

CENSUS OF INDIA

1971

SERIES—28

GOA, DAMAN AND DIU

PART VIII-A

ADMINISTRATION REPORT—ENUMERATION

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DIRECTOR OF CENSUS OPERATIONS
GOA, DAMAN & DIU
and
DADRA & NAGAR HAVELI

The photograph printed on the cover of this report represents the bronze statue of Jose Custodio Faria, popularly known as Abade Faria, the famous Goan priest-scholar-scientist. He was born at village Condolim in Bardez taluka of Goa district on 31st May, 1756. Though he started his career as a priest here, Abade Faria left Goa in 1788 at a young age of 32 and settled down for the remaining part of his life in France where he worked as a teacher for sometime, but soon got interested in mesmerism and ultimately rose to the stature of being called the Father of the Science of Mesmerism. Faria was no mystifier. He gave a sound and scientific basis for the hypnotic phenomenon, and earned world wide renown for his outstanding achievements in the field of hypnotism. He died in France on 20th September, 1819, i.e. at the age of 63.

The statue stands at a very conspicuous position in Panaji, overlooking the Mandavi river and near the Indalcoo Palace which now accommodates the Secretariat of the Government of Goa, Daman & Diu. The square where the statue stands is known as Abade Faria Square. The statue was installed on 20th September, 1945, to perpetuate the memories of the great Goan.

1971 CENSUS PUBLICATIONS OF GOA, DAMAN AND DIU

(All the Census Publications of this Union Territory will bear Series No. 28)

CENTRAL GOVERNMENT PUBLICATIONS

Part I Census General Report	(1)	Part I-A
	(2)	Part I-B
	(3)	Part I-C Subsidiary Tables,
Part II Census Tables on Population	(4)	Part II-A General Population Tables (A Series)
	(5)	Part II-B Economic Tables (B Series) Part II-C Social and Cultural Tables Part II-D Migration Tables
Part III Establishments Report and Tables	(6)	Part III Report and Tables of the "E" Series
Part IV Housing Report and Tables		Part IV-A Housing Report and Housing Subsidiary Tables Part IV-B Housing Tables
Part VI-B	(7)	Special Survey Report on Panaji Urban Agglomeration
Part VI-C	(8)	Survey Report on village Pale, Taluka Satari, District Goa
Part VIII Administration Report (For official use only)	(9)	Part VIII-A Administration Report—Enumeration (Not for sale)
	(10)	Part VIII-B Administration Report—Tabulation (Not for sale)
Part IX Census Atlas	(11)	Census Atlas of Goa, Daman and Diu
Miscellaneous :	(12)	A Portrait of Population (Popular version of the Census Report)
	(13)	A Special Survey of Fairs and Festivals of Goa District

PUBLICATIONS OF THE GOVERNMENT OF GOA, DAMAN AND DIU

Part X	(1)	Part (A) : Town and Village Directory of the Districts of Goa, Daman and Diu Part (B) : Village and Town-wise Primary Census Abstract of the Districts of Goa, Daman and Diu
	(2)	Part (C) : Analytical Report and Administration Statements and District Census Table of the Districts of Goa, Daman and Diu.

NOTE :—

(i) Part V (Special Tables and Ethnographic Notes on Scheduled Castes and Scheduled Tribes) is not published for Goa, Daman and Diu as a separate publication.

(ii) Part VI-A (Town Directory) is not published as a separate publication for Goa, Daman and Diu. The data are included in the District Census Handbook of Goa, Daman and Diu, Part A.

(iii) Part VII (Special Report on Graduates and Technical Personnel) is a publication of the Office of the Registrar General, India, New Delhi on an all-India basis.

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SECTION 1

GENERAL INTRODUCTION

Appointment of the Director of Census Operations

1.0 It was on 18th March, 1961, when I was attending a meeting in the chamber of the Chief Secretary of this territory that I was first told of the probable chance of my appointment as Director of Census Operations. The Chief Secretary told me that the Government of India had asked for the nomination of a State Government officer for this post and that he was inclined to recommend my name. He inquired of me if I would be willing to accept this work in addition to my responsibilities in State Government, for he made it clear that he could not spare my services altogether for the Census work. Frankly, I was too pleased to hear about the offer. Knowing fully well as I did the importance of population census and the pride of place it enjoyed as a basic requirement of any plan for the development of area and community, I knew that it was an unusual opportunity coming my way. I, therefore, readily agreed to the suggestion of the Chief Secretary and also told him that though I believed that the Census work called for a full time attention, I would be willing to accept an ex-officio appointment as the Director of Census Operations in addition to my post under the State Government. The Chief Secretary then asked me to start attending to the preliminary matters regarding the ensuing Census and to get me fully oriented in the work by the time the formal orders were issued. The very next day I called Shri V. K. Mamai, Investigator of the Census Department (the senior most employee then existing in the office) and had a detailed discussion with him about the various matters relating to the 1971 Census. I also borrowed from him some literature about population Census and other official instructions etc., on the subject.

1.1 However my appointment to the post of Director of Census Operations was very considerably delayed. The formal notification was issued as late as the third week of January, 1970 (copy of the notification No. 6/7/70 RG-Ad. I dated 21.1.1970 enclosed as Appendix I). I took over charge of the post of Director of Census Operations, Goa, Daman and Diu and Dadra & Nagar Haveli on 30.1.1970 (afternoon) from Shri P. Padmanabha, Director of Census Operations, Mysore State, Bangalore, who was then holding the charge of this post.

The first orientation in census work

1.2 In the erstwhile regime Census was the responsibility of the General Statistics Department though some additional staff was recruited on a purely temporary basis for assisting the department in the conduct of the Census. The last Census held here in 1960 was conducted by the General Statistics Department. However in order to fall in line with the all-India pattern, a separate Census Office was started for this territory in September 1967, though by the time I took over the organisation was not fully set up and only a skeleton staff was in existence (A statement showing the staff position on the date of my joining is given in Section 6). After joining as Director I took the first opportunity of visiting New Delhi for a thorough orientation in the various aspects of Census taking. I had the good fortune of being able to discuss relevant matters with the Registrar General, India, Shri A. Chandra Sekhar, the Dy. Registrar General (Census), Shri K.D. Ballal, the Assistant Registrar General, Shri S. Raghavachari, the Central Tabulation Officer, Shri K. K. Chakravorty and other officers at New Delhi. The three-day visit to the Office of the Registrar General, India, New Delhi, proved to be much helpful in my work. On return to Panaji I started in right earnest setting up of a proper organisation within the frame of sanctions accorded by the Registrar General, India. I now got myself thoroughly prepared for the conduct of the first phase of 1971 Census and plunged

into the work whole heartedly. Unstinted co-operation extended to me by S/Shri N.Y. Gore, Assistant Director of Census Operations, V.K. Mamai, Investigator, D.V. Nagappanavar, Statistical Assistant and other staff of my office was indeed invaluable in my understanding the Census work and getting myself well prepared.

Shifting of the census office to a central location

1.3 When I took over as Director of Census Operations, the office was located in a residential locality quite out of the way, and inconvenient for the work of Census Operations which involved almost constant contacts with the offices of the Collector and the local Municipality, besides, of course, the Secretariat. One of the first things that I had to attend to was the shifting of the office to a central situation where its existence would be conspicuous and, at the same time, would be in the vicinity of other important Government departments. After a great deal of effort we succeeded in finding the present location which is situated just opposite the Municipal office and within a stone's throw of the Secretariat on one side and the Collectorate on the other. The Bureau of Economics, Statistics & Evaluation, Government of Goa, Daman and Diu, Panaji, which extended a good deal of help and cooperation in our work especially in the second phase, is also situated at a very short distance. Similar is the case in respect of Directorate of Education with which also we had to have close contacts at least in the initial period for securing the required personnel for appointment as Enumerators/Supervisors.

Delay in appointment

1.4 As discussed earlier my appointment was delayed by almost 11 months which deprived me of the benefit of a crucially important one year. For it was during that year that the seminar of Directors of Census Operations was held in September 1969 where some very important aspects of the 1971 Census were discussed. Similarly, I missed the opportunities of conducting both the pretests of the 1971 Census Schedules and thus was not in a position to offer my comments thereon before being finalised.

Ex-officio appointment

1.5 I may also utilise this opportunity to mention that appointment of an ex-officio Director of Census Operations is really not satisfying fully the requirements of the post. The work load is indeed too much of a burden even for an independent officer; the plight of the one like me who held the post in an ex-officio capacity in addition to his own work as Head of a Department under the State Government can well be imagined. While I do not wish to cast any reflection in this respect on the policies of the State Government or the Centre, I only suggest that it would be serving the best interests of Census if an independent Director of Census Operations is appointed at the time of 1981 Census.

SECTION 2

INITIAL PREPARATORY MEASURES

2.0 Unlike in the case of earlier Censuses, the Directors of Census Operations of the 1971 Census were in a somewhat fortunate position as they were not required to start the preparatory census work just from nothing. A small number of staff was already in position at the State Headquarters. The office accommodation was also acquired and when I joined in January 1970 most of the preliminary work of 1971 Census was already done. The first detailed circular (D.O. No. 37/10/68-RG dated 12th December, 1968) sent by Shri A. Chandra Sekhar, Registrar General, India, New Delhi was indeed extremely useful in completing the preliminary arrangements of the 1971 Census. The circular is reproduced as Appendix II of this report. This is a very exhaustive circular providing as it does a thorough guidance even to a new comer about the various preliminary steps to be taken for the Census Operations.

2.1 The following steps were already undertaken by the time I took over as the Director of Census Operations, Goa, Daman & Diu, Panaji :

(i) Finalization of the list of villages and towns of Goa, Daman & Diu.

(ii) Assigning Location Code Numbers to villages/towns.

(iii) Issue of Gazette Notification in respect of 1971 Census.

(iv) Issue of Instructions for the formation of blocks in rural and urban areas for 1st phase of 1971 Census.

(v) Appointment of District Census Officers and Charge Superintendents at District/ Taluka levels.

(vi) Receipt of schedules for houselisting and housenumbering operations.

2.2 I am really grateful to Shri P. Padmanabha, I.A.S., Director of Census Operations, Mysore who held charge of my office for about a year before I joined, for having attended to the above items of work. In fact he had also called a training class of the District Census Officers and Charge Superintendents of the first phase which I had the good fortune to attend and get myself acquainted with the nature and extent of work that awaited me in this new office.

SECTION 3

FIRST CENSUS CONFERENCE MAY 1969

3.0 The first Census Conference of Directors of Census Operations was held at Vigyan Bhavan, New Delhi from 16.5.1969 to 25.5.1969, to

(i) discuss the results of the second pretest of schedules and formats of 1971 Census;

(ii) finalise the schedules and procedures of 1971 Census; and

(iii) formulate the Census calendar for the 1971 Census Operations.

3.1 I could not attend this Conference as I had not yet joined the Census Organisation. However, Shri N.Y.Gore, Assistant Director of Census Operations attended this Conference in his capacity as Tabulation Officer in the Directorate of Census Operations, Maharashtra State.

3.2 Since no pretesting of the schedules of 1971 Census was done in Goa, Daman & Diu, we could not offer any comments on the difficulties encountered in filling in the same.

3.3 The 1971 Census Schedules which were pretested twice before were subjected to further changes as a result of the meeting of the Planning Commission held on 24.5.1969.

3.4 The Registrar General's D.O. letter No. 9/3/69-CTU dated 27.5.1969 addressed to all the Directors of Census Operations (which is reproduced as Appendix III) gives a list of the changes introduced in the various 1971 Census Schedules as a result of the meeting mentioned above.

3.5 The schedules as finally adopted for being canvassed in the 1971 Census were:

(i) Houselist containing 17 columns.

(ii) Establishment Schedule containing 11 columns.

(iii) Individual Slip containing 17 questions.

(iv) Population Record having 9 columns.

Besides these, there were two other schedules, *viz.*, Enumerator's Daily Posting Statement (Males) and Enumerator's Daily Posting Statement (Females) and Enumerator's Abstract which each enumerator had to fill in with the help of the data recorded in the Individual Slip of 1971 Census.

3.6 The final schedules along with the instructions for filling them have been reproduced as Appendix IV and V of this report. The Marathi version of these schedules and instructions were provided by the Director of Census Operations, Maharashtra.

3.7 There were some changes in the methodology of taking out a sample for purposes of tabulation. The earlier method of drawing a 10% area sample was dropped, and, instead, sampling was confined to tabulation of data only. 20% Urban sample and 10% Rural sample was to be drawn after the Primary Census Abstract was completed.

3.8 For the Union Territory of Goa, Daman & Diu, there was no question of taking a sample at the time of either collecting data for the Houselist and Establishment Schedule, or sorting of Individual Slips. All the entries of the Houselist and Establisment Schedule were edited, coded and the punched on a 100% basis in our office and the punched cards were sent to the zonal Computor Centre at Bombay for further processing.

3.9 In the case of Individual Slips, all the Rural Slips were sorted manually for all Sorter's Tickets, while the Urban Slips were sorted manually upto Sorter's Ticket number 7, and subjected to mechanical tabulation for the compilation of the remaining data.

3.10 Of the four schedules mentioned above, the Houselist and Establishment Schedules were canvassed in March and April, 1970, while the remaining in March 1971. For the sake of convenience the canvassing of Houselist and Establishment Schedules is called as the First Phase of 1971 Census, while the filling in of the Individual Slips is called the Second Phase.

The Second Census Conference

3.11 The Second Census Conference was held in Cortallam, Tamil Nadu State, from 18.6. 1970 to 22.6.1970 and was attended by me. The following topics were discussed at this conference:-

(i) Review of Houselisting Operations.

(ii) Finalisation of the 1971 Census Tabulation Plan.

(iii) Compilation of village/town directories/ District Census Handbooks.

(iv) Adoption of the publication programme of 1971 Census.

(v) Printing of the Individual Slips, Instruction booklets and other ancilliary schedules of the IInd phase of 1971 Census.

(vi) Review of the progress of coding and punching cells.

(vii) Setting up of Regional Tabulation Offices for manual sorting of Individual Slips.

(viii) Publicity for the census enumeration.

(ix) Administrative problems.

(x) Preparation of district and taluka maps.

3.12 The Conference was very useful in arriving at a number of important decisions some of which are reproduced below:-

(a) It was decided to bring out immediately after the end of enumeration *i.e.* within a period of about 15 days a small booklet entitled as Paper I of 1971 by each Director of Census Operations for his State/Union Territory.

(b) The publication programme of 1971 Census was also finalised.

(c) The methodology of the plan of organisation of the Post Enumeration Check of 1971 Census was finalised.

(d) It was agreed to have two copies of the Abridged Houselist (with the help of the Houselist prepared in 1970) for each Enumerator's Block of IInd phase of 1971 Census. One copy will be with the Enumerator who will take it as a guide to proceed to various Census houses of his block and the other copy will be with the Supervisor. A specimen form of the Abridged Houselist is reproduced as an Appendix VI of this report.

(e) Decision to permit the head of the household to see for himself/herself the filled in Individual Slips of his/her household and to obtain his/her signature as a proof of the verification done, on the back thereof.

(f) The detailed plan for tabulation of the 1971 Census data was discussed and adopted at this Conference.

3.13 It is felt that such periodic meetings of the Directors of Census Operations are very useful in comparing the work done in various States and adopting a common course of action in future in similar matters. I am, therefore, of the opinion that there should be at least one meeting per year of all the Directors of Census Operations at a convenient place.

SECTION 4

CENSUS CALENDAR

4.0 The population count being a time-bound operation, a large number of steps had to be undertaken before the actual count of people with the help of Enumerators/Supervisors was started. All these steps had to be thought of well in advance and so arranged as to avoid all possible bottlenecks. Once this is done, a Census calendar is prepared which prescribes time limits for completion of each step. The Census Calendar is a time-table drawn well in advance for a period of about 16 to 20 months, indicating therein, month by month (or fortnight by fortnight), the various tasks to be accomplished during that particular period. Though efforts were made to prepare the Census Calendar with utmost precaution, it was not always possible to adhere to the time-schedule for reasons beyond control. The table below indicates the Census Calendar as well as the extent and reasons of deviation therefrom in actual implementation:-

Table 1

1971 Census Calendar and the actual months in which various 1971 Census Operations were carried out in Goa, Daman and Diu

Due month in which the item mentioned in column 2 should have been completed	Item of work	Actual month in which the item mentioned in column No.2 was completed	Reason for delay, if any
1	2	3	4
September 1969	Receipt of village lists from Mamlatdars.	December 1969	Decision about the lowest unit for which data was to be compiled was delayed for various reasons which in turn caused delay in this matter.
—do—	Listing of Towns-Recognition of new towns, declassification of existing towns, where necessary.	January 1970	The Government of Goa, Daman and Diu, Panaji took some time in deciding the status of two places, *i.e.*, Cuncolim, Paleete Taluka, Goa Distt. and Curchorem, Quepem Taluka, Goa Distt.
—do—	Commencement of collection of administrative statistics (non-census data) for Part I of Town/Village Directory.	November 1969	The concerned staff was not in position and hence the delay.

1	2	3	4
September 1969	Appointment of Census Officers-Charge Officers	December 1970	The Government of Goa, Daman and Diu took some time in dealing with this matter.
October-November 1969	Scrutiny of taluka maps/ village list—Assignment of location code numbers.	December 1969	...
—do—	Preparation of general village register and town register.	This item of work was dropped out subsequently because of the small size of the Union Territory of Goa, Daman and Diu.	
—do—	Delineation of Standard Urban areas in terms of Rural and Urban Units.	March 1971	This work was to be done in consultation with the Town and Country Planning Organization, Ministry of Health, Family Planning, Works, Housing & Urban Development, Government of India, New Delhi, which resulted in some delay.
—do—	Return of village lists after approval to Deputy Collectors/Mamlatdars.	December 1969	...
December 1969	Constitution of blocks and areas for housenumbering and houselisting.	January-February 1970	...
—do—	Collection of area figures of District/Talukas/Towns etc., Reconciliation of District totals—Rural/Urban areas.	This item was dropped because in the Union Territory of Goa, Daman & Diu, all the villages of Goa District have not yet been cadastrally surveyed.	
—do—	Finalisation of training programme of District Census Officers and Charge Superintendents for Houselisting Operations. (*i.e.*, 1st phase)	January 1970	The delay was due to the late appointment of the Director of Census Operations, Panaji.
—do—	Delivery of houselists, establishment schedules, enumerators abstract and instruction booklets thereof to District Census Officers/Charge Superintendents.	February-March 1970	The blank schedules etc., were delivered at the time of training of Enumerators/ Supervisors which were held in February/March 1970.
—do—	Appointment of Enumerators/Supervisors for housenumbering and houselisting operations.	February 1970	The Enumerators/Supervisors were appointed just before the commencement of first training class, *i.e.*, in February, 1970.

1	2	3	4
January 1970	Training of District Census Officers, Charge Officers in housenumbering and houselisting operations and of filling in of Establishment schedules.	January 1970	...
—do—	Finalisation of training programme for Enumerators and Supervisors for houselisting and housenumbering operations.	—do—	...
—do—	Publicity for housenumbering and houselisting operations.	March-April 1970	The publicity was undertaken by the Directorate of Advertising and Visual Publicity, Government of India, New Delhi, and hence there was some delay.
—do—	Training of Enumerators/ Supervisors in housenumbering and houselisting operations.	February 1970	The delay was due to late appointment of Director of Census Operations.
February 1970	Publicity for housenumbering and houselisting operations.	March-April 1970	The publicity was undertaken by the Directorate of Advertising and Visual Publicity, Government of India, New Delhi, and hence there was some delay.
—do—	Training of staff for housenumbering and houselisting operations (IInd round).	March 1970	The delay was due to late appointment of the Director of Census Operations.
—do—	Recruitment and training of Punch Operators, Verifiers and Supervision staff.	June-July 1970	The machines etc., were received in the month of August 1970 only.
March 1970	Commencement and completion of housenumbering and houselisting operations and the preparation of notional maps.	March-April-May 1970	The delay was due to late commencement of the work in the initial stages.
April 1970	Completion of houselisting/ housenumbering and filling in of establishment schedules.	April-May 1970	...
—do—	Preparation of Enumerator's Abstract from houselists.	—do—	...

1	2	3	4
April 1970	Preparation of the inventory of all personnel that will be available for Census enumeration work (*i.e.*, IInd phase).	August 1970	We started this work late, since it was feared that there may be many transfers etc., in the meanwhile, and the list of persons may become obsolete if prepared much in advance.
May 1970	Receipt of duplicate houselists and establishment schedules in the Office of the Director of Census Operations, Panaji.	April-May 1970	...
—do—	Checking of the houselists for completeness. Sampling of houselists, coding and punching of the houselists, and establishment schedules in Tabulation Office, Panaji.	May-June 1970	There was no sampling for the Union Territory of Goa, Daman & Diu.
—do—	Compilation of Part I of village and town Directories (non-census data).	September-October 1971	Since we had adopted the Revenue village as the lowest unit for rural areas for the presentation of 1971 Census data, the information collected earlier was rendered useless and had to be compiled afresh.
—do—	Preparation of non-census data for A Series Tables.	March-April 1971	—do—
June 1970	Submission of Charge lists and Maps to Director of Census Operations by District Census Officers.	This step was not taken up ni Goa, Daman & Diu because of the small size of the Union Territory.	
—do—	Selection of blocks for popuation records.	This item of work was dropped out later on.	
—do—	Submission of Charge lists and Maps to Director of Census Operations by District Census Officers.	This was dropped for the Union Territory of Goa, Daman & Diu.	
July-August 1970	Finalisation of training programme of Census staff at all levels.	October 1970	The delay was deliberate since it was felt that too much of advance training was not useful.

1	2	3	4
July-August 1970	Training material, slips, instructions to reach every District and Charge Office.	October-November 1970	We did not send the training material in advance for the fear of being lost or misplaced in local offices. It was distributed at the time of first training class.
—do—	Publicity	February 1971	The publicity was taken up before the actual enumeration.
—do—	Return of Charge lists/Maps after scrutiny	This item of work was dropped. In its place our staff members visited each taluka headquarters to see if the village/town lists are maintained properly.	
September 1970	Training of District Census Officers and Charge Superintendents.	October 1970	The training of District Census Officers and Charge Superintendents was kept in October 1970 because they were busy with Municipal Election which were held on 4. 10. 70.
October 1970	Supply of Individual Slips and other forms etc., to Charge Superintendents.	February 1971	As the final list of actual enumerators/Supervisors was not ready in January, 1971 the material was distributed at the time of 4th training class which was held in February, 1971.
—do—	Issue of appointment letters to Enumerators/Supervisors.	—do—	—do—
November 1970	Commencement of training of Enumerators/Supervisors.	November 1970	...
December 1970	Training of enumerators/ supervisors continued.	December 1970	...
January 1971	Preparation of Abridged House lists for each enumerator's block.	—do—	...
—do—	Issue of schedules by Charge Superintendents to enumerators.	February 1971	We asked the Charge Superintendents to issue the Census schedules at the time of last training class which was held in February 1971.

1	2	3	4
January 1971	Revisional Round of Training.	February 1971	The enumeration period of 1971 Census was postponed by one month.
10th to 28th February 1971	Census enumeration	10th to 31st March 1971	—do—
28th February 1971	Enumeration of houseless population	31st March 1971	—do—
1st to 3rd March 1971	Revisional round	1st to 3rd April 1971	—do—
4th to 6th March 1971	Compilation and Reporting of Provisional Totals.	4th to 6th April 1971	—do—

The Provisional Population Totals for Goa. Daman & Diu were communicated to the Office of the Registrar General, India, New Delhi, on 6.4.1971.

4.1 As said earlier, it was not possible in all cases to adhere strictly to the calendar and it also became inevitable to change the order of the items of work to be accomplished. In 1971 Census, thus, though the item of "Publicity" of 1971 Census (Ist phase) was to be taken up in July-August 1970, it was actually taken up in February-March 1971 since it was thought that publicity much too in advance may not be effective. Similarly actual enumeration of population was to commence from 10th February 1971 but was postponed to 10th March 1971 due to the mid-term Lok Sabha elections. This revision of dates of enumeration entailed a chain of revisionary activity, and all the Charge Superintendents/ Supervisors, etc., had to be contacted through personal visits to effect the necessary changes. The Office of the Director of Census Operations Panaji, therefore, had to shoulder a heavy burden of unexpected work which normally should have been carried out by the Charge Superintendents at the taluka level.

SECTION 5

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

5.0 With the ever increasing demand for additional data on demographic, social, and economic aspects from the decennial Censuses, the population count ceases to be a mere counting of heads. In order to meet the new challenges it is inevitable to introduce new concepts and definitions of terms connected wtih demography, sociology, economics, etc. The Office of the Registrar General, India, arranged, therefore, in right earnest training camps for the Directors of Census Operations, Deputy Directors of Census Operations and Tabulation Officers of various States and Union Territories during the months of July-August-September 1969. One such camp was held at Bangalore from 14.7.1969 to 1.8.1969 which was attended by Shri V.K. Mamai, Investigator of my Office. Neither myself nor Shri N.Y. Gore, Assistant Director of Census Operations could attend the camp either at Bangalore or at Darjeeling since both of us were not in position when these camps were held. I believe the camp must have been useful in understanding the new concepts introduced in the Census Questionnaire. While the camp of a 15-day duration could not but have only a formal introduction to the subjects of Demography, Statistics, Economics, etc., an introduction in itself to these subjects must have been helpful in a better understanding and interpretation of the data thrown up by the 1971 Census. The list of books for advance reading on the subject which was supplied at the time of training, was a good source of bibliography for the beginners. However, we could not get all the books useful for the interpretation of the Census data.

SECTION 6

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

6.0 When a separate Census Office was created for this Territory on 14.9.1967, it had only one employee, *i.e.*, a Computor. When I joined as Director of Census Operations on the afternoon of 30.1.1970, the strength of staff had increased from 1 to 11.

The following statements show the staff strength as on 30.1.1970 and on 31.3.1971 in the Office of the Director of Census Operations, Goa, Daman & Diu, Panaji :

Table 2

Staff position in the office of the Director of Census Operations, Panaji as on 30.1.1970

Sl. No	Name	Designation	Scale of Pay	Date of Joining
1	2	3	4	5
		TECHNICAL STAFF		
1.	Shri N.Y. Gore	Assistant Director of Census Operations	400-950	22.10.1969
2.	Shri V.K. Mamai	Investigator	210-425	1.6.1968
3.	Shri L. Rodrigues	Computor	150-300	14.9.1967
4.	Shri D. Nagappanavar	Statistical Asisstant	210-425	1.1.1970
5.	Shri A. Barretto	Assistant Compiler	110-180	1.8.1968
6.	Shri V. Kamble	Assistant Compiler	110-180	16.1.1969
		OFFICE STAFF		
7.	Smt. Celeste D'Souza	Head Clerk	210-380	1.6.1968
8.	Kum. F. Fernandes	Jr. Steno	130-300	26.12.1967
9.	Shri K.R. Lotlikar	Lower Division Clerk	110-180	29.12.1969
10.	Shri I. Pereira	Peon	70-85	28.12.1967
11.	Shri I. Estibeiro	Peon	70-85	1.3.1968

Table 3

Staff position in the office of the Director of Census Operations, Panaji as on 31.3.1971

Sl. No.	Name	Designation	Scale of Pay	Date of joining
1	2	3	4	5
		TECHNICAL STAFF		
1.	Shri N.Y. Gore	*Assistant Director of Census Operations*	*400-950*	*22.10.1969*
2.	Shri D.P Naik	Assistant Director of Census Operations	400-950	15.5.1970 (Part, time) 15.12.1970 (Whole-time)
3.	Shri V.K. Mamai	Investigator	210-425	1.6.1968
4.	Shri D.V. Nagappanavar	Statistical Assistant	210-425	1.1.1970
5.	Kum. M. Khandeparkar	Statistical Assistant	210-425	5.6.1970
6.	Shri L. Rodrigues	Computor	150-300	14.9.1967
7.	Shri A. Dias	Computor	150-300	22.7.1970
8.	Kum. S. Neurekar	Computor	150-300	19.8.1970
9.	Shri V.S. Naik	Computor	150-300	20.8.1970
10.	Shri A. Barretto	Assistant Compiler	110-180	1.8.1968
11.	Shri V. Kamble	Assistant Compiler	110-180	16.1.1969
12.	Shri J Charian	Assistant Compiler	110-180	4.6.1970
13.	Shri J. Lobo	Assistant Compiler	110-180	8.6.1970
14.	Mrs. A. Simoes	Assistant Compiler	110-180	16.6.1970
15.	Kum. Chinchankar	Assistant Compiler	110-180	18.6 1970
16.	Kum. Salatry Naik	Assistant Compiler	110-180	20.6.1970
17.	Shri S.B. Kamat	Assistant Compiler	110-180	22.6.1970
18.	Kum. M. Haldankar	Assistant Compiler	110-180	24.6.1970
19.	Mrs. A. Sowani	Assistant Compiler	110-180	19.6.1970
20.	Shri V.N. Joshi	Assistant Compiler	110-180	29.6.1970
21.	Kum. S.G. Jawdekar	Assistant Compiler	110-180	13.7.1970
22.	Shri A. Rego	Assistant Compiler	110-180	14 8 1970
		TECHNICAL STAFF—PLAN SCHEME		
23.	Vacant	Investigator	325-575	Vacant
24.	Shri A. Ferrao	Computor	150-300	1.3.1971
25.	Kum. I. Lobo	Computor	150-300	1.3.1971
26.	Shri A. Navelkar	Computor	150-300	1.3.1971
27.	Shri S. Lotlikar	Computor	150-300	1.3.1971
28.	Shri M. Naik	Computor	150-300	11.5.1971
		OFFICE STAFF—CLERICAL		
29.	Smt. Celeste D'Souza	Head Clerk	210-380	1.6.1968
30.	Shri J. Vaz	Upper Division Clerk	130-300	1.4.1970
31.	Kum. F. Fernandes	Jr. Steno	130-300	26.12.1967
32.	Shri K.R. Lotlikar	Lower Division Clerk	110-180	29.12.1969
33.	Shri K.N. Powar	Driver	110-139	8.3.1970
34.	Shri I. Pereira	Peon	70-85	28.12.1967
35.	Shri I. Estibeiro	Peon	70-85	1.3.1968
36.	Shri G. Koragonkar	Peon	70-85	13.4.1970
37.	Shri A.F. Tari	Chowkidar	70-85	16.2.1970

6.1 Of the existing staff Shri N.Y. Gore, Assistant Director of Census Operations had enough experience of 1961 Census since he worked as Tabulation Officer in the Maharashtra State from March 1961 to October 1969. Shri V. K. Mamai, Investigator was also associated with the 1960 Census of Goa, Daman and Diu and was working in the Census Cell of the Office of the Director, General Statistics Department, Government of Goa, Daman and Diu.

6.2 The staff was inadequate to meet the voluminous work-load of the 1971 Census, and was therefore strengthened as under :-

Designation of additional post	No. of Persons appointed	Date of joining of the persons
1	2	3
1. Assistant Director of Census Operations (Tabulation)	1	15.5.1970
2. Statistical Assistants	2	1.1.1970 5.6.1970
3. Assistant Compilers	11	4.6.1970 8.6.1970 16.6.1970 18.6.1970 19.6.1970 20.6.1970 22.6.1970 24.6.1970 29.6.1970 13.7.1970 14.8.1970
4. Computors	3	22.7.1970 19.8.1970 20.8.1970
5. Chowkidar	1	16.2.1970
6. Driver	1	7.3.1970

6.3 Recruitment to the above posts (except that of Assistant Director of Census Operations) was made through the local Employment Exchange after getting the clearance from the Ministry of Home Affairs (*i.e.*, non-availability of staff from the Central Surplus Pool). The post of Assistant Director of Census Operations sanctioned for the coding and punching cell was filled in by deputation of Shri D.P. Naik, statistical Officer of the Common Statistical Cadre of the Government of Goa, Daman and Diu, Panaji. He was first holding the charge of the post of Assistant Director of Census Operations in addition to his work in the General Statistics Department. However, he was finally relieved from that department from the afternoon of 14.12.1970 and from 15.12.1970 onwards he has been working in the Census Department on a whole time basis.

6.4 The Government of India provided clerical assistance to the District Census Officers as well as to the Charge Superintendents at the taluka level for the work of the 1971 Census. In case of Goa, Daman and Diu, the general scheme of clerical assistance to the District and Taluka Offices was slightly modified in view of the fact that there is only one taluka in each of the two districts of Daman and Diu. The pattern of clerical assistance in Goa, Daman and Diu was as follow:-

(I) In Goa District

(a) For the Office of the Collector and District Census Officer, Goa District, Panaji : One Upper Division Clerk (Rs. 130-300). One Lower Division Clerk (Rs. 110-180). One Peon (Rs. 70-85).

(b) For each of the eleven taluka offices *i.e.* Mamlatdar's Offices:-

One Lower Division Clerk (Rs. 110-180)

No clerical assistance was provided to the three urban charges of Panaji, Mapusa and Margao towns in view of their small size.

(II) In Daman and Diu District :

One post of Upper Division Clerk each. (Rs. 130-300)

6.5 The Government of India had sanctioned the clerical assistance w.e.f. 11.1.1969 to 30.4.1971. In actual practice, however, the clerks were appointed w.e.f. 1.2.1970 and their services were terminated w.e.f. 30.4.1971 (A.N.). It may be stated that the census work was not materially affected because of the late appointment of the Upper Division Clerks/Lower Division Clerks.

6.6 It was noticed that since there was no full time work for a Census Clerk in the taluka office in the initial stage, the clerk was mainly used for routine work of the Mamlatdar's Office. He was given other work such as that of election, civil supply, etc. This was inevitable because of the spells of absence of census work at taluka offices. On the other hand there were also periods of heavy rush of work when no additional help was provided to the Census clerk. It is my opinion that the Charge Superintendent did not make proper and equitable use of the Census clerk who was provided to each taluka of Goa, Daman and Diu.

6.7 The pay and allowances of the Census clerks posted at the taluka and district headquarters were drawn by the Collector of the concerned district which occasionally resulted in delayed payment of salaries etc., to the Census clerks at taluka headquarters. The Collector's Office complained that it did not receive the monthly Attendence Statement of Census clerks from all the taluka offices within the prescribed time limit, with the result that his office could not prepare the pay bills, etc., in time. It was rather unfortunate that such a simple statement could not be despatched from the taluka office in time especially when a Census clerk was posted in the office. It may be more desirable to appoint the Mamlatdar *i.e.*, the Charge Superintendent as the Drawing and Disbursing Officer for the pay and allowances of the Census clerk posted at the taluka level. The Collector of the District can be the controlling authority for their T.A. Bills, etc. This will remove the hardships to the Census clerks who can get their salary and other bills paid in time.

6.8 The head of account to which the expenditure of the Census clerks posted at taluka headquarters as well as district headquarters debited was :

"39-Miscellaneous Social Service Organisation B-Enumeration."

6.9 Recruitment of the Census clerks posted in district/taluka offices was done by the respective District Collectors without consultation with the Director of Census Operations, Panaji. In other words, my office had no control over the clerks except through the Collector and the Mamlatdar of the taluka. This pattern needs a change especially in small territories like Goa, Daman and Diu where the Director of Census Operations dealt directly with the Charge Superintendents in most of the matters. The Census clerk should be made responsible to the Director of Census Operations also.

SECTION 7

TOURING

7.0 When I joined the Census Office in January, 1970, I was already holding the charge of the post of Director of Statistics Government of Goa, Daman and Diu, in addition to the charge of the Evaluation Officer, Plan Evaluation Organisation, Government of Goa, Daman and Diu. Though the Union Territory of Goa, Daman and Diu is a small-one, two out of its three districts are located far away from the capital town of Panaji where I was posted. These two districts are Daman (748 kms. from Panaji) and Diu (1542 kms. from Panaji). Thus, I used to cover Daman, Diu and also Dadra & Nagar Haveli (which was also my charge for the Census purposes) whenever I used to go to any of these 3 places. During the period from February, 1970 to April, 1971, I made four visits to Daman; two to Diu and four to Dadra & Nagar Haveli districts. Besides, I also paid visits to all the taluka offices in Goa district from time to time. The details are given below :

Table 4

Touring under taken by Director of Census Operations, Goa, Daman and Diu during the period 1st February, 1970 to 30th April, 1971

Date	Place of Departure	Date	Place of arrival	Mode of Journey
1	2	3	4	5
22.2.1970	Panaji	22.2.1970	Bombay	By Air
23.2.1970	Bombay	23.2.1970	Silvassa	By Rail
24.2.1970	Silvassa	24.2.1970	Daman	By Road
25.2.1970	Daman	25.2.1970	Bulsar	By Road
26.2.1970	Bulsar	26.2.1970	New Delhi	By Rail
26.2.1970 to 28.2 1970		In New Delhi		
1.3.1970	New Delhi	2.3.1970	Bombay	By Rail
3.3.1970	Bombay	3.3.1970	Dabolim	By Air
13.3.1970	Panaji	13.3.1970	Mormugao & Back	By Road
18.3.1970	Panaji	18.3.1970	Mapusa & Back	By Road
20.3.1970	Panaji	20.3.1970	Chauri & Back	By Road
20.3.1970	Chauri	20.3.1970	Margao	By Road
20.3.1970	Margao	20.3.1970	Ponda & Back	By Road
12.4.1970	Panaji	13.4.1970	Bombay	By Sea
14.4.1970	Bombay	14.4.1970	Keshod	By Air
14.4.1970	Keshod	14.4.1970	Diu	By Road
16.4.1970	Diu	16.4.1970	Keshod	By Road
16.4.1970	Keshod	16.4.1970	Bombay	By Air
16.4.1970	Bombay	16.4.1970	Poona	By Rail
18.4.1970	Poona	18.4.1970	Panaji	By Road
16.6.1970	Panaji	16.6.1970	Dabolim	By Road
16.6.1970	Dabolim	16.6.1970	Cochin	By Air
16.6.1970	Cochin	16.6.1970	Trivandrum	By Air
17.6.1970	Trivandrum	17.6.1970	Courlallam	By Road
21.6.1970	Caurtallam	21.6.1970	Cape Camorim	By Road
22 6.1970	Cape Camorim	22.6.1970	Trivandrum	By Road
23.6.1970	Trivandrum	23.6.1970	Cochin	By Air

Table 5 *(Concld.)*

1	2	3	4	5
23.6.1970	Cochin	23.6.1970	Dabolim	By Air
23.6.1970	Dabolim	23.6.1970	Panaji	By Road
26.6.1970	Panaji	26.6.1970	Courtallam & Back	By Road
27.6.1970	Panaji	27.6.1970	Cansaulim & Back	By Road
29.6.2970	Panaji	29.6.1970	Mormugao & Back	By Road
10.7.1970	Panaji	10.7.1970	Chinchinim & Back	By Road
16.7.1970	Panaji	16.7.1970	Raia & Back	By Road
19.7.1970	Panaji	19.7.1970	Bombay	By Air
22.7.1970	Bombay	22.7.1970	Panaji	By Air
24.7.1970	Panaji	24.7.1970	Varca & Back	By Road
25.7.1970	Panaji	25.7.1970	Chinchinim & Back	By Road
11.8.1970	Panaji	11.8.1970	Colva & Back	By Road
25.8.1970	Panaji	25.8.1970	Quepem & Back	By Road
27.8.1970	Panaji	27.8.1970	Canacona & Back	By Road
29.8.1970	Panaji	29.8.1970	Cuncolim & Back	By Road
7.9.1970	Panaji	7.9.1970	Moira & Back	By Road
9.9.1970	Panaji	9.9.1970	Candolim & Back	By Road
11 9.1970	Panaji	11.9.1970	Corjuem & Back	By Road
15.9.1970	Panaji	15.9.1970	Valpoi & Back	By Road
25.9.1970	Panaji	25.9.1970	New Delhi	By Air
29.9.1970	New Delhi	29.9.1970	Panaji	By Air
6.11.1970	Panaji	6.11.1970	Margao & Back	By Road
25.11.1970	Panaji	25.11.1970	Valpoi & Back	By Road
5.12.1970	Panaji	6.12.1970	Bombay	By Sea
7.12.1970	Bombay	7.12.1970	Vapi	By Rail
7.12.1970	Vapi	7.12.1970	Daman	By Road
10.12.1970	Daman	10.12.1970	Khanvel	By Road
10.12.1970	Khanvel	10.12.1970	Silvassa	By Road
11.12.1970	Silvassa	11.12.1970	Vapi	By Road
11.12.1970	Vapi	12.12.1970	Poona	By Rail
13.12.1970	Poona	13.12.1970	Panaji	By Road
29.12.1970	Panaji	30.12.1970	Belgaum	By Road
30.12.1970	Belgaum	30.12.1970	Panaji	By Road
17.1.1971	Panaji	17.1.1971	Bombay	By Air
18.1.1971	Bombay	18.1.1971	Silvassa	By Rail
20.1.1971	Silvassa	20.1.1971	Daman	By Road
21.1.1971	Daman	21.1.1971	Vapi	By Road
21.1.1971	Vapi	21.1.1971	Bombay	By Rail
22.1.1971	Bombay	22.1.1971	Keshod	By Air
22.1.1971	Keshod	22.1.1971	Diu	By Road
24.1.1971	Diu	24.1.1971	Keshod	By Road
24.1.1971	Keshod	25.1.1971	Dabolim	By Air
20.3.1971	Panaji	21.3.1971	Bombay	By Road
22.3.1971	Bombay	22.3.1971	Vapi	By Rail
22.3.1971	Vapi	22.3.1971	Silvassa	By Road
24.3.1971	Silvassa	24.3.1971	Daman	By Road
26.3.1971	Daman	27.3.1971	Panaji	By Road
31.3.1971	Panaji	31.3.1971	Ponda	By Road
31.3.1971	Ponda	31.3.1971	Margao	By Road
31.3.1971	Margao	31.3.1971	Canacona	By Road
31.3.1971	Canacona	31.3.1971	Quepem	By Road
31.3.1971	Quepem	31.3.1971	Sanguem	By Road
31.3.1971	Sanguem	31.3.1971	Panaji	By Road

7.1 The staff car was allotted to us in March, 1970 and was extremely useful even for the small territory of Goa, Daman and Diu (where in fact it was used for one district only *i.e.*, Goa District). Without a staff car it would not have been possible for us to cover many places and offices in Goa for effective supervision. The staff car (a Willy's Jeep) was also useful in transporting the schedules, etc., from our Office to various taluka offices of Goa District as well as in bringing the filled in schedules to the Regional Tabulation Office, Panaji. Since the Panaji town itself and most of the taluka places are not connected by rail, a staff car is absolutely essential for the Director of Census Operations of this territory.

7.2 As the Districts of Daman and Diu are far away from Panaji, it is almost indispensible for the Director of Census Operations to travel to and fro Bombay by air to save precious time (almost two days each way) on journey by surface route. The air-journey is of only one hour's duration and thus one is able to devote much more of time and energy for Census work. I had to travel by air from Panaji to Bombay and back on three tours during the period February, 1970 to April, 1971.

7.3 During the tours of Daman and Diu Districts I did not take any one with me since I could get the secretariat assistance from the local offices at Daman and Diu. During the tours of Goa District I used to return to headquarter on the same day and hence there was no necessity of taking anyone on tour.

7.4 The Government of Goa, Daman and Diu placed at our disposal 3 jeeps during the period of enumeration in the month of March-April, 1971. These 3 vehicles were stationed at Mapusa, Bicholim and Margao. Because of the availability of a jeep supervision over the work of Enumerators was intensive and useful.

7.5 Almost all the Charge Superintendents of Goa, Daman and Diu are provided with jeeps in their capacity as Taluka Mamlatdars or Block Development Officers, and hence they did not find it difficult to undertake the tours for supervision. However, four Charge Superintendents (Tiswadi, Bicholim, Sanguem and Quepem of Goa District) were not equipped with a vehicle during the period of enumeration for reasons including breakdown of the vehicle, etc.

7.6 In case of Tiswadi taluka, the Census staff car was made available to the Mamlatdar whenever he had to visit villages. One of the jeeps placed at our disposal by the State Government during March-April, 1971 was stationed at Bicholim. Similarly, the State Government Jeep stationed at Margao (during March-April, 1971) was utilised by the Supervisors of Sanguem and Quepem talukas during the enumeration period.

7.7 The touring done by the other supervisory officers of this Office during the 1st and 2nd phase of 1971 Census is given below :

Table 5

Touring done by Staff of the Office of the Director of Census Operations, Panaji from October, 1969 to May, 1970 (1st Phase of 1971 Census)

Name & Designation	No. of days on Tour in the month of								Remarks
	Oct 1969	Nov. 1969	Dec. 1969	Jan. 1970	Feb. 1970	March 1970	April 1970	May 1970	
1	2	3	4	5	6	7	8	9	10
Shri N.Y. Gore, Asstt. Director of Census Operations	4	8	5	9	12	14	4	7	Besides, the work of Panaji town was supervised.
Shri V.K. Mamai, Investigator	...	...	...	6	14	12	10	...	
Shri D.V. Nagapanavar Statistical Asstt.	...	...	...	...	15	11	18	...	
Shri L. Rodrigues, Computor	...	...	...	...	11	13	2	...	
Shri Allen Barretto Asstt. Compiler	2	3	8	6	2	10	3	...	
Shri V.V. Kamble, Asstt. Compiler	...	...	...	4	...	...	...	...	

Table 6

Touring done by Staff of the Office of the Director of Census Operations Panaji from June, 1970 to April, 1971 (2nd Phase of 1971 Census)

Name & Designation	No. of days on Tour in the month of											Remarks
	June 1970	July 1970	August 1970	Sept. 1970	Oct. 1970	Nov. 1970	Dec. 1970	Jan. 1971	Feb. 1971	March 1971	April 1971	
1	2	3	4	5	6	7	8	9	10	11	12	13
Shri N.Y. Gore, Asstt. Director of Census Operations	3	7	3	17	3	18	18	20	6	21	9	Besides, the work at Panaji town was also supervised
Shri D.P. Naik, Asstt. Director of Census Operations	1	1	3	8	1	3	12	7	4	13	5	
Shri V.K. Mamai, Investigator	...	...	...	...	...	11	8	6	11	18	1	
Shri D.V. Nagapanavar, Statistical Asstt.	6	3	1	1	...	8	6	16	20	12	...	
Kum. M.R. Khandeparkar, Statistical Asstt.	...	...	...	...	...	6	6	6	5	...	...	
Shri L. Rodrigues, Computor	...	...	...	1	...	...	7	9	11	25	6	
Shri V.S. Naik, Computor	...	...	...	...	...	8	8	10	14	13	...	
Shri A. Dias, Computor	...	...	...	6	...	...	...	...	11	...	...	

7.8 As regards the Travelling Allowances preferred by the staff of the Government of Goa, Daman and Diu, for 1971 Census work, there were lot of difficulties. The Director of Education of Government of Goa, Daman and Diu first agreed that the T.A. claims will be paid by that Department from their regular budget. When the bills were presented to the Office of the Director of Accounts, Panaji, that Office refused to pass the bill on the ground that for Census work the T.A. expenditure should be borne by the Central Government. This matter was referred to the Government of Goa, Daman and Diu and it was finally decided in April, 1972 that the T.A. expenditure of the staff of the Government of Goa, Daman and Diu will be met from the budget of their own Departments.

7.9 In my opinion the Office of the Registrar General, India, should evolve a uniform procedure in respect of T.A. claims of State Government employees for Census work. There is much discontent among these employees on this account.

SECTION 8

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

8.0 The schedules of the 1971 Census canvassed in Goa, Daman and Diu were printed in three languages, viz.; English, Marathi and Gujarati. The schedules required by us were supplied by the following offices :

Name of Schedule	Language	Supplied by
1	2	3
Houselist	English	Registrar General, India, New Delhi.
	Marathi	Director of Census Operations, Maharashtra State, Bombay.
	Gujarati	Director of Census Operations, Gujarat State, Ahmedabad.
Establishment Schedule	English	Registrar General, India, New Delhi.
	Marathi	Director of Census Operations, Maharashtra State, Bombay.
	Gujarati	Director of Census Operations, Gujarat State, Ahmedabad.
Houselist Abstract	English	Printed locally.
	Marathi	Printed locally.
Individual Slip	English	Director of Census Operations, West Bengal, Calcutta.
	Marathi	Director of Census Operations, Maharashtra State, Bombay.
	Gujarati	Director of Census Operations, Gujarat State, Ahmedabad.
Population Record	English	Registrar General, India, New Delhi.
	Marathi	Director of Census Operations, Maharashtra State, Bombay.
	Gujarati	Director of Census Operations, Gujarat State, Ahmedabad.
Enumerators Daily Posting Statement (Males and Females)	English	Registrar General, India, New Delhi.
	Marathi	Director of Census Operations, Maharashtra State, Bombay.
	Gujarati	Director of Census Operations, Gujarat State, Ahmedabad.
Enumerator's Abstract	English	Registrar General, India, New Delhi.
	Marathi	Director of Census Operations, Maharashtra State, Bombay.
	Gujarati	Director of Census Operations, Gujarat State, Ahmedabad.

1	2	3
Instruction Booklet to Enumerators for filling up the Houselist and Establishment Schedule	English	Registrar General, India, New Delhi.
	Marathi	Director of Census Operations, Maharashtra State, Bombay.
	Gujarati	Director of Census Operations, Gujarat State, Ahmedabad.
	Kannada	Director of Census Operations, Mysore State, Bangalore.
Instruction Booklet to Enumerators for filling up the Individual Slip	English	Registrar General, India, New Delhi.
	Marathi	Director of Census Operations, Maharashtra State, Bombay.
	Gujarati	Director of Census Operations, Gujarat State, Ahmedabad.
	Hindi	Registrar General, India, New Delhi.
Degree Holders and Technical Personnel Card	English	Registrar General, India, New Delhi.

8.1 Translation of the schedules of 1971 Census from English into (i) Marathi and (ii) Gujarati was not done by our office. So was the case in respect of the Instructions to Enumerators for filling up of various 1971 Census Schedules. We had an adequate stock of all the schedules since the indent submitted by us had made enough provision for reserve stocks. The following table shows the actual supply and utilization of each type of schedules of 1971 Census in Goa, Daman and Diu.

Table 7

District wise Distribution and Utilization of 1971 Census Schedules in Goa, Daman and Diu

Schedules of 1971 Census	Total (Goa, Daman and Diu)		Goa		Daman		Diu	
	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used
1	2	3	4	5	6	7	8	9
1. Houselist Schedule	13,978	12,723	12,892	11,734	508	463	578	526
2. Establishment Schedule	4,097	3,745	3,818	3,480	103	95	176	170
3. Houselist Abstract	2,795	2,556	2,533	2,316	98	90	164	150
4. (i) Individual Slips Pad of 100	9,538	8,342	8,808	7,712	410	387	320	243
(ii) Individual Slips Pad of 25	5,769	2,479	5,489	2,362	160	77	120	40
5. (i) Population Re ord Pads of 50	4,135	3,438	3,855	3,188	140	130	140	120
(ii) Population Record Pad of 25	2,439	1,726	2,239	1,619	120	88	80	19
6. (i) Enumerators Daily Posting Statement (Male)	14,231	9,935	13,131	9,256	600	432	500	247
(ii) Enumerators Daily Posting Statement (Female)	14,162	9,900	13,062	9,161	600	442	500	297
7. Enumerators Abstract	2,040	1,508	1,740	1,400	150	66	150	42
8. Degree Holders and Technical Personnel Cards	17,650	6,304	17,150	6,098	350	148	150	58

8.2 In the first phase of 1971 Census (*i.e.*, Housenumbering and Houselisting) the enumerators desired that the instruction booklets should be supplied in Marathi and hence the quota of instruction booklets in Marathi was increased at the time of the second phase of 1971 Census. But surprisingly, there was more demand for English Booklets during the second phase. Some Primary Teachers seemed to take pride in asking English Booklets though many of them had only a preliminary knowledge of that language. Fortunately we had adequate stocks of both types of booklets and hence there was no problem.

8.3 The central printing of the schedules was most useful though, of course, the Director of Census Operations in whose jurisdiction the press was located had to take additional burden of the timely printing and despatch of schedules to various other Directors of Census Operations. Here I would take the opportunity of thanking the Office of the Registrar General, India, New Delhi, the Director of Census Operations, Maharashtra, the Director of Census Operations, Mysore, the Director of Census Operations, West Bengal, the Director of Census Operations, Kerala and the Director of Census Operations, Gujarat who were very cooperative in supplying the schedules to us.

8.4 We had made a special cell in our office for onward distribution of Census material received from different presses, to the Charge Superintendents and they were despatched by the station wagon of the Office. Reserve stock of Schedules etc., were kept at three points as follows :-

(i) Director of Census Operation's Office, Panaji.

(ii) Charge Superintendent's Office.

(iii) Supervisor's Headquarters.

8.5 There was thus no difficulty in meeting the demand of various schedules received from the enumerator/supervisor.

8.6 We had to obtain 25 Instruction booklets in Kannada from the Director of Census Operations, Mysore during the 1st phase of 1971 Census for the use of enumerators/supervisors of Mor-mugao taluka where a good number of enumerators/supervisors spoke that language. Similarly we had to obtain 50 Instruction booklets in Hindi during the 2nd phase of 1971 Census for the use of Enumerators/Supervisors of the Military Charges.

8.7 In addition to the supply of booklets of instructions for filling up the Individual Slips of 1971 Census, we had printed locally Abridged Instructions for filling up the Individual Slip alongwith the abbreviations meant for various questions of the Individual Slip of 1971 Census. These Abridged Instructions were also printed in three languages *i.e.*, English, Marathi and Gujarati. We had also obtained a list of abbreviations for various questions of the Individual Slip of 1971 Census from the Director of Census Operations, Maharashtra State, Bombay. These abbreviations were printed only in English and Marathi. A copy each of the Abridged Instructions for filling up the Individual Slip (which also contained the list of Scheduled Castes and Scheduled Tribes for Goa, Daman & Diu) and of the abbreviations for various questions of the Individual Slip of 1971 Census, was supplied to each Enumerator/Supervisor, Assistant Charge Superintendent and Charge Superintendent in February, 1971.

SECTION 9

PROCUREMENT OF MAPS

9.0 Our office has been singularly unfortunate in respect of the map work. Ever since the creation of an independent Office of the Director of Census Operations, Goa, Daman and Diu, Panaji, in 1967, we were trying to find out a suitable incumbent for the post of Draftsman, but did not succeed till as recently as December, 1971 by which time the enumeration of population was over and we had already brought out Paper 1 of 1971—Provisional Population Totals and its Supplement. It was only towards the end of December, 1971 that we succeeded in getting a Draftsman on deputation basis from the State Government. Perhaps the most important reason for this sorry state of affairs is the very low scale of pay (Rs.150-240) for the post of a Draftsman. Ultimately, we had to obtain the services of a Draftsman on deputation basis by offering him a post of Investigator in the scale of Rs.210-425. To me it seems almost unavoidable that the post of Draftsman in this Office is upgraded atleast to that of the Draftsman in the Bureau of Economics, Statistics and Evaluation of the State Government, *i.e.*, brought on a scale of Rs. 205-280.

