII.

CHAPTER XXIV

ANCILLARY STUDIES

In accordance with the tradition of Indian Census, a number of special studies are proposed to be undertaken as part of the 1971 Census. While during the 1961 Census village life was studied in greater detail, during 1971 study of urban life is given priority. As a preparatory measure for undertaking these studies, the then Additional Registrar General Shri A. Chandrasekhar in his letter No. 2/3/67-SS. dated 18th August 1967 had proposed certain criteria for selecting the towns for special studies. It was also proposed that a pilot study should be conducted to finalise the schedules for the special studies of towns to be taken up later. Neyyattinkara municipal town was taken up for Pilot study and a team consisting of one Computor and two Assistant Compilers started the work on this Pilot study on 10th October 1968 and completed it by the end of December 1968. Later one of our officers attended the Census Workshop on special studies conducted in January 1969 at New Delhi. Again another Workshop was organised by the Deputy Registrar General for social studies during the middle of February 1971 at New Delhi.

2. The following towns have been selected for intensive study as part of the ancillary studies of the 1971 Census in Kerala:

	Name of town	*Class of town*	*Area in sq. miles*	*Population as per 1961 Census*	*District to which it belongs*
	1	2	3	4	5
1	Neyyattinkara	III	3·86	20,268	Trivandrum
2	Varkala	V	1·58	7,560	do.
3	Quilon	II	6·31	91,018	Quilon
4	Muvattupuzha	III	7·63	22,900	Ernakulam
5	Njarakkal	IV	3·32	15,777	do.
6	Trichur	II	4·89	73,038	Trichur
7	Shoranur	IV	4·81	14,307	Palghat
8	Baliapatam	V	0·79	5,746	Cannanore

3. Eighty per cent of the non-sample slips of the towns selected for special studies has been kept separately for generating a number of tables in connection with these special studies.

4. In addition to the above towns it is proposed to conduct re-study of three villages which were studied intensively during the 1961 Census. They are:

(i) Parassala in Trivandrum district

(ii) Thekkumbhagom in Ernakulam district

(iii) Attappady in Palghat district

As per instructions from the Registrar General the individual slips of all the above villages have been copied out before the pads were broken for sorting and kept separately to be used at the time of re-study of these villages.

5. Though preliminary steps have been taken in connection with the special studies indicated above it was not possible to take up these special studies during 1970 and 1971 since the entire organisation was geared up for the preparation and completion of the enumeration work and the tabulation of the results. During the Pahalgam conference also it was decided that priority should be given for completing the tabulation work connected with the 1971 Census and publication of the main Census Reports before attention was given to the special studies. It was also decided in the Pahalgam conference that no regular appointment in the department was to be made before the Regional Tabulation Offices were wound up so that posts created in connection with the special studies could absorb some of the personnel recruited for the Regional Tabulation Offices. The special study of Neyyattinkara town has already been taken up with the available staff. One Deputy Director of Census Operations is in full charge of the special studies. The following additional posts have been proposed for creation during 1972-73 in connection with the special studies:

Tabulation Officer	...	1
Junior Investigators	...	4
Computor	...	1
Assistant Compilers	...	8

The sanction is being awaited. The work will gather momentum only when the additional posts are created and filled up.

CHAPTER XXV

CONCLUSION AND ACKNOWLEDGMENTS

I have come to the end of this narrative, the record of my experience in the conduct of the 1971 Census Operations. It has been my endeavour not to omit anything which contributed to the success of the census operations and which may be of some benefit to my successor. If I have succeeded in focussing attention on the important aspects of the task, the difficulties that were encountered and the manner in which they were overcome, my purpose in having written this book would have been more than satisfied.

2. Before concluding this Report, it is my pleasant duty to express my deep sense of gratitude to the Government of Kerala for the unstinted co-operation and help extended to me. I am deeply grateful to the Chief Minister and the other members of the Cabinet and the Chief Secretary to the Government for the keen and lively interest they evinced in the progress of the work. I am also grateful to the Secretaries to the Government, and the Heads of Departments for the help and co-operation, extended to me at all stages of the census operations. I must specially thank Sarvashri S. Anantakrishnan and G. Bhaskaran Nair, who dealt with the census papers at the Secretariat level during this period and were helpful in getting issued several orders of the State Government to facilitate the census work in the State.

3. I am deeply indebted to the hierarchy of census officers on whom the brunt of the gigantic operations fell. The District Collectors, the District Census Officers, the Military Census Officers, the Charge Officers, the Supervisors and the Enumerators performed the duties assigned to them creditably in the midst of their own normal duties and the additional responsibilities imposed on them in connection with the mid-term election to the Parliament.

4. My own burden in conducting the census operations was lightened by the willing service of my colleagues, the Deputy Directors. While Shri K. Balakrishna Kurup looked after the general administration and Shri B. T. Pillai, the technical aspects of the operations, Sarvashri P. Sreedhara Menon, M. A. Koshy, V. K. Balakrishna Menon and V. Vasudevan Nair shared the entire responsibility of supervision in the districts allotted to them.

5. Above all, it is the inspiring guidance and timely help extended with such infectious zeal, sincerity, courtesy, warmth and solicitude by Shri A. Chandrasekhar, the inimitable Census Commissioner that gave strength and light to my work. I take this opportunity to express my heartfelt thanks to him. In no small measure are my thanks due to his lieutenants at headquarters Shri K. D. Ballal, Deputy Registrar General, Shri K. K. Chakravorty, Central Tabulation Officer and the other colleagues.

6. Most of the printing work connected with the census enumeration was done at the State Government Press. Schedules, instructions and Circulars had to be printed

in large numbers and distributed at short notice. But for the heartiest co-operation extended to me by Shri P. Kurien John, Superintendent of the Government Presses, the work would not have been completed in time. I thank him sincerely for his co-operation.

7. I acknowledge with genuine pleasure the loyal help I received from the staff of my own office. In the preparation of this Report I have been assisted by my Deputy Directors Shri K. Balakrishna Kurup who gave me the basic materials and Shri M.A. Koshy who helped me in writing the Report. Shri K. V. Ramaswamy, the Head Assistant and his colleagues gathered and arranged the necessary information for building up the Report. Shri S. Jayashanker, the Senior Investigator checked the technical details. Last but not the least, the dictation of the whole Report was taken by my Stenographer Shri S. Gopalakrishna Pillai, who discharged his work most promptly and carefully. I am grateful to all of them.

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APPENDICES

APPENDIX I

A. CHANDRA SEKHAR

D.O. No. 37/10/68-RG
Ministry of Home Affairs,
Registrar General, India,
2A Mansingh Road, New Delhi-11.
12th December 1968.

CENSUS OF INDIA 1971—CIRCULAR No. 1

My dear Narayanan,

We are all privileged to be members of this great organisation. The years you will spend with the Census Organisation will be one of the most rewarding. You will soon acquaint yourself with the great work that your predecessors at the earlier censuses had achieved. This has, however, been the result of hard, sustained and dedicated work, unmindful of one's own comforts. In your new assignment you may at times find yourself denied of the comforts and privileges that you might have normally expected as the head of a department or the head of a district or in a Secretariat post under the State Government. Yet, the work you will have done as Superintendent of Census Operations will be one of the most enduring and of lasting value. The work you are charged with will be quite exacting. You will have to win the confidence and co-operation of the State Government as well as a host of State Government officials throughout the State, and also of the local bodies and various other individuals over whom you may have no administrative control and it is only by commanding their goodwill that you can get the best out of them. It is the unstinted efforts of all the dedicated workers associated with the census that had helped to build the reputation that the Indian Census enjoys as the single fruitful source of information about the country.

2. Unlike at the earlier censuses when the Census Organisation was being built up once in ten years like a phoenix, with the Census Superintendent as the first individual to report himself without even an office room for himself to start with and had to create everything and build up the office and the rest of the Census Organisation, you are fortunate that you have now succeeded to a continuing Census Office and there is a fairly adequate nucleus staff in the office which contains a good number of experienced personnel of the previous census. While you may thus be spared the initial problems of setting up an office, you will straightaway be diving into the thick of the preparatory measures for the next census, the success of which will depend entirely on your ingenuity, leadership and hard work and you shall have to enthuse the State Officials at all levels for census work by your own personal example.

3. The pattern of Census Operations is likely to be basically the same as in the past, subject to certain variations that will be explained. You will greatly benefit by the Administration Reports recorded by your predecessor of the last census in your State as also of those in other States as well. You are well advised to go through them and get a feel of the problems that are to be tackled.

4. The work relating to Census Operations can be divided to fall under two broad heads, viz, (1) the census enumeration, and (2) the census tabulation and publication of reports.

5. The objective of the census enumeration is to see that the entire area in your charge is fully covered without omission or overlapping and every individual is enumerated and the required particulars of the individuals and households are recorded on certain prescribed schedules truthfully and accurately with reference to a particular point of time as notified, and by a correct application of concepts, by an enumeration agency which is most carefully trained for the purpose.

6. One of the earliest tasks in preparing for the census, therefore, is the building up of district and tahsil/thana maps indicating the boundaries of all administrative units down to the village. You may be fortunate to have already inherited good maps prepared at the last census on a scale of 1" = 1 mile or 1" = 4 miles. I believe your office had already taken upon itself the task of bringing these maps up-to-date, taking into account all changes of boundaries that might have occurred since the last census. It is important that this work should receive first priority so that these maps are finalised as quickly as possible. The State Governments were already addressed by the Ministry of Home Affairs vide their letter No. 28/66/68-Pub. I, dated the 15th April 1968, a copy of which should be available in your office, requesting the State Governments not to give effect to any changes of boundaries after 31st December 1969. If at all the State Governments contemplate any changes, it is hoped that they would have given effect to them much earlier than this date. You may, therefore, in consultation with the State Government, bring all your maps up-to-date well before the end of 1969. These maps will be useful for determining the location code numbers of each administrative unit which will facilitate the allotment of jurisdictions to Census Officers in a systematic manner without overlapping or omission thus ensuring complete coverage of territory.

7. You have to take a decision urgently on the smallest administrative unit for which the primary census data will be presented at the next census. The experience of the last census recorded by your predecessor will help you to take a decision. You have to decide whether the revenue village or the village panchayat or gram-sabha, etc., should be the smallest rural unit for the purpose of census. It is always desirable to choose a viable and stable unit with definite fixed boundaries. These should generally be comparable with the units of previous censuses. A revenue village with definite surveyed boundaries is generally preferred. In some States, Census Officers had thought of recognising even hamlets of villages as units of enumeration and the presentation of primary census data separately for these units. This may be feasible at least for the larger hamlets. Since the list of villages with the primary census data provided by the census serves as an invaluable frame for all types of future studies, suggestions have also been made that in respect of large villages the primary census data may be furnished for portions of villages which may constitute separate census enumerator's blocks. Suggestions have also been made that where a village panchayat is recognised as a census village, the data for individual revenue villages that may constitute the panchayat should be separately given. You may like to give careful thought to these questions and let me know of your views as early as possible. Sometimes, in the midst of unsurveyed areas such as the tribal agencies, forest areas, etc., groups of habitations are recognised as rural units in the village series at the census. It will be necessary for you to clearly define the boundaries of such units as to be definitely identifiable by any other organisation who may like to use the series as a sampling frame.

8. Two broad divisions of areas, viz., rural and urban, have always been recognised at the censuses. It will be necessary to demarcate these two categories as early as possible. The definition of an urban unit as was evolved in India for adoption at the 1961 Census was as follows:

(a) All places with a municipality, corporation or cantonment or a notified town area.

(b) All other places which satisfied the following criteria were also recognised as towns.

1 A minimum population of 5,000;

2 At least 75 per cent of the male working population was non-agricultural; and

3 A density of population of at least 1,000 per sq. mile (390 per sq. km.).

This definition, by and large, had worked well and has brought about some uniformity of concept throughout the country. It is proposed to continue the same definition at the 1971 Census also which will enable us to have better comparability with the data of the last census. 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 1961 Census will make it easier for you to apply the criteria laid down above and determine the urban status more accurately. You may examine the cases of all rural units of 1961 which might have had a population of 4,000 or more at the 1961 Census

which can be expected to have crossed 5,000 population mark by 1971, to see if the composition of the working force, the density of population and other factor's would qualify those places to be categorised as urban. In the Census General Report of your State your predecessor might have already given some guidance in this matter. At the same time, you may also see if there are any areas recognised as urban at the 1961 Census which did not deserve to continue as urban either due to any reduction in the population size or due to the composition of the working population or other factors. This work must also be completed as early as possible since you have to develop your location codes for your State quickly. I expect that your office might have already done some exercise in this regard. You may kindly finalise these, get the concurrence of the State Government also and let me have the final list of towns as quickly as possible.

9. The town group was another concept that was developed at the 1951 Census and followed with a little more liberal definition at the 1961 Census. However, it is felt that there was no uniform application of principles in the constitution of town groups. This question was discussed recently at a seminar of geographers, sociologists, economists, town planners and other scholars at Delhi and it has been suggested that the following criteria may be applied in recognising a group of urban units to constitute a town group.

10. Two or more towns may be clustered together as a town group when the core town has a population of 100,000 or more and the distance of the adjacent towns does not exceed ten miles from the periphery of the core town and also there is functional linkage between the towns to be included in town group. The intervening area if any between the towns constituting the town group, if it is rural need not be treated as part of the town group.

11. Since it is reasonable to expect a fairly high growth rate of urban population between 1961 and 1971, you may examine the cases of all the Class I (Population of 100,000 and above) and Class II (50,000 to 99,999) towns of 1961 Census whose populations are likely to reach 100,000 by 1971 and try to locate the possible future town groups. Your predecessor might have already indicated in the administration report or the General Report of 1961 the areas which might deserve to be treated as town groups.

12. The idea of recognising the town group is that the life in the constituent units of the town group around a large urban centre may be so articulating that it may be more realistic to give an integrated picture of the group together in the presentation of the data. The concept of a Town Group referred to in para 10 above may undergo further change on the basis of some more fresh thought being given to it by the Town and Country Planning Organisation and other bodies. If there is going to be any change I shall let you know. For the present you may take action as suggested in para 11 above.

13. When once the State is divided into definite administrative territories down to the smallest unit of village or town, it will be convenient to develop a location code under which each district in your State is allotted a distinguishing code number and within each district, each tahsil or thana is allotted a serial number and ultimately within each tahsil or thana every village and town is allotted separate series of numbers so that by a combination of the code numbers allotted to each one of these units in the hierarchy it would be possible to have a complete location code by which any particular village or town within a State can be conveniently indicated. The towns are distinguished from villages by the allottment of a Roman code number for the town, whereas for the villages, the code number will be in Arabic numerals. Thus 3/6/79 will represent village No. 79 in tahsil No. 6 of district No. 3 or 3/6/II would mean town No. II in tahsil No. 6 of district No. 3. If it is proposed to recognise each of the larger hamlets for the purpose of giving primary census data it may be necessary to give a sub-number to the main village number as say 79 (i), 79 (ii) and so on to identify the hamlet. If to this location code is added within brackets the housenumber that may be allotted to a house within a village or town, e.g. 3/6/79 (1-109) we shall have a system by which every house and within it, every household in all local areas can be indicated by a convenient location code. This will be extremely useful for the purpose of depiction on the Census Schedules and also while demarcating the jurisdictions of census enumerators. You may like to acquaint yourself fully with the system of location codes that was developed at the 1961 Census. We shall

follow the same system. However, on an examination of the location code system last adopted in your State, if you find any defects, they can be rectified.

14. It has been found that in some cases, at the last census, some local variations had been made by the field staff and some other element such as the enumerator's number and so on, had been introduced into the location code and it was found that the allocation of slips to the correct village became difficult at the tabulation stage. It is, therefore, necessary to have a uniform and well-understood system adopted throughout the State. The location code numbers could perhaps follow the geographical contiguity as at 1961 Census rather than the alphabetical order.

15. The old location code will have to be brought up-to-date, taking into consideration the changes, if any, in the jurisdictions of any of the administrative boundaries. It will be useful for you to draw up a statement showing the location code number now allotted for the 1971 Census for each village and town and the corresponding location code number of that unit at the 1961 Census, for the purpose of comparison as also to make sure that all the units of the 1961 Census are fully accounted for. You will have to ensure that the system of location code numbers is fully understood by the enumeration agency and that the code numbers allotted to each village or town are correctly noted on the schedules of that particular village or town.

16. The preparation of lay out sketches of every village and town should be taken up immediately if not already done, in which the location of every building and house, residential or non-residential, should be shown and the important landmarks such as roads, rivers and canals, wells, temples, important public buildings, etc. should be indicated. This will serve as a basis for a rational housenumbering scheme to be evolved. I expect that your office, with the assistance of State Government should have already started on the implementation of the scheme of permanent housenumbering. You may get yourself fully acquainted with the Manual on Housenumbering that had been issued. In some States, good housenumbering system may be already in existence and every house may already be bearing a prominent housenumber. In others the painting or affixing of permanent housenumbers may take their own time, depending on the finances of the local bodies concerned. But the preparation of a lay out plan is an essential preliminary step which should be taken up immediately through the normal administrative agency of the Government or the municipal or panchayat administration. This can serve as the basis for you to allot housenumbers which can be indicated on the lay out sketch and these can be marked on the doors of houses by chalk or tar, etc. on the eve of the houselisting operation. These housenumbering sketches need not be to scale but even notional maps with adequate details to indentify every house will go a long way in achieving the objective in view, viz., the ultimate demarcation of the jurisdictions of the enumerator's blocks so as to ensure equitable load on the enumerators and complete coverage of area. In the notional maps, not merely should the built up area be shown but the entire area of a village within its recognised boundaries. This will enable a complete coverage of the entire geographical area constituting the village. At the 1961 Census, at the stage of houselisting, such sketches were prepared. The quality of work vastly differed as the work had to be done. in some hurry by some enumerators themselves. Now, if you start this work even now in a systematic way and get the work completed by the normal administrative machinery, such as the revenue or panchayat agency at the village level and the municipal or cantonment agency at the urban level, you are likely to have far better lay out plans that will prove very useful for your work. Four copies of such lay out plans could be prepared, one copy to be kept at the town or village itself, one to be kept at the tahsil or Police Station headquarters, and two copies to be kept in your office. These maps, if prepared carefully on sheets of uniform size, can be built up into convenient atlases for each tahsil/thana and can serve as invaluable reference material for the purpose of census operations as well as for various other statistical or administrative purposes. You may, therefore, please concentrate on the preparation of these lay out sketches immediately. The Manual on Permanent Housenumbering, a copy of which should already be available in your office, will be the guide for the preparation of these village and town lay out sketches.

17. While the above preparations go on, you should also determine the best agency suitable

for census enumeration work. The experience of 1961 Census in your State will be useful. By and large, the school teachers proved to be the best agency. This will have to be of course supplemented by others. The observations recorded by your predecessor of the last census will help you in the selection of the enumeration agency. You should get the officer in charge of the tahsil, thana or municipality to prepare an inventory of all the personnel that will be available for census work. While such a list may be got ready about a year in advance of census enumeration, you may have to request the State Government to issue instructions to the effect that the personnel selected for census work should not be disturbed till the census enumeration is completed. It may be necessary that the list of such personnel is prepared with reference to the place of residence of the individual concerned and not the place of his work, for, the census enumerator is expected to work outside of his normal working hours and he would obviously find it convenient to attend to this if the area allotted to him for census purposes is close to his residence. It was also the experience at the last census that some institutions furnished the list and others did not, and, so much so, the census personnel were selected only from the institutions which furnished the lists. This led to unnecessary burden on some institutions. You may have to ask the local Census Officers to see that all the institutions and offices within their jurisdiction do furnish the lists of all the personnel. It may be good to gather some particulars about the age and qualifications of the persons offered for census work.

18. It will be advantageous for you to get the officials at various levels i.e., at the district, sub-divisions, tahsil/thana and town level, notified Census Officers under the Census Act as early as possible. This will also give you the necessary authority to direct the operations and also make the local Census Officers responsible to you. You may get yourself thoroughly acquainted with the provisions of the Census Act. The State Governments generally extend all kinds of assistance to the Census Superintendent for the successful completion of the census operations. Various concessions are also extended to the personnel put on census duty. You may like to get yourself acquainted with the instructions issued in the past and you may persuade the State Government to issue suitable instructions to meet the present needs.

19. At the last census, a tradition has been started of canvassing a uniform houselist with some simple questions on housing and on which also particulars of the size of the household were collected. The houselist served the purposes of a Housing Census and yielded quite valuable data on housing. The houselist provided an advance estimation of the population for each local area which would enable you to demarcate the jurisdictions of each census enumerator equitably so that they are all of more or less uniform size and such that they can be covered by the enumerator within the period allotted to him. At the next census also a similar houselist will be canvassed. The houselisting will have to be done about February-April 1970 i.e., about an year in advance of the census enumeration.

20. The experience of the last census, as also the first pretest of the draft questionnaires for the 1971, showed that the size of the enumerator's block in rural areas may be about 750 to 1,000 in population, i.e., about 150 to 200 households, and in the urban areas, about 600 to 750 population, i.e., 120 to 150 households. You shall have to get your local charge superintendents to demarcate the census enumerator's blocks accordingly. The formation of the enumerator's blocks is most important and the area of each enumerator's block should be clearly defined with reference to the boundaries as well as the housenumbers that actually fall within his block. The housenumbering lay-out sketches, in conjunction with the houselist, will enable the charge superintendents to carefully demarcate the census enumerator's block. The census enumerator's blocks so formed at the census served as a frame for all types of future sampling studies as well. A general criticism has been levelled that the census enumerator's blocks were not easily identifiable. It is true that it may be difficult to reconcile between an area with some natural physical boundaries such as roads and streets, and the desired size of population ideally suited for an enumerator. For census purposes obviously, it is more important that we have blocks of convenient population size to ensure complete and convenient coverage. The enumerator's blocks had been generally indicated in the past in terms of merely housenumbers that constitute a block such as, for example, along a straight road, housenumber 1 to housenumber 150 may form one

enumerator's block and housenumbers 151 to 250 may form another enumerator's block depending on the population size. Sometimes, the lay-out may be such that a cluster of houses will have to be allotted to an enumerator. Again, in a village which has both the built up area as also the cultivated area around with some odd farm houses, it will be necessary to indicate the area allotted to an enumerator especially if a large village is divided between more than one enumerator. It is desirable that in an over-all control map of the village the jurisdiction of each individual census enumerator's block should be clearly demarcated and shown, even if the enumerator's block may be linear merely following a row of housenumbers along a street. At the same time, it may be advantageous to get each enumerator to prepare a separate sketch of the area allotted to him in which he can set out little more detail all the landmarks and all the individual houses that constitute his block. The name of the street along which his jurisdiction may lie and also the names of the adjoining streets and localities can be shown. This may greatly help in easier identification of the enumerator's blocks in future. The census enumerator can be required to furnish this sketch along with the enumeration abstract which he would be required to furnish at the end of the census enumeration.

21. In several urban areas the National Sample Survey Organisation had already prepared an urban area frame. This was used at the 1961 Census in some States for the purpose of forming the census enumerator's blocks. You may examine if the urban area frame so prepared is easily identifiable on ground and if the census enumerator's blocks can be conveniently formed as to conform to this frame.

22. A special feature of the 1971 Census will be that in 10 per cent of the enumeration blocks in urban areas and 10 per cent of rural villages a separate household form will also be canvassed besides an individual slip that will be canvassed on a universal basis. The instructions for the sampling design and the selection of the sample will be issued to you separately from this office in due course. It is adequate for you to know at this stage that it will be necessary for you to have a good frame of the enumerator's blocks from which the sample will have to be selected. For these sample blocks a slightly better qualified enumerator who may be a graduate or at least a matriculate, if possible, should be appointed.

23. A set of the second draft schedules that have been developed for the next census is enclosed. Copies of the instructions for filling them will follow. The first draft of the schedules was pretested by the State Census Offices. The papers and proceedings of the 1st Conference of May 1967 for developing the schedules and of January 1968 in which the experiences of the pretest were discussed should be available in your office and you may like to study them.

24. You will have occasion now to pretest the second draft. The experience you will gain at the pretesting of the census schedules will be valuable. You may have the schedules and instructions translated and printed locally in your State language. I believe some translation has already been attempted by your staff of the first draft. This has to be merely brought up-to-date to take into account the further changes in the schedule and these can be pretested. You may take about 1,000 urban households and 1,000 rural households for the pretest. You may for the purpose of the pretest, divide them into blocks of about 100 households. You may pretest the household forms along with individual slips in half the number of blocks and the individual slips alone in the other half. You should try to engage the same type of enumerators for the pretest as will be appointed ultimately at the actual census. You may have to get suitable instructions issued by the State Government to the District Officers to help you in the conduct of the pretest. Ultimately, the responsibility of successful enumeration will fall on your shoulders. You should utilise the opportunity of this pretest to satisfy yourself that the concepts can be fully understood by the enumerators and the enumerated and that there is no scope for any misinterpretation. You shall have to intensively train the local officers in charge of the pretest work who should, in turn, train the field enumerators thoroughly. An important document which the enumerator will be required to fill at the next census is the Enumerator's Abstract which is quite different from what was adopted at the 1961 Census. In the abstract now prescribed for the 1971 Census, the enumerator will be required to carefully post some data from each individual slip at the end of each day and ultimately the entries are all totalled and an

abstract for the enumerator's block is prepared on completion of enumeration. Particular importance is attached to this as it is proposed to release the provisional population data after the actual census is over on the basis of the totals that these abstracts provide. I would like you to particularly assess to what extent the enumerator has been able to post the data in his abstracts accurately. The census supervisors should be made particularly responsible for the correct posting of these statements.

25. We shall finalise the schedules and instruction for the actual census soon after you complete your pretest and we shall have occasion to discuss your experiences at a meeting before we finalise them.

26. Besides the decennial census operations, the State Census Offices are charged with the responsibility of handling several other projects such as the Annual Sample Census, Sample Registration, Social Studies and so on. You may get yourself acquainted with the work already going on in these various fields. Your main concentration should, however, be on the successful completion of the 1971 Census operations.

27. As in the past the census enumeration of the household population will be spread over a period of about 19 days from 10th February 1971 to 28th February 1971 with a revisional round of three days from 1st March so as to bring the data up-to-date as at sunrise of 1st March 1971. which would be the reference date for the 1971 Census. The houseless persons may have to be enumerated by single night enumeration on the 28th February 1971. In the areas difficult of accessibility non-synchronous enumeration will have to be resorted to spread over a longer time. The experience of 1961 Census in your State/ Territory will be useful. It is likely that since 1961 several of the inaccessible areas might have been opened up with better communications and the developmental activities may have made available adequate personnel to serve as census enumeration staff so that enumeration in such areas can be carried out at the same time as in the rest of the country. You may like to examine this.

28. The intensive training of the census personnel at the various levels from the district staff down to the actual enumerator will be one of the most important items of census operations. Much of the success of the census will depend on the quality of training imparted. You will undoubtedly be assisted by a good number of Deputy Superintendents of Census Operations whom you shall have to appoint adequately in advance. Most of them will have to be in position by the end of 1969. You shall have to undertake training programme for the houselisting from early in 1970 and then after the census enumeration blocks are formed and census enumerators appointed, the training of the enumeration staff will have to be taken up in the second half of 1970. It is important that the District Census Officers, Charge Superintendents in charge of Tahsils, Towns and special areas etc. should be very thoroughly trained first as they have to train up in turn the other census personnel under them. Every census worker should receive not merely theoretical training but should have adequate practical training in actual enumeration. Each should practice enumerate a good number of households before completion of the training. Your predecessor of 1961 must have already laid down guide lines in this regard and might have also suggested improvements of procedure. You shall have to give careful attention to the training programme. I enclose for your information a circular on training issued at the 1961 Census in Andhra Pradesh which you may find of some use.

29. Apart from the careful training of the census enumeration staff it is important that the citizens should also be fully informed of the objectives, utility and contents of the census. An effective publicity programme such as through newspapers, radio talks, posters, school lessons, block extension services, film strips and various other media should be launched at the appropriate stages.

30. The entire census organisation should be fully keyed up and kept at a complete state of readiness to launch on the census enumeration as programmed. For this purpose you should draw up a census calendar indicating the various targeted dates by which each of the preparatory measures of the census enumeration should be completed. The census calendar drawn up for 1961 Census can help you draw up the calendar for the next census. You should constantly review the progress of work and assure that the targeted dates are adhered to at each step. A mass operation such as the census can succeed only if each stage of the operation is planned and executed carefully according to a definite programme.

31. The provisional population totals will have to be announced as early as possible after the completion of census enumeration. At the 1961 Census the provisional totals of several States were relayed to the Registrar General as early as 7th March 1961. The provisional totals of districts had started reaching the Census Superintendents immediately after the revisional round was over i.e., 5th March 1961. (In 1961 the revisional round was extended till 5th March 1961 due to intervening Holi festival). It should be possible at the next census to have the provisional figures even earlier. The revisional round is expected to be completed by 3rd March 1971 itself. I had already referred to the form of Enumerator's Abstract prescribed for the next Census. If these are carefully posted by the enumerator then and there each day there should be no difficulty in communicating the provisional figures by the targeted time. By careful organisation and efficient system of relay it should be possible for us to publish the provisional population totals almost immediately after the completion of census enumeration.

32. Immediately after the enumeration is completed, the census schedules will have to be received at a number of regional tabulation offices. A regional tabulation office will have to be opened to cover 5 to 6 million population. It will be necessary to secure buildings for this purpose adequately in advance. You may have to be in the look out for them even from the end of 1969. As at 1961 Census one Deputy Superintendent of Census Operations will be appointed for each one of the regional tabulation office. It is proposed to appoint these Deputy Superintendents even from about December 1969 so that they may assist you in the houselisting programme from early 1970 and also later on in supervising the formation of enumerator's blocks and the training of census personnel. The experience of 1961 showed that these Deputy Superintendents appointed adequately in advance can be of great assistance to the Census Superintendent. You should be on the look out for capable, energetic and dedicated members of the State Civil Service whose services could be secured on deputation from December 1969. These Deputy Superintendents when appointed could immediately locate buildings for opening regional tabulation offices. Later on they will have to recruit a large number of sorters, train them, control them and get the primary sorting and tabulation done as quickly as possible.

33. In the regional tabulation offices the sorting of the schedules for producing the primary census data for the smallest unit of the village in the rural areas and the enumerator's block in the urban area will have to be taken up manually as was done at the 1961 Census. The other tabulations are proposed to be done by taking a sample of the individual slips. Therefore, at the regional tabulation office the drawing of the sample schedules will be an important item of work. A team of carefully trained staff may have to be earmarked for this purpose. It is tentatively proposed to tabulate 10 per cent of the rural slips and 20 per cent of urban slips. The 10 per cent of the rural slips may be manually sorted and tabulated at State Headquarters and 20 per cent of the urban slips may be processed through computers. This means that cards may have to be punched to take the data of the 20 per cent of the urban slips. The data from the household forms which are canvassed in 10 per cent sample areas will be fully processed. Adequate number of persons will have to be trained at each State Headquarters to see that by the time the punching of cards is taken up the trained punch operators are available. Further detailed instructions will be issued in due course.

34. The data on the Houselist may be processed by about 20 per cent sampling of the entries which will be coded and transferred to punch cards. The key punch installations and the trained key punch operators should, therefore, be in position in each of the State Census Offices even by about March/April 1970.

35. Details of the tabulation programme and the instructions for sorting and tabulation will be issued in due course from the Registrar General's Office.

36. Details of the publication programme for the 1971 Census will be worked out in due course in consultation with the Census Superintendents. The limitations of printing proved to be one of the greatest bottle-necks at the 1961 Census. We shall discuss and decide how best to get over it at the 1971 Census. In the meantime, any suggestions you may have in this regard will be welcome. Generally much time is lost between the completion of census operations and the availability of the census data to the public. It would appear

desirable to publish as quickly as possible handy popular versions, well illustrated, giving out several basic census data which are of great use and interest to the Government and the public. The primary census data will have to be published as quickly as possible.

37. While the District Census Handbooks had proved extremely useful in the past we shall give some thought as to what form they should take at the next census so that they could be brought out as early as possible after the census enumeration is completed.

38. We have a great task ahead and I have little doubt that the Census Organisation will fulfil its responsibility the way it has always done.

Wishing you every success.

Yours sincerely,
(Sd.)
A. CHANDRA SEKHAR.

Encls: 1. Schedules
2. Circular letter of A.P. (will be sent later)

Shri K. Narayanan,
Superintendent of Census Operations,
Kerala.

(Camp New Delhi)

APPENDIX II

A. CHANDRA SEKHAR

D. O. No. 37/10/68-RG
Ministry of Home Affairs,
Registrar General, India, New Delhi-11.
10th July 1969.

CENSUS OF INDIA 1971—CIRCULAR No. 3

Dear Narayanan,

We have had a very useful discussion on the census schedules, concepts and procedures for the 1971 Census when we met at the first Census Conference between the 16th and 21st May, 1969. The experiences of the pretests and the exchange of views at the Conference have made us fully appreciate the various problems of the Census Operations. The proceedings of the conference are being separately circulated.

Almost immediately after the conference as was already intimated to you in my demi official letter No. 9/3/69/CTU dated 27th May, 1969, the questionnaires and concepts for the 1971 Census were considered at a special meeting of the Planning Commission and it has made certain recommendations. The minutes of the meeting of the Planning Commission are also being communicated to you along with the proceedings of the Census Conference.

Taking into consideration the views expressed at the Census Conference and the recommendations of the Planning Commission, the Census Schedules for the 1971 Census have now been finalised and have also been finally approved by the Ministry of Home Affairs. The census schedules as now finalised are :—

1 Houselist
2 Establishment Schedule
3 Individual Slip
4 Population Record

Specimen copies of these schedules are appended to this circular. Cyclostyled copies of the instructions for filling the schedules are attached.

The Government of India have also notified under section 3 of the Census Act its intention to take the Population Census in India in 1971 with the reference date as the sunrise of 1st March, 1971.

We thus have the green signal to proceed full steam with the 1971 Census Operations.

The census schedules, as now finalised, make it unnecessary to introduce any area sampling at the next census. At the last conference, we did come up with several problems relating to area sampling such as the preparation of suitable frame, recruitment and training of special enumerators, increased workload in the sampled areas, etc. All these have now been obviated.

The houselist also gets somewhat simplified with the question on the age of the house, which received doubtful response, and the questions on the material of floor and on the deaf and dumb being given up. The Establishment schedule does not undergo any change.

The individual slip has undergone some important changes. A couple of questions on the current fertility of a woman in married status have been included viz. (1) age of marriage (ii) any child born in the last one year. These questions have to be canvased with some care so as to avoid all kinds of biases setting in and to eliminate recall lapses to the extent possible by reckoning the period of last one year with reference to a well known festival day in 1970, close to 1st March, such as Holi, Sankranti, Pongal, etc. You may please prescribe this festival for your State and let me know. Its corresponding date according to the English Calendar may also be given. You may make reference to this festival in the local language translation of the instructions for filling the Individual Slip. While training the enumerators

particular emphasis should be laid on ensuring that all live births within this period of about one year, till the enumeration date, are entered without fail. Cases of infant deaths are likely to be missed out unless specifically enquired into. It has to be ensured that no live birth, even if the child died immediately after birth and obviously not alive at the time of enumeration is not missed. However, cases of still births have to be left out of count.

The other major change introduced relates to the concepts and the form of the economic questions in the individual slip and these require your close study and attention. Paras 78 to 127 of the instructions for filling the Individual Slip cover these. You will notice that question 16 (a) of the Individual Slip will help us to put every individual under a definite category of worker or non-worker, according as what the person indicates his main activity to be. Under question 17 the secondary work will be ascertained of all persons, irrespective of whether the person's main activity recorded under question 16 (a) falls under a category of the worker or a non-worker. The revised concepts are expected to give a more realistic picture of participation in work, ensuring that persons who are basically non-workers, such as students and housewives, are not treated on par with full-time workers and at the same time, not losing count of their contribution to work, which will be reckoned under secondary work. While training up the Deputy Superintendents of Census Operations, the District Census Officers, Charge Superintendents, the Census Supervisors and the Enumerators, these instructions would require to be carefully drilled in.

I have since decided that the Population Record will also be posted universally by every enumerator. The population record, apart from yielding data for household composition, will be very helpful in our post-enumeration check and will also be a valuable record of reference for the future.

When we meet for the training seminar in September this year, we can reserve one afternoon during which each one of us can address mock enumeration training classes. This may be helpful in ensuring that each of us has understood the concepts in the same way. At some of the earlier censuses, it has been found that there was some lack of uniformity in the application of concepts on account of different interpretations given by different Census Superintendents. I, therefore, feel that it will be useful for us to spend some time on this at our training seminar.

Based on our pretest experience, and as the canvassing of the Household form has been given up, it would appear that each census enumerator should be able to cover a population of about 750 in rural areas and 600 in urban areas.

It is obviously not possible to keep to an absolutely uniform size of the enumerator's block. It can be a little more or little less in size according to convenience.

We have to get ready the State language version of the schedules and instructions for printing as early as possible. I believe you have already furnished the translations of the Houselist and Establishment Schedules. I do hope that you have completed the translation of Instructions for filling the Houselist also by now.

Blank forms of the Individual Slips appear to have been sent to you to set them up in your State language. This may be done early. As regards translating the revised instructions the work may be rendered easy as you might have already translated the original instructions for filling the old individual slip, fertility schedule of the household form, etc. Since the final individual slip makes changes only in regard to the economic questions and transfer of questions pertaining to current fertility from the Household form to the individual slip, it should be possible for you to send the final translation of the revised instructions for filling the individual slip as early as possible. The sooner you finalise them and send them, the better, as we shall have to take steps for the printing of a very large number of forms and instruction books.

Yours sincerely,
(Sd.)
A. CHANDRA SEKHAR

Shri K. Narayanan,
Superintendent of Census Operations,
Kerala.

APPENDIX V

No. 9/1/69-CTU
Government of India,
Ministry of Home Affairs,
Office of the Registrar General, India,
New Delhi-11.
4th February 1969.

To

All Superintendents of Census Operations.

SUB:—1971 CENSUS—INDENT FOR CENSUS FORMS

Sir,

As you are aware, printing of Census Schedules is itself a massive operation. Recently this was discussed with the Chief Controller of Printing and Stationery in all its details. It was felt that as the houselisting operation will start in February, 1970, it is necessary to take immediate steps for acquiring the required quantity of paper and make appropriate arrangement for the printing of the schedules. For this purpose, estimates of various forms and other literature connected with 1971 Census Operation have been made in this office.

2. The method for estimation of total form requirement for 1971 Census is spelt out in the enclosed note. We have also estimated the requirement of forms in various regional languages. The basis for this estimate was the proportion of schedules in different languages allocated to the various States vide this office circular letter No. 13/8/59-RG, dated the 8th December, 1959. The requirement of various forms for 1971 Census Operation and also for training purposes pertaining to your State is given in the enclosed statement. You are requested to get these estimates scrutinized and give your requirement by the middle of this month at the latest.

3. Estimates for Enumerators' posting statement for males and females separately and Enumerators' abstract have been worked out on a consolidated basis. The language break-up may kindly be worked out at your end and intimated to this office.

4. The favour of very early action in the matter is requested.

Yours faithfully,
(Sd.)
K. K. CHAKRAVORTY,
Central Tabulation Officer

Encl: As above.

METHOD FOR ESTIMATION OF TOTAL FORM REQUIREMENT FOR 1971 CENSUS

General Census Requirements

(a) **Individual Slip:**—It has been based on projected population estimates which have been further increased by 10 per cent to cover wastage and emergency requirements.

(b) **Household Form:**—Total estimated population for 1971 Census has been divided by 5 (average size of a household) which has been further divided by 10 to arrive at Sample Households. This estimate number of Sample Households has been inflated by 10 per cent to cover wastage and for meeting emergency requirements.

(c) **Houselist Form:**—Total estimated population has been divided by 5 to get estimated number of Households. 1961 Census houses used as non-dwellings and vacant has

been inflated by 25 per cent and added to estimated number of households to give total number of entries for houselisting. Total number of entries have been divided by 40 (Number of lines) to get estimated number of forms which has been inflated by 10 per cent to cover wastage and emergency requirements. In order to safeguard against blank entries in some forms, this estimate has been enhanced by number of enumerators. As Houselist Forms are to be prepared in duplicate, estimates thus worked out have been doubled.

(d) **Establishment Schedule :**—We have provided four forms per enumerator as we require two copies of this schedule. According to estimated number of entries number of forms required for one copy come to less than 1 form per enumerator but to cover cases of business and industrial centres, two forms per enumerator have been provided which will be issued to each enumerator at the first instance and more forms will be issued to such enumerators who actually require more forms.

Instruction Books for Individual Slips :—It is based on total estimated number of enumerators and supervisors. Number of enumerators has been worked out by dividing Rural estimated population by 750 and Urban estimated population by 500 to which number of supervisors has been added by taking one supervisor for 5 enumerators. This esitmate has further been enhanced by 25 per cent to cover stand-by enumerators, supervisors and other census officers.

Instruction Books for Houselisting :—This is also based on total estimated enumerators and supervisors. Roughly 200 entries have been taken per enumerator for houselisting and one supervisor for five enumerators. Estimates thus arrived at have been enhanced by 25 per cent to cover other census officers.

Instruction Books for Houselisting Form :—Takink 1961 Census 20 per cent Sample households as base, number of enumerators have been calculated by enhancing it by 25 per cent and dividing it by 100. Taking 100 households per enumerator which has been further increased by number of supervisors taking one supervisor for 5 enumerators. This total has further been enhanced by 25 per cent to cover other census officers and divided by 2 to make it 10 per cent.

Estimated Requirement of Enumerator's Posting Statement :—Estimated male and female population has been divided by 40 (No. of lines) to get number of posting statements which has been further inflated by 10 per cent to cover wastage.

Enumerator's Abstract :—This is equivalent to Instructions to Enumerators.

FORMS FOR TRAINING

There will be two training classes for practicals. Enumerator will use approximately half the forms supplied in first practical and the balance in second practical.

Individual Slip :—50 forms have been provided for each enumerator.

Houselist :—One form has been provided for each enumerator and supervisor. One side can be used for one practical and the other in second practical.

Establishment Schedule :—One form has been provided for each enumerator and supervisor. One side can be used for one practical and the other in second practical.

Household Form :—25 forms have been provided for each enumerator.

(i) ESTIMATED REQUIREMENT FOR VARIOUS FORMS FOR 1971 CENSUS AND TRAINING

State : Kerala

Language	Forms requirement for: Individual slip — General census	Individual slip — Training	Houselisting — General census	Houselisting — Training	Establishment — General census	Establishment — Training
1	2	3	4	5	6	7
All languages	**23,871,320**	**2,345,300**	**353,382**	**35,806**	**143,224**	**35,806**
Assamese	..	..	..	..	..	..
Bengali	..	..	..	..	..	..
English	..	..	5,866	594	2,377	594
Gujarati	..	..	..	..	..	..
Hindi	..	..	..	..	..	..
Kannada	2,22,830	21,892	283	29	115	29
Malayalam	23,378,040	2,296,837	347,127	35,172	140,689	35,172
Manipuri	..	..	..	..	..	..
Marathi	..	..	..	..	..	..
Nepali	..	..	..	..	..	..
Oriya	..	..	..	..	..	..
Punjabi	..	..	..	..	..	..
Tamil	270,450	26,571	106	11	43	11
Telugu	..	..	..	..	..	..
Urdu (General version)	..	..	..	..	..	..
Urdu (Kashmiri version)	..	..	..	..	..	..
Konkani	..	..	..	..	..	..

Language	Forms requirement for: Household form — General census	Household form — Training	Instruction book for: Individual slip	Houselisting	Household form
	8	9	10	11	12
All languages	**477,427**	**134,675**	**46,906**	**35,806**	**5,387**
Assamese	..	..	..	..	..
Bengali	..	..	..	..	..
English	..	..	..	594	..
Gujarati	..	..	..	..	..
Hindi	..	..	..	..	..
Kannada	4,488	1,266	438	29	50
Malayalam	467,544	131,887	45,937	35,172	5,276
Manipuri	..	..	..	..	..
Marathi	..	..	..	..	..
Nepali	..	..	..	..	..
Oriya	..	..	..	..	..
Punjabi	..	..	..	..	..
Tamil	5,395	1,522	531	11	61
Telugu	..	..	..	..	..
Urdu (General version)	..	..	..	..	..
Urdu (Kashmiri version)	..	..	..	..	..
Konkani	..	..	..	..	..

(ii) CALCULATING SHEET FOR ESTIMATING TOTAL REQUIREMENT OF FORMS FOR 1971 CENSUS

State : Kerala

Description	Estimated population at 1st March 1971	10% of column 2	Total requirement of individual slip (column 2 + column 3)
1	**2**	**3**	**4**
Individual slip	21,701,200	2,170,120	23,871,320

Description	Estimated population in 1971	Estimated No. of households in 1971 column 2 ÷ 5	10% of households, *i.e.*, number of schedules	10% for meeting emergency requirements	Total No. of household schedules column 4 + column 5
1	**2**	**3**	**4**	**5**	**6**
Household form	21,701,200	4,340,240	434,024	43,403	477,427

Description	Estimated population in 1971	Households in 1971 column 2–5	Houses used as non-dwelling and vacant 1961	Column 4 inflated by 25% for 1971	Total No. entries column 3+ column 5	Total No. of houselist schedule 1971 column 6/40	Column 7 inflated by 10%	Column 8 + No. of enumerators	Column 9 × 2
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Houselist form	21,701,200	4,340,240	626,286	782,858	5,123,098	128,077	14,085	176,691	353,382

Description	Estimated male population in 1971	Estimated female population in 1971	No. of posting statements required for males 2/40	No. of posting statement required for females column 3 ÷ 40	Posting statement for males column $4 \times \frac{110}{100}$	Posting statement for females column $5 \times \frac{110}{100}$
1	**2**	**3**	**4**	**5**	**6**	**7**
Enumerator's daily posting statement	10,898,000	10,803,200	272,450	270,080	99,695	297,088

(iii) CALCULATING SHEET FOR ESTIMATING TOTAL REQUIREMENT OF INSTRUCTION BOOKS TO ENUMERATORS AND VARIOUS FORMS FOR 1971 CENSUS

State : Kerala

Description	Rural Total Population	Urban Population	No. of enumerators required			No. of supervisors required ‡	Total No. of supervisors and enumerators	Total number of supervisors and enumerators col. $8 \times \frac{125}{100}$
			Rural *	Urban †	Total			
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**
Instructions to individual slip	18,196,000	3,505,000	24,261	7,010	31,271	6,254	37,525	46,906

* This figure has been derived after dividing rural population by 750 (each enumerator is proposed to enumerate 750 persons).

† This figure has been derived after dividing urban population by 500 (each enumerator is proposed to enumerate 500 persons).

‡ Total enumerators have been divided by 5, as for 5 enumerators one supervisor will be appointed.

Description	Total No. of houselist forms	Total No. of households col. 2×40	Total No. of enumerators required col. 2/200	Number of supervisors required col. 4/5	Total No. of enumerators and supervisors col. 4+col. 5	Total No. of instructions of houselist col. $6 \times \frac{125}{100}$
1	**2**	**3**	**4**	**5**	**6**	**7**
Instructions to houselist	119,357	4,774,280	23,871	4,774	28,645	35,806

Description	1961 sample households raised by 25	Total No. of enumerators required col. 2/100	Total No. of supervisors required col. 3/5	Total No. of enumerators + supervisors col. 3 + col. 4	Total No. of instructions required at 20% sample col. $5 \times \frac{125}{100}$	Estimate at 10% sample column 6/2
1	**2**	**3**	**4**	**5**	**6**	**7**
Instructions for household form	719,787	7,198	1,420	8,618	10,773	5,387

APPENDIX VI

STATEMENT SHOWING THE SCHEDULES AND FORMS SUPPLIED TO VARIOUS DISTRICTS

Sl. No.	District	Houselist		Establishment Schedule		Houselist Abstracts	
		Malayalam	English	Malayalam	English	Malayalam	English
1	2	3	4	5	6	7	8
	Copies printed/ received	**362,500**	**7,000**	**145,500**	**2,300**	**21,000**	**200**
	Total supplied	**319,039**	**3,104**	**124,653**	**1,242**	**20,780**	**165**
1	Cannanore	34,762	..	1,3625	..	2,311	..
2	Kozhikode	29,106	..	11,442	..	1,928	..
3	Malappuram	24,762	64	9,705	25	1,482	22
4	Palghat	24,628	..	9,211	..	2,024	..
5	Trichur	34,084	..	13,341	..	2,375	..
6	Ernakulam	35,222	1,775	13,548	711	2,509	110
7	Kottayam	34,050	..	13,377	..	2,199	..
8	Alleppey	31,028	..	12,363	..	2,482	..
9	Quilon	38,598	..	14,830	..	1,828	..
10	Trivandrum	32,799	1,265	13,211	506	1,642	33

Sl. No.	District	Instruction Booklets for filling up the Houselists/Establishment Schedule				Block and Circle Register Form	Form of Appointment of Enumerators	Form of Appointment of Supervisors	Weekly Progress Report Form
		Malayalam		English					
		Main	Specimen	Main	Specimen				
1	2	9	10	11	12	13	14	15	16
	Copies printed/ received	**9,500**	**9,500**	**500**	**500**	**25,000**	**60,000**	**12,000**	**12,500**
	Total supplied	**7,701**	**7,701**	**75**	**75**	**13,345**	**53,779**	**10,969**	**6,645**
1	Cannanore	1,000	1,000	..	..	1,341	5,819	1241	701
2	Kozhikode	667	667	..	..	1,177	5,362	1054	461
3	Malappuram	548	548	10	10	1,000	4,945	959	401
4	Palghat	832	832	..	..	1,190	4,928	955	541
5	Trichur	1,153	1,153	..	..	1,356	5,740	1117	786
6	Ernakulam	791	791	50	50	1,369	4,796	1148	1001
7	Kottayam	792	792	..	..	1,307	5,521	1139	841
8	Alleppey	712	712	..	..	1,487	5,554	775	721
9	Quilon	610	610	..	..	1,478	5,289	1447	661
10	Trivandrum	596	596	15	15	1,640	5,825	1134	531

Sl. No.	District	Abridged Houselists		Instruction Booklets for filling up the Individual slips				Folders containing instructions to Enumerators	Folders containing Instructions to Supervisors
		Outer	Inner	Malayalam	English	Kannada	Tamil		
1	2	17	18	19	20	21	22	23	24
	Copies printed/ received	**75,000**	**20,000**	**50,000**	**500**	**300**	**10,000**	**50,000**	**10,000**
	Total supplied	**37,022**	**187,240**	**47,561**	**336**	**300**	**500**	**44,221**	**7,555**
1	Cannanore	3,985	18,915	4,691	202	300	..	4,726	853
2	Kozhikode	3,565	17,557	4,445	9	..	..	4,230	749
3	Malappuram	3,140	13,702	3,658	8	..	..	4,101	619
4	Palghat	2,786	16,177	3,386	25	..	..	3,473	594
5	Trichur	3,810	20,245	5,076	13	..	..	4,716	748
6	Ernakulam	3,890	23,121	4,958	18	..	..	4,709	842
7	Kottayam	3,720	19,983	6,052	16	..	500	4,641	814
8	Alleppey	4,300	19,250	5,318	13	..	..	4,185	712
9	Quilon	4,100	21,570	5,308	12	..	..	4,818	818
10	Trivandrum	3,726	16,720	4,669	20	..	..	4,622	806

Sl. No.	District	Individual Slips: Malayalam Pads of 100	Malayalam Pads of 25	English Pads of 100	English Pads of 25	Kannada Pads of 100	Kannada Pads of 25	Tamil Pads of 100	Tamil Pads of 25
1	2	25	26	27	28	29	30	31	32
	Copies printed/ received		**132,388**	**980**	**400**	**1,191**	**516**	**2,273**	**908**
	Total supplied	**223,569**	**122,594**	**576**	**225**	**1,110**	**422**	**240**	**60**
1	Cannanore	26,683	11,059	76	59	1110	422	..	..
2	Kozhikode	20,693	10,330	1	1	..	..	..	..
3	Malappuram	19,643	11,317	4	8	..	..	..	..
4	Palghat	18,150	8,955	..	..	..	..	..	..
5	Trichur	22,652	5,154	..	..	..	..	..	..
6	Ernakulam	24,538	12,738	465	117	..	..	..	..
7	Kottayam	22,693	12,954	..	..	..	..	240	60
8	Alleppey	23,002	14,264	..	..	..	..	..	..
9	Quilon	24,674	10,595	..	..	..	..	..	..
10	Trivandrum	20,841	25,228	30	40	..	..	..	.

Sl. No.	District	Enumerator's Abstracts: Malayalam Nos.	English Nos.	Kannada Nos.	Tamil Nos.	Population Record Forms: Malayalam Pads of 50	Malayalam Pads of 25	English Pads of 50	English Pads of 25	Kannada Pads of 50	Kannada Pads of 25	Tamil Pads of 50	Tamil Pads of 25
1	2	33	34	35	36	37	38	39	40	41	42	43	44
	Copies printed/ received	**150,000**	**500**	**300**	**500**	**80,000**	**48,000**	**430**	**260**	**430**	**260**	**815**	**490**
	Total supplied	**37,151**	**260**	**300**	**48**	**77,700**	**40,376**	**223**	**160**	**377**	**224**	**815**	**490**
1	Cannanore	3,962	29	300	..	8,483	3,773	32	19	377	224	..	..
2	Kozhikode	3,703	5	..	..	6,979	4,196	..	3	..	..	..	..
3	Malappuram	3,211	5	..	..	6,424	3,996	1	3	..	..	..	..
4	Palghat	2,822	..	..	..	7,148	2,326	..	..	..	..	..	..
5	Trichur	3,948	..	..	..	7,737	3,829	..	..	..	..	..	..
6	Ernakulam	4,045	206	..	..	8,269	5,883	178	127	..	..	..	..
7	Kottayam	3,925	..	..	48	8,267	3,968	..	..	..	..	815	490
8	Alleppey	3,670	..	..	..	6,758	5,088	..	..	..	..	..	..
9	Quilon	4,028	..	..	..	8,771	3,568	..	..	..	..	..	..
10	Trivandrum	3,837	15	..	..	8,864	3,749	12	8	.	..	..	..

Sl. No.	District	Enumerator's Daily Posting Statements: Males Malayalam Nos.	Males English Nos.	Males Kannada Nos.	Males Tamil Nos.	Females Malayalam Nos.	Females English Nos.	Females Kannada Nos.	Females Tamil Nos.
1	2	45	46	47	48	49	50	51	52
	Copies printed/ received	**425,000**	**1,400**	**1,600**	**3,200**	**425,000**	**1,400**	**1,600**	**3,300**
	Total supplied	**383,609**	**816**	**1,600**	**360**	**384,499**	**486**	**1,600**	**360**
1	Cannanore	39,537	185	1,600	..	39,537	135	1,600	..
2	Kozhikode	35,680	5	..	..	35,680	5	..	..
3	Malappuram	33,433	15	..	..	33,413	5	..	..
4	Palghat	29,417	..	..	..	29,416	..	..	..
5	Trichur	41,073	..	..	..	41,073	..	..	..
6	Ernakulam	41,186	511	..	..	42,159	291	..	..
7	Kottayam	47,193	..	..	360	47,201	..	..	360
8	Alleppey	36,446	..	..	..	36,426	..	..	..
9	Quilon	42,261	..	..	..	42,261	..	..	..
10	Trivandrum	37,383	100	..	..	37,333	50	..	..

Sl. No.	District	Circle Label	Block Label	Circle Summary	List of SC and ST	Receipt Form	Progress Report Form	Degree Holders and Technical Personnel Cards
1	**2**	**53**	**54**	**55**	**56**	**57**	**58**	**59**
	Copies printed/ received	**10,000**	**40,000**	**10,000**	**50,000**	**70,000**	**50,000**	**1,000,000**
	Total supplied	**7,318**	**37,260**	**7,257**	**44,965**	**69,271**	**47,869**	**955,099**
1	Cannanore	774	3923	774	5340	7805	5340	73392
2	Kozhikode	795	4271	691	4693	6878	4756	105684
3	Malappuram	587	3119	587	3860	6966	3857	41599
4	Palghat	560	2697	560	3827	5764	3827	56692
5	Trichur	680	3804	708	4851	7245	4911	95776
6	Ernakulam	777	3906	789	3853	7736	5200	145126
7	Kottayam	819	3771	825	4657	7723	5383	92196
8	Alleppey	668	3593	672	4611	7140	4718	114706
9	Quilon	770	3989	770	4805	8229	5190	98636
10	Trivandrum	888	4187	881	4468	7385	4687	131292

APPENDIX VII

(i) LIST OF TOWNS IN KERALA ACCORDING TO 1971 CENSUS

District		Town	District		Town	District		Town
1		2	1		2	1		2
Cannanore	1	Manjeshwar	Palghat	30	Shoranur	Kottayam	59	Palai
	2	Kumbla		31	Ottapalam		60	Vaikom
	3	Kasaragod		32	Mannarghat		61	Ettumanoor
	4	Kanhangad		33	Hemambikanagar		62	Kottayam
	5	Nileshwar		34	Palghat		63	Ponkunnam
	6	Payyannur		35	Chittur—Thathamangalam		64	Kanjirappally
	7	Taliparamba					65	Mundakkayam
	8	Pappinissery		36	Nemmara		66	Changanacherry
	9	Valapattanam	Trichur	37	Wadakkancherry	Alleppey	67	Shertalai
	10	Cannanore		38	Pazhanji		68	Alleppey
	11	Cannanore Cantonment		39	Kunnamkulam		69	Thiruvalla
				40	Trichur		70	Chengannur
	12	Kuthuparamba		41	Ollur		71	Mavelikkara
	13	Tellicherry		42	Chavakkad		72	Pandalam
Kozhikode	14	Badagara		43	Guruvayur		73	Haripad
	15	Pantalayani		44	Irinjalakuda		74	Kayamkulam
	16	Elathur		45	Chalakudy	Quilon	75	Punaloor
	17	Calicut	Ernakulam	46	Angamaly		76	Quilon
	18	Kunnamangalam		47	Alwaye		77	Kundara
	19	Mokkam		48	Parur		78	Kilikollur
	20	Cheruvannur		49	Eloor	Trivandrum	79	Varkala
	21	Beypore		50	Njarakkal		80	Attingal
	22	Feroke		51	Cochin		81	Chirayinkil
	23	Kadalundi		52	Trippunithura		82	Nedumangad
Malappuram	24	Malappuram		53	Kalamassery		83	Kazhakuttam
	25	Manjeri		54	Perumbavoor		84	Trivandrum
	26	Perintalmanna		55	Kothamangalam		85	Nemom
	27	Tirur		56	Muvattupuzha		86	Balaramapuram
	28	Ponnani		57	Thodupuzha		87	Neyyattinkara
Palghat	29	Pattambi	Kottayam	58	Munnar		88	Kovalam

(ii) NAMES OF TOWNS DECLASSIFIED AS RURAL IN 1971

District		Town	District		Town	District		Town
1		2	1		2	1		2
Cannanore	1	Azhikode	Cannanore	6	Chovva	Trivandrum	11	Kadinamkulam
	2	Chirakkal	Kozhikode	7	Olavanna		12	Katakampally*
	3	Puzhathi (Chirakkal)	Malappuram	8	Parappanangadi		13	Attipra
				9	Tanur		14	Muttathura*
	4	Chalad					15	Poovar
	5	Puzhathi	Ernakulam	10	Piravam			

* Part of the town in 1961 was merged with the Trivandrum Corporation while the remaining part was declassified as rural.

APPENDIX VIII

No. 28/66/68-Pub. I
Government of India,
Ministry of Home Affairs,
New Delhi-1.
15th April, 1968/26th Chaitra, 1890.

To

The Chief Secretaries of All States and Union Territories.

SUB:—BOUNDARIES OF ADMINISTRATIVE UNITS—FIXITY DURING 1971 CENSUS OPERATIONS

Sir,

I am directed to say that the next decennial population Census would be conducted under the direction of the Registrar-General and ex-officio Census Commissioner for India, in February-March, 1971. To ensure complete coverage at the census, the entire country will be divided into small enumerator's blocks within the frame work of the administrative units in the States and Union territories. The process of determining the blocks will start much in advance of the actual census and they will be got marked on the census maps to obviate overlapping or omission of areas. For the efficient conduct of the census operations it is necessary to ensure that the boundaries of the administrative units are not disturbed after the blocks have been determined and until the census enumeration and tabulation of data are completed. It is expected that the demarcation of blocks would be taken in hand from the 1st July, 1969.

2. If the area of the administrative units on the basis of which the census data are collected are altered thereafter the usefulness of the data would be considerably reduced. It is therefore, desirable to ensure that as far as possible the boundaries of administrative units remain undisturbed throughout the major part of the next decade. Hence wherever any changes in the jurisdiction of the present administrative units are found necessary it would be desirable to effect the changes well before the enumerator's blocks are demarcated.

3. In the circumstances, Government of India would appreciate if all proposals for reconstituting or making adjustments in the jurisdiction of Municipalities, Revenue Villages/Tehsils/Police Stations/Anchals, Districts etc., which may be pending or which may be taken up in the near future are finalised and given effect to before the 1st July, 1969. All such changes may please be intimated to the State Census Superintendent concerned. In any case, the State Government may kindly ensure that no changes whatsoever are made in the boundaries of these units during the period from 1st January, 1970 to the 30th June, 1971.

1. Further correspondence in regard to this matter, if any may kindly be addressed to the Additional Registrar-General, India, 2/A, Mansingh Road, New Delhi-11.

Yours faithfully,
(Sd.)
K. R. PRABHU,
Joint Secretary to the
Government of India.

No. 28/66/68-Pub. I
New Delhi-1.
15th April, 1968/26th Chaitra, 1890.

Copy, with 30 spare copies, to the Registrar General, India, New Delhi, for transmission to all Superintendents of Census Operations, for information and necessary action.

(Sd.)
K. R. PRABHU,
Joint Secretary to the
Government of India.

106/1—15a

APPENDIX IX

(i) DISTRICT-WISE DISTRIBUTION OF CENSUS SUPERVISORS AND ENUMERATORS BY BROAD CATEGORIES FOR HOUSELISTING

State/ District		Supervisors			Enumerators			
		Teachers	Government and local administrative officials	Others	Teachers	Village officers	Government and local administrative officials	Others
1		2	3	4	5	6	7	8
Kerala State	**Total**	**108**	**722**	**615**	**70**	**2,401**	**1,347**	**65**
	Rural	**98**	**658**	**463**	**68**	**2,230**	**917**	**63**
	Urban	**10**	**64**	**152**	**2**	**171**	**430**	**2**
Trivandrum	Rural	91	51	..	..	66	114	..
	Urban	10	10	..	..	4	86	..
Quilon	Rural	..	63	26	..	407	159	..
	Urban	..	1	5	..	2	23	..
Alleppey	Rural	..	67	16	..	187	110	12
	Urban	..	12	1	..	7	60	..
Kottayam	Rural	..	55	47	..	175	168	51
	Urban	..	2	16	..	24	15	..
Ernakulam	Rural	..	40	75	57	195	33	..
	Urban	..	1	22	2	31	139	..
Trichur	Rural	7	86	41	11	207	101	..
	Urban	..	3	14	..	5	36	..
Palghat	Rural	..	24	118	..	137	15	..
	Urban	..	2	14	..	7	28	..
Malappuram	Rural	..	97	25	..	233	99	..
	Urban	..	2	2	..	4	..	1
Kozhikode	Rural	..	30	80	..	246	109	..
	Urban	..	..	75	..	55	10	1
Cannanore	Rural	..	145	35	..	377	9	..
	Urban	..	31	3	..	32	33	..

(*ii*) DISTRICT-WISE DISTRIBUTION OF CENSUS SUPERVISORS AND ENUMERATORS BY BROAD CATEGORIES FOR CENSUS ENUMERATION

District		Supervisors				Enumerators			
		Teachers	Village officers	Government and local administrative officials	Others	Teachers	Village officers	Government and local administrative officials	Others
1		2	3	4	5	6	7	8	9
Kerala State	**Total**	**5,860**	**10**	**354**	..	**28,173**	**154**	**938**	**1,526**
	Rural	**4,740**	**9**	**327**	..	**24,057**	**146**	**477**	**1,436**
	Urban	**1,120**	**1**	**27**	..	**4,116**	**8**	**461**	**90**
Trivandrum	Rural	341	..	..	..	1,665	..	..	741
	Urban	285	..	10	..	614	..	194	5
Quilon	Rural	547	..	..	..	2,657	1	..	508
	Urban	138	..	..	..	259	..	19	1
Alleppey	Rural	530	..	..	..	2,649	..	..	..
	Urban	68	..	3	..	338	..	21	..
Kottayam	Rural	572	8	34	..	2,607	70	84	187
	Urban	54	..	..	..	250	..	2	29
Ernakulam	Rural	471	..	19	..	2,251	11	153	..
	Urban	171	..	7	..	792	2	127	39
Trichur	Rural	534	..	19	..	2,656	1	61	..
	Urban	64	..	..	..	326	..	31	12
Palghat	Rural	369	1	56	..	1,995	37	50	..
	Urban	78	..	3	..	255	4	45	4
Malappuram	Rural	375	..	115	..	2,462	..	20	..
	Urban	33	..	3	..	173	..	1	..
Kozhikode	Rural	404	..	77	..	2,192	18	86	..
	Urban	141	..	1	..	701	..	..	..
Cannanore	Rural	597	..	7	..	2,923	8	23	..
	Urban	88	1	..	..	408	2	21	..

APPENDIX X

LIST OF CHARGES WITH THEIR LOCATION CODES

Name of charge	Code number
1	2
I Taluk (Rural)	
Kasaragod	1-1
Hosdrug	1-2
Taliparamba	1-3
Cannanore	1-4
Telliicherry	1-5
North Wynad	1-6
Badagara	2-1
Quilandy	2-2
South Wynad	2-3
Kozhikode	2-4
Ernad	3-1
Perintalmanna	3-2
Tirur	3-3
Ponnani	3-4
Ottapalam	4-1
Mannarghat	4-2
Palghat	4-3
Chittur	4-4
Alathur	4-5
Talappilly	5-1
Trichur	5-2
Chavakkad	5-3
Kodungallur	5-4
Mukundapuram	5-5
Alwaye	6-1
Parur	6-2
Cochin	6-3
Kanayannur	6-4
Kunnathunad	6-5
Muvattupuzha	6-6
Thodupuzha	6-7
Devicolam	7-1
Udumbanchola	7-2
Peermade	7-3
Meenachil	7-4
Vaikom	7-5
Kottayam	7-6
Kanjirappally	7-7
Changanacherry	7-8
Shertalai	8-1
Ambalapuzha	8-2
Kuttanad	8-3
Thiruvalla	8-4
Chengannur	8-5
Mavelikkara	8-6
Karthigapally	8-7
Karunagapally	9-1
Kunnathur	9-2
Pathanamthitta	9-3
Pathanapuram	9-4
Kottarakkara	9-5
Quilon	9-6
Chirayinkil	10-1
Nedumangad	10-2
Trivandrum	10-3
Neyyattinkara	10-4
II Corporation	
Calicut	2-IV
Cochin	6-VI
Trivandrum	10-VI
III Municipality/Cantonment/Township	
Kasaragod	1-III
Cannanore	1-X
Cannanore Cantonment	1-XI
Tellicherry	1-XIII
Badagara	2-I
Malappuram	3-I
Palghat	4-VI
Chittur-Thathamangalam	4-VII
Kunnamkulam	5-III
Trichur	5-IV
Guruvayur (Township)	5-VII
Irinjalakuda	5-VIII
Chalakudy	5-IX
Alwaye	6-II
Parur	6-III
Perumbavoor	6-IX
Muvattupuzha	6-XI
Palai	7-II
Vaikom	7-III
Kottayam	7-V

Name of charge	Code number
1	2
Changanacherry	7-IX
Shertalai	8-I
Alleppey	8-II
Thiruvalla	8-III
Mavelikkara	8-V
Kayamkulam	8-VIII
Quilon	9-II
Attingal	10-II
Neyyattinkara	10-IX
IV Special Area	
Military area, Cannanore Cantonment	1-XI-1S
West Hill Barracks, Calicut	2-IV-1S
Haig Barracks, Malappuram	3-I-1S
Naval Armament Depot, Alwaye	6-1-1S
Naval Coast Battery and Naval Battery, Cochin	6-VI-2S
Naval Base, Cochin	6-VI-3S
Cochin Port	6-VI-4S
Military Establishments, Trivandrum	10-VI-4S
V Forest Division	
Wynad	1 F
Kozhikode	2 F
Nilambur	3 F
Palghat	4 F
Nemmara	5 F
Trichur	6 F
Chalakudy	7 F
Malayattoor	8 F
Munnar	9 F
Kottayam	10 F
Game Sanctuary	11 F
Ranni	12 F
Konni	13 F
Punalur	14 F
Thenmala	15 F
Trivandrum	16 F

DETAILS OF LOCATION OF PORTS IN KERALA

Port	Location code number of kara/ muri/desom/ ward where the Port is located
1	2
Kasaragod	1-III-14
Azhikkal	1-4-11-1
Cannanore	1-X-19
Tellicherry	1-XIII-10
Badagara	2-I-2
Calicut	2-IV-4
Beypore	2-VIII-2
Ponnani	3-V-1
Cochin	6-VI-4S
Alleppey	8-II-6
Kovilthottam	9-1-8-11
Neendakara	9-1-9-1
Quilon	9-II-12
Valiathura	10-VI-41

APPENDIX XI

D.O. No. C1-70/70,
20th January 1971.

Dear Lieut. Commander John,

SUB:—ENUMERATION OF SHIPS AND OTHER VESSELS BELONGING TO THE NAVY

Kindly refer to letter No. AD/1602/69 dated 14th July 1969 from the Naval Headquarters India regarding the 1971 Census Operations. I am to request you to make the following arrangements for the enumeration of the personnel of the ships and other vessels belonging to the Navy which land at the Cochin Port. In the case of a ship or any other vessel belonging to the Navy, which is already in or which arrives in the Port of Cochin (including those berths in the wharf of Port of Cochin) on any day between 1st February, 1971 and the sun-rise of 20th February 1971, the personnel in such ship or vessel are to be enumerated by the Commander of the ship or the person in charge of the vessel. Such Commander or person may be assisted by sending a trained enumerator under you. Individual slip need alone be canvassed for the personnel. However they should also fill up Enumerator's Daily Posting Statements and Enumerator's Abstract. The location code allotted to the Naval base may be filled up in these individual slips. But for the fifth element of the location code viz. household number the name of the ship may be written. The slips filled up in respect of each ship or other vessel may be collected by you and sent to such tabulation office as might be instructed later.

Yours sincerely,
(Sd.)
K. NARAYANAN

Lieut Commander (SDC) W.C. John,
Naval Census Officer,
INS Garuda,
Naval Base,
Cochin-4.

Copy to Shri A. Nambi Iyer, Dy. Chief Engineer, Cochin Port.

Copy to the District Census Officer, Ernakulam.

Copy to Shri V. K. Balakrishna Menon, Deputy Director, C/o Collectorate, Palghat.

D.O. No. C1-70/70,
2nd January 1971.

Dear Shri Nambi Iyer

SUB:—ENUMERATION OF CREW AND PASSENGERS OF SHIPS OTHER THAN NAVAL SHIPS.

In continuation of the Circulars issued from time to time, I am to request you to make the following arrangements for the enumeration of the crew and passengers who have not been enumerated elsewhere in India of any ship or other vessel other than those belonging to the Navy which touches the Cochin Port or which is already in the Port between 1st February 1971 and the sun-rise of 20th February, 1971.

2. The population on the sea comprises the following categories:

(a) Indian Naval ships
(b) Ocean liners coming from foreign countries
(c) Indian Mercantile ships plying beween Indian ports and foreign ports
(d) Mercantile ships plying between Indian ports
(e) Miscellaneous
  (i) Ferry boats
  (ii) Fishing boats
  (iii) Other boats plying between limits of single port
  (iv) Passenger boats touching two remote coastal ports
  (v) Lighthouse ships and
  (vi) Country boats carrying inland produce.

3. **Naval Ships**:—In regard to enumeration of personnel of naval ships, an officer will be nominated specially by the Naval Census Officer, Cochin. Hence no action is called for at your end.

4. **Ocean Liners Coming from Foreign Countries**:—Only such ocean liners coming from countries which touch any Indian Port on or before 19th February 1971 and are found to be in your port at sun-rise of 20th February 1971 are to be enumerated. Any ocean liner having been at port earlier and leaving the port on the 19th February, 1971 will **not** be enumerated.

5. Enumeration of liners staying at ports at sun-rise of 20th February 1971 should be done either on the 19th February, 1971 or on the 20th February, 1971.

6. **Indian Mercantile Ships Plying between Indian Ports and Foreign Ports**:—These should be enumerated if they are found in your port on the sun-rise of 20th February, 1971.

7. **Coasting Vessels and Miscellaneous Types**:—Passengers travelling in mercantile ships plying between Indian coastal ports or other small boats of miscellaneous types need not be enumerated as they may not have been absent from their places of residence during the enumeration period. The members of the crew on all such vessels, boats, country boats, fishing boats, etc. should, however, be enumerated if they are residing on those vessels, boats, etc. and have been absent from their residence on land from 1st February 1971, onwards. Enumeration of such members of crew should be done on 19th February 1971 or 20th February 1971, wherever such vessels, boats, etc. are found during these two days.

8. **Vessels at Sea on 20th February 1971**:—Vessels which are at sea on the 20th February 1971 will be enumerated at the first port at which they touch after that date. As some of them may be at sea for as long as 20 days, the enumerator will have to keep a watch over vessels arriving at the port up to 12th March. The masters of the vessels should be questioned as to whether their vessels have already been enumerated elsewhere. If not, they should be enumerated. When a port enumerator enumerates any coasting vessels either on 20th February or subsequently he should give the master a slip on paper on which he should give the name of the vessel, the port and the date of enumeration and tell the master to preserve it till 12th March 1971 and produce it if questioned by the enumerator of any other port at which he may touch subsequently. Customs authorities will be requested not to issue clearance for any ocean liner or mercantile ship on 20th February unless its enumeration work is completed.

9. The crew and passengers of the ships or vessels mentioned above may be got enumerated by you by deputing a suitable trained male enumerator for the purpose. Only individual slips need be filled up for the persons. However Enumerator's Daily Posting Statements and Enumerator's Abstract will have to be filled in based on the individual slips. The location code may be the same as is allotted to the Cochin port. But instead of the fifth element, viz. the household number, the name of the ship or vessel may be entered.

