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CENSUS OF INDIA 1991

SERIES-8

HARYANA

PART I-A

ADMINISTRATION REPORT—ENUMERATION

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CHAPTER I

INTRODUCTION

The Administration Report has been drafted in keeping with the past practice whereby the Director of Census Operations leaves behind a detailed report covering administrative and organisational matters for the benefit of the successor.

I took over as Director of Census Operations, Haryana on 17th July, 1989. To be very frank, my appointment against this post was more as an act of compulsion on my part rather than an act of volition. Anyhow, I had the satisfaction of sitting in a calm and quite corner, undisturbed by any visitor from the public or any telephone call from any politician. It was a literary type of job and I had a flair for writing from my college days. I was a Post-Graduate in English literature from Delhi University, and so I thought I could give a personal touch and show my special worth in writing the census reports. The Census Reports are a record of historic importance and the idea that I will leave my 'footprints on the sands of time' greatly inspired me.

After a brief stint in the office, I stopped looking back and started planning and making arrangements for the show. It dawned upon me that the success of the show depended entirely on the initiative and foresight of the Director of Census Operations. I was lucky in having a couple of officers in the Directorate who were quite thorough in their job and who could be depended upon for anything. These qualities generally go ill together these days. I also had an added advantage in sofar as taking work from the officers in the field was concerned. Most of the officers posted as SDOs (C) and Tahsildars had worked under me in one capacity or the other and they had personal regard for me. Some of the Deputy Commissioners had also worked with me while others were quite junior to me and they also had great regard for me. A phone call from me will make them run and deliver the goods. They felt embarrassed when I dropped at their place unannounced to discuss and review the arrangement made by them.

Immediately after taking over, I wrote a D.O. letter to the Deputy Commissioners in the State introducing myself as the Director of Census Operations and impressing upon them the need to gear up the official machinery for the task ahead. A calendar of various items of work which were to be undertaken in connection with houselisting operations and actual enumeration was also drawn, taking care that there was sufficient cushion in the timeframe fixed for the various activities to meet the deadline. I requested the Commissioners of the Divisions who were personally known to me to fix up meetings of the Deputy Commissioners, Sub Divisional Officers (C), City Magistrates and District Statistical Officers at the Divisional Headquarters. I explained the basics of whole operation to these officers in these meetings who were supposed later on to act as Principal Census Officers, Sub-Divisional Census Officers and District Census Officers.

I did not have any difficulty in carrying out either the house-listing operation or the actual enumeration because every thing was thoroughly well planned and adequate provision had been made to meet any contingency. I had worked as a Supervisory Officer and Returning Officer for the Assembly and Parliamentary Elections in my capacity as Sub Divisional Officer (C) and Deputy Commissioner more than once and to me census taking was only an extension of this exercise on a bigger scale. We were always amongst the 1st two or three States to complete the job on time. I cannot claim any credit for the quality of the work done as compilation work is still continuing and time will only tell about it. We did encounter some difficulties in accomplishing the task but we overcame them as we had kept sufficient cushion in the time schedule for accomplishing various tasks. The State Government created four new districts and 3 new tahsils and upgraded four sub-tahsils to Tahsils in October, 1989. This also affected the composition of other districts and tahsils and we had to revise/redraw the working maps of districts and tahsils afresh as the Houselisting Operation was to be conducted in May, 90 according to the territorial jurisdiction of administrative units. The district and tahsil maps and tahsil-wise village lists had to be updated and got authenticated by December, 1989 by running against time. There were constant pressures on the State Government to re-align the boundaries of tahsils and districts in the months that followed but I was able to impress on the Government the need to freeze the boundaries if the data to be collected by us was to conform to the territorial jurisdiction of the administrative units. Frequent transfers of the officers whom we had designated as Census Officers also created some problems for us.

The purpose of writing the Administrative Report is like the practice of writing handing-over notes by the British Officers for their successors so that they could acquaint themselves with the problems faced by their predecessors and gain from their experience in solving such problems. I would like to make a few suggestions for conducting this gigantic exercise smoothly in future which is a decennial feature in the country.

1. The Director of Census Operations is appointed for a period of three to four years. An officer belonging to I.A.S. cadre is generally appointed to this post. The Directorate is run without a Director for six to seven years in the decade. It is true that there is not enough justification for having a whole time Director during this slack period of six to seven years but it will be in the interest of the organisation if an officer of the I.A.S. cadre of the concerned State such as Joint Secretary Revenue or Joint Secretary Local Government is designated as ex-officio Director of Census Operations during this period.

2. House numbering should be made the responsibility of the State Government. The State Government

can get work done through the local bodies or panchayats. If the houses are numbered permanently in the urban and rural areas, the task of census taking will not only be made much easier but it will also improve the quality of the data collected.

3. The State Government should be restrained from changing the boundaries of its administrative units by making suitable provision in the Census Act or the rules framed thereunder during the period of 18 months preceding the date of commencement of actual enumeration.

4. The State Governments should also be made to give a commitment that no officer/official entrusted with the duties of Census Officer is transferred after he has been imparted training till the whole operation is over. The Election Commission of India imposes such an embargo on the States from the date of notification of its intention to hold elections for the parliamentary as well as State Legislative Assemblies and as such it should not be difficult to make the States agree to this proposition by the Government of India.

5. Adequate funds should also be made available to the Director of Census Operations for carrying out publicity.

6. The Director of Census Operations has to enlist the cooperation of all sorts of people. Some discretionary funds should also be made available to the Directors of Census Operations to reward officials such as Chowkidars of Rest Houses, employees of Post & Telegraph Department and Telephone Department and non-officials such as members of Village Panchayat who render help and cooperation in taking of census.

CHAPTER II

PREPARATORY STEPS

The preparations for conducting the 1991 Census at the State level were commenced with the receipt of Circular No. 1 issued vide letter No. 9/12/87-CD (CEN) dated 24-6-1987 of the Registrar General, India on the "Planning for 1991 Census—Jurisdictional changes and list of villages" (Annexure A page 69). This circular was followed by two circulars/ letters in 1988—letter No. 24/3/87-Map dated 23-5-1988 regarding updating of maps at Tahsil/ District/State levels for 1991 Census and D.O. letter No. 2/1/87-SS lated 23-6-1988 regarding classification of rural and urban units for 1991 Census (Annexure A, pages 70—72 and 74 to 76).

In order to ensure a complete coverage at Census, there is an absolute need to prepare a list of administrative units i.e. districts, tahsils, villages and towns. So, one of the foremost requirements, amongst the preparatory measures for 1991 Census, was to have an upto date list of these administrative units and jurisdictional changes after the 1981 Census. Taking into account the jurisdictional changes effected after 1981 Census, the lists of villages were obtained from the Tahsildars. On receipt of these lists from the Tahsildars, tahsil maps were updated accordingly and sent again for confirmation.

The Registrar General, India, requested the Chief Secretary to Government, Haryana, vide letter No. 9/15/89-CD(CEN) dated 17/20-2-1989 (Annexure-A, page 72) to ensure that the boundaries of administrative units remained undisturbed during the Census period. It was advised that wherever any changes in the jurisdiction of the then administrative units were found necessary, it would be necessary to effect the changes well before the enumerators' blocks are demarcated i.e. before 1-10-1989. However, in Haryana the reorganisation of districts, tahsils, etc. which was under consideration of the State Government for sometime was ultimately finalised by the end of October, 1989.

In 1981, there were 12 districts and 39 tahsils in Haryana. But after the reorganisation of districts and tahsils in October, 1989, the number of districts was increased to 16 and that of tahsils to 53. This resulted in large scale transfer of villages both inter-district and intra-district, necessitating the drawing up of fresh lists of villages for most of the tahsils. These lists of villages for the 53 tahsils were again sent to the Tahsildars and got certified in regard to the names of villages, hadbast numbers and area, through special messangers.

Maps play the most important role in the conduct of correct population count. A detailed account on procurement of maps and their updation is given in Chapter VII.

The list of towns in Haryana State for 1991 Census was also finalised as per instructions of the Registrar General, India. This list included 84 statutory towns (places with a municipality/cantonment board) and 10 census towns. A census town is a place (a village since it is not a statutory town) which satisfies the following criteria :—

(i) A minimum population of 5,000;

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

(iii) A density of population of atleast 400 persons per sq. km.

Apart from the places to be classified as urban on the basis of the above definition, the Directors were given some discretionary powers in respect of some marginal cases to include, in consultation with the State Government, some places that had other distinct urban characteristics. But in Haryana, only such places which satisfied the above definition have been treated as census town and will be classified as urban for all purposes insofar as the 1991 Census data are concerned.

Evolving the Census questionnaires is a very rigorous process. The first step towards evolving the census questionnaires is to consult the data users. The schedules and questionnaires for collection of data during Houselisting Operation in the year 1990 and the main census in 1991 were discussed in the First Conference of Data Users held by the Registrar General, India, during April 18—20, 1988. Representatives of the Central and State Governments, Planning Commission, Central Statistical Organisation, Universities and Research Organisations attended this conference. Based on the suggestions made, draft questionnaires were prepared and put to test in the field in two Pretests. The first Pretest of Census schedules for 1991 Census was held in all States and Union Territories (except Lakshadweep, Mizoram and Dadra & Nagar Haveli) during the period November 21 to December 12, 1988. Second Pretest of Census Schedules was conducted during June 19 to July 8, 1989.

Both these Pretests of Census schedules were conducted before I joined the census organisation. But the report on the second Pretest in Haryana was sent on 19-7-1989 i.e. after I had joined.

First Pretest

During the first Pretest of Census schedules, most of the questions and the concepts of the 1981 Census were retained. The only changes were that some of the questions pertaining to Part-I of the 1981 Census Household Schedule were shifted to 1990 Houselist. Moreover, two new questions pertaining to ex-servicemen were included in the Individual Slip, while the question on disabled persons was deleted from the Houselist. However, a question on type of fuel used for cooking by the household was added in the houselist.

In addition, a new form called "Household Form" was also introduced during the first Pretest to replace the Individual Slip and the Household Schedule. This new form was a combination of the Individual Slip and Household Schedule. The ordering of questions in the Household form was different from the ordering of questions in the Individual slip. This was done to accommodate the questions in the Household form in two pages. The Household form was canvassed in 8 blocks, while the Individual Slip and the Household Schedule were canvassed in the remaining 12 blocks selected for first Pretest in Haryana State. However, from the blocks selected for Household Form, one rural and one urban block was also earmarked for filling Household Schedule in addition to the Household Form. All the schedules/forms used during the first Pretest are given as Annexure F, pages 187—203).

As already mentioned, as many as twenty blocks were selected for first Pretest in Haryana State. Of these, 13 were rural and 7 urban as per details given below :—

Rural Blocks

District	Tahsil	Name of village (with H.B. No.)	1981 Census Location Code	Number of blocks in the village
Ambala	Kalka	Dhamala (122)	41	2
		Khera (124)	43	1
		Majri Jattan (123)	44	1
		Lohgarh (121)	50	1
		Basdevpura (151)	51	1
		Abdulapur (115)	52	1
		Ratpur (Partly) (116)	62	1
	Naraingarh	Manka (233)	9	2
		Bihla (237)	12	3

Urban Blocks

District	Town	Ward No.	Block No.
Ambala	Ambala Sadar	3	13
		6	24
		6	26
		8	36
	Kalka	3	10
		5	15
		7	20

The Calendar of operation was as follows :—

November 21—24, 1988

1. Preparation of notional maps and house-numbering.
2. Canvassing of Houselist and Enterprise list.

November 25—December 9, 1988

1. Enumeration of Individuals i.e. filling of Individual Slips; Household Schedules and/or Household forms and other related forms.
2. Enumeration of houseless population on the night of December 9, 1988.

December 10—December 12, 1988

Revisional round, with reference date as the sunrise of December 10, 1988.

As decided by the Registrar General, India, the field work in the selected blocks was carried out through the staff of the Census Directorate itself. The work of supervision was given to the Investigators and that of enumeration to the Statistical Assistants and Computors. In all, five Investigators, six Statistical Assistants and 17 Computors were given training for the job of whom three Investigators, five Statistical Assistants and fifteen Computors were deployed in the field and four officials were kept in reserve.

The schedules printed centrally by the office of the Registrar General, India were received in time and the field work was started as per time schedule. The cooperation from the district, municipal and local officials was spontaneous as desired by us. The Pretest was completed successfully.

After the first Pretest was over, a detailed report giving our views on handling of schedules and possible improvements in schedules and instructions of first Pretest as well as the tables generated from the schedules canvassed were sent to the Registrar General, India.

In brief, it may be stated that the house numbering done by the Panchayats in rural areas had not

been maintained properly and therefore our enumerators had to do the house numbering in all the rural blocks afresh. Even in most of the urban blocks, the numbering done by the local bodies was not proper and was thus done afresh by our enumerators for the purpose of Pretest.

Our enumerators did not face any difficulty in preparing the houselist because most of them had experience/background of the various concepts and the questions included therein as they had already gone through them at the time of 1981 Census. It was emphasised that the part time enumerators at the time of actual Houselisting Operations may require more time to understand the concepts and remember the codes for recording answers under columns 4, 5, 6, 13 and 19.

Another point which may be mentioned here is that though there was no time gap in the Houselisting and canvassing of the Individual Slip/Household Form, yet in some cases there was variation in population recorded under columns 19 to 21 of the Houselist and that found while canvassing the Individual Slip/Household Form. There were cases where the number of persons recorded in the houselist was more because some members working outside but visiting at the weekend or after some intervals were also reported as part of the household. In some other cases, the number of persons recorded in the Houselist was less, mainly because infants or small children were not reported by the informants. Such cases were generally detected at the time of canvassing of the Individual Slip/Household Form, as the enumerator had to enquire details about each member of the household.

Some enumerators reported difficulty in recording the details of the enterprise carried outside the census house without premises or in the open air. Since the individual engaged in such an enterprise was not available at the time of enumerator's visit the informant in some cases could not provide details about what such an individual was actually doing.

In enterprise list, the number of children were to be reported separately while entering total workers and hired workers, whereas columns relating to children did not appear in the Enterprise List Abstract. It was suggested that at the time of actual Houselisting Operations, the columns on children may be omitted and the totals should be struck in the enterprise list in one line only.

It was also suggested that for recording the 'educational attainment' against question 12 for literates, the minimum attainment may be prescribed as 'Primary and above' because recording of Class I or II i.e. below primary standard is of no use. Question 16 A (seeking/available for work) was to be asked only from non-workers i.e. in whose case 'no' was recorded in question 14 A. Thus marginal workers were left out from being asked this question, though they were generally on the look out for jobs..

A copy of this Report and the Tables are available in our office file No. Census-Hr-27014/88.

Exprience's of the first Pretest were discussed in the review meeting held in the office of the Registrar General, India on 9-1-89 and 10-1-89. It may be mentioned here that most of the State Census Directorates did not prefer the Household Form canvassed in the first Pretest to replace the Individual Slip and the Household Schedule. As such, this Household form was dropped.

Second Pretest

The salient features of this Pretest were that all the instructions and schedules were translated into regional languages and all the enumerators were drawn from the personnel proposed to be utilized for actual census operations. The second Pretest was conducted in all the States and Union Territories in the country.

Since the translation of instructions and schedules in Hindi was done centrally by the office of the Registrar General, India, we were not required to do any translation work as the schedules were proposed to be canvassed in Hindi only in our State. Printing of the instructions booklets and schedules in Hindi was also done centrally by the office of the Registrar General, India.

As per decision of the Registrar General, India, the second Pretest was restricted to ten blocks only—5 rural blocks and 5 urban blocks but these were spread over three districts of Ambala, Kurukshetra and Karnal. Their details are given as follows :—

Rural Blocks

District	Tahsil	Village (with H.B. No.)	1981-Census Location Code
Ambala	Ambala	Sultanpur (42)	28
		Rampur (100)	57
Kurukshetra	Thanesar	Kishangarh (368)	309
Karnal	Karnal	Manak Majra (33)	75
		Zarifa Wiran (6)	279

Urban Blocks

District	Town	Ward	1981-Census Enumeration Block number
Ambala	Ambala City	18	104
	Ambala Sadar	6	25
Kurukshetra	Thanesar	1	2
Karnal	Nilokheri	5	11
	Karnal	2	9

In case of urban areas, the enumeration block boundaries were maintained as per their 1981 Census limits. For rural areas, complete village was treated as one enumeration block for the purpose of second Pretest.

The programme for field operations, which included both houselisting operation and actual enumeration of individuals, adopted for the second Pretest is given below. Before the start of the work in the field, two rounds of training of the Enumerators and Supervisors were arranged. Each round of training was conducted for two days by the staff of the Census Directorate. The time schedule was strictly adhered to and no difficulty was experienced insofar as the duration of period for each operation was concerned.

1.	First round of training to Enumerators and Supervisors	8th & 9th June, 89
2.	Second round of training to Enumerators and Supervisors	14th & 15th June, 89
3.	Distribution of material to Enumerators	15th June, 89 (after the training class)
4.	Preparation of Notional Map and House numbering	19th June, 89
5.	Filling up of Houselist and Enterprise list	20th to 22nd June, 89
6.	Actual enumeration i.e. filling up of the Household schedule and Individual slips of all persons except those for the houseless population	23rd June to 7th July 89
7.	Enumeration of houseless population	Night of 7th July, 89
8.	Revisional round	8th July, 89

The reference moment for the second Pretest was thus the sun-rise of 8th July, 1989.

Unlike the first Pretest when both the Enumerators and Supervisors were drawn from the Census staff, the Enumerators for the second Pretest were deployed from the normal enumeration agency i.e. the State Government and Municipal officials as recommended by the respective State Government authorities i.e. Tahsildars in case of rural blocks and the Municipal authorities in the case of urban blocks. The Supervisors for the second Pretest were, however, drawn from the Census staff.

Since the schools were closed for summer vacation in Haryana during the month of June, the teachers could not be made available for enumeration work during the second Pretest. As such, the officials made available to work as Enumerators during second Pretest were *patwaris* in the case of all the five rural blocks and municipal officials i.e. clerks in the case of all the five urban blocks. The officials deployed to work as Supervisors were all Computors of the Census Directorate.

Our experience about the Enumerators who were drawn from the normal agency at the second Pretest is that though the *patwaris* understood the job easily as they generally had experience of earlier census, yet they were so busy with other official work that our Supervisors had to keep a regular track of them so as to get the work completed according to the time schedule. As regards the municipal officials, there was no such difficulty. Since the municipal employees generally know the local areas very well, there was no difficulty in indentification of selected urban blocks according to the 1981 Census boundaries.

As already mentioned, the training to the Enumerators was imparted in two rounds, each of two days duration. Despite the intensive training, some of the Enumerators were found to have some confusion at the time of actual enumeration with regard to questions on economic activity, migration and fertility. The close supervision by our whole-time Supervisons however obviated any such difficulty to the Enumerators regarding concepts, etc.

It was on 19-6-1989 that we received a communication from the Deputy Registrar General (C & T) to pretest the Degree Holders and Technical Personnel (D.H.T.P.) Schedules in the major States only during second Pretest and we were sent 325 D.H.T.P. Schedules for use in our State. Since our Supervisors had already left for the field operation which was to commence on 19-6-89 itself, special arrangements had to be made to send these schedules to all the Enumerators before 23-6-89 i.e. the start of actual enumeration of individuals when these schedules were to be given to the individuals possessing a degree or any technical qualification equal to degree or diploma.

Since these schedules were to be filled in by the respondents themselves as per instructions given with the schedule itself, there was great hesitation on the part of respondents to fill in these schedules. Moreover, these D.H.T.P. Schedules were to be collected by the Enumerators, as there was no provision for sending these by post during the second Pretest. The collection thereof posed a great difficulty to the Enumerators as well as the Supervisors. In some cases, the Enumerator had to make several visits to the concerned households for the purpose.

It may also be mentioned here that the Office of R.G.I. had supplied us 325 D.H.T.P. Schedules for giving 15 D.H.T.P. Schedules to each Enumerator working in rural block and 50 D.H.T.P. Schedules in urban block. But during the field operations as many as 107 D.H.T.P. Schedules had to be given to individuals in one rural block and 99 D.H.T.P. Schedules in one urban block. The additional requirement of these schedules was met by getting the photostat copies of the same. Copies of all the schedules/forms used during the second Pretest are given as Annexure F, Pagees 203—217.

After the completion of second Pretest also, a detailed Report as well as the Tables generated from the data collected were sent to the Registrar General, India.

In brief, our experience about the enumerators who were drawn from the normal agency at the second pretest was that though the *patwaris* understood the various concepts easily as they generally had experience of earlier census, yet they were very busy with other official work and our supervisors had to keep a regular track of them so as to get the work completed according to the time schedule. As regards the municipal officials, there was no such difficulty. Since the municipal employees generally know the local areas very well, there was no difficulty in identification of the selected urban blocks as per 1981 Census boundaries. In the case of municipal officials, however, there were some apprehension about the motive of the enumeration to the respondents as they in many cases took them to be collecting information for house tax assessment. Specially, the information collected though the Houselist regarding material used in the construction, number of living rooms and ownership created doubts among the people of the area.

Despite intensive training in two rounds to the enumerators, some were found to have some confusion at the time of actual enumeration with regard to questions on economic activity, migration and fertility. The close supervision by our wholetime supervisors, however, obviated any such difficulty to the enumerators.

House numbering in villages, if any, did not follow any pattern and could not be adopted for Houselisting. As such, house numbering was done afresh in almost all the villages. In urban areas also, in some cases there were no number plates while in some other cases there were more than one number plate on houses. It was concluded that the town authorities will have to be aked to update the house numbering and also to ensure that there was only one number plate on each house to avoid any difficulty or confusion at the time of Houselisting or actual enumeration.

Certain clarifications on instructions to enumerators in respect of enterprise list from Central Statistical Organisation were received in our office on 26th June, 1989, while the work pertaining to filling up of enterprise list as part of the second pretest was completed on 22nd June, 1989. These clarifications were thus not taken into account. These clarifications should have been issued earlier. In the clarifications given by C.S.O., the terms used for considerable time 'or fairly on regular basis' need further elaboration giving clearly the quantum of time involved during the season/year, so as to leave no doubt to the enumerators in netting such cases.

Inspite of best training to the enumerators, they generally took questions 15-A and 15-B to be somewhat mutually exclusive i.e. if a person had been recorded as a worker in question 15-A, they did not enquire about any other work, if any, done by him. However, in case a person is recorded as a non-worker in question 15-A, the marginal work done by him was of course recorded in question 15-B. As such, it was emphasised that intensive training will be required to train the enumerators and supervisors for getting more reliable data about the secondary work.

Degree Holders and Technical Personnel Schedules to be canvassed at the second pretest were received in our Directorate on 19th June, 1989 when the supervisory staff had already left for the field operations which were to commence on 19-6-89. However, arrangements were made to send these schedules to all the enumerators before 23-6-89 i.e. the start of actual enumeration of the individuals. Since these schedules were to be filled in by the respondents themselves and collected by the enumerators, there was great hesitation on the part of respondents to fill in these schedules and collection there-of posed a great difficulty to the enumerators as well as the supervisors. It would be desirable if the respondents were told to send these schedules by post, as was the practice in the past censuses, in case they fail to return the same duly filled in to the enumerators during their visit at the time of revisional round. A copy of the Report and the Tables generated are available in our office file No. Census-Hr-O-17012/89.

Experiences of the second Pretest were also discussed in the review meeting held in the office of the Registrar General, India, on 17th and 18th August, 1989. I had the privilege to participate in this review meeting and thus got first hand knowledge about the various schedules/questionnaires to be canvassed during 1991 Census, both for Houselisting operation and actual Enumeration.

Soon thereafter, we received Demi-Official letter No. 9/36/87-CD (CEN) dated September 20, 1989 (Circular No. 7). on organisation of Census of India 1991-general instructions, from the Registrar General, India (Annexure, A, Pages 82—87). Its comprehensive details provided the much sought after guidelines. The preparations thus gained momentum and proper direction.

Measures taken to create Census consciousness among State hierarchies.

Though Census is a central subject, the achievements of the Census have always been the outcome of the joint endeavours of the Central and State Governments. The entire field operations of the Census have to be organised through the general administrative machinery of the State Government. The Census Department has to lean heavily on the State Government from the very first stage of the initial preparatory measures. So it is necessary to create consciousness among officials at various levels of State hierarchy to complete this time-bound programme successfully.

On assuming charge as Director of Census Operations, Haryana, I took the opportunity of addressing

the Deputy Commissioners, the Chief Administrator, Faridabad Complex Administration and the Administrator, Haryana Urban Development Authority, Panchkula (vide my Demi-Official letter No. Census-Hr-O-11011/89 dated 28-7-89). It dealt with the importance of Census and also asked for the information which was still awaited from various quarters in their respective districts

The Government of India issued notification dated 4-10-89 under section 3 of the Census Act, 1948 (37 of 1948) indicating that a Census of the population of India shall be taken in the year 1991. This notification was republished in Haryana Government Gazette dated 21-11-89 for wide publicity. In the meantime, the State Government on our request, issued the following notifications in connection with the 1991 Census under the Census Act, 1948 and the East Punjab Enumeration of Dwellings Act, 1948 :—

(i) No. 6060-R-IV-89/24528 dated 9th November, 1989, regarding appointment of Principal Census Officers, District Census Officers, Additional District Census Officers, Sub Divisional Census Officers and Charge Officers, delegating them powers to sign declarations under Section 4(3) for any local area within their jurisdiction, and authorising Principal Census Officers for appointing Census Officers under Section 4(4) within their respective jurisdictions, in connection with 1991 Census, under the Census Act, 1948.

(ii) No. 6364-R-IV-89/24532 dated 9th November, 1989, regarding appointment of Principal Enumeration Officers, District Enumeration Officers, Additional District Enumeration Officers, Sub-Divisional Enumeration Officers and Charge Officers, under the East Punjab Enumeration of Dwellings Act, 1948.

(iii) No. 6364-R-IV-89/24536 dated 9th November, 1989 authorising the Director, Census, Haryana, to exercise the powers under sections 6 and 7 of the Census Act, 1948, and also authorising the Director, Census, Haryana and all the Deputy Commissioners in Haryana, within the limits of their respective jurisdiction, to accord sanction for prosecution under the said Act.

(iv) No. 6364-R-IV-89/24540 dated 9th November, 1989, appointing the Director, Census, Haryana as Enumeration Commissioner under the East Punjab Enumeration of Dwellings Act, 1948 and also delegating him the power to appoint Enumeration Officers under the said Act. The Enumeration Commissioner and all the Deputy Commissioners in Haryana were also empowered to accord sanction for prosecution under the said Act.

(v) No. 6364-R-IV-89/24544 dated 9th November, 1989 delegating the powers to appoint Census Officers under Section 4(2) of the Census Act, 1948, to the Director, Joint Director, Deputy Director, Assistant Director, Research Officer, Census, Haryana, in connection with the 1991 Census.

All the above mentioned notifications were published in the Haryana Government Gazette (Extra) dated the 9th November, 1989.

Since the Financial Commissioner and Secretary to Government, Haryana, Revenue Department was the coordinating authority in the State, on our request, he also addressed a letter (No. 6363-R-IV-89/25000 dated 17th November, 1989 Annexure C, pages 97-98) to all the Deputy Commissioners and Heads of Departments in Haryana, outlining the importance of Census and the work involved and asking them to render all the help and cooperation required for the conduct of 1991 Census to the Director of Census Operations and to respond promptly to his communications. Copies of this letter were endorsed to all the Administrative Secretaries to Govt. Haryana, Commissioners of Divisions as well as all the Presidents/Administrators/Executive Officers of Municipal Committees in the State.

The above letter from the Financial Commissioner and Secretary to Government, Haryana, Revenue Department, was followed by my D.O. letter No. Census-Hr-27019/89 dt. 27-11-89 addressed to the Deputy Commissioners etc. (Principal Census Officers) in the State (Annexure D, pages 110—112). In this letter, I gave broad outlines of the various phases of Census Operations, with special emphasis on the Houselisting Operation which was to be conducted in May, 1990. The Census being a time bound operation, a calendar of various items of work to be undertaken in connection with 1991 Census was prepared and sent with my D. O. letter. Copies of the Census Act, 1948 and the East Punjab Enumeration of Dwellings Act, 1948, were also sent alongwith for their ready reference. This D. O. letter alongwith the enclosures was also endorsed to all the City Magistrates in the offices of the Deputy Commissioners (District Census Officers), all the Sub Divisional Officers (Civil) who were designated as Sub Divisional Census Officers, all the District Statistical Officers (Additional District Census Officers) and all the Tahsildars in Haryana as well as the Executive Officers/Secretaries of Municipal Committees including the Executive Officer, Cantonment Board, Ambala Cantt., who were to work as Charge Officers in their respective jurisdictions, under the Census Act, 1948.

The aforementioned two communications went a long way in creating the Census consciousness among the State Govt. officials and we got the fullest cooperation from the State Govt. at all levels, specially from the Commissioners at the Divisional level and the Deputy Commissioners and other Officers in the field.

The Government of Haryana also issued three other communications to the Deputy Commissioners etc. in

connection with 1991 Census as per details given below :

	Subject	*No. & date of issue*
1.	1991 Census-Houselisting Operation	1860-R-IV-90/7758 dated 12-4-90
2.	Census of India---1991 Houselisting Operation—Freezing of transfers of officers and staff engaged in Census work	45/7/90-5 GSI dated 23-4-90
3.	1991 Census—Deployment of State Government employees for Census and certain concessions in office attendance etc.	45/7/90-GSI dated 31-10-90

All the relevant letters from the Government of Haryana have been reproduced at Annexure C, pages 93—102.

I issued as many as 16 circulars to the Deputy Commissioners etc. (Principal Census Officers) with copies to the District Census Officers, Additional District Census Officers, Sub-Divisional Census Officers and Charge Officers to elucidate the various organisational and technical aspects of the Census Operations. These circulars have been reproduced at Annexure D, pages 103—164. List of circulars issued by the office of the Registrar General, India has been given at Annexure B, pages 91-92.

CHAPTER III

PREPARATIONS FOR THE CENSUS

In this chapter I have briefly discussed the important discussions we had and the decisions we had taken at all India conferences of the Directors of Census Operations organised by the Registrar General, India.

I. First Conference of Directors-November 1989

The first conference of the Directors of Census Operations of 1991 Census was held in New Delhi during November 6—9, 1989 to discuss the organisational matters relating to the 1991 Census, impart training to the Directors of Census Operations on houselisting operations including the canvassing of enterprise list of the third economic census and consider other important issues relating to the houselisting in 1990 and the main enumeration in 1991. The State Directors of Bureaus of Economics and Statistics also participated in the Conference since they were associated with the third economic census.

The Conference was inaugurated by Shri J. A. Kalyana Krishnan, Home Secretary to Govt. of India and Shri R. Srinivasan, Additional Secretary (Judicial), Ministry of Home Affairs was also present in the inaugural session of the conference. I attended the conference alongwith Sh. R. K. Aggarwal, Deputy Director and Sh. G. D. Singla, Assistant Director.

Welcoming the distinguished gathering, Sh. A. R. Nanda, Registrar General and Census Commissioner, India said that this conference marked an important stage in the preparatory work for the 1991 census. He gave a background of this huge national task and mentioned in brief the preliminary work done so far in this regard. He explained that the houselisting operations would be conducted in all States and Union Territories during the period April—September, 1990. Alongwith the houselisting operations, an enterprise list on behalf of the Central Statistical Organisation as part of the third economic census would also be canvassed. He also explained various agenda items to be discussed in the Conference, which pertained to the organisation of the census with particular reference to the preliminary stages and organisation of houselisting operations next year.

The Conference had a very heavy agenda and each Director was given an opportunity to express his views in the light of his experience. As a matter of fact, the atmosphere throughout the session was appreciation of each other's view point and keenness to learn. In reality, it was first Conference of the Directors on 1991 Census and as a new comer to the Census fold, I had my own reservations about some of the items, and the discussions were very fruitful. The decisions arrived at in the light of field experiences and as a result of discussions at the conference can be summarised as under :—

General outlines of the Census Operations

(a) At the onset, the Registrar General, India gave brief account of the general hierarchy involved in the Census Operations. Starting at the lowest level would be the Enumerator and then the Supervisor, Charge Officer, Sub-Divisional Census Officer, District Census Officer, Principal Census Officer and Director of Census Operations of the State. He mentioned that the District Statistical Officer in all the States would be involved both in houselisting as well as in the actual Census Operations. The suggestion that the District Statistical Officer could be appointed as Additional District Census Officer to enable the latter to supervise the Census Operations was agreed to by the Registrar General, India. The above hierarchy upto the level of Charge Officer would be created by issue of notification by each State/Union Territory administration under section 4(2) of the Census Act, 1948. In case of Enumerators and Supervisors no notification was necessary.

(b) The reference date for the Census of India will be the sunrise of 1st March, 1991 as published in the Gazette of India vide notification No. S.O. 785 (E) dated 4-10-1989. The period of enumeration will be from 9th to 28th February 1991 with a revisional round from 1st to 5th March 1991. During discussions regarding the reference date, it was clarified that it would not be necessary to notify the reference date of non-synchronous areas in States other than Jammu and Kashmir. In the case of Jammu and Kashmir, it became necessary to notify the reference date of Leh and Kargil districts since the reference date for this State which was different from that for other States/Union Territories, had to be notified. So far as Haryana is concerned no such contingency arose and the period fixed for enumeration was decided to be adhered to.

(c) The Registrar General, India indicated that the 1981 criteria for urban classification will have to be retained for 1991 Census also in order to ensure comparability and the same would provide a basis for analysis of trends in urbanisation. It was emphasised that criteria should be applied strictly without any deviation. It was also decided to finalise the urban frame by December, 1989.

(d) The Registrar General, India explained that UFS blocks could not be adopted in 1981 Census in most States because of the problems of size, contiguity and identification. As requested by Registrar General India, Dr. S. N. Ray, Chief Executive Officer, National Sample Survey Organisation, justified the usefulness of UFS blocks and said that Census blocks do not remain the same and identifiable over a period of time. It is for this reason that there is need for separate system which may remain identifiable. National Sample Survey Organisation carved out UFS blocks which are updated every five years. These UFS blocks do not cut across the boundaries of the ward. Dr. Ray stressed that Census Organisation may delineate census blocks within UFS blocks and for this purpose National

Sample Survey Organisation would offer the services of their field staff to assist the census staff. Since position in reality was different, some Directors of Census Operations pointed out difficulties in adopting the UFS blocks. The Registrar General, India advised the Directors of Census Operations that they should not give it up altogether, but should try to adopt it as far as possible keeping the time constraints in view. In Haryana we could not adopt the UFS blocks because it was not practicable as explained to the Registrar General, India vide our letter No. Census-Hr-M-13001/88 dated 9-2-1989.

Houselisting Operations-Preparatory and Organisational Arrangements

(a) The progress made by various Directorates in finalising the lists of villages and towns etc. was reviewed. I had informed the Registrar General, India that we had already completed the job but had to do it again because of re-organisation of districts in Haryana which came into effect from 1-11-1989. I assured the Registrar General, India that we were doing it at war level and would complete it by December 1989 and we did it. A clarification was sought as to whether all towns can have urban agglomerations or only those towns with 100,000 population or more. It was clarified by Registrar General India that towns irrespective of population can have urban agglomerations. It was pointed out that if an urban agglomeration extends beyond the boundary of Standard Urban Area (SUA), the boundary of SUA has to be changed. It was clarified that the boundaries of SUAs are to be kept constant as far as possible and only in the case of statutory changes in the boundaries of towns which may extend beyond SUAs, the boundaries of SUAs can be changed. The urban agglomerations extending beyond the boundaries of SUA may not be constituted.

(b) The boundaries of SUA are to be kept intact as far as possible and changes, if any, when needed should be made in consultation with the Town and Country Planning Organisations of the respective States. The boundary of the SUA has to be changed if an outgrowth of a town which is in SUA is outside the SUA or if any statutory town outside the SUA is merged with the town in SUA.

(c) A review of the preparatory work relating to up-dating of maps was made. The Registrar General, India introduced the subject and mentioned the importance of up-to-date maps for the Census work and also invited the attention of the Directors of Census Operations to the time table drawn up by the Map Division for the work in this regard. It was also mentioned that the post-census researches on maps and computerised cartography, etc. will be gone into detail after the 8th Plan proposals are finalised. In the review it was found that though the work was complete and working maps were ready in some States, due to reorganisation of the administrative boundaries the work had to be re-done in many States. This was particularly with reference to Haryana where working maps were prepared and got authenticated but had to do it again because of reorganisation of districts.

(d) There was considerable discussion on the necessity for giving code numbers to C.D. Blocks at the enumeration stage. It was clarified by Director (EDP) that C.D. Block code should be given at the enumeration stage itself, as otherwise it will delay tabulations at a later stage and the advice given on the subject was decided to be adhered to.

(e) There were discussions regarding delineation of houselisting blocks. Directors of Census Operations emphasised the need for keeping enumeration blocks with 600 population in urban areas and 750 population in rural areas for both houselisting and enumeration. This was agreed to by the Registrar General, India.

(f) The need to keep the SRS blocks intact at the time of block formation, for purposes of CES study was emphasised by Deputy Registrar General (Demography). All the SRS units should correspond to the enumeration blocks. Where a SRS block cut across ward boundaries in towns, two or more enumeration blocks may be created for one SRS block. Accordingly, instructions were issued to the Charge Officers to maintain the identity of SRS blocks of which details were supplied to them. It was suggested that in the Charge Register itself the word "SRS" may be mentioned within brackets against the concerned enumeration block and two copies of the Charge Registers were got prepared.

(g) Selection of enumerators/supervisors will be done under the general instructions of the Director of Census Operations in consultation with the departments in which these persons are working, under the supervision of District Census Officer.

(h) It was emphasised that at the training sessions of Charge Officers, the Director and other Senior Officers of the Directorate should also participate. The Charge Officers will in turn train the Enumerators and Supervisors in their respective Charges.

(i) The supervision will have to be exercised at all levels of operations including preparation of charge registers, selection of enumerators/supervisors, training and actual operations. Directors of Census Operations will issue necessary instructions in this regard. Active supervision during the training will pay big dividends.

(j) There was considerable discussion on printing particularly on the centralisation of the printing of the forms in regional languages at the headquarters. In this connection, Registrar General, India mentioned that for houselisting purposes, we have to complete the printing of various instructions booklets very soon, say, by the end of December positively. Joint Registrar General, India mentioned that the printing can be done locally by the Directors of Census Operations subject to the restrictions of quotations and price, etc. imposed by the Director of Printing and also subject to certificate being obtained that the Government of India Presses are not in a position to do this job in time. It was mentioned by the Directors of Census Operations that apart from the printing of instructions booklets in regional languages, it was also necessary for them to print various other emergent and sundry

forms in local languages and it has perforce to be done locally. In Haryana we did not face any printing problem as most of the forms in Hindi and a few in English were supplied by the Registrar General's office and other immediate printing requirements were got executed at Government Press, U.T. Chandigarh.

Instructions to Enumerators for filling up Houselist and Enterprise List

(a) The Registrar General emphasised that the Directors of Census Operations should lay great stress on training. The Directors should train the Charge Officers thoroughly so that when they start training the supervisors and enumerators, all doubts raised by them are clarified in the training classes. The Registrar General, India agreed with the view that District Statistical Officers should be fully involved in the main Census Operations for training and supervision work. They should avail the unique opportunity of decennial census and involve themselves fully and whole-heartedly in the Census Operations.

(b) It was asked whether the number of persons staying in the houses within a building should also be shown in the layout sketch. It was clarified that it would involve too much workload and would require bigger sketches. Moreover, such sketches would become very clumsy. It was thus not possible to incorporate the house numbers and the number of persons in the layout sketches. It was clarified that temporary structures are to be numbered and depicted on the layout sketches.

(c) It was informed that in Delhi Union Territory, municipal authorities had agreed to number houses. This procedure was suggested by Registrar General, India for adoption in other States/Union Territories as well. It was clarified that Rs. 10 has been included in the honorarium for purchasing house-numbering material by the enumerators.

Various concepts relating to the enterprise list and houselisting were discussed in detail and doubts raised therein were clarified.

Setting up of Regional Offices

Registrar General, India mentioned that though the proposal was to set up regional tabulation offices from 1st November, 1989, necessary clearances have not been received as yet. A request to the Chief Secretaries to forward names for the posts of Deputy Directors will be made soon. As we do not have enough personnel for promotion to the posts of Deputy Directors of Census Operations, it is necessary to take people on deputation.

Regional Offices will be set up to facilitate supervision and assist the Directors in carrying out Census Operations in each State. These will be set up with a norm of one for every 5 million population and after the field operations they would be converted into tabulation offices. Three Regional Offices were sanctioned for Haryana.

I requested the Registrar General, India in the conference that 50 per cent of the posts of Investigators may be created early to help the Deputy Directors of Census Operations. Registrar General, India pointed out that with the delay in the first phase of creation of Regional Offices the whole operation of setting up of Regional Offices is going to take place virtually in one phase.

Other Items

Publicity for 1991 Census was taken up for discussion. Registrar General, India said that enough publicity should be given for houselisting also. Co-operation of A.I.R. and Doordarshan can be obtained in this regard. Talks and programmes on Census can be given on both Radio and Television by the Directors. It was stated that with the national T.V. network, it is desirable that national level publicity is given by the headquarters.

Representatives from the Department of Women and Child Development and UNDP who were interested in better netting of women's participation in work and were also ready to help with regard to publicity and training, were present in the session to talk about their needs and the input they will provide.

Miscellaneous

For the destruction of 1981 Census records, Joint Registrar General, India said that competitive rates are being obtained which will be approved by the Registrar General and intimated to the Directors of Census Operations. For this purpose the approximate quantity was to be provided by the Directors of Census Operations. Registrar General, India said that the records of 1981 Census and blank forms may be destroyed once the rates are communicated.

Various querries put by the Directors were answered to the satisfaction of the participants. The conference provided an excellent opportunity for me to know the magnitude of the national task and reminded me about the necessity for chalking out the detailed calendar for the entire operation accordingly.

II. **Census Calendar**

It is needless to point out that the Census seeks to create an inventory of the country's man power, resources and demographic characteristics at a given point of time. This opportunity once available in a decade is used to collect particulars of housing conditions, economic health and socio-cultural characteristics, and migration and fertility trends, etc. Thus it is a statistical exercise which provides data of immeasurable value to other administrators, planners, scholars, research fellows, etc. It is therefore essential that the objectives of the Census are completely met in terms of total coverage with accuracy of data and timeliness. For an operation of such magnitude it was necessary to keep the entire Census Organisation, geared up to complete state of readiness, for launching the Census Operations as programmed. Each stage was to be

clearly understood, meticulously planned and perfectly executed. Since the Census is a time bound operation and in many cases the launching of one stage depends on the completion of the stage immediately preceding it and delay at any stage is likely to generate further delay in subsequent stages which can upset the programme as a whole, following census calendar for 1991 Census was devised by this Directorate. A copy thereof was sent to all the Deputy Commissioners, Chief Administrator, Faridabad Complex Addministration, City Magistrates in the Offices of Deputy Commissioners, Sub-Divisional Officers (Civil), Tahsildars, Executive Officers/Secretaries of the Municipal Committees, Executive Officer of the Cantonment Board and Esate Officer, Panchkula in the state.

1991 CENSUS CALENDAR—HARYANA STATE

November-December, 1989

(i) Preparation of final lists of villages tahsilwise after the fixity of boundaries of districts and tahsils by the State Government in view of creation of four new districts as announced by the State Government recently.

(Action by Census Directorate/Tahsildars)

(ii) Drawing of district and tahsil maps as necessitated by the reorganisation of districts and tahsils, as mentioned above.

(Action by Census Directorate/Deputy Commissioners/Tahsildars)

(iii) Allocation of location code numbers to districts, tahsils, towns and villages.

(Action by Census Directorate)

(iv) Collection of statistics from various agencies for village and town directories.

(Action by District Census Officers/Charge Officers)

(v) Provision of clerical assistance to District/Tahsil Offices, etc.

(Action by Census Directorate/State Government)

(vi) Printing of registers/forms, at Directorate level.

(Action by Census Directorate)

(vii) Preparation of inventory of staff by the Charge Officers for appointment as Circle Supervisors and Enumerators.

(Action by District Census Officers/Charge Officers)

January-February, 1990

(i) Formation of Enumerator's blocks and Supervisors' circles for Houselisting Operation.

(Action by District Census Officers/Charge Officers)

(ii) Appointment of Enumerators and Supervisors for Houselisting Operation.

(Action by District Census Officers/Charge Officers)

(iii) Preparation of Charge Registers showing particulars of blocks and circles and Enumerators and Supervisors deployed therein for Houselisting Operation.

(Action by District Census Officers/Charge Officers)

(iv) Issue of instructions regarding field work for Houselisting Operation including Economic Census.

(Action by Census Directorate)

(v) Training classes for District Officers and Charge Officers.

(Action by Census Directorate/Deputy Commissioners)

(vi) Drawing up of training programme for Enumerators and Supervisors.

(Action by District Census Officers/Charge Officers)

(vii) Publicity for Houselisting Operation.

(Action by Census Directorate/State Government)

(viii) Despatch of training material.

(Action by Census Directorate)

March-April, 1990

(i) Training classes for Enumerators and Supervisors.

(Action by District Census Officers/Charge Officers)

(ii) Despatch of various schedules and forms for use during Houselisting Operation to the Charge Officers.

(Action by Census Directorate)

(iii) Publicity for Houselisting Operation.

(Action by Census Directorate/State Government)

(iv) Issue of schedules and forms to the Enumerators and Supervisors by the Charge Officers in the last training class.

(Action by District Census Officers/Charge Officers)

May, 1990

(1-5-90 to 20-5-90).

Canvassing of houselist and enterprise list and other related work by the Enumerators and Supervisors.

(21-5-90 to 22-5-90).

Receipt of filled in houselists, enterprise lists, etc. in the Charge Offices from the Supervisors.

(*Action by District Census Officers/Charge Officers*)

(26-5-90 to 31-5-90).

Despatch of filled in houselists (one copy) and related forms to the Census Directorate and filled in enterprise lists and related forms to the District Statistical Officers by the Charge Officers. One copy each of filled in houselists will be retained by the Charge Officers.

(*Action by District Census Officers/Charge Officers*)

(Programme for processing of these schedules will be drawn up on receipt of further instructions from the RGI).

June, 1990

Taking up of Editing & Coding work relating to houselist data.

(*Action by Census Directorate*)

July—September, 1990

(i) Notification of Census Questionnairs, etc. in the Gazette as required under the Census Act.

(*Action by State Government*)

(ii) Formation of Enumerators' blocks and Supervisors' circles for 1991-enumeration on the basis of 1990-houselists.

(*Action by District Census Officers/Charge Officers*)

(iii) Preparation of Abridged houselists for newly formed enumeration blocks for 1991-enumeration.

(*Action by District Census Officers/Charge Officers*)

(iv) Preparation of Charge Registers giving particulars of blocks and circles and the Enumerators and Supervisors to be deployed therein.

(*Action by District Census Officers/Charge Officers*)

(v) Printing of forms, etc. at Directorate level.

(*Action by Census Directorate*)

October-November, 1990

(i) Appointment of Enumerators and Supervisors for enumeration by the Charge Officers.

(*Action by District Census Officers/Charge Officers*)

(ii) Despatch of training material to District/Charge Officers.

(*Action by Census Directorate*)

(iii) Training of District Officers and Charge Officers.

(*Action by Census Directorate/Deputy Commissioners*)

(iv) Drawing up of training programme for Enumerators and Supervisors.

(*Action by District Census Officers/Charge Officers*)

(v) Publicity measures.

(*Action by Census Directorate/State Government*)

December, 1990—January, 1991

(i) Training classes for Enumerators and Supervisors.

(*Action by District Census Officers/Charge Officers*)

(ii) Despatch of Individual Slips, Household Schedules and other related forms to District/Charge Officers.

(*Action by Census Directorate*)

(iii) Issue of Individual Slips, Household Schedules and other forms by the Charge Officers to the Enumerators and Supervisors in the last training class.

(*Action by District Census Officers/Charge Officers*)

(iv) Publicity measures.

(*Action by Census Directorate/State Government*)

February, 1991

(9-1-1991 to 28-2-1991).

Actual Enumeration.

(*Night between the 28th February & 1st March, 1991*)

Enumeration of houseless population.

March, 1991

(1-3-1991 to 5-3-1991).

Revisional round and preparation of Enumerators' Abstracts.

(6-3-91).

Submission of filled in schedules and other forms by the Enumerators to the Charge Officers through their Supervisors.

(*Action by District Census Officers/Charge Officers*)

(7-3-1991).

Compilation and reporting of provisional population totals by the Charge Officers to the District Officers as well as the Director of Census Operations.

(Action by District Census Officers/Charge Officers)

(8-3-1991).

Compilation and reporting of provisional population totals by the District Officers to the Director of Census Operations as well as the Registrar General, India.

(Action by Principal Census Officers/District Census Officers)

(9-3-1991 to 15-3-1991).

Transmission of the filled in schedules and other records by the Charge Offices to the Census Directorate/Regional Tabulation Offices.

(Action by District Census Officers/Charge Officers)

Second Conference of Directors

The second conference of the Directors of Census Operations was held in New Delhi during February 5—8, 1990 to review the preparatory work and arrangements for Houselisting Operations, discuss the organisational matters relating to the 1991 Census and impart training to the Directors of Census Operations and the senior officers assisting them on the main Census enumeration to be conducted in 1991. The conference was attended by me alongwith the Deputy Director Sh. R.K. Aggarwal. It was inaugurated by Sh. R. Srinivasan, Additional Secretary (Judicial), Ministry of Home Affairs. This conference provided an opportunity for free and frank discussion of peculiar problems relating to different States/Union Territories with reference to the schedules prescribed for canvassing. Discussions/conclusions arrived at the conference may be summarised as follows :—

I. Review of preparatory work and arrangements for Houselisting Operations

The preparatory work and arrangements for Houselisting Operations were reviewed and discussed in detail. It was pointed out by many Directors that the State Governments are even now changing the boundaries. It was suggested that a letter from Home Minister to the Chief Minister in this regard would be very effective, for which the Registrar General, India agreed to do. It yielded a good result in case of Haryana. Directors were asked to closely monitor these changes and keep their lists of villages up-to-date.

As regard rural-urban frame, the Director of Census Operations, Rajasthan said that the Government of Rajasthan is yet to issue notification de-classifying 84 municipalities. The Registrar General, India clarified that we cannot afford to wait indefinitely for this notification and we may finalise the urban list taking into account the present status of these municipalities and should monitor the lists of municipalities so that the urban frame could be kept up-to-date before the commencement of the Houselisting Operations.

It was stressed that since the code structure has to be finalised soon, the urban agglomerations should be finalised as early as possible, at any rate, before the Houselisting Operations.

It was explained that SUA boundary should not be changed as far as possible. However, in order to accommodate the outgrowth of a town or the statutory merger of the areas lying outside the boundary of SUA with the towns within the SUA, the SUA boundary could be changed to that extent.

It was made clear that Directors of Census Operations have to incorporate all changes that have taken place after the preparation of the working maps so that the working maps may be updated well in time for the Houselisting Operations.

Directors of Census Operations had explained their difficulties in adopting Urban Frame Survey (UFS) blocks. In fact, the NSSO could adopt the census enumeration blocks after the 1991 Census. The Registrar General, India requested the Directors to adopt the UFS blocks to the extent possible.

The printing and preparation of Charge Registers were discussed in detail. It was decided that paper for printing can be obtained from the Headquarters.

II. Setting up a Regional Offices and other administrative aspects

The question of staff pattern of Regional Tabulation Offices was discussed. The Registrar General, India said that in all 175 posts of Deputy Directors of Census Operations are to be filled up and according to the present recruitment rules, only a few Assistant Directors are eligible for promotion to the posts of Deputy Directors of Census Operations. So we may have to take them on deputation basis.

The Director of Census Operations, Madhya Pradesh wanted to know whether he could locate all the 12 Regional Tabulation Offices in Bhopal itself. He was of the opinion that in such a situation he would be in a position to supervise the work of all the offices personally and there would be no difficulty in finding suitable buildings to house RTOs in Bhopal. The Registrar General, India clarified that Regional Tabulation Offices should be spread out in various regions of the State since the demerits of having all the Regional Tabulation Offices at the State Headquarters could outweigh the merits involved in the proposal.

The question of payment of TA/DA to the enumerators and supervisors attending the training classes was discussed and it was decided that it would be drawn by enumerators and supervisors from their respective Organisations and we would reimburse whatever the State Government decide to pay to the enumerators and supervisors towards TA/DA.

There was discussion on the provision of furniture and racks in Regional Offices. The Registrar General, India said that we could go in for steel furniture if that is cheaper. The Registrar General, India again reiterated that the requirement of furniture to be purchased should be kept at the barest minimum since

our budget is limited. He also clarified that the expenditure on furniture would come under the head "Office Expenses".

As regards providing telephones in the Regional Offices/Regional Tabulation Offices, some of the Directors said that they were not given priority in the matter of allotting telephones by the P & T Department. The Registrar General, India said that this would be taken up with the Department so as to ensure provision of telephones without any delay.

The Directors of Census Operations were of the view that adequate number of vehicles should be placed at the disposal of the Regional Deputy Directors so that the field work could be effectively organised and supervised. In this connection the Registrar General, India suggested that vehicles could be provided in the following manner.

(i) State Government vehicles could be availed of by paying POL charges, and

(ii) Private vehicles could be hired on a limited basis (for short periods) after obtaining necessary sanctions.

III. Preparation of Abridged Houselist

The Deputy Registrar General (C & T) gave a brief background of Houselisting Operations and explained that two copies of Houselist will be prepared by each enumerator for each enumeration block and one copy of this will go to the Directorate of Census Operations and the other will be kept by the Charge Officer. This copy of Housesist will be required by the Charge Officer for the preparation of Abridged Houselist for the use of the enumerator during the main Census. Instructions for filling up the Abridged Houselist were discussed in detail and points raised by the participants were clarified.

It was explained in the conference, how to carve out the enumeration blocks for the main Census. It was suggested that as far as possible houselisting enumeration blocks should be carved out in such position that the same blocks can be adopted for the main census. If, however, in some cases the size of the Houselisting block is big enough which cannot be managed by one enumerator, it has to be split up into two suitable enumeration blocks. Care should, however, be taken in splitting up the block in such a way that these two blocks are identifiable in the field and do not overlap. It was pointed out that there may be cases of merger of two Houselisting blocks or parts of two houselisting blocks to make one Census enumeration block. In those situations, the Abridged Houselist has to be carefully prepared taking into account the serial numbers of households in each of the houselisting blocks merged.

The responsibility for the preparation of Abridged Houselist will be that of Charge Officer.

IV. Instructions to enumerators for the 1991 Census enumeration

The instructions to enumerators for filling up the household schedule and individual slip were taken up and points raised by the participants were clarified then and there. A master copy of the instructions in English and Hindi will be sent after the conference for making translations in the regional languages by the Directorates concerned.

It was stressed by the Registrar General, India that scheduled castes and scheduled tribes should be enumerated strictly according to the list of scheduled castes and scheduled tribes applicable to the respective States/Union Territories. The names of SC/ST returned should invariably be recorded in question No. 10 of the individual slip without fail.

It was clarified that CD blocks numbers are to be given.

As regards Annexure 'J' in the Houselist instructions which contains the list of enterprises, the Director, Central Statistical Organisation said it should be more aptly called list of activities. Since "domestic service" figures in Annexure 'J', it is likely that enumerators may by mistake treat domestic servants as involved in an enterprise. However, it is enough if it is remembered that domestic service is not an enterprise as it is in fact an employment. For all practical purposes "domestic services" may be treated as deleted from Annexure 'J'. It was also clarified that enterprises which cannot be legally run may also be brought under the purview of enterprise list. Porters and coolies will also be treated as running enterprises provided they are not working for wages.

V. Printing of schedules/instructions and other matters

As desired by the Registrar General, India, Deputy Director (Ptg) explained the position of the printing of Individual Slips, Household Schedules, Working Sheets, Enumerators' Abstracts and Instruction Booklets.

The Registrar General, India said that the practice of awarding Census medals for outstanding work and zeal could be continued in the 1991 Census also.

Regarding printing of the District Census Handbooks, a letter has already been issued to the State Govts to keep the prices at the minimum. Directors of Census Operations may also take up this matter with the State Government so that District Census Handbooks may be available at a reasonable price.

The Registrar General, India requested the Directors of Census Operations to arrange for publicity of Houselisting/Census according to the instructions issued from this office from time to time. This should cover radio spot, newspaper advertisements, discussions and talks of Directors of Census Operations over All India Radio and Doordarshan. Publicity measures would also be taken up centrally in consultation with Films Division, DAVP, Directorate of Field Publicity, All India Radio and Doordarshan.

The Deputy Registrar General (Demography) explained in brief the Post Enumeration Check (PEC) and Census Evaluation Study (CES) proposed to be undertaken after 1991 Census.

The Sample Registration Scheme (SRS) and Survey of Causes of Deaths were also reviewed. The Joint Registrar General (Vital Statistics) said that unlike in

the last Census, SRS work should not suffer prior to and during the Census Operations in 1991. The Directors of Census Operations raised the question of availabilty of staff for this work. They said that consequent on promotions in Regional Tabulation Offices, posts of Computors are likely to become vacant. Unless these posts are filled in immediately after they fall vacant, the SRS work could not be attended to satisfactorily. Guidelines have therefore to be provided as to how to fill up the consequent vacancies of Computors.

Our experience in the pretest as well as in the conferences held at all India level confirmed the necessity for providing intensive training both theoretical and practical to different census functionaries to ensure accuracy and proper understanding of the concepts. It was essential to train the officers charged with the task of supervision adequately so that in their turn, they can train up the field level functionaries namely enumerators and supervisors. Therefore, after attending the First Census Conference of Directors at New Delhi, I thought it desirable to hold meetings at Divisional level of Principal Census Officers, District Census Officers, Additional District Census Officers and Sub-Divisional Census Officers. These meetings were held as per following programme :—

Date	*Venue*	*Particulars*
10-1-90	Hisar	Census Officers of Bhiwani, Jind, Hisar and Sirsa districts.
17-1-90	Rohtak	Census Officers of Karnal, Panipat, Sonipat and Rohtak districts.
24-1-90	Gurgaon	Census Officers of Faridabad, Gurgaon, Rewari and Mahendragarh districts.
2-2-90	Ambala	Census Officers of Ambala, Yamunanagar, Kurukshetra and Kaithal districts.

These meetings were inaugurated by the Commissioner of the concerned Division and were very useful in creating awareness about the oncoming Census Operations among all the State Govt. Officers and orienting them in the minuteness of the job.

District level meetings for Houselisting Operations including Economic Census were convened at district headquarters in January-February 1990. The main object of the meetings was to impart training to the senior Census Officers and Charge Officers in matters pertaining to the ensuing housenumbering and houselisting operations. Instructions for housenumbering and houselisting and the filling up of enterprise list were read and explained in detail. Points raised by them were also explained. Senior Officers of the Economic and Statistical Organisation, Haryana also attended the meetings. The opportunity was also taken to review the progress of preparation of notional maps and the town and village directory at the meetings. The meetings were attended by Principal Census Officers (Deputy Commissioners), the District Census Officers (City Magistrates), the Sub-Divisional Census Officers [Sub-Divisional Officers (Civil)], the Additional District Census Officers (District Statistical Officers) alongwith other colleagues of the Economic and Statistical Organisation of the district, and the Charge Officers of both rural and urban areas in the district with their assistants. Some Deputy Commissioners had also instructed the other officers of their districts to attend the meetings to create a sense of involvement in the Census to make it a brilliant success in their districts. Two rounds for imparting theoretical and practical training were organised by the Charge Officers (both in rural and urban charges) for Houselisting Operation in March and April, 1990. Charts showing various schedules for the 1991 Census were used as visual aids to train the Enumerators and Supervisors in filling up the various schedules and to explain certain concepts and definitions to be used in Census. Officers and officials of this Directorate and of the Economic and Statistical Organisation, Haryana were deputed to assist the Charge Officers in conducting the training classes at the time of Houselisting Operation.

For training regarding actual enumeration, meetings of Census Officers of the districts were arranged in the month of November, 1990. These meetings were inaugurated by the Deputy Commissioners of the districts and attended by the District Census Officer, the Sub-Divisional Census Officers, the Additional District Census Officer alongwith other colleagues of the Economic and Statistical Organisation of the district and the Charge Officers of both rural and urban areas in the district with their assistants. District level seminars were held as per following programme :—

Date	Participants
	Census Officers of the District(s)
5-11-90	Sirsa
6-11-90	Hisar and Kurukshetra
7-11-90	Bhiwani and Kaithal
8-11-90	Jind and Ambala
12-11-90	Rohtak
13-11-90	Sonipat and Rewari
14-11-90	Panipat, Yamunanagar and Gurgaon
15-11-90	Karnal and Faridabad
20-11-90	Mahendragarh

In these seminars, training regarding actual enumeration was imparted and clarifications sought by the participants on certain points were readily given by an officer of this Directorate deputed to coordinate the training programme.

Two rounds for imparting theoretical and practical training were organised by the Charge Officers (both in rural and urban charges) for actual Enumeration in the months of December, 1990 and January, 1991. Charts showing various schedules for the 1991 Census were used as visual aids to train the Enumerators and Supervisors in filling up the various schedules and to make them familiar with the concepts and definitions to be used in Census.

I personally joined at some of these seminars at various places alongwith the Deputy Commissioners concerned. The work went off very smoothly and thanks to the co-operation of State Government and District Officers, no difficulties were experienced anywhere.

CHAPTER IV

BUILDING UP OF THE ORGANISATION

When I joined Haryana Census Directorate in the middle of July, 1989, the staff position was as under :—

Name of the post	Number of posts				
	Sanctioned			Filled	Vacant
	Core	1981 Census	Total		
1. Dy. Director	1	—	1	1	—
2. Asstt. Director (T)	1	2	3	2	1
3. Asstt. Director (G)	1	—	1	1	—
4. Research Officer (Map)	1	—	1	1	—
5. Sr. Geographer	1	—	1	1	—
6. Investigator	6	—	6	6	—
7. Office Supdt.	—	1	1	—	1
8. Cartographer	1	—	1	—	1
9. Senior Artist	1	—	1	1	—
10. Artist	1	—	1	1	—
11. Draftsman	—	3	3	3	—
12. Ferro-Print Operator	—	1	1	1	—
13. Hand Press Machine Operator	1	—	1	1	—
14. Statistical Assistant	9	—	9	9	—
15. Computor	16	8	24	21	3
16. Asstt. Compiler	14	—	14	1	13
17. Head Asstt.	—	1	1	1	—
18. Asstt.	2	—	2	2	—
19. Acctt.	1	—	1	1	—
20. U.D.C.	3	2	4	4	—
21. L.D.C.	5	—	5	2	3
22. Stenographer	1	—	1	1	—
23. Hindi Translator Grade II	1	—	1	—	1
24. Proof Reader	1	—	1	—	1
25. Staff Car Driver	1	—	1	1	—
26. Gestener Operator	1	—	1	1	—
27. Daftry	2	—	2	2	—
28. Peon	5	—	5	4	1
29. Chowkidar	4	5	9	6	3
30. Farash	1	—	1	1	—
31. Mali	1	—	1	1	—
32. Sweeper	1	—	1	1	—

In order to cope with the increasing Census work, the Registrar General, India sanctioned the following additional staff during the years 1989-90 and 1990-91 :—

Name of the post	*No. of posts*
Headquarters	
1. Director	1
2. Investigator	2
3. Senior Drawing Assistant (Map)	1
4. Geographer	1
5. Artist	1
6. Draftsman	5
7. Statistical Asstt.	5
8. Computor	7
9. L.D.C.	4
10. Confidential Assistant	1
11. Jr. Stenographer	1
12. Ptg. Inspector	1
13. Proof Reader	1
Editing and Coding Cell	
1. Supervisor	1
2. Checker	4
3. Coder	8
Regional Offices	
1. Deputy Director	3
2. Investigator	3
3. Statistical Assistant	12
4. Jr. Stenographer	3
5. L.D.C.	3
6. Peon/Chowkidar	4

During the year 1991-92 additional staff in the following categories was sanctioned for the Editing & Coding Cell and Regional Tabulation Offices :

Editing and Coding Cell *Name of the post*	*Number o* posts
1. Investigator	1
2. Supervisor	4
3. Checker	13
4. Coder	26
Regional Tabulation Offices	
1. Assistant	3
2. U.D.C.	3
3. L.D.C.	6
4. Supervisor	36
5. Checker	109
6. Compiler	656
7. Casual Labourer	27

Census operations are always conducted with the active cooperation of the State Government who deploy their field staff from the district and tahsil cadres. This staff attends to Census work in addition to their normal duties. They are trained to undertake the Census work by the Census staff. Training was imparted to them twice-once before the Houselisting Operation conducted in May, 1990 and again before the actual enumeration in February-March, 1991. Full details for the conduct of Operations at various stages were conveyed to various census functionaries in the field through circulars issued from the Census Directorate. These circulars cover almost each aspect of the Census work.

In July, 1989 when I joined, one Deputy Director, two Asstt. Directors and one Research Officer were borne on the strength of this office. Three posts of Deputy Directors to look after the three Regional Offices in Haryana were sanctioned by the Registrar General, India, one with effect from 1-10-1989 and two with effect from 1-3-90. Against one of these posts Shri J. R. Vashistha, Assistant Director in my office was promoted to the post of Deputy Director and he was posted to look after the Regional Office set up at Faridabad with effect from July, 1990. Against the other two posts of Deputy Directors, two officers of the Haryana Civil Service were selected but they declined to accept the appointment. These two posts of Deputy Directors meant for Regional Tabulation Offices at Hisar and Panchkula were filled up by the appointment of Officers of the Economic and Statistical Organisation, Government of Haryana by transfer on deputation with effect from 18-12-90 and 24-4-91, respectively. In the absence of the Regional Deputy Directors during the major part of field work, the training and field supervision of the Houselisting Operation and the actual Enumeration were attended to by my officers from the Headquarters. We also availed of the services of 40 officers/staff of the Economic and Statistical Organisation, Government of Haryana for imparting training to enumerators and supervisors and supervision of Census work in the field.

In each district, the Deputy Commissioner was notified as Principal Census Officer, City Magistrate in the office of the Deputy Commissioner as District Census Officer and the District Statistical Officer/Planning Officer/Credit Planning Officer/Economist as Additional Distt. Census Officer. Each Tahsildar & Executive Officer or Secretary of the Municipal Committee was designated as Charge Officer. Naib Tahsildars, Incharge of sub tahsils and Office Kanungos in tahsils were appointed as Additional Charge Officers and Assistant Charge Officers, respectively. The Assistant District Statistical Officers and other staff of the Economic and Statistical Organisation, Government of Haryana were notified as Additional Charge Officers for looking after the Census work.

At the time of 1991 Census, 10 villages were declared as Census towns and the Tahsildars concerned were declared as Charge Officers for the conduct of Census in these Census towns. For attending to the additional work load involved in connection with 1991 Census, the Govt. of Haryana sanctioned the following staff in each district :—

Deputy Commissioner's Office

Assistant	1
Clerk	1
Peon	1

Tahsil Office

Clerk 1

Urban Local Bodies with more than one lac population

1. *Faridabad Complex Admn.*
   Assistant 1
   Clerk 1
2. *Municipal Committee, Rohtak*
   Assistant 1
3. *Municipal Committee, Yamunanagar*
   Assistant 1
4. *Municipal Committee, Panipat*
   Assistant 1
5. *Municipal Committee, Hisar*
   Assistant 1
6. *Municipal Committee, Karnal*
   Assistant 1
7. *Municipal Committee, Sonipat*
   Assistant 1
8. *Municipal Committee, Ambala*
   Assistant 1
9. *Municipal Committee, Bhiwani*
   Assistant 1

These posts were sanctioned upto 31-5-1991 as part of the clerical assistance provided to the State Government by the Government of India in connection with 1991 Census work. The Dy. Commissioners were requested to appoint the best available staff against these posts. The expenditure on this clerical assistance was initially incurred by the State Govt. out of their own budget and was later on reimbursed to them through the Accountant General, Haryana. Apart from the expenditure incurred on the pay and allowances of the clerical assistance provided to the State Government some expenditure was incurred by the State Government on account of payment of TA to the enumerators and supervisors, purchase of stationery, hiring of transport for the despatch of Census material, POL, hiring of furniture for arranging training classes etc. As per instructions of the RG's office, the entire expenditure incurred by the State Government was to be reimbursed through the A.G., Haryana. In other words, the State Government Officers in the districts had to incur the expenditure for Census work from their own budget in the first instance and later on claim its reimbursement through the A.G., Haryana which was a long drawn process. Moreover, sufficient funds were not available in the State Government budget to meet such types of expenditure. So, we had to reimburse such types of contingent expenditure in a few cases direct to the District Census Officers and Charge Officers. It is also suggested that in future such expenditure should be allowed to be reimbursed to the Principal Census Officers/District Census Officers/Charge Officers direct by the Director of Census Operations through bank drafts.

CHAPTER V

TOURING AND TRAINING PROGRAMMES

The need for systematic and intensive touring on the part of the Director and other officers in his Directorate cannot be over emphasised. From my experience as Deputy Commissioner in the field. I knew too well the fate of long circulars issued from the headquarters. I was also aware of the limitations of the Census Organisation which had no direct administrative control over the various State Government functionaries notified for the Census taking. Hence, it was absolutely essential for the Census Officers to get first-hand knowledge of the problems of different places and to establish personal rapport with the officers and non-officials at various levels so as to ensure successful Census-taking. The frequent visits of the Director and other Census Officers in the field also helped in creating proper census consciousness in the State administrative hierarchy. Apart from these, the Director has to acquaint himself in various socio-economic aspects of a common man, because it is a more realistic way to make his subsequent analysis and reports readable, comprehensive, meaningful and realistic.

Having had an opportunity for extensive touring throughout the State for many years I was well acquainted with the land and people of the State. Being a member of the State Indian Administrative Service Cadre, I had also the advantage of personal equation with the State Officers at the Secretariat level and in the field. This ensured their fullest cooperation to my staff in supervising the census work and prompt action on all our requests. Since the Deputy Commissioners are tied down with multiplicity of commitments, it was, therefore, essential to remain in touch with them constantly to maintain a sense of urgency about census work. This was done through personal visits and meetings with them at frequent intervals by me and by my Deputy Directors, Assistant Director and Research Officer. I toured the State to meet the Principal Census Officers and other Census Officers in the districts both at the time of Houselisting and Enumeration with the following objectives in mind :—

(a) To discuss and review the administrative and operational arrangements made by the Deputy Commissioners and Charge Officers at their levels.

(b) To review with the Deputy Commissioners and City Magistrates, the deployment of officers and staff in the field.

(c) To clarify instructions and to remove doubts on pin-point problems in the field.

(d) To attend the training classes of Charge Officers at the time of Houselisting Operation and actual Enumeration which were conducted by Deputy Directors, Assistant Director and Research Officer. In order to create interest amongst the Charge Officers, the presence of Deputy Commissioners was invariably stressed.

(e) During field operations the extensive touring by the Census Officers helped in creating a sense of devotion amongst the enumerators and supervisors for yielding good results. Often a spirit of healthy competition was observable amongst them as they thought that by showing their work to the Director and other Census Officers, they would be able to secure medals for themselves by showing dedicated zeal and outstanding work. Therefore, while admiring their work, I had to tell them that they should get their meritorious work assessed by their supervisory officers for award of certificates and medals.

(f) City Magistrates, Sub Divisional Officers (Civil) and other supervisory officers too further accelerated their task of field inspections at places covered in my tour programme.

I divided the State into supervising zones for my Deputy Directors, Assistant Director and Research Officer and also deputed other senior officials of my office to assist them in supervising census work in the field. They were required to undertake extensive touring so as to develop personal equation with field officers for ensuring the completion of work within the stipulated period. A vehicle is essential for speedy and effective supervision. It also lent some status to the supervising officers in the eyes of the lower field staff. As we had only one staff car, we approached the State Government for providing Government vehicles in the districts for census work. The State Government readily obliged and issued instructions to all the Deputy Commissioners to provide vehicles for census work to my officers (Memo No. 63/63-R-IV-89/25000 dated 17-11-1989 at Annexure C, Pages 97-98). The expenditure on propulsion charges was met by the Deputy Commissioners in the first instance and was reimbursed in lump sum by the Government of India later on. But in some cases officers using the vehicles had to pay the POL charges on the spot and later on got reimbursement from the office after providing cash memos for purchase of POL and photostat copies of the log-books of the vehicles used.

When I assumed charge in July, 1989, there was an old Ambassador Car CHA-2170 in this Directorate which was purchased on 28-5-80 for 1981 Census Operations. After serving for about a decade, covering more than 1,50,000 kilometres on kutcha and pucca roads, the vehicle became unfit for road journeys. Just at this juncture, a new Ambassador car (HR-02-0091) was supplied to this Directorate and delivery was received on 12-4-1990. The old car was disposed off by auction after inviting tenders on 12-7-90 and on that date meter reading was 1,68,088 kilometres. The arrival of this new vehicle solved the transport problem of the Director whose job involved constant touring during the census period.

There are no two opinions on the indispensability of touring in an organisation like the census which has no field formations of its own at the district and tahsil levels to carry out its tasks. There is hardly an iota of doubt that Director of Census is given the responsibility and not the men and machinery matching that responsibility to execute the innumerable time-bound operations of the census. It was only through personal drive and the fullest cooperation of State Government Officers that I was able to achieve the goals. It explains the need to remain in constant touch with field agency through intensive touring.

Training programmes at different levels were planned in advance and executed as per plan. As regards training for houselisting operations, districtwise training sessions were convened at each district headquarters as per following programme :—

Date	*Name of District Headquarters*
29-1-90	Kaithal
5-2-90	Rohtak and Sirsa
6-2-90	Sonipat and Bhiwani
7-2-90	Kurukshetra, Panipat and Hisar
8-2-90	Karnal and Jind
13-2-90	Faridabad
14-2-90	Ambala and Mahendragarh
15-2-90	Yamunanagar and Rewari
16-2-90	Gurgaon

These sessions were attended by all District level Officers, Charge Officers and their Assistants. Procedures regarding filling up of all the schedules were discussed in detail and fully explained with the help of charts. One Officer of my office and one from the Economic and Statistical Organisation, Haryana participated in each of these meetings. After the district level meetings, second phase of training was conducted for imparting training to enumerators and supervisors. For this purpose the charges were distributed among the staff of this Directorate as well as that of Economic and Statistical Organisation, Haryana to co-ordinate the training programmes. Two rounds of training classes in March and April, 1990 were arranged for both Enumerators and Supervisors including those kept in reserve. All arrangements including fixation of venue and size of training classes for these meetings were attended to by the Charge Officers in their respective charges and it was their responsibility to impart training to the staff deputed for Houselisting Operations. As far as possible assistance was provided to the Charge Officers in these meetings by deputing staff from my office as well as from the Economic and Statistical Organisation, Haryana. The training programme for houselisting operations went off quite smoothly and doubts of participants were cleared by the Charge Officers with the help of officers of this Directorate as well as those of the Economic and Statistical Organisation, Haryana who were deputed to co-ordinate such meetings.

Training for actual enumeration also started with a training seminar at each district headquarters for District level Officers, Charge Officers and their Assistants. Training programmes at district level were planned in advance. The district level training seminars were held in the month of November, 1990, details of which are given in Chapter III, 'Preparations for the Census'. Two rounds of training were arranged for Enumerators and Supervisors including those kept in reserve. These rounds of training were organised in the months of December, 1990 and January, 1991. In each training class an officer of this Directorate or that of the Economic and Statistical Organisation, Haryana participated. Constant touring was done in weaker areas. Although training to Enumerators and Supervisors was the responsibility of the Charge Officers/Additional Charge Officers but in real practice Officers and senior officials of my Directorate and of the Economic and Statistical Organisation, Haryana who were deputed to assist the Charge Officers in the training programmes, imparted this training both at the time of Houselisting and Enumeration as the Charge Officers were very busy with their normal duties and by and large restricted their contribution in organising the training meetings. This was indirectly helpful in the way that our men were satisfied that the Enumerators and Supervisors had got proper training at their own hands.

Officers and senior officials of this Directorate and of the Economic and Statistical Organisation, Haryana also assisted the Charge Officers in the distribution of Census material, supervision of actual work at the time of Houselisting and Enumeration and proper receipt of filled-in material, etc. They took the responsibility cheerfully and ensured total coverage and minimised the content errors after checking the work of the enumerators in the field. Post Enumeration Check was got done thorough the Deputy Directors Incharge, Regional Tabulation Offices.

Generally speaking my touring was undertaken in connection with :—

(a) Introduction with the field agency, to discuss and review the administrative and operational arrangements and to clarify instructions on specific points.
(b) Houselisting.
(c) Enumeration.
(d) Checking and review of the progress of actual Census work.
(e) Tabulation work in the Regional Tabulation Offices.
(f) Visits to Delhi to the office of the Registrar General, India to discuss various administrative and technical matters.
(g) Participating in the conferences of Directors of Census Operations.

Haryana being a small state, I could travel by staff car. I did not feel any difficulty in reaching the aimed destination after the arrival of new Ambassador car because of good net work of roads in the state. For meetings and conferences outside the state, I did resort to air travel on occasions. I put my Deputy Directors, Assistant Director, Research Officer and other senior officials on intensive touring after allotting charges among them. I visited their charges and often took them with me for spot checking. Helpful attitude of the District authorities towards my staff in providing vehicles and arranging accommodation made possible intensive touring without much inconvenience and facilitated efficient supervision and better results.

CHAPTER VI

CENSUS SCHEDULES AND INSTRUCTIONS TRANSLATION, PRINTING AND DISTRIBUTION

The schedules and questionnaires for collection of data during the Houselisting Operation in the year 1990 and the main Census in 1991 were discussed in the First Conference of Data Users held at New Delhi during April 18—20, 1988. Following this conference, an Advisory Committee on Technical Issues connected with the 1991 Census was appointed by the Ministry of Home Affairs. Based on recommendations of this committee and the results of the first and second Pretests held in Nov-Dec., 1988 and June-July, 1989, respectively, the schedules and questionnaires for the 1991 Census were finalised.

Haryana being a Hindi speaking State, the Census schedules were used in Hindi, and arrangements for their translation and printing were made by the office of the Registrar General, India centrally. All we had to do was to make arrangements for the printing of some forms and registers used at the Enumerator, Supervisor and/or Charge levels and the special manuals for the use of Enumerators and Supervisors both for the Houselisting Operation and the actual Enumeration.

Estimates of requirements

The requirements of various schedules and the instructions booklets for Haryana State both for training and actual use were estimated in our office on the basis of set formulae, based on the projected population for 1991. For Houselist forms, the total projected population was divided by 5 to get the estimated number of households. The 1981 Census houses used as non-residential or lying vacant were inflated by 25% and this figure was added to the estimated number of households so as to calculate the likely number of entries for houselisting. The total number of entries were divided by 20 (10 lines on each side of the form) to estimate the number of forms. This number was inflated by 15% to account for wastage and for use in training etc. and then doubled as the houselists are prepared in duplicate.

The requirements for Individual Slips and Household Schedules were worked out based on the projected population. In the case of these two schedules, extra provision was made since these schedules were to be supplied to the Enumerators in pads of 50, 25 and 10 for individual slips and books of 23 and 11 in the case of household schedules.

The requirements of instructions booklets and various other forms were based on the likely number of Enumerators and Supervisors to be deployed including those to be kept in reserve. The number of Enumerators was arrived at by dividing the estimated rural population by 750 and urban population by 600. For every five Enumerators, one Supervisor was taken into account. To this number of Enumerators and Supervisors was alded 25% as reserve personnel. The number of forms for notional maps and layout sketches (forms for both being similar) were worked out four times the number of estimated Enumerators as two forms were required for each block both at the time of houselisting and the actual enumeration. The schedules/forms required for training purposes were worked out separately as these were to be printed in red colour.

Since Hindi is the official language of Haryana State and is understood throughout the State, we placed our requirements of all these schedules/forms and instructions booklets in Hindi with the office of the Registrar General, India, as early as in January, 1989 for being printed centrally. However, we asked for 1000 copies each of instructions booklets and schedules/forms in English for training purpose, as the English versions were also to be printed centrally.

Details of the instructions booklets and various schedules/forms received from the office of the Registrar General, India both for training and actual use for houselisting as well as actual enumeration are given in Annexure D, pages 166-167.

In addition we got following items printed locally from the Chandigarh Administration Press, except first three items which were got printed from private presses :—

1. The Census Act, 1948.
2. The East Punjab Enumeration of Dwellings Act, 1948.
3. Census Calendar.
4. Appointment letter-cum-Identity card for Enumerators (separately for Houselisting and Enumeration)
5. Appointment letter-cum-Identity card for Supervisors (separately for Houselisting and Enumeration)
6. Charge Registers (separately for Houselisting and Enumeration)
7. Attendance and Forms Registers (separately for Houselisting and Enumeration)
8. Training Letters (separately for Houselisting and Enumeration)
9. Training Charts (separately for Houselisting and Enumeration)
10. List of Scheduled Castes in Haryana.
11. Supervisor's main functions and responsibilities (separately for Houselisting and Enumeration)
12. Charge (Houselist) Abstract.
13. Charge (Enumeration) Abstract.
14. Posters (two types)

15. Slips forpasting on the bundles of training material for enumeration.
16. Slips for pasting on the bundles of actual material for enumeration.
17. Inventory for Enumerators.
18. Inventory for Supervisors.
19. Inventory for Charge Officers.
20. Inventory for Post-Graduate Degree Holders and Technical Personnel Schedules.
21. Calendar of events.

Details of all these items printed at the time of Houselisting and Enumeration are given separately in Annexure D, page 167.

Distribution of Census Schedules

Estimated requirements of the instructions booklets and various forms/schedules for each charge were carefully worked out by us and the material was sent by hired trucks in neatly packed bundles. We sent our own officials also with each truck so as to ensure that the material reached its destination in time and was delivered to the respective charges properly. The system went off very well. The district-wise statements of instructions booklets and various forms/schedules sent during the Houselisting Operation and actual Enumeration, both for training and actual use, are given in Annexure D, pages 168—172.

The Charge Officers were given guidelines for the distribution of various schedules and forms to the Enumerators and Supervisors for their use during Houselisting and Enumeration, vide my Circular No. 5 dated 12-3-1990 and Circular No. 13 dated 12-12-90 respectively (Annexure D, pages 134-135 & 153—156.

Despite specific instructions on the conservation of the schedules and liberal supply based on estimates calculated as per estimated population for the Houselisting Operation and as per the houselist population for the actual enumeration; there were quite heavy demands from several charge officers. These extra demands were met from the state reserve kept in our office and the material had to be rushed through special messengers. There had evidently been over-indenting of the material by some charge officers. In many cases, the charge officers did not work out their requirements vis-a-vis the material supplied to them but made extra demands just out of over anxiety; especially in the case of rural charges.

CHAPTER VII

PROCUREMENT OF MAPS

It has always been a regular taskwork on the eve of each Census Operation to finalise the jurisdictional frame as well as maps, taking into account the decadal changes during the inter-census period. It is so because the main objective of the Census is to see that every individual in the entire country is covered without any omission or duplication. To achieve this purpose the whole operation has to be thoroughly planned and while doing so, maps of various types, each serving specific purpose are to be prepared at various stages for presenting and analysing the Census results. For planning we require administrative maps that show the location and boundaries of every administrative unit down to the level of a village and a town. These maps depict the clear-cut boundaries of an area in which Census is to be conducted and ensure that there is no over-lapping of boundaries between the neighbouring States or between one district and another or between rural and urban areas in a tahsil. These maps are essential for a Charge Officer for clear understanding of his jurisdiction and to ascertain that no area is left uncovered or counted twice.

In pursuance of the convention, the Registrar General, India vide his letter No. 9/12/87-CD(CEN) dated 24th June, 1987 gave a directive to all the Census Directorates to take necessary preparatory steps for the finalisation of the tahsilwise village lists and urban units in the State and endorsed a copy of this letter to the Chief Secretaries of all States with a request to render necessary assistance to the Census Directorate at the State level in up dating the jurisdictional frame of all units. Before I took over, the office had moved the State Government to issue instructions to the district authorities to attend to this work. In turn, the State Government had issued instructions to the district authorities for the supply of following materials to the Director of Census Operations, Haryana, Chandigarh :—

1. Lists of all villages and towns of each tahsil in a district, giving the name (both in English and Hindi) of each village, Hadbast number and area in hectares and for each town its name and as to whether there is a Municipal Committee or a Notified Area Committee;

2. A map of the District (Scale 1"= 4 miles) showing tahsil boundaries, means of communications, rest houses, police stations and location of towns;

3. A map of each Tahsil (Scale 1" = 1 mile) showing village boundaries, village names with Hadbast numbers, location of towns, rest houses, police stations, railways, roads, etc;

4. A map of each town on any scale showing ward boundaries, street pattern and other important landmarks; and

5. Notifications issued since 1st January 1980 affecting jurisdictional changes in districts, tahsils and towns.

The district, tahsil and town authorities responded quickly and started sending whatever maps they had without caring much about their correctness. Some maps were old and the villages did not tally with the accompanying village list. Certain maps were of good quality and could make a mosaic of a district but many did not adjust with the boundaries of the adjoining districts. The reason probably was that these were not prepared by officials possessing cartographic skill. Most of the town maps were of good quality but some did not have ward boundaries marked on them.

Detailed instructions were received from the Registrar General's Office vide Circular No. 2 issued vide No. 24/3/87-Map- 1181 dated 23rd May 1988 for updating of maps at tahsil, district and State levels for 1991 Census and are given at Annexure A, pages 70—72. This is the first time in Census history that such detailed instructions for up-dating the jurisdictional maps and preparation of working maps were sent in advance so that a complete coverage as per latest administrative set up could be achieved smoothly with the help of updated maps.

Since our tahsil maps of 1981 Census were on scale 1 "= 2 miles, so the updating of tahsil maps and preparation of working maps for tahsils were undertaken on scale 1 "= 2 miles. District maps were prepared on scale 1 : 250,000 and State map on 1 : 1,000,000 and the town maps on different scales as per availability of urban maps. District and tahsil maps were updated keeping in view the tahsilwise village lists. Four ferro print copies of each district and tahsil map were sent to the concerned Deputy Commissioner and Tahsildar with the request to examine the map and certify the correctness of the boundaries and other particulars given on the map. They were required to give a certificate on the map i.e. "Verified. Particulars and boundaries are correct upto 30-6-89" and to return two ferro print copies of the map to this Directorate. We got full co-operation from the State Government agency and the maps were got authenticated well in time. Then there were 12 districts and 46 tahils in Haryana. In October 1989, four sub-tahsils (Barara, Ellenabad, Rania and Faridabad) were upgraded as tahsils and three new tahsils (Panchkula, Tosham and Narnaund) were created by re-demarcating the boundaries of adjoining tahsils. Consequent upon the re-organisation of the districts in the State, four new districts (Yamunanagar, Kaithal, Panipat and Rewari) were created which started functioning w.e.f. 1-11-89. As a result thereof,

the jurisdictions of Ambala and Hisar Divisions were altered with effect from the 1st day of November, 1989 to form four Divisions, namely Ambala Division comprising the areas of Ambala, Yamunanagar, Kaithal and Kurukshetra districts; Gurgaon Division comprising the areas of Gurgaon, Faridabad, Mahendragarh and Rewari districts; Rohtak Division comprising the areas of Rohtak, Sonipat, Panipat and Karnal districts, and Hisar Division comprising the areas of Hisar, Sirsa, Jind and Bhiwani districts. In addition, there were wholesale changes in the limits of tahsils and districts which complelled us to revise/redraw the working maps for districts and tahsils on top priority basis as the Houselisting Operation was to be conducted in May 90 as per latest jurisdiction. The district and tahsil maps and tahsilwise village lists were updated and got authenticated in December 1989 with a certificate on each district and tahsil map i.e. "Verified. Particulars and boundaries are correct upto 30-11-89." I remained in constant touch with the State Government officers regarding the need of freezing the boundaries so that we could use the Census data with latest jurisdiction for development and planning work. As a result thereof there were no jurisdictional changes from 30-11-89 to 1-1-90. I again requested the State Government not to change the jurisdictions of districts, tahsils and municipal limits from 1-1-90 to 30-6-91 (Letter No. Census-Hr-O-27017/89 dated 13-2-90). We got the letter issued from Home Minister to Chief Minister of Haryana to freeze the boundaries (D.O. No. 9/15/89-CD(CEN) dated 14th May 1990). In response to Home Minister's request, the Chief Minister of Haryana had assured the honourable Home Minister that there will be no jurisdictional changes upto June 1991 (D.O. No. 60-(CM)J-4-90/17092 dated 28th June 1990). Accordingly, the boundaries were freezed w.e.f. 1-1-90 for the conduct of 1991 Census and Census data was tabulated as per jurisdiction as on 1-1-90. The State map was sent to the Deputy Registrar General, India (Map) for getting it certified from the Surveyor General of India. The State map was also got authenticated from the Financial Commissioner and Secretary to Govt. of Haryana, Revenue Department through Director of Land Records, Haryana. Town maps were procured and prepared on different scales showing ward boundaries, street pattern, names of important buildings, schools, offices, important landmarks, etc. and were got authenticated from the respective town authorities. These maps were very useful in planning the Census programme.

Notional Maps and Layout Sketches

Jurisdictional maps acted as guide maps explaining the whole area of a charge. These maps were essential for effective control and supervision of the operation. In order to ensure complete coverage it is essential to locate and identify the buildings and houses. The notional map, as its very name indicates, is a map which is not drawn to scale. It is prepared for the entire village or urban block and is meant to show the location of each enumeration block within the village or town. Whether it is for a village or an urban block, the notional map is meant to show the general topographical details of the entire village or urban block in a town. It includes permanent features and important landmarks such as village site, well known roads, cart tracks, hills, river and nallas, etc. as also railway line and similar distinct features. Specimen of notional maps and layout sketches for rural and urban areas are given at Annexure F (page 203). These were published in the booklets entitled "Instructions to enumerators for filling up the Houselist" and "Instructions to enumerators for filling up the Household Schedule and Individual Slip".

Layout sketch is a detailed map of the block assigned to an enumerator in which he is to show each house and building, streets and important landmarks. This is a freehand drawing of the block assigned to an enumerator without any scale. Its purpose is to ensure complete coverage without any omission or duplication. These were got prepared on standardised forms.

Notional maps and layout sketches of the enumerator's blocks were prepared by the enumerators both at the time of houselisting and enumeration. Forms for notional maps and layout sketches both for houselisting and enumcration were supplied by the Registrar General's office.

Keeping in view the necessity of notional maps for complete coverage without omission or duplication I wrote a letter to Principal Census Officers in the State (Circular 1) to get the notional maps prepared for each village in a tahsil and each ward in a town showing topographical details, permanent features and landmarks, such as abadi area, roads, nallas/nadis, canals, cart-track, places of religious importance, schools, Panchayat Ghar, Chaupals, Dharamshalas, etc. These were got prepared through Patwaries and municipal engineering staff on a uniform size of paper supplied by our office. These notional maps proved very useful for ensuring that no area was left out at the time of houselisting and enumeration and were also helpful to the enumerators and supervisors to know their area of operation.

Mapping Unit

When I joined this organisation, the map section was manned by Research Officer (Map), Senior Geographer, Senior Artist, Artist, three Draftsmen, Hand Press Machine Operator and Ferro Print Operator. The post of Cartographer was lying vacant for an appreciable time even after my joining due to bar in recruitment. However, one post of Senior Drawing Assistant (Map), one post of Geographer, one post of Artist and five posts of Draftsman were sanctioned after my assumption of charge to cope with the work load of 1991 Census. It was good to us that Research Officer (Map) which was for the region of J & K, Punjab, Haryana, H.P., Union Territory of Chandigarh and Delhi, had his headquarters in my office and I was using his services in mapping work as well as other Census work as per needs. His posting in my office had definitely placed the map section on a sound footing and I feel that the post of Research Officer (Map) should be given to each Census Directorate to supervise this highly technical work constantly.

CHAPTER VIII

PREPARATION OF RURAL AND URBAN FRAME

The criteria for classifying a place as urban in the 1991 Census were prescribed by the Registrar General, India in his Circular No. 3 (Annexure A at pages 74—76. It has been the tradtion of the Indian Census to present the Census results for rural and urban areas separately. In fact this classification of Census data into rural and urban units is generally recognised all over the world and presented accordingly. It is, therefore, necessary to demarcate these areas carefully well before the Census itself. The definition of an urban unit adopted since 1961 Census was as follows :—

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

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

(i) A minimum population of 5000;

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

(iii) A density of population of at least 400 per square kilometre (1000 per square mile).

This definition had worked and brought out some uniformity of concept throughout the country. It was, therefore, decided to retain the same definition, for the 1991 Census too. At the time of 1971 Census, places having municipalities, cantonment boards, notified area committees were treated as towns only. Other demographic characteristics declaring a place as urban centre were not tested as the State Government did not favour creation of Census towns based on the definition and the then Director of Census Operations, Haryana did not use this criteria for declaring any rural areas as urban. But at the time of 1981 Census, the above demographic criteria were tested and as a result four villages were declared as Census towns (non-municipal) namely Babiyal in Ambala district, Samalkha in Karnal district and Jharsa and Gurgaon (Rural) in Gurgaon district. Panchkula Urban Estate in Ambala district was also treated as a town in 1981. The Faridabad Cmplex Administration consisting of Faridabad township, Faridabad old and Ballabgarh towns of 1971 and some surrounding villages in Faridabad district was treated as an independent town in 1981. In addition, all areas having a municipality or cantonment board were treated as towns.

At the time of 1991 Census, the case of all rural units having a population of 4,000 or more in the 1981 Census, was examined. For such cases, the composition of the working force and the density of population were examined as specified in Registrar General's Circular No. 3, to see whether these areas qualified to be categorised as urban. As such, initially eleven areas were considered as census towns in 1991 but with the extension of limits of Rewari town, the most of the settlement area of village Qutabpur Mola which was being considered as Census Town was dropped. Jharsa Census town of 1981 could not fulfil the criteria required for an urban area and was dropped from the town list of 1981 Census alongwith Rania M.C. which was denotified as rural. Ten Census towns of 1991 Census were Pinjore (Rural) and Babiyal of Ambala district; Mustafabad, Farakhpur and Bilaspur of Yamunangar district; Uncha Siwana of Karnal district; Kheri Sampla of Rohtak district, Dundahera and Gurgaon (Rural) of Gurgaon district and Dharuhera of Rewari district. The total number of towns in 1991 Census has thus risen to 94 as compared to 81 of 1981 and 65 in 1971 Census. A list of urban areas for 1991 Census may be seen at pages 31-32 of this Chapter.

The lists of villages for all the tahsils in Haryana received from the Deputy Commissioners were tallied with the 1981 Census village lists taking into account all the jurisdictional changes since 1981 and discrepancies observed were reconciled in consultation with revenue authorities concerned. We completed this exercise in the middle of 1989 alongwith the updating of maps but due to reorganisation of the districts in October 1989 when wholesale changes in the jurisdictions of tahsils and districts were experienced with the creation of new districts and tahsils, we had to do this exercise again and get the village lists and maps certified from the respective tahsildars again in December 1989. The discrepancies in spellings of village names, hadbast numbers and compilation errors were reconciled, and the boundaries were freezed with effect from 1-1-1990.

As was in 1981, there was no population residing in the reserved forest area of Morni Hills of Ambala district. A revenue estate was considered as the smallest unit for the conduct of Census in this area also.

There were enormous changes in the jurisdictions of districts and tahsils as the number of districts increased to 16 in 1991 as against 12 in 1981 and the number of tahsils went upto 53 in 1991 against 39 in 1981. Sirsa is the only district which did not experience inter-district changes but its tahsils' boundaries had recorded change due to shifting of villages from one tahsil to another and also with the creation of two new tahsils within Sirsa district. Since there was frequent shifting of villages from one tahsil to another with the creation of new tahsils and districts and also due to revision of tahsil and district limits, we had to keep a constant eye on these changes because some tables are to be generated from the old Census data as per 1991 jurisdiction for comparison purposes. We got the copies of notifications regarding changes in the boundaries of tahsils and districts from the State Government.

Urban Agglomeration

The concept of urban agglomeration adopted for the first time during the 1971 Census was an improvement over the concept of 'town group' adopted in 1961 Census. At the time of 1981 Census it was decided to adopt it and to present the data on the same lines as in 1971 Census. Vide Circular No. 4 dated 13-4-89 (at Annexure A, pages 77—80), the Registrar General, India directed us that the concept of urban agglomeration adopted for the 1981 Census will remain valid for the 1991 Census as well. Accordingly, an urban agglomeration must form a continuous urban spread constituting a town and its adjoining urban outgrowths (OGs) or two or more physically contiguous towns together with continuous well recognised urban growths, if any, of such towns. In several areas around a core city or statutory town have come up fairly large well recognised railway colonies, university campuses, military camps, etc. and even though they are outside the statutory limits of the corporation, municipality or cantonment board they fall within the revenue limits of the village or villages which is or are contiguous to the town. It may not be realistic to treat such areas lying outside the statutory limits of a town as rural units, at the same time each individual area by itself may not satisfy the minimum population limit to qualify it to be treated as an independent urban unit. Such areas deserve to be treated as an integrated urban area. Each such agglomeration may be made up of more than one statutory town adjoining one another such as a municipality and the adjoining cantonment and also other adjoining urban outgrowths which did not qualify to be treated as individual towns in their own right should be treated as urban appendages of the units to which they are contiguous.

In 1971 Census, no urban agglomeration was recognised in Haryana in the absence of any such proposal from the district authorities. But at the time of 1981 Census the then Registrar General, India stressed that proposal for formation of urban agglomerations should be duly considered and we asked the district authorities to send proposals for recognising urban agglomerations with detailed instructions on the subject. The proposals were received and scrutinised in this office and the Registrar General, India approved four urban agglomerations as recommended by us.

The Registrar General's instructions regarding formation of urban agglomerations (Annexure A, Pages 77—80) and our letter No. Census-HE-O-1(011)/89 dated 12-5-89 to all the Deputy Commissioners (Annexure D, Pages 105—109) indicate the points to be kept in mind while determining urban outgrowth in relation to a town and urban agglomeration in general. These points are reproduced below :—

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

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

(iii) While determining the urban outgrowth of a town, it should be ensured that it possesses the requisite urban features in terms of infrastructure, viz. the characteristics and amenities. The outgrowth should be a viable unit such as a village or a hamlet or a colony and identifiable in relation to its boundaries and location.

Accordingly we received proposals from the municipal authorities through the concerned Deputy Commissioners which were scrutinised in my office and after spot verification, the following seven proposals (including four of 1981) were recommended to the Registrar General, India and got approved.

(1) **Ambala Urban Agglomeration**

Consisting of twin towns of Ambala Cantonment (CB) and Ambala Sadar (M.C.)

(2) **Yamunanagar Urban Agglomeration**
Consisting of three adjoining towns of Jagadhri (M.C.), Jagadhri Workshop Railway Colony (M.C.) and Yamunanagar (M.C.)

(3) **Pundri Urban Agglomeration**
Consisting of Pundri (M.C.) and part of Village Fatehpur (Outgrowth)

(4) **Karnal Urban Agglomeration**
Consisting of Karnal (M.C.) and part of Sector 6, Urban Estate (Outgrowth)

(5) **Bahadurgarh Urban Agglomeration**
Consisting of Bahadurgarh (M.C.) and Sector 6, HUDA (Outgrowth)

(6) **Gurgaon Urban Agglomeration**
Consisting of Gurgaon (M.C.) and Gurgaon (Rural) Census Town (Non-municipal)

(7) **Hisar Urban Agglomeration**
Consisting of Hisar (M.C.) and two outgrowths namely Haryana Agricultural University Campus and Mini Secretariat.

Urban Agglomerations at serial numbers 1, 2, 6, and 7 above were also in 1981 Census and were accepted without any change.

Standard Urban Area

At the time of 1961 Census, the concept of 'town group' was adopted. If two or more towns formed a compact unit, the entire area was labelled as one town group. This concept had invited criticism as the data for such town groups usually become incomparable because it did not account for rural areas falling between the towns or urban units of the town groups.

In view of this, the presentation of data by town groups was done away with since 1971 Census. Instead a new concept of Standard Urban Area was introduced in 1971 Census which was defined as the projected growth area of a city or a town having 50,000 or more population in 1971 as it would be in 1991, taking into account not only the towns and villages which will get merged into it but also the intervening areas which are potentially urban. It was a long-term planning area and was to remain as a continuous statistical reporting unit during the three successive Censuses-1971, 1981 and 1991 irrespective of the changes in the boundaries of the local administrative units within the tract. The Registrar General's instructions regarding the delineation of Standard Urban Areas of 1991 Census may be seen at Annexure A Pages 80-81 (Circular No. 5).

In the 1971 Census, the demarcation of following 11 Standard Urban Areas was done in consultation with the State and Central Town and Country Planning Departments which remained valid in 1981 and 1991 Censuses :—

(1) Ambala-now in Ambala district
(2) Yamunanagar } now in Yamunanagar district —
Jagadhri }
(3) Karnal — now in Karnal district
(4) Panipat — now in Panipat district
(5) Sonipat — now in Sonipat district
(6) Bahadurgarh — now in Rohtak district
(7) Rohtak—now in Rohtak district
(8) Faridabad Complex—now in Faridabad district Administration
(9) Gurgaon—now in Gurgaon district
(10) Bhiwani—now in Bhiwani district
(11) Hisar—now in Hisar district

In 1971 Census, 304 Standard Urban Areas were delineated throughout the country on the basis of 1961 Census population of towns and by projecting their population for 1971. In 1981 Census, 28 additional SUAs were delineated in consultation with the Town and Country Planning Departments of States concerned in respect of those core towns having a population of 50,000 or above for which no SUAs were delineated in 1971 for such reasons, as their limited growth potential or in whose case the population projections made earlier were lower but which exceeded a population of 50,000 on the basis of the actual 1971 enumeration. In 1971 it was found that Bahadurgarh in Haryana had failed to register a population of 50,000 and above. However, it was decided in principle to retain all the SUAs already delineated irrespective of the population of their respective core towns. It has now been decided in the light of the concept of Standard Urban Areas that no fresh delineation of SUAs are to be made on the basis of projected or 1991 Census population. Although there was no new Standard Urban Area in our State, some deviations were found in the components of some of old SUAs. These changes were due to consolidation of area figures or wrong reporting of area by Bhiwani municipal committee at the time of 1981 Census or extension of statutory limits of Sonipat, Rohtak and Hisar SUAs as spill over areas. Sonipat S.U.A. consisted of one urban unit (Sonipat) and 26 rural units in 1981 but in 1991 it comprises of one urban and 23 rural units. Three rural units namely Garhi Barahmanan, Jamalpur Khurd and Kalupur have become fully merged within the Sonipat M.C. with the extension of its limits. Its urban area has increased from 21.37 Km^2 in 1981 to 28.32 Km^2 in 1991. It is a case of spill-over urban area where 0.17 Km^2. area of village Jawahri has been statutorily merged in Sonipat M.C. but lying outside S.U.A. boundary. It contains only 196 population as per 1991 Census. Rohtak S.U.A. comprising of one urban unit (Rohtak) and 5 rural units in 1981 is another case of spill-over area. Its urban area has increased to 28.38 Km^2 in 1991 from 22.03 Km^2 in 1981. It also includes 1.30 Km^2 area of village Para in the extended limits of Rohtak M.C. but lying outside the S.U.A. boundary. But this spill-over urban area has no population. The third case of spill-over area is of Hisar S.U.A. Though there is no change in the rural and urban components of Hisar S.U.A., yet its urban area has become 49.43 Km^2 in 1991 from 41.38 Km^2 in 1981 due to extension of statutory limits of Hisar M.C. Because of extension of statutory limits of municipal committee, 1.65 Km^2 area of villages Bir Hisar and Satrod Kalan has come within Hisar M.C. This spill-over urban area contains a total population of 323 only as per 1991 Census. The procedure for presentation of S.U.A. data has been laid down in Circular No. 29 of the Registrar General, India. The manner of presentation of data in Table A-5 is more or less the same as was in 1981 Census except that the particulars of urban spill-over, if any, are to be shown separately in part (b) for each S.U.A. This has solved the problem of having to change the boundary of S.U.A. to accommodate the urban spread of U.As which have grown beyond the S.U.A. limits without disturbing the boundary of S.U.A. Detailed explanation for such changes will be given in Part II-A report later.

If one compares the maps of SUAs of 1971, 1981 and 1991 one would find that SUA maps of 1971 simply explain the jurisdiction of rural and urban components of a particular S.U.A. At the time of 1981 Census a high grade of cartographic skill was adopted to show rural-urban components, built up area, transportation net work, etc. but in 1991 Census, additional information about the growth of population during 1981—91 in each component of the SUA and spillover area, etc. with latest mapping technique has been depicted as per Circular No. 17 of the Registrar General, India available in relevant office file.

Freezing of Boundaries of Administrative Units

Census aims at enumerating each individual of the country for once in one particular time (on the reference date) without any omission or duplication. Such individuals live either in villages or towns or in clusters. In order to ensure complete coverage, it is absolutely necessary to divide the entire country into small enumerators' blocks within each administrative unit both in rural and urban areas. The process of determining the blocks starts much in advance of the actual Census and then they are demarcated on Census maps to avoid over-lapping or omission of areas. For

the efficient conduct of the Census it is absolutely necessary to ensure that the boundaries of the administrative units, namely, district, tahsil, village and town are not disturbed after the enumeration blocks have been made. It was, therefore, emphasised in the Registrar General, India's letter dated 17/20 February 1989 (Annexure A at page 72 addressed to the Chief Secretaries of all States and Union Territories to finalise all jurisdictional changes before 1-10-1989. The Additional Secretary to the Government of India in the Ministry of Home Affairs had written well in advance to the Chief Secretaries of all States and Union Territories vide his letter No. 9/15/89-CD (CEN) dated 10th May 1989 (at Annexure A, page 73) regarding the fixity of boundaries of the administrative units and desired that since the work regarding demarcation of Enumeration Blocks was to be started from the 1st October 1989, all jurisdictional changes in the administrative units found necessary should be effected well before 1st October 1989, and that it should be ensured that no changes whatsoever are made in the boundaries of units during the period from 1st January 1990 to 30th June 1991.

My office remained in constant touch with the State Government to see that the jurisdictional changes come to our notice without any delay. In October 1989, the reorganisation of the districts had been made which came into effect from 1-11-1989. As a result of wholesale changes, we had to redraw the jurisdictional maps, update the village lists and again got them authenticated from the respective authorities in December 1989. There was no further change in the jurisdictions of districts and tahsils upto 1-1-90. I again requested the State Government not to change the jurisdictions of districts, tahsils and municipal limits from 1-1-90 to 30-6-91 (Letter No. Census-Hr-0-27017/89 dated 13-2-1990 at Annexure D, page 131). We also got a letter issued from the Honourable Home Minister to Chief Minister of Haryana to freeze the boundaries upto June, 1991 (D.O. No. 9/15/89-CD (CEN) dated 14th May 1990 at Annexure A, page 87). In response to Home Minister's request the Chief Minister of Haryana had assured the Honourable Home Minister that there would be no jurisdictional changes upto June 1991. (D.O. No. 60(CM) J-4-90/17092 dated 28th June, 1990 at Annexure C. pages 101-102.

Location Code

During the Census Operations, an enumerator is required to canvass various schedules at the time of houselisting and actual enumeration. For the purpose of easy identification of individual cases, it would be necessary to co-relate the same to the concerned administrative unit viz. district, tahsil, village, town, and ward. It is evident that writing of such details on every sheet would involve a lot of scriptory work. Location code is, therefore, a simple device by which every area in the State can be identified by assigning specific code numbers for different levels of administrative units. Each such area can then be referred to by a combination of such numbers. The system adopted for allotment of such code numbers to districts, tahsils, towns and villages had been designed by the office of the Registrar General, India and Haryana was allotted '8' as the State code.

The instructions communicated in Circular No. 10 of the Registrar General, India, had elaborately discussed the procedure for code numbering. (Available in relevant office file). In pursuance thereof, I had to issue Circular No. 1 giving location code numbers for the State, districts, tahsils and towns in Haryana. My Circular No. 2 also contained a list of Community Development Blocks in Haryana which were arranged districtwise and within the district the names and code numbers of C.D. Blocks were given which were to be adopted in Census. The location code adopted for the Census Operations has 5 elements viz. State, district, tahsil or town, village or ward and enumerator's block number.

The State code for Haryana communicated by the Registrar General, India as '8' to be adopted in all Census documents is the first element of the location code in Arabic numerals. The districts in the State were given serial numbers on the basis of contiguity and old practice, while keeping the jurisdiction of a Division intact. All the sixteen districts were then numbered continuously from 1 to 16 and the district number thus became the second element of the location code. After the district, the next element of location code for the rural charge is tahsil, whereas the town constitutes the urban charge. So far as tahsil is concerned all the tahsils in a district are serialised in a convenient manner and numbered continuously beginning from number 1 onwards in each district. Tahsil numbers thus assigned constituted the third element of the location code in the rural areas and were depicted in Arabic numerals. Leaving aside the rural area in a district, all towns either statutory or non-municipal were given location code numbers in Roman figures, to distinguish them from rural frame, continuously within the district normally in the sequence of tahsils in a district and numbered continuously beginning from number I onwards for each district. Town numbers thus assigned constituted the third element of the location code in the urban areas and were depicted in Roman figures.