9.1 At the time of 1961 Census, the only maps that were brought out and published in "Census of India 1961 Vol.XXVII Part II-A General Population Tabels—Goa, Daman and Diu" were the District and Taluka maps. In fact even these maps were prepared by the Office of the Registrar General, India, New Delhi. Though all the villages of the Union Territory of Goa, Daman and Diu have not been cadastrally surveyed so far, we could get the town maps for all the towns of Goa, Daman and Diu showing some details of roads, etc. The work of cadastral survey has so far been completed in respect of 143 villages from 5 talukas of Goa District, and 2 districts of Daman and Diu. we could, however, obtain the following maps from the Office of the Director of Land Survey, Government of Goa, Daman and Diu which enabled us to fix the boundaries of revenue villages for purposes of 1971 Census :

Description	Scale	Remarks
1	2	3
Map of Goa District, showing villages.	1 : 100,000	Non-Restricted
Topographical Map of District, Goa	1 : 100,000	Restricted
Plan of Goa city	1 : 4,000	-do-
Map of Goa Taluka (Topographical-Agricultural)	1 : 20,000	-do-
Map of Mapusa Town	1 : 5,000	-do-
Topographical Maps of Agricultural of Bardez Taluka	1 : 20,000	-do-
Map of Bicholim Town	1 : 5,000	-do-
Map of Topographical-Agricultural of Bicholim Taluka	1 : 20,000	-do-
Map of Ponda Town	1 : 5,000	-do-
Map of Topographical-Agricultural of Ponda Taluka	1 : 20,000	-do-
Map of Pernem Town	1 : 2,000	-do-
Topographical-Agricultural Map of Pernem Taluka	1 : 20,000	-do-
Map of Topographical-Agricultural of Diu District	1/20,000	-d0-
Town map of Diu	1/20,000	-do-

1	2	3
Town Map of Satari	1 : 2,000	-do-
Topographical-Agricultural Map of Satari Taluka	1 : 20,000	-do-
Town Map of Sanguem	1 : 5,000	-do-
Topographical-Agricultural Map of Sanguem Taluka	1 : 20,000	-do-
Town Map of Sambhaji	1 : 5,000	Non-Restricted
Town Map of Mormugao, Vasco	1 : 5,000	Restricted
Topographical-Agricultural Map of Mormugao Taluka	1 : 20,000	-do-
Town Map of Margao	1 : 5,000	-do-
Topographical-Agricultural Map of Salcete Taluka	1 : 20,000	-do-
Town Map of Quepem	1 : 5,000	-do-
Map of Topographical-Agricultural of Quepem Taluka	1 : 20,000	-do-
Town Map of Canacona	1 : 20,000	-do-
Map of Topographical-Agricultural of Canacona Taluka	1 : 20,000	-do-
Map of Topographical-Agricultural of Daman District	1 : 20,000	-do-
Town Map of Daman	1 : 20,000	-do-

9.2 Even though the work of cadastral survey is still in progress, the Office of the Director of Land Survey, Government of Goa, Daman and Diu arranged to supply us talukawise area figures for all the talukas of Goa, Daman and Diu which are given below. These are, however, subject to some changes at a later date.

Table 8

Area Figures of Goa, Daman and Diu Supplied by the Office of the Director of Land Survey, Panaji

Union Territory/ District/Taluka	Area in Ha.	Area in km.^{2}
1	2	3
Goa, Daman and Diu	370265	3702.65
Goa District	361112	3611.12
Tiswadi Taluka	16612	166.12
Bardez Taluka	26563	265.63
Pernem Taluka	24199	241.99
Bicholim Taluka	22710	227.10
Satari Taluka	49034	490.34
Ponda Taluka	28317	283.17
Sanguem Taluka	88660	886.60
Canacona Taluka	34736	347.36
Quepem Taluka	34731	347.31
Salcete Taluka	27719	277.19
Mormugao Taluka	7831	78.31
Daman District	5495	54.95
Daman Taluka	5495	54.95
Diu District	3658	36.58
Diu Taluka	3658	36.58

9.3 The Office of the Surveyor General of India, New Delhi, has supplied to us the area figures of the districts which, however, do not tally with those given by the Office of the Director of Land Survey, Panaji (given in the above statement). The district-wise area figures supplied by the Surveyor General of India, New Delhi are given below :

Union Territory/District	Area in km^2.
Goa, Daman and Diu	3,813
Goa District	3,701
Daman District	72
Diu District	40

9.4 The difference between the two sets of figures is reported to be due to the fact that the area figures of talukas supplied by the Office of the Director of Land Survey represent the "Land Use" area while the Surveyor General India's figures represent provisional "geographical area" of the district.

Cartography Equipment :

9.5 In the absence of an incumbent to work as Draftsman, we could not so far purchase any cartographic equipment earlier. The work was carried out with the help of most elimentary equipment borrowed from the State Government Departments. The complete set of equipment was, however, acquired by May, 1972.

SECTION 10

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

10.0 Till the 1961 Census of the Territory, the lowest unit for which Census data was published was a "freguesia", which was either a part of, or equal to, or more than one village. The first problem that had to be tackled at the time of 1971 Census was to decide the lowest administrative unit for the presentation of Census data. At the time of 1st phase of 1971 Census, the Government of Goa, Daman and Diu had not published the list of revenue villages. Hence we wrote to the Government of Goa, Daman and Diu on 31.10.1969 to intimate the names of villages and towns of Goa, Daman and Diu (Talukawise) for the purposes of 1971 Census. In reply we were informed vide letter No. 5-2-69-PLG dated 20th November, 1969 that we should refer to the following notifications published in the gazettes of the Government of Goa, Daman and Diu.

(i) Notification No. ELN/VPT/62 dated 5.10.1962.

(ii) Notification No. CDP/VPT/1048/64 dated 9.3.1965.

(iii) Notification No. CDP/VPT/6376/67 dated 8.1.1968.

10.1 After taking into account these notifications and taking into consideration the preparatory work of Permanent Housenumbering done in rural areas we prepared a list of villages for each taluka of Goa, Daman and Diu for the 1st phase of 1971 Census. In case of Municipal towns also we did not have any wards. Hence the entire town area was divided into convenient parts and each one was called a block and allotted to the Enumerator.

10.2 By the time of enumeration of population in March-April, 1971, the Government of Goa, Daman and Diu had published the list of revenue villages (vide their notification dated 15.2.1971). The first ever Municipal elections were also held in October, 1970, and each Municipal town was divided into wards for the election purposes. It had, therefore, become imperative to follow the revised list of revenue villages for the 2nd phase of 1971 in case of rural areas and the new wards formed in October, 1970, in the case of urban areas for presenting the 1971 Census data in the Primary Census Abstract. There was, however, a further difficulty in the case of revenue villages. It was made known in 1970 that the Government of Goa, Daman and Diu was soon going to publish a list of revenue villages. We, therefore, obtained the proposed list of revenue villages from the Director of Land Records, Panaji, and according to this list there were 446 villages and towns in the Territory in 1970. The final list of revenue villages published in February, 1971 contained 462 villages and towns. Since the final list was published just on the eve of the commencement of the enumeration of the population (*i.e.*, February, 1971) it was not possible for us to adopt the same. It is obvious that some of the villages of the final list are included in some other villages of the earlier list adopted for the Census. A reference may please be made to Para 7.1 to 7.4 of the District Census Handbook of 1971 (pages 11 & 12) for details regarding the difference in the two lists and how the same have been taken care of under the Census.

10.3 Classification of population into rural and urban was made for the first time in 1950 in Goa, Daman and Diu on the basis of the criteria fixed by the International Institute of Statistics which, in its session of 1938 held at Prague recommended that population groups should be classified into :

(a) Urban Population, when the population dependent on agriculture was less than 40% of the total population;

(b) Rural Population, when the population dependent on agriculture was more than 60% of the total population;

(c) Mixed Population, when the population dependent on agriculture varied between 40% to 60% of the total population.

10.4 It will be observed that the above classification of rural and urban areas has nothing to do with legal definitions of a 'town' or a 'village'.

10.5 When the 1960 Census data of Goa, Daman and Diu was tabulated as per the All India Plan of Tabulation, the definition of an Urban Town was as follows :—

(a) all places with a Municipality, Corporation or Cantonment or a Notified Area Committees.

(b) all other places satisfying the following criteria :

(i) a minimum population of 5000.

(ii) at least 75% of the male working population to be non-agricultural.

(iii) a density of population of at least 1000 per sq.mile.

10.6 Since all the taluka headquarters of Goa, Daman and Diu had a Municipality, all these places were automatically treated as towns in 1960 Census of Goa, Daman and Diu.

10.7 In 1971 Census also, the same criterian for determining a place as urban was applied in Goa, Daman and Diu. It will, however, be seen that there are certain places in Goa, Daman and Diu which do not have a municipality but their population is more than 5000, and 75% of male workers as per 1971 Census are engaged in non-agricultural pursuits. Yet these places were not treated as towns in 1971 Census since we did not have any precise idea about the population of these places in 1970 when a decision had to be taken about their classification. Thus in case of Goa, Daman and Diu we do not have any new town in 1971 as also any non-municipal town. In other words, the number of towns remained the same as that in 1960 Census *i. e.*, 13 for Goa, Daman and Diu.

10.8 The concept of "Town Group" which was adopted in 1961 Census was abandoned in 1971 Census because of its limited usefulness. Instead, a new concept of "Urban Agglomeration" has been developed in 1971 Census which is made up of a main town together with the adjoining areas of urban growth and is treated as one urban spread, the population covered by such spread being categorised as urban. Taking this criterian there are two urban agglomerations in Goa, Daman and Diu, and they are :—

(i) Panaji Urban Agglomeration.

(ii) Margao Urban Agglomeration.

10.9 The constituent units of these two urban agglomerations are as follows :—

Panaji Urban Agglomeration	Margao Urban Agglomeration
(i) Panaji Municipal Council	(i) Margao Municipal Council
(ii) Calapor	(ii) Aquem
(iii) Chimbel	(iii) Navelim
(iv) Cujira	
(v) Morombi-O-Grande (Merces)	
(vi) Morombi-O-Pequeno (Merces)	
(vii) Murda	
(viii) Panelim	
(ix) Taleigao	

Standard Urban Areas

10.10 Yet another concept, that of "Standard Urban Area" has been introduced in 1971 Census. The Standard Urban Area may be defined as the projected growth area of a city or 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. Such a tract will include all extra-municipal urban growth such as the suburbs (industrial and residential), railway colonies, civil lines and cantonments and also such of those villages and towns which are likely to be urbanised by 1991. The Standard Urban Area will thus be an area which will extend beyond the main city or town and would contain all likely developments over the next 20 years upto 1991. Thus will remain as a statistical reporting unit during the next 3 successive censuses, irrespective of the changes in the boundaries of the local administrative units within the tract. The Standard Urban Area is identified by the administrative units that it encompasses namely, city, town or village; the boundaries of the Standard Urban Area are the administrative boundaries of the peripheral units.

10.11 The Standard Urban Areas were delimited only for cities whose population is likely to be 50,000 or more by 1971. In Goa, Daman and Diu, we have three Standard Urban Areas, nemely,

(i) Margao Standard Urban Area.

(ii) Mormugao Standard Urban Area.

(iii) Panaji Standard Urban Area.

10.12 The constituent units of the three Standard Urban Areas are as follows :—

Margao Standard Urban Area

Urban Component	*Location Code No.*
(a) Margao Municipal Council	1/X
(b) Aquem	1/10/42
(c) Navelim	1/10/44
Rural Component	
(1) Seraulim	1/10/4
(2) Benaulim	1/10/45

Mormugao Standard Urban Area

Urban Component	
Mormugao Municipal Council	1/XI
Rural Component	*Location Code No.*
(1) Chicalim	1/11/2
(2) Dabolim	1/11/3
(3) Sancoale	1/11/4
(4) Issorcim	1/11/12
(5) Chicolna	1/11/13

Panaji Standard Urban Area

Urban Component	
(a) Panaji Municipal Council	1/I
(b) Panelim	1/1/16
(c) Chimbel	1/1/17
(d) Cujira	1/1/31
(e) Murda	1/1/32
(f) Morambi-o-Grande (Merces)	1/1/33
(g) Morambi-o-Pequeno (Merces)	1/1/35
(h) Calapor	1/1/36
(i) Taleigao	1/1/37
Rural Component	
(1) Bambolim	1/1/30
(2) Renowadi	1/1/34
(3) Durgavado	1/1/38

10.13 There was no difficulty in demarcating the Municipal and Non-municipal areas of the taluka once the Government of Goa, Daman and Diu had delimited the area of each town of Goa, Daman and Diu by its Notification No.LSG/MUN/3182/68-E dated 31.3.1970 published in Government Gazette dated 8.4.1970 (Series No. I).

10.14 The Government of India had, however, issued a general circular (No. 28/66/68-Pub. I dated 15.4.1968), requesting all State and Union Territory Governments for freezing the boundaries of administrative units and not to effect any changes after 31.12.1969 till the 1971 Census enumeration is over. However, in case of Goa, Daman and Diu, the changes in boundaries of the towns were carried out in 1970 in order to enable the Union Territory Government to hold the first ever Municipal elections in this territory. We also, on our part, did not press for the freezing of the boundaries since we were in a position to

adjust our work accordingly. The changes did not affect the 1971 Census work adversely as far as Goa, Daman and Diu is concerned.

10.15 *Location Code:-* In order to identify a village/town, taluka or district for Census purposes, a code number is essential which in Census terminology is called a location code number. Such numbers are given separately for rural and urban areas.

10.16 *Rural Areas:-* The Location Code in rural areas would have 4 elements separated by oblique strokes. The first element would represent the district number, the second taluka number, the third the village number and the fourth will be the enumerator's block number, given inside brackets, for example, 1/3/7 (18). Here the figure 1 stands for the district, 3 for the taluka of District No. 1, 7 for the village of taluka No. 3 of District No. 1 and 18 (in brackets) for the enumerator's block of village No. 7 of taluka No. 3 of District No. 1. All the districts in the Union Territory of Goa, Daman and Diu were serially numbered and the number thus allotted to that district were applicable for rural and urban location codes. The talukas within each district were then serially numbered in a convenient order and allotted a number accordingly. The serial number of a taluka was limited to a particular district only and did not run continuously for the entire State. Similarly, all the villages in a taluka were serialised and assigned a number. This followed a predetermined order beginning from the north-west point of the taluka and following it in a serpentine way keeping the geographical contiguity down the south-east point. The enumerator's blocks were then serialised for all the villages of the taluka.

10.17 *Urban Location Code No:*—The Urban Location Code Number too had 4 elements representing district number, town number, ward number and enumerator's block number. The number allotted to a town was in roman figure, all the towns being given such serial numbers. The third element of the urban location code was the ward number. In the first phase of 1971 Census there were no wards in the town of Goa, Daman and Diu. Hence the figure '1' was kept uniformly in all cases. The fourth element was the enumerator's block number, all the blocks within a town being given a continuous serial number. An urban location code number thus read as 1/X/1/(3). Here 1 stands for Goa District, X stands for the tenth town (Margao), 1 stands for the ward number 1 of Margao town, and 3 (within brackets) is the enumerator's block number of the town. The location code numbers of the districts, talukas and towns of 1971 Census in Goa, Daman and Diu are given below:-

District/Taluka/Town	Location Code Number 1971 Census
1	2
Goa District	1
Daman District	2
Diu District	3
GOA DISTRICT	
Tiswadi Taluka	1/1
Bardez Taluka	1/2
Pernem Taluka	1/3
Bicholim Taluka	1/4
Satari Taluka	1/5
Ponda Taluka	1/6
Sanguem Taluka	1/7
Canacona Taluka	1/8
Quepem Taluka	1/9
Salcete Taluka	1/10
Mormugao Taluka	1/11
DAMAN DISTRICT	
Daman Taluka	2/1
DIU DISTRICT	
Diu Taluka	3/1
GOA DISTRICT	
Panaji	1/I
Mapusa	1/II
Pernem	1/III
Bicholim	1/IV
Valpoi	1/V
Ponda	1/VI
Sanguem	1/VII
Chauri	1/VIII
Quepem	1/IX
Margao	1/X
Mormugao	1/XI
DAMAN DISTRICT	
Daman	2/I
DIU DISTRICT	
Diu	3/I

SECTION 11

ENUMERATION AGENCY

11.0 The population census operations require a large number of Enumerators/Supervisors to cover all the villages/towns of the State at one and the same time. Since we have to get the work done with the help of employees of the local government offices, quasi-government organisations etc., which are located mostly in urban areas, the scope for selection of personnel from various departments is limited so far as the rural areas are concerned. In villages we had to depend upon:-

(i) Government Primary Teachers,
(ii) Gram Sevaks,
(iii) Talathis, and
(iv) Village Panchayat Secretaries.

11.1 At the time of the first phase of 1971 Census we deployed the following categories of personnel for houselisting and housenumbering operations:-

IN RURAL AREAS

(i) Government Primary Teachers,
(ii) Talathis,
(iii) Gram Sevaks,
(iv) Village Panchayat Secretaries,
(v) Others *e.g.*, employees of the Office of the Mamlatdar, etc.

IN URBAN AREAS

(i) Government Primary Teachers,
(ii) Municipal Council employees,
(iii) Employees of State Government Offices,
(iv) Others (*i.e.*, employees of Census Department, etc.).

11.2 It was seen that some of the female Primary School Teachers of Mormugao taluka protested against their appointment as Enumerators in urban areas. Due to some genuine difficulties, the female teachers were later on withdrawn and others were engaged in their places. It was also seen that some of the Charge Superintendents did not take care of the convenience of the employees and in some cases (especially in the Salcete taluka) there was some dissatisfaction about distribution of work load, and posting of enumerators and supervisors. On the whole, the Primary School Teachers proved to be a grudging lot during the first phase. It was, therefore, decided from the very beginning to dispense with the Government Primary School Teachers as far as possible at the time of enumeration in March-April 1971 (second phase). The Goverment Primary Teachers of Panaji, Mapusa and Margao offered maximum resistence in the first phase of 1971 Census. The general complaints received at the time of Houselisting operations were that the studies of the school children would suffer if the Government Primary Teachers were assigned the Census work. However, it was absolutely impossible to replace Government Primary Teachers at all levels in Goa, Daman and Diu. There was, however, no problem of availability of manpower in the case of Daman and Diu districts which may be due to small size of the two districts. All the troubles in this respect arose in Goa district alone.

11.3 Since we decided to dispense with the Government Primary Teachers in three major urban centres of Goa district, and as the requirement of enumerators/supervisors was on a higher scale during the enumeration period in March-April, 1971, we had to tap other avenues for personnel for the 1971 Census enumeration. It was accordingly decided to requisition the services of Class III employees of the Government Departments of Goa, Daman and Diu, as also those of Government of India Offices, stationed at Panaji, Mapusa, Margao and Mormugao. Even some of

the public sector undertakings like the Minerals and Metals Trading Corporation, Mormugao and the Mormugao Port Trust, Mormugao were requested to spare the services of their employees. We requested the Chief Secretary to the Government of Goa, Daman and Diu, Panaji, to issue instructions to all the heads of departments of Goa, Daman and Diu to spare the services of Class III employees for 1971 Census work. The Chief Secretary was kind enough to issue a circular (No. 5-2-69-PLG dated 25.8.1970) directing all the Heads of the Departments of the Government of Goa, Daman and Diu to spare the services of Class III employees for 1971 Census work. (Appendix VII of this report). This had the desired effect in bringing about the necessary cooperation from almost all the departments. A statement showing the requirement of enumerators/supervisors and the sources from which the persons were drafted for 1st and 2nd phase of 1971 Census, is given vide Appendix VIII.

11.4 The Mamlatdars and the Block Development Officers who were designated as Charge Superintendents could effectively control the Talathis and village Panchayat Secretaries respectively since they are working directly under them. However, it was difficult for them to extract work from the employees of other departments over whom they had no direct control.

11.5 If my experience of 1971 Census is any guide, I am afraid, the Director of Census Operations of 1981 Census may have to think of other sources of supply of personnel for enumeration work. It is no longer easy to enlist the cooperation of such categories of workers as Government Primary Teachers, Office Clerks, etc. In fact I would prefer to experiment with the college/University students as Census workers on payment of attractive honorarium. Actually, we wanted to try this experiment at Panaji and Mapusa towns during the current Census itself, and with this end in view we contacted the Head of the Centre for Post-graduate Studies, University of Bombay, at Panaji and requested him to spare some willing students for Census work. Though he appeared to be quite enthusiastic in the beginning about the proposal, yet when an official letter was sent to him in December, 1970 no response was received. Help of social workers also needs to be explored in future.

11.6 The following observations are made on the working of the enumarators/supervisors.

(a) The enumerator is reluctant to give house numbers to the houses by holding a tin of paint and brush. This in his/her opinion lowers his/her status in the eyes of the public where he/she is working. The female enumerators in particular complained that it was a hell of a job to write the house number, while managing the tin, the brush, the schedules etc., and at the same time, tending the sari and maintaining the poise especially in the hot afternoon with profuse perspiration. They therefore, usually took assistance of the school boys (aged 10-12 years), wherever possible, to hold the paint tin and papers.

(b) Some of the Government Primary Teachers were found to be willing to undertake the Census work but since Census is immediately followed by annual school examinations, they were not in a position to devote their full energies to the Census work.

(c) The female Government employees are reluctant to work as enumerators in certain parts of the towns, especially those which are frequented by unsocial elements, prostitutes and the like.

(d) The Government Primary Teachers told us that they should not be assigned any other work such as elections, up-to-dating of electoral rolls etc., during the Census year (This had happened in Goa, Daman and Diu).

(e) Some enumerators/supervisors felt that due to the complicated nature of Census work the quantum of work assigned to each enumerator/supervisor should be reduced to some extent.

11.7 Except a solitary case of Panaji town wherein the enumerator concerned was suspended (for a short time) for not recording correctly the mother tongue of members of one household, there was no other important complaint about enumeration of Census data. Some of the enumerators/ supervisors, it was noticed, did neglect the Census work, *e.g.*, one enumerator in Pernem taluka did the houselisting on a rough sheet of paper and was waiting for some one from the Office of the Director of Census Operations, Panaji, to check his work. Such cases, however, were very rare. The enumerators/supervisors of Daman and Diu districts really showed considerable amount of enthusiasm for Census work.

11.8 In case we want the Government Primary Teachers (who are scattered in all villages and towns of the country) should form the bulk of the quota of enumerators/supervisors at the time of 1981 Census, it will be worthwhile to consider the shifting of the reference date of 1981 Census. I personally felt that 1st February would be a better reference date than 1st March. This is so because the Government Primary Teachers will get a breathing space in between the Census work and the school examinations, which are generally held in March-April.

SECTION 12

HOUSENUMBERING AND HOUSELISTING

12.0 As per instructions received from the Registrar General, India, New Delhi, a proposal to take up the scheme of Permanent Housenumbering in Goa, Daman and Diu was considered at length in the Office of the Director of Census Operations, Panaji in 1969. Accordingly training was also imparted to the Village Panchayat Secretaries etc., and preliminary maps of the village panchayats were also prepared in Goa district. But, somehow, the scheme was not implemented with the result that at the time of Census Housenumbering in March-April 1970, the procedure to be followed in giving Census Housenumbers to the structures and buildings of the towns/villages of Goa, Daman & Diu became a problem. In the rural areas of Goa district, even the village boundaries were not clearly demarcated. Similarly, the towns of Goa, Daman & Diu were also not divided into wards. It was, therefore, a problem as to how to give Census Housenumbers to the buildings and other structures. In order to simplify the process, the following procedure was adopted for giving the Census Housenumbers in Goa, Daman and Diu.

12.1 The Census house numbers consisted of three distinct elements as follows:-

(i) First element was the English alphabet "C" to indicate "Census". This was essential because the houses in Goa, Daman and Diu had previously been numbered for election purpose which had a prefix of "E" *e.g.*, E-439, E-105 etc.

(ii) Second element was the Block number (of Ist phase). This number started with the first block of the 1st village of a taluka and ended with last block of the last village of the taluka. In other words all the rural blocks within a taluka were given a continuous serial number. The block number for each urban town also commenced with 1.

(iii) The third element was the Census house number which was given to each and every structure as per instructions issued by the Office of the Registrar General, India, and embodied in the "Instructions to Enumerators for filling up the Houselist and Establishment Schedules". Thus a number "C 43-37" recorded on a house indicated that the Census number of the house was 37 in block number 43.

12.2 The numbers in the housenumbering scheme were in most cases Arabic numbers (popularly known as English numbers), but in a few blocks, the Enumerator had used the Devnagari numbers also. In that case, the Census house number was written as under:-

सी. ४३—३७

12.3 The public in general took no objection for assigning the census house numbers, though in a few Christian houses, the head of the household requested the enumerator to give the number in such a way that the same is not visible at once to an incoming person. They had requested the enumerator to give the number at the base of the wall. In a few cases, the household allowed the enumerator to assign the number of house (on the wall) but soon after the departure of the enumerator, they covered it with a wall calendar or a photo-frame. It was a real problem to assign the census house number to a hut or a cow-shed which had no walls as such, and the entire structure was made up of bamboo poles, grass, leaves, etc. The enumerator had a thick brush with him and this was useless. He had, therefore, to give the number in a verticle manner, *e.g*:

C
11

37

12.4 In general, the people were rather indifferent to the operation of housenumbering and houselisting though a daily newspaper published from Panaji did indulge in an uninformed criticism on this operation. As per definition of a building, the enumerator had to give a number even to a structure standing within the four walls of a particular cemetery. The newspaper reporter without understanding the exact purpose behind allotting number to each and every structure, whether used for residential purpose or not, declared rather sarcastically that the 1971 Census was going to enumerate the dead ones also. Except this single incident, there was no adverse criticism from the public.

The 1971 Census advertisement in respect of housenumbering and houselisting operations also appeared quite late, *i.e.*, long after the operations had actually commenced and in a few cases, completed too in this territory.

12.5 As per instructions, the enumerator had to prepare a notional map for the area allotted to him wherein he was required to show :-

(i) all roads, streets and cart tracks,
(ii) all topographical details, important features and public buildings,
(iii) Pucca residential houses,
(iv) Pucca non-residential houses,
(v) Kutchha residential houses,
(vi) Kutchha non-residential houses,
(vii) Numbers allotted to the buildings/ structures.

12.6 Even though the enumerators were supplied with two sheets of sufficiently big-size paper (60 cm.x 26 cm.) it was rather unfortunate to find that the block maps of the areas were far from satisfactory. It is belived that with a little more interest in the work quality of maps could have improved greatly. The main defects of the block maps of the first phase were:-

(1) House numbers were not shown.
(2) Boundaries of the block were not indicated properly.
(3) All the roads etc., were not drawn on the map.
(4) A suitable index was not given.

12.7 The maps were in most cases drawn in pencil. A few maps, however, were of a really good quality. Only one copy of the notional map was prepared. All the block maps of the first phase of 1971 Census are kept in the Office of the Director of Census Operations, Panaji, arranged in a sequence, taluka and townwise.

12.8 The enumeration agency for the first phase of 1971 Census was the Talathis, Gramsevak, Village Panchayat Secretary or the Govt. Primary School Teacher in respect of rural areas, and the staff of the Mamlatdar's Office and Govt. Primary Teacher in urban town.

12.9 It was the experience of the Census Department that though the Talathis of the Union Territory had much less regular work as compared to their counterparts in the neighbouring States of Maharashtra or Mysore, they along with the Government Primary Teachers were most vocal in protesting against the assignment of 1971 Census work to them. There were even two or three "Letters to the Editor" in local newspapers to the effect that engagement of teachers for the 1971 Census work will affect the studies of the students of the Primary Schools especially of those belonging to the IVth standard. It was found that the charge was baseless since the teachers were not required to do the Census work on a full-time basis. This class of employees seems to have developed a tendency to avoid any additional work given to them.

12.10 The training of the Charge Superintendents in houselisting and housenumbering operations was organised in a two-day camp held on 30.1.1970 and 31.1.1970 at Panaji, where all the Charge Superintendents were present. The training was imparted by Shri P. Padmanabha, I.A.S., Director of Census Operations, Mysore, who was holding the additional charge of the post of Director of Census Operations, Panaji (till 30.1.1970) and by Shri N.Y. Gore, Assistant Director of Census

Operations, Panaji. The camp was held at the Government Higher Secondary School, Panaji, from 10.30 a.m. to 1.00 p.m. and again from 2.30 p.m. to 5.00p.m. Use of a roll-up blackboard of the size 183x127cms was made to impart the training. There were two roll-up blackboards, one for the houselist schedule and the other for the establishment schedule. This roll-up blackboard is really very useful in the sense that the trainees can be called upon to the blackboard to make the entries for a few sample buildings and houses and all can judge whether the particular trainee had understood the instructions properly or not.

12.11 The training at the taluka level was arranged in the month of February, 1970 and two classes were held at each training camp to impart training to the enumerators/supervisors of the taluka.

12.12 It was seen at the time of the training of the Charge Superintendents of Goa, Daman and Diu that none of them was in the position to conduct the Census training class independently by himself. In fact some of them made a specific request to send a person of the Census Department for undertaking the training classes at the taluka level. Ultimately, the entire burden of imparting training to the enumerators/supervisors at taluka level had to be shouldered by the staff of the office of the Director of Census Operations, Panaji. The following table shows the details of the training classes held in each charge of Goa, Daman and Diu during Ist phase of 1971 Census.

Table 9

Number of persons trained for 1st phase of 1971 Census in Goa, Daman and Diu

Union Territory/District/ Census Charge	No. of training batches formed for the training of 1st phase of 1971 Census	No. of persons trained for 1st phase of 1971 Census		
		Total	Enumerators	Supervisors
1	2	3	4	5
Goa, Daman and Diu	34	1,341	1,104	237
Goa district	31	1,237	1,019	218
Tiswadi rural only	4	66	56	10
Panaji town	3	73	63	10
Bardez rural only	2	164	135	29
Mapusa town	1	28	23	5
Pernem	2	104	85	19
Bicholim	2	123	99	24
Satari	2	79	61	18
Ponda	3	100	85	15
Sanguem	2	81	70	11
Canacona	1	56	48	8
Quepem	2	73	61	12
Salcete rural only	4	162	130	32
Margao town	1	49	41	8
Mormugao	2	79	62	17
Daman district	1	7	47	10
Daman	1	57	47	10
Diu district	2	47	38	9
Diu	2	47	38	9

12.13 The training was conducted in two parts, *i.e.*, theoretical discussion on the first day, and practical work in the field on the second day. On the first day the general concepts, definitions of various terms and concepts were explained. Afterwards each and every schedule of 1971 Census (*i.e.*, houselist with 17 columns and establishment schedule with 11 columns) was explained on the board. Doubts, difficulties, etc., raised by the trainees were also solved on the spot. Thereafter the model entries received from the Office of the Registrar General, India, were discussed. Before the commencement of the training on the first day each trainee was given:—

(1) a copy of booklet 'Instructions to Enumerators' for filling up the Houselist and Establishment Schedule;

(2) a model filled-in houselist form ;

(3) one copy of the Houselist and one copy of the Establishment Schedule;

(4) four blank sheets for paper to write down the points etc., at the training ;

(5) the list of scheduled castes/scheduled tribes for Goa, Daman and Diu (in fact, the list was pasted at appropriate page of the Instruction booklet);

(6) one copy of Houselist Abstract.

12.14 The training was imparted in English, Marathi and Konkani. Generally two languages *i.e.*, English and Konkani or Marathi and Konkani had to be used. The following table will show the languages used at the time of imparting training to the enumerators/supervisors:-

Table 10

Chargewise languages used in training classes of 1st phase of 1971 Census in Goa, Daman & Diu

Name of charge	No. of training batches	Languages used
1	2	3
Tiswadi Rural	4	English, Konkani, Marathi
Panaji Town	3	English, Konkani
Bardez Rural	2	English, Konkani Marathi,
Mapusa Town	1	English, Konkani, Marathi
Pernem Rural & Urban	2	English, Konkani, Marathi
Bicholim Rural & Urban	2	English, Konkani, Marathi
Satari Rural & Urban	2	Marathi, English
Ponda Rural & Urban	3	English, Konkani
Sanguem Rural & Urban	2	English, Konkani, Marathi
Canacona Rural & Urban	1	English, Marathi
Quepem Rural & Urban	2	English, Konkani, Marathi
Salcete Rural	4	English, Konkani, Marathi
Margao Town	1	English, Marathi
Mormugao Rural & Urban	2	English, Konkani, Marathi
Daman Rural & Urban	1	Gujarati, English
Diu Rural & Urban	2	Gujarati, English

12.15 *Houselisting:*—The work of housenumbering and houselisting commenced in Goa, Daman and Diu on 5.3.1970 and was completed in all the districts by 31.5.1970.

12.16 The following table shows the dates of commencement and completion of 1971 Census Housenumbering and Houselisting operations in each taluka of Goa, Daman and Diu.

Table 11

Talukawise dates of commencement and completion of Housenumbering and Houselisting operations (1st Phase of 1971 Census) of 1971 Census in Goa, Daman and Diu

Taluka	RURAL Date of		URBAN Date of	
	Commencement	Completion	Commencement	Completion
1	2	3	4	5
Tiswadi	12.3.1970	21.4.1970	18.3.1970	31.5.1970
Bardez	26.3.1970	6.5.1970	26.3.1970	27.5.1970
Pernem	8.3.1970	21.4.1970	10.3.1970	21.4.1970
Bicholim	6.3.1970	12.5.1970	6.3.1970	14.5.1970
Satari	10.3.1970	20.4.1970	10.3.1970	20.4.1970
Ponda	5.3.1970	20.5.1970	5.3.1970	20.5.1970
Sanguem	19.3.1970	22.5.1970	19.3.1970	22.5.1970
Canacona	5.3.1970	5.5.1970	5.3.1970	5.5.1970
Quepem	25.3.1970	4.5.1970	25.3.1970	4.5.1970
Salcete	19.3.1970	20.4.1970	13.3.1970	20.4.1970
Mormugao	19.3.1970	4.5.1970	19.3.1970	4.5.1970
Daman	25.2.1970	10.3.1970	25.2.1970	10.3.1970
Diu	6.3.1970	15.4.1970	6.3.1970	15.4.1970

12.17 Though full care was taken to convey the correct meaning of various terms and concepts of housenumbering and houselisting operations of 1971 Census, some of the enumerators/supervisors had committed a few mistakes which are listed below:—

(i) The enumerators had given a census house number to a "pendal" but when it came to noting down the name of the material of walls, in column 4 of the houselist, the entry was "no walls". In some cases, the hut had no wall since the roof rests on pillars quite close to the ground. The Census housenumber was given but the entry for column 4 of the houselist was "No wall".

(ii) The enumerator had filled-in columns 8 to 16 of the houselist even if the census house was not used wholly or partly as a residence.

(iii) The entry in column 10 of the houselist was "Scheduled Caste or Scheduled Tribe". The name of the scheduled caste or scheduled tribe was not given.

(iv) When one building contained more than one house, the entry in column 2 of the houselist was recorded for all the census houses.

(v) Similarly, when one census house contained two or more households, the enumerator had filled in columns 4, 5, 6 and 7 of the houselist in respect of all the households when, in fact, these columns ought to have been filled in case of the first household only.

(vi) There were 20 lines on each page of the Houselist and the enumerators were told that they should not write entries for any additional Census house in between the two lines. These instructions were violated by some enumerators.

(vii) When one Census house contained two or more than two households, the entry in column 8 of the houselist was not made properly. Sometimes it was filled in against the first household of the census house and a dash (—) mark was recorded in respect of the other households of the census house. At other places the entry was made as 17-28(1), 17-28(2) etc. when it should have been 17-28(a), 17-28(b) etc.

(viii) Column 12 of the Houselist (Does the household live in owned or rented house?) was not understood by some enumerators and was left blank.

12.18 In case of Establishment Schedule the following types of mistakes were noticed.

(i) Column 4 of the Establishment Schedule (Is the Establishment (a) Government/ Quasi Government, (b) Private, (c) Co-operative Institution?) was not understood by a few enumerators e.g., the entry in column 4 of the Establishment Schedule is made as "Government" when the entry in column 3 of the Establishment Schedule indicates that it is a private establishment.

(ii) No entry is made in column No. 4 of the Establishment Schedule.

(iii) In a few cases, the entry in column 5 of the Establishment Schedule (average number of persons working daily last week.....) was of a number too large to be true. It happened mostly in case of schools, hostels, hotels where the enumerator had mentioned the number of students, number of boarders and number of passengers, respectively, residing in the Census house at the time of his visit.

(iv) Column No. 8 (type of fuel or power used). This column was not fully understood and hence the entry recorded was either too vague or no entry was recorded.

(v) Column 11 (if used as any other establishment describe.....) contained very vague entries e.g., the entry was recorded as an

Office but did not indicate if it was a Central Government or State Government or Local Body Office. Similarly the entry was "school" with out any specification as to whether it was a Primary school, High school, Dan$_{o}$ing school, etc.

12.19 There were a few mistakes in the Houselist Abstract also. It is seen that these mistakes could have largely been avoided had the supervisor been a little more attentive at the time of supervision or attemped a rapid desk-scrutiny before the schedules were despatched to the Charge Superintendent.

12.20 After completion of the first phase of Census Operations, the Charge Superintendents were requested to collect the schedules of each block from the supervisor who in his turn was to get it from the enumerators of his area. The following table shows the dates on which the schedules were received from the various charges.

Table 12

Talukawise dates of completion of 1st phase of 1971 Census and dates on which filled in Schedules were received by the Office of the Director of Census Operations, Panaji

Taluka	RURAL Date of		URBAN Date of	
	Completion of work	Receipt of Schedules	Completion of work	Receipt of Schedules
1	2	3	4	5
Tiswadi	21.4.1970	22.4.1970	31.5.1970	5.6.1970
Bardez	6.5.1970	7.5.1970	27.5.1970	28.5.1970
Pernem	21.4.1970	25.4.1970	21.4.1970	25.4.1970
Bicholim	12.5.1970	18.5.1970	14.5.1970	18.5.1970
Satari	20.4.1970	30.4.1970	20.4.1970	30.4.1970
Ponda	20.5.1970	22.5.1970	20.5.1970	22.5.1970
Sanguem	22.5.1970	26.5.1970	22.5.1970	26.5.1970
Canacone	5.5.1970	6.5.1970	5.5.1970	6.5.1970
Quepem	4.5.1970	6.5.1970	4.5.1970	6.5.1970
Salcete	20.4.1970	20.5.1970	20.4.1970	20.5.1970
Mormugao	4.5.1970	5.5.1970	4.5.1970	5.5.1970
Daman	10.3.1970	18.3.1970	10.3.1970	18.3.1970
Diu	15.4.1970	23.4.1970	15.4.1970	23.4.1970

12.21 Once the records were received in our office, they were checked *vis-a-vis* the number of blocks formed for each village/town as also if the block records were complete in all respect *i.e.*, whether there were

(i) all the pages of the Houselist
(ii) all the pages of the Establishment Schedule
(iii) complete set of Enumerator's Abstract
(iv) a block map.

12.22 It is gratifying to note that record was lost. The records of Diu were brought by the Director of Census Operations himself and that of Daman were sent by the registered post. The records of various talukas of Goa district were brought by the Census clerks attached to each Mamlatdar's office.

12.23 The preliminary results compiled from the enumerator's abstract revealed that the population of Goa, Daman and Diu had increased to a great extent, which was, however, not unexpected. With the liberation of Goa, Daman and Diu in December, 1961, many development programmes were put into operation in Goa which attracted a large number of workers from outside. Similarly,

liberation also checked to a great extent the exodus of population which was a normal feature in the preceding decade. The following table shows the taluka-wise houselist population of Goa, Daman and Diu by rural/urban breakup.

Table 13

Houselist Population of Goa, Daman and Diu by Rural/Urban breakup, 1970

Union Territory/District/ Taluka	Population		
	Total	Rural	Urban
1	2	3	4
Goa, Daman & Diu	833,408	654,789	178,619
Goa District	768,687	612,437	156.250
Tiswadi taluka	97,836	67,487	30,349
Bardez taluka	118,918	100,412	18,506
Pernem taluka	52,803	49,950	2,853
Bicholim taluka	55,578	47,569	8,009
Satari taluka	33,286	30,511	2,775
Ponda taluka	81,000	73,674	7,326
Sanguem taluka	45,360	40,235	5,125
Canacona taluka	29,267	28,036	1,231
Quepem taluka	41,074	38,032	3,042
Salcete taluka	156,090	118,461	37,629
Mormugao taluka	57,475	18,070	39,405
Daman District	38,393	21,323	17,070
Daman Taluka	38,393	21,323	17,070
Diu District	26,328	21,029	5,299
Diu Taluka	26,328	21,029	5,299

SECTION 13

CENSUS HIERARCHY, FORMATION OF ENUMERATION BLOCKS

13.0 To undertake a population count in a Census in India, a developing country, is a great technical work involving use of economic, social and demographic terms and concepts, besides being a job of a great adminiistrative dimension. To get the complicated Census work done through thousands of persons drawn from different agencies over which the Director of Census Operations could have almost no control is no easy task. It can never be a one-man Show and the Director of Census Operations has to depend upon a large number of agencies for the successful completion of the Census work within the stipulated time period. In order to achieve this objective, the Census hierarchy in general is as follows:-

(i) For each district the Collector is designated as the District Census Officer and is responsible for Census work in his district.

(ii) Under the District Census Officer there is a Dy. District Census Officer, usually a Deputy Collector of the district, who is responsible for a proper execution of instruction issued through the various Census Circulars to the taluka and lower level officials.

(iii) At the taluka level, the Mamlatdar for each taluka is supposed to look after the census work for the entire taluka and is designated as Charge Superintendent. If there are big towns and cities in the taluka, the Municipal Secretaries or Chief Officers are made responsible for Census work for Urban Area of the taluka and in that case Mamlatdar looks after the rural areas of the taluka only.

(iv) Below the Mamlatdar, there is a large number of Supervisors and Enumerators. An enumerator is appointed for each Census block of a village/town, the size of a Census block varying from 600 to 750 persons. The ratio of enumerators to supervisors is generally 5:1.

13.1 So far as Goa, Daman & Diu is concerned, the 1971 Census hierarchy was slightly modified from the pattern laid down by the Office of the Registrar General, India, New Delni. Again the pattern adopted at the time of 2nd phase of 1971 Census was different from the one adopted at the 1st phase of 1971 Census.

13.2 At district level, the Collectors of Goa and Daman districts and the Civil Administrator of Diu district, were designated as the District Census Officers for Goa, Daman and Diu districts respectively for the 1971 Census. Below the District Census Officers, we had, in the 1st phase, two Deputy Collectors of Goa district as Deputy District Census Officers—one for the five northern talukas of the Goa district with head-quarters at Panaji and the other for the remaining six southern talukas of Goa district with headquarter at Margao. There was no Deputy District Census Officer for the Daman and Diu districts. Similarly there was no Assistant Charge Superintendent at any of the talukas of this territory. The work of 1971—Census of three important urban towns of Goa district (*i.e.*, Panaji, Mapusa and Margao) was entrusted to the Chief Officers of the Municipal councils of Panaji, Mapusa and Margao, respectively. In the case of other urban areas the Taluka Mamlatdars looked after the work of as well as rural areas.

13.3 In case of Daman and Diu districts, the Charge Superintendents were responsible for the census work of the entire taluka. The Block Development Officer of Daman taluka and the Mamlatdar of Diu taluka were the Charge Superintendents at taluka level in Daman and Diu districts, respectively.

13.4 In the 2nd phase of 1971 Census, the following Changes were introduced:

(i) No Deputy District Census Officer was appointed for any District.

(ii) The work of the three important Municipal town of Goa district which was formerly assigned to the Chief Officers of Municipal Councils of Panaji, Mapusa and Margao, was withdrawn from them and allotted to the Block Development Officers of Tiswadi, Bardez, and Salcete talukas of Goa district respectively.

(iii) Assistant Charge Superintendents were appointed for all the talukas of Goa district with a view to providing help to the Charge Superintendents. No Assistant Charge Superintendent was appointed for Daman or Diu district.

13.5 In a Census, each village and town is divided into small parcels of areas called the "Enumerator's Block". This block in most cases is a geographically compact area consisting of different buildings and houses and is demarcated as far as possible by well defined boundary marks. At the time of the 1st phase of the 1971 Census, the revenue village was not adopted as the lowest unit for collecting the census data. So also in urban towns, there were no wards. Hence blocks were formed at that time with no knowledge of the shape of wards to come later on. During the IInd phase of 1971 Census the revenue village was adopted as the lowest administrative unit for the presentation of census data in rural areas. Likewise, a ward was the lowest reporting unit for the urban areas. This was so because the intention of the Government of Goa, Daman and Diu to establish revenue villages in a near future was made known. The Municipal towns were divided into wards for the purposes of municipal elections held after the 1st phase but before the second one.

13.6 In Goa, Daman and Diu, there was no concept of what is normally called a "Revenue Village" in other parts of the country. Under the Portuguese system of work, "the criterion adopted by the authorities in course of time to define..... a village was purely subjective based on the development of the region and its constitution was defined by a legal Diploma."*

13.7 At the time of 1960 Census, the definition of a village was : "Freguesia (village) is defined as an administrative division in each "Concelho" (taluka), a concelho (taluka) is a group of villages."

13.8 It has been discussed earlier how we finally adopted a "revenue village" as the lowest unit for presentation of the 1971 Census data. So far as towns were concerned, we made a reference to the State Government asking them the names of the places which are to be treated as towns for 1971 Census. Besides the 13 Municipal towns of Goa, Daman and Diu the State Government first recommended the following two places as towns :—

(1) Curchorem in Quepem taluka, Goa District.

(2) Cuncolim in Salcete taluka, Goa District.

13.8 The State Government had already notified vide its notification No. LSG/MUN/3182/68-B dated 5.9.1969 published in the Government Gazette of 8th September, 1969 its intention to set up a Municipal Council for Curchorem village and in case of Concolim the population was so large that sooner or later there would be a Municipality for this village also. Hence these two villages were originally treated as towns (Non-Municipal towns) in the 1st phase. However, subsequently the Government did not take any action in regard to the establishment of a Municipal Council for Curchorem and when a reference was again made to know whether the above two places which had a "Village Panchayat" should be finally treated as towns or not, the State Government decided that these should be considered as villages and not towns. Hence in the IInd phase these two places (i.e., Curchorem and Cuncolim) were treated as villages.

* "Census of India 1961, Volume XXVII of Goa, Daman and Diu Part II-A, General Population Tables, Page 33."

Formation of Enumerator's Blocks—Ist Phase

13.9 *Rural Areas* :—The lowest administrative unit for rural areas is a village. There were some maps of the village panchayats already prepared for the Permanent Housenumbering Scheme for Goa district which showed the location of buildings with certain signs. These maps were made use of for the formation of 1st phase blocks in Goa, Daman and Diu.

13.10 We had issued instructions to the Charge Superintendents to the effect that the size of the block of 1st phase should be in the range of 600 to 750 population. It was also emphasized that a block should be so formed that it does not contain houses belonging to the different villages of the taluka. The task of carving out 1st phase blocks is much more difficult than that of 2nd phase blocks. This is so because we do not have any precise idea about the size of population in a particular locality and all that is at our disposal is the information supplied by the local officials like the Talathi, Village Panchayat Secretary, Government Primary Teachers, etc. Though we were successful in having compact blocks with population less than 800 in each block in most cases, in the case of Salcete taluka Goa district it was not so successful. The main reason for this deficiency was the shortage of enumerators/ supervisors for Salcete taluka Goa district which also happens to be the biggest taluka of the Union Territory.

13.11 *Urban Block*:—There were no words in the municipal towns of Goa, Daman and Diu when the work of 1st phase commenced. The municipal authorities also were not fully aware of the area under their jurisdiction, because there was no clear demarcation of municipal area from the neighbouring village areas. In order to make sure the limits of the town, we had arranged a meeting at each of the taluka Headquarters of Goa district to fix the limits of Municipal towns in terms of houses, buildings, roads, etc. (i.e. prominent land marks). This meeting was attended by the following persons :—

(1) Representative of the Director of Census Operations.

(2) Representative of the Mamlatdar of the concerned taluka.

(3) Representative of the Block Development Officers of the concerned taluka.

(4) Representative of the concerned Municipal Council.

(5) Talathis/Village Panchayat Secretaries of the villages which lie on the border of the municipal town.

13.12 A physical verification of boundaries was also done to fix up the actual dividing lines between the town and its adjoining villages.

13.13 Since there were no wards during the first phase the blocks were formed by starting from the one end of the town and demarcating a block with the help of some important marks like roads, canals, rivers, lanes, bye-lanes, etc. But such demarcation was not possible in all cases.

Block Formation—2nd Phase

13.14 At the time of 2nd phase of 1971 Census, the work had to be done afresh since many changes had taken place in the intervening period. In case of rural areas, it was made known by the Government that it would soon publish the list of revenue villages of each taluka. In case of Urban Areas, the limits of towns were notified and were declared final with reference to which Municipal elections were held in the month of October, 1970. The wards within the towns were also constituted.

13.15 Due to revised delimitations of Municipal towns, the jurisdictions of almost all Municipal Councils were affected. In case of Panaji and Valpoi Municipal Councils, large parts of their former jurisdictions were transferred to rural areas.

13.16 Because of the transfer of areas from urban to rural and the vice-versa, we had to call a meeting of the concerned offices to fix the new limits. We had also to move from area to area within the town to fix the ward limits. This was essential because the limits of the wards of the town were not fixed taking into consideration the

identifiable boundary lines such as rivers, roads, railway lines, etc. It appears that the ward-formation was done mainly on the basis of a consideration that the number of voters for the first ever municipal elections (held in October 1970) should be more or less equal in all the wards. Due to this rather unusual criterion, we had to encounter some very interesting (if not funny) situations in the municipal towns of Goa, Daman and Diu. To cite an example, it was found that a part of the same building was in one ward while the other in another ward. Obviously, the wards were arbitrarily formed by grouping house numbers given at the time of the last general elections. Physical boundries of wards were not determined at all. The work of preparation of boundary limits of each ward of the towns of Goa district for the purposes of Census had to be done by the staff of the Office of the Director of Census Operations, Panaji. For the Daman and Diu towns, this was done by the staff of the Block Development Office, Daman and the Mamlatdar's Office, Diu.

13.17 Once the boundary limits were determined, the demarcation of blocks was a comparatively easy matter. While forming the blocks effort was made to fix, as far as possible, some natural boundaries. We could achieve this because the 2nd phase blocks and block maps of Panaji, Mapusa, Margaon and Mormugao towns were prepared by our staff with great pains. In most of the other towns, the population size was so small that the wards itself became the census block, obviating need for any further splitting of the ward into blocks.

13.18 In case of rural areas, the revenue village boundaries in terms of Census House Numbers were first fixed. The enumerators/supervisors of Goa district were also told at the time of houselisting and housenumbering operations to give the names of hamlets, etc. in column number 17 of the houselist of each block of the village. This information was found to be extremely useful in the formation of Block. We also made use of the Restricted maps supplied to us by the Office of the Director of Land Survey, Government of Goa, Daman and Diu drawn in the scale of 1:2000 which gave other details like rivers, roads, etc. with the help of which limits of the revenue villages were fixed. The work of demarcation of village boundaries was done by the Census staff in consultation with the Mamlatdar and other officials. After forming the blocks, each Charge Superintendent of Goa district was asked to offer his comments thereon after a critical scrutiny, and was also requested to inform us if there was any omission or duplication of census house numbers. The Charge Superintendent of Ponda, Satari and Salcete talukas suggested a few changes which were accepted, after verification.

13.19 It seems desirable to sound a note of caution to the future Director of Census Operations in this respect. It is very important that the limits of the villages in terms of Census house numbers are determined well in advance so that many a future complication is avoided. Simultaneously, it is also desirable to prepare a most exhaustive list of human habitations which are variously called vaddos hamlets, etc. It will also be useful to know the distance of all the vaddos or hamlets from one central point which may be fixed by the Director of Census Operations to enable him to carve out suitable blocks (at least for 1st phase) in such a manner that the enumerator is not required to move long distances from one vaddo or hamlet to another. For this purpose, the work of uptodating of the Houselist of 1971 Census can be undertaken in villages at least, say from the end of 1978 so that the task is completed by 1979. In case the Permanent Housenumbering Scheme is adopted in the meanwhile it will be very much useful indeed.

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SECTION 14

INTENSIVE TRAINING OF CENSUS ENUMERATION PERSONNEL

14.0 In a mass operation like the population Census which is carried out by hundreds of persons who work as Enumerators/Supervisors, the importance of training cannot be overemphasised. This is particularly so at the time of 2nd phase of 1971 Census wherein the required number of Enumerators/Supervisors is much larger than that at the time of 1st phase of 1971 Census. Moreover, the persons who were drafted for this onerous duty belonged to different social, educational and economic levels and their background of work also differed considerably. In order to see that each and every person who was to work either as an Enumerator or as a Supervisor (either actual or reserve), has fully understood the instructions, two training classes were held for each one of them at the time of 1st phase and 4 training classes at the time of 2nd phase of 1971 Census in Goa, Daman and Diu. Since the Union Territory of Goa, Daman and Diu is very small in area and as the Office of the Director of Census Operations, Panaji had a good number of officials (upto the level of Statistical Asstt.) who could be entrusted with the work of imparting training to Enumerators/Supervisors, the entire responsibility of imparting training was shouldered by the Census Department. The Charge Superintendents of Goa district played almost a negligible part in imparting training to the Enumerators/Supervisors (with the exception of one or two Charge Superintendents).

14.1 *Ist Phase of 1971 Census :—* During the Ist phase, as stated earlier, two training classes were held for each enumerator/supervisor. The first training class was most intensive and on the first day the theoretical portion was covered. All the difficulties, etc., raised by the Enumerators/Supervisors were solved and it was a practice in our office that all the officials of the Office of the Director of Census Operations, Panaji who were entrusted with the work of imparting training to Enumerators/Supervisors at taluka level should meet once in a week at Panaji to discuss the various rulings issued by each trainer during his class. At the time of 1st phase of 1971 Census the following officials were entrusted with the training work :—

(1) Shri S. K. Gandhe, Director of Census Operations.

(2) Shri N. Y. Gore, Asstt. Director of Census Operations.

(3) Shri V.K. Mamai, Investigator.

(4) Shri D. V. Nagappanavar, Statistical Assistant.

(5) Shri L. Rodrigues, Computor.

14.2 On the 2nd day of the 1st training class, the first hour was devoted to solving the difficulties, etc., of the Enumerators/Supervisors and immediately afterwards, the entire class was divided into small groups of 8 to 10 persons and put under the charge of one supervisor and were asked to visit different parts of the town/village where the training centre was located and fill in the Houselist Schedule for at least 20 Census Houses, and the establishment schedule for at least 10 establishments. The Officer-in-charge of the training class then used to go round each of these groups and see for himself how the field work was progressing. The practical difficulties were solved on the spot. During this field visit the trainees were also asked to :—

(i) assign the building and census house number to each and every structure of the area visited with the help of a chalk-stick ;

(ii) prepare the notional map of the area visited.

This work was completed by about 13.00 hours and after a lunch break of one hour or so the trainees were once again assembled at the class-room. The filled-in houselist forms, establishment schedules and notional maps prepared by each trainee were collected. The officer-in-charge of the training centre would then go through a few selected forms and point out item by item the nature of mistakes committed by the trainee, without of course disclosing the identity of the person who committed the mistake. In fact all the trainees were encouraged to put forth all their difficulties (as far as schedules, etc. were concerned), real or imaginery, and to each one of them an appropriate answer was given. At the end of the 2nd day of the 1st training class of 1st phase the filled in schedules of the enumerators/supervisors were collected and later on checked individually and mistakes were pointed out. These corrected schedules were than distributed to the concerned enumerator/supervisor at the time of 2nd training class which was of one-day duration in a few cases and of a two-day duration in other places. At the time of 2nd training class, on the first day, the corrected schedules filled-in by the trainees at the time of 1st training class were distributed to the concerned trainees, followed by the theoretical training upto 5.00 p.m. On the 2nd day a more intensive field work was then arranged during the 1st half, on the same lines as was held during the 1st training class. Once again the trainees would assemble and discuss their experiences, Each trainee was given the following material :—

(i) Instruction booklet for filling up Houselist & Establishment Schedules of 1971 Census

(ii) One blank form each of Houselist and Establishment Schedule

(iii) One form of model filled-in entries for Houselist and Establishment Schedule.

(iv) A few pages of blank sheets of paper

(v) A list of Scheduled Castes/Scheduled Tribes for Goa, Daman and Diu (It was pasted at appropriate page of the Instruction booklet itself).

(vi) Location Code Number of District/ Taluka/Village-town/and Block.

(vii) Blank form of Houselist Abstract.

14.3 The Instruction Booklets and other material were issued either in English or Marathi in case of Goa district and in Gujarati in case of Daman and Diu districts. The choice for English or Marathi literature was left to the enumerators/ supervisors of Goa District. It was seen that during the 1st phase, the demand for Marathi literature was more than that for English one.

