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# CENSUS OF INDIA
# 1971

SERIES—27

## DELHI

PART VIII-A

# ADMINISTRATION REPORT—ENUMERATION

S. R. GANDOTRA
of the Indian Administrative Service
DIRECTOR OF CENSUS OPERATIONS
DELHI

## 1971 CENSUS PUBLICATIONS : DELHI

LIST OF PUBLICATIONS

(All the Census Publications of this State will bear series 27)

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PORTRAIT OF POPULATION

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प्रधान मंत्री

सन्देश

सन् १९७१, हमारे देश की दश वार्षिक जनगणना का वर्ष है। इस वर्ष भारत में जनगणना के कार्य के सौ वर्ष पूर्ण हो रहें हैं।

भारतवर्ष, एक महत्वपूर्ण परिवर्तन के दौर से गुजर रहा है। लोगों की समाजिक और आर्थिक दशा, और उनकी आवश्यकताओं का वास्तविक मूल्यांकन करना जरूरी है। जनगणना ही ऐसे मूल्यांकन का आधार प्रस्तुत करती है।

भारतवर्ष की जनगणना का कार्य-संचालन, अत्यन्त विशाल पैमाने पर किया जाता है। १ मार्च, १९७१ को, दस लाख से ज्यादा प्रशिक्षित प्रगणक अपना कार्य आरम्भ करेंगे, और वे संपूर्ण देश में घर-घर जायेंगे, तथा प्रत्येक व्यक्ति की जनांकिकी, सामाजिक तथा आर्थिक महत्वपूर्ण विशेषताओं के विषय में सूचना एकत्र करेंगे।

जनगणना की सफलता, देशवासियों के संपूर्ण सहयोग पर निर्भर है। इस महान् राष्ट्रीय प्रयास में प्रत्येक व्यक्ति का योगदान होता है। मैं हर व्यक्ति से अपील करती हूं कि वह जनगणना प्रगणक को संपूर्ण सहयोग दें।

नई दिल्ली,
मार्च ८, १९७१

इन्दिरा गांधी

( इन्दिरा गांधी )

# PREFACE

Census taking is now a pretty old and specialised subject. With the 1971 Census, India has completed hundred years of Census taking, and only in October last, Census Centenary was celebrated in Vigyan Bhavan at New Delhi where eminent demographers from India and abroad participated in an illuminating seminar on various aspects of Census. There is hardly any doubt that census involves detailed planning and needs vast organisation. One has to take note of even the minutest details of each and every item of work and has also to adhere to the prescribed time schedule very strictly.

After enumeration is done, every Director of Census Operations is required to write a report for the benefit of his successor for the next decennial census. I am doing the same. In this report I have tried to recapitulate all my experiences, noted down in the sequence of their occurrence. Although the experiences gained by me and difficulties faced by me in a peculiar set of circumstances may not have same value in the changed circumstances obtaining a decade hence, yet it is my fervent hope that my successor would find all that I have said here quite useful while conducting the next Census in 1981 and in that case I will consider my efforts amply rewarded.

S. R. GANDOTRA
Director of Census Operations

Dated 2nd June, 1973.

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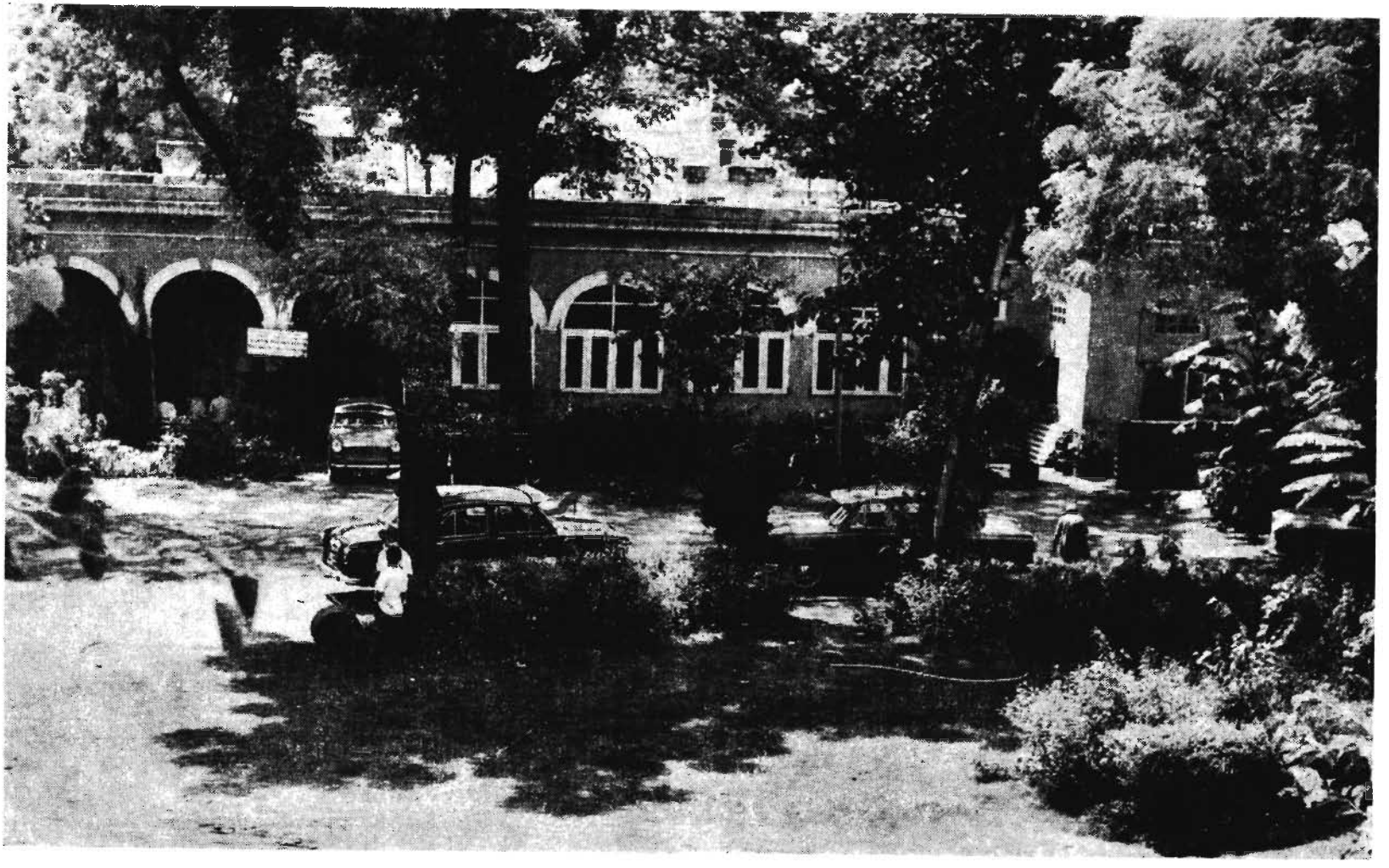
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Office of the Director of Census Operations, Delhi.

SECTION 1

**Introduction**

I was working as Deputy Secretary (Finance) in Delhi Administration when I came to know about my appointment as Superintendent of Census Operations for the Union Territory of Delhi. There were many disturbing questions which cropped up in my mind. I learnt that another colleague of mine who was originally selected for this assignment, did not join this post, even after the notification of his appointment had been issued. There was a feeling of isolation and I felt that I would move away from the hub of Delhi Administration. However, the task of conducting Census in Delhi, the seat of Indian Govt. and sprawling metropolitan city was a challenging one. The challenge inherent, and the novelty of the experience to be gained, perhaps boosted up my morale. Added to this was the presence of another colleague of mine Shri D.S. Misra, now Director of Education, Delhi and at that time Director of Census Operations, Himachal Pradesh. He was largely responsible for alluring me to this job. I, therefore, decided to accept and accomplish this task as best as I could do. Here I would also like to thank the Registrar General, India for making this job really rewarding for me as indicated by him on the eve of my taking up this assignment. Success achieved in doing this arduous job was largely due to inspiring leadership of the Registrar General, India who generally believed in the thoughts contained in the following couplet :-

"Be to his virtues ever kind
Be to his faults a little blind".

This indeed to my mind is the key-stone of the edifice of the Indian Census in which everyone worked as a team only because he got all the encouragement, cooperation and guidance at all times in a magnanimous manner.

I took over on 10.7.1969, from my predecessor, Shri Baldev Raj, who was holding the post since 1959. Most of my counter-parts in other States and Union Territories had already taken up their positions. My appointment in Delhi was a bit delayed one. So there was some handicap for me and I had to come to brass tacks immediately on my taking over. This was, however, not difficult.

Unlike my predecessor of 1961 Census, I had the advantage of succeeding to a continuing organisation with a fair number of experienced hands in the nucleus set up. The details of the staff which was in position are as below :-

**Statement showing the strength of Staff (on Census side, as on July, 1969)**

| Name of posts | Pay scale | No. of posts | Names |
|---|---|---|---|
| Non-Technical | | | |
| 1. Asstt. Director (Admn.) | Rs. 400-950 | 1 | Vacant |
| 2. Head Asstt. | Rs 350-475 | 1 | Shri B N. Mathur |
| 3. Assistant | Rs 210-425 | 1 | Shri K.L. Dilawari |
| 4. Upper Division Clerk | Rs. 130-300 | 1 | Shri B R. Narula |
| 5. Lower Division Clerk | Rs. 110-180 | 2 | 1. Vacant<br>2. Shri K.L. Chadha |
| 6. RecordKeeper | Rs. 110-180 | 1 | Shri B.M.Yadav |
| 7. Daftri | Rs 75-95 | 1 | Shri Som Nath |
| 8. Peon | Rs. 70-85 | 4 | 1. Shri Brahm Singh<br>2. Shri Prem Singh<br>3. Shri Puran Chand<br>4. Shri Khim Giri |
| 9 Gestetner Operator | Rs. 110-125 | 1 | Vacant |
| 10. Chowkidar | Rs 70-85 | 1 | Shri Jagdish Ram |
| 11. Frash-cum-Sweeper | Rs. 70-85 | 1 | Shri Kannu Ram |
| Technical | | | |
| 1. Asstt. Director (Tech.) | Rs. 400-950 | 1 | Vacant |
| 2. Tabulation Officer | Rs 350-475 | 1 | Shri B.M. Gupta (resigned 20-10-70) S. P. Sharma |

*Contd.*

*(Contd.)*

| 1 | 2 | 3 | 4 |
|---|---|---|---|
| 3. Statistical Assistant | Rs. 210-425 | 2 | 1. Shri S.S. Malkani<br>2. Shri A.K. Bedi |
| 4. Investigator | Rs. 210-425 | 3 | 1. Shri M.L. Sharma<br>2. Shri H.P. Sarin<br>3. Shri S.C. Arora |
| 5. Draftsman | Rs. 150-240 | 3 | 1. Shri B.D. Sachdeva<br>2. Shri P.S. Gera<br>3. Smt. Sukh Varsha |
| 6. Proof Reader | Rs. 150-240 | 1 | Shri Chhotey Lal |
| 7. Asstt. Compiler | Rs. 110-180 | 10 | 1. Shri Amar Singh<br>2. Vacant<br>3. Shri Shyam Sunder<br>4. Miss Phool Km. Malik<br>5. Shri Kehar Singh<br>6. Shri Ram Lal<br>7. Shri K.K. Sharma<br>8. Shri Deepak Kumar<br>9. Miss Kamlesh Gupta<br>10. Mrs. Santosh Gulati |

Thus unlike my predecessor I was saved from the botheration of setting up a new office from a scratch. This was decidedly an advantage, particularly as this staff was already attending to the important preparatory steps for the 1971 Census and was engaged in the collection of ancilliary information for the inter-censal period. Both the first and second pretests had already been conducted and reports were sent to the Registrar General's office before my joining. My late appointment, however, denied me the advantage of having a practical experience of the pretests and exchange of views during the first conference of the Superintendents of Census Operations, held in Vigyan Bhavan, New Delhi, during 16th and 21st May, 1969. It is now my humble suggestion that for 1981 Census, the appointment of Director of Census Operations should take place before the beginning of 1979.

From the proceedings of this conference, however, I could know the reactions of colleagues to all the Census Schedules, and received great inspiration from the inaugural address of the then Union Home Minister, Shri Y.B. Chavan. I started looking into the old reports and files to acquaint myself with the problems and procedures of Census taking. This is a must for every newcomer. After going through the 1961 Reports and files and as a result of personal discussions with the members of the staff, I observed that the following things needed my immediate attention.

**(i) Appointment of Assistant Director**

I found that there were two posts of Asstt. Directors sanctioned for my office but both were lying vacant. The selection of Shri J.N. Sharma, a Food and Supply Officer of Delhi Administration, had already been made for appointment against one of these posts, but he had not been relieved by the Delhi Administration till then. I had to get the notional maps of entire urban areas of the Union Territory of Delhi completed after field surveys and then to delimit census divisions, right from Census Tracts to Enumerator's Blocks, according to a time bound programme, without any assistance from the local bodies. I hastened to persuade Delhi Administration to relieve Shri J.N. Sharma and I succeeded in getting him on 16-8-69.

**(ii) 1961-Back Log**

When I took over, the maps of 1961 Census Atlas Volume were ready, duly approved by the Map Officer of Registrar General's office. We were, however, finding difficulty in securing a suitable press for its printing. This difficulty was solved by the then Central Tabulation Officer, Shri K. K. Chakravorty, who arranged to get our Census Atlas printed by M/s Capital Offset Printers.

For the printing of 1961 Subsidiary Tables volume my office had approached the Controller

of Printing, New Delhi, a number of times. As we could not get it allotted to any press, the printing of this publication had to be shelved in order to avoid any clash with the preparations for 1971-Census, which were now weighing heavily on us.

**(iii) Office Accommodation**

The accommodation which my office had at the time of my joining was absolutely inadequate. Even I had to accommodate myself in a corner of a Verandah for many months. Apart from great unhappiness that we felt on this account, miserably poor accommodation created adverse impression regarding the importance of census job on outsiders. Finding of suitable accommodation had really been a tough job for my predecessor as well as the Registrar General, India for nearly a decade. Luckily for me and with the ready cooperation from the Registrar General, India, my efforts bore fruits and I could secure excellent accommodation without much loss of time in the Grand Hotel Building, Civil Lines, Delhi. However, I shall deal with this topic in greater detail in Section 22 of this report.

**(iv) Completion & Preparation of Charge Maps**

Field survey for plotting each and every Building/ House on Charge Maps had already started before I joined. This being a *sine-qua-non* for the conduct of accurate house-listing operations, I concentrated my attention on ensuring that the field Surveys were meticulously completed and that the information was transferred to the Notional Maps with utmost efficiency, speed and accuracy.

**(v) Contacts with various Government and Local Organisations**

The need for establishing close liaison with various offices of State Administration, and the three local bodies was most essential for organising the huge census operations in Delhi. I, therefore, established immediate contacts with the heads of departments of various offices of the Delhi Administration, particularly the Deputy Commissioner and the Director of Education who were to play key roles in the ensuing operations. Liaison was also established with the three local bodies, namely Delhi Municipal Corporation, New Delhi Municipal Committee and Cantt. Board so that necessary help could be obtained from them in adequate measure and in time. My having worked in various departments including Education Directorate of Delhi Administration for a number of years, made my task much easier so far as the question of taking assistance from various official quarters, was concerned. An ideal Director of Census Operations must necessarily have this advantage.

Happily enough, the designation of my post was also changed from Supdt. of Census Operations to Director of Census Operations w.e.f. September, 1969, i.e. only 2 months after my joining. It was the fulfilment of a long felt need which certainly went a long way towards highlighting the importance of Census and giving the appropriate prestige to the State-head of Census Organisation vis-a-vis other heads of Departments.

The impression that I gained during the course of my term is that the office of the Director of Census Operations unlike other administrative posts, is a one man's show, where the Director has to manage everything rather, single handed.

Delhi which had a peculiar administrative set-up further added to the difficulties. Unlike other States, where the Census phoenix rises over the District and Municipal Official Authorities, the Director of Census Operations in Delhi had to make all arrangements by himself, right from the delimitation of Enumerator's Block, appointment and training of thousands of Census Workers to the final completion of Census Operations. The local administration and local bodies of course rendered co-operation by lending personnel but in the process of organisation no decentralisation of responsibility was at all involved.

I do not know how far this multiple administrative set-up of the Union Territory would change before the 1981 Census. If this remains as it was in 1971, the Director of Census will not find the situation any easier. Besides establishing personal contacts with the heads of Administration and

Local Bodies, to get the required assistance from them, the organisational superstructure shall still have to be erected, guided and controlled by him. If it could be managed as in other states by sharing responsibility with the local bodies, it would be an ideal situation. The late stage at which I joined did not permit me to be enterprising enough to try this experiment and I have not regretted it after seeing the success that was achieved by us. I personally did not like to take any risk at the late stage. However, it will be worthwhile for my successor to try if he has time and inclination and above all full support from top authorities of Delhi Administration and Municipal Corporation. He may have to take note of the fact that the next operations will be on much bigger scale.

**Initial Preparatory Measure**

In pursuance of Circular No. 1 from Registrar General of India (reproduced in Appendix I) which was issued on December 12, 1968, some preparatory steps had already been initiated by my predecessor. As mentioned earlier both the pretests had already been conducted and reports were also sent to the Registrar General, India. The nucleus staff was busy with field surveys for the finalization of Maps of the Charges. I studied the circular which gave nearly all the details for the census taking in a very lucid manner.

**Preparatory Work for 1971 Census**

I found that unlike other States, my predecessor during the 1961 Census had to get the de-limitation of Enumeration Blocks by his own staff and not through the district or local bodies. For the 1971 Census also the same procedure had been initiated by him. Though full involvement of the district and the local body authorities in the delimitation of Charges, Supervisor's Circles and Blocks and the appointment of Enumerators and Supervisors is extremely desirable to ensure easier conduct of the Census, but the preparatory work had already been initiated and at this stage I did not like to take the risk of involving other agencies for this work. Moreover, we felt competent to do it well.

Circular No.I issued by the Registrar General, India covered all the aspects of Census Operations. The entire operations were divided in the following stages.

1. Determination of Census Divisions
2. Selection, appointment and training of Census Workers
3. House-numbering and House-listing Operations
4. Publicity
5. Actual enumeration and final eheck up

Registrar General had particulary laid emphasis on the role of publicity for the success of these operations and this was duly taken care of. Action had already been initiated on the first two stages before I took over. However, a number of decisions had to be taken and many formalities were to be completed. I will come to them in detail in the subsequent pages at appropriate places.

The Registrar General had already issued a letter to all the State Govts. for extending full cooperation to the Director of Census Operations in organising and launching of census operations, but since I found the response from a number of Departments unsatisfactory, I had to request the Registrar General to address a letter either to the Lt. Governor or to the Chief Secretary, Delhi Administration emphasising the importance of census and the need for cooperation by various Departments vide my letter No.1/49/70-DCO dated 20-3-1970 (Appendix II). The Registrar General kindly accepted my request and wrote to the Chief Secretary, Delhi, accordingly. The Chief Secretary, Delhi Administration issued a directive to all the departments vide his letter No. 2/(272)/69—LSG dated the 19th April, 1970 (Appendix III). I followed it up by sending letters to all the heads of departments and local bodies individually. I also took the earliest opportunity to meet these officers personally to establish rapport with them. The Deputy Commissioner, Delhi, the Director of Education and the Secretary of New Delhi Municipal Committee extended full cooperation and were always ready to assist us in the matter of finding suitable man-power etc. for Census. Since their share of cooperation was much larger than others, things went off well.

I am, however, sorry to say that necessary cooperation was lacking from the Delhi Municipal Corporation. The Education Officer of the Corporation who was appointed as Census Officer on the suggestion of the Corporation authorities, was not of much help in exercising desired control over the municipal employees whose services we obtained after a great deal of haggling.

We also did not get due cooperation from the Delhi Cantt. Board and Railway authorities. In the case of the Cantt. Board, the Executive Officer who was the Census Officer of the area under the jurisdiction of Delhi Cantt. Board took little interest in the preparatory steps and left every thing to the Charge Supdt. who was the Supdt. (Revenue) in the Cantt. Board. As this Charge Supdt. was involved in some departmental case he actually did no work and also kept all concerned in dark. This resulted in the delay of House-numbering and House-listing operations which we could at the last moment get completed with the help of our own staff working at odd hours.

Similarly the Railway Officers who were put on census job did not act with due responsibility. The result was that every step was being delayed in Rly. area which we had to get completed in time by detailing our own staff. So in all directions and at all stages of work, the Director of Census Operations has to be extremely vigilant, because operations are time bound and a slip at one place can upset the whole thing. In future, special care would be necessary to ensure that the Railways and Cantonment authorities do shoulder the responsibility in most satisfactory manner.

For strictly military areas, Defence Services personnel were entrusted the duty of enumeration. Their discipline and sense of duty were really commendable.

**Census Pretests**

FIRST PRETEST OF 1971-CENSUS QUESTIONNAIRES

In accordance with the instructions contained in the Addl. Registrar General's D.O. letter No. 9/33/67-CTU dated 30-8-1967 (Appendix IV) the first pretest of 1971 Census questionnaires was conducted in three urban and three rural units of the Union Territory of Delhi. The Units selected had the same jurisdictions as in 1961 and were treated as single enumerator's blocks. The main criterion for selecting the urban units was to have areas where different functional types of population were available. In selecting the rural areas care was taken to have small villages, away from the influence of urbanisation. The areas selected for the pretest were as follows :-

| Particulars of the area | Population recorded in 1961 | Schedule : Houselist | Canvassed Household |
|---|---|---|---|
| 1. Village Aali Near Badarpur | 723 | Special | Simplified |
| 2. Village Nasirpur Near Palam Enclave | 619 | General | Original |
| 3. Village Shinghu near Delhi—Haryana Border towards Karnal | 613 | General | Original |
| 4. Beadonpura, Karol Bagh, H.No. 3260—3320 | 713 | Special | Simplified |
| 5. Lajpat Nagar IV Block B & C Double Storey | 672 | General | Simplified |
| 6. Mori Gate H.No. 3605-3672 | 500 | Special | Original |

No new location code was developed for the purposes of pretest and the location code allotted to these areas in 1961 was used. In three of these areas, special Houselists and revised Fertility schedules were canvassed and in the remaining the general Houselists and the original Fertility Schedules were canvassed. Individual slips were canvassed in all these areas.

Notional maps of these areas were got prepared with the help of the office staff, showing each and every dwelling within the limits of these areas. In villages, every house was allotted a number and in the urban areas the existing house-numbering was made upto date by painting the numbers in black. Copies of these notional maps showing the houses and their numbers were supplied to the enumerators and a copy of each map kept in the office.

The Education Officer, Municipal Corporation, Delhi was requested to depute 12 teachers, 6 males and 6 females for canvassing the questionnaires. It was considered desirable to appoint one male and one female enumerator in each of these areas. In order to avoid any dislocation of the normal duties of the teachers put on this duty, the Education Officer was requested to select those teachers who were either working within the areas selected for the pretest or living near about these places.

The Education Officer, Municipal Corporation Delhi placed at our disposal the services of seven male and five female teachers. No female teacher was nominated for village Nasirpur. Due to transfers etc., some marginal changes had to be made.

These teachers attended this office on 30-9-67 for training, when all the instructions were fully explained to them. They were given 15 days' time to study the instructions and to do some practical exercise in filling up of the Census Schedules. They were again called on 14-10-67 when the difficulties experienced by them were discussed and their doubts removed. The teachers were then directed to start the canvassing of the Census questionnaires with effect from 17-10-67 and complete the job by 31-10-67. Due to intervening Diwali holidays the job was, however, completed on 5-11-67.

In order to keep a close watch over the enumerators, six senior officials of this office, who had also been given complete training, were appointed as Supervisors, one in each Block. On a request from the teachers it was initially agreed that they might canvass the Census Schedules jointly but this arrangement was reversed after a week and the enumerators were directed to canvass the various schedules separately. They were also required to record the time taken by them in canvassing a schedule.

The experience gained during the pretest in regard to the suitability of the form of Census questionnaires, clarity of instructions and time taken in filling up each schedule and in respect of efficiency of the persons appointed, was as follows :-

**Houselist**

In three areas viz.(1) village Aali, (2) Beadonpura and (3) Mori Gate, special houselist (Appendix V) was canvassed and in other areas the general houselist (Appendix VI) was canvassed. The enumerators did not have much difficulty in completing either of these and on an average it took five minutes to record the particulars of one Census household. The following points, however, needed some clarification.

In columns 3 to 14 information in respect of a Census House was to be recorded but in column 4 and 12 of the Special Houselist only 'House' was printed. In column 13 the word 'Residence' was printed. This created some confusion. As far as column No. 4 was concerned it was presumed that the age of the building as a whole was to be recorded, and not the age of a Census House, which was a portion of the same building and as such it should have read "age of the building in years".

Columns 12 and 13 of the Special Houselist, however, related to a 'Census House' and as such the term of 'House' and 'Residence' in these columns could better be mentioned as 'Census House'.

Again the tenants were in no way aware about the age of the building and they showed their inability to give any answer to this question. Age had to be estimated by the enumerators so this was roughly correct.

*Column : 24*

According to the instructions, total living area under the occupation of a household was to be computed by an enumerator with the assistance from the members of the household. But it has been experienced that persons who have more than one living room, do not like to show other living rooms to the enumerators. Estimatedl iving area by enumerators will therefore again cannot be absolutely correct.

**Individual Slip**

On an average the time taken to complete the Individual Slips (Appendix VIII) of a family of 5 members, having one worker and one married female, works out to 10 minutes. The concepts are easily understood and can be easily conveyed to the person to be enumerated. Clarification on the following points will however be necessary.

*Location Code*

According to instructions the household number is to be repeated within the brackets. It is presumed that only the household number which has already been shown in column of location code need be repeated and not alongwith the location code of the locality.

*Q. 9 (a) Literacy*

The test for literacy, according to the instructions is the ability to read and write with understanding. A student of class I and those studying in K.G. cannot, therefore, be considered 'Literates' although they can speak and write some phrases. Some of the enumerators have shown such individuals as 'Literates' on the ground that they can read and write while others have shown them 'Illiterates', as they argue that they did not acquire understanding of what they could read and write. Clarification in this regard would also be called for.

*Question No. 14*

Actual work and the nature of Industry in which employed in respect of a worker, are generally not known to the house-wife or even to the elderly person of a household. Particularly in the labour colonies and rural areas, correct reply to this question was not forthcoming even on repeated visits, as the worker, left his place very early in the morning and returned late in the evening. In such cases the enumerators found some difficulties in recording the reply to this question in detail.

*Question No. 16*

According to the observation of the Addl. Registrar General, children who may or may not be students but help in the household work for one or two hours daily are to be recorded as 'Household Workers'. In this connection it is submitted that in almost all the families in India children of the age five and above generally assist in the household work in one way or the other though they are actually dependents. If they are to be classified as 'H.W.' the information thus gathered may not present the correct picture of 'students' and 'dependents'. This needs reconsideration.

**Cards for Scientific and Technical Personnel**

According to the instructions the above mentioned cards are to be issued to all graduates and technical degree or diploma holders. But according to the instructions printed on the right hand corner of the card, Graduates and Post Graduates in Science and Medicine Degree or Diploma holders in Engineering, Technology are only eligible for this card. It appears that other Graduates and Post Graduates are not eligible for enumeration. The instructions in the booklet need correction.

**Household Schedules**

ORIGINAL FERTILITY SCHEDULE

The questions in this schedule (Appendix-IX) are not relished by those who are interviewed. They hesitate to give full information for various reasons. Inaccuracies were found in the ages of the children as returned by the mother and the enumerators had to adjust them. If the enumerators are allowed to make such adjustment they may not even ask the ages of the children at the time of interview and may complete these columns according to their own convenience. If care is not taken to adjust the ages fantastic results are likely to come up at the time of tabulation. Such marginal adjustments are, therefore, desirable.

For various reasons, ladies were found unwilling to give information about their first marriage and regarding dead children. Male enumerators found it somewhat difficult to canvass these questions. However, it may become necessary that the help of female enumerators should be provided.

In the revised Fertility Schedule though the number of questions has been reduced but difficulty was experienced in knowing the number of dead children. The Enumerator has to be tactful as well as watchful.

This Schedule takes good deal of time and the experience gained during the pretest is that at least 15 to 20 minutes are required for recording the particulars of one married woman.

**General**

Thus for canvassing the Individual Slips alone an enumerator will need 10 minutes at the maximum to cover a family of five. The work load can, therefore, be increased to 250 households or a population of 1250 per enumerator. In the 10% area where the household schedule is also to be canvassed alongwith the Individual slips the extent of enumerator's block may comprise of a population of 700 persons or 140 households.

For canvassing the Household Schedule, female enumerators of good educational back-ground will be more suitable than the males. Since the household schedule will be canvassed in 10% area it may not be difficult to secure the services of required number of female enumerators.

Enumerators were repeatedly requested to complete the Posting Statements at the end of each day's field work but few adhere to this and the others completed the same only after the canvassing was over in the entire area. Similarly the supervisors either could not check the statement periodically or did not care to do so. Checking by the Supervisors at the close of operation cannot, therefore, ensure the correctness of the Enumerators Posting Statement. In order to ensure 100% correctness checking of these statements in the office of the Supdt. of Census Operations, Delhi will be necessary before publishing the Primary Census Abstract.

The impression gained during the course of close supervision of these enumerators is that in spite of all pursuation they do not relish the job and do not take it with the seriousness it requires. In order to create some incentive it may perhaps not be difficult to award a Certificate to every one appointed on Census jobs on the same lines as is being done by other Social Organisations. This need not be a certificate of merit but simply show that the holder has put in some honorary service in the cause of Census.

SECOND PRETEST OF 1971 CENSUS (MARCH-APRIL 1969)

The Second Pretest of 1971 Census questionnaires was conducted in the Rural and Urban areas of the Union Territory of Delhi from 24-3-1969 to 11-4-1969 followed by a three days revisional round from 12-4-1969 to 14-4-1969. For this pretest, five rural blocks and eight urban blocks were selected in accordance with the instructions contained in Deputy Registrar General's letter No.9/32/68-CTU dated 9.1.69 and 31.1.69. In three rural blocks and four urban blocks all the forms i.e., Houselists, Individual Slips and Household Forms (Appendix X,XI,XII) were canvassed, while in the remaining only Houselists and Individual Slips were canvassed. In selecting these blocks care was taken to have them from different parts of the city and rural areas. The details of the areas selected for the second pretest are given below:-

**Description of blocks where all the forms were canvassed.**

| Sl. No. | Ch./Block No. | Extent of Block | Tract |
|---|---|---|---|
| 1. | 1/5 | Bazar Road 1-25 odd, Todar Mal Square, Sapru House, Todar Mal Road, 1-74 even | New Delhi |
| 2. | 2/25 | Teliwara Ward II, House Nos. 351-422 Shahdara | D.M.C. (Urban) |
| 3. | 14/36 | Ward X, Suiwalan, Ahata Mir Bikhari H.Nos. 2087-2134 | -do- |
| 4. | 32/42 | Lajpat Nagar Extension I, Block F, 1 to 68 | -do- |
| 5. | - | Village Jhatikra | D.M.C. (Rural) |
| 6. | - | Village Sultanpur Majra | -do- |
| 7. | - | Village Saidul Ajaib | -do- |

**Description of blocks where only Houselists and Individual slips were canvassed**

| | | | |
|---|---|---|---|
| 1. | 4/16 | Hanuman Road, 1-55 odd | New Delhi. |
| 2. | 20/72 | Beadonpura, H. No. 2948-3008 | D.M.C. (Urban) |
| 3. | 36/31 | Kalkaji Block E. 1.1 to 15 | -do- |
| 4. | 40/42 | Tilak Nagar Block 7 | -do- |
| 5. | — | Village Gokulpur | D.M.C. (Rural) |
| 6. | — | Village Barwala (Half) | -do- |

Since it was decided to use forms in regional language only and as the requirement was not heavy, all the forms and Instructions Books in Hindi required by us were got printed through the Superintendent of Census Operations, Uttar Pradesh. The Education Officer, Delhi Municipal Corporation and the Education Officer, New Delhi Municipal Committee were requested to depute teachers who may either be working or living in the selected areas falling in their jurisdictions. These teachers were then called in this office to attend training classes held on 21st and 22nd March, 1969. As almost all the teachers have worked as enumerators in 1961 Census or at the time of first Pretest, no difficulty was experienced in explaining the instructions to them. It was, however, noticed that these teachers were reluctant and did not relish their appointment as enumerator. This attitude on the part of the teachers delayed the completion of work by a few days.

In order to have first-hand knowledge of the difficulties that may be faced by an enumerator, the supervision over these teachers was exercised by deputing the senior officials of this office as Supervisors.

The enumerators first canvassed the Houselists and after this was done, canvassing of other forms was taken up. There was no difficulty in canvassing the Houselist and Individual slips but the canvassing of Fertility Schedule, and Family Planning Schedule was found some-what difficult. The experience gained during the second pretest is as follows :—

**Houselist**

In spite of clear instructions the enumerators had some difficulties in classifying Census House and Household. This is because of different type of construction of buildings, all of which cannot be illustrated fully at the time of training. It is felt that no clear cut instruction can be given for rigid classification of a Census house and a household.

**Individual Slip**

Large size of individual slips printed on one side were found easy to handle during the course of house to house enquiry.

*Question 7*

Some difficulty has been experienced in ascertaining the last residence as the person questioned confuses longer visit of more than 3 months with that of normal residence. In one case where a woman went to her parents' house to deliver a child and stayed there for four months gave her last residence the place where her father lived. The birth place and the last residence of the child was also like-wise given. Thus the last residence of the husband and wife was recorded differently. It has been experienced that in spite of detailed instructions such mistakes will persist as the enumerator will not care to relate the replies recorded in different slip of the family.

**Fertility Schedule**

It has been noticed that the gap in ages of husband and wife given in answer to question No. 3(b) and (c) do not agree with what was given earlier when their Individual slips were completed. Enumerators, neither care nor will have time to check and as such discrepancies will persist.

**Family Planing Schedule**

In the Instructions for the filling up of the Family Planning Schedule it is mentioned that if the person to be questioned in this regard shows his willingness then the enumerator should procced. Since such enquiries are not generally relished it has been noticed that the enumerators have not cared to complete the schedule.

SECTION 3

**First Census Conference :**

I had yet not taken over when the first conference of the State Superintendents of Census Operations was held at Vigyan Bhavan, New Delhi from 16-5-1969 to 21-5-1969 and as such I had to go through the proceedings of this conference very minutely. The following topics were discussed in this conference.

(i) Results of the second pretest of census schedules;

(ii) Finalisation of the census schedules and procedures;

(iii) Adoption of a working calendar of the 1971 Census Operations;

(iv) Finalisation of sampling procedures at enumeration and tabulation stages;

(v) Printing of schedules and instructions;

(vi) Preparation of District Census Handbooks;

(vii) Implementation of a Permanent House-numbering scheme;

(viii) Honoraria to Enumerators;

(ix) Preparation of jurisdictional maps;

(x) Publicity measures;

(xi) Adoption of the Standard Urban Area concept; and

(xii) Adoption of location code.

But before the minutes of the conference could be communicated, the Registrar General had a discussion with the Planning Commission as a result of which certain changes in the census questionnaires had to be made. Letter No. D.O. 913/69-CTU dated 27-5-1969 from the Registrar General, India, New Delhi to all the Census Directors is reproduced for ready reference.

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

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

(a) Age of the Census House,

(b) Material of Floor,

(c) Reasons of 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 decision 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 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 from full time workers and their economic activity should be brought under the category of secondary work only and for their main activity they should be treated as housewives or students as the case may be.

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

(vii) The Individual Slip will be further simplified by

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

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

My only regret is that these decisions were not taken earlier than the date of our Census Conference. We would have saved ourselves of much of the time we spent in discussion, 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 some-what difficult problem of sampling at enumeration stage and the recruitment and training of a separate set of enumerators is now obviated. We shall have only uniform training for all enumerators. The filling in of Population Record in certain villages selected for the purpose would hardly call for any specialised training. You will be informed in due course how these villages are to be selected, probably on the basis of stratification of villages by population size. All that would appear necessary is to issue the Population Record books with a short covering note of instructions to the enumerators censusing those villages to say that they have to copy out certain particulars of the Individual Slip on to the Population Record at the end of each day. It may now be possible to have a uniform size of the enumerator's block throughout the country, each covering a population of 750 on the average. Small villages that are remote even if they are of smaller population size may have to be in charge of separate enumerators.

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

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

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Thus after taking into consideration the views expressed at the Census Conference and the recommendations of the Planning Commission, the Census Schedules finally decided were :

(1) Houselist
(2) Establishment Schedule
(3) Individual Slip
(4) Population Record

These schedules have been reproduced as Appendices XIII to XVI, to this report.

Another important decision taken by the Registrar General, India was about the concept of Town group as would be clear from the following extracts from Registrar General's D.O. letter No.37/10/68-RG dated 22-3-1969.

"It has been felt that the concept of town group as was adopted in the past was of limited use as it did not bring out spatially contiguous territory of urban-rural settlements. Further, this concept did not help to effectively tackle the problem of furnishing statistical data in respect of urbanized or urbanizable areas in the near future outside the jurisdiction of the existing towns. Since the administrative boundaries of statutory towns changed from time to time the data thrown up by the successive censuses of the individual towns or the town groups were not strictly comparable. It might be more desirable to have a fixed area covering a large core town as well as the adjoining areas, which will be kept constant for at least three decades so that comparable data for such area would be made available and it could be put to good use for urban developmental planning. It has therefore been decided that an attempt should be made to delineate the contiguous rural and urban areas which are at present under intensive influence or which are likely to be under intensive influence of all towns and cities with population of 50 thousands and above in the different stages. Such areas will be designated as Standard Urban Areas and will include all areas which have any or all of the following characteristics :-

(a) Predominant urban land use;

(b) Intensive inter-action with the urban centres as reflected in commutation for the purpose of work and secondary education facilities, extension of city bus service; sale of commodities like milk, dairy products, vegetables (other than those transported by rail or truckhaul) and purchase of food-grains, clothes and general provisions etc., by the consumers directly.

(c) Anticipated urban growth as a result of locational decisions relating to industry, market, transport and communication, administrative and servicing functions.

(d) Existence of big villages with a large proportion of working force engaged in non-agricultural industrial categories.

It may be difficult to carry out a survey in each case to determine if the area strictly satisfied any of the criteria laid down above. These criteria are indicated as a guide in helping to demarcate the possible boundaries of the Standard Urban Areas and we shall have to depend on the judgment of the revenue authorities, the local administrative authorities and other well informed persons of locality.

The Town and Country Planning Organization, Government of India, Ministry of Health and Family Planning,Works and Housing and Urban Development has agreed to assist the census organization in the matter of delimitation of the Standard Urban Areas. In this connection a letter has been issued by the Joint Secretary and Chairman of Town and Country Planning Organisation to the Town and Country Planning Organisations of all the States and Union Territories."

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Thus the concept of Town Group as adopted at the time of 1961 Census was replaced by that of Standard Urban Area (S. U. A).

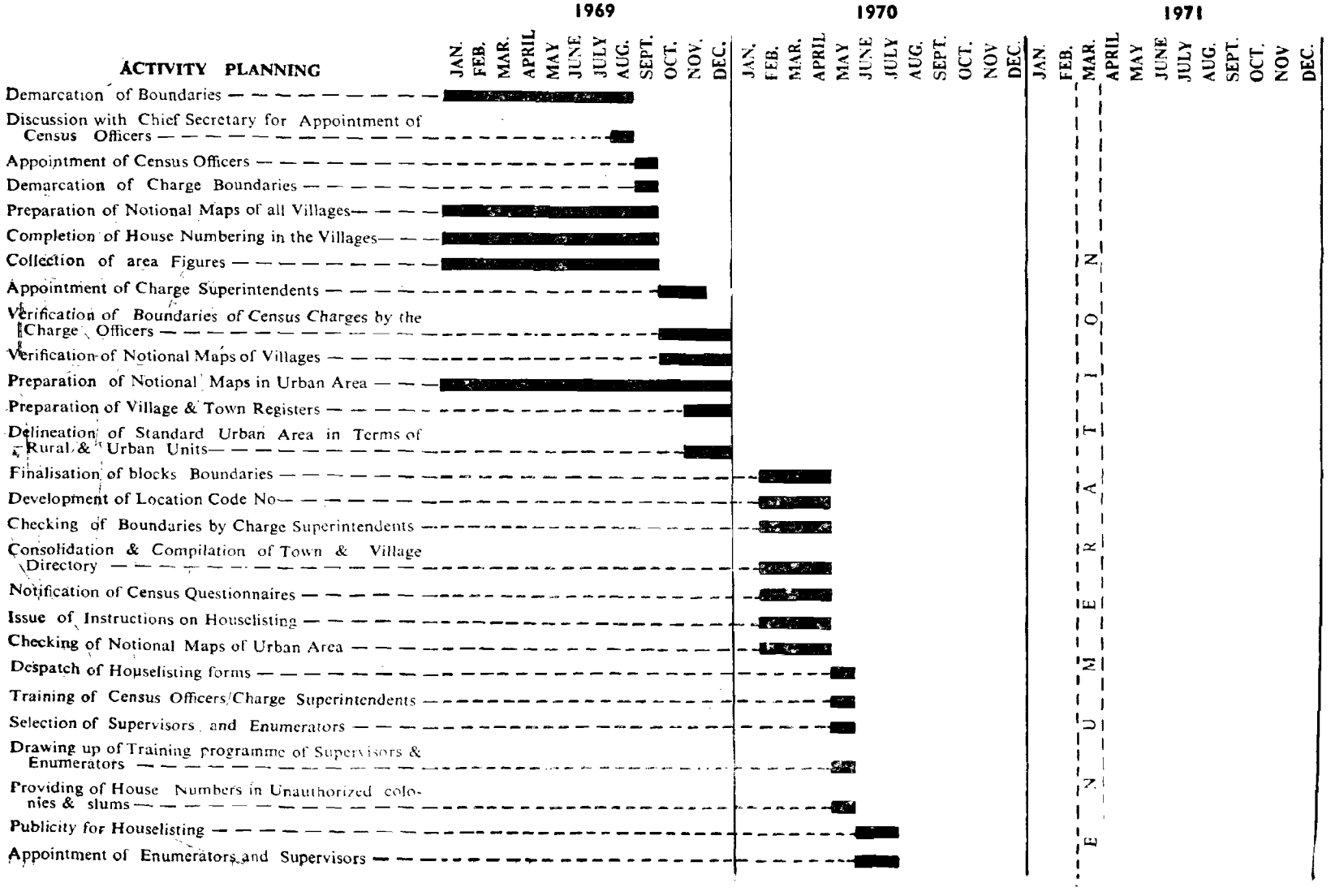
For an Officer who had not attended the Census Conference it would have been difficult to follow up these discussions but for the detailed and most informative circulars issued by the Registrar General, India subsequently, as follow ups, from time to time explaining each item separately and in detail.

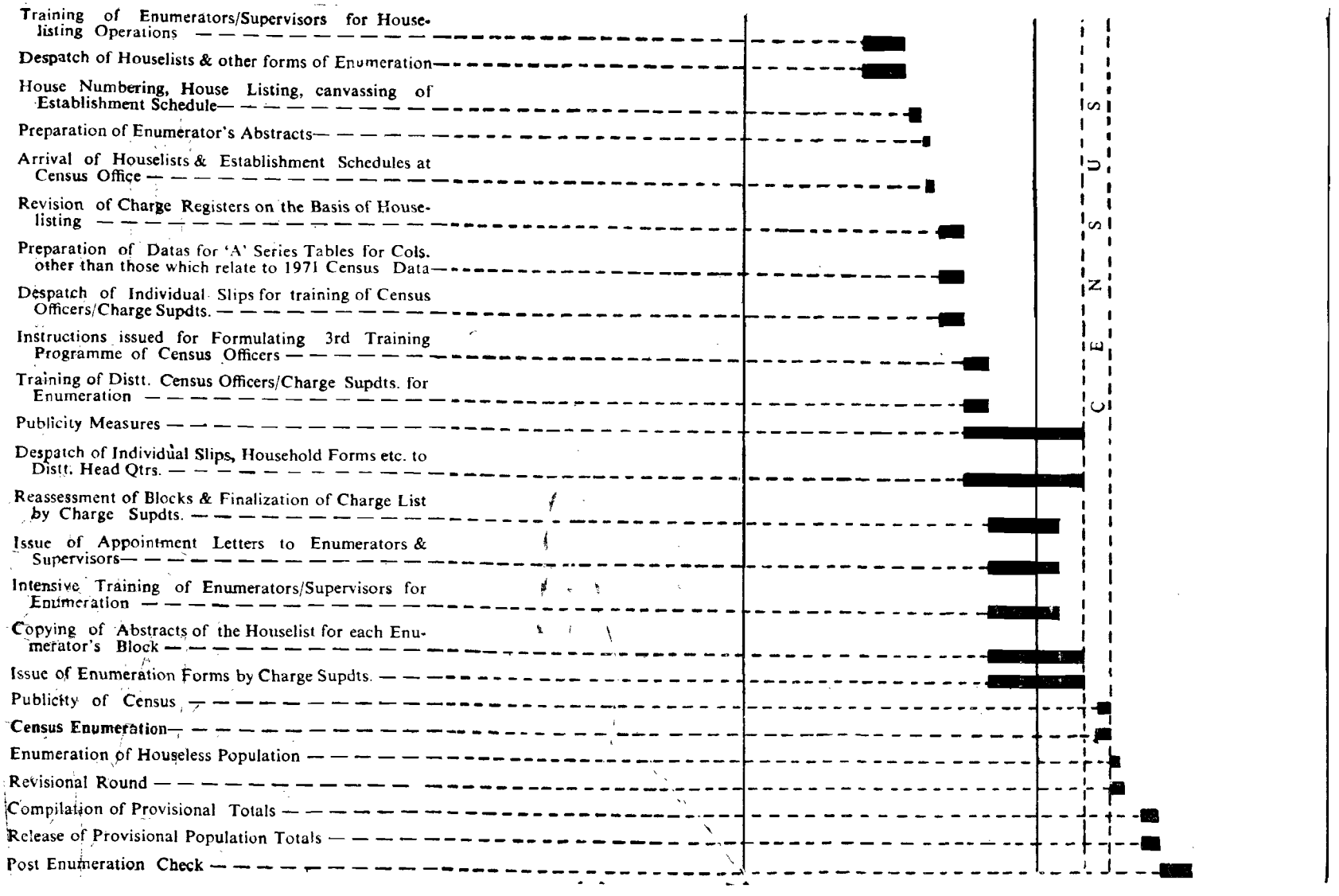
Darjeeling Seminar arranged by the Registrar General, India, however, was very useful for me. It comprised a very carefully drawn up and comprehensive programme where we got opportunities to familiarise ourselves with all the census concepts, definitions and the mechanism to be evolved for completion of various schedules and initiation of the Census Operations.

In Delhi I had an additional advantage of the proximity of the Registrar General's office where the Officers were always ready to solve my problems and resolve my doubts.

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# CENSUS CALENDAR




Training of Enumerators/Supervisors for House-listing Operations
Despatch of Houselists & other forms of Enumeration
House Numbering, House Listing, canvassing of Establishment Schedule
Preparation of Enumerator's Abstracts
Arrival of Houselists & Establishment Schedules at Census Office
Revision of Charge Registers on the Basis of House-listing
Preparation of Datas for 'A' Series Tables for Cols. other than those which relate to 1971 Census Data
Despatch of Individual Slips for training of Census Officers/Charge Supdts.
Instructions issued for Formulating 3rd Training Programme of Census Officers
Training of Distt. Census Officers/Charge Supdts. for Enumeration
Publicity Measures
Despatch of Individual Slips, Household Forms etc. to Distt. Head Qtrs.
Reassessment of Blocks & Finalization of Charge List by Charge Supdts.
Issue of Appointment Letters to Enumerators & Supervisors
Intensive Training of Enumerators/Supervisors for Enumeration
Copying of Abstracts of the Houselist for each Enu-merator's Block
Issue of Enumeration Forms by Charge Supdts.
Publicity of Census
Census Enumeration
Enumeration of Houseless Population
Revisional Round
Compilation of Provisional Totals
Release of Provisional Population Totals
Post Enumeration Check
CENSUS

## SECTION 4

### Census Calendar

With his Circular No. 2 (No. 37/10/69-RG, dated 22-3-1969) the Registrar General, India circulated a model of tentative Census Calendar to be adopted by the Directors of Census Operations with such amendments as may be deemed necessary. According to this calendar, House-listing was scheduled for the month of February, 1970. But as the housenumbering, in major part of the Urban area under the jurisdiction of Delhi Municipal Corporation was found to be in hopeless condition for our purpose and all our earlier efforts to get it revised and made upto-date proved of little avail, I decided to have the houselisting as close to enumeration as possible so that the temporary house-numbering, which the Corporation authorities agreed to provide after great pursuation, could be usefully availed of for both the operations.

This change was approved by the Registrar General, India. The census calendar drawn up by this office was as follows :

**Census Calendar for 1971**

*August, 1969*

1. Demarcation of the boundaries of Census Tracts.
2. Preliminary discussion with the State Government regarding appointment of Census Officers.

*September, 1969*

1. Selection appointment of Census Officers.
2. Demarcation of boundaries of Census Charges in consultation with the Census Officers.
3. Completion of House-numbering in the villages.
4. Completion of notional maps of all the villages in the Union Territory.
5. Preliminary steps to be taken for the collection of Administrative Statistics from various Agencies.
6. Collection of area figures from Local Bodies and Revenue Authorities. Reconciliation of discrepancies in the area figures.

*October, 1969 to December, 1969*

1. Selection and appointment of Charge Superintendents.
2. Verification of boundaries of Charges by the Charge Officers.
3. Verification of notional maps of villages.
4. Preparation of notional maps of urban areas.
5. Preparation of Village and Town Registers.
6. Collection of Administrative Statistics (non-Census data).
7. Delineation of Standard Urban area in terms of Rural and Urban Units.

*January, 1970 to April, 1970*

1. Finalisation of boundaries of Enumerator's blocks and circles.
2. Development of Location Code No.
3. Checking of these boundaries by the Charge Supdts.
4. Consolidation and compilation of Town & Village Directory.
5. Notification of Census Questionnaires.
6. Issue of instructions on houselisting to Census Officers and Charge Supdts.
7. Checking of notional maps of Urban areas.

*May, 1970 to June, 1970*

1. Despatch of Houselists, Establishment Schedules, Enumerator's Abstracts and Instructions books to Census Officers and Charge Supdts.
2. Training of Census Officers.
3. Training of Charge Supdts.

4. Selection of Supervisors and Enumerators.
5. Drawing up of training programme of Enumerators and Supervisors for houselisting.
6. Providing of House-numbers in Unauthorised Colonies and slum areas by the Census Office.

*July, 1970*

1. Publicity for Houselisting.
2. Appointments of Enumerators and Supervisors.
3. Training of Enumerators and Supervisors for Houselisting Operations.
4. Despatch of Houselists and other forms to enumerators.

*August 1-20, 1970*

1. House-numbering, Houselisting and canvassing of Establishment Schedule.

*August 21-24, 1970*

2. Preparation of Enumerator's abstracts.

*August 25-28, 1970*

3. Arrival of Houselists and Establishment Schedules at Head-quarters of Census Officers.

*August 29-31, 1970*

4. Arrival of these schedules at the office of Director of Census Operations, Delhi.

*September, 1970*

1. Revision of Charge Registers on the basis of houselisting.
2. Preparation of data for 'A' series tables for columns other than those which relate to 1971 Census data.
3. Despatch of enumerator's slips for training purposes to all Census Officers and Charge Superintendents.

*October, 1970*

1. Detailed instructions to be issued for formulating the 3rd Training Programme of Census Officers at all level.
2. Training of District Census Officers and Charge Supdts. for filling up the Individual Slips and Household Forms.
3. Publicity measures.
4. Despatch of Individual Schedules, Household Forms etc. to District Headquarters.

*November, 1970 to January, 1971*

1. Reassessment of the Blocks and Circles constituted and Finalization of charge lists, by Charge Superintendents.
2. Issue of Appointment letters to Enumerators and Supervisors.
3. Intensive training of Enumerators and Supervisors including practical exercise in enumeration on training schedules.
4. Copying of abstracts of the Houselist for each enumerator's block.
5. Issue of Schedules etc., by the Charge Superintendents to the Enumerators.
6. Publicity.

*February 10-28, 1971*

Census Enumeration.

*Nights of 27th Feb, 1971 and 28th Feb, 1971*

Enumeration of Houseless Population.

*1st March, 1971 to 3rd March, 1971*

Revisional round.

*3rd March, 1971 to 5th March, 1971*

Compilation and reporting of provisional totals.

In the month of December, 1970 the Government of India decided to hold mid-term elections to the Parliament in the month of March, 1971. To avoid a clash with election dates, the Registrar General, India first decided to advance the date for the enumeration, scheduled from 10th February, 1971 to 28th February, 1971 to 1st February, 1971 to 19th February, 1971 with a revisional round from 20th to 22nd February, 1971 vide telegram No. 9/209/70-CTU (CEN) dated 29-12-1970. Consequently the Census programme had to be changed. A revised pro-

gramme was also communicated to all the Census Officers and Charge Supdts. in this office Circular No. 6 (Appendix LXXXIII).

This sudden and unexpected advancement of enumeration period, however, threw the schedule out of gear. It was felt that it was not possible to complete all the necessary preliminaries, specially the completion of the Abridged houselist before the commencement of enumeration. Perhaps at the instance of most of the States, the Govt. of India kindly agreed to revise these dates and the final period of enumeration was fixed from 10th March, 1971 to 31st March, 1971, with a revisional round from 1st April, 1971 to 3rd April, 1971.

Consequent upon this change we had to revise our programme once again. Revised programme was communicated to the Census Officers and Charge Superintendents through Circular No. 8, issued under this office No. 1/74/70-DCO dated 14-1-1971 (Appendix LXXXV). In order to aviod possibility of any confusion on the part of the Census Officers and Charge Superintendents, a number of meetings were held with them in this connection.

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**Training Seminars**

For the first time in the history of Indian Census, Training Seminars were arranged on the eve of 1971 Census. These were arranged in order to equip the officers, responsible for planning and conducting the census operations, with a working knowledge of statistics, sampling and demography. Besides, thorough understanding of different concepts adopted for census questionnaires was imparted. These seminars were arranged at different places for the Directors, Deputy Directors, Asstt. Directors and Tabulation Officers etc. As already stated, I had missed the two pretests and 1st Conference of Directors of Census Operations held in Delhi before my taking over as Director of Census operations. Therefore, I was indeed very happy to be at Darjeeling conference held from 17th to 25th September, 1969.

This seminar proved extremely useful to me and gave deep insight as well as technical knowledge to deal with various kinds of problems connected with census taking, use of sampling in census, tabulation, demography and statistical analysis of census data for report writing. Without hesitation I must admit that because of this training seminar, I gained the much wanted extra knowledge so necessary for the conduct of the census training programme in my Union Territory as well as effective supervision of the compilations, tabulation and Report-writing work.

Since the Directors and Deputy Directors of Census are generally drawn from the Indian Administrative or the State Civil Service, where the officers do not generally deal with these specialised subjects in such great detail, these training seminars are immensely important to equip the officers fully, entrused to plan and conduct these gigantic operations, which have become also highly sophisticated over the decades. The whole gamut of census is expected to become more and more complicated and specialised as also broad based in the times to come. I, therefore, need hardly emphasise the desirability of such training seminars in future also.

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**Office Staff**

When I took over, my office was working without any full-time officer. Therefore, the first thing that I did was to prevail upon the Chief Secretary, Delhi Administration, to relieve Shri J.N. Sharma, the then Food & Supplies Officer, who had already been selected for the post of Asstt. Director of Census Operations in my office. Shri Sharma joined us on 16-8-1969 but left us on 11-1-1971, when we were on the verge of launching the Census Operations. Since he was going away on promotion I did not like to stand in his way. I was thus left by myself to shoulder the entire burden.

Here I may, however, add that the conditions approved by the Government for the appointment of State Government Officers on deputation to the post of Asstt. Director of Census Operations were not at all attractive for State Government Officers. Though officiating in higher scales of pay, the officers in Delhi Administration are generally confirmed in lower scales. They had, therefore, no gain in pay as their terms of appointment only allow them deputation on their grade pay, which according to Accountant General, Central Revenues, is the one in which the officer is confirmed. Because of this Shri J.N. Sharma was allowed deputation pay in the scale in which he was confirmed and not on the one in which he was officiating before joining the Census Office. And because of this condition I could not secure the services of any other suitable officer from the Delhi Administration for the other posts of Asstt. Director of Census Operations even after the transfer of Shri J.N. Sharma. Thus in spite of the Government sanctioning two posts of Asstt. Director of Census Operations, this Directorate virtually remained without any and I had to do everything single handed. If services of State Government Officers are to be taken for Census work, which in my opinion is highly desirable, the terms and conditions should be more attractive and remunerative.

The post of Stenographer which was down graded on the relinquishment of charge by Shri Baldev Raj as whole-time Superintendent of Census Operations was got up-graded w.e.f. 23-4-1970 and filled-up only after my appointment. This was necessary.

The continuity of Census Office afforded quite some advance planning for the 1971 Census Operations. But since we had to do the entire spade work without any assistance from the Local Administration and Municipal Bodies, I realised that the sanctioned staff including the additional staff sanctioned for Enumeration work, under the head 'B-Enumeration', which consisted of 1 Assistant, 2 Upper Division Clerks and 17 Lower Division Clerks only, was insufficient. The Registrar General, was, therefore, requested to allow the creation of 10 additional posts of Computors. This additional staff was considered necessary, as the decision of preparing Abridged Houselist was taken after the completion of House-listing Operations in Delhi and that this office was not in a position to force the teachers etc., who worked as enumerators during house-listing to prepare the same. This was, however, not agreed to.

Here, I may state that probably I failed to impress upon the Registrar General, India, the fact that Census Directorate in Delhi alone plans for and controls the census machinery down to the Charge Superintendents and Enumerators. My office had to issue orders to Supervisors and Enumerators on behalf of the Charge Superintendents in all Census matters; we had to demarcate boundaries of enumerator's block, seek, select and appoint necessary man-power of all ranks, and arrange for their training and even to supervise the actual operations. This, I think has no parallel with other states where there is decentralisation of work and responsibilities in as much as the local bodies plan and execute the various stages of Census Operations with the help of their officers. Director of Census Operations, of Course,

exercises over all supervision and control and gives the entire guidance.

For the reasons stated above the staff sanctioned under the head "B-Enumeration" and meant for Census Officers was actually utilised in my office. The Charge Supdts. were, however, allowed to utilise the services of one of their teachers or clerks for clerical work involved in the discharge of their census duties. A sum of Rs. 60/- was allowed by way of honorarium for such clerical assistance for both the operations. Similarly a sum of Rs.5/- per month from October, 1970 to April, 1971 was allowed to the class IV officials whose services were utilised by the Charge Supdts. in connection with census work.

But because of the peculiar administrative set-up of Delhi, we had to work round the clock, even on holidays for months together to complete all the preliminaries in time. It was very tiring but the entire staff gladly braved this with devotion and determination which made my task a lot easier. I thank them all whole heartedly.

If the set-up of Delhi remains unchanged till 1981, the Director of Census Operations should bring all these exceptional features of Delhi Census to the notice of the Registrar General, much in advance and should have necessary staff, well before time, so that he may save himself from the anxious moments which I endured in planning and executing these gigantic operations.

**Touring**

Looking at the small area of the Union Territory of Delhi and a vast network of transport available, one may think that an official transport is not very necessary for the Director of Census Operations, Delhi. But the hectic touring that my staff and I had to do should fully justify the availability of a vehicle. The Census Officers who were the S.D.Ms. find little time to go round and inspect the training classes conducted by the Charge Supdts. under them. We, therefore, ourselves had to be always on the move to secure the lists of officials from different offices and then supervise the training classes conducted by the Charge Supdts. in all blocks scattered all over the urban and rural areas of this Union Territory. As the success of Census Operations depends on the mobility of the Census Officers and quick transportation of Census stationery, an official conveyance, in good working condition, is a prerequisite.

The senior members of staff and I had to be on the move constantly. Transportation of census forms from my office to the offices of the Charge Supdts. was quite a big job by itself. There was no official conveyance with the Delhi Census Office when I joined. I was informed that at the time of 1961 Census also no official conveyance was provided. However, the then Superintendent of Census Operations was allowed to hire a private Car for about 1½ months. On going through the relevant file, I found that my predecessor Shri Baldev Raj had already made out a case for the allotment of an official conveyance and was pursuing the matter since 1967. As a result of my insistence, the Registrar General's office decided to place at our disposal the jeep Station Wagon, which was with the Census office, Madhya Pradesh as they were being provided with a new Car. After a number of personal contacts, the Willys Station Wagon, bearing No. MPB 3448 was received in my office on 5-3-1970.

But this Vehicle was not at all in proper working condition though, I was given to understand by the Director of Census Operations, Madhya Pradesh, that it was in perfect working condition. The result was that after a few days of its arrival when it was going to the Registrar General's office with some papers, its differential tube and axle broke down on the way. Luckily the occupants escaped injuries. This Staff Car, therefore, had to be sent to workshop for a thorough check-up and for months it remained out of commission. Tempo and other conveyances had to be engaged to and fro for transporting of the Houselisting material. After repairs from time to time, this Vehicle served the Census Office during enumeration period as best as it could. It could also not be condemned as it has not run for the prescribed distance of 5-6 lakh kms. I would, however, like to leave a word of caution in this regard for my successor. He should try to obtain a staff-car in good working order as early as possible. It is necessary not only at the peak period of Census enumeration but also at other times. Delhi being a big sprawling city a regular official conveyance is a must for visiting different offices, for attending meetings at different offices of the Registrar General, India and Delhi Administration and finally for supervising the multifarious activities of the Census organisation. Mobility of Director of Census Operations and his Officers for Census Operations goes a long way in achieving better results quickly.

**Census Forms**

Estimates for the various Census Schedules were initially worked out by the Registrar General's office and forwarded to us for confirmation vide letter No. 9/1/69-CTU dated 4-2-1969. The method of estimating these forms was incorporated in a note received with the above mentioned letter. This letter and note has been reproduced at Appendix XVII as it will be of great advantage at the time of next Census.

Although the official language of Delhi Administration was Hindi but taking into consideration the cosmopolitan character of Delhi, forms in English and Urdu were also indented. Initially more forms were asked for in English, hoping that the Census organisation may be able to utilise the services of a large number of Central Govt. Employees.But when it was observed that Central Government offices were hesitant in finding the lists of their employees for appointment as Census enumerators and supervisors, the requirement of Hindi version of Census Schedules had to be increased. The requirement of schedules in Urdu was naturally comparatively much less in quantity. These were asked for canvassing only in the areas where Urdu knowing population was predominant. At 1981 Census also the proportion of forms of different languages should be practically the same. Statement showing the quantity of census forms originally indented and the additional quantity received is given in Appendix XVIII and XIX.

It may be recorded that despite indenting all the Census forms little in excess of the actual estimated requirement, we ran short of these at the time of Houselisting and actual Enumeration. An S.O.S, had to be sent to the Registrar General's office for additional supply and at one stage, forms meant for training and printed in red, had to be used. It became clear after the Operations that a very large quantity of Census forms got wasted by the Census workers for one reason or the other. This would need to be taken care of in future.

The wastage of Houselists and Establishment Schedules was due to their abnormal size which was not convenient to handle during the course of house to house canvassing. Some enumerators were also found filling these schedules with pencil while canvassing and then faired them in ink at their homes. This was also one of the reasons for the consumption of extra forms. Then the handling of Census forms was also very casual which resulted in some avoidable wastage.

Apart from this, there was a tendency to secure more forms than actually needed so that the enumerator may not have to run for the same during the course of enumeration. Such wastages will probably continue as these tendencies are legitimate and likely to persist amongst the honorary workers in future also.

The wastage of Individual Slips to some extent was partly due to bad printing and bad binding. We got our supplies of Hindi Individual Slips from Aligarh Press. We had a fore-warning from the Registrar General's Office about defective binding. Acting on this timely advice I deputed two assistants to secure better bound pads.But in spite of this 16,040 pads were found containing defective printing and binding. In all 5430 pads had to be re-stitched in this office (App.XX). The printing as a whole was very defective and the impression quite dim. It required very good eyesight to decipher the entries. Then the stitching was uneven and there was over-lapping in some cases. The place meant for recording the Location Code No. or the name of the Individual, overlapped.

The size of the slip must have been decided after taking into consideration all aspects. It was smaller in size and not commensurate with the number of questions required to be printed on it. Better and bright printing could perhaps have added to the efficiency and ease in enumeration. The cover pages also got detached after one or two handlings as the quality of the

paper was very poor. These are some of the points which need to be borne in mind in future.

**Other Forms**

Besides the forms centrally prescribed, additional forms had to be devised in this office to exercise better control over the working of enumeration agency. Specimens of all these Census forms, used during the two operations, have been reproduced as Appendices (XXI to L) to this report.

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**Notional Maps**

Notional or layout maps are most essential for all Censuses as without them neither proper delimitation of Census divisions can be made nor complete coverage ensured. The danger of omission or duplication of areas which is particularly possible in urban areas, can only be eliminated by providing good and detailed maps to Census workers.

In other States the Directors of Census Operations were lucky to have District Administration completely at their disposal and might have secured from them detailed maps of Districts or Tehsils etc., without any difficulty. But in Delhi the position was altogether different. The local bodies, which administer the Urban areas, did not have detailed maps of their areas. The maps obtained from C.P.W.D. were only layout plans which did not show the buildings or the sequence of house-numbering. Preparation of detailed Notional maps had, therefore, to be taken up by this office without any assistance from any other quarter.

In 1960 an attempt was also made to prepare Notional Maps but due to lack of time and resources, few maps, pertaining to Census Charges of New Delhi Municipal Committee, could only be drawn. However, on receipt of Registrar General's letter No. D.O. 2/116/66-RG (Appendix LI) dated 7-5-1966, a programme was drawn up to complete the mapping of the entire Urban area of Delhi before houselisting. Four Draughtsmen and one Statistical Assistant were deployed on this job, under the direct supervision of the Head Assistant.

Maps for 9 Census charges of New Delhi Municipal Committee area and 80 charges of the Delhi Municipal Corporation Urban area were completed by taking whatever help the layout plans of C.P.W.D. could provide. These plans were made uptodate by field visits. Areas for which no lay-out maps were available, were surveyed by the Draughtsmen and then the maps were drawn. Because of high density and congestion, it was not possible to show each and every building in the map and instead, the order of house-numbering prevalent there was shown. I am happy to note that the preparation of these maps was a great success. These received due appreciation of the Registrar General, India when he visited this office in April, 1970.

It is my hope that quite a number of these maps will require very little changes at the time of 1981 Census and will thus save lot of labour during the next Census Operations. Maps pertaining to the areas where building activity is going on now will of course have to be revised and brought uptodate on the eve of next Census. Original drawings and tracings of all these maps have, therefore, been preserved in the map section, so that labour put in already may not go waste. It may be pointed out here that present mapping unit is adequately equipped except that two computors would need to be appointed in this unit.

For the rural areas we could draw only rough drawings of village *abadies*. These were prepared on the basis of sketches made available by the Revenue Authorities. These drawings have also been retained for use at the next Census, after modifications that may be found necessary.

A detailed notional map of the Union Territory of Delhi, showing the boundaries of all the Census charges of Urban and Rural Census Tracts, was also got prepared in big size. Only two tracings were made out for use by me as a Control Chart. The original drawings of this map have also been preserved for use in the next Census.

It will not be an exaggeration to say that the maps prepared by my office were the best available in Delhi and almost all the departments wanted to have copies thereof for their use.

Mapping of Cantonment Board area, which had a population of about 57 thousand was left

to the Executive Officer, Delhi Cantt. Board. But in spite of repeated requests the Cantonment Board Authorities could not prepare the detailed map as was required for showing clear cut demarcation of boundaries of enumerator's blocks. A map already prepared by Cantonment Board though not strictly as we would have liked to have, was however, made use of.

Area of the Union Territory of Delhi as supplied by the Surveyor General, India is 1485 sq. kms., which is its 'geographical area'. Area figures for New Delhi Municipal Committee (42.74 sq.kms.) and Delhi Cantonment (42.97 sq. kms.) have been supplied by the local bodies. Delhi Municipal Corporation failed to supply the area figures separately for the urban and rural areas under its jurisdiction. The Area figure for Delhi Municipal Corporation (Urban—360.55 sq. kms.) has been calculated after adding the area figures of urbanised villages to the 1961 area figure of Delhi Municipal Corporation (Urban). The total urban area of Delhi is 446.26 sq. kms. The area figure for rural (1038.7 sq. kms.) has been derived by substracting the urban area from the total area of the District. The total rural area of the two Tehsils (Delhi Tehsil 607.8 sq. kms. plus Mehrauli Tehsil 417.2 sq. kms.) does not, however, tally with the rural area of the District calculated above as the former represents land use area figures of the villages as supplied by the Revenue Authorities, who could not enlighten us any more on the subject.

## SECTION 10

### Census Divisions

From the office record, I found that correspondence was already going on with the Inspector General of Police, Delhi for adpoting the police divisions for purposes of Census Operations. The police authorities had divided the entire Union Territroy of Delhi into 3 Districts each under the administrative charge of a Supdt. of Police. But when the boundaries of these Police Districts were examined, it was revealed that these could not properly be defined with reference to roads and streets etc., and thus could not be plotted on the maps. Even the boundaries of the existing Local Bodies, cut across the boundaries of the Police Districts. It was, therefore, decided to divide the Union Territory into Census Tracts according to the boundaries of the existing Local Bodies. Although the Census Tracts thus formed, were very uneven but to my mind there was no other feasible way possible for correctly delineating the Census Tracts.

The Census Tracts thus formed were :

Tract No. I — Area under the jurisdiction of New Delhi Municipal Committee.

Tract No. II — Area within the limits of Delhi Cantonment Board.

Tract No.III — Urban area under the jurisdiction of Delhi Municipal Corporation.

Tract No. IV — Entire Rural area of the Union Territory.

These divisions were similar to the ones adopted at the time of 1961 Census. There was no difficulty in delineating rural and urban area.

### Census Charge

Delimitation of boundaries of Census Charges was the most important step. The entire frame of Census was to be based on it.

As the area under the New Delhi Municipality was not divided into "Assessment Wards", the "Electoral College Wards" into which this area was divided by the Election Commission, India were adopted as Census Charges. These election wards had well defined boundaries and quite equitable distribution of population.

The area under the Delhi Cantonment Board, which consisted of only one ward for the purposes of Electoral College, was adopted as one Census Charge.

The main difficulty in demarcation of Census Charges was faced in the case of the urban area under the Delhi Municipal Corporation, as part of it comprised well-defined Municipal assessment wards, while the remaining had none of these divisions. Further, the later area was developing fast and more and more colonies were coming up rapidly. Keeping these facts in view, the Urban area under the jurisdiction of Delhi Municipal Corporation was divided into 80 Census Charges. However, in view of the unsystematic growth, operational conveniences and other considerations, it was not possible to demarcate Census Charges, of approximately equal population. The boundaries of these Census Charges, were however, clearly defineable and plottable on a map. Thus the entire Urban area of the Union Territory was divided into 90 Census Charges.

### Rural Area

All the villages of the Union Territory were grouped into five Kanungo Circles, three of which formed Delhi Tehsil and the other two constituted Mehrauli Tehsil. In order to have approximately 25 villages in one Census Charge, each of these Kanungo Circles was bifurcated, dividing the entire rural area into 10 Census Charges. There are 258 villages in all in Delhi.

The four Census Tracts in all, therefore, had 100 Census Charges as detailed below :—

| | |
|---|---|
| 1. Census Tract No. I, (New Delhi Municipal Committee). | 9 Census Charges. |

| | | |
|---|---|---|
| 2. | Census Tract No. II (Area under the Delhi Cantonment Board) | 1 Census Charge. |
| 3. | Census Tract No. III (Urban area under the Delhi Municipal Corporation). | 80 Census Charges. |
| 4. | Rural Census Tract | |
| | (i) Delhi Tehsil | 6 Census Charges |
| | (ii) Mehrauli Tehsil, | 4 Census Charges. |

The description of the boundaries and areas of these Census Charges has been detailed in the District Census Handbook, 1971-Part A & B.

**Enumerator's Blocks**

Systematic house-numbering is a *sine-qua-non* for proper and equitable demarcation of enumerators' blocks. We had got no assistance from the local bodies in the task of house-numbering at the time of 1961 Census. The question of securing permanent house-numbering was therefore taken up as early as 1966, on receipt of D.O. No. 2/116/66-RG, dated 7-5-1966 (Appendix LI) from the Registrar General, India which spelt out the procedure to be adopted in connection with 1971 Census.

The difficulties that were faced in getting the house-numbering updated before the Census operations are dealt with, in detail in Section 12.

Under the circumstances, the boundaries of enumerators' blocks first demarcated before the houselisting had to be reviewed and revised where necessary before the enumeration since only after the houselisting operation, accurate and uptodate estimates of population and households become available.

**Location Code**

The Registrar General, India, in his letter No. D. O. 37/10/68-RG dated 12-12-68 (Appendix I) prescribed a four figure location code on an all India basis. According to these instructions, the first element of the Location Code number was to represent the number of the District, second, the number of the Town or Tehsil, third, the number of Census Charge and the fourth, the number of Enumerator's block. The Union Territory of Delhi consisted of only one District. The Municipal wards were not in existence for most of the Urban areas. It was, therefore, decided that for the Urban areas, the Location Code number may consist of the number of the District, number of the Town, number of the Census Charge and Enumerator's block number. For the rural area, it consisted of the number of the District, number of the Tehsil, number of the Village and Block number. The Location Codes thus developed by this office were as follows :-

| Name of the area | Location Code elements | | | |
|---|---|---|---|---|
| | 1st | 2nd | 3rd | 4th |
| 1. New Delhi Municipal Area | 1 | I | No. of Census Charge | No. of Enumerator's block |
| 2. Cantonment Board Area | 1 | II | -do- | -do- |
| 3. Delhi Municipal Corporation Urban Area | 1 | III | -do- | -do- |
| 4. Rural Area | 1 | 1/2 (No. of Tehsil) | No. of* village | -do- |

*( Location Codes number of all villages are given in 1971 District Census Handbook, Part A & B).

As the location codes adopted by this office did not strictly conform to the system suggested by the Registrar General, India they were got approved by the Registrar General, India.

In order to avoid any mistake, full Location code numbers of each enumerator's block were supplied to each Enumerator, Supervisor and and Charge Supdt. Location Code numbers, upto the level of Census Charge, were also got stamped on each pad of Individual Slips in this office, before they were supplied to the Charge Superintendents for distribution to the enumerators.

**Enumeration Agency**

At the time of 1961 Census, one Census Officer was appointed for each of the four Census Tracts in which the entire Union Territory was divided. But since Delhi Municipal Corporation has more than 80% of the total Urban area and nearly 90% of the entire Urban Population of Union Territory, one Census Officer was considered inadequate for the 1971 Census. It was considered absolutely necessary to increase the number of Census Officers there to ensure effective supervision on the large number of Census Workers. The Urban area under the Municipal Corporation was, therefore, further divided into 12 sectors to be placed under the charge of a separate Census Officer.

At the time of 1961 Census, the Assistant Secretary, New Delhi Municipal Committee, Executive Officer, Delhi Cantonment Board; and Assistant Commissioner (Establishment) of Delhi Municipal Corporation were appointed as Census Officers for the areas in the respective jurisdiction of their Local Bodies. Shri R. M. Vats, Magistrate I class was appointed as Census Officer for the entire rural area. The overall control of organising the Census Operations however, remained with the Census Office. In view of the increase in population and dwellings, I wanted to have a large number of officers of authority to supervise the Census so that the initial spade-work could be done by them. Sub-Divisional and Executive Magistrates were, therefore, got appointed as Census Officers for the 12 Census Sectors of Delhi Municipal Corporation Urban Tract and one for New Delhi Municipal Committee area. The Executive Officer of Delhi Cantonment Board was appointed as Census Officer for the Cantonment Board Census Tract and the Revenue Assistant, Delhi was made Census Officer for the entire Rural Census Tract.

In order to have better coordination between the Census Officers of Local Bodies, Shri R. D. Kalra, Deputy Secretary, New Delhi Municipal Committee and Dr. S. N. Rao, Education Officer, Delhi Municipal Corporation were also appointed as Census Officers for the areas under the jurisdiction of their respective Local Bodies. They were also required to control the subordinate staff of local bodies who were appointed as Supervisors and Enumerators etc. The Divisional Engineer (Estate) of Northern Railway was appointed as Census Officer of areas under the jurisdiction of Railways. The Director of Census Operations, Delhi was appointed Census Officer for the whole of Union Territory. Shri J. N. Sharma, Asstt. Director of Census Operations was appointed as Census Officer for signing the declaration of appointments of supervisors and enumerators as their number was so large that I alone could not do it single handed.

