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CENSUS OF INDIA
1971

SERIES-23

ANDAMAN AND NICOBAR ISLANDS

PART VIII-A

ADMINISTRATION REPORT—ENUMERATION

M. C. JOSHI
of the Uttar Pradesh Civil Service
DIRECTOR OF CENSUS OPERATIONS
ANDAMAN AND NICOBAR ISLANDS

REGISTERED A/D

D.O. No. 9/115/70—CTU (CEN)
Telegrams : REGGENLIND
MINISTRY OF HOME AFFAIRS
THE REGISTRAR GENERAL, INDIA
NEW DELHI
APRIL 21, 1973

A. CHANDRA SEKHAR

Dear Joshi,

I scanned through your draft Administration Report on Enumeration with interest. I am glad that it is well-drafted and comprehensive and covers adequately all aspects of the Census enumeration work in the Islands. You may print the Report.

The draft of the Administration Report is returned herewith.

Kind regards,

Encl : As above.

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

Shri M.C. Joshi,
Director of Census Operations,
Andaman and Nicobar Islands,
Port Blair.

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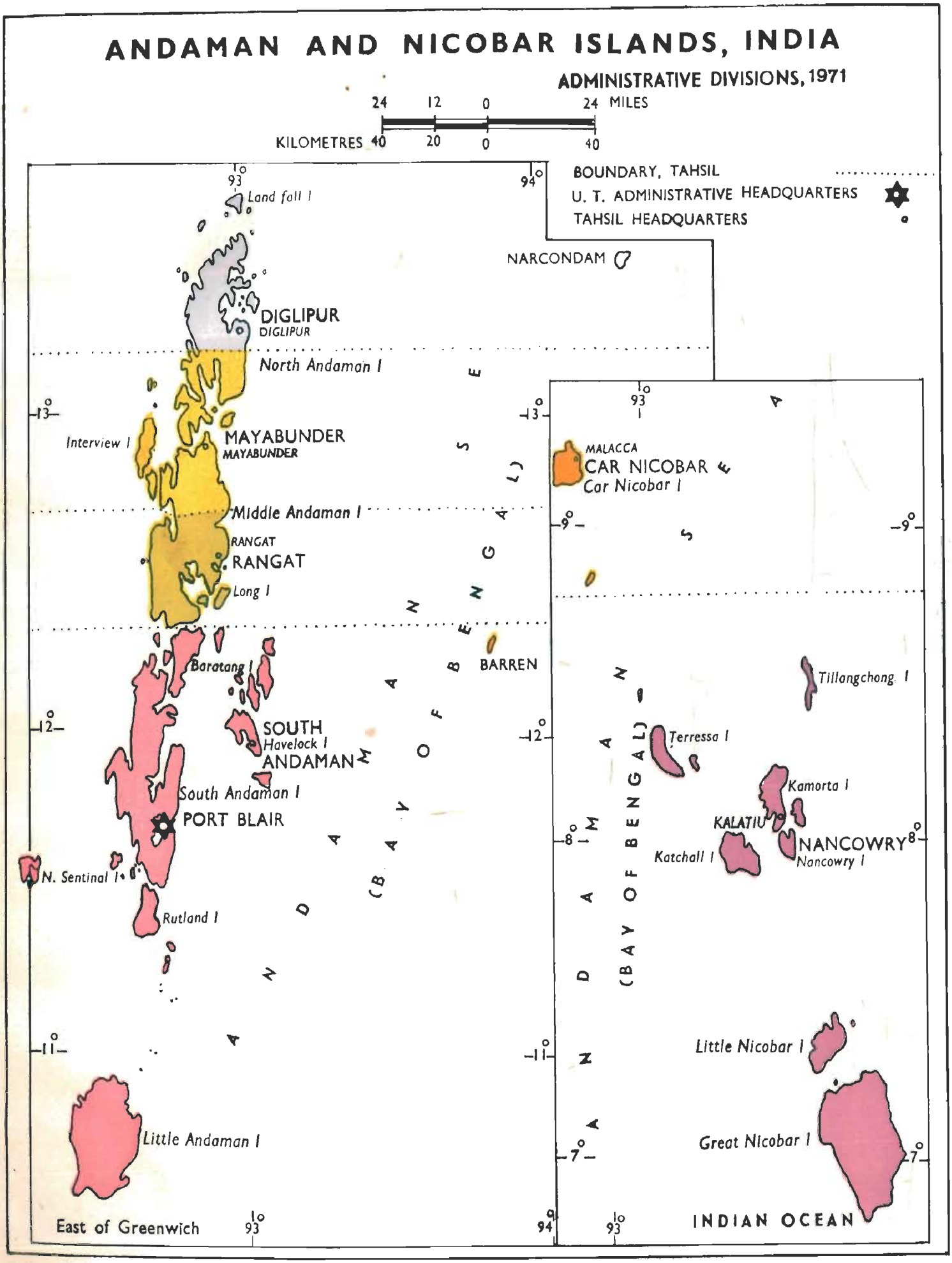
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The territorial waters of India extend into the sea to a distance of twelve nautical miles measured from the appropriate base line.

ERRATA TO PART VIII-A—ADMINISTRATION REPORT ON ENUMERATION—ANDAMAN & NICOBAR ISLANDS

	Page No.	*Chapter*	*Line No.*	*For*	*Read*
CONTENTS	(iv)	X		Section	Selection
	(v)	XXI	2	Finance	Financial
	(v)	Appendix XII	1	alongwith its instruc-tions	alongwith ins-tructions

	Description	*For*	*Read*
ADMINISTRATIVE MAP	Appearing in Kamorata I in middle of inset map	Kalatiu	Kalatapu

Page No.	*Col. No.*	*Para No.*	*Line No.*	*For*	*Read*
1	2	3	4	5	6
CHAPTER I					
1	2	3	10 from bottom	Whether	weather
2	1	3	21	the part	the
2	2	3	6 from below	advantageous	advantage
3	1	5	11 from bottom	and	an
CHAPTER II					
5	1	2	last	grouping	groping
5	2	4	2 from below	achelon	echelon
6	1	6	3	case	ease
6	1	7	6 from bottom	devevloped	developed
7	2	10	6	1962	1969
CHAPTER III					
8	1	1	last 2	Opration	Operation
8	1	2	6 from bottom	pured	poured
9	1	5	11 from bottom	to more	to give more
9	2	6	17	shade	spade
11	1	11	10 from bottom	bought	brought
11	2	11	4	machenical	mechanical
12	1	(xiii) 12	3	notice	not be
12	2	(ii) 12	9	then	than
12	2	12	25 from top	filing	filling
CHAPTER IV					
14	1	1	7 from below	comformity	conformity
14	1	2	3 from bottom	complation	compilation
14	1	(iv) 2	last but one line	compileted	completed
15	2	(iv) 3	3	by and large	but by and large

1	2	3	4	5	6
CHAPTER V					
16	2	4	Sl. No. 2 last column of table	Upper Dieision	Upper Division
18	2	13	8 from bottom	disburse to pay	disburse the pay
CHAPTER VI					
20	1	1	11	wheather	weather
20	1	1	7 from bottom	Director is became	Director it became
CHAPTER VII					
22	1	1	18	fund	found
22	1	1	26 from bottom	the doubled	then doubled
22	2	1	1	culculated	calculated
22	2	1	11th line	peculiary	peculiarly
22	2	1	Under Individual Slips (i)	General Cenus	General Census
23	2	3	last but one	of the	to the
CHAPTER VIII					
24	2	2	6 & 7	un-suryed	un-surveyed
24	2	2	13	making	marking
CHAPTER IX					
26	1	2	13 & 14 from bottom	Police PWD	Police/APWD
26	2	3	16	had made	had to be made
26	2	3	18	continued	constituted
27	1	5	5 from bottom	request be all	requested all
27	2	6	3 from bottom	numder	number
CHAPTER X					
29	1	1	19	delegated	delegating
29	2	2	Heading of para 2	Section	Selection
29	2	2	18 from bottom	enumerator	enumeration
29	2	2	7 from bottom	enumerators	enumeration
31	1	2	5 from bottom	shedule	schedule
CHAPTER XI					
32	1	2	2 from bottom	should	showed
32	1	2	3 & 4 from bottom	After location	After such location
32	2	2	1	the	The
32	2	2	10 from bottom	houses every	houses along every
33	1	3	29	their on	their own
33	2	5	2	enumerable	innumerable
33	2	5	6 from bottom	as	an
35	1	8	Sl. No. 2 of table	Mayabundar	Mayabunder
35	2	8	7	that	than
36	1	9	Programme of RG on 13.3.70	Leave Port Blair	Arrive Port Blair
CHAPTER XII					
39	2	4 (vii)	last	pervailed	prevailed
39	2	4 (ix)	9	at	as

1	2	3	4	5	6
CHAPTER XII—*Cond.*					
39	2	4 (x)	6 from bottom	sign of the	sign on the
39	2	4 (x)	6 from bottom	spoken	token
40			Last sub para of para 4	(xvi)	(xv)
CHAPTER XIII					
41	2	2	16 from bottom	ceparately	separately
41	2	2	9 from bottom	promtings	promptings
CHAPTER XIV					
45			last para	2.	3.
CHAPTER XV					
46	1	1	5	1971,	1971
46	1	1	7	1ts	1st
46	1	1	13	such lst	such. lst
47	2	5	7	Inspite all	inspite of all
47	2	5	6 from bottom	to the any	to the
49	2	10	4	on boat	one boat
49	2	10	5 from bottom	part	party
51	1	12	11	covrage	coverage
51	1	12	12 from bottom	terra farma	terra firma
52	2	17	3	detials	details
CHAPTER XVI					
55	2	2	9&10 from below	conductive	conducive
56	1	4	11 from below	20th June, 1969,	20th November, 1969.
56	2	6	21 from bottom	Administration	Administrator
CHAPTER XVII					
57	1	1	6	once	ones
57	2	2 (ii)	last but one	reproduced Appendix	reproduced in Appendix
58	1	2 (iii)	,,	the going	the sea going
CHAPTER XIX					
61	2	4	7	strickers	stickers
CHAPTER XX					
62	1	2	last but one	discon	discontent
62	2	2	1	for agency	agency for
62	2	2	1	so for	so far
62	2	2.1 (ii)	last	household).	households).
63	2	4	5&6	Diglipur Mayabunder	Diglipur, Mayabunder
CHAPTER XXI					
65	1	1	6 from bottom	of the census	among the census
66	1	6	Heading of para 6	Finance	Financial
66	2	6 (vi)	2	upto limit	upto a limit

1	2	3	4	5	6
CHAPTER XXI—*Concld.*					
68	1	12	5 & 4 from below	India. In May, 1971	India, in May, 1971
CHAPTER XXII					
70	2	5	14	coats	boats
70	2	5	21	Bharadwaj, Director of Medical	Bharadwaj, Medical
70	2	5	4 from below	Census in these Islands and I am indeed	Census in these Islands was fortunately still with us in these islands and I am indeed
APPENDIX II					
78	1	3	1	appiont	appoint
78	1	3	2&3	Utter Pradesh	Uttar Pradesh
APPENDIX V					
81	1	7	8	he smallest	the smallest
81	2	8	14 from below	guidence	guidance
82	1	13	3	town, will	town, it will
82	1	13	6 from bottom	to give to a	to give a
82	2	15	3	charges,	changes,
82	2	15	4	for yet	for you
83	1	16	22	state	stage
83	1	16	24	quantity	quality
83	1	16	27	and for the work complete	and get the work completed
83	1	16	11 from below	atleast	atlases
84	1	20	8	enumerator's block should be	enumerator's block is most important and the area of each enumerator's block should be
84	1	20	12	conjunction the	conjunction with the
84	2	21	3	ground that if	ground and if
84	2	24	1	protest	pretest
84	2	24	16	along	alone
84	2	24	17&18	You should try to engage at the actual census	You should try to engage the same type of enumerators for the pretest as will be appointed ultimately at the actual census.
85	1	24	3 from below	Census,	census
85	1	27	5 from below	better available	available
86	1	33	7 from bottom	schedules will be	sample schedules will be
APPENDIX VI					
87			below Appendix VI	(Vide Chapter II-Para)	(Vide Chapter II-Para 7)
87			Column 8 of Houselist	School of other	school or other

1	2	3	4	5	6
APPENDIX X					
93	1	4	5 from bottom	fasionated	fascinated
93	2	2	17 from bottom	more than Census-	more than one Census-
93	2	2	14 from bottom	regours	rigours
94	1	2	10 from below	brought bear	brought to bear
95	2	last Para	5 from bottom	deliberations the next	deliberations in the next
APPENDIX XI					
96	1	1	8 & 9	ability, wility, willingness	ability, willingness
96	1	1	9	this one onerous	this onerous
97	1	5	6 from below	accurately quickly and made them	accurately and quickly and make them
APPENDIX XII					
98 & 99			Houselist Form-Main heading over cols. 4 & 5	material O,	material of
100			Individual Slip Q. 17(d)	Professior or Service	Profession or Service
106		13	Heading of para 13	numbering	numbering
106	2	13	1	structure of group	structure or group
106	2	17 (i)	9	streets	street
107	2	23	5	Wal lshould	Wall should
108	1	25	1	national	notional
110	1	Note	1	Vacany	Vacancy
110	2	45	4	affices	affixes
112	1	55	2	paid of	paid or
113	2	74	2	related to	relating to
114	1	78	1	78.(a)	78.
114	2	80(i)	2	washerman (bhobi),	washerman (dhobi),
114	2	86(c)	3 & 4	sale going on	sale is going on
115	1	91	1	establishmenarets	establishments are
115	2	94	1	establishment,	establishments,
118	2	13	5 from below	foun idn	found in
119	2	20	10	positing	posting
123	2	56	3rd line from below	persent	Present
123	2	57	4	viliage	village
124	1	60	3	State of Union	State or Union
126	1	77	4 from bottom	reed	read
126	2	81	5 from bottom	should categorised	should be categorised
127	1	88	4	corp	crop
127	2	92	5 & 6	blecksmithy, laiboring	blacksmithy, tailoring
128	1	95	1	Honsehold	Household

1	2	3	4	5	6
APPENDIX XII—*Cond.*					
128	2	99	1	16(a) will	16(a) (ii) will
129	2	108	3	indicaten	indicated
129	2	109	last	right ncross	right across
129	2	110	5 & 6	work is the village or	work is the same as the village or
130	1	114	2 & 3	to be oscertained	to be ascertained
131	2	125	7	student	students
131	2	125	5 from below	in such as cultivation	as in cultivation
132	1	126	19	derives in an income	derives an income
132	1	127	6	Work. Q. 17(a)	work, Q. 17(a)
132	2	129 Sub-para 3	3	please correctly	please note correctly
133	1	130	14	report your	report to your
134	2	138 Sub-para 2	4 from bottom	is over, If	is over. If
APPENDIX I					
135	1	Section 10.(1)	6 from below	there of	thereof
135	1	,,	3 ,,	there of	thereof
135	1	Section 10.(2)	4	so for	so far
135	2	Section 11(1) (c)	1	person intentionally	person who intentionally
APPENDIX II					
136	1	1	6	cattle shede etc.,	cattle sheds etc.,
136	1	4(i)	1	streets a	streets in a
136	2	4(iv)	1	is like	is likely
136	2	5	5	rused	used
137	1	7	last	11(2), 11(2),	11(1), 11(2),
137	1	9	7	up four	up of four
137	1	9	3 from bottom	taken ascertain	taken to ascertain
137	2	10 (Household Number)	3 from below	members of the household	member of the master's household.
APPENDIX III					
138	2		1st Heading	Manufacture of Wood Products	Manufacture of Wood and Wood Products
139	1		last	tools and parts	tools and parts,
APPENDIX IV					
140	2	Sub-heading Manufacture of Food Products	4	suger ;	sugar :

1	2	3	4	5	6
APPENDIX IV—*Cond.*					
141	1	Sub-heading Manufacture of Wood and Wood Products etc.	2	planting	plaining
142	2	Sub-heading Transport, Storage etc.	4	It also lock	It also includes bullock
142	2	Sub-heading Community, Social etc.	1	ervice	service
142	2	,,	2 & 3	upon government,	union government,
142	2	Sub-heading Personal Services	3	lundaries,	laundries,
APPENDIX V					
143	1	Sub-heading Professional, Technical etc.	last	with recorded particulars	recorded with particulars
143	2	Sub-heading Sale Workers	3	eoncern	concern
143	2	Service Workers	5 from below	lunderers,	launderers,
143	2	Sub-heading Farmers, Fishermen, etc.	4	toddy tappers,	toddy tappers, rubber tappers,
143	2	,,	last	tappers,	trappers,
144	2		last but one	leaders	loaders
APPENDIX VI					
146		Serial No. 34 column 7		EE	ER
146		Serial No. 41 column 3		FL	PL
147		Serial No. 53 column 6		Chaptered	Chartered
APPENDIX VIII					
158				Location Code 10/3/ 64 (10)	Location Code 10/3/64 (6)
APPENDIX XIII					
161	1	2	6	Electoral	Election
161	2	3	2	of March 1971.	to March 1971.
APPENDIX XVI					
166		Column 4	11	17-0-69	17-10-69
166		Column 2	15	4-11-59	4-11-69
167		Column 1	Heading	plce	place

1	2	3	4	5	6
APPENDIX XVI—*Concld.*					
167		Column 1	13	ancowry	Nancowry
167		Column 4	15	2-1-70	28-1-70
168		Column 2	7 from bottom	10-7-70	18-7-70
168		Column 3	last but one	Shaitankashi	Shaitankharhi
168		Column 1	last	Shaitankashi	Shaitankharhi
170		Column 3	2	Taylorabad	Port Blair
170		Column 2	10 from bottom	18-3-72	18-3-71
170		Column 4	10 „	18-3-72	18-3-71
171		Column 1	5	Bakultala	Sabri
171		Column 1	6	Sabri	Bakultala
172		Column 2	1	9-3-73	9-3-70
172		Column 2	5	12-3-60	12-3-70
172		Column 5	9	By Govt. Vehicles	By Govt. Vehicle
173		Column 4	14	25-8-70	23-8-70
173		Column 3	15	Hawrah	Howrah
174		Column 2	4 from bottom	15-3-61	15-3-71
174		Column 4	„	15-3-61	15-3-71
175		Column 3	4	Mataita Anta	Mataita Anla
175		Column 1	5	Mataita Anta	Mataita Anla
APPENDIX XVII					
176 & 177		Column 5	1	909	900
APPENDIX XVIII					
178	1	The Census Act	2	that Adoptation	the Adoptation
179	1	The Census Act Section 6(2)	6	under section	under this section
179	2	Section 9	8	members	numbers
APPENDIX XXI					
184	2	Notification	3	abvove	above
APPENDIX XXII					
185	1	Notification	8	persions	persons
185	2	Sl. No. 4 of schedule	7	stewet	stewart
186	1	Sl. No. 10 of schedule	8	Niel Island,	Neil Island,
186	1	Sl. No. 14 of schedule	last	Nanc-	Nancowry
186	2	Sl. No. 14 of schedule	1	owry of Islands	of Islands
APPENDIX XXIII					
187	1			New Delhi-11, the 25th April, 1960	New Delhi-11, the 20th April, 1960
APPENDIX XXIV					
188	1	Notification	7	Column of the	Column 2 of the
188	1	Notification	9	Column thereof	Column 3 thereof
188	2	Serial 12 of Schedule		Assistant Secretary, Nicobar	Assistant Secretary, Nicobar Trade

1	2	3	4	5	6
APPENDIX XXVI					
190	1	Addressee		States of Union Territories	States and Union Territories
APPENDIX XXX					
194	1	Memorandum para 3	3	readily and work	readily any work
APPENDIX XXXI					
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Chapter I

INTRODUCTION

Introductory

Writing of a formal Administration Report embodying the experiences in organising a decennial Census is a wholesome tradition. Unfortunately in these Islands this tradition was not adhered to. In a sense, therefore,this is the first report of its kind. Everything that is said in this report will, perhaps, not apply to the fast changing conditions which may prevail a decade after but the basic things will not, I hope, undergo material changes. Unlike the manner in which one of my distinguished colleagues has characterised the Administration Report generally, this report is neither intended "to telling the next one in the Census lineage how to go about his job in future" nor is it an attempt at satiation of the "hunger for immortality". It will also be highly pretentious on my part, if I were to imagine that during the next census my "successor will closely tread (my) footsteps and quote (my) Administration Report by Chapter and verse". If my successor, however, finds any useful and interesting information in this report to assist him in organising the next census my labour will be more than rewarded. It is with a sense of great humility that I am handing down this report.

My appointment—first reaction

2. I was agreeably surprised, when the Chief Secretary, Delhi Admininstration, with whom I was working on deputation, asked me towards the beginning of 1969, if I were willing to go over to Andaman & Nicobar Islands. Simultaneously the then Deputy Commissioner, Delhi, who knew me intimately, further surprised me by informing me that the Rgistrar General, India, had himself enquired of him about my suitability for appointment to the post of Superintendent of Census Operations in these Islands. I wanted some time to think over. In the absence of any adequate preterite experience of the work relating to census, I initially felt a little diffident. On second thoughts, however, my diffidence yielded to gradual confidence and, curiously enough, even Delhi's manifold attractions and interesting diversions did not prevent me from longing with a puissant urge to go far away to this quiet even though dreaded place, if for nothing else than merely having the adventure of seeing these Islands. I did not take long to decide and communicate my decision accepting the offer to the Chief Secretary. I heard nothing about this for a long time, but in May 1969 orders appointing me as Superintendent of Census Operations for these Islands were received. Although I had not formally taken over as such and continued to work in my former assignment at Delhi, I had the privilege of attending the first All India Conference of Superintendents of Census Operations held in May 1969 at New Delhi, obviously in the capacity of the prospective Superintendent of Census Operations of these Islands. Finally I took over as Superintendent of Census Operations in the afternoon of 11th July, 1969.

Eventful beginning

3. Though discussion of personal details in a report like the present one is embarrassing yet as they had a bearing on my official functioning a denouement thereof has become inescapable. My posting to these Islands and initial period of my stay here itself were quite eventful. The Deputy Commissioner of these Islands, who had been looking after the work of Superintendent of Census Operations in an ex-officio capacity, was himself under orders of transfer and his successor was to relieve him of both these duties. His regular successor was yet to come. Since I had been posted in a newly created post, the incumbent to the post of Deputy Commissioner would have ceased to work as ex-officio Superintendent of Census Operations and consequently would have been deprived of the special pay that he was drawing while so working. His keenness to continue to work as ex-officio Superintendent of Census Operations, until his relief by his successor as Deputy Commissioner, I felt and believed, was quite natural and was perhaps responsible for the delay in my final taking over. The Andaman and Nicobar Administration also appeared least enthusiastic about my posting and informed the Ministry of Home Affairs that no accommodation for my residence was available. At a later stage, however, the Administration suggested that I should come over all alone, stay here for a short-while and go back for briefings to Delhi and return with family only after the rains were over, when the whether would be dry. Strange as the proposal was, it was hardly acceptable to me and, therefore, I informed the Registrar General, India, that although I would really be sorry to miss the opportunity of going over to these Islands yet if I could not join my assignment by about the 15th July, 1969, I would rather like to continue in Delhi because otherwise I would have been in a quandary regarding the prospects of the education of my children. Shri A. Chandra Sekhar, I.A.S.,

Registrar General, and Census Commissioner, India, an officer of exceptional ability and great understanding quickly realised my predicament and was good enough to assure me that he would take up the question of my early taking over and accommodation at Port Blair with the Joint Secretary (Union Territory) in the Home Ministry. The Registrar General and the Joint Secretary (Union Territory) in the Home Ministry then decided that as the Andaman Administration was very keen to fill up the vacant post of Additional District Magistrate at Port Blair, I should take over as Additional District Magistrate in addition to my substantive appointment. In that eventuality the Administration ultimately agreed to arrange for my passage and to give me suitable accommodation. On my first interview with him the Chief Commissioner, Andaman & Nicobar Islands, virtually threatened to deprive me of the house the Administration had given me, should I try to get rid of the additional charge of the part post of Additional District Magistrate. Having no other alternative I had to acquiesce in this arrangement till 19-12-1970. This dichotomous arrangement had both sides. While I had innumerable opportunities of coming in close contact with the Officers of the Administration and other Central Government Officers on the one hand and a large number of non-officials and the public on the other, the numerous and multifarious duties of the Additional District Magistrate cut off a sizeable slice of my time which I could have more meaningfully and purposefully devoted to the building up of the Census Organisation and of grooming up of the census hierarchy for houselisting and housenumbering and other tasks ahead. In view of my association with the Administration as Additional District Magistrate the Administration occassionally took me for granted even in matters connected with Census and to that extent, I was slightly handicapped. In retrospect I feel that, with the little staff I had and with no prospects of having outside staff coming to position too soon, my association with the Administration came handy to me in exacting work of the census from the staff of the Administration. In the meanwhile I did make attempts to get rid of the additional duties of the Additional District Magistrate but I could not succeed. During this period a great catastrophe overtook all of us in the Administration, when the Kutchery buildings housing the Offices of the Deputy Commissioner, Superintendent of Police, Additional District Magistrate, Treasury Officer and South Andaman Tehsil were deflagrated in the night of 1st/2nd March, 1970. This fire took a heavy toll of Government property and the Census Records of two charges were also destroyed. In the wake of this conflagration of these very important offices of the Administration, an additional burden was caste on all including myself, and the Commission of Inquiry, appointed for finding out the causes of fire, the persons responsible and the role of the concerned officers belonging to these offices during the fire, took about three months in its deliberations and for about two months most of us had to plod through during the day to day hearings of the Commission of Inquiry to safeguard our individual interests, as all the important officers of the offices were summoned to attend the proceedings and also to defend themselves without legal aid against possible adverse findings. In June 1970, when the Commission's proceedings ended, I again requested the Registrar General, India, at the Courtallam Conference of Superintendents of Census Operations for my relief from the post of Additional District Magistrate and then followed it up with him in August 1970 by a demi official letter. The Registrar General, India, was kind enough to move the Ministry of Home Affairs and ultimately I was relieved from the post of Additional District Magistrate on the 19th December, 1970. On the basis of my own experience I am of the view that, while there are some practical advantageous to the Superintendent of Census Operations functioning as a part of the Union Territory Administration, it is desirable in the larger interest of the census count that a combination of the post should not be allowed.

My next in command

4. As already indicated earlier unlike in the other States there was no appearance of a phoenix in the form of a Census Superintendent in these Islands. Notification No. 6/10/69-Ad. I dated the 17th May, 1969 of the Government of India, Ministry of Home Affairs, appointing me as Superintendent of Census Operations, Andaman & Nicobar Islands, on a whole time basis, was issued by the Registrar General, India. A copy of the same is in Appendix I. This notification was subsequently amended on the 25th August, 1969. A copy of the amended notification is in Appendix II. The advantage of my early appointment was partly set off on account of double assignment given to me. I could not get time to go through census literature to the extent I desired or I needed. There was no other officer to assist me. The house numbering and houselisting was also done without a much first hand practical experience. My preoccupation with the work of Additional District Magistrate also tied me to Port Blair for long spells and I could not move about as much as I should have. It was only in March, 1970 that one post of Assistant Director of Census Operations was filled in, when Shri Ardaman Singh, who was previously working as an Investigator in the office of the Registrar General, India was selected by the Union Public Service Commission to man the post. He took over on the 2nd March, 1970. Incidently it was early on this day that the offices of the Deputy Commissioner and others were destroyed in fire. The aftermath of the conflagration in the Deputy Commissioner's Office took nearly over three months demanding

ever increasing exactions on my time and energy and Shri Ardaman Singh's arrival at that time proved extremely helpful for the census work. With considerable experience which he had acquired during his tenure of office in the Office of the Registrar General, India, Shri Ardaman Singh acquitted himself admirably. He continued to assist me with great interest and devotion in enumeration as well as tabulation work as no separate post of Assistant Director of Census Operations (Tabulation) was sanctioned.

Change in the designation of the Census Superintendent

5. Even though the time honoured designation "Superintendent of Census Operations" had a hoary past and the incumbents to that office in the past did not feel hurt on being so called, muffled rumblings of protests were, however, raised against the designation around 1951, when this question was considered but not pursued. It was not the vanity of the officer that was so much hurt by the appellation for there are a number of important posts in different departments carrying identical designation both in the Government of India and the State Governments and none of them are causes of denigration. While there is authority and continuity of existence in all such other important posts of Superintendents, there are none in the post of a Superintendent of Census Operations and the Suprintendent of Census Operations emerges like the proverbial phoenix every ten years and fades into oblivion within two or three years of his appearance. Therefore, when a new incumbent of the post started preparations for the Census Operations, his designation, until he was too well known personally, occassionally worked as a handicap and was inadvertently and embarrassingly equated with that of the Superintendent who is generally the Ministerial head of an office. As the change of the designation involved amendment in the Census Act of 1948, it was considerd inadvisable to approach the Parliament. However, the then Hon'ble Home Minister Shri Y.B. Chavan, who inaugurated the First Conference of Superintendents of Census Operations in New Delhi in May, 1969, it appears, was convinced of the need for a change of designation for which a forceful plea was again made before him on behalf of the Superintendents of Census Operations. The Government of India by and executive order redesignated the Superintendents of Census Operations as Directors of Census Operations with effect from the 1st September, 1969. The Directors were to continue to work as Superintendents of Census Operations ex-officio for the purpose of the Census Act of 1948. This was a welcome change and needless to say was acclaimed universally as very useful in practical working. Letter No. 28/26/69-Pub. I dated the 12th August, 1969 of the Government of India, Ministry of Home Affairs, by which the redesignation of the "Superintendent of Census Operations" as Director of Census Operations and ex-officio Superintendent of Census Operations was communicated, is reproduced in Appedix III.

Accommodation for the office

6. There was no occasion for a censual phoenix in these Islands. A nucleus staff, consisting of one Head Clerk, one Upper Division Clerk, two Lower Division Clerks and two peons, was manning the Census Office under the Deputy Commissioner as ex-officio Superintendent of Census Operations - from before. Details of the incumbents are given in Appendix IV. The office itself was in the ground floor of the building which is the official residence of the Deputy Commissioner. Prior to its being housed in the ground floor of Deputy Cammissioner's residence the census office had a chequered history of movements from one place to another. One of the earstwhile Census Superintendents, Shri S. K. Sharma, Deputy Commissioner gave the Census Office a more dignified surrounding by housing it under his own residence in March 1964. Since then the office has been continuing in this part of the building, We soon realised that the present accommodation would be inadequate as we started gathering more staff. In January 1970 Anadman and Nicobar Administration allotted us a portion of the building to be vacated by the Registrar Co-operative Societies near the R.C. Church. That building ultimately was not vacated and was, therefore, not available to us. Even if it had been vacated, it would not have been adequate for our purposes. We continued to pursue the matter with the Administration and, in the meanwhile we were also in search of private accommodation. Although we selected two private buildings, the Andaman Public Works Department assessed the reasonable rent of these buildings at a much lower rate than the owners had asked for. Due to the general dearth of private buildings in Port Blair, no other buildings were available. With the period of enumeration coming closer our anxiety to have suitable accommodation increased and we renewed our efforts to persuade the Andaman Administration to make some government accommodation available for the tabulation office. With the decision of the Government of India to open a Regional Audit Office of the Accountant General (Central) and the office of the Superintendent of Post Office at Port Blair, the position became worse and the Andaman Administration, who were finding it increasingly difficulty to accommodate even these newly opened offices, not only relegated our request for additional accommodation to the lowest priority but in fact totally rejected it. On my personal frantic request to the Chief Secretary we could ultimately secure accommodation for the tabulation office in the building vacated by the office of the Andaman Labour Force. That building was occupied by the Tabul-

ation Office with effect from 11-5-1971. The Administrative Section of our office continued to function in the lower portion of Deputy Commissioner's residential building, as it could neither co-exist with the Tabulation Office nor could it be considered strong and suitable for our heavy Library Almirahs and other stores.

Necessity of a nucleus staff

7. Prior to the 1961 Census there being no nucleus staff during the intercensal period the records relating to the prior Censuses were taken over and kept by the Andaman & Nicobar Administration. These records were not properly preserved there. The records collected in 1960 from the Administration were actually few unconnected bundles of papers of little value. The office staff was negligible and that too was temporarily attached to the Deputy Commissioner who himself was an ex-officio Superintendent of Census Operations. In the absence of a regular nucleus staff and a full-fledged Superintendent of Census Operations or Assistant Superintendent of Census Operations, the building of the office from Census to Census was well nigh impossible. As early as 1921 R.F. Lowis, Deputy Commissioner and ex-officio Superintendent of Census Operations found it impossible, "to devote to the work the time necessary to produce a report on even the restricted lines of that of 1911". Besides, orders resulting in the frequent changes of the incumbents of the post of Deputy Commissioner never took into consideration the interests of the Census work. In 1951 the Chief Commissioner, Andaman & Nicobar Islands, who took over as ex-officio Superintendent of Census Operations during the tabulation stage also could not spare much time for the Census work and he too suggested the appointment of a full time Superintendent for 1961 Census "as the Census Work is becoming more and more complex". Although a full time Superintendent of Census Operations was not appointed for 1961 Census also, it was heartening to note that the nucleus staff continued during the intercensal period and thus the records of 1961 Census, though few, were properly preserved and efforts were made to build up the Census Library and Office. This enabled a more efficient planning for the 1971 Census. Useful as this method proved, it, however, suffered from the drawbacks of ; (1) a regular and close supervision and (2) lack of technical field staff to undertake useful ancillary socio-economic and other studies. For the future set up of this office, therefore, it appears necessary to retain the Assistant Superintendent of Census Operations with the following nucleus staff during the intercensal period :

1.	Investigator	1	9.	Peons	2
2.	Head Clerk	1	10.	Chowkidar-cum-Sweeper	1
3.	Technical Assistant	1	11.	Driver	1
4.	Upper Division Clerk	1	12.	Farash	1
5.	Computor	1	13.	Tabulation Officer (Vital Statistics)	1
6.	Lower Division Clercks + Assistant Compilers	3			
7.	Stenographer	1	14.	Computors	3
8.	Gestetner Operator-cum-Daftri	1	15.	Assistant Compiler	1

Permanent office building

8. As Census is no longer an ephemeral administrative undertaking or a fleeting pageant, it is necessary to have a suitable building of our own to house the nucleus staff and to preserve the Census records properly. There is acute dearth of private houses here. The Administration who was already reluctant to spare accommodation has been advised by the Government of India to ask the various Central Government Offices having their offices located in these Islands either to have their own buildings or to have them constructed through the Administration. The accommodation under the Deputy Commissioner's residence though adequate for the intercensal period will perhaps not be retainable any longer after the present occupant, who was gracious enough to suffer us, is transferred. A separate building taking into account not only the immediate requirements of the intercensal period but also of the actual census should, therefore, be constructed. The extra accommodation available in the newly constructed building during the intercensal period can be spared for other offices before the 1981 Census Operations start.

Chapter II

INITIAL PREPARATORY MEASURES

My experience of the last Census and initiation to the present one

The little experience of Census that I had in 1961, when I worked as District Census Officer in Bahraich in Uttar Pradesh, became almost oneiric after a lapse of about 8 years. My association with 1961 Census, though short-lived and without any depth of experience, was the only sheet-anchor which enabled me to accept the challenging assignment of the Census of 1971 as Suprintendent of a Union Territory. Before actually assuming responsibility of the office I had the privilege of attending the first All India Conference of Superintendents of Census Operations in New Delhi, where I had some real glimpses of the census thesaurus with a galaxy of stalwarts exchanging their experiences and disappointments and the extremely indulgent Registrar General listening to minutiae with such reptness and sympthy as did induce even the shy and the uninitiated also to profitably elicit solutions of their problems although some of them were highly hypothetical. This intiation gave us the background of the work to be done.

My Head Clerk—a living report on 1961 Census

2. Soon after taking charge of my new post I started scanning through the past census records and reports. This kept me busy for quite some time. The absence of the detailed Administration Reports giving an insight of the practical problems of and experiences in organising a modern census in these Islands was a great handicap. In Shri M. Karuppaswamy, Head Clerk, (now Tabulation Officer) who had commendably assisted my illustrious predecessors in the 1961 Census, I found a living Report to go by and without whose rich experience I would have perhaps been grouping too much in vacuo.

Where and how to begin ?

3. Where and how to begin would have posed a real problem and I might have even burnt my fingers in speculating the shape of things to come but for the extremely thoughtful and self contained D.O. letter No.37/10/68-RG dated the 12th December, 1968 which the Registrar General, India, rightly thought necessary to send to all of us explaining in great details all aspects of the Census Operations and how to go about making preparation. This letter is reproduced in Appendix V.

No teething troubles

4. Unlike my other colleagues I had no teething pains because I succeeded to a fairly well organised office. I also had a fairly comfortable accommodation both for the office and my residence. My Head Clerk's knowledge of the technicalities of the Census of the local peculiarities was readily available to me. My only difficulty was my preoccupations with my other assignment—an allusion to which I have made in Chapter I. My association with the Administration, however, brought me in closer touch with the officers and the public and I invariably utilised every opportunity to create census conciousness among those whom I met, There was thus hardly any necessity to introduce me to local administrative achelon formally and my work otherwise proceeded smoothly.

Formulation of schedules and their pretests

5. Few people outside realise that Census is a scientific process and that much labour goes behind the drafting of schedules and questionnaires on the basis of which information is extracted for administrative policies and valuable scientific data af sociological is obtained. The plans for the 1971 Census started as early as 1967 itself based on the experience of 1961 Census. Suggestions were invited by the Registrar General, India, from the various Ministries, the Planning Commission, Central Statistical Organisation, Directorate General of Employment and Training, State Governments and Inividual Scholars, Chambers of Commerce, Commissioner for Scheduled Castes and Scheduled Tribes and serveral others for the 1971 Census. These suggestions were discussed by a working group of experts and the first draft schedules were developed. These were pretested by the nucleus Census Offices (not by this office) and experiences discussed at a Conference in Delhi in January-February 1968. This was followed up by a meeting of Census data users convened by the Registrar General, India, in October 1968 at which the schedules already develoved were discussed and suggestions for inclusion of any new questions were invited. On the recommendations of this meeting the second draft of the Census Schedules were developed. These schedules, concepts and questionnaires were discussed by a committee of the Secretaries to the Government of India convened by the Cabinet Secretary. Efforts were made to maintain comparability of data with the

1961 Census in developing these schedules without impairing elasticity so very necessary on account of decadal changes. Although there is a natural tendency among users of data to place demands on the census for collection of information purporting to cater to their various requirments, there are practical limitations in accepting all such demands. For example the data on under employment and impact of family welfare planning, important in themselves as they doubtless are, it is difficult to canvass these questions in a mass operation such as a Census, as was clearly revealed by the experiences of pretests of some questions relating to them in some States.

Pretests—their significance

6. The pretest operations aim mainly at ascertaining practicability of eliciting reliable answers to the questionnaires, gauging the case and extent of their comprehension by the questioner and the questioned and assessing the time required to fill in the schedules. Besides, it also creates a general census consciousness. On account of the smallness of the area and lack of a whole time regular incumbent to head the Census Organisation in these Islands, we were deprived of the benefits of a practical experience of a census rehearsal.

Second draft Schedules

7. The second draft Census Schedules developed for 1971 Census broadly speaking had two distinct categories. The first category of schedules was to be canvassed around February-April, 1970 at the stage of houselisting with a view to providing a frame for coverage at the population census about a year later. The second was to be convassed at the stage of population enumeration. Houselisting, as the word itself conotes, serves as a housing census. At this stage two schedules namely the Houselist and Establishment Schedule were to be canvassed. The houselists as devised was almost identical with the one which was canvassed in 1961 Census. However, some improvements were made in the schedule for 1971. They were; (1) The age of the census house was proposed to be collected. (2) If the house was vacant, the reasons thereof, were to be recorded. (3) Besides collection of the data of the materials of the walls and the roof, the material of construction of the floor, it was envisaged, should be collected. (4) The number of totally blind and totally deaf persons in the household was proposed to be ascertained in deference to the pressing demand to collect such data. The format of the proposed Houselist is given in Appendix VI. The Establishment Schedule devevloped for 1971 Census was an innovation and attempted to give details of different types of establishments, that is, manufacturing, trade and other establishments and their particular and total employment position. This schedule was devised to give a full account of both the registered and the unorganised sector of the establishments. The format of the establishment schedule is given in Appendix VII.

8. Household Form and Individual Slip were another set of schedules developed for the population enumeration itself. While the Household Form was to be canvassed in 10 per cent sample areas, the Individual Slip was to be canvassed universally for each and every person. As an improvement on the 1961 Census some much needed data on fertility patterns were proposed to be collected through a fertility schedule which formed part of this form. In addition, details of amenities, such as, drinking water supply, electric and privy facilities enjoyable by the household and whether the household lived in rented or owned house, the amount of rent, and the type of fuel used were proposed to be collected through this form. The format of the Household Form is in Appendix VIII. The Individual Slip was designed not only to collect the basic demographic, sociological and economic characteristics of each individual but as an improvement upon the 1961 Census it was to throw out greater details of internal migration with reference to the place of last residence. It also envisaged collection of data on enrolment for studies. The arrangement of economic questions was so made as to avoid creeping in of any biases and to incorporate principal and secondary work in all cases. The format of the Individual Slip is in Appendix IX.

9. In many States these schedules were pretested. Pretesting of these schedules was not prescribed for this Union Territory. On the basis of the experiences gained in the pretests elsewhere and further discussions by the Registrar General, India, with the Planning Commission these schedules were again revised. The reasons for revising the schedules and the schedules as finally adopted will be discussed in the next chapter.

Creation of Census consciousness in the Andaman Administration

10. The head of the Census Organisation in a State or a Union Territory is generally an officer belonging to the respective cadre and is fairly known to the State or Union Territory Administration. In my case things were quite different. I was as alien to these Islands as to the Union-Territory Civil Service or to the joint cadre of the I.A.S. The role in the local administration given to me was initially sometimes obliquely referred to as that of a usurper by those who thought that they should have been given that assignment. Happily that feeling died down soon when realisation dawned on those aggrieved that I had no choice of my own and that I was myself a victim of circumstances. I have expressed these sentiments not with any feelings of injury but to highlight the desireability of deputing an officer of the Union Terrttory Cadre for census work in these Islands in future. The rigours of my initial handi-

caps were more than counterbalanced on account of my personal prior acquaintance with the then Chief Secretary, the Deputy Commissioner and the Finance-cum-Medical-cum-Education Secretary, in whom I found, in ample measure, a deep feeling of understanding of my problems and an egerness to help. This greatly facilitated my task ahead. Fortunately the Registrar General's letter of 23rd July, 1969 offering clerical assistance to District, Tahsil and local bodies in connection with the 1971 Census facilitated greater personal involvement of the Union Territory Administration with the Census Work. I followed this inducement up with the Chief Secretary and more importantly with other officers who were ultimately to be associated with the Census. As the phasing of the census programme and its drill and chronicling thereof in the form of a Census Calendar could not brook any delay, a meeting of some selected officers, who were ultimately to shoulder the responsibilities of the Census Work in the field, was called towards the end of August 1962 to finalise the Census Calendar. Earlier to that a formal request was made to the Andaman & Nicobar Administration to declare such officers to be Census Officers for specified areas under the provisions of the Census Act 1948. A copy of the tentative Census Calendar was also forwarded to the Administration for their information and comments. These steps marked the beginning of the sense of the involvement in the Census Operations of the Administration and its important officers.

Chapter III

CENSUS CONFERENCE AND ITS ACCOMPLISHMENTS

First Census Conference

Documentation galore is hardly any substitute for a person to person discussions. Besides, the advantage of exchange of ideas with a cross section of people, so very essential for developing and understanding of the various concepts underlying a gigantic operation such as the census, is denied in instructions in cold print. The Census has, therefore, evolved a healthy tradition of discussing all important aspects threadbare in a conference and then come to decisions. Pursuant to this the First All India Conference of the Census Superintendents was convened by the Registrar General India, in Vigyan Bhawan, New Delhi, between the 16th and 21st May, 1969 to discuss, interalia, the results of the second pretest, to finalise the census schedules and procedures and to formulate the "Calendar" for the 1971 Census. The proceedings began with the opening speech of the Registrar General, India, followed by the inaugural address by Shri Y. B. Chavan, Home Minister. The speech by Shri A. Chandra Sekhar, Registrar General, India, and the inaugural address by the Home Minister are reproduced in Appendices X and XI respectively. As there was no first or second pretest in these Islands, the staff here had no benefit of practical experience of the difficulties in housenumbering and filling up of the Census Schedules. The formats of the enumeration schedules used in the pretest as well as the concepts underwent changes as a result of the experience gained in the pretest opration and comments offered at the conference.

My experiences of the conference

2. By the courtesy of the Registrar General, India, it was possible for me to attend this conference as Superintendent-designate of Andaman & Nicobar Islands without even formally taking over The Delhi Administration, with whom I was then working, indulgently agreed to the request of the Registrar General to allow me to participate in the conference. Almost a novice as I was for the census work I felt quite out of place in the beginning of the conference. Each day the deliberations were carried through late in the evenings and by the end of each day a pannierful of census literature pured in over our desks. The little time available at home between the end of the conference on one day and its beginning on the next day was utilised in scanning through what was covered and what would be discussed hence. This exercise was absolutely necessary to keep abreast of the trend of the discussions and thereby look less lost at least inwardly. I was greatly inspired by the earnestness and assiduity with which most of my colleagues drove home many of their valuable suggestions and so profoundly struck by the amazing suavity and dexterity with which the Registrar General conceded, accepted or rejected the view points without letting anyone have the feeling of being hurt. The remarkably indulgent manner in which he used to epitomise various view points to arrive at a consensus and then decide each issue invariably bore the stamp of great understanding and deep sympathy characteristic of him and, if I have the liberty of saying, he even dwelt on trivial suggegtions with such compassion as to leave none to complain of what in medical parlance is called asystole. The discussions were uniformally well informed and useful and the shortcoming, if any, were made good at the Darjeeling Seminar later on. It was in the first conference that I got to know many of my colleagues from different parts of India more intimately and imbibed some of their zeal and devotion.

Agenda for the conference

3. After the inaugural address by the Home Minister the participants availed of the opportunity of informal discussions among themselves during the coffee break and later on came to brass tacks. The discussion of the resume of the analysis of the Second Pretest gave out the quintessence of the achievements and failings of the test operations and of the various conceptual and procedural changes proposed as improvements. The variety of suggestions for the improvements of the format of the schedules were also lucidly brought out and discussed. The various schedules discussed were, the Houselist, Individual Slip, Instructions to Enumerators for filling the Houselist and the Individual Slip, Format of the Enumerator's Abstract of the Houselist, Establishment Schedules and Instructions for filling it, Household Form and Instuctions to Enumerators for filling it. The definition of Pucca and Kutcha census houses also came up for a detailed treatment. General discussions were also held on the concept of "Standard Urban Area", definition of town for 1971 and recognition of new towns and deletion of some existing towns vis-a-vis definition of town adopted for 1971. Among other items of the agenda were sampling of procedures for the 1971 Census at Enumeration and Tabulation, the procedure of

sorting sampling slips, formulation of the census Calendar and enumeration procedure, enumeration in special areas, Training Programme, Location Code, Enumeration Agency, Unit of Enumeration, Printing of Schedules and Instructions, Tabulation and Publication Programme, setting of Tabulation Offices, Compilation of Village and Town Directory, District Census Handbooks, Jurisdictional Maps, Permanent Housenumbering Scheme, Publicity measures, Honorarium to Census Officials, and other matters. A review of the business transacted in the various Unit in the Registrar General's Office followed by a visit to Ramakrishna Puram to see 1401 IBM Computor Unit and briefings on mechanised tabulation marked the end of the conference. In the midst of the rituals of the Census Conference the Registrar General's generous hospitality in inviting the participants to a lavish lunch was a very much needed relief. The delegates were also invited to a cock tail party at their residence by Shri & Shrimati Chandra Sekhar, where I still fondly remember, the delicacies and elegance of the culinary art of the hostess were in still greater abundance and where most of us did justice to ourselves with great abandon.

Brief summary of the decisions of the Conference

4. A copy of the Summary Proceedings of the first conference of the Superintendents of Census Operations is readily available in the office and can be looked into for details. Some of the important decisions arrived at in the conference, however, do bear repetition and they are being recapitulated briefly here.

Establishment Schedule

5. As mentioned earlier this Schedule was an innovation for the 1971 Census. On the basis of the comments of the Superintendents and the experiences of the second pretest the format of the schedule was revised and its columns realigned by the Registrar general. The general comments of the delegates in the conference indicated that there was need for evolving an exhaustive definition of the word "Establishment" and amplification of the instructions to enumerators to bring out the precise connotation of the terms "Government/ Quasi Government, Private and Co-operative". The Registrar General agreed to more thought to it. It was also agreed that the word "Proprietors" as originally used in column 3 of the Establishment Schedule would be replaced by the word "Proprietor" to avoid inclusion of the names of all proprietors in case where there were more than one proprietor. Regarding types of fuel or power used on which the instructions were silent, where more than one kind of power was in use; it was decided that the kind of power to be noted in the relevant column would be one which was used for running the primary unit af the industry. It was also decided that if an establishment was located in different census houses, quite cut off from one another, and sometimes in different blocks, these should be listed out as separate establishments. To obviate the difficulty of finding out the average number of workers in an establishment in a seasonal factory etc., it was decided that whatever information was available should be good enough for the purpose of this schedule. Open air "Establishment" not being located in a "Census House" were not to be netted in the establishment schedule as decided in the conference. A place of worship, where some persons were employed and services performed, was decided to be treated as an establishment.

Houselist

6. To obviate certain practical difficulties the space allotted to each column was further rationalised in the new format consistent with the requirement of the column heading and the details of the entry, so that it should not present much difficulty even in regional languages. It was also decided that the shaded portion would not run all along the width of the format but instead coding boxes with dotted lines would be provided in the relevant columns only. Some of the participants thought that the period of housenumbering should be as close as possible to the actual enumeration. The Registrar General thought that if the housenumbering were done according to the prescribed schedule it would give adequate time to the Superintendents for delimiting the enumerators' blocks and other shade work in regard to the arrangements for the actual enumeration. Besides, the houselists and establishment schedules could be taken up for mechanical processing and completed by the time the enumeration schedules arrived for tabulation. But the period of housenumbering, it was decided, should be completed well before 8-10 months of the enumeration, although some latitude would be there to shift the operation forward in case any Superintendent desired so to suit local conditions. It was agreed that the definition of "buildings" and "census houses" should be made more exhaustive. The numbering of the cluster of houses in the occupation of a household presented many difficulties and it was decided that some thought would be given to the mode of numbering such houses and instructions incorporated in the revised draft. The concept of "living room", it was also agreed, needed further elaboration to make it easily comprehensible by the enumerators. Noting of the "age of a house", it was recognised, was a difficult process and, therefore, "age in specific years" was decided to be recorded for the past 10 years and for older houses it was to be recorded by 20+, 50+ etc. It was clarified that the material of the roof should not be confused with the outer plaster of mud/cement of the roof, but the material such

as stone, concrete, country tiles A.C. sheet, etc., should be recorded. Action to elaborate the instructions on these was agreed. It was generally felt that long and complex sentences appearing in instructions for the enumerators were sources of confusion and it was agreed by the Registrar General that this would be simplified in the revised draft. As information on total blindness and deafness and the number of persons found with such infirmities was to be collected, it was decided that the same should be noted in the remarks column of the houselist against the household in which such people lived.

Houselist abstract

7. Although there were no particular comments on the format of this abstract the Ragistar General himself felt that columns (2)-number of census house, (4) number of vacant houses and (5) total number of houses, were not so very necessary. Columns 3 and 9, it was decided, should be deleted.

Individual slip

8. It was the unanimous view of the superintendents of Census Operations that the Individual Slips printed on both the sides was found to be most inconvenient. The slips printed on one side was instead favoured. Regarding the instruction for the enumerators the confusion was that they were written in difficult language and had complex sentences and also assumed a frightening bulk because of the various illustrations of household industry and industrial and occupational classifications. It was agreed that though these were very usful they should be taken at the end in appropriate appendices so that the main text of the instructions was reduced sizeably. Regarding the difficulty about ascertaining rural/urban for the birth place it was considered that there was no short cut to do so and the memory of the respondents should be stimulated by referring to the existing town, particularly the existence of an urban local body like the municipality etc. for recording religion the original abbreviation "M" (Muslim) was substituted by the abbreviation "I" (Islam). For the return of Scheduled Castes and Scheduled Tribes it was decided that President's Order should be strictly followed and the enumerator should not be given any discretion to equate any castes or tribes with that given in the Order, if the return was not as per the castes/tribes included in the Order. The suggestion that the question regarding "Description of Work" should precede question on the "nature of Industry etc." did not find favour with the Registrar General. An important clarification was elicited in the conference regarding the country of birth to be recorded for people born in the country now called Pakistan although it was "India" at the time of their birth. It was decided that such persons who were born in India but that part of the country now having gone over to Pakistan should be treated as having been born in the territory as at present constituted, Registrar General struck a note of caution on the part of the Superintendents of Census Operations not to allow any discretion to the enumerator regarding recording of mother tongues. The enumerator, it was emphasised, was not expected to analyse whether the return was motivated or spontaneous. Question 19 "if available for additional work" was dropped on the basis of the experience of the second pretest.

The Individual Slip as originally devised contained 20 questions. On the whole the questions followed the pattern of 1961 Census. Question No. 19 relating to under employment as mentioned earlier was dropped as no meaningful data was forthcoming as was evident from the experience of the second pretest. The Individual Slip attempted to provide data on internal migration and economic characteristics of the population. The improvements in the 1971 Census Individual Slip proposed to throw more light on internal migration with reference to the place of last residence and collect data on enrolment for studies and principal and secondary work in all cases basing the same on their main or secondary economic activities.

Household form

9. This was a composite schedule incorporating population record (Part I), Housing Schedule (Part II) and Fertility Schedule (Part III). The family planning Schedule, which was the fourth part of the Household Form, was at the outset, dropped because it was found difficult to canvass it during the pretest. Considerable thought and time was given to discuss the remaining three parts of this schedule. Ultimately Housing schedule was completely dropped and canvassing of the fertility schedule was also given up. Two items of information namely on age at marriage and on current fertility were subsequently proposed to be obtained through the Individual Slip. The population record was, however, retained. The reasons for dropping or modifying the composite schedule will be discussed elsewhere.

Miscellaneous

10. The programme and procedure for further operations and the question of recognition of certain places as urban areas and deltion of some places from the list of urban areas, staffing pattern for the assistance of the District & Tahsil Offices, scale of honorarium payable to the enumeration agency were discussed and decided upon. The programme of printing of Census Schedules was also finalised. The necessity of evolving a uniform location code was highlighted. The

agency for enumeration alongwith the unit of enumeration was also decided. Discussions on the District Census Handbooks and Village and Town Directories were also held to give them a shape. The reader can look for details of these decisions in the copy of the proceedings available in the office.

Further revision of schedules.

11. While the Household Form was being discussed we had the advantage of the presence of Shri Pitambar Pant, Member, Planning Commission in our midst. His suggetion was that Census should essentially provide a frame on demographic and economic charactertstics of population only and leave questions of intricate nature to specialised agency. His forthright criticism of the area sampling through the Census and collection of some of the details of the Houselist and the Household form with the aid of an agency which had average educational attainments bought about the need for fresh thinking on the concepts and formats. Immediately after the conference of the State Suprintendents, the Registrar General, India, discussed the whole gamut of these schedules and the entire Census Programme in the meeting of the Planning Commission held on May 24, 1969 under the Chairmanship of the late Professor D. R. Gadgil, Deputy Chairman. As a result of the discussions, the following dccisions were taken :

Houselist

(i) Simple housing data similar to 1961 Census should be collected through the Houselist. Age of the house should be eliminated from the Houselist. Information on the material of floor for the census house should not be collected.

(ii) The Housing amenities block of the Household form should be dropped. These need not be collected by the Census Organisation. Information on housing amenities such as water supply, electricity and privy etc., were considered not very relevant for rural areas; for urban areas such information might be obtained by the interested organisations from the record of local bodies.

Household form

(iii) The comprehensive fertility schedule should not be canvassed. Two items of information viz., on age at marriage and on current fertility of currently married woman should be obtained through the Individual Slip.

(iv) The family planning schedule be eliminated.

(v) The housing amenities schedule should be dropped.

(vi) Population record alone should be prepared in sample areas by copying the relevant particulars of the members of each household from the Individual Slips by the enumerators.

Individual slip

(vii) Questions on Nationality (Q.No. 9) and under-employment (Q.No. 19) should be eliminated. Against Q. 14 only the highest educational level should be ascertained, instead of putting the onus on the enumerator to distinguish the general and technical education levels.

(viii) Two questions on age at marriage and current fertility of currently married women should be included.

(ix) Every person should be categorised with respect to the main activity as reported by him.

(x) Person who are basically students, house workers and rent receivers, etc., should be classified accordingly for their main activity. Any gainful activity that these individuals might have but not on the scale of full time workers should be shown under secondary work.

(xi) Census data might not provide data on under or un-employment as such.

(xii) Data on the physically handicapped need not be collected at the census.

(xiii) It was thought necessary to give detailed consideration to the entire tabulation programme, including both tables prepared manually and those through machenical data processing. A phased programme, based on priorities, would be drawn up and planning of resources taken in hand according to requirements.

12. I can do no better than quote the Registrar General's D.O. letter No. 9/3/69-CTU dated the 27th May, 1969 in extenso to express our reaction to the impact of these changes.

Dear Joshi,

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. Gadgil. I am happy that the decisions arrived at take off much of the load on the 1971 Census and operationally made more convenient. The following are the main changes decided upon :

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

(a) Age of the Census House,

(b) Material of Floor,

(c) Reasons for vacancy, and

(d) Information on Deaf and Dumb.

(ii) The questionnaire on household amenities proposed through the Household Form need notice canvassed. These items of information which may be largely meaningful for urban areas will be collected by the National Buildings Organisation directly from the municipal or other local administrative bodies.

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

(a) Age at marriage, and

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

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

(v) Since the definition of work at the 1961 Census as also perhaps the one proposed for the 1971 Census led to a large selection 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 then the date of our Census Conference. We would have saved ourselves of much of the time we spent on discussing certain items as sampling procedures and a few concepts which are now rendered superfluous. However, I was very happy at the very detailed, well-informed and useful discussion we have had at the Census Conference which helped all of us to appreciate fully the intricacies of the Census procedures. The present decisions communicated in this letter are undoubtedly welcome and will make for more convenient census-taking. The vexed and somewhat difficult problem of sampling at enumeration stage and the recruitment and training of a separate set of enumerators is now obviated. We shall have only uniform training for all enumerators. The filing in of Papulation 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 enumertor's block through out 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 heared from Shri Ballal to provide the translations in regional languages to fit into the spacing of the revised heading columns.

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

Kindly acknowledge receipt of this letter.

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

13. The schedules as finally adopted were:

(i) Houselist
(ii) Establishment Schedule
(iii) Individual Slip
(iv) Population Record (on cent per cent basis)

Final Schedules and Instructions to Enumerators

14. The schedules alongwith the instructions for filling them as finally adopted have been reproduced in appendix XII.

Training seminar

15. The first training seminar was held for a period of two weeks at Banglore in July 1969. It was meant for Deputy Directors of Census Operations and Assistant Directors of Census Operations. This was followed by a similar one for a week for Directors of Census Operations in September 1969 at Darjeeling. The last was held for Tabulation Officers for a period of two weeks in November, 1969 at Chandigarh. While I attended the Darjeeling Seminar, no one was deputed for the other two seminars from these Islands as we did not have either any Deputy Director/Assistant Director of Census Operations or Tabulation Officers by then. The seminar at Darjeeling was particularly useful as we underwent a practical training in canvassing of the schedules and also in training the enumerating agency. Besides, it afforded an opportunity to get a basic grounding in demography and statistics and ensured uniformity in understanding and application of concepts.

Chapter IV

CENSUS CALENDAR

A Necessity

Census being a strictly time bound programme has necessarily to be conducted in planned phases. Drawing up of a Calendar is not only for the benefit of the Director of Census Operations himself and other staff engaged in census but it also creates a halo of importance of its own for the census work for all those who are actually engaged in this work in the office and the field. For ensuring comformity with the all India Plan of operations subject to minor permissible local variations a detailed chronicle of the various items of programme-both of preparatory and executory nature-was, therefore, prepared and finalised in consultation with the local authorities taking into consideration the local problems.

The Calendar

2. The Census Calendar as drawn out for these Islands which is self explanatory is reproduced below :

August 1969

(i) Preliminary discussions with the State Government regarding appointment of Census Officers.

(ii) Arrangements for preparations of up-to-date Town/Tahsil and District Maps.

September 1969 to November 1969

(i) Checking of Tahsil maps with village lists and assigning of location code numbers to all units.

(ii) Preparation of General village Register and Town Register.

(iii) Collection of area figures from the Assistant Commissioner (Settlement) in respect of Tahsil/Town/Reconciliation of district totals and of Rural/Urban areas.

(iv) Collection of administrative statistics from various agencies (non census data) for Part I of the Town and Village Directories. (This may be completed by December, 1969. The consolidation and complation of the Directory will be compileted by June, 1970).

(v) Notification of Census Questionnaires and instructions in the Gazette as required by the Census Act.

(vi) Appointment of District Census Officers and Charge Officers.

(vii) Constitution of Blocks and Supervisors' Circles for the purpose of Housenumbering and Houselisting.

(viii) Issue of instructions explaining Houselisting Operations. Training classes for District Officers and Charge Officers in house-numbering, houselisting and establishment schedules.

December 1969

(i) Despatch of Houselists, Establishment Schedules, Enumerators' Abstracts and Instruction Booklets to Charge Officers.

(ii) Appointment of enumerators and supervisors for housenumbering and houselisting operations.

(iii) Drawing up of a training programme for enumerators and supervisors for house-listing.

(iv) Publicity for Houselisting.

January 1970

(i) Training classes for the enumerators and supervisors for housenumbering and house-listing operations including canvassing of Houselists and Establishment Schedules as a practical exercise through training Schedules.

(ii) Publicity for houselisting.

1st to 28th February 1970

Houenumbering, houselisting and canvas-sing of Establishment Schedules and preparation of notional maps showing the lay out of houses and the numbers allotted to them.

1st to 3rd March 1970

Preparation of Enumerator's Abstract.

3rd to 15th March 1970

Arrival of these schedules at the Head-

quarters of the Director of Census Operations. Recruitment and training of Tabulation Staff.

15th March to 15th April 1970

Checking of the Houselists for completness, sampling of Houselists, coding and punching of Houselists and Establishment Schedules to commence in the Tabulation Office.

April 1970 and May 1970

Preparation of Charge registers-delineation of Blocks and Supervisors' circles on the basis of the 1971 (1970) Houselists.

June. July & August 1970

(i) Selection and earmarking of Census enumerators and supervisors in each charge.

(ii) Compilation of Part I (non-census data of the village and Town Directories).

(iii) Preparation of data for A-series tables for columns other than those which relate to 1971 Census data.

(iv) Training enumeration slips and instructions to reach every Charge Office.

September to October 1970

(i) Detailed instructions to be issued formulating the training programme of Census Officers at all levels including enumerators and supervisors.

(ii) Training of Census Officers and Charge Superintendents for filling up the Individual Slips.

(iii) Publicity measures.

(iv) Despatch of Individual Slips, Population Records Schedules to Charge Superintendents.

November 1970 to January 1971

(i) Reassessment of the blocks and circles constituted and finalization of Charge lists by Charge Superintendents.

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

(iii) Intensive training of enumerators and supervisors including practical exercises in enumeration on training schedules.

(iv) Copying of abstracts of the houselist for each enumerator's block.

(v) Issue of schedules, etc., by the Charge Superintendents to the enumerators.

10th February to 28th February 1971

Census Enumeration.

Night of 28th February 1971

Enumeration of houseless persons and floating population.

Ist March to 3rd March 1971

Revisional round.

3rd March to 5th March 1971

Compliation and reporating of provisional totals.

3. Due to unforseen circumstances some items of this calendar could not be strictly adhered to by and large it continued to guide us towards the successful implementation of the operations. The programme envisaged the reference day for the actual enumeration of the population as the sunrise of March 1, 1971. Rapid developments on the political horizon of India towards the end of 1971 culminating in the dissolution of the Parliament and holding of general election of members to the Lok Sabha in March, 1971, however, necessitated changes in the Census Programme also. Sunrise of April 1, 1971 was fixed as the new reference date. The enumeration period was revised and fixed as from March 10 to 31, 1971, the enumeration of houseless and floating population for the night of 31st March 1971, the revisional round from April 1 to 3, 1971 and communication of provisional population figures by the field agency to the Directorate as on 4th April 1971 and to the Registrar General, India by the 7th April 1971. A copy of Registrar General's D.O. No.9/127/70—CTU(CEN) dated the 15th January 1971 in this connection along with copies of D.O. letter from the Prime Minister and of the D.O. letter from the Special Secretary are reproduced in appendix XIII.

Chapter V

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

Existing office staff

The following office staff was in position at the time of my taking over :—

Sl. No.	Name	Designation	Date of joining in Census office
1,	Shri M. Karuppaswamy	Head Clerk	1-12-60
2.	Smt. Saramma Samuel	Upper Division Clerk	As Lower Division Clerk from 20-8-1963 & as Upper Division Clerk from 1-4-1966
3.	Shri R. Sasi	Lower Division Clerk	6-4-1965
4.	Smt. N. Meenambal	Lower Division Clerk	6-4-1965
5.	Shri B. Kondarao	Peon	24-12-1960
6.	Shri P. Suryam	Peon	24-10-1966

Need for strengthening of staff

2. It was felt that the office staff needed some strengthening. Accordingly the following were appointed during 1969-70 :—

Sl. No.	Name	Designation	Date of joining
1.	Shri Thomas Samuel	Lower Division Clerk	6-8-1969
2.	Smt. Pennamma Cherian	Lower Division Clerk	6-8-1969
3.	Smt. Ponnamma Mathew	Computor	2-1-1970
4.	Shri R. Nagalingam	Peon	23-8-1969
5.	Shri K. Narasiah	Sweeper	23-8-1969
6.	Shri S. Lakshmanan	Chowkidar	1-11-1969
7.	Shri K. Sudersanan	Peon	23-3-1970

Sources of selection

3. The continuance of the parity of sex or a little excess of females over male members of Class III staff was, I must confess, the inevitable result of the competitive test of those selected and had to be respected conscientiously. The source of selection of the staff was from the open market, as no experienced hands from elsewhere were available. There being no Employment Exchange in these Islands the posts were advertised and selection made by test or interview.