Revenue village together with all its hamlets was considered as the smallest administrative unit for rural areas and accordingly every village was given a code number in Arabic numeral. Each village in a tahsil was numbered in a particular order usually beginning from the north-west point of the tahsil with number 1 and proceeded in a serpentine manner keeping in view the acceptable geographical contiguity with convenience down to the south-east point at the end in a tahsil. Tahsilwise village lists were prepared as per code numbers in ascending order and were sent to respective tahsildars for adoption. Like the village forming the lowest unit in the rural areas each town in the urban areas has been delimited into wards for administrative convenience. Each ward of the town was assigned a code number having continuous serial for each town and such code was noted in Arabic numeral. Thus, the village in rural charge and ward in urban charge were assigned a code number which constituted the

fourth element of location code for easy identification. Thus every village in the rural charge or every ward in urban charge was divided into one or more enumeration block(s) in accordance with the prescribed norm of work load. Such blocks in the rural charge or in the urban charge were assigned code numbers which had a continuous serial for the charge. The enumerator's block number constituted the fifth element of location code which was to be given within brackets. The location code numbers thus allotted to sixteen districts, fiftythree tahsils and ninetyfour towns falling in Haryana State were as follows :—

LIST OF DISTRICTS/TAHSILS/URBAN AGGLOMERATIONS/CITIES/TOWNS

District	Location Code No.	Tahsil	Location Code No.	Urban Agglomeration/ City/Town	Location Code No.
1	2	3	4	5	6
Ambala	1	Kalka	1	Kalka (M.C.)	I
				Pinjore (Rural) (C.T.)	II
				*H.M.T. Pinjore (M.C.)	III
		Panchkula	2	*Panchkula Urban Estate (E.O.)	IV
		Naraingarh	3	Naraingarh (M.C.)	V
		Ambala	4	Ambala (M.C.)	VI
				Ambala (U.A)	
				(*a*) *Ambala Sadar (M.C.)	VII
				(*b*) Ambala Cantt (C.B.)	VIII
				*Babiyal (C.T.)	IX
		Barara	5		
Yamunanagar	2	Jagadhri	1	Sadaura (M.C.)	I
				Mustafabad (C.T.)	II
				Radaur (M.C.)	III
				Farakhpur (C.T.)	IV
				Yamunanagar (U.A)	
				(*a*) Yamunanagar (M.C.)	VI
				(*b*) Jagadhri (M.C.)	VII
				(*c*) Jagadhri Workshop Railway Colony (M.C.)	V
				Buria (M.C.)	VIII
				Bilaspur (C.T.)	IX
		Chhachhrauli	2	Chhachhrauli (M.C.)	X
Kurukshsetra	3	Thanesar	1	Shahbad (M.C.)	I
				Ladwa (M.C.)	II
				Thanesar (M.C.)	III
		Pehowa	2	Pehowa (M.C.)	IV
Kaithal	4	Guhla	1	*Cheeka* (M.C.)	I
		Kaithal	2	Kaithal (M.C.)	II
				Pundri (U.A.)	
				(*i*) Pundri (M.C.)	III
				(*ii*) Part of Village Fatehpur (O.G.)	
				*Kalayat(M.C.)	IV
Karnal	5	Karnal	1	*Indri (M.C.)	I
				Nilokheri (M.C.)	II
				*Taraori (M.C.)	III
				Karnal (U.A.)	
				(*i*) Karnal (M.C.)	IV
				(*ii*) Part of Sector 6, Urban Estate (O.G.)	
				Uncha Siwana (C.T.)	V
				Gharaunda (M.C.)	VI
Panipat	6	Assandh	1	*Assandh (M.C.)	I
		Panipat	2	Panipat (M.C.)	II
				*Samalkha (M.C.)	III
Sonipat	7	*Ganaur*	1	Ganaur (M.C.)	I
		Sonipat	2	Sonipat (M.C.)	II
				Kharkhoda (*M.C.*)	III
Rohtak	8	Gohana	1	Gohana (M.C.)	I
		Maham	2	Maham (M.C.)	II
		Rohtak	3	Kalanaur (M.C.)	III
				Rohtak (M.C.)	IV
				Kheri Sampla (C.T.)	V
		Jhajjar	4	Beri (M.C.)	VI
				Jhajjar (M.C.)	VII
		Bahadurgarh	5	Bahadurgarh (U.A.)	
				(*i*) Bahadurgarh (M.C.)	VIII
				(*ii*) Sector 6, Huda, (O.G.)	

LIST OF DISTRICTS/TAHSILS/URBAN AGGLOMERATIONS/CITIES/TOWNS—concld.

1	2	3	4	5	6
Faridabad	9	Faridabad	1	Faridabad Complex (F.C.A.)	I
		Ballabgarh	2		
		Palwal	3	Palwal (M.C.)	II
				*Hassanpur (M.C.)	III
				Hodal (M.C.)	IV
		Hathin	4	Hathin (M.C.)	V
Gurgaon	10	Pataudi	1	Pataudi (M.C.)	I
				Haileymandi (M.C.)	II
		Gurgaon	2	Farrukhnagar (M.C.)	III
				Dundahera (C.T.)	IV
				Gurgaon (U.A.)	
				(*a*) Gurgaon (M.C.)	VI
				(*b*) *Gurgaon (Rural) (C.T.)	V
				Sohna (M.C.)	VII
		Nuh	3	*Taoru (M.C.)	VIII
				Nuh (M.C.)	IX
		Ferozepur Jhirka	4	Ferozepur Jhirka (M.C.)	X
				Punahana (M.C.)	XI
Rewari	11	Bawal	1	Bawal (M.C.)	I
		Rewari	2	*Dharuhera (C.T.)*	II
				Rewari (M.C.)	III
		Kosli	3		
Mahendragarh	12	Mahendragarh	1	Kanina (M.C.)	I
				Mahendragarh (M.C.)	II
		Narnaul	2	Narnaul (M.C.)	III
				Ateli (M.C.)	IV
Bhiwani	13	Bawani Khera	1	*Bawani Khera (M.C.)	I
		Bhiwani	2	Bhiwani (M.C.)	II
		Dadri	3	Charkhi Dadri (M.C.)	III
		Loharu	4	Loharu (M.C.)	IV
		Tosham	5	Tosham (M.C.)	V
		Siwani	6	*Siwani (M.C.)*	VI
Jind	14	Narwana	1	Narwana (M.C.)	I
				Uchana (M.C.)	II
		Jind	2	Jind (M.C.)	III
				Julana (M.C.)	IV
		Safidon	3	Safidon (M.C.)	V
Hisar	15	Fatehabad	1	Fatehabad (M.C.)	I
		Ratia	2	*Ratia (M.C.)	II
		Tohana	3	Jakhalmandi (M.C.)	III
				Tohana (M.C.)	IV
		Hisar	4	Uklanamandi (M.C.)	V
				*Barwala (M.C.)	VI
				Hisar (U.A.)	
				(*i*) Hisar (M.C.)	VII
				(*ii*) Haryana Agricultural University Campus & Mini Secretariate (O.G.)	
		Hansi	5	Hansi (M.C.)	VIII
		Narnaund	6	*Narnaund (M.C.)*	IX
Sirsa	16	Dabwali	1	Mandi Dabwali (M.C.)	I
		Sirsa	2	Kalanwali (M.C.)	II
				Sirsa (M.C.)	III
		Rania	3	—	
		Ellenabad	4	Ellenabad (M.C.)	IV

NOTES :—1. Districts, tahsils and towns treated as such for the first time in 1991 Census are printed in italics.

2. Towns treated as such for the first time in 1981-Census which continued to be treated as towns for 1991-Census are shown with an asterisk (*) on their left.

3. The following abbreviations have been used for the status of a town :—

M.C.—Municipal Committee

C.B.—Cantonment Board

C.T.—Census Town

E.O.—Estate Office

F.C.A.—Faridabad Complex Administration

4. U.A.—Urban Agglomeration

O.G.—Outgrowth

Since the name of Community Development Block was also to be written alongwith the code number on various Census Schedules, a list showing number and name of the C.D. Block was generated in my office. The C.D. Blocks in a district were serialised on the basis of the list received from the State Government beginning from 1 onwards in Arabic numerals. List of C.D. Blocks in Haryana which was sent with Circular No. 2 is given below :—

LIST OF C.D. BLOCKS IN HARYANA STATE

Sl. No.	Name of the District	Number and name of the C.D. Blocks	
		Number	Name
1	2	3	4
1	Ambala	1	Pinjore
		2	Morni
		3	Barwala
		4	Raipur Rani
		5	Naraingarh
		6	Ambala
		7	Barara
2	Yamunanagar	1	Bilaspur
		2	Radaur
		3	Jagadhri
		4	Chhachhrauli
		90	Sadaura
3	Kurukshetra	1	Ladwa
		2	Shahbad
		3	Thanesar
		91	Pehowa
4	Kaithal	1	Guhla
		2	Kaithal
		3	Pundri
		4	Rajound
		5	Kalayat
5	Karnal	1	Indri
		2	Nilokheri
		3	Nissing at Chirao
		4	Karnal
		92	Gharaunda
6	Panipat	1	Assandh
		2	Madlauda
		3	Panipat
		4	Samalkha
		5	Israna
7	Sonipat	1	Ganaur
		2	Sonipat
		3	Rai
		4	Kharkhoda
8	Rohtak	1	Mundlana
		2	Gohana
		3	Kathura
		4	Lakhan Majra
		5	Maham
		6	Kalanaur
		7	Rohtak
		8	Sampla
		9	Beri
		10	Jhajjar
		11	Matenhail
		12	Sahlawas
		13	Bahadurgarh
9	Faridabad	1	Faridabad
		2	Ballabgarh
		3	Palwal
		4	Hodal
		5	Hathin

LIST OF C.D. BLOCKS IN HARYANA STATE—*concld.*

1	2	3	4
10	Gurgaon	1	Pataudi
		2	Farrukhnagar
		3	Gurgaon
		4	Sohna
		5	Taoru
		6	Nuh
		7	Nagina
		8	Punahana
		9	Ferozepur Jhirka
11	Rewari	1	Bawal
		2	Rewari
		3	Khol at Rewari
		4	Jatusana
		5	Nahar
12	Mahendragarh	1	Kanina
		2	Mahendragarh
		3	Ateli Nangal
		4	Narnaul
		5	Nangal Chaudhry
13	Bhiwani	1	Bawani Khera
		2	Bhiwani
		3	Dadri-II
		4	Badhra
		5	Loharu
		6	Tosham
		7	Siwani
		93	Dadri-I
	Jind	1	Narwana
		2	Uchana
		3	Jind
		4	Julana
		5	Alewa
		6	Pillukhera
		7	Safidon
15	Hisar	1	Fatehabad
		2	Bhuna
		3	Bhattukalan
		4	Ratia
		5	Tohana
		6	Uklana
		7	Barwala
		8	Agroha
		9	Adampur
		10	Hisar-I
		11	Hisar-II
		12	Hansi
		13	Bas
		14	Narnaund
16	Sirsa	1	Dabwali
		2	Odhan
		3	Baragudha
		4	Sirsa
		5	Nathusari Chopta
		6	Rania
		7	Ellenabad

Combination of Code numbers

The enumerators' blocks were thus represented by combined code numbers comprising of five elements separating each other by an oblique stroke. Out of five elements for rural areas, the first represented the State, second the district, third the tahsil, fourth the village and fifth the enumerator's block number which was shown in brackets. Thus, for example, in a combined location code number 8/1/4/16(27), the figure 8 stood for the State, 1 for district, 4 for tahsil; 16 for village and 27 for the enumerator's block (within brackets) in a particular rural area. The combined location code number for urban areas was to be written as 8/2/VII/2(8) in which 8 represented the State, 2 the district, VII the town, 2 the ward and 8 the enumerator's block (within brackets). The system was throughly explained through intensive training so as to eliminate any chance of mis-reporting of block numbers as indicated above.

Charge Registers

After updating the jurisdictional frame through the Tahsildars for rural areas and Executive Officers/Secretaries of the urban local bodies, my next important job was to get the Charge Registers (rural and urban) prepared for Houselisting operations. The main idea in preparing the charge register is to ensure that the entire area falling within the charge is covered and that the staff is appointed for each block and circle. The procedure for preparing the charge register and making appointment of enumerators and supervisors for houselisting operations was explained in my Circular No. 2. The required number of registers were got printed in the Govt. Press, U.T. Chandigarh and distributed to the charge officers as per their requirements which contained the following information in addition to identification particulars :—

(a) Name of the village/Ward No.

(b) Location Code number of village/Ward.

(c) Serial number of the enumeration block.

(d) Detailed description of boundaries of the block including building numbers, approximate number of houses and population.

(e) Name and other particulars of the enumerator appointed.

(f) Name of C.D. Block with number in case of rural areas.

The registers were maintained separately for rural and urban charges and prepared, in duplicate, of which one copy was sent to my office for scrutiny and records.

For the enumeration stage, the proforma for the Charge Register was suitably amended and the column giving information about the name of C.D. Block with code numbers was placed after enumeration block number and other information remained more or less the same. This register is intended to provide facility for control and reference by the Charge Officer for rural/urban areas indicating the delimitation of census blocks and Supervisors' circles and to ensure that all areas had been fully covered. 800 copies of the Charge Registers were got printed locally at the time of Houselisting Operation and 1000 copies at the time of actual enumeration in the Government Press, U. T. Chandigarh.

CHAPTER IX

ENUMERATION AGENCY

The enumeration agency consisted mostly of the school teachers. However, some village patwaris, employees of the local bodies, State/Central Government servants and other field workers were also engaged for the conduct of enumeration. The senior officials among these categories were appointed as Supervisors usually at the rate of one each for five Enumerators.

Under sub-section (2) of section 4 of the Census Act, 1948 (Central Act XXXVII of 1948), the officers responsible for the taking of Census have to be notified through the orders of the concerned authority in the State Government gazette. We approached the Haryana Government and got the required notifications issued (Annexure E, pages 180—186). All the Deputy Commissioners in Haryana were designated as Principal Census Officers within the limits of their respective districts. In addition, the Chief Administrator, Faridabad Complex Administration, Faridabad and Administrator, Panchkula Urban Estate, Panchkula were also designated as Principal Census Officers within the limits of Faridabad Complex Administration and Panchkula Urban Estate, respectively. City Magistrates in the offices of Deputy Commissioners in Haryana and District Statistical Officers in Haryana were designated as District Census Officers and Additional District Census Officers within the limits of their respective districts, respectively. Since the post of City Magistrate was vacant in Bhiwani district, so District Revenue Officer, Bhiwani was made as District Census Officer within the limits of Bhiwani district. All the Sub-Divisional Officers (Civil) in Haryana were designated as Sub-Divisional Census Officers within the limits of their respective Sub-Divisions. All the Tahsildars (Mahal) in Haryana were designated as Charge Officers within the limits of their respective tahsils excluding municipal areas and Cantonment Board area. The Administrators/Executive Officers/ Secretaries (whosoever is the Chief Executive of the local body) were appointed as Charge Officers within the limits of their respective towns/Cantonment Board area. The Administrator of Faridabad Complex Administration, Faridabad and HUDA, Panchkula were appointed as Principal Census Officers within their respective jurisdictions and also the Estate Officer, Panchkula Urban Estate, as Charge Officer within the limits of Panchkula Urban Estate.

In exercise of the powers conferred by sub-section (2) of section 4 of the Census Act, 1948 delegated to me vide Haryana Government, Revenue Department notification No. 6364-R-IV-89/24544 dated 9-11-89, all the Naib Tehsildars, Incharge of Sub-Tahsils in Haryana were appointed as Additional Charge Officers within the limits of their respective Sub-Tahsils. The Deputy Commissioner, Panipat in the capacity of Principal Census Officer of the district, also appointed the Naib-Tahsildars of Panipat tahsil and Assandh tahsil as Additional Charge Officers who worked under the direct control of respective Tahsildars though they did not have independent charge of the sub-tahsil. In addition 10 officers of the Economic and Statistical Organisation, Haryana were appointed as Additional District Census Officers and another 15 officers of the Economic and Statistical Organisation, Haryana as Additional Charge Officers and worked under the control of Principal Census Officers i.e. the Deputy Commissioners concerned. I issued separate orders, appointing Office Kanungos as Assistant Charge Officers within the limits of their respective tahsils.

For appointment of Enumerators and Supervisors there was no need for issue of any formal notification in the State gazette. The Charge Officer is an important functionary because the entire success of the Operation in a tahsil or town is dependent on him. During the operation, it is our experience that while we can only supervise and watch progress, much depends upon how effectively the Charge Officer controls his workers by constantly keeping in touch with them. Sub-Divisional Officers provided a very needful link as intermediate supervisory officers. Additional District Census Officers were of great help in training and supervision. The Principal Census Officers and District Census Officers, as expected, proved most helpful in ensuring the success of the operations in their districts by virtue of the official power wielded by them.

Though we were heading smoothly with full determination about the success of main enumeration, I got a letter on 28-12-90 from the Financial Commissioner & Secretary to Government, Haryana (Revenue Department) containing a note from the Director, Secondary Education, Haryana, Chandigarh wherein he had requested to exempt at least the teachers of high schools and senior secondary schools from Census duty. He mentioned that during this academic year almost two months were lost completely due to Anti Mandal agitation and teachers were making efforts to complete the courses by taking extra classes. Since the teachers were entrusted with Census work from 9-2-91 to 5-3-91, they would not be able to take their classes for about a month and the examinations would start in March, 1991.

Immediately, I sent a reply to the Financial Commissioner & Secretary to Government Haryana, (Revenue Department), Chandigarh, submitting that it was just not feasible to exempt any official from census duty at this stage. Census is a time bound operation which is to be conducted in the whole country with a particular reference date and time which is the sunrise of 1st March 1991. Further, Haryana School Education Board had postponed the dates of commencement of the examinations for the various classes on this account at the request of the Government of India vide letter dated 8-8-90 addressed to the Chief Secretary to Government Haryana. The studies of the students had been affected adversely in every State on account of Anti Mandal agitation and the problem of

completion of courses and conducting the examinations on time would be faced by all educational institutions throughout the country.

About 30,000 officials had been put on Census duty in the State and teachers constitute about 70 to 80 per cent of this number. These officials had already been imparted training in the month of December, 1990 and instruction booklets and other training material had been distributed to them. The second round of their training was to commence from 14th January, 1991 and the dates of this training had also been communicated to the officials who had undergone training in the first round. No time was therefore left to appoint new officials in place of those teachers who were proposed to be exempted from Census duty at this stage and inform them about it. Again, it was not possible to arrange for Instruction Booklets and other training material for the officials who were to be appointed now for this purpose.

Further I suggested that the classes of teachers who had been put on Census work could be adjusted in such a way that they should attend the school for 2-3 hours during the day and also do the Census work before and after the classes.

Experience has shown that the State Government staff and staff of the local bodies for houselisting and enumeration were more amenable to discipline and it is easy to deal with them strictly through their Controlling Authorities in case of need. On the whole, no serious action was required in any case and only warnings served the purpose in a few cases. Cooperation was requested from all in the name of National task that Census is and the appeal was usually well received. Rarely was it necessary to threaten invocation of provisions relating to prosecution under the Census Act. There were no protests or any organised movements in this state by the 'enumeration' agency against the Census work. I found to my delight and satisfaction that some teachers and employees of the local bodies had shown keen interest in their work which they completed before time while, at the same time maintaining high quality.

One minor difficulty persisted in spite of the best cooperation of State Government authorities. A blanket ban on the transfers of Enumerators and Supervisors as they had been trained did not practically work and some transfers did take place. The Charge Officers were alert enough to utilise the services of the reserve staff. Generally the enumerators were quite happy with the Census duty except in cases where they had to travel long distances. Lady Enumerators felt handicapped as they had to go from house to house and had to contact different types of people occasionally all alone but the quality of their work was really appreciable. However, they did well and no indecent happening was reported. There was a general complaint regarding lower remuneration against the work load involved but most of the officials were satisfied when they were told that Haryana Government had issued orders permitting them to be away from their offices for the major part of the working hours during Feb. 9 to Feb. 28, 1991 and exclusively on census work for the whole day from March 1 to March 5, 1991.

A statement showing distribution of enumerators and supervisors at the time of actual enumeration districtwise is given below :—

STATEMENT SHOWING THE DISTRIBUTION OF ENUMERATORS AND SUPERVISORS DISTRICTWISE AT THE TIME OF ENUMERATION 1991 CENSUS

Sl. No.	District	Number of	
		Supervisors	Enumerators
1	2	3	4
1	Ambala	314	1660
2.	Yamunanagar	255	1259
3	Kurukshetra	203	952
4	Kaithal	221	1107
5	Karnal	252	1457
6	Panipat	218	1177
7	Sonipat	192	1008
8	Rohtak	476	2582
9	Faridabad	419	2133
10	Gurgaon	323	1670
11	Rewari	167	851
12	Mahendragarh	154	897
13	Bhiwani	332	1758
14	Jind	247	1376
15	Hisar	513	2580
16	Sirsa	231	1214
		4517	23681

CHAPTER X

HOUSELISTING OPERATIONS

In the Census of India, there are two major stages. These are the Houselisting Operations and the Enumeration itself. We do not conduct a housing Census in the strict sense of the term, but as part of the houselisting operations considerable housing data are collected. In addition to the type of material used in the Census houses and the uses to which the Census houses are put, the amenities available to the households were aslo collected through the houselist.

The Houselisting Operations which form the first phase have certain definite objectives. In the Census, apart from the houseless population, people are enumerated where they live and it is essential to determine where people live. This is the basic objective of Houselisting Operations. The second objective is to use such a list of houses for delineation of basic census enumeration area, namely, the enumeration block or an Enumerator's Block as it is called, where an Enumerator has to work for actual count of population i.e. the Enumeration, which will be discussed in the next Chapter in detail.

The houselisting operations are conducted well in advance of the main Census (Enumeration), because there has to be sufficient time for utilising the information obtained to demarcate the enumeration blocks and to select and appoint Enumerators for each of these blocks. It is also desirable that the houselisting operations be held as far as possible at the same time all over the country so that the data collected therein are approximately comparable.

According to the time schedule circulated by the Registrar General, India, the houselisting operation was to be conducted in the middle of 1990. Most of the States proposed to conduct the operation during April to September, 1990. In our State it was decided to conduct the houselisting operations during the month of May, 1990. Later on, in view of the fact that the summer vacations in schools were to commence from 25th May, 1990, it was finally decided to complete the houselisting work in the field from 1st May to 20th May, 1990, so that the whole records relating to houselisting were received from the Enumerators, most of whom were teachers, before the commencement of summer vacations. This worked very well and the whole houselisting work was completed according to the prescribed time schedule throughout the State.

Integration of the Economic Census

Another important feature of the Houselisting Operations in the 1991 Census, as in the 1981 Census, was the canvassing of an Enterprise list alongwith the Houselist. Central Statistical Organisation (CSO) had conducted an Economic Census in 1977 with a view to remove data gaps in the unorganised sector of non-agricultural economy covering unregistered manufacturing, trade, transport, and services. As the Economic Census covered a large number of units prone to high rates of mobility, mortality and variations in out-put and turn-over, it was to be repeated every five years. However, since the countrywise houselisting operations were to be conducted in 1980 and the population count in 1981, it was not considered feasible to organise the second Economic Census in 1982. Secondly, the Enterprise list was basically the Establishment Schedule which had been canvassed in earlier Census alongwith the Houselist. It was therefore decided to organise the second Economic Census alongwith the houselisting operations in 1980. Accordingly, the third Economic Census was also organised alongwith the Houselisting Operations in 1990.

The integration of the Economic Census with the Houselisting Operations provided the technical supervision of the Central Statistical Organisation insofar as the Enterprise list was concerned. This also brought forth active involvement of the State Statistical Organisation. The Officers of the Economic and Statistical Organisation, Haryana, the District Statistical Officers and their staff as also the District Planning Officers were all actively involved. The involvement of this Organisation was very useful. Their District Officers and their staff did very good job during the actual Enumeration also, especially in imparting training to the Enumerators and Supervisors as well as in supervision of the field operations during February-March, 1991.

The Houselist and the Enterprise list forms are reproduced as at Annexure F, pages 218—222.

Organisational steps

The organisational arrangements for the houselisting operations which were completed before the conduct of Houselisting in the field during May, 1990, are indicated below :—

(i) Preparation of the lists of villages and urban areas ;

(ii) Location Code ;

(iii) Delineation of Houselisting Blocks ;

(iv) Preparation of Charge Registers ;

(v) Selection and appointment of Enumerators and Supervisors ;

(vi) Training ; and

(vii) Distribution of forms.

The preparatory steps insofar as items (i) and (ii) above are concerned have been discussed in detail in Chapter VIII.

Delineation of houselisting blocks

It is necessary to ensure that the Enumerator who undertakes the Houselisting Operations has a reasonable workload. This is done through the preliminary step of constituting blocks for houselisting purposes. The word "block" means any specific area which can be clearly demarcated. The delineation of an Enumerator's block for Houselisting purposes, could not be done on a very firm basis because we did not have accurate population for such areas formed into blocks. However, based on local knowledge and local circumstances, the Charge Officers were able to constitute these blocks so that workload was not disproportionate among the Enumerators. Detailed instructions for the formation of Enumerators' blocks and Supervisors' circles for Houselisting Operations were given to all concerned vide Circular No. 1 dated 27-12-1989 (Annexure D, Pages 115—118). The size of the enumerator's block for houselisting was prescribed so as to cover a population of about 750 in rural areas and about 600 in urban areas. The average house size being about six in rural areas and about five in urban areas, an enumerator's block for rural and urban areas thus generally consisted of about 120 to 125 households. This was done in order to minimise the work on recarvation of enumeration blocks for actual. Enumeration after the Houselisting Operation. Though this worked quite well in good many cases, yet recarvation for Enumeration had to be done for some villages and wards in towns because the population estimates were very tentative while forming blocks for Houselisting purposes.

Very clear instructions were issued that the identity of each village, however small, must be maintained while carving out the blocks. In case of uninhabited villages also, each such village was to be treated as a separate block, as there was likelihood of someone residing within its jurisdiction by the time of houselisting operation and for enumeration. Likewise, the identity of each Sample Registration Scheme Block was to be maintained. In some charges, more than one village constituting separate blocks had to be given to one enumerator for maintaining uniform workload. However, the identity of Sample Registration Scheme Blocks was not maintained in many cases although the relevant papers had been supplied and the Charge Officers were told to call the S.R.S. Enumerators to assist them in this regard. We had to take extra care to ensure that identity of each village as well as each S.R.S Block was maintained throughout by deputing officials from the Headquarters time and again.

Preparation of Charge Registers

It is absolutely essential to ensure that all the areas, both rural and urban, are covered during the Houselisting Operations and later on during the actual Enumeration. In order to have complete control over the Operations and to be certain that the coverage was complete including the remote ones without omission or overlapping, a Charge Register was prepared for each charge separately. The Charge Register contained the particulars of the Enumerators' blocks and the Supervisors' circles and the names and addresses of the Enumerators and Supervisors appointed therein, respectively.

The requisite number of Charge Registers which were to be prepared in duplicate were supplied to the Charge Officers who were instructed to prepare the same as soon as the Enumerators' blocks and Supervisors' circles were formed. Each sheet of the Charge Register contained information in respect of one Supervisor's circle only and there were eight columns in a sheet for giving particulars of the Enumerators' blocks falling in that circle.

Selection and appointment of Enumerators and Supervisors

With regard to the appointment of Enumerators and Supervisors, the Charge Officers were asked to draw upon the functionaries of various departments and wherever available the local officials. Keeping in view that we needed a big army of Enumerators and Supervisors who were to be drawn mostly from school teachers, patwaries and other employees working at village level in the rural areas and from employees of Government Offices and local bodies in the urban areas, I wrote to the Deputy Commissioners as early as on 27-11-1989 to ask the Charge Officers to prepare a list of staff immediately giving the name of the official, his designation, educational qualifications and his official as well as residential addresses.

After the Charge Register was completed for each charge, it was quite easy to fill up the "Appointment Letter-cum-Identity Card", which was issued to each Enumerator and Supervisor, since the Charge Register gave all the information required therefor. The requisite number of blank forms of "Appointment Letter-cum-Identity Card" for the Enumerators and Supervisors (in different colours) were also supplied to the Charge Officers by the Census Directorate.

Detailed instructions for preparation of Charge Registers and appointment of Enumerators and Supervisors for Houselisting Operations were given through Circular No. 2 dated 15-1-1990 at Annexure D, pages 122—124.

Training

As per original schedule, it was planned to convene a State level conference for a briefing of the Principal Census Officers, District Census Officers and Additional District Census Officers at Chandigarh or some other convenient place sometime in December, 1989 or January, 1990. It was however later on decided to hold Divisional level meetings instead of a State level conference, for the said purpose. Accordingly, Divisional level meetings were held at the Divisional headquarters on 10-1-90 (Hisar), 17-1-90 (Rohtak), 24-1-90 (Gurgaon) and 2-2-90 (Ambala) which were presided over by the respective Divisional Commissioners.

The Divisional level meetings were followed by District level training seminars for intensive training

of the Charge Officers, at the district headquarters, as follows :—

	District	*Date of Training Seminar*
1	Ambala	14-2-90
2	Yamunanagar	15-2-90
3	Kurukshetra	7-2-90
4	Kaithal	29-1-90
5	Karnal	8-2-90
6	Panipat	7-2-90
7	Sonipat	6-2-90
8	Rohtak	5-2-90
9	Faridabad	13-2-90
10	Gurgaon	16-2-90
11	Rewari	15-2-90
12	Mahendragarh	14-2-90
13	Bhiwani	6-2-90
14	Jind	8-2-90
15	Hisar	7-2-90
16	Sirsa	5-2-90

These training seminars were attended by the Principal Census Officers, the District Census Officers, the Sub-Divisional Census Officers, the Additional District Census Officers and the Charge Officers both for rural and urban areas in the districts. Officers of this Directorate as well as of the office of Economic and Statistical Advisor to Government, Haryana participated in these seminars held at the district headquarters. Instructions booklets for Houselisting and Enterprise list were gone through in detail and discussed so as to clear all doubts about the concepts and the methodology involved in canvassing the schedules.

The State of Haryana comprising 16 districts with 53 tehsils and 94 towns was carved out into 22,531 Houselisting Enumerators' Blocks for the 1990 Houselisting Operations. As many as 26,547 personnel of which 22,289 were Enumerators and 4,270 were Supervisors, and about five thousand reserve personnel drawn from various departments were to be trained for the Houselisting Operations.

The training of the Enumerators and Supervisors was organised by the respective Charge Officers both for rural and urban areas. Each Charge Officer was asked to hold two rounds of training for the Supervisors and Enumerators including those kept in reserve. The dates of the training for both the rounds for each charge were decided well in advance and intimated to the Charge Officer, vide my Circular No. 3 dated 16-2-90. The first round of training was held from 13-3-90 to 28-3-90 and the second round from 16-4-90 to 28-4-90. Thus the Charge Officers were given about a month's time to organise the first round of training and intimate the Enumerators and Supervisors about the date and venue of the training well in advance for both the rounds. Letters to be issued by charge officers in this behalf were got printed by the census directorate and were supplied to them. The Charge Officers had only to fill up the particulars and send them to the officials concerned after signing them. While the responsibility for training the Enumerators and Supervisors was that of the Charge Officers, some officials from the Census Directorate and of the Economic and Statistical Organisation were deputed to assist the Charge Officers in conducting training clases. Instructions issued regarding training programme, organisational matters, size of class, etc. are contained in Circular No. 3 at Annexure D, Pages 128—130.

For ensuring training to all concerned, the Charge Officers were required to keep an attendance register. If any Enumerator/Supervisor failed to attend any of the training classes, it was the responsibility of the Charge Officer to hold special classes for them at his level. The training was generally good and often the absence was either due to non-receipt of information or urgent official work. Officers of the Census Directorate were also continuously on the move to supervise the training during both the rounds.

Distribution of forms

Our Circular No. 4 dated 2-3-1990 and Circular No. 5 dated 12-3-1990 gave the procedure and norms for distributing material to the Enumerators and Supervisors for Houselisting Operations including Economic Census. Both these circulars are reproduced at Annexure D, Pages 132—135.

The Charge Officers were told that they have to maintain an account of every item received and distributed in a register. Since the various forms had been printed according to the requirement based on estimated population, it was clearly told well in advance that fresh supply of forms would not possible if any item was lost or damaged. As such the Charge Officers were asked to :—

(i) make proper arrangements for storage of census material ;

(ii) use the material with utmost consideration of economy and criteria laid down ; and

(iii) get acknowledgement of receipt from every person to whom any material was issued.

The distribution of the forms, etc. to the Enumerators and Supervisors was to be shown in the "Attendance and forms Register", requisite number of which were supplied to them. The Charge Officers were also told to impress upon all the Enumerators and Supervisors to keep the census material issued to them safely and to make its use properly as the number of forms to be used in the Housclisting Operation/ Economic Census was limited and their printing at short notice was not possible. On the whole, the system adopted for the distribution of forms for the Houselisting Operations worked quite well throughout the State.

Publicity Measures

It was decided in the first conference of Directors of Census Operations that necessary steps should be taken for publicity in connection with the Houselisting Operations. To start with, I had two sessions at All India Radio, Rohtak in the form of an interview

to explain the importance of Census and the role of public in Census taking.

On my request, Dr. J. N. Kaushik, Director, Haryana Sahitya Akademi wrote a drama in Haryanvi titled "जन गणना आगे बढ़ते कदम"

The drama covered almost all the important questions which were to be asked from the people in connection with the Census. This drama was relayed through All India Radio, Rohtak on 11-2-90 at 9.30 P.M. and again on 28-4-90 i.e. just before the Houselisting Operations in Haryana State. This drama was also enacted in the rural areas through the Public Relations Department of the State.

I delivered a talk also on the radio to explain the method of Census taking in general and Houselisting in particular which was relayed on 29-4-1990. We also sent the following slogans for being relayed from All India Radio during the Houselisting Operations :—

1. 1991 की जनगणना के सम्बन्ध में मकान सूचीकरण मई 1990 में होना है।
2. मकान की सूची बनाने तथा उन पर नम्बर लगाने के काम में जनगणना अधिकारियों की सहायता कीजिए।
3. जनगणना देश के समाजिक आर्थिक विकास के लिए आवश्यक है।
4. जनगणना कर्मचारी आपके मित्र है, उन्हें पूरा सहयोग दीजिए।
5. जनगणना के लिए मकानों पर जो नम्बर डाले जाए, उन्हें मिटाइए नहीं।
6. जनगणना कर्मचारियों को जो सूचना आप देगें, उसे गोपनीय रखा जाएगा।

I wrote an article also on the know-how of census on this occasion which was published in the Indian Express of Chandigarh Edition on 28th April, 1990. The paper has a wide circulation in the State and the article was intended to serve as a tool of publicity in addition to its being informative and educative to the public.

Some publicity measures were also evolved on an all India level by the Registrar General, India through the DAVP. Accordingly the DAVP arranged the release of an advertisement on Houselisting to appear in various national dailies and weeklies in English and regional languages just ten days before houselisting operations. This advertisement appeared in the newspapers twice during the Houselisting Operations also. A 30 second Radio spot on houslisting was also arranged to be broadcast from all the primary channels as well as 29 commercial broadcasting channels of All India Radio for about 20 days. The DAVP also arranged to telecast one minute quicky through all the 13 kendras of Doordarshan as well as the national network. The DAVP also distributed folders through the 257 units of field publicity spread over the country.

Houselisting Operations

On my request, Haryana Government decided to allow a concession of two hours either in the beginning or before the close of office hours to all the staff deployed on census duty in connection with the Houselisting Operations in the State with effect from 1st May, 1990 to 20th May, 1990. In case of school teachers of Education Department deployed on Census duty, the concession of two hours was allowed in accordance with their working hours.

The Haryana Government also issued directives, to all Heads of Departments, Commissioners, Deputy Commissioners, Sub-Divisional Officers (Civil) and Talisidars that no Officer/Official engaged in census work upto the Enumerator level should be shifted till the end of May, 1990 by which time the Houselisting Operation was scheduled to be over.

The Houselisting Operation was started on 1st May, 1990 in all the charges as scheduled. The progress during the beginning was not much but gradually it acquired momentum and most of the charges completed the work in time.

We devised a detailed net-work of inspection and monitoring in the field, to see that the Enumerators and Supervisors performed their duty sincerely. It was our earnest endeavour to ensure that Houselisting was done as best as possible in accordance with the instructions on the subject and that the element of 'Coverage' as well as 'Content' error was reduced to the minimum. Detailed and very clear instructions were issued to all concerned vide circular No. 6 dated 19-4-90 (Annexure D, Pages 136-137 for the supervision and checking of the field work for Houselisting/Economic Census. The Officers of the Directorate of Census Operations and the Economic and Statistical Organisation, Haryana were also deputed to check the work relating to Houselisting and Economic Census on the spot and to render help and guidance to the officials associated with the work in the field.

In actual field work, some Enumerators expressed difficulty in the preparation of lay-out sketch, of the blocks wherein prominent land marks were required to be shown besides indicating the actual location of the house numbers of the census houses in the block with different symbols and hatching of pucca and kutcha, residential and non-residential houses. In spite of clear instructions and practical examples, many Enumerators could not distinguish between a building and a census house. Some common errors detected during the field supervision and later on during editing of the Houselist for compilation of data were as under :—

(i) Location codes as well as block numbers were not properly filled in at the spaces provided on the top of the schedules.

(ii) Confusion regarding numbering of census houses in cases where there were more than one census house in a building.

(iii) Numbering of households in cases where there were more than one household in a census house. Even serial numbers of the households were not given in continuous order in some cases.

(iv) Entries were not made on separate lines for the Enterprises in cases where an enterprise was run alongwith residence within the same census house.

(v) Confusion regarding the enterprises run by the households outside the census houses i.e. without premises.

(vi) Mistakes in striking totals, both in the Houselists and the Enterprise lists.

Many Enumerators expressed difficulties in the filling up of the Enterprise list and its Abstract. This was generally due to the several codes to be recorded for different characteristics as also, in some cases, due to lack of interest on their part in thoroughly understanding the instructions. Some Enumerators could not understand the very concept of an Enterprise itself and were thus found confused in filling up the Enterprise List though they had recorded the enterprise run in a census house in the Houselist. Enterprises run by the members of the household in the open i.e. without any premises which could not be treated as a census house or linked with any census house, in many cases, were either not reported by the respondents or in some cases not enquired about by the Enumerator. In some cases, the total workers engaged in an enterprise were recorded as members of the household in the Houselist, though majority of such workers actually lived outside the census house, where the enterprise was being actually run. Though some of such entries were corrected during field checking which could be done only randomly, this obviously might have resulted in the increase of population as per houselisting in many cases.

Movement of filled in schedules

Detailed instructions regarding handling and despatch of houselisting as well as enterprise list records after the field operations were given to the charge officers, vide Circular No. 7 of 3-5-1990 (Annexure D, pages 137—139): The following calendar was set for collection and transmission of these records from the field :—

(i) Handing over of records by Enumerators to their respective Supervisors ..... 18-5-1990.

(ii) Receipt of records in Charge Office from the Supervisors ..... 20-5-1990.

(iii) Receipt of records relating to Houselist in Census Directorate and those relating to the Enterprise List in the offices of the respective District Statistical Officers ..... 31-5-90.

Following documents were to be received separately for each block, through the respective Supervisors, in a charge :—

(i) Notional Map—One copy

(ii) Lay-out Sketch Map—One copy.

(iii) Houselist forms—Two copies

(iv) Houselist Abstract-One copy

(v) Enterprise List forms-One copy

(vi) Enterprise List Abstract-One copy

The charge officers were told to arrange all the above mentioned documents separately in the ascending order of location code number of the villages in the case of tahsils and ascending order of location code numbers of wards in the case of towns. The charge officers were also required to get a Charge Abstract prepared in the form prescribed for the purpose from the Houselist Abstracts for the charge. Two copies of the Houselist forms were to be separated in the charge office itself and made into two independent sets for the charge, as one set of the Houselist forms as well as the Notional Maps and the Lay-out Sketch Maps was to be retained in the charge office. Thus only one set of the Houselist forms alongwith the Houselist Abstracts were sent to the Census Drectorate while the Enterprise List forms alongwith the Enterprise List Abstract were sent to the District Statistical Officers concerned. Despite the limitations mentioned earlier, the Houselisting Operations were completed in the State as per schedule and the filled in schedules were received almost in time.

CHAPTER XI

ENUMERATION

It has been an accepted convention in the past Censuses to hold a dejure enumeration of population over a period of time immediately before the reference date. In keeping with the Census tradition, the Registrar General of India had fixed the sun-rise of 1st March, 1991 as the reference date for the 1991 Census and such order was notified in the gazette of India dated the 4th October, 1989 vide notification No. S. O. 785(E).

The following were the time schedule of Enumeration period :—

(*i*) Enumeration period	9-2-91 to 28-2-91
(*ii*) Enumeration of houseless population	Night of 28th Feb., 91
(*iii*) Reference date	Sunrise of 1st March, 91
(*iv*) Revisional round	1-3-91 to 5-3-91

Accordingly, all preparations for the conduct of 1991 Census were made keeping in view the reference date. Houselisting operation, a stage prelude to the actual enumeration was completed in Haryana during May, 1990. The data on houses and population revealed by the Houselisting operation provided the frame work for planning the actual enumeration in Feb-March, 1991.

Preparation of Abridged Houselist

Soon after the completion of the first phase of the Houselisting operation in May, 1990 in the State, two important and essential steps namely, the formation of Enumeration blocks for actual Enumeration and the preparation of the Abridged Houselist (AHL) engaged our attention. I issued instructions regarding formation of Enumerators' blocks and Supervisors' circles for 1991 Census and preparation of Abridged Houselist vide circular No. 8, dated 11th June, 1990 and requested all the Charge Officers except those in-charge of the special charges (restricted areas) where houselisting was not required to be done, to accord top priority to these two items of work. These instructions are reproduced at Anexure D, Pages 140—142, alongwith circular No. 8. Since it was proposed to conduct an evaluation study (CES) in a sub-sample of Sample Registration Scheme Units, the Charge Officers were asked to maintain the identity of SRS blocks as far as possible by making it a Census Enumeration block. In case the SRS block was larger than the normal work-load of an enumerator, it was to be split into two or more Census Enumeration blocks.

It was decided to carve out the blocks for the purpose of enumeration on the basis of about 125 households per block both in the rural and urban areas. However, it was stated that the enumerators' blocks of upto 150 households need not be broken into smaller blocks and they may be kept intact as such.

As at the time of Houselisting, there was one Supervisor to look after the work of five Enumerators on an average. In some cases, it was necessary to deviate from this norm. After carving out the Enumerators' blocks and Supervisors' circles, the Charge Registers were rewritten for every charge, in duplicate, as the numbers to be assigned to these blocks were different from the numbers given to them in the Charge Registers for Houselisting.

For the formation of blocks, writing up of Charge Registers and preparation of Abridged Houselist, an official of this Directorate was deputed to impart training to the staff engaged for this work. The Abridged Houselist contained certain essential details from the Houselist and was to be updated by the Enumerator as he went round his block during the enumeration period. It established an essential link between the Houselist and the population enumeration. It served as a frame for assigning the household serial number to each household in an enumeration block and also for post-enumeration survey and other surveys. Abridged houselists were prepared in the respective Charge Offices by Census clerks and other staff. In urban areas where no clerical assistance was provided, in most of the cases this job was got done by the Charge Officers through Local Body employees. In view of the heavy work involved in writing up of the Abridged Houselist in rural Charges, the Patwaris in tahsils had to share the burden. This work was to be completed by the end of August, 90.

I issued detailed instructions regarding the appointment of Enumerators and Supervisors for actual Enumeration vide my circular No. 10 dated the 3rd September, 1990. It was stressed that an Enumerator or a Supervisor should not have to cover a long distance from the place of his posting for conducting Enumeration. Every effort should be made to appoint a local official or one working within eight kilometres of his place of posting in a block. And as far as possible, an Enumerator or Supervisor should be assigned the same block/circle for actual Enumeration which was assigned to him for Houselisting. Further, Class IV employees should not be appointed as Enumerators.

Training

Once the staff are appointed for Enumeration, the next step is to train them regarding how to collect the data and fill up the Census schedules accurately and to complete the work as per time schedule. The successful Census training depends on the efficiency and sincerity of the Enumeration agency and this in turn is the manner in which we have been able to train them up for the job. Training is of vital importance and should be intense and clear. However, this can be achieved if we ourselves are clear in our mind as to what we want to get done and what we mean by every work in our instructions.

Detailed instructions were issued vide my circular No. 11 dated the 11th October, 1990 regarding the organisation of training classes of Enumerators and Supervisors for actual Enumeration. To facilitate the drawing up of training programme all the Deputy Commissioners and Charge Officers were requested to supply information Chargewise in the proforma reproduced below so as to reach us by 26th October, 1990, without fail :—

Proforma

Name of District

Name of Charge (Tahsil/Town)

No. of Blocks

No. of Circles

No. of Enumerators

No. of Enumerators kept in reserve

No. of Supervisors

No. of Supervisors kept in reserve

No. of Centres proposed for training

Sr. No.	Name and location of training centre within Tahsil/Town	Number of trainees (Enumerators and Supervisors including reserve) for the training centre	Name and designation of the Officer-in-Charge
1	2	3	4

While selecting training centres, the Charge Officers were asked to ensure that the trainees were not required to travel a distance of more than 8 kilometres from their place of posting. Despite these instructions, some Enumerators and Supervisors attended training classes at the centres beyond 8 kilometres from their place of posting. All such trainees were paid TA/DA initially from their respective offices.

Prior to the holding of training rounds for Enumerators and Supervisors, District level training seminars were also arranged at each district headquarters during the month of November, 1990. District level seminars were attended by Pricipal Census Officers, District Census Officers, Additional District Census Officers, Sub-Divisional Census Officers, Charge Officers, Additional Charge Officers and Assistant Charge Officers alongwith their assistants, etc. for both rural and urban charges. At the district level, I had attended several training seminars. Since it was not feasible to attend each district level training seminar, I had to depute my Deputy Directors, Assistant Director and Research Officer to attend some training seminars and selected officials of my Directorate were also deputed for attending the training seminars to remove the doubts of Charge Officers.

The success of Census depends largely on the intensity and quality of training imparted to the Enumerators and Supervisors. It is essential that the various concepts and definitions adopted in the Census are grasped and understood clearly in order to extract correct answers from the respondents. With a view to see that the training in the districts was conducted systematically and effectively, a training programme was drawn up and communicated to all the Charge Officers. Two rounds of training were organised for them as :—

1st Round

3-12-90 to 14-12-90.

2nd Round

14-1-91 to 25-1-91.

A copy of the detailed training programme devised by us is available in the relevant office file. Circular No. 12 regarding the training of Enumerators and Supervisors for actual Enumeration addressed to Pricipal Census Officers with a copy to the Commissioners of Ambala, Rohtak, Gurgaon and Hisar Divisions and other Census Officers including Charge Officers was issued on 16th November, 1990. It was stressed that the Charge Officers had to call the officials in batches of 50 to 60 per day for the training which was imparted in two rounds. The training commenced at 9.00 A.M. on each day at the pre-appointed places as shown in the training programme and continued upto 5.00 P.M. with half an hour break for lunch.

Sufficient number of letters were supplied to the Charge Officers who were only to fill up the date, time and venue of training and issue to the officials well in time. Although it was the responsibility of the Charge Officers to train the Enumerators and Supervisors we had deputed an experienced officer/official of this Directorate or of Economic and Statistical Organisation, Haryana to impart training. All the officers/officials deputed to impart training were asked to send a report about the completion of training in each charge immediately after each round in the form prescribed below :—

Name of Tahsil/Town	Name of Charge Officer/ Officer-in-Charge of training	Date of training	Total number of trainees	
			Called	Present
1	2	3	4	5

This progress report helped us to monitor the training programme and to make an assessment of the number of absentees. It also served as a sort of check on the Charge Officers who were also required to hold separate classes for the absentees.

Officers participation at the field level training programme was just to observe and guide where-ever needed. We aimed at drawing out a date-bound, time-bound and place bound programme and had a commendable success. However, a few cases of lack of punctuality on the part of trainees had to be accommodated. The training charts were supplied to the Charge Officers for use during the training classes. They were, however, requested to make arrangement for a black-board and a few pieces of chalk which facilitated the Training Officers in explaining the various concepts with the help of examples and illustrations. It was stressed in circular No. 12 that the appointment letter-cum-identity card alongwith the following items for training purposes should be issued to each enumerator and supervisor :—

(i) Instructions booklet for filling up the Household Schedule and Individual slip ..... one

(ii) List of Scheduled Castes ..... one.

(iii) Blank sheet for Notional Map/Layout Sketch ..... one.

(iv) Individual slip pad of 10 slips (Red) ..... one

(v) Household Schedule book of 11 forms (Red) ..... one.

(vi) Enumerator's Abstract form (Red) ..... one.

(vii) Enumerator's working sheet (Red) ..... one.

(viii) Post-Graduate Degree Holder and Technical Personnel Schedule (Red) ..... one.

To ensure quality of training, booklet containing instructions to Enumerators for filling up the Household Schedule and Individual slip was read out and explained in the training classes. Two small booklets—one for enumerators and other for supervisors, containing important brief points were got printed at our level and distributed among the enumerators and supervisors which served as a handy guide for ready reference. No difficulty was experienced in regard to payment of T.A./D.A. to the Enumerators and Supervisors as they claimed it from their respective departments. In this regard the Haryana Government had issued instructions to the Heads of the various Departments in the State. (For a detailed note please see Chapter XIII.).

Publicity

Census taking involves two parties namely an enumerator who is trained in his job and knows well what information is to be collected, and the public, who are educated in advance about the information required to be extracted. So alongwith intensive training of the enumerator, it is equally important that the citizen is fully informed about the objective, utility and contents of Census. The importance of starting an effective publicity programme through newspapers, radio talks, television, posters, hand-bills, cinema slides, news reels, dramas, etc. at every stage of Census Operations cannot be over emphasised.

The Press, the All India Radio, Rohtak and the Delhi Doordarshan Kendra played a vital role in carrying the message of the Census and its important aspects to all the sections of the people living in the State. Efforts to give a wide publicity to this decennial affair of Census Operations started, during September, 1989 when the Registrar General of India wrote to the Director General, All India Radio, New Delhi for publicity of 1991 Census Operations through the medium of rural forum programmes, women's programmes, children programmes and industrial labourers programmes. I had requested Dr. J.N. Kaushik, Director, Haryana Sahitya Akademi, Chandigarh for writing a drama in Haryanvi script on Census for which he willingly agreed and had drafted the drama of, about 15 minutes duration titled "जनगणना आगे बढ़ते कदम" Then I approached the Director, All India Radio, Rohtak on 29-1-1990 for enacting this drama on All India Radio more than once with a preannouncement for wider coverage. On Feb. 1, 1990, I requested the Director of Public Relations, Haryana for arrangements to stage this drama in the rural areas of the State during the next one year. The Director Public Relations, Haryana did a splendid job in getting this drama staged through his field offices. All India Radio, Rohtak also relayed this drama on 11-2-1990 at 9.30 PM. We had also requested the Director All India Radio Station, Rohtak to get our drama and other slogans on Census relayed from All India Radio Station at Chandigarh and Jalandhar. The Registrar General of India had assured us that DAVP had already taken care of releasing Press advertisements in connection with the House-listing operations in the various national and local newspapers according to the calendar of Houselisting operations of different States/Union Territories. I had also written an article on the 'know-how of Census' which was published in the Indian Express of Chandigarh edition on 28th April, 1990, which served as a tool of publicity in addition to its being informative and educative to the public. I gave a Radio talk from the All India Radio, Rohtak on 29-4-90. Our drama "जनगणना — आगे बढ़ते कदम" was again relayed from the All India Radio, Rohtak on 28th April, 1990. A 30 second, Radio spot was sent to the Director, All India Radio, Rohtak for wider publicity during Houselisting Operations.

We had received small size posters prepared by UNIFEM on women's work from the Registrar General's Office, New Delhi and we had forwarded these to Charge Officers for distribution among the Enumerators and Supervisors and also for display at important points and also used them during training. I had again requested the Station Director, All India Radio, Rohtak on 31st December, 1990 to replay the drama and slogans during 9th Feb. to 28th Feb., 1991 as many times as possible.

We had received a message of the Registrar General, India wherein he had appealed to the public to extend cooperation to the enumeration staff so that this great national task could be completed successfully. We had forwarded the message of the Registrar General, India to the Station Director, All India Radio, Rohtak to broadcast it as many times as possible during the month of Feb., 1991 which they did. The Film Division, Govt. of India had prepared two documentary films on 1991 Census of which two 16 mm prints and one 35mm print were received for exhibition in rural and urban areas. The films were sent through special messengers to the District Public Relations Officer of each district with the request that maximum number of shows of these films may be given as per given time schedule and the film may be handed back to the special messenger so as to enable him to carry it to the next district for exhibition there. It would have been better if the prints of these films were to be more for covering larger area in the district for a good number of days. The messages of the President of India and Prime Minister of India had a good effect on the people in extending cooperation to the Census functionaries. We had also approached the Haryana Government through the Director of Public Relations, Haryana and got issued the message of Haryana Chief Minister to the people in connection with 1991 Census both in English and Hindi in four leading newspapers of the area namely, The Tribune, Dainik Tribune, Indian Express and Jan Satta which appeared in their publication dated 8-2-91 on the eve of the Census. The message of the Chief Minister of Haryana is reproduced below :—

MESSAGE OF

Sh. Hukam Singh, Chief Minster Haryana to the people in connection with 1991 Census

You know that Census in our country is conducted after every ten years. This work is of national importance and it has to be completed keeping in view a definite date and time. The reference date for the next Census will be the sunrise of March 1, 1991, for which the enumeration work will start on 9th Feb., 1991. During this period the enumerators will visit every household to collect necessary information in respect of all persons residing therein.

The data collected at the time of Census will be used for the preparation of development plans. The data will also be required for the delimitation of constituencies for Lok Sabha and Vidhan Sabha and to fix the number of their members.

The success of this great national task depends on the cooperation of the people. Under the Census Act of 1948 every person is legally bound to answer the questions asked by the Census officials correctly. Information given by the individual at the time of Census is kept confidential.

I appeal to every citizen to extend his cooperation in this great national task.

Sd/-

Directorate of Public Relations, Haryana. Chief Minister, Haryana

1991 की जनगणना के उपलक्ष्य में श्री हुक्म सिंह मुख्यमंत्री, हरियाणा का जनता के नाम संदेश

आप जानते हैं कि देश में जनगणना प्रत्येक 10 वर्ष के पश्चात् की जाती है। यह कार्य एक राष्ट्रीय महत्व का कार्य है तथा इसे एक निश्चित समय तथा तिथि को सम्मुख रखते हुए सम्पन्न किया जाता है। आगामी जनगणना पहली मार्च, 1991 के सूर्य उदय के समय के संदर्भ में की जानी है, जिसके लिए गणना का कार्य 9 फरवरी, 1991 से आरंभ हो जाएगा। इस अवधि में प्रगणक प्रत्येक घर पर जाकर उनमें रहने वाले सभी लोगों के बारे में आवश्यक जानकारी प्राप्त करेंगे।

जनगणना के समय एकत्रित किए गए आंकड़ों का प्रयोग विकास योजनाओं के बनाए जाने में किया जाएगा। इन आंकड़ों की लोकसभा तथा विधानसभा की संरचना तथा उनके सदस्यों की संख्या को निर्धारित करने के लिए भी आवश्यकता होगी।

इस महान राष्ट्रीय कार्य को संपन्न करने के लिए जनता के सहयोग की अति आवश्यकता है। जनगणना अधिनियम 1948 के अंतर्गत प्रत्येक व्यक्ति का यह कानूनी उत्तरदायित्व है कि वह जनगणनों में कार्यरत कर्मचारियों द्वारा पूछे गए प्रश्नों का उत्तर सही-सही दे। जो सूचना किसी व्यक्ति द्वारा जनगणना के समय दी जाती है, उसे गोपनीय रखा जाता है।

मैं आप से अपील करता हूं कि आप इस महान कार्य में अपना सहयोग दें।

लोक संपर्क विभाग, हरियाणा मुख्यमंत्री, हरियाणा

Arrangements for actual Enumeration and its supervision

Some of the important steps taken by the Directorate for laying out administrative arrangements for Census taking are mentioned below :—

(i) It was directed in Circular No. 11 that duly filled in 'Appointment letters-cum-Identity cards' should be issued to the Enumerators and Supervisors when they report training in the first round and the word 'reserve' be mentioned in the case of officials who are kept in reserve. The Appointment letter-cum-Identity card—two documents were issued in a combined form of which a specimen can be seen at Annexure D, pages 125-126. It was specially pointed out in the 'Appointment letter-cum-identity card' that under section 5 of the Indian Census Act 1948, Enumerators, Supervisors and other Census functionaries at various levels are deemed to be public servants within the meaning of the Indian Penal Code and attention was also invited to Section 11 *ibid* under which dereliction of duty is an offence punishable under the said act. Relevant extract of the Census Act 1948 clearly mentioning the penalities under Section 11 was got printed in the above mentioned 'Appointment letter-cum-Identity card'. This had a salutory effect towards creating duty consciousness among the Enumerators and Supervisors.

(ii) With a view to ensure proper distribution of Enumeration material including sheets for Notional maps and Layout sketches, Individual slip pads, Household Schedule books, Abridged houselist of the concerned block(s) and some additional sheets for filling in Section 3 of AHL, Post-Graduate Degree Holders and Technical Personnel Schedules, Statement for showing the distribution of PGDHTP Schedules, Calendar of important historical events for recording age, Working Sheets for preparation of Enumerator's Abstract, Enumerator's Abstract form, Enumerator's Inventory form, Supervisor's Inventory form, hand-bills, and a booklet containing important instructions for Enumerators and a booklet giving Supervisor's main functions and responsibilities and detailed instructions explaining the method and quantities of distribution and the manner in which the record of distribution and the reserve stock were to be kept were incorporated in Circular No. 13.

(iii) Instructions regarding the collection of Enumeration record by the Charge Officers and its consignment to the Regional Tabulation Offices were issued in Circular No. 14.

(iv) Keeping in view the actual work-load, of each Enumerator/Supervisor, there was no difficulty in getting the work completed within stipulated period. In order to monitor the progress of work in the field, it was suggested that the Charge Officers may call meeting of Supervisors—first on 15th February, to get a report that work had been started in all the blocks in their circles and second on 25th February to report the progress of work giving the exact number of households covered in each block as against the total number of households. It was suggested that third meeting may be called in respect of those supervisors on 7th March, 1991, record in respect of whose circle was not received by the charge officer by 6th March, 1991. In practice, third meeting was never called as all the records were received back by the Charge Officers well in time.

(v) Checking of the work of the Enumerators and Supervisors at site during the field operation by the higher functionaries was also very important. I issued letter No. Census-Hr-O-18019/90 dated 29th January, 1991 regarding inspection and monitoring the progress of work of actual enumeration which is reproduced below :—

"The second round of training of enumerators and supervisors being successfully over, we are now fully equipped to go ahead for the actual enumeration in the state with effect from 9-2-91. With a view to ensure that the work relating to actual enumeration is done in accordance with the instructions on the subject and the training imparted to the officials deployed for the purpose, it is necessary that the work in the field is checked and closely supervised.

92-L/J(D)510DCO—4(a)

2. Checking of the work of the Enumerators and Supervisors during the field operations by the higher functionaries is very important. I was therefore desired vide circular No. 15, dated 9-1-1991 that :—

(a) The Charge Officers should make a random check of work of Enumerators and Supervisors in at least 20 per cent of the blocks in their charges ;

(b) The Sub-Divisional Census Officers should inspect the work in at least 10 per cent of the blocks in their Sub-Divisions ;

(c) The District Census Officers should inspect the work in at least 5 per cent of the blocks in their districts.

3. It has now been decided that the training officers should also check the work in at least 5 per cent of the blocks in the area in which they were incharge of the training.

4. The following points may be specially taken care of by all concerned while checking the work in the field :—

(i) The location codes and other particulars like serial number of the household, name of the CD block (if applicable) etc. are correctly noted on each Census form including the P.G.D.H.T.P. Schedule.

(ii) Serial No. of the Household, given in the Household Schedule and the corresponding individual slips should be the same as given under Col. 7 of the AHL for that household.

(iii) If an enumerator has been assigned work in more than one block, the forms/Schedules for each block are kept by him separately ;

(iv) Households in the agricultural fields and *dhanis* in the rural areas and *Jhuggi-Jhopris* and slums in the towns may be checked at random to ensure that they are not left out ;

(v) Extra care is taken to count houseless population on the night between February, 28 and Ist March, 1991.

(vi) The enumerator has copied entries in cols. 8 to 34 of Household Schedules ;

(vii) Totals for each household from the household schedules are copied in the Working Sheets, separate Working Sheets are used for the Normal, Institutional and Houseless households and grand total for all the three types of households is done at the end of the Working Sheets for Normal households ;

(viii) Cross checking of totals of various columns of Household Schedules is done in working sheets and enumerator's abstracts.

5. The Training Officers are requested to remain in touch with the charge officers concerned and to render help and guidance to the officials deployed for actual

enumeration. They should also explain the procedure for preparation of the Charge abstract to the charge officers for which detailed instructions are being issued and ensure that the Provisional Population Totals are communicated to all concerned in time.

A report may be sent by all District Census Officers, Additional District Census Officers, Sub-Divisional Census Officers, Charge Officers & Training Officers in the enclosed proforma to the undersigned by name on 22-2-91 and 28-2-91.

Report of inspection of work relating to actual enumeration

Name and designation of Inspecting Officer———

Date	Name of Charge & Charge Officer	Location Code of enumeration block checked	Name & designation of enumerator	No. of Households in the block (As per House-list)	No. of Household Schedules checked	No. of Individual Slips checked	Whether the enumerator has copied entries in cols 8 to 34 of household schedules at the time of inspection	%age of work done upto the date of checking

In addition, I deputed my Deputy Directors, Assistant Director, Research Officer and other Officers/officials of this Directorate and of the Economic and Statistical Organisation Haryana to supervise the enumeration work in the field and had also requested the Deputy Commissioners for the requisition of jeeps to be used by the said officers for effective supervision and wider coverage of area for which P.O.L. charges were borne by this Department. The Registrar General of India had also visited village Nahri of Sonipat District on 16-2-91 and inspected the filling up of Census schedules and work done by the enumerators of village Nahri till that date and was satisfied with the quality of census work being done in Haryana.

Later during the revisional round, officials from this Directorate were also deputed to help the Charge Officers and the District Census Officers in compilation of Provisional Population Totals, etc.

Replies to Census Questions

In rural areas the Enumerators faced no problem as socio-economic characteristics of rural folk are almost similar. However, the enumerator had to put probing questions to net the women and children who are engaged in agriculture, animal husbandry, household industry, etc. The replies given by the repondents were upto the mark. There was no organised movement against the Census work or against any question. But the enumerator had to be tactful in extracting the relevant information in a more sympathetic way. They had to do a lot of ground work to have the required information. In urban areas, Enumerators did feel some difficulty in filling up economic questions as some of the households were reluctant to disclose the exact nature of work being done by the family members as if they were treated as a part of income tax or house tax drive. Thanks to wider publicity, and convincing power of our Enumerators who explained confidential nature of the Census and got the answers.

Our State has a good tradition of Census taking in peaceful manner without taking recourse to the penal provision of the Act. However, in a very few cases, show cause notices were issued to the defaulters and it set the position right.

Regarding the contents and adequacy of the Act, I am of the view that some amedments are essential to strengthen the hands of the Census Officers for the smooth conduct of Census. The Census preamble should also include the preliminary steps taken including pre-test and field surveys and Houselisting Operations, since the Act appears to be specific to only 'Enumeration'. In Haryana, I had to get 'The East Punjab Enumeration of Dwellings Act 1948" notified for the smooth conduct of Houselisting. It is equally desireable to spell out the duties of Census functionaries under the Census Act, so far it relates to training and assignment of job, etc. as to otherwise we have to approach the State Government on each occasion for issue of instructions to the field functionaries by the concerned Departments and even then it does not provide necessary help to the District Census Officers.

Coverage

Census aims that there should be no omission or duplication of any area or person under any circumstances and our efforts were oriented towards this end

right from the beginning. In a mass operation like Census one cannot possibly claim cent per cent accuracy or completeness. On our part we could but take all necessary steps to ensure that the Enumeration came as close to perfection as could be possible. The possibility of exclusion of any person from enumeration was narrowed down due to close supervision by the Charge Officers, Additional Charge Officers, Sub-Divisional Census Officers, Additional District Census Officer, District Census Officers and Officers/Officials from this Directorate and of the Economic and Statistical Organisation Haryana, at the field level. Time and again it was publicised through newspapers, Radio and Television about the enumeration programme which was drilled into the minds of the enumerators as well as the public. I released a press note, which appeared in many newspapers on 24-2-91, with an appeal to the people that if anybody finds that he/she or his/her family has not been enumerated by February 25, he/she may contact the tahsildar concerned in case of rural areas and the executive officer/secretary of the municipality concerned in case of urban areas in person or on the telephone or through correspondence immediately betweeh February 26 and 28. It was also stated in the press note that the houseless population will however, be enumerated on the night of February 28, but before the sunrise of March 1, which is the reference date for the conduct of the Census.

During the course of Enumeration only two complaints about non-enumeration were received in this office and they were immediately investigated and attended to. Dr. Khalig Anjuman, General Secretary of Anjuman Taraqqi Urdu (Hind) wrote on February 1, 1991 to the Registrar General India who re-directed his letter to us wherein he had requested us to keep extra supervision on urdu speaking areas (list supplied by him) as he fears that enumerators may fill the language column carelessly. Prompt action was taken but we could not find any irregularity in recording the language column as intensive training was given to enumeration staff and it was stressed in the trainings to record faithfully all the answers as given by the respondents. It gave me satisfaction that neither there was any pressurised movement about the mother tongue and language questions nor any major omission of area. Everything went on smoothly with our pre-planned programme and with the dedicated efforts of my officers and staff who remained racing against the time.

Enumeration of Houseless Population

Houseless persons are those who do not have a fixed place of residence or no regular house to live in. As scheduled, the enumeration of houseless population was done on the night of 28th February, 1991. The enumerators were advised to take note of all the possible places where houseless population in their respective blocks was living on the roadside or pavements, in hume pipes, under staircases, or in the open or in temples, under mandaps or on platform, etc. so that they should be able to cover all such houseless population on the night of 28th February. In case they felt that a large number of houseless persons were residing in a particular block, the enumerators were advised to bring it to the notice of their respective Charge Officers so that more than one enumerator could be deputed to cover the entire houseless population in one night. There was no law and order problem in enumerating the houseless population.

Synchronous enumeration

All areas in Haryana are easily accessible throughout the year. As such enumeration was conducted throughout the State during the enumeration period i.e. 9th February to 28th February, 1991 with the sunrise of 1st March, 1991 as the reference date.

Since no special fair was held during the enumeration period, so no difficulty was experienced. Haryana has no city large enough to demand special arrangements for enumeration.

Enumeration of Special Areas

All the security areas in the State were covered under special areas and relevant instructions are available in the office files. Charges Officers were appointed from their respective units after consultation with their higher authorities. As the special areas do not have a clear idea of the population living in their respective charges because of non-houselisting, Enumerators and Supervisors had to work hard to understand the lengthy instructions and filling up the Census schedules. In my view, there should be a brief instruction booklet for special areas, containing only relevant details.

Provisional Population Totals

The Registrar General of India had emphasised well in advance that the provisional population totals should be announced as early as possible after the completion of Enumeration. The compilation of data from the schedules filled in for each individual at the time of enumeration normally takes a very long time and the actual population as on the reference date can be known, only after many months, having undergone due scrutiny and processing of data. But to release basic information to the public i.e. the crude population figures called 'Provisional Population Totals' immediately on the completion of Enumeration, a well planned programme was chalked out for the calculation and transmission of provisional population totals by the Charge Officers to the District Census Officers and to this Office, and by the District Census Officers to the Registrar General of India and to this office. In this connection, I wrote two circulars (No. 14 & 16) to the Principal Census Officers with a copy to all the Charge Officers and other Officers connected with the census operations in the field (reproduced at Annexure D pages 156—159 & 161—164). In these communications an outline of procedure to be adopted by the Charge Officers and District Census Officers and other Census functionaries was given in detail and they were advised to follow this programme rigidly so that

the time schedule was strictly observed. Officers/Officials from this Directorate and from the Economic and Statistical Organisation, Haryana were sent to help the Charge Officers in compilation of Provisional Population Totals.

The modalities on striking out the provisional population totals and its transmission to the Registrar General of India were spelt out in his Circular No. 19 giving a calendar for reporting of provisional results and commencement of PEC/CES.

The calendar for reporting of provisional population results was as under :—

(*i*) Revisional round	March 1—5, 1991
(*ii*) Submission of enumerator's abstract and other census records by enumerators to supervisors	rch 6, 1991
(*iii*) Submission of all records pertaining to supervisor's circle to the Charge Officer	March, 7, 1991
(*iv*) Preparation of Charge Abstract for provisional results by Charge Officers and communication of charge figures to the District Census Officers and the Director of Census Operations	March 8, 1991
(*v*) Preparation and communication of district abstract for provisional population results by the District Census Officers to the Director of Census Operations by telephone, telegram or wireless message. This messsage should be repeated to the office of the Registrar General, India also	March 9, 1991
(*vi*) Submission of provisional population figures to the Registrar General India by the Director of Census Operations	March 10, 1991

Compilation of provisional results and their relay to the higher authorities and contents of Paper-1 of 1991 were conveyed to us vide R.G.'s Circular No. 20 and minor amendments and other guide-lines for provisional population totals were forwarded vide R.G.'s Circular No. 23. Enumerator was required to prepare the working sheet for preparing Enumerator's Abstract daily on the basis of information filled in Household schedule. After incorparating necessary changes therein as revealed from the revisional round, he will prepare the Enumerator's Abstract. After completion of the abstract, he will submit all the census records to the Charge Officers through his Supervisor as per pre-fixed programme. Even though each enumerator may furnish his abstract promptly, the posting and consolidation of all the particulars by sex and totalling of each characteristic for the charge as a whole and later at the district level is bound to be time consuming. It was, therefore, decided that to start with, only the minimum basic information relating to total population figures and literates be consolidated from the enumerator's abstract and communicated.

In my own office, a team of selected officials worked round the clock in receiving telegrams, wireless messages and telephone calls, posting the figures, obtaining clarifications on some seeming discrepancies. It was indeed a race against time. The figures were communicated over phone to the office of the Registrar General India, followed by a letter by speed post.

It was decided that the Registrar General of India would be releasing the figures for the country as well as States/Union Territories on 25-3-1991. The Directors of Census Operations of the States/Union Territories were permitted to release the provisional figures at a Press Conference to be convened at the State Headquarters after 25th March, 1991. Accordingly, I released the Provisional Population Totals, Paper 1 of 1991 on 27th March, 1991. This paper contained the following information :—

(i) A statement giving comparative picture of population with male/female break up, sex ratio, density and growth rate of population of States/Union Territories of India.

(ii) A statement giving number of literates aged 7 + and percentage of literates to estimated population aged 7 and above of States/Union Territories.

(iii) Four tables giving informaton regarding :—

(a) Distribution of population, sex ratio, growth rate and density of population by districts.

(b) Decadal variation in population since 1901 upto district level.

(c) Population, sex ratio and total literates in cities/urban agglomerations, with a population of 100,000 and above.

(d) Literacy (number of literates excluding children in the age group 0-6) upto district level.

In addition, it comprises of four maps showing administrative divisions, density of population, decennial population growth rates and sex ratio and five diagrams conveying comparative population size of the districts; comparative area of district, growth of population, 1901-91; sex ratio, 1901-91 and decadal percentage growth rate of population, 1901-91. It also contains a comprehensive background note and a brief analysis of the provisional results and sixteen photographs portraying various operations of the Census taking.

Supplement to Paper-1 of 1991-Provisional Population Totals was prepared in June 1991 and sent to Registrar General India for getting it printed at Delhi as U.T. Administration Press had shown its inability to undertake this job as per our specifications. Due to late clearance of data from Registrar General's Office, it was a bit delayed and was released on 20-5-92. It contained six state level tables and six all India comparative statements on rural-urban composition of the population, literacy and on working population. It was nicely ornamented with maps, diagrams and illustrations. To enhance the utility of this supplement, statement showing various population characteristics upto tahsil and town level was also included.

Following table gives the total population figures for each district as reported provisionally and the dates when they reached the office of the Director of Census Operations; Haryana :—

District	Total population (Provisional)	Date on which population figures reached the Office of Director of Census Operations, Haryana	Actual population compiled after processing of data in Regional Tabulation Offices	Percentage variation in provisional population (+) increase (—) decrease
1	2	3	4	5
Ambala	1,106,275	9-3-91	1,116,878	+10,603
Yamunanagar	818,401	9-3-91	821,880	+3,479
Kurukshetra	635,658	8-3-91	641,943	+6,285
Kaithal	818,352	8-3-91	820,685	+2,333
Karnal	880,213	8-3-91	885,797	+5,584
Panipat	831,754	8-3-91	833,501	+1,747
Sonipat	744,450	9-3-91	754,866	+10,416
Rohtak	1,780,166	9-3-91	1,808,606	+28,440
Faridabad	1,466,393	9-3-91	1,477,240	+10,847
Gurgaon	1,128,905	8-3-91	1,146,090	+17,185
Rewari	623,443	8-3-91	623,301	(—)142
Mahendragarh	665,416	8-3-91	681,869	+16,453
Bhiwani	1,122,487	8-3-91	1,139,718	+17,231
Jind	958,165	8-3-91	963,104	+4,939
Hisar	1,835,555	9-3-91	1,844,634	+9,079
Sirsa	902,082	8-3-91	9,03,536	+1,454

My observations about the enumeration are :—

(1) The Deputy Directors of Census Operations Incharge of the Regional Offices should be in position before the houselisting stage so that the Census operations could be properly supervised and organised in various regions.

(2) Permanent housenumbering should be got done in rural and urban areas before the Houselisting operations. It will definitely improve the quality of the Census and will reduce the omission/duplication rate and will give clear-cut demarcation of enumeration blocks with house-numbers and will also help in post-census surveys like PEC, CES, etc. Moreover, the teachers and other enumerators are reluctant to do house-numbering with Geru etc. in urban areas.

(3) The instructions contained in booklets are lengthy and repetitive. This should be shortened.

(4) The requirement of teachers as enumerators has posed a big problem as the reference date and enumeration period generally occur nearing the final examination of various classes. Many teachers are unwilling and most of the schools are also not ready to spare them for the census work. Further, the supervisors contribution is not much and in the future Censuses we may do without supervisors.

(5) The number of entries to be copied by the Enumerators into various forms are too many and is a demotivating factor in the Census.

(6) Regarding women's activity, even women themselves are under the impression that they are not workers. Publicity in this regard should be started much ahead of the Census. It is not enough to publicise the importance of women's activity just a week or two before the census.

(7) Voluntary efforts are not forthcoming as in the past. We must provide for all types of expenditure in connection with the census work and we cannot depend on the State Government and the district administration in future for such contingent expenditure. For example, special provision should be made for incurring expenditure in conducting training classes by the Charge Officers.

(8) There is over centralisation in the publicity matters. For example, DAVP should not be involved as the list of newspapers maintained by them contains/newspapers which have little or no circulation at all.

(9) The enumerator found it difficult to do the economic Census. It is for consideration whether it is necessary to link the economic census with Houselisting in future.

(10) The training methodology must be modernised and improved drastically.

(11) Special administrative and financial delegation of powers during the Census to the Registrar General of India and Officers down in line is very necessary.

(12) Training could be improved much by the appointment of local Education Officers as Assistant Charge Officers because majority of the enumerators/supervisors normally come from education department. In this way, they can be better controlled.

(13) Instead of giving clerical posts to the District Census Officers/Charge Officers, the work may be got done by suitable persons who could be paid appropriate honorarium.

CHAPTER XII

ISSUE OF DIRECTIVES BY CENTRAL GOVERNMENT, STATE GOVERNMENT ETC. TO FACILITATE CENSUS OPERATIONS

At the instance of Registrar General, India, the various Ministries, departments of the Central Government and Central Government Undertakings issued instructions to their attached and subordinate offices to extend full co-operation in regard to employment of the Central Govt. employees for Census and certain concessions to them in office attendance etc. Letters issued by various Ministries/Departments of Central Government are listed below and are available in office file No. Census-Hr-0-24014/90.

Sr. No.	Name of the Ministry/Department	Letter No. & Date
1	2	3
1	Ministry of Railways, Railway Board, New Delhi	No. E(G)89/CE 1/1, Dated 20-12-89
2	Ministry of Home Affairs, State Home Minister, New Delhi	D.O. No. 9/52/89-CD(CEN), Dated 30-5-90
3	Cabinet Secretariat, Rashtrapati Bhawan, New Delhi	No. 1 A. 60011/1/87-Ad. I Dated 21-6-90
4	Department of Tourism, Transport Bhawan, New Delhi	No. F. 23012/17/90-Admn. I Dated 21-6-90
5	Ministry of Defence/D (Coord), New Delhi	M of D.I. D. No. 16/67/89/D (Coord) Dt. 22-6-90
6	Ministry of Industry (Small Scale Industries) New Delhi	No. 5/18/90-O & M & AC Dated 22/23-6-90
7	Ministry of Food & Civil Supplies, Department of Food, New Delhi	No. A. 12030/1/90-AC, Dated 25-6-90
8	Ministry of Personnel, PG & Pensions, Department of Personnel & Training, New Delhi	No. 34/1/90-Ad. III Dated 26-6-90
9	Ministry of Water Resources, New Delhi,	No. 12(7)/88-Coord. Dated 27-6-90
10	Ministry of Energy, Department of Power, New Delhi	No. 18/42/90-Admn. II, Dated 28th June, 1990
11	Ministry of Civil Aviation and Tourism, New Delhi	No. 7/4/90-Coord Dated 29th June, 1990
12	Ministry of Industry, Department of Heavy Industry, New Delhi	No. A-45011/16/90-Admn. Dated 2nd July, 1990
13	Ministry of Agriculture, Department of Agricultural Research and Education, New Delhi.	No. 30-12/88-Estt. Dated 2nd July, 1990
14	Ministry of Defence, Department of Defence Research and Development, New Delhi	No. DRDO/1239/Admn.-I Dated 2nd July, 1990
15	Air Headquarters, New Delhi	Air HQ/20704/146/Org. (Admn.) dt. 3rd July, 90
16	Ministry of Human Resource Development Department of Culture, New Delhi	No. F. 21-21/90-CDN Dated 6th July, 1990
17	Raksha Mantralaya, New Delhi	No. 00075/41/DGAFMS/DG/IC dt. 9th July, 1990
18	Ministry of Environment & Forests, Department of Environment, Forests & Wildlife, New Delhi	No. F. 23012/3/90-PGG Dated 9th July, 1990
19	Naval Headquarters, New Delhi	No. DPS/Coord/10 Dated 9th July, 1990
20	Raksha Mantralaya, Raksha Utpadan Vibhag, New Delhi	No. 88712/DGQA (Coord) Dated 10th July, 1990
21	Ministry of Commerce, New Delhi	No. 17(25)/90-FT(ST) Dated 11-7-90
22	Ministry of Urban Development, New Delhi	No. A-42014/2/89-Coord. Dated 12th July, 1990.
23	Ministry of Industry, Department of Industrial Development, New Delhi	No. C-19014/2/90-E. III, Dated 12th July, 1990
24	National Water Development Agency, New Delhi	No. 9/3/90-Admn. Dated 16th July, 1990.
25	Ministry of Labour, New Delhi	No. Z-13015/60/90-Coord. Dated 18th July, 1990
26	Ministry of Home Affairs, Department of Official Language, New Delhi	D.O. No. 13034/46/90-OL(C) Dated 20th July, 1990
27	Department of Ocean Development, New Delhi	No. DOD/44-Estt./108/90 Dated 23rd July, 1990
28	Ministry of Finance, Department of Economic Affairs, New Delhi	No. F. 18011/1/90-Ad. I Dated 1st August, 1990
29	Department of Telecommunication, STN Section, New Delhi	No. 249-16/90-STN Dated 3rd August, 1990
30	Ministry of Science & Technology, Department of Biotechnology, New Delhi	No. BT/CO.06/024/90 Dated 6th August, 1990
31	Ministry of Agriculture, Department of Agriculture & Co. Operation, New Delhi	No. 11019/6/90-ACU(T) Dated 21st August, 1990
32	Ministry of I & B, Directorate of Field Publicity, New Delhi	No. A. 45011/15/90-Admn. Dated 27th August, 1990
33	Ministry of Energy, Department of Coal, New Delhi	No. 19011/25/90-Ad. Dated 4th Sept. 1990
34	Enforcement Directorate, Foreign Exchange Regulation Act, New Delhi	No. A-35/10/90, Dated Nil, Sept. 1990
35	Ministry of Finance, Department of Economic Affairs (Banking Division), New Delhi.	No. 9/2/23/90-IR Dated 10-9-90
36	Ministry of Agriculture, Department of Fertilisers, New Delhi	No. 23011/27/90-gc, Dated Nil

1	2	3
37	Syndicate Bank, Karnataka State	No. PD:PAS:1062:N-1 AGM:PNL:90 Dated 25-9-1990
38	Ministry of Agriculture, Department of Rural Development, New Delhi.	No. A-60012/4/90-E. II Dated 10th Oct. 1990.
39	Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi	No. Z-28011/16/90-Coordn. Dated 11th Oct. 1990
40	Ministry of Human Resource Development (Department of Education), New Delhi	No. C 30019/8/90 Coord. Dated 17th Oct. 1990
41	Ministry of Steel & Mines, Department of Steel, Udyog Bhawan, New Delhi	No. 22(47)/90-Estt. Dated 24th Oct. 1990
42	Ministry of Law and Justice, Legislative Department, New Delhi	No. A. 45011/6/90-Adm. I (LD) dt. 26th Oct. 1990
43	Ministry of Industry, Department of Heavy Industry, Udyog Bhavan New Delhi	No. A 45011/16/90-Admn. Dated 31st Oct. 1990
44	Ministry of Surface Transport Coordination Section, New Delhi	No. C.D. 14012/5/90-Coord. (DAI) Dated 7th Nov. 90
45	Life Insurance Corporation of India, Bombay	No. Nil Dated 12th Nov. 1990
46	Home Secretary, Govt. of India, New Delhi	D.O. No. 9/21/89-CD (CEN) dt. 12th Nov. 90
47	Ministry of Petroleum & Chemicals, Department of Chemicals & Petro-Chemicals, New Delhi	No. M-20(233)/90-IWSG Dated 7th Dec., 1990
48	Oil & Natural Gas Commission, Directorate of Personnel Tel Bhavan, Dehra Dun	No. PER/Coord/27 Dated 13th Dec., 1990
49	Secretariat of Election Commission of India, New Delhi	No. 23/Census/90/8596 Dated 13th Dec., 1990
50	Ministry of Agriculture, Department of Agriculture & Cooperation, Krishi Bhavan, New Delhi	No. 15-10/90-Admn. Coord Dated 18th Dec., 1990
51	Ministry of Surface Transport (Ports wing), New Delhi	No. PR-24021/32/90-PG Dated 20th Dec., 1990
52	Indian Oil Corporation Ltd., New Delhi	No. DP/6/11/Dated 28-12-1990
53	Ministry of Planning, Department of Statistics, New Delhi	No. A-60011/28/90-Coord Dated 31-12-1990
54	Ministry of Agriculture, Directorate of Oil Seeds Development, Hyderabad	No. 8-7/82-Estt. (pt file) Dated 4th Jan., 1991
55	Govt. of India, Ministry of Railways (Railway Board), New Delhi	No. 90/TGII/1005/25 RG & CC Dt. 11/14-1-91
56	Ministry of Textiles, New Delhi	No. 10/1/91-T.P.C. Dated 21st Jan., 1991.
57	Govt. of India, Directorate of Field Publicity, Ministry of Information and Broadcasting, New Delhi.	No. J-11022/10/89-PROG Dated 28th Jan., 1991

Census being a decennial exercise is usually carried out by the hierarchy of the State Govt. A large number of field personnel cannot be made available from the organisation itself. Thus we depend upon the assistance of the State Govt. in every operation. The Revenue Department of the State Govt. is the administrative department incharge of Census. So, our channel of communication with the State Govt. was the Financial Commissioner and Secretary to Govt. Haryana, Revenue Department and in the event of obtaining any Govt. orders, we had to approach the Revenue Department who was also responsible for dissemination of instructions to the field personnel. Such instructions were generally issued by the Revenue Department of State Govt. to Heads of Departments, Deputy Commissioners etc. at the field level for proper implementation. At our initiative he issued letters, circulars and other directives to State Govt. officers in the field on various matters relating to Census and they are reproduced at Annexure C. Detailed instructions regarding conduct of 1991 Census were issued by him to all the Deputy Commissioners and Heads of Departments vide memo No. 6363-R-IV-89/25000 dated 17-11-89. As regards concessions given to officials on Census duty, the State Govt. issued instructions vide memo No. 1860-R-IV-90/7758 dated 12-4-90 and No. 45/7/90-GSI dated 31-10-90 granting to enumerators and supervisors and other Census staff a concession of two hours during the house-listing operation and they were considered as on duty while attending to 1991 Census work and were permitted to be away from their offices for the major part of the working hours from 9-2-91 to 28-2-91 and exclusively on Census work for the whole day from 1-3-91 to 5-3-91. All the officials were also treated on duty when they were called for training. The State Government also, issued instructions vide memo No. 45/7/90-GSI dated 23-4-90, imposing a ban on transfers till the end of May, 1990 with a view to ensuring that the State Government employees were not transferred from their places of posting where they had been put on Census duty during the houselisting operation. I also requested the State Government to authorise our office to avail of the Police Wireless facilities in the State and it was agreed to by the State Government. We utilised the Police Wireless network for the transmission of important Census messages to the offices of Deputy Commissioners, Sub-Divisional Officers (Civil), City Magistrates and Tahsildars in the districts.

I take this opportunity in expresing my deep gratitude to the State Government for the timely issue of such comprehensive instructions at every stage. The directives issued by the State Government always produced the desired results.

The presence of senior officers in training classes had a very salutory effect for creating an atmosphere of decorum and urgency and sound sense of responsibility for the reason that it will indicate their personal involvement and interest in this work of national importance.

CHAPTER XIII

GENERAL

On 27-11-89 I addressed all the Deputy Commissioners, Chief Administrator, Faridabad Complex Administration and Administrator, Haryana Urban Development Authority, Panchkula demi-officially dealing in detail the general features of 1991 Census and outlines of the plan of operations so as to give a definite idea to the field agency about the quantum of work involved. Thereafter, I issued as many as 16 circulars, particulars of which showing file number and date of issue alongwith subjects are given below :—

Circular No.	File No.	Date of issue	Subject
1	2	3	4
1	Census-Hr-0-13015/89	27-12-89	Formation of Enumerators' Blocks and Supervisors' Circles for Houselisting Operation.
2	Census-Hr-0-13016/90	15-1-90	Preparation of Charge Registers and appointment of Enumerators and Supervisors for Houselisting Operation.
3	Census-Hr-0-13013/89	16-2-90	Training of Enumerators & Supervisors for Houselisting Operation.
4	Census-Hr-0-19011/89	2-3-90	Distribution of Census material to the Enumerators and Supervisors for Houselisting Operation/Economic Census.
5	Census-Hr-0-19011/89	12-3-90	Distribution of actual Census material to the Enumerators and Supervisors for Houselisting/Economic Census
6	Census-Hr-0-13018/90	19-4-1990	Supervision and checking of the field work for Houselisting/Economic Census in May, 1990
7	Census-Hr-0-13019/90	3-5-1990	Houselisting Operation—Collection and despatch of filled in forms, abstracts etc.
8	Census-Hr-0-18013/90	11-6-1990	Formation of Enumerators' Blocks and Supervisors' Circles for 1991 Census and preparation of Abridged Houselist.
9	G-18018/1/90-Admn.	15-6-1990	Payment of honorarium in connection with 1991 Census.
10	Census-Hr-0-18017/90	3-9-1990	1991 Census-Appointment of Enumerators and Supervisors for actual Enumeration
11	Census-Hr-0-18019/90	11-10-90	1991 Census-Training of Enumerators and Supervisors for actual enumeration.
12	Census-Hr-0-18019/90	16-11-1990	1991 Census-Training of Enumerators and Supervisors for actual enumeration
13	Census-Hr-0-18021/89	12-12-1990	1991 Census-Distribution of Census material for actual enumeration.
14	Census-Hr-0-18022/90	9-1-1991	1991 Census-Collection of Enumeration record by the Charge Officers and its consignment to the Regional Tabulation Offices.
15	Census-Hr-0-18019/90	9-1-1991	Supervision and checking of work relating to Actual Enumeration between 9-2-1991 to 5-3-1991.
16	Census-Hr-0-26012/90	11-2-91	1991 Census-Provisional Population Totals.

All these circulars were addressed to the Deputy Commissioners, Chief Administrator, Faridabad Complex Administration and Administrator, Haryana Urban Development Authority, Panchkula i.e. Principal Census Officers and copies were endorsed to the following for information and necessary action :—

1. The Commissioner, Ambala/Rohtak/Gurgaon/Hisar Division.
2. The Economic & Statistical Advisor to Govt. of Haryana, Sector 17, Chandigarh.
3. Deputy Director, Regional Office, Faridabad.
4. Deputy Director, Regional Office, Hisar.
5. All the Sub-Divisional Officers (C) in Haryana.
6. All the City Magistrates in the offices of the Deputy Commissioners in Haryana/District Revenue Officer, Bhiwani.
7. All the District Statistical Officers in Haryana.
8. All the Planning Officers/Economists in Haryana.
9. The Estate Officer, Panchkula Urban Estate, Panchkula.
10. The Administrator, Faridabad Complex Administration, N.I.T. Faridabad.
11. The Administrator, Faridabad Complex Administration, Ballabgarh.

12. The Administrator, Faridabad Complex Administration, Faridabad Old.

13. The Executive Officer, Cantonment Board, Ambala Cantt.

14. All the Tahsildars in Haryana.

15. All the Executive Officers/Secretaries of Municipal Committees in Haryana.

Each circular was issued at the appropriate time in the field work so as to enable the Charge Officers not to miss any point and in understanding clearly the action to be taken. Instructions issued by us were exhaustive and the staff of our Directorate was also deputed to visit the various charge offices from time to time for explaining to them the work to be done. Haryana being a small State, only 300 copies of each circular were cyclostyled for distribution. All the 16 circulars listed above have been reproduced at Annexure 'D'.

Publicity

It was decided in the first conference of the Directors of Census Operations that necessary steps should be taken for publicity in connection with 1991 Census. So, adequate publicity measures were taken by us before and during Houselisting Operation and actual enumeration as discused in this report earlier. I have had two sessions on All India Radio, Rohtak, in the form of interview to explain importance of the Census and the role of public in Census taking. A drama was also got prepared and relayed through All India Radio, Rohtak. This drama was also got enacted in the rural areas through the Department of Public Relations of the State. We got printed two types of handbills which were distributed among the enumerators and supervisors for being used in their blocks. Posters received from the Registrar General, India were sent for publicity in the field through District Public Relations Officers of the State Government. In addition, some advertisements given by the Registrar General, India appeared in the newspapers. As a result thereof, the public cooperated with the enumeration agency in giving the required information through various census schedules.

Payment of honorarium to the enumeration staff

The enumeration staff was drawn from the various Central and State Government departments and offices of Local Bodies. Thus, the enumerators and supervisors mostly comprised of school teachers, patwaries and other Government employees. For the conduct of Census, they were required to devote extra time before/after office hours. Census being a great national task, some honorarium was paid to them by Government of India as per past practice and the following rates of honorarium were prescribed by the Registrar General, India for payment to the enumeration staff :—

	Rs.
(i) *Enumerator*	
(*a*) For housenumbering, houselisting and filling up of the Houselist and Houselist Abstract (including the cost of housenumbering material for one houselisting block)	100
(*b*) For filling up of the Enterprise List and Enterprise List Abstract	50
(*c*) For actual enumeration i.e. filling up of Individual Slip, Household Schedule, Enumerator's Abstract etc. for one enumeration block.	225
(*d*) For canvassing of postgraduate degree holders and technical personnel schedules	15
(*ii*) *Supervisor*	
(*a*) For housenumbering, houselisting and filling up of various schedules for one Supervisor's Circle	100
(*b*) For supervision of work relating to the Economic Census of Enumerators in a Supervisor's Circle	50
(*c*) For duties performed during actual enumeration for one Supervisor's Circle	225
(*d*) For canvassing of postgraduate degree holders and technical personnel schedules	15
(iii) *Charge Officer/Additonal Charge Officer/Deputy Charge Officer*	
For the entire operation of houselisting and actual enumeration	600
(iv) *Sub-Divisional Census Officer*	
For the entire operation of houselisting and actual enumeration	800
(v) *District Census Officer/Additional District Census Officer*	
For the entire operation of houselisting and actual enumeration	1000
(vi) *Principal Census Officer*	
For the entire operation of houselisting and actual enumeration	1000

Also each Census Assistant/Clerk in towns with population less than one lac was paid an honorarium of Rs. 500 i.e. Rs. 50 per month from 1-8-90 to 31-5-91 for attending to 1991 Census work in addition to his normal duties. A sum of Rs. 66,000 (Rupees sixty six thousands only) was paid to the staff deployed for coping out the Abridged Houselists of 1991 Census in various charge offices. The norm for payment of this honorarium was Rs. 1200 for an average population of 3 lakhs. Thus the entire Census hierarchy was paid honorarium for performing Census duties. The total expenditure involved for payment of honorarium to various Census functionaries was as under:

	Rs.
1. Housenumbering, Houselisting and canvassing of Enterprise List	4,008,100
2. Actual enumeration	66,26,994
3. Canvassing of postgraduate degree holders and technical personnel schedule	4,17,240
Total	110,52,334

The expenditure on Census per head works out to 67.1 paise in our State against 17.6 paise per head during the last Census.

The provision of funds for payment of honorarium to enumerators, supervisors, charge officers and other Census Officers was not made in the State budget as was done in the case of District Establishment and TA and DA for such persons. To meet the requirements of honorarium, the Govt. of India placed requisite funds at the disposal of the Accountant General, Haryana as per details given below :—

Amount (Rupees)	Sent by	Head of account in which deposited
1	2	3
30.00 Lacs	Pay and Accounts Officer (Census) C/o the Registrar General India, New Delhi for houselisting operation.	8443-Civil Deposits-Other Deposits-Deposits for payment of honorarium to the enumeration staff in connection with 1991 Census.
14.10 Lacs	Pay and Accounts Officer (Statistics), Department of Statistics, Ministry of Planning, New Delhi for Economic Census	8443-Civil Deposits-Other Deposits-Deposits for payment of honorarium to the enumeration staff in connection with 1991 Census.
70.20 Lacs	Pay and Accounts Officer (Census), C/o The Registrar General, India, New Delhi for actual enumeration	8443-Civil Deposists-Other, Deposits-Deposits for payment of honorarium to the enumeration staff in connection with 1991 Census.
4.68 Lacs	Accounts Officer C.S.I.R., New Delhi for canvassing of postgraduate degree holders and technical personnel schedule	8449-Other Deposits-120 Misc. Deposits-Deposits for payment of honorarium to the enumeration staff in connection with 1991 Census.
2,72,800	Pay and Accounts Officer (Census), C/o The Registrar General, India, New Delhi for actual enumeration	8449-Other Deposits-120 Misc. Deposits-Deposits for payment of honorarium to the enumeration staff in connection with 1991 Census

The unsepent balance lying in the deposit head out of the advance made above was refunded by the Accountant General, Haryana to the concerned Pay and Accounts Officer. The Directorate of Census Operations, Haryana, took up this matter with the Financial Commissioner and Secretary to Government of Haryana, Revenue Department, Chandigarh and the Accountant General, Haryana and necessary instructions were issued to all the Principal Census Officers, District Census Officers and Charge Officers in the State asking them to follow the prescribed procedure in the matter of payment of honorarium to the various Census functionaries. The Accountant General Haryana authorised the District Census Officers/Charge Officers to draw the required amounts against the said desposits and simultaneously instructed the Treasury Officers in the districts to allow such drawals to the extent intimated by this office. Similar procedure for payment of honorarium to the enumeration staff was followed at the time of 1981 Census as well.

Census Medals

It has been the tradition of the Census Organisation to recoghise the services of the Census functionaries at various levels who perform their duties diligently and earnestly in the conduct of Census. This recognition is done by recording suitable remarks in their Annual Confidential Reports, issuing of commendation certificates and granting of medals alongwith certificates of honour.

The Financial Commissioner and Secretary to Government Haryana, Revenue Department vide memo No. 6363-R-IV-89/25000 dated 17th November, 1989 issued a directive to all the Deputy Commissioners and Heads of Departments in the State that officials who took exemplary interest in their work relating to Census would be suitably rewarded with medals and commendation certificates. In order to ensure that all officials took adequate interest in performing their duties relating to Census, it was

decided that their performance should be reflected in their Annual Confidential Reports. A copy of the above mentioned memorandum was also endorsed to all Administrative Secretaries to Government, Haryana, Commissioners of Divisions and Presidents/ Administrators/Executive Officers of Municipal Committees in the State. On 8th February, 1991 I wrote to all the Deputy Commissioners in Haryana to keep a note of the performance of the Charge Officers i.e. Tahsildars and Executive Officers/Secretaries of Muncipal Committees and recommend the names of 50% of such officials of these two categories who showed extra-ordinary interest in the performance of their duties in connection with 1991 Census. The Charge Officers were also requested separately to keep a note of the performance of enumerators and supervisors who showed exemplary interest in their work and recommend their names for the award of medals. As regards the award of medals to the Sub Divisional Officers (Civil) and City Magistrates, the recommendations made by the Deputy Commissioners were also taken into account.

The Registrar General, India allotted in all 450 medals-230 silver and 220 bronze to Haryana State. The medals were awarded as per details given below :—

Category	Distribution of Census Medals	
	Silver	Bronze
Principal Census Officers (Deputy Commissioners)	6	
District Census Officers (City Magistrates/District Revenue Officers)	13	
Additional District Census Officers (District Statistical Officers/Planning Officers/Economists)	11	
Sub-Divisional Census Officers (Sub-Divisional Officers, Civil)	20	
Charge Officers	61	
Enumerators/Supervisors/Census Assistants/Census Clerks	65	220
Others	5	
Total	181	220

As regards the evaluation of work at various levels, the following procedure was adopted :

(a) The performance of the District Census Officers, Sub-Divisional Census Officers and Charge Officers was assessed by the Deputy Commissioners whose recommendations were accepted in general. While doing so, the impressions of the Director which he got during his field visits, were also taken into consideration.

(b) In regard to the work of Additional District Census Officers who were drawn from the Economic and Statistical Organisation, Haryana, the Economic and Statistical Advisor to Government Haryana was consulted.

(c) The performance of Enumerators, Supervisors and Census Assistants/Clerks was assessed by the Charge Officers viz. Tahsildars in rural areas and Executive Officers/ Secretaries of Municipal Committees in urban areas. Ten Charge Officers did not send their recommendations for award of medals in spite of repeated reminders from this office.

All the awardees of Census medals were informed demiofficially vide my letter No. Census-Hr-O-21011/ 91-Admn issued in June 91.

Recruitment of Staff

The various categories of posts on regular scales of pay and the posts of supervisor, checker, compiler/ coder on fixed consolidated pay sanctioned by the Registrar General, India for attending to 1991 Census work are detailed in Chapter IV of this report. These posts were meant for the Regional Tabulation Offices located at Faridabad, Hisar and Panchkula, Editing and Coding Cell set up at Manimajra (Chandigarh) and for strengthening the staff in the Headquarters. Some relaxation in the procedure for recruitment against these posts was also made by the Government of India.

The Directors were authorised to recruit persons upto the age of 60 subject to their physical fittness for filling up the fixed pay posts. The permission was also accorded to recruit the fixed pay staff from the open market in case the employment exchanges were unable to sponsor suitable/requisite number of candidates. As the posts on consolidated salary are extra temporary in nature and are to be abolished immediately after the manual tabulation work connected with 1991 Census is over, the Registrar General, India vide his letter No. 3/3/90/RG/Ad-II dated 4/1/91 asked he Directors of Census Operations to appoint retired ersons against the consolidated salary posts to the aximum extent keeping engagement of young people o the minimum. In any case, the number of retired ersons out of total number of persons engaged by us n consolidated wages should not be less than 80%. his was done to avoid lots of litigations and agitaions etc, leading to numerous administrative and other roblems as per the experience of the previous Census. Ve had given advertisements in the newspapers for illing up the consolidated salary posts from amongst ie retired persons and persons in the age group of

35—50 years; but we were unable to get the required number of suitable hands from amongst them to fill up these posts. Though we wrote to the Chief Secretary to Government of Haryana and all the Heads of Departments of Government of Haryana and Government of India located at Chandigarh to send to us the lists of retired officials who had retired during the last two years, the response was quite poor. In regard to filling up of these posts for the Editing and Coding Cell set up at Manimajra (Chandigarh) and the Regional Tabulation Office located at Panchkula, we were able to fill up the remaining vacancies through the local employment exchange by recruiting persons in the age group of 18—35 years. Though we were able to fill up some of the consolidated salary posts in the Regional Tabulation Offices at Hisar and Faridabad through the local employment exchanges, we had to advertise the vacancies in these posts in the newspapers so as to enable us to fill up the remaining vacancies from the open market even by employing persons in the age group of 18—35 years.

Out of regular pay scale posts sanctioned for 1991 Census work, the posts were filled up by promoting officials of my Directorate on regular basis wherever they were found eligible in terms of the statutory recruitment rules. Some officials in the grade of Computor who were not eligible for regular promotion to the posts of Statistical Assistant, were promoted as Statistical Assistants on adhoc basis taking into account the service rendered by them on adhoc basis as well as on regular basis against the posts of Computor as per guidelines issued by the Registrar General, India, vide his letter No. 18/23/80-Ad-IV(II) dated 15-11-1990. The two posts of Deputy Directors in Regional Tabulation Offices, Hisar and Panchkula were filled up by transfer on deputation by the Officers of Economic and Statistical Organisation, Haryana. The posts of Hindi Translator, Printing Inspector and Proof Reader in the Headquarters and the posts of Assistants and U.D.Cs. in the Regional Tabulation Offices were advertised for filling up by transfer on deputation but no suitable officials were available to man these posts. So, the establishment work in the Regional Tabulation Offices had to be managed with the help of retired hands appointed on consolidated pay. All the three Regional Tabulation Offices and the Editing and Coding Cell had been fully staffed by December, 1991. It may be added that for recruitment to the posts on consolidated salary, no reservation for SC/ST candidates was prescribed. The staff on consolidated pay was appointed on the basis of a contract letter which was circulated by the Registrar General, India among all the Directors of Census Operations. In the case of staff appointed on regular scales of pay on adhoc basis through employment exchange against the posts sanctioned for 1991 Census work, the following terms of appointment were laid down by us as desired by the Registrar General, India, New Delhi:

(i) The post is purely temporary created specifically in connection with the 1991 Census work and would be abolished on completion of the work and the incumbent will be retrenched and Government would have no liability thereafter.

(ii) The appointment is adhoc in nature and is up to 28-2-1992 only, unless and untill, in exceptional circumstances, it is extended for a further maximum period of one year. However, the appointment can be terminated even before 28-2-1992 or the extended period, as the case may be, by giving one month's notice from either side or one month's emoluments in lieu thereof without assigning any reasons. Termination of services on the expiry of the specified period of appointment will need no prior notice from either side.

Rules and instructions of the Government of India were always followed in service matters.

Accounting System

The Director of Census Operations was declared as Head of Office by the Registrar General, India under the powers conferred by Rule 14 of the Delegation of Financial Powers Rules, 1978 and empowered to exercise financial powers vide his office letter No. 9/3/89-RG(AD II) dated 23rd October, 1989. These powers were further enhanced vide Registrar General India's letter No. 9/3/89-RG(AD II) dated 30-11-89. Powers to grant leave of different kinds under the C.C.S. (Leave) Rules, 1972 were delegated vide Registrar General India's letter No. 9/4/89-RG (AD II) dated 6-12-89. The Director, who was Head of his office was delegated most of the administrative and financial powers of the Head of the Department for the smooth conduct of 1991 Census. With a view to decentralising the accounting procedure, I authorised the Asstt. Director (General) at the Headquarters to function as the Drawing and Disbursing Officer under Rule 16 of the Delegation of Financial Powers Rules, 1978 read with Central Treasury Rule 142 and he was authorised to exercise the following powers :

(a) To sign all the bills/cheques relating to the office of Director of Census Operations, Haryana ;

(b) To carry out the duties embodied in clauses (II to VI) as Drawing and Disbursing Officer and maintenance of cash book in terms of Note I below Rule 77 of Central Treasury Rules (Volume I).

(c) Attestation of entries made in the service books of non-gazetted employees under provisions of SR 199.

(d) To sanction petty contingent expenditure upto Rs. 500 (Rs. five hundred only).

I also authorised each of the Deputy Directors Incharge of the Regional Tabulation Offices to exercise the powers reproduced below, in order to enable them to run their offices smoothly :

1. Signing of all bills such as Pay, Travelling Allowance, Medical, Contingent etc., which were further signed by the Drawing and Disbursing Officer of this office before presentation to the Paying Authority. He disbursed

the amount and maintained its account in Cash Book in Form GAR 3 and other allied records. He sent monthly statement of expenditure so as to reach here on or before the 1st of the following month for inclusion in our accounts for onward transmission to the Registrar General, India.

2. Insofar as the matters relating to Travelling Allowance etc. were concerned, the Registrar General, India, New Delhi vide his letter No. 9/1/90-RG (AD. II) dated 10-10-1990 in exercise of the powers delegated to him as 'Head of Department' under S.R. 191 read with S.R. 2(6) alongwith its Appendix had declared the Deputy Director of Census Operations, Haryana as 'Controlling Officer' for the purposes of Travelling Allowance under S.R. 191 in respect of all non-gazetted and gazetted staff up to the rank below the rank of the Deputy Director of Census Operations. The T.A. Bill in respect of the Deputy Director of Census Operations was continued to be countersigned by the Director.

3. Sanction of contingent expenditure upto Rs. 500 (Rupees five hundred only) in each case subject to observation of the relevant rules.

4. Attestation of entries in the service books of non-gazetted staff posted in the Regional Tabulation Office.

5. Grant of Earned Leave upto two weeks, Casual Leave etc., to the staff posted in Regional Tabulation Office.

The TA/Medical/Contingent Bills of all the staff were countersigned by the Director as Controlling Officer.

As the Deputy Directors Incharge of the Regional Tabulation Offices were to handle large amounts of cash and it was not possible to keep the undisbursed large amounts in safe custody, the Registrar General, India permitted each of these Deputy Directors to open current account in his name and official designation with any nationalised bank located in the area where the Regional Tabulation Office was set up. They were asked to maintain the subsidiary cash book in respect of receipts and payments of cash etc. handled by them. In case of urgency, the payments were remitted to them by the State Bank of India, Chandigarh by telegraphic transfer applications to the bank in which they had opened the account and they were able to draw the amounts from those banks through cheques.

A statement showing the budgetary estimates and actual expenditure for the years 1988-89 to 1991-92 is given at Annexure D, page 165.

The Director of Census Operations, Punjab was vested with the Drawing and Disbursing powers for issue of cheques. In order to ensure that various types of bills prepared by this office were in order, a system of scrutiny was evolved within the three Census Directorates of Punjab, Haryana and Union Territory of Chandigarh located at Chandigarh. This system worked smoothly and ensured quick transactions in all financial matters.

Permanent Advance

The Directorate of Census Operations, Haryana, was sanctioned a permanent advance of Rs. 3000 upto the year 1990. This amount of permanent advance was enhanced to Rs. 6000 with effect from September, 1990 by the Registrar General, India, New Delhi. Out of this amount, I sanctioned a permanent advance of Rs. 1000 to each of the three Regional Tabulation Offices so as to enable the Deputy Directors Incharge to meet their day to day urgent contingent expenses. The remaining amount of Rs. 3,000 was retained in the Headquarters to meet our day to day petty expenses. As the Deputy Directors Incharge of Regional Tabulation Offices were not declared as Drawing and Disbursing Officers, all the formalities regarding the issue of financial sanctions and drawal of salaries of the staff of the Regional Tabulation Offices were completed in the Headquarters. However, the Deputy Directors Incharge of Regional Tabulation Offices were authorised to incur contingent expenses upto Rs. 500 only in each case but the power of Drawing and Disbursing Officer remained with the Assistant Director at the Headquarters. This arrangement worked smoothly.

Travelling Expenses

A number of officers/officials of this Directorate had to undertake extensive tours at the time of house-listing operation and actual enumeration of 1991 Census. Necessary provision to meet the travelling expenses on this account was made in the budget of the relevant years of this office. In large majority of the cases, the tours were planned well in advance and the officers/officials were paid advance T.A. especially when they were sent on tour for long periods. In cases where they had been sent on tour at short notice their T.A. bills were passed promptly on their return from tour.

As regards the payment of T.A. and D.A. to the field staff viz. enumerators, supervisors and officers of the Economic and Statistical Organisation Haryana in connection with training, filling up of Census schedules and supervision of field work connected with 1991 Census, instructions were issued by the Financial Commissioner and Secretary to Govt. Haryana, Revenue Department vide memo No. 6363-R-IV-89/25000 dated 17-11-89 to all Deputy Commissioners and all the Heads of Departments in Haryana State that their officers/officials should be treated on duty while attending to 1991 Census work. As such their T.A. and D.A. was initially paid by the Departments concerned from their respective budget heads and such expenditure was reimbursed to the Government of Haryana by the Government of India through the Accountant General (A&E) Haryana, Chandigarh later on.