14.4 The use of the Roll-up Blackboard was intensively made. We had supplied 2 such blackboards (one for Houselist and one for Establishment Schedules) to each training centre wherein all the columns of the Houselist and Establishment Schedule were drawn. The size of the Roll-up Blackboard was :—

(a) Houselist Schedule—183 cms. X 127 cms.

(b) Establishment Schedule—165 cms. X 127 cms.

14.5 In addition to these, the use of the ordinary blackboards was also made very intensively in order to make explicitly clear the difficult points by drawing charts, diagrams, etc. on the blackboard. The trainees were also called at the blackboard (on the 2nd day of the 2nd training class) and were asked to fill in all the columns of Houselist and Establishment Schedules for a few census houses. In case of houselist schedule, one of the trainees would supply the data for his own house and as for the Establishment Schedule, the officer-in-charge of the training class would furnish the required data.

14.6 The number of trainees per class was in the range of 40 to 50. The classes were held, in most cases, in Government Primary schools or in Municipal halls.

14.7 *2nd Phase of 1971 Census* :—At the time of 2nd phase of 1971 Census, the training was not only more intense but it was rigorous also. There were in all 4 training classes for each trainee, each class being of a two-day duration.

14.8 A time table was drawn up well in advance of the month of the training and the following officers of the office of the Director of

Census Operations were entrusted with the training of enumerators/supervisors of 2nd phase :—

(1) Shri S. K. Gandhe, Director of Census Operations.

(2) Shri N. Y. Gore, Asstt. Director of Census Operations.

(3) Shri D. P, Naik, Asstt. Director of Census Operations.

(4) Shri V. K. Mamai, Investigator.

(5) Shri D. V. Nagappanavar, Statistical Assistant.

(6) Kum. M. Khandeparkar, Statistical Assistant.

(7) Shri L. Rodrigues, Computor.

(8) Shri V. S. Naik, Computor.

(9) Shri H. K. Ravinder, Statistical Officer from State Government.

(10) Shri M. K. Belurkar, Research Investigator from State Government.

14.9 The 1st training class was devoted to the theoretical training wherein the following 1971 Census schedules were explained in detail :—

(i) Individual Slip

(ii) Population Record

(iii) Enumerator's Daily Posting Statement Males and Females

(iv) Enumerator's Abstract

(v) Degree Holder and Technical Personnel Card

(vi) Block Map.

14.10 It was seen that at the time of 1st training class we could not cover all the schedules mentioned above on the 1st day. Hence the left over schedules were taken up on the 2nd day.

14.11 At the end of the 1st day the trainees were asked to fill in Individual Slips for 10 persons only during the night and bring them for scrutiny of the officer-in-charge of training on the following day. This quota was increased subsequently as follows :—

(i)	2nd training class	15 slips
(ii)	3rd training class	20 slips
(iii)	4th training class	25 slips.

14.12 No field work was assigned during the 1st training class. During the subsequent training classes, the officer-in-charge of training would once again impart theoretical training on 1st day and practical one on the 2nd day.

14.13 They were also required to fill in all the other schedules on the basis of the Individual slips filled in by them. The officer-in-charge would again move round the localities wherein these trainees would be doing the field work and solve the difficulties. They would again assemble after lunch and the officer-in-charge would discuss the mistakes committed by the trainees. These filled in schedules were then collected, brought at the headquarter, corrected and mistakes were pointed out. These corrected schedules would then be distributed to each trainee at the next training class, and the discussion would be held on how to fill in the schedules. In order to ensure that each trainee has properly understood the instructions, a model test paper was assigned to each trainee at the time of 4th training class held in February 1971. This has been reproduced as an Appendix No. 9. The filled in answer papers were collected, corrected and distributed on the spot.

14.14 At the time of 2nd phase of 1971 Census, the Individual Slip was drawn on a big Roll-up blackboard (size 183 cms. X 127 cms.) printed in English/Marathi/Gujarati.

14.15 We did not offer any part payment of the honorarium at the end of the training class because it was the policy to make payment to only those enumerators/supervisors who have actually worked in the 1971 Census and no payment of honorarium was made to reserve enumerators/supervisors.

14.16 The Office of the Director of Census Operations, Panaji had itself taken care to see

that each Charge Superintendent had sufficient number of trainees to work as reserve enumerators/supervisors for his area. There were a few trainees who showed interest in the 1971 Census work. Most of them, however, belonged to rural areas and were Government Primary teachers. Those trainees who were to work at Panaji, Mapusa, Margao and Mormugao did not show much interest and were always quick to raise one or the other non-technical difficulties, e.g. shall we be required to walk down long distances? Shall we be required to work in slum area ? Shall we be given police protection ? etc., etc. Some genuine difficulties were raised by the teachers for from rural areas and by and large they have been quite sincere in their work also, Much, however, depends upon the Charge Superintendent who is the real person to instil a sense of dedication amongst the enumerators/supervisors.

14.17 The enumerators/supervisors of Daman and Diu districts were most attentive and sincere in comparison to their counterparts in Goa district. This might perhaps be due to the fact that the area being too small, the local officers of the Government could influence them and get the work done. In case of Goa district, also there were regional variations. The taluka of Mormugao and Salcete presented maximum difficulties whereas in the case of other talukas like Canacona, Pernem, Bicholim and Satari not much difficulty was experienced.

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SECTION 15

THE CENSUS ENUMERATION

15.0 Section 3 of the Indian Census Act, 1948 (Act No. 37 of 1948) (which is reproduced as an Appendix 10 of this Report), lay down that "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 is necessary or desirable to do so, and thereupon the Census shall be taken." The Act, however does not lay down any firm date as the reference date of the Indian Census and in the past it used to vary from Census to Census. However since 1941, the 1st March has been recognised as the reference date for each Census and accordingly the Government of India vide its Notification No. 28/101 /69-Pub. 1 dated 3.7.1969 (Appendix 11), declared that reference dated for the 1971 Census shall be the sunrise of 1st March, 1971. The month of March is most suitable from many points of view and facilitates the smooth conduct of the Census. This refernce date has been chosen because it falls durings the period when communications are easy and most part of the country is accessible and people are comparatively less mobile. However, during the present Census the reference date was changed twice in view of the mid-term Lok Sabha Elections held in February-March 1971. By first notification, the reference date was fixed as 19th Fubruary, 1971 but it was subsequently and finally fixed as sunrise of 1st April, 1971. The revised dates of the 1971 Census did have some adverse effect on the efficiency of those Mamlatdars and Block Development Officers who were drafted both for Census as well as for election work. It was, however, seen in Goa, Daman and Diu that no Enumerator who was drafted for Census work was also drafted for 1971 election work. The time table of enumeration period of 1971 Census was as follows:—

Enumeration period	—	10.3.1971 to 31.3.1971
Enumeration of houseless population.	—	Night of 31.3.1971
Reference date	—	Sunrise of 1st April, 1971
Dates of Revisional round	—	1.4.1971 to 3. 4. 1971

15.1 The polling date for the Lok Sabha Election of 1971 was 4.3.1971 for Goa, Daman and Diu and the counting of votes commenced on 10.3.1971 and was completed or 11. 3. 1971. Thus though the enumeration started promptly on 10th March, 1971 in all the Charges of Goa, Daman and Diu yet the general public, specially in urban areas, was too excited about the election results of the mid-term poll which were declared on 11.3.1971 to answer the Census questions of the enumerator. However, the situation improved by 12.3.1971 and the real work commenced, specially in Urban areas, from that date onwards.

15.2 The 1971 Census enumerator was supplied with the following materials :—

(1) Instruction booklets for filling up individual slip and other 1971 Census schedules (along with the list of Scheduled Castes and Scheduled Tribes pasted at appropriate page).

(2) Pads of Individual Slips.

(3) Pads of Population Record.

(4) Sufficient number of Enumerator's Daily Posting Statement (Males) Forms.

(5) Sufficient number of Enumerator's Daily Posting Statement (Females) Forms.

(6) Form of Enumerator's Abstract.

(7) A pamphlet containing Abridged Instructions.

(8) A handout containing abbreviations for various 1971 Census Individual Slips.

(9) 2 Sheets paper to draw the block map.

(10) Identity Card.

(11) Badge.

(12) One copy of the Abridged House-list

(13) Address,—Office and Residential—of the Supervisor.

(14) 50 copies of the pamphlets giving the reasons why Census should be taken as also the uses of Census data for distribution amongst the public.

(15) Degree Holder and Technical Personnel Cards.

15.3 The Lt. Governor of Goa, Daman and Diu gave a radio-broadcast on 1971 Census on the night of 10-3-1971 and the text of this speech was reproduced in the next day's newspapers of Goa District. This had a salutory effect.

15.4 With a view to having effective supervision over the work of Enumerators/Supervisors and also to solve the field difficulties of Enumerators/Supervisors which may crop up, the various charges of Goa District were divided amongst the officers of the Census Department and they were put in full charge of the Census work of those areas.

15.5 The following table shows the distribution of the charges of Goa District amongst the Census officers.

Table 14

Distribution of the Areas of Goa District for the intensive supervision of 1971 Census from 10-3-1971 to 3-4-1971

Sl. No.	Name of Officer	Designation	Area of Supervision
	1	2	3
1.	Shri N. Y. Gore	Asstt. Director of Census Operations	Tiswadi and Mormugao Talukas.
2.	Shri D. P. Naik	Asstt. Director of Census Operations	Bicholim and Satari Talukas.
3.	Shri H. K. Ravinder	Statistical Officer, General Statistics Department, Panaji.	Canacona and Salcete Talukas.
4.	Shri M. K. Belurkar	Research Investigator General Statistics Department, Panaji	Bardez and Pernem Talukas.
5.	Shri V. K. Mamai	Investigator	Sanguem and Quepem Talukas.
6.	Shri V. S. Naik	Computor	Ponda Taluka.

15.6 This arrangement was most useful and helped the Enumerators/Supervisors in getting some points clarified on the spot. The arrangement also worked well and the Charge Superintendents had little to worry about the Census work.

15.7 The members of the public were on the whole cooperative and but for the solitary incident of 16.3.1971 when an Enumerator did not record properly the mother-tongue of a household in Panaji, there were little difficulties. Of course, there were a few complaints in the newspapers about the language question. There was one letter to the Editor complaining that 1971 Census Individual Slips are printed in Marathi only which was completely wrong. It was seen that the enumerators were still in doubt about the Industry of a worker i.e., 'HHI' or 'OW' in Q. 16(a) (i) of the Individual Slip. So also the Q. No. 6 of the

Individual Slip was not answered properly i.e., it was not asked to all women whose marital status was recorded as 'M' in Q. No. 5 of the Individual Slip. It was also seen that the knowledge of geography of a few enumerators was very poor. The District of Nanital was shown in the State of Jammu and Kashmir. Similarly, Ahmednagar (of Maharastra) and Ahmedabad (of Gujarat) were confused. The enumerators were filling in the Enumerators Daily Posting Statement (Males) and (Females) daily, and there were very few mistakes in the entries made in this schedules.

15.8 So far as the entries in the Individual Slip are concerned, the data on age continues to be poor even amongst the Christian households where the custom of celebration of a birthday is most common. The data on language and religion was supplied quite accurately, though the same in the case of former was slightly influenced by the activities of certain politicians. Even then, I am of the opinion that the people gave truthful answers to these 2 questions. The data on migration—Q. No. 7, 8 and 9 of the Individual Slip-was also considerably reliable, though in a few cases the poor geographical knowledge of the Enumerator/Supervisor might have slightly affected the quality of the same. The entries in Q. No. 16 and 17 of the Individual Slip were, on the whole, quite satisfactory. I am, however, of the opinion that the Enumerator/Supervisor might not have paid as much attention as they ought to have, to Q. No. 17 of the Individual Slip i.e. secondary work. There may be many reasons for this deficiency but the main one seems to be that some of the enumerators could not make out the situation in which the respondent could have a secondary occupation. The results of table B-VII of 1971 Census will perhaps bear out this point.

15.9 The enumerator was given a copy of the Abridged Houselist right in the beginning and the other copy was with the Supervisor. The Supervisor was instructed to see that the enumerator knows the entire boundary of his block as also the houses included therein. In case of urban areas where the chances of omission are pretty high, the Abridged Houselist prepared from the Houselist of 1970 was updated in the month of November-December, 1970 and January 1971 by the staff of this office in the towns of Panaji, Mapusa and Margao. It was partially updated in the town of Mormugao. These 4 towns together covered more than 75% of the total urban population of Goa, Daman and Diu. In case of the remaining towns, we had a sample check of houses which were verified on the spot vis-a-vis the Abridged Houselist.

15.10 There were 6 complaints about non-Enumeration of persons in Goa District, which were investigated promptly and remedial action taken betimes. We did not receive any complaint about non-enumeration etc. from Daman and Diu Districts.

15.11 The houseless population was enumerated on the night of 31st March 1971. For this purpose special squads were arranged in all towns of Goa, Daman and Diu as also in certain important and big villages like Curchorem, Cuncolim, Colva, Calangute, etc. The squads in Panaji, Mapusa, Margao and Mormugao were supervised by the staff of the Office of the Director of Census Operations, Panaji. We had requested the Inspector General of Police, Panaji to spare the services of a suitable number of constables for each town of Goa District who will accompany the enumerators on the night of 31st March, 1971 for the enumeration of Houseless population. The Inspector General of Police deserves our sincere thanks for a very prompt response to our proposal. The following statement shows the number of constables placed at the disposal of the Charge Superintendent for the towns and important big villages of Goa, Daman and Diu :—

Table 15

Number of Police Constables earmarked to assist Enumerators on the night of 31st March, 1971 to enumerate Houseless Population of 1971 Census

Sl. No.	Charge Superintendent	Name of Place where Police Constables were made available	No. of Police Constables
1	2	3	4
1.	The Block Development Officer, Panaji.	Panaji	20
2.	The Block Development Officer, Mapusa.	Mapusa	15
3.	The Mamlatdar, Mapusa.	Calangute and Baga	3
4.	The Mamlatdar, Pernem.	Pernem	5
5.	The Mamlatdar, Bicholim.	Bicholim	5
6.	The Mamlatdar, Satari.	Valpoi	5
7.	The Mamlatdar, Ponda.	Ponda	5
8.	The Mamlatdar, Ponda.	Mangeshi	2
9.	The Mamlatdar, Sanguem.	Sanguem	5
10.	The Mamlatdar, Canacona.	Chauri	1
11,	The Mamlatder, Quepem.	Quepem	5
12.	The Mamlatdar, Quepem.	Curchorem Railway Station	2
13.	The Block Development Officer, Margao.	Margao	20
14.	The Mamlatdar, Mormugao.	Mormugao	20
15.	The Block Development Officer, Daman.	Daman	3
16.	The Mamlatdar, Diu.	Diu	2

15.12 The enumeration of houseless population was done by a selected band of enumerators in urban areas. In case of rural areas, each enumerator was asked to enumerate the houseless population with the help of the Village Panchayat President, Regidor, etc. on the night of 31-3-1971. In case of urban areas because of the paucity of police personnel, we had prepared 5 to 6 teams in each town and each team was assigned a predetermined area. Vehicles were placed at the disposal of each team for quick movement and 2 constables were assigned to each team. Whenever the enumerator got a person sleeping on the pavement, under the bridge, railway platform, on the footsteps of the shops etc. he/she was requested to inform the enumerator whether he/she has got any house any where in the town/village. If yes, whether he/she was enumerated there or not. In case he/she was not enumerated anywhere then that person was enumerated after ascertaining the reasons as to why he/she was not enumerated so far i.e. if he/she was on the move continually etc. Now the person so enumerated on the night of 31-3-1971 was included in the block in which the area where he was enumerated falls. There was no difficulty in recording the details of the persons in the night. A few enumerators carried with them a torch. The Census Department had supplied candles, match box etc. for this purpose and these were certainly useful. In some cases the headlights of the vehicle came in handy for this purpose.

15.13 The enumeration of sea population provided some problems in the beginning but were

solved, thanks to the cooperation extended by Shri Peter Furtado of the Mormugao Port Trust, Mormugao. The instructions received from the Office of the Registrar General, India, New Delhi on this subject are reproduced in Appendix No. 12 of this report. In case of Goa, Daman and Diu, the enumeration of sea population was tackled in two ways i.e., one in which the barge population was to be enumerated and the other in which the ship population was to be enumerated. In case of the former, we made local enquiries from various barge owners as well as from the barge crew themselves about the crew of a barge. We found that the crew of a barge consists of 5 to 6 employees as follows :—

(i)	Captain of the barge	One
(ii)	Oilman	One
(iii)	Tandel	One
(iv)	Sukanu	Two or Three.

Most of them have houses on the shore, and visit their homes twice a week. Thus these persons are enumerated at their residential houses. However a few of them are recruited in Goa but they do not have any house in Goa since they are the residents of West Bengal, Kerala, etc. They treat the barge as their home and they had to be enumerated. For this purpose we made an exaustive list of jetty loading and unloading points and found out in which block these points are located. This list was circulated to all Charge Superintendents of Goa District and they were asked to communicate the procedure of enumeration of barge population to the concerned enumerator/ supervisor of the village. As far as ship population was concerned the difficulty was at Mormugao Harbour only. There also the help rendered by the Mormugao Port Trust was really invaluable. The Mormugao Port Trust made available to us on 28-3-1971 a list of ships that had anchored at the harbour on 28-3-1971 and which were definitely to stay at the harbour upto 1-4-1971. We had to enlist the crew of such ships. Since the ships were away from the shore, the problem was how to obtain a launch to go to the ship. Were we to take the private launches on hire, the cost would have been tremendous. This is so because there were as many as 28 ships at Mormugao harbour on 28-3-1971 and to reach a ship and come back after completing the job would take at least 1/2 day per ship. We were, however, fortunate in having Shri Peter Furtado as the Liasion Officer for 1971 Census. Through his good offices, we could get free of cost, transport of our enumerators to various ships. Thus we had put in 10 enumerators to enumerate the crew members of the ships. One ship was enumerated by Shri N. Y. Gore, Asstt. Director of Census Operations to find out the real problems of this type of work. The passengers of the Chowgule Steamship Company's ship coming to Panaji on the morning of 1-4-1971 had again to be enumerated. For this purpose, we deputed 2 enumerators to Ratnagiri who boarded the ship at Ratnagiri on 31-3-1971 and with the help of the Captain of the ship enumerated all the passengers who were not enumerated previously before at any place in India. This was the most practical way of enumerating the population instead of doing it at Panaji jetty.

15.14 There was now difficulty of enumerating the sea population at Daman and Diu District.

15.15 We did not have any nomadic population in the Union Territory except those who migrate from place to place for work. These people were enumerated as and when they happened to be in an Enumerator's Block during the enumeration period from 10-3-1971 to 31-3-1971.

15.16 The enumeration of population in the entire Union Territory of Goa, Daman and Diu was done simultaneously and there was no unit in which it was carried out earlier or later than the specified enumeration period i.e. 10-3-1971 to 31-3-1971.

15.17 Similarly, there were no special areas for the enumeration of population in 1971 Census in Goa, Daman and Diu.

15.18 As far as the enumeration of Defence personnel was concerned, it must be stated that in the 1st phase of 1971 Census i.e., House-numbering and Houselisting operations we had excluded them from the operation. There are no defence establishments in Daman and Diu

Districts. In Goa District also, we have army establishments only in Goa, Ponda and Salcete talukas. The Naval establishment is located in Mormugao Taluka only. For the enumeration of population, the Naval Establishment had informed us much earlier that the enumeration of Naval personnel in strictly military areas should be done by the enumerators who will be provided by the Office of the Director of Census Operations, Panaji. The naval establishment at Mormugao Taluka could not spare any enumerator. Necessary identity cards and letters of introduction etc. were however, provided by the naval establishments to the enumerators for the enumeration of population in strictly naval area. The naval personnel living in civilian areas were enumerated by the usual enumerators appointed by the District Census Officer. In such cases also the instructions were given to the enumerators to see that the answers to Q. No. 16 of the individual slip is recorded as per instructions i.e., the answers to various sub-questions of Question No. 16 of the Individual Slip were as follows :—

16 (i) OW
16 (a) (ii) X
16 (b) PL
16 (c) X
16 (d) Service
16 (e) Service
16 (f) EE

15.19 In case of army personnel, we had to impart necessary training to the Enumerators/ Supervisors of the army unit. The number of such Enumerators/Supervisors (i.e., 28 Enumerators and 4 Supervisors) was large in comparison to the population to be covered by them because of the peculiar arrangements of the units of the army.

15.20 The enumeration of the population living in the strictly army areas was done by these trained enumerators/supervisors who belong to the army establishment.

15.21 We do not have an urban area whose population is 100,000 or more in Goa, Daman and Diu and hence there was no special arrangements for the enumeration of population of such cities.

15.22 We had made full preparations for the relay of Provisional Population Totals to the Office of the Registrar General, India, New Delhi, Director of Census Operations, Panaji and the respective District Census Officers. Daman and Diu Districts being single taluka districts, there was no difficulty in compiling the Provisional Population figures. In case of Goa District there were 14 charges and the census clerks were called at the Office of the Director of Census Operations, Panaji in the month of March, 1971 to receive training on how to compile various statements so that various forms could be filled in without any difficulty. The training was completed in one day and a practical exercise was also held for the benefit of the census clerks. Afterwards, the steps taken by Charge Superintendents at Taluka level were checked. Each clerk was asked to prepare the following registers so that he can record the entries of population etc. as soon as he gets the records from the enumerators/supervisors of the taluka.

Register 1 : 1971 Census Provisional Totals

Name of Charge : Code No.

Name of District : Code No.

Code No. and Name of village or Town	Enumerator s Block Number	Population			Literates		
		Males	Females	Total	Males	Females	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Total							

15.23 Once the entries for all the blocks of all the villages of a Charge were made, the Census clerk was asked to take up the work of entering the figures of each block of a town, if there was any in the Charge.

15.24 He was asked to strike a total for rural areas, another for urban areas and third one for grand total, separately.

Register No. 2 :

15.25 1971 Census Provisional Totals—Supplement A.

Name of Charge———— Code No.————

Name of District———— Code No.————

Males/Females

Code No. and Name of the Village	Enumerator's Block No.	Sex	Population	Scheduled Castes	Scheduled Tribes	Literate	Illiterate	Cultivator	Agricultural Labourer	Household Industry	Other Workers	Non-Workers	Houseless Population	Inst. Population
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
Total														

15.26 The Census clerk was asked to prepare 2 separate registers. One was for males and the other for females. First the rural data were filled in followed by urban data. He was asked to strike the totals for rural areas, for urban areas and then a grand total separately for both the sexes.

15.27 The Charge Superintendents were also requested to inform us the names of villages/towns which have shown abnormal increase in the population over that of 1960 Census as well as over the Houselist population of 1970. They were requested to visit such places and make an enquiry for the causes of abnormal increase in population. An increase of more than 35% in the population of the charge over its 1960 Population was taken as an abnormal increase. All cases of decrease in population of village/town over that of 1960 Censuses or 1970 Houselist Population were also to be investigated by the Charge Superintendent.

15.28 The Charge Superintendents were also contacted by officers of this department during tours and were impressed upon for the quick transmission of Provisional Population Totals of their charge to us and were given due instructions for the despatch of the data both by telegraph/telephone and also by post. The Director of Census Operations himself visited Ponda, Margao, Quepem, Sanguem and Canacona of Goa District for this purpose.

15.29 The following form was prescribed for conveying the Provisional Population Totals of each Charge to the Director of Census Operations, Panaji, and the District Census Officer of the concerned District.

Name of Charge.....

Name of District.....

Males.....

Females.....

Total Population.....

Literate Males.....

Literate Females.....

Total Literates.....

The District Census Officer while transmitting the Provisional Population Totals to the Office of the Registrar General, India, New Delhi and Director of Census Operations, Panaji used the following form :—

Union Territory .....
District .....
Males .....
Females .....
Total Population .....
Literate Males .....
Literate Females .....
Total Literates .....

15.30 The following table shows the date and timing of the receipt of the Provisional Population Totals for the various charges of Goa, Daman and Diu :—

Table 16

Date and timing of receipt of Provisional Population Totals in the Office of the Director of Census Operations, Panaji

Sl. No.	Name of Charge	Taluka	Date and timing of receipt of Provisional Population Totals in the Office of the Director of Census Operations, Panaji	
			Date	Time
1	2	3	4	5
1.	Goa Rural	Goa	4.4.1971	4.20 p.m.
2.	Panaji Town	Goa	4.4.1971	5.00 p.m.
3.	Bardez Rural	Bardez	4 4.1971	7.30 p.m.
4.	Mapusa Town	Bardez	4.4.1971	3.00 p.m.
5.	Pernem Rural and Urban	Pernem	4.4.1971	1.40 p.m.
6.	Bicholim Rural and Urban	Bicholim	5.4.1971	1.30 a.m.
7.	Satari Rural and Urban	Satari	4.4.1971	5.35 p.m.
8.	Ponda Rural and Urban	Ponda	4.4.1971	5.00 p.m.
9.	Sanguem Rural and Urban	Sanguem	4.4.1971	4.50 p.m.
10.	Canacona Rural and Urban	Canacona	4,4.1971	3.30 p.m.
11.	Quepem Rural and Urban	Quepem	4.4.1971	3.35 p.m.
12.	Salcete Rural	Salcete	4.4.1971	2.00 p.m.
13.	Margao Town	Salcete	4.4.1971	11.00 a.m.
14.	Mormugao Rural and Urban	Mormugao	4.4.1971	6.05 p.m.
15.	Daman Rural and Urban	Daman	4.4.1971	6.00 p.m.
16.	Diu Rural and Urban	Diu	4.4.1971	20.00 hrs.

15.31 As soon as the provisional population totals were received for various charges, they were noted down and compared quickly with the population totals thrown up by the Houselisting operations. There was no charge wherein the provisional totals of 1971 Census and those obtained at the time of Houselisting operations differed widely.

15.32 All the figures of population received from all the charges were compiled and the Union Territory Population Totals were communicated to the Registrar General, India by telephone on 5-4-1971. The same were also communicated by wire and were received in the Office of the Registrar General, India on 6-4-1971 at 13.30 Hrs.

15.33 The following table shows the District-wise provisional population totals as also the final population figures as obtained through the Primary Census Abstract in October, 1971 :—

Table 17

Provisional and Final Population Totals

Union Territory/ District	Provisional/ Final	Population			Literate		Workers		Non-workers	
		Persons	Males	Females	Males	Females	Males	Females	Males	Females
1	2	3	4	5	6	7	8	9	10	11
Goa, Daman and Diu	Provisional	857,180	431,026	426,154	234,715	146,949	204,881	67,038	226,145	359,116
	Final	857,771	431,214	426,557	234,178	149,686	205,936	65,705	225,278	360,852
Goa District	Provisional	794,530	401,176	393,354	219,662	138,278	191,639	63,208	209,537	330,146
	Final	795,120	401,362	393,758	219,339	140,921	192,624	61,851	208,738	331,907
Daman District	Provisional	38,741	19,078	19,663	9,902	5,457	8,875	2,548	10,203	17,115
	Final	38,739	19,070	19,669	9,889	5,559	8,932	2,555	10,138	17,114
Diu District	Provisional	23,909	10,772	13,137	5,151	3,214	4,367	1,282	6,405	11,855
	Final	23,912	10,782	13,130	4,950	3,206	4,380	1,299	6,402	11,831

Table 18

Population of Goa, Daman and Diu in 1960 and in 1971 (District-wise) and Percentage Decade Variation, (1960—1971)

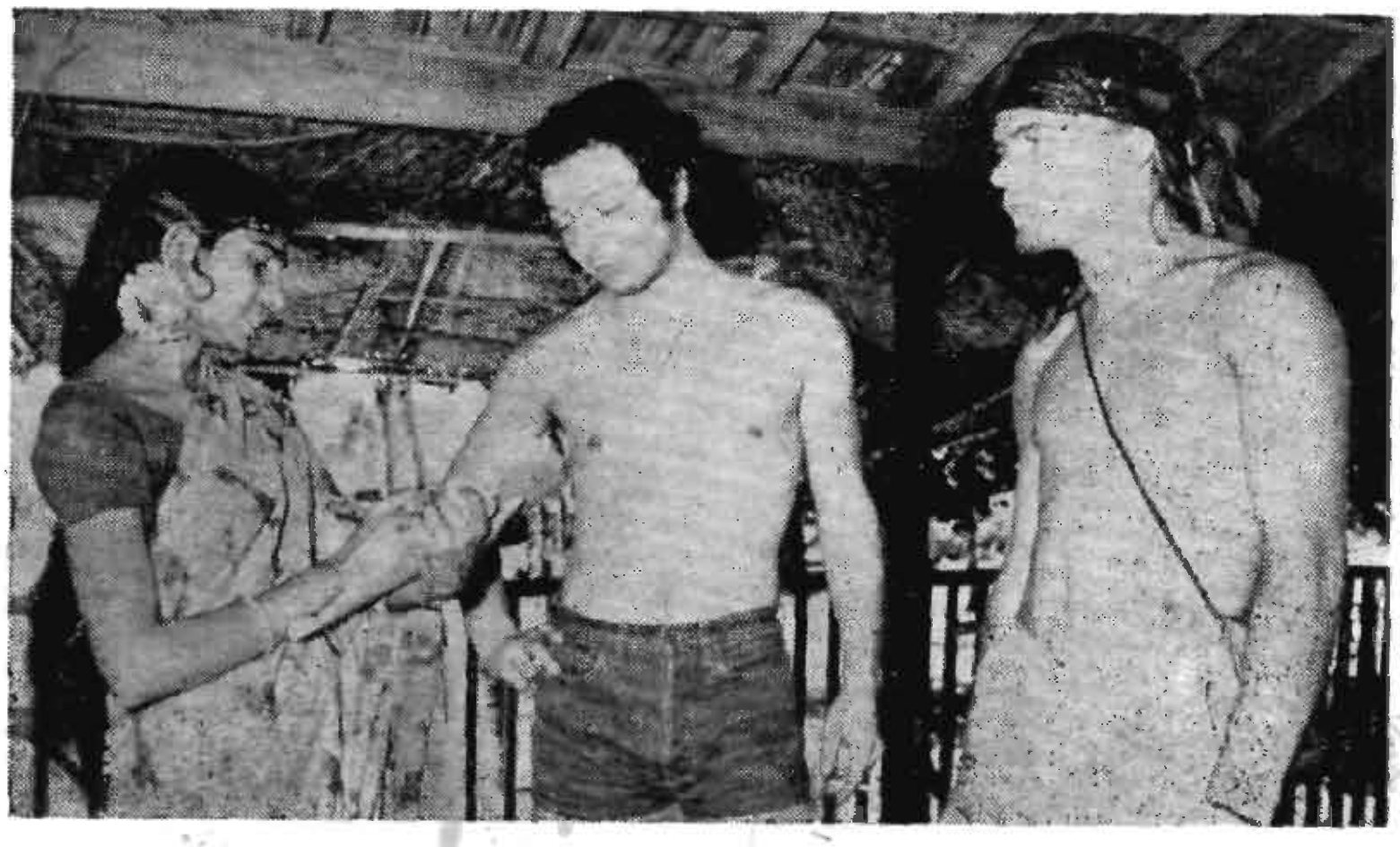
Union Territory/ District	POPULATION						PERCENTAGE DECADE VARIATION		
	1960			1971 (final)					
	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females
1	2	3	4	5	6	7	8	9	10
Goa, Daman and Diu	626,667	302,534	324,133	857,771	431,214	426,557	+36.88	+42.53	+31.60
Goa District	589,997	285,625	304,372	795,120	401,362	393,758	+34.77	+40.52	+29.37
Daman District	22,390	10,851	11,539	38,739	19,070	19,669	+73.02	+75.74	+70.46
Diu District	14,280	6,058	8,222	23,912	10,782	13,130	+67.45	+77.98	+59.69



Enumeration of the late Hon'ble Chief Minister of Goa, Daman & Diu Shri D.B. Bandodkar, by Shri S. K. Gandhe, Director of Census Operations, Goa, Daman & Diu.



Recepients of the Presidents' silver and bronze medals of 1971 Census. The medals were awarded by Smt. Manik Usgaonkar, wife of the Hon'-ble Shri A. K. S. Usgaonkar, Planning Minister of the Govt. of Goa, Daman & Diu.



A hippy and his colleague are being enumerated at Calangute, Taluka Bardez, District Goa.

SECTION 16

THE CENSUS ACT

16.0 The Population Census in India upto and including that of 1941 Census used to be undertaken on the strength of the ordinances issued by the Government on the eve of the Census year. There was no law on the Statue Book of India which facilitated the undertaking of the Census till 1948. This difficulty was removed when the Indian Census Act 1948 was enacted and since 1951 each Census in India has been carried out as per the provisions of this Act. The general public is so used to the taking of Census and aware of its utility and benefits that one may think it unnecessary to have a Census Act. Nevertheless, a legal standing to an operation of the scale and intensity as the Indian Census is any time desirable. It is an essential tool to enlist cooperation of the staff of the various departments/ organisations over which the Director of Census Operations has no direct control. In case of need, its provisions could be invoked to conduct the census effectively in turbulent (politically or otherwise) areas within a state or a territory. While the Act itself is elaborate, it is found that the entire operation of houselisting i.e. first phase is not covered by it. Of course, there was no difficulty in getting the 1st phase of 1971 Census completed even though the Act is silent on this point. It is however felt that the wording of Section 3 of the Census Act 1948 gives an impression that it is not obligatory on the part of the Government to undertake a Census after a definite period of time.

16.1 Under Section 8 of the Act, the questions to be asked in the Census are required to be published in the official gazette. However, what is actually done is to list one below the other all the questions of the Individual Slip of the Census and published in the Gazette. It will be much better if a specimen of the actual Census Individual slip is published in the gazette along with the instructions for filling in the same. It may also be desirable to make a mention in the notification of the other Census schedules to be filled in along with the Individual slip.

16.2 In pursuance of section 3 of the Census Act, the Government of India notified its intention of taking a population Census in India with the reference date as the sunrise of 1st March 1971, vide notification No. 28/101/69-Pub. I dated 3rd July, 1969. (See Appendix 11 of this report). The Government of Goa, Daman and Diu had its notification No. 5-2-69-PLG dated 23-10-1969 notified the taking of 1971 Census in the Union Territory of Goa, Daman and Diu in between 10-2-1971 to 1-3-1971. (See Appendix 13 of this report). However, due to mid-term elections to the Lok Sabha, the reference date of 1971 Census was changed to the sunrise of 1st April 1971 as stated earlier.

16.3 I was appointed as Director of Census Operations of the Union Territory of Goa, Daman & Diu and Dadra & Nagar Haveli with effect from 30-1-1971 afternoon. A copy of the notification No. 6/7/70-RG(Ad. I) dated 21-1-1970 from the Registrar General, India, New Delhi appointing me as the Director of Census Operations, Goa, Daman & Diu and Dadra and Nagar Haveli has been reproduced as an Appendix I of this report. The Government of Goa, Daman and Diu had notified the appointment of the Collectors of Goa and Daman districts, and the Civil Administrator of the Diu district as the District Census Officers in their respective districts vide its notification No. 5-2-69-PLG dated 21st October 1969 (See Appendix 14 of this report). The appointment of the Charge Suprintendents of Goa district was notified by the Collector and District Census Officer, Goa,

District vide his notification No. MAM/Census/3096 dated 20/12/1969 (See appendix 15 of this report).

A Government notification No. 5-2-69-PLG-I dated 7-2-1970 notifying the 1971 Census Questionnaire is reproduced as an Appendix 16 of this report.

A copy of the Appointment orders of the Enumerators/Supervisors issued by the respective District Census Officers of Goa, Daman and Diu districts is given in Appendix 17 of this report.

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SECTION 17

DIRECTIVES ISSUED BY THE STATE GOVERNMENT/HEADS OF DEPARTMENTS, ETC. TO FACILITATE THE CENSUS ENUMERATION

17.0 The Union Territory of Goa, Daman & Diu is a small Unit comprising of 3 districts only and as such not many circulars were issued by the Government of Goa, Daman & Diu in regard to the enumeration of population in Goa, Daman & Diu. The first circular issued by the Government of Goa, Daman & Diu was a gazette notification No. 5-2-69-PLG dated 23-10-1969 wherein the intention of the Government of taking a population Census in 1971 was made known. It also emphasised the importance of a population census and appealed to all persons to extend their ready and willing cooperation in this matter. The Chief Secretary to the Government of Goa. Daman & Diu later issued a circular No. 5-2-69-PLG dated 25-8-1970 wherein he had requested all the heads of the departments of Government of Goa, Daman and Diu to kindly release a definite number of Class III employees of their respective departments to work as Enumerators/Supervisors for 1971 Census. This circular is reproduced as an Appendix No. 7 of this report. The training conference of all the District Census Officers, Charge Superintendents and Assistant Charge Superintendents of 1971 Census was inaugurated by the Chief Secretary to the Government of Goa, Daman & Diu on 16-10-1970, at Panaji. During his inaugural address he stressed the importance of Census and exhorted the participants at the Conference to see that each trainee who will be subsequently appointed as Enumerators/Supervisors is thorough in his knowledge of instructions of filling in various 1971 Census schedules. This had a salutory effect on the 1971 Census work of Goa, Daman & Diu.

17.1 Since I was also working as Director of Statistics & Evaluation Officer of the Government of Goa. Daman & Diu I could release 25 employees from the General Statistics Department and the Plan Evaluation Organisation for 1971 Census work. This considerably reduced the shortage of Enumerators/Supervisors especially at Mormugao and Panaji towns.

17.2 It was seen that the 1971 Census work in Goa, Daman & Diu could be carried out by us without the issuance of many circulars etc. from the Government of Goa, Daman & Diu because the supervisory staff of the Census Office (i.e. two Assistant Directors of Census Operations, two Statistical Assistants and one Investigator) were constantly visiting the taluka offices to see that the census work is done as per instructions. In this connection, it must be admitted that the district officials of Daman & Diu districts have attended to Census work without much assistance from this end. But the same cannot unfortunately be said in respect of Goa district.

SECTION 18

CENSUS CIRCULARS

18.0 In order to undertake the Census work there are a number of preparatory steps that have to be undertaken before we are in a position to give green signal to the enumerators to start the enumeration of population of his charge. The census work does not end with the collection of data by the enumerators but the collected information had to be sent back to the Office of the Director of Census Operations for further tabulation. There are, therefore, two ways by which the standard instructions can be communicated to all the persons who are engaged in a census operation. One is to have a census manual or census code which should enlist all the important steps that have to be taken in conducting a census. Copies of such a Manual or Code can be made available to each census officer dealing with census work upto taluka/town level. All important changes in the instructions contained in the Manual or the Code can be communicated by the Director of Census Operations through letters to the District/Taluka Census Officers. The other is to issue the instructions on various steps piece meal by way of circulars. The first method is not practicable because though the overall census procedure is one and the same yet there are regional variations. Sometimes new and additional instructions are to be incorporated into the instructions issued to the enumerators/supervisors/ charge superintendents etc. It is also feared that if all instructions are issued in a Manual or Code form, the census personnel at District/Taluka/ Town level may not read the bulky publication even once. If the instructions are issued piecemeal in short letters covering one subject only at a time then the chances are that the Charge Superintendents etc. may read them. Because of all these factors, it is not desirable to have a "Manual of Census". Hence it was felt convenient to introduce the subject of census enumeration piecemeal to the Charge Superintendents/Enumerators/Supervisors with the help of what has been called "Census Circulars". As per instructions received from the Registrar General, India, New Delhi each circular issued by our office was short, clear and dealt with one subject only. This is found to be most useful and convenient. We had in all issued 26 circulars as per list given below:

Table 19

List of 1971 Census Circulars issued by the office of the Director of Census Operations, Panaji

Sl. No.	Census Circular No.	Subject	Date of Issue
1	2	3	4
1.	Circular No. 1	Preparation for the 1971 Census	21st August, 1969
2.	Circular No. 2	Listing and numbering of villages	21st August, 1969
3.	Circular No. 3	Preliminary arrangements for 1971 Census	14th November, 1969
4.	Circular No. 4	Location Code Numbers	14th November, 1969
5.	Circular No. 5	Requirement of Enumerators/Supervisors for 1st phase of 1971 Census	14th November, 1969

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1	2	3	4
6.	Circular No. 6	Census of India—Housenumbering and Houselisting—Constitution of blocks	17th Jauuary, 1970
7.	Circular No. 7	Census of India 1971—House-numbering and Houselisting—Appointment of Supervisors and Enumerators	17th January, 1970
8.	Circular No. 8	Census of India 1971—Housenumber-ing and Houselisting—Training of Supervisors and Enumerators	19th January, 1970
9.	Circular No. 9	Houselist Abstract	19th January, 1970
10.	Circular No. 10	Houselist and Establishment Schedules—Additional instructions for filling up	19th January, 1970
11.	Circular No. 11	Housenumbering and Houselisting—Some important points to be remembered	20th January, 1970
12.	Circular No. 12	Training of Enumerators/Supervisors on Houselisting and Housenumbering Operations—Instructions to be followed in filling up Schedules	12th March, 1970
13.	Circular No. 13	Commencement and Completion of Houselisting and Housenumbering Some important points to be remembered on supervision by Charge Superintendent	26th March, 1970
14.	Circular No. 14	Requirement of various Census Schedules of 1971 Census	14th September, 1970
15.	Circular No. 15	Gradation of Trainees (Enumerators/Supervisiors)	12th November, 1970
16.	Circular No. 16	Census Evaluation Programme—Additional data required for matching purposes	24th December, 1970
17.	Circular No. 17	Method of communication of Provisional Population Totals to various Offices—1971 Census	26th December, 1970
18.	Circular No. 18	Change in the dates of 1971 Census enumeration programme	29th December, 1970
19.	Circular No. 19	Method of communication of Provisional Population Totals to various Offices—1971 Census	30th December, 1970
20.	Circular No. 20	Revised Dates of 1971 Censns Enumeration Programme	14th January, 1971
21.	Circular No. 21	Supervison over the progress of enume-ration of population during the period of 10th March to 3rd April, 1971	1st March, 1971
22.	Circular No. 22	Despatch of filled-in 1971 Census Schedules to the Office of the Director of Census Operations, Panaji	7th March, 1971

Some of the important circulars are reproduced as Appendix 18 of this report.

18.1 The circulars were addressed to the District Census Officers and the Charge Superintendents. In a few cases, copies were endorsed to the Chief Secretary and the Development Commissioner of the Government of Goa, Daman and Diu. Generally, one copy was sent to each Office though we had sufficient extra copies in our Office. Since the Union Territory of Goa, Daman and Diu is very small, we made it a point that whenever anyone from the Office of the Director of Census Operations visited a Taluka Head Quarters, he should meet the Charge Superintendent and see whether that office was having all the Census Circulars issued by us till that date and suggested action is taken up on each one. Hence it was thought proper not to send more than 1 copy of the Census circular to each Charge Superintendent.

18.2 The practice of conveying Census instructions through Circulars should be continued in the next Census also. In case of small Territory like Goa, Daman and Diu, we cannot go in for printed copies of the Census Circulars and thus they had to be cyclostyled. This method reduced the significance and importance of a Census Circulars in the eyes of the reader. A circular printed in bold type is likely to be more effective. It is also suggested that the office of the Director of Census Operations should keep ready in his Office sufficient number of sets of Census circulars so that after a period of 5 or 6 months, the entire bunch is sent to the Charge Superintendent. It will also be better if a chart is prepared giving the various steps to be taken by the Charge Superintendent in his area. It can be in the form of a question and answer and this chart should be pasted on the wall of the office of the Charge Superintendent at a prominent place. A few specimen questions to be put on the chart are listed below:—

(1) Have we prepared and sent to the Office of the Director of Census Operations an uptodate list of villages/towns of the Taluka?

(2) Have we received the final list of villages/towns from the Office of the Director of Census Operations alongwith the Location Code Number of each village/town of our Taluka?

(3) Have we communicated to the Office of the Director of Census Operations our requirement of forms and Schedules?

(4) Could we secure the required number of Enumerator/Supervisor for Census work in our Taluka?

etc. etc.

The questions may be suitably revised from time to time—from the houselisting phase to the final enumeration—as work progresses.

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SECTION 19

PUBLICITY MEASURES

19.0 In a mass operation like the Population Census which covers the entire length and breadth of the country and wherein data on certain personal and delicate questions are collected, the importance of an adequate and effective publicity hardly needs to be stressed. We cannot do away with the publicity of the Census in future also however much we might have made progress in literacy and education. The 1971 Census publicity campaign in Goa, Daman and Diu was carried out in 2 phases coinciding with the House-listing and enumeration operations respectively.

19.1 At the time of Housenumbering and Houselisting operations we did not carry out an intensive publicity campaign since we were assigning Census House Numbers to each structure and also collecting data about the Census houses and establishments located in Census houses. We had issued a Press Note on 10th March, 1970 informing the public about the importance of 1971 Census and also clarifying certain doubts in the minds of the public and the press about the *modus operandi* of 1971 Census. (This Press Note is reproduced as an Appendix 19 of this report.) Publicity in the local newspapers was done through the Director of Advertising and Visual Publicity (DAVP), New Delhi, but it was found that the issue of press advertisements was not done at proper time with the result that the purpose for which these advertisements were issued, was not adequately served. The advertisement in respect of Housenumbering and Houselisting operations appeared in the following newspapers of Goa, Daman and Diu on the dates shown against each :—

Name of Newspaper	Place of Publication	Language	Dates on which advertisements appeared
1	2	3	4
Navhind Times	Panaji	English	22.3.1970 1.4.1970 7.4.1970 13.4.1970 23.4.1970 6.5.1970 14.5.1970
Gomantak	Panaji	Marathi	26.3.1970

19.2 At the time of 2nd phase of 1971 Census, *i.e.*, actual enumeration of population, our publicity campaign was much most intense. It commenced right in earnest in October, 1970, when the proceedings of the Conference of District Census Officers, the Charge Superintendents, etc., of Goa, Daman and Diu were published in the local press as well as broadcast on the All India Radio, Panaji.

19.3 At the time of enumeration the Census publicity was carried out through the following media:—

(*i*) *Publicity through Directorate of Advertising and Visual Publicity (D.A.V.P.)*

(a) *Posters:*—We had received through the D.A.V.P., New Delhi the following number of posters:—

English—	2,000
Marathi—	2,950
Gujarati—	1,000

The caption of the posters was:—

Next Census—March 10—April 1, 1971. Census is the "Key To Planned Development."

We had distributed these posters to all the Charge Superintendents of Goa, Daman and Diu (after carrying out necessary corrections in the dates) and they were asked to paste them on the walls of all the Government buildings where offices are located, *e.g.*, Collector's Office, Mamlatdar's office, Block Development Officer's Office, Post Offices, Schools, etc.

(b) *Stickers:*—We had received the following quantity of stickers from D.A.V.P., New Delhi.

English	2,000
Marathi	2,950
Gujarati	1,000

These stickers were also distributed to all the Charge Superintendents of Goa, Daman and Din

who were requested to paste them on the back-side of the trucks, buses, motor cars, etc. In case of Panaji town, we had prepared the paste and with the assistance of the Inspector of Police, Panaji Station, pasted the stickers on each and every public passenger bus which plied between Panaji and other towns/villages of Goa District. We also received whole hearted cooperation from the bus/truck owners in this respect.

(c) *Folders* (Entitled : Population Census—why should we have one ?):—

The DAVP had sent to us the following quantity of folders which gave in details the uses of Census.

English— 10,000
Marathi— 14,750
Gujarati— 5,000

It may, however, be mentioned that the Gujarati folders were received rather late from the Madras Printing Press and as such they could not be distributed to Daman and Diu Districts well in time.

Sufficient number of copies of these folders were handed over to each Enumerator/Supervisor at the time of the distribution of the blank schedules and they were requested to distribute them to the heads of households during their visit to the block.

(ii) Advertisements:—During the 2nd phase of 1971 Census, the Directors of Census Operations were authorised to issue the Census Advertisements. We did not make use any figure work but in its place gave broad details of the 1971 Census enumeration. A budget of Rs. 5,000/- was earmarked for the office of the Director of Census Operations, Panaji by the D.A.V.P.,New Delhi which was found to be adequate taking into account the prevailing rates of government advertisements. These advertisements appeared in the following newspapers:—

Name	Place of Publication	Language	Dates on which advertisements appeared
1	2	3	4
Navhind Times	Panaji	English	2.3.1971
			4.3.1971
			6.3.1971
			7.3.1971
			10.3.1971
			13.3.1971
			14.3.1971
			21.3.1971
			1.4.1971
Gomantak	Panaji	Marathi	1.3.1971
			3.3.1971
			5.3.1971
			7.3.1971
			10.3.1971
			13.3.1971
			14.3.1971
			21.3.1971
			1.4.1971
Nav Prabha	Panaji	Marathi	5.3.1971
			10.3.1971
			14.3.1971
O'Heraldo	Panaji	English and Portuguese	4.3.1971
			10.3.1971
			14.3.1971
Rashtramat	Margao	Marathi	1.3.1971
			3.3.1971
			5.3.1971
			7.3.1971
			10.3.1971
			13.3.1971
			14.3.1971
			21.3.1971
			1.4.1971
Gujratmitra	Surat	Gujarati	1.3.1971
Pratap	Surat	Gujarati	3.3.1971
Phulchhab	Rajkot	Gujarati	4.3.1971

The text of the various advertisements issued by us is reproduced in Appendix 20 of this report.

The size of the advertisements was in most cases 25 cms. X 3 Cols.

In addition we had issued the following badge for each census enumerator/supervisor who was instructed to affix it on his shirt/coat at conspicuous space when he would go round the block for enumeration.

CENSUS ENUMERATOR

CENSUS INDIA 1971

GOA, DAMAN & DIU
AND
DADRA & NAGAR HAVELI

CENSUS SUPERVISOR

CENSUS INDIA 1971

GOA, DAMAN & DIU
&
DADRA & NAGAR HAVELI

(iii) Publicity through radio:—We had arranged 3 talks on All India Radio, Panaji giving the salient features of the 1971 Census on the following dates. The talks were given by the officials of the Office of the Director of Census Operations.

Name of person who gave the talk	Date	Language	Duration
1	2	3	4
Shri S. K. Gandhe, Director of Census Operations	15.10.70	English	15 Mts.
Shri D. P. Naik, Asstt. Director of Census Operations	18.11.70	Konkani	15 Mts.
Shri N. Y. Gore, Asstt. Director of Census Operations	7.12.70	Marathi	85 Mts.

There were two discussions on 1971 Census in women's programme of the All India Radio as follows:—

Name of persons who participated in the discussion	Date	Language	Time and nature of programme
1	2	3	4
Miss. M. Khandeparkar Miss. S. Naik Miss. S. Nevrekar	12.1.71	Konkani	15 Mts. under Women's Programme "Venibailli Vassari".
Miss. Javdekar Mrs. Sowani Miss. Haldankar	7.2.71	Marathi	10 Mts under the Women's Programme "Gharkul".

Radio talks by dignitaries:— At the time of 1971 Census, we had arranged radio talks by the following dignitaries of this Union Territory.

Name	Date	Language of talk	Phase covered
1	2	3	4
Hon. Shri Nakul Sen, Lt. Governor of Goa, Daman and Diu	10.3.1971	English	Enumeration of Population
Hon. Shri Dayanand Balkrishna Bandodkar	31.?.1970	Marathi	Housenumbering and Houselisting
Hon. Shri Gopal Apa Kamat	20.2.1971	Konkani	Enumeration of Population

These speeches were adequately covered by the local newspapers which published the text of the speeches in their esteemed newspapers.

We did not broadcast any slogans on All India Radio, Panaji.

(iv) Publicity through films:—We had received in all 4 films in 16 mm. on 1971 Census through the D.A.V.P., New Delhi, as follows:—

English	1	It was supplied to the Department of Information and Tourism, Government of Goa,

		Daman and Diu for exhibition in rural areas.
Marathi	1	
Gujarati	2	

We had sent the Gujarati film to the Collector, Daman and the Civil Administrator, Diu District and the film in Marathi was handed over to the Department of Information and Tourism, Government of Goa, Daman and Diu, Panaji for Exhibition.

The Census films in Marathi and English were shown in all the prominent villages and towns of Goa District and in each village of Daman and Diu Districts (except village Simbor of Diu District).

The report from the Field Publicity Department of the Government of Goa, Daman and Diu indicates that the films were well attended.

A special show of this film was arranged in the Office of the Director of Census Operations, Panaji on 16.2.1971. It was attended by the officials of the following offices:—

(1) Office of the Director of Census Operations, Panaji.

(2) Office of the Director of Statistics, Government of Goa, Daman and Diu.

(3) Office of the Plan Evaluation Organisation Government of Goa, Daman and Diu.

(v) *Publicity through newspaper articles* :- The Director of Census Operations wrote two articles in English and one in Marathi in the leading newspapers of this Territory, giving details of the various Census operations and explaining the ways how the general public could cooperate with the authorities in this important ventures. Likewise Shri N. Y. Gore, Asstt. Director of Census Operations also wrote one article in English. These articles reached the census message to all those thousands of houses where the newspapers are read daily. Co-operation extended by the Editors of the local dailies in this respect is gratefully acknowledged.

(vi) *Publicity through schools and colleges* :- Though we did not arrange any lecture on 1971 Census in schools and colleges of Goa, Daman and Diu, we took the help of the Office of the Director of Education in conveying the importance of the 1971 Census to all heads of households of the school children. At every school there is a Blackboard kept at the main entrance of the school. We decided to make use of this blackboard. We requested the heads of all schools of Goa, Daman and Diu (through the Director of Education, Government of Goa, Daman and Diu, Panaji) to write down the following message on the blackboard in English/Marathi/Konkani, on 25.2.1971 and 10.3.1971 with a view that each student reads it and carries the message to his/her home.

On 25.2.1971 and 1.3.1971

"The count of India's population will commence in all villages and towns of Goa, Daman and Diu from 10th March, 1971 to 31st March, 1971. Each household will be enumerated during this period to collect data for which the Government of India have appointed Enumerators/Supervisors. Please tell your parents/guardians about the visit of Census Enumerator/Supervisor to your house in between 10th March, 1971 and 31st March, 1971."

The following notice on a separate blackboard should be displayed from 10.3.1971 to 31.3.1971 and the blackboard should be kept at the main entrance of the school so that children will read it.

On 10.3.1971 and 25.3.1971

"The work of enumeration of the population for 1971 Census has commenced in all villages/towns of Goa, Daman and Diu from 10th March, 1971. Please enquire from your parents/guardians if any enumerator appointed by the Census Department has visited your house so far. Please request your parents/guardians to get all members of your household counted during this period."

This was very effective because when we made a sample check, it was found that most households had learnt about the 1971 Census through their school going children.

(*vii*) *Publicity through cinema slides* :— We had received the following number of cinema slides from the D. A. V. P., New Delhi.

English	6
Marathi	10
Gujarati	6

These were distributed to the various cinema houses of Goa, Daman and Diu with the help of the District Magistrate of the District. The cinema houses in Goa displayed in all the shows free of charge, for which the Department of Census Operations is indeed grateful.

(*viii*) *Publicity through Press Conference*:—Just on the eve of the Census, *i.e.*, on 9.3.1971 we had arranged a Press Conference at the Government Tourist Hostel, Panaji, wherein we explained the salient features of 1971 Census. The report of this Press Conference appeared in the next day's issue of all the newspapers of this Territory which was quite effective.

19.4 We had also issued press notes from time to time informing the public about the 1971 Census that was going on in the Union Territory of Goa, Daman and Diu. On the eve of Divali and Christmas in the months of November-December, 1970, we issued a press note informing the public that the Census house numbers printed on their houses should not be obliterated at the time of white-washing that usually takes place just before Divali or Christmas.