Promotion among staff

4. With the increase in work some promotions were effected and besides filling the vacancies, some more staff was added in 1970-71. The following were promoted:—

Sl. No.	Name	Designation	Post to which promoted with date of promotion
1.	Shri M. Karuppaswamy	Head Clerk	Tabulation Officer 1-7-70
2.	Shri R. Sasi	Lower Division Clerk	Upper Dieision Clerk 12-1-70
3.	Smt. N. Meenambal	Lower Division Clerk	Upper Division Clerk 12-1-70
4.	Shri B. Kondarao	Peon	Gestetner Operator 1-7-70
5.	Shri P. Suryam	Peon	Daftry 27-7-70
6.	Shri K.V. Kuttappan Nair	Lower Division Clerk	Stenographer 19-1-71

Deputation and direct recruitment

5. While Shri M. Karuppaswamy was a permanent employee of the Andaman and Nicobar Administration, all the rest made their debut in the Census Office only. Although the recruitment rules had not been finally approved, promotions were by and large made on the basis of the draft recruitment rules. While the post of Head Clerk, which fell vacant on the promotion of Shri M. Karuappaswamy as Tabulation Officer remained unfilled upto the 31-3-71 for want of a suitable substitute, the others were filled up in stages. Shri M. L. Puri, a permanent Upper Division Clerk of the Lighthouses and Lightships Department, was finally appointed as Head Clerk on deputation from 1-4-1971.

Further additions

6. The following staff was appointed in 1970-71 either to fill in the vacancies or as addition to the existing staff :—

S. No.	Name	Designation	Date of appointment
1.	Kumari K.S. Nalini	Lower Division Clerk	10-4-70
2.	Shri K.V. Kuttappan Nair	Lower Division Clerk	14-4-70
3.	Shri Kameshwar Nath Mishra	Assistant Complier	2-5-70
4.	Shri P.K. Thankappan Nair	Assistant Compiler	2-5-70
5.	Shri N.G. Rajasekharan Nair	Lower Division Clerk	19-2-71
6.	Shri E. Sathaiah	Farash	10-4-70
7.	Shri B.L. Srivastava	Peon	22-11-70

Selection of Stenographer

7. Considerable difficulty was experienced in filling up the post of Stenographer because of the absence of qualified and experienced candidates. Inspite of repeated advertisements the response was poor. Finally Shri K. V. Kuttappan Nair, Lower Division Clerk, who had gained some experience while frequently working as Stenographer in this office, without being formally appointed as such, qualified for selection as Stenographer and was appointed as such with effect from 19-1-71 and his vacancy was filled in by appointing Shri N. G. Rajasekharan Nair. One vacant post of Peon was filled in 1971-72. Details of posts filled up during 1969-70, 1970-71 and 1971-72 are given in appendix XIV.

Staff for Social Studies

8. For carrying out Socio-economic surveys I could not get suitable staff from any source inspite of all attempts. Those who were found suitable could not be appointed as the incentives proposed to be offered to them were not acceptable to the Ministry of Home Affairs. The only lady Computor and the two Assistant Compilers were, therefore, deputed for this work off and on. Efforts to have the requisite staff is still continuing.

Powers to create posts

9. The power of creating and filling up class III and class IV posts vested in the Director of Census Operations under the conditions laid down in Home Ministry's letter No. F-2/16/59-Pub. I (I) dated the 13th November, 1959. Administrative approval of the Registrar General was obtained in all such cases in which the post was not specifically sanctioned in the budget or funds could not be located in the budget to meet the expenditure. The Registrar General's Office objected in January 1970 to the creation of certain posts without his administrative approval even in cases where a certificate of availability of funds had been given while creating certain posts. As no such order of the Registrar General requiring his prior administrative approval for creation of posts was available and as the posts were necessary and were created as per the delegation of powers, he was informed accordingly. In May 1971, however, the Deputy Registrar General in his D.O. No. 4/33/71-RG (Ad.I) dated the 1st May 1971 while referring to his office letter No. 4/22/70-RG (Ad. I) dated the 15th March 1971, which required prior administrative approval for creation of class III and IV posts, laid down that the Directors of Census Operations could create class III and class IV posts, as and when required, without obtaining prior approval of the Registrar General. It was, however, stipulated that the following conditions should be duly fulfilled in each case :

(a) that the powers are exercised with the utmost discretion ;

(b) that only the barest minimum number of posts are created with reference to specific items of work, for the absolute minimum period required ;

(c) that the posts so created are on the scales approved for similar posts in the Government of India : and

(d) that while according formal sanction to the creation of the posts, it is certified that provision exists in the budget for such posts or specific savings are available to meet the expenditure of such posts.

It was also laid down that wherever it is felt that the expenditure on the required posts may have to be met by reappropriation through supplementary grant self contained proposal with full justification shall have to be sent to the Registrar General for prior approval or sanction, as the case may be. (Please see file No. 2/1/67).

10. The orders, delegating the powers to create temporary class III and class IV posts for a period of two years to the Superintendent of Census Operations, are contained in Government of India, Ministry of Home Affairs letter No. F.2/16/59-Pub. I(I) dated the 13th November, 1959, which is reproduced in Appendix XV. According to the said orders the class III and IV posts can be created for two years (to be extended from time to time by competent authorities) subject to the conditions laid down in rule 9 of the delegation of Financial Rules, 1958. These orders do not empower creation of posts carrying scales of pay which have not been approved by the Ministry of Finance. However, in Government of India, Ministry of Home Affairs letter No. F-2/16/59-Pub. I dated the 22nd December 1959 the Superintendents of Census Operations have been authorised to create even temporary posts carry-

ing scales of pay which have not been approved by the Ministry of Finance. Due to financial stringency consequent on the influx of refugees from Bangla Desh the exemption from the ban on creation of posts granted in favour of Census Organisation was withdrawn as communicated by the Registrar General, India, in his letterNo. 18/18/71-Ad./I dated the 25th October 1971. Details of the staff recruited for Tabulation Office will be discussed in the Administration Report on Tabulation.

Posting of Assistant Director

11. Shri Ardaman Singh who was formerly working as Investigator in the office of the Registrar General, India, was appointed as Assistant Director of Census Operations with effect from the 2nd March, 1970. His appointment proved very useful in planning the enumeration and tabulation programme. My only regret is that I did not have his assistance during the houselisting operations.

Assistance to District, Tahsil and Forests Offices

12. Following the general pattern of clerical assistance given in 1961 Census to the States the Registrar General, India, addressed the Chief Secretaries in all States and Union Territories informing them of the scale of clerical assistance which would be made available to them for District, Sub-Divisional, Tahsil Establishments and local bodies in connection with the 1971 Census work from 1st November, 1969 to the end of May 1971. For the 1961 Census no clerical assistance could at all be provided in this Union Territory. In fact the Census Office itself came into existence here in 1960 and the entire work had to be rushed through. The Deputy Commissioner being the ex-officio Superintendent of Census Operations deputed some members of his own staff in the District and Tahsil offices for Census work in 1961. For 1971 Census, however, it became necessary to provide clerical assistance to the District, Tahsil and Forest Offices as these offices were overworked and Deputy Commissioner was no longer the Superintendent of Census Operations. The provision of the following clerical assistance was made for District/Tahsil/Forest Offices and approval of the Registrar General, India, sought :

1.	4 Tahsildars in Andaman Group of Islands (1 Lower Division Clerk each)	4 Lower Division Clerks
2.	3 Forest Division in Andaman Islands (1 Lower Division Clerk each)	3 Lower Division Clerks
3.	Port Blair Municipal Area	1 Lower Division Clerk
4.	District Census Officer	1 Upper Division Clerk
		1 Lower Division Clerk
		1 Peon
5.	Sub-Division Officer (Assistant Commissioner, Mayabunder)	1 Lower Division Clerk
6.	Additional District Census Officer (at Car Nicobar)	1 Upper Division Clerk
7.	Assistant Secretary Nicobar Trade for Census Work in Car Nicobar and Chowra Island	1 Lower Division Clerk
8.	Assistant Commissioner Nancowry	1 Lower Division Clerk

13. The Registrar General, India, approved of the proposal with the exception of one Lower Division Clerk for the local Municipal Board. The Andaman Administration accordingly sanctioned the creation of 2 posts of Higher Grade Clerks and 8 posts of Lower Grade Clerks in the Establishment of the Deputy Commissioner, Andaman & Nicobar Islands. No post of peon was created by the Administration. The Chief Conservator of Forests, Andaman & Nicobar Islands, also created 3 posts of Lower Division Clerks. These posts were created from 1-12-1969 to 28-2-1970 in the first instance. The Administration did not fill in one post of Upper Division Clerk at all and the actual posting of the other personnel by the Administration was also delayed in the case of the Establishment of the Deputy Commissioner and none could be posted by the Chief Conservator of Forests in the Offices of the Divisional Forest Officers during 1969-70. The 3 Lower Division Clerks, however, came into position in the Forest Offices only in 1970-71 and continued upto 15th April 1971. Three posts of Lower Division Clerks had to be further continued in the Deputy Commissioner's Establishment—one upto 18th April 1971, the other upto 21st April 1971 and the third upto 29th April 1971. The expenditure on account of their salary was to be debited under the head 39-Miscellaneous Social & Developmental Organisations—B : Enumeration —B1 : Establishment Charges in Census Budget grant. This office allocated provisions under the sub-head to the Deputy Commissioner/Chief Conservator of Forests, who in turn authorised officers under them to draw and disburse to pay and allowances debiting the expenditure to the Government of India Census grant. The drawing and disbursing officers were required to submit expenditure figures to this office for effective financial control. As these clerks were part of the Andaman Administration, their selection and posting was also done by the Administration.

The Census Officers who exercised administrative control over these clerks found them quite useful for census work. Complaints of nonchalance on the part of a few clerks were received but it was not possible to have them replaced. Two of them also went on long leave without any substitute having been posted. The Charge Officers made genuine efforts to over come the difficulties created by the sudden disappearance of the census staff and with the assistance of their own staff did not let the census work suffer.

Chapter VI

TOURING

Touring difficulties

For studying the different tracts and their special problems one has to undertake fairly intensive tours. They are also instrumental in creating personal acquaintance with the officers entrusted with the Census work. Every one new to the place is naturally keen on seeing as much as possible of the area he is supposed to have jurisdiction in. This inquisitiveness is more spontaneous in the case of these islands which are indeed picturesque. Touring in these islands is, however, a difficult job. Both the wheather and transport are limiting factors for any intensive touring. One who is not a good sailor has the additional handicap in travelling across the high seas. One cannot also afford to be away from the headquarters, which is inevitable in case of sea journeys, for long intervals without serious deteriment to official work. But the normal shipping programme does not give adequate time for any detailed study in one lap of any particular place and frequent tours are expensive. Land transport is scarce and travelling overland without any fast moving transport is yet another great drawback. Some of the islands have difficulties of landing while in some others access through small boats and cannoes only is possible but the same is fraught with occasional risk to life. Before the houselisting operations I could not move about too frequently as I was almost tied down to Port Blair on account of my assignment as Additional District Magistrate. I, however, made use of the Administration's jeep to go about overland in South Andaman Islands quite frequently in discharging my functions as part of the Administration. Till then we did not have our own jeep. This gave me a fair idea of the topography and the problems of the major part of the South Andaman Islands. I utilised these opportunities for making preliminary arrangements for and later on for the actual houselisting and housenumbering operations. I also visited other islands across the sea in the Middle and North Andamans and all important islands of the South before the houselisting operations and availed of the opportunity of conducting training classes in these areas. After Shri Ardaman Singh joined as Assistant Director is became a little easier for us to plan our tours more intensively. We jointly toured some important places for conducting training classes and planned separately also to cover as many classes as possible. We also toured many interior areas to check the actual enumeration work in the field during the period of enumeration. An itinerary of the tours conducted by me and the Assistant Director during the enumeration period and earlier at the houselisting phase is given in Appendix XVI.

Facilities in touring

2. Every important place in these islands has fairly good guest houses but it is necessary to have prior reservations made for stay. Although the caretakers in these guest houses can provide meals, it is always better to make ones own arrangements. It is also advantageous to take a class IV official on tours as a part of the personal staff. Land transport was made available by the courtesy of the Deputy Commissioner, Andaman Public Works Department or the Block Development Officers on payment. For this also prior arrangement was found necessary. As long as I was working as Additional District Magistrate I had no difficulty either in getting reservation made in the guest houses or in getting transport for moving about. Before and during the enumeration period the administration on the personal request made by the Registrar General, India, during his visit to these Islands in March 1971, and my own issued orders to various authorities under its control to make sea and land transport available to census officials as well as for me for training and enumeration work on payment of propulsion charges. Pursuant to these orders the facilities of transport were by and large made available to the Charge Superintendents and other census officials. Complaints of non cooperation from some quarters were, however, received but as much depended on personal equation of the Charge Superintendents with the officers concerned, the matter was not allowed to assume proportions of a live issue and resort to alternative arrangements was advised to the census officials. Inspite of the clear instructions of the Administration regarding the payment of propulsion charges only for use of their transport some lending authorities preferred full claims of hire charges for the transport made available for census work. These claims had to be returned for necessary corrections but some of the departments have still been insisting on full payment and the matter is under correspondence with them.

Mode of travel

3. As the Census office had no jeep of its own all journeys on land were generally made by

jeeps of the Administration. Occasionally use of my own car, State buses and departmental trucks was also made by me for census work. Besides using the regular commercial ferry services of the Administration, specially chartered boats and launches and Forest L.C.Ts were also utilised for travelling across the sea. Small outrigger Nicobarese cannoes and other ordinary cannoes were also commissioned for covering not very distant places having little facilities of safe landing.

Provision of jeep for Census Office

4. One has to see these Islands and live here to experience the difficulties of road transport and persuade oneself to believe that possession of a motor transport not only increased one's efficiency but also was a necessity. I anticipated this quite early, and as soon as I joined my duties, I wrote to the Registrar General, India, imploring him to provide a jeep to us. I confess I could not make any impressionable dent in the thinking of the Census echelon in New Delhi and, therefore, I received a promt reply from the Deputy Registrar General that it was not proposed to provide a jeep for this office. The latter, however, suggested that I should request the Andaman & Nicobar Administration to provide me with a transport for my tours for which I would pay propulsion charges etc., in accordance with such rules as might have been framed by the Administration for the purpose. Even very unimportant offices here had their own transport whether they were part of the Administration or belonged to other departments of the Central Government. The absence of a motor vehicle in the office besides impairing efficiency unwittingly gave an impression of the low priority for the census work to those who had to be persuaded of the importance of our work. Fortunately the Registrar General had, on the occasion of my transfer, certified that the possession of a personal car by me would be advantageous for the efficient performance of my duties and as such I brought it with me and utilised it for census work in a limited manner. In addition I utilised for census work the ramshackle Jeep given out of the Deputy Commissioner's Office to the Additional District Magistrate and a number of other officers for their work under the Administration. I continued to urge for the provision of a jeep by the Registrar General but without any avail. It was only when he visited these Islands in March 1970 that the Registrar General appreciated my difficulties and kindly promised to provide us with a jeep. Early in June 1970 sanction for the purchase of a jeep for this office was, therefore, accorded but due to unforeseen circumstances the jeep could not be despatched by the supplier during the crucial period before and during the census count. I had by then given up functioning as Additional District Magistrate and the little facilities of a jeep that we had were also denied to us. But for the availability of motor transport for overland touring provided by the Administration before and during the enumeration I whould have been very seriously handicapped in supervising the enumeration work in Port Blair Town and a large area in South Andaman Tehsil. The vehicle placed at my disposal by the Administration was utilised for transport of census schedules and other articles and also by the Charge Officers. I also managed to get one additional vehicle for South Andaman Rural area and Port Blair Town after 3 P.M. daily during the period of enumerration. The Census Jeep belatedly arrived by the middle of May 1971 although despatched by M/s Mahindra & Mahindra. Bombay, in March 1971. That Jeep is now under our use.

Difficulties in meeting T.A. claims

5. Payment of T.A. claim of the clerical staff posted in the various offices of the Charge Superintendents did not pose any problem as they were paid from the Census Budget. Inspite of all attempts to eliminate travelling beyond 8 Kms. by the staff engaged for Census Work difficulties did arise in cases of some enumerators and supervisors who had to travel beyond the area of their normal jurisdiction either for attending training classes or for actual enumerations. Their claims were generally delayed and invariably referred to this office for payment. For the 1961 Census the Administration had issued instructions that T.A. claims of the staff put on census duty would be paid by the departments to which the officials belonged and not by the Census Office. For 1971 Census similar orders could not be got reissued due to oversight. Orders as applicable for the 1961 Census were, therefore, invariably quoted whenever any claim was referred to this office. It appears necessary that the matter of payment of T. A. to such staff is thrashed out at the very outset to aviod subsequent complications.

Chapter VII

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

Assessment of Requirement

An accurate estimation of the requirement of the different Censue Schedules and forms is one of the most fundamental preparatory measures in organising the Census. Their timely indent, printing and supply are equally important. The Registrar General's Office circulated early in 1969 a note indicating the method for estimation of the total form requirements for the 1971 Census and asked us to make assessment of the requirement of schedules and Forms on that basis. The requirement of the various schedules was determined broadly on that basis. The requirement of Houselist Forms was assessed on the basis of the households and vacant and non-dwelling houses. An estimate of the total population in 1971 was made and the same was divided by 5 to get the estimated number of households. The number of vacant and non-dwelling houses fund in 1961 were inflated by 25% and added to the estimated number of households to get the total number of entries for houselisting. Total number of entries were divided by 40 (number of lines in each House-list Form) to get the estimated number of forms. The figure so arrived was further inflated by 50% to cover wastage and emergency requirements. By way of precautions a further allowance was made for entries left blank in some forms by the enumerators. The estimated figure was the doubled as the houselist forms were to be prepared in duplicate. The requirement of the Establishment Schedules was assessed on the basis of two Schedules per enumerator but as the Registrar General wanted two copies of the schedule, the requirement was assessed at the rate of four forms per enumerator. Allowance for more forms was made for those enumerators who would require more forms. The number of Instruction Books for Houselisting and individual Slips were determined on the basis of the total estimated number of enumerators, supervisors, charge officers and other Census Officers. The estimated number of enumerators was worked out by dividing the rural estimated population by 400 and the urban estimated population by 500. To this was added the number of supervisors by assuming that there would be one supervisor for four enumerators. The figure so worked out was increased by 25% to cover standby enumerators, and other census officers. To determine the requirement of Enumerator's Daily Posting Statements, the estimated population of males females was divided by 40 (number of lines on the form) and the same was inflated by 20% to cover wastage. The number of Enumerator's Abstract Forms required was culculated as per the number of Instruction Booklets for the Enumerators. The requirement of Individual Slips was based on the projected population estimates and further inflated to cover wastage and emergent demands. In assessing the requirement of different schedules it was thought better to err on the higher side and to inflate our requirement in view of a number of scattered and small villages, various small habitations such as the P.W.D., Forest and Bush Police Camps, the peculiary distant location of these Islands, generally bereft of quick means of transport between one Island and the other, as also between these Islands and the mainland. Indent of the schedules and instruction booklets was placed with the Registrar General as per the following details :

1. Individual Slips		2. Houselist forms	
(i) General Cenus	1.85,000	(i) General Census	2,706
(ii) Training	23,500	(ii) Training	319
(iii) For 1% sample	2,000		
3. Establishment Schedules		4. Instruction Booklets for	
(i) General Census	832	(i) Inidvidual Slips	469
(ii) Training	319	(ii) House-listing	320
5. Enumerator's Daily Posting Statements		6. Population Record Forms	
(i) Males	10,000	(i) Actual Census	45,500
(ii) Females	10,000	(ii) Training	7,500
7. Enumerators Abstract	1,000	8. D.H.& T.P. Cards	8,000

Printing and supply of schedules

2. As there is diversity in the speakers of different languages and as the numerical strength of the speakers of any one language did not jnstify printing of schedules and instructions in any one particular regional language, it was considered necessary to have all the schedules and instruction booklets uniformly in the English language to suit all alike. Printing of schedules & instructions in English was arranged by the Registrar General, India, at the Government of India Press centrally. The Houselist forms and Establishment Schedules were sent by a truck

from Central Government Press, Ring Road, New Delhi to the Office of the Director of Census Operations, West Bengal, Calcutta. A representative of my office was deputed in November 1969 to collect these schedules from Calcutta. Instruction Booklets for enumerators for houselisting were despatched partly by air and partly by registered post by the Registrar General, Supply of Degree Holders and Technical Personnel Cards, Enumerators Daily Posting Statements, Population Records, Enumerator's Abstract and Instruction Booklets for enumerators for enumeration was made by the Registrar General in August 1970 and these forms were brought here by the Assistant Director of Census Operations from Delhi. Individual Slips were received here in bulk from the Registrar General, India, through the Director of Census Operations, West Bengal, Calcutta. Emergent replenishment of the forms was also made by the Registrar General, India either directly or through the West Bengal Census Directorate. We, however, got some cover pages of the Individual Slips and Population Records along with the Abridged Houselists and the filled in specimen of Houselists and Establishment Schedules printed in the local Government Press of the Administration in addition to printing of cover pages of special instruction books for enumerators which were prepared by us locally. The printing of schedules centrally and supply there of either by the Registrar General, India, or through the West Bengal Directorate proved very convenient and useful and the supplies were also arranged very promptly.

Estimation of requirement of schedules for charges and their despatch

3. The requirement of the schedules and forms was assessed chargewise allowing some extra margin over the estimated population. The work of calculating the requirement was done centrally by us at the headquarters. The supplies were generally made through messengers whether of the Directorate or of the charges. Distribution of the schedules among the enumerators and supervisors was, however, done by the respective Charge Officers and that too either through messengers or directly to the enumerating agency in training classes. Some last minute demands of schedules were also made during the enumeration period which were fully complied with by deputing special messengers or by sending the schedules through the crew of ferry-boats with prior wireless or telegraphic intimations of the recipients to collect them.

Details of receipts and distribution of schedules

4. Statement showing receipts & distribution of various forms, schedules and Instruction Books is given in Appendix XVII.

Chapter VIII

MAPPING

Essential aids

One of the essential aids in organising a complete and successful Census is to have up-to-date jurisdictional maps showing the district, Tahsil and Village bundaries. The Registrar General in one in his letters as early as May, 1967, highlighted the importance of having these maps updated for 1971 Census. Preparation of these maps is an essential requisite for the Census as it ensures complete coverage of all administrative units including small and remote villages and efficient control over the census operations and facilities of clear demarcation of the jurisdiction of census blocks and circles. The Registrar General in his first circular for 1971 Census issued under his D.O. letter No. 37/10/68-RG dated the 12th December, 1968 reiterated the need to build up the latest jurisdictional maps.

Updating of maps

2. At the last Census except for the map of 1" : 2 miles scale of the entire Union Territory whose boundaries were conterminous with those of the District, no other jurisdictional maps were available. Cadastral survey of the Islands was undertaken in phases after the 1961 Census and the formation of Tahsil boundaries was finalised in 1965. As it is, the boundaries of Rangat, Mayabunder and Diglipur Tahsils are still notional. In the absence of any cadastral survey of the area carving out of the village boundaries in different Tahsils on the map was not possible. As the cadastral survey progressed, the village boundaries were incorporated in the existing district map. While the boundaries of the villages in South Andaman and Rangat Tahsils and a majority of villages in Mayabunder Tahsils were fully incorporated on the basis of the records of the survey Office of the Andaman Administration, the boundaries of the rest of the villages of Mayabunder Tahsil were shown notionally without longitudinal or latitudinal exactitude. Similarly in the absence of Diglipur Tahsil survey map, the various villages, although cadastrally surveyed, were located on the map notionally. In the other two Tahsils viz Car Nicober and Nancowry no survey work has so for been undertaken. The location of villages in these two Tahsils was also done notionally. The local survey office was, as a preliminary step, requested to prepare Tahsil maps of each Tahsil in 1" : 2 miles scale on tracing papers showing the boundaries of each village and the exact location of Forest Bush Police Camps falling within each Tahsil which were not part of the revenue villages. While it was possible for the Survey Office to mark the boundaries of the cadastrally surveyed villages and give location of Forest Bush Police Camps and other unsuryed villages in the Andaman Group of Islands, where some survey had been done, it was difficult for that office to even mark the exact location of all the villages of the Nicobars on the Tahsil maps. The Survey Office was, therefore, requested only to trace the Tahsil maps of the Nicobars, while the work of making of the villages was to be done through the local officers such as the Additional Deputy Commissioner, Car Nicobar and Assistant Commissioner, Nancowry. A list of revenue villages and forest and other camps of 1961 Census was sent to the Survey Office requesting that office to check up these villages with the revenue survey records and to the Divisional Forest Officers in respect of forest camps. Tahsil maps of Diglipur, Mayabunder, Rangat and South Andaman, as prepared by the Survey Office, were then sent to the Divisional Forest Officers for verification, of the names and location of bush police and other camps and for effecting additions and alterations, if any. Similarly the Tahsil map of Nancowry was got verified by the Assistant Commissioner of that area. There was no difficulty in verifying the villages of Car Nicobar Tahsil. To avoid dislocation in the demarcation of census enumerator blocks the Government of India also issued orders requesting all states and Union Territories not to give effect to any changes in the jurisdiction of district, tahsil, town or village after the 31st December, 1969 till the Census was over. While there were no jurisdictional changes in Tahsils, the shifting of Forest and other temporary Camps could not be avoided inspite of the best attempts made by us and the concerned departments. A special note of such movements was, however, made wherever necessary.

Area figures

3. According to the arrangements made by the Registrar General, India, the responsibility of collecting and collating the area figures of the State/Union Territory and Districts to be adopted for the 1971 Census was that of the Central Statistical Organisation of the Government of India. They were to obtain these figures from the Surveyor General India and supply them to the Registrar General, India, for communication

to the States and Union Territories. Furnishing of the area figures below the district level was the responsibility of the State Directors of Land Records. The area figures to be given for the State/Union Territory and District in the Census Publications were to correspond with the figures as on 1st July, 1971 but in our case the latest figures were of 1st January, 1966. These figures, whenever published, were required to be shown as 'Provisional' and based on the area figures supplied by the Survey of India. The Tahsil and village areas figures in these Islands were obtained from the Office of the Local Deputy Commissioner/ Assisiant Commissioner (Settlement). The difference between the totals of area figures of Tahsils and that of the District/Union Territory is due to rounding off of figures and the difference between the total area figures of villages and that of the District/Union Territory is because the entire Union Territory has not been cadastrally surveyed and area figures of many villages are, therefore, not yet available. In addition, even the cadastrally surveyed villages the area figures do not include figures of areas of forests etc.

Maping unit

4. The strength of the maping unit consisted of the following :

1. Shri Ardaman Singh, Assistant Director as In-charge.
2. Shri V.K. Balan, Technical Assistant.

We have had no cartographic equipement necessary for a regular mapping unit. The work was, however, carried on by borrowing equipment locally from other sources. Although it was first decided that the arrangements for the procurement and supply of the requisite cartographic equipment to the Directors of Census Operations would be made centrally by the Registrar General's Office, each Director was, later on, however, asked to do so on his own. Action to procure the equipment has consequently been taken rather belatedly. Pending receipt of the equipment one sanctioned post of a draftsman was not filled in.

Chapter IX

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

Administrative units

In the 1961 Census this single district Union Territory did not have Tahsil Boundaries delimited. Individual inhabited Islands were, therefore, the administrative units for enumeration and tabulation. After formulation of Tahsils in 1965 the Union Territory Administration for all purposes considered the Tahsil as the units of administration. For the 1971 Census it was, therefore, natural to regard Tahsils as the administrative units for organising the census. Island-wise data were also separately collected for easy comparability with 1961 figures.

Census charges

2. There being only one district in this Union Territory all the six tahsils independently constituted six Census Charges with five Tahsildars and one Assistant Commissioner as Charge Superintendents. There being only one town with a Municipal Board it was constituted as a separate urban charge with Tahsildar (Settlement) as its Charge Superintendent. Forest/Bush Police Camps etc., within the Jurisdiction of each of the three different Forest Divisions and falling outside the revenue villages constituted three separate Forest Charges headed by respective Divisional Forest Officers as Charge Superintendents. In all we had thus Ten Census Charges. For compilation of figures, however, the census data of the Forest Charges were added to that of the respective tahsils. In the 1961 Census, as mentioned earlier, as tahsils had not been formed, the census enumeration units were villages in each Island and tabulation was done Island-wise. Below the tahsils, the units for enumeration for 1971 Census were villages, Forest/Bush Police PWD Camps in rural areas and wards in urban areas. Villages comprised both cadastrally surveyed ones and non-cadastrally surveyed ones. Ships on seas were enumerated as separate units within respective Tahsils or urban charges but as in the case of Forest and other camps the data pertaining to them were incorporated with the villages/wards nearest to their anchorage. Tribals, such as the Shom Pens and the Onges, were enumerated separately by a special party considering each of their habitation as a separate village. No spot enumeration of the Defence Personnel declared as combatants was made by the census agency but civilians living in strictly military areas were enumerated within the urban and rural charges by enumerators appointed from amongst the Naval, Air Force and Army personnel.

Enumerators 'Block and Supervisors' Circles

3. Instructions for preparation of charge maps, charge registers, circle registers were issued for which file No. 18/41/70 can be looked into. Similarly file No. 22/2/70 gives details of the instructions for formation of enumerators' blocks. Within each charge, as per the general pattern enumerators blocks were required to be formed in such a way that each block covered a population of about 750 in rural areas and 600 in urban areas. Within each Tahsil each village was taken as a separate unit. The houselisting operations yielded valuable data to facilitate delimitation of the blocks. About 4 to 5 enumerators' blocks were clubbed into a Supervisor's Circle. Exception to this general pattern of forming block and circles had made in many cases because of local condition. In all 483 enumerators blocks and 98 supervisors circles were continued. The statement given below will show the Census charges, Circles and Enumerators Blocks formed for the 1971 Census :

Sl. No.	Census Charges	Number of	
		Supervisor's circles	Enumerator's blocks
1.	Diglipur Tahsil	7	28
2.	North Andaman Forest Division	1	10
3.	Mayabunder Tahsil	10	35
4.	Middle Andaman Forest Division	2	18
5.	Rangat Tahsil	7	40
6.	South Andaman Tahsil	25	109
7.	South Andaman Forest Division	5	19
8.	Port Blair Municipal Area (urban)	12	41
9.	Car Nicobar Tahsil	8	26
10.	Nancowry Tahsil	21	157

Recognition of towns

4. In the Andaman and Nicobar Islands, there is only one town, namely Port Blair, which was recognised as an urban area for the first time in the Census of 1951. According to the 1961 census urban classification Port Blair was classed as a class I V town but in the 1971 Census it was upgraded as class III town. The criteria for recognition of an area or place as an urban area for 1971 Census as prescribed by the Registrar General, India, and uniformly applied throughout the country was :

(a) all places with a Municipal Corporation or a Municipal Area, or under a Town Committee or a Notified Area or a Cantonment Board.

(b) all other places satisfying the following empirical tests ;

(i) a minimum population of 5,000 (estimated for 1971) :

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

(iii) a density of population of atleast 1,000 per square mile or 400 per square Km. ; and

(iv) the place should have according to the Director of Census Operations of the State/Union Territory, a few pronounced urban characteristics and amenities.

Port Blair qualified to be recognised as an urban area as it satisfied the test laid down in (a) above. There were no other places to be so treated. The Andaman Administration agreed to this and finally the Registrar General also approved of the same.

Freezing the boundaries

5. The Government of India, Ministry of Home Affairs in the letter No. 28/66/68-Pub I dated the 15th April, 1968 requested the Chief Secretaries of all the States and Union Territories not to give effect to any proposals for reconstituting or making adjustments in the jurisdiction of municipalities, revenue villages, tahsils, districts, etc., which might be pending, after the 31st December, 1969. It was also requested that no changes whatsoever should be made in the boundaries of these units during the period from 1st January, 1970 to the 30 June, 1971. The Registrar General also request be all the States/Union Territories to finalise all changes preferably before 1st July, 1969 and not to put of the cases till December, 1969. Thus all changes in boundaries were frozen beyond 31st December, 1969. Changes in the boundaries of some existing villages in Mayabunder and Rangat Tahsils were made and new villages formed. While in Mayabunder new villages were enumerated as such, in Rangat the old villages and not the new ones were the units of enumeration.

Location code

6. Location Code is a system of indicating the smallest administrative unit by means of numerical figures representing each unit. Thus, if all the Tahsils, Towns Villages/Forest Camps. Wards are allotted distinct code numbers it facilitates location of the smallest administrntive unit namely the Village Forest Camp Wards by a combination of the figures. It is further possible to locate each census house or household by the number allotted to it under the housenumbering scheme in each village. The system of "Location Code" was discussed in details at the first conference of Superintendents of Census Operations in Delhi in May 1969 and later on at the Darjeeling Training Seminar held in September 1969 and it was decided that the "Location Code" finalised at these meetings should be adopted uniformly by all the Directors. As per the decisions at these meetings, the code in rural areas was to have four elements separated by oblique strokes. The first element was to represent the district number, the second, the Tahsil number, the third, the village number and the fourth, the enumerator's block number given inside brackets.
For example—

"1/2/23/(22)"

The figure '1' stands for the district, '2' for Tahsil, '23' for village and 22 in brackets for the enumerator's block. All the districts in the State/Union Territory were to be serialised preferably in the order of contiguity and the number thus allotted to the district was to be applicable for urban and rural location codes. Although this Union Territory had only one district, code No.1 was allotted for the sake of all India uniformity of the code structure. The Tahsils in the district were serialised from north to the south, that is, Diglipur Tahsil representing 1/1, Mayabunder Tahsil 1/2, Rangat Tahsil 1/3, South Andaman 1/4, Car Nicobar Tahsil 1/5 and Nancowry 1/6. Each village, forest and bush police, PWD and other departmental camps outside the well known villages were serially numbered following a predetermined order beginning from North West point of the Tahsil and following it in a serpentine way keeping geographical contiguity down to the South-east point for each Island or part of an Island in a Tahsil. In forest areas the code number of Forest and other camps were given next after the last numder of the village given by the respective Tahsildars. Code numbers of all the villages in a Tahsil were in one series. Thus all

the villages in one inhabited Island were first allotted code numbers. After allotting code number to all the villages of that Island the next code number started from the first village of the next Island in that Tahsil. This facilitated distinction of Islands from the code lists of villages/camps. Uninhabited islands were, however, left out of consideration, while allotting code numbers. Newly formed camps or settlements which came into existence after the allotment of code numbers were given code numbers after the existing code numbers in each Tahsil. Camps or villages which had been given code numbers at the houselisting operations if found uninhabited at the time of enumeration were shown as uninhabited and their code structure was not disturbed. The enumerators' Blocks were serialised in one sequence in each charge. The urban location code similarly had four elements. The first elements representing the district, the second representing the town, the third representing the ward and the fourth the block number with brackets. The second element was in Roman figure on the basis of the all India pattern although there was only one town in this territory. The urban location code for example was:

"1/I/23/(25)".

Chapter X

ENUMERATION AGENCY

First step

As the bulk of the staff for Census was to come from amongst the officers and officials of the Andaman and Nicobar Administration, I requested the Chief Secretary of the Administration in October 1969 to issue general instructions to its officers and officials to accept and perform the census duties willingly. Simultaneously a request was made to the Administration to delegate under section 4(4) of the Census Act, 1948 the power of appointing Census Officers conferred by section 4(2) of the Census Act 1948 on the Administration to me. Both these requests were acceded to by the Administration. On receipt of the general instructions of the Administration calling upon officers and officials under its administrative control to perform readily any work connected with the Census placed on them by responsible local Census Officers and on issue of orders delegated powers to appoint Census Officers to me, letters of appointment were issued to various Charge Superintendents early in December, 1969 making them responsible for the entire census operations within their respective charges. They were also called upon to make selection of Supervisors and Enumerators from amongst the staff of the revenue department, school teachers and other government officials, as available in the locality. In the Forest areas the Charge Superintendents were requested to select forest officials for this work. They were also advised to have at least 10% extra enumerators and supervisors well trained in addition to those selected to meet any emergent situations. All heads of departments/offices were also simultaneously informed that the employees selected by the Charge Superintendents in pursuance of the general instructions of the Administration should be given all facilities to attend to the census work. Charge Superintendents were asked to intimate to the Heads of Departments/Offices the names of all the employees selected for census work. The heads of Departments/ Offices were further requested to ensure that none of the employees once drafted for census work should be granted leave or transferred for one place to another until the census work was over.

Section of the enumeration agency

2. As stated earlier, broad guidelines were indicated to the Charge Superintendents to make their own selection of the enumeration agency from amongst the officials of the revenue and other government departments and school teachers available locally. While in the Forest areas both the supervisors and the enumerators were from amongst the forest officials, those in other charges were an assortment largely of the school teachers and revenue and other officials such as Patwaries, Village Level Workers, Compounders, Veterinary Stockmen for the work of the enumeration and Revenue Inspectors, Block Level Extension Officers, and officials of equivalent ranks from other departments for supervision over enumerators. In Car Nicobar and Nancowry where there were no village revenue officials, the bulk of the enumerators came from the cadre of school teachers, Village Level Workers, and other village functionaries of equivalent rank of other departments. The supervisors consisted of Headmasters of Senior/Junior Basic Schools, Inspectorate of various departments and senior teachers of Higher Secondary Schools. No non official was, however, appointed as enumerator or supervisor. In the 1961 Census in the absence of sufficient government officials non officials had to be utilised for census work in the Southern group of Islands. In the urban area of Port Blair enumerator staff consisted mostly of Lower Grade Clerks and teachers and the supervisory staff was recruited from amongst the Headmasters of schools and Higher Grade Clerks or inspecting staff of other departments. The Charge Superintendents were advised to ensure that the supervisors and enumerators do not have to cover very long distances and they should be employed for the Census work in areas near about the places where the enumerators and supervisors themselves resided. The enumerators agency for actual census and for the housenumbering and houselisting was by and large the same except in cases where were there changes in the staff in the intervening period. A statement of the distribution of enumerators and supervisors by broad categories is given below :

Tahsil wise distribution of enumerator (including reserves) by broad categories

Tahsil	T R U	Houselisting				Census enumeration			
		Teachers	Village officials	Govt. & local Admn. officials	Others	Teachers	Village officials	Govt. & local Admn. officials	Others
1	2	3	4	5	6	7	8	9	10
Diglipur	T	12	8	1	—	16	6	1	—
	R	12	8	1	—	16	6	1	—
	U	—	—	—	—	—	—	—	—
Mayabunder	T	14	8	4	—	15	8	4	—
	R	14	8	4	—	15	8	4	—
	U	—	—	—	—	—	—	—	—
Rangat	T	22	3	7	—	26	4	7	—
	R	22	3	7	—	26	4	7	—
	U	—	—	—	—	—	—	—	—
South Andaman	T	42	10	55	—	49	10	82	—
	R	37	9	23	—	46	10	36	—
	U	5	1	32	—	3	—	46	—
Car Nicobar	T	11	6	1	—	16	7	3	—
	R	11	6	1	—	16	7	3	—
	U	—	—	—	—	—	—	—	—
Nancowry	T	17	10	—	—	16	9	3	—
	R	17	10	—	—	16	9	3	—
	U	—	—	—	—	—	—	—	—
Total for the District & Union Territory	T	118	45	68	—	138	44	100	—
	R	113	44	36	—	135	44	54	—
	U	5	1	32	—	3	—	46	—

Tahsil wise distribution of Census Supervisors (including reserves) by broad categories

Tashil	T R U	Houselisting			Census enumeration		
		Teachers	Govt. & local Admn. officials	Others	Teachers	Govt. & local Admn. officials	Others
1	2	3	4	5	6	7	8
Diglipur	T	2	5	—	1	5	—
	R	2	5	—	1	5	—
	U	—	—	—	—	—	—
Mayabunder	T	1	10	—	1	12	—
	R	1	10	—	1	12	—
	U	—	—	—	—	—	—
Rangat	T	4	5	—	7	5	—
	R	4	5	—	7	5	—
	U	—	—	—	—	—	—
South Andaman	T	5	19	—	16	28	—
	R	5	7	—	12	17	—
	U	—	12	—	4	11	—
Car Nicobar	T	—	8	—	1	7	—
	R	—	8	—	1	7	—
	U	—	—	—	—	—	—
Nancowry	T	2	8	—	2	9	—
	R	2	8	—	2	9	—
	U	—	—	—	—	—	—
Total for the District & Union Territory.	T	14	55	—	28	66	—
	R	14	43	—	24	55	—
	U	—	12	—	4	11	—

As these tables indicate the bulk of the enumerators both at the houselisting and Census enumeration stages came from amongst the school teachers and other administration officials. This will perhaps contnue in the next Census as well. Employment of a specially recruited agency for this purpose is hardly practicable both from the point of view of finance and otherwise. People in regular employment have stakes, qualities of discipline and obedience which will be non existent in a newly recruited cadre of temporarily appointed enumerators/supervisors. The problem with teachers is, however, their preoccupation with examinations at the time census is generally taken. Census work is euphemistically called part time operation but in practice it is not so, as complete absence from normal duty for a number of days generally and in a territory like the Andaman and Nicobar in particular is inevitable. By and large there was adequate awareness of the importance of the census work. While the work of the houselisting stage was carried on a little leisurely by some of the enumerators and supervisors, they were quite prompt in their work at the census enumeration stage. In two cases, however, last minute slip off from the census enumeration work would have upset the time shedule but for the timely detection of the lapses by the Charge Superintendents. In Rangat Tahsil one enumerator, a Patwari, left the work half done. He was immediately replaced by another enumerator who completed the work in addition to his own work. In Port Blair also one enumerator disappeared after having done practically very little work and that too in a slip shod manner. His work was taken over by a special team of enumerators consisting of four official of my own office, one enumerator of another block, the Charge Superintendent, the Assistant Director of Census Operations and myself who undertook the enumeration of his block afresh within two days during the revisional round. In both these cases, as the causes of their absence and consequent neglect of work was their alleged sudden illness, no punitive action was taken against either of them. There were many requests for exemption from the census duties on one ground or the other. Only those whose cases were found genuine were granted exemptions. Some heads of departments also paid scant regard to our request not to effect any changes in the personnel put on census duties and we had to make alternative arrangements in all such cases and also where such personnel were granted leave. Our experience at the time of houselisting as well as enumeration showed that we could not have improved upon our choice of the agency. The work of most of these enumerators and supervisiors was found to be of a high order. But for the cases of unavoidable neglect of work by a couple of enumerators there was no complaint against any of the supervisors and enumerators.

Chapter XI

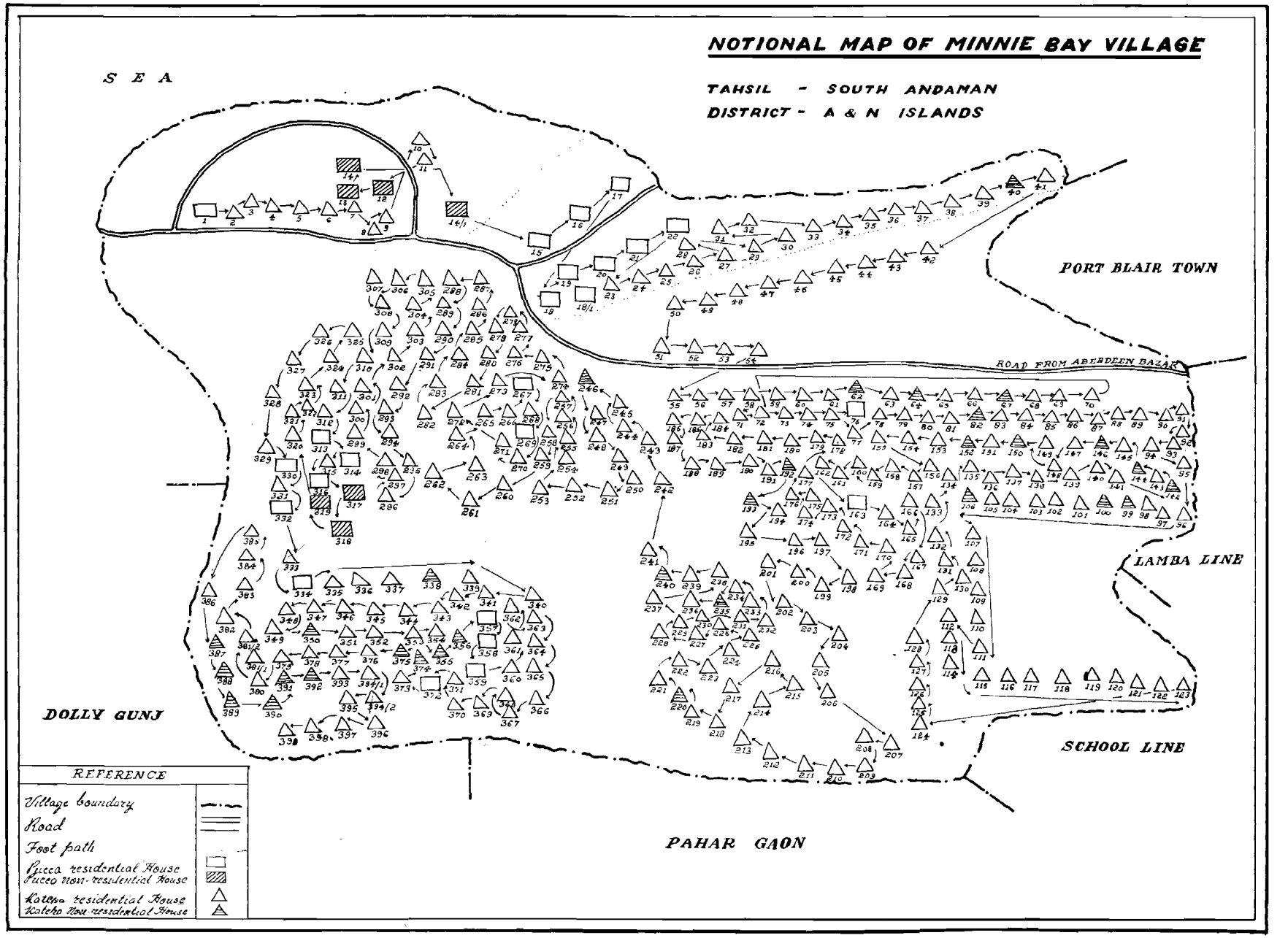
HOUSENUMBERING AND HOUSELISTING

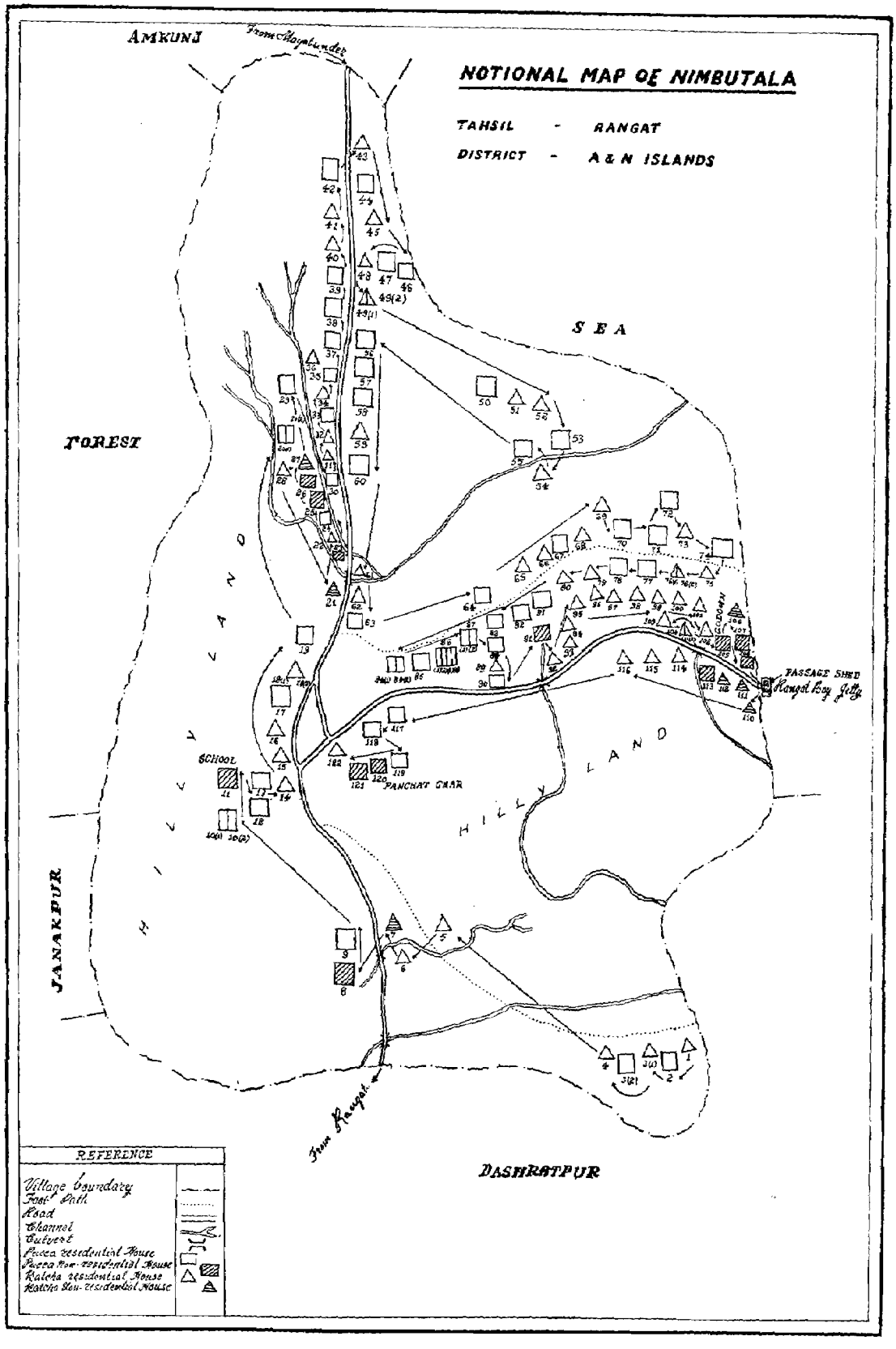
Housenumbering—Why ?

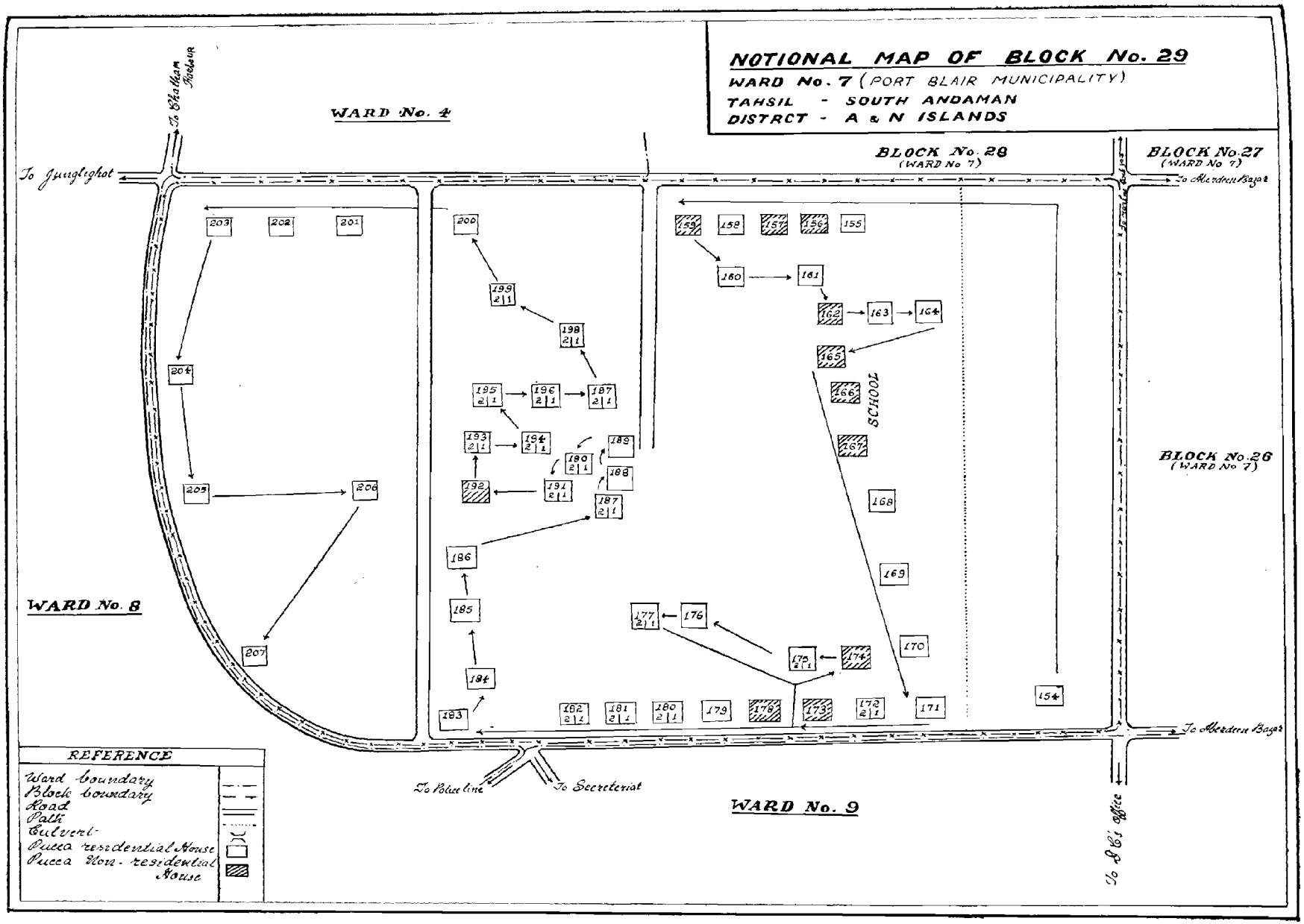
Households generally live in houses. For taking a complete census of every person households have to be located with reference to the places of their residence. Except for the houseless households who have no houses to live in, all places which are in the occupation of persons or are likely to be used as dwellings or establishments have to be methodically numbered. In places where housenumbering exists from before and the numbering is satisfactory the same can be adopted with advantage for census purposes after necessary adjustments. But where such housenumbering is either irregular or non-existing housenumbering has to be done as one of the preliminary steps towards a successful census coverage. Although the Andaman Administration had sanctioned the permanent housenumbering scheme and allotted funds therefore, its implementation was haltingly done and in many areas the scheme could not be put into operation at all. The main reason for not implementing the scheme was lack of personnel and equipment besides difficulties of approach in some areas. In the absence of permanent housenumbering in these Islands, housenumbering was done as part of the Census Operations on the eve of the houselisting operations by the staff put on duty for the houselisting operations.

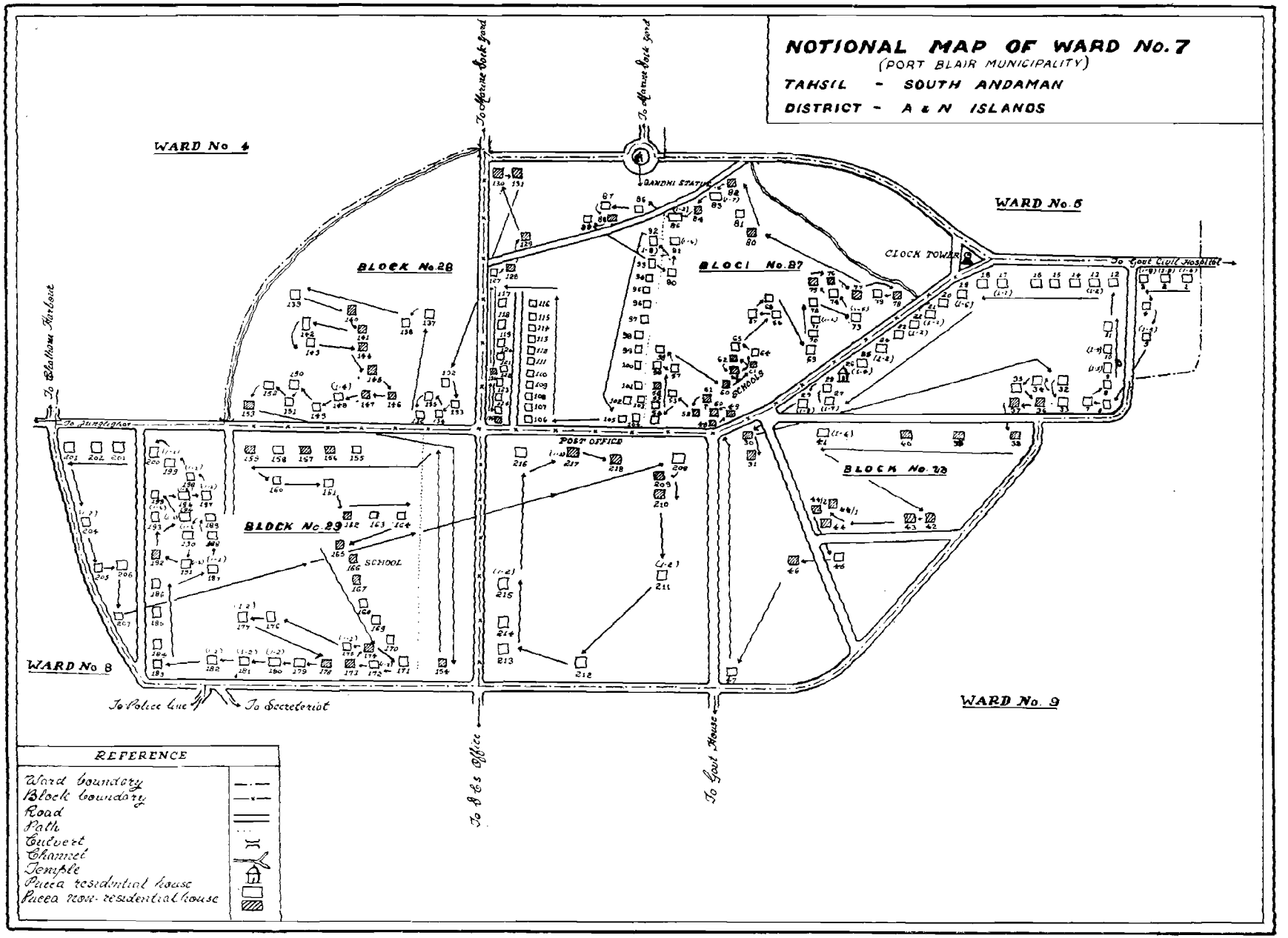
Housenumbering and preparation of Notional Maps

2. Before actually numbering houses on doors or other prominent places preparation of a rough notional map of the entire village in rural areas was an essential step. If the village was large enough, that is, having more than 125 houses it was generally divided into blocks. If the houses were within the optimum number, division thereof into blocks was not necessary. Each individual village having no blocks was a separate housenumbering block. In villages having more blocks than one block each block having clearly demarcated lines was a separate housenumbering block of the village. In the notional maps which included prominent features and landmarks detailed sketching of the lay out of houses on the village site was then made. The sketch, interalia, should village sites, roads, streets, etc. Every single building or house was located on this sketch. After location of buildings/houses any convenient method of numbering them in one series without insisting on any hard and fast rule was adopted. the numbers allotted to these houses were marked on the sketch either from left to right or in a clock-wise order or north-east to south-west and with the help of arrow marks at convenient intervals the direction in which the housenumbers ran was indicated. In villages not cadastrally surveyed and whose boundaries were also not fixed by survey it was considered essential to define the limits by some permanent features. There was a large number of such villages in these Islands. The villages of this territory are very small especially in the North and Middle Andamans. The houses in villages excepting in Diglipur, Rangat, Mayabunder, Long Island and a few others in the North and Middle Andamans are not located in one compact area/block. In almost all the villages in the North and Middle Andamans settlers have constructed houses on their respective paddy fields. Villages here had also not been fully cadastrally surveyed. In the Nicobar group of islands no survey at all has been made. Considering the topographical features of the rural areas in this territory, it was even difficult to fix the limits of each village by some permanent feature marks. However, the geographical limits of each village are well known. Similarly, although the concept of private proprietorship of land in the Nicobar group of Islands is generally unknown, the people, however, have clear ideas of the limits of their villages. In the forest areas all habitations are not on a settled pattern. There are forest villages which are just like other small revenue villages but apart from such villages, there are clusters of habitations spread out in the forests. For netting all such habitations a lay out plan of the forest area comprising the lowest administrative unit i.e. camps was made and all such and other camps were regarded as villages for housenumbering and houselisting purposes. For each of such camps a notional map with sketches of lay out of huts/houses was prepared and numbers assigned to them. In the town of Port Blair the preparation of notional maps and the housenumbering sketches followed the same procedure as in the rural areas. Detailed plans showing the location of buildings and census houses every road and street in each ward of the town were prepared. Along with these a map of the town showing the main roads topographical details and other important buildings were shown for clear identification of the boundaries of each ward. Thereafter a skelton map of each segment of the ward showing houses, streets, etc., was prepared and numbers assigned to the buildings/houses. In areas having notional boundaries and in the town, the enumerators and


NOTIONAL MAP OF MINNIE BAY VILLAGE
TAHSIL - SOUTH ANDAMAN
DISTRICT - A & N ISLANDS
S E A
PORT BLAIR TOWN
ROAD FROM ABERDEEN BAZAR
LAMBA LINE
SCHOOL LINE
DOLLY GUNJ
PAHAR GAON
REFERENCE
Village boundary
Road
Foot path
Pucca residential House
Pucca Non-residential House
Katcha residential House
Kaleha Non-residential House


NOTIONAL MAP OF NIMBUTALA
TAHSIL - RANGAT
DISTRICT - A & N ISLANDS
AMKUNJ
From Mayabunder
SEA
FOREST
HILLY LAND
SCHOOL
PANCHAT GHAR
PASSAGE SHED
Rangat Bay Jetty
JANAKPUR
From Rangat
DASHRATPUR
REFERENCE
Village boundary
Foot Path
Road
Channel
Culvert
Pucca residential House
Pucca Non-residential House
Kaleha residential House
Katcha Non-residential House


NOTIONAL MAP OF BLOCK No. 29
WARD No. 7 (PORT BLAIR MUNICIPALITY)
TAHSIL - SOUTH ANDAMAN
DISTRCT - A & N ISLANDS
WARD No. 4
BLOCK No. 28 (WARD No 7)
BLOCK No. 27 (WARD No 7)
BLOCK No. 26 (WARD No 7)
To Junglighat
To Aberdeen Bazar
SCHOOL
WARD No. 8
WARD No. 9
To Police line
To Secretariat
To P & T Office
REFERENCE
Ward boundary
Block boundary
Road
Path
Culvert
Pucca residential House
Pucca Non-residential House


NOTIONAL MAP OF WARD No. 7
(PORT BLAIR MUNICIPALITY)
TAHSIL - SOUTH ANDAMAN
DISTRICT - A & N ISLANDS
WARD No 4
WARD No 5
WARD No 8
WARD No 9
BLOCK No.28
BLOCK No.27
BLOCK No.29
BLOCK No.23
To Aberdeen Bazar
To Aberdeen Bazar
To Bathum Harbour
To Junglighat
To Govt Civil Hospital
GANDHI STATION
CLOCK TOWER
SCHOOLS
POST OFFICE
SCHOOL
To Police Line
To Secretariat
To B & S Office
To Govt House
REFERENCE
Ward boundary
Block boundary
Road
Path
Culvert
Channel
Temple
Pucca residential house
Pucca non-residential house

supervisors were physically shown the areas of their jurisdiction.

3. The respective charge officers partly through their own agencies and partly with the assistance of the enumerators completed the work of preparation of notional maps and housenumbering. A few days before housenumbering was done, the Chief Electoral Officer also had his electoral rolls revised for which housenumbering was done, by the staff put on this duty. In the town such staff was given the assistance of class IV staff for carrying painting materials etc. We could not, however, do this and the enumerators, therefore, made some protests but did the work ultimately, though reluctantly. Only two copies of notional maps were got prepared one of which was for the Tahsil/Charge and the other for our own records. The numbering of houses was done with brushes and coaltar or paints. The enumerators were, under the general orders of the Ragistrar General, India, required to meet the expenses of brushes and paints from out of their honorarium for which rupees five per enumerator were considered adequate. Due to high cost of brushes and paints etc. the Registrar General, India, waived the condition of meeting the expenditure from out of the enumerators' honorarium in this Union Territory. The payment was met out of the contingencies by this office only in the case of four charges. The rest did not ask for the cost, as they arranged the materials through their on resources. The total amount spent on this account was, however, Rs. 551.75. While a small quantity of paper for preparing notional maps was supplied to some of the Charge Superintendents, the enumerators, by and large, did not wait for the receipt of the paper and arranged paper themselves. The remarkable skill with which a large number of enumerators prepared these notional maps sustained our hope of a successful census. The Registrar General, India, who had also occasion to see some of the notional maps during his visit to these Islands in march 1970 highly praised the workmanship of the enumerators and congratulated them on their excellent performance. Some specimen of these notional maps both for rural and urban areas have been reproduced in this report facing Page 33. In Port Blair and South Andaman Rural charges the work of houselisting had to be redone as records pertaining to some blocks were destroyed in the fire which engulfed the offices of Tahsildars and the Deputy Commissioner. Some Islands in the Nancowry Tahsil could not be taken up synchronously with others for housenumbering and houselisting in the absence of seagoing vessels. They were covered during the census count.