Telephone facilities

The field work relating to 1991 Census was a time bound programme and the Director, Census, Haryana was to remain in constant touch with the Govt. of India and the State Govt. functionaries at the District level such as Deputy Commissionners, Sub Divisional Officers (Civil) and Executive Officers/Secretaries of Municipal Committees etc. in order to monitor the progress of work and give further instructions and guidelines to them. As such, a telephone was sanctioned and installed at the residence of the Director and telephone facilities were also provided to the Deputy Directors in the three Regional Tabulation Offices. A temporary telephone was also sanctioned for a period of six months in the Editing and Coding Cell set up at Manimajra (Chandigarh), because the telephone facility could be provided in the Regional Tabulation Office, Panchkula quite late. This facilitated close coordination and better contact during the field operations. These telephone connections were got sanctioned and installed on priority basis on issue of necessary instructions to all the Chief General Managers, Telecom and all the District Managers, Telephones from the Ministry of Communications, Department of Telecom (PHA Section) vide their letter No. 16-3/90/PHA dated 19-1-1990.

Stores and Stationery

Prior to 1991 Census, the stationery articles and printed forms of various types were received quarterly on the basis of annual indent placed with the Regional Stationery Depot, New Delhi. As this Depot was wound up by the Govt. of India in October, 87 we had to make alternative arrangements for the procurement of stationery articles. Normally, we purchased the stationery articles from the Super Bazar and Kendriya Bhandar located at Chandigarh. In case some of the articles were not available with them, the same were purchased from the open market after obtaining "Non Availability Certificate" from the Super Bazar and Kendriya Bhandar and after following the prescribed procedure. Even other articles of stores were purchased by us through Govt. agencies as far as possible.

A large number of posts on consolidated pay were sanctioned for short duration in the Regional Tabulation Offices as well as in the Editing and Coding Cell apart from the posts on regular scales of pay sanctioned for attending to the 1991 Census work in the Headquarters and the Regional Tabulation Offices. These staff were to be provided with chairs and tables for seating and office work. As they were to be retrenched on the winding up of the Regional Tabulation Offices on completion of 1991 Census work, we purchased cheap steel furniture viz. chairs, tables, racks, almirahs etc. through the Haryana State Small Industries and Export Corporation Ltd., Chandigarh, which is a Haryana Government Undertaking. Steel pipe chairs were purchased at the rate of Rs. 140 each and steel tables with wooden tops $4' \times 1\frac{1}{2}' \times 2\frac{1}{2}'$ at the rate of Rs. 200 each for seating the fixed pay staff.

Printing

Our requirements of printing paper were fully met by the office of the Registrar General, India. The various Census schedules and instructions booklets printed in Hindi and English were supplied to us by the Office of Registrar General, India. All other printing work was got executed through the Controller of Printing and Stationery, Union Territory, Chandigarh on payment.

Accommodation

Prior to 1991 Census, the Directorate of Census Operations, Haryana was housed in S.C.O. No. 1074-75, Sector 22-B, Chandigarh with a covered area of 8508 sq. ft. hired on a monthly rent of Rs. 31,500 and another house with a covered area of 1794 sq. ft. at a monthly rent of Rs. 2400 was hired at Panchkula for storage of the Census record. We hired additional accommodation as per details given below for setting up of Editing and Coding Cell at Manimajra and three Regional Tabulation Offices at Faridabad, Hisar and Panchkula.

Sr. No.	Name of Building	Area in sq. ft.	Rent per month	Date of possession
1	S.C.O. No. 843, Manimajra	2569	Rs. 8,000	5-7-90
2	Kothi No. 397, (Ground, first and second floors) Sector 21-A, Faridabad	5696	Rs. 3,000 (Ground Floor) Rs. 6,630 (first & second floors)	4-7-90. 1-3-91
3	Kothi No. 707, Sector 21-A, Faridabad	2622	Rs. 5,240	21-5-91
4	S.C.O. No. 27, Sector 11 (First & second floors), Panchkula	6516	Rs. 23,290	4-3-91
5	Bansal Dal Mill Building, Hisar	9393	Rs. 11,750	1-3-91

All these buildings were hired on rent assessed by the C.P.W.D.

92-L/J(D)510DCO Haryana—5

CHAPTER XIV

POST ENUMERATION CHECK AND CENSUS EVALUATION STUDY

A. Post Enumeration Check (PEC)

The post enumeration check survey has become a part of the Census Operations of India since the 1951 Census. This survey is concerned with the analysis of likely omissions or duplications in the Census enumeration. It also provides a check on the quality of information for items like age, marital status, literacy and economic activity collected in the Census. In simpler terms, the survey is meant to know as to (i) how accurately has every individual been enumerated in the Census and (ii) how precisely have the particulars of the individual been recorded in the Census. The PEC survey was undertaken immediately after the completion of actual enumeration work in March-April, 1991 with a view to quantifying the coverage error and content error. The coverage error normally consists of two components :—

(i) Omission or duplication of persons due to omission or duplication of residential houses/households in the census.

(ii) Omission of duplication of individuals in censused households.

The above two components are known as coverage error type I and type II. The content error arises from the recording of wrong replies to certain questions either by the respondents or by the enumerators due to confusion in concepts.

Sample size

This survey was undertaken in 120 selected enumeration blocks communicated by the Registrar General, India. Out of 120 blocks, 24 blocks were selected for estimating content error. Details of these blocks by three distinct strata namely rural, city and non-city urban, districtwise are given below :—

Name of District	No. of blocks selected					
	Rural		City		Non-city urban	
	Coverage error	Content error	Coverage error	Content error	Coverage error	Content error
1	2	3	4	5	6	7
1. Ambala	5	1	1	—	1	—
2. Yamunanagar	5	1	1	—	2	1
3 Kurukshetra	4	1	—	—	1	—
4. Kaithal	5	1	—	—	—	—
5 Karnal	5	1	1	—	1	—
6 Panipat	4	1	2	1	—	—
7 Sonipat	4	—	1	—	—	—
8 Rohtak	10	2	2	—	2	1
9 Faridabad	5	1	5	1	1	—
10 Gurgaon	7	2	1	1	—	—
11 Rewari	3	—	—	—	1	—
12 Mahendragarh	4	1	—	—	1	—
13 Bhiwani	8	2	1	—	—	—
14 Jind	5	1	—	—	2	1
15 Hisar	10	2	1	—	1	—
16 Sirsa	5	1	1	—	1	—
Total	89	18	17	3	14	3

Agency for the conduct of PEC

The staff for the survey was drawn from newly recruited Compilers appointed on fixed pay in the Regional Tabulation Offices and the supervision of field work was undertaken by Statistical Assistants and Computors on regular scales of pay deputed from the Headquarters. The distribution of 120 blocks among the three Regional Tabulation Offices was as under :—

Name of the RTO	Name of districts covered	No. of PEC blocks
1. Panchkula	Ambala, Yamunanagar, Kurukshetra, Karnal, Panipat & Sonipat	38
2. Faridabad	Rohtak, Faridabad, Gurgaon, Rewari and Mahendragarh	42
3. Hisar	Kaithal, Bhiwani, Jind, Hisar and Sirsa	40

Training of Personnel

As both the PEC and CES surveys required thorough understanding of the census instructions and deep probe into the residential status and enumeration status of individuals, it was necessary to impart adequate training to the officers/officials who were to be involved in the field work of these surveys. A training conference on PEC/CES was held in the office of the Registrar General, India at New Delhi from 9th to 11th August, 1990. It was attended by Sh. J. R. Vashistha, Deputy Director and Sh. Vinod Kumar Babbar, Investigator.

Later, a training class was organised in this office on 7th and 8th February, 1991. This training was attended by the officers and officials who were involved in the conduct of PEC and CES. Sh. J. R. Vashistha, Deputy Director and Sh. Vinod Kumar Babbar, Investigator of this office imparted training to the participants. The fixed pay staff in the Regional Tabulation Offices at Faridabad and Hisar were extensively trained in March, 1991 by the Deputy Directors in the conduct of these surveys. As no Deputy Director had joined in March, 1991 in the Regional Tabulation Office, Panchkula, the fixed pay staff in that office was imparted training by Sh. Vinod Kumar Babbar, Investigator and he also assisted the Deputy Director in the Regional Tabulation Office, Hisar for imparting training to his staff.

Formats

Three types of forms viz. PEC Forms I, II & III were designed and canvassed in the selected blocks/households. Forms I and II were meant for quantifying the coverage error whereas Form III was aimed to discover the content error. All the above mentioned forms were got printed centrally by the office of Registrar General, India and supplied to this Directorate.

Selection of blocks/households

The selection of blocks both for coverage error and content error was done in the Demography Division of the Registrar General's office at New Delhi. The frame for sample selection for all the three strata was supplied by my office. The lists of selected blocks were made available to this office in the last week of February, 1991. These blocks were later communicated to the Regional Tabulation Offices.

From the Abridged Houselist in respect of each block selected for PEC, a 10% sub-sample of censused households was drawn linear systematically in the Regional Tabulation Offices with the help of random numbers supplied by the Registrar General's Office separately for each block. Before the sample selection was started, institutional and houseless households were excluded from the sampling frame. PEC Forms II and III were canvassed only in these selected households.

Stages of work

The survey was completed in three stages—listing, desk matching and field reconciliation

Listing

In order to ensure correct coverage of the PEC block, the enumerator was provided with notional maps, layout sketches of the PEC block and the adjoining blocks and list of selected 10% households from the AHL.

At this stage, he was required to relist all the census houses in the selected enumeration block in Form I. Thereafter, he was to reenumerate all the members of the 10% sampled households in Form II. If the block was to be covered for content error also the particulars like age, literacy, economic activity etc. were to be collected from 10% sampled households in Form III.

Desk Matching

After the listing work, the enumerator returned to the Regional Tabulation Office and matched the entries in Form I with Abridged Houselist of the corresponding enumeration block. Similarly, entries in Forms II and III of the PEC were matched with the corresponding entries in the Household Schedules and Individual Slips. Different sets of officials were deployed for listing and desk matching keeping in view the independence of the two stages.

Field Reconciliation

Where the particulars of the households or individuals did not match in PEC and census records, reconciliation was done in the field and while doing so, the reasons for the discrepancies were to be found out and explained as to whether entries made either by the Census enumerator or by the PEC enumerator were correct.

B. Census Evaluation Study (CES)

The census evaluation study using SRS records was conducted with a view to quantifying the extent of omission of children at the younger ages and to ascertain the correctness of age reporting of children in the census. The study was conducted immediately after the 1991 Census, in addition to the post enumeration check survey described earlier. Sample Registration Scheme is a scheme of continuous registration of births and deaths being implemented in 160 selected blocks both in rural and urban areas of the State under the supervision of the Director General of Health Services, Haryana and Director of Census Operations, Haryana. Thus an attempt was made to measure the coverage error and the content error in respect of children born to normal resident mothers in the 35 SRS blocks selected for the purpose.

The Charge Officers were instructed to maintain the identity of SRS blocks while forming census blocks well before the conduct of houselisting operation in May, 1990. All the children who had died or outmigrated before 1st March, 1991 were eliminated.

Sample size

In all, 35 SRS units were selected for the conduct of CES. The districtwise breakup of rural and urban units selected for this study is given below :—

Name of District	No. of units selected	
	Rural	Urban
1	2	3
1. Ambala	5	1
2 Yamunanagar	1	—
3. Kurukshetra	—	1
4. Kaithal	2	1
5. Karnal	2	1
6. Sonipat	1	—
7. Rohtak	1	1
8 Faridabad	—	2
9. Gurgaon	2	—
10 Rewari	3	—
11 Bhiwani	2	—
12 Jind	1	2
13 Hisar	1	3
14 Sirsa	2	—
Total	23	12

The sample of blocks for this purpose was drawn in the Registrar General's Office. Actual number of enumeration blocks was more than 35 as some SRS units contained more than one enumeration block. The work load of 35 blocks under this study was allocated, to the Regional Tabulation Office, Panchkula (12 blocks), Regional Tabulation Office, Faridabad (9 blocks) and Regional Tabulation Office, Hisar (14 blocks) falling in districts under their respective jurisdiction.

Training

All the staff deployed for SRS work under the Director General of Health Services, Haryana as well as in our own Office were imparted training in the respective offices for the preparation of Household Matching Form with the help of SRS Houselists and Abridged Houselists of the Census blocks constituting the corresponding SRS blocks. This step was taken to identify the households in enumeration blocks corresponding to the households in SRS records. They were also asked to visit the selected CES blocks in the field to ascertain the correct position for identification of the households, wherever necessary. They were also required to fill in details of births in columns 4 to 10 of CES Form I by copying the information from SRS records for the perod from 1st March, 1984 to 28th February, 1991. Comprehensive training in desk matching and field reconciliation was given to the fixed pay staff in the Regional Tabulation Offices.

Formats

Two forms viz CES Form A-Household Matching Form and CES Form I-Section I and Section II were used in the conduct of CES. These forms were also supplied by the office of the Registrar General, India.

Stages of Work

As a first step, Household Matching Form (CES Form A) was filled up indicating the SRS house number and the corresponding census house number so that the two sets of records could be made comparable. This job was completed at the Headquarters by the end of December, 1990. Thereafter, all the births that occurred in a household in the SRS unit from 1st March, 1984 to 28th February, 1991 (both days inclusive) were copied out in the relevant columns of Section I of CES Form I and this job was completed by the middle of March, 1991. This study now involved two stages.

(a) Desk Matching of the SRS births with those recorded in the Household Schedules.

At the desk matching stage, Section II of CES Form I in respect of Censused children with 'Partial Match' and 'No Match' entries was filled in, as the household schedules for the selected blocks were available with the Regional Tabulation Offices.

(b) **Field reconciliation**

Since we had matched different records, we had to be particularly careful about the definition adopted to list persons in the two systems. Field reconciliation ensured this. At this stage, residential status at the census time of all the children enumerated during the

census born to the usual residents of the households was enquired into. Also "Partial Match" and "No Match" entries were reconciled/verified.

Time Schedule for PEC/CES

Both the surveys were conducted together but different sets of officials were assigned the job of these two projects. As per Registrar General's instructions, the field work and editing of filled in schedules were completed in March-April, 1991 through the respective Regional Tabulation Offices. Thereafter, the schedules were coded at the Headquarters and all the schedules duly edited and coded were sent to the Demography Division of the Office of Registrar General, India at New Delhi in the beginning of June, 1991 for further processing.

Some observations on the surveys

Post Enumeration Check

The enumerators were instructed to do house-numbering with 'geru' during the houselisting operation conducted in May, 1990. When the staff visited the Census blocks for the conduct of PEC in March-April, 1991 they found the house numbers obliterated, with the result it was not possible for them to record the correct building number and Census house number in cols. 2 & 3 of PEC Form 1-A. At the time of desk matching the building number/Census house number recorded during PEC did not match with that recorded during the Census. It is suggested that before the houselisting operation is conducted before each Census in future, permanent housenumbering should be got done in the villages/towns through the village panchayats/Municipal Committees and the same house numbers should be adopted for the conduct of houselisting operation as well as the actual enumeration.

Census Evaluation Study

The main difficulty was to maintain the identity of SRS blocks while forming Census blocks. The Census blocks are formed in the Tahsil/Municipal Offices under the supervision of the Charge Officers who were tahsildars in rural areas and Executive Officers/Secretaries of Muncipal Committees in urban areas. Though the part time enumerators appointed in the SRS units selected for CES were instructed to contact the Charge Officers with notional maps and layout sketches, the Charge Officers were unable to maintain in the identity of SRS blocks while forming Census blocks in several cases. This led to lot of difficulty at the time of matching Household Matching Form with the Abridged Houselist prepared at the time of Census. In such cases, the name of head of household did not match showing that the Census was not conducted properly, though the actual position was that the SRS blocks were not kept intact while forming the Census blocks. The Registrar General's Office returned the CES schedules to this office for want of proper desk matching. These schedules had to be sent back to the Regional Tabulation Offices for doing the desk matching and field reconciliation again. After doing the needful these schedules were sent back to the office of Registrar General, India. It is suggested that in future the Census blocks in villages/towns should be carved out after on the spot verification with reference to the SRS record. The part time enumerators of SRS Blocks and the staff deployed for the conduct of half yearly surveys in these units should also be associated with the job to keep the SRS blocks intact for Census work.

The Post Enumeration Check and Census Evaluation Study are conducted by deploying the fixed pay staff recruited in the Regional Tabulation Offices, because the required number of regular staff is not available in the Directorate. As these officials are completely raw, they are trained in a very short period for the conduct of these two surveys. The main purpose of these surveys being to have check on the quality of the work done by the part time enumerators during the Census, it is very essential that these surveys are got conducted only through the regular staff who are well acquainted with the Census concepts and terminology. It is also suggested that the forms used for these surveys are simplified.

Final results of these two surveys mainly attempting to quantify the extent of errors will be published by the office of the Registrar General, India separately.

CHAPTER XV

CONCLUSION AND ACKNOWLEDGEMENTS

Census taking will continue to pose a challenge to the brilliant and administrative perfectness of those who will be involved in the successive Census Operations of the country. The challenge becomes sturdy because the Director of Census Operations has to manage the operations through the State administrative hierarchy from Secretariate down to the level of Enumerator without endorsement of any administrative authority except what can be provided by the issue of circulars and instructions by the State Government, which themselves are the result of proper liaison which is established by the Director himself and through his colleagues in the Census organisation. For effective and successful Census, the Directorate of Census should be closely integrated with the State hierarchy in the best possible manner without taking away the subject of Census from the Union List of the Constitution.

In the foregoing chapters, a brief account of the activities connected with various phases of Census operations has been given and the experience gained in the process and the difficulties faced by the officers connected with the Census have been explained. The object of this administration report is just to provide a record of our own experience, explained in our own way as to be interesting, informative and instructive. Somehow, I do not feel that this report is the last word for Census taking. Society is dynamic. Change is the order of the day. Everybody has his own method of dealing with any problem and planning and executing any job. This report may serve its purpose if it gives an idea to my successor as to how we went with our job in organising the 1991 Census, and if there were short comings, how these could be avoided in the next Census.

Acknowledgements

It is customary to acknowledge and thank the services of all who are associated with any big job. Census taking is a challenging job when taken in its totality which requires the motivation of the officials and the cooperation of the masses for its successful completion.

While I do not wish to dilute this tradition by doing away with it altogether, I would certainly like to deviate from the traditional practice of starting from the top. I would start by acknowledging the willing cooperation of 1,64,63,648 men, women and children who answered a large number of questions put to them by enumerators, some of whom were further put to inconvenience of confirming their replies when the senior officials went to them to check the work of the enumerators. I must place on record my appreciation for their quick and truthful response to our questions. Next, I would like to thank 23,681 enumerators who went from house to house and often spent a lot of extra time beyond their normal duty hours to fill up the census questionnaire. The amount of honorarium paid to them was hardly commensurate with the arduous duties performed by them but they did not mind it. My thanks are also due to 4,517 supervisors, 269 Charge Officers, 44 Sub-Divisional Census Officers, 16 District Census Officers and 24 Additional District Census Officers who performed their duties sincerely and conscientiously. I am grateful to all the Principal Census Officers, but for whose interest and efforts the official hierarchy in the district would not have taken so much pains to conduct the whole operation.

I am also greatful to my colleagues and subordinates in the Directorate who were associated with me in planning the whole exercise and who imparted training to the field staff for conducting the census. The total commitment of these people was examplary.

No operation of this magnitude could be successful without the blessings of the State Government. I am grateful to S. Kulwant Singh, the then Chief Secretary to Government, Haryana, Shri Amalendu Banerjee and Shri B. S. Ojha, the then Financial Commissioners Revenue for extending their support to me and issuing instructions to the field staff for performing the duties connected with the census operation whenever I approached them.

Last but not the least, I owe my gratitude to Shri A. R. Nanda, Registrar General of India who was the guiding spirit behind the whole operation throughout the country.

ANNEXURE A

Government of India circulars and letters issued in connection with 1991 Census

CIRCULAR NO. 1

No. 9/12/87—CD (CEN)

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

2-A, Mansingh Road,
New Delhi-110011.

To

Dated, the 24th June, 1987

All Directors of Census Operations

SUBJECT :—*Planning for the* 1991 *Census-Jurisdictional changes and list of villages.*

Sir,

As you know census aims to enumerate as at the census date all individuals in the country, once and only once i.e., without omission or duplication. These individuals live in some area or the other either by themselves or in clusters. In order, therefore, that a complete coverage is achieved at the census, it is absolutely necessary to prepare a list of localities and other areas comprising the entire country.

2. We have in this country been following the administrative set up for most of our statistical activities including the population census. Each state or union territory is divided into districts, each district into tahsils/talukas/police stations/development blocks and below this level we have our villages and towns. We all know that there have been several jurisdictional changes between 1981 and now. There may be some more in the coming months. We should at this stage take stock of all these changes and update our own frame. To achieve this, you will be required to obtain lists of the districts and tahsils/talukas etc. and compare the same with the corresponding 1981 lists. Jurisdictional changes are made by government notifications delineating or modifying areas. You should obtain copies of such notifications in support of all changes that have taken place after 1981 census if not already received.

3. You should also obtain lists of villages from the State Government (Revenue Department) and compare the same with your 1981 lists. Discrepancies should be reconciled to ensure one to one correspondence. The village lists should comprise not only the inhabited ones, but also the uninhabited ones. Within a village there could also be hamlets. You should obtain lists of all such hamlets and compare the same with your circle and charge registers. This process can be expedited by sending a copy of the 1981 list to each Tahsildar etc. for updating.

4. As you know, the state governments establish local bodies (municipalities etc.) within their jurisdictions by notification in the official gazette. These notifications delineate areas which would comprise the municipal limits in terms of villages or parts thereof. There is no doubt that between 1981 and now there have been several additions to the list of local bodies. You should not only obtain such a list from the state government (Local self government department), but should procure copies of notifications also creating new municipalities etc. or effecting jurisdictional changes in the existing municipalities.

5. I need hardly say that any incompleteness in building up your frame on the basis of these lists will have serious consequences. Extreme care to ensure accuracy is essential. You should set up a small cell to monitor all relevant information in this matter and ensure that copies of notifications effecting jurisdictional changes come to your office as and when these are issued. You should send a report of compliance to me by 31st August, 1987.

6. Please acknowledge receipt of this communication.

Yours faithfully,

(V.S. VERMA)

Registrar General and Census Commissioner of India

Copy with a spare copy to all Chief Secretaries of State/Union Territories for information and favour of issuing necessary instructions to all concerned.

Copy to all divisions of R.G.'s Office.

(N. RAMA RAO)

for Registrar General and Census Commissioner of India

CIRCULAR NO. 2
No. 24/3/87-Map 1181
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
O/O THE REGISTRAR GENERAL, INDIA
West Block No. I, R.K. PURAM,
NEW DELHI-110066

Dated : 23-5-88

To

The Director of Census
Operations, Haryana,
S.C.O. No. 1074-75,
Sector-22-B
CHANDIGARH-160022.

Sub : *Up-dating of maps at Tahsil/Taluk/PS etc. & District/State levels for* 1991 *Census.*

Sir,

With reference to the meetings held on 23rd and 24th November, 1987 to review the staff deployment and progress of work, the Registrar General, India desired to issue the detailed instructions and guidelines for updating of maps at all levels for 1991 census. In this connection, item 4 on page 16 of the minutes of discussion held on 23rd and 24th November, 1987 circulated vide letter No. 18/59/87-Ad-I dated 28-12-87 may please be referred to.

2. In order to have a complete enumeration of the entire country without any omission or duplication, it is absolutely necessary to have a complete coverage of the latest administrative set-up to be obtained by listing all areas such as Districts/Taluks/Tahsils/Police Stations CD Blocks and other equivalent levels/towns and villages in your State/UT. Action for up-dating the jurisdictional changes and list of villages according to the letter No. 9/12/87-CD(CEN) dated 24th June, 1987 has already been initiated by you.

3. After 1981 Census, several jurisdictional changes might have taken place at District/Taluk/Police Station/CD Block/Circle levels as well as at the village levels according to your findings in response to the letter of 24th June, 1987. As such, all lists of changes are to be updated with reference to maps which may be worked out with the assistance of the Revenue/Home Departments of the State/UTs. Now, all such changes that have taken place after the 1981 census are (i) to be plotted on the maps at the levels of States/UTs, Tahsils/Taluks and equivalent levels, as applicable to have a complete geographical distribution of such changes, and (ii) tallied with the list so procured and the maps so prepared at specific administrative levels which are termed as "Working Maps" as outlined in this circular. While doing so, you may get an idea of gaps in the list and the changes brought out on the maps. If the jurisdictional changes and the list so transformed on the relevant maps are not tallying then you may have to initiate a dialogue with the Revenue Department again to take care of such anomalies. Your office should continue to procure details of changes at different levels of jurisdictions of your State/UT from time to time. It is further advised that you also procure Gazette Notifications of the State/UT Governments with a close liaison with the Revenue and Home Departments of your State/UT on such changes to update maps and lists till the entire jurisdictions from village through State/UT are finalised and recorded.

4. The above objective is a most preliminary and important geographic work for the ensuing 1991 Census. Some relevant details of preparation of "Working Maps" at District/Tahsil/Taluk/PS/Block etc. levels are spelt out below. Please note that these maps are not to be published but these would be mere aids to look into the magnitude of spatial distribution, changes in jurisdictions and their up-dating and listing of areas from village through tahsil/district/state levels for the census operation which will further help you to arrange for alphabetical listing of jurisdictions/assigning location codes (both rural/urban) within districts of the State/UTs. This will further assist you to operate, for the delineation of E. As./Supervisor areas for which separate instructions will be issued in due course.

A. Tahsil/Taluk etc. Maps

You are already having the original tahsil/taluk etc. maps of 1981 at scale 1:50,000 or 1 inch to a mile showing location code of all census villages/towns with boundary and urban spread. These maps are the starting points for checking the lists, you have already procured, on the instructions as contained in the Registrar General's letter No. 9/12/87-CD(CEN) dated 24th June, 1987. It is obvious that after 1981, a number of changes might have occured at tahsil/village levels. There may be several situations in this regard as mentioned below for your analysis and updating.

(i) There may be cases where the tahsil boundary of 1981 has remained unchanged till now and the list of the villages as you have collected in response to the above letter tallies with your satisfaction. On the contrary, there

may be cases of (a) change in village names, (b) merger of one village with some other villages or (c) a single village bifurcated into two independent villages with different names according to the list you have procured. In such cases, on the basis of the village list collected for 1991 and the tahsil map obtained from the Survey/Revenue Deptt./Tahsildar alike, the existing 1981 Census maps are to be corrected and a fresh "Working Map" with village boundaries and names are to be worked out on 1:50,000 or 1 inch to a mile scale so that the village boundaries are precisely evoluated for the purpose of the census. All new villages which have been created after 1981 Census are to be located on the map for spatial examination and stock-taking. If a village shown in the new village list is not identifiable in the existing tahsil map of the 1981 Census, the matter is to be referred to the State/UT authorities and settled very quickly.

(ii) In all cases where a new tahsil has been created by transfer of area from one or more tahsils of the district/ districts of the State/UT, a fresh map for this tahsil is to be prepared or procured from State/UT sources. All villages and towns/urban areas which have been included in this newly created tahsil are to be identified and names are to be written in free hand on your "Working Map" of specific administrative levels for examining the completeness of the list and geographical areas. Sometimes you may feel that it is difficult to write names of villages in certain area on the tahsil maps. In such cases, serial numbers with names of the villages may be adopted at suitable place on the map as a key to correlate and match the village list with the "Working Map" for the above purpose. It is also to be cross-checked that villages/towns included in the newly created tahsil were existing in the tahsil(s) from where these have been transferred with reference to the erstwhile 1981 jurisdiction. In case the newly created-tahsil includes some villages/towns which were not existing in 1981, the matter is to be probed from where these villages/towns have appeared in the list being generated now by jurisdictions. Cases of doubt should be settled in consultation with State Govt./Local body as usual. After locating all the villages/towns as per the new village list on maps, names are to be cross-checked again with the final list at particular point of time. All Notifications of the State Govt. are to be obtained and these are also to be cross-checked with the "Working Map" and the latest list.

Sometimes, it may so happen that while executing the preparation of "Working Maps" in your office as indicated above, you may come across certain difficulties to plot/recognise the villages with boundaries on the tahsil/taluk maps. Therefore, in view of the last censuses of 1971/1981, you may like to refer such cases retrospectively to ascertain their positions from the published maps of D.C.H. to locate the villages as per the latest list which may help you to prepare the maps, Identification and right location of villages is one of the important pre-requisites of census enumeration.

As was in the previous censuses, you are required to obtain authentication on the "Working Map" from the authorities such as the Deputy Commissioners, District Magistrates/Sub-Divisional Officers/Tahsildars alike who are holding charge of such authentication on behalf of the Revenue Department. It is further advised that at least two copies of the "Working Map", after you are satisfied about their correctness; are to be prepared for authentication of the maps for the Census purpose by the above authorities, you should retain the first authenticated copy in your office and forward the next copy to the Map Division for necessary action.

B. **District Maps**

(a) The district map is to be updated on the basis of the new tahsil boundaries of the concerned districts by taking into consideration all issues as described above. There will be cases where no territorial changes have taken place for the district as a whole but transfer of area from one tahsil to another might have taken place within the district. In all such cases, the latest map of the district with complete tahsil boundaries was to be obtained from the State Govt. /Survey Department or other authorities duly authenticated as the cases may be in a similar way as prescribed above in the case of Tahsil and equivalent level maps. In effect, the updated district map will show the latest tahsil boundary and location of urban areas and other infrastructure.

(b) Cases may come up where a district has gained or lost some area from or to a neighbouring district or an entirely new district might have been carved out from one or two districts of 1981 Census in the State/UT. In such cases, the newly created district map will have to be prepared or procured with relevant details as per the method outlined in the case of tahsil/taluk towns. In addition, it is to be cross checked with the latest list and the Notifications that the areas which have been transferred to this newly created district were existing in 1981 in the district(s) from which these have been transferred. This will give you a correct idea of the new set up in relation to the previous census of which you have full information and also help to ascertain the correctness of the new areas thus carved out for the census. After the Census of 1991, such information may be needed for generating some tables on area and population of the new set-up retrospectively.

C. **Urban Area Maps**

Concurrently with the work of the rural areas, it is also essential that you develop a good liaison with Corporations, Municipalities, Notified areas etc. for collecting maps showing ward boundaries. As you are aware, we are also concerned with urban agglomerations and out-growths as per 1981 at this juncture. For convenience of population enumeration provided by houselisting and delineation of enumeration areas and charge supervisor areas, it is essential to have large scale maps of all local bodies as well as outgrowths and components of agglomerations.

It is useful to procure and prepare maps of such units in consultation with local authorities of such areas. The maps should be as up-to-date as possible with utmost details of street patterns, names, lay out with boundaries. In some cases, R.O. Senior Geographer Cartographer/Artist and other staff of your office may be required to be deputed to the concerned areas for this purpose. List of names or number of wards, circles are to be collected and identified town-wise.

D. Building up a State/UT map with New districts/tahsils :

You might have also received by now the names of districts which have been created after the 1981 Census with their new and lowest administrative units. It is required that such units may be developed on a map on tracing paper with State/UT boundary and a copy may also be forwarded to the Map Division with the complete list for further necessary action with reference to date as applicable. It is possible that more number of districts and tahsils may be created till the administrative boundaries are not freezed and hence the information may be collected and checked continuously and communicated to the Census headquarters as well.

Timely action is very much essential in this task of preparing "Working Maps" right now with the frame-work outlined above for further necessary action. A progress report of this work may be furnished fortnightly without delay commencing from 30th May, 1988.

Please acknowledge the receipt.

Yours faithfully,

(B.K. ROY)
Deputy Registrar General (Map)

No. 9/15/89-CD(CEN)

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

2/A, Mansingh Road
New Delhi-110011
February 17/20, 1989

To

The Chief Secretaries of all States
and Union Territories

SUBJECT :—*Boundaries of administrative units—Fixity during* 1991 *Census Operations*

Sir,

I am directed to say that the next decennial population census would be conducted under the direction of the Registrar General & Census Commissioner for India in February-March, 1991. 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 dertermining the blocks has to 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. In fact, monitoring of jurisdictional changes after 1981 census is being done by the State Census Directorates with a view to updating the census maps.

2. I need hardly say that for the efficient conduct of the census opertions, 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 for houselisting operations would be taken in hand from 1st October, 1989. The houselisting operations constitute an important preliminary field work of the census, to be carried out in April-May 1990 throughout the country.

3. If the areas of the administrative units on the basis of which the census data are collected, are altered considerably soon after the census; the usefulness of the data, you will doubtless appreciate, would be considerably reduced. Hence, wherever any changes in the jurisdiction of the present administrative units are found necessary, it would be desirable to effect the changes well before the enumerator's blocks are demarcated, i.e. before 1 October, 1989.

4. In the circumstances, it is requested that all proposals for reconstituting an administrative area or making adjustments in the jurisdiction of municipalities, revenue villages, tahsils/taluks/police stations/circles/C.D. Blocks/communes/mandals, sub-divisions, revenue divisions, district etc., which may be pending or which are being contemplated may be taken up in the near future are finalised and given effect to before 1st October, 1989. All such changes may please be intimated to the Director of Census Opeations in your State/UT and to the office of the Registrar General, India.

Yours faithfully,

(V.S. VERMA)
Registrar General &
Census Commissioner, India

Copy to :—

The Deputy Director of Census Operations, Haryana, Chandigarh for information and necessary follow up action.

(N. RAMA RAO)
Dy. Registrar General (C&T)

No. 9/15/89-CD (CEN)

GOVERNMENT OF INDIA/BHARAT SARKAR
MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA

NORTH BLOCK
NEW DELHI-110001
May 10, 1989.

To

The Chief Secretaries of
All States and Union Territories.

SUBJECT : *Boundaries of Administrative-units-fixity during* 1991 *Census Operations.*

Sir,

As you know, preparations for the 1991 Census of India have already begun. Census aims to enumerate all individuals in the country, once and only once i.e. without omission or duplication. It has been decided that the next decennial population census would be conducted under the directions of the Registrar General and Census Commissioner for India in February-March, 1991. To ensure complete coverage at the Census, the entire country will be divided into small enumeration blocks within the framework of the administrave units in the States and Union Territories. The process of carving out the blocks has to commence much in advance of the actual census and they will be got marked on the census maps to obviate overlapping or omission of areas. In fact, monitoring of jurisdictional changes after the 1981 Census is being done by the State Census Directorates with a view to updating the census maps. In this connection, the Registrar General and Census Commissioner for India, had already written to you wide his letter No. 9/12/87-CD(CEN) dated 24th June, 1987. In addition to the above referred letter, the Registrar General and Census Commissioner for India had also addressed you a letter No. 9/15/89-CD(CEN) dated 17th February, 1989 regarding the fixity of boundaries.

2. We have, in this country, been following the administrative set up for most of our statistical activities including the population census. Each State and Union Territory is divided into districts, each Districts into Tahsils/Talukas/Police Stations/Development Blocks and below this level we have our villages and towns. We all know that there have been several jurisdictional changes between 1981 and now. There may be some more in the coming months.

3. I would like to emphasise here that for the efficient conduct of the 1991 Census of India, 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 the tabulation of data are completed. It is expected that the demarcation of blocks would be taken in hand from the 1st October, 1989.

4. If the areas of the administrative units on the basis of which the census data are collected, are altered after the Census, the usefulness of the data, you will doubtless appreciate, 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 change well before the enumerator's blocks are demarcated, i.e. before 1st October, 1989.

5. In the circumstances, Government of India would appreciate if all proposals for reconstituting area or making adjustments in the jurisdiction of municipalities, revenue villages, tahsils, police stations, development blocks, talukas, sub-divisions, districts, revenue divisions etc., which may be pending or which may be taken up in the near future are finalised and given effect to before the 1st October, 1989. All such changes may please be intimated to the State Census Director concerned and to the Registrar General and Census Commissioner for India. 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, 1990 to 30th June, 1991.

6. Further correspondence in regard to this matter if any, may kindly be addressed to the Registrar General and Census Commissioner for India, 2/A, Mansingh Road, New Delhi-110011 (Telegraphic address : REGGENLIND, New Delhi. Telephone : 383761).

Yours faithfully,

(R. SRINIVASAN)
Additional Secretary (J).

CIRCULAR NO. 3
D.O. NO. 2/1/87-SS
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
Office of the Registrar General, India

Kotah House Annexe,
2/A, Mansingh Road,
New Delhi-110011

SUBJECT : *Classification of Rural and Urban Units*—1991 *Census*

23rd June, 1988

My dear Aggarwal,

In connection with the 1991 Census, the first and foremost task to be handled by you is the demarcation of places as rural and urban. The definition of an urban unit at the 1981 Census was as follows :—

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

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

(*i*) A minimum population of 5,000

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

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

Apart from the places to be classified as urban on the basis of the above definition, the Directors were aslo given some discretionary powers in respect of some marginal cases to include, in consultation with the State Governments some places that had other distinct urban characteristics and to exclude certain areas which could not be considered as urban.

2. It is proposed to retain the same definition at the 1991 Census, as this will ensure comparability with previous Censuses and provide the basis for analysis of trends of urbanisation in the country. The industrial category III, comprising the occupation of fishing, livestock, hunting and plantations and orchards, etc. may be treated as allied agricultural activity as in 1981 Census while applying the test of occupation of the male working population mentioned in para 1(b)(ii) above. The agricultural activity, therefore, includes I—Cultivators, II—Agricultural Labourers and III—livestock, Forestry, Fishing and Plantations, Orchards, etc.

3. All places which have been notified under the laws relating to the establishment of local authorities and have local bodies like municipal corporations, municipalities, municipal committees, municipal boards, municipal town committees, cantonment boards, notified areas, notified area committees, town committees, town areas, town boards town municipalities, sanitary boards, etc. irrespective of their demographic characteristics must be included in the list of towns. You should consider all the criteria in para 1(b) above, where para 1(a) is not applicable, without the exclusion of one or the other of the three conditions laid down therein.

4. The third criterion giving 'discretionary' powers to the Directors must be restricted in its application. You may, however, include such places that have other distinct urban characteristics and amenities, such as newly founded industrial areas and large housing settlements, places of tourist interest, etc., These places are quite often served with all amenities, though they do not satisfy the criteria laid down for classification as urban. But before treating these areas as urban, *each such case should be specifically referred to this Office* with full particulars and justification in support of the proposal to enable us to take a suitable decision in the matter.

5. In certain areas some special projects on irrigation, power or other industrial projects have come up which cover one or more villages or part thereof. In case where the area of the project is known, even if the project is of temporary nature, it may be treated as a census town provided it satisfies the demographic charatcteristics, referred to in para 1(b) above. If parts of a village or villages are not covered by the project area, the areas lying outside the project area, could be retained in the list of the villages. If a special project area which was treated as a census town in 1981 for the first time does not satisfy the above stipulations, it may be declassified. If, however, such a project area is being treated as a census town since 1971 or earlier, it would be desirable not to declassify it. In case where a project area has been conferred a municipal or equivalent status, irrespective of its demographic characteristics it should be treated as a town under criterion (a) of para 1 above.

6. A district/sub-division/tahsil headquarters should not be treated as a census town in its own right unless it satisfies the usual demographic characteristics mentioned in para 1(b) above. However, all such places which have been treated as census towns since 1971 or earlier may be retained as census towns even if they do not strictly satisfy the demographic characteristics.

7. As already explained in para-2 of my D.O. letter No. 9/12/87-CD(CEN) dated the 11th December 1987, 'Workers' will refer to 'Main Workers' only. As desired in this circular, you might have prepared the list showing the percentage of male main workers in Category III for those villages in every tahsil/district which had a population of 4000 and above, where the density of population was atleast 400 persons per sq. km. and for which the percentage of male main workers in Category I and II to total male main Workers (all categories) was 25% and less in 1981 Census. You must have also compiled the number of male main workers under Category III for census towns of 1981

and for towns, if any, declassified after the 1981 Census, as suggested in my D.O. No. 9/12/87-CD (CEN) dated the 3rd May, 1988.

8. You may now examine the cases of all rural units having a population of 4,000 or more at the 1981 Census. For such cases, the composition of the working force and the density of population may be examined to see whether these qualify to be categorised as urban. All such places in respect of which town area committee or the like have been notified after 1981 Census must also be listed. Similarly, jurisdictional changes in regard to towns and villages after the last census should also be taken into account and listed. Notifications issued to this effect from time to time may also be kept on record. At the same time, you may also carry out an exercise to see if there are any areas recognised as urban in the 1981 census which do not deserve to continue as such either due to reduction in the population size or due to changes in composition of the working population or other factors.

9. You may kindly work out your proposals and furnish the requisite particulars in the enclosed proforma I and II as early as possible, but before 1st January, 1989 in any case, so as to give this office sufficient time for finalisation of the urban frame at all India level.

The receipt of this circular may kindly be acknowledged.

(V.S. VERMA)
Registrar General, India

1. All Directorates of Census Operations (Two copies) except Assam.

   Sh. R.K. Aggarwal,
   Dy. Director of Census Operations,
   Haryana, S.C.O. 1074-75, Sector 22-B,
   Chandigarh-160022

2. All Heads of Divisions/Sr. P.A. to RGI/P.A. to JRG(I)/DRG (Language).

3. Copy to Dy. Director of Census Operations, Assam, Guwahati for similar necessary action. As the Census was not conducted in Assam in 1981 due to disturbed conditions prevailing there at that time, the demographic criteria mentioned in para 1(b) of the above circular may be applied to villages of 1971 Census. You may consider all rural units having population of 3333 or more at the 1971 Census which are expected to attain a population of 5000 or more at the 1991 Census. The other two demographic criteria, viz., at least 75% male working population engaged in non-agricultural pursuits and density of population of atleast 400 per sq. km. may also be applied to 1971 Census population. In view of this, Para 7 of above Circular may be ignored so far as your State is concerned. Further in Proforma I and II, wherever 1981 Census appears, it may be taken as 1971 Census.

(V.S. VERMA)
Registrar General India

PROFORMA—I

Districtwise list of villages which qualify to be treated as towns for the 1991 Census.

State ..... District .....Tehsil/Thana/Anchal/PS/Island etc. .....

Sl. No.	Location code of village of (1981 Census)	Name of village*	Area in sq. km. (1981 Census)	Population (1981) Census)	Density (per sq., km.)	Percentage of male main workers in Categories I & II to total male main workers (all categories)	Percentage of male main workers in Category III to total main workers (all categories)	Total percentage of male main workers in categories I, II & III to total male main workers (Col. 7+ col. 8)	Villages to be treated as Towns in 1991 Census,	
									Those which satisfy the criteria to be treated as towns	Those to be treated as towns under the discretionary powers (Please indicate reasons)
1	2	3	4	5	6	7	8	9	10	11

*Only those villages may be listed in this statement which had a populaton of 4,000 and above, where the density of population was atleast 400 persons per sq. km., and which had percentage of male main workers in Category I and II to total male main workers (all categories) 25% or less at the 1981 Census.

PROFORMA-II

State/UT.....

Statement showing towns of 1991 *Census with reference to the towns of* 1981 *Census*

Sl. No.	District/Tehsil/ P.S./Block etc.	Towns of 1981 Census						New Towns of 1991 on account of establishment of local bodies after 1981 Census (give civic status in brackets after the name)
		Which continue in 1991 Census		Declassified in 1991 Census		Merged wholly with other town(s) after 1981 Census (indicate the name (s) of the town with which merged in brackets)	Treated wholly as an outgrowth of other town after 1981 Census (Specify the name of the town in brackets with which the referrent town has been appended wholly as an outgrowth)	
		With local bodies (give present civic Status in bracket after the name)	Census Towns	Census in Towns of 1981 but not satisfying the demographic criteria at the 1991 Census	With local body in 1981 but denotified later on and not satisfying the demographic criteria			
1	2	3	4	5	6	7	8	9
		1	1	1	1	1	1	1
		2	2	2	2	2	2	2
		3	3	3	3	3	3	3
		etc.	etc.	etc.	etc.	etc.	etc.	etc.

In regard to entries made in Col. 4, *Col.* 5 *and Col.* 6, *please give the following additional details based on the-* 1981 *Census*

Col. No.	Name of Village/Town	Population	Density	Percentage of male main workers in categories I and II to total male main workers (all categories)	Percentage of male main workers in category III to total male main workers (all categories)	Total percentage of male main workers in categories I, II and III (Col. 5 + Col. 6)
1	2	3	4	5	6	7
Col. 4	1					
	2					
	3					
	etc.					
Col. 5	1					
	2					
	3					
	etc.					
Col. 6	1					
	2					
	3					
	etc.					

V. S. VERMA
Registrar General, India

MINISTRY OF HOME AFFIARS
OFFICE OF THE REGISTRAR GENERAL, INDIA
2/A, MANSINGH ROAD,
NEW DELHI.

CENSUS OF INDIA 1991—CIRCULAR NO. 4 13th April, 1989

SUBJECT : *Census of India* 1991—*Formation of Urban Agglomerations*

My dear.....,

I trust that the work on classification of urban units for 1991 Census on the lines suggested in my D.O. No.2/1/87-SS dated 24-6-1988 must have been completed by now. You should now take up the work relating to urban agglomerations (U. A.s.) in respect of your State/Union Territory.

2. It has been decided that the concept of urban agglomeration adopted for the 1981 Census will remain valid for the 1991 Census as well. Accordingly an urban agglomeration must form a continuous urban spread constituting a town and its adjoining urban out growths (OGs) or two or more physically contiguous towns together with continuous well recognised urban outgrowths, if any, of such towns. In several areas around a core city or statutory town have come up fairly large, well recognised railway colonies, university campuses, port areas, military camps. etc. and even though they are outside the statutory limits of the corporation, municipality or cantonment, they fall within the revenue limits of the village or villages which is or are contiguous to the town. It may not be realistic to treat such areas lying outside the statutory limits of a town as rural units; at the same time each such individual area by itself may not satisfy the minimum population limit to qualify it to be treated as an independent urban unit. Such areas deserve to be recknoned alongwith the towns and the continuous spread including such urban out growths would deserve to be treated as an integrated urban area. Each such agglomeration may be made up of more than one statutory town adjoining one another such as a municipality and the adjoining contonment and also other adjoining urban outgrowths such as a railway coloney, university campus, etc. Such outgrowths which did not qualify to be treated as individual towns in their own right should, be treated as urban appendages of the units to which they are contiguous.

3. The following are the possible different situations in which urban agglomerations would be constituted :

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

(ii) two or more adjoining towns with their out-growths as in (i) above; and

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

In varying local conditions there could be similar other combinations which could be treated as agglomerations the basic consideration of contiguity having been satisfied. The area constituting an urban agglomeration may keep on changing from Census to Census depending upon the changing boundaries of the statutorily notified main urban unit as well as the extent of other urban out growths.

4. There are some instances in the past when some parts of villages though not contiguous to the city/town were included in the urban agglomeraton on the ground that in a few years the area would become contiguous. This is not correct as the intention indelineating the urban agglomeration is to take into account the *present urban spread only.* (The potentiality of development of urban growth in the next decade or two is being separately covered under the concept of Standard Urban Area). Particular care should, therefore, be taken to determine the urban out growths of towns. While delineating the urban agglomerations there may not be any problem in case of statutory bodies, viz. towns, which are contiguous to the main city/town. The following aspects should be kept in mind before determining urban outgrowth in relation to a town and urban agglomerations in general :

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

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

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

(iv) In case of a revenue village(s) which is being treated as an outgrowth of a town, the code number of the revenue village and the name may appear in the rural frame in the PCA for cross reference that the particulars are given under the relevant urban agglomeration. Likewise, where only a part of the

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village is included in the urban agglomertion as an outgrowth, the data relating to the portion which has been treated as part of the urban outgrowth will be presented under the urban agglomeration, while the data relating to the rest of the village will be presented in the usual manner in the rural frame.

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

(vi) Leaving aside the urban agglomerations of some big cities like Calcutta, Madras and Bombay, which have special administratve set up, and where the constituent units of the agglomeration are spread over more than one district; as far as possible care should be taken to see that an urban agglomeration is not spread beyond the boundaries of the district. This is to avoid problems of tabulation specially in the case of migration tables. If any such new cases were to arise, the matter should be finalised in consultation with this Office.

5. It will be advisable to make a personal visit to verify on the ground whether an area being considered for delineation as an agglomeration possesses the necessary characteristics and satisfies the conditions of *urbanisation, contiguity* and *viability*.

6. For maintaining comparability with 1981 Census data, it would be desirable to ensure that a place included in an urban agglomeration of 1981 is not taken out of the agglomeration now (unless it has since been merged with a city/ town by statutory notification).

7. While the total agglomeraton may be treated as one continuous urban spread for the purpose of overall size classification and analysis of the urban data, in exhibiting the primary population figures, it is important to give the break up for each component unit of the agglomeration. The method of presentation in 1981 Census may be followed.

8. In reckoning the total number of towns (as distinguished from agglomerations) all individual urban areas that are reckoned as towns in their own right should be treated as separate towns. The urban outgrowths which do not qualify to be treated as towns in their own right cannot be counted as individual towns but only as appendages of another recognised town forming an agglomeration the basic figures of the main town and such appendages being invariably exhibited separately together with the total for each agglomeration.

9. An urban agglomeration as such will not have a code number. While individual towns will be allotted individual code numbers in Roman figures taking all the towns in a district as one series, the urban outgrowths not qualifying to be treated as towns in their own right need not be given independent code numbers in the town series but they may be allotted sub-numbers or alphabets to the location code number of the town to which they are appended. This may facilitate compilation of data for the integrated urban area.

10. The urban outgrowth must be enumerated by the Charge Officer of the urban area. The Charge Officer of the rural area concerned should ensure that this urban outgrowth which is included within the urban agglomeration not inadvertently covered again as part of the rural area. It is also necessary to ensure that a reference is available in both the urban and rural charge registers concerned so that one is able to find out to which village an urban outgrowth belongs.

11. The urban agglomeration may please be delineated in your state on the lines of the above instructions and the particulars be sent to the Deputy Registrar General (social Studies) in the proformae I and II enclosed, latest by 30-6-1989. A notional map of each of the proposed urban agglomeration with its constituent units may also be prepared and sent alongwith the proformae to facilitate scrutiny.

12. The receipt of this Circular may please be acknowledged.

Yours sincerely,

Sd/-
(V. S. VERMA)

All Directorates of Census Operations (Two copies) except Assam.

Copy to :

1. All Heads of Divisions/Sr. P.A. to RGI/P.A. to JRG(I)/DRG (Language).

2. Copy to Dy. Director of Census Operations, Assam, Guwahati for similar necessary action. In Proformae I and II wherever 1981 Census appears, it may be taken as 1971 census.

(Sd/-).

(V. S. VERMA)
Registrar General, India

PROFORMA—I

Formation of each Urban Agglomeration of 1981 *Census which continues in* 1991 *Census*

Name of the State/Union Territory.

Sl. No.	URBAN AGGLOMERATION OF 1981 CENSUS WHICH CONTINUES IN 1991 CENSUS																	Remarks
	With no change							With Jurisdictional changes between 1981—1991								Name of 1981 unit (town/O.G./ Village) which has been merged with the main town or other units of U.A. in 1991	U. As. of 1981 dropped from 1991 due to merger of its constituent units or other reasons, if any,	
	Name of the U.A. with its constituent units	Status (city/ town/ O.G.)	1981 pop. of city/ town	In case of out-growth in col. 2 give : L.C. No. of village/ sub-number in case of part village	Area (km^2)	1981 pop.	Name of village/ hamlet/ enumerator's block included wholly or partly	Name of the U.A. with its constituent units	Status (city/ town/ O.G.)	Whether new/ old (Town O.G.)	1981 pop. of city/ town	In case of out growth in col. 9. give L.C. No. of village/ sub-number in case of part village	Area (km^2)	1981 Pop.	Name of village/hamlet enumerator's block included wholly or partly			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17*	18*	19

Abbreviations Used ; U.A.....Urban Agglomeration
L.C. No.....Location Code Number
O.G.....Out-Growth

*Note : The changes appearing under cols. 17 and 18 may be shown with Government Notification number in the Col. No. 19 (Remarks).

PROFORMA-II

Formation of each Urban Agglomeration proposed for the first time in 1991 *Census with the details of the main town and Constituent units*

State/Union Territory .....

Sl. No.	Urban Agglomeration proposed for the first time in 1991 Census							Remarks, if any
	Name of the U.A. with its constituent units	Status (city/ town/ out-growth)	1981 Population of city/town	In case of Out-growth in col. 2 give :				
				L.C. No. of village/ sub-number in case of part village	Area (Km^2)	1981 population	Name of village/ hamlet/ enumerator's block included wholly or partly	
1	2	3	4	5	6	7	8	9

Abbreviations used : U.A..... Urban Agglomeration
L.C. No..... Location Code Number

V. S. VERMA
REGISTRAR GENERAL, INDIA

D.O. No. 1/1/89-SS
MINISTRY OF HOME AFFAIRS
THE REGISTRAR GENERAL, INDIA, NEW DELHI
SOCIAL STUDIES DIVISIONS, SEWA BHAWAN
1st FLOOR, NORTH WING, R. K. PURAM.
17th April 1989

SUBJECT : *Census of India* 1991—*Circular No.* 5 *Delineation of Standard Urban Areas*—1991 *Census.*

My dear,

1. As you know, the concept of the 'Standard Urban Area, (SUA) was adopted for the first time in 1971 for reporting Census data for spatially continuous set of urban and rural settlements. The standard urban area was defined as the projected growth area of a city or town having 50,000 or more population in 1971, as it would be in 1991, taking into account not only the towns and villages which will get merged into it but also the intervening areas which are potentially urban. Thus, it was a long-term planning area and was to remain as a statistical reporting unit during the three successive censuses—1971, 1981 and 1991.

2. In 1971 Census, 304 SUAs were delineated throughout the country on the basis of 1961 Census population of towns and by projecting their population for 1971. In 1981 Census, 28 additional SUAs were delineated in consultation with the Town Planning Deptts of states concerned in respect of those core towns having a population of 50,000 or above for which no SUAs were delineated in 1971 for such reasons as their limited growth potential or in whose case the population projections made earlier were lower but which exceeded a population of 50,000 on the basis of the actual 1971 enumeration. In the light of the concept of standard urban areas, no fresh delineations of SUAs are to be made now on the basis of projected or 1991 Census population.

3. As the standard urban area has to serve the need for urban development planning besides functioning as a constant statistical reporting unit, you may please ensure that *existing boundaries* of the standard urban area are not disturbed, as far as possible. The proposals for changes, where absolutely necessary, should be made in consultation with the Town Planning Deptt. of your State.

4. It would, however, be necessary to take into consideration statutory annexation of settlements from outside the Standard Urban Area limits to any of the existing urban components of a Standard Urban Area. The concept of SUA does not warrant subsequent changes in SUA boundary but as a result of the State Govts. decision statuortitily affecting the jurisdiction of the town, we have to modify the SUA boundary to accommodate such statutory extension of the urban units. It is, therefore necessary that in such cases the existing SUA boundary is rationalised, in consultation with the State Town and Country Planning Department.

5. The urban agglomeration (UA) of a city/town shows the urban spread of the core town. The SUA is a wider unit which depicts not only the present urban spread but potentiality of the urban spread of the core town over a period of time. The UAs are, therefore, required to be covered by the relevant SUA. In case of UAs, however, the component units may include a few OGs in addition to independent towns. The OG (s) is virtually the extension of the town to which it is appended in conformity with the urban spread. The UAs are, therefore, required to be accommodated within the SUA boundary in a manner as to ensure that the OG of a town does not fall beyond the SUA boundary when the component town is located within the SUA boundary. It would be necessary to accommodate such OGs which are spatially contiguous to the component town within the relevant SUA limit. This would therefore, require minor modification in the SUA limit to ensure that the relevant UA and its component units do not cut across the relevant SUA. The SUAs formed in 1971-81 in your state may, therefore, be screened in relation to the UAs formed in 1991 and changes be made, wherever necessary.

6. There may, however, be a number of changes within the SUA in relation to the component units. These may be of the following type :

(a) Merger of existing rural component wholly or partially with one or more of the urban components.

(b) Merger of existing OG(s)/any other component unit with the core town or any other component town.

(c) Formation of new town(s)/OG(s) for 1991 Census from amongst the existing rural components.

(d) Formation of new rural components or OGs from amongst towns of 1981 falling in the SUA owing to de-classification of the later in 1991.

(e) Others

While drawing up the list of component units in respect of SUA (s), the above and related situations should be carefully examined'.

7. As a result of the conversion of rural components into urban components owning to urbanisation and/or annexation of settlements from outside the SUA limit to the core town, it may be possible in a few cases that the SUA limit and the limit of the core town of the SUA become co-terminous. The SUA having their boundaries co-terminous with the boundaries of the core town will be continued with changed position in 1991.

8. Your proposals on each SUA in the light of the above instructions may please be formulated immediately after completion of the work relating to classification of urban units and formation of urban agglomerations. The proposals for SUAs in respect of your State/Union Territory may please be sent to Dy. Registrar General (Social Studies) latest by 30-9-1989.

The receipt of this letter may please be acknowledged.

Yours sincerely,

Sd/-
(V. S. VERMA)

To

All Heads of Census Directorates (Two copies) except Assam.

No.....

Copy to

1. Chief Planner, Town and Country Planning Organisation, Government of India, Ministry of Urban Development, E-Block, Delhi Vikas Bhawan, I. P. Estate, New Delhi-110 002.
2. All Heads of Divisions/Sr. PA to RGI/PA to JRG;(I), DRG (Language)
3. Copy to Dy. Director of Census Operations, Assam, Guwahati (Two copies) for similar necessary action. In the enclosed proforma, wherever 1981 Census appears, it may be taken as 1971 Census.

(V. S. VERMA)
Registrar General, India

1991—CENSUS
IMMEDIATE

D.O. No.9/36/87-CD(CEN)

A. R. NANDA

GOVERNMENT OF INDIA,
MINISTRY OF HOME AFFAIRS,
THE REGISTRAR GENERAL, INDIA
2-A MANSING ROAD,
NEW DELHI-110011,

September 20, 1989

CENSUS OF INDIA 1991—CIRCULAR NO. 7

SUBJECT :—*Organisation of Census of India* 1991—*General Instructions*.

My dear Chowdhury,

On assuming charge of the Registrar General and Census Commissoner, India, I have great pleasure in issuing this prime circular, which purports to present certain broad details and general instructions pertaining to the organisation of the census of India, 1991. This may serve as a general introduction to the mammoth task ahead of us and the frame work in which we have to operate.

2. I am sure by now, you are familiar, by and large, with the preparatory work for the 1991 Census. The circulars issued so far have covered some of the important items of the preparatory work. I propose to continue issuing detailed circulars on specific and important issues. I would like to emphasise that these circulars and instructions must be gone into very carefully since, one has to pay attention even to the minutest detail in the Census.

3. Census, as you, are aware, is the main source of population data in the country. Its chief merit lies in giving demographic data even at the micro level like a village or an enumeration block in a town. As has been the tradition of the Indian Census, this opportunity is also taken to collect information on housing stock and on economic units such as enterprises. The Indian census has the distinction of having had an unbroken series of decennial censuses for over hundred years and we can look back with pride to the fact that we are now involved in continuing this tradition. Even though the census is taken once in ten years, yet it is part of a continuing statistical system and the data it provides are of basic importance for a variety of purposes.

4. The houselisting and population census in our country constitute the biggest administrative operation and involve a considerable investment in terms of time, money and manpower. It is, therefore, essential that the objectives of the census are completely met in terms of total coverage, accuracy and timeliness. This is where all of us have a special responsibility. As you are already aware, one of the major objectives of the 1991 Census would be to porovide data for small areas for local grassroot planning exercises. We have agreed that an important objective of this census would be to provide specific tabulations and aggregations for small areas such as the village itself or the city block, which would mean that in terms of accuracy, the operations have to be foolproof. It is also essential for us to remember that the census provides frames for further surveys and other statistical programmes. The data generated and the forms which would ultimately be available should, therefore, be of abiding interest and utility.

5. I am enclosing two organisational charts which explain the organisation of my office and that in the States. Unlike three decades ago, we have the advantage of having among our colleagues in this department today well qualified statisticians, demographers, cartographers, computer specialists and sociologists who together constitute a pool of expertise. I would suggest that you should constantly consult the Joint/Deputy Directors, Assistant Directors and others at the appropriate level in your office and generally involve all of them in major decisions through staff meetings. As you will find later, the census operations can be conducted with the total involvement of all your staff, specially in the training programmes and in the supervision of the operation. I am sure you will draw the best out of your colleagues.

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

7. It has been the tradition to conduct the census through the State Government machinery. The basic and essential functionary is the *Enumerator* who is, by and large, a primary school teacher. Usually, five enumerators have a *Supervisor* who is generally of the rank of a Revenue Inspector or the equivalent level while for each Tahsil/taluk police station/ development block or similar area there would be a *Charge Officer or Superintendent* who would be the Tehsildar or Mamalatdar/Block Development Officer, etc. If the charge area is too big, there may arise the necessity for appointing Additional or Sub-charge Officers. At the subdivisional level, the Sub-divisional Officer or Sub-collector can be roped in as a Sub-divisional Census supervisory officer. At the district level, the usual practice is to appoint the officer who is equivalent to the Additional Collector or Additioal Deputy Commissioner as the *District Census Officer*. The Collector or the Deputy Commissioner of the district would, of course, be the Principal Census Officer for the district, while for the areas which are municipal corporations, the Municipal Commissioners would function as such. This is broadly the system, but I would suggest that you study in great detail the administrative reports of your Predecessor for 1981 Census which will mention any variations that may exist in your State. The census will be taken in the traditional manner by household visits by enumerators who will canvass and collect particulars of every individual in the prescribed forms.

8. You will appreciate that in a system such as this, it would be essential for you to keep the awareness of the census constantly alive and, to put it frankly, to keep the pressure on always. This can be done through issue of circulars and by intensive touring when you should meet the Collectors/Deputy Commissioners, attend their-district coordination meetings and talk about the census. Sometimes, after we have had our first Directors conference (in early November, 89) I would suggest you should request the State Government to call a conference of Collectors/Deputy Commissioners for a full discussion on census operations. Alternatively, you may request the Chief Secretary for specific allocation of time at the next Collectors' Conference. In case these are not feasible in November, you must convene the Ist training conference of District Census Officers.

9. No basic change in the system of census taking is contemplated in the 1991 Census. The basic phases of the census would be :—

(a) Houselisting Operations in mid---1990,

(b) The actual census enumeration commencing from 9th February, 1991 to 1st March, 1991, followed by a revisional round till about 5th March, 1991. In Jammu & Kashmir (excluding Leh and Kargil districts) the reference date is proposed to be 21-8-91 and the period of Census will be 1-8-1991 to 20-8-1991 with revisional round during 21-8-1991 to 25-8-1991. In Leh and Kargil districts the reference date will be 1-10-1990 with enumeration during 11-9-1990 to 30-9-1990 with revisional round from 1-10-1990 to 5-10-1990,

(c) The post-enumeration check which would follow the actual census,

(d) The tabulation of the data.

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

10. You must have seen the formats which have been canvassed in the second pretest and these would have given you some idea of the content of the questionnaires. At the houselisting operations, we would be canvassing the houselist itself and the economic census schedule also. The houselist schedule which has been considerably modified over the formats of the previous census is a very important document, because it is on the basis of the houselist that you will have to carve out the enumeration blocks for the census itself. On this separate detailed instructions will follow.

11. The forms which will be canvassed in the actual census would be the individuals slip and the *household schedule.* The individual slip is, of course, the basic census document on which the entire statistical edifice is built. The household schedule is devised in such a way so as to provide the Primary Census Abstract, mother-tongue and religion data on 100% basis by manual tabulation. Some questions contained in Part I of Household Schedule of 1981 Census have been accommodated in the Houselist of 1991. Now that the pretests in your State have already been completed, I would be happy if you could study the instructions which were issued alongwith the schedules so that you have a complete back ground regarding the operations and its technical content.

12. I must share with you some initial thinking regarding the tabulation system. In order to ensure that not only data are tabulated quickly but also the tabulation permits cross-tabultion as well as easy retrieval, direct data entry system is already functioning so as to put the data from the Individual Slip directly on to tape. We are also thinking of continuing the system of manual compilation for certain essential characteristics on full count basis such as P.C.A., mother tongue and religion tables. I shall write to you about our tabulation plan in more detail later on.

13. Your immediate concern should relate to whether the following jobs have been completed in your State/ UT, as targetted and as already instructed by this office-namely;

(a) Finalisation of the lists of villages.

(b) Finalisation of the lists of towns and cities.

(c) Finalisation of Urban Agglomerations and Standard Urban Areas.

(d) Finalisation of District, Tehsil/Taluk, City and Town maps.

(e) The preparation of village directory and town directory.

14. I will be writing to you soon about issuing necessary notifications under the Census Act in the State Gazette.

15. We have written to the State Governments separately requesting that all jurisdictional changes should be completed by October 1, this year and copies of these letters have also been forwarded to your office. Some of the State Governments have issued necessary instructions. However, I would suggest that you should be in touch with the Chief Secretary and Secretaries of the concerned departments of the State Government to bring home the point repeatedly and ensure that there are no jurisdictional changes after October this year.

16. As mentioned earlier, many aspects would call for issue of detailed circulars and instructions at various points of time. I would suggest that in order to ensure that nothing is lost sight of, a personal circular file should be developed and maintained for your use and for each of the senior officers in your Directorate.

17. Since the census operations call for meticulous attention to detail and costant follow up, it is necessary that at every point of time and with regad to every single aspect the entire organisation is geared up and kept at a complete state of readiness. There are various phases which just cannot be avoided or overlooked. For this, I would suggest that you should draw up a realistic census calendar indicating the various dates by which each of the preparatory measures should be completed and for this purpose you may find the previous census calendar, which was prepared for the 1981 Census, of some guidance. I would like you to prepare the census calendar of your State and forward it to me as soon as possible.

18. As I mentioned earlier, it would be useful for you to go through the administrative report of your predecessors for 1971 and 1981 Censuses and to glance through the volumes already brought out which will give you an idea of the nature and complexity of the task. We are taking action at the national level regarding publicity for the 1991 Census, but I would suggest that you may please give talks over Radio/ Doordarshan highlighting the importance of the forthcoming census. This would be a prelude to major publicity measures which you may undertake in the near future.

19. The success of the census enormously depends on the efficiency of the enumeration agency and this in turn depends on the manner in which we have been able to train them for the job. Training is of vital importance and should be intense and clear. However, these apects can only be achieved if we ourselves are clear in our minds as to what we want to get done and what we mean by every word in our instructions. You will notice that when training classes commence, the enumerators and others have some specific doubts and at no stage should we be at a loss or irritated to answer them. Obviously, we can do this if we train ourselves well and, therefore, I would like to repeatedly emphasise the need for all of us being fully familiar with the formats and the instructions. At the appropriate time, it would be desirable that you handle the training of the district census officers and as many groups of supervisory officers and charge officers/superintendents as possible and a few of the training classes for the functional levels (enumerators and supervisors), while your officers and other trainers must, of course, get completely involved the training at the functional level.

Please acknowledge receipt of this letter.

Yours sincerely

(A. R. NANDA)

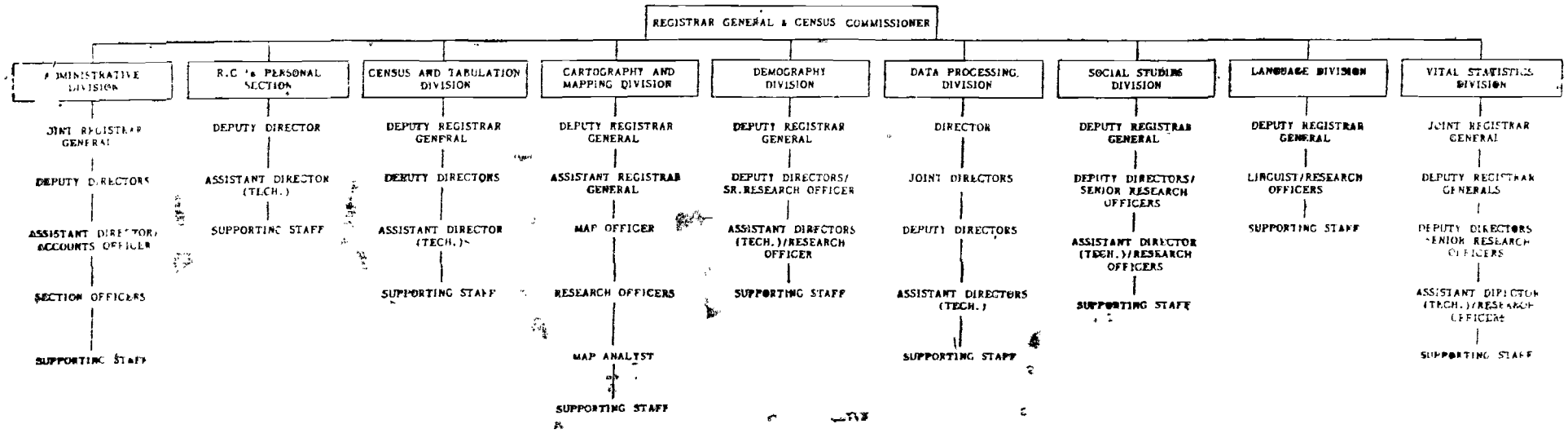
Shri V.S. Chowdhury,

Director,

Directorate of Census Operations,
Haryana,
Chandigarh.

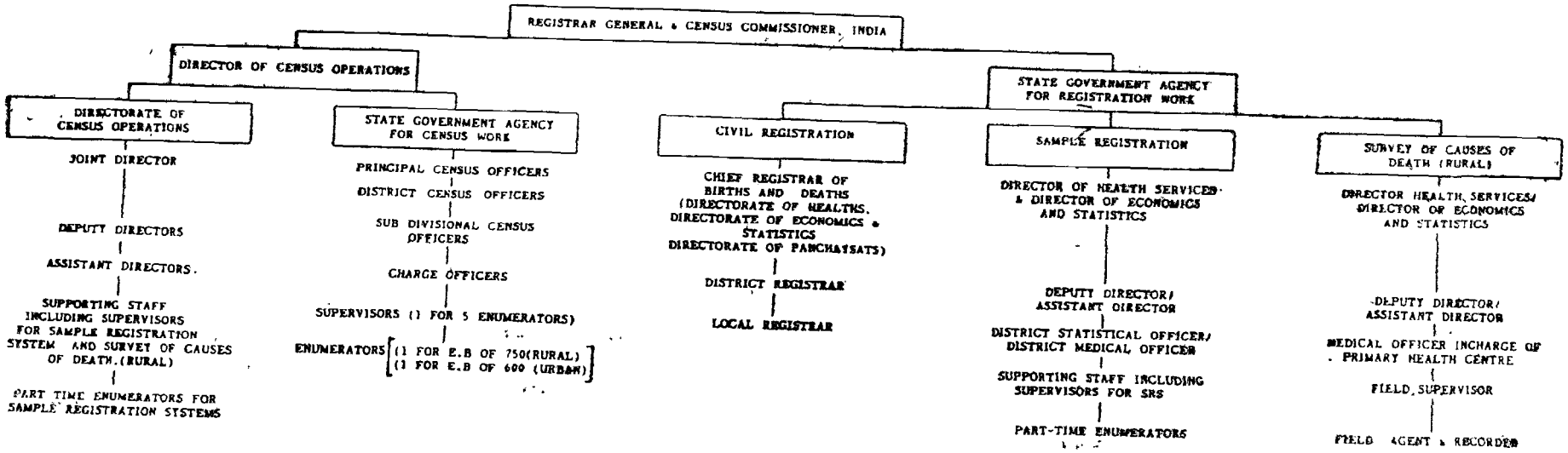
Encl. : as above.

ORGANISATIONAL CHART I
HEAD QUARTERS ORGANISATION



FIELD ORGANISATION

(CENTRAL & STATE COMPONENTS)



MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL INDIA

NOTIFICATIONS

New Delhi, the 19th January, 1990

S. 0. 84 (E)—In exercise of the powers conferred by sub-section (1) of section 4 of the Census Act, 1948 (37 of 1948), the Central Government hereby appoints Shri V.S. Chaudhri, an officer of the Indian Administrative Service as Director of Census Operations, to supervise the taking of census within the State of Haryana for the 1991 Census.

No. 9/37/89 CD(CEN)

A. R. NANDA

Registrar General & Census Commissioner

D. O. No. 9/15/89-CD(CEN)

HOME MINISTER
INDIA
NEW DELHI-110001
14th May, 1990

Dear

I am writing to you about an important aspect of Census operations (1991). In this regard your attention is invited to Ministry of Home Affairs letter No. 9/15/89-CD (CEN) dated May 10, 1989 adressed to all the Chief Secretaries about fixity of boundaries of administrative units to facilitate Census work. As you are aware, the preparations for 1991 Census are in full swing. The Houselisting Operations will be carried out throughout the country during the period April-September, 1990 according to a calendar drawn for each state/union territory. The houselisting operations have already been started in some of the state/union territories. In the letter referred to above, the importance of fixity of boundaries of administrative units was explained. In this country, we have been adopting the existing adminstrative units of districts, Tehsils/Taluks/Police Stations/Development Blocks and villages and towns for most of the statistical activities including the population Census.

2. Perhaps you are aware that there have been several jurisdictional changes between 1981 and December, 1989. These changes have already been taken into account by the Census Directorates in each state/union territory while preparing the lists of villages and towns and the maps of the Districts/Tehsils/Towns. For the efficient conduct of 1991 Census of India, it is necessary to ensure that the boundaries of the administrative units are not further disturbed at this stage when we have already carved out the enumeration blocks for houselisting operations. It has been stressed in the letter addressed to all the Chief Secretaries that the boundaries of administrative units may be kept fixed till june, 1991 when we expect to publish some preliminary results of 1991 Census.

3. We are concerned to learn that some of the State Governments are contemplating creation of a few new districts/ sub-divisions and tehsils and are making changes in the boundaries of the towns etc. at this belated stage. Census Operations in 1990-91 will be seriously jeopardised if changes in boundaries of administrative units are so effected. The State Governments were earlier requested vide Registrar General, India's Demi-official letter of even number dated 17th February , 1989 to finalise such changes by October, 1989 and not to implement any further changes thereafter till June, 1991.

4. In view of the facts explained above, I would request you to ensure that no changes in the boundaries of administrative units are effected till June, 1991.

With regards,

Yours sincerely,

Sd/-

(MUFTI MOHAMMED SAYEED)

ANNEXURE B

List of Census circulars issued by the office of Registrar General, India

LIST OF CENSUS CIRCULARS ISSUED BY THE OFFICE OF REGISTRAR GENERAL, INDIA

Census Circular No.	Letter no. & Date	Subjects
1	2	3
1	9/12/87-CD(CEN) dated 24-6-87	Planning, for the 1991 Census-Jurisdictional Changes and list of villages.
2	24/3/87—Map 1181 dated 23-5-88	Up-dating of maps at Tahsil/Taluk/PS etc., & District/State levels for 1991—Census.
3	D.O. No. 2/1/87-SS dated 23-6-89	Classification of Rural and Urban Units—1991 census.
4	D.O. No. 2/1/89-SS dated 13-4-89	Census of India, 1991—Formation of Urban Agglomerations.
5	D.O. No. 1/1/89-SS dated 17-4-89	Delineation of Standard Urban Areas—1991 census.
6	D.O. No. 18/6/88-SS dated 28-8-89	Census of India, 1991—District Census Handbook—Compilation of
7	D.O. No. 9/36/87-CD (CEN) dated 20-9-89	Organisation of Census of India 1991—General Instructions.
8	D.O. No. 9/37/89-CD (CEN) dated 20-9-89	Appointment of census officers—Issue of notifications.
9	D.O. No. 1/2/89-Map dated 29-9-89	Preparation of District and Tahsil/Police Station/CD Block/Circle and equivalent level maps for District Census Handbooks—1991 Census.
10	D.O. No. 9/46/89-CD(CEN) dated 28-9-89	Location Code.
11	9/61/89—CD(CEN) dated 9-3-90	Formation of Enumeration Blocks and preparation of the Abridged Houselist.
12	11-6/90-DD dated 22-2-90	Census Evaluation Study (CES)—Preparatory work.
13	9/3/90—CD (CEN) dated 15-3-90	Houselisting Operations—Handling and processing of forms.
14	9/10/90—CD (CEN) dated 30-3-90	Houselisting Population.
15	2/1/90—Map dated 24-4-90	Preparation of base maps of State/Union Territory for the use in Provisional Population Total 1991—Census.
16	D. O. No. 9/18/90—CD (CEN) dated 10-5-90	Management of Records relating to Houselisting.
17	D. O. No. 15/1/90—Map dated 28-6-90	Preparation of Standard Urban Area Maps for State/Union Territory, for 1991—Census.
18	D.O. No. 9/28/90-CD (CEN) dated 9-8-90	Management of Records relating to Individual slips and House hold Schedules at various levels.
19	D.O. No. 9/31/90-CD(CEN) dated 13-8-90	Calendar for Reporting of provisional results and commencement of PEC/CES.
20	D.O. No. 9/31/90-CD (CEN) dated 17-8-90	Provisional Population Totals.
21	D.O. No. 9/29/90-CD (CEN) dated 20-8-90	Drafting of the Administration Report.
22	D.O. No. 18/1/90—SS. dated 22-8-90	Census of India, 1991. District Census Handbook—Compilation of Supplement to circular No. 6.
23	D.O. No. 9/31/90—CD(CEN) dated 16-10-90.	Provisional Population Totals : Revision of circular no. 20.
24	D.O. No. 18/5/90—SS dated 7-12-90.	State Level Town Directory, 1991 Census.
25	D.O. No. 11-7/91—DD dated 23-2-91	Provisional population Totals : Estimated proportion of population aged 7 and above.
26	D.O. No. 11—7/91 DD dated 28-2-91	Provisional Population Totals—Estimated proportion of population aged 7 and above—Amendment.
27	18/1/90—SS (Vol. III) dated 7-3-91	District Census Handbooks—Compilation of—Amendment.
28	9/31/90—CD (CEN) dated 12-4-91	Provisional Population Totals Supplement to Paper I of 1991—Amendment of Circular No. 23.
29	D. O. No. 1/1/89—SS dated 18-6-91	Presentation of Standard Urban Area data—1991 Census.

1	2	3
	TABULATION CIRCULARS	
1	9/21/89—CD (CEN) dated 21-5-90	Houselisting operations—Instructions regarding editing of Houselist and selection of sample of census Houses.
2	D.O. No. 9/20/90—CD (CEN) dated 24-5-90	Houselisting Operations—Location Code Structure and Code Structure for data items for computer processing the Houselist
3	D.O. No. 9/4/90—CD dated 25-5-90	Re-casting of Table A-2-1991
4	D.O. No. 1-2/90—DD dated 21-6-90	Census—1991—Houselisting operations—Tabulation Circular No. 1—Corrections.
5	D.O. No. 9/16/91—CD(CEN) dated 22-2-91	Compilation of Primary Census Abstract.
6	D.O. No. 9/15/91—CD dated 7-6-91	Manual of instructions for editing, coding & record management of individual slips.
7	D.O. No. 1/2/91—DD dated 11-6-91	Selection of a 10 per cent sample of individual slips.
8	D.O. No. 9/16/90—CD(CEN) dated 25-7-91	Editing of question 17—B of individual slip relating to pensioner/ Non-pensioner.

ANNEXURE C

State Government circulars and letters issued in connection with 1991 census

93-L/J(D)510DCOHaryana—7

From :

The Deputy Commissioner,
Ambala.

To :

The Sub-Divisional Officer(C)
Ambala/Kalka.
Chief Executive Officer, Kalka/Ambala Sadar
Municipal Committee.
Tehsildar, Kalka.

No. /SK.
Dated, Ambala City the,
Subject : *First pre-test of Census.*

Memorandum.

Please refer to endorsement No. Census Hr-0-27014/88 dated 28-10-88 from the Deputy Director Census Operations, Haryana Chandigarh to your address on the subject cited above.

2. Please ensure ful co-operation to staff in carrying out this pre-test and making arrangement for their accommodation in the School buildings Panchayat Ghars etc. for the field investigations and near-by rest houses for the officer visiting these places during this period.

Sd/-

for Deputy Commissioner, Ambala.
Dated 16-11-88.

Endst. No. 5876-77/SK.

A copy is forwarded to the following for information :—

1. Deputy Secretary to Government Haryana, Revenue Department, Chandigarh with reference to his letter No. 6138-R-IV-88/41000 dated 7-11-88.
2. Deputy Director of Census Operations, Haryana, Chandigarh with reference to his letter No. Census Hr-0-27014/88 dated 28-10-88.

Sd/-

for Deputy Commissioner, Ambala.

1991—CENSUS

List of Rural and Urban Blocks Finally Selected for the First Pre-Test of Census Schedules

District	Tahsil/Town	1981 Census Location Code No.	Name of Village (H.B. No).	No. of blocks in village/ town
1	2	3	4	5
AMBALA	*Rural Blocks*			
	Kalka Tahsil	41	Dhamala (122)	2
		43	Khera (124)	1
		44	Majri Jattan (123)	1
		50	Lohgarh (121)	1
		51	Basdevapura (151)	1
		52	Abdulapur (115)	1
		62	Ratpur (116)	1
	Naraingarh Tahsil	9	Manka (233)	2
		12	Bihla (237)	3
	Urban Blocks			
	Ambala Sadar			
	Ward No.	*Block No.*		
	3	13		
	6	24		
	6	26		
	8	36		
	Kalka			
	3	10		
	5	15		
	7	20		

92:L/J(D)510DCOHaryana—7(a)

Census/Immediate

From

The Financial Commissioner and Secretary,
to Government, Haryana, Revenue Department,
Chandigarh.

To

The Deputy Commissioner,
Ambala/Kurukshetra/Karnal.
Memo No. 2580-R-IV-89/9521
Chandigarh, dated, the 9-5-89.

SUBJECT :—*Preparations for* 1991 *Census-Organisation of the Second Pretest of Census schedules.*

You are already aware that preparations for 1991 Census have started. In this connection, the first pre-test of Census schedules was carried out in Haryana in November-December, 1988. The Census Department, Haryana, is now to undertake the Second Pretest of various Census schedules, to be canvassed at the time of 1991 Census, in Haryana in June-July, 1989 as per following time schedule :

June 19—22 *Houselisting*

1. Preparation of Notional Maps and House numbering.
2. Canvassing of Houselist and Enterprise List.

June 23—*July* 7

1. Individual Enumeration.
2. Enumeration of houseless population on the night of July 7, 1989.

July 8—10

Revisional round with reference date as sunrise of July 8, 1989.

2. The Second Pretest will be conducted in some villages and towns of Ambala, Kurukshetra & Karnal districts as per list enclosed. This pretest will be a full-dress re-hearsal of the Census, because the normal enumeration agency, namely, the State hierarchy like teachers, patwaris municipal employees etc., will be involved as enumerators. However, the supervisory staff involved will be of Census Department itself. Apart from the Revenue Department, Education and Local Government departments are required to cooperate in this operation. You are accordingly requested to issue suitable instructions to the concerned districts officers, viz., Sub-Divisional Officer (Civil), Chief Executive Officers of the Municipal Committees, District Education Officer and Tahsildar in the matter and impress upon them to extend full cooperation to the Census Department in making available the services of teachers, patwaries municipal employees etc. who may be working locally as far as possible, for being appointed as enumerators and to treat the period for which they are deputed for training and conduct of Second Pretest as on Duty. Though the training classes will be organised by the Census Department at convenient centres so that the selected enumerators do not have to travel long distances, some amount of travelling will be unavoidable for which they may be paid regular TA/DA as per State Government rules by the respective department . The dates and places of training will be intimated to the respective authorities by the Census Department in due course.

The concerned authorities of your district may also be directed to make arrangements for accommodation for the stay of the supervisory staff of the Census Department during training and conduct of this pretest.

Sd/-

Deputy Secretary Revenue
for Financial Commissioner and Secretary to
Government, Haryana, Revenue Department

Endorsement No. 2580-R-IV-89/9522 Dated Chandigarh, the 9-5-89.

A copy is forwarded to the Deputy Director of Census Operations, Haryana, SCO No. 1074-75, Sector 22B, Chandigarh, for information with reference to his letter No. Census-Hr-0-17012/89 dated 4-5-89.

Sd/-

Deputy Secretary Revenue
for Financial Commissioner and Secretary to
Government, Haryana, Revenue Department

1991—CENSUS

HARYANA STATE

List of Rural and Urban Blocks Selected for the Second Pre-test of Census Schedules

District	Tahsil	Rural/ Uran	Village (Hadbast No.)/town
1	2	3	4
Ambala	Ambala	Rural	Sultanpur (42)
		Urban	Ambala City (M.C.)
		Rural	Rampur (100)
		Urban	Ambala Sadar (M.C.)
Kurukshetra	Thanesar	Rural	Kishangarh (368)
		Urban	Thanesar (M.C.)
Karnal	Karnal	Rural	Manak Majra (33)
		Urban	Nilokheri (M.C.)
		Rural	Zarifa Wiran (6)
		Urban	Karnal (M.C.)

Census

Important

From

The Financial Commissioner and Secretary
to Government, Haryana, Revenue Department.

To

(1) All the Deputy Commissioners in the State.

(2) All Heads of Departments in Haryana.

No. 6363 R-IV-89/25000

Chandigarh, dated 17th November, 1989.

SUBJECT :—*Census of India* 1991—*Houselisting operation.*

Sir,

The next decennial Census is due in 1991 and a notification has already been issued by the Government of India under section 3 of the Census Act, 1948— declaring its intention to take the Census with reference to 1st March, 1991 as the relevant date. Notification under section 4 of the Census Act empowering the officers of the state Govenment to associate themselves with the taking of census in Haryana is being issued very shortly. A proposal for appointment of some additional staff in the offices of the Deputy Commissioners, Tahsildars and Urban local Bodies with a popu-lation of more than one lakh is also under the consideration of Government .

2. The Census operations are phased out in two parts, namely Houselisting and actual Enumeration, Although, the actual enumeration of human beings will be done in the month of February, 1991—the Houselisting operation is proposed to be taken up in the month of May, 1990. Both these operations are conducted by the official machinery of the state Government working in the field and a large number of officials from the Revenue Department, Education Department, Panchayat Department and Local Government Department are deployed as enumerators and supervisors. These officials have to be imparted intensive training to fill up the various forms which are quite intricate in nature and the success of the operation depends to a great extent on the interest taken by these officials in training and the sincerity with which they work in carrying out their functions as enumerators and supervisors.

3. The Director of Census Operations, Haryana, will be sending you a calendar of various items of work to be undertaken in connection with 1991 Census and also detailed guidelines and instructions for carrying out this work. He will be constantly in touch with you to monitor the progress of work and to resolve any difficulties which you may encounter in carrying out this operation. It is expected that you will extend your full co-operation to the Director of Census Operations, Haryana and respond promptly to his communication.

4. The officials of the various departments to be deployed for Houselisitng and Enumeration purposes will be treated as on duty and they will be paid T.A. and D.A. for attending training classes by the departments concerned from their respective Budget heads in the first instance which will later on be reimbursed by the Government of India. Although, the State Government can appoint any person as a Census officer to take or to aid in taking of Census and such person is bound to serve accordingly yet in view of the fact that the officials deployed for this purpose may have to work after office hours and on holidays also, the Government of India will be pleased to grant some honorarium to the various categories of staff for doing the Census work. The officials who take exemplary interest in their work relating to Census will be suitably rewarded with medals and commendation certificates. Still, in order to ensure that all officials take adequate interest in performing their duties relating to Census, it is decided that their performance may be reflected in their annual confidential reports.

5. It may also be mentioned here that officers from the Government of India and Directorate of Census Operations, Haryana, will be coming frequently to the field for training the staff and supervising and checking their work on the spot. The vehicles provided to the S.D.Os.(C), City Magistrates, Tahsildars, Urban Local Bodies may be made available to them for local use as and when required. The Government of India may reimburse the P.O L. charges to the State Government when these vehicles are used by their officers exclusively in connection with Census work.

The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

Deputy Secretary,
for Financial Commissioner & Secretary
to Government, Haryana, Revenue Department.
Chandigarh, dated 17-11-89.

Endst. No. 6363 R-IV-89/25001 Chandigarh, dated 17-11-89.

A copy is forwarded to :—

1. All Administrative Secretaries to Govt., Haryana, with the request that they may also kindly issue suitable instructions to their Heads of Departments on these lines.

2. All Commissioners of Divisions in Haryana.

3. All Presidents/Administrators/Executive Officers of Municipal Committees in the State.

for information and necessary action.

Sd/-

Deputy Secretary,
for Financial Commissioner & Secretary to
Govt., Haryana, Revenue Deptt.

Endst. No. 6363 R-IV-89/25002 Chandigarh, dated 17-11-89.

A copy is forwarded to the Director of Census Operations, Haryana, S.C.O. No. 1074-75, Sector 22B, Chandigarh, with reference to his letter No. Census Hr. O. 15011/89, dated 2-11-89.

Sd/-

Deputy Secretary,
for Financial Commissioner & Secretary to
Govt., Haryana. Revenue Deptt.

From

The Financial Commissioner & Secretary
to Government Haryana, Revenue Department.

To

All Heads of Department in the State
Memo No. 1860 R-IV-90/7758
Chandigarh, dated the 12th April, 1990.

SUBJECT :—1991 *Census—Houselisting Operations.*

REFERENCE :—*This Department Memo. No. 6363-R-IV-89-25000 dated* 17-11-89.

As a prelude to 1991 Census, the Houselisitng Operations will be conducted in Haryana State w.e.f. Ist May to 20th May, 1990. At the end of the operation, the enumerators will pass on the material to the Supervisors and the Supervisors to the respective Charge Officer. About 25,000 enumerators and 5,000 supervisors have been appointed from amongst the staff of various Government departments/organisations for conduct of this operation under the Charge Officers, who are Tahsildars in rural areas and the Administrators/Executive Officers/Secretaries of Municipal Committees in urban areas. The schedule of operations has already been intimated to the various Charge Officers in the districts vide letter No. Census Hr-O-27019/89 dt. 27-11-89 and memo. No. Census Hr-O-13013/89 dt. 22-3-90 issued by the Director of Census Operations, Haryana, Chandigarh.

2. You are requested to allow a concession of two hours either in the beginning or before the close of office hours to all of your staff deployed on Census duty with effect from Ist May, 1990 to 20th May, 1990 so that they are able to attend to Census work either in the morning or in the evening because it may not be possible to the officials to complete this work outside office hours.

In the case of school teachers of Education Department deployed on Census duty, the concession of two hours may be allowed in accordance with their working hours.

Sd/-

Under Secretary, Revenue
for Financial Commissioner & Secy.
to Govt. Haryana, Revenue Deptt.

Endst. No. 1860-R-IV-90/7759 Chandigarh, dated the 12-4-90.

A copy is forwarded to the Commissioner, Ambala/Rohtak/Hisar/Gurgaon for information and necessary action.

Sd/-

Under Secretary, Revenue
for Financial Commissioner & Scey.
to the Govt., Haryana, Revenue Deptt.

Endst. No. 1860-P-IV-90 7760 Chandigarh, dated the 12-4-90.

A copy is forwarded to :

(i) All the Deputy Commissioners in the State,

(ii) All the Sub-Divisional Officers (Civil) in the State,
for information and necessary action.

Sd/-

Under Secretary, Revenue
for Financial Commissioner & Secy.,
to Govt. Haryana, Revenue Deptt.

Endst. No. 1860-R-IV-90/7761 Chandigarh, dated the 12-4-90.

A copy is forwarded to the Director, Census Operations, Haryana, Chandigarh with reference to his letter No. Census-Hr-O-15011/89 dated 29-3-90.

Sd/-

Under Secretary, Revenue
for Financial Commissioner & Secy.,
to Govt. Haryana, Revenue Deptt.

No. 45/7/90-5GSI

From

The Chief Secretary to Govt., Haryana.

To

1. All Heads of Departments,
   Commissioners Ambala, Hisar, Rohtak and
   Gurgaon Divisions.
2. All the Deputy Commissioners/Sub-Divisional Officers
   (Civil)/Tehsildars.
3. The Registrar,
   Punjab and Haryana High Court,
   Chandigarh.

Dated Chandigarh, the 23rd April, 1990.

SUBJECT :—*Census of India—1991—Houselisting operation—Freezing of transfers of officers and staff engaged in Census work.*

Sir,

I am directed to invite a reference to the subject noted above and to inform you that houselisting operations in Haryana State in connection with the Census of India—1991 are scheduled to take place in May, 1990. The officers and the staff engaged on this work are at present undergoning training which will finish by the end of April, 1990. The field operation will commence from 1st May and will finish on the 20th May, 1990. Thereafter the enumerators will pass on the material to the Supervisors and the later in turn will pass on the same to their respective Charge officers by 25th May, 1990, who in turn will send the record to the Census Department by the end of May, 1990. Thus houselisting operations will be completed by the end of May, 1990. It is necessary that the trained officers and officials engaged in the Census work down to the enumerator level should not be shifted or transferred from their present places of posting till the end of May, 1990 by which time the house listing operations are expected to be completed.

2. It is also suggested that staff deployed on census duty may be allowed a concession of two hours either in the beginning or before the close of office, so that they are able to attend to census work before or after the office hours. This concession may be allowed upto 25th May, 1990.

Sd/-

Under Secretary General Administration,
for Chief Secretary to Govt., Haryana.

Endst. No. 45/7/90-5GSI dated 23rd April, 1990.

A copy is forwarded to the Director of Census Operations, Haryana, Chandigarh for information with reference to his letter No. Census-Hr-O-15011/89, dated the 2nd April, 1990.

Sd/-

Under Secretary General Administration,
for Chief Secretary to Govt. Haryana.

A copy is forwarded to all the Financial Commissioners and Administrative Secretaries to Govt. Haryana for information and necessary action.

Sd/-

Under Secretary General Administration,
for Chief Secretary to Govt., Haryana.

To

All the Financial Commissioners & all the
Administrative Secretaries to Govt., Haryana.

U.O. No. 45/7/90-5GSI Dated Chandigarh, the 23rd April, 1990.

Sl. No. 31(R) D.O. No. 60-(CM)I-4-90/17092

BANARSI DASS GUPTA

CHIEF MINISTER, HARYANA,
CHANDIGARH
28 June, 1990

No. 2449/0/90-HMP

SUBJECT :—*Boundaries of Administrative Units—Fixity during* 1991—*Census Operations.*

My dear, Sayeed Sahab,

Kindly refer to your D.O. No. 9/15/89-CD (CEN), dated 14th May, 1990.

2. The districts of the State were reorganized in 1989 for more effective administration of the State. The new units came into existence with effect from 1-11-1989, since then a number of resolutions from Panchayats have been received for inter-district and intra district transfer of villages but keeping in view the directives of Ministry of Home Affairs contained in letter No. 9/15/89-CD (CEN) dated 10th May, 1989, the State Government have deferred consideration of proposals of transfer of villages /changes in the boundaries of the administrative units till the finalization of Census Operation i.e. 30-6-1991.

With regards.

Yours sincerely,
Sd/-
(BANARSI DASS GUPTA)

To

Shri Mufti Mohammed Sayeed,
Home Minister India,
New Delhi.

No. 45/7/90-GSI

From

The Chief Secretary to Govt. Haryana,
Chandigarh.

To

1. All Heads of Departments, Commissioners,
   Ambala, Hisar, Rohtak and Gurgaon Divisions.
2. All the Deputy Commissioners/Sub-Divisional
   Officers (Civil)/Tehsildars.
3. The Registrar,
   Punjab & Haryana High Court, Chandigarh.

Dated the 31st October, 1990.

SUBJECT :—1991 *Census—Employment of State Government employees for census and certain concessions in office attendance etc.*

Sir,

I am directed to refer to the subject noted above and to enclose herewith a copy of letter No. 9/21/90-BCD (CEN) dated the 15th October, 1990 from the Registrar General, Census Commissioner, India, Ministry of Home Affairs addressed to the Chief Secretary to Govt. Haryana. The Government have decided to extend concessions/relaxation in office attendance etc. to the Haryana Government officials who are required to do the census work from 9th February to March, 91 and to attend the training classes during November, 1990 to January, 1991. You are, therefore, requested that the officials engaged in census work may be considered as on duty and be permited to be away from their offices for the major part of the working hours during February 9 to February 28, 1991 and exclusively on census work for whole day from March 1 to March 5, 1991.

Yours faithfully,

Sd/-
Under Sceretary General Administration,
for Chief Secretary to Govt. Haryana.

No. 45/7/90-5GSI Dated 31st October, 1990.

A copy of above is forwarded to the Registrar General & Census Commissioner India, Govt. of India, Ministry of Home affairs, 2A Mansingh Road, New Delhi-11001 with reference to his letter No. 9/21/90-CD(CEN) dated the 15th October, 1990 for information.

Sd/-
Under Secretary General Administration,
for Chief Secretary to Govt. Haryana,

A copy is forwarded to the Financial Commissioners and Administrative Secretaries to Govt. Haryana for information and necessary action.

Sd/-

Under Secretary General Administration,
for Chief Secretary to Govt. Haryana.

To

All the Financial Commissioners & All the
Administrative Secretaries to Govt. Haryana.

U.O. No. 45/7/90-5GSI Dated 31st October, 1990.

MOST IMMEDIATE
DATE BOUND

From

The Financial Commissioner &
Secretary to Government, Haryana,
Revenue Department.

To

The Director of Census Operations,
Haryana, SCO No. 1074-75,
Sector 22-B, Chandigarh.
Memo. No. 7112-R(IV)-90/24376.
Dated, Chandigarh the 28th December, 1990.

SUBJECT :—*Exemption to the teachers of High Schools and Sr. Sec. Schools for Census Work.*

Enclosed please find herewith a copy of the note dated 20-12-1990, from the Director Secondary Education, Haryana, Chandigarh on the above subject. You are requested to please furnish your comments on the suggestion of the Education Department within four days positively to this Department.

Sd/-

Deputy Secretary, Revenue,
for Financial Commissioner &
Secretary to Govt. Haryana,
Revenue Department.

In the meeting of departmental officers held on 14-12-90, some of the District Education Officers had pointed out that the studies are likely to suffer due to teachers being entrusted the work of Census. It is worth-mentioning that during this academic year, almost two months were lost completely due to Anti-Mandal Commission Agitation and it is very difficult to complete the course, particulary that of higher classes (Matric and +2 stage), and all-out efforts are being made to complete the course by taking extra classes. The normal date of examination for different classes used to be last week of Feb. and March but the Haryana School Education Board have extended these dates as given below :

	(Date of start)
Middle	10-3-91
Matric	8-4-91
Sr. Sec.	25-3-91

It is thus evident that very little extension has been given. The matter of extending academic session was also discussed threadbare in the meeting mentioned above but it was felt that prolongation of academic year will result in disadvantage to our students because in that case they will not be able to appear in various competitive examinations taken by the institutions offering professional courses like Engineering, Medicals etc. The Distt. Education Officers informed that teachers have been entrusted with the Census work from 9-2-91 to 5-3-91 which means that these teachers will not be able to take their classes for about a month and therefore, it will be impossible to complete the course. It is also worthwhile to mention that the School Education Board have already set their papers based on the entire course and non-completion of the curriculum will pose great problem for the students and it might even lead to an agitation. Under these circumstances, F.C. (Revenue) may be requested to exempt atleast the teachers of High Schools and Sr. Sec. Schools from census work. In case of shortage of man-power for census work, we are willing to spare some teachers from Middle/Primary schools.

Sd/-

(S. C. CHAUDHARY)
D.S.E.
20-12-90

C. E.C.

ANNEXURE D

Circulars, letters and statements of the Office of Director of Census Operations, Haryana relating to 1991 Census

D.O. No. Census—Hr. Q. 11011/89

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, HARYANA
S.C.O. NO. 1074-75, SECTOR 22B, Chandigarh,

V.S. Chaudhri, I.A.S.
Director.

Dated 28th Jul., 1989

SUBJECT :—1991 *Census.*

Dear Shri

It is my privilege to write this first demi-official letter to you after taking over as Director of Census Operations, Haryana.

2. Taking of decennial Census is a country-wide phenomenon which is accomplished with the active involvement of States and their official machinery. It is a time-bound operation involving a series of steps such as housenumbering and houselisting, preparation of various types of maps, formation of urban agglomerations, appointment and training of enumerators and supervisors and of course, the final count of population as on the sunrise of Ist March, 1991. The successful completion of one step in time in the series of whole operation leads to the next step and any delay in the completing a particular step has its chain reaction affecting adversely the time schedule of the whole programme. We will be sending you shortly a Census calendar showing the exact dates by which each stage of the operation has to be completed and also the detailed guidelines on the subject.

3. As the preliminary work regarding collection of data/documents has already started some letters on the subject have since been addressed to your office and the municipal committees of your district. The particulars of the letters in which replies are still awaited from the concerned quarters are given in the enclosed statement.

4. I shall be grateful if you kindly impress upon the municipal committees and other concerned offices in your district to send us the requisite information/documents in the cases listed in the enclosed statement, without further delay. I will also suggest that you may kindly review the progress of work relating to Census in the District Co-ordination Committee meetings every month which will go a long way in eliminating delays.

Hoping to receive a prompt and positive response from you at all times and with regards,

Yours sincerely,

Sd/-
(V. S. CHAUDHRI)

No. Census—Hr.O.11011/89

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, HARYANA
S.C.O. NO. 1074-75, SECTOR 22-B, CHANDIGARH-160022.

To

Dated Chandigarh, the 12th May, 1989.

All the Deputy Commissioners in Haryana.

SUBJECT :—*Formation of Urban Agglomerations—1991 Census.*

Sir,

As you are aware, preparatory work in connection with 1991 Census has already commenced. I am writing this letter to invite your recommendations about the formation of Urban Agglomerations in your district. All places having Municipal Committees, Notified Area Committees and Cantonment Boards will be treated as towns for 1991 Census. As regards the other areas to be treated as towns they should satisfy the following criteria, namely :

(a) A minimum population of 5,000;

(b) At least 75 per cent of male working population must be non-agricultural, and

(c) A density of population of at least 1,000 persons per sq. mile (400 persons per sq. km.).

Based on this definition, the following villages are being treated as Census (non-municipal) towns for 1991 Census :—

District	*Tahsil*	*Name of Census Town*
Ambala	Kalka	Pinjore (Rural) (113)
	Ambala	Babiyal (63)
	Jagadhri	Bilaspur (279) Farakhpur (468) Mustafabad (444)
Karnal	Karnal	Uncha Siwana (6)
Rohtak	Rohtak	Kheri Sampla (34)
Gurgaon	Gurgaon	Gurgaon (Rural) (55) Dundahera (66)
Mahendragarh	Rewari	Dharuhera (299) Qutabpur Mola (131)

In addition Panchkula Urban Estate in Ambala district and Faridabad Complex Administration in Faridabad district will be treated as independent towns.

2. It has been decided that the concept of urban agglomeration adopted for the 1981 Census will remain valid for the 1991 Census as well. Accordingly, an urban agglomeration must form a continuous urban spread constituting a town and its adjoining urban outgrowths (OGs) or two or more physically contiguous towns together with continuous well recognised urban outgrowths, if any, of such towns. In several areas around a core city or statutory town have come up fairly large, well recognised railway colonies, university campuses, port areas, military camps, etc. and even though they are outside the statutory limits of the corporation, municipality or cantonment, they fall within the revenue limits of the village or villages which is or are contiguous to the town. It may not be realistic to treat such areas lying outside the statutory limits of a town as rural units at; the same time each such individual area by itself may not satisfy the minimum population limit to qualify it to be treated as an independent urban unit. Such areas deserve to be reckoned along with the towns and the continuous spread including such urban out-growths would deserve to be treated as an integrated urban area. Each such agglomeration may be made up of more than one statutory town adjoining one another such as a municipality and the adjoining cantonment and also other adjoining urban outgrowths such as a railway colony, university campus, etc. Such outgrowths which did not qualify to be treated as individual towns in their own right should be treated as urban appendages of the units to which they are contiguous.

3. The following are the possible different situations in which urban agglomerations would be constituted :—

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

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

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

In varying local conditions there could be similar other combinations which could be treated as agglomerations, the basic consideration of contiguity having been satisfied. The area constituting an urban agglomeration may keep on changing from Census to Census depending upon the changing boundaries of the statutorily notified main urban unit as well as the extent of other urban outgrowths.

4. While delineating urban agglomerations there may not be any problem in case of statutory bodies viz., towns, which are contiguous to the main city/town. The following aspects may kindly be kept in mind before determining urban outgrowth in relation to a town and urban agglomeration in general :—

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

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

(iii) While determining the urban outgrowth of a town, it should be ensured that it possesses the requisite urban features in terms of infrastructure, viz., the characteristics and amenities. The outgrowth should be a viable unit such as a village or a hamlet or a colony and identifiable in relation to its boundaries and location.

It will thus be advisable to make a personal visit to varify on the ground whether an area being considered for delineation as an agglomeration possesses the necessary characteristics and satisfy the conditions of urbanisation, contiguity and viability.

5. I am, therefore, to request you to kindly supply the information regarding formation of new urban agglo mera tions in respect of the towns falling in your district on Form I enclosed latest by 7-6-89.

6. **For Dy. Commissioners of Ambala, Gurgaon and Hisar only**

Based on the criteria outlined in the preceding paragraphs, following urban agglomerations were delineated at the time of 1981 Census :—

(i) Ambala Urban Agglomeration consisting of Ambala Cantt. and Ambala Sadar (twin towns).

(ii) Yamunanagar Urban Agglomeration consisting of three towns namely Jagadhri Workshop Railway Colony, Yamunanagar, Jagadhri.

(iii) Gurgaon Urban Agglomeration comprising Gurgaon town and Gurgaon CensusTown (non-municipal).

(iv) Hisar Urban Agglomeration comprising Hisar town and outgrowth, namely, Haryana Agricultural University and Mini Secretariat.

Changes in the above urban agglomerations of 1981 Census during the years 1979—89 may kindly be furnished in Form II enclosed latest by 7-6-89. For maintaining comparability with 1981 Census data, it would be desirable to ensure that a place included in an urban agglomeration of 1981 is not taken out of the agglomeration now (unless it has since been merged with a city/town by statutory notification).

This may kindly be treated as urgent.

Yours faithfully,

Sd/-

(R. K. AGGARWAL)
Dy. Director of Census Operation
Haryana, Chandigarh

Encl. : as above.

No. Census-Hr.O.11011/89 Dated Chandigarh, the 12th May, 89.

A copy with enclosures is forwarded to the Financial Commissioner and Secretary to Government Haryana, Revenue Department, Chandigarh, for information.

Sd/-

(R. K. AGGARWAL)
Dy. Director of Census Operations
Haryana, Chandigarh

No. Census-Hr.O.11011/89 Dated Chandigarh, the 12th May, 89.

A copy with enclosures is forwarded to the commissioners, Ambala and Hisar Divisions for information.

Sd/-

(R. K. AGGARWAL)
Dy. Director of Census Operations
Haryana, Chandigarh

No. Census-Hr.O.11011/89 Dated Chandigarh, the 12th May, 89.

A copy along with enclosures is forwarded for information and necessary action to :—

1. The Chief Administrator, Faridabad Complex Administration, Faridabad.
2. All Sub Divisional Officers (Civil) in Haryana.
3. All the Chief Executive Officers of Municipal Committees and Cantonment Board in Haryana.
4. The Estate Officer, Panchkula Urban Estate, Panchkula (Ambala).
5. All the Tahsildars in Haryana.

Sd/-

(R. K. AGGARWAL)
Dy. Director of Census Operations,
Haryana, Chandigarh

PROFORMA I

FORMATION OF URBAN AGGLOMERATIONS FOR 1991 CENSUS

Name of District——————————————

Serial No.	Name of the Town	Name(s) of the well recognised urban out-growths contiguous to the town mentioned in col. 2	Area and approximate population of the outgrowth		Name(s) of village(s) in which the contiguous outgrowth actually falls/fall	Any other town physically contiguous to the town mentioned in col. 2
			Area (in sq. km)	Approximate population		
1	2	3	4	5	6	7

PROFORMA-II

FORMATION OF EACH URBAN AGGLOMERATION OF 1981 CENSUS WHICH CONTINUES IN 1991 CENSUS

Name of the State/Union territory———————————————

Sl. No.	URBAN AGGLOMERATION OF 1981 CENSUS WHICH CONTINUES IN 1991 CENSUS																Name of 1981 unit (town O.G./ village which has been merged with the main town or other units of UA in 1991	U.As. of 1981 dropped from 1991 due to merger of its constituent units or other reasons, if any	Remarks
	With no change							With jurisdictional changes between 1979—1989											
	Name of the U.A. with its constituent units	Status (city/ town/ O.G.)	1981 pop. of city/ town	In case of outgrowth in col. 2 give : L.C. No. of village/ sub-number in case of part village	Area (km2)	1981 pop.	Name of village/ hamlet/ enumerator's block included wholly or partly	Name of the U.A. with its constituent units	Status (city/ town/ O.G.)	Whether new/ old (Town O.G.)	1981 pop. of city/ town	In case of outgrowth in col. 9 give : L.C. No. of village/ sub-number in case of part village	Area (km2)	1981 pop.	Name of village/ hamlet/ enumerator's block included wholly or partly				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17*	18*	19	

Abbreviations Used UA ———————Urban Agglomeration
L.C. No. ———————Location Code Number
O.G. ———————Out-Growth

*NOTE :—The changes appearing under cols. 17 and 18 may be shown with Government Notification number in the col. No. 19 (Remarks).

92-L/J (D) 510DCO Haryana—8

D.O. No. CENSUS-Hr-O-27019/89

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

DIRECTORATE OF CENSUS OPERATIONS, HARYANA

S.C.O. No. 1074-75, SECTOR 22-B, CHANDIGARH-160022

POST BOX NO. 910

V.S. CHAUDHRI
I.A.S.
DIRECTOR

Dated Chandigarh, the 27th Nov., 89

SUBJECT :—1991 *Census-Preparation for Houselisting Operations.*

Dear Shri,

Now that you should be free from Elections to Lok Sabha, I take the opportunity to draw your attention to a job which is no less important and which is even of greater magnitude than the Elections.