19.5 There is no doubt that publicity of Census Operations is an essential pre-requisite. However, I am of the opinion that the Census Department need not fritter away its limited resources on Posters, Stickers, Pamphlets etc. In the first place, all the copies of the Posters are not pasted on the walls by the Office of the Mamlatdars, Block Development Officers etc. Again, all Government offices do not receive them in time *i.e.*, some of the schools located in remote areas of Goa District did not receive them. Even if they are pasted on the walls, the mischievous elements of the town/village tear them away in no time. Since we cannot have a mass printing of the Posters on the scale done by the cinema houses, political parties or some of the commercial houses, very little purpose is served by these posters. In its place we should go in for some publicity through newspapers. This may also earn a goodwill of the local press to the Census Operations. Again while inserting the Census advertisements we should insert the fascimile copy of the Individual Slip which will be canvassed for each person of the country. Once we introduce the Census Questionnaire to the public we may be absolved of the charge that due publicity to Census Questions was not given. This fascimile Individual Slip should appear at least twice and that too about one month before the enumeration period of the Census. We can also give at least one pencil or ball pen to an Enumerator/Supervisor who is employed on Census with some suitable Census mark on it as a gift. This will certainly be more useful than printing of posters and stickers. I am afraid very few people are influenced by these posters. Census message can better be carried to the households through the school children. We must organize a number of lectures on "Population" in schools and explain about the importance of the Census. This should be done during a period of 6 to 8 months preceding the month of March when Census is usually taken in our country.

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SECTION 20

HONORARIUM TO CENSUS ENUMERATION STAFF AND CENSUS MEDALS

20.0 The Indian Census has been perhaps the most inexpensive Census in the world so far as the cost of operation is concerned. This is so because the enumerators/supervisors who were appointed in the past Indian Censuses worked in an honorary capacity and the Census was considered to be a part and parcel of their normal official duties. Till 1951 Census, no amount was paid to the Census enumerators/supervisors even by way of any honorarium. In the 1961 Census, the practice of paying a small amount as honorarium to enumerators/supervisors of the census was adopted for the first time.

20.1 In the case of Goa, Daman & Diu, however, the erstwhile Portuguese Government had a scheme of payment of remuneration to enumerators/supervisors and also to the Regedors of the village. The scale of remuneration to these agencies was as follows :—

(a) Houselisting enumerators (whether Government servants or not), 3 to 4 paise for each household or establishment listed.

(b) "Regedors" (Patels), 2 paise per each person enumerated in his village, upto a maximum limit of Rs. 100 equivalent to enumeration of 5,000 persons. Beyond this number the remuneration was one paisa per person.

(c) Census enumerators (whether Government servants or not of the State) 3 paise to 6 paise per person enumerated.

20.2 At the time of 1971 Census, however, it was felt that the scale of honorarium should be upgraded. It was also decided that the higher functionnaires of 1971 Census, *i.e.*, District Census Officer, Charge Superintendents, Assistant Charge Superintendents should also be paid some honorarium. Accordingly, the following officials were paid an honorarium as per scale mentioned against each at the time of 1971 Census.

1. Enumerators

(i) Honorarium for housenumbering, houselisting, and filling up of the Establishment Schedule (including the cost of the housenumbering material) for an enumerator's block (An average block in rural areas will consist of about 150 houses and an average block in urban areas of about 120 houses). Of this amount Rs. 5 is for the cost of housenumbering material, which may if necessary be drawn in advance and paid to the enumerator.	Rs. 15 (Rupees fifteen) only
(ii) Actual census enumeration of an enumerator's block (An average block in rural areas will cover about 750 persons or 150 households, and in urban areas it will cover about 600 persons or 120 household).	Rs. 25 (Rupees twenty five) only.

2. Supervision Charges

(a) Supervisors :—

(i) Housenumbering and Houselisting and filling up of establishment schedule of a Supervisor's circle consisting of 4 to 5 enumerator's block.	Rs. 15 (Rupees fifteen) only

(ii) Actual census enumeration for a Supervisor's circle consisting of 4 to 5 enumerator's block. } Rs. 25 (Rupees twenty five) only.

(b) *Assistant Charge Superintendents :—* We did not appoint any Assistant Charge Superintendent at the time of House-numbering and Houselisting Operations. They were, however, appointed in 2nd phase (*i.e.*, actual enumeration) and were paid @ Rs. 50/- for the entire operation of the 2nd phase. There were in all 14 Assistant Charge Superintendents in Goa District, but no Assistant Charge Superintendent was appointed for the Daman and Diu Districts.

(c) *Charge Superintendents :—* Though the Registrar General, India, had originally sanctioned a lump sum honorarium of Rs. 150/- (Rupees one hundred and fifty) only for the entire operation (*i.e.*, house-numbering and houselisting and actual census enumeration), this rate was modified subsequently and the amount of honorarium was decided on the basis of the population of the charge as follows:—

Population	Amount of honorarium to be paid to the Charge Superintendent (Rs.)
1	2
Below 10,000	Nil
Above 10,000 but less than 25,000	75/-
Above 25,000 but less than 35,000	100/-
Above 35,000 but less than 50,000	125/-
50,000 and above	150/-

(3) **District Census Officers :—** A lump sum honorarium of Rs. 300/- (Rupees three hundred) only for the entire operation (*i.e.*, housenumbering and houselisting and actual enumeration).

(4) **Military Personnel :—** We have also paid honorarium to the Military officers who were appointed for the 2nd phase, *i.e.*, enumeration of population on the following basis :—

(a) *For Enumerators :-*

Population Enumerated	Amount of Honorarium paid (Rs.)
1	2
Less than 150	10/-
151 to 300	15/-
301 to 450	20/-
451 and above	25/-

(b) *For Supervisors of Military Charge :—* Rs. 25/- (Rupees twenty five) only.

Though the amount of honorarium paid to each enumerator/supervisor appears to be small, for the country as a whole the entire expenditure on honorarium is reported to have exceeded Rs. 4.00 crores.

In the 1st phase of 1971 Census, each enumerator was initially paid an amount of Rs. 5/- to meet the immediate expenditure on paint and brush and the balance amount of Rs. 10/- was paid after the successful completion of houselisting work.

The supervisors were paid along with the Enumerators when the latter received the balance amount of Rs. 10/- each.

20.3 At the time of 2nd phase of 1971 Census, the enumerators/supervisors were paid after they had completed the entire work. In case of some enumerators who were required to enumerate population more than the norm fixed by us (*i.e.*, 750 to 850 in rural areas and 600 to 750 in urban areas), it was decided that if an enumerator had enumerated population which is more by 60% of the minimum norm fixed by us, then he/she should be paid honorarium for 2 blocks even if he has done work of only one block.

20.4 Similarly, if a supervisor had more than 10 enumerators under him he was paid twice

the amount of honorarium due to a Supervisor who was normally supposed to look after the work of 5 enumerators.

20.5 The bills of the honorarium etc., were prepared by the Collectors of the District. Because of the summer vacation and other related matters, the actual payment of honorarium was delayed in Goa, Daman and Diu, and was done only in August-September, 1971.

20.6 The Registrar General, India, New Delhi, had continued the tradition of awarding Census Medals (Silver and Bronze) to those enumerators/supervisors and other higher functionnaires who have shown outstanding quality of work and zeal in 1971 Census. The Union Territory of Goa, Daman & Diu was accordingly allotted in all 7 silver and 14 bronze medals for 1971 Census. It was decided by us that the distribution of these 21 medals among the 3 districts of Goa, Daman and Diu should be done as follows :—

District	Silver	Bronze	Total
Goa District	5	10	15
Daman District	1	2	3
Diu District	1	2	3
Total	7	14	21

20.7 The Registrar General, India had indicated in his letter that 50% of the Silver Medals and 75% of the Bronze Medals should be reserved for the Census Enumerators and the balance should be distributed among the higher functionnaires.

20.8 The distribution of medals amongst the enumerators and other higher functionnaires in Goa, Daman & Diu was done as follows :—

District	Silver		Bronze	
	Enumerator	Other higher functionnaires	Enumerator	Other higher functionnaires
1	2	3	4	5
Goa, Daman & Diu	3	4	9	5
Goa	3	2	7	3
Daman	—	1	1	1
Diu	—	1	1	1

20.9 In order to select persons for the award of these medals we had formulated the following method.

At the time of training of enumerators/supervisors of 1971 Census held in the months of November and December, 1970, January and February, 1971, the trainees were informed about the provision of the award of silver and bronze medals to those enumerators/supervisors and other functionnaires who show outstanding zeal and interest in Census work.

20.10 All the Charge Superintendents of Goa, Daman & Diu were requested by us (vide our letter No. 1/35/70 dated 3.4.1971) to send a panel of names of enumerators/supervisors whose work was found to be of outstanding quality and who could be considered for the award of the Census medals.

20.11 Once the panels were received from all the Charge Superintendents, "selection committees" were formed for the selection of nominations for the award of 1971 Census medals.

20.12 The district-wise selection committees were formed as follows :—

For Goa District

1. Shri S.K. Gandhe, Director of Census Operations, Chairman.
2. Shri P.S. Bhatnagar, Ex-District Census Officer, Panaji, Member.
3. Shri N.Y. Gore, Assistant Director of Census Operations, Panaji, Member.
4. Shri D.P. Naik, Assistant Director of Census Operations, Panaji, Member.

For Daman District

1. Shri S.K. Gandhe, Director of Census Operations, Panaji, Chairman.
2. Shri A.N. Dixit, Collector & District Census Officer, Daman, Member.
3. Shri G.A. Dessai, Block Development Officer, Daman, Member.

For Diu District

1. Shri S.K. Gandhe, Director of Census Operations, Panaji, Chairman.
2. Shri P.R. Bumb, Ex-District Census Officer, Diu, Member.
3. Shri N.Y. Gore, Assistant Director of Census Operations, Panaji, Member.

20.13 The work of each enumerator/supervisor whose name was recommended by the Charge Superintendent was evaluated by the Officer of the Director of Census Operations, Panaji, with reference to the filled-in Census Records available in our office and a gradation list was prepared on the basis of number of mistakes committed by each enumerator whose name was recommended by the Charge Superintendent. The requisite number of enumerators from each district was selected from the list in the order of the least number of mistakes committed by the enumerators.

20.14 As regards the selection of supervisors and other functionnaires the contribution of each supervisor and other higher official was evaluated by the Director of Census Operations and the two Assistant Directors of Census Operations who had extensively toured in Goa, Daman and Diu from November 1970 to March 1971 for Census work. On the basis of the recommendations of the selection committee the selection was made from amongst the supervisors and other higher functionnaires.

20.15 The list of persons selected for the award of these 1971 Census medals in Goa, Daman & Diu is given in Appendix 21 of this report.

SECTION 21

GENERAL ADMINISTRATION, ACCOUNTS, STORES AND STATIONERY

21.0 The 1960 Census of Goa, Daman and Diu was carried out by the General Statistics Department of the then Government of Goa, Daman and Diu and it was only in 1967 that a separate and independent Office of the Director of Census Operations (erstwhile Superintendent of Census Operations), Goa, Daman and Diu was formed. At that time, the Director of Statistics, Government of Goa, Daman and Diu was also the ex-officio Director of Census Operations, Goa, Daman and Diu. When Dr. J. C. Almeida, Director of General Statistics Department, Panaji, was appointed to the I.A.S. and sent on training, the post of Director of Census Operations, Goa, Daman and Diu was held by Shri P. Padmanabha, I.A.S., Director of Census Operations, Mysore State, Bangalore. He continued to hold the additional charge till 30.1.1970, when I took over.

21.1 Since the Office of the Director of Census Operations, Panaji is a small one we did not face much difficulty in the recruitment of staff, etc. We could get a head clerk on deputation from the Office of the Director of Statistics, Government of Goa, Daman and Diu, Panaji. When she completed 3 years of service on deputation she was repatriated w.e.f. 1.6.1971. Her place was filled-in by another head clerk from the Office of the Senior Town and Country Planner, Panaji. He joined on 30.11.1971. We could not get, however, a good Draftsman till November, 1971.

21.2 The Office is located in a private building since we could not get any Government accommodation. In the beginning the Office was situated in Pramila Smriti Building, behind Post Office, Rua de Ourem, Panaji. That space was not sufficient to accommodate the expanding staff and the location was also out of the way not suitable for the Census work, and hence the office was shifted to Navelkar Building, Dr. A. Borkar Road, Panaji on 1.5.1970. The present accommodation is spread over 2 floors, *i.e*, 2nd and 3rd. The part on the 3rd floor was rented w.e.f. 1.3.1971 when we had to open a Regional Tabulation Office for the 1971 Census. The space occupied by the paper and other stationery articles, etc., is substantial and we had to take constant precaution to see that the paper and other records are not damaged by white ants, etc. For this purpose we had to spray the bundles containing paper with insecticides/fungicides in order to protect them from the menace of white ants, etc. We also orderd 6 wooden platforms to keep the bundles of paper upon, for safety.

21.3 The area under the occupation of this office since 1.3.1969 till date is given below alongwith the rent paid per month.

Period	Area in Sq. metre	Rent per month (Rs.)	Remarks
1	2	3	4
1.3.1969 to 30.4.1970	194	774.00	Rate was Rs. 4 per Sq. metre
1.5.1970 to 28.2.1971	191	668.50	Rate was Rs. 3.50 per Sq. metre
1.3.1971 to 31.3.1971	277	972.50	Rate was Rs. 3.50 per Sq. metre
1.4.1971 to 31.3.1972	398	1335.50	-do-
1.2.1972 onwards	277	972.50	-do-

21.4 Since most of the staff members were recruited in 1969 and 1970, there was no problem of confirmation, etc. Only five employees have by now completed 3 years of continuous service in

our office and have been accorded quasi-permanancy.

21.5 *Accounts*:— The expenditure involved on 1971 Census Operations is debitable to the Head of Account "39—Miscellaneous Social and Developmental Organisation under Demand No. 46—Census (Goa, Daman and Diu Circle of accounts).

21.6 Appendix 22 of this report gives the Census Budget for the years 1968-69 to 1971-72 as also the figures of actual expenditure for the same period under the different sub-heads of account.

21.7 *Monthly Reconciliation of Accounts:*— Our office used to send by the 5th of each month a statement showing the figures of expenditure under various sub-heads of accounts to the Office of the Registrar General, India, New Delhi as well as to the Office of the Director of Accounts, Goa, Daman and Diu, Panaji. The reconciliation of figures by the Director of Accounts usually took a long time. The Offices of the District Census Officer of 3 districts were not generally prompt in sending the monthly expenditure statements under the head "B-Enumeration".

21.8 Shri N. Y. Gore, Asstt. Director of Census Operations, Panaji was declared Head of Office by the Registrar General, India, New Delhi, vide notification No. 6/33/69-Ad. I dated 5.11.1969 (see Appendix 23 of this report). He was also declared the Drawing and Disbursing Officer for the Census budget. This facilitated the quick drawal and disbursement of amounts on various charges, and absolved the Director of Census Operations of some burden on account of routine matters.

21.9 *Delegation of Financial Powers*:—The Director of Census Operations was delegated the following powers under the various notifications of the Ministry of Home Affairs, as noted against each.

Vide Ministry of Home Affairs' No. F. 2/16/59-Pub. I (1) dated 13.11.1959 :

(i) Creation of temporary posts in Class III and IV.

(ii) Full powers to purchase books, newspapers and other publications for Office use.

(iii) Incurring of contingent expenditure upto Rs. 100/- per annum in each case for recurring expenditure and Rs. 5000/- in each case for non-recurring expenditure.

(iv) Incurring of expenditure on entertainment (light refreshment) upto Rs. 200/- per annum.

Vide Ministry of Home Affairs' No. 4/36/58-RG. dated 20.11.1959 :

(v) Grant of recurring honoraria to officials and to non-officials other than those in his own office for work done in connection with Census Operations.

(vi) To act as Controlling Officer for his own and his establishment's T. A.

Vide Ministry of Home Affairs' No. F. 2/16/59-Pub. I dated 22.10.1959.

(vii) Drawal of on account advances to the extent of Rs. 1500/- to defray freight charges etc.

21.10 *Printing of Schedules etc.*:— The 1971 Census Schedules of Housenumbering and Houselisting as also of Enumeration were printed centrely by the Office of the Registrar General, India, New Delhi. This was a great relief to us since we did not have a Government of India Printing Press in Goa, Daman and Diu which could undertake the job within a scheduled time. We were, however, required to undertake the printing of Houselist Abstract, Sorter's Tickets, Compiler's Posting Statements and other formats of the 1971 Census Tables locally. This work was entrusted to the State Government Printing Press, Panaji and I am happy to note that the Press has executed the job well in time. In this respect, we also received the timely help from the Director of Census Operations, Maharashtra State, Bombay,

Director of Census Operations, Mysore State, Bangalore.

21.11 *Indent for Stores and Stationery—Procedures:*—We had to obtain the requirement of stationery from the Government Stationery Department, Calcutta. The quantity supplied was far below the actual requirement and as such we had to go in for local purchase of stationery time and again. Since we could not get the items of stationery from the State Stationery Depot even on cash payment, we had to obtain them from the open market which is not only a time consuming process (involving calling of quotations, etc.), but perhaps a bit costly too.

Telephone:—One telephone was already sanctioned for the Office of the Director of Census Operations, Panaji. When I joined as Director of Census Operations in January, 1970 a residential telephone was allotted to me on priority basis and it was installed w.e.f. 10.7.1970. There was not much difficulty in getting the telephone since priority was accorded to Census Operations.

21.12 Shri N. Y. Gore, Asstt. Director of Census Operations, Panaji was the Drawing and Disbursing Officer for the non-gazetted staff of the Office of the Director of Census Operations, Panaji. In that capacity he was countersigning the Travelling Allowance Bills of the non-gazetted staff of the Office of the Director of Census Operations, Panaji. I was the countersigning authority for the T.A. bills of myself and also of the gazetted officers of my office.

21.13 The District Census Officers were the drawing and disbursing officers for the staff employed for 1971 Census in their offices as well as in the Office of the Charge Superintendents at Taluka level. The T. A. bills, etc., of the Census staff employed by the District Census Officer were however countersigned by me.

21.14 The total expenditure on honorarium for the 1st and 2nd phase of 1971 Census is as follows:—

Phase	Financial Year		
	1969-70	1970-71	1971-72
Ist Phase	4600.00	12,165.00	205.00
2nd Pnase	...	...	43,790.00

SECTION 22

ANCILLARY STUDIES

The Registrar General, India, of 1961 Census enlarged the scope of 1961 Census by including ancillary studies along with the Census enumeration. Thus the Village Survey Monographs, Handicraft Surveys, Fairs and Festivals Surveys, etc., were some special items of study included in the plan of operation of 1961 Census. Because of the usefulness of the ancillary studies, the practice of undertaking similar items of work has been continued even at the time of 1971 Census. Since no such ancillary studies were undertaken in Goa, Daman and Diu under the 1960 Census (except the Village Survey Monograph), it was decided to have a few special studies at the time of 1971 Census. We purpose to have the following special studies as part of the 1971 Census work :—

(i) Special study of the Panaji Town Agglomeration.

(ii) Fairs and Festivals of Goa, Daman and Diu

(iii) Report on Village : Pole, Taluka : Satari, District Goa.

SECTION 23

ACKNOWLEDGEMENTS

23.0 As has been said more than once in the preceding pages, taking of a decennial Census is not an easy task managable by one or two persons alone. I do not know whether I can call it a very stupendous task but, at any rate, it is one involving help and cooperation of a large number of persons drafted from different fields of service. It would be sufficient to mention that for a small territory like ours where the total population is not more than 8.6 lakhs, we had to engage services of more than a thousand and five hundred persons for the various Census Operations. I would be failing in my duty if I do not put in record not only on behalf of the Census Organisation of this Territory but also on my personal behalf, a sense of appreciation of the unstinted help and cooperation extended to me by this army of enumerators and supervisors over whom I had hardly had any direct administrative control. Barring a few isolated exceptions, most of the enumerators/ supervisors put in a real hard work to complete efficiently and in time the various duties assigned to them. I am particularly reminded here of the band of enthusiastic workers of the Bureau of Economics, Statistics & Evaluation of Goa Government whose services I requisitioned at the last moment to make up the shortage of enumeration and supervisory personnel in a few talukas, notably Mormugao and Tiswadi. When we found it difficult to complete in time the training programme of the Second Phase without a few more trainers, two Officers of the Bureau readily offered their help. I appreciate the spirit in which they helped the census cause.

23.1 Most of the senior officers in the Government of Goa, Daman and Diu were indeed very kind and halpful to me in this work. I take this opportunity to express my grateful thanks to all of them. My colleagues in the field, especially the District Collectors who functioned as District Census Officers and the Mamlatdars and Block Development Officers who worked as Charge Superintendents also deserve my sincere thanks.

23.2 The Registrar General, India, Shri A. Chandra Sekhar, has been exceedingly kind to me. In fact but for the personal interest envinced by him in getting a special pay sanctioned in the case of an Officer holding the position in an ex-officio capacity as I did, perhaps it would have been difficult for me to get the special pay. To me he appears to be one of the most competent officers known to the National Census Organisation. I owe him a platter of gratitude for all that he has done to help the successful conduct of the 1971 Census Operations in this Territory.

23.3 I have already expressed in the initial part of this report my grateful thanks to Shri P. Padmanabha, Director of Census Operations, Mysore, who held the charge of my post for some time before I joined, for attending to the preliminary work which has its own importance in the all absorbing task that Census is. I feel no hesitation in reiterating my sense of gratefulness to him.

23.4 I must also hasten to record my sincere thanks to each and every member of the Census Organisation of this Territory, including those temporary workers of the Regional Tabulation Office with whom I had an association of not more than 8 months or so. I confess I cannot really thank adequately some of my office colleagues for the ungrudging devotion and unlimited interest with which they executed the various duties assigned to them by me within and without the four walls of the office. It was indeed my good fortune to have an occasion to lead a team of such enthusiastic and devoted workers.

APPENDIX 1

(To be Published in the Gazette of India Part III Section 1)

NO. 6/7/70-RG (AD. I)

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

2/A, Mansingh Road,
New Delhi-11,
the 21st January, 1970 Magh, 1891.

NOTIFICATION

The President is pleased to appoint Shri S. K. Gandhe, Director of Evaluation and Statistics, Goa, Daman and Diu as ex-officio Director (and ex-officio Superintendent) of Census Operations, Goa, Daman and Diu, and Dadra and Nagar Haveli, in addition to his normal duties, with effect from the date he assumes charge until further orders.

His headquarters will be at Panaji.

2. Shri P. Padmanabha will relinquish charge of the Office of Director of Census Operations and ex-officio Superintendent of Census Operations, Goa, Daman and Diu and Dadra and Nagar Haveli, with effect from the date Shri Gandhe assumes charge.

Sd/-
(A. Chandra Sekhar)
Registrar General, India and
ex-officio Joint Secretary to the Govt. of India
in the Ministry of Home Affairs

To

The Manager,
Government of India Press,
Faridabad (Haryana) (with Hindi version)

APPENDIX 2

A. CHANDRA SEKHAR

Registrar General, India

D.O. No. 37/10/68-RG
Ministry of Home Affairs
Office of the Registrar General, India

2/A, Mansingh Road,
New Delhi-11.

12th December, 1968

Census of India 1971—Circular No. 1

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 the 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 cooperation 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 associate 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 straight away be dividing 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 census, therefore, is the building up of district and tehsil/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 uptodate, 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 31.12.1969. 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 uptodate 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 toCensus 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 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 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 :

(i) A minimum population of 5,000;

(ii) at least 75 per cent of the male working population was non-agricultural; and

(iii) 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 factors 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 States 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 States 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 the 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 allotment of a Roman code number for the town, where as 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 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 house number 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 last census some local variations had been made by the field staff and some other elements 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 uptodate, 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 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 affiixng of permanent housenumbers may take their own time, depending on the finance 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 house numbers 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 identify 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 best agency. This will have to be of course supplemented by others. The observations recorded by your predecessors of the last census will help you in the selection of 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 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-division, 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 simple questions on housing and on which also some particulars of the size of the household were collected. This 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 house numbers 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 enumrator'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 house numbers that constitute a block such as, for example, along a straight road, house number 1 to house number 150 may form one enumerator's block and house numbers 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 clearly 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 house numbers 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 in 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 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 duc 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 to now 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 uptodate to take into account the further changes in the schedules 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 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 abstract 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 instructions 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 uptodate 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 a 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 incharge 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 guidelines 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 targetted 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 targetted 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 targetted 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 area 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 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 issue 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 positon 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 issue 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 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)

APPENDIX 3

The Registrar General India, New Delhi-11 D. O. letter No. 9/3/69-CTU dated 27-5-1969.

"My dear,

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 make it operationally more convenient. The following are the main changes decided upon:—

(i) The items below, orginally proposed to be collected through the Houselist will be given up :

(a) Age of the Census House

(b) Material of floor

(c) Reason for vacancy, and

(d) Information of Deaf and Dumb

(ii) The questionnaire on household amenities proposed through the Household Form need not be convassed. 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 whole time workers even though their contribution to economic activity was marginal, it was felt necessary that the 1971 concept should distinguish them for 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 infromed 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 Records 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"

To

All the D.C.Cs.

———

APPENDIX IV

Instructions to Enumerators for filling up the Houselist and Establishment schedule

INSTRUCTIONS—PART I

HOUSELIST

General

Census is a national undertaking of great importance, indispensable to intelligent and efficient public administration apart from the other multifarious ways it serves the scholar, the businessman, industrialist, the country's planners, the electoral authorities etc. Census has become a regular feature in every progressive country, whatever be its size and political set-up and they are conducted at regular intervals to fulfil well-defined objectives.

2. The job entrusted to you, *viz.*, the house-numbering and houselisting is an essential preliminary step to the population census. Apart from mere listing of houses, you will be collecting some essential data on housing, as also separately on manufacturing, trading and service establishments which will be useful to the country's planners. You have, therefore, an important role to play. The quality and quantity of your contribution depends on how well you apply yourself to this task, understand the instructions thoroughly and carry out your responsibilities with the care that it demands.

3. You will be required to prepare lay-out sketches showing the location of houses within the area allotted to you and number all the houses, residential or otherwise and list them and fill up some essential particulars in the schedules given to you. The house-numbering sketches prepared by you may form the basis for a permanent system of house-numbering that may be introduced and maintained by the local bodies concerned in future.

House-numbering and preparation of notional maps

4. *Rural areas* : The first operation will be allotment of distinguishing numbers to each building, house and household.

5. Before the actual affixing of house numbers on doors an essential step to the taken is to prepare a rough notional map of the entire village and decide on whether the village should be sub-divided into blocks and if so, how? Normally a small village of less than 125 houses need not be sub-divided into blocks. But if a village has one or more hamlets, irrespective of the size, it is desirable to divide the area of the village into blocks so that each hamlet with the adjoining area is recognised as a separate house-numbering block of the village. It is important that the dividing lines between one block and another should be clearly demarcated. Such dividing lines, besides following some natural boundaries wherever possible should also be indicated by the Survey number that fall on either side of the dividing line in cadastrally surveyed villages. In villages which are not cadastrally surveyed, the line can be indicated by the name of the owners of the fields on either side of the line or by the name of the field, if any. A notional map showing the general topographical details of a whole revenue village particularly if a survey map is already available with the village revenue officials, will greatly help. This notional map should indicate the prominent features and land marks such as the village site, roads, cart tracks, hills, rivers, *nallahs* etc. Clear demarcation lines of blocks are important so that any to define at the foot of the map the boundaries of a particular block is covered

by a specific block without giving scope for any doubt. It may be desirable to define at the foot of the map the boundaries of each block clearly.

6. Having thus prepared the village map, each block of the village as demarcated on the village map should be taken up for a detailed sketching of the layout. In this detailed sketch the emphasis is mainly on the layout of the houses on the village site. The sketch should show all the roads, streets and cart tracks. The names of the streets if any, should be shown on these sketches. All topographical details, important features and public buildings should be prominently shown. Then every single building or house should be located on this sketch. It will be of advantage if the *Pucca* and *Kachha* houses are shown by some conventional signs like a square□ for a *Pucca* house and a triangle △ for a *Kachha* house, further depicting them as residential or non-residential as follows :

Pucca residential house, for *Pucca* non-residential house shade the square.

Kachha residential house, for *Kachha* non-residential house shade the triangle.

It is difficult to evolve a comprehensive definition of the terms 'Pucca' and 'Kachha' houses to cover different patterns of structures all over the country. The categorisation of the houses as *Pucca* or *Kachha* for the purpose of depicting them on the lay-out sketches is purely to facilitate identification. Also, as *Kachha* houses are not likely to be long-lasting, any one referring to the lay-out sketches a few years later can easily distinguish settlement areas which are likely to have undergone a change. For the purpose of the preparation of lay-out sketches, a *Pucca* house may be treated as one which has its walls and roof made of the following materials :

Wall material : Burnt bricks, stone (duly packed with lime or cement), cement concrete or timber, etc.

Roof material : Tiles, GCI* sheets, asbestos cement sheets, RBC*, RCC* and timber etc.

Houses, the walls and or roof of which are made of materials other than those mentioned above such as unburnt bricks, bamboo, mud, grass reeds, thatch etc., or loosely packed stone, burnt bricks etc., may be treated as *Kachha* houses.

7. When once the location of every building/house is fixed on the plan, it will be a simple matter to decide on a convenient method of numbering the buildings/houses in one series, following certain principles. No hard and fast rule can be laid as to the direction in which the house numbers should run *i.e.*, left to right or in a clockwise order or north-east to south-west and so on. Much depends on the lay-out. So long as some convenient and intelligible order is followed it should be all right. The numbers allotted to each house should be marked on the sketch and with the help of arrow marks at convenient intervals, the direction in which the house numbers run should be indicated. This is particularly important when streets cut across one another and the housenumbering series along a street get interrupted. It will be of advantage if the numbers are roughly marked in pencil on this sketch and later verified with the actual state of things on ground to see if the order of numbering indicated on the sketch would be convenient or if any slight changes are needed, for, after all the sketch is only a rough one and the actual state of buildings on ground may suggest a more intelligible order of numbering at some places.

8. Where villages are not cadastrally surveyed and the village boundaries not fixed by survey, it is essential that the limits of each village are defined by some permanent features so that it may be known that any house falling in any such areas may be reckoned along with a particular village.

9. In the forest areas, all habitations are not on settled pattern. There are forest villages which may be just like other revenue villages or *mauzas*,

**Note* : G.C.I.—Galvanized Corrugated Iron, R.B.C.—Reinforced Brick Concrete and R.C.C.—Reinforced Cement Concrete.

For such villages procedure for preparing normal lay-out plan sketches may be followed. But apart from such villages, there would be clusters of habitations spread out in the forest. It will be facilitating, if for the purpose of netting such clusters a lay-out plan is prepared of the Forest area comprising the lowest administrative unit (such as, beat of a Forest Guard in some States). Then the clusters should be drawn on the lay-out sketch. Name of the cluster should also be written, if there be one. If there be no name, then it would be necessary to identify it with reference to any known permanent feature such as a hill stream, a range of hills, road and so on. After drawing the boundaries of such clusters on the lay-out, the location of each of the houses should be indicated on it and number assigned to each house. Habitations (clusters) falling within the area of the smallest forest administrative unit should be taken as one village for the purpose of housenumbering and houselisting.

Since it is likely that some of the tribal habitations may change their locations now and then, it is necessary to define the location of a habitation area with reference to any known permanent feature as indicated above in regard to the clusters in Forest areas.

10. *Urban Areas*: The preparation of notional maps and the housenumbering sketches in urban areas should essentially follow the same procedure as in the rural areas excepting that in most urban units the draughtsman of the Municipal Administration might have already prepared town maps perhaps even to scale and these may come extremely useful. It has been found from experience that the boundaries of towns are often times loosely defined and not properly demarcated giving rise to several doubts regarding the areas lying on the out-skirts of towns. It is important that the map should very clearly indicate the boundaries by means of definite survey numbers and also other permanent features. Sometimes one side of a road falls within the town limits and the other side excluded as it may be outside the defined boundary of the town. All these should be carefully verified on ground before the maps are certified to be correct by the supervising authorities. Cases of sub-urban growth adjoining the limits of a town and such cases as one side of a street falling outside the limits of a town should be brought to the notice of the superior officers who will have to ensure that such built up areas are properly accounted for within the administrative units in which they fall.

11. But what is essential is that very detailed plans showing the location of every building and census house along every road and street in each ward, locality or *Mohalla* of a town should be clearly prepared. In view of the very large number and close location of houses in urban areas it may be necessary to have a large number of sketches each covering a limited area. Each town would probably have already been divided into some permanent *mohallas* or localities or wards. A large map of the entire town indicating the boundaries of each of the sub-units into which the town has been divided should be prepared. On this map, the main roads and other topographical details and important public buildings etc., may be shown for clear identification of the boundaries of each *mohalla*/locality/ward etc. Next, a skeleton map of each locality/ward or block should be prepared in which all the roads and streets should be clearly indicated and their names also written. Then each building and house should be located on this skeleton map. May be that even a locality/ward may be too large an area to indicate all houses on a single map. In such a case a ward map showing the segments and separate lay-out map for each one of the segments may be prepared and on these segments the buildings and houses should be clearly located and the house-numbers shown. It may be an advantage if the non-residential houses are distinguished from the residential houses as indicated in para 6 of these instructions. Here again the important permanent buildings may be indicated such as say, town-hall, large office building, court building, post office, hospital, school, church, market building, etc.

12. As stated earlier most towns may already be having a satisfactory housenumbering system. This need not be disturbed and may be adopted for the purpose of preparation of the

housenumbering maps referred to above. The housenumbering can be brought up-to-date with the help of these lay-out maps. If there be no proper system of housenumbering in the town, then you will have to assign numbers to the houses in the lay-out sketch (es) of your jurisdiction in the manner indicated hereafter.

Numbering of Buildings and Census Houses in rural as well as urban areas

13. You have to give numbers to "Buildings" and "Census houses" in all areas. The instructions below will guide you to determine what a building and a census house are for the purpose of houselisting. The building is a readily distinguishable structure or group of structures which is taken as the unit for housenumbering. The entire building may be deemed one census house or sometimes parts of it, as will be explained. The objective is to ultimately number and list out all physical units of constructions which are used for different purposes, residential or otherwise.

14. *Building* : A "building" is generally a single structure but sometimes made up of more than one component unit, which are used or likely to be used as dwellings (residences) or establishments such as shops, workshops, factories, etc., or as godowns, stores, cattle-sheds, etc., or in combination with any of these such as, shop-*cum*-residence, or workshop-*cum*-residence, etc.

15. Sometimes a series of different buildings may be found along a street which are joined with one another by common walls on either side looking like a continuous structure. These different units are practically independent of one another and likely to have been built at different times and owned by different persons. In such cases though the whole structure with all the adjoining units apparently appears to be one building, each portion should be treated as separate building and given separate number.

16. If there are more than one structure within an enclosed or open compound (premises) belonging to the same person *e.g.*, the main house, the servant's quarters, the garage etc., only one building number should be given for this group and each of the constituent separate structures assigned a sub-number like 1(1), 1(2), 1(3) and so on provided these structures satisfy the definition of a 'Census House' given hereafter.

17. The buildings should be numbered as follows :

(i) If the locality consists of a number of streets in a village, the buildings in the various streets in a village, should be numbered continuously. Streets should be taken in uniform order from north-east to south-west. It has been observed that the best way of numbering the buildings is to continue with one consecutive serial on one side of the street and complete the numbering on that side before crossing over to the end of the other side of the street and continuing with the serial, stopping finally opposite to where the first number began.

(ii) In a town/city, enumeration block, the numbering will have to respect the axis of the street and not any preconceived geographical direction like North-east etc.

(iii) Arabic numerals *e.g.*, (1, 2, 3.....) should be used for building numbers.

(iv) A building under construction, the roof of which has been completed should be given a number in the serial.

(v) If a new building either *Pucca* or *Kachha* is found after the housenumbering has been completed or in the midst of buildings already numbered, it should be given a new number which may bear a sub-number of the adjacent building number, *e.g.*, 10/1.....

Note : 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.

18. *Census House* : A "Census house" is building or part of a building having a separate main entrance from the road or common court-yard or stair-case etc., used or recognised as a separate unit. It may be inhabited or vacant. It may be used for a residential or non-residential purpose or both.

19. If a building has a number of flats or blocks which *are independent of one another* having separate entrances of their own from the road or a common stair-case or a common court-yard leading to a main gate, they will be considered as separate census houses. If within a large enclosed area there are separate buildings, then each such building will be one or more separate census houses. If all the structures within an enclosed compound are together treated as one building then each structure with a separate entrance should be treated as a separate census house.

20. Each census house should be numbered. If a building by itself is a single census house, then the number of the census house is the same as the building number. But if different parts or constituent units of a building qualify to be treated as separate census houses, each census house should be given a sub-number within brackets to the building number as 10(1), 10(2) etc. or 11(1), 11(2), 11(3), etc.

21. The order in which census houses within a building are to be numbered, should be continuous, preferable clockwise or in any convenient manner if it is difficult to do it clockwise.

22. The definition of census house may sometimes be difficult of application in its literal sense in the context of varying patterns of structures and their usage. For example, in cities and towns, one does come across a situation when a flat in the occupation of one household as residence may be made up of four rooms or so and all the rooms may have direct entrance from a common court-yard, or a stair-case. In terms of the definition of a census house each of these rooms having entrances from the common stair-case etc., may qualify to be treated as census houses. But it does not realistically reflect the situation of the number of houses. In such case 'singleness' of use of these rooms alongwith the main house by the household should be taken into account and the entire flat comprising four rooms should be treated as one census house only and assigned one number. If on the other hand each one of these rooms had been separately occupied by independent households and if each portion had separate main entrance then each will be justified to be treated as a separate census house. In a hostel building even if the door of each room in which an inmate lives opens on to a common verandah or stair-case as it happens almost invariably, the entire hostel building may have to be treated as one census house only. In some parts of the country in the rural areas, the pattern of habitation is such that a single household occupies a group of huts within an enclosed fence which has one main entrance. Each of the apparently separate structures is an integral part of the housing unit as such. In such cases it may be more realistic to treat the group as one census house. Care should be taken to ascertain if only one household occupies such a unit or shared by more than one household. Thus the definition of a census house will have to be applied having due regard to the actual situation in such exceptional cases.

23. It is usual to find in municipal towns/cities that every site whether built upon or not is numbered by the municipal authorities on property basis. Such open sites even if they are enclosed by a compound wall should not be listed for census purposes. Only where a structure with four walls and a roof has come up, should it be treated as a census house and listed. But in some areas the very nature of construction of houses is such that for example, a conical roof almost touches the ground and an entrance is also provided, and there may not be any wall as such. Such structures should of course be treated as buildings and houses and numbered and listed.

24. *Household* : A household is a group of persons who commonly live together and would take their meals from a common kitchen unless the exigencies of work prevented any of them from doing so. There may be 'one-member household, two-member household or multi-member

household'. For census purposes each one of these types is regarded as a "Household". Again, there may be a household of persons related by blood or household of unrelated persons; the latter are Boarding Houses, Hostels, Residential Hotels, Orphanages, Rescue Homes, *Ashrams*, etc. These are called "Institutional Households".

Each household will be listed according to the instructions that follow (*see* paras 44 & 45) and a distinguishing number allotted to each household. As each household will be related to the physical structure of a census house, the household number as such need not be printed on the door of each census house. Only the building and census house number will be painted.

HOUSELISTING

25. After the preparation of the notional housenumbering maps and the numbering of the houses, the next step is to list them in the prescribed form (Houselist).

26. At the 1971 Census, a houselist schedule and an establishment schedule will be canvassed on universal basis. Specimen forms of the schedules to be so convassed are given at the end of this book.

The following instructions will guide you in filling the houselist :

27. On the top of the houselist form, provision is made to note the name of District with Code No., name of Taluk/Tehsil/Thana/Anchal/Island/Code No., name of Village/Town/Code No., name or No. of Ward, *Mohalla*, Enumerator's Block Code No. The entries here are to be filled in by you very carefully. The Location Code is the method by which every village or town in any tehsil or police station in every district of a State is identified by a combination of numbers. For this purpose every district, tehsil or police station village or town/ward/mohalla/enumerator's block in your State would have been allotted code numbers. Your charge Superintendent or the Supervisor would have indicated to you the district, tehsil or police station and the village or town/ward/mohalla/enumerator's block code numbers pertaining to you. You shall have to enter them in the relevant spaces against the names of the various jurisdictional units. *Please note that the town number is to be given in Roman figures to distinguish it from the village number which will be indicated by Arabic numerals.*

Note : Please do not write anything in spaces enclosed by dotted lines in column Nos. 4, 5, 6, 10 and 12. These are meant for writing code numbers in the tabulation offices.

Col. 1 : Line number

28. Every line in the Houselist is to be numbered serially. The line numbers should be continuous for your block. Arabic numerals should be used for this purpose, *e.g.*, 1, 2, 3, 4 etc.....

Col. 2 : Building No. (Municipal or local authority or Census No.)

29. Before you start houselisting, every building will bear a number. Some municipal towns may have satisfactory system of numbering the buildings and after preparation of the lay-out sketch of your area, you would have given the same number to the building located on the sketch.

30. There would be cases where the Municipal numbers or local authority numbers are not found satisfactory and therefore you would have given numbers to various buildings by way of updating the numbering or revising it. In any case you would have assigned a number to every bulding in the lay-out sketch. The third contingency is that numbering did not exist earlier and you have numbered the buildings and assigned them the number on the lay-out sketch and marked them on the building itself.

31. The number which has been assigned in in the lay-out sketch in any of the three modes described above and marked or put on the building should be written in this column.

32. If the building has a well-known name then the name of the building should also be recorded in this column in addition to the number of the building.

The purpose of this column is to readily identify every building by the number found on it and by local name if any the building may bear.

Col. 3 : Census House Number

33. The attributes of a census house have been desceribed earlier and in a accordance with those instructions you would have allotted census house number to a building or to a part of a building.

34. If there is only one census house in the building, then the number of the census house will be the same as the building number, which will be repeated in this colum.

35. If there be more than one census house in a building (as mentioned in paras 19 and 20) *e.g.*, in building No. 10, there are three census houses—then against the first census house, you will record "10(1)", for the second "10(2)" and "10(3)" in this column. Column 2, building number will be entered in the first line only against which census house No. 10 (1) would have been mentioned in Col. 3. Column 2 will remain blank against census house No. 10(2) and 10(3).

NOTE : You should *not* indicate them as 10/1 or 10/2 etc. as that would be followed in the allotment of a number to a new building not previously numbered that has come up after building No. 10.

Columns 4-5 : Predominant construction material of census house.

36. In these columns you will have to note the materials of wall and roof.

Col. 4 : Material of wall

37. Under this column, the material out of which the major portion of the walls of the house are made, as for example, grass, leaves, reeds, bamboo, unburnt bricks, mud, burnt bricks, stone, cement concrete, timber etc., should be written. Where a house consists of separate structures each having walls made out of different materials, the material out of which the walls of the main portion of the house mostly used for living or sleeping are made, are to be recorded.

Col. 5 : Material of Roof

38. The material out of which most of the outer roofs, exposed to the weather and *not the ceiling* is made *i.e.*, tiles, thatch, corrugated iron, zinc or asbestos cement sheets or concrete, slate, tiles, etc., should be written. In the case of a multi-storeyed building the intermediate floor or floors will be the roof of the lower floor. If the roof is mainly made of bricks, stone, etc., and has a mud plaster, cement plaster or lime plaster exposed to the sky, the material of roof in such cases will *not* be "mud", "cement", or "lime" respectively but it will be "bricks", "stone" etc., which constitute the fabric of the roof.

Col. 6 : 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.

39. The actual use to which a census house is put is to be recorded here keeping in mind the broad categorisation such as: (these are purely illustrative) ;

(1) Residence, shop-*cum*-residence, work shop-*cum*-residence.

(2) Factory/workshop and workshed etc. Factory should be written if it is registered under Indian Factories Act. A 'workshop' is a place where any kind of production, repair or servicing goes on or where goods and articles are made and sold, but is not large enough to be a factory. It is not necessary that some machinery should exist. Even a place where some household industry (as defined in Para 78) such as say, handloom weaving, *bidi* rolling, *papad* making, toy making etc., is carried on, it should be noted as a workshop here. If it is also used as a residence it should be noted as workshop-*cum*-residence. Make searching enquiry if a house is used for the purpose of production of any goods or engaged in some processing or repairing

even on a Household Industry basis as these are not likely to be apparent to a casual observer.

(3) Shop : A shop is a place where articles are bought and/or sold on cash or for credit.

(4) Office, business house, bank, etc. Business house is that where transactions in money or other articles take place.

(5) Hospital, dispensary, health centre, doctor's clinic, etc.

(6) School and other educational institution.

(7) Hotel, *sarai*, *dharamshala*, tourist house, inspection house, etc.

(8) Restaurant, sweetmeat shop and eating place. (A sweetmeat shop where sweetmeat is being made and sold should be recorded as a Workshop).

(9) Place of entertainment such as cinema house, theatre, community-gathering (Panchayatghar) etc.

(10) Place of worship *e.g.*, temple, church, mosque, gurudwara, etc.

(11) Institution such as orphanage, rescue home, jail, reformatory, children home, etc.

(12) Others *e.g.*, cattle-shed, garage, godown, laundry, petrol bunk, passenger shelter, etc., the exact use to be fully described.

(13) If the census house is found vacant, *i.e.*, if no person is living in it at the time of enumeration and it is not being used for any of the purpose listed above, write 'vacant' in this Col. If the census house is locked because the occupants have gone on journey or pilgrimage, then it may *not* be treated as "vacant", but the use to which it is put recorded here and the fact that the occupants have gone on a journey/pilgrimage, noted in the 'Remarks' column as "House locked, occupants on journey/pilgrimage etc."

NOTE : The reason for vacancy such as 'dilapidated' 'under repair', 'incomplete construction', 'want of tenant', etc., may be recorded in the "Remarks" column.

Col. 7 : 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

Definition of an Establishment

40. An "Establishment" is 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 or a place of entertainment or where educational, religious, social or entertainment services are rendered. It is necessary that in all these places one or more persons should be actually working. Thus an establishment will cover manufacturing, trade and other establishments where people work.

Examples :

A factory or a workshop or workshop-*cum*-residence or a trading or other establishment, *i.e.*, where some kind of production, processing repair or servicing is undertaken or where goods or articles are made and sold, or some business is being carried on such as a grocery shop, a *pan* shop, restaurant, bank, hotel, or an office is functioning such as Government office, commercial office, or an institution is being run such as school, college, hospital, dispensary, etc., and where one or more persons are working.

An Establishment may occupy a census house or a group of census houses or a part of a census house.

41. This column applies only in cases where the census house is used as an Establishment as

defined above. Sometimes the act of production, processing or servicing may not be apparent especially if carried on as a household industry *e.g.*, when a handloom is located inside a house and is not in operation at the time of enumerator's visit or if some other type of household industry such as *papad* making or toy manufacturing or *bidi* rolling etc., is done, say in some interior portion of the house. You should make searching enquiries to see if any production, processing or servicing is done or any business is carried on or any institution is being run in any part of the house not readily seen from outside.

If 'Yes' is recorded here, go to the Establishment Schedule, and fill up further particulars in that Schedule. Please fill in the Serial No. of the entry as given in the Establishment Schedule in this column after 'Yes'.

42. It is possible that some kind of production or processing is undertaken in the house by the members of the household for *purely domestic consumption*. For example, hand pounding of rice, preparation of spices like, *haldi*(turmeric), chillies, etc., or say, knitting of woollen garments, embroidery work, loin-loom weaving and so on, meant for household use only and not for sale. In such cases, the house should not be treated as an 'establishment'.

COLUMNS 8 to 16

43. These columns will relate to census houses which are used wholly or partly as a residence. If, therefore, a particular census house is not being used for residential purposes at all even partly, as will be evident from entry in Col. 6, put 'X' in each of the columns 8 to 16.

Col. 8 : Household No.

44. A 'household' is a group of persons who commonly live together and would take their meals from a common kitchen unless the exigencies of work prevented any of them from doing so. It may be made up of related or un-related persons. A cook or a servant living in the house of his employer and taking his food there is part of that household. A hostel where a number of unrelated persons live together is an institutional household. So also a Jail.

45. There may be more than one household in a census house. Each household should be given a separate number. This can be done by using the alphabets as (a), (b), (c), etc., as affixes to the census house No. For example, if building No. 2 is also a census house and has three households, the household numbers will be 2 (a), 2 (b) and 2 (c). If building No. 4 has two census houses, the houses will be numbered as 4(1) and 4(2). If within these houses there are respectively 3 and 2 households then they will be numbered as 4(1) (a), 4(1) (b), 4(1) (c) and 4 (2) (a) and 4(2) (b) respectively. If however, building No. 3 is also a census house and has only one household the household No. to be entered in this column will be No. 3 only.

46. In the above cases of households Nos. 2(b), 2(c), 4(1) (b), 4(1) (c) and 4(2) (b), there will be no entries against them in Cols. 3 to 7. Cols. 3 to 7 will be filled for the entire census houses, 2, 4 (1) or 4 (2) as the case may be, once. There is no need to repeat Cols. 3 to 7 in each line for which entries are made for more than one household against that census house in Cols. 8 to 16.

Col. 9 : Name of the head of household

47. The name of the Head of each household should be written. The Head of the household for census purposes is a person who is recognised as such in the household. He is generally the person who bears the chief responsibility for the maintenance of the household and takes decisions on behalf of the household. The Head of the household need not necessarily be the eldest male member, but may even be a female or a younger member of either sex. You need not enter into any long argument about it but record the name of the person who is recognised by the Household as its Head. In the case of institutions like boarding houses, messes, chummeries which should be recorded as households of un-related persons living together and which may be called Institutional Households, the manager or superintendent or the person who has administrative responsibility or

who by common consent is regarded as the Head should be recorded as the Head of the household. In the case of an absentee *dejure* 'Head', the person on whom the responsibility of managing the affairs of the household falls at the time of enumeration, should be regarded as the Head.

Col. 10 : If S.C. or S.T., write name of caste/tribe

48. You will have been furnished with a list of Scheduled Castes and Scheduled Tribes notified for your area.* Ascertain if the head of the household belongs to a Scheduled Caste or a Scheduled Tribe and check whether the Caste/Tribe is scheduled as per your list. If so,

for Scheduled Caste write "S.C." and record name of caste,

for Scheduled Tribe write "S.T." and record name of tribe,

for others write "X"

For a household belonging to Seheduled Caste, check religion of the head of the household. He or she should be either a Hindu or a Sikh. These can not be a S.C. in any other religion. Scheduled Tribes may belong to any religion.

49. In a case where the head of the household belongs to Scheduled Caste/Scheduled Tribe even if any other member of the household (except institutional households) does not belong to SC/ST then write SC/ST as the case may be and mention the Caste/Tribe to which he belongs. On the other hand if the head does not belong to SC/ST but any other member of the household does belong to SC/ST; write 'X' in this column.

In the case of all 'Institutional Households' write 'X' in this column irrespective of whether the head belongs to a S.C./S.T. or not.

Col. 11 : No. of living rooms in the occupation of Census Household

51. A room should have four walls with a door way with a roof over head and should be wide and long enough for a person to sleep in *i.e.*, it should have a length of not less than 2 metres and a breadth of at least 1½ metres, and 2 metres in height. An enclosed room, however, which is used in common for sleeping, sitting dining, storing and cooking etc., should be regarded as a room. An unenclosed verandah, kitchen, store, garage, cattle-shed and latrine and rooms in which a household industry such as a handloom is located which are not normally usable for living or sleeping etc., are excluded from the definition of a room for the purpose of this column.

52. If there is only one household in a census house the counting of rooms will not be difficult. But if a census house consists of a number of households, the number of rooms occupied by each household has to be entered against the name of each Head of household. In cases where a room is occupied by more than one household or they share more than one room, the number of rooms should be given together against a bracket as common to such households.

53. One is likely to come across conical shaped hut or tent in which human-being reside. In such improvised accommodation, there will be no four walls to a room and, therefore, the above definition would not strictly apply to such types of accommodation. In such cases, the tent or conical hut etc., may in itself be construed to be a room.

Col. 12 : Does the household live in owned or rented house : (i) Owned (O), (ii) Rented (R)

54. If a household is occupying a census house owned by itself and is not paying anything to any-

*List of Scheduled Castes/Scheduled Tribes for the Union Territory of Goa, Daman & Diu for 1971 Census

Scheduled Castes

	Caste	Synonym
1.	Bhangi	Hadi
2.	Chambhar	—
3.	Mahar	—
4.	Mahyavanshi	Vankar
5.	Mang	—

Scheduled Tribes

	Tribe	Synonym
1.	Dhodia	—
2.	Dubla	Nalpati
3.	Naikda	Talavia, Nayaka
4.	Siddi	—
5.	Varli	—

body in the form of rent then the household may be considered as living in own house. This should be recorded by 'O'. A household living in a flat or a house taken on 'ownership' basis on payment of instalments, should be regarded as living in its own house, notwithstanding that all instalments have not been paid.

55. If the household lives in rented house write 'R'. A housing unit is rented if rent is paid or contracted for, by the occupants in cash or in kind. Where an owner permits a household to live in a house, rent free even then the household should be treated as living in a rented house. For example, rent free accommodation provided to employees by Government, Institutions, Companies, etc. In such cases, you should treat the house as rented and write 'R'.

Cols. 13 to 15 : No. of persons normally residing in census household on day of the visit of the enumerator

56. Enter the number of males normally residing in the household in column 13: females in col. 14 and total number of persons in column 15 (Col. 13 + Col. 14).

57. In these columns normal residents are to be recorded even though some of them may be absent on the day of enumerator's visit. Casual visitors should be excluded as they will be considered at their respective places of normal residence. But a person who has stayed with the household for a period of 3 months or more should, however, be included. Correspondingly, normal residents absent for over 3 months or more should be excluded from the household in which they normally reside.

Total of these columns should be struck at the end of each page and after completion of houselisting grand total of the block should be struck at the bottom of the last form.

Col. 16 : Does the household cultivate land ? (Yes or No)

58. If the household is cultivating any land then you have to record the answer 'Yes' otherwise 'No'. For determining whether a household is cultivating or not, it should be necessary to ascertain if one or more persons in the household are engaged in cultivation of land or supervision or direction of cultivation of land owned or held from Government or from Private Persons or Institutions for payment in money, kind or share. Enchroachers who cultivate land encroached upon will be regarded as cultivating households for the purposes of this column. If the household has a visitor who cultivates land elsewhere, it can not be deemed that the household as such is a cultivating household, unless the Head/ or other members of the household are engaged in cultivation of their own, the household should not be reckoned as a cultivating household. A household whose members merely work on somebody else's land for wages should not be treated as a cultivating household.

Col. 17 : Remarks

59. If there is an entry in Col. 6 as "Vacant", you have to record the reason such as "dilapidated", "under repair", "incomplete construction", "want of tenant", etc., in this column.

60. After you have completed filling up of the houselist for your block, you will prepare a duplicate copy of the huoselist, for which you would be given adequate number of blank forms.

INSTRUCTIONS—PART II
ESTABLISHMENT SCHEDULE

61. Instead of loading the main Houselist form itself with questions pertaining to Establishments, it has been decided to have a separate schedule in which particulars of each establishment are to be recorded. (See the Establishment Schedule given at the end of this book).

62. The term "Establishment" has been defined in para 40 of this booklet. You are requested to study it carefully, before filling the 'Establishment Schedule'.

63. *The respondents should be fully assured that the information collected in these schedules will be treated as completely confidential and is meant for statistical purposes and will not be used as*

evidence against any individual or establishment for any purpose. The respondents should be encouraged to furnish truthful replies without any reservation.

64. At the top of the schedule provision is made for noting the Location Code No. and name of the areas concerned. This should be the same as those noted on the top of the Houselist which you will be canvassing simultaneously. You should fill the Location Code Nos. etc., correctly.

65. The columns of the Establishment Schedule can be classified into four broad groups :

(i) Columns 1 to 5 are of uniform applicability and entries have to be made in respect of all the establishments :

(ii) Columns 6 to 8 pertain to manufacturing, processing, etc.,—establishments ;

(iii) Columns 9 to 10 relate to trading establishments; and

(iv) Column 11 refers to "other" Establishments which are not covered in column 6 to 10.