Agency

4. In rural areas the bulk of the agency for housenumbering and houselisting operations consisted of school teachers supplemented by revenue officials and departmental staff in the four tahsils of Diglipur, Mayabunder, Rangat and South Andaman. In Car Nicobar the enumerators were again largely teachers and Village Level Workers. In Nancowry the majority of enumerators was of teachers and village level workers but officials of other departments such as Public Works Department/Electricity/Veterinary etc., had also to be engaged due to paucity of other suitable staff. In the urban area of Port Blair the bulk of enumerators came from the cadre of Lower Grade Clerks of the various offices of the Administration besides some teachers and draftsman of the P.W.D. In Forest areas the Forest Guards, Foresters and Deputy Rangers were drafted for doing the housenumbering and houselisting work supervised by Forest Rangers. Supervisory staff in other places consisted of Field Supervisory Officers and other functionaries of the various departments such as Revenue Inspectors, Agricultural Inspectors, Section Officers, Extension Officers, Sanitary Inspectors, Filaria Inspectors, Headmasters. In Port Blair urban area the supervisory staff was mainly of the cadre of Higher Grade Clerks of the various offices of the Administration. On the request of the Deputy Commissioner, Andaman & Nicobar Islands, who is also the Chairman of the Municipal Board, Port Blair, no staff from the local Municipal Board was called upon to do census work.

Training

5. The success of any gigantic undertaking handled by enumerable persons depends much on complete and intensive training. Census Operations such as housenumbering and houselisting is one of such undertakings. Detailed instructions for training were issued in my letter No. 20/4/1084 dated the 9th December, 1969. Far flung as this Union Territory is, with inadequate means of transport, the task of arranging training of all, even in any particular group of Islands, is indeed a stupendous task. Calling upon people for training at an otherwise generally convenient central place is beset with many obstacles and particularly of transport—both land and sea and stay. Having once come for training problems of return journey often held the trainees up at many places for days together. The Charge Superintendents themselves working single handed and all the Tahsildars working as Sub-Treasury Officers in addition could not afford to leave their headquarters for imparting training to persons living far away from their Tahsil Headquarters. I had to undertake training single handed in addition to my work as Additional District Magistrate. I addressed as initial round of training classes in January and beginning of February 1970 at the District Headquarters and all Tahsil Headquarters except Diglipur where I could not go due to non-availability of sea transport and where the Assistant Commissioner,

Mayabunder, deputised for me. These classes were mainly intended for the Charge Superintendents and Supervisors but the Charge Superintendents had taken good care to have as many enumerators as possible in each class. The Charge Superintendents in turn were expected to run two training classes for the enumerators and supervisors within their jurisdiction. For reasons given above, the delay in receipt of instructions to enumerators and on account of a number of visits of V.I.Ps from the mainland, the training appears to have suffered both quantitatively and qualitatively. We, however, drew upon our exeperience of inadequate training during this phase and tried to atone for it as far as possible during the training for the actual Census.

Houselisting

6. After the preparation of the notional housenumbering maps and the numbering of the houses, the next step was to list them in the Houselist Form and canvass the Establishment Schedule. On the whole the houselisting operations were completed satisfactorily but as the training by Charge Superintendents was not adequate the understanding of the various concepts of establishments, workshops, factories, etc., by some of the enumerators was not quite satisfactory. The lack of appreciation, in a few cases, of the way a building having a number of census houses should be numbered was reflected in the Houselists. In case of different parts or constituent units of a building which qualified to be treated as separate census houses, each census house was to be given a sub-number within brackets to the building number as 15(1), 15(2), 15(3), etc. But in a few cases it was found that the numbering was as 15, 15(1), 15(2) in place of 15(1), 15(2), 15(3). While besides filling in column 6 (purpose for which the Census House is used) in many cases 'residence' was shown without filling in columns 8 to 17 of the Houselist. In fact in all such cases the word 'vacant' should have been given instead of recording 'vacant' elsewhere. The reasons of vacancy in some cases were not recorded. In one or two cases the material of wall in the case of conical hut was shown as nil perhaps under the mistake that the same had no walls. Columns 8 to 16 of the Houselist were also filled in some cases of 'establishment'. All such mistakes which could be corrected were done at the time of editing of houselists. In the Nicobars the language problem was the main difficulty experienced by the census officials other than Nicobarese. Most of the Nicobarese do not know Hindi or English and communication with them was, therefore, both time consuming and at times impossible. In the absence of male members the ladies were reluctant to give out any information. The enumerator had either to wait for the male members or to visit again in both of which cases unnecessary time was wasted. Frequent migration of the Nicobarese from one place to another was yet another difficulty encountered by the enumerators. It has not been uncommon when a Nicobaree family in one village once living in a particular house belonging to the community left it after 15 days and occupied another house in another village and some other family subsequently came to occupy the house so vacated. While most of the enumerators did their job fairly well, a few could not make proper distinction in the type of establishments and committed mistakes in entering particulars of some establishments either in all the columns relating to manufacturing, trade and others or made entries for manufacturing, establishments under trade establishments or vise-versa. These mistakes were also corrected at the time of editing. Housenumbering and Houselisting in some Islands/areas approachable only by sea going vessels in Nancowry Tahsil in the absence of a sea going vessel had to be done non-synchronously. They were taken up for housenumbering and houselisting alongwith the actual censes enumeration which too was non-synchronous in these areas as well as some other areas. Details of such areas are given below. Besides, the areas where defence establishments are located were left out of the operations,

Nancowry Island	*Little Nicobar Island*
(i) Mus	(i) Pulo Bahua
(ii) Piyak	(ii) Kiyang
(iii) Neang	
(iv) Luigunga	
Kamorta Island	*Great Nicobar Island*
(i) Upper Tappu	(i) Denhong
(ii) Bumpal	(ii) Dekurat
(iii) Karan	(iii) Denlet
(iv) Tamao	(iv) Batitiya
(v) Aloingtung	(v) Batitiyaphen
	(vi) Henglon
	(vii) Pulo Baha
	(viii) Chingai/Chingenh

Arrangements for the receipt of houselisting records

7. On conclusion of houselisting operations all charge Superintendents were asked to collect both copies of Houselists, Establishment Schedules Houselist Abstracts and Notional Maps from the enumerators through their supervisors and to arrange to send one copy of the Houselist, both the copies of the Establishment Schedules, one copy of the Notional Map in serial order of the blocks schedule wise. They were also requested to ensure that schedules of one village or one

Island were not mixed up with the villages of other Islands. The schedules were to be sent without folding them in a flat stack in the size of the schedules. Schedules of each enumerator's block were required to be secured together with a label showing location code number and number of sheets in each block. Schedules of each block were required to be stitched together. The Charge Superintendents were advised to retain one copy each of the houselist, houselist abstract and notional map for carving out enumerator's blocks for population count. Each Charge Superintendent was asked to send these schedules through a special messenger preferably through the Census Clerks. Such Charge Superintendents who required sea transport for despatching schedules were informed about the shipping programme in advance so that they could avail of the facility of transport. The houselists and establishment schedules after they were edited were sent to the Data Processing Division in the Registrar General's Office at New Delhi for processing. The details of further processing of the schedules will be discribed in the administration report on Tabulation.

Population of Houselisting

8. Crude total population recorded at the houselisting stage was 105,936 as against the estimated population at the houselisting stage of 1,05,000. The final count turned out to be 115, 133. The variations between the houselist population and the final count were as per the following statement:

Tahsil/Town	Houselist population	Final count	Variation Increase+ Decrease−
1. Diglipur	8,736	9,470	+ 734
2. Mayabundar	8,002	8,443	+ 441
3. Rangat	14,132	15,243	+ 1,111
4. South Andaman Rural	30,442	34,088	+ 3,646
5. Port Blair Town	23,001	26,224	+ 3,223
6. Car Nicobar	13,564	13,504	− 60
7. Nancowry	8.059	8,161	+ 102
	105,936	115,133	+ 9,197

The increases were most marked in South Andaman Rural, Port Blair Town and Rangat. Decrease was noticeable only in Car Nicobar. While the houselisting operations gave a general estimate of the population, the final count was based on an individual count of each person from house to house. Besides, the houselist population did not include the population residing in strictly military areas, floating population, tribals such as the Shompens and a majority of the Onges. The estimate of the population at the houselisting stage was, therefore, bound to be less representative of the actual position that at the final count. In addition, immigration into the Islands could also be generally responsible for the increase. The decrease of population in Car Nicobar may be attributable to the temporary movement of the population from Car Nicobar to other areas in the Islands. The net addition to this Union Territory's population between the 1961 Census and 1970 as recorded by the houselisting operations was 42,388 recording an increase of 66.7% in about 9 years as against the decennial growth rate of 105.19% between 1951-61 and 81.11% between 1961-71.

Registrar General's Visit

9. Towards the beginning of March, 1970 when the houselisting work had just been completed in almost all the areas, Shri A.Chandra Sekhar, Registrar General, India, came to these Islands on a little over a weeks' visit. We were keen on taking him round to as many places as possible with a view to acquainting him with the nature of difficulties we frequently came across in working here as also to impress on the officers working in different Islands the importance attached to census work by the Registrar General, India. The following programme was drawn up so that he could see the cross-section of the Union Territory by visiting different groups of Islands. The Registrar General very kindly approved of this programme but the period of absence of about nine days from headquarters undoubtedly added to his burden. This, however, could not be helped.

9-3-1970 (Monday)	1300 hours	Arrival at Port Blair by IAC plane visit places of interest
		(i) Anthropoligical Museum
		(ii) Cottage Industries Emporium
		(iii) Cellular Jail
	0000 hours	Leave Port Blair for Little Andaman by M.V. 'Tarmugli' (embark after dinner).
10-3-1970 (Tuesday)	0930 hours	Arrive (Hut Bay) Little Andaman meet Onges and inspect the various development work.
	1200 hours	Leave Hut Bay for Nancowry

11-3-1970 (Wednesday)	1300 hours	Arrive Nancowry visit Nicobarese villages and school at Champin Island and headquarters at Kamorta Island
	1500 hours	Leave Nancowry for Kaponga(Katchal Island)
	1700 hours	Arrive Kaponga (Katchal Island) visit Nicobarese village and see Rubber plantation work of Rubber Board
	2130 hours	Leave Kaponga for Chowra Island.
12-3-1970 (Thursday)	0500 hours	Arrive Chowra Island and see the people and their witch craft
	0800 hours	Leave Chowra Island for Car Nicobar Island
	1530 hours	Arrive Car Nicobar — meet Bishop Richardon and Chief Captain of Mus: Lapati and other villages and visit IAF station
	2030 hours	Leave Car Nicobar for Port Blair
13-3-1970 (Friday)	1530 hours	Leave Port Blair visit Ross Island and other places of interest
14-3-1970 (Saturday)	0030 hours	Leave Port Blair for Rangat Bay (embark after dinner)
	0600 hours	Arrive Rangat Bay visit villages
	1300 hours	Leave Rangat for Mayabunder by road and inspect villages and Agricultural Farm enroute
	1530 hours	Arrive Mayabunder and visit villages—Leave Mayabunder on board M.V. 'Tarmugli'
	0600 hours	Arrive Port Blair
15-3-1970 (Sunday)	0900 hours to 1330 hours	Visit Corbyn's Cove, Rangachang and Chidia Tapu villages
16-3-1970 (Monday)	0800 hours	Visit Chatham saw Mill
	0900 hours to 1320 hours	Visit Bambooflat-visit Plywood Factory and villages Wrightmyo, Wimberlygunj, Chouldari and other villages
	1400 hours	Discussion with the Chief Commissioner-visit AIR Station for talk on Census 1971
17-3-1970 (Tuesday)	0700 hours	Departure for Calcutta by IAC plane

10. That the Registrar General found it possible to go through this tight schedule of his itinerary without expressing any annoyance showed his utter devotion to the work and his great interest in these Islands. For all of us it had a tramendous psychological impact inspiring every Census Officer to go ahead with our work and achieve success at every cost. During the course of his tour he glanced through the filled in census schedules at a number of places and he was embarrassingly liberal in his appreciation of the work done by the enumerators. His appreciation invigorated the Census Officials to put in more of their heart in their work. No sooner had he reached Delhi than the Registrar General was good enough to write the following D. O. letter to me :

Dear Joshi,

I reached back Delhi on the 18th noon. When our plane from Port Blair reached Calcutta on the 17th morning, the airport authorities at Dum Dum were rather surprised as they did not expect any flight to and from Calcutta on that day. We could not even go to the city as all transport had been completely dislocated on account of the Bandh. We had to stay at the airport itself for

24 hours till 11 A.M. on the morning of 18th when fortunately the flight to Delhi did operate.

I must thank you for the care with which you had drawn up my programme of visit to the Andaman & Nicobar Islands and all the arrangements you had made which helped to make my tour extremely rewarding. I have come back with the confidence that the census work in your Union Territory will go off well. Please convey my thanks to Shri Ardaman Singh and Shri Karuppaswamy both of whom had taken endless pains to look to my comfort.

11. The Registrar General's tour was a benison for all of us in the Census Organisation. His meeting with the Chief Commissioner highlighted the importance the Government of India attached to the Census Work and brought about a psychological impact on the thinking of the Administration as a whole. His informal meetings with other officers of the Administration also helped us considerably in smoothening out our future course of action. The Census Organiation was thus keyed up to undertake the task hat lay ahead with greater enthusiasm.

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

Chapter XII

SECOND CENSUS CONFERENCE

Convenient Stage

After housenumbering and houselisting had been completed in the whole country except in Assam, West Bengal, Delhi, Manipur and NEFA a proper stage came to review the progress of the work done comprehensively mainly with a view to creating a forum for discussion and exchange of views on how the problems were tackled and how the field machinery was geared up and thereby draw lessons for the main task of population count. Many States and Union Territories having completed the housenunbering and houselisting operations were in a state of preparedness for the final count and their experiences were likely to be immense benefit to the other States/Uniou Territories who were yet to embark on the task of housenumbering and houselisting. The Registrar General, India, therefore, very appropriately convened the Second All India Conference of Directors of Census Operations at Courtallam and Kanyakumari from 18th June to 22nd June, 1970.

Venue of the Conference

2. Conference at hill stations was difficult to arrange due to heavy rush of visitors. Very thoughtfully the Registrar General persuaded the Director of Census Operations, Tamil Nadu, to have the conference in Courtallam—a beautiful health resort secluded by the Western Ghats from the humdrum and detestable boisterousness of a busy town & abounding in waterfalls where people jostle with each other for a bath almost all along the day. This place is also famous for its grand temple dedicated to Lord Shiva whose 'Lingam' is said to have originated under the shadow of a tree known as Kutralam and hence the name of the place Courtallam. Kanyakumari, which assumed the anglicised name of Cape Comorin and is also familiarly known as the Cape and which is the lands' end where the great Indian Peninsula dips in the confluence of the Arabian Sea on the west, the Bay of Bengal on the east and the Indian Ocean on the south, was the second place of our conference. It was even more enchanting. While the dawn and dusk with the disc of burnished copper resplendently emerging from and dipping into the vast expanse of the sea are verily both an exhilerating and sombre spectacle, the place and the presiding deity are things of eternal beauty and instil into everyone a pervading sense of divine presence. In these beautifully natural settings of Courtallam and Kanyakumari our deliberations started seriously and ended very usefully. The meticulous care with which arrangements for our lodging and boarding were made by the Director of Census Operations left nothing to be desired. All of us generally & those who had gone to this part of the country for the first time particularly returned with poignant feelings of nostalgia for the various places we saw in the south. The visit was extremely rewarding and in addition gave us an insight into the culture and life of the people of this part of the country to enable us to appreciate the application of census concepts and procedures in different parts of the country.

Subjects Discussed at the Conference

3. After the inaugural address by the Deputy Home Minister the business of the conference started with a riview of the Housenumbering and Houselisting Operation. Among other subjects discussed were (i) Census Publication Programme for the 1971 Census, (ii) Finalisation of the Tabulation Plan for the 1971 Census, (iii) Compilation of Village and Town Directories/ District Census Handbooks, (iv) Review of the progress of printing of Individual Slips, Instruction Booklets and other ancillary schedules for the main Census, (v) Review of the progress in the setting up of coding and punching cells, (vi) Setting up of Regional Tabulation Offices for manual sorting and finalisation of the steps for the preparation of Primary Census Abstract, mother tongue and religion data, (vii) Preparation of District and Tahsil maps, (viii) Supply and collection of area figures for working out density, (ix) Publicity Programme, (x) National Industrial Classification—1970 and (xi) Administration problems relating to the above subjects.

Important Decisions

4. The following are some important decisions taken. For details the reader may go through the printed Summary Proceedings.

(i) On the suggestion of the Director of Census Operations the Diputy Minister for Home Affairs indicated that a communication to the Cheif Ministers and Administration of the States/ Union Territories might be issued to regard Census as a part of the normal duty of the officials of the State Government, to give priority to Census work from October 1970 to March 1971, to defer as far as possible launching of special drives which were likely to come in conflict with the Census work, to so adjust school examinations as

to least affect school teachers' work as census officials and to give easy and ready access to Directors of CensusOperations to sort out their problems with depart mental Secretaries of the State Governments.

(ii) The Registrar General felt that the optimum number of trainees in a training class for imparting training for filling up enumeration schedules should be 30 or so and 50 should be the upper limit. He also assured that he would take up the matter with the Railway Board, Life Insurance Corporation and other Statutory Bodies so that difficulties pointed out by the Directors could be resolved. Regarding breaches in respecting the orders freezing transfer of personnel entrusted with census work and jurisdictional changes in District, Tahsil, Village and Town, he assured that he would take up the matter with the appropriate authorities so that at least transfer of personnel and changes in boundaries of administrative units beyond September, 1970 were not made.

(iii) The various volumes that would be published for each State and Union Territory and their sequence were decided. Instead of a volume number being assigned to each State and Union territory as was the previous practice, it was decided to assign separate series numbers to all India and each State/Union Territory Census Publications, Series number 19 which was assigned to this Union Territory was later on changed to series number 20 consequent upon Stathood having been conferred on Himachal Pradesh Union Territory. Our series number was again changed to 23, when more States were formed. Each series was to be made of several parts and sub-parts and each part was to cover specified type of census reports or tables and the part number and type of subject covered was to be uniform for all the series. The contents of the various parts were also discussed and decided. The rationale of the ordering of the parts was to ensure immediate publication of the volumes after the preparation of the Housing and Establishment Tables and sorting for the primary census data without having to wait for the completion of other cross-tabulation. The time schedule for the publication was also discussed and finalised.

(iv) To ensure prompt release of the data after compilation it was decided to divide the District Census Handbook into three convenient parts so that parts A and B which would contain the essential data down to the village and town could be released. Part C of the Handbook was designed to contain a short write up by Administrators and Scholars on studies pertaining to the district and incorporate the administrative statistics and the census tables of the district.

(v) It was also decided to bring out a popular version of the census report so that a lay man generally reluctant to go through the voluminous census reports and tables could get to know the basic facts about the population and its distribution besides some other characteristics, such as literacy, mother tongue, religion, scheduled castes and tribes, etc.

(vi) A dummy for the publication containing the Provisional Population Totals was decided upon.

(vii) The All India Census Emblem developed by the Registrar General's Office along with the specimen for the various states was circulated for discussions. A majority of the Directors felt that separate emblems for States would not make for the oneness of the organisation and they, therefore, supported that the All India Emblem alone should be adopted for all publications. The view pervailed.

(viii) Each series of the tables of the draft tabulation plan was discussed at length and accepted or modified.

(ix) Summing up the discussions on the subject of the Administration Report the Registrar General observed that the report of the enumerator recording his own experience could be usefully incorporated in the Administration Report at the discretion of the Director. On the point of prior approval of the Registrar General's Office regarding the write-up, the Registrar General desired that the Directors could send the chapters at and when they were ready and this would help the Registrar General in drafting his own Administration Report also. The suggestion to employ a person having a flair for writing reports for drafting census reports made by some Directors did not rightly find favour with the Registrar General, as an outsider could not have the feel of the operation and the valuable personal touch would be missing in such vicariously written reports.

(x) The Instruction to enumerators for filling up the Individual Slip with special reference to recording mother tongue, religion, scheduled castes/scheduled tribes returns came up for discussion. To allay fears of wrong reporting of mother tongue and religion it was decided that the enumerator should be instructed that the respondent should be permitted to see the answer recorded. In addition, in controversial areas it was considered safer for the enumerator to obtain the attestation of a literate respondent on the back of the schedule or permit the head of the household to see the Individual Slips of his household and sign of the back of them in spoken of his verification of what has been recorded. Regarding returns of Scheduled Castes/Tribes the Registrar General suggested that until the President's Order giving out the areas and names of different Scheduled Castes/Tribes was changed by the Bill

under the consideration of the Parliament the existing list of Scheduled Castes/Tribes would remain in force. Suggestions to the effect that enumerators from outside should be imported or to have duplicate enumerators for policing their work in sensitive areas or in border areas were firmly ruled out.

(xi) Regarding National Industrial Classification-1970 it was made clear that the code structure was formulated by the Central Statistical Organisation in consultation with various organisations and adopted for 1971 Census by the Registrar General with certain modification. In case of various minor groups given in the code structure not directly corresponding to the description of a particular industry or establishment recorded in the census schedules or when a doubt arose as to whether they should be assigned to the general residuary code as "not elsewhere classified" it would be better if a reference was made to the Registrar General's Office so that after deciding which three digit code should be assigned, it would be circulated among all the Directors to ensure uniformity in case of similar situations.

(xii) The Registrar General's Office undertook to supply the area figures at State/Union Territory and District levels and the Directors were asked to obtain Tahsil and Village area figures from the State Land Record Directorates and also from the local bodies for towns. The density at the village and Tahsil level was decided to be worked out on the basis of the figures supplied by the State Director of Land Records while for the District and State on the basis of figures supplied by the Survey of India alone and presented per square kilometre. Inclusion of all Islands, if recognised as geographical units, in the Primary Census Abstract and listing out of even uninhabited Islands with area shown against each was also decided upon. A list of Islands, it was decided, would be obtained from the Naval Headquarters as well.

(xiii) For sorting of slips it was suggested that as the wooden pigeon holes as at the 1961 Census would be very costly for the 1971 Census, the Possibility of making pigeon holes out of card board should be explored.

(xiv) While reviewing the publicity measures already taken, it was felt that the system of publicity made through the Directorate of Advertising and Visual Publicity for the houselisting operation by means of insertion of advertisements in newspapers was not satisfactory. The Directorate of Advertising and Visual Publicity, therefore, tentatively agreed to decentralise the work and entrust it to the Census Directors. For doing so funds were to be placed at the disposal of the Registrar General by the Directorate of Advertising and Visual Publicity. Other measures were printing of posters and stickers in English and regional languages through the Directorate of Advertising and Visual Publicity, distribution of cinema slides again through Directorate of Advertising and Visual Publicity, printing of small handouts, franking of postal stamps with Census slogans through the Director General of Posts and Telegraphs at all Head Post Offices, the preparation of a documentary on Census by the Films Division and issue of a special postal stamps commemorating the Centenary of the Indian Census.

(xvi) The norm for opening a separate Tabulation Office was fixed at about six million of population but was to be limited to the number of posts of Deputy Directors already sanctioned. It was also decided that rural and urban Tabulation Offices should be separate. In the case of Andaman and Nicobar Islands one joint Tabulation Office both for rural and urban areas was to be set up. The staff pattern for these offices was also discussed and approved. It was decided that the Sorters, Compiler Checkers and Supervisors should be appointed on consolidated pay rather than on graded pay. Exception was later on made in the case of this Union Territory where the staff was engaged on graded pay.

Chapter XIII

CENSUS HIERARCHY AND FORMATION OF ENUMERATION CHARGES, CIRCLES AND BLOCKS

Census Hierarchy

The Census Organisation at the State/Union Territory level is headed by the Director of Census Operations who is assisted by one or more Deputy or Assistant Director(s). In this Union Territory, besides the Director, there is only one Assistant Director of Census Operations. At the district level there is the District Census Officer who is assisted by the Charge Officers. This Single District Union Territory did not, however, have any District Census Officer at any stage of the operations. Inspite of my best attempts I could not persuade the Chief Commissioner to agree to appoint the Deputy Commissioner as the District Census Officer. The problem of status consciousness baffled the Chief Commissioner who could not, with any equanimity of mind, conceive of the Deputy Commissioner working as District Census Officer vis-a-vis myself working as Director of Census Operations and also simultaneously though temporarily working as Additional District Magistrate. My intention in nominating the Deputy Comissioner as District Census Officer was to ensure better coordination and simultaneously to avoid yet another embarrassing situation when the Additional Deputy Commissioner at Car Nicobar working as Additional District Census Officer would feel humbled if he were to take orders of the District Census Officer, from an officer of the Administration lower in rank than the Additional Deputy Commissioner himself, but in view of the reluctance of the Chief Commissioner. I thought it futile to pursue the matter any further. It was, therefore, reluctantly agreed that the District Panchayat Officer should be in over all charge of the census work in the entire Andaman group of Islands and the Additional Deputy Commissioner, Car Nicobar, as over all in charge of the entire Nicobar group of Islands. The Asssistant Commissioner (Settlement) was appointed as Census Officer in charge of the entire South Andaman Tahsil and the Assistant commissioner Mayabunder as in charge of the entire area comprising Diglipur, Mayabunder and Rangat Tahsils. Tahsildars. Diglipur, Mayabunder, Rangat and South Andaman were appointed as Census Officers for their respective Tahsils excluding Forest, Bush Police and P.W.D. Camp areas falling outside revenue areas in the Forests. Assistant Secretary Nicobar Trade at the houselisting stage and Tahsildar Car Nicobar at the enumeration stage were appointed as Census Officers incharge of Car Nicobar Islands. The Assistant Commissioner, Nancowry, was appointed as Census Officer incharge of all inhabited Islands in the Nicobar group of Islands except Car Nicobar. Each of the three Divisional Forest Officers of North Andaman, Middle Andaman and South Andaman was appointed as Census Officer incharge of the entire area covered by forests, PWD and Bush Police Camps within his respective jurisdiction excluding the forest, PWD and Bush Police Camps falling within the revenue villages.

Effectiveness of the Census hierarchy

2. The dichotomy in supervision and coordination at the apex in the district was not conducive to a well coordinated action. The District Panchayat Officer's presence as over all incharge of the Andaman group of Islands was not even superficially perceptible. The Additional Deputy Commissioner, Car Nicobar, too played an insignificant role. His involvement in the Census, though nominal, did. however, have marginal psychological impact on the lower rung of officials. While the Assistant Commissioner, Mayabunder was useful for Census, the Assistant Commissioner (Settlement), who was incharge of South Andaman Tahsil, had practically no time to look to census work. Assistant Commissioner, Nancowry, the Tahsildars and the Divisional Forest Officers being Charge Superintendents ensured that the pace of census work in their areas was as good as possible. In the absence of a District Census Officer and as the Census Officers incharge ceparately of Andaman and Nicobar group of Islands were more or less non functional I had infact to work as District Census Officer also. Among the Forest Charges the keenest Divisional Forest Officer was that of Middle Andaman. Among the rural Tahsil charges none except Tahsildar, South Andaman, who was usually an over worked incumbent, needed promtings. In Port Blair the Charge Superintendent had to be changed in January 1971 due to his employment in election work. His substitute, Tahsiidar (Settlement) was temporarily withdrawn from his regular work and given to us for census work in Port Blair town who did quite well even though he was new to the place and the enumeration agency.

Charges Normal or Special

3. As already discussed earlier there were in all ten charges all of which were normal charges. All the six tahsils were tahsil charges headed by five Tahsildars and one Assistant Commissioner. In Nancowry Tahsil there was no Tahsildar at all from the beginning and even now does not have one and the Assistant Commissioner was, therefore, appointed as Charge Superintendent for Nancowry Tahsil. Three Forest Divisions having habitations beyond the tahsil revenue villages were formed into three separate charges. Port Blair Town was a separate charge. The military personnel not forming part of combatants were included in the charges of respective Tahsils/Town. Similarly, population at sea was included in the charge of the Tahsil/Town according to the location of the ships at the time of enumeration. A special team of officials was deputed for the enumeration of the Shompens and the Onges but no special charge for them was constituted. They were included in the respective tahsils for the purposes of enumeration.

Supervisor Circles and Enumerator Blocks

4. The following table gives chargewise the actual number of supervisors' circles and enumerators' blocks formed for the entire Union Territory for the census enumeration:

Sl. No.	Name of charge	Number of Supervisors' circles	Number of Enumerators' blocks
1.	Diglipur Tahsil	7	28
2.	Mayabunder Tahsil	10	35
3.	North Andaman Forest Division	1	10
4.	Rangat Tahsil	7	40
5.	Middle Andaman Forest Division	2	18*
6.	South Andaman Tahsil (Rural)	25	109@
7.	South Andaman Forest Division	5	19
8.	Port Blair Town	12	41
9.	Car Nicobar Tahsil	8	26
10.	Nancowry Tahsil	21	157
	Total	98	483

*Include two blocks of South Andaman Tahsil (Rural).
@ Include one block of Rangat Tahsil.

5. While the general guiding instructions were that a rural block should consist of about 750 persons and the urban block of about 600 persons the Charge Superintendents had to make deviations from these norms due to peculiarities of the local situations. Similarly the formation of supervisory circles as per the standard pattern of 4 to 5 enumerators' blocks was in practice slightly different. The Supervisory Circles and Enumerator Blocks originally formed were subsequently manned by less persons. The following table shows the actual number of enumerators/supervisors who worked and the average population covered by them :

S. No.	Name of Charges	Number of		Total population	Average population covered by each	
		Supervisors	Enumerators		supervisor	Enumerator
1.	Diglipur Tahsil	5	21	9,470	1,894	451
2.	Mayabunder Tahsil	9	18	8,122	902	451
3.	North Andaman Forest Division	1	4	321	321	80
4.	Rangat Tahsil	7	27	14,357	2,051	532
5.	Middle Andaman Forest Division	2	7	1,006*	503	144
6.	South Andaman Tahsil (Rural)	24	76	32,769+	1,365	431
7.	South Andaman Forest Division	5	12	1,205	241	100
8.	Port Blair Town	12	41	26,218	2,185	639
9.	Car Nicobar Tahsil	8	26	13,504	1,688	519
10.	Nancowry Tahsil	10	28	8,161	816	291
	Total	83	260	115,133	1,387	443

*Includes 141 persons of the South Andaman Tahsil (Rural).
+Includes 21 persons of Strait Island which falls in the Rangat Tahsil.

Chapter XIV

INTENSIVE TRAINING OF CENSUS ENUMERATION PERSONNEL

Nothing is more important in an operation of the nature of a population census than the intensive training of the enumeration agency. The instruction booklets issued by the Registrar General were quite exhaustive but a mere reading of the instructions did hardly serve the purpose. First of all the Director and his Assistant Director themselves had to be thoroughly acquainted with the instructions. For this, the Directors and their deputies or assistants had to be trained at the various seminars organised by the Census Commissioner. In these seminars, besides thorough acquaintance with the instructions one also came to understand the concept of the census questionnaires. The possible problems which might arise in canvassing the questionnaires were also discussed and resolved. The Director, his deputies or assistants were thus fully geared up to serve as trainers to train up the District Census Officers, Charge Superintendents, Supervisors and the Enumerators. The enumerator being the pivotman in the conduct of the population census the cardinal instructions for filling the census questionnaires must permeate down to him as many times as possible since even small mistakes by him are likely to assume large proportions cumulatively and thereby vitiate the accuracy and reliability of the data collected. The inadequacy of the training at the houselisting stage made us wiser and more circumspect than before in organising the training before the enumeration stage.

2. The training programme for enumeration was inaugurated by the Chief Commissioner in the Central School Hall in Port Blair on the 25th October, 1970 and he addressed the Census Officers, Charge Superintendents and some Supervisors who also attended the first training camp held from 25th to 27th October 1970 essentially for all Census Officers and Charge Superintendents—highlighting the importance of Census Operations, the crucial role of the enumerators and supervisors therein, and the need for accuracy and thoroughness in filling up the Census questionnaires. Due to unkind weather census officials from the Southern group of Islands could not participate in this training and a separate training programme for them was subsequently organised, on 11th and 12th November, 1970 in which the Charge Superintendents of South Andaman Rural and Urban along with their Supervisors residing with 8 Kms., were again called for training Shri Ardaman Singh, Assistant Director of Census Operations and I jointly undertook training of the participants for all the days. The training included actual reading of the instructions for filling up of individual slips para by para and discussions thereon for clarification of doubts and solving of difficulties, the instructions for filling up of the other ancillary forms viz., the population record, the enumerator's daily posting statements for males and females and the enumerator's abstract. It also included the instructions for filling up the abridged houselist, explaining the details of the entries in the filled in sample individual slips, enumerator's daily posting statements and enumerator's abstract given at the end of the instruction booklet, procedure for numbering of individual slips in the different pads, writing up location code numbers therein and preparation of the notional maps. After the theoretical training every census officer was called upon to fill in individual slips and other schedules in red ink meant for training for five or more households as part of the field training. Earlier individually they were asked to demonstrate their understanding of the concepts by filling up entries on the roll up black boards containing the questionnaire and other details of the census schedules. Mistakes committed were explained to the trainees and their difficulties resolved during the general discussions which followed. The Charge Officers were asked to organise training of the supervisors and enumerators on the lines of the training they had received and to ensure that, except where unavoidable, the enumerators are not to travel long distances for attending training classes. Each Charge Officer was asked to arrange at least three training classes in convenient batches during November, December and January preferably at regular intervals. The first or the other training class in the charges was addressed either by me or by the Assistant Director or by both of us jointly. Each Charge Superintendent was supplied one set of roll up black boards containing census questionnaire and other ancillary forms for use during the training classes. These roll up boards were prepared locally in my office by the Technical Assistant. The Charge Superintendents were requested to ensure that each supervisor and enumerator attends all training classes including field exercises. Field exercises were required to be taken up at the end of the entire theoretical part of the training or in instalments as and when theoretical training of one schedule was over and one session at the end was set apart for clarifying all doubts, the object being that the Charge Superintendents should satisfy themselves that each enumerator/supervisor including those on reserve list had mastered the instructions and was fully conversant with the

task he had been called upon to do. Distribution of instruction booklets and practice schedules to enumerators and supervisors was done before starting the training class and the Charge Officers were given the instruction booklets and practice schedules when they themselves came to attend the first training class in Port Blair. They were also given additional forms for actual census. This ensured safe delivery to the concerned persons. To ensure that all the enumerators and supervisors including the reserves have turned up a record of attendance of the trainees at different centres was insisted upon. Absentees were required to be warned immediately and their absence reported to their immediate superiors. The Charge Officers were cautioned about the time element and requested to keep record of the time taken by the enumerator in canvassing the schedules for a household at the initial stage and the improvement he showed as he familiarised himself with the technique. Undue haste or any tendency on the part of the enumerator to rush through the work in the latter part, having neglected it in the earlier part of the enumeration period, was required to be guarded against. For this it was considered important to impress on the charge Officers the necessity to plan out enumerator's work in his block over the 19 days period in such a manner that he covered the households from day to day maintaining a steady and systematic progress. The Charge Superintendents were asked to send copies of the training programme drawn out by them to my office. The training programme so drawn was adjusted suitably in consultation with other Charge Superintendents who attended the training class at Port Blair.

2. While almost all the training classes for enumerators and supervisors in South Andaman Rural including forest charge and urban area of Port Blair Town were addressed by me and the Assistant Director jointly or individually, both of us also addressed the training classes at Rangat. I also addressed the training classes at Long Island (Forest Charge Middle Andamans), Mayabunder including Forest Charge North Andamans and Diglipur. Shri Ardaman Singh undertook training classes in Car Nicobar and Nancowry in two batches. Almost everywhere there were three training classes of the enumerators and supervisors. In some cases the number of rounds of training classes were even more and due to the postponement of the census count, special training classes in the charges were organised to keep up the tempo of work. By and large, the enumerators and supervisors shown enthusiasm in training and kept on putting questions to satisfy their doubts. Due to limited funds it was, however, not possible even to arrange for a cup of tea during the training classes in the Charges and there was insistent demand for allocation of funds for this from some Charge Superintendents. This demand, I felt, was justified but I could not be of help to them due to impecuniousity. The Charge Superintendents, however, made their own personal arrangements for meeting expenses on tea for the trainees.

Chapter XV

THE CENSUS ENUMERATION

The Reference day—D'Day of Census

The reference day for the popoulation census of 1971 was originally the sunrise on 1st March, 1971, that is, the census was to provide the picture of the population of the country as it existed at the sunrise of 1st March, 1971, Due to mid term poll the reference day had to be postponed to 1ts April, 1971. There is nothing sacrosanct about the reference date as such and decennial censuses prior to 1941 had different reference dates although in fairly close proximity of 1st March at each census year. The changed date, therefore, did not affect the validity or comparability of the census figures as such 1st March in India is found to be the most convenient time for carrying out census enumeration, as, about this period, most parts of the country are easily accessible with people being relatively free from any large scale migration. The ideal census would be to take a count of all people on the reference day itself but it would be almost impossible to contact every person at the same time throughout the length & breadth of the country or any part thereof at this fixed point of time. Therefore, instead of a synchronous census at one fixed time the taking of census was spread over a period of 22 days starting on the 10th March, 1971 and continuing till the 31st March 1971 and enumerating all persons at places where they resided. But in order to bring the picture up-to-date as at the sunrise on 1st April, 1971, that is, the reference date for the census, a revisional round from the 1st April to 3rd April was undertaken to enumerate any fresh arrivals who had not already been enumerated elsewhere and to take into account any new births which had not been previously taken into account during the enumeration period and to delete persons from the census count who had died during the said period but prior to the sunrise on 1st April, 1971 ignoring all births and deaths and arrivals of visitors that had taken place after the sunrise of 1st April, 1971.

Enumerator's Census Packet

2. The census packet of the enumerator consisted of a letter of appointment clothing him with the statutory power to ask all questions necessary for the taking of the census, Instruction Book, Individual Slip Pads, Forms of Daily Posting Statements, Population Records, Enumerator's Abstracts, Abridged Houselists and a copy of the Notional Map. Bulk of these forms were despatched to the Charge Superintendents in September 1970 and the rest were handed over to them in October 1970 with the instruction that barring training Schedules, Instruction Booklets, Abridged Houselists and Notional Maps other schedules for actual census should not be made over to the enumerators much in advance of the census count to ensure their safety. They were accordingly requested to issue census schedules in the last training class. Exception was, however made in the case of enumerators who were posted in isolated places having no regular means of transport. Delivery of the Schedules in their cases was made much in advance of the 10th March, 1971 to ensure prompt start of the enumeration work. By and large the Instruction Booklets, Abridged Houselist and Notional Maps were delivered to the enumerators in January 1971 and the actual census schedules in the beginning of March 1971.

Start of the Census Enumeration and its supervision

3. On the eve of the census enumeration messages by the President and the Prime Minister of India exhorting people to give their full cooperation to the enumeration agency were issued. The enumeration was launched promptly on the morning of the 10th March, 1971. At the Union Territory Headquarters the first to be enumerated was the Chief Commissioner followed by his family. Myself and the Assistant Director went round the town to supervise the work and found all the enumerators and the supervisors at work. The Charge Surperintendent also went round the town after the enumeration at the Government House was over. Supervision of the work in the villages in South Andaman Tahsil was made by me and the Charge Superintendent. Occasionally Shri M. Karuppaswamy, Tabulation Officer was also deputed to go to some villages. As a visit to the Southern group of Islands would have stuck me there for almost the whole of the enumeration period, I could not myself go over to the south. Besides, my presence at the Headquarters was necessary to attend to last minute calls from the Charge Superintendents. I, therefore, deputed the Assistant Director of Census to supervise the census work in Car Nicobar Tahsil and in some important Islands of Nancowry Tahsil such as Teressa, Chowra, Camorta, Pulomilo, Kondul, Campbell Bay etc. as also to enumerate the Shompens in Great Nicobar Island. He left on 13th March, 1971 and returned on 2nd April, 1971. After having covered a number of villages in South Andaman Tahsil and the town I

myself proceeded to the rest of the three Tahsils namely Rangat, Mayabunder and Diglipur. I checked the work in a number of villages in all these Tahsils at one stretch remaining away from the headquarters from the 24th March, 1971 to 27th March 1971. Mistakes detected were got corrected on the spot and guidance was given wherever needed during the course of these tours.

People's Cooperation

4. Everywhere we went we found the people wholeheartedly cooperating with the enumerators. Only in two cases—one in Rangat and the other in Port Blair—the enumerators found the heads of the household unwilling to answer questions. On personal intervention by the respective Charge Superintendents, however, the confidence of these heads of households was soon won over and they understandingly yielded to the interrogations by the enumerators. There was, therefore, no need to take recourse to any coercive action under the Census Act.

Conceptual understanding of Census Question

5. By and large the educated persons posed no problems but their preoccupation with their own work obliged the enumerators to visit them more than once at their convenience. Language barriers did pose difficulties occasionally but in all such cases help from neighbours or bilinguists resolved the problems of the enumerators. Among the less educated or the illiterates the difficulty of explaining the questions and eliciting correct replies thereto was not uncommon. The question on age, I fear, would not have been answered very accurately in a large number of cases. This would be more so in the case of villagers and all the tribals such as the Shompens, the Onges, the Andamanese and to a lesser extent in the case of Nicobarese—the reason primarily being the inability of all such persons to keep any correct track of their ages. In other cases the possibility of returning the 'years running' rather than the 'years completed' cannot be ruled out. In question number five, regarding 'marital status' and question number six the concept of 'currently married' was at first generally confusing as was revealed during the course of the training. The enumerators and supervisors were found to equate recently married persons only with currently married people. Special efforts were made to impress upon them that 'currently married' means all persons who are recognised by custom or society as married or the persons in stable *de facto* union or in other words persons whose marriage subsists at the time of enumeration with the spouse living irrespective of the fact that the marriage is the first or the second or third etc. On question No. 7 regarding birth place there was practically no difficulty in understanding the concepts but the categorisation of the birth places into urban/rural on the basis of the replies by the respondents presented some difficulties particularly to those enumerators who were conscientious enough not to put any leading questions by way of clarification. Further in some cases the respondents hardly knew the names of the districts of the places of their birth. If inspite all attempts the names of the districts could not be ascertained the entry of 'not known' had to be made against the relevant part of the question. Question number 8 regarding last residence particularly in the case of displaced persons who were settled here after having been uprooted from their homes in Bangladesh (formerly known as East Pakistan) was answered differently by the respondents. While some gave out the names of the actual places in Bangladesh from where they came to India others gave the names of the places of their temporary camps where they stayed for some time before actually coming to these Islands. There was complete absence of any organised movement to have religion recorded in a particular manner by any political or other bodies. Neither were there any complaints of wrong recording of religion. Among the tribals the Nicobarese were returned predominantly as Christians followed by such of them who returned 'no religion'. Other tribals such as the Shompens, Onges and Andamanese were found to be animists in majority. On question number 11 some objections were raised both by the enumerators and some section of the people, when it was known that no person would be recorded as a member of the Scheduled Caste, as no such caste had been included in the Presidential Order recognising such castes for this Union Territory. There are a number of persons here who are recognised as belonging to Scheduled Castes recognised in other States and 'Nam Sudras' of Bengal who form the majority of settlers and some others here were thus not recorded as persons belonging to Scheduled Castes. Similarly persons recognised as belonging to Scheduled Tribes elsewhere in India were excluded from being recorded as such in these Islands as such tribes were not recognised in the Presidential Order for this Union Territory. Even among the Scheduled Tribes recognised for this Union Territory in the Presidential Order particular Tribes have been recognised regionwise as for example the Onges and the Andamanese among others are recognisable only in the Andaman group of Islands and the Shompens and the Nicobarese only in the Southern group of Islands. If these tribals migrated or settled in regions in these Islands where they were not so recognised, which was found to be so in some cases during the course of enumeration, they had to be excluded from being counted as belonging to the any recognised tribe of these Island. This appeared to be an anomaly for which there was no remedy with us. Those who had objections to such a procedure being adopted ultimately got reconciled to the reality of the legal situation. Unlike the

serious apprehensions regarding the varacity of the entries relating to mother tongue in certain sensitive parts of this country in the mainland, we did not come across any case in which even suspicion of deliberate wrong or biassed entry of mother tongue could be raised. Coming on to the economic questions the categorisation of certain persons engaged in plantation work only as cultivators on the basis of the conception of the respondents themselves as doing cultivation while doing plantation work might have been done but by and large such mistakes would be very few. Although the definition of cultivator was thoroughly explained to the enumerators, it is apprehended that the enumerator would not have cross examined the respondent in the light of such definition if the latter while doing plantation work only returned himself as cultivator. The concept of household industry, it appeared, was vaguely understood by some enumerators and as a result wrong entries or omissions were found which were corrected to the extent possible at the time of editing of Individual Slips. The concept of sub-parts (d) and (e) of question number 16 relating to main activity was found to have not been fully grasped by quite a few enumerators. Typical mistakes found during the checking operations were rectfied and the Charge Superintendents were asked to correct similar mistakes elsewhere. Lack of full details in reply to these sub-parts posed difficulties in tabulation which will be separately discussed in the Administation Report on tabulation. Suffice it to say that the replies though sketchy did not prevent their proper classification.

Coverage

6. To ensure that there is complete coverage the blocks of enumerators were clearly demarcated. All new camps or habitations whether authorised or unauthorised coming up after the Houselisting Operations were also taken note of to ensure their coverage. Forest and other major developmental departments were requested to avoid any migration of camps and if it was extremely necessary to do so, intimation thereeof should be given to us well in advance of the date of the start of the enumeration. All this enabled us to include all such localities in our list of places to be enumerated. For floating population on the sea and the houselss population separates steps were taken. The semi nomadic Sheduled Tribes of the Onges and the Shompens were covered by a specially drafted team by trekking long distances in the jungles infested with poisonous snakes, bitter biting ticks, leaches, sand flies and other insects and rivulets and nallas which occasionally had crocodiles. All possible attempts were thus made to trace out all such nomads and enumerate them and if per chance a few of them have not been enumerated it may be that it was impossible to contact them at all. All other areas of normal habitations were fully covered. There were also no complaints from any source of non-coverage in any areas. The hostile Jarawas and Sentinalese were however, left out of count. There was thus no doubt that the coverage at the present census was as complete and exhaustive as was humanly possible.

Enumeration of the houseless and Floating Population

7. Although initially it was anticipated that there would be no houseless persons in any rural area and only the Port Blair Town will have houseless persons, it was later on discovered that besides the Town two other South Andaman Rural and Rangat Tahsils too had a few of the houseless people. For locating the places where houseless persons would be available a thorough local knowledge of his area for the enumerators is very handy. The Charge Officers were also asked to have rounds taken during or before the enumeration to locate all such areas and to enumerate all houseless persons on the night of the 31st March, 1971. The Charge Superintendent of Port Blair Town along with Shri Karuppaswami. Tabulation Officer, went round the whole of the town and supervised the enumeration of the houseless persons. In other areas the enumerators themselves covered such persons. In no case the help of the Police was found necessary.

8. Detailed guidelines regarding enumeration of the Floating Population were issued by the Registrar General's Office in the letter No. 9/168/70-CTU(CEN) dated the 20th October, 1970. There was no boat population as such in these Islands as envisaged in the guidelines. There were no foreign oceans liners touching any of the port in this Union Territory as they are not permitted to call at ports owing to restrictions on entry of foreigners into this area. As for Naval Ships no enumeration was to be done by us as the crew and the naval officers and men were declared combatants. No Indian mercantile ships ply between any of the ports in these Islands and foreign ports. Passengers travelling in mercantile ships plying between Calcutta/Madras and Port Blair were not expected to have been absent from their places of residence during the enumeration period. The question of their enumeration, therefore, did not arise. The members of the crew on all such vessels or boats were enumerated, if they resided on these vessels or boats and had been absent from their residence from the 10th March, 1971 onwards. Enumeration of such members of the crew was done on the 31st March or the 1st April, wherever such vessels or boats were found during these two days. If any boat was to touch more than one port during these two days, the Charge Superintendent of the place which was the first place of anchorage of the vessel during these two days was required to enumerate the crew and the other Charge Superintendents informed of having done so to avoid duplication. The enumeration of the crew of the ships and boats in anchorage

in and around Port Blair was done under the supervison of the Charge Superintendent by the enumerators in the proximity of whose jurisdiction the ship or boat lay in anchorage on these two dates. I also accompanied the Charge Superintendent and saw the work in progress for some time. Population Record was not filled-in in the case of such population and in place of the location code the name of the ship was recorded in the Individual Slips.

Enumeration of the nomads

9. There are no nomads of the type we generally find in the mainland. However, the only nomadic tribes which can be referred to under this chapter are the semi nomadic and wandering tribes of the Onges and the Shom Pens, as the Andamanese have more or less settled down largely in one Island. The Sentinalese and the Jarawas are also nomadic but, as they are hostile, no contacts have been established with them. By the time the next census of the Onges and the Shom Pens is held many of the difficulties of contacting these tribes will have been perhaps resolved due to the opening up of the areas of their habitation by construction of roads etc., and their coming nearer to the fold of the modern civilisation. Still, as a description of the itinerary and the procedure followed in enumerating the friendly tribes may prove somewhat useful in future the same is being given in the following paragraphs.

10. The Registrar General, India, on his visit to these Islands in March 1970 suggested that it would be a unique idea in the Census history to have a photo-census of the Onges and the Shom Pens. We, therefore, decided not only to have a photo census but also to collect socio-economic data and other information relating to their family hierarchy along with their actual enumeration through our own agency. We, however, requested the Registrar General to place at our disposal the services of two investigators and a photographer from his office for the purpose. This was readily agreed too. Little Andaman Island is the habitat of the Onges and the Shom Pens generally live in the interior of the great Nicobar Island. It was initially planned to cover the Onges in November 1970 by chartering a special sea worthy boat and foraying at all the places where the Onges are normally found from convenient coastal points. But as the Administration could not make any boat available for the purpose, the census party could not straightaway be sent to Little Andaman then. We utilised the officials sent by the Registrar General to undertake socio-economic survey of the Nicobarese in the Chowra Island in the meanwhile. As we had to have a special boat all to ourselves for imparting training and covering enumeration in the Nancowry group of Islands, we sought for the sanction for hiring a private boat for which approval by the Registrar General was received in February 1971. As the charges quoted for a private boat were very high and as the Administration later on agreed to spare on boat for covering the Nancowry group of Islands in March 1971, we did not at all utilise the sanction of Rs. 30,000/- for hiring a private boat. After the work in the Chowra Island was completed, we decided to have the coverage of the Onges in February 1971 before the actual enumeration started elsewhere. A party consisting of Sarvshri G.P. Reddy and Sanyal, Investigators, K.C. Kapoor and V.K. Balan, Photographers, P.K. Thankappan Nair, Assistant Compiler and R. Sasi, Upper Division Clerk besides two class IV officials and some labourers headed by Shri Ardaman Singh, Assistant Director of Census Operations, was deputed to Hut Bay in Little Andaman on the night of 8th February, 1971 in a Police Boat which was on its way to the Southern Group of Islands for election work. At Hut Bay Shri V.K. Chaudhary (Social Worker) and his peon Pivous also joined the party. The party carried gifts and provisions for the Onges besides their own daily provisions, camp equippage, special hunting boots, woollen putties, torches, lanterns, patromaxes, cooking utensils and buckets, medicines, kerosene oil tins etc., with them. While the tentage, hunting boots, torches and folding cots etc., were borrowed from the Anthropological Survey Office in Port Blair and the woollen putties from the Police Lines in Port Blair, the rest of the articles were either available in the Census Directorate or purchased from the local market. On disembarkation at Hut Bay the party enumerated three Onges available there itself and proceeded to Butler Bay where there is a Rehabilitation and Reclamation Organisation Camp and there the party enumerated 10 Onges. From Hut Bay to R.R.O. camp at Butler Bay, a distance of about 6 kms. was covered by the R.R.O. truck and upto Forest Camp at Butler Bay, a distance of about 5 kms. from R.R.O. camp at Butler Bay, on foot. The forest Ranger supplied, on payment, some sturdy labourers for carrying the luggage etc., for the party. The party engaged two slightly Hindi knowing Onges and some others also to serve both as guides and camp followers. In the absence of any boat which was previously promised by the Deputy Chief Engineer (Marine) at Hut Bay, the party ultimately headed towards Dugong Creek early in the morning on foot treking a distance of about 31 kms. from R.R.O. camp at Butler Bay after one hop at Forest Camp at Butler Bay where they spent the night. Their departure to Dugong Creek was delayed by two days in the vain hope of securing a boat for reaching Dugong Creek by sea. On their way to Dugong Creek the part went tearing through Forests with axes or 'Dahs' and felling branches of trees obstructing their way. Through out the journey hunters shoes stood them in good stead. To ward off attacks from ticks and other insects

the faces and other parts of the bodies of the members of the party were besmeared with liberal coatings of carbolic soap emulsion in addition to the covering of faces and as much of the hands as possible with thin gossamer veils. This process was repeated at bed time also every night. Inspite of these precautions the contumacious ticks had enough of their spree at the cost of the party and it took a number of days for the detumescence of the tick bites of the victims. Fortunately there were not many leeches at this time of the season. Of course, jungle snakes and crocodiles, which the party came across, did not take any toll of life. Most of the camp equipment carried from Port Blair could not be made use of in the interior of the jungle as the carriage thereof was itself a big problem and consequently it had to be left at Hut Bay. The party's bivouac was the sea shore or in the Onge huts wherever available. At Dugong Creek the team was split into two parties. One party consisting of Sarvashri G.P. Reddy, K.C. Kapoor, V.K. Chaudhary and his peon Pivous and Ardaman Singh, Assistant Director of Census Operations, accompanied by Onge guides left for Bumila Creek and Jackson Creek. The other party was asked to hold on at Dugong Creek and round about. At and around Dugong Creek the party was fortunate to contact 41 Onges. The former party first headed towards Ekiti Bay about 39 kms. from Dugong Creek and then to Bumila Creek in search of a reported group of widows and spinsters via the forest route. For the night the party stopped at Ekiti Bay in the open. They then followed the coastal route from Bumila Creek to Jackson Creek. The group of widows was, however, nowhere sighted and it was later on learnt that this group of Onges had perhaps split up and got mixed up with others. The Onge guides in their enthusiasm to show every possible Onge hut took the party through a very circuitous route from one hut to another covering even delapidated huts. More than 50 such ruined huts were shown and only one hut in Jackson Creek in which the party slept for two nights was in good condition. In the absence of a boat which was earlier promised to be made available by the Onges at Jackson Creek, the creek could not otherwise be forded. Crossing the creek by swimming was not free from risk. There were many crocodiles sprawling around the creek. Efforts to cross the nala from the upper reaches also failed due to marshy land surrounding the nala for miles. Three Onges were then deputed to cross the nala from higher levels with instructions to escort all the available Onges to the otherside of the creek. These Onges did not return for 3 days and on enquiry from one of the Onge guides it was discovered that these Onges were not likely to come back at all for several days as they were in a holiday mood. The party, therefore, had to return. While returning the party left for Butler Bay via the forest route other than the one which was previously taken to cover other Onges in the middle of the forest. For the night the party stopped in a permanent Onge hut known as Raju's Kurali at a place called Togalange almost in the middle of Little Andaman. The sought for Onges were reported to have already left for Dugong Creek to be enumerated by the other party. From Togalange the party went to Hut Bay via Forest Camp and R.R.O. camp at Butler Bay on foot and from R.R.O.camp at Butler Bay the party left by R.R.O. truck for Hut Bay. On reaching Hut Bay the party again went to South Point in an almost sleeveless errand but on their return the party met Kete Kete group of Onges along with their leader. The other party was again split into two one of which traversed the area by coastal route and the other partly by coastal route and partly by forest route and covered all available Onges on their way to Hut Bay. In a separate tour Shri Ardaman Singh, Assistant Director of Census Operations, again went to the western coast of Little Andaman by M.V. Katchal to hunt up other left outs among the Onges but except for empty huts no Onge could be contacted. In all 112 Onges were thus enumerated and with the exception of a few all were also photographed.

11. The next operation was to census and photograph the Shom Pens after hunting them up in "so large, so mountainous, so densely wooded and unhealthy an Island as Great Nicobar". In March 1971 one sea going vessel belonging to the Administration was placed exclusively at our disposal both for census work in the Southern group of Islands as also for covering the Shom Pens of Great Nicobar. This boat was thus utilised to cover isolated areas in the Nicobar group of Islands for supervision of the census work in general by a special party deputed by this office to conduct socio-economic survey of the Shom Pens. The party consisted of almost all those who were earlier deputed to Little Andaman for covering the Onges with the exception, however, of one Upper Division Clerk and substitution of a class IV official. Shri Chaudhary, the Social Worker and his peon did not, however, accompany this party. In addition one Police Radio Operator, one armed Police Constable and a Compounder were added in the party for protection and assistance, should any need arise.

12. The party left Port Blair on the 13th March, 1971 and after checking Census work in some areas reached Kondul. The party contacted Jura, village Level Worker, who had in the 1961 Census also worked as a guide for the Shom Pens. The party accompanied by Jura then anchored at Laful on 18th March, 1971. Jura after disembarking contacted some Shom Pens in his own boat. These Shom Pens brought three canoes to carry the party up-stream of the Laful River. Ten Shom Pens were counted upstream of the river. The journey by canoes towards the mouth of the river was quite hazardous and as the

party reached the mouth of the river the sea became very rough and the canoes were tossed violently by heavy surfs. The sea water also entered into the canoes. The next anchorage was in the Trinkat Champlong Channel. Jura's boat came handy for disembarking here also. The Shom Pens had also brought their canoes from Laful for disembarkation of the members of the party after anchorage of the ship in the Trinkat Channel. The Laful Shom Pens were also utilised for covrage of the Shom Pens in and around Trinkat Champlong at places such as Batate Shou, E-Oheab and Dhakanchin. The next place of halt of the party was Kondul from where the party left for Pulo Babi and anchored there. After disembarkation the party halted in the Pulo Babi school building and divided itself into two groups. One party headed by the Assistant Director of Census Operations and escorted by Nicobarese went on foot towards Alexandra River after crossing Dagmar river and covered the Shom Pens of Rapange and Dhagare. The other group covered the Shom Pens of Rakaraj and Chubakuwa. Both these groups had to trek 45 to 50 kms. in a very difficult mountainous terrain. They had to wade through rivulets and swamps covered with 3' to 4' high grass where it was difficult to predict whether the next step would fall on terra farma or a quagmire . As some of the Rapange Shompens were not present in their huts, they were subsequently brought to Pulo Babi . Although the women folk and children were enumerated but out of shyness or fear or both they did not tarry long for a detailed photography and ran away almost immediately on being approached by the census party . From Pulo Babi the party went to cover the Shom Pens around Galathea river after disembarking at Matata—Anala. In all 92 Shom Pens were thus enumerated and many of them also photographed.

13. Among the many problems faced by the parties sent for the coverage of the Onges and the Shom Pens the single most unsurmountable was that of the language. Help from interpreters who were themseleves deficient in the Onge or Shom Pen languages could hardly be considered conducive to any authentic and detailed socio-economic survey. For effective implementation of the tribal welfare schemes it not only appears reasonable but necessary also that some officials of the Administration are asked to live amongst these tribals to become thoroughly acquainted fairly well with their ecology, language and customs. Till this is achieved whatever materials have already been gathered will be our guide.

Non-synchronous enumeration in inaccessible areas

14. There are a few Islands here which neither have ferry services connecting it with others having regular ferry services nor is landing in such Islands possible throughout the year. Synchronous enumeration in such Islands, therefore, was not possible. With the approval of Registrar General advance enumeration was made in these areas. In the Andaman group of Islands the enumeration of Narcondam Island was got done in February 1971 by deputing an Assistant Compiler to go over there by a special naval boat drafted for carrying rations for the Police personnel posted in that Island. Another Island in the Andaman group of Islands where the enumeration was completed on 1st March 1971 was the East Island. A trained enumerators from Diglipur was specially deputed to cover the permanently settled population in that Island and sent along with the Election party which was going to the East Island by a special boat. Advance enumeration of the Onges was also done in February 1971 in Little Andaman of South Andaman Tahsil by a party led by Shri Ardaman Singh, Assistant Director of Census Operations, as already mentioned earlier. On account of the mid-term poll it was considered advisable to utilise the boats being sent to a number of Island in the Nancowry group of Islands for election work for enumeration as well by the 1st March, 1971. Chowra, Bampoka, Great Nicobar (except Campbell Bay), Kondul, Little Nicobar and Pillomilo in the Nancowry Tahsil could, however, complete the enumeration only by the 15th March, 1971 as the census work could be taken up only after the election poll in these Islands. For Little Nicobar Island 4 labourers along with one canoe were placed at the disposal of the enumerators/supervisors for seven days for enumeration work. In all these Islands where advance enumeration was done no revisional round was at all made, as the population involved was neither substantial nor their movements frequent.

Enumeration of defence personnel

15. It had been made clear quite early that the enumeration of the combatants in operational areas will not be done either by the Military or Civil Census Officers on the spot. Instructions were received that the combatant personnel in this Union Territory should also not to be enumerated on the spot either by the Military or Civil Census Officers as Army Statistical Organisation was to census the said personnel and send figures to us through the Registrar General, India. Households in operational Areas where the combatants also resided jointly with civilians (e.g., with family) and non-combatant and civilian personnel in non-operational areas residing in the military areas were enumerated by the Military Census authorities. The filled in pads, population record pads, enumerator's daily posting statement and enumerator's abstracts were handed over to us by the Military authorities. The work in this regard was coordinated by the Naval authorities. Separate instructions were issued regarding the procedure to be followed in filling up question No. 16 of the Individual Slip in the case of service personnel whose enumeration had to be done on spot.

Within the strictly military area it was in the M.E.S., that there was need to have enumeration by the Military authorities. The non-combatants or civilians residing with combatants in Port Blair beyond the strictly military areas were covered by the urban civil census officials. Naval or Air Force civilians or non-combatants were covered by the respective Naval or Air Force Census authorities in outlying areas such as Camorta or Car Nicobar and their filled in schedules sent to us.

Relay of Provisional Population Totals

16. Immediately after the enumeration when the revisional rounds were over on the 3rd April 1971, we were anxiously awaiting the receipt of the provisional totals from the Charge Suprintendents. The intervening period is really of intense personal worry for the Director of Census Operations who is uncertain whether the work has been completed or not and if completed whether it has been done accurately without missing any person. Detailed instructions had already been sent to the Charge Superintendents in two of our letters (the other on account of change of dates in the census programme) asking them to arrange that the supervisors collect from the enumerators. Enumerator's Abstract toegther with all other records i.e., Individual Slip Pads, Enumerator's Daily Posting Statement (Male and Female), Population Records, Degree Holders and Technical Personnel Cards, Abridged Houselists, Layout Sketch as well as unused pads and schedules and send them to the Charge Superintendents after carefully ckecking the entries by the evening of the 3rd April, 1971 or the morning of the 4th April, 1971 latest. At the Charge level the Charge Suprintendents had orders to take over the records and post the figures from the Enumerator's Abstract in the prescribed proforma taking care to ensure that all blocks have been accounted for. They were also asked to cross check the records received from the supervisors with the list of records maintained for the supply of records to the enumerators. After posting of the figures from the Enumerator's Abstract for all blocks was completed, they were required to be totalled and communicated to this Directorate by wireless message/express telegram in the following prescribed form by the 4th April :

"1971 Census Provisional Totals.....
Charge.....Tahsil.....
Males.....Females.....
Total Population.....Literate males.....
Literate females.....Total literates....."

17. After communication of the provisional totals compilation by the Charge Superintendents of further detials of the provisional figures from the Enumerator's Abstract as a supplement was called for by the 7th April. A healthy competition was set up to see which Charge communicated the provisional totals first. The first figures from the charges poured in on 3rd April at 9.40 P.M. and the last on 6th April at 8.30 P.M. The following statement gives the dates and timings of the receipt of the provisional total figures from the various charges:

Charge Superintendent	Receipt of Provisional figures		Provisional figures of population	Final total of population	Percentage variation of provisional figures from final total
	Date	Time			
1	2	3	4	5	6
1. Tahsildar, Diglipur	4-4-71	9.42 P.M.	9,471	9,470	—0.01
2. Tahsildar, Mayabunder	4-4-71	5.28 P.M.	8,122	8,122	—
3. Divisional Forest Officer, North Andaman	4-4-71	10.15 A.M.	321	321	—
4. Tahsildar, Rangat	4-4-71	9.48 P.M.	14,352	14,357	+0.03
5. Divisional Forest Officer Middle Andaman	5-4-71	11.45 A.M.	1,006	1,006 (including 141 persons of South Andaman (Rural) Tahsil)	—

1	2	3	4	5	6
6. Tahsildar South Andaman (Rural)	6-4-71	8.30 P.M.	32,732	32,769 (includes 21 persons of Rangat Tahsil)	+0.11
7. Divisional Forest Officer South Andaman	5-4-71	9.30 A.M.	1,205	1,205	—
8. Tahsildar (Settlement) South Andaman (Urban)	6-4-71	5.30 P.M.	26,212	26,218	+0.02
9. Tahsildar, Car Nicobar	3-4-71	9.40 P.M.	13,504	13,504	—
10. Assistant Commissioner, Nancowry	5-4-71	1.43 P.M.	8,165	8,161	—0.05
Andaman & Nicobar Islands			1,15,090	1,15,133	+0.04

It is creditable that the difference between the provisional figures and the final figures was absolutely negligible. There was absolutely no difference in as many as five charges while in the rest the approach to the final figures was very close.