10. If any person in a vessel claims to have been already enumerated between 1st February 1971 and the date of the arrival of the vessel in your port, such person will not be enumerated.

11. The slips filled up by special enumerators may be collected by you and sent along with the rest of the census records of your charge to such tabulation office as will be intimated to you by me.

Kindly acknowledge receipt.

Yours sincerely,
(Sd.)
K. NARAYANAN

Shri A. Nambi Iyer,
Deputy Chief Engineer (Civil),
Cochin Port Trust,
Willingdon Island.

Copy to: The District Census Officer, Ernakulam
District Commissioner, W. C. John,
Naval Base, Cochin.
Shri V. K. Balakrishna Menon, Deputy
Director C/o Collectorate, Palghat.

106/1—16

D.O. No. C1.70/70,
6th January 1971.

Dear Shri

SUB:—CENSUS OF INDIA, 1971—ENUMERATION OF THE PERSONNEL IN SHIPS AND OTHER VESSELS—ARRANGEMENTS—REGARDING.

The reference date for the 1971 Census is the sun-rise of 20th February 1971. As part of the census, it is proposed to enumerate the crew and passengers of any ship or other vessel which touches any port on or before 19th February 1971 and are found to be at that port at sun-rise of 20th February, 1971. In regard to vessels at sea on 20th February, 1971 the enumeration will be done at the first port at which they touch after that date till 12th March, 1971.

2. The population on the sea comprises the following categories:—

(a) Indian Naval ships
(b) Ocean liners coming from foreign countries
(c) Indian mercantile ships plying between Indian ports and foreign ports.
(d) Mercantile ships plying between Indian ports.
(e) Miscellaneous
  (i) Ferry boats
  (ii) Fishing boats
  (iii) Other boats plying between limits of single port
  (iv) Passenger boats touching two remote coastal ports
  (v) Lighthouse ships
  (vi) Country boats carrying inland produce.

3. **Naval Ships:**—In regard to enumeration of personnel of naval ships, an officer will be nominated specially by the Naval Census Officer, Cochin. Hence no action is called for at your end.

4. **Ocean Liners Coming from Foreign Countries:**—Only such ocean liners coming from foreign countries which touch any Indian port on or before 19th February, 1971 and are found to be in your port at sun-rise of 20th February, 1971 are to be enumerated. Any ocean liner having been at port earlier and having to port on the 19th February, 1971 will not be enumerated.

5. Enumeration of liners staying at ports at sun-rise of 20th February, 1971 should be done either on 19th February, 1971 or on the 20th February, 1971.

6. **Indian Mercantile Ships Plying between Indian Ports and Foreign Ports:**—These should be enumerated if they are found in your port on the sun-rise of 20th February, 1971.

7. **Coastal Vessels and Miscellaneous Types:**—Passengers travelling in mercantile ships plying between Indian coastal ports or other small boats of miscellaneous types need not be enumerated as they may not have been absent from their places of residence during the enumeration period. The members of the crew on all such vessels, boats, country boats, fishing boats, etc. should, however, be enumerated if they are residing on these vessels, boats, etc. and have been absent from their residence on land from 1st February, 1971 onwards. Enumeration of such members of crews should be done on 19th February, 1971 or 20th February, 1971, wherever such vessels, boats, etc. are found during those two days.

8. **Vessels at Sea on 20th February, 1971:**—Vessels which are at sea on the 20th February, 1971 will be enumerated at the first port at which they touch after that date. As some of them may be at sea for as long as 20 days, the enumerator will have to keep a watch over vessels arriving at the port up to 12th March. The masters of the vessels should be questioned as to whether their vessels have already been enumerated elsewhere. If not, they should be enumerated. When a port enumerator enumerates any coastal vessels either on 20th February or subsequently he should give the master a slip of paper on which he should give the name of the vessel, the port and the date of enumeration, and tell the master to preserve it till 12th March, 1971 and produce it if questioned by the enumerator of any other port at which he may touch subsequently. Customs authorities will be requested not to issue clearance for any ocean liner or mercantile ship on 20th February unless its enumeration work is completed.

9. Only individual slips will be filled up in respect of the entire sea population. Since the entire sea population is confined to floating vessels, there will be no household number to be entered as an element of the location code. Instead, the name of the port should be written

by the enumerator as well as the name of the vessel. The location code number in respect of your port will be intimated separately.

10. **Enumeration Personnel:**—In the case of ships or other vessels not belonging to the Navy, the enumeration will have to be done by you. You will be given the assistance of a trained enumerator. You may request the services of a trained male enumerator(s) to assist in the enumeration from the Corporation Commissioner/ Municipal Commissioner/Tahsildar as the case may be, according as the port is located within a Corporation/Municipal Town/or outside the Municipal area.

11. **Census Schedules and Forms to be Filled-in:**—As stated in paragraph 9, only the individual slip alone need be canvassed. However, enumerator's daily posting statements and enumerator's abstract will have to be filled up, based on the individual slips. The following schedules and forms will be supplied for your area:

Individual slips Pads	100 slips pad	3 pads
(English)	25 slips pad	2 pads
Enumerator's daily posting statements for males (English)		10 sheets
Do. Females	,,	5 sheets
Enumerator's Abstract	,,	2 sheets

The same pad can be used for recording details of crew and passengers of more than one vessel. In case of additional requirements, you may get schedules and forms in Malayalam from the concerned Corporation Commissioner/Municipal Commissioner or Tahsildar as the case may be or from the District Census Officer.

12. **Return of Records:**—Used pads and unused pads may be sent in separate bundles to the concerned Corporation Commissioner/Municipal Commissioner or Tahsildar as the case may be on completion of work.

13. If any person in a vessel claims to have been already enumerated between 1st February, 1971 and the date of the arrival of the vessel in your port such person will not be enumerated.

14. In case of any doubt, you may contact your District Census Officer (P.A. to the Collector), or the Charge Officer (Corporation Commissioner/ Municipal Commissioner or Tahsildar) of your area.

Kindly acknowledge receipt.

Yours sincerely,
(Sd.)
K. NARAYANAN

To

1 Shri A. Kumara Pillai,
Assistant Port Conservator, Kasaragod.
2 Shri C. B. Balaraman,
Senior Port Conservator,
Azhikkal, Cannanore-9.
3 Shri C. H. S. Menon,
Port Conservator, Cannanore.
4 Shri C. Mukundan,
Port Conservator, Tellicherry.
5 Shri P. Mohammed Issa,
Port Conservator, Badagara.
6 Shri A. Radhakrishna Menon,
P.A. in additional Charge,
Port Office, Calicut.
7 Shri V. M. Abdul Azeez,
Port Conservator,
Beypore, Calicut-15.
8 Shri R. Sreedhara Kurup,
Port Conservator, Ponnani.
9 Shri C. Kunhikutti Ali,
Senior Port Conservator, Alleppey.
10 Shri A. George Morris,
Port Conservator,
Kozhithottam, Chavara.
11 Commdr. S. J. Fernandez,
Port Conservator, Neendakara.
12 Shri Sreedharan,
Port Conservator, Quilon.
13 Shri V. Kuttan,
Port Conservator,
Valiathura, Trivandrum-8.

Copy to Corporation Commissioners of Calicut and Trivandrum, Municipal Commissioners of Kasaragod, Tellicherry, Badagara, Alleppey, Quilon and the Tahsildars of Cannanore, Kozhikode Ponnani, Karunagappally with the request that one or two trained male enumerators from the reserve at their head-quarters may be deputed to assist the port authorities in the enumeration on requisition from them.

(Sd.)
DIRECTOR

Copy to the District Census Officers
Copy to all Deputy Directors
Copy to all sections
Copy to the State Port Officer, Trivandrum (with C.L.)
Copy to C5 section for arranging supply of forms referred to in para 6
Spare copy for file C1.127/70

D.O. No. C1-70/70,
14th January 1971.

Dear Shri A. Nambi Iyer,

SUB:—ENUMERATION OF CREW AND PASSENGERS OF SHIPS OTHER THAN NAVAL SHIPS.

REF:—D.O. LETTER C1-70/70, DATED 6TH JANUARY 1971 FROM THE DIRECTOR.

Kindly refer to the D.O. letter cited. The Government of India have revised the enumeration dates for the 1971 Census, in view of the ensuing elections to the Lok Sabha. The reference date will now be the sun-rise of 1st April 1971. I request that the following changes in dates may, therefore be incorporated in the programme communicated in the D.O. letter cited, wherever they occur.

For the existing dates	Read
1st February	10th March
19th February	31st March
20th February	1st April
12th March	20th April

The receipt of this letter may kindly be acknowledged.

(Sd.)
B. T. PILLAI

To

Shri A. Nambi Iyer, Deputy Chief Engineer, (Civil) Cochin Port Trust, W. Island.

Copy to: District Census Officer, Ernakulam.
Shri V. K. B. Menon, Deputy Director C/o Collector, Palghat.
Lieut: Cdr. W. C. John, N.C.O., Cochin.

D.O. No. C1-70/70,
14th January 1971.

SUB:—CENSUS OF INDIA, 1971—ENUMERATION OF THE PERSONNEL IN SHIPS AND OTHER VESSELS—ARRANGEMENTS—REGARDING.

REF:—D.O. LETTER C1-70/70, DATED 6TH JANUARY 1971 FROM THE DIRECTOR OF CENSUS OPERATIONS.

Kindly refer to the D.O. letter cited. The Government of India have revised the enumeration dates for the 1971 Census in view of the ensuing elections to the Lok Sabha. The reference date for the 1971 Census will, now, be the sun-rise of 1st April 1971. In view of the above change, it will be necessary to enumerate the crew and passengers of ships and other vessels which touch any port on or before 31st March 1971 and which are found to be at that port at sun-rise of 1st April 1971. In regard to vessels at sea on the 1st April 1971, the enumeration will be done at the first port at which they touch after that date till 20th April 1971.

2. I request that the following changes in dates may therefore, be incorporated in the programme communicated in the D.O. letter cited, wherever they occur:

For the existing dates	Read
1st February	10th March
19th February	31st March
20th February	1st April
12th March	20th April

Kindly acknowledge receipt.

(Sd.)
B. T. PILLAI

To

Shri .....
(All Port Conservators)

Copy to All District Census Officers, Deputy Directors.

State Port Officer, Trivandrum (with C.L.)
Collector of Customs (with C.L.)

D.O. No. C1-70/70,
14th January 1971.

SUB:—ENUMERATION OF SHIPS AND OTHER VESSELS BELONGING TO THE NAVY.

REF:—D.O. LETTER C1-70/70 DATED 6TH JANUARY 1971 FROM THE DIRECTOR.

You may be aware that the Government of India have revised the enumeration dates for the 1971 Census. The reference date for this Census will now be the sun-rise of the 1st April 1971. In view of the above changes, I request that the following corrections may kindly be incorporated in the D.O. letter cited, wherever necessary:

For	Read
1st February	10th March
20th February	1st April

(Sd.)
B. T. PILLAI

To

Lieut. Cdr. W. C. John, Naval Census Officer,
Naval Base, Cochin.

Copy to: Shri A. Nambi Iyer, Dy. Chief Engineer (Civil) Cochin Port Trust.

District Census Officer, Ernakulam.

Shri V. K. Balakrishna Menon, Deputy Director.

APPENDIX XII

D.O. No. C1-59/70,
6th January 1971.

My dear Parameswaran Nair,

SUB:—ENUMERATION OF SHIFTING POPULATION IN THE KUTTANAD TALUK DURING HARVESTING SEASON—REGARDING.

It has been noted that during the harvesting season (January-April) large numbers of agricultural labourers from neighbouring taluks and district move to the 'Kayal' lands of Kuttanad taluk and camp on the bunds or 'enas' by the side of fields. Sometimes they are put up in large sheds accommodating a large number of workers. In some cases temporary sheds are pitched for each family. The sheds are purely temporary in nature and will disappear after the harvest season. Moreover the same people will be shifting from one area to another according to the progress of harvesting.

2. The territorial blocks which had already been formed may include the above-mentioned areas also within their limits. The new temporary huts mentioned in paragraph 1 above may come up within the limits of the one or more such territorial blocks. The following procedure may be adopted for enumerating the shifting population :-

(i) Temporary blocks may be formed in those areas respecting the boundaries of the existing territorial blocks. Such temporary blocks will bear the territorial block number preceded by 'A', 'B'...etc. depending on the number of temporary blocks newly formed.

Eg. T.B. 300 A to T.B. 300 B etc.

(ii) In the case of temporary hutments newly constructed within a block you have to assign new numbers T1, T2, T3,...etc.

(iii) In certain cases, it may not be possible to do the housenumbering operations sufficiently in advance. In such cases the housenumbering and the enumeration will be done simultaneously by the same enumerator.

(iv) In respect of the newly constructed huts separate abridged houselists will have to be prepared.

(v) If there are large numbers of temporary houses it may be necessary to appoint separate enumerators and supervisors for these blocks.

(vi) Particular care should be taken to make sure that the persons whom the enumerator is enumerating have not been enumerated elsewhere.

Kindly acknowledge receipt of this letter.

Yours sincerely,
(Sd.)
K. NARAYANAN,
Director of Census Operations,
Kerala, Trivandrum.

To

Shri P. K. Parameswaran Nair,
Tahsildar, Kuttanad.

APPENDIX XIII

THE CENSUS ACT, 1948 (XXXVII of 1948)

Amended by Acts XL of 1949, LI of 1950, the Adaptation of Laws Order 1950 and Act XXII of 1959

(Passed by Dominion Legislature)

Received the assent of the Governor General on the 3rd September, 1948

An Act to provide for certain matters in connection with the taking of census.

Whereas it is expedient to provide for the taking of census in * (.....) India or any part thereof whenever necessary or desirable and to provide for certain matters in connection with the taking of such census;

It is hereby enacted as follows:—

1. **Short Title and Extent:**—(1) This Act may be called the Census Act, 1948.

@ (2) It extends to the whole of India † ( )

‡ 2. **Rule of Construction Respecting Enactments not Extending to Jammu and Kashmir:**—Any reference in this Act to the Indian Penal Code (45 of 1860), or the Indian Evidence Act, 1872 (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. **Appointment of Census Staff:**—(1) The Central Government may appoint a Census Commissioner to supervise the taking of the census throughout the area in which the census is intended to be taken, and Supcrintendents of Census Operations to supervise the taking of the census within the several provinces.

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 Superintendents of Census Operations and all census officers shall be deemed to be public servants within the meaning of the Indian Penal Code (XLV 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:—

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* Deleted by the Adaptation of Laws Order, 1950

@ Substituted, ibid.

† Deleted by Section 2 Act 22 of 1959

‡ Inserted by Section 3, ibid. Original 2 was omitted by the Adaptation of Laws Order, 1950

** Substituted by the Adaptation of Laws Order, 1950.

(a) every officer in command of any body of men belonging to the naval, military or air forces 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, reformatory or lock-up or of any public charitable, religious or educational institutions,

(d) every keeper, secretary or manager of any saral, hotel, boarding-house, lodging-house, emigration depot or club,

(e) every manager or officer of a railway or any commercial or industrial establishment, and

(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 person 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 (XLV 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 (XLV 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 question 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 Affixing 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.

* Deleted by the Adapation of Laws Order, 1950

10. **Occupier or Manager to Fill up Schedule :—** (1) Subject to such orders as the Provincial 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 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 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 persons 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 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 section 8 to answer,

(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 for 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 conviction under part (b) or (c) shall also be punishable with imprisonment which 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 any 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:

* Deleted by the Adaptation of Laws Order, 1950.

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 † in a Part B State, a Magistrate corresponding to a Magistrate of the Second Class shall try, whether under this Act, or under any other law, any act or omission which constitute an offence 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 discharge of his duty as such, or any schedule delivered under section 10, and notwithstanding anything to the contrary 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 Suspension 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 Superintendent of Census Operations or with such other authority as the *State Government may authorise 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 authorised by or under this Act.

17. **Grant of Statistical Abstracts :**—The Census Commissioner or any Superintendent of Census Operations or such person as 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 return for *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 persons to perform any of the duties of census officers or to give assistance towards the taking of a census, and for the general instructions to be issued to such officers and persons.

† Deleted by Act 22 of 1959.

* **Substituted** by the Adaptation of Laws Order, 1950

APPENDIX XIV

K. NARAYANAN,
Director of Census Operations,
Kerala.

No. C1-196/69.
Office of the Director of Census Operations, Kerala,
Trivandrum,
2nd December 1969.

Sir,

CIRCULAR LETTER No. 1

The Government of Kerala have already issued in G.O. Ms. No. 219/PD/ Public (Political and Military-B) Department dated 28th July 1969 orders highlighting the importance of the 1971 Census Operations. As you are already aware, the statute under which Census Operations are conducted in India is the Census Act of 1948 (Act XXXVII of 1948). A copy of the Act as amended is enclosed for information. The Government of India have notified under section 3 of the Act that a Census of the Population of India shall be taken in 1971 with the sunrise of 1st March 1971 as the reference date.

The actual census count will be spread over a period of 19 days from 10th February 1971 to 28th February 1971 with a revisional round of three days from 1st March so as to bring the data up-to-date as at sunrise of 1st March 1971.

The pattern of Census Operations is basically the same as in the past, subject to certain variations which will be explained from time to time. Two pretests of the draft questionnaire were conducted in this State, the first in October/November 1967 and the second in April 1969. With a view to evaluate their result and to finalise the various schedules connected with the ensuing Census Operations, a conference of all Directors of Census Operations was held in New Delhi in May 1969. The following schedules were finalised:

(i) Houselist,
(ii) Establishment Schedule,
(iii) Individual Slip and
(iv) Population Record

Specimen copies of these schedules are appended to this letter.

The Census Operations fall into two stages, viz.,

(i) Housenumbering and houselisting (April/ May 1970) and
(ii) Census enumeration (February-March 1971)

Preliminary arrangements connected with the above have already been made in this State. We have made considerable headway in the work relating to the location codes and finalisation of non-municipal census towns for the 1971 census. Final lists of these will be forwarded to you in due course. All the items of work connected with the census have to be gone through srtictly according to a fixed time schedule. We have, therefore, prepared a Census Calendar showing the provisional dates by which each item should be taken on hand and completed. An extract of the Calendar is given below. A further break-up of each item in the programme will be communicated to you separately.

1	Training the District Census Officers and Charge Officers for housenumbering and houselisting operations	.. 5th January to 30th January 1970
2	Training the housenumbering staff	.. February 1970
3	Housenumbering and preparation of houselists	.. 6th April to 12th May 1970
4	Delimitation of enumeration blocks and circles	.. 15th June to 1st November 1970
5	Appointment of Supervisors and Enumerators	.. 15th August 1970
6	Training of District Census Officers and Charge Officers for enumeration	.. 1st to 15th October 1970

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7	Training of Enumerators and Supervisors	.. 25th October 1970 to 8th February 1971
8	Enumeration	.. February 10th to February 28, 1971
9	Revisional round	.. 1st to 3rd March 1971
10	Compilation and reporting of provisional totals	.. 3rd to 5th March 1971
11	Post enumeration check	.. Date to be fixed later

Though it was decided to have a permanent housenumbering scheme, throughout the country, well in advance of the Census Operations, with a view to serve various purposes of the State Government and the Central Government, such as the Census, Elections and the like, the scheme had to be put off in our State for obvious reasons. It has, therefore, become imperative on the part of the Census Organisation to assign fresh numbers to all structures as a pre-requisite to the 1971 Census Operations. A houselist and an additional schedule known as the Establishment schedule are proposed to be canvassed in the houselisting stage. The housenumbering and houselisting in our State has to be carried out in April/May 1970. Personnel for this will be drawn from the Village staff, Corporation/ Municipal staff and Forest staff. Details regarding appointment of staff, and the procedure for numbering the houses, etc. will be communicated to you shortly. Training classes on housenumbering and houselisting will be arranged for the benefit of the District Census Officers/Charge Officers sometime in January 1970. The District Census Officers/Charge Officers will be required to train the Enumerators and Supervisors at the Taluk headquarters and other suitable places in the district. Training programmes will be sent to you later.

Immediately after the housenumbering and houselisting operations, the entire State will be divided into enumeration blocks. This item of work will be done in my office on receipt of the filled-in houselists. These enumeration blocks will form the ultimate unit of enumeration. About 31271 enumeration blocks are estimated for this State. These will include some special blocks also, the particulars of which will be communicated later. A suitable number of blocks will have to be allotted to each Census Circle, the minimum number being four.

We may require about 31271 Enumerators besides reserve hands for the actual enumeration. As in the previous census, it is proposed to appoint as many male teachers as possible and female teachers wherever absolutely necessary of the Government and aided schools as Supervisors and Enumerators.

It is most essential for the success of the enumeration that no area is omitted and every household is enumerated. This can be ensured only by preparation of suitable maps of the areas concerned. At the outset we intend collecting two kinds of maps, viz., (1) map of each village showing the karas/muris/desoms and (2) map of municipal town showing the wards, both showing the boundaries of wards (in towns) and karas, muris and desoms (in villages) and streets and other important institutions, etc. The question of preparing notional maps showing the lay-out of houses and numbers, etc. can be taken up sometime later.

The main purpose hoped to be served by this circular is to brief you on the important aspects of the ensuing Census Operations. Detailed circulars on each item of work will be issued from time to time. We may also have occasions to meet and discuss things in person.

It need hardly be mentioned that time is the essence of Census Operations. Anything missed at the appropriate time can hardly be made up. It is, therefore, essential that the time schedule fixed for every item of work is strictly adhered to.

Aspects relating to expenditure and other financial matters connected with Census Operations will be dealt with subsequently.

I am sure you will realise the national importance of census and will take personal interest in the Census Operations at its various stages and impress on all your officers and staff that it must be their endeavour to make census a success.

Yours faithfully,
(Sd.)
K. NARAYANAN,
Director of Census Operations.

To

All District Census Officers and Charge Officers.

Copy to:

All District Collectors
The Secretary, Board of Revenue
The Chief Conservator of Forests
The Director of Municipalities
The Director of Public Instructions
The Special Secretary, Public (Political & Military) Department.

K. NARAYANAN,
Director of Census Operations,
Kerala.

Office of the Director of
Census Operations, Kerala,
Trivandrum,
5th December 1969.

CIRCULAR LETTER No. 2

1971-ലെ കാനേഷുമാരി—ഏകദേശ ഭൂപടങ്ങൾ (Notional maps) തയ്യാറാക്കാനുള്ള നിർദ്ദേശങ്ങൾ

1971-ലെ കാനേഷുമാരിയുടെ ആദ്യപടി എന്ന നിലയിൽ ഈ സംസ്ഥാനത്തെ എല്ലാ വില്ലേജുകളുടേയും പട്ടണങ്ങളുടേയും ഏകദേശ ഭൂപടങ്ങൾ (Notional maps) തയ്യാറാക്കേണ്ടിയിരിക്കുന്നു. സ്ഥല സൂചനാ നമ്പരുകൾ (location code numbers) കൊടുക്കേണ്ട ആവശ്യത്തിലേയ്ക്ക് ഇതിനുമുമ്പ് ഓരോ വില്ലേജുകൾക്കും തയ്യാറാക്കിയ ഭൂപടത്തിൽ നിന്ന് വ്യത്യസ്തമായ ഭൂപടമാണ് ഇപ്പോൾ തയ്യാറാക്കേണ്ടത്. ഈ ഭൂപടങ്ങൾ സ്കെയിലനുസരിച്ച് വരയ്ക്കേണ്ട ആവശ്യമില്ല. എന്നാൽ സ്കെയിലനുസരിച്ചുള്ള ഭൂപടങ്ങൾ വരയ്ക്കുവാൻ സാധിക്കുമെങ്കിൽ അങ്ങനെ ചെയ്യുന്നത് അഭിലഷണീയം തന്നെ. വില്ലേജുകളുടേയും പട്ടണങ്ങളുടേയും ഭൂപടങ്ങൾ വരയ്ക്കുവാനുള്ള നിർദ്ദേശങ്ങൾ പ്രത്യേകമായി താഴെ കൊടുക്കുന്നു. ഭൂപടങ്ങൾ വരയ്ക്കുവാനുള്ള കടലാസുകൾ (59 x 46 cms.) നിങ്ങളുടെ ചാർജ് ഓഫീസർമാർ തരുന്നതായിരിക്കും. ഈ കടലാസുകൾ മുറിക്കാതെ ഓരോന്നിലും മുഴുവനായി കൊള്ളത്തക്കവണ്ണം ഓരോ വില്ലേജിന്റെ/പട്ടണത്തിന്റേയും പടങ്ങൾ വലുതാക്കി വരയ്ക്കേണ്ടതാണ്.

വില്ലേജുകൾ

ഓരോ വില്ലേജിനും പ്രത്യേകം ഭൂപടം വരയ്ക്കേണ്ടതാണ്. വില്ലേജ് എന്ന വാക്കുകൊണ്ട് പഴയ മലബാർ ജില്ലയിൽപ്പെട്ട പ്രദേശങ്ങളിലെ പുനഃസംഘടിപ്പിച്ച 'വില്ലേജു'കളേയും, പഴയ കൊച്ചി സംസ്ഥാനത്തിലെ 'വില്ലേജു'കളേയും, പഴയ തിരുവിതാംകൂർ സംസ്ഥാനത്തിലെ 'പകുതി'കളേയുമാണ് ഉദ്ദേശിക്കുന്നത്. ഏതെങ്കിലും വില്ലേജുകൾ മുഴുവനായി മുനിസിപ്പാലിറ്റിയിലോ, കോർപ്പറേഷനിലോ, കന്റോൺമെന്റിലോ ഉൾപ്പെട്ടിട്ടുണ്ടെങ്കിൽ ആ വില്ലേജിന്റെ പടം വരയ്ക്കേണ്ടതില്ല. പക്ഷെ ഒരു വില്ലേജ് ഭാഗികമായി മാത്രം മുനിസിപ്പാലിറ്റിയിലോ, കോർപ്പറേഷനിലോ, കന്റോൺമെന്റിലോ ഉൾപ്പെട്ടിട്ടുണ്ടെങ്കിൽ അതിന്റെ പട്ടണപ്രദേശത്തിൽ ഉൾപ്പെടാത്ത ഭാഗത്തിന്റെ പ്രത്യേകപടം വരയ്ക്കേണ്ടതാണ്. വില്ലേജിനെ സംബന്ധിച്ച വിവരങ്ങൾ, അതായത് ഏതു ജില്ലയിൽ, ഏതു റവന്യൂ ഡിവിഷനിൽ, ഏതു താലൂക്കിൽ, ഏതു ഫർക്കയിൽ ഈ വില്ലേജ് ഉൾപ്പെടുന്നുവെന്ന് വ്യക്തമായി പടത്തിന്റെ മുകളിൽ കാണിച്ചിരിക്കണം. സാധാരണ ഭൂപടങ്ങളിൽ കാണിക്കുന്നതുപോലെ 'വടക്കുദിക്ക്' അടയാളപ്പെടുത്തിയിരിക്കേണ്ടതാണ്. ഇതിനുപുറമെ വില്ലേജിന്റെ അതിരുകളും രേഖപ്പെടുത്തേണ്ടതാണ്. ഓരോ വില്ലേജിലും ഒന്നോ ഒന്നിൽ കൂടുതൽ അംശങ്ങളോ, ദേശങ്ങളോ, മുറികളോ, കരകളോ കണ്ടേക്കാം. അവയുടെ അതിരുകളും വ്യക്തമായി കാണിക്കണം. ഒരു റവന്യൂ വില്ലേജിൽത്തന്നെ ഒന്നിൽ കൂടുതൽ പഞ്ചായത്തുകൾ, ഉണ്ടായിരിക്കാം. അങ്ങനെയുള്ള വില്ലേജുകളുടെ ഭൂപടങ്ങളിൽ ഓരോ പഞ്ചായത്തിന്റേയും അതിർത്തികൾ വ്യക്തമായി നിറം കൊടുത്തു വേർതിരിച്ച് കാണിക്കുകയും അവയുടെ പേരുകൾ എഴുതുകയും വേണം. പഞ്ചായത്തു വാർഡിന്റെ അതിരുകൾ ഈ ഭൂപടത്തിൽ കാണിക്കേണ്ടതില്ല. ഇതോടൊന്നിച്ച് മാതൃകയായി നൽകിയിട്ടുള്ള കരകളും വില്ലേജിന്റെ ഭൂപടത്തിൽ കരയുടെ അതിർത്തിയും പഞ്ചായത്തതിർത്തിയും ഒന്നാണ്. എന്നാൽ എല്ലാ വില്ലേജുകളിലും ഇതുപോലെയാകണമെന്നില്ല. ചിലപ്പോൾ പഞ്ചായത്തതിർത്തി കരകളേയും ദേശങ്ങളേയും മുറിച്ചുകൊണ്ടുമാകാം. അതാതു സന്ദർഭമനുസരിച്ച് ഈ അതിർത്തികൾ വ്യക്തമായി കാണിക്കണം. കര/മുറി/ദേശം എന്നിവയടങ്ങിയ വില്ലേജിന്റെ ഭൂപടമാണ് (പഞ്ചായത്തിന്റേതല്ല) വരയ്ക്കേണ്ടതെന്ന് പ്രത്യേകം ഓർമ്മിക്കുമല്ലോ. ചിലപ്പോൾ വില്ലേജതിർത്തിക്കുള്ളിൽതന്നെ ഏതെങ്കിലും വനം റേഞ്ചിന്റെ ഭാഗങ്ങളും കാണുവാൻ ഇടയുണ്ട്. അത്തരം സന്ദർഭങ്ങളിൽ മുകളിൽ പറഞ്ഞ വില്ലേജിന്റേയും ദേശത്തിന്റെ/കരയുടെ/മുറിയുടേയും പഞ്ചായത്തിന്റേയും അതിരുകൾ കാണിക്കുന്നതിനു പുറമെ വനംറേഞ്ചിന്റെ അതിരുകളും കാണിക്കേണ്ടതാണ്.

ഇതിനു പുറമെ നിങ്ങൾ തയ്യാറാക്കുന്ന വില്ലേജിന്റെ ഏകദേശഭൂപടത്തിൽ ആ വില്ലേജിലുള്ള എല്ലാ റോഡുകളും, തെരുവുകളും, പ്രധാന ഇടവഴികളും, അവ സന്ധിക്കുന്ന സ്ഥലങ്ങളുടെ പേരുകളും, തീവണ്ടിപ്പാതകളും മറ്റും കാണിക്കണം. എല്ലാ സ്ഥലവർണ്ണനാവിവരങ്ങളും (topographical details) മറ്റു സവിശേഷതകളും, പൊതുകെട്ടിടങ്ങളും, മറ്റു പ്രധാനപ്പെട്ട സ്ഥലങ്ങളും വ്യക്തമായി കാണിച്ചിരിക്കേണ്ടതാണ്. സ്ഥലപരിമിതികൊണ്ട് പൊതുകെട്ടിടങ്ങളുടെ ശരിയായ പേരുകൾ അതാതു സ്ഥലത്ത് രേഖപ്പെടുത്താൻ വിഷമകരമായിരിക്കും. അത്തരം സന്ദർഭങ്ങളിൽ ഈ സർക്കുല

റിന് അനുബന്ധമായി കൊടുത്തിട്ടുള്ള സൂചികകളും ഉപയോഗിക്കാവുന്നതാണ്. ഈ അനുബന്ധത്തിൽ കൊടുത്തിട്ടുള്ള സൂചികകളുടെ ലിസ്റ്റ് പൂർണ്ണമല്ല എന്നുള്ള വസ്തുത പ്രത്യേകം ഓർമ്മിക്കേണ്ടതാണ്. ആവശ്യമെന്നു തോന്നുന്നപക്ഷം നിങ്ങളുടെ യുക്താനുസരണം വേണ്ട ചിഹ്നങ്ങളും ഉപയോഗിക്കാവുന്നതാണ്. പടം വരയ്ക്കുന്നതിന് ഒരു മാതൃക എന്ന നിലയിൽ നെടുമങ്ങാട് താലൂക്കിലെ കരകുളം വില്ലേജിന്റെ ഒരു ഏകദേശഭൂപടം കൊടുത്തിട്ടുണ്ട്. എന്നാൽ ഈ മാതൃകയെക്കാളും വലുതായാണ് നിങ്ങൾ പടം വരയ്ക്കേണ്ടതെന്നു പ്രത്യേകം ഓർമ്മിക്കണം. ഓരോ പടത്തിലും ആ പടത്തിൽ ഉപയോഗിച്ച സൂചികകളും ആ വില്ലേജിൽ അടങ്ങിയ അംശം/കര/മുറി/ദേശം എന്നിവയുടെ ഒരു ലിസ്റ്റും കൊടുക്കേണ്ടതാണ്. വില്ലേജ് ഉദ്യോഗസ്ഥൻമാർ ഓരോ ഭൂപടത്തിന്റെയും നാലു കോപ്പികൾ തയ്യാറാക്കേണ്ടതും അവ തഹശീൽദാർ പരിശോധിച്ച് ശരിയാണെന്ന് രേഖപ്പെടുത്തേണ്ടതുമാണ്. അതിൽ രണ്ടു കോപ്പികൾ നിങ്ങളുടെ ചാർജ്ജ് ഓഫീസർ വഴി **Director of Census Operations, Trivandrum-3** എന്ന മേൽവിലാസത്തിൽ അയയ്ക്കേണ്ടതുമാണ്. ഒരു കോപ്പി താലൂക്കാഫീസിലും ഒരു കോപ്പി അതാതു വില്ലേജാഫീസുകളിലും പിന്നീടുള്ള ആവശ്യത്തിലേയ്ക്കായി സൂക്ഷിച്ചുവയ്ക്കേണ്ടതാണ്.

പട്ടണങ്ങൾ

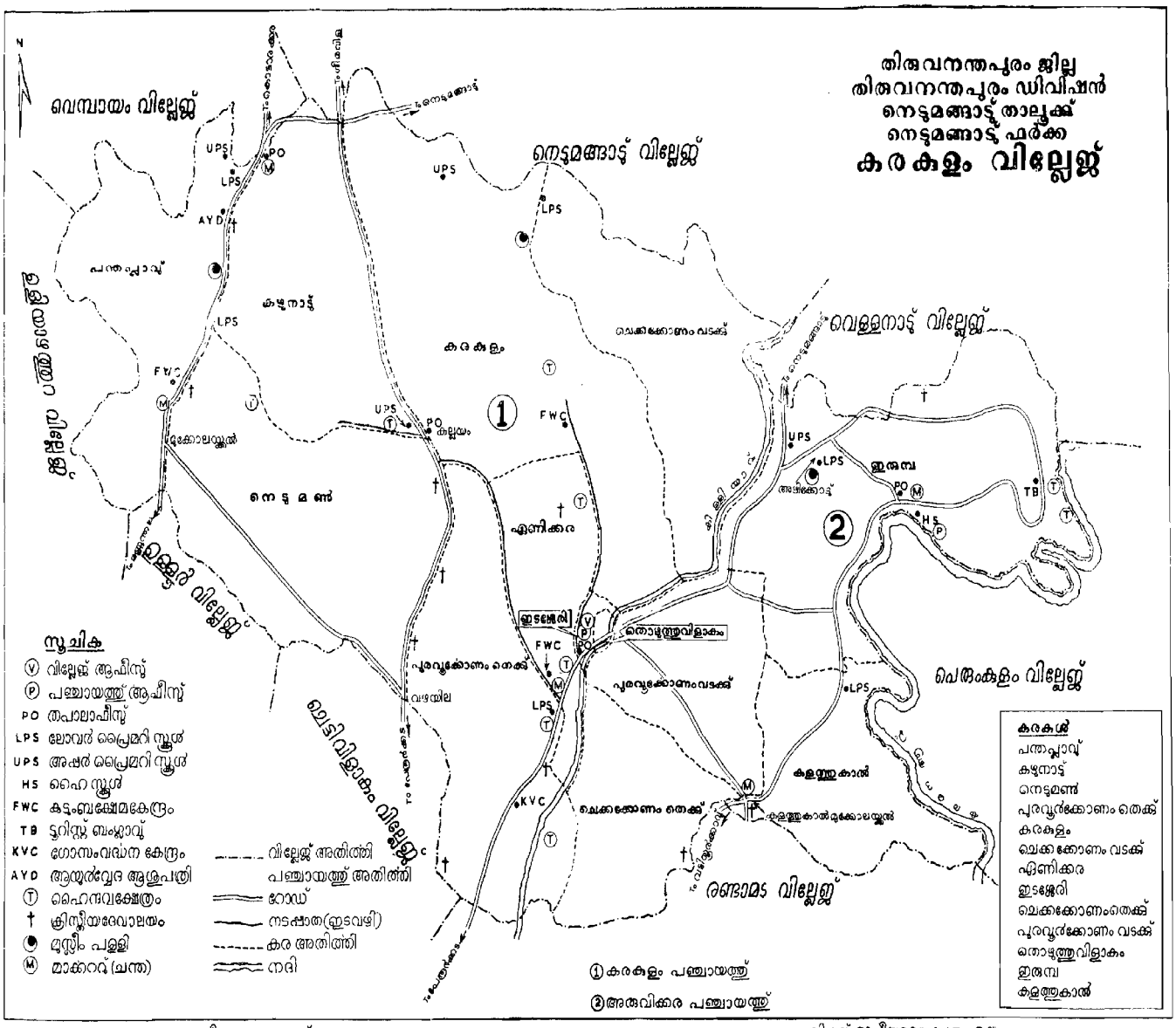
ഓരോ പട്ടണത്തിന്റെയും പ്രത്യേകം പടങ്ങൾ വരയ്ക്കേണ്ടതാണ്. ഈ പട്ടണം ഏതു ജില്ലയിൽ, ഏതു റവന്യൂ ഡിവിഷനിൽ, ഏതു താലൂക്കിൽ, ഏതു ഫർക്കയിൽ ഉൾപ്പെടുന്നു എന്ന് ഈ പടത്തിന്റെ മുകളിൽ വ്യക്തമായി കാണിച്ചിരിക്കണം. ഇങ്ങനെ വരയ്ക്കുന്ന ഏകദേശഭൂപടങ്ങളിൽ പട്ടണങ്ങളുടെ അതിരുകൾ വ്യക്തമായി കാണിക്കേണ്ടതാണ്. സാധാരണ ഭൂപടങ്ങളിൽ കാണിക്കുന്നതുപോലെ 'വടക്കുദിക്ക്' അടയാളപ്പെടുത്തിയിരിക്കേണ്ടതാണ്. പട്ടണങ്ങളുടെ ഭൂപടങ്ങളിൽ പടം വരയ്ക്കുന്ന സമയത്തുള്ള വാർഡുകളെയാണ് കാണിക്കേണ്ടത്. അതിനു പുറമെ അതാതു പട്ടണങ്ങളിലുള്ള എല്ലാ റോഡുകളും, തെരുവുകളും, പ്രധാന ഇടവഴികളും, അവ സന്ധിക്കുന്ന സ്ഥലങ്ങളുടെ പേരുകളും, തീവണ്ടിപ്പാതകളും രേഖപ്പെടുത്തേണ്ടതാണ്. എല്ലാ സ്ഥല വർണ്ണനാ വിവരങ്ങളും (topographical details) പൊതുകെട്ടിടങ്ങളും, മറ്റു പ്രധാനപ്പെട്ട സ്ഥലങ്ങളും വ്യക്തമായി കാണിക്കുവാൻ മറക്കരുത്. സ്ഥലപരിമിതി മൂലം എല്ലാ പൊതുകെട്ടിടങ്ങളുടേയും മറ്റും പേരുകൾ എഴുതാൻ സാധിക്കുകയില്ല. അത്തരം സന്ദർഭങ്ങളിൽ ഇതോടൊന്നിച്ചുള്ള അനുബന്ധത്തിൽ കൊടുത്തിട്ടുള്ള സൂചികകളും ഉപയോഗിക്കാവുന്നതാണ്. ഈ അനുബന്ധത്തിൽ കൊടുത്തിട്ടുള്ള സൂചികകളുടെ ലിസ്റ്റ് പൂർണ്ണമല്ല എന്നുള്ള വസ്തുത പ്രത്യേകം ഓർമ്മിക്കേണ്ടതാണ്. ആവശ്യമെന്നു തോന്നുന്നപക്ഷം നിങ്ങളുടെ യുക്താനുസരണം വേണ്ട ചിഹ്നങ്ങളും ഉപയോഗിക്കാവുന്നതാണ്. ഓരോ പടത്തിലും ആ പടത്തിൽ ഉപയോഗിച്ച സൂചികകളും ആ പട്ടണത്തിലുള്ള വാർഡുകളുടെ ലിസ്റ്റും കൊടുക്കേണ്ടതാണ്. ഒരു മാതൃകാഭൂപടം എന്ന നിലയ്ക്ക് ആലുവാ പട്ടണത്തിന്റെ പടം കൊടുത്തിട്ടുണ്ട്. ഈ മാതൃകയേക്കാളും വലുതായാണ് നിങ്ങൾ പടം വരയ്ക്കേണ്ടതെന്നു പ്രത്യേകം ഓർമ്മിക്കണം. ഓരോ പട്ടണത്തിന്റേയും ഭൂപടത്തിന്റെ മൂന്നു കോപ്പികളും തയ്യാറാക്കേണ്ടതും അവ കമ്മീഷണർ/എക്സിക്യൂട്ടീവ് ഓഫീസർ പരിശോധിച്ച് ശരിയാണെന്നു രേഖപ്പെടുത്തേണ്ടതുമാണ്. അതിൽ രണ്ടു കോപ്പികളും **Director of Census Operations, Trivandrum-3** എന്ന മേൽവിലാസത്തിൽ അയക്കേണ്ടതും ഒരു കോപ്പി പിന്നീടുള്ള ആവശ്യത്തിനായി നിങ്ങളുടെ ആഫീസിൽ സൂക്ഷിക്കേണ്ടതുമാണ്.

(Sd.)
K. NARAYANAN,
Director of Census Operations.

അനുബന്ധം

@.	താലൂക്ക് ആഫീസ്
BL	ബ്ലോക്കാഫീസ്
V	വില്ലേജ് ആഫീസ്
P	പഞ്ചായത്ത് ആഫീസ്
LPS	ലോവർ പ്രൈമറി സ്ക്കൂൾ
UPS	അപ്പർ പ്രൈമറി സ്ക്കൂൾ
HS	ഹൈസ്ക്കൂൾ
C	കോളേജ്
+	അലോപ്പതി ആശുപത്രി
AD	അലോപ്പതി ഡിസ്പെൻസറി
PHC	പ്രാഥമിക ആരോഗ്യകേന്ദ്രം
AYH	ആയുർവേദ ആശുപത്രി
AYD	ആയുർവേദ ഡിസ്പെൻസറി
FWC	കുടുംബക്ഷേമകേന്ദ്രം
HH	ഹോമിയോ ആശുപത്രി
HD	ഹോമിയോ ഡിസ്പെൻസറി
VH	മൃഗാശുപത്രി
KVC	ഗോസംവർദ്ധനകേന്ദ്രം
W	പൊതുകിണർ
TK	പൊതുകുളം
PO	തപാലാഫീസ്സ്
TO	കമ്പിയാഫീസ്സ്
PH	ടെലിഫോൺ ആഫീസ്സ്
TB	ടൂറിസ്റ്റ് ബംഗ്ലാവ്
P & T	കമ്പിത്തപാലാഫീസ്സ്
R	ട്രാവലേഴ്സ് ബംഗ്ലാവ്, റസ്റ്റ് ഹൌസ് മുതലായവ
	ജയിൽ
B	ബസ്സ്സ്റാൻഡ്
J	കോടതി

	വില്ലേജ് അതിർത്തി
	പട്ടണ അതിർത്തി
	പഞ്ചായത്ത് അതിർത്തി
	വാർഡ് അതിർത്തി
	കര/ദേശം/മുറി അതിർത്തി
	റോഡ്
	തീവണ്ടിപ്പാത
	നടപ്പാത
	നദി
	കനാൽ/തോട്



തഹസിൽദാരുടെ ഒപ്പ്

വില്ലേജ് ആഫീസറുടെ പേരും ഒപ്പും

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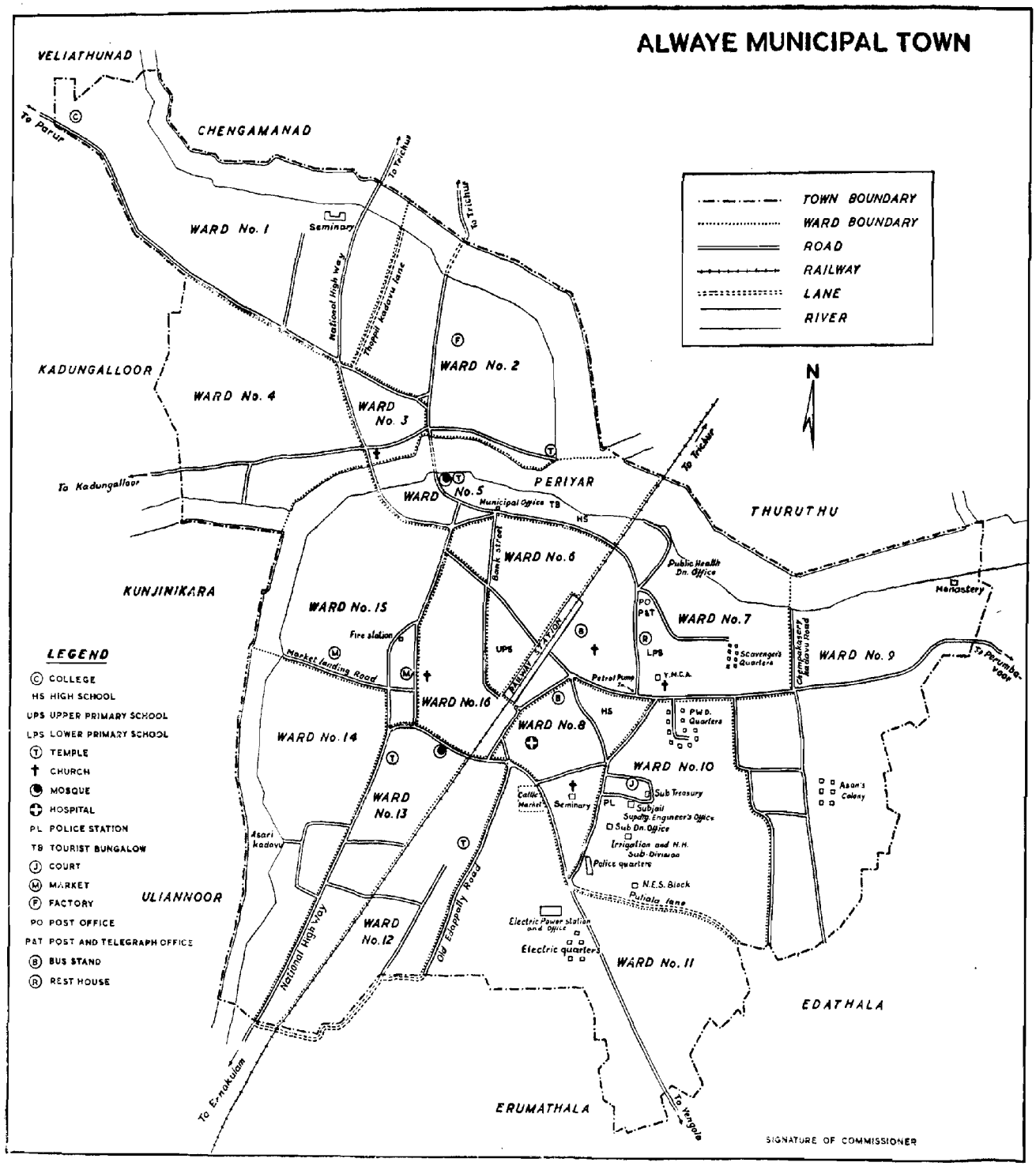
106/1—19


ALWAYE MUNICIPAL TOWN
VELIATHUNAD
CHENGAMANAD
To Parur
To Trichur
To Trichur
WARD No. 1
Seminary
National High way
Thoppil Kadavu lane
WARD No. 2
KADUNGALLOOR
WARD No. 4
WARD No. 3
To Kadungalloor
WARD No. 5
Municipal Office
TB
HS
PERIYAR
To Trichur
THURUTHU
Bank street
WARD No. 6
Public Health Dn. Office
KUNJINIKARA
WARD No. 15
Fire station
Market landing Road
PO
P&T
WARD No. 7
Scavenger's Quarters
Manastery
Cherumpakasery Kadavu road
WARD No. 9
To Perumbavoor
UPS
LPS
Petrol Pump
Y.M.C.A.
WARD No. 16
WARD No. 8
HS
PWD. Quarters
WARD No. 14
WARD No. 10
Sub Treasury
Subjail
Supdg. Engineer's Office
Sub Dn. Office
Irrigation and N.H. Sub-Division
Police quarters
N.E.S. Block
Puthiala lane
Asan's Colony
Cattle Market
Seminary
PL
WARD No. 13
Asari kadavu
ULIANNOOR
National High way
WARD No. 12
Old Choppally Road
Electric Power station and Office
Electric quarters
WARD No. 11
EDATHALA
To Ernakulam
ERUMATHALA
To Vengola
TOWN BOUNDARY
WARD BOUNDARY
ROAD
RAILWAY
LANE
RIVER
N
LEGEND
C COLLEGE
HS HIGH SCHOOL
UPS UPPER PRIMARY SCHOOL
LPS LOWER PRIMARY SCHOOL
T TEMPLE
CHURCH
MOSQUE
HOSPITAL
PL POLICE STATION
TB TOURIST BUNGALOW
J COURT
M MARKET
F FACTORY
PO POST OFFICE
PAT POST AND TELEGRAPH OFFICE
B BUS STAND
R REST HOUSE
SIGNATURE OF COMMISSIONER

From

Shri K. Narayanan,
Director of Census Operations,
Trivandrum.

To

All Charge Officers.

No. C3-2/70.
Office of the Director of Census Operations, Kerala, Trivandrum,
1st January 1970.

CIRCULAR LETTER No. 3

Sir,

SUB:—HOUSENUMBERING, HOUSELISTING OPERATIONS AND TRAINING PROGRAMME

In the Circular letter No. 1 dated 2nd December 1969 mention had been made about the housenumbering and houselisting operation which will be conducted between 6th April and 12th May 1970. This operation is an essential preliminary to (i) the final demarcation of census blocks, census circles and assessment of personnel requirements, (ii) securing the identity of every likely habitation, (iii) a forecast of likely population of 1971 and (iv) assessment of the number of schedules and forms required for the actual census count (which will start on 10th February 1971 and end at the sunrise of 1st March 1971).

System of Housenumbering

2. To achieve the above objective it is essential to have a proper system of housenumbering. Though the houses have been numbered in Municipal and Panchayat areas by the concerned local authorities the housenumbering is not in conformity with the pattern accepted for census purposes. In the forest areas no uniform procedure of housenumbering has been adopted. It is, therefore, proposed to number all the houses in the State afresh for the 1971 census. The instructions on the mode of housenumbering and marking houses in the lay out sketches are furnished in Part I of the "Instructions to Enumerators for filling up Houselist and Establishment Schedule". In regard to strictly military areas the building numbers already assigned by the concerned authorities will be accepted but the concerned charge officer has to certify that all the structures within his jurisdiction are covered in the houselisting operations. However, in respect of civil areas within the special area fresh housenumbering has to be done in accordance with the instructions given in the booklet.

Territorial Units and Lay out Sketches

3. The territorial unit for housenumbering and houselisting in the Corporations/Municipal areas/townships will be the existing wards of the concerned area. But in respect of other census towns the kara, muri or desom included in the town will be considered as a ward and housenumbering done accordingly. In respect of villages (excluding reserve forests and private forests, if any which lie outside village boundaries) each kara, muri or desom will be treated as the territorial unit. In forest areas forest range will be the territorial unit but if a particular range falls in several taluks the portion lying in each taluk will be considered separately for the filling in of schedules but the numbering will be continuous for the range as a whole. For Cannanore Cantonment the wards constituted as per the Government of India Gazette Notification will be the territorial units, and listed as such. In regard to other special areas the military establishments located in different wards will be treated as separate units. Within such units separate schedules should be filled in for strictly military areas. Lay out sketches have to be prepared for all territorial units in duplicate and they may be kept in your office for marking the enumeration blocks and circles. Detailed instructions for the preparation of lay-out sketches are given in paragraphs 5 to 17 and on the mode of numbering of houses in paragraphs 18 to 32 of the Instruction booklet. Copies of model lay out sketches will be supplied later.

Schedules

4. After housenumbering operations the enumerators have to fill up two main schedules viz., (i) Houselist and (ii) Establishment Schedule. In addition to the above they have

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to prepare a Houselist Abstract. The "Instructions to Enumerators for filling up the Houselist and Establishment Schedule" contains detailed directions for filling up Houselist (Vide Part II), Establishment Schedule (Vide Part III) and Houselist Abstract (Vide Appendix). These instructions should be carefully studied by all persons connected with these operations. You should also prepare the Consolidated Houselist Abstract for which separate instructions will be issued. All the schedules will have to be prepared in duplicate for which sufficient blank forms will be supplied.

Enumeration Personnel

5. Government of Kerala have notified that the housenumbering will be done by the Corporation/Municipal/Township staff in the Corporations, Municipal towns and Townships, by the village staff in the villages and by the forest staff in forest areas. The following procedure may be adopted in deploying the personnel for housenumbering and houselisting operations :—

Charge	Supervisor	Enumerator
Corporation/Municipal areas/ Townships	Revenue Inspector/Health Inspector/ Sanitary Inspector	Aminadars/Bill collectors
Other Census Towns & villages	Village Officers	Village Assistants assisted by villageman
Forest areas	Ranger	Forester/Forest Guards
Special area	As nominated by the concerned charge officer	

If the above staff is not adequate you may appoint suitable persons in consultation with the District Census Officer. The work of these units will be directed, inspected and controlled by you. It is, therefore, essential to issue formal appointment orders to these personnel under the Census Act before 31st January 1970. A specimen form of the appointment order is attached herewith. You are requested to send up a list of the names and designations of the personnel with the area allotted to them to the Director of Census Operations with copy to the District Census Officers concerned before 15th February 1970 positively. The staff thus appointed for this operation should not be disturbed from their positions till the schedules are canvassed i.e., till 20th May 1970.

Training

6. You might have already received communications about the training conference to be conducted at the district headquarters in the second half of January 1970. After this conference you have to impart training to your supervisors and enumerators in February and April 1970. The training will consist of four rounds. The first round of training to be conducted at the taluk headquarters will be devoted to explain the instructions for housenumbering and filling up of schedules. Copies of the instruction booklets which are being sent from here may be forwarded well in advance to the supervisors and enumerators so that they can study the instructions carefully and come prepared for the first training class. The second round of training by you is the practical training to fill up the schedules with the help of training schedules. In the practical training the staff should be made to chalk number sufficient number of houses and fill up the schedules. For efficient supervision of chalk numbering it is desirable to have the practical classes in two or three convenient centres in your jurisdiction, if the jurisdiction is very large. The schedules prepared during the practical training should be thoroughly scrutinised by the concerned supervisors and by you. You are requested to send a report of the scrutiny to the Director of Census Operations with copy to the District Census Officer along with 5 per cent of the schedules to the Director of Census Operations and 15 per cent to the District Census Officer. These schedules should be so selected as to contain the best and the worst. The District Census Officers will scrutinise the schedules received by them and issue instructions to you for rectification with copy to the Director of Census Operations who will also be sending similar instructions in respect of the schedules received by him with copy to the District Census Officers. On receipt of these instructions the third round of training classes will be held by you in which the staff will be thoroughly trained to avoid such mistakes in future and be in a position to carry on the work without committing errors. The programme may be so arranged as to enable the Director of Census Operations and District Census Officers to get the reports of the practical training with the filled in Training Houselists and Establishment Schedules by 15th February and to return them to you before 20th February so as to leave at least a week

for the third round of training. The District Census Officers will also be present in the 3rd round of training classes. The final round of training will have to be conducted by you at the taluk headquarters on 3rd or 4th April 1970 to brush up their memories. You may draw up the entire training programme in consultation with the District Census Officer and forward a copy of the same to the Director of Census Operations before 25th January 1970. The Director or his representative will be present in as many classes as possible.

Checking of Housenumbering and Scrutiny of Schedules

7. On completion of training the housenumbering and houselisting operations will commence on 6th April 1970. As far as possible chalk-numbering will be done and the supervisor will inspect the chalk-numbering before finally painting the numbers on the houses and marking them on the lay out sketches. On the first day of the operations, chalk-numbering should be done in any case and the Supervisor should inspect the same. The houselists and establishment schedules of the first round of houses should be prepared in the presence of the Supervisor. Thereafter, the Supervisor should inspect at least 25 per cent of the buildings with the census houses and census households in them and check up the houselists and establishment schedules along with the inspection and exercise cent per cent scrutiny of the remaining schedules though personal inspection of the buildings may not be possible in respect of them. He should also make sure of the correctness of the lay out sketches. You will have to inspect at least 10 per cent of the buildings along with the census houses and census households in them and check up the lay out sketches, the houselists and establishment schedules pertaining to them and exercise cent per cent scrutiny of the remaining schedules without personal inspection of the buildings. The District Census Officers will also inspect a few buildings in all the areas within their jurisdiction at random and check up the houselists and establishment schedules. The operations should be completed positively by 12th May 1970.

Despatch of Schedules and Lay out Sketches

8. On completion of the housenumbering and preparation of houselists, establishment schedules, houselist abstract and lay out sketches, the Supervisors should hand over them along with unused forms to you on or before 18th May 1970. You are requested to scrutinise the schedules and abstracts, rectify the mistakes, if any, and send up one set of the lay out sketches (except in the case of special areas) and schedules to the District Census Officer before 28th May 1970. The District Census Officers will scrutinise the lists and lay out sketches received by them and return them to the Charge Officers before 5th June along with instructions for rectification of errors, if any, with copy of the instructions to the Director of Census Operations. The defects pointed out will be got rectified by you. You will send up one set each of the houselist establishment schedule and houselist abstract to the Director of Census Operations by 10th June 1970. The lay out sketches and the other set of schedules and abstracts should be retained by you for future use. A good deal of follow up action is necessary to keep the houselists up to date till 1st March 1971, the reference date. Instructions on the follow up action will be issued at the appropriate time.

Progress Reports

9. You will have to send weekly progress reports of training and housenumbering to the Director of Census Operations and the District Census Officers concerned commencing from the week ending 7th February 1970. If there is no activity to be reported a 'nil' statement should be sent. Progress report forms will be sent separately.

Conclusion

10. As pointed out in the first paragraph, the housenumbering and houselisting constitute the very foundation of the census operations. It is, therefore, necessary to take all possible care and devote personal attention to ensure perfection of these operations. It is fully trusted that all concerned with the operations will spare no pains to achieve this end.

The receipt of this circular may be acknowledged in the appended form.

Yours faithfully,
(Sd.)
K. NARAYANAN,
Director of Census Operations.

Encl: 1 Specimen copy of the appointment order.
2 Acknowledgment form.

Copy to: The District Census Officers for necessary action.
The District Collectors.
All Deputy Directors.
All concerned sections.

CENSUS OF INDIA, 1971

LETTER OF APPOINTMENT OF CIRCLE SUPERVISORS FOR HOUSENUMBERING AND HOUSELISTING OPERATIONS

The Census Act, 1948 (Central Act XXXVII of 1948) section 4 (3)

To

Sir,

In exercise of the powers delegated to me under sub-section (4) of section 4 of the Census Act, 1948 (Central Act XXXVII of 1948) I hereby appoint you as Census Officer to aid in and supervise the taking of the census in the area noted below which will, hereafter be known as your circle. You are designated Circle Supervisor of the said circle. Your function will be to supervise the housenumbering and houselisting operations within the circle allotted to you and perform such other work in accordance with the instructions issued to you in this behalf. By your appointment as Supervisor you are deemed a public servant within the meaning of the Indian Penal Code. Your attention is drawn to the provisions of the Census Act, 1948 (Central Act XXXVII of 1948) and in particular to section 11 thereof given overleaf (below).

Area

..... Ward(s)/Village/Forest range in..... ...town/township, Forest division in.....taluk

Special area.....

Yours faithfully,

Signature

Place : Name

Date : Designation

Section 11 of the Census Act (Central Act XXXVII of 1948)

11. **Penalties :—** 1 (a) Any census officer or any person lawfully required to give assistance towards the taking of census who refuse 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, secrets, 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 section 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 for 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 extend to one thousand rupees.

CENSUS OF INDIA, 1971

LETTER OF APPOINTMENT OF ENUMERATORS FOR HOUSENUMBERING AND HOUSELISTING OPERATIONS

The Census Act, 1948 (Central Act XXXVII of 1948) section 4 (3)

To

Sir,

In exercise of the powers delegated to me under sub-section (4) of section 4 of the Census Act, 1948 (Central Act XXXVII of 1948) I hereby appoint you as Census Officer to take and aid in the taking of the census in the area noted below which will hereafter be known as your block. You are designated Enumerator of the said block. Your functions will be to allot census numbers to the building, census houses and census households within your block and paint the numbers on them with the aid of your assistant(s), collect such items of information as you may be directed and to prepare the houselist forms, establishment schedules and abstracts for such buildings, census houses and census households in accordance with the instructions issued to you in this behalf and submit the same to your charge officer. Shri.....is your supervisor. You should see him without delay and take his instructions. Throughout your period of training and enumeration you should carry out the instructions of your supervisor and higher authorities.

By your appointment as enumerator you shall be deemed a public servant within the meaning of the Indian Penal Code. Your attention is drawn to the provisions of the Census Act, 1948 (Central Act XXXVII of 1948) and in particular to section 11 given overleaf. (not printed here)

Area

Ward(s) / Kara(s) / Desom(s) / Muri(s) / Forest Range(s) in .....Town/Township/Village/ Forest division in.....taluk

Special area.....

Yours faithfully,

Signature

Place : Name

Date : Designation

CENSUS OF INDIA, 1971

LETTER OF APPOINTMENT OF ASSISTANTS TO ENUMERATORS FOR HOUSENUMBERING AND HOUSELISTING OPERATIONS

The Census Act, 1948 (Central Act XXXVII of 1948) section 4 (3)

To

Sir,

In exercise of the powers delegated to me under sub-section (4) of section 4 of the Census Act, 1948 (Central Act XXXVII of 1948) I hereby appoint you as Census Officer to aid in the taking of the census in the area noted below which will hereafter be known as your block. You are designated Assistant to the Enumerator of the said block. Your function will be to assist the enumerator for housenumbering in painting census numbers on buildings, census houses and census households within your block in accordance with the instructions given to you in this behalf by him. Shri.....is your enumerator. You should see him without delay and take his instruction. Throughout your period as Assistant to the Enumerator, you should carry out the instructions of your enumerator and higher authorities.

By your appointment as Assistant to the Enumerator, you shall be deemed a public servant within the meaning of the Indian Penal Code. Your attention is drawn to the provisions of the Census Act, 1948 (Central Act XXXVII of 1948) and in particular to section 11 thereof given overleaf. (not printed here)

Area

.....Ward(s)/Kara(s)/Desom(s)/Muri(s)/ Forest range in..... Town/ Township/Village/Forest division in.....taluk

Special area.....

Yours faithfully,

Signature

Place : Name

Date : Designation

Received from the Director of Census Operations, Kerala, Circular Letter No. 3, dated 1st January 1970 containing additional instructions for housenumbering and houselisting.

Place :

Date :

Signature

Designation

To

The Director of Census Operations, Kerala, Trivandrum.

K. NARAYANAN,
Director of Census Operations,
Kerala.

No. C3-3/70.
Office of the Director of
Census Operations, Kerala,
1st January 1970.
Trivandrum,

CIRCULAR LETTER No. 4

Sir,

CENSUS 1971—HOUSENUMBERING AND HOUSELISTING OPERATIONS—JURISDICTION—REGARDING.

1. It has already been pointed out in Circular letter No. 1, dated 2nd December 1969 and the conferences of Charge Officers held at the District Headquarters that no area should be omitted and that there should be no overlapping of jurisdiction of the Charge Officers engaged in the census operations.

2. Doubts have been raised whether Forest Department or Revenue Department should deal with certain areas over which there is dual control or there is a likelihood of transfer of jurisdiction before the reference date. To ensure accuracy of enumeration and to avoid confusion during the various stages of census operations which will be spread over a period of more than a year, the following instructions are issued :—

(i) Plantation areas leased out by the Forest Department and the rent of which is collected by the Forest Department will continue to be in the charge of the respective Divisional Forest Officers.

(ii) Forest land leased out or assigned for plantation by the Government and the rent of which is collected by the Revenue Department will be dealt with by the Tahsildar concerned.

(iii) In the case of Cardamom Hills over which there is dual control, the control over the land is vested in the Revenue Department and hence the census will be handled by the Tahsildar.

(iv) Private forests within the village and portions of reserve forests handed over by the Forest Department to the Revenue Department, whether they have been already assigned or are pending assignment will be in the charge of the Tahsildar.

(v) Arable lands surveyed and handed over to the Revenue Department for assignment or resettlement of evictees from Project areas will be within the jurisdiction of Tahsildars.

(vi) Private forests, if any, outside village boundary and reserve forests will be within the jurisdiction of Divisional Forest Officers.

(vii) Irrespective of any transfer of land from one department to the other after 1st January 1970 the same department will continue to handle census work so as to ensure continuity of operation by the same Charge Officer or at least by the same department.

(viii) Any doubts of jurisdiction between the Divisional Forest Officers and Tahsildars will be settled by the District Census Officers in the light of the above instructions and they will satisfy themselves that no area is omitted in their districts.

Yours faithfully,
(Sd.)
K. NARAYANAN,
Director of Census Operations.

To

All Divisional Forest Officers
All Tahsildars
All District Census Officers
All Collectors

K. NARAYANAN,
Director of Census Operations,
Kerala.

Office of the Director of
Census Operations, Kerala,
Trivandrum,
30th January 1970.

CIRCULAR LETTER No. 5

CENSUS OF INDIA 1971—DISTRIBUTION OF FORMS, BOOKLETS, ETC.

In connection with the census operations of 1971, the District Census Officers and Charge Officers will be receiving a number of forms and booklets like Houselists, Establishment Schedules, Individual Slips, Code Numbers, Instructions, etc. It is essential that a full and correct account of these is maintained by the District Census Officers, Charge Officers and the Supervisors. The use to which they have been put should also be indicated. Under no circumstances should these be wasted or unaccounted for. It has to be specially remembered that the copies of these are printed to meet the actual requirements and any wastage will result in shortage which cannot be replaced.

2. All the Charge Officers are requested to ensure that the forms, booklets, etc., which are meant for issue to Supervisors and Enumerators are distributed to them under acknowledgment at the appropriate time. They are also requested to send a certificate to the Director of Census Operations from time to time to the effect that all booklets sent from this office for distribution to the Supervisors and Enumerators and all the instructions which have been directed to be given to the Supervisors and Enumerators as per Circulars issued from this office have been passed on to them.

3. The receipt of this Circular may be acknowledged.

(Sd.)
K. NARAYANAN,
Director of Census Operations.

To

All District Census Officers

All Charge Officers including Charge Officers of special areas.

Copy to:

The Stenographer to the Director for entering in the register of Circulars.

C3. Section in office for watching further action.

All Sections in the Administrative and Tabulation Wings.

K. NARAYANAN,
Director of Census Operations,
Kerala.

No. C9-70/69.
Office of the Director of
Census Operations, Kerala,
Trivandrum,
4th February 1970.

CIRCULAR LETTER No. 6

Sir,

SUB:—HOUSENUMBERING AND HOUSELISTING OPERATIONS—CLARIFICATIONS REGARDING

Based on the discussions held during the training conferences at the various district headquarters from the 17th to 29th January 1970 the following points are further explained:

Houselist

1. In respect of buildings having more than one census house, the building number should be indicated only once in column 2 against the first census house number and should not be repeated in this column corresponding to other census houses in the building. Similarly in respect of census houses having more than one census household the census housenumber and the details under columns 2 to 7 should not be repeated against every household in that census house. This has been illustrated in the specimen filled in houselist and explained in page 3 of the booklet on "Specimen Schedules and Explanatory notes" (പട്ടികകളും പൂരിപ്പിച്ചതിന്റെ മാതൃകകളും അവയുടെ വിശദീകരണങ്ങളും). This

Instruction is given in view of the fact that the various columns in Houselist Abstract are to be filled by counting the number of entries in the Houselist and if the same information is unnecessarily repeated more than once the entries in the Houselist Abstract are likely to be vitiated.

2. The following nomenclature may be used throughout the State for recording the predominant material of wall:

Burnt bricks	—	ചുട്ട ഇഷ്ടിക
Unburnt bricks	—	ചുടാത്ത ഇഷ്ടിക
Laterite stone	—	വെട്ടുകല്ല്

3. A point was raised during the conference as to how numbering should be done in the case of temples like Sree Padmanabhaswami Temple, Guruvayur Temple, etc., where there are more than one **sanctum sanctorum** within the compound of the temple. In such cases it will be enough if one number is given for all the **sanctum sanctora** located within a compound. However, structures used as Devaswom Office, residence of Pujari etc., even though located within a compound, will bear separate census housenumbers.

Establishment Schedule

4. Establishments rendering commercial services such as banks, insurance and money lending establishments will be brought under trading establishments under columns 9 and 10 in the establishment schedule. In the case of such establishments do not write 'wholesale' or 'retail' but put 'X' in column 10. (Vide Paragraphs 98, 100 and 103 of the main Instruction Booklet).

5. While deciding whether an establishment is a "Household Industry", size is one of the four criteria to be followed. In paragraph 90 of the Instruction Booklet it is stated that the household industry should not be in the scale of a registered factory. The following establishments are liable to be registered under the Factories Act:

'Factory' under the Factories Act, 1948 includes any premises whereon 10 or more persons are working on any day with the aid of power, or 20 or more persons working in a day without power. The State Government by notification have declared the following categories as factories under section 85 (1) of the Factories Act:

Employing 10 or more but less than 20 persons on any day *without power*	1	Manufacture of beedi
	2	Dyeing or printing on cloth
	3	Handloom weaving of cotton textiles
	4	Manufacture of coir mats and mattings
	5	Manufacture of safety matches
	6	Printing on paper or book binding
	7	Manufacture of ornaments or jewels
	8	Tanning and treating of hides and skins
	9	Repairs and maintenance of automobiles
	10	Rehanking of coir yarn
	11	Processing of cashewnuts including roasting or shelling of cashewnuts or drying of shelled kernels, or peeling of kernels or porting, grading or packing of finished products
Employing 5 or more but less than 10 on any day and *using power*	1	Manufacture or repairs of machinery or machine parts, or manufacture or any other metal, metal products including metal founding
	2	Repairs and maintenance of automobiles
	3	Dall milling
	4	Printing on paper or book binding
	5	Spinning, weaving, knitting or finishing of any textiles including hosiery
	6	Sawing timber or wood
	7	Grinding or powdering of corns or seeds
	8	Processing of cashewnuts including roasting or shelling of cashewnuts or drying of shelled kernels, or peeling of kernels or porting, grading or packing of finished products
Employing 3 or more but less than 10 persons on any day and *using power*	1	Crushing of copra or oil seeds
	2	Shearing of coir mats

Employing any number of persons not exceeding 9 where *power is used*	1	Filling bottles with aerated water
	2	Retreading of tyres
Employing any number of persons not exceeding 19 persons where *power is not used*	1	Filling bottles with aerated water
	2	Retreading of tyres

Houselist Abstract

6. The mode of filling up of the Houselist Abstract from each page of the Houselist has been explained in the Appendix of the main Instruction Booklet. If the line numbers are given properly then the total lines of Houselist for each territorial unit will be equal to the total figures in columns 5, 6 and 8 of the Houselist Abstract i.e., Col. 5 + 6 +8 of the Abstract= total fillled in lines in the Houselist.

General

7. For the ensuing census all railway units like railway stations, workshops and the residential quarters attached to these will not be treated separately and Census Operations in these areas are to be conducted by the regular enumeration staff. The Divisional Superintendents (Personnel) Southern Railway, Olavakkode and Madurai Divisions have been addressed by me requesting them to instruct the officers in charge of the various stations to permit the buildings in the railway premises including residential quarters to be numbered by the enumeration staff deputed by the concerned Charge Officers and to render necessary co-operation for getting the information required for filling up the Houselist and Establishment Schedule from the occupants of the various houses. A copy of the Instructions issued by the railway authorities in this behalf will be communicated to you on their receipt. The above fact may kindly be brought home to the field staff under your jurisdiction.

8. A point has been raised whether special enumerators should be appointed for house-listing operations in Leprosy Hospitals, T.B. Sanatoria, etc. The normal enumerators should list these institutions also getting necessary information from the persons in charge of these hospitals.

9. The Enumerators may be instructed to show clearly the panchayat boundaries in the lay out sketches which will be prepared at the time of housenumbering operations.

Yours faithfully
(Sd.)
K. NARAYANAN,
Director of Census Operations.

To
All Charge Officers

Copy to:
The District Census Officers
All Charge Officers
The District Collectors
All Deputy Directors
All concerned Sections
} for information

K. NARAYANAN,
Director of Census Operations,
Kerala.

Office of the Director of Census Operations, Kerala,
Trivandrum,
7th March 1970.

CIRCULAR LETTER No. 7

Sir,

SUB:—LOCATION CODE—REGARDING.

I hope you have retained a copy of the corrected code list sent along with your letter No. dated after incorporating necessary corrections. The location code books as certified by you are now under print and it may take some more time to get the final printed copies. In the meantime I request you to give extracts of the location codes

within your area in the following manner to the concerned enumerators through their supervisors :

I For Villages

Name of district.....(Code number.....)
Name of taluk.....(Code number.....)
Name of village.....(Code number.....)
Name of desom*/muri*/*kara.....Code number)
(*strike off whichever is inapplicable)

II For Census Towns

Name or number of ward.....(Code number)
Name of town.....(Code number.....)
Name or number of ward.....(Code number...)

In the case of towns there is no necessity to give code numbers of taluks. Towns include places recognised as towns in census which are under the charge of the Tahsildars besides Corporations, Municipalities, Cantonment and Township. The names of wards of the towns which are under the jurisdiction of Tahsildars are the names of desom/kara/muri as given in the code list relating to urban areas.