Thus, it will be seen that the columns falling within groups (ii) to (iv) are mutually exclusive, while those in group (i) are common to all.

Col. 1 : Sl. No.

66. In this column the establishments are to be entered one after another serially. Arabic numerals should be used for this purpose, *i.e.*, 1, 2, 3, etc.

Col. 2 : Census House No.

67. The Census house number to be noted is the same as that in column 3 of the Houselist and against which 'Yes' is written in column 7 of the Houselist indicating that the Census house is used as an establishment.

68. A point to be noted here is that it is likely that a single factory or workshop may be spread over more than one Census house adjoining one another. Therefore, while in Col. 2 of this schedule a number of Census houses may be noted in respect of that particular unit of production, processing or repairing, trade or business, etc., the entries in Col. 3 onwards will be one only for that group of houses covered by a single unit of production or business, etc., establishment. For example, if a single tea factory in Assam or business establishment in Calcutta should be spread over two or three adjacent buildings, each of the buildings should not be shown as a separate factory or establishment but the House Nos. of all these buildings shown in Col. 2 should be bracketted together and the particulars of the single tea factory or establishment entered in the subsequent columns against this group of houses. If on the other hand the activities of a large firm or an office are carried on in buildings located far away in different localities, each of the Census houses in the different localities will have to be treated as a separate establishment and the particulars of the establishment relating to that particular Census house should be listed in this schedule.

Col. 3 : Name of the Establishment or of the proprietor

69. In this column write the name of the establishment in the case of factories, large manufacturing concerns, a shop or business establishment, banks, office, etc., which usually bear a distinct name. Where an establishment has no separate name as in the case of small workshops and establishments like confectionaries, small tea shops, Dhobi's establishment, household industries, etc., write the name of the owner as "So and so's Halwai shop" etc., This is to help easy identification.

Col. 4 : Is the Establishment—(a) Govt./Quasi Govt. (b) Private (c) Co-operative Institution

70. Enter here whether establishment enumerated belongs to public sector *i.e.*, Govt./Quasi Govt. managed, including establishments run by local authorities, or to private sector, or a co-operative enterprise. Please do not write in the column only (a) or (b) or (c) but write.

(1) "Govt.—Public Sector, or Quasi Govt.—Public Sector, or Local Authority—Public Sector

(2) Private
or
(3) Co-operative.

There may be many schools or libraries, etc., which are not owned by any particular individual or group of individuals. These may be owned by people in general and managed by Managing Committees. Such establishments should be treated as "private" as distinguished from Govt., Quasi Govt. or run by local authorities or co-operative enterprises.

71. An establishment will be treated as a Govt./Quasi Govt. institution if the Central or State Govt. or a Local Authority such as the Zilla Parishad, City Corporation or Municipality, etc., completely owns or has a majority of shares as to control the management of the establishment.

72. Private establishments are those owned and managed by private individuals or corporate bodies not being co-operative institution or Govt. or Quasi Govt. Institutions.

73. Establishments registered under the co-operative Societies Registration Law of the State, alone fall in the category of "Co-operative."

Col. 5 : Average number of persons working daily last week in in the last working season, including proprietors and/or family workers

74. In this column, the information has to be entered relating to the total number of workers including the apprentices, paid or unpaid and also including owner (s) or proprietor (s) of the establishment and any of their family members if they also work in the establishment and also the hired workers, if any. It is not necessary that an establishment should necessarily have paid workers. A small shop run in the same house where the owner lives and the business is attended to by just one person of the household is also an establishment. The average number of persons working per day in the establishment during the week preceding the day of your visit should be recorded. For computing the average number of persons working per day, if the establishment remained closed owing to holiday, etc., such day (s) should be ignored and only the 'days' on which the establishment worked should be taken into account. If during the week preceding your visit, the establishment remained closed either due to strike or lock-out, the week during which the establishment worked preceding such strike or lock-out should be taken into account for reckoning the average number of persons working. The hired workers should normally be in full time employment.

75. Some establishments such as a sugar factory, rice mill, etc., may be seasonal in character and may not be actually working at the time of the present listing. You should then ascertain the particulars of such establishments with reference to the last working season.

76. In case more than one product is produced, or more than one item of business is conducted or several types of services are rendered, it is not necessary to enquire the number of persons employed in the production/business/servicing of each type of product, business or service that is covered against that serial number. For example, in a large textile mill there may be the weaving section, dyeing section, laboratory, repairing section, sales section, etc., It is not necessary to ascertain the employment in each section. The total employment has to be ascertained. The major activity of the establishment will be described in subsequent columns.

"Columns 6, 7 and 8 : If any manufacturing processing or servicing is done".

77. These columns relate only to such establishments in which goods are manufactured or some kind of processing or servicing is done and/or repairs are carried on.

Col. 6 : Is it (a) Household Industry (b) Registered Factory (c) Unregistered workshop

78. *Household Industry : Definition*

A 'Household Industry' is defined as an industry conducted by the Head of the household himself/herself and/or mainly by the members of the household at home or within the village in rural

areas, and only within the premises of the house where the household lives in urban areas. The industry should not be run on the scale of a registered factory.

79. Thus, there are four ingredients of a household industry :—

(i) nature of activity

(ii) participation

(iii) location

(iv) size

80. (i) *Nature of activity* :—A Household industry should relate to production, processing, servicing, repairing, or making and selling (but not merely selling) of goods. *It does not* include professions such as a pleader or doctor or barber, musician, dancer, washerman (Dhobi), astrologer etc., or merely trade or business even if such profession trade or services are conducted at home by members of household.

81. (ii) *Participation* :—The Head of the household and/or one or more members of the household must participate in such an industry. If it is run primarily by hired labourers, the participation' ingredient of the household members will not be satisfied and it will not be a 'Household Industry'. The industry may run with the help of hired workers but the head and/or members of the household must be mainly participating in the industry and not solely dependent on hired workers. Besides "actual work", participation also includes "supervision and direction".

82. (iii) *Location* :—The industry should be located within the premises of the house where the household lives in urban areas; if it is situated at a place other than at home, it will not be termed as household industry in urban areas. In rural areas, however, the industry may be either at home or anywhere within the village limits. In rural areas, even though, the industry is not situated at home; there is a greater possibility of the members of the household participating in it if it is located within the village limits.

83. (iv) *Size* :—The industry should not be on the scale of a registered factory. Irrespective of the location and participation by the members of the household, if the industry or workshop is registered under the Factories Act, then it will not be a household industry.

84. Thus it will be clear that any industry which can be termed as 'Household Industry' must satisfy all the four ingredients mentioned above.

85. (b) *Registered Factory* :—A factory which is registered under the Indian Factories Act should be treated as a "Registered Factory." Any other workshop merely licenced by the Municipal or any other authority or registered for any other purpose should not be treated as a registered factory unless it is registered under the Indian Factories Act.

86. (c) *Unregistered Workshop* :—Workshop is a place where some kind of 'production, processing, servicing, repairing or making of goods for sale' is going on. A workshop which is registered under the Indian Factories Act should be treated as a registered factory and others as unregistered workshops. Workshops which are run as household industry should be treated as household industry and entered as such.

87. When you come across an establishment where some kind of manufacturing, processing or servicing etc. is done, you should ascertain whether it is a Household Industry or a Registered Factory or a Workshop not registered under the Factories Act and write whatever it actually is in this column. Please note that workshops merely licenced or entered in the registers of a local authority are not to be considered as registered factories unless registered under the Indian Factories Act. All workshops other than household industries and not registered under the Indian Factories Act should be treated as unregistered workshops even if they are merely licenced as workshops by the local authorities. Please do not write (a) or (b) or (c) in the column but write "Household Industry" or "Registered Factory" or "Unregistered Workshop", as the case may be.

Col. 7 : Description of the products, processing or servicing done

88. The description of the actual work relating to product, processing and servicing which is done in the Household Industry, factory or workshop that is being listed is to be recorded here, *e.g.*, handloom weaving, lace knitting, *oil ghani*, etc., manufacturing of G.I. pipes, electroplating, motor or cycle repairing, iron foundry, paper making or book binding, printing and dyeing, shoe making, sweetmeat making, etc. If in any establishment more than one article is produced or more than one kind of processing or servicing or repairing is done, indicate only the major kind of products or processing or repairing or servicing, etc.

Col. 8 : Type of fuel or power used

89. Enter here the description of the power or fuel used for the running of the factory, workshop (or household industry if it is run on power or fuel). The fuels can be kerosene, soft coke, petrol, diesel, gas, coal, wood, etc. Electricity and steam, etc. are some of the sorces of power. Some units may be run by animal power such as *oil ghani*. Some may be run by merely human energy such as carpet-making, pottery making, etc. Enter the description of fuel or power used for the production, processing, servicing, etc., that is carried on in the establishment. There may be instances where more than one fuel or power is used, in such cases, only the fuel or power which in used is running the primary unit of the industry will be noted in this column.

90. *Columns 9 and 10 are to be filled in respect of trading establishments or establishments which render commercial services only.*

91. Trading or business establishments are those where some trading *i.e.*, transactions involving sale and/or purchase of goods go on.

Establishments rendering commercial services are the banks, money lending firms, Pawn shops, etc,.

Col. 9 : Description of goods bought/sold

92. If it is a trading establishment, you should ascertain what are the goods bought and/or sold and write the description in this column. If there are more than one type of goods bought/sold by the establishment, you should give description of the main item of goods bought/sold by the establishment.

93. In the case of establishment rendering commercial services such as in the case of Banks etc., you should write the description of the services rendered, as in the case of a bank, you should write "banking services".

Col. 10 : Whether (a) wholesale or (b) retail

94. For all trading establishments, you should ascertain in respect of the goods mentioned in column 9, whether they are sold/bought in wholesale or in retail and write as the case may be.

95. You may come across certain establishment wherein both types of trade *i.e.* wholesale and retail go on. In such cases, you should ascertain in which category (*i.e.* wholesale or retail) the volume of trade is greater and record the category accordingly.

96. In the case of establishments rendering commercial services, *e.g.*, bank, etc. Please do not write any of the two categories *i.e.* 'wholesale' or 'retail' but put an 'X' in this column.

Col. 11 : If used as any other establishment, describe e. g., Govt. office, school, Hospital, Railway Station, Barber's Saloon, Cinema Theatre, Hotel, Tea shop, etc.

97. Two specific types of establishments have been covered in columns 6 to 10. Column 11 relates to the remaining types of establishments not covered by columns 6 to 10. You have to describe such establishments in this column, *e.g.*, Govt. Office, school, Hospital, Railway Station, Orphanage, Rescue Home, Barber's saloon, Cinema, Theatre, Hotel, Tea Shop, Lawyer's Office, Doctor's Clinic, Laundry, etc.

General

98. It is possible that in a particular establishment, more than one activity is being undertaken within the same premises. For example, say in a betel shop, *bidi* rolling is also being undertaken or in a grocery shop a flour mill is also located, or

in the doctor's clinic medicines are sold. In such cases, the establishment should be identified having regard to the major activity and recorded as such in the relevant columns pertaining to the major activity.

99. But if different activities are undertaken in different census houses quite cut off from one another though under the same title or ownership, each such census house should be treated as a separate establishment and recorded as such against that census house in this schedule. It may, however, be noted that where processing for the production of an article is carried on, in separate adjoining census houses, all the census houses should be treated as a single establishment and recorded as such. If on the other hand the activities of a large firm or an office are carried on in buildings located far away in different localities each of the census houses in the different localities, will have to be treated as a separate establishment and the particulars of the establishment relating to that particular census house should be listed in this schedule.

100. After you have completed filling up of the Establishment Schedule for your block, you will prepare a duplicate copy of the Establishment schedule for which you would be given adequate number of blank forms.

CENSUS OF INDIA 1971

HOUSELIST

Name of District..... Code No.....

Name of Taluk/Tehsil/Thana/Anchal/Island..... Code No.....

Name of Village or Town..... Code No.....

Name or number of Ward/Mohalla/Enumerator's Block..... 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 use 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

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									

Note : Please do not write in the spaces enclosed by dotted lines in Cols. 4, 5, 6. 10 & 12. These are meant for use in the Tabulation offices for coding.

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

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

ENGLISH

CENSUS OF INDIA 1971

ESTABLISHMENT SCHEDULE

Name of District..... Code No.....

Name of Taluk/Tehsil/Thana/Anchal/Island..... Code No.....

Name of Village or Town..... 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 (a) Govt./Quasi Govt. (b) Private (c) Co-operative Institution	Average number of persons working daily last week or in the last working season, including proprietors and/or family workers
1	2	3	4	5

If any manufacturing processing or servicing is done			If used as a trading establishment		If used as any other establishment
Is it (a) Household Industry (b) Registered Factory (c) Unregistered Workshop	Description of the products, processing or servicing done	Type of fuel or power used	Description of goods bought/ sold	Whether (a) Wholesale or (b) Retail	describe *e.g.* Govt. Office, School, Hospital, Railway station, Barber's saloon, Cinema theatre, Hotel, Tea shop, etc.
6	7	8	9	10	11

NOTE.—Please do not write in the spaces enclosed by dotted lines in cols. 4, 6, 7, 8, 9, 10 and 11. These are meant for use in the Tabulation Offices for coding.

Signature of Enumerator———————— Date————————

Signature of Supervisor———————— Date————————

APPENDIX 5

INSTRUCTIONS TO ENUMERATORS FOR FILLING UP THE INDIVIDUAL SLIP

General

A s a Census enumerator, yo are performing a duty which is of great national importance. The data you provide through the census form the basis for the demarcation of electoral constituencies; the national planning largely depends on the accuracy of the census data. Census data are also depended upon heavily by the public and Government Organisations. You are privileged to be a Census enumerator. At the same time, your responsibilities are also heavy. You have to fulfil them with a sense of pride and devotion to duty.

2. For your information certain provisions of the Indian Census Act which clothes you with the legal power to canvass the census questionnaire and also prescribes your responsibilities, are reproduced in Appendix I.

3. Please take particular note of the provision of sections 11 (1) (a) and (b) of the Census Act which require you to perform your duty as a census officer diligently and to keep the information collected at the census confidential.

4. The Indian Census has a rich tradition and has enjoyed the reputation of being one of the best in the world. It is hoped that you will help in keeping up this good name.

Reference Date and Enumeration Period

5. The reference date for the population Census of 1971 is the sunrise of 1st April 1971 *i. e.*, the census is expected to provide a picture of the population of the country as it exists at sunrise of 1st April 1971. It is obviously not possible to ascertain the particulars of every individual throughout the length and breadth of the country at this fixed point of time. Therefore, the enumerator will actually commence his work of enumeration on 10th March, 1971 and end it on 31st March, 1971. You will, therefore, have to cover your jurisdiction and enumerate every person as will be explained in the succeeding paragraphs during that period of 22 days. But in order to bring the picture up-to-date as at sunrise of 1st April, 1971 *i.e.*, the reference date for the census, you will have to quickly go round your jurisdiction again on a revisit from 1st to 3rd April, 1971 and enumerate any fresh arrival in your jurisdiction who might not have already been enumerated elsewhere and also take account of any fresh births that might have taken place in any of the households after your previous visit and before the sunrise of 1st April, 1971 and fill in fresh census schedules to cover such cases. As a corollary you will have to also cancel the census schedules relating to persons who may have unfortunately died since your last visit to a household but prior to the sunrise of 1st April, 1971. Births or deaths and arrivals of visitors that had taken place after the sunrise of 1st April, 1971 need not be taken note of by you.

Pad No. and Slip No.

6. The census charge officer or the supervisor would have issued the required number of enumeration schedule pads of individual slips to you. Some may be in pads of 100 schedules and some of 25. On the top of the pad, the pad number would have been noted prominently by the Charge Officer. Soon after you receive your pad, you should check them and note on the right hand corner of each individual slip within each book in the space provided for the purpose, the pad number as given on the top of the cover and you should also allot serial number to each schedule. The serial number of the schedules will have to be given by yourself in one sequence starting with one on the first schedule of the pad and ending with 100 in case of pads of 100 schedules and ending with 25 in case of pads of 25 schedules. In some pads the actual number of schedules may by mistake be a little more or little less. The last serial number in such pads may, therefore, vary accordingly. The

ultimate idea is that every slip should be allotted the pad number as well as the distinct serial number.

Location code and your jurisdiction

7. On the top cover page of each book you will also find the location code number of your village or town indicating the district number, the tehsil or thana or town number and the village number. You may find that the district No. and the tehsil No. have been already stamped on each slip in the rural pads. In the case of urban areas, the town No. may also be rubber stamped along with the district No. In rural areas you will have to note in addition the village No. and the enumerator Block No. and for towns ward No., if any, and enumerator Block No. But if on any slip, location code has not been stamped through oversight. you will have to note the combined location code No. made-up of the district No., tehsil or thana or town No. and the village/ward No. and enumerator block No. on each schedule on the left hand top corner in the space provided for the purpose. Elements of each code should be separated by oblique strokes. The enumerator block number may be noted within round brackets at the end of the location code. Please also see the instructions in para 22 below. You must get yourself fully acquainted with the complete code numbers allotted to your area. This will be intimated to you by your Census Charge Officer.

8. If you have, by any chance, been put in charge of more than one village or urban block, please make sure that you have separate pads for each village or urban block. Do not enumerate the population of a second village or a second urban block in continuation of the first in a common pad. The enumeration schedule pads of each village or urban block will have to remain separate.

9. Your appointment order would have defined your census jurisdiction. You must acquaint yourself with your jurisdiction immediately your appointment order is received. You should get to know the relevant house numbers of the houses which you are expected to visit for enumeration. Any new houses that might have come up within the limits of your jurisdiction for which no number had been allotted before, should be indicated by a sub-number to the adjoining house number. You should also know the dividing line between you and the adjoining enumerator. Make sure that he also knows the boundaries of your jurisdictions so that there is no ambiguity, and overlapping or omission. In case of any doubt you should immediately consult your Supervisor or the Charge Officer.

10. Immediately you are appointed a Census Enumerator please prepare a detailed sketch of the area allotted to you showing the streets, other prominent land marks and also the location of the actual houses that you enumerate. This sketch is important in order that your area may be identified by any one even at a later date. This sketch will also ensure complete coverage at the census. You will be required to give this sketch with your final abstract to your Supervisor immediately after the census enumeration is completed.

Persons to be Enumerated

11. While your appointment order may indicate all the houses that fall in your jurisdiction you will have to locate every household in your area. A household is defined as 'the entire group of persons who commonly live together and take their meals from a common mess unless the exigencies of work prevent them from doing so'. A household can be either a one person household *i.e.*, a person who makes provision for his own food or other essentials for living without combining with any other person to form part of a multi-person household. It may be a multi-person household *i.e.*, a group of two or more persons who make common provision for food or other essentials for living. They may be related or unrelated persons or a combination of both. Households usually occupy a whole or part of not more than one housing unit but they may also be found living in camps, in boarding houses or hotels or other institutions or they may be homeless.

12. You will have to make note of the areas within your jurisdiction where there is a likelihood of houseless persons such as the pavement dwellers or nomads living. Those houseless persons should

all be censused on the night of 31st March 1971. You will also have to cover that night, persons living in boats, if any, in your jurisdiction.

13. All persons normally residing at a place within your jurisdiction during the census enumeration period are eligible for enumeration. A person is considered as normally residing there if he normally stays in that place during the enumeration period *i.e.*, from 10th March till 31st March 1971, and had in fact actually resided there during any part of the enumeration period. If a person had been away throughout the enumeration period he is not to be considered eligible for enumeration here. He will be enumerated wherever he is actually found during the enumeration period. Similarly, a person who would have normally resided at another place during the enumeration period but in fact was absent during the entire period from that place will be enumerated if he is to be found in any household in your jurisdiction as a visitor. Such persons should, however, be coutioned that they should not get themselves enumerated again in case they may move from this place.

14. Thus when you visit a household for the purpose of enumeration, you will enumerate the following persons :

(i) All those who normally stay and are present in that household during the entire period of enumeration *i.e.*, from 10th March to 31st March (both days inclusive) ;

(ii) Also those who are known to be normally residing, and had actually stayed during a part of the enumeration period (10-31 March) but are not present at the time of your visit ;

(iii) Also those who are known to be normally residing and are not present at the time of your visit but are expected to return before 1st April 1971; and

(iv) Visitors who are present in household censused by you but had been away from the place (s) of their usual residence during the entire enumeration period. For the purpose of enumeration such visitors will be treated as normal residents of the place (household) where they were actually found during the enumeration period provided they have not been enumerated elsewhere.

15. You should plan out your work in such a way that you will be able to cover your entire jurisdiction in a systematic manner and you do not leave the work to be accumulated towards the end.

16. Your task is simple. You will be required to convass only one simple Individual Slip containing 17 questions for each individual to be enumerated in your jurisdiction. You will have to later post some particulars on the Population Record and you have to also prepare an Abstract. You have to record the answers as laid down in the succeeding Instructions briefly.

Census Schedule (Individual Slip)

17. The census schedule which is called the Individual Slip that you will be required to canvass is given on next page.

18. One slip will have to be filled for each individual in each household that you visit in your jurisdictoin. You should first enumerate the Head of the household followed by the other members of the household in the most convenient order and ensure that none of the persons in the household is left out. Perhaps it is best that after enumerating the Head of the household, you cover the near relatives first such as, the wife, sons and daughters, son's wife and son's children, daughter's husband and their children forming part of the household then distant relatives, and domestic servants other boarders or visitors, forming part of the household and entitled to be enumerated here. *Please make repeated enquiries about infant and very young children for they are often liable to be left out of count.*

19. The various items to be canvassed on the Individual Slip are explained in the following instructions.

CONFIDENTIAL

CENSUS OF INDIA 1971

Individual Slip

Fsd No. ____

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
   (a) Broad-category
   (i) Worker (C, AL, HHI, OW)
   (ii) Non-Worker (H, ST, R, D, S 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
   (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 ____

Pad No. and Slip No.

20. Make sure that the Pad No. and the Slip No. have been noted by you on the top right hand corner of each schedule against the item provided as already indicated earlier under the general instructions. The noting of Pad No. and the Slip No. is necessary for, you will be later required to tabulate in an Abstract certain items of information of each schedule on a separate form where you will have to indicate the Slip No. concerned against which you will be posting the data. The Pad No. is the number already furnished on the top of the enumeration schedule pad and the Slip No. is the serial number that you will be giving for each schedule in this pad. You are also advised to use the pads in a sequence starting with the lowest pad number.

21. In case your jurisdiction covers more than one village or more than one urban block please ensure that you do not make use of a common pad of schedules for all the villages or urban blocks in your charge. There should be separate pads for each village or urban block even if there were a few blank schedules left over in the pad of a particular village or urban block.

Location code

22. Though this has already been referred to generally earlier, it is worth elaborating. The location code is the method by which every village or town in a tehsil/taluk/police station/anchal/island in every district of a State is identified by one combination of numbers. For this purpose, every district, tehsil, taluk, police station, anchal or island, village or town in your State would have been alloted code numbers. Your Charge Officer Officer would have indicated to you the district, tehsil. taluk, police station. anchal or island and the village or town numbers as also the ward number of the town pertaining to your jurisdiction. By a combination of these numbers one can exactly locate your village or town. Thus, a code number running as 10/3/46 would mean village No. 46 in Tehsil No. 3 of District No. 10 of a State, or a code number running as 6/II/5 would mean ward No. 5 in Town No. II of District No. 6. Note that the town No. is given in roman figure to distinguish it from rural code No. At the end of the location code you should add within round brackets the enumeration block number that has been allotted to you by your Charge Officer thus 10/3/46 (60) or 6/II/5(4). You will be identified by enumerators' block number and this has to be entered in you Daily Posting Statement. (The enumerators' block numbers will be a continuous number for the tehsil/taluk/ town etc.)

23. Make sure that you know the correct location code of the area allotted to you. You should note down the location code on each blank individual slip immediately the enumeration pads are issued to you. This will save you the trouble of noting the location code number later when you actually visit each household within your block for enumeration. When you visit the household you may have to then note only the household number as indicated in the next para by the side of the location code number which you would have already indicated.

Household Number

24. The identifying household number of the household that you are covering at the Census should be noted within the square brackets provided for the purpose. As you may be aware, Houselisting and Housenumbering operation was undertaken during 1970 with a view to numbering each census house and locating all households living in census houses. In the course of this operation each census house was given a number and households found therein would also have been allotted a number. The census house numbers would be painted on the houses at prominent place, like the pillar of the main gate, top of the main door etc. Sometimes there may be more permanent housenumbering plates affixed. In the case of thatched houses, numbers may have been written out on a tin plate or wooden board and left with the households with a request to preserve the same. You should use this number.

25. It may happen that when you visit your area for census taking you may come across some census houses which did not exist at the time of houselisting and therefore, no numbers had

actually been allotted to them. You should allot a number after consulting the order of numbering prevailing in your jurisdiction (Please see Appendix II) and locate the households living therein. For example, if in between buildings 9 and 10 another building has come up; you should allot the number 9/1 to this structure and in case more than one building has come up numbers like 9/1, 9/2, 9/3 and so on should be used for the new structures then locate the census houses in accordance with the instructions in Appendix II and thereafter locate the households and allot numbers in the prescribed manner. The household number will be the same as the house number if only one household is living in a house. If there were more than one household then alphabetical sub-numbers within brackets as 19(a), 19(b), etc. will have to be added to the house number to distinguish each household. It may also happen that the number given at the time of houselisting has been obliterated. You should allot the correct number having regard to the preceding and succeeding buildings.

26. For the purpose of conveniently understanding the housenumbering system, the instructions governing the numbering of buildings, census houses and households are given in Appendix II.

27. *If the household happens to be an institutional household such as a boarding house, hostel, hotel, chummery etc., where a group of unrelated persons stay together then add 'INST' to the household number.*

28. *If you are enumerating the houseless persons, you should record 'O' boldly in the space provided for the household number.*

29. In all the individual slips pertaining to the members of the same household, the household number will be repeated. You will then start recording the particulars of each individual against questions indicated in the Individual Slip according to the instructions that follow.

Please do not write anything in the spaces enclosed by dotted lines in question Nos. 2, 3, 5, 6(b), 7(b), 7(c), 7(d), 8(b), 8(c), 8(d), 9—15, 16(a), 16(d), 16(e), 16(f), 17(a) 17(d), 17(e), and 17(f). These are should for writing code numbers in the tabulation offices.

Question 1 : Name

30. Write the name of the person enumerated. If a woman's name is not given out, describe her as 'so and so's wife, mother or daughter'. By custom if a woman finds it difficult to give the name of her husband and if the man is absent at the time of enumeration but his particulars have to be recorded write 'so and so's husband' if you have failed to ascertain the name even from the neighbours.

For newly born infants who have not yet been given the name write "baby" and add father's or mother's name.

Question 2 : Relationship to Head

31. In the case of the Head of the household write 'Head'. The Head of the Household for census purposes is a person who is recognised as such in the household. He is generally the person who bears the chief responsibility for the maintenance of the household and takes decisions on behalf of the household. The Head of the household need not necessarily be the eldest male member, but may even be a female or a younger member of either sex. You need not enter into any long argument about it but record the name of the person who is recognised by the household as its Head.

32. In the case of institutions like boarding houses, messes or friends living together in one census house, which should be regarded as households of unrelated persons living together, which may be called institutional Households, the manager or Superintendent or the person who has administrative responsibility or who by common consent is regarded as the head should be recorded as the Head of the household.

33. The Manager or Superintendent who does not stay normally in the institution should be enumerated at his place of normal residence. You should make sure before filling up the slip for the Manager or Superintendent etc., of an institutional household, that he/she has not been enumerated at any other household.

34. In the case of absence of a normal 'Head', the person on whom the responsibility of managing the affairs of the household falls, should be regarded as the Head.

35. All relationships in this question should be recorded in relation to the Head of the household. Write the relationship in full. Do not use words like 'nephew', 'niece or uncle', but state whether brother's or sister's son or daughter (for nephew or niece) or father's or mother's brother (for uncle), 'son' will include 'adopted son' or 'step son'; similarly for a daughter. In the case of visitors, boarders, or employees, write 'visitor', 'boarder', or 'employee' as the case may be. In the case of institution, the members should be recorded as 'unrelated'.

36. If on the check of revisional round between 1st and 3rd March 1971 the Head of the household as recorded previously is found to have died, the person in the household who succeeds him by common consent as head should be recorded as Head and the relationships in all other slips will have to be suitably corrected. The slip of the deceased Head of the household will, of course, be cancelled.

Question 3 : Sex

37. For males write 'M' and for females 'F' within the circle indicated against this question. Even for eunuches and hermaphrodites write 'M' only. Verify with reference to the name and relationship to Head against questions 1 and 2 respectively that you have noted the sex correctly.

Question 4 : Age

38. Record the age of the person in total years completed last birthday. Very often there is a tendency on the part of the individuals to return 'years running' rather than the 'years completed'. Make sure that only the actual number of years completed is recorded.

39. In respect of infants who *might not have completed one year* by the day of enumeration their age in completed years should be invariably shown as 'O' as they have not yet completed one year of age and add 'Infant' in brackets. As was stated under general instructions make sure that infants even if a day old are invariably enumerated. *You should not enter the age in months.* The age of an infant who has not yet completed one year should invariably be noted as 'O' only.

40. Age is one of the most important items of demographic. data and you should ascertain the age with greatest care. Many persons particularly in the rural areas cannot give their age correctly. They should be assisted to state the correct age by stimulating their memory with reference to any historical event, etc., well known in the area. Sometimes the age can be ascertained with reference to the age of another person of a known age that may be in the same household or in the neighbouring household or that of a well known person of the village such as Headman of the village. A person can more easily say whether he was order or younger to such a person and by how many years. This will help you to record the age more accurately.

Question 5 : Marital Status

41. In answering this question use the following abbreviations :

NM : Never Married
M : Currently Married
W : Widowed
S : Separated or Divorced

42. For a person who has never been married at any time before, write 'NM'. For a person currently married, whether for the first or another time and whose marriage is subsisting at the time of enumeration with the spouse living, write 'M'. Write 'M' also for persons who are recognised by custom or society as married and for the persons in stable *de facto* union. Even if a marriage is disputed in the locality write 'M' if the person concerned says he or she is married or is in stable *de facto* union. For a widowed person whose husband or wife is dead, and who has not been married again, write 'W'. For a person who has been separated from wife or husband and is living apart

with no apparent intention of living together again or who has been, divorced either by a decree of a law court or by an accepted social or religious custom but who has not remarried, write 'S'. For a prostitute return her marital status as declared by her.

Question 6 : For currently married women only

43. This question has to be answered in respect of all currently married women only, *i.e.*, all women whose marital status is shown as 'M'against Q. 5. For all others a cross may be put through the two sub-parts of this question.

6 (a) Age at marriage

44. You should ascertain the age at which the currently married women whom you are enumerating was married and record that age in completed years. If the currently married woman had been married more than once, the age at which she got married for the first time should be recorded.

6 (b) Any child born in the last one year

45. You should ascertain if the currently married woman whom you are enumerating gave birth to a child in the last one year prior to the date of enumeration. Since it may be difficult for a person to reckon the exact year with reference to the English calendar date, the period of one year may be ascertained with reference to a well known festival day which falls close to Feb-March, as determined by the Census Superintendent of the State. You should ask if a child was born on or after this festival day last year to the date of enumeration. Only if the child was born alive, even if the child had died soon after birth, should the answer be 'Yes', to this question. *Still birth, i.e., a child which is born dead should not be taken into account for this purpose.* So while you should make sure that every case of birth of child born alive, even if it is not alive on the date of enumeration, is reported, you should not reckon it if the child was born lifeless.

46. It is common experience that the birth of the child may not be reported readily if the child is not actually surviving at the time of enumeration. Infant deaths are still high in the country. There is a chance of a number of such cases being missed unless specifically questioned about them. It is necessary to record all live births even if the child had died soon thereafter or had not servived to the day of enumeration. Therefore, where the initial answer to this question is 'no', you should ask a specific question if there has been a case of child having been born alive in the last one year and later dying before the enumeration date. This is a delicate question and should be asked with tact in a manner not to offend the sensibility of the respondent. Where a currently married woman first answers that she had no child born in the last one year, you may perhaps question her as follows :

"It has been found in some houses that a child was born and has died soon after or a few days or months later and such cases had not been reported. It is my hope that there are no such cases here. Am I right ?"

This may bring in the required response. If she reports 'no' then you can be sure that no birth has been missed. You have to make sure that any live birth that has occurred to the currently married woman in the last one year is netted whether the child is surviving till the date of enumeration or not. Similarly, probe to eliminate still births may be necessary. For example, when the answer is 'yes' under question 6(b) the enumerator might ask if the child is here in this house, if the answer is 'yes', no further question is needed. If 'no', the enumerator might ask where he has gone. The answer may be 'dead' or he has gone elsewhere. If 'dead' then the enumerator might ask when did the child die and this will bring out the fact whether or not it was a still birth.

47. Write 'Yes', if the currently married woman had given birth to a live child from the prescribed festival day last year to the date of enumeration or 'no' if she had not. In case of twin or multiple births, write 2, 3, etc., as the case may be within round brackets after the entry 'Yes'.

Note :—You may find on your revisional round from 1st to 3rd April 1971 that a child is born to a married woman in a household after your last visit but before the sunrise of 1st April, 1971. You will have to take this into account and correct the answer against the Q. 6 (b) accordingly. You must enquire specifically if any such birth has taken place. While ignoring still births all other births where the child was born alive even if it did not survive long should be taken into account.

Question 7 : Birth Place

48. Answer to this question has to be filled with reference to the place of birth of the persons enumerated and the particulars recorded under the four sub-items of this question.

7 (a) Place of Birth

49. Write 'PL' for a person born in the village or town where he is being enumerated. Where 'PL' is noted againstt his question put 'X' against sub-items (b), (c) and (d).

For those born outside the village or town of enumeration write the actual name of the place against sub-item (a) and fill the other details against sub-items (b), (c) and (d).

7 (b) Rural/Urban

50. For those born outside the village or town of enumeration ascertain if the place of birth was a village or town at the time of his birth. To enable a person to determine whether the place was a town or a village he may be required to indicate the status of the place of birth in comparison with a known town in the neighbourhood of the place of enumeration. You may mention some important urban characteristics to enable the person to make out if the place of his birth was rural or urban *e.g.*, existence of a local administrative body, industrial townships declared as towns etc.

For a person born in a village, write 'R'.

For a person born in a town/city, write 'U'.

For a person born in a foreign country put 'X' against this sub-item and also against sub-item (c). If all efforts to classify the place of birth as rural/urban fail, write 'not known'.

7 (c) District

51. For a person born outside the village or town of enumeration but within the district of enumeration write 'D'. For a person born in another district of the State of enumeration, or other State/Union Territory in the country, write the name of the district. If the person cannot name the district, write 'not known'.

7 (d) State/Country

52. For persons born within the State of enumeration write 'X' against this item. Make sure that the earlier entries made in sub-items (a), (b) and (c) are consistent with such an answer; that is 'PL' might have already been written against sub-item (a) or 'D' is written against sub-item (c) or any other district of the State of enumeration is mentioned against sub-item (c).

53. For persons born outside the State of enumeration but within the country, write the name of the State/Union Territory where born.

54. For those born outside India, note merely the name of the country and there is no need to enter the name of the constituent State of the foreign country. Where a person cannot name the country, the name of the continent may be noted.

55. For a person born on sea, record 'born at sea', against this sub-item and put 'X' against sub-items (a), (b) and (c). If a person was born in a train, boat or bus etc., within the country, write the country, write the particulars in (a), (b) and (c) with reference to the administrative territory where the event occurred or was registered.

Question 8 : Last Residence

56. Answer to this question will have to be filled in respect of every person if he had another place of normal residence irrespective of his place

of birth, before he came to the present place where he is enumerated. Even if a person was born at the place of enumeration, by the nature of his work or for studies etc., he had shifted subsequently to another village or town and had come back again to the place of enumeration, he should be deemed to have had another place of residence prior to his enumeration here.

The last previous residence is relevant only if he had been outside the village or town of enumeration and not simply in another house or locality in the same place. For example, if a person born in one part of Bombay City is found residing in another part of Bombay at the time of enumeration, the change of residence should not be treated as change of place of residence because both the areas are comprised in the same city of Bombay. Similarly, a person born in hamlet 1 of village Rampur and found in hamlet 2 of the same village at the time of enumeration, should not be deemed to have had any other place of residence than the village where he is enumerated. Where a person had merely gone out to another place or had been shifting from place to place purely on tour or pilgrimage or for temporary business purposes, he should not be deemed to have had another residence different from the place where he ro his family normally resides but if the person had his normal residence, *i.e.*, if his normal home had been elsewhere at any time before he is enumerated at his place of present residence, irrespective of where he was born, such place of his previous residence should be recorded here.

8 (a) Place of last residence

57. For a person who had been in the village or town of enumeration continuously since birth (except for shfiting to other places outside the village or town of enumeration for a purely temporary stay) write 'PL' against sub-item (a) and put 'X' against sub-items (b), (c) and (d).

For a person who had had his last previous residence at any place outside the village or town of enumeration (irrespective of his place of birth), write the actual name of the village or town where his last residence was against sub-item (a) and fill the other details against sub-items (b), (c) and (d).

8 (b) Rural/Urban

58. For a person who had previously reside outside the place of enumeration ascertain if the place of last previous residence was rural or urban and record the answer. For a person whose last previous residence was a village write 'R'. For a person whose last previous residence was a town/city, write 'U'. For a person who last resided in a foreign country write 'X'. For a person whose last previous residence cannot be classified, write 'Not known'.

Rural or Urban status has to be determined with reference to the time of migration from the place of last previous residence to the place of enumeration.

For helping the person to determine whether a place was rural or urban, you may mention important urban characteristics as indicated in the instructions against item 7(b) in para 50.

8 (c) District

59. For a person who had previously resided in another place, *i.e.*, for whom 'PL' is not written against sub-item (a) you have to fill in this item in the manner indicated below :—

For a person who previously resided in another village or town within the district of enumeration write 'D'. For a person who previously resided in another district of the State/Union Territory of enumeration or of other State/Union Territory in the country, write the name of the district. If he cannot name the district write 'Not known'. For a person whose last previous residence was outside India write 'X' against this sub-item.

8 (d) State/Country

60. For a person whose last previous residence was outside the village or town of enumeration but within the State or Union Territory of

enumeration write 'X' against this item but if it was outside the State or Union Territory of enumeration but within the country write the name of the State/Union Territory. For a person whose last previous residence was outside the country write the name of the country and if name of the country is not forthcoming write the name of the continent.

For persons who had not moved out at all from the present place of enumeration from birth (except for purely temporary stay) this sub-item need not be filled and 'X' should be put in respect of persons against this sub-item.

Question 9 : Duration of residence at the village or town of enumeration

61. Note here the period of the existing continuous residence in the village or town where the person is being enumerated, in completed years. This will apply to even a person born at the place of enumeration. If he had left this village or town and had lived elsewhere for sometime *i.e.*, in Q. 8 another place of last residence is reported and has come back again to this village or town, then the duration of residence to be noted against this question is the period of the last continuous residence. But if a person had been away on a temporary visit or tour etc., that should not be taken as a break in the period of his continuous residence here. If the person was born at the place of enumeration and also had no other place of last residence, *i.e.*, 'PL' has been noted in Q. 8 (a) then 'X' may be put against Q. 9.

For a person whose duration of continuous residence at the place of enumeration is less than 1 year, it should be noted as 'O'.

Question 10 : Religion

62. In answering this question use the following abbreviations :

H : Hinduism
I : Islam
C : Christianity
S : Sikhism
B : Budhism
J : Jainism

For others record the actual religion as returned fully.

63. If a person says that he has no religion it may be recorded accordingly. Do not mistake religion for caste which will not be recorded here.

Question 11 : Scheduled Caste or Scheduled Tribe

64. You have been furnished with a list of scheduled castes and scheduled tribes notified for your State*. Ascertain if the person enumerated belongs to a scheduled caste or scheduled tribe and if he does, then record the name of the scheduled caste or scheduled tribe which should find place in the list furnished to you. The answer should be recorded against the correct rectangle provided for the purpose against this question. For a person who is not a member of any scheduled caste or scheduled tribe write 'X' in both the rectangles.

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*List of Scheduled Castes/Scheduled Tribes for the Union Territories of Goa, Daman & Diu for 1971 Census

Scheduled Castes		Scheduled Tribes	
Caste	Synonym	Tribes	Synonym
1. Bhangi	Hadi	1. Dhodia	—
2. Chambhar	—	2. Dubla	Halpati Talavia
3. Mahar	—	3. Naikda	Nayaka
4. Mahyavanshi	Vankar	4. Siddi	—
5. Mang	—	5. Varli	—

65. If the person belonging to a scheduled caste or scheduled tribe returns his caste or tribe by synonym or generic name of a caste or a tribe it should be entered only if it finds a place in the list furnished to you. Do not write the names of secheduled castes in general terms as 'Harijan' or 'Achhut'. You should ascertain the name of the caste when it is returned and write it in the rectangle provided for recording the name. Similarly, do not write the names of scheduled tribes in general term as 'Adivasi'. You should ascertain the name of the tribe when it is returned and write it in the rectangle with broken lines provided for recording the same. If a person is negligent and insists on calling himself merely 'Harijan' or 'Achhut' or 'Adivasi' as the case may be, tell him that this description is not adequate for census purposes and persuade him to give out the actual name of the caste or tribe. You should make all efforts to ascertain the correct name of the scheduled caste or scheduled tribe as found in the notified list. If the person merely claims to be a scheduled caste or scheduled tribe but says that he does not belong to any of the notified communities applicable to the area, he will not be entered as a scheduled caste or scheduled tribe.

66. Scheduled castes can belong only to the Hindu or Sikh religions. If a person belongs to scheduled caste, there will be either 'H' or 'S' in the answer to question 10. Scheduled tribes may belong to any religion.

Question 12 : Literacy (L or O)

67. *Definition of a literate* : A person who can both read and write with understanding in any language is to be taken as literate. A person who can merely read but can not write is not a literate.

68. It is not necessary that a person who is literate should have received any formal education or should have passed any minimum educational standard.

69. For a person who is literate *i.e.*, who can both read and write, record 'L' in the triangle against question 12. If there is any doubt about a person's ability to read or write, the test that may be applied for reading is his/her ability to read any portion of the printed matter in the Enumerator's Instructions and similarly for writing he/she should be able to write a simple letter. Ability merely to sign one's name is not adequate to qualify a person as being able to write with understanding. If a person claims to be literate in some other language with which the enumerator is not acquainted, the respondent's word has to be taken as correct. Other members of the household may also be able to testify to the literacy of the person enumerated.

70. For a person who is illiterate, *i.e.*, who can neither read nor write or can merely read but cannot write, in any language, write 'O' in the triangle against question 12. All children of the age of 4 years or less should be treated as illiterate even if the child is going to a school and may have picked up reading and writing a few odd words.

Question 13 : Educational level

71. This question will be asked of those for whom 'L' has been recorded against question 12. For a person who is illiterate and 'O' has been put against him in the answer to question 12, there is no advantage in ascertaining the educational level even if he had at some stage attended school and passed a standard and had relapsed into illiteracy. In such a case you should put 'X'. You have to ascertain and record the highest educational level attained by a person for whom 'L' is recorded in answer to question 12.

72. For a person who is still studying in a particular class, the highest educational level attained by him will be one that he has actually passed and not the one in which he is studying. For example, a person studying in 1st year B.A. should be recorded as only 'PUC' or 'Higher Secondary', as the case may be. Similarly, a person studying, say, in the 4th year of 'MBBS' should not be noted as 'MBBS' but as 3rd year 'MBBS' which is the highest level he has actually attained. If you are not sure whether a person has passed Primary, Middle, Higher Secondary or other definite levels, you may record the actual standard passed such as say IIIrd standard, VIIIth standard, 1st year B. Com. etc.

The highest educational level attained by the person enumerated should be recorded. When a person holds both general and technical qualifications both of which are of equivalent level such as say B.Sc. (Zoology) and M.B.B.S. or B.A. (Maths.) and B.E. (Bachelor in Engineering), the technical qualification should be given preference in recording the highest educational level attained. Where the general educational level is higher than the technical educational level or where it is not possible to decide which of the two levels is relatively higher, the highest level of education as returned by the person concerned should be recorded.

In recording the highest educational level of a graduate or a post-graduate, subject of specialisation such as B.Sc. (Maths.), M.A. (Economics), M.Sc. (Botany), B.Sc. (Agriculture), etc., should be noted. You should not use abbreviations which are not in common use. In such cases, the degree or diploma should be spelt out fully.

73. Whenever you come across graduates or post-graduates as also those with a technical diploma or degree, you will have to issue him a "Degree-holder and Technical Personnel Card" and ask the person concerned to fill it. You should note the location code on the card while issuing it. Put a tick (√) after noting theeducational level against question 13 immediately after you issue a card. When you collect it after some time but before you complete the enumeration of your area, cross the tick and put a circle as (√).

You will have to ensure that the card issued to all the graduates and the technical degree or diploma holders are collected back. The non-crossed tick, if any, against question 13 will show that the card has not been collected.

Question 14 : Mother-tongue

74. *Definition* : Mother-tongue is the language spoken in childhood by the person's mother to the person. If the mother died in infancy, the language mainly spoken in the person's home in childhood will be the mother-tongue. In the case of infants and deaf mutes the language usually spoken by the mother shall be recorded.

75. Record mother-tongue in full whatever be the name of the language as returned and avoid use of abbreviations. You are not expected to determine if the language returned by a person is the dialect of another major language and so on. You should not try to establish any relationship between religion and mother-tongue. *You are bound to record the language as returned by the person as his mother-tougue and you should not enter into any argument with him and try to record anything other than what is returned.* If you have reason to suspect that in any area due to any organised movement, mother-tongue was not being truthfully returned, you should record the mother-tongue as actually returned by the respondent and make a report to your superior Census Officers for verification. You are not authorised to make any correction on your own.

Question 15 : Other languages

76. After recording the mother-tongue in question 14 enquire whether the person knows any other language(s), Indian or foreign and record language(s) returned by him against this question. In case he does not know any language apart from his mother-tongue put 'X' against this question.

77. The number of languages recorded under this question need not be more than two. These languages should be other than his mother-tongue and they should be recorded in the order in which he speaks and understands best and can use with understanding in communicating with others. He need not necessarily be able to read and write these languages. It is enough if he has a working knowledge of these subsidiary languages to enable him to converse in that language with understanding.

Question 16 : Main activity

78. Every person will be asked what his main activity is, that is, how he engages himself mostly. For the purpose of this question, all persons will get themselves divided into two broad streams of main activity namely, (1) as workers and (2) as non-workers according as the type of main activity that the person returns himself as engaged in mostly.

79. *'Worker' defined:* A 'Worker' is a person whose main activity is participation in any economically productive work by his physical or mental activity. Work involves not only actual work but effective supervision and direction of work.

80. *Reference periods:* The reference period is one week prior to the date of enumeration in the case of regular work in trade, profession, service or business. If a person had participated in any such regular work on any one of the days during this reference period and this has been returned as his main activity, the person will be categorised accordingly. A person who normally works but had been absent from work during this reference period on account of illness or travel, holiday, temporary break-down, strike etc., the person should be treated as engaged in regular work in which he would have otherwise been employed but for his temporary absence. Persons under training such as apprentices with or without stipends or wages should be considered as economically active and recorded as working. A person who has merely been offered work but has not actually joined it, is not to be treated as engaged in work.

81. There are certain types of works which are not carried on throughout the year such as cultivation, livestock keeping, plantation work, some types of household industry, etc. A person's main activity should be ascertained with reference to such work in the last one year even if he was not economically active in the week prior to enumeration. It is likely that even when a person is engaged in some other work during the period of one week prior to the date of enumeration, the main activity of the person may be cultivation, agricultural labour or some other work attended to normally by him in the course of the year. Care must be taken to see that the main activity is properly ascertained in such cases. For example, a person's main activity may be agricultural labour and in the week prior to enumeration he may be engaged as a sugarcane factory labourer or as a road cooly. He should be categorised for his main activity as agricultural labourer only as returned by him as he engages himself mostly in that work and the other work should be treated as his subsidiary work.

82. A man or woman who is engaged primarily in household duties such as cooking for own household or performing one's own household duties or a boy or a girl who is primarily a student attending institution, even if such a person helps in the family economic activity but not as a full time worker should *not* be treated as a worker for the main activity. On the other hand, if a person is primarily engaged in some economic activity but at the same time does also attend to some household chores or attends a night school etc., he or she should be treated basically as a worker for the main activity and categorised accordingly.

83. A person who merely receives an income such as a rent receiver or a pensioner who does not have to work for receiving the income, will not be treated as economically active unless the person is also engaged in some economic activity and if that activity is returned as the main activity of the individual.

16 (a) Broad Category (i) Worker (C, AL, HHI, OW) (ii) Non-worker (H, ST, R, D, B, I, O).

84. The main activity returned by the person will entitle him to be categorised either as a worker in 16 (a) (i) or as a non-worker under 16 (a) (ii).

16 (a) (i) Worker (C, AL, HHI, OW)

85. Where the main activity of a person qualifies him to be treated as a worker he should be further categorised according to the type of work and one of the appropriate abbreviations indicated against this question should be entered in the box provided for the purpose. If the person is not engaged in any economic activity an 'X' should be noted in the box. The abbreviations to be used for workers are explained below.

C : CULTIVATOR

86. For a person who returns his main activity as working as a cultivator, the abbreviation 'C' should be used.

87. *Definition of Cultivator :* For purposes of the census a person is working as cultivator if he or she is engaged in cultivation by oneself or

by supervision or direction in on's capacity as the owner or lessee of land held from Government or as a tenant of land held from private persons or institutions for payment of money, kind or share.

88. Cultivation involves ploughing, sowing and harvesting and production of cereals and millet crops such as wheat, paddy, jowar, bajra ragi etc., and pulses, raw jute and kindred fibre crop, cotton etc., and other crops such as sugarcane, groundnuts tapioca, etc., and does not include fruit growing, vegetable-growing or keeping orchards or groves or working of plantations like tea, coffee, rubber, cinchona and other medicinal plantations.

89. A person who merely owns land but has given out land to another person or persons for cultivation for money, kind or share of crop and who does not even supervise or direct cultivation of land, will not be treated as working as cultivator. Similarly, a person working in another person's land for wages in cash, kind or share (Agricultural labourer) will not be treated as cultivator in this question.

AL : AGRICULTURAL LABOURER

90. A person who returns his main activity as engaged as agricultural labourer, the abbreviation 'AL' should be used in the box.

91. *Definition of an Agricultural Labourer :* A person who works in another person's land for wages in money, kind or share should be regarded as in agricultural labourer. He has no risk in the cultivation but he merely works in another person's land for wages. The labourer could have no right of lease or contract on land on which he works.

H.H.I. : HOUSEHOLD INDUSTRY

92. For a person who returns his main activity as engaged in some production, processing, servicing or repair of goods such as, say, handloom weaving, dyeing, carpentry, *bidi* rolling, pottery manufacturer, bicycle repairing, blacksmithy, tailoring etc., it has to be ascertained if it is a household industry, and if so, it should be indicated by the abbreviation 'HHI' in the box.

93. *Definition of a Household Industry :* A household industry is defined as an industry conducted by the Head of the household himself/herself and/or mainly by the members of the household at home or within the village in rural areas and only within the premises of the house where the household lives in urban area. The industry should not be run on the scale of a registered factory.

94. The main criterion of a household industry is the participation of one or more members of a household. This criterion should apply to urban areas too. Even if the industry is not actually located at home in rural areas there is greater possibility of the members of the household participating even if it is located anywhere within the village limits. In the urban areas where organised industry takes greater prominence, the household industry should be confined to the precincts of the house where the participants live. In urban areas even if the members of the household by themselves run an industry but at a place away from the precincts of their home, it will not be considered a household industry. It should be located within the precincts of the house where the members live.

95. A household industry should relate to production, processing, servicing, repairing or making and selling (but not merely selling) of goods. It does not include professions such as a pleader or doctor or barber, musician, dancer, waterman, *dhobi*, astrologer, etc., or merely trade or business, even if such professions, trade or services are run at home by members of household. A list of a few typical household industries is appended to these instructions at Appendix III.

96. Sometimes it is likely that the person who may not be working in his own household industry may be working as a petty employee in another household industry. You should, therefore, enquire whether the person who is not working in his own household industry is working in any other household industry as an employee and record as per instructions given above.

OW : OTHER WORKERS

97. If a person gives his main activity as engaged in any other work which is not cultivation, agricultural labour or household industry, this may be indicated by merely noting 'OW' in the box. The type of workers that may come under the 'Other Workers' category are factory workers, those working in trade or transport, all Government servants, municipal employees, teachers, mining workers, political or social workers, building labourers, etc. etc. In effect, all types of economic activity not covered by cultivation, agricultural labour or household industry will come under this residual category. Workers engaged in plantation or forestry should not be treated as cultivators or agricultural labourers but as 'Other workers.'

98. Further details pertaining to this 'Other' category of workers, as also those engaged in household industry, will be recorded in the subsequent sub-parts (b) to (f) of question 16.

16 (a) (ii) Non-worker (H, ST, R, D, B, I, O)

99. As was stated earlier, question 16 is intended to ascertain the main activity of every individual whether he or she is economically active or not. While 16 (a) (i) helps to broadly categorise all those who have returned some work as their main activity, 16 (a) (ii) will help to categorise those whose main activity is not engaged in any economically productive work, but are basically non-workers. These may be categorised under seven broad heads whose abbreviations are indicated against this question. The appropriate abbreviation will have to be entered in the box provided. The abbreviations are explained below.

H : HOUSEHOLD DUTIES

100. This covers all those persons basically engaged in unpaid home duties doing no other work, or even if such a person may also be participating in some other work, it is not to the same extent as a whole-time worker and if the person has returned his or her main activity as attending to household duties. The main activity of such a person should be entered as 'H'. If a person whose main activity is attending to household duties, also engages oneself in some other economic activity such as helping in family cultivation or preparing cowdung cakes at odd times for sale etc., that economic activity will be covered as secondary work under question 17. On the other hand, a woman who works primarily as a factory worker or a plantation labourer or an agricultural labourer or in some office or shop etc., and also attends to household duties, obviously her main activity will be the economic activity in which she is mostly engaged in and should not be categorised as 'H' for her main activity in this question. She should have been treated basically as a worker and her main economic activity should have been recorded against 16 (a) (i).

ST : STUDENT

101. This refers to those whose main activity is returned as a student. This will cover all fulltime students or chidren attending school. Even if such persons participated in some work but not to the same extent as a full-time worker, by merely helping casually as an unpaid family worker in family cultivation, household industry, trade or business, they should be treated primarily as students, if that is their main activity. 'ST' should be entered in the box. The other economic activity, if any, that such persons attend to will be reflected under question 17 as secondary work.

R : RETIRED PERSON OR A RENTIER

102. A person who has retired from service and is doing no other work *i.e.*, not employed again in some full-time work or does not engage himself in some other work as cultivation, in business, trade, etc., or a person who is a rentier or living on agricultural or non-agricultural royalty, rent or dividend, or any other person of independent means for securing which he does not have to work, will come under this category. 'R' should be noted in the box for a person coming under this category.

D : DEPENDENT

103. This category will include all dependents such as infants or children not attending school or a person permanently disabled from work because of illness or old age. If a girl or an old woman

attends to household duties she should be categorised under 'H' for her main activity rather than 'D'.

Dependents will include all non-workers even if able-bodied who have no other activity coming under any of the categories of non-workers and who are not seeking any work either but are purely dependent.

B : BEGGARS ETC.

104. This will cover beggars, vagrants or such cases as independent women without indication of source of income and those of unspecified sources of subsistence and who are not engaged in any economically productive work.

I : INSTITUTIONS

105. This will cover convicts in jails or inmates of a penal, mental or charitable institution, even if such persons are compelled to do some work such as carpentry, carpet weaving, vegetable growing etc., in such institutions. An under-trial prisoner in a jail should not, however, be brought under this category but has to be indicated according to the main activity he was engaged in before he was apprehended. Inmates of such institutions will be noted as 'I'.