18. We were able to consolidate the figures and communicate them to the Registrar General by radiogram on the 6th April, 1971 itself followed by telephone on the 7th April, 1971 by way of confirmation. The Registrar General's office, however, recorded receipt of our totals only on the 7th April, 1971 at 8.35 A.M. Among the 18 States and 11 Union Territories/other areas we secured 15th position in point of time of receipt of the communication giving totals by the Registrar General and among the Union Territories/other areas we were the 7th to have communicated the totals. Considering the difficulties of communications in general and the inaccessibility of certain parts in these Islands it was perhaps no mean achievement to convey the provisional census results sooner than many other States/Union Territories and a little before the permissible date—7th April, 1971. This was acclaimed by the Registrar General vide his telegram dated the 7th April, 1971, reproduced below:

"CENSUS

PORT BLAIR

From Chandra Sekhar to Joshi (.) My Thanks and Hearty Congratulations to you and your Colleagues and all the Census Officers in the Districts of your State for being able to Communicate Provisional Population Figures by the Targetted date(.)

Reggenlind"

Release of Provisional Results

19. The Registrar General compiled the following two statements on the basis of the 1971 Census provisional figures received from the various States and Union Territories with amazing speed in less than one day after the receipt of the last results on 8th April, 1971 from as many as six States and Union Territories (the rest having been received by him between the 2nd and 7th April, 1971) and sent them on to all the Directors under his d.o. letter dated the 9th April, 1971:

(1) Distribution of Population, Sex Ratio, Growth Rate and Density of Population by State/Union Territory,

(2) Statement showing the ranking of States/ Union Territories in population size.

20. In his letter referred to above the Registrar General had issued directions that the figures contained therein should not be given or released to any one till they were released by the Registrar General himself. The Registrar not only released these figures on the 12 April, but also brought out simultaneously a booklet of about 57 pages called paper 1 of 1971 Provision Population Totals (India) containing a brief analysis of the provision population figures and a number of maps and charts in a record time which was universally acclaimed both within and outside the country. After the release of the figures by him, the Directors were telegraphically intimated by the Registrar General that they were free to release the provisional population figures of the States/ Union Territories at their earliest convenience. In the absence of the receipt of the circular d.o. letter of 9th April, 1971 we, however, with held publication of our own figures till we received a radiogram from the Registrar General authorising

us to publish provisional figures at a glance pending receipt of d.o. letter of 9th April, 1971. We accordingly published the provisional population figures at a glance through the local press and the All India Radio on the 16th April, 1971 and brought out Paper 1 of 1971 Provisional Population Totals of this Union Territory subsequently. The Deputy Registrar General, India, sent me the following d.o. letter on this occasion :

"Dear Shri Joshi

I am most grateful to you for sending me a copy of Paper 1 of 1971 of Andaman & Nicobar Islands along with your d.o. letter No. 18/45/70 dated the 24th May, 1971. The book has come out very well. My congratulations.

Yours sincerely,

Sd/-
(K.D. Ballal)

Chapter XVI

THE CENSUS ACT

Salient Features

The Census Act, 1948, as amended from time to time, continues to be the legal basis of all Census Operations. This legislation, interalia, provides for the appointment of Census Officers to take or aid in, or supervise the taking of the census within any specified local area and, any person, when so appointed, is bound to serve accordingly. It defines their powers and also empowers them to put authorised questions and makes it obligatory for all to answer them to the best of their knowledge or belief. It forbids Census Officers from putting offensive questions. An important feature cf the Census Act is the immunity it affords to all to answer questions without fear of legal proceedings or fear of taxation etc., as the census records are not open to inspection or admissible in evidence except in criminal proceedings under this Act or any other law for any act or omission which constitutes an offence under this Act. Penalties are provided for Census Officers for refusing or neglecting to perform Census duties, making false returns or unauthorisedly disclosing information. Similarly penalties have been provided for the public for giving false answers to or refusing to answer a question or refusing a Census Officer access to any building for the purpose of census or interfering in any way with census numbers on houses, or neglecting to fill up the schedules left by a Census Officer with any person, manager or any officer for the purpose of their being filled up by the occupier of any dwelling house and commercial or industrial establishment. A copy of the Census Act, 1948, is given in Appendix, XVIII. These legal provisions thus on the one hand clothe the census officials with legal authority and privileges and on the other cast legal obligations on them to get through the work honestly and diligently. The cooperation of the public too, which is by and large readily available otherwise also, is ensured. There was, however, no occasion to invoke the provisions of law against any one in this Union Territory.

Legal Lacunae

2. An important lacuna in the Census Act is the non-provision of legal sanctions for operations ancillary to the Census. Under section 3 of the Act the Central Government is empowered to take census and issue notification therefor. According to the Chamber's Twentieth Century Dictionary "Census" means an official enumeration of inhabitants with statistics relating to them. Ministry of Home Affairs first notification No. 28/101/69-Pub. I dated the 3rd July, 1969 fixing the date of reference as the sun rise on 1st March, 1971 which was subsequently amended as the sun rise on 1st April, 1971 reads as follows:

"In pursuance of section 3 of the Census Act, 1948 (37 of 1948), the Central Government is pleased to declare that the Census of the population of India shall be taken during the year 1971. The reference date for the census will be the sun rise on 1st March, 1971."

Section 9 of the Census Act provides for access to any house, enclosure, vessel, or other place for the purpose of the census and for painting on or affixing to the place such letter, marks or numbers as may be necessary for the census. Such access is perhaps legally not permissible prior to the census. To argue that the term 'Census' has a wider connotation than given in the dictionary to include houselisting operations undertaken almost a year earlier is perhaps stretching it a little too far and at any rate any ambiguity in law is hardly conductive to the objective. Similarly section 10 of the Act is of dubious value to enforce the filling up of Degree Holders and Technical Personnel Cards by those who were required to fill in such cards. To over-come these difficulties the Act could be amended to define "Census" in such a way as to include all operations considered by the Census Commissioner to be ancillary to enumeration whether preceding or following it.

3. Section 4(2) of the Act empowers the State Government to appoint persons as Census Officers to take or aid in or supervise the taking of the Census within any specified local area. In practice, however, the hierarchy of census officers is known by jurisdictional or administrative terms such as District Census Officers, Charge Officers, Supervisors, Enumerators. As the Act goes no one can be appointed as per these administrative terms. All such officers can be appointed as Census Officers in charge of specified local areas but such designations would be administratively confusing and inconvenient. It will be more appropriate to amend the existing provision of law to enable the State Government/ Union Administration to appoint various persons so as to distinguish the duties and responsibilities of each kind of Census Officer.

4. There have been a couple of cases where the Heads of Offices under the Andaman Administration called upon the census offical to do some normal duties when they were actually engaged in census work and in one case the Heads of the Office refused to treat the absence of his employee engaged in training and other preparation in census work as on duty and consequently refused to pay his salary for the period of his so called absence. This was done inspite of the clear orders of the Administration to all Heads of Departments and Offices under them that "all employees of the Administration (wherever they may be located) with the exception of Police Officers, should accept and perform readily any work connected with the census which is placed on them by responsible local Census Officers. The employees should be specifically instructed that they should give no chance for complaint by the officers in charge of the Census in respect of the perfomance of the census duties. They should perform their duties as diligently and conscientiously as the normal duties of the posts held by them. It should be impressed upon them that the manner in which they have performed census duties would be taken into account in the periodical assessment of their work and conduct." (Please see memo No. 12-3/69—Stat dated the 20th June, 1969, issued by the Andaman & Nicobar Administration, Chief Commissioner's Secretariat (Statistical Bureau). Under the Act, however, there is no obligation on the part of the employer to pay the employee the emoluments of the person concerned for the period for which he worked in the census. A specific provision in the law itself to treat the absence of any employee on census duty as part of his normal duty will do away with similar situations cropping up in future.

5. Although the Act provides remedy for the delinquent census officials it is more in the nature of a deterrent and resort to the penal provisions is generally not made because the persons involved are by and large government and semi-government officials. Happily there was no occasion to institute any prosecution of census official.

Notification under the Census Act

6. The notification of the Central Government under section 3, declaring that a census of the population of India would be taken during the year 1971 with reference date as the sun rise on 1st March, 1971 was published on 3rd July, 1969. This notification (Appendix XIX) was subsequently amended by the Central Government in view of the decision to have a mid-term general elections to the Parliament. The amended notification with reference date as the sun rise on 1st April, 1971 (Appendix XX) was published on 14th January 1971. The Andaman Administration's notification No. 155 F. 12-2/68-Stat dated the 21st November, 1969 under section 4(4) of the Census Act (Appendix XXI) delegated the power of appointing Census Officers to the Director of Census Operations and ex-officio Superintendent of Census Operations, Andaman and Nicobar Islands. In another notification No. 163 F. No. 12-1/68-Stat dated the 26th December, 1969 (Appendix XXII) the Andaman Administration in exercise of the powers conferred by sub-section (2) of section 4 of the Act read with Government of India, Ministry of Home Affairs Notification No. 2/1/60-Judl. II dated the 20th April, 1960 appointed various authorities as Census Officers for specified local areas for the purpose of the said section. A copy of the Government of India Ministry of Home Affairs, notification No. 2/1/60-Judl. II dated the 20th April, 1960 directing that the powers and functions of the State Government under the Census Act 1948 shall respectively be exercised and discharged by the Administration of Union Territories within their respective Union Territories is appended as Appendix XXIII. In exercise of the powers conferred by section 7 of the Census Act the Administration appointed different authorities for specified local areas to issue orders to call upon owners and occupiers of land etc., members and officials of local bodies, officers and staff of factories and other establishments to give assistance to the extent asked for towards the taking of census under notification No. 78/70/123/69-Stat dated the 3rd September, 1970 (Appendix XXIV). To enable the Census Officers to ask all the persons the questions included in the Individual Slip the Administration issued Notification No, 2/70/12-2/68-Stat dated the 9th January, 1970 (appendix XXV). The Registrar General, however, clarified that it was unnecessary to have the houselist, establishment schedule and instructions to enumerators notified in the Official Gazette,

Chapter XVII

DIRECTIVES BY CENTRAL GOVERNMENT AND UNION TERRITORY ADMINISTRATION TO FACILITATE OPERATIONS

Central Government Directives

Besides the statutory orders issued by the Government of India under the Census Act, 1948 various other letters were issued to the State Governments/Union Territory Administrations to facilitate the Census Operations. Some of the important once are recapitulated below.

(i) In their letters No. 28/66/68 Pub. I dated the 15th April, 1968 and 9th July, 1969 the Government of India, Ministry of Home Affairs, requested Chief Secretaries of all State Governments and Union Territories not to disturb the boundaries of the administrative units after the census blocks have been determined. Jurisdictional changes were required to be given effect to by the 1st July, 1969 and none after the 31st December, 1969 till the 1971 Census enumeration was completed. Copies of these letters are reproduced in Appendices XXVI and XXVII.

(ii) While the Prime Minister wrote Demi Official letters to all Chief Ministers of States and the Governor of West Bengal, the Special Secretary to the Government of India, Ministry of Home Affairs wrote Demi Official letters to Administrators of Union Territories communicating to them the revised reference date and suggesting to them to consider the desirability of postponing the School Annual Examinations till after the 4th April to enable the teachers, who formed the bulk of the trained enumerators, to undertake the work of census before the Annual examinations and vacation.

(iii) Messages by the President of India and the Prime Minister of India exhorting every citizen to extend the fullest cooperation to the census work were also issued. Copies of their messages are reproduced in Appendices XXVIII and XXIX.

Union Territory Administration Directives

2. The following directives issued by the Andaman and Nicobar Administration also greatly facilitated the work :—

(i) The Andaman and Nicobar Administration before the houselisting operations in its memorandum No. 12-3/69-Stat dated the 20th November, 1969 to all Heads of Departments and Offices and Sections of the Secretariat issued directions that all employees of the Administration wherever located, with the exception of Police Officers, should accept and perform readily any work connected with the census which might be entrusted to them by responsible local Census Officers. It was made clear that the employees should be specifically instructed that they should give no chance for complaint by the officers in charge of the census in respect of the performance of census duties. The employees were asked to perform their duties as diligently and concientiously as the normal duties of the posts held by them. It was also specifically mentioned therein that the manner in which they would perform census duties would be taken into account in periodical assessment of their work and conduct. Copy of the memorandum is reproduced in Appendix XXX. Education Department was also requested to issue telegraphic orders to all heads of Educational Institutions to extend full cooperation as per the request of some Charge Superintendents.

(ii) Some months before the population census the Chief Commissoner, Andaman & Nicobar Administration in his memorandum No. 12-3/69-Stat dated the 20th October, 1970 again highlighted the need of extending cooperation by the enumeration agency and also the heads of the various organisations towards the taking of the census. It also called upon them to ensure that every census worker big or small carried out his duties with a sense of responsibility, objectivity and dedication. While expressing appreciation for the work already done during the housenumbering and houselisting operations, he cautioned them that as the population census was strictly time-bound unlike the houselisting operations, it should be completed by the reference date. He also desired that all facilities to those entrusted with census duties should be given to attend census training classes and conducting actual enumeration. Copy of this memorandum is reproduced Appendix XXXI.

(iii) Considering the fact that mid-term poll and population census would be held almost one after the other there was need to coordinate the requirements of available land and water transport as best as possible. The Andaman and Nicobar Administration in its memoranda Nos. 12-2/70-Stat dated the 11th January, 1971 and 23rd January, 1971 copies of which are reproduced in Appendices XXXII and XXXIII, therefore, issued orders to

make road and water transport facilities for census work on payment of propulsion charges against indents placed by the census officials. Road transport for use on the main South Andaman Island was provided under Andaman Administration memo No. 36-3/70-TR dated the 4th February, 1971 copy of which is reproduced in Appendix XXXIV. In addition one more jeep was placed at our disposal for use by Charge Superintendents of South Andaman Tahsil and Port Blair urban area from 23rd March, 1971 to 3rd April, 1971 every day from 3 P. M. under Administration's Order No. 874 dated the 23rd March, 1971 copy of which is reproduced in Appendix XXXV. As there was uncertainty about the availability of a sea going vessel to cover Nancowry group of Islands, we had earlier obtained the telegraphic approval of the Registrar General to incur expenditure not exceeding rupees thirty thousand on chartering of a private vessel for census work. This sanction was subject to the non availability of the vessels of the Administration. However, the need to hire a private vessel did not arise as the Administration agreed to place a Marine Department boat at the disposal of the census party for use in Southern group of Islands from 7th March to 5th April,1971. The use of inter-Island ferry vessels and police boat during the first week of March, 1971 was also agreed to by the Administration. Copy of the telegram issued to the Registrar General, India, by the Administration is reproduced in Appendix XXXVI. There was, however, some delay in making the going vessel available but it did not seriously dislocate the work. For details of transport arrangements made for the census work file No. 18/30/70 may be looked into.

(iv) Although the heads of offices and heads of educational institutions had informally agreed to be indulgent towards their staff put on census duty in the matter of office or school attendance while on census training or other census duties, requests from some quarters were still received for written authority of the Administration to give such concessions. Accordingly at my instance the Andaman Administration accorded permission to the census enumerators and supervisors to attend their respective offices only for half a day either in the mornings or in the afternoons during the period from the 10th March, 1971 to the 31st March, 1971 (both days inclusive) . They were in addition exempted from attending their normal duties in their offices for three days *i.e.*, from the 1st April, 1971 to the 3rd April,1971 both days inclusive for the revisional round. Copy of the circular memorandum issued in the connection is reproduced in Appendix XXXVII. Separate instruction were, however, issued by the Director of Education for teachers permitting them to attend their respective schools one period late in the morning and leave one period earlier in the afternoons during the enumeration period beginning from the 10th March. 1971. They were also exempted from attending their normal duties for three days *i.e.*, from the 1st April, 1971 to the 3rd April 1971 both days inclusive for completing the revisional round. Copy of the circular memorandum is reproduced in Appendix XXXVIII.

Chapter XVIII

CENSUS CIRCULARS

In a Union Territory like the Andaman & Nicobar where means of communications are poor and irregular and delivery of post uncertain, adherence to the method of issuing instructions through circulars and systematising their numberings is difficult if not altogether impossible. Conducting census through correspondence course can, however, not be completely eliminated and letters containing instructions about each important phase in advance had to be issued. In many cases resort to radio or telegraphic messages to convey the instructions had also to be taken besides personal discussions in training classes or during the course of visits to the Charge Superintendents and other census officers. In these circumstances it has not been possible to serialise the letters and messages containing important instructions. The various letters issued are, however, contained in different files. For the facility of future reference copies of these letters/messages are being consolidated now to be kept in a permanent record. Generally, letters containing instructions were issued to all census officers and sometimes to the Charge Superintendents only. In some cases Demi Official letters were also addressed to them.

2. Besides the standard instruction booklets issued centrally by the Registrar General for the use of enumerators, supervisors and other census officers, we compiled instructions for the enumerators on the basis of the standard instruction booklets making suitable changes therein as suited this Union Territory and distributed them among the census officials. 350 copies of these instructions were got cyclostyled with the title cover locally printed in the Government Press.

Chapter XIX

PUBLICITY MEASURES

Need for Publicity

For a gigantic national undertaking such as the Census which to an individual appears of little personal value recourse to adequate publicity measures to make the people census-conscious even from a fairly early stage of preparation for the census enumeration is of great necessity. This is all the more important in a Union Territory like Andaman & Nicobar Islands which has unsatisfactory means of communication and no regular newspapers of wide circulation. To organise wide publicity in these farflung Islands is a difficult task. The work of organising publicity for the various phases of the census operations was centrally entrusted to the Directorate of Advertising and Visual Publicity, Ministry of Information and Broadcasting, on behalf of the Census Organisation. Necessary material for the advertisements, hoardings, pamphlets etc., had been furnished to the Directorate of Advertising and Visual Publicity who undertook the translation of this material into various regional languages. Individual efforts at preparing for publicity materials by the Directors of Census Operations was, therefore, hardly necessary. Only the distribution of materials by the Directors of Census Operations on their receipt from the Directorate of Advertising and Visual Publicity was thought of. As far as the housenumbering and houselisting operations were concerned, only two advertisements were to be inserted by the Registrar General, India, though the Directorate of Advertising and Visual Publicity agreed to the release of advertisements in the various states by the respective Directors of Census Operations directly also. A ceiling of Rs. 1,000 for this was approved for this Union Territory. The Andaman Times (weekly) Port Blair alone which had a very limited circulation was approved for release of the advertisements. As the weekly had very limited circulation, it was considered useless to give out any advertisement to it. The publicity materials like posters, pamphlets, handouts etc., were meant for the final operations of population count.

Publicity through the All India Radio

2. Fortunately for us the Registrar General, India, himself gave a lead in publicising the importance of census after the housenumbering and houselisting was almost over. In the series of broadcasts on the 1971 Census, he, for the first time, spoke from the Port Blair Station of the All India Radio on the 17th March, 1970, which was earlier taped on the 16th March, 1970, to the people of these Islands of what the census is and how to do it and why. A copy of the talk he gave is given at Appendix XXXIX. This talk was subsequently translated in Hindi, Bengali, Telugu and Tamil and was broadcast in different languages on various dates in June, 1970 and March, 1971. Shortly before the actual census enumeration I also gave talks through the All India Radio on two occasions in Hindi, *i.e.*, 8th and 9th March, 1971 covering all the salient features of the 1971 Census. Publicity materials and literature given to the All India Radio Port Blair were usefully collated by them for broadcasting talks on Census in various regional languages through their own staff in March, 1971. These talks gave a clear insight of all that Census stood for—telling the people what census is, its importance in the National Planning, the special features of the 1971 Census, the obligation of the people to answer the census questionnaire truthfully and the various provisions of the law affording secrecy and immunity to the respondents. Unlike in the mainland, people in these Islands listened to the various programmes of the local All India Radio more attentively and I am sure that the organised publicity programme through the All India Radio was quite helpful. The details of the broadcasts on Census are as follows :—

1.	17.3.1970	Talk in English on the Census of India 1971 by Shri A. Chandra Sekhar, Registrar General, India.
2.	7.6.1970	1971 Census—Hindi version of the talk by Shri A. Chandra Sekhar, Registrar General, India.
3.	15.6.1970	Next Census Translation into Telugu of Shri A. Chandra Sekhar's talk in English by All India Radio staff.
4.	27.6.1973	Next Census—Tamil version of the talk in English by Shri A. Chandra Sekhar, Registrar General, India by Shri C.V. Parameswaran.
5.	8.3.1971	Census-1971 Samachar Tarangini weekly radio newsreal in Hindi covered by me.

6. 9.3.1971 Jan Ganana (Census 1971) Talk in Hindi by me.

7. 22.3.1971 Next Census-1971 Talk in Malayalam by All India Radio staff.

8. 23.3.1971 Next Census 1971—Bengali version of the talk in English by Shri A. Chandra Sekhar, Registrar General, India—Translation by Shri Suryya Sarkar (AIR staff).

9. 24.3.1971 Census-Talk by Shri K. Vanaja (AIR staff) (based on the materials supplied by the Census Department).

10. 28.3.1971 Census Operations--Talk in Telugu by Shri M.K. Chari (AIR staff) (based on materials supplied by the Census Department).

Publicity through Films

3. We indented for three prints of the film "Operation Census" in 16 mm. one each in English, Bengali and Hindi and two prints in 35 mm. one in English and the other in Hindi. The Film Division, Ministry of Information and Broadcasting, Government of India, supplied two prints one each of 16 mm. in English and Bengali and two prints one each of 35 mm. in English and Hindi. They also supplied one print of 16 mm. in Hindi version to the Publicity Department of the Union Territory of Andaman & Nicobar Islands free of cost. 35 mm. films were screened free of cost in the two local Cinema Halls daily from the second week of January, 1971 to almost the beginning of March and frequent cinema goers even started complaining of the surfeit of the census propaganda. Quite of a few of the officers and their wives humorously told me that they could claim to have understood more about census than even the trained enumerators. Screening of the film in Diglipur Tahsil was undertaken by the Block Development Officer, North Andaman. As the projectors of the Executive Engineer, Mayabunder, and Block Development Officer, Middle Andaman, were out of order, we requested the Field Publicity Officer to exhibit the Census film at important places in Rangat and Mayabunder Tahsils. He covered some places in Rangat Tahsils and a large number of villages rather extensively in South Andaman Tahsil between January 1971 and March 1971. Due to difficulties of transport and non-availability of projection equipment, exhibition of film on the Census Operations could not, however, be done in Car Nicobar and Nancowry Tahsils. It is a pity that the people of Chowra Islands, who solicited pertinaciously for some kind of film show, could not even be shown the census film for reasons of landing difficulties and non-availability of projector in the Southern Group of Islands. The Field Publicity Officer having limited funds could not be persuaded to go over to the Southern Group of Islands. Cinema slides on census in English, Hindi, Urdu, Bengali, Tamil and Malayalam were ordered for us by the Director of Advertising and Visual Publicity, New Delhi, but they were received very late, that is by about the 10th March, 1971. Pending receipt of these we got slides prepared ourselves for exhibition in local cinemas.

Census Posters, Pamphlets and Slogan Post Marks

4. Census pamphlet entitled "Plans and Programmes for 1971 Census" was released at a press conference in Delhi in October 1970 and 200 copies of this were received for distribution and office use. These were distributed among the various authorities for publicity. Very attractive posters and strickers in English, Hindi, Tamil, Telugu, Bengali and Malayalam entitled "India completes 100 years of Census", "Census is the key to Planned Development", "Next Census in March 1971". "Give your Enumerator correct Information" and folders entitled "Population Census—why should we have one?" were designed and produced by Directorate of Advertising and Visual Publicity, Ministry of Information and Broadcasting, for the Census Organisation in all States and Union Territories. These were distributed among the various authorities and prominently displayed all over the Islands, at various places of public congregation such as public offices, schools, bazars, cinemas, etc. Details of the quantity of publicity materials received and distributed can be had from the file relating to Census Publicity.

5. The Director General of Posts and Telegraphs arranged to provide Census Slogan postmarks for franking of postal articles posted from 15-2-71 to 1-4-71 in all the Head Post Offices in the country and also in the selected Post Offices at the Headquarters of some districts. The slogan carrying the following version both in English and Hindi was applied by the stamp cancelling machines in the Post Offices :

1971 CENSUS 10 MARCH—3 APRIL GET YOURSELF AND ALL THE FAMILY COUNTED ASK YOUR FRIENDS TO DO THE SAME

Chapter XX

HONORARIUM TO CENSUS ENUMERATION STAFF—CENSUS MEDALS

Remuneration to Enumerators and Supervisors

Census enumeration in India is primarily done on an honorary basis. As it is such a gigantic operation and is conducted once in ten years and that too for a short period, the employment of a separate cadre of officials to do this work is neither conducive to the operations nor financially practical or advantageous. The existing governmental machinery in the States/Union Territories is, therefore, traditionally utilised for this. In the 1951 Census, however, only scriptory charges were paid to the staff for preparation of the National Registers. Although no such Registers were prepared in 1961 Census, remuneration was granted for the first time to the enumeration agency for the 1961 Census. The honoraria paid to the enumeration agency in 1961 Census was at the following rates :

(*i*) Honoraria for house-numbering and houselisting, including all cost of housenumbering material and carriage cost of paints, pots and brushes.	Rs. 5 per block
(*ii*) Honoraria for enumeration, including the enumerators' expenses for attending the training classes and for stationery and pen, etc.	Rs. 15 per block
(*iii*) Honoraria for the Supervisors.	Rs. 4 per block

2. During the 1971 Census following on the pattern of the 1961 Census and taking into consideration the demand of the census agency for higher honorarium, it was felt that the rate of honoraria should be so fixed as to minimise the hardships of the census agency to the extent possible. Though the rate of honorarium sanctioned still appeared to be very low but taking the country as a whole the total quantum of honoraria so determined worked out to more than rupees four crores—a figure staggeringly too high to admit of any further increase in view of the country's chronic impecuniosity. As already stated Indian Census enumeration has necessarily to be done on an honorary basis and the honoraria paid to the enumeration agency can at best meet only their out of pocket expenses. I have, however, apprehensions that the growing disconagainst inadequate payment among the census for agency such a gigantic task, so for smothering under the sublime feeling of doing a national work may assume larger dimensions by the next census in the wake of heavily increasing weight of general privations unless economic perspective for the country as a whole brightens up. For the 1971 Census the Registrar General, India vide his letters Nos. 8/17/69-Ad. II dated the 24th January, 1970 and 16th/17th July, 1971 communicated the following grades of honoraria :

1. Enumerators

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

2. Supervision charges

(i) Housenumbering and houselisting and filling up of establishment schedule of 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 twentyfive only)

3. Charge Officer

Lump sum honorarium of Rs. 150 (Rupees one hundred and fifty only) for the entire

operation (i.e., housenumbering, houselisting and actual census enumeration). In the case of military census officers who performed the duties of charge officers in military areas in addition to their normal duties were also to be paid Rs. 150/- subject to the condition that the offices/departments under which they were serving had no objection to the acceptance of honorarium by the grantees.

4. District Census Officers

Lump sum honorarium of Rs. 300/- (Rupees three hundred only) for the entire operation (i.e., housenumbering, houselisting and actual census).

3. Owing to peculiar conditions prevailing in these Islands the payment of honoraria to the enumerators and supervisors did not strictly conform to the general pattern. For Housenumbering and Houselisting the enumerators were paid @ 10 paise per house covered in the rural areas and @ 12.5 paise per house in urban areas on the basis of Rs. 15/- for 150 houses and 120 houses in rural and urban blocks respectively. In blocks in which the number of houses covered exceeded 150 in rural areas and 120 in urban areas the amount of honorarium paid was increased pro rata. A minimum amount of Rs. 5/- was paid to all enumerators who were entitled to an amount less than Rs. 5/-. Similarly the supervisors were paid @ 2 paise per house in rural areas and 2.5 paise per house in urban areas on the basis of Rs. 15/- for 750 houses in rural areas or 600 houses in urban areas with pro rata increases, where necessary, subject to a minimum of Rs. 7/-. No honorarium was paid to enumerators and supervisors who were on the reserve lists. The cost of paint and brushes, if actually paid for, was not deducted from their honoraria, as a special case, with the prior approval of the Registrar General, India. For the actual census the Registrar General, India, agreed to our proposal to pay Rs. 25/- to each enumerator and supervisor irrespective of the workload with pro rata increase if the number of persons enumerated exceeded 750 persons in rural areas and 600 persons in urban areas in case of the enumerators. Supervisors covering more than 3,750 persons in rural areas and 3,000 persons in urban areas were similarly allowed pro rata increase in the payment of honorarium. The Charge Officers were uniformally granted Rs. 150/- each. There being no District Census Officer, no honorarium was paid to any person.

4. The expenditure in respect of honorarium was debited to the Head "39-Miscellaneous Social and Developmental Organisation-Census-B-Enumeration-B : 3-Honorarium to the enumeration staff. A sum of Rs. 3,555.80 was disbursed in 1970-71 to the staff for houselisting operations. The Divisional Forest Officers were authorised to draw and disburse the honorarium for payment to the staff within their respective charges. The Deputy Commissioner, A & N Islands, was authorised to draw and disburse the amount in respect of urban charge and the Assistant Commissioner, Mayabunder for Diglipur Maya bunder and Rangat Tehsil charges. Additional Deputy Commissioner, Car Nicobar, and Assistant Commissioner, Nancowry, were authorised to draw and disburse the honorarium among the staff under their respective charges. The honorarium for South Andaman Tehsil Rural Charge for housenumbering and houselisting was drawn in 1971-72 by my office. An amount of Rs. 10,006.95 was authorised in 1971-72 for payment as honoraria to the staff for the population count besides Rs. 853/- being the honoraria for houselisting for South Andaman Tehsil Rural Charge which could not be drawn in 1970-71.

Scheme of Awarding Census Medals

5. Ever since 1951 it has been the practice to award medals to the census enumerators and other workers who show outstanding zeal and good quality of census work. There are two types of medals for such award—one of silver and the other of bronze. These are prize type medals without any ribbons provided with them. The allocation of medals was done by the Registrar General at the rate of one silver and two bronze medals for one lakh of population. For the 1971 Census also it was decided to follow the practice of awarding medals and certificates of merit to census workers for outstanding zeal and enthusiasm in the discharge of census duties. We were initially allocated 1 silver and 2 bronze medals on the basis of the population. In view of the special difficulties in census enumeration in these islands we requested the Registrar General, India, to allocate 6 silver and 11 bronze medals in addition to those already allotted to us. This was generously acceded to by the Registrar General, India. For the Tabulation staff 1 silver and 3 bronze medals were separately sanctioned. According to the instructions of the Registrar General, India, 50 per cent of the silver medals and 75 per cent of the bronze medals were to be reserved for the census enumerators and the balance was to be distributed among the higher functionaries. He, however, did not fix or formulate any unit of competition as such and left it to every Director of Census Operations to formulate a suitable pattern having regard to local condition. It was also made clear by him that no T.A/D.A should be paid to the recipients of census medals from the census budget in case they have to leave their headquarters to receive the medals.

6. The evaluation of work of the Enumerators/ Supervisors was done by the Charge Officers in the first instance. I also made notes of their work during my tours. Finally their performance was checked up at the tabulation stage and assessment made. Those who had shown

outstanding zeal and genuine interest towards the census work were recommended for the award of medals. A statement showing the names of the Enumerators/Supervisors and other higher functionaries who have been recommended for the award of medals is given in Appendix. XL. This statement also includes the names of the census staff of the Tabulation Unit who have been considered suitable for the award of medals.

Chapter XXI

GENERAL ADMINISTRATIVE, ACCOUNTS, STORES AND STATIONERY

General Administrative

Prior to 1961 Census the entire office staff used to be wound up shortly after the census was taken. After 1961 Census, however, the services of some of the staff were retained during the intercensal period as a nucleus organisatian to be available to attend to the spill over of the work and also for planning for the next census till more staff was added. We had a very small nucleus staff and, therefore, did not have many problems of administrative nature. For additions to the strength of the staff also there were few difficulties as far as direct recruitment from amongst the local candidates was concerned. But in all such cases only inexperienced persons could be had. Cases of deputation and mainland recruits, however, did present many difficulties. The Andaman Administration have a set pattern of terms of employment for mainland recruits and deputationists. Other older departments functioning in these Islands also have a set pattern analogous to the one prevailing in the Administration. In the absence of similar terms of employment and service conditions for the Census Organisation neither could we offer identical terms to the mainland recruits nor have people of suitable experience on deputation from the local Administration or from other State Census Offices. The Ministry of Home Affairs were averse to sanction any premature increments to raise the initial pay of suitable candidates on the ground that the terms of service in these Islands were already quite attractive perhaps fallaciously assuming that the terms offered to the employees of the Administration would also be availed of by such employees in the Census Organisation. But no separate orders enabling the census employees to be eligible for the same terms and conditions as applicable to the employees in the Administration were ever issued. The matter was later on referred to the Registrar General, India, and orders are still awaited. It may be clarified that the standard terms of deputation prescribed by the Government of India, Ministry of Finance, in their letter No. F. 10(24) E-III/60 dated the 4th May, 1961 as amended from time to time are wholly inadequate for attracting any person on deputation to these Islands. It is also a moral to apply the said standard terms for deputationists of the census employees to these Islands alone while their counterparts in the Administration uniformly enjoy better service prospects although both are to work under similar conditions. Even if the Government of India agree to grant the same terms and conditions as they do to the employees of the local Administration, it is doubtful whether suitable experienced persons would still be available without additional incentive of higher initial pay. However, in the absence of suitable terms and conditions of service we at any rate suffered a good deal particularly in the matter of filling in the technical posts. In fact, all such posts remained vacant allthrough.

2. Out of the nucleus set up one post of Head Clerk and one post of peon was made permanent. The incumbent to the post of Head Clerk could not be confirmed as he was a deputationist and the recruitment rules have also not been finalised. The incumbent to the post of Peon also could not be confirmed as the recruitment rules in this case also have not finalised. Declaration of quasi-permanency of the incumbents has, however, been pending for want of verification of antecedents of the eligible employees from the mainland. Permanency of tenure during the intercensal period crea'ed a demand for promotions. Two of the Lower Division Clerks from among the nucleus staff were, therefore, promoted as Upper Division Clerks on a adhoc basis and the Head Clerk who had been continuing as such since 1960 was temporarily promoted as a Tabulation Officer with the approval of the Registrar General, India, although he was only a matriculate and had not even worked either as a Statistical Assistant or as a Junior Investigator. Adhoc promotions of Assistant Compilers as Computers were also made in the absence of other suitable candidates in two or three cases. Two of the Peons were promoted one as a Gestetner Operator and the other as a Daftry.

Account

3. Expenditure on census is debitable to the main Head of Account "39—Miscellaneous Social and Developmental Organisations" against Census Grant of West Bengal Circle of Accounts. Under this head there are five sub-heads : (*i*) A-Suprintendence, (*ii*) B-Enumeration, (*iii*) C-Abstraction and Compilation, (*iv*) D-Printing & Stationery and (*v*) L-Registration, Promotion, Method Research and Population Studies (Plan). Under the first sub-head A-Superintendence all the expenditure relating to the Administrative side was charged. Under B-Enumeration all the expenditure incurred on the staff recruited for actual

census work including the staff given as assistance to Charge Officers was booked. Sub-head C-Abstraction and compilation covered all expenditure pertaining to the Tabulation work. Charges incurred on printing and cost of paper purchased were debited to the sub-head D-Printing and Stationery. Expenditure on Sample Registration Scheme was debited to the last sub-head L-Registration, Promotion, Method Research and Population Studies.

Reconciliation of Accounts

4. Census budgets for the years 1968-69, 1969-70, 1970-71 and 1971-72 are reproduced in Appendix XLI. Reconciliation of figures with the Accountant General's Office month by month had not been possible as the office of the Accountant General Central is at Calcutta. However, annual reconciliation was done. Inspite of the opening of a branch of the Accountant General at Port Blair with one Deputy Accountant General as head of that branch the facility of monthly reconciliation was not possible as contingencies etc., continued to be booked in the Office of the Accountant General, Central, Calcutta. For framing an accurate budget estimate, however, it is absolutely necessary to have regular monthly reconciliation of accounts with the Audit Office. It is possible only if the branch of the Accountant General's Office at Port Blair is made squarely responsible for the reconciliation of the accounts. There is yet another difficulty regarding reconciliation. The allocation of funds by the Govt. of India in their Book of Demand is made not for each Directorate separately but for the circle of Accounts (West Bengal) as a whole. This circle of Accounts as far as Census is concerned combines the Directorate of West Bengal, Directorate of Andaman & Nicobar and the Language Division at Calcutta. The Accountant General Central does not accept the allocations made by the Registrar General, India, for these three offices individually. In view of this the Accountant General Central maintains consolidated accounts for the circle as a whole and not officewise. Hence reconciliation is never as satisfactory as it should otherwise be.

Account Rules

5. The rules for the classification and record of Receipts and Expenditure as issued by the Auditor General, India, in connection with the Census conveyed under d o. letter dated 21st March, 1959 of the Registrar General, India, are reproduced in Appendix XLII.

Delegation of Finance Powers

6. For efficient working of their offices certain financial powers were delegated to the Directors of Census Operations under the various notification of the Ministry of Home Affairs, as detailed below:

(i) Creation of temporary posts in class III and class IV for a period not exceeding two years subject to the conditions mentioned in the Delegation of Financial Powers Rules 1958—Schedule V (vide Ministry of Home Affairs' Notification No. F. 2/16/59-Pub-I(I) dated the 13th November, 1959, as amended from time to time).

(ii) Creation of temporary posts subject to the condition that the pay of the appointments to such posts does not exceed Rs. 200/- only per month and to fix the pay of the posts effective during the period from 1.1.70 to 31.12.73 and applicable in cases where posts carry fixed pay or scales of pay which have not been approved by the Ministry of Finance (Govt. of India, Ministry of Home Affairs' letter No. 2/16/59-Pub-I dated the 22nd December, 1959, as amended vide 3/25/66-RG dated the 12th June, 1970).

(iii) Full powers to purchase for use of their offices, books, newspapers and other publications subject to the condition mentioned in the Delegation of Financial Powers Rules, 1958—Schedule V (as amended vide Govt. of India, Ministry of Home Affairs' letter No. 2/16/59-Pub-I dated 13.2.1960).

(iv) Power to incur contingent expenditure upto Rs. 1000/ per annum in each case for recurring expenditure and Rs. 5000/- in each case for non-recurring expenditure provided that, in respect of matters specified in column 2 of the Annexure to Schedule V of the "Delegation of Financial Powers Rules 1958", the powers to incur expenditure will be subject to the limits and conditions specified in that Annexure. These powers will also be subject to the conditions specified under Rule 10(5) of the "Delegation of Financial Powers Rules, 1958" (Govt. of India, Ministry of Home Affairs' letter No. 2/150/60-Pub-I dated 26 February, 1962).

(v) Power to incur expenditure on entertainment (light-refreshments) upto Rs. 200/-p a. subject to general instructions issued by the Ministry of Finance (vide Ministry of Home Affairs' Notification No. F. 2/16/59-Pub-I(I) dated the 13th November, 1959 as amended from time to time).

(vi) Power to sanction the grant of recurring and non-recurring honoraria, upto limit of Rs. 100/- in each case, to Government officials other than those in their own offices and to non-officials for work done in connection with the Census Operations (Govt. of India, Ministry of Home Affairs' letter No. 2/16/59-Pub-I dated 22nd

December, 1959 as amended vide No. 28/199/68-Pub-I dated 30th January 1969).

(vii) To act as Controlling Officer for their own and their establishments' travelling allowance (Govt. of India, Ministry of Home Affairs' letter No. 2/16/59-Pub-I dated the 22nd December, 1959).

(viii) The power of the 'Head of Office' in respect of the Census Office established in Andaman & Nicobar Islands in connection with the 1971 Census was conferred by the Registrar General, India, and ex-officio Joint Secretary to the Govt. of India, under his letter No. 3/69/68-RG dated the 10th September, 1969.

(ix) In emergent and unforeseen cases petty printing and binding jobs can be executed locally after inviting tenders by debit to contingencies to the extent of Rs. 200/-p.a. without the approval of rates by the Chief Controller of Printing and Stationery as Head of Office. As there are very few good local presses all work was generally given to the Govt. Press of the Administration. Local purchase of stationery can be resorted to as Head of Office upto Rs. 500/-p.a.

Permanent Advance

7. No permanent advance was sanctioned for this office and no unsurmountable difficulty was faced in the absence thereof.

Telephones

8. Sanction for the installation and its renewal year by year of one telephone at the residence of the Superintendent of Census Operations/Director of Census Operations existed but actually neither the Deputy Commissioner who was ex-officio Superintendent nor I was in need of a separate telephone as both had one each at the residence from before sanctioned by the Administration. In my case it was because I was looking after the work of the Additional District Magistrate. On relinquishing charge of the post of the Additional District Magistrate I got a separate telephone installed at my residence out of census budget. One telephone for office existed from before. After the arrival of the Assistant Director of Census Operations an extension to the existing telephone in the office was provided. The provision of a telephone at the residence of the Assistant Director of Census Operations was, however, not approved by the Registrar General. When the Tabulation Office was opened in a separate building one telephone was got installed there also. All these telephones are on rental basis and not OYT. Installation of telephones or extension did not present any difficulty in view of the existing instructions of the Director General, Posts & Telegraphs Department, and the cooperative attitude of the local officers of the department.

Duplicator and Typewriters

9. During the 1961 Census this office had acquired two typewriting machines. As both of these had become old and as the typing work had considerably increased, we requested the Registrar General in November 1969 to sanction purchase of two more typewriting machines. During the 1961 Census the duplicator machines of the Deputy Commissioner's Office were used. It was then possible to have the facility of using these machines in the office of the Deputy Commissioner, as he was holding the charge of the post of Superintendent of Census Operations also and the Census Office for all purposes then functioned as part of the Deputy Commissioner's Office. With changed circumstances we had to depend on our own and we, therefore, requested for the sanction of one Gestetner Duplicator Machine also. The Registrar General in December 1969 sanctioned the purchase of two typewriters for Rs. 1740/- from M/s Rayala Corporation Private Ltd., Madras, at the rate contract approved by the Director General, Supplies & Disposals. In addition, sanction for the purchase of a Gestetner Duplicator machine was also accorded by him. Details of the typewriting machines and duplicator machine so sanctioned are as follows :

(i) Standard Halda Typewriter with English Key Board, 44 Keys 1(a) F'cap 11½" carriage Rs. 720/-.

(ii) 1(a) Manifest 21½" carriage Rs. 1,020/-.

(iii) Gestetner Duplicator Model No. 265 AC F'cap power driven Rs. 2,335/-.

10. Considerable difficulty and delay in the supply of typewriters was experienced. M/s Gestetner Duplicator Private Ltd., however, supplied the duplicator machine promptly. As during 1961 Census one calculating machine had been lost in transit, we did not want to take any more risk this time either for the typewriting machine or for the duplicator machine and, therefore, arranged with the Director of Census Operations, West Bengal, to have all these sent through one of the members of his staff. M/s Rayala Corporation Pvt. Ltd., had their representative in Calcutta from whom the Director of West Bengal was requested to collect the typewriting machines as well the duplicator and send them through one of his representatives. By the time the duplicator was available at Calcutta M/s Rayala Corporation could not arrange for the typewriting machines and, therefore, the representative of the Director of Census Operations brought only the duplicator.

11. M/s Rayala Corporation in March 1970 raised an objection in the meanwhile that as an additional amount in lieu of excise duty as approved by the Director General, Supplies & Disposals, had to be paid for the typewriters, it should be confirmed whether necessary provision of funds to meet the cost of typewriters was available. On receipt of confirmation of the Registrar General regarding provision of funds and on the intervention of the Director of Census Operations, Madras, the firm assured to supply the typewriters in September, 1970. We deputed a representative of this office for taking delivery of the machines to Madras but inspite of their assurance, M/s Rayala Corporation did not supply both the machines but supplied one standard Halda typewriter with English board 44 keys F'cap $11\frac{1}{2}''$ carriage and that too after our representative stayed in Madras for over 18 days. Although the typewriting machines should have been delivered during 1969-70 one of them has still to be supplied for which we and the Director of Census Operations, Madras, have still been pursuing the firm. No separate typewriter for the Tabulation Unit was asked for and one of the typewriters from Administrative Office was utilised in that office.

Calculator Machine

12. The only one hand operated facit calculator machine ordered for in 1965 for these Islands by the Registrar General was unfortunately lost in transit and the problem to locate it has so far defied all solutions. The matter is still under correspondence. It appears that the cost of the machine along with incidental expenses will have to be ultimately written off. For the 1971 Census early steps were taken to obtain such machines. The Registrar General sanctioned three hand operated facit calculator machines for this territory early in December 1970 and placed an indent with the Director General, Supplies and Disposals, New Delhi who in turn promptly issued necessary supply order on M/s Rayala Corporation Pvt. Ltd., Bangalore, towards the end of December 1970 stipulating delivery by 31.1.71. In our case both the Registrar General and the Director General, Supplies and Disposals, New Delhi agreed to have the machines airlifted from Bangalore. Inspite of such promptness all round the suppliers failed to deliver the machines as scheduled. Two such machines, were however, personally brought by me from the Office of the Registrar General, India. In May, 1971 to be ultimately set off against our allotment of three. One calculator machine was received later on. The cost of each of these machines is Rs. 1470/- excluding incidental charges.

Bicycles

13. One bicycle was purchased locally in March 1961 for Rs. 235/- from M/s Jadwet Trading Co. This bicycle was seriously damaged in an accident in July 1965. As it had become unserviceable, it was thought expedient to dispose it off in auction. As the cycle was a case property in a criminal case, it could not be immediately auctioned. The case ended in the conviction of the accused, a local taxi driver, in 1966 and the Police released the cycle. After obtaining the approval of the Registrar General for its disposal and write off, it was auctioned in 1972.

The Registrar General on our request approved of the purchase of another bicycle in December 1970 and placed an indent on M/s Popular Cycle Mfg., Co., Ltd., Agra, in January 1971 directing the firm to supply the cycle most immediately. The cycle could not, however, be received in 1970-71 as per the terms of the supply order. It was, however, received in February 1972.

Stationery and Paper

14. Annual indents for the supply of stationery were placed with the Controller of Stationery, Calcutta. These were invariably followed up by demi official reminders to Assistant Controller (Supply) to expedite despatches. The supply was invariably less than that indented though I should imagine that we in Census were much better treated. Shortages were partly met by resort to local purchases and partly by stringent economy. The stationery stores were despatched generally through Assistant Director of Shipping at Calcutta, and occasionally through the Assistant Engineer, Independent Store Sub-Division, A.P.W.D., Calcutta, who arranged to take delivery of the consignments from the Stationery Office's Store Wing for onward shipment to Port Blair. The Assistant Engineer, A.P.W.D., Calcutta, acts as Liaison Officer for the various offices under the Andaman and Nicobar Administration and the officers under the Administration generally authorise him to take delivery of the packed consignments for shipping them to Port Blair. A bulk consignment of white printing paper primarily meant for printing of forms, schedules, instruction booklets, etc., was ordered for by the Registrar General, India, sufficiently in advance which came very handy to meet our requirements of paper generally.

Filing Cabinet

15. A filing cabinet was received in this Office for keeping maps etc., under orders placed by the Registrar General, India. This cabinet on arrival was found to have been damaged in transit. The cabinet was repaired locally and claim for the cost of repairs preferred on the supplying firm.

Honoraria Account

16. Details of the amount of honoraria paid to the enumeration agency and the procedure for the drawal and disbursement thereof have been discussed in Chapter XX. As already stated Rs. 3,556/- for houselisting operations and

Rs. 10,007/- for the census enumeration were drawn by the various census authorities as honoraria. Accounts of these have been maintained by the respective Drawing and Disbursing Officers.

Cost of Enumeration

17. Budget Estimates and the actual expenditure during the years 1968-69, 1969-70, 1970-71 and 1971-72 are given in Appendix XLI. The figures of expenditure for the four main heads of the following three years are reproduced here from that table :

Sub-head	1969-70	1970-71	1971-72
A-Superintendence	55,032	93,136	1,00,488
B-Enumeration	82	41,835	17,701
C-Abstraction and Compilation	6,962	31,709	63,220
D-Printing & Stationery	10,840	16,134	1,288

Before determining the cost of census operations it may be said that at the time of writing this report the accounts for the year 1971-72 have not been finalised. A number of outstanding claims particularly those of the cost of paper, centralised printing of census schedules and hire charges of government boats and other types of conveyances have yet to be received and have, therefore, not been incorporated in the figures of expenditure. It is also difficult to separate the expenditure incurred on enumeration alone from the figures of expenditure booked in other sub-heads and part of the expenditure on enumeration does fall in heads other than enumeration. The entire expenditure during the three years, however, comes to Rs. 4,38,427/-.

Chapter XXII

CONCLUSIONS AND ACKNOWLEDGEMENTS

If the Census Operations were concluded satisfactorily in these Islands, it was largely because of the help extended and sympathetic understanding shown to me by the Andaman and Nicobar Administration as a whole. Since I was in one way or the other associated with the Administration in the initial stages of the census work, it was easier for me to claim their help and cooperation. For the next Census, however, I would suggest that an I.A.S., officer of the Union Territory Cadre or an officer of the Delhi, Andaman and Nicobar Islands Civil Service should preferably be drafted to work as Director of Census Operations in these Islands to enable him and those among whom he will have to work to feel quite at home in each other's company. Speaking for myself I must in all fairness confess that I did not have a very different feeling though.

2. Since there is likelihood of an Assistant Director of Census Operations continuing during the intercensal period, there would be no better choice than the present incumbent but this would virtually amount to a life's imprisonment for him. His domestic problems may perhaps not permit him to continue here till the next census. In that event he should be replaced by another officer at least two years in advance of the operations.

3. I avail of this opportunity to record my grateful thanks to the former Chief Commissioner of this Union Territory, Shri H.S. Butalia, I.A.S., whose blessings and official support I and my organisation fully enjoyed.

4. I am deeply conscious of my special obligation to the Registrar General of India, Shri A. Chandra Sekhar, I.A.S., for the inspiring lead and guidance given to us and for his inimitable kindness, courtesy and encouragement which spurred us to action with confidence and with a sense of personal achievement. It is difficult for me to express sufficiently my deep personal gratitude to him for his very kind help and guidance in all my difficulties. Shri K.D. Ballal, I.A.S., Deputy Registrar General took a lively interest in the Census of these Islands and I could always approach him with my problems confident of receiving practical solutions and sympathetic support. Dr. B.K. Roy Burman, Deputy Registrar General, Social Studies, was kind enough to pay us a visit and encourage us with his useful suggestions regarding the enumeration and socio-economic survey of the tribals in these Islands. I am also very thankful to Shri K.K. Chakravorty, Central Tabulation Officer in the Office of the Registrar General of India for the promptness and sympathy unfailingly shown by him in dealing with matters relating to this far flung territory. He was good enough to visit us later on and guide the staff entrusted with the tabulation of data. Dr. B.K. Roy, Map Officer in the Office of the Registrar General, India, helped us in having maps and charts ferro-printed for use in Paper 1 of 1971 relating to these Islands.

5. I owe a debt of gratitude to the Deputy Commissioner, Andaman and Nicobar Islands, Shri R.K. Ahuja, I.A.S., who was obligingly indulgent in permitting us to use for our office the lower portion of the building essentially meant for his residential accommodation. We can recall many periods of hectic activity in our office when he and his family must have necessarily been greatly disturbed but despite this he had been extremely cooperative all through. The mighty seas around these Islands looked far less furious with the assistance of Commander K.P. Nair, Harbour Master, who ensured safe conduct of the census parties and records on coats provided by him across the seas. Director of Education Shri S.N. Kalla, was profusely generous in providing a large number of devoted teachers to man the enumeration agency without whom it would have been impossible to reach every nook and corner of these Islands. Thanks are also due to Shri B.B.L. Bharadwaj, Director of Medical and Education Secretary, Dr. A.K. Bannerji, Director of Medical and Health Services, Shri V.N. Singh, I.P.S., Superintendent of Police and Shri T.N. Pandit, Officer-in-Charge, Anthropological Survey of India, all of whom made it possible for the special survey teams deputed to Little Andaman and Great Nicobar Islands to cover the Onges and the Shom Pens with as little difficulty as possible. Shri B.K. Halve, I.A.S., Chief Development-cum-Rehabilitation Commissioner who had the experience of organising the 1961 Census in these Islands and I am indeed particularly grateful to him for his sound advice and suggestions which were very helpful in organising the enumeration work in these Islands.

6. I am greatly indebted to all the Charge Officers for their unstinted cooperation in Census matters. The enthusiasm and devotion shown by them percolated down to the ranks of the census personnel in their charges. I feel that so long as

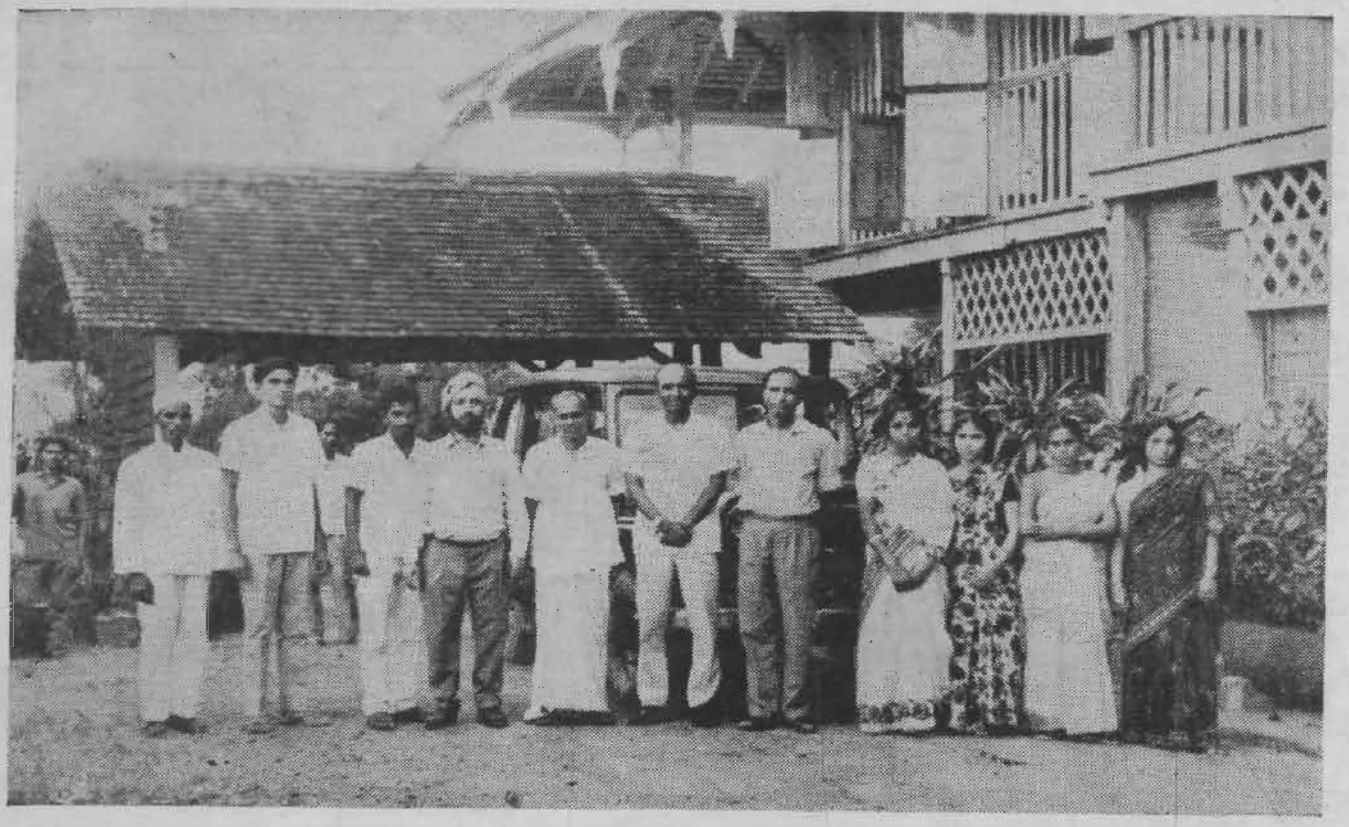
the Census Operations are conducted on the lines as at present the first and the heaviest debt of gratitude will always be due to the great number of enumerators and supervisors of whose name there is no printed record ever left and who did the work in a spirit of national dedication and offen at great personal discomfort also. The chief credit for the success of the census undoubtedly goes to them who at a time of particular stress of general elections cheerfully discharged the onerous responsibility of the Census Operations.

7. I shall be failing in my duties if I do not gratefully acknowledge the valuable services rendered by a band of devoted workers in my own office. Shri Ardaman Singh, Assistant Director of Census Operations, with a rich experience of Census work, was extremely helpful to me all through and particularly in going about the most difficult areas to cover the primitive Onges and the Shom Pens. He was ably assisted by a dedicated team consisting of Sarvshri G.P. Reddy and S. Sanyal, Investigators, and K.C. Kapoor, Photographer—all from the Office of the Registrar General, India, on the one hand, and Sarvshri V.K. Balan, Technical Assistant, P.K. Thankappan Nair, Assistant Compiler, R. Sasi, Upper Division Clerk, all of this Directorate along with a couple of class IV employees on the other. Shri V.K. Chaudhary of the Adim Jati Sangh working as Social Worker in Little Andaman was good enough to accompany the team in the interior of the Little Andaman Island to cover the Onges. The team braved severe physical discomforts and spent many agonising moments while traversing the length and breadth of the Little Andaman Island and the Great Nicobar Island. The Captains and the crew of the two ships M.V. Katchal and M.V. Teressa and Sarvshri K. Sethuraman and S. Raha, Assistant Commissioners respectively of Nancowry and Campbell Bay who accompanied the Survey Party to Great Nicobar lightened the burden of the team considerably. Shri M. Karuppaswamy, Tabulation Officer about whom I had occasion to refer earlier devoted himself whole heartedly to any work assigned to him. I wish to place on record the valuable services rendered by him inspite of his failing health. Shri M.L. Puri, Head Clerk, who compiled the various details for writing this report and Shri K.V. Kuttappan Nair, Stenographer, who worked very laboriously in typing out this report richly deserve all appreciation and heartfelt thanks.

8. Lastly before closing I must express my deep sense of gratitude to the Uttar Pradesh Government for agreeing to place me in-charge of the 1971 Census Operations in Andaman and Nicobar Islands and thus affording an opportunity which rarely comes to an officer of the State Government whose administrative headquarter is separated by over a thousand kilometres of land and almost an equal nautical distance of sea from the place of work in these Islands.