It may be noted in the case of a particular village some karas/muris/desoms may fall within the limits of a non-municipal town, for which code numbers pertaining to urban areas might have been allotted. Needless to mention that in such cases the schedules pertaining to these areas should be kept distinct from the remaining areas of the village.

Kindly report compliance of these instructions before 25th March 1970.

(Sd.)
K. NARAYANAN,
Director of Census Operations.

To

All Tahsildars
All Municipal Commissioners
All District Census Officers
The Executive Officer, Cannanore Cantonment/Guruvayur Township
All Revenue Divisional Officers
All Sections of this office.

K. NARAYANAN
Director of Census Operations,
Kerala.

Office of the Director of
Census Operations, Kerala,
Trivandrum,
11th March 1970.

CIRCULAR LETTER No. 7A

Sir,

SUB :—LOCATION CODE—FOREST AREAS—REGARDING.

The location code books as certified by you are now under print and it may take some more time to get the final printed copies. In the meantime I request you to give code numbers to all enumerators through their supervisors by taking extracts from the statement enclosed herewith.

Kindly report compliance of these instructions before 25th March 1970.

(Sd.)
K. NARAYANAN,
Director of Census Operations

To

All Divisional Forest Officers
All District Census Officers

K. NARAYANAN,
Director of Census Operations,
Kerala.

Office of the Director of
Census Operations, Kerala,
Trivandrum,
10th March 1970.

CIRCULAR LETTER No. 8

വീടുകളുടേയും സ്ഥാപനങ്ങളുടേയും പട്ടികകൾ പൂരിപ്പിക്കുന്നതിൽ കണ്ടുവരുന്ന തെറ്റുകളും അവ തിരുത്തുന്നതിനുള്ള നിർദ്ദേശങ്ങളും

പലരും പൂരിപ്പിച്ച വീടുകളുടെ പട്ടികകളും, സ്ഥാപനങ്ങളുടെ പട്ടികകളും, വീടുകളുടെ പട്ടിക സംഗ്രഹങ്ങളും, വരച്ച ഭൂപടങ്ങളും (lay out sketches) വിശദമായി പരിശോധിച്ചതിൽ ഒഴിവാക്കാമായിരുന്ന ധാരാളം തെറ്റുകൾ കാണുവാനിടയായി. ഇത്തരം തെറ്റുകൾ പരിഹരിക്കുവാനുള്ള നിർദ്ദേശങ്ങളാണ് ഈ സർക്കുലറിൽ ഉൾക്കൊള്ളിച്ചിരിക്കുന്നത്. ഈ തെറ്റുകൾ നിങ്ങൾ ഇനി പൂരിപ്പിക്കുന്ന പട്ടികകളിൽ ആവർത്തിക്കാതിരിക്കാൻ സൂപ്പർവൈസർമാരും എന്യൂമറേറ്റർമാരും പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്.

വീടുകളുടെ പട്ടിക

സ്ഥലസൂചന

പട്ടികയുടെ മുകളിൽ കാണുന്ന സ്ഥലസൂചനാവിവരങ്ങൾ വേണ്ടവിധത്തിൽ പലരും പൂരിപ്പിച്ചു കാണുന്നില്ല. അവരവരുടെ ചുമതലയിൽപ്പെട്ട പ്രദേശത്തിനെ സൂചിപ്പിക്കുന്നതിന് ബാധകമായ സ്ഥലസൂചനാവിവരങ്ങൾ ഒഴികെയുള്ളവ വെട്ടിക്കളയേണ്ടതാണ്. ഇത് ചില പട്ടികകളിൽ ചെയ്തുകാണുന്നില്ല. ഉദാഹരണമായി "താലൂക്കിന്റെ / ദ്വീപിന്റെ പേര്" എന്ന തലക്കെട്ടിൽ കേരളസംസ്ഥാനത്തിലെ എല്ലാ ഗ്രാമപ്രദേശങ്ങളിലും വനപ്രദേശങ്ങളിലും താലൂക്കിന്റെ പേര് നിങ്ങൾ എഴുതേണ്ടതുള്ളതുകൊണ്ട് "ദ്വീപിന്റെ" എന്ന പദം വെട്ടിക്കളയേണ്ടതാണ്. പട്ടണപ്രദേശങ്ങളെ സംബന്ധിച്ച് "താലൂക്കിന്റെ / ദ്വീപിന്റെ പേര്.....(കോഡ് നമ്പർ.....)" എന്ന വരി മുഴുവൻ റദ്ദാക്കിക്കളയേണ്ടതാണ്. അതുപോലെ തന്നെ വില്ലേജിന്റെ / പട്ടണത്തിന്റെ / വനം ഡിവിഷന്റെ പേര് എന്ന തലക്കെട്ടിൽ പട്ടണത്തിന്റെ പേരാണ് നിങ്ങൾ പൂരിപ്പിക്കുന്നതെങ്കിൽ "വില്ലേജിന്റെ / വനം ഡിവിഷന്റെ" എന്ന പദങ്ങൾ വെട്ടിക്കളയേണ്ടതാണ്. അതുപോലെതന്നെ വാർഡിന്റെ പേരോ നമ്പരോ / കരയുടെയോ മുറിയുടെയോ ദേശത്തിന്റെയോ പേര് / വനം റേഞ്ചിന്റെ പേര് / ബ്ലോക്ക് നമ്പർ എന്നിവയിൽ നിങ്ങളുടെ പ്രദേശത്തിന് ഉചിതമായ തൊഴിച്ച് ബാക്കിയുള്ള പദങ്ങൾ റദ്ദാക്കണം.

സാധാരണയായി വില്ലേജുകളുടെ നമ്പരുകൾ 1, 2, 3.....തുടങ്ങിയ അറബി അക്കങ്ങളിൽ സൂചിപ്പിക്കപ്പെടുന്നതിനാൽ പട്ടണങ്ങളെ വേർതിരിച്ചറിയുന്നതിനുവേണ്ടി പട്ടണങ്ങൾക്ക് I, II, III.....തുടങ്ങിയ റോമൻ അക്കങ്ങളാണ് കൊടുത്തിട്ടുള്ളതെന്ന് പ്രത്യേകം ഓർമ്മിക്കണം. ചിലർ പട്ടണപ്രദേശങ്ങൾക്ക് അറബി അക്കങ്ങൾ നൽകിയതായി കാണുന്നുണ്ട്. ഇത് തെറ്റാണ്. നിങ്ങൾക്ക് നൽകിയിട്ടുള്ള നിർദ്ദേശങ്ങളിൽ (Main Instruction Book) 11-ാം പേജിലെ 35-ാം ഖണ്ഡിക നോക്കുക.

സഹകാര്യ വനങ്ങളെയും റിസർവ്വ് വനങ്ങളേയും സംബന്ധിച്ചിടത്തോളം ഒരു റേഞ്ചുതന്നെ പല താലൂക്കുകളിലായി സ്ഥിതി ചെയ്യുന്നുണ്ടെങ്കിൽ ഓരോ താലൂക്കിനകത്തു വരുന്ന ഭാഗത്തിനും പ്രത്യേക പട്ടികകൾ പൂരിപ്പിക്കേണ്ടതാണ്. അത്തരം ഭാഗത്തിലെ വീട്ടു നമ്പരുകൾ അതിനു മുമ്പുള്ള ഭാഗത്തിലെ നമ്പരിന്റെ തുടർച്ചയായിരിക്കണം. മേൽപറഞ്ഞ വിധത്തിൽ സ്ഥലസൂചന രേഖപ്പെടുത്തുന്നതിനുപകരം താലൂക്കിന്റെ പേര് എഴുതേണ്ട സ്ഥലത്ത് രണ്ടു താലൂക്കുകളുടെ പേരുകൾ രേഖപ്പെടുത്തിയതായി കാണുന്നുണ്ട്. ഇതു ശരിയല്ല. ഓരോ താലൂക്കിന്റെ അകത്തു വരുന്ന വനം റേഞ്ചിന്റെ ഭാഗങ്ങൾക്ക് പ്രത്യേക പട്ടികകൾ ഉപയോഗിക്കണം. ഓരോ റേഞ്ചും സ്ഥിതി ചെയ്യുന്ന അതാതു താലൂക്കിന്റെ പേരും നമ്പരും മാത്രമാണ് രേഖപ്പെടുത്തേണ്ടതെന്ന് ഓർമ്മ വേണം. പ്രധാന നിർദ്ദേശങ്ങളിൽ 8-ാം ഖണ്ഡിക നോക്കുക. നിങ്ങളുടെ ചാർജ്ജ് ആഫീസറോ, സൂപ്പർവൈസറോ നിങ്ങളെ സംബന്ധിക്കുന്ന പ്രദേശത്തിന്റെ കോഡ് നമ്പരുകൾ നിങ്ങൾക്ക് നൽകിയിട്ടുണ്ടാകും. വേറൊരു പ്രധാന കാര്യം ശ്രദ്ധിക്കുവാനുള്ളത് വില്ലേജിനകത്തു കിടക്കുന്ന റിസർവ്വു വനങ്ങളിലെ വീടുകൾക്കു നമ്പരിടുന്നതു സംബന്ധിച്ചാണ്. എന്യൂമറേറ്റർമാർക്കുള്ള നിർദ്ദേശങ്ങളിലെ 8-ാം ഖണ്ഡികയിൽ വില്ലേജതിർത്തിക്കുള്ളിലുള്ള വനംറേഞ്ചിലെ വീടുകൾക്ക് നമ്പരിടുമ്പോൾ റേഞ്ചിന്റെ നമ്പരിനോടൊപ്പം ആ വില്ലേജിന്റെ കോഡു നമ്പരും

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ബ്രാക്കറ്റിൽ ചേർക്കണമെന്നുള്ളത് പലരും ശരിയായി ചെയ്തിട്ടില്ലെന്നു കാണുന്നു. ഉദാഹരണമായി '1 B' എന്നു കോഡുനമ്പരുള്ള റേഞ്ചിന്റെ ഒരുഭാഗം ആ താലൂക്കിലെ 25-ാം നമ്പർ വില്ലേജ് തിർത്തിയ്ക്കകത്തു സ്ഥിതിചെയ്യുമ്പോഴും ഈ ഭാഗത്തെ വീടുകൾക്ക് നമ്പരിടുമ്പോഴും 'C' എന്ന അക്ഷരത്തിനും കെട്ടിടനമ്പരിനും ഇടയ്ക്ക് '1 B (25)' എന്നെഴുതേണ്ടതിനു പകരം പലരും '1 B' എന്നുമാത്രമെ എഴുതിയിട്ടുള്ളു. ഇത് ശരിയല്ല. അതായത് C–1 B (25)–4 എന്നിങ്ങനെ എഴുതണം. ഒരു വനം റേഞ്ചിന്റെതന്നെ ഭാഗങ്ങളും പല വില്ലേജുകളിലായും ചിലപ്പോഴും വില്ലേജതിർത്തിയ്ക്കു പുറത്തായും സ്ഥിതി ചെയ്യുമ്പോഴും ഓരോ വില്ലേജിലുമുള്ള വീടുകളും വില്ലേജതിർത്തിക്കു പുറത്തുള്ള വീടുകളും തിരിച്ചറിഞ്ഞ് അവയുടെ വിവരങ്ങളും പ്രത്യേകം ടാബുലേറ്റ് ചെയ്യുവാൻ വേണ്ടിയാണ് ഇങ്ങനെ ചെയ്യുന്നത്. അതിനാൽ പട്ടികകളും പൂരിപ്പിക്കുമ്പോൾ 2, 3, 8 എന്നീ കോളങ്ങളിൽ ഇതനുസരിച്ചുതന്നെ നമ്പർ എഴുതേണ്ടതാണ്. നിങ്ങൾക്ക് നൽകിയിട്ടുള്ള നിർദ്ദേശങ്ങളും പ്രകാരം ഗ്രാമപ്രദേശങ്ങളെ സംബന്ധിച്ചിടത്തോളം ഓരോ റവന്യൂവില്ലേജിലേയും കരയെ / ദേശത്തെ / മുറിയെയായിരിക്കും ഓരോ പ്രത്യേക പ്രദേശമായി (Territorial Unit) കണക്കാക്കേണ്ടുന്നത്. എന്നാൽ ചില എന്യൂമറേറ്റർമാർ പഞ്ചായത്തു വാർഡിനെ അത്തരം പ്രത്യേക പ്രദേശമായി കണക്കാക്കി നമ്പർ കൊടുത്തതായി കാണുന്നു. ഈ തെറ്റ് ആവർത്തിക്കാതിരിക്കാൻ പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്. വീടുകൾക്ക് നമ്പരിടുന്ന കാര്യത്തിൽ യാതൊരുകാരണവശാലും പഞ്ചായത്തു വാർഡുകളെ കണക്കിലെടുക്കരുത്. അതുപോലെതന്നെ കോർപ്പറേഷൻ, മുനിസിപ്പാലിറ്റി, കന്റോൺമെന്റ്, ടൌൺഷിപ്പ് എന്നിവ അല്ലാതുള്ള സെൻസസ് പട്ടണങ്ങളെ സംബന്ധിച്ചിടത്തോളം അവ ഉൾകൊള്ളുന്ന കര/മുറി/ദേശം എന്നിവയെയായിരിക്കണം വാർഡുകളായി പരിഗണിച്ച് ഓരോ പ്രത്യേക പ്രദേശമായി കണക്കാക്കേണ്ടത്. അത്തരം പട്ടണങ്ങളുടെ പേര് ചിലർ എഴുതിക്കാണുന്നില്ല. അതിനുപകരം വില്ലേജിന്റെ പേരാണ് എഴുതിക്കാണുന്നത്. കൂടാതെ കോഡ് നമ്പർ റോമൻ അക്കങ്ങളിൽ എഴുതിക്കാണുന്നില്ല. അതും ശരിയല്ല.

മേൽ പ്രസ്താവിച്ച ഓരോ പ്രത്യേക പ്രദേശത്തിന്റെ പട്ടിക തയ്യാറാക്കുമ്പോൾ അവയ്ക്ക് പേജ് നമ്പർ കൊടുക്കാൻ മറക്കരുത്. ഒരു പ്രദേശത്തിന്റെ പട്ടികകൾക്ക് പേജ് നമ്പരുകൾ തുടർച്ചയാണ്.

ചാർജ്ജ് ആഫീസർ തരുന്ന പേരും കോഡ് നമ്പരും അതേപടി സ്ഥലസൂചനാവിവരങ്ങൾ സൂചിപ്പിക്കേണ്ട സ്ഥലത്ത് രേഖപ്പെടുത്തണം.

കോളം 1. വരനമ്പർ

നിങ്ങൾക്ക് നൽകിയിട്ടുള്ള നിർദ്ദേശങ്ങളിൽ 36-ാം ഖണ്ഡികയിൽ വരനമ്പർ പൂരിപ്പിക്കേണ്ട വിധം പറഞ്ഞിട്ടുണ്ടെങ്കിലും ചില പട്ടികകളിൽ ഇതു ശരിയായി പൂരിപ്പിച്ചു കാണുന്നില്ല. ചില വരകൾ ഇടയ്ക്കിടെ ഉപയോഗിയ്ക്കാതെ വിട്ടതായി കാണുന്നു. ചിലതിൽ ഒന്നാം പേജിൽ 20 വരെ പൂരിപ്പിച്ചിട്ടുണ്ടെങ്കിലും അടുത്ത പേജിൽ വീണ്ടും 1 മുതൽ 20 വരെ വരനമ്പർ കൊടുത്തുകാണുന്നു. അതും തെറ്റാണ്. ഒന്നാം പേജിൽ 20 വരെ വരനമ്പർ കൊടുത്താൽ 2-ാം പേജിൽ 21 മുതൽ നമ്പർ തുടർന്നു പോകേണ്ടതാണ്. ഓരോ പ്രത്യേക പ്രദേശത്ത് (വാർഡ്/കര/മുറി/ദേശം/ഓരോ താലൂക്കിലും ഉള്ള വനം റേഞ്ച്) ഉള്ള വീടുകളുടെ പട്ടികകളിലെ വരനമ്പരുകളും 1 തുടങ്ങി തുടർച്ചയായി വേണമെന്നു പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്.

ഒരു കെട്ടിടത്തിൽ ഒന്നിലധികം സെൻസസ് വീടുകളുള്ളപ്പോൾ, അവയിലോരോന്നിനും നേരെ വരനമ്പർ 1-ാം കോളത്തിൽ ചിലർ പൂരിപ്പിച്ചിട്ടില്ല. പൂരിപ്പിച്ച ഓരോ വരയ്ക്കും നേരെ വരനമ്പരുണ്ടായിരിക്കണമെന്ന് പ്രത്യേകം ഓർമ്മിക്കേണ്ടതാണ്.

കോളം 2. കെട്ടിടത്തിന്റെ നമ്പർ

(i) ഒരു കെട്ടിടത്തിൽ ഒന്നിലധികം സെൻസസ് വീടുകളുണ്ടെങ്കിൽ ആ കെട്ടിടനമ്പരിനു നേരെ 3-ാം കോളത്തിൽ ഒന്നിലധികംവരകൾ ആ സെൻസസ് വീടുകൾ പൂരിപ്പിക്കുന്നതിനായി വിനിയോഗിക്കുമല്ലോ. 2-ാംകോളത്തിൽ ആ വരകൾക്ക് നേരേയുള്ള എല്ലാ വരകളിലും കെട്ടിടനമ്പർ ആവർത്തിച്ച് കാണുന്നുണ്ട്. അത് തെറ്റാണ്. ആദ്യത്തെ വരയിലൊഴിച്ചു പിന്നിടു വരുന്ന വരകളിൽ ഒന്നും എഴുതേണ്ടതില്ല.

ഉദാഹരണം:—

2-ാം കോളം	3-ാം കോളം
C–1–5	C–1–5 (1)
	C–1–5 (2)
	C–1–5 (3)

(ii) ഒരു സെൻസസ് വീട്ടിൽ ഒന്നിലധികം സെൻസസ് കുടുംബങ്ങളുണ്ടെങ്കിൽ 8-ാം കോളത്തിൽ സെൻസസ് വീടിന്റെ നമ്പരോടുകൂടി (a), (b), (c) തുടങ്ങിയ അക്ഷരങ്ങളും എഴുതണമെന്ന് നിങ്ങൾക്ക് നൽകിയിട്ടുള്ള നിർദ്ദേശങ്ങളിൽ 51-ാം ഖണ്ഡികയിൽ പറഞ്ഞിട്ടുണ്ട്. എന്നാൽ ചിലർ ഈ അക്ഷരങ്ങളും 2-ാം കോളത്തിലും 3-ാം കോളത്തിലും എഴുതിക്കാണുന്നുണ്ട്. ഇതു തെറ്റാണ്. ഈ അക്ഷരങ്ങളും 8-ാം കോളത്തിലല്ലാതെ മറ്റു കോളങ്ങളിൽ എഴുതരുത്.

(iii) ചിലർ ഒന്നിലധികം സെൻസസ്സ് വീടു കൾക്ക് 3-ാം കോളത്തിൽ നൽകുന്ന ബ്രാക്കറ്റി നകത്തുള്ള ഉപനമ്പരുകളം [ഉദാഹരണമായി C-8-2 (1) എന്ന വീട്ടുനമ്പരിൽ '(1)' എന്ന നമ്പർ] 2-ാം കോളത്തിലും ചേർത്തുകാണുന്നു ണ്ട്. ഇതും തെറ്റാണ്. 2-ാം കോളത്തിൽ കെട്ടിടനമ്പർ മാത്രമേ എഴുതാവൂ.

(iv) രണ്ടാം കോളത്തിൽ കെട്ടിടനമ്പർ എഴുതു മ്പോൾ [ഉദാഹരണമായി C-1-5] അതിന്റെ മദ്ധ്യത്തിലുള്ള നമ്പർ ആ പ്രദേശത്തിന്റെ (വാർഡ്, കര/മുറി/ദേശം/വനം റേഞ്ച്) കോഡു നമ്പരായിരിക്കണമെന്നുള്ളതു ശ്രദ്ധി ക്കേണ്ടതാണ്. ചിലർ ഈ നമ്പരിനുപകരം വില്ലേജിന്റെയോ, പട്ടണത്തിന്റെയോ, വനം ഡിവിഷന്റെയോ നമ്പർ എഴുതിക്കാണുന്നു. ഇതു ശരിയല്ല.

കോളം 3. സെൻസസ്സ് വീടിന്റെ നമ്പർ

ഒരു കെട്ടിടത്തിൽ ഒരു സെൻസസ്സ് വീടു മാത്ര മുണ്ടെങ്കിൽ, ചിലർ 3-ാം കോളത്തിൽ സെൻസസ്സ് വീടിന്റെ നമ്പർ കാണിക്കുന്നില്ല. 2-ാം കോള ത്തിലെ നമ്പരുതന്നെ 3-ാം കോളത്തിലും ആവർ ത്തിച്ചു രേഖപ്പെടുത്തേണ്ടതാണ്. ചിലർ ഒരു സെൻസസ്സ് വീട്ടിൽ രണ്ടു സെൻസസ്സ് കുടും ബങ്ങൾ താമസിക്കുമ്പോൾ 3-ാം കോളത്തിൽ ഒരു സെൻസസ്സ് വീട്ടുനമ്പരെഴുതി 8-ാം കോളത്തിൽ സെൻസസ്സ് വീട്ടുനമ്പരിനോടുകൂടി (a), (b) എന്ന് ചേർത്ത് 2 കുടുംബങ്ങളായി കാണിക്കുന്ന തിനു പകരം 3-ാം കോളത്തിൽ രണ്ടു സെൻസസ്സ് വീടുകളായി എഴുതി അതിൽ ഓരോ കുടുംബങ്ങൾ താമസിക്കുന്നതായി രേഖപ്പെടുത്തിയിട്ടുണ്ട്. ഇത് തെറ്റാണ്. സെൻസസ്സ് വീടിന്റെ നിർവചനം 22-ാം ഖണ്ഡികയിൽ കൊടുത്തിട്ടുള്ളത് നോക്കുക.

കോളം 4. ഭിത്തി എന്തുകൊണ്ട് നിർമ്മിച്ചിരി ക്കുന്നു ?

ഭിത്തി എന്തുകൊണ്ടു നിർമ്മിച്ചിരിക്കുന്നു എന്നാണ് ഈ കോളത്തിൽ എഴുതേണ്ടത്. അതിന്റെ അർത്ഥം ഭിത്തി പ്രധാനമായി എന്തുകൊണ്ട് നിർമ്മിച്ചിരിക്കുന്നുവെന്നു കാണിക്കണമെന്നാണ്. ഒന്നിലധികം സാധനങ്ങൾ ഉപയോഗിച്ചായിരിക്കാം ഭിത്തി നിർമ്മിച്ചിരിക്കുന്നത്. ഭിത്തി നിർമ്മിക്കു ന്നതിന് ഉപയോഗിച്ചിട്ടുള്ള പ്രധാന സാധന ത്തിന്റെ പേരുമാത്രം എഴുതിയാൽ മതി. ചിലർ ''കല്ലും, ഓലയും'' ''ഇഷ്ടികയും കുമ്മായവും'' എന്നെഴുതുന്നുണ്ട്. അത് പാടില്ല. പ്രധാനമായി ഏതു സാധനമാണ് ഉപയോഗിച്ചതെന്നന്വേഷിച്ച് അതിന്റെ പേരുമാത്രം എഴുതേണ്ടതാണ്. എന്നാൽ ചില വീടുകളിൽ ഭിത്തികൾക്ക് പ്രധാനമായിത്തന്നെ രണ്ടു സാധനങ്ങൾ ഉപയോഗിച്ചെന്നു വരാം. അങ്ങിനെ വരുമ്പോൾ ഭൂരിഭാഗം ഭിത്തികൾക്കും ഉപയോഗിച്ചിട്ടുള്ള പ്രധാന സാധനത്തിന്റെ പേര് കാണിച്ചാൽ മതി.

ചിലർ ഈ കോളത്തിൽ ''ചെറപ്പുര'' എന്നു മാത്രം കാണിച്ചിരിക്കുന്നു. ഇതും ശരിയല്ല. ചെറപ്പുരയാണെങ്കിൽക്കൂടി ''ഓല'' എന്നോ, ''പുല്ല്'' എന്നോ ഏതാണ് ഭിത്തിയായി ഉപയോഗി ക്കുന്നത് അതിന്റെ പ്രത്യേക പേരുതന്നെ, രേഖ പ്പെടുത്തേണ്ടതാണ്.

പ്രധാനമായി ഉപയോഗിക്കുന്ന സാധനങ്ങളുടെ പേരുകൾ രേഖപ്പെടുത്തുമ്പോൾ ഓർമ്മിക്കേണ്ട ഒരു പ്രത്യേക സംഗതി ഉണ്ട്. പ്രാദേശികമായി മാത്രം നിലവിലിരിക്കുന്ന പദങ്ങൾ എഴുതാതെയിരിക്കു വാൻ ശ്രദ്ധിക്കണം. ഉദാഹരണമായി കട്ട, പച്ച ക്കട്ട, പട്ട, മൺകട്ട, മുളി, മിടല, ഈറയില മുതലായവ.

ചില പ്രദേശങ്ങളിൽ വെട്ടുകല്ലും ചെങ്കല്ലും ഒരേ അർത്ഥത്തിലാണ് ഉപയോഗിക്കുന്നത്. മറ്റു പ്രദേശങ്ങളിൽ ''ചെങ്കല്ല്'' ''ചുട്ട ഇഷ്ടിക'' യായാണ് അറിയപ്പെടുന്നത്. അതുകൊണ്ട് കേര ളത്തിൽ പൊതുവെ അംഗീകൃതമായ പദങ്ങളായിരി ക്കണം ആവുന്നിടത്തോളം ഉപയോഗിക്കേണ്ടത്. ''കല്ല്'' എന്ന പദം ഒഴിവാക്കേണ്ടതാണ്. അതിനു പകരം Granite stone ആണെങ്കിൽ ''കരിങ്കല്ല്'' എന്നും ''Laterite stone'' ആണെങ്കിൽ ''വെട്ടുകല്ല്'' എന്നും ഉപയോഗിക്കുന്നത് അഭികാമ്യമാണ്. ''മണ്ണ്'', ''ചെളി'', ''മണ്ണും ചെളിയും കുഴച്ചത്'' ഇവയ്ക്ക് പൊതുവെ ''മണ്ണ്'' എന്നുപയോഗിച്ചാൽ മതിയാകുന്നതാണ്. ''കട്ട'', ''പച്ചക്കട്ട'', ''മൺകട്ട,'' ഇവയൊക്കെ ''ചുടാത്ത ഇഷ്ടിക''യായി കണക്കാ ക്കാവുന്നതാണ്. ''പച്ചക്കട്ട സിമൻറ് പൂശിയത്'' എന്നതിനുപകരം ''ചുടാത്ത ഇഷ്ടിക'' എന്നു രേഖപ്പെടുത്തിയാൽ മതി.

Burnt bricks-ന് ചുട്ട ഇഷ്ടിക എന്നുതന്നെ രേഖ പ്പെടുത്തണം. എന്നാൽ മണലിഷ്ടിക, സിമൻറ്, ഇഷ്ടിക തുടങ്ങിയവയെ അതേ പേരുകളിൽത്തന്നെ രേഖപ്പെടുത്താവുന്നതാണ്. പ്രാദേശിക നാമങ്ങൾ ഉപയോഗിക്കുന്ന സ്ഥലത്തെല്ലാം അതിന്റെ വിശദീ കരണങ്ങൾ 17-ാം കോളത്തിൽ രേഖപ്പെടുത്തുവാൻ മറക്കരുത്.

ബസ് സ്റ്റാൻഡ് മുതലായവ പലതരത്തിലും പൂരിപ്പിച്ചു കണ്ടിട്ടുണ്ട്. പൊതുവെ പറയുക യാണെങ്കിൽ മേൽക്കൂരയും ഭിത്തികളും ഒരു വീടാ യി കണക്കാക്കുവാനുള്ള അവിഭാജ്യഘടകങ്ങളാണ്. ഭിത്തികൾ ഇല്ലാതെ 4 കാലുകൾ മാത്രമുള്ള ബസ് സ്റ്റാൻഡിനെ വീടായി കണക്കാക്കാൻ പാടില്ല. എന്നാൽ നാലു കാലിൽ മാത്രം നിൽക്കുന്ന ഒരു കൊല്ലന്റെ ആലയെ അല്ലെങ്കിൽ ഒരു മോട്ടോർ

വർക്കുഷാപ്പിനെ ഒരു സെൻസസ്സ് വീടായി കണക്കാക്കണം. അല്ലെങ്കിൽ ഒരു സ്ഥാപനം കണക്കെടുക്കപ്പെടാതെ വിട്ടുപോകും. അത്തരം സന്ദർഭങ്ങളിൽ 4–ാം കോളത്തിൽ ''ഭിത്തി ഇല്ല'' എന്നു രേഖപ്പെടുത്തണം.

കോളം 5. മേൽക്കൂര എന്തുകൊണ്ട് നിർമ്മിച്ചിരിക്കുന്നു ?

മേൽക്കൂരയുടെ എല്ലാ സാധനങ്ങളും 5–ാം കോളത്തിൽ ചിലർ എഴുതിക്കാണുന്നു. ഉദാ:– ''മരവും ഓടും'', ''മുളയും ഓലയും'', ''ഓടും കോൺക്രീറും'' അതിന്റെ ആവശ്യമില്ല. ഒന്നിലധികം സാധനങ്ങൾ ഉപയോഗിച്ചിട്ടുണ്ടെങ്കിൽ അവയിൽ പ്രധാനമായ ഒരു സാധനം മാത്രം എഴുതിയാൽ മതി. ''വാർപ്പു'' എന്നതിനുപകരം ''കോൺക്രീറ്'' എന്നാണ എഴുതേണ്ടത്. ''ഓല മേഞ്ഞിരിക്കുന്നു'', ''ഓലമേച്ചിൽ'', ''ഓലമറ'' എന്നീ പദങ്ങൾക്കു പകരം ''ഓല'' എന്നു മാത്രം എഴുതിയാൽ മതി. കോളം 4–നെക്കുറിച്ച് മുകളിൽപ്പറഞ്ഞ പല കാര്യങ്ങളും ഈ കോളത്തിനും ബാധകമാണ്.

കോളം 6. സെൻസസ്സ് വീട് എന്തിനു ഉപയോഗിക്കുന്നു ?

സെൻസസ്സ് വീട് എന്തിനു ഉപയോഗിക്കുന്നു എന്നാണ് ഇവിടെ രേഖപ്പെടുത്തേണ്ടത്.

(i) ഈ കോളത്തിൽ രേഖപ്പെടുത്തുന്ന പദങ്ങൾ പൊതുവെ ഏവർക്കും അറിയപ്പെടുന്നവയായിരിക്കണം. ചില പ്രദേശങ്ങളിൽ മാത്രം ഉപയോഗിച്ചുവരുന്ന ''കളീല്'', ''തെക്കേത്'', ''തീപ്പുര'', ''ആല'', ''മുണ്ടകം'', ''എരുത്തിൽ'', ''കളപ്പുര'' എന്നീ പദങ്ങൾ രേഖപ്പെടുത്താതിരിക്കാൻ ശ്രദ്ധിക്കണം. പട്ടികകൾ പൂരിപ്പിച്ചതിനുശേഷം ഓരോ കോളത്തിലുമുള്ള വിവരങ്ങൾ പിന്നീട് തരം തിരിച്ചു കണക്കെടുക്കുവാൻ പൊതുവെ അറിയപ്പെടുന്ന പദങ്ങൾ ഉപയോഗിക്കുന്നത് സഹായകരമായിരിക്കും. എന്നാൽ പൊതുവെ ഉപയോഗിക്കുന്ന പദങ്ങൾ നിങ്ങൾക്ക് അറിയില്ലെങ്കിൽ പ്രാദേശിക നാമം എഴുതിയതിനു ശേഷം 17–ാം കോളത്തിൽ വിശദമായി അതിന്റെ ഉപയോഗം എഴുതണം.

(ii) ഒരു സെൻസസ്സ് വീടു തന്നെ ''കടയും താമസസ്ഥല''വുമായി ഉപയോഗിക്കുന്നുണ്ടാകാം. ഇതിൽ ഒരു കുടുംബം മാത്രമേ താമസിക്കുന്നുള്ളുവെങ്കിൽക്കൂടി ചിലർ ഇതിനെ രണ്ടു സെൻസസ്സ് കുടുംബമായി കാണിച്ചു പൂരിപ്പിച്ചു കാണുന്നു. ഇത് ശരിയല്ല. നേരേമറിച്ച് 6–ാം കോളത്തിൽ ''കടയും താമസസ്ഥലവും'' എന്നു രേഖപ്പെടുത്തി 8 മുതൽ 16–ാം കോളം വരെ ഒരേ വരിയിൽ താമസത്തിനുള്ള സ്ഥലത്തെപ്പറ്റി മാത്രമുള്ള വിവരങ്ങൾ കാണിച്ചാൽ മതി. കടയെ സംബന്ധിച്ചുള്ള വിവരങ്ങൾ സ്ഥാപനങ്ങളുടെ പട്ടികയിൽ കാണിക്കേണ്ടതാണ്. എന്നാൽ കടയും താമസസ്ഥലവും ആയ സെൻസസ്സ് വീട്ടിൽ ഒന്നിൽ കൂടുതൽ കുടുംബങ്ങൾ താമസിക്കുന്നുണ്ടെങ്കിൽ മാത്രമേ 8 മുതൽ 16 വരെയുള്ള കോളങ്ങൾ പൂരിപ്പിക്കാൻ ഒന്നിൽ കൂടുതൽ വരികൾ ഉപയോഗിക്കാവൂ.

സെൻസസ്സ് വീട് എന്തിനുപയോഗിക്കുന്നു എന്ന ഈ കോളത്തിൽ ഉടമസ്ഥന്റെ പേര് എഴുതേണ്ട കാര്യമില്ല. ഉദാ:–'രാമന്റെ ചായക്കട' എന്നു തുടങ്ങി ഈ കോളത്തിൽ പൂരിപ്പിച്ചു കാണുന്നു. 'ചായക്കട' എന്നു മാത്രം എഴുതിയാൽ മതി.

(iii) ഈ കോളത്തിൽ ''ഒഴിവ്'' എന്നു രേഖപ്പെടുത്തിയിട്ടുണ്ടെങ്കിലും അതിന്റെ കാരണം, ഉദാഹരണമായി ''ജീർണ്ണിച്ചിരിക്കുന്നു'', ''കേടുപാടുകൾ തീർക്കുന്നത്'', ''വാടകക്കാരെ കിട്ടാതിരിക്കൽ'' ''വാടകക്ക് കൊടുക്കാൻ ഉദ്ദേശമില്ല'' മുതലായവ, രേഖപ്പെടുത്തിയതായിക്കാണുന്നില്ല''. ''സ്റ്റോറർ ഒഴിവ്'', ''കപ്പാർട്ടേഴ്സ് ഒഴിവ്'' എന്നിങ്ങനെ രേഖപ്പെടുത്തുന്നതും ശരിയല്ല. 6–ാം കോളത്തിൽ ''ഒഴിവ്'' എന്നു രേഖപ്പെടുത്തി 17–ാം കോളത്തിൽ ''താമസിക്കാത്തതുകൊണ്ട്'' എന്നു കാണിക്കുന്നതുകൊണ്ട് കെട്ടിടം ഒഴിവായിക്കിടക്കുന്നതിന്റെ ശരിയായ കാരണം വിശദമാകുന്നില്ല. അത്തരം സന്ദർഭങ്ങളിൽ ''വാടകയ്ക്ക് കൊടുക്കാൻ ഉദ്ദേശമില്ല'', ''വാടകക്കാരെ കിട്ടാനില്ല'' എന്ന് തുടങ്ങി കാണിക്കുന്നത് കൂടുതൽ ഉചിതമായിരിക്കും.

(iv) ഇൻഡ്യൻ ഫാക്ടറീസ് ആക്ട് പ്രകാരം രജിസ്റ്റർ ചെയ്തിട്ടുള്ള ഒരു സ്ഥാപനത്തിന് രജിസ്റ്റർ ചെയ്ത വ്യവസായശാല (Factory, എന്നും, അങ്ങിനെ രജിസ്റ്റർ ചെയ്യാത്തതും എന്നാൽ നിർമ്മാണമോ, പ്രോസസ്സിംഗോ) നന്നാക്കലോ, സർവീസിംഗോ നടത്തുന്നതുമായ ഒരു സ്ഥാപനത്തിനു ''തൊഴിൽശാല'' (Workshop) എന്നും ഈ കോളത്തിൽ എഴുതുവാൻ നിർദ്ദേശിച്ചിട്ടുണ്ട്. ചിലർ ''വ്യവസായശാല''യ്ക്കു പകരം ''തൊഴിൽശാല'' യെന്നും ''തൊഴിൽശാല''യ്ക്കു പകരം ''വ്യവസായ ശാല'' യെന്നും എഴുതിക്കാണുന്നുണ്ട്. അതും ശരിയല്ല.

(v) ചിലർ 6-ാം കോളത്തിൽ 'സ്ക്കൂൾ' എന്നെഴുതി 'INST' എന്നു ബ്രാക്കറ്റിൽ എഴുതിക്കാണുന്നു. 'സ്ക്കൂൾ' ഒരു സ്ഥാപനമാണെന്ന ധാരണയിൽ (Institution) എഴുതിപ്പോകുന്നതാണെന്നു തോന്നുന്നു. ഇത് ശരിയല്ല. 9-ാം കോളത്തിൽ ''സ്ഥാപനകുടുംബങ്ങളെ'' (Institutional household) സൂചിപ്പിക്കാനാണ് 'INST' എന്നെഴുതുന്നതു.

(vi) ചിലർ 'ക്ഷേത്രം', 'പള്ളി' മുതലായ ആരാധന സ്ഥലങ്ങളെപ്പറ്റി 'ഒഴിവ്' എന്നു രേഖപ്പെടുത്തിക്കാണുന്നു. ഇത് ശരിയല്ല. ഇവിടെ ''ക്ഷേത്രം'', ''പള്ളി'' എന്നിങ്ങനെ രേഖപ്പെടുത്തേണ്ടതാണ്.

(vii) ''താമസം'' എന്നു മാത്രം കാണിക്കുന്നതിനു പകരം ''താമസസ്ഥലം'' എന്നുതന്നെ കാണിക്കുകയായിരിക്കും ഉത്തമം.

കോളം 7. ഒരു സ്ഥാപനമായി ഉപയോഗിക്കപ്പെടുന്നുണ്ടോ ?

സെൻസസ്സ് വീട് മുഴുവനായോ ഭാഗികമായോ ഒരു സ്ഥാപനമായി ഉപയോഗിക്കുന്നുണ്ടെങ്കിൽ മാത്രമാണ് ഇവിടെ ''ഉണ്ട്'' എന്നു രേഖപ്പെടുത്തേണ്ടത്. അല്ലാത്തപക്ഷം ''ഇല്ല'' എന്നു രേഖപ്പെടുത്തണം. ചിലർ ഈ കോളത്തിൽ 'x' എന്നടയാളപ്പെടുത്തിയത് ശരിയല്ല. ഒരു സെൻസസ്സം വീട് സ്ഥാപനമായി കണക്കാക്കാനുള്ള ഉപാധി എന്താണെന്ന് നിങ്ങൾക്ക് തന്നിട്ടുള്ള നിർദ്ദേശങ്ങളിൽ 46–47 എന്നീ ഖണ്ഡികകളിൽ കൊടുത്തിട്ടുണ്ട്. സ്ഥാപനമായി കണക്കാക്കപ്പെടുന്ന ഓരോ സെൻസസ്സ് വീടിനെപ്പറ്റിയും 7-ാം കോളത്തിൽ 'ഉണ്ട്' എന്നെഴുതി, സ്ഥാപനങ്ങളുടെ പട്ടികയിൽ മറ്റു വിവരങ്ങൾ പൂരിപ്പിക്കുകയും സ്ഥാപനങ്ങളുടെ പട്ടികയിൽ കൊടുത്തിട്ടുള്ള ക്രമനമ്പർ ബ്രാക്കറ്റിൽ ചേർക്കേണ്ടതുമാണ്. ഉദാ:–ഉണ്ട് (1) എന്നതിനു ചിലർ 'ഉണ്ട്' എന്നു മാത്രം രേഖപ്പെടുത്തിയതായി കാണുന്നു. ചിലർ ''ഉണ്ട് (1)'' ''ഉണ്ട് (2)'' എന്നു രേഖപ്പെടുത്തിയിട്ടുണ്ടെങ്കിലും സ്ഥാപനങ്ങളുടെ പട്ടികയിൽ 5-ാം കോളത്തിൽ 'x' എന്നു അടയാളപ്പെടുത്തിയതായും കാണുന്നു. ഇതും ശരിയല്ല. സ്ഥാപനമായി കണക്കാക്കപ്പെടുന്ന ഓരോ സെൻസസ്സ് വീടിലും ''ഉൽപ്പാദനം'', ''വാണിജ്യം'', മറ്റു തരത്തിലുള്ള പ്രവർത്തനങ്ങളും ഇതിലേതെങ്കിലും ഒന്നിൽ ചുരുങ്ങിയത് ഒരാൾ ജോലി ചെയ്യുന്നുണ്ടായിരിക്കണം. യാതൊരാളും ജോലി ചെയ്യാത്ത ഒരു സെൻസസ്സ് വീടിനെ സ്ഥാപനമായി പരിഗണിക്കരുത്. അത്തരം സന്ദർഭങ്ങളിൽ 7-ാം കോളത്തിൽ ''ഇല്ല'' എന്നു രേഖപ്പെടുത്തിയാൽ മതി.

ഉദാഹരണമായി ഒരു സെൻസസ്സ് വീട് ക്ഷേത്രമായി ഉപയോഗിക്കുന്നുവെന്നു വിചാരിക്കുക. ആ ക്ഷേത്രത്തിൽ പൂജ നടത്തുന്ന പൂജാരിയേയോ ശാന്തിക്കാരനേയോ, ജോലിക്കാരനായി പരിഗണിച്ച് സ്ഥാപനമായി കണക്കാക്കാവുന്നതാണ്. എന്നാൽ കഴിഞ്ഞ ഒരാഴ്ചയിൽ ആ ക്ഷേത്രം പൂട്ടിയിട്ടുകിടക്കുകയോ, ശാന്തിക്കാരനോ, സൂക്ഷിപ്പുകാരനോ മറ്റേതെങ്കിലും തരത്തിലുള്ള ജോലിക്കാരോ ഇല്ലാതിരിക്കുകയോ ചെയ്യുന്നെങ്കിൽ അതിനെ ഒരു സ്ഥാപനമായി കണക്കാക്കേണ്ടതില്ല. ഇവയ്ക്ക് നേരെ ഈ കോളത്തിൽ 'ഇല്ല' എന്നു രേഖപ്പെടുത്തണം. ഇത് കൃസ്തീയപള്ളി, മുസ്ലീം പള്ളി തുടങ്ങി മറ്റു ദേവാലയങ്ങൾക്കും ബാധകമാണ്.

ഒരു സ്ഥാപനം തൊട്ടുതൊട്ടുള്ള ഒന്നിലധികം സെൻസസ്സ് വീടുകളിലായി പ്രവർത്തിക്കുന്നുണ്ടാകാം. ഉദാഹരണം— സ്ക്കൂൾ ഇങ്ങനെയുള്ള സെൻസസ്സ് വീടുകളെ ചിലർ പ്രത്യേകം പ്രത്യേകം സ്ഥാപനങ്ങളാക്കി കണക്കാക്കി 'ഉണ്ട് (4)', 'ഉണ്ട് (5)' എന്നിങ്ങനെ 7-ാം കോളത്തിൽ ചേർത്തു കാണുന്നു. ഇത് ശരിയല്ല. ഇവയെല്ലാം കൂടി ഒരു സ്ഥാപനമായി പ്രവർത്തിക്കുന്നതിനാൽ 7-ാം കോളത്തിൽ 'ഉണ്ട് (4)' 'ഉണ്ട് (4), എന്നിങ്ങനെ ഓരോ സെൻസസ്സ് വീടിനേറെയും നേരെ ചേർത്താൽ മതി.

ഉദാഹരണമായി:— കോളം 3 കോളം 6 കോളം 7

C–4–7 (1) സ്ക്കൂൾ ഉണ്ട് (4)
C–4–7 (2) സ്ക്കൂൾ ഉണ്ട് (4)
C–4–7 (3) സ്ക്കൂൾ ഉണ്ട് (4)

ചിലർ ''സ്ഥാപനവും'' (Establishment), ''സ്ഥാപന കുടുംബവും'' (Institutional household) ഒന്നാണെന്ന് തെറ്റിദ്ധരിച്ച് കാണുന്നു. ഇത് സാരമായ തെറ്റാണ്. പരസ്പരബന്ധമില്ലാത്ത പല ആളുകളും ഒരുമിച്ചു താമസിക്കുന്ന ''ഹോസ്റ്റൽ'', ''ജയിൽ'', ''ദുർഗുണ പരിഹാര പാഠശാല'' മുതലായവയെ ആണ് സ്ഥാപന കുടുംബങ്ങളായി കണക്കാക്കേണ്ടത്, സ്ഥാപനങ്ങളെപ്പറ്റി പ്രധാന നിർദ്ദേശങ്ങളിൽ 46, 47, എന്നീ ഖണ്ഡികകളും നോക്കുക.

കോളം 8 മുതൽ 16 വരെ

ഒന്നിൽക്കൂടുതൽ സെൻസസ്സ് വീടുകളും ഒരു കുടുംബം ഉപയോഗിക്കുന്നു എങ്കിൽ (പ്രത്യേകിച്ച് ഒരു സ്ഥാപനകുടുംബം) അതിനെ 7-ാം കോളം കഴിഞ്ഞ് ഈ വീടുകളെയെല്ലാം ചേർത്ത് ഒരു ബ്രാക്കറ്റിട്ടു 8-ാം കോളത്തിൽ ആ വീടുകളിൽ ഏറ്റവും പ്രധാനമായി ഉപയോഗിക്കുന്ന വീടിനേറ നമ്പർ കുടുംബ നമ്പരായി എഴുതി 9 മുതൽ 16 വരെയുള്ള കോളങ്ങളിൽ ആ കുടുംബത്തെ സംബന്ധിക്കുന്ന വിവരങ്ങളും ഒരു വരിയിൽ രേഖപ്പെടുത്തേണ്ടതാണ്. ഉദാ:– മൂന്ന് എടുപ്പുകളിൽ സ്ഥിതിചെയ്യുന്ന ഒരു

ഹോസ്റ്റലിന്റെ വിവരങ്ങൾ രേഖപ്പെടുത്തുമ്പോൾ അവയിൽ പ്രധാന എടുപ്പിന്റെ നമ്പർ 8–ാം കോളത്തിൽ കുടുംബ നമ്പരായി എഴുതി 9 മുതൽ 16 വരെയുള്ള കോളങ്ങളിൽ ഒറ്റ വരിയിൽ ഈ മൂന്നു എടുപ്പുകളിലും താമസിക്കുന്നവരുടെ വിവരം രേഖപ്പെടുത്തണം. എന്നാൽ ഈ ഓരോ എടുപ്പും പ്രത്യേക കുടുംബത്തലവൻമാരുടെ (Warden, Superintendent, etc.) കീഴിലും പ്രത്യേകമായി ആഹാരം പാകംചെയ്തും കഴിയുകയാണെങ്കിൽ അവയെ പ്രത്യേക കുടുംബങ്ങളായി കരുതി അതനുസരിച്ച് മൂന്നു വരികളിൽ രേഖപ്പെടുത്തണം.

കോളം 8. കുടുംബത്തിന്റെ നമ്പർ

കോളത്തിന്റെ തലക്കെട്ടിൽനിന്നുതന്നെ ഇതു കുടുംബത്തെമാത്രം ഉദ്ദേശിക്കുന്നതാണെന്ന് സ്പഷ്ടമാണ്. എന്നാൽ ചിലർ സെൻസസ്സ് കുടുംബം ഇല്ലാത്ത സെൻസസ്സ് വീടുകളെപ്പറ്റി ഈ കോളത്തിൽ നമ്പർ ചേർത്തിരിക്കുന്നു. ഇത് തെറ്റാണ്. ആഹാരപാർപ്പില്ലാത്ത യാതൊരു വീടിനും 8 മുതൽ 16 വരെയുള്ള കോളങ്ങളിലെ വിവരങ്ങൾ ഒരിക്കലും പൂരിപ്പിച്ചുപോകരുത് (49–ാം ഖണ്ഡിക നോക്കുക.) ആഹാരപാർപ്പുള്ള വീടുകളുടെ കൂട്ടത്തിൽ രോഗികളെ കിടത്തി ചികിൽസിക്കുന്ന ആസ്പത്രികൾ, ആളുകൾ താമസമുള്ള ഹോട്ടലുകൾ, ഹോസ്റ്റലുകൾ മുതലായവയും ഉൾപ്പെടും.

ഒന്നിലധികം സെൻസസ്സ് കുടുംബങ്ങൾ ഒരു സെൻസസ്സ് വീട്ടിലുണ്ടെങ്കിൽ 8–ാം കോളത്തിൽ (a), (b), (c) എന്നീ അക്ഷരങ്ങൾ വീടിന്റെ നമ്പരോടുകൂടി ചേർക്കേണ്ടതാണ്. ചിലർ ഈ അക്ഷരങ്ങൾ A, B, C എന്നിങ്ങനെ ചേർത്തു കാണുന്നു. ഇത് ശരിയല്ല. ഇപ്രകാരം 8–ാം കോളത്തിൽ C–4–5 (a), C–4–5 (b), C–4–5 (c) എന്നിങ്ങനെ ചേർക്കുന്ന സന്ദർഭങ്ങളിൽ ഒന്നാമത്തെ കുടുംബം ഒഴികെ മറ്റുള്ള കുടുംബങ്ങളെപ്പറ്റി കോളം 2 മുതൽ 7 വരെ ഒന്നും എഴുതേണ്ടതില്ലെന്ന് പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്.

കോളം 9. കുടുംബത്തലവന്റെ പേര്

സ്ഥാപനകുടുംബങ്ങളെപ്പറ്റി രേഖപ്പെടുത്തുമ്പോൾ കുടുംബത്തലവന്റെ പേര് എഴുതിയതിനുശേഷം 'INST' എന്നീ അക്ഷരങ്ങൾ ചിലർ ചേർത്തതായിക്കാണുന്നില്ല. ചിലർ 6–ാം കോളത്തിൽ 'സ്ക്കൂൾ' എന്നു കാണിച്ച് 9–ാം കോളത്തിൽ 'INST' എന്നു ചേർത്തുകാണുന്നു. 'INST' എന്നീ അക്ഷരങ്ങൾ Institution എന്നതിന്റെ ചുരുക്കമെല്ലെന്നും അതു സ്ഥാപനകുടുംബത്തെ (Institutional house hold) ഉദ്ദേശിച്ചാണെന്നും പ്രത്യേകം ഓർമ്മിക്കണം.

കോളം 10. പട്ടികജാതിയോ പട്ടിക വർഗ്ഗമോ

ഈ കോളത്തിൽ ചിലർ 'പുലയൻ', 'ഉള്ളാടൻ' എന്നുമാത്രവും ചിലർ 'SC' എന്നുമാത്രവും രേഖപ്പെടുത്തിയിരിക്കുന്നു. അത് ശരിയല്ല. പട്ടികജാതിയുടേയോ, പട്ടികവർഗ്ഗത്തിന്റേയോ പേരെഴുതി 'SC' എന്നോ 'ST' എന്നോ ബ്രാക്കറ്റിൽ എഴുതാൻ മറക്കരുത്. നിങ്ങളുടെ പ്രദേശത്തിനുവേണ്ടി പ്രഖ്യാപിക്കപ്പെട്ട പട്ടികജാതിക്കാരുടെയും, പട്ടികവർഗ്ഗക്കാരുടെയും ഒരു ലിസ്റ്റ് നിങ്ങൾക്ക് ചാർജ്ജ് ആഫീസർ നൽകുന്നതാണ്. ഈ ലിസ്റ്റിന്റെ അടിസ്ഥാനത്തിൽ മാത്രമേ കുടുംബത്തലവൻ പട്ടികജാതിയിലോ, പട്ടികവർഗ്ഗത്തിലോ എന്ന് തീരുമാനിക്കുവാൻ പാടുള്ളൂ.

കോളം 11. മുറികളുടെ എണ്ണം

പ്രധാന നിർദ്ദേശങ്ങളിൽ 57–ാം ഖണ്ഡികയിൽ കൊടുത്തിട്ടുള്ള നിർദ്ദേശപ്രകാരം ഒരു സെൻസസ്സ് വീട്ടിൽ ഒന്നിലധികം കുടുംബങ്ങൾ താമസിക്കുകയും ചില മുറികൾ പ്രത്യേകമായും ഒന്നോ അതിലധികമോ മുറികൾ പൊതുവായും ഉപയോഗിക്കുന്ന സന്ദർഭങ്ങളിൽ മാത്രമാണ് മുറികളുടെ എണ്ണം ബ്രാക്കറ്റിൽ കാണിക്കേണ്ടതേ. എന്നാൽ രണ്ടു സെൻസസ്സ് വീടുകളിൽ താമസിക്കുന്ന കുടുംബങ്ങളെ സംബന്ധിച്ച് 11–ാം കോളത്തിൽ മുറികളുടെ എണ്ണം ബ്രാക്കറ്റിൽ ചേർത്തു കാണിക്കുന്നതു ശരിയല്ല.

കോളം 16. കുടുംബം കൃഷി ചെയ്യുന്നുണ്ടോ?

ഈ കോളം കുടുംബത്തെപ്പറ്റി മാത്രം ഉദ്ദേശിച്ചിട്ടുള്ളതാണ്. ആഹാരപാർപ്പുള്ള വീടുകൾക്ക് നേരെ ഈ കോളത്തിൽ 'ഉണ്ട്' എന്നോ 'ഇല്ല' എന്നോ രേഖപ്പെടുത്തേണ്ടതാണ്. അത്തരം സെൻസസ്സ് വീടുകളുടെ നേരെ ഈ കോളത്തിൽ '×' എന്നെഴുതുവാൻ പാടില്ല. [63–ാം ഖണ്ഡിക നോക്കുക.]

കോളം 17. റിമാർക്സ്

6–ാം കോളത്തിൽ 'ഒഴിവ്' എന്നു രേഖടെുപ്പത്തിയതിന്റെ വിശദവിവരങ്ങൾ ഈ കോളത്തിൽ ചേർക്കുന്നതോടൊപ്പം ഏതെങ്കിലും സെൻസസ്സ് വീടിന്റെ ഉപയോഗത്തെപ്പറ്റി കൂടുതൽ വിവരങ്ങൾ നൽകാനും ഈ കോളം ഉപയോഗിക്കാവുന്നതാണ്.

സ്ഥാപനങ്ങളുടെ പട്ടിക

സ്ഥലസൂചന

വീടുകളുടെ പട്ടിക പൂരിപ്പിക്കുന്നതിൽ കൊടുത്ത നിർദ്ദേശങ്ങൾ ഇവിടെയും ബാധകമാണ്.

കോളം 1. ക്രമനമ്പർ

വീടുകളുടെ പട്ടികയിലെ വരനമ്പരും, സ്ഥാപനങ്ങളുടെ പട്ടികയിലെ ക്രമനമ്പരും രണ്ടും രണ്ടാണ്. ചിലർ ഈ വ്യത്യാസം ശരിയായി മനസ്സിലാക്കി കാണുന്നില്ല. വീടുകളുടെ പട്ടികയിലെ ഓരോ വരിക്കുമാണ് നമ്പർ നൽകിയിട്ടുള്ളത്. എന്നാൽ സ്ഥാപനങ്ങളുടെ ക്രമനമ്പരാണ് ഈ കോളത്തിൽ രേഖപ്പെടുത്തേണ്ടത്. ഒന്നിൽ കൂടുതൽ സെൻസസ്സ് വീടുകളിൽ ഒരു സ്ഥാപനം (establishment) സ്ഥിതി ചെയ്യുകയാണെങ്കിൽ ഇവയുടെ നമ്പരെല്ലാം 2–ാം കോളത്തിൽ എഴുതണമെങ്കിലും 1–ാം കോളത്തിൽ ഇവയ്ക്കെല്ലാംകൂടി ഒരു ക്രമനമ്പർ മാത്രം നൽകിയാൽ മതി. ചിലർ ക്രമനമ്പരിനു പകരം വീടുകളുടെ പട്ടികയിലെ വരനമ്പർ ഇവിടെ എടുത്തെഴുതിയിട്ടുണ്ട്. ഇത് ഗുരുതരമായൊരു തെറ്റാണ്.

ഉദാഹരണം :—

കോളം 1	കോളം 2	കോളം 3	കോളം 4	കോളം 5	കോളം 6	കോളം 7	കോളം 8	കോളം 9	കോളം 10	കോളം 11
1	C–4–7(1) C–4–7(2) C–4–7(3) C–4–7(4)	യു. പി. സ്ക്കൂൾ	സർക്കാർ ഉടമയിൽ	5	×	×	×	×	×	സ്ക്കൂൾ

കോളം 2. സെൻസസ്സ് വീടിന്റെ നമ്പർ

വീടുകളുടെ പട്ടികയിൽ 7–ാം കോളം പൂരിപ്പിക്കേണ്ടതിലേക്ക് നൽകിയിട്ടുള്ള നിർദ്ദേശങ്ങൾ ഇവിടെ പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്. ഒന്നിലധികം സെൻസസ്സ് വീടുകൾ ഒരു സ്ഥാപനമായുപയോഗിക്കുന്നുണ്ടെങ്കിൽ വീടുകളുടെ പട്ടികയിൽ 7–ാം കോളത്തിൽ ''ഉണ്ട്'' എന്ന പദത്തിനു ശേഷം സ്ഥാപനത്തിന്റെ ഒരേ ഒരു ക്രമനമ്പരാണ് ചേർക്കേണ്ടത്. അത്തരം സ്ഥാപനങ്ങളെ സംബന്ധിച്ച് 2–ാം കോളത്തിൽ ഈ സെൻസസ്സ് വീടുകളുടെയെല്ലാം നമ്പരുകൾ എഴുതി ഒരു ബ്രാക്കറ്റിട്ട് അതിനു നേരെ 3 മുതലുള്ള കോളങ്ങളിൽ ആ സ്ഥാപനത്തിന്റെ മറ്റു വിവരങ്ങൾ ഒരു വരയിൽമാത്രം രേഖപ്പെടുത്തണം.

കോളം 3. സ്ഥാപനത്തിന്റെ അല്ലെങ്കിൽ ഉടമസ്ഥന്റെ പേര്

പ്രത്യേക പേരുകളില്ലാത്ത സ്ഥാപനങ്ങൾക്ക് ചിലർ ''ടി. പി. രാമൻ'', ''ജോസഫ്'' എന്നൊക്കെ എഴുതിയിട്ടുണ്ട്. അത്തരം സ്ഥാപനങ്ങൾക്ക് ''ടി. പി. രാമന്റെ പലവ്യഞ്ജനക്കട'' ''ജോസഫിന്റെ ചായക്കട'' എന്നിങ്ങനെ ചേർക്കേണ്ടതാണ്. ചിലർ 3–ാം കോളത്തിൽ ''ചായക്കടയും താമസവും'' സ്ഥലവും എന്നും എഴുതിക്കാണുന്നു. ഇത് ശരിയല്ല. സ്ഥാപനത്തെപ്പറ്റി മാത്രമേ ഇവിടെ രേഖപ്പെടുത്താവൂ.

ഉദാഹരണം :– ''.....ആളുടെ ചായക്കട.''

കോളം 4. പൊതുമേഖലയിലോ, സഹകാര്യ മേഖലയിലോ, സഹകരണാടിസ്ഥാനത്തിലോ എന്ന്

ഒരു സ്ഥാപനം പൊതുമേഖലയിലാണെങ്കിൽ അതു ''സർക്കാരുടമയിലോ'', ''അർദ്ധസർക്കാരുടമയിലോ'', ''തദ്ദേശ സ്വയംഭരണത്തിലോ'' എന്നാണെഴുതേണ്ടത്. പലരും ഇവിടെ ''പൊതുമേഖല'' എന്നു മാത്രമാണ് കാണിച്ചിട്ടുള്ളത്. ഇത് ശരിയല്ല. മുനിസിപ്പാലിറ്റി/പഞ്ചായത്തു വകുപ്പുകളുടെ കാര്യത്തിൽ ''തദ്ദേശ സ്വയംഭരണത്തിൽ'' എന്നാണ് കാണിക്കേണ്ടത്. ''അർദ്ധസർക്കാരുടമയിൽ'' എന്നല്ല.

''സഹകാര്യമേഖല'' എന്നെഴുതുന്നതിനു പകരം ''സ്വന്തമായിട്ട്'', ''സ്വന്തം'' എന്നൊക്കെ ചേർക്കുന്നത് ശരിയല്ല. സഹകരണസംഘം നിയമമനുസരിച്ച് രജിസ്റ്റർ ചെയ്യാതെ കുറെ ആളുകൾ അല്ലെങ്കിൽ കുറച്ചു കുടുംബങ്ങൾ സഹകരിച്ചു നടത്തുന്ന സ്ഥാപനങ്ങളെ ''സഹകരണ മേഖലയിൽ'' എന്നെഴുതുന്നത് ശരിയല്ല. അത്തരം സ്ഥാപനങ്ങളെയും ''സഹകാര്യ മേഖലയിൽ'' എന്നാണ് ഈ കോളത്തിൽ രേഖപ്പെടുത്തേണ്ടത്. സഹകരണസംഘം നിയമമനുസരിച്ച് രജിസ്റ്റർ ചെയ്ത സ്ഥാപനങ്ങളെ മാത്രമേ ''സഹകരണാടിസ്ഥാനത്തിൽ'' എന്ന് ഈ കോളത്തിൽ രേഖപ്പെടുത്താവൂ.

കോളം 5. കഴിഞ്ഞ ഒരാഴ്ചയിൽ ജോലി ചെയ്ത ആളുകളുടെ ശരാശരി എണ്ണം

ഈ കോളത്തിൽ ശമ്പളത്തോടുകൂടിയോ ശമ്പളമില്ലാതെയോ തൊഴിൽ പരിശീലിക്കുന്നവർ ഉൾപ്പെടെ ആകെയുള്ള ജോലിക്കാരെ (ഉടമസ്ഥനും ജോലി ചെയ്യുന്ന കുടുംബാംഗങ്ങളുമുൾപ്പെടെ) സംബന്ധിച്ച വിവരങ്ങളാണ് എഴുതേണ്ടത്. എന്നാൽ

ചിലർ ഈ കോളത്തിൽ 'x' എന്നടയാളപ്പെടുത്തിയിരിക്കുന്നു. ഇതു സാരമായ തെറ്റാണ്. ഒരാളെങ്കിലും ജോലിക്കാരനായില്ലാത്ത ഒരു സെൻസസ് വീടിനെ സ്ഥാപനമായി കണക്കാക്കാൻ പാടില്ലെന്ന് വീടുകളുടെ പട്ടികയുടെ 7–ാം കോളം പൂരിപ്പിക്കുന്നതിൽ നൽകിയിട്ടുള്ള നിർദ്ദേശങ്ങളും (46–ാം ഖണ്ഡിക) പ്രത്യേകം ഇവിടെ ഓർക്കേണ്ടതാണ്. ഈ കോളത്തിൽ ഒരിക്കലും 'x' എന്നടയാളപ്പെടുത്താൻ പാടില്ല.

എല്ലാ സ്ഥാപനങ്ങൾക്കും 1 മുതൽ 5 വരെ കോളങ്ങളിൽ (നിർദ്ദേശങ്ങളനുസരിച്ച്) വിവരം രേഖപ്പെടുത്തിയിരിക്കണമെന്നത് നിർബന്ധമാണ്. ഈ അഞ്ചു കോളങ്ങളും എല്ലാ സ്ഥാപനങ്ങൾക്കും ബാധകമാണ്.

കോളങ്ങൾ 6 മുതൽ 11 വരെ

6 മുതൽ 11 വരെയുള്ള കോളങ്ങൾ പൂരിപ്പിക്കുന്നതിൽ പ്രത്യേകമായി ശ്രദ്ധിക്കേണ്ട സംഗതികൾ ഇവയാണ്. 6, 7, 8 എന്നീ കോളങ്ങൾ ഏതെങ്കിലും നിർമ്മാണമോ, പ്രോസസിംഗോ, സർവീസിംഗോ നടത്തുന്ന സ്ഥാപനങ്ങളെപ്പറ്റി മാത്രം വിവരങ്ങൾ കാണിക്കാനുള്ളവയാണ്. അതുപോലെ 9, 10 കോളങ്ങൾ വ്യാപാരസ്ഥലങ്ങളെ മാത്രം ഉദ്ദേശിച്ചുള്ളവയാണ്. മേൽപറഞ്ഞ രണ്ട് ഇനങ്ങളിലുംപെടാത്തവയാണ് 11–ാം കോളത്തിൽ ചേർക്കേണ്ടത്. ഇതിൽനിന്നും ഒരു സ്ഥാപനത്തെക്കുറിച്ചുള്ള വിവരങ്ങൾ 6, 7, 8 എന്നീ കോളങ്ങളിൽ രേഖപ്പെടുത്തുകയാണെങ്കിൽ 9, 10, 11 എന്നീ കോളങ്ങളിൽ ആ സ്ഥാപനത്തെക്കുറിച്ച് യാതൊരു വിവരവും രേഖപ്പെടുത്താൻ പാടില്ലെന്നും 9, 10 കോളങ്ങളിൽ വിവരങ്ങൾ രേഖപ്പെടുത്തുകയാണെങ്കിൽ 6, 7, 8, 11 എന്നീ കോളങ്ങളിൽ യാതൊരു വിവരവും രേഖപ്പെടുത്തുവാൻ പാടില്ലെന്നും അതുപോലെ 11–ാം കോളത്തിൽ എഴുതുകയാണെങ്കിൽ 6 മുതൽ 10 വരെയുള്ള കോളങ്ങളിൽ യാതൊന്നും രേഖപ്പെടുത്തുവാൻ പാടില്ലെന്നും മനസ്സിലാക്കേണ്ടതാണ്. എന്നാൽ പട്ടികകളിൽ ധാരാളമായി കണ്ടുവരുന്ന തെറ്റുകൾ 6 മുതൽ 11 വരെയുള്ള എല്ലാ കോളങ്ങളിലും ചില സ്ഥാപനങ്ങളെപ്പറ്റി വിവരങ്ങൾ രേഖപ്പെടുത്തിയിരിക്കുന്നു എന്നതാണ്.

ചില സ്ഥാപനങ്ങളിൽ നിർമ്മാണമോ, പ്രോസസിംഗോ നടത്തുന്നതിനു പുറമെ സാധനങ്ങളുടെ വിൽപനയും നടക്കുന്നു എന്നു വരാം. ഉദാഹരണത്തിന് ഒരു റൊട്ടിക്കടയിൽ റൊട്ടി ഉണ്ടാക്കുകയും വിൽക്കുകയും ചെയ്യുന്നുണ്ടാകാം. അത്തരം സ്ഥാപനങ്ങളുടെ കാര്യത്തിൽ അവയുടെ പ്രാഥമികവും പ്രധാനവുമായ പ്രവർത്തനമായി റൊട്ടിയുണ്ടാക്കുന്നതിനെയാണ് കണക്കാക്കേണ്ടത്. അതനുസരിച്ച് ഈ സ്ഥാപനത്തിന്റെ വിവരങ്ങൾ 6, 7, 8 എന്നീ കോളങ്ങളിൽ മാത്രം രേഖപ്പെടുത്തി 9, 10, 11 എന്നീ കോളങ്ങളിൽ 'x' എന്ന് എഴുതേണ്ടതാണ്. നേരെ മറിച്ച് ഒരു മുറുക്കാൻകടയിൽ ബീഡി തെറുക്കുന്നുണ്ടെങ്കിൽ അവിടെ ബീഡി ഉണ്ടാക്കുന്നതിനേക്കാൾ പ്രാധാന്യം മുറുക്കാൻ വ്യാപാരത്തിനാണെന്നതിനാൽ ഈ സ്ഥാപനത്തെക്കുറിച്ചുള്ള വിവരങ്ങൾ 9, 10 എന്നീ കോളങ്ങളിൽ മാത്രം എഴുതി 6, 7, 8, 11 എന്നീ കോളങ്ങളിൽ 'x' എന്നെഴുതണം. ചില ആയുർവേദ വൈദ്യശാലകളെ സംബന്ധിച്ച് അവിടെ മരുന്നുകൾ തയ്യാറാക്കുക, മരുന്നുകൾ വിൽക്കുക, രോഗികളെ പരിശോധിച്ചു ചികിൽസ നിശ്ചയിക്കുക എന്നീ മൂന്നു തരത്തിൽപ്പെട്ട പ്രവർത്തനവും നടക്കുന്നുണ്ടാകും. അത്തരം സന്ദർഭങ്ങളിൽ അവിടെ നടക്കുന്ന ഏറ്റവും പ്രധാനമായ പ്രവർത്തനം ഏതെന്നന്വേഷിച്ച്, അതിനെക്കുറിച്ചുള്ള വിവരങ്ങൾ മാത്രമേ രേഖപ്പെടുത്തുവാൻ പാടുള്ളൂ. അതായത് മരുന്നുകൾ അവിടെത്തന്നെയുണ്ടാക്കുകയാണ് പ്രധാനമെന്നു പറയുകയാണെങ്കിൽ 6, 7, 8 എന്നീ കോളങ്ങളും മരുന്നുവിൽപനയാണ് പ്രധാനമെന്നു പറയുകയാണെങ്കിൽ 9, 10 കോളങ്ങളും, രോഗികളെ പരിശോധിച്ചു മരുന്നു നിശ്ചയിക്കുകയാണ് പ്രധാനമെന്നു പറയുകയാണെങ്കിൽ 11–ാം കോളവും പൂരിപ്പിക്കേണ്ടതാണ്. അല്ലാതെ 6 മുതൽ 11 വരെയുള്ള എല്ലാ കോളങ്ങളും പൂരിപ്പിക്കുവാൻ പാടില്ല. മുകളിൽ പ്രസ്താവിച്ചതിൽനിന്ന് ഒരു സ്ഥാപനത്തിൽ ഒന്നിൽ കൂടുതൽ പ്രവർത്തനം നടക്കുന്നുണ്ടെങ്കിൽ അവിടെ നടക്കുന്ന പ്രധാനവും പ്രാഥമികവുമായ പ്രവർത്തനത്തിന്റെ അടിസ്ഥാനത്തിലാണ് ആ സ്ഥാപനത്തെ തരംതിരിച്ചെടുക്കേണ്ടതെന്ന് വ്യക്തമാണല്ലൊ.

കോളം 6. കുടുംബവ്യവസായമോ, രജിസ്റ്റർ ചെയ്ത വ്യവസായശാലയോ, രജിസ്റ്റർ ചെയ്യാത്ത തൊഴിൽശാലയോ എന്ന്

ചിലർ 6–ാം കോളത്തിൽ ഒന്നോ രണ്ടോ പേർ മാത്രം ജോലി ചെയ്യുന്ന സ്ഥാപനങ്ങളെ, ഉദാഹരണമായി 'ധാന്യങ്ങൾ പൊടിക്കുന്ന മില്ലുകളെ', വ്യവസായശാലയായി രേഖപ്പെടുത്തിയതായി കാണുന്നു. ഇന്ത്യൻ ഫാക്ടറി നിയമപ്രകാരം രജിസ്റ്റർ ചെയ്ത സ്ഥാപനങ്ങളെയാണ് 'രജിസ്റ്റർ ചെയ്ത വ്യവസായശാല'യായി കണക്കാക്കേണ്ടത്. മറ്റുള്ളവയെ 'രജിസ്റ്റർ ചെയ്യാത്ത തൊഴിൽശാല'യായോ 'കുടുംബവ്യവസായ'മായോ കരുതേണ്ടതാണ്. അതുപോലെ കുടുംബവ്യവസായമായി നടത്തപ്പെടുന്ന തൊഴിൽശാലകളെ 'രജിസ്റ്റർ ചെയ്യാത്ത തൊഴിൽശാല' എന്നെഴുതരുത്. അവയെ 'കുടുംബവ്യവസായ'മെന്നുതന്നെ രേഖപ്പെടുത്തണം. തദ്ദേശസ്വയംഭരണാധികാരികളും നൽകുന്ന ലൈസൻസുകളെ

ആസ്പദമാക്കി ഒരു തൊഴിൽശാലയെ രജിസ്റ്റർ ചെയ്ത വ്യവസായശാലയായി പരിഗണിക്കരുത്. പലരും കുടുംബവ്യവസായങ്ങളെ രജിസ്റ്റർ ചെയ്യാത്ത തൊഴിൽശാലയെന്നും, രജിസ്റ്റർ ചെയ്യാത്ത തൊഴിൽശാലകളെ കുടുംബവ്യവസായമെന്നും തെറ്റായി രേഖപ്പെടുത്തിയിട്ടുണ്ട്. 84 മുതൽ 94 വരെയുള്ള ഖണ്ഡികകളിലെ നിർദ്ദേശങ്ങളും നല്ലവണ്ണം മനസ്സിലാക്കി വേണം ഈ കോളം പൂരിപ്പിക്കേണ്ടത്. ഒരു സ്ഥാപനത്തിനെതിരെ 6–ാം കോളത്തിൽ 'രജിസ്റ്റർ ചെയ്ത വ്യവസായശാല', 'രജിസ്റ്റർ ചെയ്യാത്ത തൊഴിൽശാല' അല്ലെങ്കിൽ 'കുടുംബവ്യവസായം' എന്നിങ്ങനെ മൂന്നു വിധത്തിൽ മാത്രമേ വിവരം രേഖപ്പെടുത്തുവാൻപാടുള്ളു. ഒരു സ്ഥാപനത്തിനെതിരെ 6–ാം കോളത്തിൽ ഈ മൂന്നു തരത്തിലേതെങ്കിലും വിവരം രേഖപ്പെടുത്തിയിട്ടുണ്ടെങ്കിൽ 7–ാംകോളത്തിൽ ഉൽപന്നങ്ങളുടെയോ, പ്രോസസിംഗിന്റെയോ, സർവീസിംഗിന്റെയോ വിവരങ്ങളും 8–ാം കോളത്തിൽ ഇനധനം അല്ലെങ്കിൽ ശക്തിയും രേഖപ്പെടുത്തണമെന്നുള്ളത് നിർബന്ധമാണ്. തയ്യൽക്കടകളുടെ വിവരങ്ങൾ 6, 7, 8 എന്നീ കോളങ്ങളിലാണ് രേഖപ്പെടുത്തേണ്ടത്. അല്ലാതെ 9, 10 കോളങ്ങളിലോ 11–ാം കോളത്തിലോ അല്ല. തയ്യൽക്കടകളെ സംബന്ധിച്ച് 7–ാം കോളത്തിൽ 'വസ്ത്രങ്ങൾ തയ്ക്കുക' എന്ന് എഴുതണം.