2. You are already aware of the fact that the next decennial Census is due in the country in February, 1991 for which arrangements have already been started. You must have received by now the Gazette notifications regarding the appointment of the officers of various categories under the Census Act, 1948 and The East Punjab Enumeration of Dwellings Act, 1948 and also a letter from the Financial Commissioner and Secretary to Govt. Haryana, Revenue Department on this subject. A copy each of the Census Act, 1948 and the East Punjab Enumeration of Dwellings Act, 1948 are enclosed for your use.

3. If you have already gone through the Haryana Government Gazette (Extra-ordinary) of 9th instant you would have noticed that you have been designated as the Principal Census Officer/Principal Enumeration Officer for your district under the Census Act/East Punjab Enumeration of Dwellings Act while the City Magistrate will be there to assist you as the District Census Officer/District Enumeration Officer. All the Sub-Divisional Officers (Civil) will function as Sub-Divisional Census Officers within their respective jurisdiction and the Tahsildars (Mahal) will be the Charge Officers for rural areas in their tahsils. In case of urban areas, including Military Cantonments, the Chief Executive of the local body concerned will be the Charge Officer. The Charge Officer will shoulder the responsibility for training the enumerators and supervisors and overseeing their work in the field under the overall control of the Sub-Divisional Census Officers/ Sub-Divisional Enumeration Officers. The District Census Officer will monitor and report the progress of work to you and assist you in all matters relating to Census. The District Statistical Officers have also been designated as Additional District Census Officer/Additional District Enumeration Officer to assist you in the taking of Census. The services of Addl. District Census Officers will also be utilised to the maximum for training the staff deployed in the field for enumeration and supervision purposes. However, in the case of Faridabad town and Panchkula Urban Estate, the Chief Administrator, Faridabad Complex Administration and Administrator, Haryana Urban Development Authority, Panchkula will function as Principal Census Officers/Principal Enumeration Officers under the two Acts in their respective jurisdiction while the Administrators of Faridabad and Ballabgarh and Estate Officer, Panchkula will assist them as Charge Officers.

4. The State Government have also conferred upon you the powers for appointing Census Officers/Enumeration Officers and also the powers to accord sanction for prosecution for any act or omission which may constitute an offence under the two Acts.

5. The whole Census operation will comprise of the following stages :

(*a*) Preparation of maps of Districts, Tahsils, Towns and Villages, lists of villages, delimitation of enumeration blocks, appointment of enumerators and supervisors and their training;

(*b*) House-numbering and House-listing operation and canvassing of Economic Census Schedules;

(*c*) The actual counting or enumeration commencing from 9th February to 28th February, 1991 followed by a revisional round from Ist March to 5th March, 1991; and

(*d*) Tabulation and Publication of Census Data.

We will confine ourselves to the first two stages of the operation for the time being as you will have some breathing time between the second and the third stage of the operation. We will also be issuing detailed guidelines and instructions for each stage of the operation when it is considered necessary to do so.

6. We had covered a considerable ground so far as the preparation of maps of Districts, Tahsils, Towns and lists of villages are concerned but for the creation of four new districts and reorganisation of a number of tahsils. The maps for a large number of districts and tahsils with the revised village lists are being prepared afresh and the same will be sent to you and the tahsildars concerned for verification regarding their correctness through special messengers. *It will be appreciated if these maps and lists are returned per bearer so that a copy of the map and the village list is sent to the rural Charge Officers immediately to enable them to proceed further in the matter.* Once the maps and village lists are authenticated by the District authorities and the tahsildars, enumeration blocks for house-listing will have to

be carved out. One block consisting of about 125—150 households or 600—750 persons will be given to one enumerator for housenumbering and houselisting purposes. There will be one supervisor for every 5 blocks who will ensure that the enumerators follow the guidelines and instructions for filling up the forms and perform their duties properly.

7. We will thus need a big army of enumerators who will have to be drawn mostly from school teachers, patwaries and other employees working at village level in the rural areas and from employees of local bodies in the urban areas. Senior officials such as Headmasters, Girdawar, Kanungos, Gram Sachivs can be appointed as Supervisors. You must have collected the list of officials of all the departments working in your district in connection with election duty and the Charge Officers can use the same list for the appointment of enumerators and supervisors in case no large scale transfers take place after the elections; otherwise the Charge Officers may have to do this exercise again. Appointment of enumerators and supervisors must be done before the end of January, 1990 so that their training can be arranged by the Charge Officers in the month of March, 1990. *The Charge Officers may, therefore, be asked to prepare a list of staff immediately giving the name of the official, his designation, educational qualifications and his official as well as residential address.* We would like to arrange for a briefing of the Principal Census Officers, District Census Officers and Additional Distt. Census Officers at Chandigarh or some other convenient place sometime in December, 1989 or January, 1990. We may also arrange for the training of the Charge Officers at District Headquarters in February, 1990 so that they are able to organise the training of enumerators and supervisors in March, 1990. It may be made clear that the Charge Officers will be mainly responsible for imparting training to enumerators and supervisors although we will try to depute an official from the Headquarters to assist them.

8. The Census being a time bound operation, each stage of work is to be completed by the target date as otherwise the delay in completion of one stage leads to a chain reaction delaying subsequent steps and ultimately the entire operation. *A calendar of various items of work to be undertaken in connection with* 1991 *Census in Haryana has been chalked out with this end in view and a copy of the same is enclosed for your use.* You will find that the first two stages of the operation including houselisting are required to be completed by 20th May, 1990 and we are running out of time. *You may kindly have a look on the target dates given in the calendar for the various items at regular intervals and review the progress of work relating to Census in your monthly meetings.* I would also try to come over to participate in some of the monthly meetings of your district to monitor the progress and remove any difficulties which you may come across.

9. *We may have to create some special charges for sensitive areas and some information was called for vide my letter No. Census-Hr.O.*18012/89 *dated* 6-10-89/16-11-89 *which is still awaited from you. I will request that the requisite information may kindly be sent immediately as it has already been delayed.* These special charges will be excluded from the charge of the civilian Charge Officers and Special Charge Officers will be appointed for taking of Census in these areas.

10. The State Government are taking necessary steps to sanction some additional posts of one Assistant, one Clerk and one Peon for each District office, one Clerk for every tahsil and one Assistant each for the offices of Municipal Committees having a population of more than one lakh to cope with the work relating to Census. *It is requested that experienced hands may be posted against the newly created posts as new entrants may not be able to attend to this work properly.*

11. Although the Government can appoint any person as a Census Officer under the Census Act, 1948 to take or to aid in taking of Census and such person is bound to do accordingly, yet the Govt. of India will be pleased to give some honorarium to all such officers whose services are made use of in this gigantic task. I will communicate to you the scale of honorarium to be paid to the different categories of Census officers, enumerators and supervisors as soon as I get this information from the Govt. of India. Officers who show exemplary interest in their work will also be suitably awarded with medals and commendation certificates. The *State Govt. has also decided that the performance of the Officials connected with the taking of Census will be reflected in their annual confidential reports.* All the Census Officers will be treated on duty while doing Census work and they will be paid TA/DA by their respective departments for attending the training classes in the first instance which will later on be reimbursed by the Government of India to the State Government.

12. It may be rather superfluous to mention here that the success of this operation will be directly related to the interest taken by you in motivating your subordinates for doing this work and the pains that you take to review their performance at regular intervals. The responsibility for taking the Census rests squarely on the shoulders of official hierarchy of the State Govt. in the field and Haryana has the tradition of having the Ist position in many fields including Census-taking and we are sure to keep it up this time also. With you being at the helm of affairs in your district, I am quite confident that you will not spare any pains to motivate your subordinates and elicit the co-operation of every individual to be associated with this task of national importance.

Hoping to meet you soon and with regards,

Yours sincerely,

sd/-
(V.S. CHAUDHRI)

All the Deputy Commissioners in Haryana

92-L/J (D) 510DCO Haryana—8 (a)

No. Census-Hr.O. 27019/89 Dated Chandigarh, the 27th Nov., 89

A copy alongwith enclosures is forwarded for necessary action to :—

(*a*) All the City Magistrates in the offices of Deputy Commissioners Haryana
(*b*) All the Sub-Divisional Officers (Civil) in Haryana.
(*c*) All the Tahsildars in Haryana.
(*d*) All the Executive Officers/Secretaries of Municipal Committees in Haryana.
(*e*) The Executive Officer, Cantonment Board, Ambala Cantt.
(*f*) All the District Statistical Officers in Haryana.

Sd/-
(R.K. AGGARWAL)
Dy. Director, Census, Haryana, Chandigarh

No. Census-Hr-O-27019/89 Dated Chandigarh, the 27th Nov., 89

A copy alongwith enclosures is forwarded for necessary action to the Economic and Statistical Adviser to Government of Haryana, Chandigarh.

Sd/-
(R. K. AGGARWAL)
Dy. Director, Census, Haryana, Chandigarh

1991-CENSUS

Calendar of various items of work to be undertaken in connection with 1991-Census in Haryana State

November-December, 1989

(*i*) Preparation of final lists of villages tahsilwise after the fixity of boundaries of districts and tahsils by the State Government in view of creation of four new districts as announced by the State Government recently.
(*Action by Census Directorate/Tahsildars*)

(*ii*) Drawing of district and tahsil maps as necessitated by the reorganisation of districts and tahsils, as mentioned above.
(*Action by Census Directorate/Deputy Commissioners/Tahsildars*)

(*iii*) Allocation of location code numbers to districts, tahsils, towns and villages.
(*Action by Census Directorate*)

(*iv*) Collection of statistics from various agencies for village and town directories.
(*Action by District Census Officers/Charge Officers*)

(*v*) Provision of clerical assistance to District/Tahsil Offices, etc.
(*Action by Census Directorate/State Government*).

(*vi*) Printing of registers/forms, at Directorate level.
(*Action by Census Directorate*)

(*vii*) Preparation of inventory of staff by the Charge Officers for appointment as Circle Supervisors and Enumerators.
(*Action by District Census Officers/Charge Officers*)

January-February, 1990

(*i*) Formation of Enumerators' blocks and Supervisors' circles for Houselisting Operation
(*Action by District Census Officers/Charge Officers*)

(*ii*) Appointment of Enumerators and Supervisors for Houselisting Operation.
(*Action by District Census Officers/Charge Officers*)

(*iii*) Preparation of Charge Registers showing particulars of blocks and circles and Enumerators and Supervisors deployed therein for Houselisting Operation
(*Action by District Census Officers/Charge Officers*)

(*iv*) Issue of instructions regarding field work for Houselisting Operation including Economic Census
(*Action by Census Directorate*)

(*v*) Training classes for District Officers and Charge Officers
(*Action by Census Directorate/Deputy Commissioners*)

(*vi*) Drawing up of training programme for Enumerators and Supervisors
(*Action by District Census Officers/Charge Officers*)

(*vii*) Publicity for Houselisting Operation
(*Action by Census Directorate/State Government*)

(*viii*) Despatch of training material
(*Action by Census Directorate*)

March—April, 1990

(*i*) Training classes for Enumerators and Supervisors
(*Action by District Census Officers/Charge Officers*)

(*ii*) Despatch of various schedules and forms for use during Houselisting Operation to the Charge Officers
(*Action by Census Directorate*)

(*iii*) Publicity for Houselisting Operation
(*Action by Census Directorate/State Government*)

(*iv*) Issue of schedules and forms to the Enumerators and Supervisors by the Charge Officers in the last training class
(*Action by District Census Officers/Charge Officers*)

May, 1990

(1.5.90 to 20.5.90)

Canvassing of houselist and enterprise list and other related work by the Enumerators nd Supervisors

(21.5.90 to 25.5.90)

Receipt of filled in houselists, enterprise lists, etc. in the Charge Offices from the Supervisors
(*Action by District Census Officers/Charge Officers*)

(26.5.90 to 31.5.90)

Despatch of filled in houselists (one copy) and related forms to the Census Directorate and filled in enterprise lists and related forms to the District Statistical Officers by the Charge Officers. One copy each of filled in houselists will be retained by the Charge Officers.
(*Action by District Census Officers/Charge Officers*)

(Programme for processing of these schedules will be drawn up on receipt of further instructions from the RGI)

June, 1990

Taking up of Editing & Coding work relating to houselist data
(*Action by Census Directorate*)

July—September, 1990

(*i*) Notification of Census Questionnairs, etc in the Gazette as required under the Census Act
(*Action by State Government*)

(*ii*) Formation of Enumerators 'blocks and Supervisors' circles for 1991-enumeration on the basis of 1990-houselists
(*Action by District Census Officers/Charge Officers*)

(*iii*) Preparation of Abridged houselists for newly formed enumeration blocks for 1991-enumeration
(*Action by District Census Officers/Charge Officers*)

(*iv*) Preparation of Charge Registers giving particulars of blocks and circles and the Enumerators and Supervisor to be deployed therein
(*Action by District Census Officers/Charge Officers*)

(*v*) Printing of forms, etc. at Directorate level
(*Action by Census Directorate*)

October-November, 1990

(*i*) Appointment of Enumerators and Supervisors for enumeration by the Charge Officers
(*Action by District Census Officers/Charge Officers*)

(*ii*) Despatch of training material to District/Charge Officers
(*Action by Census Directorate*)

(*iii*) Training of District Officers and Charge Officers
(*Action by Census Directorate/Deputy Commissioners*)

(*iv*) Drawing up of training programme for Enumerators and Supervisors
(*Action by District Census Officers/Charge Officres*

(*v*) Publicity measures
(*Action by Census Directorate/State Government*)

December, 1990—January, 1991

(*i*) Training classes for Enumerators and Supervisors
(*Action by District Census Officers/Charge Officers*

(*ii*) Despatch of Individual Slips, Household Schedules and other related forms to District/Charge Officers
(*Action by Census Directorate*)

(*iii*) Issue of Individual Slips, Household Schedules and other forms by the Charge Officers to the Enumerators and Supervisors in the last training class
(*Action by District Census Officers/Charge Officers*)

(*iv*) Publicity measures
(*Action by Census Directorate/State Government*)

February, 1991

(9.2.1991—28.2.1991)

Actual Enumeration
(*Night between the 28th February & 1st March,* 1991)
Enumeration of houseless population

March, 1991

(1.3.1991 to 5.3.1991)

Revisional round and preparation of Enumerators' Abstracts

(6.3.1991)

Submission of filled in schedules and other forms by the Enumerators to the Charge Officers through their Supervisors
(*Action by District Census Officers/Charge Officers*)

(7.3.1991)

Compilation and reporting of provisional population totals by the Charge Officers to the District Officers as well as the Director of Census Operations
(*Action by District Census Officers/Charge Officers*)

(8.3.1991)

Compilation and reporting of provisional population totals by the District Officers to the Director of Census Operations as well as the Registrar General, India.
(*Action by Principal Census Officers/District Census Officers*)

(9-3-1991 to 15-3-1991)

Transmission of the filled in schedules and other records by the Charge Offices to the Census Directorate/ Regional Tabulation Offices
(*Action by District Census Officers/Charge Officers*)

CIRCULAR NO. 1

No Census-Hr-O.13015/89

GOVT. OF INDIA

MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, HARYANA
S.C.O. No. 1074-75, SECTOR 22-B, CHANDIGARH-160022
POST BOX No. 910

To

1. All Deputy Commissioners in Haryana
2. The Chief Administrator, Faridabad Complex Administration, Faridabad
3. The Administrator, Haryana Urban Development Authority, Panchkula

Dated Chandigarh, the 27-12-89

SUB : Formation of Enumerators' Blocks and Supervisors' Circles for Houselisting Operations.

Sir,

This circular contains the guidelines for the formation of Enumerators' Blocks & Supervisors' Circles for Houselisting Operations, the job which is required to be done by the Charge Officers in the month of January, 1990, as per Census Calender. Before the Enumerators' Blocks and Supervisors' Circles are actually formed, it is necessary to explain the need and the methodology of giving location codes & preparing the notional maps.

Location Code

2. The Location Code is a device by which every area comprised in any Administrative Unit can be identified by assigning a specific number to it. A system of Code Numbers is thus evolved for the country as a whole under which each State/Union Territory is assigned a Number and within each State every district is again given a distinct Number. Within each district, every Tahsil is allotted a Number and within each Tahsil every village is given a Number. In order to avoid any confusion, the towns are allotted Numbers in one series for each district in Roman figures, while the villages are denoted by code numbers in Arabic numerals. In fact, all Code Numbers, except in the case of towns are denoted by Arabic numerals.

3. A town is normally the smallest administrative unit for an urban aera. But in the case of Faridabad Complex Administration, which is a single urban unit comprising of more than one town, it is further sub-divided into urban charges for conduct of census according to the area under the charge of each Administrator there. These charges will be allotted sub-numbers, *viz.* I-1, I-2, I-3, according to convenience. While I refers to the whole area of Faridabad Complex Administration, the sub-numbers 1, 2, and 3 denote the charges therein.

4. The Location Code Number for Haryana State is 8, while these numbers for the districts, tahsils and towns are given in the enclosed list. The location code of wards in towns will also be denoted by Arabic numerals. The location code numbers for the villages in each Tahsil have been given in Village-lists already sent to the Charge Officers concerned.

Notional Map

5. A Notional Map is a rough sketch of a village or a ward in the case of a municipal town showing topographical details, permanent features and landmarks, such as abadi area(s), roads, nadis/nallas, canals, cart-tracks, temples, schools, Panchayat Ghars, Chaupals, Dharamshalas etc. Preparation of such Notional Map is essential for Houselisting Operations to enable an enumerator to identify the area in which he is required to operate. Besides, it would also help the Supervisor to clearly demarcate enumerators' blocks if the abadi of the village is more than 750 or ward in a town is more than 600.

6. Preparation of notional map has to be done for each village in a tahsil and each ward in a town. There should be no difficulty in drawing the notional map in case of cadastrally surveyed villages, since the maps of such villages are already available in the tahsil office and with the patwaris. All that is required is to copy out the map. In cases where such village maps are not available, a rough sketch of the boundary of the village/each ward of a town may be drawn by the Patwari/Municipal Engineer by inspecting the spot. The basti (abadi) area(s) of the village/ward of a town should be shown in the map by hatching alongwith other important roads, streets & buildings.

7. In order to maintain uniformity in the size of the notional maps for all the villages/wards in the case of towns, the Tahsildars and the Urban Charge Officers are being provided the required number of sheets of papers. *All the Charge Officers both for rural and urban areas in your district may, therefore, kindly be asked to get the notional maps prepared for each village & Municipal ward, before the end of January,* 1990.

Formation of Enumerators' Blocks & Supervisors' Circles

8. The primary unit for census operation will be the Enumerator's Block. An Enumerator's Block is a clearly demarcated area, within a village/ward in the case of town in which an Enumerator will do the census work. One Enumerators' Block will cover a population of about 750 in rural area and about 600 in urban area. The average household size being about six in rural areas and about five in urban areas, an Enumerator's Block both for rural and urban areas will consist of about 120 to 125 households.

9. The following points may be kept in mind while forming the enumerators' Blocks :

(*i*) Identity of a revenue estate has to be retained during. entire Census Operations. Each village, however small, should therefore be treated as a separate Enumerator's Block. There will be an independent Enumerator's Block even if the total population of a village is less than 750. One Enumerator's Block can be made to cover a village having a population of upto 1,000 as it will not be justified to have two Enumerators' Blocks in such villages.

(*ii*) In cases of uninhabited (Bechirag) villages also, each such village may be treated as a separate Block, as there is likelihood of some one residing within its jurisdiction by the time of houselisting operation and/or enumeration.

(*iii*) If the workload in one Enumerator's Block is less, the charge of two or more blocks may be given to one Enumerator. But it has to be fully ensured that the records of each blocks are kept separate and the various documents for each block are filled up separately with their respective code numbers given thereon so that the documents of one block do not get mixed up with those of the other block under the charge of the same Enumerator.

(*iv*) If the population of a village is more than 1,000, it will be necessary to split it into two or more blocks but this division will be in whole numbers. In all such cases of splitting up of large villages into two or more blocks, it is essential to ensure that the boundary between different blocks is very clearly and specifically defined so that no house is either left out or included in more than one block.

(*v*) In some large villages, there are different hamlets (dhanis) and in many cases these are distinctly located. In such cases each hamlet (dhani) may be treated as a separate Block if the population of each dhani is about 750. In case of small hamlets (dhanis) in a village, two or more dhanis could be clubbed together.

(*vi*) In the case of big villages without hamlets (Dhanis) or big hamlets (dhanis) of a village, different blocks of population of 750 or 125 houses may be formed with reference to some existing natural boundary or such distinguishing marks as cart-tracks, streets, roads, drains, chaupal, panchayat ghar, school etc. The dividing line of each block should be clear and distinct so that it can be identified easily. In case of villages having more than one enumerator's block, the boundary of each block should be marked on the Notional Map of the village.

10. In urban areas, the following considerations may be kept in view while forming the Enumerator's blocks :

(*i*) A Municipal ward should be divided into a number of Enumerators' Blocks according to the prescribed size *viz.* 600 persons with marginal adjustments. In no case blocks should cut across or spill outside the boundary of a municipal ward. If the population of a ward in any municipal town is less than 600, each ward should be treated as a separate Enumerator's Block.

(*ii*) Some towns may not have municipal wards. In such cases, the blocks may be carved out taking into consideration the administrative divisions, if any, and population criteria suggested for formation of blocks in urban areas.

(*iii*) Since habitations in urban areas are usually very congested, demarcation of blocks in such areas must be done very carefully. It is necessary that the Charge Officer of the town makes personal inspection of the boundaries and ensures their correct description and marking on the Notional Maps of the wards or on the town map in case there are no municipal wards.

(*iv*) While demarcating the blocks, it is essential to keep in mind the location of roads, streets, lanes, by-lanes, parks, railway lines and such other important landmarks so that the blocks should be as far as possible formed by grouping houses in a row along a road, street, or lane. It may happen that a block may reach the end of a road or street without getting the prescribed size of population. In such cases the block may not be extended across the road or street even though its population is slightly less than the prescribed size. On the other hand, it may be necessary to slightly increase the size of the block to cover a few houses in a row on the side of a road or street till there is any other landmark clearly identifying the boundary of the block.

11. The following eleven places have been treated as census (non-municipal) towns for purposes of 1991-Census.

	Name of Census Town	*Tahsil*	*District*
1.	Pinjore (Rural)	Kalka	Ambala
2.	Babiyal	Ambala	Ambala
3.	Mustafabad	Jagadhri	Yamunanagar
4.	Farakhpur	Jagadhri	Yamunanagar
5.	Bilaspur	Jagadhri	Yamunanagar
6.	Uncha Siwana	Karnal	Karnal
7.	Kheri Sampla	Rohtak	Rohtak
8.	Dundahera	Gurgaon	Gurgaon
9.	Gurgaon (Rural)	Gurgaon	Gurgaon
10.	Dharuhera	Rewari	Rewari
11.	Qutabpur Mola	Rewari	Rewari

In case of these census towns, the Enumerators' Blocks will be carved out by Tahsildars concerned in the same manner as in the case of large villages having a population of more than 1000. Since all these census towns are to be treated as independent urban charges, their recodrs will be maintained separately by the Tahsildars concerned. The responsibility for conducting the Census in these towns will be that of the Tahsildars as there is no Municipal Authortiy in these towns and the same should not be mixed up with the record for the rural areas.

Coordination between Rural & Urban Charge Officers

12. In many cases, there are some habitations (abadis) just outside the municipal limits of the towns. Since such habitations (abadis) fall outside the municipal limits, these will be treated as part(s) of the village(s) in whose jurisdiction they fall and the Tahsildar concerned will deal with such areas, unless any of these habitations is taken as part of Urban Agglomeration of the town. Since such habitations are in close contiguity of the municipal limits, they sometimes blur the demarcation line. The Charge Officers of such Towns and the Tahsildars should therefore decide about their jurisdiction well in advance, so that no area is left out or counted twice.

S.R.S. Blocks to be maintained intact

13. Under the Sample Registration Scheme (S.R.S.) for registration of births and deaths, there are 160 S.R.S Blocks-100 rural and 60 urban—in Haryana. This work is being done by part-time Enumeratiors mostly teachers or health workers. For conducting a "Census Evaluation Study" after the census, data on some characteristics collected at the census will be matched with the S.R.S. data. Identity of the S.R.S. Blocks has therefore to be maintained, while carving out Enumerator's Blocks for Houselisting Operations. Each S.R.S. Block should be either treated as one Enumerator's Block or broken into two or more Enumerators' Blocks, according to the size of population. But in no case should a non-S.R.S. area be tagged with a S.R.S. block or *vice-versa*. Particulars of S.R.S. Blocks including the names and addresses of part-time Enumerators will be sent separately to the concerned Charge Officers. The Enumerator for the S.R.S. block may be called by the Charge Officer for identifying his block for the purpose of formation of Enumerators' Block(s) there. It will be quite helpful if the same official is appointed as Enumerator for Houselisting Operations also in whole or part of his area, depending on the number of blocks carved therein.

Reserved Forest Areas to be covered

14. According to 1981-Census, there is no Reserved Forest Area having any habitation (abadi) which does not fall in any revenue village in Haryana. It is, however, necessary to check up if there is any such Reserved Forest Area which does not form part of any revenue estate and which has any habitation of its own, howsoever, small. Such Reserved Forest Area, if any, may be treated like a village and formed into an Enumerator's Block by the Charge Officer under whose jurisdiction it may fall. The work in such a block, if any, could be assigned to the official of the Forest Deptt. deployed there by appointing him as an Enumerator for purposes of houselisting.

Special Census Area

15. There are many large establishments like University Campuses in Kurukshetra, Rohtak and Hisar, Gopal Paper Mills in Yamunanagar; National Dairy Research Institute in Karnal, Atlas Factory in Sonipat, Sugar Mills Colonies, Central Jails, Police Lines, Railway Colonies, etc. Some such establishments may be located in rural areas *i.e.* outside the Municipal limits of the town by which they are known. For operational convenience, such recognisable (independent) establishment areas could be treated as Special Census Areas and constituted into independent Enumerator's Block(s) if they fullfill the criteria of population suggested for the formation of blocks. The Enumerators and Supervisors for such areas could also be appointed from amongst the staff of the institutions concerned. The

Charge Officers, in whose jurisdiction such areas fall, will have to decide for treating them as special census area and forming of Enumerators' Blocks therein with the assistance of the authorities of the institutions. The Enumerators for such areas though drawn from the concerned institutions will work directly under the Charge Officers in so far as the census work is concerned.

Supervisors' Circles

16. Both in rural as well as in urban areas, there will be one Supervisor to look after the work of five Enumerators on an average. In some cases, it may be necessary to deviate from this norm. For example, where the Enumerators' Blocks for the villages are spread over a large area and are distant from one another, one Supervisor may have to be entrusted with the supervision of work of less than five Enumerators. On the other hand, a single large village having six or even seven Enumerators' Blocks could be put under the charge of one Supervisor. The number of Enumerators' Blocks in a Supervisor's circle should in no case exceed seven as otherwise it may be quite difficult for a Supervisor to exercise effective supervision and control.

Charge Registers

17. The charge register is a register which will contain the particulars of the Enumerators' Blocks and Supervisor's Circles in a charge as well as the names and addresses of the Enumerators and Supervisors appointed therein. The main idea in preparing the register is to ensure that the entire area falling within the charge is covered and that the staff is appointed for each block and circle. The requisite number of these registers will be supplied to each Charge Officer by this Directorate alongwith guidelines for their preparation by the middle of January, 1990.

It is requested that all the Charge Officers may be directed to start the work immediately and to complete the work relating to preparation of Notional Maps and formation of Enumerators' Blocks and Supervisors' Circles by the end of January, 1990, positively so that appointment of Enumerators and Supervisors could be made by them in Feb., 1990 and their training for the Houselisting Operation is arranged.

Hindi version will follow.

Yours faithfully,

Sd/-

(V.S. CHAUDHRI)
Director, Census, Haryana

No. Census-Hr-Q-13015/89 Dated Chandigarh, the 27-12-89

A copy alongwith enclosures is forwarded for necessary action to :—

(*a*) All the City Magistrates in the offices of Deputy Commissioners Haryana.
(*b*) All the Sub-Divisional Officers (Civil) in Haryana.
(*c*) All the Tahsildars in Haryana.
(*d*) All the Executive Officers/Secretaries of Municipal Committees in Haryana.
(*e*) The Executive Officer, Cantonment Board, Ambala Cantt.
(*f*) All the District Statistical Officers in Haryana.

Sd/-
(V.S. CHAUDHRI)
Director, Census, Haryana, Chandigarh

HARYANA STATE **REVISED**

1991 Census

LIST OF DISTRICTS/TAHSILS/URBAN AGGLOMERATIONS/CITIES/TOWNS

District	Location Code No.	Tahsil	Location Code No.	Urban Agglomeration/City/Town	Location Code No.
1	2	3	4	5	6
AMBALA		KALKA	1	KALKA (M.C.)	I
				PINJORE (RURAL) (C.T.)	II
				*H.M.T. PINJORE (M.C.)	III
		PANCHKULA	2	*PANCHKULA URBAN ESTATE (E.O.)	IV
		NARAINGARH	3	NARAINGARH (M.C.)	V
		AMBALA	4	AMBALA (M.C.)	VI
				AMBALA (U.A.)	
				(*a*) AMBALA CANTT (C.B.)	VIII
				(*b*) *AMBALA SADAR (M.C.)	VII
				*BABIYAL (C.T.)	IX
		BARARA	5	—	

1	2	3	4	5	6
YAMUNANAGAR	2	JAGADHRI	1	SADAURA (M.C.)	I
				MUSTAFABAD (C.T.)	II
				RADAUR (M.C.)	III
				FARAKHPUR (C.T.)	IV
				YAMUNANAGAR (U.A.)	
				(*a*) JAGADHRI (M.C.)	VII
				(*b*) JAGADHRI WORKSHOP RAILWAY COLONY (M.C.)	V
				(*c*) YAMUNANAGAR (M.C.)	VI
				BURIA (M.C.)	VIII
				BILASPUR (C.T.)	IX
		CHHACHHRAULI	2	CHHACHHRAULI (M.C.)	X
KURUKSHETRA	3	THANESAR	1	SHAHBAD (M.C.)	I
				LADWA (M.C.)	II
				THANESAR (M.C.)	III
		PEHOWA	2	PEHOWA (M.C.)	IV
KAITHAL	4	GUHLA	1	*CHEEKA (M.C.)*	I
		KAITHAL	2	KAITHAL (M.C.)	II
				PUNDRI (U.A.)	
				(*a*) PUNDRI (M.C.)	III
				(*i*) PART OF VILLAGE FATEHPUR (O.G.)	
				*KALAYAT (M.C.)	IV
KARNAL	5	KARNAL	1	*INDRI (M.C.)	I
				NILOKHERI (M.C.)	II
				*TARAORI (M.C.)	III
				KARNAL (U.A.)	
				(*a*) KARNAL (M.C.)	IV
				(*i*) PART OF SECTOR 6, URBAN ESTATE (O.G.)	
				UNCHA SIWANA (C.T.)	V
				GHARAUNDA (M.C.)	VI
PANIPAT	6	ASSANDH	1	*ASSANDH (M.C.)	I
		PANIPAT	2	PANIPAT (M.C.)	II
				*SAMALKHA (M.C.)	III
SONIPAT	7	*GANAUR*	1	GANAUR (M.C.)	I
		SONIPAT	2	SONIPAT (M.C.)	II
				KHARKHODA (M.C.)	III
ROHTAK	8	GOHANA	1	GOHANA (M.C.)	I
		MAHAM	2	MAHAM (M.C.)	II
		ROHTAK	3	KALANAUR (M.C.)	III
				ROHTAK (M.C.)	IV
				KHERI SAMPLA (C.T.)	V
		JHAJJAR	4	BERI (M.C.)	VI
				JHAJJAR (M.C.)	VII
		BAHADURGARH	5	BAHADURGARH (U.A.)	
				(*a*) BAHADURGARH (M.C.)	VIII
				(*i*) SECTOR 6, HUDA, (O.G.)	
FARIDABAD	9	*FARIDABAD*	1	FARIDABAD COMPLEX (F.C.A.)	I
		BALLABGARH	2		
		PALWAL	3	PALWAL (M.C.)	II
				*HASSANPUR (M.C.)	III
				HODAL (M.C.)	IV
		HATHIN	4	HATHIN (M.C.)	V

1	2	3	4	5	6
GURGAON	10	*PATAUDI*	1	PATAUDI (M.C.)	I
				HAILEYMANDI (M.C.)	II
		GURGAON	2	FARRUKHNAGAR (M.C.)	III
				DUNDAHERA (C.T.)	IV
				GURGAON (U.A.)	
				(*a*) GURGAON (M.C.)	VI
				(*b*) *GURGAON (RURAL) (C.T.)	V
				SOHNA (M.C.)	VII
		NUH	3	*TAORU (M.C.)	VIII
				NUH (M.C.)	IX
		FEROZEPUR JHIRKA	4	FEROZEPUR JHIRKA (M.C.)	X
				PUNAHANA (M.C.)	XI
KEWARI	11	BAWAL	1	BAWAL (M.C.)	I
		REWARI	2	*DHARUHERA (C.T.)*	II
				REWARI (M.C.)	III
		KOSLI	3	—	
MAHENDRAGARH	12	MAHENDRAGARH	1	KANINA (M.C.)	I
				MAHENDRAGARH (M.C.)	II
		NARNAUL	2	NARNAUL (M.C.)	III
				ATELI (M.C.)	IV
BHIWANI	13	BAWANI KHERA	1	*BAWANI KHERA (M.C.)	I
		BHIWANI	2	BHIWANI (M.C.)	II
		DADRI	3	CHARKHI DADRI (M.C.)	III
		LOHARU	4	LOHARU (M.C.)	IV
		TOSHAM	5	TOSHAM (M.C.)	V
		SIWANI	6	*SIWANI (M.C.)*	VI
JIND	14	NARWANA	1	NARWANA (M.C.)	I
				UCHANA (M.C.)	II
		JIND	2	JIND (M.C.)	III
				JULANA (M.C.)	IV
		SAFIDON	3	SAFIDON (M.C.)	V
HISAR	15	FATEHABAD	1	FATEHABAD (M.C.)	I
		RATIA	2	*RATIA (M.C.)	II
		TOHANA	3	JAKHALMANDI (M.C.)	III
				TOHANA (M.C.)	IV
		HISAR	4	UKLANAMANDI (M.C.)	V
				*BARWALA (M.C.)	VI
				HISAR (U.A.)	
				(*a*) HISAR (M.C.)	VII
				(*i*) HARYANA AGRICULTURAL UNIVERSITY CAMPUS & MINI SECRETARIATE (O.G.)	
		HANSI	5	HANSI (M.C.)	VIII
		NARNAUND	6	*NARNAUND (M.C.)*	IX
SIRSA	16	DABWALI	1	MANDI DABWALI (M.C.)	I
		SIRSA	2	KALANWALI (M.C.)	II
				SIRSA (M.C.)	III
		RANIA	3	—	
		ELLENABAD	4	ELLENABAD (M.C.)	IV

NOTES :—1. Districts, tahsils and towns treated as such for the first time in 1991 Census are printed in italics.

2. Towns treated as such for the first time in 1981-Census which continue to be treated as towns for 1991-Census are shown with an asterisk (*) on their left.

3. The following abbreviations have been used for the status of a town :—
M.C.—MUNICIPAL COMMITTEE
C.B.—CANTONMENT BOARD
C.T.—CENSUS TOWN
E.O.—ESTATE OFFICE
F.C.A.—FARIDABAD COMPLEX ADMINISTRATION

4. U.A.—URBAN AGGLOMERATION
O.G.—OUT GROWTH

STATEMENT SHOWING FULLY MERGED VILLAGES WITHIN TOWN LIMITS

1991 Census

Name of the district	Name of the tahsil	Name of the town	Fully merged villages within town limits	
			Location Code no.	Village name (Hadbast no.)
1	2	3	4	5
Ambala	Kalka	Kalka (M.C.)	31	Kalka (393)
			32	Kurari (394)
		Pinjore (Rural) (C.T.)	59	Pinjore (Rural) (113)
		HMT Pinjore (M.C.)	68	Tekwana (107)
			67	Milk (111)
			66	Muhabatpur (110)
	Panchkula	Panchkula Urban Estate	13	Ferozepur Khurd (387)
			12	Ferozepur Kalan (386)
			14	Dhamsoo (381)
			15	Dhilan (380)
	Ambala	Ambala (M.C.)	19	Patti Suba Akbarpur (49)
			20	Ambala City (50)
		Ambala Sadar (M.C.) & Ambala Cantt.	38	Ambala Cantt. (62)
		Babiyal (C.T.)	50	Babiyal (63)
Yamunanagar	Jagadhri	Mustafabad (C.T.)	271	Mustafabad (444)
		Farakhpur (C.T.)	332	Farakhpur (468)
		Yamunanagar (M.C.)	324	Munda Majra (413)
			325	Yanmunanagar (Rural) (415)
			327	Mumida (416)
			328	Habibpur (417)
			326	Chandpur (419)
			303	Gobindpur (414)
		Jagadhri (M.C.)	304	Garhi Mundo (408)
			261	Jagadhri (Rural) (400)
			301	Hundewala (406)
			262	Gulabnagar (404)
		Bilaspur (C.T.)	162	Bilaspur (279)
Kurukshetra	Thanesar	Thanesar (M.C.)	243	Sunderpur (375)
			244	Devidasspura (361)
Karnal	Karnal	Uncha Siwana (C.T.)	297	Uncha Siwana (6)
Panipat	Panipat	Panipat (M.C.)	83	Gadiwara (30)
			53	Baghsher Afghan (13)
Sonipat	Sonipat	Sonipat (M.C.)	76	Garhi Barahmanan (203)
			77	Jamalpur Khurd (204)
			78	Kalupur (205)
Rohtak	Rohtak	Kheri Sampla (C.T.)	106	Kheri Sampla (34)
Faridabad	Faridabad Ballabgarh	Faridabad (C.A.)	1	Gonchhi (26)
			43	Dabwa (8)
			44	Saran (9)
			45	Manyaru (120)
			46	Tilori Bangar (119)
			47	Ajronda (118)
			48	Daoltabad (121)
			19	Nawadakoh (7)
			18	Badkhal (6)
			16	Ankhir (5)
			2	Anangpur (2)
			1	Lakarpur (1)
			3	Sarai Khawaja (3)
			15	Meola Maharajpur (4)
			17	Fatehpur Chandila (122)
			49	Faridabad (123)
			65	Budina (124)
			64	Baselwa (125)
			51	Wazirpur (137)
			50	Mawai (126)
			14	Etmadpur (127)
			4	Palla (128)
			5	Sehatpur (129)
			6	Ismailpur (130)
			8	Basantpur (131)
			7	Salarpur (133)

1	2	3	4	5
Faridabad—Concld.			7	Aghwanpur (132)
			10	Nasirpur (134)
			11	Asalatpur (135)
			4	Sihi (80)
			3	Mujesar (79)
			2	Ballabgarh (rural) (78)
			14	Runhera (Panhera) (77)
			13	Unchagaon (76)
			15	Jharsaintli (44)
	Pataudi	Haileymandi	16	Jatauli (7)
		Gurgaon (M.C.)	67	Hidayatpur Chhawni (95)
Gurgaon	Gurgaon	Dundahera (C.T.)	52	Dundahera (66)
		Gurgaon (Rural) (C.T.)	62	Gurgoan (Rural) (55)
Rewari	Rewari	Dharuhera (C.T.)	260	Dharuhera (299)
Mahendragarh	Mahendragarh	Mahendragarh (M.C.)	78	Mahendragarh (Rural) (87)
Sirsa	Sirsa	Kalanwali (M.C.)	7	Kalanwali (313)
			6	Chukerian (203)

CIRCULAR No. 2

No. Census-Hr-O-13016/90

GOVT. OF INDIA

MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, HARYANA
SCO No. 1074-75, SECTOR 22-B, CHANDIGARH-160022
POST BOX No. 910

To

1. All Deputy Commissioners in Haryana
2. The Chief Administrator, Faridabad Complex (Administration), Faridabad
3. The Administrator, Haryana Urban Development Authority, Panchkula

Dated Chd., the 15-1-1990

SUB : *Preparation of Charge Registers and appointment of Enumerators and Supervisors for Houselisting Operations.*

Sir,

Kindly refer to this office circular letter No. 1, dated 27-12-89, regarding formation of Enumerators' Blocks and Supervisors Circles. It is hoped that the Charge Officers would have by now completed the work relating to preparation of Notional Maps and formation of Enumerators' Blocks and Supervisors' Circles. The next step to be taken in the chain of census operation is the preparation of Charge Registers and appointment of Enumerators and Supervisors.

2. This circular will explain the procedures for preparing the Charge Registers and making appointments of Enumerators and Supervisors for Houselisting Operations. As mentioned in Circular No. 1, the Charge Register is the record of the particulars of Enumerators' Blocks and Supervisors' Circles and the names and addresses of the Enumerators and Supervisors appointed therein Preparation of this register is essential in order to ensure that the entire area falling within a charge is covered and that an Enumerator/Supervisor has been appointed for each Block/Circle who will be responsible for the work relating to Census in his Block/Circle.

3. The Charge Register, as its name shows, is to be prepared for each charge separately. As soon as the Enumerators' Blocks and Supervisors' Circles are formed in a charge, the Charge Officer will get the Charge Register prepared in the following manner :—

(*i*) There are eight columns in the Charge Register. Each sheet of the charge register will contain the information in respect of one Supervisor's Circle only. The name of the District and Tahsil/Town alongwith their code numbers as well as the Supervisor's Circle No. are to be given at the top on the left hand side. The name, designation and other particulars of the Supervisor to be appointed therein will be given on the right hand side. Thereafter, the entries regarding all the Enumerators' Blocks in that circle will be made in columns 1 to 8 of that page.

(*ii*) Entries in the Charge Register (cols. 1 & 2) may be made in ascending order of the Location Code numbers of the villages in the case of a rural charge (*i.e.* tahsil) and the ascending order of Location Code numbers of wards in a town, starting with No. 1, This will ensure that all villages/wards in a charge have been covered.

(*iii*) The Enumerators' Block numbers (col. 3) will also run continuously in ascending order for the entire charge, starting with No. 1. Thus in the case of a tahsil, the numbering of blocks will start with the village having code No. 1 and end with the village bearing the last code no. in that tahsil.

(*iv*) As mentioned in Circular No. 1, a village having a population upto 1000 will by itself constitute an Enumerator's Block. The villages with population of more than 1000 will have to be sub-divided into more than one Enumerator's Block of 750 people or 125 houses. The numbering of blocks will be in one continuous series for the entire tahsil, as will be clear from the following :—

Village Code No.	No. of Enumerators' Blocks formed in the village	Block No.(s) to be assigned
1	2	1 and 2
2	3	3 to 5
3	1	6
4	2	7 and 8
5	4	9 to 12 and so on

(*v*) In case of each town also, the numbering of Enumerators' Blocks will be in one continuous series in ascending order of Location Code numbers of wards. Similarly, the Supervisors' Circles will be assigned numbers in one series, starting with 1 for each tahsil/town.

(*vi*) In columns 4 and 5, the approximate number of houses and persons in a block may be given while in col. 6 detailed description of boundaries of the Enumerator's Block are to be shown as those marked on the Notional Map prepared for each village/ward. In case of a village/ward which constitutes one Enumerator's Block, the words 'whole village' or 'whole ward' may be written under col. 6.

(*vii*) Particulars of the Enumerator to be appointed for the Block may be given under col. 7 against the entries for it. Normally, an Enumerator will be assigned one Block. But if an Enumerator is assigned more than one Block, particulars of the Enumerator must be shown against each such Block, because an Enumerator, in such cases, will have to be issued separate appointment letters for each block.

(*viii*) Since each village has to be identified by the C.D. Block in which it falls, the name of the C.D. Block with its number as shown in the enclosed list may be recorded against each Enumerator's Block under col. 8.

(*ix*) In the case of Census (Non-municipal) towns, details of which are given in para 11 of Circular No. 1, separate charge registers will have to be prepared by the Tahsildars concerned. In the charge register for rural area a note may be given against the entry of such census towns that a separate charge register has been made for them. The particulars of columns No. 1 to 8 in respect of such towns will be given in the separate charge register of the census towns & not in the charge register of the rural area.

(*x*) In the case of a village, the area and population of which are fully merged in the municipal town, only the name and code number of village may be shown under cols. 1 & 2 of the charge register for rural area and a note recorded under cols. 3—8 that the village is wholly merged in the town. There will thus be no Enumerator's Block for a village, the area and population of which are totally merged in any town.

4. The requisite number of Charge Registers are being sent to the Charge Officers with a copy of this circular. The Charge Officers may kindly be directed to prepare these charge registers, immediately after the formation of Enumerators' Blocks and Supervisors' Circles. After the preparation of inventory of staff, the charge officers may select suitable persons for appointment as Enumerators and Supervisors and record their particulars in the charge registers. The particulars of the Enumerators & Supervisors to be kept in reserve may also be recorded in the charge register for which separate provision has been made at the end. These charge registers have to be prepared in duplicate, a copy of which is to be sent to this office.

5. After the charge register is completed for each charge, it will be quite easy to fill up the "Appointment Letter cum-Identity Card" to be issued to the Enumerators and Supervisors, since the charge register will give all the information required therefor.—Special care may be taken while filling up the particulars of the Enumerator's Block and the Supervisor's Circle on the last page of the appointment Letter-cum-Identity Card.

6. The requisite number of blank forms of "Appoiptment Letter-cum-Identity Card" for the Enumerators and Supervisors (in different colours) will be supplied to the charge officers in due course. It may be mentioned here that the Enumerators & Supervisors kept in reserve will also be issued appointment Letter-cum-Identity Cards. These reserve Personnel will also be called for training alongwith the others and kept in readiness to take up the work, if required.

In the end, it is requested that all the charge officers in rural as well as urban areas may be directed to complete the work of preparation of charge registers and selection and appointment of Enumerators and Supervisors during Feb., 1990 without fail as they are to be imparted training during March, 1990. Duplicate copies of charge registers may be sent to this office by the charge officers as soon as they are completed.

Hindi version of this circular will follow.

Yours faithfully,

Sd/-

(V.S. CHAUDHRI)

(Director, Census, Haryana

No. Census-Hr-O-13016/90 Dated Chd., the 15-1-1990

A copy is forwarded to the Commissioner, Ambala/Hisar/Rohtak/Gurgaon Division for information.

—Sd/- —

(V.S. CHAUDHRI)

Director, Census, Haryana

No. Census-Hr-O-13016/90 Dated Chd., the 15-1-1990

A copy is forwarded for information and necessary action :—

1. All the Sub-Divisional Officer(C) in Haryana.
2. All the City Magistrates in the offices of the Deputy Commissioners in Haryana.
3. All the District Statistical Officers in Haryana.

Sd/-

(V.S. CHAUDHRI)

Director, Census, Haryana

No. Census-Hr-O-13016/90 Dated Chd., the 15-1-1990

A copy with copies of Charge Registers and a set of Instructions Booklets in Hindi and English for filling up the Houselist and Enterprise list is forwarded for necessary action to :—

1. The Estate Officer, Panchkula Urban Estate, Panchkula.
2. The Administrator, Faridabad Complex Administration, NIT, Faridabad.
3. The Administrator, Faridabad Complex Administration, Ballabgarh.
4. The Administrator, Faridabad Complex Administration, Faridabad Old.
5. The Executive Officer, Cantonment Board, Ambala Cantt.
6. All the Tahsildars in Haryana.
7. All the Executive Officers/Secretaries of Municipal Committees in Haryana.

Sd/-

(V. S. CHAUDHRI)

Director, Census, Haryana

GOVERNMENT OF INDIA

(Ministry of Home Affairs)

1991 CENSUS

APPOINTMENT LETTER

CUM

IDENTITY CARD

FOR

ENUMERATOR

AREA

1. District———— Code No.———
2. Tahsil/Town/ Special Area———— Code No.———
3. Village/Ward———— Code No.———
4. C.D. Block———— Code No.———
5. Supervisor's Circle No.————
6. Enumerator's Block No.————
7. Particulars of the Enumerator's Block as shown in the Charge Register————

———

———

———

———

8. Name of Circle Supervisor and his address———

———

———

———

No.———

Date———

To

Shri———

Designation———

Name of Office———

Address———

In exercise of the powers conferred upon me under Sub-Section (3) of Section 4 of the Census Act, 1948 and Sub-Section (3) of Section 3 of the East Punjab Enumeration of Dwellings Act, 1948, I hereby appoint you as ENUMERATOR for house numbering and houselisting operation in the area noted on the reverse which will be known as your block.

2. Your function will be to visit every household in your block and fill up the Houselist and Enterprise list in respect of every house in duplicate. You will be expected to attend all training classes organised for the purpose. You have further to prepare the notional map and lay-out sketch showing the location of houses within your block and discharge such other functions as will be assigned to you from time to time, by your Circle Supervisor, in connection with this operation.

3. Your attention is drawn to Section 11 of the Census Act and Section 7 of the East Punjab Enumeration of Dwellings Act, under which dereliction of duty is an offence punishable under the said Acts.

4. You will be deemed to be a Public Servant within the meaning of the Indian Penal Code while performing your duties.

CHARGE OFFICER
(Signature & Seal)

2-L/J(D)510DCOHaryana—9

GOVERNMENT OF INDIA

(Ministry of Home Affairs)

1991 CENSUS

APPOINTMENT LETTER

CUM

IDENTITY CARD

FOR

SUPERVISOR

AREA

1. District ———— Code No.———
2. Tahsil/Town/ Special Area———— Code No.———
3. C.D. Block———— Code No.———
4. Supervisor's Circle No.————
5. Names and addresses of the Enumerators and their Block Nos. falling in the Circle :—

Name of the Enumerator	Block No.
(i) ————	———
(ii) ————	———

(iii) ——————————————————

(iv) ——————————————————

(v) ——————————————————

No.——————————

Date——————————

To

Shri——————————————————

Designation——————————————————

Name of Office——————————————————

Address——————————————————

In exercise of the powers conferred upon me under Sub-Section (3) of Section 4 of the Census Act, 1948 and Sub-section (3) of section 3 of the East Pujab Enumeration of Dwellings Act, 1948. I hereby appoint you as CIRCLE SUPERVISOR to aid in and supervise the housenumbering and houselisting operation in the areas noted on the reverse which will be known as your circle.

2. Your function will be to guide and supervise the Enumerators in your circle in the performance of their work properly and to ensure that they follow the instructions given to them. You have also to see that the requisite forms and other material are received by the Enumerators. You have also to ensure that there is clear demarcation of boundaries of each block and that notional maps and lay-out sketches of the blocks prepared by the Enumerators are accurate and all the houses are plotted in their blocks. In addition, you will have to perform such other duties as are assigned to you from time to time, in connection with this operation.

3. Your attention is drawn to Section 11 of the Census Act and Section 7 of the East Punjab Enumeration of Dwellings Act, under which dereliction of duty is an offence punishable under the said Acts.

4. You will be deemed to be a Public Servant within the meaning of the Indian Penal Code while performing your duties.

CHARGE OFFICER

(Signature & seal)

LIST OF C.D. BLOCKS IN HARYANA ESTATE

Sl. No.	Name of the District	Number and name of the C.D. Blocks	
		Number	Name
1	2	3	4
1	AMBALA	1	PINJORE
		2	MORNI
		3	BARWALA
		4	RAIPUR RANI
		5	NARAINGARH
		6	AMBALA
		7	BARARA
2	YAMUNANAGAR	1	SADAURA
		2	BILASPUR
		3	RADAUR
		4	JAGADHRI
		5	CHHACHHRAULI
3	KURUKSHETRA	1	LADWA
		2	SHAHBAD
		3	THANESAR
		4	PEHOWA
4	KAITHAL	1	GUHLA
		2	KAITHAL
		3	PUNDRI
		4	RAJOUND
		5	KALAYAT
5	KARNAL	1	INDRI
		2	NILOKHERI
		3	NISSING AT CHIRAO
		4	KARNAL
		5	GHARAUNDA
6	PANIPAT	1	ASSANDH
		2	MADLAUDA
		3	PANIPAT
		4	SAMALKHA
		5	ISRANA

1	2	3	4
7	SONIPAT	1	GANAUR
		2	SONIPAT
		3	RAI
		4	KHARKHAUDA
8	ROHTAK	1	MUNDLANA
		2	GOHANA
		3	KATHURA
		4	LAKHAN MAJRA
		5	MAHAM
		6	KALANAUR
		7	ROHTAK
		8	SAMPLA
		9	BERI
		10	JHAJJAR
		11	MATENHAIL
		12	SAHLAWAS
		13	BAHADURGARH
9	FARIDABAD	1	FARIDABAD
		2	BALLABGARH
		3	PALWAL
		4	HODAL
		5	HATHIN
10	GURGAON	1	PATAUDI
		2	FARRUKHNAGAR
		3	GURGAON
		4	SOHNA
		5	TAORU
		6	NUH
		7	NAGINA
		8	PUNAHANA
		9	FEROZEPUR JHIRKA
11	REWARI	1	BAWAL
		2	REWARI
		3	KHOL AT REWARI
		4	JATUSANA
		5	NAHAR
12	MAHENDRAGARH	1	KANINA
		2	MAHENDRAGARH
		3	ATELI NANGAL
		4	NARNAUL
		5	NANGAL CHAUDHRY
13	BHIWANI	1	BAWANI KHERA
		2	BHIWANI
		3	DADRI-I
		4	DADRI-II
		5	BADHRA
		6	LOHARU
		7	TOSHAM
		8	SIWANI
14	JIND	1	NARWANA
		2	UCHANA
		3	JIND
		4	JULANA
		5	ALEWA
		6	PILLUKHERA
		7	SAFIDON

1	2	3	4
15	HISAR	1	FATEHABAD
		2	BHUNA
		3	BHATTU KALAN
		4	RATIA
		5	TOHANA
		6	UKLANA
		7	BARWALA
		8	AGROHA
		9	ADAMPUR
		10	HISAR-I
		11	HISAR-II
		12	HANSI
		13	BAS
		14	NARNAUND
16	SIRSA	1	DABWALI
		2	ODHAN
		3	BARAGUDHA
		4	SIRSA
		5	NATHUSARI CHOPTA
		6	RANIA
		7	ELLENABAD

CIRCULAR NO. 3

NO. CENSUS-HR-O-13013/89

GOVT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, HARYANA, SCO NO. 1074-75, SECTOR 22-B, CHANDIGARH-160022.
(POST BOX NO. 910)

To

1. The Deputy Commissioner———————
2. The Chief Administrator, Faridabad Complex Administration, Faridabad
3. The Administrator, Haryana Urban Development Authority, Panchkula

Dated Chandigarh, the 16-2-90.

SUB : *Training Programme of Enumerators & Supervisors for Houselisting Operation.*

Sir,

Kindly refer to this office Circular No. 2, dated 15-1-90, regarding preparation of Charge Registers and appointment of Enumerators and Supervisors. The blank forms of "Appointment Letter-cum-Identity Card" for the Enumerators and Supervisors have since been sent to all the Charge Officers. It is hoped that the Charge Officers have since completed the work relating to preparation of Charge Registers & Notional maps and selection of Enumerators and Supervisors including those to be kept in reserve. The Charge Officers may kindly be directed to send one copy of the Charge Register to this office by the end of this month without fail and retain the second copy in their office for their use, as desired vide Circular No. 2.

2. The training of the Enumerators & Supervisors is to be conducted during March/April, 1990 as per Census Calendar. As already informed in the district level meetings of the Charge Officers, the Enumerators and Supervisors will be imparted training in two rounds. First round of training will be held in March, 1990 and the second round during April, 1990 when the material for house-listing will also be distributed to them.

3. While the responsibility for training the Enumerators and Supervisors is that of the Charge Officers, it is proposed to depute some officials from the Census Directorate and the Economic & Statistical Organisation to assist he Charge Officers in conducting training classes.

4. The training programme for the Enumerators and Supervisors for various charges in each District has been chalked out, on the basis of the approximate number of officials required to be trained. The training programme for both the rounds, for your district is enclosed. Copies of the training programme are also being sent to the District Census Officer, Sub-Divisional Census Officers and all the Charge Officers in your district.

5. All the Charge Officers in your district may kindly be directed to follow this training schedule strictly and make necessary arrangements as follows :—

(*i*) The Charge Officers may issue instructions to 60 to 70 officials (Enumerators and Supervisors) to attend the training on a particular day according to the given schedule. This number can be less where the total number of Enumerators and Supervisors in a charge is less than 70.

(*ii*) The Supervisors and the Enumerators of concerned circles/blocks should be called together in one batch. In other words, each batch will consist of 10 to 12 Circle Supervisors and Enumerators of 50 to 60 blocks falling in their circles.

(*iii*) The training will be from 10.00 a.m. to 4.30 p.m. The Charge Officers may, therefore, inform the officials about the date, time and venue of training well in advance for both the rounds. Letters to be issued by Charge Officers in this behalf have been got printed in order to reduce their workload and the same are being sent to them in sufficient number. They have only to fill up the particulars and send them to the official concerned after signing them.

(*iv*) At some places, two training classes may have to be arranged simultaneously every day as shown in the Training Programme enclosed. The Charge Officers should make necessary arrangements for holding the training classes at both the places at a time and inform the venue of each class clearly to the officials who are to attend the training at a particular place. In such cases, two officials of the Deptt. will be deputed to assist the Charge Officers. The Charge Officer may be present at one place and depute another officer to look after the training at the other centre.

(*v*) An Attendance Register will be maintained by the Charge Officer in which the names of the trainees of each batch required to attend the training at a centre may be noted and the attendance of persons actually present marked. The requisite number of Registers for each charge for this purpose will be supplied by this office alongwith the training material, shortly. The distribution of material to the Supervisors and Enumerators required for training as well as actual field operations will also be recorded in these registers.

(*vi*) If any Enumerator/Supervisor fails to attend any of these training classes, it will be the responsibility of the Charge Officer to hold special classes for them at his level and it will not be possible to depute any official from the Deptt. to conduct their training.

(*vii*) The Instructions Booklets for filling up the Houselist and the Enterprise list and other training material (*printed in red*) will be given to the trainees (including those kept in reserve) at the beginning of the first round of the training. The actual forms (*printed in Black*) to be used at the time of Houselisting Operation during May, 1990, will be distributed at the end of the second round of training in April, 1990 only to those Enumerators and Supervisors who are actually deployed for Houselisting Operation.

(*viii*) Charts of various schedules, etc. are also being supplied to the Charge Officers alongwith the training material for use in the training classes. Arrangements will, however, have to be made for a black-board, some pieces of chalk and a duster at each training centre to facilitate imparting of training with the aid of examples and illustrations.

(*ix*) It is possible that some Enumerators and Supervisors employed as teachers might be busy in connection with the annual examinations during the month of March, 1990. Since their presence is required for one day only during the first round of training, it should not be difficult to spare them from examination duties in order to enable them to attend the training class. The Charge Officer may request the Heads of Educational Institutions concerned to make such adjustments, if necessary.

It is requested that the Charge Officers may be advised to arrange for training of the Enumerators and Supervisors as per programme enclosed. The District Census Officers and the Sub-Divisional Census Officers may also be requested to visit as many training centres in their jurisdiction as is possible for them.

Yours faithfully,

Sd./-

(V. S. CHAUDHRI)
Director, Census, Haryana

No. Census-Hr-0-13013/89 Dated Chandigarh, the 16-2-90

A copy with a copy of the Training Programme is forwarded to the Commissioner, Ambala/Hisar/Rohtak/Gurgaon Division for information.

Sd./-
(V. S. CHAUDHRI)
Director, Census, Haryana

No. Census-Hr-0-13013/89 Dated Chd., the 16-2-90

A copy with a copy of the Training Programme is forwarded for information and necessary action to :—

1. All the Sub-Divisional Officers (C) in the District.
2. The City Magistrate in the office of the Deputy Commissioner,————————
3. The District Statistical Officer,————————
4. The District Education Officer,————————

Sd./-
(V. S. CHAUDHRI)
Director, Census, Haryana

No. Census-Hr-0-13013/89 Dated Chd., the 16-2-90

A copy with a copy of Training Programme is forwarded for necessary action to :—

1. The Estate Officer, Panchkula Urban Estate, Panchkula
2. The Administrator, Faridabad Complex Administration, NIT Faridabad
3. The Administrator, Faridabad Complex Administration, Ballabgarh
4. The Administrator, Faridabad Complex Administration, Faridabad Old
5. The Executive Officer, Cantonment Board, Ambala Cantt.
6. All the Tahsildars in the District
7. All the Executive Officers/Secretaries of Municipal Committees in the District.

Sd.—
(V. S. CHAUDHRI)
Director, Census, Haryana

1991-CENSUS-HOUSELISTING OPERATIONS
TRAINING PROGRAMME FOR ENUMERATORS AND SUPERVISORS

District———— Name of Training Officer

Name of Tahsil/ Town	Approximate number of training classes	Dates of training during		Name of charge officer
		First Round	Second Round	
		13·3.90 to28.3.90	16.4.90 to 26.4.90	

Census-Hr-0.27017/89

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, HARYANA

S.C.O. NO. 1074-75, SECTOR 22-B, CHANDIGARH-160022

(POST BOX-910)

Census/Immediate

To

The Financial Commissioner and Secy. to Govt.,
Haryana, Local Govt. Department,
Chandigarh.
Dated Chandigarh, the 13 Feb, 1990

SUBJECT : *Fixity of boundaries of Municipal Committees* —1991 *Census Operations.*

Sir,

You are aware of the fact that the Government of India have notified their intention of taking the Census in the country with reference to sunrise of Ist March, 1991. This is to be preceded by Houselisting Operation which is scheduled to be done in Haryana in the month of May, 1990. Before the Houselisting Operation is actually conducted the town maps are duly authenticated by the municipal authorities of the towns in the State, assigned different code numbers and the wards in every municipal town divided into enumeration blocks of about 120 houses each which are shown on the lay-out sketch maps and numbered. This exercise is almost complete by now and the municipal authorities are in the process of preparing charge registeres and appointing enumerators for the various blocks in each ward in the town.

2. The Govt. of India, Ministry of Home Affairs, New Delhi in their letter dated 10-5-89 had requested all the State Governments to finalise all proposals for making any adjustments in the jurisdiction of municipalities before Ist October, 1989. It was also suggested in this letter that the State Government should ensure that no changes whatsoever were made in the boundaries of administrative units during the period from 1-1-90 to 30-6-91. A copy of this letter is enclosed for your ready reference.

3. It is learnt from the field that some proposals for extending the limits of a few municipal committees are still under the consideration of the Government. If any decision is taken to change the boundary of any municipality at this stage, it will not be possible for us to take into account this change as we have already taken into account all the changes made upto 31-12-89 and gone ahead with the preparations relating to the taking of Census on this basis. It will be in the interest of the State Govt. not to disturb the boundary of any municipal town at this stage as otherwise the data collected and compiled will not reflect the position resulting from the change of boundary of the particular town.

4. It is, therefore, earnestly requested that all proposals for extension of boundaries of municipal towns may kindly be deferred till June, 1991 as suggested by the Government of India.

Yours faithfully,

Sd/-

(V. S. CHAUDHRI)
Director of Census Operations.
Haryana, Chandigarh

Endst. No. Census-Hr-0.27011/89 Dated Chd. the 13 Feb, 1990.

A copy is forwarded to the Director, Local Bodies, Haryana, Chandigarh, for information and necessary action.

Sd./-

(V. S. CHAUDHRI)
Director of Census Operations,
Haryana, Chandigarh

CIRCULAR NO. 4

No. Census-Hr-0-19011/89

GOVT. OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, HARYANA,

SCO NO. 1074-75, SECTOR 22-B, CHANDIGARH-160022

POST BOX NO. 910

To

1. All Deputy Commissioners in Haryana
2. The Chief Administrator, Faridabad Complex Administration, Faridabad.
3. The Administrator, Haryana Urban Development Authority, Panchkula.

Dated Chandigarh, the 2-3-1990

SUB : *Distribution of Census material to the Enumerators and Supervisors for Houselisting Operations/Economic Census*

Sir,

Kindly refer to this office circular No. 3, dated 16-2-90, regarding Training Programme of Enumerators and Supervisors for Houselisting Operations. All the material required for Houselisting Operations/Economic Census including the material required for training has since been sent to the Charge Officers direct.

2. The Charge Officers must have taken necessary steps by now to complete the charge registers and intimated the dates of training to the Enumerators and Supervisors as per programme communicated to them. Letters to be issued by the Charge Officers in this behalf have already been sent to them alongwith the "Attendance and forms Registers," in separate packets. If this job is yet to be done, the same should be expedited.

3. The Charge Officers will have to take special precaution in so far as the use of material required for training and actual operation is concerned. The training material has been packed in separate gunny bags and marked *Trg.* while the forms, etc. for actual use are sent in separate gunny bags and marked *Actual.* The bundles containing training material may, therefore, be opened before the first round of training for distribution to the Enumerators and Supervisors (including those kept in reserve) during the first round. *But the bundles containing actual material should be opened only* at the time of second round of training when the same is to be distributed to them for actual use.

4. The following training material will be given to each Supervisor and Enumerator, including those kept in reserve during the first round of training :—

(*i*) Instructions booklet for filling up the Houselist	one each
(*ii*) Instructions booklet for filling up the Enterprise List	one each
(*iii*) List of scheduled castes	one each
(*iv*) Houselist form (Red)	one each
(*v*) Houselist Abstract form (Red)	one each
(*vi*) Enterprise list form (Red)	one each
(*vii*) Enterprise List Abstract Form (Red)	one each
(*viii*) Sheet for preparing Notional Map/Lay-out sketch	one each

In addition to the above training material, each Enumerator and Supervisor will be issued an "Appointment Letter-cum-Identity Card" giving full particulars of the Enumerators' Blocks and the Supervisor's Circle as already explained in paras 5 and 6 of circular No. 2, dated 15-1-90.

The Supervisors and Enumerators may fill in the red forms and prepare the rough notional map and layout sketch in the sheet provided to them during the period in between their first and second round of training as part of practical training. These filled in forms etc. would then be checked at the second round of training so that mistakes, if any, are pointed out to them and could be discussed.

5. The criteria for the distribution of forms, etc. for actual operation to the Enumerators and Supervisors during the second round of training will be given in a separate circular. The bundles (gunny bags) containing actual material must therefore be kept separately and safely, so that these do not get mixed up with the training material.

6. As already informed in the district level meetings of the Charge Officers, they have to maintain an account of every item received and distributed in a register. The various forms, etc. have been printed according to the requirement based on estimated population. Considering the requirement of the state, fresh supply of forms will not be possible if any item is lost or damaged. All the Charge Officers may therefore be asked to :—

(*i*) make proper arrangement for storage of Census material;

(*ii*) use the material with utmost consideration of economy and the criteria laid down;

(*iii*) get acknowledgement of receipt from every person to whom any material is issued; and

(*iv*) see that an account of receipt & distribution of Census forms, is maintained in the proforma given below :

Item	Quantity received	Quantity issued	Balance in hand
1. Instruction booklet for filling up Houselist			
2. Instruction booklet for filling up Enterprise list			
3. List of Scheduled Castes			
4. Houselist forms (in black)			
5. Houselist Abstract (in black)			
6. Enterprise list forms (in black)			
7. Enterprise list Abstract (in black)			
8. Sheets for preparing Notional map/Layout sketch			

7. The distribution of the forms, etc. to the Enumerators and Supervisors will be shown in the Attendance and forms Register. This register contains columns for the items to be supplied to each Enumerator and Supervisor training as well as actual use besides marking their presence during each round of training for Houselisting Operations.

8. After the completion of Houselisting Operations, each Charge Officer will have to prepare and send to this office a statement showing the number of various forms, etc. supplied to him, the number of forms used, the number of forms returned unused, and the wastage.

9. It is again requested that the Charge Officers may kindly be directed to take immediate action on each item of work as per instructions given in various circulars issued by this office from time to time in order to ensure the completion of the Houselisting Operations/Economic Census on time.

Yours faithfully,

Sd./-

(V. S. CHAUDHRI)
Director, Census, Haryana.

No. Census-Hr-0-19011/89 Dated Chandigarh, the 2-3-90

A copy is forwarded to the Commissioner, Ambala/Hisar/Rohtak/Gurgaon Division for information.

Sd./-

(V. S. CHAUDHRI)
Director, Census Haryana

No. Census-Hr-O-19011/89 Dated Chandigarh, the 2-3-90

A copy is forwarded for information and necessary action to :—

1. All the Sub-Divisional Officer(C) in Haryana
2. All the City Magistrates in the offices of the Deputy Commissioners in Haryana
3. All the District Statistical Officers in Haryana
4. The Estate Officer, Panchkula Urban Estate Panchkula
5. The Administrator, Faridabad Complex Administration, NIT, Faridabad.
6. The Administrator, Faridabad Complex Administration Ballabgarh.
7. The Administrator, Faridabad Complex Administration, Faridabad Old.
8. The Executive Officer, Cantonment Board, Ambala Cantt.
9. All the Tahsildars in Haryana.
10. All the Executive Officers/Secretaries of Municipal Committees in Haryana.

Sd./-

(V. S. CHAUDHRI)
Director, Census, Haryana

1991—CENSUS

STORE ACCOUNT OF CENSUS MATERIAL

Item———————————

Date of receipt	From whom received	Number received	Date of issue	To whom issued	No. issued	Balance in hand	Remarks
1.	2.	3.	4.	5.	6.	7.	8.

CIRCULAR NO. 5

No. Census-Hr-O-19011/89

GOVT. OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, HARYANA, SCO NO. 1074-75, SECTOR, 22-B, CHANDIGARH-160022.

POST BOX NO. 910

To

1. All Deputy Commissioners in Haryana.
2. The Chief Administrator, Faridabad Complex Administration, Faridabad.
3. The Administrator, Haryana Urban Development Authority, Panchkula.

Dated Chandigarh, the 12-3-1990.

SUB : *Distribution of actual Census material to the Enumerators and Supervisors for Houselisting/Economic Census.*

Sir,

The first round of training of Enumerators and Supervisors for Houselisting/Economic Census should hopefully be over by the time this circular reaches you.

2. All the material to be used during the Houselisting Operation/Economic Census by the Enumerators has already been sent to the Charge Officers concerned. This material is to be distributed to the Enumerators and Supervisors during the second round of their training scheduled in the month of April, 1990.

3. The following points may be kept in mind by the Charge Officers while distributing the actual Census material to the Enumerators and Supervisors :

(*i*) The Census material is to be given to those Enumerators and Supervisors who are actually put on duty *i.e.* the officials who are kept in reserve need not be given any Census material.

(*ii*) The following scale is prescribed for the distribution of the material to the Enumerators and Supervisors :

	Item	To each Enumerator for one Census Block	To each Supervisor
1.	Blank sheets for preparation of Notional Map and Lay-out Sketch Map (one sheet for each map)	2	2
2.	Houselist Forms	20	20
3.	Houselist Abstract Form(s)	1	2
4.	Enterprise List Forms	6	6
5.	Enterprise List Abstract Form(s)	1	2

(*iii*) The number of Houselist forms and Enterprise List forms to be given to each Enumerator has been worked out on the assumption that he will be assigned the work in one Census Block. In case, an Enumerator is given charge of more than one Census Block, similar quantity of material is to be issued to him in respect of the additional block. There is no need to increase the corresponding number of forms in the case of any Supervisor, even if he is incharge of more than 5 blocks.

(*iv*) The material to be given to the Supervisor is intended for use by the Enumerators of the area under his supervision in case they run short of the same. The Supervisor is not to fill any of these forms.

(*v*) All the Supervisors will also be given a copy of a small booklet titled " Supervisor's Main Functions and Responsibility" which is under print. The requisite number of these booklets will be sent to the charge officers directly or through the officers of the Economic and Statistical Organisation and this Directorate who will be coming to impart training to the Enumerators and Supervisors in the second round.

(*vi*) A receipt will be obtained by the charge officers from the Enumerators and Supervisors for the material issued to them in the 'Attendance and Form Registers' already supplied to them.

4. The Charge Officers should ensure that the Location Code Numbers of the State, district, tahsil, C.D. Block and village alongwith the Enumerators' block numbers for rural areas and location code numbers of the State, District, Town and ward alongwith Enumerators' block numbers for the urban areas, as communicated to them vide circular No. 1 and 2 and shown in the charge registers and Appointment Letters of the Enumerators and Supervisors concerned, are communicated to them, in writing, while issuing the Census material.

5. The Charge Officers should also impress upon all the Enumerators and Supervisors to keep the Census material issued to them safely and to make its use properly as the number of forms to be used in the Houselisting Operation/ Economic Census is limited and their printing at short notice will not be possible.

6. The material remaining in stock with the Charge Officers after issuing the requisite quantity to the Enumerators and Supervisors should be preserved carefully and made use of when any Enumerator or Supervisor requires any additional quantity of forms.

The Charge Officers may kindly be instructed to follow these instructions meticulously and to ensure timely and proper distribution of Census material to the staff deployed for Houselisting/Economic Census.

Yours faithfully,

Sd./-

(V. S. CHAUDHRI)
Director Census, Haryana

No. Census Hr-O-19011/89 Dated Chandigarh, the 12-3-1990

A copy is forwarded to the Commissioner, Ambala/Hisar/Rohtak/Gurgaon Division for information.

Sd./-

(V. S. CHAUDHRI)
Director, Census, Haryana

No. Census-Hr-O-19011/89 Dated Chandigarh, the 12-3-1990

A copy is forwarded for information and necessary action to:—

1. All the Sub-Divisional Officer (C) in Haryana.
2. All the City Magistrates in the offices of the Deputy Commissioners in Haryana.
3. All the District Statistical Officers in Haryana.
4. The Estate Officer, Panchkula Urban Estate, Panchkula.
5. The Administrator, Faridabad Complex Administration, NIT, Faridabad.
6. The Administrator, Faridabad Complex Administration, Ballabgarh.
7. The Administrator, Faridabad Complex Administration, Faridabad old.
8. The Executive Officer, Cantonment Board, Ambala Cantt.
9. All the Tansildars in Haryana.
10. All the Executive Officers/Secretaries of Municipal Committees in Haryana.

Sd/—

(V. S. CHAUDHRI)
Director, Census, Haryana

CIRCULAR NO. 6

No. Census-Hr-O-13018/90

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, HARYANA,
SCO NO. 1074-75, SECTOR 22-B, CHANDIGARH-160022.
POST BOX NO. 910

To

1. All Deputy Commissioners in Haryana.
2. The Chief Administrator, Faridabad Complex Administration, Faridabad.
3. The Administrator, Haryana Urban Development Authority, Panchkula.

Dated Chandigarh, the 19-4-1990.

SUBJECT :—*Supervision and checking of the field work for Houselisting/Economic Census in May,* 1990.

Sir,

Instructions for the distribution of material for Houselisting/Economic Census to the Enumerators were issued vide circular No. 5 dated 12-3-90. All the Charge Officers may kindly be advised to send a report about the completion of second round of training and the distribution of material telegraphically to this office immediately after the second round of training is over.

2. The actual work relating to Houselisting/Economic Census will be undertaken in the whole state from Ist May to 20th May, 1990. Keeping in view the actual work-load of each enumerator/supervisor there should be no difficulty in completing the work in about two weeks' time if each enumerator/supervisor works for two to three hours a day. Govt. of Haryana has been pleased to allow a concession of two hours in attending office either in the beginning or before the close of office hours to all the staff put on Census duty w.e.f. 1-5-90 to 20-5-90. This concession of two hours will also be available to school teachers on Census duty in accordance with their working hours. The Charge Officers have to ensure that the entire work is completed as per the time schedule fixed i.e. by 20th May, 1990.

3. In order to review the progress of this work, it is necessary that each Charge Officer calls at least one meeting of the Supervisors during the period of the field work. It is suggested that each Charge Officer may call one meeting of the Supervisors on 11th May, 1990 to take stock of the position and more such meetings can be called subsequently, if needed. The Supervisors should be asked to report the position of field work in their respective circles, as on 10th May, 1990 in this meeting. The Charge Officers may have to take some steps to speed up the work in the Circles/Blocks where the work is behind the schedule in order to ensure that the whole work is completed by 20th May, 1990. They may report the position giving the percentage of houses covered in each block upto 10th May, 1990 on the basis of this meeting to the District Census Officers concerned who in turn will send a report telegraphically to the undersigned giving the overall picture of the state of work in the particular district.

4. It has been decided to lay the following scale for checking of the work of enumerators and supervisors at site :—

(a) The Charge Officers should make a random check of work of Enumerators and Supervisors in at least 20 percent of the blocks in their charges.

(b) Sub Divisional Census Officers should inspect the work in at least 10 per cent of the blocks in their sub-divisions.

(c) District Census Officers should inspect the work in at least 5 per cent of the blocks in their districts.

5. The officers of the Directorate of Census Operations and the Economic and Statistical Organisation, Haryana will also be deputed to check the work relating to Houselisting and Economic Census on the spot and to render help and guidance to the officials associated with this work in the field. Some of these officers may not be having any transport with them and the Charge Officers, Sub Divisional Census Officers and District Census Officers may be instructed to accompany them or to provide them the vehicles available with them for this purpose. The Govt. of Haryana have already issued necessary instructions to this effect vide their letter No. 6363-R-IV-89/25000 dated 17-11-89 addressed to all the Deputy Commissioners and Heads of the Departments in the State.

6. Senior officers from the Govt. of India may also like to come and inspect the actual work of Houselisting & Economic Census being done in the field. The programme of these officers will be communicated to all concerned as and when information about the same if received from the Ministry of Home Affairs, New Delhi. I will also be coming to meet you during this period to ensure that there is no difficulty in the work and that the same is going on smoothly.

Yours faithfully,

Sd-/

(V. S. CHAUDHRI)
Director, Census, Haryana

No. Census-Hr-O-13018/90 Dated Chandigarh, the 19-4-1990.

A copy is forwarded to the Commissioner, Ambala/Hisar/Rohtak/Gurgaon Division for information.

Sd/-

(V. S. CHAUDHRI)
Director, Census, Haryana

No. Census-Hr-O-13018/90 Dated Chandigarh, the 19-4-1990.

A copy is forwarded for information and necessary action to :—

1. All the Sub-Divisional Officer (C) in Haryana
2. All the City Magistrates in the office of the Deputy Commissioners in Haryana.
3. All the District Statistical Officers in Haryana.
4. The Estate Officer, Panchkula, Urban Estate, Panchukla.
5. The Administrator, Faridabad Complex Administration, NIT, Faridabad.
6. The Administrator, Faridabad Complex Administration, Ballabgarh.
7. The Administrator, Faridabad Complex Administration, Faridabad Old.
8. The Executive Officer, Cantonment Board, Ambala Cantt.
9. All the Tahsildars in Haryana.
10. All the Executive Officers/Secretaries of Municipal Committees in Haryana.

Sd/-

(V. S. CHAUDHRI)
Director, Census, Haryana

Census/Most Immediate

CIRCULAR NO. 7
No. Census-Hr-O-13019/90
GOVT. OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, HARYANA,
S.C.O. NO. 1074-75, SECTOR 22-B, CHANDIGARH-160022
POST BOX NO. 910

To

1. All the Deputy Commissioners in Haryana.
2. The Chief Administrator, Faridabad Complex Administration, Faridabad.
3. The Administrator, Haryana Urban Development Authority, Panchkula.

Dated Chandigarh, the 3-5-1990.

SUBJECT :—*Houselisting Operation—Collection and despatch of filled in forms, abstracts etc.*

Sir,

It was mentioned in this office letter No. Census-Hr-O-13013/89 dated 22-3-90, a copy of which was endorsed to all the Charge Officers that the enumerators will submit the record of Houselisting and Economic Census in respect of their blocks to the supervisors by 18-5-90 who in turn will pass on this record to the Charge Officers concerned by 20-5-90 after arranging the same in the serial order of the block numbers.

2. The following documents will thus be received by the Charge Officers for each block in their charge :
(i) Notional Map—One copy
(ii) Lay-out Sketch Map—One copy
(iii) Houselist forms—two copies
(iv) Houselist Abstract—one copy
(v) Enterprise List forms —one copy
(vi) Enterprise List Abstract—one copy.

3. The Charge Officers will cause all these documents to be arranged in the ascending order of the location code numbers of the villages in the case of tahsils and ascending order of location code numbers of wards in the case of towns The Charge Officers will then have a Charge Abstract prepared in the form prescribed for the purpose, the requisite number of which are being sent to them. In this abstract the totals of the Houselist Abstract are to be entered in the ascending order of the location code numbers of the villages in the case of tahsils and ascending order of location code numbers of wards in the case of towns. The procedure for preparing the Charge Abstract will also be explained in detail by the officers of this Directorate to the officials posted in Tahsils & Municipal Committees who are looking after the Census work. Two copies of the Houselist forms will be separated and made into two independent sets.

4. There will be in all seven bundles of the various forms after making two separate sets of Houselist forms which will be received in duplicate. A sheet may be put on the top of each bundle containing the particular type of documents for the whole charge and the name of the State, District, Charge along with their location code numbers be written on this sheet to identify the record of a particular charge.

5. Out of seven bundles of documents described in the foregoing para, the bundles containing the following documents are to be retained in the offices of the Charge Officers :
(a) Notional Map
(b) Layout Sketch Map
(c) One copy of the filled-in Houselist form.

6. Out of the remaining four bundles of documents, two bundles containing Houselist forms and Houselist Abstracts along with the Charge Abstract are *to be sent to this office* by the Charge Officers so as to reach by 31-5-90 at the latest. Houselist forms and House list Abstracts of Be-chirag villages and those partly merged in towns are also to be sent to this office even though no population has been recorded in such villages.

7. The two bundles of filled in Enterprise List and the Enterprise List Abstract are not to be sent to this office. These two bundles are to be sent to the District Statistical Officers by the Charge Officers so as to reach them by 31-5-90 at the latest. The addresses of the District Statistical Officers to whom these two bundles are to be sent are given in the enclosed list.

8. You are requested to kindly advise all the Charge Officers to despatch the various documents to the quarters concerned as indicated in this letter and to *retain the three bundles containing the Notional Maps, Lay-out sketch maps and one set of filled in Houselist forms for each block in their offices.*

9. The Charge Officers may also be advised NOT TO DISCLOSE the population figures of their charges to any agency whether official or private.

Yours faithfully,

Sd/-
(V. S CHAUDHRI)
Director, Census, Haryana

No. Census Hr-O-13019/90 Dated Chandigarh, the 3-5-1990.

A copy is forwarded to the Commissioner, Ambala/Hisar/Rohtak/Gurgaon Division for information.

Sd/-
(V. S. CHAUDHRI)
Director, Census, Haryana

No. Census-Hr-O-13019/90 Dated Chandigarh, the 3-5-1990.

A copy is forwarded for information and necessary action to :

1. All the Sub-Divisional Officers (C) in Haryana.
2. All the City Magistrates in the Offices of the Deputy Commissioners in Haryana
3. All the District Statistical Officers in Haryana
4. The Estate Officer Panchkula Urban Estate, Panchkula
5. The Administrator, Faridabad Complex Administration, NIT, Faridabad
6. The Administrator, Faridabad Complex Administration, Ballabgarh
7. The Administrator, Faridabad Complex Administration, Faridabad Old.
8. The Executive Officer, Cantonment Board, Ambala Cantt.
9. All the Tahsildars in Haryana
10. All the Executive Officers/Secretaries of Municipal Committees in Haryana

} Charge Abstract Forms are enclosed.

Sd/-
(R. K. AGGARWAL)
Deputy Director
for Director, Census, Haryana

No. Census-Hr-O-13019/90 Dated Chandigarh, the 3-5-1990.

A copy is forwarded to the Economic and Statistical Adviser to Govt. of Haryana, Sector 17, Chandigarh for information and necessary action.

Sd/-
(R. K. AGGARWAL)
Deputy Director
for Director, Census, Haryana.

Name of District	Address of District Statistical Officer to whom Enterprise List and Enterprise List Abstract are to be sent
1	2
1. Ambala 2. Yamunanagar	District Statistical Officer, Behind Sessions Court, Ambala City-134003
3. Kurukshetra 4. Kaithal	District Statistical Officer, House No. 810, Sector 13, Urban Estate, Kurukshetra-132118
5. Karnal 6. Panipat	District Statistical Officer, Near Mini Secretariate, District Courts, Karnal-132001
7. Jind	District Statistical Officer, House No. 1681, Urban Estate, Jind-126102
8. Sonipat	District Statistical Officer, House No. 26/435, Ashok Vihar, Sonipat-131001
9. Rohtak	District Statistical Officer, Plot No. 4, Durga Colony, Near Sonipat, Bus Stand, Rohtak-124001
10. Faridabad	District Statistical Officer, House No. 960, Sector 15, Faridabad-121002
11. Gurgaon 12. Rewari	District Statistical Officer, House No. 4/49/17, Shivaji Nagar, Gurgaon-122001
13. Mahendragarh	District Statistical Officer, Singhana Road, Mohalla Jamalpur, Narnaul-123001
14. Bhiwani	District Statistical Officer, Mini Secretariate, Bhiwani-125021
15. Hisar	District Statistical Officer, Mini Secretariate, First Floor, Hisar-125001
16. Sirsa	District Statistical Officer, Bank Colony, Sirsa-125055.

Census/Most Immediate

CIRCULAR NO. 8

No. Census-Hr-O-18013/90

GOVT. OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, HARYANA, S.C.O. NO. 1074-75, SECTOR 22-B, CHANDIGARH-160022

POST BOX NO. 910

To

1. All the Deputy Commissioners in Haryana.
2. The Chief Administrator, Faridabad Complex Administration, Faridabad.
3. The Administrator, Haryana Urban Development Authority, Panchkula.

Dated Chandigarh, the 11/6/1990.

SUBJECT :—*Formation of Enumerators' Blocks and Supervisors' Circles for* 1991 *Census and preparation of Abridged Houselist.*

Sir,

With the completion of Houselisting Operation, the first phase of 1991 Census in our State is over. This was all due to keen interest taken by you and your Census Officers in this work.

1. We have now to start the preparatory work for the second and the main phase of 1991 Census i.e. the actual enumeration which is to take place from 9th February, 1991. The two preliminary but very important steps which have to be taken immediately in this direction are :—

(i) Formation of Enumerators' Blocks and Supervisors' Circles and preparation of Charge Registers for Enumeration purposes; and

(ii) Preparation of the Abridged Houselist for the newly formed Enumerators' Blocks.

2. You will kindly recall that we had fixed a norm of 120—125 houses for one enumerator's block for houselisting purposes. We did not have any authentic information regarding the number of houses in any village or ward of a municipal committee for carrying out these blocks and as such we had to apply the rule of thumb for this purpose. Now that the information regarding the number of houses in each village or ward of a municipal town is readily available with us in the houselist, copy of which is retained by every Charge Officer in his office, these blocks can be carved out with a view to bring about uniformity in the workload of each enumerator. The necessity for carving out the enumerators' blocks afresh has also arisen on account of the fact that some new blocks had to be formed during the course of houselisting on account of omission of some areas while forming these blocks at the initial stage and these new blocks were assigned adhoc numbers.

3. Broadly speaking, the principles contained in our Circulars No. 1 & 2 with regard to formation of enumerator's blocks for Houselisting Operation will be applicable for the formation of blocks for actual enumeration also. The important points which are to be specially taken care of in the formation of enumerators' blocks are listed below :

(i) Each village should be constituted into a separate block or blocks. No block should cover parts of separate villages. Village means a revenue village and includes the entire revenue limits of the village and not merely the main settlement area (Abadi etc.) of a village.

(ii) If a main village abadi or a hamlet has a large population, it may be constituted into more than one block so as to maintain the work norms.

(iii) Un-inhabited (Bechirag) villages and forest areas not coming within the revenue limits of any village should also be constituted into separate blocks.

(iv) In forming the enumeration blocks, large institutions such as Central Jails, Hospitals, etc. may be constituted into separate blocks, if the population of such institutions is large enough. Otherwise, they may be included within the existing blocks.

(v) Railway Colonies, labour camps in project areas, etc. may be constituted into separate blocks with well identified boundaries. Such areas would normally have been formed into separate houselisting blocks. These may be retained or sub-divided but the identity of these special areas should be maintained.

(vi) When a houselisting block has to be split into two or more enumeration blocks, care should be taken to ensure that the demarcation of such blocks is definite. In other words, the enumeration blocks should be formed in such a way that their limits are clearly identifiable in the field by the enumerators. For this purpose the important landmarks or name of the street or prominent building should be kept in view as a mark of identification.

(vii) The boundary of any enumeration block should not spill-over or cut across the boundary of its municipal ward or village.

(viii) Care should also be taken to see that no structure is partly in one block and partly in another.

(ix) Sample Registration Scheme (SRS) blocks may be kept intact while forming enumeration blocks. Each SRS block should be either treated as one enumeration block or broken into two or more enumeration blocks according to the size of population. Particulars of SRS blocks including the names and addresses of part-time enumerators were sent to the concerned Charge Officers before the houselisting operation. In fact the Enumerators' blocks for houselisting for SRS units were formed on the above lines and those should be readjusted wherever necessary keeping in view the workload for an Enumerator.

4. It has been decided to carve out the blocks for the purpose of enumeration on the basis of about 125 households per block both in the rural and urban areas. However, the enumerators' blocks of upto 150 households according to the Houselist need not be broken into smaller blocks and they may be kept intact as such. For this purpose, the houselist will have to be fully reviewed by starting from the first line of the houselist in each case and drawing a line in red ink or red pencil after counting 125—150 households as given in column number 8 of the houselist. This procedure of marking in the houselist will be continued till it is finished. If a few house holds are left at the end of the houselist and they are not enough in themselves to form an independent block, they will be added to the last block even if it marginally increased the number of households in that block.

5. As at the time of houselisting, there will be one Supervisor to look after the work of five Enumerators on an average. In some cases, it may be necessary to deviate from this norm. For example, where the Enumerators' Blocks for the villages are spread over a large area and are distant from one another, one Supervisor may have to be entrusted with the supervision of work of less than five Enumerators. On the other hand, a single large village having six or even seven Enumerators' Blocks could be put under the charge of one Supervisor. The number of Enumerators' Blocks in a Supervisor's Circle should in no case exceed seven as otherwise it may be quite difficult for a Supervisor to exercise effective supervision and control.

6. After carving out the blocks, the Charge Registers are to be rewritten for every Charge, in duplicate, as the numbers to be assigned to these blocks will differ from the numbers given to them in the Charge Registers for Houselisting. All the columns of the Charge Registers may be filled up except the column in which name and other particulars of the enumerator and supervisor which will be filled later and for which separate instructions will be issued in due course.

Preparation of Abridged Houselist

7. After carving out the enumerators' blocks on the basis of the houselist, an Abridged Houselist is to be prepared for each such block. The Abridged Houselist is intended to serve as a frame for assigning the household serial number to each household in an enumeration block.

8. The Abridged Houselist has 3 sections besides the identification particulars relating to each block. Section 1 of the Abridged Houselist is to be filled up by the enumerator on completion of the enumeration while section 3 will be filled up by him during the course of enumeration. Thus only section 2 of the Abridged Houselist and identification particulars are to be filled up immediately in the charge offices. Before filling up section 2 of the Abridged Houselist, procedure for which is explained in detail in the next paragraph please ensure that the location code which includes the State/District/Tahsil or Town/Village or Ward and enumerators' block codes and C.D. Block number is indicated on each page of sections 2 and 3.

9. The Abridged Houselist is to be prepared for those census houses/households only for which an entry exists in column No. 3 or 8 or both of the houselist. In other words, an entry in houselist where both column 3 and column 8 are blank, need not be copied in the Abridged Houselist.

10. In section 2 of the Abridged Houselist, column numbers 2 and 3 are identical with the corresponding column numbers 2 and 3 of the houselist while column No. 4 corresponds to column No. 7 of the Houselist and column No. 5 corresponds to column No. 8 of the Houselist. Similarly, column No. 6 of the Abridged Houselist is to be filled on the basis of the entry in column No. 10 of the Houselist. Remarks given in column No. 24 of the Houselist have to be copied in column No. 8 of the Abridged Houselist. Thus information in column numbers 2, 3, 4, 5, 6 and 8 of the Abridged Houselist is simply to be copied from the relevant columns of the Houselist pointed out above. In column No. 1, the serial number is to be given starting from 1 but this serial number may be different from the line number of the Houselist. Column No. 7 of the Abridged Houselist is to be filled up only if there is an entry in column numbers 5 and 6 of the Abridged Houselist and serial number starting from 1 is to be given to each household in this column. The Abridged Houselist has to be prepared separately for each block and serial number 1 is to be assigned to the first household in every block. In case, there is no entry in column numbers 5 and 6 of the Abridged Houselist, then a (—) dash is to be put in column No. 7 and the next serial number is to be given only when an entry in column numbers 5 and 6 of the Abridged Houselist reappears.

11. The requisite number of copies of Abridged Houselist with extra continuation sheets and blank Charge Registers are being despatched to the Charge Officers separately.

92-L/P(D)510DGO Haryana—10

12. We will be deputing our experienced officials from the Headquarters to visit every Charge and explain the procedure to the Charge Officers and the staff in their offices for the formation of enumerators' blocks, preparation of Charge Registers and Abridged Houselist. Once the procedure for the preparation of these documents is explained to the Charge Officers and their staff, it will be the responsibility of the Charge Officers to see that the record is prepared correctly and promptly.

13. Since the actual count of population is to start from 9th February, 1991, simultaneously throughout the whole country and a number of steps have to be taken to start this work on the date fixed for the purpose the work relating to formation of Enumeration Blocks, preparation of Charge Registers and Abridged Houselist has to be completed by the end of August, 1990.

Hindi version of these instructions will follow.

Yours faithfully,

Sd/-

(V. S. CHAUDHRI)
Director, Census, Haryana

No. Census-Hr-O-18013/90 Dated Chandigarh, the 11-6-90.

A copy is forwarded to the Commissioner, Ambala/Rohtak/Gurgaon/Hisar Division for information.

Sd/-

(V. S. CHAUDHRI)
Director, Census Haryana

No. Census-Hr-O-18013/90 Dated Chandigarh, the 11-6-90

A copy is forwarded for information and necessary action to :—

1. All the Sub-Divisional Officers(C), in Haryana.
2. All the City Magistrates in the offices of the Deputy Commissioners in Haryana.
3. All the District Statistical Officers in Haryana.
4. The Estate Officer, Panchkula Urban Estate, Panchkula.
5. The Administrator, Faridabad Complex Administration, NIT, Faridabad.
6. The Administrator, Faridabad Complex Administration, Ballabgarh.
7. The Administrator, Faridabad Complex Administration, Faridabad Old.
8. The Executive Officer, Cantonment Board, Ambala Cantt.
9. All the Tahsildars in Haryana.
10. All the Executive Officers/Secretaries of Municipal Committees in Haryana.

Sd/-

(V. S. CHAUDHRI)
Director, Census, Haryana

No. Census-Hr-O-18013/90 Dated Chandigarh, the 11-6-90.

A copy is forwarded to the Economic and Statistical Advisor to Govt. of Haryana, Sector 17, Chandigarh for information and necessary action.

Sd/-

(V. S. CHAUDHRI)
Director, Census, Haryana

Census/Most Immediate

CIRCULAR NO. 9

No. G. 18018/1/90-Admn.

GOVT. OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS HARYANA,
S.C.O. NO. 1074-75, SECTOR 22-B, CHANDIGARH-160022
POST BOX NO. 910

To

1. All Deputy Commissioners in Haryana.
2. The Chief Administrator,
   Faridabad Complex Administration,
   Faridabad.

3. The Administrator, Haryana Urban Development Authority, Panchkula
Dated Chandigarh, the 15-6-90.

SUB:—Payment of honorarium in connection with 1991 census.

Sir,

I have the honour to inform you that Govt. of India are pleased to sanction honorarium to the officers and staff associated with work relating to 1991 census on the following scale:—

		Rs.	
1	Principal Census Officers	1000	For the entire operation of houselisting and actual enumeration
2	District Census officers/Additional District Census Officers	1000	Do.
3	Sub Divisional Census Officers	800	Do.
4	Charge Officers	600	Do.

2 It may be noted that no honorarium was paid to the Principal Census Officers, at the time of 1981 Census while the District Census Officers at the time of 1981 Census while the District Census Officers were sanctioned an honorarium of Rs. 500/-each, Additional District Census Officers and Sub Divisional Census Officers a sum of Rs. 300/-each and Charge Officers a sum of Rs. 200/-each at the time of 1981 Census for the entire operation of Houselisting and actual enumeration.

3 The honorarium sanctioned to the Principal Census Officers, District Census Officers, Additional District Census Officers, Sub Divisional Census Officers and Charge Officers will be drawn and disbursed to them after the actual enumeration is over sometime in the month of March/April, 1991.

4 The enumerators and supervisors have been sanctioned honorarium in two instalments, one for houselisting and economic census and second for actual enumeration. The rates at which honorarium is to be paid to them for the two phases of the operation, are as follows:—

Enumerators

(i) for housenumbering, houselisting and filling up of the Houselist and Houselist Abstract (including the cost of housenumbering material for one Houselisting block) Rs.100

(ii) for actual enumeration i.e. filling up of Individual Slip, Household schedule, Enumerator's Abstract etc. for one enumeration block Rs. 225

Supervisors

(i) for house numbering, houselisting and filling up of various schedules for one Supervisor's Circle Rs.100

(ii) for duties to be performed during actual enumeration for one Supervisor's circle Rs. 200

4A The enumerators and supervisor will also be paid honorarium for canvassing the Enterprise List at the time of Houselisting operation at the following scales :

(i) Enumerators Rs. 50/—per block

(ii) Supervisors Rs. 50/—per supervisor's circle

4B The Charge Officers will also be paid a token amount of Rs. 60/—per charge for the duties performed by them in connection with the Economic census conducted with the House listing operation.

5. It may be noted that the enumerators and supervisors were paid a total sum of Rs. 35/—each for Houselisting and Economic Census (including the cost of material for housenumbering) in 1981 Census and they were paid another Rs. 70/—each for the duties performed by them in connection with the actual enumeration.

6. In addition to the honorarium that has been sanctioned to the various categories of officers and staff whose services are utilised for census work, the Govt. of India are also considering a proposal to award some medals and commendation certificates to those, who render meritorius service in this task of national importance. Needless to mention here, the state Govt. had decided earlier to make a mention of the performance of each official in his Annual Confidential Report regarding the work done by him in connection with census. You are, therefore, requested to keep a note of the officials who perform their duties with extraordinary diligence as we will be requiring this information on completion of the census operation.

92-L/J(D)510DGHaryana—10(a)

7. The amount of honorarium payable to the enumerators and supervisors in each charge is being worked out on the basis of information being received from the charge officers and the Accountant General, Haryana will issue the authority to the Treasury Officers concerned to allow the charge officers to draw the amount from the Treasury and disburse the same to the enumerators and supervisors who have actually worked in the field. Similarly, the honorarium payable to the charge officers for rendering guidance and performance of other duties in connection with the Economic Census will also be drawn by them from the Treasury concerned.

8. Detailed instructions regarding drawal and disbursement of the amount of honorarium, the Head of Account from which this amount is to be drawn and the statement to be sent by the Charge Officers in this connection to the Govt. are also being issued by the Financial Commissioner and Secretary to the Govt. Haryana, Revenue Department.

9. The Charge Officers may please be advised to prepare the bills in the meantime so that there is no delay in the drawal and disbursement of the amount of honorarium to the enumeration staff for Houselisting and Economic Census, when the authority is received by the Treasury Officers from the Accountant General, Haryana.

Yours faithfully,

Sd./-

(V. S. CHAUDHRI)
Director, Census, Haryana

No. G-18018/1 90-Admn. Dated Chandigarh, the 15-6-90.

A copy is forwarded to the Commissioner, Ambala/Rohtak/Gurgaon/Hisar Division for information.

Sd./-

(V. S. CHAUDHRI)
Director, Census, Haryana

No. G-18018/1/90-Admn. Dated Chandigarh, the 15-6-90.

A copy is forwarded for information and necessary action to :—

1. All the Sub-Divisional Officers(C) in Haryana.
2. All the City Magistrates in the offices of the Deputy Commissioners in Haryana.
3. All the District Statistical Officers in Haryana,
4. All the Tahsildars in Haryana.
5. All the Executive Officers/Secretaries of Municipal Committees in Haryana.
6. The Executive Officer, Cantonment Board, Ambala Cantt.

They may please prepare the bills for payment of honorarium to the Enumerators and Supervisors who had actually worked in the field and the number of Enumerators and Supervisors should be the same as communicated by them to this office.

Sd./-

(V. S. CHAUDHRI)
Director, Census, Haryana

No. G-18018/1/90-Admn. Dated Chandigarh, the 15-6-90.

A copy is forwarded to the Economic and Statistical Adviser to Govt. Haryana, Sector 17, Chandigarh for information.

Sd./-

(V. S. CHAUDHRI)
Director, Census, Haryana

Census/Most Immediate

CIRCULAR NO. 10

No. Census-Hr-O-18017/90

GOVT. OF INDIA

MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, HARYANA, S.C.O. NO. 1074-75, SECTOR 22-B, CHANDIGARH-160022
Post Box No. 910

To

1. All the Deputy Commissioners in Haryana.
2. The Chief Administrator,
   Faridabad Complex Administration,
   Faridabad.
3. The Administrator,
   Haryana Urban Development Authority,
   Panchkula.

Dated Chandigarh, the 3-9-1990.

SUB : 1991 *Census- Appointment of Enumerators and Supervisors for actual enumeration.*

Sir,

The work regarding formation of 'Enumerators' Blocks and Supervisors' Circles as well as preparation of Charge Registers and Abridged Houselists must have been completed by now. If some work still remains to be done, the same may please be got completed expeditiously.

2. The number of Enumerators' Blocks and Supervisors, Circles formed in each charge would give an indication of the number of Enumerators and Supervisors required for appointment in each charge including 20% of such officials to be kept in reserve.

3. Once the number of Enumerators and Supervisors required in each charge for enumeration work is known, the Charge Officers will have to appoint the Enumerators and Supervisors for the purpose. The enumeration staff as at the time of Houselisting will be drawn from amongst the village patwaris, school teachers, municipal employees and officials of the State and Central Government, etc. The list of all such personnel should already be available with each charge Officer. It is, however, necessary that this list is updated as some transfers may have taken place during the intervening period. The Charge Officers should, therefore, prepare fresh lists of all such officials who could be available for appointment as Enumerators & Supervisors keeping in view their requirement. *These lists must be ready by the end of September,* 1990.

4. The following points may be kept in view by the Charge Officers while selecting the Supervisors and Enumerators for Enumeration :—

(*i*) It should be ensured that an Enumerator or a Supervisor does not have to cover a long distance from the place of his posting for conducting enumeration. In other words, every effort should be made to appoint local official or one working within eight kilometres of his place of posting in a block.

(*ii*) As far as possible, an Enumerator or Supervisor should be assigned the same block/circle for actual enumeration which was assigned to him for houselisting. There can, however, be some variation in the boundaries of his block/circle now on account of re-delineation of blocks & circles but it will be convenient for him if the major portion of his block/circle is the same as it was at the time of houselisting.

(*iii*) It was desired in para 3(*ix*) of Circular No. 8 that S.R.S. blocks should be kept intact while forming enumeration blocks. For houselisting operation in these blocks, it was considered more convenient to appoint the same official as Enumerator who was doing the S.R.S. work in that block, *but now the S.R.S. Enumerator should not be appointed as Census Enumerator in the same S.R.S. block in which he is doing S.R.S. work.*

(*iv*) The status of the Supervisor of a circle should be higher than that of the Enumerators who are to work under him in the official hierarchy.

(*v*) Class IV employees should not be appointed as Enumerators.

(*vi*) Once the appointment of Enumerators and Supervisors is made, no change should be made unless it is absolutely necessary to do so. Where any change is required to be made, replacement should be made only from the reserve list and no untrained person should be appointed as substitute. The officials kept in reserve list will also be imparted training alongwith the officials appointed as Enumerators and Supervisors.

5. The requisite number of forms of "Appointment letters-cum-Identity Cards" both for Enumerators and Supervisors will be supplied to the Charge Officers alongwith the training material.

It is once again emphasised that in order to adhere to the time schedule for training the list of officials who are to be appointed as Enumerators and Supervisors for actual enumeration must be prepared by the Charge Officers & kept ready by the end of September, 1990.

Yours faithfully,

Sd./

(V. S. CHAUDHRI)
Director, Census, Haryana

No. Census-Hr-O-18017/90

Dated Chandigarh, the 3-9-1990.

A copy is forwarded to the Commissioner, Ambala/Rohtak/Gurgaon/Hisar Division for information.

Sd./

(V. S. CHAUDHRI)
Director, Census, Haryana

No. Census-Hr-O-18017/90 Dated Chandigarh, the 3-9-1990.

A copy is forwarded for information and necessary action to :—

1. All the Sub Divisional Officers(C) in Haryana.
2. All the City Magistrates in the offices of the Deputy Commissioners in Haryana/District Revenue Officer, Bhiwani.
3. All the District Statistical Officers in Haryana.
4. All the Planning Officers/Economists in the Districts.
5. The Estate Officer, Panchkula Urban Estate, Panchkula.
6. The Administrator, Faridabad Complex Administration, NIT, Faridabad.
7. The Administrator, Faridabad Complex Administration, Ballabgarh.
8. The Administrator, Faridabad Complex Administration, Faridabad Old.
9. The Executive Officer, Cantonment Board, Ambala Cantt.
10. All the Tahsildars in Haryana.
11. All the Executive Officers/Secretaries of Municipal Committees in Haryana.

Sd./

(V. S. CHAUDHRI)
Director Census, Haryana

No. Census-Hr-O-18017/90 Dated Chandigarh, the 3-9-1990.

A copy is forwarded to the Economic and Statistical Adviser to Govt. of Haryana, Sector 17, Chandigarh for information and necessary action.

Sd./

(V. S. CHAUDHRI)
Director, Census, Haryana

No. Census-Hr O-18017/90 Dated Chandigarh, the 3-9-1990.

A copy is forwarded to the Deputy Director, Census Haryana, Regional Office, Faridabdad, for information and necessary action.

Sd./

(V. S. CHAUDHRI)
Director Census, Haryana

GOVERNMENT OF INDIA

(Ministry of Home Affairs)

1991 CENSUS

APPOINTMENT LETTER

CUM

IDENTITY CARD

For

SUPERVISOR

No.———

Date———

To

Shri ———

Designation ———

Name of Office ———

Address ———

In exercise of the powers conferred upon me under Sub-Section (3) of Section 4 of the Census Act, 1948, I, hereby, appoint you as CIRCLE SUPERVISOR for the ENUMERATION scheduled to be held from 9th February to 28th February, 1991 with revisional round from 1st March to 5th March, 1991 in the areas noted on the reverse which will be known as your circle.

2. Your function will be to guide and supervise the Enumerators in your circle in the performance of their work properly and to ensure that they follow the instructions given to them. You have also to see that the requisite forms and other material are received by the Enumerators. You have also to ensure that there is clear demarcation of boundaries of each block and that notional maps and lay-out sketches of the blocks prepared by the Enumerators are accurate and all the houses are plotted in their blocks. In addition, you have to perform such other duties as are assigned to you from time to time, in connection with this operation.

3. Your attention is drawn to Section 11 of the Census Act under which dereliction of duty is an offence punishable under the said Act.

4. You will be deemed to be a Public Servant within the meaning of the Indian Penal Code while performing your duties.

CHARGE OFFICER
(Signature & Seal)

AREA

1. State Haryana Code No. 8——
2. District———Code No.———
3. Tahsil/Town/ Special Area———Code No.———
4. C. D. Block———Code No.———
5. Supervisor's Circle No.———
6. Names and addresses of the Enumerators and their Block Nos. falling in the Circle :—

Name of the Enumerator	Block No.
(i) ———	———
(ii) ———	———
(iii) ———	———
(iv) ———	———
(v) ———	———

GOVERNMENT OF INDIA

(Ministry of Home Affairs)

1991 CENSUS

APPOINTMENT LETTER

CUM

IDENTITY CARD

For

ENUMERATOR

No. ———

Date ———

To

Shri ———

Designation ———

Name of Office ———

Address ———

In exercise of the powers conferred upon me under Sub-Section (3) of Section (4) of the Census Act, 1948, I, hereby, appoint you as ENUMERATOR for the ENUMERATION scheduled to be held from 9th February to 28th February, 1991 with revisional round from 1st March to 5th March, 1991, in the areas noted on the reverse which will be known as your block.

2. Your function will be to visit every household in your block and fill up the Household Schedule and the Individual Slips in respect of every person in each household falling in your block. You will be expected to attend all training classes organised for the purpose. You have further to prepare the notional map and lay-out sketch showing the location of houses within your block and discharge such other functions as will be assigned to you from time to time, by your Circle Supervisor, in connection with this operation.

3. Your attention is drawn to Section 11 of the Census Act under which dereliction of duty is an offence punishable under the said Act.

4. You will be deemed to be a Public Servant within the meaning of the Indian Penal Code while performing your duties.

CHARGE OFFICER
(Signature & Seal)

AREA

1. State Haryana Code No. 8
2. District ——— Code No.———
3. Tahsil/Town/ Special Area ——— Code No.———
4. Village/Ward ——— Code No.———
5. Enumerator's Block No.———
6. C.D. Block——— Code No. ———
7. Supervisor's Circle No.———
8. Particulars of the Enumerator's Block as shown in the Charge Register———
9. Name of Circle Supervisor and his address———

Census/Most Immediate

CIRCULAR NO. 11

No. Census-Hr-O-18019/90

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, HARYANA, S.C.O. NO. 1074 -75, SECTOR, 22-B, CHANDIGARH-160022
POST BOX 910

To

1. All the Deputy Commissioners in Haryana.
2. The Chief Administrator,
   Faridabad Complex Administration,
   Faridabad.
3. The Administrator,
   Haryana Urban Dev. Authority,
   Panchkula.