After houselisting operations, it was felt that the Charges of four of the Census Officers in the Urban area of Delhi Municipal Corporation were somewhat unwieldy as they had much larger number of Census Workers to supervise. Some of the Sub-Divisional Magistrates were also transferred in the normal course by the Delhi Administration and changes of designations occurred in some cases. Fresh notifications of appointment of Census Officers were, therefore, got issued on 1. 2. 1971 taking into account the changes that had occurred. It was brought to the notice of the Local administration that only unavoidable transfers should be made. By and large our request met with little success. In future we will have to be more strict on this side.

All the Census Officers were also empowered to sign the declarations of appointment of staff put on duty under them vide Delhi Administration notifications issued in this regard which are reproduced in Appendix (LII to LX).

The entire clerical work and overall planning and supervision was done by this office so as to keep the load of Census work at the minimum on the Census Officers who were to remain busy with law and order problems, which in Delhi are too many. Some of the Census Officers did comm-

endable work in spite of their pre-occupations. The demarcation of enumerator's blocks, Supervisor's Circles, selection and appointment of Census Workers from Charge Supdts. down to enumerators, arrangement for their training and overall supervision in the field, had to be done by this office. The strain of the work was so tremendous that my office had to function round the clock for months together without even a break on a Gazetted holiday.

As the bulk of Census Workers was drawn from amongst the teachers, I now feel, that it might have been of great advantage if instead of the Sub-Divisional Magistrates etc., Zonal Education officers had been appointed as Census Officers. This would have provided a cohesive machinery. Such an arrangement which is recommended for future has many obvious advantages. I, therefore, feel that my successor would do well if he can secure the services of senior officers of Education Directorate of Delhi Administration from whom the largest number of census workers are drawn. I was particularly lucky because I had previously worked as Joint Director of Education and most of the Principals and teachers had known me personally and gave me excellent cooperation.

I must, however, record my appreciation of the services rendered by some of these Census Officers. Shri R.D. Kalra, the Deputy Secretary of New Delhi Municipal Committee was most cooperative and very active and did magnificent job as Census Officer. Apart from providing substantial manpower for New Delhi Municipal area, the House-listing Operations were carried out entirely under his supervision in this area, as the Sub-Divisional Magistrate who was also the Census Officer for the area could not devote adequate time. At the time of Enumeration, Shri Kalra was associated with the Census Workers of 4 Census Charges of New Delhi. He ensured completion of Census Operations in these areas according to time schedule.

Shri S.N. Rao, Education Officer, Delhi Municipal Corporation provided us with the list of municipal teachers and issued directions to them on our behalf. He could not, however, exercise necessary control on the employees of other departments of the Corporation, with the result that we could utilise the services of a very negligible number of persons from the Corporation. Some of them gave us constant worry and proved to be unwilling workers. The Delhi Municipal Corporation was not cooperative at the time of 1961 Census and even at the time of 1971 Census not much cooperation was forth-coming. We had therefore, to do all the work practically ourselves and faced great difficulty in getting the work completed by a number of Corporation employees, other than teachers, who were deputed on Census, duty. I very much wish that my successor may be able to rope in higher Corporation authorities at the time of 1981 Census so that he may be spared quite a bit of the worry on this account. This will only be possible if Ministry of Home Affairs and Lt. Governor are approached in this connection in advance.

S./Shri S.K. Batra, S.L. Dua, S.L. Arora, Miss Vineeta Singh, Sub-Divisional Magistrates and Executive Magistrates particularly did good work and were quite enthusiastic at the time of Enumeration. They regularly attended the Training Classes conducted by the Charge Superintendents under them and also supervised the enumeration work in the field.

**Appointment of Charge Superintendents**

Having determined the boundaries of Census Charges, I requested the following authorities to suggest the names of Officers, working under them, for appointment as Census Charge Supdts :—

1. The Deputy Commissioner, Delhi.
2. The Development Commissioner, Delhi.
3. The Secretary, New Delhi Municipal Committee.
4. The Executive Officer, Delhi Cantonment Board.
5. The Director of Education, Delhi Administration, Delhi, and
6. The Education Officer, Delhi Municipal Corporation.

The Deputy Commissioner Delhi, gave the particulars of five Tehsildars working under him and similarly the Development Commissioner agreed to the appointment of all the five Block Development Officers under him as Charge Superintendents. These ten officers were, therefore, appointed as Charge Supdts. for the ten Rural Census Charges. This was the best arrangement and selection. Excepting Block Development Officers of Mehrauli and Shahadra, the other Block Development Officers had their offices located in different parts of the Rural area itself. They had their own transport and a full fledged office to assist them. Out of the five Tehsildars, 3 had no official conveyance at their disposal and their offices were located at Tis Hazari. They had some difficulty in moving about in their respective Charges. However, with the cooperation of the Deputy Commissioner and Revenue Assistant who were the Census Officers for Rural area, they managed to get some official transport for Census work at the time of enumeration.

The Secretary, New Delhi Municipal Committee gave us nine Municipal Officers for appointment as Charge Superintendents. But when the appointment letters were issued, some of these officers were not available. Therefore, again adjustments had to be made and nine officers of the New Delhi Municipal Committee were finally appointed as Charge Superintendents for the nine Census Charges in which the area under this Municipal Committee was divided. Some of these Charge Superintendents probably did not relish the Census work and as such they had to be chased constantly in order to get the work completed in time. There was another disadvantage with these Charge Superintendents that they all had their Offices located either in the New Delhi Town Hall or out side their Census Charges and had normal outdoor duties to perform at unspecified hours. Some of them were available to the Census Workers with difficulty. It was under great pressure from me that they were made to move about and supervised their Supervisors and Enumerators at the time of enumeration. As already noted above, I am now of the opinion that Principals or Headmasters of the schools located within the Census Charges of New Delhi could have been much more suitable. Their school premises too would have afforded regular offices where Supervisors and Enumerators could have easy contact with their Charge Superintendents. It would, therefore, be adviseable not to have municipal officers of New Delhi Municipal Committee as Charge Superintendents.

Although we divided the Delhi Municipal Corporation area into eighty Census Charges. Some of these Charges did not have much population. A few of these were therefore, clubbed together and one Charge Supdt. was made incharge of even two Charges in such cases. Sixty seven Charge Superintendents were thus appointed for eighty Census Charges. Principal of Government or aided Higher Secondary Schools located in the jurisdiction of a particular Census Charge was appointed as a Charge Superintendent of that Charge. This was a better arrangement as the Charge Superintendents had their offices within the Charge and were available to the Supervisors and Enumerators at all times during the working hours. They also utilised their school building and furniture and stationery etc. for holding training classes.

Delhi Cantonment Board area which was a very small unit and formed only one Census Charge, presented lot of difficulties as unfortunately the Charge Superintendent was having his own troubles. He did not, therefore, pay much attention to Census work and also kept his Census Officer in dark about the progress of work till such time as my officers visited Cantonment and found out what was happening there. Before the main enumeration, this Charge Supdt. had to be replaced by another officer of the Cantonment Board. As the Census Officer also was transferred we had to depute some of our own officers to demarcate this area into enumerator's blocks and to train the enumerators etc. The entire burden fell on our shoulders and we did manage it successfully by taking extra pains.

For strictly military areas, Ministry of Defence issued necessary directives to the Defence Headquarters to nominate officers, for restricted areas, who could be appointed as Military Census Officers. One Military officer was appointed

for a composite number of restricted Military areas in Delhi, controlled by the Delhi Area Headquarters, Delhi Cantt. As different Air Commands had a number of restricted areas under their control, eight Air Force Officers, one in each of these areas, were appointed as Census Officers. For Naval Headquarters in New Delhi, one Naval Officer was appointed as Census Officer. These officers delineated the restricted areas under their jurisdiction into enumerator's blocks and appointed military personnel for conducting the enumeration.

Apart from the above, similar arrangements were also made for the areas which were under the control of Border Security Force.

As the Railway Deptt. has a number of residential colonies of its own, many of which are located within the railway areas, the A.P.O. IV of Northern Railway Divisional Headquarters was appointed as Census Officer for all these areas. The enumeration staff required for conducting the enumeration was also drawn from the Railway Personnel.

**Selection & Appointment of Supervisors and Enumerators**

In the matter of selection of the requisite number of supervisors and enumerators we did have some difficulties. One would wonder that there being lakhs of Central and State Government employees stationed in Delhi, what difficulty there should be in finding a few thousand Census Workers. But the fact remains that in spite of Registrar General's Circular No. 9/42/70-CTU (CEN) dated 26-3-1970, addressed to all the Ministries and Departments of Government of India and constant reminders from this office, lists of employees were received from only a few offices. At 1981 Census which is bound to be on a larger scale, it will be desirable to leave out central Govt.employees altogether as it is difficult to control them. My successor, in my opinion, may concentrate, as far as possible, on resources of Delhi Admn. and local bodies because it has been much easier to control and train their staff. It does not mean that I did not have any difficulty with Delhi Administration and the Local Bodies. At one stage, the Director of Education, Delhi had advised us to employ unemployed persons for Census work, as in his opinion utilisation of the services of teachers for Census Work would adversely affect the teaching work in schools.

Luckily for me, Shri D. S. Misra who had previously worked as Director of Census in Himachal Pradesh took over as Director of Education, Delhi. He came to my rescue and immediately issued directives to all the Educational Institutions under him to furnish the particulars of all the teachers and other employees to us. This had the desired effect and we were able to draw quite a large number of supervisors and enumerators from amongst the teachers of Government Hr. Secondary and Middle Schools. At my request he also addressed meetings of Principals of Govt. Schools most of whom were working as our Charge Supdts. and exhorted them to give adequate attention to census work which was obviously of very important nature. Exactly the same attitude was shown by Shri G. K. Arora, Deputy Commissioner of Delhi who was extremely kind to impress upon S.D.Ms. the importance of census duty and also ask them to take rather keen interest in it.

The Municipal Corporation of Delhi which employed thousands of persons, should have been another source for drawing man-power for Census work. But due to indifferent attitude of persons there, no lists of the Corporation employees were made available to us. As a matter of fact, my requests were passed on to Dr. S.N. Rao, Education Officer of the Corporation, who was the Census Officer for Corporation area. But Dr.Rao could supply us lists of teachers of Municipal Schools only as he had no control on the other staff of the Corporation. I then took up the matter with the Deputy Commissioner (Establishment) of the Delhi Municipal Corporation vide my D.O. letter No. 1/49/70-DCO dated 10-7-1970 (Appendix LXI). He showed his inability in furnishing the lists of Corporation employees and suggested that we may get the particulars of their class III employees from their Establishment Registers by deputing our own staff. As we required these particulars immediately we had no option but to depute our staff. However, when

appointment letters were issued a majority of them returned un-served as the addressees were not found on the addresses obtained from Establishment Registers. Ultimately we gave up the idea of making use of municipal employees, and had to appoint teachers in such cases. The following statement gives the number of Census Workers drawn from different agencies at the time of enumeration.

Here, I would like to record another caution. For 1981, lady teachers should not be employed on Census enumeration. We were not happy because a few of the female employees who were put on census duty, were either unwilling to do this job or they just could not manage it well.

**Distribution of Enumerators & Supervisors (including Reserve) by broad categories for 1971 Census Enumeration.**

| Town/District | Total Rural Urban | Enumerators | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | Total | | Teachers | | Central Govt. & Delhi Admn. Employees | | Local Body Employees | |
| | | M | F | M | F | M | F | M | F |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Delhi | Total | 7519 | 119 | 6985 | 119 | 421 | — | 113 | — |
| | Rural | 692 | — | 692 | — | — | — | — | — |
| | Urban | 6827 | 119 | 6293 | 119 | 421 | — | 113 | — |
| D.M.C. (Urban) | Urban | 6289 | 7 | 5951 | 7 | 326 | — | 12 | — |
| N.D.M.C. | Urban | 483 | 101 | 296 | 101 | 86 | — | 101 | — |
| Delhi Cantt. | Urban | 55 | 11 | 46 | 11 | 9 | — | — | — |
| Delhi Tehsil | Rural | 383 | — | 383 | — | — | — | — | — |
| Mehrauli Tehsil | Rural | 309 | — | 309 | — | — | — | — | — |

*Contd.*

| Town/District | Supervisors | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Total | | Teachers | | Central Govt. & Delhi Admn. Employees | | Local Body Employees | |
| | M | F | M | F | M | F | M | F |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| Delhi | 1279 | 4 | 1182 | 4 | 74 | — | 23 | — |
| | 117 | — | 117 | — | — | — | — | — |
| | 1162 | 4 | 1065 | 4 | 74 | — | 23 | — |
| D.M.C. (Urban) | 1065 | 1 | 1004 | 1 | 59 | — | 2 | — |
| N.D.M.C. | 84 | 3 | 50 | 3 | 14 | — | 20 | — |
| Delhi Cantt. | 13 | — | 11 | — | 1 | — | 1 | — |
| Delhi Tehsil | 65 | — | 65 | — | — | — | — | — |
| Mehrauli Tehsil | 52 | — | 52 | — | — | — | — | — |

## House numbering and House listing

### House numbering

In May, 1966, Shri A. Chandra Sekhar who was then Officer on Special duty in the office of the Registrar General, India informed all the States Census Supdts. as follows for making preparatory arrangements for 1971 Census (D.O. letter No. 2/116/66-RG dated 7.5. 1966, App. LI).

"The tasks connected with 1961 Census so far as they relate to tabulation and publication of census data are concerned have been completed in most of the States except for the printing of some volumes which are in different stages in the Press. It is now time for you to earmark the personnel sanctioned for the year 1966-67 on special task and allied studies in which case some concentrated effort is necessary. Among other things you should allocate personnel for mapping work as suggested in this office circular No. 3/70/62-RG dated 2-1-1966.

Other items of work which may be attended to and for which personnel allocation may be desirable are :

(i) Collection, verification and certification of area figures.

(ii) Uptodating of administrative statistics required for the 1971 Census District Census Handbook.

(iii) Permanent House-numbering, and

(iv) Linguistic tabulation for each town.

(v) Vital Statistics".....

"Although efforts were made at the 1961 Census to enforce permanent system of house-numbering, it seems that many local bodies have not adopted that system on a permanent basis. This office has prepared a Manual of house-numbering and instructions in this behalf which will be issued very shortly."

———

On receipt of the above circular my predecessor informed Shri A. Chandra Sekhar that in spite of the commitment made in 1958 by Shri R.P. Nayak, Commissioner of Delhi Municipal Corporation, nothing had been done to make the house-numbering uptodate, at the time of 1961 Census and that the position had become still worse with the passage of time. He suggested that this matter should be taken up with the Corporation authorities at the earliest at the highest level and even before the Manual on house-numbering was brought out. On his own Shri Baldev Raj also wrote detailed demi-official letters to the Commissioner, Delhi Municipal Corporation and Secretary, N.D.M.C. requesting them to uptodate the house-numbering before 1970 Houselisting operations.

At the initiative of the Registrar General, India a number of high level meetings were held under the Chairmanship of Chief Secretary, Delhi Administration, in which representatives of all the local bodies and the Distt. Magistrate, the Director of Panchayat and the Development Commissoner, Delhi participated. The Chief Secretary took great interest and tried hard to make the local bodies agree to uptodate the housenumbering but nothing was actually achieved. The Deputy Commissioner, Delhi who was also the Collector, however, undertook to get house-numbering done in villages through the revenue agency, on the condition that *Patwaris* should be given some honorarium and that number plates should be provided by the census office. The number plates for the rural area were provided by this office and the *Patwaries* were allowed honorarium @ Rs.5/- per hundred number plates, for preparing a notional map of each village and for getting the number plates fixed up. Thus we got the house-numbring completed in the villages only.

The local bodies, particularly the Delhi Municipal Corporation, which has under its jurisdiction more than 90% of the urban area did not respond to the request of the Chief Secretary who had written to the Commissioner, Municipal Corporation. Thus when I took over on 10-7-1969, the problem of housenumbering was holding up the work of demarcation of enumerators' blocks. Fortunately Shri S.M. Goyal, with whom I had the privilege of working earlier as his Deputy in the Finance Deptt. of Delhi Administration was in-charge of Building Deptt. of Corporation in the

capacity as Deputy Commissioner of the Corporation. I explained my difficulties to him and emphasised the statutory responsibility of the Corporation to keep the housenumbering upto date. Shri Goyal took personal interest and agreed to have existing housenumbering made uptodate on temporary basis by painting housenumbers wherever the number plates were missing. Shri Goyal issued repeated directives to the Deputy Assessors and Collectors to bring the housenumbering uptodate in their respective areas. I too continued to meet these Deputy Assessors and and Collectors and persuaded them to do the needful. I had a number of meetings with the Corporation officials in this connection. Thus with great difficulty we could get housenumbering uptodated, temporarily, in a number of colonies and other areas under the jurisdiction of the Delhi Municipal Corporation. My heartfelt thanks are due to Shri Goyal who alone was responsible for getting the big job done in record time.

The Corporation authorities, however, refused to provide any sort of housenumbering in scores of unauthorised colonies on the ground that it would create legal complications for the corporation. In such areas we had to make our own arrangements by engaging labourers on daily wages for the purposes of painting housenumbers.

However, with all these efforts we did succeed for the first time in Delhi in getting the housenumbers uptodated at the time of census operations. This had never been done before. The Ministry of Home Affairs and Lt. Governor will have to be requested to make the Municipal Corporation realize that housenumbering is their statutory duty which must be performed. My experience shows that solution of this problem would be found only at high level. The work will have to be started in 1978 at the latest for the 1981 Census. I am, however, still writing to Municipal Corporation and the Development Commissioner, Delhi Administration for preserving the present housenumbering intact and for giving new numbers on new constructions.

**Houselisting**

According to the Census Calendar drawn up by this office, houselisting was to commence w.e.f. 1.8.70. But due to summer vacations in the schools, the Principals, who were the Charge Superintendents and the teachers, majority of whom were appointed as enumerators and supervisors could be available only after 15.7.1970 and the fifteen days period from 16.7.70 to 31.7.1970 was not considered enough to train the large number of Census workers. Houselisting had, therefore, to be delayed by one month. It commenced on 1st September, 1970 and continued till the middle of October, 1970 in Delhi.

The Census Officers and Charge Supdts. were grouped in three batches and trained by me by holding three training classes for each batch. In the first meeting Shri K. K. Chakravorty, then Central Tabulation Officer also participated and explained the census concepts and the instructions on Houselisting. A joint meeting of Census Officers and Charge Superintendents was also held which was presided over by the Deputy Commissioner, Delhi. The Director of Education, Delhi Administration also attended and impressed upon his staff the importance of Census and exhorted them especially the Charge Superintendents who mostly belonged to the education department to perform their duties with dedication and responsibility. These meetings had the desired effect on the Census Officers and Charge Superintendents. Shri G.K. Arora, the then Deputy Commissioner of Delhi also addressed the meeting which was attended by S.D.Ms. who were the Census Officers.

During the Houselisting operations, two forms viz., Houselist and Establishment Schedules were canvassed (Appendix XIII and XIV). The extents of enumerator's blocks were determined by my office, on the basis of houses, the details of which were gathered while finalising our notional maps of charges. Selection and appointment of Supervisors and Enumerators were also done in my office. However, in majority of cases, the orders of appointment of Supervisors and Enumerators were signed by the concerned

Census Officer. Training of Census Supervisors and Enumerators was conducted by the respective Charge Supdts. The Charge Superintendents were required to furnish the programme of training of their Census Workers to this office, in advance, and in order to ensure thorough and uniform training. A representative of this office was deputed to attend these training classes as an observer. Wherever, it was felt that the training was not correctly imparted, a special training class was convened which was addressed by the Asstt. Director of Census Operations, Shri J.N. Sharma and Senior Investigator, Shri S.P. Sharma and some times by me also.

Each Enumerator was provided with sets of six Houselists and three Establishment Schedules, which were considered sufficient for the coverage of the area allotted to each of them. In addition, extra forms of all varieties were supplied to the Charge Superintendents for being kept in reserve. However, due to the unmanageable size of the Houselist forms many forms were torn in use and thus wasted. The extra demand on this account created some awkward situation for my office as we nearly ran out of stock. However, with the ever ready cooperation of the Registrar General's office, we were also able to tide over this unforeseen shortage. At the next census this aspect should be borne in mind while getting the forms printed so that they are easy to handle and the amount of wastage is reduced.

**Quality of Houselisting**

Though the instructions for completing the Houselists and Establishment Schedules were quite simple and had been explained fully, yet confusion remained about the concepts of "Census House" and "Household". The innumerable types of buildings available in Delhi and great congestion were actually responsible for this confusion. In many cases it was not easily possible to clearly delineate a portion of a building as a separate "Census House". Some marginal cases of wrong classifications came to notice only after the houselisting was over. Some confusion also remained in defining the material of a roof. According to instructions, material, out of which most of the outer roof exposed to the weather, was to be recorded and not that of the ceiling. But such cases were far and few between, the reason being excellent training that was given to the staff.

**Abridged Houselists**

*The suggestion for preparing the* "Abridged Houselist," for each block, from the Houselists was first mooted in Registrar General's Circular No. 21, received vide Deputy Registrar General's letter No. 10-1/70-DT dated 30-5-1970 (Appendix LXII), when houselisting had already been completed in some States. According to the instructions contained in this circular, the Abridged Houselist was to be prepared by the Enumerators soon after their appointment on the eve of enumeration. These were to be prepared according to the extents finally revised for population count. The format of the Abridged Houselist was discussed in the Courtallam Conference (June,1970) before being finally adopted. Luckily for us we were saved of getting these forms printed through normal official channel as the Director of Census Operations, Himachal Pradesh very kindly agreed to our request to get the quantity required by us, printed, alongwith his own, at Himachal Government Press. The form of Abridged Houselist as finally adopted by this office is reproduced in (Appendix LXIII). The task of preparing the Abridged Houselist in time was beyond the capacity of the existing regular staff of my office. A request was made to the Registrar General, India for according sanction to the creation of 20 posts of Computor/ Assistant Compilers for this additional work. As this could not be acceded to, I had no other alternative but to engage ten persons on daily wages and all members of my regular staff were detailed for this work beyond normal office hours and on holidays. We could complete the Abridged Houselist just before the start of enumeration. In my humble view, it will be worthwhile to make provision for additional staff at the very beginning for such unanticipated additional work so as to avoid difficult situation in the course of such a gigantic operation as Census.

The Charge Supdts. and Census Officers were informed in advance to ensure that the enumera-

tors under them should tie up all the used houselists and establishment schedules in neat bundles that every page of the houselist should be serially numbered and that they should arrange these forms in such an order that all the filled up schedules of a block are secure together. The circle supervisors should then hand over such bundles of filled up houselisting forms to the Charge Superintendents who, after necessary checking should hand over the filled-up houselists to this office. The Charge Supdts. were required to ensure (i) the correctness of the loction code number recorded by the enumerators, (ii) line numbers that had been given continuously for the Block as a whole leaving the struck off entries and, (iii) that columns 2, 3 and 8 of the Houselists were scrutinised and that all the columns of Houselists and Establishment schedules had been properly filled. Excepting a few Charge Supdts. all other deposited the Houselisting record according to the prescribed time schedules. Since the Houselists and Establishment schedules were to be processed at the Mechanical Tabulation Unit of Registrar General's Office no checking was done in this office.

The total population recorded at the Houselisting operations was 3,899,758 which was quite close to the estimated one. The following statement gives the Population as returned during the 1971 Houselisting operation and Actual 1961 Population count :

**Statement showing the 1961 Population and 1971 Houselisting Population**

| | Population | |
|---|---|---|
| | 1961 Final enumeration | 1971 Houselisting |
| Delhi Union Territory | 2,658,612 | 3,899,758 |
| 1. New Delhi Municipal Committee | 261,545 | 279,678 |
| 2. Delhi Cantt. | 36,105 | 35,553 |
| 3. Delhi Municipal Corporation (U) | 2,061,758 | 3,190,020 |
| 4. Delhi Municipal Corporation (R) | 299,204 | 394,507 |

**Second Census Conference June, 1970**

In order to review the difficulties and short comings which might hinder the population count and to take suitable decisions for the final phase, a conference of Directors of Census Operations (second in the series) was held at Courtallam in Tamil Nadu between June 18 and 22, 1970. This was more in the nature of a scrutiny or a sort of post mortem of the experience gained at the time of housenumbering and houselisting and also to finalise the future programme of work following the census count. It was very vital and was held at a most opportune time and in picturesque surroundings and wonderful climate when we were planning to launch the population count. Some of the important decisions and discussions that flowed out of this conference are given below in order to help in gaining the background of census taking:

(i) Instead of assigning a volume to each State and Union Territory a separate serial number was allotted to All-India and each state publication and that each series should be sub-divided.

(ii) Publication of the District Census Handbook in parts A, B and C was approved as suggested by the Directors of Census Operations. For Delhi, our suggestions was that the first volume of the District Census Handbook contain Part A & B, and that Part C would be printed separately. It was also decided to bring out a popular version of census report under the title "Portrait of Population."

(iii) The plan for publication of Paper I on 1971 Census, based on provisional population totals in its scope and contents was finalised.

(iv) Uniformity of a census emblem for all States and Union Territory was unanimously agreed upon.

(v) The draft tabulation programme was broadly discussed.

(vi) Scope & methodology of post enumeration check of census data was considered in detail.

(vii) Broad out-lines of Admn. Report on Enumeration and its time of publication was also discussed.

(viii) Discussion was held on the 'Instructions to Enumerators for filling up Individual Slips'. It was emphasised that confidentiality of census returns should be ensured.

(ix) Decision for preparing Abridged Houselists for each census block was made at this conference.

(x) Census Directors were advised to take up special studies at a convenient time so that this may not interfere with the time schedule of census count.

(xi) The code structure formulated by the Central Statistical Organisation was adopted by the Registrar General, India with necessary modifications for 1971 Census.

(xii) The question of setting up Regional Tabulation Offices was discussed and the staff to be provided was approved.

The exchange of views at this conference was found very useful in planning and organising the operation for the counting of Population and gave good deal of insight into the possible difficulties that an enumerator might encounter and also the common mistakes likely to be made by them.

## SECTION 14

**Census Hierarchy**

As already stated in Section 11, the Director of Census Operations headed the Census Hierarchy in the Union Territory of Delhi. Besides myself A.D.M. (H.Q.) was also got appointed as Census Officer for the Union Territory of Delhi, in addition to his normal duties, but because of his pre-occupations he could not play any role in the organisation and execution of the census operations. The flow-chart exhibited on the next page shows the Census Hierarchy in the Union Territory of Delhi, just before the Census taking.

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# ORGANISATIONAL CHART OF THE CENSUS DIRECTORATE, DELHI

**S.R. GANDOTRA**

DIRECTOR OF CENSUS OPERATIONS

**B.N. MATHUR—OS**
(PLANNING)

- **PREPARATION OF NOTIONAL MAPS**
  1. B.D. SACHDEVA
  2. P.S. GERA
  3. A.S. MINHAS
  4. V.K PURI
  5. G.K. SHARMA
- **ESTIMATION AND PROCUREMENT OF CENSUS STATIONERY & FORMS**
  1. C. LAL ROHATGI
  2. Km. ANJNA
- **COLLECTION OF DATA, FOR AND COMPILATION OF DISTRICT CENSUS HANDBOOK**
  1. C. LAL ROHATGI
  2. Km. K. ROY
  3. Km. ANJNA
- **PRINTING AND DISTRIBUTION OF CENSUS FORMS**
  1. C. LAL ROHATGI
  2. Km. ANJNA
  3. SHAYAM SUNDER
- **RECEIPT OF CENSUS FORMS (FILLED IN)**
  1. C. LAL ROHATGI
  2. B. R. NARULA
  3. SHAYAM SUNDER
- **FORMATION OF CENSUS DIVISIONS**
  1. K.L. DILAWRI
  2. M.L. SHARMA
  3. S.C. ARORA
  4. J.N. UPPAL
- **APPOINTMENT OF CENSUS OFFICERS & CHARGE SUPTDS.**
  1. C. LAL ROHATGI
  2. B.R. NARULA
- **APPOINTMENT OF CIRCLE SUPERVISORS & ENUMERATORS**
  1. M.L. SHARMA
  2. J.N. UPPAL
  3. K.L. DILAWRI
  4. KEHAR SINGH
  5. K.K. SHARMA
  6. K.L. CHADHA
  7. B.M. YADAV
- **PREPARATION OF ABRIDGED HOUSE LIST**
  1. M.L. SHARMA
  2. S.C. ARORA
  3. J.N. UPPAL
  4. Smt. KAMLESH GUPTA
  5. Smt. P. K. GROVER
  6. Smt. SANTOSH GULATI
  7. Smt. ANU KHOLI

**J.N. SHARMA—A.D.C.O.**
(GEN. ADMN., TRAINING & FIELD CONTROL)

- **ADMINISTRATION**
  1. K.L. DILAWRI
  2. R.D. MATHUR
  3. B.M. YADAV
- **TRAINING OF CENSUS OFFICERS & CHARGE SUPDTS.**
  ASSISTED BY S.P. SHARMA
- **TRAINNING OF SUPERVISORS AND ENUMERATORS**
  1. S.P. SHARMA
  2. S.C. ARORA
  3. J.N. UPPAL
  4. PHOOL SINGH
  5. H P. SARIN
  6. A.K. OJHA
- **SUPERVISION OVER FIELD ENUMERATION AGENCY**
  1. S.P. SHARMA
  2. M.L. SHARMA
  3. S.C. ARORA
  4. I.D. GUPTA
  5. J.N. UPPAL
- **TYPING, DUPLICATING & DESPATCH OF INSTRUCTIONS**
  **TYPING**—1. RAM LAL, 2. JAWAHAR LAL, 3. K.K. CHOPRA
  **DUPLICATING**-SOM NATH
  **DESPATCH**—Km. ANJNA
- **BHAGWAN DASS-P.A.**

**CENSUS TRACTS FIELD ENUMERATION AGENCY**

| | FOR RESTRICTED MILITARY AREA | D.M.C. URBAN | N.D.M.C. | DELHI CANTT | DELHI RURAL |
|---|---|---|---|---|---|
| CENSUS OFFICERS → | (11) | (12) | (1) | (1) | (1) |
| CHRGE SUPTDS. → | (4) | (67) | (9) | (1) | (10) |
| SUPERVISORS → | (5) | (1092) | (87) | (4) | (117) |
| ENUMERATORS → | (38) | (7268) | (594) | (55) | (692) |

**Intensive Training of Census Enumeration Personnel**

An elaborate programme was drawn up (Appendix LXIV) to ensure intensive training of Census Workers at all levels. The importance of thorough training was emphasised in this Office Circular No. 1/74/70-DCO dated 20-11-1970 (Appendix LXXX) which was addressed to all Census Officers and Charge Supdts. It was decided that at least three classes should be conducted for explaining the instructions and a practical follow-up action should take place by filling up the training slips. After the filled-in schedules were checked, the pit-falls and mistakes were explained to the trainees in subsequent sessions.

To emphasise due importance of the Census and training of staff, the Lt. Governor, Delhi, late Dr. A.N. Jha, I.C.S. was requested to inaugurate our training programme who very kindly obliged us by inaugurating the programme on 25-11-1970. Shri A.C. Shubh, Executive Councillor was in the chair. This meeting was also graced by the Chief Secretary of Delhi Admn., the heads of Deptts. and senior representatives from local bodies in Delhi. Shri A. Chandra Sekhar, the Registrar General, India spoke on the importance of training programme. The welcome address was read by me.

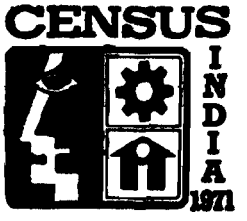
Training of Census Officers and Charge Supdts. was conducted by me in batches, in my own office, according to a detailed programme drawn up earlier and circulated to these officers. The officers were also required to fill up at least 25 Individual Slips and a requisite number of Household Schedules. These were checked in my office and in subsequent meetings, and the mistakes committed by some of them were explained fully. This was practical training.

After ensuring thorough training of Census Officers and Charge Supdts., they were allowed to hold training classes of Supervisors and Enumerators of their respective areas. For these training classes, the Charge Supdts. were directed to draw up their respective training programme and communicate the same to me in advance. Senior officials of my office were deputed to attend these training classes conducted by the Census Officers and Charge Supdts. as observers. This enabled me to have an on-the-spot report on every training class and to ensure uniformity in the exposition of concepts and definitions. Wherever I found that these classes were not properly conducted, the Charge Supdts. were directed to hold an extra class. In these classes either myself or a senior official, mostly the Senior Investigator, Shri S. P. Sharma was present to ensure the thoroughness of training.

While most of the Census Officers actually participated in training classes conducted by me, some of the Sub-Divisional Magistrates could associate themselves with only one class. This was unavoidable because much of their time was taken away by the law and order problems which are so numerous in the Union Territory of Delhi. This is another reason militating against the appointment of Magistrates as Census Officers. As already suggested we should prefer Education Officers if we can get them.

The booklet containing 'Instructions to Enumerators for filling up the Individ ualSlip' was supplied to each census workers, i.e., Census Officers, Charge Supdts., Supervisors and Enumerators, in advance of Training. Training schedules were also supplied in advance, and they were requested to go through the instructions before the commencement of training. No rolled-up black-boards were supplied to the Census Officers as the black-boards of the schools were available to them. This proved to be a better arrangement as the black-boards available in the Hr. Sec. Schools were much bigger and it was easier to write the Census questions one by one and to indicate the correct answers. Chalk-sticks were, however, supplied to all the Charge Supdts. by my office. In the training classes of Census Officers and Charge Supdts. conducted by me in my office, rolled up facsimiles

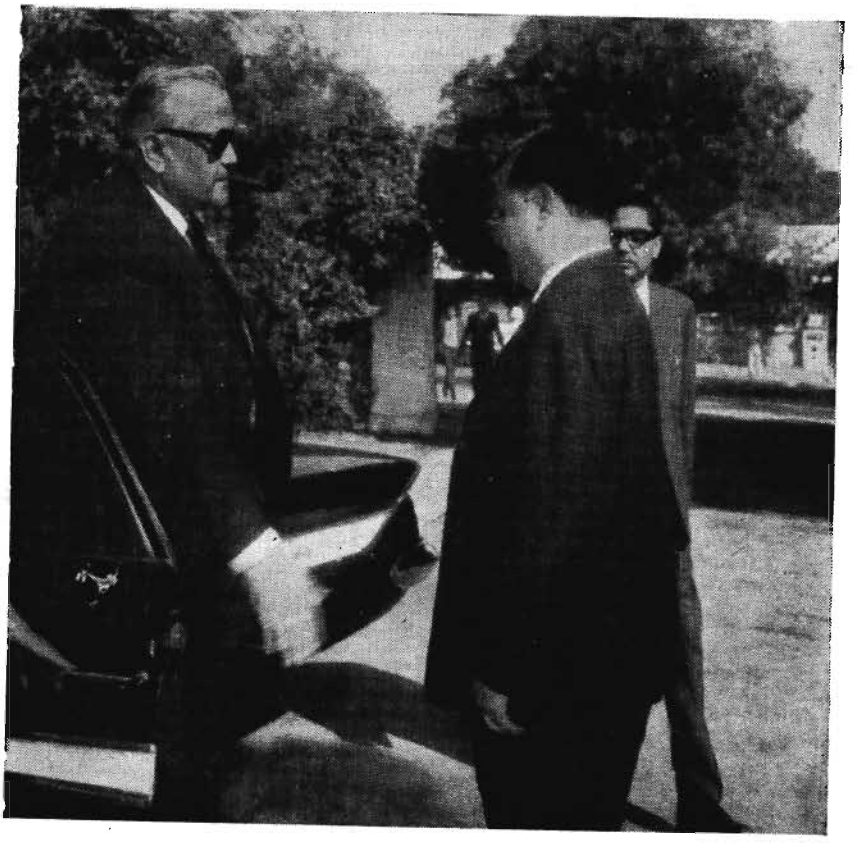
# CENSUS TRAINING PROGRAMME



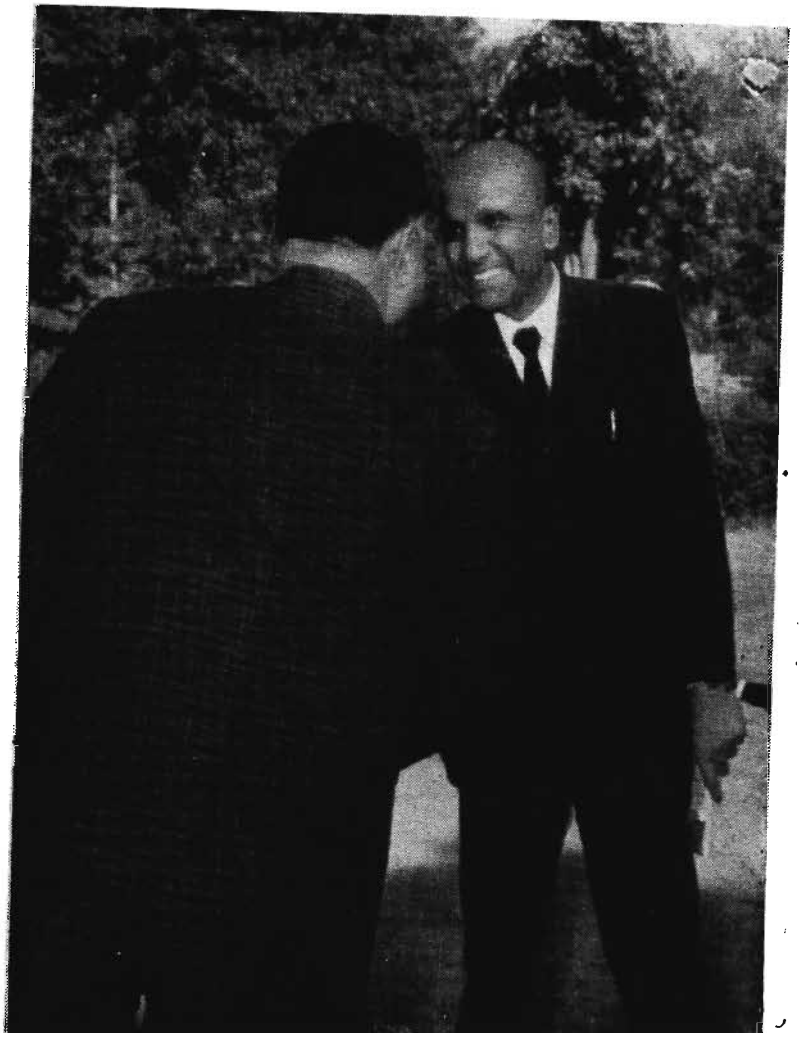

## Inaugural Function

## &

## Training Classes



Shri A.N. Jha,
Lt. Governor, Delhi,
being received by the
Director of Census
Operations, Delhi at
the Inaugural Function.



Director receiving Shri
A. Chandra Sekhar,
Registrar General, India.



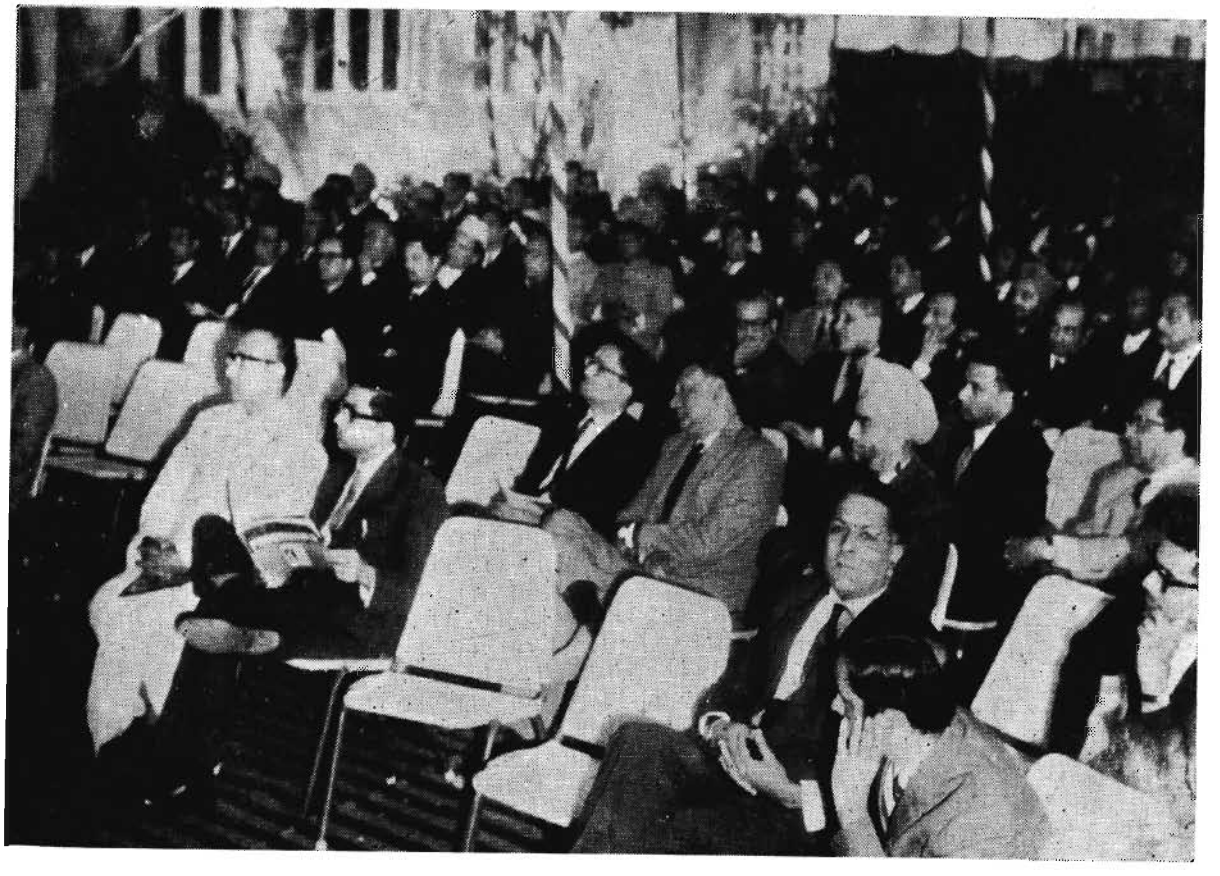

Director welcoming the Lt. Governor and Registrar General
to the inauguration of Census Training Programme.




Shri A. Chandra Sekhar, Registrar General, India speaking at the function.




Shri J.N. Sharma, Assistant Director, Census Operations, Delhi, thanking the guests.



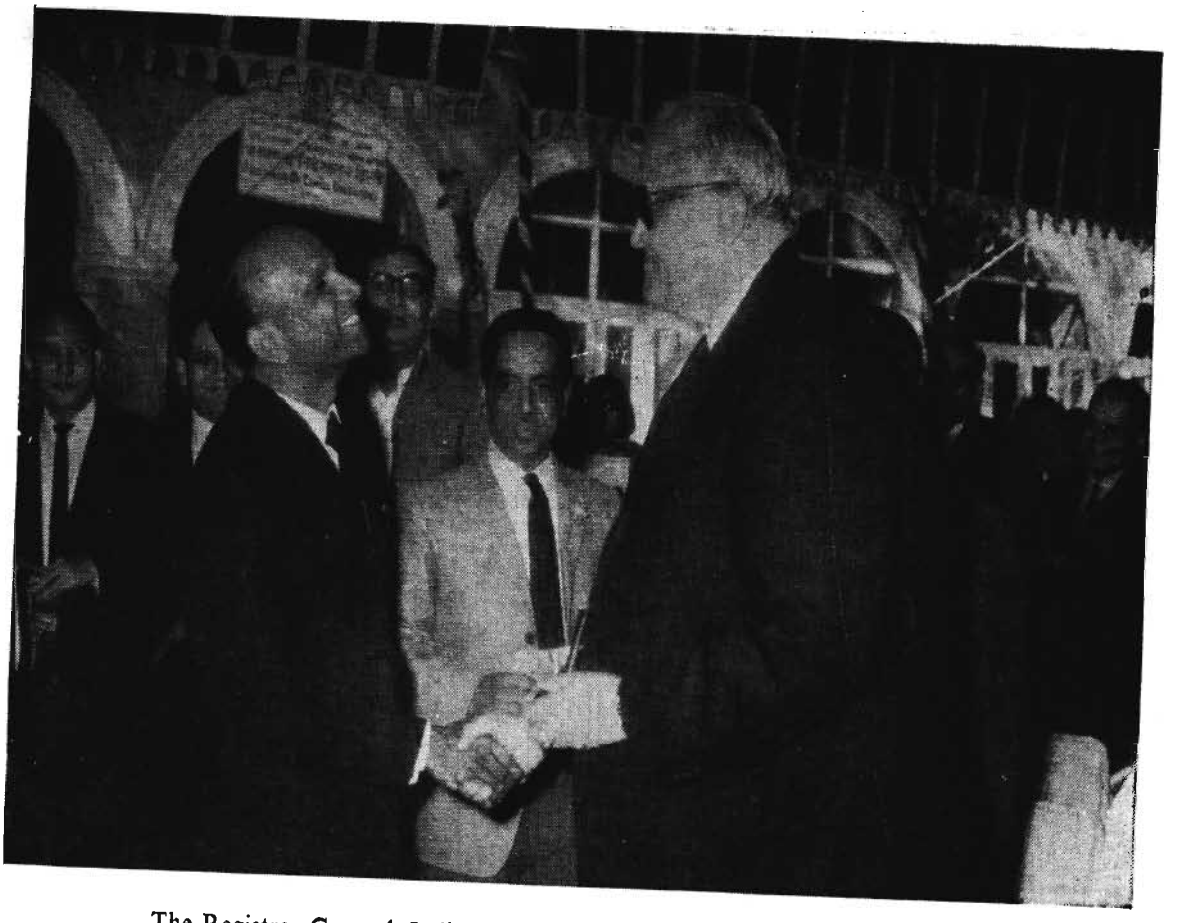
A view of the guests, Census Officers & Charge Superintendents present.



The Lt. Governor Shri A.N. Jha viewing the 1961 Census Publications.



The Registrar General, India showing Notional Maps prepared by the Census office, Delhi to the Lt. Governor Shri A.N. Jha.



The Registrar General, India and the Lt. Governor, Delhi, at the close of the function. The Chief Secretary, Delhi Administration is in the middle.

## TRAINING CLASSES





The Director of Census Operations holding Training Classes.

of Houselists and Individual Slips were used which were supplied by the office of the Registrar General, India.

The reserve Enumerators and Supervisors appointed for the each Charge attended these training classes and were fully trained to serve as properly trained stand-bys. The reports received from the various Charge Officers showed that the attendance at training classes was very good. The attendance registers for training classes were properly maintained and checked.

There was, however, some discontent amongst the honorary census workers in regard to non-payment of conveyance charges for the journeys they underbook to attend the training classes etc. Some references in this regard, were also received from their departments. Since we had no instructions on the subject we had to say that the amount of honorarium was actually meant to defray all the expenses that a census worker had to incur. Personally I feel that census workers should be allowed conveyance charges, in addition to the honorarium. As this is not permissible under existing rules, necessary action to get the rules suitably amended should be taken before the next Census, otherwise 1981 Census is bound to face difficulties on this count alone.

SECTION 16

**Census Publicity**

In his D. O. letter No. 4/III/69-Ad.II dated 2-1-1970 the Deputy Registrar General informed all the Directors of Census Operations that funds for publicity had been placed at the disposal of the Director of Advertisement and Visual Publicity and that all advertisements in local papers had to be routed through that office. Even the draft of the advertisement (Appendix XCIX) was prepared by the Director of Advertisement & Visual Publicity for these operations and it was decided to advertise once a little before beginning of the operations and then again during the currency of the operations.

This limited publicity appeared a drop in the ocean. The Census enumerators reported lot of difficulties in canvassing the Houselists and Establishment Schedules. On receipt of complaints from the Census Workers of non-cooperation from the general public, it was decided to educate the public by other possible means also. Due to paucity of funds, I could think of no better media other than T. V. and Radio for this purpose. After a number of meetings with the Officers of T.V. Centre, I managed to telecast two interviews, one on 20-8-1970 and the other on 10-9-1970. In these programmes I explained the importance of Houselisting Operations and exhorted the general public for cooperation.

The T.V. Centre also agreed to shoot a short film on Hoselisting depicting the difficulties that the enumerators were facing and the indifference shown to some members of the public. This film was telecast a number of times, during the course of Houselisting operations. This helped the enumerators to a great extent in getting the cooperation of the public and in completing the Houselisting operations satisfactorily.

The All India Radio was also requested to broadcast a number of slogans, specially drafted by this office, periodically in the local and rural programmes. These slogans have been reproduced in Appendix CI.

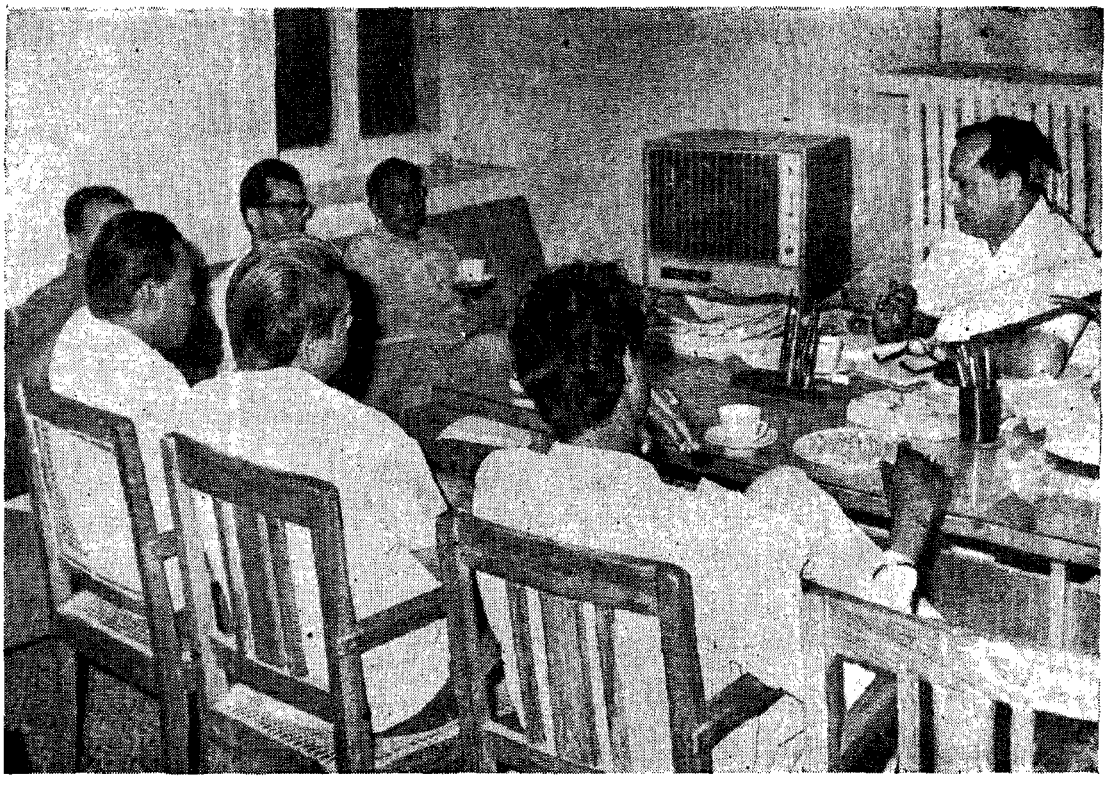
Publicity for Population Count (Enumeration) was planned on a much wider scale and through different means. A sum of Rs. 6000/- was also allocated for publicity through Newspapers in the Union Territory of Delhi. But since payment for all advertisements issued in the Newspapers by this office was to be made in accordance with the instructions of the Director of Advertisement & Visual Publicity, Govt. of India, New Delhi, it was not possible to ensure full utilisation of this amount. The publicity in Newspapers however, so arranged as to give advertisements as often as possible during the enumeration period. Advertisements were got published three times in three English dailies, two Hindi dailies and one Urdu daily on different dates. The advertisements have been reproduced in Appendix CII-CVII.

**Publicity through Films**

Ten copies of the Census films were obtained by us for extensive exhibition in the Union Territory of Delhi. Originally it was intended to exhibit these films in every nook and corner by engaging an exhibitor, but due to paucity of funds and other limitations, the exhibition of these films could not be arranged in the manner contemplated. The help of Govt. Departments having facilities for out-door or in-door exhibition was, therefore, obtained. The experiment proved to be very successful and no money was spent on exhibition of films. The list of departments which conducted the exhibition of the films on our behalf is given below for purpose of reference.




Director being interviewed at the Television Centre on the eve of Enumeration.



The Director briefing the press on the eve of enumeration.

| | Name of the Department | No. of films supplied | No. of shows arranged | Total congregation |
|---|---|---|---|---|
| 1. | Films Division Auditorium | 2 | — | 100* |
| 2. | Labour Department (Delhi Admn.) | 1 | 37 | 137,500 |
| 3. | Delhi Field Publicity Unit (Delhi Admn.) | 5 | 18 | 20,700 |
| 4. | Medical Department (Delhi Admn.) | 1 | 27 | 26,200 |
| 5. | Director of Public Relations (Delhi Admn.) | 1 | 18 | 27,500 |

* The Auditorium remained closed during Census period.

Our grateful thanks are due to heads of these departments.

**Publicity through T.V. and Radio**

Publicity through T.V. Centre and All India Radio started with the first training class of Census Officers, which was inaugurated by the Lt. Governor Delhi. The T.V. Centre, All India Radio and Press covered this training class and subsequent classes of Census Officers, conducted by me. I also appeared in a T.V. Programme on 3-12-70 in which the questions to be asked from each individual were explained in detail and the public was requested to extend full cooperation to the Census Workers. The importance of Census was duly highlighted in this programme. The T. V. Centre also prepared a small film on the actual enumeration operation and telecast the same in a number of programmes during the course of the operation. In addition, Census slogans were shown a number of times almost every day during the enumeration period. I am really most grateful to T.V. authorities in Delhi for the interest shown by them in educating the public regarding census with such a wide coverage.

A speech was also broadcast by me on All India Radio on 10-3-1971, the day on which the population count began. The All India Radio also broadcast Census slogans, by rotation during the currency of operation. We also had the added advantage of the speeches of Registrar General, India and Deputy Registrar General, India broadcast from Delhi Station of A. I. R. during the enumeration period. Both of them also appeared on T.V. to explain the object of census and its value.

**Posters, Stickers and Folders**

We received 30,000 Census Posters (20,000 in Hindi and 10,000 in English) and 10,000 Stickers (in English). Due to mid-term Parliament elections, which were held on 5-3-1971, display of these posters commenced with effect from 6-3-1971. This display was arranged through the Director of Public Relations, Delhi Administration, who was supplied with 22,000 posters for the purpose. It was so arranged that these posters contiuued to be displayed through out the Census period. For Rural area, Census posters and stickers were sent to the Block Development Officers for displaying these at prominent places, like schools, *Chaupals*, *Panchayat Ghars* etc., in each village. Census posters and stickers display, therefore, covered the Union Territory of Delhi during the enumeration period. The arrangement proved to be excellent and is recommended for future.

Distribution of Census folders started w.e.f. 10-3-1971. A very large quantity of these folders was distributed on 10th and 11th March, 1971 at the vote counting centres of mid-term election, with very good result. Census folders were also freely distributed in educational institutions and bazars throughout the Urban area. In rural area, these were got distributed through the Block Development Officers.

Census slides were also exhibited in most of the Cinema houses throughout the Census period through Entertainment Tax Department of Delhi Administration. A list of the cinemas where these were shown is given in (Appendix CVIII). I am indeed indebted to Shri Manmohan Narain, an old colleague of mine who was the Entertainment Officer responsible for exhibition of these slides.

Since Census is the biggest administrative operation, success of which depends on the co-operation and active participation of the general public and the apathy and ignorance of the public is bound to affect the quality of Census data and create lot of difficulties and harassment etc. for the census workers. Particularly in cities like Delhi, it is necessary to publicise the importance of Census much in advance of 1981 Census Operations by all possible media of mass communications including even the beat of drums and the like methods so that the honorary Census Worker, who is drawn on a voluntary basis, may not face the difficulty on account of public indifference. It is, therefore, necessary to secure adequate funds for local publicity and to explore all other means to educate the general public before the population count is taken. This should start a little before the houselisting operation as a prelude to census.

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SECTION 17

**Census Enumeration**

The reference date for the Census count was originally fixed as the sunrise of 1st March 1971 as was done during the previous censuses. This date for a synchronous census in the country has been chosen because communications are comparatively easy at this time and that the large mass of population residing in the rural area is relatively free from agricultural operations. But owing to the unscheduled coming up of mid-term elections to the Lok Sabha in February, 1971, the reference date had to be changed to the sunrise of 1st April, 1971. The possibility to conduct the census operations before the date of poll was no doubt explored but was not found feasible. It was not possible to secure the required number of Census Workers as most of them also had to be engaged for the elections. Deferment also afforded necessary time for completing the Abridged Houselists, decision for which was taken after the houselisting was over. These Abridged Houselists are to serve as frames for sample surveys in future.

The Enumerators were supplied the 'Instructions Booklet,' before their training. Their packages contained Individual Slips, Population Record forms, Enumerator's Daily Posting Statements for males and females separately, and an Abstract form for compilation of provisional population totals. The quantity of these forms was worked out on the basis of the estimated population of an enumerator's block found at the Houselisting operation with a ten per cent reserve. These forms were given to the enumerator on the last date of their training classes by their respective Charge Supdts. which, in most cases, was only a week or ten days in advance of the date fixed for the commencement of Population Count. Further, Instructions in abridged form together with a list of abbreviations to be used uniformly in filling the enumeration slips were finalised, got printed and distributed amongst the enumerators. This was done to serve them as ready guide. These are reproduced as Appendices XLVII to LXV.

As all over the country population count in the Union Territory of Delhi commenced on 10-3-71 and was concluded on 31-3-1971. The houseless population was counted on the night between 31-3-71 and 1-4-1971 by special enumerators, appointed for the purpose, for the areas where the concentration of houseless population was large. In other places, the houseless population was covered by the enumerators in whose area they were found. The Charge Supdts. and Census Officers toured their respective areas after 10-30 P.M. and ensured complete coverage. The Registrar General, India, also evinced keen interest in the enumeration of houseless and alongwith Deputy Registrar General, Mr. Ballal, he was with us on the middle of that night.

Delhi being the seat of Govt. of India, the President and the Prime Minister were enumerated by the concerned enumerators on the morning of 10-3-1971 in the presence of Shri A. Chandra Sekhar, Registrar General, India and the Deputy Registrar General. The Vice President of India was enumerated at 4.00 P.M. on that date. Enumeration of the Lt. Governor, Delhi and the Chief Executive Councillor was also conducted under my direct supervision. The enumeration of these V.I.Ps. was covered by the A.I.R. and the Press. The obvious object was publicising of census count for the people of Delhi.

On 10th March, 1971 Smt. Indira Gandhi, Hon'ble Prime Minister appealed to the people of the country to cooperate whole heartedly with census taking staff. This message was prominently displayed in all newspapers. The message is reproduced below :

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

In our country the census is an operation of gigantic magnitude, the success of a census depends on the whole hearted cooperation of the people. Every single individual is an equal partner in this great national venture, I appeal to every one to extend the fullest cooperation to the census enumerators".

A speech was also broadcast by me on All India Radio, Delhi on 10-3-1971. Shri A. Chandra Sekhar, Registrar General, India also broadcast a speech from Delhi Station of All India Radio during the enumeration period.

Knowing fully well the sensitiveness of the public of Delhi and the burning language controversy going on in the adjoining states of Haryana and Punjab, I had taken all possible steps to ensure the smooth conduct of census. The census workers were directed not to cross examine the respondents on questions pertaining to religion and mother tongue. However, some complaints, most of which were found baseless, did pour in alleging partiality in the recording of mother tongue. There were a few complaints, mostly in Urban areas, about incomplete coverage by the census enumerators. These complaints were promptly looked into. Some articles and letters in general also appeared in some Newspapers published from New Delhi. Some of these cast aspersions on the behaviour of some census workers. Though most of these complaints were not related to us but since these were appearing in the papers published in New Delhi, I had to put the following advertisement in all the prominent Newspapers of different languages.

"CENSUS—1971
HAVE YOU BEEN ENUMERATED ?
IF NOT PLEASE RING UP
PHONE NO. 229579 OR 220434"

This advertisement had a dual effect. Our enumerators became more cautious and tried to cover all the residents of their respective areas. Telephone calls and letters started pouring in my office from those who had been left out by the enumerators. I made suitable arrangements for immediate check-up of all such complaints by deputing my own officers. While in majority of cases these complaints were found frivolous, based on the ignorance of the complainants concerned about the visit of the enumerator. Some cases of neglect also came to notice. In such cases census workers upto the level of Charge Supdts. saw to it that the enumeration of all left out persons was completed by the target date within the scheduled time.

The following news item appeared in the Hindustan Times of 14-4-1971.

*"A sample survey among the Editorial Staff of the Hindustan Times revealed that two out of six members had been left out".*

This was too much for me to swallow. Detailed investigations were made by me personally, which revealed that excepting enumeration of one, all other members of the Editorial Staff were duly enumerated. The particular person who was left out was a sub-tenant of a Govt. employee who alongwith his family had been duly enumerated. The particulars of the sub-tenant were held back from the enumerator by the actual allottee of the house for obvious reasons. Moreover, the gentleman was a bachelor who could not be found at his house which had been visited by the enumerator. Moreover, relations between the allottee of the house and the tenant were so unpleasant, that the allottee would not make mention of him. This is no doubt, an extreme case. I am very grateful to the Editor of Hindustan Times, who appreciated our difficulties, and showed regret for the sweeping statement referred to above. His letter is reproduced below ;

THE HINDUSTAN TIMES
POST BOX NO. 40
NEW DELHI-1.
May 6, 1971

Dear Mr. Gandotra,

Thank you for your kind letter No.1/82-71-DCO/5645 dated 29th April, 1971.

It is very good of you to have gone through all the trouble of checking up on the names that I sent you. I am informing the persons concerned that they have been enumerated and that there have obviously been careless in making a complaint without first making sure of their grounds.

With kind regards,

Yours faithfully,
Sd/-
(B.G. VERGHESE)

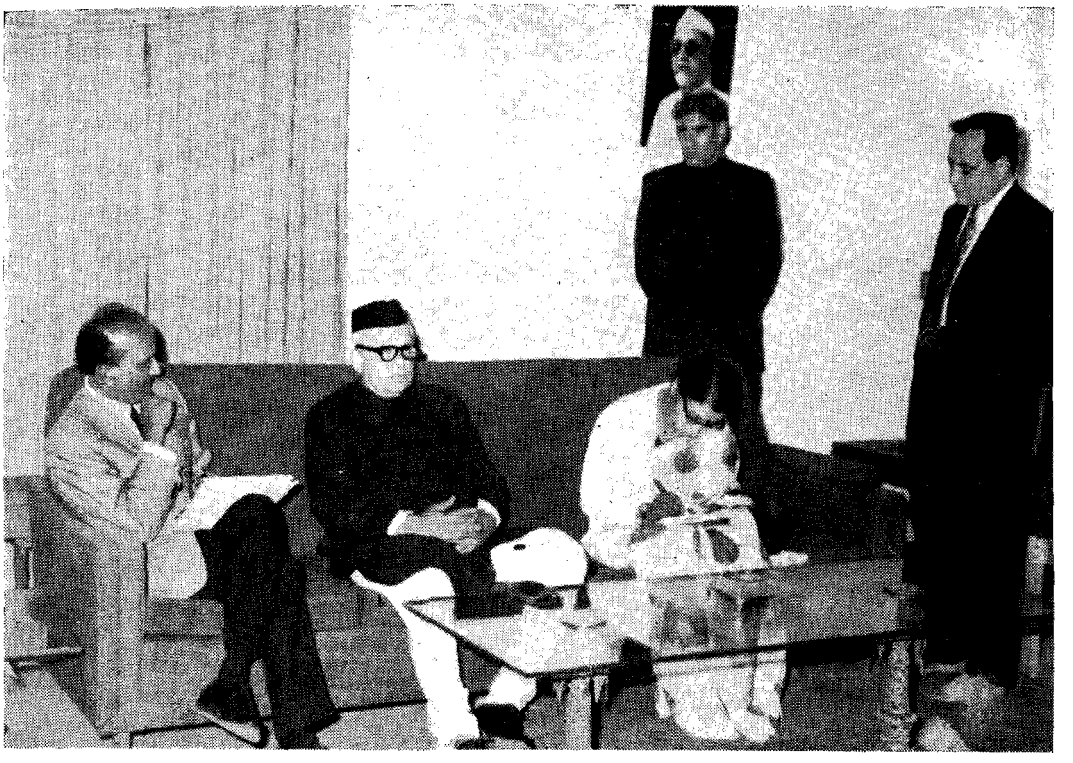
Mr. S.R. GANDOTRA
Director of Census Operations
2-Underhill Rd., Delhi-6.

# PICTORIAL GLIMPSES OF

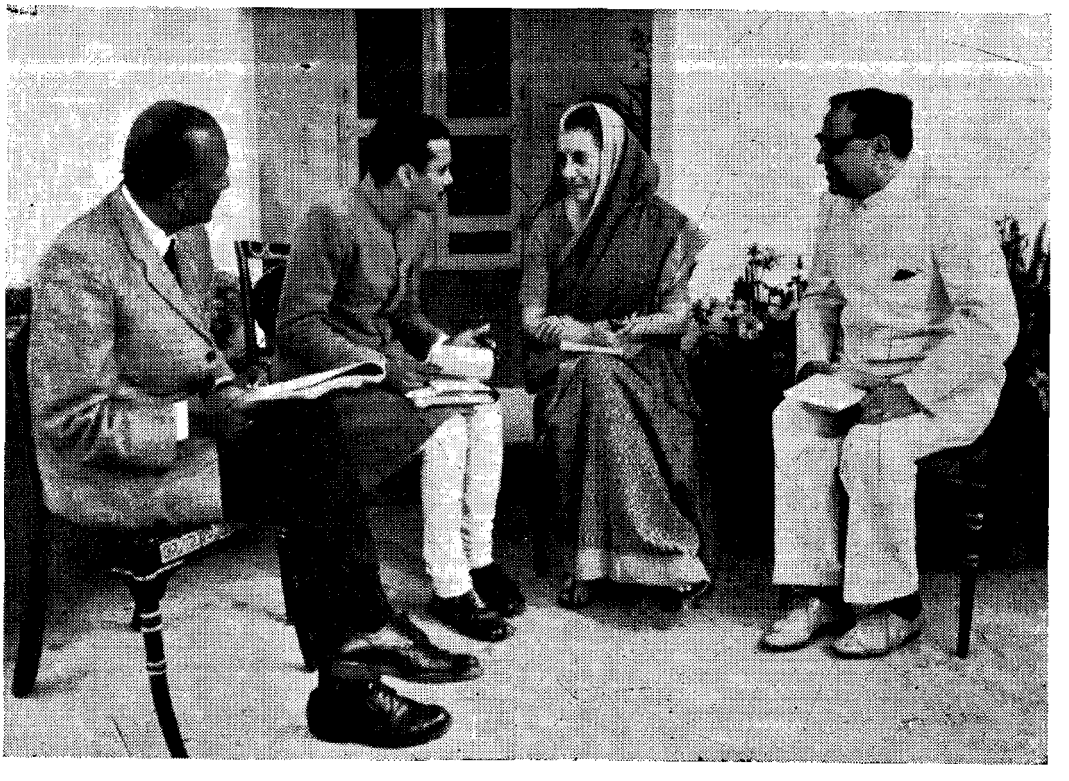
# CENSUS ENUMERATION



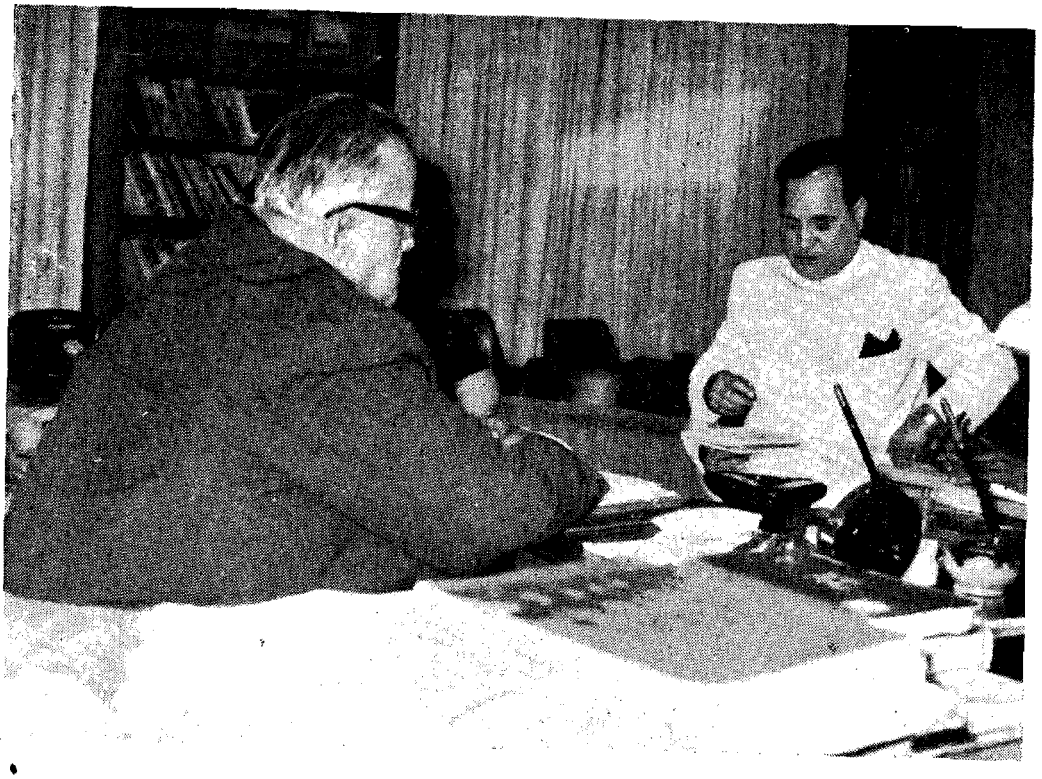
The President of India.



The Vice-President of India.



The Prime Minister of India.



The Lt. Governor, Delhi.



The Chief Executive Councillor, Delhi.

## ENUMERATION OF THE HOUSELESS POPULATION



Shri A. Chandra Sekhar and Shri S.R. Gandotra watching the enumerators at work (above & below).



It was unfortunate that a section of the public were rather indifferent or even hostile to poor enumerators. The Statesman in its issue dated 25th April, 1971 reproduced at Appendix CXXII gave a graphic picture of a number of incidents in this connection. Then there were cases of Landlord and tenants residing in some buildings who were at logger heads at each other. Since the enumerators had no authority to make any search beyond asking whether all those residing in the house have been enumerated, such cases of omission can not be completely avoided.

The enlightened teacher-enumerators in Delhi did not take the criticism lying down and took recourse to give rejoinders. The reply to this criticism was contained in the letter dated 23-4-71 from the President of Govt. School Teachers Association to the editor of the Hindustan Times. The relevant portion is reproduced below.

> "If the Press and Public at large are not satisfied with the work of school teachers, the Govt. of India, should in future, depute college and University teachers and other citizens and the teachers would be very happy to forego the privileges of counting heads at others doors".

But all the above mentioned incidents and criticism are of course, part of the game. Healthier and constructive criticism would be most welcome as such a gigantic operation depends on cooperation from all sides. The remedy perhaps lies in more intensive publicity and education of the masses.

Besides me, the Registrar General, India also added greatly to the vigilance on the census in Delhi. He too was receiving complaints. I got them thoroughly investigated and to our great surprise in all the cases it was found that the cases reported as missed had been actually covered. The complainants too got baffled when the Registrar General, India personally read out the contents of filled-in census forms to them. What had actually happened was that the head of the family who was the complainant was away on work when household was enumerated by the enumerator. One such complainant was no less a person than a Cabinet Minister whose full particulars had actually been provided to the enumerator by his private secretary. At a press conference one of the complainants mentioned to Registrar General that he and his family had been omitted. On checking, it was found that they had been actually enumerated. A number of service officials who met Registrar General and me in our private and social meetings also made complaints without consulting their wives who had helped the enumerators.

I may further add that I also convened a meeting of Charge Supdts. in the last week of March to take stock of the coverage position by all the enumerators under them. This provided an invaluable stock-taking which further expedited the speed of the operation to ensure timely completion. I strongly recommend this to my successor.

Now after going through the thick of census operations in sprawling and congested Delhi, I can say that we did extremely well in view of the peculiar composition and hegemonic character of Delhi's population and the numerous problems one has to face here for various reasons. For this I am grateful to the teacher community of Delhi who respected my previous contacts with them and agreed to perform census duties in spite of an earlier decision to boycott us. After all Delhi is the heart of India. If anything goes wrong here the image of census operations as a whole is spoiled. We had to work under stress as critical eyes of the press, public in general and senior officers of Govt. of India were focussed on us and no slip on our part could go unnoticed.

There were no complaints from general public regarding incorrect recording of religion or mother-tongue by the enumerators. Some complaints were however, received from Secretary Gurudwara Prabandhak Committee alleging incorrect recording of mother-tongue and religion. These cases were investigated personally by the Sub-Divisional Magistrates concerned. By and large the complaints were found based on misunderstanding.

For the enumeration of houseless population we segregated the areas where the concentration was heavy, from the respective enumerator's block and made special arrangements by appointing extra enumerators. In the rest, the Enumerators, Supervisors and the Charge Supdts. were directed to take rounds after 10 P.M. and ensure full coverage.

For the safety of the Enumerators while enumerating houseless people police escort was provided wherever necessary. Arrangement of patromaxes and torches were also made to enumerate the houseless in unlighted nooks and corners. The Sub-Divisional Magistrate, myself and my staff supervised and assisted the census workers. Shri A. Chandra Sekhar and Shri K.D. Ballal, the Deputy Registrar General also visited a number of places where the concentration of the houseless was quite heavy to see the actual enumeration. In some places special arrangements were made and the directives issued in this regard to the Census Officers etc. are reproduced in Appendix XCVII.

In the strictly restricted military areas where civilians are not allowed, special arrangements were made by appointing military officers on the recommendation of the respective military authorities. In all we had to appoint 11 military census officers for the areas detailed below :

1. Restricted area under the Station H. Q. Delhi.
2. Air Force Station, New Delhi.
3. Air Force Accounts Office (U), New Delhi.
4. Air Force Record Office (U), Dhaula Kuan, New Delhi.
5. Air Force Colony, Palam.
6. No. 67 Squadron, Air Force, C/o 56 A.P.O.
7. A & S. D. Controller No. 503, S.V., C/o 56 A.P.O.
8. No. 66 Squadron, C/o 56 A.P.O.
9. No. 25, Wing Air Force, C/o 56 A.P.O.
10. Naval H.Q., New Delhi.
11. Border Security Force Units.

Though the population to be covered in most of these military areas was thin yet for administrative reasons it was not possible to club any of these areas. The work done by the military officers was commendable.

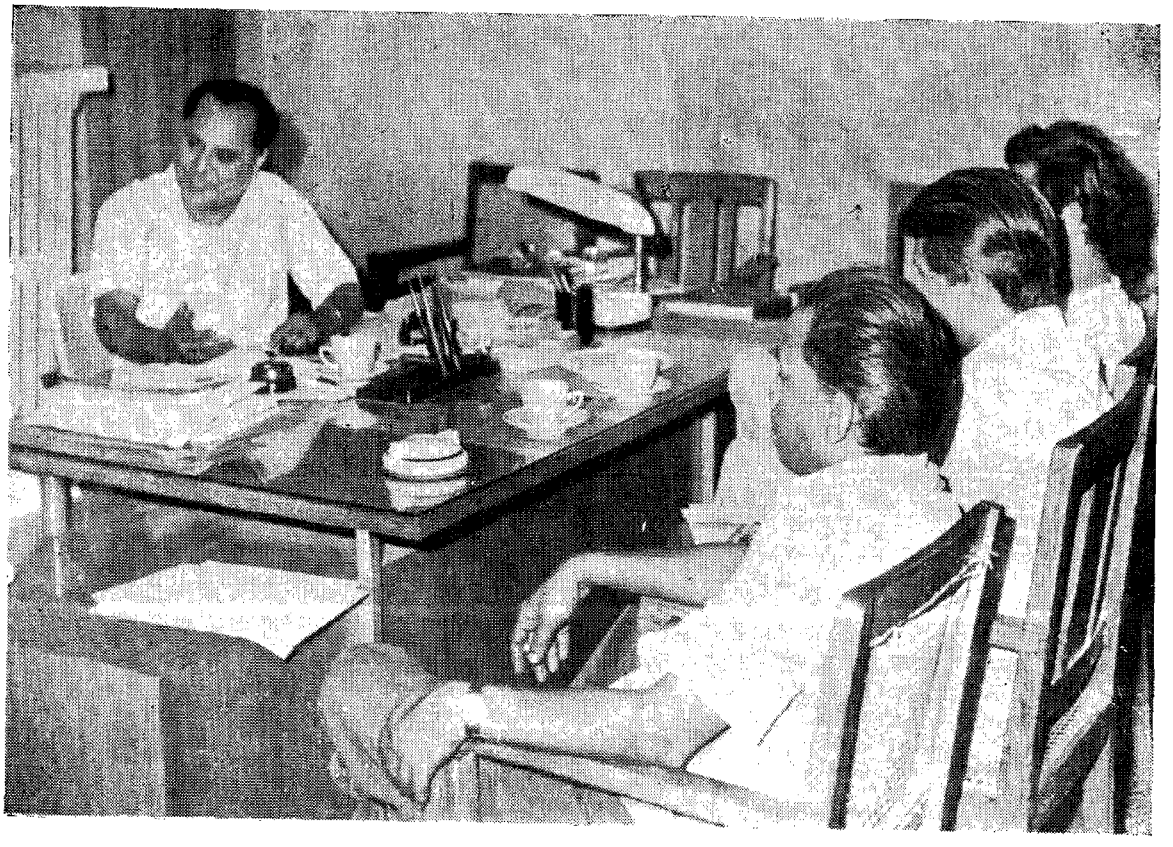
**Relay of Provisional Population Totals**

The Question of releasing the provisional population totals was discussed in detail at the Courtallam Conference of Directors of Census Operations. A dummy booklet containing some forms was circulated earlier by the Registrar General, India with circular No. 20A (Appendix LXVI). Accordingly the Census Officers and Charge Supdts. were directed to secure provisional population figures from the enumerators, compile them for their respective charges by 4-4-1971, and submit the same to the Director of Census Operations by 1 P.M. on 5-4-1971. We were able to secure this from all the Charge Supdts. except two Charge Supdts. of New Delhi Municipal Committee area and two of Delhi Municipal Corporation urban area. Provisional totals from three of them were received by 2 P.M. and from the fourth at 5.30 P.M. on 6-4-1971. The provisional totals were immediately finalised in my office and communicated to the Registrar General, India at 6.30 P.M. on the same day.