കോളം 7. ഉൽപന്നങ്ങളുടെയോ, പ്രോസസിംഗിന്റെയോ, സർവീസിംഗിന്റെയോ വിവരണം

6–ാം കോളത്തിൽ കൊടുത്തിട്ടുള്ള തൊഴിൽശാലയിലോ, കുടുംബവ്യവസായത്തിലോ നടത്തപ്പെടുന്ന സർവീസിംഗ്, പ്രോസസിംഗ്, ഉൽപാദനം എന്നിവയെപ്പറ്റിയുള്ള വിവരണമാണ് ഇവിടെ രേഖപ്പെടുത്തേണ്ടത്. ചിലർ ഈ കോളത്തിൽ കൂടുതൽ ഉൽപന്നങ്ങളുടെയോ, സർവീസിംഗിന്റെയോ വിവരങ്ങൾ രേഖപ്പെടുത്തിയതായി കാണുന്നു. ഇത് ശരിയല്ല. ഏതെങ്കിലും ഒരു സ്ഥാപനത്തിൽ ഒന്നിലധികം സാധനങ്ങൾ ഉൽപാദിപ്പിക്കപ്പെടുന്നുണ്ടെങ്കിൽ അവയിൽ ഏറ്റവും പ്രധാനമായ ഉൽപന്നത്തിന്റേയും ഒന്നിലധികം തരത്തിലുള്ള പ്രോസസിംഗോ, സർവീസിംഗോ, കേടുപാടു തീർക്കലോ ചെയ്യുന്നുവെങ്കിൽ അവയിൽ ഏറ്റവും പ്രാധാന്യമേറിയത് ഏതാണോ അതിന്റേയും വിവരം മാത്രം രേഖപ്പെടുത്തണം.

കോളം 9. ക്രയവിക്രയം ചെയ്യുന്ന സാധനങ്ങളുടെ വിവരണം

ക്രയവിക്രയം ചെയ്യുന്ന സാധനങ്ങളെപ്പറ്റി ഈ കോളത്തിൽ വിവരങ്ങളെഴുതുമ്പോൾ ഏറ്റവും പ്രധാനപ്പെട്ട സാധനത്തെപ്പറ്റി മാത്രം രേഖപ്പെടുത്തിയാൽ മതി. വിവരങ്ങൾ സ്പഷ്ടമായിരിക്കണം. "മലഞ്ചരക്ക്", "പലവക" എന്നീ പദങ്ങൾ ഒഴിവാക്കേണ്ടതാണ്. ബാങ്കുകൾ, ഇൻഷ്വറൻസ്, ചിട്ടികൾ മുതലായവ നടത്തുന്ന സ്ഥാപനങ്ങളെ 9–ാം കോളത്തിലാണ് രേഖപ്പെടുത്തേണ്ടത്. പണമിടപാടുകൾ മാത്രം നടത്തുന്ന ബാങ്കുകൾ, ചിട്ടികൾ തുടങ്ങിയവ ഒഴിച്ചുള്ള എല്ലാ വ്യാപാര സ്ഥാപനങ്ങളെ സംബന്ധിച്ചും 9–ാം കോളത്തിൽ വിവരം രേഖപ്പെടുത്തിയിട്ടുണ്ടെങ്കിൽ 10–ാം കോളത്തിലും വിവരം രേഖപ്പെടുത്തേണ്ടതാണ്.

കോളം 11. മറ്റേതെങ്കിലും സ്ഥാപനമായി ഉപയോഗിക്കുന്നുവെങ്കിൽ

കോളത്തിന്റെ തലക്കെട്ടിൽത്തന്നെ ബാർബർഷാപ്പ്, ചായക്കട മുതലായ സ്ഥാപനങ്ങളുടെ വിവരങ്ങൾ 11–ാം കോളത്തിൽ നൽകുക എന്നു കാണിച്ചിട്ടുണ്ടെങ്കിലും പലരും ഈ സ്ഥാപനങ്ങളെ, നിർമ്മാണം, പ്രോസസിംഗ് എന്നിവയുണ്ടെന്നുള്ള അനുമാനത്തിൽ 6, 7, 8 എന്നീ കോളങ്ങളിലും, ചിലർ ചായ ഒരു വ്യാപാരസാധനമായി കരുതി ചായക്കടയെപ്പറ്റിയുള്ള വിവരം 9, 10 എന്നീ കോളങ്ങളിലും രേഖപ്പെടുത്തിയതായി കാണുന്നു. ഇതു തെറ്റാണ്. "കളള്ഷാപ്പ്" ചിലർ 6, 7, 8 കോളങ്ങളിലും ചിലർ 9, 10 എന്നീ കോളങ്ങളിലും രേഖപ്പെടുത്തിയതായി കാണുന്നു. സാധാരണ കാണുന്ന നാടൻ കള്ളുഷാപ്പുകളും ബാറുകളും ചായക്കടയെപ്പോലെ ഒരു സ്ഥാപനമായി കരുതി 11–ാം കോളത്തിൽ രേഖപ്പെടുത്തണം. എന്നാൽ വിദേശമദ്യവും മറ്റും മൊത്തമായും ചില്ലറയായും വിൽക്കുന്ന ബാറുകളല്ലാത്ത കടകളും 9, 10 എന്നീ കോളങ്ങളിലാണ് രേഖപ്പെടുത്തേണ്ടത്. ചായയും വാറ്റി വിൽക്കുന്ന സ്ഥാപനങ്ങളേയും സോഡ ഉണ്ടാക്കിക്കൊടുക്കുന്ന സ്ഥാപനങ്ങളേയും 6, 7, 8 എന്നീ കോളങ്ങളിലാണ് എഴുതേണ്ടത്.

സാമാന്യ നിർദ്ദേശങ്ങൾ

1 പട്ടികകളിൽ ഓരോ കോളത്തിനുമുള്ള ഉത്തരം അതാതു കോളത്തിനകത്തുതന്നെ രേഖപ്പെടുത്തേണ്ടതാണ്. അതു മറ്റു കോളങ്ങളിലേയ്ക്കു കവിഞ്ഞു പോകാതിരിക്കാൻ ശ്രദ്ധിക്കണം. അതുപോലെ വീടുകളുടെ പട്ടികയിലും സ്ഥാപനങ്ങളുടെ പട്ടികയിലും ഒരു വരിയെ സംബന്ധിക്കുന്ന വിവരങ്ങൾ ആ വരിയുടെ മുകളിൽ മാത്രം എഴുതാൻ ശ്രദ്ധിക്കണം.

2 ഓരോ കോളത്തിലും ചേർക്കുന്ന വിവരങ്ങൾ പൊതുവിൽ ഏവർക്കും മനസ്സിലാകത്തക്ക വിധത്തിലായിരിക്കണം. ചിലപ്രത്യേകപ്രദേശത്തുമാത്രം ഉപയോഗിച്ചുവരുന്ന പദങ്ങൾ (local terms) കഴിയുന്നതും ഒഴിവാക്കേണ്ടതാണ്. പ്രാദേശികപദങ്ങൾ

എല്ലായിടത്തും പ്രചാരത്തിലില്ലാത്തതിനാൽ അവയുടെ ശരിയായ ഉപയോഗം പിന്നീട് ടാബുലേഷൻ നടത്തുന്ന അവസരത്തിൽ അറിയാൻ പ്രയാസമായിരിക്കും. അതുകൊണ്ട് ഇത്തരം പദങ്ങളാണ് എഴുതുന്നതെങ്കിൽ അവയ്ക്കെതിരെ 'റിമാർക്സ്' കോളത്തിൽ അവയുടെ യഥാർത്ഥ ഉപയോഗം വിശദീകരിച്ചെഴുതുവാൻ മറക്കരുത്.

3 വീടുകളുടെ പട്ടികകളിൽ 2, 3, 8 കോളങ്ങളിലും സ്ഥാപനങ്ങളുടെ പട്ടികകളിൽ 2-ാം കോളത്തിലും നമ്പരുകൾ കൊടുക്കുമ്പോൾ ഉദാ: (C–1–4) ചെറിയ വരകളാണ് (hyphen) ഉപയോഗിക്കേണ്ടത്. കുത്തുകൾ (dots) ഉപയോഗിക്കരുത്.

4 കൂടുതൽ സെൻസസ്സ് വീടുകളുള്ള കെട്ടിടത്തിന്റെ വിവരങ്ങൾ വീടുകളുടെ പട്ടികയിൽ രേഖപ്പെടുത്തുന്നതോടൊപ്പം മൂന്നാം കോളത്തിൽ (1—3), (1—5) എന്നിങ്ങനെ രേഖപ്പെടുത്തിയതായി കാണുന്നു. ഇതു ശരിയല്ല. ഈ അടയാളം ഒന്നിലധികം സെൻസസ്സ് വീടുകളുള്ള ഒരു കെട്ടിടത്തിന്റെ ആദ്യത്തെ സെൻസസ്സ് വീടിൻമേൽ മാത്രം രേഖപ്പെടുത്തേണ്ട നമ്പരാണ്. ഒരു കെട്ടിടത്തിൽ എത്ര സെൻസസ്സ് വീടുകളുണ്ടെന്നു ഒറ്റനോട്ടത്തിൽ തിരിച്ചറിയാൻ വേണ്ടിയാണ് ഇതെഴുതുന്നത്. ഈ നമ്പർ പട്ടികകളിൽ യാതൊരുവശാലും കാണിക്കരുത്. പ്രധാന നിർദ്ദേശങ്ങളിൽ 30–ാം ഖണ്ഡിക നോക്കുക.

5 കഴിയുന്നിടത്തോളം ഉത്തരങ്ങൾ രേഖപ്പെടുത്തേണ്ടത് മലയാളത്തിൽത്തന്നെ ആയിരിക്കണം. ''ചർച്ച്'' (ക്രിസ്തീയദേവാലയം), ''ടൈൽ''(ഓട്) മുതലായ ഇംഗ്ലീഷുപദങ്ങൾ ഒഴിവാക്കേണ്ടതാണ്.

വീടുകളുടെ പട്ടിക സംഗ്രഹം

കോളം 2–7. സെൻസസ്സ് വീടുകളുടെ എണ്ണം

വീടുപട്ടികസംഗ്രഹത്തിലെ 2 മുതൽ 7 വരെയുള്ള കോളങ്ങൾ പൂരിപ്പിക്കുന്നത് വീടുപട്ടികയുടെ 6–ാം കോളം നോക്കിയാണ്.

കോളം 8, 9. സ്ഥാപനകുടുംബങ്ങളും അപ്പെടെ ആകെ കുടുംബങ്ങൾ

ഈ കോളങ്ങൾ ചിലർ തെറ്റായി പൂരിപ്പിച്ചു കാണുന്നു. വീടുകളുടെ പട്ടികയിലെ 9–ാം കോളത്തിൽ (കുടുംബത്തലവന്റെ പേര്) നിന്നാണ് ഇത് എണ്ണിയെടുക്കേണ്ടത്.

കോളം 9. സ്ഥാപനകുടുംബങ്ങൾ

ഈ കോളം പൂരിപ്പിക്കുന്നതിൽ ധാരാളം തെറ്റുകൾ കാണുന്നുണ്ട്. സ്ഥാപനകുടുംബങ്ങൾക്കു പകരം സ്ഥാപനങ്ങളെ എണ്ണിയാണ് ചിലർ ഈ കോളം പൂരിപ്പിച്ചിട്ടുള്ളത്. ഇതു ശരിയല്ല. വീടുകളുടെ പട്ടികയിൽ 9–ാം കോളത്തിൽ കുടുംബത്തലവന്റെ പേരിനുശേഷം 'INST' എന്നു ബ്രാക്കറ്റിൽ എഴുതിയിട്ടുള്ളവയുടെ എണ്ണമാണ് ഇവിടെ എഴുതേണ്ടത്. ഒരു കുടുംബം താമസിക്കുന്ന വീട് ഒരു Establishment (സ്ഥാപനമായി) കൂടി ആയി ഉപയോഗിക്കുന്നുണ്ടെന്നുള്ളതുകൊണ്ട് അതൊരു Institutional Household (സ്ഥാപന കുടുംബം) ആകണമെന്നില്ല. ഇംഗ്ലീഷുഭാഷയിൽ Establishment എന്നും Institution എന്നും വ്യത്യസ്തമായി പറയുന്ന വാക്കുകൾക്ക് 'സ്ഥാപന'മെന്ന മലയാളപദം ഉപയോഗിച്ചതുകൊണ്ടാണ് ഈ സംശയം ഉണ്ടായിട്ടുള്ളത്, ഈ വ്യത്യാസം ശരിക്കും മനസ്സിലാക്കേണ്ടതാണ്.

ഭൂപടം

വളരെ ചുരുക്കം പേർ മാത്രമേ ഭൂപടങ്ങൾ പരിശോധനയ്ക്കായി ഇവിടെ അയച്ചുതന്നിട്ടുള്ളു. അവയിൽ കണ്ട ചില തെറ്റുകൾ താഴെ ചേർക്കുന്നു.

1 പഞ്ചായത്തതിർത്തി കാണിച്ചിട്ടില്ല, ഇതു വളരെ അത്യാവശ്യമായ ഒരു വിവരമാണ്.

2 എല്ലാ ഇടവഴികളും, ഊടുവഴികളും(by–lanes) പ്രത്യേകം കാണിക്കണം. അവയ്ക്ക് പ്രത്യേകമായ പേരുണ്ടെങ്കിൽ അതും രേഖപ്പെടുത്തേണ്ടതാണ്. ഇത്തരം ഇടവഴികൾ ഭൂപടത്തിൽ കാണിക്കാത്തതുകൊണ്ട് വീട്ടുനമ്പരുകൾ ഇട്ടത് ശരിയായിട്ടാണോ എന്നു നോക്കാൻ സാധിച്ചിട്ടില്ല.

3 പടം തയ്യാറാക്കുന്നതിനായി നൽകിയിട്ടുള്ള നിർദ്ദേശങ്ങളും (10 മുതൽ 17 വരെയുള്ള ഖണ്ഡികകൾ നോക്കുക) നിങ്ങൾക്കു മാതൃകയായിത്തന്നിട്ടുള്ള ഭൂപടങ്ങളും (lay-out sketch) ശ്രദ്ധിച്ച് അതനുസരിച്ചു വേണം പടം തയ്യാറാക്കാൻ. മാതൃകാഭൂപടങ്ങൾ നിങ്ങളുടെ ചാർജ്ജ് ആഫീസർ ഇതിനകം നിങ്ങൾക്കു തന്നിരിക്കും.

4 ഈ പടങ്ങൾ ഉപയോഗിച്ചാണ് 1971-ലെ കാനേഷുമാരിയുടെ ആവശ്യത്തിലേയ്ക്ക് ഒരു പ്രദേശത്തെ ബ്ലോക്കുകളായി തിരിക്കുന്നത്. അതിന്റെ ആവശ്യത്തിനായി എല്ലാ വിവരങ്ങളും വ്യക്തമായി ഭൂപടത്തിൽ കാണിച്ചിരിക്കേണ്ടതാണ്.

No. C9-70/69
Office of the Director of
Census Operations, Kerala,
Trivandrum,
21st April 1970.

CIRCULAR LETTER No. 9

From

Shri K. Narayanan,
Director of Census Operations, Kerala.

To

All Charge Officers.

Sir,

SUB:—COMPILATION OF CONSOLIDATED HOUSELIST ABSTRACTS AND THE DESPATCH OF RECORDS

Now you are in the midst of Housenumbering and Houselisting operations and I hope that these will be completed soon. It is presumed that you have already given instructions to the enumerators to prepare all the documents (Houselist, Establishment Schedule, Houselist Abstract and lay out sketch) in duplicate.

Collection and arrangement of records

2. As soon as the field operations are over you will have to collect the unused blank schedules, both copies of the filled in schedules and lay out sketches of all areas under your jurisdiction, scrutinise them thoroughly and rectify mistakes, if any. After getting yourself satisfied that all areas under your jurisdiction have been covered in the operation without any omission and that the Schedules and lay out sketches have been prepared correctly according to the instructions, you will arrange each copy of the above 4 documents separately. These should be arranged in the ascending order of code numbers of villages (and code numbers of karas/muris/desoms within each village) in the case of rural areas, in the ascending order of code numbers of wards in the case of urban areas (i.e. all towns) and in the ascending order of code numbers of ranges in the case of forest areas. Thus there will be 8 sets of records (Houselist 2 sets of one copy each, Establishment Schedules 2 sets of one copy each, Houselists Abstract 2 sets of one copy each and lay out sketches 2 sets of one copy each) orderly arranged, besides the blank forms. In the case of the Tahsildars having both rural and urban areas under their jurisdiction the rural and urban schedules should be kept separate. None of the schedules should be allowed to be folded and they should be arranged in a 'flat stack' in the size of the schedules. The schedules belonging to a kara/muri/desom or ward or portion of a range within each taluk may be tied or stitched together with a string at the left hand top corner, taking care not to mix up the schedules of one kara/muri/desom or ward or portion of a range within a taluk with those of any other territorial unit having different code number.

Compilation of Consolidated Houselist Abstract

3. Taking one set of Houselist Abstracts thus arranged, you will have to prepare a Consolidated Houselist Abstract in duplicate as illustrated in Pro forma I attached with the letter. Sufficient number of blank forms of the Consolidated Houselist Abstract is also enclosed. The headings of columns 4 to 14 of the Consolidated Houselist Abstract are the same as those of columns 2 to 12 of the Houselist Abstract prepared by the enumerators. You will have to copy in this Abstract the total figures relating to each kara/muri/desom or ward or portion of range in each taluk and then enter the figures relating to each village or town or forest range by adding the entries of corresponding karas/muris/desoms or wards or portions of ranges respectively.

Despatch of records

4. After preparing the Consolidated Houselist Abstract you will have to send the records to me direct following the instructions in paras 5, 6 and 7 below. It may be noted that the

records need not be sent to the District Census Officer for scrutiny as required in Circular letter No. 3 issued from this Office.

5. Out of the eight sets of records mentioned in para 2 above one set of the Houselists, one set of the Houselist Abstracts and both sets of the lay out sketches of all areas in your jurisdiction will be retained in your office in good condition and in the same order as they are arranged, for demarcating enumerator's blocks and preparing Block and Circle Registers for the population count of February-March 1971. Detailed instructions for the demarcation of Blocks and preparation of Block and Circle Register will be issued from this office later.

6. One copy of the Houselist, one copy of the Houselist Abstract and both copies of Establishment Schedules are to be sent to me before 1st June 1970 positively. In order to ensure that no record is lost at any stage of transit or storage and for easy identification and verification an Inventory showing the number of sheets of the schedules for each lowest territorial unit will have to be prepared by you in the Pro forma II attached with this letter. One copy of this Inventory should be sent with the schedules. Besides this, as soon as the above records are despatched to me from your office you will have to send by **Registered Post** one copy of the Consolidated Houselist Abstract prepared by you and one copy of the above Inventory of records with a covering letter informing that the records have already been despatched and indicating the number of bundles despatched. One copy of the Consolidated Houselist Abstract and one copy of the Inventory may be retained in your office for future reference. Sufficient blank forms for preparing the Inventory are also enclosed with this letter.

7. For despatching the records, the Houselists, Houselist Abstracts and Establishment Schedules should be separately bundled without folding and packed well with thick wrapping paper. In the case of charges, having both rural and urban areas under their jurisdictions, the rural and urban schedules should be packed separately. If the number of schedules are very large, for the facility of handling and transportation one set of schedule (e.g. Houselist) itself may be packed in two or three convenient bundles. The identification particulars such as District/Forest Division, Taluk/Town, type of record in the bundle (i.e. Houselist/Establishment Schedule/ Houselist Abstract) etc., should be clearly written on all packets. If one set of schedules have been packed in more than one bundle, the bundle number and the total number of bundles in that set should be indicated in each bundle. The unused blank schedules also may be sent to me in a separate bundle. If there is still any doubt in the mode of despatch of the schedules it should be referred to me immediately.

The receipt of this letter with enclosures may please be acknowledged.

Yours faithfully
(Sd.)
K. NARAYANAN,
Director of Census Operations.

Enclosures :— 1. Consolidated Houselist Abstract (Pro forma I).....sheets
2. Inventory of records (Pro forma II).....sheets

Copy to :—
The District Census Officers
All Sections in Office.

PRO FORMA I

CONSOLIDATED HOUSELIST ABSTRACT

Name of District: Trivandrum (Code No. 5) Name of Taluk.....(Code No.....)

Village or Town		Name or Number of Ward	Number of Census Houses					
			Occupied residential census houses			Vacant census houses	Census houses put to other uses	Total (6+7+8)
Name	Code Number		Wholly residential	Partly residential	Total			
1	2	3	4	5	6	7	8	9
Guruvayur (Township)	VII	Total	2,141	393	2,534	62	464	3,060
		Ward 1	548	102	650	14	124	788
		,, 2	466	79	545	9	105	659
		,, 3	615	118	733	21	137	891
		,, 4	512	94	606	18	98	722

Number of households		Total population		
Total households including institutional households	Institutional households	Male	Female	Total
10	11	12	13	14
2,572	74	7,311	7,924	15,235
663	24	1,715	1,910	3,625
558	16	1,633	1,759	3,392
735	21	2,149	2,324	4,473
616	13	1,814	1,931	3,745

Note: The entries are only illustrative and do not represent the actual position in the wards or town against which they are recorded.

PRO FORMA I

CONSOLIDATED HOUSELIST ABSTRACT

(For Villages and Towns)

Name of District: Trivandrum (Code No. 10) Name of Taluk: Trivandrum (Code No. 3)

Village or Town		Name of Kara/Muri Desom or Name or Number of Ward	Number of Census houses					
			Occupied residential census houses			Vacant census houses	Census houses put to other uses	Total (6+7+8)
Name	Code Number		Wholly residential	Partly residential	Total			
1	2	3	4	5	6	7	8	9
Veiloor	2	Total	1,681	177	1,858	42	409	2,309
		Pillaveed	576	75	651	12	154	817
		Edavilakom	495	38	533	7	106	646
		Mundakkal	610	64	674	23	149	846
Kazhakuttam	V	Total	1,664	280	1,944	34	568	2,546
		Kamukara	446	88	534	8	175	717
		Kariyil	675	102	777	15	209	1,001
		Thekkum-bhagom	543	90	633	11	184	828

Number of households		Total population		
Total households including institutional households	Institutional households	Male	Female	Total
10	11	12	13	14
1,924	6	5,596	6,569	12,165
683	4	1,884	2,214	4,098
560	..	1,331	1,750	3,081
681	2	2,381	2,635	4,986
2,043	65	5,949	6,019	11,968
565	20	1,750	1,440	3,190
814	27	2,083	2,335	4,418
664	18	2,116	2,244	4,360

Note: The entries are only illustrative and do not represent the actual position in the karas or villages or wards or town against which they are recorded.

PRO FORMA I

CONSOLIDATED HOUSELIST ABSTRACT

(For Forest Divisions)

Name of Forest Division : Konni (Code No. 13F)

Name of Forest Range	Names of taluk in which the range fall	Code Number of the range in the taluk	Number of Census Houses			
			Occupied residential census houses			Vacant census houses
			Wholly residential	Partly residential	Total (4+5)	
1	2	3	4	5	6	7
Konni			97	10	107	3
	Kunnathur	1A	46	6	52	2
	Pathanamtitta	1B	51	4	55	1
Naduvathu-muzhi			114	9	123	7
	Kunnathur	2A	27	3	30	1
	Pathanamthitta	2B	39	2	41	2
	Pathanapuram	2C	48	4	52	4

Name of Forest Range	Names of taluk in which the range fall	Number of Census Houses		Number of Households		Total population		
		Census houses put to other uses	Total (6+7+8)	Total house-holds including institutional households	Insti-tutional households	Male	Female	Total
		8	9	10	11	12	13	14
Konni		13	123	116	1	282	348	630
	Kunnathur	5	59	52	1	118	159	277
	Pathanamthitta	8	64	64	..	164	189	353
Naduvathu-Muzhi		10	140	146	3	396	430	826
	Kunnathur	3	34	36	..	102	116	218
	Pathanamthitta	2	45	47	1	134	145	279
	Pathanapuram	5	61	63	2	160	169	329

Note: The entries are only illustrative and do not represent the actual position in the ranges or portions of ranges against which they are noted.

PRO FORMA II

CENSUS OF INDIA 1971—HOUSELISTING OPERATIONS
INVENTORY OF DOCUMENTS DESPATCHED

(Villages and Towns)

Name of District..... Name of Taluk.....

Village or Town		Kara/Muri/Desom or Ward		No. of sheets filled			Date of Despatch	Remarks
Name	Code Number	Name	Code Number	House list	Establishment Schedule (including duplicate)	Houselist Abstract		
1	2	3	4	5	6	7	8	9

Signature of Charge Officer.....

Date.....

PRO FORMA II

CENSUS OF INDIA 1971—HOUSELISTING OPERATIONS

INVENTORY OF DOCUMENTS DESPATCHED

(Forest Divisions)

Name of Forest Division.....

Name of Forest Range	Name of taluk in which the Range fall	Code Number of the range in the taluk	No. of sheets filled			Date of Despatch	Remarks
			Houselist	Establishment Schedule (including duplicate)	Houselist Abstract		
1	2	3	4	5	6	7	8

Note: If there is no schedule corresponding to any portion of a range falling in a taluk, due to the absence of habitation in that area, it may be clearly mentioned in the remarks column.

Signature of Charge Officer.....

Date.....

Office of the Director of
Census Operations, Kerala,
Trivandrum,
29th June 1970.

CIRCULAR LETTER No. 10

From

Shri K. Narayanan,
Director of Census Operations, Kerala.

To

The Tahsildar,

Sir,

SUB:—DELIMITATION OF BLOCKS AND CIRCLES AND PREPARATION OF BLOCK AND CIRCLE REGISTER—REGARDING.

I am very happy to note that you have completed the housenumbering and houselisting operations in your charge in a commendable manner. As already mentioned in my earlier circulars the actual enumeration commences on 10th February 1971 and will spread over a period of 19 days, i.e., up to 28th February 1971. A revisional round of 3 days will also be done to bring the population count up-to-date as at the sunrise of 1st March 1971, the reference time for the 1971 census. All houseless persons will be counted on the night of 28th February 1971. These operations will have to be completed throughout the country within the stipulated time. To achieve this, it has been found necessary to divide each kara, muri or desom in the case of rural areas and wards in the case of non-municipal towns into convenient units known as 'blocks'. Normally each block should have a population of 750 persons or about 150 households. However, it may be necessary to allot a smaller number of houses to Enumerators in charge of really difficult areas so that the work is completed within the time fixed. By difficult areas what is meant is that due to the nature of the terrain, the Enumerator will not be in a position to cover the houses at the same rate as in the plains. The situation of the houses at a higher elevation by itself will not be the criterion for allotting smaller number of households to an Enumerator. The difficulty arises only if the same Enumerator has to cover widely scattered houses on hills and dales. Similarly, in water-logged areas the Enumerator may have to cross by boat several times to reach the houses allotted to him. Hence in the case of hilly and water-logged areas, the size of the block may be reduced up to a limit of 100 households or 500 population unless the houses are in a cluster as in the case of settlements or colonies. The discretion to reduce the size of the block should be used sparingly with the utmost care and only in the case of really difficult areas where the Enumerator will not be in a position to complete the work within the 19 days.

2. Our ultimate aim is to get separate population figures for

(i) each taluk
(ii) each village
(iii) each kara/muri/desom
(iv) each ward of census town and
(v) each panchayat

Since we have to consider all the above factors it may not always be possible to strictly adhere to the size of the block given above. In such cases blocks of smaller sizes have to be formed respecting the boundaries of panchayat, taluk, village, kara, muri or desom and town. The blocks thus formed are called 'territorial blocks'. The boundaries of territorial blocks should not cut across the boundaries of panchayat, taluk, village, kara, muri or desom and census town.

Boundaries of a Territorial Block

3. Each territorial block should have well-defined natural boundaries such as roads, by-lanes, hills, rivers, streams, known foot-paths, etc. This will help the Enumerator to distinguish the limits of the block easily and clearly.

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The size of the block may vary to some extent on either side of its fixed norm to suit the topographical conditions and well-defined boundaries of karas, muris or desoms, villages, panchayats and census towns.

Method of Formation of Territorial Blocks

4. For the formation of territorial blocks the houselists, houselist abstract and the lay-out sketches already retained by you will have to be used. The population figures and the number of households can be computed from column 15 and column 8 respectively of the houselist.

5. During the houselisting operations schedules have been prepared by you separately for each kara, muri or desom and for each ward of census towns falling in each taluk. I am sure that the lay-out sketches prepared by you will also show all topographical details in addition to location of houses, boundaries of karas, muris or desoms and panchayats, taluks, etc. Based on these details it is very easy to carve out the territorial blocks. However the following points may also be considered in forming the blocks:—

(i) In certain cases the population of a kara/muri/desom/ward may itself be too small and well below the norm specified for an Enumerator block (i.e., 750 population or 150 households in normal areas and 500 population or 100 households in difficult areas). Even in such a case it has to be treated as a block.

(ii) If the population is too large to be included in one block two or more convenient blocks may be formed following the principles stated in paragraph 3 above.

(iii) If a kara/muri/desom in rural area or a ward in a census town forms part of two or more panchayats then separate blocks will have to be formed for each such portion of kara/muri/desom/ward located within the limits of each panchayat.

(iv) While forming blocks care should be taken to see that in any of the above cases the boundaries of blocks do not cut across the boundaries of panchayat(s) and the boundaries of census town (s).

6. Since the territorial blocks thus formed will not be of uniform size in all cases it is necessary to form Enumerator blocks for distributing workload uniformly among the Enumerators.

Enumerator Block

7. A block for which an Enumerator has to be appointed is termed an Enumerator block. Its normal size is about 750 persons or 150 households except in difficult areas mentioned in paragraph 1. If a territorial block does not have the required size then an adjacent block (or blocks) may also be allotted to an Enumerator This group of territorial blocks will then be taken as a single Enumerator block, i.e., an Enumerator block in certain cases may contain more than one territorial block.

Supervising Circle

8. A circle will normally contain 5 contiguous Enumerator's blocks, and a Supervisor will be appointed for effective supervision of these blocks. In exceptional cases circles of lesser number of Enumerator's blocks will have to be formed.

Block and Circle Register

9. This register gives the details of the blocks so formed and will help the Charge Officer to ensure complete coverage of census taking. The mode of filling up this register is described below.

Name of District and Code No.

10. Write the name of the district in which the taluk falls. The code number of the district already allotted to you may also be indicated within brackets.

Name of Charge and Code No.

11. Note down the name of the taluk and the code number allotted for taluk.

Page Number

12. Page number should be continuous for a charge.

Rural/Urban

13. Delete 'urban' in the case of villages. Similarly delete 'rural' in the case of census towns.

Columns 1 to 8 and 13

14. These columns relate to the limits of general blocks, the names and addresses of the Enumerator and Supervisor appointed for canvassing individual slip and the numbers of household included in each territorial block. The territorial blocks of non-municipal areas

(census towns) under your jurisdiction should be formed first in the ascending order of their location codes. It should be followed by the formation of blocks in the remaining areas of your charge. The formation of blocks in Malappuram and Chalakkudy towns will be done in early September 1970 for which separate instructions will be issued in due course. Since these towns are now elevated to the status of municipal towns separate Charge Officers will be appointed for these areas.

Column 1

15. Write the name of the kara/muri/desom/ ward in the ascending order of the location code. In the houselisting instructions and earlier circulars the mode of assigning location code numbers had been given. The complete location code in the rural areas consists of the code number of the district, code number of the taluk, code number of the village and code number of kara/muri/desom. All these code numbers are separated by hyphen.

E.g. 4–1–29–3 where

4	denotes the code number of		Palghat district
1	,,	,,	Ottapalam taluk
29	,,	,,	Thrithala village
3	,,	,,	Kannanur desom

The complete location code in the urban areas consists of the location code number of the district, location code number of the town and the location code number of the ward. All these code numbers should be separated by hyphen.

E.g. 4–III–2 where

4	denotes the code number of		Palghat district
III	,,	,,	Ottapalam town
2	,,	,,	Kanniyambram ward

The location code numbers will have to be repeated for every block.

Column 2

16. The serial number of the territorial block is continuous for a charge. The serial number within a charge will first begin with non-municipal towns, if there are any, followed by the remaining rural areas in the charge.

Column 3

17. This information is copied from column 8 of the houselist. It gives an indication of the limits of households.

Column 4

18. It gives the population (as available in column 15 of the houselist) of the households covered by column 3. In other words it shows the population size of the block. The population should exclude the population of the 'Special block' for which special Enumerators are appointed.

Column 5

19. The serial numbers of 'Enumerator blocks' will also be continuous for the whole charge. If more than one territorial block is included in an Enumerator block a bracket should be put after column 4 before the serial number of the Enumerator block is written.

Column 6

20. Names and addresses of the Enumerators can be written after appointing them, i.e., in early September 1970. The limits of the each Enumerator block will also have to be noted within brackets in this column.

Column 7

21. 'Serial number of the Circle' is continuous for a charge. A bracket should be put after column 6 to show the coverage of Enumerator blocks included within the circle.

Column 8

22. A Supervisor is appointed for every 5 Enumerator blocks. The name of the Supervisor will have to be noted here as soon as he is appointed.

Column 13

23. Here enter all the numbers of households contained in each territorial block. These numbers are available from column 8 of the houselist.

Columns 9 to 12

24. These column deal with special blocks. The following are declared as special blocks. It has to be specifically noted that a particular institution is treated as a special block if there are 25 or more inmates or accommodation for 25 or more inmates.

(i) Jails including sub-jails, reformatories, borstal schools, reserve homes or after-care homes, mental hospitals or asylums, leprosy hospitals or asylums, armed reserve camps, police training schools, relief settlements, nunneries, mutts and monasteries.

(ii) Residential hospitals including T.B. Sanatoria, poor homes, orphanages, nursing homes, hostels, beggar homes and any

other residential institution with 25 or more inmates or accommodation for such number.

(iii) Raj Bahvan, Palace of His Highness the Maharaja of Travancore and the Palace of His Highness the Maharaja of Cochin.

The details of the above-mentioned types of special blocks should be entered in columns 9 to 12 of the Block and Circle Register. The mode of filling up of these columns is given below:—

Column 9

25. The special block within each general block should have a separate serial unlike the general block which has a continuous serial for the whole charge. The number of the special block should commence with the general block followed by the alphabet 'S' and then the serial number of the special block should be given within brackets.

E.g. 10 S

10 denotes the number of the territorial block and S represents special block.

If more than one special block is contained in the territorial block 10 then the numbers of the special blocks will be 10S(1), 10S(2), etc.

Column 10

26. The nature of the special block such as hospital, hostel, monastery, etc., should be entered here.

Column 11

27. The census housenumber(s) of the special block should be entered here.

28. After noting the details of each territorial block two lines may be left blank to write the numbers of households that might have cropped up after the houselisting operations and before the actual enumeration. A line may be drawn in red ink after each territorial block.

29. As already stated enumeration of houseless population will have to be done on the night of 28th February 1971. For this purpose special blocks of houseless population will have to be formed where houseless persons are staying. The details of these blocks can be incorporated in the register by the middle of January 1971. Its relevant particulars should be recorded in red ink under columns 9 to 12 against the territorial block in which the 'Special houseless block' is located

Marking of Blocks in the Lay-out Sketches

30. Each territorial block should be clearly demarcated in red ink in the lay out sketch showing the location of houses. Sometimes it may be necessary to include paddy fields, hills, etc., within a particular block. The main aim of this procedure is to include the entire area within the limits of any one of the territorial blocks. There should not be any area left between two blocks even if the area is uninhabited. After marking the boundaries of each territorial block the number of the block should be recorded within the concerned block in bold letters. For e.g., **'T.B. 37'**. This will facilitate easy identification of the block in the lay-out sketch.

31. The marking of blocks and writing of the Block and Circle Register should be done simultaneously. The work should be done under the direct supervision of the Charge Officer. If he has got any difficulty he should contact the Director of Census Operations for guidance.

32. The work should be completed by 15th September 1970 except in the case of 'special blocks of houseless population'.

33. A training to Charge Officers on the formation of blocks will be conducted by my Deputy Directors in July 1970. The exact date and venue will be intimated sufficiently in advance.

Kindly acknowledge receipt.

(Sd.)

K. NARAYANAN,

Director of Census Operations.

Office of the Director of
Census Operations, Kerala,
Trivandrum,
29th June 1970.

CIRCULAR LETTER No. 10A

From

Shri K. Narayanan,
Director of Census Operations, Kerala.

To

The Corporation/Municipal Commissioner/Executive Officer.

Sir,

SUB:—DELIMITATION OF BLOCKS AND CIRCLES AND PREPARATION OF BLOCK AND CIRCLE REGISTER—REGARDING.

I am very happy to note that you have completed the houselisting operations in your area in a commendable manner. As already mentioned in my earlier circulars the actual enumeration commences on 10th February 1971 and will spread over a period of 19 days, i.e. up to 28th February 1971. A 'revisional round' of three days will also be done to bring the population count up-to-date as at the sunrise of 1st March 1971, the reference time for the 1971 census. All houseless persons will be counted on the night of 28th February 1971. These operations will have to be completed throughout the country within the stipulated time. To achieve this it has been found necessary to divide each ward/division into convenient units known as blocks. Normally each block should have a population of 750 persons or about 150 households. However in highly commercialised centres of the municipalities and corporations, due to the concentration of establishments, households may be few and far apart. In such cases the size of the block may be reduced up to 120 households or 600 population with a view to completing the work within the stipulated time. This discretion should be used sparingly and with the utmost care.

2. Our ultimate aim is to get separate population figures for (i) for each ward and (ii) for each block. It may not be always possible to adhere to the size of the block given above. In such cases blocks of smaller sizes have to be formed respecting the boundaries of wards/divisions. The boundaries of territorial blocks should not cut across the boundaries of wards/divisions and taluks.

Boundaries of a Territorial Block

3. Each territorial block should have well-defined natural boundaries such as roads, by-lanes, rivers, streams, known-foot-paths, etc. This will help the Enumerator to distinguish the limits of the block easily and clearly. The size of the blocks may vary to some extent on either side of its fixed norm to suit the topographical conditions and well-defined boundaries of wards/divisions.

Method of Formation of Territorial Blocks

4. For the formation of territorial blocks the houselists, houselist abstract and the lay-out sketches already retained by you will have to be used. The population figures and the number of households can be computed from column 15 and column 8 respectively of the houselist.

5. During the houselisting operations schedules have been prepared by you for each ward/division. I am sure that the lay-out sketches prepared by you will also show all topographical details in addition to location of houses, boundaries of wards, taluks, etc. Based on these details it is very easy to carve out the territorial blocks. However the following points may also be considered in forming the blocks.

(i) If the population of a ward/division is too large to be included in one block, two or more convenient blocks may be formed following the principles stated in paragraphs 1 and 3 above.

(ii) In no case the boundaries of a block should cut across the boundaries of a ward/division.

6. Since the territorial block thus formed will not be of uniform size in all cases it is necessary to form Enumerator blocks for distributing work-load uniformly among the Enumerators.

Enumerator Block

7. A block for which an Enumerator has to be appointed is taken as an Enumerator block. Its normal size is about 750 persons or about 150 households except in the case of highly commercialised localities as explained in paragraph 1 above. If a territorial block does not have the required size then an adjacent block (or blocks) may also be allotted to an Enumerator. This group of territorial blocks will then be taken as a single Enumerator block i.e., an Enumerator block in certain cases may contain more than one territorial block.

Supervising Circle

8. A circle will normally contain 5 contiguous Enumerator's block and a Supervisor will be appointed for effective supervision of these blocks. In exceptional cases circles of lesser number of Enumerator's blocks will have to be formed.

Block and Circle Register

9. This register gives the details of the blocks so formed and will help the Charge Officer to ensure complete coverage of census taking. The mode of filling up this register is described below.

Name of District and Code No.

10. Write the name of the district in which the town falls. The code number of the district already allotted to you may also be indicated within brackets.

Name of Charge and Code No.

11. Note down the name of the town and the code number allotted for it.

Page Number

12. Page number should be continuous for a town.

Rural/Urban

13. Delete 'Rural' since it is inapplicable.

Columns 1 to 8 and 13.

14. These columns relate to the limits of general blocks, the names and addresses of the Enumerator and Supervisor appointed for canvassing individual slip and the numbers of households included in each territorial block.

Column 1

15. Write the name of the ward/division in the ascending order of the location code. In the houselisting instructions and earlier circulars the mode of assigning location code numbers had been given. The complete location code consists of the code number of the district, code number of the town and code number of the ward/division. All these code numbers are separated by hyphen.

E.g. 1-XII-7 where

1 denotes the code number of Cannanore district

XII „ „ Tellicherry town

7 „ „ Court ward

The location code numbers will have to be repeated for every block.

Column 2

16. The serial number of the territorial block is continuous for a town.

Column 3

17. This information is copied from column 8 of the houselist. It gives an indication of the limits of households included within the block.

Column 4

18. It gives the total population (as available in column 15 of the houselist) of the households covered by column 3. In other words, it shows the population size of the block. The population should exclude the population of the 'Special block' for which special Enumerators are appointed.

Column 5

19. The serial numbers of 'Enumerator blocks' will also be continuous for the whole town. If more than one territorial block is included in an Enumerator block a bracket should be put after column 4 before the serial number of the Enumerator block is written.

Column 6

20. Name and address of the Enumerator can be written after appointing him, i.e., in early September 1970. The first and last numbers of buildings in each Enumerator block will also have to be noted within brackets in this column.

Column 7

21. 'Serial number of the circle' is continuous for a town. A bracket should be put after column 6 to show the coverage of Enumerator blocks included within the circle.

Column 8

22. A Supervisor is appointed for every 5 Enumerator blocks. The name of the Supervisor will have to be noted here as soon as he is appointed.

Column 13

23. Here enter all the numbers of households contained in each territorial block. These numbers are available in column 8 of the houselist.

Columns 9 to 12

24. These columns deal with special blocks. The following are declared as special blocks. It has to be specifically noted that a particular institution is treated as a special block if there are 25 or more inmates or accommodation for 25 or more inmates.

(i) Jails including sub-jails, reformatories, borstal schools, reserve homes or after-care homes, mental hospitals or asylums, leprosy hospitals or asylums, armed reserve camps, police training schools, relief settlements, nunneries, mutts and monasteries.

(ii) Residential hospitals including T.B. sanatoria, poor homes, orphanages, nursing homes, hostels, beggar homes and any other residential institution with 25 or more inmates or accommodation for such number.

(iii) Raj Bhavan, Palace of His Highness the Maharaja of Travancore and the Palace of His Highness the Maharaja of Cochin.

The details of the above mentioned types of special blocks should be entered in columns 9 to 12 of the Block and Circle Register. The mode of filling up of these columns is given below:—

Column 9

25. The special block within each general block should have a separate serial unlike the general block which has a continuous serial for the whole town. The numbers of the special blocks should commence with the number of the general block followed by the alphabet 'S' and then the serial number of the special block should be given within brackets.

E.g. 10 S

10 denotes the number of the territorial block and S represents special block

If more than one special block is contained in the territorial block 10 then the numbers of the special blocks will be 10S(1), 10S(2), etc.

Column 10

26. The nature of the special block such as hospital, hostel, monastery, etc., should be entered here.

Column 11

27. The census housenumber(s) of the special block should be entered here.

28. After noting the details of each territorial block two lines may be left blank to write the numbers of households that might have cropped up after the houselisting operations and before the actual enumeration. A line may be drawn in red ink after each territorial block.

29. As already stated enumeration of houseless population will have to be done on the night of 28th February 1971. For this purpose special blocks will have to be formed where houseless persons are staying. The details of these blocks can be incorporated in the register by the middle of January 1971. Its relevant particulars should be recorded in red ink under columns 9 to 12 against the territorial block in which the 'Special houseless blocks' is located.

Marking of Blocks in the Lay-out Sketches

30. Each territorial block should be clearly demarcated in red-ink in the lay-out sketch showing the location of houses. Sometimes it may be necessary to include paddy fields, hills, etc., within a particular block. The main aim of this procedure is to include the entire area within the limits of any one of the territorial block. There should not be any area left between two blocks even if the area is uninhabited. After marking the boundaries of each territorial block the number of the block should be recorded within the concerned block in bold letters. For e.g., **T.B. 37.** The will facilitate easy identification of the block in the lay-out sketch.

31. The marking of blocks and writing of the Block and Circle Register should be done simultaneously. The work should be done under the direct supervision of the Charge Officer. If he has got any difficulty then he should contact the Director of Census Operations for guidance.

32. The work should be completed by 15th September 1970 except in the case of 'special blocks of houseless population'.

33. A training to Charge Officers on the formation of blocks will be conducted in July 1970. The exact date and venue will be intimated sufficiently in advance.

Kindly acknowledge receipt.

(Sd.)
K. NARAYANAN,
Director of Census Operations.

106/1—24

Office of the Director of
Census Operations, Kerala,
Trivandrum,
29h June 1970.

CIRCULAR LETTER No. 10B

From

Shri K. Narayanan,
Director of Census Operations, Kerala.

To

The Divisional Forest Officer,

Sir,

SUB:—DELIMITATION OF BLOCKS AND CIRCLES AND PREPARATION OF BLOCK AND CIRCLE REGISTER—REGARDING

I am happy to note that you have completed the housenumbering and houselisting operations in your charge in a commendable manner. As already mentioned in my earlier circulars the actual enumeration commences on 10th February 1971 and will spread over a period of 19 days i.e., up to 28th February 1971. A 'revisional round' of three days will also be done to bring the population count up to date as at the sunrise of 1st March, 1971, the reference time for the 1971 census. All houseless persons will be counted on the night of 28th February 1971. These operations will have to be completed throughout the country within the stipulated time. To achieve this it has been found necessary to divide each range into convenient units known as blocks. Normally each block should have a population of about 750 persons or about 150 households. However in the case of sparsely populated hilly regions the size of the block may be reduced to 100 households or 500 population the overriding consideration being the necessity to complete the work within the stipulated time. This discretion should be used only sparingly and with the utmost care.

2. Our ultimate aim is to get separate population figures for the forest areas lying.

(i) in each range.
(ii) in portion of range in each taluk.
(iii) within each village.
(iv) within each panchayat and,
(v) outside the village boundaries of each taluk.

Since we have to consider all the above factors it may not always be possible to strictly adhere to the size of the block given above. In such cases blocks of smaller sizes have to be formed respecting the boundaries, of range, panchayat, taluk, village, etc. The blocks thus formed are called territorial blocks. The boundaries of territorial blocks should not cut across the boundaries of forest range, panchayat, taluk and village.

Boundaries of a Territorial Block

3. Each territorial block should have well-defined natural boundaries such as roads, by-lanes, hills, rivers, streams, known foot-paths, etc. This will help the enumerator to distinguish the limits of the block easily and clearly. The size of the block may vary to some extent on either side of its fixed norm to suit the topographical conditions and well-defined boundaries of villages and panchayats.

Method of Formation of Territorial Blocks

4. For the formation of territorial blocks the houselists, houselist abstract and the lay out sketches retained by you will have to be used. The population figures and the number of households can be computed from column 15 and column 8 respectively of the houselist.

5. During the houselisting operations schedules have been prepared by you separately for portions of ranges falling in each taluk. Moreover, in numbering and in the preparation of the schedules in a range included within a village, the code number of that village has also been given in brackets along with the code number of the range. The above procedure already adopted for houselisting operations will now help you to reckon the number of houses

and population of portions of forest range lying within and outside the village boundaries. I am sure that the lay out sketches prepared by you will also show all topographical details in addition to location of houses, boundaries of villages, panchayats, taluks, etc. Based on these details it is very easy to carve out the territorial blocks. However the following points may also be considered in forming the blocks.

(i) In certain cases the population of a portion of a range falling within a village or 'outside the village boundaries' may be too small and well below the norm specified for a block. Even in such cases it must be treated as one block following the instructions given in paras 1 and 3 above.

(ii) If portion of a range within a taluk lies within one village which forms parts of two or more panchayats, then separate blocks will have to be formed for each such portion of forest located within the limits of each panchayat.

(iii) If portion of a range within a taluk falls in more than one village separate territorial blocks will have to be carved out for each village respecting the village boundaries in the above manner.

(iv) If the portion of a range within a taluk lies in more than one village and outside the village boundaries separate blocks will have to be formed for portions lying in each village and for portions lying outside the village boundaries.

(v) While forming blocks care should be taken to see that in any of the above cases the limits of blocks do not cut across the boundaries of panchayat(s).

6. Since the territorial block thus formed will not be of uniform size in all cases it is necessary to form enumerator blocks for distributing workload uniformly among the enumerators.

Enumerator Block

7. A block for which an enumerator has to be appointed is taken as an enumerator block. Its normal size is about 750 persons or 150 households except in the case of sparsely populated regions of the range. If a territorial block does not have the required size then an adjacent block (or blocks) may also be allotted to an enumerator. This group of territorial blocks will then be taken as a single enumerator block, i.e., an enumerator block in certain cases may contain more than one territorial block.

Supervising Circle

8. A circle will normally contain 5 contiguous enumerator's blocks, and a supervisor will be appointed for effective supervision of these blocks. In exceptional cases circles of lesser number of enumerator's blocks will have to be formed.

Block and Circle Register

9. This register gives the details of the blocks so formed and will help the Charge Officer to ensure complete coverage of census taking. The mode of filling up this register is described below.

Name of District and Code No.

10. Write the name of the district in which the forest division falls. The code number of the district already allotted to you may also be indicated within brackets. For Forest Divisions falling in more than one district separate sheets have to be used.

Name of Charge and Code No.

11. Note down the name of the Forest Division and the code number allotted for the division.

Page Number

12. Page number should be continuous for a division whether the division lies in one district or not though separate sheets have to be used for each district.

Rural/Urban

13. Delete 'urban' in the case of forest areas unless the reserve lies within a town limit.

Columns 1 to 8 and 13

14. These columns relate to the limits of general blocks, the names and addresses of the enumerator and supervisor appointed for canvassing individual slip and the numbers of households included in each territorial block.

Column 1

15. Write the name of the forest range in the ascending order of the location code. In the *houselisting* instructions and earlier circulars the mode of assigning location code numbers had been given. The complete location code consists of the code number of the district, code number of the taluk, code number of the forest division and code number of the forest range. All these code numbers are

separated by hyphen. In the case of forest lying within village boundaries the code number of the village will also have to be noted after the code number of the range.

E.g. 6–1–8F–1A (3) where

6	denotes the code number of	Ernakulam	district
1	,,	,,	Alwaye taluk
8F	,,	,,	Malayattoor Forest Division
1A	,,	,,	Kodanad range
(3)	,,	,,	Manjapra village in which portion of Kodanad range falls

The location code numbers will have to be repeated for every block.

Column 2

16. The serial number of the territorial block is continuous for a forest division.

Column 3

17. This information is copied from column 8 of the houselist. It gives an indication of the limits of households included within the block.

Column 4

18. It gives the total population (as available in column 15 of the houselist) of the households covered by column 3. In other words it shows the population size of the block. The population should exclude the population of the 'special block' for which special enumerators are appointed.

Column 5

19. The serial numbers of 'enumerator blocks' will also be continuous for the whole forest division. If more than one territorial of block is included in an enumerator block a bracket should be put after column 4 before the serial number of the enumerator block is written.

Column 6

20. Name and address of the enumerator can be written after appointing him i.e., in early September, 1970. The limits of each enumerator block will also have to be noted within brackets in this column.

Column 7

21. 'Serial number of the circle' is continuous for a forest division. A bracket should be put after column 6 to show the coverage of enumerator blocks included within the circle.

Column 8

22. A supervisor is appointed for every 5 enumerator blocks. The name of the supervisor will have to be noted here as soon as he is appointed.

Column 13

23. Here enter all the numbers of households contained in each territorial block. These numbers are available in column 8 of the houselist.

Columns 9 to 12

24. These columns deal with special blocks. The following are declared as special blocks. It has to be specifically noted that a particular institution is treated as a special block if there are 25 or more inmates or accommodation for 25 or more inmates.

(i) Jails including sub-jails, reformatories, borstal schools, reserve homes or after-care homes, mental hospitals or asylums, leprosy hospitals or asylums, armed reserve camps, police training schools, relief settlements, nunneries, mutts and monasteries.

(ii) Residential hospitals including T.B. Sanatoria, poor homes, orphanages, nursing homes, hostels, beggar homes, and any other residential institution with 25 or more inmates or accommodation for such number.

The details of the above-mentioned types of special blocks should be entered in columns 9 to 12 of the Block and Circle Register. The mode of filling up of these columns is given below :—

Column 9

25. The special block within each general block should have a separate serial unlike the general block which has a continuous serial for the whole forest division. The number of the special block should commence with the number of the general block followed by the alphabet 'S' and then the serial number of the special block should be given within brackets.

E.g. 10 S

10 denotes the number of the territorial block and

S represents special block.

If more than one special block is contained in the territorial block 10 then the numbers of the special blocks will be 10S (1), 10S (2), etc.

Column 10

26. The nature of the special block such as hospital, hostel, monastery, etc., should be entered here.

Column 11

27. The census housenumber(s) of the special block should be entered here.

28. After noting the details of each territorial block two lines may be left blank to write the numbers of households that might have cropped up after the houselisting operations and before the actual enumeration. A line may be drawn in red-ink after each territorial block.

29. As already stated enumeration of houseless population will have to be done on the night of 28th February 1971. For this purpose special blocks of houseless population will have to be formed where nomadic tribes are staying. The details of these blocks can be incorporated in the register by the middle of January, 1971. Its relevant particulars should be recorded in red-ink under columns 9 to 12 against the territorial block in which the 'Special houseless block' is located.

Marking of Blocks in the Lay out Sketches

30. Each territorial block should be clearly demarcated in red-ink in the lay out sketch showing the location of houses. Sometimes it may be necessary to include paddy fields, hills, etc., within a particular block. The main aim of this procedure is to include the entire area within the limits of any one of the territorial blocks. There should not be any area left between two blocks even if the area is uninhabited. After marking the boundaries of each territorial block the number of the block should be recorded within the concerned block in bold letters. For e.g., **T.B. 37**....This will facilitate easy identification of the block in the lay out sketch.

31. The marking of blocks and writing of the Block and Circle Register should be done simultaneously. The work should be done under the direct supervision of the Charge Officer. If he has got any difficulty he should contact the Director of Census Operations for guidance.

32. The work should be completed by 15th September, 1970 except in the case of 'special blocks of houseless population'.

33. A training to Charge Officers on the formation of blocks will be conducted by my Deputy Directors in July 1970. The exact date and venue will be intimated sufficiently in advance.

Kindly acknowledge receipt.

(Sd.)
K. NARAYANAN,
Director of Census Operations.

No. C3-158/70.
Office of the Director of Census Operations, Kerala, Trivandrum,
30th June 1970.

CIRCULAR LETTER No. 11

From

The Director of Census Operations,
Kerala, Trivandrum.

To

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.....
.....

Sir,

SUB:—CENSUS OF INDIA 1971—APPOINTMENT OF CIRCLE SUPERVISORS AND ENUMERATORS FOR ENUMERATION

In circular No. 10/10A/10B dated 29th June 1970, detailed instructions have been issued regarding the formation of blocks and circles. The formation of blocks and circles should be followed by the appointment of circle supervisors and enumerators.Unlike the housenumbering and houselisting operations the personnel for the census enumeration have to be drawn from various sources. Their number will also be considerably high. So it will be

advantageous if you assess your approximate requirement of enumerators and supervisors with reference to the total number of households in your charge and select and earmark the required number of personnel simultaneously with the formation of blocks and circles. In doing so persons from all possible sources can be drawn sufficiently early wherever dearth of hands is felt and the last minute attempts to meet the additional requirements can be avoided.

2. The Government of Kerala in their G.O. MS. No. 219/PD, dated 28th July, 1969 have already agreed to appoint the teachers of the Government and aided schools and the Government servants of various departments including those of Municipalities and Panchayats other than Police and Judiciary as Supervisors and Enumerators. They have also agreed that in the forest areas the Rangers will be the circle Supervisors and their subordinates Enumerators. The Government have been addressed again to issue instructions to the Director of Public Instructions and other Heads of Departments excluding the Police and Judiciary Departments to direct their subordinate offices and the Headmasters of Government and Aided Schools to supply to the Charge Officers under whose jurisdiction the Offices and Schools are situated up to date list of the staff in their departments with their qualifications and to render all reasonable assistance in the selection of enumeration personnel. You may therefore address the Headmasters of Government and Aided Schools and other Government offices in your jurisdiction for the up to date list and select and earmark sufficient number of supervisors and enumerators. The assistance of the District Census Officers may be sought for in this matter if and when found necessary. In the selection of the enumeration personnel the following principles should be adhered to.

(i) One enumerator should be appointed for each general enumerator's block and one supervisor for each circle normally consisting of 5 contiguous blocks.

(ii) Ten per cent of the total enumerators and supervisors should be appointed as reserve hands. The reserve enumerators and supervisors may be appointed at the rate of 1 enumerator for every 10 contiguous blocks and 1 supervisor for every 10 contiguous circles so as to enable the substitution, wherever necessary, by the local persons.

(iii) As many teachers as possible should be appointed as enumerators and supervisors and the deficiency alone should be supplemented from other departments. This will have the advantage of drawing the maximum number of hands from one department and will ensure better control.

(iv) In the forest areas the rangers should be appointed as circle supervisors and their subordinates as enumerators.

(v) As far as possible graduates should be appointed as circle supervisors. They should also be higher in status than the enumerators under them. Preference should be given to teachers of High Schools and Upper Primary Schools.

(vi) A person appointed as enumerator should have the minimum qualification of S.S.L.C. or equivalent. But wherever dearth of hands with the required qualification is felt persons with lower qualification may be appointed. But this should be restricted to the minimum.

(vii) While appointing teachers as enumerators and supervisors preference should be given to teachers from Government Schools in the locality where they have to be posted for census duty.

(viii) As far as possible, persons should be appointed for enumeration and supervision in the place of operation as near as possible to their place of residence/work whichever is advantageous to them.

(ix) In appointing personnel of the Corporation/Municipal Commissioners and the Tahsildars of their taluks should act in close liaison with a view to avoid overlapping of hands.

(x) In the case of special blocks enumerators may be appointed at the rate of one enumerator for each institution except residential hospitals with more than 25 beds where one enumerator may be appointed for every 100 beds in consultation with the heads of the institutions In respect of Raj Bhavan, Palace of H.H the Maharaja of Travancore and the Palace of H.H. the Maharaja of Cochin.

the Secretary to H.E. the Governor and Private Secretaries to H.H. the Maharaja of Travancore and H.H. the Maharaja of Cochin respectively may be addressed and the enumerators should be nominated only in consultation with the concerned authorities. The enumerators for special blocks will come under the supervision of the circle in which the special blocks fall.

(xi) In respect of the major Armed Reserve Camps it is proposed to nominate supervisors and enumerators from among the members of staff of the camps. In respect of other camps enumerators will be nominated from among the members of staff of the camps and the general supervisor of the circle in which these camps fall will be the supervisor of these camps also. The enumeration in the lock-ups should be done by the enumerators of the general blocks in which the lock-ups fall.

(xii) In respect of the Central Jails also it is proposed to nominate supervisors and enumerators from among the members of the staff in the Jails. In the Sub-Jails, Reformatories, Borstal Schools, Rescue Homes, After-Care Homes for discharged persons, After-Care Shelters, After-Care Home for Adolescents, Balamandirs, Disabled Children's Homes, etc., enumerators will be appointed from among the members of staff of the respective institutions. They will do census work under the supervision of the general supervisor of the circle in which these institutions fall.

3. It is requested that all the charge officers may initiate action to collect the lists from the Headmasters and heads of offices and prepare a tentative list of enumerators and supervisors immediately. If they come across any difficulty in the selection of enumeration personnel they should seek the assistance of their District Census Officer and the District Collector. The list can be finalised and appointment orders in the prescribed forms issued to the enumerators and supervisors only after the formation of the blocks and circles. Instruction for issuing the appointment orders will be given in due course.

The receipt of this circular letter may be acknowledged in the form appended.

Yours faithfully,
(Sd.)
K. NARAYANAN,
Director of Census Operations.

Copy to:— All District Census Officers (with C.L.)
" Deputy Director (Tabulation) 10 copies.

ACKNOWLEDGEMENT

I am to acknowledge the receipt of circular letter No. 11, dated 30th June, 1970 from the Director of Census Operations, Kerala.

Signature.....
Designation.....

Station: .....
Date: .....

K. NARAYANAN,
Director of Census Operations,
Kerala.

No. C8-195/69
Office of the Director of Census Operations, Kerala,
Trivandrum,
10th July 1970.

CIRCULAR LETTER No. 12

To

The Tahsildar,

Sir,

SUB:—CENSUS OF INDIA 1971—VILLAGE AND TOWN DIRECTORY

The District Census Handbooks to be published as part of the 1971 Census publication programme will be more or less similar to those of 1961 Census. The major difference is that unlike in 1961 the Handbooks for each district in 1971 will be published in three separate volumes as given below:

Part A: Village and Town Directory.

Part B: Village and Town Primary Census Abstract.

Part C: Administrative Statistics & Report.

2. This circular deals with the collection of data on Part A. This part will contain data on amenities available in each census town (non-municipal town) and in each village as on 1st July 1970. The schedules for non-municipal towns have to be prepared in English while schedules for villages (rural area) may be filled in Malayalam. Great care should be taken in filling up the schedules.

3. I am enclosing herewith.....copies of English schedules for non-municipal towns and .....copies of Malayalam schedules for villages for your use. One set of the filled-in schedule should reach this office on or before 15th September 1970. One set may be retained in your office for future reference. (Specimen schedule not given here).

Kindly treat this reference as extremely urgent.

Please acknowledge receipt of the circular in the enclosed pro forma.

Yours faithfully,
(Sd.)
K. NARAYANAN,
Director of Census Operations.

K. NARAYANAN,
Director of Census Operations,
Kerala.

No. C8-195/69
Office of the Director of Census Operations, Kerala,
Trivandrum,
10th July 1970.

CIRCULAR LETTER No. 12A

To

The Municipal Commissioners/Corporation Commissioners/Executive Officers.

Sir,

SUB:—CENSUS OF INDIA 1971—TOWN DIRECTORY

The District Census Handbooks to be published as part of the 1971 Census Publication Programme will be more or less similar to those of 1961 Census. The major difference is that unlike in 1961 the Handbooks for each district in 1971 will be published in three separate volumes as given below:

Part A : Village and Town Directory.

Part B : Village and Town Primary Census Abstract.

Part C : Administrative Statistics and Report.

2. This circular deals with the collection of data on Part A. This part will contain data on the amenities available in each town as on 1st July 1970. For this purpose a separate schedule has been designed. The schedule should be filled up with utmost care.

3. I am enclosing herewith two copies of these schedules. One copy of the filled-in schedule should reach this office on or before 1st September 1970. The other copy may be retained in your office for future referenee. (Specimen schedule not given here).

Kindly treat this reference as extremely urgent. Please also acknowledge receipt of this circular, in the pro forma enclosed.

Yours faithfully,
(Sd.)
K. NARAYANAN,
Director of Census Operations.

No. C3-250/70.
Office of the Director of
Census Operations, Kerala,
Trivandrum,
19th September 1970.

CIRCULAR LETTER No. 13

From

The Director of Census Operations,
Kerala, Trivandrum.

To

All District Census Officers/
All Charge Officers

Sir,

SUB:—CENSUS OF INDIA 1971—TRAINING OF DISTRICT CENSUS OFFICERS—CHARGE OFFICERS, SUPERVISORS AND ENUMERATORS—INSTRUCTIONS ISSUED.

REF:—1 CIRCULAR LETTER No. 10/10A/10B, DATED 29TH JUNE 1970.
2 CIRCULAR LETTER No. 11 DATED 30TH JUNE 1970.
3 C1-59/70, DATED 2ND SEPTEMBER 1970.

Instructions regarding formation of blocks and circles, writing up of Block and Circle Register and the appointment of Enumerators and Supervisors have already been issued in the references cited. It is presumed that all Supervisors and Enumerators will be in position throughout the State by 15th October 1970. The enumeration work as well as the preparation for the same call for utmost enthusiasm and care on the part of the District Census Officers, Charge Officers, Supervisors and Enumerators.

2. As already mentioned in earlier circulars the actual enumeration will take place between 16th February 1971 and 28th February 1971 followed by a revisional round from 1st to 3rd March 1971. During the period a Census Schedule known as Individual Slip is filled up for each individual irrespective of age or any other criterion. The information collected through the Individual Slip is classified and posted in the following three forms by the same enumerator.

(i) Population Record which gives particulars of all persons in a household.
(ii) Enumerator's Daily Posting Statement which gives certain items of each Individual Slip separately for Males and Females.
(iii) Enumerators Abstract which gives the totals of the Enumerator's Daily Posting Statements.

Specimen copies of the Individual Slip and forms are appended to this Circular (Given in Annexure I). The "Instructions to Enumerators for filling up the Individual Slip" contain detailed instruction for filling up the abovementioned schedule and forms. Several items of information to be gathered are included in the Schedule and forms and under each item detailed instructions have to be given and all the Officers, particularly supervisors and enumerators have to be thorough with the instructions before filling up the forms. To ensure a proper enumeration it is absolutely essential that thorough training should be imparted to the entire Census Staff of the State.

Training of District Census Officers and Charge Officers

3. The training of District Census Officers and Charge Officers will be imparted by the Director of Census Operations. A programme for training is also enclosed herewith. Detailed programme for the training of Charge Officers will be issued separately. Along with the training the Charge Officers will be required to fill up some schedules and forms. It is for this purpose that the training is posted for one full day. The forenoon will be devoted to the review of the work so far done in each charge and explanation of the instructions for filling up Individual Slip and other forms. The afternoon will be devoted to the practical enumeration by the

106/1—25

Charge Officers and scrutiny of the forms filled up by them, by the Director of Census Operations and remarks thereon. The training of District Census Officers and Charge Officers will be completed by 20th October 1970.

First and Second Training Classes for Supervisors

4. As soon as the training of Charge Officers is over, the training class for supervisors and enumerators should be held. There will be four rounds of training for supervisors alone and three rounds for the enumerators. The first training class for supervisors should be started on 21st October 1970 and completed before 8th November 1970. This should be followed by a practical training of supervisors. For this purpose, training forms will be given to the supervisors at the first training class and the supervisors should fill in these forms and send them to the Charge Officers (on a date specified by the Charge Officers) well in advance of the second training class. The Charge Officers will scrutinise these filled in forms and issue a review of these forms before the second training class. After issue of this review the Charge Officers should hold the second round of training and discuss the defects found in the training sample census of the supervisors and coach them up thoroughly for future work. The second round of training of the supervisors should be over by 22nd November 1970.

First Training Class for Enumerators

5. Simultaneously with the training of supervisors, the Charge Officers should programme the training of enumerators and complete the first round of training before 13th December 1970. Each Tahsildar should hold classes for the enumerators at convenient centres in his taluk so that the number of enumerators attending the classes may not be unwieldy. In the case of Corporations/Municipalities, Forest Divisions and Special areas, the number of these centres may be less and fixed by the Charge Officers themselves taking into consideration the distance to be covered by enumerators.

During the first round of training, the training schedules and forms will be distributed to the enumerators. They include 1 pad of 25 Individual slips, and four sheets of Population Record, one sheet of Enumerator's Daily Posting Statement and two sheets of Enumerator's Abstracts.

Second Training Class for Enumerators attended by Supervisors

Each enumerator will be asked to fill up at least 10 slips. The Individual Slips filled up by the enumerators should not be torn off from the pads. The enumerator should also fill up other forms (Population Record, Enumerator's Daily Posting Statements and Enumerator's Abstracts). The Individual Slip pad, and other filled-in forms should be handed over to the Supervisor concerned the very next day after the first round of training class. The Supervisor will then examine these forms and prepare a review of the defects noted in filling up of the forms. He should also put his signature wherever required. His review will be sent to the Charge Officers well before the second training class for enumerators along with the filled-in schedules. The Charge Officer will consolidate the review and discuss the defects found out in the second training class. The supervisors should also attend the second training class of the enumerators so that they can also get acquainted with the common mistakes committed by the enumerators.

6. The second round of training class should be held at convenient centres, as in the case of first training class and should be over before 16th January 1971. During the second training class for the enumerators the pads and forms collected by the supervisors after the first training sample census will be returned to the enumerators and the enumerators should fill up the remaining fifteen slips which were not filled up in the first training sample census. They should also fill up again the Population Record, Enumerator's Daily Posting Statement and Enumerator's Abstract in respect of these fifteen slips. The Schedules and forms filled up during the second training sample census by the enumerators will be sent along with those of the first training sample census to the supervisor the next day of the second training class for the enumerators. The supervisors will review these and send the review and the forms to the Charge Officers who will prepare a consolidated review to be discussed in the final round of training.

Third and final round of training class for supervisors and enumerators

7. The Charge Officers will then hold the third and final round of training at convenient centres for enumerators in which supervisors should also attend. This training should be

started from 17th January 1971, and completed before 6th February 1971 .During this final round all the defects committed both by the supervisors and enumerators in the training sample census should be dealt with, with such thoroughness that they will never commit mistakes in enumeration thereafter.

Progress Reports on Training

8. The Charge Officers should send weekly progress reports on the training classes to the Director of Census Operations and Distrcit Census Officers simultaneously. The first report should reach them on 29th October 1970 positively and every week thereafter. Printed forms of progress report will be sent separately.

General

9. It will be the responsibility of the District Census Officers to see that he programme of training as chalked out above is conducted in all the charges and completed according to schedule. The District Census Officers should also attend as many training classes as possible.

10. The second round of training of enumerators attended also by supervisors will be held by the District Census Officers and the Deputy Directors of Census Operations. Specific areas will be allotted to the District Census Officers and Deputy Directors and the same will be communicated later. The programme will be arranged by the Charge Officers in consultation with District Census Officers and Deputy Directors concerned.

11. Immediately afer the training class the Charge Officers should collect all the schedules and forms intended for training and despatch the same to the Director of Census Operations on or before 8th February 1971 positively.

12. The training class should be held in convenient halls with adequate seating arrangements. Blackboards, chalk, etc. should also be made available in the hall. The Director of Public Instruction is being addressed to give necessary instructions to the Educational Authorities to place a suitable hall for this purpose on demand by Tahsildars, the Corporation/Municipal Commissioners or the Divisional Forest Officers of the concerned area. The District Census Officers and Charge Officers are requested to particularly bear in mind that the training plays the most important role in preparing the ground for proper enumeration. During the housenumbering operations it has been the experience of the Director of Census Operations that in spite of the detailed instructions issued in connection with the housenumbering operations there were several cases where housenumbering was done incorrectly and inadequately and detailed check up and revision were found necessary to bring the houselist in order. There is no chance for such a revision in the actual enumeration. Whatever that is done is final and the mistakes committed will be detected in the post enumeration check only. It is, therefore, absolutely necessary that chances for incorrect and inadequate enumeration are strictly avoided by thorough training and effective supervision. The supervisors should, therefore, be called upon to exercise the closest possible supervision over enumerators and avoid flaws and incompleteness in the enumeration in their Circles.

Yours faithfully

(Sd.)
K. NARAYANAN,
Director of Census Operations.

Copy to :—

All Deputy Directors of Census Operations.

PROGRAMME OF TRAINING

29- 9-1970	Conference of the District Census Officers
1-10-1970 to 20-10-1970	Training of Charge Officers
21-10-1970 to 8-11-1970	First round of training of supervisors
9-11-1170 to 22-11-1970	Second round of training of supervisors
23-11-1970 to 13-12-1970	First round of training for enumerators at convenient centres
14-12-1970 to 16- 1-1971	Second round of training for enumerators with supervisors
17- 1-1971 to 6- 2-1971	Third round of training for enumerators with supervisors

(Sd.)
Director of Census Operations.

106/1—25a

C5-279/70.
Office of the Director of
Census Operations, Kerala,
Trivandrum,
6th October, 1970.

CIRCULAR LETTER No. 14

From

Shri K. Narayanan,
Director of Census Operations,
Kerala.

To

All Charge Officers.

Sir,

SUB:—REQUIREMENT OF SCHEDULES AND FORMS—REGARDING.

An important item of work after the formation of blocks and circles is the assessment of the requirements of Individual Slips, Population Record, Enumerator's Daily Posting Statement for Males and Females and Enumerator's Abstract for each Territorial block. This work has to be done with utmost care. Any mistake in calculation will result in shortage of schedules and forms thereby causing a breakdown at the time of enumeration. It may be remembered that the schedules are printed and supplied by the Registrar-General, strictly on the basis of requirements. Once the forms are distributed to the Charge Officers there will hardly be any stock left in this office to meet any urgent demand at the last minute. Hence I request you to take particular care in estimating the requirements in the pro forma attached herewith. Instructions for filling up the pro forma are given below:

PRO FORMA I

Column 1 Supervising Circle Number

2. The Supervising Circle No. will have to be copied from column 7 of the Block and Circle Register.

Column 2 Enumerator's Block Number

3. Here enter the number of the Enumerator block as given in column 5 of the Block and Circle Register. It may be remembered that the enumerator's block number in this column is related to the Circle No. given in column 1 of pro forma I.

Column 3 Territorial Block Number

4. This number has to be copied from column 2 of the Block and Circle Register. The numbers of the special block ascertained from column 9 of the Block and Circle Register should also be included in this.

Column 4 Estimated Population

5. The population as available in the Block and Circle Register relates to the middle of 1970. Since we are enumerating the persons in early 1971 the above houselist population has necessarily to be inflated considering the increase, in population. This may be done by adding 5 per cent for each Territorial block.

Column 5 Estimated Number of Households

6. Count the number of households written in column 13 of the Block and Circle Register and inflate it by adding 5 per cent and record the result in column 5 of the pro forma I.