Dated Chandigarh, the 11th October, 1990

SUBJECT : 1991—*Census—Training of Enumerators and Supervisors for actual enumeration.*

Sir,

It is hoped that the Charge Officers have since collected the information regarding the availability of staff from all the Departments/Officers and prepared a list of officials who could be appointed as Enumerators and Supervisors for actual enumeration in accordance with the guidelines contained in Circular No. 10 dated 3-9-1990. It is also hoped that the Charge Officers have completed the work relating to formation of Enumerators' Blocks, Supervisors' Circles, copying of Abridged Houselist and preparation of Charge Registers, except filling up of columns/space meant for entering the particulars of the Enumerators and Supervisors.

2. The following instructions may be kept in mind by the Charge Officers while appointing the Enumerators and Supervisors for actual enumeration :—

(*i*) One Enumerator is to be assigned one block for purpose of enumeration and his particulars are to be shown in the Charge Register against the block assigned to him in the column/space provided for the purpose. In case an enumerator is assgined more than one block, for certain reasons, such as the blocks being too small or the requisite number of enumerators being not available in a Charge, the particulars of such an enumerator must be shown against each block assigned to him.

(*ii*) There will be one Supervisor for one circle irrespective of the number of blocks in a circle.

(*iii*) The particulars of Enumerators and Supervisors kept in reserve are also to be recorded in the Charge Register for which separate provision has been made at the end. These reserve personnel will also be called for training alongwith other Enumerators and Supervisors and kept in readiness to do the actual work as and when required.

(*iv*) After the particulars of the Enumerators and Supervisors are entered in the Charge Register one copy of the Register for every Charge may be sent by the Charge Officers to this office directly and promptly for record.

(*v*) The Enumerators and Supervisors will be issued Appointment letter-cum-Identity Cards when they report for training in the first round. Blank forms of Appointment letter-cum-Identity Cards will be supplied to the Charge Officers alongwith the training material by the end of this month. The Charge Officers should take special care to ensure that the particulars of Enumerator's Blocks and Supervisors, Circles are entered on the last page of the Appointment letter-cum-Identity Card before they are handed over to the officials concerned and the word 'reserve' mentioned in the case of officials who are kept in reserve.

3. The importance of training as one of the basic inputs for successful conduct of the Census Operations needs hardly be stressed. An intensive training programme has to be organised in order to acquaint the Census functionaries at various levels with the concepts and process of Census taking. The quality of data to be collected from the field would largely depend on the quality of training of the enumeration agency.

4. The training of the Census Officers of the district and Charge level will be conducted next month as provided in the Census Calendar. We have already drawn up the training programme for each district and written to the District Census Officers to confirm the dates of the training seminars proposed by us.

5. The training seminars at the District level will be followed by the training of Enumerators and Supervisors in each charge. Each Enumerator and Supervisor including those kept in reserve will undergo two rounds of intensive training. It is proposed to hold the first round of training in the first fortnight of December, 1990 and the second round of training during second fortnight of January, 1991. The training programme will be chalked out on receipt of the information which is sought from the Charge Officers through this circular and the same will be communicated to the Charge Officers when they come to attend the district level training seminar next month.

6. The Charge Officers will have to inform the officials (trainees) about the date, time and venue of training for both the rounds, well in advance. Letters to be issued by the Charge Officers in this behalf to the trainees (*i.e.* Enumerators and Supervisors including those kept in reserve) have been got printed and the same will also be sent to them along with the training material. They will have to fill up the particulars and send them to the official concerned after signing them.

7. To enable this office to chalk out the training programme of Enumerators and Supervisors, the Charge Officers are requested to complete the following formalities immediately :—

(*a*) The Charge Officers should select a convenient place/places for conducting the training in their charge. The place(s) should have arrangement for seating of 50—60 persons at a time and the facility of a blackboard should also be available. School buildings are ideal for this purpose. The number of training centres will depend on the number of Enumerators and Supervisors required in a particular charge, including the number of such officials to be kept in reserve. It is proposed to cover all charges for purpose of training in ten working days and each training class is expected to have not more than 50 officials. So, if the total number of Enumerators and Supervisors in a charge does not exceed 500, one training centre will be enough provided the centre is so conveniently located that the trainees do not have to travel a long distance. If the number of Enumerators and Supervisors in a charge exceed 500 or where the trainees have to travel a distance of more than 8 kms from their place of posting the number of training centres may be increased according to requirement. It was observed at the time of imparting training for Houselisting Operation that the trainees had to travel long distances in some cases which should be avoided now by creating more training centres, if need be.

(*b*) A list of trainees may be drawn up by the Charge Officers for each centre keeping in view the location of the Centre and the place of their posting. The Charge Officers will need this list for intimating the Enumerators and Supervisors, the place, date and time of training.

(*c*) While the responsibility for the training of Enumerators and Supervisors is that of the Charge Officers but it may not be possible for the Charge Officers to supervise every training centre personally as the number of training centres in a charge especially in the case of big tahsils may be more than one. In such case, each training centre may be put under the supervision of an Additional Charge Officer or Assistant Charge Officer as the case may be, who will maintain the Attendance and Forms Register for marking the attendance of the trainees and recording the distribution of material which will be supplied to the Charge Officers, along with the training material.

8. It is once again emphasized that the training of enumerators and supervisors has its own importance and quality of data to be collected at the time of actual enumeration will largely depend upon the understanding of the various concepts and instructions during the course of training by these personnel. The training of Enumerators and Supervisors has to commence by the first week of December, 1990 the latest as actual enumeration is to be taken up from 9th February, 1991 in the whole of the country. The Charge Officers are, therefore, requested to take immediate action :

(*i*) to complete the Charge Registers by filling in the particulars of the Enumerators and Supervisors including those kept in reserve ;

(*ii*) send one copy of the Charge Register for every Charge to this office;

(*iii*) prepare a list of trainees for each Training Centre separately for their use ;

(*iv*) send the requisite information regarding the location of training centres, number of trainees at each centre and the name of the officer-in-charge for each such centre in the following proforma so as to reach this office by 26th October, 1990 without fail.

PROFORMA

Name of district ——————————
Name of Charge (Tahsil/Town) ——————————
No. of Blocks ——————————
No. of Circles ——————————
No. of Enumerators ——————————
No. of Enumerators kept in reserve ——————————
No. of Supervisors ——————————
No. of Supervisors kept in reserve ——————————
No. of Centres proposed for training ——————————

S. No.	Name and location of training centre within Tahsil/Town	Number of trainees (Enumerators & Supervisors including reserve) for the training centre	Name and designation of the Officer-in-charge

Hindi version will follow.

Yours faithfully,
Sd./-
(V. S. CHAUDHRY)
Director Census, Haryana.

No. Census-Hr-O-18019/90 Dated Chd. the 11-10-90

A copy is forwarded to the Commissioner, Ambala/Rohtak/Gurgaon/Hisar Division for information.

Sd./-
(V. S. CHAUDHRI)
Direcetor, Census, Haryana.

No. Census-Hr-O-18019/90 Dated Chd. the 11-10-90

A copy is forwarded to the Economic and Statistical Adviser to Govt. of Haryana, Sector 17, Chandigarh for information and necessary action.

Sd./-
(V. S. CHAUDHRI)
Director, Census, Haryana.

No. Census-Hr-O-18019/90 Dated Chd. the 11-10-90

A copy is forwarded to the Deputy Director, Census, Haryana, Regional Office, Faridabad for information and necessary action.

Sd./-
(R. K. AGGARWAL)
Deputy Director

No. Census-Hr-O. 18019/90 Dated Chd. the 11-10-90

A copy is forwarded for information and necessary action to :-

1. All the Sub-Divisional Officers (C) in Haryana.
2. All the City Magistrates in the offices of the Deputy Commissioners in Haryana/District Revenue Officer Bhiwani.
3. All the District Statistical Officers in Haryana
4. All the Planning Officers/Economists in the Districts.
5. The Estate Officer, Panchkula Urban Estate, Panchkula.
6. The Administrator, Faridabad Complex Administration, N.I.T. Faridabad.
7. The Administrator, Faridabad Complex Administration, Faridabad Old.
8. The Administrator, Faridabad Complex Administration, Ballabgarh.
9. The Executive Officer, Cantonment Board, Ambala Cantt.
10. All the Tahsildars in Haryana.
11. All the Executive Officers/Secretaries of Municipal Committees in Haryana.

Sd./-
(R. K. AGGARWAL)
Deputy Director of Census Operations, Haryana

Census/Most Immediate

CIRCULAR NO. 12

No. Census -Hr-O-18019/90

GOVT. OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, HARYANA S.C.O. NO. 1074-75, SECTOR 22-B, CHANDIGARH-160022
POST BOX NO. 910

To

1. All the Deputy Commissioners in Haryana
2. The Chief Administrator,
   Faridabad Complex Administration,
   Faridabad.
3. The Administrator,
   Haryana Urban Development Authority,
   Panchkula.

Dated Chandigarh, the 16-11-1990

SUB : 1991 *Census—Training of Enumerators and Supervisors for actual enumeration.*

Sir,

Kindly refer to Circular No. 11 dated 11-10-1990, on the subject noted above.

2. After the completion of the training of the various categories of officers associated with Census work, we have now to train the enumerators and supervisors in each charge who are to perform the duties connected with actual enumeration in the field.

3. We have drawn up a training programme for the enumerators and supervisors including those to be kept in reserve in each Charge in your District on the basis of information supplied by the Charge Officers. The training programme has been drawn up on the basis of the estimated number of enumerators and supervisors needed in a particular Charge where the exact information has not been received from the Charge Officers. Copies of the training programme are being sent to the Charge Officers concerned as well as to Sub-Divisional Census Officers. A copy of the training programme relating to your district is enclosed for your information.

4. The Charge Officers have to call the officials in batches of 50 to 60 per day for the training which will be imparted in two rounds. The training will commence at 9.00 A.M. on each day at the appointed places as shown in the training programme and it may continue up to 5.00 P.M., with half an hour break for lunch. We have already supplied sufficient number of letters to be issued to the officials who are to be deployed for Census work and the Charge Officers have only to fill up the date, time and venue of training and ensure that these letters reach the officials concerned well-in-time.

5. Although it is the responsibility of the Charge Officers to train the enumerators and supervisors but we have arranged to depute an experienced officer of this Directorate or Economic and Statistical Organisation, Haryana, to impart the training. In case any officials are left out on account of their having not received the information about the time, date and place of training, it will not be possible for the officers of this Directorate or of the Economic and Statistical Organisation, Haryana, to arrange for their training later on. It will be for the Charge Officers to hold a special class for such officials at their own level and they may find it difficult to train them properly.

6. The training material has already been sent to all the Charge Officers. Each enumerator and supervisor (including those kept in reserve) will be given the following items for training purposes at the time of first round of training :

(*i*) Instructions Booklet for filling up the Household Schedule and Individual Slip	.. One
(*ii*) List of Scheduled Castes	.. One
(*iii*) Blank Sheet for Notional Map/Layout Sketch	.. One
(*iv*) Individual Slip Pad of 10 slips	.. One
(*v*) Household Schedule book of 11 forms	.. One
(*vi*) Enumerator's Working Sheet	.. One
(*vii*) Enumerator's Abstract Form	.. One
(*viii*) Post-Graduate Degree Holder and Technical Personnel Schedule.	.. One

1. The scale at which the various forms and schedules are to be supplied to the enumerators and supervisors is given below :—

	Description of form/schedule	Quantity to be issued to	
		Enumerator (per block)	Supervisor (per circle)
1.	Booklet containing important instructions for Enumerators	1	—
2.	Booklet giving Supervisor's main functions and responsibilities	—	1
3.	Sheets for preparation of Notional Map and Layout Sketch	2	5
4.	Post-Graduate Degree Holders and Technical Personnel Schedules	10 (per rural block)/ 25 (per urban block)	15 (per rural circle)/ 50 (per urban circle)
5.	Statement showing the distribution of Post-Graduate Degree Holders and Technical Personnel Schedules	1	—
6.	Calendar of important historical events for recording age	1	1
7.	Working Sheets for preparation of Enumerator's Abstract	7	10
8.	Enumerator's Abstract form	2	3
9.	Enumerator's Inventory form	2	—
10.	Supervisor's Inventory form	—	2
11.	Handbills (two types)	3 each	—
12.	Household Schedule Books	To be worked out according to the norm given in the next paragraph	
13.	Individual Slip Pads		
14.	Abridged Houselist (AHL) already prepared in the Charge Office	For the concerned block(s)	—
15.	Additionl Sheets for filling in section 3 of Abridged Houselist (already supplied to Charge Officers)	1	2

2. The household schedule books and individual slip pads will be supplied to the enumerators on the basis of houselisting population of each block as shown in the charge registers which have been prepared by the Charge Officers for purposes of enumeration. The household schedules are contained in books of 23 schedules and 11 schedules each while the individual slips are supplied in pads of 50 slips and 25 slips each. The following table will provide a rough and ready recknor to work out the number of books of household schedules and number of pads of individual slips to be supplied to the enumerators and supervisors :

Population of the block at the time of Houselisting as shown in the Charge Register	Approximate number of Households in the block	Quantity to be supplied to			
		Enumerator		Supervisor	
		Number of Individual Slip pads of 50	Number of Household Books of 23	Number of Individual Slip pads of 25	Number of Household Books of 11
Upto 500 (plus 10%)	upto 100 (plus 10%)	11	5		
500—600 (plus 10%)	100—120 (plus 10%)	13	6	10	
600—700 (plus 10%)	120—140 (plus 10%)	15	7		
700—800 (plus 10%)	140—160 (plus 10%)	18	8		
More than 800 (plus 10%)	More than 160 (plus 10%)	20	10		

3. The enumerators may be given the books containing 23 household schedules and pads containing 50 individual slips while books containing 11 household schedules and pads containing 25 individual slips may be given to the supervisors for being supplied to the enumerators by them in case the enumerators fall short of the material.

4. All the books containing household schedules and pads containing individual slips supplied to each charge have to be given a number in serial order beginning from 1 before they are distributed to the enumerators and supervisors. The books containing 23 household schedules may be numbered in serial order first and then the books containing 11 household schedules may be given serial number in the same order. Similarly, pads containing 50 individual slips may be numbered in serial order beginning from 1 and pads containing 25 individual slips numbered in the same order after all the pads containing 50 individual slips have been numbered. The serial numbers should be marked on the outer cover

page of each household schedule book and individual slip pad in the charge office before their distribution to the enumerators and supervisors.

5. In the case of villages in which no population was recorded at the houselisting stage and in the case of villages where the population recorded was less than one hundred, one book of household schedules containing 23 schedules and 2 pads of individual slips containing 50 slips each may be provided to each enumerator. It may be made clear by the charge officers to all the enumerators who have been entrusted more than one block for purposes of enumeration that the record of individual slips and household schedules has to be kept separate for each block and that any individual slips or household schedules remaining blank in one block are not to be used in the other block.

6. The code numbers for the state, district, tahsil, town C.D. block, village, block etc. are required to be given on the various forms and schedules as was done during the course of houselisting. In order to facilitate the work of enumerators and also to ensure that they do no omit to mention the code number on the various documents to be filled in by them, rubber stamps bearing location code number of state/district/tahsil or town are being supplied to the charge officer. Charge Officers may get all the individual slips and household schedules stamped at the appropriate places provided therein before issuing the material to the enumerators and supervisors. Since the rubber stamps being provided, contain only first three elements of the location code namely state/district/tahsil or town, the enumerator will have to be told to write the remaining portion of the code number i.e. code number for the village/ward and the block himself.

7. The material being supplied to the Charge Officers will be 10% more than the actual requirement which is meant to be kept by them in reserve. The enumerators may be advised by them to contact the supervisors concerned first for obtaining any material which they may run short of and they should approach the charge officers only when the supervisor concerned has also exhausted all the material supplied to him. It should be impressed upon the enumerators & supervisors not to waste any form or schedule. Since the whole process of enumeration is to be completed within a given time frame i.e. 9-2-91 to 5-3-91 it will not be possible to arrange for the printing of these forms and schedules at a short notice.

8. The Charge Officers may get the Census material packed for each block according to the guidelines given in this Circular before the actual date of second round of training so that there is no difficulty in its distribution. It will not be possible for them to distribute the material to the enumerators and supervisors in one day, if the requirement of material for each block is not worked out in advance and the material is not got packed earlier. The Charge Officers have to keep a record of the material distributed to the enumerators and supervisors in the Attendance and Forms Registers being maintained by them and they have to return the unused forms and schedules to the Regional Offices alongwith the other Census record.

Hindi version will follow.

Yours faithfully,

Sd/-

(V.S. CHAUDHRI)
Director, Census, Haryana

No. Census-Hr-O-18021/89 Dated Chandigarh, the 12-12-90

A copy is forwarded to the Commissioner, Ambala/Rohtak/Gurgaon/Hisar Division for information.

Sd/-

(V.S. CHAUDHRI)
Director, Census, Haryana

No. Census-Hr-O-18021/89 Dated Chandigarh, the 12-12-90

A copy is forwarded to the Economic and Statistical Adviser to Govt. of Haryana, Sector 17, Chandigarh for information and necessary action.

Sd/-

(V.S. CHAUDHRI)
Director, Census, Haryana

No. Census-Hr-O-18021/89 Dated Chandigarh, the 12-12-90

A copy is forwarded to the Deputy Director, Census, Haryana, Regional Office, Faridabad for information and necessary action.

Sd/-

(R.K. AGGARWAL)
Deputy Director

No. Ceneus-Hr-O-18021/89. Dated Chandigarh, the 12-12-90

A copy is forwarded for information and necessary action to :—

1. All the Sub Divisional Officers (C) in Haryana.
2. All the City Magistrates in the offices of the Deputy Commissioners in Haryana/District Revenue Officer, Bhiwani.
3. All the District Statistical Officers in Haryana.
4. All the Planning Officers/Economists in the Districts.
5. The Estate Officer, Panchkula Urban Estate, Panchkula.
6. The Administrator, Faridabad Complex Administration, N.I.T., Faridabad.
7. The Administrator, Faridabad Complex Administration, Ballabgarh.
8. The Administrator, Faridabad Complex Administration, Faridabad Old.
9. The Executive Officer, Cantonment Board, Ambala Cantt.
10. All the Tahsildars in Haryana.
11. All the Executive Officers/Secretaries of Municipal Committees in Haryana.

Sd/-

(R.K. AGGARWAL)
Deputy Director

CIRCULAR NO. 14

No. Census-Hr-O-18022/90

Census
Most Immediate

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, HARYANA
S.C.O. NO. 1074-75, SECTOR 22-B, CHANDIGARH-160022
POST BOX NO. 910

To

1. All the Deputy Commissioners in Haryana.
2. The Chief Administrator,
   Faridabad Complex Administration, Faridabad.
3. The Administrator,
   Haryana Urban Development Authority,
   Panchkula.

Dated, Chandigarh the 9-1-1991

SUB :—*1991-Census-Collection of Enumeration record by the Charge Officers and its consignment to the Regional Tabulation Offices.*

Sir,

The schedules and forms, which will be filled in by the Enumerators and Supervisors during the course of enumeration are to be collected by the Charge Officers immediately after the revisional round is over on 5-3-1991. The Charge Officers may, therefore, impress upon the Enumerators and Supervisors to adhere to the following schedule for handing over the record who in turn will consign the record for the charge as a whole to the Regional Tabulation Office by 11-3-1991 through special messenger.

(*i*) Handing over of record by Enumerators to Supervisors.	6th March, 1991
(*ii*) Handing over of record by Supervisors to Charge Officers.	7th March, 1991

The Charge Officers may, therefore, make necessary arrangements for the collection of record from the Enumerators through their Supervisors well in advance. They must inform the Supervisors and Enumerators about the date, time and the place for the collection of record from them at the time of second round of their training. They should fix the place(s) at which the record is to be collected and also depute an official at each place(s) for the collection of record. Additional hands may be deputed to assist this official according to the need of each place. Arrangements for transportation of record from such place(s) to the Charge Headquarters may also be made by the Charge Officers in advance.

The Enumerators may be told once again to post totals of the households in the working sheets daily and not to postpone it till the completion of the revisional round. He may make necessary changes in the household schedules and the working sheets if he comes across any births and deaths during revisional round. This will enable him to prepare the enumerator's abstract in time and hand over the record to the Supervisor by the 6th Mach, 91.

Every enumerator will have the following record in respect of his enumeration block at the close of enumeration period.

(*i*) Notional Map;

(*ii*) Layout Sketch;

(*iii*) Filled-in and updated Abridged Houselist;

(*iv*) Filled-in Household Schedule books;

(*v*) Filled-in Individual slip Pads;

(*vi*) Working Sheets for Enumerator's Abstract in three sets tagged together;

(*vii*) Enumerator's Abstract;

(*viii*) Filled-in Post-graduate Degree Holders and Technical Personnel Schedules;

(*ix*) Statement showing the number of Post-graduate Degree Holders and Technical Personnel Schedules received, issued, filled-in-schedules collected and blank schedules;

(*x*) Blank Household Schedule Books and Individual Slip Pads;

(*xi*) Blank Post-graduate Degree Holder and Technical Personnel Schedules.

The Enumerators are supposed to hand over these documents with an inventory, which will be filled in duplicate, to the Supervisor concerned. One copy of the inventory will be retained by the Enumerator after obtaining the signatures of the Supervisor on it as a token of delivery of the record to the latter and the other copy will be retained by the Supervisor alongwith the record.

It is the responsibility of the Supervisor to ensure that the record from all the enumerators in his circle is received by him by 6th March, 1991. In order to ensure this, the supervisors must check the work of Enumerators regularly not only in regard to the coverage of all households in his block but also in regard to posting of entries from the household schedules to the working sheets. This will help him in checking the Enumerators Abstracts quickly and also enable him to submit the record to the Charge Officer by 7th March, 1991.

The Supervisors will also prepare an inventory of the record received by them from the Enumerators in duplicate in the form to be supplied to them for this purpose. They will retain one copy of the inventory after obtaining the signatures of the official deputed for collection of record in the charge offices. The other copy alongwith record will be given to the Charge Officers.

The Charge Officers may ensure that the official who is deputed to collect the record in his office has physically checked all the items of the record relating to each enumeration block as entered in the inventory form and sign the inventory form in token of their receipt after he has satisfied himself about the correctness of the record mentioned in the inventory.

The Charge Officers will also have to make arrangments for sending the complete enumeration record as well as the blank schedules and forms to the Regional Tabulation Offices by 11th March, 1991, as follows :—

	Charges	Address of the Regional Tabulation Office where the records are to be sent
I	(a) All the Rural and Urban Charges of Ambala, Yamunanagar, Kurukshetra, Kaithal, Karnal, Panipat & Sonipat Districts. (b) Special charges of Ambala and Panipat Districts	To be communicated separately later
II	(a) All the Rural and Urban charges of Rohtak, Faridabad Gurgaon, Rewari & Mahendragarh Districts. (b) Special charges of Faridabad and Gurgaon Districts	397, Sector 21-A, Faridabad
III	(a) All the Rural and Urban charges of Bhiwani, Jind, Hisar and Sirsa Districts. (b) Special charges of Hisar and Sirsa Districts	Hisar—Address of the office will be communicated later

92-L/J(D)510DCOHaryana—11

For this purpose, they will cause an inventory to be prepared in triplicate in the forms which are being sent with this Circular. One copy of the inventory form will be retained in the Charge Office after obtaining the signatures of the DeputyDirector of Census Operations, incharge of the Regional Tabulation Office concerned, for record while the second copy of the inventory will be handed over alongwith the record in the Regional Tabulation Office and the third copy sent to the Census Directorate. While sending the record to the Regional Tabulation Office, it may be ensured that the blank schedules and forms are separated from the filled in record and packed separately. In no case, a bundle containing blank schedules and forms should contain any filled in schedules or forms. The gunny bags in which the Census material was sent to charge offices may be used for packing and despatch of filled in as well as blank censu sschedules to the Regional Tabulation Office. The filled in record may be got arranged in the charge offices as follows before it is sent to the Regional Tabulation Office.

(*a*) *Notional Maps and Layout Sketches :* All the notional maps and layout sketches in a charge may be arranged in ascending order of the enumeration block numbers.

(*b*) *Abridged Houselist :* These may also be arranged in ascending order of enumeration block numbers for the charge.

(*c*) *Filled-in Household Schedule Books and Individual Slip Pads :* The household schedule books and individual slip pads should be tied up in two separate bundles for each enumeration block. Thus, there will be two bundles of these items for each block.

(*d*) *Working Sheets for Enumerator's Abstract and Enumerator's Abstracts :* The working sheets relating to each enumeration block as well as the Enumerator's abstract will have to be taken out and arranged in ascending order of the enumeration block numbers for working out the Provisional Population Totals immediately on receipt of record in the charge offices. These working sheets and the Enumerators Abstracts alongwith the Working sheets for Charge Abstracts prepared in the charge offices for compiling the Provisional Population Totals, will also be handed over in the Regional Tabulation Office alongwith other record.

(*e*) *Post-graduate Degree Holders and Technical Personnel Schedules :* All the filled-in Post-graduate Degree Holders and Technical Personnel Schedules may be packed separately while the blank schedules should be packed in a separate bundle before their consignment to the Regional Tabulation Office.

(*f*) *Statements showing the number of Post-Graduate Degree Holders And Technical Personnel Schedules received, issued, filled-in Schedules collected and blank schedules :* A consolidated statement will have to be prepared for each charge on the basis of the statements prepared by the Enumerators which will be handed over in the Regional Tabulation Office alongwith the bundles of filled-in and blank Post-graduate Degree Holders and Technical Personnel Schedules.

The Charge Officers will make necessary arrangements for working out the Provisional Population Totals and their communication to the District Census Officers (City Magistrates) and the Census Directorate at Chandigarh, immediately on receipt of the record in their office on 7th March, 1991, for which detailed insrtuctions will be issued through next circular. The charge officers may call a meeting of all the supervisors in their offices on 7th March, 1991, to hand over the record in respect of their circles in case they have not handed over this record before that date.

The District Census Officers, Sub-Divisional Census Officers and all the Charge Officers may kindly be advised to go through this circular as well as the next circular very carefully and adhere to the time schedule given therein as the whole operation is time bound and any delay on the part of the one charge officer will have its chain reaction resulting in the delay in the compilation of the statistics at the state level.

Yours faithfully

Sd/-
(V.S. CHAUDHRI)
Director, Census, Haryana, Chandigarh

No. Census-Hr-O-18022/90 Dated 9-1-91

A copy is forwarded to the Commissioner, Ambala/Rohtak/ Gurgaon/Hisar Division for information.

Sd/-
(V.S. CHAUDHRI)
Director, Census, Haryana
Chandigarh

No. Census-Hr-O-18022/90 dated 9-1-91

A copy is forwarded to the Economic and Statistical Advisor to Govt. of Haryana, Sector 17, Chandigarh for information.

Sd/-
(V.S. CHAUDHRI)
Director, Census, Haryana
Chandigarh.

No. Census-Hr-O-18022/90 Dated 9-1-91

A copy is forwarded for information and necessary action to the :—

1. Deputy Director, Regional Office, Faridabad.
2. Deputy Director, Regional Office, Hisar.

Sd/-

(V.S. CHAUDHRI)
Director, Census, Haryana
Chandigarh

No. Census Hr-O-18022/90 Dated 9-1-91

A copy is forwarded for information and necessary action to :—

1. All the Sub-Divisional Officers(c) in Haryana.
2. All the City Magistrates in the Offices of the Deputy Commissioner in Haryana/District Revenue Officer, Bhiwani.
3. All the District Statistical Officers in Haryana.
4. All the Planning Officers/Economists in Haryana.
5. The Estate Officer, Panchkula Urban Estate, Panchkula.
6. The Administrator, Faridabad Complex Administraton,N.I.T. Faridabad.
7. The Administrator, Faridabad Complex Administration, Ballabgarh.
8. The Administrator, Faridabad Complex Administration, Faridabad Old.
9. The Executive Officer, Cantonment Board, Ambala Cantt.
10. All the Tahsildars in Haryana.
11. All the Executive Officers/Secretaries of Municipal Committees in Haryana.

Sd/-

(V.S. CHAUDHRI)
Director, Census, Haryana
Chandigarh.

No. Census Hr.-O-18022/90 Dated 9-1-91

A copy is forwarded to all the Special Charge Officers for following similar procedure for collection and despatch of Census record including unused schedules and forms. They will communicate the Provisional Populations Total to the City Magistrate of the District concerned and also to the Census Directorate at Chandigarh.

(V.S. CHAUDHRI)
Director, Census, Haryana
Chandigarh.

Census **CIRCULAR NO. 15**

Most Immediate **No. Census-Hr-O. 18019/90**

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, HARYANA
SCO NO 1074-75, SECTOR 22-B, CHANDIGARH-160022
POST BOX No. 910

To

1. All the Deputy Commissioners in Haryana
2. The Chief Administrator,
   Faridabad Complex Administration,
   Faridabad.
3. The Administrator,
   Haryana Urban Development Authority,
   Panchkula.

Dated Chandigarh, the 9-1-1991

SUB :— *Supervision and checking of work relating to Actual Enumeration between* 9-2-1991 *to* 5-3-1991.

Sir,

The second and final round of training of Enumerators and Supervisors in connection with 1991-Census will be over by 25-1-1991. All the Charge Officers may kindly be asked to send a report about the completion of the training and the distribution of census material to this office immediately after 25-1-91.

92-L/J(D)510DCOHaryana—11(a)

2. As communicated earlier, Actual Enumeration will be done in the field from 9th February 1991 to 28th February, 1991, with a revisional round from 1st March to 5th March, 1991. The Government of Haryana have already issued instructions that the officials engaged in census work may be considered as on duty and be permitted to be away from their offices for the major part of the working hours from February 9, 1991 to February 28, 1991 and exclusively on census work for the whole day from March 1 to March 5, 1991, vide letter No. 45/7/90 GSI dated 31-10-1990.

3. Keeping in view the actual work-load of each Enumerator/Supervisor, there will be no difficulty in completing the work in the stipulated period if each Enumerator/Supervisor devotes half day to this work. The Charge Officer have to ensure that the entire work is completed as per the time schedule.

4. In order to monitor the progress of work in the field, it is suggested that *the Charge Officers may call meetings of Supervisors at regular intervals.* The first meeting may be called by them on *15th February*, 91 to get a report from the Supervisors that the work has started in all the blocks comprised in their circles. The second meeting may be called on *25th Feb.* 1991 in which they should be asked to report the progress of work giving the exact number of households covered in each block as against the total number of households in the block. The Charge Officers may have to take some steps to expedite the work in the circles/blocks where the work is found to be behind the Schedule. The Charge Officers may report the position giving the percentage of households covered in each block upto 22nd Feb. 1991 on the basis of the information collected by them in this meeting to the District Census Officers concerned who in turn will send a report telegraphically to the undersigned giving the overall picture of the work in their respective districts. The third meeting may be called of *only* those supervisors on *7th March,* 1991, the record in respect of whose circles is not received by the Charge Officers by 6th March, 1991. *The dates and the purpose of these meetings should be told to the Supervisors during the course of their training.*

5. Checking of the work of the Enumerators and Supervisors at site during the field operations by the higher functionaries is also very important. This checking may be done at the following scales :—

(*a*) The Charge Officers should make a random check of work of Enumerators and Supervisors in at least 20 percent of the blocks in their charges.

(*b*) The Sub-Divisional Census Officers should inspect the work in at least 10 percent of the blocks in their Sub-Divisions.

(*c*) The District Census Officers should inspect the work in at least 5 per cent of the blocks in their districts.

6. A survey will be conducted in a few selected blocks in the State immediately after the Census is over to ascertain the extent of the coverage and content error in the Census conducted. The selection of blocks will be done at random by the Government of India and it can not be said which block will be selected for checking of work. It will be a sad reflection on the efficiency of the Supervisory Officers if the percentage of coverage and content error is found to be high. It is, therefore, once again stressed that the Supervisory Officers should take pains to check the enumeration work in the field very meticulously.

7. The officers of the Directorate of Census Operations and the Economic and Statistical Organisation, Haryana will also be deputed to check the work on the spot and to render help and guidance to the officials associated with this work in the field. Some of these officers may not be having any transport with them and the Charge Officers, Sub-Divisional Census Officers and District Census Officers may be instructed either to accompany them or to provide them the vehicles available with them for this purpose. The Government of Haryana have already issued necessary instructions to this effect vide their letter No. 636I-R-IV-89/25000 dated 17-11-1989 addressed to all the Deputy Commissioners and Heads of the Departments in the state.

8. Senior Officers from the Government of India may also like to come and inspect the work during field operation. The programme of these officers will be communicated to all concerned as and when the information in this regard is received from the Ministry of Home Affairs, Government of India, New Delhi. I will also be coming to meet you during this period to ensure that there is no difficulty in the work and that the same is going on smoothly.

Hindi Version will follow.

Yours faithfully

Sd/-

(V.S. CHAUDHRI)
Director, Census, Haryana
Chandigarh

No. Census-Hr.-O. 18019/90 Dated 9-1-1991

A copy is forwarded to the Commissioner, Ambala/Rohtak/Gurgaon/Hisar Division for information.

Sd/-

(V.S. CHAUDHRI)
Director, Census, Haryana
Chandigarh

No. Census-Hr.O. 18019/90 Dated 9-1-1991

A copy is forwarded to the Economic and Statistical Advisor to Government of Haryana, Sector 17, Chandigarh for information.

Sd/—

(V.S. CHAUDHRI)
Director, Census, Haryana
Chandigarh.

No. Census-Hr.O.18019/90 Dated 9-1-1991

A copy is forwarded to the :—

1. Deputy Director, Regional Office, Faridabad.
2. Deputy Director, Regional Office, Hisar, for information and necessary action.

Sd/—

(V.S. CHAUDHRI)
Director, Census, Haryana
Chandigarh.

No. Census-Hr.O.18019/90 Dated 9-1-1991

A copy is forwarded for information and necessary action to :—

1. All the Sub-Divisional Officers (C) in Haryana.
2. All the City Magistrates in the Office of the Deputy Commissioners in Haryana/District Revenue Officer Bhiwani.
3. All the District Statistical Officers in Haryana.
4. All the Planning Officers/Economists in Haryana.
5. The Estate Officer, Panchkula Urban Estate, Panchkula.
6. The Administrator, Faridabad Complex Administration, N.I.T· Faridabad.
7. The Administrator, Faridabad Complex Administration, Ballabgarh.
8. The Administrator, Faridabad Complex Administration, Faridabad Old.
9. The Executive Officer, Cantonment Board, Ambala Cantt.
10. All the Tahsildars in Haryana.
11. All the Executive Officers/Secretaries of Municipal Committees in Haryana.

Sd/—

(V.S. CHAUDHRI)
Director, Census, Haryana
Chandigarh.

CENSUS **CIRCULAR NO. 16**

MOST IMMEDIATE **No. Census-Hr.O-26012/90**

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, HARYANA
S.C.O. NO. 1074-75, SECTOR 22-B, CHANDIGARH-160022
POST BOX NO. 910

To

1. All the Deputy Commissioners in Haryana.
2. The Chief Administrator,
   Faridabad Complex Administration, Faridabad.
3. The Administrator, Haryana Urban Development Authority,
   Panchkula.

Dated Chandigarh, the 11-2-91

SUB :—1991 *Census—Provisionl Population Totals*

Sir,

This circular, which is perhaps the last in the series so far as 1991 Census is concerned, contains instructions for the compilation and communication of Provisional Population Totals by the Charge Officers and District Census Officers. The Charge Officers will have to make the following arrangements for working out the population totals of each Charge immediately on receipt of the record from the Enumerators and Supervisors on 7-3-91 so as to ensure that the Population Totals are communicated to the District Census Officers concerned and to the office of the undersigned on 8-3-91 without fail :—

(a) The 'Working Sheets for Enumerator's Abstract' and the 'Enumerators Abstract' for each Enumerator's Block should be taken out and arranged seperately in ascending order of the block numbers in the charge.

(*b*) The totals for each Enumerator's Block as given on the last page of the working sheet for the normal households of each Block should be posted in the Working Sheets for the Charge Abstract. The blank forms of Working Sheets for the Charge Abstract are being supplied to the Charge Officers with this Circular.

(*c*) The form of 'Working sheet for the Charge Abstract' is identical to the form of 'Working Sheet for the Enumerator's Abstract' except that in column 2, the number of Enumerator's Block is to be given in place of serial number of the household. The Block numbers should be written in advance in the Working Sheets serially in ascending order in order to facilitate the posting of the totals from the working sheet for the normal households of each block as soon as the record is received in the Charge Office. This will also ensure that no block is left out in the charge while working out the totals for the whole charge.

(*d*) The posting of totals in the Working sheets should be checked by an experienced and responsible official and thereafter the totals for each page of the Working sheet should be done for each column. The totals for each page should be carried forward to the next page and taken into account while recording the totals on subsequent page. These totals should be checked and rechecked before communicating the population of the charge to the District Census Officer concerned and Census Directorate at Chandigarh.

The Tahsildars, Kalka, Ambala, Jagadhri, Karnal, Rohtak Gurgaon and Rewari, who are also Charge Officers for the Census Towns will communicate the Provisional Population Totals for their tahsils and Census towns in their charge seperately. *The population figures of Census towns should not be included in the population figures of the tahsil.* For this they will have to get the Working Sheets for Charge Abstract prepared seperately for the Census towns and the rest of the tahsil.

The Charge Officers will communicate the population figures to the District Census Officers and the office of the undersigned by express telegram, police wireless message, telephone or through special messanger whichever is deemed to be quickest means of communication. They should ensure that the information reaches the quarters concerned on 8-3-91 without fail. When these figures are communicated by telegram or police wireless message, a copy of the same must be endorsed and sent by post in confirmation.

The format in which Provisional Population Totals are to be communicated by the Charge Officers to the District Census Officers as well as to the Census Directorate at Chandigarh is given below :—

1991 CENSUS PROVISIONAL TOTALS

Charge (name)——————District (name) ——————
Tahsil/Town
Males ——————Females ——————
Total population ——————
Literate Males ——————Literate Females ——————
Total Literates ——————

All the Census record including unused forms and schedules and the Working Sheets prepared by the Charge Officers will be sent by the Charge Officers to the Regional Census Offices concerned between 9-3-91 to 11-3-91. The names and addresses of the Regional Census Offices to which the record is to be sent by the various Charge Officers in the State is given below :—

	Charges	Address of the Regional Tabulation Office where the records are to be sent
I	(a) All the Rural and Urban Charges in Ambala, Yamunanagar, Kurukshetra, Karnal, Panipat and Sonipat Districts. (b) Special Charges in Ambala and Panipat Districts.	SCO No 843, Kalka Chandigarh Road, Manimajra (Chandigarh)
II	(a) All the Rural and Urban Charges in Rohtak, Faridabad, Gurgaon, Rewari and Mahendragarh Districts. (b) Special Charges in Faridabad and Gurgaon Districts.	397, Sector 21-A, Faridabad
III	(a) All the Rural and Urban Charges in Kaithal, Bhiwani, Jind, Hisar and Sirsa Districts. (b) Special Charges in Hisar and Sirsa Districts.	Siswalia Dal Mill, Beyond D. N. College Hostel, Ludas Road, K. C. Nagar, Hisar.

At the District level the District Census Officers will ensure that the Population Totals of all the Charges in the District including the Special Charges are received by them on 8-3-91. The list of Special Charges and the names and addresses of the Special Charge Officers will be communicated to the District Census Officers concerned separately, which is to be kept confidential. They will cause the total of all the Charges in their District worked out, checked and communicated the same in the form given below to the office of the undersigned as well as to the Registrar General, India, Ministry of Home Affairs, 2-A, Mansingh Road, New Delhi-110011 through express telegram, police wireless message or telephone whichever is deemed to be quickest means of communication for this purpose, on 9-3-91.

1991 CENSUS PROVISIONAL TOTALS

State (name)——————District (Name)——————
Males ——————Females ——————
Total Population ——————
Literate Males ——————Literate females ——————
Total Literates ——————

The telegraphic address and telephone numbers at which the population totals are sought to be communicated are given below :—

	Telegraphic address	Telephone numbers
The Registrar General, India, Ministry of Home Affairs, 2-A, Mansingh Road, New Delhi-110011	REGGENLIND NEW DELHI	383761 383145 389278 381917 386583
The Director, Census, Haryana, S.C.O. No. 1074-75, Sector 22-B, Post Box No. 910, Chandigarh-160022	HARCENSUS CHANDIGARH	31336 31734

Telephone messages will be received round the clock in the office of the undersigned and in the office of the Registrar General, India New Delhi on 8th and 9th March, 1991. Copies of the telegrams, police wireless messages and telephone messages should also be sent by post in confirmation.

National Informatic Centre has set up Computor Centres at all the district Headqurters except Panipat, Kaithal and Yamunanagar and necessary arrangement has also been made to collect the population figures by the Computer Centres at the district headquarters and transmit the same to the State Headquarters as well as to the national network. The District Census Officers may get in touch with the Officers Incharge of the Computer Centres in their districts and acquaint themselves with the procedure for collection and transmission of population figures by them. They may also instruct the Census Assistants concerned to contact the Officers Incharge of these Centres and get the necessary training in submitting the form in which the population figures are to be compiled by these Centres.

It has been the glorious tradition of the Indian Census to release the Provisional Population Totals in the least possible time after the actual enumeration is over. The speed with which the population figures were released in the earlier Censuses has always been a matter of pride for us and I hope that we will be able to keep up this tradition this time also with your cooperation and earnest efforts being put in by the Charge Officers and the District Census Officers in the field.

It may be added here that the Provisional Population Totals will be released by the Registrar General, India, New Delhi for the whole country in the first instance and thereafter by the Director of Census Operations for the State concerned. No information is to be released by any other officer at any level and at any stage before or after the release of provisional population totals by the two authorities.

Yours faithfully,

Sd/-
(V.S. CHAUDHRI)
Director, Census, Haryana
Chandigarh

No. Census-Hr.O. 26012/90 Dated 11-2-91

A copy is forwarded to the Commissioner, Ambala/Rohtak/Gurgaon/Hisar Division for information.

(V.S. CHAUDHRI)
Director, Census, Haryana
Chandigarh.

No. Census-Hr.O. 26012/90 Dated 11-2-91

A copy is forwarded to the Economic and Statistical Advisor to Govt. of Haryana, Sector 17, Chandigarh for information.

Sd/-
(V.S. CHAUDHRI)
Director, Census, Haryana
Chandigarh

No. Census-Hr.O.26012/90 Dated 11-2-91

A copy is forwarded for information and necessary action to the :—

1. Deputy Director, Regional Office, Faridabad.
2. Deputy Director, Regional Office, Hisar.

Sd/-
(V.S. CHAUDHRI)
Director, Census, Haryana,
Chandigarh

No. Census-Hr.O. 26012/90 Dated 11-2-91

A copy is forwarded for information and necessary action to :—

1. All the Sub-Divisional Officers (C) in Haryana.
2. All the City Magistrates in the Offices of the Deputy Commissioners in Haryana/District Revenue Officer Bhiwani.
3. All the District Statistical Officers in Haryana
4. All the Planning Officers/Economists in Haryana.
5. The Estate Officer, Panchkula Urban Estate, Panchkula.
6. The Administrator, Faridabad Complex Administration, N.I.T., Faridabad.
7. The Administrator, Faridabad Complex Administration, Ballabgarh.
8. The Administrator, Faridabad Complex Administration, Faridabad Old.
9. The Executive Officer, Cantonment Board, Ambala Cantt.
10. All the Tahsildars in Haryana.
11. All the Executive Officers/Secretaries of Municipal Committees in Haryana.

Sd/-
(V.S. CHAUDHRI)
Director, Census, Haryana
Chandigarh

No. Census-Hr.O. 26012/90 Dated 11-2-91

A copy is forwarded to all the Special Charge Officers for following similar procedure for compilation of Provisional Population Totals. They will communicate the Provisional Population Totals to the City Magistrate of the District concerned and also to the Census Directorate at Chandigarh.

Sd/-

(V.S. CHAUDHRI)
Director, Census, Haryana
Chandigarh

No. Census-Hr.O. 26012/90 Dated 11-2-91

A copy is forwarded to the State Informatics Officer, National Informatic Centre, Haryana State Unit, Room No. 49, 9th floor, Haryana Civil Secretariate, Chandigarh-160001 for information.

Sd/-

(V.S. CHAUDHRI)
Director, Census, Haryana
Chandigarh

STATEMENT SHOWING THE BUDGET ESTIMATES AND EXPENDITURE FOR THE YEARS 1988-89 TO 1991-92

Head of Account & Description	Budget Estimates				Actual Expenditure			
	1988-89	1989-90	1990-91	1991-92	1988-89	1989-90	1990-91	1991-92
D. 1(1) (1) *Superintendence*								
D. 1(1) (1) (1) Salaries	8,59,000	9,68,000	11,33,000	11,65,000	8,52,307	9,44,360	10,62,990	10,32,962
D. (1) (1) (2) Wages	—	—	—	—	—	—	—	—
D. 1 (1) (1) (3) Travel Expenses	15,000	15,000	45,000	35,000	17,192	15,756	27,280	18,528
D. 1 (1) (1) (4) Office Expenses	1,30,000	60,000	60,000	60,000	1,30,756	65,940	55,090	101,542
D. 1 (1) (1) (5) Rent, Rates & Taxes	2,52,000	2,52,000	3,78,000	3,78,000	2,52,000	2,52,000	3,74,274	381,387
Total : Superintendence	12,56,000	12,95,000	16,16,000	16,38,000	12,52,255	12,78,056	15,19,634	15,34,419
D. 1 (3) (1) *Enumeration*								
D. 1 (3) (1) (1) Salaries	—	1,49,000	19,35,000	—	—	—	15,29,500	—
D. 1 (3) (1) (2) Travel Expenses	—	10,000	1,10,000	—	—	—	—	—
D. 1 (3) (1) (3) Honorarium to Enumerators	—	—	33,000	—	—	—	66,000	—
D. 1 (3) (1) (4) Other Charges	—	60,000	2,26,000	—	—	—	8,907	—
Total Enumeration	—	2,19,000	23,04,000	—	—	—	16,04,407	—
D. 1(3) (2) *Abstraction & Compilation*								
D. 1(3) (2) (1) Salaries	7,94,000	10,71,000	14,32,000	98,85,000	7,90,504	8,82,433	13,91,610	74,22,009
D. 1(3) (2) (2) Wages	—	—	—	—	—	—	—	—
D. 1(3) (2) (3) Travel Expenses	35,000	40,000	80,000	80,000	42,837	46,058	1,09,650	1,12,957
D. 1(3) (2) (4) Office Expenses	50,000	80,000	7,47,000	3,50,000	49,999	1,86,535	6,53,428	5,60,591
D. 1 (3) (2) (5) Rent, Rates & Taxes	23,000	37,000	3,37,000	15,09,000	14,400	37,200	1,15,478	7,07,605
Total : Abstraction & Compilation	9,02,000	12,28,000	25,96,000	118,24,000	8,97,740	11,52,226	22,70,166	88,03,162
D. 1((3) (3)—Publication	—	—	1,25,000	1,25,000	—	—	1,11,604	91,594
D. 1(3) (4) *Registration, Promotion Methods Research and Population Studies*								
D. 1 (3) (4) (1) Salaries	4,18,000	4,94,000	5,52,000	5,63,000	4,16,840	4,55,087	5,09,804	3,79,704
D. 1 (3) (4) (2) Travel Expenses	60,000	55,000	55,000	55,000	75,536	56,349	82,291	32,541
D. 1 (3) (4) (3) Office Expenses	28,000	60,000	70,000	60,000	30,003	61,352	54,922	65,080
D. 1 (3) (4) (4) Payment for professional & special services	— 13,000	13,000	13,000	13,000	12,600	12,435	12,525	12,600
Total Registration etc.	5,19,000	6,22,000	6,90,000	6,91,000	5,34,979	5,85,223	6,59,542	4,89,925
D. 1(3) (5)—*Regional Division of India to Study & Evaluate Census—Data— A Cartographic Analysis*								
D. 1 (3) (5) (1) Salaries	—	—	1,55,000	1,74,000	—	—	1,59,103	1,59,475
D. 1 (3) (5) (2) Travel Expenses	—	—	10,000	7,000	—	—	7,325	4,984
D. 1 (3) (5) (3) Office Expenses	—	—	—	—	—	—	—	—
Total Regional Divisions etc.	—	—	1,65,000	1,81,000	—	—	1,66,428	1,64,459
Total Non Plan	26,77,000	33,64,000	74,96,000	144,59,000	26,84,974	30,15,505	63,31,781	1,10,83,559
*(D)*1 (3) (16)—*Improvements in Vital Statistics System (Plan)*								
D. 1 (3) (16) (4)—Payment for professional & special services	15,000	15,000	15,000	15,000	14,880	14,695	14,805	14,880
D. 1 (3) (5)—*Regional Division of India to study and evaluate Census data—A Cartographic Analysis (Plan)*								
D. 1(3) (5) (1) Salaries	1,32,000	1,47,000	—	—	1,26,154	1,41,599	—	—
D. 1(3) (5) (2) Travel Expenses	20,000	15,000	—	—	17,621	9,343	—	—
Total D. 1 (3) (5) Regional Division etc.	1,52,000	1,62,000	—	—	1,43,775	1,50,942	—	—
Total Plan	1,67,000	1,77,000	—	—	1,58,655	1,65,637	14,805	—
Total Non Plan and Plan	28,44,000	35,41,000	75,11,000	144,74,000	28,43,629	31,81,142	63,46,586	1,10,98,439

DETAILS OF ITEMS RECEIVED FROM O/O RGI AND OTHER SOURCES IN CONNECTION WITH HOUSELISTING (TRAINING)

Sr. No.	Item	Quantity received		Remarks
		Hindi	English	
1	2	3	4	5
1	Houselist	45,000	1,000	
2	Houselist Abstract	45,000	1,000	
3	Instructions booklets for filling up the Houselist	45,000	1,000	
4	Enterprise list	45,000	1,000	
5	Enterprise list Abstract	45,000	1,000	
6	Instructions booklets for filling up Enterprise list	38,500	7,500	
7	Forms for Notional Map and Layout Sketch	45,000	—	

DETAILS OF FORMS RECEIVED FROM O/O RGI AND OTHER SOURCES IN CONNECTION WITH HOUSELISTING (ACTUAL)

1	2	3	4	5
1	Houselist	7,80,000*	14,000	*It includes 10,000 form received from D.C.O., U.T., Chandigarh
2	Houselist Abstract	80,000	—	
3	Enterprise list	255,000	6,000	
4	Enterpriselist Abstract	62,000	2,000	
5	Forms for Notional Map and Layout Sketch	80,000	—	

DETAILS OF ITEMS RECEIVED FROM O/O RGI AND OTHER SOURCES IN CONNECTION WITH ACTUAL ENUMERATION (TRAINING)

Sr. No.	Item	Quantity received		Remarks
		Hindi	English	
1	2	3	4	5
1	Instructions booklets for filling up the Household Schedule and Individul Slip	45,000	1,000	
2	Abridged Houselist (Main)	1,40,000	1,000	
	(a) Continuation Sheet Section-2	34,000	1,000	
	(b) Continuation Sheet Section-3	70,000	1,000	
3	Household Schedules (Books of 11)	45,000	1,000	
4	Individual Slips (Pads of 10)	45,000	1,000	
5	Working sheets for Enumerator's abstract	45,000	1,000	
6	Enumerator's Abstract	45,000	1,000	
7	Forms for Notional Map and Layout Sketch	45,000	—	
8	Post graduate degree holder and technical personnel schedules	36,000	5,000	

DETAILS OF ITEMS RECEIVED FROM O/O RGI AND OTHER SOURCES IN CONNECTION WITH ACTUAL ENUMERATION (ACTUAL)

Sl. No.	Item	Quantity received		Remarks
		Hindi	English	
1	*Household Schedules*			
	(a) Books of 23	2,02,800	—	
	(b) Books of 11	66,800	—	
2	*Individual Slips*			
	(a) Pads of 50	5,03,000	—	
	(b) Pads of 25	59,200	—	
	(c) Pads of 10	70,000	—	
3	Working sheets for Enumerator's Abstract	350,000	—	
4	Enumerator's Abstract	110,000	—	
5	Post Graduate Degree Holder and Technical Personnel Schedules	401,000	280,000	
6	Forms for Notional Map and Layout Sketch	130,000	—	
7	Posters (UNIFEM) including other posters	111,050	16,000	
8	Supervisor's Manual	5,500	150	

FORMS PRINTED LOCALLY FOR USE IN HOUSELISTING OPERATION

Sl. No.	Item	Quantity printed	Remarks
1	Appointment letter-cum-identity card for enumerators	34,000	
2	Appointment letter-cum-identity card for supervisors	6,000	
3	Charge Register	860	
4	Attendance and Forms Register	460	
5	Supervisor's main functions and responsibility	7,000	
6	Schedules Castes list for houselisting	70,000	
7	The Census Act, 1948	500	
8	Census Calendar	500	
9	The East Punjab Enumeration of Dwellings Act, 1948	500	
10	Training letter	50,000	
11	*Training Chart*		
	(a) Houselist	2,000	
	(b) Houselist Abstract	2,000	
	(c) Enterpriselist	2,000	
	(d) Enterprise list Abstract	2,000	
12	*Training Chart*		
	Explaining definitions of building, census house, household & enterprise	1,000	each
13	Charge Houselist.Abstract	2,000	
14	Index Slip bundle	5,000	
15	Index Slip Enumeration Block	30,000	
16	Inventory	6,000	

FORMS PRINTED LOCALLY FOR USE IN ACTUAL ENUMERATION

Sl. No.	Item	Quantity printed	Remarks
1	Appointment letter-cum-identity card for enumerators	34,000	
2	Appointment letter-cum-identity card for supervisors	8,000	
3	Charge Register	1,000	
4	Attendance and Forms Register	600	
5	Supervisor's main functions and responsibility	7,000	
6	Abridged instructions to enumerators	32,000	
7	Scheduled Castes list for enumeration	20,000	
8	Training Charts (Individual Slip and Household Schedule)	800	each
9	Training letter	40,000	
10	Working sheet for preparing charge abstract	2,000	
11	Posters (Two types)	100,000	each
12	Slip for pasting on the bundles of training material for enumeration	2,000	
13	Slip for pasting on the bundles of actual material for enumeration	6,000	
14	Inventory for Enumerators	70,000	
15	Inventory for Supervisors	14,000	
16	Inventory for post-graduate degree holders and technical personnel schedules	30,000	
17	Inventory for Charge Officers	7,000	
18	List of important historical events	40,000	

DISTRIBUTION OF TRAINING MATERIAL—HOUSELISTING

Sr. No.	Name of the District	Houselist form	Houselist abstract form	Enter-prise list form	Enter-prise list abstract form	Instruc-tion booklets Houselist	Instruc-tion booklets-Enter-prise list	Notional Map/ Layout Sketch	Scheduled Castes list	Training letter	Training charts (8 types)	Attendance & Form Register	Appoint-ment letter-cum-identity card for Enumera-tors	Appoint-ment letter-cum-identity card for Supervisors
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	HARYANA . . .	38,500	38,500	38,500	38,500	35,500	38,500	38,500	38,500	38,500	609	314	29,036	5,684
1	Ambala . . .	2,860	2,860	2,860	2,860	2,860	2,860	2,860	2,860	2,860	47	24	2,136	421
2	Yamunanagar . .	2,255	2255	2,255	2,255	2,255	2,255	2,255	2,255	2,255	41	21	1,709	339
3	Kurukshetra . . .	1,595	1,595	1,595	1,595	1,595	1,595	1,595	1,595	1,595	25	12	1,194	238
4	Kaithal . . .	1,950	1,950	1,950	1,950	1,950	1,950	1,950	1,950	1,950	30	14	1,452	291
5	Karnal . . .	2,115	2,115	2,115	2,115	2,115	2,115	2,115	2,115	2,115	35	17	1,600	322
6	Panipat . . .	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	29	13	1,359	273
7	Sonipat . . .	1,785	1,785	1,785	1,785	1,785	1,785	1,785	1,785	1,785	27	13	1,346	263
8	Rohtak . . .	4,225	4,225	4,225	4,225	4,225	4,225	4,225	4,225	4,225	64	31	3,204	624
9	Faridabad . . .	3,115	3,115	3,115	3,115	3,115	3,115	3,115	3,115	3,115	48	26	2,365	466
10	Gurgaon . . .	2,735	2,735	2,735	2,735	2,735	2,735	2,735	2,735	2,735	46	26	2,058	384
11	Rewari . . .	1,415	1,415	1,415	1,415	1,415	1,415	11,415	1,415	1,415	23	13	1,092	210
12	Mahendragarh . .	1,515	1,515	1,515	1,515	1,515	1,515	1,515	1,515	1,515	24	13	1,145	222
13	Bhiwani . . .	2,740	2,740	2,740	2,740	2,740	2,740	2,740	2,74	2,740	42	23	2,060	402
14	Jind . . .	2,280	2,280	2,280	2,280	2,280	2,280	2,280	2,280	2,280	35	19	1,720	336
15	Hisar . . .	4,135	4,135	4,135	4,135	4,135	4,135	4,135	4,135	4,135	64	33	3,120	607
16	Sirsa . . .	1,980	1,980	1,980	1,980	1,980	1,980	1,980	1,980	1,980	29	16	1,476	286

DISTRIBUTION OF ACTUAL MATERIAL—HOUSELISTING

Sr. No.	Name of the District	Houselist	Houselist abstract	Eterprise list	Enterprise list abstract	Notional Map/Layout Sketch	Charge Register	Supervisor's Manual	Charge Houselist abstract
1	2	3	4	5	6	7	8	9	10
	HARYANA	653,760	40,850	196,267	40,850	65,465	628	6,351	1,751
1	Ambala	47,160	2,945	14,270	2,945	4,765	48	392	127
2	Yamunanagar	40,080	2,510	12,030	2,510	4,010	42	381	99
3	Kurukshetra	26,520	1,650	7,955	1,650	2,653	24	257	66
4	Kaithal	32,640	2,035	9,790	2,035	3,260	28	311	90
5	Karnal	36,120	2,260	10,835	2,260	3,615	34	338	95
6	Panipat	30,480	1,900	9,140	1,900	3.050	26	341	85
7	Sonipat	30,120	1,880	9,035	1,880	3,010	26	277	78
8	Rohtak	71,760	4,480	21,515	4,480	7,170	62	677	184
9	Faridabad	53,520	3,345	16,065	3,345	5,355	52	572	202
10	Gurgaon	46,560	2,920	13,975	2,920	4,650	52	409	133
11	Rewari	24,360	1,525	7,315	1,525	2,440	26	234	64
12	Mahendragarh	25,560	1,600	7,675	1,600	2,565	26	249	59
13	Bihwani	46,200	2,875	13,858	2,875	4,632	46	479	119
14	Jind	39,000	2,430	11,700	2,430	3,910	38	351	89
15	Hisar	70,560	4,425	21,179	4,425	7060	66	684	180
16	Sirsa	33,120	2,070	9,930	2,070	3,320	32	399	81

DISTRIBUTION OF TRAINING MATERIAL—ACTUAL ENUMERATION

Sr. No.	Name of the District	Instruction booklets for filling up H.H.S. & I.S.	Individual Slips (Pads of 10)	Household Schedule (Books of 11)	Notional Map/ Layout Sketch	S.C. List	Working Sheet for enumerator's abstract	Enumerator's Abstract	Post-Graduate Degree Holder and Technical Personnel Schedule	Training Letter	Posters (UNIFEM)	Training Charts (3 Types)	Attendance & Form Register	Appointment letter-cum-Identity card for enumerators	Appointment letter-cum-Identity card for Supervisors
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	HARYANA .	34,767	34,767	34,767	34,767	34,767	34,767	34,767	34,767	34,767	26,457	618	382	29,341	5,763
1	Ambala . .	2,325	2,325	2,325	2,325	2,325	2,325	2,325	2,325	2,325	1,799	47	27	1,985	378
2	Yamunanagar .	1,996	1,996	1,996	1,996	1,996	1,996	1,996	1,996	1,996	1,509	41	25	1,659	334
3	Kurukshetra .	1,390	1,390	1,390	1,390	1,390	1,390	1,390	1,390	1,390	1,052	25	16	1,155	252
4	Kaithal . .	1,620	1,620	1,620	1,620	1,620	1,620	1,620	1,620	1,620	1,215	30	17	1,360	278
5	Karnal . .	2,090	2,090	2,090	2,090	2,090	2,090	2,090	2,090	2,090	1,601	35	22	1,762	348
6	Panipat . .	1,675	1,675	1,675	1,675	1,675	1,675	1,675	1,675	1,675	1,291	29	17	1,430	270
7	Sonipat . .	1,450	1,450	1,450	1,450	1,450	1,450	1,450	1,450	1,450	1,118	27	15	1,235	234
8	Rohtak . .	3,925	3,925	3,925	3,925	3,925	3,925	3,925	3,925	3,925	3,029	74	41	3,361	594
9	Faridabad .	3,167	3,167	3,167	3,167	3,167	3,167	3,167	3,167	3,167	2,291	48	32	2,651	524
10	Gurgaon .	2,574	2,574	2,574	2,574	2,574	2,574	2,574	2,574	2,574	1,951	46	34	2,157	445
11	Rewari . .	1,245	1,245	1,245	1,245	1,245	1,245	1,245	1,245	1,245	957	22	15	1,036	220
12	Mahendragarh	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1(300	1,300	1,017	24	14	1,122	190
13	Bhiwani .	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	1,953	42	29	2,151	425
14	Jind . .	1,980	1,980	1,980	1,980	1,980	1,980	1,980	1,980	1,980	1,518	35	21	1,670	327
15	Hisar . .	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	2,827	64	39	3,137	644
16	Sirsa .	1,745	1,745	1,745	1,745	1,745	1,745	1,745	1,745	1,745	1,329	29	18	1,470	300

DISTRIBUTION OF ACTUAL MATERIAL FOR MAIN ENUMERATION, 1991

Sr. No.	Name of the District	Charge Register	Abridged Houselist (Main)	Abridged Houselist (Section 2)	Abridged Houselist (Section 3)	Individual Slip pads		House hold Schedule Books		Notional Map/ Layout Sketch	Working Sheet for enumerator's abstract	Enumeration abstract
						50	25	23	11			
		1	2	3	4	5	6	7	8	9	10	11
	HARYANA	670	56,689	28,298	28,298	386,555	48,509	147,444	46,310	96,988	242,330	72,729
1	Ambala	58	3,870	1,934	1,934	25,965	3,270	9,810	3,075	6,540	16,350	4,905
2	Yamunanagar	46	3,110	1,554	1,554	21,910	2,750	8,250	2,660	5,500	13,750	4,125
3	Kurukshetra	26	2,110	1,055	1,055	15,360	1,914	5,742	1,962	3,828	9,570	2,871
4	Kaithal	36	3,130	1,565	1,565	17,850	2,230	6,690	2,240	4,460	11,150	3,345
5	Karnal	32	3,180	1,590	1,590	23,380	2,918	8,754	2,944	5,836	14.590	4,377
6	Panipat	28	3,080	1,540	1,540	18,780	2,360	7,080	2,260	4,720	11,800	3,540
7	Sonipat	30	2,780	1,390	1,390	16,225	2,040	6,120	1,945	4,080	10,200	3,060
8	Rohtak	68	6,110	3,055	3,055	44,165	5,566	16,698	5,203	11,132	27,830	8,349
9	Faridabad	72	5,760	2,880	2,880	35,010	4,382	13,152	4,322	8,768	21,920	6,576
10	Gurgaon	48	4,060	2,030	2,030	28,400	3,552	10,656	2,536	7,111	17,760	5,339
11	Rewari	24	2,070	1,035	1,035	13,745	1,720	5,160	1,705	3,440	8,600	2,580
12	Mahendragarh	22	1,940	970	970	14,585	1,842	5,526	1,691	3,684	9,210	2,763
13	Bhiwani	50	3,980	1,990	1,990	28,190	3,544	10,608	3,439	7,072	17,680	5,305
14	Jind	32	3,119	1,515	1,515	22,075	2,780	8,330	2,690	5,555	13,850	4,165
15	Hisar	66	5,640	2,820	2,820	41,430	5,176	15,528	5,198	10,352	25,880	7,764
16	Sirsa	32	2,750	1,375	1,375	19,485	2,465	9,340	2,440	4,910	12,190	3,665

DISTRIBUTION OF ACTUAL MATERIAL FOR MAIN ENUMERATION 1991—*concld.*

Sr. No.	Name of the District	Post Graduate Degree Holder and Technical Personnel Schedule	Inventory for Enumerators	Inventory for Supervisors	Inventory for PGDHT Schedule	Inventory for Charge Officers	Abrided Instruction to Enumerators	Supervisors Manual	Hand Bills (Three types)	List of important historical events	Working Sheet for preparing Charge Abstract
		12	13	14	15	16	17	18	19	20	21
	HARYANA	569,882	53,301	10,130	26,633	3,586	28,991	5,496	267,436	31,727	1,554
1	Ambala	41,744	3,597	635	1,796	248	1,958	342	17,256	2,117	101
2	Yamunanagar	34,071	3,025	568	1,511	212	1,649	313	13,394	1,792	91
3	Kurukshetra	21,429	2,105	442	1,052	142	1,145	239	10,384	1,272	57
4	Kaithal	23,266	2,451	495	1,225	164	1,335	268	12,522	1,471	67
5	Karnal	35,183	3,208	653	1,603	206	1,747	356	16,506	1,916	89
6	Panipat	27,125	2,595	475	1,296	164	1,412	256	14,480	1,531	69
7	Sonipat	24,806	2,240	408	2,120	144	1,230	225	11,840	1,323	64
8	Rohtak	65,145	6,120	1,065	3,060	409	3,331	576	30,518	3,588	188
9	Faridabad	67,488	4,821	936	2,409	315	2,624	507	22,770	2,880	138
10	Gurgaon	39,725	3,903	775	1,947	284	2,115	417	19,812	2,348	117
11	Rewari	17,540	1,894	370	945	124	1,021	201	9,690	1,144	55
12	Mahendragarh	18,385	2,033	342	1,015	136	1,107	185	10,134	1,184	60
13	Bhiwani	38,430	3,892	732	1,940	273	2,110	396	19,896	2,318	120
14	Jind	29,860	3,045	572	1,524	197	1,656	310	15,509	1,815	88
15	Hisar	58,370	5,692	1,135	2,855	387	3,094	618	29,444	3,423	166
16	Sirsa	27,315	2,680	527	1,335	181	1,457	287	12,800	1,605	84

ANNEXURE E

Census Act, 1948 and notifications issued thereunder

THE CENSUS ACT, 1948

(Act No. 37 of 1948)

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

[3rd September, 1948]

Whereas it is expedient to proivide for the taking of census in [1]*** India or any prat thereof whenever necessary or desirable and to provide for certain matters in connection with the taking of such census:

It is hereby enacted as follows :—

Short title and extent

(1) This Act may be called the Census Act, 1948.

[2][(2) It extends to the whole of India [3]***]

Rule of construction respecting enactments not extending to Jammu and Kashmir

[4][2. Any reference in this Act to the Indian Penal Code or the Indian Evidence Act, 1872 (45 of 1860 and 1 of 1872) shall, in relation to the State of Jammu and Kashmir, be construed as a reference to the corresponding enactment in force in that State].

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 through out the area in which the census is intended to be taken, and Directors of Census Operations to supervise the taking of the census within the several States.

(2) The State Government may appoint persons as census-officers to take, or aid in, or supervise the taking of the census within any specified local area and such persons, when so appointed, shall be bound to serve accordingly.

(3) A declaration in writing, signed by any authority authorised by the State Government in this behalf, that any person has been duly appointed a census-officer for any local area shall be conclusive proof of such appointment.

(4) The State Government may delegate to such authority as it thinks fit the power of appointing census-officers conferred by sub-section (2).

Status of Census duthorities as public servant

5. The Census Commissioner, all Directors of Census Operations[5] and all census-officers shall be deemed to be public servants within the meaning of the Indian Penal Code (45 of 1860).

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 force, or of any vessel of war, of India;

(*b*) every person (except a pilot or harbour master) having charge or control of a vessel ;

(*c*) every person in charge of a lunatic asylum, hospital, workhouse, prison, reformatory or lock-up or of any public, charitable, religious or educational institution;

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

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

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[1]The words "the Provinces and Acceding States" were rep. by the A.O. 1950.

[2]Subs. *ibid.*, for the former sub section.

[3]The words "except the State of Jammu and Kashmir" omitted by Act 22 of 1959, S. 2.

[4]Ins. by S. 3, *ibid.* The original S. 2 was omitted by Act 36 of 1957, S. 2 and sch.

[5]Subs. for the words "Superintendents of Census Operations" by Sec. 3 of the Repealing and Amending Act, 1974 Act No. 56 of 1974).

(*f*) every occupant of immovable property wherein at the time of the taking of the census persons are living.

shall perform such of the duties of a census officer in relation to the persons who at the time of the taking of the census are under his command or charge, or are inmates of his house, or are present on or in such immovable property or are employed under him as may be specified in the order.

(2) All the provisions of this Act relating to census-officers shall apply, so far as may be, to all persons while performing such duties under this section, and any person refusing or neglecting to perform any duty which under this section he is directed to perform shall be deemed to have committed an offence under section 187 of the Indian Penal Code (45 of 1860).

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 and other local authorities and officers and servants of such authorities, and

(*c*) all officers and members of staff of any factory, firm or establishment, to give such assistance as shall be specified in the order towards the taking of a census of the persons who are, at the time of the taking of the census, on the lands of such owners, occupiers, tenure-holders, farmers and assignees, or in the premises of factories, firms and other establishments, or within the areas for which such local authorities are established, as the case may be, and the persons to whom an order under this section is directed shall be bound to obey it and shall, while acting in pursuance of such order, be deemed to be public servants within the meaning of the Indian Penal Code (45 of 1860).

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 questions to the best of his knowledge or belief :

Provided that no person shall be bound to state the name of any female member of his household, and no woman shall be bound to state the name of her husband or deceased husband or of any other person whose name she is forbidden by custom to mention.

Occupier to permit access and fixing 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 numbers 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 areas for which he is appointed, leave or cause to be left a schedule at any dwelling-house or with the manager or any officer of any commercial or industrial establishment, for the purpose of its being filled up by the occupier of such house or of any specified part thereof or by such manager or officer with such particulars as the State Government may direct regarding the inmates of such house or part thereof, or the persons employed under such manager or officer, as the case may be, at the time of the taking of the census.

(2) When such schedule has been so left, the said occupier, manager or officer, as the case may be, shall fill it up or cause it to be filled up to the best of his knowledge or belief so far as regards the inmates of such house or part thereof or the person employed under him, as the case may be, at the time aforesaid, and shall sign his name thereto and, when so required, shall deliver the schedule so filled up and signed to the census-officer or to such person as the census-officer may direct.

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 document or deals with any census document in a manner likely to falsify or impair the tabulations of census results, or

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

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

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

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

(*h*) any person who trespasses into a census office, shall be punishable with fine which may extend to one thousand rupees and in case of a conviction under part (b) or (c) shall also be punishable with imprisonment which may extend to six months.

(2) Whoever abets any offence under sub-section (1) shall be punishable with fine which may extend to one thousand rupees.

Sanction required for prosecution

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[1] ***, 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 Director of Census Operations[2] 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.

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[1]The words "or in a part B State. A Magistrate corresponding to a Magistrate of the second class" ins. by Act 51 of 1950, S. 4 omitte by the Adaptation of Laws (No. 3) Order, 1956.

[2]Subs. for the words "Superintendents of Census Operations" by Sec. 3 of Repealing and Amending Act, 1974 (Act No. 56 of 1974).

[3]Subs. by the A.O. 1950, for "the Provinces of India or the Province".

Grant of Statistical abstracts

17. The Census Commissioner or any Director of Census Operations[2] 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[3] [India or any State], as the case may be, being information which is not contained in any published report and which in his opinion it is reasonable for that authority or person to require.

Power to make rules

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.

[1]THE EAST PUNJAB ENUMERATION OF DWELLINGS ACT, 1948

EAST PUNJAB ACT NO. 24 OF 1948

[*Received the assent of His Excellency the Governor on the* 10*th April*, 1948; *and was first published in the East Punjab Government Gazette (Extraordinary) of April* 12, 1948]

1	2	3	4
Year	No.	Short title	Whether repealed or otherwise affected by legislation
1948	24	The East Punjab Enumeration of Dwellings Act, 1948	Amended in part by the Adaptation of Laws Order, 1950 [2]Extended to the territories which immediately before the 1st November, [1]1956, were comprised in the State of Patiala and East Punjab States Union by Punjab Act 41 of 1960[3] Amended by Haryana Adaptation of Laws (State and Concurrent Subjects) Order, 1968

It is hereby enacted as follows :—

Short title and extent

1. (1) This Act may be called the East Punjab Enumeration of Dwellings Act, 1948.

(2) It extends to the whole of the [4][State] of [5][Haryana].

Interpretation

2. In this Act "dwelling house"[1] means a building or structure used or constructed or adapted to be used wholly or principally for human habitation and includes any part of a house where that part is separately occupied for such habitation.

Appointment of enumeration staff

3. (1) The [6][State] Government may appoint an Enumeration Commissioner to supervise the making of the enumeration of dwelling houses throughout the [2][State].

(2) The [7][State] Government may, by general special order and either by name or designation, appoint, persons as enumeration officers to make or aid in making, or supervise the making of the enumeration in such local areas as may be specified.

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[1]For Statement of Objects and Reasons, *See East Punjab Government Gazette* (Extraordinary), 1948, Page 298; for proceedings in the Assembly, see East Punjab Legislative Assembly Debates, Volume II, 1948, pages 943-45.

[2]For Statement of Objects and Reasons *See Punjab Government Gazette* (Extraordinary), 1960, Page 590.

[3]See Haryana Government Gazette (Extraordinary) dated the 29th October, 1968, pages 531-567.

[4]Substituted for the word "Province" by the Adaptation of Laws Order, 1950.

[5]Substituted for the word "Punjab" by the Haryana Adaptation of Laws Order, 1968.

[6]Substituted for the word "Provincial" by the Adaptation of Laws Order, 1950.

[7]Substituted for the word "Province" by ibid.

(3) The [1][State] Government may delegate to such authority as it thinks fit the power of appointing enumeration officers conferred by sub-section (2).

Status of enumeration officers as public servants

4. The Enumeration Commissioner and all enumeration officers shall be public servants with[1] he meaning of the Indian Penal Code, 1860.

Power to call upon certain persons to give assistance

5. The District Magistrate or the enumeration officer 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 all members of district, municipal, panchayat and other local authorities and officers and servants of such authorities, to give such assistance as shall be specified in the order towards the making of the enumeration within the areas for which such local authorities are established, and the persons to whom such order 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, 1860.

Occupier to permit access and affixing of numbers or marks

6. Every person occupying a dwelling house or other place shall allow enumeration officers such access thereto as they may require for the purpose of the enumeration and as, having regard to the customs of the country, may be reasonable and shall allow them to paint on, or affix to, the dwelling-house or place such letters, marks or numbers as may be necessary for the purpose.

Penalties

7. (1) Any person lawfully required to give assistance towards the making of the enumeration 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

(2) Any enumeration officer who knowingly makes any false return, or

(3) Any person occupying any dwelling house or other place who refuses to allow any enumeration officer such reasonable access thereto as he is required by section 6 to allow, or

(4) Any person who removes, obliterates, alters or damages any letters, marks or numbers which may have been painted or affixed for the purpose of the enumeration—

shall be punishable with fine which may extend to two hundred rupees.

Sanction required for prosecution

8. No prosecution under this Act shall be instituted except with the previous sanction of the [1][State] Government or of an authority empowered in this behalf by the[1] [State] Government.

Operation of other laws not barred

9. 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 8.

Jurisdiction

10. No court inferior to that of a Magistrate of the Second Class shall try, whether under this Act, or under any other law, anything which constitutes an offence under this Act.

Records of enumeration to be public documents

11. All records or registers made under this Act or the rules made thereunder shall be deemed to be public documents with in the meaning of the Indian Evidence Act, 1872.

Power to make rules

12. (1) The [1][State] Government may make rules for carrying out the purpose of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, the [1][State] Government may make rules providing for the appointment of enumeration officers and persons to perform any of the duties of enumeration officers or to give assistance in making of the enumeration, and for the general instruction to be issued to such officers and persons.

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1. Substituted for the word "Provincial" by the Adaptation of Laws Order, 1950.

[Extract from Haryana Government Gazette, (Extra.), dated the 9th November, 1989]

HARYANA GOVERNMENT

REVENUE DEPARTMENT

(CENSUS)

Notification

The 9th November, 1989

No. 6060-R-IV-89/24528.—In exercise of the powers conferred by sub-section (2) of section 4 of the Census Act, 1948 (Central Act XXXVII of 1948), the Governor of Haryana is pleased to appoint the following officers to supervise and aid in the taking of the 1991-Census within the respective areas as indicated below:—

Officers	Designated as	Jurisdiction
1	2	3
1. Deputy Commissioners in Haryana	Principal Census Officer	Within the limits of their respective Districts.
2. Chief Administrator, Faridabad Complex Administration, Faridabad	Principal Census Officer	Within the limits of Faridabad Complex Administration
3. Administrator, Panchkula Urban Estate, Panchkula	Principal Census Officer	Within the limits of Panchkula Urban Estate.
4. City Magistrates in the offices of Deputy Commissioners in Haryana	District Census Officers	Within the limits of their respective Districts
5. District Statistical Officers in Haryana	Additional District Census Officers	Within the limits of their respective Districts.
6. Sub-Divisional Officers (Civil) in Haryana	Sub-Division Census Officers	Within the limits of their respective Sub-Divisions.
7. Tahsildars (Mahal) in Haryana	Charge Officers	Within the limits of their respective Tahsil excluding Towns, Cantonment Board Area and Areas which may be constituted as Special Charges.
8. Administrators/Executive Officers/ Secretaries (Whosoever is the Chief Executive of the local Body	Charge Officers	Within the limits of their respective towns Cantonment Board Area.
9. Administrators of Faridabad Complex Administration, Faridabad	Charge Officers	Within their respective jurisdictions.
10. Estate Officer, Panchkula Urban Estate, Panchkula	Charge Officer	Within the limits of Panchkula Urban Estate.

The Governor of Haryana in exercise of the powers under sub-section (3) of section 4 of the Census Act 1948 (XXXVII of 1948) further pleased to authorise the aforementioned officers to sign declarations for any local area within their respective jurisdictions, in connection with the 1991-Census.

The Governor of Haryana in exercise of the powers under sub-section (4) of the section 4 of the Census Act 1948 (XXXVII of 1948) is also pleased to delegate the powers of appointing Census Officers conferred by sub-section (2) of section 4 of the said Act to the Principal Census Officers (Deputy Commissioners, Chief Administrator, Faridabad Complex Administration, and the Administrator, Panchkula Urban Estate) within their respective jurisdictions, in connection with the 1991-Census.

A. BANERJEE,

Financial Commissioner and Secretary to Govt., Haryana,

Revenue Department.

[Extract from Haryana Government Gazette, (Extra.), dated the 9th November, 1989]

HARYANA GOVERNMENT

REVENUE DEPARTMENT

(CENSUS)

Notification

The 9th November, 1989

No. 6364-R-IV-89/24532—In exercise of the powers conferred by sub-section (2) of section 3 of the East Punjab Enumeration of Dwellings Act, 1948, the Governor of Haryana is pleased to appoint the following officers to supervise and aid in the enumeration of dwelling houses, in connection with 1991-Census within the respective areas as indicated below :—

Officers		Designated as	Jurisdiction
1		2	3
1.	Deputy Commissioners in Haryana	Principal Enumeration Officers	Within the limits of their respective districts
2.	Chief Administrator, Faridabad-Complex Administration, Faridabad	Principal Enumeration Officer	Within the limits of Faridabad Complex Administration.
3.	Administrator, Panchkula Urban Estate, Panchkula	Principal Enumeration Officer	Within the limits of Panchkula Urban Estate.
4.	City Magistrates in the Offices of the Deputy Commissioners in Haryana	District Enumeration Officers	Within the limits of their respective districts
5.	District Statistical Officers in Haryana	Additional District Emumeration Officers	Within the limits of their respective districts
6.	Sub-Divisional Officers (Civil) in Haryana	Sub-Divisional Enumeration Officers	Within the limits of their respective Sub-Divisions.
7.	Tahsildars (Mahal) in Haryana	Charge Officers	Within the limits of their respective Tahsils excluding Towns, Cantonment Board Areas and Areas which may be constituted as Special Charges.
8.	Administrators/Executive Officers/ Secretaries (whosoever is the Chief Executive of the local body)	Charge Officers	Within the limits of their respective towns/ Cantonment Board areas.
9.	Administrators of Faridabad Complex Administration	Charge Officers	Within their respective jurisdictions.
10.	Estate Officers, Panchkula Urban Estate	Charge Officer	Within the limits of Panchkula Urban Estate.

The Governor of Haryana in exercise of the powers under sub-section (3) of section 3 of the East Punjab Enumeration of Dwellings Act, 1948, is further pleased to authorise the aforementioned officers to appoint enumeration officers for any local area, within their respective jurisdictions, under sub-section (2) of section 3 of the said Act.

A. BANERJEE,
Financial Commissioner and
Secretary to Government, Haryana
Revenue Department.

(Extract from Haryana Government Gazette, (Extra), dated the 9th November, 1989]

HARYANA GOVERNMENT
REVENUE DEPARTMENT
(CENSUS)

Notification
The 9th November, 1989

No. 6364-R-IV-89/24540.—In exercise of the powers conferred by sub-section (1) of section 3 of the East Punjab Enumeration of Dwellings Act, 1948, the Governor of Haryana hereby appoints the Director, Census, Haryana, as Enumeration Commissioner to supervise the enumeration of dwelling houses in connection with 1991 Census throughout the State of Haryana.

The Governor of Haryana, in exercise of the powers conferred by sub-section (3) of section 3 of the East Punjab Enumeration of Dwellings Act, 1948, is also pleased to delegate to the Enumeration Commissioner, Haryana, the powers to appoint Enumeration Officers exerciseable under sub-section (2) of section 3 of the said Act.

The Governor of Haryana, in exercise of the powers conferred by section 8 of the East Punjab Enumeration of Dwellings Act, 1948, is further pleased to empower the Enumeration Commissioner and all the Deputy Commissioners in Haryana, within their respective jurisdictions, to accord sanction for prosecution for any act or omission which constitutes an offence under the said Act.

A. BANERJEE,
Financial Commissioner and
Secretary to Government Haryana,
Revenue Department.

(Extract from Haryana Government Gazette, (Extra), dated the 9th November, 1989]

HARYANA GOVERNMENT
REVENUE DEPARTMENT
(CENSUS)

Notification
The 9th November, 1989

No. 6364-R-IV-89/24536.—In exercise of the powers conferred by sub-section (1) of section 6 of the Census Act, 1948 (Central Act XXXVII of 1948), the Governor of Haryana is pleased to authorise the Director, Census, Haryana, to exercise the powers under section 6 of the said Act, in connection with the 1991-Census.

The Governor of Haryana, in exercise of the powers conferred by section 7 of the Census Act, 1948 (Central Act XXXVII of 1948) is further pleased to authorise the Director, Census, Haryana, to exercise the powers under section 7 of the said Act, in connection with the 1991-Census.

The Governor of Haryana, in exercise of the powers conferred by section 12 of the Census Act, 1948 (Central Act XXXVII of 1948) is also pleased to authorise the Director, Census, Haryana and all the Deputy Commissioners in Haryana, within the limits of their respective jurisdictions,to accord sanction for prosecution for any act or omission which constitutes an offence under the said Act, in connection with the 1991-Census.

A. BANERJEE,
Financial Commissioner and Secretary to
Haryana, Govt., Revenue Department,

[Extract from Haryana Government Gazette, (Extra), dated the 9th November, 1989]

HARYANA GOVERNMENT
REVENUE DEPARTMENT
(CENSUS)

Notification
The 9th November, 1989

No. 6364-R-IV-89/24544.—In exercise of the powers conferred by sub-section (4) of section 4 of the Census Act, 1948 (Central Act XXXVII of 1948), the Governor of Haryana is pleased to direct that the powers of appointing Census Officers conferred by sub-section (2) of section 4 of the said Act shall also be exercised by the Director, Joint Director, Deputy Director, Assistant Director and Research Officer, Census, Haryana, in connection with the 1991-Census.

A. BANERJEE,
Financial Commissioner and
Secretary to Government, Haryana,
Revenue Department.

[Extract from Haryana Government Gazette, (Extra), dated the 20th March, 1990]

HARYANA GOVERNMENT
REVENUE DEPARTMENT
(CENSUS)

Notification
The 20th January, 1990

No. 999-R-IV-90/5747.—In exercise of the powers conferred by sub-section (I) of Section 8 of the Census Act, 1948 (Central Act 37 of 1948), the Governor of Haryana, hereby directs that all census officers may, within the limits of the local areas for which they have been respectively appointed, ask all such questions from all persons as may be necessary for collecting information through the houselist and enterprise list, in connection with the 1991 Census, on the items mentioned in Schedules 1 and 2 given below :

Schedule-1 :

HOUSE-LIST

1. Building number
2. Census house number
3. Predominant construction material of census house
   (*i*) Wall
   (*ii*) Roof
   (*iii*) Floor
4. Purpose for which census house is need (If wholly or partly used for running one or more eneterprises, fill enterprise list).
5. Household number
6. For head of household only
   (*a*) Name
   (*b*) Male/Female
   (*c*) SC/ST (If SC ascertain religion and write 'H' for Hindus and 'S' for Sikhs within brackets)
7. Does the household live in owned or rented house?
8. Number of living rooms in the occupation of household
9. Facilities available in the household
   (*a*) Drinking water supply
      (*i*) Source
      (*ii*) Within premises/outside premises
   (*b*) Electricity
   (*c*) Toilet
10. Type of fuel used for cooking.
11. Is the household or one or more members of the household engaged in one or more enterprises outside this census house and without premises or in the open air ? If yes, fill enterprise list.
12. Number of persons normally residing in the household.
   (*i*) Males
   (*ii*) Females
   (*iii*) Persons

Schedule-2 :

ENTERPRISE LIST

1. Description of activity of enterprise
2. Classification of enterprise (agricultural/non-agricultural)
3. Nature of operation (perennial/seasonal)
4. Type of ownership
5. Social group of owner (SC/ST/Others)
6. Power/fuel used for activity
7. Number of persons usually working daily

(*a*) Total (including unpaid and hired workers)

(*i*) Males

(*ii*) Females

(*iii*) Total

(*b*) Hired Workers

(*i*) Males

(*ii*) Females

(*iii*) Total

A. BANERJEE,

Financial Commissioner and Secretary,
to Government, Haryana, Revenue Department.

HARYANA GOVERNMENT
REVENUE DEPARTMENT
(CENSUS)

Notification

Dated the 25th July, 1990

No. 3665-R-IV-90/14645.— In exercise of the powers conferred by sub-section (i) of Section 8 of the Census Act, 1948 (Central Act 37 of 1948) the Governor of Haryana hereby directs that all Census Officers may, within the limits of the local areas for which they have been respectively appointed, ask all such questions from all persons as may be necessary for collecting information through the Individual Slip and Household Schedule in connection with the 1991 Census, on the items mentioned therein.

INDIVIDUAL SLIP

1. Name
2. Relationship to head
3. Male/Female
4. Age
5. Marital status
6. Mother tongue
7. Two other languages known
8. Religion
9. Whether SC or ST

10. Name of Scheduled Caste/Tribe

11. Literate/Illiterate

12. Educational Attainment

13. Attending School/College

14. A. Did you work any time at all last year ?
(including unpaid work on farm or in family enterprise)
B. If 'Yes' in 14-A, did you work for major part of last year?

15. A. Main activity last year?

If HHI/OW in 15 A

(*i*) Name of establishment

(*ii*) Nature of Industry, trade or service

(*iii*) Description of work

(*iv*) Class of worker

15. B. *'Yes' in 14-B-Any other work any time last year*?

'No' in 14-B work done any time last year?

If HHI/OW in 15-B

(*i*) Name of establishment

(*ii*) Nature of Industry, trade or service

(*iii*) Description of work

(*iv*) Class of worker

16. A. If 'NO' in 14 A, seeking/available for work?

16. B. If 'Yes' in 16 A, have you ever worked before?

17. A. Whether you are an Ex-serviceman?

17. B. If 'Yes' in 17 A, Pensioner/Non Pensioner

18. Birth Place

(*a*) Place of birth

(*b*) Rural/Urban

(*c*) District

(*d*) State/Country

19. Last residence

(*a*) Place of last residence

(*b*) Rural/Urban

(*c*) District

(*d*) State/Country

20. Reasons for migration from place of last residence

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

22. For all ever-married women only

(*a*) Age at marriage

(*b*) Number of children surviving at present

Male Female Total

(*c*) Number of children ever born alive

Male Female Total

23. For currently married women only
Any child born alive during last one year

HOUSEHOLD SCHEDULE

1. Name
2. Relationship to head
3. Sex Male/Female
4. Age
5. Marital Status

A. BANERJEE
Financial Commissioner & Secretary
to Government Haryana, Revenue Department.

Endst. No. 3665-R-IV-90/14646

Chandigarh, dated the 25-7-90

A copy with a spare copy of the notification is forwarded to the Controller of Printing & Stationery, U.T. Chandigarh, for publication of the above notification in the Extra-Ordinary Gazette of Haryana State. It is requested that 200 copies of the notification may please be supplied to the Director, Census Operations, Haryana, S.C.O. No. 1074-75, Sector 22 B, Chandigarh, direct under intimation to this office.

Under Secretary Revenue,
for Financial Commissioner & Secretary
to Govt., Haryana, Revenue Department
Chandigarh, dated the 25-7-90

Endst. No. 3665-R-IV-90/14647

A copy is forwarded for information and necessary action to :—

1. The Commissioner Ambala/Hisar/Rohtak/Gurgaon Divisions.
2. All the Deputy Commissioners in the State
3. All the City Magistrates in the State
4. All the Sub-Divisional Officers Civil in the State
5. All the Tahsildars in the State
6. All the District Statistical Officers in the State
7. Estate Officer, Urban Estate, Panchkula; and
8. All the administrators/Presidents of Municipal Committees and Cantonment Board in the State.

Under Secretary Revenue,
for Financial Commissioner & Secretary
to the Govt. Haryana, Revenue Department,
Chandigarh, dated the 25-7-90.

Endst. No. 3665-R-IV-90/14648

A copy is forwarded to the Director of Census Operations, Haryana, SCO No. 1074-75, Sector 22-B, Chandigarh, for information with reference to his letter No. Census Hr-O-15011/89, dated the 5th July, 1990

Under Secretary Revenue,
for Financial Commissioner & Secretary
to the Govt. Haryana, Revenue Department

ANNEXURE F
Census schedules and their instructions

CENSUS OF INDIA 1991—
HOUSE

Name of State/UT .....Code No .....
Name of District.....Code No.....
Name of Tahsil/Taluk/P.S./Dev. Block.....Code No.....

Line No.	Building No. (Municipal or local authority or census No.)	Census house No.	Predominent construction material of census house			Purpose for which census house is used (if wholly or partly non-residential, fill enterprise list)	If used wholly or			
			Wall	Roof	Floor		Household No.	Serial No. of the household	Name of the head of household	Does the household live in owned or rented house ? Write 1 for owned 2 for rented 3 for others
1	2	3	4	5	6	7	8	9	10	11
						☐				
						☐				
						☐				
						☐				
						☐				
						☐				
						☐				
						☐				
						☐				
						☐				
						☐				
						☐				
						☐				
						☐				
Total	©						Total	©		

Key to Codes:
WALL (Col. 4) : Grass, leaves, reeds or bamboo (1) :Mud (2); Unburnt bricks (3); Wood (4); Burnt bricks (5); G. I sheets or
ROOF (Col. 5) : Grass, leaves, reeds, thatch, wood, mud, unburnt bricks or bamboo (1); Tiles, slate or shingle (2); Corrugated iron,
FLOOR (Col. 6) : Mud (1); Wood/planks (2); Bamboo or logs (3) Bricks, stone and lime (4); Cement (5)
SOURCE OF DRINKING WATER SUPPLY (Col. 13) : Well (1); Tap (2); Handpump/Tubewell (3); River/Canal (4);
TYPE OF FUEL USED FOR COOKING (Col. 18) : Wood (1); Cowdung cake (2); Charcoal (3); Coal coke/lignite (4),

Signature of Enumerator———— date———— ————

@ Count number of entries and give total

92-L/J(D)510DCO Haryana—13

FIRST PRETEST
LIST

Page No .....
CONFIDENTIAL

Name of village/town..... Code No. .....

Name or No. of ward/mohalla/hamlet....Code No.....

Enumeration block No.....

partly as a residence

No. of living rooms in the occupation of household	Facilities available to the household				Is the household engaged in an enterprise outside this census house and without premises or in the open air ? If yes, fill enterprise list	Type of fuel used for cooking	No. of persons normally residing in the household			Remarks
	Drinking Water Supply		Electricity Yes (1)/No.(2)	Toilet : Yes (1)/No. (2)			Males	Females	Persons	
	Source	Within premises (1) outside premises (2)								
12	13	14	15	16	17	18	19	20	21	22
						Total				

other metal sheets (6); Stone (7); Cement concrete (8); Ekra (9) and Others (10)
zinc or other metal sheets (3); Asbestos cement sheets (4); Brick, stone and lime (5); Stone (6); Concrete R.B.C., R.C.C. (7) and Others (8)
Mosaic/Tiles (6) and Others (7)
Tank (5) and Others (6)
Cooking gas (5); Electricity (6) and Others (7).

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

92-M/J(D)510DCOHaryana—13

CENSUS OF INDIA 1991—FIRST PRETEST
HOUSELIST ABSTRACT

Name of State/Union Territory.....Code No..... Name of Village/Town.....Code No.....

Name of District..... Code No..... Name or No. of Ward/Mohalla/Hamlet.....Code No.....

Name of Tahsil/Taluka/P.S./Dev. Block/Circle, etc.....Code No..... Enumerator's Block No.....

Page No. of houselist	Total No. of census houses (from Col. 3 of houselist)	Number of census houses by use						Total No. of households	Total population		
		Occupied residential census houses			Vacant census houses	Total of Cols. 5&6	Census houses put to other uses (Col. 2 minus Col. 7)		Males	Females	Total
		Wholly residential	Partly residential	Total							
1	2	3	4	5	6	7	8	9	10	11	12
Total											

Checked and found correct

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

92-M/J(D)510DCOHaryana—13(a)

CENSUS OF INDIA 1991
(ECONOMIC CENSUS)
ENTERPRISE LIST

Page No.....

1. State/Union Territory.....Code No. .....5. Name or No. of Ward/Mohalla/Hamlet.....Code No. .....
2. District.....Code No. .....6. Enumerator's Block No.....
3. Tahsil/Taluka/P.S./Dev. Block/Circle etc. .....Code No. .....7. C.D. Block .....Code No. .....
4. Village/Town .....Code No. .....8. Rural/Urban .....Code No. .....

Line number of Houselist (col. 1 of HL)	Census house No. (col. 3 of HL)	Sl. No. of enterprise (col. 7 of HL)	Sl. No. of enterprise (col. 17 of HL)	Description of activty of enterprise	Code	Classification of enterprise (agri-1, non-agri-2)	Nature of operation (perennial-1, seasonal-2)	Type of ownership*	Social group of owner (SC-1, ST-2, others-3)	Power/fuel used for activity**	Number of persons usually working daily: Total (including unpaid workers) Males	Total (including unpaid workers) Females	Total (including unpaid workers) Children	Total (including unpaid workers) Total	Hired Males	Hired Females	Hired Children	Hired Total	Remarks
1	1(i)		3	4	4(i)	5	6	7	8	9	10	11	12	13	14	15	16	17	18
total-1	x x	[a]	[a]	x x x	x	[b]	[b]	[b]	[b]	[b]	[f]	[f]	[f]	[f]	[f]	[f]	[f]	[f][d]	
total-2	x x	x	x	x x x	x	x	x	x	x	x	[c]	[c]	[c]	[c]	[c]	[c]	[c[	[c][e]	

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

**Type of ownership—private-1, cooperative-2, public-3.
**Power/fuel used—without power-1, electricity-2, coal/soft coke-3, petrol/diesel-4, gas-5, firewood-6, biogas-7, animal power-8, others-9.

(a) count number of entries and give total
(b) count number of entries with code 1 and give total
(c) give total of entries with code 1 in col.5
(d) count number of all entries in col. 17 and give total in the bracket.
(e) count number of entries in col. 17 corresponding to code 1 in col. 5 and give total in the bracket
(f) give total of all entries.

Total No. of Enterprise List peges.....

CENSUS OF INDIA 1991

(ECONOMIC CENSUS)

ENTERPRISE LIST ABSTRACT

1. State/Union Territory..... Code No.....5. Name or No. of Ward/Mohalla/Hamlet..... Code No. .....
2. District..... Code No. .....6. Enumerator's Block No ..... Code No .....
3. Tahsil/Taluka/P.S./Dev. Block/Circle etc. ..... Code No. .....7. C.D. Block ..... Code No.....
4. Village/Town ..... Code No. .....8. Rural/Urban..... Code No. .....

Page No. of Enterprise List (EL)	Total No. of enterprises		Total no of agri. enterprises (col. 5 of EL)	Total number of enterprises			Without power (col. 9 of EL)	No. of persons usually working daily in agricultural & non-agricultural enterprises						No. of persons usually working daily in agricultural enterprises						No. of agricultural & non-agricultural enterprises with hired employment (figures in brackets i.e., (d) of col 17 of EL	No. of agricultural enterprises with hired employment (figures in brackets i.e. (e) of col. 17 of EL)
				Perennial (col. 6 of EL)	Owned by			Total no. of persons including unpaid workers			No. of hired persons usually working in enterprises			Total no. of persons including unpaid workers			No. of hired persons usually working in enterprises				
	With premises (Col. 2 of EL)	Without premises (Col. 3 of EL)			Private (col. 7 of EL)	SC (col. 8 of E L)		Males (Col. 10 of EL-Total-1)	Females (col. 11 of EL-Total-1)	(Total col. 13 of EL-Total)	Males (col. 14 of EL-Total-1)	Females (col. 15 of EL-Total-1)	Total (col. 17 of EL-Total-1)	Males (col. 10 of EL-Total-1)	Female (col. 11 of EL-Total-2)	Total (col. 13 of EL-Total-2)	Males (col. 14 of EL-Total-2)	Females (col. 15 of EL-Total-2)	Total (col. 17 of EL-Total-2)		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Total																					

Checked and found correct

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

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

FIRST PRETEST

CENSUS OF INDIA 1991 INDIVIDUAL SLIP CONFIDENTIAL

Pad No.....

Slip No.....

Location Code) Sl. No. of Household [ ]

1 Name .....

2 Relationship to head .....

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

4 Age .....

5 Marital status .....

6 Mother tongue .....

7 Two other languages known .....

8 Religion .....

9 Whether S.C. (1) or S.T. (2) .....

10 Name of caste/tribe .....

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

12 Educational attainment .....

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

14A Did you work any time at all last year? Yes / No (H/ST/D/R/B/I/O) .....
(including unpaid work on farm or in family enterprise)

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

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

If HHI/OW in 15A

(i) Name of establishment .....

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

(iii) Description of work .....

(iv) Class of worker .....

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

If HHI/OW in 15B

(i) Name of establishment .....

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

(iii) Description of work .....

(iv) Class of worker .....

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

16B If yes in 16A, have you ever worked before? Yes(1)/No(2) .....

17A Whether you are an Ex-serviceman? Yes(1)/No(2) .....

17B If yes in 17A, Pensioner(1)/Non-Pensioner(2) .....

18 Birth place

(a) Place of birth .....

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

(c) District .....

(d) State/Country .....

19 Last residence

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

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

(c) District .....

(d) State/Country .....

20 Reasons for migration from place of last residence (Code)* .....

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

22 For all ever-married women only

(a) Age at marriage .....

(b) Number of children surviving at present

Male Female Total

(c) Number of children ever born alive

Male Female Total

23 For currently married women only

Any child born alive during last one year .....

*Employment (1) Education (2) Family moved (3) Marriage (4) Natural calamities like drought, floods, etc. (5) Others (6).

CENSUS OF INDIA 1991—FIRST PRE-TEST
HOUSEHOLD SCHEDULE

Book No. .....Form No.....

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

Serial number of household.....

Sl. No	Name	Relationship to head	Sex		Age	Marital status	Mother tongue	Religion	Whether SC(1) or ST(2)	Name of scheduled caste/tribe	Literacy		Male			
			M	F							Literate	Illiterate	Entry in 14A		Entry in 14B	
													Yes	No	Yes	No
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Checked and found correct				X	X	
	M			X	X	
	F			X	X	
Signature of Supervisor	P			X	X	

CONFIDENTIAL

CENSUS OF INDIA 1991—FIRST PRE-TEST
HOUSEHOLD SCHEDULE—*concld.*

*Type of household (Institutional or Houseless)

Sl. No.	Male				Female								If OW in 15A indicate			
	Entry in 15A				Entry in 14A		Entry in 14B		Entry in 15A				Name of establishment	Description of work	Nature of Industry trade or service	**Code
	C	AL	HHI	OW	Yes	No	Yes	No	C	AL	HHI	OW				
1	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33
Total																

For office use only

Category	M	F	Category	M	F	Category	M	F
III			VI			IX		
IV			VII			Marginal Workers		
V(*b*)			VIII			X Non-Workers		

*For institutional write 1 for Houseless write 0

**Industrial code to be given in office

Signature of Coder

Signature of Enumerator

CENSUS OF INDIA 1991

HOUSEHOLD FORM

Book No..... Form No..... Location Code No..... Sl. No. of the Household.....

No.	Particulars of Individual	Person 1	Person 2	Person 3	Person 4	Person 5	Person 6	Total			
								Qn. No.	P	M	F
1	Name										
2	Relationship to head							X	X	X	X
3	Male(1)/Female(2)							3			
4	Age										
5	Marital Status (Code)@										
6	Mother Tongue							X	X	X	X
7	Two other languages known — Language I										
	Two other languages known — Language II										
8	Religion										
9	Whether S.C. (1) or ST (2)										
10	Name of Caste/Tribe							9 Code 1 Code 2			
11	Literate (1)/Illiterate(2)							II Code 1			
12	Educational attainment							Code 2			
13	Attending school/ college Yes(1)/No (2)										
14A	Whether you are an Ex-service man ? Yes(1)/No (2)							14A Code I			
14B	If yes in 14A, Pensioner (1) Non-Pensioner(2)							14B Code I			

@Never Married (1), Currently Married (2) Widowed (3), Separated or Divorced (4)

Book No..... Form No..... Location Code No..... Sl. No. of the Household .....

Sl.No	Particulars of Individual	Person 1	Person 2	Person 3	Person 4	Person 5	Person 6	Total			
15A	Did you work anytime at all last year ? (Including unpaid work on farm or in family enterprise) Yes / No (H/ST/D/R/B/I/O)							15A Yes / No			
15B	If yes in 15A, did you work for major part of last year ? Yes(1)/No (2)							15B Code 1 / Code 2			
16A	Main activity last year ? Yes in 15B(C/AL/HHI/OW) / No in 15B(~~H/ST~~/D/R/B/~~I~~/O)							Qn. 16A	P	M	F
	(*i*) Name of establishment (*ii*) Nature of industry, trade or service If HHI/OW in 16 A (*iii*) Description of work (*iv*) Class of worker							C / AL / HHI / OW / TOTAL			
16B	Yes in 15B-Any other work any time last year ? yes (C/AL/HHI/OW) / No in 15B-Work done any time last year ? (C/AL/HHI/OW) (*i*) Name of establishment (*ii*) Nature of industry, trade or service If HHI/OW in 16B (*iii*) Description of work (*iv*) Class of worker										
17A	If no in 15A, seeking/available for work Yes(1)/No (2)										

Sl. No.	Particulars of Individual		Person 1			Person 2			Person 3			Person 4			Person 5			Person 6			Total
17B	If yes in 17A, have you ever worked before ? Yes (1)/No(2).																				
18	Birth place																				
	(a) Place of birth																				
	(b) Rural (1)/Urban(2)																				
	(c) District																				
	(d) State/Country																				
19	Last residence																				
	(a) Place of last residence																				
	(b) Rural(1)/Urban(2)																				
	(c) District																				
	(d) State/Country																				
20	Reasons for migration from place of last residence (Code)*																				×
21	Duration of residence at the village or town of enumeration																				
22	For all ever married women only	Age at marriage																			
		No. of surviving children	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	
		No. of children ever born																			
23	For currently married women only	Any child born alive during last one year																			

*Employment (1), Education (2), Family moved (3), Marriage (4), Natural calamities like drought, floods etc. (5), Others (6)

CENSUS OF INDIA 1991—
WORKING SHEET FOR PREPARING
(To be compiled from

Location code.....Name of Enumerator.....

Line No.	Sl. No. of house-hold	Persons (Col. 2)	Males (Col. 4)	Females (Col. 5)	S.C. (Col. 10)		S.T. (Col. 10)		Literates (Col. 12)		Illiterates (Col. 13)	
					M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13
1												
2												
3												
4												
5												
6												
7												
8												
9												
0												
1												
2												
3												
4												
5												
6												
7												
8												
9												
0												
Total	@											

Checked and found correct

@ Count number of entries

Signature of Circle Supervisor.....

Date.....

Column numbers shown within brackets refer to

FIRST PRETEST

ENUMERATOR'S ABSTRACT

Household Schedule)

Page No.....

Number of households by type* Normal.....
Institutional:.....
Houseless.....

'Yes' in 14A (Cols. 14 & 22		'No' in 14A (Cols. 15 & 23)		'Yes' in 14B (Cols. 16 & 24)		'No' in 14B (Cols. 17 & 25)		Entry in Q. 15A							
								C (Cols. 18 & 26)		AL (Cols. 19 & 27)		HHI (Cols. 20 & 28)		OW (Cols. 21 & 29)	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29

CENSUS OF INDIA 1991—FIRST PRETEST

ENUMERATOR'S ABSTRACT

(To be compiled from working sheet for Enumerator's Abstract)

Location Code.....No. of normal households.....

Name of Enumerator.....No. of institutional households.....

Total No. of occupied residential houses.....No. of houseless households.....

Total No. of households.....

Sl. No.	Particulars	Persons	Males	Females
1	2	3	4	5
1	Population inclusive of population shown against serial Nos. 14 & 15 (Total of cols, 3, 4 & 5 of grand total line in the last page of working sheets for normal households)			
2	Scheduled Caste (grand total of cols. 6 & 7)			
3	Scheduled Tribe (grand total of cols. 8 & 9)			
4	Literate (grand total of cols. 10 & 11)			
5	Illiterate (grand total of cols. 12 & 13)			
6	'Yes' in 14A (grand total of cols. 14 & 15)			
7	'No' in 14A (grand total of cols. 16 & 17)			
8	'Yes' in 14B (grand total of cols. 18 &19)			
9	'No' in 14 B (grand total of cols. 20 &21)			
10	'C' in 15A (grand total of cols. 22 &23)			
11	'AL' in 15A (grand total of cols. 24 & 25)			
12	'HHI' in 15A (grand total of cols. 26 & 27)			
13	'OW' in 15A (grand total of cols. 28 & 29)			
14	Institutional population (Total of institutional line cols, 3, 4 & 5 in last page of working sheet for normal households)			
15	Houseless population (Total of houseless line cols, 3, 4 & 5 in last page of working sheet for normal households)			

Checked and found correct

Signature of Supervisor.....

Date.....

Signature of Enumerator.....

Date.....

NOTE :—Columns mentioned under col. 2 within brackets are columns of working sheet from which data have to be posted.

राज्य/संघ राज्य क्षेत्र का नाम
Name of State/Union Territory _____

जिले का नाम — कोड सं०
Name of District _____ Code No. _____

तहसील/तालुका/पुलिस थाना/
विकास खंड/सर्किल आदि का नाम — कोड सं०
Name of Tehsil/Taluka/P.S./Dev. Block/Circle etc. _____ Code No. _____

ग्राम/नगर का नाम — कोड सं०
Name of Village/Town _____ Code No. _____

वार्ड/मोहल्ला/हैमलेट का नाम या नम्बर — कोड सं०
Name or No. of Ward/Mohalla/Hamlet _____ Code No. _____

गणक के ब्लाक का नम्बर
Enumerator's Block No. _____

संकेत :
REFERENCES :

ब्लाक की सीमा
Block Boundary

पक्का मकान (नम्बर सहित)
Pucca House (with No.)

निवासीय
Residential

गैर निवासीय
Non-residential

कच्चा मकान (नम्बर सहित)
Kutcha House (with No.)

निवासीय
Residential

गैर निवासीय
Non-residential

पक्की सड़क
Pucca Road

कच्ची सड़क
Kutcha Road

आम रास्ता
Common way

रेलवे लाइन (i) बड़ी लाइन
Railway Line Broad Gauge

(ii) छोटी लाइन
Meter Gauge

नदी
River

नहर
Canal

तालाब
Pond

कुआं, पानी का नल
Well, Water Tap

मन्दिर, मस्जिद, चर्च आदि
Temple, Mosque, Church etc.

स्कूल, औषधालय, पंचायत घर, डाकघर आदि S D P PO
School, Dispensary, Panchayat Ghar, Post Office etc.

टिप्पणी : (i) कृपया ब्लाक में मुख्य सड़कों, गलियों और मोहल्लों आदि के नाम लिखें। मन्दिर, स्कूल, औषधालय, पंचायत घर, डाकघर आदि संस्थाओं के नाम भी लिखें।
NOTE: Please write the names of prominent roads, streets and Mohallas etc., in the Block. Also indicate the names of institutions like Temples, Schools, Dispensaries, Panchayat Ghars, Post Offices etc.