These provisional figures were then got printed in the shape of Paper No. I and released to the press on 25-4-1971 at a press conference convened in my office. This press conference was arranged through the Director of Public Relations, Delhi Administration, Delhi.

Statement showing the Provisional and Final Population 1971

| | Provisional 1971 | Final 1971 |
|---|---|---|
| **Delhi Union Territory** | **4,044,338** | **4,065,698** |
| 1. New Delhi Municipal Committee | 292,857 | 301,801 |
| 2. Delhi Cantt. | 57,030 | 57,339 |
| 3. Delhi Municipal Corporation (U) | 3,279,955 | 3,287,883 |
| 4. Delhi Municipal Corporation (R) | 414,496 | 418,675 |



The Director briefing the press on the eve of enumeration.

## SECTION 18

**Census Act**

The principal statute governing census operations of 1971 is the Indian Census Act (No.XXXVII) of 1948. This act no doubt clothes the Census Organisation with requisite authority for the Census-taking and to proceed against recalcitrant elements if and when necessary. But it does not deal expressly with the essential complementary operations like Houselisting and Post Enumeration Check. Since these two operations are part and parcel of the main population count, statutory provision for these appears to be necessary. Needless to mention that the former maximises the accuracy of census count and the latter seeks to measure the efficiency achieved. This Act should also arm the Census Directors for drawing the necessary man-power and conducting these operations with a legal backing. Some of the provisions of law relating to election can be very useful for census workers. These should be incorporated in the Census Act.

On the whole, we had no difficulty in the conduct of these operations and wherever there was some, the matters were straightened out by pursuation and tact. No recourse to the provisions of this act, dealing with recalcitrant elements had to be taken. This was in keeping with the age-old census tradition and perhaps drew more co-operation from the public as even a little harassment is liable to get magnified to create innumerable difficulties. But all the same it may not be proper to rely on tact and good sense only at all occasions. Here and there it does become necessary to seek help of the Police.

Under the provisions of the Indian Census Act the following notifications were got issued by the Delhi Administration.

| Sec. & Sub-Sec. of Census Act, 1948 | Subject matter of the notification | No. & date of the notification |
|---|---|---|
| 1 | 2 | 3 |
| 1. Under Sub-Sec. (2) of Sec. 4 | Appointment of Census Officers for the entire Union Territory | No. F. 2(272) 69-L S G (ii), dt. 5th Jan. 70 (App. LII) |
| 2. Under Sub-Sec. (3) of Sec. 4 | Delegation of power to Census Officers to sign declaration of appointment orders of census workers | No. F. 2(272) 69-L S G (iii), dt. 5th Jan, 70 (App. LIII) |
| 3. Sub-Sec. (3) of Sec.4 | Delegation of power to Census Officers to sign declaration of appointments of census workers | No. F. 2(272) 69-L S G (iii), dt. 31st Jan., 70 (App. LIV) |
| 4. Sub-Sec. (2) of Sec. 4 | Appointment of additional census officers | No. F. 2 (95)/ 69-L S G, dt. 28th April, 70 (App. LV) |
| 5. Sub-Sec. (1) of Sec. 8 | Authorisation for asking questions for Houselisting and population census | No. F. 2 (95)/ 70-L S G, dt. 19th May, 70 (App. LVI) |
| 6. Sec. 12 | Authorisation to District Magistrate and Additional District Magistrates and to accord sanction for prosecution under Census Act | No. F. 2 (272) 69-L S G, dt. 21st Aug., 1970 (App. LVII) |

*(contd.)*

| 1 | 2 | 3 |
|---|---|---|
| 7. Sub-Sec. (3) of Sec. 4 | Authority for the Asstt. Director of Census Operations to sign declaration of appointment of Census Workers within the area of the Union Territory | No. F.2 (272)/ 69-L S G, dt. 27th Aug., 70 (App. LVIII) |
| 8. Sub-Sec. (4) of Sec. 4 | Delegation of power of appointing Census Officers in the Union Territory of Delhi. | No. F. 2 (272) 69-L S G dt. 9th Nov., 70 (App. LIX) |
| 9. Sub-Sec. (1) of Sec. 6 | To appoint the authorities competent to issue directions under the aforesaid section in connection with the eleventh decennial census in 1971. | No. F. (272)/ 70-L S G, dt. 9th Nov., 70 (App. LX) |

**Directives issued by the Registrar General, India, and Chief Secretary, Delhi Admn. to facilitate the Census Operations in Delhi.**

As I have said earlier, the Indian Census is one of the largest and highly complicated administrative operations in the world. For its executions a huge army of honorary workers is drawn from the offices of Central and State Govts. and also from amongst the teachers. After selection, they have to be properly trained once before the house-listing operations and again before the actual enumeration of population. Needless to stress, therefore, that smooth sailing can only be possible if the Director of Census Operations gets cooperation from the various departments in the fullest measure. The items in which cooperation is required can be spelt out as follows:

(i) In making available suitable and willing officers for census work.

(ii) Allowing the personnel part-absence from regular work for attending training classes and for obtaining forms and stationery as and when required.

(iii) More or less full day's absence for actual field work.

The first reference seeking necessary cooperation was made by the Registrar General, India himself, to all the Ministries of the Union Govt. and Chief Secretaries of States and Union Territories Govt. This was followed up by me by establishing personal contacts with these Ministries and Departments to secure necessary manpower etc. The lending departments in turn issued orders to their staff selected for the purpose. The particulars of all such communications issued by the Registrar General, India, the Chief Secretary, Delhi Administration, different Heads of Departments and local bodies and by my office are given below for information.

These letters and circulars have also been reproduced as appendices to this report so that these may be easily available at the time of 1981 Census.

| Sl. No. | No. & date of the letter | Subject |
|---|---|---|
| 1 | | 2 |
| 1. | 23/1/67-Map dt. 4-4-1967 | Addressed to the Chief Secretary, Delhi Administration with a copy of Manual of Instructions on the scheme of permanent house-numbering (App. LXVII). |
| 2. | 23/1/67-Map dt. 19-5-67 | Requesting the Chief Secretary, Delhi to convene a meeting of the Heads of all the local bodies and Collector in connection with the House-numbering in Delhi (App. LXVIII). |
| 3. | 23/1/67-Map dt. 6-2-68 | Addressed to the Chief Secretary, Delhi regarding House-numbring in Delhi (App. LXIX). |
| 4. | 9/61/69-CTU (CEN) dt.23-3-70 | Addressed to the Chief Secretary, Delhi for assisting the Director of Census Operations in getting the necessary man-power for Census (App. LXX). |
| 5. | 9/42/70-CTU (CEN)dt.31-3-1970 | Addressed to all Ministries/ Deptts. of Govt. of India, for issuing necessary directives to their subordinate offices to afford reasonable facilities to the Census Directorate (App. LXXI). |

*Contd.*

*(contd.)*

| 1 | 2 |
|---|---|
| 6. 2(272)/69-LSG dt. 19-4-70 | From the Chief Secy., Delhi Administration to all the departments of Delhi Admn. to provide lists of the members of their staff to D.C.O., Delhi (App. III). |
| 7. 2(272)/69-LSG dt. 4-6-70 | From Chief Secy. to all departments of Delhi Admn. for furnishing the particulars of employees to Director of Census Operations, Delhi (App. LXXII). |
| 8. F.9 (30)/69-Edu. dt. 9-7-70 | From the Education Deptts. Delhi Administration to all the Principals of Govt. and aided Hr. Sec. Schools for furnishing complete list of the teachers of their schools to Director of Census Operations, Delhi. (App. LXXIII). |
| 9. F.9(30)/69-70-Edu dt. 3-11-70 | From the Under Secy. (Edu) to the Delhi Admn. to all the Principals of Govt. & aided Schools for providing complete lists of teachers of their schools to the Director of Census Operations, Delhi (App. LXXIV). |
| 10. 38/1/70-Ad.II dt. 9-12-70 | From the Deputy Registrar General, India to the Chairman, Hr. Secondary Board, Delhi for postponement of examination (App. LXXV). |
| 11. D.O.No.9/127/70 dt. 3-2-71 | From Registrar General, India to all State Govts. for permitting the officials engaged on census duties, to be away from their offices for half day from 10-3-1971 to 31-3-1971 and to be allowed to absent themselves from 31-3-1971 to 3-4-1971. (App.LXXVI). |
| 12. D.O.No.9/15/71-CTU(CEN) dt. 18-2-71 | From Registrar General, India to all State Govts. for not transferring the officers put on census duty (App. LXXVII). |

Difficulty was experienced by us in certain cases where some officials were reluctant to do census duty and advanced all sorts of flimsy excuses. Some departments were also reluctant to relieve their staff on one ground or the other. To over come this difficulty in future, it would be necessary for Govt. of India to issue strict instructions that the staff deputed on census duty and the departments concerned should be extra careful in giving full cooperation to census organisation. The instructions would be on the same pattern which are used at Election times.

It will be of real help if a directive could also be issued to the effect that the performance of census duty will be duly reflected in the Confidential Reports of the staff put on duty, which will be based on the report of Director of Census Operations. I was able to get such instructions issued by the Chief Secy. of Delhi Administration. Deputy Commissioner, Delhi and Director of Education had personally given instructions to their officers and staff put on census duty.

## SECTION 20

**Census Circulars**

Census is a time bound operation and as such it is very necessary to keep the Census Officers and Charge Supdts. fully alert to ensure completion of various stages of this operation according to a pre-determined calendar. In his circular letter No. D. O. 37/10/68-RG dated 16-10-69, the Registrar General, India gave certain broad lines for drafting these circulars. This letter, is reproduced below for record and guidance.

*Registrar General's Circular No. 6*

"I have read with keen interest various Census Circulars issued by some of the Directors of Census Operations to the District Officers in their respective States and found them well written and instructive.

I, however, found that some of these were very long and contained more than one or even two important subject matters. For example, there was a circular which ran into 25 cyclostyled pages and covered (i) formation of enumerator's blocks (ii) preparation of General Village/Town Registers and (iii) appointment of enumerators. One would readily appreciate that each one of these topics perhaps deserves to be the subject matter of a separate circular though each stage may lead on to action to be taken at the next stage. Each of our circulars may confine itself to the specific action to be taken in a particular stage. As you are aware, the District Officers, hardpressed as they are for time owing to their preoccupation are prone to be averse to applying their mind to unduly long, omnibus cyclostyled Communications and, therefore our circulars, if they fall in the above category, are likely to escape urgent attention of the District Officers.

In view of the foregoing, I would commend the following points to be borne in mind while issuing Census Circulars in future.

(1) A Census Circular should be lucid but just long enough to convey the central idea and guidance for its implementation.

(2) It should, as far as possible, contain *only one* important subject matter.

(3) It should have three distinct main parts :

(a) introduction of the subject matter,

(b) treatment of the subject matter and

(c) action to be taken for its implementation.

I hope, if we follow such a pattern, our circulars would be received more enthusiastically and help the District Officers in their implementation. I would, not, however, like to cramp your style. You are the best judge to decide on the most effective way of guiding the operation in your State".

---

But unlike other States, in Delhi I had to do almost all the planning without leaning on the Charge Officers. They were appointed and utilised only to supervise the training programme to exercise necessary control at the actual Houselisting and Enumeration Operations, to collect the filled-in forms and send them on wards to my office and finally to provide provisional population figures. In keeping with the afore mentioned instructions of the Registrar General, India, 20 Circular letters were issued by me between the period from 28.10.1970 to 29.3.1971. All these were related to actual population count. These circulars were issued to Census Officers and Charge Superintendents.

Printing of a separate manual of these circulars appears uneconomical. Therefore, I have included all these as appendix to this report (App. LXXVIII to XCVII).

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**Honorarium to Census Enumeration Staff & Census Medals**

Before the 1961 Census Operations no amount was paid by way of honorarium to any census worker. A beginning in this regard was made from the 1961 Census only. The amount of honorarium paid at that Census was, however, Rs. 20/- only for both the operations i.e. Houselisting and Enumeration. On the basis of the recommendations of various Census Supdts. made after 1961 Census for the enhancement of this amount, the matter was discussed in detail at the Second Conference of Census Directors, held at Courtallam and Kanya Kumari and the Directors were requested to submit their proposals to enable the Registrar General, India to approach the Ministry of Finance, Govt. of India. Consequently sanction was accorded for the payment of honorarium at following rates to the enumeration staff engaged in connection with 1971 Census vide Registrar General, India's letter No. 8/17/69-Ad. II dated 24.1.1970 (APPENDIX-CIX)

**Enumerators :**

| | |
|---|---|
| (i) Honorarium for house-numbering, houselisting and filling-up of the establishment schedule (including the cost of the House-numbering material) for an enumerator's block (An average block in rural areas will consist of above 150 houses) and an average block in urban areas of about 120 houses). Of this amount Rs. 5/- is for the cost of House-numbering 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 Households. | Rs. 25/- (Rupees twenty five only) |

**2. Supervision Charges :**

| | |
|---|---|
| (i) House-numbering and House-listing and filling up of Establishment Schedule for a Supervisor's Circle consisting of 4 to 5 enumerator's blocks. | Rs. 15/- (Rupees fifteen only) |
| (ii) Actual Census enumeration for a Supervisor Circle consisting of 4 to 6 Enumerator's Blocks. | Rs. 25/- (Rupees twenty five only) |

**3. Charge Superintendents :**

Lump sum Honorarium of Rs. 150/- (Rupees one hundred and fifty only for the entire operations i.e., Houselisting and Actual Census enumeration.

**4. District Census Officers**

Lump sum Honorarium of Rs. 300/- (Rupees three hundred only) for the entire operations i.e. House-numbering & Houselisting and Actual Census enumeration.

In a subsequent communication (D. O. letter No. 8/12/70-Ad. II dated 11.6.1970) the Registrar General, India, suggested that since the exigency of work might necessitate appointment of Charge Supdts. for charges having population even less than 50,000 and in some cases even less than 10,000 population, the amount of honorarium of

a Charge Supdt. may be fixed with reference to the population of the Charge on the following basis :

| | Population of the Charge | Amount of honorarium payable to Charge Officers |
|---|---|---|
| (i) | Below 10,000 | Nil. |
| (ii) | Above 10,000 but less than 25,000 | Rs. 75/- |
| (iii) | Above 25,000 but less than 35,000 | Rs. 100/- |
| (iv) | Above 35,000 but less than 50,000 | Rs. 125/- |
| (v) | 50,000 and above | Rs. 150/- |

Since I had already informed the Chief Secretary, Delhi Administration and heads of all the local bodies in Delhi that a Charge Supdt. would be entitled Rs. 150/- as honorarium on a flat rate on the basis of the sanction, communicated in letter No. 8/17/69-Ad.II dated 24.1.1970, I requested the Registrar General, India to allow us to pay Rs. 150/- as honorarium to all the Charge Supdts. without regard to the population covered. He very kindly agreed and specific sanction for the payment of honorarium to each of the Charge Supdt. was sought and granted vide R.G.I's letter No. 8/7/71-Ad. II dated 5.6.1971 (Appendix CXI-CXII). All this correspondence is available in my office file No. 1/20/69-SCO.

In some cases, officers who were appointed as Census Officers or Charge Supdts. were transferred after the houselisting operations. In such cases substitutes had to be appointed. In such cases the amount of Rs. 300/- and Rs. 150/- meant as honorarium for these officers for both the operations was split up in the ratio of 15:25, the basis on which enumerators were paid. The total amount of honorarium paid is given in Appendix CXIII.

**Census Medals**

Besides honorarium, incentive is also afforded in the form of Census Medals in appreciation of excellent work. This obviously creates a healthy competition. There were two types of medals, one Silver and the other Bronze, for award to the Census Workers. The allocation of these medals, at State level was made at the rate of one Silver and two Bronze Medals, per one lakh of population. Delhi, therefore, got 44 Silver medals and 88 Bronze medals. Specimens of the medal and that of the merit certificate are given in the Appendix CXIV-CXV.

After taking into consideration all factors, the distribution of these medals was tentatively decided as follows, amongst the different categories of census workers :

| | Total No. of medals | For | | | |
|---|---|---|---|---|---|
| | | Enumerators | Supervisors | Charge Supdts. | Census Officers |
| Silver | 44 | 22 | 12 | 8 | 2 |
| Bronze | 88 | 66 | 12 | 8 | 2 |

All the Census Officers and Charge Supdts. were requested to keep a note of the work and conduct of the Census workers under them, and make recommendations after the conclusion of the enumeration. But in spite of a number of reminders, recommendations were received from 7 Census Officers only and that too in respect of Charge Supdts. only. The following criteria for selecting the deserving recipients of Census medals had, therefore, to be evolved by me.

(i) Enumerators who had worked in both the operations and had covered 900 persons and above at the time of population count and had done more than the normal quota at the Houselisting were to be the first choice. Enumerators who covered population of 1000 and above at the time of population count only were, to be the second choice. This was subject to the condition that a scrutiny of schedules filled by them showed sincere and hard work.

(ii) As there was no record from which an assessment could be made in respect of Supervisors who had to supervise the work of six or more Enumerators, it was decided that if at least one of their

enumerators qualified for inclusion in the merit list on the basis of the criterion mentioned above they might be selected for the award of census medals.

(iii) Selection of Charge Supdt. for award of medals was decided taking into consideration the number of Census workers who worked under each and the population returned.

(iv) The selection of Census Officers for the award of Census medals was made on the basis of the interest taken by them in both the operations and the amount of supervision exercised by them over the Census machinery, under them.

On the basis of these criteria, the following number of Census workers merited the award of Census Medals.

| | Silver medals | Bronze medals |
|---|---|---|
| 1. Census Officers | 3 | 3 |
| 2. Charge Supdts. | 6 | 12 |
| 3. Supervisors | 4 | 11 |
| 4. Enumerators | 24 | 57 |
| Total : | 37 | 83 |

The lists of staff who are to be awarded these medals are ready. But actual awards are yet to be made at a time suitable to Lt. Governor and Chief Executive Councillor of Delhi. So far it has not been convenient to them to find time to attend the function that I propose to hold for this purpose.

**General Administration, Accounts, Stores & Stationery**

As I said earlier, a number of administrative problems had to be tackled and decisions taken by me immediately on join'ng. The foremost was finding of suitable accommodation for my office which was located in a room on second floor of Eastern Wing of New Courts building, Tis Hazari. But for the verandah attached to the single room allotted to Census office, most of my staff and myself would have had no place to sit. Besides, the Distt. and Sessions Judge was pressing for vacation of this accommodation as well, to accommodate the expanding staff of his Courts.

The office records showed that since 1966 my predecessor was making persistent efforts to secure suitable accommodation. The Registrar General, India was also pursuing the matter with the Chief Secretary, Delhi Administration as well as with the Ministry of Works and Housing, Govt. of India. But there was no success at all. I also started my efforts most frantically in all directions because without suitable accommodation I could not sit down and concentrate on the challenging task ahead of me. A request was sent to the Deputy Commissioner, Delhi but it was of no avail. The Estate Deptt. of Govt. of India was also approached through the Registrar General, India, but without any success. Luckily I came across the Prop. of M/s. V. S. Garg & Co., lessee of Grand Hotel building and started negotiations for hiring seven rooms having a covered area of about 3500 sq. ft. in this building. These rooms had just been vacated by the Directorate of Transport of Delhi Administration. A proposal was forwarded to the Registrar General, India for getting the rent fixed through the Director of Estates. But before the rent could be finalised, the Chief Secretary, Delhi started negotiations for hiring this portion alongwith other rooms, for housing the Courts of Judicial Magistrates. Fortunately for us the idea of shifting of Judicial Magistrates Courts was abandoned on the protests of Bar Association and we were able to occupy this accommodation with effect from 1.10.1969, on the rent fixed by Delhi Administration. I did so in anticipation of the necessary formal sanction from the Registrar General, India for fear of losing it after so much waiting and persistent efforts. I banked on the support from the Registrar General, India who was well aware of the plight in which the Census Organisation of Delhi was in this respect.

The accommodation thus secured was just sufficient to house the staff that was in position in 1969. We then took recourse to use every inch of verandah as and the passages to accommodate the additional staff which increased with the emergence of census phoenix.

The problem of finding suitable accommodation on a permanent basis and so also for the short-lived Tabulation Office which was to be set up immediately after enumeration, continued to haunt me. I continued to make efforts by contacting different agencies. Since in Delhi rents of buildings are steadily soaring it appeared well nigh impossible to secure accommodation on the basis of the rates approved by Govt. However, the persistent efforts bore fruit and we were able to secure some accommodation at 4/19, Asaf Ali Road, New Delhi through the Estate Deptt., where the tabulation Unit of this office was located. I, however, personally feel that it may be cheaper and better to construct a new building for housing the Census department.

**Staff**

As I have said earlier my proposal for additional staff to cope with the work of preparation for census was not acceeded to. My experience tells me now that if my request had been accepted it would have saved us many anxious moments and physical strain. Census in Delhi has to be organised in a different manner than in other states. The Census organisation has to shoulder all the

responsibility right from delineation of census blocks to conducting of the census. The requirements of staff for this office have, therefore, to be judged on a basis different from that of other states. My successor would do well to take up this question in right earnest immediately on joining to avoid these difficulties.

**Stationery**

Before my joining, an indent for the supply of stationery articles was sent to the Controller of Stationery. The requirements mentioned in this indent were worked out, taking into consideration the requirements of Census Officers also. But in spite of clear indications from the Registrar General, India, that our Indents would be given sympathetic consideration on 'Priority Basis' the supply which was received was very scanty as would appear from App. CXVI.

In December, 1969, we were informed by the Registrar General, India vide letter No. 7/9/69-Ad. II dated 12.12.1969 (Appendix CXVII) that stationery could be acquired for Charge Supdts. etc. also, according to the scale prescribed therein. Since I had to make available stationery and other articles to all these officers, a special Indent for the supply of Additional stationery was prepared on the basis of the yard stick prescribed in the Registrar General's letter referred to above. But this too met with the same fate as our earlier indent had. The stationery articles indented and the supply received is shown in Appendix CXVIII.

It was, however, because of my personal contacts with the Delhi Administration, the Director of Education and the Principals of the Higher Secondary Schools who were appointed as Charge Superintendents, that the Census Officers and Charge Supdts. were allowed to use their office stationery for census work.

Since the success of an operation like census depends on the ready availability of all materials, required for the work, a firm commitment would have to be obtained from the Controller of Stationery, so that the indents placed by the Director of Census Operations, particularly on the eve of census, are processed more realistically and speedily.

**Typewriters and Duplicators**

My office had 3 type-writers and one duplicating machine, which were purchased in 1960 and 1961. These machines had practically outlived their normal life-span of 10 years and should have been condemned. A case was made out for condemning two type-writers purchased earlier. The cost on periodical repairs had already amounted to more than half the cost price of these machines and these were not giving satisfactory service. But since M/s. Remington Rand did not agree to give us the necessary certificate, these machines could not be replaced with the result that these were found utterly inadequate for the enormous typing work. Out of sheer necessity we had to hire four machines for a period of six months. We also took a few type-writers on loan from the Food and Supply Deptt. in order to cope with the typing work. We are grateful to them for this help.

The Duplicating machine which was not used much during the inter-censal period gave satisfactory service for most of the time. It, however, started giving trouble only at the fag-end of the operation. We had again to seek some help from the Food and Supply Deptt. which are immediate neighbours. However, in view of the heavy typing and cyclostyling work, which this office has on the eve of census, it would be necessary to get the old machines replaced in advance.

**Furniture**

After the close of 1961 census, some Tables and Chairs became surplus. Some of these were sent to the Registrar General's office as and when needed by them. This also saved my office from the trouble of keeping the surplus furniture, particularly when we were short of accommodation. However, we had, to purchase some furniture. Details of the furniture sent to the Registrar General's office and that we got later are given in Appendix CXIX.

**Permanent Advance**

My Office was sanctioned a permanent advance of Rs.100/- in Nov., 1959. Since during the intercensal period, activities get limited, no difficulty was felt. But when the stationery and forms etc.

for the 1971 Census started coming in this permanent advance was found totally inadequate to make cash down payments for freights and cartages. Our difficulties were further aggravated as the telephone bills, which were earlier settled by book adjustment, had to be paid in cash due to change in the procedure. I, therefore, requested the Registrar General, India, New Delhi, in July, 1969 to increase the amount of permanent advance to Rs. 200/-. But in spite of recommendations from the Registrar General, India and a number of reminders by me, no reply was received from the Accountant General, Central Revenues, New Delhi and the amount of permanent advance remained unchanged.

In order to defray Railway freight and cartage, we had to draw advance on Abstract Contingent bills.

Enhancement of permanent Advance should, therefore, be taken up and decided before the first communication for census taking is issued by the Registrar General, India so that Census Office may not have to face difficulties on account of non-availability of ready cash in adequate amount.

**Library**

A small library was already in existence in the Census Office, which contained 268 Census publications published by the Registrar General, India, 725 publications received from other State Census Offices and 208 books on Demography, Vital Statistics and Socio-Economic Surveys etc. It appeared that no serious attempt was made to build up useful Census Library. The collection of Demography and Vital Statistics publication was not sufficient. I wanted to add some latest publications on these subjects, but due to paucity of accommodation I had to desist from doing so. Even if no non-official publications are purchased the official publications of census itself are multiplying so fast that proper maintenance of a library is very essential. Besides, for report writing in record time, a well equipped library is a must. Therefore, acquiring of many latest publications on different subjects becomes necessary to bring out Census Reports of proper quality. This further justifies the need for maintaining a proper library. For the same, adequate space and appointment of a Librarian are very essential. I have already initiated action on this. I have requested the Registrar General, India to sanction a post of Librarian. I would only like to leave a word for my successor that in case I am able to leave a proper library, it will come quite handy for him. Else he too may continue the efforts in this direction.

**Confidentiality of Individual Slips**

Section 15 of the Census Act prescribes that records of census are not open to inspection nor admissible in evidence. Therefore, every possible precaution to safeguard the confidentiality of the information collected during population count has to be taken. But since the Individual slips are handled by hundreds of purely temporary Sorters and Compiler-Checkers who have nothing at stake, it is quite a night-mare for the Directors to exercise vigilance on this. Since in spite of all precautions there are possibilities of loss of slips inadvertently which can create quite a storm in a tea cup, I am of the opinion that the Individual Slips to be used at the time of next census, should be so devised as to enable the detachment of portions containing the name of the respondents after the enumeration block-wise pads have been edited and checked for completeness, and destroyed. Thus the confidentiality will be completely ensured and the ever present risk eliminated. Since names are of no use in sorting and compilation, their presence is not necessary.

**Printing of Individual Slips**

Prime Minister had commented that item headings in Enumeration Slips were in very small prints making it difficult to read them. It may be taken care of in future.

## SECTION 23

### Post Enumeration Check

**Introduction**

The full details of scheme of Post Enumeration Check was circulated by the Registrar General's Office vide Circular No. 22. The scope of the scheme, the Survey Design, Sample Size, Organisation of Field Work and Tabulation Programme etc. were further discussed in detail at the Conference of Directors of Census Operations held at Courtallam. Two detailed circulars Nos. 24 and 24A (Appendices CXX & CXXI) were also subsequently received from the Registrar General's office giving all details and schedules to be canvassed.

The Post Enumeration Check is intended to verify the correctness of the Census count. The earlier Post Enumeration Checks conducted at the time of 1951 and 1961 were meant only for studying the coverage error. But in 1971 the scope was enlarged to study both coverage and content errors. Coverage errors are due to omission or duplication of persons arising from (i) omission or duplication of houses, and (ii) omission or duplication of individuals from censused houses. The content errors occur in recording the characteristics of the individuals, partly due to lack of interest shown by the respondents and partly due to faulty and cursory probing by the enumerators.

**The Objective**

The Primary objectives of the 1971 Post Enumeration Check were as follows :

(i) to evaluate and identify the sources of Coverage Error.

  (a) of type I : due to omission or duplication of individuals arising from omission or duplication of houses;

  (b) of type II : due to omission or duplication of individuals from censused houses.

(ii) to evaluate the Content Error in respect of a few selected items recorded in the Individual Slip.

**Sample Size and Selection Procedures**

The over-all sample size for All India was worked out on the Random Sample basis and then distributed among the various States according to optimum stratification and proportionate allocation basis by the office of the Registrar General, India.

The list of effective enumeration blocks of each charge was prepared in my office and sent to the Registrar General's office for drawing out sample blocks. Before making out the list of effective blocks the enumeration blocks of each charge were to be screened in order to eliminate from the frame uninhabited blocks and blocks with very negligible population. In case of urban areas covering New Delhi Municipal Committee, Delhi Municipal Corporation (Urban) and Delhi Cantt., the enumeration blocks were treated as effective blocks and no clubbing etc. was done. However, in case of Rural Areas uninhabited enumeration blocks were excluded and smaller ones i.e., having less than 50 houses were combined suitably with the adjoining ones to form effective blocks. Military areas covered by Military Census officers of Delhi Cantt. were also excluded from the purview of the Post Enumeration Check.

The list containing the Stratum-wise distribution of sample blocks both for Coverage and Content Errors was finalised by the Registrar General's office. They kept 20 sample blocks for conducting coverage as well as content error checks by their staff under their direct supervision. Another sample of 180 urban blocks for coverage error and 40 urban blocks for content error checks and 20 rural blocks for content error were allotted for coverage by the staff of my office. From each of 180 urban blocks a sub-sample of 15 houses was drawn in my office for assessment of coverage Error of Type II. The

content Error was to be assessed in a sub-sample of 50 Blocks (20 by the Office of the Registrar General and 30 by the Director of Census Operations Office Staff ) out of the over-all sample of 200 and in the same 15 houses sub-samples for coverage Error of Type II.

**Training of Staff**

The Senior Investigator and two Tabulation Officers were deputed to Registrar General's office to attend the Training Seminar. After training, these officers in turn trained Enumerators and Supervisors appointed for Post Enumeration Check. Enumerators were drawn from among the Sorters of the Regional Tabulation Office and Supervisors were appointed from among the regular staff of my office.

**Printing of Forms etc.**

The requirements of the various schedules to be canvassed was assessed in my office, The forms were got printed as per details below :

| Particulars | No. of forms printed |
|---|---|
| 1. P.E.C./I.1-Coverage Error-Type I (Due to Missed/ Duplicated Houses) | 500 (cyclostyled) |
| 2. P.E.C./II.1-Coverage Error Type II (Due to Missed/ Duplicated Persons) | 8,000 |
| 3. P.E.C./III.1-Content Error. | 500 (cyclostyled) |

The specimens of these forms are given at Appendix CXXI at the end.

**Field Operations**

A detailed revised Circular for Post Enumeration Check (reproduced at Appendix CXXI) was circulated by the Registrar General's office.

The field operations were started from middle of April, 1971 as per dates fixed in the Calendar for Post Enumeration Check, but date fixed for Desk-Matching, Field Reconciliation, Compilation of P.E.C. data etc. could not be strictly adhered to for unavoidable practical difficulties.

The field staff were provided with extents of the sampled blocks and notional maps of these blocks to assist them in locating the relevant blocks I may mention that the job was quite complicated and we had to face a lot of difficulties in getting the field work completed through the sorters of my Regional Tabulation Office. I feel that the field work should be got done through more qualified and experienced staff. For Delhi, I would recommend that the field operations may be got done in future through the regular staff of Director of Census Operations and Registrar General's Office under the supervision of the Director of Census Operations, Delhi.

**Compilation etc.**

After the completion of field work, schedules were scrutinised in my office.

Schedules PEC II. B.4 and PEC III.1 were sent to the Registrar General's Office for tabulation. The tabulation of PEC-I&II was done in my office and the results were sent to Registrar General's office for further analysis.

## Ancillary Studies

Indian Census has a tradition of undertaking a number of special studies pertaining to the Socio-economic conditions of rural area, handicrafts & ethnographic studies of the Scheduled Caste & Scheduled Tribes etc. Accordingly, it was proposed to take up some similar studies by all States. In Delhi the following ancillary census studies were decided to be taken up.

### 1. Caliberation of 1971-Census data with the help of S.R.S. records

At the time of 1971 Census, data was collected on current fertility of currently married women and on ages of all individuals. But it generally suffers from a variety of errors like under-enumeration, age bias and recall lapse. Thus in order to detect these short-comings it was decided by the Registrar General, India that the census data be compared with that collected through the Sample Registration Scheme, which was being conducted on sample basis in all the states. Caliberation of 1971 Census data was therefore, done with data of the 40 rural units and 40 urban units in which the S.R.S. was in operation. This study is more or less identical with that of Post Enumeration Check in so far as the age-groups (0-4) are concerned.

### 2. Town Study

This was a new study proposed this time. In Delhi, Mehrauli was taken for the purposes of Town Study and some initial spade work was done by the Social Study Section of R.G.'s Office. Later on this study was entrusted to this Directorate. Since after the formation of Delhi Municipal Corporation in 1958 Mehrauli became a part of the urban area, under the Corporation, it was not possible to treat it as an independent Town and to obtain basic material for this study. It was, therefore, decided to treat Mehrauli as a Sub-Town and, conduct the study more or less on the lines of studies of whole Towns. The schedules prescribed for this study had to be amended suitabily. This study is being taken up by my office.

### 3. Restudy of Some Villages

For the purposes of this study villages Mandi and Galibpur were selected. These villages were surveyed after the 1961 Census alongwith 12 other villages and detailed reports covering their socio-economic aspects were published by this Directorate. The main aim of the restudy is to find out the socio-economic changes which have come about in these villages during the last decade. These studies are being taken up.

### 4. Portrait of Population

A novel addition to the Census Reporting Programme is the "Portrait of Population" in which the presentation of Census data is to be made in an interesting to read way. This interesting venture has already been taken up.

### 5. 1971-Census Atlas

Alike 1961, a census Atlas depicting the administrative statistics and Census data, cartographically is also to be prepared. This project has also been taken up.

**Conclusions and Acknowledgments**

In the foregoing pages of this report I have tried to recapitulate all the preliminaries necessary for conducting census in Delhi, on the basis of my experiences at the 1971 Census. It gives an idea as to how bottlenecks could be removed in order to help the future Directors of Census Operations in 1981. I have thus given my suggestions quite profusely. Delhi has been and will continue to be a very difficult city for census taking being the hub of national political activities and because of its cosmopolitan character, and highly congested localities and mushroom growth of unauthorised colonies coming up at terrific speed. These difficulties would be much more in 1981 and some of them cannot be foreseen at this stage. My labour will, however, be amply rewarded if the preceeding detailed notes could assist my successor in planning the work. Systems are evolved on past experience to make them increasingly fool-proof. Delhi will, however, continue to have one distinct advantage over other states and that is immediate proximity of the office of the Registrar General, India and the Ministry of Home Affairs to the Directorate of Delhi Census.

I was saved from many anxious moments by Shri A. Chandra Sekhar, our illustratious Registrar General-cum-Census Commissioner, India, who was always ready to help and assist us in any difficulty. I am most grateful to him and have no words to acknowledge the debt of gratitude for the guidance, help, cooperation and inspiration that I got from him.

My thanks are also due to Shri K.D. Ballal, the Deputy Registrar General, India who was ever ready to assist me in finding solution of my difficulties. I am also indebted to Shri K.K. Chakravorty who was then the Central Tabulation Officer (now Asstt. Registrar General, India). He gave me immense help in a variety of ways.

I also take this opportunity to express my heart felt gratitude to late Hon'ble A. N. Jha, the then Lt. Governor of Delhi who evinced keen interest in census and enhanced the importance of census by inaugurating the "Programme of Training of Census Officers" for 1971. Shri C.S. Verma, the then Chief Secretary, Delhi Administration whose directives to the Heads of Deptts. of Delhi Administration helped me in securing the huge army of honorary census workers has put me really under good debt.

My thanks are also due to Shri D. S. Misra, the Director of Education, Delhi Administration, Delhi, whose active cooperation enabled me to utilise the services of scores of Principals of Govt. Hr. Sec. Schools, as Census Charge Supdts. and thousands of teachers who worked as Supervisors and Enumerators.

I must also acknowledge the ready cooperation which Shri G.K. Arora, the then Deputy Commissioner, Delhi so kindly extended to me. He impressed the importance of Census Operations upon the Sub-Divisional and Executive Magistrates who were appointed as Census Officers. I must also thank these Sub-Divisional and Executive Magistrates for helping me in conducting the census inspite of their pre-occupation with the law and order problems, which are so many and quite pressing in Delhi. The cooperation from Military and Railway authorities needs also to be acknowledged thankfully.

I must place on record my personal thanks to all my colleagues in my Office who worked round the clock and gladly accepted the strain and stress through thick and thin. They bore the brunt of the task ungrudingly and responded spontaneously to constant demands on their time and capacities. But for them I may not have succeeded in executing the huge operations to my own satisfaction.

Last but not the least, thanks are also due to the thousands of teachers and Govt. and Local Bodies employees who were appointed as Honorary Census Supervisors and Enumerators and who, similingly, tolerated the indifference and even insults at the hands of some of the respondents. Their dedication to duty was exemplary.

# ANNEXURES

## APPENDIX I

CHANDRA SEKHAR

D.O. No. 37/10/68-RG
Ministry of Home Affairs
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 associated with the Census that had helped to build the reputation that the Indian Census enjoys as the single fruitful source of information about the country.

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

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

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

5. The objective of the census enumeration is to see that the entire area in your charge is fully covered without omission or overlapping and every individual is enumerated and the required particulars of the individuals and households are recorded on certain prescribed schedules truthfully and accurately with reference to a particular point of

time as notified, and by a correct application of concepts, by an enumeration agency which is most carefully trained for the purpose.

6. One of the earliest tasks in preparing for 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 to Census Officers in a systematic manner without overlapping or omission thus ensuring complete coverage of territory.

7. You have to take a decision urgently on the smallest administrative unit for which the primary census data will be presented at the next census. The experience of the last census recorded by your predecessor will help you to take a decision. You have to decide whether the revenue village or village *panchayat or gram-sabha*, etc., should be the smallest rural unit for the purposes 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 4000 or more at the 1961 Census which can be expected to have crossed 5000 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 extermely 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 affixing of permanent housenumbers may take their own time, depending on the finance of the local bodies concerned. But the preparation of a layout 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 layout 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 layout 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 layout 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 layout/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 of his work, for, the census enumerators 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 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, Subdivision, 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 1000 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 layout sketches, in conjunction with the Houselist, will enable the charge superintendents to carefully demarcate the census enumerator's block. The census enumerator's blocks so formed at the census served as a frame for all types of future sampling studies as well. A general criticism has been levelled that the census enumerator's blocks were not easily identifiable. It is true that it may be difficult to reconcile between an area with some natural physical boundaries such as roads and streets, and the desired size of population ideally suited for an enumerator. For census purposes obviously, it is more important that we have blocks of convenient population size to ensure complete and convenient coverage. The enumerator's blocks had been generally indicated in the past in terms of merely 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 number 151 to 250 may form another enumerator's block depending on the population size. Sometimes, the layout 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 due course. It is adequate for you to know at this stage that it will be necessary for you to have a good frame of the enumerator's block 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 1000 urban households and 1000 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 throughly. 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 reponsibility 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 in charge of Tahsils, Towns and special areas etc. should be very thoroughly trained first as they have to train up in turn the other census personnel under them. Every census worker should receive not merely theoretical training but should have adequate practical training in actual enumeration. Each should practice enumerate a good number of households before completion of the training. Your predecessor of 1961 must have already laid down 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. *(Not reproduced here)*

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 contens 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 expeeted 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 emunerator'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 sugggestions 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 II

D.O. No. 1/49/70-D.C.O./885

Government of India

Ministry of Home Affairs

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, DELHI

S. R. GANDOTRA
Director

GRAND HOTEL
2-Under Hill Road, Civil Lines, Delhi-6.
Dated the 20th March, 1970.

Dear Shri Chandra Sekhar,

May I request you kindly to issue a letter to the Lt. Governor or the Chief Secretary, Delhi Administration emphasising the importance of Census and the need for assistance by various departments and local bodies under the control of Delhi Administration. Such a letter was issued by your predecessor Shri A. Mitra vide his D. O. No. 7/8/60-RG dated the 2nd May, 1960 (Copy enclosed), at the time of last Census. As a result of this letter, the Chief Secretary had issued a Circular to all heads of departments and local bodies to put the necessary staff at our disposal for houselisting and enumeration. This will greatly facilitate my task.

With best regards,

Yours sincerely,
Sd/-
(S.R. GANDOTRA)

Shri A. Chandra Sekhar,
Registrar General, India,
2/A, Mansingh Road, New Delhi.

## APPENDIX III

पत्र संख्या २(२७२)/६९-स्वा० शा०  दिल्ली प्रशासन, दिल्ली (स्वायत शासन विभाग)  दिनांक १९ अप्रैल, १९७०

सेवा में,

१. समस्त सचिव, दिल्ली प्रशासन, दिल्ली
२. दिल्ली प्रशासन के समस्त विभागाध्यक्ष स्थानीय कार्यालय
३. आयुक्त, दिल्ली नगर निगम, दिल्ली
४. सचिव, नई दिल्ली नगरपालिका, नई दिल्ली
५. कार्यकारी अधिकारी, दिल्ली केन्टोनमैंट बोर्ड, दिल्ली छावनी

विषय : वर्ष १९७१ की जनगणना के लिए सरकारी कर्मचारियों के उपयोग के संबंध में

१९७१ की जनगणना के लिए प्रारम्भिक तैयारियां हो चुकी हैं और एन्यूमिरेटर्स और सुपरवाइजर्स इत्यादि की नियुक्तियां अगले सप्ताह में की जावेंगी। जनगणना १० फरवरी, १९७१ से २८ फरवरी, १९७१ के बीच होगी और 1 मार्च, १९७१ से ३ मार्च १९७१ के अन्दर पुनः जांच होगी जिससे १-३-१९७१ के सूर्योदय के समय सही जनगणना प्राप्त की जा सके। जनगणना का कार्य मुख्यतः जैसा कि पहले भी हुआ है, इस प्रशासन तथा स्थानीय निकायों के स्वैच्छिक सहयोग द्वारा ही पूरा किया जाएगा।

२. जनगणना का कार्य राष्ट्रीय महत्व का है। उसमें सभी विभाग के कर्मचारियों को सहयोग प्राप्त करना होगा। अतः इसका भार सभी प्रशासन के विभागों तथा स्थानीय निकायों को उठाना पड़ेगा।

३. दिल्ली प्रशासन के समस्त कर्मचारी, स्थानीय निकायों के कर्मचारियों को (पुलिस विभाग को छोड़कर) जनगणना के कार्य में सहायता देनी है। उन्हें इस कार्य के लिए भारत सरकार ने निम्नलिखित मेहनताना देना भी स्वीकार कर लिया है :-

| | | |
|---|---|---|
| १. | एन्यूमीरेटर्स एवं सुपरवाइजर्स··· घरों की सूची तैयार करनी और घरों के नम्बर लगाने के काम के लिए जो कि जुलाई, अगस्त, १९७० में किया जावेगा ... | १५/- रु० |
| | असल गिनती, जो कि फरवरी, मार्च, १९७१ में होगी ... ... ... | २५/- रु० |
| २. | चार्ज सुपरिन्टैन्डेन्ट ... ... ... ... ... ... ... | १५०/- रु० दोनों आपरेशन हेतु |
| ३. | सैन्सस अधिकारी ... ... ... ... ... ... ... | ३००/- रु० दोनों आपरेशन हेतु |

४. जनगणना का कार्य लगभग ३ सप्ताह में पूरा होगा। अतः समस्त विभागाधिकारियों से अनुरोध है कि वे निदेशक-सैन्सस आपरेशन को सम्पूर्ण सहयोग दें। विभागाध्यक्ष अपने नीचे कर्मचारियों को सैंसस कार्य के लिए नियुक्त तथा उन्हें ट्रेनिंग इत्यादि के लिए देर से आने तथा कार्यालय से जल्दी जाने की सुविधाएं प्रदान करेंगे। प्रत्येक विभागाध्यक्ष समय समय पर यह ज्ञात करते रहेंगे कि उनके विभाग के कर्मचारी जनगणना के कार्य में पूरा सहयोग दे रहे हैं। जनगणना के कार्य में लगे हुए कर्मचारियों की जनगणना के दिनों में, अपने कार्यालय में अनुपस्थिति नहीं मानी जावेगी।

ह०
(सुशील चन्द्र वर्मा)
मुख्य-सचिव,
दिल्ली प्रशासन : दिल्ली

APPENDIX IV

A. CHANDRA SEKHAR
Addl. Registrar General

D.O. No. 9/33/67-CTU
Ministry of Home Affairs
The Registrar General, India
New Delhi, 30th August, 1967.

Subject : **Preparations for the 1971-Census of India First Pretest of the Census Questionnaires.**

My dear Baldev Raj,

You are aware that the first draft schedules for the 1971 Census of India have been evolved at a Seminar held in Delhi in May last. Since then the instructions for filling the various schedules have also been drafted. The schedules as well as the instructions have been printed. We have now to pretest them.

2. At the 1971 census it is proposed to go in for sampling for canvassing certain questionnaires. This procedure is proposed to be resorted to in order to facilitate quicker tabulation of data from the schedules canvassed in about 10% of sample areas and also it would help the collection of a little more sophisticated data by appointing specially trained and better qualified enumerators in these sample areas.

3. The schedules can, therefore, be broadly divided into two categories i.e. (1) those to be canvassed in all areas other than the sample areas and (2) those to be canvassed in area falling in the sample.

The first category will cover the following :

(1) (a) Houselist
(b) Manufacturing Establishments Schedule
(2) Individual Slip

The second category i.e. those to be canvassed in sample areas will cover :-

(1) (a) Special Houselist
(b) Manufacturing Establishments Schedule
(2) Household Schedule
(3) Individual Slip

4. You need not at present trouble yourself with the sampling procedure. This will be evolved in due course with the help of an advisory committee that has been constituted. The preparation of the layout plans of villages and towns and the scheme of permanent house-numbering which you must have initiated already in your State will help in designing a good sampling scheme. This will be pursued separately.

5. For the present you will have to pretest the draft schedules and instructions now drawn up for being canvassed ultimately in the sample areas as well as the general schedules intended for other areas.

6. A good number of schedules and copies of instructions books as detailed below are sent herewith (one set is enclosed). The others will follow:

| | *Number* |
|---|---|
| *(A) General schedules i.e. those to be canvassed in area other than sample areas :* | |
| (1) (a) Houselist<br>(b) Manufacturing Establishments Schedule | 100 each |
| (2) Individual Slip | 12,500 |
| (3) Instructions for filling Houselist | 40 |
| (4) Instructions for filling Individual Slip | 30 |
| *(B) Special Schedules i.e., those to be canvassed in sample areas :* | |
| (1) (a) Special Houselist<br>(b) Manufacturing Establishments Schedule | 100 each |
| (2) Household Schedule | 1,000 |
| (3) Individual Slip | 6,000 |

| | |
|---|---|
| (4) Instructions for filling Special Houselist | 40 |
| (5) Instructions for filling Household Schedule | 40 |
| (6) Instructions for filling Individual Slip | 20 |

Note : It may be noted that the Individual Slip to be canvassed both in the general areas as well as the sample areas is the same. Hence the instructions are also indentical. The Manufacturing Establishments Schedule which goes with the Houselist is also the same for general areas and special areas.

7. About half the schedules may be pretested in rural areas and half in urban areas. You may select rural units of whole villages or segments of large villages so that each units cover approximately about 500 to 1,000 population. There is no objection to the selection of a few smaller sized villages but the number of units selected for the pretest should be correspondingly larger as to cover adequately the Enumeration Schedules sent to you for pretesting. As far as possible the rural units selected may be distributed in different representative regions of your State. For pretests in urban areas you will have to select segments of towns, each covering about 100 to 150 households. You may select the segments from towns of different class sizes and functional types. There is no objection to the selection of more than one locality for pretests in large cities.

8. You will have to earmark the requisite number of rural units as well as urban localities for pretesting the special schedules. These need not be limited to 10% of the areas selected for pretesting general schedules but should be adequate to cover the schedules sent to you for pretest. It may be desirable to have the localities earmarked for the pretesting of special schedules in villages and towns different from those where the general schedules are to be pretested except perhaps in large cities where both can be pretested in different localities of the same city.

9. You shall have to earmark the persons needed for being appointed as enumerators and supervisors to carry out the pretest enumeration. For the pretest a supervisor need not be required to supervise the work of more than two enumerators. For general areas to the extent possible, the same type of enumerators as are likely to be appointed as enumerators ultimately will have to be selected. However, since the first draft of the schedules as well as the instructions are in English, only English knowing persons will have to be appointed as enumerators. These Schedules and instructions after the present pretest will be translated into regional languages and perhaps when we conduct the second pretest next year we may have the benefit of testing out the schedules and instructions printed in regional languages.

10. To facilitate future work, while the pretesting work may go on with the English versions,it will be good to start the translation of the schedules and instructions into local languages. Since it is expected that normally no large changes are likely to occur in the content of the schedules or instructions, it will be worthwhile starting the work on translation even now. This will greatly facilitate the subsequent pretest. Any changes that may be necessitated as a result of the first pretest can be easily effected in the translated versions as well before taking up the subsequent pretest. Since the concepts as well as the contents of the schedules and instructions largely follow the 1961 Census of your State would have already indicated the points to be borne in mind in carrying out the translations so that the concepts and the language could be easily understood by the enumerators.

11. For the pretest of the special schedules you will have to select enumerators of a higher calibre. Their minimum educational qualification should be Matriculation and a good number of graduates may also have to be appointed. Employees in Government offices and local body offices will have to be drawn for the purpose. Members of your own staff may be appointed as enumerators and supervisors in different areas. A supervisor may be required to supervise the work of not more than two enumerators at the pretest.

12. You will have to necessarily take the assistance of the District Collectors, Sub-divisional

Officers and other local officials for the purpose of selecting the areas for pretests and making the services of the required personnel available for enumeration and supervision. I shall address the Chief Secretaries of all the States requesting them to issue instructions to the District Collectors to render all possible assistance to you in this regard.

13. In the present pretest, soon after you select the areas and appoint the enumerators and supervisors, you will have to train them at convenient centres.

14. The first step that the enumerators should take on completion of their training is to go round the areas allotted to them and mark housenumbers in chalk and prepare the Houselist or Special Houselist as the case may be including the Manufacturing Establishments Schedule. On completion of this work only should they take up the canvassing of the regular census schedules. The filling up of the Houselist and the canvassing of the other census schedules should not be done simultaneously as the two operations are distinct, the houselisting should be completed a week in advance of the pretest enumeration. The pretest enumeration should be done only during the days fixed for the purpose.

15. In the general areas, the only schedule to be canvassed is the Individual Slip whereas in the areas selected for special enumeration the schedule to be canvassed are the Household Schedule and Individual Slip. The period earmarked for covering each unit is about 19 days the same as that adopted at the 1961 Census (10 February 1961 to 28 February 1961). The pretest will show whether it is possible to canvass the present schedules even within a shorter period. The schedules are expected to be canvassed by part-time enumerators during their out of office hours. In the special areas where, in addition to the Individual Slip, a Household Schedule also will have to be canvassed which includes a somewhat detailed Fertility Schedule, it has to be carefully assessed if part-time enumerators can cover their jurisdictions within the time prescribed or if the special enumerators are appointed whole-time, the entire work can be completed in a much shorter period. The appointment of some of the members of your staff to work as whole-time enumerators in some special localities will help you to come to a definite finding on this point.

16. The pretest enumeration need not be synchronous in all the units. In fact it may be desirable for you to draw up a time table of the periods fixed for pretest in different regions, which may vary from one another. You may prescribe different reference dates for the pretest Census. This will help you to supervise the work in different regions and give you an opportunity to acquaint yourself first hand with the problems involved.

17. You may please draw up the location code for each of the units selected for the pretest. You may perhaps adopt the same location code number for the District, Taluk, Town or Village as prescribed at the 1961 Census, pending the revision and updating of the location code which may take some time.

18. The instructions for filling the various schedules lay down the concepts and set out the details of how the questions are to be answered. You may please digest the instructions yourself. You may run a couple of training classes for the staff of your own office and you may conduct some practice enumeration of the staff of your office or some households in the neighbourhood of your office before you launch on the training programme of the enumeration officers in the field. You may kindly let this office know of the programme you have drawn up for carrying out the pretest. You should try to complete the pretest before the end of November, 1967.

19. The schedules drawn up for the 1971 Census largely follow the pattern of the 1961 Census. However, a few small but significant changes have been made. The present pretest should help us to clearly appreciate the practical difficulties, if any, in working these out. The objectives to be achieved at pretest are explained below :—

(1) To judge the time that each enumerator will take for enumerating (a) each person and (b) each household, so that the optimum workload can be decided upon.

In general areas the enumerator at the 1971 Census is expected to canvass only the Individual Slip unlike at the 1961 Census when every enumerator had to canvass a Household Schedule as well as an Individual Slip. Therefore, an enumerator in the general areas may be able to cover the area allotted to him much more quickly than what the enumerator of the 1961 Census would have taken to cover the corresponding area.

On the other hand the enumerator in the sample areas where special schedules have to be canvassed will have to fill both the Household Schedule as well as the Individual Slip. The Household Schedule is now supplemented by a Fertility Schedule as well. We have to carefully judge what time the enumerator will take to canvass the Household Schedule and each Individual Slip.

We may also have to judge if the special enumerator appointed on a wholetime basis can cover his jurisdiction quicker or if a part-time enumerator can cover his jurisdiction in as much time as the whole-time enumerator. As has already been indicated some members of the staff of your office can be appointed as whole-time enumerators in some special areas to make this comprehensive study.

Each enumerator will be required to maintain a diary in which he should note the time taken for canvassing each schedule. You will have to note the location code numbers and the book numbers on the top cover page of each Individual Slip book. Since the enumerator will be noting the book number and slip number on each of the Individual Slips, it will facilitate him to note number of the book and slip in his diary and indicate against it the time taken in enumerating the individual. As regards the Household Schedules, since there will be one schedule for each household, the location code of the household is enough to identify the schedule and the time taken for each can be noted against it.

(2) To assess the Urban and Rural differentials in the time taken for canvassing the schedules.

Since in Urban areas there is a likelihood of more non-agricultural occupations requiring probe we have to carefully assess if the canvassing of the schedules in Urban areas will take a longer time than in rural areas.

(3) To assess the quality of enumeration by enumerators of different levels of education and different sex.

It would be useful to see what should be the level of education of the enumerator so that he may comprehend the concepts and instructions and canvass the schedules intelligently. It may be difficult to assess this for general enumeration at this stage as the schedules and instructions are printed only in English and therefore the enumerators may be adequately qualified to understand these. When they are translated and printed in the regional languages this can be more correctly judged. But in the special areas where we intend prescribing Matriculation as the minimum educational qualifications, we should assess their performance and compare their work with that of the enumerators of higher educational levels.

It may be useful to appoint some female enumerators also particularly in some special areas to see if they are more useful in canvassing the Fertility Schedule which is a part of the Household Schedule.

(4) To see if the concepts adopted in the Census are easily understood by the enumerators and are capable of being put across to the enumerated.

The 1971 Census draft schedules have largely followed the 1961 schedules and therefore several concepts have already stood the test of actual census enumeration. However, the 1971 Census Individual Slip makes one or two significant changes. The change is largely in respect of the questions relating to migration. It is proposed to ask questions relating to place of birth as also place of last residence in question 5(a) of the Individual Slip. The place of last residence will help a study of short term migration more realistically. You have to see if the concepts of the place of last residence irrespective of the place of

birth is clearly understood. Are the persons enumerated able to say if the place of last residence is rural or urban ? Are the persons able to clearly understand and answer Q. No. 5(c) i.e. duration of the present residence ?

(5) Has it been possible to canvass the Fertility Schedule successfully ? If there are any difficulties noticed, what are they ?

While Part I and Part II of the Household Schedule are largely a repetition of the 1961 Census Household Schedule with a few improvements made, Part III, Fertility Schedule is entirely new and an important addition and for the first time a somewhat comprehensive Fertility Schedule is proposed to be canvassed. This schedule may look somewhat intricate to start with and the enumerator will have to clearly understand and answer each question in respect of every ever-married female in each household. Since the enumerators who will be working in the sample areas where this schedule is canvassed will be of a higher calibre it is hoped that he or she can canvass this Schedule successfully. You will have to carefully assess the quality of enumeration and see if the questions are properly understood and canvassed and what the response is like. The experiences of the enumerators in canvassing this schedule should be fully recorded.

(6) To judge the clarity of the instructions themselves.

While the opportunity for pretesting the instructions translated into regional languages may be afforded later, now you will have to give your opinion on how far the instructions in their present form are adequate to meet all contingencies and if any further improvements are needed.

In the present set of instructions, the list of household industries (in explanation to Qn. 13) the Industrial Classification and Occupational Classification [in explanation to Qns. 14(a) and 14 (b)] have been set out in detail. It may be judged if these have helped the enumerator to describe the Industry and Occupation adequately against the concerned questions in the schedules; it was the experience in the past that the enumerator often failed to give adequate description and made proper classification somewhat difficult.

(7) Have the specimen Individual Slips with typical answers given in the instructions helped the enumerator ? Is it necessary to give more specimens ?

(8) To judge the suitability of the formats.

Are the present sizes and formats of the various schedules suitable and convenient to handle ? Have the geometric designs provided in the schedules helped in filling the questions properly ? At the 1961 Census there was no provision made for noting the principal work and secondary work. Where more than one item of work had been recorded, except a general instruction that the question relating to principal work should be ringed off and the one relating to subsidiary work ticked. Some omissions were observed in this regard at the last census. Now special boxes against Qns. 15(a) and 15(b) have been provided to note this information. Have they helped in identifying the principal and subsidiary work ? Does the noting of the principal work in Qn. 15(a) also help in the quick categorisation of the worker as cultivator, agricultural labourer, worker in household industry or doing other work ?

(9) Last but not the least is to see how far the enumerator is able to post the statements and abstracts prescribed correctly and if the forms are helpful in working out the totals correctly.

It is proposed to publish the primary census abstracts at the next census on the basis of the data provided by the enumerators themselves on the abstracts prescribed. Therefore, great importance is attached to the accuracy of the abstracts to be furnished by the enumerators. The supervisors are expected to carry out 100% check of the enumerators abstracts. On the experience of the enumerators and supervisors you may give your considered opinion if the geometrical designs provided in the Individual Slips against certain questions the answers to which are extracted and posted on a separate statement helped to focuss the attention of the enumerators on the relevant question and if the repetitions of the designs on the posting statement have been helpful. Could the enumerator be depended upon to post the

extracts without errors ? Are the supervisors capable of carrrying out 100% verification of these posting statements ? Can the enumerator's abstract be easily filled by totalling the posting statements ?

20. Each enumerator should be required to maintain a diary showing the work turned out by him each day and also to record any of his experience relevant for the purpose.

21. Wherever persons other than the staff of the Census office are appointed as enumerators and supervisors at the pretest you may sanction an honorarium to each not exceeding Rs. 20 to an Enumerator and Rs. 25 to the Supervisor.

22. On completion of the pretest you may convene a meeting of the personnel put on pretest work at convenient centres and discuss their experience for incorporation in your final report on the pretest. Your report may cover all the points referred to above and any other points of interest.

23. Though the detailed instructions above mainly cover the pretests of the Individual Slip and Household Schedule, you should provide an analytical report on similar lines of the experiences of the pretesting of the General Houselist as well as the Special Houselist. The special Houselist aims to collect a few additional particulars which were not attempted at the 1961 Census. The difficulties, if any, in collecting all the particulars required and the understanding and application of the concepts covered in the houselist in each column may be set out in detail.

24. You may please initiate action on carrying out the pretest as quickly as possible and let me have your detailed report by the first week of December 1967.

Yours sincerely

Sd/-

Encls : as stated

A. Chandra Sekhar

Shri Baldev Raj,
Superintendent of Census Operations Delhi,
Delhi.

# APPENDIX V

## CENSUS OF INDIA 1971

## SPECIAL HOUSELIST

(For Sample areas)

(Schedule A)

Name of District..... (Code No.).....

Name of Island/Taluk/Tehsil/Thana/Anchal..... (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 Local Authority or Census No.) | Census House No. | Age of the house in years | Use to which the census house is put | If vacant give reasons | Is any type of production processing or servicing done ? (If yes, the details to be given in Schedule B) | Description of Census House | | | Drinking Water Supply | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Material of wall | Material of roof | Material of floor | Source | Distance, if not within the house |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |

| Has the residence electric supply ? | Is there a privy? | Household No. | Name of the Head of Household | Occupation of Head of Household | Total number of persons present in the household including the head | | | | | No. of rooms occupied | Total living area (in sq. metres) | Owned (O) or rented (R) | Rent paid |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Grown up (Age 15 & over) | | Children (age 0-14) | | Total | | | | |
| | | | | | M | F | M | F | | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |

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

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

## APPENDIX VI

## CENSUS OF INDIA 1971

## GENERAL HOUSELIST

(Schedule A)

Name of District..... (Code No.).....

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

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

Name or number of Ward/Mohalla/Enumerator's Block..... (Code No.).....

| Line No. | Building Number (Municipal or local authority or Census Number, if any) | Census House/ Houses No. | Purpose for which Census house used e. g., residential, shop, shop-*cum*-residence, business, factory, workshop, school or other institution, jail, hostel, hotel, etc. | If vacant give reasons | If any type of production, processing or servicing done in any part of the house. If yes, the details to be given in Schedule B | Description of Census House | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | | Material of wall | Material of roof | Material of floor |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

| Sub-number of each census household with census house number (Col.3) | Name of Head of Household | No. of rooms in the occupation of census household | Does the household live in owned or rented house ? (a) Owned (O) (b)Rented (R) | No. of persons residing in census household on day of visit of the enumerator | | | Remarks |
|---|---|---|---|---|---|---|---|
| | | | | Males | Females | Total | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |

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

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

# APPENDIX VII

## CENSUS OF INDIA 1971

## MANUFACTURING ESTABLISHMENTS

(Schedule B)

Name of District ..... (Code No.).....

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

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

Name or number of Ward/Mohalla/Enumerator's Block..... (Code No.).....

| Serial No. | Census House/ Houses No. | Name of the establishment or proprietor | Public or private Sector | Is this a Household Industry ? | Description of product, processing or servicing | Type of power or fuel used | Average number of persons engaged daily last week including proprietor and family workers, if any | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Family Workers | | Hired Workers | | |
| | | | | | | | Males | Females | Males | Females | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1 | | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |
| 7 | | | | | | | | | | | |
| 8 | | | | | | | | | | | |
| 9 | | | | | | | | | | | |
| 0 | | | | | | | | | | | |

Signature of Enumerator..... Dated.....

Signature of Supervisor..... Dated.....

# APPENDIX VIII

*(First Pre-test)*

**CONFIDENTIAL** CENSUS 1971 Book No..... .....
Slip No.. .....

Location Code _____ Household No. [ ]

Name of Village/Town _____

1 (a) Name _____ 2. Sex ( )

1 (b) Relationship to Head _____

3. Age (Completed years) _____ 4. Marital Status _____

Birth place:
5(a)(i) Place of birth _____
(ii) Rural or Urban _____
(iii) District _____
State _____
Country _____

Last residence:
5(b)(i) Place of last residence _____
(ii) Rural or Urban _____
(iii) District _____
State _____
Country _____

5(c) Duration of present residence _____

6. Nationality _____

S.C. [ ]

7. Religion _____

8. or

S.T. [ ]

9(a) Literacy [ ]

9(b) Educational level _____

10(a) Mother tongue _____

10(b) Other languages, if any _____

11. Working as cultivator _____

12. Working as agricultural labourer _____

13. Working at Household Industry:
(a) Description of work _____
(b) Nature of Production, Processing or Servicing done _____
(c) Class of Worker _____

14. Doing work other than 11, 12 & 13:
(a) Description of work _____
(b) Nature of Industry, Profession, Trade or Service _____
(c) Class of Worker _____
(d) Name of Establishment _____

15(a) Among 11 to 14 which is principal work ( )

15(b) Secondary work ( )

16. Activity, if not working ( )

APPENDIX IX

# CENSUS OF INDIA 1971

## HOUSEHOLD SCHEDULE
### Part I

1. (a) Location Code.....
1. (b) Name of Village/Town.....
1. (c) Household No. [ ] [ ]
2. Is this { a homeless household / or / an institutional household (give name of the institution) } [ ]
3. Name of the Head of household.....
4. Occupation of the Head of household.....
5. Religion of Head.....
6. S.C. [ ] or S.T. [ ]
7. If nomadic.....

### HOUSEHOLD ECONOMIC ACTIVITIES

| 8. Household Cultivation | Local name of right | Area |
|---|---|---|
| A. Land under cultivation of Household (i) Owned or held from Govt. | | |
| (ii) held from private persons or institutions for payment in money, kind or share | | |
| (iii) Total of items (i) & (ii) | | |
| B. Land given to private persons for cultivation for payment in money, kind or share | | |

| | Nature of Industry | Number of months in a year during which conducted |
|---|---|---|
| 9. Household Industry (1) | | |
| (2) | | |

10. Workers

| Participants | Household Cultivation and Household Industry | | Household Cultivation only | | Household Industry only | |
|---|---|---|---|---|---|---|
| | Males | Females | Males | Females | Males | Females |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| (a) Family Workers | | | | | | |
| (b) Hired Workers | | | | | | |
| TOTAL | | | | | | |

Dated Signature of Supervisor.....

## POPULATION RECORD
### Part II

| Serial No. | Name | Sex | Relationship to Head (indicate w.r.t. Sl. No. in column 1) | Age | Marital Status | Educational Level | Description of work in the case of worker description of non-worker |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
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| | | | | | | | |
| | | | | | | | |
| TOTAL PERSONS | | | | | | | |

Dated Signature of Enumerator.....

N.B. Specimens of Household Schedule Pt. I and Population Record Pt. II only are given. The Original Fertility Schedule could not be reproduced here.

# APPENDIX X

## CENSUS OF INDIA 1971

Houselisting Schedule—A

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. if any) | Census House No. | Age of the House | Predominant construction Material of Census House: Material of Floor | Material of Wall | Material of Roof | Purpose for which Census House is used, *e.g.* residence, shop, shop-*cum* residence. business, factory, workshop school, or other institution, bank, commercial house, office, hospital, hotel, *etc.* or vacant. |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

| If vacant, give reasons (*e.g.* Dilapidated, unsuitable for occupation, seasonally vacant, under repair or construction, *etc.*) | Is it used wholly or partly as an establishment ? Yes or No. If yes, enter further details in Schedule B and indicate the serial No. of that entry here. | If used wholly or partly as a dwelling (*contd*) Household No. | Name of the Head of Household | If S.C. or S.T. |
|---|---|---|---|---|
| 9 | 10 | 11 | 12 | 13 |

| If used wholly or partly as a dwelling—(*concld*). No. of living rooms in the occupation of census household | Does the household lived in owned or rented house (*a*) Owned (O) (*b*) Rented (R) | No. of persons normally residing in Census Household on day of visit of the enumerator: Males | Females | Total | Does the household cultivate land either owned or rented (Yes or No.) |
|---|---|---|---|---|---|
| 14 | 15 | 16 | 17 | 18 | 19 |

Signature of Enumerator.....

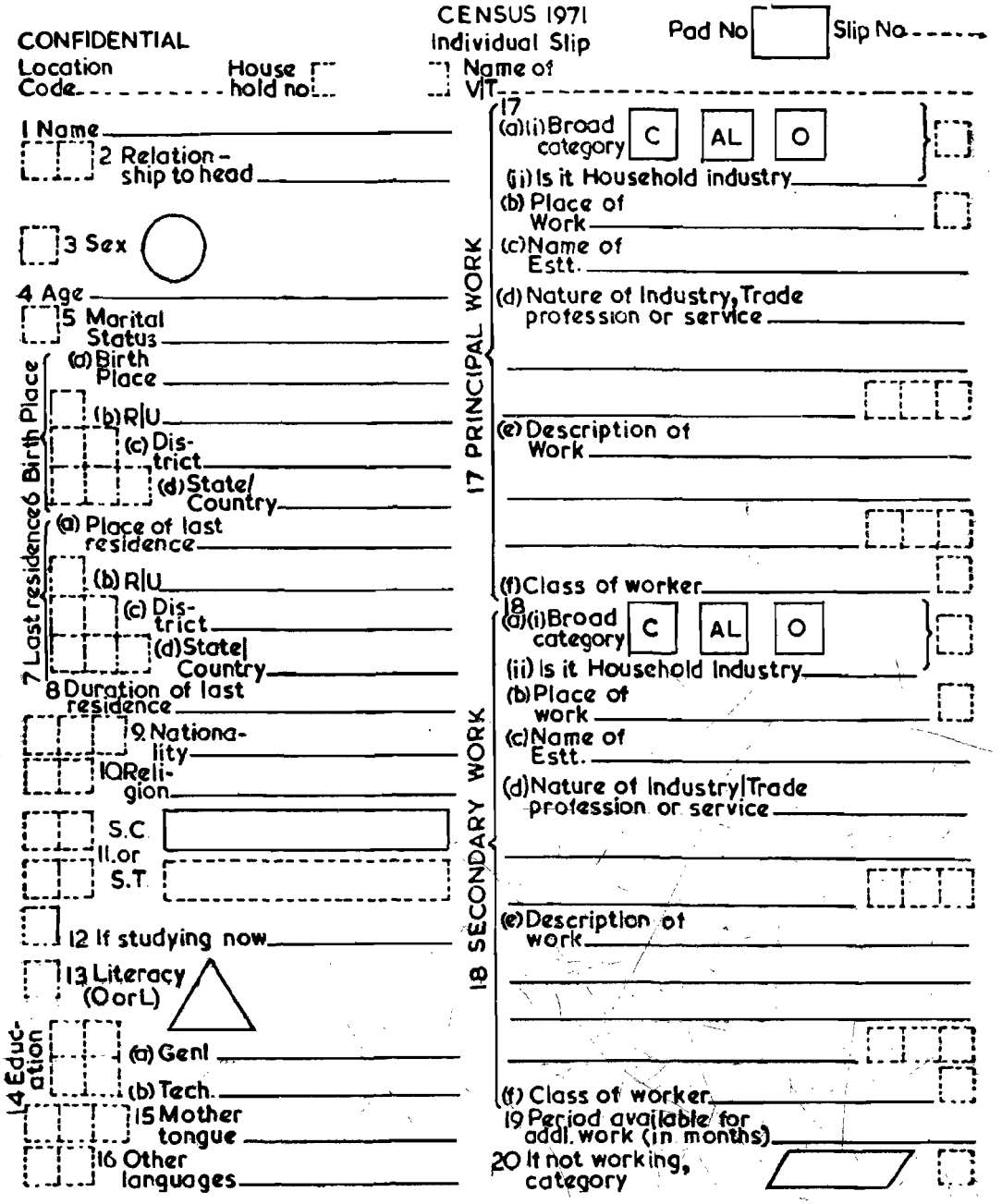
Date.....

Signature of Supervisor.....

Date.....

# APPENDIX XI

*(Second pre-test)*



APPENDIX XII

## CENSUS OF INDIA 1971

Houselisting Schedule—B

ESTABLISHMENT SCHEDULE

*Second Pre-test*

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

Name of Talnk/Tehsil/Achanl/Thana/Island. ..... Code No. .....

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

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

| Serial No. | Census House No. | If any manufacturing, processing or servicing is done, is it (*a*) Registered Factory (*b*) Household Industry (*c*) Unregistered Workshop | If used as shop or business house. (*a*) Wholesale or (*b*) Retail | If used as any other establishment—Describe *e.g.* Govt. Office, school, hospital, Railway Station, barber's saloon, Cinema theatre, Hotel, Tea shop etc. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |

| Name of the Establishment or of the proprietor | Is the establishment (*a*) Govt. (b) Private (c) Co operative Institution | Description of the products processing or servicing done in establishments coming under col. 3 or of the goods sold and bought in establishments coming under col. 4 | Avarage number of persons working daily last week or in the last working season including proprietors or, family workers | Type of fuel or power used in establishments coming under col. 3 |
|---|---|---|---|---|
| 6 | 7 | 8 | 9 | 10 |

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

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

## APPENDIX XIII

## 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: Material of Wall | Predominant construction material of Census House: Material of Roof | Purpose for which Census House is used e.g. residence, shop, shop-*cum*-residence, business, factory, workshop, workshop - *cum* - residence, school, bank, commercial house, office, hospital, hotel, etc. or vacant | Is it used wholly/or partly as an establishment? Yes or No. If yes, enter further details in the Establishment Schedule and indicate the serial No. of that entry here |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

| Household No. | Name of the Head of Household | If used wholly or partly as a residence: 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: Males | Females | Total | Does the household cultivate land ? (Yes or No.) | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |

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..... Dated.....

Signature of Supervisor..... Dated.....

## APPENDIX XIV

## 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 Estabilshment 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 |
| | | | | |

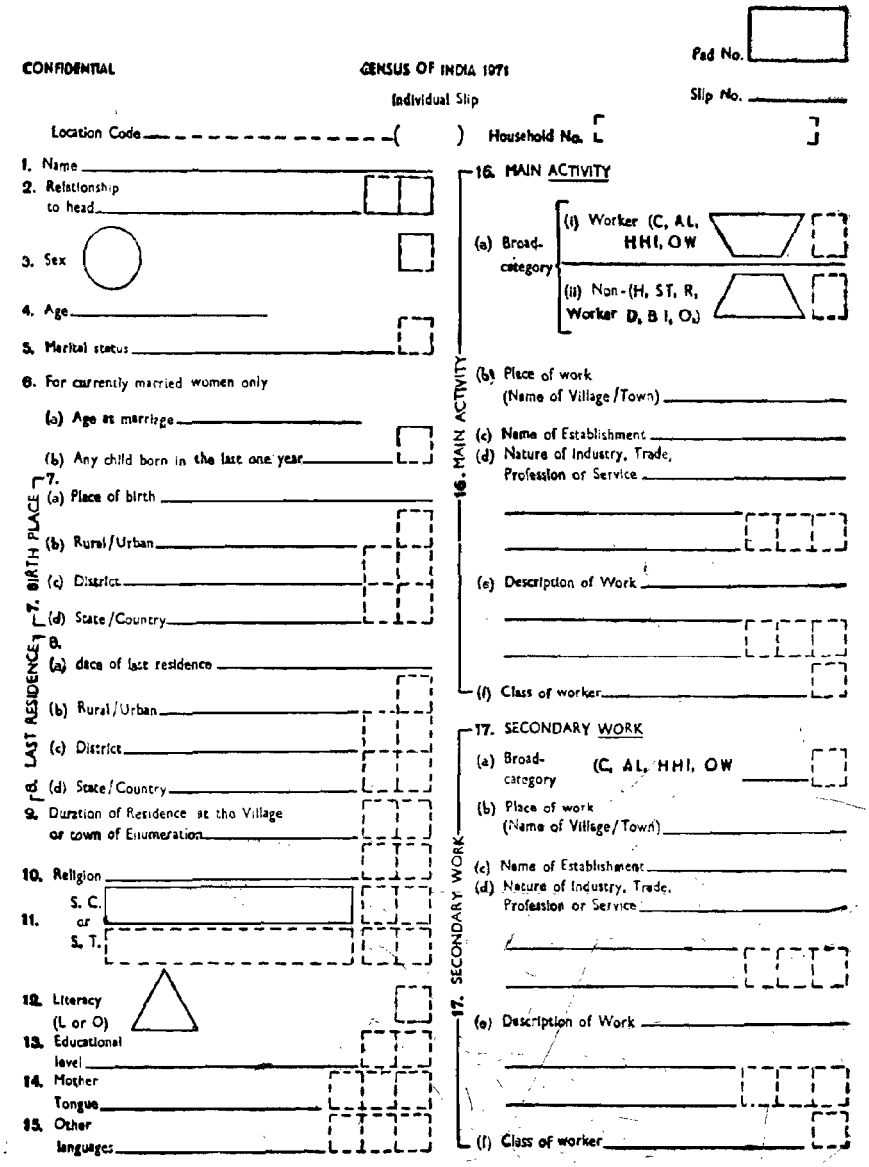
| If any manufacturing, processing or servicing is done | | | If used as a trading establishment | | If used as any other establishment, describe *e.g.* Govt. Office, School, Hospital, Railway station, Barber's saloon, Cinema theatre, Hotel, Tea shop, etc. |
|---|---|---|---|---|---|
| Is it (a) Household 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 (b) Retail | |
| 6 | 7 | 8 | 9 | 10 | 11 |
| | | | | | |

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

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

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.