O : OTHER NON-WORKERS

106. This will include all non-workers who may not come under any of the six categories above but are seeking work, they should be noted as 'O' in the box. A boy or girl who has completed education or has stopped studying and is seeking work, will come under this category. If a person is merely spending his time at home as a dependent and is not doing any work and is not seeking any work will come under 'D' rather than 'O'. A person irrespective of age and whether educated or not, if he reports that he is not engaged in any other activity but is seeking work will come under this category.

107. If the main activity of the person who is enumerated does not qualify a person to be treated as a worker and he does not fall under any of the four broad categories of workers covered by 16 (a) (i) and an 'X' has been put int he box against that question, then he must necessarily be categorised under any one of the seven broad types of non-workers and the appropriate abbreviation entered in the box opposite to question 16(a) (ii). Conversely if a person has already been treated as a worker and his main activity has been indicated in the box against question 16 (a) (i), then question 16 (a) (ii) will not apply to the person and an 'X' should be put in the box against question 16 (a) (ii). Thus 16 (a) (i) and 16 (a) (ii) are mutually exclusive.

16 (b) to 16 (f)

108. These sub-parts of question 16 will have to be filled only to describe the details of the household industry or other work indicated against question 16 (a) (i). If the main activity has been shown as 'C' or 'AL' against 16 (a) (i), there is no need to give the details of the cultivation or agricultural labour in these sub-sections.

109. Similarly, if the main activity of an individual has been returned as a non-worker against 16 (a) (ii), sub-sections (b) to (f) will not apply and a 'X' may be put right across all these questions.

16 (b) : Place of work (Name of village/town)

110. Ascertain from each person who is already taken as a worker other than in cultivation or agricultural labour *i.e.*, question 16(a) (i) has been answered as 'HHI' or 'OW', the village or town where he or she works. If the place of work is the same as the village or town of enumeration write 'PL'. In all other cases you should write the name of the place fully. If a person has no fixed place of work such as, say, a travelling vender of vegetables or a pedlar or a rickshaw puller who may go from one village or town to another, note 'No fixed place of work'. If he works in one particular town or village that should be noted.

16(c) : Name of establishment

111. This question and the subsequent sub-sections of question 16 need not be answered for cultivators and agricultural labourers who are already noted as 'C' or 'AL' against question (16) (a) (i).

Record here the exact name of the factory, firm, workshop, business house, company, shop, office, etc., and in respect of public offices you should clearly indicate whether they are Central or State Government or local body offices, etc. If the establishment does not have any definite name such as, say, in the case of a household industry like hand pounding of rice, gur making, bee keeping, handloom weaving, potter's house, blacksmithy etc., note 'No particular name'.

16 (d) : Nature of Industry, Trade, Profession or Service

112. The answer to this question will have to be adequately precise to enable proper classification of the sector of economy in which the person is working. The sector of economy in which a person works may relate to (i) Plantation, Forestry, Fishing, Livestock etc., (ii) Mining and/or Quarrying (iii) Manufacturing (iv) Construction (v) Electricity, Gas or Water Supply (vi) Transport and Communications (vii) Trade and Commerce (viii) Professions and Services. Full details of the type of industry, trade-profession or service in which the person is engaged will have to be recorded here. To help you to appreciate the details that may have to be furnished to classify the economic activity appropriately, substantial description of various economic activities are furnished in Appendix IV, categorised under certain broad classifications. The list in Appendix IV is not exhaustive. You shall have to describe the nature of Industry, Profession, Trade or Service whatever it is, in as precise a detail as possible.

16 (e) Description of work

113. This question has to be filled up for all persons for whom the main activity is shown as 'HHI' or 'OW' in question 16 (a) (i) and for whom you should have also to answer the other subsections of question 16. Under this question, the description of the actual work that the person enumerated is doing is to be recorded irrespective of which type of industry trade, profession or service he may be working and which is already recorded under question 16(d). His actual work should also be given in sufficient detail. If for example a person is merely recorded as say, clerk with no other details, it will be impossible to properly categorise him as to the type of work he does. He may be a clerk attending to correspondence or book keeping or accounting. Similarly if a person were merely to be recorded as a mechanic, it will not help to determine what type of mechanic—electrical mechanic, or a motor mechanic or a locomotive mechanic, etc., he is. The description of the actual work done by a person should be ascertained in adequate detail and recorded against this question.

114. To guide you in answering question 16 (e), the types of particulars that need to be ascertained in respect of a few typical occupations are given in Appendix V.

Appendix V is by no means exhaustive. This illustrates the need to ascertain the full details of the particulars of work performed by an individual for being recorded against question 16 (e).

115. It has been found in the part that substantial number of persons are recorded merely as general labourers. It is necessary to make a probe and find out in which type of work he is mostly engaged as a labourer such as, say, a road coolie, a loader or unloader at a market, a construction labourer, etc.

116. For those in Military service it is enough if it is merely noted as 'in the service of the Central Government'. Other details need not be given.

General

117. There need be no confusion as to the scope of 16 (d) and 16 (e). 16 (d) would represent the nature of industry, trade, profession or service *i.e.*, the field of economic activity in which a person is engaged in work and 16 (e) represents the occupation or the actual work that the person does in the industry, trade, profession or service in which he is engaged. Thus, for example the answer to question 16 (d) may be, say, Cotton Textile manufacture and the answer to question 16 (e) may be Chemical Engineer in that industry or a clerk or an accountant in that industry or a labourer in that industry or a truck driver or the

managing director of the industry and so on. Similarly in question 16 (d) the nature of service may be some department of the State Government Service and in question 16 (e) the description of work may be a clerk or an accountant, a Director of the Deptt., jeep driver in the Deptt. etc., etc. Again say, against question 16 (d) the answer may be private medical practice and in 16 (e) may cover orthopaedic surgeon, or nurse or a sweeper etc., working in that private medical practitioner's nursing home. The sample answers furnished in the specimens (Appendix VI) at the end of this book, the Industrial and Occupational lists in Appendices IV & V and the instructions given by your superior Census Officers may help you to clear any doubts you may have in your mind regarding the scope of questions relating to nature of Industry, Trade, Profession or Service covered by question 16 (d) and the description of actual work of the individual enumerated covered by question 16 (e).

16 (f) : Class of worker

118. For a person who is ;

(i) an Employer, that is, who hires one or more persons in his work described in question 16 (e), write. ... ... ER

(ii) an Employee, that is, who does his work described in question 16 (e) under others for wages or salary in cash or kind write. ... ... EE

(iii) a Single Worker, that is, who is doing his work described in question 16 (e) without employing others except casually, and without the help of other members of the family except casually and a participant in work as members of co-operatives, write ... ... SW

(iv) a Family Worker, that is, who is doing his work described in question 16 (e) in a family enterprise alongwith other members of the family without wages or salary in cash or kind write. FW

For a person for whom an 'X' is put in questions 16 (d) and 16 (e) put an 'X' in this question also.

Explanation

119. An employer is a person who has to employ other persons in order to perform the work entered in question 16 (e). That is to say, such a person is not only responsible for his own personal work but also giving work to others in business mentioned in question 16 (e). But a person who employs domestic servants for household duties or has subordinates under him in an office where he is employed by others, is not an employer, even if he has the power to employ another person in his office on behalf of his own employer or employers.

120. An Employee is a person who usually works under some other person for salary or wages in cash or kind. There may be persons who are employed as managers, superintendents, agents, etc., and in that capacity employ or control other workers on behalf of their own employers. Such persons are only employees, as explained above, and should not be regarded as employers.

121. A Single Worker for the purpose of question 16 (f) is a person who works by himself. He is not employed by any one else and in his turn does not employ anybody else, not even members of his household except casually. This definition of a Single Worker will include a person who works in joint partnership with one or several persons hiring no employees, and also a member of a producer's co-operative. Each one of the partner or members of such producers' co-operatives should be recorded as 'Single Worker'.

122. A Family Worker is a member who works without receiving wages in cash or kind, in an industry, business, trade or service. For example, the working members in a family of *dhobies* where they all participate and each does not receive wages separately will be family workers. There may be family workers in industry, trade or professions as well. For the purpose of this definition members of a family may be drawn from beyond the limits of the household by ties of blood or marriage. The family worker may not be entitled to a share of the profits in the work of the business carried on either by the person or head of the household or other relative.

123. Members of the household who help solely in household duties should not be treated as family workers.

124. In the case of persons engaged in household industry *i.e.*, in the case of persons for whom the answer to question 16 (a) (i) is 'HHI,' there will be three classes of workers *viz.*, Family Worker, Single Worker and Employee. There will be no Employer. Household industry by its very definition is conducted by the head of the household himself or/and other members of the household, the role of hired workers being secondary. If the head alongwith the members of the household is working in a household industry employing hired workers, the head and other members who are working should be treated as 'Family Workers'. If the head alone is working with the assistance of hired worker (s) whose role would be secondary as indicated above, he would be treated as a 'single worker'.

Some illustrations for filling the questions 16 or 17 are given in Appendix VI.

Question 17 : Secondary work

125. This question should be asked of every persons whether he has returned some work as his main activity against 16 (a) (i) or had returned himself under any of the basically non-working categories against question 16 (a) (ii). As was noted earlier, 16 (a) (ii) will cover cases like person performing household duties or students who may not be engaged in any other economically productive work at all; as also those who, through basically are performing household duties or students etc., for the purpose of their main activity, still participated in some other economic activity such as helping the household in several items of work, as in cultivation or in household industry or in looking after the cattle, in attending to family business etc., but not to the extent as a full-time worker. Such participation will be considered as secondary work of these persons.

126. Ask of each person if, besides what he had already returned as his/her main activity against questions 16 (a) (i) or 16 (a) (ii), he/she participated in any secondary work. A number of unpaid family workers participating in the household enterprises, who might have returned themselves mainly as 'H' or 'ST' or 'R' under question 16 (a) (ii) for their main activity will be netted here for their economic activity which is subsidiary. Mere rendering of service for ones own home or production of goods for purely domestic consumption are not to be treated as economic activity. For example, a servant who works as a cook in his or her employer's home for wages will be considered economically active but, a housewife, even if she may work much more than a paid servant, in having to cook for the family or looking after the household will not be treated as economically active for the purpose of this classification. Similarly, women who may produce cloth on a loin loom at home for domestic consumption will not be treated as economically active unless the products are sold and the household derives an income. Participation in work that goes to augment the income of the household will only be treated as economic activity. A boy whose main activity is shown as a student under 16 (a) (ii), can have the secondary work of say, cultivation if he helped the head of the household in the family cultivation during some parts of the season. But if a girl student, whose main activity is shown as 'ST' under 16 (a) (ii), also helped in weaving cloth purely for domestic consumption on a loin loom at home, or helped in attending to household chores, she will not be treated as having any secondary work. Secondary work will be reckoned only if the person is engaged in some economic activity even if marginal in addition to whatever is the main activity under question 16. A person whose main activity is shown as, say, a clerk in a Government Office or a teacher under question 16, also attends to some cultivation by his direct supervision or undertakes some tuition, this will be shown as secondary work under question 16. A person's main activity may be cultivation in question 16 and his subsidiary activity money lending in question 17. Again main activity may be agricultural labourer and subsidiary work sugar factory labourer and so on and so forth.

127. The instructions for the usage of abbreviations in categorising workers under 16 (a) (i) and

filling in the details under 16 (b) to (f) will apply *mutatis mutandis* to question 17 (a) to (f), except that while question 16 (a) (i) will cover the main work, question 17 (a) is intended to cover secondary work which may be possibly part-time. It may also be noted that the non-working categories of activity will not be reported as secondary work under question 17.

128. A few slips showing specimen entries appear as Appendix VII and some illustrations for recording answers against Q. 16 are given in Appendix VI. You are advised to study these specimen entries and illustrations before starting actual enumeration and also consult these and the instructions whenever you are in doubt in recording any answer during field operation.

Population Record

129. Soon after you complete the enumeration of all the persons in the household you are expected to transfer certain items of information of all the individual members of each household to the Population Record. Population Record form is reproduced as Appendix X. If you feel that the filling of the Population Record in the field is likely to take considerable time there is no objection to the details being posted by you later at home at the end of the day. However, soon after you complete the enumeration of all the persons in a household you must note down the Location Code No. and the Household No. on the Population Record and also copy out in Col. 2 all the names of the persons enumerated in the household. This will help you to check with the members of the household and verify if all the persons qualified to be enumerated in the household have been fully enumerated.

The Population Record forms would have been supplied to you in convenient books and each page will normally take the entries of one household. However, if in a large household there are more number of persons than what a single Population Record form can accommodate, you may continue the entries on the next form but note boldly on the top of the continued Population Record as "Continued".

The Population Record hardly calls for any detailed explanation. On the top of each form please note correctly the Location Code No. and the Household No. It is important that you note the Household No. correctly as has been explained in paragraphs 24 to 28 of these instructions. Do not fail to note boldly "INST" in respect of institutional households as explained in paragraph 27 and "O" in respect of houseless households as explained in paragraph 28.

You will be required to furnish information in the Enumerator's Abstract on the total number of occupied residential houses, the census households, the institutional households and houseless households in your block with reference to the entries made in this Population Record. So please make sure that you have entered the Household No. correctly as this will guide you in posting the required particulars in the Enumerator's Abstract. At the right hand side below the Household No., you will have to record information if the household belongs to S.C./S.T. You would have already ascertained if the head of the household belongs to a Scheduled Caste/Scheduled Tribe with reference to Question 11 of the Individual Slip. If the head belongs to any S.C./S T., write S.C./S.T. as the case may be and also the name of S.C./S.T. to which the head of the household belongs.

The columns in the main body of the Population Record are self-explanatory. You have to post them with reference to the information you have collected of each member of the household in the Individual Slip against the relevant questions. However, column 9 of the Population Record may require some explanation. For those who have returned themselves as workers for their main activity against Question 16 (a) (i) of the Individual Slip, while you may note 'C', 'AL' as the case may be, as recorded in the box against Question 16 (a) (i), in respect of those other than cultivators and agricultural labourers, you may please indicate briefly the description of work as recorded in Question 16 (e) of the Individual Slip. For those who have returned themselves as non-workers for their main activity you may note the same abbreviation as recorded against Question 16 (a) (ii).

ENUMERATION OF HOUSELESS POPULATION

130. You must complete the enumeration of all the persons in all the households in your jurisdiction between 10th March and 3rd April, 1971. During this period you should also take note of the possible places where homeless population is likely to live such as on the road side, pavements or in open temple mandaps and the like. On the night of 31st March, 1971 you will have to quickly cover all such houseless population and enumerate them. If there is likely to be a very large number of houseless persons in your jurisdiction whom you may not be able to enumerate single handed in one night you should report to your supervisor so that one or more extra enumerators may be deputed to assist you in the one night enumeration of such houseless persons. You should keep particular watch on the large settlements of nomadic population who are likely to camp on the outskirts of villages. These people will have to be covered on the 31st March. You should of course make sure that they have not been enumerated elsewhere. As per instructions in para 28 you should record 'O' in bold letters for houseless persons in the space provided for household number.

REVISIONAL ROUND

131. In the next three days, *i.e.*, from 1st April 1971 to 3rd April, 1971, you will have to revisit all the households in your jurisdiction and enumerate any new births that had taken place after your last visit but before the sunrise of 1st April, 1971 and any visitor(s) that had moved into the household and who had been away from his/their place of normal residence throughout the enumeration period *i.e.*, from 10th March to 1st April 1971 or an entire household that has moved into your jurisdiction during this period and had not been enumerated anywhere before. In respect of every new birth make sure that you correct the entry in question 6 (b). Please also see the note under para 47.

You will have to ascertain if any death(s) had taken place in any of the households between your last visit and the sunrise of 1st April, 1971, and cross out the individual slip of the dead person writing boldly across it as 'Died'.

If such a deceased person was recorded as 'Head of the Household' then you will have to find out who is recognised as 'Head' in that household after the deceased person. Accordingly, you will have to put 'Head' in Q. 2 in the individual slip of the person who is now recognised as 'Head' and correct the relationship of all members of the household in their respective individual slips, with reference to their relationship with 'Head' now recognised.

Consequential changes in the Population Record shall also have to be made by you. If you have exhausted the entire Population Record for recording the particulars of any household and it becomes necessary to record a new birth or any visitor you will fill in another population record form in continuation taking care that the location code etc., are noted on the second form properly. The serial numbering in the succeeding form for the household should be in continuation of the last serial number of the earlier sheet relating to that household.

ENUMERATOR'S DAILY POSTING STATEMENT

132. Each day you will have to carefully post the information on certain items of each Individual Slip in the prescribed posting forms which have been supplied to you. Do not allow this work to fall into arrears. You are likely, to commit errors if you tried to post particulars of a large number of persons after the lapse of more than one day. You will have to total up the columns of the statements and put the information in an Abstract and hand it over along with the complete schedules to your Supervisor. The posting statements should be filled at the end of each day soon after completion of the enumeration for the day. This will make your work lighter and avoid accumulation and pressure of work at the end and consequent errors in posting. Separate posting forms have been provided for Males and Females and you should take care to post particulars of a person in the right form. This will make it easier to strike the totals of each sex and post the statements. The totals can be struck after the entries are brought up-to-date soon after you complete the enumeration of

houseless persons and you have also accounted for the births and deaths since your last visit at the revisional round. You will observe that the information to be posted pertains to the items against which geometrical designs are found in the Individual Slip such as the one relating to Q. 3 Sex, Q. 11 Scheduled Caste/Scheduled Tribe, Q. 12 Literacy, Q. 16 (a) (i) and 16 (a (ii) Worker or Non-worker. It is necessary that you should fill the Posting Statement with the greatest care.

133. First of all you should enter Location Code, Name of the village/town, Enumrrator's Block No. (No. allotted to you) and your name (enumerator's) in all the Posting Statements. Then start making relevant entries in the Posting Statements taking care that you enter particulars for 'males' in Males Posting Statement (Form M) and for 'females' in Females Posting Statement (Form F).

134. You are advised to make entries in a sequence starting with lowest Pad No. used by you starting with Slip No. 1 in each Pad so as to avoid duplication or missing of any entries. Both the statements are similar except that one is meant for Males and the other for Females. You should not fill up Col. 1 (Final Serial No.) at the first instance. This column will be filled after the revisional round *i.e.*, after you have brought the count up-to-date with reference to sunrise of 1st April 1971 (see para 131) and also after you have struck the grand total of Cols. 4 to 13. In Cols. 2,-3 and 4 you have to copy Pad No., Slip No. and sex as recorded by you in the slips. Even though there are separate forms of Posting Statements for males and females, yet you are required to copy the sex in col. 4 from the Individual Slip as this will help as a check in avoiding mistakes in posting. In the remaining columns a tick (√) may be put against the appropriate columns, wherever information is found against the relevant question and a dash (—) may be put where it is not applicable.

135. Cols. 5 and 6 are to be posted with reference to the entries against Q. 11 of the Individual Slip. If a person is noted as belonging to a Scheduled Caste put a tick under Col. 5 and a dash in Col. 6. If a Scheduled Tribe, put the tick in Col. 6 and dash in Col. 5. If the person is neither a Scheduled Caste nor Scheduled Tribe put a dash under Cols. 5 and 6 of the Posting Statement.

136. Cols. 7 and 8 of the Posting Statement have to be filled with reference to the answer to Q. 12 of the Individual Slip. A person can be either 'L' or 'O'. Put the tick or dash in the corresponding column accordingly. It must be noted that there cannot be a dash in both the columns.

137. Cols. 9—13 must be posted with some care. For a person for whom 'C' has been entered in the box against Q. 16 (a) (i) a tick (√) should be put under Col. 9 and dash (—) under Cols. 10 to 13. Similarly for a person for whom 'AL' or 'HHI' or 'OW' or 'X' has been recorded against Q. 16 (a) (i) a tick (√) may be put under Col. 10 or 11 or 12 or 13 respectively and dash (—) under remaining columns from 9—13. You may please note that where a tick is put in Col. 13 it means the person is a non-worker and there must be a dash in Cols. 9 to 12. For your guidance specimen entries have been made in Enumerator's Posting Statement appearing as Appendix VIII. As you are likely to use more than one Posting Statement you are advised to strike totals by counting the number of ticks (√) in the relevant column(s) as soon as you have completed entries in one form and strike the grand totals after the Revisional Round. Now proceed to fill up Col. 1 in a continuous manner starting with the first entry in the posting statement, while assigning serial number in Col. 1, you should ignore scoredout lines. Thus the grand total of Col. 4 will be the last serial number in Col. 1.

Enumerator's Abstract

138. After striking the grand totals in Enumerator's daily posting statement you have to fill in another form given at Appendix IX (Form T). Specimen entries have been made in this form to give you an idea as to how an Abstract will be filled up. It is most important that this should be done with the greatest care. These abstracts will form the basis of the publication of the first results of the census. In the past censuses the enumerators had given very accurate abstracts.

and there was hardly and difference between the finally tabulated figures and those furnished in the abstract. You should post these abstracts with care and pass on to your Supervisor as quickly as possible. You should hand over the enumeration pads neatly bundled along with a sketch of your Enumeration Block as prescribed in para 10 and the posting statements and the abstract the very next day after the completion of the enumeration. Your work in the posting of the abstracts will be closely checked by your Supervisor. Any carelessness on your part will be taken serious notice of.

With the completion of enumeration and the handing over of the posting statements and the abstract and the census schedule pads your burden is over. If you have done your work well you can have the satisfaction that you have made your humble but invaluable contribution to a vital national task.

APPENDIX I

PROVISIONS OF THE INDIAN CENSUS ACT RELATING TO THE ENUMERATORS

(See para 2)

Asking of questions and obligation to answer

"8. (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,

Occupier or manager to fill up schedule

10. (1) Subject to such orders as the State Government may issue in this behalf, a census officer may, within the local area for which he is appointed, leave or cause to be left a schedule at any dwelling-house or with the manager or any officer of any commercial or industrial establishment, for the purpose of its being filled up by the occupier of such house or of any specified part thereof or by such manager or officer with such particulars as the State Government may direct regarding the inmates of such house or part thereof, or the persons employed under such manager or officer, as the case may be at the time of the taking of the census.

(2) When such schedule has been so left, the said occupier, manager or officer, as the case may be shall fill it up or cause it to be filled up to the best of his knowledge or belief so far as regards the inmates of such house or part thereof or the 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.

Penalties

11. (1) (a) Any census officer or any person lawfully required to give assistance towards the taking of a census who refuses or neglects to use reasonable diligence in performing any duty imposed upon him or in obeying any order issued to him in accordance with this Act or any rule made thereunder or any person who hinders or obstructs another person in performing any such duty or in obeying any such order, or

(b) Any census officer who intentionally puts any offensive or improper question or knowingly makes any false return or, without the previous sanction of the Central Government or the State Government discloses any information which he has received by means of, or for the purpose of a census return,.....

(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.

x x x x

shall 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."

APPENDIX II

PRINCIPLES OF HOUSE-NUMBERING

(*See para* 25)

THE CENSUS HOUSEHOLD NUMBER WILL CONSIST OF : BUILDING NUMBER, CENSUS HOUSE NUMBER AND HOUSEHOLD NUMBER

Building :

"Building" is generally a single structure but sometimes made up of more than one component units, which is used or likely to be used as dwellings (residences), or establishments such as shops, workshops, factories, etc., or as godowns, store, cattle sheds etc., or in combination with any of these such as, shop-*cum*-residence or workshop-*cum*-residence, etc.

2. Sometime a series of different buildings may be found along a street which are joined with one another by common walls on either side looking like a continuous structure. These different units are practically independent of one another and likely to have been built at different times and owned by different persons. In such cases though the whole structure with all the adjoining units apparently appears to be one building, each portion should be treated as separate building and given separate numbers.

3. If there are more than one structure within an enclosed or open compound (premises) belonging to the same person *e.g.*, the main house, the servants' quarters, the garage etc., only one building number should be given for this group and each of the constituent separate structure assigned a sub-number like 1 (1), 1 (2), 1 (3) and so on provided these structures satisfy the definition of a 'Census House' given hereafter.

4. The buildings should be numbered as follows :

(i) If the locality consists of a number of streets in a village, the buildings in the various streets in a village, should be numbered continuously. Streets should be taken in uniform order from North-east to South-west. It has been observed that the best way of numbering the buildings is to continue with one consecutive serial on one side of the street and complete the numbering on that side before crossing over to the end of the other side of the street and continuing with the serial stopping finally opposite to where the first number began.

(ii) In a town/city, enumeration block, the numbering will have to respect the axis of the street and not any pre-conceived geographical direction like North-east etc.

(iii) Arabic numerals (*e.g.*, 1, 2, 3,...) should be used for building numbers.

(iv) A building under construction which is likely to be completed within about a year's time should also be given a number in the serial.

(v) If a new building either pucca or kachha is found after the house numbering has been completed or in the midst of buildings already numbered, it should be given a new number which may bear a sub-number of the adjacent building number, *e.g.* 10/1... ..

Note : 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.

Census House No.

5. A census house is a building or part of a building having a separate main entrance from the road or common courtyard or stair-case etc., used or recognised as a separate unit. It may be inhabited or vacant. It may be used for a residential or non-residential purpose or both.

6. If a building has a number of flats or blocks which are independent of one another having separate entrances of their own from the road or a common stair-case or a common courtyard leading to a main gate, they will be considered as separate census houses. If within a large enclosed area there are separate buildings, then each such building will also be a separate census house. If all the structures within an enclosed compound are together treated as one building then each structure with a separate entrance should be treated as a separate census house.

7. Each census house should be numbered. If a building by itself is a single census house, then the number of the census house is the same as the building number. But if different parts or constituent units of a building qualify to be treated as separate census houses, each census house should be given a sub-number within brackets to the building number as 10 (1), 10 (2), etc. or 11 (1), 11 (2), 11 (3), etc.

8. The order in which census houses within a building are to be numbered, should be continuous, preferably clockwise or in any convenient manner if it is difficult to do it clockwise.

9. The definition of census house may sometimes be difficult of application in its literal sense in the context of varying patterns of structures and their usage. For example, in cities and towns, one does come across a situation when a flat in the occupation of one household as residence may be made up four rooms or so and all the rooms may have direct entrance from a common courtyard, or a stair-case. In terms of the definition of a census house each of these rooms having entrances from the common stair-case etc., may qualify to be treated as census houses. But it does not realistically reflect the situation of the number of houses. In such case, 'singleness' of use of these rooms along with the main house by the household should be taken into account and the entire flat comprising four rooms should be treated as one census house only and assigned one number. If on the other hand each one of these rooms had been separately occupied by independent households and if each portion had separate main entrance then each will be justified to be treated as a separate census house. In a hostel building even if the door of each room in which an inmate lives opens on to a common verandah or stair-case as it happens almost invariably, the entire hostel building may have to be treated as one census house only. In some parts of the country in the rural areas, the pattern of habitation is such that a single household occupies a group of huts within an enclosed fence which has one main entrance. Each of the apparently separated structures is an integral part of the housing unit as such. In such cases it may be more realistic to treat the group as one census house. Care should be taken to ascertain if only one household occupies such a unit or shared by more than one household. Thus the definition of a census house will have to be applied having due regard to the actual situation in such exceptional cases.

10. It is usual to find in municipal towns/cities that every site whether built upon or not are numbered by the municipal authorities on property basis. Such open sites even if they are enclosed by a compound wall should not be listed for census purposes. Only where a structure with four walls and a roof has come up should it be treated as a census house and listed. But in some areas the very nature of construction of houses is such that for example, a conical roof almost touches the ground and an entrance is also provided, and there may not be any wall as such. Such structures should of course be treated as buildings and houses numbered and listed.

Household No.

A Household is a group of persons who com-

monly live together and would take their meals from a common kitchen unless the exigencies of work prevented any of them from doing so. It may be made up of related or unrelated persons. A cook or a servant living in the house of his employers and taking his food there is to be considered as a member of the master's household. A hotel where a number of unrelated persons live together is an institutional household. So is a jail.

11. There may be one or more households in a census house. If there are more than one household, each of them should be given a separate identifying number. This can be done by using the alphabets as (a), (b), (c). etc., affixed to the census house number. For example if building No. 2 is also a census house and has three households, the household numbers will be 2 (a), 2 (b) and 2 (c), If building number 4 has two census houses, the houses will be numbered as 4(1) and 4(2). If within these houses there are respectively 3 and 2 households then they will be numbered as 4(1) (a), 4(1) (b), 4(1) (c) and 4(2) (a) and 4(2) (b) respectively. If however, building No. 3 is also a census house and has only one household the number to be entered will be 3.

APPENDIX III

LIST OF A FEW TYPICAL INDUSTRIES THAT CAN BE CONDUCTED ON A HOUSEHOLD INDUSTRY BASIS

(See paras 92-95).

Foodstuffs

Production of flour by village chakkis or flour mills, milling or dehusking of paddy, grinding of chillies, turmerie, etc., production of gur, khandsari, boora, etc., production of pickles, chutney, jams, etc., processing of cashew nuts, making of dried vegetables, manufacture of sweetmeats and bakery products, production of butter, ghee, etc., slaughtering and preservation of meat and fish, fish curing, etc., oil pressing ghani.

Beverages

Manufacture of country liquor, toddy, production of soda water, ice, ice-cream, sharbats, etc. processing of coffee etc. :

Tobacco Products

Manufacture of bidi, cigars, cherroots, tobacco, snuff, etc.

Textile Cotton

Cotton ginning, carding, pressing and baling, spinning, etc., dyeing and bleaching of cloth, weaving in handlooms or powerlooms or manufacture of khadi, cloth printing, making of fishing nets, mosquito nets, cotton thread, rope, twine, etc.

Textile Jute, Wool or Silk

Similar type of production or processing as mentioned under Textile Cotton but pertaining to the material concerned.

Textile Miscellaneous

Making of *duries*, carpets, hosiery, embroidery, chrochet work, lace garland making, manufacture of headgear, making of *newar*, bed covers, curtains, pillow, pillow cases, etc., making of mattress, quilt (rezai), etc., making of namda, felt, coconut fibre for upholstery, making of brushes, brooms etc., from coconut fibres, coir spinning, manufacture and repair of umbrellas, manufacture of dolls and toys (rags and cotton) etc.

Manufacture of Wood and Wood Products

Sawing and planing of wood, manufacture of wooden furniture, structural goods like beams, door and window frames, etc., wooden agricultural implements and their repair, wooden lacquerware, wooden toys, wood carving, sawdust and plaster figure making, inlay work, match splinters, plywood and veneers, etc., making palm leaf mats, fans, umbrellas, etc., baskets and broomsticks, caning of chairs, making of chicks and khas khas tatties, making of cart wheels, wooden sandals, etc.

Paper and Paper Products

Manufacture of pulp and paper by hand, making of envelopes, paper mache articles, card board boxes, paper flower, paper kites, toys, etc.

Printing and Publishing

Printing works, lithography, block making, book binding, etc.

Leather and Leather Products

Playing and processing of hides and skins, making leather footwear, wearing apparel of leather and fur, repair of shoes or other leather products.

Rubber, Petroleum and Coal Products

Vulcanising tyres and tubes, manufacture of chappals from torn tyres and other rubber footwear, manufacture of rubber products from natural and synthetic rubber.

Chemicals and Chemical Products

Manufactue of toys, paints, colours, etc., manufacture of matches, fireworks, perfumes, cosmetics, manufacture of ayurvedic medicines, soap, plastic products, celluloid goods, manufacture of ink, candles, boot polish, etc.

Non-metallic mineral products and other than petroleum and coal

Making of bricks, roofing tiles, sanitary fittings, cement statues, stone or marble carvings, manufacture of stone structurals, stone dressing and stone crushing, mica splitting and manufacture of other mica products, making of earthenware and pottery, crockery, glass beads and bangles, earthen toys, manufacture of glass products, etc.

Basic metals and their products except machinery and transport equipment

Manufacture of iron arms and weapons and their service and repair, iron and steel furniture, brass, bell-metal utensils, aluminium utensils, tin utensils, copper utensils, etc., nickeling and electroplating, blacksmithy, manufacture and repair of agricultural implements such as ploughshare, etc., making and repairing of locks and trunks, cutlery, manufacture of scales, weights and measures and foundry industry, etc.

Machinery (all kinds other than transport) and electrical equipment

Manufacture of small machine tools and parts, repairing and servicing of fans, radios, domestic electrical appliances, etc.

Transport equipment

Repairing and servicing of automobiles, manufacture of cycle parts, rickshaw parts, boats and barges, manufacture of animal-drawn and hand-drawn vehicles such as bullock carts, wheel barrow, etc.

Miscellaneous manufacturing industries

Repair of spectacles, photographic equipment, goldsmithy, silver filigree industry, gold covering work, bidriware, musical instruments, fountain pens, making of cowdung cakes, manufacture of sports goods, repairing of petromax lights, making of buttons and beads from conchshell and horn goods.

APPENDIX IV

CLASSIFIED LIST OF ECONOMIC ACTIVITIES

(See Para 112)

AGRICULTURE, HUNTING, FORESTRY AND FISHING

(Do not merely say plantation or fishing, etc., but indicate the appropriate details as given here.)

Plantation Crops

Indicate the type of plantation such as tea, coffee, rubber, tobacco, edible nuts, fruits, ganja, betal nuts, etc.

Livestock Production

Indicate what kind of livestock is reared such as goats, sheep, horses, pigs, ducks, bees, silk worm, etc. Production of wool, raw silk, etc., are also covered in this.

Agricultural Services

Indicate what type of agricultural service, *e.g.*, Pest destroying, spraying, operation of irrigation system, animal shearing and livestock services (other than veterinary services), grading agricultural and livestock products, soil conservation, soil testing, etc.

Hunting

Indicate hunting, trapping and game propagation for commercial purpose only.

Forestry and Logging

Apart from planting and conservation of forests, felling and cutting of trees, etc., this would cover production of fuel, gathering of fodder, gums, resins, lac, etc.

Fishing

Sea, coastal and inland water, fishing; pi culture, collection of pearls, conches, shells, sp ges, etc.

MINING AND QUARRYING

(Do not merely say mining or quarrying but indicate further details.) Indicate what is mined such as coal, lignite, crude petroleum, natural gas, iron ore, manganese, gold silver, copper ore, quarrying of stones, clay and sand pits, precious and semi-precious stones; mica, gypsum, etc.

MANUFACTURING AND REPAIR

(Do not merely say engaged in a factory, but indicate what the manufacturing is concerned with as detailed here.)

Manufacture of Food Products

Slaughtering, preparation and preservation of meat; dairy products; canning and preservation of fruits and vegetable; fish, grain mill products; backery products; sugar; boora; common salt; edible oils including vanaspati; processing of tea or coffee; manufacture of ice; animal feeds, starch, etc.

Manufacture of Beverages, Tobacco and Tobacco Products

Rectifying and blending of spirits; wine industries; country liquor and toddy; carbonated water industries; bidi; cigar, cigarettes, zerda, snuff, etc.

Manufacture of Cotton Textiles

Cotton ginning, cleaning and baling; spinning, weaving and finishing of cotton in textiles mills; printing; dyeing and bleaching of cotton textiles; cotton spinning other than in mills (charkha); khadi production; weaving, etc., in handlooms and powerlooms; etc.

Manufacture of Wool, Silk and Synthetic Fibre Textiles

Wool cleaning, baling and pressing; weaving and finishing in mills and other than in mills; dyeing and bleaching; printing of silk, synthetic textiles; etc.

Manufacture of Jute, Hemp and Mesta Textiles

Spinning and pressing and baling of jute and mesta ; dyeing; printing and bleaching of jute textiles and manufacture of jute bags are also covered in this.

Manufacture of Textile Products

(Including wearing apparel other than footwear) knitting mills; manufacture of all types of threads, cordage, ropes, etc., embroidery; carpets; rain coats; hats; made up textiles goods (except garments), oil cloth, tarpaulin; coir and coir products; linoleum, padding, wadding, etc.. are also covered in this.

Manufacture of Wood and Wood Products Furniture and Fixtures

Manufacture of veneer, plywood and their products; sawing and planing of wood, wooden and cane boxes, crats, drums, barrels, etc., beams, posts, doors and windows; wooden industrial goods like blocks, handles; etc., cork products; wooden, bamboo and cane furniture and fixture, etc.

Paper and Paper Products and Printing, Publishing and allied Industries

Manufacture of pulp; paper, paper boards and newsprints; container and paper boxes; printing and publishing of newspapers; periodicals, books, etc.; engraving, block making, book binding, etc.

Leather and Leather and Fur Products

Training, currying, etc., of leather; footwear (excluding repair); coats, gloves, currying, dyeing, etc., of fur, fur and skin rugs, etc.

Rubber, Plastic, Petroleum and Coal Products

Tyre and tubes industries; footwear made of vulcanized or moulded rubber; rubber and plastic products; petroleum refineries; production of coal-tar in coke ovens, etc.

Chemicals and Chemical Products

Manufacture of gases such as acids, alkalis, Oxygen, etc.; fertilisers and pesticides; paints, varnishes; drugs and medicines; perfumes, cosmetics, lotions; synthetic resins, etc., explosive and ammunition and fireworks, etc.

Non-metallic Mineral Products

Structural clay products; glass and glass products; earthen ware and earthen pottery; china ware and porcelain ware; cement, lime and plaster; asbestos, cement, etc.

Basic Metal and Alloys Industries

Iron and Steel Industries; casting foundries; ferroalloys; copper, brass, zinc and brass manufacturing, etc.

Metal Products and parts except Machinery and Transport Equipment

Metal cans from tin-plate, sheets metal, barrels, drums, pails, safe, etc.; structural metal products; metal furniture and fixture; hand tools; utensils, cutlery, etc.

Machinery, Machine tools and parts except Electrical Machinery

Agricultural machinery; cranes; road rollers, boilers, diesel engine; refrigerators, air conditioners, etc.

Electrical Machinery, Apparatus, Appliances and Supplies and Parts

Electrical motors, generators, transformers; insulated wires and cables; dry and wet batteries; radio, television, etc.; X-ray apparatus; electric computors, etc.

Transport equipments and parts

Ship building and repairing locomotives and parts; Railway wagons; coaches, etc.; rail road equipment; motor vehicles; bicycles; aircrafts; push-carts and hand-carts, etc.

Other Manufacturing Industries

Do not say other manufacturing industries but write clearly what is being manufactured like manufacture of medical, surgical and scientific equipments; photographic and optical goods: watches: minting of coins; musical instruments, etc.

ELECTRICITY, GAS AND WATER

Indicate if generation and transmission of electric energy or distribution is involved, *e.g.*, manufacture of gas in gas works and its distribution; water supply, *i.e.*, collection, purification and distribution of water, etc.

CONSTRUCTION

(Do not merely say engaged in construction but give further particulars.) Clear details of the type of construction and maintenance such as buildings, road, railway, telegraph, telephone, water ways and water reservoirs, hydro electric projects, industrial plants, activities allied to construction such as plumbing, heating and air conditioning installation, setting of tiles, marble, brick, etc.; construction of electrical installations, etc., should be given.

WHOLESALE AND RETAIL TRADE AND RESTAURANTS AND HOTELS

Food, Textiles, Live Animals, Beverages and Intoxicants

Indicate clearly that the wholesale trade is done in cereals, pulses; foodstuff; textiles and textile products; *e.g.*, garments, shirtings, etc.; beverages, intoxicants like wines, opium, ganja, tobacco, etc.; wholesale trade in animals, straw and fodder is also covered in this.

Fuel, Light, Chemicals, Perfumery, Ceramics, Glass

Wholesale trade in medicines, chemicals; fuel lighting products; toilets; porcelain, glass utensil, crokery, etc.

All Types of Machinery, Equipment, including Transport and Electrical Equipment

Agricultural and industrial machinery, *e.g.*, harvestors, threshers, etc.; electrical machinery; transport equipments, etc.

Miscellaneous Manufacturing

Wholesale trade in furniture, rubber and rubber products; building materials; clocks, etc.; eye-glasses, etc.; medical and surgical instruments; precious metals, stones and jewellery, etc.

Retail Trade in Food and Food Articles, Beverage, Tobacco and Intoxicants

Indicate clearly that the retail trade is carried in grocery, vegetable, fruit selling, meat, poultry, bakery products, dairy products, pan, bidi, aerated water, etc.

Retail Trade in Textiles

Do not merely say engaged in retail trade in textile, but indicate clearly what the retail trade is concerned with Dealers in textiles (non-ready-made), ready-made garments, are some examples.

Retail Trade in Others

Indicate clearly what kind of retail trade it is like, medical shops, booksellers, building material, etc.

Restaurants and Hotels

Restaurants, cafes and other eating places, hotels, rooming houses, camps and other lodging places.

TRANSPORT, STORAGE AND COMMUNICATION

(Do not merely say engaged in land, water, air transport but give further particulars.) Indicate what kind of transport such as railway, tramway, motor bus, etc. It also includes bullock carts, *ekka*, tonga, etc., ocean and coastal water, inland water transport, air transport, services rendered to transport such as packing, crating, travel agencies, etc. It also includes storage, warehousing, communication such as postal telegraph, wireless, telephone, etc.

FINANCING, INSURANCE, REAL ESTATE AND BUSINESS SERVICES

Indicate clearly whether services belong to Banking; credit institutions other than banks, *e.g.*, loan societies, agricultural credit institutions, etc.; money lenders, financiers, etc.; provident services;

insurance carriers life; fire marine accident, health, etc. it also includes business services, *e.g.*, purchase and sale agents and brokers; auctioneering; accounting; data processing; engineering; advertising services, etc; legal services rendered by advocates, barristers, pleaders, etc.

COMMUNITY, SOCIAL AND PERSONAL SERVICES

It should be clearly indicated whether service belongs to public administration, union government, state government, police service, quasi-government bodies, sanitary services, education, scientific and research, etc.

Personal Services

Do not merely say engaged in personal service but indicate clearly whether it is domestic service, services relating to laundries, cleaning and dyeing plants, hair dressing, photographic studios, international and other extra territorial bodies, etc.

APPENDIX V

CLASSIFIED LIST OF OCCUPATIONS, *i.e.*, DESCRIPTION OF WORK

[Q. 16 (e) and 17 (e) See paras 113-114]

Professional, Technical and Related Workers

(Do not merely say an Engineer, Doctor, Teacher, etc., in describing the work of an individual but furnish more precise particulars as given below.) Indicate clearly in respect of engineers to what branch they belong such as civil, mechanical, electrical, metallurgical, mining, etc. In respect of physicians, state if they are allopathic, ayurvedic, homoeopathic, etc., physiologists and dentists, etc., should be recorded. As regards teachers, state if they are university teachers, secondary school, middle school, primary school or kindergarten teachers. There are various other types of chemists, physicists, archeologists, nurses, pharmacists, health technicians, jurists, social scientists such as economists, statisticians, geographers, historians, anthropologists, etc., as also artists, writers, painters, sculptors, actors, etc., draughtsmen, laboratory assistants, librarians, ordained religious workers, astrologers, etc., who will have to be recorded with particulars of their work.

Administrative, Executive and Managerial Workers

(Do not merely say Government officer, an officer in a private firm or concern but give further particulars.) They may be in Government service or under a local body or in a business firm, manufacturing establishment or a catering establishment or a transport company and so on. Their full description should be recorded such as for example, Secretary to the Government of India, District Collector, Municipal Commissioner, Executive Officer of a Panchayat, Director of a firm, Manager of a business concern, Proprietor and Manager of a hotel, elected and legislative officials, aircrafts and ships officers, etc.

Clerical Workers

(Do not merely denote the work of a person as clerk or office worker but furnish further particulars.)State clearly the type of work done such as cashier, accountant, stenographer, typist, computing clerk, key punch operator, office assistant, guard, brakesman traffic controller, railway ticket inspector, postman, telephone/teleprinter/wireless operator, record keeper, despatcher, etc., office workers would also include peons, daftaries, etc.

Sale Workers

(Do not merely say a worker in a shop but give details.) It should be clearly recorded whether the proprietor of a business concern engages himself in wholesale or retail trade. Saleman or shop assistants, agents of insurance, brokers in share, auctioneers, commercial, travellers, hawkers and street vendors, money lenders, pawn brokers, etc., will also be covered.

Service Workers

(There are all types of service workers such as those engaged as domestic servants or in personal services or in police service or watch and ward, etc. Give precise particulars.) Hotel and restaurant keepers, house-keepers, matrons, and stewards (domestic and institutional), cooks, waiters, bartenders and related workers (domestic and institutional), maids and related house-keeping service workers, building caretakers, sweepers, cleaners, and related workers, launderers, dry cleaners and pressers, hair dressers, beauticians and related workers, protection service workers, such as watchmen, chowkidars, gatekeepers, etc., other service workers.

Farmers, Fishermen, Hunters, Loggers, etc., and Related Workers

Deep sea fishermen, inland or river water fishermen, shell gatherers, forest rangers, charcoal burners, forest produce gatherers, plantation managers, farm machine operators, gardeners, toddy

tappers, rubber tappers, hunters, bird trappers, etc., will be covered.

Production and other Related Workers, Transport Equipment Operators and Labourers

(This may cover a very large variety of craftsmen and operators, etc., whose work will have to be given in adequate detail.) Examples : miners, quarrymen, well drillers, cotton ginners, spinners, dyers, knitters, lace makers, carpet makers, etc., tailors, cutters, hat makers, embroiderers, shoe makers or repairers, saddle makers, leather cutters, etc., blacksmiths, furnacemen, moulders, etc., cart builders, wheel wrights, cabinet makers, etc., stone cutters, bricklayers, masons, hut builders, thatchers, well diggers, etc., jewellers, goldsmiths, watch and clock makers, or repairers, welders and plate cutters, sheet metal workers, machine tool operators, electricians, electrical and electronic wire fitters, radio mechanic, electric linesmen, cable jointers, carpenters, joiners, sawers, etc., printing type machine operators, proof readers, photo-litho operators, book binders, potters, moulders, firemen, kilnsmen, blowers and makers of glass, millers, bakers, confectioners, sweetmeat makers, food canners, coffee or tea planters, tobacco curers, graders and blenders of tobacco, bidi or cigar makers, snuff or zerda makers, tyre builders, crane or hoist operators, loaders and unloaders, etc.

APPENDIX VI

SOME ILLUSTRATIONS FOR FILLING THE ECONOMIC CHARACTERISTICS FALLING UNDER Q. 16 OR Q. 17 ARE GIVEN BELOW :

Q. 16 (a) (i) Worker	Q. 16 (a) (ii) Non-worker	Q. 16 (b) Place of Work	Q. 16 (c) Name of Establishment	Q. 16 (d) Nature of Industry, Trade, Profession or Service	Q. 16 (e) Description of Work	Q. 16 (f) Class of Worker
1	2	3	4	5	6	7
1. C	X	X	X	X	X	X
2. AL	X	X	X	X	X	X
3. HHI	X	PL	No particular name	Spinning yarn in Ambar Charkha	Spinning yarn	FW
4. HHI	X	PL	No particular name	Cotton Handloom Weaving	Dyeing and Spinning yarn	FW
5. HHI	X	PL	No particular name	Flour making chakki	Winnowing and cleaning grains	EE
6. HHI	X	PL	No particular name	Oil ghani	Running oil ghani	SW
7. HHI	X	PL	No particular name	Blacksmithy (making Agricultural implements)	Tempering and polishing implements	FW
8. HHI	X	PL	No particular name	Earthenware pottery	Making pottery on the wheel	FW
9. HHI	X	PL	No particular name	Earthenware pottery	Making and firing kiln	EE
10. HHI	X	PL	No particular name	Carpentry-manufacturing of wooden doors and windows	Carpenter	FW
11. HHI	X	PL	Sarafa-di-Hatti	Goldsmithy	Filling gold ornaments with lac	FW
12. HHI	X	New Delhi	Gupta Hosiery Work	Production of Hosiery goods	Operator, Hosiery machine	EE
13. OW	X	New Delhi	Verma Hosiery Works	Production of Hosiery goods	Account Clerk	EE
14. HHI	X	PL	No particular name	Electroplating	Scraping and Polishing metal	FW
15. HHI	X	PL	No particular name	Production of Cart wheel rings	Putting Iron hoop on Cart wheels	EE
16. OW	X	PL	No particular name	Hair cutting	Barber	SW
17. OW	X	PL	No particular name	Production of honey	Bee-keeping	SW

APPENDIX VI—*Contd.*

1	2	3	4	5	6	7
18. OW	X	PL	No particular name	Livestock raising	Tending cattle	FW
19. OW	X	Gir Forest	Govt. Forest Department	Logging in forest	Cutting trees in forest	EE
20. OW	X	PL	No particular name	Private tuition	Tutor	SW
21. OW	X	PL	No particular name	Fruit growing	Gardener in mango orchard	EE
22. OW	X	PL	Muthuswamy Coffee Estate	Coffee Plantation	Farm labourer	EE
23. OW	X	New Delhi	Northern Railway	Rail Transport	Travelling Ticket Inspector	EE
24. OW	X	PL	Indian Ceramic Institute	Research in manufacturing of ceramic products	Senior Scientific Officer (Ceramic Research)	EE
25. OW	X	PL	Office of the Registrar General, India	Central Govt. Service	Senior Research Officer (Vital Statistics)	EE
26. OW	X	PL	Gypsum Supply Co.	Supplying Gypsum on Orders	Contractor Supplying Gypsum to Sindri Fertilizer Factory	ER
27. OW	X	PL	Chittaranjan Locomotive	Locomotive Factory	Accountant	BE
28. OW	X	PL	Delhi Railway Section	Railway Station Porter	Goods Shed Porter	BE
29. OW	X	Rampur village	C.P.W.D.	Road Construction	Manual Labourer (on muster roll) digging earth	EE
30. OW	X	PL	No particular name	House Construction	Labourer brick laying	SW
31. OW	X	PL	No particular name	Vegetable market labourer carrying goods	General Labourer	SW
32. OW	X	PL	Delhi Electric Supply Corporation Sub-Station	Transmission of electricity with the help of transformer	Machine Operator Electricity	EE
33. OW	X	PL	Madan Brothers	Retail shop in stationery stores	Shop Assistant	FW
34. OW	X	PL	Sahu and Co.	Wholesale Store for grains and cereals	Proprietor, wholesale trade	ER
35. OW	X	PL	Dayanand and Sons	Retail shop of readymade garments and hosiery	Salesman	FW

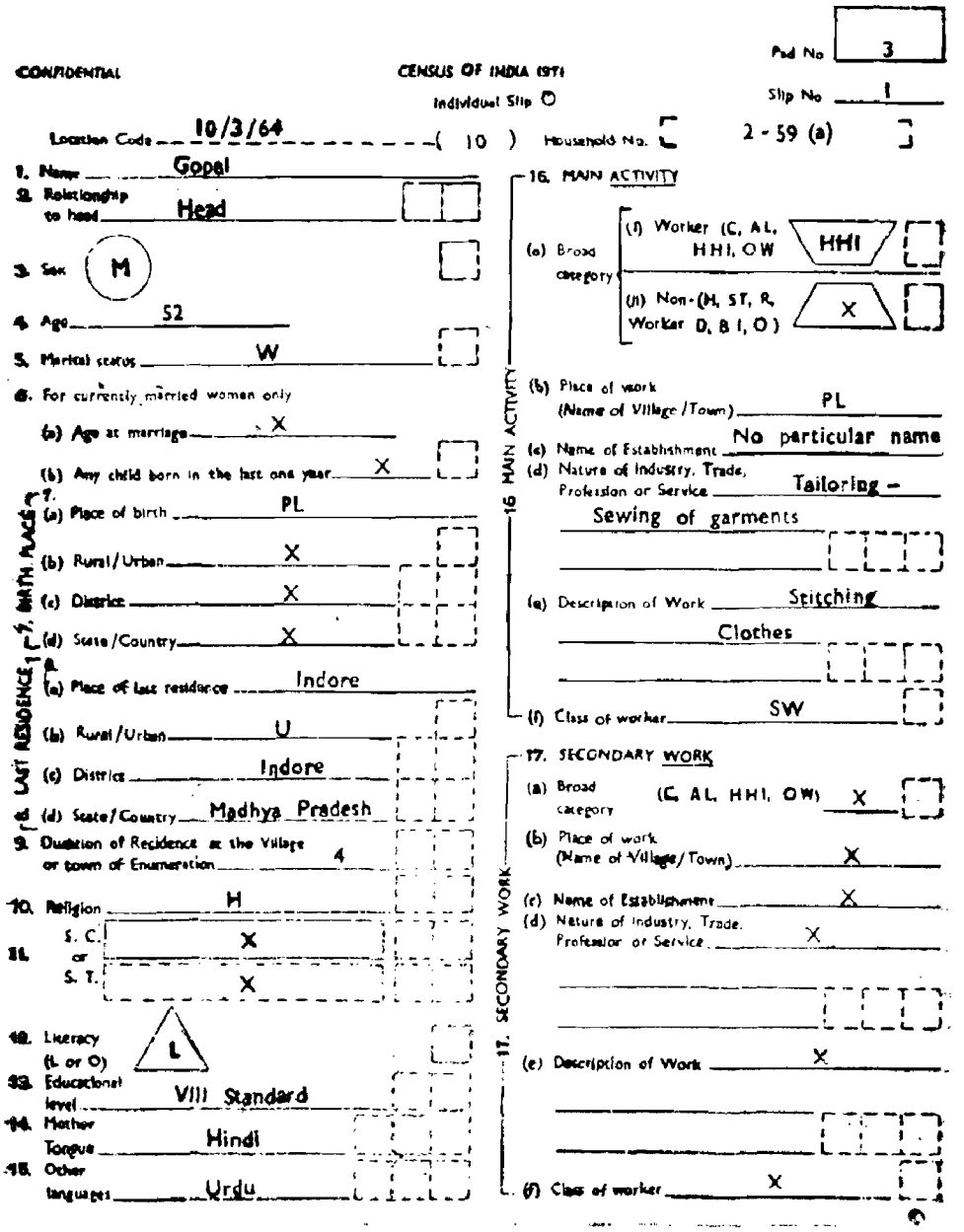
APPENDIX VI—*Contd.*

1	2	3	4	5	6	7
36. OW	X	PL	Kaka Agrico	Dealing in Hardware	Sales Manager	EE
37. OW	X	PL	Indian Iron and Steel Company, Burnpur	Manufacturer of iron and steel structurals	Boiler Room Foreman	EE
38. OW	X	New Delhi	Indian Airlines Corporation	Air Transport	Air Pilot	EE
39. OW	X	Chandigarh	State Motor Transport Undertaking	Motor Transport Service	Bus Driver	EE
40. OW	X	PL	Prakash Transport Service	Goods Transport by Motor Truck	Working Proprietor	EE
41. OW	X	PL	Medical College, Calcutta, Radiology Deptt.	Medical and Health Service of State	Radiologist	EE EE
42. OW	X	PL	I.C.A.R. Pusa, Delhi	Plant Protection Research	Plant Nutritionist	EE
43. OW	X	PL	Bimbla Sugar Factory	Sugar Factory	Chemist	EE
44. OW	X	PL	Akash Chemical and Pharmaceutical factory	Manufacture of Antibiotics	Chemist	EE
45. OW	X	PL	L.I.C., Delhi	Life Insurance Business	Secretary Administration	EE
46. OW	X	PL	Govt. of Tamil Nadu (Commerce and Industry Department)	State Government Service	Assistant Secretary	EE
47. OW	X	PL	-do-	-do-	U.D.C.	
48. OW	X	PL	Kundan Brothers Jewellers, Jaipur	Jewellery Works	Supervisor	FW
49. OW	X	PL	No particular name	Domestic Service	Cook	EE
50. OW	X	PL	Asoka Hotel, New Delhi	Residential Hotel	Cook	EE
51. OW	X	Bangalore	XYZ Club	Recreation Club	Bearer	EE
52. OW	X	PL	No particular name	Retail trade in grocery	Working proprietor	SW
53. OW	X	PL	Bhilai Steel Plant	Steel Production	Chartered Accountant	EE
54. OW	X	Howrah	Howrah Jute Mill	Jute Mill	Accountant	EE

APPENDIX VI—*Contd.*

1	2	3	4	5	6	7
55. OW	X	PL	ABC Film Studios	Production of feature films	Cinema Actor	SW
56. OW	X	PL	Ruparekha Company	Commercial Sign painting	Sign painter	EE
57. OW	X	PL	Portland Cement Co.	Cement manufacturing	Canvas bag maker	EE
58. OW	X	PL	ABC Stock Exchange	Share broker	Share broker in tea and jute	SW
59. OW	X	PL	ABC Business House Ltd.	Discounting of bills of business firms	Managing Director	ER
60. OW	X	PL	Ramachandra Engineering Co.	General Engineering Works	Die Caster	EE
61. OW	X	PL	ABC Paint Factory	Manufacture of paints	Ochre Grinder	EE
62. OW	X	PL	Solan Breweries	Brewery Factory	Distillation Plant Operator	EE
63. OW	X	PL	ABC Chemical Factory	Manufacture of Hydrochloric Acid	Grinder	EE
64. OW	X	PL	ABC Rerolling Mills	Steel Rerolling Works	Cleaner	EE
65. OW	X	PL	ABC Cinema	Cinema House	Gate keeper	EE
66. OW	X	PL	ABC Engineering Works	Iron and Steel Foundry	Moulder	EE
67. OW	X	PL	ABC Oil Mill	Manufacture of mustard oil	Foreman, Packing Department	EE
68. OW	X	PL	ABC Company	Motor body building Factory	Foreman, Saw Mill	EE
69. OW	X	Shahdara	ABC Aluminium Company	Aluminium Factory	Foundry Caster	EE
70. OW	X	Tata Nagar	ABC Iron Factory	Iron Foundry Works	Furnaceman Boiler shop	EE
71. OW	X	New Delhi	Govt. Printing Press	Printing Works	Mono Operator	EE
72. OW	X	PL	ABC Small Tool Company	Small Tools Production	Brass Turner	EE
73. OW	X	PL	State Social Welfare Board	Social Welfare Organisation	Honorary Social Worker	SW
74. OW	X	New Delhi	Parliament, Delhi	Parliamentary Work	Member of Parliament	SW
75. OW	X	PL	No particular journal	Writing for newspapers and periodicals	Freelance journalist	SW
76. OW	X	PL	ABC Party	Promotion of party's Political Work	Political Worker	SW

APPENDIX VII



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Individual Slip O

Pad No 3

Slip No 1

Location Code 10/3/64 (10) Household No. 2 - 59 (a)

1. Name Gopal

2. Relationship to head Head

3. Sex M

4. Age 52

5. Marital status W

6. For currently married women only

(a) Age at marriage X

(b) Any child born in the last one year X

7. LAST RESIDENCE & BIRTH PLACE

(a) Place of birth PL

(b) Rural/Urban X

(c) District X

(d) State/Country X

8.