(ii) कृपया उस दिशा को तीर के चिह्न से दिखाएं जिस ओर से ब्लाक में नम्बर दिए गए हैं।
Please indicate by an arrow the direction in which the numbering has been done in the Block.

गणक का नाम
Name of Enumerator _____

हस्ताक्षर
Signature _____

पर्यवेक्षक के हस्ताक्षर
Signature of Supervisor _____

ब्लाक की कच्ची/पक्की के ब्लाक का खाका
Second Main Sketch of Enumerator's Block

भारत की जनगणना 1991
CENSUS OF INDIA 1991

पूर्व परीक्षण / द्वितीय पूर्व परीक्षण
First Pretest / Second Pretest

गणना मुहल्ला ?
Houselisting Sheet

मकान
द्वितीय पूर्व

..... कोड नं० .....
..... कोड नं० .....
स खण्ड का नाम ..... कोड नं० .....

जनगणना मकान नं०	जनगणना मकान में लगी प्रमुख सामग्री			जनगणना मकान किस उपयोग में आता है (यदि पूर्णतः या अंशतः एक या अनेक उद्यमों के लिए उपयोग में लाया जाता है तो उद्यम सूची भरें)	यदि मकान पूर्णतः केवल परिवार के मुखिया के लिए लिखें				
	दीवार	छत	फर्श		परिवार नं०	परिवार की क्रम संख्या	नाम	पुरूष (1) स्त्री (2)	अ०जा० (1) अ०ज०जा० (2) (यदि अ०जा० का है तो धर्म पता कर और कोड 1 के बाद कोष्ठक में हिंदुओं के लिए "हि" और सिखों के लिए "सि" लिखें)
3	4	5	6	7	8	9	10	11	12
				: "					
				: "					
				: "					
				: "					
				: "					
				: "					
				: "					
				: "					
				: "					
				: "					
				: "					
				*योग					

सरकन्डे या बांस (1) | मिट्टी (2) | कच्ची ईंट (3) | लकड़ी (4) | पक्की ईंट (5)
ती चादरें या अन्य धातु की चादर (6) | पत्थर (7) | सीमेंट कंक्रीट (8) | इकरा (9) | और | अन्य (10)

रकन्डे, फूस, लकड़ी, मिट्टी, कच्ची ईंट या बांस (1) | खपरैल, स्लेट या पटरा (2) | लोह या जस्ते की नालीदार या अन्य धातु की चादरें (3)
मेंट चादरें (4) | ईंट, पत्थर एवं चूना (5) | पत्थर (6) | कंक्रीट, आर०बी०सी०, आर०सी०सी० (7) | और | अन्य (8)

लकड़ी/तख्ते (2) | बास या लट्ठा (3) | ईंट पत्थर एवं चूना (4) | सीमेंट (5) | मोजेक/टाइल (6) | और | अन्य (7)

हल्का
परीक्षण
गांव/ कस्बे का नाम ..... कोड नं० .....
वार्ड/मोहल्ला/हेमलेट का नाम या नं० ..... कोड नं० .....
प्रगणक ब्लाक नं० .....

पृष्ठ सं० .....
मोफस्सील

या अंशत: आवासीय है

क्या परिवार अपने मकान में रहता है या किराये के लिए 1, अपने मकान के लिए किराये के लिए 2 तथा अन्य के लिए 3 लिखें।	परिवार के पास रहने के कमरों की संख्या	परिवार को उपलब्ध सुविधाएं: पीने के पानी की आपूर्ति: स्त्रोत	पीने के पानी की आपूर्ति: मकान के अहाते में (1)/ मकान के अहाते से बाहर (2)	बिजली हां (1)/ नहीं (2)	शौचालय हां (1)/ नहीं (2)	खाना बनाने के लिए उपयोग में लाया जाने वाला ईंधन	क्या परिवार या परिवार का एक या अनेक सदस्य जनगणना मकान के बाहर और खुले में एक या अनेक उद्यम चला रहा है ? यदि हां, तो उद्यम सूची भरें	परिवार में सामान्यत: रहने वाले व्यक्तियों की संख्या: पुरूष	स्त्रियां	व्यक्ति	अन्य विवरण
13	14	15	16	17	18	19	20	21	22	23	24

भारत की जनगणना 1991—द्वितीय पूर्व परीक्षण

मकान सूची प्रारूप

राज्य/संघ राज्यक्षेत्र का नाम ..... कोड नं० ..... ग्राम/नगर का नाम ..... कोड नं० .....

जिले का नाम ..... कोड नं० ..... वार्ड/मोहल्ला/हैमलेट का नाम या नम्बर ..... कोड नं० .....

तहसील/तालुक/पुलिस थाना/विकास खंड/सर्किल आदि का नाम ..... कोड नं० ..... प्रगणक के ब्लाक का नम्बर .....

मकान सूची की पृष्ठ संख्या	जनगणना मकानों की कुल संख्या (मकान सूची के कालम 3 से)	उपयोग के अनुसार जनगणना मकानों की संख्या						परिवारों की कुल संख्या	कुल जनसंख्या		
		आबाद आवासीय जनगणना मकान			खाली जनगणना मकान	कालम 5 और 6 का योग	अन्य उपयोग में लाए जा रहे जनगणना मकान (कालम 2 में से कालम 7 घटाए)		पुरुष	स्त्रियां	योग
		पूर्णतः आवासीय	अंशतः आवासीय	कुल							
1	2	3	4	5	6	7	8	9	10	11	12
योग											

जांच की और सही पाया

प्रगणक के हस्ताक्षर ..... तारीख ..... सुपरवाइजर के हस्ताक्षर ..... तारीख .....

(आर्थिक गणना)

उद्यम सूची

1. राज्य/संघ राज्य क्षेत्र.....कोड सं०..... 5. वार्ड/मोहल्ला/खेड़ा का नाम या सं०.....कोड सं०.....
2. जिला.....कोड सं०..... 6. परिगणक ब्लाक सं०.....
3. तहसील/तालुक/थाना/विकास ब्लाक/सर्कल, आदि.....कोड सं०..... 7. ग्रामीण/नगरीय.....कोड सं०.....
4. ग्राम/नगर.....कोड सं०.....

गृहसूची की पंक्ति सं० (गृहसूची का कालम 1)	गणना मकान सं० (गृहसूची का कालम 3)	उद्यम की क्रम संख्या: (गृहसूची का कालम 17)	उद्यम की क्रम संख्या: (गृहसूची का कालम 20)	उद्यम के कार्यकलाप का विवरण	कोड	उद्यम का वर्गीकरण (कृषि-1, गैर-कृषि-2)	संकार्य का स्वरूप- (बाहरमासी-1, मौसमी 2)	स्वामित्व का प्रकार*	स्वामी का सामाजिक वर्ग (अ० जा० 1, अ० ज० जा० 2, अन्य-3)	कार्यकलाप के लिए प्रयुक्त शक्ति (पावर)/ईंधन**	सामान्यतः प्रतिदिन कार्यरत व्यक्तियों की संख्या: कुल (बिना मजदूरी तथा भाड़े पर काम करने वालों के सहित) पुरुष	कुल (बिना मजदूरी तथा भाड़े पर काम करने वालों के सहित) स्त्री	कुल (बिना मजदूरी तथा भाड़े पर काम करने वालों के सहित) योग	भाड़े पर पुरुष	भाड़े पर स्त्री	भाड़े पर योग	टिप्पणी
1	1 (i)	2	3	4	4(i)	5	6	7	8	9	10	11	12	13	14	15	16
योग	XX	(क)	(क)	XXX	XX	(ख)	(ख)	(ख)	XX	(ख)			(ग) ( )			(ग) ( )	XXX

परिगणक के हस्ताक्षर.....तिथि.....

पर्यवेक्षक के हस्ताक्षर.....तिथि.....

(क) प्रविष्टियों की गिनती करें और उनका योग दें।

(ख) कोड 1 वाली प्रविष्टियों की गिनती करें और उनका योग दें।

(ग) प्रविष्टियों की गिनती करें और उनका योग कोष्ठकों में दें।

*स्वामित्व का प्रकार

**कार्यकलाप के लिए प्रयुक्त शक्ति (पावर)/ईंधन

निजी-1, सहकारी-2, सार्वजनिक-3

–बिना पावर-1, विद्युत-2, कोयला/सोफ्ट कोक-3,

पैट्रोल/डीजल-4, गैस-5, जलाऊ लकड़ी-6; गोबर गैस-7 पशुशक्ति-8, अन्य-9

92-L/J(D)510DCO Haryana—14(a)

(आर्थिक गणना)

उद्यम सूची

उद्यम सूची के पृष्ठों की संख्या .....

1. राज्य/संघ राज्य क्षेत्र ..... कोड सं० .....
2. जिला ..... कोड सं० .....
3. तहसील/तालुका/थाना/विकास ब्लाक/सर्कल, आदि ..... कोड सं० .....
4. ग्राम/नगर ..... कोड सं० .....
5. वार्ड/मोहल्ला/खेड़ा का नाम या सं० ..... कोड सं० .....
6. परिगणक ब्लाक सं० .....
7. ग्रामीण/नगरीय ..... कोड सं० .....

उद्यम सूची की पृष्ठ सं०	उद्यमों की कुल संख्या: अहाते वाले (उद्यम सूची का कालम 2)	उद्यमों की कुल संख्या: बिना अहाते वाले (उद्यम सूची का कालम 3)	कृषि उद्यमों की कुल संख्या (उद्यम सूची का कालम 5)	उद्यमों की कुल संख्या: बारहमासी (उद्यम सूची का कालम 6)	उद्यमों की कुल संख्या: मौसमी (उद्यम सूची का कालम 7)	उद्यमों की कुल संख्या: बिना शक्ति (पावर) (उद्यम सूची का कालम 9)	कृषि तथा गैर-कृषि उद्यमों में सामान्यतः प्रतिदिन कार्यरत व्यक्तियों की संख्या (बिना मजदूरी तथा भाड़े पर काम करने वालों के सहित): पुरुष (उद्यम सूची का कालम 10)	कृषि तथा गैर-कृषि उद्यमों में सामान्यतः प्रतिदिन कार्यरत व्यक्तियों की संख्या (बिना मजदूरी तथा भाड़े पर काम करने वालों के सहित): स्त्री (उद्यम सूची का कालम 11)	कृषि तथा गैर-कृषि उद्यमों में सामान्यतः प्रतिदिन कार्यरत व्यक्तियों की संख्या (बिना मजदूरी तथा भाड़े पर काम करने वालों के सहित): योग (उद्यम सूची का कालम 12)	कृषि तथा गैर-कृषि उद्यमों की संख्या (उद्यम सूची के कालम 12 के कोष्ठकों के आंकड़े)	कृषि तथा गैर-कृषि उद्यमों में सामान्यतः प्रतिदिन भाड़े पर काम करने वाले व्यक्तियों की संख्या: पुरुष (उद्यम सूची का कालम 13)	कृषि तथा गैर-कृषि उद्यमों में सामान्यतः प्रतिदिन भाड़े पर काम करने वाले व्यक्तियों की संख्या: स्त्री (उद्यम सूची का कालम 14)	कृषि तथा गैर-कृषि उद्यमों में सामान्यतः प्रतिदिन भाड़े पर काम करने वाले व्यक्तियों की संख्या: योग (उद्यम सूची का कालम 15)	मजदूरी पर रोजगार देने वाले कृषि तथा गैर-कृषि उद्यमों की संख्या (उद्यम सूची के कालम 15 के कोष्ठकों के आंकड़े)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

परिगणक के हस्ताक्षर ..... तिथि .....

जांच की गई और ठीक पाया

पर्यवेक्षक के हस्ताक्षर ..... तिथि .....

द्वितीय पूर्व परीक्षण

भारत की जनगणना 1991 व्यक्तिगत पर्ची गोपनीय

पैड. सं० .....

पर्ची सं० .....

लोकेशन कोड ..... ( ) परिवार की क्रम सं० [ ]

1. नाम .....

2. परिवार के मुखिया से सम्बन्ध .....

3. पुरुष (1)/स्त्री (2) .....

4. आयु .....

5. वैवाहिक स्थिति .....

6. मातृ-भाषा .....

7. दो अन्य भाषाएं जिनका ज्ञान हो .....

8. धर्म .....

9. क्या अ. जा. (1) अथवा अ. ज.जा.(2) के सदस्य है

10. अनुसूचित जाति/जनजाति का नाम .....

11. साक्षर (1)/निरक्षर (2) .....

12. कहां तक शिक्षा पाई है .....

13. स्कूल/कालेज जाते हैं, हां (1)/ नहीं (2)

14 क. क्या गत वर्ष किसी भी समय काम किया? हां / नहीं (गृ./वि./आ./रि./भि./सं./अन्य ....

(फार्म पर या घरेलू उद्योग में बिना मजदूरी के काम सहित)

14 ख. यदि 14 क में "हां" तो क्या गत वर्ष अधिकांश समय काम किया? हां (1)/नहीं (2) .....

15 क. गत वर्ष में मुख्य काम? 14 ख में "हां" (का./खे.म./पा.उ./अ.का.) / 14 ख में "नहीं" (गृ./वि./आ./रि./भि./सं./ अन्य ....

यदि 15 क में पा.उ./अ. का.

(i) प्रतिष्ठान का नाम .....

(ii) उद्योग, व्यापार या सेवा का स्वरूप .....

(iii) व्यक्ति के काम का विवरण .....

(iv) काम करने वाले का वर्ग .....

15 ख 14 ख में "हां"-गत वर्ष किसी समय अन्य कोई काम किया? हां (का./खे. म./पा. उ./अ. का.)/नहीं / 14 ख में "नहीं"-गत वर्ष किसी भी समय जो काम किया हो? (का./खे.म./पा.उ./अ.का.)

यदि 15 ख में पा. उ./अ. का.

(i) प्रतिष्ठान का नाम .....

(ii) उद्योग, व्यापार या सेवा का स्वरूप .....

(iii) व्यक्ति के काम का विवरण .....

(iv) काम करने वाले का वर्ग .....

16 क. यदि 14 'क' में नहीं, तो क्या काम की खोज में हैं/काम करने के इच्छुक है? हां (1)/ नहीं(2) .....

16 ख. यदि 16 'क' में हां, तो आपने पहले कभी काम किया है? हां (1)/ नहीं (2) .....

17 क. आप भूतपूर्व सैनिक हैं? हां (1)/नहीं(2) .....

17 ख.यदि 17 क में "हां", तो पेंशनभोगी(1)/गैर-पेंशनभोगी(2) .....

18. जन्म स्थान

(क) जन्म का स्थान .....

(ख) ग्रामीण (1)/नगरीय (2) .....

(ग) जिला .....

(घ) राज्य/देश .....

19. पूर्व निवास स्थान

(क) इसके पूर्व का निवास स्थान .....

(ख) ग्रामीण(1)/नगरीय(2) .....

(ग) जिला .....

(घ) राज्य/देश .....

20. पूर्व निवास स्थान छोड़ने का कारण.

(कोड)* .....

21. वर्तमान के गांव या कस्बे में निवास की

अवधि .....

22. उन सभी महिलाओं के लिए जो विवाहित हैं या थीं

(क) विवाह के समय आयु .....

(ख) इस समय जीवित बच्चों की संख्या

पुरुष ☐ स्त्री ☐ योग ☐

(ग) जीवित पैदा हुए कुल बच्चों की संख्या

पुरुष ☐ स्त्री ☐ योग ☐

23. केवल उन महिलाओं के लिए जो इस समय विवाहित हैं/ गत एक वर्ष में कोई जीवित बच्चा पैदा हुआ?

बच्चा पैदा हुआ? .....

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* रोजगार(1); व्यवसाय(2); शिक्षा(3); परिवार का स्थान परिवर्तन(4); विवाह(5); प्राकृतिक विपदाएं जैसे सूखा, बाढ़, आदि (6); अन्य(7)

ब्लॉक सं०.....फार्म सं.....

ओवेक्षन कोड सं०.....

परिवार की क्रम संख्या .....

भारत की जनगणना, 1991

परिवार अनुसूची

द्वितीय पूर्व परिक्षण

क्रम सं०	नाम	मुखिया से सम्बन्ध	स्त्री/पुरुष		आयु	वैवाहिक स्थिति	मातृभाषा	धर्म	क्या अ० जा० (1)/ अ० ज० जा० (2) की है	अनुसूचित जाति/ जनजाति का नाम	पुरुष					
			पुरुष	स्त्रियां							साक्षर	निरक्षर	14 क में प्रविष्टि		14 ख में प्रविष्टि	
													हां	नहीं	हां	नहीं
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

जांच की और सही पाया			×	×				अ० जा०	अ० ज० जा०	योग
सुपरवाइजर के हस्ताक्षर	पुरुष		×	×	×					
	स्त्रियां	×		×	×					
	व्यक्ति			×	×					

पीपचीम
*परिवार संस्थागत है
या बेघर

क्रम सं०	पुरुष				स्त्री										यदि 15 क में अ० का० तो बताएं		
	15क में प्रविष्टि				साक्षर	निरक्षर	14क में प्रविष्टि		14ख में प्रविष्टि		15क में प्रविष्टि				प्रतिष्ठान का नाम	उद्योग, व्यापार या सेवा का स्वरूप	कार्य का विवरण
	का०	खे० म०	पा० उ०	अ० का०			हां	नहीं	हां	नही	का०	खे० म०	पा० उ०	अ० का०			
1	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34
																☐	
																☐	
																☐	
																☐	
																☐	
																☐	
																☐	
																☐	
																☐	
																☐	
																☐	
योग																	

केवल कार्यालय में प्रयोग के लिए

श्रेणी	पुरुष	स्त्री	श्रेणी	पुरुष	स्त्री	श्रेणी	पु०	स्त्री
III			VI			IX सीमांतिक काम करने वाले		
IV			VII					
V			VIII			X काम न करने वाले		

*संस्थागत के लिए 1 और बेघर के लिए 0 लिखें

कोडर के हस्ताक्षर.....

Working sheets for preparing enumerator's abstract (2nd pre-test)

भारत की जनगणना

प्रगणक का सार बनाने

(परिवार अनुसूची से

लोकेशन कोड.....प्रगणक का नाम.....

लाइन नम्बर	परिवार की क्रम संख्या	व्यक्ति	पुरुष	स्त्रियां	अ० जा०		अ० ज० जा		साक्षर		निरक्षर		14 क में हां	
		कॉ० 2	कॉ० 4	कॉ० 5	कॉ० 10		कॉ० 10		कॉ० 12	कॉ० 22	कॉ० 13	कॉ० 23	कॉ० 14	कॉ० 24
					पुरुष	स्त्रियां	पुरुष	स्त्रियां	पुरुष	स्त्रियां	पुरुष	स्त्रियां	पुरुष	स्त्रियां
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1														
2														
3														
4														
5														
6														
7														
8														
9														
0														
1														
2														
3														
4														
5														
6														
7														
8														
9														
0														
योग @														

आंच की और सही पाया

सर्किल सुपरवाइजर के हस्ताक्षर.....

तारीख.....

1991-द्वितीय पूर्व परीक्षण

के लिए बकिंग-शीट

संकलित किया जाए)

पृष्ट सं०.....

सामान्य.....

*विभिन्न प्रकार के परिवारों की संख्या संस्थागत .....

बेघर .....

14 क में नहीं		14 ख में हाँ		14 ख में नहीं		प्रश्न 15 क में प्रविष्टि							
						का०		खे० म०		पा० उ०		अ० का	
कॉ०15	कॉ०25	कॉ०16	कॉ०26	कॉ०17	कॉ०27	कॉ० 18	कॉ०28	कॉ०19	कॉ०29	कॉ०20	कॉ०30	कॉ०21	कॉ० 31
पुरुष	स्त्रियां	पुरुष	स्त्रियां	पुरुष	स्त्रियां	पुरुष	स्त्रियां	पुरुष	स्त्रियां	पुरुष	स्त्रियां	पुरुष	स्त्रियां
16	17	18	19	20	21	22	23	24	25	26	27	28	29

भारत की जनगणना, 1991–द्वितीय पूर्व-परीक्षण

प्रगणक का सार

(प्रगणक सार के लिए वर्किंग-शीट से संकलित किया जाना है)

लोकेशन कोड.....सामान्य परिवारों की संख्या .....

प्रगणक का नाम .....संस्थागत परिवारों की संख्या .....

आवास आवासीय मकानों.....बेघर परिवारों की संख्या .....

की कुल संख्या .....परिवारों की कुल संख्या .....

क्रम संख्या	विवरण	व्यक्ति	पुरुष	स्त्रियां
1	2	3	4	5
1.	क्रम सं० 14 और 15 (सामान्य परिवारों की वर्किंग-शीट के अन्तिम पृष्ठ में कुल योग की लाइन में कालम 3, 4, और 5 का योग) में दर्शित जनसंख्या को सम्मिलित कर जनसंख्या			
2.	अनुसूचित जाति (कॉलम 6 और 7 का कुल योग)			
3.	अनुसूचित जनजाति (कॉलम 8 और 9 का कुल योग)			
4.	साक्षर (कॉलम 10 और 11 का कुल योग)			
5.	निरक्षर (कॉलम 12 और 13 का कुल योग)			
6.	14क में "हां" (कॉलम 14 और 15 का कुल योग)			
7.	14क में "नहीं" (कॉलम 16 और 17 का कुल योग)			
8.	14 ख में "हां" (कॉलम 18 और 19 का कुल योग)			
9.	14 ख में "नहीं" (कॉलम 20 और 21 का कुल योग)			
10.	15 क में "कां०" (कॉलम 22 और 23 का कुल योग)			
11.	15 क में "खे० म०" (कॉलम 24 और 25 का कुल योग)			
12.	15 क में "पा० उ०" (कॉलम 26 और 27 का कुल योग)			
13.	15 क में "अ० का०" (कॉलम 28 और 29 का कुल योग)			
14.	संस्थागत जनसंख्या (सामान्य परिवारों की वर्किंग-शीट के अन्तिम पृष्ठ में "संस्थागत" लाइन के कॉलम 3, 4 और 5 का योग)			
15.	बेघर जनसंख्या (सामान्य परिवारों की वर्किंग-शीट के अन्तिम पृष्ठ में "बेघर" लाइन के कॉलम 3, 4 और 5 का योग)			

जांच की और सही पाया

सुपरवाइजर के हस्ताक्षर..... प्रगणक के हस्ताक्षर .....

तारीख..... तारीख.....

टिप्पणी : कॉलम 2 में कोष्ठकों में वर्किंग-शीट के कालम दिए गए हैं, जिसमें से आंकड़े दिए जाने हैं।

मकान

राज्य/संघ राज्यक्षेत्र का नाम..... कोड नं.....
जिले का नाम..... कोड नं.....
तहसील/ तालुक/पुलिस थाना/
विकास खण्ड/सर्किल आदि का नाम..... कोड नं.....

लाईन नम्बर	भवन नं० (न०पा०था स्थानीय प्राधिकारी या जनगणना द्वारा दिया गया नं०)	जनगणना मकान नं०	जनगणना मकान में लगी प्रमुख सामग्री			जनगणना मकान किस उपयोग में आता है (यदि पूर्णतः या अंशतः एक या अनेक उद्यमों के लिए उपयोग में लाया जाता है तो उद्यम सूची भरें)	यदि मकान				
			दीवार	छत	फर्श		परिवार नं०	परिवार की क्रम संख्या	केवल परिवार के मुखिया के लिए लिखें		
									नाम	पुरुष(1) /स्त्री(2)	अ.ज.(1)/अ.ज.जा.(2) (यदि अ.ज.जा. का है तो पता करें और कोड 1 के बाद कोष्ठक में हिन्दुओं के लिए "हि" और सिक्खों के लिए "सि" लिखें)
1	2	3	4	5	6	7	8	9	10	11	12
1						☐					
2						☐					
3						☐					
4						☐					
5						☐					
6						☐					
7						☐					
8						☐					
9						☐					
10						☐					
	*योग					*योग					कोड संकेत

*प्रविष्टियों की गणना करें और उनका योग लिखें।

दीवार-(कॉलम-4):- घास, पत्ते, सरकण्डे या बांस (1) | मिट्टी (2) | कच्ची ईंट (3) | लकड़ी (4) | पक्की ईंट (5) | लोहे की जस्ती चदरें या अन्य धातु की चादरें (6) | पत्थर (7) | सीमेंट कंक्रीट (8) | इकरा (9) | और | अन्य (10)

छत (कॉलम 5) | बांस, पत्ते, सरकण्डे, फूस, लकड़ी, मिट्टी, कच्ची ईंट या बांस (1) | खपरैल, स्लेट या पटरा (2) | लोहे, या जस्ते की नालीदार या अन्य धातु की चादरें (3) | एस्बेस्टस सीमेंट चादरें (4) | ईंट, पत्थर एवं चूना (5) | पत्थर (6) | कंक्रीट, आर. बी. सी., आर. सी. सी. (7) | और | अन्य (8)

फर्श (कॉलम 6) | मिट्टी (1) | लकड़ी/तख्ते (2) | बांस या लट्ठा (3) | ईंट, पत्थर एवं चूना (4) | सीमेंट (5) | मोजेक/टाइल (6) | और | अन्य (7)

प्रगणक के हस्ताक्षर..... तारीख

सूची गोपनीय

ग्राम/कस्बे का नाम..... कोड नं..... विकास खण्ड का नाम.....
वार्ड/मोहल्ला/हैमलेट का नाम या नं..... कोड नं..... कोड नं.....
प्रगणक ब्लाक नं.....

पूर्णत: या अंशत: आवासीय है

क्या परिवार अपने मकान में रहता है या किराये के ? अपने मकान के लिए (1) किराये के लिए (2) तथा अन्य के लिए (3) लिखें	परिवार के पास रहने के कमरों की संख्या	परिवार को उपलब्ध सुविधाएं				खाना बनाने के लिए उपयोग में लाया जाने वाला ईंधन	क्या परिवार या परिवार का एक या अनेक सदस्य जनगणना मकान के बाहर और खुले में एक या अनेक उद्यम चला रहा है? यदि हां तो उद्यम सूची भरें	परिवार में सामान्यत: रहने वाले व्यक्तियों की संख्या			अन्य विवरण
		पीने के पानी की आपूर्ति		बिजली हां (1)/नहीं (2)	शौचालय हां (1)/नहीं (2)			पुरुष	स्त्रियां	व्यक्ति	
		स्रोत (2)	मकान के अहाते में (1)/मकान के अहाते से बाहर (2)								
13	14	15	16	17	18	19	20	21	22	23	24
							योग				

पीने के पानी की आपूर्ति के स्रोत (कॉलम 15) | कुंआ (1) | नल (2) | हैण्ड पम्प/ट्यूबवैल (3) | नदी/नहर (4) | तालाब (5) | और | अन्य (6) |

खाना बनाने के लिए उपयोग में लाया जाने वाला ईंधन (कॉलम 19) | उपला (1) | बिजली (2) | कोयला/कोक/लिगनाइट (3) | लकड़ी का कोयला (4) | खाना पकाने की गैस (5) | लकड़ी (6) | बायोगैस (7) | मिट्टी का तेल (8) | और | अन्य (9) |

सुपरवाइजर के हस्ताक्षर..... तारीख.....

CENSUS OF INDIA 1991

HOUSELIST ABSTRACT

Name of State/Union Territory.....Code No.....Name of Village/Town.....Code No.....Name of Dev. Block

Name of District.....Code No.....Name or No. of Ward/Mohalla/Hamlet.....Code No. .....

Name of Tehsil/Taluk/P.S./
Dev. Block/Circle, etc.....Code No.....Enumerator's Block No.....Code No.....

Page No. of house-list	Total No. of census houses (from Col. 3) of house-list	Number of census houses by use						Total No. of house-holds (from Col. 8) of house-list	Total population		
		Occupied residential census houses			Vacant Census houses	Total of Cols. 5 & 6	Census houses put to other uses (Col. 2) minus (Col. 7)		Males	Females	Total
		Wholly residential	Partly residential	Total							
1	2	3	4	5	6	7	8	9	10	11	12
Total											

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

Checked and found correct

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

पृष्ठ सं०.....

1 राज्य/संघ राज्य क्षेत्र.....कोडनं०..... 4. ग्राम/कस्बा.....कोड नं०.....
2. जिला.....कोड नं०..... 5. वार्ड/मोहल्ला/खेड़ा का नाम या नं०.....कोड नं०.....
3. (i) तहसील/तालुका/थाना/विकास खण्ड/सर्कल, आदि.....कोड नं०..... 6. प्रगणक ब्लाक नं०.....
3. (ii) विकास खण्ड.....नम्बर..... 7. ग्रामीण/शहरी.....कोड नं०.....

मकान सूची की पंक्ति नं० (मकान सूची का कालम 1)	जनगणना मकान नं० (मकान सूची का कालम 3)	उद्यम की क्रम संख्या: (मकान सूची का कालम 7)	उद्यम की क्रम संख्या: (मकान सूची का कालम 20)	उद्यमके कार्यकलाप का विवरण	कोड	उद्यम का वर्गीकरण (कृषि-1, गैर-कृषि-2)	संकार्य का स्वरूप (बारहमासी-1, मौसमी-2)	स्वामित्व का प्रकार*	स्वामी का सामाजिक वर्ग (अ०जा०-1, अ०,ज०,जा०-2-, अन्य-3)	कार्यकलाप के लिए प्रयुक्त शक्ति (पावर)/ईंधन**	सामान्यतः प्रतिदिन कार्यरत व्यक्तियों की संख्या: कुल (बिना मजदूरी तथा भाड़े पर काम करने वालों के सहित): पुरुष	कुल: स्त्री	कुल: योग	भाड़े पर: पुरुष	भाड़े पर: स्त्री	भाड़े पर: योग	टिप्पणी
1	1(i)	2	3	4	4 (i)	5	6	7	8	9	10	11	12	13	14	15	16
योग	XX	(क)	(क)	XXX	XX	(ख)	(ख)	(ख)	XX	(ख)			(ग) ( )			(ग) ( )	XXX

प्रगणक के हस्ताक्षर.....तिथि.....
सुपरवाइजर के हस्ताक्षर.....तिथि.....

*स्वामित्व का प्रकार: —निजी-1, सहकारी-2, सार्वजनिक-3

**कार्यकलाप के लिए प्रयुक्त शक्ति (पावर)/ईंधन: —बिना पावर-1, बिजली-2, कोयला/सोफ्ट कोक-3, पैट्रोल/डीजल-4, गैस-5, जलाऊ लकड़ी-6, बायोगैस-7, मिट्टी का तेल-8, पशुशक्ति-9, अन्य-0

(क) प्रविष्टियों की गिनती करें और उनका योग दें।
(ख) कोड 1 वाली प्रविष्टियों की गिनती करें और उनका योग दें।
(ग) प्रविष्टियों की गिनती करें और उनका योग कोष्ठकों में दें।

92-L/J(D)510DCOHaryana—15

उद्यम सूची के पृष्ठों की संख्या.....

भारत की जनगणना 1991

(आर्थिक गणना)

उद्यम सूची सार

1. राज्य/संघ राज्यक्षेत्र.....कोड नं०.....
2. जिला.....कोड नं०.....
3(i) तहसील/तालुका/थाना/विकास खण्ड/सर्कल, आदि.....कोड नं०.....
3(ii) विकास खण्ड.....नम्बर.....
4. ग्राम/कस्बा.....कोड नं०.....
5. वार्ड/मोहल्ला/खेड़ा का नाम या नं०.....कोड नं०.....
6. प्रगणक ब्लाक नं०.....
7. ग्रामीण/शहरी.....कोड नं०.....

उद्यम सूची की पृष्ठ सं०	उद्यमों की कुल संख्या		कृषि उद्यमों की कुल संख्या (उद्यम सूची का कालम 5)	उद्यमों की कुल संख्या			कृषि तथा गैर-कृषि उद्यमों में सामान्यतः प्रतिदिन कार्यरत व्यक्तियों की संख्या (बिना मजदूरी तथा भाड़े पर काम करने वालों के सहित)			कृषि तथा गैर-कृषि उद्यमों की संख्या (उद्यम सूची के कालम 12 के आंकड़े के आंकड़े)	कृषि तथा गैर-कृषि उद्यमों सामान्यतः प्रतिदिन भाड़े पर काम करने वाले व्यक्तियों की संख्या			मजदूरी पर रोजगार देने वाले कृषि तथा गैर-कृषि उद्यमों की संख्या (उद्यम सूची के कालम 15 के आंकड़ों के आंकड़े)
	महीने वाले (उद्यम सूची का कालम 2)	बिना महीने वाले (उद्यम सूची का कालम 3)		बारामासी (उद्यम सूची का कालम 6)	मौसमी (उद्यम सूची का कालम 7)	बिना अंकित (पायर) (उद्यम सूची का कालम 9)	पुरुष (उद्यम सूची का कालम 10)	स्त्री (उद्यम सूची का कालम 11)	योग (उद्यम सूची का कालम 12)		पुरुष (उद्यम सूची का कालम 13)	स्त्री (उद्यम सूची का कालम 14)	योग (उद्यम सूची का कालम 15)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

जांच की गई और ठीक पाया

प्रगणक के हस्ताक्षर.....तिथि.....

सुपरवाइजर के हस्ताक्षर.....तिथि.....

ब्लॉक नं० ..... खानें नं० .....

ब्लॉकेज कोड .....

परिवार की क्रम संख्या .....

भारत की जनगणना

परिवार अनुसूचि

क्रम सं०	नाम	मुखिया से संबंध	लिंग		आयु	वैवाहिक स्थिति	मातृभाषा	धर्म	क्या अ० जा० (1)/ अ०जा०ज० (2) का है	अनुसूचित जाति/ जनजाति का नाम	पुरुष					
			पुरुष	स्त्री							साक्षर	निरक्षर	14 क में प्रविष्टि		14 ख में प्रविष्टि	
													हां	नहीं	हां	नहीं
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
योग**																

**प्रविष्टियों की गणना करने के पश्चात् खानों में योग दें।

	अ० जा०	अ०ज० जा०
पुरुष		
स्त्रियां		
व्यक्ति		

गणक के हस्ताक्षर .....

92-L/J(D) 510 DCO Haryana—15 (a)

भारत की जनगणना
परिवार अनुसूची—समाप्त

गोपनीय

परिवार संस्थागत है या बेघर*.....
विकास खण्ड का कोड नं०.....

क्रम नं०	पुरुष				स्त्री										यदि 15 क में अ० का० तो बताएं		
	15क में प्रविष्टि				साक्षर	निरक्षर	14क में प्रविष्टि		14ख में प्रविष्टि		15क में प्रविष्टि				प्रतिष्ठान का नाम	उद्योग, व्यापार या सेवा का स्वरूप	कार्य का विवरण
	का०	खे० म०	पा० उ०	अ० का०			हां	नहीं	हां	नहीं	का०	खे० म०	पा० उ०	अ० का०			
1	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34
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																☐	
																☐	
योग**																	

जांच की और सही पाया

सुपरवाईजर के हस्ताक्षर.....

केवल कार्यालय के प्रयोग के लिए

श्रेणी	पुरुष	स्त्री	श्रेणी	पुरुष	स्त्री	श्रेणी	पुरुष	स्त्री
III			VI			IX		
IV			VII			सीमांतिक काम करने वाले		
V(ख)			VIII			X काम न करने वाले		

*संस्थागत के लिए सं० और बेघर के लिए 0 लिखें

कीडर के हस्ताक्षर

भारत की जनगणना 1991 — व्यक्तिगत पर्ची — गोपनीय

लोकेशन कोड ..... ( ) परिवार की क्रम सं० [ ] पेज सं० —

विकास खंड का कोड नं० ..... पर्ची सं० —

1 नाम .....

2 परिवार के मुखिया से सम्बन्ध .....

3 पुरुष (1)/स्त्री (2) .....

4 आयु .....

5 वैवाहिक स्थिति .....

6 मातृ-भाषा .....

7 दो अन्य भाषाएं जिनका ज्ञान हो .....

8 धर्म .....

9 क्या अ.जा.(1) अथवा अ.ज.जा.(2) के सदस्य है .....

10 अनुसूचित जाति/जनजाति का नाम .....

11 साक्षर (1)/निरक्षर (2) .....

12 कहां तक शिक्षा पाई है .....

13 स्कूल/कालेज जाते है, हां (1)/नहीं (2) .....

14क क्या गत वर्ष किसी भी समय काम किया ? हां / नहीं (मु./वि./आ./रि./पि./सं./अन्य)
(फार्म पर या घरेलू उद्यम में बिना मजदूरी के काम सहित)

14ख यदि 14क में 'हां' तो क्या गत वर्ष अधिकांश समय काम किया? हां (1)/नहीं (2) .....

15क गत वर्ष में मुख्य काम ? 14ख में 'हां' (का./खे.म./पा.उ./अ.का.) / 14ख में 'नहीं' (मु./वि./आ./रि./पि./सं./अन्य)
यदि 15क में पा.उ./अ.का.
(i) प्रतिष्ठान का नाम .....
(ii) उद्योग, व्यापार या सेवा का स्वरूप .....
(iii) व्यक्ति के काम का विवरण .....
(iv) काम करने वाले का वर्ग .....

15ख 14ख मे 'हां' –गत वर्ष किसी समय अन्य कोई काम किया ? हां (का./खे.म./पा.उ./अ.का.)/नहीं
14ख में 'नहीं' –गत वर्ष किसी भी समय जो काम किया हो ? (का./खे.म./पा.उ./अ.का.)
यदि 15ख मे पा. उ./अ का
(i) प्रतिष्ठान का नाम .....
(ii) उद्योग, व्यापार या सेवा का स्वरूप .....
(iii) व्यक्ति के काम का विवरण .....
(iv) काम करने वाले का वर्ग .....

15ग यदि 14ख में 'नहीं' तो क्या काम की खोज में है/काम करने के इच्छुक है ? हां (1)/नहीं (2) .....

15घ यदि 15ग में 'हां' तो क्या अपने पहले कभी काम किया है ? हां (1)/नहीं (2) .....

17क क्या आप भूतपूर्व सैनिक है ? हां (1)/नहीं (2)

17ख यदि 17क मे 'हां', तो पेंशनभोगी (1)/गैर–पेंशनभोगी (2)

18 जन्म स्थान

(क) जन्म का स्थान

(ख) ग्रामीण (1)/नगरीय (2)

(ग) जिला

(घ) राज्य/देश

19 पूर्व निवास स्थान

(क) इसके पूर्व का निवास स्थान

(ख) ग्रामीण (1)/नगरीय (2)

(ग) जिला

(घ) राज्य/देश

20 पूर्व निवास स्थान छोड़ने का कारण

(कोड)*

21 वर्तमान के ग्राम या कस्बे में निवास की अवधि

22 उन सभी महिलाओं के लिए जो विवाहित है या थीं

(क) विवाह के समय आयु

(ख) इस समय जीवित बच्चों की संख्या

पुरुष स्त्री योग

(ग) जीवित पैदा हुए कुल बच्चों की संख्या

पुरुष स्त्री योग

23 केवल उन महिलाओं के लिए जो इस समय विवाहित हैं

क्या इस वर्ष में कोई जीवित बच्चा पैदा हुआ

रोजगार (1) व्यवसाय (2) शिक्षा (3) परिवार का स्थान परिवर्तन (4)

विवाह (5) प्राकृतिक विपदाएं जैसे सूखा, बाढ़, आदि (6) अन्य (7)

Working sheets for preparing enumerator's abstract (Enumeration)

लोकेशन कोड.....प्रगणक का नाम००.....विकास खण्ड का कोड नं० .....

लाइन नम्बर	परिवार की क्रम संख्या	व्यक्ति	पुरुष	स्त्रियां	आ० जा०		अ० ज० जा०		पुरुष					
		(का० 2)	(का० 4)	(का० 5)	(का० 10)**		(का० 10)**		साक्षर	निरक्षर	14 क में हां	14 क में नहीं	14 ख में हां	14 ख में नहीं
					पुरुष	स्त्रियां	पुरुष	स्त्रियां	(का० 12)	(का० 13)	(का० 14)	(का० 15)	(का० 16)	(का० 17)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
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3														
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योग	@													

@प्रविष्टियों की गिनती करें और योग दें।

जांच की और सही पाया।

सर्किल सुपरवाइजर के हस्ताक्षर.....

तारीख.....

1991

के लिए वर्किंग-शीट

से संकलित किया जाए)

पृष्ठ सं०.....

सामान्य .....

विभिन्न प्रकार के परिवारों की संख्या *संस्थागत.....

बेघर.....

पुरुष				स्त्रियां									
प्रश्न 15 क में प्रविष्टि										प्रश्न 15 क में प्रविष्टि			
का०	खे० म०	पा० उ०	अ० का०	साक्षर	निरक्षर	14 क में हां	14 क में नहीं	14 ख में हाँ	14 ख में नहीं	का०	खे० म०	पा० उ०	अ० का०
(का० 18)	(का० 19)	(का० 20)	(का० 21)	(का० 22)	(का० 23)	(का० 24)	(का० 25)	(का० 26)	(का० 27)	(का० 28)	(का० 29)	(का० 30)	का० 31
16	17	18	19	20	21	22	23	24	25	26	27	28	29

कोष्ठकों में दिए गए कॉलम नं० परिवार अनुसूची के कॉलम नं० है।

**वर्किंग शीट के कालम 6 से 9 तक को परिवार अनुसूची के कॉलम 10 से संबंधित ब्लाक के आंकड़ों की नकल करके भरे जाएं।

*जो लागू न हों उसे काट दें।

प्रगणक के हस्ताक्षर.....

तारीख .....

भारत की जनगणना 1991

प्रगणक का सार

(प्रगणक सार के लिए वर्किंग-शीट से संकलित किया जाना है)

लोकेशन कोड ..... सामान्य परिवारों की संख्या .....

प्रगणक का नाम ..... संस्थागत परिवारों की संख्या .....

आबाद आवासीय मकानों की कुल संख्या ..... बेघर परिवारों की संख्या .....

..... परिवारों की कुल संख्या .....

विकास खण्ड का कोड नं० .....

क्रम संख्या	विवरण	व्यक्ति	पुरुष	स्त्रियां
1	2	3	4	5
1.	क्रम सं० 14 और 15 (सामान्य परिवारों की वर्किंग-शीट के अन्तिम पृष्ठ में कुल योग की लाइन में कालम 3, 4 और 5 का योग) में दर्शित जनसंख्या को सम्मिलित कर जनसंख्या			
2.	अनुसूचित जाति (कॉलम 6 और 7 का कुल योग)			
3.	अनुसूचित जनजाति (कॉलम 8 और 9 का कुल योग)			
4.	साक्षर (कॉलम 10 और 20 का कुल योग)			
5.	निरक्षर (कॉलम 11 और 21 का कुल योग)			
6.	14 क में "हां" (कॉलम 12 और 22 का कुल योग)			
7.	14 क में "नहीं" (कॉलम 13 और 23 का कुल योग)			
8.	14 ख में "हां" (कॉलम 14 और 24 का कुल योग)			
9.	14 ख में "नहीं" (कॉलम 15 और 25 का कुल योग)			
10.	15 क में "का०" (कॉलम 16 और 26 का कुल योग)			
11.	15 क में "खे० म०" (कॉलम 17 और 27 का कुल योग)			
12.	15 क में "पा० उ०" (कॉलम 18 और 28 का कुल योग)			
13.	15 क में "अ० का०" (कॉलम 19 और 29 का कुल योग)			
14.	संस्थागत जनसंख्या (सामान्य परिवारों की वर्किंग-शीट के अन्तिम पृष्ठ में "संस्थागत" लाइन के कॉलम 3, 4 और 5 का योग)			
15.	बेघर जनसंख्या (सामान्य परिवारों की वर्किंग-शीट के अन्तिम पृष्ठ में "बेघर" लाइन के कालम 3, 4 और 5 का योग)			

जांच की और सही पाया।

सुपरवाइजर के हस्ताक्षर .....

तारीख .....

प्रगणक के हस्ताक्षर .....

तारीख .....

टिप्पणी : कॉलम 2 में कोष्ठकों में वर्किंग-शीट के कॉलम दिए गए हैं, जिसमें से आंकड़े दिए जाने हैं।

गोपनीय

भारत की जनगणना 1991

स्नातकोत्तर डिग्री धारी व्यक्तियों और तकनीकी कर्मियों का सर्वेक्षण

लोकेशन कोड———————
(प्रगणक द्वारा भरा जाना चाहिए)

ग्रामवासी/नगरवासी (कृपया सही √ लगावें)

फार्म को भरने से संबंधित निर्देश

कृपया इस फार्म को भरें यदि आपके पास :–

1. किसी भी विषय में स्नातकोत्तर डिग्री है, अथवा
2. इंजीनियरी, प्रौद्योगिकी, चिकित्सा विज्ञान (ऐलोपैथी, होम्योपैथी, आयुर्वेदिक, यूनानी) कृषि, औषधि निर्माण विज्ञान, वास्तुशिल्प, शिक्षा, पशुचिकित्सा विज्ञान, दंतचिकित्सा विज्ञान, नर्सिंग, एप्लाइड आर्टस, प्रबन्ध विज्ञान, शारीरिक शिक्षा, कम्प्यूटर विज्ञान में तकनीकी डिग्री/डिप्लोमा है, अथवा
3. आई० टी० आई० सर्टिफिकेट है।

[कृपया ध्यान दें] तारांकित (*) प्रश्नों पर 4,5,6 (क), 6(ख), 7(ख), 9,10 स्तम्भ 4, 12 (ग), 14(क) सही (√) निशान लगायें। जैसे, यदि आप महिला हैं तब–पुरुष/महिला

1. नाम———— 2. डाक का पता ————

3. जन्म तिथि———— 4. लिंग * : पुरुष/महिला 5. क्या आप विवाहित हैं* : हां/नहीं 6. (क) क्या आप अनुसूचित जाति/जनजाति के सदस्य हैं*: हां/नहीं

6. (ख) यदि हां* [अनुसूचित जाति/जनजाति] 7. (क) आपका राज्य : (उस राज्य का नाम जिसके आप निवासी हैं)———7. (ख) आपके निवास स्थान की लोकेशन* ग्राम/नगर

8. शैक्षिक योग्यता (कृपया अपनी उच्चतम योग्यता से आरम्भ करें)

	डिग्री/डिप्लोमा/सर्टिफिकेट	विषय	उत्तीर्ण होने का वर्ष	श्रेणी	विश्वविद्यालय/संस्था/व्यावसायिक संस्था	राज्य/देश
(i)						
(ii)						
(iii)						

9. व्यावसायिक स्थिति* : (क) कर्मचारी, (ख) स्वरोजगारी, (ग) विद्यार्थी, (घ) प्रशिक्षार्थी/एपरेन्टिस, (च) पारिवारिक कार्य, (छ) सेवानिवृत्त, (ज) बेरोजगार (1) कार्य की तलाश में, (2) कार्य हेतु उपलब्ध, (3) कार्य हेतु उपलब्ध नहीं

10. यदि आप कर्मचारी हैं अथवा रहे हैं तब नौकरी का विवरण (वर्तमान में कर्मचारी न होने पर निकटतम/पिछला अथवा प्रथम रोजगार का विवरण दें)।

[अपनी संस्था के कार्यकलापों की प्रकृति, कार्य की प्रकृति और कार्यक्षेत्र भरें। कृपया अगले पृष्ठ पर दी गई कोड संख्या लिखें]।

रोजगार	संस्था का नाम	संस्था का स्थान		संस्था के क्रियाकलापों की प्रकृति (कोड संख्या लिखें)	रोजगार का क्षेत्र (कोड संख्या लिखें)	आपके कार्य की प्रकृति (कोड संख्या लिखें)	कार्य ग्रहण का वर्ष	कार्य छोड़ने का वर्ष	कुल आय भत्ता सहित (रु० प्रतिमास)	
		राज्य	*ग्रामीण (ग्रा) शहरी (श)						कार्यग्रहण के प्रारम्भ में	कार्यग्रहण के अन्तिम समय में
1	2	3	4	5	6	7	8	9	10	11
वर्तमान			ग्रा/श					×		
निकटतम/पिछला			ग्रा/श							
प्रथम			ग्रा/श							

11. यदि आपका अपना रोजगार है तब (i) प्रारम्भ करने का वर्ष———(ii) औसत मासिक आय रु०————(iii) यदि आप मालिक हैं तब आपके कर्मचारियों की संख्या————(iv) आपकी संस्था के क्रियाकलापों की प्रकृति————(v) आपके काम की प्रकृति———— (कृपया (iv) और (v) के लिए अगले पृष्ठ पर कोड संख्या देखें)।

12. यदि आप बेरोजगार हैं तब, (क) लगातार बेरोजगारी की अवधि (महीनों में)————(ख) कृपया लिखें कब से बेरोजगार हैं————(ग) क्या आप स्वयं अपना रोजगार आरम्भ करना चाहते हैं,* हां/नहीं, यदि हां तो कैसे ?————

13. कृपया अपनी विशेषज्ञता का क्षेत्र बतायें : प्राथमिकता के क्रम में : (1)————(2)————

14. (क) क्या आपका वर्तमान रोजगार आपके विशेषज्ञता के अनुरूप है* (हां/नहीं), (ख) यदि नहीं, तब कृपया वह क्षेत्र/तरीका बतायें जिससे आपकी विशेषज्ञता का सर्वोत्तम उपयोग हो सके————

15. अध्ययन/अनुसंधान/प्रशिक्षण और नौकरी के संबंध में तीन महीने से अधिक निवास के लिए विदेश यात्रा (क) कुल यात्राओं की संख्या———(ख) कुल समय (माह)————

(ग) अधिकतम अवधि की दो यात्राओं का वर्णन—

	उद्देश्य	देश	अवधि (माह)	वापसी का वर्ष
(i)				
(ii)				

हस्ताक्षर————
दिनांक————

आवश्यक : कृपया इस फार्म को भरने के बाद प्रगणक को लौटा दें, ऐसा न होने पर पोस्ट कर दें।

कोड संख्या भरने के लिए निर्देश :—पद संख्या 10 और 11 में रोजगार का विवरण भरते समय अपनी संस्था के क्रिया कलापों की प्रकृति, काम की प्रकृति और रोजगार क्षेत्र का उल्लेख करते समय निम्न कोड संख्यायें देना आवश्यक है।

(क) संस्था के क्रिया कलापों की प्रकृति/मद संख्या 10 के स्तम्भ 5 में और मद संख्या 11 (iv) में कोड संख्या भरें।

कोड संख्या	संस्था के क्रिया कलापों की प्रकृति
1	कृषि, बानिकी और मत्स्यपालन
2	खनन और खुदाई
3	उत्पादन, संशोधन जिसमें कारखानों का रखरखाव भी सम्मिलित है।
4	बिजली, गैस और जल का उत्पादन एंव वितरण
5	निर्माण कार्य
6	थोक और खुदरा व्यापार, रेस्टोरैन्ट एंव होटल सहित
7	परिवहन, भंडारण और संचार संस्थायें
8	बैंक, बीमा तथा उसी प्रकार की वित्तीय संस्थायें
9	सम्पत्ति एंव विधि संबंधी सेवायें
10	सार्वजनिक प्रशासन
11	शिक्षा (विश्वविद्यालय और कालेज)
12	शिक्षा (पॉलिटेक्निक और आई० टी० आई०)
13	शिक्षा (स्कूल)
14	अनुसंधान और विकास
15	चिकित्सा और स्वास्थ्य सेवायें
16	सामुदायिक, सामाजिक और कार्मिक सेवायें—मरम्मत सेवाओं सहित
17	वे सब रोजगार जो उपरोक्त सूची में शामिल नहीं हैं (कृपया स्पष्ट लिखें)

(ख) कार्य की प्रकृति/मद संख्या 10 स्तम्भ 7 में और मद संख्या 11 (v) में कोड संख्या भरें।

कोड संख्या	आपके कार्य की प्रकृति
1	शिक्षण
2	शिक्षण सह अनुसंधान
3	अनुसंधान
4	आपकी शिक्षा के क्षेत्र से संबंधित व्यावसायिक कार्य, जैसे: इंजीनियर, चिकित्सक, वकील, आदि
5	डिजाइन और विकास/परीक्षण/गुणवत्ता नियन्त्रण
6	मरम्मत और रखरखाव
7	प्रशासन और प्रबन्ध
8	लिपिकीय/सचिवालीय/लेखा सेवायें
9	उत्पादन/संशोधन कार्य में प्रत्यक्ष रूप में संलगन
10	कृषि/पशुपालन से संबंधित कार्यों में संलगन
11	सामुदायिक/सामाजिक/कार्मिक सेवायें प्रदान करना
12	अन्य (कृपया स्पष्ट लिखें)

(ग) रोजगार का क्षेत्र [मद संख्या 10 स्तम्भ 6 में कोड संख्या लिखें]

कोड संख्या	रोजगार का क्षेत्र
1	केन्द्रीय सरकार
2	राज्य सरकार
3	सार्वजनिक क्षेत्र के उपक्रम (केन्द्रीय)
4	सार्वजनिक क्षेत्र के उपक्रम (राज्य)
5	स्थानीय संस्थायें, जैसे : नगर निगम
6	निजी क्षेत्र
7	स्वायत्त संस्थायें (जैसे : विश्वविद्यालय, आई० सी० ए० आर०, सी० एस० आई० आर० आदि)
8	सहकारी संस्थायें और संयुक्त उद्यम

व्यावसायिक जवाबी अन्तर्देशीय पत्र

पत्र प्राप्तकर्त्ता द्वारा डाकव्यय वहन किया जायेगा	आई ए आर आई डाक घर नई दिल्ली-110012 अनुज्ञा सं० बी० आर० डी० (सी)/162	डाक टिकट लगाने की आवश्यकता नहीं है

मानव संसाधन विकास वर्ग (सी एस आई आर)
वैज्ञानिक एवं तकनीकी कार्मिक अनुभाग
सी एस आई आर काम्पलेक्स
एन पी एल कैम्पस, पूसा
नई दिल्ली-110012

दूसरा मोड़ — तीसरा मोड़

स्नातकोत्तर डिग्री-धारकों और तकनीकी कर्मिकों के लिए प्राप्त, जारी और वापस किए गए फार्मों को दर्शित करने वाला विवरण

नगर/ग्राम का नाम .....

लोकेशन कोड .....

1. प्राप्त किए गए फार्मों की कुल संख्या .....
2. परिवारों को दिए गए फार्मों की संख्या .....
3. परिवारों से वापस लिए गए भरे हुए फार्मों की संख्या .....
4. अवितरित फार्मों की संख्या .....

प्रगणक के हस्ताक्षर

तारीख .....

भारत की जनगणना 1991

संक्षिप्त मकान सूची

पहचान के विवरण

राज्य/संघ राज्य क्षेत्र का नाम .....कोड नं० .....ग्राम/नगर का नाम .....कोड नं० .....

जिले का नाम .....कोड नं० .....वार्ड/मोहल्ला/हैमलेट का नाम या नम्बर .....कोड नं० .....

तहसील/तालुका/पुलिस थाना/विकास खंड/सर्किल आदि का नाम ....कोड नं० .....विकास खंड का कोड नम्बर .....

प्रगणक के ब्लाक का नम्बर .....

भाग 1 : (जनगणना की समाप्ति के बाद ही भरना है)

(क) प्रगणक के ब्लाक की जनसंख्या .....(ख) आबाद आवासीय मकानों की संख्या .....(ग) परिवारों की संख्या .....

भाग 2 : मकान सूची विवरण (मूल मकान सूची से नकल करनी है) ।

क्रम संख्या	भवन नं०	जनगणना मकान नम्बर	जनगणना मकान किस उपयोग में आता है	परिवार नम्बर	परिवार के मुखिया का नाम	परिवार की क्रम संख्या	अन्य विवरण
1	2	3	4	5	6	7	8

संक्षिप्त मकान सूची

पहचान के विवरण

राज्य/संघ राज्य क्षेत्र का नाम.....कोड नं०.....ग्राम/नगर का नाम.....कोड नं० .....

जिले का नाम.....कोड नं०.....वार्ड/मोहल्ला/हैमलट का नाम या नम्बर.....कोड नं० .....

तहसील/तालुका/पुलिस थाना/विकास खंड/सर्किल आदि का नाम.....कोड नं०.....विकास खंड का कोड नम्बर .....

प्रगणक के ब्लाक का नम्बर .....

भाग 3 : भाग 2 का परिशिष्ट (इन जनगणना मकानों/परिवारों को दर्ज करना है जो भाग 2 में दर्ज नहीं किए गए, परन्तु जिनका प्रगणक को जनगणना के दौरान पता चला)

क्रम संख्या	भवन नं०	जनगणना मकान नम्बर	जनगणना मकान किस उपयोग में आता है	परिवार नम्बर	परिवार के मुखिया का नाम	परिवार की क्रम संख्या	अन्य विवरण
1	2	3	4	5	6	7	8

INSTRUCTIONS TO ENUMERATORS FOR FILLING UP THE HOUSELIST

Introduction

Before the census of the population is taken in 1991, it is essential to locate and to identify all places which are occupied or used or which are likely to be occupied or used by people. The houselisting operations are mainly meant for this purpose and houselisting is a primary but important step in the census.

2. The houselist which is proposed to be canvassed during the houselisting operations is given at the end of this book. It will be noticed that the form is simple. It collects certain basic information which will help in forming enumeration blocks for the census itself. In addition, information on the amenities available to the census household is collected. The houselist also serves as a frame for the enterprises for which a separate "Enterprise List" will have to be canvassed as part of the houselisting operations.

3. The manner in which the houselist has to be completed and the concepts and their explanation are described in detail in this book. It is absolutely essential for you to become thoroughly familiar with these instructions since this job of houselisting is an extremely important one. Apart from listing of houses you will also be collecting some useful data on the amenities available to the household which are required for planning purposes. The success of the houselisting operations is very much dependent on a thorough understanding of the concepts, definitions and instructions and on a faithful application of these concepts and definitions and your following the instructions in the actual filling of the houselist form. If you have any doubt you should not hesitate to ask your Supervisor or your Charge Officer for clarification. As a census enumerator you have a great responsibility and there is no doubt that you will perform this task with pride and devotion to duty.

4. The houselisting operations will involve certain basic steps which may be briefly summarised as follows :

(1) The preparation of a notional map and a lay-out sketch of the area assigned to you.

(2) Numbering of buildings and census houses.

(3) Filling up the houselist itself.

(4) Preparation of the houselist abstract.

(5) Filling up the Enterprise List for which separate instructions have been issued to you.

(6) Preparation of the abstract of the Enterprise List.

5. The preparation of notional map and the lay-out sketch is first described and after that the basic concept relating to a building, a census house and the household are indicated. Thereafter, the actual instructions with regard to filling up of the houselist have been given.

Preparation of notional maps and lay-out sketches

6. In order to be able to complete the houselist it would be necessary to locate and identify the buildings and houses This can only be done if you are throughly familiar with the area assigned to you for these operations. The purpose of the lay-out sketch and the notional map is essentially to ensure that your jurisdiction is quite clear. Also, as will be seen later, it is only if a lay-out sketch is prepared that you will be able to allot census house numbers wherever necessary. The first step, therefore, is to prepare the notional map and lay-out sketch of the area assigned to you.

Notional Map

7. The notional map, as its very name indicates, is a map which is not drawn to scale. It is prepared for the entire village or urban block and is meant to show the location of each enumeration block within the village or town. Whether it is for a village or an urban block, the notional map will have to show the general topographical details of the entire village or urban block. If a survey map is already available with the village revenue official, the preparation of the notional map will be easy because that can be copied out and the topographical details entered. The topographical details which should be indicated on the notional map would include permanent features and landmarks such as the village site, well-known roads, cart tracks, hills, rivers, nallas, etc., as also railway line and similar clearly recognizable features. It is important that the boundaries of panchayats, patwaris' circles or halkas or hamlets are distinguished if possible and the names of hamlets should also be entered wherever they are known by particular names. For the purpose of preparation of the notional map, you will be provided a separate sheet. Please use this for preparation of the notional map.

8. The notional map will in effect be an outline map of the village or urban block. Specimen notional maps for rural and urban areas may be seen at Annexes A and B.

9. In the case of very large villages when there are many blocks, it may be difficult to indicate the outline of the entire village. In such cases, it is sufficient if you show in the notional map the block assigned to you.

Layout Sketch

10. Having prepared the notional map, you would have to prepare the detailed lay-out sketch of your block. The lay-out sketch is in effect a detailed map of the block assigned to you in which will be shown the streets and the buildings on the streets. The main purpose of this lay-out sketch is to clearly present the streets in the block and the buildings so that based on the lay-out sketch the operations can be carried out. As in the case of the notional map, in the lay-out sketch also important topographical details should be shown. This is not a document which is drawn to a scale. It is a free hand drawing. In order to be able to draw the lay-out sketch it would necessary for you to go around the village or block assigned to you so that you become familiar with the area, the way the streets run and the main topographical features. Having gone around the village or block, you should start from one end of the village or block and draw a sketch.

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 numbers 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 owner of the field on either side of the line or by the name of the field if any.

11. In the lay-out sketch every single building or house should be shown. *Pucca* and *Kutcha* houses must be shown by signs like a square □ for a *Pucca* house and a triangle △ for *Kutcha* house further classifying them as w holly or partly residential or wholly non- residential by shading as follows:

 - *Pucca* house, whether wholly or partly residential

 - *Pucca* wholly non-residential

 - *Kutcha* house, whether wholly or partly residential

 - *Kutcha* wholly non-residential

12. It is difficult to give a comprehensive and detailed definition of the terms '*Pucca*' and '*Kutcha*' houses to cover different patterns of structures all over the country. The categorisation of the houses as *Pucca* or *Kutcha* for the purpose of depicting them on the lay-out sketches will facilitate their identification. Also as *Kutcha* houses are not likely to be long-lasting, anyone 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 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, Ekra, etc

Roof material : Tiles, GCI (galvanized corrugated iron) sheets, asbestos cement sheets, RBC (re-inforced brick concret), RCC (re-inforced cement concret) and timber, etc.

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

When once the location of every building or house is demarcated on the sketch it will be a simple matter to decide on numbering the buildings/houses in one series following certain principles. No hard and fast rule can be laid down as to the direction in which the house numbers should run i.e. left to right or in a clockwise order or north-west to south-east and so on. Much depends on the lay-out. So long as some convenient and intelligible order is followed it should be alright. 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 verifiedwith the actual state of things on ground to see if the order of numbering given in the lay-out sketch would be convenient or any change is needed, for after all the sketch is only a rough one and the actual state of buildings on ground may suggest a more convenient order of numbering at some places. Having satisfied yourself that the numbering has gone on right lines you may ink them. Specimen lay-out sketches for rural and urban areas may be seen at Annexes C and D.

14. 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 one is sure that any house falling in a particular area may be reckoned with reference to a particular village.

15. In the forest areas, all habitations are not on a settled pattern. There are forest villages which may be just like other revenue villages or mauzas. For such villages, the normal procedure for preparing lay-out sketches may be followed. But apart from such villages, there could be clusters of habitations spread out in the forest. Your work will be facilitated 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). Then the clusters should be drawn on the lay-out sketch. Name of the cluster should also be written, if it has a local name. If there is no name then it would be necessary to identify it with reference to any known permanent feature such as a stream, a range of hills, road and so on. After drawing the boundaries of such clusters on the lay-out sketch, the location of each house should be indicated on it and a number assigned to each houses. 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.

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

17. In the case of tea estates, coffee estates, plantations, etc., the pattern may be slightly different. You will be well advised to first contact the estate or plantation authorities, study the pattern of habitation and then decide on the lay out plan and listing of villages. Listing of villages of such estates will have been done by your superior officers

and a list may have been prepared already and such village or villages assigned to you with necessary code number and so on. In that case, your task is easy. You have only to find out from the estate or plantation authorities, the boundaries of the village or area allotted to you. You should then visit the area and decide on the lay-out sketch.

18. *Urban areas* : The preparation of notional maps and the layout sketches (containing house numbers) in urban areas should essentially follow the same procedure as in the rural areas except 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 in extremely handy. 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 outskirts 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 the road may fall within the town limits and the other side get excluded as it may be outside the defined boundary of the town. All these points should be carefully verified on the ground before the maps are certified to be correct by the supervising authorities. Cases of sub-urban growth adjoining the limits of a town and such cases as one side of a street falling outside the limit 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 unit in which they fall.

19. In urban area very detailed plans showing the location of every building or house along every road and street in your block 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 number of sketches each covering a limited area. A lay-out sketch of your 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 sketch. It will facilitate your work and of others if the wholly non-residential houses are distinguished from the residential houses by hatching as indicated in paragraph 11. Here again the important, permanent buildings such as say, town-hall, large office building, court building, post office, hospital, school, church, market building, etc; should be indicated on the map.

20. For those towns which already have a satisfactory house-numbering system, you should adopt the same for preparation of house-numbering maps referred to above. The housenumbering can be brought up-to-date with the help of your lay-out map. But if there is no proper housenumbering system in the town, you will be required to assign numbers to the houses in the lay-out sketch(es) of your jurisdiction in the manner indicated below. Where a rationalised housenumbering system is proposed to be introduced for the first time these sketches will greatly help the authorities.

Numbering of buildings and census houses in rural and urban areas

21. You have to give numbers to 'Buildings' and Census Houses' in all areas. The instructions given hereafter will guide you to determine a building or a census house for the purpose of houselisting. A building is a readily distinguishable structure or group of structures which is taken as the unit for house numbering. The entire building may be deemed one census house or sometimes part 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.*

22. Building : A building is generally a single structure on the ground. Sometimes it is made up of more than one component unit which are used or likely to be used as dwellings (residences) or establishments such as shops, business houses, offices, factories, workshops, worksheds, schools, places of entertainment, places of worship, godowns, stores etc. It is also possible that buildings which have component units may be used for a combination of purposes such as shop-cum-residence, workshop-cum-residence, office-cum-residence, etc.

23. 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 a separate building and given separate numbers. On the other hand, you may come across cases, particularly in large cities of multi-storeyed ownership flats. In these cases while the structure looks like one building the flats are owned by different persons. In case of such multi-storeyed structures, having a number of flats owned by different persons, the entire structure should be treated as one building and each flat as a separate house.

24. Sometimes in metropolitan cities the local authorities may have considered the flats in a block or in large colonies as separate buildings and numbered them as such. If the house numbering system of the local authorities is adopted as such, you may treat each such flat as a separate building because this will avoid your having to renumber them.

25. If within a large enclosed area there are separate structures owned by different persons then each such structure should be treated as one or more separate buildings. Sometimes there may be a number of structures within an enclosed area or compound owned by an undertaking or company or government which are occupied by their employees. Each such structure should be treated as a separate building. If such buildings have a number of flats or blocks which are independent of one another having separate entrance from a common courtyard or staircase and occupied by different households each such flat or block should be considered as a separate census house.

26. Usually a structure will have four walls and a roof. But in some areas the very nature of construction of houses is such that there may not be any wall. For example, a conical roof almost touches the ground and an entrance is also provided and there will not be any wall as such. Such structures should be treated as buildings and census houses as the case may be.

27. If there is more than one structure within an enclosed or open compound (premises) belonging to the same person, *e.g.*, the main house, the servant's quarter, 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.

28. The buildings should be numbered as follows :

(*i*) If in a village the locality consists of a number of streets, the buildings in the various streets should be numbered continuously. Streets should be taken in uniform order from North-west to South-east.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 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 run along the axis of the street and not in any arbitrary geographical direction.

(*iii*) Arabic numerals, i.e., 1,2,3,.....etc., 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 *Kutcha* 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

29. A 'Census House' is a building or part of a building having a separate main entrance from the road or common courtyard or staircase, etc., used, or recognised as a separate unit. It may be occupied or vacant. It may be used for a residential or non-residential purpose or both.

30. 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 staircase 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 owned by different persons then each such building should be treated as one or more separate buildings. You may come across cases where within an enclosed compound there may be separate buildings owned by an undertaking or company or even government, actually in occupation of different persons. For example, I.O.C. colony where the buildings are owned by the Corporation but these are in occupation of their employees. Each such building should be reckoned as a separate building. But if in any one of these buildings there be flats in occupation of different households, each such flat should be treated as a separate census house.

31. It may be difficult to apply the definition of census house strictly in certain cases. For example, in an urban area, a flat has five rooms each room having direct entrance to the common staircase or courtyard. By definition this has to be treated as five census houses. If all these five rooms are occupied by a single household it is not realistic to treat them as five census houses. In such a case 'singleness' of use of these rooms alongwith the main house should be considered and the entire flat should be treated as one census house. On the other hand, if two independent house holds occupy these five rooms, the first household living in 3 rooms and the second household occupying 2 rooms, then considering the use the first three rooms together should be treated as one census house and the remaining rooms as another census house. But if each room is occupied by an independent household then each such room should be treated as a separate census house.

32. In case of hostels, hotels, etc., even if the door of each room in which an inmate lives opens to a common verandah, staircase, courtyard or a common room, as it happens almost invariably, the entire hostel/hotel building should be treated as one census house. But if such hostels/hotels have out-houses or other structures used for different purposes or the same purpose then each such structure attached to the main hostel/hotel should be treated as a separate census house and will be given sub-numbers of the main building.

33. In some parts of the country, in rural areas, the pattern of habitation is such that a group of huts located in a compound, whether enclosed or unenclosed is occupied by one household. While the main residence may be located in one hut, other huts may be used for sleeping, as a kitchen, bath room, baithak, etc., Though each of the huts is a separate structure, they form a single housing unit and therefore, have to be treated collectively as a single census house. If some of the huts are used by one household and the others by a second household as residence, then the two groups of huts should be treated as separate census houses. However, if there are also other huts in the compound used for other purposes and not as part of the household's residence such as, cattle shed, workshed, etc., they should be treated as separate census houses.

34. It is also possible that a household uses another structure, e.g., a baithak, separated from the main residence by some distance or by other structures or by a road. In such cases, it may become necessary to treat that separate structure used as "baithak" as a separate census house.

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

36. Pump houses, temples and other similar structures must also be numbered and given census house numbers These are places where people can also live. Obviously, such structures need not be numbered if they are so small that no person can live in them.

37. Each census house should be numbered. If a building by itself is a single census house, then the number of the census house will be 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 after the building number as 10(1), 10(2), etc. or 11(1), 11(2), 11(3) etc.

Household

38. 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 a household of persons related by blood or a household of unrelated persons or having a mix of both. Examples of unrelated households are boarding houses, messes, hostels, residential hotels, rescue homes, jails, ashrams, etc. These are called "Institutional Households". There may be one member households, 2 member households or multimember households. For census purposes each one of these types is regarded as a "Household".

39. If a group of persons who are unrelated to each other live in a census house but do not have their meals from a common kitchen then they would not constitute an Institutional household. Each such person should be treated as a separate household. The important link in finding out whether there is a household or not is a common kitchen.

40. Each household will be listed according to the instructions that follow 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

41. After the preparation of the notional maps and lay-out sketches (containing house numbers) and the numbering of the houses the next step is to list them in a prescribed schedule namely, the houselist.

42. At the 1991 census a houselist form will be canvassed on universal basis. Specimen form of the schedule to be so canvassed is given as Annexe 'E'.

43. The instructions given below will guide you in filling up the houselist.

44. On the top of the houselist form, provision is made to note the name of the State with Code no., District with Code No. Name of Tehsil/Taluka/Police Station/Development Block/Circle and its Code No., Name of Village Town and its Code No. Name or No. of Ward/Mohalla/Hamlet and Enumerator's Block No. These entries which will be referred to as "Location Code" hereafter are to be filled in by you very carefully. The Location Code is the method by which every village or town in any tahsil or police station in every district of a state is identified by a combination of numbers. For this purpose every state, district, tehsil or police station, village or town, ward/mohalla/hamlet and enumerator's block in your state would have been allotted code numbers. Your Charge Officer or Supervisor would have indicated to you the state, district, tahsil or police station and the village or town, ward/mohalla/hamlet and enumerator's block code numbers allotted to you. You will have to enter these numbers 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 (I, II, III, IV, etc.) to distinguish it from the village number which will be indicated by Arabic numerals* (1, 2, 3, 4, *etc.*) You should enter page number of the houselist continuously for your block.

You will also be provided by your supervisor or charge officer the name of the Development Block and its code number. You have to enter the same in the space provided for this. In States/UTs where the Development Block is the next unit below the District, the name and the code number will be repeated here.

Col. 1 : Line No.

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

Col. 2 : Building No. (municipal or local authority or census No.)

46. Some municipal towns may have a 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.

47. While preparing the lay-out sketch in the manner described earlier you will have assigned building numbers to each of the buildings shown in the lay-out sketch. Where the numbering system of the municipality or local authority is satisfactory, you would have adopted it and given these numbers in the lay-out sketch. In cases, where this

numbering system by the municipality or local authority is not satisfactory, you would have given numbers to the buildings in a systematic manner as described earlier and it is this numbering system adopted by you that would have to be indicated in the lay-out sketch. Of course, you might have had to merely update or revise the numbering system that already exists in some cases. There can also be cases where no numbering system existed earlier. In these cases you would have numbered the buildings and assigned them numbers in the lay-out sketch. Where the numbers in any of the systems have not been indicated on the buildings themselves, you would also have painted them as mentioned earlier. Irrespective of the situation, you would have assigned a number of every building in the lay-out sketch.

48. The number which has been assigned in the lay-out sketch in any of the system described above and which has already been put on the building or which might have been painted by you on the building should be entered in this column.

49. Arabic numbers (e.g. 1, 2, 3,.....) should be used for building numbers. In cases where there are numbers already present and painted or fixed, these instructions naturally will not apply. These instructions will apply entirely depending on local circumstances.

50. In many cases there may be large colonies or blocks of flats where continuous serial numbering has been adopted by the local authorities. Strictly speaking, each building in which there may be a set of flats should be given a building number and the flats themselves given census house numbers. However, local authorities may have numbered the flats continuously without reference to the separate buildings. Such situations exist in Delhi, Madras, Bombay, etc. and in official colonies. In such cases we need not change the numbering system and may adopt it as such. In such cases you will obviously have to enter the same number in columns 2 and 3 of the houselist since a separate building number is now not being given. However to ensure that all buildings have been covered, you should put a bracket in column 2 enclosing all those flat numbers which are located in one single building unit. The manner in which this is done is indicated below :—

Houselist

Line No.	Building No. (Municipal or local authority or Census No.)	Census House No.
1	2	3
1	215 ⎫	215
2	216 ⎬	216
3	217 ⎪	217
4	218 ⎭	218
5	219 ⎫	219
6	220 ⎬	220
7	221 ⎪	221
8	222 ⎭	222

In the example given, each building consists of 4 flats.

Col. 3 : Census House No.

51. What is a census house has already been described in detail earlier. To recall the definition a census house is a structure or part of a structure with a separate entrance which may be inhabited or vacant and which may be used for any purpose by human beings such as dwelling, a shop, a shop-cum-dwelling, a place of worship or a place of business, workshop, school, etc.

52. In accordance with the instructions, you would have allotted census house number to a building or to part of a building. 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. This will be repeated in this column. If a building has a number of flats or blocks which have separate entrances of their own and are independent of each other giving on the road or a common staircase or a common courtyard leading to the main gate, they will be considered as 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. The order in which census houses within a building should be numbered, should be continuous, preferably clockwise or in any convenient manner if at all it is difficult to do it clockwise.

53. Sometimes a building which may form a single structure may be occupied in its different parts or suites of rooms or even some single rooms by different households. These individual parts are likely to have separate entrances from a common Verandah, staircase or a courtyard. Then each of these parts would assume the character of a separate census house.

54. The census house number to be noted in this column will be the same as the building number already noted in column 2, if the building is by itself a single census house. But if the building is made up of portions each of which has been treated as a separate census house according to the definition, then each of these census houses will bear the building number with a separate sub-number in brackets for each census house, e.g., 9(1), 9(2).....12(1), 12(2), 12(3)....etc.

NOTE : You should not indicate the number as 9/1 or 9/2 etc., as this method will be used in the assignment of a number to a new building not previously numbered that has come up after building No. 9 and before No. 10.

Cols. 4, 5 & 6 : Predominant construction material of the census house

55. This question has been divided into three parts, *i.e.,* (a) material of wall; (b) material of roof; (c) material of floor. For your convenience the description of the predominant construction material has been indicated at the bottom of houselist under each item, *i.e.,* wall, roof and floor. A numerical code for a group of materials has been indicated. What you have to do is to enquire about the material and enter the appropriate code in Cols 4-6 for each of the materials of wall, roof and floor respectively.

Col. 4 : Material of wall

56. For material of wall, 10 codes have been provided which are indicated in the schedule itself. In order to determine the material of wall you have to take into account the material out of which the major portions of the walls of the house are made and then select the appropriate code. The code thus selected should be entered in Col. 4. Dash (—) will be entered in case of structures with pillars without walls.

Col. 5 : Material of roof

57. For material of roof, 8 codes have been provided. These are indicated in the schedule itself. For determining the material of the roof, you have to take into account the material out of which the outer roof exposed to the weather and not the ceiling, is made, *i.e.,* tiles, thatch, corrugated iron, zinc or asbestos cement sheets, or concrete, wood, mud, etc.. If the roof is mainly made of bricks and stone 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 but it will be bricks, stone, etc. which constitute the fabric of the roof. In multi-storeyed buildings the intervening floor. will constitute the roof of the lower floor. After ascertaining the material of the roof you have to give the suitable numerical code in Col. 5.

Col. 6 : Material of floor

58. For material of floor, 7 codes have been provided as indicated in the schedule itself. For the material of floor you have again to take the major portion of material out of which the floor of the house is made, for example, if in a house only the drawing room has mosaic floor while all other rooms and corridors have just cement flooring, the material of floor to be recorded here will be 'cement', *i.e.,* code 5. Again, if a house has tiled floor in the bath room and all other rooms have cement floor the material of floor will again be 'cement'. For multistoreyed buildings the floor of the upper storeys will be determined in the usual manner as discussed above. It may be noted that the material of the roof of the intervening floors of multi-storeyed buildings does not automatically become the material of floor of the upper storeys. The floor material of the upper storey could be different from the fabric of the roof for the lower storey. For example, in a two storeyed building, the roof of the ground floor could be RCC while the floor material of the first floor could be mosaic.

58.1 It is again emphasised that while recording the materials of wall, roof and floor, you have only to give the code number in the columns provided for this purpose and not description.

Col. 7 : Purpose for which census house is used. (If wholly or partly used for running one or more enterprises, fill enterprise list)

59. The actual use to which a census house is put has to be recorded in this column. As you will recall, a census house can be used for a single purpose or for various purposes at the same time. To illustrate the types of uses to which the census houses can be put, certain examples are given below. These are illustrative and you should not feel that you should enter only what is mentioned here but it is important for you to use this as guideline and *write the description of the purpose for which the census house is used as fully as possible.*

(*i*) Residence, shop-cum-residence, workshop-cum residence, etc.

(*ii*) Factory/workshop and workshed etc. "Factory" should be written if it is registered under the Indian Factories Act (Please see Annexe 'I'). An establishment using power and employing 10 or more persons or which is run without use of power and employing 20 or more persons is a factory. 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 such as say, handloom weaving, *biri* rolling, *papad* making, toy making, etc.., is carried on, should be noted as a workshop. 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 for some processing or repairing even on a household industry basis, as these are not likely to be apparent to a casual observer.

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

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

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

(*vi*) School and other educational institutions.

(*vii*) Hotel, sarai, dharmshala, tourist house, inspection house, etc.

(*viii*) Restaurant, sweetmeat shop and eating place : (A sweetmeat shop where sweetmeat is being made and sold should be recorded as workshop).

(*ix*) Place of entertainment :
Examples-Cinema house, theatre, community hall (panchayat ghar) etc.

(*x*) Place of worship, etc.
Examples-Temple, church, mosque, gurudwara, etc.

(*xi*) Institutions :
Examples-Orphanage, rescue home, jail, reformatory, children's care home, etc.

(*xii*) Others :

Examples—Cattle-Shed, garage, godown, laundry, petrol filling station, passenger's shelter, etc. (the exact use to be fully described in each case)

The entry under column 7 will have to be made on the line and not in the dotted box.

60. Column 7 refers to the purpose for which a census house is used. There will be some cases where census houses are used only for seasonal activities and at the time the houselisting is carried out by you, this seasonal activity may not be taking place. Such seasonal activities would be oil-mills (Ghani), Gur-making in sheds, etc., it is necessary that the seasonal use of such census house for running of an establishment is recognised and that this seasonal use is noted in the column. You should, therefore, make enquiries regarding such activities so that the complete picture regarding the use of the census house is available. However, at the time of houselisting, there may be cases where such census houses are being used for some other purpose such as a residence. Then the use to which this census house is being put at the time of your visit should, of course, be noted. In the case of census houses where their seasonal use has been noted by you in column 7 please write in the same column that this use is "Seasonal".

Important

61. If the census house is found vacant, i.e. if no person is living in it at the time of houselisting and it is not being used for any purpose, write 'vacant' in this column. The reason for vacancy such as 'dilapidated', 'under repair', 'incomplete construction', 'want of tenant', etc., may be recorded in the 'Remarks' column. If on the other hand the census house is found locked because the occupants have gone on a journey or pilgrimage, then it should not be treated as 'vacant' but the use to which it is put should be recorded here and the fact that the occupants have gone on a journey or pilgrimage noted in the 'Remarks' column as 'House locked-occupants on journey/pilgrimage' etc. *If a census house has more than one household in it, do not repeat the word 'residence' in subsequent lines in column 7.*

62. If a particular census house is wholly or partly used for running one or more enterprises, you must first enter the use to which it is put in this column. Having done so, you will have to go to the enterprise list and enter details of such enterprise or enterprises there as will be described in the instructions for filling up the enterprise list which have been supplied to you separately.

Enterprise

63. An enterprise is an undertaking engaged in production and/or distribution of goods and/or services not for sole purpose of own consumption. The workers in an enterprise may consist of members of the household or hired workers or both. An enterprise may be owned and operated by one household or by several households jointly (on a partnership basis) or by an institutional body. The activities of an enterprise may be carried on in a single census house, in more than one census houses or in the open *i,e.,* without premises. The activity of the enterprise may also be carried on only for a part of the year but on a fairly regular basis. Such cases should also be considered as an enterprise. In column 7 details of only those enterprises which are carried on *within* census houses should be entered.

64. It is possible that more than one entrepreneurial activity is carried on in the same census house. If these activities are carried on by the same person or the same household but separate accounts are kept for each of these activities, they should be treated as separate enterprises. However, in cases where the activities cannot be distinguished from one another, there will be only one enterprise pertaining to the major activity. The major activity can be recognised on the basis of the value of income, turnover or number of persons employed depending on the information readily available during your enquires. For example, if a tailor sells cloth also but does not maintain separate accounts for his tailoring activity and selling of cloth then you should find out which is the major activity by inquiring from which activity he gets a greater income or in which he employs more people, etc. This will be the activity of the enterprise.

65. Enterprises which are carried on in the open *i.e.,* without premises will be entered in column 20 as we shall see later.

66. Please note that the growing of agricultural crops mentioned below should not be classified as enterprises :

Cereal crops (paddy, wheat, jowar, bajra, maize, ragi, barley, etc.)

Pulses (arhar, gram, moong, masur, urd, etc.)

Raw cotton

Raw jute, mesta

Sunnhemp and other kindred fibres

Production of oil seeds such as sesamum, groundnuts, mustard, linseed, castor, rape seed, etc.

Sugarcane
Roots and tubers, vegetables, singhara, chillies and spices and flowers and parts of plants.
Agricultural production not elsewhere classified
Tea
Coffee
Rubber
Tobacco
Pepper
Cardamom
Edible nuts, *e.g.*, walnut, almond, cashewnut, etc.
Production of coconut and arecanut
Production of fruits, *e.g.*, bananas, apples, grapes, mangoes, oranges, etc.
Production of ganja, cinchona, opium, etc.
Crops of plantation, not elsewhere classified (*e.g.*, betel leaves, cocoa, etc.)

Important : Please note that while growing of tea, coffee, tobacco, etc., should not be classified as an enterprise if in a census house these are processed, for example, curing of tea leaves, curing of tobacco, etc., then these activities of processing will have to be treated as enterprises. Similarly, manufacture of copra from coconut or the processing of cashewnuts will also be an enterprise.

67. Mining and quarrying or manufacturing, processing, repair or servicing activity are enterprises. Similarly activities relating to generation and transmission and distribution of gas, steam, water supply, construction, wholesale or retail trade, hotels and restaurants, transport, storage warehousing, communication, financing, insurance, real estate and business services, community, social and personal services, public administration and defence service such as government offices, schools, hospitals, recreation and cultural services, community services such as temples etc., will also be enterprises. In addition, you must note that the rearing of cattle and production of milk, rearing of sheep for production of wool, rearing of other animals such as pigs, rearing of bees and production of honey, rearing of silk-worms and production of cocoons and raw silk, hunting, trapping, collection of fuel and other forest produce and their sale, gathering of materials such as herbs, resins, etc., catching and selling of fish, providing agricultural services such as spraying, etc., are all enterprises. In other words, livestock production, agricultural services, hunting, trapping and game propagation, forestry and logging and fishing will also have to be classified as enterprises.

Annex 'J' gives a list of broad description of economic activities falling under the purview of Enterprise list of economic census which will also help you to identify and distinguish between agricultural and non-agricultural enterprises.

68. You will notice that an enterprise can be carried on within a census house or outside the census house without premises or in the open. The entries you make will be either in column 7 or column 20 depending on whether these enterprises are carried on within the census house or outside a census house without premises respectively.

The enterprises without premises are either carried on in a shopping centre/market place or of moving type. All enterprises of moving type are to be captured through col. 20. The enterprises which are having fixed location in a market place/shopping centre will be of two types viz., (i) enterprises operating in front of a shop/census house or attached to a census house and (ii) those having fixed location in the open air in a shopping centre/market place and cannot be attached/linked to a census house/shop. The enterprises of type (i) will be covered through col. 7 and the enterprises of type (*ii*) will be netted through col. 20. For example, watch repairer operating in one corner or in front of the shop will be netted through col. 7 whereas cobblers sitting in open at a fixed location in a market/shopping centre will be netted through col. 20.

69. It has been mentioned earlier that rearing of cattle or production of milk will be an enterprise. In such a case and in similar other cases, care should be taken to be sure that this activity can be classified as an enterprise. For example, if the milk produced is for self consumption and is not *usually sold as a regular practice,* then this activity will not be treated as an enterprise. Occasional sale of milk where a person keeps cattle will not be an enterprise since he keeps cattle evidently for production of milk for self-consumption. The same approach should be adopted with regard to similar activities like rearing of pigs, hens, bees, gathering of wood or forest products, etc.

In some parts of the country as we have noticed earlier, there are 'baithaks' or 'sanghois' which sometimes have to be considered as separate census houses but which are only used by the household for sleeping or sitting, etc. No enterprise is carried on in such a census house and therefore, details of baithaks or sanghois need not be entered in the enterprise list. Similar examples where census houses will not be considered as having an enterprise would be a garage cattle-shed etc., provided these are not used for any economic activity.

70. If the activity of an enterprise extends beyond the premises of a single census house to a group of contiguous houses, then the entire group of census houses could be regarded as a single enterprise and the census houses in which this enterprise is carried on should be bracketed together in column 7 to indicate that all these relate to a single enterprise. But if different activities of an enterprise are carried on in different census houses cut off from one another, then each such census house will have to be treated as a separate enterprise and details recorded in the line in which this census house is entered.

71. The use to which a census house is put should be enquired into thoroughly so that no enterprise is missed. This is particularly important in cases where the house is partly residential. However, please note that only the enterprise carried on in the census house which you are enumerating will be noted in column 7.

72. You must note the way in which you will have to indicate the purpose for which the census house is used in this column. If a census house is used only for residential purposes then only one line need be entered in this column. However, if a census house is wholly or partly non-residential, you must enter the uses to which it is put in one line and then use the subsequent line or lines to describe the activity or activities which are carried on in this census house. Please note that the serial number of the enterprise will have to be noted within brackets against each such activity starting from the very first enterprise in your block. For example, if there is a census house in which a shop and a clinic are run in combination with residence, the entries beginning with column 1 would be as illustrated below :—

Line No. (col. 1)	Building No. (municipal or local authority or census number) (col. 2)	Census house No. (col. 3)	Purpose for which census house is used (if wholly or partly used for running one or more enterprises, fill enterprise list) (col. 7)
1	2	3	4
10	430	430(1)	Residence-cum-shop-cum-clinic
11	—	—	Shop (6)
12	—	—	Clinic (7)
13	—	430(2)	Bakery-cum-Flour Mill
14	—	—	Bakery (8)
15	—	—	Flour Mill (9)

73. You will notice that the *non-residential* uses of this particular house are entered in separate lines. The numbers shown against the 'shop' and 'clinic' in this example will be the serial number of the enterprise in your block. If for instance in the census house, only a clinic or a workshop was being run, then you would have obviously used only one line. It is in the cases where enterprises are run in combination with or without residence in a census house, that you would have to use more than one line as indicated in the example. You will find more examples illustrating how you should make entries in Annexe-G.

Col. 8 : Household No.

74. 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 or of mixed type. A cook or a servant living in the house of his employer and taking his food there is part of that household. A hostel where a number of unrelated persons live together is an institutional household provided it has a common kitchen. So also is a jail.

75. There can be a household No. in column 8 only if you have noted in column 7 that the census house is wholly or partly residential. There cannot be an entry in this column in a case where the census house is wholly non-residential.

76. 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 (a), (b), (c), etc., as suffixes to the census house No. For example, if building No. 2 is 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, these 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 a census house and has only one household the household No. to be entered in this column will be No. 3 only.

77. You will notice how the numbering of the buildings, census houses and the households are closely linked. This link is best illustrated by an example as follows :

Particulars	Building Number	Census house Number	Household Number
1	2	3	4
1. Building No. 9 having one census house and no household	9	9	—
2. Building No. 9 having one census house and one household	9	9	9
3. Building No. 9 having one census house and two households	9	9	9(a)
	—	—	9(b)
4. Building No. 9 having two census houses and one household each . . .	9	9(1)	9(1)
	—	9(2)	9(2)
5. Building No. 9 having two census houses and two households in one and three in the other	9	9(1)	9(1)(a)
	—	—	9(1)(b)
	—	9(2)	9(2)(a)
	—	—	9(2)(b)
	—	—	9(2)(c)

78. *In such a case where the same building contains more than one census house, the building number should not be repeated in the subsequent lines. If a census house contains more than one household, the census house number should not be repeated in the subsequent lines in column* 3. (*Please see example above*)

Col. 9 : Serial number of the household

79. If the Census house is wholly or partly residential, the household number must have been noted by you in col. 8 of the Houselist. This household number will be serially numbered in col. 9 starting from '1' for the enumerator's block.

Cols. 10-12 : For head of household only

80. Columns 10-12 are required to be filled in only in respect of the head of household. You have to write the name and sex of the head of household, whether he/she belongs to Scheduled Caste/Scheduled Tribe and religion in case belonging to Scheduled Caste under these columns.

Col. 10 : Name

81. The name of the head of each household should be written. The head of the household for census purpose is a person who is recognised as such in the household. He or she is generally the person who bears the chief responsibility for the management of the household and takes decisions on behalf of the household. The head of the house. hold 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 an absentee *de jure* 'Head', the person on whom the responsibility of managinng the affairs of the household falls at the time of houselisting, should be regarded as the Head.

82. In the case of institutions like boarding houses, messes, chummeries, which should be regarded as households of unrelated persons living together and which may be called institutional households, the Manager or Superintendent or the person who is administratively responsible or who by common consent is regarded as 'Head' should be recorded as the head of the household. In the case of certain institutional households, such as hostels, jails, etc., where the head of the institutional household, can be recognised by designation, such as, hostel warden, jailor, etc., you may enter this designation in this column.

83. In the case of institutional households, please write 'I' within brackets after the name or designation of the head in this column. Regarding filling up of further columns, please note that in the case of institutional household columns 11 to 14 will not be filled in and a dash (—) will be put against each institutional household in these columns The remaining columns 15 to 23 are applicable to all households including institutional households.

Col. 11 : Male (1)/Female (2)

84. If the head of the household is a male write '1' and if female write '2' in this column. For eunuchs and hermaphrodites, you have to write '1' in the column.

Col. 12 : SC(1)/ST(2) (If SC, ascertain religion and write 'H' for Hindus and 'S' for Sikhs within brackets after Code 1)

85. You will be supplied with a list of Scheduled Castes (S.C.) and Scheduled Tribes (S.T.) in relation to your State/Union Territory by your supervisor. While filling this column of the Houselist, you will have to ascertain from the head of household whether he/she is a member of a Scheduled Caste or a Scheduled Tribe. If in reply to this question, the answer is in the affirmative, ascertain the name of caste/tribe. If the name of caste/tribe returned by the person appears in the list, you have to write '1' in case of Scheduled Caste or '2' in case of Scheduled Tribe in this column. If the head of household returns himself/herself as Scheduled Caste, you have to check his/her religion. He or she should belong to Hinduism or Sikhism. A person belonging to a Scheduled Caste cannot belong to any other religion. Persons who belong to a religion other than Hinduism and Sikhism will not be treated as members of any of the Scheduled Castes. But a member of a Scheduled Tribe may belong to any religion.

85.1 If the head of household belongs to Scheduled Caste, you have to write 'H' or 'S' within brackets after code '1' in this column depending on whether he/she belongs to Hinduism or Sikhism. The entry 1(H) in this column will mean that the head of the household is a Scheduled Caste and belongs to Hinduism. Likewise, the entry 1(S) will mean that the head of household is a Scheduled Caste and belongs to Sikhism. In case of institutional and non- SC/ ST head of households, you have to put dash (—) in this column.

Col. 13 : Does the household live in owned or rented house ? Write 1 for owned, 2 for rented and 3 for others

86. If a household is occupying a census house owned by itself and is not paying anything to anybody in the form of rent, then the household may be considered as living in owned house. This should be recorded by putting '1' in the column provided for this question. 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 the fact that all instalments have not been paid.

86.1 If the household lives in a rented house write '2' in the column. A housing unit is rented if rent is paid or contracted for, by the occupants in cash or in kind. Where an owner permits a household to live in a house, rent free, even then the household should be treated as living in a rented house, as for example, rent free accommodation provided to employees by Government, Institutions, Companies, etc. In such cases, you should write '2' in the column. For Institutional households, put a dash (—) in the column.

86.2 If the household lives in a house which is neither owned nor rented, code '3' may be written in the column.

Col. 14 : Number of living rooms in occupation of household

87. A room should have four walls with a doorway 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 breadth of atleast 1½ metres and 2 metres in height. A room, however, which is used in common for sleeping, sitting, dining, storing and cooking, etc. should be regarded as a room. An unenclosed verandah, kitchen, store, garage, cattleshed, bathroom and latrine and rooms in which a household industry such as a handloom is located, which are not normally usable for living or sleeping are excluded from the definition of a living room for the purpose of this question.

87.1 One is likely to come across conical shaped hut or tent in which human beings 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 itself be construed to be a room.

87.2 In certain parts of the country, particularly in rural areas, the pattern of housing may present some problems. For example, a household may be in occupation of several huts put to different uses such as main residence, sitting room, store and even for sleeping at night. By strict application of the definition each one will be reckoned as a census house, but this does not reflect the real situation. While huts used as store or cattleshed pose no problems, those used as sleeping rooms beyond the main residence, should be counted as rooms rather than separate census houses.

87.3 If a garage is used by a servant and he lives in it as a separate household, it should be reckoned as a room available to the servant's household. If the servant is considered as a member of the household then the garage room should be reckoned as an additional room of the household. Write the number of rooms available to household in the column provided.

87.4 A living room which is shared by more than one household will not be counted for any of them. In other words, only living room exclusively in possession of the household will be counted. For example, if two households share a single living room and therefore neither has a living room exclusively, enter "O" in the column in the houselist of each of the households. If two households have a living room each but in addition also share a common living room, then common room will not be counted for either of the households. This question is not applicable to institutional households. In the case of such households put a dash (—) in the column.

Cols. 15-18 : Facilities available to the household

88. This is divided into three parts, *i.e.*, drinking water supply, electricity and toilet. This is applicable to institutional households also.

Cols. 15-16 : Drinking water supply

89. This question relating to drinking water supply has been divided into two sub-parts. The first sub-part deals with the source of drinking water supply. Six sources of drinking water supply have been given at the bottom of houselist alongwith international numerical code against each. You have to enter the appropriate numerical code in column 15.

89.1 If a household gets drinking water from two or more sources throughout the year, the source availed of during the greater part of the year should be recorded. After recording the numerical code in the column proceed further for recording the answer of the sub-part of the same question, namely, whether the drinking water supply is within the premises or outside premises. If the water supply is available within the premises, write '1' in column 16. If the water supply is not available within the premises, write '2' in column 16.

89.2 You may have a problem in determining whether water supply is available within the premises or not. Local conditions vary tremendously in this country. We may have a well, a hand pump or tube-well within the house or even the backyard of the house opening to a river or canal. In all such cases, if within the house site the source of water is located, we may take it that drinking water supply is available within the premises. Otherwise it is not available within the premises.

Col. 17 : Electricity

90. If electricity is available to the household, enter '1' in the column, if it is not available record '2' in the column. It should be noted that we are concerned with the availability of electricity to the household as distinct from actual use of electricity by the household. The household may or may not be using electricity at the time of the visit but the fact that it is available is what we are interested in.

Col. 18 : Toilet

91. If toilet facilities are available to the household within the premises of the house, write '1' in the column, otherwise record '2'.

91.1 There are, however, some buildings, which by design or structure may not have attached latrines but may have this facility at a little distance away within the same floor or compound of the building. These latrines substitute the attached latrines. A household having such facility will also be treated as having such facility within the premises and code '1' should be recorded for such households.

Col. 19 : Type of fuel used for cooking

92. Nine types of fuel used for cooking along with their numerical codes have been given at the bottom of the houselist. You have to ascertain from the household the type of fuel used mostly for cooking and write an appropriate code in this column. If the household is using more than one fuel for cooking, the predominant fuel used for cooking may be recorded. Dash (—) will be entered in this column in case the household does not do any cooking.

Col. 20 : Is the Household or one or more members of the household engaged in one or more enterprises out side this census house and without premises or in the open air ? If yes, fill Enterprise List

93. You will recall that in the definition of an enterprise, it has been mentioned that an enterprise can be carried on outside the census house and without premises or in the open air (please see para 63). This column is meant te identify such enterprises.

94. There may be cases where a household lives in a census house and is engaged in an enterprise outside the census house in which they live and this enterprise may itself not be carried on within some other house. This column is meant to record such cases. You will notice that if a household lives in one census house and carries on an enterprise in some other census house, then the census house in which the enterprise is carried on will be covered under column 7 if the census house in which the enterprise is carried on is within your block. Even if it is not within your block, your colleague in the block in which the census house in which the enterprise is carried on will have covered it in column 7. What we are trying to cover in column 20 is a situation where a household carries on an enterprise outside the census house in which it lives, and this enterprise is carried on without any premises or in the open air. Such examples could be brick making, pottery, rope-making in the open, cycle-repairing and shoe-repairing on pavements, hawkers, fishing, selling of newspapers, etc.

95. In such cases, where a household lives in the census house being covered by you, but carries on an enterprise outside the census house and without any premises you should note this fact in this column. All that you need say if such an enterprise is being carried on is "yes" and give the appropriate serial number of the enterprise within brackets. The numbering of enterprises in this column will run continuously for your block. Details of such enterprises will have to be entered in the enterprise list.

96. Where a household has more than one enterprise which is carried on outside the census house in which it lives and without any premises, it is necessary to cover such enterprises separately. For this purpose, you will have to enter each of these enterprises in a separate line. Please note that in such cases you will have to give a line number, since you will be using an extra line but there will be no entry regarding building number, census house number, use to which the census house is put, household number, name of head of household and columns 11 to 19. In such cases, there will only be an entry in column 1 which relates to line number and column 20. In all other columns relating to such entries please put a dash (—). In other words, building number, census house number, etc., will not be repeated.

97. The manner in which the entries will be made in cases where enterprises exist both in census houses (*i.e.* column 7) and outside census houses without premises (*i.e.* column 20) is illustrated in the following examples :

Line No.	Building No. (municipal or local authority or census No.)	Census house No.	Purpose for which census house is used (if wholly or partly used for running one or more enterprises, fill enterprise list)	House-hold No.	Name of the head of household	Is the household or one or more members of the household engaged in one or more enterprises outside this census house and without premises or in the open air ? If yes, fill enterprise list
(Col. 1)	(Col. 2)	(Col. 3)	(Col. 7)	(Col. 8)	(Col. 10)	(Col. 20)
1	2	3	4	5	6	7
1	434	434	Temple-cum-residence	434	Narayan Sharma	..
2	..	..	Temple (1)	..	..	..
3	435	435 (1)	School-cum-residence	435 (1)	Devdas	..
4	..	..	School (2)	..	..	..
5	..	..	Canteen (3)	..	..	..
6	..	435 (2)	Residence	435 (2)	Ramnath Vyas	Yes (1)
7	436	436	Cinema House (4)	..	..	..
8	437	437	Residence-cum-clinic	437	Dr. Vimla Varma	..
9	..	..	Doctor's Clinic-allopathic (5)	..	..	..
10	438	438 (1)	Shop-cum-work Shop-cum-residence	438 (1)	Rajan	..
11	..	..	Workshop (6)	..	..	..
12	..	..	Shop (7)	..	..	..
13	..	438(2)	Residence	438 (2)	Bhola Ram	Yes (2)
14	439	439(1)	Residence	439 (1)	Yadav	Yes (3)
15	..	439(2)	*Sanghoi*	..	..	..
16	440	440	Residence	440	Keshav	Yes (4)
17	..	..	..	..	..	Yes (5)
18	441	441	Boarding House	441	Ram Nath (I)	..
Total	XX	11	XXX	9	XXX	XX

Cols. 21 to 23 : Number of persons normally residing in census household

98. Enter the number of males normally residing in the household in column 21, females in column 22 and total number of persons in column 23 (columns 21+22).

98.1 In these columns normal residents are to be recorded even though some of them may be absent on the day of your visit. Casual visitors should be excluded as they will be considered at their respective places of normal residence. But a person who had 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

Col. 24 : Remarks

99. This will provide space for any useful or significant information about the building, census house, census household and other particulars regarding the building inventory. This will provide interesting facts regarding observations made during the houselisting operations.

100. If there is any entry in column 7 as 'vacant' you have also to record the reason such as 'dilapidated', 'under repair', 'incomplete construction', 'want of tenant', etc., in this column. Also make a note in this column of likely places where houseless persons can be found.

General

101. Total of columns, 3, 8 and 21 to 23 will have to be struck for each page of the houselist. The manner in which the total is to be struck has been explained in the foot-note of the houselist form. However, this is recapitulated below :

(*a*) The total of census houses in column 3 will be the number of entries for each page. For example, if the entries in this column are A2/100, A2/101(1), A2/101(2), A2/102, A2/103(1), A2/103(2), A2/103(3), A2/104 and A2/105, then the total for this page would be 9.

(*b*) For total in column 8, if the entries are A2/100, A2/101(1)(a), A2/101(1)(b), A2/102, A2/103(1)(a), A2/103 (1)(b), A2/103(2), A2/104, A2/105, then the total number of households in this column will be 9.

(*c*) For columns 21, 22 and 23 there should be no difficulty. It will be a simple total for each column separately.

Houselist Abstract

102. After filling the entries in the houselist *i.e.*, after completing houselisting for your entire block, you have now prepare a Houselist Abstract so that certain figures of the number of census houses, households and other particulars collected in the houselist are easily available. The specimen of the Houselist Abstract is given at Annexe-F at the end of these instructions.

103. There should be no difficulty in preparing the abstract. However, certain indications as to how the abstract should be prepared are given here. In particular, you are requested to carefully read the instructions regarding filling of columns 3 to 8 of the houselist abstract which relate to the number of census houses on the basis of the use to which they are put.

Col. 1 : Page No. of houselist

You will recall that you must number each page of the houselist, and you will have to arrange them serially The page number recorded by you will be noted here one below the other.

Col. 2 : Total No. of Census houses (from Col. 3 of houselist)

As mentioned in the heading itself, this figure will be obtained from col. 3 of the houselist. Please note that in the houselist itself you have to total up entries in column 3 and enter the total at the bottom of each page. Please check this total and carry it over to the abstract.

Cols. 3 to 8 : Number of Census houses by use

The purpose for which a census house is used will have been noted by you in column 7 of the houselist. The figures of columns 3, 4 and 6 of the abstract could be got by carefully adding up the different uses to which census houses are put from column 7 of the houselist. You will have noted census houses by use as only residential, partly residential, vacant if not being used and census houses which are not used at all wholly or partly as residence but have other uses such as workshops, etc. You will have to separately add the census houses falling into each of these categories from col. 7 of the houselist and enter them separately/under columns 3, 4 and 6 of the houselist abstract. Columns 5 and 7 of the houselist abstract are just totals and should present no difficulty.

Please note that if in a census house there is more than one household, there is still only one use to which this census house is put namely, "Residential" and *you should take care to see that no duplicate counting takes place due to any confusion between census house and households.*

Col. 8 : Census houses put to other uses

(Col. 2 minus Col. 7)

This column refers to census house put to other uses. The figures to be noted here will be derived by subtracting column 7 from column 2.

Col. 9 : Total No. of households

This figure will be obtained from the total at the bottom of column 8 of the houselist.

Cols. 10 to 12 : Total population

Under each of these columns, please enter the page total under the corresponding columns, *i.e.*, columns 21 to 23 of the houselist. Please see Annexe 'H' for a model of a filled in houselist abstract.

104. You should prepare a duplicate set of the houselist form giving all the pages and entries and submit both the copies to your supervisor along with the houselist abstract. It is enough if one copy of the houselist abstract is prepared.

105. Please do not forget to note on the notional map, the lay-out sketch and on each page of the houselist and of the houselist abstract relevant location particulars of your block which will be supplied to you by your Charge Officer or Supervisor. The location particulars must include the details from the State down to your block.

106. After you have completed the houselisting operations of your block, you must have with you the following documents :

(*a*) Notional Map
(*b*) Layout Sketch
(*c*) Houselist forms, pinned together (2 sets)
(*d*) Houselist Abstract
(*e*) Enterprise Lists, pinned together
(*f*) Enterprise List Abstract

Please hand these over to your supervisor alongwith all unfilled forms.

Instructions on this matter will be issued to you by your charge officer also.

राज्य और राज्य क्षेत्र का नाम HARYANA
Name of State/Union Territory

जिले का नाम — कोड सं.
Name of District AMBALA — Code No. 01

उपखंड/तालुका/पुलिस थाना/
तहसील/तालुका/पुलिस थाना का नाम — कोड सं.
Name of Tehsil/Taluka/P.S./Dev. Block/Circle etc. KALKA — Code No. 03

गांव/शहर का नाम — कोड सं.
Name of Village/Town MANKA — Code No. 168

वार्ड/मोहल्ला/हल्केका नाम या नम्बर — कोड सं.
Name or No. of Ward/Mohalla/Halka X — Code No. X

गणक के खण्ड का नम्बर
Enumerator's Block No. 212 & 213

विकास खंड का नाम — कोड सं.
Name of Dev. Block — Code No.

संकेत :
REFERENCES :

खण्ड की सीमा
Block Boundary

पक्का मकान (नम्बर सहित)
Pucca House (with No.)
निवासीय — 12
Residential
गैर निवासीय
Non-residential

कच्चा मकान (नम्बर सहित)
Kutcha House (with No.)
निवासीय — 5
Residential
गैर निवासीय — 4
Non-residential

पक्की सड़क
Pucca Road

कच्ची सड़क
Kutcha Road

आम रास्ता
Common way

रेलवे मार्ग (i) बड़ी लाइन
Railway Line — Broad Gauge
(ii) छोटी लाइन
Meter Gauge

नदी
River

नहर
Canal

तालाब
Pond

पुलिया, नदी पर मार्ग
Well, Water Tap

मंदिर, मस्जिद, चर्च आदि
Temple, Mosque, Church etc.

स्कूल, औषधालय, पंचायत घर, डाकघर आदि — S D P PO
School, Dispensary, Panchayat Ghar, Post Office etc.

टिप्पणी : (i) कृपया खण्ड में मुख्य सड़कों, गलियों और मोहल्लों आदि के नाम लिखें। मंदिर, स्कूल, औषधालय, पंचायत घर, डाकघर आदि संस्थाओं के नाम भी लिखें।
NOTE : Please write the names of prominent roads, streets and Mohallas etc. in the Block. Also indicate the names of Institutions like Temples, Schools, Dispensaries, Panchayat Ghars, Post Offices etc.

(ii) कृपया उस दिशा को तीर के चिह्न से दिखाइए जिस ओर से खण्ड में नम्बर दिये गए हैं।
Please indicate by an arrow the direction in which the numbering has been done in the Block.