# APPENDIX XV


CONFIDENTIAL
CENSUS OF INDIA 1971
Individual Slip
Pad 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, B I, O)
(b) Place of work (Name of Village/Town)
(c) Name of Establishment
(d) Nature of Industry, Trade, Profession or Service
(e) Description of Work
(f) Class of worker
17. SECONDARY WORK
(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

APPENDIX XVI

CENSUS OF INDIA 1971

**CONFIDENTIAL** **POPULATION RECORD**

(To be compiled from Individual Slip)

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) | Description of Main Activity |
|---|---|---|---|---|---|---|---|---|
| | | | M | F | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

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

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

APPENDIX XVII

No. 9/1/69-CTU
Government of India
Ministry of Home Affairs
Office of The Registrar General, India
New Delhi-11, *the 2-4-69*

To

**All Superintendents of Census Operations, Delhi**

**Subject: 1971 Census—Indent for Census Forms**

Sir,

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

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

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

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

Yours faithfully,
Sd/- K.K. Chakravorty
Central Tabulation Officer.

Encls : As above

---

**Method for estimation of total form requirement for 1971 Census**

**General Census Requirements :**

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

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

(*c*) *Houselist Form:* Total Estimated population has been divided by 5 to get estimated number of Households. 1961 Census houses used as non-dwellings and vacant has been inflated by 25% and added to estimated number of households to give total number of entries for houselisting. Total number of entries have been divided by 40 (Number of lines) to get estimated number of forms which has been inflated by 10% to cover wastage and emergency requirements. In order to safe guard against blank entries in some forms, this estimate has been enhanced by number of enumerators. As Houselist Forms are to be prepared in duplicate, estimates thus worked out have been doubled.

(*d*) *Establishment Schedule:* We have provided four forms per enumerator as we require two copies of this schedule. According to estima-

ted number of entries number of forms required for one copy come to less than I form per enumerator but to cover cases of business and industrial centres, two forms per enumerator have been provided which will be issued to each enumerator at the first instance and more forms will be issued to such enumerators who actually require more forms.

**Instruction Books for Individual Slip:**

It is based on total estimated number of enumerators and supervisors. Number of enumerators has been worked out by dividing Rural estimated population by 750 and Urban estimated population by 500 to which number of supervisors has been added by taking one supervisor for 5 enumerators. This estimate has further been enhanced by 25% to cover stand-by enumerators, supervisors and other census officers.

**Instruction Books for Houselisting:**

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

**Instruction Books for Household Form:**

Taking 1961 Census 20% sample households as base, number of enumerators have been calculated by enhancing it by 25% and dividing it by 100. Taking 100 households per enumerator which has been further increased by number of supervisors taking one supervisor for 5 enumerators. This total has further been enhanced by 25% to cover other Census Officers and divided by 2/- to make it 10%.

**Estimated Requirement of Enumerators' Posting Statement:**

Estimated male and female population has been divided by 40 (No. of lines) to get number of posting statements which has been further inflated 10% to cover wastage.

**Enumerator's Abstract:**

This is equivalent to Instructions to Enumerators.

## FORMS FOR TRAINING

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

**Individual Slip:**

50 forms have been provided for each enumerator.

**Houselist:**

One form has been provided for each enumerators and supervisors. One side can be used for one practical and the other in second practical.

**Establishment Schedule:**

One form has been provided for each enumerators and supervisors. One side can be used for one practical and the other in second practical.

**Household Form:**

25 forms have been provided for each enumerator.

APPENDIX XVIII

HOUSELISTING

## QUANTITY OF CENSUS FORMS—ORIGINALLY INDENTED AND RECEIVED CENTRALLY FOR THE HOUSELISTING OPERATIONS, 1970

| Sl. No. | Particulars of the Form | No. of forms originally Indented | Quantity of Forms received centrally | Additional quantity received |
|---|---|---|---|---|
| (0) | (1) | (2) | (3) | (4) |
| (1) | HOUSE LIST FORMS | | | |
| | English | 7,173 | E=56,600 | E=6,000 |
| | Hindi | 16,936 | H=23,700 | H=10,000 |
| | Urdu | 5,905 | U= 7,500 | — |
| | *Total* | 70,014 | 87,800 | 16,000 |
| (2) | ABRIDGED HOUSELIST | | | |
| | Hindi | 75,000 | H=75,000 | — |
| (3) | ESTABLISHMENT SCHEDULE | | | |
| | English | 18,633 | E=31,000 | H=15,000 |
| | Hindi | 6,986 | H=7,500 | |
| | Urdu | 3,261 | U=4,200 | |
| | *Total* | 28,880 | 42,700 | |
| (4) | INSTRUCTIONS FOR FILLING UP THE HOUSELIST | | | |
| | English | 13,100 | E=7,330 | — |
| | Hindi | — | H=3,700 | |
| | Urdu | — | U= 900 | |
| | *Total* | 13,100 | 11,930 | |
| | OTHER FORMS | | | |
| (5) | SPECIMEN OF "FILLED IN HOUSELIST" | Not Indented | E=6,700<br>H=5,700<br>U= 900 | — |
| | *Total* | | 13,300 | |
| (6) | SPECIMEN OF "FILLED IN ESTT. SCHEDULE" | Not Indented | E=6,700<br>H=5,700<br>U= 900 | — |
| | *Total* | | 13,300 | |
| (7) | EXPLANATORY NOTES : (For filling-up the Columns of Houselist) | Not Indented | E=7,330<br>H=5,070<br>U= 900 | — |
| | *Total* | | 13,300 | |

*NOTE*—Abbreviations used—E=English, H=Hindi, U=Urdu.

## APPENDIX IXX

**ENUMERATION**

### QUANTITY OF CENSUS FORMS—ORIGINALLY INDENTED AND RECEIVED CENTRALLY FOR THE ENUMERATION OPERATIONS, 1971

| Sl. No. | Particulars of the Form | No. of Forms originally Indented | Quantity of Forms received centrally | Additional quantity received. |
|---|---|---|---|---|
| (0) | (1) | (2) | (3) | (4) |
| (1) | INDIVIDUAL SLIP | | | |
| | English | 25,00,000 | E=18,14,000 | E=10,000 |
| | Hindi | 18,13,270 | H=28,00,000 | H=1,00,000 |
| | Urdu | 5,00,000 | U= 4,00,000 | U= — |
| | *Total* | 48,13,270 | 50,14,000 | 1,10,000 |
| (2) | ENUMERATOR'S DAILY POSTING STATEMENT | | | |
| | For Males: English | 67,115 | E=27,200 | — |
| | Hindi | — | H=40,000 | |
| | Sub Total | 67,115 | 67,200 | |
| | For Females: English | 53,216 | E=18,200 | — |
| | Hindi | — | H=35,000 | |
| | Sub Total | 53,216 | 53,200 | |
| | *Total* | 1,20,331 | 1,20,400 | |
| (3) | POPULATION RECORD | | | |
| | English | 1,70,000 | E=3,40,000 | — |
| | Hindi | 3,40,000 | H=6,80,000 | |
| | *Total* | 5,10,000 | 10,20,000 | |
| (4) | INSTRUCTIONS TO ENUMERATORS FOR FILLING UP THE INDIVIDUAL SLIP | | | |
| | English | 8,658 | E=3,627 | — |
| | Hindi | 3,637 | H=8,698 | |
| | Urdu | 805 | U= 900 | |
| | *Total* | 13,100 | 13,225 | |
| (5) | ENUMERATOR'S ABSTRACT | | | |
| | English | 5,000 | E=5,000 | — |
| | Hindi | 10,000 | H=10,000 | |
| | *Total* | 15,000 | 15,000 | |
| (6) | DEGREE HOLDER & TECHNICAL PERSONNEL CARDS | | | |
| | English | 3,50,000 | E=4,00,000 | — |

*NOTE*: —Abbreviations used—E=English, H=Hindi U=Urdu,

## APPENDIX XX

## NO. OF DEFECTIVE PADS OF INDIVIDUAL SLIP RECEIVED FROM THE GOVT. OF INDIA PRESS, ALIGARH

| | Category | Pads of 100 Slips | | Pads of 25 Slips | | Total No. of Slips |
|---|---|---|---|---|---|---|
| | | No. of Pads | No. of Slips | No. of Pads | No. of Slips | |
| (i) | LOOSE & UNTIDY | 5,430 | 5,43,000 | 1,030 | 25,750 | 5,68,750 |
| (ii) | UPPER PORTION NOT VISIBLE | 4,810 | 4,81,000 | 650 | 16,250 | 4,97,250 |
| (iii) | TRIMMED FROM SIDES & BOTTOM | 5,800 | 5,80,000 | 300 | 7,500 | 5,87,500 |
| | TOTAL | 16,040 | 16,04,000 | 1,980 | 49,500 | 16,53,500 |

## APPENDIX XXI

**HOUSELISTING**

Forms devised and printed by the D. C. O. Delhi

| Sl No. | Name & Description of the Form | No. of Forms Printed | |
|---|---|---|---|
| (1) | Appointment Letters For Charge Supdt. (Hindi) | 500 | |
| (2) | Appointment Letters For Supervisors (Hindi) | 1000 | |
| (3) | Appointment Letters For Enumerators (Hindi) | 10,000 | |
| (4) | Appointment Letters For Supervisors (English) | 1,000 | |
| (5) | Appointment Letters For Enumerators (English) | 10,000 | |
| (6) | Houselisting Abstract (English) (For Enumerator) | 12,000 | |
| (7) | Houselist Abstract for Charges | 1,000 | |
| (8) | Houselist Abstract (Hindi) (For Enumerator) | 14,000 | |
| (9) | Guidelines for Supervisors (English) | 1,000 | (2,000 Guidelines for supervisors (in Hindi) were received from the D.C.O., U.P.) |
| (10) | List of Scheduled Caste (Hindi & English) | 20,000 | |
| (11) | Receipt | 10,000 | |
| (12) | Charge Register | 3,000 | |
| (13) | Instruction for Filling up Houselist Abstract (English) | 5,000 | |
| (14) | Instruction for Filling up Houselist Abstract (Hindi) | 5,000 | |
| (15) | Cover for "Charge Extent Book" | 2,000 | |

तार : DELCENSUS

APPENDIX XXII

दूरभाष : 229579

जनगणना निदेशालय

ग्राण्ड होटल, 2-अण्डर हिल रोड, सिविल लाइन्स, दिल्ली-6

भारत की जनगणना 1971

(चार्ज सुपरिन्टैन्डैन्ट का नियुक्ति पत्र)

भारतीय जनगणना अधिनियम (सन् 1948 की संख्या 37) की धारा 4 (3) व (4)

नियुक्ति पत्र संख्या.....

———————————————

———————————————

———————————————

महोदय,

जनगणना अधिनियम की धारा 4 की उपधारा (4) और धारा 7 के अन्तर्गत जो अधिकार संघ राज्य क्षेत्र दिल्ली ने मुझको दिए हैं उनका प्रयोग करके मैं आपको संघ राज्य क्षेत्र दिल्ली के सैन्सस ट्रैक्ट नं०.....के चार्ज नं०..... का चार्ज सुपरिन्टैन्डैन्ट नियुक्त करता हूं।

2. आपका कर्त्तव्य अपने ट्रैक्ट के जनगणना अधिकारी को जनगणना कराने में पूरा-पूरा सहयोग देना होगा। आप अपने ट्रैक्ट के जनगणना अधिकारी तथा सुपरवाइजरों व प्रगणकों के बीच एक महत्वपूर्ण कड़ी है। आपको अपना कार्य अपने जनगणना अधिकारी और जनगणना निदेशक दिल्ली के आदेशानुसार करना होगा। आपने चार्ज के सुपरवाइजरों और प्रगणकों को मकान-सूची और जनगणना के कार्यों की ट्रेनिंग देनी होगी और उनके काम की जाँच-पड़ताल करनी होगी। जनगणना की सफलता जो कि एक बहुत महत्वपूर्ण और विशाल काम है आपके कार्य पर निर्भर होगी।

3. जनगणना अधिनियम की धारा 5 के अन्तर्गत आप इस नियुक्ति के द्वारा भारतीय दण्ड विधान के अनुसार जन सेवक समझे जाएंगे। आपका ध्यान पृष्ठ 105 की ओर हिन्दी में अनूदित अधिनियम की धारा 11 की ओर आकर्षित किया जाता है।

4. आपके सैन्सस ट्रैक्ट के सैन्सस आफिसर श्री.....हैं।

दिनांक.....

जनगणना अधिकारी,
संघ राज्य क्षेत्र, दिल्ली

नोट :—1. आपके चार्ज का ब्यौरा व नक्शा इस पत्र के साथ भेजा जा रहा है।

2. आपके चार्ज के सुपरवाइजरों और प्रगणकों की सूची आपको अलग से भेजी जाएगी।

———

जनगणना अधिनियम (सन् 1948 की संख्या 37) की धारा 11

**दण्ड :**

1. (क) कोई भी जनगणना अधिकारी अथवा कोई भी व्यक्ति जो कि जनगणना में सहायता देने के लिए विधिवत् बद्ध हो, अपने किसी कर्त्तव्य अथवा इस अधिनियम या इसके किसी नियम के अन्तर्गत जारी किए गए किसी आदेश के पालन करने से इन्कार करे, अथवा उपयुक्त कर्मनिष्ठा के प्रयोग करने में उपेक्षा करे अथवा कोई भी व्यक्ति जो किसी दूसरे व्यक्ति को, इस प्रकार के किसी कर्त्तव्य अथवा इस प्रकार के किसी आदेश के पालन करने में बाधा डाले अथवा अवरोध उत्पन्न करे, अथवा

(ख) कोई भी जनगणना अधिकारी जो जानबूझ कर कोई आक्षेप अथवा अनुचित प्रश्न पूछे अथवा जानबूझ कर कोई असत्य विवरण तैयार करे अथवा केन्द्रीय सरकार अथवा प्रादेशिक सरकार की पूर्व-स्वीकृति के बिना कोई सूचना प्रगट करे, जिसको उसने जनगणना विवरण के उद्देश्य से अथवा साधन से प्राप्त किया हो, अथवा

(ग) कोई भी सार्टर, कम्पाइलर अथवा जनगणना कर्मचारी-वर्ग का कोई अन्य सदस्य जो किसी जनगणना के प्रलेख को हटाए, छिपाए, हानि पहुंचाए अथवा नष्ट करे अथवा जनगणना के किसी प्रलेख को इस प्रकार काम में लाए जिससे जनगणना के परिणाम की सारिणी बनाने के कार्य के मिथ्या अथवा क्षीण हो जाने की सम्भावना हो, अथवा

(घ) कोई भी व्यक्ति जो जनगणना अधिकारी द्वारा पूछे गए किसी प्रश्न का उत्तर जिसको देने के लिए वह धारा 8 के अन्तर्गत विधि बद्ध है, जानबूझ कर असत्य दे अथबा अपनी समूचित जानकारी तथा विश्वास के आधार पर उत्तर देने से इन्कार करे, अथवा

(ङ.) कोई भी व्यक्ति, जिसके अधिकार में कोई मकान, बाड़ा, नौका अथवा अन्य स्थान हो जो किसी जनगणना अधिकारी को उसमें प्रवेश करने की स्वीकृति देने से इन्कार करे, जिसके लिए वह धारा 9 में बाध्य हो, अथवा

(च) कोई भी व्यक्ति जो किसी अक्षर, चिन्ह अथवा संख्या को जो जनगणना के प्रयोजन के लिए डाले अथवा लगाये गए हों मिटाए, नष्ट करे, परिवर्तित करे, अथवा हानि पहुंचाए, अथवा

(छ) कोई भी व्यक्ति जिसे धारा १० के अन्तर्गत किसी अनुसूची को भरना आवश्यक हो, जानबूझ कर या बिना उपयुक्त कारण उक्त धारा के उपबन्धों का पालन न करे अथवा कोई असत्य विवरण दे, अथवा

(ज) कोई भी व्यक्ति जो जनगणना कार्यालय में अनाधिकृत प्रवेश करेगा, वह 1,000 रु० तक के अर्थदंड से दंडनीय होगा तथा भाग (ख) अथवा (ग) के अन्तर्गत दोषसिद्धि की दशा में 6 मास तक के कारावास दंड से भी दंडनीय होगा ।

2. जो भी व्यक्ति उपधारा (1) के अन्तर्गत किसी अपराध में अनुतेजना (सहायता) करेगा वह 1,000 रु० तक के अर्थदण्ड से दण्डनीय होगा ।

APPENDIX XXIII

तार : DELCENSUS

दूरभाष : 229579

जनगणना निदेशालय

ग्राण्ड होटल, 2-अन्डर हिल रोड, सिविल लाइन्स, दिल्ली-6

भारत की जनगणना 1971

(सुपरवाइजरों का नियुक्ति पत्र)

भारतीय जनगणना अधिनियम (सन् 1948 की संख्या 37) की धारा 4(3) व (4)

नियुक्ति पत्र संख्या.....

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महोदय,

जनगणना अधिनियम की धारा 4 की उपधारा (4) और धारा 7 के अन्तर्गत जो अधिकार संघ राज्य क्षेत्र दिल्ली ने मुझको दिए हैं उनका प्रयोग करके मैं आपको संघ राज्य क्षेत्र दिल्ली के सैन्सस ट्रैक्ट नं०..... चार्ज नं०.....के सर्किल नं०.....का सुपरवाइजर नियुक्त करता हूं ।

2. आपका कर्त्तव्य अपने सर्किल के प्रगणकों के काम की देख-रेख करने का होगा । आपको जनगणना काल में विशेष कार्य करने होंगे । आपको अपना कार्य अपने चार्ज सुपरिन्टैन्डैन्ट और जनगणना अधिकारी के आदेशानुसार करना होगा ।

3. जनगणना अधिनियम की धारा 5 के अन्तर्गत आप इस नियुक्ति के द्वारा भारतीय दण्ड विधान के अनुसार जन सेवक समझे जायेंगे । आपका ध्यान पृष्ठ 105 की ओर हिन्दी में अनूदित नियम की धारा 11 की ओर आकर्षित किया जाता है ।

दिनाँक.....

जनगणना अधिकारी

संघ राज्य क्षेत्र, दिल्ली

APPENDIX XXIV

तार : DELCENSUS

दूरभाष: 229579

जनगणना निदेशालय

ग्रान्ड होटल, 2–अण्डर हिल रोड, सिविल-लाइन्स, दिल्ली-6.

भारत की जनगणना 1971

(प्रगणकों का नियुक्ति पत्र)

भारतीय जनगणना अधिनियम (सन् 1948 की संख्या 37) की धारा 4(3) व (4)

नियुक्ति पत्र संख्या.....

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महोदय,

जनगणना अधिनियम की धारा 4 की उपधारा (4) और धारा 7 के अन्तर्गत जो अधिकार संघ राज्य क्षेत्र दिल्ली ने मुझको दिए हैं उनका प्रयोग करके मैं आपको संघ राज्य क्षेत्र दिल्ली के सैन्सस ट्रेक्ट नं०.....के चार्ज नं०.....के ब्लाक नं०.....का प्रगणक नियुक्त करता हूं।

2. जनगणना अधिनियम की धारा 5 के अन्तर्गत आप इस नियुक्ति के द्वारा भारतीय दण्ड विधान के अनुसार जन सेवक समझे जाएंगे। आप का ध्यान पृष्ठ 105 की ओर हिन्दी में अनूदित अधिनियम की धारा 11 की ओर आकर्षित किया जाता है।

दिनांक.....

जनगणना अधिकारी
संघ राज्य क्षेत्र, दिल्ली

आदेश

श्री.....आपके ब्लाक के सुपरवाइजर हैं और श्री..... आपके चार्ज सपरिन्टैन्डैन्ट हैं। आपको तत्काल उनसे भेंट करनी चाहिए और उनसे आदेश लेना चाहिए। ट्रेनिंग और गणना-काल में आप को अपने सुपरवाइजर और उच्च अधिकारियों के आदेशों का पालन करना होगा। आप पर अपने ब्लाक के सब मकानों और परिवारों का नम्बर देना, मकान सूची तैयार करना और गणना के कुल काम को पूरा करने की जिम्मेदारी है।

APPENDIX XXV

*Telegraphic Address* : DELCENSUS
DELHI-6

*Telephone* : 229579

DIRECTORATE OF CENSUS OPERATIONS

Grand Hotel, 2-Under Hill Road, Delhi-6.

*Appointment Order No*.....

CENSUS OF INDIA 1971

LETTER OF APPOINTMENT OF SUPERVISORS

Indian Census Act (XXXVII of 1948), Section 4 (3) & (4)

.....

.....

.....

In exercise of the powers conferred upon me by sub-section 4 and section 7 of the Indian Census Act, 1948, I hereby appoint you as Supervisor of Circle No.....of Charge No..... in census Tract No.....

Your first duty will be to assist your Charge Superintendent and Census Officer in the taking of census in all its aspects. You will be required to supervise the enumerators in your circle and to test their work. You will have special functions to perform during the census period and you will be guided by the instructions received from your Charge Superintendent and Census Officer.

Under Section 5 of the Indian Census Act 1948, you are deemed, by virtue of this appointment, a public servant within the meaning of the Indian Penal Code. Your attention is also drawn to section 11 of the Act which is reproduced on the reverse.

Date.....

CENSUS OFFICER
UNION TERRITORY OF DELHI

NOTE :— Extent of your Circle is indicated herewith alongwith the particulars of the enumerators appointed in your circle.

Shri.....is your Charge Superintendent and

Shri.....is your Census Officer.

CENSUS OF INDIA 1971

Section 11 of Census Act (XXXVII) of 1948

PENALTIES :

(1) (a) Any census officer or any person lawfully required to give assistance towards the taking of a census who refuses or neglects to use reasonable diligence in performing any duty imposed upon him or in obeying any order issued to him in accordance with this Act or any rule made thereunder, or any person who hinders or obstructs another person in performing any such duty or in obeying any such order, or

(b) any census officer who intentionally puts any offensive or improper question or knowingly makes any false return or, without previous sanction of the Central Govt. or the Provincial Government, discloses any information which he has received by means of, or for the purposes of a census return, or

(c) any sorter, compiler, or other member of the census staff who removes, secrets, damages or destroys any census documents or deals with any census document in a manner likely to falsify or impair tabulation of census results, or

(d) any person who intentionally gives a false answer to, or refuses to answer to the best of his knowledge or belief, any question asked of him by a census officer which he is legally bound by section 8 to answer, or

(e) any person occupying any house, enclosure, vessel or other place who refuses to allow a census officer such reasonable access thereto as he is required by section 9 to allow, or

(f) any person, who, removes, obliterates, alters or damages any letters, marks or numbers which have been painted or affixed for the purposes of the census, or

(g) any person, who, having been required under Section 10 to fill up a schedule, knowingly and without sufficient cause fails to comply with the provisions of that section, or makes any false return thereunder, or

(h) any person who trespasses into a census office shall be punishable with fine which may extend to one thousand rupees and in a 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 XXVI

*Telegraphic Address* : DELCENSUS
DELHI-6.

*Telephone* : 229579

DIRECTORATE OF CENSUS OPERATIONS
Grand Hotel, 2-under Hill Road, Delhi-6.

*Appointment Order No*.....

CENSUS OF INDIA 1971

LETTER OF APPOINTMENT OF ENUMERATORS

Indian Census Act (XXXVII of 1948), Section 4 (3) & (4)

.....

.....

.....

You have been appointed enumerator of Block No.....of Circle No..... of Charge No.....in Census Tract No..... extent of which is indicated herewith.

2. Under Section 5 of the Indian Census 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 reproduced on page 109.

CENSUS OFFICER.
Date..... UNION TERRITORY OF DELHI.

INSTRUCTIONS

Shri.....is the Supervisor of your Block and Shri.....is the Charge Superintendent. You should see them without delay and take their instructions. Throughout the period of training and enumeration y ou should carry out the instructions of your Supervisor and higher Census authorities. You are charged with the responsibility of numbering all houses and households in your block, preparing the houselists and completing all aspects of enumeration.

APPENDIX XXVII FORM NO. 1

CENSUS OF INDIA 1971

## HOUSELIST ABSTRACT FOR ENUMERATOR

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

Census Charge No..... Code No..... Enumerator's Block No.....

| Page No. of Houselist | Number of Census Houses | | | | | |
|---|---|---|---|---|---|---|
| | Occupied residential Census Houses | | | Vacant Census Housess | Census Houses put to other uses | Total of Columns 4,5 and 6 |
| | Wholly residential | Partly residential | Total | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |
| Total | | | | | | |

| Number of Households | | Total population | | |
|---|---|---|---|---|
| Total Households including Institutional Households | Institutional Households. | Males | Females | Total |
| 8 | 9 | 10 | 11 | 12 |
| | | | | |
| Total | | | | |

Checked and found correct.

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

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

APPENDIX XXVIII FORM NO. II

CENSUS OF INDIA 1971

## HOUSELIST ABSTRACT FOR CHARGES

District.....DELHI...Code.....Charge No.....

Tehsil.....Code.....

Municipal town.....Code.....

| Name of Village/ town and code No. | Code No. of enumerator's block | Number of Census houses | | | | |
|---|---|---|---|---|---|---|
| | | Occupied residential Census houses | | | Vacant Census houses | Census houses put to other uses |
| | | Wholly residential | Partly residential | Total | | |
| 1(A) | 1(B) | 2 | 3 | 4 | 5 | 6 |

| Total of Cols. 4,5, & 6 | Number of households | | Total Population | | |
|---|---|---|---|---|---|
| | Total households including institutional | Institutional households | Males | Females | Total |
| 7 | 8 | 9 | 10 | 11 | 12 |

## APPENDIX XXIX

## GUIDELINES FOR THE SUPERVISORS FOR CHECKING FILLED IN HOUSELISTS AND ESTABLISHMENT SCHEDULES

**Your** primary duties are :

(i) To know your enumerators;

(ii) To ensure that boundaries of the respective enumerator's blocks are known to the concerning enumerators and to you; and that there is no overlapping of Block boundaries in terms of buildings;

(iii) To ensure that the enumerators are well trained in the instructions for housenumbering and bouselisting and that their doubts, if any, have been clarified;

(iv) To ensure that the requisite number of schedules have been received by the enumerators ;

(v) To supervise the work of the enumerators while they are in action and to ensure that actual work proceeds according to schedule and that enumerator does day-to-day work and does not allow it to be accumulated;

(vi) To ensure that every house has been numbered; and

(vii) To check cent per cent entries of the Houselists, Establishment Schedules and the Houselist Abstract of each enumerator's block. In case of missing, erroneous or doubtful entries, please visit the house and correct the entries.

The following points should deserve your special attention while checking the Houselist, Establishment Schedule and the Houselist Abstract ;

**HOUSELIST**

(i) **Location Code No.**—See that Location Code number is correctly and legibly written.

(ii) **Col. I, Line No.**—There must be a serial No. on each line, irrespective of whether a line covers census House or only a Household and it should be continuous for the entire enumerator's block. The entry on a line should not overflow into the next line.

If the entries on any line are struck off either because the entry is wrong or due to some other reason, such a line will not get a serial number. If one is already assigned to such a line, it should be struck off and subsequent serial numbers corrected accordingly.

(iii) **Cols. 2, 3 and 8:—(Building No., Census House No. and Household No.)**

These three columns should be scrutinised together to see that these correspond to one another as stipulated in the instruction (see paras 29 to 35 and 44 to 46 of the Instructions Booklet).

If a building has only one census house and the census house has only one household, the census house number (col. 3) and number of the household (col. 8) will be the same as the building number (col. 2).

If the building has more than one census house, then it will be indicated in col. 3 by putting subnumber in round brackets for each of the census houses after the building number, for example, if a building with No. 23 has three census houses in it, then the census house No. in col. 3 for each of the census houses will be :—

23(1), 23(2) and 23(3)

When a census house has more than one households, these will be distinguished by adding alphabets (a), (b), (c), etc. to the number of the census house. Example : Census house No. 23(1) above has three households, their numbers in col. 8 will be written respectively as :

23(1) (a), 23(1) (b), and 23(1) (c), the entries pertaining to each household being made in a separate line, of course.

In case where a new building has come up between two buildings already numbered, say between 23 and 24, the new building will have an additional No. with an oblique mark as '23/1' which will be carried over to cols. 3 and 8.

In some towns and cities building numbers already exist and if these have been accepted (your charge officer will advise you in this regard) for census purposes, then whatever number exists on the building it should be recorded in col. 2, e.g., '35A', '35B' or "2/33" or "2/63" etc.

**Very Important**

(i) Please ensure that **vacant plot and building under construction, the ceiling of which is not complete** are not to be numbered nor recorded in the houselist. Vacant houses, i.e. those with walls and a roof will have numbers and will be recorded in the Houselist.

(ii) If a building has more than one census house, the building No. (col. 2) will appear only against the entry of the first census house. Entries in col. 2 pertaining to other census houses in the same building will be'blank'. Similarly, if a census house has more than one household, the number of the census house will be entered in col. 3 against the entry of the first household. Col. 3 against subsequent households in the same census house will be blank. Please refer to the filled in specimen Houselist given to you during training. The above will be clear.

(iii) **Cols. 4 and 5 :**—Do not accept entries like 'kachha' or 'pucca' in these columns. Specific material of wall and roof should be recorded in these columns respectively. (see para 38 of the Instructions Booklet).

If there are more than one household in a census house, entries in cols. 4 and 5 will appear only against the first household, i.e., household whose number (col. 8) is indicated by alphabet (a); for subsequent households in that census house, cols. 4 and 5 will remain blank.

(iv) **Cols. 6 and 7 :**—If the entry in column 6 is just 'residence'corresponding entry in col.7 should be 'No.' and cols. 8 to 16 should be filled in as there is bound to be a household in a residence.

If the entry in col. 6 is 'shop-*cum*-residence' or 'workshop-*cum*-residence' etc., the entry in col. 7 will be 'yes' and even then cols. 8 to 16 are to be filled in with regard to the household residing there.

Only in case where col.6 denotes that the census house is not used as a 'residence' either wholly or partly, col. 8 to 16 will be blank.

When entry in col. 6 is 'vacant' please check up that the 'reasons' for 'vacancy' are noted in col. 17, (see para 39 (13) of the Instructions Booklet).

Whenever there is 'yes' in col. 7. please check up with the Establishment Schedule, that this entry is recorded there.

Verify the correctness of entry in col. 6 with reference to 'yes' in col. 7, from the details in the Establishment Schedule.

**Example :**—Entry in col. 6 is 'shop' and in col. 7 is 'yes'. Corresponding detailed entry in Establishment Schedules indicates that it is a 'workshop'. In such a case, the entry in col. 6 of the 'Houselist' should be corrected as 'workshop'

(v) **Col. 9 :**—See para 47 of the Instructions booklet. In addition please ensure that enumerator adds "INSTITUTION", boldly in this column in respect of Institutional Households. This has to be done to enable the enumerator to post col. 9 of the Houselist Abstract correctly.

(vi) **Col. 10 :**—If the 'head' of the household belongs to Scheduled Caste/Scheduled Tribe, then only 'S. C.' and 'S. T.' and the name of the 'caste' or 'tribe' be written. Check up that the name occurs in the list of Scheduled Castes/Tribes supplied to you. Do not accept entries like 'Achhut', 'Harijan'. There should be specific name from the list.

If the head does not belong to SC/ST, there should be 'X' in this column.

In the case of 'Institutional' household such as Boarding House, Hostel, Jail etc., see that there is 'X' in this column. (See paras 48-49 of the Instructions Booklet).

(vii) **Col. 11** :—Please ensure that 'Bathrooms' or 'Latrines' are not counted as rooms. (See para 51 of the Instructions Booklet).

(viii) **Col. 12** :—(See para 54-55 of the Instructions Booklet).

(ix) **Cols. 13, 14 & 15** :—Ensure that figure in col. 15 is equal to figures in col. 13 plus col. 14.

(x) **Cols. 16-17** :—(See paras 58-60 of the Instructions Booklet).

(xi) After scrutinising the columns of the Houselist as above, please check the Form-I of Houselist Abstract has been filled in properly. It should be seen that page by page entries are made in each column.

If the line numbers are given properly then the total lines of the Houselist for each enumerator's block will be equal to the total of the figures in cols. 5, 6 and 8 of the Abstract or total lines (in Houselist)=cols. 5+6+8 of the Abstract,

Apply the above check to ensure that Abstract contains all the 'line entries' in the Houselist.

## ESTABLISHMENT SCHEDULE

(i) Make sure that for all 'yes' entries in col. 7 of the houselist, there is a corresponding entry in this Schedule. Check concerning entry in col. 6 of Houselist and verify that the nature of establishment is correctly entered.

(ii) **Col. 1** :—There should be a running serial for each entry (line) for the entire enumerator's block.

If any entry is struck off either by the enumerator or by you while checking succeeding serial number should be corrected and correspondence with col. 7 of the Houselist should be ensured.

(iii) **Col. 2** :—See that this is the same number as recorded in col. 3 of the Houselist.

(iv) **Col. 3** :—Do not accept entries in abbreviated form like 'TISCO'; it should be complete name like 'Tata Iron & Steel Co. Ltd'.

(v) **Col. 4** :—See paras 70-73 of the Instructions Booklet.

(vi) **Col. 5** :—In addition to the hired workers and apprentices paid or unpaid, if any, include, the working proprietors and family workers (see paras 74-76 of the Instructions booklet).

(vii) **Col 6** :—Distinction between Registered Factory, Workshop (unregistered) and Household Industry should be clearly understood. These would normally be mutually exclusive. (See paras 78-87 of the Instructions booklet).

(viii) **Col. 7** :—See para 88 of the Instructions booklet.

(ix) **Col. 8** :—If animal power is used as in the case of oil Ghani, say 'animal power'. If human power is used say 'manual power'.

(x) **Cols. 9-10** :—For establishments like Bank, Insurance Co., Pawn shop, write 'Banking Services' 'Insurance Services', 'Money Lending Services' respectively in col. 9 and put a 'X' in col. 10. (See paras 92-96 of the Instructions booklet).

(xi) **Col. 11** :—Establishments not covered in cols. 6-10, will appear in this column.

(xii) Please note that if there is entry in col. 11, there will be no entries in cols. 6-10; if there are entries in cols. 6-8, there will be no entries in cols. 9-11 and if there are entries in cols. 9 or 9 and 10, there will be no entries in cols. 6-8 and 11.

(xiii) Yours is a vital role in this operation. Accurate and full coverage of this operation solely depends on your close supervision and checking of the filled in schedules.

And mind you, there is no short cut or alternative to intensive study of the instructions and assimilating them thoroughly to carry out the tasks entrusted to you.

———

APPENDIX XXX

## NOTIFIED LIST OF SCHEDULED CASTES
FOR THE UNION TERRITORY OF DELHI

Note—1. *See* Col. 10 of "Houselist" and para 48 of "Instructions to Enumerators for filling up the Houselist and Establishment Schedule."

2. *See* Question No. 11 of "Individual Slip" and para 64 of "Instructions to Enumerators for filling up the Individual Slip."

| Sl. No. | CASTE | Sl. No. | CASTE |
|---|---|---|---|
| 1. | Adi-Dharmi | 18. | Kabirpanthi |
| 2. | Agria | 19. | Kachhandha |
| 3. | Aheria | 20. | Kanjar or Giarah |
| 4. | Balai | 21. | Khatik |
| 5. | Banjara | 22. | Koli |
| 6. | Bawaria | 23. | Lalbegi |
| 7. | Bazigar | 24. | Madari |
| 8. | Bhangi | 25. | Mallah |
| 9. | Bhil | 26. | Mazhabi |
| 10. | Chamar, Chanwar Chamar, Jatya or Jatav Chamar, Mochi, Ramdasia, Ravidasi, Raidasi, Rehgarh or Raigar | 27. | Meghwal |
| | | 28. | Naribut |
| | | 29. | Nat (Rana) |
| 11. | Chohra (Sweeper) | 30. | Pasi |
| 12. | Chuhra (Balmiki) | 31. | Perna |
| 13. | Dhanak or Dhanuk | 32. | Sansi or Bhedkut |
| 14. | Dhobi | 33. | Sapera |
| 15. | Dom | 34. | Sikligar |
| 16. | Gharrami | 35. | Singiwala or Kalbelia |
| 17. | Julaha (Weaver) | 36. | Sirkiband |

*Hindi version on facing page*

## अनुसूचित जातियों की अधिसूचित सूची
## संघ राज्य क्षेत्र, दिल्ली के लिए

नोट:—(1) देखिए "मकान सूची" का कालम नं० 10 तथा "मकान-सूची एवं प्रतिष्ठान अनुसूची भरने के लिए प्रगणकों की हिदायतें" का पैरा नं० 49

(2) देखिए "व्यक्तिगत पर्ची" का प्रश्न नं० 11 और "प्रगणकों को व्यक्तिगत पर्ची भरने की हिदायतें" का पैरा नं० 64

| क्रम सं० | जाति | क्रम सं० | जाति |
|---|---|---|---|
| 1. | आदी-धर्मी | 17. | जुलाहा (कपड़ा बुनने वाला) |
| 2. | अगरिआ | 18. | कबीरपंथी |
| 3. | अहेरिआ | 19. | कच्छन्धा |
| 4. | बलाई | 20. | कंजर या गिरह |
| 5. | बंजारा | 21. | खटीक |
| 6. | बावरिया | 22. | कोली |
| 7. | बाजीगर | 23. | लालबेगी |
| 8. | भंगी | 24. | मदारी |
| 9. | भील | 25. | मल्लाह |
| 10. | चमार, चंवर चमार, जट्या या जाटव चमार, मोची, रामदासिया, रविदासी, रैदासी, रेहगर या रैगर | 26. | मजहबी |
| | | 27. | मेघवाल |
| | | 28. | नारीबट |
| | | 29. | नट (राना) |
| 11. | चोहरा (भंगी) | 30. | पासी |
| 12. | चुहरा (बाल्मिकी) | 31. | परना |
| 13. | धनक या धनुक | 32. | सांसी या भेदकुट |
| 14. | धोबी | 33. | सपेरा |
| 15. | डोम | 34. | सिकलीगर |
| 16. | घरामी | 35. | सिन्गीवाला या कालबेलिया |
| | | 36. | सिरकीबन्द |

APPENDIX XXXI

**OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, DELHI**

CENSUS OF INDIA 1971

**(Houselisting Operations 1970)**

Census Tract No. _____ Census Charge No. _____

Circle No. _____ Block No. _____

*Received the following :*

1. Houselist Forms _____ in 2 Sets.
2. Establishment Schedule Forms _____ in 2 Sets.
3. Block Abstract _____

*Signature with date* _____

Name and full address of the Enumerator _____

*Forwarded to the Director of Census Operations*

*Signature with date* _____

Name and address of the Charge Officer _____

# APPENDIX XXXII

## CENSUS OF INDIA 1971

### Houselisting Operation 1970

Charge Register for Charge..... Census Tract No.....

| No. of Census Circle | Name, designation and address of the Supervisor | Sl. No, of Enumerator's Block | Name, Designation and address of the Enumerator | Extent of Enumerator's Block | Location Code No. of the block | No. of filled in Houselists | No. of filled in Estt. Schedule | Remarks |
|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

Signature of Charge Superintendent.....

Date..... Name and address of the Charge Superintendent.....

## APPENDIX XXXIII

## HOUSELIST ABSTRACT

### INSTRUCTIONS FOR FILLING UP HOUSELIST ABSTRACT

After an enumerator has completed the houselisting of his block, he will perpare an Abstract for his block in the prescribed form (Form-1), specimen of which is given on the reverse. This Houselist Abstract is to be filled in with a view to obtaining a ready made total figures of the number of Census houses, households and population in each block. The abstract form will have to be filled in *Duplicate*—In filling the Abstract, following instructions should be strictly adhered to:-

*Column 1* : *Page Number of the houselist*:—Every enumerator will be filling up about 8 to 10 houselist forms depending on the number of households in the Blocks allotted to him. He will thus have a bunch of houselists duly filled in for his block. He should assign a page number to each of the houselists in a serial order. It should be noted here that each houselist form has two pages, obverse and reverse, and will, therefore, bear two page numbers. The totals of each page of the houselist should be entered against the corresponding page number in a line on the abstract and the grand total of each column in the abstract should be struck in the last line of the abstract. If there are more pages than the lines provided for in the abstract, which should be rare, then the entries should be carried on a new form and the grand totals struck at the end.

*Column 2 to 7 : Number of Census House* :—In column 2 only such occupied census houses should be entered as are used wholly for the purpose of residence. That is to say such of the census houses which are partly used as residence and partly as shops and workshops, etc. (like the shop-*cum* residence, workshop-*cum*-residence, etc.) will not be entered in this column, but they will be entered in column 3. Column 4, 5 and 6 are mutually exclusive. Column 5 is self-explanatory and needs no comments. In column 6 will be entered the number of Census Houses which are used wholly as shops, workshops, offices, places of entertainment and places of worship. Such of the Census Houses as are used for residence either wholly or partly and vacant houses, that is to say, the houses included in column 2 to 5 of the abstract, will not be entered in Column 6. Column 7 will give the total number of Census Houses.

*Column 8 and 9 : Number of households* :—Column 8 relates to total number of households including institutional households. In this column will be entered the total number of households appearing in column 8 of the Houselist. For filling in column 9, of the abstract, the entries, containing the words 'Institution' in column 9 of the houselist should be counted and their total entered here. Since the number of institutions that the Enumerator comes across in the area allotted to him would not be very many, he will not face any great difficulty in posting the institutional households in the abstract.

**(Wherever you find that the Census "Household" is under occupation of an Institution, please write the word "Institution" in bracket, after the name of the head of the Household in column 9 of the Houselist).**

*Column 10 to 12 :* These columns are to be filled up by totals of columns 13, 14 and 15 of the houselist and thus will give the population figure with sex break-up.

*General :* The abstract should be signed by the Enumerator at the end of the space provided therefor. The Supervisor should check the abstract with reference to the entries in the houselist and countersign the abstract in token of having done so. The abstract or abstracts duly filled-in will accompany the filled-in houselist and Establishment Schedules of the blocks in the charge of an Enumerator.

## HOUSELIST ABSTRACT FOR CHARGES

On the basis of the Houselist Abstract furnished by the Enumerators for each block another Abstract (in the form II) will have to be prepared by the Charge Superintendents for the entire charge. This also has to be prepared in *duplicate*. The grand total of each of the block abstract prepared by the enumerator will have to be entered in the order of the Location code of the block under his Charge and a grand total for the entire charge will have to be given at the bottom. It will be seen that the entries in columns 2 to 12 in both the forms are identical. Columns 1 (A) and 1(B) of the Abstract for Charge Superintendents are self explanatory.

*(Specimen of Form-I is given below)*

CENSUS OF INDIA 1971 FORM NO. I

**HOUSELIST ABSTRACT (FOR ENUMERATOR)**

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

Census Charge No.....Code No.....Enumerator's Block No.....

| | Number of Census Houses | | | | | | Number of Households | | Total Population | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Occupied residential Census Houses | | | Vacant Census Houses | Census Houses put to other uses | Total of Columns 4, 5 & 6 | Total Households including Institutional Households | Institutional Households | Males | Females | Total |
| Page No. of Houselist | Wholly Residential | Partly residential | Total | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| TOTAL | | | | | | | | | | | |

Checked and found correct.

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

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

APPENDIX XXXIV

FOR OFFICIAL USE ONLY

# CENSUS OF INDIA 1971 (DELHI)

EXTENTS OF CHARGES, CIRCLES AND

BLOCKS WITH LOCATION CODE NUMBERS.

**Issued By**

THE DIRECTOR OF CENSUS OPERATIONS, DELHI

APPENDIX XXXV

ENUMERATION

## FORMS DEVISED AND PRINTED BY THE D. C.O. DELHI, FOR PURPOSE OF ENUMERATION, 1971

| Sl. No. | Description of the Form | No. of Forms printed |
|---|---|---|
| 1. | Appointment letters For Enumerators (English) | 10,000 |
| 2. | Appointment letter for Supervisors (English) | 2,000 |
| 3. | Receipt | 10,000 |
| 4. | Indentity cards for Supervisors (in Blue) | 2,000 |
| 5. | Indentity Cards for Enumerators (in Black ink) | 8,000 |
| 6. | Specimen of Notional Map | 10,000 |
| 7. | Record of Training, Supervisors/Enumerators | 2,000 |
| 8. | Census Enumeration Training Programme. | 2,000 |
| 9. | Charge Register | 6,000 |
| 10. | Personnel-cum-Acquittance Register | 4,000 |
| 11. | Blank Papers : For preparing Notional Map of Enumerator's Block. | 20,000 |
| 12. | Abridged (Important Instructions to Enumerators for Filling up the Individual Slip) English | 3,000 |
| 13. | Abridged ( -do- ) Hindi | 7,500 |
| 14. | Abbreviated Instructions for filling up the Individual Slip-English | 3,000 |
| 15. | -do- Hindi | 7,500 |
| 16. | Provisional Population Totals (Males) Supp. A. | 4,000 |
| 17. | Provisional Population Totals (Females) Supp. B. (in blue ink) | 4,000 |
| 18. | Post Enumeration Check Form (PEC/II.I) | 8,000 |

APPENDIX XXXVI

*Telegraphic Address* : DELCENSUS

*Telephone* : 229579
220434

DIRECTORATE OF CENSUS OPERATIONS
Grand Hotel, 2-Under Hill Road, Delhi-6.

*Appointment Order No*.....

CENSUS OF INDIA 1971
LETTER OF APPOINTMENT OF ENUMERATORS
Indian Census Act (XXXVII of 1948), Section 4 (3) & (4)

.....

.....

.....

You have been appointed Enumerator of Block No.....of Circle No.....
of Charge No.....in Census Tract No.....
*extent of which is indicated herewith.*

2. Under Section 5 of the Indian Census 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 reproduced on page 109.

CENSUS OFFICER,
UNION TERRITORY OF DELHI.

Date.....

INSTRUCTIONS

Shri.....is the Supervisor of your Block and Shri.....is the Charge Superintendent. You should see them without delay and take their instructions. Throughout the period of training and enumeration you should carry out the instructions of your Supervisor and higher Census authorities. You are charged with the responsibility of numbering all houses and households in your block and completing all aspects of enumeration, commencing on 10th Feb., 1971 and ending on 28th Feb., 1971 with a revisional round from 1st to 3rd March, 1971.

**ACKNOWLEDGMENT**

Received the Appointment Order No————————dated————————
as an Enumerator of Block No.————of Circle No.————of Charge No———— ————
in Census Tract No————————and also the following material :

(1) Identity Badge
(2) Instructions to Enumerators for filling up the Individual Slip
(3) Notified List of Scheduled Castes
(4) Individual Slips (practice)
(5) Enumerator's Daily Posting Statement for Male & Female (practice)
(6) Population Record (practice)
(7) Degree Holders and Technical Personnel Card
(8) Specimen of Notional Map
(9) Abbreviated Instructions for filling up the Individual Slip.
(10) ————————

Signature————————
Name & Address in full ————————
————————
Date ———— ————

APPENDIX XXXVII

*Telegraphic Address* : DELCENSUS

*Telephone* : 229579
220434

DIRECTORATE OF CENSUS OPERATIONS

Grand Hotel, 2-Under Hill Road, Delhi-6.

*Appointment Order No*.....

CENSUS OF INDIA 1971

LETTER OF APPOINTMENT OF SUPERVISORS

Indian Census Act (XXXVII of 1948), Section 4 (3) & (4)

.....

.....

.....

In exercise of the powers conferred upon me by sub-section 4 of section 4 and section 7 of the Indian Census Act, 1948, I hereby appoint you as Supervisor of Circle No.....of Charge No..... in census Tract No.....

Your first duty will be to assist your Charge Superintendent and Census Officer in the taking of census in all its aspects. You will be required to supervise the enumerators in your circle and to check their work. You will have special functions to perform during the census period and you will be guided by the instructions received from your Charge Superintendent and Census Officer.

Under Section 5 of the Indian Census Act 1948, you are deemed, by virtue of this appointment, a public servant within the meaning of the Indian Penal Code. Your attention is also drawn to section 11 of the Act which is reproduced on page 109.

Date.....

CENSUS OFFICER,
UNION TERRITORY OF DELHI.

NOTE :— Extent of your Circle is indicated herewith alongwith the particulars of the enumerators appointed in your circle.

Shri.....is your Charge Superintendent and
Shri.....is your Census Officer.

**ACKNOWLEDGMENT**

Received the Appointment Order No,..... dated..... as a Supervisor of Circle No.....of Charge No.....in Census Tract No..... and also the following meterial :-

(1) Identity Badge
(2) Instructions to Enumerators for filling up the Individual Slip.
(3) Notified List of Scheduled Castes
(4) Individual Slips (practice)
(5) Enumerator's Daily Posting Statement for Male and Female (practice)
(6) Population Record (practie)
(7) Degree Holders and Technical Personnel Card
(8) Specimen of Notional map
(9) Abbreviated Instructions for filling up the Individual Slip
(10) ————————

Signature ————————————
Name & Address in full————————————
————————————
Date————————————.

————

APPENDIX XXXVIII

**RECEIPT**

## DIRECTORATE OF CENSUS OPERATIONS : DELHI

Census Tract No..... ..... Charge No .....

Circle No... ..... Block No.....

Received the following :

| Sl. No. | Item | PADS OF 100 SLIPS | PADS OF 50 SLIPS | PADS OF 25 SLIPS |
|---|---|---|---|---|
| 1 | Individual Slip Pad | | | |
| 2 | Population Record | | | |
| 3 | Enumerator's Posting Statement (in numbers) | For Male | For Female | Total |
| 4 | Enumerator's Abstract Form | | | |
| 5 | Degree Holders and Technical Personnel Card | | | |
| 6 | Blank Sheets for Preparing Notional Map of the Block | | | |
| 7 | Abridged Houselist | | | |
| 8 | ..... | | | |

Signature of Enumerator with date & address.....

.....

.....

**Forwarded to the Director of Census Operations : Delhi**

Signature of Charge Superintendent .....

Date..... .....

APPENDIX XXXIX



**CENSUS OF INDIA 1971**

Name.....Supervisor

**Valid upto**
**3rd March, 1971**

Sd/- (S.R. Gandotra)
*Director of Census Operations*
*Delhi*

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APPENDIX XL



**CENSUS OF INDIA 1971**

Name.....Enumerator

**Valid upto**
**3rd March, 1971**

Sd/- (S.R. Gandotra)
*Director of Census Operations*
*Delhi*

---

CENSUS OF INDIA 1971

**NOTIONAL MAP FOR ENUMERATOR'S BLOCK**

Distt.....DELHI.....Code No.....1.....

Town.....D.M.C. (Urban).....Code No...III.....

Tehsil.....Code No.....

Charge No.....41.....Block No.....2866

Total No. of Houses in the Block.....119.....

**REFERENCES :**

Block Boundary .. .. .. ..

Pucca House (With No.) .. .. ..

Kucha House (With No.) .. .. ..

Pucca Road .. .. .. .. ..

Kucha Road .. .. .. .. ..

Common Way .. .. .. ..

Railway Line (i) Broad Gauge .. ..

(ii) Metre Gauge .. ..

River .. .. .. .. .. ..

Canal .. .. .. .. .. ..

Pond .. .. .. .. .. ...

Well/Water Tap .. .. .. ...

Temple, Mosque & Church etc. .. ..

School, Dispensary, Panchayat Ghar, Post Office etc. .. .. .. .. ..

NOTE :

(1) Please write the Names of prominent Roads, Streets and Mohalla etc. in the Block, also indicate the Names of Institutions like Temples, Schools, Dispensaries, Panchayat Ghars and Post Offices etc.

(2) Please indicate by an arrow the direction in which the Numbering has been done in the Block.

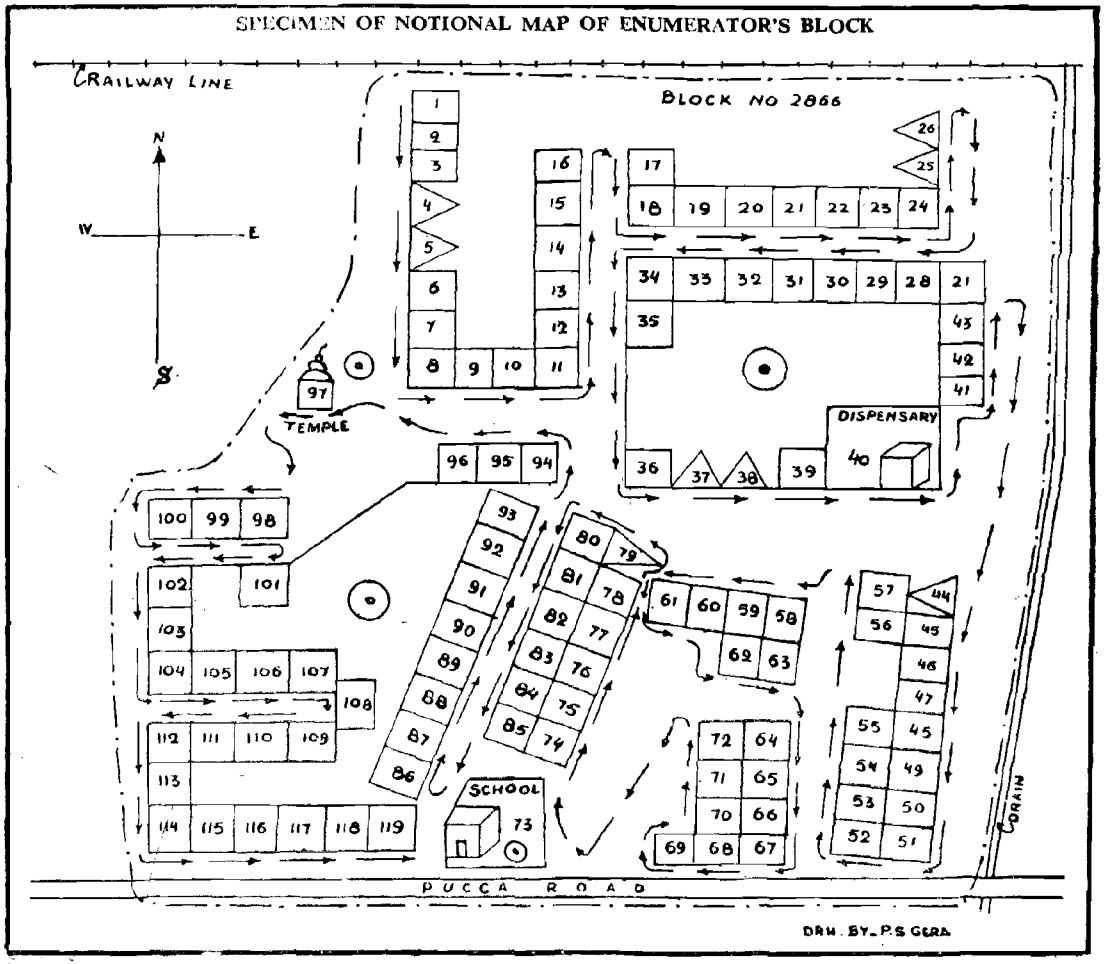
NAME OF ENUMERATOR_____

SIGNATURE _____

SIGNATURE OF SUPERVISOR_____

MGIPRRND—S2—6DCO/70—24-12-70—10,000

SPECIMEN OF NOTIONAL MAP OF ENUMERATOR'S BLOCK



# APPENDIX XLII

## CENSUS OF INDIA 1971

## RECORD OF TRAINING OF SUPERVISORS/ENUMERATORS

Name of the District and Code No. DELHI (i) Name of the Tehsil and Code No.....

No. of Census Tract.....No. of the Charge.....Name of the Charge Superintendent.....

| Sl. No. of Supervisor/Enumerator (as per the charge lists of Supervisor's circles & Enumerator's Block.) | Name and Address of the Supervisor/Enumerator | Has the Supervisor/Enumerator been supplied with the following & acknowledgment obtained (i) Appointment order (ii) Instructions for filling census Schedules (iii) Practice Enumeration schedules (iv) Abridged House-list. | Training Classes attended | | | |
|---|---|---|---|---|---|---|
| | | | First Date | Second Date | Third Date | Fourth Date |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Section I Supervisors | | | | | | |
| Section II Enumerators | | | | | | |

| Practice Enumeration | | | Quality of Supervisor's/ Enumerator's work :- good average, poor. (To be filled in by the Charge Superintendent himself) |
|---|---|---|---|
| Has the Enumerator been given a list of Households for practice Enumeration ? | No. of population Records filled | No. of Individual Slips filled | |
| 8 | 9 | 10 | 11 |
| Section I Supervisors | | | |
| Section II Enumerators | | | |

Signature of Charge Superintendent.....

Date.....

APPENDIX XLIII

## CENSUS OF INDIA 1971

### ENUMERATION TRAINING PROGRAMME OF ENUMERATORS AND SUPERVISORS.

Name of Census Officer.....

and Designation.....

Name of the Charge Superintendent

and Designation.....

Charge No.....

| Sl. No. | Venue of Training Centre. | Name and Designation of the officer who will conduct the training class | Date and time | Circle Nos. and Enumerator Block Nos. of those Supervisors and Enumerators who will attend the training classes. | | |
|---|---|---|---|---|---|---|
| | | | | Enumerators | Supervisors | Total |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Note :—One copy of this form duly filled may be forwarded to the Director of Census Operations, Delhi.

Signature of Charge Superintendent.....

Date.....

APPENDIX XLIV

## CENSUS OF INDIA 1971

ENUMERATION

Charge Register for Charge No. .....Rural/Urban

Census Tract No.....

| No. of Supervisor's Circles | Name, designation and address of the Supervisors | Sl. No. of Enumerator's Block | Name, designation and address of the Enumerator | No. of census household as per houselist | Population of Block as Per houselist | Total Population of Block as per Census 1971 | Remarks |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

---

APPENDIX XLV

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, DELHI

## PERSONNEL-CUM-ACQUITTANCE REGISTER

Charge No..... Name & Address of Charge Superintendent.....

| Sl. No. | Name of Enumerator/ Supervisor | Designation and Department | Circle/Block Nos. allotted | Amount of Honorarium (in Rs.) | Signature with date |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |

# CENSUS OF INDIA 1971

**Notional Map of Enumerator's Block**

Distt. DELHI Code No. 1

Town _____ Code No. _____

Tehsil _____ Code No. _____

Charge No. _____ Block No. _____

Total No. of Houses in the Block _____

REFERENCES :

- Block Boundary ... ...
- Pucca House (with No.) ...
- Kucha House (with No.) ...
- Pucca Road .... ... ...
- Kucha Road ... ... ...
- Common Way ... ... ...
- Railway Line (i) Broad Gauge
  (ii) Meter Gauge
- River ... ... ... ...
- Canal ... ... ... ...
- Pond ... ... ... ...
- Well/Water Tap ... ...
- Temple, Mosque & Church etc.
- School, Dispensary, Panchayat Ghar, Post Office, etc. ...

NOTE :

(1) **Please write the names of prominent roads, streets and Mohalla etc., in the Block. Also indicate the names of Institutions like Temples, Schools, Dispensaries, Panchayat Ghars and Post Offices etc.**

(2) **Please indicate by an arrow the direction in which the numbering has been done in the Block.**

NAME OF ENUMERATOR _____

SIGNATURE _____

SIGNATURE OF SUPERVISOR _____

MORELAND—III—12 DCO/70—25-12-MPS—70,000

## APPENDIX XLVII

## CENSUS OF INDIA 1971

Abbreviations to be used in recording the answers to some questions in Individual Slip are explained as under ;

**Question 3 : Sex**

'M' : Males.
'F' : Females.

**Question 5 : Marital Status**

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

**Question 7 : Birth Place**

**7 (a)**

'PL' : For a person born in the village or town of enumeration. For others write actual name of place.

**7 (b)**

'X' : If recorded 'PL' in 7 (a) or
'R' : For a person born in a village i.e., Rural.
'U' : For a person born in a town i.e. Urban.
'X' : If born outside India.

**7 (c)**

'X' : If recorded 'PL' in 7 (a) or
'D' : For a person born outside the village or town of enumeration but within Delhi District. For others write actual name of District.
'X' : If born outside India.

**Question 8 : Last Residence**

Same abbreviations are used in this question as have been used in question No. 7 above.

**Question 10 : Religion**

'H' : Hinduism.
'I' : Islam.
'C' : Christianity.
'S' : Sikhism.
'B' : Budhism.
'J' : Jainism.

**Question 12 : Literacy (L or O)**

'L' : Literate.
'O' : Illiterate.

**Question 16 : Main Activity**

**16 (a) (i)**

'C' : Cultivator.
'AL' : Agricultural Labourer.
'HHI' : Household Industry.
'OW' : Other Workers.

**16 (a) (ii)**

'H' : Household Duties.
'ST' : Student.
'R' : Retired Person or a Rentier.
'D' : Dependent.
'B' : Beggars etc.
'I' : Institutions.
'O' : Other Non-workers.

**Class of Workers**

**16 (f)**

'ER' : Employer.
'EE' : Employee.
'SW' : Single Worker.
'FW' : Family Worker

**Question 17 : Secondary Work**

Abbreviations are the same as used in Question No. 16 above.

Issued by the Director of Census Operations, Delhi.

# APPENDIX XLVIII

## 1971 CENSUS PROVISIONAL POPULATION TOTALS—SUPPLEMENT A

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

Name of Charge Superintendent..... Name of Tehsil/Town.....Code No.....

**MALES**

| Code No. and Name of Village or town | Enumerator's Block No. | Sex | Population | S.C. | S.T. | Literate | Illiterate |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

| MAIN ACTIVITY | | | | | | |
|---|---|---|---|---|---|---|
| Cultivator | Agricultural Labourer | Household Industry | Other workers | Non-workers | Houseless population | Institutional population |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |

Signature of Charge Superintendent .....

Date .....

## APPENDIX XLIX

### 1971 CENSUS PROVISIONAL POPULATION TOTALS—SUPPLEMENT B

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

Name of Charge Superintendent ..... Name of Tehsil/Town ..... Code No. .....

**FEMALES**

| Code No. and Name of Village or town | Enumerator's Block No | Sex | Population | S. C. | S. T. | Literate | Illiterate |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |

| MAIN ACTIVITY | | | | | | |
|---|---|---|---|---|---|---|
| Cultivator | Agricultural Labourer | Household Industry | Other workers | Non-workers | Houseless population | Institutional population |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | | | | | | |

Signature of Charge Superintendent .....

Date .....

FORM PEC/II.1

Page No.....

# POST ENUMERATION CHECK — CENSUS OF INDIA 1971

Coverage Error — Type II (Due to Missed/Duplicated Persons)

**Section A : Identification Particulars**

| LOCATION | Name and/or Number | Code |
|---|---|---|
| District | | |
| Tehsil | | |
| Village/Town | | |
| Ward/Mohalla | | |

**Section A (Contd.)**

| Location | Name and/or Number | Code |
|---|---|---|
| Block | | |
| House number | | |
| Household number | | |
| Name of head of household | | |
| Was he the head at the time of census ? | Yes / No | |
| If 'No' above relation to former head | | |

## Section B. 1. Listing of Members of Household

| ENUMERATOR a/ | | | | | | | INVESTIGATOR | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Desk Match | | | Field Reconciliation | | | | | | |
| Serial No. | NAME | Residence status as of survey day NR, V | Relationship to Head (code) | Sex | Age | Marital status (code) | Match in Census population record Yes-1 No-2 Doubtful-3 (see foot note b/ and go to col. 9) | Related Sl. No. in section B. 3 for Code 3 col 8 | In respect of Codes 1, 2, 3 of col. 8 (a) code 1: No further reconciliation needed (b) code 2: Go to col. 11 (c) code 3: Probe as in instruction and enter result in col. 10 | Match-1 (stop here) No match-2(go to col. 11) | Whether present here on any day during the census enumeration period Yes-1 No-2 | Detailed residence Status as of census enumeration period (code) | Eligibility status as of the Household (code) | Enumeration status as of census (code) | No. omission-1 Omission-2 Probable omission-3 (fill in sec B.4) | Reason for omission [for codes 2, 3] of col 15 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
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a/ after completing section B. 1 ask informant for all persons who were normal residents or visitors in the household on any day during census enumeration period and enter their particulars in Section B. 2.

b/ Enter in cols. 1-6, sections B. 3, particulars of concerned persons as given in the Census Population Record and give Sl. Nos. of concerned entries in col. 9 of this Section and col 8 of section B. 3

## APPENDIX LI

### COPY OF D. O. NO. 2/116/66-RG DATED 7TH MAY, 1966 FROM SHRI A. CHANDRA SEKHAR, OFFICER ON SPECIAL DUTY, OFFICE OF THE REGISTRAR GENERAL, INDIA, 2/A MANSINGH ROAD, NEW DELHI-11 TO SHRI BALDEV RAJ, SUPERINTENDENT OF CENSUS OPERATIONS, DELHI.

The tasks connected with the 1961 Census so far as they relate to tabulation and publication of Census data are concerned have been completed in most of the States except for the printing of some volumes which are in different stages in the press it is now time for you to earmark the personnel sanctioned for the year 1966-67 on special jobs and allied studies in which case some concentrated effort is neccssary. Among other things, you should allocate personnel for mapping work as suggested in this office circular No. 3/70/62-R.G dated 26th February, 1965 viz. Investigator/Geographer, Computor, Draftsman/ Artist and Hand Press operator. If at any particular time they do not have sufficint mapping work they can certainly be used for other items of work as well. But it will be of advantage to definitely earmark some personnel for mapping work so that they can be fully trained and be called upon to undertake mapping work during the intercensal period. We may find it necessary to prepare good city maps as also to bring the location code maps of Tehsils etc. upto date. The preparation of good village lay-out maps for a few typical villages is also likely to be taken up.

Other items of work which may be attended to and for which personnel-allocation may be desirable are

(i) Collection, verification and certification of area figures;

(ii) Updating of administrative statistics required for the 1971 Census D. C. H.

(iii) Permanent House-numbering and

(iv) Linguistic tabulations for each indvidual town.

(v) Vital Statistics

It is proposed to create a well-qualified vital Statistics cell in each State Census Office to carry out Sample checks and also attend to any other research schemes. In some States the Sample Registration Scheme of Vital statistics is already entrusted to the Census Organisation.

As you are, no doubt aware, it took us a long time for the collection of area figures for the 1961 Census and still for many places these were not considered satisfactory. Besides, survey operations are continuing and areas are being added to the existing towns to extend their limits resulting in the increment of their 1961 areas. Hence, the need for collecting area figures for the preparation of the next Census.

The administrative statistics that have been presented in the 1961 District Census Handbooks took long time for their collection. If they are updated from time to time, it would be very useful for expeditious compilation of the 1971 District Census Handbooks. It will therefore be necessary to set the ball rolling even now and bring the administrative statistics upto-date on year by year. Village-wise data on the facilities available which were reported in the Village Directory of the D. C. H. can also be collected.

Although efforts were made at the 1961 Census to enforce permanent system of housenumbering it seems that many local bodies have not adopted that system on a permanent basis. This office has prepared a Manual of housenumbering and instructions in this behalf will be issued very shortly.

For opening schools particularly in towns, in languages other than the state language, the mother tongue data is needed for the speakers of 15% or more of the total population speaking mothertongues other than the State language. Since the staff that is available at your disposal during the the current year is just a skeleton, this work may first be started with separating the town wise slips from the bundles of non-city-district urban and then mother-tongue sorting taken up for each of the towns as and when feasible.

Out of the items listed up above the last one has the lowest priority and can be done if some persons can be set aside for that job.

I should be grateful to know the action taken by you on the above items, particularly on the allocation of personnel for mapping work.

APPENDIX LII

DELHI ADMINISTRATION : DELHI

(L.S.G. Deptt. Vikas Bhawan : New Delhi)

**NOTIFICATION**

Dated the 5th January, 1970

No. F. 2(272)/69-LSG (i) :—In exercise of the powers conferred by sub-section (2) of section 4 of the Census Act, 1948 (37 of 1948), the Lt. Governor, Delhi, is pleased to appoint the undermentioned officers to be the Census Officers and Additional Census Officers for the areas specified against each one of them:—

| | | |
|---|---|---|
| 1. | Sub-Divisional Magistrate, Parliament Street, New Delhi. | New Delhi Municipal Committee area. |
| 2. | The Executive Officers, Delhi Cantonment Board Area, Delhi Cantt. Board. | Delhi Cantonment Board Area. |
| 3. | Sub-Divisional Magistrate, Shahdara. | Urban area on the East of Jamuna river. |
| 4. | Sub-Divisional Magistrate, Kotwali. | **Walled City** :—(Area bounded on the East by Jamuna river-North-City Wall from behind Kashmere Gate upto Phoota Gate and then along Hamilton road upto over bridge at Tis Hazari, West-railway line from Tis Hazari Bridge upto Ajmeri Gate, South-City Wall from Ajmeri Gate to Delhi Gate then along Jawahar Lal Nehru Marg upto river Jamuna). |
| 5. | Sub-Divisional Magistrate, Sadar Bazar. | **Sadar Bazar**:— (From over bridge at Tis Hazari along Railway Line upto Idgah Road, then along Idgah Road upto its junction with Faiz Road (near Chamelian Road); then along Faiz Road upto its junction with New Rohtak Road then along New Rohtak Road upto its junction with Double Phatak Road, then along Double Phatak Road upto Railway line at Kishan Ganj, then along Railway line upto over Bridge at Old Rohtak Road near Azad Market, then along Azad Market Road upto over bridge at Tis Hazari). |
| 6. | Sub-Divisional Magistrate, Kamla Market. | **Pahar Ganj & Minto Road Area** :—(Area bounded by Idgah Road with its junction from Railway line at Qutab Road upto its junction with Rani Jhansi Road (near Chamelian Road); then along Rani Jhansi Road upto its junction with Pachkuian Road, then along Pachkuian Road upto its junction with Basant Road, then along Basant Road upto Chelmsford Road, then |

| | | |
|---|---|---|
| | | along N.D.M.C. boundary upto Railway Line at New Delhi Railway Station & then along Railway line upto New Railway Bridge at Jamuna, then along Jamuna upto the Northern boundary of Raj Ghat Power Station, then along Jawahar Lal Nehru Marg upto Delhi Gate, then along City Wall behind Asaf Ali Road upto Railway Line at New Delhi Railway Station, then along Railway line upto its junction with Idgah Road). |
| 7. | Sub-Divisional Magistrate, Patel Nagar. | **Karol Bagh-Patel Nagar** :—(From the junction of Faiz Road and Rani Jhansi Road along Rani Jhansi Road upto its junction with (Dr. Ambedkar Road), then along Dr. Ambedkar Road upto its junction with Pusa Road, then along Pusa Road upto Patel Marg then along the fencing of Pusa Institute, (excluding Pusa Institute) upto Diversion Road near Shadipur depot, then along Diversion Road upto Railway line, then along Railway line upto its crossing with Patel Road, then along Patel Road upto its junction with Najafgarh Road and then along Najafgarh Road upto its junction with Nala in the East of Moti Nagar and then along this Nala upto its junction with Najafgarh Drain and then along Najafgarh Drain upto Western Jamuna Canal then along with Western Jamuna Canal upto its junction with Azad Nagar Marg near Andha Mughal, then along Old Rohtak Road upto over bridge near Azad Market, then along Railway line upto Double Phatak Road at Kishan Ganj, then along Double Phatak Road upto its junction with New Rohtak Road, then along New Rohtak Road upto its junction with Faiz Road, then along Faiz Road upto its junction with Rani Jhansi Road). |
| 8. | Sub-Divisional Magistrate, Civil Lines. | **Civil Lines & Part of Subzi Mandi** :—(From river Jamuna along City Wall, behind Kashmere Gate upto Phoota Gate at Hamilton Road, then along Hamilton Road upto Tis Hazari bridge, from Tis Hazari Bridge to Azad Market Road, then along Azad Market upto its junction with Rani Jhansi Road, then along Rani Jhansi Road, then along Rani Jhansi Road upto its junction with Grand Trunk Road, along Grand Trunk Road upto its junction with Bundh near Adarsh Nagar beyond Azadpur, then along Bundh upto river Jamuna near Wazirabad Water Works, then along Jamuna upto the starting point). |
| 9. | Sub-Divisional Magistrate. Kingsway Camp. | **Part of Subzi Mandi and Narela** :—(From the junction of Rani Jhansi Road and G. T. Road at Subzi-Mandi along Rani Jhansi Road upto its junction with Old Rohtak Road upto Western Jamuna Canal via Azad Nagar Marg, then along Western Jamuna Canal upto its junction with Najafgarh Drain, then along Najafgarh Drain upto its junction with Rohtak Road. then olong Rohtak Road upto Western boundary of New Multan Nagar, then along this boundary covering urbanised villages Salimpur Mazra Madipur, Shakurpur, Bharola, Peepal Thala upto G. T. Road, then along G. T. Road upto the starting point. It also includes Narela, Mamurpur). |
| 10. | Sub-Divisional Magistrate, Lajpat Nagar. | **South Delhi-Part I** :—(From new Railway bridge at Jamuna river near C. Power Station Road along Railway line upto Tilak Bridge, then along Mathura Road (N. D. M. C. boundary) upto its junction with Lodhi Road |

near Nizamudin Police Station then along Lodhi Road upto the first Road leading to Lodhi Colony, then along this road upto its junction with Ring Railway, then towards West along the Railway line upto its junction with Mehrauli Road (Qutab Road), then along Mehrauli Road towards South upto its junction with Kushak Nala, then towards East along Kushak Nala upto its junction with Nala running between Kidwai Nagar and New Delhi South Extension Part I, then along this Nala towards South upto its junction with Ring Road, then along Ring Road towards East upto its junction with River Jamuna near Maharani Bagh, then along River Jamuna upto new Railway bridge near C. Power Station).

11. Sub-Divisional Magistrate, Chanakaya Puri.

**South Delhi-Part II** :— (From the junction of Ring Road with River Jamuna near Maharani Bagh along Ring road upto its junction with Nala running between All India Institute of Medical Sciences and New Delhi South Extension Part II, then on the N. D. M. C. boundry along the outer Wall of All India Institute of Medical Sciences upto its junction with Mehrauli Road at Yusuf Sarai, then along Mehrauli Road upto its junction with Badarpur Qutab Road near Qutab Minar then along Badarpur Qutab Road covering urbanised villages Hauz Rani, Khampur, Madan Gir, Tughlakabad, Badarpur, Tekhand, Jasola and Madanpur Khadar upto the river Jamuna then along river Jamuna upto the starting point).

12. Sub-Divisional Magistrate, Delhi Cantt.

**South Delhi Part-III** :—(From the junction of N.D.M.C. boundary with Mehrauli Road at Yusuf Sarai along with the outer boundary of Safdarjung Hospital Quarters, then along N.D.M.C. boundary upto Nala running between Nauroji Nagar and Safadarjung Enclave, then along this Nala upto its junction with Ring Road at 'M' Avenue, then along Ring Road upto its junction with Delhi Cantonment Boundary near Dhaula Kuan, then along Delhi Cantonment boundary upto its junction with the boundary of Basant Nagar, then covering Urbanised villages, Basant Nagar, Munirka, Ber-Sarai, Katwaria Sarai, Kishan Garh, Mehrauli, Ladha Sarai upto Mehrauli Road, then along Mehrauli Road upto the starting point of Yusuf Sarai).