CENSUS IN ACTION
1971

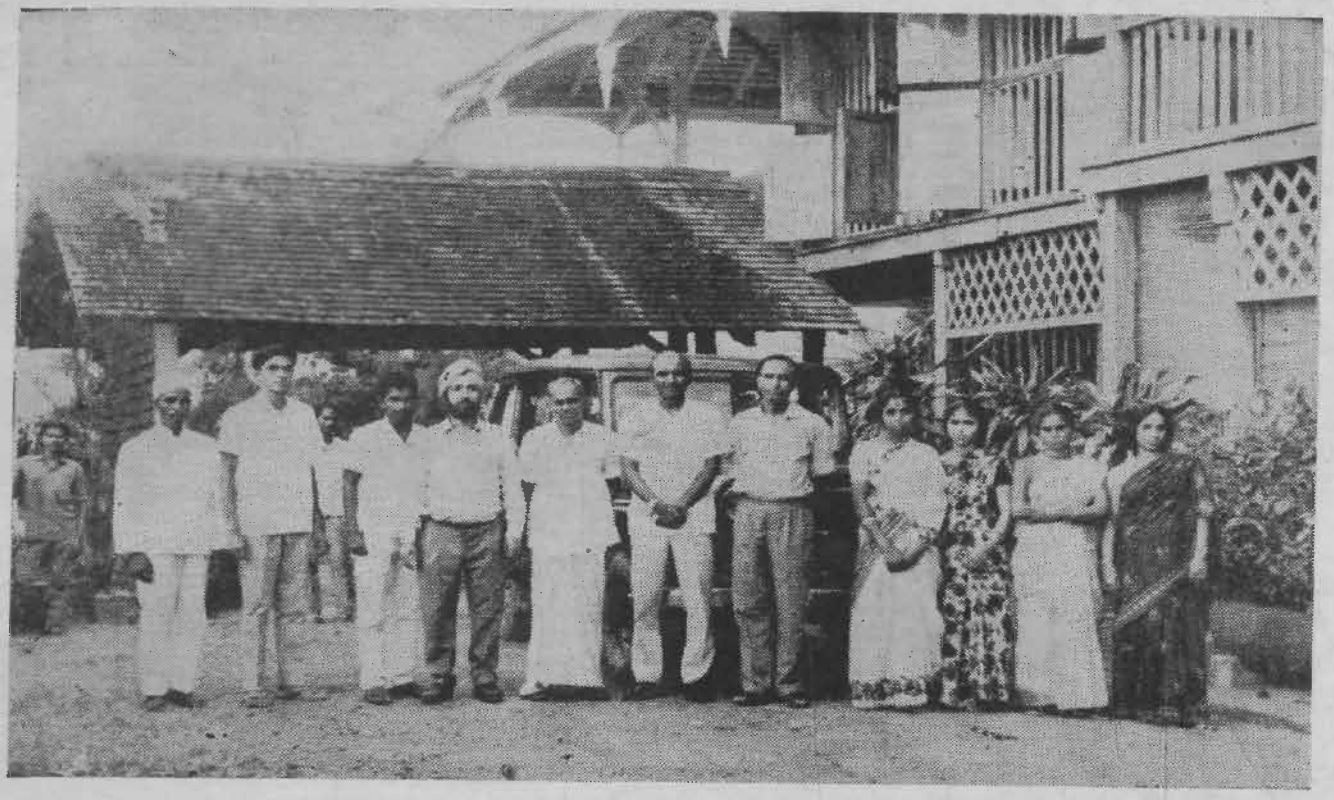
APPENDICES



Shri A. Chandra Sekhar, I.A.S., Registrar General, India, in the Census Office in March, 1970



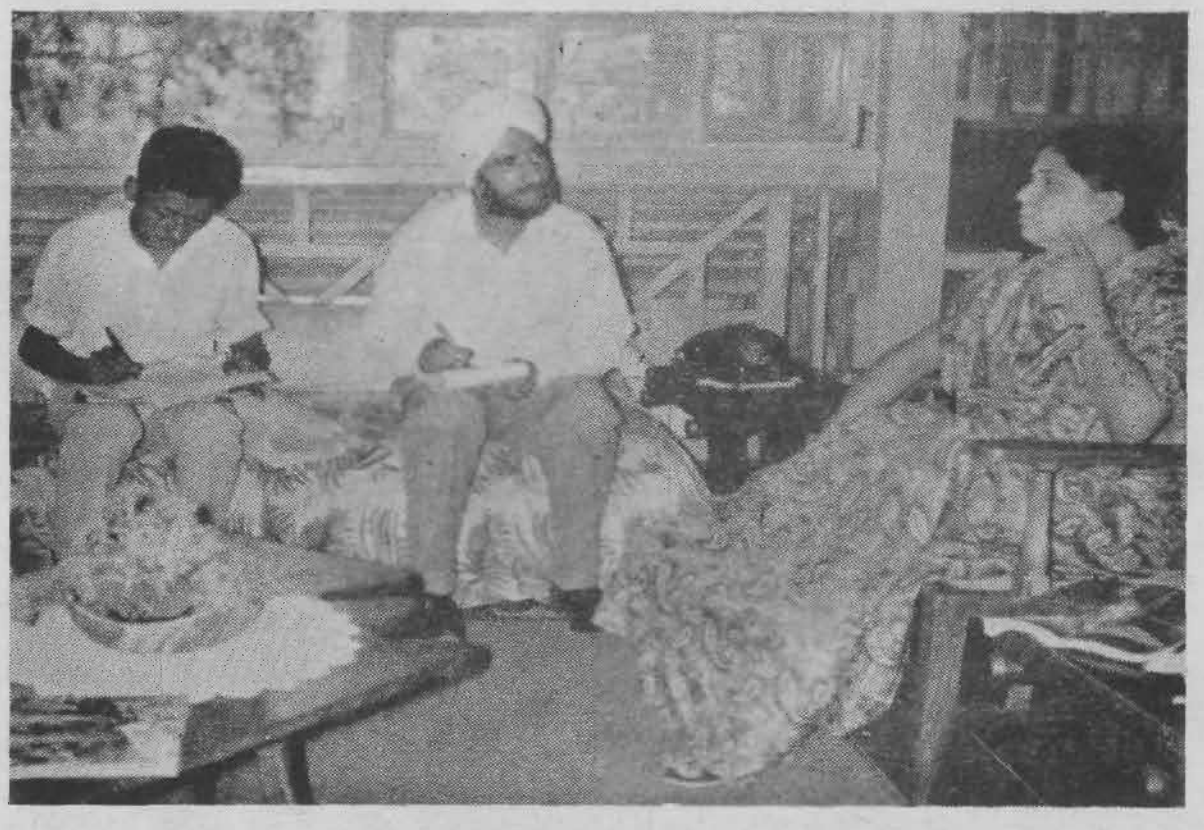
Director of Census Operations inaugurating the enumeration in Port Blair by enumerating Shri H.S. Butalia, Chief Commissioner, A. & N. Islands



Shri A. Chandra Sekhar, I.A.S., Registrar General, India, in the Census Office in March, 1970



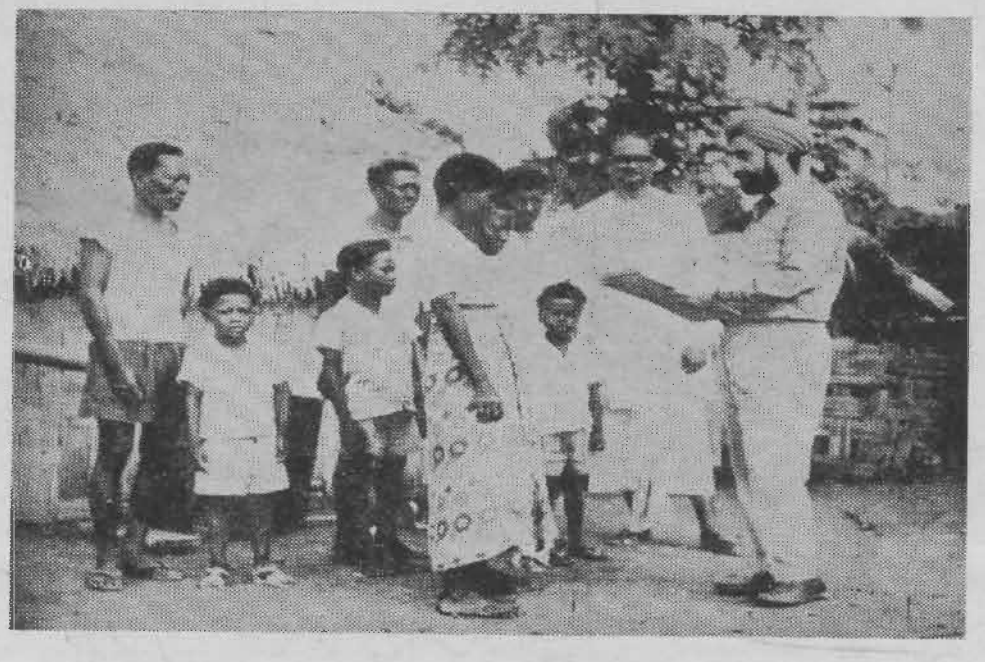
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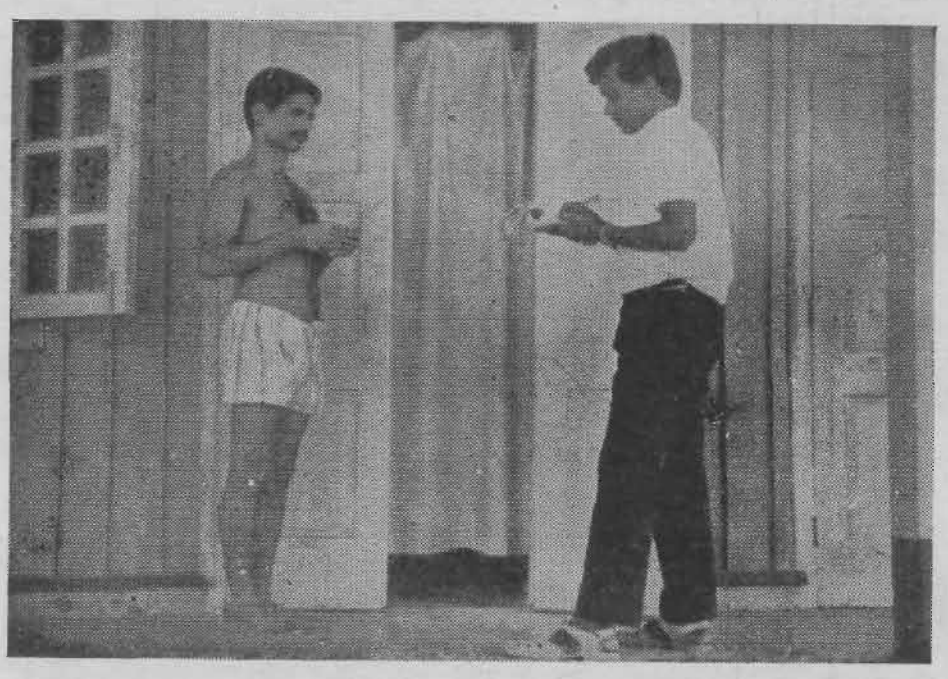
Shrimati Asha Halve wife of Shri B.K. Halve, I.A.S., Chief Development-cum-Rehabilitation Commissioner answering census questions to Shri Ardaman Singh, Assistant Director



Shri R.K, Ahuja, I.A.S., Deputy Commissioner, A & N Islands being enumerated by the Assistant Director. Shri Ramesh Chandra Nath, Enumerator standing in the back ground



Andamanese being enumerated in Strait Island

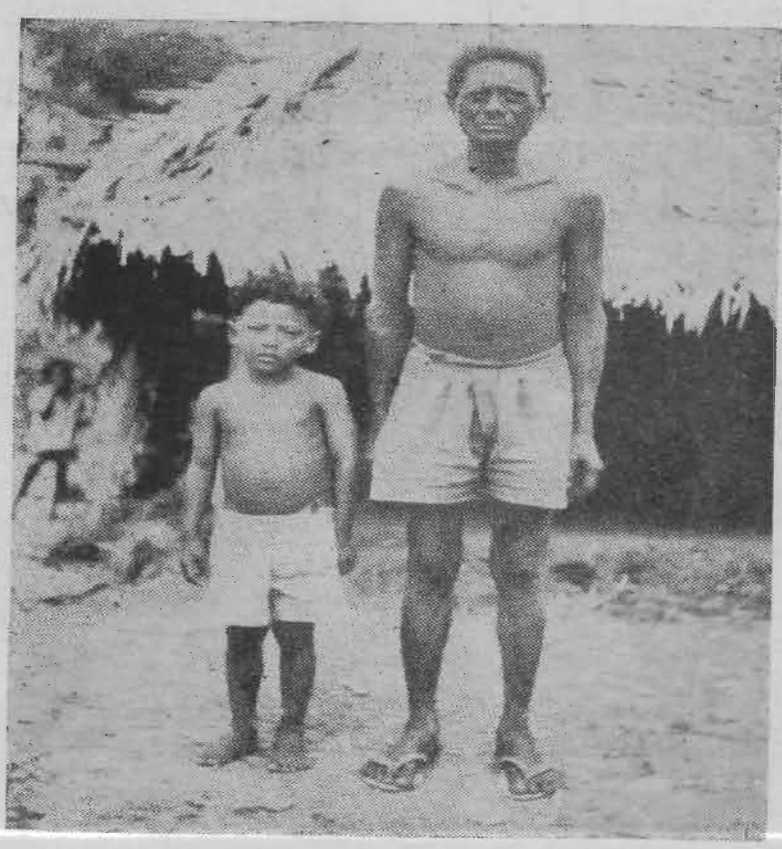


Shri T. Ganapathy, Enumerator, filling in Individual Slip in Port Blair Town

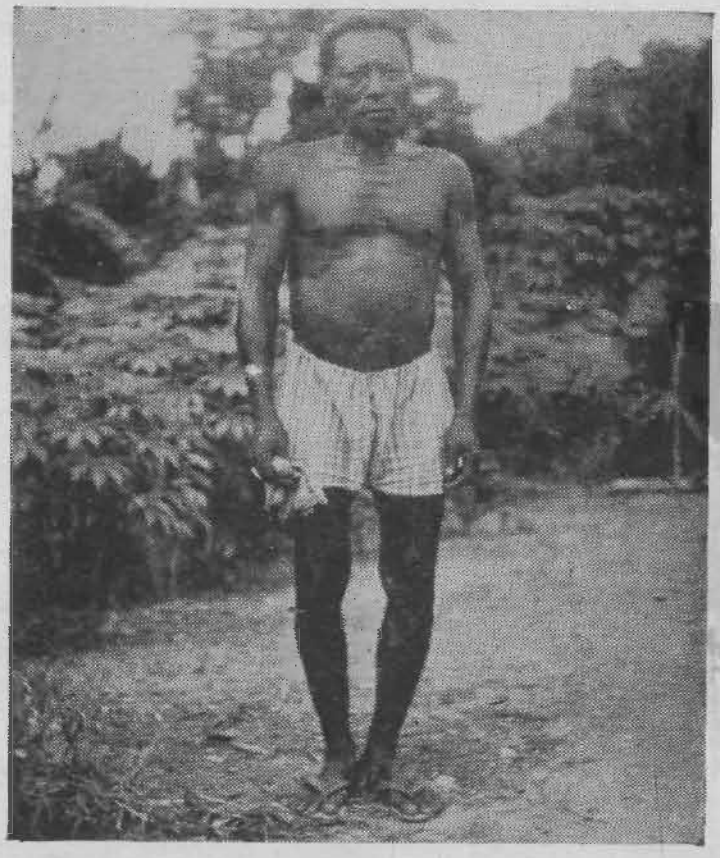


Shri Rajendra Nath, Enumerator, busy in filling in Individual Slip in a Rural Area





Specimen Photo Census of the Andamanese



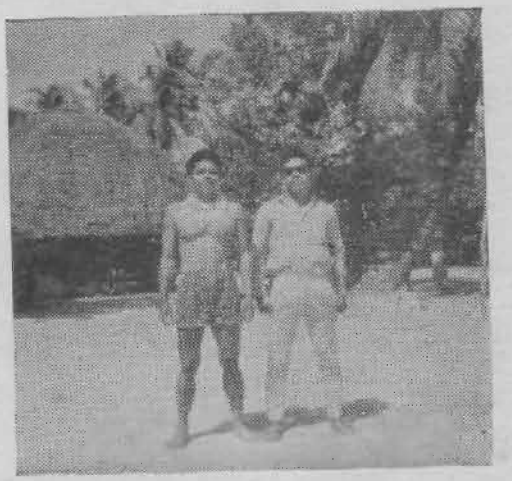


Specimen Photo Census of the Andamanese





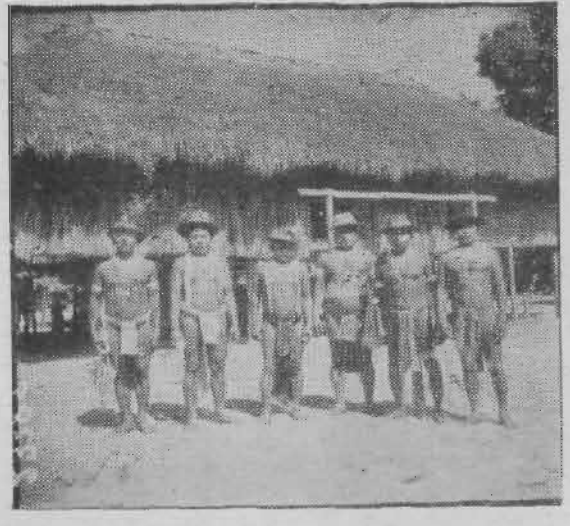
Specimen Photo Census of the Andamanese



Shri S. K. Sanyal, Investigator in R.G's Office making friendly overtures in Chowra Island before enumeration of the Islanders



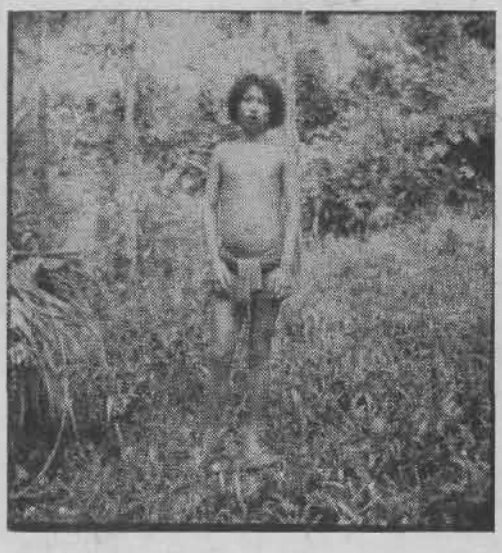
The Shom Pens women being cajoled by offer of Cigarettes for Census—mark the bead-necklaces, sticks in ear lobes and head and wrist bands

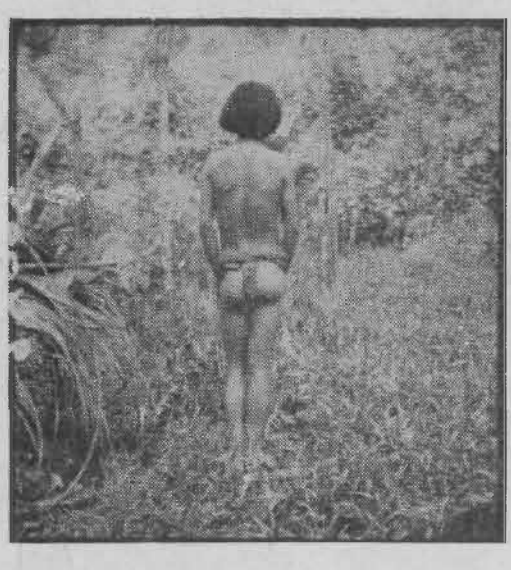


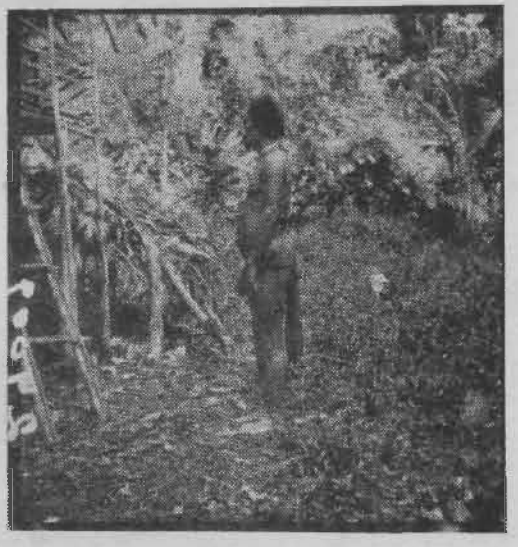
Even these—a group of witch doctors in Chowra Islands agree to be photographed before being enumerated



Another set of witch doctors singing in front of Magico-Religious objects at Chowra





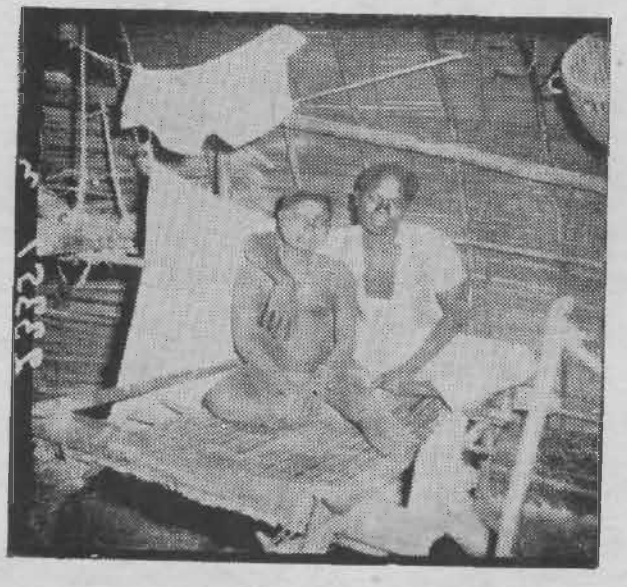




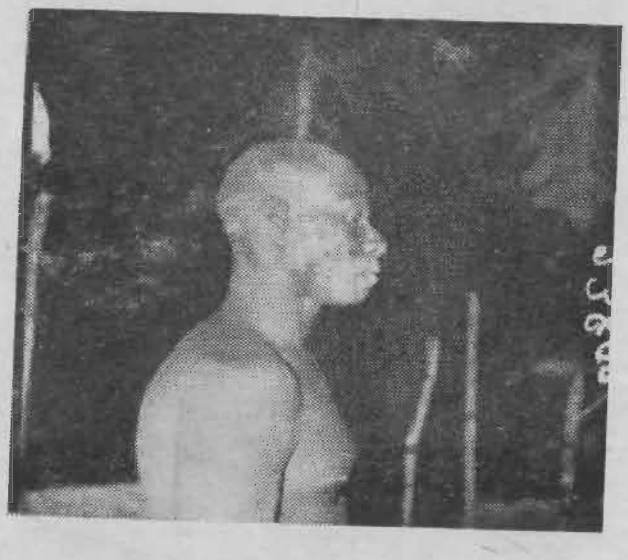
Specimen Photo Census of front, back and profile of the Shom Pens

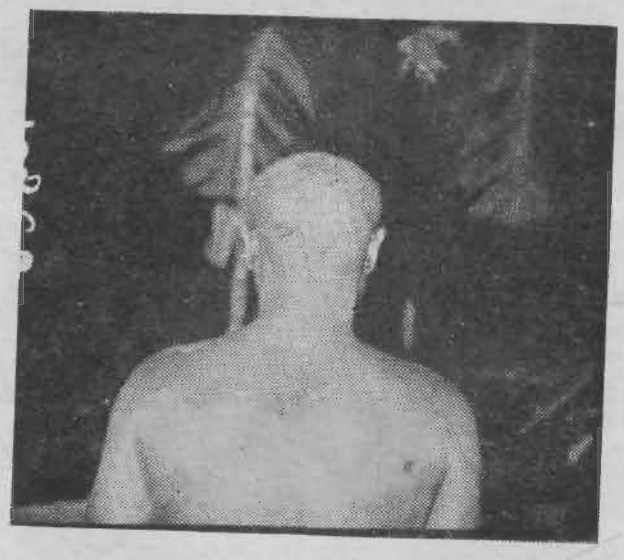


A Shom Pen Woman



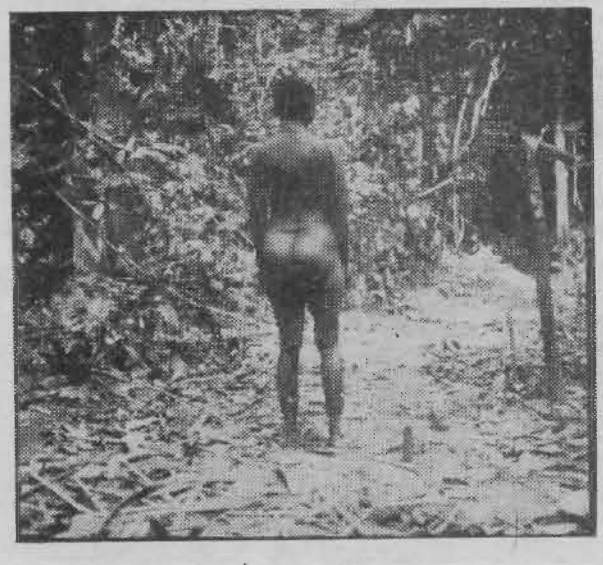
A newly wedded Onge couple





Bust-profile and Back of an Onge male







Front, Back and Profile of an Onge Female

APPENDIX II

(Vide Chapter I—Para 4)

(TO BE PUBLISHED IN THE GAZETTE OF INDIA PART III SECTION I)

No. 6/10/69-Ad. I
Government of India
Ministry of Home Affairs
Office of the Registrar General, India

2A, Mansingh Road
New Delhi-11, the 25th Aug. 1969

NOTIFICATION

In supersession of this Office Notification No. 6/10/69-Ad. I dated the 17th may, 1969, the President is pleased to appoint Shri R.K. Ahuja as Superintendent of Census Operations, Andman & Nicobar Islands, in an *ex-officio* capacity, with effect from the forenoon of the 27th May, 1969, upto the afternoon of the 11th July, 1969, in addition to his normal duties as Deputy Commissioner, Andaman & Nicobar Islands.

2. Shri M.B. Malhotra relienquished charge of the Office of the Superintndent of Census Operations, Andaman & Nicobar Islands, held by him in an *ex-officio* capacity, with effect from the *forenoon* of the 27th May, 1969.

3. The President is pleased to appiont Shri M.C. Joshi, an officer belonging to the Utter Pradesh Civil Service, as Superintendent of Census Operations, Andaman & Nicobar Islands, on a wholetime basis, with effect from the afternoon of the 11th July, 1969, until further orders.

His headquarters will be at Port Blair.

4. Shri R.K. Ahuja relinquished charge of the Office of the Superintendent of Census Operations, Andaman & Nicobar Islands, held by him in an *ex-officio* capacity, with effect from the afternoon of the 11th July, 1969.

Sd/-
(A. Chandra Sekhar)
Registrar General, India

To

The Manager,
Government of India Press,
Faridabad (Haryana)

No. 6/10/69-Ad I — New Delhi-11, the 25th August, 1969.

Copy to :

1. The Accountant General, Central, Calcutta.
2. Treasury Officer, Port Blair.
3. The Chief Commissioner, Andaman & Nicobar Islands, Port Blair.
4. Shri M.C. Joshi, Superintendent of Census Operations, A. & N. Islands, Port Blair.
5. Shri R.K. Ahuja, Deputy, Commissioner, A. & N. Islands, Port Blair.
6. Shri M.B. Malhotra, C/o Deputy Commissioner, A. & N. Islands, Port Blair.
7. Office of the Superintendent of Census Operations, A. & N. Islands, Port Blair.
8. Ministry of Home Affairs (Pub. I Section), New Delhi-1.
9. The Joint Secretary (U.T.), Ministry of Home Affairs, New Delhi-1.
10. P.A. to Registrar General.
11. P.A. to Deputy Registrar General (C).
12. Order File.

Sd/-
(K.D. Ballal)
Deputy Registrar General (Census)

APPENDIX III

(Vide Chapter I—Para 5)

Copy of letter No. 28/26/69—Pub. I dated the 12th August, 1969 from the Under Secretary to the Government of India, Ministry of Home Affairs, New Delhi, addressed to the Registrar General and *Ex-Officio* Census Commissioner, New Delhi and copy to the All State Governments/Union Territories.

Subject :—Redesignation of the "Superintendent of Census Operations" as "Director of Census Operations and ex-officio Superintendent of Census Operations".

With reference to the correspondence resting with your un-official note No. 1/1/69-Ad. II, dated the 25th June, 1969 on the subject noted above, I am directed to say that the Government of India have decided that the posts of "Superintendent of Census Operations" in States, Union Territories and NEFA, should be redesignated as "Director of Census Operations and *Ex-Officio* Superintendent of Census Operations" with effect from the 1st September, 1969. Further action may be taken to issue necessary gazette notifications in regard to the present incumbents of the posts in accordance with the procedure laid down in this Ministry's O.M.No. 13/2/58-Ests(A) dated the 1st October, 1958 (copy enclosed).

No. 12/1/68—Stat

ANDAMAN AND NICOBAR ADMINISTRATION

Chief Commissioner's Secretariat
(Statistical Bureau)

Port Blair, the 30th August, 1969

Copy forwarded to the Superintendent of Census Operations, Andaman & Nicobar Islands, Port Blair and Assistant Secretary (E) to the Chief Commissioner, Port Blair for information.

Sd/-
Statistical Officer

APPENDIX IV

(Vide Chapter I—Para 6)

DETAILS OF STAFF IN POSITION AT THE TIME OF ASSUMTION OF OFFICE BY THE DIRECTOR i.e. AS ON 11-7-69

S.I No.	Name of Post	No. of post	Scale of pay	Name of incumbents
1	2	3	4	5
1.	Head Clerk	1	Rs. 210-380	Shri M. Karuppaswamy
2.	Upper Division Clerk	1	Rs. 130-300	Smt. Saramma Samuel
3.	Lower Division Clerks	2	Rs. 110-180	Smt. N. Meenambal Shri R. Sasi
4.	Peons	2	Rs. 70-85	Shri B. Kondarao Shri P. Suryam

APPENDIX V

(Vide Chapter II—Para 3)

A. CHANDRA SEKHAR D.O. No. 37/10/68-RG
MINISTRY OF HOME AFFAIRS
REGISTRAR GENERAL, INDIA,
KOTAH HOUSE ANNEXE, 2A,
MANSINGH ROAD,

CIRCULAR NO. 1 NEW DELHI-11,
the 12th Dec. 68

Dear Shri

Subject:—Census of India 1971

We are all privileged to be members of this great organisation. The years you will spend with the Census Organisation will be one of the most rewarding. You will soon acquaint yourself with the great work that your predecessors at the earlier censuses had achieved. This, has, however, been the result of hard, sustained and dedicated work, unmindful of one's own comforts. In your new assignment you may at times find yourself denied of the comforts and privileges that you might have normally expected as the head of a department or the head of a district or in a secretariat post under the State Government. Yet, the work you will have done as Superintendent 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 Suprintendent 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 straightway 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 Report 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., (i) the census enumeration and (ii) the census tabulation and publication of reports.

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

6. One of the earliest tasks in preparing for the census, therefore, is the building up of district and tahsil/thanas 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 31st December, 1969. If at all the State Governments contemplate any changes, it is hoped, that they would have given effect to them much earlier than this date. You may, therefore, in consultation with the State Government, bring all your maps 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 the village panchayat or gram sabha etc., should be he smallest rural unit for the purpose of census. It is always desirable to choose, a viable and stable unit with definite fixed boundaries. These should generally be comparable with the units of previous censuses. A revenue village with definite surveyed boundaries is generally preferred. In some States, Census Officers had thought of recognising even hamlets of villages as units of enumeration and the presentation of primary census data separately for these units. This may be feasible at least for the larger hamlets. Since the list of villages with the primary census data provided by the census serves as an invaluable frame for all types of future studies, suggestions have also been made that in respect of large villages the primary census data may be furnished for portions of villages whch 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 or individual revenue villages that may constitute the panchayat should be separately given. You may like to give careful thought to these questions and let me know of your views as early as possible. Sometimes, in the midst of unsurveyed areas such as the tribal agencies, forest areas, etc., groups of habitations are recognised as rural units in the village series at the census. It will be necessary for you to clearly define the boundaries of such units as to be definitely identifiable by any other organisation who may like to use the series as a sampling frame.

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

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

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

(1) A minimum population of 5,000 ;

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

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

This definition, by and large, had worked well and has brought about some uniformity of concept throughout the country. It is proposed to continue the same definition at the 1971 Census also which will enable us to have better comparability with the date 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 Census which might have had a population of 4,000 or more at the 1961 Census which can be expected to have crossed 5,000 population mark by 1971, to see if the composition of the working force, the density of population and other factors would qualify those places to be categorised as urban. In the Census General Report of your State your predecessor might have already given some guidence in this matter. At the same time, you may also see if there are any areas recognised as urban at the 1961 Census which did not deserve to continue as urban either due to any reduction in the population size or due to the composition of the working population or other factors. This work must also be completed as early as possible since you have to develop your location codes for your State quickly. I expect that your office might have already done some exercise in this regard. You may kindly finalise these, get the concurrence of the State Government also and let me have the final list of towns as quickly as possible.

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

10. Two or more towns may be clustered together as a town group when the core town has

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

11. Since it is reasonable to expect a fairly high growth rate of urban population between 1961 and 1971, you may examine the cases of all the class I (population of 100,000 and above) and Class II (50,000 to 99,999) town of 1961 Census whose populations are likely to reach 100,000 by the 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, will be convenient to develop a location code number and within 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, whereas for the villages, the code number will be in Arabic numerals. Thus 3/6/79 will represent village No. 79 in tahsil No. 6 of district 3. Or 3/6/II would mean town No. II in tahsil No. 6 of district 3. If it is proposed to recognise each of the larger hamlets for the purpose of giving primary census data it may be necessary to give to a sub-number to the main village number as say 79(i), 79(ii) and so on to indentify 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 on which every house and within it, every household in all local areas can be indicated by a convenient location code. This will be extremely useful for the purpose of depiction on the Census Schedules and also while demarcating the jurisdictions of census enumerators. You may like to acquaint yourself fully with the system of location codes that was developed at the 1961 Census. We shall follow the same system. However, on an examination of the location code system last adopted in your State, if you find any defects, they can be rectified.

14. It has been found that in some cases, at last census, some local variations had been made by the field staff and some other elements such as the enumerator's number and so on, and had been introduced in to 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 charges, if any, in the jurisdictions of any of the administrativc boundaries. It will be useful for yet to draw up a statement showing the location code number now allotted for the 1971 Census for each village and town and the corresponding location code number of that unit at the 1961 Census for the purpose of comparison as also to make sure that all the units of the 1961 Census are fully accounted for. You will have to ensure that the system of location code numbers is fully understood by the enumeration agency and that the code numbers allotted to each village or town are correctly noted on the schedules of that particular village or town.

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

18. It will be advantageous for you to get the officials at various levels i.e., at the district, 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 Suprintendents for the successful completion of the Census Operations. Various concessions are also extended to the personnel put on census duty. You may like to get yourself acquainted with the instructions issued in the past and you may persuade the State Government to issue suitable instructions to meet the present needs.

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

20. The experience of the last census, as also the first pretest of the draft questionnaires for the

1971, showed that the size of the enumerator's block in rural areas may be about 750 to 1,000 in population i.e., about 150 to 200 households and in the urban areas about 600 to 750 population, i.e., 120 to 160 households. You shall have to get your local charge superintendent to demarcate the census enumerator's blocks accordingly. The formation of the enumerator's block should be clearly defined with reference to the boundaries as well as the housenumbers that actually fall within his block. The housenumbering layout sketches, in conjunction 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 numbers 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 specially 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 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 frame so prepared is easily identifiable on ground that if the census enumerator's blocks can be conveniently formed as to conform to this frame.

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

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

24. You will have occasion to now protest the second draft. The experience you will gain at the pretesting of the census schedules will be valuable. You may have the schedules and instructions translated and printed locally in your state language. I believe some translation has already been attempted by your staff of the first draft. This has to be merely brought uptodate to take into account the further changes in the schedules and these can be pretested. You may take about 1,000 urban households and 1,000 rural households for the pretest. You may, for the purpose of the pretest, divide them into blocks of about 100 households. You may pretest the household forms along with the individual slips in half the number of blocks and the individual slips along in the other half. You should try to engage at the actual census. You may have to get suitable instructions issued by the State Government to the District Officers to help you in the conduct of the pretest. Ultimately the responsibility of successful enumeration will fall on your shoulders. You should utilise the opportunity of this pretest to satisfy yourself, that the concepts can be fully understood by the enumerators and the enumerated and that there is no scope for any misinterpretation. You shall have to intensively train the local officers incharge of the pretest work who should, in turn, train the field enumerators thoroughly. An important document which the

enumerator will be required to fill at the next census is the Enumerator's Abstract which is quite different from what was adopted at the 1961 Census. In the abstract now prescribed for the 1971 Census, the enumerator will be required to carefully post some data from each individual slip at the end of each day and ultimately the entries are all totalled and an abstract for the enumerator's block is prepared on completion of enumeration. Particular importance is attached to this as it is proposed to release the provisional population data after the actual census is over on the basis of the totals that these abstracts provide. I would like you to particularly assess to what extent the enumerator has been able to post the data in his abstracts accurately. The census, supervisors should be made particularly responsible for the correct posting of these statements.

25. We shall finalise the schedules and 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 Officers are charged with the responsibility of handling several other projects such as the Annual Sample Census, Sample Registration, Social Studies and so on. You may get yourself acquainted with the work already going on in these various fields. Your main concentration should, however, be on the successful completion of the 1971 Census Operations.

27. As in the past the census enumeration of the houeshold population will be spread over a period of about 19 days from 10th 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 better available adequate personnel to serve 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 asisted 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 Disirict Census Officers Charge Superintendents incharge of Tahsil, Towns and special areas etc., should be very thoroughly trained first as they have to train up in turn 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 pratice enumerate a good number of households before completion of the training. Your predecessor of 1961 must have already laid down guidelines in this regard and might have also suggested improvements of procedure. You shall have to give careful attention to the training programme. I enclose for your information a circular on training issued at the 1961 Census in Andhra Pradesh which you may find of some use.

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

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

31. The provisional population totals will have to be announced as early as possible after the completion of census enumeration. At the 1961 Census provisional totals of several states were relayed to the Registrar General as early as 7th March, 1961. The provisional totals of districts had started reaching the Census Superintendents immediately after the revisional round was over, i.e., 5th March, 1961. (In 1961 the revisional round was extended till 5th March, 1961 due to intervening Holi festival.)

It should be possible at the next census to have the provisional figures even earlier. The revisional round is expected to be completed by 3rd March, 1971, itself. I had already referred to the form of Enumerator's Abstract prescribed for the next census. If these are carefully posted by the enumerator then and there each day there should be no difficulty in communicating the provisional figures by the targetted time. By careful organisation and efficient system of relay it should be possible for us to publish the provisional population totals almost immediately after the completion of census enumeration.

32. Immediately after the enumeration is completed, the census schedules will have to be received at a number of regional tabulation offices. A regional tabulation office will have to be opened to cover 5 to 6 million population. It will be necessary to secure buildings for this purpose adequately in advance. You may have to be in the look out for them even from the end of 1969. As at 1961 Census the 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 Superintendents. You should be on the look out for capable, energetic and dedicated members of the State Civil Service whose services could be secured on deputation from December, 1969. These Deputy Superintendents when appointed could immediately locate buildings for opening regional tabulation offices. Later on they will have to recruit a large number of sorters, train them, control them and get the primary sorting and tabulation done as quickly as possible.

33. In the regional tabulation offices the sorting of the schedules for producing the primary census data for the smallest unit of the village in the rural area and the enumerator's block in the urban area will have to be taken up manually as was done at the 1961 Census. The other tabulations are proposed to be done by taking a sample of the individual slips. Therefore, at the regional tabulation office the drawing of the 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 Computors. 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 position in each of the State Census Offices even by about March/April, 1970.

35. Details of the tabulation programme and the instructions for sorting and tabulation will 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 bottlenecks at the 1961 Census. We shall discuss and decide how best to get over it at the 1971 Census. In the meantime, any suggestions you may have in this regard will be welcomed. Generally much time is lost between the completion of Census Operations and the availability of the census data to the public. It would appear desirable to publish as quickly as possible handy popular versions, well illustrated, giving out several basic census data which are of great use and interest to the Government and the public. The primary census data will have to be published as quickly as possible.

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

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

Wishing you every success.

Yours sincerely,
(A. Chandra Sekhar)
Registrar General, India

APPENDIX VI

(Vide Chapter II—Para)

CENSUS OF INDIA 1971

HOUSELISTING SCHEDULE-A

HOUSE LIST

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

Name of Taluk/Tehsil/Thana/Anchal/Island.....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			Purpose of which Census house is used, e.g., residence, shop, shop-cum-residence, business, factory workshop, school of other institution. bank, commercial house, office, hospital, hotel etc., or vacant.	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							Total	Does the household cultivate land either owned or rented ? (Yes or No.)
				Material of floor	Material of Wall	Material of roof				Household No.	Name of the head of household	If S.C. or S.T.	No. of living 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 normally residing in census household on day of visit of the enumerator			
															Males	Females		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

Signature of Supervisor.....

Date.....

Signature of Enumerator.....

Date.....

APPENDIX VII
(Vide Chapter II—Para 7)

CENSUS OF INDIA 1971
HOUSELISTING SCHEDULE-B
ESTABLISHMENT SCHEDULE

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

Name of Taluk/Tehsil/Anchal/Thana/Island.....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.	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/bought in establishments coming under col. 4.	Average 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
1	2	3	4	5	6	7	8	9	10

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

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

CONFIDENTIAL

APPENDIX VIII

(Vide Chapter II—Para 8)
HOUSEHOLD FORM

CENSUS 1971

PART I
POPULATION RECORD
(To be compiled from Individual Slip)

Serial No.	Name	Relationship to head	Sex		Age	Marital Status	Literacy (O or L)	Description of work (Principal work)	If not working category
			M	F					
1	2	3	4	5	6	7	8	9	10

APPENDIX VIII (*Contd.*)

PART II

HOUSING SCHEDULE

Age of the house	Whether Pucca or 'Kacha'	Number of rooms occupied by the household	Owned or rented	Rent paid, if rented	Drinking Water supply		Is there Electric Supply? (Yes or No)	Is there a privy? (Yes or No)	Kind of fuel used by the household for domestic purposes
					Source	Distance if not within the house			
1	2	3	4	5	6	7	8	9	10

APPENDIX VIII (*Contd.*)

Part III

FERTILITY SCHEDULE

Location code..... Household No.....

Name of village or town.....

Name of head of Household.....

Does he belong to S.C. or S.T. ? If so, name of Caste/Tribe.....

1. Serial No. of the woman as in the Population Record									
2. Name of Ever-married woman, *i.e.*, Married/Widowed/ Divorced or Separated									
3. Age	(a) At present								
	(b) At what age was she married ?								
	(c) What was the husbands age then ?								
4. Educational level									
5. Religion									
6. Principal work	(a) Description of work of the woman.								
	(b) Description of work of the husband.								
7. Number of children born to date		M	F	M	F	M	F	M	F
	(a) Now living (i) Present here (ii) Living elsewhere								
	(b) Born alive but now dead								
	(c) Total of (a) & (b)								
	(d) No. born dead								
8. Particulars of last child born	(a) Did she give birth to a child during the period from (the prescribed festival day last year) to date : 'Yes' or 'No'.								
	(b) Was it alive birth or still birth ?								
	(c) Sex of the child (M or F)								
	(d) Exact date of birth	day month year		day month year		day month year		day month year	
9. If 'No' in 8 (a) when was the last child born ?									

APPENDIX- IX
(Vide Chapter II-Para 8)

Pad No. ☐

Slip No. ☐

CONFIDENTIAL

CENSUS 1971

Location Code _____ Household No. ☐☐

Name of Village/Town _____

1 Name _____

2 Relationship to head _____

3 Sex ◯

4 Age _____

5 Marital Status _____

6 Birth Place
- (a) Place of birth _____
- (b) Rural or Urban _____
- (c) District _____
- (d) State/country _____

7 Last residence
- (a) Place of last residence _____
- (b) Rural or Urban _____
- (c) District _____
- (d) State/country _____

8 Duration of residence at the Village or town of enumeration _____

9 Nationality _____

10 Religion _____

11 SC ☐ or ST ☐

12 If studying in any institution now _____

13 Literacy (0 or L) △

14 Educational level
- (a) General _____
- (b) Technical _____

15 Mother tongue _____

16 Other language(s) known _____

17 PRINCIPAL WORK
- (a) (i) Broad Category C AL O
- (ii) Is it household industry _____
- (b) Place of work _____
- (c) Name of establishment _____
- (d) Nature of industry/Trade, profession or service _____
- (e) Description of work _____
- (f) Class of worker _____

18 SECONDARY WORK
- (a) (i) Broad Category C AL O
- (ii) Is it household industry _____
- (b) Place of work _____
- (c) Name of establishment _____
- (d) Nature of Industry/Trade, profession or service _____
- (e) Description of work _____
- (f) Class of worker _____

19 If available for additional work, for how many months _____

20 If not working, Category ▱

APPENDIX X

(Vide Chapter III—Para 1)

SPEECH BY SHRI A. CHANDRA SEKHAR, REGISTRAR GENERAL, INDIA

Honourable Minister, Sir, Honourable Deputy Minister, Home Secretary, Secretary (Services) and friends :

The present Census Conference marks the first major and a very important step in organising the 1971 Census of India. The future course of the operations will be based essentially on the decisions taken at this conference. We are singularly fortunate, Sir, that you have been able to find time to inaugurate this conference. We are also extremely fortunate that at this inaugural function we have the Honourable Deputy Home Minister, the Home Secretary and Secretary (Services).

I am happy to say that the Census Superintendents of almost all the States and Union Territories, excepting one or two, are in position already. The Superintendent of Census Operations is the keystone of the census edifice in each State. Efforts were made to have the Census Superintendents of the States appointed from as early as July, 1968. Due to the paucity of officers in the States IAS cadres and sometime due to the State Governments not readily agreeing to spare the services of officers selected by the Census Commissioner, it was not very easy to obtain the services of officers of requisite experience and aptitude. Despite these difficulties, if the Census Organisation has been able to have the band of experienced and dedicated officers that we have been ultimately able to get, and who are all present here today, we owe it entirely to you, Sir. I wish to take this opportunity of expressing my gratitude to you, Sir, in taking personal interest in the matter and having addressed the Chief Ministers and the Governors of some States and Union Territories to lend the services of really good officers in view of the importance of the census work.

It was not without some initial apprehension and hesitation that several of my colleagues took up their new assignments. But, from what little I have heard from some of my colleagues, it is gratifying that every one of them seems to feel quite fasionated in taking up this challenging assignment. All this sounds so familiar. If I may be permitted to quote from a note I had recorded of my own personal experience at the 1961 Census, this is what it says:

"Towards the end of 1958 when the Chief Secretary to the Government of Andhra Pradesh informed me by a Demi-official letter that I was proposed by the State Government for appointment as Superintendent of Census Operations of the State, I must admit, I received the news with some misgivings. I thought that I would be lonely and almost forgotten in my new assignment. Further, will not the organisation of a huge administrative operation as the census too formidable a task for me? If I remember right, when the Registrar General, India visited the State some time in November 1958 I was requested by the Chief Secretary to meet him but I avoided seeing him on the plea that I was required to be away at some other place on a more important work. The Chief Secretary, obviously observing my lack of enthusiasm to take up my new job, informed me that he was reconsidering my posting as it might be better if I continued in my existing assignment as Director of Social Welfare, where, he felt, I was doing fairly well. At that stage something prompted me to say that I would prefer to be deputed as Superintendent of Census. My request was acceded to readily and I took charge as Superintendent of Census Operations, on the afternoon of 5th March, 1959.

Now, when I look back in retrospect I realise how sorry I would have felt had I not accepted the offer of appointment as the Superintendent of Census Operations. An opportunity will come but only once perhaps in the career of an administrator, and that too not every one will get it, of organising the decennial Census of a State—though of course, it has been the privilege of the stalwarts to be associated with more than Census—(When I recorded this I did not have even the ghost of an idea that I myself would be put to the need of eating my own words). Despite the regours and privations that one has to necessarily face in organising an operation of this nature and magnitude, the sheer joy of building up a huge organisation from the scratch, drawing people from various walks of life, and the adventure of training them up and making the gigantic organisation move as a whole on a ground that has to be carefully prepared and the ultimate feeling of triumph when once the operation is got through successfully, are something, one should not miss. I happened to compare notes with my colleagues of other States and they too seem to have felt exactly the same way as I did."

These observations were recorded nearly ten years ago. I am sure that my colleagues here fully endorse these remarks.

I am particularly fortunate to have the present set of my colleagues. Almost immediately on their taking charge as Census Superintendents they were saddled with the responsibility of pretesting the second draft census schedule for the 1971 Census. I have had the opportunity to see for myself the pretest operations in the field in some areas and to go through the pretest reports sent by my colleagues. These reports clearly reflect in abundant measure the great insight that the officers have already gained into the work, the high sense of duty, application and searching mind which are so very essential for the success of the main census operation, that all of my colleagues have already brought bear on their work. In fact I felt that their reports were even more comprehensive than the ones we produced on the eve of the 1961 Census. This reminds me of the belief often expressed these days that the present day children are somewhat precocious and seem to know more than what their parents did while they were of the same age. The wider understanding exhibited by the present Census Superintendents seems to reflect the same principle.

I must not forget the Deputy Superintendents of Census Operations who had been in charge of the Census Offices after the 1961 Census Superintendents went back to their parent States. These Officers had to bear much more burden and shoulder much heavier responsibilities under more difficult circumstances than what they would have been required to do elsewhere. They had to draw heavily on their own resourcefulness, energy and dedication. They had given an admirable account of themselves.

My apologies to all my colleagues for having called them to Delhi at this none too pleasant part of the year for this conference. Our meeting here despite the rigours of the Delhi weather is in the spirit of the Census Organisation to get on with its task. I extend my welcome to all my colleagues who have been able to come. The understanding of the census problems they had already shown gives me the confidence that the present conference will be a fruitful one.

I wonder how many people did realise how much effort, collective thinking, concerted planning and great attention to detail went into the development of the census concepts and questionnaires, in deciding on the most convenient format of the schedules and the contents of tabulation, in mapping, division of jurisdictions, creation of a massive enumeration agency and its intensive training, adopting suitable publicity measures and so on all of which go to make for the successful completion of census operations. The plans for the 1971 Census can be said to have started as early as in 1967 itself. Suggestions were invited from the various Ministries, the Planning Commission, Central Statistical Organisation, Directorate General of Employment and Training, State Governments, former Census Superintendents, Universities and individual scholars, Chambers of Commerce, Commissioner for Scheduled Castes and Scheduled Tribes, and several others for the next Census. The suggestions were discussed by a working group of experts and the first draft schedules were developed. These were pretested by the nucleus Census Offices and the experiences discussed in January, 1968. This was followed up by a large meeting of census data users convened in October, 1968 at which the schedules already developed were discussed and suggestions for including any further questions were invited. Incidentally, Sir, this meeting also had the privilege of being addressed by you. On the basis of the recommendations of the meeting of census data users the second draft of the census schedules was developed. I wish to place on record our thanks to all the census data users who favoured us with their valuable suggestions and helped us in developing the questionnaires.

I am happy to state that these questionnaires were discussed at a special meeting of Secretaries to the Government of India called for the purpose by the Cabinet Secretary. I must take this opportunity to express my grateful thanks to the Cabinet Secretary and the Committee of Secretaries who spared their valuable time to discuss the schedules, concepts and procedures and approved of them and also made a few valuable suggestions.

In developing the questionnaires the need for maintaining comparability of data with the 1961 Census has been kept in mind. At the same time, the questionnaires were not allowed to be merely static. Some important concepts were adopted and some new questions were added so as to meet the present requirements. The demands are great for various types of data from the census, but it is not feasible to accommodate all requests. Certain sanctity and finality are always attached to census data. This makes it all the more necessary for the Census Organisation to ensure that the data it collects are unbiased, objective and dependable.

A suggestion was made that at the next Census we might try to collect data on the under-employed. A question was developed and was pretested. However, much the data on under-employment may be needed, the pretest experience showed that at a mass operation such as the Census, it was difficult to canvass a question on under-employment which requires considerable probe. Similarly a request was made that some information on family planning should be collected as it was of much current interest. Some simple

questions on family planning were pretested. It was the universal experience at the pretest that these questions received extremely unreliable response. Census was, thus, not the proper agency for collecting data on such items. These should really form part of a special survey intended for the purpose and should be taken up by lady investigators who should interview married women.

The draft census schedules developed for the next census can be divided into two categories, the first to be canvassed at the stage of houselisting and the second at the stage of population enumeration. Houselisting is proposed to be taken up around February-April, 1970. This operation provides a frame for the purpose of coverage at the population census about a year later. Besides, the houselisting serves as a kind of housing census as well. At this stage, two schedules namely, the Houselist and Establishment Schedule, are proposed to be canvassed The Houselist is some what similar to the one canvassed on the eve of the 1961 Census and it gives information about the purposes for which census houses are used, the material of construction, the size of the household, number of rooms occupied and if the household lived in owned or rented house. The improvement made in the draft Houselist Schedule for 1971 are: (1) The age of the census house is proposed to be collected; (2) If the house is vacant the reasons will be recorded; (3) The material of construction of floor will also be ascertained besides that of the walls and the roof; (4) In view of the persistent demand to collect data at least on the total numbers of completely blind and completely deaf persons, while houselisting, it is proposed to be ascertained from each household if there were any totally blind and totally deaf persons in the households. It is impossible to collect data on other physically handicapped persons through a population census.

Besides the Houselists, a separate Establishment Schedule is also proposed to be canvassed. This is a new schedule developed for 1971 Census in which all the establishments, that is, manufacturing, trade and other establishments, will be listed and their particulars and total employment etc., will also be noted. This is expected to be a very useful schedule giving considerable information on both the registered as well as the unorganised sector of establishments.

For the population enumeration itself which is the main census operation, and which will be gone through in February-March 1971 with the reference date as 1st March 1971, there are two schedules that are proposed to be canvassed namely; (1) Individual Slip, and (2) Household Form. The Individual Slip aims at the collection of some basic demographic, sociological and economic particulars of each individual. The improvements in the 1971 schedule are that it will throw more light on internal migration with reference to place of last residence. It also collects data on enrolment for studies. The economic questions are arranged as to remove any biases and also record principal and subsidiary work in all cases.

The Household Form will be canvassed in 10 per cent sample areas. The New items of information collected on this form at the 1971 Census are firstly through a fertility schedule which forms a part of this form. This is expected to give much needed valuable data on fertility patterns and may help the family planning organisation as well. Secondly through a Housing Schedule which aims at giving some data on the amenities such as drinking water supply, electric supply and privy facilities that the household may enjoy, and also if the household lived in owned or rented house and the amount of rent. Besides, the fuel used for domestic purpose will also be recorded.

Thus, the schedules that are being considered for the 1971 Census do have several new features. A detailed Tabulation Plan which will be much larger than at the last Census is proposed. Sampling procedures are proposed to be introduced both at the stage of enumeration as well as tabulation. A considerable part of the census data is proposed to be processed on electronic computers.

Following the tradition established by the Indian Census, a series of ancillary studies are proposed to be taken up at the next Census as well. Besides producing a Village and Town Directory it is proposed to take up some depth studies into about 200 small and medium towns. A new concept developed for the next Census is "Standard Urban Area" with the intention of giving comparable data for the next 3 or 4 decennial censuses for a fixed standard unbanisable area with a core town of a minimum population of 50,000.

It will be our aim at the next Census to give out the results of the Census as quickly as possible after the completion of the enumeration.

My colleagues and I in the Census Organisation do realise the great responsibility that we have been charged with. We shall try to justify the confidence the Government of India have placed in the Census Organisation in fulfilling this extremely onerous but all important task. We do hope that our deliberations the next few days will help us to set ourselves on a firm course of action. We shall deem it a privilege, Sir, if you can kindly inaugurate this Conference and give us your blessings.

APPENDIX XI

(Vide Chapter III—Para 1)

INAUGURAL ADDRESS BY SHRI Y.B. CHAVAN, HOME MINISTER

Friends,

I am happy to be with you today as you begin your deliberations to finalise the details of an operation which is unsurpassed both in regard to its size as also its importance. The great care exercised by the Government in ensuring that only such persons are put in charge of these operations at the State-level as are outstanding and have the necessary aptitude, ability, wility, willingness and capability to handle this one onerous task, is a measure of the importance that is attached to this work. I must congratulate you at having the privilege to be associated with the forthcoming Census Operations.

2. We have rich tradition of taking complete censuses of population from the year 1872. The Census has, of course, grown over this period both in quantitative and qualitative terms. The Indian Census today is universally acknowledged as the most authentic and comprehensive source of information about our land and the people. With the dawn of independence and the adoption of a democratic system of government the importance of authentic data on population was enhanced. The size of the legislatures as also demarcation of electoral constituencies depended on the statistical information regarding the size of the population and its geographical distribution. These data are invaluable also for the implementation of constitutional provisions like the welfare of the socially and economically backward classes. The advent of the Five Year Plans added a new dimension to the Census operations. It was expected to yield information regarding such a variety of aspects of the nation's economy like population growth, its distribution, urbanisation, manpower, employment, literacy, migration, housing and so on. The planners as well as the Research Scholars look for detailed and sophisticated data on the trends in occupational and industrial affiliations of the working population, fertility patterns, age and educational levels etc. Census has to meet this increasing hunger for data.

3. Lack of data can well be most serious bottleneck in the process of planning in developing countries. We were fortunate enough to have at least the minimum basic data regarding the total population, its growth, distribution etc. But as the economy advances, the sectoral inter-dependence, need for regional balance and various other complexities come in. This makes varied demands for more and more data. The twin factors of large data and higher reliability of it in explaining the various policy variables then become of critical importance. Data collection and decision-making are two inseparable and inter-dependent aspects in the process of planning. In this strategic task, you form an important link and I am sure you will be proud of this role. Over last 100 years, the Census operations have been keeping-up with the varied dmands of changing times. A greater degree of sophistication has come into our methods of collection, tabulation and analysis of statistical data during this period.

4. It is precisely because of the crucial role it plays in indicating the possible policy variables in diverse fields that the Census statistics will have to meet the test of accuracy as well as timeliness. Even the slightest doubt about its reliability or any delay in its publication would defeat the very purpose of the operation. In matters of collection of data filling up of questionnaires etc. I hope you would appreciate that the success or otherwise of this gigantic effort will depend on the performance of the last link in the chain, be it the Gram-Sevak or the school teacher, who will do the actual enumeration. Our task should be to enthuse that agent in the process of this work so that they undertake enumeration with interest. They will also have to be given the necessary guidance so that the system of enumeration does not vary from person to person All the persons involved in the Census work have to be alive to the importance of the whole operation otherwise they may come to regard it as only an additional demand on their time. Due care will also have to be taken by you to see that questionnaire does not become so complicated as to be beyond the comprehension of both, the enumerator and the enumerated. I understand that finalising the Census questionnaire is one of the main tasks before your Conference. Much of the success of Census enumeration will depend on the care and attention you give to this basic task.

5. The Census operations are becoming more and more technical and intricate. To keep up with the need for increasing sophistication, the Census Organisation has to acquire adequate technical skills to fulfil its tasks. I am glad to understand from the Census Commissioner that short courses of training are proposed to be organised for all the Census Officers. During the

intercensal period, several members of the staff of the Census Organisation had received advanced training in India and abroad. We have to keep pace with the advanced techniques in the rest of the world. We may have to gradually change over from some of the antiquated techniques like manual sorting of data etc., however well it might have served the purpose in the past when the tabulations were comparatively simpler. The need for more and more sophisticated cross tabulation of data is now being felt and it has to be provided in quick time. Unless you modernise some of the techniques of processing of data by taking recourse to electronic computation, you may not be able to adequately meet the requirements. At the same time, computerisation of enormously large data as that of the Indian population Census is no simple matter. In fact it presents several other problems which cannot be readily resolved. I realise that it may not be possible to change overnight to complete processing of the entire Indian Census data on an electronic computer. Some sampling procedures have to be adopted to get the data processed in time. This again requires adequate application of new skills which perhaps the past Census procedures did not involve. At the same time, the traditional methods of sorting and tabulation of data will also have to be resorted to for some simpler tabulation requiring the provision of basic data for small units. Your aim should be to complete the processing of data accurately quickly and made them available to the consumers within reasonable time. Often much time is lost between the completion of Census enumeration and publishing of the Census Tables and reports reducing their value to considerable extent.

6. I hope that you will also give some thought to the way of presentation of the Census results and reports. The Census reports are generally so bulky and so full of figures that one is not readily attracted to them. Census data are of great relevance and value to the common man. I do trust that at the next Census you will be able to bring out some popular versions of the Census analytical reports to render them interesting to the common man and at the same time be educative. Your findings and your observations will be greatly valued. You are bound to be objective in your approach and you would have the necessary data to support your findings.

7. Apart from producing dry statistics, the Indian Census has followed a fascinating tradition of taking up ancillary studies in different fields and adding to the fund of knowledge. While the main purpose of Census taking is not lost sight-of, these ancillary studies have greatly helped in giving a meaning to much of the statistical data produced at the Census. At the last Census, I am told, the socio-economic surveys of a large number of villages formed the main plank of Census ancillary studies and these had been greatly acclaimed by the scholars in and outside the country. I understand from the Census Commissioner that at the next Census, urban studies will occupy a central place among the ancillary projects. This is a step in the right direction. Despite a large proportion of India's population being rural, increased urbanisation will be an inevitable concomitant of the socio-economic progress of the country as has been the experience of several developed countries. At this point of transition in India, studies on the process of urbanisation are bound to be valuable.

8 Your responsibilities are great. Your task is none too easy though I have no doubt that it is a very fascinating one. Census would require single minded devotion on your part. It would be your task to inspire the entire machinery under you in the State to greater and greater effort in this work of national importance. The next Census of 1971 makes an important landmark in the Census history. It marks the completion of hundred years of modern Census taking in our country. We could justifiably take pride in this achievement. I am sure all of you will strive your utmost not only to maintain but enhance our rich tradition in Census taking. Your deliberations would lay the foundations for a sound superstructure for the completion of this work. I am very happy to inaugurate this Conference. I wish you all godspeed and success in the completion of the tasks ahead of you.

APPENDIX–
(Vide Chapter
CENSUS OF

HOUSE

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

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

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

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

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

XII
III-Para 14)
INDIA 1971

LIST

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

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

If used wholly or partly as a residence									
Household No.	Name of the Head of Household	If S. C. or S. T., write name of Caste/Tribe	No. of living rooms in the occupation of Census Household	Does the household live in owned or rented house ? (i) Owned (O) (ii) Rented (R)	No. of persons normally residing in Census Household on day of visit of the enumerator			Does the household cultivate land ? (Yes or No)	Remarks
					Males	Females	Total		
8	9	10	11	12	13	14	15	16	17
				Total					

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

CONFIDENTIAL

CENSUS OF INDIA 1971

Individual Slip

Hsd 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, HH, 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, HH, 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-XII

(Vide Chapter III-Para 14)

POPULATION RECORD

(To be compiled from Individual Slips)

Location Code..... Household No. [ ]

Name of Village/Town..... If the head belongs to S. C. or S. T.....

Serial No.	Name	Relationship to head	Sex		Age	Marital Status	Literacy (L or O)	Description of Main Activity
			M	F				
1	2	3	4	5	6	7	8	9

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

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

APPENDIX-
(Vide Chapter

CENSUS OF
ESTABLISHMENT

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

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

Serial No.	Census House No.	Name of the Establishment or of the proprietor	Is the establishment (a) Govt./Quasi Govt. (b) Private (c) Co-operative Institution	Average number of persons working daily last week or in the last working season, including proprietors and/or family workers
1	2	3	4	5

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

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

XII

III-Para 14)

INDIA 1971

SCHEDULE

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

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

If any manufacturing, processing or servicing is done			If used as a trading establishment		If used as any other establishment, describe *e.g.*, Government 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 or (b) Retail	
6	7	8	9	10	11

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

APPENDIX—XII

(Vide Chapter III-Para 14)

INSTRUCTIONS TO ENUMERATORS FOR FILLING UP THE HOUSELIST AND ESTABLISHMENT SCHEDULE

INSTRUCTIONS—PART I

HOUSELIST

General

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

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

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

House-numbering and preparation of notional maps

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

5. Before the actual affixing of house numbers on doors an essential step to be taken is to prepare a rough notional map of the entire village and decide on whether the village should be sub-divided into blocks and if so, how ? Normally a small village of less than 125 houses need not be sub-divided into blocks. But if a village has one or more hamlets, irrespective of the size, it is desirable to divide the area of the village into blocks so that each hamlet with the adjoining area is recognised as a separate house-numbering block of the village. It is important that the dividing lines between one block and another should be clearly demarcated. Such dividing lines, besides following some natural boundaries wherever possible should also be indicated by the Survey number that fall on either side of the dividing line in cadastrally surveyed villages. In villages which are not cadastrally surveyed, the line can be indicated by the name of the owners of the fields on either side of the line or by the name of the field, if any. A notional map showing the general topographical details of a whole revenue village particularly if a survey map is already available with the village revenue officials, will greatly help. This notional map should indicate the prominent features and land marks such as the village site, roads, cart tracks, hills, rivers, *nallahs*, etc. Clear demarcation lines of blocks are important so that any to define at the foot of the map the boundaries of a particular block is covered by a specific block without giving scope for any doubt. It may be desirable to define at the foot of the map the boundaries of each block clearly.

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

further depicting them as residential or non-residential as follows :

□ *Pucca* residential house ; for *Pucca* non-residential house shade the square.

△ *Kachha* residential house ; for *Kachha* non-residential house shade the triangle.

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

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

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

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

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

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

9. In the forest areas, all habitations are not on settled pattern. There are forest villages which may be just like other revenue villages or *mauzas.* For such villages procedure for preparing normal lay-out plan sketches may be followed. But apart from such villages, there would be clusters of habitations spread out in the forest. It will be facilitating, if for the purpose of netting such clusters a lay-out plan is prepared of the Forest area comprising the lowest administrative unit (such as, beat of a Forest Guard in some States). Then the clusters should be drawn on the lay-out sketch. Name of the cluster should also be written, if there be one. If there be no name, then it would be necessary to identify it with reference to any known permanent feature such as a hill stream, a range of hills, road and so on. After drawing the boundaries of such clusters on the lay-out, the location of each of the houses should be indicated on it and number assigned to each house. Habitations (clusters) falling within the area of the smallest forest administrative unit should be taken as one village for the purpose of house-numbering and houselisting.

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

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

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

a street falling outside the limits of a town should be brought to the notice of the superior officers who will have to ensure that such built up areas are properly accounted for within the administrative units in which they fall.

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

12. As stated earlier most towns may already be having a satisfactory house-numbering system. This need not be disturbed and may be adopted for the purpose of preparation of the house-numbering maps referred to above. The house-numbering can be brought uptodate with the help of these lay-out maps. If there be no proper system of house-numbering in the town, then you will have to assign numbers to the houses in the lay-out sketch(es) of your jurisdiction in the manner indicated hereafter.

Nnmbering of Buildings and Census Houses in rural as well as urban areas :

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

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

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

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

17. The buildings should be numbered as follows :

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

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

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

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

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

NOTE : These should not be numbered as 10(1) or 10(2) etc., as such numbering would apply to census houses within the same building. On the other hand, 10/1 would mean a separate building that has come up after building No. 10.

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

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

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

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

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

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

24. *Household* : A household is a group of persons who commonly live together and would take their meals from a common kitchen unless the exigencies of work prevented any of them from doing so. There may be 'one-member household, two-member household or multi-member household'. For census purposes each one of these types is regarded as a "Household". Again, there may be a household of persons related by blood or household of unrelated persons ; the latter are Boarding Houses, Hostels, Residential Hotels, Orphanages, Rescue Homes, *Ashrams*, etc. These are called "Institutional Households"

Each household will be listed according to the

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

HOUSELISTING

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

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

The following instructions will guide you in filling the houselist.

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

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

Col. 1 : Line Number

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

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

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

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

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

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

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

Col. 3 : Census House Number

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

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

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

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

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

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

Col. 4 : Material of Wall

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

Col. 5 : Material of Roof

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

Col. 6 : Purpose for which Census House is used *e.g.*, residence, shop, shop-*cum*-residence, business, factory, workshop, workshop-*cum*-residence, school, bank, commercial house, office, hospital, hotel, etc., or vacant

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

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

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

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

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

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

(6) School and other educational institution.

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

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

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

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

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

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

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

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

Definition of an Establishment

Col. 7 : Is it used wholly or partly as an Establishment ?

Yes or No.

If yes, enter further details in the Establishment Schedule and indicate the Serial Number of that entry here.

40. An "Establishment" is a place where goods are produced or manufactured not solely for domestic consumption or where servicing and/or repairing is done such as factory, workshop or household industry or servicing and/or repair workshop or a place where retail or wholesale business is carried on or commercial services are rendered or an office, public or private or a place of entertainment, or where educational, religious, social or entertainment services are rendered. It is necessary that in all these places one or more persons should be actually working. Thus an establishment will cover manufacturing, trade and other establishments where people work.

Examples :

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

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

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

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

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

COLUMNS 8 to 16

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

Col. 8 : Household Number

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

45. There may be more than one household in a census house. Each household should be given a separate number. This can be done by using the alphabets as (a), (b), (c), etc., as affices to the census house number. For example, if building number 2 is also a census house and has three households, the household numbers will be 2(a), 2(b) and 2(c). If building number 4 has two census houses, the house will be numbered as 4(1) and 4(2). If within these houses there are respectively 3 and 2 households then they will be numbered as 4(1)(a), 4(1)(b), 4(1)(c) and 4(2)(a) and 4(2)(b) respectively. If, however, building number 3 is also a census house and has only one household, the household number to be entered in this column will be number 3 only.

46. In the above cases of households Nos. 2(b), 2(c), 4(1)(b), 4(1)(c) and 4(2)(b), there will be

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

Col. 9 : Name of the Head of Household

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

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

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

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

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

for others write "X"

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

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

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

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

51. A room should have four walls with a door way with a roof over head and should be wide and long enough for a person to sleep in *i.e.*, it should have a length of not less than 2 metres and a breadth of at least $1\frac{1}{2}$ metres, and 2 metres in height. An enclosed room, however, which is used in common for sleeping, sitting, dining, storing and cooking etc., should be regarded as a room. An unenclosed varandah, kitchen, store, garage, cattleshed and latrine and rooms in which a household industry such as a handloom is located which are not normally usable for living or sleeping etc., are excluded from the definition of a room for the purpose of this column.

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

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

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

54. If a household is occupying a census house owned by itself and is not paying any thing to anybody in the form of rent then the household may be considered as living in own house. This should be recorded by 'O'. A household living in a flat or a house taken on 'ownership' basis on payment of instalments should be regarded as living in its own house notwithstanding that all instalments have not been paid.

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

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

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

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

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

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

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

Col. 17 : Remarks

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

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

INSTRUCTIONS—PART II

ESTABLISHMENT SCHEDULE

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

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

63. *The respondents should be fully assured that the information collected in these schedules will be treated as completely confidential and is meant for statistical purposes and will not be used as evidence against any individual or establishment for any purpose. The respondents should be encouraged to furnish truthful replies without any reservation.*

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

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

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

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

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

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

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

Col. 1 : Serial Number

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

Col. 2 : Census House Number

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

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

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

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

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

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

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

(2) Private

or

(3) Co-operative.

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

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

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

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

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

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

lock-out, the week during which the establishment worked preceding such strike or lock-out should be taken into account for reckoning the average number of persons working. The hired workers should normally be in full time employment.

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

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

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

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

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

78. (*a*) *Household Industry* : *Definition* : A 'Household Industry' is defined as an industry conducted by the Head of the household himself/ herself and/or mainly by the members of the household at home or within the village in rural areas, and only within the premises of the house where the household lives in urban areas. The industry should not be run on the scale of a regstered factory.

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

(i) Nature of activity,
(ii) Participation,
(iii) Location,
(iv) Size.

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

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

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

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

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

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

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

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

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

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

Col. 8 : Type of fuel or power used

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

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

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

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

Col. 9 : Description of goods bought/sold

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

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

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

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

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

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

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

97. Two specific types of establishments have been covered in columns 6 to 10. Column 11 relates to the remaining types of establishment not covered by columns 6 to 10. You have to describe such establishments in this column, *e.g.*, Govt. office, school, hospital, railway station, orphanage, rescue home, barber's saloon, cinema, theatre, hotel, tea shop, lawyer's office, doctor's clinic, laundry, etc.