गणक का नाम
Name of Enumerator

हस्ताक्षर
Signature

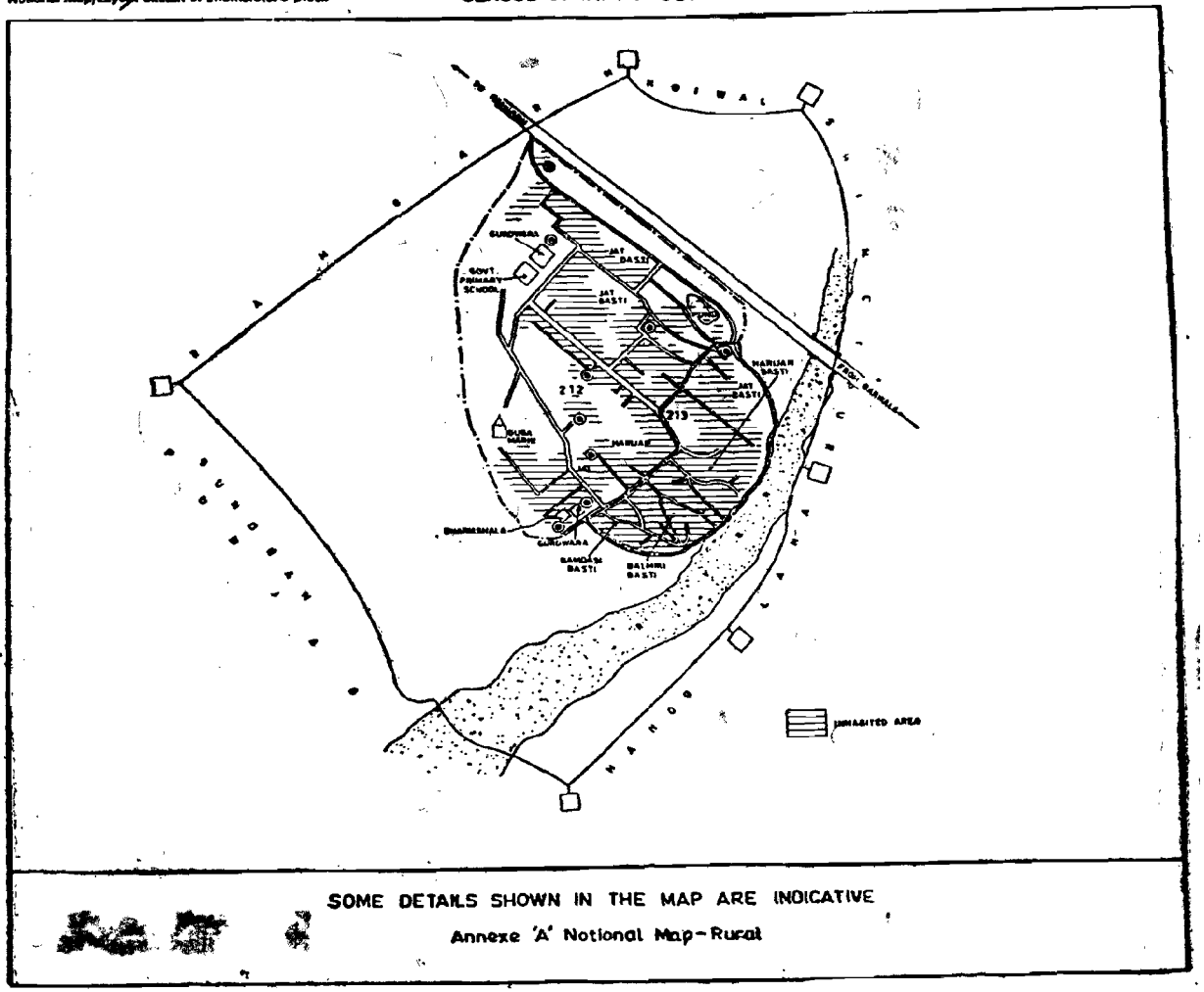
पर्यवेक्षक के हस्ताक्षर
Signature of Supervisor

ANNEXE A

गणक बुकी क्रम/जनगणना
Houselisting/Enumeration

खेपक के खण्ड का स्केची मानचित्र/खाका
Notional Map/Layout Sketch of Enumerator's Block

भारत की जनगणना 1991
CENSUS OF INDIA 1991



SOME DETAILS SHOWN IN THE MAP ARE INDICATIVE

Annexe 'A' Notional Map – Rural

(1)

ANNEXE - B

भारत की जनगणना 1991
CENSUS OF INDIA 1991

राज्य के लिए ग्राम की मानचित्रावली
National Map/Layout Sketch of Enumerator's Block

मकान सूचीकरण/जनगणना
Houselisting/Enumeration

राज्य का नाम
Name of State Union Territory HARYANA

जिले का नाम — कोड सं.
Name of District AMBALA — Code No. 01

उपखंड/तहसील/तालुका/मुनिसि. वार्ड का नाम — कोड सं.
Name of Tehsil/Taluka/T. S. Div. Sub-Div. etc. AMBALA — Code No. 01

शहर/कस्बा का नाम — कोड सं.
Name of Village/Town AMBALA SABAR — Code No. VIII

जनगणना खंड/हल्का का नाम या नम्बर — कोड सं.
Name or No. of Ward/Circle/Mohalla 3 — Code No. 03

गणनाकार के खंड का नम्बर
Enumerator's Block No. 13

विकास खंड का नाम — कोड सं.
Name of Dev Block — Code No.

संकेत :
REFERENCES :

- ब्लाक की सीमा — Block Boundary
- पक्का मकान (नम्बर सहित) — Pucca House (with No.)
  - निवासीय — Residential — 12
  - गैर निवासीय — Non-residential — 2/3
- कच्चा मकान (नम्बर सहित) — Kutcha House (with No.)
  - निवासीय — Residential — 5
  - गैर निवासीय — Non-residential — 6
- पक्की सड़क — Pucca Road
- कच्ची सड़क — Kutcha Road
- आम रास्ता — Common way
- रेलवे लाइन — Railway Line
  - (i) बड़ी लाइन — Broad Gauge
  - (ii) छोटी लाइन — Meter Gauge
- नदी — River
- पुल — Canal
- तालाब — Pond
- कुआं, पानी का नल — Well, Water Tap
- मंदिर, मस्जिद, चर्च आदि — Temple, Mosque, Church etc. — S D P PO
- स्कूल, औषधालय, पंचायत घर, डाकघर आदि — School, Dispensary, Panchayat Ghar, Post Office etc.

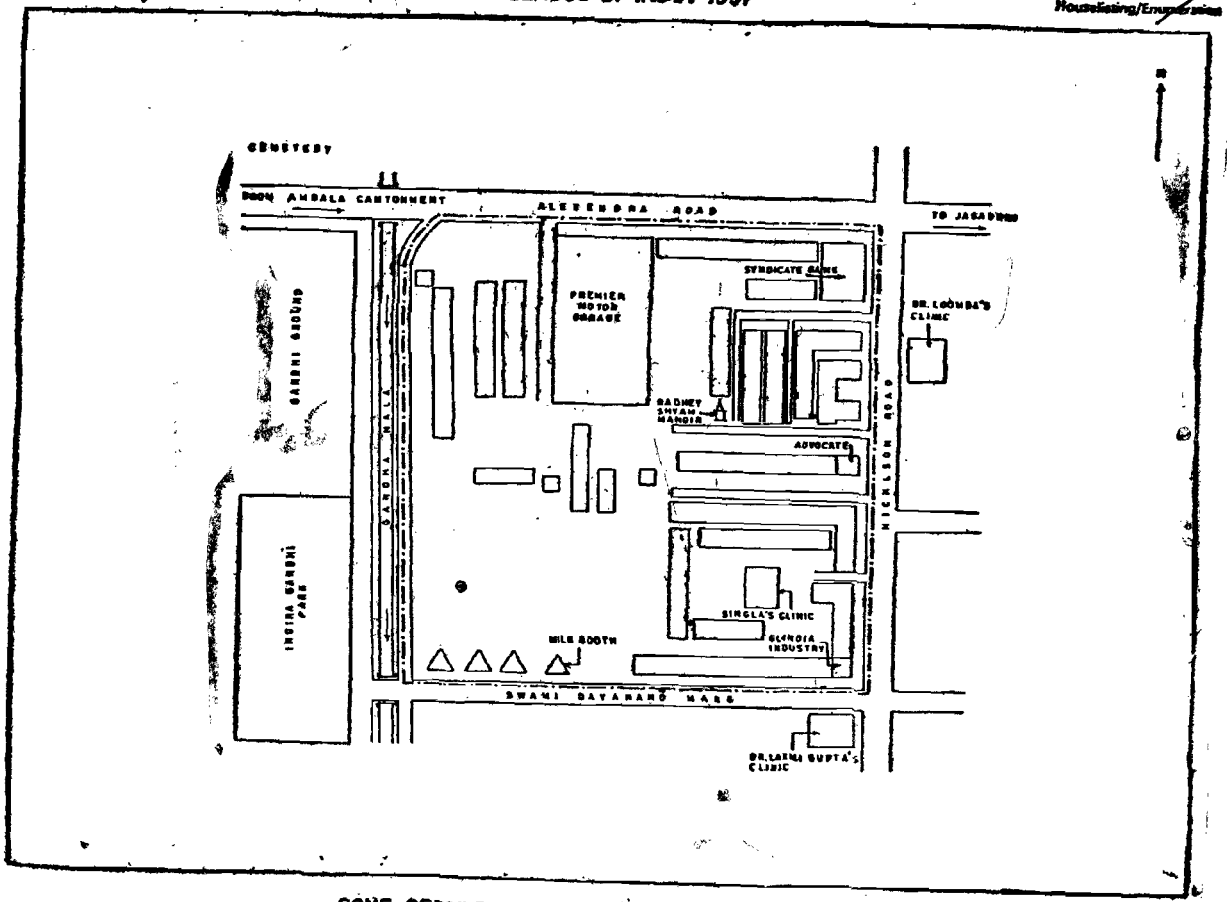
नोट : (i) कृपया ब्लाक में मुख्य सड़कों, गलियों और मोहल्लों आदि के नाम लिखें। मंदिर, स्कूल, औषधालय, पंचायत घर, डाकघर आदि संस्थाओं के नाम भी लिखें।
Please write the names of prominent roads, streets and Mohallas etc. in the Block. Also indicate the names of institutions like Temples, Schools, Dispensaries, Panchayat Ghars, Post Offices etc.

(ii) कृपया उस दिशा को तीर के चिह्न से दिखाएं जिस ओर से मकान नम्बर दिये गए हैं।
Please indicate by an arrow the direction in which the numbering has been done in the Block.

गणनाकार का नाम
Name of Enumerator

हस्ताक्षर
Signature

सुपरवाइजर के हस्ताक्षर
Signature of Supervisor



SOME DETAILS SHOWN IN THE MAP ARE INDICATIVE

Annexe 'B' National Map-Urban

Name of State/Union Territory
जिला का नाम
Name of District SIRSA Code No. 01
उपखण्ड/तहसील/ब्लॉक का नाम
Name of Tehsil/Sub-Div./Block/Cycle SAHA Code No. 01
गांव/नगर का नाम
Name of Village/Town MANSA Code No. 159
वार्ड/मोहल्ला/सैक्टर का नाम या नम्बर
Name or No. of Ward/Mohalla/Sector Code No.
गणना के ब्लाक का नम्बर
Enumerator's Block No. 212
विकास खंड का नाम
Name of Dev Block Code No.

संकेत :
REFERENCES

ब्लाक की सीमा
Block Boundary
पक्का मकान (नम्बर सहित)
Pucca House (with No.)
निवासीय
Residential
गैर निवासीय
Non residential
कच्चा मकान (नम्बर सहित)
Kutcha House (with No.)
निवासीय
Residential
गैर निवासीय
Non-residential
पक्की सड़क
Pucca Road
कच्ची सड़क
Kutcha Road
आम रास्ता
Commonway
रेलवे लाइन
Railway Line
(i) बड़ी लाइन Broad Gauge
(ii) छोटी लाइन Meter Gauge
नदी
River
नहर
Canal
तालाब
Pond
कुआं, पानी का नल
Well, Water Tap
मंदिर, मस्जिद, चर्च आदि
Temple, Mosque, Church etc.
स्कूल, औषधालय, पंचायत घर, डाकघर आदि
School, Dispensary, Panchayat Ghar, Post Office etc.

S D P PO

टिप्पणी : (i) कृपया ब्लाक में मुख्य सड़कों, गलियों और मोहल्लों आदि के नाम लिखें। मंदिर, स्कूल, औषधालय, पंचायत घर, डाकघर आदि संस्थाओं के नाम भी लिखें।
NOTE: Please write the names of prominent roads, streets and Mohallas etc. in the Block. Also indicate the names of institutions like Temples, Schools, Dispensaries, Panchayat Ghars, Post Offices etc.

(ii) कृपया उस दिशा को तीर के चिह्न से दिखाएं जिस ओर से ब्लाक में नम्बर दिये गए हैं।
Please indicate by an arrow the direction in which the numbering has been done in the Block.

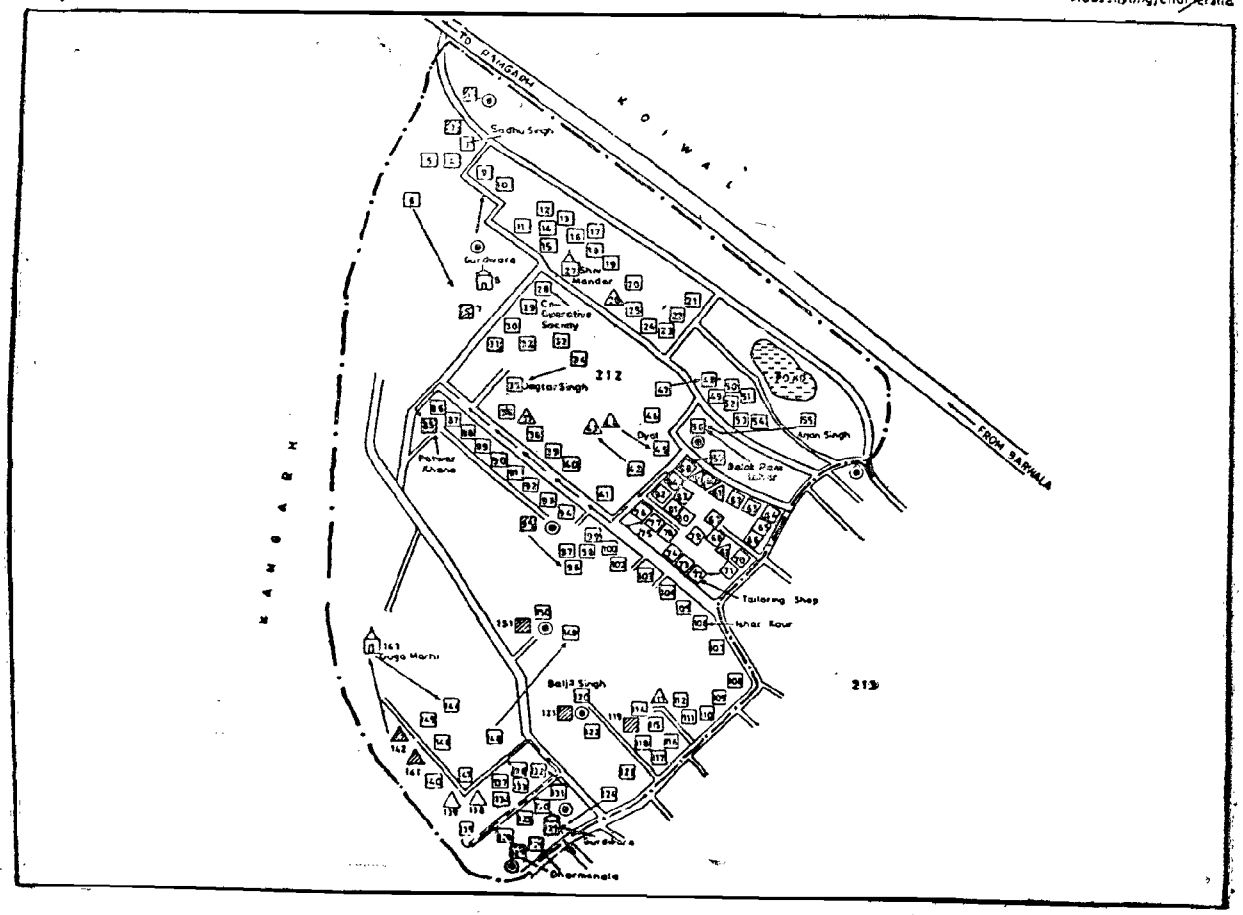
गणक का नाम
Name of Enumerator
हस्ताक्षर
Signature
सुपरवाइजर के हस्ताक्षर
Supervisor's Signature

ANNEXE C

गणक के ब्लाक का कच्चा नक्शा/खाका
Rough Map/Layout Sketch of Enumerator's Block

भारत की जनगणना 1991
CENSUS OF INDIA 1991

मकान सूचीकरण/जनगणना
Houselisting/Enumeration



SOME DETAILS SHOWN IN THE MAP ARE INDICATIVE

Annexe 'C' Layout Sketch – Rural

(iii)

ANNEXE D

भारत की जनगणना 1991
CENSUS OF INDIA 1991

गणक के ब्लाक का नक्शे का नक्शा/खाका
Notional Map/Layout Sketch of Enumerator's Block

मकान सूचीकरण/गणना
Houselisting/Enumeration

Name of State/Union Territory HARYANA

Name of District AMBALA — Code No. 01

Name of Tehsil/Taluka/P.S./Dev. Block/Cycle etc. AMBALA — Code No. 03

Name of Village/Town AMBALA SADAR — Code No. VIII

Ward/Mohalla/Habitat 3 — Code No. 03

Enumerator's Block No. 13

Sub-Div. Block — Code No.

संकेत :
REFERENCES

- गणक की सीमा — Block Boundary
- पक्का मकान (नम्बर सहित) — Pucca House (with No.)
  - निवासीय — Residential — 12
  - गैर निवासीय — Non-residential
- कच्चा मकान (नम्बर सहित) — Kutcha House (with No.)
  - निवासीय — Residential — 5
  - गैर निवासीय — Non-residential — 20
- पक्की सड़क — Pucca Road
- कच्ची सड़क — Kutcha Road
- आम रास्ता — Common way
- रेलवे लाइन — Railway Line
  - (i) बड़ी लाइन — Broad Gauge
  - (ii) छोटी लाइन — Meter Gauge
- नदी — River
- नहर — Canal
- तालाब — Pond
- कुआँ, पानी का नल — Well, Water Tap
- मंदिर, मस्जिद, चर्च आदि — Temple, Mosque, Church etc
- स्कूल, औषधालय पंचायत घर, डाकघर आदि — School, Dispensary, Panchayat Ghar, Post Office etc — S D P PO

टिप्पणी NOTE

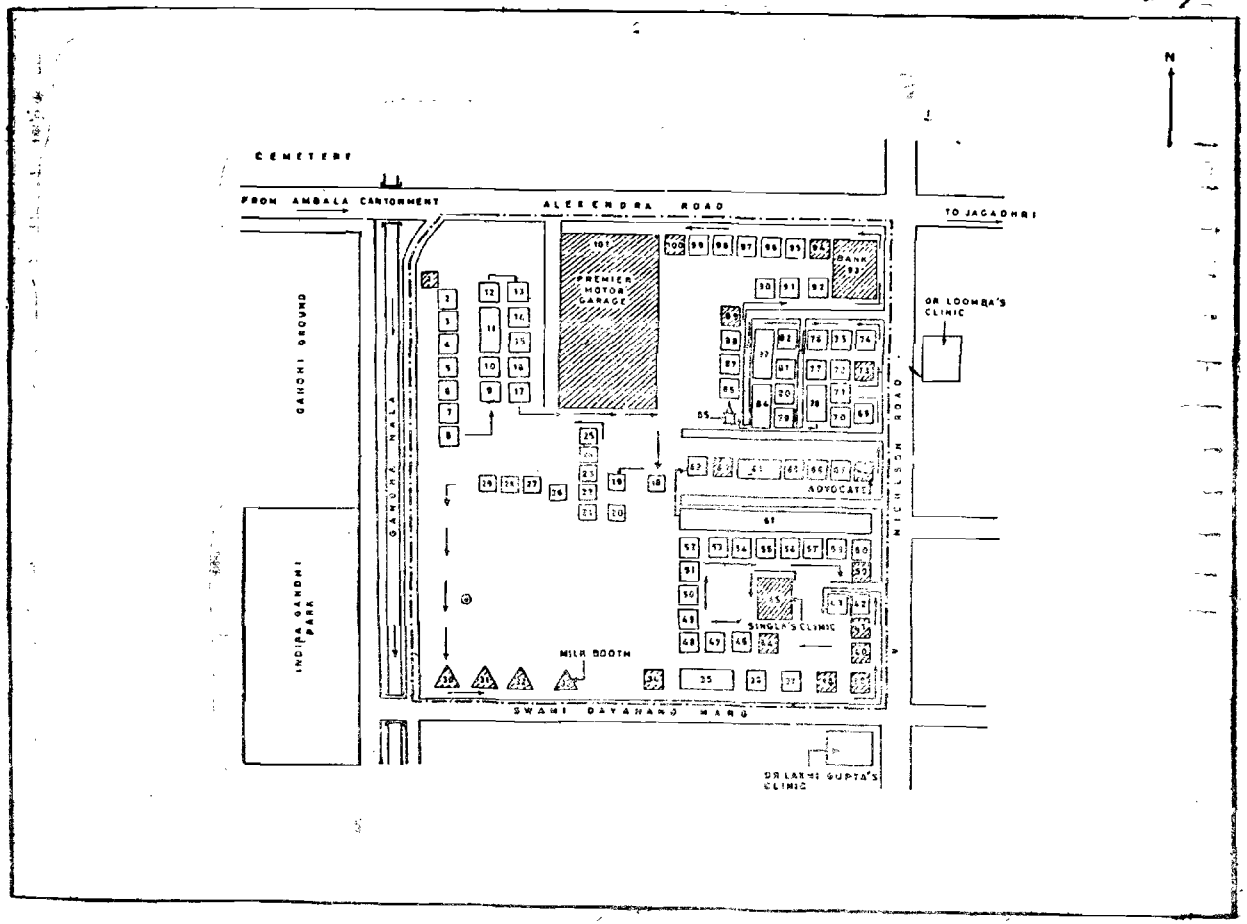
(i) कृपया ब्लाक में मुख्य सड़कों, गलियों और मोहल्लों आदि के नाम लिखें। मंदिर, स्कूल, औषधालय पंचायत घर, डाकघर आदि संस्थाओं के नाम भी लिखें।
Please write the names of prominent roads, streets and Mohallas etc. in the Block. Also indicate the names of institutions like Temples, Schools, Dispensaries Panchayat Ghars, Post Offices etc.

(ii) कृपया उस दिशा की ओर के चिह्न से दिखाएं जिस ओर से नम्बर दिये गये हैं।
Please indicate by an arrow the direction in which the numbering has been done in the Block.

गणक का नाम
Name of Enumerator

हस्ताक्षर
Signature

सुपरवाईजर के हस्ताक्षर
Signature of Supervisor



SOME DETAILS SHOWN IN THE MAP ARE INDICATIVE

Annexe 'D' Layout Sketch-Urban

ANNEXE E
CENSUS OF INDIA 1991
HOUSELIST

Page No.....

CONFIDENTIAL

Name of State/UT ..... Code No. .....
Name of District ..... Code No. .....
Name of Tehsil/Taluk/P.S./
Dev. Block/Circle, etc. ..... Code No. .....

Name of village/town ..... Code No. .....
Name or No. of ward/mohalla/hamlet ..... Code No. .....
Enumeration Block No. ..... Code No. .....

Name of Dev. Block .....

Line No.	Building No (Municipal or local authority or census No.)	Census house No.	Predominant construction material of census house			Purpose for which census house is used (if wholly or partly used for running one or more enterprises, fill enterprise list)	If used wholly or partly as a residence															Remarks
			Wall	Roof	Floor		Household No.	Serial No. of the household	For Head of Household only, write Name	Male (1)/Female (2)	SC (1)/ST (2) (If SC ascertain religion and write 'H' for Hindus and 'S' for Sikhs within brackets after code 1)	Does the household live in owned or rented house? Write 1 for owned 2 for rented 3 for others	No. of living rooms in the occupation of household	Facilities available to the household: Drinking water supply: Source	Drinking water supply: Within premises (1)/ Outside premises (2)	Electricity : Yes (1)/No (2)	Toilet : Yes (1)/No (2)	Type of fuel used for cooking	Is the household or one or more members of the household engaged in one or more enterprises outside this census house and without premises or in the open air? If yes, fill enterprise list	No. of persons normally residing in the household: Males	Females	Persons	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1																							
2																							
3																							
4																							
5																							
6																							
7																							
8																							
9																							
0																							
	* Total					* Total														Total			

* Count the number of entries and give total

Key to Codes:

WALL (Col. 4): Grass, leaves, reeds or bamboos (1) | Mud (2) | Unburnt bricks (3) | Wood (4) | Burnt bricks (5) | G.I. Sheets or other metal sheets (6) | Stone (7) | Cement concrete (8) | Ekra (9) | and | Others (10)

ROOF (Col. 5): Grass, leaves, reeds, thatch, wood, mud, unburnt bricks or bamboos (1) | Tiles, slate or shingle (2) | Corrugated iron, tine or other metal sheets (3) | Asbestos cement sheets (4) | Bricks, Stone and lime (5) | Stone (6) | Concrete R.B.C./R.C.C. (7) | and | Others (8)

FLOOR (Col. 6): Mud (1) | Wood/Planks (2) | Bamboos or logs (3) | Bricks, Stone and lime (4) | Cement (5) | Mosaic/Tiles (6) | and | Others (7)

SOURCE OF DRINKING WATER SUPPLY (Col. 15): Well (1) | Tap (2) | Handpump/tubewell (3) | River/canal (4) | Tank (5) | and | Others (6)

TYPE OF FUEL USED FOR COOKING (Col. 19): Cowdung cake (1) | Electricity (2) | Coal cake/lignite (3) | Charcoal (4) | Cooking gas (5) | Wood (6) | Bio-gas (7) | Kerosene (8) | and | Others (9)

CENSUS OF INDIA 1991
HOUSELIST ABSTRACT

Name of State/Union Territory ..... Code No. ..... Name of Village/Town ..... Code No. ..... Name of Dev. Block .....

Name of District ..... Code No. ..... Name or No. of Ward/Mohalla/Hamlet ..... Code No. .....

Name of Tehsil/Taluk/P.S./ Dev. Block/Circle, etc. ..... Code No. ..... Enumerator's Block No. ..... Code No. .....

Page No. of houselist	Total No. of census houses (from Col. 3 of houselist)	Number of census houses by use						Total No. of households (from col. 8 of Houselist)	Total population		
		Occupied residential census houses			Vacant census houses	Total of Cols. 5 & 6	Census houses put to other uses (Col. 2 minus Col. 7)		Males	Females	Total
		Wholly residential	Partly residential	Total							
1	2	3	4	5	6	7	8	9	10	11	12
Total											

Checked and found correct

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

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

ANNEXE-I

Definition of Factories

[THE FACTORIES ACT, 1948]

(As modified up to the 1st September, 1982)

Extract

1. "Factory" means any premises including the precincts thereof—

   (*i*) whereon ten or more workers are working, or were working on any day of the preceding twelve months, and in any part of which a manufacturing process is being carried on with the aid of power, or is ordinarily so carried on, or

   (*ii*) whereon twenty or more workers are working, or were working on any day of the preceding twelve months and in any part of which a manufacturing process is being carried on without the aid of power, or is ordinarily so carried on.

2. "manufacturing process" means any process for—

   (*i*) making, altering, repairing, ornamenting, finishing, packing, oiling, washing, cleaning, breaking up, demolishing or otherwise treating or adopting any article or substance with a view to its use, sale, transport, delivery or disposal; or

   (*ii*) pumping oil, water, sewage or any other substance; or

   (*iii*) generating, transforming or transmitting power; or

   (*iv*) composing types for printing, printing by letter press, lithography, photogravure or other similar process or book binding;

   (*v*) constructing, reconstructing, repairing, refitting, finishing or breaking up ships or vessels;

   (*vi*) preserving or storing any article in cold storage.

3. "power" means electrical energy, or any other form of energy which is mechanically transmitted and is not generated by human or animal agency.

4. "worker" means a person employed, directly or by or through any agency (including a contractor) with or without the knowledge of the principal employer, whether for remuneration or not, in any manufacturing process, or in cleaning any part of the machinery or premises used for a manufacturing process, or in any other kind of work incidental to, or connected with, the manufacturing process, or the subject of the manufacturing process but does not include any member of the armed forces of the union.

ANNEXE-J

Description of Enterprises

AGRICULTURAL ENTERPRISES

AGRICULTURE, LIVESTOCK, HUNTING, FORESTRY & FISHING

Raising of Livestock

Cattle breeding, rearing and ranching, etc; production of milk.

Goat breeding, rearing, ranching, etc.; production of milk.

Rearing of sheep and production of shorn wool.

Rearing of horses, mules, camels and other pack animals.

Rearing of pigs and other animals not elsewhere classified.

Rearing of ducks, hens and other birds; production of eggs.

Rearing of bees; production of honey and wax (Collection of honey is classified separately).

Rearing of silk-worms; production of cocoons and raw silk.

Rearing of livestock and production of livestock products, not elsewhere classified.

Agricultural Services

Pest destroying, spraying and pruning of infected stems, etc.

Operation of irrigation systems

Animal shearing and livestock services n.e.c. (other than veterinary services).

Grading of agricultural products or livestock.

Horticultural and nursery services.

Soil conservation services.

Scientific services like soil testing.

Soil desalination services.

Agricultural services not elsewhere classified (like harvesting and threshing, land clearing and land draining services, etc.)

Hunting, Trapping and Game Propagation

Hunting, trapping and game propagation other than for sport.

Forestry and Logging

Planting, replanting and conservation of forests.

Logging-felling and cutting of trees and preparation of rough, round, hewn or riven logs (including incidental hauling).

Production of firewood/fuel wood (including charcoal by burning) by exploitation of forests

Gathering of fodder by exploitation of forests.

Gathering of uncultivated materials such as gums, resins, lac, barks, munjh, herbs, honey, wild fruits, leaves, etc. by exploitation of forests.

Forestry services n.e.c.

Fishing (including collection of sea products)

Ocean, sea and coastal fishing

Inland water fishing

Pisciculture-rearing of fish, including fish hatcheries

Collection of pearls, conches, shells, sponges and other sea products

Cultivation of oysters for pearls.

Other allied activities and services incidental to fishing n.e.c.

NON-AGRICULTURAL ENTERPRISES

MINING AND QUARRYING

Mining of Coal and Lignite; Extraction of Peat

Mining and agglomeration of coal.

Mining and agglomeration of lignite.

Extraction and agglomeration of peat.

Extraction of Crude Petroleum; Production of Natural Gas.

Extraction of crude petroleum.

Production of natural gas

Mining of Iron Ore

Mining of metal Ores other than Iron Ore

Mining of manganese ore.

Mining of chromite.

Mining of Bauxite.

Mining of precious/semi-precious metal ores.

Mining of copper ore.

Mining of lead and zinc ores.

Mining of limenite, rutile, zircon and zirconium bearing ores.

Mining of wolfram and other tungsten bearing ores
Mining of tin bearing ores
Mining of metal ores, other than iron ore or uranium group ores n.e.c.

Mining of Uranium and Thorium Ores

Mining of Non-Metallic Minerals not Elsewhere Classified

Mining and quarrying of rock aggregates, sand and clays
Mining/quarrying of minerals for construction other than rock aggregates, sand and clays
Mining of fertilizer and chemical minerals
Mining of ceramic, refractory and glass minerals
Salt mining and quarrying including crushing, screening and evaporating in pans
Mining of mica
Mining of precious/semi-precious stones.
Mining of other non-metallic minerals not elsewhere classified

Mining Services, not Elsewhere Classified

Oil and gas field services, except exploration services
Services incidental to mining such as drilling, shafting, reclamation of mines, etc
Other mining services not elsewhere classified

MANUFACTURING

Manufacture of Food Products

Slaughtering, preparation and preservation of meat.
Manufacture of dairy products
Canning and preservation of fruits and vegetables
Processing, canning and preserving of fish, crustacea and similar foods
Grain milling
Manufacture of bakery products
Manufacture and refining of sugar (vacuum pan sugar factories)
Production of indigenous sugar, 'boora', 'khandsari', 'gur', etc. from sugar-cane; palm juice, etc
Production of common salt
Manufacture of cocoa products and sugar confectionery (including sweetmeats)
Manufacture of hydrogenated oils and vanaspati ghee, etc.
Manufacture of vegetable oils and fats (other than hydrogenated)
Manufacture of animal oils and fats; manufacture of fish oil
Processing and blending of tea including manufacture of instant tea
Coffee curing, roasting, grinding and blending, etc. including manufacture of instant coffee
Processing of edible nuts
Manufacture of ice
Manufacture of prepared animal and bird feed
Manufacture of starch
Manufacture of food products not elsewhere classified

Manufacture of Beverages, Tobacco and Related Products

Distilling, rectifying and blending of spirits; ethyl alcohol production from fermented materials
Manufacture of wines
Manufacture of malt liquors and malt
Production of country liquor (arrack and toddy etc.)
Manufacture of soft drinks and syrups
Tobacco stemming, redrying and all other operations connected with preparing raw leaf tobacco
Manufacture of bidi

Manufacture of cigars, cigarettes, cheroots and cigarette tobacco

Manufacture of 'snuff', 'zarda', chewing tobacco and other tobacco products n.e.c. (except pan-masala containing tobacco)

Manufacture of pan-masala, catechu (kattha) and chewing lime

Manufacture of cotton textiles

Cotton ginning, cleaning and bailing

Cotton spinning other than in mills (charkha)

Weaving and finishing of cotton khadi

Weaving and finishing of cotton textiles on handlooms

Weaving and finishing of cotton textiles on powerlooms

Cotton spinning, weaving and processing in mills

Bleaching, dyeing and printing of cotton textiles (This group includes bleaching, dyeing and printing of not self produced cotton textiles. No distinction is to be made between these activities carried out on a fee or contract basis or by purchasing the materials and selling the finished products)

Manufacture of wool, silk and man-made fibre textiles

Preparation of raw wool, silk and artificial/synthetic textile fibres for spinning

Wool spinning, weaving and finishing other than in mills

Wool spinning, weaving and processing in mills

Bleaching and dyeing of woollen textiles

Spinning, weaving and finishing of silk textiles other than in mills

Spinning, weaving and processing of silk textiles in mills

Bleaching, dyeing and printing of silk textiles

Spinning, weaving and processing of man-made textile fibres

Bleaching, dyeing and printing of artificial/synthetic textile fabrics

Manufacture of Jute and other vegetable fibre textiles except cotton

Jute and mesta pressing and baling

Preparatory operations (including carding and combing) on jute and mesta fibres

Preparatory operations (including carding and combing) on coir fibres

Preparatory operations (including carding and combing) on sunhemp and other vegetable fibres n.e.c.

Spinning, weaving and finishing of jute and mesta textiles

Spinning, weaving and finishing of coir textiles

Spinning, weaving and finishing of sunhemp and other vegetable fibre textiles n.e.c.

Bleaching, dyeing and printing of jute and mesta textiles

Bleaching, dyeing and printing of coir textiles

Bleaching, dyeing and printing of other vegetable fibre textiles n.e.c.

Manufacture of textile products (including wearing apparel)

Manufacture of knitted or crocheted textile products

Manufacture of all types of threads, cordage, ropes, twines and nets, etc.

Embroidery work, zari work and making of ornamental trimmings

Manufacture of blankets, shawls, carpets, rugs and other similar textile products

Manufacture of floor coverings of jute, mesta sunhemp and other kindred fibres and of coir

Manufacture of all types of textile garments and clothing accessories n.e.c. (except by purely tailoring establishments) from not self-produced material (Note : in principle, the raw material is cut and sewn together in the establishments covered in this group)

Mauufacture of rain coats, hats, caps and school bags etc. from waterproof textile fabrics or plastic sheetings.

Manufacture of made-up textile articles; except apparel

Manufacture of waterproof textile fabrics

Manufacture of textiles/textile products not elsewhere classified like linoleum, padding, wadding, upholstering and filling, etc.

Manufacture of wood and wood products : furniture and fixtures

Sawing and planing of wood (other than plywood)

Manufacture of veneer sheets, plywood and their products

Manufactur e of structural wooden goods (including treated timber) such as beams, posts, doors and windows (excluding hewing and rough shaping of poles, bolts and other wood material which is classified under logging)

Manufacture of wooden and cane boxes, crates, drums, barrels and other containers, baskets and other wares made entirely or mainly of cane, rattan, reed, bamboo, willow, fibres, leaves and grass

Manufacture of wooden industrial goods n.e.c.

Manufacture of cork and cork products

Manufacture of wooden furniture and fixtures

Manufacture of bamboo and cane furniture and fixtures

Manufacture of products of wood, bamboo, cane, reed and grass (including articles made from coconut shells etc.) n.e.c.

Manufacture of paper and paper products and printing, publishing & allied industries

Manufacture of pulp, paper and paper board including manufacture of newsprint

Manufacture of containers and boxes of paper or paper board

Manufacture of paper and paper board articles and pulp products not elsewhere classified

Manufacture of special purpose paper whether or not printed n.e.c.

Printing and publishing of newspapers

Printing and publishing of periodicals, books, journals, directories, atlases, maps, sheet music, schedules & pamphlets, etc.

Printing of bank notes, currency notes, postage stamps, security passes, stamp papers and other similar products

Engraving, etching and block-making, etc.

Book binding on account of others

Printing and allied activities not elsewhere classified

Manufacture of leather and products of leather, fur & substitutes of leather

Tanning, curing, finishing, embossing and japanning of leather

Manufacture of footwear (excluding repair) except of vulcanized or moulded rubber or plastic

Manufacture of wearing apparel of leather and substitutes of leather

Manufacture of consumer goods of leather and substitutes of leather; other than apparel and footwear (Note

Manufacture of school bags and travelling accessories from waterproof textile fabrics is included in a separate group.)

Scrapping, currying, tanning, bleaching and dyeing of fur and other pelts for the trade.

Manufacture of wearing apparel of fur and pelts

Manufacture of fur and skin rugs and other similar articles

Manufacture of leather and fur products n.e.c.

Manufacture of basic chemicals and chemical products (Except Products of Petroleum and Coal)

Manufacture of industrial organic and inorganic chemicals

Manufacture of fertilizers and pesticides

Manufacture of plastics in primary forms; manufacture of synthetic rubber

Manufacture of paints, varnishes and related products, artists' colours and ink

Manufacture of drugs, medicines and allied products

Manufacture of perfumes, cosmetics, lotions, hair dressings, tooth- pastes, soap in any form, detergents, shampoos, shaving products, washing and cleaning preparations and other toilet preparations

Manufacture of man-made fibres

Manufacture of matches

Manufacture of explosives; ammunition and fire-works

Manufacture of chemical products not elsewhere classified

Manufacture of Rubber, Petroleum and Coal products;

Processing of Nuclear Fuels

Tyre and tube industries

Manufacture of footwear made primarily of vulcanised or moulded rubber and plastics

Manufacture of rubber products not elsewhere classified

Manufacture of plastic products not elsewhere classified

Manufacutre of refined petroleum products (this group includes production of liquids of gaseous fuels, illuminating oils, lubricating oils or greases or other products obtained from crude petroleum or their fractionation productions)

Bottling of natural gas or liquified petroleum gas

Manufacture of refined petroleum products not elsewhere classified (this group includes manufacture of variety of products extracted/obtained from the products or residues of petroleum refining)

Processing of nuclear fuels (this group includes extraction of uranium metals from pitch blende or other uranium bearing ores; manufacture of alloys or dispersions or mixtures of natural uranium or its compounds; manufacture of enriched uranium and its compounds; plutorium and its compounds; uranium depleted in U 235 and its compounds; thorium and its compounds; other radio active elements, isotops or compounds and non-irradiated fuel elements for use in nuclear reactors)

Manufacture of coke oven products (This group includes operation of coke ovens chiefly for the production of coke or semi-coke from hardcoal and lignite, retort carbon and residual products such as coaltar or pitch agglomeration of coke is included)

Manufacture of other coal and coaltar products not elsewhere classified

Manufacture of Non-metallic Mineral Products

Manufacture of refractory products and structural clay products

Manufacture of glass and glass products

Manufacture of earthen and plaster products

Manufacture of non-structural ceramic ware

Manufacture of cement, lime and plaster

Manufacture of mica products

Stone dressing and crushing; manufacture of structural stone goods and stone ware

Manufacture of asbestos cement and other cement products

Manufacture of miscellaneous non-metallic mineral products not elsewhere classified

Basic Metal and Alloys Industries

Manufacture of iron and steel in primary/semi-finished forms

Manufacture of semi-finished iron and steel products in re-rolling mills, cold-rolling mills and wire-drawing mills

Manufacture of ferro-alloys

Copper manufacturing

Brass manufacturing

Aluminiun manufacturing

Zinc manufacturing

Casting of metals

Processing/Re-rolling of metal scraps other than iron and steel scraps

Other non-ferrous metal industries

Manufacture of Metal Products and Parts, Except Mechinery and Equipment

Manufacture of fabricated structural metal products

Manufacture of fabricated metal products not elsewhere classified

Manufacture of furniture and fixtures primarily of metal

Manufacture of hand tools, weights and measures and general hardware

Forging, pressing, stamping and roll-forming of metal; powder metallurgy. (This group includes production of a wide variety of finished or semi-finished metal products, by means of the above activities which individually, would be characteristically produced in other activity categories)

Treatment or coating of metals; general mechanical engineering on a sub-contract basis. (This group includes plating, polishing, anodising, engraving, printing, hardening, buffing, deburring, sand blasting, welding or other specialised operations on metals on a fee or contract basis. The units classified here, generally, do not take ownership of the goods nor do they sell them to third parties)

Manufacture of metal cutlery, utensils and kitchenware

Manufacture of metal products (except machinery and equipment) not elsewhere classified

Manufacture of Machinery and Equipment other than Transport Equipment (Manufacture of Scientific Equipment, Photographic/Cinematographic Equipment and Watches & Clocks is classified in a separate Division)

Manufacture of agricultural machinery and equipment and parts thereof

Manufacture of machinery and equipment used by construction and mining industries

Manufacture of prime movers, boilers, steam generating plants and nuclear reactors

Manufacture of industrial machinery for food and textile industries (including bottling and filling machinery)

Manufacture of industrial machinery for other than food and textile industries

Manufacture of refrigerators, airconditioners and fire fighting equipment and their parts and accessories

Manufacture of general purpose non-electrical machinery/equipment, their components and accessories, n.e.c.

Manufacture of machine tools, their parts and accessories

Manufacture of office, computing and accounting machinery and parts ((Note : manufacture of computers and computer based systems including word processors is classified separately)

Manufacture of special purpose machinery/equipment, their components and accessories n.e.c.

Manufacture of electrical industrial machinery, apparatus and parts thereof

Manufacture of insulated wires and cables, including manufacture of optical fibre cables

Manufacture of accumulators, primary cells and primary batteries

Manufacture of electric lamps

Manufacture of electric fans and electric/electro-thermic domestic appliances and parts thereof

Manufacture of apparatus for radio broadcasting, television transmission, radar apparatus and radio-remote-control apparatus and apparatus for radio/line telephony and line telegraphy

Manufacture of television receivers; reception apparatus for radio broadcasting, radiotelephony/telegraphy, video recording or reproducing apparatus, turn-tables, record-players, cassette-players and other sound reproducing apparatus, sound recording apparatus, microphones. loudspeakers, amplifiers and sound amplifiers and prerecorded audio/video records/tapes

Manufacture of computers and computer based systems

Manufacture of electronic valves and tubes and other electronic components n.e.c.

Manufacture of radiographic X-ray apparatus, X-ray tubes and parts and manufacture of electrical equipments n.e.c.

Manufacture of transport equipment and parts

Ship and boat building

Manufacture of locomotives and parts

Manufacture of railway/tramway wagons and coaches and other railroad equipments n.e.c.

Manufacture of heavy motor vehicles; coach work

Manufacture of motor cars and other motor vehicles principally designed for the transport of less than 10 persons (includes manufacture of racing cars and golf-carts, etc.)

Manufacture of motor-cycles and scooters and parts (including three-wheelers)

Manufacture of bicycles, cycle-rickshaw & parts

Manufacture of aircraft, spacecraft and their parts

Manufacture of bullock-carts, push-carts and hand-carts etc.

Manufacture of transport equipment and parts not elsewhere classified

Other Manufacturing Industries

Manufacture of medical, surgical, scientific and measuring equipment except optical equipment

Manufacture of photographic, cinematographic and optical goods and equipment (excluding photochemicals, sensitised paper and film).

Manufacture of watches and clocks

Manufacture of jewellery and related articles

Minting of currency coins

Manufacture of sports and athletic goods

Manufacture of musical instruments

Manufacture of stationery articles n.e.c.

Manufacture of items based on solar energy like solar cells, cookers, air and water heating systems and other related items

Manufacture of miscellaneous products not elsewhere classified

Repair of capital goods

(This Division includes repair and maintenance, other than by manufacturers of machinery and equipments which are generally used as investment goods by industries. Repair of consumption goods is classified separately whether or not the consumers are households)

Repair of agricultural machinery/equipment

Repair of prime-movers, boilers, steamgenerating plants and nuclear reactors

Repair of machine tools

Repair of industrial machinery other than machine tools

Repair of office, computing and accounting machinery

Repair of electrical industrial machinery and apparatus

Repair of apparatus for radio-broadcasting or television transmission, radar apparatus, radio remote control apparatus and apparatus for radio/line telephony or line telegraphy

Repair of locomotives and other railroad equipment

Repair of heavy motor vehicles

Repair of machinery and equipment not elsewhere classified

ELECTRICITY, GAS AND WATER

Electricity Generation, Transmission and Distribution

Generation and transmission of electric energy

Distribution of electric energy to households, industrial, commercial and other users

Gas and Steam Generation and Distribution through Pipes

Generation of gas in gas-works and distribution through mains to households, industrial, commercial and other users

Water Works and Supply

Water supply *i.e.,* collection, purification and distribution of water

Non-conventional Energy Generation and Distribution

Generation of solar energy

Generation and distribution of bio-gas energy

Generation of energy through wind mills

Generation and distribution of other non-conventional energy n.e.c.

CONSTRUCTION

Construction

Construction and maintenance of buildings

Construction and maintenance of roads, railbeds, bridges, tunnels, pipelines, ropeways, ports, harbours and runways, etc.

Construction/erection and maintenance of power, telecommunication and transmission lines

Construction and maintenance of waterways and water reservoirs such as bunds, embankments, dams, canals, tanks, wells, tubewells and aquaducts, etc.

Construction and maintenance of hydro-electric projects

Construction and maintenance of power plants except hydro-electric projects

Construction and maintenance of industrial plants excluding power plants

Construction and maintenance not elsewhere classified

Activities Allied to Construction

Plumbing and drainage

Heating and air-conditioning installation, lift installation, sound-proofing etc.

Setting of tiles, marble, bricks, glass and stone

Timber works (such as fixing of doors, windows, panels); structural steel work, R.C.C. work and binding of the bars and roof trusses

Electrical installation work for constructions

Painting and decorating work for constructions

Other activities allied to construction not elsewhere classified

WHOLESALE AND RETAIL TRADE AND RESTAURANTS AND HOTELS

Wholesale trade in Agricultural Raw Materials, live animals, food, beverages, intoxicants and textiles

Wholesale trade in cereals and pulses

Wholesale trade in basic food-stuffs (other than cereals and pulses)

Wholesale trade in textile fibres of vegetable/animal origin

Wholesale trade in un-manufactured tobacco, pan leaves, opium, ganja and cinchona, etc.

Wholesale trade in straw, fodder and other animal/poultry feed

Wholesale trade in live animals and poultry

Wholesale trade in manufactured foodstuffs

Wholesale trade in tea, coffee, cocoa, tobacco products and beverages other than intoxicants

Wholesale trade in intoxicants like wines and liquors including incidental bottling

Wholesale trade in textiles and textile products, like all kinds of yarn, fabrics, garments and other made-up articles, etc. (including second-hand textile goods)

Wholesale trade in wood, paper, skin, leather and fur, fuel, petroleum chemicals, perfumery, ceramics, glass and ores and metals

Wholesale trade in wood, cane, bamboo and thatches, etc.

Wholesale trade in paper and other stationery goods

Wholesale trade in skin, leather, fur and their products

Wholesale trade in fuel and lighting products

Wholesale trade in petrol, mobile oil and allied products

Wholesale trade in medicines and chemicals

Wholesale trade in fertilizers and pesticides

Wholesale trade in toiletry, perfumery and cosmetics

Wholesale trade in metal, porcelain and glass utensils, crockery and chinaware

Wholesale trade in ores and metals

Wholesale Trade in all Types of Machinery Equipment including Transport Equipment

Wholesale trade in agricultural and industrial machinery

Wholesale trade in electrical machinery and equipment

Wholesale trade in electronic equipment and accessories

Wholesale trade in transport and storage equipment

Wholesale Trade not Elsewhere Classified

Wholesale trade in furniture and fixtures

Wholesale trade in rubber, plastic and their products

Wholesale trade in building materials

Wholesale trade in hardware and sanitary fixtures

Wholesale trade in household equipment, appliances n.e.c.

Wholesale trade in scientific, medical and surgical instruments

Wholesale trade in watches/clocks, eye glasses and spectacle frames

Wholesale trade in precious metals, stones and jewellery

Wholesale trade in wastes and metal scraps

Wholesale trade in miscellaneous goods not elsewhere classified

Commission Agents

Commission agents dealing in agricultural raw materials, live animals food, beverages, intoxicants and textiles

Commission agents dealing in wood, paper, skin, leather and fur, fuel, petroleum, chemicals, perfumery, cosmetics, glass, ores and metals

Commission agents dealing in machinery and equipment

Other commission agents n.e.c.

Retail Trade in Food and Food Articles, Beverages, Tobacco and intoxicants

Specialised retail trade in cereals and pulses, tea, coffee, spices, flour and other basic food items

Retail trade in vegetables and fruits

Retail trade in meat, fish and poultry

Retail trade in sweetmeat, bakery products, dairy products and eggs

Retail trade in aerated water, soft drinks and ice-cream

Retail trade in pan, bidi and cigarette

Retail trade in wine and liquor, not consumed on the spot

Retail trade in food and food articles, beverages, tobacco and intoxicants not elsewhere classified

Retail Trade in Textiles

Retail trade in textiles

Retail trade in ready-made garments, hosiery/knitted garments, etc. (includes retail trade in second-hand garments)

Retail Trade in fuels and other Household Utilities and Durables

Retail trade in firewood, coal, kerosene oil and cooking gases

Retail trade in footwear

Retail trade in crockery, glass-ware and plastic-ware

Retail trade in utensils (except those specialising in plastic wares)

Retail trade in furniture

Retail trade in electric/electronic equipment (including watches and clocks)

Retail trade in jewellery

Retail trade in fuel and other household utilities and durables not elsewhere classified

Retail Trade N.E.C.

Retail trade in books, magazines and stationery (including distribution of newspapers)

Retail trade in agricultural inputs, viz., seeds, fertilizers and pesticides

Retail trade in motor fuels

Retail trade in building materials

Retail trade in agricultural machinery and equipment

Retail trade in industrial machinery and equipment electrical and non-electrical

Retail trade in transport equipment

Retail trade in pharmaceutical, medical and orthopaedic goods

Non-specialised retail trade including non-store retail trade

Retail trade not elsewhere classified

Restaurants and Hotels

Restaurants, cafes and other eating and drinking places

(NOTE 1 : This group includes sales of prepared foods and drinks for immediate consumption on the premises such as restaurants, cafes, lunch counters and refreshment stands. Also includes are catering activities and take-out activities as well as dining-car activities or railway companies and other passenger transport facilities which are operated as independent activities. Sales through vending machines, vending stalls, whether or not mobile, are included.

Note 2 : The above mentioned activities, if carried out in connection with the provision of lodging are to be classified separately) Hotels, rooming houses, camps and other lodging places.

TRANSPORT, STORAGE AND COMMUNICATION

Land Transport

Railway transport

Passenger transport by bus (including tramways)

Passenger transport by motor vehicles other than by bus

Freight transport by motor vehicles

Passenger or freight transport by hackney carriages, bullockcarts, ekkas, tongas, etc.

Transport by animals like horses, elephants, mules, camels, etc.

Transport by man (including rickshaw pullers, handcart pullers, porters, coolies, etc.)

Pipe-line transport

Supporting services to land transport, like operation of highway bridges, toll roads, vehicular tunnels, parking lots, etc.

Other land transport

Water Transport

Ocean and coastal water transport

Inland water transport

Supporting services to water-transport like operation and maintenance of piers, docks, pilotage, lighthouses, loading and discharging of vessels, etc.

Air Transport

Air transport carriers (of passengers and freight)

Supporting services to air transport, like operation of airports flying facilities, radio beacons, flying control centres, radar stations, etc.

Services Incidental to Transport N.E.C.

Cargo handling incidental to land transport

Cargo handling incidental to water transport

Cargo handling incidental to air transport

Renting and leasing (except financial leasing) of motor vehicles, without operator for passenger transport (Renting and leasing of motor cycles, scooters and mopeds etc., is classified separately)

Renting and leasing (except financial leasing) of motor vehicles, without operator for freight transport

Renting and leasing (except financial leasing) of aircrafts

Renting and leasing (except financial leasing) of ships

Activities of tourist and travel agents

Activities of transport agents other than tourist and travel agents

Other services incidental to transport n.e.c.

Storage and Warehousing Services

Warehousing of agricultural products without refrigeration

Warehousing of agricultural products with refrigeration (cold storages)

Storage and warehousing services not elsewhere classified (includes warehousing of furniture, automobiles, gas and oil, chemicals and textiles. Also included is storage of goods in foreign trade zones).

Communication Services

Postal, telegraphic, wireless and signal communication services

Courier activities other than post. (This group includes picking up, transport and delivery of letters and mail type, usually small parcels and packages. Either only one kind of transport or more than one mode of transport may be involved and the activity may be carried out with either self-owned (private) or public transport media. All postal activities carried out by the National Postal Administration are classified separately)

Telephone communication services

Communication services not elsewhere classified

FINANCING, INSURANCE, REAL ESTATE AND BUSINESS SERVICES

Banking Activities, including Financial Services

Deposit activities (This group includes activities of central banks, commercial banks, savings banks, savings and loan associations and other such institutions whose major source of funds is deposits)

Other credit activities (This group includes activities of such units whose chief activity is making loans. They are distinguished from the deposit institutions in that the chief source of funds is equity or short term paper etc., but not deposits)

Other banking activities

Securities dealing activities (This group includes activities of brokers and dealers and central exchanges dealing in all kinds of negotiable instruments and underwriters and agents in the floatation of new securities)

Financial services other than securities dealing activities

Provident and Insurance Services

Provident services

Insurance carriers, life

Deposit/credit guaranty insurance services

Insurance carriers other than life such as fire, marine, accident, health including insurance agents, valuers/assessors, etc.

Real Estate Activities

Purchase, sale, letting and operating of real estate such as residential and non-residential buildings, developing and sub-dividing real estate into lots, lessors of real property, real estate agents, brokers and managers engaged in renting, buying, and selling, managing and appraising real estates on a contract or fee basis

Legal Services

Legal services such as those rendered by advocates, barristers, solicitors, pleaders, mukhtiars, etc.

Operation of Lotteries

Bulk purchase and sale of lottery tickets

Sale of lottery tickets to individuals

Renting and Leasing (Financial Leasing is Classified in Financial Activities) Not Elsewhere Classified

Renting of transport equipment without operator n.e.c. (Includes short-term rental as well as extended-term leasing with or without maintenance)

Renting of agricultural machinery and equipments without operator

Renting of office, accounting and computing machinery and equipment, without operator (Renting of computer time on an hourly or time-sharing basis is classified separately. Renting of computers or computer-related equipment with management or operation is also classified separately)

Renting of other industrial machinery and equipment (This group includes the renting or leasing of all kind of machinery which is generally used as investment goods by industries).

Renting of personal and household goods (This group includes the rental of all kind of goods whether or not the customers are households. It involves the rental of such goods as textiles, wearing apparel and foot wear, furniture, pottery and glass, kitchen and tableware, electrical appliances and house-wares, jewellery, musical instruments and so on. Book rental is classified separately).

Business Services not Elsewhere Classified

Auctioneering services

Accounting, book-keeping and auditing activities, including tax consultancy services

Data processing, software development and computer consultancy services

Business and management consultancy activities

Architectural and engineering and other technical consultancy activities

Technical testing and analysis services. (This group includes testing of all types of materials and products).

Advertising

Press agency activities. (This group includes news syndicate and news agency activities on a fee or contract basis. Includes activites of independent news reporters, news writers, etc.).

Recruitment and provision of personnel

Other business services not elsewhere classified

COMMUNITY, SOCIAL AND PERSONAL SERVICES

Public Administration and Defence Services

Public services in the union government including defence services

Public services in state governments including police services

Public services in local bodies, departments and offices engaged in administration like local taxation and business regulations etc.

Public services in quasi-government bodies

Sanitary Services

Sanitation and similar services such as garbage and sewage disposal, operation of drainage systems and all other types of work connected with public health and sanitation

Education, Scientific and Research Services

Educational services rendered by technical or vocational colleges, schools and other institutions

Educational services rendered by non-technical colleges. schools, universities and other institutions

Research and scientific services not classified elsewhere such as those rendered by institutions and laboratories engaged in research in the biological, physical and social sciences, meteorological institutes and medical research organisations, etc.

Health and Medical Services

Health and medical services rendered by organisations and individuals such as hospitals, dispensaries, sanatoria, nursing homes, maternal and child welfare clinics by allopathic/ayurvedic, unani, homeopathic, etc. practitioners.

Veterinary services (including bird's hospitals)

Community Services

Religious services rendered by organisations or individuals

Welfare services rendered by organisations operating on a no-profit basis for the promotion of welfare of the community such as relief societies, creches, homes for the aged and physically handicapped, etc.

Services rendered by business, professional and labour organisations n.e.c.

Services rendered by cooperative societies n.e.c.

Community services not elsewhere classified

Recreational and Cultural Services

Motion picture and video film production

Motion picture distribution and projection services

Stage production and related services

Authors, music composers, singers, dancers, magicians and other independent artistes not elsewhere classified

Radio and television broadcasting and related services

Operation of circuses and race tracks

Libraries, museums, botanical and zoological gardens, zoos, game sanctuaries, etc.

Audio & video casette libraries

Video parlours, electronic games and other amusement centres n.e.c.

Recreational services n.e.c.

Personal Services

Domestic services

Laundry, cleaning and dyeing services

Hair dressing such as those done by barbers, hair dressing saloons and beauty shops etc.

Portrait and commercial photographic studios

Tailoring establishments

Personal services not elsewhere classified

Repair Services

Repair of footwear and other leather goods

Repair of household electrical appliances

Repair of TV, VCR, radio, transistor, taperecorder, refrigerator and other electronic appliances

Repair of watches, clocks and jewellery

Repair of motor vehicles and motor cycles except trucks, lorry and other heavy vehicles

Repair of bicycles and cycle rickshaws

Repair enterprises not elsewhere classified

International and other extra territorial bodies

Services not elsewhere classified

Activities not adequately defined

Persons without any affiliation to any particular industry (incluing fresh entrants to labour force)

Activities not adequately defined (other than those persons without any affiliation to any particular industry including fresh entrants to labour force)

INSTRUCTIONS TO ENUMERATORS FOR FILLING ENTERPRISE LIST

Introduction

In the instructions for filling up the houselist (HL), it has been mentioned that the HL serves as a frame for the enterprises for which a separate Enterprise List (EL) will be prepared as part of the houselisting operations. After identifying the enterprises in column 7 or 20 of HL, enterprises and their selected characteristics will have to be recorded in EL forms supplied to you. This EL form is to be canvassed alongwith the HL immediately after an enterprise is identified either through column 7 or column 20 of HL. The specimen form of EL is given at Annex. I. It will be observed that the form is simple and is designed to collect certain basic items of information for the identified enterprises.

2. This booklet illustrates (i) the manner in which EL is to be completed and (ii) the concepts and definitions to be followed and the explanations of various terms to be used. The success of EC operations is very much dependent on a thorough understanding of the concepts, definitions and instructions and on faithful applications of these concepts and definitions and your following these instructions in the actual filling of the EL form. If you have any doubt, please do not hesitate to ask your Supervisor/Charge Officer for necessary clarifications. As a census enumerator, you have great responsibilty and there is no doubt that you will perform this task efficiently with pride and devotion to duty.

3. The form is to be filled by eliciting the required information by contacting the head or any other responsible person of the enterprise and not through other sources. If you have a doubt about the entry, you may put questions mark (?) on the line in the remarks column of EL and subsequently incorporate changes, if necessary, after consulting your Supervisor in this regard. You should ensure that all questions marks are removed before handing over the forms to the Charge Officer. Arabic numerals should be used in filling the form (i.e. 1,2,3,4,.....).

4. The instructions for filling EL are first described. Later, the preparation of the Enterprise List Abstract (ELA) is discussed.

5. Before going into the details of the content of each of the columns in EL form, the concepts and definitions of the terms used in the form are given below .

Concepts and Definitions:—

Enterprise

6. An enterprise is an undertaking engaged in production and/or distribution of goods and/or services not for the sole purpose of own consumption. The workers in an enterprise may consist of members of the household or hired workers or both. The activity of an enterprise may be carried out at one or more than one distinct location. The activity of the enterprise may also be carried out only for a part of the year but on a fairly regular basis i.e. it should be in operation for the major part of season/year. Such cases should als o be considered as enterprises. An enterprise may be owned or operated by a single household or by several households jointly (on a partnership basis) or by an institutional body or by Government.

Agricultural Enterprise

7. An agricultural enterprise for the purpose of economic census is defined as one engaged in livestock production, agricultural services, hunting, trapping and game propagation, forestry and logging and fishing. Enterprises engaged in activities pertaining to agricultural production and plantations will not be covered under the census.

Non-agricultural Enterprise

8. Enterprises engaged in all other activities will be termed as non-agricultural enterprises.

9. The activities which are not to be treated as enterprises and which are to be treated as enterprises are illustrated in the booklet on "Instructions to enumerators for filling up the Houselist", supplied to you separately.

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10. Certain situations pertaining to identification and classification of enterprises are indicated below,

(i) Persons doing different types of jobs depending on the availability of work e.g. loading, unloading, helping a mason or a carpenter, doing earth work for a contractor should not be classified as running enterprises since they do work on wages,

(ii) Where the structure of an enterprise covers more than one village, the enterprise may be considered to be belonging to that village where the main entrance of the enterprise lies.

(iii) Brick kilns in the open will normally be netted through column 20 of the Houselist. In cases where brick kiln activity is reported by one household, please enquire whether the activity is done on partnership basis. If the partner is in the same enumeration block then the enterprise particulars are to be recorded against one household only with suitable remarks, If, however, the partners are living in different enumeration blocks then the enterprise particulars will be recorded against each of the households with suitable entry in the remarks column that the partners live in the different enumeration blocks.

(iv) Owners of tubewells, tractors and bullock carts who utilise their spare capacity to earn extra money should not be classified as running enterprises if the spare capacity utilisation is on some occasions and not on regular basis.

(v) An entrepreneurial activity outside the census house and without premises may be carried out in a shopping centre/market place regularly or it may be of moving type. The enterprises without premises which are carried out in a shopping centre/market place regularly can broadly be classified into two categories viz.,

(a) those enterprises which are attached to the shop/census house or operating in front of a shop in a shopping centre/market place ; and

(b) those which are having fixed location in the open air in a shopping centre/market place and can not be attached/linked to any shop/census house.

The enterprises such as watch repairer operating in front of the shop, a hosiery outlet attached to a shop, panwala sitting in front of a restaurant/hotel, etc. are examples of category (a) above. Examples of category (b) are vegetable sellers sitting on the pavement, cobblers, ice-cream vendors, reri-walas etc. The enterprises of category (a) are to be covered through column 7 of Houselist (HL) and for such enterprises EL will be filled on the site of their location. The enterprises of category (b) above are to be netted through column 20 of HL and EL will be filled at the household itself. All the enterprises of moving type are to be netted through column 20 of HL and the EL have to be filled at the household itself.

Enterprise List

11. On the top of EL form, provision is made to write identification particulars viz. name of State/Union Territory, District, Tehsil/Taluka/P.S./Dev. Block, Village/Town, name or number of Ward/Mohalla/Hamlet and Enumerator's Block Number. These items are to be copied by you from the HL form which you have already filled in. You have to enter the names and the code numbers in the relevant spaces. In EL, record 'rural' or 'urban' against item 7 depending upon area of enumeration falling in a village or town. Give code 1 for rural and code 2 for urban. Also give the page number in the right hand corner at the top of the page of EL.

12. The detailed instructions for filling up various columns in EL are given below.

Col. 1 : Line number of HL (col. 1 of HL)

13. Every line in HL must have been numbered by you serially in column 1 of HL. Corresponding to the enterprise identified in the HL either in column 7 or column 20 there is a line number given i.e. entry in column 1 of HL. This number is to be copied from column 1 of HL and entered in column 1 of EL.

Col. 1 (i) : Census house no. (col. 3 of HL)

14. Corresponding to the enterprise identified in column 7 or column 20 there is a census house number given in column 3 of HL. The census house number need not necessarily be indicated in column 3 on the same line as that of the enterprise. It is possible that the census house number is indicated in column 3 against the first entry of column 7 or column 20. It has to be ensured that the same census house number is copied from column 3 of HL and entered in column 1 (i) of EL.

Col. 2 : Serial number of enterprise (col. 7 of HL)

15. A continuous serial number has been given within brackets by you for each enterprise identified in column 7 of HL. This number is to be copied and entered in column 2 of EL.

Col. 3 : Serial number of enterprise (col. 20 of HL)

16. For each enterprise outside census house and without premises identified in column 20 of HL, a continuous serial number within brackets must have been given by you. This number is to be entered in column 3 of EL.

Col. 4 : Description of activity of enterprise

17. For the enterprise serially numbered either in column 2 or column 3 of EL form, the description of the activity of the enterprise is to be written in this column. It is possible that more than one entrepreneurial activity is carried on in the same census house or outside the census house without premises. If these activities are carried on by the same person or the same household and separate accounts are kept for each of these activities, they should be treated as separate enterprises. However, in cases where the activities cannot be distinguished from one another, the major activity will be treated as the activity of the enterprise. The major activity should be decided on the basis of income or turnover or number of persons employed depending on the information readily available during your enquiry. For example, a tailor sells cloth also and does not maintain separate accounts for tailoring activity and selling of cloth. Some other examples where the activities might not be distinguished are flour mill and selling of commodities such as rice, wheat etc.; furniture shop engaged in manufacture of furniture and renting of furniture; grocery shop also engaged as travel agent; etc.

18. Description of activity of the enterprise is one of the important items of information to be recorded and this should be adequately elaborated to enable proper classification of the entrepreneurial activity. Sufficient details of the activity of the enterprise should therefore be given. For instance, it is not enough to write simply 'shop' or the caption displayed on the signboard of the shop. It is necessary to give full description, such as 'electrical repair shop' "medical shop', etc. It may be borne in mind that recording of broad description of activity as 'manufacture of dairy products' will not be sufficient but greater details such as (i) manufacture of milk powder, ice-cream powder, condensed milk, (ii) manufacture of baby milk food, (iii) manufacture of ice-cream and kulfi, (iv) manufacture of butter, cream, ghee etc. should be recorded in order to carry out proper coding of industrial activities.

19. A few examples of description of activities of the enterprises are listed below :

(i) cattle rearing and production of milk
(ii) rearing of ducks, hens and other birds and production of egg
(iii) rearing of silk worms and production of cocoons and raw silk
(iv) animal shearing and livestock services (other than veterinary services)
(v) production of fuel by exploitation of forests
(vi) gathering of fodder by exploitation of forests
(vii) spinning yarn in Amber Charkha
(viii) flour making chakki
(ix) oil ghani
(x) carpentry—manufacturing of wooden doors and windows
(xi) hair cutting
(xii) wholesale store for grains and cereals
(xiii) blacksmithy
(xiv) production of hosiery goods
(xv) stationery store
(xvi) earthern ware and earthern pottery
(xvii) private tuition
(xviii) goods transport by motor truck
(xix) writing for papers and periodicals
(xx) health clinic
(xxi) inspection bungalows, dak bungalows, rest houses

20. Annex-J of the booklet on 'Instructions to enumerators for filling up the Houselist' gives an illustrative list of broad description of activities and these have to be elaborated.

Col. 4 (i) : Code

21. This column is to be left blank.

Col. 5 : Classification of enterprise (agri-1, non-agri-2)

22. In this column, the enterprise is to be classified as agricultural or non-agricultural depending on the nature of the activitiy of the enterprise. Agricultural enterprises are those engaged in any of the activities relating to livestock production, agricultural services, hunting, trapping and game propagation, forestry and logging and fishing. The activities pertainiug to crop production and plantations are not covered under this census. Thus, it will be observed that only certain specified agricultural activities broadly listed under the heading 'Agricultural Enterprises' in Annex-J of the instructions for filling up HL are taken into account. Non-agricultural enterprises are those which are engaged in any of the activities pertaining to :

(i) Mining and Quarrying
(ii) Manufacturing

(iii) Electricity, Gas and Water

(iv) Construction

(v) Wholesale & Retail Trade and Restaurants & Hotels

(vi) Transport, Storage and Communication Services

(vii) Financial, Insurance, Real Estate and Business Services

(viii) Community, Social and Personal Services.

23. Activities relating to the processing of primary produce of agricultural and allied activities to make processed goods saleable and carried out fairly on regular basis are to be treated as non-agricultural enterprises and not as agricultural enterprises. A few examples to indicate the distinction between agricultural and non-agricultural activities are given below :

	Agricultural activity	Non-agricultural activity
(i)	rearing of sheep and production of wool	bailing and pressing of wool
(ii)	production of milk	collection of milk and selling, manufacturing of cream/butter etc.
(iii)	grading of agricultural products such as tea, tobacco, etc.	curing of tea/coffee leaves, curing of tobacco
(iv)	rearing of cattle	slaughtering, preparation and preservation of meat
(v)	rearing of fish	processing and sale of fish
(vi)	logging-felling and cutting of trees	sawing and planning of wood (other than plywood)

24. Person(s) engaged in activities such as providing services of harvesting, threshing, spraying of insecticides etc. on payment will be treated as running agricultural enterprises. However, if person(s) carrying out processing of agricultural produce on payment, will be treated as running non-agricultural enterprises. For example, rice and dal milling, processing and grinding of cereals, pulses etc. will be non-agricultural enterprises. For example, if a person/farmer sells part of his milk produce, this will be classified as an agricultural enterprise and the activity is 'milk production'. However, if he procures milk from others and sells it then the description of activity will be 'selling of milk' and will be classified as non-agricultural enterprise.

25. Government offices providing support/assistance for the activities like livestock production, forestry & logging, fishing, etc. will be treated as non-agricultural enterprises.

26. Taking into account the description of activity given in col. 4, the enterprise may be classified as agricultural or non-agricultural according to the concepts and definitions given in the above paragraphs. If the enterprise is of agricultural type, code 1 is to be entered. If the enterprise is of non-agricultural type, code 2 is to be entered.

Col. 6 : Nature of operation (perennial-1, seasonal-2)

27. Against this column, information as to whether the enterprise runs more or less regularly throughout the year or in particular season(s), is to be entered in terms of codes. For example, selling of cereals, pulses, etc. in a grocery shop, running of a restaurant/hotel, etc. pertain to the perennial activity and for such activities code 1 is to be entered. Some activities such as beating of drum, band-wala, etc. are carried out only during marriages/functions, throughout the year. These activities are to be treated as perennial, since they are carried out in all the seasons. Similarly, a person giving tuitions on a fairly regular basis is also to be classified as perennial activity. If the activity such as gur making is carried out only during a part of the year, code 2 is to be recorded.

28. If a person is engaged as a part of his regular work in different seasonal enterprises in different parts of the year, the different activities will be listed as separate enterprises although at the time of enumeration he may be engaged only in one of the activities. For example, a person sells cane juice in one season and roasted groundnut/gram in another season. It is expected that not more than two or three enterprises would thus be listed.

Col. 7 : Type of ownership

29. Type of ownership of the enterprise is to be entered in this column is accordance with the code list printed at the bottom of EL form. The enterprise may belong to (i) private sector, (ii) co-operative society and (iii) public (i.e. Central Government, State Government or run by local authorities like Municipal Boards, etc.).

30. An enterprise will be treated as private if it is being managed by single or a group of persons. If an enterprise takes loan from the Government, it should not be treated as a Government enterprise. The enterprises which will be classified under 'private' type of ownership will be (i) proprietory, (ii) partnership. (iii) private and public limited and (iv) institution/trust. For these type of enterprises code 1 is to be entered. Examples with 'private' type of ownership are (i) a shop owned by a person, (ii) construction company under 'partnership' or 'private limited', and (iii) temples, churches, charitable dispensaries etc. run by institutions/trust.

31. All enterprises registered under the act of co-operative societies will be considered as 'co-operative' type of ownership. Code 2 is to be recorded against such enterprises.

32. 'Public' enterprises will cover those which have the ownership such as Central Government, State Governments, Public Sector Undertakings, Local Bodies (Zila Parishad, City Corporation and Municipal Authority, etc.). Code 3 is to be entered for such enterprises.

33. Enterprises like universities, educational boards which are autonomous but are getting grants by Central or State Government or local bodies will also be included in the category of 'public'. Code 3 is to be recorded in such cases also.

Col. 8 : Social group of owner (SC-1, ST-2, Others-3)

34. The code for the social group of owner of each enterprise will be recorded in this column. The codes are Scheduled Caste-1, Scheduled Tribe-2 and Others-3. In case of enterprises whose type of ownership is other than private, code 3 will be entered under this column. If the private enterprise is run on partnership and one of the partners is scheduled caste or scheduled tribe, the code corresponding to SC or ST should be given. If the enterprise is run on partnership basis by scheduled caste and scheduled tribe and others the code for social group of owner should relate to the weaker section viz. scheduled tribe, In case of enterprises belonging to trust/institution the social group of owner will be 'others' and code 3 will be recorded.

Col. 9 : Power/fuel used for activity

35. Under this column, power/fuel used in carrying out the entrepreneurial activity is to be recorded in codes, the details of which are given at the bottom of EL. For example, electricity used for the purpose of lighting or for heating the premises of the enterprises is not the source of power/fuel used for the activities and should be ignored and code in such cases will be 1. On the other hand, if electricity is used as a source of power in cooking in a hotel or restaurant, the code will be 2. Other examples where code 1 is appropriate are offices, schools etc. In the case of an X-ray clinic which necessarily uses electricity, the code will be 2. But for nursing homes using electricity only for lighting etc., the code will be 1. An enterprise using manual labour will be counted as enterprise without power. The coconut shells, dry leaves etc. used as source of power in heating the iron for pressing, preparing of tea/coffee, roasting of gram/nuts, etc. should be given code 6 pertaining to 'firewood'. Similarly 'charcoal' used as source of power for the activity will be given code 3 used for coal/soft coke. For enterprises using solar/wind energy, code '0' will be recorded.

36. In case, more than one type of power/fuel is used for carrying out the entrepreneurial activity the code will refer to the major source on which the more expenditure is incurred.

37. If an enterprise is engaged in more than one activity and which can not be distinguished the power/fuel used in such cases will pertain to the major activity recorded in column 4.

Cols. 10, 11 & 12 : No. of persons usually working daily—total

38. In these columns, the total number of persons usually working daily in the enterprise with break-up into males and females is to be given. The number of persons to be recorded in these columns should include number of members of the household and other unpaid workers engaged in the activity as well as the number of workers hired from outside for the same activity. In cases where the enterprise is engaged in more than one activity the number of persons usually working in that enterprise should relate to not merely the major activity but all activities of the enterprise.

Cols. 13, 14, 15 : No. of persons usually working daily—hired

39. After filling the cols. 10 to 12 proceed to enquire from the informant as to how many of the total number of workers are hired and record this number in col. 15. Afterwards, ascertain the distribution of this total number according to males and females and put the corresponding figures in cols. 13 and 14 respectively. If there are no hired employees, put dash (—) in cols. 13 to 15.

40. The figures of number of persons should represent, on an average, the number of persons usually working on a working day during the last year of the activity of the enterprise. The figure should relate to the position in the last year for perennial enterprises and the last working season for the seasonal enterprises. Care should be taken to include all categories of workers both supervisory and primary. A worker need not mean that the same person should

be continued but it should refer to the position. Apprentices, paid or unpaid, will be treated as hired workers. Part-time employees may be treated as employees as long as they are engaged on a regular basis. Persons receiving honorarium for the services rendered on fairly regular basis to the enterprises will be treated as hired workers.

41. Working members of the co-operative societies who often manage day-to-day work of the society will be considered as workers. In the case of Jails only the hired workers (employees of Jails) will be shown as workers. If the inmates of Jail are made to work in the office of the Jail or in the workshed of the Jail, they will not be treated as workers for the purpose of EC.

42. If a part-time worker is engaged in more than one enterprise he will be counted as a worker in all the enterprises even though it may inflate the total number of workers.

Col. 16 : Remarks

43. In this column, any information which further elucidates the entries made in different cols. 2 to 15 may be noted where necessary.

Totalling of Columns

44. After filling all the lines on the page, do totalling and make necessary entries thereof in columns 2, 3, 5 to 7 and 9 to 15. The manner in which the total is to be struck has been explained in the foot-note of EL form. However this is recapitulated below :

(i) count the number of entries in columns 2 and 3 of EL and enter them at the bottom of corresponding columns in the 'total' line

(ii) in cols. 5 to 7 & 9, count the number of entries of code 1 only and give the total at the bottom of the respective columns

(iii) in cols. 10, 11, 13 & 14 add up the figures in each of these columns and write the sum of figures at the bottom of the respective columns.

(iv) in col. 12 first add up the figures and write total at the bottom. Thereafter, write within bracket the number of figures which are added. For example, if the figures in col. 12 are 1, 4, 2, 4, 1 and 2, the entry in the 'total' line should be written as 14/(6).

(v) in col. 15, follow the same procedure as done for col. 12 as explained in (iv) above

45. After completing the first page, proceed to next page in similar fashion but write the page number in the space provided on the right hand corner of the form. Proceed till the work of recording of information in respect of all the enterprises listed in HL of your block is completed.

Enterprise List Abstract

46. After filling the entries in the Enterprise List i.e. after completing the listing of the enterprises and recording their particulars for your entire block you have now to prepare an Enterprise List Abstract (ELA) so that the figures of the number of enterprises with premises and without premises, number of agricultural and non-agricultural enterprises, number of enterprises owned privately, run perennially, operating without power and employment in these enterprises become easily available. A specimen copy of the ELA is given at Annex-2.

47. There should be no difficulty in preparing the Abstract. However, certain indications as to how the Abstract is to be prepared are given below.

48. The identification particulars given at the top of ELA are to be copied from EL form. Further, write the total number of Enterprise List pages you have filled in your block on the right hand side corner of ELA.

Abstract Col. 1 : Page No. of Enterprise List (EL)

49. You will please recall that you had to number each page of EL and arrange them serially. The page number recorded by you will be noted in this column one below the other.

50. The entries from columns 2 to 15 of ELA are to be copied from the 'total' line of the page of the Enterprise List.

Col. 2 : Total number of enterprises with premises

51. As indicated in the heading itself, this figure will be obtained from column 2 of EL. Please note that in EL itself, you must have counted the number of entries in column 2 and recorded the total at the bottom of each page. please check this total and copy it in column 2 of the Abstract.

Col. 3 : Total number of enterprises without premises

52. As mentioned in the heading itself, this will be copied from column 3 of EL. Please check the total in EL and copy it in column 3 of the Abstract.

Col. 4 : Total number of agricultural enterprises

53. The number of entries with code 1 must have been counted in col. 5 and recorded at the bottom of the page of EL in the 'total' line. Please check this total and record it in column 4 of the Abstract.

Col. 5 : Total number of enterprises—perennial

54. In column 6 of EL, the entries with code 1 must have been counted and their total number recorded at the bottom in the 'total' line. This total may be checked and entered in col. 5 of the Abstract.

Col. 6 : Total number of enterprises—private

55. In col. 7 of EL, entries with code 1 must have been counted and their total number recorded in the 'total' line. This total may be checked and entered in col. 6 of the Abstract.

Col. 7 : Total number of enterprises—without power

56. In column 9 of EL, the entries with code 1 must have been counted and their total number recorded in the 'total' line. This total may be checked and entered in column 7 of the Abstract.

Cols. 8 to 10 : Total number of persons including unpaid and hired workers usually working daily in agricultural and non-agricultural enterprises

57. In columns 10 to 12 of EL, the total number of persons and their distribution by sex must have been recorded in the corresponding columns of the 'total' line. These totals may be checked and entered in columns 8 to 10 of the Abstract respectively.

Col. 11 : Number of agicultural & non-agricultural enterprises

58. In columns 12 of EL, number of enterprises corresponding to total number of persons working is recorded at the bottom in the bracket. Copy this bracketed figure in column 11 of the Abstract.

Cols. 12 to 14 : Number of hired persons usually working in agricultural and non-agricultural enterprises

59. In columns 13 to 15 of EL, total number of hired persons and their distribution by sex in agricultural and non-agricultural enterprises must have been recorded in the 'total' line. These totals may be checked and entered in columns 12 to 14 of the Abstract.

Col. 15 : Number of agricultural & non-agricultural enterprises with hired employment

60. In column 15 of EL, the hired employment is recorded for the agricultural and non-agricultural enterprises identified in col. 2 or col. 3 of EL. Corresponding to this, total number of such enterprises is put in bracket in the 'total' line under column 15 of EL. Copy this bracketed figure in column 15 of the Abstract.

61. After copying the totals for each page of EL of an Enumeration Block, add up the figures for each of the columns 2 to 15 of the Abstract and enter in the 'total' line of the Abstract

62. If the ELA for an Enumeration Block runs to more than one page, the totals of the previous page should be carried over to the first line of the next page of the Abstract before filling-in the information for other pages of EL in the next page. In making such entries write the word 'B/F' in Col. 1 of the Abstract.

63. Certain specimen entries of the Enterprise List and Enterprise List Abstract are given at Annexures 3 to 6.

64. Please hand over the filled up EL and ELA forms, pinned separately to your Supervisor alongwith all unfilled forms. Instructions in this regard will be issued to you by your Charge Officer also.

CENSUS OF INDIA 1991
(ECONOMIC CENSUS)
ENTERPRISE LIST

1. State/Union Territory. .....Code No.....
2. District .....Code No.....
3(i) Tehsil/Taluka/P.S./Dev. Block/Circle etc. .....Code No.....
3(ii) Development Block. .....Number .....
4. Village/Town .....Code No.....
5. Name or No. of Ward/Mohalla/Hamlet .....Code No.....
6. Enumerator's Block No .....
7. Rural/Urban.....Code No.....

Line number of houselist (col. 1 of HL)	Census house No. (col. 3 of HL)	Sl. No. of enterprise (col. 7 of HL)	Sl. No. of enterprise (col. 20 of HL)	Description of activity of enterprise	Code	Classification of enterprise (agri-1, non-agri-2)	Nature of operation (perennial-1, seasonal-2)	Type of ownership*	Social group of owner (SC-1, ST-2, Others-3)	Power/fuel used for activity**	Number of persons usually working daily: Total (including unpaid & hired workers') Males	Total (including unpaid & hired workers') Females	Total (including unpaid & hired workers') Total	Hired Males	Hired Females	Hired Total	Remarks
1	1(i)	2	3	4	4(i)	5	6	7	8	9	10	11	12	13	14	15	16
Total	XX	(a)	(a)	XXX	XX	(b)	(b)	(b)	XX	(b)			(c) ( )			(c) ( )	

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

(a) Count number of entries and give total
(b) Count number of entries with code 1 and give total
(c) Count number of entries & give total in bracket.

*Type of ownership : Private—1, Co-operative—2, Public—3
**Power/fuel used : Without power—1, Electricity—2, Coal/soft coke—3, Petrol/diesel—4, Gas—5, Firewood—6, Bio-gas—7, Kerosene—8, Animal Power—9, Others—0

Total No. of Enterprise List pages .....

CENSUS OF INDIA 1991
(ECONOMIC CENSUS)
ENTERPRISE LIST ABSTRACT

1. State/Union Territory .....Code No.....
2. District .....Code No.....
3(i) Tehsil/Taluka/P.S./Dev. Block/Circle etc. .....Code No.....
3(ii) Development Block .....Number .....
4. Village/Town .....Code No.....
5. Name or No. of Ward/Mohalla/Hamlet .....Code No.....
6. Enumerator's Block No .....
7. Rural/Urban.....Code No.....

Page No. of Enterprise List (EL)	Total No. of Enterprises		Total no. of agri. enterprises (col. 5 of EL)	Total number of enterprises			Total number of persons including unpaid & hired workers usually working daily in agricultural & non-agricultural enterprises			No. of agri. & non-agri. enterprises (figures within brackets of col. 12 of EL)	Number of hired persons usually working in agri. and non-agri. enterprises			No. of agri. & non-agri. enterprises with hired employment (figures within brackets of col. 15 of EL)
	With premises (col. 2 of EL)	Without premises (col. 3 of EL)		Perennial (col. 6 of EL)	Private (col. 7 of EL)	Without power (col. 9 of EL)	Males (col. 10 of EL)	Females (col. 11 of EL)	Total (col. 12 of EL)		Males (col. 13 of EL)	Females (col. 14 of EL)	Total (col. 15 of EL)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Total														

Checked and found correct

Signature of Enumerator.....date.....

Signature of Supervisor.....date.....

CENSUS OF INDIA 1991

(ECONOMIC CENSUS)

ENTERPRISE LIST

1. State .....Uttar Pradesh.....Code No....21.... 4. Village.....Bishampur .....Code No..... 136

2. District....Rampur .....Code No....22.... 5. Name of Ward/Hamlet.....Bhishampur Khas .....Code No.....

3(i) Tehsil/Taluka/P.S./Dev. Block/Circle etc....Rampur .....Code No.....1.... 6. Enumerator's Block No.....148 .....

3(ii) Development Block .....Rampur .....Number ..... 1.. 7. Rural/Urban.....Rural .....Code No ....1..

Line number of houselist (col. 1 of HL)	Census house No. (col. 3 of HL)	Sl. No. of enterprise		Description of activity of enterprise	Code	Classification of enterprise (agri-1, non-agri-2)	Nature of operation (perennial-1, seasonal-2)	Type of ownership*	Social group of owner (SC-1, ST-2, Others-3)	Power/fuel used for activity**	Number of persons usually working daily						Remarks
											Total (including unpaid & hired workers)			Hired			
		(col. 7 of HL)	(col. 20 of HL)								Males	Females	Total	Males	Females	Total	
1	1(i)	2	3	4	4(i)	5	6	7	8	9	10	11	12	13	14	15	16
1	1(1)	—	1	Repair of footwear		2	1	1	1	1	1	—	1	—	—	—	
2	1(1)	1	—	Gur making		2	2	1	1	3	4	—	4	2	—	2	
5	2(1)	2	—	Oil Ghani		2	2	1	3	9	2	—	2	1	—	1	
6	2(2)	3	—	Rearing of cattle for sale of milk		1	1	1	3	1	3	1	4	1	1	2	
7	3	—	2	Carpentry		2	1	1	3	1	1	—	1	—	—	—	
8	3	4	—	Basket making		2	1	1	3	1	1	1	2	—	—	—	
Total	XX	(a) 4	(a) 2	XXX	XX	(b) 1	(b) 4	(b) 6	XX	(b) 4	12	2	14 (c) (6)	4	1	5 (c) (3)	

Signature of Enumerator.....date.....

Signature of Supervisor.....date.....

(a) Count number of entries and give total

(b) Count number of entries with code 1 and give total

(c) Count number of entries & give total in bracket

*Type of ownership : Private—1, Cooperative—2, Public—3

**Power/fuel used : Without power—1, Electricity—2, Coal/soft coke—3, Petrol/diesel—4, Gas—5, Firewood—6, Bio-gas—7, Kerosene—8, Animal Power—9, Others—0

GOVERNMENT OF INDIA

MINISTRY OF PLANNING

DEPARTMENT OF STATISTICS
CENTRAL STATISTICAL ORGANISATION

Third Economic Census 1990

Note giving clarifications on Points raised by the field staff for filling EL and ELA forms.

I. Pertaining to identification of an enterprise

1. Enterprises engaged in activities pertaining to agricultural production and plantations will not be covered under the economic census. For example, a person produces seeds for crop production he should be considered as engaged in crop production and as such it is outside the purview of the economic census.

2. Domestic servants whether they work in one household only or in a number of households are not to be considered as engaged in entrepreneurial activity. Similarly, drivers who undertake jobs for others on wages will not be considered as engaged in entrepreneurial activity and will not be included in EC.

3. Persons doing different types of jobs depending on the availability of work e.g. loading/unloading, helping a mason or carpenter, doing earth work for a contractor, etc. should not be classified as running enterprises since they do work on wages.

4. Households working for others and earning some money (only purely employee households) should not be treated as engaged in entrepreneurial activity. But if a person who engaged himself as an employee and is also engaged in an entrepreneurial activity on a regular basis he should be treated as running an enterprise.

5. Making bidi from leaves supplied by the factory and worked on contract basis is an entrepreneurial activity but doing this on wages is not an entrepreneurial activity.

6. Households in which none of the members is engaged in any gainful activity, i.e. households depending on remittances, rent including income from paying guest, interest, pension, etc. will not be treated as engaged in entrepreneurial activity.

7. In view of the difficulties involved in identifying and collecting requisite information from persons/enterprises of houseless and nomadic population which keep on moving from place to place and which camp either without shelter or make shift shelter such persons/enterprises should be excluded from the coverage of economic census. Such exclusion from the purview of economic census will also apply in respect of enterprises run by persons not residing in any census house such as rickshaw pullers/reriwalas who do not have any proper shelter.

8. Non-profit making hostels like those attached to colleges, universities, etc. where the messing expenses are shared by the residents of the hostel even if they employ cooks, messengers, etc. cannot be considered falling within the purview of economic census; on the other hand, hostels run by other agencies like YMCA, YWCA, Youth Hostels etc. will be considered as enterprises.

9. Sale or disposal of marketable surplus of agricultural produce by the producer himself directly to the wholesaler or retailer or even consumers will not be treated as enterprise. But wholesaler or retailer even though he deals exclusively in agricultural produce will be an enterprise.

10. Illegal professions like beggary, prostitution running a gambling-den, etc. are not to be treated as enterprises

11. Temples, churches, mosques, etc. having a religious preacher performing such duties honorarily will be treated as an enterprises. If they do not have any religious preacher at all i.e. completely unattended places of worship where prayers are offered individually will not be treated as enterprises for purpose of economic census. If, however, the place of worship does not have a preacher but some persons regularly maintain it (say for opening it, keeping it clean etc.) then it will be treated as an enterprise.

12. A deserted shrine, shrine without any activity or way-side (without any structure) shrine does not qualify to be an enterprise.

13. Dharmasalas and Godowns which are completely unmanned may not be treated as enterprises for purpose of economic census. It is expected that there cannot be any enterprise with 'zero' employment. If some persons regularly look after their maintenance, (i.e. opening, cleaning etc.) then these will be treated as enterprises.

14. Doctors having independent practice although working as honorary physicians or consultants in hospital will be counted as engaged in entrepreneurial activity at their consulting rooms or dispensaries. However, in the hospitals where they work as physicians or consultants, they will be treated as employees of that hospital.

15. Clinics run by one doctor at different places will be counted as separate enterprises.

16. In the case of persons engaged in professional services such as lawyers, the enumerator has to enquire whether the lawyer has got a separate office at his residence and also at the court where he practices fairly on a regular basis. In cases where he has offices at both the places, both the offices should be treated as separate enterprises which will be covered by the corresponding enumerator in the appropriate block. If the lawyer does not have a regular office at his residence, he will be counted at the premises where he carries out his professional activity.

17. In big cities a number of lawyers get law cases through a reputed 'law firm' and pay to it agency fees. These lawyers are not the employees of the firm and should be treated as running separate enterprises. But, if the firm has lawyers on its pay-roll who are paid monthly wages, they should be treated as workers like other employees of the firm.

18. Owners of tubewells, tractors and bullock carts who utilise their spare capacity to earn extra money should not be classified as running enterprises if the spare capacity utilisation is on some occasions and not on regular basis.

19. Four persons /(partners) keep taxis operating in different places (hotels, sights, etc.) in the city. If all the partners are in the same Enumeration Block (EB) then it should be treated as enterprise and has to be captured at the census house of only one partner. But if the partners are living in different EBs, then these are to be treated as four enterprises and to be captured in the respective census houses.

20. A cycle-rickshaw or taxi owner who hires out his vehicles to others on contract basis, is running an enterprise. The person who hires cycle-rickshaw or taxi regularly will be treated as running a separate enterprise. But if a person works as driver of a taxi or a cycle-rickshaw on wages for the owner, he is merely a worker and not an entrepreneur.

21. If a big company is engaged in manufacturing of different items such as baby food, medicines, etc. in different buildings, the units located in different buildings should be treated as different enterprises.

22. In a building where more than one distinct office is located the different offices will be treated as separate enterprises.

23. Research institutions/experimental farms will be treated as enterprises. If different buildings for a research institution or experimental farms are given different census house numbers, all these numbers should be bracketed in the Houselist and counted as one enterprise.

24. If the activity of an enterprise extends beyond the premises of a single census house to a group of contiguous census houses, then the entire group of census houses will be recorded as a single enterprise. If, however, a company has its activities in buildings spread over different enumeration blocks, each activity at a site in one or more buildings will be treated as a separate enterprise.

25. If the structure of an enterprise spreads over more than one village, then the enterprise may be considered to be belonging to that village where the main entrance of the enterprise lies.

26. If different activities are carried out by separate operators in a census house and the activities are distinguishable from one another and separate accounts are available for the activity then each activity will be treated as an entrepreneurial one. If separate accounts are not available, then the operators will be workers of a single enterprise.

27. In big cities a census house is used by more than one individual for their activities such as doctors with different specialisation using one common premises for runnig their independent practices. In such cases every one will be listed as a separate entrepreneur.

28. Milk booths and canteens in offices will be counted as enterprises.

29. The sentry box or telephone kiosk should not be classified as an enterprise. The sentry box, though manned by police Deptt. will be reflected in the enterprise of the institution/organisation to which it is attached as such. For example, the sentry in the Jail will be counted in the no. of workers of the jail. In the case of sentry box in front of Minister's house or similar situations, sentry will be counted in the barrack or tent in which he is housed. In case of telephone, kiosks are generally unmanned. Wherever a kiosk is manned, it is generally attached to the Post Office or other office which looks after the kiosk. The person in the Post Office or other office who looks after the telephone kiosk will be counted in the respective enterprise.

30. In case of office complexes, it has to be noted that independent activities like cycle stand operated by a contractor, canteen, provision store, milk bar; post office, offices of the recognised employee's associations, if any have to be listed as separate enterprises.

31. A number of enterprises are located at the railway platforms and bus stands, etc. such as canteens, tea-stalls, book-stalls, panpattistalls, besides the railway offices. All these are to be listed as separate enterprises. Shops/stalls run by one operator at one place e.g. Wheeler's book-stalls can be grouped together as one enterprise.

32. On major bus-terminals/stops many transporters viz. Haryana Roadways, Punjab Roadways, etc. ply their buses. They have their different offices on the terminals. Each office should be treated as separate enterprise. Person working in the office at the bus-terminals would be treated as workers at enterprise operating at the bus terminals whereas the drivers/conductors/cleaners, etc. operating the buses are the workers to be accounted in the head office of the respective transporter.

33. Historical monuments run by the Deptt. of Tourism for which entry is through tickets will be treated as enterprises.

34. A cooperative store or book and stationery store run by a school is an enterprise separated from the activity of running the school, which is also an enterprise in its own right.

35. Transport facilities run by the city Municipality for public and for sanitary purposes will be treated as two separate enterprises, if separate accounts for public transport and sanitary transport are maintained. In case each one is a part of some office it will be considered as one enterprise only and transportation will be taken as one activity.

36. If the Corporation or a Municipality has different offices located at different places each of these will be counted as enterprise.

37. It may happen in certain households that members of the household may be engaged in the same activity e.g. three cobblers in a household they may go to different places for their work but at the end of the day they pool their daily earnings. In such cases, this will be considered only as a single enterprise and not three separate enterprises. If, however, the members of the household are engaged in different activities e.g. one as a tailor the second as a cobbler and the third as a carpenter, then it will be considered as three different enterprises in that household.

38. Persons engaged on fairly regular basis in an activity of the kind given be low will be treated as enterprises :-

(i) A person engaed in giving tuitions by going from place to place or in different houses will be treated as engaged in an entrepreneurial activity without premises.

(ii) A person (priest) going to different houses for performing religious duties and charging will be treated as engaged in an entrepreneurial activity without premises.

(iii) Persons engaged in rolling bidi at home by getting the material from others and get remuneration.

(iv) Persons stitching garments at home by getting raw-material from others and get remuneration.

(v) All dancers/dancing girls doing recreational activities for money.

(vi) Stove/umbrella repairer moves from house to house repairing stoves/umbrellas or a person engaged in a similar activities will be classified as operating an enterprise without premises.

(vii) A petition writer who sits outside an office and writes petitions for the customers is having an enterprise without premises.

(viii) A barber engaged in hair cutting/shaving of his customers in the open or visiting the residence of the customers to render services is having an enterprise without premises.

(ix) A person who delivers newspapers/milk bottles/lunch boxes etc. to the households/offices will be considered as operating an enterprise without premises if he is self-employed and not working on wages for an agent.

39. A unit not owned by a party i.e. taken on lease but operated by that party will be treated as an enterprise for the purpose of economic census.

II. Pertaining to identification of agricultural and non agricultural enterprise

40. Person (s) engaged in activities such as providing services of harvesting, threshing, spraying of insecticides etc. on payment will be treated as running agricultural enterprises, However, person (s) carrying out processing of agricultural produce on payment, will be treated as running non-agricultural enterprises.

41. If a person/farmer sells his milk produce, this will be classifed as an agricultural enterprise and the activity will be "milk production". However, if he procures milk from others and sells it then the description of activity will be 'selling of milk' and will be classified as non-agricultural enterprise.

42. Government offices providing support/assistance for the activities like livestock production, forestry and logging, fishing, etc. will be treated as non-agricultural enterprises.

43. Activities carrying out fairly on regular basis relating to the processing of primary produce of agricultural and allied activities to make processed goods saleable will be treated as non-agricultural activities.

III. Pertaining to identification of workers

44. Working members of the cooperative societies who often manage day-to-day work of the society and for which they may or may not be paid should be considered as workers.

45. Only the hired workers i.e. the employees of the jails should be shown as workers. If the inmates of the jail are made to work in the office of the jail or in the workshed of the jail, they should not be treated as workers at all for the purpose of EC.

46. If a part time worker is engaged in more than one enterprise he should be counted as a worker in all the enterprises even though it may inflate the total number of workers.

IV. Determination of Seasonal/Perennial enterprise

47. Activities such as schools, sugar factories etc. which are carried out during the major part of the year or through out the year, will be considered, as perennial enterprise. Activities such as gur making which are done during the specified part of the year on a regular basis may be classified as seasonal.

48. If a person is engaged, as a part of his regular work in different seasonal enterprises in different parts of the year, the different activities will be listed as separate enterprises although at the time of enumeration he may be engaged only in one of the activities. It is expected that not more than two or three enterprises should thus be listed.

V. Determination of an enterprise owned by SC/ST

49. In some cases an enterprise may be run on partnership basis by persons from scheduled caste(s) and scheduled tribe(s). In such cases the social group of owner of the enterprise should be recorded as scheduled tribe as scheduled tribe is to be given priority over scheduled caste.

VI. Classification of an Enterprise with/without premises

50. An entrepreneurial activity outside the census house and without premises may be carried out in a shopping centre/ market place regularly or it may be of moving type. The enterprises without premises which are carried out in a shopping centre/market place regularly can broadly be classified into two categories viz.

(a) those enterprises which are attached to the shop/census house or operating in front of a shop in a shopping centre/market place and

(b) those which are having fixed location in the open air in a shopping centre/market place and cannot be attached/linked to any shop/census house.

The enterprises such as watch repairer operating in front of the shop, a hosiery outlet attached to a shop, panwala sitting in front of a restaurant hotel, etc. are examples of category (a) above, Examples of category (b) are vegetable sellers sitting on the pavement, cobblers, ice-cream vendors, reri-wala etc. The enterprises of category (a) are to be covered through column 7 of Houselist (HL) and for such enterprises EL will be filled on the site of their location. The enterprises of category (b) above are to be netted through column 20 of HL and EL will be filled at the household itself. All the enterprises of moving type are to be netted through column 20 of HL and the EL have to be filled at the household itself.

51. A situation may come where a household carries on an enterprise outside the census house in which it lives, and this enterprise is not carried on within any premises, such examples could be brick-making, pottery, rope-making in the open, cycle-repairing, shoe-repairing on pavements, hawkers, fishing, selling of newspapers, etc. In such cases, where a household lives in the census house but carries an economic activity outside the census house and without any premises then this will be netted through column 20 of the Houselist at the census house itself.

52. In case of activities like brick kilns the enumerator has to enquire from the household about the ownership If it is running on partnership basis he has to enquire further. whether the partners are running activity in the same enumeration block, or elsewhere . If this activity is carried out in the same enumeration block, it should be suitably recorded in the remarks, column and the enterprise particulars are to be recorded against one of the partners only, If, however, the partners are living in different enumeration blocks, then the enterprise particulars will be recorded against each of the partner and suitable entry in the remarks column that the partners live in different enumeration blocks should be recorded.

VII. Classification of an Enterprise operating with or without power/fuel

53. An enterprise using only manual labour will be counted as an enterprise without power.

54. For an enterprise using solar/wind energy code 9 (others) will be recorded.

Additional

Clarifications

(1) Grading of agricultural products is an economic activity provided the services are rendered by specialists/ consulting person(s)/agency on payment basis. Grading of agricultural products done by the producer(s) will not be classified as carrying out an entrepreneurial activity.

(2) Enterprises pertaining to joint stock companies will be classified as having 'private' ownership.

(3) If more than one type of power/fuel is used for carrying out entrepreneurial activity and it is not possible to estimate expenditure incurred on different sources then the major source of fuel may be ascertained from the informant and the corresponding code be used for power/fuel used.

(4) The enterprise will be classified as seasonal if the enterprise pursues the activity during a particular season of the year even though the activity may be of perennial type (e.g. stitching of garments by a tailor, running of grocery shop, etc.). The enterprise will be classified as perennial if the enterprise is operating throughout the year even though the activity/activities may be of seasonal nature (e.g. crushing of cane for making gur, milling of rice, etc.). It may be thus evident that the enterprise is to be classified as seasonal or perennial on the basis of its operational period rather than by type of activity being carried out.

(5) If different activities are carried out by separate operators in a census house and the activities are distinguishable from one another then each activity will be a separate enterprise. For example, in a census house there is a cloth shop owned by 'A'. He has allowed 'B', a tailor, to sit in his shop and carry on his tailoring activity. In such a case there will be two enterprises i.e. (i) running of a cloth shop by 'A' and (ii) tailoring activity of 'B' Consider the case of a laundry in which another person carries out darning business. In this case also there will be two enterprises namely laundry and darning. However, consider the case of a tailor running a tailoring establishment who also keeps cloth for sale. He does not keep separate accounts of tailoring and sale of cloth. In such a case we will have to treat both these activities together as one enterprise and the activity of the enterprise will be determined by the one providing major proportion of income or more employment.

(6) A household producing jaggery merely for home consumption will not be treated as operating an enterprise, but if it produces and sells sizable part of jaggery regularly, it will be treated as enterprise.

(7) Office of Agricultural Assistant in a village is an enterprise run by Government and will be shown under public services not agricultural services. But a person running *Krishi Sewa Kendra* will be treated as engaged in an enterprise under agricultural services.

(8) Offices of the political parties, trade unions or associations having membership basis are to be treated as enterprises, but the members are not to be treated as workers; only the actual employees will be considered as such.

(9) Lottery Department of the Government of Maharashtra is an enterprise carrying on commercial activity.

(10) Agricultural University having agricultural lands on which it carries on research in the propagation of new varieties of crops and training is an enterprise.

(11) The sugar farms managed by Maharashtra State Farming Corporation Ltd. are not to be considered as enterprises because they are merely producing sugarcane which is outside the scope of the economic census. But the Head Office of the Corporation will be an enterprise under administrative services.

(12) Tiger Project at Melghat or Tadoba game sanctuary in Chandrapur is an enterprise as it is engaged in game propagation.

(13) Milk booths under Government milk supply scheme will be considered as enterprises in census houses and owned by State Government.

(14) Stove/umbrella repairer who moves from house to house repairing stove/umbrella or a person who purchases old newspapers is operating an enterprise without premises. This enterprise will be netted at the place of his residence.

(15) A petition writer who sits outside an office and writes petitions for consideration is having an enterprise without premises, and he will be netted at his place of residence.

(16) A cycle-rickshaw or taxi owner who hires out his vehicles to others on contract basis, is running an enterprise. The person who hires cycle-rickshaw or taxi regularly will be treated as running a separate enterprise. But if a person works as driver of taxi or cycle-rickshaw on wages for the owner he is merely a worker and not an entrepreneur.

(17) A cultivator who uses his bullock-cart to transport the produce from his farm to market place is not operating a transport enterprise. If, however, he uses his bullock-cart to transport goods of others as a regular seasonal activity it will be treated as an enterprise.

(18) A doctor who runs a consulting room, will be considered to have an enterprise which will be listed at the place of his consulting room. However, a doctor who is employed by a hospital is an employee and will be included as a worker of the hospital which, of course, is an enterprise. A Government doctor is an employee in the Government Dispensary/ Hospital. However, if he is also having his regular private practice he will be considered to have an enterprise and it will be recorded at the place from where he operates it. Such a doctor will figure as an employee in the hospital and also an entrepreneur separately.

(19) A forest contractor takes in the season a number of forest coupes for the exploitation of timber or collection of tendu leaves. Regardless of the number of coupes he may be working, he is running one enterprise which will be netted either at his place of residence or the office from where he operates.

(20) A company has farm lands on which it raises jowar and cotton seed. The seed is sold by it after processing, grading and labelling. The company should be treated as an enterprise engaged in agricultural services. But mere production of seed crops which involves no processing will not qualify for being treated as an enterprise.

(21) Production of Crude Oil and Natural Gas at Bombay High should be treated as an enterprise without premises, and should be netted at the company's establishments.

(22) Salt production through screening and evaporation process in pans is an activity without premises. Similarly mining of coal metal ores, even though underground operations should be treated as activities without premises and should be netted at the office or the residence of the entrepreneur as the case may be.

(23) We often notice municipal market having GCI sheet roof supported by pillars of concrete or wood. Such market should be treated as building and census house. Enterprise(s) carried on in this market place on a regular basis will be considered as enterprise (s) carried on within premises.

(24) Consider the case of persons engaged in the business of transporting tiffin boxes to the office goers in the offices This cannot be treated as domestic service and should be listed as an enterprise.

(25) It is not necessary that an enterprise should be owned by a person. For our purposes any other terms for operating an enterprise like lease or contract may also entitle it for inclusion in the enterprise list.

(26) Households depending entirely on remittances, rent, interest, pension, etc. will not be treated as enterprises as they are not engaged in any economic activity.

(27) (i) In case an enterprise is using electricity only as the source of power and that too is used for lighting and/or for heating the premises, the electricity should not be taken as source of power/fuel used for the enterprise and in such cases code 1 may be given. If electricity is used besides for lighting and, or heating as a source of power in cooking in hotel or restaurant, the code will be 2.

(ii) In case an enterprise is using electricity for heating the premises and is using gas for running the enterprise source of power/fuel used for the enterprise should be taken as gas and code 5 may be given.

(28) In Northern India "Reriwalas" is used for the persons operating their trading business in a two, four wheeler 'reri' whereas in Western India these are known as 'feriwalas' and in South as 'Gadiwalas.'

INSTRUCTIONS TO ENUMERATORS FOR FILLING UP THE HOUSEHOLD SCHEDULE AND INDIVIDUAL SLIP

CHAPTER I

Steps prior to enumeration and filling up of the Household Schedule

Population Census is a great national task which we are called upon to undertake every ten years It provide valuable information about the land and the people at a given point of time. It provides the trends in the population and its various characteristics which are essential for planning. It has become indispensable for effective and efficient public administration besides serving the needs of scholars, businessmen, industrialists, planners and electoral authorities, etc. A Census, therefore, has become a regular feature in progressive countries, whatever be their size and political set-up, and it is conduted at regular intervals for fulfilling well-defined objectives.

2. As a census enumerator, you are performing a duty which is of great national importance. The data we provide through the census are very much needed by the public and government organisations for many aspects of economic and social planning and form the very basis for the delineation of electoral constituencies. You are privileged to be a census enumerator. At the same time, your responsibilities are great. You have to fulfil them with a sense of pride and devotion to duty.

3. For your information, certain provisions of the Census Act, 1948, under which the census is conducted and which gives you the legal authority to canvass the census questionnaire and spells out your responsibilities, are reproduced below.

X X X X

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 woman shall be bound to state the name of her husband or deceased husband or of any other person whose name she is forbidden by custom to mention.

X X X X

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 taking of the Census.

(2) When such schedule has been so left, the said occupier, manager or officer, as the case may be, shall fill it up or cause it to be filled up to the best of his knowledge or belief so far as regards the inmates of such house or part thereof or the persons employed under him, as the case may be, at the time aforesaid, and shall sign his name thereto and, when so required, shall deliver the schedule so filled up and signed to the census officer or to such person, as the census officer may direct.

11(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,.....

X X X X

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

X X X X

.....shall be punishable with fine which may extend to one thousand rupees and in case of a conviction under part (b) shall also be punishable with imprisonment which may extend to six months.

(2) Whoever abets any offence under sub-section (1) shall be punishable with fine which may extend to one thousand rupees.

X X X X

4. Please take note of the provisions of Sections 11(1) (a) and (b) which require you to perform your duty as a census officer deligently and to keep the information collected at the census confidential.

5. 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.

6. You will recall that as a preliminary to the census enumeration, the house numbering and houselisting operations have been conducted sometime ago. On the basis of the Houselists, enumeration blocks have been carved out, one of which has been allotted to you for enumeration during February-March, 1991. You have also been provided with an Abridged Houselist in the prescribed form (specimen of the form may be seen at **Annexe I to Appendix V**) which furnishes the identification particulars of your enumeration block and the details of buildings, census houses, the uses to which census houses are put, household numbers, names of heads of households and the serial-number of each household. In addition, in the remarks column certain details like reasons for vacancy and place(s) where houseless persons can be found, *etc.*, have been noted.