13. Sub-Divisional Magistrate, Patel Nagar.

**West Delhi-Part-I** :—(Starting from the junction of Pusa Road and upper Ridge Road along Upper Ridge Road upto Delhi Cantt. Boundary, then along Delhi Cantonment boundary covering Dasgarha, Todapur, Pusa Institute, Inderpuri, Naraina upto Ring Road, then along Ring Road upto Rewari Railway line, then along Railway line upto its junction with Pankha Road, then along Pankha Road upto its junction with the boundary of village Hastsal, then along the Western boundary of Hastsal (covering a part of Uttam Nagar) upto its junction with Najafgarh Road, then along Najafgarh Road upto its junction with Patel Road, then along Patel Road upto Railway line, then along Railway line upto diversion Road near Pandav Nagar, then along Diversion 'R' and upto its junction with Pusa fencing behind South Patel Nagar through imaginary line, then along Pusa fencing upto its junction with Pusa Road then along Pusa Road upto the starting point).

| | | |
|---|---|---|
| 14. | Sub-Divisional Magistrate, Punjabi Bagh. | **West Delhi Part-II** :—(Starting from the junction of Rohtak Road and Najafgarh Drain along Rohtak Road upto village Jawala Heri, then along with the Urban boundary covering Khayala, Keshopur and Budhela and upto Najafgarh Road then along Najafgarh Road upto Nala in the East of Moti Nagar, then along Nala upto Najafgarh Drain, then along Najafgarh Drain upto its junction with Rohtak Road. It also includes villages Haibatpur, Masoodabad and Najafgarh. |
| 15. | Revenue Assistant, Delhi. | Rural Areas of the Union Territory of Delhi :— |

By order :
**Sd/- D. S. MISRA**
Secretary (Local Self Govt.)
Delhi Administration : Delhi

No. F. 2(272)/69-LSG (i) Dated the 5th January, 1970

Copy for information to :—

1. Deputy Commissioner, Delhi.
2. Director of Census Operations, Delhi (100 copies).
3. All the Officers, concerned.
4. Public Relation Department for publication in Delhi Gazette.

**Sd/- D. S. MISRA**
Secretary (Local Self Govt.)
Delhi Administration : Delhi

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APPENDIX LIII

DELHI ADMINISTRATION : DELHI

**NOTIFICATION**

Dated the 5th January, 1970

No. F. 2(272)/69-LSG (iii) :— In pursuance of the provisions of sub-section (3) of section 4 of the Census Act, 1948 (37 of 1948), the Lt. Governor, Delhi is pleased to authorise the Census Officers appointed by this notification No. F. 2(272)/69-LSG (i) dated **5th January, 1970** to sign declaration of appointment in respect of Charge Superintendents, Supervisors and Enumerators within their respective areas.

By order :

**Sd/- D. S. MISRA**
Secretary (Local Self Govt.)
Delhi Administration : Delhi

No. F. 2(272)/69-LSG

Dated the 5th January, 1970

Copy to :—

1. The Director of Census Operations, Delhi for information.
2. Public Relation Department (in duplicate) for publication in Delhi Gazette.

**Sd/- D. S. MISRA**
Secretary (Local Self Govt.)
Delhi Administration : Delhi

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## APPENDIX LIV

## DELHI ADMINISTRATION : DELHI

## NOTIFICATION

Dated the 31st January, 1970

No.F. 2(272)/69-LSG :-In pursuance of the provisions of sub-section (3) of section 4 of the Census Act, 1948 (37 of 1948) the Lt. Governor, Delhi is pleased to authorise the officers appointed by notification No. F. 2(272)/69-LSG (ii) dated the 5th January, 1970 to sign declaration of appointment in respect of Charge superintendents, Supervisors and Enumerators within the whole Union Territory of Delhi

By order :

**Sd/- D.S. MISRA**
Secretary (Local Self Govt.)
Delhi Administration : Delhi

No.F. 2(272/69-LSG

Dated the 31st January, 1970

Copy forwarded to :-

1. The Director of Census Operation, Delhi for information (with 10 spare copies).
2. Additional District Magistrate (Headquarters) for information.
3. Public Relation Department (in duplicate) for publication in Delhi Gazette.

**Sd/- D.S. MISRA**
Secretary (Local Self Govt.)
Delhi Administration : Delhi

APPENDIX LV

DELHI ADMINISTRATION : DELHI

(LOCAL SELF GOVT. DEPARTMENT)

**NOTIFICATION**

Dated the 28th April, 1970

No.F. 2(272)/69-LSG :- In exercise of the powers conferred by sub-section (2) of section 4 of the Census Act, 1948 (37 of 1948) the Lt. Governor, Delhi is pleased to appoint the under-mentioned officers to be the Census Officers for the area specified against each one of them :-

| | |
|---|---|
| 1. Education officer, Delhi Municipal Corporation, Delhi. | Urban areas under the jurisdiction of Delhi Municipal Corporation. |
| 2. Shri R. D. Kalra, Asstt. Secretary, New Delhi Municipal Committee, New Delhi. | Areas under the jurisdiction of New Delhi Municipal Committee. |
| 3. Divisional Engineer (Estates), Northern Railways, New Delhi. | All Railway areas in the Union Territory of Delhi |

By order:

**Sd/- D.S. MISRA**
Secretary (Local Self Govt.)
Delhi Administration : Delhi

No.F.2(272)/69 LSG

Dated the 28th April, 1970

Copy to :-

1 The Director of Census Operations, Delhi for information (with 10 spare copies).

2. All the Officers concerned.

3. Public Relation Department (in duplicate) for Publication in Delhi Gazette.

**Sd/- D. S. MISRA**
Secretary (Local Self Govt.,
Delhi Administration : Delhi

APPENDIX LVI

(TO BE PUBLISHED IN PART III OF DELHI GAZETTE)

DELHI ADMINISTRATION

**NOTIFICATION**

Dated the 19th May, 1970

No. F. 2(95)/70-LSG :- In pursuance of the provisions of sub-section (I) of section 8 of the Census Act, 1948, (37 of 1948), the Lt. Governor, Delhi is pleased to publish in Annexures I, II and III, the questions which the Census Officers are directed to ask of all persons within the limits of their respective jurisdiction in the Union territory of Delhi, in connection with the Census Operations like houselisting, establishment schedules and actual enumeration operations respectively to be conducted during the years 1970 and 1971.

By order:

**Sd/- D.S. MISRA**
Secretary (LSG)
Delhi Administration : Delhi

No. F. 2(95)/70-LSG. Dated the 19th May, 1970

1. Copy forwarded (in duplicate) to the Directorate of Public Relations, Delhi Administration, Delhi, with the request that the notification may be published in the Delhi Administration Gazette.

2. Shri S. R. Gandotra, Director of Census Operations, Delhi, "Grand Hotel", 2-Under Hill Road, Delhi-6, (10 copies)

**Sd/- D.S. MISRA**
Secretary (LSG)
Delhi Administration : Delhi

———

ANNEXURE I

## QUESTIONNAIRE TO BE ASKED AT THE TIME OF HOUSELISTING

Q. 1. Building No. (Municipal or Local Authority or Census No.)

Q. 2. Census House No.

Predominant construction material of Census House.

Q. 3. Material of Wall.

Q. 4. Material of Roof.

Q. 5. 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.

Q. 6. It is 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.

If used wholly or partly as a residence.

Q. 7. Household No.

Q. 8. Name of the Head of Household.

Q. 9. If Scheduled Caste or Scheduled Tribe, write name of Caste/Tribe.

Q. 10. No. of living Rooms in the occupation of Census Household.

Q. 11. 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.

Q. 12. Males.

Q. 13. Females.

Q. 14. Total.

Q. 15. Does the household own any land ? (Yes or No).

Q. 16. Remarks.

ANNEXURE II

## ESTABLISHMENT SCHEDULE

Q. 1. Census House No.

Q. 2. Name of the Establishment or of the proprietor.

Q. 3. Is the establishment:

(a) Govt./Quasi Govt.

(b) Private.

(c) Co-operative Institution.

Q. 4. Average number of persons working daily last week or in the last working season, including proprietor/and/or family workers.

If any manufacturing, processing, or servicing is done.

Q. 5. Is it:

(a) Household Industry.

(b) Registered Factory

(c) Unregistered Workshop.

Q. 6. Description of the products, processing or servicing done.

Q. 7. Type of fuel or power used.

If used as a trading establishment

Q. 8. Description of goods bought/sold.

Q. 9. Whether (a) Wholesale or (b) Retail.

Q. 10. If used as any other establishment, describe e.g. Govt. Office, School, Hospital, Railway Station, Barber's Saloon, Cinema Theatre, Hotel, Tea Shop etc.

ANNEXURE III

## QUESTIONNAIRE TO BE ASKED AT THE TIME OF ENUMERATION

(Individual Slip)

Q. 1. Name

Q. 2. Relationship to head

Q. 3. Sex

Q. 4. Age

Q. 5. Marital Status

Q. 6. FOR CURRENTLY MARRIED WOMEN ONLY

(a) Age at marriage
(b) Any child born in the last one year

Q. 7. BIRTH PLACE

(a) Place of birth
(b) Rural/Urban
(c) District
(d) State/Country

Q. 8. LAST RESIDENCE

(a) Place of last residence
(b) Rural/Urban
(c) District
(d) State/Country

Q. 9. Duration of Residence at the village or town of enumeration

Q. 10. Religion

Q. 11. Scheduled Castes or Scheduled Tribes

Q. 12. Literacy

Q. 13. Educational Level

Q. 14. Mother Tongue

Q. 15. Other language (s)

Q. 16. MAIN ACTIVITY

(a) Broad Category

(i) Worker
(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

Q. 17. SECONDARY WORK

(a) Broad Category
(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 LVII

(TO BE PUBLISHED IN PART III OF THE DELHI GAZETTE)

DELHI ADMINISTRATION : DELHI

( LOCAL SELF GOVERNMENT DEPTT. )

**NOTIFICATION**

No. F. 2(272)/69-LSG. Dated the 21st August, 1970.

In exercise of the powers conferred by section 12 of the Census Act, 1948 (37 of 1948) the Lt. Governor, Delhi is pleased to authorise the District Magistrate and the additional District Magistrates in the Union Territory of Delhi to sanction prosecution under the said Act.

By order :

Sd/- (Sunder Lal Bhargav)
Secretary (Local Self Govt.)
Delhi Administration : Delhi

No. F. 2(272)/69-LSG Dated the 21st August, 1970.

Copy forwarded (in duplicate) to the Directorate of Public Relations, Delhi Administration, Delhi with the request that the notification may be published in the Delhi Administration Gazette.

2. The District Magistrate and the Additional District Magistrates in the Union Territory of Delhi.

3. Shri S. R. Gandotra, Director of Census Operations Delhi, 2-Under Hill Road, Delhi. (10 copies)

Sd/- (Sunder Lal Bhargav)
Secretary (Local Self Govt.)
Delhi Administration : Delhi

APPENDIX LVIII

(TO BE PUBLISHED IN PART III OF THE DELHI GAZETTE)

DELHI ADMINISTRATION : DELHI

( LOCAL SELF GOVERNMENT DEPARTMENT )

**NOTIFICATION**

No. F. 2(272)/69-LSG (I) : Dated the 27 August, 1970.

In exercise of the powers conferred by sub-section (2) of section 4 of the Census Act, 1948 (37 of 1948) the Lt. Governor, Delhi, is pleased to appoint Shri J. N. Sharma, Assistant Director, Census Operations, Delhi to be the Census Officer for the entire Union Territory of Delhi.

No. F. 2(272)/69-LSG (II) : In pursuance of the provisions of sub-section (3) of section 4 of the Census Act, 1948, the Lt. Governor, Delhi is pleased to authorise Shri J. N. Sharma, Assistant Director of Census Operations, Delhi to sign declaration of appointment in respect of the Supervisors and Enumerators within the whole of the Union Territory of Delhi.

By order:
Sd/- (Sunder Lal Bhargav)
Secretary (Local Self Government)
Delhi Administration : Delhi

No. F. 2(272)/69-LSG Dated the 28th August, 1970.

Copy forwarded to :

1. The Director of Census Operations, Delhi for information. (with 10 spare copies)
2. Shri J. N. Sharma, Assistant Director of Census Operations, Delhi.
3. Publication Department (in duplicate) for publication in Delhi Gazette.

Sd/- (Sunder Lal Bhargav)
Secretary (Local Self Government)
Delhi Administration : Delhi

APPENDIX LIX

(TO BE PUBLISHED IN PART III OF DELHI GAZETTE)

DELHI ADMINISTRATION

**NOTIFICATION**

No. F. 2(272)/69-LSG Dated the 9th November, 1970.

In exercise of the powers conferred by sub-section (4) of section 4 of the Census Act, 1948 (37 of 1948) the Lt. Governor of Delhi is pleased to delegate the power of appointing Census Officers (to work as Charge Superintendents, Circles Supervisors and Enumerators) under sub-section (2) of section 4 to the following Officers in the Union territory of Delhi within their respective jurisdiction :—

(i) The Director of Census Operations, Delhi.

(ii) The Assistant Director of Census Operations, Delhi

(iii) All the Census Officers in Union Territory of Delhi, as notified by the Delhi Administration Notification Nos. F. (2272)/69-LSG (i) and F. 2(272)/69-LSG(ii) dated 5-1-70 and F. 2(272)/69-LSG. dated 28-4-70.

By order :

Sd/- (Sunder Lal Bhargav)
Secretary (Local Self Government)
Delhi Administration: Delhi.

No. 2(272)/69-LSG Dated the 9th November, 1970.

(1) Copy forwarded (in duplicate) to the Directorate of Public Relations, Delhi Administration, Delhi with the request that the Notification may be published in the Delhi Administration Gazette.

(2) Shri S. R. Gandotra, Director of Census Operations, Delhi, Grand Hotel, 2-Under Hill Road, Delhi-6 (with 20 spare copies)

(3) Shri J. N. Sharma, Asstt. Director of Census Operations, Delhi, Grand Hotel, 2-Under Hill Road, Delhi-6.

(4) All the officers concerned.

Sd/- (Sunder Lal Bharagv)
Secretary (Local Self Government)
Delhi Administration Delhi

APPENDIX LX

(TO BE PUBLISHED IN PART III OF DELHI GAZETTE)

DELHI ADMINISTRATION

**NOTIFICATION**

No.F.2(272)/70-LSG Dated the 9th November, 1970.

In exercise of the powers conferred by sub-section (1) of section 6 of the Census Act, 1948 (XXXVII of 1948), the Lt.Governor of Delhi is pleased to appoint the following authorities competent to issue directions under the aforesaid section in the Union Territory of Delhi in connection with the eleventh decennial Census in 1971 :

(i) All the Additional District Magistrates.

(ii) All the Census Officers as notified by the Delhi Administration Notifications Nos. F.2 (272)/69.LSG (i) and F.2 (272)/69-LSG (ii) dated 5.1.70 and F.2 (272)/69-LSG dated 28.4.70.

BY order :

Sd/- Sunder Lal Bhargav
Secretary (Local Self Government)
Delhi Administration : Delhi

No. F. 2(272)/70-LSG Dated the 9th November, 1970.

Copy forwarded to:-

(i) Shri S. R. Gandotra, Director of Census Operations, Delhi, Grand Hotel, 2 Under Hill Road, Delhi-6, (with 20 spare copies).

(ii) The Directorate of Public Relations, Delhi Administration, Delhi (in duplicate) with the request that the notification may be published in the Delhi Administration Gazette.

(iii) All the Additional District Magistrates of Delhi.

Sd/- Sunder Lal Bhargav
Secretary (Local Self Government)
Delhi Administration : Delhi

APPENDIX LXI

*Tele :* 229579
220434

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, GRAND HOTEL,
2-UNDER HILL ROAD, CIVIL LINES, DELHI-6

S. R. GANDOTRA
DIRECTOR

10th July, 1970.

D.O. NO. 1/49/70/-DCO/6019

My dear Singh,

You are already aware of the coming census operations and the unavoidable necessity of employing staff of various establishments under the local administration. Delhi Administration has already issued instructions for sparing of staff for this work. I am enclosing copies of these instructions for ready reference.

2. Yesterday in a meeting of the Registrar General, India, ex-officio Joint Secretary to the Government of India, Ministry of Home Affairs, with the Commissioner of Municipal Corporation, the Commissioner had also indicated that municipal staff would necessarily be employed for this work as in the past.

3. I have received lists of staff with their residential addresses from all departments of Delhi Administration including New Delhi Municipal Committee and Cantonment Board. Your Education Officer has also sent the lists of teachers employed in primary and middle schools. I have not, however, yet received the lists of other employees of Municipal Corporation whom we would like to be put on duty in connection with coming census operations. These operations are time-bound under the Census Act and as you already know, they are carried out on a uniform pattern in all the States of the country. You will kindly appreciate that we have to keep in mind the fact that Delhi being the Nation's capital, whatever is done here should be done thoroughly and according to schedule. The delay that has arisen for whatever reasons for the supply of lists of your entire subordinate staff is obviously up setting our programmes. May I, therefore, request you to very kindly look into this personally and see that the lists in question are sent to me within three days for which we shall be most greateful.

With best regards,

Yours sincerely,
Sd/-
(S.R. GANDOTRA)

Sh. J.N. Singh,
Deputy Commissioner (E)
Municipal Corporation of Delhi
Town Hall
Delhi.

APPENDIX LXII

D.O. No. 10-1/70-DT

K.D. BALLAL
Deputy Registrar General, India

Office of the Registrar General, India,
2/A, Mansingh Road, New Delhi-11

30th May, 1970.

**CENSUS OF INDIA 1971 : CIRCULAR NO 21**

Dear Shri Gandotra,

Subject: Abridged Houselist—Census Frame.

I enclose herewith Census Circular No. 21 regarding preparation of Abridged Houselist-Census Frame which will be discussed at the Census Conference. This may kindly be taken as an agenda note also.

2. I am also enclosing an agenda note on item "Special Table on Migration for the preparation of Life Tables and Vital rates".

3. Letter Nos. 2/1/68-SS dated 15th May, 1970, 3/1/70-SS dated 25th May, 1970 and 2/1/69-SS dated 25th May, 1970 sent to you by Dr. Roy Burman, Deputy Registrar General (Social Studies), may kindly be taken as notes on the relevant agenda items namely, Town and Village Studies, which will be discussed at Courtallam Conference.

4. Census Circular No 19 regarding 'Administration Report on Enumeration' sent to you vide Registrar General's D. O. letter No 9/115/70-CTU(CEN) dated the 28th May, 1970 may also be treated as an agenda note on the above item to be discussed at the Conference.

Yours sincerely,
Sd/-
(K. D. Ballal)

Encls : As reproduced below :

Shri S. R. Gandotra,
Director of Census Operations,
DELHI.

**Census Circular No. 21**

ABRIDGED HOUSELIST-CENSUS FRAME

The success of a Census or a Sample Survey depends on the accuracy of the frame that is used. The Houselist that is being prepared as prelude to the actual 1971 Census provides the source material for building up such a frame. It is accepted that an ideal frame should consist of well defined area/units of uniform size (in terms of population) that are mutually exclusive and exhaust the entire land area of country. In practice, however, though the Census will provide mutually exclusive units which together exhaust the entire country operationally, there is bound to be variation in the population size of the census enumerators' blocks.

**Present Position**

2.1 As ancillary to the Census enumeration, the following materials are expected to be made available.

(i) A notional map for each village/ward with permanent boundaries indicated along with building/house numbers of all the structures therein.

(ii) Demarcation of Houselisting blocks, with permanent boundries as far as possible, with building/house numbers indicated, and the related houselist.

(iii) A notional map for enumerators' blocks (about 750 persons in rural areas and about 600 persons in urban areas) with all plot/building/house numbers indicated. In this case permanent boundary marks may not be possible and hence identification will largely be made in terms of building/house numbers falling in the block.

It is also expected that variations in the norms indicated in (iii) above will occur depending on local conditions in terms of travel time, fixing up as far as possible well defined boundaries for the blocks etc.

2.2 With regard to (ii) & (iii) above, it is possible that in some areas the houselisting blocks have been carved out in such a way that they will be adopted as the population enumerators' blocks as well. An example is Poona City Municipality where the Houselisting blocks are claimed to be generally of a size of 120 to 150 houses and only in rare cases going up to 200 houses.

**The Problem**

3.1 Identification of the enumerators' blocks with the help of the notional maps will not pose any problem at least till the Post Enumeration Check is conducted. As the time lapses, the block will be unidentifiable during the intercensal period.

3.2 Besides, the notional map alone will not be sufficient to exercise day to day check on the performance of the enumerator with regard to coverage. This is so because the notional map will only give building/house numbers. There is no way of checking whether he has covered all the houses and households.

3.3. Since the houselist is a year old at the time of census enumeration, he is likely to come across changes in the houses constituting each block which need to be taken note of for purposes of the Post Enumeration Check and for future purposes. Further since the enumeration blocks are not identifiable as time passes, there should be some mechanism by which one would be able to reconstruct them, at least approximately, for future surveys.

**Suggestion for preparation of Abridged Houselist.**

4.1 It is felt that the difficulties mentioned in the earlier section can be resolved to some extent if an *Abridged Houselist is prepared indicating the building number, Census house number, purpose for which the census house is used, household number,* and name of the head of the household. In addition, there will also be a provision to record therein the total population of the census enumerators block according to the 1971 Census.

4.2 The Abridged Houselist may be prepared either by the existing officials at the time when the enumerator blocks are carved out or by the enumerator soon after his appointment on the eve of enumeration in 1971.

4.3 Two copies of the Abridged Houselist may be prepared. One will be used by the enumerator during enumeration. After completion of the enumeration on 1st March, 1971, *he will obtain the duplicate from the supervisor, record the changes, if any, pin it along with the notional map and hand it over to the supervisor. The supervisor will assemble the bunch for the appropriate Houselisting blocks, put them together along with the* notional map for the Houselisting block, if any, and pass them on to higher authorities. Ultimately, the abridged houselist, the notional map for each enumerator's block and the related notional map for the houselisting block will be put together along with notional map for the corresponding village or ward and submitted to the Director of Census Operations who will arrange to maintain it according to the ascending order of the location codes.

**Arguments regarding the advantages derived from the Abridged Houselist**

5.1 *Check on day to day coverage of houses and households by the enumerator:*

It is recognised that there will be effective supervision of the enumerators' performance by the supervisors. Though the location of every building or census house is presumably marked in the notional map, and however efficient a supervisor may be, there is no actual check on whether all houses/households have been covered by the enumerator unless a check list of houses is provided to the enumerator where he could tick off the houses that he has covered each day. The abridged houselist will provide such a checklist. In fact, a number of States prepared an Abridged Houselist in 1961 Census to aid the enumerator and they propose to adopt the same procedure in 1971 also.

5.2 *Record of changes subsequent to houselisting operations done nearly a year ago:*

The enumerators who, we expect, would do the enumeration work conscientiously are bound to come across (a) new houses that have sprung up since houselisting, (b) houses that have been omitted inadvertently during the houselisting operations (c) some houses which might get duplicated also while carving out enumerator's blocks. In addition, in the houses already recorded in the original Houselist there may be changes in the use to which the house is put or a change of household. Such changes he might record in the notional map. If these are to be taken account of in the Post Enumeration Check and in the frame for intercensal surveys, they should find a place in the basic houselist (Abridged) that will be used for these purposes.

5.3 *Up-to-date frame for the Post Enumeration Check*:

The coverage check in the PEC has two components namely (a) proportion of persons missed/duplicated due to houses missed/duplicated and (b) proportion of individuals missed/duplicated among the censused houses. Both these proportions are to be built up on the basis of the actual number of houses/individuals covered by the enumeration. Actually, the fresh houselist prepared in the PEC for the selected blocks will be matched unit by unit with the list of houses/households visited by the census enumerator. In this regard the Abridged Houselist which incorporates the changes observed by the enumerator during his visit in the block will be the most up-to-date frame that is possible.

5.4-1 *Frame for future socio-economic and demographic Surveys* :

Ideally a system of notional maps for the enumerators' blocks having well demarcated boundaries together with a list of houses will form the source material for developing a frame for surveys during the intercensal period. Though the notional maps for the enumerators' blocks by themselves do not conform to this standard, they with the help of the notional maps for the related House-listing block and village/ward will provide the next best alternative source material for this long range purpose.

5. 4-2. With regard to the related list of houses, the original houselist is not adequate in two respects, namely, (a) it is very unwieldy document containing a lot of other items which are not necessary for indentification of houses/households and (b) it is not the most up-to-date list of houses/households extent at the time of census enumeration. The Abridged Houselist on the other hand is handy and can be pinned on easily to the notional map. It further lists all the houses/households that have actually been visited by the enumerator during the Census Enumeration period.

5. 4-3 Given the Abridged Houselist and the notional maps as stated above, the work of developing a frame of blocks with boundaries of permanent nature particularly in large sized villages and urban areas may be taken up as a postcensal project by the Office of the Registrar General of the National sample Survey or by both. The geographically contiguous blocks will be merged within the smallest possible area units with clear-cut boundaries.

6. **Preparation of the Abridged Houselist from the Original Houselist**

The lines on which the Abridged Houselist is to be prepared are indicatad below:—

(a) In carving out the Enumerator's block care should be taken to see that the houses/households if any, which belong to the Enumerator Block and are listed at a different place in the Houselist are also taken into consideration as far as possible

(b) Similarly, the houses/households which belong to another Enumerator Block but recorded along with the houses/households falling in the Enumerator Block under consideration should be excluded from the Abridged Houselist for the block on hand. In order that the houses/households which have been recorded elsewhere in the houselist away from their proper place, be identified, suitable cross-referencing in the original Houselist should be made wherever they are identified.

(c) The Abridged Houselist may be prepared at the time when the Enumerators' blocks are carved out from the houselisting block or by the enumerator soon after his appointment. whenever this work is undertaken, instructions mentioned in (a) and (b) above should be taken into account while preparing the Abridged Houselist.

(d) During enumeration if a house is not found in the checklist enter the necessary particulars in the extra space provided at the bottom of the form. Again with regard to a house already tested in the Abridged Houselist, if the purpose for which the house is used is changed or there is a change of head of household or of the hosehold itself, suitable correction are to be incorporated in the appropriate col. (s) by the census enumerator.

(e) The Abridged Houselist will consist of 4 sections. Section 1 will give the location particulars of the census enumerator's block. The total population of the enumerator's block according to the 1971 Census will be recorded in Section 4 after the entire block has been completly enumerated. Section 3 will be the Abridged Houselist proper, containing 7 columns. This section will contain 20 lines to correspond with the 20 lines in the original houselist. Section 4 has been provided with the same 7 columns as in section 3 and 4 lines where the missed or new houses, if any, will be recorded as and when they come to the notice of the census enumerator.

(f) After the census enumeration is over, the Abridged Houselist and the related notional maps may be maintained Village/Tehsil/District/State or Block/Ward/Town/State-wise according to the ascending order of the location code. For these blocks which fall in the PEC sample, the Abridged Houselist has, in any case to be copied out for use in sub-sampling and matching operations.

Two copies of the Abridged Houselist will be prepared. One copy will be used by the Census enumerator for enumeration purposes as stated above. After the enumeration is over, i. e., after 1st March, 1971, he will obtain the second copy from the Supervisor. Copy out the relevant changes and fresh enteries from the original copy, pin it with the related notional map and hand the bunch over, along with the original copy to the Supervisor for necessary action.

## APPENDIX LXIII

भारत की जनगणना- 1971

| पृष्ठ नं० | |
|---|---|

प्रत्येक प्रगणक ब्लाक के लिए संक्षिप्त मकान सूची

भाग 1 : पहिचान ब्योरा

| स्थानीय | नाम और/या नं० | कोड नं० |
|---|---|---|
| जिला | | |
| तहसील/उप-तहसील | | |
| गांव/नगर | | |
| वार्ड/मोहल्ला | | |
| जनगणना प्रगणक ब्लाक | | |

भाग 2 :

| जनगणना प्रगणक ब्लाक की जनसंख्या—1971 की जनणना के अनुसार | |
|---|---|

भाग : 3 मकान सूची [वास्तविक (Original) जनगणना मकान सूची से नकल की जाएगी]

| लाईन न० | जनगणना मकान न० | जनगणना मकान किस काम आता है | जनगणना परिवार न० | परिवार के कर्त्ता का नाम | जनसंख्या | विशेष विवरण |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

भाग 4: ऐसे जनगणना मकान व जनगणना परिवार जिनका विवरण भाग 3 में नहीं आया और जनगणना के समय प्रगणक द्वारा उसके ब्लाक में पाये गये।

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | | |

नोट:

1. भाग 2 में इन्द्राज जनगणना समाप्त होने पर होगा।
2. जनगणना के समय कालम 3, 4, 5, व 6 में दी गई सूचना में यदि कोई अन्तर पाया जाए तो प्रगणक आवश्यकतानुसार इन्द्राज को सही करेगा।
3. संस्थानीय परिवारों के लिए कालम 5 में परिवार के कर्त्ता के नाम के साथ "संस्था" शब्द लिखना होगा।

सुपरवाईजर के हस्ताक्षर:
दिनांक

प्रगणक के हस्ताक्षर:
दिनांक

APPENDIX LXIV

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
GRAND HOTEL, 2-UNDER HILL ROAD, DELHI-6.

**Programme of Training of Census Officers and Charge Superintendents (Enumeration)**

BATCH—I

| | | |
|---|---|---|
| First Session | 27th Nov. 1970 | 2.00 P.M. |
| Second Session | 4th Dec. 1970 | 2.00 P.M. |
| Third Session | 9th Dec. 1970 | 2.00 P.M. |

Participants : Census Officers/Charge Superintendents.

1. Shri R. D. Kalra, Asstt. Secretary, New Delhi Municipal Committee, New Delhi. (Charge Nos. 1 to 4 N.D.M.C.)
2. Shri A.C. Cutting, Sub-Divisional Magistrate, Parliament Street, New Delhi. (Charge Nos. 5 to 9 N.D.M.C.)
3. Shri A. C. Kher, Sub-Divisional Magistrate, Lajpat Nagar, New Delhi. (Charge Nos. 54 to 57)
4. Shri G. K. Dixit, Sub-Divisional Magistrate, Chanakyapuri, New Delhi. (Charge Nos. 58 to 62)
5. Shri R. P. Rai, Sub-Divisional Magistrate, Cantonment, New Delhi. (Charge Nos. 63 to 67)
6. Shri Khawaja-Es-Uddin, (Supdt. Meters), New Delhi Municipal Committee, New Delhi. (Charge No. 1 N.D.M.C.)
7. Shri Kishan Lal Gaur, (Supdt. Meters), New Delhi Municipal Committee, New Delhi. (Charge No. 2 N.D.M.C.)
8. Shri Anant Ram Sharma (Chief Sanitary Inspector), New Delhi Municipal Committee, New Delhi. (Charge No. 3 N.D.M.C.)
9. Shri R. C. Sharma (Supdt. Meters), New Delhi Municipal Committee, New Delhi. (Charge No. 4 N.D.M.C.)
10. Shri V. K. Garg, Assistant Education Officer, New Delhi Municipal Committee, New Delhi. (Charge No. 5 N.D.M.C.)
11. Shri Joginder Singh, (Supdt. Mains), New Delhi Municipal Committee, New Delhi. (Charge No. 6 N.D.M.C.)
12. Shri M. C. Gupta, (Supdt. Mains), New Delhi Municipal Committee, New Delhi. (Charge No. 7 N.D.M.C.)
13. Shri Bhagwan Singh, (Chief Sanitary Inspector), New Delhi Municipal Committee, New Delhi. (Charge No. 8 N.D.M.C.)
14. Shri R. K. Bhanot, (Chief Sanitary Inspector), New Delhi Municipal Committee, New Delhi. (Charge No. 9 N.D.M.C.)
15. Shri S. L. Gaur, Principal, Govt. Boys Hr. Sec. School, Purana Qilla, New Delhi-1. (Charge No.54)
16. Shri S. L. Pali, Principal, Govt. Boys Hr. Sec. School, Jangpura, New Delhi-24. (Charge No. 55).
17. Shri R. K. Malhotra, Principal, Govt. Boys Hr. Sec. School, Lajpat Nagar-II, New Delhi. (Charge No. 56).
18. Shri L. G. Joseph, Principal, Govt. Boys Hr. Sec School, Defence Colony, New Delhi-11. (Charge No. 57).

19. Shri M. L. Aggarwal, Principal, Shri Baij Nath Hr. Sec. School, Ishwar Nagar, Mathura Road, New Delhi-20. (Charge No. 58).

20. Shri Krishan Chander, Principal, Govt. Boys Hr. Sec. School, Sriniwaspuri, New Delhi-24. (Charge No. 59).

21. Shri T. N. Bhatt, Principal, Govt. Boys Hr. Sec. School, Andrews Ganj, New Delhi-49. (Charge No. 60)

22. Dr. J. C. Gaur, Principal, Govt. Boys Hr. Sec. School, Malviya Nagar, New Delhi. (Charge No. 61)

23. Shri Rishi Kesh, Principal, Govt. Hr. Sec. School No. II, Kalkaji, New Delhi-19. (Charge No. 62).

24. Shri Jai Dayal, Principal, Govt. Boys Hr. Sec. School No. II, Moti Bagh (Nanak Pura), New Delhi-23 (Charge No. 63).

25. Dr. S. N. Sharma, Principal, Govt. Boys Hr. Sec. School, Sector-VII, R. K. Puram, New Delhi-22. (Charge No. 64).

26. Shri Sajjan Singh, Principal, Govt. Boys Hr. Sec. School, Sector-II, R. K. Puram, New Delhi-22. (Charge No. 65).

27. Shri N. K. Dhan, Principal, Govt. Hr. Sec. School No. 1, Mehrauli (Qutab), New Delhi. (Charge No. 66 & 67)

BATCH-II

| | | |
|---|---|---|
| First Session | 28th Nov. 1970 | 2.00 P.M. |
| Second Session | 5th Dec. 1970 | 2.00 P.M. |
| Third Session | 10th Dec. 1970 | 2.00 P.M. |

Participants : Census Officers/Charge Superintendents :

1. Shri S.L. Dua, Sub-Divisional Magistrate, Shahdara, Delhi. (Charge Nos. 1-6)

2. Shri K.N. Joshi, Sub-Divisional Magistrate, Kotwali, Delhi. (Charge Nos. 7-12).

3. Shri Jagmohan, Sub-Divisional Magistrate, Daryaganj, Delhi. (Charge Nos. 13-17).

4. Shri S.L. Arora, Sub-Divisional Magistrate, Sadar Bazar, Delhi. (Charge Nos. 18-21).

5. Shri Ashok Kapoor, Sub-Divisional Magistrate, Kamla Market, Delhi. (Charge Nos. 22-25).

6. Shri C. K. Aggrawal, Principal, Govt, Boys Hr. Sec. School, Rohtas Nagar, Shahdara, Delhi-32. (Charge No. 1)

7. Shri V. D. Sharma, Principal, Govt. Boys Hr. Sec. School, Village Ghonda, Shahdara, Delhi-32. (Charge No. 2)

8. Shri Amar Nath Saras, Principal, B. R. Govt. Hr. Sec. School, Bhola Nath Nagar, Shahdara, Delhi-31 (Charge No. 3).

9. Shri Brij Lal Gupta, Principal, Govt. Hr. Sec. School No. II, Gandhi Nagar, Delhi-31 (Charge No. 4).

10. Shri R. B. Sharma, Principal, Govt. Hr. Sec. School No. II, Jheel Kuranja, Delhi-31 (Charge No. 5).

11. Shri Krishan Chander, Principal, Govt. Boys Hr. Sec. School. No. II, Krishan Nagar, Delhi-31 (Charge No. 6).

12. Shri R. K. Sethi, Principal, Govt. Boys Hr. Sec. School, No. II, Mori Gate, Delhi-6 (Charge No. 7 & 9).

13. Shri Ram Parkash Gupta, Principal, Ramjas Hr. Sec. School No. 3, Kucha Natwan, Chandni Chowk, Delhi-6. (Charge No. 8).

14. Shri S.K. Mittal, Principal, Rohtagi A. V. Boys Hr. Sec. School, Chowk Raiji, Nai Sarak, Delhi-6. (Charge Nos. 10 & 11).

15. Shri Mani Ram, Principal, Ramjas Hr. Sec. School No. 6, Hauz Qazi. Delhi-6. (Charge No. 12)

16. Shri B. K. Kalla, Principal, Sanatan Dharam Hr. Sec. School, Ajmeri Gate, Delhi-6. (Charge No. 13)

17. Shri Harvir Singh, Principal, Govt. Boys Hr. Sec. School, Zeenat Mahal (Kamla Market), Delhl-6. (Charge No. 14)

18. Shri Nirmal Chander, Head Master, M. C. Middle School, Near Jama Masjid, Delhi-6. (Charge No. 15)

19. Shri Mool Raj Gangaher, Principal, Govt. Boys Hr. Sec. School No. II, Mata Sundari Road, New Delhi-1. (Charge No. 16).

20. Shri M. C. Gupta, Principal, Ramjas Boys Hr. Sec. School No. 1, Daryaganj, Delhi-6. (Charge No. 17)

21. Shri J. S. Saxena, Principal, Govt. Boys Hr. Sec. School, Bara Hindu Rao (Bahadur Garh Road), Delhi-7, (Charge No. 18)

22. Shri D. S. Sharma, Principal, Govt. Boys Hr. Sec. School, Qutab Road, Delhi-8. (Charge No. 19)

23. Shri M.C. Gupta, Principal, Phool Chand Vaish Hr. Sec. School, Pahari Dhiraj, Delhi-6. (Charge No. 20)

24. Shri C. L. Biswas, Principal, Govt. Hr. Sec. School, Rani Jhansi Road, New Delhi-55. (Charge No. 21).

25. Shri P. P. Singh, Principal, Govt. Boys Hr. Sec. School, No. 1, Pahar Ganj, New Delhi-55. (Charge No. 22).

26. Shri M. L. Nangia, Principal, Govt. Boys Hr. Sec. School, No. II, Paharganj, New Delhi-55. (Charge No. 23),

27. Shri A. S. Yadav, Principal, Govt. Boys Hr. Sec. School, Jhandewalan, Link Road, New Delhi-5. (Charge No. 24)

28. Shri B. K. Thapar, Principal, Govt. Hr. Sec. School, Rouse Avenue, New Delhi-1 (Charge No. 25)

## BATCH-III

| | | |
|---|---|---|
| First Session | 30th Nov. 1970 | 2.00 P.M. |
| Second Session | 7th Dec. 1970 | 2.00 P.M. |
| Third Session | 11th Dec. 1970 | 2.00 P.M. |

Participants : Census Officers/Charge Superintendents.

1. Shri S. K. Mehra, Exexcutive Magistrate, Delhi. (Charge Nos. 26-29).

2 Shri S. K. Batra, Sub-Divisional Magistrate, Patel Nagar, New Delhi. (Charge Nos. 30-35).

3. Shri L.D. Gupta, Sub-Divisional Magistrate, Civil lines Delhi. (Charge Nos. 36-41).

4. Smt. P. Murarka, Executive Magistrate, Delhi. (Charge Nos. 42-44).

5. Shri S.L. Dua, Sub-Divisional Magistrate, Railway, Delhi. (Charge Nos. 45-48).

6. Shri H.D. Birdi, Executive Magistrate, Delhi (Charge Nos. 49-50 and 53).

7. Shri R.P. Goel, Principal, Govt. Boys Hr. Sec. School, Tibbia College, Karol Bagh, New Delhi. (Charge Nos. 26 & 28).

8. Shri S.S. Agarwal, Principal, Ramjas Hr. Sec. School No. 5, Ramjas Road, New Delhi-5. (Charge No. 27).

9. Shri R.N. Chopra, Principal, Govt. Boys Hr. Sec. School, Dev Nagar, Delhi-5. (Charge No. 29)

10. Shri S. K. Sharma, Principal, Govt. Boys Hr. Sec. School No. II, West Patel Nagar, New Delhi-5. (Charge No. 30)

11. Shri M. P. Rudra, Principal, Ramjas Hr. Sec. School, Anand Parbat, New Delhi. (Charge No. 31).

12. Shri S. L. Juneja, Principal, Govt. Boys Hr. Sec. School, Ranjit Nagar (Behind DTU Colony), New Delhi-5. (Charge No. 32).

13. Shri R. D. Gupta, Principal, Govt. Boys Hr. Sec. Sehool, Sarai Rohalla, New Delhi-17. (Charge Nos. 34 & 35).

14. Shri Milap Singh, Principal, Govt. Boys Hr. Sec. School, Karam Pura, New Delhi-15. (Charge No. 35).

15. Shri S. N. Shastri, Principal, Govt. Boys Hr. Sec School, Malka Ganj, Delhi-7. (Charge Nos. 36 & 39)

16. Shri O. P. Ahuja, Principal, Govt. Boys Hr. Sec. School, Roop Nagar, Delhi-7. (Charge Nos. 37 & 38)

17. Shri K. N. Gupta, Principal, Govt. Boys Hr. Sec. School, Vijay Nagar, Delhi-9. (Charge No. 40)

18. Shri Bal Krishan, Principal, Govt. Boys Hr. Sec. School, Kingsway Camp, Delhi-9. (Charge No. 41)

19. Shri K. N. Gupta, Principal, Govt. Boys Hr. Sec. School No. II, Model Town, Delhi-7. (Charge No. 42)

20 Shri B. R. Verma, Principal, Govt. Boys Hr. Sec. School, Lucknow Road, Delhi-7. (Charge No. 43)

21 Shri S. P. Vedi, Principal, Govt. Model School, Ludlow Castle, Delhi-6. (Charge No. 44)

22. Shri B. S. Tanwar, Principal, Govt. Boys Hr. Sec. School, 2nd Shift, Subzi Mandi (Opp. Roshanara Garden), Delhi-7. (Charge No. 45)

23. Shri V. M. Gupta, Principal, Govt. Boys Hr. Sec. School, Andha Mughal, Delhi-7. (Charge No 46).

24. Shri Sita Ram Sharma Principal, Govt. Boys. Hr. Sec. School No. III, Shakti Nagar, Delhi-7. (Charge Nos. 47 & 48)

25. Shri S. D. Sharma, Principal, M. B. Hr. Sec. School, Narela, Delhi. (Charge No. 49).

26. Shri Y. S. Kulshreshtha, Principal, Govt. Boys Hr. Sec. School, Ram Pura, Delhi (Charge Nos. 50 and 53).

27. Shri P. C. Batra, Principal, Govt. Boys Hr, Sec. School, Bharat Nagar, Delhi-7. (Charge Nos. 51 and 52).

28. Shri Jai Dayal, Principal, Govt. Boys Hr. Sec. School, Moti Bagh-II, New Delhi. (Charge No. 63)

29. Shri Ram Gopal Aggarwala, PGT, Govt. Boys Hr. Sec. School, Dev Nagar, New Delhi.

BATCH—IV

| | | |
|---|---|---|
| First Session | 3rd Dec. 1970 | 2.00 P.M. |
| Second Session | 8th Dec. 1970 | 2.00 P.M. |
| Third Session | 14th Dec. 1970 | 2.00 P.M. |

Participants : Census Officers/Charge Superintendents

1. Shri R. Narayana, Vigilance Officer, Directorate of Education, Delhi.
2. Miss. V. Singh, Sub-Divisional Magistrate, Punjabi Bagh, Delhi. (Charge Nos. 75-80).
3. Shri K.N. Srivastava, Revenue Assistant, Delhi. (Charge Nos. 1-10 Rural area).
4. Shri V. K. Budhraja, Executive Officer, Delhi Cantt.
5. Shri Raj Kumar Singh, Superintendent Revenues, Delhi Cantt.
6. Shri Sakhi Chand, Divisional Engineer, Estate, Northern Railway, New Delhi.
7. Shri C.L. Malik, C/o Divisional Engineer Estate, Northern Railway, New Delhi.
8. Shri M.P. Bhatnagar, Principal, Govt. Boys Hr. Sec. School, Rajinder Nagar, New Delhi-5. (Charge Nos. 68 and 69).
9. Shri I.P. Malhotra, Principal, Govt. Boys Hr. Sec. School, Naraina, New Delhi-25. (Charge Nos. 70 & 71)
10. Shri Chuni Lal, Principal, Govt. Boys Hr. Sec. School, Ramesh Nagar, New Delhi-25. (Charge No. 72).
11. Shri Yash Pal Purang, Principal, Govt. Boys Hr. Sec. School No. 1, Rajouri Garden, New Delhi-27. (Charge No. 73).
12. Shri O. P. Aggarwal, Principal, Govt. Boys Hr. Sec. School, Shiv Nagar, Jail Road, New Delhi-13. (Charge No. 74).
13. Shri T.R. Taneja, Principal, Govt. Boys Hr. Sec. School, Punjabi Bagh, New Delhi-25. (Charge No. 75).
14. Shri Shiv Ram Dass Sharma, Principal, Govt. Boys Hr. Sec. School, Basai Dara Pur, New Delhi-15. (Charge No. 76).
15. Shri P.N. Mallah, Principal, Govt. Boys Hr. Sec. School, Tagore Garden, New Delhi-15. (Charge No. 77).
16. Shri O.P. Nagpal, Principal, Govt. Boys Hr. Sec. School, No. 1, Tilak Nagar, New Delhi-18. (Charge No. 78)
17. Shri F. C. Arora, Principal, Govt. Boys Hr. Sec. School, Najafgarh, New Delhi. (Charge Nos. 79 & 80)

(RURAL)

18. Shri Tika Ram, Block Development Officer, Shahdara, Delhi. (Charge No. 1),
19. Shri Kuldeep Rai Shringhal, Tehsildar, Land Acquistion, Delhi. (Charge No. 2).
20. Shri Ved Pal Singh Block Development Officer, Alipur, Delhi. (Charge No. 3)
21. Shri Ishwar Dass, Tehsildar, Delhi. (Charge No. 4).
22. Shri Shiv Raj Tehsildar, Recoveries, Delhi. (Charge No. 5).
23. Shri Sher Singh Saini, Block Development Officer, Najafgarh, Delhi. (Charge No. 6).
24. Shri A.L. Gianchandani, Block Development Officer, Nangloi, Delhi. (Charge No. 7)
25. Ch. Daryo Singh, Tehsildar, Mehrauli, Delhi. (Charge No. 8).

26. Shri Chander Bhan, Tehsildar, Land Reforms, Delhi. (Charge No. 9).

27. Shri R. S. Yadav, Block Development Officer, Mehrauli, Delhi. (Charge No. 10.)

28. Shri Mani Ram, Principal, Ramjas Hr. Sec. School No. 6, Hauz Qazi, Delhi.

29. Dr. J. C. Gaur, Principal, Govt. Boys Hr. Sec. School, Malviya Nagar, New Delhi-17.

NOTE : These classes will be held in the Office of the Director of Census Operations at Grand Hotel, 2-Under Hill Road, Civil Lines, Delhi-6.

APPENDIX LXV

CENSUS OF INDIA 1971

**Important Instructions to Enumerators**

**for Filling up the Individual Slip**

GENERAL

You have been appointed as a Census Enumerator under Section 4 of the Indian Census Act (XXXVII) of 1948.

2. Provisions of Indian Census Act relating to Enumerators have been listed at pages 44-45 of the Booklet "Instructions to Enumerators"

(a) They clothe you with the legal power to ask all questions mentioned in Individual Slip and every person is legally bound to answer questions to the best of his knowledge and belief. But in case some one does not give information do not create a scene and only bring this fact to the notice of Charge Superintendent for appropriate action.

(b) The Census Act provides penalties for neglecting Census duty and or for disclosing the information gathered through Census.

REFERENCE DATE AND ENUMERATION PERIOD

3. The reference date for the population count of 1971 is the sunrise of 1st April, 1971.

4. You should commence your work of enumeration on **10th March, 1971** and end it **on 31st March, 1971.** You will have to go quickly round your jurisdiction again on a revisit from 1st to 3rd April, 1971 to bring the count upto date i.e. as on sunrise of 1st April, 1971 by enumerating the fresh arrivals who have not been enumerated elsewhere and also new births and similarly you should cancel the schedule relating to a person who may have died prior to sunrise of 1st April, 1971. Consequential changes against the column relating to 'Relationship' may be made in each individual slip of the household in case of death if necessary.

5. On the night of 31st March, 1971 you will count houseless population within your jurisdiction.

WHAT YOU HAVE TO DO ?

6. (a) You have to prepare a Notional Map of the area allotted to you **in duplicate** on the paper supplied.

(b) You have to check the Abridged Houselist and make it upto date.

(c) You have to fill the following Schedules:-

(i) Individual Slip.

(ii) Population Record.

(iii) Enumerator's Daily Posting Statement for Males.

(iv) Enumerator's Daily Posting Statement for Females.

(v) Enumerator's Abstract.

(d) You should issue and collect a "Degree Holders and Technical Personnel Card" to all concerned persons after filling in the Location Code on the card. (Para 73, page 22 of Main Instructions Booklet).

BEFORE YOU PROCEED TO START YOUR JOB

7. You should ensure that undermentioned Schedules have been supplied to you : (i) Individual Slip; (ii) Population Record; (iii) Enumerator's Daily Posting Statement for Males and Females; (iv) Enumerator's Abstract; (v) Degree Holders and Technical Personnel Card; (vi) Specimen of Notional Map; (vii) Two Blank Sheets for preparation of Notional Map; (viii) List of Scheduled Castes and (ix) the Abridged Houselist of your block.

8. You should acquaint yourself with your jurisdiction immediately on receipt of your appointment order.

9. You should know the relevant house numbers of your jurisdiction and allot sub numbers to new houses that might have come up. If the house number is illegible, please rewrite it with Geru or Chalk or Pastel.

10. You should know the dividing line between your's block and of enumerator of the adjoining block.

11. Make sure that enumerator of your adjoining block also knows the boundaries of your area.

**Preparation of Notional Map**

12. You have to prepare Notional Map i.e. 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 fall in your jurisdiction. The Notional Map will be prepared in duplicate on the paper supplied to you for the purpose. This should be prepared between 1st and 10th March, 1971.

**The Abridged Houselist**

13. You will be given an Abridged Houselist of your area. **This form is not included in the Book of "Instructions to Enumerators", but is separately prescribed.** You will find that Sections I and III of this list are duly filled in.

You have to record the Census Houses/Households not included in section III, but found by you during Enumeration in Section IV of the above list. This Section is also divided into the same number of Cols. as Section III and these may be filled up as under. To save time try to fill this up by 10th March, 1971.

Col.1. Line number may be given in an independent series starting with I, without reference to existing line number in Section III.

Col.2. Record the New Census House numbers assigned by you on the recently constructed New Census Houses.

Col.3. Record the purpose for which Census House is being used. *viz.*, Residential, Shop, Hotel, School, Bank, Shop-cum-Residence, etc.

Col.4. Record the Household number as has been done during Houselisting Operation.

Col.5. Write the name of the Head of Household. Care should be taken to write 'INST' after the name of the head in case of institutional households.

You may come across a Census House/Household entered in Section III where some of the characteristics entered in Columns 3, 4 and 5, would have changed. In such cases you neatly score out the existing entries and insert the appropriate corrections.

After correcting one copy of Abridged Houselist and after enumeration, collect the second copy from your Supervisor and make the corrections in that copy also.

14. You should plan your work in such a way that you will be able to cover your entire jurisdiction within the prescribed period *i.e.*, **10th March to 31st March, 1971. This is most Important.**

15. You should check the pads of Individual Slips given to you. On the top of each pad, the pad number would have already been noted by the Charge Superintendent.

16. Note the pad number on the right hand corner of each Individual Slip in the space provided for the purpose.

17. The serial number on each slip will be given by you in one sequence, starting with 1 and ending with 100 or 25 as the case may be.

18. You should thus ensure that every Individual Slip has been given 'Pad Number' and 'Slip Number'.

19. The next step is to record the location code on all the slip. On the each cover page, location code No. has been stamped at the appropriate

space. You will reproduce this location code No. on each slip.

20. You will have to note in addition to above the village number and block number in Rural areas, and only block number in Urban areas.

21. Enumerator's block number may be noted within round brackets at the end of location code.

When you visit a household for the purpose of enumeration, you will enumerate the following persons:-

Category Nos. (i) to (iv) of Para 14 at pages 5 of Booklet "Instructions to Enumerators" *i.e.*, all the persons normally residing in the place of enumeration if:

(a) they are present for the full period (10th March to 31st March, 1971).

(b) they have actually stayed for a few days during the period (10th to 31 March, 1971), but not present at the time of visit.

(c) those who are not available at the time of visit but are expected to return before 1st April, 1971.

(d) *Visitors* who are found during enumeration period and were away from their normal place of residence for the entire period of enumeration, *i.e* 10th March to 31st March, 1971 provided they have not been enumerated elsewhere.

Some cases of doubts that may arise in connection with the Enumeration of persons in a household are explained below:-

(a) If a person who normally resides in a place is not present at the time of visit and the head of household is unable to say whether he will return before 1st April, 1971 ; you should make a note of such cases and check again during revisional round, and if the person has returned before 1st April, 1971, you should then fili a slip for him.

(b) If a house is found locked at the time of visit, the enumerator must call again. The neighbours can generally indicate whether the absence is temporary or not.

(c) If the entire household is away on a pilgrimage etc., and the house is locked for a long time information in such cases should not be obtained from the neighours, but such households should be visited by you again before 3rd April, 1971 and enumerated, if the persons have returned before 1st April, 1971 and if they have not been enumerated elsewhere.

(d) You must not omit persons in institutions like Hospitals, Jails, Charitable Institutions etc. You should first contact the head of Institutions concerned and must enumerate those patients or other inmates who are in these hospitals or other institution **during the entire period of enumeration**. Particulars of each individual should be collected either from the head of the Institutions, or from his relation or with the permission of head of Institutions by personal enquiry.

NOW PROCEED WITH ACTUAL ENUMERATION WORK

22. You have to fill up the Individual Slip separately for every member of the household in your jurisdiction.

23. Record the Household Number that you are covering, within the square brackets provided for purpose. This relates to the Col. 4 of the Abridged Houselist.

24. If the household happens, to be an institutional household, add 'INST' to the household number.

25. For the houseless persons, you should record 'O' boldly in the space provided for the household number.

26 *First* of all fill up the Individual Slip for the Head of the family followed by the other members

of the household *i.e.* nearest relations, his distant relatives, domestic servants and visitors etc.

27. **Please make repeated inquiries about infants and very young children for they are often liable to be left out of count.**

28. You should repeatedly check up that all the houses recorded in the Abridged Houselist including those recently built up have been coverd by you and the inhabitants enumerated.

29. Your task is simple but **time bound**. You have to canvass only one Simple Slip containing **17 Questions and have later on to post some particulars in the Enumerator's Daily Posting Statement, Population record and also have to prepare an abstract.**

**Question 1 : Name**

30. Write the name of the person being enumerated. For newly born infants who have not yet been given the name, write 'baby' and add father's or mother's name as the case may be.

**Question 2 : Relationship to head**

31. In case of the Head of household write 'Head.' For other members of Household record relationship to the Head in full. In case of institutions like boarding-houses, messes or friends living together, the Manager or Suprintendent or the person who has administrative responsibility or who by common consent is regarded as the head should be recorded as 'Head' of the household. But he must be living in the institution, otherwise he will be counted at his place of residence, and in the institution, some one living there and recognised as head, would be mentioned.

In case of visitors, boarders, or employees, write 'visitor', 'boarder' or 'employee' as the case may be.

In case of institution, the members should be recorded as 'Unrelated'.

**Question 3 : Sex**

32. For males write 'M' and for females write 'F' within the *Circle* indicated against this question.

For eunuchs and hermaphrodites write 'M'.

**Check the sex with name entered.**

**Question 4 : Age**

33. Record the age of the person in **total years completed last birthday,** *i. e.*, if on the date of your visit the age of person is 30 years 11 months and 20 days, you should record as '30' years.

For infants who have not completed 'one year' you should record '0' and add 'Infant' in brackets.

**Question 5 : Marital Status**

34. In answering this question, use the following abbreviations :

| | |
|---|---|
| NM : | Never Married. |
| M : | Currently married *i. e.*, those whose marriage subsists even though the wife may not be living with the husband. |
| W : | Widowed. |
| S : | Separated or Divorced. |

For a prostitute, return her marital status as declared by her.

**Question 6 : For currently married women only**

35. This question will be filled for only those women for whom you have recorded marital status as 'M' against Question 5 *i. e.*, only for presently married women.

6. (a) *Age at marriage*

Record the age at marriage in completed years. If the women 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*

If the currently married woman has given birth to a child in the last one year

prior to the date of enumeration, record 'Yes' otherwise 'No'.

**Still birth *i. e.*, a child which is born dead should not be taken into account for this purpose.**

For women who are not currently married, record 'X' in both the parts of this question.

**Question 7 : Birth Place**

36. 7. (a) *Place of Birth* : Write 'PL' for a person born in the village or town where he is being enumerated. For those born outside the place of enumeration, record the actual name of place.

7. (b) *Rural/Urban* ; If 'PL' is recorded against Question 7 (a) put 'X' for others if the place of birth is village, write 'R' and for town/city write 'U'

If it is difficult to decide the place of birth as Rural/Urban record 'Not Known'.

7. (c) *District :* If 'PL' is recorded against Question 7 (a) put 'X' for others record the name of District in which the place of birth falls. If difficult to know, record 'Not Known'. If born within the limits of Union Territory of Delhi put 'D'.

7. (d) *State/Country* : Put 'X' for persons born within the Union Territory of Delhi.

If the place of birth is outside Delhi record the name of State/Union Territory.

In case of persons born outside India record the name of Country such as 'Ceylon', 'U. S. A.' and 'U. K,' etc.

**Question 8 : Last Residence**

37.8. (a) *Place of last residence* : For a person who had been in the village or town of enumeration continuously since birth write 'PL' and put 'X' against sub-items (b), (c) and (d).

For others write the actual name of place *i. e.*, the name of town or village and fill in other details in sub-items 8 (b), 8 (c) and 8 (d) as per instruction given at pages 18-19 of the Main Instruction Booklet. These are almost similar to various parts of Q. No. 7.

**Question 9 : Duration of Residence at the village or town of Enumeration**

38. Note the period of the existing continuous residence in the village or town where the person is being enumerated, in **completed years.**

Write 'O' if the duration of continuous residence is less than 1 year.

Write 'X' 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 against Q. 8 (a)

**Question 10 : Religion**

39. Use the following abbreviations:--

| | | |
|---|---|---|
| H | : | Hinduism |
| I | : | Islam |
| C | : | Christianity |
| S | : | Sikhism |
| B | : | Buddhism |
| J | : | Jainism |

For others record actual religion as returned fully.

**Do not mistake religion for Caste which will not be recorded here.**

**Question 11 : Scheduled Castes or Scheduled Tribes**

40. There is no Scheduled Tribe in Delhi according to existing Presidential Order.

There are only Schedule Castes in Delhi and only 36 Castes have been re..gnised according to the existing Presidential Order. A copy of this list has been furnished to you.

Thus if a perso ..elongs to a Scheduled Caste return his caste ..nonym or generic name of a caste, it sh ..ered only if it is included in the list ..ou.. Record the name of the caste in ... ..vided.

Remember that Scheduled Castes can belong only to **Hindu or Sikh Religions.**

**Question 12 : Literacy (L or O)**

41. A person who can both read and write with understanding in any language is to be treated as literate. A person who can merely read but cannot write is not a literate.

For Literate write 'L'.

For Illiterate write 'O'.

All children of the age of 4 years or less should be treated as 'Illiterate' even if they are going to school.

**Question 13 : Educational level**

42. This question will be asked from those for whom 'L' has been recorded against question 12. For a person for whom 'O' has been recorded against Q. No. 12 put 'X'.

You have to ascertain and record the highest educational level attained by the person being enumerated.

For a person who is still studying record the highest educational level already attained.

Do not forget to issue "Degree Holders and Technical Personnel Card" to graduates or post-graduates and also to those with technical diploma or degree, and mark (√) against the question. You will collect the card duly filled in during the revisional round and cross the tick and put a circle.

**Do not forget to fill in the Location Code No. before the issue of the card.**

**Question 14 : Mother Tongue**

43. Mother Tongue is the language spoken in childhood by the mother of the person concerned.

In case of infants and deaf-mutes, the language usually spoken by the mother shall be recorded.

**You are bound to record the language as returned by the person as his mother tongue and you should not enter into any argument with him and try to record anything other than what is returned.**

**Question 15 : Other Languages**

44. If any person knows any other language (s) Indian or foreign other than his mother tongue record in the order in which he speaks and understands it. Write only two languages and not more.

In this case only working knowledge for conversation is sufficient. Ability to read and write is not necessary.

**Question 16 : Main Activity**

45. All the persons being enumerated are divided into two broad streams of main activity namely, (1) as WORKERS and (2) as NON-WORKERS.

**What is a Worker?**—*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.*

**16 (a) (i) and 16 (a) (ii)**

Workers are further categorised according to the type of work and non-workers categories are also given below:—

| *16 (a) (i) Worker* | | *16 (a) (ii) Non-worker* | |
|---|---|---|---|
| Cultivator | — 'C' | Household Duties | — 'H' |
| Agricultural Labourer | — 'AL' | Students | — 'ST' |
| Household Industry | — 'H.H.I.' | Retired person or A Rentier | — 'R' |
| Other Workers | — 'OW' | Dependent | — 'D' |
| | | Beggars etc. | — 'B' |
| | | Institutions | — 'I' |
| | | Other Non-workers | -- 'O' |

A man or a woman who is engaged primarily in household work such as cooking for the household or performing other household duties or a boy or girl who is primarily a student attending school etc., even if such a person helps in the

family's economic activity *but not as a full-time worker*, he should not be treated as worker for the main activity.

Convicts of jails or inmates of a penal, mental or charitable institution even if such persons are compelled to do some work, should not be treated as workers.

**Question 16 (b) to 16 (f)**

*Question 16 (b) : Place of work (Name of village/ town)*

Put 'X' against this Section and, subsequent sections for whom you have put as 'C' or 'AL' against Q. 16 (a) (i).

Record the name of village/town where the person works. If the place of work is the same as the village or town of enumeration write 'PL'.

*Question 16 (c) : Name of Establishment*

Record here the exact name of factory, firm, workshop, business house, company, shop, office etc. Indicate Central Govt. or State Govt. in case of Govt. establisement.

In case no name, record 'No Particular name'.

*Question 16 (d) : Nature of Industry, Trade, Profession or Service*

Record the answer of this question adequately precise, to enable proper classification of the sector of economy in which the person is working as per instructions on pages 31-32 of main Instructions Booklet, para 112. These Sectors are :

(i) Plantation, Forestry, Fishing, Livestock etc.,
(ii) Mining and Quarrying,
(iii) Manufacturing and Repair,
(iv) Construction,
(v) Electricity, Gas, and Water Supply,
(vi) Transport and Communications,
(vii) Trade and Commerce, and
(viii) Professions and Services.

(Read Appendix IV at pages 53 to 59 of Main Instructions Booklet).

*Question 16 (e) : Description of Work*

Under this question, the description of work irrespective of type of industry, trade, profession or service of person being enumerated should be recorded for all those persons for whom you have shown 'H.H.I.' or 'OW' in question 16 (a) (i). The description of the actual work done by a person should be ascertained in adequate detail and recorded against this question. See Appendix V at pages 60-62 of the Main Instructions Booklet.

For those in Military service record 'in the service of Central Government'. No other details need to be given.

*Question 16 (f) : Class of Worker*

Use the following codes while filling up this question :

| | |
|---|---|
| Employer who hires one or more workers | 'ER' |
| Employee | 'EE' |
| Single Worker | 'SW' |
| Family Worker | 'FW' |

Put 'X' in this question, for whom 'X' has been put in questions 16 (d) and 16 (e).

**Question 17 : Secondary Work**

46. This question will be filled for all those persons who are engaged in any secondary economically productive work in addition to as reported against Q. 16 (a) (i) and 16 (a) (ii).

All sub-parts of Question 17 will also be filled on the same lines as sub-parts of Q. No. 16 have been filled up.

## OTHER FORMS REQUIRED TO BE FILLED

### POPULATION RECORD

47. You are expected to transfer certain items of information of all the Individual members of each household to the population Record. If you feel any difficulty in filling up of Population record in the field, there is no objection if it is posted by

you later at home at the end of the day. Record the location code on each form carefully. See para 129 of the Main Instructions Booklet.

## ENUMERATOR'S DAILY POSTING STATEMENT

48. Separate printed forms have been supplied to you for males and females.

Each day you will have to carefully post the information of certain items of each Individual Slip in the Enumerator's Daily Posting Statement. 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.

After filling in the information upto Col. 4 put a tick against appropriate Cols. wherever information is found against the relevant question and a dash (—) be put where it is not applicable. See paras 132 to 137 of the main Instructions Book.

## ENUMERATOR'S ABSTRACT

49. After striking the grand totals in Enumerator's Daily Posting Statement you have to fill Enumerator's Abstract (*i.e.*, Form T).

**Please fill this abstract carefully** as on the basis of the data furnished, the first results of the Census will be published. See para 138 of the Main Instructions Book.

Any carelessness on your part will be taken serious notice of.

## HANDING OVER THE RECORDS

You should hand over all the filld-in records, *i. e.*, Individual Slip Pads, Enumerator's Daily Posting Statements, Population Records, Enumerator's Abstracts, two copies of Notional Map, correc ted copies of Abridged Houselist and filled-in "Degree Holders and Technical Personnel Cards" to the Supervisor/Charge Suprintendent on 4th April, 1971 without fail and obtain receipt.

## APPENDIX LXVI

## CENSUS OF INDIA-1971-REGISTRAR GENERAL, INDIA, CIRCULAR No. 20A

Subject :—**Provisional Population Totals.**

At the Courtallam Conference we briefly discussed the question of release of the provisional population figures immediately after the census enumeration is completed in March 1971. A dummy booklet was circulated along with the Census circular 20, in which certain standardised charts, maps and tables which could be built up from the enumerator's abstracts had been indicated for being released along with the Provisional Population figures.

2. Some of our colleagues have rightly pointed out that even though each enumerator may furnish his abstract promptly, the posting and consolidation of all the particulars by sex and totalling of each characteristic for the charge as a whole and later at the district level is bound to be time consuming and the release of provisional totals may get delayed. Besides as the Charge Officer is expected to communicate the provisional totals by the quickest means possible either through special messengers or by telegraph or wireless messages to the District Census Officer and the State Director of Census, there may be scope for errors creeping in if too many figures are reported in a run on message. Similarly the District Census Officers are expected to communicate the consolidated provisional totals for his district to the Director of Census Operations and to the Census Commissioner of India direct by the quickest means possible which would be normally by telegram or telephone. It will be cumbersome to relay a series of figures for each unit. Therefore it has been suggested that to start with, from the enumerator's abstracts only the minimum basic information relating to total population figures and literates may be consolidated and communicated and these could be first released as Paper 1 of 1971 at a Press Conference on the 15th March at Delhi for All India and on 20th March at the State H. Q. for Individual States. In the All India figures, the individual State break ups will be shown, while in the State figures, the District-wise breakup should be shown. The other detailed provisional figures relating to the towns, workers/non-workers etc. could be released later as a supplement to Paper 1 of 1971, sometime in April, 1971. The above suggestions are accepted and the following instructions are issued.

3. Immediately after enumeration, the enumerator's abstracts should be communicated by the Supervisors to the Charge Officers by 3 March 1971 or immediately thereafter. From Col. 2 and Col. 5 of these abstracts the Charge Officer should post the particulars of the Population and Literates in a register in the following form:

1971 Census Provisional Totals

Name of the Charge——————Code No.——————

Name of the District——————Code No.——————

| Code No. and Name of Village or Town | Enumerator Block No. | Population | | | Literates | | |
|---|---|---|---|---|---|---|---|
| | | Males | Famales | Total | Males | Famales | Total |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. etc. | | | | | | | |
| Total for the charge | | | | | | | |

All the villages within the charge and all the enumerator blocks in the charge should be serially entered in cols. 1 & 2 respectively of the register and particulars against each block may be posted as and when the abstract is received from the enumerators and it should be ensured that the figures for all the blocks are received and posted before the totals are struck for the entire charge. Immediately after the totals are struck the Charge Officer should communicate the figures to the

District Census Officer by the quickest means possible and also to the Director of Census by adopting the following standard message, followed up by a postal copy in confirmation.

"1971 Census Provisional Totals————————
Charge———————— District————————
Males———————— Females————————
Total Population——— Literate males————
Literate females———— Total literates————"

4. Similarly the District Census Officers should post these totals of all the charges in the district, consolidate the totals for the district and communicate the totals to the Director of Census Operations and to the Registrar General, India. The figures to the Registarar General should be communicated by express telegram to the following telegraphic address:

"REGGENLIND—New Delhi"

The following standard form of the message may be adopted.

1971 Census Provisional Totals

————————District ————————State
Males————————Females————————
Total Population———— Literate males————
Literate females————Total literates————

5. For the purpose of compilation of further details of the provisional figures from the enumerators abstract as a supplement, the following procedure may be followed. Each Charge Officer may open separate registers one for males and another for females in the following form ;

1971 CENSUS PROVISIONAL TOTALS—Supplement : A

Name of the Charge————————Code No.————————
Name of the District————————Code No.————————

MALES

| Code No. and name of the village | Enumerator's Block No. | Sex | Population | S.C. | S.T | |
|---|---|---|---|---|---|---|
| X | Y | 1 | 2 | 3 | 4 | (cols. 5 to 13 same as the enumerator's abstract) |

1971 CENSUS PROVISIONAL TOTALS—Supplement : B

Name of the Charge————————Code No.————————
Name of the District————————Code No.————————

FEMALS

| Code No. and name of the village | Enumerator's Block No. | Sex | Population | S.C. | S.T | |
|---|---|---|---|---|---|---|
| X | Y | 1 | 2 | 3 | 4 | (Cols. 5 to 13 same as the enumerator's abstract) |

6. From each enumerator's abstract the figures for Males may be posted in one register and a ring put around M in col. 1 of the enumerator's abstract in token of having made the entry. Similarly the figures for females may be posted in the register for Females and F ringed off in the enumerators abstract. It should be ensured that all the villages and enumerators blocks have been accounted for in each of the registers and also that the figures of the correct sex have been posted in the register concerned. The opening of separate registers for each sex and the posting of figures for each sex from the enumerators abstracts has been suggested as this will facilitate the totalling of the figures for each sex for the entire charge without confusion. After totalling the figures for each sex consolidated abstract for the entire charge can be conveniently prepared incorporating the figures for Males and for Females and also striking the totals and copies of this consolidated statement communicated by post to the District Census Officer and the Director of Census Operations. (The figures of the residential houses, households, institutional households and Houseless households given in the Enumerators abstracts may also be consolidated for each charge and the total figures for the charge communicated to the District Census Officer and the Director of Census Operations. These figures may come useful in preparing the General Population Tables in the Tabulation Offices later).

7. The District Census Officer may post the figures of each of the charge in the District Statement and the totals for Males, Females and Total for the entire district struck and the District statement communicated to the Director of Census Operations as well as to the Registrar General India, at 2-A Mansingh Road, New Delhi-11, by post. It should be possible for the District Census Officers to send the consolidated statements by about 15th March, 1971 at the latest.

8. The release of the first set of Provisional Population figures immediately after Census enumeration will be based on the figures furnished as indicated in paras 3 and 4 ante. These will be consolidated for individual States as well as All-India. As soon as he consolidates the figures for the State the Director of Census Operations is requested to communicate the consolidated totals for the Stae by telegram as well as telephone to any of the following telephone Nos. of the R.G.'s Office :

383761, 381282, 386682.

The form of message may follow the pattern indicated in para 4, but omitting the name of the District. The Directors of Census Operations may await confirmation of the total figures from the Registrar General's office for each State before they release figures to the Press. This is important in order to ensure that there is complete agreement between the figures to be released by the Registrar General and the Directors of Census Operations.

9. The Directors of Census Operations are also requested to communicate separately by telegram the total population figures by sex and literates by sex of the over 1 million size population Cities if any in their States. Such Cities are likely to be Delhi, Bombay, Calcutta, Madras, Hyderabad, Bangalore, Ahmedabad and Kanpur.

10. The more detailed provisional figures referred to in paras 5 to 7 above need not be communicated by telegram or telephone. They may be sent by post. The Director of Census Operations may post copies of the consolidated statements in duplicate as soon as they are ready for the State. Since in the supplementary provisional population figures the Rural-Urban composition of Population is proposed to be incorporated in some detail the Directors of Census Operations are requested to furnish the Population by sex for each of the Towns of the State Districtwise. Since the Directors of Census Operations will be receiving the abstracts from the Charge Officers for each of the towns, it is hoped that the Directors of Census Operations will not find it difficult to furnish the figures. In case, a common charge officer is appointed for Urban and Rural area together of a Tahsil, the Directors of Census Operations may kindly try to obtain the abstracts of the Urban and Rural parts of the charge separately.

11. The contents of Paper 1 of 1971 incorporating the first set of the Provisional figures may be as follows for the State Volume :—

(a) Figures at a glance for the State as a whole, showing :

i. Total Population by sex.

ii. Decennial Population Growth, 1961-71.

iii. Density of Population.

iv. Sex ratio.

v. Literacy rate for total population and by sex.

A brief account of how the Census was taken in the State and a short analysis highlighting the important aspects of the provisional population figures now released.

(b) Statement showing the ranking of States by Population size (figures for all States will be furnished by the Registrar General's office).

(c) Pie chart showing the Population size of the districts.

(d) Map of the State showing the district-wise decennial Population growth (Choropleth method).

(e) Map of the State showing the district-wise density of Population (Choropleth method).

(f) Provisional Population Table I—Distribution of Population, Sex ratio, growth rate, density of Population—as given at p.p. 10-11 of the booklet issued with circular 20 and discussed at Courtallam.

(g) Provisional Population Table II--Decadal variation in Population since 1901 Districtwise—as given at page 13 of the booklet of circular 20.

(h) Provisional Population Table III—Population by sex of Cities over 100,000 population in 1971, and the growth rate of Population 1961-71, (Cities to be arranged in the order of their population size).

(i) Provisional Population Table IV-Literacy-same as T able V given at pages 18-19 of the bookle t of circular 20.

12. With some careful planning of the work and advance preparation it should be possible to bring out mimographed Text and Tables and also print the charts and maps in time to compile the book Paper I of 1971 for release when the Provisional Population figures are announced by 20th March.

13. In view of the Home Ministry's ruling that the Census emblem can be used only on census Publicity material but should not be used on regular publications, suitable cover design for the 1971 Census Publications is being evolved and specimens will be sent to the Directors of Census Operations in due course. The outer cover of Paper I of 1971 Provisional Population figures can be printed and kept ready and the moment the statements, maps etc. are got ready the books could be wire stitched and got ready for release.

14. In the supplement to Paper I of 1971, the following may be incorporated :

(a) An introductory note indicating what has already been covered in the main Paper I of 1971 and what is presented in the supplement. A brief analysis of the data presented in the supplement. The supplement will largely give the provisional data on urban rural break up, growth rate of the larger towns, economic characteristics of the Population.

(b) Provisional Population Table V—Rural-Urban composition of Population—same as given at pages 14-15 of circular 20 booklet.

(c) Provisional Population Table—VI Population of Towns—same as given at pp. 16-17 of the circular 20 booklet.

(d) Provisional Population Table VII—Distribution of Population by Workers and Non-workers—same as given at p. 21 of the booklet.

(e) Provisional Population Table VIII—Distribution of working population by Agricultural and other workers—same as given at pp. 22-23 of the booklet.

## APPENDIX LXVII

No. 23/1/67—MAP
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE REGISTRAR GENERAL, INDIA

New Delhi-11, the 4th April, 1967.

To

The Chief Secretary, Delhi Administration, Delhi.

*SUBJECT :* Scheme of Permanent House Numbering.

Sir,

I have the honour to enclose herewith a copy of Manual of Instructions to implement a Scheme on Permanent House Numbering on a countrywide basis. The advantages of good house numbering need hardly be stressed. The present scheme of systematic and permanent house numbering is being suggested not merely to serve the purpose of the next population Census but to meet the needs of various branches of governmental and local administrations and public utility services as also of the public themselves. At the 1971 Census although an attempt was made to have a permanent system of house numbering which was intended to be utilized for all purposes, such as electoral rolls, municipal assessment, postal address, housing surveys, public health surveys etc., Yet in some areas the maintenance of the house numbers was neglected. There was some fundamental alterations in the old building structures and new constructions have come up in several areas but all these may not have been assigned proper house numbers to fit into the general house numbering scheme. In a few localities even the original house numbering was done in a defective manner on account of inadequate preparation. I hope the introduction of permanent house numbering scheme even now instead of rushing through on the eve of Census taking offers considerable advantage of less rush and less inconvenience to the State Govts. and local bodies.

I shall feel extremely grateful if the State Govt. kindly constitutes a committee as suggested at the beginning of Chapter II of the Manual and issues necessary instructions to all local bodies and all others concerned to bring the existing house numbering system up-to-date in the light of the instructions contained in the Manual.

Yours faithfully,

Sd/- A. Chandra Sekhar
Addl. Registrar General, India

No. 23/1/67-MAP

New Delhi-11, the 4th April, 1967.

Copy forwarded to the Dy. Superintendent of Census Operations, Delhi.

Sd/- A. Chandra Sekhar
Addl. Registrar General, India.

## APPENDIX LXVIII

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

A. Chandra Sekhar
Addl. Registrar General, India

D. O. No. 23/1/67-MAP
New Delhi-11, the 19th May, 1967

*Dear Shri Verma,*

In my office circular letter No. 23/1/67-Map dated the 4th April, 1967 a detailed Scheme of Permanent Housenumbering has been drawn up a copy of which must have undoubtedly reached your office.