(a) Place of last residence Indore

(b) Rural/Urban U

(c) District Indore

(d) State/Country Madhya Pradesh

9. Duration of Residence at the Village or town of Enumeration 4

10. Religion H

11. S. C. or S. T. X

12. Literacy (L or O) L

13. Educational level VIII Standard

14. Mother Tongue Hindi

15. Other languages Urdu

16. MAIN ACTIVITY

(a) Broad category

(i) Worker (C, AL, HHI, OW) HHI

(ii) Non-Worker (H, ST, R, D, B I, O) X

(b) Place of work (Name of Village/Town) PL

(c) Name of Establishment No particular name

(d) Nature of Industry, Trade, Profession or Service Tailoring - Sewing of garments

(e) Description of Work Stitching Clothes

(f) Class of worker SW

17. SECONDARY WORK

(a) Broad category (C, AL, HHI, OW) X

(b) Place of work (Name of Village/Town) X

(c) Name of Establishment X

(d) Nature of Industry, Trade, Profession or Service X

(e) Description of Work X

(f) Class of worker X

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Individual Slip

Pad No. 3

Slip No 2

Location Code 10/3/64 (10) Household No. 2 - 59 (a)

1. Name Anand
2. Relationship to head Son
3. Sex M
4. Age 28
5. Marital status M
6. For currently married women only
   (a) Age at marriage X
   (b) Any child born in the last one year X
7. BIRTH PLACE
   (a) Place of birth PL
   (b) Rural/Urban X
   (c) District X
   (d) State/Country X
8. LAST RESIDENCE
   (a) Place of last residence Indore
   (b) Rural/Urban U
   (c) District Indore
   (d) State/Country Madhya Pradesh
9. Duration of Residence at the Village or town of Enumeration 4
10. Religion H
11. S. C. or S. T. S. C. X / S. T. X
12. Literacy (L or O) L
13. Educational level B. A., B. Ed.
14. Mother Tongue Hindi
15. Other languages English, Urdu

16. MAIN ACTIVITY
   (a) Broad category (i) Worker (C, AL, HHI, OW) OW
   (ii) Non-(H. ST. R. Worker D, B I, O) X
   (b) Place of work (Name of Village/Town) PL
   (c) Name of Establishment Rampur High School
   (d) Nature of Industry, Trade, Profession or Service Madhya Pradesh Educational Service
   (e) Description of Work Teacher of [illegible]
   (f) Class of worker EE

17. SECONDARY WORK
   (a) Broad category (C, AL, HHI, OW) X
   (b) Place of work (Name of Village/Town) X
   (c) Name of Establishment X
   (d) Nature of Industry, Trade, Profession or Service X
   (e) Description of Work X
   (f) Class of worker X

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Individual Slip

Pad No. 3

Slip No. 13

Location Code 1/2/3 (10) Household No. 3-96/2

1 Name Ram Raj

2 Relationship to head Brother

3. Sex M

4. Age 29

5. Marital status M

6. For currently married women only

(a) Age at marriage X

(b) Any child born in the last one year X

7. BIRTH PLACE

(a) Place of birth Jehanabad

(b) Rural/Urban U

(c) District Gaya

(d) State/Country Bihar

8. LAST RESIDENCE

(a) Place of last residence Patna

(b) Rural/Urban U

(c) District Patna

(d) State/Country Bihar

9. Duration of Residence at the Village or town of Enumeration 7

10. Religion H

11. S. C. or S. T. X

12. Literacy (L or O) O

13. Educational level X

14. Mother Tongue Magahi

15. Other languages Hindi

16. MAIN ACTIVITY

(a) Broad category

(i) Worker (C, AL, HHI, OW) AL

(ii) Non-(H, ST, R, Worker D, B I, O) X

(b) Place of work (Name of Village/Town) X

(c) Name of Establishment X

(d) Nature of Industry, Trade, Profession or Service X

(e) Description of Work X

(f) Class of worker X

17. SECONDARY WORK

(a) Broad category (C, AL, HHI, OW) X

(b) Place of work (Name of Village/Town) X

(c) Name of Establishment X

(d) Nature of Industry, Trade, Profession or Service

(e) Description of Work X

(f) Class of worker X

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Individual Slip

Pad No 3

Slip No 15

Location Code 10/3/64 (10) Household No 2-64

1. Name Dulari

2. Relationship to head Brother's Son's Wife

3. Sex F

4. Age 20

5. Marital status M

6. For currently married women only

(a) Age at marriage 18

(b) Any child born in the last one year Yes

7. BIRTH PLACE

(a) Place of birth Kishanganj

(b) Rural/Urban R

(c) District D

(d) State/Country X

8. LAST RESIDENCE

(a) Place of last residence Kishanganj

(b) Rural/Urban R

(c) District D

(d) State/Country X

9. Duration of Residence at the Village or town of Enumeration 2

10. Religion H

11. S. C / S. T. X / X

12. Literacy (L or O) O

13. Educational level X

14. Mother Tongue Hindi

15. Other languages X

16. MAIN ACTIVITY

(a) Broad category (i) Worker (C, AL, HHI, OW) X

(ii) Non-(H, ST, R, Worker D, B I, O) H

(b) Place of work (Name of Village/Town) X

(c) Name of Establishment X

(d) Nature of Industry, Trade, Profession or Service X

(e) Description of Work X

(f) Class of worker X

17. SECONDARY WORK

(a) Broad category (C, AL, HHI, OW) X

(b) Place of work (Name of Village/Town) X

(c) Name of Establishment X

(d) Nature of Industry, Trade, Profession or Service X

(e) Description of Work X

(f) Class of worker X

Pad No. 4

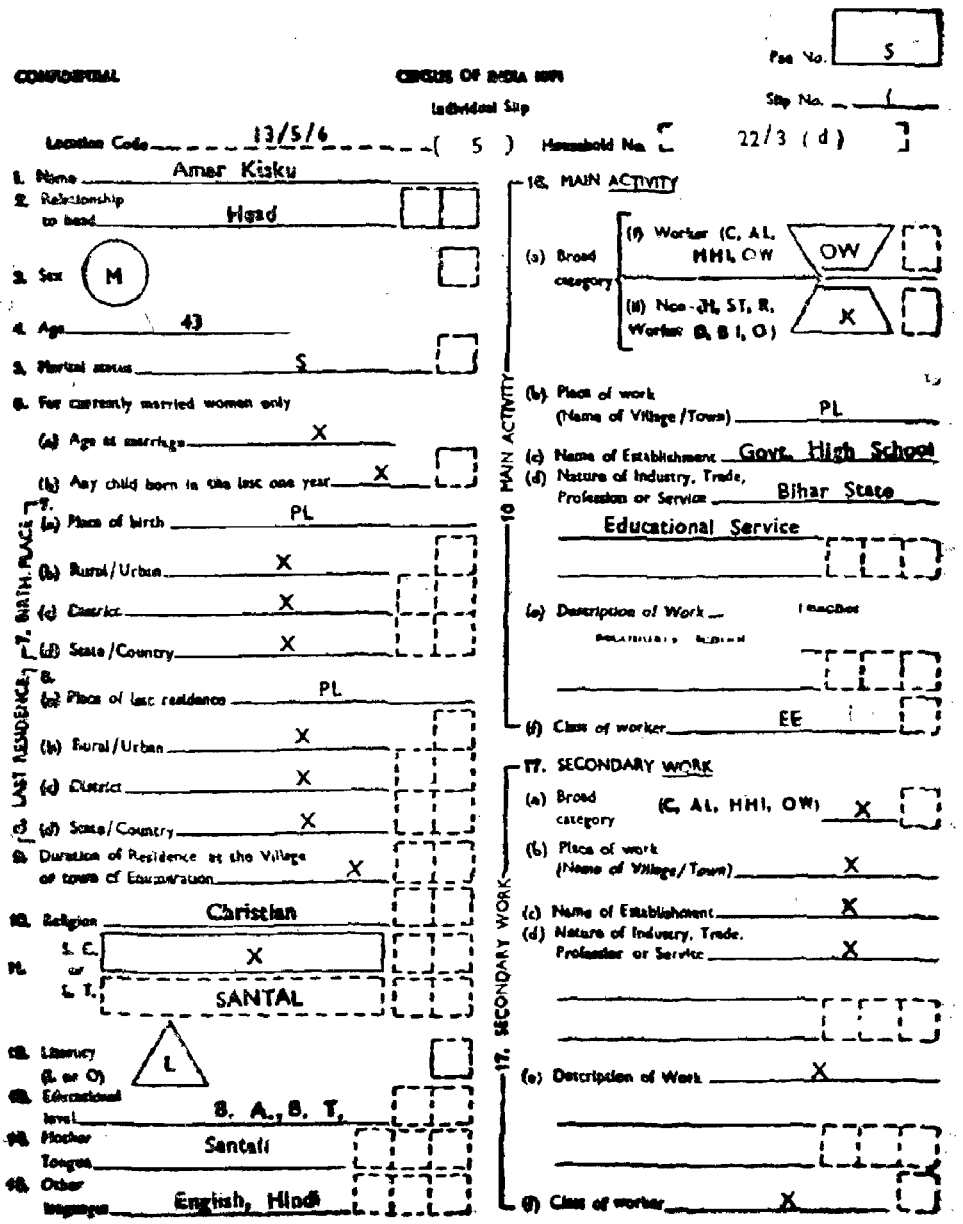
CONFIDENTIAL — CENSUS OF INDIA 1971 — Individual Slip — Slip No. 48

Location Code 1/2/3 (7) Household No. 3-96/1 (8)

1. Name Rukmania
2. Relationship to head Wife
3. Sex F
4. Age 36
5. Marital status M
6. For currently married women only
   (a) Age at marriage 19
   (b) Any child born in the last one year No
7. (a) Place of birth Patna
   (b) Rural/Urban U
   (c) District Patna
   (d) State/Country Bihar
8. (a) Place of last residence Jehanabad
   (b) Rural/Urban U
   (c) District Gaya
   (d) State/Country Bihar
9. Duration of Residence at the Village or town of Enumeration 14
10. Religion H
11. S. C. or S. T. X
12. Literacy (L or O) O
13. Educational level X
14. Mother Tongue Magahi
15. Other languages Hindi

16. MAIN ACTIVITY
   (a) Broad category (i) Worker (C, AL, HHI, OW) AL
   (ii) Non-(M, ST, R, Worker 0, B I, O) X
   (b) Place of work (Name of Village/Town) X
   (c) Name of Establishment X
   (d) Nature of Industry, Trade, Profession or Service X
   (e) Description of Work X
   (f) Class of worker X

17. SECONDARY WORK
   (a) Broad category (C, AL, HHI, OW) X
   (b) Place of work (Name of Village/Town) X
   (c) Name of Establishment X
   (d) Nature of Industry, Trade, Profession or Service X
   (e) Description of Work X
   (f) Class of worker X



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CENSUS OF INDIA 1971

Individual Slip

Pge No. 5

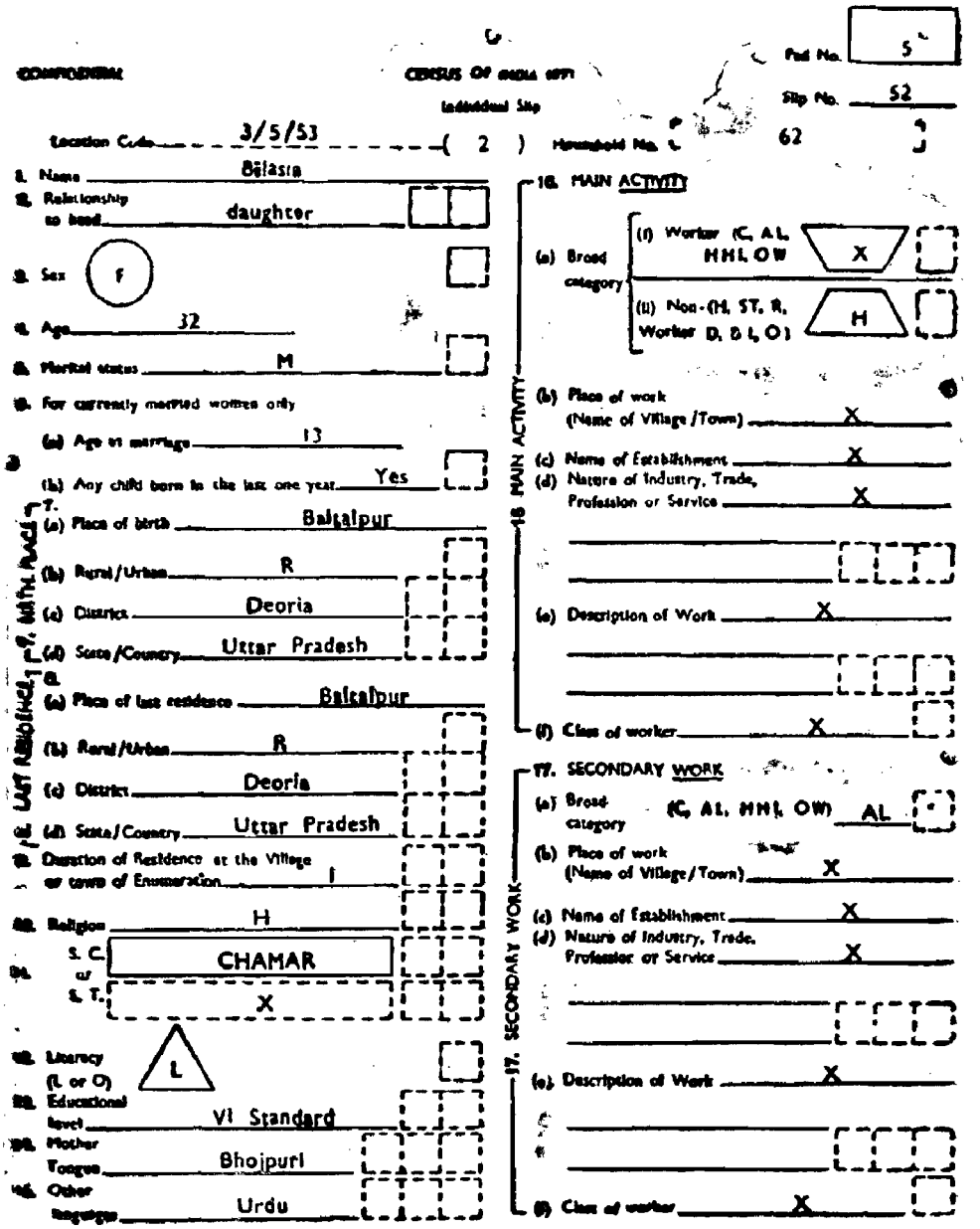
Slip No. 1

Location Code 13/5/6 (5) Household No. 22/3 (d)

1. Name Amar Kisku
2. Relationship to head Head
3. Sex M
4. Age 43
5. Marital status S
6. For currently married women only
   (a) Age at marriage X
   (b) Any child born in the last one year X
7. BIRTH PLACE
   (a) Place of birth PL
   (b) Rural/Urban X
   (c) District X
   (d) State/Country X
8. LAST RESIDENCE
   (a) Place of last residence PL
   (b) Rural/Urban X
   (c) District X
   (d) State/Country X
9. Duration of Residence at the Village or town of Enumeration X
10. Religion Christian
11. S. C. X or S. T. SANTAL
12. Literacy (L or O) L
13. Educational level B. A., B. T.
14. Mother Tongue Santali
15. Other languages English, Hindi

16. MAIN ACTIVITY
   (a) Broad category
   (i) Worker (C, AL, HHI, OW) OW
   (ii) Non-Jh, ST, R, Worker (S, B I, O) X
   (b) Place of work (Name of Village/Town) PL
   (c) Name of Establishment Govt. High School
   (d) Nature of Industry, Trade, Profession or Service Bihar State Educational Service
   (e) Description of Work Teacher
   (f) Class of worker EE

17. SECONDARY WORK
   (a) Broad category (C, AL, HHI, OW) X
   (b) Place of work (Name of Village/Town) X
   (c) Name of Establishment X
   (d) Nature of Industry, Trade, Profession or Service X
   (e) Description of Work X
   (f) Class of worker X


CONFIDENTIAL

CENSUS OF INDIA 1971

Individual Slip

Pad No. 5

Slip No. 52

Location Code 3/5/53 (2) Household No. 62

1. Name Bilasia

2. Relationship to head daughter

3. Sex (F)

4. Age 32

5. Marital status M

6. For currently married women only

(a) Age at marriage 13

(b) Any child born in the last one year Yes

7. LAST RESIDENCE (WITH PLACE)

(a) Place of birth Baksalpur

(b) Rural/Urban R

(c) District Deoria

(d) State/Country Uttar Pradesh

8. (a) Place of last residence Baksalpur

(b) Rural/Urban R

(c) District Deoria

(d) State/Country Uttar Pradesh

9. Duration of Residence at the Village or town of Enumeration 1

10. Religion H

11. S. C. or S. T. S. C. CHAMAR / S. T. X

12. Literacy (L or O) L

13. Educational level VI Standard

14. Mother Tongue Bhojpuri

15. Other languages Urdu

16. MAIN ACTIVITY

(a) Broad category (i) Worker (C, AL, HHI, OW) X

(ii) Non-(H, ST, R, Worker D, D I, O) H

(b) Place of work (Name of Village/Town) X

(c) Name of Establishment X

(d) Nature of Industry, Trade, Profession or Service X

(e) Description of Work X

(f) Class of worker X

17. SECONDARY WORK

(a) Broad category (C, AL, HHI, OW) AL

(b) Place of work (Name of Village/Town) X

(c) Name of Establishment X

(d) Nature of Industry, Trade, Profession or Service X

(e) Description of Work X

(f) Class of worker X

CONFIDENTIAL

CENSUS OF INDIA 1971

Individual Slip

Pad No. 5

Slip No. 53

Location Code 3/5/53 (5) Household No. 62

1. Name Baby of Bilasia

2. Relationship to head daughter's son

3. Sex M

4. Age 0

5. Marital status NM

6. For currently married women only

(a) Age at marriage X

(b) Any child born in the last one year X

7. LAST RESIDENCE / BIRTH PLACE

(a) Place of birth PL

(b) Rural/Urban X

(c) District X

(d) State/Country X

8. LAST RESIDENCE

(a) Place of last residence PL

(b) Rural/Urban X

(c) District X

(d) State/Country X

9. Duration of Residence at the Village or town of Enumeration X

10. Religion H

11. S. C or S. T. S. C CHAMAR / S. T. X

12. Literacy (L or O) O

13. Educational level X

14. Mother Tongue Bhojpuri

15. Other languages X

16. MAIN ACTIVITY

(a) Broad category

(i) Worker (C, AL, HHI, OW) X

(ii) Non-(H, ST, R, Worker D, B I, O) D

(b) Place of work (Name of Village/Town) X

(c) Name of Establishment X

(d) Nature of Industry, Trade, Profession or Service X

(e) Description of Work X

(f) Class of worker X

17. SECONDARY WORK

(a) Broad category (C, AL, HHI, OW) X

(b) Place of work (Name of Village/Town) X

(c) Name of Establishment X

(d) Nature of Industry, Trade, Profession or Service X

(e) Description of Work X

(f) Class of worker X

CONFIDENTIAL

CENSUS OF INDIA 1971

Individual Slip

Pad No. 7

Slip No. 32

Location Code 5/IV/3 (11) Household No. 3-4-73

1. Name Dil Bahadur
2. Relationship to head Head
3. Sex M
4. Age 22
5. Marital status NM
6. For currently married women only
   (a) Age at marriage X
   (b) Any child born in the last one year X
7. (a) Place of birth Kathmandu
   (b) Rural/Urban X
   (c) District X
   (d) State/Country Nepal
8. (a) Place of last residence Biratnagar
   (b) Rural/Urban X
   (c) District X
   (d) State/Country Nepal
9. Duration of Residence at the Village or town of Enumeration 2
10. Religion H
11. S. C. or S. T. X
12. Literacy (L or O) L
13. Educational level VI th Standard
14. Mother Tongue Nepali
15. Other languages Hindi

7. BIRTH PLACE
8. LAST RESIDENCE

16. MAIN ACTIVITY
   (a) Broad category (i) Worker (C, AL, HHI, OW) OW
   (ii) Non-Worker (H, ST, R, D, B I, O) X
   (b) Place of work (Name of Village/Town) PL
   (c) Name of Establishment Central Bank of India
   (d) Nature of Industry, Trade, Profession or Service Banking
   (e) Description of Work Night Chowkidar
   (f) Class of worker EE

17. SECONDARY WORK
   (a) Broad category (C, AL, HHI, OW) HHI
   (b) Place of work (Name of Village/Town) PL
   (c) Name of Establishment No particular name
   (d) Nature of Industry, Trade, Profession or Service Knitting of woolen Sweaters for sale
   (e) Description of Work Knitting Sweaters
   (f) Class of worker F W

CONFIDENTIAL

CENSUS OF INDIA 1971

Individual Slip

Pad No 15

Slip No 100

Location Code 15/II/2 (20) Household No. 10 - 2 - 43. (b)

1. Name Hussain
2. Relationship to head Head
3. Sex M
4. Age 45
5. Marital status M
6. For currently married women only
   (a) Age at marriage X
   (b) Any child born in the last one year X

BIRTH PLACE

7. (a) Place of birth Hyderabad
   (b) Rural/Urban U
   (c) District Hyderabad
   (d) State/Country Andhra Pradesh

LAST RESIDENCE

8. (a) Place of last residence Nagpur
   (b) Rural/Urban U
   (c) District Nagpur
   (d) State/Country Maharashtra
9. Duration of Residence at the Village or town of Enumeration 2
10. Religion I
11. S. C. or S. T. X
12. Literacy (L or O) L
13. Educational level B. Sc. (Leather Tech.)
14. Mother Tongue Urdu
15. Other languages Telugu, English

MAIN ACTIVITY

16. MAIN ACTIVITY
   (a) Broad category
   (i) Worker (C, AL, HHI, OW) OW
   (ii) Non-(H, ST, R, Worker D, B I, O) X
   (b) Place of work (Name of Village/Town) PL
   (c) Name of Establishment Hussain & Co.
   (d) Nature of Industry, Trade, Profession or Service Currying and Tanning of hides & skin
   (e) Description of Work Working proprietor
   (f) Class of worker ER

SECONDARY WORK

17. SECONDARY WORK
   (a) Broad category (C, AL, HHI, OW) X
   (b) Place of work (Name of Village/Town) X
   (c) Name of Establishment X
   (d) Nature of Industry, Trade, Profession or Service X
   (e) Description of Work X
   (f) Class of worker X

APPENDIX VIII

ENUMERATOR'S DAILY POSTING STATEMENT

(Form M)

Location Code 10/4/64 (10)
Name of Village Dandori

Enumerator's Block No. 10
Name of Enumerator.....Prithipal

MALES

Final Sl. No.	Pad No.	Slip No.	Sex	S.C. or S.T. Q. 11		Literacy Q. 12		Main Activity Q. 16 (a) (i)				
				S.C.	S.T.	Literate	Illiterate	Cultivator	Agricultural labourer	Household Industry	Other worker	Non-Workers
			Q. 3			L	O	C	AL	HHI	OW	X
1	2	3	4	5	6	7	8	9	10	11	12	13
1	15	1	M	—	—	√	—	—	—	√	—	—
2	15	22	M	—	—	—	√	—	—	—	—	√
3	15	29	M	—	—	—	√	√	—	—	—	—
4	16	3	M	—	√	—	√	—	—	—	—	√
5	16	7	M	√	—	—	√	√	—	—	—	—
6	16	16	M	√	—	√	—	—	√	—	—	—
7	16	25	M	—	—	√	—	—	—	—	√	—
8	16	47	M	—	—	—	√	√	—	—	—	—
			8	2	1	3	5	3	1	1	1	2

Verified 100% with Schedules and found correct.

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

NOTE: Make sure that total of Col. 4= total of cols. 7+8 =total of cols. 9+10+11+12+13.

Signature of the Supervisor.....
Date.....

ENUMERATOR'S DAILY POSTING STATEMENT

(Form F)

Location Code 10/3/64 (10)
Name of Village Dandori

Enumerator's Block No. 10
Name of Enumerator..... Prithipal

FEMALES

Final Sl. No.	Pad No.	Slip No.	Sex	S.C. or S.T. Q. 11		Literacy Q. 12		Main Activity Q. 16 (a) (i)				
				S.C	S.T.	Literate	Illiterate	Cultivator	Agricultural labourer	Household Industry	Other worker	Non-workers
			Q. 3			L	O	C	AL	HHI	OW	X
1	2	3	4	5	6	7	8	9	10	11	12	13
1	15	2	F	—	—	—	√	—	√	—	—	—
2	15	23	F	√	—	—	√	—	—	—	—	√
3	15	39	F	√	—	—	√	√	—	—	—	—
4	16	56	F	—	—	√	—	—	—	√	—	—
5	16	62	F	—	—	—	√	—	—	—	—	√
6	16	14	F	—	—	—	√	—	—	—	—	√
7	16	16	F	—	—	—	√	—	—	—	—	√
			7	2	—	1	6	1	1	1	—	4

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

Verified 100% with Schedules and found correct.

Signature of the Supervisor.....
Date.....

NOTE: Make sure that total of col. 4=total of cols. 7+8 =total of cols. 9+10+11+12+13.

APPENDIX IX

ENUMERATOR'S ABSTRACT

(Form T)

Location Code 10/3/64(10) | Enumerator's Block No. 10

Name of Village Pandori | Name of Enumerator..... Prithipal

Total No. of Households 140 | No. of occupied residential houses 130 | No. of Institutional Households 1 | No. of Houseless households 1

Sex	Population	S.C.	S.T.	Literate	Illiterate	MAIN ACTIVITY					Houseless population	Institutional population
						Cultivator	Agricultural labourer	Household Industry	Other worker	Non-workers		
1	2	3	4	5	6	7	8	9	10	11	12	13
M	381	52	25	173	208	139	20	10	77	135	3	24
F	369	50	21	75	294	42	12	4	69	242	2	1
Total	750	102	46	248	502	181	32	14	146	377	25	

Signature of the Enumerator ....

Date..... ..

Signature of the Supervisor.....

Date .....

Note : The *Information* on the occupied residential houses, households, institutional households and houseless households will have to be provided with reference to entries in the Population Record. Make sure that you have counted the houses and households correctly. See paras 24-29 of the instruction for filling up the Individual Slip.

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 columns 12 & 13 will be obtained by counting the population in houseless households (household number noted 'O') and institutional households (household number with 'INST' indicated) respectively in the Population Record.

APPENDIX X

POPULATION RECORD

CONFIDENTIAL (To be compiled from Individual Slip) CENSUS 1971

Location Code..... Household No.....

Name of village or town..... If the head belongs to S.C. or S.T. ?.....

Sl. No.	Name	Relationship to head	Sex		Age	Marital Status	Literacy (L or O)	Discription of Main Activity
			M	F				
1	2	3	4	5	6	7	8	9

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

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

APPENDIX 6

Page No.....

CENSUS OF INDIA, 1971—ABRIDGED HOUSELIST FOR EACH CENSUS ENUMERATOR'S BLOCK

SECTION 1 : IDENTIFICATION PARTICULARS

Location	Name and/or Number	Code
District		
Taluk/Tehsil/Thana/Anchal/Island		
Village/Town		
Ward/Mohalla		
Census Enumerator's Block (CEB)		

SECTION 2 : (a) POPULATION OF CEB ACC. TO 1971 CENSUS

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

Line No.	Enumerator Block No. of Phase 1	Census House No.	(b) Purpose	(b) H.H. No.	Name of head of House-hold (c)	Remarks
1	2	3	4	5	6	7

SECTION 4 : Addenda to section 3 (to record census houses/households not covered in section 3 but found by census enumerator during enumeration)

(a) To be filled only on completion of census enumeration.

(b) If any of these characterlstics have changed at the time of census enumeration the census enumerator may insert appropriate correction in cols.

(c) If the head of the Household has changed from the original Houselist the census enumerator may correct this column at the time of enumeration.

Signature of Supervisor and date.

Signature of Enumerator and date.

APPENDIX 7

No. 5-2-69-PLG
Government of Goa, Daman & Diu
Planning Department
Secretariat-Panaji,
Date : 25th Aug. '70/3 Bhadra.
1892 saka

C I R C U L A R

The first phase of 1971 Census *i.e.* Housenumbering and Houselisting has been successfully completed in the union Territory of Goa, Daman and Diu, mainly with the help of the staff of the Education Department and that of the Mamlatdar's Offices. The preparations for the second phase *i.e.* the actual count of population are in full swing and the enumeration of population will commence from 10/2/71 to 28/2/71, with a revisional round for 3 days from 1/3/1971 to 3/3/1971.

2. Though the actual enumeration of population will be for a short period of 3 weeks, a lot of preparatory work has to be done including the training of Enumerators/Supervisors in filling-in the various schedules of the 1971 Census without a thorough training, it will not be possible for the Enumerators/Supervisors to discharge their duties efficiently as census officers.

3. The Director of Census Operations, Goa, Daman and Diu will need services of about 1500 employees for the second phase of 1971 Census in this territory. The primary work of enumeration will have to be carried out by such persons as Talatis/V. P. Secretaries/Gram Sevaks/Gram Sevikas/Primary School teachers and Class III employees of the Government of Goa, Daman & Diu as well as that of the Government of India stationed in this territory.

4. The District Census Officers and the Charge Superintendents will be requisitioning very shortly services of employees of different departments to work as Enumerators/Supervisors for 1971 Census work. The number of employees that will be drawn from each department will not normally exceed 15% of the total number of Class III employees of the office/department. It is, therefore, the responsibility of all the Heads of Departments and Offices to release such number of employees of their departments/offices for census work as will be required by the District Census Officers and Charge Superintendents from 10/2/1971 to 3/3/1971 and also for attending training classes from October 1970 to January 1971. The training classes will be of 2 day's duration, and only one such class will be held in the months of October, November, December 1970 and January 1971 each.

Receipt of this circular may be acknowledged.

Sd/-
(K. N. Srivastava)
Chief Secretary

To

All Head of the Departments/Offices of the Government of Goa, Daman & Diu.
Copy to Director of Census Operations, Goa, Daman & Diu, Panaji (with 25 spare copies).

APPENDIX

REQUIREMENT OF ENUMERATORS/SUPERVISORS (INCLUDING RESERVE)

Union Territory/ District/Taluka	Total Rural Urban	Ist Phase (Houselisting and Housenumbering)									
		Enumerators					Supervisors				
		Teachers	Village Officials	Government/ Local Administrative Officials	Others	Total	Teachers	Village Officials	Government/ Local Administrative Officials	Others	Total
1	2	3	4	5	6	7	8	9	10	11	12
Goa, Damn and Diu	Total	810	197	97	...	1,104	49	31	157	...	237
	Rural	611	197	62	...	870	39	31	117	...	187
	Urban	199	...	35	...	234	10	...	40	...	50
Goa District	Total	726	197	96	...	1,019	30	31	157	...	218
	Rural	560	197	61	...	818	26	31	117	...	174
	Urban	166	...	35	...	201	4	...	40	...	44
Tiswadi Taluka	Total	85	26	8	...	119	3	...	17	...	20
	Rural	28	26	2	...	56	3	...	7	...	10
	Urban	57	...	6	...	63	...	...	10	...	10
Bardez Taluka	Total	124	30	4	...	158	3	6	25	...	34
	Rural	105	30	...	...	135	...	6	23	...	29
	Urban	19	...	4	...	23	3	...	2	...	5
Pernem Taluka	Total	73	10	2	...	85	7	...	12	...	19
	Rural	66	10	2	...	78	7	...	11	...	18
	Urban	7	...	...	...	7	...	...	1	...	1
Bicholim Taluka	Total	67	15	17	...	99	12	11	1	...	24
	Rural	66	15	15	...	96	11	11	1	...	23
	Urban	1	...	2	...	3	1	...	...	...	1
Satari Taluka	Total	45	16	...	...	61	2	6	10	...	18
	Rural	43	16	...	...	59	2	6	9	...	17
	Urban	2	...	...	...	2	...	...	1	...	1
Ponda Taluka	Total	42	15	28	...	85	...	...	15	...	15
	Rural	39	15	24	...	78	...	...	10	...	10
	Urban	3	...	4	...	7	...	...	5	...	5
Sanguem Taluka	Total	47	8	15	...	70	...	...	11	...	11
	Rural	41	8	11	...	60	...	...	11	...	11
	Urban	6	...	4	...	10	...	...	...	...	...

FOR THE Ist AND IInd PHASE OF 1971 CENSUS IN GOA, DAMAN AND DIU

IInd Phase (Enumeration)									
Enumerators					Supervisors				
Teachers	Villages Officials	Government/ Local Administrative Officials	Others	Total	Teachers	Villages Officials	Government/ Local Administrative Officials	Others	Total
13	14	15	16	17	18	19	20	21	22
966	225	314	...	1,505	65	24	185	7	281
739	220	136	...	1,095	51	24	131	...	206
227	5	178	...	410	14	...	54	7	75
867	225	309	...	1,401	48	23	182	7	260
681	220	131	...	1,032	39	23	129	...	191
186	5	178	...	369	9	...	53	7	69
59	26	124	...	209	...	...	42	...	42
59	26	37	...	122	...	...	22	...	22
...	...	87	...	87	...	...	20	...	20
151	37	25	...	213	1	4	33	...	38
139	37	3	...	179	...	4	27	...	31
12	...	22	...	34	1	...	6	...	7
58	10	20	...	88	9	...	7	...	16
58	10	15	...	83	9	...	6	...	15
...	...	5	...	5	...	...	1	...	1
66	11	18	...	95	11	7	4	...	22
55	11	11	...	77	11	7	1	...	19
11	...	7	...	18	...	...	3	...	3
41	17	...	...	58	3	8	8	...	19
39	15	...	...	54	3	8	7	...	18
2	2	...	...	4	...	...	1	...	1
73	15	40	...	128	3	...	21	...	24
68	15	29	...	112	1	...	19	...	20
5	...	11	...	16	2	...	2	...	4
45	9	23	...	77	...	...	12	...	12
41	9	17	...	67	...	...	10	...	10
4	...	6	...	10	...	...	2	...	2

APPENDIX

1	2	3	4	5	6	7	8	9	10	11	12
Canacona Taluka	Total	42	3	3	...	48	...	...	8	...	8
	Rural	41	3	3	...	47	...	...	8	...	8
	Urban	1	...	...	...	1	...	...	...	...	
Quepem Taluka	Total	37	23	1	...	61	...	3	9	...	12
	Rural	36	23	...	...	59	...	3	8	...	11
	Urban	1	...	2	...	2	...	...	1	...	1
Salcete Taluka	Total	115	49	7	...	171	3	...	37	...	40
	Rural	81	49	...	...	130	3	...	29	...	32
	Urban	34	...	7	...	41	...	...	8	...	8
Mormugao Taluka	Total	49	2	11	...	62	...	5	12	...	17
	Rural	14	2	4	...	20	...	5	...	...	5
	Urban	35	...	7	...	42	...	...	12	...	12
Daman District	Total	47	...	...	...	47	10	...	...	...	10
	Rural	28	...	...	...	28	6	...	...	...	6
	Urban	19	...	...	...	19	4	...	...	...	4
Daman Taluka	Total	47	...	...	...	47	10	...	...	...	10
	Rural	28	...	...	...	28	6	...	...	...	6
	Urban	19	...	...	...	19	4	...	...	...	4
Diu District	Total	37	...	1	...	38	9	...	...	...	9
	Rural	23	...	1	...	24	7	...	...	...	7
	Urban	14	...	...	...	14	2	...	...	...	2
Diu Taluka	Total	37	...	1	...	38	9	...	...	...	9
	Rural	23	...	1	...	24	7	...	...	...	7
	Urban	14	...	...	...	14	2	...	...	...	2

8—*Concld.*

13	14	15	16	17	18	19	20	21	22
41	3	...	...	44	...	...	10	...	10
40	2	...	...	42	...	...	9	...	9
1	1	...	...	2	...	...	1	...	1
39	30	2	...	71	...	4	11	...	15
36	29	...	...	65	...	4	9	...	13
3	1	2	...	6	...	...	2	...	2
237	64	35	...	336	21	...	27	...	48
123	63	9	...	195	15	...	14	...	29
114	1	26	...	141	6	...	13	...	19
57	3	22	...	82	...	...	7	7	14
23	3	10	...	36	...	...	5	...	5
34	...	12	...	46	...	...	2	7	9
63	...	5	...	69	8	1	3	...	12
34	...	5	...	39	6	1	2	...	9
30	...	...	...	30	2	...	1	...	3
64	...	5	...	69	8	1	3	...	12
34	...	5	...	39	6	1	2	...	9
30	...	...	...	30	2	...	1	...	3
35	...	...	...	35	9	...	...	...	9
24	...	...	...	24	6	...	...	...	6
11	...	...	...	11	3	...	...	...	3
35	...	...	...	35	9	...	...	...	9
24	...	...	...	24	6	...	...	...	6
11	...	...	...	11	3	...	...	...	3

APPENDIX 9

QUESTIONS FOR THE "TEST" EXAMINATION OF TRAINEES OF 1971 CENSUS IN JANUARY 1971

1. Give two examples of a Location Code No. and state distinctly :

(i) District No.

(ii) Taluka/Town No.

(iii) Village/Ward No.

2. What will be the *household numbers* in the following cases ?

(a) Two brothers with their families are staying in a house which is constructed in December 1970 and as such has not allotted any census number. The nearest house bears Census No. C-71-38.

(b) What will be the Household No. in (a) above if the two brothers instead of living in the same house and taking meals from the same kitchen, live in the same house but have two kitchens-one for brother A and his family and the other for Brother B and his family.

3. Mr. R. K. Naik's wife gave birth to a male child on 12/3/1971 and you have visited her husband on 13/3/71. The new born baby has not been given a name so far. What will be the entries in Question 1, 2 and 4 of the Individual Slip ?

4. You visit a household on 13/3/1971. The head of the household says that he was born on 19/11/1907. What will be the entry in Question No. 4 ?

5. What is meant by "last one year" as far as Goa, Daman & Diu is concerned in respect of Question No. 6(b) of the Individual Slip ? Give the date with which this "one year" starts and ends.

6. A child was born on 9/9/1970 to a lady whose husband died on 10/1/1971 and she did not marry again. What entries will you make against Question Nos. 6(a) and 6(b) of the Individual Slip ?

7. Please make necessary entries in Question 7, 8 & 9 of the Individual Slip in respect of following cases :

(a) A person who now stays in Corlim village, says that he was born in Karachi of West Pakistan and came to Corlim on 17/1/1958 and continues to stay at Corlim since that date.

(b) A person was born in Calcutta city and left it in 1939 and arrived at Trivandrum in 1945, left it in 1957 and went to Ahmedabad in 1958. He left Ahmedabad in 1963 and arrived at village Nuvem in Salcete taluka on 13/8/1963. He continues to stay at Nuvem on the day on which you contact him for enumeration at his house.

8. Who are the persons who will be enumerated by you ? In which period you will enumerate them ?

9. Will you enumerate the following persons :

(a) The French Ambasador to India who visits-Goa either 25th to 31st January, 1971 *or* from 2nd to 10th February 1971.

(b) A person who is the brother of the head of the household, left the household on 31/1/1971 and is likely to return on 21/3/1971.

(c) A child born on 31/1/1971 and is alive on the date of your visit.

10. Please indicate the dates of your *revisit* to the household. What specific information will you collect during this second revisit ?

11. Please make the necessary entries in Questions 14 and 15 of the Individual Slip for :

(a) a female child 3 weeks old. She cannot speak. Her mother, however, speaks in Konkani to her ;

(b) a person who says that his mother tongue is konkani but he can speak, besides it, English, Marathi, Portuguese and Hindi very well ;

(c) a person who cannot speak any language at all. He is dumb.

12. Please record entries in Question No. 11 of the Individual Slip in following cases :

(a) A Hindu boy says that his caste name is 'Gond'.

(b) A Christian gentleman says that his caste is 'Chambar'.

(c) A Hindu woman says that her tribe name is 'Varli'.

(d) A persons whose religion is Islam says that he belongs to a tribe whose name is 'Nayaka'.

13. Please decide which is the highest qualification in the following cases (Ref. Question No. 13 of the Individual Slip).

(i) A person holding an M. Sc. (Maths.) and B. E. (Elec.) degrees.

(ii) A person holding B.Sc. (Maths.) and B.Sc. (Ag.) degrees.

(iii) A person holding an M. A. (Marathi) and B. Com. degrees.

(iv) A person holding a B. A. degree and a Diploma in Civil Engineering.

14. Please state in which of the following cases you will issue the "Degree Holder and Techical Personnel Card', (Ref. Question No. 13 of the Individual Slip :—

(a) A person holding an M. A. degree.

(b) A person holding a Diploma in Civil Engineering.

(c) A person holding an I.T.I. Certificate for Mechanical draftsmanship.

(d) A person holding a Government diploma in shorthand and typing.

(e) A person holding a certificate in Tailoring and running a tailoring class for ladies.

(f) A person practicising as a "Waidya", but not holding any certificate or diploma.

(g) A person who has passed the Intercommerce examination.

(h) A person holding an American degree in medicine.

(i) A person holding a diploma or certificate in Music.

(j) A Primary School teacher having passed the P. T. C. (Primary Teacher's Certificate) examination.

15. Please make necessary entries in Question No. 16 of the Individnal Slip for the following persons :

(a) A person who owns a Laundry by name "Alka Laundry House" and has engaged 2 servants. The laundry is situated in his house only.

(b) A person who sells 'Papad', 'Pickles', etc., prepared by his wife at their home. He sells them by going from house to house in a particular town where he lives.

(c) A person who catches fish in the sea. He is one among a group of 15 persons who run a 'Fishermen' society jointly.

(d) A person who sells country liquor manufactured by him along in his house.

(e) A person who sells salt moving from house to house of the town to various households.

(f) A music teacher who gives tuitions at his home to students.

16. Please record entries in Col. No. 9 of the population record in each of the above cases (Question No 15).

17. Please make necessary entries against the following 4 questions of the Enumerators Abstract with the help of the data given below. These are all household Nos. recorded in Population Record of a Block :

(i) No. of occupied residential houses

(ii) Total No. of households

(iii) No. of institutional households

(iv) No. of houseless households

Data

(a) C 11-87 (1)

(b) C 11-87 (2)

(c) C 11-88 (5)

(d) C 11-89 (3)

(e) C 11-89 (5)

(f) C 11-89 (6)

(g) C 11-90 (Inst.)

(h) C 11-91 (a)

(i) C 11-91 (b)

(j) C 11-92 (1)

(k) C 11-92 (2)

(l) C 11-93 (Inst.)

(m) C 11-94 (1) (a)

(n) C 11-94 (1) (b)

(o) O

(p) O

(q) O

APPENDIX 10

THE CENSUS ACT, 1948

(Act No. XXXVII of 1948)

Amended by Acts XL of 1949, II 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 & Kashmir—Any reference in this Act to the Indian Penal Code (XLV of 1960), or the Indian Evidence Act, 1872 (I of 1872), shall, in relation to the State of Jammu & 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 Superintendents of Census Operations to supervise the taking of the census within the several States.

(2) The State Government may appoint persons as census officers to take, or aid in, or supervise the taking of, the census within any specified local area and such persons, when so appointed, shall be bound to serve accordingly.

(3) A declaration in writing, signed by any authority authorised by the State Government in this behalf, that any person has been duly appointed a census officer for any local area shall be conclusive proof of such appointment.

(4) The State Government may delegate to such authority as it thinks fit the power of appointing census officers conferred by sub-section (2).

5. State of census authorities as public servants - 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 -

   (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 habour-master) having charge or control of a vessel,

(c) every person in charge of a lunatic asylum, hospital, work house, prison, reformatory or lock-up or of any public, charitable, religious or educational institution,

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

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

(f) every occupant of immovable property where in 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 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 assignees of land revenue, or their agents,

(b) all members of the district, municipal, panchayat and other local authorities and officers servants of such authorities, and

(c) all officers and members of staff of any factory, firm and 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 establishment, 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.

10. Occupier or manager to fill up schedule—(1) Subject to such orders as the State Government may issue in this behalf, a census officer may, within the local area for which he is appointed, leave or cause to be left a schedule at any dwelling house or with the manager or any officer of any commercial or industrial establishment, for the purpose of its being filled up by the occupier of such house or of any specified part thereof, or by such manager or officer with such particulars as the State Government may direct regarding the inmates of such house or part thereof, or the persons employed under such manager or officer, as the case may be, at the time of the taking of the census.

(2) When such schedule has been so left, the said occupier, manager or officer, as the case may be, shall fill it up or cause it to be filled up to the best of his knowledge or belief so far as regards the inmates of such house or part thereof or the 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 a census who refuses or 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, 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.

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.

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 or 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 constitutes 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 the discharge of his duty as such, or any schedule delivered under section 10, and notwithstanding anything to the contrary in the Indian Evidence Act, 1872 (I 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 returns 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.

APPENDIX 11

GOVERNMENT OF INDIA,
MINISTRY OF HOME AFFAIRS

New Delhi-1, the 3rd July, 1969
12 Asadha, 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. 1)

Sd/-
(K. R. Prabhu)
Joint Secretary to the
Government of India

No.F. 28/101/69-Pub. I, New Delhi-1, dated 3rd July, 1969/12 Asadha, 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.1, New Delhi-1, dated 3rd July, 1969/12 Asadha, 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. 98/30/69-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

APPENDIX 12

GUIDELINES FOR THE ENUMERATION OF POPULATION IN BOAT/SEA AND OCEAN GOING VESSELS DURING 1971 CENSUS

Boat Population

1. These instructions will apply to those persons who live in boats for a number of months in the year and to those who live in boats permanently and have got no land. Persons who live in boats during a part of the year and who have homes on land, will be enumerated in accordance with these instructions if they are found living in boats during the enumeration period between the 10th of March and the 31st of March, 1971. These instructions will not apply to those who operate ferries on inland rivers as such persons usually have dwelling on land.

2. As boats cannot be expected to stay at one place of anchorage (*ghat*) from the time of house-numbering and houselisting till the date of enumeration, the numbering of boats will be done simultaneously with enumeration during the enumeration period between the 10th of March to 31st of March, 1971. All boats found at all the *ghats* situated on the bank of a river or canal, adjacent to a village or mauza or an enumeration block in a town, should be numbered in one series. This series will be separate from the series in which the buildings in the particular village or street in the enumeration block in the town will have been numbered.

3. In writing the location code in respect of the first three elements in a village or a town, these will be the same as for population residing in buildings in such village/mauza or town respectively, while the last element will be only the number assigned to the boat. A boat should not be divided into census houses. The number assigned to a boat should be painted on the boat by using white paint or paint of some suitable colour.

The location code for a person living in a boat will be as follows:

District No./Taluka/Village No./Boat No./or District No./Town No./Ward No./Boat No. accordingly as the *ghat* at which the boat is found anchored is situated in a rural or an urban area.

4. The enumeration of the boat population will be done in accordance with the instructions to enumerators for filling up individual slips, 1971 and by the same enumerator who will take the census of the populaion in the adjacent village or the enumeration block in the town. Separate pads of individual slips should be used in taking the census of boat population. Before enumerating a person living in a boat, he should be asked if he was enumerated before. If the answer be in the affirmative then he should not be counted. He should be counted if his answer be in the negative and if he says that he would remain away from home, if he has got any dwelling on land, during the entire enumeration period between the 10th March and the 31st March, 1971. If he left his home on land before the 10th March, 1971, without having been enumerated, then he should be asked if he left word at home that he would return before the sunrise of the Ist of April, 1971. If he replies in the affirmative, then he should not be counted, as he would be counted in his absence as a member of his own household. If on the other hand, he says that he left no such word at home or would not return home before the Ist of April, 1971, then he should be enumerated. If he left home on or after the 10th March, 1971, then he should not be counted. All persons enumerated should be warned not to allow themselves to be enumerated again. Since a number will be painted on a boat at the time of enumerating the population residing in it, the existence of the number would indicate whether the boat had been censused or not but the actual position should be ascertained by putting a specific question.

Sea Population

Population on the sea will be of 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; and

(vi) Country boats carrying inland produce.

2. *Naval Ships*—An officer has to be specially nominated as a charge officer for enumeration of Naval ships. Special instructions have been issued by the Naval headquarters vide their letter No. AD/1602/69 dated 14th July, 1969 and these should suffice for the purpose. Civilian Charge Officers need not take any action in this respect.

3. *Ocean Liners*—Only such ocean liners coming from foreign countries which touch any Indian port on or before 31st March, 1971, and are found to be at that port at sunrise of 1st April, 1971 are to be enumerated. Any ocean liner having been at port earlier and leaving that port on 31st March, 1971 will not be enumerated.

4. Enumeration of liners staying at port at sunrise of 1st April should be done either on 31st March, 1971 or on 1st April, 1971. Persons from among the staff of Port Trust or of the Collector of Customs should be appointed as special enumerators for enumerating such liners and other categories of sea population.

5. *Indian Mercantile Ships plying between Indian Ports and Foreign Ports*—Indian Mercantile Ships plying between Indian and Foreign Ports should be enumerated as explained in paragraphs 2 and 3 above for enumeration of Naval Ships only if they are at an Indian Port at the time of sunrise of 1st April, 1971.

6. Customs authorities should be requested not to issue clearance for any ocean liner or mercantile ship on 1st April, 1971 unless its enumeration work is completed.

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, fishing boats, *etc.*, should, however, be enumerated if they are residing on those vessles, boats, *etc.*, and have been absent from their residences on land from 10th March, 1971, onwards. Enumeration of such members of crews should be done on 31st March, or 1st April, wherever such vessels, boats, *etc.*, are found during these two days.

8. *Vessels at Sea on 1st April, 1971*—Vessels which are at sea on the 1st April, 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 20th April. 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 1st April, 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 20th April, 1971,

and produce it if questioned by the enumerator of any other port at which he may touch subsequently.

9. The entire sea population will confined to floating vessels, boats, *etc.* There will, therefore, be no house number to be entered as an element of Location Code. The name of the port should be written by the enumerator as well as the name of the vessel or the boat in place of the Location Code.

10. In respect of the entire sea population only Individual Slips should be filled in.

APPENDIX 13

GOVERNMENT OF GOA, DAMAN AND DIU PLANNING DEPARTMENT

No. 5-2-69 PLG

NOTIFICATION

It is hereby notified for general information that the Government of India have notified their intention to take a Census during 1971, with sunrise 1st of March, 1971 as the reference date and that accordingly a Census of the population of Goa, Daman & Diu will be taken between 10th February and Ist March, 1971.

"The Census" should be regarded as of paramount importance while it lasts, and it will be the duty of all officers of Government and of non-officials who have been or who may hereafter be, entrusted with Census work, to ensure that the instructions issued by the Superintendent of Census Operations, Goa, Daman & Diu for the conduct and guidance of Census Officers in the taking of the Census are carefully studied and carried out promptly, efficiently and correctly.

It is further directed that the services of the staff of all departments and educational institutions excepting the Police, Medical and Transport Department be made available for the purpose of the ensuing Census without prejudice to their normal duties, on a requisition of the Collectors of Goa, Daman and the Civil Administrator, Diu. To supplement the efforts of official agencies in carrying out this important work, Government desire from all classes of public their ready and willing co-operation to render service in various capacities whenever it is required. It is expected that all persons will co-operate in furnishing accurate and unambiguous information in respect of the questions that may be put to them in the course of enumeration. Any person who intentionally gives a false answer to, or refuses to answer to the best of his knowledge or belief any question that may be asked of him by a Census Officer and which he is legally bound to answer will be punishable with fine upto a maximum of one thousand rupees, vide Section 11 (d) of the Census Act.

The questions authorised to be asked of every person will be published in the Government of Goa, Daman & Diu Gazette for general information, at the appropriate time.

By order and in the name of the
Lieutenant Governor of Goa, Daman & Diu

Sd/—

(T. Kipgen)
Secretary to Government

Secretariat, Panaji.
Dated : 23-10-1969.

APPENDIX 14

GOVERNMENT OF GOA, DAMAN AND DIU PLANNING DEPARTMENT

No. 5-2-69-PLG

NOTIFICATION

In exercise of the powers conferred by sub-section (2) of section 4 of the Indian Census Act 1948 (Central Act No. XXXVII of 1948), as extended to the Union Territory of Goa, Daman and Diu, the Lieutenant Governor of Goa, Daman & Diu is pleased to appoint the Collectors of the Districts of Goa and Daman and the Civil Administrator of Diu as District Census Officers to take, or aid in, or supervise the taking of the census, within the limits of their respective districts, with immediate effect.

And further, in pursuance of Section 12 of the said Act, the Lieutenant Governor of Goa, Daman & Diu is also pleased to authorise the above mentioned officers to issue sanction for instituting prosecutions under the said Act, within their respective jurisdictions.

By order and in the name of the
Lieutenant Governor of Goa, Daman and Diu

Sd/—

(T. Kipgen)
Secretary to Government

Secretariat, Panaji.
Dated : 21. 10. 1969.