General

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

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

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

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

APPENDIX-XII

(Vide Chapter III-Para 14)

INSTRUCTIONS TO ENUMERATORS FOR FILLING UP THE INDIVIDUAL SLIP

General

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

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

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

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

REFERENCE DATE AND ENUMERATION PERIOD

5. The reference date for the population Census of 1971 is the sunrise of 1st March 1971 *i.e.*, the census is expected to provide a picture of the population of the country as it exists at sunrise of **1st March 1971.** It is obviously not possible to ascertain the particulars of every individual throughout the length and breadth of the country at this fixed point of time. Therefore, the enumerator will actually commence his work of enumeration on 10th February, 1971 and end it on 28th February, 1971. You will, therefore, have to cover your jurisdiction and enumerate every person as will be explained in the succeeding paragraphs during that period of 19 days. But in order to bring the picture up-to-date as at sunrise of 1st March, 1971, *i.e.*, the reference date for the census, you will have to quickly go round your jurisdiction again on a revisit from 1st to 3rd March, 1971 and enumerate any fresh arrival in your jurisdiction who might not have already been enumerated elsewhere and also take account of any fresh births that might have taken place in any of the households after your previous visit and before the sunrise of 1st March, 1971 and fill in fresh census schedules to cover such cases. As a corollary you will have to also cancel the census schedules relating to persons who may have unfortunately died since your last visit to a household but prior to the sunrise of 1st March, 1971. Births or deaths and arrivals of visitors that had taken place after the sunrise of 1st March, 1971 need not be taken note of by you.

PAD NO. AND SLIP NO.

6. The census charge officer or the supervisor would have issued the required number of enumeration schedule pads of individual slips to you. Some may be in pads of 100 schedules and some of 25. On the top of the pad, the pad number would have been noted prominently by the Charge Officer. Soon after you receive your pad, you should check them and note on the right hand corner of each individual slip, within each book in the space provided for the purpose, the Pad No. as given on the top of the cover and you should also allot serial number to each schedule. The serial number of the schedules will have to be given by yourself in one sequence starting with one on the first schedule of the pad and ending with 100 in case of pads of 100 schedules and ending with 25 in case of pads of 25 schedules. In some pads the actual number of schedules may by mistake be a little more or little less. The last serial number in such pads may, therefore, vary accordingly. The ultimate idea is that every slip should be allotted the pad number as well as the distinct serial number.

LOCATION CODE AND YOUR JURISDICTION

7. On the top cover page of each book you will also find the location code number of your village or town indicating the district number, the tehsil or thana or town number and the village number. You may find that the district No. and the tehsil No. have been already stamped on each slip in the rural pads. In the case of urban areas, the town No. may also be rubber stamped along with

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

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

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

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

PERSONS TO BE ENUMERATED

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

12. You will have to make note of the areas within your jurisdiction where there is a likelihood of houseless persons such as the pavement dwellers or nomads living. Those houseless persons should all be censused on the night of 28th February 1971. You will also have to cover that night, persons living in boats, if any, in your jurisdiction.

13. All persons normally residing at a place within your jurisdiction during the census enumeration period are eligible for enumeration. A person is considered as normally residing there if he normally stays in that place during the enumeration period *i.e.*, from 10th February till 28th February 1971, and had in fact actually resided there during any part of the enumeration period. If a person had been away throughout the enumeration period he is not to be considered eligible for enumeration here. He will be enumerated wherever he is actually found during the enumeration period. Similarly, a person who would have normally resided at another place during the enumeration period but in fact was absent during the entire period from that place will be enumerated if he is to be foun idn any household in your jurisdiction as a visitor. Such persons should, however, be cautioned that they should not get themselves enumerated again in case they may move from this place.

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

(i) All those who normally stay and are present in that household during the entire period of enumeration i.e., from 10th February to 28th February; (both days inclusive).

(ii) Also those who are known to be normally residing, and had actually stayed during

a part of the enumeration period (10-28 Feb.) but are not present at the time of your visit;

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

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

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

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

CENSUS SCHEDULE (INDIVIDUAL SLIP)

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

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

Please make repeated enquiries about infants and very young children for they are often liable to be left out of count.

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

Pad No. and Slip No.

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

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

Location Code

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

enumerators' block numbers will be a continuous number for the tehsil/taluk/town, etc.)

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

Household No.

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

25. It may happen that when you visit your area for census taking you may come across some census houses which did not exist at the time of houselisting and therefore no numbers had actually been allotted to them. You should allot a number after consulting the order of numbering prevailing in your jurisdiction (Please see Appendix II) and locate the households living therein. For example, if in between buildings 9 and 10 another building has come up ; you should allot the number 9/1 to this structure and in case more than one building has come up numbers like 9/1, 9/2, 9/3 and so on should be used for the new structures then locate the census houses in accordance with the instructions in Appendix II and thereafter locate the households and allot numbers in the prescribed manner. The household number will be the same as the house number if only one household is living in a house. If there were more than one household then alphabetical sub-numbers within brackets as 19(a), 19(b), etc. will have to be added to the house number to distinguish each household. It may also happen that the number given at the time of houselisting has been obliterated. You should allot the correct number having regard to the preceding and succeeding buildings.

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

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

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

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

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

Question 1 : Name

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

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

Question 2 : Relationship to Head

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

of the person who is recognised by the Household as its Head.

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

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

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

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

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

Question 3 : Sex

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

Question 4 : Age

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

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

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

Question 5 : Marital Status

41. In answering this question use the following abbreviations :

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

42. For a person who has never been married at any time before, write 'NM'. For a person currently married, whether for the first or another time and whose marriage is subsisting at the time of enumeration with the spouse living, write 'M'. Write 'M' also for persons who are recognised by custom or society as married and for the persons in stable *de facto* union. Even if a marriage is disputed in the locality write 'M' if the person concerned says he or she is married or is in stable *de facto* union. For a widowed person whose husband or wife is dead, and who has not been married again, write 'W'. For a person who has been separated from wife or husband and is living apart with no apparent intention of living together again or who has been, divorced either by a decree of a law court or by an accepted social or religious-custom but who has not remarried, write 'S'. For a prostitute return her marital status as declared by her.

Question 6 : For currently married women only

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

6 (a) Age at marriage

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

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

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

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

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

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

47. Write 'Yes', if the currently married woman had given birth to alive child from the prescribed festival day last year to the date of enumeration or 'no' if she had not. In case of twin or multiple births, write 2, 3, etc., as the case may be within round brackets after the entry 'Yes'.

Note :—You may find on your revisional round from 1st to 3rd March, 1971 that a child is born to a married woman in a household after your last visit but before the sunrise of 1st March, 1971. You will have to take this into account and correct the answer against the Q. 6 (b) accordingly. You must enquire specifically if any such birth has taken place. While ignoring still births all other births where the child was born alive even if it did not survive long should be taken into account.

Question 7 : Birth Place

48. Answer to this question has to be filled with reference to the place of birth of the persons enumerated and the particulars recorded under the four sub-items of this question.

7 (a) Place of Birth

49. Write 'PL' for a person born in the village or town where he is being enumerated. Where 'PL' is noted against this question put 'X' against sub-items (b), (c) and (d).

For those born outside the village or town of enumeration write the actual name of the place against sub-item (a) and fill the other details against sub-items (b), (c) and (d).

7 (b) Rural/Urban

50. For those born outside the village or town of enumeration ascertain if the place of birth was a village or town at the time of his birth. To enable a person to determine whether the place was a town or a village he may be required to indicate the status of the place of birth in comparison with a known town in the neighbourhood of the place of enumeration. You may mention some important urban characteristics to enable the person to make out if the place of his birth was rural or urban e.g. existence of a local administrative body, Industrial townships declared as towns etc.

For a person born in a village, write 'R'.

For a person born in a town/city, write 'U'.

For a person born in a foreign country put 'X' against this sub-item and also against sub-item (c). If all efforts to classify the place of birth as rural/urban fail, write 'not known'.

7 (c) District

51. For a person born outside the village or town of enumeration but within the district of enumeration write 'D'. For a person born in another district of the State of enumeration, or other State/Union Territory in the country, write the name of the district. If the person cannot name the district, write 'not known'.

7 (d) State/Country

52. For persons born within the State of enumeration write 'X' against this item. Make sure that the earlier entries made in sub-items (a), (b) and (c) are consistent with such an answer; that is 'PL' might have already been written against sub-item (a) or 'D' is written against sub-item (c) or any other district of the State of enumeration is mentioned against sub-item (c).

53. For persons born outside the State of enumeration but within the country, write the name of the State/Union Territory where born.

54. For those born outside India, note merely the name of the country and there is no need to enter the name of the constituent State of the foreign country. Where a person cannot name the country, the name of the continent may be noted.

55. For a person born on sea, record 'born at sea', against this sub-item and put 'X' against sub-items (a), (b) and (c). If a person was born in a train, boat or bus, etc., within the country, write the particulars in (a), (b) and (c) with reference to the administrative territory where the event occurred or was registered.

Question 8 : Last Residence

56. Answer to this question will have to be filled in respect of every person if he had another place of normal residence irrespective of his place of birth, before he came to the present place where he is enumerated. Even if a person were born at the place of enumeration, by the nature of his work or for studies, etc. he had shifted subsequently to another village or town and had come back again to the place of enumeration, he should be deemed to have had another place of residence prior to his enumeration here.

The last previous residence is relevant only if he had been outside the village or town of enumeration and not simply in another house or locality in the same place. For example if a person born in one part of Bombay City is found residing in another part of Bombay at the time of enumeration the change of residence should not be treated as change of place of residence because both the areas are comprised in the same City of Bombay. Similarly, a person born in hamlet 1 of village Rampur and found in hamlet 2 of the same village at the time of enumetation, should not be deemed to have had any other place of residence than the village where he is enumerated. Where a person had merely gone out to another place or had been shifting from place to place purely on tour or pilgrimage or for temporary business purposes he should not be deemed to have had another residence different from the place where he or his family normally resides but if the person had his normal residence, *i.e.*, if his normal home had been elsewhere at any time before he is enumerated at his place of persent residence, irrespective of where he was born, such place of his previous residence should be recorded here.

8 (a) Place of last residence

57. For a person who had been in the village or town of enumeration continuously since birth (except for shifting to other places outside the viliage or town of enumeration for a purely temporary stay) write 'PL' against sub-item (a) and put 'X' against sub-items (b), (c) and (d).

For a person who had his last previous residence at any place outside the village or town of enumeration (irrespective of his place of birth), write the actual name of the village or town where his last residence was against sub-item (a) and fill the other details sub-items (b), (c) and (d).

8 (b) Rural/Urban

58. For a person who had previously resided

outside the place of enumeration ascertain if the place of last previous residence was rural or urban and record the answer. For a person whose last previous residence was a village write 'R'. For a person whose last previous residence was a town/ city write 'U'. For a person who last resided in a foreign country write 'X'. For a person whose last previous residence cannot be classified, write 'Not known'.

Rural or Urban status has to be determined with reference to the time of migration from the place of last previous residence to the place of enumeration.

For helping the person to determine whether a place was rural or urban, you may mention important urban characteristics as indicated in the instructions against item 7 (b) in para 50.

8 (c) District

59. For a person who had previously resided in another place, *i.e.*, for whom 'PL' is not written against sub-item (a) you have to fill in this item in the manner indicated below :—

For a person who previously resided in another village or town within the district of enumeration write 'D'. For a person who previously resided in another district of the State/Union Territory of enumeration or of other State/Union Territory in the country, write the name of the district. If he cannot name the district write 'Not known'. For a person whose last previous residence was outside India write 'X' against this sub-item.

8 (d) State/Country

60. For a person whose last previous residence was outside the village or town of enumeration but within the State of Union Territory of enumeration write 'X' against this item but if it was outside the State or Union Territory of enumeration but within the country write the name of the State/Union Territory. For a person whose last previous residence was outside the country write the name of the country and if name of the country is not forthcoming write the name of the continent.

For persons who had not moved out at all from the present place of enumeration from birth (except for purely temporary stay) this sub-item need not be filled and 'X' should be put in respect of persons against this sub-item.

Question 9 : Duration of Residence at the village or town of Enumeration

61. Note here the period of the existing continuous residence in the village or town where the person is being enumerated, in completed years. This will apply to even a person born at the place of enumeration. If he had left this village or town and had lived elsewhere for sometime *i.e.*, in Q. 8 another place of last residence is reported and has come back again to this village or town, then the duration of residence to be noted against this question is the period of the last continuous residence. But if a person had been away on a temporary visit or tour etc., that should not be taken as a break in the period of his continuous residence here. If the person was born at the place of enumeration and also had no other place of last residence *i.e.*, 'PL' has been noted in Q. 8 (a) then 'X' may be put against Q. 9.

For a person whose duration of continuous residence at the place of enumeration is less than 1 year, it should be noted as 'O'.

Question 10 : Religion

62. In answering this question use the following abbreviations :

H : Hinduism
I : Islam
C : Christianity
S : Sikhism
B : Budhism
J : Jainism

For others record the actual religion as returned fully.

63. If a person says that he has no religion it may be recorded accordingly. Do not mistake religion for caste which will not be recorded here.

Question 11 : Scheduled Caste or Scheduled Tribe

64. You have been furnished with a list of scheduled castes and scheduled tribes notified for your State. Ascertain if the person enumerated belongs to a scheduled caste or scheduled tribe and if he does, then record the name of the scheduled caste or scheduled tribe which should find place in the list furnished to you. The answer should be recorded against the correct rectangle provided for the purpose against this question. For a person who is not a member of any scheduled caste or scheduled tribe write 'X' in both the rectangles.

65. If the person belonging to a scheduled caste or scheduled tribe returns his caste or tribe by synonym or generic name of a caste or a tribe it should be entered only if it finds a place in the

list furnished to you. Do not write the names of scheduled castes in general terms as 'Harijan' or 'Achhut'. You should ascertain the name of the caste when it is returned and write it in the rectangle provided for recording the name. Similarly, do not write the names of scheduled tribes in general term as 'Adivasi'. You should ascertain the name of the tribe when it is returned and write it in the rectangle with broken lines provided for recording the same. If a person is negligent and insists on calling himself merely 'Harijan' or 'Achhut' or 'Adivasi' as the case may be, tell him that this description is not adequate for census purpose and persuade him to give out the actual name of the caste or tribe. You should make all efforts to ascertain the correct name of the scheduled caste or scheduled tribe as found in the notified list. If the person merely claims to be a scheduled caste or scheduled tribe but says that he does not belong to any of the notified communities applicable to the area, he will not be entered as a scheduled caste or scheduled tribe.

66. Scheduled caste can belong only to the Hindu or Sikh religions. If a person belongs to scheduled caste, there will be either 'H' or 'S' in the answer to question 10. Scheduled tribes may belong to any religion.

Question 12 : Literacy (L or O)

67. *Definition of a literate* : A person who can both read and write with understanding in any language is to be taken as literate. A person who can merely read but cannot write is not a literate.

68. It is not necessary that a person who is literate should have received any formal education or should have passed any minimum educational standard.

69. For a person who is literate *i.e.*, who can both read and write, record 'L' in the triangle against question 12. If there is any doubt about a person's ability to read or write, the test that may be applied for reading is his/her ability to read any portion of the printed matter in the Enumerator's Instructions and similarly for writing he/she should be able to write a simple letter. Ability merely to sign one's name is not adequate to qualify a person as being able to write with understanding. If a person claims to be literate in some other language with which the enumerator is not acquainted, the respondent's word has to be taken as correct. Other members of the household may also be able to testify to the literacy of the person enumerated.

70. For a person who is illiterate *i.e*, who can neither read nor write or can merely read but cannot write, in any language write 'O' in the triangle against question 12. All children of the age of 4 years or less should be treated as illiterate even if the child is going to a school and may have picked up reading and writing a few odd words.

Question 13 : Educational level

71. This question will be asked of those for whom 'L' has been recorded against question 12. For a person who is illiterate and 'O' has been put against him in the answer to question 12, there is no advantage in ascertaining the educational level even if he had at some stage attended school and passed a standard and had relapsed into illiteracy. In such a case you should put 'X'. You have to ascertain and record the highest educational level attained by a person for whom 'L' is recorded in answer to question 12.

72. For a person who is still studying in a particular class, the highest educational level attained by him will be one that he has actually passed and not the one in which he is studying. For example, a person studying in 1st year B.A. should be recorded as only, 'PUC' or 'Higher Secondary', as the case may be. Similarly, a person studying, say, in the 4th year of 'M.B.B.S.' should not be noted as 'M.B.B.S.' but as 3rd year 'M.B.B.S.' which is the highest level he has actually attained. If you are not sure whether a person has passed Primary, Middle, Higher Secondary or other definite levels, you may record the actual standard passed such as say IIIrd standard, VIIIth standard, 1st year B. Com., etc.

The highest educational level attai ed by the person enumerated should be recorded. When a person holds both general and technical qualifications both of which are of equivalent level such as say B.Sc. (Zoology) and M.B.B.S. or B.A. (Maths.) and B.E. (Bachelor in Engineering), the technical qualification should be given preference in recording the highest educational level attained. Where the general educational level is higher than the technical educational level or where it is not possible to decide which of the two levels is relatively higher, the highest level of education as returned by the person concerned should be recorded.

In recording the highest educational level of a graduate or a post-graduate, subject of specialisation such as (B.Sc.) (Maths.)', M.A. (Economics), M.Sc. (Botany)', B.Sc. (Agriculture), etc., should be noted. You should not use abbreviations which are not in common use. In such cases, the degree or diploma should be spelt out fully.

73. Whenever you come across graduates or post-graduates as also those with a technical diploma or degree, you will have to issue him a

"Degree-holders and Technical Personnel Card" and ask the person concerned to fill it. You should note the location code on the card while issuing it. Put a tick (√) after noting the educational level against question 13 immediately after you issue a card. When you collect it after some time but before you complete the enumeration of your area, cross the tick and put a circle as (√).

You will have to ensure that the card issued to all the graduates and the technical degree or diploma holders are collected back. The non-crossed tick, if any, against question 13 will show that the card has not been collected.

Question 14 : Mother-tongue

74. *Definition.* Mother-tongue is the language spoken in childhood by the person's mother to the person. If the mother died in infancy, the language mainly spoken in the person's home in childhood will be the mother-tongue. In the case of infants and deaf mutes the language usually spoken by the mother shall be recorded.

75. Record mother-tongue in full whatever be the name of the language as returned and avoid use of abbreviations. You are not expected to determine if the language returned by a person is the dialect of another major language and so on. You should not try to establish any relationship between religion and mother-tongue. *You are bound to record the language as returned by the person as his mother-tongue and you should not enter into any argument with him and try to record anything other than what is returned.* If you have reason to suspect that in any area due to any organised movement, mother-tongue was not being truthfully returned, you should record the mother-tongue as actually returned by the respondent and make a report to your superior Census Officers for verification. You are not authorised to make any correction on your own.

Question 15 : Other languages

76. After recording the mother-tongue in question 14 enquire whether the person knows any other language(s). Indian or foreign and record language(s) returned by him against this question. In case he does not know any language apart from his mother-tongue put 'X' against this question.

77. The number of languages recorded under this question need not be more than two. These languages should be other than his mother-tongue and they should be recorded in the order in which he speaks and understands best and can use with understanding in communicating with others. He need not necessarily be able to read and write these languages. It is enough if he has a working knowledge of these subsidiary languages to enable him to converse in that language with understanding.

Question 16 : Main Activity

78. Every person will be asked what his main activity is, that is, how he engages himself mostly. For the purpose of this question, all persons will get themselves divided into two broad streams of main activity namely, (1) as workers and (2) as non-workers according as the type of main activity that the person returns himself as engaged in mostly.

79. *'Worker' defined :* A 'worker' is a person whose main activity is participation in any economically productive work by his physical or mental activity. Work involves not only actual work but effective supervision and direction of work.

80. *Reference periods :* The reference period is one week prior to the date of enumeration in the case of regular work in trade, profession, service or business. If a person had participated in any such regular work on any one of the days during this reference period and this has been returned as his main activity, the person will be categorised accordingly. A person who normally works but had been absent from work during this reference period on account of illness or travel, holiday, temporary breakdown, strike, etc., the person should be treated as engaged in regular work in which he would have otherwise been employed but for his temporary absence. Persons under training such as apprentices with or without stipends or wages should be considered as economically active and recorded as working. A person who has merely been offered work but has not actually joined it, is not to be treated as engaged in work.

81. There are certain types of works which are not carried on throughout the year such as cultivation, livestock keeping, plantation work, some types of household industry, etc. A person's main activity should be ascertained with reference to such work in the last one year even if he was not economically active in the week prior to enumeration. It is likely that even when a person is engaged in some other work during the period of one week prior to the date of enumeration, the main activity of the person may be cultivation, agricultural labour or some other work attended to normally by him in the course of the year. Care must be taken to see that the main activity is properly ascertained in such cases. For example, a person's main activity may be agricultural labour and in the week prior to enumeration he may be engaged as a sugarcane factory labourer or as a road cooly. He should categorised for his main activity as agricultural labourer only as returned by him as he engages himself mostly in that work and the other work should be treated as his subsidiary work.

82. A man or woman who is engaged primarily in household duties such as cooking for own household or performing one's own household duties or a boy or a girl who is primarily a student attending institution, even if such a person helps in the family economic activity but not as a full time worker should not be treated as a worker for the main activity. On the other hand, if a person is primarily engaged in some economic activity but at the same time does also attend to some household chores or attends a night school etc., he or she should be treated basically as a worker for the main activity and categorised accordingly.

83. A person who merely receives an income such as a rent receiver or a pensioner who does not have to work for receiving the income, will not be treated as economically active unless the person is also engaged in some economic activity and if that activity is returned as the main activity of the individual.

Q. 16(a) Broad Category (i) Worker (C, AL, HHI, OW) (ii) Non-worker (H, ST, R, D, B, I.O).

84. The main activity returned by the person will entitle him to be categorised either as a worker in 16 (a) (i) or as a non-worker under 16 (a) (ii).

16 (a) (i) Worker (C, AL, HHI, OW)

85. Where the main activity of a person qualifies him to be treated as a worker he should be further categorised according to the type of work and one of the appropriate abbreviations indicated against this question should be entered in the box provided for the purpose. If the person is not engaged in any economic activity an 'X' should be noted in the box. The abbreviations to be used for workersare explained below :

C: CULTIVATOR

86. For a person who returns his main activity as working as a cultivator, the abbreviation 'C' should be used.

87. *Definition of Cultivator* : For purposes of the census a person is working as Cultivator if he or she is engaged in cultivation by oneself or by supervision or direction in one's capacity as the owner or lessee of land held from Govt. or as a tenant of land held from private persons or institutions for payment of money, kind or share.

88. Cultivation involves ploughing, sowing and harvesting and production of cereals and millet crops such as wheat, paddy jowar, bajra, ragi, etc., and pulses, raw jute and kindred fibre corp, cotton, etc., and other crops such as sugar-cane, groundnuts, tapioca, etc., and does not include fruit growing, vegetable-growing or keeping orchards or groves or working of plantations like tea, coffee, rubber, cinchona and other medicinal plantations.

89. A person who merely owns land but has given out land to another person or persons for cultivation for money, kind or share of crop and who does not even supervise or direct cultivation of land, will not be treated as working as cultivator. Similarly, a person working in another person's land for wages in cash, kind or share (Agricultural labourer) will not be treated as cultivator in this question.

AL: AGRICULTURAL LABOURER

90. A person who returns his main activity as engaged as agricultural labourer, the abbreviation 'AL' should be used in the box.

91. *Definition of an Agricultural Labourer* : A person who works in another person's land for wages in money, kind or share should be regarded as an agricultural labourer. He has no risk in the cultivation but he merely works in another person's land for wages. The labourer could have no right of lease or contract on land on which he works.

H.H.I.: HOUSEHOLD INDUSTRY

92. For a person who returns his main activity as engaged in some production, processing, servicing or repair of articles of goods such as, say, handloom weaving, dyeing, carpentry, bidi rolling, pottery manufacturer, bicycle repairing, *blecksmithy*, *laiboring*, etc., it has to be ascertained if it is a household industry, and if so, it should be indicated by the abbreviation 'HHI' in the box.

93. Definition of a Household Industry. A Household Industry is defined as an industry conducted by the Head of the household himself/herself and/or mainly by the members of the household at home or with in the village in rural areas and only within the premises of the house where the household lives in urban areas. The industry should not be run on the scale of a registered factory.

94. The main criterion of a Household Industry is the participation of one or more members of a household. This criterion should apply to urban areas too. Even if the industry is not actually located at home in rural areas there is greater possibility of the members of the household participating even if it is located anywhere within the village limits. In the urban areas where organised industry takes greater prominence, the Household

Industry should be confined to the precincts of the house where the participants live. In urban areas even if the members of the household by themselves run an industry but at place away from the precincts of their home, it will not be considered a household industry. It should be located within the precincts of the house where the members live.

95. A Honsehold Industry should relate to production, processing, servicing, repairing or making and selling (but not merely selling) of goods. It does not include professions such as a pleader or doctor or barber, musician, dancer, waterman, *dhobi*, astrologer, etc., or merely trade or business, even if such professions, trade or services are run at home by members of household. A list of a few typical Household Industries is appended to these instructions at Appendix III.

96. Sometimes it is likely that the person who may not be working in his own Household Industry may be working as a petty employee in another Household Industry. You should, therefore, enquire whether the person who is not working in his own Household Industry is working in any other Household Industry as an employee and record as per instructions given above.

OW : Other Workers

97. If a person gives his main activity as engaged in any other work which is not cultivation, agricultural labour or household industry, this may be indicated by merely noting 'OW' in the box. The type of workers that may come under the 'Other Workers' category are factory workers, those working in trade or transport, all Government servants, municipal employees, teachers, mining workers, political or social workers, building labourers, etc. etc. In effect, all types of economic activity not covered by cultivation, agricultural labour or household industry will come under this residual category. Workers engaged in plantation or forestry should not be treated as cultivators or agricultural labourers but as 'Other workers.'

98. Further details pertaining to this 'Other' category of workers, as also those engaged in household industry, will be recorded in the subsequent sub-parts (b) to (f) of question 16.

16(a)(ii) Non-worker (H, ST, R, D, B, I, O)

99. As was stated earlier, question 16 is intended to ascertain the main activity of every individual whether he or she is economically active or not. While 16 (a) (i) helps to broadly categorise all those who have returned some work as their main activity, 16 (a) will help to categorise those whose main activity is not engaged in any economically productive work, but are basically non-workers. These may be categorised under seven board heads whose abbreviations are indicated against this question. The appropriate abbreviation will have to entered in the box provided. The abbreviations are explained below :

H : Household Duties

100. This covers all those persons basically engaged in unpaid home duties doing no other work, or even if such a person may also be participating in some other work, it is not to the same extent as a whole-time worker and if the person has returned his or her main activity as attending to household duties. The main activity of such a person should be entered as 'H'. If a person whose main activity is attending to household duties, also engages oneself in some other economic activity such as helping in family cultivation or preparing cowdung cakes at odd times for sale etc., that economic activity will be covered as secondary work under question 17. On the other hand, a woman who works primarily as a factory worker or a plantation labourer or an agricultural labourer or in some office or shop etc., and also attends to household duties, obviously her main activity will be the economic activity in which she is mostly engaged in and should not be categorised as 'H' for her main activity in this question. She should have been treated basically as a worker and her main economic activity should have been recorded against 16 (a) (i).

ST : Student

101. This refers to those whose main activity is returned as a student. This will cover all fulltime students or children attending school. Even if such persons participated in some work but not to the same extent as a full-time worker, by merely helping casually as an unpaid family worker in family cultivation, household industry, trade or business, they should be treated primarily as students, if that is their main activity. 'ST' should be entered in the box. The other economic activity, if any, that such persons attend to will be reflected under question 17 as secondary work.

R : Retired Person or a Rentier

102. A person who has retired from service and is doing no other work *i.e.* not employed again in some full-time work or does not engage himself in some other work as cultivation, in business, trade, etc., or a person who is a rentier or living

on agricultural or non-agricultural royalty, rent or dividend, or any other person of independent means for securing which he does not have to work will come under this category. 'R' should be noted in the box for a person coming under this category.

D : DEPENDENT

103. This category will include all dependents such as infants or children not attenting school or a person permanently disabled from work because of illness or old age. If a girl or an old woman attends to household duties she should be categorised under 'H' for her main activity rather than 'D'.

Dependents will include all non-workers even if ablebodied who have no other activity coming under any of the categories of non-workers and who are not seeking any work either but are purely dependent.

B : BEGGARS ETC.

104. This will cover beggars, vagrants or such cases as independent women without indication of source of income and those of unspecified sources of subsistence and who are not engaged in any economically productive work.

I : INSTITUTIONS

105. This will cover convicts in jails or inmates of a penal, mental or charitable institution, even if such persons are compelled to do some work such as carpentry, carpet weaving, vegetable growing, etc., in such institutions. An under-trial prisoner in a jail should not, however, be brought under this category but has to be indicated according to the main activity he was engaged in before he was apprehended. Inmates of such institutions will be noted as 'I'.

O : OTHER NON-WORKERS

106. This will include all non-workers who may not come under any of the six categories above but are seeking work, they should be noted as 'O' in the box. A boy or a girl who has completed education or has stopped studying and is seeking work, will come under this category. If a person is merely spending his time at home as a dependent and is not doing any work and is not seeking any work will come under 'D' rather than 'O'. A person irrespective of age and whether educated or not, if he reports that he is not engaged in any other activity but is seeking work will come under this categary.

107. If the main activity of the person who is enumerated does not qualify a person to be treated as a worker and he does not fall under any of the four broad categories of workers covered by 16 (a) (i) and an 'X' has been put in the box against that question, then he must necessarily be categorised under any one of the seven broad types of non-workers and the appropriate abbreviation entered in the box opposite to question 16 (a) (ii). Conversely if a person has already been treated as a worker and his main activity has been indicated in the box against question 16 (a) (i), then question 16 (a) (ii) will not apply to the person and an 'X' should be put in the box against question 16 (a) (ii). Thus 16 (a) (i) and 16 (a) (ii) are mutually exclusive.

Q. 16 (b) to 16 (f)

108. These sub-parts of question 16 will have to be filled only to describe the details of the household industry or other work indicaten against question 16 (a) (i). If the main activity has been shown as 'C' or 'AL' against (16) (a) (i), there is no need to give the details of the cultivation or agricultural labour in these subsections.

109. Similarly, if the main activity of an individual has been returned as a non-worker against 16 (a) (ii), sub-sections (b) to (f) will not apply and a 'X' may be put right ncross all these questions.

Q. 16 (b) : Place of work (Name of village/town)

110. Ascertain from each person who is already taken as a worker other than in cultivation or agricultural lobour *i.e.* question 16 (a) (i) has been answered as HHI or OW, the village or town where he or she works. If the place of work is the village or town of enumeration write 'PL'. In all other cases you should write the name of the place fully. If a person has no fixed place of work such as, say, a travelling vendor of vegetables or a pedlar or a rickshaw puller who may go from one village or town to another note 'No fixed place of work'. If he works in one particular town or village that should be noted.

Q. 16 (c) : Name of Establishment

111. This question and the subsequent subsections of question 16 need not be answered for cultivators and agricultural labourers who are already noted as 'C' or 'AL' against question (16) (a) (i).

Record here the exact name of the factory, firm, workshop, business house, company; shop, office etc., and in respect of public offices you should clearly indicate whether they are Central or State Government or local body offices, etc. If the establishment does not have any definite name

such as, say, in the case of a household industry like hand pounding of rice, gur making, bee keeping, handloom weaving, potter's house, blacksmithy etc., note 'No particular name'.

Q. 16 (d) : Nature of Industry, Trade, Profession or Service

112. The answer to this question will have to be adequately precise to enable proper classification of the sector of economy in which the person is working. The sector of economy in which a person works may relate to (i) Plantation, Forestry, Fishing, Livestock etc , (ii) Mining and/or Quarrying (iii) Manufacturing (iv) Construction (v) Electricity, Gas or Water Supply (vi) Transport and Communications (vii) Trade and Commerce (viii) Professions and Services. Full details of the type of industry, trade-profession or service in which the person is engaged will have to be recorded here. To help you to appreciate the details that may have to be furnished to classify the economic activity appropriately, substantial description of various economic activities are furnished in Appendix IV, categorised under certain broad classifications. The list in Appendix IV is not exhaustive. You shall have to describe the nature of Industry, Profession, Trade or Service whatever it is, in as precise a detail as possible.

Q. 16 (e) Description of work

113, This question has to be filled up for all persons for whom the main activity is shown as 'HHI' or 'OW' in question (16) (a) (i) and for whom you should have also to answer the other subsections of question 16. Under this question, the description of the actual work that the person enumerated is doing is to be recorded irrespective of which type of industry, trade, profession or service he may be working and which is already recorded under question 16 (d). His actual work should also be given in sufficient detail. If for example a person is merely recorded as say, clerk with no other details, it will be impossible to properly categorise him as to the type of work he does. He may be a clerk attending to correspondence or book-keeping or accounting. Similarly if a person were merely to be recorded as a mechanic, it will not help to determine what type of mechanic—electrical mechanic, or a motor mechanic, or a locomotive mechanic, etc., he is. The description of the actual work done by a person should be ascertained in adequate detail and recorded against this question.

114. To guide you in answering question 16 (e), the types of particulars that need to be oscertained in respect of a few typical occupations are given in Appendix V.

Appendix V is by no means exhaustive. This just illustrates the need to ascertain the full details of the particulars of work performed by an individual for being recorded against question 16 (e).

115. It has been found in the past that substantial number of persons are recorded merely as general labourers. It is necessary to make a probe and find out in which type of work he is mostly engaged as a labourer such as, say, a road coolie, a loader or unloader at a market, a construction labourer, etc.

116. For those in Military service it is enough if it is merely noted as 'in the service of the Central Government.' Other details need not be given.

General

117. There need be no confusion as to the scope of 16 (d) and 16 (e). 16 (d) would represent the nature of industry, trade, profession or service i.e. the field of economic activity in which a person is engaged in work and 16 (e) represents the occupation or the actual work that the person does in the industry, trade, profession or service in which he is engaged. Thus, for example the answer to question 16 (d) may be say Cotton Textile manufacture and the answer to question 16 (e) may be Chemical Engineer in that industry or a clerk or an accountant in that industry or a labourer in that industry or a truck driver or the managing director of that industry and so on. Similarly in question 16 (d) the nature of service may be some department of the State Government Service and in question 16 (e) the description of work may be a clerk or an accountant, a Director of the Deptt., jeep driver in the Deptt. etc., etc. Again say, against question 16 (d) the answer may be private medical practice and in 16 (e) may cover orthopaedic surgeon or nurse or a sweeper etc., working in that private medical practitioner's nursing home. The sample answers furnished in the specimens (Appendix VI) at the end of this book, the Industrial and Occupational lists in Appendices IV & V and the instructions given by your superior Census Officers may help you to clear any doubts you may have in your mind regarding the scope of questions relating to Nature of Industry, Trade, Profession or Service covered by question 16 (d) and the description of actual work of the individual enumerated covered by question 16 (e).

Q. 16 (f) : Class of Worker

118. For a person who is;

(i) an Employer, that is, who hires one or more persons in his work described in question 16 (e), write... ... ... ER

(ii) an Employee, that is, who does his work described in question 16 (e) under others

for wages or salary in cash or kind, write ... ... EE

(iii) a Single Worker, that is, who is doing his work described in question 16 (e) without employing others except casually, and without the help of other members of the family except casually and a participant in work as members of co-operatives, write ... ... SW

(iv) a Family Worker, that is, who is doing his work described in question 16 (e) in a family enterprise alongwith other members of the family without wages or salary in cash or kind write... ... ... FW

For a person for whom an 'X' is put in questions 16 (d) and 16 (e) put an 'X' in this question also.

Explanation

119. An Employer is a person who has to employ other persons in order to perform the work entered in question 16 (e). That is to say, such a person is not only responsible for his own personal work but also for giving work to others in business mentioned in question 16 (e). But a person who employs domestic servants for household duties or has subordinates under him in an office where he is employed by others, is not an employer, even if he has the power to employ another person in his office on behalf of his own employer or employers.

120. An Employee is a person who usually works under some other person for salary or wages in cash or kind. There may be persons who are employed as managers, superintendents, agents, etc., and in that capacity employ or control other workers on behalf of their own employers. Such persons are only employees, as explained above, and should not be regarded as employers.

121. A Single Worker for the purpose of question 16 (f) is a person who works by himself. He is not employed by any one else and in his turn does not employ anybody else, not even members of his household except casually. This definition of a Single Worker will include a person who works in joint partnership with one or several persons hiring no employees, and also a member of a producer's co-operative. Each one of the partners or members of such producers' co-operatives should be recorded as 'Single Worker'.

122. A family Worker is a member who works without receiving wages in cash or kind, in an industry, business, trade or service. For example, the working members in a family of *Dhobies* where they all participate and each does not receive wages separately will be family workers. There may be family workers in industry, trade or professions as well. For the purpose of this definition members of a family may be drawn from beyond the limits of the household by ties of blood or marriage. The family worker may not be entitled to a share of the profits in the work of the business carried on either by the person or Head of the Household or other relative.

123. Members of the household who help solely in household duties should not be treated as family workers.

124. In the case of persons engaged in household industry *i.e.*, in the case of persons for whom the answer to question 16 (a) (i) is 'HHI,' there will be three classes of workers *viz.*, Family Worker, Single Worker and Employee. There will be no Employer. Household industry by its very definition is conducted by the head of the household himself or/and other members of the household, the role of hired workers being secondary. If the head alongwith the members of the household is working in a household industry employing hired workers, the head and other members who are working should be treated as 'Family Workers'. If the head alone is working with the assistance of hired worker (s) whose role would be secondary as indicated above, he would be treated as a 'Single Worker'.

Some illustrations for filling the questions 16 or 17 are given in Appendix VI.

Q. 17 : Secondary Work

125. This question should be asked of every person whether he has returned some work as his main activity against 16 (a) (i) or had returned himself under any of the basically non-working categories against question 16 (a) (ii). As was noted earlier, 16 (a) (ii) will cover cases like persons performing household duties or student who may not be engaged in any other economically productive work at all, as also those who, though basically are performing household duties or students, etc., for the purpose of their main activity, still participated in some other economic activity as helping the household in several items of work, in such as cultivation or in household industry or in looking after the cattle, in attending to family business etc., but not to the extent as a full-time worker. Such participation will be considered as secondary work of these persons.

126. Ask of each person if, besides what he had already returned as his/her main activity against questions 16 (a) (i) or 16 (a) (ii), he/she participated in any secondary work. A number of unpaid family workers participating in the household

enterprises, who might have returned themselves mainly as 'H' or 'ST' or 'R' under question 16 (a) (ii) for their main activity will be netted here for their economic activity which is subsidiary. Mere rendering of service for ones own home or production of goods for purely domestic consumption are not to be treated as economic activity. For example, a servant who works as a cook in his or her employer's home for wages will be considered economically active but a housewife even if she may work much more than a paid servant, in having to cook for the family or looking after the household will not be treated as economically active for the purpose of this classification. Similarly, women who may produce cloth on a loin loom at home for domestic consumption will not be treated as economically active unless the products are sold and the household derives in an income. Participation in work that goes to augment the income of the household will only be treated as economic activity. A boy whose main activity is shown as a student under 16 (a) (ii), can have the secondary work of say, cultivation if he helped the head of the household in the family cultivation during some parts of the season. But if a girl student, whose main activity is shown as 'ST' under 16 (a) (ii) also helped in weaving cloth purely for domestic consumption on a loin loom at home, or helped in attending to household chores, she will not be treated as having any secondary work. Secondary work will be reckoned only if the person is engaged in some economic activity even if marginal in addition to whatever is the main activity under question 16. A person whose main activity is shown as, say, a clerk in a Government Office or a teacher under question 16, also attends to some cultivation by his direct supervision or undertakes some tuition, this will be shown as secondary work under question 17. A person's main activity may be cultivation in question 16 and his subsidiary activity money lending in question 17. Again main activity may be agricultural labourer and subsidiary work sugar factory labourer and so on and so forth.

127. The instructions for the usage of abbreviations in categorising workers under 16 (a) (i) and filling in the details under 16 (b) to (f) will apply *mutatis mutandis* to question 17 (a) to (f), except that while question 16 (a) (i) will cover the main work. Q. 17 (a) is intended to cover secondary work which may be possibly part-time. It may also be noted that the non-working categories of activity will not be reported as secondary work under question 17.

128. A few slips showing specimen entries appear as Appendix VII and some illustrations for recording answers against Q. 16 are given in Appendix VI. You are advised to study these specimen entries and illustrations before starting actual enumeration and also consult these and the instructions whenever you are in doubt in recording any answer during field operation.

POPULATION RECORD

129. Soon after you complete the enumeration of all the persons in the household you are expected to transfer certain items of information of all the individual members of each household to the Population Record. Population Record form is reproduced as Appendix X. If you feel that the filling of the Population Record in the field is likely to take considerable time there is no objection to the details being posted by you later at home at the end of the day. However, soon after you complete the enumeration of all the persons in a household you must note down the Location Code No. and the Household No. on the Population Record and also copy out in Col. 2 all the names of the persons enumerated in the household. This will help you to check with the members of the household and verify if all the persons qualified to be enumerated in the household have been fully enumerated.

The Population Record forms would have been supplied to you in convenient books and each page will normally take the entries of one household. However, if in a large household there are more number of persons than what a single Population Record form can accommodate, you may continue the entries on the next form but note boldly on the top of the continued Population Record as "Continued".

The Population Record hardly calls for any detailed explanation. On the top of each form please correctly the Location Code No. and Household No. It is important that you note the Household No. correctly as has been explained in paragraphs 24 to 28 of these instructions. Do not fail to note boldly "INST" in respect of institutional households as explained in paragraph 27 and "O" in respect of houseless household as explained in paragraph 28.

You will be required to furnish information in the Enumerator's Abstract on the total number of occupied residential houses, the census households, the institutional households and houseless households in your block with reference to the entries made in this Population Record. So please make sure that you have entered the Household No. correctly as this will guide you in posting the required particulars in the Enumerator's Abstract. At the right hand side below the Household No. you will have to record information if the household belongs to S.C./S.T. You would have already ascertained if the head of the household belongs to a Scheduled Caste/Scheduled Tribe with reference to Question 11 of the Individual Slip. If the head belongs to any S.C./S.T., write S.C./S.T. as the

case may be and also the name of S.C./S.T. to which the head of the household belongs.

The columns in the main body of the Population Record are self-explanatory. You have to post them with reference to the information you have collected of each member of the household in the Individual Slip against the relevant questions. However, column 9 of the Population Record may require some explanation. For these who have returned themselves as workers for their main activity against Question 16 (a) (i) of the Individual Slip, while you may note 'C', 'AL' as the case may be, as recorded in the box against Question 16 (a) (i), in respect of those other than cultivators and agricultural labourers, you may please indicate briefly the description of work as recorded in Question 16 (e) of the Individual Slip. For those who have returned themselves as non-workers for their main activity you may note the same abbreviation as recorded against Question 16 (a) (ii).

ENUMERATION OF HOUSELESS POPULATION

130. You must complete the enumeration of all the persons in all the households in your jurisdiction between 10th February and 28th February, 1971. During this period you should also take note of the possible places where homeless population is likely to live such as on the road side, pavements or in open temple mandaps and the like. On the night of 28th February, 1971 you will have to quickly cover all such houseless population and enumerate them. If there is likely to be a very large number of houseless persons in your jurisdiction whom you may not be able to enumerate single handed in one night you should report your supervisor so that one or more extra enumerators may be deputed to assist you in the one night enumeration of such houseless persons. You should keep particular watch on the large settlements of nomadic population who are likely to camp on the outskirts of villages. These people will have to be covered on the 28th February. You should of course make sure that they have not been enumerated elsewhere. As per instructions in para 28 you should record 'O' in bold letters for houseless persons in the space provided for household number.

REVISIONAL ROUND

131. In the next three days, *i.e.*, from 1st March, 1971 to 3rd March, 1971, you will have to revisit all the households in your jurisdiction and enumerate any new births that had taken place after your last visit but before the sunrise of 1st March, 1971 and any visitor (s) that had moved into the household and who had been away from his/their place of normal residence throughout the enumeration period, *i.e.*, from 10th February to 1st March, 1971 or an entire household that has moved into your jurisdiction during this period and had not been enumerated anywhere before. In respect of every new birth make sure that you correct the entry in question 6 (b). Please also see the note under para 47.

You will have to ascertain if any death(s) had taken place in any of the households between your last visit and the sunrise of 1st March, 1971, and cross out the individual slip of the dead person writing boldly across it as 'Died'.

If such a deceased person was recorded as 'Head of the Household' then you will have to find out who is recognised as 'Head' in that household after the deceased person. Accordingly, you will have to put 'Head' in Q. 2 in the individual slip of the person who is now recognised as 'Head' and correct the relationship of all members of the household in their respective individual slips, with reference to their relationship with 'Head' now recognised.

Consequential changes in the population record shall also have to be made by you. If you have exhausted the entire population record for recording the particulars of any household and it becomes necessary to record a new birth or any visitor you will fill in another population record form in continuation taking care that the location code etc., are noted on the second form properly. The serial numbering in the succeeding form for the household should be in continuation of the last serial number of the earlier sheet relating to that household.

ENUMERATOR'S DAILY POSTING STATEMENT

132. Each day you will have to carefully post the information on certain items of each Individual Slip in the prescribed posting forms which have been supplied to you. Do not allow this work to fall into arrears. You are likely to commit errors if you tried to post particulars of a large number of persons after the lapse of more than one day. You will have to total up the columns of the statements and put the information in an abstract and hand it over along with the complete schedules to your Supervisor. The posting statements should be filled at the end of each day soon after completion of the enumeration for the day. This will make your work lighter and avoid accumulation and pressure of work at the end and consequent errors in posting. Separate posting forms have been provided for males and females and you should take care to post particulars of a person in the right form. This will make it easier to strike the totals of each sex and post the statements. The totals can be struck after the entries

are brought up-to-date soon after you complete the enumeration of houseless person and you have also accounted for the births and deaths since your last visit at the revisional round. You will observe that the information to be posted pertains to the items against which geometrical designs are found in the Individual Slip such as the one relating to Q. 3 Sex, Q. 11 Scheduled Caste/Scheduled Tribe. Q. 12 Literacy, Q. 16 (a) (i) and 16 (a) (ii) Worker or Non-worker. It is necessary that you should fill the Posting Statement with the greatest care.

133. First of all you should enter Location Code, Name of the village/town, Enumerator's Block No. (No. allotted to you) and your name (enumerator's) in all the Posting Statements. Then start making relevant entries in the Posting Statements taking care that you enter particulars for 'males' in Males Posting Statement (Form M) and for 'females' in Females Posting Statement (Form F).

134. You are advised to make entries in a sequence starting with lowest Pad No. used by you starting with Slip No. 1 in each Pad so as to avoid duplication or missing of any entries. Both the statements are similar except that one is meant for Males and the other for Females. You should not fill up Col. 1 (Final Serial No.) at the first instance. This column will be filled after the revisional round, *i.e.*, after you have brought the count up-to-date with reference to sunrise of 1st March 1971 (see para 131) and also after you have struck the grand total of columns 4 to 13. In columns 2, 3 and 4 you have to copy Pad No., Slip No. and sex as recorded by you in the slips. Even though there are separate forms of Posting Statements for males and females, yet you are required to copy the sex in col. 4 from the Individual Slip as this will help as a check in avoiding mistakes in posting. In the remaining columns a tick (√) may be put against the appropriate columns, wherever information is found against the relevant question and a dash (—) may be put where it is not applicable.

135. Columns 5 and 6 are to be posted with reference to the entries against Q. 11 of the Individual Slip. If a person is noted as belonging to a Scheduled Caste put a tick under Col. 5 and a dash in Col. 6. If a Scheduled Tribe, put the tick in Col. 6 and dash in Col. 5. If the person is neither a Scheduled Caste nor Scheduled Tribe put a dash under Cols. 5 and 6 of the Posting Statement.

136. Columns 7 and 8 of the Posting Statement have to be filled with reference to the answer to Q. 12 of the Individual Slip. A person can be either 'L' or 'O'. Put the tick or dash in the corresponding column accordingly. It must be noted that there cannot be a dash in both the columns.

137. Columns 9-13 must be posted with some care. For a person for whom 'C' has been entered in the box against Q. 16 (a) (i) a tick (√) should be put under col. 9 and dash (—) under cols. 10 to 13. Similarly for a person for whom 'AL', or 'HHI' or 'OW' or 'X' has been recorded against Q. 16 (a) (i) tick (√) may be put under col. 10 or 11 or 12 or 13 respectively and dash (—) under remaining cols. from 9—13. You may please note that where a tick is put in col. 13 it means the the person is a non-worker and there must be a dash in cols. 9 to 12. For your guidance specimen entries have been made in Enumerator's Posting Statement appearing as Appendix VIII. As you are likely to use more than one Posting Statement you are advised to strike totals by counting the number of ticks (√) in the relevant column (s) as soon as you have completed entries in one form and strike the grand totals after the Revisional Round. Now proceed to fill up col. 1 in a continuous manner starting with the first entry in the posting statement, while assigning serial number in col. 1, you should ignore scoredout lines. Thus the grand total of col. 4 will be the last serial number in col. 1.

ENUMERATOR'S ABSTRACT

138. After striking the grand totals in Enumerator's daily posting statement you have to fill in another form given at Appendix IX (Form T). Specimen entries have been made in this form to give you an idea as to how an Abstract will be filled up. It is most important that this should be done with the greatest care. These abstracts will form the basis of the publication of the first results of the census. In the past censuses the enumerators had given very accurate abstracts and there was hardly any difference between the finally tabulated figures and those furnished in the abstract. You should post these abstracts with care and pass on to your Supervisor as quickly as possible. You should hand over the enumeration pads neatly bundled along with a sketch of your Enumeration Block as prescribed in para 10 and the posting statements and the abstract the very next day after the completion of the enumeration. Your work in the posting of the abstracts will be closely checked by your Supervisor. Any carelessness on your part will be taken serious notice of.

With the completion of enumeration and the handing over of the posting statements and the abstract and the census schedule pads your burden is over, If you have done your work well you can have the satisfaction that you have made your humble but invaluable contribution to a vital national task.

APPENDIX I

PROVISIONS OF THE INDIAN CENSUS ACT RELATING TO THE ENUMERATORS

(*See para* 2)

Asking of questions and obligation to answer

"8. (1) A census officer may ask all such questions of all persons within the limits of the local area for which he is appointed as, by instructions issued in this behalf by the State Government and published in the Official Gazette, he may be directed to ask.

(2) Every person of whom any question is asked under sub-section (1) shall be legally bound to answer such question to the best of his knowledge or belief.

Occupier or manager to fill up schedule

10. (1) Subject to such orders as the State Government may issue in this behalf, a census officer may, within the local area for which he is appointed, leave or cause to be left a schedule at any dwelling-house or with the manager or any officer of any commercial or industrial establishment, for the purpose of its being filled up by the occupier of such house or of any specified part there of or by such manager or officer with such particulars as the State Government may direct regarding the inmates of such house or part there of, or the persons employed under such manager or officer, as the case may be at the time of the taking of the census.

(2) When such schedule has been so left, the said occupier, manager or officer, as the case may be shall fill it up or cause it to be filled up to the best of his knowledge or belief so for as regards the inmates of such house or part thereof or the persons employed under him, as the case may be, at the time aforesaid, and shall sign his name thereto and, when so required, shall deliver the schedule so filled up and signed to the census officer or to such person as the census officer may direct.

Penalties

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

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

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

x x x x x

shall be punishable with imprisonment which may extend to six months.

(2) Whoever abets any offence under sub-section (1) shall be punishable with fine which may extend to one thousand rupees."

APPENDIX-II

PRINCIPLES OF HOUSE-NUMBERING

(*See para* 25)

THE CENSUS HOUSEHOLD NUMBER WILL CONSIST OF; BUILDING NUMBER, CENSUS HOUSE NUMBER AND HOUSEHOLD NUMBER

Building

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

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

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

4. The buildings should be numbered as follows;

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

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

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

(iv) A building under construction which is like to be completed within about a year's time should also be given a number in the serial.

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

Note : These should not be numbered as 10 (1) or 10 (2) etc., as such numbering would apply to census houses within the same building. On the other hand 10/1 would mean a separate building that has come up after building No. 10.

Census House Number

5. A census house is a building or part of a building having a separate main entrance from the road or common courtyard or stair-case etc., used or recognised as a separate unit. It may be inhabited or vacant. It may be rused for a residential or non-residential purpose or both.

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

7. Each census house should be numbered. If a building by itself is a single census house, then the number of the census house is the same as

the building number. But if different parts or constituent units of a building qualify to be treated as separate census houses, each census house should be given a sub-number within brackets to the building number as 10(1), 10(2), etc. or 11 (2), 11 (2),11 (3), etc.

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

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

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

Household Number

Household is a group of persons who commonly live together and would take their meals from a common kitchen unless the exigencies of work prevented any of them from doing so. It may be made up of related or unrelated persons. A cook or a servant living in the house of his employers and taking his food there is to be considered as a members of the household. A hotel where a number of unrelated persons live together is an institutional household. So is a jail.

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

APPENDIX III

LIST OF A FEW TYPICAL INDUSTRIES THAT CAN BE CONDUCTED ON A HOUSEHOLD INDUSTRY BASIS

(*See paras* 92-95)

Foodstuffs

Production of flour by village chakkis or flour mills, milling or dehusking of paddy, grinding of chillies, turmeric, etc., production of gur, khandsari, boora, etc., production of pickles, chutney, jams, etc., processing of cashew nuts, making of dried vegetables, manufacture of sweet meats and bakery products, production of butter, ghee, etc., slaughtering and preservation of meat and fish, fish curing, etc., oil pressing ghani.

Beverages

Manufacture of country liquor, toddy, production of soda water, ice, ice-cream, sharbats, etc., processing of coffee etc.

Tobacco Products

Manufacture of bidi, cigars, cherroots, tobacco, snuff, etc.

Textile Cotton

Cotton ginning, carding, pressing and baling, spinning, etc., dyeing and bleaching of cloth, weaving in handlooms or powerlooms or manufacture of khadi, cloth printing, making of fishing nets, mosquito nets, cotton thread, rope, twine, etc.

Textile Jute, Wool or Silk

Similar type of production or processing as mentioned under Texitle Cotton but pertaining to the material concerned.

Textile Miscellaneous

Making of *durries*, carpets, hosiery, embroidery, chrochet work, lace garland making, manufacture of headgear, making of *newar*, bed covers, (curtains, pillow, pillow cases, etc., making of mattress, quilt (rezai), etc., making of namda felt, coconut fibre for upholstery, making of brushes, brooms etc., from coconut fibres, coir spinning, manufacture and repair of umbrellas, manufacture of dolls and toys (rags and cotton) etc.

Manufacture of Wood Products

Sawing and planing of wood, manufacture of wooden furniture, structural goods like beams, door and window frames, etc., wooden agricultural implements and their repairs, wooden lacquerware, wooden toys, wood carving, sawdust and plaster figure making, inlay work, match splinters, plywood and veneers, etc., making palm leaf mats, fans, umbrellas, etc., baskets and broomsticks, caning of chairs, making of chicks and khas khas tatties, making of cart wheels, wooden sandals, etc.

Paper and Paper Products

Manufacture of pulp and paper by hand, making of envelopes, paper mache articles, card board boxes, paper flower, paper kites, toys, etc.

Printing and Publishing

Printing works, lithography, block making, bookbinding, etc.

Leather and Leather Products

Flaying and processing of hides and skins, making leather footwear, wearing apparel of leather and fur, repair of shoes or other leather products.

Rubber, Petroleum and Coal Products

Vulcanising tyres and tubes, manufacture of chappals from torn tyres and other rubber footwear, manufacture of rubber products from natural and synthetic rubber.

Chemicals and Chemical Products

Manufacture of toys, paints, colours, etc., manufacture of matches, fireworks, perfumes, cosmetics, manufacture of ayurvedic medicines, soap, plastic products, celluloid goods, manufacture of ink, candles, boot polish, etc.

Non-metallic Mineral Products and other than Petroleum and Coal

Making of bricks, roofing tiles, sanitary fittings, cement statues, stone or marble carvings, manufacture of stone structurals, stone dressing and stone crushing, mica splitting and manufacture of

other mica products, making of earthenware and pottery, crockery, glass beads and bangles, earthen toys, manufacture of glass products, etc.

Basic Metals and their Products except Machinery and Transport Equipment

Manufacture of iron arms and weapons and their service and repair, iron and steel furniture, brass, bell-metal utensils, aluminium utensils, tin utensils, copper utensils, etc., nickeling and electroplating, blacksmithy, manufacture and repair of agricultural implements such as ploughshare, etc., making and repairing of locks and trunks, cutlery, manufacture of scales, weights and measures and foundry industry, etc.

Machinery (all kinds other than Transport) and Electrical Equipment

Manufacture of small machine tools and parts repairing and servicing of fans, radios, domestic electrical appliances, etc.

Transport Equipment

Repairing and servicing of automobiles, manufacture of cycle parts, rickshaw parts, boats and barges, manufacture of animal-drawn and hand-drawn vehicles such as bullock carts, wheel barrow, etc.

Miscellaneous Manufacturing Industries

Repair of spectacles, photographic equipment, goldsmithy, silver filigree industry, gold covering work, bidriware, musical instruments, fountain pens, making of cowdung cakes, manufacture of sports goods, repairing of petromax lights, making of buttons and beads from conchshell and horn goods.

APPENDIX IV

CLASSIFIED LIST OF ECONOMIC ACTIVITIES

(*See para* 112)

AGRICULTURE, HUNTING, FORESTRY AND FISHING

(Do not merely say plantation or fishing etc. but indicate the appropriate details as given here.)

Plantation Crops

Indicate the type of plantation such as tea, coffee, rubber, tobacco, edible nuts, fruits, ganja, betal nuts, etc.

Livestock Production

Indicate what kind of livestock is reared such as goats, sheep, horses, pigs, ducks, bees, silk worm, etc. Production of wool, raw silk, etc., are also covered in this.

Agricultural Services

Indicate what type of agricultural, service, *e.g.*, pest destroying, spraying, operation of irrigation system, animal shearing and livestock services (other than veterinary services), grading agricultural and livestock products, soil conservation, soil testing, etc.

Hunting

Indicate hunting, trapping and game propagation for commercial purpose only.

Forestry and Logging

Apart from planting and conservation of forests, felling and cutting of trees, etc., this would cover production of fuel, gathering of fodder, gums, resins, lac, etc.

Fishing

Sea, coastal and inland water, fishing; pisciculture, collection of pearls, conches, shells, sponges, etc.

MINING AND QUARRYING

(Do not merely say mining or quarrying but indicate further details.) Indicate what is mine such as coal, lignite, crude petroleum, natural gas, iron ore, manganese, gold silver, copper ore, quarrying of stones, clay and sand pits, precious and semi-precious stones; mica, gypsum, etc.

MANUFACTURING AND REPAIR

(Do not merely say engaged in a factory, but indicate what the manufacturing is concerned with as detailed here.)

Manufacture of Food Products

Slaughtering, preparation and preservation of meat; dairy products; canning and preservation of fruits and vegetable; fish, grain mill products; backery products; suger: boora; common salt; edible oils including vanaspati; processing of tea or coffee; manufacture of ice; animal feeds starch, etc.

Manufacture of Beverages, Tobacco and Tobacco Products

Rectifying and blending of spirits; wine industries; country liquor and toddy; carbonated water industries bidi; cigar, cigarettes, zerda, snuff, etc.

Manufacture of Cotton Textiles

Cotton ginning, cleaning and baling; spinning weaving and finishing of cotton in textiles mills; printing; dyeing and bleaching of cotton textiles; cotton spinning other than in mills (charkha); khadi production; weaving, etc. in hand looms powerlooms; etc.

Manufacture of Wool, Silk and Synthetic Fibre Textiles

Wool cleaning, baling and pressing; weaving and finishing in mills and other than in mills; dyeing and bleaching; printing of silk, synthetic textiles; etc.

Manufacture of Jute, Hemp and Mesta Textiles

Spinning and pressing and baling of jute and mesta; dyeing; printing and bleaching of jute textiles and manufacture of jute bags are also covered in this.

Manufacture of Textiles Products

(Including wearing apparel other than footwear) Knitting mills; manufacture of all types of threads, cordage, ropes, etc; embroidery; carpets; rain

coats; hats; made up textiles goods (except garments), oil cloth, tarpaulin; coir and coir products; linoleum, padding, wadding. etc. are also covered in this.

Manufacture of Wood ond Wood Products Furniture and Fixtures

Manufacture of veneer, plywood and their products; sawing and planting of wood; wooden and cane boxes, crats; drums, barrels, etc, beams, posts, doors and windows; wooden industrial goods like blocks, handles, etc., cork products; wooden, bamboo and cane furniture and fixture, etc.

Paper and Paper Products and Printing, Publishing and allied Industries

Manufacture of pulp; paper, paper boards and newsprints; container and paper boxes; printing and publishing of newpapers; periodicals, books, etc., engraving, block making, book binding, etc.

Leather and Leather and Fur Products

Training, currying, etc. of leather: footwear (excluding repair); coats, gloves, currying, dyeing, etc., of fur, fur and skin rugs, etc.

Rubber, Plastic, Petroleum and Coal Products

Tyre and tubes industries: footwear made of vulcanized or moulded rubber; rubber and plastic products; petroleum refineries; production of coaltar in coke ovens, etc.

Chemicals and Chemical Products

Manufacture of gases such as acids, alkalis, oxygen, etc., fertilisers and pesticides: paints, varnishes; drugs and medicines; perfumes, cosmetics, lotions; synthetic resins, etc., explosive and ammunition and fireworks, etc.

Non-metallic Mineral Products

Structural clay products; glass and glass products; earthenware and earthen pottery; china ware and porcelain ware; cement, lime and plaster; asbestos, cement, etc.

Besic Metal and Alloys Industries

Iron and Steel Industries; casting foundries; ferro-alloys; copper, brass, zinc and brass manufacturing, etc.

Metal Products and Parts except Machinery and Transport Equipment

Metal cans from tin-plate, sheets metal, barrels, drums, pails, safe, etc.; structural metal products; metal furniture and fixture; hand tools; utensils, cutlery, etc.

Machinery, Machine tools and parts except Electrical Machinery

Agricultural machinery; cranes; road rollers, boilers, diesel engine; refrigerators, air conditioners, etc.

Electrical Machinery, Apparatus, Appliances and Supplies and parts

Electrical motors, generators, transformers; insulated wires and cables; dry and wet batteries; radio, television, etc.; X-ray apparatus; electric computors, etc.

Transport equipments and parts

Ship building and repairing locomotives and parts; Railway wagons; coaches, etc.; rail-road equipment; motor vehicles; bicycles; aircrafts; push-carts, and hand carts, etc.

Other Manufacturing Industries

Do not say other manufacturing industries but write clearly what is being manufactured like manufacture of medical, surgical and scientific equipments; photographic and optical goods; watches; minting of coins; musical instruments, etc.

ELECTRICITY, GAS AND WATER

Indicate if generation and transmission of electric energy or distribution is involved, *e.g.*, manufacture of gas in gas works and its distribution; water supply, *i.e.*, collection, purification and distribution of water, etc.

CONSTRUCTION

(Do not merely say engaged in construction but give further particulars.) Clear details of the type of construction and maintenance such as buildings road, railway, telegraph, telephone, water ways reservoirs, hydro electric projects, industrial plants, activities allied to construction such as plumbing, heating and air conditioning installation, setting of tiles, marble, brick, etc,; construction of electrical installations, etc., should be given.

WHOLESALE AND RETAIL TRADE AND RESTAURANTS AND HOTELS

Food, Textiles, Live Animals, Beverages and Intoxicants

Indicate clearly that the wholesale trade is done in cereals, pulses foodstuff: textiles and textile products; *e.g.*, garments, shirtings, etc.; beverages, intoxicants like wines, opium, ganja, tobacco, etc.; wholesale trade in animals, straw and fodder is also covered in this.

Fuel, Light, Chemicals, Perfumery, Ceramics, Glass

Wholesale trade in medicines, chemicals; fuel lighting products; toilets; porcelain, glass utensil, crockery, etc.

All types of Machinery, Equipment, including Transport and Electrical Equipment

Agricultural and industrial machinery, *e.g.*, harvestors, threshers, etc.; electrical machinery; transport equipments, etc.

Miscellaneous Manufacturing

Wholesale trade in furniture rubber and rubber products; building materials; clocks, etc.; eye-glasses, etc.; medical and surgical instruments; precious metals, stones and jewellery, etc.

Retail Trade in food and food articles, beverage, tobacco and intoxicants

Indicate clearly that the retail trade is carried in grocery, vegetable, fruit selling meat, poultry, bakery products, dairy products, pan, bidi, aerated water, etc.

Retail Trade in Textiles

Do not merely say engaged in retail trade in textile, but indicate clearly what the retail trade is concerned with dealers in textiles (non-ready-made), ready-made garments, are some examples.

Retail Trade in Others

Indicate clearly what kind of retail trade it is like, medical shops, booksellers, building material, etc.

Restaurants and Hotels

Restaurants, cafes and other eating places, hotels, rooming houses, camps and other lodging places.

TRANSPORT, STORAGE AND COMMUNICATION

(Do not merely say engaged in land, water, air transport but give further particulars.) Indicate what kind of transport such as packing, crating, travel agencies, etc. It also lock carts *ekka*, tonga, etc.; ocean and coastal water, inland water transport, air transport, services rendered to transport such as packing, crating, travel agencies, etc. It also includes storage, warehousing, communication such as postal telegraph, wireless, telephone, etc.

FINANCING, INSURANCE, REAL ESTATE AND BUSINESS SERVICES

Indicate clearly whether services belong to banking; credit institutions other than banks, *e.g.*, loan societies, agricultural credit institutions, etc., money lenders, financiers etc.; provident services: insurance carriers life, fire, marine accident, health. etc. It also includes business services, *e.g.*, purchase and sale agents and brokers; auctioneering; accounting; data processing; engneering; advertising services, etc.; legal services rendered by advocates, barristers, pleaders, etc.