The ex-officio Superintendent of Census Operations, Delhi, surveyed some of the rural and urban areas of the Union Territory in order to assess the present State of housenumbering. He has observed that different systems of housenumbering are existing in different parts of the city and perhaps they may have to be allowed to continue but steps will have to be taken to bring them up to date. In urban areas the problem presented is in respect of the unauthorised colonies and slum areas where the housenumbers are firstly not found and where found they are not systematically given.

As regards the rural areas it would appear that though housenumbering has been carried out in some of the villages, yet the same is not up-to-date and it will have to be carried out afresh.

The importance and the need for a good and permanent system of housenumbering is being realised more and more for all administrative purposes and for all types of surveys and studies that are frequently undertaken by different organisations. The local administration, the electoral department, the postal department and the census department etc. are vitally interested. I would suggest that a committee may be formed comprising yourself, the Commissioner, Municipal Corporation, the President, New Delhi Municipal Committee, the Executive Officer, Delhi Cantt., and the ex-officio Superintendent of Census Operations, Delhi to implement the Permanent Housenumbering Scheme.

I should be grateful if you could kindly convene a meeting in your office inviting the above officers at your earliest convenience. I shall be happy to participate at least in the first meeting which may be of mutual benefit. Can you kindly let me know when the meeting is likely to be held ?

With regards,

Yours sincerely
Sd/-
(A. Chandra Sekhar)

Shri S. C. Verma,
Chief Secretray,
Delhi Administration,
Delhi.

No. 23/1/67-RG

New Delhi-11, the 19th May, 1967.

Copy to Shri Baldev Raj, ex-officio Superintendent of Census Operations, Delhi, in continuation of my D. O. letter No. 23/1/67-RG dated the 11th May, 1967, for information.

Sd/-
(A. Chandra Sekhar)

APPENDIX LXIX

D. O. No. 23/1/67-Map
Ministry of Home Affairs,
Registrar General, India,
2/A, Mansingh Road,
New Delhi-11

A. Chandra Sekhar,
Addl. Registrar General

February 6, 1968.

*Dear Shri Verma*

You may kindly recollect that on my request you were good enough to convene a meeting of the executive heads of the three local bodies on 28th June, 1967 to discuss ways and means for the implementation of permanent housenumbering scheme in the urban and rural areas of the Union Territory of Delhi. In this meeting it was decided that the Superintendent of Census Operations, Delhi, might draw up a programme for setting up an agency to implement the scheme and to start a pilot project of housenumbering in some areas.

Immediately after the abovesaid meeting Shri Baldev Raj, Superintendent of Census Operations, Delhi, addressed letters to Shri L. H. Marathe, Assessor & Collector, Delhi Municipal Corporation, Delhi; Secretary, New Delhi Municipal Committee and the Executive Officer, Cantonment Board, Delhi, intimating the steps to be taken to implement the decision taken in the meeting. Copies of his letters were also sent to you direct by Shri Baldev Raj under his letter No. 1/1/66-SCO, dated 10th July, 1967.

Since then Shri Baldev Raj is constantly corresponding with the representatives of the three local bodies, and while the Executive Officer, Delhi Cantonment Board and Secretary, New Delhi Municipal Committee, have intimated that they are taking steps to bring the housenumbering uptodate in their respective areas, Shri Marathe, the Assessor and Collector, Delhi Municipal Corporation has intimated that the Corporation is not in a position to take up house-numbering immediately as would appear from his D. O. letter No. Tax/HQ/PA to A & C (3047)/67 dated 9th October, 1967 (copy enclosed).

In spite of his efforts Shri Baldev Raj was not able to meet Shri L. H. Marathe, and he would not achieve much through correspondence with the result that after nearly eight months of our deliberations we have made no headway in bringing the housenumbering uptodate in the Union Territory of Delhi.

As we have to plan for the next Census from right now we are anxious that the housenumbering be brought upto date as speedily as possible. I may add that it may now be possible to advance some funds and give financial assistance to the local bodies for implementing this scheme, provided concrete steps are taken in right earnest. Even if the expensive provision of housenumbering plates can not be taken up just now, it is essential that good and detailed lay-out plans for each locality showing every house should be prepared straightaway as it would form the necessary basis for taking up a systematic housenumbering at a future date. The preparation of the plans and a preliminary houselist may hardly involve any expenditure.

I should, therefore, be grateful if you kindly convene another meeting of the Executive Heads of the local bodies at your earliest convenience and impress upon them the urgency of bringing the house-numbering uptodate according to the scheme drawn up by this Office. I feel that the presence of the Commissioner, Municipal Corporation of Delhi in the meeting will greatly help matters. The Panchayat and Revenue Authorities may also be invited to the meeting as it may be possible for them to get the housenumbering done in the rural areas.

I shall be happy to participate in this meeting. I shall, however, be happy if you can kindly call for a meeting before 22nd February as I shall be away on tour from 22nd to 28th February.

Yours sincerely
Sd/-
(A. Chandra Sekhar)

Shri S. C. Verma,
Chief Secretary,
Delhi Administration, Delhi.

No. 23/1/67-Map

New Delhi-11, the 6th February, 1968.

Copy forwarded to Shri Baldev Raj, Superintendent of Census Operations, Delhi, for information.

Sd/-
(A. Chandra Sekhar)

APPENDIX LXX

D. O. No. 9/61/69-CTU (CEN)
Ministry of Home Affairs,
Registrar General, India
2/A Mansingh Road,

A. CHANDRA SEKHAR

New Delhi-11, the 23rd March, 1970

*Dear Shri Verma,*

As you are aware, preliminary arrangements for the 1971 Census are being completed in Delhi Union Territory and the appointment of staff necessary for enumeration will commence in the course of the next few weeks. Actual enumeration will take place between the 10th and 28th February, 1971 with a revisional round from Ist March to 3rd March 1971, so as to bring the data up-to-date with reference to the sunrise of Ist March, 1971 which is the reference date for the next Census. The enumeration will, as in the past, be done mostly by the fullest use of all establishments under the control of Governments and Local Bodies on voluntary basis. The Director of Census Operations for Delhi Union Territory will be approaching you for help in the matter of enlisting your support for recruiting the necessary enumeration and supervisory agency for taking of the Census.

As an essential pre-requisite, an operation called housenumbering and houselisting has to be launched in August this year. For this purpose he will be in need of suitable staff support from the Delhi Administration authorities and I should be grateful if you will issue necessary instructions to all concerned to extend fullest co-operation to the Director of Census Operations in recruiting the required enumeration staff. The staff will have to take up the Census work in addition to their normal duties. Instructions may also be issued to the effect that it will be necessary for the Heads of Officials, who are drafted for Census duty, to attend training classes, besides the actual operations. This will necessitate the grant of concessions, regarding office attendance both during the enumeration period and a period of training which will precede it. The details of the concessions likely to be required will, of course, be settled locally.

Yours sincerely
Sd/-
(A. CHANDRA SEKHAR)

Shri S.C.Verma,
Chief Secretary,
Delhi Administration,
Delhi.

Copy to Shri S.R. Gandotra, Director of Census Operations, Delhi.

Sd/-
(K.K. Chakravorty)
Central Tabulation Officer

APPENDIX LXXI

NO. 9/42/70-CTU (Cen)
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE REGISTRAR GENERAL, INDIA.

2A, Mansingh Road,
New Delhi-11, the 31st March, 1970.

**MEMORANDUM**

As the Ministry of Finance etc. are aware, the preparation for the next Census of India to be held in February-March 1971, have started in full swing. It has been an age old practice to get the Census done through the normal Administrative Agency of the Central as well as State Governments who are entrusted with Census enumeration work as part of their normal duties for short duration and only a small complement of technical and limited Supervisory Staff appointed by the Central Government at Headquarters and in the State and Union Territories on a whole time basis.

2. The Census of India has been acclaimed as one of the largest administrative operations of the world and these are carried out on purely voluntary and honorary basis except for some small out of pocket allowances given to the Enumerators and Supervisors. The quality and comprehensiveness of the Indian Census have earned rich tributes from all over the World and all this is entirely due to the cooperation extended by the various Government agencies and others.

3. The Census of 1971 will, like its predecessors, have to draw upon the Central and State Government agencies heavily for carrying out the various operations. While the provisions of the Indian Census Act empower the District Magistrates to appoint anyone to perform census duties and the Act enjoins on such person to carry out his duties deligently, it will be a great help if the administrative Ministries issue suitable instructions to get the best out of all the personnel to ensure the success of this great national task. The personnel will be required to undertake the census work only for a very limited duration of about three weeks from about 10th February to 5th March 1971 and prior to it they will be required to attend the training classes. It will be necessary to extend the staff and concessions regarding office attendance etc. during the period they are drafted for census duties. The details of the concessions required can be settled locally and they should be the same as allowed for the staff of the State Governments who are similarly drafted for census work. In some states the staff will be needed to take up the Houselisting work also during 1970. It would, therefore, be appreciated if the Ministry of Finance etc. issue immediate instructions to their subordinate offices in Delhi and elsewhere and particularly in the metropolitan cities like Calcutta, Madras, Bombay and Delhi to the effect that the Directors of Census operations in the States and Union Territories may be afforded all reasonable facilities by deputing suitable staff, for conducting Census in those areas.

4. A copy of the instructions issued in this behalf may please be endorsed to the Registrar General and Ex-officio Census Commissioner for India, 2/A, Mansingh Road, New Delhi, for his information and necessary action.

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

To

All Ministries/Departments of Goverment of India.

Copy to all Directors of Census Operations for information and necessary action. The Directors of Census Operations are requested to make the fullest use of the usual Enumerating Agency i.e. Village Officials, School Teachers, Municipal Employees etc., and recourse to appointing Central and State Government Staff working in other offices be got absolutely minimum so that normal work of these offices is not disturbed.

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APPENDIX LXXII

अति शीघ्र

दिल्ली प्रशासन, दिल्ली
(स्वायत शासन विभाग)

पत्र संख्या २(२७२)/६९-स्वा० शा०

दिनांक ४ जून, १९७०

सेवा में,

१. समस्त सचिव, दिल्ली प्रशासन, दिल्ली
२. दिल्ली प्रशासन के समस्त विभागाध्यक्ष स्थानीय कार्यालय
३. आयुक्त, दिल्ली नगर निगम, दिल्ली
४. सचिव, नई दिल्ली नगरपालिका, नई दिल्ली
५. कार्यकारी अधिकारी, दिल्ली केन्टोनमैंट बोर्ड, दिल्ली छावनी

विषय : वर्ष १९७१ की जनगणना के लिए सरकारी कर्मचारियों के उपयोग के संबंध में।

उपरोक्त विषय पर इस प्रशासन के पत्र संख्या २ (२७२) ६९-स्वा० शा०, दिनाँक १९/४/७० में यह कहा गया था कि जनगणना का कार्य राष्ट्रीय महत्व का है उसमें सभी विभाग के कर्मचारियों का सहयोग प्राप्त करना होगा। अतः इसका भार सभी प्रशासन के विभागों तथा स्थानीय निकायों को उठाना होगा।

२. ऐसा ज्ञात होता है कि कुछ कार्यालयों ने अपने अधीनस्थ कर्मचारियों को इस कार्य के लिए उपलब्धि असम्भव बताई है। कुछ कार्यालयों ने अपने अधीनस्थ कर्मचारियों से पूछा है कि वह काम करना चाहते हैं कि नहीं। इस तरह से कर्मचारी उपलब्ध नहीं हो सकेंगे और काम में कठिनाई होगी। जैसा कि पहले बताया गया है कि यह कार्य आवश्यक है और इसको प्राथमिकता दी जाय। अतः यह आदेश दिया जाता है कि सभी कार्यालय अपने अपने अधीन कर्मचारियों की सूची बनाकर निर्देशक, जनगणना, दिल्ली ग्राण्ड होटल, २-अण्डर हिल रोड, दिल्ली को १५/६/७० तक भिजवा दें। सूची निम्न कालम में बनाकर भेजें।

| १ | २ | ३ |
|---|---|---|
| कर्मचारी का नाम | पद | घर का पता |

ह०
(सुशील चन्द्र वर्मा)
मुख्य-सचिव,
दिल्ली प्रशासन : दिल्ली

APPENDIX LXXIII

**DELHI ADMINISTRATION : DELHI**
**(EDUCATION DEPTT.)**

No. F. 9/30-69-EDN Dated the 9th July, 1970

**ORDER**

All Principals (Male & Female) of Govt. (Aided) Hr. Secondary Schools, Delhi/New Delhi are requested to supply a complete list of the teachers working in their school, alongwith their full-particulars viz. names, designation and their residential address etc. to the Director of Census Operations, Grand Hotel, 2-Under Hill Road, Delhi, immediately and positively before 12th July, 1970 under intimation to this Department.

They are also requested to comply with the instructions received by them from the Director of Census Operations, Delhi and also supply their own particulars to the Director of Census Operations, Delhi.

Sd/-
( B. R. Vyas )
Under Secretary of Education,
Delhi Administration, Delhi.

To

All Govt. (Aided) Hr. Sec. Schools, Delhi/New Delhi.

No. F. 9/30/69-EDN Dated the 9th July, 1970.

Copy forwarded to :—

1. The Director of Census Operations, Grand Hotel, 2-Under Hill Road, Delhi, alongwith a list of aided school in Delhi/New Delhi with reference to his letter No. F. 1/45/69-DCO-III/4091 dated the 3.7.70. A list of Female Principal, Govt. Hr. Sec. School, Delhi/New Delhi is also enclosed as desired.

Sd/-
( B. R. Vyas )
Under Secretary of Education,
Delhi Administration, Delhi.

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APPENDIX LXXIV

IMMEDIATE

**DELHI ADMINISTRATION : DELHI**
**(EDUCATION DEPARTMENT)**

No. F. 9 (30)/69-70/Edn. Dated the 3rd November, 1970.

**ORDER**

All the Principals of Government and Aided Higher Secondary and Middle Schools, under the Directorate of Education, Delhi are requested to supply a complete list of the staff alongwith their particulars (Name, Designation and Residential Address) working in their schools, directly to the Director of Census Operations, Grand Hotel, 2-Under Hill Road, Civil Lines, Delhi-6, immediately and positively before 3rd November, 1970 under intimation to this Department.

As regards female teachers the names of only those female teachers who would like to do this work may also please be furnished to the Director of Census.

Sd/-
( R. N. Puri )
Deputy Secretary (Education)
Delhi Administration , Delhi

To

All the Principals of Government &
Aided (Boys & Girls) Higher Secondary
& Middle Schools, Delhi/New Delhi.

No F. 9 (30)/69-70/Edn. Dated the 3rd November, 1970.

Copy forwarded to Shri S. R. Gandotra, Director of Census Operations, Grand Hotel, 2-Under Hill Road, Civil Lines, Delhi, with reference to his D. O. No. 1/49/70-DCO/11967 dated 6.10.1970.

Sd/-
( R. N. Puri )
Deputy Secretary (Education)
Delhi Administration : Delhi.

APPENDIX LXXV

MOST IMMEDIATE

No. 38/1/70-Ad. II

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

New Delhi, the 9th December, 1970.

To

The Chairman,
Higher Secondary Board,
Delhi.

*Subject* : 1971 Census – Postponement of examinations.

Sir,

I am directed to enclose a copy of letter No. 38/1/70-Ad. II dated the 24th September, 1970 addressed to the Chief Secretaries of all State Governments requesting them to ensure that the annual examination in schools and colleges for 1971 commence only about 20th March 1971, so that the teachers who are entrusted with the duties of enumerators etc. are able to devote themselves to the 1971 Census work and to request you kindly to consider the desirability of taking similar action on behalf of the Board.

2. A large number of teachers of the schools have been appointed as Enumerators and Supervisors and they would be engaged in receiving training and for taking the population count from 10th February 1971 to 3rd March 1971.

3. It is earnestly requested that the Board may kindly take necessary action in the matter.

4. A favour of an early reply is solicited.

Yours faithfully,

Sd/-

(K. D. Ballal)
Deputy Registrar General, India.

Encl : As above

No. 38/1/70-Ad. II

New Delhi-11, the 9th Dec. 1970

Copy forwarded for information, to the Director of Census Operations, Delhi, with reference to his D. O. letter No. 12958/70-DCO dated 18.11.70 addressed to Shri Chandra Sekhar.

Sd/-

( K. D. Ballal )
Deputy Registrar General, India.

APPENDIX LXXVI

D. O. No. 9/127/70-CTU (CEN)

MINISTRY OF HOME AFFAIRS
THE REGISTRAR GENERAL, INDIA

A. Chandra Sekhar

2A, Mansingh Road,
New Delhi-11.
February 3, 1971.

*Dear Shri Verma,*

The revised census enumeration dates now fall from 10th March, 1971 to 3rd April, 1971 on account of the intervening mid-term General Elections. As you are already aware, the census requires the services of a very large number of persons. The personnel needed have already been drawn from the schools, the various State and Central Government offices and also of other organisations like the Public Sector Undertakings, Life Insurance Corporation, etc. Under the Census Act, every person called upon to perform the census duties is bound to carry them out. All the personnel have already been intensively trained by the State Directors of Census. In order to get through this great national task, it will be necessary for the personnel put on census enumeration work to be shown certain concessions in the matter of office attendance during the period that they are actually engaged on census enumeration work. Though the persons are generally expected to cover the areas allotted to them outside their office hours, in practice, an enumerator who attends to enumeration work in the morning may find it difficult to reach the office in time. Similarly, those attending to enumeration work in the afternoons may have to leave their offices, early. Recently, while I was in Bangalore I participated in State level conference of all the District and City Census Officers of the State. I have been informed that State Government have already issued instructions that the officials engaged on census work will be considered as on other duty and are permitted to be away from their offices for half a day from 10th march to 31st March, 1971 and are allowed to be exclusively on census work for the whole day from 31st March to 3rd April in order to conduct the intensive revisonal round during the last three days. Similar instructions would required to be issued by the Railway Board, etc. A copy of the State Government's orders is enclosed. I should be grateful if you can kindly have suitable instructions issued in this regard to your regional offices very urgently. The total number of persons engaged on actual enumeration work from your Organisation may not be considerable and it is likely to cause least inconvenience to the normal working of the local offices, considering the importance of the census work, the Prime Minister has also addressed the Chief Ministers of States to extend various concessions like the postponement of examinations, etc. A copy of the Prime Minister's letter is also enclosed for your information.

I should be grateful to have a copy of the instructions issued by you to your organisations in the State.

Sh. S.C. Verma
Chief Secretary,
Delhi Administration
Delhi

Yours sincerely,
Sd/-
( A. Chandra Sekhar

---

## APPENDIX LXXVII

D. O. No. 9/15/71-CTU (CEN)

MINISTRY OF HOME AFFAIRS
THE REGISTRAR GENERAL, INDIA

A. Chandra Sekhar

2-A Mansingh Road
New Delhi-11,
18 February, 1971.

*Dear Shri Verma,*

As you know, the census enumeration will now start on 10th of March and end by 3rd of April, 1971. A whole mass of census enumeration staff has already been fully Trained and were prepared to launch on the census enumeration from 10th February, as originally programmed. It is important to ensure that all the personnel so trained are in their posts when the final enumeration in March/April, 1971 is taken up. The Directors of Census Operations of some States have been pointing out that recently there have been several changes of officials on the eve of the mid-term polls. Even if due to some unforeseen circumstances, some officials had to be changed, I would request that the State Government may kindly issue instructions for their being restored to their former posts to enable them to get through the census enumeration work successfully. You will no doubt appreciate that it will not be possible to train up any fresh staff at this stage before launching on the enumeration.

Shri S.C. Verma,
Chief Secretary,
Delhi Administration, Delhi

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

Copy for information to all the Directors of Census Operations, Delhi.

Sd/-
( K. D. Ballal )
Deputy Registrar General, India.

APPENDIX LXXVIII

Tele : 229579
220434

No. 1/74/70-DCO

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS : DELHI

'Grand Hotel'
2, Under Hill Road, Civil Lines,
Delhi-6, dated the 28th Oct. 1970.

To

All the Sub-Divisional Magistrates-cum-Census Officers,
All the Charge Superintendents.

Subject:— The Population Count in 1971.

**Circular No. 1 (Enumeration)**

Sir,

The first phase of Houselisting Operations in the Union Territory of Delhi has been completed. The last and most important phase of Census Operation is the Individual Count. The enumeration of the population involves not merely the counting of numbers, but also eliciting of certain essential details of each person, male or female, young or old. It needs hardly be emphasised that this involves a very heavy organisational effort and the few months before us are of crucial importance.

The enumeration will be held uniformally all over the Country between 10th February, 1971 and 28th February, 1971, followed by a revisional round from 1st to 3rd March, 1971.

Unlike the Houselisting Operations, the enumeration is a strictly time-bound operation. The work has to be commenced and completed within the dates mentioned and no deviation can be allowed. This is an aspect of the work that must be continuously remembered by all of us and particularly by the Charge Superintendents, Supervisors and Enumerators.

The enumeration involves the completion of an individual slip in the case of every person irrespective of age or sex. This slip contains 17 questions, and answers furnished, when completed would form the basic data necessary for all planning and for preparing statistical information concerning the Nation's Population Resources and business activities. It is, therefore, essential for us to ensure that enumerator completes each slip with the great sense of responsibility that it deserves. The enumerator will also cover the Houseless population and will conduct a special enquiry in the case of Degree Holders and Technical Personnel. The enumerator will be able to perform his function well only if we are able to train him up effectively and also inculcate in him the discipline necessary for the performance of this duty. All material necessary for census operations will be supplied by this office, but particular care will have to be paid to the training aspects since the accuracy of the data collected will almost entirely

depend on how well the training has been carried out. It is particularly requested that the Sub-Divisional Magistrates review the training of census personnel in their respective jurisdictions. Separate instructions regarding the training programme and the number of training classes to be held will be communicated shortly.

As mentioned earlier, the enumeration of all persons will have to be commenced on the 10th February, 1971 and completed by 28th February, 1971. On the night of 28th February 1971 all houseless population will be enumerated. A revisional round will be conducted by the enumerator from 1st March to 3rd March, 1971 in order to take in to account all births, deaths and new-arrivals in his block, not enumerated earlier, during his previous visit. The enumerator is required to prepare an abstract giving details of the population of his block and certain other particulars. As the operation is strictly time bound, it is necessary that all the returns and forms are furnished to the Charge Superintendents by the 5th March, 1971, and the Charge Superintendent will send intimation to this office for passing it on to the Registrar General, India indicating the total population of his charge and certain other particulars, based on which the Registrar General, India will issue the provisional population totals for the Country by 6th March, 1971.

It will be apparent that unless the entire organisation works to a strict Schedule, this will not be possible. It is, therefore, essential for us to ensure that the operations are conducted according to Schedule.

Instructions regarding the training programme, final selection and appointment of enumerators and supervisors and other operational aspects of enumeration will be issued from time to time. The Sub-Divisional Magistrates are particularly requested to review periodically the progress of training classes in their jurisdictions and to ensure that both, the importance and the need for an adherance to the Schedule are sufficiently understood by the Enumerators and Supervisors. The responsibility of ensuring the successful completion of enumeration and of reporting the results by the 5th March, 1971 rests on the Census Officers and the Charge Superintendents, entirely.

They are requested to acquaint themselves fully with all the Circulars and instructions issued from this office, from time to time and to contact this office if need be, for any assistance or clarification in this operation, which will always be readily available.

The population count is a gigantic operation. We should all join hands to meet this great challenge and maintain the high Census traditions of Delhi.

Please acknowledge receipt.

Yours faithfully.
Sd/-
( S. R. Gandotra )
Director of Census Operations,
Delhi.

No. 1/74/70-DCO Dated the 28th Oct. 1970.

Copies forwarded with compliments for information to the :—

1. Secretary to Lt. Governor, Delhi.
2. Chief Secretary, Delhi Administration, Delhi.

3. Registrar General, India, New Delhi.
4. Deputy Commissioner, Delhi.
5. Additional District Magistrates, Delhi.
6. Commissioner, Municipal Corporation of Delhi.
7. President, New Delhi Municipal Committee, New Delhi.
8. President, Cantonment Board, Delhi Cantt.
9. Secretary (Local Self Government), Delhi Administration, Delhi.
10. Secretary (Home), Delhi Administration, Delhi.
11. Secretary (Education), Delhi Administration, Delhi.
12. Development Commissioner, Delhi.
13. The Director, Bureau of Economics and Statistics, Delhi Administration, Delhi.

Sd/-
( S. R. Gandotra )
Director of Census Operations,
Delhi.

APPENDIX LXXIX

Census/Immediate

No. 1/74/70-DCO

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS : DELHI.

'Grand Hotel'
2, Under Hill Road, Civil Lines,
Delhi-6, dated the 11th Nov., 1970

To

All the Census Officers.

*Subject* :—The Population Count 1971

**Circular No. 2**

As a result of reduction in the number of posts of Sub-Divisional Magistrates and changes in the designations in some cases, notification No. F. 2(272)/69-LSG (1), dated the 5th January, 1970, appointing some of the Sub- Divisional Magistrates as Census Officers, for conducting the 1971 Census, has become somewhat in-operative. I have, therefore, requested the Delhi Administration to issue a fresh notification, incorporating all changes.

2. Since some of the Sub-Divisional Magistrates had quite a big Charge as compared to others, we have also made the appointments of some of the Executive Magistrates, as Census Officers/Addl. Census Officers. Census Charges which will now be under your control have been shown in the statement enclosed herewith, alongwith the names and the addresses of the Charge Superintendents. It will now be your responsibility to ensure that these Charge Superintedents train the Supervisors and Enumerators of their respective charges properly and get the Census conducted according to the instructions issued by the Registrar General, India in a booklet, a copy of which is enclosed herewith for your information. I will, of course, train you for this work and a separate communication will follow in this regard.

3. Since the conduct of population Census is strictly time-bound, it has to be regulated according to the programme drawn up by this office and approved by the Registrar General, India. I am enclosing a copy of this for your information. It is needless to emphasise that this programme has to be followed rigidly and that no postponement of any kind will be possible. This aspect has already been explained to you in my first Circular and I am confident that you will extend full cooperation to make this task of national importance, a great success in Delhi—Capital of India.

Kindly acknowledge receipt.

Yours faithfully
Sd/-
( S. R. Gandotra )
Director of Census Operations,
Delhi.

Encls : as above.

No. 1/74/70-DCO

Dated the 11th Nov., 1970.

Copy, with a copy of each of the Instruction booklets and of the programme are forwarded to all the Charge Superintendents. They are advised to go through these instructions before coming for training, programme of which is being sent separately.

Kindly acknowledge receipt.

Sd/-
( S. R. Gandotra )
Director of Census Operations,
Delhi.

APPENDIX LXXIX—*contd.*

*Enclosure No. 1*

## OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS : DELHI

Statement showing the details of the Charges under Census Officers (Revised)

| Census Division | Census Charge No. | Census Officer | Charge Superintendent |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
| 1. New Delhi Municipal Committee Area (Census Tract No. I) | 1. | | 1. Shri Khawaja-Es-Uddin (Supdt. Meters), New Delhi Municipal Committee, New Delhi. Tele No. 46976/262 |
| | 2. | Shri R. D. Kalra, Asstt. Secretary, New Delhi Municipal | 2. Shri Kishan Lal Gaur (Supdt. Meters), New Delhi Municipal Committee, New Delhi. Tele No. 46976/262 |
| | 3. | Committee, New Delhi. Tele No. 46976/279 | 3. Shri Anant Ram Sharma, (Chief Sanitary Inspector), New Delhi Municipal Committee, New Delhi. Tele No. 46976/216 |
| | 4. | | 4. Shri R. C. Sharma, (Supdt. Mains), New Delhi Municipal Committee, New Delhi. Tele. No. 48774 |
| | 5. | | 5. Shri V. S. Garg, Assistant Education Officer, New Delhi Municipal Committee, New Delhi. Tele No. 46976/201 |
| | 6. | | 6. Shri Joginder Singh, (Supdt. Mains), New Delhi Municipal Committee, New Delhi. Tele No. 47660 |
| | 7. | Sub-Divisional Magistrate, Parliament Street, New | 7. Shri M.C. Gupta, (Supdt. Mains), New Delhi Municipal Committee, New Delhi. Tele No. 47660 |
| | 8. | Delhi. Tele No. 47620 | 8. Shri Bhagwan Singh, (Chief Sanitary Inspector), New Delhi Municipal Committee, New Delhi. Tele No. 46976/216 |
| | 9. | | 9. Shri R. K. Bhanot, (Chief Sanitary Inspector), New Delhi Municipal Committee, New Delhi. Tele No. 46976/216 |
| 2. Delhi Cantonment Board Area (Census Tract No. II). | 1. | The Executive Officer, Delhi Cantonment Board, Delhi Cantt Tele No. 391437 | 1. Shri Raj Kumar Singh, (Supdt. Revenue), Delhi Cantonment Board, Delhi Cantt. Tele No. 391437 |

| 1 | 2 | 3 | 4 |
|---|---|---|---|
| 3. Delhi Municipal Corporation Urban Area (Census Tract No. III) | **Urban area on the east of Jamuna** | | |
| | 1. | Shri G. K. Dixit, Sub-Divisional Magistrate, Shahdara, Delhi. Tele. No. 221031 | 1. Shri C. K. Agrawal, Principal, Govt. Boys Hr. Sec. School, Rohtas Nagar, Shahdara, Delhi-32. Tele No. 212068 |
| | 2. | | 2. Shri V. D. Sharma, Principal, Govt. Boys Hr. Sec. School, Village Ghonda, Shahdara, Delhi-32. Tele. No. 213870 |
| | 3. | | 3. Shri Amar Nath Saras, Principal, B. R. Govt. Hr. Sec. School, Bhola Nath Nagar, Shahdara, Delhi-32. Tele. No. 212026 |
| | 4. | | 4. Shri Brij Lal Gupta, Principal, Govt. Hr. Sec. School No. II, Gandhi Nagar, Delhi-31. Tele. No. 212034 |
| | 5. | | 5. Shri R. B. Sharma, Principal, Govt. Hr. Sec. School No. II, Jheel Kuranja, Delhi-31. Tele. No. 213890 |
| | 6. | | 6. Shri Krishan Chander, Principal, Govt. Boys Hr. Sec. School No. II, Krishan Nagar, Delhi-31. Tele. No. 212518 |
| 4. Delhi Municipal Corporation Urban Area (Census Tract No. III). | **Walled City** | | |
| | 7, 9. | Shri K. N. Joshi, Sub-Divisional Magistrate, Kotwali, Delhi. Tele. No. 227524 | 7, 9. Shri R. K. Sethi, Principal, Govt. Boys Hr. Sec. School No. II, Mori Gate, Delhi-6. Tele. No. 225032 |
| | 8. | | 8. Shri Ram Parkash Gupta, Principal, Ramjas Hr. Sec. School No. 3, Kucha Natwan, Chandni Chowk, Delhi-6. Tele. No. 262003 |
| | 10, 11. | | 10, 11. Shri S. K. Mittal, Principal, Rohtagi A. V. Boys Hr. Sec. School, Chowk Raiji, Nai Sarak, Delhi-6. Tele. No. 265625 |
| | 12, | | 12. Shri P. S. Jain, Principal, Vishan Das Uttam Chand Ramjas Hr. Sec. School, Ballimaran, Delhi-6. Tele. No. 266165 |

| 1 | 2 | 3 | 4 |
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| 4. *concld.* | 13. | | 13. Shri B. L. Kalla, Principal, Sanatan Dharam Hr. Sec. School, Ajmeri Gate, Delhi-6. Tele. No. 265356 |
| | 14. | | 14. Shri Harvir Singh, Principal, Govt. Boys Hr. Sec. School, Zeenat Mahal, (Kamla Market), Delhi-6. |
| | 15. | Shri Jagmohan, Sub-Divisional Magistrate, Daryaganj, Delhi. Tele. No. 272592 | 15. Shri Nirmal Chander, Head Master, M. C. Middle School, Near Jama Masjid, Delhi-6. |
| | 16. | | 16. Shri Mool Chand Ganhar, Principal, Govt. Boys Hr. Sec. School No. II, Mata Sundari Road, New Delhi-1. Tele. No. 274783 |
| | 17. | | 17. Shri M. C. Gupta, Principal, Ramjas Boys Hr. Sec. School No. 1, Darya Ganj, Delhi-6. Tele. No. 274640 |
| 5. Delhi Municipal Corporation Urban Area (Census Tract No. III) | **Sadar Bazar Area** | | |
| | 18. | | 18. Shri J. S. Saxena, Principal, Govt. Boys Hr. Sec. School, Bara Hindu Rao (Bahadur Garh Road), Delhi-7. |
| | 19. | Shri S. L. Arora, Sub-Divisional Magistrate, Sadar Bazar, Delhi. Tele. No. 227839 | 19. Shri D. D. Sharma, Principal, Govt. Boys Hr. Sec. School, Qutab Road, Delhi-8. Tele. No. 226301 |
| | 20. | | 20 Shri M. C. Gupta, Principal, Phool Chand Vaish Hr. Sec. School, Pahari Dhiraj, Delhi-6. |
| | 21. | | 21. Shri C. L. Biswas, Principal, Govt. Hr. Sec. School, Rani Jhansi Road, New Delhi-55. |
| | **Pahar Ganj & Minto Road Area** | | |
| | 22. | | 22. Shri P. P. Singh, Principal, Govt. Boys Hr. Sec. School, No. I, Pahar Ganj, NewDelhi-55. Tele. No. 272314 |
| | 23. | Shri Ashok Kapoor, Sub-Divisional Magistrate, Kamla Market, Delhi. Tele. No. 276072 | 23. Shri M. L. Nangia, Principal, Govt. Boys Hr. Sec. School No. II, Paharganj, New Delhi-55. Tele. No. 272314 |
| | 24. | | 24. Shri A.S. Yadav, Principal,Govt. Boys Hr. Sec. School, Jhandewalan, Link Road, New Delhi-5. Tele. No 566381 |
| | 25. | | 25. Shri B. K. Thapar, Principal, M. C. Hr. Sec. School, Rouse Avenue, New Delhi-1. Tele. No. 273285. |

| 1 | 2 | 3 | 4 |
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| 5. *contd.* | **Karol Bagh & Patel Nagar** | | |
| | 26, 28. | Shri S. K. Mehra, Executive Magistrate, Delhi. | 26, 28. Shri R. P. Goel, Principal, Govt. Boys Hr. Sec. School, Tibbia College, Karol Bagh, New Delhi. |
| | 27. | | 27. Shri S. S. Agarwal, Principal, Ramjas Hr. Sec. School No. 5, Ramjas Road, New Delhi-5. Tele. No. 562815 |
| | 29. | | 29. Shri R. N. Chopra, Principal, Govt. Boys Hr. Sec. School, Dev Nagar Delhi-5. Tele. No. 563864 |
| | 30. | | 30. Shri S. K. Sharma, Principal, Govt. Boys Hr. Sec. School, No. II, West Patel Nagar, New Delhi 5. Tele. No. 587197 |
| | 31. | Shri S.K. Batra, Sub-Divisional Magistrate, Patel Nagar, New Delhi. Tele. No. 228033 | 31. Shri M. P. Rudra, Principal, Ramjas Hr. Sec. School, Anand Parbat, New Delhi. Tele. No. 585243. |
| | 32. | | 32. Shri S.L. Juneja, Principal, Govt. Boys Hr. Sec. School, Ranjit Nagar, (Behind DTU Colony), New Delhi-5. Tele. No. 585243 |
| | 33, 34. | | 33, 34. Shri R. D. Gupta, Principal, Govt. Boys Hr. Sec. School, Sarai Rohalla, New Delhi-17 |
| | 35. | | 35. Shri Milap Singh, Principal, Govt. Boys Hr. Sec. School, Karam Pura, Delhi-15. |
| | **Civil Lines & Part of SubziMandi** | | |
| | 36, 39. | Shri L.D. Gupta, Sub-Divisional Magistrate, Civil Lines, Delhi. Tele. No. 225815 | 36, 39. Shri S. N. Shashtri, Principal Govt. Boys Hr. Sec. School, Malka Ganj, Delhi-7. |
| | 37, 38. | | 37, 38. Shri O.P. Ahuja, Principal, Govt. Boys Hr. Sec. School, No. I., Roop Nagar, Delhi-7. Tele. No. 225853 |
| | 40. | | 40. Shri K.N. Gupta, Principal, Govt. Boys Hr. Sec. School, Vijay Nagar, Delhi-9. Tele. No. 224016 |
| | 41. | | 41. Shri Bal Krishan, Principal, Govt. Boys Hr. Sec. School, Kingsway Camp, Delhi-9. Tele. No. 221614 |

| 1 | 2 | 3 | 4 |
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| 5. *contd.* | 42. | | 42. Shri K.N. Gupta, Principal, Govt. Boys Hr. Sec. School, No. II, Model Town, Delhi-7. Tele. No. 223046 |
| | 43. | Smt. Shailaja Chandra, Executive Magistrate, Delhi. | 43. Shri B.R. Verma, Principal, Govt. Boys. Hr. Sec. School, Lucknow Road, Delhi-7. |
| | 44. | | 44. Shri S. P. Vedi, Principal, Govt. Model School, Ludlow Castle, Delhi-6. Tele. No. 225688 |
| | **Part of Subzi-Mandi & Narela** | | |
| | 45. | | 45. Shri B. S. Tanwar, Principal, Govt. Boys Hr. Sec. School, 2nd Shift, Roshanara Road, (Opp. Roshanara Garden), Delhi-7. |
| | 46. | Shri S.L. Dua, Sub-Divisional Magistrate, Railway, Delhi. | 46. Shri V.M. Gupta, Principal Govt. Boys Hr. Sec. School, Andha Mughal, Delhi-7. Tele. No. 227725 |
| | 47, 48. | | 47, 48. Shri R. C. Pathak, Principal, Govt. Hr. Sec. School, No. I, Shakti Nagar, Delhi-7. Tele. No. 221641 |
| | 49. | | 49. Shri S.D. Sharma, Principal, M.B. Hr. Sec. School, Narela Delhi. |
| | 50, 53. | Shri H.D. Birdi, Executive Magistrate, Delhi. | 50, 53. Shri Y.S. Kulshreshtha, Principal, Govt. Boys Hr. Sec. School, Ram Pura, Delhi. Tele. No. 566887 |
| | 51, 52. | | 51, 52. Shri P.C. Batra, Principal, Govt, Boys. Hr. Sec. School, Bharat Nagar, Delhi-7. |
| | **South Delhi Part-I** | | |
| | 54. | | 54. Shri S. L. Gaur, Principal, Govt. Boys Hr. Sec. School, Purana Qilla, New Delhi-1. |
| | 55. | Shri A.C. Kher, Sub-Divisional Magistrate, Lajpat Nagar, New Delhi. Tele. No. 40106 | 55. Shri S. L. Pali, Principal, Govt. Boys Hr. Sec. School, Jangpura, New Delhi-24. Tele. No. 75409 |
| | 56 | | 56. Shri R. K. Malhotra, Principal, Govt. Boys Hr. Sec. School, Lajpat Nagar II, New Delhi-24. Tele. No. 622448 |
| | 57. | | 57. Shri L. G. Joseph, Principal, Govt. Boys Hr. Sec. School, Defence Colony, New Delhi-11. |

| 1 | 2 | 3 | 4 |
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| 5. *contd.* | **South Delhi Part-II** | | |
| | 58. | Shri R.C. Illango, Sub-Divisional Magistrate, Chanakyapuri, New Delhi. Tele. No. 40106 | 58. Shri M. L. Aggarwal, Principal, Shri Baij Nath Hr. Sec. School, Ishwar Nagar, Mathura Road, New Delhi-20. |
| | 59. | | 59. Shri Krishan Chander, Principal, Govt. Boys Hr. Sec. School, Sriniwaspuri, New Delhi-24. Tele. No. 631942 |
| | 60. | | 60. Shri T.N. Bhatt, Principal Govt. Boys Hr. Sec. School, Andrews Ganj, New Delhi-19. Tele. No. 625828 |
| | 61. | | 61. Shri J. C. Gaur, Principal, Govt. Boys Hr. Sec. School, Malvia Nagar, New Delhi. Tele. No. 76415 |
| | 62. | | 62. Shri Rishi Ram, Principal, Govt. Boys Hr. Sec. School, No. II, Kalkaji, New Delhi-19. Tele. No. 631213 |
| | **South Delhi Part-III** | | |
| | 63. | Shri R. P. Rai, Sub-Divisional Magistrate, Cantonment, New Delhi. Tele. No. 47620 | 63. Shri Jai Dayal, Principal, Govt. Boys Hr. Sec. School No. II, Moti Bagh (Nanak Pura), New Delhi-23. |
| | 64. | | 64. Dr. S. N. Sharma, Principal Govt. Boys Hr. Sec. School, Sector VII, R.K. Puram, New Delhi-22. |
| | 65. | | 65. Shri Sajjan Singh, Principal, Govt. Boys Hr. Sec, School, Sector-II, R. K. Puram, New Delhi-22. |
| | 66, 67. | | 66, 67. Shri N.K. Dhan, Principal, Govt. Boys Hr. Sec. School, No. I Mehrauli (Qutab), New Delhi. Tele. No. 74560 |
| | **West Delhi Part-I** | | |
| | 68, 69. | | 68, 69. Dr. J. P. Kala, Principal Govt. Boys Hr. Sec. School, Rajinder Nagar, New Delhi. Tele. No. 585893 |

| 1 | 2 | 3 | 4 |
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| 5. *contd.* | 70, 71. | | 70, 71. Shri I. P. Malhotra, Principal, Govt. Boys Hr. Sec. School Naraina, New Delhi-25. Tele. No. 391647 |
| | 72. | Shri R. Narayana, Executive Magistrate, Delhi. | 72. Shri Chuni Lal, Principal, Govt. Boys Hr. Sec. School, Ramesh Nagar, New Delhi-25. Tele. No. 583304 |
| | 73. | | 73. Shri Yash Pal Purang, Principal, Govt. Boys Hr. Sec. School No. 1, Rajouri Garden, New Delhi-27. Tele. No. 587279 |
| | 74. | | 74. Shri O. P. Aggarwal, Principal, Govt. Boys Hr. Sec. School, Shiv Nagar, Jail Road, New Delhi-13. |
| | **West Delhi Part-II** | | |
| | 75. | | 75. Shri T.R. Taneja, Principal, Govt. Boys Hr. Sec. School, Punjabi Bagh, New Delhi-26. Tele. No. 566929 |
| | 76. | | 76. Shri Shiv Ram Dass Sharma, Principal Govt. Boys Hr. Sec. School, Basai Dara Pur, New Delhi-15. Tele. No. 585958 |
| | 77. | Miss. V. Singh, Sub-Divisional Magistrate, Punjabi Bagh, Delhi. Tele. No. 224350 | 77. Shri P. N. Mallah, Principal, Govt. Boys Hr. Sec. School, Tagore Garden, New Delhi-15. Tele. No. 587292 |
| | 78. | | 78. Shri O.P. Nagpal, Pricipal, Govt. Boys Hr. Sec. School, No. I, Tilak Nagar, New Delhi-18. Tele. No. 391141 |
| | 79, 80. | | 9, 80. Shri F.C. Arora, Principal, Govt. Hr. Sec. School, Najafgarh, New Delhi. Tele. No. 86272, R. 86366. |
| Rural Area of the Union Territory. | 1. | Shri K.N. Srivastava, Revenue Asstt., Delhi. Tele. No. 224110 | 1. Block Development Officer, Shahdara, Delhi. Tele No. 212142 |
| | 2, 3. | | 2, 3. Shri Kuldeep Ray Shringhal, Tehsildar, Land. Acq., Delhi. Block Development Officer, Alipur, Delhi. Tele. No. 89383 |
| | 4. | | 4. Shri Ishwar Dass, Tehsildar, Delhi. Tele. No. 225174 |
| | 5. | | 5. Shri Shiv Raj, Tehsildar, Recoveries, Delhi. |

| 1 | 2 | 3 | 4 |
|---|---|---|---|
| 5. *Concld.* | 6. | | 6. Block Development Officer, Najafgarh, Delhi. Tele. No. 86330 |
| | 7. | | 7. Block Development Officer Nangloi, Delhi. Tele. No. 87224 |
| | 8. | Shri K.N. Srivastava, Revenue Asstt., Delhi. Tele. No. 224110 | 8. Ch. Daryao Singh, Tehsildar, Mehrauli, Delhi. Tele. No. 73324 |
| | 9. | | 9. Shri Chander Bhan, Tehsildar, Land Reforms, Delhi. Tele. No. 221548 |
| | 10. | | 10. Block Development Officer Mehrauli, Delhi. Tele. No. 73636 |

APPENDIX LXXIX—*contd.*

*Enclosure No. 2*

## OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS : DELHI

Programme for the conduct of Enumeration (Population Count) in the Union Territory of Delhi.

### TARGETED DATES

1. **26th November to 17th December, 1970.**
   Training of Census Officers and Charge Superintendents.

2. **21st December, 1970 to 25th January, 1971.**
   Intensive Training of Supervisors and Enumerators by Census Officers and Charge Superintendents.

3. **21st January, 1971 to 25th January, 1971.**
   Distribution of forms to Supervisors and Enumerators by the Charge Superintendents.

4. **1st February, 1971 to 7th February, 1971.**
   Preparation of Notional Maps and upto-dating of Abridged Houselists.

5. **10th February, 1971 to 28th February, 1971.**
   Enumeration of population by House to House visit.

6. **Night of 28th February, 1971 and 1st March, 1971.**
   Enumeration of House-less population from 11 P.M. onward.

7. **1st March, 1971 to 3rd March, 1971.**
   Revisional Round.

8. **4th March, 1971**
   Compilation and Submission of Block Abstract by Supervisor to their respective Charge Superintendents.

9. **5th March, 1973.**
   1. Submission of Charge abstract by the Charge Superintendents to Director of Census Operations through Census Officers by 2 P.M.
   2. Submission of filled-up individual slips and other relevant record by the enumerator and supervisors to their Charge Superintendents.
   3. Transmission of the above record to Director of Census Operations, Delhi.

APPENDIX LXXX

*Tele* : 229579
220434

NO. 1/74/70-DCO
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS DELHI.

"Grand Hotel",
2, Under Hill Road, Delhi-6
Dated the 20th November, 1970.

To

**Circular No. 3**

All the Census Officers and
Charge Superintendents.

Sub : Census 1971—Training of Census personnel.

According to the Programme drawn up for the final phase of Census Operation as communicated to you with Circular No. 2 of 11th November, 1970, the next and most important step is the training of Census Officers and Charge Superintendents and that of the Supervisors and Enumerators. It is, therefore, absolutely necessary that all those who are engaged on the conduct of Census should understand the various concepts and should be in a position to elicit correct answer to the census questionnaire. *This essential aspect of Census can be achieved only by imparting thorough and systematic training in regard to the actual filling up of various census forms according to the prescribed instructions.*

Training of Census officers and Charge Superintendents will be imparted in my office on the dates mentioned in the enclosed schedule at *2.00 P.M.* This time table should be noted carefully so that you may not be absent from any of these classes. *This is very important.*

The responsibility of imparting thorough training to the supervisors and enumerators of a charge is entirely of the Charge Supdt. concerned and the Census Officer incharge of the area. At the time of training, for house-listing operations, some Census Officers and Charge Supdts. did not took this important aspect with the seriousness it deserved, with the result that the quality of work was found wanting, in those cases.

Since the Enumeration is a strictly time-bound operation, a little lack of interest in training of the workers, can result in very serious consequences for all concerned. We have, therefore, to be particularly, vigilant, in this regard in Delhi, which is the seat of the Central Government. *There is, therefore, no scope of any laxity under any circumstances.*

The Charge Superintendents should, therefore, draw up training programme for the supervisors and enumerators of their charges, in consultation with their Census Officers. They should hold at least three classes for explaining the instructions and one class for practical training, where the supervisors and enumerators will be required to fill up at least 25 individual slips and prepare summaries and abstracts etc. Special forms for this purpose will be supplied.

In order to make the training more effective the census workers may be divided into convenient groups.

The Charge Supdts. will be required to furnish a copy of the training programme, so drawn up by them, to the Census Officers and the Director of Census Operations, Delhi, in the form enclosed herewith, well in advance of the proposed dates. Training will have to be completed within the time limit mentioned in the programme.

Any indifference on the part of census worker will have to be dealt with severly. Particulars of those who absent from any of the training class should be brought to the notice of the Census Officers immediately who will take suitable action to ensure his presence.

The Census Officer will have to ensure that every census worker has attended the prescribed number of classes and has acquired thorough knowledge of the work required to be performed by them. The Individual slips filled up by the supervisors and enumerators at the time of practical training should be scrutinised and mistakes pointed out to the person concerned.

On the completion of the training classes the Charge Superintendents will furnish a record of training in the prescribed form, copy enclosed, to the Charge Officers and the Director of Census Operations, Delhi.

In view of the importance that census has in the life of our conutry, *the Lt. Governor of Delhi will inaugurate the training programme on Wednesday the 25th November, 1970 at 11.00 A.M. in the premises of this office. You are requested to be in your seats by 10.45 A.M.* Invitation for this is also being sent separately.

Sd/-
(S. R. GANDOTRA)
Director of Census Operations,
Delhi.

APPENDIX LXXXI

Telg: 229579
220434

NO. 1/74/70-DCO
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS: DELHI.

'Grand Hotel'
2, Under Hill Road, Delhi-6
Dated the 14th Dec., 1970.

To

**Circular No. 4**

All the Charge Superintendents.

*Sub :—* Census 1971—Appointment and training of census workers for population count.

Sir,

As a result of the population returned in the House-lists, extents of a large number of enumerator's blocks had to be revised in order to equalize the work load of enumerators at the time of population count—which will be conducted during the period *from 10th February, 1971 to 28th February, 1971 - followed by a revisional round from 1st March, 1971 to 3rd March, 1971.* The enumerators will now be covering a population of 650 to 700 approximately in urban areas and about 700 to 750 in rural areas.

2. Changes have also been made in the list of Surervisors and Enumerators according to the suggestions received from the Charge Superintendents. The revised extent of blocks and circles of your Charge, alongwith the names and addresses of the Supervisors and Enumerators, appointed for population count, are sent herewith for your information.

3. A map, showing the boundaries of your Charge and the boundaries of each Enumerator's block, is also enclosed for your guidance. One extra enumerator has been provided in each circle as a reserve. In addition, few Supervisors and Enumerators have also been provided as extra reserve for your Charge. Fresh letters of appointments in respect of these Supervisors and Enumerators have also been made out and are forwarded herewith, alongwith the extent of the relevant circle or block and an instruction book and forms required for practical training are also sent herewith. These letters of appointments may please be served on the persons concerned through their heads of institutions/offices immediately and their acknowledgements obtained on the slip attached with the appointment letters. These acknowledgments should be forwarded to this office for record by 30th December, 1970.

5. If you find that any of the active Supervisors or Enumerators has been transferred to a place outside your Charge, suitable arrangements should be made, immediately, for his substitute from amongst the reserve staff. Such changes should also be brought to the notice of the undersigned immediately and in any case by *26th December, 1970.* The Charge Superintendent should also forward a certificate to the effect that the number of Supervisors and enumerators, actually required for enumeration are in position. *This certificate should reach the Census officers and the Director of Census Operations by December, 30th 1970 at the latest.*

6. At the time of handing over the appointment letters, the Charge Superintendents should instruct the Supervisors and Enumerators to visit the area assigned to them, for population count, and prepare a notional map of their blocks, on the white sheet of paper, attached with their appointment letters. This is essential and can not be dispensed with in any circumstances. The notional map should be prepared by the enumerators before they come to attend the first training class.

7. The enumerators and supervisors should also be directed to make a note of the places, in their respective areas, where houseless persons spend their night, so that they could be enumerated on the night of 28th February, 1971. *A list of such places of your Charge should be furnished to the undersigned by 30th December, 1970 positively.*

8. Immediately on receipt of the list of Supervisors and Enumerators the Charge Superintendents should draw a programme of intensive training of the Supervisors and Enumerators of their charge, in accordance with the instructions communicated in circular No. 3, issued by this office on 20th November, 1970 and explained in detail, at the time of their first training class. This training programme should be *communicated to the Census Officers and to this office by 25th December, 1970.*

9. Training of Supervisors and Enumerators has to be completed by 25th January, 1971.

10. The Charge Superintendents will be required to maintain a record of training in the form enclosed herewith.

11. Receipt of this circular may please be acknowledged.

Sd/-
(S. R. Gandotra)
Director of Census Operations
Delhi.

No. 1/74/70-DCO. Dated the 14th December, 1970.

Copy forwarded to all the Census Officers for information and necessary action. They should ensure that the above instructions are carried out by the Charge Superintendents under them and that the training of Supervisors and Enumerators is conducted systematically and within the time schedule, communicated with this office circular No. 2 of 11th November, 1970. For this they will have to move about intensively. Difficulties experienced in implementing the training programme should be solved and in case that is not possible, matter should be brought immediately to the notice of the undersigned.

Sd/-
(S. R. Gandotra)
Director of Census Operations: Delhi.

## APPENDIX LXXXII

NO. 1/74/70-DCO
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS: DELHI.

'Grand Hotel'
2, Under Hill Road, Civil Lines,
Delhi-6
Dated the 31st Dec. 1970.

To

All the Census Officers,
All the Charge Superintendents,
Union Territory of Delhi.

**Circular No. 5**

Subject : The Population Count—1971 Census—Abridged Houselist.

Sir,

You are aware that the second phase of Census Operation relating to individual enumeration will begin on 10th February, 1971 and will be over by the night of 28th February, 1971 with a revisional round from 1st to 3rd March, 1971.

2. We discussed during the training classes that we should ensure the complete coverage of all the Individuals. This can only be achieved if the Enumerator goes about his job in a very systematic manner by visiting each and every Census House/Household located in his area. This he will do with the help of Abridged Houselist, being supplied to the Enumerator. This Abridged Houselist and the Notional Map of the Blocks will also help the Supervisors and Charge Superintendents/Census Officers to exercise an effective check and the day to day progress of the work of Enumerator.

3. The Abridged Houselist consists of four Sections, of which Section III is the main Houselist and will be prepared in this office by copying out portions from the Original Houselist. Subsequently, during 1st to 10th February, 1971, the Enumerators will have to make necessary corrections in this section to incorporate changes that might have occurred in between therein and also writeup Section IV for all the new additional houses and households, so as to bring the Abridged Houselist upto date.

4. The following instructions for correcting the Section III and making entries in Section IV may kindly be explained to the Enumerators and Supervisors during the Training Classes.

**Section I—Identification Particulars**

5. This Section which consists of the name of the District, Tehsil, Town and Charge number alongwith their Code numbers will be filled in this office. Enumerators will simply compare these columns with Location Code numbers mentioned in their appointment orders.

**Section II—Population of Census Enumerator's Block According to 1971—Census.**

6. The population figures will be copied from the Enumerator's abstract which will be prepared on 3. 3. 1971.

**Section III—Houselist**

7. As explained in para 3 above this Section will be prepared in this office by copying out particulars from the original houselist.

It may happen that in respect of certain Census Houses/Households entered in Section III, some of the characteristics entered in Cols 3, 4, and 5 would have changed, after the Houselisting Operations. In such cases, the Enumerator should neatly score out the existing entries and insert the appropriate corrections in the relevant columns on top of the scored out entries. Thus for example, if a vacant Census House is found to have been occupied by a household, Columns 3, 4 and 5 of Section II should be suitably corrected by giving the particulars of the new household occupying the house. If however, two households have occupied this Census House, the particulars of the first household to be numbered as (a) should be given in Section III and the other i.e., (b) may be recorded in Section IV, since both the households cannot be entered in the available space in Section III. Similarly, if a building bearing a Census House No. say 25 (being one Census House at the time of Houselisting), is noticed to have been divided into two Census Houses, the entry in 2 of Section III pertaining to this house should be corrected as 25 (1) and other particulars in Columns 3, 4 and 5 changed suitably. The particulars of the second Census House viz., 25 (2) may however be written in Section IV. Similar would be case in respect of more households coming up within same Census House.

**Section IV—Addenda**

This section is meant for recording Census Houses/Households not covered in Section III but found by the Census Enumerator during Enumeration. This will be filled by the Enumerator during 1st to 10th February, 1971 in order to save time and to make the work more convenient, however entries will also be made during the actual enumeration i.e. 10th February, 1971. This Section is also divided into the same number of columns as Section III, and these may be filled up as under :—

(a) *In Col. 1* : Line, numbers may be given in an independent series starting from 1, without reference to the line numbers in Section 3.

(b) *In Col. 2* : The Census House number assigned by the Enumerator on the Census House and shown in the Notional Map may be recorded.

(c) *In Col. 3* : Record the purpose for which Census House is used such as Residence, Shop, Shop-cum Residence, Workshop, Hotel, Office, School, Hospital, or vacant etc.

(d) *In Col. 4* : Record the household number in this Col. as was done at the time of Houselisting. For example if a Census House number say 12 has only one household the same number i.e. 12 will be repeated in this Col. while if a Census House say No. 25 has two households then the Household numbers would be 25(a) and 25 (b).

(e) *In Col. 5* : Record the name of the head of the household. In case of institutional household write 'INST' after the name of the head.

Since preparation of Abridged Houselist has been introduced at a late stage, the Booklet containing Instructions to Enumerators for filling up Individual Slip is silent on the subject, you are requested to kindly explain to the Enumerators/Supervisors in details the above instructions.

As and when the enumeration proceeds and the houses/households are covered one by one, the enumerator should tick-mark them on his copy of the Abridged Houselist.

After the enumeration is over i.e., on 3rd March, 1971, the enumerator should obtain the second copy from the Supervisor and incorporate in it all the corrections made by him in his own copy, and submit both the copies to Charge Superintendents through Supervisors.

Kindly acknowledge receipt of this letter.

Yours faithfully,
Sd/-
(S.R. GANDOTRA)
Director of Census Operations,
Delhi.

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APPENDIX LXXXIII

MOST URGEN

No. 1/74/70-DCO

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS : DELHI

"Grand Hotel"
2-Under Hill Road, Civil Lines,
Delhi-6, dated the 1st January, 71

To

All the Census Officers and
Charge Superintendents.

**Circular No. 6**

In order to avoid clash with the mid-term poll to Parliament the, 1971 census programme has been revised. The reference date for population count will now be the sunrise of 20th February, 1971 and enumeration (population count) will now be conducted from 1st February, 1971 to 19th February, 1971. The programme for the enumeration (Population count) communicated with this office circular No. 2 of even number dated the 11th November, 1970 has been also revised as follows :—

| | | |
|---|---|---|
| 1. | Training of Supervisors and Enumerators | To be completed by 15th January, 1971. |
| 2. | Distribution of Census Forms | To be completed by 25th January, 1971. |
| 3. | Preparation of Notional Map and uptodating of Abridged Houselists | From 27th January, 1971 to 31st January, 1971. |
| 4. | Enumeration of Population | From 1st February, 1971 to 19th February, 1971. |
| 5. | Enumeration of Houseless Population | On the night of 19th February, 1971. |
| 6. | Revisional Round | 20th February, 1971 to 22nd February, 1971. |
| 7. | Compilation & Submission of Block Abstracts by Supervisors to the Charge Superintendents | 23rd February, 1971 by 3 P.M. positively. |
| 8. | Submission of Charge Abstracts by Charge Superintendents to the Director of Census Operations, Delhi. | 24th February, 1971 by 1 P.M. positively. |

| | | |
|---|---|---|
| 9. | Submission of filled in forms by the Enumerator to the Charge Superintendent. | 25th February, 1971. |
| 10. | Submission of filled in forms by the Charge Superintendents to the Director of Census Operations. | By 26th February, 1971 |

The above mentioned programme has to be rigidly followed and no change on any account will be possible.

Sd/-
(S.R. GANDOTRA)
Director of Census Operations
Delhi.

APPENDIX LXXXIV

IMMEDIATE

No. 1/74/70-DCO

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS : DELHI.

'Grand Hotel'
2, Under Hill Road, Civil Lines,
Delhi-6, dated the 13th January, 1971.

To

All the Census Officers.

**Circular No. 7**

In this office Circular No. 4, issued under No. 1/74/70-DCO, to all the Charge Superintendents and copy to you, it was requested that the Census Officers should ensure that Charge Superintendents under them do the following things :

(1) That they furnish a certificate to the effect that all the Supervisors and Enumerators appointed under them are actually in position;

(2) That they themselves should impart training to the Supervisors and Enumerators of their Charge;

(3) That they draw a training programme and communicate the same to the Census Officers and to this office before starting the training;

(4) That they compile a list of places where houseless population congregate at night in their respective areas.

You are also requested to find out if any of the Charge Superintendent under you had any difficulty in the implementation of Census programme and to solve the same at your level if possible.

We have received reports indicating that only couple of Census Officers have established contact with their Charge Superintendents for implementation of Census programme. The programme of training had to be obtained, in many cases, by deputing the officials of this office.

It has also been observed that some Charge Superintendents are imparting training only to the Supervisors under the impression that the Enumerators will be trained by the Supervisors concerned. In some cases the Chage Superintendents have deputed some of their teachers for imparting training on their behalf. This is undesirable. The Charge Superintendents should not pass-on their responsibility of training the Census workers to some other untrained juniors. The Enumerators and Supervisors must be trained thoroughly, by the Charge Superintendents, so that they could elicit correct answer to Census questions.

The Census Officers should, therefore, establish immediate contacts with the charge Superintendents of their area to ensure that they are functioning according to the above mentioned instructions. They should also ensure the submission of various reports immediately by the Charge Superintendents.

The Census Officer may also kindly furnish a detailed report in this respect by 20.1.1971 to the undersigned.

Although the Census Enumeration programme has been revised and the counting will begin from 10.3.1971, the training of Census workers has to be completed by 31.1.1971 at the latest.

Sd/-
(S.R. GANDOTRA)
Director of Census Operations,
Delhi.

No. 1/74/70-DCO Dated the 13th January, 1971

Copy to all the Charge Superintendents for information and necessary action.

Sd/-
(S.R. GANDOTRA)
Director of Census Operations,
Delhi.

———

APPENDIX LXXXV

No. 1/74/70-DCO

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS : DELHI

'Grand Hotel'
2, Under Hill Road, Civil Lines,
Delhi-6, dated the 14th January, 1971

To

All the Census Officers
&
Charge Superintendents.

**Circular No. 8**

As the Government of India has further revised the dates of Census Enumeration, the programme of Population Count, communicated to you vide Circular No. 7 of 1st January, 1971 has been revised as follows :

| | | |
|---|---|---|
| 1. | Training of Supervisors and Enumerators : | To be completed by 31.1.1971. |
| 2. | Distribution of Census Forms and Abridged Houselists to the Enumerators : | From 24th to 27th February, 1971. |
| 3. | Preparation of Notional Map and upto-dating of Abridged Houselists : | From 1st March, 1971 To 6th March, 1971. |
| 4. | Enumeration of Population : | From 10th March, 1971 to 31st March, 1971. |
| 5. | Enumeration of Houseless Population : | On the Night of 31st March, 1971. |
| 6. | Revisional Round : | From 1st April to 3rd April, 1971. |
| 7. | Compilation & Submission of Block Abstracts by Supervisors to the Charge Superintendents. | By 3.00 P.M. on 4th April, 1971, |
| 8. | Submission of Charge Abstracts by Charge Superintendents to the Director of Census Operations, Delhi : | 5th April, 1971 by 1.00 P.M. positively. |
| 9. | Submission of filled in Forms by the Enumerators and Supervisors to their respective Charge Superintendents : | 6th April, 1971. |

| | | |
|---|---|---|
| 10. | Submission of filled-in Forms to the Director of Census Operations by the Charge Superintendents : | 7th April, 1971. |

The Census Officers and Charge Superintendents will have to ensure that above programme is followed rigidly as it will not be possible to allow any change on any account.

Sd/-
(S.R. GANDOTRA)
Director of Census Operations
Delhi.

APPENDIX LXXXVI

No. 1/74/70-DCO

GOVERNMENT OF INDIA
MINISTARY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS : DELHI

'Grand Hotel'
2-Under Hill Road, Civil Lines,
Delhi-6, dated the 14th January, 1971.

All Census Officers/Charge Superintendents, Delhi.

**Circular No. 9**

It was made clear at the time of taking your training classes that instructions to Enumerators for filling up of Individual Slips had expressly laid down that the religion/mother tongue as returned by the person to be enumerated should be taken down. These instructions apply to all questions that are to be asked as per Individual Slip. This Circular is being issued to emphasize this point once again and you may please make it known to all the Enumerators and Supervisors working under your control.

Sd/-
( S. R. GANDOTRA )
Director of Census Operations
Delhi.

APPENDIX LXXXVII

CENSUS/MOST IMMEDIATE
REGISTERED A.D.

No. 1/74/70-D.C.O.

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS : DELHI

'Grand Hotel'
2- Under Hill Road, Civil Lines,
Delhi-6, dated the 19th January, 1971

To

All the Census Officers,
All the Charge Superintendents
Union Territory of Delhi.

*Subject*: 1971 Census—Communication of Provisional Population Totals—regarding.

**Circular No. 10**

I have the honour to draw your attention to this office Circular letter No. 1/74/70-DCO, dated the 14th January, 1971 (Circular No. 8) intimating you the revised dates connected with the 1971 Census Enumeration.

2. The most important task after the completion of counting of population i. e. on 3rd April, 1971 is to communicate the Provisional Population Totals by Charge Superintendents/Census Officers to the Office of the Director of Census Operations, Delhi and their onward transmission to Registrar General, India by this office.

3. In order to avoid any confusion and delay at any time the following programme has been drawn up for communication at various levels.

4. Soon after the counting is over and Enumerator has drawn up totals of Enumerator's Daily Posting Statements and prepared the Enumerator's Abstracts i.e. on the eve of 3rd April, 1971 the Enumerator will hand over all records to his Circle Supervisor.

5. On 4th April, 1971 by 3.00 P. M. all the Circle Supervisors will hand over duly checked and signed, the following record i.e.. (1) Pads of Individual Slips, (2) Enumerator's Daily Posting Statements for Males and Females; (3) Population Records ; (4) Enumerators Abstracts ; (5) Abridged Houselists ; (6) Block Notional Maps and (7) Degree Holders and Technical Personnel Cards ; to the Charge Superintendents at the place of meeting fixed in advance.

6. Immediately after the receipt of all record by the Charge Superintendent from Circle Supervisors, he will immediately start compilation of data in form No. 1 for his Charge. Columns 1 and 2 of this form may be filled-in advance and Columns 3 to 8 be filled in immediately after the receipt of Enumerators Abstract. Based on the totals of this form No. 1, the Charge Superintendent will communicate the information to the Ceusus Officer and also directly to the Office of the Director of Census Operations, Delhi in form PI. This must be sent through special messangers to this office REPEAT this office on 5th April, 1971 by 1.00 P.M. positively. Charge Superintendents should also communicate

this information on phone (Phone numbers are 229579 and 220434) to this office in addition to sending through special messangers. Census Officers may consolidate figures for all the Charge Superintendents under their Charge and send the consolidated figures to this office on the same day i.e. by 4.30 P.M. on 5th April, 1971.

After this work is over every Charge Superintendents will prepare a detailed statement as per form P-II (Charge Abstract). This Charge Abstract again will be prepared with the help of Supplement A and Supplement B forms enclosed. Columns 1 and 2 of these supplements may be filled in advance by the Charge Superintendent and remaining columns may be filled in after the receipt of Enumerator's Abstract i.e. upto 6th April, 1971. This Charge Abstract i.e. Form P-II and all other forms alongwith all records as mentioned in para 5 above may be forwarded to the Director of Census Operation's office by 7th April, 1971 positively.

One more Compilation Register will be prepared by the Charge Superintendent for working out the total number of occupied residential houses, total number of Households, number of Institutional Households and number of Houseless Households. This will be prepared by copying the information given on the top of the Enumerator's Abstract. Columns 1 and 2 of this Compilation Register (Form C) may be filled in advance and remaining on receipt of Enumerator's Abstract. Sufficient number of all the forms required in connection with communication of Provisional Totals are being supplied to you separately.

It has already been repeatedly emphasised that Census Operations are a time-bound operations and we have to proceed according to a Scheduled time programme. It is therefore requested that the above programme may kindly be followed rigidly so that Provisional Population Totals figures are communicated to the Registrar General's Office, Government of India in time.

In case any further elucidation is desired, you are requested to contact me immediately.
Kindly acknowledge receipt of this letter by return of post.

Sd/-
( S. R. GANDOTRA )
Director of Census Operations
Delhi.

APPENDIX LXXXVIII

MOST URGENT

NO. F. 1/74/70-DCO

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS : DELHI

'Grand Hotel'
2-Under Hill Road, Civil Lines,
Delhi-6
Dated the 28th January, 1971

To

All the Charge Supdts.

**Circular No. 11**

Although training of Census workers has been completed by the Charge Supdts. the reports received indicate that in some cases training has not been as thorough as was desired. Some enumerators are still not very clear about the replies to be recorded against some questions. Besides, the Supervisors and Enumerators should once again be told about the time Schedule, drawn up for the Population Count which cannot be changed or modified in any case. It will, therefore, be necessary to convene one more meeting of the Supervisors and Enumerators in order to point out the mistakes which are likely to be committed in filling up the Census figures and to remove their doubts and difficulties, if any.

2. Since we have to distribute Census forms also it will be convenient to all concerned, if the Supervisors & Enumerators are called only on one date for this purpose. The Charge Supdts. should, therefore, arrange a meeting of all the Supervisors and enumerators of their Charges on the date and time given below. An officer of this Directorate is being deputed to assist you in this most important meeting.

**Date** **Time** **Place**

3. *Distribution of Census forms* requires personal attention of the Charge Supdts. It should not be left to any subordinate or other assistant. This office has worked out the number of forms of different varieties that are to be given to the enumerator and the distribution should be made accordingly, other-wise it will not be possible to provide extra forms. The *distribution statement and the total quantity of the Census forms are being formulated*, separately and will reach you before the above mentioned date.

4. *Each enumerator should be issued Census forms according to the quantity shown against his block number against a proper receipt (form enclosed) and the reserve quota* of forms meant for the Charge Supdt. should be kept in reserve for meeting any emergecy. The enumerators should be told to avoid wastage of these forms as it will not be possible to supplement them.

5. *Two copies of Abridged housclists* for all the blocks of your Charge are also sent herewith. These may be issued to the respective enumerators, and the Supervisors (one copy each) as they are required to upto-date these during the period from 1st March, 1971 to 10th March, 1971.

6. *Identity Badges* for Supervisors & Enumerators of your Charge are also forwarded herewith which may be issued to them after writing the name of the incumbents.

7. For the assistance of the enumerators & supervisors we have *printed abridged instructions and a card showing the various abbreviations* which are to be used in recording the answers in the Individual Slips for a quick reference in the field. These may also be issued to the Census workers of your Charge.

8. *Blank Forms of Charge Abstracts, Charge Register and for reporting the provisional totals* are also forwarded herewith.

*Enclosures :* as stated

Sd/-
(S.R. GANDOTRA)
Director of Census Operations,
Delhi.

Copy forwarded to all Census Officers for information. They may kindly make it convenient to attend this final Trg. class & impress upon the census workers, the importance of completing the census work according to the time Schedule. A report in this regard may please be sent to me by 26th Feb., 1971 at the latest.

Sd/-
(S. R. GANDOTRA)
Director of Census Operations,
Delhi.

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## APPENDIX LXXXIX

MOST IMMEDIATE

NO. 1/74/70-DCO

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS : DELHI

'Grand Hotel'
2—Under Hill Road, Civil Lines,
Delhi-6.
dated the 18th Feb., 1971.

To

All the Census Officers,
All the Charge Superintendents,
Union Territory of Delhi.

**Circular No. 12**

Subject : CENSUS—1971

I have the honour to draw your kind attention to para 45 of the Booklet 'Instructions to Enumerators for Filling up the Individual Slip' and to say that with the revised dates of Census Enumeration we have selected 'HOLI' festival for canvassing 6(b) on fertility of currently married women in Individual Slip.

2. In the year 1970 the 'HOLI' festival was celebrated on 23rd March, 1970 and in order to assist the respondents to recollect whether the currently married women have given birth to a child or not during last one year, we can assist them by saying 'whether the currently married woman has given birth to any child after 'Holi' in the year, 1971'. If the answer is 'Yes' we may record 'Yes' in Question 6 (b) otherwise 'No'.

3. Your kind attention is also invited to this office Circular letter No. 1/74/70-DCO, dated the 14th January, 1971 (Circular No. 9) regarding return of mother tongue, I would request that steps may kindly be taken to ensure that Enumerator records the mother tongue as returned by the respondents.

4. This may kindly be brought to the notice of all the Enumerators/Supervisors.

Sd/-
(S. R. GANDOTRA)
Director of Census Operations
Delhi.

APPENDIX XC

IMMEDIATE

NO. 1/74/70-DCO

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS : DELHI

'Grand Hotel'
2. Under Hill Road, Civil Lines,
Delhi-6, dated the March, 71

To

All the Census Officers &
All the Charge Superintendents

Subject : Census 1971 : Enumeration—Role of Supervisors—Regarding.

**Circular No. 13**

During the course of his tours, the Director of Census Operations observed that the vital role of the Supervisors in the Census field organisation had not been adequately brought home to them and this is likely to damage the quality of Census work. It is, therefore, reiterated that the Supervisor is called upon to work effectively as liaison between the Charge Superintendent and the Enumerators from training to the handing over of records. He is the immediate supervisory officer who is available to the Enumerator for seeking guidance, whenever necessary. It is, therefore, necessary that the Supervisor is thorough with the instructions contained in the booklet "Instructions to Enumerators" and any other instructions that are issued from time to time by his Charge Suprintendent.

The Supervisors will have to discharge the following responsibilities in order to exercise effective supervision at the work of his Enumerators.

1. Soon after receipt of appointment order he will have to know who are his Enumerators, their official and residential addresses and the jurisdictions allotted to them. He must also give his address to them and should be in constant touch with them.

2. Supervisor should ensure that all the areas in his Circle are covered by one or other Enumerator and no area is left uncovered. He must consult his neighbouring Supervisors and see that there are no omissions or overlapping of areas between the Supervisor's Circle of his Charge and the neighbouring Supervisor's Circle. He should ensure that his Enumerators also get thoroughly acquainted with the areas allotted to them.

3. Supervisor should ensure that all the houses in his jurisdiction have got house numbers and that the Abridged Houselists had been prepared for each of the Enumerator's Blocks in his Circle in duplicate and that the Enumerators prepared the notional maps of their Blocks. If he notices that in any of the areas the house numbers were obliterated or any of the house numbers had not been assigned or identical house numbers had been given to two Enumerators, he must inform his Charge Superintendent and see that such houses are numbered immediately and also allotted suitably to Enumerators.

4. Supervisor should ensure that all his Enumerators have thoroughly read and understood all the instructions for filling up the Individual Slips. If he finds that any of his Enumerators is not upto the mark he must conduct a special training class for such Enumerators, if necessary.

5. Supervisor should meet all his Enumerators daily or at least on alternate days and check up that they are filling up the Census Schedules correctly and legibly in ink. It is quite essential that in the beginning he makes a 100% check of the work of each of the Enumerators in his Circle so that any mistakes committed are rectified in the beginning itself and not allowed to continue. He must also ensure that the Enumerators are filling up the Enumerator's Daily Posting Statements daily after their work is completed for the day and in token of his check he must initial on them with date.

6. Supervisor should ensure that the Enumerators are attending to their work regularly in a phased and systematic manner and not postponing their work to the end. It is the Supervisor's responsibility to obtain the daily progress report of each of the Enumerators punctually and send them to the Charge Superintendent along with his progress report, immediately.

7. During the progress of enumeration, Supervisors should take note of the places where houseless population live and see that they are enumerated by the concerned Enumerators on the night of 31st March, 1971. If there is any large concentration of houseless population and if he considers that one Enumerator may not be able to enumerate all of them on the night of 31st March, 1971 he must inform the Charge Superintendent about it and see that the services of one or more of other Enumerators in his circle are utilised for that purpose.

8. Supervisor should ensure that all the Enumerators in his Circle conduct the revisional round from 1st April to 3rd April, 1971 and updated the data correctly.

9. After the revisional round is completed, Supervisors should quickly check up all the Individual Slips, and see that his Enumerators have struck the totals in the Enumerator's Daily Posting Statements and prepared the Enumerator's Abstract correctly. It is his personal reponsibility to see that the Enumerator's Abstract is correctly prepared and the provisional Population Totals communicated to the Charge Superintendents before 4. 4. 1971 by 3.00 P.M. positively.

10. Soon after the revisional round is completed Supervisor must make necessary arrangements to see that he has received all the filled in Census Schedules from the Enumerators on 4.4.1971 together with a detailed account of the various forms used and unused. After he scrutinises all the schedules thoroughly he must hand them over to the Charge Superintendent by 6.4.1971. With this the Supervisor's job would have been completed.

11. During the enumeration period any indifference or negligence of the Enumerators that he may notice should be immediately reported to his Charge Superintendent for taking suitable disciplinary action against such persons.

Similarly if any of Supervisors is found indifferent and negligent the Charge Superintendent would report the same to the Director of Census and address the concerned D[illegible] at to take suitable disciplinary action against him under intimation to this Office.