Columns 6 and 7 Individual Slip Pads required

7. Columns 6 & 7 will give the requirement of individual slip pads required in each Territorial block mentioned in column 3. One slip will have to be filled up for each individual. The slips are printed on one side of the sheet and in black ink. For convenience the slips are supplied in pads of 100 and 25. The population arrived at in column 4 will help you to assess the requirements of pads in each Territorial block. Divide the population figure

in column 4 by 100. The quotient will give the number of 100 slip pads which will be recorded in column 6. If the remainder is above 75 add 1 to this figure. If the population is less than 75 additional pads of 25 slips may be supplied as follows:

(i) Below 75 and above 50	...	3 pads of 25 slips each.
(ii) Below 50 and above 25	...	2 pads of 25 slips each.
(iii) Below 25	...	1 pad of 25 slips each.

The number of pads of 25 slips required will be recorded in column 7. Columns 6 and 7 will give the total pads required for enumerating all persons within the block.

Columns 8 and 9 Population Record Books required

8. Population record is filled up for each household. It is printed in black ink on one-side of the sheet. The Population Records are supplied in books of 50 sheets and 25 sheets. The estimated number of households in each block is given in column 5. Divide this figure by 50. The quotient (in integers) will give the required number of books having 50 sheets. If the remainder is above 25 and less than 50 add 1 to the quotient. If it is less than 25 record 1 in column 9.

Columns 10 and 11 Enumerator's Daily Posting Statements

9. Enumerator's daily posting statement is filled up separately for males and females. The statement for males is printed in black ink while blue ink is used for printing the statements for females. The statement is printed on both sides. Each sheet has a provision to copy the particulars for atleast 40 persons. So the number of sheets required is calculated with reference to the estimated population available from column 4 of pro forma I. For calculating the total number of sheets required in column 10, divide the figures in column 4 by 80. Add 2 to the quotient and enter in column 10. Write the same number in column 11 also.

Column 12 Enumerator's Abstract

10. For each Territorial block only one form is required for writing the abstract.

PRO FORMA II

11. The schedules and forms printed are available in Malayalam, English, Tamil and Kannada. English schedules will be supplied only to special areas and to officers in charge of Ports in Kerala. Slips in Tamil, if necessary, will be given to Tahsildars of Chittur, Devicolam, Udumbanchola and Peermade, Kannada slips will be used, if necessary, in the Kasaragod taluk. Malayalam schedules and forms will be supplied to other areas of the State. The Tahsildars of Chittur, Devicolam, Udumbanchola, Peermade and Kasaragod may furnish statements of requirements of Tamil and Kannada slips respectively. If a particular enumerator appointed for enumeration in the abovementioned taluks does not know Malayalam i.e., if he is unable to read and write Malayalam, the Charge Officer may ask for schedules and forms in the language mentioned above. A statement of the requirements will have to be furnished by each Charge Officer in pro forma II.

12. Pro forma I and II should be sent to this office on or before 1st November, 1970 positively. Any delay in sending the statements will be viewed very seriously.

13. It may be noted that the statements prepared by you can be used for the distribution of census forms to the enumerators.

Kindly acknowledge receipt of the Circular.

(Sd.)
K. BALAKRISHNA KURUP,
Deputy Director of Census Operations,
For Director of Census Operations.

PRO FORMA I

STATEMENT SHOWING REQUIREMENTS OF SCHEDULES AND FORMS FOR 1971 CENSUS

Name of District..... Name of charge.....

Supervising Circle No. (Column 7 of the Block and Circle Register)	Enumerator's Block number (Column 5 of the Block and Circle Register)	Territorial Block/ Special Block No. (Column 2/9 of the Block and Circle Register)	Estimated Population (Column 4 of Block and Circle Register + 5%)	Estimated number of households (i.e., number of households as per Column 13 of Block and Circle Register + 5%)	Individual slip pads required (Based on column 4)	
					No. of pads of 100 slips	No. of pads of 25 slips
1	2	3	4	5	6	7

Population Record Books required (Based on column 5)		Enumerator's Daily Posting Statements required		
Number of books of 50 sheets	Number of books of 25 sheets	Males $\frac{\text{Column 4}}{80} + 2$	Females $\frac{\text{Column 4}}{80} + 2$	Enumerator's Abstracts (one sheet per Territorial Block)
8	9	10	11	12

PRO FORMA II

TOTAL REQUIREMENTS OF SCHEDULES AND FORMS

District..... Charge.....

Language	Individual Slip		Population Record		Enumerator's Daily Posting Statement		Enumerator's Abstract (Number of sheets)
	Pads of 100 slips	Pads of 25 slips	Books of 100 sheets	Books of 25 sheets	Males (Number of sheets)	Females (Number of sheets)	
Malayalam ..							
English * ..							
Tamil † ..							
Kannada ‡ ..							
Total ..							
Reserve 5% to the total required above ..							
Grand Total ..							

* Applicable only in the case of special areas.

† Applicable only in the case of Chittur, Devicolam, Udumbanchola and Peermade taluks.

‡ Applicable only in the case of Kasaragod taluk.

Office of the Director of
Census Operations, Kerala,
Trivandrum,
21st October, 1970.

CIRCULAR LETTER No. 15

From

The Director of Census Operations,
Kerala, Trivandrum.

To

All Charge Officers.

Sir,

SUB:—CENSUS OF INDIA 1971—FOLLOW UP ACTION ON HOUSENUMBERING OPERATIONS—INSTRUCTIONS—ISSUED.

The housenumbering operations and houselisting were done during May 1970. There will be about 9 months left between the completion of housenumbering and houselisting operations and the reference date for the 1971 Census. It is likely that some new houses might be put up and some existing houses might disappear. It is necessary to follow up these changes, give numbers to new buildings as and when they are put up and note the disappearance of any building in the remarks column of the houselist. The Charge Officers have to get this work done through their subordinates i.e., Village Officers, Bill Collectors and Range Officers respectively and maintain the houselist up-to-date.

It is therefore decided that the houselists should be brought up-to-date as on 31st December 1970. A good deal of follow up action is necessary to keep the houselists up-to-date as on 31st December 1970. The procedure for the same is laid down below.

If a new building either 'pucca' or 'kacha' has come up before 31st December 1970, it should be assigned a number which may bear a sub-number of the adjacent building No. (eg.) If a new building has come up between buildings Nos. 10 and 11, the new building should be given the No. 10/1. If there are two or more buildings they should be numbered as 10/1, 10/2, etc. These should not be numbered as 10 (1) or 10 (2), etc. as such numbering would apply to census houses within the same building. On the other hand, 10/1 would mean a separate building that has come up after building No. 10 and before building No. 11. If there are more than one census house and census households in the new building 10/1, they should be assigned Nos. 10/1 (1), 10/1 (2) and 10/1 (1) (a), 10/1 (1) (b) respectively. The census house numbers should be painted on the new building and entered in the houselist and all the relevant columns of the houselist should be filled up. In the case of establishments the relevant particulars need not be entered in the Establishment Schedule.

The houselists and lay out sketches in respect of the charges for which the Tahsildars are Charge Officers, the Village Officers should be made responsible for the updating the houselist, lay out sketches and the details of new buildings should be reported by the Village Officers with reference to which the Tahsildars will make column 13 of the Block and Circle Register up-to-date. In respect of other areas i.e., Corporation, Municipalities and Reserve Forests, the concerned Charge Officers will arrange to assign new Nos. to the new buildings and to bring the Houselist and Block and Circle Register and lay out sketches up-to-date in their offices. If sufficient forms of houselist is not available, additional forms can be sent from this office on requisition. The entries in respect of the new buildings may be made in the houselist after the last entry relating to that kara/muri/desom/ward/Forest Range. In some areas new houses might come up on a large scale as in Kuttanad during harvest season. The same procedure as above will apply there also.

The Houselists, lay out sketches and Block and Circle Register should be brought up-to-date as on 31st December 1970 and should be made available to the enumerators for taking extracts with effect from 1st January 1971. The fact should be reported to the Director of Census Opreations and District Census Officers concerned on or before 5th January 1971.

(Sd.)
Director of Census Operations.

Copy to All District Census Officers.

No. C3. 301/70.
Office of the Director of
Census Operations, Kerala,
Trivandrum,
21st October 1970.

CIRCULAR LETTER No. 16

Sir,

SUB:—CENSUS OF INDIA 1971—TRAINING OF SUPERVISORS AND ENUMERATORS—AMENDMENT TO CIRCULAR 13 DATED 19TH SEPTEMBER 1970—REGARDING.

Your attention is invited to paragraph 10 of Circular 13 dated 19th September 1970 wherein it has been stated that the second round of training of enumerators attended also by the Supervisors will be held by the District Census Officers and the Deputy Director of Census Operations. On further discussion with the D.C.Os. and Charge Officers it has been decided as follows:

"The first and second rounds of training to enumerators will be held by the Charge Officers at convenient centres. The Charge Officer will chalk out their programme in advance and forward one copy each to the Director of Census Operations, District Census Officer and concerned Deputy Director of Census Operations. The District Census Officer or Deputy Director of Census Operations will attend at least one of the rounds of training classed to each batch of enumerators. The District Census Officers and the Deputy Directors will arrange their programmes by mutual consultation and intimate their programme to the Charge Officers".

The receipt of this Circular may kindly be acknowledged.

Yours faithfully,
(Sd.)
Director of Census Operations.

No. C5-366/70.
Office of the Director of
Census Operations, Kerala,
Trivandrum,
30th December 1970.

CIRCULAR LETTER No. 17

Sir,

SUB:—CENSUS OF INDIA 1971—DISTRIBUTION OF CENSUS SCHEDULES FORMS ETC.,—INSTRUCTIONS—ISSUED.

REF:—1 MY CIRCULAR LETTER No. 14 DATED 6TH OCTOBER 1970.
2 MY LETTER No. C5. 366/70, DATED 25TH DECEMBER 1970

As informed in the letter second cited the detailed instructions regarding the preliminary things the Charge Officers should do before the distribution of Census schedules and forms and how the distribution should be done are given below.

2 The schedules and other forms to be distributed to the supervisors and enumerators are:

1 (a) Individual slip pads of 100 slips.
(b) Individual slip pads of 25 slips.
2 (a) Population Record pads of 50 leaves.
(b) Population Record pads of 25 leaves.
3 (a) Enumerator's Daily Posting Statement for males.
(b) Enumerator's Daily Posting Statement for females.
4 Enumerator's Abstract.
5 Degree Holder and Technical Personnel Card.
6 Block label.
7 Circle label.

8 Circle summary.
9 List of Scheduled Caste and Scheduled Tribes.
10 Progress report form.
11 Receipt of forms.

3. Before distributing the schedules and forms to the enumerators the Charge Officers should number all the individual slip pads serially and write on their cover the location code number and block number. The Charge Officer's Seal should also be affixed on them. As some time will be required to complete this work the Charge Officers should commence this item of work immediately on receipt of the individual slip pads from the Director of Census Operations on the following basis :

(i)* Assigning Pad Number

4. All the individual slip pads should be assigned continuous serial numbers in the rectangular space provided on the front cover starting from 100 slip pads and ending with 26 slip pads. The 100 slip pads should be numbered first commencing from number '1'. The 25 slip pads should be assigned numbers in continuation of the last number of the 100 slip pads. Thus the pad numbers in the Individual slip pads (both 100 slip and 25 slip pads) should be continuous for the whole charge e.g., suppose a Charge Officer has received 2000 pads of 100 slips and 1500 pads of 25 slips. He should first take all the 100 slip pads and write numbers serially commencing from '1' on the rectangular space provided on the front cover of each pad. The last number in the 100 slip pad will be 2000. Then he should assign numbers to the 25 slip pads commencing from 2001. The last number in the 25 slip pads will be 3500. This number will be equal to the total number of individual slip pads (both 100 slip and 25 slip pads taken together) received in his charge.

(ii) Writing of Location Code Number and Block Number

5. This should be done more carefully. The Charge Officers have already prepared a pro forma (Pro forma 1 prepared in pursuance of this office circular letter No. 14, dated 6th October 1970) showing the total number of individual slip pads of 100 slips and 25 slips required for each territorial/special block. Suppose 7 numbers of 100 slip pads and 1 number of 25 slip pads are required for territorial block No. 1. Then the 100 slip pads bearing pad numbers 1 to 7 and that 25 slip pad which bears the pad number next to the last number in the 100 slip pad (2001 according to the example given in para 4 above) should be taken. In all those 8 pads the location code numbers pertaining to the territorial block No. 1 and the number of the block ('1' in this case) should be written on the appropriate places on the front cover. Then the pads required for territorial block No. 2 should be taken following the sequence in the pad numbers and on them should be written the location code numbers and territorial block number. Thus the location code numbers and territorial/special block numbers should be written on the number of pads required for distribution to the enumerators as per pro forma 1. If there are one or more special blocks in a territorial block the pad numbers of the pads earmarked for such special block (S) will be the next and the subsequent to the last pad number of the pads meant for that territorial block. The Charge Officer should not omit to assess the requirements of individual slip pads for the new blocks, if any, formed after sending pro forma 1 to this office. The location code numbers and block numbers should also be written on the cover of these pads.

(iii) Charge Officer's Seal

6. The Charge Officer should affix his office seal on the cover page of all the Individual slip pads.

(iv) Statement to be supplied to the Supervisors

7. After completing all the processes in the individual slip pads the Charge Officers should prepare in respect of each circle separate statements showing the numbers of territorial blocks under them, the numbers of the enumerators blocks/the location code numbers of each such block, the names of the concerned enumerators, the quantity of each item of the schedules and forms meant for each such block and the pad numbers of the individual slip pads meant for each block. This is meant for supply to the supervisors when the records are handed over to the enumerators.

8. The above items of work should be completed immediately. When these items of work are over the forms are ready for distribution. Items (1) to (4) under para 2 supra should be distributed only as per the estimates in pro forma 1 already prepared by the Charge Officers keeping the balance as reserve. The requirement of the schedules and forms for the

new blocks if any, formed subsequent to the preparation of pro forma 1 should of course be taken into account. The purpose for which the other items are meant and the basis of their distribution are as follows:

Item (5) Degree Holders and Technical Personnel Card

The instructions regarding the distribution of this item will be issued later.

Item (6) Block Label

This is meant for pasting on each bundle containing the filled in schedules and forms of each territorial block/special block. This should be supplied to the enumerators at the rate of one copy for each territorial/special block. Further instructions regarding the packing of the record relating to each block will be issued later.

Item (7) Circle Label

This is meant for pasting on each bundle containing the filled in census records relating to each circle. This should be supplied at the rate of one for each supervisor. In the case of Circle Supervisors of reserve forests they should be supplied with as many forms as there are taluks covering their range. This need not be issued to the enumerators. Detailed instructions regarding the packing of records relating to each circle will be issued later.

Item (8) Circle Summary

This should be prepared by the circle supervisors. One copy should be supplied to each supervisor. This form need not be issued to the enumerators.

Item (9) List of Scheduled Castes and Scheduled Tribes

This is for reference while filling Q.11 in the individual slip. This should be distributed at the rate of one copy to each supervisor and enumerator.

Item (10) Progress Report Form

Immediately on commencement of the enumeration on 1st February 1971 the supervisors should forward very promptly progress report in the above form to the charge officers every third day from the date of commencement of the enumeration i.e., on 4th, 7th, 10th, 13th, 16th and 19th February 1971. On 20th February 1971 the supervisors should give a completion report to the charge officers by telegram. The charge officers should consolidate the reports received from the supervisors and send the consolidated progress report to the Director of Census Operations with copy to the concerned District Census Officer and Deputy Director of Census Operations on 7th, 10th, 13th, 16th and 19th February 1971. On Twentieth February 1971 they should also send the completion report by telegram to the Director of Census Operations, concerned District Census Officers and Deputy Director of Census Operations. On 23rd February similar telegrams intimating the completion of the revisional round should also be sent. The progress report forms should be issued to the supervisors at the rate of 6 copies each. The remaining copies should be retained by the charge officers for thier use.

Item (11) Receipt of Forms

The census schedules and forms are very important records and their receipt and issue should be maintained accurately and properly. This form is, therefore, prescribed for taking proper acknowledgements while distributing and receiving the forms at various stages. When the charge officers issue the census records to the Enumerators they should prepare the acknowledgement in this form in duplicate. One copy of this should be handed over to the supervisor retaining the other copy with the charge officer.

9. The general instructions regarding the distribution of the census schedules and forms are given below:

(i) Before distribution each individual slip pad should be verified physically to ensure that all the pads have been serially numbered and that the pads pertaining to each territorial/special block bear the corresponding location code numbers and block numbers. The charge officers seal on each pad should also be ensured.

(ii) The Charge Officers should distribute the schedules and forms, the abridged houselist and the lay out sketches to the enumerators during the third round of training class. The Charge Officers should be very careful in distributing the individual slip pads meant for the specified blocks to the concerned enumerators. The Supervisors should be requested to check the details on the cover page of the individual slip pads issued to the enumerators under them with reference to the statement given to them and to satisfy themselves regarding the correctness of the entries. Defects, if any, in the entries should be got rectified by the Charge

Officers. The Charge Officers should also take all necessary precautions to keep the reserve schedules and forms under safe custody to meet the last minute demands.

(iii) On completion of the distribution of the records the Charge Officers should send a letter, or, if necessary, a telegram to that effect to reach the Director of Census Operations, the concerned District Census Officers and Deputy Directors of Census Operations on or before 28th January 1971.

(iv) Each enumerator should be instructed that the schedules and forms should be prepared separately and kept distinctly. The individual slip pads and population records should not be detached under any circumstances and separate pads should be used for each territorial block or special block under them. In other words, if some slips in a pad remain surplus (unused) when he closes the enumeration in one territorial block those slips should not be used for the enumeration of the next territorial block even though the enumeration of that block is also done by the same enumerator.

(v) All the red ink forms issued to the supervisors and enumerators for training purposes should be got back before the records for the actual census enumeration are distributed to them. They should also be informed that under no circumstances the training forms should be used for actual census enumeration. The Charge Officers should also take all precautions to avoid the mixing of the training forms (red ink) and the forms meant for actual enumeration.

(vi) The Supervisors and enumerators should be made to understand unequivocally that the actual field operation should commence only on 1st February 1971 and should be completed positively on 19th February 1971 with the revisional round from 20th February 1971 to 22nd February 1971.

(vii) The schedules and forms have been printed keeping in view of the actual requirement and further printing of these is not possible. So the enumerators and supervisors should be requested to take every precaution to ensure their economic use avoiding any wastage. The reserve should be drawn carefully to meet actual shortages. After making the initial supply the Supervisors should check up the progress in the utilisation of the forms before 11th February 1971 and place indent for more forms to the Charge Officers if found absolutely necessary having regard to the number of households so far enumerated and remains to be enumerated. While sending indents for fresh supply of forms the Supervisor should make a report explaining clearly the grounds on which he makes his demand indicating the number of households remaining to be enumerated and the stock position. The Supervisor should get the additional supply as per his indent from the Charge Officers and distribute it to the concerned enumerators.

(viii) The enumerators and supervisors should be made to understand very clearly that the entire quantities (used, unused and cancelled) of each item of schedules and forms supplied to them should be accounted for and returned. So they should, under any circumstances, tear off or throw away any of the items issued to them. If they commit any mistake in any schedule or form they should cancel it by scoring the entry and preserve it for return along with other records.

10. Detailed instructions regarding the collection of the records after the enumeration and the mode of their despatch will be issued in due course.

11. The receipt of this circular may be acknowledged in the form appended.

Yours faithfully,

(Sd.)

K. BALAKRISHNA KURUP,

Deputy Director of Census Operations,

For Director of Census Operations.

To

All Charge Officers.

Copy to All District Census Officers (with C.L.)

All Deputy Directors.

C3-Section in office.

Tabulation Wing.

ACKNOWLEDGMENT

I am to acknowledge the receipt of Circular letter No. 17, dated 30th December 1970 (C5-366/70).

Signature

Designation

Date.

106/1—26a

Census Urgent

K. Narayanan,
Director of Census Operations,
Kerala.

No. C9-70/69
Office of the Director of
Census Operations, Kerala,
Trivandrum,
30th December, 1970.

CIRCULAR LETTER No. 18

To

All Charge Officers (except strictly military areas)

Sir,

SUB:—POPULATION RECORD—ENCIRCLING OF SL. NO. OF CURRENTLY MARRIED WOMEN—REGARDING

It has been decided to conduct an evaluation of the data recorded against Q. 6 (b) in the Individual slips in respect of "Currently married women" with the help of the data recorded under the Sample Registration Scheme. For this purpose, it is necessary to identify the serial numbers of those currently married women who have given birth to a child during the reference period in column 1 of the Population Record.

The enumerators should therefore be instructed to encircle the serial numbers of such currently married women in the Population Record so that they can be listed out separately on a later date. This should be brought home to the field staff while imparting further training to them.

Kindly acknowledge receipt of this circular in the appended form.

(Sd.)
B. T. PILLAI,
Deputy Director of Census Operations,
For Director of Census Operations.

Received Circular No.....dated.....
from the Director of Census Operations,
Trivandrum.

No.

Signature

Designation

K. Narayanan,
Director of Census Operations,
Kerala.

D.O. No. C3-316/70
Office of the Director of
Census Operations, Kerala,
Trivandrum,
19th February 1971.

CIRCULAR LETTER No. 19

My dear

SUB:—CENSUS OF INDIA 1971—DISTRIBUTION OF CENSUS RECORDS TO THE ENUMERATORS

REF:—MY LETTER No. C3-403/70, DATED 13TH JANUARY 1971.

Please refer to my letter cited. Some of the Charge Officers might have already started distribution of census materials during the first and second week of February. However, due to the strike by the N.G.Os. and the teachers it would not have been possible for you to complete the distribution of the census materials. As soon as the strike is settled you will have to take

urgent action to distribute the materials so that the census enumeration may start on the 10th March as programmed.

The State Government have already been addressed for allotting jeeps to the Tahsildars for the purpose of distribution of census materials as well as for the effective supervision of the census enumeration during the initial and final stages. Necessary Government orders will be issued in the matter as soon as the strike is over. I have also written to the District Collector to allot jeeps to the Tahsildars in anticipation of the Government sanction, so that they can take necessary urgent steps to distribute the census materials immediately when the strike is settled. If due to any reason, it is not possible for you to get the jeep allotted you may make necessary local arrangements for transporting the materials to the places of distribution and distribute them to the enumerators well in time.

I have already placed at the disposal of the District Census Officer necessary funds to meet the contingent expenditure incurred by the Tahsildars under this item with a request to draw and disburse the amount to the Tahsildars according to necessity. The Tahsildars should however see that the expenditure is limited to the barest minimum. The expenditure incurred should be properly accounted for and supporting vouchers for the amount spent should be forwarded to the District Census Officer. As soon as the distribution of census materials to all the enumerators is over, I may be informed of the position by sending the following telegram as already instructed in my Circular letter No. 17, dated 30th December 1970:

"CENKERALA,

TRIVANDRUM

DISTRIBUTION OF RECORDS COMPLETED"

The receipt of this circular may kindly be acknowledged.

Yours sincerely,
(Sd.)
K. NARAYANAN.

Shri.....
.....
.....

Copy to:

All District Census Officers.
All Deputy Directors.
Accounts Section.
C5-Section.

No. C3-316/70
Office of the Director of Census Operations, Kerala,
Trivandrum,
22nd February, 1971.

CIRCULAR LETTER No. 19A

From

The Director of Census Operations,
Kerala, Trivandrum.

To

All Charge Officers.

Sir,

SUB:—CENSUS 1971—CONDUCT OF LAST ROUND OF TRAINING CLASSES AND THE DISTRIBUTION OF FORMS—REGARDING

REF:—MY LETTER No. C3-403/70, DATED 13TH JANUARY, 1971.

Kind reference is invited to the letter cited requesting the Charge Officers to hold the third round of training classes during the third and fourth weeks of February and to distribute the Census Schedules and other census materials to the enumerators during the third round of training classes. In view of the strike of the N.G.Os. and teachers it might not have been

possible for most of the Charge Officers to conduct the training classes as programmed. Now that the strike is over, I request you to conduct the training classes and to distribute the census materials to the enumerators immediately so that the census enumeration may start on 10th March as programmed. During this week and next week there will be training classes in connection with the election also. So the Charge Officers other than the Tahsildars should fix their census training classes only in consultation with the concerned Tahsildars to avoid any clash with the election classes. On completion of the distribution of census materials the following telegram may be sent:

"CENKERALA
TRIVANDRUM
DISTRIBUTION OF RECORDS COMPLETED"

The receipt of this circular may kindly be acknowledged.

Yours faithfully,
(Sd.)
K. BALAKRISHNA KURUP,
Deputy Director of Census Operations,
For Director of Census Operations.

K. NARAYANAN,
Director of Census Operations,
Kerala.

No. C1-61/70
Office of the Director of
Census Operations, Kerala,
Trivandrum,
4th March 1971.

CIRCULAR LETTER No. 20

Sir,

SUB:—PROVISIONAL POPULATION TOTALS—RELAY OF.

The enumeration and revisional round for the 1971 Census will be over on 31st March, 1971 and 3rd April, 1971 respectively. On the completion of the revisional round, the enumerators should submit in person the census records of each territorial blocks/special block bundled separately along with the enumerator's abstract for each such block to the Circle Supervisor on or before 4th April 1971. The Circle Supervisors, in their turn, should submit the census records relating to their Circles to the Charge Officers in person along with the Circle Summary on 5th April 1971. In the case of Circle Supervisors of the reserve forest areas, the census records relating to the portion of the Circle lying in each taluk should be bundled up separately and a Circle Summary should be prepared for the forest area of the range lying in each taluk. All these items of work will have to be done with utmost expedition as no time can be lost by any one at any stage. As already mentioned in para 2 of this office letter C5-366/70 dated 3rd February 1971, it will be most advantageous if the records are collected in a phased manner at particular places so that we can avoid a glut at the last minute.

2. The Registrar General, India has decided to release the provisional population figures of the 1971 Census on the 10th April 1971. It is urged that the provisional figures should, therefore, reach him by 7th April 1971 at the latest. The figures will first be released at the all India level by the Registrar General, India.

3. As the Charge Officers are expected to communicate the provisional figures by the quickest means possible either over telephone, telegraph or wireless to the District Census Officer and to this office, it is proposed to release at first only the minimum basic information relating to the population and literates. The detailed provisional figures are proposed to be released later.

4. The following instructions regarding the relay of provisional population totals are issued for the general guidance of all:—

For Supervisors

4.1 As stated in para 1, the Circle Supervisors will be getting the enumerators' abstracts on or before 4th April, 1971 itself. They should immediately post the details in another form

known as the "Circle Summary" and hand it over along with the filled in forms to the Charge Officer on or before the 5th April 1971.

For Charge Officers

4.2 On receipt of the circle summaries from the Supervisors, the Charge Officer should verify them carefully and see whether the particulars of all the blocks within the circle have been included. In addition he should also verify whether the figures have been posted correctly and whether the totals agree. He should then consolidate the circle summary and strike the totals for the entire charge. The Charge Officer should use the following form for posting the particulars of the population and literates.

Charge Abstract

District..... (Code No.....) Charge..... (Code No.....)

Circle No.	Population			Literates		
	Males	Females	Total	Males	Females	Total
1	2	3	4	5	6	7
Total						

4.3 In cases where the forest division falls in more than one district, the provisional totals will have to be sent separately for the portions falling in each district to the concerned District Census Officer. As stated in para 1, the Circle Supervisors of the forest areas viz., the Forest Rangers should submit the circle summaries to the Charge Officer taluk-wise. These summaries will enable the Charge Officers of the forest division to prepare the provisional totals for each district.

4.4 Immediately after the charge totals are struck, the Charge Officers should communicate the figure to the District Census Officer and to this office by the quickest means possible. It will be advisable to transmit the provisional totals over telephone, as there will always be an opportunity to correct figures then and there in case of descrepancies or errors in totalling and the like. Only where telephone facilities are not readily available, telegraphic messages should be resorted to:—The telephone numbers for the reception of messages to this office are—

4220 or 7225 or 7244 TRIVANDRUM
or by Express telegram to
"CENKERLA TRIVANDRUM"

Messages should invariably reach this office as well as the District Census Officer on or before the 6th April 1971. This should not be delayed on any account. Messages sent telegraphically or over telephone should be followed up by a post copy in confirmation.

4.5 The following standard message will be used :

1971 Census provisional totals

Charge.....(.) District.....
(Name) (Name)

Males..... Females.....
(in words) (in words)

Total population.....(.) Literate males.....
(in words) (in words)

Literate females.....Total literates.....
(in words) (in words)

For District Census Officers

4.6 Similarly the District Census Officer should post the details of all the charges in the district in another form known as the "District Abstract", a specimen of which is given below :

District Abstract

District..... Code No.....

Name of Charge	Code No.	Population			Literates		
		Males	Females	Total	Males	Females	Total
1	2	3	4	5	6	7	8
Total							

The "district abstract" should be filled up in the following order :

1 Taluks inclusive of non-municipal town (s)
2 Corporation / Municipality / Township / Cantonments
3 Forest Division falling within the district
4 Special areas, if any, falling within the district.

Utmost care should be taken to see that none of the areas is left out or unaccounted for. Columns 1 & 2 of the District Abstract can be filled up sufficiently in advance.

4.7 The consolidated totals should be communicated to the Registrar General, India, New Delhi and to this office so as to reach not later than 7th April 1971. The figures to the Registrar General should be communicated by **Express Telegram** to the telegraphic address; viz.

REGGENLIND, NEW DELHI

This should be followed up by a post copy in confirmation to the Registrar General, India, 2/A, Mansingh Road, New Delhi, 11. Similarly the message to this office should be sent either over telephone.

4220 or 7225 or 7244 TRIVANDRUM

or by Express telegram to

"CENKERLA TRIVANDRUM".

The following standard form of message may be adopted.

1971 Census provisional totals (.).....
(Name)

District (.) Kerala State (.) Males.....
(in words)

Females.....Total Population.....(.)
(in words) (in words)

Literate males.....Literate females.....
(in words) (in words)

Total literates.....(.)
(in words)

5. For the purpose of compilation of further details from the circle summary as a supplement, the following procedure may be followed :—

Charge Figures

5.1 Each Charge Officer may open separate registers, one for males and another for females in the following form :

1971 CENSUS PROVISIONAL TOTALS

Supplement A (For Males)

Name of District..... Code No.....

Name of Charge..... Code No.....

Village/ Town/ Forest/ Division/ Special Area*	Kara, muri, desom/ ward/Forest Division/ Range/ Special Area*	Complete location code	Territorial/ Special Block No.	Total No. of: Occupied residential houses	Households**	Institutional households	Houseless households	Sex
1	2	3	4	5	6	7	8	9
Grand Total								

Population	SC/ST: SC	ST	Literacy: L	O	Main activity: C	AL	HHI	OW	X	Houseless population	Institutional population
10	11	12	13	14	15	16	17	18	19	20	21
Grand Total											

* Score off inapplicable

** Inclusive of institutional and houseless households

Make sure that total of Col. 10 = Col. 13 + Col. 14 = Col. 15 + Col. 16 + Col. 17 + Col. 18 + Col. 19

1971 CENSUS PROVISIONAL TOTALS

Supplement B (For Females)

Name of District.. ..... Code No. .....

Name of Charge..... Code No.....

Village/ Town/Forest Divisions/ Special Area*	Kara, Muri, Desom/ Division, ward/Forest Range/ Special Area*	Complete location code	Territorial/ special block No.	Total No. of: Occupied residential houses	Total No. of: House-holds**	Total No. of: Institutional households	Total No. of: Houseless households	Sex
1	2	3	4	5	6	7	8	9

Grand Total

Population	SC/ST: SC	SC/ST: ST	Literacy: L	Literacy: O	Main activity: C	Main activity: AL	Main activity: HHI	Main activity: OW	Main activity: X	Houseless population	Institutional population
10	11	12	13	14	15	16	17	18	19	20	21

Grand Total

* Score off inapplicable

** Inclusive of institutional and houseless households

Make sure that total of Col. 10 = Col. 13 + Col. 14 = Col. 15 + Col. 16 + Col. 17 + Col. 18 + Col. 19

The above statements should be prepared in the ascending order of territorial block number. The first two columns viz., code number and the name of the village, etc., and T.B. No. can be written sufficiently early and kept ready before 5th April for posting the details for subsequent columns. From each circle summary the figures for males for each block may be posted in one register and a ring put around the relevant 'M' in column 9 of the circle summary against that particular block in token of having made the entry. Similarly the figures for females may be posted in the register of females and the relevant 'F' ringed off in column 9 of the circle summary. It should be ensured that all the territorial and special blocks have been accounted for in each of the registers and also that the figures of the correct sex have been posted in the register concerned. The opening of separate registers for each sex and the posting of figures from the circle summary has been suggested as this will facilitate the totalling of figures for each sex for the entire charge without confusion. After totalling the figures for each sex, consolidated abstract for the entire charge can be conveniently prepared incorporating the figures for males and for females and also striking the totals.

For District Census Officers

5.2 The District Census Officer may post the total figures of each of the charges in the district statement and strike the district totals in the following form.

1971 CENSUS PROVISIONAL TOTAL

District Abstract

Name of District..... Code No.....

Name of Charge	Total No. of: Occupied residential houses	Households**	Institutional households	Houseless households	M F T	Population	SC/ST: SC	ST	Literacy: L	O	Main activity: C	AL	HHI	OW	X	Houseless population	Institutional population
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
					M												
					F												
					T												
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					T												
					M												
					F												
					T												
District Total					M												
					F												
					T												

** Inclusive of institutional and houseless households

These figures should be communicated to this office as well as to the Registrar General, India at 2A, Mansingh Road, New Delhi-11 by post on or before 15th April 1971.

The receipt of this circular may kindly be acknowledged.

Yours faithfully,
(Sd.)
K. NARAYANAN,
Director of Census Operations.

To

All Charge Officers including "strictly military areas"
All District Census Officers

Copy to:— All Deputy Directors.

ACKNOWLEDGMENT

Received from the Director of Census Operations, Kerala, Trivandrum, the Circular No. 20 dated 4th March 1971.

Signature and designation.

Place :

Date :

K. NARAYANAN,
Director of Census Operations,
Kerala.

No. C1-61/71.
Office of the Director of
Census Operations, Kerala,
Trivandrum,
24th March 1971

CIRCULAR LETTER No. 20A

To

All Tahsildars.

Sir,

SUB:—PROVISIONAL POPULATION TOTALS—RELAY OF.

REF :—CIRCULAR LETTER No. 20 DATED 20TH MARCH 1971.

I am to invite a reference to paragraph 4.5 of the Circular cited, prescribing a standard message for the transmission of Charge figures to the District Census Officer and the Director of Census Operations. These figures include figures of non-municipal towns also. As it is decided to release the population figures for each non-municipal town separately, it is proposed to collect additional information in respect of each of the non-municipal towns over and above the figures for the entire charge. I am, therefore, to request you kindly to transmit figures in respect of each non-municipal town also in the following form, along with the message prescribed in para 4.5, so as to reach the District Census Officer and the Director of Census Operations on or before 6th April 1971.

1971 Census Provisional Totals

Charge..... (Name) District..... (Name)

Non-municipal town 1 ..... (Name of town) Males..... (in words) Females..... (in words) Total.....

2 ..... (Name of town) Males..... (in words) Females..... (in words) Total.....

3 ..... (Name of town) Males..... (in words) Females..... (in words) Total.....

The receipt of this letter may kindly be acknowledged.

Yours faithfully,
(Sd.)
K. BALAKRISHNA KURUP,
Deputy Director of Census Operations,
For Director of Census Operations.

Copy to :—All District Census Officers.
All Deputy Directors of Census Operations.

106/1—27a

K. NARAYANAN,
Director of Census Operations,
Kerala.

C-5-106/71
Office of the Director of Census Operations, Kerala,
Trivandrum,
24th March 1971

CIRCULAR LETTER No. 21

To

All Charge Officers.

Sir,

SUB:—COLLECTION OF RECORDS—REGARDING.

As already instructed the Circle Supervisors will submit the Census Records relating to their circles at the collection centres on or before the 5th April 1971. This Circular deals with the despatch of the following Census Records by the Charge Officers to the concerned Regional Tabulation Offices.

"Bundles which contain filled-in Individual Slip pads, Population Records books, Enumerator's Daily Posting Statements, Enumerator's Abstract and Degree-holder and Technical personnel cards, Abridged Houselist and lay out sketch of each block."

2. On receipt of the records from the Circle Supervisors the Charge Officers should physically verify the contents of each circle bundle. After verification, each bundle should be repacked preserving the bundle labels. In case the original labels have been spoiled, new labels should be put. The Charge Officer should note 'Rural' or 'Urban' boldly on each Circle bundle. On no account 'Rural' and 'Urban' slips should be put in one bundle.

Instructions to Tahsildars

3. The Census records relating to your charge will be ultimately taken to the Tabulation Office noted below:

Rural and non-municipal Urban slips (packed separately) in respect of Taluk charges of Cannanore, Kozhikode and Malappuram Districts	Office of the Deputy Director of Census Operations, (Rural) Calicut
Rural and non-municipal Urban slips (packed separately) in respect of Taluk charges of Palghat, Trichur and Ernakulam Districts	Office of the Deputy Director of Census Operations (Rural), Palghat
Rural and non-municipal Urban slips (packed separately) in respect of Taluk charges of Kottayam, Allcppcy, Quilon and Trivandrum Districts	Office of the Deputy Director of Census Operations (Rural), Trivandrum

While handing over the records to your District Census Officer you should take particular care that the urban slips are not mixed up with the rural slips. As far as possible all the smaller bundles pertaining to the urban area may be packed into one single big bundle. Your District Census Officer will make necessary arrangements for taking delivery of the census records by lorries. The records should be kept ready sufficiently early so that the lorries are not detained, when they come for taking delivery of the records. The collection of records will be started on the morning of 12th April 1971.

Instructions to Charge Officers of Corporations/ Municipalities Cannanore Cantonment, Guruvayoor Township and Cochin Port

4. The records relating to all Corporations, Municipal towns, Cochin Port, Cannanore Cantonment and Guruvayoor Township will be taken directly to the Office of the Deputy Director of Census Operations, (Urban), Trivandrum. The Charge Officers of the above areas are requested *to prepare an inventory of the Census Records* and get ready the bundles so that the lorries are not detained in your office unnecessarily when they come for taking the records. The Charge Officers should keep the records ready for loading from the morning of 12th April 1971.

Instructions to Divisional Forest Officers

5. The Divisional Forest Officers should hand over the records to the under noted District Census Officers before the 8th of April 1971.

(i) Wynad Forest Division (ii) Chethlath Range of Kozhikode Forest Division (1-6-2F-1A) lying in North Wynad Taluk	District Census Officer, Cannanore
(i) Kozhikode Forest Division (Except Chaliyam Range) (2-4-2F-5) and Chethlath Range (1-6-2F-1A) (ii) Chaliyam Range of Kozhikode Forest Division lying in Kadalundi Census town	District Census Officer, Calicut
(i) Nilambur Forest Division (ii) Portion of Mannarghat Forest Range (3-1-4F-1A) of Palghat Forest Division lying in Ernad Taluk	District Census Officer, Malappuram
(i) Palghat Forest Division [Except portion of Mannarghat Range (3-1-4F-1A) lying in Ernad Taluk] (ii) Nemmara Forest Division	District Census Officer, Palghat
(i) Trichur Forest Division (ii) Pariyaram, Vazhachal and Sholayar Range of Chalakudy Forest Division	District Census Officer, Trichur
(i) Malayattur Forest Division [Except Kothamangalam Range (7-1-8F-2D) lying in Devicolam Taluk] (ii) Portion of Adimali Range lying in Muvattupuzha (6-6-9F-1A) Taluk and in Thodupuzha Taluk (6-7-9F-1B) of Munnar Forest Division (iii) Nagarampara Range (6-7-10F-1) and portion of Ayyappancoil Range (6-7-10F-2A) of Kottayam Forest Division lying in Thodupuzha Taluk (iv) Kalady (6-1-7F-4) Range, Portion of Thundathil (6-5-7F-5A) lying in Kunnathunad Taluk, Portion of Thundathil Range (6-6-7F-5B) lying in Muvattupuzha Taluk of Chalakudy Forest Division	District Census Officer, Ernakulam
(i) Portion of Thundathil Range (7-1-7F-5C) of Chalakudy Forest Division lying in Devicolam Taluk (ii) Portion of Kothamangalam Range (7-1-8F-2D) of Malayattur Forest Division lying in Devicolam Taluk (iii) Portion of Adimali Range (7-1-9F-1C) Devicolam Range (7-1-9F-2) and Marayoor Range (7-1-9F-3) of Munnar Forest Division lying in Devicolam Taluk (iv) Kottayam Forest Division [Except Nagarampara Forest Range (6-7-10F-1) and Portion of Ayyappancoil (6-7-10F-2A) Range] (v) Game Sanctuary, Thekkady	District Census Officer, Kottayam
(i) Portion of Ranni Range of Ranni Forest Division (8-4-12F-1A) lying in Thiruvalla Taluk	District Census Officer, Alleppey
(i) Ranni Forest Division [Except Portion of Ranni Range (8-4-12F-1A) lying in Thiruvalla Taluk] (ii) Konni Forest Division (iii) Punalur Forest Division (iv) Thenmala Forest Division (v) Portion of Kulathupuzha Range of Trivandrum Forest Division lying in Pathanapuram Taluk (vi) Portion of Palode Range in Kottarakkara Taluk (9-5-16F-2A)	District Census Officer, Quilon
(i) Trivandrum Forest Division (Except portion of Kulathupuzha Range lying in Pathanapuram Taluk and portion of Palode Range in Kottarakkara Taluk)	District Census Officer, Trivandrum

In cases where the Forest Division falls in more than one District the records relating to each District should be packed separately and handed over to the concerned District Census Officer. Separate inventories should also be prepared for such bundles.

Instructions to Military Census Officers

6. The Military Census Officers are requested to send the Census records pertaining to their areas to the cencerned District Census Officer on or before 8th April 1971, who, in turn will hand over the same to the person collecting the Urban slips.

7. After the despatch of the Census Records mentioned in paragraph 1 above the following records will still be with the Charge Officers.

(i) Bundles of unused Individual Slip pads, Population Record books, other forms and Degree-holder and Technical Personnel Cards.

(ii) Houselist prepared at the time of house-numbering operations.

(iii) Block and Circle Register.

(iv) Copies of Notional maps and lay out sketches.

(v) Circle Summaries prepared by Supervisors.

Of these the last item, i.e., Circle Summaries, should be forwarded to me by Registered Post to reach this Office on or before 15th April 1971.

Other Census records mentioned above (i.e., items 1 to 4) should be kept under safe custody by you. Separate instructions will be issued in regard to the collection of these records from you. The Military Census Officers need not forward census records pertaining to items (ii), (iii) and (iv) mentioned in this paragraph.

I request you to kindly acknowledge the receipt of the Circular in the appended form.

Yours faithfully,
(Sd.)
K. NARAYANAN,
Director of Census Operations.

Received from the Director of Census Operations, Kerala, Trivandrum, Circular No. 21, dated 24th March 1971.

Place :

Date :

Signature :

Designation :

APPENDIX XV

STATEMENT SHOWING THE DISTRIBUTION OF CENSUS PUBLICITY MATERIALS TO VARIOUS AGENCIES

To whom Distributed	Censes Posters		Census Stickers		Census Folders		Film Operation Census			Cinema Slider		Plans and programmes booklet
	English	Malayalam	English	Malayalam	English	Malayalam	Malayalam	Tamil	Kannada	English	Malayalam	
1	2	3	4	5	6	7	8	9	10	11	12	13
Total No. Received	**21,500**	**9,545**	**21,500**	**8,950**	**11,000**	**44,150**	**7**	**1**	**1**	**252**	**252**	**500**
District Census Officers (10) ..	2,000	1,000	2,000	1,000	4,000	4,000	..	..	..	..	..	10
Tahsildars (56) ..	11,200	5,600	11,200	5,600	34,473	34,473	..	..	..	..	..	56
Municipal Commissioners (28) ..	2,800	1,400	2,800	1,400	2,385	2,385	..	..	..	..	..	28
Corporation Commissioners (3) ..	600	180	600	180	2,033	2,033	..	..	..	..	..	3
Special Military Areas (8) ..	400	80	400	80	36	36	..	..	..	..	..	8
Divisional Forest Officers (16) ..	800	320	800	320	331	331	..	..	..	..	..	16
Heads of Departments (52) ..	104	178	104	178	..	..	..	..	..	..	..	100
Director of Public Relations, Trivandrum ..	..	..	..	..	..	..	7	1	1	..	..	1
Officers of the Census Directorate ..	..	..	..	..	..	..	..	..	..	..	..	15
District Collectors ..	..	..	..	..	..	..	..	..	..	252	252	10

APPENDIX XVI

STATEMENT SHOWING THE DISTRIBUTION OF HOUSENUMBERING HONORARIUM

Name of District	Total No. of houses		Admissible amounts of Honoraria			Total amount of honoraria admissible to the Charge Officers (Total of Cols. 4, 5 and 6)	Amount of advance already drawn and paid as advance to the Enumerators	Balance amount due Cols. 7–8
	Rural areas	Urban areas	Supervisors @Rs. 15 for 750 houses in rural areas and 600 houses in urban areas (Col. 2×15/750 + Col. 3×15/600)	Enumerators @Rs. 11 for 150 houses in rural areas and 120 houses in urban areas including cost of house-numbering materials (Col. 2×11/150 + Col. 3×11/120)	Assistants to Enumerators @Rs. 4 for 150 houses in rural areas and 120 houses in urban areas (Col. 2×4/150 + Col. 3×4/120)			
1	2	3	4	5	6	7	8	9
Total ..	**38,26,904**	**7,41,030**	**95,063·97**	**3,48,567·41**	**1,26,751·77**	**5,70,383·15**	**91,789·77**	**4,78,593·38**
Trivandrum ..	3,60,440	1,22,998	10,283·77	37,707·10	13,711·66	61,702·53	3,125·00	58,577·53
Quilon ..	5,21,536	39,351	11,414·51	41,853·13	15,219·35	68,486·99	..	68,486·99
Alleppey ..	3,89,951	86,985	9,973·66	36,570·02	13,298·19	59,841·87	9,639·00	50,202·87
Kottayam ..	4,04,843	45,266	9,228·52	33,837·88	12,304·67	55,371·07	9,965·00	45,406·07
Ernakulam ..	3,67,587	1,42,425	10,912·39	40,012·02	14,549·81	65,474·22	8,915·00	56,559·22
Trichur ..	3,80,670	55,122	8,991·47	32,968·65	11,988·59	53,948·71	16,180·77	37,767·94
Palghat ..	3,27,404	49,249	7,779·31	28,524·12	10,372·41	46,675·84	9,005·00	37,670·84
Malappuram ..	3,42,109	23,733	7,435·51	27,263·53	9,914·00	44,613·04	10,000·00	34,613·04
Kozhikode ..	3,17,379	1,04,088	8,949·79	32,815·85	11,933·05	53,698·69	15,350·00	38,348·69
Canr anore ..	4,14,985	71,813	10,095·04	37,015·11	13,460·04	60,570·19	9,610·00	50,960·19

APPENDIX XVII

STATEMENT SHOWING THE TRAINING REMUNERATION AND HONORARIUM PAID TO THE ENUMERATORS AND SUPERVISORS APPOINTED FOR CENSUS ENUMERATION

Name of District	Supervisors			Enumerators			Grand Total (Cols. 4 and 7)
	Training remuneration	Honorarium for enumeration	Total	Training remuneration	Honorarium for enumeration	Total	
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7	8
Total ..	**31,750**	**1,56,225**	**1,87,975**	**1,02,149**	**7,04,182**	**8,06,331**	**9,94,306**
Trivandrum ..	3,570	16,000	19,570	9,669	71,616	81,285	1,00,855
Quilon ..	4,289	17,350	21,639	13,137	78,351	91,488	1,13,127
Alleppey ..	2,029	15,025	17,054	5,464	69,185	74,649	91,703
Kottayam ..	4,915	16,950	21,865	16,438	73,708	90,146	1,12,011
Ernakulam ..	2,970	16,700	19,670	8,155	77,003	85,158	1,04,828
Trichur ..	507	15,450	15,957	1,758	68,835	70,593	86,550
Palghat ..	2,371	12,650	15,021	5,192	54,580	59,772	74,793
Malappuram ..	3,347	13,200	16,547	14,778	60,446	75,224	91,771
Kozhikode ..	3,731	15,625	19,356	12,306	71,089	83,395	1,02,751
Cannanore ..	4,021	17,275	21,296	15,252	79,369	94,621	1,15,917

N.B.—The actual expenditure may slightly vary from the figures given above due to refunds, if any, in the amounts allotted to the Charge Officers, which could not be anticipated at the time of the preparation of this statement.

APPENDIX XVIII

STATEMENT SHOWING THE BUDGET ESTIMATE AND ACTUAL EXPENDITURE FROM 1968-69 TO 1971-72

Major head	Description		Budget estimate 1968–69	1969–70	1970–71	1971–72
			Rs.	Rs.	Rs.	Rs.
1	2		3	4	5	6
	Grand Total	..	**2,43,950·00**	**5,44,050·00**	**1,61,700.00**	**38,89,200.00**
	Total	..	**96,700.00**	**1,54,550.00**	**2,19,250.00**	**2,00,100.00**
A. Superintendence	A1–Establishment charges	..	..	1,06,050.00	1,35,950.00	1,34,300.00
	A2–Interim relief	..	..	..	..	9,200.00
	A3–Travelling allowance	..	..	5,500.00	11,650.00	12,500·00
	A4–Other charges	..	..	43,000.00	65,400.00	44,700.00
	Total	..	..	**2,09,200.00**	**8,57,600.00**	**12,01,600.00**
B. Enumeration	B1–Establishment charges	..	..	71,700.00	2,72,400.00	1,01,100.00
	B2–Interim relief	..	..	..	1,850.00	4,500.00
	B3–Travelling allowance	..	..	2,500.00	36,650.00	15,300.00
	B4–Hon. to enumerators	..	..	1,20,000.00	4,95,500.00	10,25,700.00
	B5–Other charges	..	..	15,000.00	51,200.00	55,000.00
	Total	..	**1,26,100.00**	**1,56,900.00**	**4,35,350.00**	**23,16,600.00**
C. Abstraction and compilation	C1–Establishment charges	..	..	1,43,700.00	3,26,100.00	19,56,500.00
	C2–Interim relief	..	..	..	23,450.00	53,000.00
	C3–Travelling allowance	..	..	13,050·00	40,800.00	69,300.00
	C4–Other charges	..	..	150.00	45,000.00	2,37,800.00
Printing and Stationery			**14,900.00**	**1,600.00**	**32,900.00**	**50,000.00**
	Total	..	**6,250.00**	**7,400.00**	**71,900.00**	**1,20,900.00**
L. Registration, promotion, Methodological Research, etc.	L1–Establishment charges	..	..	6,100.00	44,300.00	92,900.00
	L2–Interim relief	..	..	..	3,350.00	4,000.00
	L3–Travelling allowance	..	..	700.00	15,250.00	23,500.00
	L4–Other charges	..	..	600.00	9,000.00	500.00

Major head	Description		Actual expenditure 1968–69	1969–70	1970–71	1971–72
			Rs.	Rs.	Rs.	Rs.
			7	8	9	10
	Grand Total	..	**2,41,821.00**	**5,16,015.00**	**15,73,046.00**	**36,36,721.26**
	Total	..	**95,466.00**	**1,56,730.00**	**2,05,748.00**	**1,82,775.93**
A. Superintendence	A1–Establishment charges	..	..	1,06,563.00	1,31,831.00	1,24,972·48
	A2–Interim relief	..	..	..	6,139.00	8,248.93
	A3–Travelling allowance	..	..	5,567.00	11,764.00	9,312.85
	A4–Other charges	..	..	44,600.00	56,014.00	40,241.67
	Total	..	..	**1,41,763.00**	**8,49,523.00**	**11,37,577.44**
B. Enumeration	B1–Establishment charges	..	..	65,200.00	2,41,654.00	99,016.89
	B2–Interim relief	..	..	..	..	4,167.38
	B3–Travelling allowance	..	..	1,052.00	47,041.00	12,880.04
	B4–Hon. to enumerators	..	..	70,055.00	5,06,030.00	10,00,832.20
	B5–Other charges	..	..	5,456.00	54,798.00	20,680.93
	Total	..	**1,25,942.00**	**1,56,944.00**	**4,15,394.00**	**21,62,218.98**
C. Abstraction and compilation	C1–Establishment charges	..	..	1,43,527.00	3,15,172.00	18,48,156.22
	C2–Interim relief	..	..	..	..	52,763.12
	C3–Travelling allowance	..	..	12,997.00	32,414.00	59,201.69
	C4–Other charges	..	..	420.00	44,981.00	2,02,097.95
Printing and Stationery			**14,191.00**	**53,234.00**	**50,289.00**	**43,436.51**
	Total	..	6,222.00	**7,344.00**	**52,092.00**	**1,10,712.40**
L. Registration, promotion, Methodological Research, etc.	L1–Establishment charges	..	..	6,046.00	34,751.00	82,847.64
	L2–Interim relief	..	..	..	1,998.00	3,988.11
	L3–Travelling allowance	..	..	698.00	6,930.00	23,390.45
	L4–Other charges	..	..	600.00	8,413.00	486.20

APPENDIX XIX

DETAILS SHOWING THE DISTRIBUTION OF STATIONERY ARTICLES TO THE DISTRICT CENSUS OFFICERS

Name of District	Writing paper	Typing paper	Pencil ordinary	Pencil red and blue	Tags	Pins.	T/W Ribbon	T/W Carbon	B. C. Paper		Twin Balls
	Shts.	Rms.	Nos.	Nos.	Bdle.	Shts.	Nos.	Pkts.	Rms.	Shts.	
1	2	3	4	5	6	7	8	9	10		11
Total ..	**25800**	**1627**	**336**	**469**	**484**	**484**	**708**	**478**	**57**	**228**	**2100**
Cannanore ..	2675	163	34	48	46	46	72	47	6	155	210
Kozhikode ..	2250	115	34	32	42	42	48	33	5	354	210
Malappuram ..	1850	100	26	28	33	33	42	28	4	472	210
Palghat ..	2450	140	32	40	42	42	60	41	4	234	210
Trichur ..	2500	151	32	46	43	43	66	46	5	443	210
Ernakulam ..	3600	248	46	72	65	65	114	78	6	070	210
Kottayam ..	3300	218	44	64	60	60	96	61	6	052	210
Alleppey ..	2800	179	40	52	53	53	78	53	5	323	210
Quilon ..	2000	176	44	48	56	56	72	49	6	210	210
Trivandrum ..	2375	137	34	39	44	44	60	42	5	415	210

APPENDIX XX

STATEMENT SHOWING THE DETAILS OF THE ITEMS OF EXPENDITURE TAKEN INTO ACCOUNT FOR WORKING OUT THE COST OF ENUMERATION

			Rs.	P.
	Total	..	**22,17,392**	**39**
	Rounded to	..	**22,17,392**	**00**
	Per capita expenditure	..	**22,17,392=10.4 P.**	
	Grand Total	..	**2,12,80,397**	**00**
I	First Pretest—			
	Honorarium to Supervisors and Enumerators	..	504	00
	I. A. to Officers and Staff	..	1,124	65
II	Second Pretest—			
	Honorarium to Supervisors and Enumerators	..	550	00
	I. A. to Officers and Staff	..	1,500	00
III	*Printing for forms, instruction booklets, etc. for 1971 Census enumeration	..	22,340	00
IV	Expenditure under B-Enumeration during 1969–70, 1970–71 and 1971–72	..	21,28,863	54
V	Travelling allowances—			
	T. A. under A–Superintendence for the last 3 months during 1969–70	..	5,674	40
	T. A. under C–Abstraction and Compilation for the last 3 months during 1970–71	..	1,858	80
	T. A. under A–Superintendence during 1970–71	..	11,764	00
	T. A. under C–Abstraction and Compilation during 1970–71	..	32,414	00
	Transport charges of Census forms (payment pending at the time of writing this report)	..	10,799	00

* The cost of printing involved for the census schedules and other items arranged centrally by the Registrar-General, India and the expenditure incurred to transport the forms printed in the Government of India Press, Koratty to the Offices of the Directors of Census Operations, Tamil Nadu and Andhra Pradesh have not been taken into account.

APPENDIX XXI

LIST OF "EFFECTIVE CENSUS ENUMERATION BLOCKS" FOR THE SELECTION OF POST-ENUMERATION CHECK SAMPLE BLOCKS

Stratum : RURAL

District		Charge		Number of effective blocks	Remarks
Name	Code number	Name (Taluk)	Code number		
1	2	3	4	5	6
Cannanore	1	Kasargod	1–1	393	
		Hosdurg	1–2	356	
		Taliparamba	1–3	600	
		Cannanore	1–4	492	
		Tellicherry	1–5	808	
		North Wynad	1–6	240	
Kozhikode	2	Badagara	2–1	533	
		Quilandy	2–2	597	
		South Wynad	2–3	517	
		Kozhikode	2–4	630	
Malappuram	3	Ernad	3–1	939	
		Perintalmanna	3–2	404	
		Tirur	3–3	913	
		Ponnani	3–4	257	
Palghat	4	Ottappalam	4–1	665	
		Mannarghat	4–2	250	
		Palghat	4–3	376	
		Chittur	4–4	372	
		Alathur	4–5	416	
Trichur	5	Talappilly	5–1	541	
		Trichur	5–2	697	
		Chavakkad	5–3	590	
		Kodungalloor	5–4	156	
		Mukundapuram	5–5	728	
Ernakulam	6	Alwaye	6–1	367	
		Parur	6–2	342	
		Cochin	6–3	223	
		Kanayannur	6–4	319	
		Kunnathunad	6–5	389	
		Muvattupuzha	6–6	459	
		Thodupuzha	6–7	294	
Kottayam	7	Devicolam	7–1	197	
		Udumbanchola	7–2	508	
		Peermade	7–3	309	
		Meenachil	7–4	467	
		Vaikom	7–5	315	
		Kottayam	7–6	598	
		Kanjirappally	7–7	152	
		Chaganacherry	7–8	297	
Alleppey	8	Sherthalai	8–1	462	
		Ambalapuzha	8–2	252	
		Kuttanad	8–3	257	

Stratum: RURAL

District		Charge		Number of effective blocks	Remarks
Name	Code number	Name (Taluk)	Code number		
1	2	3	4	5	6
		Thiruvalla	8–4	488	
		Chengannur	8–5	320	
		Mavelikkara	8–6	393	
		Karthikappally	8–7	553	
Quilon	9	Karunagappally	9–1	452	
		Kunnathur	9–2	431	
		Pathanamthitta	9–3	598	
		Pathanapuram	9–4	410	
		Kottarakara	9–5	613	
		Quilon	9–6	682	
Trivandrum	10	Chirayinkil	10–1	600	
		Nedumangad	10–2	610	
		Trivandrum	10–3	423	
		Neyyattinkara	10–4	749	

LIST OF "EFFECTIVE CENSUS ENUMERATION BLOCKS" FOR THE SELECTION OF POST-ENUMERATION CHECK SAMPLE BLOCKS

Stratum: NON-CITY URBAN

District		Town		Number of effective blocks	Remarks
Name	Code number	Name	Code number		
1	2	3	4	5	6
Cannanore	1	Manjeswar (NMT)	1–I	16	
		Kumbala (NMT)	1–II	11	
		Kasargod (M)	1–III	51	
		Kanhangad (NMT)	1–IV	41	
		Nileshwar (NMT)	1–V	32	
		Payyannur (NMT)	1–VI	34	
		Taliparamba (NMT)	1–VII	19	
		Pappinisseri (NMT)	1–VIII	24	
		Valarpattanam (NMT)	1–IX	8	
		Cannanore (M)	1–X	77	
		Cannanore Cantonment	1–XI	4	
		Kuthuparamba (NMT)	1–XII	14	
		Tellicherry (M)	1–XIII	97	
Kozhikode	2	Badagara (M)	2–I	74	
		Pantalayani (NMT)	2–II	35	
		Elathur (NMT)	2–III	15	
		Kunnamangalam (NMT)	2–V	29	
		Mokkam (NMT)	2–VI	12	
		Cheruvannur (NMT)	2–VII	37	
		Beypore (NMT)	2–VIII	36	
		Feroke (NMT)	2–IX	41	
		Kadalundi (NMT)	2–X	22	
Malappuram	3	Malappuram (M)	3–I	48	
		Manjeri (NMT)	3–II	22	
		Perintalmanna (NMT)	3–III	13	
		Tirur (NMT)	3–IV	45	
		Ponnani (NMT)	3–V	50	
Palghat	4	Pattambi (NMT)	4–I	14	
		Shoranur (NMT)	4–II	29	
		Ottappalam (NMT)	4–III	32	
		Mannarghat (NMT)	4–IV	16	
		Hemambika Nagar (NMT)	4–V	10	
		Palghat (M)	4–VI	127	

Stratum: NON-CITY URBAN

District		Town		Number of effective blocks	Remarks
Name	Code number	Name	Code number		
1	2	3	4	5	6
		Chittur-Thathamangalam (M)	4–VII	40	
		Nemmara (NMT)	4–VIII	19	
Trichur	5	Vadakkancherry (NMT)	5–I	11	
		Pazhanji (NMT)	5–II	19	
		Kunnamkulam (M)	5–III	27	
		Trichur (M)	5–IV	104	
		Ollur (NMT)	5–V	25	
		Chavakkad (NMT)	5–VI	45	
		Guruvayur (Township)	5–VII	23	
		Irinjalakuda (M)	5–VIII	36	
		Chalakudy (M)	5–IX	52	
Ernakulam	6	Angamaly (NMT)	6–I	16	
		Alwaye (M)	6–II	37	
		Parur (M)	6–III	38	
		Eloor (NMT)	6–IV	27	
		Njarakkal (NMT)	6–V	26	
		Trippunithura (NMT)	6–VII	38	
		Kalamassery (NMT)	6–VIII	21	
		Perumbavoor (M)	6–IX	32	
		Kothamangalam (NMT)	6–X	7	
		Muvattupuzha (M)	6–XI	32	
		Thodupuzha (NMT)	6–XII	28	
Kottayam	7	Munnar (NMT)	7–I	7	
		Palai (M)	7–II	27	
		Vaikom (M)	7–III	33	
		Ettumanoor (NMT)	7–IV	22	
		Kottayam (M)	7–V	36	
		Ponkunnam (NMT)	7–VI	13	
		Kanjirappally (NMT)	7–VII	22	
		Mundakkayam (NMT)	7–VIII	12	
		Changanacherry (M)	7–IX	68	
Alleppey	8	Shertalai (M)	8–I	58	
		Thiruvalla (M)	8–III	41	
		Chengannur (NMT)	8–IV	18	
		Mavelikara (M)	8–V	42	
		Pandalam (NMT)	8–VI	15	
		Haripad (NMT)	8–VII	46	
		Kayamkulam (M)	8–VIII	84	
Quilon	9	Punalur (NMT)	9–I	18	
		Kundara (NMT)	9–III	15	
		Kilikollur (NMT)	9–IV	53	
Trivandrum	10	Varkala (NMT)	10–I	31	
		Attingal (M)	10–II	42	
		Chirayinkil (NMT)	10–III	14	
		Nedumangad (NMT)	10–IV	20	
		Kazhakuttom (NMT)	10–V	14	
		Nemom (NMT)	10–VII	36	
		Balaramapuram (NMT)	10–VIII	25	
		Neyyattinkara (M)	10–IX	39	
		Kovalam (NMT)	10–X	21	
Stratum: CITY					
(Town with a population of one lakh and over in 1970)					
Kozhikode	2	Calicut Corporation	2–IV	413	
Ernakulam	6	Cochin Corporation	6–VI	584	
Alleppey	8	Alleppey Municipal	8–II	217	
Quilon	9	Quilon Municipal	9–II	186	
Trivandrum	10	Trivandrum Corporation	10–VI	548	

APPENDIX XXII

DETAILS OF SELECTED BLOCKS

Stratum : RURAL

District	Taluk	Village	Kara/Muri/ Desom	Code No.	Effective Block No.	T.B. No.	Limits of building in each Territorial Block
1	2	3	4	5	6	7	8
Cannanore	Kasaragod	Nettanige	Nettanige	1-1-23-1	218	245	C-1-394 to C-1-511
	Hosdrug	Periye	Periye	1-2-4-1	60	133	C-1-443 to C-1-568
		Cheruvathur	Cheruvathur	1-2-20-1	295	368	C-1-2718 to C-1-2850
	Taliparamba	Korome	Kanayi	1-3-10-3	174	230	C-3-149 to C-3-285
		Taliparamba	Kuttikole	1-3-21-4	409	486	C-4-118 to C-4-218
		Padiyur	Vayathur	1-3-37-1	644	761	C-1-1838 to C-1-1925
	Cannanore	Chirakkal	Puzhathi	1-4-12-2	219	251	C-2-1167 to C-2-1318
		Mavilayi	Poduvachery	1-4-27-1	454	487	C-1-132 to C-1-242
	Tellicherry	Thillenkeri	Palliom	1-5-9-6	197	231	C-6-122 to C-6-243
		Kodiyeri	Punnoll 171	1-5-22-4	432	485	C-4-106 to C-4-202
		Puthur	Puthur	1-5-32-2	667	735	C-2-131 to C-2-263
	North Wynad	Vemom	Vemom	1-6-4-2	94	105	C-2-1936 to C-2-2035
Kozhikode	Badagara	Kavilumpara	Kavilumpara	2-1-5-1	89	94	C-1-193 to C-1-292
		Karthikappally	Karthikappally	2-1-14-8	324	367	C-8-1 to C-8-96
	Quilandy	Cheruvannur	Muyippoth	2-2-2-1	26	62	C-1-354 to C-1-524
		Moodadi	Elambilad	2-2-18-1	261	305	C-1-1 to C-1-133
		Ulliyeri	Koyakkad	2-2-31-2	496	556	C-2-1 to C-2-128
	South Wynad	Nenmeni	Nenmeni	2-3-5-1	134	137	C-1-1783 to C-1-1891
		Muttil	Muttil	2-3-15-1	369	388	C-1-1110 to C-1-1170
	Kozhikode	Kizhakkoth	Kizhakkoth	2-4-4-5	87	286	C-5-442 to C-5-595
		Kakkodi	Badirur	2-4-16-1	322	537	C-1-246 to C-1-362
		Perumanna	Vellayinicode	2-4-29-5	557	794	C-5-133 to C-5-261
Malappuram	Ernad	Kizhuparamba	Pathanapuram	3-1-8-3	162	186	C-3-384 to C-3-511
		Chungathara	Chungathara	3-1-19-1	397	428	C-1-1794 to C-1-1967
		Pookkottur	Velluvambram	3-1-28-1	632	670	C-1-565 to C-1-712
		Karuvarakundu	Cheramba	3-1-39-1	867	919	C-1-3328 to C-1-3470
	Perinthalmanna	Edapatta	Edapatta	3-2-9-1	163	181	C-1-135 to C-1-285
		Aliparamba II	Odamala	3-2-24-4	398	423	C-4-1 to C-4-58
	Tirur	Tanur	Tanurnagaram	3-3-9-6	229	289	C-6-1661 to C-6-1829
		Tanalur	Niramaruthur	3-3-18-2	464	537	C-2-968 to C-2-1088
		Ananthavoor	Valiyaparappur	3-3-29-4	699	784	C-4-418 to C-4-527
	Ponnani	Ezhuvathiruthi	Karukathiruthy	3-4-1-9	21	74	C-9-1 to C-9-98
		Alancode	Othalur	3-4-10-8	256	331	C-8-508 to C-8-629
Palghat	Ottappalam	Ambalappara II	Aravakkad	4-1-15-3	234	316	C-3-119 to C-3-250
		Nagalasseri	Cheriachalapuram	4-1-26-4	469	559	C-4-1 to C-4-106
	Mannarghat	Thachanattukara I	Thachanattukara	4-2-4-1	39	55	C-1-886 to C-1-1007

District	Taluk	Village	Kara/Muri/ Desom	Code No.	Effective Block No.	T.B. No.	Limits of building in each Territorial Block
1	2	3	4	5	6	7	8
Palghat	Palghat	Kongad II	Peringode	4-3-2 3	24	34	C 3-589 to C-3-736
		Kannadi I	Kannadi	4-3-19-3	259	272	C-3-894 to C-3-1044
	Chittur	Perumatty	Perumatty	4-4-17-1	118	137	C-1-431 to C-1-600
		Ayilur	Ayilur	4-4-31-1	353	372	C-1-981 to C-1-1130
	Alathur	Kavasseri I	Kavasseri	4-5-17-1	216	226	C-1-1823 to C-1-1947
Trichur	Talappilly	Cheruthuruthy	Kizhakkummuri	5-1-6-3	35	73	C-3-26 to C-3-162
		Kadavallur	Korattikkara	5-1-38-2	270	340	C-2-309 to C-2-440
		Kanipayyur	Porkalangad	5-1-71-4	505	620	C-4-104 to C-4-205
	Trichur	Pullazhi	Pullazhi	5-2-25-1	199	238	C-1-401 to C-1-496
		Kodannur	Kodannur	5-2-45-4	443	534	C-4-1 to C-4-93
		Kizhuppullikara	Puthumanakara	5-2-70-2	678	780	C-2-1 to C-2-81
	Chavakkad	Elavally	Kakkassery	5-3-9-4	216	262	C-4-1 to C-4-122
		Edathiruthy	Perumpadappu	5-3-17-5	451	496	C-5-454 to C-5-594
	Kodungalloor	Poyya	Pooppathy	5-4-6-2	96	96	C-2-141 to C-2-292
	Mukundapuram	Porathissery	Porathissery	5-5-13-3	175	192	C-3-283 to C-3-432
		Alur	Vellanchira	5-5-28-3	410	453	C-3-140 to C-3-271
		Kallur Vadakkummuri	Annamanada	5-5-48-2	645	700	C-2-491 to C-2-616
Ernakulam	Alwaye	Manickamangalam	Manickamangalam	6-1-5-9	152	184	C-9-125 to C-9-251
	Parur	Vadakkekara	Madaplathuruth	6-2-1-6	20	48	C-6-640 to C-6-747 C-6-782 to C-6-784
		Alengad	Kottapuram	6-2-7-4	255	302	C-4-212 to C-4-334
	Cochin	Elamkunnapuzha	Ochanthuruth	6 3-5-7	148	177	C-7 1095 to C-7-1245
	Kanayannur	Maradu	Nettoor	6-4-9-1	160	233	C-1-753 to C-1-910
	Kunnathunad	Vengoor West	Mudakkuzha	6-5-3-3	76	76	C-3-846 to C-3-959
		Chemmanad	Pannikuzhi	6-5-12-8	311	321	C-8-1 to C-8-107
	Muvattupuzha	Kothamangalam	Puthuppady	6-6-8-10	157	170	C 10-1 to C-10-174
		Thirumarady	Mannathoor	6-6-22-2	392	407	C-2-113 to C-2-243
	Thodupuzha	Manjalloor	Mudappannoor	6-7-9-4	168	210	C-4-1 to C-4-123
Kottayam	Devicolam	K.D. Hills	Chenduvara	7-1-4-10	109	109 110	C-10-1 to C-10-30 C-10-31 to C-10-82
	Udumbanchola	Konnathady	Attupara	7-2-4-1	147	209	C-1-5789 to C-1-5856
		Pampadumpara	Cumbammettu	7-2-9-3	382	491	C-3-2162 to C-3-2270
	Peermade	Peruvanthanam	Peruvanthanam North	7-3-3-1	115	127	C-1-261 to C-1-350
	Meenachil	Kadanad	Neeloor	7-4-3-1	41	43	C-1-1 to C-1-125
		Poonjar Thekkekara	Thekkekara	7-4-15-3	276	287	C-3-944 to C-3-1080
	Vaikom	Mulakulam	Thekkekara	7-5-3-1	44	44	C-1-268 to C-1-422
		Kaduthuruthy	Puthussery	7-5-13-9	279	279	C-9-1 to C-9-69
	Kottayam	Kooropada	Madappadu	7-6-8-2	199	227	C-2-137 to C-2-251
		Thiruvarpu	Kiliroor	7-6-15-5	434	463	C-5-121 to C-5-289
	Kanjirappally	Mundakkayam	Palapara	7-7-3-4	71	120	C-4-330 to C-4-448
	Changanacherry	Madappally	Kurumpanadom	7-8-7-1	154	156	C-1-278 to C-1-401