APPENDIX 15

No. MAM/CENSUS/3096
Office of the Collector of Goa,
PANAJI: - 20th December, 1969
29 Agrahayana, 1891

NOTIFICATION

In exercise of the powers delegated by Government of Goa, Daman & Diu, in their Notification No. 5-2-69 PLG dated 22-10-1969, issued under Sub-section (4) of Section 4 of the Indian Census Act, 1948 (Central Act XXXVII of 1948), the undersigned hereby appoints the Officers noted in column 2 as Charge Superintendents with designations noted in column 3 and jurisdictions noted in Column 4 of the Schedule given below, for purposes of 1971 Census.

Sd/—
(D. N. Barua)
Collector, Goa District
Panaji

SCHEDULE

Sl. No.	Designation of Officer	Name of appointment	Jurisdiction
1	2	3	4
1.	Deputy Collector	Deputy District Census Officer	With the jurisdiction of the Deputy Collector
2.	Deputy Collector, South Division	-do-	-do-
3.	Mamlatdar, Goa Taluka	Charge Superintendent	Within the area of the Taluka excluding the Town of Panaji
4.	Secretary, Panaji Municipality	-do-	Within the town limits of Panaji town
5.	Mamlatdar, Bardez Taluka	-do-	Within the limits of Bardez taluka

SCHEDULE—*Concld*

1	2	3	4
6.	Secretary Bardez, Municipality	Charge Superintendent	Within the limits of Mapusa town
7.	Mamlatdar, Pernem Taluka	-do-	Within the limits of Pernem taluka
8.	Mamlatdar, Bicholim Taluka	-do-	Within the limits fo Bicholim taluka
9.	Mamlatdar, Satari Taluka	-do-	Within the limits of Satari taluka
10.	Mamlatdar, Ponda Taluka	-do-	Within the limits of Ponda taluka
11.	Mamlatdar, Sanguem Taluka	-do-	Withln the limits of Sanguem taluka
12.	Mamlatdar, Canacona Taluka	-do-	Within the limits of Canacona taluka
13.	Mamlatdar, Quepem Taluka	-do-	Within the limits of Quepem taluka
14.	Mamlatdar, Salcete Taluka	-do-	Within the limits of Salcete taluka excluding Margao town
15.	Secretary, Salcete Municipality	-do-	Within the limits of Municipal area of Margao town
16.	Mamlatdar, Mormugaon Taluka	-do-	Within the limits of Mormugaon taluka

Sd/—
(D. N. Barua)
Collector, Goa District, Panaji

No. BDO/CEN/C4.S/3/69/1582
Office of the Collector,
Daman District, Daman.
Dated:- 22 Dec. 1969
1 Paus, 1891

NOTIFICATION

In exercise of the powers delegated by Government in their Notification No. 5-2-69 PLG dated 22. 10. 1969 issued under sub-section (4) of Section 4 of the Indian Census Act, 1948 (Central Act XXXVII of 1948) the undersigned hereby appoints the Block Development Officer of the Daman District, Daman as Charge Superintendent, Daman Taluka, Daman for purpose of 1971 Census.

Sd/-
Collector,
Daman District,
DAMAN.

i Copy to B.D.O. Daman,

ii Copy w. cs. to the Director of Census Operations, Goa, Daman and Diu, behind Post Office, Premila Smriti Building, Panaji.

iii Copy submitted with respect to the Chief Secretary to the Govt. of Goa, Daman and Diu, Secretariat, Panaji.

———

APPENDIX 16

No. 5-2-69-PLG-I
Govt. of Goa, Daman and Diu
Planning Department
Secretariat Panaji
Dated : 7th February, 1970
18th Magha, 1891 saka

NOTIFICATION

In pursuance of the provisions of sub-section (1) of section 8 of the Census Act, 1948, (Act XXXVII of 1948), the Lt. Governor of the Goa, Daman and Diu hereby authorises all Census Officers in the Union Territory of Goa, Daman and Diu, to ask all persons within the limits of the local area for which they have been specifically appointed, the question necessary for collecting information in respect of enumeration operators of 1971 Census, as enumerated in the Schedule approved hereto.

By order and in the name of the
Lt. Governor of Goa, Daman and Diu
Sd/-
(V. H. Sakhalkar)
Under Secretary (Planning)

SCHEDULE

1. Name
2. Relationship to the head of the household
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) State/Country
   - (d) District
9. Duration of residence at the village or town of Enumeration
10. Religion
11. Scheduled Caste or Scheduled Tribe
12. Literacy
13. Educational level
14. Mother Tongue
15. Other Languages
16. Main Activity
    - (a) Broad category
      - (i) Worker, *e.g.*, working as cultivator, agricultural labourers, working at household industry and other workers
      - (ii) Non-worker
    - (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

17.1 Secondary work

(a) Broad Category, i. e., Working as Cultivator, working as Agricultural labourer,working at Household industry and other workers.

(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

APPENDIX 17

CENSUS OF INDIA 1971 Appointment Order No.

LETTER OF APPOINTMENT OF ENUMERATORS

(Indian Census Act (Act XXXVII of 1948) Section 4 (3))

To

Shri/Kumari/Smt.————————

Memo :

You have been appointed as an Enumerator of Block No.——— of Village/Town————of Taluka in this District.

2. Shri———— is the Supervisor of your block. You should see him without delay and take his instructions. Throughout the period of Enumeration you should carry out the instructions of your Supervisor and higher Census authorities. You are charged with the responsibility of ensuring that every Census house in your block is visited and all persons normally residing at a place within the jurisdiction of the block during the Census enumeration period are enumerated. You should get the limits of the block identified fully before commencement of work and in case of difficulty, report the matter to your supervisor.

3. You are required to note down the answers as given by the head of household/member concerned. Your special attention is invited to Question Nos. 14-Mother tongue; 10-Religion; 7-Birth place; 8-Last residence; 11-Scheduled Caste/Scheduled Tribe of the Individual Slip. There should not be any erasions or overwriting in the Individual Slip.

4. You will be required to complete Enumeration before 1-3-1971 and for 3 days, i. e., 1-3-1971 to 3-3-1971 you will be undertaking a revisional round to record any new births/deaths that had taken place after your last visit but before the sunrise of 1st March, 1971. You will also be required to undertake the enumeration of houseless population within your area on the night of 28th February, 1971.

5. You should make sure that you are in possession of the following items before you commence your work. In case any item is not supplied to you, it should be brought to the notice of the Supervisor or the Charge Officer, i. e., Mamlatdar/Secretary.....

(a) Instruction Blooklet for Individual Slip, (b) List of scheduled caste/scheduled tribe, (c) A copy of Abridged Houselist for the block, (d) Location Code Number of the district/taluka/town-village/block, (e) Appointment order, (f) Identity card, (g) Name of Supervisor and his address-official-residential, (h) Individual Slips, (i) Enumerator's Posting Statement for males, (j) Enumerator's posting Statement for females, (k) Enumerator's Abstract, and (l) Population Record.

6. Under Section 5 of the Indian Census Act (Act XXXVII of 1948) you are deemed by virtue of this appointment to be a public servant within the meaning of the Indian Penal Code. Your attention is drawn to Section 11 of the said Act which is printed below.

Place :— Collector & District Census Officer

Date :— District :—

CENSUS OF INDIA 1971

Penalties under Section 11 of the Indian Census Act (Act XXXVII of 1948)

11. Penalties- (1) (a) Any Census Officer or any person lawfully required to give assistance towards the taking of a census who refuses or neglects to use reasonable diligence in performing any duty imposed upon him or in obeying any order issued to him in accordance with this Act or 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 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, 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 persons 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 extends to six months.

2. Whoever abets any offence under sub-section (1) shall be punishable with fine which may extend to one thousand rupees.

Appointment Order No.————

CENSUS OF INDIA 1971

LETTER OF APPOINTMENT OF SUPERVISORS

(*Indian Census Act* (*Act XXXVII of 1948*) *Section* 4 (3))

To

Shri/Kumari/Shrimati————

Memo :

I have the honour to inform you that you have been appointed under the Indian Census Act (Act XXXVII of 1948) Supervisor of :—

Block Nos.....in Village/Town.....
of Taluka.....in this district.

2. Your first duty will be supervise the work of Enumerators in your circle and to test their work. You will have special functions to perform during the Census period. These functions are :—

(i) To get yourself acquainted with the Enumerators whose work you are supposed to supervise.

(ii) To see that each enumerator under your control is well equipped with all the Census forms required for him in his work. In case any one of them is not equipped with any item mentioned below, you must report the matter to the Charge Officer *i. e.* Mamlatdar/Secretary.———— and see that the same is supplied.

(a) Instruction Booklet for Individual Slip, (b) List of scheduled caste/scheduled tribe, (c) A copy of Abridged Houselist for the block, (d) Location Code Number of the district/taluka/town-village/block, (e) Appointment order, (f) Identity card, (g) Name of Supervisor and his address-Official-residential (h) Individual Slips, (i) Enumerator's Posting Statement for males, (j) Enumerator's Posting Statement for females, (k) Enumerator's Abstract, and (l) Population record.

(iii) To solve the difficulties which an Enumerator may encounter in the field and whenever you are not in a position to help him, you should report the matter to the Charge Officer immediately.

(iv) To pay on the spot visit to the houses and households of the Blocks allotted to the Enumerators under your supervision and check the entries recorded in the Individual Slips.

(v) Your special attention is invited to entries against Q. Nos. 14-Mother tongue, 10-Religion, 7-Birth place, 8-Last residence, 11-Scheduled caste/Scheduled tribe of the Individual Slip. You will have to see that the answers are correctly recorded by the Enumerator. There should be no erasions or over-writing etc. in the Individual Slip.

(vi) You should see that every Enumerator of your circle has correctly identified the limits of the block and in case of difficulty, report the matter to the Charge Officer.

3. You will be guided by the instructions received from your Charge Officer and the District Census Officer. You will be required to attend the training classes which will be organised at different places for Supervisors and Enumerators and intimation thereof will be given to you through your Charge Officer.

4. Under Section 5 of the Indian Census Act (Act XXXVII of 1948) you are deemed by virtue of this appointment a public servant within the meaning of the Indian Penal Code. Your attention is drawn to Section 11 of the Act which is printed on next page 187.

5. The names and addresses of the Enumerators are given below :—

Sl. No.	Name	Residential Address	Office Address

Place :— Collector and District Census Officer

Date :— District :—

CENSUS OF INDIA 1971

Penalties under Section 11 of the Indian Census Act (Act XXXVII of 1948)

11. Penalties—(1) (a) Census Officer or any person lawfully required to give assistance towards the taking of a census who refuses or neglects to use reasonable diligence in preforming any duty imposed upon him or in obeying order issued to him in accordance with this Act or 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 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, 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.

APPENDIX 18 (a)

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
GOA, DAMAN & DIU AND DADRA & NAGAR HAVELI

Pramila Smriti, 2nd Floor,
Behind Post Office,
Rua de Ourem,
PANAJI.
Date :— 17/1/1970
Pause 27, 1891

CENSUS CIRCULAR NO. 6

Subject :—Census of India 1971—Housenumbering and Houselisting—Constitution of Blocks.

In the Census Calendar for Goa, Daman and Diu (which was supplied along with Census Circular No. 3 (Para 4) it has been specified that the operations relating to housenumbering and houselisting will commence in March 1970 and be completed by the end of March 1970. Detailed instructions will be issued in due course regarding the method of housenumbering and houselisting. As a preliminary step, it is necessary that blocks be constituted for housenumbering and houselisting purposes. The word 'block' as used in this circular means any specific area which can be clearly demarcated and which is formed for the purposes of the census operations relating to housenumbering and houselisting. The constitution of "enumerator blocks" for housenumbering and houselisting purposes is now to be carried out.

RURAL AREA

2. One enumerator block should generally consist of about 250 houses. However, it may be emphasised that a block may consist of slightly more or slightly less than this figure depending on local circumstances. What is important is that an enumerator's block should be clearly demarcated.

3. It is proposed to adopt the blocks formed under the Permanent House Numbering system for the formation of census enumerator's blocks. The number of census enumerator's blocks will be equal to the same number of blocks found under the Permanent House Numbering system except in case when the local circumstances necessitate the further demarcation into smaller units of any Permanent House Numbering block. Charge Superintendents may consider such cases carefully, and demarcate such blocks in cases when either the terrain or area call for such changes.

4. Five contiguous enumerator's blocks will constitute a Supervisory Circle. After the blocks have been constituted, then the Supervisory Circles into which contiguous blocks fall should also be demarcated.

URBAN AREA

5. In Urban areas, an enumerator block will generally consist of about 200 houses, or, a population of about 1,000 people. It should be easier to apply the population criterion in demarcating the blocks.

6. Enumerator blocks in such areas should not cut across municipal divisions or wards. The constitution of blocks in a division or ward may be made so as to cover the entire area within the latter. However, the number of such enumerator blocks may be kept to the minimum, by, if necessary, raising the population criterion to more than 1,000. For example, if in a ward (or for that matter in a town itself) there is a population of about 7,400 people, the application of the criterion of 1,000 persons per block would need the constitution of 7 blocks, leaving a population of 400 as a residue. It is not necessary to constitute a separate and independent block for this 400 population, but the 7 blocks suggested may include this population also. The addition to work load by this method is only marginal.

7. In areas where the permanent housenumbering system has been implemented, the area unit for housenumbering may be conveniently adopted in constituting the blocks for houselisting. Depending on the population, one or more such areas will constitute a block for the purpose under consideration.

8. Four to five contiguous blocks would constitute a Supervisory Circle. After the demarcation of enumerator blocks, the Supervisory Circles must be indicated.

APPOINTMENT OF ENUMERATORS

9. It is envisaged that generally there will be one enumerator for each block. However, more than one block may be allotted to one enumerator. After the preparation of the blocks, the number of enumerators can be arrived at. Similarly the number of supervisors can also be calculated.

10. Having determined the number of enumerators and supervisors, it would be necessary to specify the names of the enumerators and supervisors. The enumeration staff will be drawn from village Talathis, School Teachers, Panchayat Secretaries and Officials of equivalent rank of other departments at the village level. In urban areas, the enumeration staff will consist of equivalent staff in the employ of the local authorities such as Bill Collectors, School Teachers, etc. The Supervisory staff will consist of Revenue Inspectors (Circle Inspectors) and the officials of an equivalent rank in rural areas, and in urban areas officials above the rank of Bill Collectors will be appointed as supervisory officers. A list will have to be drawn of all such available personnel and the blocks may be allocated to the enumerators by name. We have already requested you to kindly prepare a list of persons likely to be appointed as Enumerators/ Supervisors vide our Census Circular No. 5 dated 22/11/1969.

11. In allocating the blocks to each enumerator or supervisor, care should be taken to ensure that the enumerator or supervisor does not have to cover very long distances from the place where he is stationed to his block. In other words, local officials in each block should be preferred.

12. After blocks have been demarcated and the list of enumerators and supervisory officers determined, a list may be prepared in the following manner *in duplicate* and a copy forwarded to this office :

Name of the Taluka/ Town/City	No. of Enumerator Blocks	No. of Supervisory Circles
1	2	3

13. In addition to the preceding list, a detailed list should be maintained in your office indicating the name of the village, the number of blocks into which a village is constituted, the name or names of the enumerators against each block and the names of the Supervisors with the supervisory circles. This list need not be forwarded but should be prepared simultaneously with the determination of blocks and selection of enumerators and should be available for inspection. The proforma for this list is given in Para 15 below.

14. The constitution of the blocks on the lines suggested above selection of enumerators and supervisors must be completed by 15th February, 1970.

15. The serial numbering of the blocks in your entire charge will be continuous. You must list and number the blocks village by village, keeping the villages themselves in the order of the location code already indicated to you in the approved list of villages and, having done this, the blocks will be numbered continuously for your entire charge. For this purpose the list of blocks prepared under the Permanent Housenumbering Scheme will be returned to you. This work should be carried out in the following proforma :—

RURAL AREA

(Example is purely imaginary)

Taluka	Village	1971 Census Location Code No.	Enumerator's Block No.	Name of		Remarks
				Enumerator	Supervisor	
XYZ	a	1/3/1	1	Shri M	Shri S	
			2	Shri N	—do—	
	b	1/3/2	3	Shri O	—do—	
			4	Shri P	—do—	
			5	Miss Q	—do—	
	c	1/3/3	6	Shri R	Shri T	
			and so on.....			

URBAN AREA

Taluka	Town	1971 Census Location Code No.	Enumerator's Block No.	Name of		Remarks
				Enumerator	Supervisor	
Bardez	Mapusa	1/II	1	Shri A	Shri J	
			2	Shri B	—do—	
			3	Shri C	—do—	
			4	Shri D	—do—	
			5	Shri E	—do—	
			and so on.....			
Pernem	Pernem	1/III	1	Shri L	Shri K	
			2	Shri M	—do—	
			3	Shri N	—do—	
			4	Shri O	—do—	
			and so on.....			

16. In allocating blocks to enumerators, your attention is now being invited to one very important consideration. For the purpose of satisfying the rigid condition of statistical sampling techniques. it will be necessary to ensure that an enumerator, who is placed in charge of more than one block within the same village, has blocks which are continuously serially numbered allocated to him. In other words, no enumerator should be placed in charge of block which are numbered, for example, as 5, 7 and 9 within the same village. He should be allocated census block numbers 5, 6 and 7, since these blocks have their numbers running in one continuous series. In allocating blocks to enumerators, this aspect may be ensured wherever more than one block is allocated to the same enumerator within the same village. It is possible to satisfy the conditions mentioned above, even when blocks are separated by some distance. The blocks can be so numbered continuously with the same village as to ensure that an enumerator has an easy operational unit. Thus, in the above example, the same group of blocks (viz. 5, 7 and 9) could be allotted to the enumerator if the block No. 9 is numbered as 6 instead of 9, thereby enabling the group to bear continuous serial numbers viz. 5, 6 and 7.

17. The instructions in the para above apply to the numbering of blocks and the allocation of Blocks among enumerators WITHIN THE SAME VILLAGE. If an enumerator is in charge of two villages themselves or more, there should be no renumbering of the villages since this would disturb the location codes already allocated. ***This is a point that must be scrupulously kept in view in implementing the instructions in this circular.***

18. In urban charges also, the numbering of Enumerator's Block for houselisting operations should be continuous for the entire town/city in those cases where the town/city has not been further subdivided into charges. Where one enumerator is placed in charge of more than one block, care should be taken to ensure that only blocks bearing continuous serial numbers, such as say 5 and 6, 27 and 28 etc., are entrusted to one enumerator and that such blocks are situated within one and the same Municipal Division or Ward.

P. PADMANABHA
Director of Census Operations
Goa, Daman & Diu and
Dadra & Nagar Haveli

Copy with compliments forwarded to :—

(1) All Collectors.

(2) Civil Administrator, Diu.

(3) All Deputy Collectors, Goa District, Goa.

(4) All Charge Superintendents, Goa, Daman & Diu and Dadra & Nagar Haveli, for necessary action.

———

APPENDIX 18 (b)

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
GOA, DAMAN & DIU AND DADRA & NAGAR HAVELI

Pramila Smriti, 2nd floor,
Behind Post Office,
Rua de Ourem,
PANAJI.

Date : 20th February, 1970
1 Phalguna, 1891

CENSUS CIRCULAR NO. 11

From

S. K. Gandhe,
Director of Census Operations,
Goa, Daman & Diu and Dadra & Nagar Haveli,
Panaji—Goa.

To

All Collectors-*cum*-District Census Officers
All Deputy Collectors-*cum*-Dy. District Census Officers
All Mamlatdars or Block Development Officers-*cum*-Charge Superintendents
All Municipal Secretaries-*cum*-Charge Superintendents

Sub : Housenumbering and Houselisting
Some important points to be remembered.

Sir,

The first phase of 1971 Census i.e. Housenumbering and Houselisting Operations is due to commence in the Union Territory of Goa, Daman & Diu and Dadra & Nagar Haveli, by the first week of March, 1970. The Census Officers at different levels are expected to undertake the following steps before this phase commences :

(*i*) Formation of Census Enumerators' blocks and Supervisors' Circle.

(*ii*) Completion of a minimum of two rounds of taluka-level training of Enumerators and Supervisors.

(*iii*) Thorough checking of filled-in sample Schedules at the time of Training of Enumerators/Supervisors, discussing the various deficiencies noticed and providing the necessary instructions and guidance for accurate filling in of Houselist and Establishment data.

(*iv*) Distribution in time and adequate quantity of the Census material for the first phase, viz.

(a) Houselist Schedules

(b) Establishment Schedules

(c) Houselist Abstract forms

(d) Instruction Booklets

(e) Appointment orders of Enumerators/Supervisors

(f) List of Schedule Castes/Tribes

(g) Copies of notional map in respect of each block

2. The Census data can hardly be meaningful or serve the ultimate needs of economic analysis unless :

(*i*) a complete coverage of the area given to each enumerator of a village/town is ensured,

(*ii*) the data collected are accurate and consistent, and

(*iii*) the prescribed time-schedule for collection, processing and presentation is observed.

3. (*i*) In order to ensure 2 (*i*) above, each Enumerator/Supervisor must see that each and every building-small or big, a place or a hut—is covered in the Houselist and all normal resident-members are included in Cols. 13, 14 and 15 of Houselist. In Goa we have some peculiar situations which need to be taken full care of. Very often, lonely houses are found to be situated atop the hills, sporadic hutments are located down the hill slopes, or on the banks of rivers/rivulets, temples and churches, are built deep interior in the forest areas, etc. All these structures are census houses and have got to be covered by our houselisting operation. The Charge Superintendents may please take a note of this.

(*ii*) Accuracy and internal consistency of the Census data are of utmost importance. The Charge Superintendents have to bear a special responsibility in this respect. To the extent to which the training is imparted seriously and to the minute details, the chances of discrepancies/inaccuracies will be reduced.

(*iii*) Timeliness is again most important. Unless the first phase of Census is completed in Goa, Daman and Diu, and Dadra & Nagar Haveli latest by the middle of April 1970, and further arrangements for taking the population count which indeed need detailed planning at every stage, will be affected. I am sure the Census Officers will realise the importance of the prescribed time schedule and will, by adhering to it, save themselves from added burden of work in the second and more important phase.

4. During the first phase, each census-house (which may be an independent building or a part of a building) has to be given a 'census number.' This number has to be painted on the door of the census house or on its front-wall or at some other conspicuous part for identification at the time of enumeration in the second phase. The number should be painted in such a way that the figures do not get obliterated or blurred till before March 1971, and inspite of the intermittent monsoon season. If necessary, the Enumerators/Supervisors/Charge Superintendents should give suitable instructions to the heads of households or adult members thereof to take full care of Census House Numbers till at least the end of March 1971.

5. Please remember that the Census House Numbers are to be written in Arabic numerals and so painted that they are easily readable, but, at the same time, at such a height that no child can normally reach it.

6. **Supply of Census Material**

The Charge Superintendent will please before the commencement of the first phase issue to each Enumerator/Supervisor a set of Census material and forms as shown below :

To Enumerators

(*i*) Appointment letter

(*ii*) Booklet of Instructions for filling up houselist and establishment schedule (to the enumerators knowing Marathi, only Marathi-booklets should be issued, to the others, English ones may be given).

(*iii*) List of schedule castes/tribes

(*iv*) Specimen Entries in houselist and establishment shedule

(*v*) Requisite number of Houselist forms

(*vi*) Requisite number of Establishment forms

(*vii*) Requisite number of Houselist Abstracts

(*viii*) A copy of notional map of block assigned to him

(*ix*) Location Code Numbers of the Block towns and villages in which he is to work

To Supervisors

(*i*) Appointment letter

(*ii*) List of Enumerators who are working under him

(*iii*) Location Code Numbers of the blocks town and villages alloted to each enumerator under him

(*iv*) Booklet of Instructions to Enumerators for filling up Houselist and Establishment Schedule (same as above)

(*v*) List of Scheduled Castes/Tribes

(*vi*) "Guidelines to Supervisors"

7. When an enumerator is allotted more than one block he should be instructed clearly that the forms of one block do not get mixed up with those of other block(s). The filled-in record of each block has to be kept separate, and in no case same schedule is to be used for recording data of other block(s).

8. In respect of Urban areas of the district of Goa, Daman & Diu, the Charge Superintendents should form the blocks within the towns in such a way that the blocks can be grouped together or separate from each other without any difficulty so that we can identify the area which is ultimately to come under the Municipal jurisdiction of the town concerned. It should also be borne in mind that the census block boundaries are drawn in such a way as can be useful at a later stage to the local authorities also. The criteria of formation of blocks (150 houses in rural and 120 in Urban areas) should not be lost sight of in forming the blocks.

9. Despatch of Completed Forms

After the houselisting is over, the following forms, duly completed, should be sent to our office at Panaji, through a messenger :-

(*i*) One copy of the Houselist form. The other copy should be retained by the Charge Superintendent in his office till the completion of enumeration work in March 1971

(*ii*) Establishment Schedule : Both copies should be sent to this office

(*iii*) Houselist Abstract Form I : One copy of the block houselist Abstract should be sent to us. The other copy should be retained by the Charge Superintendent

(*iv*) Houselist Abstract Form II: After receipt of both the copies of the Houselist Abstract Form I from the enumerators, the Charge Superintendent should prepare the Houselist Abstract, in respect of his "charge" in form II in duplicate, one of which should be sent to us and the other should be retained by him.

10 The entire set of the above mentioned Census Forms should be taged separately for each block. There should be only one parcel containing all the records for all the villages/blocks of a Town. In other words, the Forms should not be sent piecemeal. This is rather important and the Charge Superintendent should please take special care in this matter.

11. In the printed forms of Houselists and Establishment Schedules no page number has been given. The forms in respect of respective charges will have to serially page numbered to facilitate distribution and keeping of accounts. Utmost care should be taken so that no form is wasted either during use or in transit.

12. Receipt of this circular may kindly be acknowledged.

Yours faithfully,

(S. K. Gandhe)

Director of Census Operations

Goa, Daman & Diu

Copy to:

1. The Chief Secretary, Govt. of Goa, Daman and Diu, Secretariat, Panaji.
2. The Development Commissioner, Secretariat, Panaji.
3. The Secretary, Local self Govt. Secretariat, Panaji.
4. The Registrar General, India, New Delhi.
5. The Directors of Census Operations in all the States.

APPENDIX NO. 18 (c)

No. 1/36/70 Cir.

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS

GOA, DAMAN & DIU AND DADRA & NAGAR HAVELI, NAVELKAR BUILDING, GANESH PRASAD, 2ND FLOOR, OPPOSITE MUNICIPAL OFFICE, DR. A. BORKAR ROAD

PANAJI

Date : 12th November, 1970
21 st. Kartika, 1892

CENSUS CIRCULAR NO. 15

To

All Mamlatdar-*cum*-Charge Superintendents.

Subject :- Gradation of trainees
(Enumerators/Supervisors)

Sir,

By the time this circular reaches you, I think you would have already completed at least one Training class for the IInd phase of Census Operations or would be in the process of doing so. This experience should be a guider in organising the next two training classes to be held in December 1970 and January 1971, respectively.

I have personally attended some training classes while my colleagues in the department have also attended some of them. It has been our experience that most of the trainees have failed to understand conceptually the meaning of various questions in the Individual Slip with the result that they committed a number of mistakes while filling in the slips in the practical part of the training. A scrutiny of the training slips filled in by enumerators and supervisors revealed that while some of them have really done good work in respect of questions 1 to 15, others have betrayed a lack of understanding of even these questions. So far as the questions 16 and 17 are concerned, I think it will be rather premature to expect a complete understanding thereof in the first training itself.

In view of the limited personnel available with us it is not possible to replace such Enumerators/ Supervisors as have betrayed lack of adequate understanding of the questions in the Slip. It should be our endeavour, therefore, to concentrate more on such weaker trainees and ensure that they come up to the expected level of understanding at the end of the second, or at least, the third training class. In order to be able to pay special attention to such persons it seems necessary to classify the trainees into the following grades :

A=Very Good
B=Good
C=Average
D=Poor

The gradation will have to be done on the basis of certain criteria like the interest evinced by the trainee in the training class, the effort made by him to get clarification on difficult questions and, more importantly, the accuracy and efficiency displayed by him in filling in the slips during the practical training. I am, therefore, to request you kindly to categorise your Enumerators and Supervisors into the above four categories immediately after the first training class is over.

The persons classified as 'C' or 'D' will have to be paid a special attention in the second training class. The Charge Superintendents (Mamlatdars) and the Asstt. Charge Superintendents (A.D.E.I.S.) should ensure that persons of C and D categories are seated in the front rows in the second training class and are made to understand the different questions as thoroughly as possible. They should also be informed of their rather unsatisfactory performance in the first training class and asked to acquiant themselves better during the second one. If necessary they should be asked to fill-in a larger number of slips in the practical training on the number to be filled-in by persons of A and B categories. All efforts should be made to ensure that persons of C and D categories acquire enough understanding during the second training course so as to enable them to get at least B category on the basis of their performance in the practical training. If necessary the officials of the Census Department will help the Charge Superintendents in categorising their trainees into the above four grades.

All the Charge Superintendents will please send to the undersigned by the end of November, 1970 a list of Enumerators and Supervisors categorised as 'C' and 'D' on the basis of first training Class.

This may please be treated as very important.

Yours faithfully,
Sd/-
(S. K. Gandhe)
Director of Census Operations
Goa, Daman & Diu

Copy to:-

The Registrar General, India.
The Chief Secretary, Panaji.
The Development Commissioner, Panaji.
All Directors of Census Operations of all States/Union Territories.
The Dy. Collectors, Goa, Daman & Nagar Haveli.
The Dy. Collectors, Panaji and Margao.
Secretary to the Administrator, Dadra & Nagar Haveli, Silvassa.
The Block Development Officer, Margao, Panaji, Mapusa and Daman.

Sd/-
(S. K. Gandhe)
Director of Census Operations
Goa, Daman & Diu

APPENDIX 18 (d)

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS GOA, DAMAN & DIU

AND DADRA & NAGAR HAVELI

PANAJI-GOA

Date : 1st March, 1971
10th Phalguna, 1892

CENSUS CIRCULAR NO. 21

Sub : Supervision over the progress of Enumeration of population during the period 10th March to 3rd April, 1971.

The work of supervision over the progress of population count during the period 10/3/71 to 3/4/71 is distributed as under amongst the Officers of the Census Department as well as those of the General Statistics Department whose services have been made available to the Census Department for this purpose :

Name of the officer	Area allotted for supervision
1. Shri N. Y. Gore Asstt. Director of Census Operations.	1. Panaji Urban 2. Goa taluka 3. Mormugao taluka
2. Shri D. P. Naik Asstt. Director of Census Operations.	1. Bicholim taluka 2. Satari taluka
3. Shri H. K. Ravindra Statistical Officer, General Statistics Department.	1. Margao Urban 2. Salcete taluka 3. Canacona taluka
4. Shri M. K. Belurkar, Research Assistant, General Statistics Department.	1. Mapusa urban 2. Bardez taluka 3. Pernem taluka
5. Shri V. K. Mamai, Investigator, Census Department.	1. Sanguem taluka 2. Ruepem taluka
6. Shri V. S. Naik Computor, Census Department.	1. Ponda taluka

The important functions expected of the supervisory officers mentioned on prepage will be as under :

1. To ensure that enumeration work in each and every block commences on 10/3/1971.

2. To ensure that a certain minimum speed is maintained in the enumeration work so that, by and large, work of every block is over by 24th or 25th March, 1971.

3. To ensure that the expected degree of quality is maintained in the work.

4. To ensure that the Supervisors (appointed at the rate of one for a group of 5 to 6 blocks) are performing the functions assigned to them properly and in time.

5. To help solve all operational difficulties cropping in the field ; to seek assistance of the Charge Superintedent, or if necessary, of the Police Department in solving such difficulties.

6. To make an assessment of the various schedules available with each enumerator vis-a-vis actual requirement on the basis of daily canvassing. To arrange, if necessary, for supply of additional copies of various schedules by collecting the spare ones from other supervisory circles or from other talukas.

7. To locate with the help of supervisors and Enumerators areas or localities (specially in urban towns) where there is a concentration of houseless population, and to make adequate on the prescribed day.

8. To assist the Enumerator and Supervisor in the proper filling in of :

(*i*) Population Record,

(*ii*) Enumerators Daily Posting Statement, and

(*iii*) Enumerators Abstract.

9. To ensure that the revisional round commences on 1/4/71 immediately after the sunrise, and is completed by 3/4/71.

10. To help the Charge Suprintendent, the Supervisor and the Enumerator in all such matters as would be conductive to a proper and complete Census of the Territory's population.

11. To keep the Director of Census Operations informed from time to time of the important developments in regard to the census work in various parts of the Territory.

12. While it is not intended to prescribe any specific period of tour for the said Supervisory Officers in their respective areas, it would be desirable for them to undertake intensive touring from 9th to 20th March and again from 29th March to 3rd April, 1971. Each Officer may, however, arrange his programme of work on the basis of exigencies obtaining in his area.

While it is not possible to depute any person from Panaji to the districts of Daman and Diu, and also to the Union Territory of Dadra & Nagar Haveli, for the above work, it is expected that the Collectors-*cum*-District Census Officer would make adequate local arrangements for carrying out the population count efficiently and in good time in these districts.

Sd/ .....
1/3/71
(S. K. Gandhe)
Director of Census Operations,
Goa, Daman and Diu.

To

1. The Collectors-*cum*-Distt. Census Officers, Goa, Daman and Dadra and Nagar Haveli.
2. The Civil Administrator-*cum*-Distt. Census Officer, Diu.
3. The Dy. Collector-*cum*-Dy. Distt. Census Officer, Panaji and Margao.
4. The Charge Superintendents.
5. The Assistant District Inspectors of Education.
6. All the concerned Officers of the Census and General Statistics Department.

Copy for information sent to :

Government of India

1. The Registrar General, India, New Delhi-11.
2. The Dy. Registar General, India (Census), New Delhi-11.
3. All the Directors of Census Operations.

State Governments

1. The Chief Secretary, Government of Goa, Daman and Diu, Panaji.
2. The Development Commissioner, Government of Goa, Daman and Diu, Panaji.
3. The Director of Education, Panaji.
4. The Secretary, Administration of Dadra and Nagar Haveli.

APPENDIX 18 (e)

1/36/70.

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, GOA, DAMAN & DIU AND DADRA & NAGAR HAVELI

PANAJI-GOA

Date:- 7th March, 1971
16 Phalguna, 1892

CENSUS CIRCULAR NO. 22

Sub:- Despatch of filled in 1971 Census Schedules to the Office of the Director of Census Operations, Panaji.

This is one of the most important Circular on 1971-Census, prescribing the mode of despatch of the 1971 Census filled in Schedules to the Office of the Director of Census Operations, Panaji.

2. As per revised dates of 1971 Census programme, the enumerator will be in a position to complete his work on 3/4/71 and as such he/she is expected to fill in the Challan No. 3 for the Block (s) allotted to him/her on 3/4/1971. A copy of challan No. 3 is enclosed for your ready reference.

3. The Supervisor will collect the 1971 Census Schedules for all the Blocks allotted to him, and will first satisfy himself that the enumerators in his circle have handed over to him all the schedules, *i.e.*

(*i*) Individual Slip
(*ii*) Population Record
(*iii*) Enumerator's Daily posting Statement Males
(*iv*) Enumerator's Daily posting Statement Females
(*v*) Enumerator's Abstract
(*vi*) Degree Holder & Technical Personnel Card
(*vii*) Block Map

4. It should be ensured by the Supervisor as well as the Charge Superintendent that all the Schedules of a Block are kept separately, and that in no case the schedules of one block are allowed to get mixed up with those of others.

5. If an enumerator is in charge of more than one block, he will hand over the records blockwise of all his blocks to his Supervisor at a predetermined time and place on 3/4/71.

6. The Supervisor will in his turn hand over the schedules of his circle (again blockwise) to the Charge Superintendent on 4/4/71 as per time-table to be drawn up by the Charge Superintendent. In view of the further work regarding communication of provisional population figures, etc., it is suggested that

the Charge Superintendents fix 10.00 to 11.00 hrs. on 4/4/71 as the time for the receipt of Census Schedules by them.

7. While handing over the records either by the Enumerator to the Supervisor, or by the Supervisor to the Charge Superintendent, the Schedules should be arranged in *'flat stack'* in the size of the largest of the Schedules. At no stage these should be folded.

8. The Charge Superintendent on receiving the Census records from the Supervisors will check and ensure that complete records of all the blocks have been received. In case of omissions, and obvious errors he will get them corrected or made good by the supervisors concerned and then only will issue a receipt of the same to the Supervisor, and relieve him.

9. (i) The Charge Superintendent will then fill in the printed Form, *i.e.*, Statement showing the 1971 Census Records (filled in) returned to the Office of the Director of Census Operations, Goa, Daman and Diu and Dadra and Nagar Haveli by Charge Superintendent. Printed copies of this statement have already been supplied to all the Charge Superintendents. However 3 copies of the same are again sent herewith for ready reference.

(ii) All the 14 columns of the statement should be filled in respect of all the blocks.

(iii) In case there are no filled in Degree Holder and Technical Personnel Cards for a Block, this fact should be clearly stated in Columns No. 14 of the statment.

(iv) Entries in the printed form should start from Block No. 1 and then the other blocks should follow in the serial order.

(v) The entries for rural blocks and urban blocks should be made on separate sheets of the printed form.

10. When the Charge Superintendent is satisfied that he has received records for all the Blocks of his charge, he will then pack them in two separate gunny bags, one for the rural and the other for the urban area. In case the charge is so big that one gunny bag is not sufficient, then he will use 2 or more gunny bags, as the case may be, but in no case should the rural and urban blocks be mixed up in one gunny bag. The schedules should be kept in the gunny bag blockwise, *i. e.*, in such a manner that the Schedules of the last block number are at the bottom of the gunny bag, and those of the 1st block are at the top of the gunny bag.

11. The safe and timely despatch of the census schedules to the Office of the Director of Census Operations, Panaji is the sole responsibility of the Charge Superintendent himself. It is, therefore, left up to him to decide whether he should himself deliver the schedules or send the Census clerk. But in no case the schedules should be sent with a peon or by any other means. The dates on which each Charge Superintendent should deliver the schedules to this office are indicated below :

Name of the Charge	Office responsible for safe delivery of the Schedule	Date for receipt in the Census Deptt.
1	2	3
Goa Rural	Mamlatdar, Goa	14/4/71
Panaji Urban	Block Development Officer, Panaji	14/4/71
Bardez Rural	Mamlatdar, Bardez	15/4/71
Mapusa Urban	Block Development Officer, Mapusa	15/4/71
Pernem	Mamlatdar	10/4/71
Satari	Mamlatdar	10/4/71

1	2	3
Ponda	Mamlatdar	13/4/71
Canacona	- do -	9/4/71
Quepem	- do -	13/4/71
Margao	- do -	16/4/71
Margao Urban	- do -	16/4/71
Mormugao	- do -	16/4/71
Daman	Block Development Officer	12/4/71
Diu	Mamlatdar	12/4/71
Dadra & Nagar Haveli	Mamlatdar	12/4/71

12. Each Charge Superintendent will, however, ensure that he has completed the forms A and D, as also working sheets 1 & 3 of the 'Provisional Population Totals', the copies of which have already been sent to all Charge Superintendents vide our letter No. 1/36/70 dated 30/12/70. These two forms are to be completed with the help of the Enumerator's Abstract. The Charge Superintendent will ensure that the same are completed before the Schedules are despatched. In fact form 'A' is to be sent by 4/4/71 and form D by 8/4/71.

Receipt of this circular should be acknowledged immediately.

Encl :
One copy of Challan No. 3.
Three copies of statement vide para 9.

Sd/-
(S. K. Gandhe)
Director of Census Operations,
Goa, Daman & Diu

To

1. All the Charge Superintendents.
2. All the District Collectors-*cum*-District Census Officers.
3. The Civil Administrator-*cum*-District Census Officer, Diu.

Copy for information to:

Government of India

1. Registrar General India, New Delhi-11.
2. Deputy Registrar General, India, New Delhi-11.
3. All Directors of Census Operations.

State Government

1. The Chief Secretary, Govt. of Goa, Daman & Diu, Panaji.
2. The Development Commissioner, Govt. of Goa, Deman & Diu, Panaji.
3. The Secretary, Administration of Dadra and Nagar Haveli.

APPENDIX 19

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS GOA. DAMAN & DIU
AND DADRA & NAGAR HAVELI

PANAJI-GOA

Date : 17th March, 1971
26 Phalguna, 1892

PRESS NOTE

The Census Operations

The count of population under the 1971 Census has commenced in this territory, as in the rest of the country, from 10th March, 1971 and is expected to be over by 31st March, 1971. During the last one week some complaints relating to the Census work have appeared in the local press, though not unoften contradicting each other. The main items to which the complaints relate are :— (1) recording of mother-tongue, and (2) use of slips printed in regional languages. The correct position in this respect is clarified as under:

1. All the 1600 enumerators who are going round the Territory for the enumeration of population have been given a thorough training in four training classes held for each of them from November, 1970 to February 1971. They have also been supplied with a printed booklet giving detailed instructions on the method of filling in the Census schedule, known as Individual Slips. Besides, folders giving abridged instructions are also provided. According to the instructions no enumerator is supposed to record any information in the Individual Slip without asking the relevant question to the person being enumerated and obtaining a specific reply to each question. So far as recording of the mother-tongue is concerned, every enumerator has been given clear instruction that *the language returned by the person enumerated as his mother-tongue will only be recorded in the Slip*. In other words, the enumerator is not supposed to record any other language as the mother-tongue then what has been specifically told by the person enumerated. Similarly, the enumerator is not supposed to enter into any sort of argument or controversy with the person in respect of any of his answers, much less the one relating to mother-tongue. He has simply to accept as correct what is told to him.

If any enumerator does not follow the above instructions he is liable to be penalised under the existing rules. In fact, in one case the concerned enumerator has been suspended for recording mother-tongue of a person without asking the relevant question and obtaining a specific reply.

2. So far as printing of Individual Slips in the regional language is concerned, it may first be clarified that printing of Individual Slips was done by the Government of India (Ministry of Home Affairs) and not by the local Government or the Directorate of Census here. For the Territory of Goa, Daman & Diu Individual Slips printed in 3 languages, viz., Marathi, English and Gujarati are being used. The Slips in Gujarati are used only in Daman and Diu districts. The Marathi and English slips are being used in

Goa District. It may, however, be clarified that an enumerator is expected to know all the questions of the slip by heart, printing thereof in any regional language is not materially important. Even if a slip is printed in Marathi the enumerator can very well write the replies in English so that the person being enumerated can know what has been written about him in the Individual Slips. It may be added here that replies to many of the questions are written either in numericals or by representative alphabets like H (for Hindus), C (for Christians), L (for Literate), O (for Illiterates), etc. It is only in respect of a few questions that replies have to be recorded in the form of a word or a sentence. If the person enumerated so desires, he can insist upon the enumerator to write replies in respect of questions of religion, mother-tongue, etc., in English language so that he can make himself sure of the replies to these questions recorded by the enumerator.

3. In order to ensure that the Census work is completed to the satisfaction of all concerned, the Department of Census Operations has decided to start from *today*, 17th March, 1971, a Register of Complaints wherein all the complaints received from the public will be serially recorded and a thorough enquiry in each and every complaint will be carried out by the department. It is, therefore, upto the general public to send written complaints to the Director of Census Operations, Opposite to Municipal Office, Dr. A. Borkar Road, Panaji-Goa, in regard to the work of enumeration of population. It is, however, necessary that a person making a complaint clearly indicates the Census House number recorded on his house, so that an enquiry can be done expeditiously. The complaints will be received upto 10th April, 1971.

———

APPENDIX 20

The following is the text of the Advertisements which appeared in the English daily newspaper of Panaji from time to time. The translation of the same in Marathi and Gujarati was supplied to the respective newspapers of Goa, Daman and Diu.

From 1.3.1971 to 7.3.1971

CENSUS OF INDIA 1971

The count of India's population for the eleventh decennial Population Census will begin from 10th March, 1971 and will be completed by 31st March, 1971. The reference date of 1971 census is sunrise of 1st April, 1971. The count of houseless Population will be done on the night of 31st March, 1971.

About 1500 persons appointed as enumerators/ supervisors will be visiting each and every household for enumerating the Population of Goa, Daman and Diu. For each person, one Individual slip will be filled in. All citizens are requested kindly to render necessary co-opration to the Census Enumerators in this respect. The information supplied by you will be treated as strictly confidential.

On 10.3.1971

CENSUS OF INDIA 1971

The count of India's Population for the eleventh decennial Population Census starts today. The counting work will continue upto 31st March, 1971. The count of Houseless Population will be done on the night of 31st March, 1971. From 1st April to 3rd April, 1971, a revisional round will be taken for uptodating the final count with reference to the sunrise of 1st April, 1971.

For enumerating the Population of Goa, Daman and Diu, services of about 1500 persons are engaged. For each Individual, one slip will be filled in. All citizens are requested kindly to furnish correct information about members of their households to the census enumerators who will visit them shortly. The information supplied will be treated as strictly confidential.

Census is a key to planned Economic Development.

On 13.3.1971, 14-3-1971 and 21.3.1971

CENSUS OF INDIA 1971

The count of India's Population for the eleventh decennial Population Census is now in progress all over the country. The counting work will be over by 31st March, 1971.

Census is a key to planned economic Development.

Every head of household must ensure that he has furnished correct information about himself and other members of his household to the census enumerator. The information supplied by him will be treated as strictly confidential.

It is obligatory under the Census of India Act, 1948, for all persons to supply the required information to the census enumerators.

On 1.4.1971

The last date for taking the count of India's population for the eleventh decennial Population Census was 31-3-1971. From to-day, 1st April,

1971 to 3rd April, 1971, the enumerator will quickly go round on a revisit to every household in his area to up-to-date the final count with reference to the sunrise of 1st April, 1971.

All citizens are requested kindly to furnish information about the new births or unfortunate deaths if any, that may have occurred after the enumerator's first visit but before the sunrise of 1st April, 1971.

By giving accurate information, you are performing a duty which is of great national importance.

APPENDIX 21

Names of Persons who were awarded 1971 Census Silver and Bronze Medals in Goa, Daman and Diu

Sl. No.	Name	Worked in 1971 Census as	Designation in Parent Department	Selected for the award of
1	2	3	4	5
1.	Shri Krishna Pandurang Narwekar	Charge Superintendent, Panaji	Mamlatdar, Tiswadi taluka, Panaji	Silver Medal
2.	Shri Keshova Vassanta Shirvoikar	Supervisor, Margaon	Avval Korkan, Mamlatdar's Office, Salcete taluka, Margaon	Silver Medal
3.	Shri Venkatesh Mahadev Tengse	Enumerator, Canacona taluka	Government Primary Teacher, Canacona taluka	Silver Medal
4.	Shri Peter Anthony Sardinha	Enumerator, Salcete taluka	Village Panchayat Secretary, Macasana, Salcete taluka	Silver Medal
5.	Shri Shivanand Vishram Rane	Enumerator, Salcete taluka	Talathi Sarzora village, Salcete taluka	Silver Medal
6.	Shri Vassudeva Ganesh Manerikar	Supervisor, Panaji	Assistant Superintendent Industries & Labour Department, Secretariat, Panaji	Bronze Medal
7.	Shri Baburau Govind Redkar	Supervisor, Mormugao town	Senior Accountant, Accounts Department, Mormugao port Trust, Mormugao	Bronze Medal
8.	Shri Prafulla Moroba Borkar	Supervisor, Pernem taluka	Extension Officer, Panchayat-*cum*-Cooperation, Pernem	Bronze Medal
9.	Shri Mortu Vittol Naique	Enumerator, Margaon town	Government Primary Teacher, Navelim, Salcete taluka	Bronze Medal
10.	Shri Suresh Ganesh Ayya	Enumerator, Canacona taluka	Government Primary Teacher, Canacona	Bronze Medal
11.	Shri Atchut Shashikant Khobreker	Enumerator, Margaon taluka	Government Primary Teacher, Quelossim, Courtallim, Margaon taluka	Bronze Medal

APPENDIX 21—Concld.

1	2	3	4	5
12.	Shri Sadanand Datta Kamat	Enumerator, Ponda taluka	Government Primary Teacher, Vadivadem, Kundaim, Ponda taluka	Bronze Medal
13.	Shri Ibono Antonio Joao Miranda	Enumerator, Mapusa town	Research Investigator, Mapusa	Bronze Medal
14.	Shri Krishna Arjun Air	Enumerator, Satari taluka	Talathi Satari taluka	Bronze Medal
15.	Shri Vithal Govind Gavade	Enumerator, Sanguem taluka	Government Primary Teacher, Mirabag, Sanguem	Bronze Medal
		DAMAN DISTRICT		
1.	Shri J.I. Antani	Charge Superintendent, Daman taluka	Block Development Officer, Daman	Silver Medal
2.	Shri S.P. Dessai	Supervisor, Daman taluka	Extension Officer, Daman	Bronze Medal
3.	Shri R.C. Damania	Enumerator, Daman taluka	Government Primary Teacher, Daman	Bronze Medal
		DIU DISTRICT		
1.	Shri M.H Vyas	Supervisor, Diu town	Head Master, Government Primary School, Diu	Silver Medal
2.	Shri R.H. Solanki	Enumerator, Diu taluka	Government Primary Teacher, Ghogola, Diu	Bronze Medal
3.	Shri M.A. Modasia	Supervisor, Diu taluka	Headmaster, Government Primary School, Fudam, Diu	Bronze Medal

APPENDIX 22

SANCTIONED BUDGET AND ACTUAL EXPENDITURE OF THE OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, PANAJI FOR THE YEARS

1968-69, 1969-70, 1970-71 and 1971-72

Head of Account and Primary Unit	Sanctioned Budget				Actual Expenditure			
	1968-69	1969-70	1970-71	1971-72	1968-69	1969-70	1970-71	1971-72
1	2	3	4	5	6	7	8	9
A–Superintendence								
A(1) Salary of Officers	5,900.00	3.600.00	16,800.00	8,900.00	1,800.00	1,786.45	7,072.05	10,280.24
A(1) Salary of Establishment	4,100.00	11,500.00	36,000.00	11,500.00	4,845.50	6,305.50	11,358.55	11,310.00
A(1) Dearness Pay & Allowances	...	10,600.00	33,900.00	10,400.00	4,008.95	5,852.90	10,527.50	9,892.51
A(1) Other Allowances	8,500.00	3,100.00	3,200.00	3,500.00	694.60	1,033.80	1,914.06	1,496.35
Total Establishment Charges	18,500.00	29,200.00	89,900.00	34,900.00	11,349.05	14,978.65	30,872.16	33,079.10
A(2) Interim Relief	...	...	...	2,400 00	...	...	2,609.35	2,835.79
A(3) Travelling expenses	...	500.00	2,400.00	6,300.00	5.30	918.35	4,685.69	2,269.75
A(4) Other Charges	3,800.00	20,100.00	39,200.00	20,200.00	4,499.44	19,070.69	23,705.84	22,281.65
Total A-Superintendence	22,300.00	49,800.00	131,500.00	63,200.00	15,853.79	34,967.69	61,873.04	60,466.29
B-Enumeration								
B(1) Salary of Establishment	...	2,200.00	...	3,700.00	...	611.79	20,434.30	3,975.30
B(1) Dearness Pay & Allowances	...	2,000.00	...	3,100.00	...	505.25	17,596.15	3,418.50
B(1) Other Allowances	...	1,000.00	...	500.00	...	77.46	2,755.80	522.15
Total Establishment Charges	...	5,200.00	...	7,300.00	...	1,194.50	40,786.25	7,915.95
B(2) Interim Relief	...	...	...	800.00	...	...	4,438.45	862 80
B(3) Travelling Expenses	...	1,000.00	...	400.00	...	...	448.30	386.70
B(4) Honorarium	...	500.00	21,900.00	2,300.00	...	4,600.00	12,165.00	4,920.00
B(5) Other Charges	...	500.00	...	100.00	...	...	152.35	78.86
Total B—Enumeration	...	7,200.00	21,900.00	10,900.00	...	5,794.50	57,990.35	14,164.31

C-Abstraction & Compilation								
C(1) Salary Of Officers	...	...	4,700.00	6,500.00	...	...	1,465.30	6,900.00
C(1) Salary of Establishment	3,300.00	9.000.00	36,900.00	115,700.00	7,101.20	9,610.05	26,742.02	15,495.40
C(1) Dearness Pay & Allowances	...	4,000.00	24,200.00	32,500.00	4.675.00	6,750.90	20,939.11	31,513.05
C(1) Other Allowances	4,400.00	2,000.00	6,800.00	8,300.00	816.55	1,175.10	2,965.82	4,507.80
Total Establishment Charges	7,700.00	15,000.00	72,600.00	163,000.00	12,592.75	17,536.05	52,112.25	148,416.25
C(2) Interim Relief	...	...	...	7,100.00	...	...	4,910.75	8,596.90
C(3) Travelling Expenses	...	500.00	2,800.00	9,000.00	644.90	1,411.90	4,153 95	2,775.35
C(4) Other Charges	...	3,500.00	17,400.00	6,700.00	...	350.00	6,307.44	14,673.92
Total C-Abstraction & Compilation	7,700.00	19,000.00	92,800.00	185,800.00	13,237.65	19,297.95	67,484.39	174.462.42
D-Printing & Stationery	5,000.00	3,000.00	3,000.00	4,100.00	400.72	1,411.58	2,100.70	5,322.33
L-Registration, Promotion								
Research and Population Studies								
L(1) Salary of Establishment	...	...	...	...	...	...	...	10,557.40
L(1) Dearness Pay & Allowances	...	...	...	...	...	...	...	8,188.00
L(1) Other Allowances	...	...	...	...	...	...	...	1,270.40
Total Establishment Charges	...	...	...	...	...	...	...	20,015.80
L(2) Interim Relief	...	...	...	...	...	...	...	1,918.60
L(3) Travelling Expenses	...	...	...	...	...	...	...	1,973.10
L(4) Other Charges	...	...	...	...	...	...	...	...
L(5) Kaira Project	...	...	...	...	...	...	...	...
L(6) Training	...	...	...	...	...	...	...	...
Total L-Registration	...	...	...	...	...	...	...	23,907.50

APPENDIX 23

NO. 6/33/69-AD. I

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

2/A Mansingh Road
New Delhi-11, the 5th Nov., 1969

To

The Director of Accounts,
Goa, Daman and Diu,
Panaji

Subject: Declaration of the Assistant Director of Census Operations in the Office of the Director of Census Operations and ex-officio Superintendent of Census Operations, Goa, Daman & Diu and Dadra & Nagar Haveli, Panaji, as "Head Office" in respect of that Office.

Sir

I have the honour to declare, under Rule 10 (A) of the Delegaton of Financial Powers Rules, 1958 Shri N.Y. Gore, Assistant Director of Census Operations in the Office of the Director of Census Operations and ex-officio Superintendent of Census Operations, Goa, Daman and Diu and Dadra and Nagar Haveli, Panaji, to be the "Head of Office", with immediate effect, until further orders, in respect of that Office, in Place of Shri P. Padmanabha, Director of Census Operation and ex-officio Superintendent of Census Operations, in Mysore, Banglore declared to be the "Head of Office" *vide* this Office letter No. 3/52/67-RG dated the 7th March, 1969, addressed to you. Shri N.Y. Gore, Assistant Director of Census Operations, is also declared to be the "Controlling Officer" for purposes of travelling allowance of all the members of nongazetted establishment of the Office of the Director of Census Operations and ex-officio Superintendent of Census Operations, Goa,Daman & Diu and Dadra & Nagar Haveli.

Yours faithfully,
Sd/-
(A. Chandra Sekhar)
Registrar General, India and ex-officio Joint Secretary to the Government of India in the Ministry of Home Affairs

No. 6/33/69-Ad. I
New Delhi-11. 5th Nov., 1969

Copy to:-

Office of the Director of Census Operations and ex-officio Superintendent of Census Operations, Goa, Daman and Diu and Dadra and Nagar Haveli, Panaji.

2. Director of Census Operations and ex-officio Superintendent of Census Operations, in Mysore, Bangalore

3. Treasury Officer.

Sd/-
(D. N. Krishnamurthy)
Administrative Officer

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