COMMUNITY, SOCIAL AND PERSONAL SERVICES

It should be clearly indicated whether ervice belongs to public administration, upon government, state government, police service, quasi-government bodies, sanitary services, education, scientific and research, etc.

Personal Services

Do not merely say engaged in personal service but indicate clearly whether it is domestic service, services relating to lundaries, cleaning and dyeing plants, hair dressing, photographic studios, international and other extra territorial bodies, etc.

APPENDIX V

CLASSIFIED LIST OF OCCUPATIONS *i.e.* DESCRIPTION OF WORK

[*Q.* 16 (*e*) *and* 17 (*e*) *See Paras* 113-114]

Professional, Technical and Related Workers

(Do not merely say an Engineer, Doctor, Teacher etc., in describing the work of an Individual but furnish more precise particulars as given below.) Indicate clearly in respect of engineers to what branch they belong such as civil, mechanical, electrical, metallurgical, mining, etc. In respect of physicians, state if they are allopahtic, ayurvedic, homoeopathic, etc. Physiologists and dentists etc., should be recorded. As regards teachers, state if they are university teachers, secondary school, middle school, primary school or kindergarten teachers. There are various other types of chemists, physicists, archaeologists, nurses, pharmacists, health technicians, jurists, social scientists such as economists, statisticians, geographers, historians, anthropologists, etc., as also artists, writers, painters, sculptors, actors, etc., draughtsmen, laboratory assistants, librarians, ordained religious workers, astrologers etc., who will have to be with recorded particulars of their work.

Administrative, Executive and Managerial Workers

(Do not merely say Govt. Officer, an officer in a private firm or concern but give further particulars.) They may be in Government service or under a local body or in a business firm, manufacturing establishment or a catering establishment or a transport company and so on. Their full description should be recorded such as for example Secretary to the Government of India, District Collector, Municipal Commissioner, Executive Officer of a Panchayat, Director of a firm, Manager of a business concern, Proprietor and Manager of a hotel, elected and legislative officials, aircrafts and ships officers, etc.

Clerical Workers.

(Do not merely denote the work of a person as clerk or office worker but furnish further particulars.) State clearly the type of work done such as cashier, accountant, stenographer, typist, computing clerk, key punch operator, office assistant, guard, brakesman traffic controller, railway ticket inspector, postman, telephone/teleprinter/wireless operator, record keeper, despatcher, etc., office workers would also include peons, daftaries etc.

Sale Workers

(Do not merely say a worker in a shop but give details.) It should be clearly recorded whether the proprietor of a business eoncern engages himself in wholesale or retail trade. Saleman or shop assistants, agents of insurance, brokers in share, auctioneers, commercial, travellers, hawkers and street vendors, money lenders, pawn brokers etc., will also be covered.

Service Workers

(There are all types of service worker such as those engaged as domestic servants or in personal or in police service or watch and ward, etc. Give precise particulars.) Hotel and restaurant keepers, house-keepers, matrons, and stewards (domestic and institutional), cooks, waiters, bartenders and related workers (domestic and institutional) maids and related house-keeping service workers, building caretakers, sweepers, cleaners, and related workers, lunderers, dry cleaners and pressers, hair dressers, beauticians and related workers, protection service workers, such as watchmen, chowkidars, gatekeepers, etc., other service workers.

Farmers, Fishermen, Hunters, Loggers etc. and Related Workers

Deep sea fishermen, inland or river water fishermen, shell gatherers, forest rangers, charcoal burners, forest produce gatherers, plantation managers, farm machine operators, gardeners, toddy tappers, hunters, bird tappers, etc., will be covered.

Production and other Related Workers, Transport Equipment Operators and Labourers

(This may cover a very large variety of craftsmen and operators etc., whose work will have to be given in adequate detail.) Examples : miners quarrymen, well drillers, cotton ginners, spinners, dyers, knitters, lace makers, carpet makers, etc.,

tailors, cutters hat makers, embroiderers, shoe makers or repairers, saddle makers, leather cutters, etc., blacksmiths, furnacemen, moulders, etc., cart-builders, wheel wrights, cabinet makers, etc., stone cutters, bricklayers, masons, hut builders, thatchers, well diggers, etc., jewellers, goldsmiths, watch and clock makers or repairers, welders and plate cutters, sheet metal workers, machine tool operators, electricians, electrical and electronic wire fitters, radio mechanic, electric linesmen, cable jointers, carpenters, joiners, sawers, etc., printing type machine operators, proof readers, photo-litho operators, book binders, potters, moulders, firemen, kilnsmen, blowers and makers of glass, millers, bakers, confectioners, sweetmeat makers, food canners, coffee or tea planters, tobacco, curers, graders and blenders of tobacco, bidi or cigar makers, snuff or zarda makers, tyre builders, crane or hoist operators, leaders and unloaders, etc.

APPENDIX VI

Some illustrations for filling the economic characteristics falling under Q. 16 or Q. 17 are given below :

Q. 16 (a) (i) Broad Category	Q. 16 (a) (ii) Non-worker	Q. 16 (b) Place of work	Q. 16 (c) Name of Establishment	Q. 16 (d) Nature of Industry, Trade, Profession or Service	Q. 16 (e) Description of work	Q. 16 (f) Class of worker
1	2	3	4	5	6	7
1. C	X	X	X	X	X	X
2. AL	X	X	X	X	X	X
3. HHI	X	PL	No particular name	Spinning yarn Ambar Charkha	Spinning yarn	FW
4. HHI	X	PL	No particular name	Cotton Handloom Weaving	Dyeing and Spinning yarn	FW,
5. HHI	X	PL	No particular name	Flour making chakki	Winnowing and Cleaning grains	EE
6. HHI	X	PL	No particular name	Oil ghani	Running oil ghani	SW
7. HHI	X	PL	No particular name	Blacksmithy (making Agricultural implements)	Tempering and polishing implements	FW
8. HHI	X	PL	No particular name	Earthenware pottery	Making pottery on the wheel	FW
9. HHI	X	PL	No particular name	Earthenware pottery	Making and firing kiln	EE
10. HHI	X	PL	No particular name	Carpentry-manufacturing of wooden doors and windows	Carpenter	FW
11. HHI	X	PL	Sarafa-di-Hatti	Goldsmithy	Filling gold ornaments with lac	FW
12. HHI	X	New Delhi	Gupta Hosiery Works	Production of Hosiery goods	Operator, Hosiery machine	EE
13. OW	X	New Delhi	Verma Hosiery Works	Production of Hosiery goods	Account Clerk	EE
14. HHI	X	PL	No particular name	Electroplating	Scraping and Polishing metal	FW
15. HHI	X	PL	No particular name	Production of Cart wheel rings	Putting Iron hoop on Cart wheels	EE
16. OW	X	PL	No particular name	Hair cutting	Barber	SW
17. OW	X	PL	No particular name	Production of honey	Bee-keeping	SW
18. OW	X	PL	No particular name	Livestock raising	Tending cattle	FW
19. OW	X	Gir Forest	Govt. Forest Department	Logging in forest	Cutting trees in forest	EE
20. OW	X	PL	No particular name	Private tuition	Tutor	SW
21. OW	X	PL	No particular name	Fruit growing	Gardener in mango orchard	EE
22. OW	X	PL	Muthuswamy Coffee Estate	Coffee Plantation	Farm labourer	EE

APPENDIX VI—*Contd.*

1	2	3	4	5	6	7
23. OW	X	New Delhi	Northen Railway	Rail Transport	Travelling Ticket Inspector	EE
24. OW	X	PL	Indian Ceramic Institute	Research in manufacturing of ceramic products	Senior Scientific Officer (Ceramic Research)	EE
25. OW	X	PL	Office of the Registrar General, India	Central Govt. Service	Senior Research Officer (Vital Statistics)	EE
26. O W	X	PL	Gypsum Supply Co.	Supplying Gypsum on Orders	Contractor supplying Gypsum to Sindri Fertilizer Factory	E E
27. OW	X	PL	Chittaranjan Locomotive	Locomotive Factory	Accountant	EE
28. OW	X	PL	Delhi Railway Station	Railway Station Porter	Goods Shed Porter	EE
29. OW	X	Rampur village	C.P.W.D.	Road Construction	Manual Labourer (on muster roll) digging earth	EE
30. OW	X	PL	No particular name	House Construction	Labourer brick laying	FW
31. OW	X	PL	No particular name	Vegetable market labourer carrying goods	General Labourer	FW
32. OW	X	PL	Delhi Electric Supply Corporation Sub-Station	Transmission of electricity with the help of transformer	Machine Operator Electricity	EE
33. OW	X	PL	Madan Brothers	Retail shop in stationery stores	Shop Assistant	FW
34. OW	X	PL	Sahu and Co,	Wholesale Store for grains and cereals	Proprietor, wholesale trade	EE
35. OW	X	PL	Dayanand and Sons	Retail shop of ready-made garments and hosiery	Salesman	FW
36. OW	X	PL	Kaka Agrico	Dealing in Hardware	Sales Manager	EE
37. OW	X	PL	Indian Iron and Steel Company, Burnpur	Manufacturer of iron and steel structurals	Boiler Room Foreman	EE
38. OW	X	New Delhi	Indian Airlines Corporation	Air Transport	Air Pilot	EE
39. OW	X	Chandigarh	State Motor Transport Undertaking	Motor Transport Service	Bus Driver	EE
40. OW	X	PL	Prakash Transport Service	Goods Transport by Motor Truck	Working Proprietor	ER
41. OW	X	FL	Medical College, Calcutta, Radiology Deptt.	Medical and Health Service of State	Radiologist	EE
42. OW	X	PL	I.C.A.R., Pusa, Delhi	Plant Protection Research	Plant Nutritionist	EE
43. OW	X	PL	Bimbla Sugar Factory	Sugar Factory	Chemist	EE
44. OW	X	PL	Akash Chemical and Pharmaceutical Factory	Manufacture of antibiotics	Chemist	EE
45. OW	X	PL	L.I.C., Delhi	Life Insurance Business	Secretary Administration	EE
46. OW	X	PL	Govt. of Tamil Nadu (Commerce and Industry Department)	State Government service	Assistant Secretary	EE
47. OW	X	PL	—do—	—do—	U.D.C.	EE
48. OW	X	PL	Kundan Brothers, Jewellers, Jaipur	Jewellery Works	Supervisor	FW

APPENDIX VI—*Contd.*

1	2	3	4	5	6	7
49. OW	X	PL	No particular name	Domestic Service	Cook	EE
50. OW	X	PL	Asoka Hotel, New Delhi	Residential Hotel	Cook	EE
51. OW	X	Bangalore	XYZ Club	Recreation Club	Bearer	EE
52. OW	X	PL	No particular name	Retail trade in grocery	Working proprietor	SW
53. OW	X	PL	Bhilai Steel Plant	Steel Production	Chaptered Accountant	EE
54. OW	X	Howrah	Howarh Jute Mill	Jute Mill	Accountant	EE
55. OW	X	PL	ABC Film Studios	Production of feature films	Cinema Actor	SW
56. OW	X	PL	Ruparekha Company	Commercial Sign painting	Sign painter	EE
57. OW	X	PL	Portland Cement Co.	Cement manufacturing	Canvas bag maker	EE
58. OW	X	PL	ABC Stock Exchange	Share broker	Share broker in tea and jute	SW
59. OW	X	PL	ABC Business House Ltd.	Discounting of bills of business firms	Managing Director	ER
60. OW	X	PL	Ramachandra Engineering Co	General Engeenering Works	Die Caster	EE
61. OW	X	PL	ABC Paint Factory	Manufacture of paints	Ocher Grinder	EE
62. OW	X	PL	Solan Breweries	Brewery Factory	Distillation Plant Operator	EE
63. OW	X	PL	ABC Chemical Factory	Manufacture of Hydrochloric Acid	Grinder	EE
64. OW	X	PL	ABC Rerolling Mills	Steel Rerolling Works	Cleaner	EE
65. OW	X	PL	ABC Cinema	Cinema House	Gate-keeper	EE
66. OW	X	PL	ABC Engineering Works	Iron and Steel Foundry	Moulder	EE
67. OW	X	PL	ABC Oil Mill	Manufacture of mustard oil	Foreman, Packing Department	EE
68. OW	X	PL	ABC Company	Motor body building Factory	Foreman, Saw Mill	EE
69. OW	X	Shahdara	ABC Aluminium Company	Aluminium Factory	Foundary Caster	EE
70. OW	X	Tata Nagar	ABC Iron Factory	Iron Foundry Works	Furnaceman Boiler shop	EE
71. OW	X	New Delhi	Govt. Printing Press	Printing Works	Mono Operator	EE
72. OW	X	PL	ABC Small Tool Company	Small Tools Production	Brass Turner	EE
73. OW	X	PL	State Social Welfare Board	Social Welfare Organisation	Honorary Social Worker	SW
74. OW	X	New Delhi	Parliament, Delhi	Parliamentary Work	Member of Parliament	SW
75. OW	X	PL	No particular Journal	Writing for newspapers and periodicals	Freelance journalist	SW
76. OW	X	PL	ABC Party	Promotion of party's Political Work	Political Worker	SW

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Individual Slip ○

Ped No 3

Slip No 1

Location Code 10/3/64 (10) Household No. 2 - 59 (a)

1. Name Gopal
2. Relationship to head Head
3. Sex M
4. Age 52
5. Marital status W
6. For currently married woman only
   (a) Age at marriage X
   (b) Any child born in the last one year X
7. BIRTH PLACE
   (a) Place of birth PL
   (b) Rural/Urban X
   (c) District X
   (d) State/Country X
8. LAST RESIDENCE
   (a) Place of last residence Indore
   (b) Rural/Urban U
   (c) District Indore
   (d) State/Country Madhya Pradesh
9. Duration of Residence at the Village or town of Enumeration 4
10. Religion H
11. S. C. or S. T. X
12. Literacy (L or O) L
13. Educational level VIII Standard
14. Mother Tongue Hindi
15. Other languages Urdu

16. MAIN ACTIVITY
   (a) Broad category
   (i) Worker (C, AL, HHI, OW) HHI
   (ii) Non-Worker (H, ST, R, D, B I, O) X
   (b) Place of work (Name of Village/Town) PL
   (c) Name of Establishment No particular name
   (d) Nature of Industry, Trade, Profession or Service Tailoring - Sewing of garments
   (e) Description of Work Stitching Clothes
   (f) Class of worker SW

17. SECONDARY WORK
   (a) Broad category (C, AL, HHI, OW) X
   (b) Place of work (Name of Village/Town) X
   (c) Name of Establishment X
   (d) Nature of Industry, Trade, Profession or Service X
   (e) Description of Work X
   (f) Class of worker X

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Individual Slip

Ped No. 3

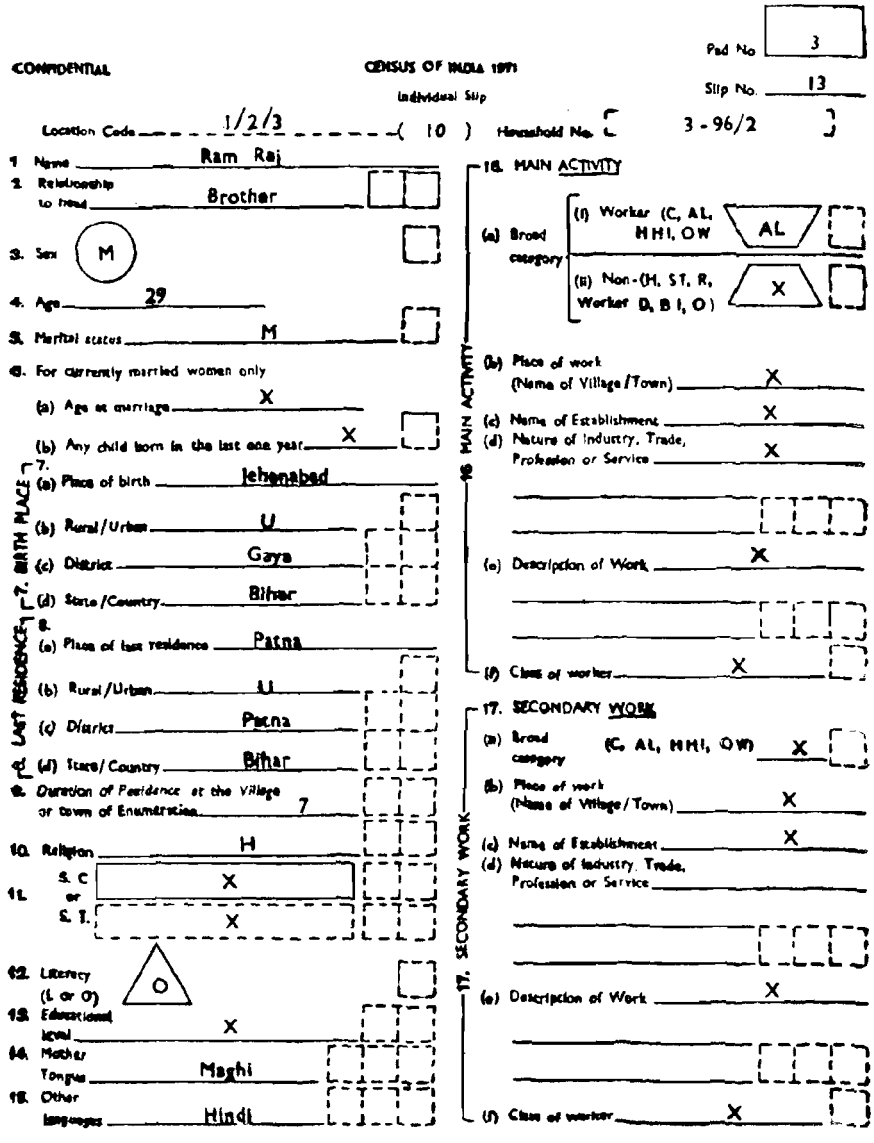
Slip No 2

Location Code 10/3/64 (10) Household No. 2 - 59 (a)

1. Name Anand
2. Relationship to head Son
3. Sex M
4. Age 28
5. Marital status M
6. For currently married women only
   (a) Age at marriage X
   (b) Any child born in the last one year X
7. BIRTH PLACE
   (a) Place of birth PL
   (b) Rural/Urban X
   (c) District X
   (d) State/Country X
8. LAST RESIDENCE
   (a) Place of last residence Indore
   (b) Rural/Urban U
   (c) District Indore
   (d) State/Country Madhya Pradesh
9. Duration of Residence at the Village or town of Enumeration 4
10. Religion H
11. S. C. or S. T. S. C. X / S. T. X
12. Literacy (L or O) L
13. Educational level B. A., B. Ed.
14. Mother Tongue Hindi
15. Other languages English, Urdu

16. MAIN ACTIVITY
   (a) Broad category
   (i) Worker (C, AL, HHI, OW) OW
   (ii) Non-Worker (H, ST, R, D, B I, O) X
   (b) Place of work (Name of Village/Town) PL
   (c) Name of Establishment Rampur High School
   (d) Nature of Industry, Trade, Profession or Service Madhya Pradesh Educational Service
   (e) Description of Work Teacher of Secondary Sch...
   (f) Class of worker EE

17. SECONDARY WORK
   (a) Broad category (C, AL, HHI, OW) X
   (b) Place of work (Name of Village/Town) X
   (c) Name of Establishment X
   (d) Nature of Industry, Trade, Profession or Service X
   (e) Description of Work X
   (f) Class of worker X



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Individual Slip

Pad No. 3

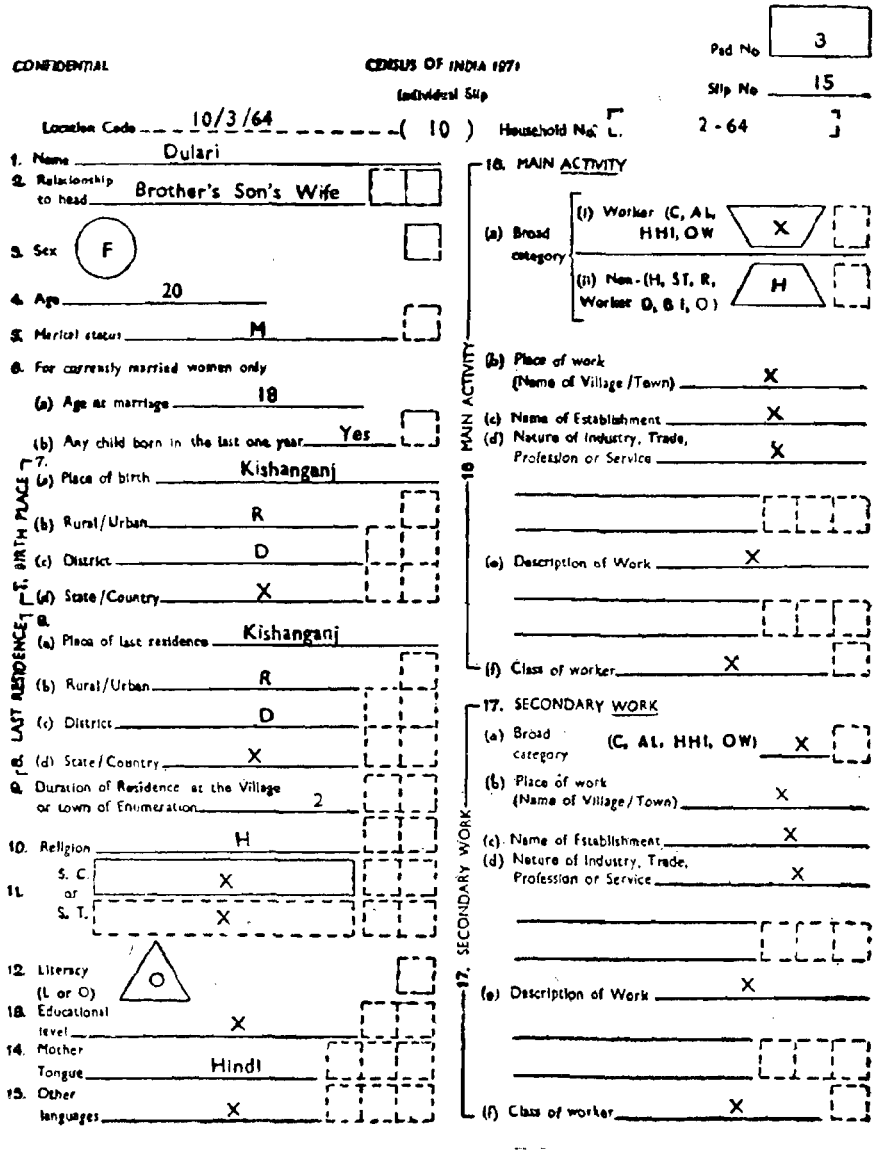
Slip No. 13

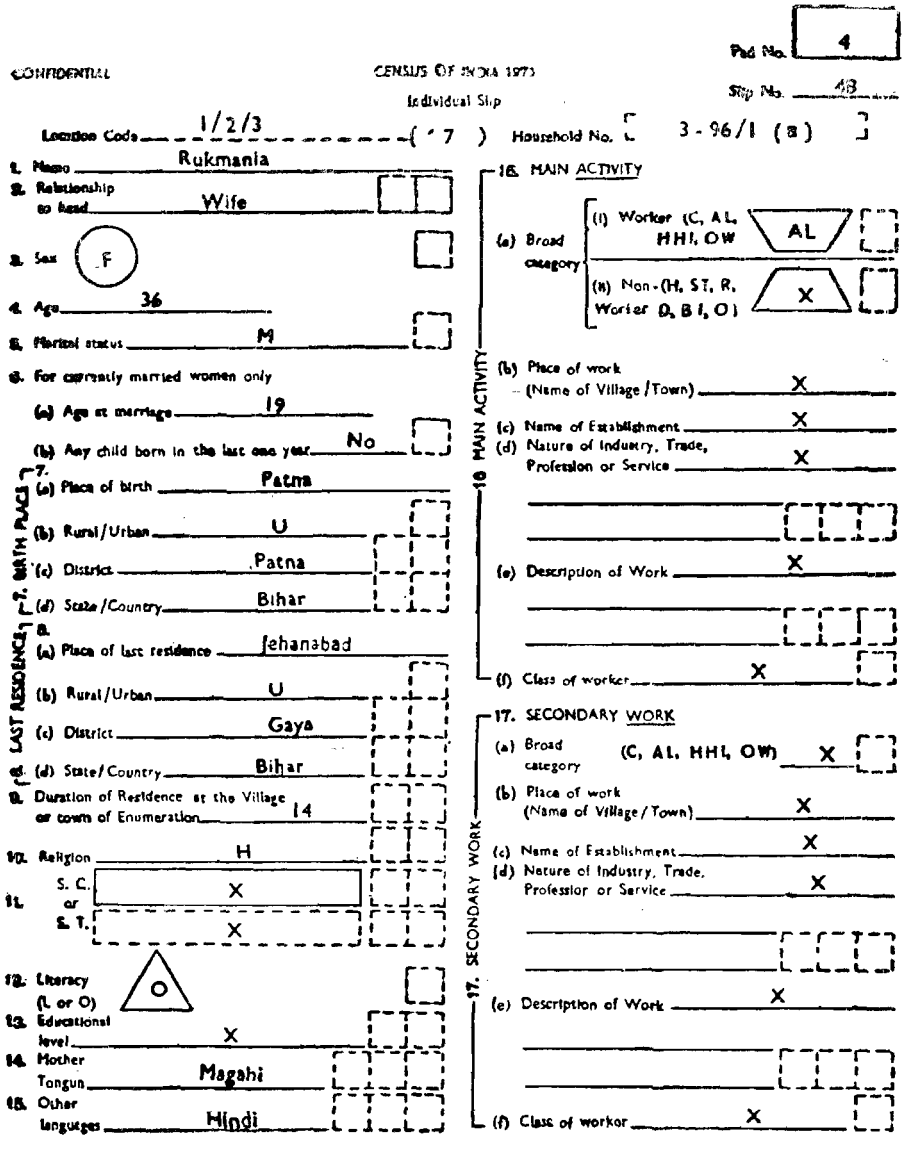
Location Code 1/2/3 (10) Household No. 3-96/2

1. Name Ram Raj
2. Relationship to head Brother
3. Sex M
4. Age 29
5. Marital status M
6. For currently married women only
   (a) Age at marriage X
   (b) Any child born in the last one year X
7. BIRTH PLACE
   (a) Place of birth Jehanabad
   (b) Rural/Urban U
   (c) District Gaya
   (d) State/Country Bihar
8. LAST RESIDENCE
   (a) Place of last residence Patna
   (b) Rural/Urban U
   (c) District Patna
   (d) State/Country Bihar
9. Duration of Residence at the Village or town of Enumeration 7
10. Religion H
11. S. C. or S. T. X
12. Literacy (L or O) O
13. Educational level X
14. Mother Tongue Magahi
15. Other languages Hindi

16. MAIN ACTIVITY
   (a) Broad category (i) Worker (C, AL, HHI, OW) AL
   (ii) Non-(H, ST, R, Worker D, B I, O) X
   (b) Place of work (Name of Village/Town) X
   (c) Name of Establishment X
   (d) Nature of Industry, Trade, Profession or Service X
   (e) Description of Work X
   (f) Class of worker X

17. SECONDARY WORK
   (a) Broad category (C, AL, HHI, OW) X
   (b) Place of work (Name of Village/Town) X
   (c) Name of Establishment X
   (d) Nature of Industry, Trade, Profession or Service
   (e) Description of Work X
   (f) Class of worker X


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Individual Slip
Pad No 3
Slip No 15
Location Code 10/3/64 (10) Household No. 2-64
1. Name Dulari
2. Relationship to head Brother's Son's Wife
3. Sex F
4. Age 20
5. Marital status M
6. For currently married women only
(a) Age at marriage 18
(b) Any child born in the last one year Yes
7. BIRTH PLACE
(a) Place of birth Kishanganj
(b) Rural/Urban R
(c) District D
(d) State/Country X
8. LAST RESIDENCE
(a) Place of last residence Kishanganj
(b) Rural/Urban R
(c) District D
(d) State/Country X
9. Duration of Residence at the Village or town of Enumeration 2
10. Religion H
11. S. C. or S. T. X
12. Literacy (L or O) O
13. Educational level X
14. Mother Tongue Hindi
15. Other languages X
16. MAIN ACTIVITY
(a) Broad category
(i) Worker (C, AL, HHI, OW) X
(ii) Non-(H, ST, R, Worker D, B I, O) H
(b) Place of work (Name of Village/Town) X
(c) Name of Establishment X
(d) Nature of Industry, Trade, Profession or Service X
(e) Description of Work X
(f) Class of worker X
17. SECONDARY WORK
(a) Broad category (C, AL, HHI, OW) X
(b) Place of work (Name of Village/Town) X
(c) Name of Establishment X
(d) Nature of Industry, Trade, Profession or Service X
(e) Description of Work X
(f) Class of worker X



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Individual Slip

Pad No. 4

Slip No. 48

Location Code 1/2/3 (7) Household No. 3-96/1 (8)

1. Name Rukmania

2. Relationship to head Wife

3. Sex F

4. Age 36

5. Marital status M

6. For currently married women only

(a) Age at marriage 19

(b) Any child born in the last one year No

7. BIRTH PLACE

(a) Place of birth Patna

(b) Rural/Urban U

(c) District Patna

(d) State/Country Bihar

8. LAST RESIDENCE

(a) Place of last residence Jehanabad

(b) Rural/Urban U

(c) District Gaya

(d) State/Country Bihar

9. Duration of Residence at the Village or town of Enumeration 14

10. Religion H

11. S. C. or S. T. X

12. Literacy (L or O) O

13. Educational level X

14. Mother Tongun Magahi

15. Other languages Hindi

16. MAIN ACTIVITY

(a) Broad category

(i) Worker (C, AL, HHI, OW) AL

(ii) Non-(H, ST, R, Worker D, B I, O) X

(b) Place of work (Name of Village/Town) X

(c) Name of Establishment X

(d) Nature of Industry, Trade, Profession or Service X

(e) Description of Work X

(f) Class of worker X

17. SECONDARY WORK

(a) Broad category (C, AL, HHI, OW) X

(b) Place of work (Name of Village/Town) X

(c) Name of Establishment X

(d) Nature of Industry, Trade, Profession or Service X

(e) Description of Work X

(f) Class of worker X

CONFIDENTIAL

CENSUS OF INDIA 1971

Individual Slip

Pge No. S

Slip No. 1

Location Code 13/5/6 (5) Household No. 22/3 (d)

1. Name Amar Kisku
2. Relationship to head Head
3. Sex M
4. Age 43
5. Marital status S
6. For currently married women only
   (a) Age at marriage X
   (b) Any child born in the last one year X
7. BIRTH PLACE
   (a) Place of birth PL
   (b) Rural/Urban X
   (c) District X
   (d) State/Country X
8. LAST RESIDENCE
   (a) Place of last residence PL
   (b) Rural/Urban X
   (c) District X
   (d) State/Country X
9. Duration of Residence at the Village or town of Enumeration X
10. Religion Christian
11. S. C. or S. T. X / SANTAL
12. Literacy (L or O) L
13. Educational level B. A., B. T.
14. Mother Tongue Santali
15. Other languages English, Hindi

16. MAIN ACTIVITY
   (a) Broad category
      (i) Worker (C, AL, HHI, OW) OW
      (ii) Non-Worker (H, ST, R, B, B I, O) X
   (b) Place of work (Name of Village/Town) PL
   (c) Name of Establishment Govt. High School
   (d) Nature of Industry, Trade, Profession or Service Bihar State Educational Service
   (e) Description of Work Teacher
   (f) Class of worker EE

17. SECONDARY WORK
   (a) Broad category (C, AL, HHI, OW) X
   (b) Place of work (Name of Village/Town) X
   (c) Name of Establishment X
   (d) Nature of Industry, Trade, Profession or Service X
   (e) Description of Work X
   (f) Class of worker X

CENSUS OF INDIA 1971

Individual Slip

Ped No. 5

Slip No. 52

Location Code 3/5/53 (2) Household No. 62

1. Name Bilasia

2. Relationship to head daughter

3. Sex (F)

4. Age 32

5. Marital status M

6. For currently married women only

(a) Age at marriage 13

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

7. BIRTH PLACE

(a) Place of birth Baitalpur

(b) Rural/Urban R

(c) District Deoria

(d) State/Country Uttar Pradesh

8. LAST RESIDENCE

(a) Place of last residence Baitalpur

(b) Rural/Urban R

(c) District Deoria

(d) State/Country Uttar Pradesh

9. Duration of Residence at the Village or town of Enumeration I

10. Religion H

11. S. C. or S. T. CHAMAR / X

12. Literacy (L or O) L

13. Educational level VI Standard

14. Mother Tongue Bhojpuri

15. Other languages Urdu

16. MAIN ACTIVITY

(a) Broad category (i) Worker (C, AL, HHI, OW) X

(ii) Non-(H, ST, R, Worker D, S I, O) H

(b) Place of work (Name of Village/Town) X

(c) Name of Establishment X

(d) Nature of Industry, Trade, Profession or Service X

(e) Description of Work X

(f) Class of worker X

17. SECONDARY WORK

(a) Broad category (C, AL, HHI, OW) AL

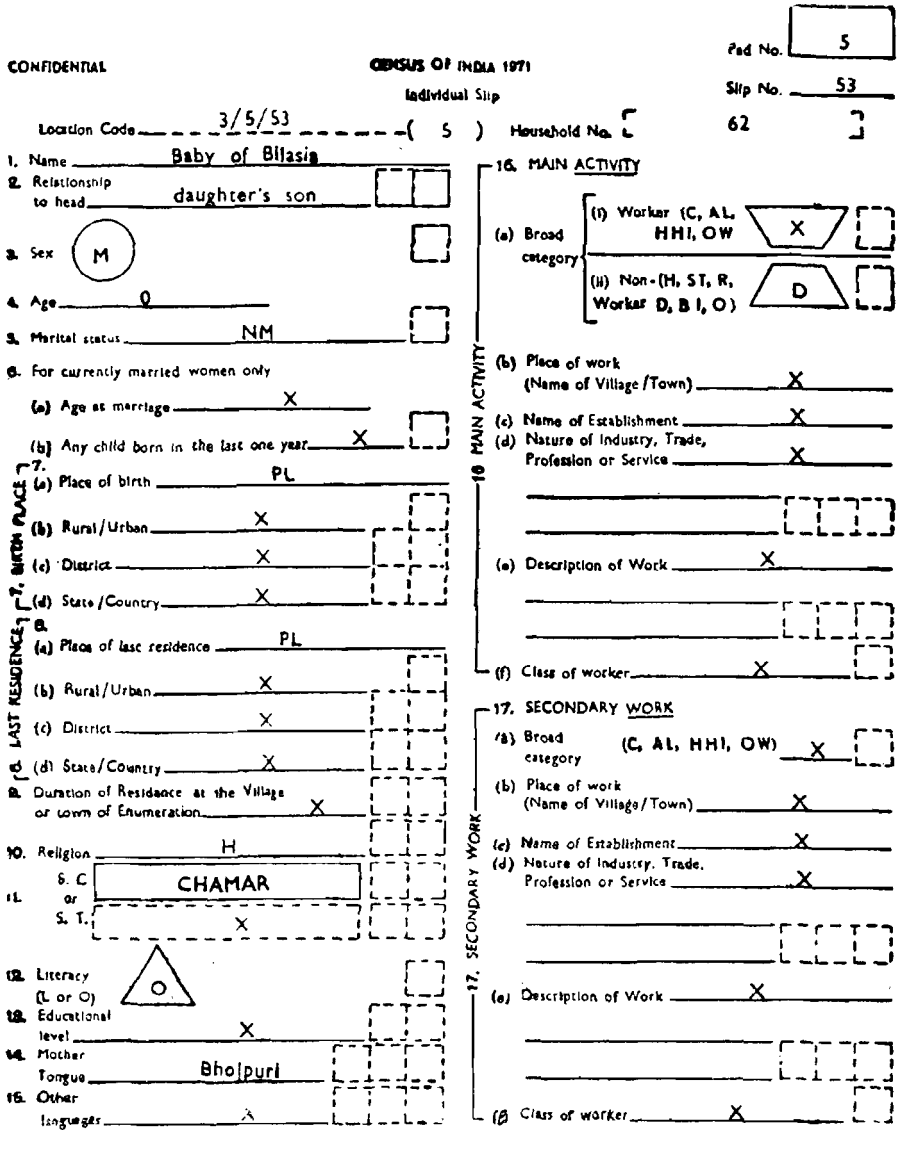
(b) Place of work (Name of Village/Town) X

(c) Name of Establishment X

(d) Nature of Industry, Trade, Profession or Service X

(e) Description of Work X

(f) Class of worker X



CONFIDENTIAL

CENSUS OF INDIA 1971

Individual Slip

Pad No. 5

Slip No. 53

Location Code 3/5/53 (5) Household No. 62

1. Name Baby of Bilasia
2. Relationship to head daughter's son
3. Sex M
4. Age 0
5. Marital status NM
6. For currently married women only
   (a) Age at marriage X
   (b) Any child born in the last one year X
7. BIRTH PLACE
   (a) Place of birth PL
   (b) Rural/Urban X
   (c) District X
   (d) State/Country X
8. LAST RESIDENCE
   (a) Place of last residence PL
   (b) Rural/Urban X
   (c) District X
   (d) State/Country X
9. Duration of Residence at the Village or town of Enumeration X
10. Religion H
11. S. C or S. T. SC CHAMAR / ST X
12. Literacy (L or O) O
13. Educational level X
14. Mother Tongue Bhojpuri
15. Other languages X

16. MAIN ACTIVITY
   (a) Broad category
      (i) Worker (C, AL, HHI, OW) X
      (ii) Non-(H, ST, R, Worker D, B I, O) D
   (b) Place of work (Name of Village/Town) X
   (c) Name of Establishment X
   (d) Nature of Industry, Trade, Profession or Service X
   (e) Description of Work X
   (f) Class of worker X

17. SECONDARY WORK
   (a) Broad category (C, AL, HHI, OW) X
   (b) Place of work (Name of Village/Town) X
   (c) Name of Establishment X
   (d) Nature of Industry, Trade, Profession or Service X
   (e) Description of Work X
   (f) Class of worker X

CONFIDENTIAL

CENSUS OF INDIA 1971

Individual Slip

Pad No. 7

Slip No. 32

Location Code 5/IV/3 (11) Household No. 3 - 4 - 73

1. Name Dil Bahadur

2. Relationship to head Head

3. Sex (M)

4. Age 22

5. Marital status NM

6. For currently married women only

(a) Age at marriage X

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

7. BIRTH PLACE

(a) Place of birth Kathmandu

(b) Rural/Urban X

(c) District X

(d) State/Country Nepal

8. LAST RESIDENCE

(a) Place of last residence Biratnagar

(b) Rural/Urban X

(c) District X

(d) State/Country Nepal

9. Duration of Residence at the Village or town of Enumeration 2

10. Religion H

11. S. C. or S. T. X

12. Literacy (L or O) L

13. Educational level VIth Standard

14. Mother Tongue Nepali

15. Other languages Hindi

16. MAIN ACTIVITY

(a) Broad category

(i) Worker (C, AL, HHI, OW) OW

(ii) Non-Worker (H, ST, R, D, B I, O) X

(b) Place of work (Name of Village/Town) PL

(c) Name of Establishment Central Bank of India

(d) Nature of Industry, Trade, Profession or Service Banking

(e) Description of Work Night Chowkidar

(f) Class of worker EE

17. SECONDARY WORK

(a) Broad category (C, AL, HHI, OW) HHI

(b) Place of work (Name of Village/Town) PL

(c) Name of Establishment No particular name

(d) Nature of Industry, Trade, Profession or Service Knitting of woolen Sweaters for sale

(e) Description of Work Knitting Sweaters

(f) Class of worker F W

CONFIDENTIAL

CENSUS OF INDIA 1971

Individual Slip

Fed No 15

Slip No. 100

Location Code 15/II/2 (20) Household No. 10-2-43 (b)

1. Name Hussain
2. Relationship to head Head
3. Sex M
4. Age 45
5. Marital status M
6. For currently married women only
   (a) Age at marriage X
   (b) Any child born in the last one year X
7. BIRTH PLACE
   (a) Place of birth Hyderabad
   (b) Rural/Urban U
   (c) District Hyderabad
   (d) State/Country Andhra Pradesh
8. LAST RESIDENCE
   (a) Place of last residence Nagpur
   (b) Rural/Urban U
   (c) District Nagpur
   (d) State/Country Maharashtra
9. Duration of Residence at the Village or town of Enumeration 2
10. Religion I
11. S. C. or S. T. X
12. Literacy (L or O) L
13. Educational level B. Sc. (Leather Tech.)
14. Mother Tongue Urdu
15. Other languages Telugu, English

16. MAIN ACTIVITY
   (a) Broad category
      (i) Worker (C, AL, HHI, OW) OW
      (ii) Non-Worker (H, ST, R, D, B I, O) X
   (b) Place of work (Name of Village/Town) PL
   (c) Name of Establishment Hussain & Co.
   (d) Nature of Industry, Trade, Profession or Service Currying and Tanning of hides & skin
   (e) Description of Work Working proprietor
   (f) Class of worker ER

17. SECONDARY WORK
   (a) Broad category (C, AL, HHI, OW) X
   (b) Place of work (Name of Village/Town) X
   (c) Name of Establishment X
   (d) Nature of Industry, Trade, Profession or Service X
   (e) Description of Work X
   (f) Class of worker X

APPENDIX VIII

ENUMERATOR'S DAILY POSTING STATEMENT

(Form M)

Location Code 10/3/64 (10)
Name of Village.....Dandori

Enumerator's Block No. 6
Name of Enumerators.....Prithipal

MALES

Final Sl. No.	Pad No.	Slip No.	Sex	S.C. or S.T. Q. 11		Literacy Q. 12		Main Activity Q. 16 (a) (i)				
				S.C.	S.T.	Literacy	Illiterate	Cultivator	Agricultural labourer	Household Industry	Other worker	Non-Worker
			Q. 3			L	O	C	AL	HHI	OW	X
1	2	3	4	5	6	7	8	9	10	11	12	13
1	15	1	M	—	—	√	—	—	—	√	—	—
2	15	22	M	—	—	—	√	—	—	—	—	√
3	15	29	M	—	—	—	√	√	—	—	—	—
4	16	3	M	—	√	—	√	—	—	—	—	√
5	16	7	M	√	—	√	√	√	—	—	—	—
6	16	16	M	√	—	√	—	—	√	—	—	—
7	16	25	M	—	—	—	—	—	—	—	√	—
8	16	47	M	—	—	—	√	√	—	—	—	—
			8	2	1	3	5	3	1	1	1	2

Signature of Enumerator _____
Date _____

Note : Make sure that total of col. 4=total of cols. 7+8 =total of cols. 9+10+11+12+13.

Verified 100% with Schedules and found correct.

Signature of the Supervisor _____
Date _____

ENUMERATOR'S DAILY POSTING STATEMENT

(Form F)

Location Code 10/3/64(10)
Name of Village.....Dandori

Enumerator's Block No. 10
Name of Enumerator.....Prithipal

FEMALES

Final Sl. No.	Pad No.	Slip	Sex	S.C. or S.T. Q. 11		Literacy Q. 12		Main Activity Q. 16 (a) (i)				
				S.C.	S.T.	Literate	Illiterate	Cultivator	Agricultural labourer	Household Industry	Other Worker	Non-Workers
			Q. 3			L	O	C	AL	HHI	OW	X
1	2	3	4	5	6	7	8	9	10	11	12	13
1	15	2	F	—	—	—	√	—	√	—	—	—
2	15	23	F	√	—	—	√	—	—	—	—	√
3	15	39	F	√	—	—	√	√	—	—	—	—
4	16	56	F	—	—	√	—	—	—	√	—	—
5	16	62	F	—	—	—	√	—	—	—	—	√
6	16	14	F	—	—	—	√	—	—	—	—	√
7	16	16	F	—	—	—	√	—	—	—	—	√
			7	2	—	1	6	1	1	1	—	4

Signature of Enumerator _____
Date _____

Note : Make sure that total col. 4=total of cols. 7+8 =total of cols. 9+10+11+12+13.

Verified 100% with Schedules and found correct.
Signature of the Supervisor _____
Date _____

APPENDIX IX

ENUMERATOR'S ABSTRACT

(Form T)

Location Code 10/3/64(10) Enumerator's Block No. 10

Name of Village.....Pandori No. of occupied residential houses .....130 Name of Enumerator.....Prithipal

Total No. of Households.....140 No. of Institutional Households.....1 No. of Houseless households...1

Sex	Population	S.C.	S.T.	Literate	Illiterate	MAIN ACTIVITY					Houseless population	Institutional population
						Cultivator	Agricultural labourer	Household Industry	Other worker	Non-workers		
1	2	3	4	5	6	7	8	9	10	11	12	13
M	381	52	25	173	208	139	20	10	77	135	3	24
F	369	50	21	75	294	42	12	4	69	242	2	1
Total	750	102	46	248	502	181	32	14	146	377	5	25

Signature of the Enumerator_____ Signature of the Supervisor_____

Date_____ Date_____

NOTE : The information on the occupied residential houses, households, institutional households and houseless households will have to be provided with reference to entries in the Population Record. Make sure that you have counted the houses and households correctly. See paras 24-29 of the instruction for filling up the Individual Slip.

The number of households can be same as/or more than the census houses, but normally there will not be more houses than the households. The Information for columns 12 & 13 will be obtained by counting the population in houseless households (household number noted 'O') and institutional households (household number with 'INST' indicated) respectively in the Population Record.

APPENDIX X

POPULATION RECORD

CONFIDENTIAL (To be compiled from Individual Slip) CENSUS 1971

Location Code_____ Household No._____

Name of village or town_____ If the head belongs to S.C. or S.T.?_____

Sl. No.	Name	Relationship to head	Sex		Age	Marital Status	Literacy (L or O)	Description of Main Activity
			M	F				
1	2	3	4	5	6	7	8	9

Signature of Enumerator_____ Signature of Supervisor_____

Date_____ Date_____

APPENDIX XIII

(Vide Chapter IV—Para 3)

D.O. No. 9/127/70-CTU (CEN)

A. CHANDRA SEKHAR
MINISTRY OF HOME AFFAIRS
THE REGISTRAR GENERAL, INDIA
NEW DELHI

January 15, 1971

Dear Joshi,

This is in continuation of our telegram dated the 11th January, 1971 communicating the revised dates for 1971 Census enumeration which are as follows :

Reference Date	—	Sunrise of 1st April, 1971.
Enumeration Period	—	March 10 to 31, 1971.
Count of Houseless Population	—	Night of 31 March, 1971.
Revisional Round	—	April 1 to 3, 1971.

2. In my demi-official letter of even number dated the 29th December, 1970 reasons for change of dates were spelt out and it was decided to prepone the Census to avoid a clash with the mid-term Elections. Subsequent to that there was a meeting with the Chief Electoral Commissioner, where, the State Chief Electoral Officers were also present, and it was pointed out by several States that as all the administrative officials will have to be preoccupied fully with General Elections work from now on till the polling is completed, the preponement of Census enumeration will adversely affect the elections work, which risk they were not prepared to take. The consensus was in favour of postponement of the Census. The question of school examinations fixed in March was specifically discussed and it was agreed by the State Chief Electoral Officers that they would help in getting the school examination dates postponed to sometime in the middle of April, 1971.

3. In these circumstances, the Government of India decided on the postponement of the Census to immediately after the General Elections. Accordingly, the revised dates of Census taking as indicated in para 1 above have been fixed. We do realise that this will upset your plans to a considerable extent but under extraordinary circumstances there is no alternative to the postponement of Census enumeration of March 1971. You will, however, be glad to know that the Prime Minister has kindly written to the Governor of West Bengal and all the Chief Ministers of States demi-officially communicating the revised reference date and also requesting them to consider the desirability of postponing the school examinations till after4th April, 1971. A copy of Prime Minister's letter of 8th January, 1971 is enclosed for your information. With regard to Union Territories, the Lt .Governors/Chief Commissioners/Administrators have been addressed separately by the Special Secretary in the Ministry of Home Affairs (copy of the Special Secretary's letter of 12th January, 1971 enclosed) communicating the decision of the Government of India to postpone all school examinations till after 4th April, 1971. The States/Union Territory Governments have also been requested in these letters to extend fullest cooperation for the taking of Census.

4. In the telegram referred to above communicating the revised dates, date for reporting of provisional population totals has not been communicated. I write to inform you that the provisional population totals should reach the Registrar General's Office by the 7th April, 1971. You may now kindly take suitable necessary action for the taking of the Census having regard to the revised census calendar.

5. Formal gazette notification fixing Ist April, 1971 as the reference date will be issued shortly.

6. Kindly acknowledge receipt of this comunication.

Shri M.C. Joshi, Director of Census Operations, A & N Islands, PORT BLAIR.

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

Copy of d.o. letter No. 22-PMO/71 dated the 8th January, 1971 from the Prime Minister to the Governor, West Bengal and Chief Ministers of the States.

It has been brought to my notice that there will be difficulties in conducting the Census enumeration just before the polling dates. The Census enumeration may, therefore, have to be held in March. The reference date will be 1st April, 1971.

I am told that in some States annual school examinations are held in March. In that case, teachers, who form a bulk of the trained enumerators, will go on vacation soon after examinations are over, and this will upset the Census programme. Therefore, it appears advisable to hold examinations in early April. I suggest that all examinations may be postponed to a date after about the 4th of April so that the Census enumeration is completed in all respects by then.

The Census operations are a massive national programme and your fullest cooperation is essential.

Copy of d.o. letter No. 9/127/70-CTU(CEN) dated the 12th January, 1971 from Special Secretary to Lt. Governors, Chief Commissioners/Administrators and Adviser to the Governor of Assam etc.

There will be difficulties in conducting the Census enumeration just before the polling dates. The Census enumeration may, therefore, have to be held in March. The reference date will be 1st April, 1971.

2. We are told that in some Territories annual school examinations are held in March. In that case, teachers, who form a bulk of the trained enumerators, will go on vacation soon after the examinations are over, and this will upset the Census programme. Therefore, it appears advisable to hold the examinations in early April. It has been decided to postpone all the school examinations to a date after about the 4th April so that the Census enumeration is completed in all respects by then.

3. The Census operations are a massive national programme and we hope it will be possible for you to take the action as suggested.

With regards,

APPENDIX XIV

(Vide Chapter V—Para 7)

DETAILS OF POSTS FILLED DURING 1969-70, 1970-71 AND 1971-72

Sl. No.	*Designatian*	*No. of posts filled up during*		
		1969-70	*1970-71*	*1971-72*
1	2	3	4	5
1.	Tabulation Officer	...	1	...
2.	Head Clerk	...	...	1
3.	Technical Assistant	...	1	...
4.	Computor	2	...	5
5.	Upper Division Clerk	2	...	...
6.	Stenographer	...	1	...
7.	Lower Division Clerk	2	3	1
8.	Assistant Compiler	...	2	15
9.	Staff Car Driver	...	...	1
10.	Gestetner Operator	...	1	...
11.	Daftry	...	1	...
12.	Chowkidar	1	...	1
13.	Peon	2	2	1
14.	Farash	...	1	...
15.	Sweeper	1	...	...

APPENDIX XV

(Vide Chapter V—Para 10)

No. F. 2/16/59—Pub. I (I)
Government of India
Ministry of Home Affairs

From

Shri R.K. Shastri, I.A.S.,
Under Secretary to the Government of India.

To

The Registrar General and *ex-officio*
Census Commissioner,
Ministry of Home Affairs,
NEW DELHI.

New Delhi-11, the 13th November, 1959
22nd Kartika, 1881

Subject :—Delegation of Financial Powers to the Superintendents of Census Operations.

Sir,

In exercise of the powers conferred by Rule 10(3) of the Delegation of Financial Powers Rules, 1958, I am directed to say that the President is pleased to delegate the following financial powers to the Superintendents of Census Operations, subject to the conditions or limits, if any, specified in each case.

2. (1) **Creation of Posts** : The powers to create temporary posts in class III and class IV for a period not exceeding two years subject to the conditions laid down in Rule 9 of the Delegation of Financial Powers Rules, 1958.

(2) **Purchase of Books and other Newspapers** : Full powers to purchase for use of their offices, books, newspapers and other publications subject to the condition mentioned in the Delegation of Financial Powers Rules, 1958,—Schedule V, and also subject to the further condition that in respect of non-official publications the purchases will be made from the list of such publications as may be prescribed by the Registrar General and *ex-officio* Census Commissioner.

(3) **Contingent Expenditure** : Powers to incur contingent expenditure upto Rs. 1,000/- p.a. in each case for recurring expenditure and Rs. 5,000/- in each case for non-recurring expenditure, subject to the monetary limits and other instructions specified in the annexure to Schedule V of the D.F.P. Rules, 1958, and also subject to the condition specified under Rule 10(5) of the aforesaid Rules.

(4) **Miscellaneous Expenditure** : The powers to incur expenditure on entertainment (light refreshments) upto Rs. 200/- p.a. subject to the general instructions issued by the Ministry of Finance.

3. The powers delegated in paras 2((i), 2(iii), 2(v) and 2(vi) of this Ministry's letter No. 2/12/49-Public dated 1st November, 1949, as amended from time to time, are hereby cancelled.

Yours faithfully,
Sd/-(R.K. Shastri)
Under Secretary to the Government of India.

No. F. 2/16/59-Pub. I (I)

Dated the 13th November, 1959
22nd Kartika, 1881

Copy forwarded to the Accountant General in all States.

Sd/- (R.S. Bhal)
Deputy Financial Adviser

No. F. 2/16/59-Pub. I(I)

Dated the 13th November, 1959
22nd Kartika, 1881

Copy forwarded to the Superintendents of Census Operations, in all the States.

Sd/- (R.K. Shastri)
Under Secretary to the Government of India.

Copy to Finance Section/Accounts I Section.

50 Spare copies to Public I Section.

APPENDIX XVI

(Vide Chapter VI—Para I)

TOUR DETAILS OF SHRI M.C. JOSHI, DIRECTOR OF CENSUS OPERATIONS IN CONNECTION WITH 1971 CENSUS UPTO 31-3-71

Place of dearture	Date of departure	Place of arrival	Date of arrival	Mode of journey
Port Blair	16-8-69	Beadonabad	16-8-69	By Jeep
Beadonabad	16-8-69	Port Blair	16-8-69	-do-
Port Blair	20-8-69	Birchganj	20-8-69	-do-
Birchganj	20-8-69	Port Blair	20-8-69	-do-
Port Blair	24-8-69	Nayagaon	24-8-69	-do-
Nayagaon	24-8-69	Dudhline	24-8-69	-do-
Dudhline	24-8-69	Corbyn's Cove	24-8-69	-do-
Corbyn's Cove	24-8-69	Port Blair	24-8-69	-do-
Port Blair	28-8-69	Havelock Island	28-8-69	By Steamer
Havelock Island	28-8-69	Neil Island	28-8-69	-do-
Neil Island	28-8-69	Port Blair	28-8-69	-do-
Port Blair	1-9-69	Austinabad	1-9-69	By Jeep
Austinabad	1-9-69	Protheroepur	1-9-69	-do-
Protheroepur	1-9-69	Pahargaon	1-9-69	-do-
Pahargaon	1-9-69	Port Blair	1-9-69	-do-
Port Blair	5-9-69	Bimblitan	5-9-69	-do-
Bimblitan	5-9-69	Port Blair	5-9-69	-do-
Port Blair	13-9-69	Calcutta	13-9-69	By Air
Calcutta	15-9-69	New Jalpaiguri	16-9-69	By Train and Steamer
New Jalpaiguri	16-9-69	Darjeeling	16-9-69	By Car

Place of departure	Date of departure	Place of arrival	Date of arrival	Mode of journey
Darjeeling	21-9-69	Kalinpong	21-9-69	By Car
Kalinpong	21-9-69	Darjeeling	21-9-69	-do-
Darjeeling	26-9-69	New Jalpaiguri	26-9-69	-do-
New Jalpaiguri	26-9-69	Calcutta	27-9-69	By Train
Calcutta	29-9-69	Port Blair	29-9-69	By Air
Port Blair	5-10-69	Lambaline	5-10-69	By Jeep
Lambaline	5-10-69	School Line	5-10-69	-do-
School Line	5-10-69	Dolyganj	5-10-69	-do-
Dolyganj	5-10-69	Port Blair	5-10-69	-do-
Port Blair	17-10-69	Garacharma	17-10-69	-do-
Garacharma	17-10-69	Port Blair	17-0-69	-do-
Port Blair	25-10-69	Taylorabad	25-10-69	-do-
Talyorabad	25-10-69	Sipighat	25-10-69	-do-
Sipighat	25-10-69	Port Blair	25-10-69	-do-
Port Bilar	4-11-59	Nayashahar	4-11-69	-do-
Nayashahar	4-11-69	Port Blair	4-11-69	-do-
Port Blair	10-11-69	Guptapara	10-11-69	-do-
Guptapara	10-11-69	Port Blair	10-11-69	-do-
Port Blair	20-11-69	Chouldari	20-11-69	-do-
Chouldari	20-11-69	Port Blair	20-11-69	-do-
Port Blair	28-11-69	Manglutan	28-11-69	-do-
Manglutan	28-11-69	Port Blair	28-11-69	-do-
Port Blair	5-12-69	Wandoor	5-12-69	-do-
Wandoor	5-12-69	Mamyo	5-12-69	-do-
Mamyo	5-12-69	Port Blair	5-12-69	-do-
Port Blair	20-12-69	Ograbraj	20-12-69	-do-
Ograbraj	20-12-69	Port Blair	20-12-69	-do-
Port Blair	28-12-69	Hoddaypur	28-12-69	-do-

Plce of departure	Date of departure	Place of arrival	Date of arrival	Mode of journey
Hobdaypur	28-12-69	Port Blair	28-12-69	-do-
Port Blair	4-1-70	Manpur	4-1-70	-do-
Manpur	4-1-70	Tusonabad	4-1-70	-do-
Tusonabad	4-1-70	Port Blair	4-1-70	-do-
Port Blair	13-1-70	Rangat	13-1-70	By Steamer
Rangat	15-1-70	Mayabunder	15-1-70	By Jeep
Mayabunder	17-1-70	Port Blair	17-1-70	By Steamer
Port Blair	22-1-70	Little Andaman	22-1-70	-do-
Little Andaman	22-1-70	Car Nicobar	23-1-70	By Steamer
Car Nicobar	23-1-70	Nancowry	24-1-70	-do-
Nancowry	24-1-70	Campbell Bay	25-1-70	-do-
Campbell Bay	25-1-70	Nancowry	26-1-70	-do-
ancowry	26-1-70	Teressa	26-1-70	-do-
Teressa	26-1-70	Car Nicobar	27-1-70	-do-
Car Nicobar	27-1-70	Port Blair	2-1-70	-do-
Port Blair	10-2-70	Jirkatang	10-2-70	By Jeep
Jirkatang	10-2-70	Port Blair	10-2-70	-do-
Port Blair	17-2-70	Caddlegunj	17-2-70	-do-
Caddlegunj	17-2-70	Port Blair	17-2-70	-do-
Port Blair	27-2-70	Herbertabad	27-2-70	-do-
Herbertabad	27-2-70	Port Blair	27-2-70	-do-
Port Blair	9-3-70	Nancowry	11-3-70	By Steamer
Nancowry	11-3-70	Katchal	11-3-70	-do-
Katchal	11-3-70	Chowra	12-3-70	-do-
Chowra	12-3-70	Car Nicobar	12-3-70	-do-
Car Nicobar	12-3-70	Port Blair	13-3-70	-do-
Port Blair	13-3-70	Rangat	14-3-70	-do-
Rangat	14-3-70	Mayabunder	14-3-70	By Jeep

Place of departure	Date of departure	Place of arrival	Date of arrival	Mode of journey
Mayabunder	15-3-70	Port Blair	15-3-70	By Steamer
Port Blair	16-3-70	Bambooflat	16-3-70	By Jeep
Bambooflat	16-3-70	Wrightmyo	16-3-70	-do-
Wrightmyo	16-3-70	Port Blair	16-3-70	-do-
Port Blair	7-4-70	Havelock Island	7-4-70	By Steamer
Havelock Island	8-4-70	Port Blair	8-4-70	-do-
Port Blair	14-6-70	Calcutta	14-6-70	By Air
Calcutta	15-6-70	Madras	15-6-70	-do-
Madras	16-6-70	Tiruchchira-palli	17-6-70	By Train
Tiruchchirapali	17-6-70	Madurai	17-6-70	By Bus
Madurai	17-6-70	Courtallam	17-6-70	By Bus
Courtallam	21-6-70	Kanyakumari	21-6-70	-do-
Kanyakumari	22-6-70	Trichendur	22-6-70	-do-
Trichendur	23-6-70	Mantappam	23-6-70	-do-
Mantappam	23-6-70	Rameshwaram	23-6-70	By Train
Rameshwaram	24-6-70	Madras	25-6-70	-do-
Madras	27-6-70	Calcutta	27-6-70	By Air
Calcutta	29-6-70	Port Blair	29-6-70	-do-
Port Blair	10-7-70	Chidiatapu	10-7-70	By Jeep
Chidiatapu	10-7-70	Port Blair	10-7-70	-do-
Port Blair	10-7-70	Hopetown	18-7-70	By Boat
Hopetown	18-7-70	Port Blair	18-7-70	-do-
Port Blair	30-7-70	Calicut	30-7-70	By Jeep
Calicut	30-7-70	Port Blair	30-7-70	-do-
Port Blair	17-8-70	Ferrarganj	17-8-70	-do-
Ferrarganj	17-8-70	Shaitankashi	17-8-70	-do-
Shaitankashi	17-8-70	Port Blair	17-8-70	-do-

Place of departure	Date of departure	Place of arrival	Date of arrival	Mode of journey
Port Blair	27-8-70	Viper Island	27-8-70	By Boat
Viper Island	27-8-70	Port Blair	27-8-70	-do-
Port Blair	10-10-70	Namunaghar	10-10-70	By Jeep
Namunaghar	10-10-70	Port Blair	10-10-70	-do-
Port Blair	5-11-70	Mathura	5-11-70	-do-
Mathura	5-11-70	Port Blair	5-11-70	-do-
Port Blair	1-12-70	Wrightmyo	1-12-70	-do-
Wrightmyo	1-12-70	Mannarghat	1-12-70	-do-
Mannarghat	1-12-70	Port Blair	1-12-70	-do-
Port Blair	16-12-70	Rangat	16-12-70	By Steamer
Rangat	19-12-70	Port Blair	19-12-70	-do-
Port Blair	21-12-70	Wimberlygunj	21-12-70	By Jeep
Wimberlygunj	21-12-70	Port Blair	21-12-70	-do-
Port Blair	7-1-71	Long Island	8-1-71	By LCT of Forest Deptt.
Long Island	11-1-71	Mayabunder	11-1-71	Forest Boat and Jeep
Mayabunder	13-1-71	Aerial Bay	13-1-71	By Forest Boat
Aerial Bay	13-1-71	Diglipur	13-1-71	By Jeep
Diglipur	15-1-71	Aerial Bay	15-1-71	By Jeep
Aerial Bay	15-1-71	Port Blair	16-1-71	By Steamer
Port Blair	14-3-71	Garacharma	14-3-71	By Jeep
Garacharma	14-3-71	Protheroepur	14-3-71	-do-
Protheroepur	14-3-71	Namunaghar	14-3-71	-do-
Namunaghar	14-3-71	Ograbraj	14-3-71	-do-
Ograbraj	14-3-71	Ferrargunj	14-3-71	-do-
Ferrargunj	14-3-71	Mithakhari	14-3-71	-do-
Mithakhari	14-3-71	Port Blair	14-3-71	-do-
Port Blair	15-3-71	Pahargaon	15-3-71	-do-

Place of departure	Date of departure	Place of arrival	Date of arrival	Mode of journey
Pahargaon	15-3-71	Sipighat	15-3-71	By Jaep
Sipighat	15-3-71	Taylorabad	15-3-71	-do-
Port Blair	16-3-71	Garacharma	16-3-71	-do-
Garacharma	16-3-71	Sipighat	16-3-71	-do-
Sipighat	16-3-71	Taylorabad	16-3-71	-do-
Taylorabad	16-3-71	Port Blair	16-3-71	-do-
Port Blair	17-3-71	Chouldari	17-3-71	-do-
Chouldari	17-3-71	Ferrargunj	17-3-71	-do-
Ferrargunj	17-3-71	Ograbraj	17-3-71	-do-
Ograbraj	17-3-71	Wimberlygunj	17-3-71	-do-
Wimberlygunj	17-3-71	Mannarghat	17-3-71	-do-
Mannarghat	17-3-71	Bambooflat	17-3-71	-do-
Bambooflat	17-3-71	Port Blair	17-3-71	-do-
Port Blair	18-3-71	Minni Bay	18-3-71	-do-
Minni Bay	18-3-71	Pahargaon	18-3-71	-do-
Pahargaon	18-3-71	Bimblitan	18-3-71	-do-
Bimblitan	18-3-71	Nayashahar	18-3-71	-do-
Nayashahar	18-3-71	Guptapara	18-3-71	-do-
Guptapara	18-3-72	Manglutan	18-3-72	-do-
Manglutan	18-3-71	Mamyo	18-3-71	-do-
Mamyo	18-3-71	Wandoor	18-3-71	-do-
Wandoor	18-3-71	Chouldari	18-3-71	-do-
Chouldari	18-3-71	Port Blair	18-3-71	-do-
Port Blair	19-3-71	Sipighat	19-3-71	-do-
Sipighat	19-3-71	Port Blair	19-3-71	-do-
Port Blair	20-3-71	Corbyn's Cove	20-3-71	-do-
Corbyn's Cove	20-3-71	Calicut	20-3-71	-do-
Calicut	20-3-71	Beadonabad	20-3-71	-do-

Place of departure	Date of departure	Place of arrival	Date of arrival	Mode of journey
Beadonabad	20-3-71	Rangachang	20-3-71	By Jeep
Rangachang	20-3-71	Port Blair	20-3-71	-do-
Port Blair	24-3-71	Rangat	24-3-71	By Steamer
Rangat	24-3-71	Sabri	24-3-71	By Truck
Bakultala	24-3-71	Bakultala	24-3-71	By Truck
Sabri	24-3-71	Padmnabhapuram	24-3-71	-do-
Padmnabhapuram	24-3-71	Rangat	24-3-71	-do-
Rangat	25-3-71	Mayabunder	25-3-71	By Steamer
Mayabunder	25-3-71	Aerial Bay	26-3-71	-do-
Aerial Bay	26-3-71	Keralapuram	26-3-71	By Jeep
Keralapuram	26-3-71	Ramakrishnagram	26-3-71	-do-
Ramakrishnagram	26-3-71	Diglipur	26-3-71	-do-
Diglipur	26-3-71	Aerial Bay	26-3-71	-do-
Aerial Bay	26-3-71	Mayabunder	26-3-71	By Steamer
Mayabunder	27-3-71	Port Blair	27-3-71	-do-

APPENDIX XVI (Contd.)