District	Taluk	Village	Kara/Muri/ Desom	Code No.	Effective Block No.	T.B. No.	Limits of building in each Territorial Block
1	2	3	4	5	6	7	8
Alleppey	Sherthalai	Panavally	Panavally	8-1-3-2	92	93	C-2-461 to C-2-604
		Kokkotha-mangalam	Kokkothaman-galam South	8-1-10-2	327	331	C-2-921 to C-2-954 C-2-970 to C-2-1067
	Ambalapuzha	Aryad North	Aryad North	8-2-2-3	94	94	C-3-1856 to C-3-1994
	Kuttanad	Chennankary	Kannady East	8-3-3-10	77	92	C-10-254 to C-10-384
	Thiruvalla	Kallooppara	Pariyaram	8-4-2-2	55	57	C-2-1 to C-2-79
		Koipram	Nellickal	8-4-10-8	290	301	C-8-1 to C-8-144
	Chengannur	Chengannur	Kadavoor	8-5-3-1	37	57	C-1-99 to C-1-192
		Venmony	Venmonytha-zham	8-5-13-2	272	308	C-2-155 to C-2-305
	Mavelikkara	Chunakara	Naduvilemuri	8-6-8-2	187	202	C-2-200 to C-2 361
	Karthikap-pally	Cheruthana	Anari	8-7-2-4	29	80	C-4-130 to C-4-267
		Keerikad	Karuvattam-kuzhi	8-7-14-2	264	340	C-2-111 to C-2-204
Quilon	Karunaga-pally	Kulasekhara-puram	Kadathoor	9-1-4-8	146	152	C-8-576 to C-8-714
		Thevalakara	Padinjattekara	9-1-10-1	381	395	C 1-391 to C-1 542
	Kunnathur	Koodal	Kalanjoor	9-2-7-2	164	169	C-2-210 to C-2-347
		Sasthamcotta	Muthupilakkad (West)	9-2-15-4	399	410	C-4-98 to C-4-250
	Pathanam-thitta	Ranni	Vaikom	9-3 6-4	203	204	C-4-572 to C-4-709
		Iravon	Iravon	9-3-14-2	438	439	C-2-388 to C-2 514
	Pathanapuram	Piravanthoor	Punnala	9-4-3-3	75	95	C-3-704 to C-3-854
		Karavaloor	Mathra	9-4-12-2	310	343	C-2-951 to C-2-1008
	Kottarakkara	Ezhukone	Karuveli	9-5-5-1	135	142	C-1-1 to C-1-150
		Elamadu	Vengoor	9-5-12-3	370	387	C-3-282 to C-3-352
		Chithara	Mathira	9-5-18-5	605	631	C-5-1 to C-5-130
	Quilon	Kottamkara	Peroor	9-6-8-1	227	311	C-1-689 to C-1-817
		Mayyanad	Vadakkumkara East	9-6-13-2	462	557	C-2-1 to C-2-120
Trivandrum	Chirayinkil	Pallickal	Pallickal	10-1-1-2	15	61	C-2-981 to C-2-1165
		Pazhaya-kunnumel	Adayamon	10-1-12-1	250	297	C-1-572 to C-1-709
		Sarkara-Chirayinkil	Koyikkaveedu	10-1-20-5	485	532	C-5-1417 to C-5-1534
	Nedumangad	Nellanad	Manickal	10-2-4-4	120	140	C-4-231 to C-4-380
		Anad A	Vellampalli South	10-2-12-1	355	383	C-1-386 to C-1-535
		Veeranakavu	Veeranakavu	10-2-19-4	590	618	C-4-472 to C-4-614
	Trivandrum	Kadakampally (Portion)	Pully (Portion)	10-3-12-3	215	272	C-3-267 to C-3-411
	Neyyattinkara	Vilappil	Kurisumuttam	10-4-1-5	27	73	C-5-528 to C-5-671
		Marukil	Manapuram	10-4-8-9	262	318	C-9-1 to C-9-83
		Parassala	Cheruvara-konam	10-4-15-7	497	560	C-7-832 to C-7-916
		Kottukal	Kottukal West	10-4-20-3	732	795	C-3-266 to C-3-407

District	Town	Name and Number of Ward	Code No.	Effective Block No.	Territorial Block No.	Limits of building in each Territorial Block
1	2	3	4	5	6	7
		Stratum: NON-CITY URBAN				
District	Town	Name and Number of Ward	Code No.	Effective Block No.	Territorial Block No.	Limits of building in each Territorial Block
1	2	3	4	5	6	7
Cannanore	Kasaragod (M)	Ward VII	I-III-7	17	20	C-7-120 to C-7-207
	Kanhangad (NMT)	Hosdrug	I-IV-2	12	12	C-2-1 to C-2-166
	Nileshwar (NMT)	Nileshwar	I-V-1	17	58	C-1-2968 to C-1-3140
	Payyannur (NMT)	Kandoth	I-VI-5	31	31	C-5-143 to C-5-302
	Pappinisseri (NMT)	Aroli	I-VIII-2	24	24	C-2-1254 to C-2-1397
	Cannanore (M)	Padanna	I-X-13	38	40	C-13-1 to C-13-82
	Kuthuparamba (NMT)	Naravoor	I-XII-1	3	3 and 4	C-1-252 to C-1-446
	Tellicherry (M)	Narasimha Temple	I-XIII-11	35	36	C-11-215 to C-11-365
		Jagannatha Temple	I-XIII-25	81	82	C-25-1 to C-25-146
Kozhikode	Badagara (M)	Chaliyatheru	2-I-12	30	38	C-12-142 to C-12-279
	Panthalayani (NMT)	Panthalayani	2-II-1	2	2	C-1-130 to C-1-246
	Elathur (NMT)	Elathur	2-III-1	13	13	C-1-1387 to C-1-1510
	Cheruvannur (NMT)	Nallalam	2-VII-1	3	61	C-1-221 to C-1-373
	Beypore (NMT)	Naduvattam	2-VIII-1	12	107	C-1-1304 to C-1-1434
	Feroke (NMT)	Feroke	2-IX-1	22	153	C-1-2713 to C-1-2823
Malappuram	Malappuram (M)	Melmuri	3-I-1	5	6	C-1-541 to C-1-627
	Manjeri (NMT)	Manjeri	3-II-1	3	3	C-1-251 to C-1-392
	Tirur (NMT)	Annara	3-IV-5	14	16	C-5-303 to C-5-407
	Ponnani (NMT)	Ponnaninagaram	3-V-1	15	15	C-1-1135 to C-1-1208
Palghat	Pattambi (NMT)	Netherimangalam	4-I-2	11	11	C-2-839 to C-2-929
	Ottappalam (NMT)	Ariyur Thekkummuri	4-III-3	14	59	C-3-658 to C-3-771
	Palghat (M)	Ward I	4-VI-1	2	2	C-1-61 to C-1-79 C-1-123 to C-1-170 C-1-284 to C-1-310
		Ward XI	4-VI-11	48	48	C-11-81 to C-11-122 C-11-156 to C-11-217 C-11-229 to C-11-257
		Ward XXI	4-VI-21	94	94	C-21-141 to C-21-171 C-21-247 to C-21-267 C-21-270 to C-21-287 C-21-323 to C-21-331
	Chittur-Thathamangalam (M)	Ward 6	4-VII-6	13	14	C-6-1 to C-6-133
	Nemmara (NMT)	Nemmara	4-VIII-1	19	19	C-1-2440 to C-1-2577
Trichur	Kunnamkulam (M)	Ward X	5-III-10	16	22	C-10-167 to C-10-222
	Trichur (M)	Ward XII	5-IV-12	35	42	C-12-194 to C-12-356
		Ward XXIV	5-IV-24	81	97	C-24-1 to C-24-199
	Ollur (NMT)	Panamkuttichira	5-V-3	23	23	C-3-547 to C-3-710
	Chavakkad (NMT)	Mammiyur	5-VI-6	44	44	C-6-1 to C-6-93
	Irinjalakuda (M)	Ward X	5-VIII-10	22	25	C-10-158 to C-10-176 C-10-360 to C-10-402
	Chalakudy (M)	Koodapuzha	5-IX-3	32	32	C-3-1499 to C-3-1624
Ernakulam	Alwaye (M)	Ward 4	6-II-4	10	12	C-4-1 to C-4-112 C-4-325 to C-4-329
	Parur (M)	Ward IX	6-III-9	19	20	C-9-101 to C-9-185
	Eloor (NMT)	Kuttikattukara	6-IV-4	27	27	C-4-521 to C-4-652

District	Town	Name and Number of Ward	Code No.	Effective Block No.	Territorial Block No.	Limits of building in each Territorial Block
1	2	3	4	5	6	7
Ernakulam	Trippunithura (NMT)	Eroor	6-VII-1	20	20	C-1-2371 to C-1-2475
	Perumbavoor (M)	Sasthamangalam	6-IX-4	7	8	C-4-1 to C-4-105
	Muvattupuzha (M)	Ward 6	6-XI-6	14	15	C-6-144 to C-6-287
	Thodupuzha (NMT)	Kolani	6-XII-10	28	29	C-10-471 to C-10-551
		Thattarathatta	6-XII-11		30	C-11-1 to C-11-48
Kottayam	Vaikom (M)	Sathiagrahasramam	7-III-6	12	12	C-6-1 to C-6-113
	Kottayam (M)	Kanjikuzhi East	7-V-1	3	3	C-1-239 to C-1-336
		College	7-V-16	49	49	C-16-144 to C-16-264
	Ponkunnam (NMT)	Vadakkumbhagom	7-VI-1	9	9	C-1-1401 to C-1-1594
	Changanacherry (M)	Park	7-IX-3	8	8	C-3-1 to C-3-133
		Parelppally	7-IX-20	54	54	C-20-197 to C-20-276
Alleppey	Shertallai (M)	Neypallil	8-I-11	32	33	C-11-256 to C-11-372
	Thiruvalla (M)	Ward X	8-III-10	20	20	C-10-1 to C-10-99
	Mavelikkara (M)	Prayikkara	8-V-4	7	7	C-4-1 to C-4-71 C-4-163 to C-4-225
	Pandalam (NMT)	Kadakkad	8-VI-3	11	11	C-3-1 to C-3-149
	Haripad (NMT)	Puthukandam	8-VII-11	42	44	C-11-220 to C-11-329
	Kayamkulam (M)	Karimuttathu	8-VIII-14	42	44	C-14-1 to C-14-121
Quilon	Punalur (NMT)	Punalur-Padinjarekkara	9-I-1	4	4	C-1-363 to C-1-501
	Kilikolloor (NMT)	Mangad	9-IV-3	17	33	C-3-141 to C-3-257
Trivandrum	Varkala (NMT)	Varkala Conservancy Town kara	10-I-1	10	10	C-1-1321 to C-1-1428
	Attingal (M)	Ward 12	10-II-12	25	25	C-12-1 to C-12-145
	Nedumangad (NMT)	Thekkumkara	10-IV-2	15	15	C-2-1114 to C-2-1267
	Nemom (NMT)	Nemom	10-VII-3	27	44	C-3-813 to C-3-924
	Neyyattinkara (M)	Maruthoor	10-IX-5	12	15	C-5-76 to C-5-197
	Kovalam (NMT)	Vizhinjam	10-X-2	19	44	C-2-1338 to C-2-1429

Stratum: CITY

District	City	Name and number of Ward	Code number	Effective Block	Territorial Block	Limits of buildings in each Territorial Block
1	2	3	4	5	6	7
Kozhikode	Calicut Corporation (City)	Ward I	2-IV-1	7	7	C-1-914 to C-1-1027
		,, III	2-IV-3	56	56	C-3-1411 to C-3-1489
		,, VII	2-IV-7	105	106	C-7-134 to C-7-287
		,, XV	2-IV-15	154	161	C-15-1393 to C-15-1468
		,, XX	2-IV-20	203	215	C-20-688 to C-20-793
		,, XXIII	2-IV-23	252	266	C-23-1327 to C-23-1411
		,, XXVII	2-IV-27	289	304	C-27-152 to C-27-271
		,, XXXII	2-IV-32	338	357	C-32-1 to C-32-152
		,, XXXVII	2-IV-37	387	411	C-37-466 to C-37-590
Ernakulam	Cochin (Corporation)	,, II	6-VI-2	23	23	C-2-393 to C-2-399 C-2-446 to C-2-464 C-2-511 to C-2-524
		,, VII	6-VI-7	72	72	C-7-183 to C-7-209 C-7-238 to C-7-261

District	City	Name and number of Ward	Code number	Effective Block	Territorial Block	Limits of buildings in each Territorial Block
1	2	3	4	5	6	7
Ernakulam	Cochin (Corporation)	Ward XI	6-VI-11	121	121	C-11-895 and C-11-362 to C-11-431
		,, XV	6-VI-15	170	170	C-15-624 to C-15-647 C-15-796 to C-15-832 C-15-844 to C-15-879 C-15-908 to C-15-922
		,, XIX	6-VI-19	219	219	C-19-821 to C-19-930 C-19-995 to C-19-1000
		,, XXI	6-VI-21	268	268	C-21-2923 to C-21-3026 C-21-3074 to C-21-3090 C-21-3095 to C-21-3099 C-21-3101 to C-21-3104
		,, XXV	6-VI-25	317	317	C-25-1 to C-25-49 C-25-162 to C-25-166 C-25-177 to C-25-193 C-25-267 to C-25-304
		,, XXVIII	6-VI-28	366	366	C-28-574 to C-28-684
		,, XXXII	6-VI-32	415	415	C-32-414 to C-32-537
		,, XXXVII	6-VI-37	464	464	C-37-220 to C-37-252 C-37-335 to C-37-384 C-37-391 to C-37-414
		,, XL	6-VI-40	513	513	C-40-1976 to C-40-2112
		,, XLIV	6-VI-44	562	562	C-44-365 to C-44-473
Alleppey	Alleppey	Vattayal-Vadakkal	8-II-3	27	28	C-3-995 to C-3-1115
		Municipal Office	8-II-11	76	81	C-11-295 to C-11-401
		Shertallai Canal	8-II-20	125	133	C-20-583 to C-20-608 C-20-616 to C-20-645 C-20-707 to C-20-763
		Poonthoppu	8-II-28	174	186	C-28-544 to C-28-673
Quilon	Quilon	Uliyakovil	9-II-1	6	6	C-1-520 to C-1-635
		Mundakkal East	9-II-7	55	57	C-7-500 to C-7-622
		Beach North	9-II-14	104	106	C-14-211 to C-14-298
		Kaikulangara South	9-II-23	153	156	C-23-326 to C-23-428
Trivandrum	Trivandrum Corporation	Pattom	10-VI-2	16	17	C-2 285 to C-2-490
		Vattiyoorkavu	10-VI-6	65	66	C-6-173 to C-6-307
		Sasthamangalam	10-VI-9	114	115	C-9-1746 to C-9-1882
		Vazhuthacaud	10-VI-14	163	164	C-14-672 to C-14-979
		Mudavanmughal	10-VI-18	212	214	C-18-924 to C-18-1068
		Thampanoor	10-VI-23	261	264	C-23-1 to C-23-174
		Palkulangara	10-VI-28	310	313	C-28-119 to C-28-222
		Veli	10-VI-31	359	362	C-31-2012 to C-31-2144
		Chenthitta	10-VI-35	408	411	C-35-1770 to C-35-1965
		Sreevaraham	10-VI-39	457	460	C-39-1444 to C-39-1560
		Punthurai	10-VI-43	506	509	C-43-577 to C-43-686

FORM PEC—I Page No.....

APPENDIX XXIII

CENSUS OF INDIA 1971

POST-ENUMERATION CHECK

COVERAGE ERROR—TYPE—I (DUE TO MISSED/DUPLICATED HOUSES)

Section A—Identification Particulars of Block

Location		Name and/or number	Code
1 District			
2 Taluk			
3 Village or Town			
4 Ward/kara, muri, desom			
5 Block	Effective block		
	Territorial block(s)		

Section B.1—Re-listing, Matching with ahl and reconciliation

Enumerator				Investigator								
				Desk Match	Field Reconciliation (col. 5 codes 5, 6, 7 only)							
						For codes 53, 63, 64, 73 of col. 6 probe as in instructions and then fill cols. 7—9						
Serial No.	Building No.	House No.	Use (R, PR, I, V, NR)	Match in Abridged Houselist (code)	Reason for no Match (code)	No. of house-holds	Enumeration status of households (code)*					Reason for omission (code)
							a	b	c	d	e	
1	2	3	4	5	6	7	8					9

* For households with code 2 fill in Census Population Record

Section B.1—Re-listing, Matching with ahl and reconciliation

Enumerator				Investigator								
				Desk Match	Field Reconciliation (col. 5 codes 5, 6, 7 only)							
						For codes 53, 63, 64, 73 of col. 6 probe as in instructions and then fill cols. 7—9						
Serial No.	Building No.	House No.	Use (R, PR, I, V, NR)	Match in Abridged Houselist (code)	Reason for no Match (code)	No. of house-holds	Enumeration status of households (code)*					Reason for omission (code)
							a	b	c	d	e	
1	2	3	4	5	6	7	8					9

Signature (with date)

Listing	
E	
S	

Desk Matching	
I	
S	

Field Reconciliation	
I	
S	

FORM PEC—I Page No.....

CENSUS OF INDIA 1971

POST-ENUMERATION CHECK

COVERAGE ERROR—TYPE I (DUE TO MISSED/DUPLICATED HOUSES)

Section A—Identification Particulars of Block

Location		Name and/or number	Code
1 District			
2 Taluk			
3 Village or Town			
4 Ward/kara, muri, desom			
5 Block	Effective block		
	Territorial block (s)		

Section B. 2—Houses appearing in ahl and not in Section B. 1 Reconciliation

Investigator only

Fill at Desk Match				Field Reconciliation (for code 1. col. 4 only)							
Serial No.	Building No.	House No.	Use (R,/PR-1 Others-2)	Reason for No Match (code)	No. of households in house	Enumeration status of households (code)*					Reason for duplication (code)
						a	b	c	d	e	
1	2	3	4	5	6	7					8

* For households with code 2 fill in Census Population Record

Signature (with date)

Desk Match		Field Reconciliation	
I		I	
S		S	

106/1—30

FORM PEC—II

POST-ENUME

COVERAGE ERROR- -TYPE II (DUE TO

Section A—Identifi

Location	Name and/or number	Code
District		
Taluk		
Village/Town		
Ward/kara, muri, desom		

Section B.1—Listing of

Enumerator a/								
							Desk Match	
Sl. No.	Name	Residence status as of survey day NR, V	Relation-ship to head (code)	Sex	Age	Marital status (code)	Match in census population record Yes-1 No-2 Doubtful-3 (see footnote b/ and go to col. 9)	Related Sl. No. in section B. 3 for code 3 col. 8
1	2	3	4	5	6	7	8	9

a/ After completing section B. 1 ask informant for all persons who were normal residents or visitors in the household on any day during census enumeration period and enter their particulars in section B. 2.

RATION CHECK

MISSED/DUPLICATED PERSONS)

cation Particulars

Location		Name and/or number	Code
Block	Effective		
	Territorial		
House number			
Household number			
Name of head of household			
Was he the head at the time of census		Yes/No	
If 'No' above relation to former head			

members of household

	Investigator						
	Field Reconciliation						
	Match 1 (stop here) No match-2 (go to col. 11)	Whether present here on any day during the census enumeration period Yes-1 No-2	Detailed residence status as of census enumeration period (code)	Eligibility status as of the household (code)	Enumeration status as of census (code)	No omission-1 Omission-2 Probable omission-3 (fill sec. B. 4)	Reason for codes 2, 3 of col. 15
	10	**11**	**12**	**13**	**14**	**15**	**16**
In respect of codes 1, 2, 3 of col. 8 (a) code 1: no further reconciliation needed (b) code 2: go to col. 11 (c) code 3: probe as in instruction and enter result in col. 10							

b/ Enter in cols. 1–6, section B. 3, particulars of concerned persons as given in the Census Population Record and give Sl. Nos. of concerned entries in col. 9 of this section and col. 8 of section B. 3.

Section B.2—Normal Residents and Visitors

Enumerator							Desk Match	
Sl. No.	Name	Reidence status as of census NRD, NRS or V	Relation-ship to head	Sex	Age	Marital status	Matching entry in census popu-lation record Yes-1 No-2 Doubtful-3 (see foot-note b/and go to col. 9)	Related Sl. No. in section B. 3 for code 3 col. 8
1	2	3	4	5	6	7	8	9

Section B.3—Censused persons with no or

Investigator							
Desk Match							
Sl. No.	Name	Relation-ship to head	Sex	Age	Marital status	Matching entry in B. 1 and B. 2 No-2 Doubtful-3 (go to col. 8)	Sl. No. of entry in Sec. B. 1 and B. 2 for code 3 of col. 7
1	2	3	4	5	6	7	8

b/ Enter in cols. 1—6, section B. 3, particulars of concerned persons as given in the Census Population Record and give Sl. Nos. of concerned entries in col. 9 of this section and col. 8 of section B. 3.

Listing

E	
S	

as of Census Enumeration period only

Investigator

In respect of codes in col. 8 (a) code 1: No reconciliation needed (b) code 2: go to col. 11 (c) code 3: probe as in instructions and enter result in col. 10	Field Reconciliation					
	Match-1 (stop here) No match-2 (go to col. 11)	Detailed residence status here as of census enumeration period (code as in inst.)	Eligibility status in this household (code)	Enumeration status as of census (code)	No omission-1 Omission-2 Probable omission-3 (fill sec. B. 4)	Reasons for codes 2, 3 of col. 14 (code)
	10	**11**	**12**	**13**	**14**	**15**

doubtful matching entry in sections B.1. and B.2.

only

In respect of codes in col. 7 (i) code 2: go to col. 10 (ii) code 3: probe as in instructions and go to col. 9	Field Reconciliation					
	Match-1 (stop here) No Match-2 (go to col. 10)	Detailed residence status as of census enumeration period (code)	Eligibility status in this household (code)	Enumeration status as of census (code)	No duplication-1 Duplication-2 Probable duplication-3 (fill in sec. B. 4)	Reasons for codes 2 and 3 of col. 13 (code)
	9	**10**	**11**	**12**	**13**	**14**

Signatures (with date)

Desk Matching		Field Reconciliation	
I		I	
S		S	

FORM PEC—III

CENSUS OF

POST-ENUME

CONTENT

Section A—Identification

Location	Name and/or number	Code
District		
Taluk		
Village/Town		
Ward/kara, muri, desom		

Section B—Particulars of persons recorded in

Sl. No.	Name	Sex	Marital status	Age			Any child born last year Yes—1 No—2			Last Place		
				PEC	Census	FR@	PEC	Census	FR@	PEC	Census	FR@
1	2	3	4	5	6	7	8	9	10	11	12	13

@ Entries to be made after Field Reconciliation.

Listing

I	
S	

RATION CHECK

ERROR

Particulars of Block

Location		Name and/or number	Code
Block	Effective		
	Territorial		
House number			
Household number			

sections B.1 and B.2 only of Form PEC—II

residence			Duration of residence at Village/Town			Main activity			Nature of Industry, Trade, Profession or Service		
Rural–1 Urban–2											
PEC	Census	FR@	PEC	Census	FR@	PEC	Census	FR@	PEC	Census	FR@
14	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**

Signature (with date)

Desk Match		Field Reconciliation	
I		I	
S		S	

FORM PEC—II

Page No.....

CENSUS OF INDIA 1971

POST-ENUMERATION CHECK

COVERAGE ERROR—TYPE II (DUE TO MISSED/DUPLICATED PERSONS)

Section A—Identification Particulars

Location	Name and/or number	Code
District		
Taluk		
Village/Town		
Ward/kara/ muri/desom		

Section A—(cont.)

Location	Name and/or number	Code
Block — Effective		
Block — Territorial		
House number		
Household number		
Name of head of household		
Was he the head at the time of census	Yes/No	
If 'No' above relation to former head		

Section B.4—Addresses of persons having Code 3 in Sections B.1, B. and B.3 in cols. 15, 14 and 13 respectively

Serial No.	Section and related Serial No.	Name	Sex	Normal Residence	Addresses of places visited during census enumeration period				
					I	II	III	IV	V
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**

Signature of : Investigator.....

Supervisor.....

CONFIDENTIAL

CENSUS POPULATION RECORD *

(To be compiled from Individual Slips)

Location Code..... Household No.....

Name of Village or Town..... If the Head belongs to SC or ST.....

Sl. No. as in Col. (1)	Last Residence		Duration of Residence (Ref. Q. 9)	Nature of Industry, Trade, Profession or Service [Ref. Q. 16 (*d*)]
	Place [Ref. Q. 8 (*a*)]	R/U Q. 8 (*b*)		
10	**11**	**12**	**13**	**14**

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

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

* Columns 10–14 were added to the original Population Record for canvassing the PEC

106/1—31

POST ENUMERATION CHECK

INSTRUCTIONS TO ENUMERATORS AND INVESTIGATORS

As an enumerator engaged in post-enumeration check you are performing a duty which is of great importance. It is a scientific study intended to assess the extent of reliability of census figures. The main objectives of PEC are—

(i) to evaluate and identify the sources of coverage error

(a) of Type I due to omission or duplication of individuals arising from omission or duplication of houses

(b) of Type II due to omission or duplication of individuals from censused houses.

(ii) to evaluate the content error in respect of few selected items recorded in the individual slips. Hence you should take interest in assimilating the instructions. Needless to stress that the schedules should be filled up with utmost care. You should record the facts as they present themselves and maintain objectivity at all costs.

2. The first work which you have to do is to study in detail the system of housenumbering adopted for the 1971 Census in Kerala State. There are various definitions associated with the census such as building number, house number, household number, purpose for which census house is used, etc. In addition to the above you should be well versed in the "Instructions to Enumerators for filling up Individual Slip". You should also familiarise yourselves with the census schedules for 1971 Census viz., Individual Slip, Population Record, etc.

3. Normally you will be in charge of one effective block. The jurisdiction of block will be clearly given to you. One effective block may contain one or more territorial blocks but schedules will have to be filled up for the entire effective block.

4. When you go down to the sample block you have to perform the following items of work :—

Stage one.—You have to list all houses in the PEC effective block and record the details in Form PEC I (i.e., all the particulars in section A and columns 1 to 4 of section B.1)

Stage Two.—(i) After the listing of all houses you should hand over the filled-in-PEC I to the Supervisor. Thereupon he will give you a list of 15 (residential and partially residential) houses in the same block. You should then canvass Form PEC II (i.e., all the particulars in section A, columns 1 to 7 of section B.1 and columns 1 to 7 of section B.2)

(ii) In case your block has been chosen for the content Error Check also you have to fill up Form PEC. III (i.e., all the particulars in section A, and columns 1—5, 8, 11, 14, 17, 20 and 23 of section B of Form PEC III). This form will have to be canvassed in respect of individuals residing in the same 15 houses which have already been considered for canvassing Form PEC II.

5. Since the Post-Enumeration check deals with situations as of census, the concepts and definitions will be the same as in the census. However in respect of the characteristics of individuals like age, marital status, occupation etc., which change with time, some confusion is likely to arise. You should therefore collect as far as possible, these particulars as on 1st April 1971, the reference date for the census.

6. The following paragraphs deal with the mode of filling up of Forms PEC I, II and III.

FORM PEC I. COVERAGE ERROR—TYPE I
(Due to missed/duplicated houses)

7. While listing the houses in the block assigned to you take particular care about the coverage of houses in border areas of the blocks. For this purpose you should study the lay-out sketch very carefully and identify the block without any confusion. Be careful also about listing houses situated in obscure places, congested localities and multi-structure buildings. If a house is found to be locked ascertain its 'use', viz., whether 'vacant' or 'residential' or 'used for some other purpose' from knowledgeable persons in the neighbourhood. Make careful enquiries about persons, if any, living in predominantly non-residential locality, for example in a business centre you may come across single-member households of Chowkidars etc. Pay repeated visits to a household if you cannot make contact at the first visit. You should also enquire from the neighbours when they will be present in the households.

You have to fill up only section A and columns 1 to 4 of section B 1.

SECTION A

The particulars for section A will be made available to you by your Supervisor. You should copy the relevant particulars in all the sheets used for listing the houses in the block and also number the pages serially.

SECTION B.1

Serial number should be continuous for the entire block.

Columns 2 & 3: Building number and census house number

The system of housenumbering adopted for census is given as Appendix II to the Instructions to Enumerators for filling up the Individual Slip. According to these instructions census house numbers, might have been painted on the doors. Write down building number and census house number in columns 2 & 3 respectively. If no census number is available assign an appropriate building number according to the instructions, i.e, if a new house appears between house numbers 7 & 8 give the number 7/1.

Column 4: Use (R, PR, 1, V, NR)

This column is intended to record the use to which the census house is used. Codes are used for recording the entries.

Treated as Residential for the purpose of PEC

(i) For census house used exclusively as residences—Write R

(ii) For census house used partly as residential and partly as shop, workshop, etc., (e.g., shop-cum-residence, business house-cum-residence, etc.)—Write PR

Treated as 'Non-residential' for the purpose of PEC:

(i) For institutional	Write I
(ii) For vacant census houses	Write V
(iii) For other non-residential houses	Write NR

You should then put your signature on the reverse page of the form and hand over the same to your Supervisor.

FORM PEC II: COVERAGE ERROR TYPE II

3. On receipt of Form PEC I the Supervisor will give you a list of 15 houses (both residential and partly residential) selected for canvassing Form PEC II. If a household which was residing in a sample house had out-migrated since 1st April 1971 you may not be able to fill in Form PEC II. In such a case write 'out-migrated since 1st April 1971' boldly across the relevant form. While enquiring about inmates in a censused house take special note of children, unrelated persons in the household like servants, paying guests and the likes, normal residents absent and visitors.

SECTION A

The location particulars should be filled up in all the sheets. Normally one schedule will be sufficient for one household. If the space provided in section B.1 is not sufficient you will have to use an additional schedule. In such cases write 'continued' on the bottom of the first sheet and 'concluded' on the top of the second sheet. You should not forget to write the identification particulars on the second sheet also. Page numbers should be given continuously for the whole block.

SECTION B.1

Columns 1 to 7 of B.1.

These columns will have to be filled up in respect of all normal residents (present or absent) and visitors on the survey day only.

Column 1 Serial number

Serial number should be continuous within a household.

Column 2. Name

Self-explanatory.

Column 3. Residence status as of survey day (NR, V)

Residence status as of survey day should be recorded as normal resident (present or absent) and visitors by using codes.

For 'Normal resident'	Write 'NR'
For a 'Visitor'	Write 'V'

Column 4. Relationship to Head of the household

The definition adopted for the census enumeration is also applicable to PEC. The only difference is that in PEC we are recording relationship by using codes.

Relationship	Code
Head	hd
Father	f
Mother	m
Husband	h
Wife	w
Son	s
Brother	b
Daughter	d
Sister	si
Son's wife	sw
Daughter's husband	dh
Son's son	ss
Son's daughter	sd

Relationship	Code
Father's brother	fb
Father's sister	fsi
Daughter's son	ds
Daughter's daughter	dd
Mother's brother	mb
Mother's sister	msi
Sister's son	si.s
Father's brother's son	f.b.s.
Father's brother's daughter	f.b.d.
For unrelated members	unrelated

In case such distinct abbreviations are not possible enter the actual relationship.

Column 5 Sex

For Males and for eunuchs and hermaphrodites - Write M
For Females - Write F

Column 6 Age

Write the age in completed years as on 1st April 1971.

Column 7. Marital status

Write the marital status as on 1st April 1971 by using the following codes:

For never married Write NM
For currently married Write M
For Widowed Write W
For Separated or divorced Write S

SECTION B.2

After filling up columns 1—7 of section B.1 in respect of all normal residents and visitors as of survey day without any omission you should tell the informant that you are now going to collect similar information regarding persons other than the above who were normal residents or visitors in the household during the census enumeration period (i.e., from 10th March to 31st March 1971). The particulars of normal residents and visitors who were residing in the household at the census enumeration period and whose name do not find a place in the section B.1 will have to be recorded in columns 1—7 section B.2.

Column 1. Serial number

The serial number in B.2 should be continuous from Column 1 of section B.1 i.e., within a household the serial number should be in one serial.

Col. 2: Name

Self-explanatory.

Column 3. Residence status as of census

The residence status to be entered in this column relates to the census enumeration period.

If a person was stated to be a normal resident during the census enumeration period ask where he is at the moment. Based on the answer you have to classify him as 'Normal Resident Dead' and 'Normal Resident Surviving'. The following codes should be used:

For a normal resident during the census enumeration period and dead before 1st April 1971. Write NRD
For a normal resident during the census enumeration period is surviving after 1st April 1971. Write NRS
For visitors during the census enumeration period Write V

Col. 4 Relationship to the Head
Col. 5 Sex
Col. 6 Age
Col. 7 Marital Status
} The instructions issued for section B. 1 will be followed for filling up these cols. The particulars should be filled up as on 1st April 1971

Having completed the columns 1—7 of section B.1. and B.2. of Form PEC II in respect of all households of the 15 selected Residential/Partially residential houses in the block you should check whether all pages are serialised and identification particulars are noted in all the sheets used by you. Then take these filled in forms to the Regional Tabulation Office or any other place as directed by your Supervisor for further processing.

FORM PEC III—CONTENT ERROR CHECK

9. In case your block has been chosen for the content error check also you have to fill up Form PEC III also in respect of all the individuals covererd by you in section B.1 and B.2 of Form PEC II. If a household which was residing in a sample house had out-migrated after 1st April 1971 you may not be able to fill in Form PEC III. In such a case write 'Out-migrated since 1st April 1971' boldly across the form.

SECTION A

Record the particulars in all the sheets used and number the pages serially.

SECTION B

Columns 1 to 5 should be copied from Section B.1 and B.2 of Form PEC II.

Col. 1 Serial number
Col. 2 Name
} Transcribe from columns 1 and 2 of Section B. 1 and B. 2 of Form PEC II

Col. 3 Sex
} Transcribe from Column 5 of Section B. 1 and B. 2 of Form PEC II

Col. 4 Marital Status
} Transcribe from Col. 7 of Section B. 1 and B. 2 of Form PEC II

Col. 5 Age } Transcribe from Col. 6 of Section B. 1 and B. 2 of Form PEC II Cols. 8, 11, 14, 17, 20 and 23 should be filled up for each of the individuals by enquiring from the respondents directly

Column 8. Any child born last year

For the purpose of PEC the reference period is from the festival day (i.e., Vishu—the 14th April 1970) to 1st April 1971. Collect the details for all currently married women. The definitions adopted for the actual census enumeration is applicable for PEC also. However, you have to use the following codes in recording the answers:

If a child is born during the above period to a currently married woman	Write 1
If a currently married woman has not given birth to a child.	Write 2

Column 11. Last Residence—Name of place

The information should be obtained with reference to the census period of enumeration and the procedure laid down in the 'Instructions to Enumerators for filling up the Individual Slips' will have to be followed.

Column 14. Rural/Urban

If the place of last residence recorded in column 11 is 'Rural' at the time of migration	Write 1
If the place of last residence recorded in column 11 is 'Urban' at the time of migration	Write 2

Column 17. Duration of residence at village/town

The information has to be collected for all individuals. Note here the period of continuous residence in the village/town the person is being enumerated, in completed years.

Column 20. Description of main activity

Write the description of work as on 1st April 1971 in respect of all individuals.

The following abbreviations will be used:

Worker

For Cultivator	C
For Agricultural Labourer	AL

In respect of persons engaged in Household Industry and other work record the description of his/her work in detail.

Non-worker

Household duties	-	H
Student	-	ST
Retired person or rentier	-	R
Dependant	-	D
Beggars etc.	-	B
Inmates of Institution	-	I
Other non-workers	-	O

Column 23. Nature of Industry, Trade, Profession or Service

This column has to be filled up for workers engaged in 'Household Industry' and 'Other work'. In respect of others put 'X' in this column.

After filling up the above columns you should put your signature and date in all the schedules and then hand over them to your Supervisor for further action.

INSTRUCTIONS TO INVESTIGATORS

There are three distinct phases of field work of Post-Enumeration check:

(i) Primary listing and Enumeration respectively of all houses in the block and all the individuals residing in the selected houses.

(ii) Desk-matching of the particulars collected in (i) with those contained in the Abridged Houselist (AHL) and Census Population Record and

(iii) Field Reconciliation of the particulars regarding houses or individuals the entries relating to whom are not matched unequivocally in PEC forms and the relevant Census Records.

2. The person who does the first phase of work is known as 'Enumerator'. As an enumerator you might have familiarised with the instructions on primary listing and enumeration. Now you are appointed as an 'Investigator' and you have to complete the subsequent phase of PEC i.e., desk-matching. After completion of desk-matching you have to go to the concerned block and reconcile the unmatched entries. This phase of work is known as field reconciliation. The following paragraphs give detailed instructions on desk-matching and field reconciliation:

DESK-MATCHING

3. For desk-matching you will need besides the filled-in forms PEC I, PEC II and PEC III the Abridged Houselists and the Population Records of the area.

FORM PEC. B.1

The desk-matching of Form PEC I will have to be done with reference to the Abridged Houselist.

SECTION A

Compare the identification particulars given in the PEC with AHL and make sure that these two sets of schedules relate to the same area.

SECTION B.1

		Census				
	Code	R	PR	I	V	NR
PEC	R	1	3	5	5	5
	PR	3	1	5	5	5
	I	4	4	1	2	2
	V	4	4	2	1	2
	NR	4	4	2	2	1

Column 5: Match in Abridged Houselist (Code)

Taking the first house in the PEC I look for an entry in the AHL bearing the same house number and use. If there is one it is a 'match'. If not, either there is no house in the AHL bearing this number or there is a house with the same number but with different use. In either case there is no 'match'. You will take the houses listed in Form PEC I one by one and attempt to match them in this manner with the houses in the AHL. The following Codes should be used:

If the house in PEC is definitely matched with the house in AHL	Write 1
(i) 'House number' identical but use different	
(a) I, V & NR in PEC and I, V, NR (different) in Census	Write 2
(b) R in Census and PR in PEC or vice versa	Write 3
(c) R or PR in Census and I, V & NR in PEC	Write 4
(d) R or PR in PEC and I, V, & NR in Census	Write 5
(ii) House not found in AHL but present in	
(a) R or PR	Write 6
(b) I, V and NR	Write 7

FORM PEC I B.2

After the completion of desk-matching you will be left with some houses in AHL which have no matching house numbers in Section B.1 of PEC I. The particulars of such houses should be entered in columns 1 to 4 of a separate form known as PEC I B2. The mode of filling up this form is given below:

SECTION A

Record the identification particulars of the PEC block.

Section B.2: Houses appearing in AHL and not in Section B.1 of PEC I, Col. 1 Serial number

Separate serial number should be used for this form and they should be continuous within a block.

Col. 2: Building number

From the Census house number given in Col. 2 of AHL it is possible to write the building number.

Col. 3

Transcribe the house number from Col. 2 of the AHL.

Col. 4. Use

The use to which the house is put as given in AHL may be reduced to the following two codes and entered here:

For R or PR	—	1
For other uses	—	2

After completing the desk-matching for all the houses in Section B.1 and filling in Section B.2 of Form PEC I continue the desk-matching for individuals listed in Form PEC II.

FORM PEC II: COVERAGE ERROR TYPE II

The entries on Columns 2, 4, 5 & 7 viz. Name, Relationship to Head, Sex and Marital Status of each individual in Section B.1 and B.2 will be matched one by one with those of individuals listed in the corresponding census population record. When all the above elements are identical in the PEC form and census population record then it is considered as 'Match'.

SECTIONS B.1 and B.2

Col. 8: Match in Census Population Record

However in many cases, there may be minor variations which could be resolved with the help of the criteria given below to establish a 'Match':

Col. 2: Name

Ignore minor variations in name e.g., Surendra, Surinder, Surender, etc. may be taken to be synonymous.

Col. 4: Relationship to Head

If the same person was the Head at the two periods (Census and PEC) relationship must be identical. If the Heads are different, the information given in Section A of this form regarding change in the Head will help in establishing the correspondence.

Col. 5: Sex

Agreement should be exact.

Col. 7: Marital Status

Agreement should be exact.

The results of matching will be recorded in column 8 of both section B.1 and Section B.2 by using the following codes:

For 'Yes' i.e., if the entries in PEC is a perfect 'Match' with the Census Population Record	Give Code 1
For 'No' i.e., if the entries are not matched at all	Give Code 2
For doubtful match i.e., the entries are partially matched	Give Code 3

Note that 'Doubtful Match' cases are those for which only some of the four characteristics mentioned above match in the two records. See footnote 'b' in the Form PEC II for further instructions.

Col. 9: Related Sl. No. in Section B.3 for Code 3 in Col. 8

In regard to individuals with Code 3 in Col. 8 you have to note down in Col. 9 the Sl. No. given in Section B.3. This column has also to be filled up for both Section B.1 and Section B.2.

As you continue with the 'Desk Match' tick off the serial numbers of the Sections B.1 and B.2 that you have disposed of so that no individual is left unaccounted for in these sections. It is also essential for you to tick off those serial numbers of the Census Population Record which have either been matched or partially matched (doubtful match) with some serial number or other of these Sections B.1 and B.2.

SECTION B.3

Censused persons with "No" or "Doubtful" matching Sections B.1 & B.2

In respect of persons with "Doubtful matching" entry in Sections B.1 and B.2 you have to fill up columns 1 to 6 of B.3 by transcribing the relevant particulars from the Population Record. Besides this you should also record in this section those individuals in the Census Population Record who have been left unmatched i.e., particulars of those serial numbers which are not ticked off in the Population Record at the time of matching. The mode of filling up columns 1 to 8 is furnished below:

Columns 1 to 3

Serial number, Name and relationship to Head should be copied as such from the columns 1 to 3 of the Population Record.

Col. 4

For a tick mark in Col. 4 of the Population Record	—	Write M
For a tick mark in Col. 5 of the Population Record	—	Write F

Col. 5: Age

Transcribe the age from column 6 of the Population Record.

Col. 6: Marital Status

Transcribe the marital status code given in column 7 of the Population Record (i.e., NM, M, W or S)

Col. 7: Matching entry in B.1 and B.2

In respect of Censused persons with 'No' matching entry in Sections B.1 and B.2 (i.e. those serial numbers which are not ticked off till now in the Population Record)	Write Code 2
In respect of censused persons with 'Doubtful matching' entry in Sections B.1 and B.2	Write Code 3

Col. 8: Sl. No. of entry in Sections B.1 and B.2 for Code 3 of Col. 7

For individuals for whom Code '3' is recorded in Col. 7 the related serial number of the individual given in column 1 of Section B.1 or B.2 will have to be noted in this column.

FORM PEC III

Transcription from Census Population Record of Selected particulars of Censused individuals in Section B

Having completed 'Desk Match' for Forms PEC I and II, identify in Section B of Form PEC III the individuals for whom you have entered code 2 (No match) in Col. 8 of Sections B.1 and B.2 of Form PEC II and strike them off. You should then fill in columns 6, 9, 12, 15, 18, 21 and 24 in Section B of Form PEC III from the Census Population Record in respect of the individuals left over.

FIELD RECONCILIATION

For reconciliation purposes you will need to keep with you the following materials:

1 Filled in Form PEC I (B.1 and B.2)
2 „ Form PEC II (B.1, B.2 and B.3)
3 „ Form PEC III
4 Abridged houselist, lay-out sketches of concerned block and adjoining blocks.
5 Blank Form PEC II B.4.
6 Blank Schedules of Census Population Record.

FIELD RECONCILIATION OF FORM PEC I.

Reconciliation in respect of houses for Coverage Error—Type I

Field reconciliation has to be made in respect of those serial numbers in Section B.1 which have codes 5, 6 or 7 in Col. 5 and those in Section B.2 having code 1 in Col. 4. Only after reconciliation we will be able to identify those houses which have not been enumerated in the census. Hence this process should be conducted by you with great care and diligence. From the census point of view the mere fact of a house being missed is not as important as the fact that the households residing in that house are missed since we are interested in the accuracy of the count of individuals in the census. In order to bring out this fact some probing questions are introduced in Col. 6 which should be employed meticulously in the field.

SECTION B.1

Columns 6—9

Among the 'No Match' cases recorded in column 5 only those with codes 5, 6, and 7 require field reconciliation. For this purpose the lay-out sketches and AHL of the neighbouring blocks may also be at times necessary. The results of this field reconciliation will be recorded in codes in the subsequent columns as described below :—

Column 6 : Reason for 'No-Match'

There are ten different ways in which the No-Match cases can arise. They are :

For houses with Code 5 (i.e., R. or PR in PEC and I, V & NR in Census in Col. 5)

(a) Change of use after enumeration in census ... 51

(b) 'I', 'V' and 'NR' in Census but wrongly recorded as 'R/PR' in PEC ... 52

(c) Actually 'R/PR' in Census but by mistake recorded as 'I', 'V' and 'NR' in Census Schedule ... 53

For houses with Code 6 (i.e., R. or PR in PEC but not found in AHL in Col. 5)

(a) Duplicated in Form PEC I (i.e., same house has appeared twice in the list with different house numbers) ... 61

(b) Constructed after enumeration in Census ... 62

(c) Really missed in Census ... 63

(d) Did not belong to the block ... 64

For houses with Code 7 (i.e., I, V, NR, in PEC but not found in AHL in Col. 5)

(a) Constructed after Census enumeration or the structure does not conform to census definition ... 71

(b) I, V and NR in Census and missed in census or the house did not belong to the block ... 72

(c) Actually Residential 'R' or 'PR' at the time of census but missed in census (enquire from neighbours) ... 73

Columns 7—9

These columns need be filled up only in respect of codes 53, 63, 64 and 73 recorded in column 6—In other cases this column may be scored off.

Column 7 : Number of households

In this column enter the total number of households in each census house which fall under codes 53, 63, 64 and 73 in column 6. One census house may contain one or more census households.

Column 8 : Enumeration Status of Household

The codes 53, 63, 64 & 73 may result in omission of R/PR houses contributing to under-enumeration of individuals in the census. Hence in order to ascertain the enumeration status of the households residing in those houses, it is required to probe as follows :

Codes 53 and 63

For houses with code 53 probe as in (a) to (c) below. In the case of houses with code 63 if the house happens to be on the border of two blocks consult the AHL of the concerned neighbouring block to find whether the house and the related households are listed therein. If so, enter code 1 in column 8. If not, probe as in (a) to (c) below :

(a) Was the household enumerated in the Census ?

If 'Yes' go to probe (b)

If 'No' enter code 2

(b) If 'Yes' in probe (a) whether enumerated within the block ?

If 'Yes' go to probe (c)

If 'No' enter code 2

(c) If 'Yes' in probe (b) note down address only to check in AHL. If the household is not found in AHL at the address given

by respondent, tell him so and re-ascertain from him as to whether the household has actually been enumerated within the block. For this, enquire from him the name of the head of the household as at Census enumeration and check in AHL against the stated address and if necessary read out the names of heads of households against that address in AHL. If the household is still not found, ask him to recall the correct address at which the household was enumerated and check in the AHL. Then enter code 1 if identified in AHL and code 2 otherwise.

(d) Has the household been listed in AHL of concerned neighbouring block ?

If 'Yes' enter code 1

If 'No' go to probes 'a' to 'c' above and enter appropriate code (1 or 2 as the case may be).

Code 73

(e) Enquire from neighbour whether household has moved within the block ?

If 'Yes' go to probe (f)

If 'No' enter Code 2

(f) Note down address, contact the household, and go through probes (a) to (c) above if necessary, and enter appropriate codes (1 or 2 as the case may be).

Then the households will fall under two categories viz., Enumerator—1 and Not Enumerated—2 as the result of the above probing.

Since the household is a collection of individuals, it will always be possible to ascertain its enumeration status without any doubt. That is why only two definite codes have been provided here. You may observe that these codes in column 8 flow out of the specific probes given above in respect of codes 53, 63, 64 and 73 of Column 6. Provision has been made here to cover up to 5 households. In case there are more households, use an additional sheet which should be properly referenced and pinned on to the main bunch of forms. In the case of households with code 2, in this column, remember to fill in Census Population Record in respect of persons living therein, giving only name, relationship to head of household, sex and age. Indicate on top of the filled in Census Population Record, the PEC form No. and section No. to which it relates. The filled in Census Population Record should be attached to the corresponding filled in Form PEC I.

Column 9 : Reason for omission :

Since a house may contain more than one household, it becomes necessary to know when a house should be coded as 'omission'. To resolve this, treat a house as 'missed' if at least one household residing in that house has not been enumerated in the census, i.e., it has code 2 (not enumerated) in column 8. The reason for omission of a missed house can be recorded in this column in terms of the following codes :

(a) situated in an obscure place	...	1
(b) Situated in a congested place and hence inconspicuous	...	2
(c) Situated on the border of two blocks	...	3
(d) Others (specify the exact reason)	...	4

SECTION B.2

Column 5—8

This section lists out those houses which are in Census but not in the PEC. Among these houses we are only interested in houses used for residential purposes (i.e., R/PR houses which have Code 1 in column 4) for field reconciliation. Since these houses are already in census, they are either rightly covered in the census or they are duplicated. Detailed instructions for filling up columns 5 to 8 of Section B.2 are given below :

Column 5 : Reason for no-match (in codes)

When you visit the block for reconciliation you should ascertain the reason for 'No-Match' in respect of all the houses mentioned in this form by referring the lay out sketches and AHL of the relevant neighbouring block also, if necessary. The reasons for no-match may be grouped into the following three codes :

(a) The house has another number in the block so that it has been duplicated in AHL.	...	1
(b) The house belongs to another block and therefore missed in the PEC	...	2
(c) The house belongs to the block but missed in the PEC.	...	3

In respect of Code 1 you should fill up columns 6—8 only on return to headquarters. This becomes necessary because for Code 1 a

reference to filled-in Census Population Record can show without doubt whether the household has been duplicated or not. In respect of Code 2 you should fill up columns 6—8 in the field itself. In regard to Code 3 you need not fill up columns 6 to 8 since this house has been already censused in this block.

Column 6: Number of households

In this column write the number of households in each census house as a census house may contain one or more census households.

Column 7: Enumeration Status of household

Only two codes are possible in this column

Enumerated once only	...	1
Enumerated twice	...	2

A house having code 1 in column 5 has appeared twice in the AHL. For such a house on return to the Regional Tabulation Office, ascertain from the filled-in Census Population Record for the block whether the household has indeed been enumerated twice in respect of each household residing therein. If 'Yes' give code 2, otherwise again code 1. For a house which does not belong to this block but has enumerated in this block (i.e., code 2 in Col. 5) consult the AHL of the neighbouring block and ascertain whether the households residing in this house have been enumerated in other block also. If so give code 2, otherwise assign code 1. In the case of household with code 2 in this column fill in Census Population Record in respect of persons living therein giving only name, relationship to head of household, sex and age. Indicate on top of the filled-in Population Record of the PEC Form number and section number to which it relates. The filled-in Census Population Record should be attached to the corresponding filled-in Form of PEC. I.

Column 8: Reason for duplication

The reason for duplication of a house should be recorded by using any one of the following codes:

Duplicated in AHL.	...	1
Situated on the border of two blocks	...	2
Houses situated at the crossing of two streets	...	3
Others (specify the exact reason)	...	4

FIELD RECONCILIATION OF FORM PEC II

At the time of field reconciliation you have to fill up the following columns:

Section B.1	Columns 10—16
Section B.2	Columns 10—15
Section B.3	Columns 9—14
Section B.4	Columns 1—10

This is the most complicated part of field reconciliation work. The success of this depends on the respondent's ability to recall what happened during the census enumeration period and your ability to extract maximum information from him by deep probes. As you will see below, it may be important sometimes to investigate whether an individual was present in the household at the time of census enumerator's visit. Before you start for field reconciliation, check whether the date of census enumerator's visit to the household has been copied but from the Census Population Record at the top of the Form PEC II

SECTION B.1

These columns are filled up in respect of individuals having code 2 (i.e., no-match in Census Population Record) and Code 3 (i.e., Doubtful match in Census Population Record) in Column 8, since only they can contribute to undercount of persons in the census. In respect of persons having code 1 in column 8, columns 10 to 16 need not be filled in and a line may be put across these columns.

Column 10: Match 1 (stop here) 'No-Match' 2 (Go to Column 11)

In respect of Code 2 in column 8 this column need not be filled up. In regard to code 3 in column 8 ascertained by probes given below whether any of the persons match with the individuals in Census Population Record:

> Tell the respondent that this person (give name) has been enumerated by the PEC Enumerator in this house a few days back. Some of the identification particulars but not all (give them) check with those of a person (give the name of the person at the concerned Sl. No. of section B.3) who had been enumerated in this house during the census. Then ask 'do these entries refer to the same individual'?

(i) If the answer is "Yes" write code 1 in this column and correct the particulars in columns 2,4,5 and 7 as appropriate and enter code in column 9 of section B.3.

(ii) If the answer is "No" enter code 2 in this column and in column 9 of section B.3.

Since the persons bearing code 1 in column 10 do not require any further investigation, columns

11 to 16 need not be filled in and a line may be put across these columns. You are now concerned only with those persons with code 2 in column 8 and these persons with code 3 in column 8 and code 2 in column 10. In respect of these persons you should probe carefully to fill in the subsequent columns.

Column 11: Whether present here on any day during the census enumeration period ('Yes' 1, 'No' 2)

This question gives rise to two distinct categories of persons, namely those present on any day during the census period of enumeration and those who were not present. The line of investigation for these two categories of persons will be different. That is why it is convenient to separate them out before proceeding further. If the answer is 'Yes' give code 1; otherwise give code 2. In case of a visitor on survey day (Code V in column 3, section B.1) who was not present here on any day during the census enumeration period (Code 2 in this column), put a line across the subsequent column, namely columns 12—16.

Columns 12—15

These four columns are closely linked up. Columns 13—15 are filled up in respect of the entry given in column 12, viz., 'Residence status during the census enumeration period'.

Column 12: Detailed residence status as of census enumeration period (Codes)

In column 11 you have already separated the individuals present on any day (code 1) and individuals absent (code 2) during the census enumeration period. In order to determine their detailed residence status in column 12, you may ask them appropriate probing questions as given below:

For a person with code 1 in column 11

You should ask whether the person is present in the household as a Normal Resident (usual member) throughout the enumeration period.

Code to be given in column 12

(i) If the answer is "Yes" i.e., Normal resident present throughout the census enumeration period ... **1**

(ii) On the other hand if the answer is "No", ask whether he was a normal resident (usual member) who was present in the household only for part of the census enumeration period. If so, you will ask further whether the person belonged to any one of the four categories given below:

(a) Left after 10th March 1971 ... **2**

(b) Left before 10th March 1971 ... **3**

(c) In-migrated during the census enumeration period (10th March to 1st April 1971) ... **4**

(d) Born during the census enumeration period (10th March to 1st April 1971) ... **5**

If the person does not fall under any of the above categories, ask whether he was a "Visitor" during the census enumeration period and classify him as follows by asking suitable probing questions:

(i) For a visitor present throughout the census enumeration period ... **6**

(ii) For a visitor present only part of the census enumeration period but was away from his own normal residence throughout the period ... **7**

(iii) For a visitor present only for part of the census enumeration period but left his own normal residence only after 10th March 1971 ... **8**

For a person with code 2 in column 11

The persons coming under code 2 relate to persons not present on any day during the entire census enumeration period. Such persons may be grouped into the following three categories:

Code to be given in Column 12

(i) Normal residents (usual members) absent in the household throughout the enumeration period ... **9**

(ii) Persons born after 1st April 1971. ... **0**

(iii) Persons in-migrated after 1st April 1971 ... **X**

Column 13: Eligibility status as of the household

There are only two codes (Eligible—1 and Not

Eligible—2) which may be given as indicated below :

(i)	For Normal residents present throughout or part of the enumeration period (Codes 1 to 5 in column 12)	Considered as 'Eligible' and give Code 1
(ii)	Visitors present throughout the enumeration period (code 6 in column 12)	
(iii)	Visitors present only for part of the period but away from their normal place of residence throughout the period (code 7 in column 12)	
(i)	Visitors present only for a part of the census enumeration period but left his own normal residence after 10th March 1971 (code 8 in column 12)	Considered as 'Not Eligible' and give code 2
(ii)	Persons not present on any day during the entire enumeration period (codes 9, 0 and X in column 12)	

Column 14 : Enumeration status as of census (code).

You should first ask of all persons other than those normal residents present throughout the enumeration period (i.e., code 1 in column 12) and those persons born after 1st April 1971 (i.e., Code 0 in column 12) whether they have been enumerated elsewhere and assign appropriate codes. Enumeration status as of census in respect of persons will be recorded in codes by asking each person whether he/she had been enumerated elsewhere.

For enumerated elsewhere	... 1
For not enumerated	2
For not known	... 3

In respect of code 1 and code 0 in column 12 assign code 2 in Column 14.

Column 15 : No omission, omission or probable omission

For a person 'enumerated elsewhere' (i.e., for code 1 in column 14) is considered as 'no omission'

For a person 'not enumerated elsewhere' (i.e., for code 2 in column 14) is considered as an 'omission'

For a person whose enumeration status is 'not known' (i.e., code 3 in column 14) is considered as a 'Probable Omission'.

In order to minimise as far as possible the number of individuals falling under the category of 'not known' and 'Probable Omission' in columns 14 & 15 respectively you should make special effort to contact the individual personally and to elicit from him his enumeration status as of census period. In respect of individuals having code 3 (probable omission) in Column 15, ask for the address(es) of normal residence or places visited as appropriate and enter them in section B.4 as per instructions given subsequently.

Column 16 : Record reasons for 'Omission' or 'Probable Omission'

Fill up this column for these persons with codes 2 and 3 in column 15. Some plausible reasons are given below. Those cases which do not fall under any of these, specify them under 'others'. The cases, where no reason could be ascertained by you, should be categorised as 'Not known'.

Normal Resident :

Born during census enumeration period.	... 1
Travelling and not expected to come back before 1st April 1971	... 2
Moved in just before 1st April 1971	... 3
Expected to out-migrate before 1st April 1971	... 4

Visitor :

Was expected to go back to his normal residence before 1st April 1971	... 5

Others :

Specify e.g., unrelated person like servant, paying guest, person consisting of single-member household etc.	... 6
Not known	... 7

SECTION B.2

This section lists out all those individuals who had out-migrated or died either during 10th to 31st March 1971 or after 1st April 1971 but before the PEC survey date. This also includes visitors on any day during the census enumeration period but not on survey day.

In respect of persons having code 1 in column 8, columns 10 to 15 need not be filled in and a line may be put across these columns.

Column 10 : Match—1 (Stop here) : No-Match—2 (Go to Column 11)

In respect of code 2 in column 8, this column need not be filled up. In regard to code 3 in column 8, ascertain by probes whether any of the persons match with the Census Population Record.

For filling up this column you should follow the instructions already given for filling up column 10 of Section B-1 Form PEC II.

Column 11: Detailed Residence Status here as of Census Enumeration Period (in Codes)

Since the persons bearing code 1 in column 10 do not require any further investigation, columns 11 to 16 need not be filled in and a line may be put across these columns. You are now concerned only with those persons with code 2 in column 8 and those persons with code 3 in column 8 and column 2 in column 10. In respect of those persons you should probe carefully to fill the subsequent columns.

As already stated the persons enumerated under this section relate to persons other than those included in section B.1 and who were (i) Normal residents and (ii) Visitors in the household during the census enumeration period. These persons should be classified into five categories and should be recorded by using the following codes.

(i) Normal Residents during Census Enumeration Period

(a) Normal residents present during census enumeration period but died or out-migrated after 1st April 1971.

(b) Normal residents present for part of census enumeration period but out-migrated before 1st April 1971.

(c) Normal residents present for part of census enumeration period but died before 1st April 1971.

(ii) Visitors during the Census Enumeration Period

(a) A visitor throughout the census enumeration period.

(b) A visitor for part of census enumeration period.

Column 12: Eligibility Status in this Household (in Codes)

There are only two codes (Eligible-1 and Not eligible-2) which may be given as indicated below:

(i)	For normal resident present during the census enumeration period but died or out-migrated after 1st April 1971 (i. e. code 1 in col. 11)	Considered as 'Eligible' and give code 1
(ii)	A visitor throughout the census enumeration period (i. e., code 4 in column 11)	
(iii)	Normal resident present for part of census enumeration period but 'out-migrated before 1st April 1971' or died before 1st April 1971 (i. e., codes 2 and 3 in col. 11)	Considered as 'Not eligible' and give code 2
(iv)	A visitor for part of census enumeration period (code 5 in column 11)	

Column 13. Enumeration Status as of Census (in Codes)

Enumeration status as of census in respect of the persons will be recorded in codes by asking to each person whether he/she had been enumerated elsewhere.

For enumerated elsewhere	1
For not enumerated	2
For not known	3

Column 14. 'Omission' or Otherwise

For a person 'enumerated elsewhere' (i. e. for code 1 in column 13) is considered as 'no omission'	1
For a person 'not enumerated elsewhere' (i. e., for code 2 in column 13) is considered as 'an omission'	3
For a person whose enumeration status is 'not known' i. e., code 3 in column 13) is considered as a 'probable omission'	3

For persons coded as 'probable omission' take the address of the normal place of residence or places visited during 10th to 31st March 1971 and put them in Section B.4 of Form PEC II.

(ii) Column 15. Reason for Omission or Probable Omission (Codes 2 and 3 in Column 14)

Fill up this column for those persons with codes 2 and 3 in Col. 14. Some plausible reasons are given below in codes. Those that are not covered here you please specify under 'others'. Only those cases where no reason could be ascertained should be classified as 'Not known'.

A Normal resident under treatment in a hospital but died later on or after 1-4-1971	1
A normal resident expected to out-migrate before 1-4-1971	2
A visitor expected to go back to his normal residence before 1-4-1971	3
Others (specify)	4
Not known	5

SECTION B.3

At the time of field reconciliation you have to fill up columns 9 to 14 of Section B. 3.

Col. 9. Match-1 (stop here): No Match-2 (go to Col. 10)

In respect of code 2 in Col. 7 you need not fill up this column. In regard to code 3 in column 7 (i.e., 'Doubtful Match' entries) you have to probe further. If the particulars of the individuals are matched at the field reconciliation stage write '1' which denotes 'Match'. If it is as 'No match' entry write code '2' in this column. Since persons bearing code 1 in Col. 9 do not require any further investigation, columns 10 to 14 need not be filled in and a line may be put across these columns.

Column 10. Detailed Residence Status as of Census Enumeration Period

You are now concerned only with those persons with code 2 in Col. 7 and those persons with code 3 in Col. 7 and code 2 in Col. 9. In respect of these persons you should probe further and fill up the subsequent columns. The persons listed out in this section may give rise to over-count in census. Therefore ascertain first the residence status as of census enumeration period in respect of these individuals. These are categorised as follows:

For normal residents missed by PEC. 1
For visitor throughout the census enumeration period 2
For normal residents present for part of census enumeration period but out-migrated before 1st April 1971 3
For a visitor for part of census enumeration period 4
For a normal resident for part of census enumeration period but died before 1st April 1971. 5
No such person in the household 6

Column 11. Eligibility Status in the Household

Persons with codes 1 and 2 in Col. 10 above are considered as eligible and therefore give code 1
Persons with codes 3 to 6 in Col. 10 are considered as 'Not eligible' and therefore give 2

Column 12. Enumeration Status as of Census

Enumeration status as of census is recorded by asking to each person whether he/she had been enumerated elsewhere. The following codes are used:

If they are 'not enumerated elsewhere' 1
If they are 'enumerated elsewhere' or 'wrongfully enumerated' here 2
If 'Not known' 3

The following procedure may be adopted in filling up this column:

(i) Normal residents missed by PEC (Code 1 in column 10) and for a visitor present throughout the enumeration period (i.e., persons with code 2 in column 10) fall under 'Not enumerated elsewhere' give code 1

(ii) Normal residents present for part of census enumeration period but out-migrated before 1st April 1971 (i.e. code 3 in column 10) and visitor present for part of the census enumeration period (i.e., code 4 in Col. 10) fall under 'Not enumerated elsewhere' or 'Enumerated elsewhere' or 'Not known' Give appropriate code. 1 or 2 or 3

(iii) Normal resident for part of census enumeration period but died before 1st April 1971 (Code 5 in Col. 10) and for no such person in the household (code 6 in Col. 10) fall under the category of 'Wrongfully enumerated' here. In these cases, give code 2

Col. 13. Duplication or Otherwise

(i) For residence status codes 1 & 2 are considered as not enumerated elsewhere and therefore in their cases there is 'no duplication'. Hence assign code 1

(ii) For a normal resident present for part of census enumeration but out-migrated before 1st April 1971 or visitors present for part of the census enumeration period one of the following three codes may be given:

(a) If they are 'not enumerated elsewhere' there will be 'No duplication'. So give code 1

(b) If they are enumerated elsewhere there is 'Duplication'. So give code 2

(c) For persons whose enumeration status is 'Not known' (i.e., code 3 in Col. 12) there is a chance of 'Probable duplication'. In respect of them, give code. 3

(iii) Normal residents present during part of census enumeration period but died before 1st April 1971 are 'Wrongfully enumerated' here. So in respect of them, give code. 1

(iv) At the time of field reconciliation if you find that 'no such persons in the household' write 2

Having ascertained the'duplication or otherwise' of the categories of individuals listed above, take down in respect of' 'probable duplication' cases (i.e., code 3 in Col. 13), the addresses of normal residence or places visited by these persons during the census enumeration period and post these in Section B. 4.

Col. 14. Reasons for Codes 2 and 3 in Col. 13

The reasons for 'Duplication' and 'Probable Duplication' can then be entered in codes in Col. 14 in respect of codes 2 and 3 in Col. 13. This column need not be filled up in respect of code 1 in column 13. Particularly in big cities and town duplication may arise from persons who keep commuting between two establishments and from those who travel extensively (e.g. travelling salesman) who are likely to charge plans of travels at short notice. These reasons should be ascertained whenever necessary and specified under 'others' (code 4). Only those cases where you are not able to ascertain the reason, should be classified under 'Not known' (code 5).

A normal resident present at the time of enumerator's visit but migrated later on or before 1st April 1971. 1

A normal resident present at the time of enumerator's visit but died later on or before 1st April 1971. 2

Travelling and consequently censused more than once 3

Others (specify) 4

Not known. 5

SECTION B.4

Col. 1-10 of Section B. 4

You have to note down the addresses of the 'Probable omission' (code 3) cases of columns 15 and 14 of section B. 1 and B. 2 respectively and of the 'Probable Duplication' (code 3) cases in Col. 13 of section B. 3 and post them in this section. The specific instructions for filling in the various columns of this section are:

(i) **Col. 1.** Serial No. of entry.

(ii) **Cols. 2-4.** Section and related serial No, 'Name' and 'Sex' Transcribe from the relevant earlier sections.

(iii) **Cols. 5-10.** Addresses of Normal residence and places visited during census enumeration period.

Six columns have been provided for the purpose. If necessary you should use continuation sheet. In the case of normal residents absent addresses on only places visited will be filled while for visitors, the normal residence and where necessary addresses of other places visited will also be filled. The addresses should as far as possible contain the following details to facilitate identification of the corresponding census population record at a later stage.

Rural:

(a) C/o.....(preferably Name of Head of Household)
(b) House No. (if available).....
(c) Name of Kara/Muri/Desom .....
(d) Name of Village .....
(e) Name of Taluk .....
(f) Name of District .....
(g) Name of State .....

Urban:

(a) C/o.....(preferably Name of Head of Household)
(b) House No. and name of strect.....
(c) Name of Ward/Division.....
(d) Name of Town .....
(e) Name of State .....

FIELD RECONCILIATION OF FORM PEC III

According to the instructions given above, the particulars recorded in the Census Population Record would have been transcribed in the relevant columns of this form in respect of 'Match' and 'Doubtful Match' entries of sections B.1 and B.2 of Form PEC. II. Now that you have already subjected the 'Doubtful Match' entries mentioned above to field reconciliation with the help of entries in section B.3 of Form PEC. II, you should strike off those entries in this section (Section B, Form PEC. III) for which you have not been able to establish a 'Match' when this is done the individuals left in Section B, Form PEC. III are those who are covered both

by the census and PEC. For these individuals you will have, for the selected characteristics included in the form, two sets of observations already recorded in column marked 'PEC' and the other in column marked 'Census'. For each of the individuals check whether the entries in the two columns, 'PEC' And 'Census', identical. If they are identical you merely repeat the information in the third column entitled 'F.R.' also. Only when the entries in the two columns 'PEC' and 'Census' do not tally you have to try to reconcile them by probing.

The characteristics like 'Age', 'Any child born last year', 'Place of Last residence', 'Duration of Residence', 'Main Activity' and 'Nature of Industry, Trade profession and service' have a tendency to change with time. In an earlier paragraph the PEC enumeration was, therefore, asked to record the particulars as on 1st April 1971. But since the census enumerator has recorded the particulars of each individuals as on the date of his visit to the household, the difference between the particulars entered in the 'PEC' and 'Census' columns might be partly due to the changes that might have occurred during the period between the date of enumerator's visit and 1st April, 1971. If the date of census enumerator's visit to the household had been recorded at the top of this form at the Desk-Match state it will enable you to eliminate substantially this part of the difference by asking suitable probes relating to the difference in time of entry.

A model set of probes for reconciliation of the differences between the 'PEC' and 'Census' are given in this.

(a) At the outset tell the 'Respondent' that you are trying to find out in this enquiry how accurately the information regarding the individuals have been collected in the Census. For this purpose our PEC Enumerator had visited this household earlier on.....(give date) and collected a few particulars about the inmates as on census period. For a few individuals in this household these information are different from the information collected in the census when the census enumerator visited the household on.....(give date from the top of the Form). "I have come to consult with you and obtain the particulars of these individuals which according to you are accurate". (If the respondent is other than the individual concerned you may mention to him that you would like to obtain the particulars from the concerned individual himself, if possible).

(b) Give the respondent (preferably the individual concerned), the two sets of information—one from the 'PEC' and the other from the 'census' in respect of the concerned characteristics one by one, and ask him a series of probes as illustrated below in respect of 'Main Activity'. The same set of probes will apply to the other characteristics also.

Step 1 Ask: "For the individual (give name), the 'Main Activity' according to the census record on.....(give date) is.....(specify). But his 'Activity' as of census recorded in PEC on..... (give date) is.....(specify). Can you tell me which one is correct ?" If the Respondent says that the census information is correct, re-write it in the corresponding 'F.R.' column; otherwise go to step 2.

Step 2 If the respondent says that the PEC is correct in step, 1, make sure by further probe that this applied to the date when the census enumerator visited this household and write the correct information in the corresponding 'F.R' column; otherwise go to step 3.

Step 3 If the respondent says that neither the census nor the PEC is correct, ascertain the correct position as of the date of census enumerator's visit to the household. Enter the correct information in the appropriate column, (help the Respondent recollect the date of census enumerator's visit. If he is not able to pinpoint the date then his recollection of any day as close to the date of census enumerator's visit during 10—31 March 1971 as possible will be adequate).

ASSEMBLING THE VARIOUS FILLED IN FORMS

After completing the necessary field reconciliation it is not enough for you to ensure that all the filled in forms and the ancillary census material (abridged houselist and lay out

sketch for the block) that you had taken with you are assembled together for handing over to the Supervisor. You are also required to organise the filled in Forms PEC. I, II and III in the following order so as to facilitate the compilation programme which will follow immediately.

(i) **Form PEC. I:** Tage on the Census Population Record form filled in by you for individuals missed/duplicated in the missed/duplicated houses with the corresponding filled in Form PEC. I (all the sheets used for the Block). These should be bundled separately.

(ii) **Form PEC. II:** Since this form has been filled for all the households living in each of the 15 (R/PR) selected houses, you should ensure that the filled in forms for all the households within a house are tagged together. These separate bundles of forms for the entire block should then be tied together.

(iii) **Form PEC. III:** In case you have filled in Form PEC III also for the block, you should see that these forms are also tagged together with the corresponding Form PEC. II of the same household for each of the selected houses referred to in (ii) above. You will, then hand over these two bundles of PEC Forms to your Supervisor as directed by him for further action.

ANNEXURES

The formates of the Schedules and Forms given in Annexure I are only specimens and do not represent the actual size

ANNEXURE I

SCHEDULES AND OTHER MISCELLANEOUS FORMS

CENSUS OF

HOUSE

Name of District..... Code No.....

Name of Taluk/Tehsil/Tnana/Anchal/Island..... Code No.....

Line No.	Building No. (Municipal or Local Authority or Census No.)	Census House No.	Predominant construction material of Census House		Purpose for which Census House is used, *e.g.* residence, shop, shop-*cum*-residence, business, factory, workshop, workshop-*cum*-residence, school, bank, commercial house, office, hospital, hotel, etc. or vacant	Is it used wholly or partly as an establishment? Yes or No. If yes, enter further details in the Establishment Schedule and indicate the Serial No. of that entry here
			Material of Wall	Material of Roof		
1	2	3	4	5	6	7

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

LIST

Name of Village or Town..... Code No.....

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

If used wholly or partly as a residence									
Household No.	Name of the Head of Household	If S.C. or S.T., write name of Caste/Tribe	No. of living rooms in the occupation of Census Household	Does the household live in owned or rented house? (i) Owned (O) (ii) Rented (R)	No. of persons normally residing in Census Household on day of visit of the enumerator			Does the household cultivate land? (Yes or No)	Remarks
					Males	Females	Total		
8	9	10	11	12	13	14	15	16	17
				Total					

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

ESTABLISHMENT SCHEDULE

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

Name of Taluk/Tehsil/ Thana/Anchal/Island..... Code No..... Name or No. of Ward/Mohalla/ Enumerator's Block..... Code No.....

Serial No.	Census House No.	Name of the establishment or of the proprietor	Is the establishment (i) Govt./Quasi Govt. (ii) Private (iii) Co-operative Institution	Average number of persons working daily last week or in the last working season, including proprietors and/or family workers	If any manufacturing, processing or servicing is done			If used as a trading establishment		If used as any other establishment, describe *e.g.* Govt. Office, School, Hospital, Railway station, Barber's saloon, Cinema theatre, Hotel, Teashop, etc.
					Is it (i) Household Industry (ii) Registered Factory (iii) Unregistered Workshop	Description of the products, processing or servicing done	Type of fuel or power used	Description of goods bought/sold	Whether (i) Wholesale or (ii) Retail	
1	2	3	4	5	6	7	8	9	10	11

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

CENSUS OF INDIA 1971

HOUSELIST ABSTRACT

Name of District..... (Code No.....)

Name of Village/Town/Forest Division..... (Code No.....)

Name of Taluk.....

Name or number of Ward/Kara, Muri,

Ward..... (Code No.....)

Desom/Forest range..... (Code No.....)

Village number 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 (4+5+6)	Total Households including Institutional Households	Institutional Households	Males	Females	Total (10+11)
	Wholly residential	Partly residential	Total (2+3)								
1	2	3	4	5	6	7	8	9	10	11	12
Total											

Name and Signature of Enumerator.....

Date.....

Checked and found correct.

Name and Signature of Supervisor.....

Date.....

Pad No. ____

CONFIDENTIAL

CENSUS OF INDIA 1971

INDIVIDUAL SLIP

Slip No. ____

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

1 Name

2 Relationship to head

3 Sex

4 Age

5 Marital status

6 For currently married women only :

(a) Age at marriage

(b) Any child born in the last one year

7 BIRTH PLACE

(a) Place of birth

(b) Rural/Urban

(c) District

(d) State/Country

8 LAST RESIDENCE

(a) Place of last residence

(b) Rural/Urban

(c) District

(d) State/Country

9 Duration of residence at the village or town of Enumeration

10 Religion

11 S. C. or S. T.

12 Literacy (L or O)

13 Educational level

14 Mother tongue

15 Other languages

16 MAIN ACTIVITY

16 MAIN ACTIVITY

(a) Broad category
- (i) Worker (C, AL, HHI, OW)
- (ii) Non-worker (H,ST,R,D,B,I,O)

(b) Place of work (Name of Village/Town)

(c) Name of Establishment

(d) Nature of Industry, Trade, Profession or Service

(e) Description of work

(f) Class of worker

17 SECONDARY WORK

17 SECONDARY WORK

(a) Broad category (C, AL, HHI, OW)

(b) Place of work (Name of Village/Town)

(c) Name of Establishment

(d) Nature of Industry, Trade, Profession or Service

(e) Description of work

(f) Class of worker

CENSUS OF INDIA 1971

POPULATION RECORD

(To be compiled from Individual Slips)

Location Code..... Household No. [ ]

Name of Village/Town..... If the head belongs to SC or ST?.....