12. A report on the quality of work turned out by each o[illegible] Supervisors shall be sent through the Census Officer concerned within a week after the comple[illegible] of Census, so that the same may be considered as the basis for rewards and punishments.

Sd/-
(S.R. GANDOTRA)
Director of Census Operations
Delhi.

APPENDIX XCI

CENSUS/IMMEDIATE

NO. 1/74/70-DCO

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS : DELHI.

'Grand Hotel'
2, Under Hill Road, Civil Lines,
Delhi-6. dated the 15th March, 1971.

To

All the Census Officers &
Charge Superintendents.

*Subject :* CENSUS—1971

**Circular No. 14**

Attention is once again invited to Circular No. 9 dated the 14th January, 1971 and Circular No. 12, dated the 18th February, 1971 in which it was expressly laid down that the Enumerators should write down whatever religion/mothertongue an individual returns. Emphasis on this has been also laid in the booklet containing instructions to Enumerators. This should be ensured and every precaution should be taken to avoid any complaint from any quarter. This office has, however, received some complaints in this regard and as such this is the responsibility of the Census Officers and Charge Superintendents to ensure that the Enumerators do not offend any one on these points. Suitable instructions may, therefore, kindly be issued immediately to all the Enumerators and Supervisors under your Charge. They may also be told that serious action will be taken against an enumerator who may be found to have ignored these instructions. If any respondent wants to see his filled up slip, it must be shown to him and in token of having done that, his signatures may be obtained.

Sd/-
(S.R. GANDOTRA)
Director of Census Operations
Delhi.

No. 1/74/70-DCO

Dated the 15th March, 1971.

Copy to the Registrar General, India, 2/A, Mansingh Road, New Delhi for information.

Sd/-
(S.R. GANDOTRA)
Director of Census Operations
Delhi.

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APPENDIX XCII

NO. 1/74/70-DCO

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS : DELHI.

'Grand Hotel'
2, Under Hill Road, Civil Lines, Delhi.
Dated the 20th March, 1971.

To

All the Census Officers &
All the Charge Superintendents.

**Circular No. 15**

In continuation of this office Circular No. 9 dated the 14th January, 1971 and the instructions contained in Para 3 of Circular No. 12 dated the 18th February, 1971, it appears necessary to lay down further that if any respondent desires or has a doubt his slip must be shown to him and in token of having seen this, he should be required to put down his signatures on the back of the slip. These instructions were repeatedly emphasised in the meetings of Census Officers/Charge Superintendents as well as Enumerators.

Sd/-
(S.R. GANDOTRA)
Director of Census Operations
Delhi.

APPENDIX XCIII

CENSUS MOST IMMEDIATE
EXPRESS DELIVERY

No. 1/74/70-DCO

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS : DELHI

'Grand Hotel'
2, Under Hill Road, Civil Lines,
Delhi-6, dated the 25th March, 1971.

To

All the Census Officers
&
All the Charge Superintendents
Union Territory of Delhi.

*Subject :* Census of India-1971

**Circular No. 16**

Sir,

We discussed in details the various Census concepts and all the 17 questions of the individual slip along with other forms during the training classes of Census Enumeration agency.

Question Nos. 4, 6, 7, 8 and 16 were discussed in quite detail as in these questions the enumerator may not get a direct reply from the respondent and may have to go for further probing.

In order to give a clear picture of Internal Migration, the Enumerators were explained that 'Place of Birth' or 'Place of Last Residence' means the Village/Town of Birth or last residence, word 'Place' means town or village and not Mohalla or locality within the Town/Village.

Instances have come to notice where question No. 8 *i.e.* 'Place of Last Residence' is not being correctly recorded by the Enumerators. For example 'A' is being enumerated in Lodi Road and prior to coming to Lodi Road he was residing at Curzon Road and at Curzon Road he came from say 'Ahmedabad'. Since the Individual in question is being Enumerated in Lodi Road when the Enumerator put him the question of last residence he may reply as 'Curzon Road' and Enumerator may record the answer in question 8(a) as 'Curzon Road, which is absolutely incorrect. But why ? Because Curzon Road is a part of New Delhi Municipal Committee of which Lodi Road is also a part. Enumerator should put the question what was last residence before coming to N.D.M.C. (i.e. the town of Enumeration). Therefore the correct answer to this 8(a) is 'Ahmedabad' and not 'Curzon Road'.

In order to get clear and correct picture of Internal Migration from town to town, town to village, village to village, village to town etc., within the Union Territory of Delhi a list of important localities and giving the details of boundaries of New Delhi Municipal Committee was circulated by this office to all concerned.

It is once again requested that if there is any doubt in the minds of any Enumerator/Supervisor the same may be removed immediately so that various parts of questions No. 7 and 8 are filled correctly by the Enumerator and in case of wrong entries Supervisor may be directed to get these corrected from the Enumerators before these are submitted by them to the Charge Superintendents.

Yours faithfully,
Sd/-
( S. R. GANDOTRA )
Director of Census Operations
Delhi.

APPENDIX XCIV

CENSUS
MOST IMMEDIATE

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS,
2, UNDER HILL ROAD, GRAND HOTEL, CIVIL LINES, DELHI

No. 1/74/70-DCO Dated the 26th March, 1971.

To

All the Supervisors.

**Circular No. 17**

It has been noticed in some cases that Supervisors are not as effective as they should be. What I mean is that they do not check the accuracy of the individual slips filled-in by their enumerators. This is their primary responsibility and if any mistakes are found the Supervisors alongwith their Enumerators will be held responsible and suitable action will be taken against incompetent workers. Therefore, the Supervisors are advised to check up quickly the slips already filled-in and ensure their accuracy and give a certificate to their Charge Superintendent to that effect.

Sd/-
(S.R. GANDOTRA)
Director of Census Operations
Delhi.

No. 1/74/70-DCO Dated the 26th March, 1971.

Copy to all the Census Officers and Charge Superintendents.

Sd/-
(S.R. GANDOTRA)
Director of Census Operations
Delhi.

APPENDIX XCV

CENSUS/MOST IMMEDIATE
REGISTERED A.D.

No. 1/74/70-DCO

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS: DELHI.

'Grand Hotel'
2, Under Hill Road, Civil Lines,
Delhi-6, dated the 29th March, 1971

To

All the Census Officers and
All the Charge Superintendents
Union Territory of Delhi.

*Subject :* Census of India—1971—Movement of Census Record.

**Circular No. 18**

Sir,

The details of submission of Provisional Population Totals and other records were discussed in the recent meeting of Census Officers/Charge Superintendents held in this office.

After the completion of revisional round (i.e. by 3rd April, 1971), all the Enumerators will prepare the *Record Summary* and tie up all used Individual Slip Pads, Population Record Pads, Enumerator's Daily Posting Statements for Males, Enumetator's Daily Posting Statements for Females, Degree Holder and Technical Personnel Cards, the fair copies of Notional Map and both the copies of Abridged Houselist with the Record Summary at the top. He will hand over the *Enumerator's Abstract* separately. These records should be arranged in 'Flat Stick' in the size of largest Schedules. At no stage these should be folded. Enumerator will hand over these records alongwith unused Pads and other forms to the Circle Supervisors by 3rd April, 1971.

The Supervisor shall then check up all the records of the blocks of his circle and satisfy himself that every thing is in order and then issue a receipt for the same.

The Charge Superintendent will receive the Enumerator's Abstracts and all the forms etc. from the Circle Supervisors on 4th April, 1971 at the place indicated in advance. After receipt of all the records from the Circle Supervisors, the Charge Superintendent will check these records and ensure that complete records of all the blocks have been received. In case of omissions and obvious errors, he will get them corrected by the Supervisor concerned and then he will issue a receipt for the same to the Supervisor and releave him.

The Charge Superintendent will then have the bundles of every block made in serial order for onward transmission to this office. Every care must be taken to ensure the safety of the record so that it is in no way damaged in transit.

While the provisional population totals in Form P.I will be communicated by the Charge Superintendent on *5th April, 1971* by *1.00 P.M.*, the Form P-II and all other records will be sent by the Charge Superintendents by *7th April, 1971.* All the three Charge Registers i.e., Suplements A, B and C prescribed for Males, Females and Totals respectively and Compilation Register in Form 'C' will also be sent by the Charge Superintendents alongwith these records.

Kindly acknowledge receipt.

Yours faithfully,
Sd/-
(S.R. GANDOTRA)
Director of Census Operations
Delhi.

APPENDIX NO. XCVI

CENSUS/MOST IMMEDIATE
EXPRESS DELIVERY

No. 5/20/71-DCO
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS : DELHI

'Grand Hotel'
2, Under Hill Road, Civil Lines,
Delhi-6, dated the 29th March, 1971

To

All the Census Officers and
All the Charge Superintendents
Union Territory of Delhi.

*Subject* : 1971 Census—Release of Provisional Population figures—Regarding.

**Circular No. 19**

Sir,

I am to draw your kind attention to this office Circular letter No. 5/20/71-DCO, dated the 19th January, 1971 (Circular No. 10) and our discussions in the meeting held in my office on 23rd/24th and 25th March, 1971.

The Provisional Population Totals of the Country as a whole and State totals will be first of all announced by the Registrar General, India. Only thereafter respective Directors of Census Operations of States and Union Territories will announce their provisional totals.

Census Officers/Charge Superintendents should not release the Census figures to any one. They should wait for the official release of the figures by the undersigned.

Kindly acknowledge receipt.

Yours faithfully,
Sd/-
( S. R. GANDOTRA )
Director of Census Operations;
Delhi.

APPENDIX No. XCVII

No. 1/74/71-DCO

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS : DELHI

'Grand Hotel'
Under Hill Road, Delhi-6
Dated the 29th March, 1971.

Dear Shri

(All the Census Officers),

**Circular No. 20**

According to our Programme the enumeration of *'HOUSELESS POPULATION'* is to be conducted on the night of 31st March, 1971. For this purpose every enumerator is required to go round in the area of his block *after 10.00 P.M.* to enumerate all those who may be found sleeping in the open and have not been enumerated any where else. I am sure you must have made suitable arrangements for the same.

However, in order to ensure this it will be necessary for each Charge Superintendent, Supervisor and Enumerator to assemble at a pre-arranged place in their Census Charge and then go out in groups alongwith the Supervisors in their areas. After completing the enumeration of HOUSELESS PERSONS they should report to their Charge Supdts. before dispersing.

You may, therefore, kindly issue necessary instructions to the Charge Supdts. and ensure that the enumeration of houseless persons is carried out properly on the night of 31st March, 1971 all over the Census Charges under your control.

In some cases, the enumerators may require the assistance of Police in enumerating the HOUSELESS POPULATION. Suitable orders may, therefore, be issued to the Police authorities to assist enumerators wherever necessary.

It will also be necessary for you to go round the areas on the night of 31-3-1971.

Kindly inform me of the arrangements that you have made in this regard by 29th March, 1971, so that I may draw my programme of night visits. If there is any difficulty of any kind, that has yet to be sorted out at our level, we may be informed at once.

Yours sincerely,
Sd/-
( S. R. GANDOTRA )

No. 1/74/71-DCO Dated 29-3-1971

Copy to All the Charge Supdts., for information and necessary action.

Sd/-
( S. R. GANDOTRA )

## APPENDIX NO. XCVIII

K. D. BALLAL,
Deputy Registrar General, India.

D.O. No. 4/111/69-Ad. II
Registrar General, India,
New Delhi-11.
2 January, 1970.

Dear Shri Gandotra,

*Subject:*—Census publicity connected with the Housenumbering and Houselisting Operations.

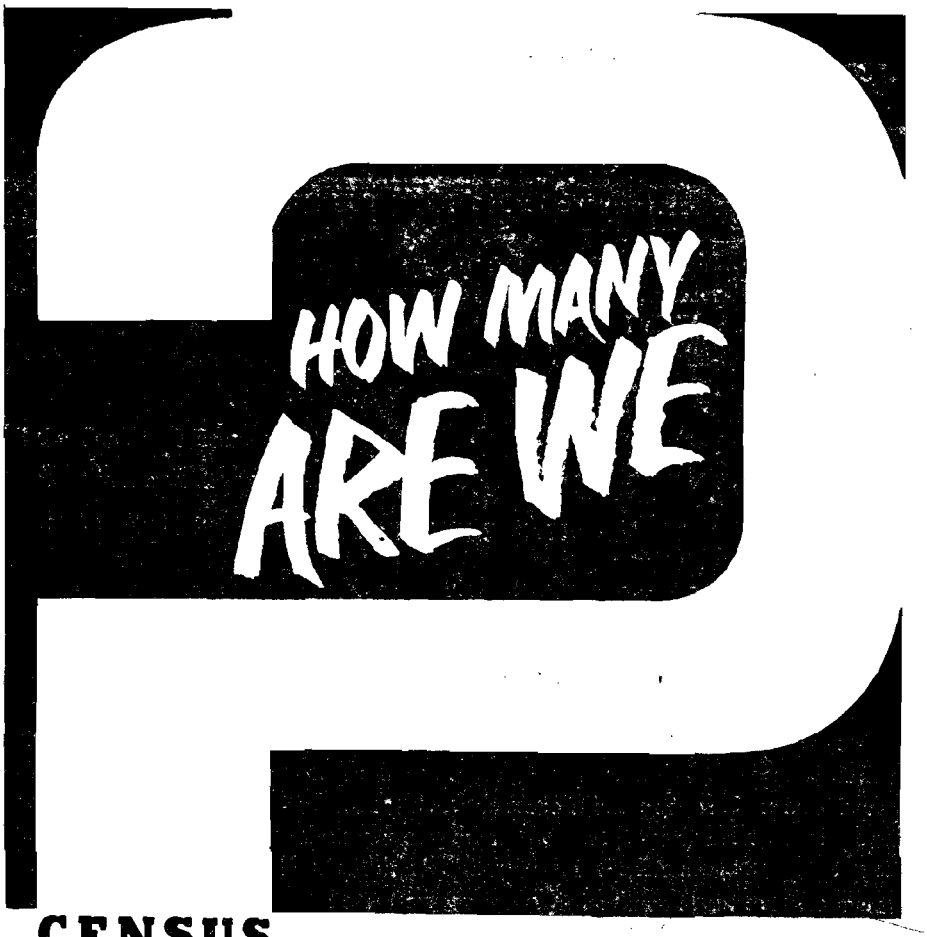
As you are no doubt aware we do not have any funds for carrying out publicity campaign in connection with the Census Operations. These funds are available with the Directorate of Advertisement and Visual Publicity who fabricate the material and issue advertisement etc., on our behalf according to our proposals. It has now been decided that so far as the housenumbering and houselisting operation is concerned, we will be inserting two advertisements through the Directorate of Advertising and Visual Publicity in the local daily newspapers, if necessary in the regional language and also touch the district level daily newspapers, if they are in wide circulation. The Directorate of Advertising and Visual Publicity have prepared a draft of an advertisement for inserting at the appropriate time i.e., once a little before the housenumbering and houselisting operation begins and the other during the currency of the operation. They are also translating the advertisement in regional languages and will send a copy to us which would be forwarded to you for vetting it. As soon as the draft advertisement is received by us I will be sending this to you which you may kindly amend/revise according to local conditions and return it to me preferably within four days from the date of receipt.

In the meantime, I would request you kindly to let me know the names and addresses of the various daily newspapers which are in circulation and in which you would suggest insertion of these advertisements. If there are any daily newspapers at the district level those may also kindly be recommended provided they have a good circulation in the district. I should be grateful to receive information from you in the proforma enclosed, at an early date.

Your sincerely,
Sd/-
( K. D. Ballal )

Encl : Proforma.

Shri S. R. Gandotra,
Director of Census Operations, Delhi.




**CENSUS**

**INDIA 1971**

Very many, of course! But a mere guess won't do. We must know the correct figure after physical counting.

Every 10 years we count our people and collect basic data necessary for socio-economic planning and development.

FOR THE NEXT COUNTING, CENSUS ENUMERATOR WILL CALL ON EACH HOUSEHOLD BETWEEN MARCH 10 AND MARCH 31, 1971.

An earnest appeal is made to every citizen to extend his or her help by giving frank and truthful answers to the census questions. All information thus obtained will be kept strictly confidential.

*HELP CENSUS TO PROMOTE PEOPLE'S WELFARE*

**CENSUS COMMISSIONER, INDIA**

davp 70/713

APPENDIX C

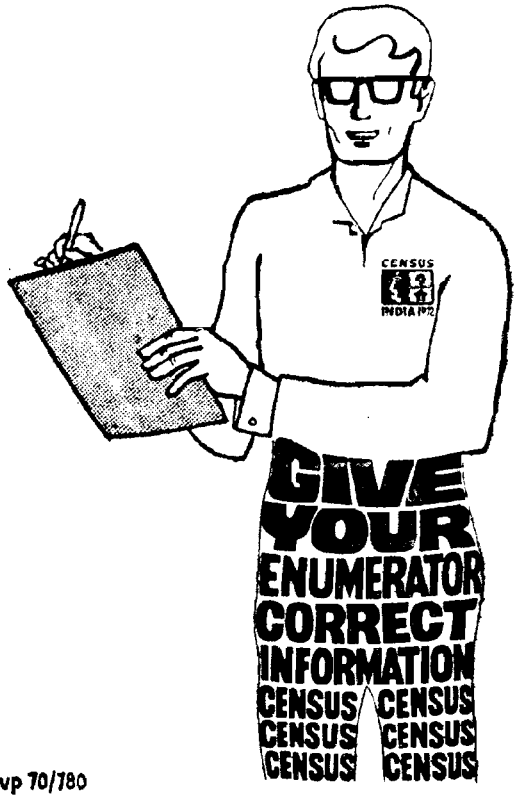
The 1971 Census enumeration will end on 31st March, but the Enumerator will make a revisional visit to your household before 3rd April.

Make sure that you and other members of your household have been enumerated.

# CENSUS

CENSUS INDIA 1971

*Basis for National Development*




davp 70/780

## APPENDIX CI

### SLOGANS

1. Census is the only basis for Assessment of Social & Economic needs of our people.
2. Help Census to help peoples welfare.
3. Give correct information to the Enumerator.
4. Correct information to Census will help correct Planning.
5. Census is the key to Planned Development.
6. Census highlights—how many we are ?
7. Census is National Stock-taking. Please help Census Enumerators.

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## APPENDIX CII

Advertisement No. DCO/1

### CENSUS—1971

The houselisting operations in whole of Delhi Union Territory have commenced from September first.

Our man will approach you right at your door step. Please give him the correct information. This is in your interest and in the interest of the Country.

Information furnished by you would be kept strictly confidential and would never be disclosed even in a court of law.

This protection is given by the Census Act.

HELP CENSUS TO
PLAN YOUR FUTURE

S.R. GANDOTRA
Director of Census Operations
Delhi

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APPENDIX CIII

Advertisement No. DCO/2

**CENSUS—1971**

Has the Census Man vistied your house to collect the information ?

If not, kindly intimate on Telephone 220434 or 229579 or write to the Director of Census Operations, "Grand Hotel", Civil Lines, Delhi-6.

ACCURATE CENSUS HELPS
CORRECT PLANNING

S.R. GANDOTRA
Director of Census Operations
Delhi

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APPENDIX CIV

Advertisement No. D.C.O./2 (a).

**CENSUS—1971**

GET YOURSELF AND YOUR FAMILY ENUMERATED

Census Enumerators will be visiting you during the period from 10th to 3rd April, 1971.—Please give him complete information—which will be kept strictly confidential.

S.R. GONDOTRA
Director of Census Operations
Delhi.

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APPENDIX CV

Advertisement No. DCO/3

**1971—CENSUS**

Census Enumerator will be visiting you upto 31st March, 1971 to enumerate all the persons residing in your house. Please give him complete and correct information. These will be kept secret and cannot be used for any purposes what-so-ever.

S.R. GANDOTRA
Director of Census Operations
Delhi.

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APPENDIX CVI

Advertisement No. DCO/4

**1971—CENSUS**

Census Enumerator who will be visting you during *10.3.1971 to 31.3.1971* is doing this task of National Importance for your benefit on voluntary basis. He needs your full co-operation.

S.R. GANDOTRA
Director of Census Operations
Delhi.

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APPENDIX CVII

Advertisement No. DCO/5

**CENSUS—1971**

Have you been Enumerated ?

If not, please ring up Phone No. 229579 or 220434 immediately.

Census is the key to planned Development.

S.R. GANDOTRA
Director of Census Operations
Delhi.

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## APPENDIX CVIII

## STATEMENT SHOWING THE DISTRIBUTION OF CINEMA SLIDES ACCORDING TO THE LANGUAGE.

| Sl. No. | Name of Cinema | Location | Language |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
| 1. | Ajanta | Subhash Nagar | Hindi and Punjabi |
| 2. | Alpana | Model Town | Hindi |
| 3. | Amba | Subzi Mandi | Hindi |
| 4. | Chanakya | Chanakyapuri | English |
| 5. | Delite | Asaf Ali Road | English and Urdu |
| 6. | Defence | Delhi Cantt. | English |
| 7. | Eros | Jangpura | English |
| 8. | Excelsior | Hauz Qazi | Urdu |
| 9. | Golcha | Darya Ganj | English |
| 10. | Defence | Anand Parbat | Hindi and English |
| 11. | Khana (Filmstan) | Chuna Mandi Paharganj | Hindi |
| 12. | Imperial | Chuna Mandi Paharganj | Hindi |
| 13. | Jagat | Jama Masjid | Urdu |
| 14. | Jubliee | Fountain (Chandni Chowk) | Hindi |
| 15. | Kamal | Safdarjung Enclave | English |
| 16. | Diplomat | R.K. Puram | English |
| 17. | Kumar | Chandni Chowk | Hindi |
| 18. | Liberty | New Rohtak Road | Hindi and English |
| 19. | Lakhmi Palace | Ganchi Nagar | Hindi |
| 20. | Majestic | Fountain (Chandni Chowk) | Hindi |
| 21. | Milan | Karam Pura | Hindi |
| 22. | Minerva | Kashmere Gate | Hindi |
| 23. | Moti | Chandni Chowk | Hindi and English |
| 24. | Naaz | Jhandewalan | English |
| 25. | Natraj | Moti Nagar | Punjabi and English |
| 26. | New Amar | Ajmeri Gate | Urdu |
| 27. | New Filmistan | Model Basti | Hindi |
| 28. | Odeon | Connaught Place | English |
| 29. | Novelty | Queens Road | Hindi |
| 30. | Palace | Roshanara Road | Hindi |
| 31. | Palam | Delhi Cantt. | Hindi |
| 32. | Paras | Kalkaji | Punjabi and English |
| 33. | Plaza | Connaught Place | English |
| 34. | Race Course | Race Course Road | Hindi |
| 35. | Radhu | Shahdara | Hindi |
| 36. | Regal | Connaught Place | English |
| 37. | Ritz | Kashmere Gate | Hindi |
| 38. | Rivoli | Connaught Place | English |
| 39. | Robin | Subzi Mandi | Hindi |
| 40. | Sapna | Near Greater Kailash | English |
| 41. | Shalimar | Bhogal (Hari Nagar Asharam) | Hindi |
| 42. | Sheila | Paharganj | English |
| 43. | Stadium | Mathura Road | Hindi |
| 44. | Sudershan | Gautam Nagar | Hindi |
| 45. | Vishal | Rajouri Garden | Punjabi and English |

*(Contd.)*

(*Contd.*)

| 1 | 2 | 3 | 4 |
|---|---|---|---|
| 46. | Vivek | East Patel Nagar | English |
| 47. | West End | Bara Hindu Rao | Urdu |

## TEMPORARY CINEMA HALLS

| | | | |
|---|---|---|---|
| 1. | Ramesh Talkies | Rajouri Garden | English |
| 2. | Raj Kamal | Jakhira | Hindi |
| 3. | Raj Talkies | R.K. Puram | English |
| 4. | Ashok | Jail Road | Hindi |
| 5. | Jai Talkies | Shakur Basti | Hindi |
| 6. | Swarn | Pandu Road, Shahdara | English |
| 7. | Rachna | Mehrauli | English |
| 8. | Vikram | Greater Kailash | English |
| 9. | Jagdambe | Khanpur | Hindi |
| 10. | Madhu | Khanpur | Hindi |
| 11. | Friend | Shastri Nagar | English |
| 12. | Chauhan | Punjabi Bagh | Punjabi |

*Total* : Hindi—(30), English—(27)
Urdu—(5), Punjabi—(5)

## APPENDIX CIX

No. 8/17/69-AD. II

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

2/A, MANSINGH ROAD,
New Delhi-11, the 24th January, 1970.

To

All Directors of Census Operations and
*ex-officio* Superintendents of Census
Operations.

*Subject*—Payment of a small honorarium to the enumeration staff in connection with the 1971 Census.

Sir,

I am directed to convey the sanction of the President to the incurring of an expenditure not exceeding Rs. 4,09,05,650/- (Rupees four crores nine lakhs, five thousand six hundred and fifty) only on the payment of honorarium at the following rates to the enumerators, Supervisors, Charge Superintendents and District Census Officers, appointed in connection with the 1971 Census in the various States, Union Territories/Administrations :—

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 Households). | Rs. 25/- (Rupees twenty five) only. |

2. **Supervision Charges**

| | |
|---|---|
| (i) Housenumbering and Houselisting and filling up of Establishment Schedule for a Supervisor's Circle consisting of 4 to 5 enumerator's blocks. | Rs. 15/- (Rupees fifteen) only. |
| (ii) Actual Census enumeration for a Supervisor's Circle consisting of 4 to 5 Enumerator's Blocks. | Rs. 25/- (Rupees twenty five) only. |

| | |
|---|---|
| 3, **Charge Superintendent** | Lump sum Honorarium of Rs. 150/- (Rupees one hundred and fifty) only for the entire operation (i.e. House-numbering & Houselisting and Actual Census enumeration). |
| 4. **District Census Officers** | Lump sum Honorarium of Rs. 300/- (Rupees three hundred) only for the entire operation (i.e., Housenumber-ing and Houselisting and Actual Census enumeration). |

2. The honoraria for the Enumerators and Supervisors may be paid in suitable instalments, if necessary, according to the discretion of the Director of Census Operations and the honoraria to the Charge Superintendents and District Census Officers may be paid after the Census Operations are over.

3. The expenditure in this respect is debitable to the Head "39-Miscellaneous Social and Developmental Organisations : Census—B—Enumeration—B : 3—Honorarium to the Enumeration Staff" in the year 1969-70 in such States and Union Territories/Administrations, where the house-numbering and houselisting operations are expected to be completed within the financial year 1969-70 and to the financial years 1970-71 and 1971-72 subject to the voting of funds by the Parliament.

4 This issues with the concurrence of the Ministry of Finance, vide their U.O. No. 467-H.F./70 dated 15-1-1970.

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

No. 8/17/69-Ad. II

New Delhi-11, the 24th January, 1970.

Copy forwarded to :—

1. All Accountants General.
2. Ministry of Finance (Home Finance) with reference to their U. O. cited.
3. Ministry of Home Affairs (Shri S. Samanta. Under Secretary).

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

## APPENDIX CX

D. O. No. 8/12/70-Ad. II
Ministry of Home Affairs
The Registrar General, India
2A-Mansingh Road,
New Delhi-11
11 June, 1970.

A. CHANDRA SEKHAR

Dear Gandotra,

*Subject:*—Payment of honorarium to the enumeration agency—1971 Census.

You will please recall that in this office letter No. 8/12/70-Ad. II dated January 24, 1970, a lump-sum honorarium of Rs. 150/- has been sanctioned to the Charge Superintendent for the entire operation (i.e., housenumbering and houselisting and actual census enumeration).

Exigency of work necessitated appointment of Charge Superintendent for very small areas like small towns with population of even less than 10,000 or special areas like Military area, Railway area and so on. In such cases, separate charges had to be constituted because of the strategic importance of the area or the Administering Authorities being different for such 'pockets' or 'enclaves' from the authorities having jurisdiction over the entire administrative territorial unit. It is also felt that the workload of some of the charges of the above category is very small. Having regard to these circumstances, a point has been raised whether the Charge Superintendents should be paid the honorarium of Rs. 150/- irrespective of the extent of area of the charge or the quantum of its workload.

I feel that where the charge had to be created on the above mentioned considerations and the area and workload are not even equal to that of a Supervisor's circle in other normal areas, no honorarium need be paid to the Charge Superintendents. For a town of 50,000 and above, the full amount may be paid for the entire operation. For charges constituting towns or other areas of population less than 50,000 each, the amount of honorarium should be paid on the prorata basis of the population, somewhat on the following lines :

| Town or areas with population | Amount of honorarium payable to a Charge Officer. |
|---|---|
| (i) Below 10,000 | Nil |
| (ii) Above 10,000 but less than 25,000 | Rs. 75/- |
| (iii) Above 25,000 but less than 35,000 | Rs. 100/- |
| (iv) Above 35,000 but less than 50,000 | Rs. 125/- |
| (v) 50,000 and above | Rs. 150/- |

You may kindly think over this suggestion, which we will discuss at the Courtallam Conference along with a few other suggestions made by some of the Directors regarding grant of honorarium.

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

Shri S. R. Gandotra,
Director of Census Operations,
Delhi.

## APPENDIX CXI

No. 8/7/71-Ad. II
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE REGISTRAR GENERAL, INDIA

2/A, Mansingh Road,
New Delhi-11, the 5th June, 1971.

To

The Director of Census Operations,
Delhi.

*Subject* : Payment of honorarium to Charge Superintendents appointed in connection with the 1971 Census.

Sir,

With reference to your letter No. 1/45/69-DCO/5931 dated the 5th May, 1971, I have the honour to accord sanction to the grant of honorarium to 96 Charge Superintendents mentioned in the list enclosed and as per amount indicated against each for work performed in connection with the 1971 Census Operations in addition to their normal duties.

The grant of honorarium in respect of serving officials is subject to the condition that the Office/ Department under which they are serving have no objection to the acceptance of honorarium by the grantees.

The amount of honorarium in each case should be drawn and disbursed only after satisfactory performance of duty.

The expenditure involved is non-plan and debitable to the Head 39-Miscellaneous Social and Developmental Organisation, B-Enumeration B-4-Honorarium to enumerators in India Circle of Account (Delhi Census Office) under grant No. 46-Census in the year 1971-72.

Yours faithfully,
Sd/-
(A. Chandra Sekhar)
Registrar General, India & Ex-officio
Joint Secretary to the Government of
India in the Ministry of Home Affairs.

*Encls* : as above

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APPENDIX CXII

No. 8/7/71-Ad. II
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE REGISTRAR GENERAL, INDIA

2/A, Mansingh Road,
New Delhi-11, the 5th June, 1971.

To

The Director of Census Operations,
Delhi.

*Subject*—Payment of honorarium to Census Officers appointed in connection with the 1971 Census.

Sir,

With reference to your letter No. 1/33/69-DCO/5754, dated the 1st May, 1971, I have the honour to accord sanction to the grant of honorarium to 26 Census Officers mentioned in the list enclosed, and as per the amount indicated against each who worked in connection with the 1971 Census Operations in addition to their normal duties.

The grant of honorarium in respect of serving Officials is subject to the condition that the Office/Department under which they are serving have no objection to the acceptance of honorarium by the grantees.

The amount of honorarium in each case should be drawn and disbursed only after satisfactory performance of duty.

The expenditure involved is non-plan and debitable to the Head 39-Miscellaneous Social and Developmental Organisation, B. Enumeration B-4-honorarium to enumerators in India Circle of Account (Delhi Census Office) under grant No. 46-Census during the year 1971-72.

Yours faithfully,
Sd/-
( A. Chandra Sekhar )
Registrar General, India, & Ex-officio Joint Secretary to the Government of India, in the Ministry of Home Affairs.

Encl : as above

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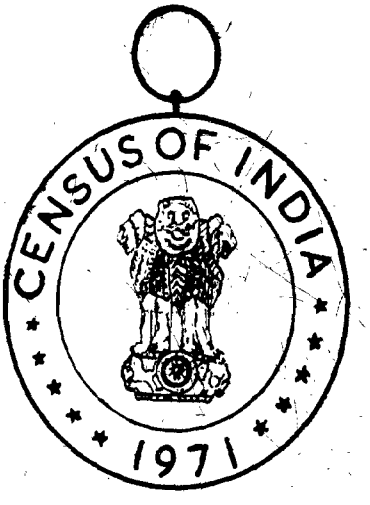
APPENDIX CXIII

**Statement showing the amount of honorarium paid to Census Officers, Charge Supdts., and Enumerators.**

| | | | |
|---|---|---|---|
| 1970-71 | Honorarium to Enumerators for Houselisting. | Rs. | 1,16,979.00 |
| 1971-72 | Honorarium to : | | |
| | (1) Census Officers | Rs. | 5,940.00 |
| | (2) Charge Supdts. | Rs. | 13,290.00 |
| | (3) Enumerators for enumeration | Rs. | 197,116.00 |
| 1972-73 | Honorarium to : | | |
| | Military Census Officers & Charge Supdts. etc. | Rs. | 3,400.00 |
| | Total | Rs. | 3,36,725.00 |

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APPENDIX CXIV




Speciman of Medal

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APPENDIX CXV

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

# CENSUS OF INDIA

## CERTIFICATE OF HONOUR

To .....

*In recognition of your outstanding Zeal and high quality of services rendered by you during the 1971 Census of India, the President of India has been pleased to confer upon you the 1971 Census Silver Medal.*

Achandra Sekhar

Census Commissioner, India.

New Delhi
Dated .....

# APPENDIX CXVI

## Stationery Indclnt

| Sl. No. | Description of Articles | Quantity Indented | Quantity Received |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
| 1. | Azurlaid 34.5×43 cms. 5.6 Kg. | 30 Reams | 5 Reams |
| 2. | Creamlaid 34.5×43 cms. 4.5 Kg. | 25 Reams | Nil |
| 3. | Blotting Paper 44.5×57 cms 19 Kg. 150 GMS. | 2 Reams | 2 Reams |
| 4. | Brown Kraft 73.5×114 cms 31.4 Kg. 75 GMS. | 5 Reams | Nil |
| 5. | Brown Wrapping 57×73.5 cms. 15.7 Kg. 75 GMS. | 4 Reams | 4 Reams |
| 6. | Carbon Type-writer 33×40.5 cms. (Black) | 10 Reams | ½ Ream |
| 7. | Carbon Type-wirter 20.5×33 cms. (Black) | 20 Reams | Nil |
| 8. | Duplicating White Abs. 21.5×34.5 cms. 2.5 Kg. | 60 Reams | 48 Reams |
| 9. | Duplicating White Abs. 21.5×34.5 cms. 2.2 Kg. | 40 Reams | 32 Reams |
| 10. | Type-writer paper 20.5 ×33 cms. 1.4 Kg. 40 GMS. | 25 Reams | 25 Reams |
| 11. | Books Ruled 20.5×33 cms. 4 Qurs. | 10 Bks. | Nil |
| 12. | Books Ruled 20.5×33 cms. 3 Qurs. | 10 Bks. | Nil |
| 13. | Books Ruled 20.5×33cms. 2 Qurs. | 10 Bks. | 16 Bks |
| 14. | Books Ruled 20.5×33cms. 1 Qurs. | 30 Bks. | Nil |
| 15. | Draft Continuation Sheets 20.5×33 cms. | 50 Blocks | Nil |
| 16. | Note Sheet Block 20.5×33 cms. | 150 Blocks | Nil |
| 17. | Envelop SE4 10×13 cms. | 10,000 Pcs. | 5,000 Pcs. |
| 18. | Envelop SE5 10×23 cms. | 10,000 ,, | 5,000 ,, |
| 19. | Envelop SE6 12×28 cms. | 3,000 ,, | 500 ,, |
| 20. | Envelop SE6A 12×28 cms. | 1,000 ,, | Nil |
| 21. | Envelop SE7 15X40.5 cms. | 2,000 ,, | Nil |
| 22. | Envelop SE7A 15X40.5 cms. | 1,000 ,, | |
| 23. | Envelop SE8 30.5X40.5 cms. | 2,000 ,, | |
| 24. | Envelop SE8A 30.5X40.5 cms. | 1,000 ,, | 100 Pcs. |
| 25. | Envelop W1 | 1,000 ,, | |
| 26. | Envelop W2 | 1,000 ,, | Nil |
| 27. | Envelop W2A | 500 ,, | Nil |
| 28. | Note Book 10X16.5 cms. | 300 Books | Nil |
| 29. | Shorthand Note Book Ruled 13.5X21.5 cms. 200 Pages | 50 Books | Nil |
| 30. | Note Sheet Block Azurlaid Plain DBI 20.5X33cms. | 100 Blocks | 3 Blocks |
| 31. | Drawing Brushes Squaires Hair No. 0 | 6 Pcs. | Nil |
| 32. | Drawing Brushes Squaires Hair No. 1 | ,, | ,, |
| 33. | Drawing Brushes Squaires Hair No. 2 | ,, | ,, |
| 34. | Drawing Brushes Squaires Hair No. 3 | ,, | ,, |
| 35. | Drawing Brushes Squaires Hair No. 4 | ,, | ,, |
| 36. | Drawing Brushes Squaires Hair No. 5 | ,, | ,, |
| 37. | Drawing Brushes Squaires Hair No. 6 | ,, | ,, |
| 38. | Colour Box Shilling Complete | ,, | ,, |
| 39. | Map Locks 1.3 cms. Assorted | 2 Qrs. | ,, |
| 40. | Paste for Map Mounting | 6 Tins | ,, |
| 41. | Pencil Coloured Assorted in Box | 12 Boxes | ,, |
| 42. | Pencil Drawing HB. | 2 Gross | ,, |
| 43. | Pencil Drawing H. | 3 Gross | 6 Dozen |
| 44. | Pencil Drawing 2 H. | 3 Gross | Nil |
| 45. | Pencil Drawing 3 H. | 1 Gross | Nil |

*Contd.*

*Contd.*

| 1 | 2 | 3 | 4 |
|---|---|---|---|
| 46. | Pencil Drawing 4 H. | 1 Gross | Nil |
| 47. | Pen Crowquill Steel on Card Containecy 1 Dz. | 4 Dozens | Nil |
| 48. | Holder for Crowquill | 2 Dozen | 1 Dozen |
| 49. | Pen Steel Nibs (Hinks & Walt) Brouzed No. 404 | 1 Dozen | Nil |
| 50. | Pen Steel Nibs (Hinks & Walt) Brouzed No. 303 | 1 Dozen | Nil |
| 51. | Pins Drawing 1.9 cms. | 2 Gross | 1 Gross |
| 52. | Pins Drawing with lifters No. 1 | 2 Gross | Nil |
| 53. | Saucers for colours | 1 Dozen | Nil |
| 54. | Spongs small | 5 Gross | Nil |
| 55. | Eraser for Pencils | 3 Dozens | 1 Dozen |
| 56. | Eraser India Rubber Pointed | 6 Dozens | 1 Dozen |
| 57. | Eraser for Draughtman | 6 Dozens | Nil |
| 58. | Ink fluid Blue Black 675 cc. per Bottle | 12 Bottles | Nil |
| 59. | Ink Blue Black for fountain Pen 100 cc. Phails | 24 Bottles | 1 Bottles |
| 60. | Ink Powder Blue Black One Pkt. for 675 cc. fluid | 6 Dozens | 3 Dozen or 36 Packets. |
| 61. | Ink Glass ordinary 5X5 cm. | 6 Dozen | 1 Dozen |
| 62. | Ink Powder Red One Pkt. for 675 cc. fluid | 4 Dozen | 1 Dozen (Packet) |
| 63. | Inkpot China | 2 Dozen | Nil |
| 64. | Ink-stand Wooden Double Ordinary | 12 Pcs. | Nil |
| 65. | Ink-stand Wooden Double for Inspilled Inkpot | ,, ,, | ,, |
| 66. | Ink Well China | 2 Dozen | ,, |
| 67. | Knives Desk | 2 ,, | ,, |
| 68. | Pencils Coloured Red | 6 ,, | 12 Nos. |
| 69. | Pencils Coloured Blue | 6 ,, | ,, ,, |
| 70. | Pencils Ordinary Lead Hard | 24 ,, | 7 Dozen |
| 71. | Pencils Ordinary Lead Soft | 24 ,, | 7 Dozen. |
| 72. | Pencil Reporter | 3 ,, | 1 Dozen |
| 73. | Pencils Holders for Ordinary Pencils | 1 Dozen | Nil |
| 74. | Pencils Holders for Coloured Pencils | 6 Pcs. | ,, |
| 75. | Pen Holders Clerical | 2 Dozen | ,, |
| 76. | Pen Holder Officers | 6 Pcs. | ,, |
| 77. | Pen Nibs Red Ink | 1 Gross | ,, |
| 78. | Pen Nibs Waverly Pattern Small | 1 Gross | ,, |
| 79. | Rubber Pencil Soft | 6 Dozen | 2 Dozens |
| 80. | Bodkin | 3 Dozen | 12 Nos. |
| 81. | Needles Large | 1 Gross | Nil |
| 82. | Needles Small | 1 Gross | ,, |
| 83. | Needles Sail No. 14 | 2 Gross | ,, |
| 84. | Paper Fasteners Brass Round Head Assorted (144 In box) | 3 Boxes | ,, |
| 85. | Stationery Laces 100 cms. Long | 1 Gross | ,, |
| 86. | Stapling Machines 24/6 | 1 Dozen | ,, |
| 87. | Staples Wire 1000 in Box 24/6 | 1 Dozen | ,, |
| 88. | Thread Ball 7 cms. A Ball. | 3 Dozen | ,, |
| 89. | Twine Hemp 402 A Ball | 5 Dozen | 6 Nos. 1 Dozen |
| 90. | Twine Jute (Kg.) | 30 Kgs. | 10 Kgs. 5 Kg. |

*Contd.*

*Conntd.*

| 1 | 2 | 3 | 4 |
|---|---|---|---|
| 91. | Twine White 402 A Ball | 3 Dozen | 12 Nos. |
| 92. | Brushes for Dusting Type-Writers Long Handle | 6 Pcs. | Nil |
| 93. | Brushes for Type-cleaning | 6 Pcs. | ,, |
| 94. | Correcting Fluid for use on Stencil 25 cc. | 1 Dozen | ,, |
| 95. | Eraser Large for Type-writers | 1 Dozen | ,, |
| 96. | Ink Black for Shourie Duplicator in tubes | 15 Tubes | 15 Nos. |
| 97. | Oil for Type-writer 25cc. a Phial | 12 Phials | 2 Nos. |
| 98. | Shourie Stencil Paper flap Pkt. of 48 Shts. | 4 Reams | 2 Reams |
| 99. | Stylus Pen for writing on Stencil | 3 Pcs. | 1 Pcs. |
| 100. | Stylus Plate 33×20.5 cms. for Duplication | 3 Pcs. | 1 Pcs. |
| 101. | Type-writer Ribben Black Record 13MM for Remington Rand | 2 Dozen | 2 Dozen |
| 102. | Brushes Gum | 12 Pcs. | Nil |
| 103. | Call Bell | 6 ,, | 4 Nos. |
| 104. | Desk Tray Wooden | 6 ,, | Nil |
| 105. | Envelop Case or Cabinet | 3 ,, | ,, |
| 106. | File Lever Arch F' cap | 12 ,, | ,, |
| 107. | Gum Arabic Picked | 5 Kgs. | 2 Kgs. |
| 108. | Gum Liquid 150cc. in Bottles | 3 Dozen | Nil |
| 109 | Gum Pot Tin | 6 Pcs. | ,, |
| 110. | Ink Violet for Rubber Stamp 50cc. Phial | 3 Dozen | 30 Nos. |
| 111. | Labels, Buff. 5cmX2.5cm. brass | 1,000 | Nil |
| 112. | Labels Tag 13.5 cms.X 6.5 cms | 250 Nos. | ,, |
| 113. | Loose leaf Binder | 12 Nos. | ,, |
| 114. | Office Paste in 75cc. A Bottle | 3 Dozen | 6 Nos. |
| 115. | Pad uninked for Rubber Stamp | 2 Dozen | 1 Dozen |
| 116. | Pad for Blotting, Cloth Bound 46cmsX58.5 cms. | 12 Pcs. | Nil |
| 117. | Paper Clip F' cap on Board | 12 Pcs. | 12 Nos. |
| 118. | Paper Clip, gem pattern, 144 Nos. a box | 36 Boxes | 20 Boxes |
| 119. | Paper Weight Glass | 3 Dozen | 2 Dozen |
| 120. | Pins in packets of 25 grms. each | 1 Gross Packets | 72 Packets |
| 121. | Pin Cushion ordinary | 1 Dozen | Nil |
| 122. | Scissors 15 cms. long | 6 Pcs. | ,, |
| 123. | Sealing Wax Superior Red (16 Sticks a box). | 12 Boxes | 12 Boxes |
| 124. | Tag Cotton White 17.5 cms. (in bundles of 100) | 50 Bundles | Tags 1,000 |
| 125. | Waste Paper Basket | 12 Pcs. | Nil |
| 126. | Dating stamps, movable, on wooden handle | 6 Pcs. | ,, |

APPENDIX CXVII

No. 7/9/69—AD. II

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

2/A, Mansingh Road,
New Delhi-11, the 12th Dec., 1969.

To

All Directors of Census Operations
and ex-officio Superintendents of
Census Operations.

*SUBJECT :* Supply of Stationery stores to the District Census Officers, Charge Officers etc.

Sir,

I have the honour to say that several Directors of Census Operations have approached this Office for the scale of stationery articles to be supplied to District Census Officers, Charge Officers etc. for the 1971 Census. After considering these proposals, it has been decided to prescribe the following scale :—

| Sl. No. | Articles of Stationery | Gazetted Officers DCO/Charge Officers | Clerks UDC/LDC |
|---|---|---|---|
| 1. | Writing Paper | 100 sheets each | Nil |
| 2. | Ruled Paper | Nil | 25 sheets each |
| 3. | Typing paper | Nil | 15 Reams per type writer |
| 4. | Pencil (Ordinary) | Nil | 4 each |
| 5. | Red & Blue Pencil | 4 each | Nil |
| 6. | Tags (100 per bundle) | 1 bundle each | 4 bundles each |
| 7. | Pins (144 per packet) | 2 packets each | 4 packets each Clerk doing case work. 2 packets each for others. |

(*N.B.* The above scale is for 12 months ; since the staff would require these articles for 9 months, three-fourths of the above be supplied).

As regards the mode of supply, the collectors may be authorised to acquire the stationery according to the above scale from the respective Directors/Superintendents of Stationeries and printing of the State/Union Territory and asked to raise a debit to the Head B: Enumeration and B : 4—Other Charges. In case where there is difficulty you may yourself supply these articles after indenting from the Regional Stationery Depot or from your ex-stock. The expenditure on this is to be debited to the Sub-head "B-Enumeration-B-4 Other Charges."

Yours faithfully,
Sd/-
(K.D. BALLAL)
Deputy Registrar General, India
(Census)

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## APPENDIX CXVIII

**Supply of Stationery to District Census Officers and Charge Superintendents etc.**

| Sl. No. | Description of Articles | Quantity Indented for | Quantity received |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
| 1. | Cream Laid Paper 34.5X33cms. | 40 Reams | 15 Reams |
| 2. | Ruled Paper 34.5X43cms. | 3 Reams | 1 Ream |
| 3. | Typing paper 20.5X33cms. | 100 Reams | 50 Reams |
| 4. | Lead Pencils Ordinary | 20 Dozen | 12 Dozen |
| 5. | Pencils Red & Blue | ... | 12 Pencils |
| 6. | Carbon Paper Type-writer 20.5X33cms. | 50 Quire | Nil |
| 7. | Type-wrlter Ribbon Black Record 13mm Remington | 24 Pcs. | Nil |
| 8. | Cream-laid Paper 34.5X33 cms. | 25 Reams | 10 Reams |
| 9. | Ruled Paper 34.5X43 cms. | 2 Reams | 2 Reams |
| 10. | Typing paper 20.5X33cms. | 50 Reams | Nil |
| 11. | Lead Pencils Ordinary | 12 Dozen | 5 Dozen |
| 12. | Pins | 1000 Pkts. | Pkt. 625 |

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## APPENDIX CXIX

**Details of the Furniture sent to the Registrar General Office and purchased letter on.**

| | S. No. | Items of furniture | No. |
|---|---|---|---|
| A. | **Furniture sent to the R.G. Office** | | |
| | 1. | Clerical Tables | 2 |
| | 2. | Chairs with Canned Bottom & Arms | 10 |
| B. | **Furniture purchased later on :** | | |
| | 1. | Clerical Tables | 32 |
| | 2. | Chairs with Canned Bottom and Arms. | 30 |
| | 3. | Side Racks (Wooden) | 10 |
| | 4. | Waste Paper Baskets | 14 |
| | 5. | Steel Almirahs | 5 |
| | 6. | Wooden Almirahs | 3 |
| | 7. | Pigeon Holes (Wooden) | 198 |
| | 8. | File Trays (Wooden) | 10 |
| | 9, | Wooden Stools | 166 |
| | 10. | Record Racks Large size | 3 |

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APPENDIX CXX

D. O. No. 10-9/70-DT
Ministry of Home Affairs
Registrar General, India
New Delhi-11,

A. CHANDRA SEKHAR

5th/7th December, 1970

*Dear Shri Gandotra,*

**CENSUS OF INDIA 1971—CIRCULAR NO. 24**

*SUBJECT:* Post Enumeration Check—Organisational Details.

In pursuance of the discussion held at the Courtallam Conference, the programme of the Post Enumeration Check has been reviewed during the last two months. I enclose a note describing the field operations of the Post Enumeration Check from the selection of the sample to basic compilation of the data. The schedules and instructions for Enumeration, desk-matching and field-reconciliation will be sent to you separately in a few days. The enclosed note also contains an appendix, which discusses in detail the basis for determining the size of the sample for All-India and States.

So far, only the over-all size of the sample for the State has been specified. Since the allocation of this over-all sample among the various strata in a State will be made on the basis of the total number of blocks per Stratum, it will be made available to you only on receipt of the list of blocks from you sometime in December, 1970.

As indicated in Annexure I of the note the over-all sample size for your state is 200. To facilitate the selection of the sample blocks you should furnish a Stratum District-chargewise list of total number of effective blocks (vide Section 3 of enclosure) in your State to the Sampling, Demography and Training Division of this office, as soon as the Enumeration blocks have been carved out. Alongwith the list of sample blocks in the various strata a list of random numbers associated with each of the sample blocks will also be furnished to you to facilitate the selection of sub-sample of houses. Incidentally I may also mention here that the list of sub-sample of 50 (20 more blocks in case of a Metropolitan City) blocks for the Content Error Check will also be made available to you.

You may observe that in para 1, 3, 6 of the enclosed note a mention has been made of a follow-up study of these persons whose enumeration status as of Census could not be defined unequivocally even after field-reconciliation. For this purpose, one or two PEC forms will be modified slightly so as to record the addresses of the households visited by them during the Census period of enumeration. The follow-up of these cases dose not require field visits and hence can be taken up at any convenient time after the PEC based on Census Population Records only. Description of this follow-up study will be furnished to you at a later date.

To facilitate the comparison of the PEC records with Census Population Records for the Content Error Check, you are being asked separately to arrange for encircling of the Serial No. of the currently married women who had delivered a child during the last one year, in the Population Record and to assemble on the reverse of the Population Record a few more items of information regarding all the individuals of the household. This may be organised as effectively as possible as and when the census records are coming in from the different charges so that the Content Error Check could be implemented according schedule.

After the Supervisors are initiated into the PEC programme, there may be a need to streamline the instructions to Enumerator/Investigator arising out the discussions during their training. In case any supplementary instructions and clarifications are issued subsequently a copy may be passed on to me and to all other Directors of Census Operations also so that a standardized procedure is ensured in all the States.

Since you and your Deputy Directors will be very busy from December onwards with the preparations for the actual census. I feel it would be expedient to assign the PEC work right now to the Assistant Director of Census Operations (Tech.) or in his absence to a Tabulation Officer/Investigator with a sound knowledge of statistics. He should familiarise himself with the intricacies of the PEC and organise the training of Supervisors/Enumerators/Investigators under your/Deputy Directors' over all guidance.

Lastly, it may appear from paragraph 8 of the note that undue emphasis has been laid on the need to maintain the operational independence of the PEC and Census. But in all such scientific enquiries which involve comparision of two sources of information and a host of individuals doing it at various levels, situations might crop up when the underlying principle may be lost sight of resulting in doubts in the minds of users regarding the reliability of the findings. Recognizing that Census like all other surveys has built-in errors of Coverage and Content what we are assessing in the PEC is not how badly the census has been conducted but how well it has been conducted. It is for this reason that the Enumerators, Investigators and the Supervisors should be exhorted again and again to record the facts as they presented themselves to them and maintain objectivity at all cost.

Yours sincerely
Sd/-
(A. Chandra Sekhar)

## CIRCULAR NO. 24

OFFICE OF THE REGISTRAR GENERAL, INDIA
(SAMPLING, DEMOGRAPHY AND TRAINING DIVISION)
**POST ENUMERATION CHECK—CENSUS OF INDIA 1971**
**SAMPLE SIZE, SELECTION PROCEDURE AND FIELD ORGANISATION**

**1. Introduction :**

1.1 *Topics covered in the note :* In the note circulated for discussion at the Courtallam Conference, the Survey Design, the types and sources of error in the Post Enumeration Check were considered in broad details. Based on the general picture presented therein the present not lays down categorically certain operational directives so that the Post Enumeration Check can be executed in the field as effectively as possible. Specifically, in this note are discussed (a) the allocation of the all-India sample among the States, (b) the target population, (c) the selection procedure for the *sub*-sample of houses for Coverage and Content Error, (d) organisation of field work with the related agency and workload, and (e) the calendar. The schedules and instructions for field-enumeration and investigation will be circulated separately.

1.2 *Types of Errors and problems of their evaluation :* Before describing the operational and organisational aspects of the Post Enumeration Check in detail, it will be instructive to recapitulate briefly its primary objectives, the different stages of field operations and the finer points of the matching and reconcilation techniques. The objectives are :

(i) to evaluate and identify the sources of Coverage Error

  (a) of Type I : due to Omission or Duplication of individuals arising from omission or duplication of houses ;

  (b) of Type II : due to Omission or Duplication of individuals from censused houses.

(ii) to evaluate the Content Error in respect of a few selected items recorded in the Individual Slip.

1.3.1 The field operations involve three distinct stages namely (a) field re-enumeration (as distinct from Census enumeration) of a sample (b) desk-matching of the re-enumeration records with the related census records and (c) reconciliation of the unmatched events by revisiting the field.

1.3.2 *The first stage* of the field work is relatively straight forward though the degree of precision in enumeration is expected to be considerably greater than in the main census conducted earlier. This is possible only if a small sample is canvassed and a much superior type of enumerator than the one employed in the census is utilised.

1.3.3 *The second stage* of PEC operations namely the desk matching involves a decision making process regarding whether two given sets of information from two independent sources 'match' so as to identify a particular individual uniquely or 'do not match'. Though this would demand certain level of maturity and experience on the part of the investigator, will not pose any insurmountable problem since one has to contend with concrete details regarding the elements to be matched.

1.3.4 *The third stage* poses the real crux of the problem since it forces the investigator to make the definite decision as to whether an element is 'omitted' or 'duplicated/wrongfully classified' in the Census. The problem becomes particularly, complex at this stage because of the *extended defacto method* of enumeration adopted in the Census. In order to decide, the Investigator has to resolve two

questions, the first of which is whether the element is eligible to be enumerated in the Census or not. In the PEC terminology this has been called the 'eligibility status'. Having decided the 'eligibility status' the second question that confronts the Investigator in whether the element under consideration has been enumerated in the census or not. This has been termed the 'enumeration status' in the Post Enumeration Check.

1.3.5 Based on the information gathered in the field it is possible to fix the 'eligibility status' of an element fairly well. But the problem of fixing the 'enumeration status' might become difficult particularly in the case of 'Normal Residents Absent' and 'Visitors'. It is obvious that in the case of these two types of individuals two households are involved—one their own 'normal residence' and the other 'the place which they were visiting at the time of the Census'. But since we have the information only at one of these households at a time in the case of most of such elements, it may not be possible to fix their enumeration status firmly. Such elements would be characterised as 'not known' in the Post Enumeration Check records. Incidentally, it is also worth noting that because the informant is often a different person altogether, it adds further to the indeterminateness of the enumeration status with regard to such elements.

1.3.6 In view of what is stated in the last paragraph a legitimate question may be asked as to why we should take the trouble of enquiring into the 'enumeration status' in the case of such elements if the response in respect of most of these cases is going to be 'not known'. This question can be effectively answered on two counts. Firstly since the Post Enumeration Check is essentially a check on the performance in the Census, it is necessary to take the various steps of enquiry to their logical conclusion so that the 'determinate' and 'indeterminate' cases are categorically identified. When we can pin-point the indeterminate cases and ask directed questions during field reconciliation, it is possible that in quite a few cases we are able to identify the actual enumeration status and to that extent the results of the Post Enumeration Check would be refined. Secondly, it is also proposed to take down the addresses of the various households visited by the 'Normal Residents Absent' and 'Visitors' during the census period of enumeration and conduct a follow-up enquiry in respect of a sample of these individuals so that the effectiveness of the extended *de-facto* method of enumeration could be rationalised for the benefit of future Censuses. Since this follow-up survey does not need any field revisit once the addresses are available, can be taken up at any convenient time after the PEC.

**2. Sample Size for all India and State :**

2.1 *Over-all Sample Size :* Taking into consideration the discussion held at the Courtallam Conference (June 1970) and on the basis of the analysis of the data relating to the 1961 Post Enumeration Check of a few States, the total sample size for all India for the 1971 Post Enumeration Check has been worked out to be about 5700 blocks. On considerations of workload, precision required, and the size of State, the details of which are given in the note on sample size (vide Annexure 1) the sample size for the individual States varies from 250 to 400 blocks. This excludes the 200 blocks that have to be canvassed separately in each of the four metropolitan cities of Calcutta, Delhi, Bombay & Madras. The number of blocks allocated to each State is given in a statement in Appendix 1.

2.2 *Sampling Plan :* Though the overall sample size for each State for PEC purposes will be 250-400 blocks, it is necessary that we manipulate this overall sample size in such a way that the three fold objectives defined in para 1.2 above are achieved. The statement given below brings out the sampling plan for the purpose in a nutshell.

**Statement 1. Number of sample blocks and houses to be covered in each State at different stages of PEC**

| Item | Sample size per State | | Remarks |
|---|---|---|---|
| | 1st stage | 2nd stage | |
| | Blocks | R/PR Census houses | |
| (i) *Coverage Error of Type I :* Relisting of houses in censused blocks. | 250-400. In addition 200 blocks in each of the 4 Metropolitan cities. | | To be drawn at the Centre, Circular systematically from the three strata with a random start as per allocation to be specified later. |
| (ii) *Coverage Error of Type II.* Re-canvassed of censused R/PR houses. | Same blocks as in (i) above. | 15 | To be drawn Circular systematically from each of the sample blocks with a random start. |
| (iii) *Content Error* : Re-canvass of censused Individuals. | 50 20 more blocks from each of the 4 Metropolitan cities [a sub-sample of the sample in (i) above] | same houses as in (ii) above. | The sub-sample of blocks to be drawn at the Centre. |

2.3 *Target Population :* All the States excluding those of J & K, Nagaland, Meghalaya and Himachal Pradesh will be covered in the Post Enumeration Check. Among the Union Territories only the Union Territory of Delhi will come under the purview of the Post Enumeration Check. Even in those areas covered by the Post Enumeration Check, the inaccessible areas, the houseless and institutional population and the households out-migrating after 1st March, 1971, falling in the Sample blocks, will be left out of consideration.

**3. List of total number of blocks per charge to be sent by the Directors of Census Operations to the Centre for selecting the blocks for relisting of houses (Coverage Error of type I).**

3.1 *List of blocks to select a sample of blocks from :* To select the overall sample of blocks it is necessary to have a list of all the blocks arranged serially by Charge and District. Since preparing and sending such an exhaustive list to the Centre at this stage may take considerable time, it is suggested that a much shorter list giving the total number of "Effective Census Enumeration Blocks" (vide para 3.3 below) by Stratum, District and Charge may be furnished to the Centre as in the Proforma 1 given below.

**Proforma 1 : List of "Effective Census Enumeration Blocks" for the selection of PEC Sample of blocks**

State_____ Stratum—Rural/Non-city
Urban/City*

| District & Town Name/Code | Charge Code | No. of effective blocks | Remarks, if any |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
| District 1 | 1 | ... | |
| | 2 | ... | |
| | 3 | ... | |
| | ... | ... | |
| | ... | ... | |
| District 2 | ... | ... | |
| | ... | ... | |
| | ... | ... | |
| | ... | ... | |
| ... | ... | ... | |
| ... | ... | ... | |
| ... | ... | ... | |

*Strike off whichever is not appplicable.

Note:— Give identification particulars in cols. (1) & (2) in such a way that any block selected in the sample can be identified easily later.

3.2 *Stratification* : Excluding the 4 metropolitan cities which are treated separately wherever they occur, there are normally three strata per State, namely, Rural, Non-city Urban and City. It is, therefore, essential that the list of effective enumeration blocks is provided separately for each of these strata.

3.3 In order to achieve an equitable distribution of workload among the PEC enumerators and to obtain as much information as possible in the Post Enumeration Check without default, it is necessary (a) to exclude from the frame uninhabited and inaccessible areas and (b) to avoid selection of blocks of very small population. To serve the latter purpose it is suggested that blocks of size less than 50 houses should be combined suitably with adjoining blocks. The resultant blocks, after due allowance have been made for (a) & (b) above, are called "Effective Census Enumeration Blocks" for purposes of Post Enumeration Check. These effective enumeration blocks should be numbered serially within each charge (this serial numbering is strictly for purposes of Post Enumeration Check only) and the total

number of effective blocks within each charge by Stratum and District should be indicated in the proforma. Only then it will be possible to identify the sample of effective enumeration blocks when the list of their serial numbers is provided by the Centre.

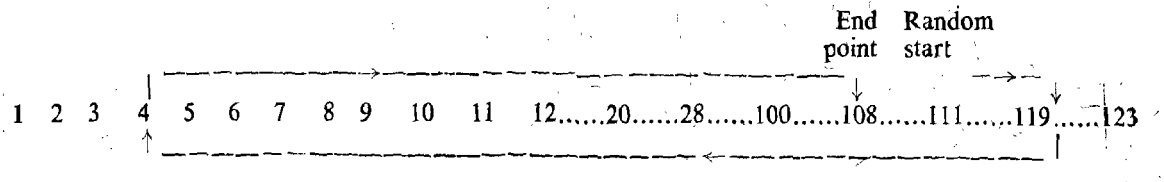
3.4 *Sub-Sample of blocks for Content Error :* For assessing the Content Error a sub-sample of 50 blocks will be selected from out of the total number of sample blocks selected for the Coverage Error of Type I. For this purpose in the sub-sample of blocks a suitable PEC form will be canvassed in the same sub-sample of 15 houses which have already been considered for the Coverage Error of Type II. A list of the sub-sample blocks will also be supplied along with the list of the sample blocks.

**4. Procedure for selecting the sub-sample of fifteen residential or partly residential houses for studying Coverage of Type II and Content Error :**

4.1 *Careful selection of sub-sample houses :* Selection of these sub-samples of houses will be made in the Regional Tabulation Offices or State Headquarters by a responsible officer at the appropriate time as indicated in the calender (vide section 7) depending on where the Abridged Houselist is located. It is preferable that this job is performed by an officer who is seized of the theoretical implications of the sample selection procedure.

4.2 *Selection of the sub-sample of residential and partly residential houses from each of the sample blocks (overall sample) for Coverage Error of Type II :* Fifteen residential and partially residential houses will be selected separately from each of the sample blocks circular systematically. Therefore, there will be one random start number associated with each of the sample blocks. Since we will be dealing with Residential (and partially residential) houses only the residential and partially residential houses alone should be serially numbered first in the Abridged Houselist. These serial numbers may be put along the line separating cols. (2) and (3) of the abridged Houselist. The serial numbering will be continuous only within a block. While numbering the residential (and partially residential) houses the entries in section 4 of the Abridged Houselist, if any, may be taken along with those in Section 3.

4.3 For the sake of illustration let us assume that the residential (and partially residential) houses in a sample block have all been serially numbered. Suppose there are 123 residential houses in that block and the related random start No. is 111. The sampling interval is $\frac{123}{15}$=8.2 which rounded off to the nearest integer will be '8' for purposes of sample selection. Since the random start No. is 111, starting from the house bearing the sersal No. 111, select every 8th house in a circular systematic fashion. With regard to the case under illustration, the houses at serial numbers 111, 119, 4, 12.....100 will constitute the sample. The following diagrams explains the circular systematic selection.




4.4 The sub-sample of residential and partially residential houses in each block should be listed out for use in the field by the enumerator. This list will have the format as in Proforma 2.

**Proforma 2 : List of sub-sample of 15 residential aud partially residential houses in each of the selected blocks for coverage error of Type II.**

Stratum————————

Location code of Block————————————

| Sl. No. of entry | Sl, No. of selected residential or partially residential house | Census house No. as in Abridged Houselist |
|---|---|---|
| 1 | 2 | 3 |
| 1 | 4 | |
| 2 | 12 | |
| 3 | 20 | |
| 4 | 28 | |
| 5 | 36 | |
| 6 | ... | |
| 7 | ... | |
| ... | ... | |
| ... | ... | |
| 14 | 111 | |
| 15 | 119 | |

**5. Organisation of field work, agency, supervision and workload.**

5.1 Spatial distribution of the sample : It is expected that there will be about 5000 to 6000 charges in the country. With a sample size of 5700 blocks it is expected that on the average there will not be more than a block or two per charge falling in the PEC. Again there are about 3 hundred and odd districts in India. On the assumption of even representation of the districts in the over-all sample of 5700, there will not be more than 20 blocks to be covered in a district on the average.

5.2 *Deployment of Field Personnel :*

5.2.1 Taking into consideration the workload, the need for conducting the PEC as close to the Census as possible, the need for ensuring sufficient accuracy in PEC to evaluate Census data, it is desirable that one Enumerator is made responsible for one block only. This implies that per State 250-400 Enumerators (200 more for each of the 4 Metropolitan Cities) will be required depending on the number of sample blocks allocated to the State. In any case in the interest of careful work, minimum travel time etc. one PEC Enumerator should not be made responsible for more than two blocks. If two blocks are to be assigned, to an Enumerator, they may be made contiguous as far as possible so that the time taken to go from one block to another will not exceed a day. The PEC Enumerator may be appointed from among the sorting staff of the Regional Tabulation Offices.

5.2.2 Since the data collected in the Census are going to be used to appraise the quality of Census data, we should make sure that the quality of the PEC data are considerably superior to those of the Census. This can only be achieved if we exercise effective control and supervision of the field work,

in addition to employing better type of Enumerators. To achieve this a suitable number of experienced and capable officers should be deployed for supervising the work of the Enumerators and Investigators (vide para 5.2). A reasonable norm for the Supervisor-Enumerator ratio may be 1:5. At the same time any ratio less than 1:10 will be too inadequate to serve the purpose. This implies that about 2 to 4 Supervisors should be in position per district on the average. These supervisors will also be earmarked from amongst the supervisory staff of the Regional Tabulation Offices. The DCO's office should chalk out the over-all programme of deploying the field staff in such a way that the PEC work is completed according to the stipulated Calendar.

5.3 *Type of field agency* : There will be three types of basic field workers, who, for the sake of clarity, may be called 'Enumerators', 'Investigators', and 'Supervisors'.

5.3.1 The '*Enumeratar*' is one who will do the re-listing of the sample blocks and the counting of persons in a sub-sample of 15 Census houses. In the sub-sample of 50 blocks the Enumerator will also fill in the requiste form for Content Error in respect of individuals residing in the same sub-sample of 15 houses referred to above.

5.3.2 The 'Investigator' is the person who will do the desk matching and later the field reconciliation. Since the intention is to employ the regular staff of the Census Organisation for the Enumeration and Investigation, it is quite likely that the same set of individuals are deployed for both these operations. If so it is absolutely essential that the same individual is not employed as both Enumerator and Investigator in the same block. Since independence of the various stages of field work and sources of data is the key note of the PEC it will be very desirable, if at all possible to ensure that the Investigator who does the field Reconciliation in a block is different from the one who did the related Desk Matching earlier.

5.3.3 The 'Supervisor' will be a higher level official of the Regional Tabulation Office or State Headquarters who will supervise and co-ordinate the work of the Enumerator and Investigator during the field operations. He will also ensure that a smooth flow of documents, lists, forms etc. is maintained to and from the Regional Tabulation Office/State Headquarters and the Enumerator/Investigator.

5.3.4. It was mentioned in para 5.3.1. that the Content Error check will also be attempted in a sub-sample of 50 blocks. It was suggested that the Enumerator/Investigator to be employed in these blocks should be drawn from among the staff at Headquarters with sufficiently long experience in field-surveys and with a thorough grounding and training in Census concepts & methodology. As in any survey the PEC will also contain errors of enumeration. The question that might, therefore, be asked is whether the errors are within allowable margin so as to give credence to the calibration of the Census result. One of the ways to do this is to draw the PEC sample in the form of two or more independent sub-samples, employ agencies with different background and experience in each of the sub-samples and compare their results. We may not be able to draw a number of sub-samples being constrained by limited time and resources. But since we already have a sub-sample of 50 blocks ready made for us for the Content Error check, efficient and experienced Headquarters staff may be made to conduct the field work for both Coverage and Content Error checks in this sub-sample.

5.4 Decentralisation of Work and Field-Offices : It is presumed that the basic Census documents of Abridged Houselists and the related Notional Maps and the filled in Census Population Records will be available only at the Regional Tabulation Offices. Hence it is unavoidable that these Regional Tabulation Offices will be the focal points for operating and directing the PEC field-work.

5.4.1 The State Headquarters will receive the list of PEC blocks (both Sample & Sub-Sample) from the Centre by the middle of February, 1971 which will be passed on to the Regional Tabulalion Offices for the selection of the sub-sample of Census houses R/PR and for organisation of the associated census documents for Desk Matching and Field Reconciliation. Hence it is natural to assume that the Regional Tabulation Offices will be the primary agencies responsible for conducting the PEC in the districts falling in their jurisdiction. The necessary PEC forms and field staff should be made available to the Regional Tabulation Offices well in advance of the start of the field work, so that training, planning and assigning the responsibilities, keeping the appropriate Census documents ready at hand etc. could be organised without any avoidable impediments. It is not inappropriate to reiterate here that the assigning of Enumerators, Supervisors, Investigators should be so planned that their itinerary and their waiting time for the receipt of appropriate forms, decuments etc. is minimised to the fullest extent possible.

5.4.2 Since the Supervisor will have more than one Enumerator/Investigator under him and since he is the channel through which the latter would receive the list of blocks/houses, PEC forms, and direction, guidance etc. it may be operationally expedient for him to set up his temporary Head-quarters at the Regional Tabulation Office or a central place in relation to the blocks under him so that much time is not wasted by travel.

5.5 *Training of field-personnel:*

5.5.1 The supervising officials will be trained intensively at the State Headquarters. Their training programme may consist of a class room session in which the census procedures, schedules etc. will be gone over with particular emphasis on the census instructions relating "to whom to enumerate". The PEC procedures should be exhaustively discussed and they should be made alive to the need for exercising strict control over every aspect of PEC field work. Particularly the intricacies of the steps involved in deciding the eligibility and enumeration status of individuals should be dwelt upon in detail by taking up specific cases and resolving them by discussion. In these classes it should be reiterated that however well conducted a Census or sample survey may be some amount of Coverage and Content Errors is unavoidable. The PEC therefore, is a scientific attempt to quantify the extent of these Errors in the 1971 Census and not to find fault with the Census. Hence they should be asked to do their jobs as objectively, as possible to bring out true position in the PEC.

5.5.2 In addition to these class room discussions it will be worthwhile to give field training also, so that the Supervisor could go through the entire operation from houselisting to field reconciliation. Since the census population records will not be available, they may be prepared for the training purpose for some convenient block near by.

5.5.3 The Supervisors so trained should in turn impart training to these officials of the Regional Tabulation Offices, who will be ultimately conducting the field work of the PEC. It is worthwhile to emphasise here that the training of the field personnel (Enumerator and Invstigator) should discuss the census instructions on whom to enumerate thoroughly and then go over the enumeration, matching and reconciliation techniques.

5.6 *Organisation of Field work:* At the appropriate time as stipulated in the Calendar the enumerator will proceed to the block (s) assigned to him taking with him the requisite number of blank forms of Form PEC/I.1. It is expected that the listing of all the houses in the block(s) in form PEC/I.1 will not take more than two days.

5.6.1 After completing the houselisting the Enumerator should contact the Supervisor at his office, hand over the filled in Form PEC/I.1 alongwith the related Notional Map. He will then take from the Supervisor the list of sub-sample of 15 residential houses and adequate copies of Form PEC/II.1. In the case of the Sub-sample of 50 blocks and 20 blocks in the 4 Metropolitan cities he will take also adequate number of Form PEC/III. 1 for Content error check. He will then proceed to his block (s) for canvassing these schedules. It is expected that he will not take more than a day to fill in form PEC/II. 1 in a block. In case of those 50 blocks ( and 20 blocks each in the Metropolitan cities ) where he is to fill in form PEC/III.1 also it may take him an additional day.

5.6.3 After completing the job of canvassing forms PEC/II.1 and III.1, the Enumerator will go straight to the Regional Tabulation Office and hand over the filled in forms to the Supervisor who will be there already to receive him. Since it is expected that no block will be at a distance of more than 100 miles from the concerned Regional Tabulation Office, the travel time at this stage may not be more than a day.

5.6.4 The Supervisor will then organise the desk matching of the PEC forms with the respective Census records at the Regional Tabulation Office. The two primary Census records which will be needed for desk matching are the Abridged Houselist and the Census Population Record. It is expected that these two records for the PEC blocks will be kept ready in the Regional Tabulation Offices by the 12th of March, 1971 at the latest. In order to keep the independence of the PEC enumeration and the Census Records it is necessary that the two Census Records should not be given to the Enumerator before the completion of the field enumeration. The desk matching operation is not likely to take more than two days per block. But in the case of the 50 blocks (and 20 blocks in Metropolitan cities) in which the Content Error check will be organised it may take one more day to complete the desk matching.

5.6.5 As stated in para 5.3.2, it is presumed that the Enumerators who have been utilised for primary enumeration in PEC will also be employed for desk matching and field reconciliation as Investigators. Since it is necessary that desk matching and field reconciliation should be done as objectively as possible, no Enumerator should be entrusted with the two latter operations in the same block which he has enumerated earlier.

5.6.6 As soon as the desk-matching operation is completed, the Investigator will take delivery of the following :

(i) The Abridged Houselist and the Notional Map of the block (s) assigned to him for field-reconciliation.

(ii) Abridged Houselists and Notional Maps of all the neighbouring blocks.

(iii) Related filled-in forms PEC/I.1, II.1, III/1.

(iv) Blank forms of Census Population Records.

5.6.7. The Abridged Houselists and the Notional Maps for the adjoining blocks will be required by the Investigator particularly when he wants to identify the location of a particular house which is caught either in PEC or in Census only, in the sample block.

5.6.8. With the above-mentioned records he will proceed to the block assigned to him for the third stage of PEC operation i.e., field-reconciliation. The field-reconciliation should not normally take more than two days per block. In case of those 50 blocks for Content Error (and 20 blocks in Metropolitan cities) the field-reconciliation may take another additional day.

5.6.9. The chart given in this paragraph brings out succinctly the time sequence of the entire field programme of PEC with respect to one sample block. The details of the Census records and PEC forms required at the various stages of field work are indicated in the statements at Appendix 2.

**Chart Giving the time-Sequence of PEC field work in one Sample Block**

Go to block as Enumerator and list houses in Form PEC/I.1—*two days*.

↓

Go to Supervisor's Headquarters, hand over filled in form PEC/I.1. Take delivery of the list of sub-sample of houses and blank forms PEC/II.1 and III.1 and return to block—travel time *one day*.

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Filling in forms PEC/II.1 and in some cases form PEC/III.1 also—*one day* for form PEC/II.1 and *one more day* for form PEC/III.1.

↓

Go to Regional Tabulation office with the filled-in forms PEC/II.1 & III.1 to participate in desk matching as Investigator-One day for travel, one day each for form PEC/I.1 and PEC/II.1—*total 3 days* One additional day if form PEC/III.1 is involved.

↓

Go to assigned block for reconciliation with Abridged Houselists and Notional Maps for the block and adjoining blocks, all the three filled-in PEC forms and blank Population Record forms-one day for travel, and one day each for forms PEC/I.1 and II.1—*total 3 days*. One more day for form PEC/III.1 if any

↓

Go bock to the Regional Office and hand over all the records for further action-one day for travel.

Accordingly, the Enumerator/Investigator has to devote 7 days exclusively for canvassing the forms relating to Coverage Errors, from enumeration to field reconciliation in a single block. If two blocks are assigned to an individual, then this will require 14 days. If in addition, Content Error Check also is involved, the whole operation should not take more than 3 weeks including time spent on journey.