TOUR DETAILS OF SHRI ARDAMAN SINGH, ASSISTANT DIRECTOR OF CENSUS OPERATIONS IN CONNECTION WITH 1971 CENSUS UPTO 31-3-71

Place of departure	Date of departure	Place of arrival	Date of arrival	Mode of journey
Port Blair	9-3-73	Nancowry	11-3-70	By Steamer
Nancowry	11-3-70	Katchal	11-3-70	-do-
Katchal	11-3-70	Chowra	12-3-70	-do-
Chowra	12-3-70	Car Nicobar	12-3-70	-do-
Car Nicobar	12-3-60	Port Blair	13-3-70	-do-
Port Blair	13-3-70	Rangat	14-3-70	-do-
Rangat	14-3-70	Mayabunder & back	15-3-70	-do-
Port Blair	15-3-70	Corbyn's Cove, Wandoor and back	15-3-70	By Govt. Vehicle
Port Blair	16-3-70	Bambooflat, Wimberlygunj, Wright Myo, Chouldari and back	16-3-70	By Govt. Vehicles and by Boat
Port Blair	10-4-70	Strait Island	10-4-70	By Steamer
Strait Island	10-4-70	Port Blair	10-4-70	-do-
Port Blair	24-5-70	Chidiatapu, Bara Bhahu & back	24-5-70	By Bus
Port Blair	3-6-70	Rangat	3-6-70	By Steamer
Rangat	4-6-70	Mayabunder	4-6-70	-do-
Mayabunder	4-6-70	Diglipur	4-6-70	-do-

Place of departure	Date of departure	Place of arrival	Date of arrival	Mode of journey
Diglipur	5-6-70	Mayabunder	5-6-70	-do-
Mayabunder	6-6-70	Rangat	6-6-70	-do-
Rangat	6-6-70	Port Blair	6-6-70	-do-
Port Blair	15-6-70	Car Nicobar	16-6-70	-do-
Car Nicobar	16-6-70	Nancowry	17-6-70	-do-
Nancowry	17-6-70	Campbell Bay	18-6-70	-do-
Campbell Bay	18-6-70	Nancowry	19-6-70	-do-
Nancowry	19-6-70	Car Nicobar	20-6-70	-do-
Car Nicobar	20-6-70	Port Blair	21-6-70	-do-
Port Blair	7-7-70	Calcutta	7-7-70	By Air
Calcutta	7-7-70	Chitpur	8-7-70	By Road
Chitpur	8-7-70	Howrah	8-7-70	By Road
Howrah	8-7-70	Delhi	9-7-70	By Train
Delhi	23-8-70	Delhi Junction	25-8-70	By Road
Delhi Junction	23-8-70	Hawrah	25-8-70	-do-
Howrah	25-8-70	Chitpur	25-8-70	-do-
Calcutta	27-8-70	Port Blair	27-8-70	By Air
Port Blair	17-11-70	Strait Island, Rangat, Mayabunder, Diglipur, Mayabunder and back to Port Blair	21-11-70	By Steamer
Port Blair	22-11-70	Little Andaman, Car Nicobar, Katchal, Nancowry, Campbell Bay, Nancowry, Chowra, Car Nicobar and back to Port Blair	28-11-70	-do-
Port Blair	30-11-70	Tusonabad and back	30-11-70	By Road

Place of departure	Date of departure	Place of arrival	Date of arrival	Mode of journey
Port Blair	1-12-70	Wright Myo and back	1-12-70	-do-
Port Blair	16-12-70	Rangat	16-12-70	By Steamer
Rangat	19-12-70	Port Blair	19-12-70	-do-
Port Blair	21-12-70	Wimberlygunj and back	21-12-70	By Road
Port Blair	3-1-71	Little Andaman	3-1-71	By Steamer
Little Andaman	3-1-71	Car Nicobar	4-1-71	-do-
Car Nicobar	4-1-71	Nancowry	5-1-71	-do-
Nancowry	8-1-71	Car Nicobar	9-1-71	-do-
Car Nicobar	9-1-71	Port Blair	10-1-71	By Steamer
Port Blair	8-2-71	Hut Bay	9-2-71	-do-
Hut Bay	12-2-71	Dugong Creek	12-2-71	By Walk
Dugong Creek	13-2-71	Ekiti Bay	13-2-71	-do-
Ekiti Bay	14-2-71	Jackson Creek	14-2-71	-do-
Jackson Creek	17-2-71	Togalanga	17-2-71	-do-
Togalanga	18-2-71	Hut Bay	18-2-71	-do-
Hut Bay	25-2-71	Port Blair	26-2-71	By Steamer
Port Blair	13-3-71	Car Nicobar	14-3-71	-do-
Car Nicobar	14-3-71	Teressa	14-3-71	-do-
Teressa	15-3-71	Chowra	15-3-71	-do-
Chowra	15-3-61	Kamorta	15-3-61	-do-
Kamorta	16-3-71	Pillomillo	16-3-71	-do-
Pillomillo	17-3-71	Kondul	17-3-71	-do-
Kondul	17-3-71	Campbell Bay	17-3-71	-do-

Place of departure	Date of departure	Place of arrival	Date of arrival	Mode of journey
Campbell Bay	18-3-71	Laful	18-3-71	-do-
Laful	18-3-71	T. Champlong	18-3-71	-do-
Kondul	20-3-71	Pilobabi	20-3-71	-do-
Pilobabi	22-3-71	Mataita Anta	22-3-71	-do-
Mataita Anta	23-3 71	Campbell Bay	23-3-71	-do-
Campbell Bay	29-3-71	Kondul	29-3-71	-do-
Kondul	29-3-71	Kamorta	30-3-71	-do-
Kamorta	30-3-71	Rangat	30-3-71	-do-
Rangat	30-3-71	Katchal	30-3-71	-do-
Katchal	30-3-71	Car Nicobar	31-3-71	-do-
Car Nicobar	31-3-71	Hut Bay	31-3-71	-do-
Hut Bay	2-4-71	Port Blair	2-4-71	-do-

APPENDIX

(Vide Chapter VII—

STATEMENT SHOWING RECEIPTS AND DISTRIBUTION OF

Receipts and distribution of schedules and instruction booklets	HOUSELISTING OPERATION					
	Houselist form	Establishment schedule	Specimen filled in		Houselist Abstract	Instruction booklets
			Houselist form	Establishment schedule		
1	2	3	4	5	6	7
Total receipts	5,000	1,900	900	909	1,150	400
Total distribution	4,985	1,874	882	878	1,150	398
Chargewise distribution						
Charge No. 1 Tahsildar, Diglipur	300	200	80	80	50	30
Charge No. 2 Tahsildar, Mayabunder	350	200	80	80	72	35
Charge No. 3 Divisional Forest Officer North Andaman Mayabunder	50	30	20	20	15	10
Charge No. 4 Tahsildar, Rangat	550	250	110	110	100	50
Charge No. 5 Divisional Forest Officer Middle Andaman Long Island	50	30	20	20	30	10
Charge No. 6 Divisional Forest Officer South Andaman Wimberlygunj	100	40	25	25	35	18
Charge No. 7 Tahsildar, South Andaman	1,585	324	230	226	228	100
Charge No. 8 Tahsildar on special duty	1,000	300	192	192	190	60
Charge No. 9 Assistant Secretary, Nicobar Trade	300	200	45	45	80	40
Charge No. 10 Assistant Commissioner, Nancowry	700	300	80	80	350	45

XVII
Para 4)

VARIOUS FORMS, SCHEDULES AND INSTRUCTION BOOKS

ENUMERATION OPERATION

Individual Slip		Population Record		Enumerator's Daily Posting Statement				Degree Holders and Technical Personnel Card		Enumerator's Abstract		Abridged house-list	Instruction booklets for filling up individual slip
				Males		Females							
Actual operation	Training	Actual operation	Training	Actual operation	Training	Actual operation	Training	Actual operation	Training	Actual operation	Training		
8	9	10	11	12	13	14	15	16	17	18	19	20	21
185,000	24,000	45,500	7,500	5,200	500	4,800	500	12,000	10	1,000	500	6,000	500
139,025	19,625	39,025	7,500	3,664	493	3,170	496	5,943	10	757	492	5,710	484
10,650	1,250	2,900	650	300	30	300	30	400	1	35	30	325	40
9,475	1,500	2,700	750	250	40	250	40	400	1	50	40	245	50
700	375	300	125	24	7	15	7	100	1	20	10	85	10
16,500	1,750	4,650	750	450	48	400	48	600	1	55	50	810	60
1,700	375	500	225	50	13	30	13	100	1	20	10	245	15
1,950	500	500	300	100	16	75	16	250	1	30	20	260	25
38,725	5,900	10,650	1950	990	140	850	140	1,300	I	200	140	1,305	120
29,000	5,150	8,150	1,050	800	130	650	122	1,893	1	97	102	1,135	74
17,325	1,200	4,875	750	400	28	350	30	500	1	30	40	490	40
13,000	1,625	3,800	950	300	41	250	50	400	1	220	50	810	50

APPENDIX XVIII

(Vide Chapter XVI-para 1)

THE CENSUS ACT

Act No. XXXVII of 1948. Amended by Acts XL of 1949, LI of 1950, that Adoptation of Laws Order, 1950 and Act XXII of 1950 (Passed by Dominion Legislature). Received the assent of the Governor General on the 3rd September, 1948. An act to provide for certain matters in connection with the taking of census.

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

It is hereby enacted as follows :

1. Short title and extent—

(1) This Act may be called the Census Act, 1948.

(2) It extends to the whole of India.

Rule of construction respecting enactments not extending to Jammu and Kashmir—

2. Any reference in this Act to the Indian Penal Code or the Indian Evidence Act, 1872, shall, in relation to the State of Jammu and Kashmir, be construed as a reference to the corresponding enactment in force in that State.

Central Government to take census—

3. The Central Government may, by notification in the official gazette, declare its intention of taking a census in the whole or any part of the territories to which this Act extends, whenever it may consider it necessary or desirable so to do, and thereupon the census shall be taken.

Appointment of census staff—

4. (1) The Central Government may appoint a Census Commissioner to supervise the taking of the census throughout the area in which the census is intended to be taken, and Superintendents of Census Operations to supervise the taking of the census within the several States.

(2) The State Government may appoint persons as census officers to take, or aid in, or supervise the taking of the census within any specified local area and such persons, when so appointed, shall be bound to serve accordingly.

(3) A declaration in writing signed by any authority authorised by the State Government in this behalf, that any person has been duly appointed a census officer for any local area shall be conclusive proof of such appointment.

(4) That State Government may delegate to such authority as it thinks fit the power of appointing census officers conferred by sub-section (2).

Status of Census authorities as Public servants—

5. The Census Commissioner, all Superintendents of Census Operations and all census-officers shall be deemed to be public servants within the meaning of the Indian Penal Code.

Discharge of duties of Census officers in certain cases—

6. (1) Where the District Magistrate, or such authority as the State Government may appoint in this behalf, by a written order so directs—

(a) Every officer in command of any body of men belonging to the naval, military or air forces, or of any vessel of war of India,

(b) every person (except a pilot or harbour master) having charge or control of a vessel,

(c) Every person in charge of a lunatic asylum, hospital, workhouse, prison, reformatory or lock-up or of any public, charitable, religious or educational institution,

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

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

(f) every occupant of immovable property wherein at the time of the taking of the census, persons are living,

shall perform such of the duties of a census officer in relation to the persons who at the time of the taking of the census are under his command or charge, or are inmates of his house, or are present on or in such immovable property or are employed under him as may be specified in the order.

45 of 1860---

(2) All the provisions of this Act relating to census officers shall apply,so for as may be to all persons while performing such duties under this section and any person refusing or neglecting to perform any duty which under section he is directed to perform shall be deemed to have committed an offence under section 187 of the Indian Penal Code.

Power to call upon certain persons to give assistance—

7. The District Magistrate, or such authority as the State Government may appoint in this behalf for any local area, may by written order which shall have effect throughout the extent of his district or of such local area, as the case may be, call upon—

(a) all owners and occupiers of land, tenure-holders, and farmers and assignees of land revenue or their agents,

(b) all members of the district, municipal, panchayat andother local authorities, and officers and servants of such authorities, and

(c) All officers and members of staff of any factory, firm or establishment,

to give such assistance as shall be specificd in the order towards the taking of a census of the persons who are, at the time of the taking of the census, on the lands of such owners, occupiers, tenure-holders, farmers and assignees, or in the premises of factories, farms and other establishment, or within the areas for which such local authorities are established, as the case may be and the persons to whom an order under this section is directed shall be bound to obey it and shall, while acting in pursuance of such order, be deemed to be public servants within the meaning of the Indian Penal Code.

Asking of Questions and obligation to answer—

8. (1) A census officer may ask all such questions of all persons within the limits of the local area for which he is appointed as, by instructions issued in this behalf by the State Government and published in the Official Gazette, he may be directed to ask.

(2) Every person of whom any question is asked under sub-section (1) shall be legally bound to answer such question to the best of his knowledge or belief :

Provided that no person shall be bound to state the name of any female member of his household, and no women shall be bound to state the name of her husband or deceased husband or of any other person whose name she is forbidden by custom to mention.

Occupier to permit access and affixing of numbers—

9. Every person occupying any house, enclosure, vessel or other place shall allow census officers such access thereto as they may require for the purposes of the census and as, having regard to the customs of the country may be reasonable, and shall allow them to paint on, or affix to, the place such letters, marks or members as may be necessary for the purposes of the census.

Occupier or manager to fill up schedule—

10. (1) Subject to such orders as the State Government may issue in this behalf, a census officer may, within the local area for which he is appointed, leave or cause to be left a schedule at any dwelling-house or with the manager or any officer of any commercial or industrial establishment, for the purpose of its being filled up by the occupier of such house or of any specified part

thereof or by such manager or officer with such particulars as the State Government may direct regarding the inmates of such house or part thereof, or the persons employed under such manager or officer, as the case may be at the time of the taking of the census.

(2) When such schedule has been so left, the said occupier manager or officer, as the case may be shall fill it up or cause it to be filled upto the best of his knowledge or belief so for as regards the inmates of such house or part thereof or the persons employed under him, as the case may be, at the time aforesaid and shall sign his name thereto and, when so required, shall deliver the schedule so filled up and the signed to the census officer or to such person as the census officer may direct.

Penalties—

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

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

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

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

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

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

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

(h) any person who trespasses into, a census office, shall be punishable with fine which may extend to one thousand rupees and in case of a conviction under part (b) or (c) shall also be punishable with imprisonment which may extend to six months.

(2) Whoever abets any offence under subsection (1) shall be punishable with fine which may extend to one thousand rupees.

Sanction required for prosecutions—

12. No prosecution under this Act shall be instituted except with the previous sanction of the State Government or of an authority authorised in this behalf by the State Government.

Operation of other laws not barred—

13. Nothing in this Act shall be deemed to prevent any person from being prosecuted under any other law for any act or omission which constitutes an offence under this Act. Provided that no such prosecution shall be instituted except with the previous sanction referred to in Section 12.

Jurisdiction—

14. No court inferior to that of a Presidency Magistrate or a Magistrate of the second class or in a Part B State, a Magistrate corresponding to a Magistrate of the second class shall try, whether under this Act or

under any other law, any act or omission which constitutes an offence under this Act.

Records of census not open to inspection nor admissible in evidence—

15. No person shall have a right to inspect any book, register or record made by a census officer in the discharge of his duty as such, or any schedule delivered under section 10, and notwithstanding anything to the contrary in the Indian Evidence Act, 1872 (1 of 1872), no entry in any such book, register, record or schedule shall be admissible as evidence in any civil proceeding whatsoever or in any criminal proceeding other than a prosecution under this Act or any other law for any act or omission which constitutes an offence under this Act.

Temporary suspension of other laws as to mode of taking census in municipalities—

16. Notwithstanding anything in any enactment or rule with respect to the mode in which a census is to be taken in any municipality, the municipal authority in consultation with the Superintendent of Census Operations or with such other authority as the State Government may authorise in this behalf, shall at the time appointed for the taking of any census cause the census of the municipality to be taken wholly or in part by any method authorised by or under this Act.

Grant of Statistical abstract—

17. The Census Commissioner or any Superintendent of Census Operations or such person as the State Government may authorise in this behalf may, if he so thinks fit, at the request and cost (to be determined by him) of any Local authority or person, cause abstracts to be prepared and supplied containing any such statistical information as can be derived from the census returns for India or any State, as the case may be, being information which is not contained in any published report and which in his opinion it is reasonable for that authority or person to require.

Power to make rule—

18. (1) The Central Government may make rules for carrying out the purposes of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, the Central Government may make rules providing for the appointment of census officers and of persons to perform any of the duties of census officers or to give assistance towards the taking of a census, and for the general instructions to be issued to such officers and persons.

APPENDIX XIX

(Vide Chapter XVI-Para 6)

IMMEDIATE

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

New Delhi-1, the 3rd July, 1969
12 Asadha, 1891

NOTIFICATION

S.O..... In pursuance of section 3 of the Census Act, 1948 (37 of 1948), the Central Government is pleased to declare that a census of the population of India shall be taken during the year 1971. The reference date for the census will be the sunrise on 1st March, 1971.

[28/101/69-Pub.I]

Sd/-(K.R. Prabhu)
Joint Secretary to the Govt. of India

No. F. 28/101/69-Pub. I New Delhi-1, 3 July, 1969
12 Asadha, 1891

Copy forwarded for information to all State Governments/Union Territories.

Sd/- (L.D. Hindi)
Under Secretary to the Govt. of India

No. F. 28/101/69-Pub. I New Delhi-1, 3 July, 1969
12 Asadha, 1891

Copy forwarded for information to the Registrar General, India, New Delhi

Sd/- (L.D. Hindi)
Under Secretary to the Govt. of India

15 Copies for Public I Section.

Office of the Registrar General, India
No. 9/30/69-CTU New Delhi-11, 9th July, 1969

A Copy of Ministry of Home Affairs Notification No. F. 28/101/69-Pub. I dated the 3rd July, 1969 is endorsed to all Superintendents of Census Operations for information.

Sd/- (K.K. Chakravorty)
Central Tabulation Officer

APPENDIX XX

(Vide Chapter XVI-Para 6)

IMMEDIATE

MINISTRY OF HOME AFFAIRS

Office of the Registrar General, India

New Delhi, the
14th January, 1971.

S.O. 371- In pursuance of Section 3 of the Census Act, 1948 (37 of 1948), the Central Government hereby makes the following amendment to the Notification of the Government of India in the Ministry of Home Affairs No. S.O. 2709, dated the 3rd July, 1969 namely :—

In the said Notification, for the expression "1st March, 1971", the expression "1st April, 1971" shall be substituted.

[No. 9/30/69-CTU]

Sd/-
(A. Chandra Sekhar)
Registrar General, India & Ex-officio
Joint Secretary.

No. 9/30/69-CTU (CEN) New Delhi-11, dated the 1-3-71

Copy forwarded for information to :—

1. All State Governments/Union Territories.
2. All Directors of Census Operations.

[The above amendment has been published in the Gazette of India, Part II-Section 3- Sub-section (ii) dated January 23, 1971.]

Sd/-
(K.D. Ballal)
Deputy Registrar General, India &
Ex-officio, Deputy Secretary
to the Government of India.

APPENDIX XXI

(Vide Chapter XVI-Para 6)

ANDAMAN AND NICOBAR ADMINISTRATION

Chief Commissioner's Secretariate
(Statistical Bureau)

Port Blair, the 21st Nov. 1969

NOTIFICATION

No. 155 F. 12-2/68-Stat. In exercise of the powers conferred under sub-section (4) of Section 4 of the Census Act, 1948 (Act No. 37 of 1948) read with Government of India, Ministry of Home Affairs' notification No. 2/1/60-Judl. II dated the 20th April, 1960, the Chief Commissioner, Andaman and Nicobar Islands, has been pleased to delegate to the Director of Census Operations and Ex-officio Superintendent of Census Operations, Andaman and Nicobar Islands, the power appointing census officers conferred by Sub-section (2) of the said section in connection with the Census Operations in the Andaman and Nicobar Islands during 1971.

By order,

Sd/- (M.M. Singh)
Statistical Officer

No. 12-2/68-Stat Port Blair, the 21st Nov., 1969

Copy forwarded to the Manager, Government Press, Port Blair with the request that the abvove notification may please be published in an extra-ordinary issue of A&N Gazette. Five copies of the Gazette may be supplied to this Bureau and two copies to the Legal Section.

Copy forwarded to :—

1. The District Magistrate, A&N Islands, Port Blair.

2. The Superintendent of Census Operations, A&N Islands with reference to his letter No. 20/2/1022 dated the 30th October, 1969.

3. The Registrar General, India, M.H.A., New Delhi.

Sd/- Statistical Officer

APPENDIX XXII

(Vide Chapter XVI-Para 6)

ANDAMAN AND NICOBAR ADMINISTRATION

Chief Commissioner's Secretariat
(Statistical Bureau)

Port Blair, the 26th December, 1969

NOTIFICATION

No. 163 F. No. 12-1/68-Stat. In exercise of the powers conferred by Sub-section (2) Section 4 of the Census Act 1948, (XXXVII of 1948) read with Government of India, Ministry of Home Affairs Notification No. 2/1/60-Judl. II dated the 20th April, 1960, I. H.S. Butalia, Chief Commissioner, Andaman and Nicobar Islands, hereby appoint the persions specfied in column (2) of the schedule below as Census Officers within the local areas specified in the corresponding entry in column (3) thereof to assist the Director of Census Operations and Ex-officio Superintendent of Census Operations, Andaman and Nicobar Islands in conducting 1971 Census in the Andaman and Nicobar Islands.

SCHDULE

S. No.	Officers	Local Areas
(1)	(2)	(3)
1.	District Panchayat Officer.	Andaman group of Islands
2.	Additional Deputy Commissioner, Car Nicobar	Nicobar group of Islands
3.	Assistant Commissioner (Settlement)	The area included in South Andaman Tahsil including Havelock, Baratang, Niel, Sir Huge Ross, Little Andaman, North Sentinal, Viper, Ross, Chatham and South Andaman Islands.
4.	Assistant Commissioner, Mayabunder	The entire area in North and Middle Andaman Islands i e., North Andaman (Main) Island, Middle Andaman (Main) Island, Interview Island, East Island, Narcondum Island, Smith Island, Prolob Island, Long Island, North Passage Island, Stewet Island and any other inhabited Islands in the North and Middle Andaman Groups of Islands.
5.	Tahsildar, Diglipur	The area covered by the Diglipur Tahsil in North Andaman Island including Smith Island, East Island and Narcondum Island excluding Forest, PWD and Bush Police Camps falling in forest areas.
6.	Tahsildar, Mayabunder	The revenue area of Mayabunder Tahsil in North and Middle Andaman Islands and Interview Island excluding Bush Police, PWD & Forest Camps falling in forest areas.
7.	Tahsildar, Rangat	Revenue area of Rangat Tahsil in Middle Andaman Island, Prolob Island, Long Island & North Passage Island excluding forest, PWD and Bush Police Camps falling in forest areas.
8.	Divisional Forest Officer, North Andaman	The entire area covered by forest, PWD and Bush Police Camps within his jurisdiction excluding the Forest/ PWD and Bush Police Camps falling within the Revenue villages.
9.	Divisional Forest Officer, Middle Andaman.	The entire area covered by forest, PWD and Bush Police Camps within his

		jurisdiction excluding the forest, PWD and Bush Police Camps falling within the revenue villages.
10.	Tahsildar, South Andaman	The revenue area of South Andaman Tahsil including Niel Island, Sir Huge Ross Island, Baratang Island, Havelock Island, Ross Island, Little Andaman, Viper Island and South Andaman Island excluding Forest, Bush Police and PWD Camps falling in Forest areas outside revenue villages.
11.	Divisional Forest Officer, South Andaman	The entire areas covered by forest camps within his jurisdiction excluding forest camps falling within revenue villages.
12.	Tahsildar on Special Duty	The entire municipal area falling within South Andaman and Chatham Islands.
13.	Assistant Secretary, Nicobar Trade, Car Nicobar.	Car Nicobar Islands.
14.	Assistant Commissioner, Nancowry of Islands excluding Car Nicobar Islands.	All inhabited Islands in the Nicobar group

Chief Commissioner
By order and in the name of the
Chief Commissioner

Sd/- Statistical Officer.

No. 12-1/68-Stat. Port Blair, the 26th December, 1969.

Copy forwarded to the Manager, Govt. Press, Port Blair with the request that the above notification may please be published in an extra ordinary issue of A & N Gazette. Five copies of this Gazette may be supplied to this Bureau.

Copy forwarded to all Heads of Departments/ Offices of Andaman & Nicobar Administration.

Copy forwarded to all Central Government Offices stationed in Andaman & Nicobar Islands.

Copy to Registrar General of India, Ministry of Home Affairs, New Delhi.

Copy to the Director of Census Operations, A & N Islands, Port Blair.

All Sections in the C.C's Secretariat, Port Blair. Copy also forwarded to all officers concerned mentioned in column 2 of the notification.

Sd/- Statistical Officer

APPENDIX XXIII

(Vide Chapter XVI-Para 6)

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

New Delhi-11, the 25th April, 1960
31st Chaitra, 1882

NOTIFICATION

S.O. In pursuance of clause (1) of article 239 of the Constitution and in supersession of the notification of the Government of India in the Ministry of Home Affairs No. 2/26/49/(II)-Public dated the 12th January 1950 and also in partial modification of the notification of the Government of India in the *late* Ministry of States No. 104-J dated 24th August, 1950 in so far as it relates to the Census Act, 1948 (37 of 1948), the President hereby directs that the powers and functions of the State Government under the Census Act, 1948 (37 of 1948) shall respectively be exercised and discharged by the Administrators of Union Territories within their respective Union Territories.

[No. 2/1/60-Judl. II]
Sd/-
(K.R. Prabhu)
Deputy Secretary to the Government of India

No. 2/1/60-Judl. II

Dated the 20th April, 1960
31st Chaitra, 1882

A copy (with five spare copies)is forwarded for information to :

1. The Chief Secretary, Delhi Administration Delhi.

2. The Chief Secretary, Himachal Pradesh Administration., Simla.

3. The Chief Secretary, Manipur Administration Imphal.

4. The Chief Secretary, Tripura Administration, Agartala.

5. The Secretary to the Chief Commissioner. Andaman & Nicobar Islands, Port Blair.

6. The Administrator, Laccadive, Minicoy and Amindivi Islands, Kozhikode.

A copy (with five spare copies) is also forwarded to the Registrar General, India, Kotah House Annexe, 2/A, Mansingh Road, New Delhi, with reference to his letter No. 1/5/59-RG dated the 15th January, 1960.

Sd/-
(K.R. Prabhu)
Deputy Secretary to the Govt. of India

APPENDIX XXIV

(Vide Chapter XVI—Para 6)

ANDAMAN AND NICOBAR ADMINISTRATION

Chief Commissioner's Secretariat Port Blair, the 3rd Sept, 1970

NOTIFICATION

No. 78/70/12-3/69-Stat.

In exercise of powers conferred by Section 7 of the Census Act, 1948 (XXXVII) of 1948 read with Government of India, Ministry of Home Affairs Notification No. 2/1/60-Judl. II dated the 20th April, 1960, I, H.S. Butalia, Chief Commissioner, Andaman and Nicobar Islands, Port Blair, hereby appoint the authorities specified in column of the schedule below for the local areas specified in the corresponding entry in column thereof for the purpose of the said section :

SCHEDULE

S. No.	Authorities	Local Areas
1.	Assistant Commissioner, Mayabunder	Within the limits of Diglipur, Mayabunder and Rangat Tahsils.
2.	Tahsildar, Diglipur	Within the limits of Diglipur Tahsil.
3.	Tahsildar, Mayabunder	Within the limits of Mayabunder Tahsil.
4.	Divisional Forest Officer, North Andaman.	Within the limits of North Andaman Forest Division.
5.	Tahsildar, Rangat	Within the limits of Rangat Tahsil.
6.	Divisional Forest Officer, Middle Andaman	Within the limits of Middle Andaman Forest Division.
7.	Assistant Commissioner, (Settlement)	Within the limits of South Andaman Tahsil.
8.	Tahsildar, South Andaman	Within the limits of rural areas of South Andaman Tahsil.
9.	Tahsildar (on Special Duty)	Within the limits of Port Blair Municipal area.
10.	Divisional Forest Officer, South Andaman	Within the limits of South Andaman Forest Division.
11.	Additional Deputy Commissioner, Car Nicobar	Within the limits of Nicobar Islands.
12.	Assistant Secretary, Nicobar	Within the limits of Car Nicobar Tahsil.
13.	Assistant Commissioner, Nancowry	Within the limits of Nancowry Tahsil.

By order,
Sd/-
Statistical Officer.

No. 78/70/12-3/69-Stat.

Dated : 3rd Sept., 1970

Copy forwarded to the Manager, Government Press, Port Blair, with the request that the above notification may please be published in an extra ordinary issue of A & N Gazette. 5 copies of the Gazette may be supplied to this Bureau, 2 copies to the Legal Section and 20 copies to the Director of Census Operations, Andaman & Nicobar Islands.

Copy forwarded to :

1. All Officers (as in schedule) alongwith copy of extract of section 7 of the census Act, 1948.

2. All Heads of Department/Offices. They are requested to circulate this notification among the officers under their control.

3. All Heads of Central Government Offices stationed at Port Blair. They are requested to circulate this notification among the officers under their control.

4. All Local Bodies (Municipal Board/Gram Panchayats).

5. Director of Census Operations, A & N Islands (with 16 spare copies).

6. Registrar General of India, M.H.A., New Delhi-11.

Sd/-
Statistical Officer.

APPENDIX XXV

(Vide Chapter XVI—Para 6)

ANDAMAN AND NICOBAR ADMINISTRATION

Chief Commissioner's Secretariat
(Statistical Bureau)

Port Blair, the 9th January, 1970.

NOTIFICATION

No. 2/70/12-2/68-Stat. With reference to section 8 (i) of the Census Act 1948 (XXXVII of 1948), the Chief Commissioner, Andaman and Nicobar Islands has been pleased to direct that every Census Officer in Andaman and Nicobar Islands appointed under section 4 of the said Act, shall ask all persons, within the limits of the local area, for which he is appointed, the question specified in the Schedule I, below in connection with the taking of Census.

SCHEDULE I

Individual Slip

1. Name
2. Relationship to head
3. Sex
4. Age
5. Marital Status
6. For currently married woman 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, BI, 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

By order,
Sd/-
(M.M. Singh)
Statistical Officer.

No. 12-2/68-Stat.

Port Blair, the 9th January, 1970.

Copy forwarded to the Manager, Government Press, Port Blair with the request to publish the above notification in an extra ordinary Gazette early. 20 copies of the Gazette may also be supplied to the Director of Census Operations, A & N Islands, Port Blair.

Copy also forwarded to all Heads of Department/Offices of the Andaman & Nicobar Islands and Central Government Offices.

Sd/-
(M.M. Singh)
Statistical Officer.

APPENDIX XXVI

(Vide Chapter XVII—Para 1(i))

No. 28/66/68-Pub. I
Government of India
Ministry of Home Affairs

To

The Chief Secretaries of all
States of Union Territories

New Delhi-1, the 15th April, 1968
26 Chaitra, 1890

Subject:—Boundaries of Administrative Units—Fixity during 1971 Census Operations.

Sir,

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

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

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

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

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

No. 28/66/68-Pub. I

New Delhi-1, the
15th April, 1968
26 Chaitra, 1890

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

Sd/-(K.R. Prabhu)
Joint Secretary to the
Government of India.

APPENDIX XXVII

(Vide Chapter XVII—Para 1(i))

IMMEDIATE

No. 28/66/68-Pub I
Government of India
Ministry of Home Affairs

To

The Chief Secretaries of all
States and Union Territories

New Delhi-1, the 9th July, 1969
18 Asadha, 1891

Subject :—Boundaries of Administrative Units—Fixing during 1971 Census Operations

Sir,

I am directed to refer to this Ministry's letter No. 28/66/68-Pub I, dated the 15th April, 1968, on the subject noted above in which State Governments etc., were requested to give effect to the changes, f any, in the jurisdiction of Municipalities, Revenue villages/Tahsils/Police Stations/Anchals, Districts, etc., by the 1st July, 1969. It has been brought to the notice of this Ministry that in some States and Union Territories proposals for altering the jurisdiction of Districts, etc., are still at the preliminary stage of consideration. The Census work is likely to be dislocated unless decisions on such proposals are taken without further delay. I am, therefore, to request that the Superintendent of Census Operations in your State/Union Territory may be apprised immediately of the changes in jurisdiction contemplated and decisions on the proposals may be taken as expeditiously as possible. As stated in the letter under reference, no jurisdictional changes whatsoever could be given effect to from 1-1-1970 till the 1971 Census enumeration is completed.

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

No. 28/66/68-Pub I

New Delhi-1,
the 9th July, 1969
18 Asadha, 1891

Copy forwarded for information to the Registrar General. India, New Delhi, with reference to his demi-official letter No. 9/14/68-CTU, dated the 21st June, 1969.

Sd/—(L.D. Hindi)
Under Secretary to the
Government of India.

R. G's Office

No. 9/14/69-CTU

Dated the 30th July, 1969

Copy forwarded to all S.C. Os for information and necessary action in continuation of this office letter of even number dated the 22nd April, 1969.

Sd/—(K.K. Chakravorty)
Central Tabulation Officer.

APPENDIX XXVIII

(Vide Chapter XVII—Para 1(iii)

MESSAGE BY THE PRESIDENT OF INDIA

The decennial Population Census of India is a gigantic operation of great national importance. It is a kind of national stock-taking, as it were. In the modern age, the Census has become an indispensable instrument of policy and development planning. The Census is not a mere counting of heads but a scientific enquiry intended to present a complete and objective picture of man in his social, cultural and economic setting. A Census is the product of great cooperative endeavour between the Government and the people. The success of the Census depends on the truthful answers to the Census questionnaire that every citizen is expected to furnish when the enumerator calls at his door. The information collected of individuals at a Census is treated as confidential under law and it can be used only as statistical data.

The forthcoming Census of India in 1971 will be a landmark, as it marks the completion of hundred years of census-taking in the country; and so, is of special significance to the nation. It is my hope that every citizen will fully cooperate in this great national task.

V. V. Giri,
President of India.

APPENDIX XXIX

(Vide Chapter XVII—Para 1(iii))

PRIME MINISTER MESSAGE

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

India is on the threshold of momentous changes in the social and economic life of the people. These have to be based on the knowledge of the state of 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. Over a million trained census takers will go into action on the 10th of March, 1971. They will visit every household throughout the length and breadth of the country, and collect data on the important demographic, social and economic characteristics of every individual.

The success of a census depends on the wholehearted 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 enumerator.

Sd/-
(Indira Gandhi)

New Delhi,
March 3, 1971.

APPENDIX XXX

(Vide Chapter XVII—Para 2(i))

No. 12-3/69-Stat.
ANDAMAN AND NICOBAR ADMINISTRATION
Chief Commissioner's Secretariat
(Statistical Bureau)
Port Blair, the 20-11-69

MEMORANDUM

Subject:- 1971 Census

Perhaps you may be aware that the next population Census of India is going to be conducted during March, 1971 for which necessary arrangements are being made from now onwards.

Census is a nation wide administrative operation involving demands on services of staff which will have to be met from the resources of all establishments throughout the country. It is necessary that the burden should be shared by all offices.

All employees of the Administration (wherever they may be located) with the exception of Police Officers, should accept and perform readily and work connected with the census which is placed on them by responsible local Census Officers. The employees should be specifically instructed that they should give no chance for complaint by the officers in charge of the census in respect of the performance of the census duties. They should perform their duties as diligently and conscientiously as the normal duties of the posts held by them. It should be impressed upon them that the manner in which they have performed census duties would be taken into account in the periodical assessment of their work and conduct.

In order to diminish the number of workers for whom demands will be placed on heads of offices and also in order to enable the workers to carry out their duties conveniently, the actual enumeration work is proposed to be spread over a period of 3 weeks. It is necessary that all Government servants should be instructed to cooperate in lightening the burden on census workers to the maximum extent practicable.

The Chief Commissioner, A & N Islands shall be glad if you would kindly issue necessary instructions to all the subordinate staff under your control.

By order,
Sd/-
Statistical Officer

To

1. All Heads of Departments and Offices.

2. All Sections in the Secretariat.

Copy to :—

1. The Director of Census Operations, A & N Islands, Port Blair with reference to his letter No. 20/3/1021 dated the 30th October, 1969.

2. The Chairman, Municipal Board, Port Blair with the request to issue similar instructions to the Municipal employees.

Sd/-
Statistical Officer.

APPENDIX XXXI

(Vide Chapter XVII—Para 2(ii))

No. 12-3/69-Stat.
ANDAMAN AND NICOBAR ADMINISTRATION
Chief Commissioner's Secretariat
(Statistical Bureau)

Port Blair, the 20th October, 1970

MEMORANDUM

Subject:— 1971 Census Enumeration
Ref:— Secretariat memo. No. 12-3/69-Stat. dated 20-11-69.

You are all aware that the next decennial census in India will be taken during 10th February to 28th February, 1971. The reference date for census being the sunrise of 1st March, 1971, the data collected during the enumeration period will be brought upto date by revisiting all houses during 1st March to 3rd March, 1971.

2. To cover the population of these Islands at the rate of one enumerator per 600-750 population with adequate reserves of trained enumerators and with requisite Census Supervisors and other Census Officers in the higher echelons a large number of persons will have to be engaged. It is one of the unique features of our census that the normal administrative machinery is used and very little extra expenditure is incurred on the field operations. Though census is universally accepted as an important national duty and the persons appointed to perform census jobs undertake the work essentially on an honorary basis yet it has a rich tradition and has enjoyed the reputation of being one of the best and most comprehensive in the world. It is all due to the cooperation of all citizens—the respondents, the enumeration agency and also the heads of the various organisations who ungrudingly lend the services of their staff at the disposal of the census organisation.

3. Since we all realise that census is a national undertaking of great importance, indispensable to the intelligent and efficient public administration apart from the other multifarious ways it serves the scholar, the businessmen, industrialists, the country's planners, the electoral authorities, etc., the responsibility to produce absolute reliable data is very great. There is a finality about the census, coming as it does in ten years. We can ill afford to organise such a vast and difficult operation at more frequent intervals. One of the greatest merits of the census is the objectivity with which the data are collected. It is, therefore, important to ensure that every census worker big or small carries out his duties with the sense of responsibility, objectivity and dedication that are required of him.

4. I am glad to know from Shri M.C. Joshi, Director of Census Operations, A & N Islands that all of you have co-operated in the first phase of census *i.e.* housenumbering and houselisting which has by and large been successfully completed in this Union Territory. The houselisting operations were beset with some difficulties and unfortunately there was some delay in completion of these operations. However, the great operation which the census officers will soon be embarking upon is strictly time-bound and, therefore, steps will have to be taken right from now to ensure that population count is completed by the *Reference date.* I am confident that realising the importance of census all of you will take similar interest and extend whole hearted co-operation in the second phase of the census *i.e.*, actual enumeration.

The Director of Census Operations has already appointed some persons as Charge Officers. Circle Supervisors and Enumerators for completing this national task successfully. It is most likely that some of these officers may have been drawn up from your organisation. You may please stress upon these officers to perform their census duties promptly, accurately and efficiently with care and diligence. You are also requested to give all necessary facilities to these officers for attending the census training classes and conducting actual enumeration.

Sd/- (B.K Halve)
Chief Commissioner,
A & N Islands

To

1. All Heads of Departments and Offices
2. All Heads of Offices of the Central Government
3. All Sections in the Secretariat
4. The Chairman, Municipal Board, Port Blair

Copy to:-

The Director of Census Operations, Andaman and Nicobar Isands, Port Blair.

Sd/- (M.M. Singh)
Statistical Officer

APPENDIX XXXII

(Vide Chapter XVII—Para 2(iii))

CENSUS IMMEDIATE

No. 12-2/70—Stat.

ANDAMAN AND NICOBAR ADMINISTRATION
Chief Commissioner's Secretariat
(Statistical Bureau)

Port Blair, the 11th January, 1971

MEMORANDUM

Subject:—Census Operation—extension of facilities.

The population census will commence shortly throughout India as well as in this territory. As the forth-coming census will be conducted at the time when midterm poll will also be held, it is desirable that we should all see that these two operations are successfully completed. To achieve this it is imperative that there should be a co-ordinated effort on the part of each department for the successful implementation of this work of National Importance. This is a small territory handicapped with many bottlenecks particularly transport. As the transport facilities will be required by the census staff to visit the outlying areas, the Chief Commissioner therefore desires that all facilities regarding Road & Water transport may be made available to the Director of Census Operations and other census staff against placing of indents. It may, however, be ensured that the essential services are not disrupted as a result of supply of transport to these officials. The Director of Census Operations is also requested to keep in view the requirement of essential services while placing indent for transport on the respective departments. All Heads of Departments are requested to see that there is a proper coordination in the implementation of Census and Election Work. A copy of the transport requirements by the Director of Census Operations is attached herewith.

The contents of this memorandum may kindly be brought to the notice of all concerned.

By order,
Sd/-
(M.M. Singh)
Statistical Officer.

To

The All Heads of Departments/Offices.

Copy forwarded to the Director of Census Operations, Andaman & Nicobar Islands, Port Blair with reference to his letter No. 18/30/70 dated the 30th December, 1970.

Sd/-
(M.M. Singh)
Statistical Officer.

APPENDIX XXXIII

(Vide Chapter XVII—Para 2(iii))

CENSUS IMMEDIATE

No. 12-2/70-Stat.
ANDAMAN AND NICOBAR
ADMINISTRATION
Chief Commissioner's Secretariat
(Statistical Bureau)

Port Blair, the 23rd Jan., 1971

MEMORANDUM

Subject:- Census Operation—extension of facilities.

In continuation of this Administration's Memorandum of even number dated the 11th January, 1970 on the subject noted above, the undersigned is directed to forward herewith a copy of the revised schedule of Transport requirements by the Director of Census Operations. It is requested that all facilities regarding Road and Water Transport may kindly be made available to the Census Officers against placing of indents and the propulsion charges of the vehicles debited to the Census Budget.

The contents of this Memorandum may kindly be brought to the notice of all concerned.

By order,
Sd/-
(M.M. Singh)
Statistical Officer.

To

The All Heads of Deptts./Offices.

Copy forwarded to the Director of Census Operations, Andaman & Nicobar Islands, Port Blair, with reference to his letter No. 18/30/70 dated the 20th January, 1971, for favour of information.

Sd/-
(M.M. Singh)
Statistical Officer.

APPENDIX XXXIV

(Vide Chapter XVII—Para 2(iii))

No. 36-3/70-TR
ANDAMAN AND NICOBAR ADMINISTRATION

Chief Commissioner's Secretariat

Port Blair, the 4th February, 1971

MEMORANDUM

Subject :—Census Operations—Providing of transport facilities.

Ref. :—C.C.'s Sectt. Memo. No. 12-2/70—Stat. dated 23-1-1971.

The undersigned is directed to refer to the memo cited and to say that in order to ensure the smooth performance of census work it has been decided that a jeep/station wagon should be made available to the Census Department, Port Blair by the Department, shown below for the period noted against each on as and when required basis :

	Department	*Period*	*Officer to be contacted for the purpose*
1.	Andaman Public Works Department	10 days from 4-2-71 to 15-2-71	Principal Engineer
2.	Labour Force Department	7 „ „ 14-2-71 to 20-2-71	Labour Commissioner
3.	Forest Department	7 „ „ 21-2-71 to 27-2-71	Chief Conservator of Forests
4.	Agriculture Department	7 „ „ 28-2-71 to 6-3-71	Director of Agriculture
5.	Cooperative Department	7 „ „ 7-3-71 to 13-3-71	Registrar of Cooperative Societies
6.	Livestock Department	7 „ „ 14-3-71 to 20-3-71	Live Stock Officer
7.	Cottage Industries Department	7 „ „ 21-3-71 to 27-3-71	Cottage Industries Officer
8.	Education Department	7 „ „ 28-3-71 to 3-4-71	Director of Education
9.	Secretariat	5 „ „ 4-4-71 to 8-4-71	Secretariat

Sd/-
(A.A. Khan)
Assistant Secretary (P.).

To

1. The Chief Conservator of Forests.
2. The Principal Engineer, A.P.W.D.
3. The Labour Commissioner.
4. The Director of Agriculture.
5. The Livestock Officer.
6. The Cottage Industries Officer.
7. The Director of Education.
8. The Registrar of Cooperative Societies.

Copy to :—

1. Statistical Officer, Port Blair.

2. The Director of Census Operations, Andaman and Nicobar Islands, Port Blair with reference to his d.o. No. 22/10/70 dated 2-2-71. It is requested that the Head of Department/office concerned as indicated in column 3 above may please be contacted further in this connection direct. Necessary steps for payment of propulsion charges for the vehicle may also please be taken direct with the Head of Office concerned.

3. The Steno to Assistant Secretary (P).

Sd/-
(A. A. Khan)
Assistant Secretary (Pub.).

APPENDIX XXXV

(Vide Chapter XVII—Para 2(iii))

ANDAMAN AND NICOBAR ADMINISTRATION
Chief Commissioner's Secretariat

Port Blair, the 23rd March, 1971

ORDER NO. 874

The Jeep No.AN 774 attached to the Block Development Officer, South Andaman shall be placed at the disposal of the Census Department for Census work from 3 P.M. each day with immediate effect till 3.4.1971.

By order,
Sd/-
(A.A.Khan)
Assistant Secretary (Public)

Copy to:—

1. The Director of Census Operations, A & N Islands. This disposes of his d.o. letter No. 18/30/70 dated 22.3.71.
2. The Director of Agriculture with reference to his d.o. letter No. 29-7/G/71/1001 dated 20.3.1971.
3. The Block Development Officer, South Andaman.
4. The Assistant Secretary (Pty), Chief Commissioner's Secretariat.

Sd/-
Asstt. Secretary (P).

APPENDIX XXXVI

(Vide Chapter XVII—Para 2(iii))

TELEGRAM

To

Registrar General, India
Kotah House Annexe,
2A, Mansingh Road,
NEW DELHI—11.

From

Andamans Port Blair

No. 36-30/70-Home Dated 16-2-1971 Unclassed

RYT 24/7/71--Ad.II fourth February addressed to Director of Census Operations Andaman and Nicobar Islands regarding chartering vessel for training enumeration etecetra(.) This Administration decided to place a Marine Department's boat at the disposal of Census party for use in Southern group of Islands from seventh March upto fifth April 1971(.) If Director Census requires any boat during first week of March he can use interisland ferry vessel and police boat deployed for election work in Southern Islands(.) Director Census Operations Andaman & Nicobar Islands agreeable above arrangements(.) Necessary orders being issued to concerned departments accordingly.

No.36-30/70--Home Port Blair,
the 16th February, 1971.

Copy to :—

1. The Director of Census Operations, A&N Islands, Port Blair with reference to his d.o. letter No.18/30/70 dated 9-2-1971 addressed to the Chief Commissioner and Chief Secretary for information and necessary action. He is requested to contact the Harbour Master etc., in the matter further.

2. The Harbour Master, Port Blair with reference to the discussions held on 10-2-1971. He is requested to place a boat at the disposal of the Director of Census Operations, A&N Islands for the use of the Census Party in the Southern Islands from 7-3-1971 to 5-4-1971. He is also requested to instruct the crew of the boat to strictly adhere to the programmes chalked out by the Director Census Operations for the census work at the Southern Islands.

3. The Deputy Commissioner, A&N Islands, Port Blair. He is requested to issue necessary instructions to the Assistant Commissioner, Nancowry for allowing the Census party also to use the services of the Police boat deployed for election work during the first week of March, 1971 for the Census work in Southern Islands.

4. The Additional Deputy Commissioner, Car Nicobar for information and necessary action.

5. The Assistant Commissioner, Nancowry, for information and necessary action.

6. The Superintendent of Police, A&N Islands, Port Blair for information and necessary action.

7. The Statistical Officer, Secretariat.

8. The Transport Section, C.C's Secretariat.

Sd/-
Assistant Secretary (General).

APPENDIX XXXVII

(Vide Chapter XVII—Para 2(iv))

CENSUS IMMEDIATE
No. 12-3/71—Stat

ANDAMAN AND NICOBAR ADMINISTRATION
Chief Commissioner's Secretariat
(Statistical Bureau)

Port Blair, the 15th March, 1971.

CIRCULAR MEMORANDUM

On the request of the Director of Census Operations, Andaman and Nicobar Islands, the Chief Commissioner, Andaman and Nicobar Islands is pleased to accord permission to the personnel who are appointed as Census Enumerators & Supervisors in connection with 1971 Population Census to attend their respective offices only for half a day either in the morning or in the afternoon inconsultation with their higher Census Officers during the period from 10-3-1971 to 31-3-1971 (both days inclusive).

These personnel are also exempted from attending thier normal duties in their offices for 3 days, *i.e.* from 1-4-1971 to 3-4-1971, both days inclusive for completing the Revisional Round.

By order and in the name of
the Chief Commissioner
Sd/— (M.M. Singh)
Statistical Officer.

Copy to :—

1. All Heads of Department/Offices (except Director of Education and Principals of Higher Secondary Schools).

2. All Heads of Central Government Offices stationed at Port Blair.

3. The Director of Education, A&N Islands with the request to issue separate instructions for the regularisation of attendance of teachers in Schools engaged in Census Work.

4. The Director of Census Operations, Andaman & Nicobar Islands for favour of information.

Sd/—
Statistical Officer

No.22/12/71 Dated 16-3-1971

Copy forwarded to :—

All Charge Suprintendents, Andaman & Nicobar Islands for information and necessary action.

Sd/—(M.C. Joshi)
Director of Census Operations,
Andaman and Nicobar Islands.

APPENDIX XXXVIII

(Vide Chapter XVII—Para 2(iv))

No.3--9/Census/2216

ANDAMAN AND NICOBAR ADMINISTRATION

Directorate of Education
Port Blair, the 16th March, 1971.

CIRCULAR MEMORANDUM

All the teachers who have been enlisted as Census Enumerators and Supervisors in connection with 1971 population Census are permitted to attend their respective Schools one period late in the morning and leave their schools one period earlier in the afternoon, during the period from 10-3-71 to 31-3-71, they are deployed in the Census work. They are also exempted from attending their normal duties in their offices for 3 days, *i.e.*, from 1-4-71 to 3-4-71, both days inclusive for completing revisional round.

Sd/—
for Director of Education

To

1. All the Principals
2. All the Education Supervisors.
3. All the Headmasters of Senior and Junior Basic Schools.

APPENDIX XXXIX

(Vide Chapter XIX—Para 2)

TALK BY REGISTRAR GENERAL, INDIA ON CENSUS OF INDIA 1971

Sunrise of 1st March 1971 is the D-day for the next Census of India. The "Islands of the Marigold sun" as an author has affectionately named the Andaman and Nicobars will perhaps be the first part of our country to get earliest glimpse of the Sun on that day. These Islands may well lay claim to be the first to complete the Census.

2. The Census of 1971 will be a landmark in our Census history. It marks the completion of 100 years of Census taking in our country—a proud achievement indeed. India's population census is the largest administrative operation in the world. While a quarter of the world's population is yet to be censused even once, India can certainly take pride in its rich census tradition.

3. Population count in some form or other appears to have been known to India even in the ancient days of the Mauryas. Kautilya's Arthasastra prescribes census taking as a measure of State policy. The word "Census" however is of Roman origin and is derived from the 'Censors' who maintained a register of population in ancient Rome of 1st century B.C. for the purpose of fixation of liability of adult males for compulsory military service and for taxation. Such objectives of a census in the ancient days were obviously unpopular with the people and the practice of taking censuses was readily given up during the mediaeval period and even superstitious beliefs were built up against censuses. But soon the growth of the welfare State found the need for a reliable account of the population. The democratic systems of government needed population distribution figures for the demarcation of electoral constituencies. The taking of censuses became a constitutional requirement. India has had regular decennial modern censuses for the last 100 years.

4. A population census is not a mere counting of the heads as it is generally understood. Taking these very Islands of Andamans and Nicobars some of the richest and most reliable accounts of these Islands and its peoples are to be found in the census reports. There is hardly any account given of the Islands without making a reference to Sir Richard Temple's observations or to those of Bonington in the early census reports. The last census report of 1961 by Shri S. K. Sharma gives a comprehensive account of these Islands and the people. Census attempts to give a picture of man in his social and economic set up in any given area.

5. The census questionnaires therefore collect information on the demographic, social and economic characteristics of every person. While some basic questions will have to be common from census to census, each succeeding census open up new ground. A continuous series of censuses will help to study the trends of change in the size, distribution and various other characteristics of the population which are all so very important for administration as well as planning for the welfare of the people.

6. The next census will ask questions on name, relationship to head, sex, age, marital status and for the currently married women if a child born in the last one year, particulars of birth place and place of last residence, duration of residence, religion, whether a person belonged to a scheduled caste or scheduled tribe, literacy and educational level, mother tongue and other languages known, details of main activity according as one is economically active or otherwise, and of secondary work. Special cards will be filled for all graduates and those with technical qualifications. A series of meaningful statistical tables will be built up from the data collected at the census. For the first time in the Indian Censuses the processing of a considerable part of the census data will be done on an electronic computor in 1971.

7. Organising a Census requires very careful and long preparation and attention to detail. A stamp of authenticity and finality always attaches to the census figures. It is necessary therefore to ensure their accuracy. A primary objective of the census is to enumerate every person without omission or overlapping To achieve this a good framework of all the areas in the entire country is prepared and the census enumerators jurisdictions clearly demarcated and these are systematically covered by trained enumerators. Presently, notional maps of every village and town showing the location of every house are being prepared throughout the country. Every house is numbered and listed on a schedule called the Houselist. The Houselist also serves the purpose of a housing census. Along with the houselist all establishments are also separately listed.

8. The last few days I had occasion to visit several interior areas of the Andaman and Nicobar Islands. It was most gratifying to see the school teacher, the village level worker, the forest official, the revenue official or whoever it was that had been entrusted with the census work attending to the Housenumbering and houselisting in a most

punctilious manner even in the remotest areas. Conditions of working in these islands are extremely difficult but it is a tribute to the administration officers supervising the work and all other dedicated workers of this region that we now have for the first time a clear lay out map of every village in which every house is located. With such careful attention to detail I have every hope that the next census of this area will be one of the most complete. But it is unfortunate that establishment of contact with the Jarawas and the Sentinalese is still impossible. I am afraid that even the 1971 Census will not net them. I do trust that before long the administration will succeed in befriending them and future censuses may be properly enumerating them.

9. Population census is the product of perhaps the largest cooperative endeavour. Taking the country as a whole over a million enumerators mostly made up of school teachers are engaged as part time and honorary workers. It is not only the census taker that has to attend to his task but every citizen of this country has to play his role in this great cooperative national task. Everyone, big or small part takes in this gigantic operation. Every person from the President down to the wandering forest dweller is enumerated at the census. I was excited the other day to hear Bishop Richardson relate with pride that he was entrusted with the census of Nicobar Islands as early as in 1921 and that he was associated directly with at least three succeeding censuses of these Islands.

10. The face of these once dreaded but facinating Islands is fast changing. The area is buzzing with developmental activity in every field. There are tremendous streams of migration from the mainland. The demographic situation is completely changing. The welfare of the indigenous population holds forth its own challenges. We shall have to keep a close track of the fast changing situations. Let us hope that census of this Union Territory will succeed in holding the minor to its people. I was struck by the natural beauty and almost an ideal cosmopolitan society that is developing on these Islands. I wish the census of this veritable paradise on earth every success.

APPENDIX XL

(Vide Chapter XX—Para 6)

STATEMENT SHOWING THE NAMES OF ENUMERATORS/SUPERVISORS AND OTHER HIGHER FUNCTIONARIES WHO HAVE BEEN RECOMMENDED FOR THE AWARD OF MEDALS

Sl. No.	Name	Designation	Type of medal
1	2	3	4
I.	**CHARGE SUPERINTENDENTS**		
1.	Shri M. Alphonse	Tahsildar, Mayabunder	Silver
2.	Shri S.K. Paul	Tahsildar, Diglipur at present at Rangat	Bronze
II.	**SUPERVISORS**		
1.	Shri K. Perumal	Revenue Inspector, South Andaman Tahsil Office, Port Blair.	Silver
2.	Shri M.K.A. Menon	Malaria Inspector, C.D. Block, Nancowry	-do-
3.	Shri Mohammed Ali	Junior Engineer, APWD, Kalighat, Mayabunder.	Bronze
4.	Shri T.K. Prabakaran	Revenue Inspector, Rangat at present Naib Tahsildar, South Andaman Tahsil.	-do-
5.	Shri P.R. Nair	S.A., Fisheries, Car Nicobar.	-do-
III.	**ENUMERATORS**		
1.	Shri A.K. Sarkar	Teacher, Nabagram, Mayabunder.	Silver
2.	Shri K.P. Vaishnab	Teacher, Rangat Tahsil at present at T.T. School, Port Blair.	-do-
3.	Shri Moses Stanly	Compounder, Medical Deptt., Pullobabi, Nancowry.	-do-
4.	Shri Robin Mondal	Teacher, Subashgram, Diglipur	-do-

Sl. No.	Name	Designation	Type of medal
1	2	3	4
5.	Shri S. Mathai	Village Level Worker, C.D. Block, Diglipur.	Bronze
6.	Shri R.C. Haldar	Teacher, Chainpur, Mayabunder.	-do-
7.	Shri Saktivel	Teacher, JBS Rangat.	-do-
8.	Shri Shamashad Hussain	Teacher, Bambooflat at present at Beadonabad.	-do-
9.	Shri A.K. Saojal	Teacher, Chouldari, at present at Mathura.	-do-
10.	Shri T. Winovaloe	Teacher, Big Lapati, Car Nicobar.	-do-
11.	Shri Michael	Teacher, Car Nicobar, at present at T.T. School, Port Blair.	-do-
12.	Shri A.K. Verma	Teacher, Campbell Bay.	-do-
13.	Shri Ehtesham Ali	Clerk, D.C. Office at present in State Bank of India.	-do-
14.	Shri Mumtaz Ali	L.G.C., Marine Department.	-do-
IV.	**TABULATION STAFF**		
1.	Shri Ardaman Singh	Assistant Director of Census Operations, A & N Islands, Port Blair.	Silver
2.	Shri M. Karuppaswamy	Tabulation Officer, Tabulation Unit, Census Office, Port Blair.	Bronze
3.	Shri Jacob Verghese	Computor, Tabulation Unit, Census Office, Port Blair.	-do-
4.	Shri P.K. Thankappan Nair	Assistant Compiler, Tabulation Unit, Census Office, Port Blair.	-do-

APPENDIX

(Vide Chapter XXI

STATEMENT OF BUDGET AND EXPENDITURE

Head of Account	Description	BUDGET ESTIMATES 1968-69 Original	1968-69 Final	1969-70 Original
1	2	3	4	5
A—Superintendence	A—1 Estt. Charges Salary of Officers	5,000	1,650	12,600
	Salary of Estt.	11,000	8,750	10,900
	D.P. & D.A.	9,300	5,600	8,600
	Other Allowances	2,500	700	700
	A—2 Interim Relief	...	...	...
	A—3 T.A.	1,000	750	800
	A—4 Other Charges	4,000	1,200	6,000
	A—5 Grant-in-Aid	...	...	...
	Total	32,800	18,650	39,600
B—Enumeration	B—1 Estt. Charges Salary of Estt.	...	...	...
	D.P & D.A.	...	...	...
	Other Allowances	...	...	...
	B—2 Interim Relief	...	...	...
	B—3 T.A.	...	...	...
	B—4 Hon. to Enumerators	...	...	10,000
	B—5 Other Charges	...	...	1,000
	Total	...	...	11,000
C—Abstraction & Compilation	C—1 Estt. Charges Salary of Officers	...	...	...
	Salary of Estt.	7,400	4,400	12,200
	D.P. & D.A.	4,800	2,700	5,500
	Other Allowances	2,000	250	1,800
	C—2 Interim Relief	...	...	...
	C—3 T.A.	1,300	1,500	1,300
	C—4 Other Charges	1,600	50	4,000
	Total	17,100	8,900	24,800
D—Printing & Stationery		10,200	700	10,000
	Total Non-Plan	60,100	28,250	85,400
L—Registration, Promotion, Method Research & Population Studies (Plan)	L—1 Estt. Charges Salary of Estt.	...	...	...
	D.P. & D.A.	...	...	...
	Other Allowances	...	...	...
	L—2 Interim Relief	...	...	...
	L—3 T.A.	...	...	...
	L—4 Other Charges	...	...	...
	Total Plan	...	...	...
	Grand total Non-Plan and plan	60,100	28,250	85,400

—XLI

—Para 4)

FOR THE YEARS 1968-69, 1969-70, 1970-71 and 1971-72

(Sanctioned Grant)					ACTUAL EXPENDITURE (Departmental figures)			
	1970-71		1971-72					
Final	Original	Final	Original	Final	1968-69	1969-70	1970-71	1971-72
6	7	8	9	10	11	12	13	14
8,450	23,000	18,050	19,800	23,900	1,630	8,451	18,041	23,915
11,350	22,000	13,600	19,300	19,900	8,760	11,255	13,668	19,701
7,400	19,100	14,000	17,800	17,400	5,567	7,365	14,074	17,295
1,550	4,400	9,550	15,100	14,200	715	1,477	9,576	13,898
...	...	3,100	3,900	4,900	...	...	3,113	4,896
2,700	5,600	7,000	7,700	10,500	750	2,453	7,540	10,484
25,500	20,400	28,000	16,000	10,300	1,268	24,031	27,124	10,299
...	...	...	...	...	...	...	...	...
56,950	94,500	93,300	99,600	101,100	18,690	55,032	93,136	100,488
1,800	18,500	15,550	1,400	1,650	...	...	14,733	1,656
1,400	14,400	13,200	1,200	1,350	...	...	12,579	1,359
250	1,600	5,600	200	800	...	...	5,303	804
...	...	2,450	900	350	...	...	2,307	349
300	...	1,700	600	600	...	...	1,471	588
...	6,200	4,700	11,800	10,900	...	...	2,496	10,868
1,000	10,300	3,000	40,000	2,050	...	82	2,946	2,077
4,750	51,000	46,200	56,100	17,700	...	82	41,835	17,701
...	5,700	...	...	...	...	...	...	...
3,600	26,300	12,200	50,000	27,600	4,382	3,613	12,153	27,607
2,800	22,400	8,950	23,700	19,400	2,671	2,819	8,932	19,373
450	2,700	2,050	9,500	5,400	220	405	2,040	5,319
...	...	2,150	5,100	5,650	...	...	2,144	5,641
150	1900	3,100	4,100	2,450	1,473	125	3,447	2,438
...	4,000	3,000	9,600	2,800	28	...	2,993	2,842
7,000	63,000	31,450	102,000	63,300	8,774	6,962	31,709	63,220
10,800	6,000	16,500	8,100	1,300	694	10,840	16,134	1,288
79,500	214,500	187,450	265,800	183,400	28,158	72,916	182,814	182,697
...	...	...	11,300	4,900	...	...	...	4,914
...	...	...	8,500	3,900	...	...	...	3,888
...	...	...	8,000	850	...	...	...	836
...	...	...	1,700	950	...	...	...	967
...	...	...	3,300	900	...	...	...	891
...	...	...	...	...	...	...	...	...
...	...	...	32,800	11,500	...	...	...	11,496
79,500	214,500	187,450	298,600	194,900	28,158	72,916	182,814	194,193

APPENDIX XLII

(Vide Chapter XXI—Para 5)

Auditor General's Rules for the classification and record of Receipt and Expenditure in connection with the Census to be held under Indian Census Act, 1948, conveyed under Registrar General, India's D.O. letter, dated 21st March, 1959.

1. All the Census charges should be recorded under the Major Head "39-Miscellaneous, Social and Developmental Organisation under Demand No. 46-Census". The detailed classification in the accounts should follow the heads adopted in the Central Demands for Grants.

2. Only expenditure authorised by the Director should be billed for as a Central charge.

3. Pay and allowances of wholetime officers and any remuneration authorised to others for census work should be drawn on separate bills and charged direct to the Census grant under '39-Miscellaneous Social and Developmental Organisation under Demand No. 46-Census'.

4. Travelling allowances authorised by the Director for debit to census operations should be drawn on separate bills and taken to the census grant under '39-Miscellaneous, Social and Developmental Organisation under Demand No. 46-Census'.

5. Postage and Telegraph charges on Census business should be drawn on separate bills and debited against the census Grant under '39-Miscellaneous, Social and Developmental Organisation under Demand No. 46-Census'.

6. Receipts and Recoveries of expenditure in connection with the census operations, such as sums recovered from Indian States and Municipalities ; sale proceeds of paper and realisations from the sale of articles bought for census purposes, should be credited as receipts under the minor head "Census" to be opened under major Head "XXXVI-Miscellaneous Social Service Organisation Census".