Serial No.	Name	Relationship to head	Sex		Age	Marital Status	Literacy (L or O)	Description of Main Activity
			M	F				
1	2	3	4	5	6	7	8	9

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

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

106/1—35

CENSUS OF INDIA 1971 *FORM T*

ENUMERATOR'S ABSTRACT

Location Code..... Enumerator's Block No.....

Name of Village/Town..... Name of Enumerator.....

No. of occupied residential houses..... No. of Institutional Households.....

Total No. of Households..... No. of Houseless Households.....

Sex	Population	SC	ST	Literate	Illiterate	Main Activity					Houseless Population	Institutional Population
						Cultivator	Agricultural Labourer	Household Industry	Other work	Non-workers		
1	2	3	4	5	6	7	8	9	10	11	12	13
M												
F												
Total												

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

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

Note : Information on the occupied residential houses, households, institutional households and houseless households will have to be provided w.r.t. entries in the Population Record. Make sure that you have counted the houses and households correctly. See paras 24–29, of the instructions for filling up the Individual Slips. The number of households can be same as/or more than the census houses, but normally there will not be more houses than the households. The information for Cols. 12 and 13 will be obtained by counting the population in Houseless/Households (Households number noted as 'O') and Institutional Households (Household number with 'INST' indicated) respectively in the Population Record.

CENSUS OF INDIA 1971 *FORM M*/F**

ENUMERATOR'S DAILY POSTING STATEMENT

Location Code..... Enumerator's Block No.....

Name of Village/Town..... Name of Enumerator.....

Final Serial No.	Pad No.	Slip No.	Sex ○	SC or ST Q. 11		Literacy △ Q. 12		Main Activity Q. 16 (a) (1)				
				SC	ST	Literate	Illiterate	Cultivator	Agricultural Labourer	Household Industry	Other Work	Non-Worker
				☐	☐	L	O	C	AL	HHI	OW	X
1	2	3	4	5	6	7	8	9	10	11	12	13
Total												

Signature of Enumerator.....

Date.....

Note: Make sure that total of Col. 4=total of Cols. 7+8=total of Cols. 9+910+11+12+13

Verified 100% with Schedules and found correct

Signature of Supervisor.....

Date.....

* Form M is printed in black ink while Form F is printed in blue ink.

106/1—35a

വീടുകളുടെ

ജില്ലയുടെ പേര്‍..... (കോഡ് നമ്പർ.....)

താലൂക്കിന്റെ/ദ്വീപിന്റെ പേര്‍..... (കോഡ് നമ്പർ.....)

വരി നമ്പർ	കെട്ടിടത്തിന്റെ നമ്പർ	സെൻസസ് വീടിന്റെ നമ്പർ	സെൻസസ് വീട് നിർമ്മിക്കുന്നതിന് ഉപയോഗിച്ചിട്ടുള്ള പ്രധാന സാധനങ്ങൾ		സെൻസസ് വീട് എന്തിനുപയോഗിക്കുന്നു? ഉദാ:–താമസസ്ഥലം, കട, കടയും താമസസ്ഥലവും ചേർന്നത്, വ്യാപാരം, വ്യവസായശാല (factory), തൊഴിൽശാല (workshop), തൊഴിൽശാലയും താമസസ്ഥലവും ചേർന്നത്, സ്ക്കൂൾ, ബാങ്ക്, വാണിജ്യ സ്ഥാപനം, ആഫീസ്, ആശുപത്രി, ഹോട്ടൽ മുതലായവ അല്ലെങ്കിൽ ഒഴിവ്	ഒരു സ്ഥാപനമായി (മുഴുവനായോ ഭാഗികമായോ) ഉപയോഗിക്കപ്പെടുന്നുണ്ടോ? 'ഉണ്ട്' അഥവാ 'ഇല്ല'. 'ഉണ്ട്' എന്നാണെങ്കിൽ സ്ഥാപനങ്ങളുടെ പട്ടികയിൽ മറ്റു വിവരങ്ങൾ കൊടുത്ത് അവ രേഖപ്പെടുത്തിയതിന്റെ ക്രമനമ്പർ ഇവിടെ ബ്രാക്കറ്റിൽ സൂചിപ്പിക്കുക
			ഭിത്തി എന്തുകൊണ്ടു നിർമ്മിച്ചിരിക്കുന്നു?	മേൽക്കൂര എന്തുകൊണ്ടു നിർമ്മിച്ചിരിക്കുന്നു?		
1	2	3	4	5	6	7

കുറിപ്പ്: 4, 5, 6, 10, 12 എന്നീ കോളങ്ങളിലെ കുത്തിട്ട ചതുരങ്ങളിൽ യാതൊന്നും എഴുതരുത്. ഇവ പിന്നീട് കോഡ് എഴുതുവാൻ ഉദ്ദേശിച്ചിട്ടുള്ളവയാണ്.

എന്യൂമറേറ്ററുടെ പേരും ഒപ്പും..... .....തീയതി.....

കാനേഷുമാരി 1971

പട്ടിക

വില്ലേജിന്റെ/പട്ടണത്തിന്റെ/വനം ഡിവിഷന്റെ പേര്.....(കോഡ് നമ്പർ.....)
വാർഡിന്റെ പേരോ നമ്പരോ/കരയുടേയോ മുറിയുടേയോ ദേശത്തിന്റേയോ
പേര്/വനം റേഞ്ചിന്റെ പേര്/ബ്ലോക്ക് നമ്പർ.....(കോഡ് നമ്പർ.....)

മുഴുവനായോ ഭാഗികമായോ താമസസ്ഥലമായി ഉപയോഗിക്കുന്നുവെങ്കിൽ									
കുടുംബത്തിന്റെ നമ്പർ	കുടുംബത്തലവന്റെ പേര്	പട്ടികജാതിയോ പട്ടികവർഗ്ഗമോ എങ്കിൽ ജാതിയുടെ/വർഗ്ഗത്തിന്റെ പേരും ബ്രാക്കറ്റിൽ SC/ST എന്നും എഴുതുക	സെൻസസ് കുടുംബം ഉപയോഗിക്കുന്ന മുറികളുടെ എണ്ണം	കുടുംബം താമസിക്കുന്ന വീട് സ്വന്തമാണെങ്കിൽ 'O' എന്നും വാടകയ്ക്കാണെങ്കിൽ 'R' എന്നും എഴുതുക	എന്യൂമറേറരുടെ സന്ദർശന ദിവസം കുടുംബത്തിൽ പതിവായി താമസിക്കുന്ന ആളുകളുടെ (കുട്ടികളടക്കം) എണ്ണം			കുടുംബം കൃഷി ചെയ്യുന്നുണ്ടോ? 'ഉണ്ട്' അഥവാ 'ഇല്ല'	റിമാർക്സ്
					പുരുഷൻമാർ	സ്ത്രീകൾ	ആകെ		
8	9	10	11	12	13	14	15	16	17
				ആകെ					

സൂപ്പർവൈസറുടെ പേരും ഒപ്പും.....തീയതി.....

സ്ഥാപനങ്ങളുടെ

ജില്ലയുടെ പേര്..... (കോഡ് നമ്പർ.....)

താലൂക്കിന്റെ/ദ്വീപിന്റെ പേര്..... (കോഡ് നമ്പർ.....)

ക്രമ നമ്പർ	സെൻസസ് സ് വീടിന്റെ നമ്പർ	ഈ സ്ഥാപനത്തിന്റെ അല്ലെങ്കിൽ ഉടമസ്ഥന്റെ പേര്	ഈ സ്ഥാപനം (i) പൊതുമേഖലയിലോ (Govt./Quasi-Govt.), (ii) സഹകാര്യമേഖലയിലോ, (iii) സഹകരണാടിസ്ഥാനത്തിലോ എന്ന്	കഴിഞ്ഞ ആഴ്ചയിൽ അല്ലെങ്കിൽ കഴിഞ്ഞ ജോലിക്കാലത്ത് ദിനം പ്രതി തൊഴിൽ ചെയ്തിരുന്ന ആളുകളുടെ ശരാശരി എണ്ണം (ഉടമസ്ഥനും ജോലിചെയ്യുന്ന കുടുംബാംഗങ്ങളുമുൾപ്പെടെ)
1	2	3	4	5

എന്യൂമറേറ്ററുടെ പേരും ഒപ്പും.....തീയതി.....

Note: Please do not write in the spaces enclosed by dotted lines in Cols. 4, 6, 7, 8, 9, 10 & 11. These are meant for use in the Tabulation offices for coding. (Dotted lines not marked in the format)

പട്ടിക

വില്ലേജിന്റെ/പട്ടണത്തിന്റെ/വനം ഡിവിഷന്റെ പേര്.....(കോഡ് നമ്പർ.....)

വാർഡിന്റെ പേരോ നമ്പരോ/കരയുടെയോ മുറിയുടെയോ ദേശ

ത്തിന്റെയോ പേര്/വനം റേഞ്ചിന്റെ പേര്/ബ്ലോക്ക് നമ്പർ.....(കോഡ് നമ്പർ.....)

ഏതെങ്കിലും നിർമ്മാണമോ, പ്രോസസ്സിങ്ങോ, സർവീസിങ്ങോ നടത്തുന്നുണ്ടെങ്കിൽ			വ്യാപാരസ്ഥാപനമായി ഉപയോഗിക്കുന്നുവെങ്കിൽ		മറ്റേതെങ്കിലും സ്ഥാപനമായി ഉപയോഗിക്കുന്നുവെങ്കിൽ അതിന്റെ വിവരണം നൽകുക. ഉദാ: ഗവൺമെൻറ് ആഫീസ്, സ്കൂൾ, ആശുപത്രി, റെയിൽവേ സ്റ്റേഷൻ, ബാർബർ ഷാപ്പ്, സിനിമാശാല, ഹോട്ടൽ, പായക്കട മുതലായവ
അത് (i) കുടുംബവ്യവസായമോ, (ii) രജിസ്റ്റർ ചെയ്ത വ്യവസായശാലയോ, (iii) രജിസ്റ്റർചെയ്യാത്ത തൊഴിൽശാലയോ എന്ന്	ഉൽപന്നങ്ങളുടെയോ, പ്രോസസ്സിങ്ങിന്റെയോ, സർവീസിങ്ങിന്റെയോ വിവരണം	ഉപയോഗിക്കുന്ന ഇന്ധനം അല്ലെങ്കിൽ ശക്തി ഏതാണെന്ന്	ക്രയവിക്രയം ചെയ്യുന്ന സാധനങ്ങളുടെ വിവരണം	(i) മൊത്തമോ (wholesale), (ii) ചില്ലറയോ (retail) എന്ന്	
6	7	8	9	10	11

സൂപ്പർവൈസറുടെ പേരും ഒപ്പും.....തീയതി.....

വീടുകളുടെ പട്ടികസംഗ്രഹം

ജില്ലയുടെ
പേര്.....(കോഡ് നമ്പർ.....)

താലൂക്കിന്റെ/ദ്വീപിന്റെ
പേര്.....(കോഡ് നമ്പർ.....)

വില്ലേജിന്റെ / പട്ടണത്തിന്റെ / വനം ഡിവിഷന്റെ
പേര്.....(കോഡ് നമ്പർ.....)

വാർഡിന്റെ പേരോ നമ്പരോ/കരയുടെയോ മുറി
യുടെയോ ദേശത്തിന്റെയോ പേര്/വനം റേഞ്ചിന്റെ
പേര്.....(കോഡ് നമ്പർ.....)

വീടുകളുടെ പട്ടികയിലെ പേജ് നമ്പർ	സെൻസസ് വീടുകളുടെ എണ്ണം						കുടുംബങ്ങളുടെ എണ്ണം		ആകെ ജനസംഖ്യ		
	ആൾ താമസമുള്ള സെൻസസ് വീടുകൾ			ഒഴിഞ്ഞു കിടക്കുന്നവ	മാറാവശ്യങ്ങൾക്ക് ഉപയോഗിക്കുന്നവ	ആകെ (4+5+6)	സ്ഥാപന കുടുംബങ്ങളുൾപ്പെടെ ആകെ കുടുംബങ്ങൾ	സ്ഥാപന കുടുംബങ്ങൾ	പുരുഷൻമാർ	സ്ത്രീകൾ	ആകെ (10+11)
	താമസത്തിനു മാത്രം ഉപയോഗിക്കുന്നവ	ഭാഗികമായി താമസത്തിന് ഉപയോഗിക്കുന്നവ	ആകെ (2+3)								
1	2	3	4	5	6	7	8	9	10	11	12
ആകെ											

എന്യൂമറേറ്ററുടെ പേരും ഒപ്പും.....തീയതി.....

പരിശോധിച്ച് ശരിയാണെന്ന് ബോദ്ധ്യപ്പെട്ടിരിക്കുന്നു.

സൂപ്പർവൈസരുടെ പേരും ഒപ്പും.....തീയതി.....

രഹസ്യം

ഭാരത കാനേഷുമാരി 1971

വ്യക്തിവിവര പട്ടിക

പാഡ് നമ്പർ

പട്ടിക നമ്പർ.....

സ്ഥല സൂചന.....( ) കുടുംബത്തിന്റെ നമ്പർ [ ]

1. പേര്
2. കുടുംബത്തലവനോടുള്ള ബന്ധം
3. പുരുഷനോ സ്ത്രീയോ
4. വയസ്സ്
5. വൈവാഹികാവസ്ഥ
6. വിവാഹബന്ധം നിലവിലുള്ള സ്ത്രീക്കു മാത്രം
   (a) വിവാഹസമയത്തെ വയസ്സ്
   (b) കഴിഞ്ഞ ഒരു കൊല്ലത്തിൽ കുട്ടി ജനിച്ചിട്ടുണ്ടോ ?

7. ജനനസ്ഥലം
   (a) ജനനസ്ഥലം
   (b) ഗ്രാമമോ പട്ടണമോ
   (c) ജില്ല
   (d) സംസ്ഥാനം/രാജ്യം

8. മുമ്പുള്ള താമസം
   (a) മുമ്പുള്ള താമസസ്ഥലം
   (b) ഗ്രാമമോ പട്ടണമോ
   (c) ജില്ല
   (d) സംസ്ഥാനം/രാജ്യം

9. ഈ വില്ലേജിൽ അഥവാ പട്ടണത്തിൽ എത്ര കൊല്ലമായി താമസിക്കുന്നു?
10. മതം
11. പട്ടികജാതി അല്ലെങ്കിൽ പട്ടിക വർഗ്ഗം
12. അക്ഷരജ്ഞാനം (L അല്ലെങ്കിൽ O)
13. വിദ്യാഭ്യാസ യോഗ്യത
14. മാതൃഭാഷ
15. അറിയാവുന്ന മറ്റു ഭാഷകൾ

16. പ്രധാന പ്രവൃത്തി
   (a) മുഖ്യ വിഭാഗം
      (i) ജോലിചെയ്യുന്ന ആൾ (C,AL, HHI, OW)
      (ii) ജോലിചെയ്യാത്ത ആൾ (H,ST, R,D,BI,O)
   (b) ജോലിസ്ഥലം (വില്ലേജിന്റെ/പട്ടണത്തിന്റെ പേര്)
   (c) സ്ഥാപനത്തിന്റെ പേര്
   (d) വ്യവസായത്തിന്റെയോ, വ്യാപാരത്തിന്റെയോ, തൊഴിലിന്റെയോ, അല്ലെങ്കിൽ സേവനത്തിന്റെയോ സ്വഭാവം
   (e) ജോലിയുടെ വിവരണം
   (f) ജോലിചെയ്യുന്ന ആളിന്റെ ഇനം

17. ഉപപ്രധാന ജോലി
   (a) മുഖ്യവിഭാഗം (C,AL,HHI,OW)
   (b) ജോലിസ്ഥലം (വില്ലേജിന്റെ/പട്ടണത്തിന്റെ പേര്)
   (c) സ്ഥാപനത്തിന്റെ പേര്
   (d) വ്യവസായത്തിന്റെയോ, വ്യാപാരത്തിന്റെയോ, തൊഴിലിന്റെയോ അല്ലെങ്കിൽ സേവനത്തിന്റെയോ സ്വഭാവം
   (e) ജോലിയുടെ വിവരണം
   (f) ജോലിചെയ്യുന്ന ആളിന്റെ ഇനം

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രഹസ്യം

കാനേഷുമാരി 1971

ജനസംഖ്യാപട്ടിക

(വ്യക്തിവിവരപട്ടികകളിൽ നിന്നും പൂരിപ്പിക്കേണ്ടത്)

സ്ഥലസൂചന.....( )

കരയുടെ, മുറിയുടെ, ദേശത്തിന്റെ/ കുടുംബത്തിന്റെ നമ്പർ [.....]

വാർഡിന്റെ/വനം റേഞ്ചിന്റെ പേര്.....

വില്ലേജിന്റെ/പട്ടണത്തിന്റെ/

വനം ഡിവിഷന്റെ/ടീപിന്റെ പേര്.. ..... കുടുംബത്തലവൻ പട്ടികജാതി യിലോ പട്ടികവർഗ്ഗത്തിലോ പെടുന്നുണ്ടെങ്കിൽ.....

ക്രമ നമ്പർ	പേര്	കുടുംബത്തലവനോടുള്ള ബന്ധം	പുരുഷനോ സ്ത്രീയോ		വയസ്സ്	വൈവാഹികാവസ്ഥ	അക്ഷരജ്ഞാനം (L അല്ലെങ്കിൽ O)	പ്രധാന പ്രവൃത്തിയുടെ വിവരണം
			M	F				
1	2	3	4	5	6	7	8	9

എന്യൂമറേറ്ററുടെ പേരും ഒപ്പും.....

തീയതി.....

സൂപ്പർവൈസറുടെ പേരും ഒപ്പും.....

തീയതി.....

കാനേഷുമാരി 1971 *FORM T*

എന്യൂമറേററരുടെ സംഗ്രഹപട്ടിക

കരയുടെ, മുറിയുടെ, ദേശത്തിന്റെ/
വാർഡിന്റെ/വനം റേഞ്ചിന്റെ പേര് .....

സ്ഥലസൂചന .....( )

എന്യൂമറേററരുടെ നമ്പർ .....

വില്ലേജിന്റെ/പട്ടണത്തിന്റെ/
വനം ഡിവിഷന്റെ/ദ്വീപിന്റെ പേര് .....
ആരംഭത്തോടുള്ള വീടുകളുടെ എണ്ണം .....
ആകെയുള്ള കുടുംബങ്ങളം .....

എന്യൂമറേററരുടെ പേര് .....
സ്ഥാപനകുടുംബങ്ങളുടെ എണ്ണം .....
ഭവനരഹിതകുടുംബങ്ങളുടെ എണ്ണം .....

പുരുഷനോ സ്ത്രീയോ	ജനസംഖ്യ	പട്ടികജാതിക്കാർ	പട്ടികവർഗ്ഗക്കാർ	അക്ഷരജ്ഞാനമുള്ളവർ	അക്ഷരജ്ഞാനമില്ലാത്തവർ	പ്രധാന പ്രവൃത്തി					ഭവനരഹിതർ	സ്ഥാപനകുടുംബാംഗങ്ങം
						കൃഷിക്കാർ	കർഷകത്തൊഴിലാളികം	കുടുംബവ്യവസായത്തിലേർപ്പെട്ടവർ	മറേറതെങ്കിലും ജോലി ചെയ്യുന്നവർ	ജോലി ചെയ്യാത്തവർ		
1	2	3	4	5	6	7	8	9	10	11	12	13
M												
F												
ആകെ												

എന്യൂമറേററരുടെ ഒപ്പ് .....
തീയതി .....

സൂപ്പർവൈസറുടെ പേരും ഒപ്പും .....
തീയതി .....

കുറിപ്പ്: ആരംഭത്തോടുള്ള വീടുകം, കുടുംബങ്ങം, സ്ഥാപനകുടുംബങ്ങം, ഭവനരഹിത കുടുംബങ്ങം എന്നിവയെക്കുറിച്ചുള്ള വിവരങ്ങം ജനസംഖ്യാ പട്ടികകളിൽ രേഖപ്പെടുത്തിയിട്ടുള്ള ഉത്തരങ്ങളെ അടിസ്ഥാനമാക്കിയാണ് എഴുതേണ്ടത്. വീടുകളുടേയും കുടുംബങ്ങളുടേയും എണ്ണം നിങ്ങം കൃത്യമായി കണക്കാക്കിയിട്ടുണ്ടെന്ന് ഉറപ്പു വരുത്തണം. വ്യക്തിവിവരപ്പട്ടികകം പൂരിപ്പിക്കുന്നതിനുള്ള നിർദ്ദേശങ്ങളിലെ തൽസംബന്ധമായ ഖണ്ഡികകം ശ്രദ്ധിക്കുക. സെൻസസ്സ് കുടുംബങ്ങളുടെ എണ്ണം സെൻസസ്സ് വീടുകളുടെ എണ്ണത്തിന് തുല്യമോ അതിൽ കൂടുതലോ ആകാം ; എന്നാൽ ഒരിക്കലും അതിൽ കുറവു വരാൻ പാടുള്ളതല്ല. ജനസംഖ്യാപട്ടികയിൽ 'കുടുംബത്തിന്റെ നമ്പർ' എന്ന ചോദ്യത്തിനെതിരെ 'O' എന്നെഴുതിയിട്ടുള്ള കുടുംബങ്ങം ഭവനരഹിത കുടുംബങ്ങളും, 'INST' എന്നെഴുതിയിട്ടുള്ള കുടുംബങ്ങം സ്ഥാപന കുടുംബങ്ങളും ആകുന്നു. നിങ്ങളുടെ ബ്ലോക്കിലെ എല്ലാ ഭവനരഹിത കുടുംബങ്ങളിലും കൂടിയുള്ള ആളുകളുടെ എണ്ണം 12–ാംകോളത്തിലും എല്ലാ സ്ഥാപന കുടുംബങ്ങളിലും കൂടിയുള്ള ആളുകളുടെ എണ്ണം 13–ാം കോളത്തിലും രേഖപ്പെടുത്തണം.

106/1—36a

ഭാരത

എന്യൂമറേറേറരുടെ പ്രതിദിന

(പുരുഷൻമാർ/

കരയുടെ/മുറിയുടെ/ദേശത്തിന്റെ/
വാർഡിന്റെ/വനം റേഞ്ചിന്റെ പേര്.....

വില്ലേജിന്റെ/പട്ടണത്തിന്റെ/
വനം ഡിവിഷന്റെ/ദ്വീപിന്റെ പേര്.....

ക്രമ നമ്പർ	പാഡ് നമ്പർ	വ്യക്തി വിവര പട്ടിക നമ്പർ	പുരുഷനോ സ്ത്രീയോ ○	പട്ടിക ജാതിയോ പട്ടിക വർഗ്ഗമോ ചോദ്യം 11		അക്ഷരജ്ഞാനം ചോദ്യം 12 △	
				പട്ടിക ജാതി [ ]	പട്ടിക വർഗ്ഗം [ ]	അക്ഷരജ്ഞാനമുള്ള ആം L	അക്ഷരജ്ഞാനമില്ലാത്ത ആം O
1	2	3	4	5	6	7	8

കാനേഷുമാരി 1971 *FORM F*

പോസ്റ്റിംഗ് സ്റ്റേറ്റുമെൻറ്

സ്ത്രീകൾ)

സ്ഥലസൂചന.....( )

എന്യൂമറേറ്ററുടെ നമ്പർ.....

എന്യൂമറേറ്ററുടെ പേര്.....

പ്രധാന പ്രവൃത്തി ചോദ്യം 16 (a) (i)

കൃഷിക്കാരൻ C	കർഷകത്തൊഴിലാളി AL	കുടുംബ വ്യവസായത്തിലേർപ്പെട്ട ആൾ HHI	മറ്റേതെങ്കിലും ജോലിചെയ്യുന്ന ആൾ OW	ജോലിചെയ്യാത്ത ആൾ X
9	10	11	12	13

CONFIDENTIAL CENSUS OF INDIA 1971 Location Code_____

DEGREE HOLDERS AND TECHNICAL PERSONNEL CARD

(Please see instructions overleaf. Do not write inside the squares)

1 Name _____ 2 Year of birth _____

Designation and address _____ 3 Home State _____

*4 Male/Female *5. Never married/Married/Widowed/Separated 6. Age at marriage (first) _____

7. Qualifications Deg./Dip.	Year of passing	Duration of course (yrs)	Division/Class	Main subject	Country

8 Specialisation _____

9 If you have been abroad :

(i) Total stay abroad _____ (ii) Year of return (last) _____ (iii) Country of longest stay _____

10 Number of publications :

(i) Books _____ (ii) Research papers _____ (iii) Technical reports _____ (iv) Others _____

*11 Status : Employee/Self employed/Student/Trainee/Apprentice/Retired/Unemployed and trying for a job/Not employed, but not trying for a job

*12 If employee, state : Permanent/Quasi-permanent/Temporary/Contract/Work charged/on Muster roll

13 Employment	Type of organisation (See list under instructions)	Sector Private/Public	Year of joining	Nature of duties (See list under instructions)	Total emoluments (Rs. per month) At entry	Last drawn
Present						
The previous						
First						

*14 Are you at present doing any research work ? Yes/No

15 If unemployed, state for how many months now ?

16 Indicate periods of unemployment if any during 1960–1970 after completion of your studies. (If more than four, give the last four periods)

(i) From _____ To _____ (iii) From _____ To _____

(ii) From _____ To _____ (iv) From _____ To _____

* Encircle ◯ appropriate alternative applicable to you in items 4, 5, 11, 12 and 14. Signature _____

PLEASE READ CAREFULLY THE FOLLOWING
INSTRUCTIONS FOR FILLING UP THIS CARD

You should fill up this card only if you possess a degree in Arts, Science, Engineering, Technology or Medicine, or a technical diploma or a technical certificate. Otherwise, return the blank card to Census Enumerator.

Please DO NOT write within the coding squares shown as [ ]

Encircle appropriate answers in items 4, 5, 11, 12 and 14: e. g. (Male)

Items—

1 Write your name in full.

If you are employed, give your office address. If not, give present residential address.

3 Home State is the State to which you belong.

7 Indicate your Bachelor's Degree(s) or equivalent and Master's Degree(s), if any, besides other qualifications.

8 In case of specialisation in more than one branch or sub branch, indicate the best specialisation first.

9 Consider trips abroad only for study, research, training or employment.

11&12 Indicate position as on February 1, 1971.

13 Please note :

The different employments should relate to different organisations served, not the different jobs held in same organisation.

In case of present and previous employment, indicate nature of duties performed last ; in the case of first employment, indicate the duties at the beginning.

Type of organisation :

(i) Institute of Higher Education University or affiliated College,
(ii) Polytechnic (giving 2–3 years Diploma Course),
(iii) School,
(iv) Private Coaching Institute,
(v) Other Educational Institute,
(vi) Research and Development Organisation,
(vii) Natural Resources Development Organisation (like, NCDC, NMDC, ONGC, Surveys, etc.),
(viii) Social Development Organisation (Community Development and Extension, Social Development Board, Family Planning, etc.),
(ix) Public Sector Industry,
(x) Other Government Organisation,
(xi) Private Sector Industry,
(xii) Other Private Sector Organisation.

Nature of duties :

(i) Teaching, (ii) Research, (iii) Teaching–cum–Research, (iv) Construction, (v) Production, (vi) Administrative, (vii) Clerical, (viii) Professional work, (ix) Farming, (x) Journalism, (xi) Sales, or (xii) Other (specify).

Total emoluments should include salary and all allowances.

14&15 Indicate position as on February 1, 1971.

CENSUS OF

CIRCLE

District.....(Code No.....)

Village/Town/ Forest Division/ Special Area*	Kara, muri, desom/ Division, ward/ Forest Range/ Special area*	Complete location Code	Territorial/ Special Block No.	Total No. of			
				Occupied residential houses	House-holds**	Institu-tional households	Houseless house-holds
1	2	3	4	5	6	7	8
			GRAND TOTAL				

* Score of inapplicable

** Inclusive of institutional and houseless households

Make sure that total of Col. 10 = Col. 13 + Col. 14 = Col. 15 + Col. 16 + Col. 17 + Col. 18 + Col. 19

RURAL/URBAN

INDIA 1971

Sl. No. of the Circle

SUMMARY

Taluk.....(Code No..... .....)

M F T	Population	SC/ST		Literacy		Main activity					Houseless population	Institutional population
		SC	ST	L	O	C	AL	HHI	OW	X		
9	10	11	12	13	14	15	16	17	18	19	20	21
M												
F												
T												
M												
F												
T												
M												
F												
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M												
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M												
F												
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M												
F												
T												
M												
F												
T												

Dated signature of Supervisor

Name and address of Supervisor

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**RURAL/URBAN*

CENSUS OF INDIA 1971

BLOCK LABEL

(To be pasted on each bundle of filled-in schedule of a Territorial special block)

District..... (Code No.....)

Taluk..... (Code No.....)

Village/Town/Forest Division.....

Special Area..... (Code No.....)

Territorial Special Block No.

CONTENTS

	No.
1 Individual Slip Pads of 100 slips	
,, ,, 25 ,,	
2 Population Record book of 50 leaves	
,, ,, 25 ,,	
3 Enumerator's Daily Posting Statement	
Males (in sheets)	
Females (,,)	
4 Enumerator's Abstract (sheets)	
5 Degree-holders and Technical personnel card	

Name and address of enumerator

Signature of enumerator

Contents verified and found correct

Station.....

Date..... Signature of Supervisor

* Score off the inapplicable

CENSUS OF INDIA 1971

CIRCLE LABEL

(To be pasted on each bundle of filled-in schedules of a Supervisor's Circle)

District..... (Code No.....)

Taluk..... (Code No.....)

Village(s)/Town/Forest Division/Special Area ..... (Code No.....)

Circle No.

Serial number of Territorial blocks included in the Circle	1	4
	2	5
	3	6
Serial number of special blocks included in the Circle	1	3
	2	4
Total number of block bundles included in the Circle bundle		

Name and address of the Supervisor:

Signature of Supervisor

Station.....

Date.....

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CENSUS OF INDIA 1971

HOUSENUMBERING PROGRESS REPORT

From the Supervisor to the Charge Officer

1 Name of the territorial unit entrusted for housenumbering

2 Approximate number of buildings to be numbered within your jurisdiction

3 Number of buildings so far numbered and listed

Date.....

Signature and designation of the Supervisor

CENSUS OF INDIA 1971

HOUSENUMBERING WEEKLY PROGRESS REPORT

From the Charge Officer to the Director of Census Operations

1 District

2 Name of the Taluk/Municipal Corporation/ Municipal Town/Forest Division/Special area
(Score off the inapplicable items)

3 How many rounds of training have been completed for supervisors and enumerators for housenumbering and houselisting operations

4 Approximate number of buildings to be numbered within your jurisdiction

5 Number of buildings so far numbered and listed

6 Remarks

Date.....

Signature and designation of the Charge Officer

ഭാരത കാനേഷുമാരി 1971

വീടുകളുടെ പട്ടിക സംക്ഷേപം

(ABRIDGED HOUSELIST)

പേജ് നമ്പർ	1

ഭാഗം 1. സ്ഥലസൂചനാവിവരങ്ങൾ

വിവരം	പേര്/നമ്പർ	കോഡ് നമ്പർ
ജില്ല		
താലൂക്ക്		
വില്ലേജ്/പട്ടണം/വനം ഡിവിഷൻ		
കര, മുറി, ദേശം/വാർഡ്, ഡിവിഷൻ/ വനം റേഞ്ച്		
ടെറിട്ടോറിയൽ ബ്ലോക്ക് നമ്പർ [T.B. No.]		
ടെറിട്ടോറിയൽ ബ്ലോക്ക് നമ്പർ ഉൾപ്പെടെയുള്ള പൂർണ്ണ സ്ഥലസൂചനാ കോഡ്		( )
എന്യൂമറേറ്ററുടെ നമ്പർ		
ടെറിട്ടോറിയൽ ബ്ലോക്കിൽ ഉൾപ്പെട്ട കെട്ടിടങ്ങൾ	മുതൽ	വരെ

ഭാഗം 2. ജനസംഖ്യ

(1971 മാർച്ച് 1-ാം തീയതി സൂര്യോദയത്തിലുള്ള ജനസംഖ്യയാണ് ഇവിടെ എഴുതേണ്ടത്.)

1971-ലെ കാനേഷുമാരി അനുസരിച്ച് ഈ ടെറിട്ടോറിയൽ ബ്ലോക്കിലെ ജനസംഖ്യ	

വീടുകളുടെ പട്ടിക സംക്ഷേപം പൂരിപ്പിക്കുന്നതിനുള്ള നിർദ്ദേശങ്ങൾ

1. 'വീടുകളുടെ പട്ടിക സംക്ഷേപം' ഓരോ ടെറിട്ടോറിയൽ ബ്ലോക്കിനും പ്രത്യേകം പൂരിപ്പിക്കേണ്ടതാണ്.

2. ഇതിനെ നാലു ഭാഗങ്ങളായി തരംതിരിച്ചിരിക്കുന്നു. അതായത്, ഭാഗം 1: സ്ഥലസൂചനാ വിവരങ്ങൾ, ഭാഗം 2: ജനസംഖ്യ, ഭാഗം 3: വീടുകളുടെ പട്ടിക, ഭാഗം 4: ഭാഗം 3-ന്റെ അനുബന്ധം.

3. ഭാഗങ്ങൾ 1-ും 2-ും അടങ്ങിയ ഫാറം ഒരു ടെറിട്ടോറിയൽ ബ്ലോക്കിന് ഒന്ന് എന്ന നിലയ്ക്കാണ് ഉപയോഗിക്കേണ്ടത്. ഭാഗം 1-ലെ വിവരങ്ങൾ പൂരിപ്പിക്കുവാൻ പ്രത്യേക നിർദ്ദേശങ്ങൾ ആവശ്യമില്ല. ഭാഗം 2-ലെ ജനസംഖ്യ, കാനേഷുമാരി കഴിഞ്ഞതിനുശേഷം അതായത്, 'എന്യൂമറേറർമാരുടെ സംഗ്രഹപട്ടിക' പൂരിപ്പിച്ചതിനുശേഷം അതിന്റെ 2-ാം കോളത്തിൽ നിന്നാണ് എടുത്തെഴുതേണ്ടത്.

4. ഭാഗങ്ങൾ 3-ലും, 4-ലും അടങ്ങിയ വിവരങ്ങൾ ഒരു ഫാറത്തിന്റെ ഇരുപുറത്തും അച്ചടിച്ചിട്ടുണ്ട്. ഭാഗം 3-ന് 20 വരികളുണ്ട്. 1970-ൽ പൂരിപ്പിച്ച വീടുകളുടെ പട്ടികയിലെ ഒരു പേജിൽ അടങ്ങിയ നിർദ്ദിഷ്ട വിവരങ്ങൾ ഒരു പേജിൽതന്നെ പകർത്തുവാനുതകുന്ന വിധത്തിലാണ് ഇതും തയ്യാറാക്കിയിട്ടുള്ളത്. ഭാഗങ്ങൾ 3-ം, 4-ം പൂരിപ്പിക്കുവാനുള്ള നിർദ്ദേശങ്ങൾ പുവടെ ചേർക്കുന്നു.

ഭാഗം 3. വീടുകളുടെ പട്ടിക

5. 1970-ൽ പൂരിപ്പിച്ച വീടുകളുടെ പട്ടികയിലെ 1, 3, 6, 8, 9 എന്നീ കോളങ്ങളിലെ വിവരങ്ങളാണ് അതേപടി ഇതിലെ 1, 2, 3, 4, 5 എന്നീ കോളങ്ങളിൽ പകർത്തുന്നത്. പകർത്തി എഴുതുമ്പോൾ താഴെ പറയുന്ന കാര്യങ്ങൾ പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്.

(i) ഒരു കെട്ടിടത്തിൽതന്നെ സ്ഥിതിചെയ്യുന്ന എല്ലാ സെൻസസ് വീടുകളുടെയും കുടുംബങ്ങളുടേയും വിവരങ്ങൾ പകർത്തുവാൻ വിട്ടുപോകരുത്.

(ii) വീടുകൾക്ക് നമ്പരിട്ട സന്ദർഭത്തിൽതന്നെ ആദ്യം നമ്പരിടാൻ വിട്ടുപോയതും എന്നാൽ പിന്നീട് നമ്പരിട്ടതുമായ ചില വീടുകളുടെ വിവരങ്ങൾ അന്നു പൂരിപ്പിച്ച 'വീടുകളുടെ പട്ടിക'യുടെ അവസാനം എഴുതിയിരിക്കുവാൻ സാദ്ധ്യതയുണ്ട്. അത്തരം വീടുകളെയും പ്രസ്തുത ബ്ലോക്കിൽ ഉൾപ്പെടുത്തുവാൻ വിട്ടുപോകരുത്.

(iii) 1970-ൽ പൂരിപ്പിച്ച വീടുകളുടെ പട്ടികയിൽ നൽകിയിട്ടുള്ള വിവരങ്ങളിൽ നിന്നും വിഭിന്നമായ ഉപയോഗത്തിലും, വിഭിന്ന കുടുംബത്തലവന്റെ കീഴിലും ആയിരിക്കാം ഇന്നുള്ള സ്ഥിതി. അതുകൊണ്ട് കണക്കെടുപ്പുകാലത്ത് 'വീടുകളുടെ പട്ടിക സംക്ഷേപ'ത്തിൽ ഇപ്പോഴത്തെ അവയുടെ ഉപയോഗത്തിനനുസരണമായ തിരുത്തലുകൾ 3, 4, 5 എന്നീ കോളങ്ങളിൽ വരുത്തേണ്ടതാണ്.

(iv) സ്ഥാപനകുടുംബങ്ങളെ സംബന്ധിച്ച് കോളം 5-ൽ കുടുംബത്തലവന്റെ പേരിനുശേഷം **'INST'** എന്നെഴുതേണ്ടതാണ്.

ഭാഗം 4. ഭാഗം 3-ന്റെ അനുബന്ധം

6. ഇപ്പോൾ ഓരോ വീടും സന്ദർശിക്കുമ്പോൾ നമ്പരിട്ടിട്ടില്ലാത്തതായി കാണുന്ന എല്ലാ സെൻസസ് വീടുകൾക്കും പുതിയ നമ്പരുകൾ നൽകി ഈ അനുബന്ധത്തിൽ രേഖപ്പെടുത്തേണ്ടതാണ്. അനുബന്ധം 3-ന്റെ തലക്കെട്ടുകൾ ഇതിനും ബാധകമാണ്. വീടുകൾക്ക് നമ്പരിടേണ്ടവിധം വ്യക്തി വിവരപ്പട്ടിക പൂരിപ്പിക്കുന്നതിലേയ്ക്ക് എന്യൂമറേറർമാർക്കുള്ള നിർദ്ദേശങ്ങളിലെ 25-ാം ഖണ്ഡികയിൽ കൊടുത്തിട്ടുണ്ട്. ഭാഗം 3-ലെ വീടുകളുടെ പട്ടികയിൽ ഉൾപ്പെടുത്താത്ത ഒരു കെട്ടിടത്തിന്റെ/വീടിന്റെ/കുടുംബത്തിന്റെ വിവരം ഭാഗം 4-ൽ രേഖപ്പെടുത്തുമ്പോൾ അതിലെ ഒന്നാം കോളത്തിലെ വര നമ്പർ ഭാഗം 3-ലെ 1-ാം കോളത്തിനോട് ബന്ധപ്പെട്ടിരിക്കണം. ഉദാഹരണത്തിന് ഭാഗം 3-ൽ വര നമ്പർ 15-നും 16-നും മദ്ധ്യേ എഴുതേണ്ടതായിട്ടുള്ള ഒരു പുതിയ കെട്ടിടത്തിന്റെ വിവരങ്ങൾ ഭാഗം 4-ൽ രേഖപ്പെടുത്തുമ്പോൾ അതിന്റെ (ഭാഗം 4-ലെ) വര നമ്പർ 15 A എന്നായിരിക്കും.

ടെറിട്ടോറിയൽ ബ്ലോക്ക് നമ്പർ	

പേജ് നമ്പർ	

ഭാഗം 3. വീടുകളുടെ പട്ടിക

(1970-ൽ പൂരിപ്പിച്ച 'വീടുകളുടെ പട്ടിക'യിലെ 1, 3, 6, 8, 9 എന്നീ കോളങ്ങളിൽനിന്ന് പകർത്തേണ്ടത്)

വര നമ്പർ	സെൻസസ് വീടിന്റെ നമ്പർ	സെൻസസ് വീട് എന്തിനുപയോഗിക്കുന്നു	കുടുംബത്തിന്റെ നമ്പർ	കുടുംബത്തലവന്റെ പേര്
1	2	3	4	5

ഭാഗം 4. ഭാഗം 3-ന്റെ അനുബന്ധം

(1970-ൽ നമ്പരിട്ടിട്ടില്ലാത്തതും എന്നാൽ ഇപ്പോഴും നിലവിലുള്ളതുമായ സെൻസസ് വീടുകളുടെയും കുടുംബങ്ങളുടെയും വിവരങ്ങൾ)

CENSUS OF INDIA 1971

PROGRESS REPORT OF TRAINING FOR ENUMERATION FOR THE WEEK ENDING.....

1 Name of District

2 Name of Charge

3 Strength of Enumeration staff including reserve

(i) Supervisors

(ii) Enumerators

4 Number of Supervisors trained up to the end of the week

First Round

Second Round

Third Round

5 Number of Enumerators trained up to the end of the week

First Round

Second Round

Third Round

6 Remarks

Place.....

Date.....

Name and signature of Charge Officer

CENSUS OF INDIA 1971

PROGRESS REPORT OF ENUMERATION FOR THE PERIOD ENDING.....

District

Name of College

* Sl. No. of the Circle

Total No. of households in the Circle/Charge

Total No. of Households checked

Remarks

Place.....

Date.....

Signature and name of the Circle Supervisor/Charge Officer

*This line is to be filled up only by the Circle Supervisor

CENSUS OF INDIA 1971

LETTER OF APPOINTMENT OF CIRCLE SUPERVISORS UNDER SUB-SECTION (3) OF SECTION 4 OF THE CENSUS ACT

(Central Act 37 of 1948)

To

.....

Sir,

In exercise of the powers delegated to me under sub-section (4) of Section 4 of the Census Act, 1948 (Central Act, 37 of 1948), under G.O. Ms. No. 363/Pub., dated 8–12–1969, I hereby appoint you as a Census Officer, to take, aid in and supervise the taking of the Census in the area noted below which will, hereafter, be known as your Circle. You are designated "Circle Supervisor" of the said circle. Your main function is to equip the Enumerators in your circle to do their work properly, make sure that they are thorough with the instructions and rules and that they follow them strictly, and effectively supervise their work. You have to see that all the Individual Slips, Population Records, Enumerators' Daily Posting Statements, Enumerators' Abstract and Instructions are distributed to the enumerators in your circle in time. Since you will have only a few enumerators under you, it should be possible for you to establish intimate contact with them and check thoroughly their knowledge of instructions and rules and how they act, in the Training Sample Census. The training imparted by the Charge Officer will have to be followed up by you. In actual enumeration, you are requested to inspect at least 15 per cent of the households at the time of enumeration and in different places and exercise cent per cent check over the Individual Slips, Population Records, Enumerator's Daily Posting Statements and Enumerator's Abstracts. You should see that the enumeration in your jurisdiction is properly conducted. You have to sign and submit all the Census records to the Charge Officer along with the other records in time. Prior to enumeration, you have to prepare a Houselist Extract from the houselists for the guidance of your enumerators. You will have special functions to perform during the census period. You will be guided by the official instructions received from the Charge Officer and other higher authorities. In addition to the above, you will have to perform such other duties, as might be required of you, from time to time, in connection with the census operations.

By your appointment as Supervisor, you are deemed a 'Public Servant' within the meaning of the Indian Penal Code. The success of the Census depends to a large extent upon your effective supervision. Your attention is invited to the Census Act (Central Act 37 of 1948) and in particular to Section 11 thereof given along with this

AREA

Name of Charge : Circle Number :

Town/Village/ Forest Division/ Special Area	Ward/Kara/Muri/ Desom/Forest Range/Special Area	Area covered by building No.		Territorial Block No.	Enumerator Block No.	Name of enumerator
		From	To			

Yours faithfully,

Signature :
Name :
Designation :

Place :
Date :

106/1—38

SECTION 11 OF THE CENSUS ACT (Central Act 37 of 1948)

11. Penalties : 1 (a) Any Census Officer or any person lawfully required to give assistance towards the taking of 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, secrets, damages or destroys any census document or deals with any census document in a manner likely to falsify or impair the tabulation 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 section 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 for 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 extend to one thousand rupees.

CENSUS OF INDIA 1971

LETTER OF APPOINTMENT OF ENUMERATORS UNDER SUB-SECTION (3) OF SECTION 4 OF THE CENSUS ACT, 1948

(Central Act 37 of 1948)

To

.....

Sir,

In exercise of the powers delegated to me under sub-section (4) of Section 4 of the Census Act, 1948 (Central Act 37 of 1948) under G.O. Ms. No. 363/Pub., dated 8-12-1969, I hereby appoint you as a Census Officer to take the census in the area noted below which will hereafter be known as your block(s). You are designated "Enumerator" of the said block(s) and your number is..... You have to record this number in the appropriate places in the Enumerators' Daily Posting Statement, and Enumerator's Abstract. Your function will be to visit every residential house within your jurisdiction between the 10th and 28th February 1971, and places where houseless persons are usually found on 28th February 1971, and fill up the Individual slips in respect of every household and every houseless person and a population record in respect of every household in the block(s) allotted to you. From 1st to 3rd March 1971, you should repeat your visit to all residential houses in your jurisdiction and place of houseless persons and record births and deaths that took place between the enumeration date and the reference date and also enumerate casual visitors who have not been enumerated. You will have also to fill up the Enumerator's abstract on the pads and submit an abstract for each block under you to the Circle Supervisor. You have to be thorough with the instructions and rules of enumeration, attend all training classes and check up classes which you will be called upon to attend and participate in the Training Sample Census. You have further to attend to the post enumeration check, if called upon to do so, and also discharge such other functions, as will be assigned to you, from time to time, by your Supervisors, in connection with the census operations. Throughout the period of your training and enumeration, you should carry out the instructions of your Supervisor and higher census authorities.

The success of the census depends upon the quality of your work, vigilence, enthusiasm and impartiality. Your attention is invited to the provisions of the Census Act (Central Act 37 of 1948) and in particular to section 11 thereof given along with this.

AREA

Name of Charge.....Circle Number.....Enumerator's Block Number.....

Town/Village/ Forest Division/ Special Area	Ward/Kara/Muri/ Desom/Forest Range/Special Area	Area covered by buildings		Territorial Block No.	Name of Supervisor
		From	To		

Yours faithfully,

Signature :

Name :

Designation :

Place :

Date :

106/1—38a

SECTION 11 OF THE CENSUS ACT (Central Act 37 of 1948)

11. Penalties : 1 (a) Any Census Officer or any person lawfully required to give assistance towards the taking of census who refuses or neglects to use reasonable deligence in performing any duty imposed upon him or in any order obeying 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, secrets, 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 section 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 for 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 make 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 extend to one thousand rupees.

CENSUS OF INDIA 1971

RECEIPT OF CENSUS FORMS

District..... Name of Charge.....

Item		Received	Returned	
			Used	Unused
1 Individual Slip Pads	Malayalam English Tamil Kannada	Pads of (100 slips, 25 slips)	Pads of (100 slips, 25 slips)	Pads of (100 slips, 25 slips)
2 Population Record	Malayalam English Tamil Kannada	Books of (50 leaves, 25 leaves)	Books of (50 leaves, 25 leaves)	Books of (50 leaves, 25 leaves)
3 (a) Enumerator's Daily Posting Statement MALES	Malayalam English Tamil Kannada	No. of sheets	No. of sheets	No. of sheets
(b) Enumerator's Daily Posting Statement FEMALES	Malayalam English Tamil Kannada			
4 Enumerator's Abstract	Malayalam English Tamil Kannada			
5 Degree-holder and Technical Personnel Card	English			
6 Abridged Houselist				
7 Block Label				
8 Circle Label				
9 Circle Summary				
10 Progress Report				
11 Other forms				

Received the above items from.....

.....

Signature of Supervisor/ Enumerator

Received back the above items from the Supervisor/Enumerator

Signature of receiving authority.

Name
Designation
Place
Date

Name of district.....(Code number.....)

GENERAL BLOCK

Name or number of ward/Name of kara, desom or muri/Name of forest range/ Name of special area *and* Complete location code number	Serial number of the territorial block	First and last numbers of households in the territorial block as (..... to.....)	Population (as given in Col. 15 of houselist)	Serial number of the Enumerator's block	Name and address of the Enumerator *and* First and last number of census buildings in the area covered by the block as (..... to.....)	Serial number of the circle	Name and address of the Supervisor
1	2	3	4	5	6	7	8

A 1971

RURAL/URBAN

E REGISTER

Page number.....

f charge.....(Code number.....

	SPECIAL BLOCK			
l er e ial in the al is d	Nature of special block	Census number(s) of house-hold(s) within the special block	Name and address of the special block Enumerator	Census numbers of households
	10	11	12	13

ANNEXURE II

GOVERNMENT ORDERS AND OTHER COMMUNICATIONS

GOVERNMENT OF KERALA

No. 72413/PM-B4/67/PD
Public (Political & Military B) Department,
Trivandrum, 6th September 1967.

From

The Addl. Chief Secretary to Government

To

All District Collectors

Sir,

Sub:—Census—Preparations for the 1971 Census of India—First Pretesting of Census Questionnaire.

The Government of India have informed that preparatory measures for the next population Census in India have already been taken up by them and it is proposed to pretest the first drafts of the questionnaire for the next Census shortly. The pretest enumeration will be conducted in a few small selected localities. The Government of India have also intimated that the areas selected for the pretest will be communicated by the Deputy Superintendent of Census Operations shortly. I am directed to request you to render all possible assistance to the Deputy Superintendent of Census Operations, Kerala, in the conduct of the pretest.

Yours faithfully,
(Sd.)
C. P. NAIR,
For Addl. Chief Secretary to Government.

Approved for issue
(Sd.)
Superintendent.

Copy to the Deputy Superintendent of Census Operations, Kerala, Trivandrum with C/L.

106/1--39a

GOVERNMENT OF KERALA

Abstract

CENSUS OF INDIA 1971—PRETESTING OF CENSUS QUESTIONNAIRE—OFFICERS IN CHARGE OF THE PRETESTING OPERATIONS—ORDERS ISSUED

PUBLIC (POLITICAL & MILITARY B) DEPARTMENT

G. O. Rt. 2793/PD Dated, Trivandrum, 27th September 1967.

Read:—From the Deputy Superintendent of Census Operations, Kerala, letter No. C4–72/67 dated 20th September 1967.

ORDER

The Deputy Superintendent of Census Operations, Kerala has informed Government that the following 18 centres in the State have been selected for the pretesting of Census Questionnaire 1971:—

District	Taluk	Centre
Cannanore	Cannanore	Baliapatam Non-municipal town
,,	Tellicherry	Dharmadom village
Kozhikode	Kozhikode	Beypore Non-municipal town
,,	Quilandy	Muravangad village
Palghat	Ottapalam	Ottapalam Non-municipal town
,,	Perintalmanna	Perintalmanna village
Trichur	Trichur	Trichur Municipal town
,,	Mukundapuram	Kallettumkara village
Ernakulam	Cochin	Mattancherry Municipal town
,,	Parur	Alangad village
Kottayam	Meenachil	Palai Municipal town
,,	Kottayam	Vijayapuram village
Alleppey	Ambalapuzha	Alleppey Municipal town
,,	Karthigapally	Cheppad village
Quilon	Quilon	Kundara Non-municipal town
,,	Kottarakkara	Melila village
Trivandrum	Trivandrum	Trivandrum city
,,	Nedumangad	Aryanad B village

He has requested that the Tahsildars and the Municipal/Corporation Commissioners, who will have to be in charge of the work in the area under their jurisdiction, may be directed to take up the work without prejudice to their normal duties. The Government, therefore, direct that the officers concerned who will be in charge of the operations will undertake the work without prejudice to their normal duties.

Sanction is also accorded to the officers in charge of the pretesting operations, viz., Tahsildars and Municipal/Corporation Commissioners concerned to undertake the to and fro journeys to attend

the training classes which is proposed to be held by the Deputy Superintendent of Census Operations in the last week of this month in the following three centres for the officers mentioned against each:—

Centre		Charge Officer
Quilon Taluk Office	1	Commissioner, Corporation, Trivandrum
	2	Municipal Commissioner, Alleppey
	3	Tahsildar, Nedumangad
	4	Tahsildar, Quilon
	5	Tahsildar, Kottarakkara
	6	Tahsildar, Karthigappally
Mattancherry Municipal Office	1	Municipal Commissioner, Palai
	2	Municipal Commissioner, Mattancherry
	3	Municipal Commissioner, Trichur
	4	Tahsildar, Kottayam
	5	Tahsildar, Parur
	6	Tahsildar, Mukundapuram
Kozhikode Taluk Office	1	Tahsildar, Ottapalam
	2	Tahsildar, Perintalmanna
	3	Tahsildar, Kozhikode
	4	Tahsildar, Quilandy
	5	Tahsildar, Cannanore
	6	Tahsildar, Tellicherry

(By order of the Governor)
S. NAGANATHAN,
Joint Secretary

To

All District Collectors
The Director of Municipalities
The Tahsildars concerned (through District Collectors)
The Commissioners of Municipalities (through Chairmen)
The Commissioner of Corporation, Trivandrum (through Mayor)
The Revenue Department
The Development Department
The Board of Revenue
The Deputy Superintendent of Census with C/L.

Forwarded/By order
(Sd.)
Superintendent

GOVERNMENT OF KERALA

Abstract

CENSUS OF INDIA 1971—PRETESTING OF CENSUS QUESTIONNAIRE—ORDERS ISSUED

PUBLIC (POLITICAL & MILITARY B) DEPARTMENT

G.O. Rt. 3005/PD. Dated, Trivandrum, 17th October 1967.

Read:—1 G.O. Rt. 2793/PD/67 dated 27th September 1967.

2 From the Deputy Superintendent of Census Operations, Kerala, letter No. C4–72/67 dated the 2nd October 1967.

ORDER

Government in their order read as first paper above directed the Tahsildars and the Municipal/ Corporation Commissioners to undertake the work relating to the pretesting of Census Questionnaire 1971 in the areas under their jurisdiction where the pretesting is proposed to be conducted. A list showing the areas proposed for the pretest operations and the names of the officers in charge of the work, Supervisors and Enumerators is appended to this order. The Heads of Departments concerned will direct the officers nominated as Supervisors and Enumerators mentioned in the list to undertake the work without prejudice to their normal duties. The persons nominated as Supervisors and Enumerators should not be transferred from their present stations till the work is over.

2. Government are also pleased to order that the absence of Officer (Supervisors and Enumerators) engaged in actual census work, either at the beginning or at the close of the working days in connection with the work, will be considered as on duty. Heads of Offices or Institution concerned are requested to see that this concession is availed of only in really necessary cases.

(By order of the Governor)
S. NAGANATHAN,
Joint Secretary.

To

The District Collectors
The Director of Public Instruction
The Director of Municipalities
The Commissioners of Municipalities (through concerned Chairmen)
The Commissioner, Corporation of Trivandrum (through Mayor)
The Revenue Department
The Education Department
The Development Department
The Superintendent of Census Operations with C/L.

Forwarded/By order
(Sd.)
Superintendent.

(List not printed here)

GOVERNMENT OF KERALA

Abstract

CENSUS—PREPARATION FOR THE 1971 CENSUS OF INDIA—PRETESTING OF CENSUS QUESTIONNAIRE—PAYMENT OF HONORARIUM TO THE STATE EMPLOYEES ENGAGED IN THE PRETEST WORK—PERMISSION ACCORDED—ORDERS ISSUED

PUBLIC (POLITICAL AND MILITARY B) DEPARTMENT

G.O.(Rt.) No. 3689/PD. Dated, Trivandrum, 12th December 1967.

Read:—From the Superintendent, Census Operations—Letters No. C4-72/67, dated 31st October 1967 and 15th November 1967.

ORDER

In his letters read above, the Superintendent of Census Operations, Trivandrum has requested the Government to issue orders permitting the personnel engaged in the pretest work as Supervisors and Enumerators as per the list appended to the G.O. to receive the amount of honorarium as specified below:—

(i) Supervisors and Enumerators in the general area	}	at the rate of Rs. 10 (Rupees Ten only) to each
(ii) Supervisors and Enumerators in the special area	}	at the rate of Rs. 12 (Rupees Twelve only) to each

Sanction is therefore accorded under Rule 49, Chapter V, Part I of Kerala Service Rules, to receive the honorarium proposed to be paid by the Superintendent of Census Operations to the State employees (as indicated in the list appended) who are engaged in pretest work as Supervisors and Enumerators in connection with the preparation of 1971 Census of India.

(By order of the Governor)
R. NARAYANAN,
Deputy Secretary.

To

The Superintendent, Census Operations, Trivandrum (with C.L.)
All District Collectors
The Director of Municipalities
Municipal Commissioners (through concerned Chairmen)
The Commissioner, Corporation of Trivandrum (through Mayor)
The Revenue Department
The Development Department
The Accountant-General—This order issues with the concurrence of the Finance Department
The Finance Department—Vide No. 57261/R2/67/Fin., dated 5th December 1967.
The Special Officer, Cochin Corporation, Ernakulam.

Forwarded/By order
(Sd.)
Superintendent.

GOVERNMENT OF KERALA

Abstract

CENSUS OF INDIA 1971—SECOND PRETESTING OF CENSUS QUESTIONNAIRE—OFFICERS IN-CHARGE OF THE PRETESTING OPERATIONS—ORDERS ISSUED

PUBLIC (POLITICAL AND MILITARY B) DEPARTMENT

G.O. Rt. 641/69/PD. Dated, Trivandrum, 21st February 1969.

Read:—From the Superintendent, Census Operations letter No. C9-10/69, dated the 10th February, 1969.

ORDER

The Superintendent, Census Operations, Kerala has intimated Government that the following 13 centres in this State (8 urban and 5 rural) have been selected for the second pretesting of Census Questionnaire for the 1971 Census during March, 1969.

Rural areas

District	Taluk		Village	Kara/Muri
Trivandrum	Trivandrum	1	Pangappara	Alamcode
,,	Nedumangad	2	Nedumangad	Thekkumkara
,,	,,	3	Vellanad	Vellanad
Ernakulam	Alwaye	4	Alwaye	Veliyathunad
,,	Kanayannur	5	Thrikkakara North	Njalakom

Urban areas

District	Taluk		Town as in 1961	Ward as in 1961
Trivandrum	Chirayinkil	1	Attingal Municipal Town	IV
		2	,,	V
		3	,,	XIII
		4	,,	XIII
Ernakulam	Kanayannur	5	Ernakulam Municipal Town	V
		6	,,	VII
		7	,,	XII
		8	,,	XXX

The number of households to be pretested in each centre will be around 150. He has requested that the Tahsildars, Trivandrum, Nedumangad, Alwaye and Kanayannur, Municipal Commissioner, Attingal and the Special Officer, Cochin Corporation, who will have to be in-charge of the pretest work in their respective jurisdiction may be directed to take up the work without prejudice to their normal work.

Government, therefore, direct that the above-mentioned Officers will undertake the pretest work without prejudice to their normal duties.

(By order of the Governor)
C. M. NARAYANAN,
Assistant Secretary.

To

The District Collector, Trivandrum/Ernakulam/Trichur
The Secretary, Board of Revenue
The Director of Municipalities
The Tahsildars concerned (through District Collectors)
The Municipal Commissioner, Attingal (through Chairman)
The Special Officer, Cochin Corporation, Ernakulam
The Revenue Department / The Development Department
The Superintendent, Census Operations with C.L.

Forwarded/By order
(Sd.)
Superintendent.

GOVERNMENT OF KERALA

Abstract

CENSUS OF INDIA 1971—SECOND PRETESTING OF CENSUS QUESTIONNAIRE—STATE GOVERNMENT OFFICERS IN CHARGE OF PRETEST WORK PERMITTED TO UNDERGO TRAINING—ORDERS ISSUED

PUBLIC (POLITICAL AND MILITARY-B) DEPARTMENT

G.O. Rt. No. 1029/69/PD. Dated, Trivandrum, 26th March 1969.

Read:—G.O. Rt. 641/Public, dated 21st February 1969 and from the Superintendent, Census Operations, letter No. C9-10/69, dated 13th March 1969.

ORDER

In the G.O. read above, orders have been issued permitting the Tahsildars of Trivandrum, Nedumangad, Alwaye and Kanayannur taluks, Special Officer, Cochin Corporation and the Commissioner of Attingal Municipality to take up the work of the second pretest of Census Questionnaire for the 1971 Census without prejudice to their normal work.

Sanction is now accorded to the above officers in charge of the pretesting operations to undertake the to and fro journeys to attend the training classes which are proposed to be held by the Superintendent of Census Operations in the first week of April 1969 in the following two centres:

Centre	Charge Officers
(i) Office of the Superintendent of Census Operations, Kerala, Pattom High Level Road, Trivandrum-4.	(a) Tahsildar, Trivandrum (b) Tahsildar, Nedumangad (c) Commissioner, Attingal Municipality
(ii) Conference Hall of the Collectorate, Ernakulam.	(a) Tahsildar, Alwaye (b) Tahsildar, Kanayannur (c) Special Officer, Cochin Corporation

(By order of the Governor)
C. P. RAMAKRISHNA PILLAI,
Joint Secretary.

To

The District Collector, Trivandrum/Ernakulam/Trichur
The Secretary, Board of Revenue
The Director of Municipalities
The Tahsildars concerned (through Collectors)
The Municipal Commissioner, Attingal (through Chairman)
The Special Officer, Cochin Corporation, Ernakulam
The Revenue/Development Department
The Superintendent, Census Operations with C.L.

Forwarded/By order
(Sd.)
Superintendent.
26th March 1969.

106/1—40

GOVERNMENT OF KERALA

Abstract

CENSUS OF INDIA 1971—SECOND PRETESTING OF CENSUS QUESTIONNAIRE—SUPERVISORS AND ENUMERATORS—ORDERS ISSUED

EDUCATION (A) DEPARTMENT

G. O. Rt. 1340/69/Edn. Dated, Trivandrum, 28th March 1969.

Read:—From the Superintendent of Census Operations letter No. C9/10/69, dated 20th March 1969.

ORDER

Government direct that the 22 teachers mentioned in the Annexure who have been selected as Supervisors and Enumerators for the conduct of the Second Pretesting of Census Questionnaire for the 1971 Census, will undertake the pretest work without prejudice to their normal duties.

Government also order that the above persons will not be transferred from their present place of work till the Pretest Operations are over.

(By order of the Governor)
K. KRISHNA PILLAI,
Assistant Secretary.

To

The Superintendent of Census Operations (with C. L.)
The Director of Public Instruction
The Regional Deputy Director, Trivandrum/Ernakulam
The Public (Political and Military-B) Department
The District Educational Officer, Ernakulam/Trivandrum/Alwaye
The Stock file

Forwarded/By order
(Sd.)
Superintendent.

(List of teachers not printed here)

GOVERNMENT OF KERALA

Abstract

CENSUS OF INDIA 1971—SECOND PRETEST OPERATIONS—SUPERVISORS AND ENUMERATORS— PAYMENT OF HONORARIA, T. A. AND D. A., ETC.—SANCTION OF—ORDERS ISSUED

EDUCATION (A) DEPARTMENT

G. O. Rt. 1813/69/Edn. Dated, Trivandrum, 14th May 1969

Read:—1 G. O. Rt. 1340/69/Edn., dated 28th March 1969.

2 From the Superintendent of Census Operations letter No. C9–10/69, dated 26th April 1969.

ORDER

In supersession of the orders issued in the G. O. read above, Government are pleased to accord sanction for the appointment of the teachers listed in the Annexure as Supervisors and Enumerators for the 2nd pretest operations for the 1971 Census, subject to the condition that they will undertake the pretest work without prejudice to their normal duties.

2. Government also order that the above persons will not be transferred from their present place of work till the pretest operations are over.

3. Sanction is also accorded for the payment of honoraria to the above Supervisors and Enumerators at the rates noted below:

		Rs.
To each Supervisor of the General area irrespective of the number of blocks allotted	..	25
To each Supervisors of the Special area irrespective of the number of blocks allotted	..	30
To each Enumerator of the General area	..	20
To each Enumerator of the Special area	..	25

4. The Supervisors and Enumerators appointed for attending the training classes and discussions will be paid T. A. and D. A. also if they are conducted outside their jurisdiction. The Government officials will get T. A. and D. A. as per rules of their parent department and the other persons (Private school teachers) will get the actual bus fare for their to and fro journeys plus a daily allowance of Rs. 3 for halt per day.

5. The entire expenditure on this account will be met by the Government of India.

(By order of the Governor)
R. B. PATHAK,
Deputy Secretary.

To

The Superintendent of Census Operations (with C. L.)
The Director of Public Instruction.
The Regional Deputy Director, Trivandrum/Ernakulam.
The District Educational Officer, Attingal/Ernakulam/Alwaye.
The Stock file.

(List of teachers not printed here)

Forwarded/By order
(Sd.)
Superintendent.

106/1—40a

Immediate

No. 28/93/68-PUB.I (II)

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

To

The Registrar General and Ex officio Census Commissioner, New Delhi.

New Delhi-1 7th July 1968/
31st Ashadha 1890

Sub:—Census 1971—Posts of Superintendents of Census Operations for States and Union Territories/Administrations.

Sir,

With reference to your letter No. 3/32/68-RG, dated the 7th May, 1968, on the subject noted above, I am directed to convey the sanction of the President to the creation of the undermentioned posts of the Superintendents of Census Operations, from the dates of their actual filling up, till the 28th February, 1973 subject to funds being provided in the subsequent financial years on the terms and conditions mentioned in para 2 below:—

1	Superintendent of Census Operations,	Andhra Pradesh
2	Do.	Haryana
3	Do.	Kerala and Laccadive, Minicoy and Amindivi Islands.
4	Do.	Madhya Pradesh
5	Do.	Madras
6	Do.	Maharashtra
7	Do.	Nagaland
8	Do.	Uttar Pradesh
9	Do.	Punjab
10	Do.	Jammu and Kashmir.

2. The posts will be filled up by appointment of officers in the senior scale of the Indian Administrative Service who will be entitled to draw their grade pay from time to time plus a special pay of Rs. 300 (Rupees three hundred only) per month, dearness allowance at rates admissible under the rates of Central Government and other allowances at the Government of India rates admissible under the rules.

3. The sanction of the President is also accorded to the extension of the post of S. C. O. West Bengal, sanctioned in this Ministry's letter No. 28/17/68-Pub. I dated the 1st May, 1968, up to the 28th February, 1973. The incumbent of the post of Superintendent of Census Operations, West Bengal with effect from the date of its filling by officer an in the senior scale of the Indian Administrative Service, be entitled to the terms mentioned in para 2 above.

4. The posts of the Superintendent of Census Operations in various States have been included in Schedule III-C of the Indian Administrative Service (Pay) Rules, 1954.

5. The expenditure involved is debitable to the Head "39-Misc. Social Service and Developmental Organisation-A Superintendence" under the Grant for Census in respective Circles of Account for the year 1968-69 and the subsequent financial years.

Yours faithfully,

(Sd.)

L. D. HINDI,

Under Secretary to the Government of India.

No. 28/93/68-Pub. I (II) New Delhi-1 22nd July 1968/
31st Ashadha 1890

Copy forwarded for information to—

1 The Accountant-General, Central Revenues, New Delhi.

2 The Accountant-General, Andhra Pradesh/Punjab/Haryana and Himachal/Kerala/Madhya Pradesh/Assam and Nagaland/Uttar Pradesh/Jammu and Kashmir.

(Sd.)
L. D. HINDI,
Under Secretary to the Government of India.

Copy to 1 E. O. Section
2 Finance Section
3 Spare copies to Pub. I Section

GOVERNMENT OF KERALA

Abstract

I.A.S. Officers—Shri K. Narayanan, I.A.S.—Appointment as Superintendent of Census Operations, Kerala—Placing his services at the disposal of the Government of India—Orders issued

PUBLIC (SPECIAL-A) DEPARTMENT

G.O. Rt. 3554/PD. Dated, Trivandrum, 19th October 1968.

Read:—1 Letter No. F. 6 (30)-EO/68, dated 12th August 1968 from the Establishment Officer, Government of India, Ministry of Home Affairs.

2 Telegram No. 6-30-DD/68, dated 17th October 1968 from the Establishment Officer, Government of India, Ministry of Home Affairs.

ORDER

The Government of India have selected Shri K. Narayanan, I.A.S., for appointment as Superintendent of Census Operations, Kerala on the pay of a Deputy Secretary to the Government of India. Shri Narayanan is on earned leave for 31 days from 3rd October 1968 with permission to suffix the holiday on 3rd November 1968 to the leave. The services of Shri Narayanan are placed at the disposal of the Government of India for appointment as Superintendent of Census Operations, Kerala with effect from the date of expiry of the earned leave granted to him.

(By order of the Governor)
C. P. RAMAKRISHNA PILLAI,
Joint Secretary to Government.

To

The Establishment Officer, Government of India, Ministry of Home Affairs, New Delhi.
The Secretary to the Government of India, Ministry of Home Affairs, New Delhi.
Shri K. Narayanan.
The Registrar General of India (with C.L.)
The Accountant General.
The Director of Public Relations.
The Public (S.C.) Department.

(Sd.)
Superintendent.

[To be published in the Gazette of India, Part III—Section 1]

No. 3/65/68-RG

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

Office of the Registrar General, India,
New Delhi-11, the 26th November 1968/
Agrahayana, 1890.

NOTIFICATION

The President is pleased to appoint Shri K. Narayanan of the Indian Administrative Service as Superintendent of Census Operations, Kerala with effect from the forenoon of 4th November, 1968 until further orders.

His headquarters will be at Trivandrum.

A. CHANDRA SEKHAR,
Registrar General, India.

To

The Manager,
Government of India Press,
Faridabad (Haryana).

26th November 1968
New Delhi-11, the Agrahayana 1890.

No. 3/65/68-RG

Copy to:

1 Accountant-General, Kerala, Trivandrum.
2 Treasury Officer, Trivandrum.
3 The Chief Secretary to the Government of Kerala, Trivandrum.
4 Shri K. Narayanan, Superintendent of Census Operations, Kerala, Trivandrum.
5 The Ministry of Home Affairs (Public I Section), New Delhi-1.
6 The Establishment Officers to the Government of India, Ministry of Home Affairs, New Delhi-1.

(Sd.)
K. K. CHAKRAVORTY,
Central Tabulation Officer.

No. 3/69/68-RG

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

Office of the Registrar General, India,
New Delhi, the 16th December 1968.

To

The Superintendent of Census Operations,
Kerala, Trivandrum.

Sub:—Declaration of Superintendent of Census Operations, Kerala to be the "Head of Office" in respect of the Census Office established in Kerala in connection with the 1971 Census.

Sir,

In exercise of the powers conferred on me by Rule 10-A of the Delegation of Financial Powers Rules, 1958, I declare you to be the "Head of Office", with immediate effect, in respect of the Census Office established in Kerala, in connection with the 1971 Census.

Yours faithfully,
(Sd.)
A. CHANDRA SEKHAR,
Registrar General, India.

No. 3/69/68-RG

New Delhi, the
16th December 1968.

Copy forwarded to the Accountant-General, Kerala, Trivandrum.

(Sd.)
A. CHANDRA SEKHAR,
Registrar General, India.

GOVERNMENT OF KERALA

No. 96709/PM B3/68/PD.,
Public (Political & Military-B) Department,
Trivandrum, dated, 19th November 1968.

CIRCULAR MEMORANDUM

Sub:—Census of India 1971—Co-operation of Heads of Departments of the Government of Kerala and the prompt supply of information by them—Instructions issued.

All Heads of Departments and the District Collectors are informed that the Government of India have appointed Shri K. Narayanan, I.A.S., as Superintendent of Census Operations, Kerala, and he has taken charge of the above office. They are requested to render necessary co-operation to the Superintendent of Census Operations and to supply on priority basis all items of information which may be required by him in connection with the conduct of the 1971 Census Operations in the State. In this connection, Government wish to impress upon all Officers the importance of Census Operations and of the necessity to furnish the information required by the Superintendent of Census Operations within the time-limit prescribed by him.

S. NAGANATHAN,
Joint Secretary.

To

All Heads of Departments and Offices.
All District Collectors.

Copy to the Superintendent, Census Operations, Kerala with reference to his D.O. No. C4-61/68, dated 7th November 1968 to the Special Secretary to Government (Public).

Forwarded/By order
(Sd.)
Superintendent.

GOVERNMENT OF KERALA

Abstract

CENSUS OF 1971—ARRANGEMENTS IN CONNECTION WITH—PROPOSALS OF THE SUPERINTENDENT OF CENSUS OPERATIONS—APPROVED—ORDERS ISSUED

PUBLIC (POLITICAL AND MILITARY-B) DEPARTMENT

G.O. (Ms.) No. 219/PD. Dated, Trivandrum, 28th July 1969.

Read:—From the Superintendent of Census Operations, Kerala letter No. C1-82/69, dated the 25th June, 1969.