6.1. *Organisation of requisite material*: As the PEC is a miniature Census in the sense that it tries to depict what actually happened during the enumeration period of 10-28 February, 1971, it is necessary that it closely follow the Census. Unless the PEC is dovetailed into the overall Census plan, the organisation of the basic Census documents required for PEC will pose some problems. Since, from the 5th March, 1971 onwards, the Abridged Houselist, the Enumeration Pads and the Census Population Records will start coming in from the Charge Offices to the Regional Tabulation Offices, the concerned Deputy Directors should take immediate steps to sort out the Abridged Houselists and the Notional Maps

of not only the PEC blocks but also of the neighbouring blocks and the Census Population Records only for the sample blocks and then properly file and index them, for immediate use in PEC operations. For, the success of the PEC depends much on the prompt assembly and organisation of the requisite Census Records at the Regional Tabulation Offices. The enumeration pads of the 50 PEC blocks (and 20 additional blocks each within the 4 Metropolitan Cities) also should be kept ready at hand, since it is necessary to supplement the information already given in the Population Records in respect of 15 selected houses for Content Error check. These additional items of information will have to be copied on a small form and pasted on the back of the Population Record. Instructions in this regard are being issued separately.

6.2 The Abridged Houselist is the frame from which the sample of 15 houses is to be selected for Coverage Error and Content Error checks. These should be selected with appropriate random number for each block taken from the Random Number Table. The list of sub-sample of houses should be handed over to the Supervisor in sealed cover before he proceeds to the field. He will hand over this sealed cover to the Enumerator only after receiving from him the filled in form PEC/I.1.

6.3. The Deputy Director, in consultation with senior officials, will also chalk out the deployment of the field-staff at the various stages of PEC work in the sample blocks falling under his jurisdiction, well in advance as otherwise it may be extremely difficult to adhere strictly to the calendar proposed in the next section.

7. Calendar for field-work and basic compilation of PEC data. Keeping in view the availability of the requisite Census Records, Training to be imparted to field-personnel, feasibility of enforcing effective Supervision, ensuring minimum travel and waiting time etc. the following Calendar for the PEC is proposed for adoption.

**Calendar for field-work by one Enumerator/Investigator in a Block**

| S. No. | Item of work | Period |
|---|---|---|
| 1. | Training of Supervisor and Enumerator/Investigator. | Any time during January to 1st March, 1971. |
| 2. | Assembling together Abridged Houselists, Notional Maps for the sample of blocks and for the adjoining blocks, selection of the sub-sample of houses for both Coverage and Content Error Checks, collecting the Population Records for all the Sample blocks. | Any time during 5th to 12th March, 1971. |
| 3. | Transcription of a few additional items from the individual slips on to the back of the related Census Population Records in respect of 15 houses of each of the sub-sample of 50 blocks (and 20 blocks in respect of Metropolitan Cities.) | Any time during 13th to 17th March, 1971 |
| 4.@ | Enumeration | 13th—17th March, 1971. |
| 5.@ | Desk-Matching | 19th—21st March, 1971. |
| 6.@ | Field-Reconciliation | 23rd—25th March, 1971. |
| 7. | Despatch of the filled-in forms to wherever the basic compilation will be undertaken, Regional Tabulation Office/State Headquarters. | 26th March—28th March, 1971. |
| 8. | Compilation of PEC data. | 1st April-31st May 1971. |
| 9. | Despatch of compilation statements to the Sampling Demography & Training Division at the Centre. | 1st June to 15th June, 1971. |

@ One day less for those blocks where no Content Error Check will be undertaken.

8. *Some salient points to note regarding the organisation of PEC in the fields :* The foregoing paragraphs describe in detail the broad framework of the PEC as it would be implemented in the field, excluding the schedules and detailed instructions thereof which are being circulated separately. The details of the organisational set-up, field staff, training programmes, etc., as discussed in this note need not be held rigid in the sense that variations could be introduced to suit local conditions. Within this broad framework, however, uniformity in application is expected in respect of the following : The PEC field-work should be undertaken as close to the Census as possible, the Enumerators/Investigators and the Supervisors to be employed for PEC work should be of much better calibre and experienee than the Census Enumerators and they should all be given intensive training. It is also worthwhile to give considerable thought to the work-schedule of the Supervisors, Enumerators/Investigators so that as little time as possible is spent on travelling and waiting to make contact and receive material. Another important point on which there can be no compromise is that the independence of the PEC from the census should be maintained at all costs since, without this independence the comparison will be invalidated as unscientific. It will bear any amount of repetition to state that the Census as all other surveys has Coverage and Content Errors built into it. Hence the estimates of errors of omission, duplication etc. help in improving the Census methodology for the future rather than to find fault with the actual performance in the present.

*AENEXURE I*

OFFICE OF THE REGISTRAR GENERAL, INDIA

(SAMPLING, DEMOGRAPHIC AND TRAINING DIVISION)

CENSUS OF INDIA—1971

## POST ENUMERATION CHECK

### All India Sample Size and its allocation to various States

1. *Appraoch :* The overall sample size for all India has first been worked out on the Simple Random basis and then distributed among the various (15) States according to an optimum stratification and proportionate allocation basis. The total No. of sample blocks for each State so arrived at will be apportioned into Rural and Urban. On the basis of distribution of blocks derived from the Houselist. Considering the resources and the need to keep down the workload per State to a minimum we have set the precision level (percentage relative standard error of the estimated characteristics) at 5% for all India on a Simple Random Sample basis. In order to strike a balance among (a) available resources, (b) the need for a minimum sample size per State in order to provide reasonably stable estimates of certain key items and (c) the differences in population size of States, a maximum of 400 and a minimum of 250 Sample blocks per State are prescribed.

*2.1 Determination of overall Sample Size* :

The available records for a few States in respect of 1961 Post Enumeration Check gave the following basic measures :

(i) Mean number of missed houses per block.

(ii) Variance/standard deviation for number of missed houses per block.

(iii) Proportion of missed houses.

(iv) Average number of houses per block (average cluster size).

(v) Index of heterogeneity (intra-class correlation) in respect of number of missed houses per block.

(vi) From the above data given Statewise the corresponding all India measures were built up as weighted averages using the respective sample sizes (no. of sample blocks) as weights.

2.2 Given the above measures derived from the 1961 Census Post Enumeration Check, two alternative approaches were available to us to establish the total sample size for all India (at various levels of precision) (a) one based on the Mean number of missed houses per block and the related variance of the no. of missed houses per block and (b) the other utilising the proportion of missed houses, the average number of houses per block and the related index of heterogeneity.

2.3 It was felt that since the No. of missed houses per blocks is a rare item and its distribution is extremely non-normal, a very large sample size will be required to obtain a stable estimate of its standard deviation. The latter method based mainly on measures which are ratios of two statistics and

hence relatively more stable, has been preferred. The formula used for determining the sample size is : $\frac{(1-\hat{p})}{n\hat{x}\hat{p}}\left\{1+(\bar{X}-1)\hat{g}\right\}-.0025$

Where, '$\hat{p}$' is the estimated proportion of missed houses, 'n' is the required sample size, '$\bar{x}$' is the average no. of houses per block (cluster size) and '$\hat{g}$' is the estimated index of heterogeneity. All the statistics required for this calculation are based on (vi) above.

2.4 At the 5% level of precision the total No. of blocks required for the country worked out to be about 5700 rounded off to the neareast hundred (actual No. 5667) on the basis of Simple Random Sampling.

3. *Allocatian* : Of these 5700 blocks setting aside 800 blocks to be canvassed in the 4 Metropolitan cities, the remaining 4900 blocks have been allocated to the various States in two stages as explained below. It is worth noting here that since we have adopted a hierarchical system of stratification, i.e., from all India to groups of States, then on to the individual States, the overall precision of the estimate achievable at the national level is likely to be better than the 3% relative standard error, we had prescribed at the outset on the basis of the Simple Random Sample. In addition, by virtue of the near optimum method of stratification and the systematic selection procedure adopted the precision is expected to be considerbly enhanced further.

4. *Grouping of State for allocaton purpose* : The States have been regrouped into 5 strata of equal size with respect to estimated no. of missed persons according to the 1961 Post Enumeration Check. An equal sample size of 980 blocks has been assigned to each of the group of States.

5.1 *Allocation among States with each Group* : Within each group, the sample of 980 blocks has been allocated among the constituent States in proportion to the respective projected population as on 1st March, 1971. The allocation among the three strata Rural, City and Non-city will be made on the basis of the distribution of blocks built up from the Houselist. While doing so it is proposed to ensure that the urban part of a State will have a sample of at least 100 blocks. Though the observed variances calculated on the basis of the 1961 Post Enumeration Check fluctuated within a group, we have made the tacit assumption of homogeneity of variances among the constituent States within each group.

5.2 Some adjustment in the allocation of sample blocks among the States has become unavoidable so as to conform to the norm of a minimum of 250 blocks and a maximum of 400 blocks per State. This has, however, been effected with minimum possible transfer from one group of States to another.

6. *Presentation of Results* : The calculations have shown that at the State level a minimum of about 400 blocks per State is necessary to present State level estimates at the 20% level of precision. Since only a maximum of 400 blocks is allocated per State and it is intended to achieve a precision of at most 20% at the State level which is the lowest level of presentation of data, it is proposed to combine, if necessary, geographically contiguous States into several regions and to provide estimates at the regional level only.

Table : **Allocation of the Sample of 5700 Blocks among various States for the Post Enumeration Check**

| State | Sample Size | State | Sample size |
|---|---|---|---|
| 1 | 2 | 1 | 2 |
| Andhra Pradesh | 360 | Orissa | 280 |
| Assam | 255 | Punjab | 255 |
| Bihar | 385 | Rajasthan | 280 |
| Gujarat | 345 | Uttar Pradesh | 400 |
| Haryana | 250 | West Bengal | 400 |
| Kerala | 270 | Metropolitan area of Calcutta, Bombay, Delhi and Madras (200 each) | 800 |
| Madhya Pradesh | 370 | | |
| Madras | 350 | | |
| Maharashtra | 400 | | |
| Mysore | 300 | | |
| | | All- India | 5700 |

*ANNEXURE II*

**Material required at the three stages of operation of PEC work for each item of check and the Sample size associated with each Item**

| Item | SAMPLE SIZE | | STAGES OF OPERATION-MATERIAL TO BE USED | | |
|---|---|---|---|---|---|
| | 1st Stage (Block) | IInd Stage (Houses) | Primary PEC Enumeration | Desk-Matching | Field Reconciliation |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1. House listing (Coverage Error of Type I) | 250-400 | 00 | (a) Form PEC/I.1 (Cols. 1-4 of Section B. 1 to be filled in b) Notional map of the block | (a) Abridged Houselist of the concerned block and neighbouring blocks and related notional maps (b) PEC/I.1 Cols. 5-6 of Section B. 1 Cols. 1-3 of Section B. 2 to be filled in. | (a) Same as (a) of relating to Desk-Matching. (b) Cols. 7-11 of Section B. 1 and Cols. 4-6 of Section B. 2 to be filled in. (c) Blank Population Records to be filled in, in case of persons in the Houses missed, duplicated or wrongfully included. (This is needed for cases of probable omission & duplication as well) |
| 2. Re-enumeration of Censused houses (Coverage Error of Type II) | 250-400 | 15 | (a) List of 15 residential houses in the block. (b) Form PEC/II.1, Cols. 1-8 of Sections B. 1 and B. 2 to be filled in. | (a) Population Records of all the households in the sample houses (b) PEC/II.1 only Cols. 9-11 of Section B. 1 and B. 2 and Cols. 1-5 of Section B. 3 to be filled in. | (a) Colums 12-17 of Sections B. 1 and B. 2 Cols. 6-8 of Section B.3 and Section B. 4. (b) Blank Population Records in respect of those persons who were omitted & duplicated to be filled in (this is needed for cases of probable omission or duplication as well). |
| 3. Re-enumeration of Censused Individuals (Content Error) | 50 | 15 | (a) List of 15 residential houses with the list of Censused individuals in each household of the Sampled houses. (b) PFC form III.1 only selected Columns to be filled in. | (a) Population Records (b) Specific Cols. of PEC/III.1 to be filled in from Census Population Records. | (a) Specific Colums of PEC/III.1 to be filled in. |

APPENDIX CXXI

D.O. No. 10-9/70-DT
Ministry Of Home Affairs
O/o Registrar General, India.
New Delhi—11.
December 12, 1970

S. RAGHAVACHARI
Assistant Registrar General, (DT)

*Subject :* **Census of India — Circular 24 (A)**
Post Enumeration Check — Schedules and Instructions.

Dear Shri Gandotra,

This is in continuation of the Circular No. 24 contained in R. G's demi-official letter No. 10-9/70-DT date the 5th December, 1970. As stated in the first paragraph of that letter I send herewith the finalised Schedules and Instructions of the Post Enumeration Check. You may kindly make suitable arrangements at your end to prepare adequate number of copies of these Schedules and Instructions for use in the field. The details of the compilation programme for the PEC data are under preparation and will be despatched to you in due course. In the following paragraphs I would like to dwell on one or two points which claim particular attention in the field.

2. By virtue of the extended de-facto method of enumeration adopted in our Census, the Enumeration Status ( i.e. whether enumerated correctly in the Census or not ) of a substantian number of 'Normal Residents Absent, and 'Visitors' may remain vague even after the completion of the Field Reconciliation phase of PEC unless subsequent enquiries are made at the Normal Residences of or places visited by such persons during the Census Enumeration Period. Surely this will not be possible at the hectic speed with which the Post Enumeration Check will be conducted in the wake of the main Census tabulation. However, since this is a fundamental problem which is of far-reaching consequence to future censuses a Section B.4 has been included in Form PEC/II.1 to note down as appropriate the addresses of the normal place of residence or the places visited by persons on the move and for whom the enumeration status has not been unambiguously determined in the PEC itself. I shall be grateful if you will kindly arrange to instruct the Investigators to take down the addresses as clearly as possible at the Field Reconciliation stage so that it will be possible for us to locate the concerned Census Population Records, in the follow-up study to be undertaken at a later date.

3. Since the Post Enumeration Check deals with situations as of the Census, the concepts and definitions will have to be as adopted in the Census. However, in respect of the characteristics of individuals like age, marital status, occupation etc. which change with time, some confusion is likely to arise. The Enumerators/ Investigators may, therefore, be told to collect as far as possible these particulars as of the Census enumeration period.

4. Lastly, I wish to bring to your notice three important corrections two on page 2, para 1.3.4 and one relating to Annexure II of the enclosure to circular No. 24 which we had, inadvertently overlooked earlier. These may kindly be incorporated as indicated below:

(i) *Para 1.3.4, line 8:*—Insert the phrase "house under consideration" after the word "Census".

(ii) *Para 1.3.4, line 11:*—Insert the phrase "only once somewhere" after the word "Census".

(iii) *Annexure II :* —Arevised copy of the Annexure II is enclosed which may be substituted for the earlier one in the enclosure to Circular No. 24.

Speaking of the para 1.3.4 of circular No. 24, it may interest you to note that the 'Eligibility Status' as of the Census house when cross-classified by "Enumeration Status" somewhere in the Census will enable us to identify the specific groups of population that contribute to the Coverage Error and to quantify the Net Error attributable to the various source components.

If on going through the enclosure you come across any points which need clarification or further elaboration I shall appreciate it if you will bring these to my notice immediately with your suggestions, if any.

Kindly acknowledge receipt of this letter.
With regards

Yours sincerely,

Sd/-
( S. RAGHAVACHARI )
Assistant Registrar General, (DT).

Shri S.R. Gandotra
Director of Census Operations
Delhi.

Encls : As reproduced on Page 272 onwards.

# OFFICE OF THE REGISTRAR GENERAL, INDIA

(Sampling, Demography & Training Division)

## POST ENUMERATION CHECK — CENSUS OF INDIA 1971
## INSTRUCTIONS FOR FIELDWORK

### 1. GENERAL

1.1 There are three distinct phases of the field work of the Post Enumeration Check (hereafter called PEC) :

(i) *Primary listing and enumeration* respectively of all houses in the selected block and all the individuals residing in a sub-sample of census houses,

(ii) *Desk Matching* of the particulars collected in (i) with those contained in the Abridged Houselist and Census Population Record respectively, and

(iii) *Field-Reconciliation* of the particulars regarding houses or individuals the entries relating to whom are not matched unequivocally in the PEC forms and relevant Census Records.

1.2 The person who will do the primary listing and enumeration namely item (i) of para 1.1 will be called the '*Enumerator*' while the Desk Matching and Field-Reconciliation namely, items (ii) and (iii) of para 1.1 above will be the responsibility of a person called the '*Investigator*'.

1.3 Since the work of the 'Enumerator' and 'Investigator' concern with the same forms, namely, Forms PEC/I.1, II.1 and III.1 but with different columns thereof, it is instructive to list in this paragraph the forms, sections and the numbers of cols. associated with each of them. These informations are presented below in a tabular form to facilitate easy reading. Specimens of these forms are attached at the end.

Details of the Sections & Columns of Forms PEC/I.1, II.1 & III.1 to be filled in by Enumerator and Investigator.

| Item/Form | Sections and columns thereof to be filled by | | |
|---|---|---|---|
| | Enumerator | Investigator | |
| | | Desk - Match | Field Reconciliation |
| 1. *Coverage error of Type I :* Listing of houses in censused blocks ( Form PEC/I.1 ) | Sec. A: All Cols. Sec. B.1: Cols. 1—4 | Sec. B.1 ( Col. 5 ) Sec. B.2 ( Cols.1—4 ) | Sec. B.1 ( Cols.6-9 ) Sec. B.2 ( Cols. 5-8 ) |
| 2. *Coverage Error of Type II :* Re=canvass of censused residential houses ( Form PEC/II.1 ) | Sec. A : All Cols. Sec. B.1 : cols. 1—7 Sec.B. 2: Cols. 1—7 | Sec. B.1 ( Cols.8&9 ) Sec. B.2 ( Cols.8&9 ) Sec. B.3 ( Cols.1—8 ) | Sec. B.1 ( Cols.10-16 ) Sec. B.2 ( Cols. 10-15 ) Sec. B.3 ( Cols. 9-14 ) Sec. B.4 ( Cols. 1-10 ) |
| 3. *Content Error :* Re=canvass of censused individuals. ( Form PEC/III.1 ) | Sec. A : All Cols. Sec. B: ( cols. 1—5, 8,11, 14, 17, 20, 23 ) | Sec.B ( Cols. 6, 9, 12, 15, 18, 21, 24 ) | Sec. B ( Cols. 7, 10,13, 16, 19, 22, 25 ) |

1.4 When the Enumerator goes down to the sample block for listing and enumeration, he will carry with him the location particulars of the block, the required number of Forms PEC/I.1, II.1, III.1 (III.1 only in the case of the sub-sample of 50 blocks). Before embarking on houselisting/enumeration/desk matching/field reconciliation, it should be ensured that the location particulars are filled in section A of the appropriate form by the concerned Enumerator/Investigator and that subsequently in all the additional sheets used to cover the entire block or the sub-sample.

1.5 While listing the houses in the block assigned to you take particular care about covering the houses falling on the border areas of two blocks properly. For this purpose you should study the notional map very carefully and identify the block without any confusion. Be careful also about listing houses situated in obscure places, congested localities and multi-structure buildings. If a house is found to be locked, ascertain its 'use', viz., whether vacant or residential or used for some other purpose, from knowledgeable persons in the neighbourhood. Make careful enquiries about persons, if any, living in a predominently non-residential locality, for example, in a business centre you may come across single member households of Darwans, Chowkidars, etc.

1.6 The list of the sub-sample of 15 houses in the case of all the sample blocks will be provided to you only after the completion of the listing of houses.

1.7 If a household which was residing in a sample house had *outmigrated* after 1.3.1971, you may not be able to fill-in forms PEC/II.I (Coverage Error) and III.1 (for Content Error only). In such a case, write, 'Outmigrated since 1.3.71' *boldly* across the relevant forms.

1.8 While enquiring about inmates in a censused house, take special note of children, unrelated persons in the household like servants, paying guests and the like, Normal Residents Absent and visitors.

1.9 Pay repeated visits to a household if you can not make contact at the first visit. Enquire from the neighbours when they will be present in the household. Mostly single member households may pose problems of this sort.

1.10 Even though criteria to estblish match between elements in census and PEC have been made as clear-cut as possible doubts may arise regarding individual cases. In case of the slightest doubt as to the identity of an element in Census or PEC, it is safer to treat it as a case of No Match giving the reasons clearly. You should consult your supervisor's when you fail to come to any definite decision in this regard.

1.11 If the informant fails to give the required information about a person at the time of field-reconciliation, try as far as possible to contact the concerned person to ascertain the fact.

1.12 Unless otherwise stated, the concepts and definitions are as adopted in the main Census. Hence you should earry a copy of the Census "Instructions to Enumerators for Filling up the Individual Slip" and refer it in case of doubt.

1.13 At the end of field reconciliation in respect of certain entries in Form PEC/II.1, the investigator has been asked to fill in fresh Census Population Record in respect of individuals in missed/duplicated households. It is necessary to bear in mind that these filled-in Census Population Record forms should be pinned alongwith the Form PEC/I.1 and should on no account be mixed up wiht the original filled in Census Population Records.

1.14 Certain parts of the instructions given here, particularly those relating to Field Reconciliation deal with a large number of categories of persons and related codes. This is necessary in order to exhaust, to the extent possible, all the types of persons that you will meet with in the field. You should not feel discouraged by the number of these cases. Once you have understood what you have to do you will realise that at a time you will deal with only a few of these alternatives.

**2. Instruction to Enumerator for listing of houses & individuals.**

*2.1 Relisting of houses in Censused blocks for Coverage Error of Type I (Form PEC/I.1 Section A and cols., 1-4 of Section B.1).*

2.1.1 You have to fill in Section A and cols. 1-4 only of Sections B.1 of Form PEC/I.1 at this stage. Section A should be filled in accurately in all the sheets of Form PEC/I.1 used for listing the houses in the Block and pages numbered.

*2.1.2 Cols. 1-4 Section B.1*

(i) Col. 1 : Serial number of the entry.

(ii) Cols. 2&3 : Give the building and census house numbers, if any. If no Census number is available, assign an appropriate number to the Building/Houses according to the general census Instructions on the Houselist, e.g. if the house appears between houses No. 7(1) & 7(2) give the number as 7 (1)/A.

(iii) Col. 4 : Record the use to which the Census house is put in codes :

R — Residential
PR — Partly Residential
I — Institutional
V — Vacant
NR — Other non-residential

2.1.3 After completely relisting all the houses in your block, you should hand over the filled in form PEC/I.1 to the Supervisor. There upon he will give you a list of 15 houses (R/PR) selected in your block wherein you have to fill in some columns in Sections B. 1 and B. 2 of Form PEC/II.1 for Coverage Error of Type II. In case your block had been selected for the Content Error Check you have to fill some columns of Form PEC/III.1 also in respect of all the persons found in these houses. Hence you should have with you now adequate number of blank forms of Form PEC/II.1 and if necessary of Form PEC/III.1 also. The instructions for filling in appropriate columns of Forms PEC/II.1 & III.1 are given in Section 2.2 and 2.3 respectively.

2.2 Re-canvass of censused Residential/Partly Residential Houses for Coverage Error of Type II (Form PEC/II.1).

2.2.1 As before you should first fill in Section—A giving the identification particulars of the Block/House/Household. The particulars should be entered in all the sheets used for the block and all the sheets should also be paged properly. Thereupon you will fill in Cols. 1-7 of Sections B. 1 and B. 2.

2.2.2 *Cols. 1-7, Secion B-1* These columns are to be filled for all *Normal Residents* (Present or absent ) and Visitors on the Survey Day only. You should begin with the Head of the Household and enumerate in succession all the relatives and others as in the Census. After exhausting all the persons

recounted by the respondent you should ask him whether there are any other persons besides these who also reside in this place but are absent at the moment.

(i) Col.1 : Sl. No. of the entry.

(ii) Col.2 : Name of the person.

(iii) Col.3: Residence Status as of survey day to be recorded as NR : Normal Resident ( Present or Absent ) and V : Visitor only.

(iv) Col.4 : Relationship to Head of the Household : Enter relationship as in Census.

(v) Col.5 : Sex

(vi) Col. 6 : Age, Last birthday as on 1st March 1971.

(vii) Col.7 : Marital Status as on 1st March 1971.

2.2.3 After filling in the Cols. 1-7 of Section B.1 in respect of all Normal Residents and Visitors as of Survey day without any omission, you should tell the informant that you are now going to collect similar information regarding persons other than the above who were Normal Residents or Visitors in this household during the Census Enumeration period. These particulars are to be filled in Cols. 1-7 of Section B. 2.

2.2.4 *Cols. 1-7 of Section B. 2 :* These columns have to be filled in the same way as the corresponding Cols. of Section B.1. But note that the residence status to be entered in Col. 3 of this Section relates to the Census Enumeration period.

2.2.5 Having completed the Cols. 1-7. Sections B.1 and B.2 of Form PEC/II.1 in respect of all the individuals in all the households of the 15 selected Residential/Partially Residential houses in the block, you should check whether all the pages are serialised and the location particulars are given in all the sheets used by you. Then take these filled in forms to the Regional Tabulation Office or any other place as directed by your Supervisor for further processing.

2.2.6 In case your block has been chosen for the Content Error Check also, you would have already been provided with requisite number of copies of Form PEC/ III.1. If so, after completing the relevant portions of Form PEC/II.1 you should also fill in the appropriate columns marked 'PEC' in respect of all the individuals covered by you in Sections B.1 & B.2 of Form PEC/II.1.

2.3 Recanvass of Censused Individuals for Content Error Check (Form PEC/III.1).

2.3.1 Fill in Section A giving the identification particulars of the block/ household in all the sheets used and page the sheets properly.

2.3.2 Fill in columns 1 to 5 of Form PEC/III.1 by transcribing the related information from the appropriate columns of Sections B. 1 and B. 2 of Form PEC/II. 1 Col. 8, 11, 14, 17, 20 & 23 may then be filled for each of these individuals by enquiring from the respondent the following additional particulars :

(i) *Col. 8: Any child born last year :* use the Census reference period in this conection, i. e. from the festival date last year to Ist March, 1971. Obtain this detail for all currently married women as in the Census.

(ii) *Col. 11 Last Residence-Place :* This should be obtained with reference to the Census period of enumeration according to the procedure laid down in the Census Instructions.

(iii) *Col. 14 : Last Residence—Rural/Urban*

(iv) *Col. 17 : Duration of Residence at village/town :* Information to be obtained in respect of Col. 11.

(v) *Col. 20 : Description of main activity*—as of 1st March, 1971 subject to definition of worker given in the Census.

(vi) *Col. 23 : Nature of Industry, Trade, Profession or Service :* as on 1st March, 1971 subject to definition of worker given in the Census.

**3. Instructions to Investigator for Desk Matching.**

3.1 *Coverage Error of Type I (Form PEC/I.1)*

3.1.1 For the Desk Matching you will need besides the filled in Form PEC/I.1 the Abridged Houselist for the block. You are required to compare the entries in the Abridged Houselist (AHL) of the block with the houseslisted in columns 1 to 4 of the Form PEC/I.1 and to identify matching entries in the two lists. The identification particulars which will be considered to establish a match are the 'Census House Number' and 'the use to which the house is put'. If these two items are identical in both the records, then and only then you should treat the censused house as a 'Match'.

3.1.2 *Col. 5 of Section B.1*—Taking the first house in the PEC list, look for an entry in the AHL bearing the same house number and use. If there is one, it is a 'Match'. If not, either there is no house in the AHL bearing this number or there is a house with the same number but with different use. In either case there is 'No-Match'. You will take the houses listed in the Form PEC/I.1 one by one and attempt to match them in this manner with the houses in the Abridge Houselist. If the match is not definite ( i. e. 'No Match' as we call it here ) enter in this column the appropriate code from among those given below :

*I. Match* — 1

*II. No—Match*

*(i) 'Houses number' identical but 'use' different*

| | |
|---|---|
| (a) NR in PEC and NR ( different ) in Census | — 2 |
| (b) R in Census, PR in PEC or vice versa | — 3 |
| (c) R or PR in Census and NR in PEC | 4 4 |
| (d) R or PR in PEC and NR in Census | — 5 |

*(ii) House not found in AHL but present in PEC*

| | |
|---|---|
| (a). R/PR | — 6 |
| (b) NR | — 7 |

3.1.3 After the completion of desk-matching, you will be left with some houses in AHL which have no matching entry in Section B.I. The particulars of these houses should now be entered in Cols. 1—4 of Section B. 2.

*3.1.4 Cols. 1-4 Section B.2 :*

(i) Col.1 : Sl. No.

(ii) Cols. 2-3 : Enter Building Number and House Number as in the AHL.

(iii) Col. 4. The use to which the house is put as given in AHL, may be reduced to the following two codes and entered here :

| | | |
|---|---|---|
| R or PR | — | 1 |
| Others | — | 2 |

3.1.5 After completing the desk-matching for all the houses in Section B. 1 and filling in Section B. 2 of Form PEC/I.1 continue the desk-matching for individuals listed in Form PEC/II.1.

3.2 *Coverage Error of Type II (Form PEC/II.1)*

3.2.1 The procedure for desk matching will be similar to that adopted earlier for the houses listed in Form PEC/I.1. In this case, however, the entries in Cols. 2, 4, 5 and 7 (identification particulars) of Sections B. 1 and B. 2 of Form PEC/II.1 of an Individual will be matched one by one with those of Individuals listed in the corresponding Census Population Record. The results of this matching will be recorded in Cols. 8 and 9 of both the Sections B.1 and B.2 as appropriate.

3.2.2 You will need for this purpose the filled in Census Population Records for the Block besides the filled in Form PEC/II.1. As and when you take up the Census Population Records for each Household for matching remember to note down prominently on top of Forms PEC/II.1 & III.1 the date of enumerators' visit to that household as recorded by him alongwith his signature.

3.2.3 As stated above 'Match' will be established in respect of columns 2, 4, 5 and 7 viz. 'Name', 'Relationship to Head', 'Sex' and 'Marital Status'. Two elements are Matched perfectly only when all these characteristics are identical in both this form and the Census Population Record. However, in many cases, there may be minor variations which could be resolved with the help of the criteria given below to establish a 'Match'.

(i) Col. 2 : *Name* : Ignore minor variations in name e. g., Surendra, Surinder, Surender etc. may be taken to be synonymous.

(ii) Col. 4 : *Relationship to Head* : If the same person was the Head at the two periods ( of Census and PEC ) relationship must be identical. If the Heads are different, the information given in Section A of this form regarding change in the Head will help in establishing the correspondence.

(iii) Col. 5 : *Sex* : Agreement should be exact.

(iv) Col. 7 : *Marital Status* : Agreement should be exact.

3.2.4 Col. 8 : Utilising these criteria match the individuals in Sections B.1 and B. 2 one by one with those in Census Population Record and enter the result in col. 8 of these Sections respectively in terms of the following codes :

**Match in Census Population Record.**

| | | |
|---|---|---|
| Yes | — | 1 |
| No | — | 2 |
| Doubtful Match | — | 3 |

Note that 'Doubtful Match' cases are those for which only some of the 4 characteristics mentioned above match in the two Records. In respect of such entries the footnote 'b' in the Schedule enjoins you to list from the Census Population Record the corresponding individuals in Cols. 1-8 of Section B. 3 and to record in Col. 9 here ( Section B.1 or B.2 ) the corresponding serial No. in Section B.3.

3.2.5 As you continue with the 'Desk Match' tick off the serial numbers of the Section B. 1 and B. 2 that you have disposed of so that no individual is left unaccounted for in these sections. It is also essential for you to tick off those serial numbers of the Census Population Record which have either been matched or of doubtful match with some serial number or the other of these Section B.1 & B.2.

3.2.6 *Columns 1-8 of Section B. 3* :

In paragraph 3.2.4 you have already been told to enter in Section B.3, Cols. 1-6 the identification particulars of those individuals in the Census Population Record who fall under the category of 'doubtful Match' in Sections B.1 and B.2. Further for each of these individuals, enter Code 2 in Col. 7 and related Sl. No. from Sec. B.1 or B.2 in Col. 8. Besides this, you should also record in this section those individuals in the Census Population Record who have been left unmatched i. e. those serial numbers which are not ticked off till now as accounted for in the Census Population Record. For these 'No-Match' individuals you will fill only upto Col. 7 of this Section at this stage.

*3.3. Transcription from the Census Population Record of selected particulars of censused individuals in Section B of Form PEC/III.1*

3.3.1 Having completed 'Desk Match' for Forms PEC/I.1 and II.1 identify in Section B. of Form PEC/III.1 the individuals for whom you have entered code 2 ( No Match ) in col. 8 of Section B. 1 and B. 3 of Form PEC/II.1 and strike them off. You should then fill in Cols. 6, 9, 12, 15, 18, 21 and 24 in Section B of Form PEC/III.1 from the Census Population Record.

**4. Instructions to Investigator for Field Reconciliation.**

*4.1 Reconciliation in respect of houses for Coverage Error of Type I, (Form PEC/I.1 Section B.1 Cols. 6-9 and Section B. 2 Cols. 5-8)*

4.1.1 Field reconcilation has to be made in respect of those serial numbers in Section B.1 which have Codes 5, 6 or 7 in Col. 5 and those in Section B 2. having code 1 in Col. 4. Only after reconciliation we will be able to identify those houses which have not been enumerated in the Census. Hence this process should be conducted by you with great care and diligence. From the Census point of view the mere fact of a house being missed is not as important as the fact that the households residing in that house are missed since we are interested in the accuracy of the count of individuals in the Census. In order to bring out this fact some probing questions are introduced in Col. 6 which should be employed meticulously in the field.

4.1.2 For reconciliation purposes you will need to keep with you the following material besides the filled in PEC forms.

(i) Abridged Houselist and Notional Maps for the concerned block and the adjoining blocks.

(ii) Blank forms of Census Population Record.

4.1.3 *Cols. 6-9 of Section B.1*—Among the 'No-Match' cases recorded in column 5 only those with codes 5, 6 and 7 require field reconciliation. For this purpose the Notional Maps & AHL of the neighbouring blocks may also be at times necessary. The results of this field reconciliation will be recorded in codes in the subsequent columns as described below :

(1) *Col. 6 : Reason for 'No-Match':* There are ten different ways in which the No-Match cases can arise. These are :

I. *For houses with Code 5 in Col. 5*

| | | |
|---|---|---|
| (a) Change of use after enumeration in Census | — | 51 |
| (b) 'NR' in PEC but wrongly recorded as 'R/PR' in PEC | — | 52 |
| (c) Actually 'R/ PR' in Census but wrongly recorded as 'NR' in Census | — | 53 |

II. *For houses with Code 6 in Col. 5*

| | | |
|---|---|---|
| (a) Duplicated in Form PEC/I.1 (i.e. same house has appeared twice in the list with different house numbers ) | — | 61 |
| (b) Constructed after enumeration in Census | — | 62 |
| (c) Really missed in Census | — | 63 |
| (d) Djd not belong to the block | — | 64 |

III. *For houses with Code 7 in Col. 5*

| | | |
|---|---|---|
| (a) Constructed after enumeration in Census or the structure does not conform to Census definition | — | 71 |
| (b) NR and missed in Census | — | 72 |
| (c) Actually Residential at the time of Census but missed in Census (enquire from neighbours) | — | 73 |

*The Codes 53, 63, 64 and 73 only may result in omission of R/PR houses contributing to under Enuemration of individuals in the Census :—*

Hence in order to ascertain the enumeration status of the households residing in these houses, it is required to probe further before filling in Cols., 7-9. Probe as follows :

*Codes 53, 63 :*

(a) Was the Household enumerated in the Census ? If 'Yes' go to probe.

(b) If 'No', enter Code 2 in Col. 8 for the related household.

(b) If 'Yes' in Probe (a) whether enumerated within the block ? If 'Yes', go to Probe (c). If 'No', enter Code 1 in Col. 8.

(c) If 'Yes' in Probe (b) note down address only to check in AHL. Then enter Code 1 in Col. 8 if identified in AHL and Code 2 otherwise.

*Code 64 :*

(d) Has the household been listed in AHL of concerned neighbouring block ? If 'Yes' enter Code 1 in Col. 8. If 'No' go to probes (a)-(c) and enter appropriate Codes ( 1 or 2 as the case may be ) in Col. 8.

*Code 73 :*

(e) Enquire from neighbour whether household has moved within the block ? If 'Yes', go to probe (f). If 'No' enter Code 2 in Col. 8.

(f) Note down address, contact the household, and go through Probes (a)-(c), if necessary, and enter appropriate Codes ( 1 or 2 as the case may be ) in Col. 8.

(ii) *Col. 7 : No. of households* — Since there may be more than one household in a house, it is necessary to fill in this number in this column.

(iii) *Col. 8 : Enumeration Status of Households*—The household will fall under two categories with the following codes :

| | | |
|---|---|---|
| Enumerated | — | 1 |
| Not Enumerated | — | 2 |

Since the household is a collection of individuals, it will always be possible to ascertain its enumeration status without any doubt. That is why only two definite codes have been provided here. You may observe that these Codes in Col.5 flow out of the specific probes given above in respect of Codes 53, 63, 64 and 73 of Col. 6. Provision has been made here to cover up to 5 households. In case there are more households, use an additional sheet which should be properly referenced and pinned on to the main bunch of Forms.

(iv) *Col. 9 : Reason for Omission*—Since a house may contain more than one household, it becomes necessary to know when a house, should be coded as 'Omission'. To resolve this, treat a house as missed if at least one household residing in that house has not been enumerated in the Census, i. e., it has Code 2 ( not enumerated ) in Col. 8. Given this working definition of a missed house the reason for omission can be recorded in this column in terms of the following codes :

| | | |
|---|---|---|
| (a) Situated in an obscure place | — | 1 |
| (b) Situated in a congested place and hence inconspicuous | — | 2 |
| (c) Situated on the border of two blocks | — | 3 |
| (d) Others ( specify, if any ) | — | 4 |

4.1.4. *Cols. 5-8 of Section B, 2* : This section lists out those houses which are in the Census but not in the PEC. Among these houses we are only interested in R/PR houses which have Code 1 in Col. 4 for field reconciliation. Since these houses are already in the Census, they are either rightly covered in the Census or they are duplicated. Specific instructuctions regarding individual columns are given below :

(i) *Col. 5: Reason for No-Match* · When you visit the block for reconciliation, you should ascertain in case of every one of these houses the following by consulting Notional Maps & AHL of the concerned neighbouring block, if necessary :

(a) Whether the house has another number in the block so that it has been listed twice in the AHL,

or

(b) whether the house belongs to another block,

or

(c) Whether there is no duplication as in (a) and (b) above so that PEC has missed it.

As a result of these probes you will be able to classify the houses in this column as :

| | | |
|---|---|---|
| (a) duplicated in AHL | — | 1 |
| (b) does not be ong to block and missed in PEC | — | 2 |
| (c) belong to block but missed in PEC | — | 3 |

Only in respect of codes 1 and 2, you will fill in columns 6-8. In respect of code 3 stop at this stage, since this house has rightly been censused in this block.

(ii) *Col. 6: No. of households :*

(iii) *Col. 7: Enumeration status of household:*

Only two codes are possible in this column :

| | | |
|---|---|---|
| Enumerated once only | — | 1 |
| Enumerated twice | — | 2 |

A house having code 1 in col. 5 has appeared twice in the AHL. In such a house ascertain whether all the households residing therein are enumerated twice. If 'yes' give code 2 ; otherwise assign code 1. For a house which does not belong to this block but has been enumerated in this block ( code 2, col. 5 ), consult the AHL of the concerned neighbouring block and ascertain whether the households residing in this house have been enumerated in the other block also. If so, give code 2 ; otherwise assign code 1.

(iv) *Col. 8: Reason for Omission:*—Following similar logic as in paragraph 4. 1.3 item (iv), treat a house as duplicated, if some or all of the households residing in it are duplicated. On this basis record the reason for duplication of a house as follows in codes :

| | | |
|---|---|---|
| Duplicated in AHL. | — | 1 |
| Situated on the border of two blocks. | — | 2 |
| House situated at the corssing of two streets. | — | 3 |
| Others — Specify. | — | 4 |

4.2 Field-Reconciliation for individuals residing in censused houses (Form PEC/II. 1 Sections B.1, B.2, B.3 and B.4 ) :

4.2.1 Those individuals having codes 2 and 3 in Col. 8 of Sections B. 1 and B. 2 and all the individuals listed in Section B. 3 merit field reconciliation. Section B. 4 will have to be filled in at this stage only. This is the most complicated part of field - reconciliation work. The success of this depends on the respondent's ability to recount what happened during the Census enumeration period and your ability to extract maximum information from him by deep probes. As you will see below, it may be important sometimes to investigate whether an individual was present in the household at the time of Census enumerator's visit. Before you start for field reconciliation, check whether the date of Census Enumerator's visit to the household has been copied out from the Census Population Record at the top of the Form PEC/II. 1.

4.2.2 : *Col. 10 of Sections B.1 and B.2* :—You may see from the Box wedged in between the blocks of columns relating to 'Desk Matching' and 'Field Reconciliation' that only persons having codes 2 and 3 in col. 4 claim field-reconciliation, since only they can contribute to undercount of persons in the Census. In respect of code 3 in col 8 ascertain by probes given below whether any of these persons match with the individuals in the Census Population Record (listed out in Section B. 3 with proper referencing) :

Tell the respondent that this person ( give name ) has been enumerated by the PEC Enumerator in this house a few days back. Some of his identification particulars but not all ( give them ) check with

those of a person ( give the name of the person at the concerned Sl. No. of Section B. 3 ) who had been enumerated in this house during the Census. Then ask :

Do these entries refer to the same individual ? If the answer is 'yes' enter code 1 in Col. 10 of Sections B. 1 and B. 2 and correct the particulars in 2, 4, 5 and 7 as appropriate. Enter also code '1' in col. 9 of Section B. 3. If 'No' enter code '2' in col. 10 of Section B. 1 and B. 2 and in col. 9 of Section B. 3.

Since the persons bearing code 1 in Col. 10 do not require any further investigation, you are now concerned only with code 2 of Col. 8 and Col. 10 to probe carefully to fill in the subsequent columns. From now on the treatment of the 'No-Match, individuals in Sections B. 1 and B. 2 will be slightly different. So the specific instructions for filling in the subsequent columns are given separately.

4.2.3 *Cols.11-I6 of Section B.I :* By a process of elimination you will have to sort out those individuals who can be considered as 'Omission' or 'Probable Omission' in Census. This calls for a thorough knowledge on your part of the Census method of enumeration of the individuals particularly of those who were likely to be enumerated in the concerned household according to the criteria laid down in Census.

(i) *Col. 11 : Whether present here on any day during the Census period :* This question gives rise to two distinct categories of persons namely those present on any day during the Census Period of Enumeration and those who were not present. The line of investigation for these two categories of persons will be different. That is why it is convenient to separate them out before proceeding further. If the answer is 'yes' give code 1 ; otherwise give code 2.

(ii) *Cols. I2-15 :* These four columns are closely linked as the cols. 13-15 flow out of the codes assigned to the individuals in col. 12 according to their 'Residence Status' during the Census enumeration period. Presenting, therefore, the codes of these columns side by side helps to understand the implications clearly. As a result of Col.11 you have already separated the individuals as present (code 1) or absent (code 2) on any day during the Census Enumeration Period.

In order to determine their detailed Residence Status in Col.12, you may ask them appropriate probing questions making use of the nomenclature presented in tabular form below. For example, you can start by asking a person with code 1 in col.11 the following questions: "Were you present here as a Normal Resident (usual member) throughout the Census Enumeration Period" ?

(a) If he says 'yes' record code 1 in Col.12 and go to col.13.

(b) On the other hand, if he says 'no' ask him whether he was a Normal Resident (usual member) whether was present here for only part of the Census Enumeration Period. If so you will ask further whether he belonged to any one of the four categories (codes 2-5, Col.12):

left after 10/2/1971
or
left before 10/2/1971
or
In-migrated during 10/2/1971 to 1/3/1971
or
born during 10/2/1971 to 1/3/1971

If not you will ask whether he was a visitor or a child born after 1.3.1971 or a person who in-migrated after 1.3.71 etc. and continue step by step by putting suitable probing questions.

But as stated in para 1.14, since a person cannot simultaneously be a Normal Resident, a Visitor, a Birth and an In-migrant, you may have at a time to put a few appropriate questions from among the detailed list given below :

| Col. 12 Detailed Residence Status as of Census Enumeration Period | | Col. 13 Eligibility Status as of the Household | | Col. 14 Enumeration Status as of the Census Enumeration Period | | Col. 15 Omission or Otherwise | |
|---|---|---|---|---|---|---|---|
| Description | Code | Description | Code | Description | Code | Description | Code |

*I. For Persons Present on any day during the Census Enumeration Period (code 1 col 11)*

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Normal Resident Present throughout the Census Enumeration Period | 1 | Eligible | 1 | Not Enumerated | 2 | Omission | |
| Normal Resident Present for part of the Census Enumeration, but : | | | | (For all the codes below ask whether enumerated elsewhere) | | | |
| (a) left after 10/2/71 | 2 | Eligible | 1 | Enumerated elsewhere | 1 | No Omission | 1 |
| (b) left before 10/2/71 | 3 | | | Not Enumerated elsewhere | 2 | Omission | 2 |
| (c) In-migrated to the Household during the Census Enumeration Period | 4 | | | Not known | 3 | Probable Omission | 3 |
| (d) born during the Census Enumeration Period | 5 | Eligible | 1 | Not Enumerated elsewhere | 2 | Omission | 2 |

*contd.*

*Concld.*

| Col. 12 | | Col. 13 | | Col. 14 | | Col. 15 | |
|---|---|---|---|---|---|---|---|
| Description | Code | Description | Code | Description | Code | Description | Code |
| Visitor during the Census Enumeration Period. | | | | | | | |
| (a) throughout the period | 6 | Eligible | 1 | Enumerated elsewhere | 1 | No Omission | 1 |
| (b) only for part of the period but was away from his own Normal Residence through-out the period | 7 | | | Not Enumerated elsewhere | 2 | Omission | 2 |
| (c) Only for part of the period but left his own Normal Residence only after 10/2/71 | 8 | Not Eligible | 2 | Not known | 3 | Probable Omission | 3 |
| *II. Not Present on any day during the entire Census Enumeration Period (Code 2. Col. 11).* | | | | | | | |
| Nomal Resident Absent throughout | 9 | Not Eligible | 2 | Enumerated elsewhere | 1 | No Omission | 1 |
| | | | | Not Enumerated elsewhere | 2 | Omission | 2 |
| | | | | Not known | 3 | Probable Omission | 3 |
| Born after 1/3/71 | 0 | Not Eligible | 2 | Not Enumerated elsewhere | 2 | No Omission | 1 |
| In-migrated after 1/3/71 | X | Not Eligible | 2 | Enumerated elsewhere | 1 | No Omission | 1 |
| | | | | Not Enumerated elsewhere | 2 | Omission | 2 |
| | | | | Not known | 3 | Probabel Omission | 3 |

In column 13 there are only two codes, Eligible-1 and Not Eligible-2 which may be given as indicated in the above scheme. In respect of Col. 14 (Enumeration Status as of Census) you should first ask of all persons other than those having codes '1', '5' and 'O' in Col. 12 whether they have been enumerated elsewhere and give one of the three codes as appropriate. This is a key question which will help in deciding whether the person has been omitted or not as demanded in Col. 15. In fact for those persons whose Enumeration Status is 'Not known' (code 3) in Col. 14, you will record 'Probable Omission' (code 3) in col. 15. In order to minimise as far as possible the number of individuals falling under the category of 'Not known' and 'Probable Omission' in Cols. 14 and 15 respectively, you should make special effort to contact the individual personally and to elicit from him his Enumeration Status as of Census Period. In respect of individuals having code 3 (Probable Cmission) in Col. 15 ask for the address (es) of Normal Residence or places visited as appropriate and enter them in Section B. 4 as per instructions given subsequently.

(iii) *Col. I6 : Record the reasons for 'Omission' or 'Probable Omission' in codes.* Some plausible reasons are given below. Those cases which do not fall under any of these specify them under 'others'. The cases where no reason could be ascertained-by you should be categorised as 'Not known'.

| | |
|---|---|
| *Normal Resident :* | |
| Born during Census Enumeration Period | 1 |
| Travelling and not expected to come back before 1.3.71 | 2 |
| Moved in just before 1.3.71 | 3 |
| Expected to outmigrate before 1.3.71 | 4 |
| *Visitor :* | |
| Was expected to go back to his Normal Residence before 1.3.71 | 5 |
| *Others :* | |
| Specify e.g., un-related person like servant, paying guest, person consisting of single member household, etc. | 6 |
| Not known | 7 |

4.2.4 *Cols. 11-15 of Section B.2 :* Note that this section lists out those individuals who out-migrated or died either during 10-28 February, 1971 or after 1.3.1971 but before the PEC Survey date. This also includes Visitors on any day during the Census Enumeration Period but not on Survey day.

(i) *Cols.* 11-14 *of Section B.2 :* As in the case of Cols. 12-15 of Section B.1 discussed in para 4.2.3, item (ii) the cols. 11-14 here are closely interlinked. It is, therefore, instructive to consider them together. The categories of persons given below can be ascertained by using probes as in para 4.2.3, item (ii).

| Col. 11 Detailed Residence Status here as of Census Enumeration Period | | Col. 12 Eligibility Status in this household | | Col. 13 Enumeration Status as of Census | | Col. 14 Omission or otherwise | |
|---|---|---|---|---|---|---|---|
| Description | Code | Description | Code | Description | Code | Description | Code |
| **I. For Normal Residents during Census Enumeration Period.** | | | | | | | |
| Normal Resident present during Census Enumeration Period but died or out-migrated after 1.3.71 | 1 | Eligible | 1 | Not Enumerated elsewhere | 2 | Omission | 2 |
| Normal Resident Present for part of Census Enumeration Period but outmigrated before 1.3.71 | 2 | Not Eligible | 2 | Enumerated elsewhere | 1 | No Omission | 1 |
| | | | | Not Enumerated elsewhere | 2 | Omission | 2 |
| | | | | Not known | 3 | Probable Omissisn | 3 |
| Normal Resident Present for part of Census Enumeration Period but died before 1.3.71 | 3 | Not Eligible | 2 | Not Enumerated elsewhere | 2 | No Omission | 1 |
| **II. For Visitors during the Census Enumeration Period.** | | | | | | | |
| A Visitor throughout the Census Enumeration Period | 4 | Eligible | 1 | Enumerated elsewhere | 1 | No Omission | 1 |
| | | | | Not Enumerated elsewhere | 2 | Omission | 2 |
| A Visitor for part of Census Enumeration Period | 5 | Not Eligible | 2 | Not known | 3 | Probable Omission | 3 |

For persons coded as 'Probable Omission' (Code 3, Col. 14) take the addresses of the Normal Place of Residence or places visited during 10-28 February, 1971 and post them in Section B.4. Ascertain the reasons for 'Omission' or 'Probable Omission' and enter them in codes in col. 15.

(ii) Col. 15 : Reason for Omission or Probable Omission (Codes 2 & 3 in Col. 14) : Some plausible reasons are given below in codes. Those that are not covered here you please specify under 'Others'. Only those cases where no reason could be ascertained should be classified as 'Not Known'.

| | |
|---|---|
| A Normal Resident under treatment in a hospital but died later on after 1.3.71 | 1 |
| A Normal Resident expected to Outmigrate before 1.3.71 | 2 |
| A Visitor expected to go back to his Normal Residence before 1.3.71 | 3 |
| Others (specify) | 4 |
| Not known | 5 |

4.2.5 *Col. 9. Section B.3*: You have already been told in para 4.2.2 to fill in this column in respect of those individuals with code 2 (Doubtful Match) in Col. 7. You will now fill in Cols. 10-14 in respect of all the persons having code 1 in col. 7 and code 2 in col. 9.

*4.2.6. Cols. 10-14 of Section B. 3*

(i) Cols. 10-13 : For reasons mentioned in para 4. 2. 3 these inter-connected columns are better explained by putting them side by side so that you do not lose the trend while filling these columns. The persons listed out in this section may give rise to over-count in Census. Ascertain first the detailed Residence Status as of Census Enumeration Period for filling in col. 10. The other columns 11, 12 & 13 will follow with comparative case once you ascertain this. The probes have to follow the same lines as in 4.2.3, item (ii).

| Col. 10 Detailed Residence Status as of Census Enumeration Period | | Col. 11 Eligibility Status in this household | | Col. 12 Enumeration Status as of Census | | Col. 13 Duplication or otherwise | |
|---|---|---|---|---|---|---|---|
| Description | Code | Description | Code | Description | Code | Description | Code |
| Normal Resident missed by PEC | 1 | Eligible | 1 | Not Enumerated elsewhere | 1 | No Duplication | 1 |
| Visitor throughout the Census Enumeration Period | 2 | | | | | | |
| Normal Resident Present for Part of Census Enumeration Period but outmigrated before 1.3.1971 | 3 | Not Eligible | 2 | Not Enumerated elsewhere | 1 | No Duplication | 1 |
| | | | | Enumerated elsewhere | 2 | Duplication | 2 |
| | | | | Not known | 3 | Probable Duplication | 3 |
| Visitor for Part of the Census Enumeration period | 4 | | | | | | |
| Normal Resident for part of Census Enumeration period but died before 1.3.71 | 5 | Not Eligible | 2 | Not Enumerated elsewhere | 2 | Duplication | 2 |

Having ascertained the duplication or otherwise of the categories of individuals listed above, take down in respect of 'Probable Duplication' cases (code 3, Col. 13), the address of Normal Residence or Places visited by these persons during the Census Enumeration Period and post these in Section B.4. The reasons for 'Duplication' and 'Probable Duplication' can then be entered in codes in Col. 14 as follows.

(ii) Col. 14: Give the reasons in codes as below. Classify those cases as 'Not Known' where you could not ascertain the reason.

| | | |
|---|---|---|
| A Normal Resident Present at the time of enumerator's visit but migrated later on before 1.3.71 | — | 1 |
| A Normal Resident Present at the time of enumerator's visit but died later on before 1.3.71 | — | 2 |
| Travellig and consequently censused more than once | — | 3 |
| Others (specify) | — | 4 |
| Not known | — | 5 |

4.2.7 *Cols. 1-10 of Section B.4 :* You have already been told in paragraphs 4.2.3, 4.2.4 and 4.2.6 to note down the addresses of the 'Probable Omission' cases of Cols. 15 and 14 of Section B.1 and B.2 respectively and of the 'Probable Duplication' cases in Col. 13 of Section B.3 and post them in this section. The specific instructions for filling in the various columns of this section are:

(i) *Col. I :* Serial No. of entry.

(ii) *Cols.2-4: 'Section and related serial No'., 'Name' and 'Sex' Transcribe from the retevant earlier section.*

(iii) *Cols. 5-10. Addresses of Normal Residence and places visited during Census Enumeration Period :* Six columns have been provided for the purpose. If necessary you should use continuation sheet. In the case of Normal Residents Absent, addresses of only places visited will be filled while for Visitors, the Normal Residence and where necessary addresses of other places visited will also be filled.

4.3 Field Reconciliation of particulars of censused Individuals who are also caught in PEC (Form PEC/III.1, Section B, Cols. 7, 10, 13, 16, 19, 22 & 25)

4.3.1 According to the instructions in para 3.3.1 the particulars recorded in the Census Population Record would have been transcribed in the relevant columns of this form in respect of 'Match' and 'Doubtful Match' entries of Sections B.1 and B.2 of Form PEC/II.1. Now that you have already subjected the 'Doubtful Match' entries mentioned above to field reconciliation with the help of entries in Section B.3 of Form PEC/II.1, you should strike off those entries in this Section (Section B, Form PEC/III.1) for which you have not been able to establish a 'Match.' When this is done the individuals left in Section B, Form PEC/III.1 are those who are covered both by the Census and PEC. For these individuals you will have, for the selected characteristics included in this form, two sets of observations already recorded-one in col. marked 'PEC' and the other in Col. marked 'Census.' For each of the individuals check whether the entries in the two columns, 'PEC' and 'Census', are identical. If they are identical you merely repeat the information in the third column entitled 'F.R.' also. Only when the entries in the two columns 'PEC' and 'Census' do not tally you have to try to reconcile them by probing.

4.3.2 The characteristics like 'Age', 'Any Child Born Last Year', 'Place of Last Residence', 'Duration of Residence', 'Main Activity' and 'Nature of Industry, Trade, Profession and Service' have a

tendency to change with time. In an earlier paragraph the PEC Enumerator was, therefore, asked to record the particulars as on 1st March, 1971. But since the Census Enumerator had recorded the particulars of each individual as on the date of his visit to the household, the difference between the particulars entered in the 'PEC' and 'Census' columns might be partly due to the changes that might have occurred during the period between the date of Enumerator's visit and 1st March, 1971. If the date of Census Enumerator's visit to the household had been recorded at the top of this form at the Desk-Match stage it will enable you to eliminate substantially this part of the difference by asking suitable probes relating to the difference in time of entry.

4.3.3 A model set of probes for reconciliation of the differences between the 'PEC' and 'Census'are given in this paragraph :

(a) At the outset tell the 'Respondent' that you are trying to find out in this enquiry how accurately the information regarding the individuals have been collected in the Census. For this purpose our PEC Enumerator had visited this household earlier on———(give date) and collected a few particulars about the inmates as of Census Period. For a few Individuals in this household these information are different from the information collected in the Census-when the Census Enumerator visited the household on———(give date from the top of the Form). "I have come to consult with you and obtain the particulars of these Individuals which according to you are accurate." (If the Respondent is other than the Individual concerned you may mention to him that you would like to obtain the particulars from the concerned Individual himself, if possible).

(b) Give the Respondent (preferably the Individual concened), the two sets of information-one from the PEC and the other from the Census in respect of the concerned characteristics one by one, and ask him a series of probes as illustrated below in respect of 'Main Activity'. The same set of probes will apply to the other characteristics also.

*Step* 1 : Ask : For the Individual (give name), the 'Main Activity' according to the Census recorded on.....(give date) is.....(specify). But his 'Activity' as of Census recorded in PEC on..... (give date) is.....(specify). Can you tell me which one is correct?" If the Respondent says that the Census information is correct, re-write it in the corresponding 'F.R.' Column; otherwise go to step 2.

*Step* 2 : If the Respondent says that the PEC is correct in step 1, make sure by further probe that this applies to the date when the Census Enumerator visited this household and write the correct information in the corresponding 'F.R.' column; otherwise go to step 3.

*Step* 3 : If the Respondent says that neither the Census nor the PEC is correct, ascertain the correct position as of the date of Census Enumerator's visit to the Household. Enter the correct information in the appropriate column. (Help the Respondent recollect the date of Census Enumerator's visit. If he is not able to pinpoint the date then his recollection of any day as close to the date of Census Enumerator's visit during 10-28 February, 1971 as possible will be adequate).

4.3.4. *Assembling the various filled in Forms for Household/House/Block* : After completing the necessary field reconciliation it is not enough for you to ensure that all the filled in forms and the ancillary Census meterial (Abridged Houselist and Notional Maps) for the block that you had taken with

you are assembled together for handing over to the Supervisor. You are also required to organise the filled in Forms PEC/I.1, II.1, and III.1 in the following order so as to facilitate the compilation programme which will follow immediately :

(i) *Form PEC/I.1* : Tag on the Census Population Record form filled in by you for Individuals missed/duplicated in the missed/duplicated houses with the corresponding filled in Form PEC/I.1 (all the sheets used for the block). These should be bundled separately.

(ii) *Form PEC/II.1* : Since this Form has been filled for all the households living in each of the 15 (R/PR) selected houses, you should ensure that the filled in Forms for all the households within a house are together. These separate bundles of forms for the entire block should then be tied together.

(iii) *Form PEC/III.1* : In case you have filled in form PEC/III.1 also for the block, you should see that these forms are also tagged together with the corresponding Form PEC/II.1 of the same household for each of the selected houses referred to in (ii) above. You will, then, hand over these two bundles of PEC Forms to your Supervisor as directed by him for further action.

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ANNEXURE II

**Material Required at the three Stages of Operation of PEC Work for each Item of check and the Sample Size Associated with each Item**

| Item | SAMPLE SIZE | | STAGES OF OPERATION AND MATERIAL TO BE USED | | |
|---|---|---|---|---|---|
| | Ist Stage (Block) | IInd Stage (Houses) | Primary PEC Enumeration | Desk-Match | Field-Reconciliation |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1. *Coverage Error of Type I :* Relisting of houses in Censused block | 250-400 (additional 203 blocks from Metropolitan city, if any) | | (a) Form PEC/ I.1, Cols. 1-4 of Sec. B.1 (b) Notional Map of the block | (a) Form PEC/I.1 Col. 5 of Section B.1; Cols. 1-4 of Section B.2. | (a) Abridged House-lists of the concerned block and neighbouring blocks and related Notional Maps. (b) Form PEC/I.1 Cols. 6-9 of Sec. B.1 and cols. 5-8 of Sec. B.2 (c) Blank Population Records to be filled in, in case of persons in the houses missed and duplicated (needed for cases of probable omission & duplication as well) |
| 2. *Coverage Error of Type II.* Re-canvass of R/PR censused houses | 250-400 (additional 200 blocks from Metropolitan City, if any) | 15 | (a) List of 15 residential houses in the block. (b) Form PEC/ II.1 : Cols. 1-7 of Secs. B.1 and B.2 | (a) Population Records of all the house-holds in the sample houses (b) Form PEC/II.1 : Cols. 8 & 9 of Secs. B.1 and B.2 ; Cols. 1-8 of Sec. B.3. | (a) Form PEC/II.1: Cols. 10-16 of Sec. B.1, Cols. 10-15 of Sec. B.2; Cols, 9-14 of Sec. B.3; Cols. 1-10 of Sec. B.4. |
| 3. *Content Error* Re-canvass of censused Individuals | 50 (additional 20 blocks from Metro-politan City, if any) | 15 | Form PEC/ III.1 Cols. 1-5, 8, 11, 14, 17, 20, 23. | (a) Population Records (b) Form PEC/III.1 : cols. 6, 9, 12, 15, 18, 21, 24 | (a) Form PEC/III.1: cols. 7, 10, 13, 16, 19, 22, 25 |

APPENDIX CXXI *(Contd.)*
SPECIMENS OF PEC FORMS

~~Form PEC/I.1~~ Page No.....

**POST ENUMERATION CHECK—CENSUS OF INDIA, 1971**
COVERAGE ERROR-TYPE 1 (DUE TO MISSED/DUPLICATED HOUSES)

**SECTION A : IDENTIFICATION PARTICULARS OF BLOCK**

| Location | Name and/or number | Code |
|---|---|---|
| 1. District | | |
| 2. Taluk/Tehsil/Thana/Anchal/ Island | | |
| 3. Village or Town | | |
| 4. Ward/Mohalla | | |
| 5. Block | | |

SECTION B.1 : RE-LISTING, MATCHING WITH AHL AND RECONCILIATION

| Enumerator | | | | Investigator: Desk Match | Investigator: Field Reconciliation (Col. 5 codes 5, 6, 7 only — For codes 53, 63, 64, 73 of col. 6 probe as in instructions and then fill cols. 7-9) | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Serial No. | Bldg. No. | House No. | Use R, PR, I, V, NR, | Match in Abridged Houselist (Code) | Reason for no Match (Code) | No. of House-holds | Enumeration Status of Households (Code)* | | | | Reason for Omission (Code) |
| | | | | | | | a | b | c | d | e | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | | 9 |

* For households with Code 2 fill in Census Population Record.

Form PEC/I.1 (*contd.*) Page No.....

SECTION B.1 : RE-LISTING, MATCHING WITH AHL RECONCILIATION

| Investigator | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Field Reconciliation (Col. 5 codes 5, 6, 7 only) | | | | |
| | | | | | For codes 53, 63, 64, 73 of col. 6 probe as in Instructions and then fill cols. 7-9 | | | | |
| Enumerator | | | | Desk Match | | | | | |
| Serial No. | Bldg. No. | House No. | Use (R, PR, I,V, NR) | Match in Abridged Houselist (Code) | Reason for no Match (Code) | No. of House-holds | Enumeration Status of Households (Code)* | | Reason for Omission (Code) |
| | | | | | | | a b c d e | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 |

*Signature (with date)*

| Listing | | Desk Matching | | Field Reconciliation |
|---|---|---|---|---|
| E | | I | I | |
| S | | S | S | |

*For households with code 2 fill in Census Popoulation Record.

Form PEC/I.1 Page No.....

## POST ENUMERATION CHECK—CENSUS OF INDIA, 1971
## COVERAGE ERROR—TYPE I (DUE TO MISSED/DUPLICATED HOUSES)

SECTION A : IDENTIFICATION PARTICULARS OF BLOCK

| Location | Name and/or number | Code |
|---|---|---|
| 1. District | | |
| 2. Taluk/Tehsil/Thana/Anchal/ Island | | |
| 3. Village or Town | | |
| 4. Ward/Mohalla | | |
| 5. Block | | |

SECTION B : 2-RESIDENTIAL HOUSES APPEARING IN AHL AND NOT IN SECTION B. 1-RECONCILIATION

| Investigator Only | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Fill at Desk Match | | | | Field Reconciliation (for Code 1. Col. 4 only) | | | | | | | |
| Serial No. | Bldg. No. | House No. | Use R/PR-1 Others-? | Reason for No Match (Code) | No. of households in house | Enumeration Status of Household (Code)* | | | | | Reason for Duplication (Code) |
| | | | | | | a | b | c | d | e | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | 8 |

* For households with Code 2 fill in Census Population Record.

*(Signature with date)*

| Desk Match | | Feld Reconciliation | |
|---|---|---|---|
| I | | I | |
| S | | S | |

FORM PEC/II.1

PAGE No.

## POST ENUMERATION CHECK—CENSUS OF INDIA, 1971

COVERAGE ERROR—TYPE II (DUE TO MISSED/DUPLICATED PERSONS)

SECTION A—(*Contd.*)

SECTION A : IDENTIFICATION PARTICULARS

| LOCATION | NAME AND/OR NUMBER | CODE |
|---|---|---|
| District/Taluk/Tehsil/Thana/Anchal/ island | | |
| Village/Town | | |
| Ward/Mohalla | | |

| LOCATION | NAME AND/OR NUMBER | CODE |
|---|---|---|
| Block | | |
| House number | | |
| Household number | | |
| Name of head of household | | |
| Was he the head at the time of census | | Yes—No |
| If 'No' above relation to former head | | |

SECTION B.1 : LISTING OF MEMBERS OF HOUSEHOLD

| Enumerator a/ | | | | | | | Desk match | | Investigator | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | Field Reconciliation | | | | | | |
| Serial No. | Name | Residence Status as of survey day NR, V | Relationship to Head (code) | Sex | Age | Marital Status (code) | Match in Census Population record Yes—1, No—2 Doubtful -3 (see foot note b, and go to col. 9) | Related Sl. No. in section B. 3 for code 3 col. 8 | In respect of codes 1, 2, 3 of col. 8 (a) Code 1: No further reconciliation needed (b) Code 2: Go to col. 11 (c) Code 3: Probe as in instruction and enter result in col. 10 | Match—1 (stop here) No Match—2 (go to col. 11) | Whether present here on any day during the census enumeration period. Yes—1, No—2. | Detailed Residence Status as of census enumeration period (code) | Eligibility status as of the Household (code) | Enumeration status as of census (code) | No omission–1 Omission—2, Probable Omission—3 (fill sec. B. 4) | Reason for codes 2, 3 of col. 15 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 |

(a) After completing section B. 1 ask informant for all persons who were normal residents or visitors in the household on any day during census enumeration period and enter their particulars in Section B. 2.

(b) Enter in cols. 1-6, sections B. 3, particulars of concerned Persons as given in the Census Population Record and give Sl. Nos. of concerned entries in col. 9 of the Section and col. 8 of section B. 3

## SECTION B.2 : NORMAL RESIDENTS AND VISITOR AS OF CENSUS ENUMERATION PERIOD ONLY

| ENUMERATOR | | | | | | | INVESTIGATOR | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | DESK MATCH | | FIELD RECONCILIATION | | | | | | |
| Serial No. | Name | Residence Status as of Census NR, or V | Relationship to Head | Sex | Age | Marital Status | Matching entry in Census Population 1, Record Yes—No—2 Doubtful - 3 (see footnote b, and go to col. 9) | Related Sl. No. in Section B. 3 for code 3, col. 8 | In respect of codes in col. 8<br>(a) Code 1 : No reconciliation needed<br>(b) Code 2 : Go to Col. 11<br>(c) Code 3 : Probe as in instructions and enter result in col. 10 | Match—1 No Match—2 | Detailed Residence Status here as of Census Enumeration Period (code as in inst.) | Eligibility Status in this Household (code) | Enumeration Status as of Census (code) | No omission—1 Omission—2, Probable omission-3, fill in (Sec. B. 4) | Reasons for Code 2, 3 of col. 14 (code) |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 |

## SECTION B. 3 : CENSUSED PERSONS WITH NO OR DOUBTFUL MATCHING ENTRY IN SECTIONS B. 1 & B. 2.

**INVESTIGATOR ONLY**

| DESK MATCH | | | | | | | | FIELD RECONCILIATION | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Serial No. | Name | Relationship to Head | Sex | Age | Marital Status | Matching entry in B. 1 & B. 2 No.—1, Doubtful—2 (Go to col. 8) | Sl. No. of entry in Sec. B. 1 & B. 2 for code 2 of col. 7 | In respect of codes in col. 7 (i) Code 1 : Go to col. 10 (ii) Code 2 : Probe as in instructions and go to col. 10 | Match-(Stop here) No Match—2 (Go to col. 10) | Detailed Residence Status as of Census Enumeration Period (code) | Eligibility Status in this household (code) | Enumeration Status as of Census (code) | No Duplication—1 Duplication—2 Probable duplication—3 (Fill in Sec. B. 4) | Reasons for codes 2 and 3. of col. 13 (code) |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | |

(b) Enter in cols. 1–6, Sections B. 3, particulars of concerned persons as given in the Census Population Record and give Sl. Nos. of concerned entries in col. 9 of this section and col. 8 of Section B. 3.

*Signature (with date)*

| | Listing | Desk Matching | Field Reconciliation |
|---|---|---|---|
| E | | I | I |
| S | | S | S |

Form PEC/II.1 *(contd.)* Page No... ..

## POST ENUMERATION CHECK—CENSUS OF INDIA 1971

COVERAGE ERORR—TYPE II (DUE TO MISSED DUPLICATED PERSONS)

Section A—*(contd.)*

SECTION A : IDENTIFICATION PARTICULARS

| LOCATION | NAME AND/OR NUMBER | CODE |
|---|---|---|
| District | | |
| Taluk Tehsil Thana/ Anchal Island | | |
| Village/Town | | |
| Ward Mohalla | | |

| LOCATION | NAME AND/OR NUMBER | CODE |
|---|---|---|
| Block | | |
| House number | | |
| Household number | | |
| Name of head of household | | |
| Was he the head at the time of census | | Yes—No |
| If 'No' above relation to former head | | |

**Section B. 4** Addresses of persons having code 3 in Section B.1, B.2, and B.3 in cols. 15, 14 and 13 Respectively.

| Serial No. | Section & related serial No. | Name | Sex | Normal Residence | Addresses of places visited during census enumeration period | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | I | II | III | IV | V |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Signatures of Investigator———————

Supervisor———————

Form PEC/III.1 Page No....., .....

## POST ENUMERATION CHECK—CENSUS OF INDIA 1971
## CONTENT ERROR

SECTION A : IDENTIFICATION PARTICULARS OF BLOCK

| Location | Name and/or number | Code | Location | Name and/or Number | Code |
|---|---|---|---|---|---|
| District | | | Block | | |
| Taluk/Tehsil/Thana/Anchal/Island | | | House Number | | |
| Village/Town | | | Household Number | | |
| Ward/Mohalla | | | | | |

SECTION B : PARTICULARS OF PERSONS RECORDED IN SECTIONS B.1 & B.2 ONLY OF FORM PEC/II.1

| Sl. No. | Name | Sex | Marital Status | Age | | | Any child born last year Yes—1, No—2 | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | PEC | Census | FR@ | PEC | Census | FR@ |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

| Last Residence | | | | | | Duration of Residence at Village/Town | | | Main activity | | | Nature of Industry, Trade, Profession or Service | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Place | | | Rural—1 Urban—2 | | | | | | | | | | | |
| PEC | Census | FR@ | PEC | Census | FR@ | PEC | Census | FR@ | PEC | Census | FR@ | PEC | Census | FR@ |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |

@ Entries to be made after Field Reconciliation.

*Signatures (with date)*

| Listing | Desk Match | Field Reconciliation |
|---|---|---|
| \| I \| | \| I \| | \| I \| |
| \| S \| | \| S \| | \| S \| |

APPENDIX CXXII

From the STATESMAN

Dated April 25, 1971

( News Item )

## PROSECUTIONS UNDER CENSUS ACT

BY A STAFF REPORTER

The Directorate of Census, Delhi has decided to prosecute those who persistently refused to give information to enumerators when they visited them for the census data. The prosecution will be launched under the Census Act.

The Directorate has also registered nearly half a dozen cases where enumerators were manhandled. At least one of them was threatened with a dagger.

There have been complaints against enumerators, but little is known of the difficulties they encountered, especially in posh localities like Defence Colony, Greater Kailash, South Extension, Friends Colony and Hauz Khas where they were maltreated. Even quite a few top officials of the Central Government and their family members harassed enumerators by asking them to visit them at least half a dozen times. They did not realize that each enumerator was getting just Rs. 25 for the census operations and he or she could not afford to make visits over and over again.

Accounts narrated by enumerators make interesting reading and reflect sadly on the culture of the so-called sophisticated elite of the capital. There was not only total non-cooperation by some residents of the area, but they humiliated enumerators for "disturbing us". One enumerator was denied a chair to sit and was asked to fill in forms standing. Another enumerator requested a resident of Bungalow Road to chain his dog and he replied "Give some bribe to it, if you want it to behave". In Shakti Nagar an enumerator was asked to wait for the head of the family till he finished his breakfast ; he waited but the person walked out and drove off. His wife asked the enumerator to come in the evening.

### SUB—TENANTS

It was difficult for enumerators to get the information about sub-lettees in Government houses. The same was true of those tenants whose relations with the landlord living in the same building were not good. Angry landlords and allottees of Government quarters refused to tell enumerators about their tenants and sublettees.

One Union Cabinet Minister also complained that he has not been approached by any enumerator. Later, an inquiry revealed that the information about him and his family had been furnished by his personal assistant and the Minister was in the dark about it.

Here are some accounts furnished by enumertors to the Directorate of Census :

An enumerator covering a posh locality said : "In most of the houses this is what used to happen, first a call bell had to be rung, then the servant would go back to his master and then come back to me saying that the master was too busy and that I should come in the evening. I went again in the evening and was told that there were guests in the house and the master was again busy. I personally

experienced that there were not less than a dozen families where I had to visit the house four to six times. If this could be avoided, census could be easier and better.

**The story of another Enumeration** "In one particular case, I had quite a bad experience. This family lived in Connaught Circus and when I pressed the call bell agen tleman appeared at the door, and when I disclosed to him the purpose of my visit, he stated that he was a visitor and the family could be contacted in the evening. When I went there in the evening, the same gantleman came out. Strangely enough,in a very bad mood, he asked me why I had to come the second time. When I told him that in the morning I was told by him to come in the evening, he asked me to wait outside. After some time a woman came out. She too looked annoyed, but she agreed to give information. When I put up questions for almost every answer, she would go in and bring the answer from her husband. When I asked her as to what her husband was doing, the husband came out himself and said that he was not bound to give all the replies. At the same time, he told me to leave the place, other-wise he threatened that he would call the police and tell them that I was trying to commit theft in the house. Obviously, the gentleman was feeling bored and annoyed to answer all the questions".

## FORMS SNATCHED

One enumerator had this experience: "In another case, an inmate of a house at Hailey Road refused to give any particulars about him and his family on the ground that there was a case pending against him and it was not in his interest to divulge any information. He persisted denying information although he was clearly told that under the census Act, this information could not be used against him. At another place, census forms were snatched and they had to be taken back only with the help of police".

Another enumerator said: "I went to collect the degree-holder card; the person concerned did not like to be bothered and went to the extent of saying that he was an Under Secretary to the Government of India and also if I persisted in staying for getting information, he would let the dog on me"

Other narratives are: " One resident of a flat in South Extension was adamant in not getting him-self enumerated and went to the extent of hurling abuses. It was with the intervention of a senior officer that the gentleman was made to co-operate".

"One instance is that of a woman, who said that she was a Princess. She stated that she was against the Prime Minister and therefore she refused to be enumerated. She went to the extent of snatching the census form and then wrote some nasty things on it. This house was visited twice with the above results."

" A man refused to give the information but when I insisted, he came out with a dagger and threatened to kill me. His neighbours tried to persuade him to co-operate, but he did not. He actually attacked me. Though I escaped unhurt, as people had helped me, out of it, a boy who was standing nearby was injured. A report with the police had to be lodged in this case.