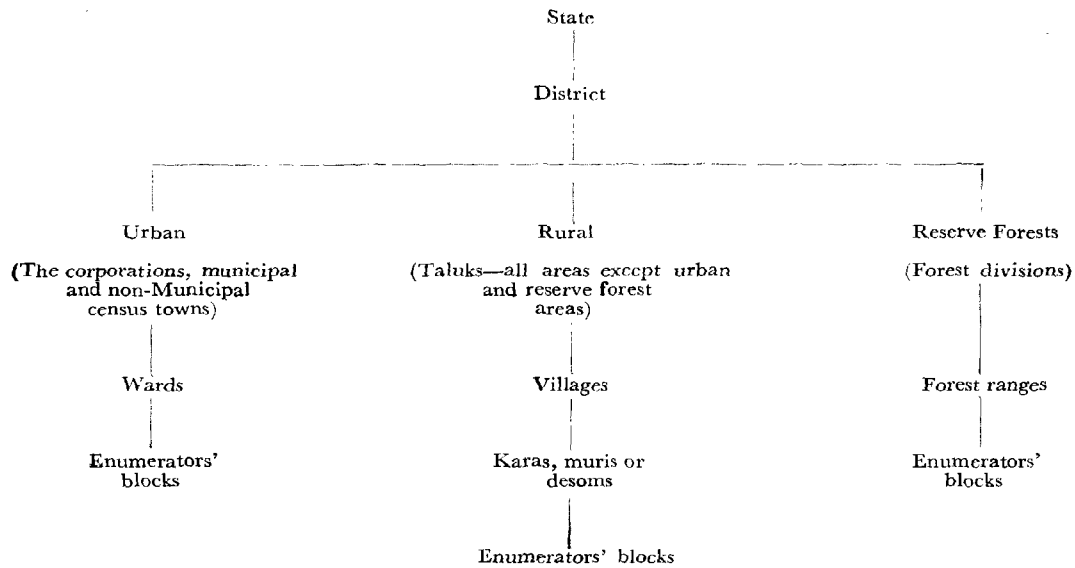
ORDER

In the letter read above, the Superintendent of Census Operations has forwarded proposals in connection with the Census of 1971. The proposals were discussed in the conference of the Superintendent of Census Operations held in Delhi in May 1969 and decisions taken. The reference date for 1971 Census is proposed to be the sun-rise of 1st March 1971. The enumeration will commence on 10th February, 1971 and end with the sun-rise of 1st March 1971 followed by a check round on the 1st 2nd and 3rd March 1971, during which birth and deaths that took place between the date of enumeration and the sun-rise of 1st March 1971 will be recorded and casual visitors, if any, who have not been enumerated elsewhere will be enumerated. The following are the proposals of the Superintendent of Census Operations communicated for the concurrence of the Government:

1 Delimitation schedule

It is necessary for the proper conduct of the Census to effect a graduated breaking up of the entire State into a pyramid of territorial jurisdictions. The primary break up of the State jurisdiction

will be on the basis of the existing revenue districts. Each district will then be divided into urban and rural tracts. The Corporations and all Municipal towns and Cantonments and such of the areas as will be approved as towns will constitute urban tracts, the rest forming rural tracts. The rural tracts will be divided on the basis of the existing revenue taluks excluding reserve forests but including private forests and each taluk on the basis of the existing revenue villages. Each town and village will then be subdivided into wards in the case of towns and karas or muris or desoms, as the case may be, in the case of villages. The next and the last subdivision will be the enumerator's block. Each ward of a town or kara, muri or desom of a village will be split up into convenient blocks. So far as the reserve forests are concerned, in view of the extensive area of reserve forests in Kerala, it is considered that the enumeration work in this area should be in the charge of the Divisional Forest Officers instead of Tahsildars of the taluks. Though the reserve forest divisions in Kerala are not co-extensive with the revenue districts, it is not difficult to carve out the area lying in each revenue district on the basis of ranges falling in a district and taluk. The reserve forests will, therefore, be divided into forest divisions and each forest division into ranges and each range into enumerator's blocks corresponding as far as possible to forest sections. But the Census Operations in the reserve forests in each district will be conducted by the Officers concerned under the District Census Officer in charge of that district. The pyramid of territorial jurisdiction on the above basis will accordingly be :—

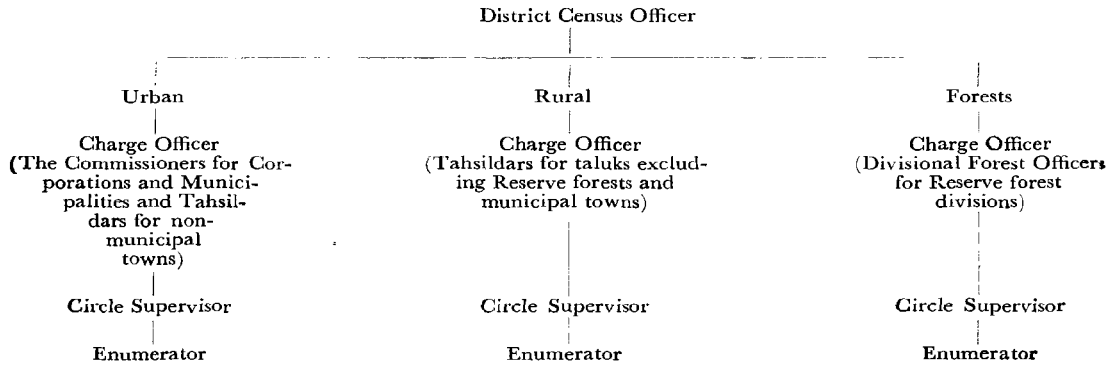


2 Enumeration Hierarchy

The District Collector will be responsible for the proper conduct of the Census in each district. In each district an Officer (either the headquarters Deputy Collector or the Personal Assistant) will be nominated as the District Census Officer in addition to his normal duties. He will be acting on behalf and on the authority of the District Collector and will be head of the enumeration hierarchy. Below the District Census Officer will be an Officer designated as the Charge Officer. In the case of Corporations and Municipal towns, the respective Commissioners will be the Charge Officers. In respect of all taluks including non-municipal towns and private forests but excluding reserve forest areas the respective Tahsildars will be the Charge Officers. So far as reserve forests are concerned the Divisional Forest Officers will be the Charge Officers for the respective forest divisions. Some special enumeration areas like the Port area, the Naval Base, etc. will have to be

formed for which there will be separate charge officers wherever necessary. In such cases their jurisdictions will be excluded from the jurisdiction of the normal charge officers mentioned above. Below the charge officer, there will be circle supervisors, each supervisors being in charge of a group of enumerator's blocks called the circle and below the circle supervisors there will be enumerators in charge of enumerators' blocks. As in the previous Census it is proposed to appoint as many male teachers as possible and female teachers wherever absolutely necessary, of the Government and aided schools as supervisors and enumerators. In the forest area, Rangers will be the circle officers and their subordinates the enumerators. Government servants of the various departments including those of Municipalities and Panchayats other than Police and Judiciary will also have to be recruited as circle supervisors and enumerators to meet the requirements wherever necessary.

All the above-mentioned officers should do the Census work in addition to their normal duties. The enumeration hierarchy as indicated above will hence be:—



3 Functions of the Enumeration Hierarchy

The following functions are proposed for the Officers in the enumeration hierarchy:—

Functions of the District Census Officer: The District Census Officer being the head of the enumeration hierarchy in the District and the person who acts on the authority and on behalf of the District Collector is the key person for the conduct of the Census in the district. All arrangements for the successful conduct of the Census in the district have to be made by him and in particular attend to the training of the charge officers whenever the Superintendent of Census Operations will not be available, prepare the programme for, organise and supervise the training by the charge officers of the circle supervisors and enumerators, check up the thoroughness of the training and clear doubts, see to the timely and proper distribution of census forms like the house lists, individual slips, etc. to the charge officers in the district, get the housenumbering properly and exhaustively done through the charge officers, arrange the Training Sample Census through the charge officers, supervise the same, report the quality of work disclosed by the Training Sample Census and get the shortcoming rectified through proper instructions, supervise the final enumeration and check round, secure the provisional population figures for the entire district including the reserve forests for this purpose and communicate the same in time, arrange for the post-enumeration check through the charge officers, maintain necessary registers and to such other things as are necessary for the proper conduct of the Census in the district.

Functions of the Charge Officers: All the functions mentioned in respect of the District Census Officers in respect of the district are mutatis-mutandis applicable to the Charge Officers within their jurisdiction. So far as the training is concerned, the entire work of imparting proper training to the Supervisors and Enumerators including the conduct of the training sample Census, reporting the

shortcomings observed and intsructing the Supervisors and Enumerators to rectify the defects will have to be done by the Charge Officers. The Charge Officers will be the principal channel of communication between the District Census Officers and the Supervisors and Enumerators.

Functions of the Circle Supervisors: The main function of the Circle Supervisor is to equip enumerators in his circle to do their work properly, make sure that they are thorough with the instructions and rules and follow them and effectively supervise their work. He will have to see that all the enumeration schedules are distributed to the enumerators. Since each supervisor will have only a few enumerators under him it should be possible for him to establish intimate contact with them and check up thoroughly their knowledge of the instructions and rules and how they act in the training sample Census. The training imparted by the Charge Officers will have to be followed up by the Supervisors. In actual enumaration he is expected to inspect a percentage of the households at the time of enumaration and in different places and exercise his check on the schedules, individual slips and abstracts. He will have to see that the enumeration work in his jurisdiction is properly conducted and other matter required by the charge officers are carried out, should sign all the records and submit his own abstract to the charge officer along with the records. He will also have to prepare a houselist extract from the houselists prior to enumeration.

Functions of the Enumerator: The function of the Enumerator is to visit every household institution and place where houseless persons are usually found and fill up the individual slips in respect of every member of the household and institution and any houseless person and other enumeration schedules in respect of every household in the block allotted to him. From *1st to 3rd March 1971* he should repeat his visits to every household, institutions and places of houseless persons and record births and deaths that took place between the enumeration and the reference date and also enumerate casual visitors, who have not been enumerated. He has to make himself thorough with all the instructions and rules for enumeration, attend all training classes and check up classes which he is called upon to attend and participate in the Training Sample Census. He has further to assist in the post-enumeration check, if called upon to do so. The success of the Census depends upon the quality of the work, vigilance, enthusiasm and impartiality of the enumerator. His training should equip him for this task. He will also have to carry out all the directions given to him by his Supervisors for the proper conduct of the work.

4 Housenumbering

The very first operation to be undertaken for Census work is to number the houses and prepare a houselist. In view of the longer rainy season in Kerala compared to numbering in this State on 1st April, 1970, and finish it before the rains i.e. by the end of May, 1970. The houses in each municipal and non-municipal town, revenue village and forest range will be numbered with letter 'C' prefixed to the number to denote that the number is a Census number. In municipal towns the existing wards will not be disturbed. The housenumbering has to be done by the Corporation/Municipal staff in the corporations and municipal towns, by the village staff in the revenue villages and by the forest staff in the forest ranges. The responsibility for housenumbering will be that of the District Census Officers and the Charge Officers concerned. Detailed instructions will be issued by the Superintendent of Census Operations.

The Government agree to the above proposals of the Superintendent of Census Operations, Kerala and order that all the Officers concerned will take necessary action on receipt of instructions from the Superintendent of Census Operations, Kerala, Trivandrum in this regard, in due course.

(By order of the Governor)
S. ANANTAKRISHNAN,
Special Secretary to Government.

To

All District Collectors, Revenue Divisional Officers and Tahsildars
The Commissioners, Corporations of Trivandrum, Calicut and Cochin (through Mayors)
All Municipal Commissioners (through Chairman)
The Director of Public Instructions
The Secretary, Board of Revenue
The Chief Conservator of Forests and all District Forest Officers
All other Heads of Departments

Forwarded/By order
(Sd.)
Superintendent.

GOVERNMENT OF KERALA

Abstract

CENSUS OF 1971—APPOINTMENT OF DISTRICT CENSUS OFFICERS—ORDERED

PUBLIC (POLITICAL & MILITARY-B) DEPARTMENT

G.O. Ms. No. 328/PD/69. Dated, Trivandrum, 30th October 1969.

Read:—(i) G.O. Ms. No. 219/PD, dated 28th July 1969.

(ii) From the Director of Census Operations, letter No. C1-124/69, dated 10th October 1969.

ORDER

In the Government order read above, orders have been issued outlining the procedure to be adopted for the ensuing Census of 1971. It has also been indicated therein that the District Collectors will be responsible for the proper conduct of the Census in each district and that the headquarters Deputy Collector or the Personal Assistant to the District Collector will be nominated as the District Census Officer in addition to his normal duties.

The Director of Census Operations has now suggested that the Personal Assistants to the District Collectors (ADM) may be appointed as District Census Officers in all the districts of the State. Government accept the above suggestion of the Director and order accordingly.

M. GOPAL MENON,
Chief Secretary to Government.

To

All District Collectors

Copy to:

The Secretary, Board of Revenue, Trivandrum
The Director of Census Operations with C/L.
Stock file

Forwarded/By order
(Sd.)
Superintendent.

106/1—41a

GOVERNMENT OF KERALA

PUBLIC (POLITICAL & MILITARY-B) DEPARTMENT

No. 96541/PM B3/69/PD. Dated, Trivandrum, 8th December 1969.

NOTIFICATION

S.R.O. No : In exercise of the powers conferred by sub-section (2) of section 4 of the Census Act, 1948 (Central Act 37 of 1948), the Government of Kerala hereby appoints the following persons as Census Officers to take, or aid in or supervise the taking of the census in the districts noted against each of them :

Officers		District
Personal Assistant (Additional District Magistrate) to the District Collector,	Cannanore	Cannanore
,,	Kozhikode	Kozhikode
,,	Malappuram	Malappuram
,,	Palghat	Palghat
,,	Trichur	Trichur
,,	Ernakulam	Ernakulam
,,	Kottayam	Kottayam
,,	Alleppey	Alleppey
,,	Quilon	Quilon
,,	Trivandrum	Trivandrum

(By order of the Governor)
G. BHASKARAN NAIR,
Special Secretary to the Government.

GOVERNMENT OF KERALA

Abstract

CENSUS OF 1971—APPOINTMENT OF DISTRICT CENSUS OFFICERS AND DELEGATION OF POWERS UNDER THE CENSUS ACT, 1948—ORDERS ISSUED

PUBLIC (POLITICAL & MILITARY-B) DEPARTMENT

G.O. (MS) 363/69/PD. Dated, Trivandrum, 8th December 1969.

Read:—(i) G.O. MS. No. 219/PD, dated 28th July 1969;
(ii) G.O. MS. No. 328/PD, dated 30th October 1969; and
(iii) From the Director of Census Operations, letter No. C1-124/69, dated 13th November 1969.

ORDER

Copies of the Notifications No. 96541/PM B3/69/PD, dated 8th December 1969 regarding the appointment of District Census Officers, delegation of necessary powers to these Officers, etc. under the Census Act, 1948 are forwarded to the Officers concerned.

They are designated as District Census Officers and shall discharge the functions assigned to them in connection with the Census of 1971, by the Director of Census Operations besides the following :—

The District Census Officer being the head of the enumeration hierarchy in the district and the person who acts on the authority and on behalf of the District Collector, is the key person for the conduct of the census in the district. All arrangements for the successful conduct of the census in the

district have to be made by him. He has to attend particularly to the training of the charge officers whenever the Director of Census Operations will not be available, prepare the programme for, organise and supervise the training by the charge officers of the Circle Supervisors and Enumerators, check up the thoroughness of the training and clear doubts, see to the timely and proper distribution of census forms like the houselists, establishment schedules, individual slips, population record, etc. to the charge officers in the district, get the housenumbering properly and exhaustively done through the charge officers, arrange the Training Sample Census through the charge officers, supervise the same, report the quality of work disclosed by the Training Sample Census and get the shortcomings rectified through proper instructions, supervise the final enumeration and check round, secure the provisional population figures, for the entire district including the reserve forest for this purpose and communicate the same in time, arrange for the post-enumeration check through the charge officers, maintain necessary registers, and do such other things as are necessary for the proper conduct of the census in the district.

They shall be deemed as public servants within the meaning of the Indian Penal Code. Their attention is drawn to the provisions of the Census Act (Central Act XXXVII of 1948) and in particular Section 11.

Government also direct that the power conferred on the District Census Officers by Notification No. 96541/PM B3/69/PD, dated 8th December 1969 relating to the appointment of Census Officers shall be exercised subject to the following conditions:

1 Personal Assistants (Additional District Magistrate) to the District Collector, will appoint as Census Officers to be charge officers only:—

(a) The Commissioner of the Corporation of Calicut in Calicut City excluding such areas as may be constituted special areas by the Director of Census Operations, Kerala

(b) The Commissioner of the Corporation of Cochin in Cochin City excluding such areas as may be constituted special areas by the Director of Census Operations, Kerala

(c) The Commissioner of the Corporation of Trivandrum in Trivandrum City excluding such areas as may be constituted special areas by the Director of Census Operations, Kerala

(d) The Commissioners of the Municipalities in their respective municipal towns excluding such areas as may be constituted special areas by the Director of Census Operations, Kerala

(e) Executive Officers of Townships

(f) The Tahsildars in their respective taluks excluding Corporations and Municipal areas, reserve forests under the control of the Forest Department and such areas as may be constituted special areas by the Director of Census Operations, Kerala

(g) The Divisional Forest Officers in the reserve forests under the control of the Forest Department of their respective Forest Divisions, and

(h) The Wild Life Preservation Officer, Thekkady in the Game Sanctuary, Thekkady.

In the case of special areas they may appoint Census Officers to be charge officers only in consultation with the Director of Census Operations, Kerala and Census Officers to be Supervisors, Enumerators and Assistants to Enumerators in housenumbering and houselisting operations and Supervisors and Enumerators in subsequent operations in the special areas in consultation with the charge officers of special areas. Through this power of appointing Census Officers extends to Supervisors, Enumerators and Assistants to Enumerators also, they need not, except under exceptional circumstances, exercise that power, as the charge officers in the respective areas are empowered to appoint them.

The power of appointing Census Officers delegated to the Commissioners of Corporations and Municipal towns, Executive Officers of Townships, Tahsildars and Divisional Forest Officers and the Wild Life Preservation Officer, Thekkady should be exercised only for the appointment of Census Officers to be Supervisors, Enumerators and Assistants to Enumerators in housenumbering and houselisting operations and Supervisors and Enumerators in subsequent operations in the respective areas specified in the notification.

(By order of the Governor)
G. BHASKARAN NAIR,
Special Secretary to the Government.

To

The Director of Census Operations, Kerala with C/L.
The Personal Assistants, to all District Collectors
The Revenue Divisional Officers
The Superintendent of Government Presses, Trivandrum. He is requested to publish the accompanying notifications in the next issue of the Gazette positively and supply 100 copies of the notification to the Director of Census Operations, Kerala and 200 copies to Government immediately.

Copy to all District Collectors and Secretary, Board of Revenue.

Forwarded/By order,
(Sd.)
Superintendent.

GOVERNMENT OF KERALA

PUBLIC (POLITICAL & MILITARY-B) DEPARTMENT

NOTIFICATION

No. 96541/PM/B3/69/PD. Dated, Trivandrum, 8th December 1969.

S.R.O. No : In exercise of the powers conferred by sub-section (4) of section 4 of the Census Act, 1948 (Central Act 37 of 1948), the Government of Kerala hereby delegate the power of appointing Census Officers to take, or aid in, or supervise the taking of, the census conferred upon them by sub-section (2) of section 4 of the said Act to the Officers mentioned hereunder within the local areas specified against each of them:—

Officer	Area
Personal Assistant (Additional District Magistrate) to the District Collector, Cannanore	Cannanore District
,, Kozhikode	Kozhikode ,,
,, Malappuram	Malappuram ,,
,, Palghat	Palghat ,,
,, Trichur	Trichur ,,
,, Ernakulam	Ernakulam ,,
,, Kottayam	Kottayam ,,
,, Alleppey	Alleppey ,,
,, Quilon	Quilon ,,
,, Trivandrum	Trivandrum ,,

Officer	Area
Commissioner, Calicut Corporation	Calicut City excluding such areas as may be constituted special areas by the Director of Census Operations and Ex officio Superintendent of Census Operations, Kerala
Commissioner, Cochin Corporation	Cochin City excluding such areas as may be constituted special areas by the Director of Census Operations and Ex officio Superintendent of Census Operations, Kerala
Commissioner, Trivandrum Corporation	Trivandrum City excluding such areas as may be constituted special areas by the Director of Census Operations and Ex officio Superintendent of Census Operations, Kerala
Commissioners of Municipalities	Their respective municipal towns excluding such areas as may be constituted special areas by the Director of Census Operations and Ex officio Superintendent of Census Operations, Kerala
Executive Officers of Townships	Their respective townships excluding such areas as may be constituted special areas by the Director of Census Operations and Ex officio Superintendent of Census Operations, Kerala
Tahsildars	Their respective taluks excluding reserve forests under the control of the Forest Department, Corporation and Municipal areas and such areas as may be constituted special areas by the Director of Census Operations and Ex officio Superintendent of Census Operations, Kerala
Divisional Forest Officers	Reserve Forests under the control of the Forest Department in their respective Forest Divisions
Wild Life Preservation Officer, Thekkady	Game Sanctuary, Thekkady

(By order of the Governor)
G. BHASKARAN NAIR,
Special Secretary to the Government.

GOVERNMENT OF KERALA

PUBLIC (POLITICAL & MILITARY-B) DEPARTMENT

NOTIFICATION

No. 96541/PM B3/69/PD. Dated, Trivandrum, 8th December 1969.

S.R.O. No : Under section 12 of the Census Act, 1948 (Central Act 37 of 1948), the Government of Kerala hereby authorise the District Collectors to sanction prosecutions under the said Act within their respective districts.

(By order of the Governor)
G. BHASKARAN NAIR,
Special Secretary to Government.

GOVERNMENT OF KERALA

No. 100960/PM B3/69/PD
Public (Political and Military B)
Department, Trivandrum,
dated 29th December 1969.

From

The Special Secretary to Government

To

The Director, Census Operations, Kerala, Trivandrum.

Sir,

Sub:—Census of India 1971—Form of appointment of Census Officers—Approval of—Regarding.

Ref:—Your letter No. C1-124/69, dated 27th November 1969.

I am directed to invite a reference to your letter cited and to inform you that the forms of the appointment orders relating to the Charge Officers, Circle Supervisors, Enumerators and Assistants to Enumerators forwarded therewith have the approval of the Government.

I am to enclose herewith a copy of Government notification No. 100960/PM B3/69/PD, dated 29th December 1969 issued in Government Endorsement of even number and date regarding the questionnaire to be used in connection with the houselisting operations for the Census of India, 1971.

Yours faithfully,
(Sd.)
C. M. NARAYANAN,
For Special Secretary to Government.

GOVERNMENT OF KERALA

PUBLIC (POLITICAL AND MILITARY B) DEPARTMENT

NOTIFICATION

Dated, Trivandrum, 29th December 1969.

Ref:—No. 100960/PM B3/69/PD.

S. R. O. No. Under sub-section (i) of section 8 of the Census Act, 1948 (Central Act 37 of 1948) the Government of Kerala hereby direct that a census officer may ask of all persons within the limits of the respective local area for which he is appointed the questions given in the Annexures below during housenumbering and houselisting operations:

ANNEXURE I

Questions on Houselist

1. What is the predominant material used for constructing the walls of the Census house ?
2. What is the predominant material used for constructing the roof of the Census house ?
3. For what purpose is the Census house used ? Is it a resident, shop, shop-cum-residence, business, factory, workshop, workshop-cum-residence, school, bank, commercial house, office, hospital, hotel, etc. or is it vacant ?
4. Is it used wholly or partly as an establishment, i.e. a place where goods are produced or manufactured not solely for domestic consumption or where servicing and/or repairing is done such as factory, workshop or household industry or servicing and/or repair workshop or a place where retail or wholesale business is carried on or commercial services are rendered or an office, public or private of a place of entertainment or where educational, religious, social or entertainment services are rendered ?

5. Is it used wholly or partly as a residence ? If so,

(i) How many households, (i.e. groups of persons who commonly live together and take their meals from a common kitchen unless the exigencies of work prevented any of them from doing so) are there ?

(ii) What is the name of the head of the household ?

(iii) Does the head of the household belong to a Scheduled Caste or Scheduled Tribe ? If so, what is the name of the Scheduled Caste or Scheduled Tribe to which he/she belongs ?

(iv) How many living rooms are there in the household ?

(v) Does the household live in owned or rented house ?

(vi) How many persons are normally residing in the household ? How many males ? How many females ?

(vii) Does the household cultivate land ?

ANNEXURE II

Questions on Establishment Schedule

1. What is the name of the establishment or proprietor ?

2. Is the establishment—

(a) Government/quasi-Government ;

(b) Private ; or

(c) Co-operative institution ?

3. How many persons on an average worked daily last week or in the last working season including proprietor and/or family workers ?

4, Is any kind of manufacturing, processing or servicing done in the establishment ? If so ;

(i) Is it in the form of (a) Household industry ;

(b) Registered factory ; or

(c) Unregistered workshop ?

(ii) What is the nature of the products, processing or servicing done ?

(iii) What kind of fuel or power is used in the establishment ?

5. Does it function as a trading establishment ? If so ;

(i) What kind of goods are bought/sold ?

(ii) Is the deal wholesale or retail ?

6. Is it used for any other purpose e.g. Government office, school, hospital, railway station, barber's saloon, cinema theatre, hotel, teashop, etc.

(By order of the Governor)
G. BHASKARAN NAIR,
Special Secretary to Government.

Endorsement No. 100960/PMB3/69/PD, dated 29th December 1969.

Communicated to the Superintendent, Government Presses, Trivandrum in continuation of the Government Notification forwarded with G. O. MS. 363/PD, dated 8th December 1969 for publication in the next issue of the Gazette positively. He is requested to supply 100 copies of the gazette notification to the Director of Census Operations, Kerala, Trivandrum and 250 copies to Government immediately.

Communicated to the Director of Census Operations, Kerala.

Forwarded/By order
(Sd.)
Superintendent.

106/1—42

GOVERNMENT OF KERALA

Abstract

CENSUS 1971—HOUSENUMBERING AND HOUSELISTING—FREEZING OF TRANSFERS OF OFFICERS AND STAFF ENGAGED—ORDERS ISSUED

PUBLIC (POLITICAL AND MILITARY-B) DEPARTMENT

G. O. MS. No. 31/PD. Dated, Trivandrum 30th January 1970.

Read:—From the Director of Census Operations, Kerala, Letter No. C3-7/70, dated the 12th January 1970.

ORDER

The housenumbering and houselisting operations in connection with the 1971 Census is scheduled to commence on 6th April, 1970. Training classes for the District Census Officers and Charge Officers in this regard will be started from 17th January 1970. It is, therefore, necessary that the Officers and staff engaged for the above operations are kept in position undisturbed during the periods of training and actual operations. Government therefore order the freezing of the transfers of the District Census Officers viz. Personal Assistants (ADM) to the District Collectors, the Charge Officers viz. Corporation and Municipal Commissioners, Executive Officer, Guruvayur Township, Tahsildars, Divisional Forest Officers and the Wild Life Preservation Officer, Thekkady and such of the Housenumbering and houselisting staff appointed by the above Charge Officers, from 1st February, 1970 till the middle of June, 1970 except under exceptional circumstances like retirement, promotion and reversion.

(By order of the Governor)
C. P. RAMAKRISHNA PILLAI,
Joint Secretary to Government.

To

The Secretary, Board of Revenue
Municipal Commissioners (through Chairman)
Corporation Commissioners (through Mayors)
All District Collectors
The Director of Census Operations, Kerala with C.L.
Other Heads of Departments
The Departments of the Secretariat.

Forwarded/By order
(Sd.)
Superintendent.

GOVERNMENT OF KERALA

Abstract

CENSUS OF 1971—ARRANGEMENTS IN CONNECTION WITH APPOINTMENT OF BILL COLLECTORS OF PANCHAYATS AND GRAMASEVAKS FOR THE ENUMERATION WORK—PROPOSAL OF THE DIRECTOR OF CENSUS OPERATIONS—APPROVED—ORDERS ISSUED

PUBLIC (POLITICAL & MILITARY-B) DEPARTMENT

G.O.Ms. 60/70/PD. Dated, Trivandrum, 26th February 1970.

Read:—G.O.Ms. No. 219/PD, dated 28th July 1969, and from the Director of Census Operations Kerala, Letter No. C-1/82/69 dated 27th January 1970.

ORDER

In the Government Order read above, orders have been issued outlining the procedure to be adopted for the ensuing Census of 1971. It has also been indicated therein that among other things the housenumbering has to be done by the Corporation/Municipal staff in the Corporations and Municipal towns, by the village staff in the revenue villages and by the forest staff in the forest ranges.

The Director of Census Operations has in his letter read above stated that the village staff alone will not be able to complete the housenumbering and houselisting operations in the case of villages within the specified period. He has therefore proposed, in consultation with the District Collectors, that the Bill Collectors of Panchayats and Gramsevaks may also be appointed for enumeration work wherever it is considered necessary by the District Collectors.

Government accept the above proposal of the Director of Census Operations and order accordingly. Orders issued in the G.O. read above will stand modified to the above extent.

(By order of the Governor)
G. BHASKARAN NAIR,
Special Secretary to Government.

To

The District Collectors, Revenue Divisional Officers and Tahsildars
The Block Development Officers
The Director of Panchayats
The Secretary, Board of Revenue
Chief Conservator of Forests
The Director of Census Operations with C.L.

Forwarded/By order
(Sd.)
Superintendent.
Immediate

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

New Delhi-1 the 3rd July, 1969/12th Ashadha, 1891.

NOTIFICATION

S.O..... In pursuance of section 3 of the Census Act, 1948 (37 of 1948), the Central Government is pleased to declare that a census of the population of India shall be taken during the year 1971. The reference date for the census will be the sunrise on 1st March 1971.

[28/101/69–Pub. I]

(Sd.)
K. R. PRABHU,
Joint Secretary to the Government of India.

No. F. 28/101/69–Pub. I. New Delhi–1, 3rd July, 1969/12th Asahdha, 1891.

Copy forwarded for information to all State Governments, Union Territories.

(Sd.)
L. D. HINDI,
Under Secretary to the Government of India.

No. F. 28/101/69–Pub. I. New Delhi–1, 3rd July, 1969/12th Ashadha, 1891.

Copy forwarded for information to the Registrar General of India, New Delhi.

(Sd).
L. D. HINDI,
Under Secretary to the Government of India.

15 copies for Public I Section.

Office of the Registrar General, India,

No. 9/30/69–CTU. New Delhi–11, 9th July, 1969.

A copy of M.H.A. Notification No. F. 28/101/69–Pub. I dated the 3rd July, 1969 is endorsed to all Superintendents of Census Operations for information.

(Sd.)
K. K. CHAKRAVORTY,
Central Tabulation Officer.

GOVERNMENT OF KERALA

PUBLIC POLITICAL & MILITARY (B) DEPARTMENT

No. 64381/PMB3/69/PD. Dated, Trivandrum, 29th July 1969.

NOTIFICATION

The following Notification No. F-28/101/69-Public I dated the 3rd July 1969 issued by the Government of India in the Ministry of Home Affairs relating to Census of 1971 is hereby republished for general information:—

NOTIFICATION

S.O.....In pursuance of section 3 of the Census Act, 1948 (37 of 1948), the Central Government is pleased to declare that a Census of the Population of India shall be taken during the year 1971. The reference date for the Census will be the sunrise on 1st March, 1971.

[28/101/69-Pub.I]

C. P. RAMAKRISHNA PILLAI,
Joint Secretary to Government.

Endorsement No. 64381/PMB3/69/PD, dated 29th July 1969.

Communicated to the Superintendent, Government Presses, Trivandrum for publication in the next issue of the Gazette. He will also forward five copies of the notification to the Government.

Communicated to the Superintendent of Census Operations, Kerala-vide his letter No. C1-82/69, dated 22nd July 1969.

(Sd.)
C. M. NARAYANAN,
For Special Secretary to Government.

MINISTRY OF HOME AFFAIRS

Office of the Registrar General, India,
New Delhi, the 14th January, 1971.

S.O. 371.—In pursuance of section 3 of the Census Act, 1948 (37 of 1948), the Central Government hereby makes the following amendment to the Notification of the Government of India in the Ministry of Home Affairs No. S.O. 2709, dated the 3rd July, 1969 namely:—

In the said Notification, for the expression "1st March, 1971" the expression "1st April, 1971" shall be substituted.

(Sd.)
A. CHANDRA SEKHAR,
Registrar General, India & Ex officio, Joint Secretary.

No. 9/30/69-CTU (CEN) New Delhi-11, dated the 1st March 1971.

Copy forwarded for information to:

(i) All State Governments/Union Territories.
(ii) All Directors of Census Operations.

[The above amendment has been published in the Gazette of India, Part II, section 3, Sub-section (ii) dated January 23, 1971.]

(Sd.)
K. D. BALLAL,
Deputy Registrar General, India & Ex officio
Deputy Secretary to Government of India.

GOVERNMENT OF KERALA

Abstract

CENSUS 1971—ARRANGEMENTS IN CONNECTION WITH PROPOSALS OF THE CENSUS OPERATIONS—APPROVED—ORDERS NOTIFIED

PUBLIC (POLITICAL AND MILITARY-B) DEPARTMENT

G.O. Rt. No. 534/PD. Dated, Trivandrum, 24th February 1971.

Read :—1 G.O. Ms. No. 219/Pub. (Political and Military-B) Department, dated 28th July 1969.

2 From the Director of Census Operations letter No. C1-82/69, dated 31st December 1970.

3 From the Director of Census Operations letter No. C1-82/69, dated 13th January 1971.

ORDER

The Director of Census Operations has stated in his letter read as third paper above that the Government of India has further revised the enumeration dates for the 1971 Census. According to the revised programme the enumeration dates will be as follows :—

The reference date will be the sunrise of 1st April, 1971. The enumeration will commence on 10th March, 1971 and end with the sunrise of 1st April, 1971, followed by a revisional round on the 1st, 2nd and 3rd April, 1971, during which births and deaths which take place between the date of enumeration and the sunrise of 1st April, 1971, will be recorded and casual visitors, if any, who have not been enumerated elsewhere will be enumerated. The houseless persons will be enumerated on the night of 31st March, 1971. The date 1st to 3rd March occurring under ' Functions of the Enumerator' in the G.O. cited will also be read as ' 1st to 3rd April'.

Government approve the revised dates. The G.O. read as first paper above will stand modified to this extent.

(By order of tbe Governor)
C. M. NARAYANAN,
Under Secretary.

To

The Director of Census Operations (with C.L.)
All District Collectors, Revenue Divisional Officers and Tahsildars.
The Commissioners, Corporations of Trivandrum, Calicut and Cochin (through Mayors).
The Director of Public Instruction.
All Municipal Commissioners (through Chairman).
The Secretary, Board of Revenue.
The Director of Municipalities.
The Chief Conservator of Forests and all District Forest Officers.
All other Heads of Departments.

Forwarded/By order
(Sd.)
Section Officer.

GOVERNMENT OF KERALA

No. 57558/PMB3/70/PD.

Public (Political and Military-B) Department, Trivandrum, Dated, 26th October 1970.

NOTIFICATION

S.R.O. No. Under Sub-section (1) of section 8 of the Census Act, 1948 (Central Act 37 of 1948), the Government of Kerala hereby direct that a Census Officer may ask of all persons within the limits of the local area for which he is appointed the questions given in the Annexure.

ANNEXURE

1. What are the initials and name of the persons enumerated?
2. What is his/her relationship, if any, to the head of the household?
3. What is his/her age in completed year as on his/her last birthday?
4. What is his/her marital status? (i.e. he/she never married/ currently married/widowed/ separated or divorced?)
5. (a) In the case of currently married woman, what was her age at the time of marriage?
   (b) Has the currently married woman given birth to any live child after the last 'Vishu' day i.e. after 14th April 1970.
6. (i) Was he/she born in the same village or town of his/her enumeration.
   (ii) If born outside the village or town of enumeration, then—
   (a) What was his/her place of birth?
   (b) Was the place a rural/urban area at the time of his her birth?
   (c) Was he/she born within the same district of enumeration or in any other district, if so which district?
   (d) Was he/she born in any other State in India, if so which State?
   (e) Was he/she born in any other country, if so which country?
7. (i) Was he/she staying continuously since his/her birth in the same village or town?
   (ii) If he/she had stayed outside the village or town of enumeration, then—
   (a) Where was his/her last place of residence?
   (b) Was the last place of residence a rural/urban area at the time of his/her shifting to the place of enumeration?
   (c) Was the place located within the same district of enumeration or in any other district, if so which district?
   (d) Was the place situated in any other State in India, if so which State?
   (e) Was the place located in any other country, if so which country?
8. What is the duration of residence in completed years at the village or town of enumeration?
9. What is his/her enumeration?
10. Is his/her caste or tribe included in the list of Scheduled Castes or Scheduled Tribes notified for the State? If so, what is the name of that Scheduled Caste or Scheduled Tribe?
11. Can he/she read and write with understanding.
12. (a) If he/she has passed any class or standard, what is the highest educational qualification attained by him/her i.e., the class, standard or degree he/she has actually passed?
   (b) If he/she is a graduate or post-graduate what is his/her subject in which he/she has specialised?

13. What is his/her mother tongue?

14. Does he/she speak and understand any other Indian or foreign languages and if so the language/languages he/she is proficient.

15. Is he/she engaged in 'Cultivation' or supervision or direction of 'Cultivation' as lessee of land held from Government, or as a tenant of land held from private persons or institutions on payment in money, kind or share? (Cultivation involves ploughing, sowing, and harvesting and production of cereals and millet crops such as wheat, paddy, ragi, etc. and pulses, raw jute and kindred fibre crop, cotton, etc. and other crops such as sugarcane, groundnuts, tapioca, etc.)

16. Is he/she an 'agricultural labourer'? (An agricultural labourer is one who works in another person's land for wages in money, kind or share without any right of lease or contract on land which he/she works).

17. Is he/she engaged in any household industry involving some prdouction, processing, servicing or repair of articles such as handloom weaving, dyeing, carpentry, beedi rolling, pottery manufacture, dairying, bicycle repairing, blacksmithy, tailoring, etc.

18. Is he/she engaged in any work other than those covered by questions 15, 16 and 17 above and if so, what is the nature of the work?

19. If he/she is not engaged in any profession then is he/she

(a) engaged in un-paid domestic duties i.e. like house wife or other adult male or female who does no other work such as making articles at home for sale or wages nor help in family cultivation, industry, tradc or business either on regular or on part-time basis.

(b) a full time student or child attending school who does no other work.

(c) a retired person who is not reemployed, rentier, person living on agricultural or non-agricultural royalty, rent or dividend or a person of independent means or a person who does not have to work for securing a livelihood.

(d) a dependent like infants or children not attending school, a person permanently disabled from work because of illness or old age.

(e) a beggar, vagrant, independent woman without indication of source of income or of unspecified sources of subsistence who are not engaged in any economically productive work.

(f) a Convict in Jail, or an inmate of a penal, mental or charitable institution.

(g) a person who is not covered by (a) to (f) above, but is seeking work for the first time.

20. (a) If he/she is engaging in ' Household Industry ' or in other work, what is the name of the village or town where he/she works?

(b) Is it in the same village or town of enumeration?

(c) If outside the village or town of enumeration, what is the name of the village or town?

(d) What is the name of the establishment where he/she works? (i.e. Name of factory, firm, workshop, business house, company, shop, office, etc. and whether Central or State Governments or Local body offices, etc.

(e) What is the nature of industry, trade, profession or service in which he/she is engaged?

(i) Agriculture, hunting, forestry and fishing, etc.

(ii) Mining and/or quarrying

(iii) Manufacturing and repair

(iv) Electricity, gas and water

(v) Construction

(vi) Wholesale and Retail trade and Restaurants and hostels

(vii) Transport, storage and communication
(viii) Financing, insurance real estate and business services
(ix) Community, Social and personal services

(f) If he/she is engaged in 'household industry' or any other work (excluding cultivation and agricultural labour) what is the description of the actual work he/she is attending to?

(g) Is he/she engaged in the capacity of:

(i) an Employer i.e. who hires one or more persons in his/her work described in Question 20 (f) above.

(ii) an Employee i.e. who does his/her work described in Question 20 (f) above, under others for wages or salary in cash or kind.

(iii) A single worker i.e. one who is doing his work described in Question 20 (f) without employing others except casually and without the help of other members of the family except casually, and participant in work as members of co-operatives.

(iv) A family worker i.e. who is doing his work described in Question 20 (f) in a family enterprise along with other members of the family without wages or salary in cash or kind.

21. (a) Is he/she engaged in any secondary work other than those covered by Questions 15 to 19? If so, is he/she a cultivator, Agricultural labourer engaged in household industry, or any other work?

(b) If he/she is not engaged as Cultivator or agricultural labourer, what is the name of the village or town where he/she works?

(c) Is it in the same village or town of enumeration?

(d) If outside the village or town of enumeration, what is the name of the village or town?

(e) What is the name of the establishment where he/she works?

(f) What is the nature of the industry, trade, profession or service in which he/she is engaged?

(g) What is the description of the actual work he/she is attending to?

(h) Is he/she engaged in the capacity of (i) Employer (ii) Employee (iii) Single worker (iv) Family worker.

By order of the Governor)
(Sd.)
Special Secretary.

Endorsement No. 57558/PMB3/70/PD.

Communicated to the Superintendent, Government Presses, for publication in the next issue of the Gazette positively. He is requested to supply 100 copies of the Gazette notification to the Director of Census Operations, Kerala with 250 copies to Government immediately.

To

The Director of Census Operations, Kerala with C/L.

Forwarded/By order
(Sd.)
Section Officer.

GOVERNMENT OF KERALA

PUBLIC (POLITICAL AND MILITARY B) DEPARTMENT

No. 103711/PM B3/70/PD. Dated, Trivandrum, 1st January 1971.

NOTIFICATION

Government hereby make the following amendments to the Annexure to the Notification No. 57558/PM B3/70/PD., dated 26th October 1970 published in the Kerala Gazette, dated 10th November 1970.

Amendment

In the said Annexure, the word 'religion' will be substituted for the word 'enumeration' under question No. 9.

The word 'Hotels' will be substituted for the word 'Hostels' under question No. 20 (e) (vi).

(By order of the Governor)
C. P. RAMAKRISHNA PILLAI,
Joint Secretary.

Endorsement No. 103711/PM B3/70/PD., dated 1st January 1971.

Communicated to the Superintendent, Government Presses, Trivandrum for publication in the next issue of the gazette positively. He is requested to supply 100 copies of the gazette notification to the Director of Census Operations, Trivandrum and 250 copies to Government immediately.

The Director of Census Operations, Kerala, Trivandrum with C.L.

The Tahsildar, Trivandrum (vide No. C3/15003/70, dated 15th December 1970.)

Forwarded/By order
(Sd.)
Section Officer.

GOVERNMENT OF KERALA

No. 49816/PM B3/70/PD.,
Public (Political and Military-B) Department,
Trivandrum, dated 29th June 1970.

From
The Special Secretary to Government.

To
The Director of Census Operations, Kerala, Trivandrum.

Sir,

Sub:—Census of India 1971—Enumeration in February/March 1971—Appointment of Circle Supervisors and Enumerators—Forms of appointment—Approved.

Ref:—Your letter No. C1-124/69, dated 8th June 1970.

I am to return herewith copies of the draft forms of appointment of Circle Supervisors and Enumerators (with slight modification) duly approved by the Government.

(Sd.)
C. M. NARAYANAN,
Assistant Secretary,
For Special Secretary to Government.

106/1—43

CENSUS OF INDIA 1971

Letter of appointment of Circle Supervisors under sub-section (3), section 4 of the Census Act (Central Act 37 of 1948)

To

.....

Sir,

In exercise of the powers delegated to me under sub-section (4) of section 4 of the Census Act, 1948 (Central Act 37 of 1948) under G.O.Ms. No. 363/Pub., dated 18th December 1969, I hereby appoint you as a Census Officer, to take, aid in and supervise the taking of the census in the area noted below which will, hereafter, be known as your circle. You are designated 'Circle Supervisor' of the said circle. Your main function is to equip the enumerators in your circle to do their work properly, make sure that they are thorough with the instructions and rules and they follow them strictly, and effectively supervise their work. You have to see that all the Individual Slips, Population Records, Enumerator's Daily Posting Statements, Enumerator's Abstract and Instructions are distributed to the Enumerators in your circle in time. Since you will have only a few Enumerators under you, it should be possible for you to establish intimate contact with them and check thoroughly their knowledge of instructions and rules and how they act in the Training Sample Census. The training imparted by the Charge Officer will have to be followed up by you. In actual enumeration, you are requested to inspect at least 15 per cent of the households at the time of enumeration and in different places and exercise cent per cent check over the Individual Slips, Population Records, Enumerators' Daily Posting Statements and Enumerator's Abstracts. You should see that the enumeration in your jurisdiction is properly conducted. You have to sign and submit all the census records to the Charge Officer along with the other records in time. Prior to enumeration, you have to prepare a houselist extract from the houselists for the guidance of your Enumerators. You will have special functions to perform during the census period. You will be guided by the official instructions received from the Charge Officer and other higher authorities. In addition to the above, you will have to perform such other duties, as might be required of you, from time to time, in connection with the Census Operations.

By your appointment as Supervisor, you are deemed a 'Public Servant' within the meaning of the Indian Penal Code. The success of the census depends to a large extent upon your effective supervision. Your attention is invited to the Census Act (Central Act 37 of 1948) and in particular to section 11 thereof given along with this.

Area

Name of charge..... Circle number.....

Town/Village/ Forest Division/ Special Area	Ward/Kara/ Muri/Desom/ Forest Range/ Special Area	Area covered by building number		Territorial block number	Enumerator's block number	Name of Enumerator
		From	To			
1	2	3	4	5	6	7

Yours faithfully,

Place:
Date:

Signature:
Name:
Designation:

CENSUS OF INDIA 1971

Letter of appointment of Enumerators under sub-section (3) of section 4 of the Census Act, 1948 (Central Act 37 of 1948)

To

.....

Sir,

In exercise of the powers delegated to me under sub-section (4) of section 4 of the Census Act, 1948 (Central Act 37 of 1948) under G.O.Ms. No. 363/Pub., dated 8th December 1969, I hereby appoint you as a Census Officer to take the census in the area noted below which will hereafter be known as your block(s). You are designated "Enumerator" of the said block(s) and your number is..... You have to record this number in the appropriate places in the Enumerator's Daily Posting Statement, and Enumerator's Abstract. Your function will be to visit every residential house within your jurisdiction between the 10th and 28th February 1971, and places where houseless persons are usually found on 28th February 1971, and fill up the Individual slips in respect of every household and every houseless person and a population record in respect of every household in the block(s) allotted to you. From 1st to 3rd March 1971, you should repeat your visit to all residential houses in your jurisdiction and place of houseless persons and record births and deaths that took place between the enumeration date and the reference date and also enumerate casual visitors who have not been enumerated. You will have also to fill up the Enumerator's Abstract on the pads and submit an abstract for each block under you to the Circle Supervisor. You have to be thorough with the instructions and rules of enumeration, attend all training classes and check up classes which you will be called upon to attend and participate in the Training Sample Census. You have further to attend to the post-enumeration check, if called upon to do so, and also discharge such other functions, as will be assigned to you, from time to time, by your Supervisors, in connection with the Census Operations. Throughout the period of your training and enumeration, you should carry out the instructions of your Supervisor and higher census authorities.

The success of the census depends upon the quality of your work, vigilance, enthusiasm and impartiality. Your attention is invited to the provisions of the Census Act (Central Act 37 of 1948) and in particular to section 11 thereof given along with this.

Area

Name of charge..... Circle number.....

Enumerator's block number.....

Town/Village/ Forest Division/ Special Area	Ward/Kara/ Muri/Desom/ Forest Range/ Special Area	Area covered by buildings		Territorial block number	Name of Supervisor
		From	To		
1	2	3	4	5	6

Yours faithfully,

Place:
Date:

Signature:
Name:
Designation:

106/1—43a

GOVERNMENT OF KERALA

No. 53219/PM B3/70/PD.
Public (Political & Military-B)
Department,
Dated, Trivandrum 3rd July 1970.

CIRCULAR

Sub:—Census 1971—Appointment of Supervisors and Enumerators from teachers and the staff on the Government Department, Municipalities and Panchayats—Furnishing of up-to-date list of staff, etc.—Instructions issued.

Ref:—G. O. (Ms) No. 219/Pub., dated 28th July 1969.

In the G. O. cited the Government have laid down the procedure to be adopted in connection with the Census of 1971. Preliminary arrangements in connection with the Census 1971 viz., the Housenumbering and Houselisting operations in the State, are being completed. The next major operation is the selection and appointment of Enumerators and Supervisors for the census enumerration during February–March 1971 and their training.

As per the pattern of the Enumeration hierarchy of the Census approved in the G.O. cited the staff required for the enumeration work (Enumerators and Supervisors) have to be appointed from the teachers of Government and Aided Schools and the staff of the various Government Departments (other than Police and Judiciary) and those of Municipalities and Panchayats. The selection of the Enumerators and Supervisors from the above categories is possible for the Charge Officers only on the basis of up-to-date lists of staff in the schools and offices in their respective jurisdictions.

In the circumstances the Director of Public Instructions and the other Heads of Departments, excluding Police and Judiciary Departments, are requested to isssue necessary directions to their subordinate offices and the Headmasters of Government and Aided Schools to supply to the Charge Officer. (Tahsildars/Municipal Commissioners/Corporation Commissioners Executive Officer, Guruvayur Township) under whose jurisdiction the offices and the schools are situated up-to-date lists of the staff in their departments with their qualifications and to render all assistance to the Charge Officers in the selection of enumeration personnel.

C. P. RAMAKRISHNA PILLAI,
Joint Secretary.

To

All Heads of Departments
(Excluding Police and Judiciary Departments), etc.
Director of Census Operations and
Ex-Officio Superintendent of Census Operations (with C. L.)

Forwarded/By order
(Sd.)
Section Officer.

GOVERNMENT OF KERALA

No. 60157/PM B3/70/PD.
Public (Political & Military-B)
Department,
Dated, Trivandrum 6th October 1970.

From

The Special Secretary to Government

To

All Charge Officers (Tahsildars/Municipal Commissioners/Corporation Commissioners/ District Forest Officers/Executive Officer, Guruvayur Township).

Sir,

Sub:—Census 1971—Appointment of Supervisors and Enumerators—Exemption from enumeration work.

Ref:—Government Circular No. 53219/PM B3/70/PD, dated 3rd July 1970.

In continuation of the instructions issued in the circular cited (copy enclosed for ready reference), I am directed to inform you that the treasury staff and the technical staff attached to the Government Hospitals may be engaged for enumeration work only under exceptional circumstances.

Yours faithfully,
(Sd.)
C. P. RAMAKRISHA PILLAI,
Joint Secretary
For Special Secretary to Government.

Approved for issue
(Sd.)
Section Officer.

Copy to: The Director of Census Operations—Vide his letter No.C3-158/70, dated 9th September 1970.
The Director of Treasuries.
The Director of Health Services.
The Superintendent, Medical College Hospital, Trivandrum.
The Director of Indigenous Medicines.

GOVERNMENT OF KERALA

No. 105418/PM B3/70/PD.
Public (Political & Military-B) Department,
Dated, Trivandrum 1st January 1971.

From

The Special Secretary to Government

To

All Charge Officers (Tahsildars/Municipal Commissioners/Corporation Commissioners/ District Forest Officers/Executive Officer, Guruvayur Township).

Sir,

Sub:—Census 1971—Appointment of Supervisors and Enumerators—Exemption from enumeration work.

Ref:—Government Circular No. 53219/PM B3/70/PD, dated the 3rd July, 1970.

In continuation of the instructions issued in the circular cited, I am directed to inform you that the staff of the Agricultural Income-tax and Salestax Department may be engaged for enumeration work only under exceptional circumstances.

Yours faithfully,
(Sd.)
S. K. KUTTAPPAN NAIR,
For Special Secretary to Government.

Approved for issue
(Sd.)
Section Officer.

Copy to: The Director of Census Operations, Kerala (with C. L.)
The Secretary, Board of Revenue (Taxes), Trivandrum
The Revenue Department—vide No. 26869/H3/70, dated 24th December 1970.

GOVERNMENT OF KERALA

No. 37258/A2/70/Home.
Home (A) Department,
Dated, Trivandrum, 20th August 1970.

From

The Secretary to Government

To

The Inspector-General of Police

Sir,

Arrangements for the selection of personnel for the Census enumeration during February–March, 1971 are under way. The Enumerators and Supervisors will be drawn as far as possible from the Education Department and the rest from the other Departments excluding Police and Judiciary. The enumeration personnel so drawn may not be suitable for conducting enumeration in the Central Jails, Sub-jails, Reformatories, Borstal schools, etc. and in the Armed Reserve Camps in view of the peculiar nature of these institutions. It is therefore proposed to conduct the enumeration in these places either by officers in charge of these institutions or their nominees. However in view of the large number of lock-ups in the State, it is proposed to arrange the enumeration thereby the enumerators of general blocks with the assistance of the officers in charge of the lock-ups. The above arrangement requires the co-operation and assistance of the Jail and Police authorities. I am therefore to request you to instruct the officers in charge of the Armed Reserve Camps in the State and the Police Training College to arrange the enumeration of the inmates. The concerned officers may also be instructed to extend all possible co-operation and assistance to the general enumerators to enumerate the persons under custody in the lock-ups and to provide police protection to the enumeration staff whenever requested for by the Charge Officers.

Yours faithfully,
(Sd.)
P. V. JOSEPH,
Under Secretary,
For Secretary to Government.

Approved for issue
(Sd.)
Section Officer.

Copy to the Director of Census Operations, Kerala (Vide C3–158/70, dated 9th July 1970).

OFFICE OF THE INSPECTOR-GENERAL OF PRISONS, KERALA

No. G2–20879/70.
Trivandrum–12,
Dated, 9th September 1970.

From

The Inspector-General of Prisons, Trivandrum–12.

To

The Superintendent of all the Institutions under the Jails Department including Welfare Institutions.

Sir/Madam,

Sub:—Census 1971—Enumeration in Jails, Borstal School, Rescue Homes, etc.

I am forwarding herewith a copy of the letter No. C3–158/70, dated 9th July 1970 of the Director of Census Operations, Kerala, Trivandrum received from Government for necessary compliance. You are requested to contact the local census authorities and take instructions and also extend all co-operation and assistance in connection with the census enumeration/supervision. You yourself or any of the suitable person from the institution nominated by you for the purpose may do the census work and also attend the training classes according to the programmes of the census authorities.

Yours faithfully,
(Sd.)
P. GOPALA MENON,
Deputy Inspector-General of Prisons.

Approved for issue
(Sd.)
Superintendent.

GOVERNMENT OF KERALA

Abstract

CENSUS 1971—OFFICERS STAFF APPOINTED FOR CENSUS ENUMERATION—FREEZING OF TRANSFERS, PROHIBITING THE GRANT OF LEAVE, ETC.—ORDERS ISSUED.

PUBLIC (POLITICAL AND MILITARY-B) DEPARTMENT

G.O. (Ms) No. 342/70/PD. Dated, Trivandrum, 3rd October 1970.

Read.—From the Director of Census Operations, letter No. C3-227/70, dated 16th September 1970.

ORDER

The period between 15th October 1970 and 31st March 1971 is crucial for the Census Enumeration in connection with the Census 1971. As recommended by the Director of Census Operations Government are pleased to issue the following orders:—

1 It is essential that the District Census Officers, Charge Officers, the Census Supervisors and Enumerators appointed for Census Enumeration are kept in their respective stations in connection with the census count. They should not be transferred during the period from 15th October 1970 to 31st March 1971 save for exceptional reasons such as retirement, promotion or reversion. When any of the Officers are transferred under the above exceptional circumstances the Heads of Departments and other Officers competent to make such transfers should see that a copy of the order is communicated to the Director of Census Operations.

2 It is also necessary to restrict the grant of leave during the crucial period of Census Operations. No leave other than casual leave should be granted to Officers engaged in Census Operations during the above period except on medical grounds. Even in such cases Government sanction should be taken.

3 The staff drafted for census work will have to attend the census training classes. The Heads of Departments will permit them to be absent for the above purpose. The period spent on for training will be treated as duty. The Charge Officers will communicate a copy of the training programme to the Heads of Departments/Offices in advance.

(By order of the Governor)
C. P. RAMAKRISHNA PILLAI,
Joint Secretary.

To

The Director of Census Operations with C/L.
The Secretary, Board of Revenue.
All District Collectors, Revenue Divisional Officers and Tahsildars.
The Director of Public Instruction, Regional Deputy Directors and District Educational Officers.
All Block Development Officers, the Commissioners, Corporations of Trivandrum, Calicut and Cochin (through Mayors).
The Director of Municipalities.
The Chief Conservator of Forests and all District Forest Officers.
All other Heads of Departments.

Forwarded/By order
(Sd.)
Section Officer.

GOVERNMENT OF KERALA

No. 5339/PM B3/71/PD.,
Public (Political & Military B) Department,
Trivandrum, dated 4th March 1971.

CIRCULAR

Sub:—Census 1971—Officers and staff appointed for Census enumeration—Freezing of transfers, prohibiting grant of leave, etc.

Ref:— (i) G.O. Ms. 352/70/PD., dated 3rd October 1970.
(ii) Letter from the Director of Census Operations No. C3-227/70, dated 14th January 1971.
(iii) G.O. Ms. No. 56/71/PD., dated 4th March 1971.

The attention of Heads of Departments is invited to the Government Orders cited. There are complaints that the staff appointed for Census work are being transferred in spite of specific orders of Government freezing of transfers. The Enumerators and Supervisors appointed for Census work have already been trained and any transfer of these hands is likely to cause serious dislocation in the Census programme. The Heads of Departments (except Police and Judiciary) particularly the Director of Public Instruction are, therefore, requested to see that the Government Orders issued in the matter are strictly adhered to.

G. BHASKARAN NAIR,
Special Secretary.

To
The Secretary, Board of Revenue.
All District Collectors/Revenue Divisional Officers/Tahsildars.
The Director of Public Instruction/Regional Deputy Directors/District Educational Officers.
The Commissioners, Corporations of Trivandrum, Calicut and Cochin (through Mayors).
All Block Development Officers.
The Director of Municipalities.
The Chief Conservator of Forests/District Forest Officers.
All Other Heads of Departments.

Copy to: The Director of Census Operations with C.L.

Forwarded/By Order,
(Sd.)
Section Officer.

GOVERNMENT OF KERALA

Abstract

CENSUS 1971—OFFICERS AND STAFF APPOINTED FOR CENSUS ENUMERATION—FREEZING OF TRANSFERS, PROBIBITING THE GRANT OF LEAVE, ETC.—REVISED ORDERS ISSUED

PUBLIC (POLITICAL AND MILITARY B) DEPARTMENT

G.O. Ms. No. 56/71/PD. Dated, Trivandrum, 4th March 1971.

Read:—1 G.O. Ms. No. 342/PD., dated 3rd October 1970.
2 From the Director of Census Operations letter No. C3-227/70, dated 14th January 1971.

ORDER

In the G.O. cited, orders were issued freezing the transfers of staff engaged for Census enumeration during the period from 15th October 1970 to 31st March 1971 save under exceptional circumstances such as retirement, promotion or reversion and prohibiting the grant of leave to such officers during the above period. The Director of Census Operations has stated in his letter read above that according to the revised enumeration programme it is necessary to retain the staff engaged for

Census work in their present station till 15th April 1971. In view of this position, Government order that the restrictions regarding the transfer of the staff engaged for Census work and grant of leave to them, ordered in the G.O. cited, will be in force, till 15th April 1971.

(By order of the Governor)
G. BHASKARAN NAIR,
Special Secretary.

To

The Secretary, Board of Revenue.
All District Collectors/Revenue Divisional Officers/Tahsildars.
All Block Development Officers.
The Director of Public Instruction/Regional Deputy Directors/District Educational Officers.
The Commissioners, Corporations of Trivandrum, Cochin and Calicut (through Mayors).
The Director of Municipalities.
The Chief Conservator of Forests/All District Forest Officers.
All other Heads of Departments.

Copy to: The Director of Census Operations with C/L.

Forwarded/By order,
(Sd.)
Section Officer.

GOVERNMENT OF KERALA

Abstract

CENSUS 1971—OFFICERS AND STAFF APPOINTED FOR CENSUS ENUMERATION—FREEZING OF TRANSFERS —PROHIBITING OF GRANT OF LEAVE—MODIFICATION OF ORDERS—REGARDING

SCHOOL EDUCATION (A) DEPARTMENT

G.O. Rt. No. 719/71/S. Edn. Dated, Trivandrum, 26th March 1971.

Read:—G.O. Ms. No. 342/70/PD., dated 3rd October 1970 from the Public (Political and Military-B) Department.

ORDER

Government have in the G.O. read above ordered inter alia that with a view to restricting grant of leave to officers and staff appointed for Census enumeration work no leave other than casual leave should be granted to officers engaged in Census Operations during the period except on medical grounds and that in such cases Government sanction should be taken.

2. As a result of the above orders, several cases of applications for leave, even for very short periods, have been forwarded to Government by the various District Educational Officers for sanction. Director of Census Operations was consulted in the matter and he has made it clear that the intention behind the issue of the order read above is not to have all cases referred to Government but only cases of long leave, which might affect the Census enumeration work.

3. In the circumstances explained above Government are pleased to order that the Controlling Officers in the Education Department may sanction leave in such cases for which they are competent provided they are convinced and satisfied that Census work will not be adversely affected. They will consult the District Census Officers before sanctioning the leave. This fact should also be recorded while issuing orders sanctioning the leave.

4. This order is in modification of the G.O. read above.

(By order of the Governor)
T. S. RAMAKRISHNAN,
Deputy Secretary.

To

The Director of Public Instruction.
The District Educational Officers.
The Regional Deputy Directors of Public Instruction.
The Director of Census Operations (with C.L.)
The Political and Military (B) Department.
The District Census Officers.

Forwarded/By order
(Sd.)
Section Officer.

106/1—44

GOVERNMENT OF KERALA

No. 92800/PM B3/70/PD.,
Public (Political and Military-B)
Department, Trivandrum,
dated 18th November 1970.

CIRCULAR

Sub:—Census 1971—Staff appointed for Census enumeration. Concessions in Office attendance —Regarding.

Ref:—1 G.O. Ms. No. 842/Pub. Department dated 3rd October 1970.

2 Letter No. C3-227/70, dated 17th November 1970, from the Director of Census Operations.

As stated in the G.O. cited, the period between 15th October 1970 and 31st March 1971 is crucial for the Census enumeration in connection with the Census 1971. The Director of Census Operations has recommended that the staff appointed for Census duty may be allowed to come to office a bit late and leave office early on certain days during the period of enumeration and revisional round for completing the work in time. Government accept the above recommendations of the Director of Census Operations and direct the officers concerned to take action accordingly.

C. P. RAMAKRISHNA PILLAI,
Joint Secretary.

To

The Director of Census Operations (with C.L.)
The Secretary, Board of Revenue.
All District Collectors, Revenue Divisional Officers and Tahsildars.
The Director of Public Instruction, Regional Deputy Directors and District Educational Officers.
All Block Development Officers.
The Commissioners, Corporations of Trivandrum, Calicut and Cochin (through Mayors).
The Director of Municipalities.
The Chief Conservator of Forests and all District Forest Officers.
All other Heads of Departments.

Forwarded/By order
(Sd.)
Section Officer.

GOVERNMENT OF KERALA

Abstract

CENSUS 1971—FACILITIES FOR TRAINING AND ENUMERATION—CONCESSIONS ALLOWED

PUBLIC (POLITICAL AND MILITARY-B) DEPARTMENT

G.O. MS. No. 377/70/PD. Dated, Trivandrum, 20th November 1970.

Read:—Letter No. C3-227/70, dated 17th November 1970 from the Director of Census Operations.

ORDER

As recommended by the Director, Census Operations, Government are pleased to issue the following orders.

2. The Supervisors and Enumerators engaged for the 1971 Census will be allowed the concessions of absenting themselves from office work on duty for seven days completely and either during the forenoon or afternoon of the rest of the working days from 10th to 28th February 1971 according as the Supervisors and Enumerators would prefer to avail of, for enumeration work to be conducted from 10th February 1971 to 28th February 1971.

3. In respect of the Supervisors and Enumerators of the taluks of Devicolam, Peermade, Udumbanchola, North Wynad, South Wynad, the Attappady, I, II and III villages of Mannarghat taluk and the Nilambur, Chungathara and Edakkara villages of Ernad taluk they may be allowed further concession of availing themselves of full duty leave for half the number of working days on which the other Supervisors and Enumerators have been allowed to avail duty leave either in the forenoon or in the afternoon besides the duty leave on 7 complete days granted as in these hilly areas the Supervisors and Enumerators will find it extremely difficult to do any enumeration or supervision work by devoting only half a day.

4. The Supervisors and Enumerators will also be allowed to absent themselves from office work on duty completely for 3 days from 1st March 1971 to 3rd March 1971 and 3rd March 1971 to 5th March 1971 respectively for the revisional round and for checking and handing over of the records.

5. The Director of Public Instruction will instruct (*i*) the Headmasters of schools not to have Saturdays as working days from 10th February 1971 to 3rd March 1971, (*ii*) the private schools to accord similar concessions as above to their staff appointed as Supervisors and Enumerators, and (*iii*) the Heads of Educational Institutions to place suitable halls for the conduct of Census classes on request from Municipal Commissioners, Tahsildars and Divisional Forest Officers and if necessary to dispense with any regular class or classes on those days.

(By order of the Governor)
C. P. RAMAKRISHNA PILLAI,
Joint Secretary.

To

The Director of Census Operations, (with C.L.)
The Secretary, Board of Revenue.
All District Collectors, Revenue Divisional Officers and Tahsildars.
The Director of Public Instruction, Regional Deputy Directors and District Educational Officers.
All Block Development Officers.
The Commissioners, Corporations of Trivandrum, Calicut and Cochin (through Mayors).
The Director of Municipalities.
The Chief Conservator of Forests, and All District Forest Officers.
All other Heads of Departments.

Forwarded/By order
(Sd.)
Section Officer.

GOVERNMENT OF KERALA

No. 95542/PM B3/70/PD.
Public (Political and Military–B) Department
Trivandrum, dated 26th November 1970.

CIRCULAR

Sub:—Census 1971—Facilities for training and enumeration concessions—Orders regarding.

Ref:—1 Government Circular No. 92300/PMB3/70/PD., dated 18th November 1970.
2 G.O. MS. No. 377/70/PD., dated 20th November 1970.

The words " Supervisors and Enumerators " occurring in para 4 of the G.O. cited will be corrected and read as " Enumerators and Supervisors ".

The orders issued in the Circular Memorandum cited are cancelled.

C. P. RAMAKRISHNA PILLAI,
Joint Secretary to Government.

To

The Director of Census Operations (with C.L.)

** ** **

106/1—44a

GOVERNMENT OF KERALA

Abstract

CENSUS 1971—PROGRAMME—REVISED—FACILITIES FOR TRAINING AND ENUMERATION—CONCESSION ALLOWED—ORDERS MODIFIED

PUBLIC (POLITICAL AND MILITARY-B) DEPARTMENT

G.O. Rt. No. 36/71/PD. Dated, Trivandrum, 4th January 1971.

Read:—1 G.O. Ms. No. 377/70/PD., dated 20th November 1970.

2 From the Director of Census Operations letter No. C3-227/70, dated 29th December 1970.

ORDER

In the G.O. read as first paper above, Government have allowed the Supervisors and Enumerators engaged for the 1971 Census, concession in the matter of absenting themselves from office work on duty during the enumeration period from 10th February 1971 to 28th February 1971 and revisional round from 1st March 1971 to 3rd March 1971. The Director of Census Operations has stated in his letter read as second paper above that the Registrar General has informed him that in view of the mid-term poll announced, the enumeration programme has been revised as follows :—

Reference date	..	Sunrise of 20th February 1971
Commencement of enumeration	..	1st February, 1971
Enumeration of houseless population	..	Night of 19th February 1971
Revisional round	..	20th to 22nd February 1971.

As recommended by the Director of Census Operations, Government are pleased to modify the orders issued in the G.O. read as first paper above as follows :—

(i) The Supervisors and Enumerators engaged for the 1971 Census will be allowed the concession of absenting themselves from office work on duty for seven days completely, and either during the F.N. or A.N. of the rest of the working days from 1st to 19th February, 1971 according as they may prefer to avail of for enumeration work to be conducted from 1st February 1971 to 19th February 1971.

(ii) In respect of the Supervisors and Enumerators of the taluks of Devicolam, Peermade, Udumbanchola, North Wynad, South Wynad, the Attappady, I, II and III villages of Mannarghat taluk and the Nilambur, Chungathara, Amarambalam, Kalikavu, Karuvarakundu, Thuvoor and Edakkara villages of Ernad taluk, they may be allowed the further concession of availing themselves of full duty leave for half the number of working days on which the other Supervisors and Enumerator have been allowed to avail duty leave either in the F.N. or in the A.N. besides the duty leave on seven complete days granted, as in these hilly areas the Supervisors and Enumerators will find it extremely difficult to do any enumeration or supervision work by devoting only half a day.

(iii) The Enumerators and Supervisors will also be allowed to absent themselves from office work on duty completely for three days from 20th February 1971 to 22nd February 1971 and 22nd February 1971 to 24th February 1971 respectively for the revisional round and for checking and handing over of the records.

(iv) The Director of Public Instruction will instruct (*a*) the Headmasters of schools not to have Saturdays as working days from 1st February 1971 to 22nd February 1971, and (*b*) the private schools to accord similar concessions to their staff appointed as Supervisors and Enumerators.

(By order of the Governor)
C. P. RAMAKRISHNA PILLAI,
Joint Secretary.

To

The Director of Census Operations, Trivandrum (with C.L.)
The Secretary, Board of Revenue.
All District Collectors, Revenue Divisional Officers and Tahsildars.
The Director of Public Instruction, Regional Deputy Directors and District Educational Officers.
All Block Development Officers.
The Commissioners, Corporations of Trivandrum, Calicut and Cochin (through Mayors).
The Chief Conservator of Forests and All District Forest Officers.
All other Heads of Departments.
The Director of Municipalities.

Forwarded/By order
(Sd.)
Section Officer.

GOVERNMENT OF KERALA

Abstract

CENSUS 1971—PROGRAMME—REVISED—FACILITIES FOR TRAINING AND ENUMERATION—CONCESSIONS ALLOWED—ORDERS MODIFIED

PUBLIC (POLITICAL AND MILITARY-B) DEPARTMENT

G.O. Rt. No. 540/PD. Dated, Trivandrum, 24th February 1971.

Read:—1 G.O. Rt. No. 36/71/PD., dated 4th January 1971.
2 Letter No. C3-227/70, dated 13th January 1971 from the Director of Census Operations.

ORDER

In the G.O. read above, Government have allowed the Supervisors and Enumerators engaged for the 1971 Census, concessions in the matter of absenting themselves from office work on duty during the enumeration period and revisional round. The Director of Census Operations has stated in his letter read as second paper above that the Government of India have postponed the Census enumeration and revised the enumeration programme as follows : —

Reference date	..	Sunrise of 1st April, 1971
Commencement of enumeration	..	10th March, 1971
Enumeration of houseless population	..	Night of 31st March, 1971
Revisional round	..	1st to 3rd April, 1971

2. As recommended by the Director of Census Operations Government are pleased to issue revised orders in the matter of concessions given to the personnel engaged in Census work as follows :—

(i) The Supervisors and Enumerators engaged for the 1971 Census will be allowed the concession of absenting themselves from office work on duty for seven days completely and either during the F.N. or A.N. of the rest of the working days from 10th March to 31st March, 1971 according as they may prefer to avail of for enumeration work to be conducted from 10th March 1971 to 31st March 1971 ;

(ii) The Supervisors and Enumerators of the taluks of Devicolam, Peermade, Udumbanchola, North Wynad, South Wynad, the Attappady, I, II and III villages of Mannarghat taluk and the Nilambur, Chungathara, Amarambalam, Kalikavu, Karuvarakundu, Thuvoor and Edakkara villages of Ernad taluk and Kanthalad, Pannikkottur and Peruvanna villages of Quilandy taluk, will be allowed the further concession of availing themselves of full duty leave for half the number of working days on which the other Supervisors and Enumerators have been allowed to avail duty leave either in the F.N. or in the A.N. besides the duty leave for seven complete days granted, as in these hilly supervision work areas the Supervisors and Enumerators will find it extremely difficult to do any enumeration or by devoting only half a day ;

(iii) The Enumerators and Supervisors will also be allowed to absent themselves from office work on duty completely for 3 days from 1st April 1971 to 3rd April 1971 and 3rd April 1971 to 5th April 1971 respectively for the revisional round and for checking and handing over of the records;

(iv) The Director of Public Instruction will instruct (*a*) the Headmasters of schools not to have Saturdays as working days from 10th March 1971 to 3rd April 1971 and (*b*) the private schools to accord similar concessions to their staff appointed as Supervisors and Enumerators.

(By order of the Governor)
M. MOHAN KUMAR,
Deputy Secretary.

To

The Director of Census Operations (with C.L.)
The Secretary, Board of Revenue.
All District Collectors, Revenue Divisional Officers and Tahsildars.
The Director of Public Instruction and Regional Deputy Directors and District Educational Officers.
All Block Development Officers.
The Commissioners, Corporations of Trivandrum, Cochin and Calicut (through Mayors).
The Director of Municipalities.

Forwarded/By order
(Sd.)
Section Officer.

CENSUS OF INDIA, 1971—KERALA STATE

PUBLICATION PROGRAMME

Portrait of Population—a descriptive analysis.

PART I–A	First Part of the General Report	
PART I–B	Second Part of the General Report	
PART I–C	Subsidiary Tables	
PART II–A	General Population Tables (A Series)	
PART II–B	Economic Tables (B Series)	
PART II–C (i)	Distribution of Population—Mother-tongue and Religion, Scheduled Castes and Scheduled Tribes	
PART II–C (ii)	Other Social and Cultural Tables and Fertility Tables. Tables on Household Composition. Single Year Age, Marital Status, Educational Levels, Scheduled Castes and Scheduled Tribes, etc.	
PART II–D	Migration Tables	
PART III	Report and Tables on Establishments	
PART IV	Housing Report and Tables	
PART V	Special Tables and Ethnographic Notes on Scheduled Castes and Scheduled Tribes	
PART VI–A	Town Directory	
PART VI–B	Special Survey Reports on Selected Towns	
PART VI–C	Survey Reports on Selected Villages	
PART VIII–A	Administration Report—Enumeration	Not for sale—for official use only
PART VIII–B	Administration Report—Tabulation	
PART IX	State Census Atlas	
PART X	District Census Hand Books	
PART A & B	Village and Town Directory and Village and Town-wise Primary Census Abstract	
PART C	Analytical Report, Administrative Statements and District Census Tables	

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Volumes similar to those indicated above are being published at the All India level. Apart from these, All India Census Tables on 1 per cent Sample basis being Part II (Spl.) and a Special Report on Graduate and Technical Personnel being Part VII are also being published.