7. It is quite likely that you may have been associated with the houselisting operations and you are already familiar with the preparation of Notional Map and Layout Sketch and the concepts and definitions of the terms like building, census house, census household, *etc.*, and the manner in which the Houselist has been prepared. But in order to refresh your memory, these terms are explained below (para 7.1 to 10.2). If you have not been associated with the houselisting operations, please read these instructions carefully more than once.

7.1 The Notional Map, as its very name indicates, is a map which is not drawn to scale. It is prepared for the entire village or urban block and is meant to show the location of each enumeration block within the village or town. Whether it is for a village or an urban block, the Notional Map will have to show the general topographical details of the entire village or urban block. The topographical details which should be indicated on the Notional Map would include permanent features and land marks, such as the village site, well-known roads, hills, rivers, nalas, *etc.*, as also railway lines and similar clearly recognisable features. It is important that the boundaries of panchayats, patwaris' circles or *halkas* or hamlets are distinguished, if possible, and the names of hamlets would also be entered wherever known by a particular name. For the purposes of the preparation of Notional Map, you are provided with a separate sheet. Specimen

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Notional Maps for rural and urban areas may be seen at **Appendices I and II.** In the case of very large villages when there are many blocks, it may be difficult to indicate the outline of the entire village. In such cases, it is sufficient if you show in the Notional Map the block assigned to you.

7.2 Having prepared the Notional Map, you would have to prepare the detailed Layout Sketch of your block. The Layout Sketch is in fact a detailed map of the block assigned to you in which will be shown the streets and the buildings on the streets. The main purpose of this Layout Sketch is to clearly present the streets in the block and the buildings, so that based on the Layout Sketch, enumeration can be carried out. As in the case of the Notional Map, in the Layout Sketch also, important topographical details should be shown, However, it is not a document which is drawn to a scale. It is a free-hand drawing. In order to be able to draw the Layout Sketch, it would be necessary for you to go round the village or the block assigned to you, so that you become familiar with the area, the way the streets run and the main topographical features. Having gone round the village or block, you should start from one end of the village or block and draw a sketch. It is important that the dividing line 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 numbers 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 owner of the field on either side of the line or by the name of the field, if any.

7.3 In the Layout Sketch, every single building or house should be shown. *Pucca* and *Kutcha* houses must be shown by signs like a square □ for a *Pucca* house and a triangle △ for a *Kutcha* house, further classifying them as wholly or partly residential or wholly non-residential by shading as follows :

□ *Pucca* houses, whether wholly or partly residential

▤ *Pucca* houses, wholly non-residential

△ *Kutcha* houses, whether wholly or partly residential

◬ *Kutcha* houses, wholly non-residential.

7.4 It is difficult to give a comprehensive and detailed definition of the terms *Pucca* and *Kutcha* houses to cover different patterns of structures all over the country. The categorisation of the houses as *Pucca* or *Kutcha* for the purpose of depicting them on the Layout Sketches will facilitate their identification. Also as *Kutcha* houses are not likely to be long-lasting, any one referring to the Layout Sketches a few years later can easily distinguish settlement areas which are likely to have undergone a change. For the purpose of preparation of Layout 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, Ekra, *etc.*

Roof material—Tiles, G.C.I. (galvanized corrugated iron) sheets, asbestos cement sheets, R.B.C. (reinforced brick concrete), R.C.C. (reinforced cement concrete) 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, loosely packed stone, *etc.*, may be treated as *Kutcha* houses.

Numbering of Buildings and Census Houses

8. When once the location of every building or house is demarcated on the Sketch, it will be a simple matter to decide on numbering the buildings/houses in one series following certain numbers. No hard or fast rule can be laid down as to the direction in which the house numbers should run, *i.e.*, left to right or in a clockwise order or North-west to South-east and so on. Much depends on the layout. So long as some convenient and intelligible order is followed, it should be alright. The numbers allotted to each house should be marked on the Sketch and with the help of arrow marked 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 given in the Layout Sketch would be convenient or any change is needed, for after all the Sketch is only a rough one and the actual Sketch of buildings on ground may suggest a more convenient order of numbering at some place. Having satisfied yourself that the numbering has gone on right lines, you may ink them. Specimen Layout Sketches for rural and urban areas may be seen at **Appendices III and IV.**

8.1 In urban areas, very detailed plans showing location of every building or house along every road and street in your block 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 number of sketches each covering a limited area. A Layout Sketch of your 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 Sketch. It will facilitate your work and of others if the wholly non-residential houses are distinguished from the residential houses by hatching, as indicated earlier in this section. Here again, the important permanent buildings such as town hall, large office buildings, court buildings, post office, hostel, school, church, market building, *etc.*, should be indicated on the map.

Definition of Building, Census House and Household

8.2 You have to give numbers to 'Buildings' and 'Census Houses' in all areas. The instructions given hereafter will guide you to determine what a building and a census house are for the purpose of houselisting. A building is readily distinguishable structure or group of structures which is taken as the unit for house numbering. The entire building may be deemed one census house or sometimes part 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.

8.3 **Building :** A building is generally a single structure on the ground. Sometimes it is made up of more than one component unit which are used or likely to be used as dwellings (residences) or establishments such as shops, business houses, offices, factories, worksheds, schools, places of entertainment, places of worship, godowns, stores, *etc.* It is also possible that buildings which have component units may be used for a combination of purposes such as shop-*cum*-residence, workshop-*cum*-residence, office-*cum*-residence, *etc.*

8.4 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 a separate building and given a separate number. On the other hand, you may come across cases, particularly in large cities of multi-storeyed ownership flats. In these cases, while the structure looks like one building, the flats are owned by different persons. In case of such multi-storeyed structures, having a number of flats owned by different persons, the entire structure should be treated as one building and each flat as a separate census house.

8.5 Sometimes in metropolitan cities the local authorities may have considered the flats in a block or in large colonies as separate buildings and numbered them as such. If the house numbering system of the local authorities is adopted as such, you may treat each such flat as a separate building because this would avoid your having to renumber these.

8.6 If within a large enclosed area there are separate structures owned by different persons then each such structure should be treated as one or more separate buildings. Sometimes there may be a number of structures within an enclosed area or compound owned by an undertaking or company or government which are occupied by their employees. Each such structure should be treated as a separate building. If such buildings have a number of flats or blocks which are independent of one another having separate entrance from a common courtyard or staircase and occupied by different households each such flat or block should be considered as a separate census house.

8.7 Usually a structure will have four walls and a roof. But in some areas the very nature of construction of houses is such that there may not be any wall. For example, a conical roof almost touches the ground and an entrance is also provided and there will not be any wall as such. Such structures should be treated as buildings and census houses, as the case may be.

8.8 If there is 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 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.

8.9. The buildings should be numbered as follows :

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

(ii) In a town/city enumeration block, the numbering will have to run along the axis of the street and not in any arbitrary geographical direction.

(iii) International numerals, *i.e.*, 1, 2, 3,....., *etc.*, 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 *Kutcha* is found after the housenumbering has been completed or in the midst of buildings already numbered, it should be given a new number which may bear a sub-number of the adjacent building number, *e.g.*, 10/1.

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

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9. **Census House** : A 'Census House' is a building or part of a building having a separate main entrance from the road or common courtyard or staircase, *etc.*, used or recognised as a separate unit. It may be occupied or vacant. It may be used for a residential or non-residential purpose or both.

9.1 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 staircase 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 owned by different persons, then each such building should be treated as one or more separate buildings. You may come across cases where within an enclosed compound there may be separate buildings owned by an undertaking or company or even government, actually in occupation of different persons. For example, I.O.C. colony where the buildings are owned by the Corporation but these are in occupation of their employees. Each such building should be reckoned as a separate building. But if in any one of these buildings there be flats in occupation of different households, each such flat should be treated as a separate census house.

9.2 It may be difficult to apply the definition of census house strictly in certain cases. For example, in an urban area, a flat has five rooms, each room having direct entrance to the common staircase or courtyard. By definition this has to be treated as five census houses. If all these five rooms are occupied by a single household, it is not realistic to treat them as five census houses. In such a case, singleness of use of these rooms along with the main house should be considered and the entire flat should be treated as one census house. On the other hand, if two independent households occupy these five rooms, the first household living in 3 rooms and the second household occuping 2 rooms, then considering the use, the first three rooms together should be treated as one census house and the remaining rooms as another census house. But if each room is occupied by an independent household, then each such room should be treated as a separate census house.

9.3 In case of hostels, hotels, *etc.*, even if the door of each room in which an inmate lives opens to a common verandah, staircase, courtyard or a common room, as it happens almost invariably, the entire hostel/hotel building should be treated as one census house., But if such hostels/hotels have out-houses or other structures used for different purposes or the same purpose then each such structure attached to the main hostel/hotel should be treated as a separate census house and will be given sub-numbers of the main building. In some parts of the country, in rural areas, the pattern of habitation is such that a group of huts located in a compound, whether enclosed or unenclosed, is occupied by one household. While the main residence may be located in one hut, other huts may be used for sleeping, as a kitchen, bath room, *baithak, etc.* Though each of the huts is a separate structure, they form a single housing unit and, therefore, have to be treated collectively as a single census house. If some of the huts are used by one household and the others by a second household as residence, then the two groups of huts should be treated as separate census houses. However, if there are also other huts in the compound used for other purposes and not as part of the household's residence such as, cattleshed, workshed, *etc.*, they should be treated as separate census houses.

9.4 It is also possible that a household uses another structure, *e.g.*, a *baithak*, separated from the main residence by some distance or by other structures or by a road. In such cases, it may become necessary to treat that separate structure used as *baithak* as a separate census house.

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

9.6 Pump houses, temples and other similar structures must also be numbered and given census house numbers. These are places where people can also live. Obviously, such structures need not be numbered if they are so small that no person can live in them.

9.7 Each census house should be numbered. If a building by itself is a single census house, then the number of the census house will be 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 after the building number as 10(1), 10(2), *etc.*, or 11(1), 11(2) , 11(3), *etc.*

10. **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 a household of persons related by blood or a household of unrelated persons or having a mix of both. Examples of unrelated households are boarding houses, messes, hostels, residential hotels, rescue homes, jails, *ashrams*, *etc.* These are called 'Institutional Households'. There may be one member households, 2 member households or multi-member households. For census purposes, each one of these types is regarded as a 'Household'.

10.1 If a group of persons who are unrelated to each other live in a census house but do not have their meals from the common kitchen, they would not constitute an institutional household. Each such person should be treated as a separate household. The important link in finding out whether there is a household or not is a common kitchen.

10.2 Each household will be listed according to the instructions that follow 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.

11. You have been provided with a filled in Abridged Houselist form for your enumeration block in which the identification particulars and Section 2 will have been filled. You will notice that Section 2 runs from page 1 through page 14 of the Abridged Houselist booklet and pages 15 and 16 deal with Section 3. Section 1 on page 1 and Section 3 on pages 15 and 16 of the Abridged Houselist will have to be filled in by you as per instructions issued by your superior officers. The general instructions issued in this behalf are reproduced in **Appendix V.**

12. You will be required to canvass the Household Schedule for each household and Individual Slip containing 23 questions with parts for each individual in your jurisdiction. The operations will be carried out in two stages :

(a) Enumeration during the period February 9, 1991 to February 28, 1991, and

(b) Revisional round between March 1, 1991 and March 5, 1991.

These will involve the following steps :

(i) Preparation of Notional Map and Layout Sketch of your enumeration block,

(ii) Updating the Abridged Houselist,

(iii) Filling up of the Household Schedule, columns 1 to 7,

(iv) Filling up of the Individual Slip for each individual in that household,

(v) Filling up of columns 8 through 34 of Household Schedule, with reference to the entries in Individual Slips filled for each member of that household,

(vi) Revisional round and updating of records,

(vii) Filling up of the Enumerator's Working Sheet for preparing the Enumerator's Abstract,

(viii) Filling up of the Enumerator's Abstract,

(ix) Filling up of Section 1 of the Abridged Houselist,

(x) Handling over all documents to your Supervisor, the documents being the Notional Map, the Layout Sketch, all filled in Household Schedules, all filled in Individual Slips, filled in and updated Abridged Houselist, the working sheets for preparing Enumerator's Abstract, the filled in Enumerator's Abstract and all blank Household Schedule books, Individual Slip pads and other blank forms.

Reference Date and Enumeration Period

13. The reference date for the 1991 Census will be the sunrise of **March 1, 1991** which implies that the census is expected to provide a snap shot of the population of the country as it exists on the sunrise of March **1, 1991.** 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 enumeration period has been fixed from February 9 to February 28. Thus, you will have to actually commence your work of enumeration on February 9 and complete the work on February 28, 1991. During this period, you will have to cover your jurisdiction and enumerate all households and every person living in households as will be explained later in this booklet. On the night of February 28, 1991, you will be required to count the houseless households. Thereafter, in order to bring the information upto date with reference to the census moment, which is sunrise of March 1, 1991, you will have to quickly go round your jurisdiction on a revisit from March 1 to March 5, 1991 and enumerate any fresh arrivals in your jurisdiction who might not have already been enumerated elsewhere and also take account of any births that might have taken place in any of the households after your previous visit and before the sunrise of the said date, update the Household Schedule or fill in fresh Household Schedule if a whole household has moved into your area and has not been enumerated elsewhere. Fill in fresh Individual Slips in appropriate cases. As a corollary, you will have also to cancel the Individual Slips relating to persons who may have unfortunately died since your last visit to a household but prior to the sunrise of March 1, 1991. Births or deaths and arrivals of visitors that had taken place after the sunrise of March 1, 1991, need not be taken note of by you.

Preparation of Notional Map and Layout Sketch

14. You will be required to prepare a Notional Map and Layout Sketch of your enumeration block for which necessary drawing sheets have been supplied to you. The instructions for preparing the Notional Map and Layout Sketch have been given in paragraph 7.1 above. Please go through these instructions carefully and draw the Notional Map and Layout Sketch for your enumeration block.

14.1 While drawing the Layout Sketch you may come across new constructions which have not been reflected in the Abridged Houselist supplied to you. These constructions will have to be shown in the Layout Sketch at the appropriate places and assigned building numbers with oblique strokes. Thus, if a new building either *Pucca* or *Kutcha* is found in the midst of buildings already numbered it should be given a new number which may bear sub-number of the adjacent building number, *e.g.*, 10/1. These new structures 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 between building number 10 and building number 11.

Updating the Abridged Houselist

15. As mentioned in paragraph 11 above, you will have been provided with an Abridged Houselist for your enumeration block. In this form the identification particulars and Section 2 will have been filled. The general instructions as to how Section 2 and Section 3 must be updated are reproduced in **Appendix V** and doubtless you would have been trained in the procedure to do this.

15.1 As you go round your enumeration block carrying out enumeration, you will have to correct Section 2 and fill Section 3 as the case may be, in the Abridged Houselist. Please carry out the corrections in Section 2 and additions in Section 3 of the Abridged Houselist as you go round your block. Do not put this work off because it is essential to ensure that no building, census house or household is missed or left out and that the present situation is fully reflected in the Abridged Houselist. Please read the instructions given in **Appendix V** once more.

Filling up of Household Schedule

16. Specimen of the Household Schedule is given at the end of this chapter. There are altogether 34 columns in the Household Schedule. Columns 1 to 7 of this form should be filled up first before you take up the enumeration of the individual members of the household. It is re-emphasised that it is absolutely necessary to fill up columns 1 to 7 of this form before you take up individual enumeration of the members of the household. This will mainly help you in counting all members of the household, missing none, and in recording age of the individuals more precisely.

16.1 Please note that this document is marked confidential which means that the particulars entered in this schedule will have to be treated as confidential. Your attention at this stage is invited to the relevant provisions of the Census Act, 1948 reproduced under paragraph 3 of this booklet.

Persons Eligible for Enumeration

17. The next question that arises is as to who are the persons to be enumerated in the household. In other words, it is necessary to know who are the persons who are eligible for enumeration. Generally speaking, persons who are present in the household during the entire period of enumeration or who are known to be usual residents of the household and have stayed there for part of the enumeration period or who are expected to return before February 28, 1991 are eligible to be enumerated as members of the household concerned. So also, visitors who may be present in the household which is being enumerated by you and who have been away from their place of usual residence during the entire enumeration period will also be treated as residents of the household.

17.1 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 February 9 to February 28, 1991 (both days inclusive);

(ii) Also those who are known to be normally residing and had actually stayed during a part of the enumeration period (February 9—28, 1991) 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 February 28, 1991; and

(iv) Visitors who are present in the household censused by you and are 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 household where they are actually found during the enumeration period provided they have not been enumerated elsewhere.

17.2 Please note that if a person has been away from his normal or usual place of residence throughout the enumeration period, he will not be eligible for enumeration as a member of the household in which he is a normal resident. He will be enumerated wherever he is actually found during the enumeration period. Similarly, a person who would have normally resided at another place but has been absent from that place for the entire enumeration period, will be enumerated by you if he is found in 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 move from this place.

Book No. and Form No.

18. You have to write the Book No. and Form No. at the top left hand corner of this schedule. Book No. is given on the cover page of the Household Schedule book and you have merely to copy this number on each Household Schedule form. The Form No. will run serially from 1 for each book.

Location Code

19. At the top on the left hand side of the schedule you will find Location Code. The Location Code numbers have been allotted to each State, District, Tehsil/Taluk/Police Station/Development Block/Circle or town, village (each separated by oblique stroke) and enumeration block (E.B.) number within brackets. Your Charge Officer or Supervisor would have already indicated to you the complete Location Code number of the rural or urban block assigned to you, and noted these particulars on the cover page of the booklet. You should enter on each form the complete Location Code number of your enumeration block, comprising State/District/Tehsil *etc.* or town/village or ward and enumeration block numbers (within brackets). Please note that the code for town is to be given in Roman numbers while codes for all other units will be given in international numerals.

19.1 Location Code is a device by which every village or town in a Tehsil/Taluk/Police Station/Development Block/Circle of every District in a State/Union Territory is identified by a combination of numbers. The enumeration blocks for villages and towns have also been assigned numbers and these constitute the last element of the Location Code and is recorded in the Location Code within bracket. By a combination of these numbers one can exactly identify the enumeration block within a village or a town. Thus, Code No. 2/10/3/46(138) would mean enumeration block No. 138 falling in village No. 46 in Tehsil No. 3 of District No. 10 in State No 2. Similarly, Location Code 10/6/IX/5(22) would mean enumeration block No. 22 falling in ward No. 5 of town No. IX in District No. 6 of State No 10.

19.2 The code number of Development Block will also be supplied to you by your Charge Officer or Supervisor. You have to enter the same in the space provided in the schedule. In case of States/UTs where the Development Block has been taken as the next unit below district, the code number of the Development Block will be repeated here.

19.3 If you have, by any chance, been put in-charge of more than one rural or urban enumeration block, please make sure that you have *separate books and pads for each rural or urban enumeration block.* Do not use the same book or pad for different enumeration blocks even if blank forms are available in a particular book or pad.

19.4 Please check that the Location Code tallies with the Location Code indicated in the filled in Abridged Houselist supplied to you. If they do not tally, refer the matter immediately to your Supervisor for further instructions.

Serial Number of Household

20. The serial number of the household as given in column 7 of the Abridged Houselist will have to be entered in the Household Schedule at the appropriate place. As you will notice, serial number of household has been entered in Section 2 of the Abridged Houselist in a continuous manner. If, however, you come across a household in course of enumeration, which does not find mention in the Abridged Houselist, you should enter the particulars of this household in Section 3 of the Abridged Houselist as per instructions given in **Appendix V**. You may come across a new household in the following situations :

(i) A household has moved into a new building which has come up after the houselisting operations ;

(ii) A household has moved into an existing building or census house which was not used for residential purposes before ;

(iii) A new household has come in by sharing accommodation with other household(s) who were existing at the time of houselisting.

20.1 However, you may come across a new household which has replaced a household listed during the houselisting operations. In such a case, the serial number of the household given in column 7 of the Abridged Houselist need not be changed. You should merely change the name of the head of the household in column 6 in Section 2 and adopt the serial number already entered in column 7 for this new household. Similarly, if the head of household has changed, you have merely to make change in column 6 of the Abridged Houselist and no change in the serial number given in column 7 of the Abridged Houselist is called for. Please do not forget to read the instructions for filling up the Abridged Houselist and updating the same as given in **Appendix V** *before you start filling up* the Household Schedule and the Individual Slip.

Type of Household

21. At the top right hand corner of the Household Schedule, you will have to record the type of household, whether institutional or houseless by symbols as per instructions given in the foot note of the form itself. There are three types of households, *viz.*, normal, institutional and houseless. While you are enumerating the members of the household, you will come to know whether the household falls in the category of normal household or institutional household or houseless household. For institutional write 'I' and for houseless household write 'O'. For normal household no entry need be made.

Col. 1 : Serial No.

22. This column relates to serial number and hardly calls for any explanation. However, in entering the members of the household in the Household Schedule it would be better if some system is followed. After entering the name and other particulars of the head of the household (columns 1—7), you should cover the near relations such as wife or husband of the head of the household, sons and daughters, each son's wife and children, each daughter's husband and children, then other relations such as brothers, sisters, mother, father, *etc.*, of the head of the household, then domestic servants, visitors, boarders if any, *etc.* Please see that all these persons must form part of the household and must be entitled to be enumerated in terms of the eligibility criteria spelt out in the various paragraphs. Such a system of listing and entering of particulars in the Household Schedule will ensure that omissions are avoided, particularly of small children. It will also help in cross-checking replies regarding age.

22.1 *A word of caution*—You must ask probing questions regarding relations such as unmarried sisters, parents, domestic servants and children. Otherwise, the head of the household may not indicate that there are such persons as members of the household. Please make repeated enquiries about infants and very young children because they are often liable to be left out of the count.

Col. 2 : Name

23. Again, this question hardly calls for any explanation. The name of the person enumerated, starting with the head of the household, should be entered here.

23.1 The head of household for census purposes is a person who is recognised as such in the household. He or she is generally the person who bears the chief responsibility for the management of the household and takes decision on behalf of the household. The head of household need not necessarily be the oldest male member, *but may be a female or a younger member of either sex.* It may please be remembered that there are female-headed households, in which case the head of household should be recorded accordingly. You need not enter into any argument about it but record the person who is recognised by the household as its head. In the case of an absentee *de jure* 'Head', the person on whom the responsibility of managing the affairs of household falls at the time of enumeration should be regarded as the Head.

23.2 Do not insist on the name of the female member of the household if the respondent does not volunteer to give it. Similarly, do not insist on a female respondent giving the name of her husband or of any other relation if by custom she is forbidden to do so. In the case of infants also some times the name may not be forthcoming. In all such cases it should suffice if in this column, you write so and so's wife or sister or mother or father or son or daughter as the case may be. It needs hardly any re-emphasis that the members of the household should be enumerated and entered in a systematic order as discussed above. In the case of an institutional household, there may be a non-resident 'Head'. He is not eligible to be enumerated as a member of this household.

23.3 Books containing Household Schedule forms would have been supplied to you in sufficient quantity. For each household you have to fill one form. Even if a form has been filled in for a one member household and there is enough space to enter particulars of another household you should not make further use of the form. You should take up a fresh form for each household. However, if in a large household there are more persons than that the Household Schedule form can accommodate, you should continue the entries on the next form, but do not forget to write the word 'continued' on the top of the next Household Schedule which you will be using. The word 'continued' should be written in capital letters. Re-write the Location Code and Serial No. of the household in the second Household Schedule form also.

Col. 3 : Relationship to Head

24. In this column you will have to record the relationship to head in full. In the case of the head write head. For others write the full relationship. Do not use words like 'nephew', 'niece' or 'uncle', 'aunt' but state whether brother's or sister's son or daughter (for nephew or niece) or father's or mother's brother, father's or mother's sister's husband (for uncle), or father's or mother's sister or father's or mother's brother's wife (for aunt). Son or daughter will include adopted son or adopted daughter or step son/daughter. For brother-in-law, write wife's brother or sister's husband as the case may be. For grandson, write son's son or daughter's son as the case may be. In the case of visitors, boarders or domestic servants/cooks, *etc.*, who are enumerated as members of the household, write visitor, boarder or domestic servant/cook, as the case may be. In the case of an institutional household, however all the members of the household should be treated as unrelated. It is possible that in a hostel, the resident superintendent's son or daughter also happens to be a boarder, while the superintendent himself/herself is the head. Even here the relationship of his/her son/daughter should be recorded as unrelated, because it is an institutional household.

Col. 4 & 5 : Sex

25. For males, put tick (√) in column 4 and for females put tick (√) in column 5 against the particular person. For eunuchs and hermaphrodites, put tick (√) under column 4. Verify with reference to the name and relationship to head recorded under columns 2 and 3 respectively that you have noted the sex correctly. It is obvious that there cannot be a tick in both columns 4 and 5 in the same line.

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

26.1 In respect of infants who might not have completed one year by the day of enumeration, their age in completed years must be shown as '0', as they have not yet completed one year of age. As has been stated earlier make sure that infants even if one 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 '0' only.

26.2 Age is one of the most important items of demographic data and you should ascertain the age with the greatest care. Many persons, particularly in the rural areas often times do not 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, who may be living 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 then easily say whether he was older or younger than such a person and by how many years. This will help you to record the age more precisely.

27. The advantage of recording all eligible members of the household in the Household Schedule columns 1 to 7 first should now be obvious to you. For, you will have an opportunity of checking the consistency of the age reported for each member of the household in relationship to the age of other members. In case of any doubt you can certainly check back with the respondent and ascertain correct age which should be recorded here.

Col. 7 : Marital Status

28. In answering this question use the following abbreviations :

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

28.1 The entry is to be made in the manner indicated below :

(a) For a person who has never been married at any time before, write 'NM'.

(b) 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.

(c) For a widowed person whose husband or wife is dead, and who has not been married again, write 'W'.

(d) 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 decree of a law court or by an accepted social or religious custom but who has not remarried, write 'S'.

(e) For an independent woman return their marital status as declared by her.

28.2 This question must be answered for all persons irrespective of age. For very young children, though we know that they may not be married, the appropriate abbreviation must be entered after enquiry.

28.3 'M' is the abbreviation for "currently married'. The word 'currently' does not mean 'recently'. It only means 'at present'. For example, a man may be 80 years old and may have been married 50 years ago; if his wife is still alive and the marriage subsists, they are 'currently married'.

28.4 The conditions for the marital status to be reckoned as 'currently married' are that the man and woman are both alive and that their marriage subsists, *i.e.*, they are not divorced or separated. Please note that we are not concerned with the legality of a union.

29. Having filled in columns 1 to 7 of the Household Schedule you are now set for taking up individual enumeration of all the members of the household listed in column 2 of the Household Schedule. Column 8 to column 34 of the Household Schedule are to be entered with reference to the entries made in the Individual Slip. The instructions for making the entries in column 8 to column 34 are given later, after the instructions on the Individual Slip (Chapter IV).

Book No..... Form No.....

Location code.....

Serial number of household.....

CENSUS OF

HOUSEHOLD

Sl. No.	Name	Relationship to head	Sex		Age	Marital status	Mother tongue	Religion	Whether SC(1) or ST(2)	Name of scheduled caste/tribe	Male					
			M	F							Literate	Illiterate	Entry in 14A		Entry in 14B	
													Yes	No	Yes	No
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Total**																

**In the boxes give the total after counting the entries.

	SC	ST
M		
F		
P		

Signature of Enumerator.....

Type of household (Institutional or Houseless)* .....

SCHEDULE

Code No. of Development Block.....

Sl. No.	Male				Female										If OW in 15A indicate		
	Entry in 15A				Literate	Illiterate	Entry in 14A		Entry in 14B		Entry in 15 A				Name of establishment	Nature of Industry, trade or service	Description of work
	C	AL	HHI	OW			Yes	No	Yes	No	C	AL	HHI	OW			
1	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34
Total**																	

For office use only

Category	M	F	Category	M	F	Category	M	F
III			VI			IX		
IV			VII			Marginal Workers		
V(b)			VIII			X Non-Workers		

*For Institutional write 1
For Houseless write 0

Checked and found correct

Signature of Supervisor.....

Signature of Coder.....

CHAPTER II

FILLING UP OF THE INDIVIDUAL SLIP

30. In paragraph 12 of this booklet, you have been told that you will be required to canvass the Household Schedule for each household and an Individual Slip, containing 23 questions with parts, for each individual in the household enumerated in your jurisdiction. The operations will be carried out in two stages, (a) enumeration during the period February 9, 1991 to February 28, 1991, and (b) revisional round between March 1, 1991 and March 5, 1991. You have also been told in paragraph 13 that the reference date for the 1991 Census will be the sunrise of March 1, 1991. In the same paragraph, instructions have been given as to how the revisional round should be conducted.

31. In paragraph 17 of the booklet, you have been told as to who are the persons to be enumerated in a particular household of your jurisdiction. The instructions are briefly recapitulated below.

"Generally speaking, persons who are present in the household during the entire period of enumeration or who are known to be usual residents of the household and have stayed there for part of the enumeration period or who are expected to return before February 28, 1991 are eligible to be enumerated as members of the household concerned. So also, visitors who may be present in the household which is being enumerated by you and who have been away from their place of usual residence during the entire enumeration period will also be treated as residents of the household.

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 February 9 to February 28, 1991 (both days inclusive);

(ii) Also those who are known to be normally residing and had actually stayed during a part of the enumeration period (February 9—28, 1991) 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 February 28, 1991; and

(iv) Visitors who are present in the household censused by you and are 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 household where they are actually found during the enumeration period provided they have not been enumerated elsewhere.

Please note that if a person has been away from his normal or usual place of residence throughout the enumeration period, he will not be eligible for enumeration as a member of the household in which he is a normal resident. He will be enumerated wherever he is actually found during the enumeration period. Similarly, a person who would have normally resided at another place but has been absent from that place for the entire enumeration period, will be enumerated by you if he is found in 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 move from this place."

32. In paragraph 16 of the booklet you have been told that columns 1 to 7 of the household schedule should be filled up first before you take up the enumeration of the individual members of the household. In paragraphs 22 to 29, you have been told how columns 1 to 7 of the household schedule are to be filled. The concepts and definitions associated with each column have also been explained at appropriate places. You are now set for taking up the individual enumeration of all the members of the household listed in column 2 of the household schedule.

33. You will be required to fill up an Individual Slip for each member of the household. The instructions for filling up the Individual Slip are given hereafter.

Individual Slip

34. A specimen of the Individual Slip is given on pages 297-298. Please note that this document is marked 'Confidential' which means that the particulars entered in this slip will have to be treated as confidential. Your attention at this stage is invited to the relevant provisions of the Census Act, 1948 reproduced under paragraph 3 of this booklet.

Pad No. & Slip No.

35. On the right hand top corner of the slip will be found Pad No. and Slip No. You will have to note the Pad No. on each slip of the pad. The Pad No. will have been indicated on the cover page of the pad supplied to you by your Charge Officer/Supervisor. The Slip Nos. for each pad will run from 1 to 50 or 1 to 25 or 1 to 10 as the case may be. In some pads, the actual number of Individual Slips may, by mistake in binding, be a little more or little less. The last serial number in such pads will therefore, vary accordingly. The idea is that every slip should be allotted the Pad No. already assigned by your Charge Officer as well as the distinct serial number on each slip in a sequence starting from 1.

CENSUS OF INDIA 1991 **INDIVIDUAL SLIP** **CONFIDENTIAL**

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

Code No. of Development Block ..... Slip No. .....

1 Name.....

2 Relationship to head.....

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

4 Age .....

5 Marital status .....

6 Mother tongue.....

7 Two other languages known

8 Religion.....

9 Whether S.C. (1) or S.T. (2) .....

10 Name of Scheduled Caste/Tribe .....

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

12 Educational attainment .....

13 Attending school/college, Yes(1)/No(2)

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

(including unpaid work on farm or in family enterprise)

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

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

If HHI/OW in 15A

(i) Name of establishment .....

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

.....

(iii) Description of work .....

(iv) Class of worker.....

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

'No' in 14B—Work done any time last year? (C/AL/HHI/OW)

If HHI/OW in 15B

(i) Name of establishment.....

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

.....

(iii) Description of work.....

(iv) Class of worker.....

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

16B If 'Yes' in 16A, have you ever worked before? Yes (1)/No(2).....

17A Whether you are an Ex-serviceman? Yes(1)/No(2).. ☐

17B If 'Yes' in 17A, Pensioner(1)/Non-Pensioner(2) ☐

18 Birth place

(a) Place of birth ☐☐☐

(b) Rural (1)/Urban (2) ☐

(c) District ☐☐☐

(d) State/Country ☐☐☐

19 Last residence

(a) Place of last residence ☐☐☐

(b) Rural (1)/Urban (2) ☐

(c) District ☐☐☐

(d) State/Country ☐☐☐

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

21 Duration of residence at the village or town of enumeration ☐☐

22 For all ever-married women only

(a) Age at marriage ☐☐

(b) Number of children surviving at present

Male ☐☐ Female ☐☐ Total ☐☐

(c) Number of children ever born alive

Male ☐☐ Female ☐☐ Total ☐☐

23 For currently married women only

Any child born alive during last one year ☐☐

Employment (1)	Business (2)	Education (3)	Family moved (4)
Marriage (5)	Natural calamities like drought, floods, etc. (6)		Others (7)

Location Code

35.1 You will have to note the Location Code on each slip, as per instructions given in paragraph 19 of this booklet. Your Charge Officer or Supervisor would have already indicated to you the complete Location Code of the rural or urban block assigned to you and noted these particulars on the cover page of the pad. The Location Code consists of five elements, namely, State/Union Territory code, District code, Tehsil/Taluk/PS/Development Block/Circle or Town code, village or the ward code (each separated by oblique stroke) and enumeration block (EB) number within brackets. It is possible that the State, District and Charge code (Tehsil, *etc.*, or Town) would have been rubber-stamped on each slip of the pads supplied to you. In such cases, you will have to enter the remaining two elements, namely, village or ward and EB code. If, however, no such rubber-stamping has been done, you will have to write the full Location Code consisting of the aforesaid five elements, as given by your Charge Officer or Supervisor, on each Individual Slip. It is advisable to note the Location Code on each slip at home before starting actual enumeration, so that you do not waste your valuable time in the field in filling up the Location Code. Please note that the code for town is to be given in Roman numbers, while codes for all other units will be given in international numerals. For example, Location Code 2/10/3/46 (138) would mean enumeration block No. 138 falling in village No. 46 in Tehsil No. 3 of District No. 10 in State No. 2. Similarly Location Code 10/6/IX/5(22) would mean enumeration block No. 22 falling in Ward No. 5 of Town No. IX in District No. 6 of State No. 10.

35.2 As indicated in para 19.2, you have also to write the code No. of Development Block at the appropriate place in each Individual Slip. This might have been rubber stamped by Charge Officer.

35.3 If by any chance, you have been put in-charge of more than one enumeration block, *please make sure that you have separated pads for each enumeration block.* Do not use the same pad for different enumeration blocks even if blank forms are available in a particular pad.

35.4 Please note that the Location Code tallies with the Location Code indicated in the filled in Abridged Houselist and the Household Schedule on the basis of which you are enumerating the individuals in a particular household.

Sl. No. of Household

36. The serial number of the household as given in column 1 of the Abridged Houselist supplied to you will have been entered by you in the Household Schedule at the appropriate place. This number has to be entered on each slip of the members in relation to a particular household. It would be worthwhile your recalling the instructions given under paragraph 20 of this booklet at this stage.

Q. 1 : Name

37. This question hardly calls for any explanation. It is obvious that the name of each member of the household will have to be filled against this question on different slips. At this point, you will be well-advised to recall the instructions in paragraphs 22-23.

38. *Please remember that you have to fill in one Individual Slip for each member of the household recorded in column 2 of the Household Schedule. Please also remember to fill the slips relating to the members of the household in the sequence in which the names of the members of the household have been entered in column 2 of the Household Schedule.*

Q. 2 : Relationship to Head

39. It will be noticed that enough space has been provided for writing the relationship to head. You should record the relationship to head in full. The instructions in this regard are given in paragraph 24 of this booklet, which may be read for refreshing your memory. In the case of the head of the household, write "Head". Please do not write anything in the dotted boxes.

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

40. For male, write '1' and for female, write '2' in the box provided against this question. For eunuchs and hermaphrodites, write '1' in the box. Verify with reference to the name and relationship to head recorded under columns 2 and 3 respectively of the Household Schedule that you have noted the sex correctly.

Q. 4 : Age

41. Record the age of the person in total years completed last birthday in the rectangle provided against this question. The age should be recorded in international numerals. Very often, there is a tendency on the part of individuals to return 'years running' rather than 'years completed'. Make sure that only the actual number of years completed is recorded. In respect of infants who might not have completed one year by the day of enumeration, their age in completed years must be shown as '0' as they have not yet completed one year of age. Make sure that infants even if one 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 '0' only. It will be useful to recall the instructions in paragraphs 26 and 27 of this booklet in this connection.

Q. 5 : Marital Status

42. Instructions given under paragraph 28 of the booklet may be followed. You will have to use the following abbreviations in answering this question :

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

42.1 The entry as above will have to be made on the line and *not* in the dotted box.

NOTE :—*The entries in Question 1 to 5 correspond to the entries in columns 2 to 7 of the Household Schedule and you will be well-advised to make a tally of the entries as and when you are filling up an Individual Slip for each of the members entered in column 3 of the Household Schedule.*

Q. 6 : Mother Tongue

43. 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 should be recorded. In case of doubt, the language mainly spoken in the household may be recorded.

43.1 Record mother tongue in full, whatever be the name of the language returned by the respondent and do not use abbreviations. Please note the following :

(a) You are not expected to determine if the language returned by a person is a dialect of another language.

(b) You should not try to establish any relationship between religion and mother tongue.

(c) You are bound to record the language as returned by the person as his/her mother tongue and you should not enter into any argument with him/her and try to record any language other than what is returned, and

(d) If you have reasons to suspect that in any area due to any organised movement, the mother tongue is not being truthfully returned, you should record the mother tongue as actually returned by the respondent and make a report to your supervisory officers for verification. *You are not authorised to make any correction on your own.*

43.2 The mother tongue as returned by the respondent should be recorded in full on the lines. You should not write anything in the four dotted boxes provided against this question.

43.3 Since a household may consist of persons related by blood or of unrelated persons or a mix of both, it is absolutely necessary to ask of every person about his/her mother tongue because the mother tongue of each member of a household need not necessarily be the same—these may be different for different persons in the household.

Q. 7 : Two Other Languages Known

44. You have recorded the mother tongue in Question 6. Enquire whether the person knows any other languages, Indian or foreign, and write languages returned by him/her on the lines and not in the dotted boxes, against this question. In case he/she does not know any language apart from his/her mother tongue, put cross (×) on the line against this question.

44.1 The number of languages recorded under this question should not be more than two. These languages should be other than the mother tongue of the person enumerated and these should be recorded one after the other in the order in which the person speaks and understands them best and can use with understanding in communicating with others. The person need not necessarily be able to read and write these languages. It is enough if he/she has a working knowledge of these two languages to enable him/her to converse in those languages with understanding. *Please do not write anything in the dotted boxes.*

Q. 8 : Religion

45. In answering this question, use the following abbreviations :

H	for	Hindus
M	for	Muslims
C	for	Christians
S	for	Sikhs
B	for	Buddhists
J	for	Jains

For others, record the actual religion as returned fully.

45.1 If the person says that he has no religion the answer may be recorded accordingly. Do not mistake religion for caste which will not be recorded here. You should also not try to establish any relationship between religion and mother tongue. Do not write anything in the dotted boxes, but write on the line.

Q. 9 : Whether S.C. (1)/S.T. (2)

46. You have been furnished with a list of Scheduled Castes and Scheduled Tribes in relation to your State/Union Territory. Ascertain if the person enumerated belongs to a Scheduled Caste or a Scheduled Tribe and if he does, write '1' for Scheduled Caste and '2' for Scheduled Tribe in the box provided against this question. For a person who is not a member of any Scheduled Caste or Scheduled Tribe, put '×' in the box.

46.1 If the person belonging to a Scheduled Caste or a Scheduled Tribe returns his/her caste or tribe by a synonym or generic name of a caste or a tribe, it should be reckoned as Scheduled Caste or Scheduled Tribe only if the name finds place in the list furnished to you. Similarly, if the answer to this question is in general terms, like Harijan/Girijan or Achhut, Adivasi, you should not reckon the person enumerated as belonging to Scheduled Caste/Scheduled Tribe, as the case may be. In such a case, you should ascertain the name of the caste/tribe fully and if that name finds place in our list, you should reckon the person as belonging to Scheduled Caste or Scheduled Tribe, as the case may be. If a person is negligent and insists on calling himself/herself merely 'Harijan' or 'Achhut' or 'Adivasi' or 'Girijan', as the case may be, or repeats the synonym or generic name of a caste or tribe, please tell him/her that this description is not adequate for census purposes and persuade him/her to give the actual name of the Scheduled Caste or Scheduled Tribe. This may bring out the actual name of the Scheduled Caste or Scheduled Tribe, as the case may be, and record '1' or '2' in the box as may be applicable. If the person merely claims to be a Scheduled Caste or a Scheduled Tribe, but says that he/she does not belong to any of the notified communities applicable to the area, as reflected in the list supplied to you, he/she will not be reckoned as belonging to a Scheduled Caste or a Scheduled Tribe.

46.2 Scheduled Castes can belong to Hindu or Sikh or Buddhist religion. For a person returning as a Scheduled Caste, check whether you have recorded either 'H' or 'S' or 'B' in the answer to Question 8 : Religion. However Scheduled Tribes can belong to any religion.

Q. 10 : Name of Scheduled Caste/Tribe

47. For the person recorded as a Scheduled Caste, *i.e.*, code '1' in the box against Question 9, write the name of the caste in full on the line and not in the dotted boxes. For those for whom code '2' (that is Scheduled Tribe) is recorded in the box against Question 9, write the name of the tribe in full on the line and not in the dotted boxes.

47.1 Please check that the name of caste/tribe, as the case may be, appears in the list of Scheduled Castes/Scheduled Tribes supplied to you by your Supervisor.

47.2 For those persons for whom 'X' has been recorded against Question 9, there will be no entry in Question 10 and you should put a cross (X) on the line.

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

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

48.1 For a person who is literate, *i.e.*, who can both read and write with understanding in any language write '1' in the box provided against this question. 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 Instruction Booklet (provided the person is familiar with the language used in the booklet) 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.

48.2. 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 '2' in the box against this question. All children of the age of 6 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.

Q. 12 : Educational Attainment

49. This question will be asked of only those who are literate and for whom '1' has been recorded against Question 11. For a person who is illiterate and for whom '2' has been recorded in the answer to Question 11, there is no question of ascertaining the educational attainment even if he/she had at some stage attended school and passed a standard and had relapsed into illiteracy. In such a case, you should put a dash (—). We are insisting that a dash (—) should be put if there is no educational attainment and not a cross (X), because we want to avoid confusion with 10th standard which cross may signify. You will have to ascertain and record the highest educational level attained by a person for literates, *i.e.*, for whom '1' is recorded in answer to Question 11.

49.1 For a person who is still studying in a particular class, the highest educational level attained by him/her will be one that he/she has actually passed and not the one in which he/she is studying. For example, a person studying in 1st year B.A. should be recorded as only 'PUC' or 'Higher Secondary' or 'Senior Secondary (10+2)' as the case may be. Similarly, for person studying say, in the 4th year of M.B.B.S., his/her educational attainment should be 3rd year of M.B.B.S., which is the highest level he/she has actually attained. You must record the actual standard passed such as, III standard, VIII standard, 1st year B.Com., *etc.* However, if a person merely says that he/she has passed primary, middle, matriculation, school final, higher secondary or senior secondary (10+2) or other definite levels, record him/her as such.

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49.2 The highest educational level attained by the person enumerated should be recorded. When a person holds both general and technical qualifications, both of which are of equivalent level or of varying levels such as B.Sc. (Zoology) and M.B.B.S. or B.A. (Maths.) and B.E. (Bachelor of Engineering) both the technical and general qualifications should be recorded against this question. In the case of pass courses, indicate the degree only.

49.3 In recording the educational level of a graduate or a post-graduate, the major subject 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, for example, M.A. (Hindi) and Diploma in Library Science or M.A. (Sociology) and Diploma in Labour Relations. Adequate space has been provided in the slip and you are urged to record the qualification accurately and in sufficient detail. This information is vital for manpower planning and should receive your careful attention.

50. Whenever you come across post-graduates as also those with a technical degree or technical diploma and those with certificates from the Industrial Training Institutes (ITI), you will have to issue to such persons 'Post-graduate Degree Holder and Technical Personnel Schedule' and ask the person(s) concerned to fill the schedule which will be collected by you during your revisional round between March 1 to 5, 1991. You will be supplied with adequate number of Post-graduate Degree Holder and Technical Personnel Schedules and you are urged to issue as many schedules as there might be post-graduates or technical degree or technical diploma holders in the household that you have enumerated. This information will be readily available when you have ascertained information regarding educational attainment against Question 12 of the Individual Slip. While issuing the Post-graduate Degree Holder and Technical Personnel Schedule for each eligible person in the household, you should note the Location Code on the Schedule while issuing it. You should put a tick (√) against Question 12 of the person concerned for whom a Post-graduate Degree Holder and Technical Personnel Schedule has been issued. You will be required to furnish a statement giving the number of blank schedules issued to you, number of schedules issued to eligible persons, number of filled in schedules collected by you and number of blank schedules returned by you to your Supervisor. Therefore, it is necessary that you identify the persons with the help of a tick (√) against Question 12 of the person concerned for whom a schedule has been issued so that you can give an account of schedules issued to eligible persons. During your revisional round between March 1 and 5, 1991 about which instructions are given in this booklet, you must please collect all the filled in Post-graduate Degree Holder and Technical Personnel Schedules issued by you to the members of the households in your jurisdiction and hand them over to your Supervisor. While collecting the Post-graduate Degree Holder and Technical Personnel Schedule, you must put a reverse stroke (⟍) on the tick (√)against Question 12 of the individual concerned for whom you have put the tick, while issuing the schedule. When you do this, the marking will appear as (√) to signify that the filled in schedule in respect of that individual has been collected. If, however, any particular individual in a household says that he has not been able to find time to fill in the schedule, you may please request him to do so immediately and post it at the nearest post office or letter box. The individual may be told that he has to fold the form, paste and post it. No postage will be required as this will be paid by the addressee.

Q. 13 : Attending School/College, Yes (1)/No (2)

51. After you have recorded the answer to Question 12, you have further to ask whether the person whom you are enumerating is attending any school or college. If the answer is 'Yes', you have to record '1' in the box provided against this question. If the answer is 'No', you should record '2' in the box. *Please note that illiterates (code 2 against Question 11) can be found attending school.* Therefore, this question should be asked of all persons, including elderly men and women.

51.1 In recording answers to this question you are not required to ascertain whether the school/college being attended by the person enumerated is a recognised or unrecognised institution. The choice should be left to the respondent as to whether the person is attending school/college. Thus, if a person is receiving education through a correspondence course or attending some vocational course or attending the Adult Education Programme and returns himself as attending school/college, he/she will be entered as such and code '1' will be recorded in the box against this question.

ECONOMIC QUESTIONS

52. It is proposed to adopt the same Economic Questions as were adopted in the 1981 Census with only slight variation. The economic questions consist of three parts, namely :

I. **Q. 14A Did you work any time at all last year? (including unpaid work on farm or in family enterprise)** Yes / No (H/ST/D/R/B/I/O)

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

'Yes" in 14B (C/AL/HHI/OW)

II. Q. 15A Main activity last year? ——————————————

'No' in 14B (H/ST/D/R/B/I/O)

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

Q. 15B ——————————————

'No' in 14B-Work done any time last year ? (C/AL/HHI/OW)

III. Q. 16A If 'No' in 14A, seeking/available for work ? Yes(1)/No(2)

Q. 16B If 'Yes' in 16A, have you ever worked before ? Yes (1)/No(2)

52.1 These questions must be canvassed for every person, irrespective of age or sex. Every person must be asked Question 14A, including the very young or very old and the answer to this question must be filled in. The other questions will have to be filled in the case of those to whom they are applicable. The instructions for filling these questions follow :

52.2 These questions are meant to get details of the work done by the people with reference to last year. We may, therefore, first consider what is meant by 'work' and what the 'reference period' is.

Definition of Work

53. Work may be defined as participation in any economically productive activity. Such participation may be physical or mental in nature. Work involves not only actual work but also effective supervision and direction of work. It also includes unpaid work on farm or in family enterprise.

Reference Period

54. In all the questions except Question 16B, the reference period is the one year preceding the date of enumeration. Certain types of work such as agriculture, household industry like, *gur* making, *etc.*, are carried on either throughout the year or only during certain seasons or parts of the year, depending on the local circumstances. In such cases what we are concerned with is the broad time-span of the agricultural seasons preceding the enumeration.

54.1 For Question 16B, the reference period is any time before one year preceding the date of enumeration.

Explanation

55. There should be no confusion regarding these questions. What we are trying to find out is the number of workers and non-workers and among the workers those who had worked for the major part of the year and those who did not work for the major part of the year. Details of their activity are also collected. The number of non-workers seeking/available for work and those among them who had not worked before are also collected.

55.1 Question 14 A seeks to find out if a person had done any work at all (including unpaid work on farm or in family enterprise) during the last year or whether he or she did not work at all and if it is the latter how the person spent his/her time as a non-worker. Then Question 14B seeks to find out who among the persons returning 'Yes' in Question 14A had worked for the major part of the year. By major part of the year is meant six months (183) days or more. Those who had worked for the major part of the year are termed as 'main workers'. Those who have not worked for the major part of the year, i.e. those who had worked for less than six months (183 days) in the year are termed as 'marginal workers'. Those who had worked for six months or more, will answer 'Yes' for Question 14B. For them code '1' has to be recorded in the box. But those who had worked for less than six months or 183 days will say 'No' and for them code '2' is to be recorded in the box for this question. Question 15A seeks to elicit information on the activity of the main workers in Question 14B *i.e.*, those for whom code '1' has been recorded in the box. It will also elicit information about the main activity of the 'marginal workers' covered in Question 14B, *i.e.*, those who have returnd 'No' and for whom code '2' has been recorded in the box against Question 14B.

55.2. A person may have worked for six months or 183 days or more in one or more than one activity. If he/she has worked for three months in cultivation, one month in *gur* making and three months as an agricultural labourer in Question 15A, he/she is required to indicate which of these three activities according to him/her was his/her main activity, *i.e.*, in which capacity he/she spent more time. In the instant case since the person has spent three months each in cultivation and as agricultural labourer the choice as to which of these two would be his/her activity should be left to him/her. The other work or the secondary work he/she was engaged which has not been entered in Question 15A would be entered in Question 15B. Those who have returned 'No' for Question 14B, *i.e.*, those who have worked for less than six months or 183 days during the last year and for whom code '2' has been recorded in the box, will have to state whether according to them, they were engaged mainly in household duties, or as student, or dependent or as retired person, rentier, or beggar or inmates of institutions, and if not in any of these categories, the person(s) should be put under 'Others' in Question 15A.

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55.3. In Question 15B, details of secondary work or marginal work sought to be obtained. Those who have worked for the major part of the year, *i.e.*, those for whom code '1' has been recorded in the box against Question 14B, may have had secondary work and this should be entered in Question 15B. In the example given in para 55.2, the secondary work will be cultivation if agricultural labour has been returned as main activity in Question 15A and *vice-versa.* Those who have not worked for the major part of the year and for whom code '2' has been recorded in the box against Question 14B, must have done some marginal work and these details will be entered in Question 15B. It is important that probing questions are asked to elicit correct information.

55.4. In Question 16A, it is proposed to ask all persons returning 'No' in Question 14A, *i.e.*, H/ST/D/R/B/I/O in Question 14A, whether he or she has been seeking work or is available for work. Question 16B seeks to find out who among the non-workers returning 'Yes' in Question 16A had ever worked or not before. Those who had worked any time before will answer 'Yes' for Question 16B and for them code '1' has to be recorded in the box. But those who had not worked any time before will say 'No' and for them code '2' is to be recorded. The main purpose of this question is to elicit information regarding the fresh entrants in the labour market. Those returning code '2' for this question will be the fresh entrants in the labour market.

55.5. It will thus be seen that these questions on economic aspects have been so designed as to identify all the workers, main or marginal and non-workers with reference to the activities during the last one year prior to the date of enumeration. It is very important to remember that the period referred to in Questions 14A, 14B, 15A and 15B is one year preceding the enumeration. Thus, if in some areas, a person has been a cultivator or an agricultural labourer, or has worked in an industry, *etc.*, only in one season, *i.e.*, less than 6 months/183 days, he/she is not to be treated as a worker for Question 14B. His/her economic activity will be reflected in Question 15B. Thus, all those returning 'Yes' in Question 14A must be netted as 'Yes' in Question 14B or in Question 15B or both.

56. Certain important points that need special emphasis are the following and these should be kept in mind :

(i) A person who normally works but has been absent from work during the reference period on account of illness, holiday, temporary closure, strike, *etc.*, must be treated as engaged in the work he/she would otherwise have been doing but for his/her temporary absence.

(ii) Persons under training such as apprentices, with or without stipends or wages, should be treated as workers.

(iii) A person who has merely been offered work but has not actually joined yet, should not be treated as engaged in this work.

(iv) If a person is engaged in some economic activity but at the same time does also attend to some household chores or attends a school, *etc.*, he or she would be treated basically as a worker.

(v) 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 for some part of the year in some economic activity. Similarly, beggars, pensioners, receivers of agricultural or non-agricultural royalty or of rents or dividends who may be earning an income but who are not participating in any productive work should not be treated as working unless they also work in cultivation, industry, trade, profession, business or commerce.

(vi) A person who engages himself/herself in work such as rice pounding for sale or wages, or in domestic services for wages for others or minding cattle for wages or selling firewood or making and selling cowdung cakes or selling grass, *etc.*, or any other work like cultivation, *etc.*, he/she should be treated as working under Question 14A. However, any person who is engaged only in household duties but doing no other productive work to augument the family's resources should not be considered as working for the purpose of this question.

Important

Women are often classified as non-workers because of non-reporting of their work. It also happens that women who work for the major part of the year are reported as working for less than six months. You should therefore, make special efforts for capturing women's work by asking probing questions.

(vii) A man or a woman may be producing or making something *only* for the domestic consumption of the household and not for sale. Such a person is not a worker, even though from his or her point of view the activity is productive.

(viii) For an undertrial prisoner enumerated in a jail, record the work he/she was doing before he/she was apprehended. Similarly, for a person temporarily in a hospital or similar institution, record the kind of work he/she was doing before he/she was admitted into hospital or institution. But for convicts in a prison or for long-term inmates of penal or charitable or mental institutions, the persons' previous work should not be recorded, but 'I' should be recorded. For census purposes, inmates of penal or charitable or mental institutions if detained for six months or more should be treated as long term and 'I' should be recorded for them.

(ix) A public or social service worker who is engaged in public service activity or a political worker who is also engaged in furthering the political activity of his/her party will be recorded as a worker and entered accordingly. Such persons will include Members of Parliament, State Legislatures, Local Authorities, *etc.*

57. Each of the economic questions can now be considered in detail. *Please study these instructions carefully. It will help if you read the general introduction given above and those that follow more than once so that the concepts and the scope of the questions are familiar to you.*

Q. 14A : Did you work any time at all last year ? (including unpaid work in farm or in family enterprise) — **Yes** / **No (H/ST/D/R/B/I/O)**

58. This question is intended to divide the population into two broad streams on the basis of a liberal definition of work. The reference period is one year. This question is expected to net all workers irrespective of the amount of time they have spent on work. In other words, this question will find out the number of all workers which will include both main and marginal workers. Please note that unpaid workers in farms or in family enterprises and even workers whose contribution would otherwise be considered insignificant should also be covered. But the workers in this question will not include those who produce goods for the self consumption of the members of the household like persons collecting wood, preparing cowdung cakes, *etc.*, for the domestic consumption. Thus the term 'unpaid worker' may not be confused with those who produce or make goods for domestic consumption. The latter category is to be taken as non-worker.

NOTE : *Please note that persons who cultivate land to produce for domestic consumption only will be treated as workers.*

59. The reference period is one year and this includes the agricultural seasons also. A person may have worked as a cultivator or as an agricultural labourer throughout the year or in some season such as only *kharif* or *rabi*, or only for a few days. In all these cases this person has worked at some time in the year and the answer to this question should be 'Yes'. 'Yes' should be written on the line and *not* in the dotted boxes. One may have been a cultivator, an agricultural labourer, or engaged in a household industry or any other work. The definitions of these terms are given later, but the important point is that we are determining the fact that one has done some work some time during the last one year.

60. Obviously, probing questions will have to be asked specially in the case of those who are not regular workers. *It is particularly important to ask such probing questions regarding the work done at any time last year or any of the seasons in the reference period in the case of women and children in the rural areas.* Women and children in the rural areas work in the fields in the sowing, harvesting or other seasons and this may be on their own land or as labourers on someone else's land. Unless questions are asked about such work, the usual answer may be that they do not work.

61. It must be remembered that a man or a woman who is doing only household duties or making something only for domestic consumption (and *not* for sale) is not doing any work in census terminology.

62. In this question every worker (even marginal workers) will be identified and in their cases the answer will be 'Yes'. You must enquire regarding each person whom you enumerate, whether he or she has worked any time at all during the last year. Even if the person has worked only for a few days, you have to record him/her as 'Yes', against this question.

Important

62.1. Before making any entry, make sure whether he or she is engaged even if only for a few days in a year in the following activities :

Work on the family farm; sale of home-made dairy products; rearing of poultry and sale of the products; sale of fruits, vegetables, *etc.*; sale of fish; making of cowdung cakes or collecting wood for fuel, fodder, grass and other forest produce and selling some of it; engaged in household industry such as weaving, spinning, bee-keeping, sericulture, tanning and making of leather products, pottery, leaf plate making, block printing, making cane-bamboo products, rope making, etc.; providing services on payment for others such as laundry, domestic work, hair cutting, tailoring, *etc.* or working on piece rate for making *agarbathies*, match boxes, *bidi* rolling, assembly of various parts, making and selling of garments, pickles, *papad, masala*, jam, snacks and other food products. Take care to net informal activities in urban and rural areas, *e.g.*, rag picking, making of stationery items, *sari-fall* and beading, sale of foods or snacks for festivals, running beauty parlour or giving secretarial assistance in family enterprise, giving tutions, running music, dance, cookery, arts, crafts, *etc.* classes at home.

63. If the individual has not worked at all during the last year, the answer will be 'No'. Then ascertain how he or she spent his or her time and record 'H' or 'ST' or 'D' or 'R' or 'B' or 'I' or 'O', as the case may be, below the line against this question.

64. In question 14A, we are trying to find out whether a person has worked any time or has been a non-worker throughout. If he or she is a non-worker throughout, the category has also to be ascertained which is as follows :

(i) Household duties	—	H
(ii) Students	—	ST
(iii) Dependents	—	D
(iv) Retired persons or rentiers	—	R
(v) Beggars, *etc.*	—	B
(vi) Inmates of institutions	—	I
(vii) Other non-workers	—	O

The symbols which should be used to indicate these categories are also shown above against each category.

65. The definitions of the seven categories of non-workers are given in the following paragraphs.

Household Duties—H

65.1. This category covers all persons who are engaged in unpaid household duties and who do no other work or have not done any work at all during the last one year. Such persons should be entered as 'H'.

65.2 If a person who normally attends to household duties is also engaged in some economic activity, then he or she is a worker for the purposes of Question 14A and not a non-worker. For example, a housewife may help in family cultivation or agriculture or make and sell cowdung cakes at odd times, or prepare *papad, achar, etc.*, and sell them. She is a worker and should be recorded as 'Yes' in Question 14A though she is mainly a housewife. On the other hand, a woman may be working in a factory or office or as a labourer or cultivator and may also be attending to household duties. Such a woman is, of course, a worker and will be categorised appropriately in Question 15A later, and she will be recorded as 'Yes' in Question 14A.

65.3. It will be necessary for you to ask probing questions, particularly in the case of women, to find out if they have any economic activity, apart from household duties.

Students—ST

66. This category will cover all full-time students including children attending school. For such persons, write 'ST'.

66.1. If a student participates in some economically productive work, say, by helping sometimes as an unpaid family worker in family cultivation or in household industry, trade or business, such a person should be treated as worker for the purpose of Question 14A, and not as a student. Even though such a person was attending school/college, he or she is a worker for the purpose of Question 14A.

66.2. Please note that a person has to be a full-time student for being classified as 'ST' in Question 14A. For example, a person who is mainly attending to household duties but taking a correspondence course or attending part-time classes will not be classified as 'ST' but as 'H' in Question 14A.

66.3. Please do not presume that a person does not do any work because he is a student. It is very important to ask probing questions about students so as to net workers among them.

66.4. Please note that in most houses, the daughters help in the household work though they are studying full-time. In such cases, we are more interested in finding out if they are students and for this purpose you must ask if such girls are students or not. If they are, they should be recorded as 'ST' and *not* as 'H' against Question 14A.

Dependents—D

67. This category includes all dependents such as infants or children *not* attending school or a person permanently disabled from work because of illness or old age.

67.1. Dependents will include even able-bodied persons who cannot be categorised in any other category of non-workers but are dependent on others. However, if such a person who is dependent on others for subsistence is seeking work, he or she should be categorised as 'O'.

67.2. If a girl or an old woman attends to household duties she should be categorised as 'H' rather than 'D'. As you are aware, many persons may be dependents in the general sense of the word but may also be doing household work, studying or looking for work. In such cases, they should be entered as 'H', 'ST' or 'O' as the case may be, and *not* as 'D'. It is, therefore, necessary for you to ask whether a person who is said to be a dependent is studying or looking for work, *etc.*, and if so, categorise him or her accordingly rather than as 'D'. Such persons would particularly include unemloyed daughters, sisters, brothers, *etc.*

Retired Persons or Rentiers — R

68. A person who has retired from service and is doing no other work, *i.e.*, not employed again in some work or not engaged in some other work such as cultivation, 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/she does not have to work, will come under this category. 'R' should be noted for a person coming under this category in the space provided.

68.1 However, in such cases also a careful probe is necessary. A retired person may be drawing pension and be doing some work, as for example, a retired engineer may be working as a contractor. In such cases, he/she is a worker and should be entered as such.

Beggars, etc. — B

69. This category will cover beggars, vagrants or cases such as persons without indication of source of income and those with unspecified sources of subsistence who are not engaged in any economically productive work.

69.1 For such persons, 'B' should be written in the space provided.

Inmates of Institutions — I

70. This category will cover convicts in jails or inmates of a penal, mental or charitable institutions, even if such persons are compelled to do some work such as carpentry, carpet weaving, vegetable growing, *etc.*, in such institutions. But an undertrial prisoner enumerated in a jail should be recorded for the work he/she was doing before he/she was apprehended. Similarly, a person temporarily in a hospital or similar institution should be recorded for the kind of work he/she was doing before he/she was admitted into the hospital or institution. But for a long-term undertrial prisoner or convict in a prison or for long-term inmates of penal or charitable or mental institutions, the person's previous work should *not* be recorded, but 'I' should be recorded. A person will be considered as a 'long-term' inmate if he or she is residing in such an institution for 6 months or more.

Other Non-workers — O

71. This category will include all non-workers who may not come under any of the above *six categories* but who are looking for work. They should be noted as 'O' in the space provided. A boy or girl who has completed education or has stopped studying and is looking for work will come under this category. A person who is merely spending his/her 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 or she reports that he or she is not engaged in any other *activity but is seeking work* will come under this category.

71.1 It must be noted that this category includes only those who do not fall into any of the other categories of non-workers discussed earlier. There may be cases of students who may be seeking work and quite prepared to give up studies if they got a job. Such persons are students (ST) for Question 14A. The fact that they are seeking job will be reflected in Question 16. Thus, category 'O' need not necessarily represent all those who are seeking work.

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

72. As mentioned earlier, through Question 14A you have classified all people into two broad streams of workers and non-workers. Workers would include all those who have worked irrespective of the quantum of their contribution to the economy.

72.1. Having found out that the person had worked any time at all during the last year (yes in 14A) you have now to ascertain whether the person worked for the major part of last year. By major part of last year is meant that the person had worked for six months or more, or in other words worked for 183 days or more. If the answer to this question is in the affirmative you should record '1' in the box against Question 14B. If the person has worked for less than six months or 183 days during the last year, you should record '2' for that person in the box against Question 14B. Cross (×) may be put in the box for those persons for whom 'No' has been recorded against Question 14A.

Important

72.2 Generally women and children who have actually worked for major part of the last year are recorded or *reported as having worked for less than six months or 183 days. You should, therefore, ask probing questions in this* regard to elicit the correct information.

72.3. A person may have worked in different capacities during last year. For example, he/she may have worked as a daily wage labourer for four months, as an agricultural labourer for one month and as a cultivator for two months. There could even be breaks in between the different types of work performed by him/her. In computing whether

the person worked for major part of the year, you should reckon all the three spells of economic activity and if it satisfies the concept of work of major part of the year, treat him/her as 'Yes' for Question 14B and record '1' in the box. Similarly if the total period of work falls short of six months or 183 days, treat him/her as 'No' and record '2' in the box for that person.

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

73. In Question 14B you would have ascertained whether a person had worked for major part of the year or not. Now in Question 15A, you will be required to ascertain his or her main activity during last year. That is to say how he or she engaged himself or herself mostly. Main activity of a person who was engaged in more than one activity will be reckoned in terms of time disposition. For example, if a person has worked as a daily wage labourer for four months, as an agricultural labourer for one month and as cultivator for two months and for him/her, you have recorded '1' in the box against Question 14B then that person will be reckoned as daily wage labourer for Question 15A and you will record 'OW' on the line (and *not* in the boxes), since he/she spent more time in this activity than as a cultivator or as an agricultural labourer. Similarly, for a person for whom you have recorded '2' in the box in Question 14B, you should ascertain how he or she spent his/her time mostly as a non-worker for the major part of the year and record the appropriate symbol below the line in the space provided and *not* in the boxes.

74. The workers are classified into four categories, *viz.*, cultivators, agricultural labourers, those engaged in household industry and other workers. The symbols which should be used to indicate these categories are given below :

(i) Cultivators — C

(ii) Agricultural Labourers — AL

(iii) Workers in Household Industry — HHI

(iv) Other Workers — OW

74.1 The definitions of the four categories of workers are given in the following paragraphs.

Cultivator—C

75. For purposes of the census a person is working as cultivator if he or she is engaged either as employer, single worker or family worker in cultivation of land owned or held from Government or held from private persons or institutions for payment in money, kind or share. Cultivation includes supervision or direction of cultivation.

75.1 A person who has given out his/her 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 cultivator. Similarly, a person working in another person's land for wages in cash or kind or a combination of both (agricultural labourer) will not be treated as cultivator in this question.

75.2 Cultivation involves ploughing, sowing and harvesting and production of cereals and millet crops such as wheat, paddy, jowar, bajra, ragi, *etc.*, and other crops such as sugarcane, ground-nuts, tapioca, *etc.*, and pulses, raw jute and kindred fibre crop, cotton, *etc.*, and does *not* include fruit growing, vegetable growing or keeping orchards or groves or working on plantations like tea, coffee, rubber, cinchona and other medicinal plantations. For a person who is a cultivator, write 'C' above the line and not in the dotted boxes.

Agricultural Labourer—AL

76. A person who works on another person's land for wages in money, kind or share should be regarded as an agricultural labourer. He or she has no risk in the cultivation, but/she merely works on another person's land for wages. An agricultural labourer has no right of lease or contract on land on which he/she works.

76.1 For a person who returns his/her economic activity as agricultural labourer, write 'AL' above the line and not in the dotted boxes.

Important

77. For certain reasons, the growing of certain crops is not considered as agriculture. If a person is engaged in the growing of such crops he or she will not be considered as a cultivator or agricultural labourer.

77.1 You must remember that a person can be classified as a cultivator or as an agricultural labourer *only on the basis of the crops grown*. The growing of the following crops is considered as cultivation. Therefore, a person who grows these crops or who works on land on which these crops are grown can be classified either as a cultivator or an agricultural labourer as the case may be.

(i) **Cereal and millet crops** : Paddy, wheat, jowar, bajra, maize, ragi, barley, *etc.*

(ii) **Pulses** : Arhar, gram, khesari, moong, masur, urd, *etc.*

(iii) **Fibre crops** : Raw cotton, jute, mesta, sunhemp and kindred fibre crops.

(iv) **Oil seeds** : Sesamum, ground-nut, rapeseed, mustard, linseed, castor, *etc.*

(v) **Cash crop** : Sugarcane.

The growing of the following crops *will not be considered as cultivation* :

(i) **Plantation crops** : Tea, coffee, rubber, tobacco, pepper, cardamom, *etc.*

(ii) **Edible nuts (other than ground-nut)** : Walnut, almond, cashewnut, etc.

(iii) **Fruits** : Bananas, apples, grapes, mangoes, oranges, *etc.*

(iv) Coconut.

(v) Ganja, cinchona, opium and medicinal plants.

(vi) Betel-nuts (areca).

(vii) Flowers.

(viii) Roots and tubers, chillies and spices.

(ix) Vegetables.

(x) Other crops not included under cultivation.

78. Please remember that you must use the abbreviations given in the instructions, namely, 'C' or 'AL'. It will be evident that you will have to ask a specific question regarding the crops grown in all cases where one merely says he/she is a cultivator or an agricultural labourer.

Worker in Household Industry—HHI

79. For a person who returns his/her main activity as engaged in some production, processing, servicing or repair articles or goods such as handloom weaving, dyeing, carpentry, bidi rolling, pottery manufacture, bicycle repairing, blacksmithy, tailoring, *etc.*, it has to be ascertained if it is a household industry, and if so, it should be indicated by the abbreviation 'HHI' above the line and not in the dotted boxes.

79.1 Household Industry is defined as an industry conducted by the head of the household himself/herself and or by the members of the household at home or within the village in rural areas and only within the precincts of the house where the household lives in urban areas. The larger proportion of workers in household industry should consist of members of the household including the head. The industry should not be run on the scale of a registered factory which would qualify or has to be registered under the Indian Factories Act.

79.2 There may be an industry which is being run by a large joint family or more than 10 persons where power is used or more than 20 persons where power is not used. In such cases, though only family members are involved, this will not be treated as 'HHI'. Thus, the meaning of the term 'run on the scale of a registered factory' refers to such cases even if these are not registered as such.

79.3 The main criterion of a Household Industry is the participation of one or more members of a household. This criterion will apply in urban areas too. Even if the industry is not actually located at home in rural areas there is greater possibility of the members of the household participating even if it is located anywhere within the village limits. In the urban areas where organised industry takes greater prominence, the Household Industry should be confined to the precincts of the house where the participants live. In urban areas even if the members of the household by themselves run an industry but at a place away from the precincts of their home, it will not be considered as a Household Industry. It should be located within the precincts of the house where the members live in the case of urban areas.

79.4 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, Doctor, 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 the household. A list of a few typical Household Industries is appended to these instructions as **Appendix VI.**

79.5 Sometimes it is likely that the person who may not be working in his/her own Household Industry may be working in another Household Industry. You should, therefore, enquire whether the person who is not working in his/her own Household Industry is working in any other Household Industry and record as per instructions given above.

79.6 As mentioned earlier, Household Industry should relate to production, processing, servicing, reparing, or making and selling of goods. However, a household can be engaged in certain other activities collectively but these may not qualify for being considered as Household Industries.

79.7 Certain activities even though conducted by members of the same household will not constitute a Household Industry. These are indicated below and therefore the members of the family working in such industries will be classified as 'OW' and *not* 'HHI'.

(i) Plantation work.

(ii) Livestock maintenance and production such as cattle, goats, sheep breeding, poultry farms, bee-keeping, rearing of silk worm and production of cocoons and *raw silk*, production of milk, eggs, honey, wax, bones *etc.*

(iii) Hunting, trapping and selling of the catch.

(iv) Forestry and logging : log, fuel, charcoal production, gathering and selling of fodder and other forest produce, *etc.*

(v) Fishing including rearing of fish, collection of pearls, shells, sea products, *etc.*

(vi) Mining and quarrying.

79.8 In our country Household Industry is a very important part of our economy. We must get accurate data regarding those engaged in 'HHI'. You must carefully read these instructions and understand them. The main points are again indicated below.

'HHI' stands for worker in Household Industry. The main characteristics of the Household Industry are the following :

(a) One or more members of the household must participate. Participation by hired labour must be minimum

(b) The activity should relate to some production, processing, servicing, repairing or making and selling of goods.

(c) The goods produced should not be for consumption by the household itself but should be wholly or partly for sale.

(d) In an urban area the industry must be carried on *in the precincts of the house in which the household lives.* In the rural areas, the industry may be carried on anywhere within the limits of the village.

(e) The activity should not be on the scale of a Registered Factory.

(f) Professions such as those practised by Pleader, Doctor, Barber, Musician, Dancer, *Dhobi*, Astrologer, *etc.*, will not be 'HHI'.

Other Workers—OW

80. All workers, *i.e.*, those who have been engaged in some economic activity during the last one year, who are not cultivators or agricultural labourers or in Household Industry, are "Other Workers'— 'OW'. The type of workers that come under this category of 'OW' include factory workers, plantation workers, those in trade, commerce, business, transport, mining, construction, political or social work, all government servants, municipal employees, teachers priests, entertainment artists, *etc.* In effect, all those work in any field of economic activity other than cultivator agricultural labourer or household industry, are 'Other Workers'. They will be entered as 'OW.

80.1 You will recall that it was mentioned that the growing of certain crops is not agriculture. Those engaged in this activity would have to be classified as 'OW'.

Q. 15A—Further Explanation

81. In Question 15A we are trying to find out what a person's main activity is. You will see that if a person is treated as a worker in Question 14A but he/she has not worked for the major part of the year, the answer in Question 14B would be 'No', *i.e.*, for him/her you would have recorded '2' in the box against in Question 14B. in such a case, you must find out what such a person has been doing mostly. He or she may have mainly been doing household duties, or studying, or a dependent or rentier or beggar or lodged in an institution or may fall under the category 'O' described earlier. In any case, even for these persons, we are interested in finding out their work details, though this may not be what they were mostly doing. The work details will be obtained through Question 15B as we will see later.

81.1 Question 15A gives information about all workers on the basis of what they have been doing mostly.

81.2 If in reply to Question 14A, a person has said that he/she has worked any time at all in the last one year (or seasons), you would have entered for him or her 'Yes' against Question 14A. In Question 14B you have ascertained whether the person had worked for major part of the year, *i.e.*, for six months or 183 days or more or had not worked for the major part of the year, *i.e.*, less than six months or 183 days. In the former case you have recorded code '1' in the box against Question 14B. In the latter case you would have recorded code '2' in the box against Question 14B. At this stage you may recall the instructions given under Question 15A (paragraph 73) where it has been stated that the person may have been engaged in more than one activity and for the purpose of Question 15A, his/her main activity has been identified. If the person is a main worker, *i.e.*, code 'I' has been recorded in the box

against Question 14B, his/her secondary work will be reflected in Question 15B as you will see later. For persons who are identified as marginal workers, *i.e.*, for whom code '2' has been recorded in the box against Question 14B, their main activity would have been recorded as H/ST/D/R/B/I/O against Question 15A. The details of the work done by such marginal workers will be reflected in Question 15B.

81.3 What is meant by main activity or the activity that a person has been doing mostly can be easily understood from the following examples :

(a) A person is a cultivator but during the non-agricultural season works as a construction worker or as a *hamali*. He/she is a cultivator mainly and next'other worker'. He/she should be recorded as 'C' in Question 15A and 'OW' in Question 15B.

(b) A person may have worked for less than six months as a cultivator. For the major part of the year, this person may have been doing household work. For this person record 'H' in Question 15A and 'C' in Question 15B.

(c) A person may be mainly an agricultural labourer but may have worked in a Khandsari sugar factory during the lean season. He/she would be 'AL' for Question 15A and 'OW' for Question 15B.

(d) A person may have worked for less than six months in a shop. For the major part of the year, this person might have been a student. For this person record 'ST' in Question 15A and 'OW' in Question 15B.

(e) A person who is mainly a cultivator also keeps cows and sells the milk. He/she would be entered as 'C' in Question 15A and 'OW' in Question 15B.

These examples will help you to understand the concepts better.

82. In the case of those who are mainly engaged in Household Industry (HHI) or as Other Workers (OW) certain details should be collected regarding name of establishment, nature of industry, trade, profession or service, discription of work, and class of worker. These details will have to be filled in Question 15A(i) to 15A(iv).

82.1 As you will see from the question itself, these parts are applicable to persons for whom you have recorded 'HHI' or 'OW' against Question 15A. If the economic activity has been shown as 'C' or 'AL' against Question 15A there is no need to fill in the sub-sections (i) to (iv) of this question. Similarly, if an individual has replied 'No' against Question 14 B,*i.e.*, code '2' has been recorded in the box against Question 14B and H/ST/D/R/B/I/O, as the case may be, has been recorded in Question 15A, sub-section (i) to (iv) will not apply. In such cases a cross (X) may be put on each of the lines against these sub-sections.

Q. 15A(i) : Name of Establishment

83. Record here the name of the factory, firm, workshop, business house, company, shop, office, *etc.* 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, in the case of a household industry, like hand pounding of rice, *gur* making, handloom weaving, potter's house, blacksmithy, *etc.*, enter the proprietor's name and the type of shop so that if necessary a link can be established between the various sub-sections of this question. For example, instead of 'No particular name' the entry could read as 'Babulal's Paint Shop.' For defence and other similar personnel as may be indicated to you, put a cross (X) on the line.

Q. 15A(ii) : Nature of Industry, Trade or Service

84. The answer to this question will have to be given in detail 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, Processing, Servicing and Repairing, (iv) Construction, (v) Electricity, Gas or Water Supply, (vi) Transport and Communication, (vii) Trade and Commerce, (viii) Professions and Services. In order to enable us to classify a person properly, full details of the nautre of the industry, trade, profession or service should be given. Please avoid vague answers. Full details of the type of industry, trade, profession or service in which the person is engaged will have to be recorded here. It is not enough to say 'plantation' or' livestock', You should say whether it is tea plantation or banana plantation or sheep rearing or cattle breeding. Similarly, it is not enough to say 'manufacturing' or 'textile manufacturing.' You should say whether it is manufacturing of cotton textile in handloom or manufacturing *khadi* textile or manufacturing silk textile. Likewise mere 'trade' is not enough. It should be recorded as wholesale trading in foodgrains or pulses or retail trading in spices or grocery and so on. For defence and similar personnel, write 'Service'.

84.1 To help you to appreciate the details that may have to be furnished to classify the economic activity appropriately, illustrative description of various economic activities are furnished in **Appendix VII**, categorised under certain broad classifications. It should, however, be noted that the list in **Appendix VII** is by no means exhaustive. You must describe the nature of industry, profession, trade or service or whatever it is, in as detailed a manner as possible. In the case of industries, the articles which are produced or serviced or processed should be given. In the case of service, please describe fully the nature of the service to which the person belongs, except in the case of defence or similar other personnel.

Q. 15A (iii) : Description of Work

85. Under this question, the description of the actual work, *i.e.*, the occupation that the person enumerated is doing is to be recorded irrespective of the type of industry, trade, profession or service that he/she may be working in and which is to be recorded under sub-section (ii) of Question 15A.

85.1 His/her actual work or occupation should always be given in sufficient detail. If, for example, a person is merely recorded as 'clerk' with no other details, it will be impossible to properly categorise him/her by the type of work he/she does. He /she may be a clerk attending to correspondence or book-keeping or accounting. Similarly, if a person were merely to be recorded as a technician, it will not help to determine what type of technician/mechanic he/she is, whether computer technician or a motor-mechanic or a locomotive-mechanic, *etc.* If a person is recorded as doing leather work, it will not be sufficient. It should be clearly stated whether he is a tanner, pelt dresser, fellmonger, *etc.* Similarly, if a person says he/she is a sweeper, you should find out whether he/she is a sweeper, dry; or a sweeper, wet; or a sweeper, sewer. The description of the actual work done by a person should be ascertained in adequate detail and recorded against this question. Similarly, in a trading establishment there could be a proprietor, cashier, book-keeper, salesman, *etc.*

85.2. It is necessary to describe the actual occupation adequately. It is not enough to say that one is a Government official. Whether one is a Bill-clerk or Section Officer, Tehsildar, Police Chowkidar or Research Officer, *etc.*, has to be spelt out. There may be Assistant Directors, Deputy Directors, *etc.*, doing different functions. It is necessary to describe the occupation adequately in their case for proper classification, *e.g.*, Assistant Director (Agriculture), Assistant Director (Soil Conservation), Senior Research Officer (Vital Statistics), Deputy Director (Health), Sub-Inspector (Excise), Treasury Officer, Village Officer (Revenue), Panchayat Secretary, Malaria Control Officer, Traffic Inspector (Transport Department), *etc.*

85.3 To guide you in answering Question 15A(iii), the type of particulars that need to be ascertained in respect of a few typical occupations are given in **Appendix VIII.**

85.4 **Appendix VIII** is by no means exhaustive. This just helps in bringing home the need to ascertain the full details of the particulars of work performed by an individual for being recorded against Question 15A (iii).

85.5 It has been found in the past that a very large number of persons are recorded merely as 'general labourers'. It is necessary to make a probe and find out in which type of work the person is mostly engaged as a labourer, such as a road mazdoor, a loader or an unloader in a market, a construction labourer, *etc.*

85.6 For those in defence and similar service, it is enough if it is merely noted as 'Service'. Other details need not be given. For other Government servants full details must be given and the description of the work should be as detailed as possible.

Important

86. There need be no confusion as to the scope of Questions 15A(ii) and 15A(iii). Question 15A(ii) would represent the nature of industry, trade, profession or service, *i.e.*, the sector of economy in which a person is engaged in work and Question 15A(iii) represents the occupation or the actual work the person performs in the industry, trade, profession or service in which he/she is engaged. Thus, for example, if the answer to Question 15A(ii) is 'cotton textile manufacture in mill', the answer to Question 15A(iii) could be 'chemical engineer' or 'bill clerk' or 'accountant' or 'labourer' or 'truck driver' or the 'managing director' of that industry and so on. Similarly, in Question 15A(ii) the nature of service may be some department of State Government Service and in Question 15A(iii) the description of work may be 'bill clerk' or 'accountant', 'director of the department', 'jeep driver' in the department, *etc.* Again, against Question 15A(ii) the answer may be 'private medical practice' and in Question 15A(iii) 'Orthopaedic surgeon', or 'nurse' or a 'sweeper' , *etc.*, working in that private medical practitioner's nursing home. The sample answers furnished in **Appendix IX** at the end of the instructions the Industrial and Occupational Classifications in **Appendices VII** and **VIII** and the instructions given by your Supervisor and other Census Officers will help you to clear any doubts you may have regarding the scope of the questions relating to nature of industry, trade, profession or service covered by Question 15A(ii) and the description of actual work of the individual enumerated covered by Question 15A(iii).

Q. 15A(iv) : Class of Worker

87. For a person who is :

(i) an Employer, that is, who hires one or more persons in his/her work described in Question 15A(iii), write .....ER

(ii) An Employee, that is, who does his/her work described in Question 15A(iii) under others for wages or salary in cash or kind, write.....EE

(iii) a Single Worker, that is, who is doing his/her work described in Question 15A(iii) without employing others except casually, and without the help of other members of the family except casually and a participant in work as member of cooperative, write.....SW

(iv) a Family Worker, that is, who is doing his/her work described in Question 15A(iii) in a family enterprise along with other members of the family without wages or salary in cash or kind, write.....FW

Explanation

87.1 An Employer is a person who has to employ other persons in order to get the work mentioned in his/her case in Question 15A(iii) performed. That is to say such a person is not only responsible for his/her own personal work but also for giving work to others for carrying out the activity mentioned in Question 15A(ii). Please note that a person who employs domestic servants for household duties is not an employer. So also, a person who has subordinates under him/her in an office where he/she himself/herself is employed by others, is not an employer, even if he/she has the power to appoint another person in his/her office on behalf of his/her own employer. A head of department or a local manager of a company may have the power to appoint people, but they are themselves employees of someone else, in this case, government or the main office of the company, and cannot, therefore, be an employer. A government servant irrespective of the post he/she holds is an 'Employee'.

87.2 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. Please note that a cook or domestic servant engaged by someone is an employee. The fact that his master may himself/herself be an employee is irrelevant.

87.3 A Single Worker is a person who works by himself/herself. He/she is not employed by any one else and in his/her turn does not employ anybody else. 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 cooperative. Each one of the partners or members of such producer's cooperative should be recorded as 'Single Worker'. Political workers and social workers are to be treated as 'SW'.

87.4 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. Family workers must be related by ties of blood or marriage but such workers can belong to different households. Thus, what is important is that such workers must necessarily be related even though they may be living in different households. The family workers may or may not be entitled to a share of the profits in the work or the business carried on either by the person or head of the household or other relative.

87.5 *Please note the following important cases* :

(a) In the case of persons engaged in Household Industry, *i.e.*, in the case of persons for whom the answer to Question 15A is 'HHI', there will be three classes of workers generally, *viz.*, Family Worker, Single Worker and Employee. There may not be a formal 'Employer'. Household Industry by its very definition is conducted by the head of the household himself/herself and/or other members of the household, the role of hired workers being secondary. If the head along with the members of the household is working in a Household 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 occasional assistance of hired worker(s), whose role should be secondary as indicated above, he/she should be treated as a 'Single Worker', although one might argue that in effect he/she becomes an employer. The hired workers are of course employees.

(b) Members of the household who help solely in household duties, *i.e.*, economically non-productive work, should not be treated as Family Workers. In fact, they are not workers.

(c) Members of a producer's cooperative society who have no other occupation or work except this, should be categorised as Single Worker—SW.

(d) In the case of partnership in which all the partners are related, treat them as Family Workers—FW. The partnership firm may or may not employ others, but this will not change the category of the partners. They would be 'FW'.

(e) In the case of a partnership firm in which some of the partners are not related, treat all the partners, including those that may be related, as Single Worker —SW. The firm may or may not employ others, but this will not change the category of the partners. They will all be 'SW'.

(f) Political workers and social workers should be treated as 'SW'.

(g) Doctors and lawyers who do not employ any person should be treated as 'SW'. One may come across doctors and lawyers employing certain persons on a regular basis in the doctor's dispensary or clinic or in the lawyer's office or chamber. In this case the doctor or lawyer would become an 'Employer' so 'ER' should be recorded. However, sometimes lawyers have been found to take the help of clerks who remain attached to them on a regular basis but without being formally employed on wages. The clerk usually earns his remuneration independently from the lawyers' clients. In such a case, both the lawyer and the clerk should be treated as Single Workers—SW.

88. Some, illustrations for filling the Question 15A are given in **Appendix IX**

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

Q. 15 B

'No' in 14B—Work done any time last year ? (C/AL/HHI/OW)

89. You will recall that in Question 14A you have identified all those who have done any work at all in the last one year. In Question 14B, you must have categorised them either 'Yes', *i.e.,* code '1' or 'No', *i.e.,* code '2'. In question 15A you have divided these persons on the basis of what they have been mostly doing. It is quite possible that those who have been categorised as 'C' or 'AL' or 'HHI' or 'OW' in Question 15A, based on the type of work they have been doing mostly, may have done some other work in addition to what they have been doing mostly. Similarly, a person who has spent major part of the year doing household duties or as a student or as a dependent or, as a rentier or as a beggar or in the categories of 'I' and 'O' must have done some work at some time during the last one year. This is the information we are trying to get through Question 15B.

89.1 Please note the way in which Question 15B has been worded. This question deals with two separate situations. The first relates to those persons who have worked for the major part of last year and may or may not have some other secondary work. The second part relates to persons who have worked at any time in the last year but not for the major part of the year. In case of those who have worked in the major part last year, you would have entered code '1' in Question 14B and you would have categorised them as 'C' or 'AL' or 'HHI' or 'OW' in Question 15A. Such persons may or may not have had secondary work in addition to their main work. If, on inquiry, you find that such a person has had any other work any time last year, you would have to enter above the line, 'C' or 'AL' or 'HHI' or 'OW', depending upon the type of work and score out the answer 'No' printed on the line.

89.2 This question should be asked of every person who has returned 'Yes' against Question 14A. *It is re-emphasised that all those who have answered 'Yes' against Question* 14*A* and *for whom you have recorded 'Yes' or 'No.' i.e., code* '1' *or* '2' *in Question* 14*B*, this *Question* 15*B, should be asked without fail.*

89.3 For a person who has worked any time last year, but has not worked for the major part of the last year, you would have recorded code '2' in Question 14B and in Question 15A you would have categorised such a person as 'H' or 'ST' or 'D' or 'R' or 'B' or 'I' or 'O'. Such a person must have done some work any time last year and this is the work which we are trying to catch in Question 15B so far as such a person is concerned. For such a person after inquiry, you will have to enter the appropriate category, *viz.,* 'C' or 'AL' or 'HHI' or 'OW' below the line in Question 15B.

89.4 In answer to this question if the main worker says 'Yes' then you should find out the type of work and categorise him or her as 'C' or 'AL' or 'HHI' or 'OW' as the case may be. These abbreviations refer to Cultivators, Agricultural Labourers, Household Industry and Other Workers and have been fully explained earlier in the instructions under Question 15A in paragraphs 75 to 80. You may refer to these again before recording the appropriate category above the line. It is sufficient if you write the category above the line. If the respondent gives reply in the negative it should be indicated by the word 'No' above the line. Please do not make any entry in the dotted box.

89.5 This quesion is meant to elicit information on the secondary or marginal work which a person might have done any time at all during the last one year, apart from the main work or other activity which will have come out in Question 15A. It is obvious that, irrespective of whether the answer is 'Yes' or 'No', *i.e.,* code '1' or '2' in Question 14B, there could be an answer in Question 15B because a main worker may have done some other work or a marginal worker who has not worked for the major part of the last year, might have done some work occasionally. This, therefore, should give us details of secondary work or marginal work.

89.6 Ask of each person if, besides what he/she had already returned as his/ her main activity against Question 15A, he/she participated in any other work or did any work any time last year. A number of unpaid family workers participating in household enterprises whose main activity has been recorded as 'H' or 'ST' or 'R' under Question 15A will be netted here for their involvement in such economic activity. Except in cultivation, mere rendering of service for one's 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 person even if he/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 purposes of this classification. Similarly, persons who may produce cloth on a loom at home for domestic consumption will not be treated as economically active unless at least a part of the product is sold. A boy or a girl who is categorised as a student under Question 15A, can have a marginal work, say, cultivation, if he/she helped the head of the household in the family cultivation durng some parts of the season. But if a student, who is shown as 'ST' under Question 15A also helped in weaving cloth purely for domestic consumption on a loom at home, or helped in attending to household chores, he/she will not be treated as having any marginal work.

89.7 Any other work or secondary work will be reckoned only if the person is engaged in some economically productive work, in addition to whatever is his/her activity under Question 15A. If a person whose economic activity is shown as a clerk in a government office or a teacher, also attends to some cultivation even by way of direction or supervision or undertakes some tuition, this will be shown as 'any other work any time last year' under Question 15B. A person's main activity may be cultivation and his secondary work may be money lending. Again main activity may be agricultural labourer and secondary work could be sugar factory labourer or *vice versa.*

89.8 After it is established that the person is doing some work and he or she has been recorded accordingly in Question 15B in any of the categories of C, AL, HHI, OW, you have to proceed further and fill up the details of sub-sections of Question 15B(i) to (iv) in respect of entries 'HHI' or 'OW' only. The instructions for filling up the details in these sub-sections will be the same as given under Question 15A and are explained in detail in paragraphs 83 to 87. Please refer to **Appendix IX** for some illustrations for filling the Question 15B. For those who are recorded as 'C' or 'AL' or for whom you have entered 'No' in Question 15B, you have to put a cross 'X' against these sub-sections on the line.

90. A few illustrations showing specimen entries are appended at **Appendix XI** and some illustrations for recording answers against Questions 15A and 15B are given in **Appendix X.** You are advised to study these instructions and illustrations before starting actual enumeration and also consult these and the instructions whenever you are in doubt during field operations about what to record as the answers.

Important

91. It must particularly be noted that if there is an entry 'No', *i.e.*, code '2' in Question 14B and H/ST/D/R/B/I/O as the case may be, in Question 15A, there must be an entry in Question 15B and this *cannot be blank or cross* (X). This is because the work of a person who has worked any time at all last year, and has been entered as 'Yes' in Question 14A, must be reflected somewhere. Since the person has not worked in major part of the year as reflected by '2' in Question 14B and also H/ST/D/R/B/I/O as the case may be, in Question 15A, the work done by him/her and netted in Question 14A, must therefore, be reflected in Question 15B. Again, for a person who has worked in major part of the year and for whom code '1' has been recorded in Question 14B, you may have recorded as 'C' or 'AL' or 'HHI' or 'OW' for his main activity in Question 15A. It is quite possible that he/she may have done some other work, though not on the scale of main activity. This secondary work should also be reflected in Question 15B. You will thus appreciate that probing questions are essential and you must ask questions again and again to find out the secondary work of main workers and marginal work in the case of those for whom code '2' had been recorded in the box against Question 14B and record the same in Question 15B.

91.1 It would follow that if the answer to Question 14A is 'No', *i.e.*, you have recorded H/ST/D/R/B/I/O, as the case may be, there will be a crosse (X) in the box for Question 14B and on the lines against each of the Questions 15A including sub-sections and 15B including sub-sections.

Q. 16A : If 'No' in 14A, seeking/available for work ? Yes (1)/No (2)

92. This question is intended to elicit some information on the number of unemployed. If an individual has replies that he/she has not worked at all last year under Question 14A and you have recorded 'No' against this question you have to ask from him or her whether he or she is seeking work or available for work. This question should be aksed of all persons for whom you have recorded H/ST/D/R/B/I/O in Question 14A. Seeking work means that the person may have got himself/herself registered in the employment exchange or he/she may be applying for jobs or he/she, may have made other efforts for a job, such as looking into the newspaper advertisements with a view to applying for a job, the intention being in suitable cases, this person will offer himself/herself as a candidate. It may be remembered that seeking work is more applicable in urban areas where there are facilities of employment exchanges and greater awareness about availability of jobs. In rural areas, there may be no facilities of employment exchanges. The person may be available for work but not actually seeking work either because of lack of knowledge or work being available or absence of employment exchanges.

92.1 As mentioned earlier, we are mainly interested in obtaining information on the unemployed. You may come across people who already held jobs or do not normally want to take up employment but may give you such general answers that they would not mind taking up work if the salary is attractive enough. We are not interested in such persons since they obviously are already employed or are not really job seekers. You will have to make a probe to get the facts. However, generally speaking, if in answer to this question, a person says that he is seeking or is available for work, you must enter code '1' in the box.

92.2 If the person replies that he/she is seeking or available for work, you have to record '1' in the box provided In case his/her reply is 'No' you have to record '2' in the box. Cross (X) may be put in the box in case the Question is not applicable.

Q. 16B : If 'Yes' in 16A, have you ever worked before ? Yes (1)/No (2)

93. This question will be asked of those persons who have replied 'Yes' in Question 16A. If the person replies that he/she had worked any time before, you have to record '1' in the box provided. In case his/her reply is 'No' *i.e.* he /she had never worked any time before, you have to record '2' in the box. Cross(X) may be put in the box in case the Question is not applicable.

Summary

94. It would be useful to summarise the main points with regard to the economic questions, *i.e.*, Questions 14A, 14B, 15A, 15B, 16A and 16B. These are indicated below :

(i) In question 14A we are finding out if a person has worked any time at all last year. The word 'year' includes all the seasons for agricultural and associated activities. Even marginal workers and unpaid workers in farm or in family enterprise must be covered by this question.

(ii) If the anwer to Question 14A is 'No', then categorise as H/ST/D/R/B/I/O.

(iii) The work on the basis of which 'Yes' is recorded in Question 14A may be the main work of a person, *i.e.*, what he/she had done for the major part of the last year. If so, 'Yes', *i.e.*, code '1' in Question 14B and C/AL/HHI/OW, in Question 15A would have been recorded. If this person had not done this work for the major part of the year 'No', *i.e.*, code '2' in Question 14B and H/ST/D/R/B/I/O, in Question 15A would have been recorded. These details are recorded in Question 15A.

(iv) Secondary work or the marginal work of those recorded as C/AL/HHI/OW or as H/ST/D/R/B/I/O respectively in Question 15A is obtained through Question 15B.

(v) Note that if a person has been entered as 'Yes' in Question 14A, 'No', *i.e.*, code '2' in Question 14B, *there must be an entry such as C/AL/HHI/OW, in Question 15B.*

(vi) Question 16A is to be asked of all those for whom 'No' has been written in Question 14A.

(vii) Question 16B is to be asked of those for whom 'Yes' has been written in Question 16A.

(viii) Details of name of establishment, industry, occupation and class of worker, in Questions 15A and 15 B need be entered only for 'HHI' and 'OW'.

Important

95. You must read the explanations and instructions on the economic questions very carefully. Questions 14A, 14B, 15A and 15B should be canvassed together, otherwise, the full and correct answers will not be available and you may have to make corrections. *It is advisable to ask questions covering Questions 14A, 14B, 15A and 15B together and then fill up the details.*

96. Certain situations would call for some explanation so that the enumerator is clear in his/her mind regarding classifying such activities. A few typical cases are indicated below :—

(a) If a sweet-meat maker, *i.e.*, a Halwai makes sweets and sells them also, this would be manufacturing and can be a 'HHI' too in appropriate cases.

(b) If a person only sells sweets, having brought them from some other place, he would be carrying on a trade and this would *not* be a manufacturing industry.

(c) In many cases there are what are called tea shops, *dhabas*, *chat* shops, *etc.*, where eatables are prepared and sold. For example, in *dhaba*, substantial meals such as *chapatis, dal, etc.*, are prepared and sold. This will not be an industry. It will be classified as service, namely, running eating place. Therefore, even if a household carried on this activity it will not be classified as 'HHI', but only as 'OW'.

(d) In many places, there are persons who keep small electrical or handmixers or fruit crushers and crush fruits to sell the juice. In such cases since the juice is produced for consumption on the spot and is not bottled as such for sale, such units are carrying on trade and *not* manufacturing. Therefore, even if a household carries on this business this would not be 'HHI', but 'OW'. On the other hand, if there are manufacturing units, whether big or small, which bottle juice and sell it as bottled, this would be manufacturing and should be classified as industry.

(e) Tailoring is an industry and a member of household that carries on tailoring on household industry basis can be classified as 'HHI'.

(f) There may be cases of a person who sells cloth and also provides tailoring services. In such cases, the person may be asked which activity he considers more important, *i.e.*, the one on which he spends more time. If he says that he considers selling of cloth is more important than he is carrying on a trade. On the other hand, if the tailoring business is more important to him than the sale of cloth, such a person should then be considered as manufacturing. If a household carries on a business of this kind, the household members will be considered as 'HHI' or non-HHI depending on whether the household is involved mainly in trade or manufacturing and taking into consideration the definition of 'HHI'.

Q. 17A : Whether you are an Ex-Serviceman ? Yes (1)/No(2).

97. The answer to this question will have to be filled in respect of every person whether male or female. If the person says that he/she is an ex-serviceman, the answer to this question will be 'Yes' and code '1' is to be recorded in the box. On the contrary, if the answer to this question is 'No', code '2' is to be recorded in the box.

97.1 An 'ex-serviceman' means a person who has served in the regular Army, Navy, Air Force or Territorial Army (but not dismissed or discharged on account of misconduct or inefficiency). It excludes the Assam Rifles, Defence Security Corps, General Reserve Engineering Force (GREF), Lok Sahayak Sena (LSS) and other para-military Forces like the Border Security Force (BSF), Central Industrial Security Force (CISF), Indo-Tibetan Border Police (ITBP) and the Central Reserve Police Force (CRPF).

Q. 17B : If 'Yes' in 17A, Pensioner (1)/Non-pensioner (2)

98. This question will be asked from ex-servicemen only *i.e.*, those who have replied 'Yes' in Question 17A and for whom code '1' has been recorded in the box. If he /she is receiving pension, code '1' is to be recorded in the box and if he/she is not receiving any pension, code '2' is to be recorded in the box. Cross (X) may be put in the box in case the Question is not applicable.

98.1 It may be noted that code '1' is to be recorded only in case of those who are receiving pension as ex-servicemen. A person who after serving regular Army, Navy, Air Force or Territorial Army has retired from a civil or private service and drawing pension only from his/her later employment will not be treated as 'Pensioner' for this Question. However, if a person is drawing pension both as ex-serviceman and civilian, he/she will be treated as Pensioner and code '1' will be recorded in the box.

98.2 Some guidelines for determining whether a person is an ex-serviceman are given in **Appendix XIII**. This will help you in this regard. It will be seen from these guidelines that a person will be treated as an ex-serviceman if he/she has retired from service in regular Army, Navy, Air Force, *etc.*, and is in receipt of pension or had received gratuity only and not pension at the time of his/her retirement. In case he/she is not in receipt of pension or had not received any gratuity at the time of retirement, he/she will be treated as an ex-serviceman if he/she retired before Ist July, 1987 after rendering more than five years of service in Army, Navy, Air Force, *etc.*

Important

98.3 After filling in the answers to Questions 17A and 17B of the Individual Slip, you would know whether the person is an ex-serviceman or not and if ex-serviceman, whether the person is drawing a pension or not.

98.4 You are now required to make certain entries in the Household Schedule for the purposes of tabulation. if code '1' has been recorded in Question 17A of the Individual Slip, you have to put a tick mark (√) in col. 1 of the Household Schedule against the serial number of the person being enumerated. Further you have to write 'P' within brackets after the name of the person in col. 2 of the Household Schedule if the ex-serviceman is drawing a pension, *i.e.*, code '1' has been recorded in Question 17B and 'NP' in case the ex-serviceman is not a pensioner, *i.e.*, code '2' has been recorded in Question 17B of the Individual Slip.

98.5 No entries are required to be made in the Household Schedule in case the person is not an ex-serviceman, *i.e.*, code '2' has been recorded in Question 17A of the Individual Slip.

MIGRATION

Q. 18 : Birth Place

99. Certain details regarding the place in which the person enumerated was born are to be collected and entered in the sub-parts of this question. For defence and similar personnel as may be indicated to you, this question and its sub-parts are not applicable. The explanation and instructions as to how the four sub-parts are to be filled are as follows:

Q. 18 (a) : Place of Birth

100. Write 'PL' for person born in the village or town where he/she is being enumerated. Where 'PL' is noted against this question, cross (X) is to be put in the box against sub-part (b) and on the lines against sub-parts (c) and (d).

100.1 For those born outside the village or town of enumeration write the actual name of the place against sub-part (a) and fill the other details against sub-parts (b), (c) and (d). For a person born on the high sea' put cross (X) on the lines against sub-parts (a) and (c) and in the box against sub-part (b) and record 'born at sea' against sub-part (d).

100.2 In indicating the birth place, only full name of town or village would have to be indicated and not hamlet or mohalla/ward names. The name of a ward/hamlet should not be entered but the name of the town/village to which it belongs should be entered.

Q. 18(b) : Rural (1)/Urban (2)

101. For those born outside the village or town of enumeration ascertain if the place of birth is a village or town at present. To enable a person to determine whether the place is a town or a village, he/she 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/her birth is 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 '1' in the box.

For a person born in a town/city, write '2' in the box.

For a person born in a foreign country, put 'X' in the box against this sub-part and a so aga nst sub-part (c) on the line.

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101.1 If all efforts to classify the place of birth as rural/urban fail, write 'not known' on the line.

Q. 18(c) : District

102. For a person who was born outside the village or town of enumeration, *i.e.*, for whom 'PL' is not written against sub-part (a), you have to fill in this sub-part after enquiry.

102.1 For a person born outside the village or town of enumeration but within the district of enumeration, write 'D' on the line.

102.2 For a person born in another district of the State of enumeration, or in a district in some other State/Union Territory in the country, write the name of the district. If the person cannot name the district, write 'not known'.

102.3, For a person born outside India, put cross (X) against this sub-part.

Q. 18(d) : State/Country

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

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

103.2 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.

103.3 For a person born on the high seas, record 'born at sea', against this sub-part and put 'X' against sub-parts (a), (b) and (c).

103.4 If a person was born in a train, boat or bus or aircraft, *etc.*, within the country write the particulars in sub-part, (a), (b) and (c) with reference to the administrative territory where the event occurred or was registered.

Q. 19 : Last Residence

104. The answer to this question will have to be filled in respect of every person if he/she had another place of normal residence irrespective of his/per place of birth, before he/she came to the present place where he /she is enumerated. Even if a person was born at the place of enumeration but because of his/her work or for studies, *etc.*, he/ she had shifted subsequently to another village or town and had come back again to the place of enumeration, he/she should be deemed to have had another place of residence prior to his/her enumeration here. For defence and similar personnel, this question is not applicable.

104.1 The immediate previous village or town of residence is relevant only if he/ she 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 within the same city of Bombay. Similarly a person born in hamlet 1 of village Rampur and found in hamlet 2 of the same village at the time of enumeration, should not be deemed to have had another place of residence than the village where he/she 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/ she should not be deemed to have had another residence different from the place where he/she or his/her family normally resides. In the case of person who is enumerated elsewhere than his normal place of residence because of eligibility criteria laid down in paragraph 17.1, the place of his immediate previous normal residence will be recorded as the place of last residence. Similarly, if a person is enumerated at a place other than his place of birth and if he had no other place of normal residence before coming to the place of enumeration, the place of birth would be the place of last residence.

104.2 It would not be possible to specify the duration of stay which will qualify for reckoning last residence. The circumstances of each case would have to be taken into consideration in deciding whether a person has had a last residence or not. For example, an officer who has been transferred for a short period must be considered as moving from his/her place of previous posting which would become his/her place of last residence, irrespective of his/her stay in the new posting. However, temporary movement like women moving into a hospital for delivery, a person moving into a hospital for treatment, *etc*, at a place other than their usual residence, will be ignored and these places will be not be treated as the last residence. In the case of a child born in a hospital into which the mother has moved temporarily for delivery which is different from the usual place of residence of the mother, the place where the hospital is, will be treated as the place of last residence for the child, though the place where the hospital is will not be the place of the last residence of the mother.

Q. 19(a) : Place of Last Residence

105. For a person who has been in the village or town of enumeration continuously since birth (except for shifting to other place outside the village or town of enumeration for a purely temporary stay), write 'PL' against sub-part (a) and put cross (X) in the box against sub-part (b) and on the lines against sub-parts (c) and (d). But 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 or his actual previous residence against this sub-part (a) and fill the other details against sub-parts (b), (c) and (d).

Q. 19 (b) : Rural (1)/Urban (2)

106. For a person who had previously resided outside the place of enumeration, ascertain if the place of last previous residence is rural or urban and record the answer. For a person whose last previous residence is a town/city, write '2' in the box, and for 'Rural', write '1'. For a person who last resided in a foreign country, put cross (X) in the box.

106.1 For a person whose immediate previous residence cannot be classified, write 'not known'.

106.2 Rural or urban status has to be determined with reference to the status existing at the time of enumeration

Q. 19 (c) : District

107. For a person who had previously resided in another place, *i.e.,* for whom 'PL' is not written against sub-part (a) you have to fill in this sub-part after enquiry.

107.1 For a person who previously resided in another village or town within the district of enumeration, write 'D'

107.2 For a person who previously resided in another district of the State/Union Territory of enumeration or in a district in any other State/Union Territory in the country, write the name of the district. If he/she cannot name the district, write 'not known'.

107.3 For a person whose last previous residence was outside India, write 'X' against this sub-part.

Q, 19 (d) : State/Country

108. For a person whose last previous residence was outside the village or town of enumeration but within the State or Union Territory of enumeration, put cross (X) against this sub-part but if it was outside the State or Union Territory of enumeration but within the country write the name of the State/Union Territory. Make sure that the earlier entries made in sub-parts (a), (b) and (c) are consistent with such an answer, for example, 'PL' might have already been written against sub-part (a) or 'D' is written against sub-part (c) or any other district of the state of enumeration is mentioned against sub-part (c).

108.1 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.

Q. 20 : Reasons for migration from place of last residence

109. The question will be asked in the case of a person for whom information has been recorded in Question 19, *i.e.,* last residence. However, please note that this question will not be canvassed in the case of those for whom you may have written 'PL' against place of last residence. This is because they have had no place of last residence. In all the other cases you must find out the reasons for migration from the place of last residence and note the reasons by entering the appropriate code. The codes which must be entered for the various reasons for migration are as follows :

(a) Employment	1
(b) Business	2
(c) Education	3
(d) Family moved	4
(e) Marriage	5
(f) Natural calamities like drought, floods, *etc.*	6
(g) Others	7

109.1 These codes have been printed at the bottom of the Slip. You must enter a code depending on the reasons for migration in the box against this question. For defence and similar personnel as may be indicated to you this question will also not apply, since you will not have canvassed the Questions 18 and 19 of the Slip. Cross (X) may be put in the box in case the Question is not applicable, *i.e.,* 'PL' or cross (X) has been noted in Question 19(a).

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110. A person will have moved for employment in the following cases :

(a) If he or she has moved in search of a job or hoping to get a job.

(b) Because he/she has got a job and has moved to take up the job.

(c) Having already got a job, he/she has moved because of a transfer, even if this is on promotion.

110.1 If a person has moved for any of these reasons, record code '1' in the box.

111. A person can be said to have moved for 'business' if he or she has moved to the place of enumeration from his/her place of last residence for joining a business or setting up/running a business. The word 'business' refers to an economic activity involving risk-taking either on own account or in partnership with others. Please note 'business' is different from job or employment for which wages/salary is received in cash or kind. For 'business' you have to enter code '2' in the box.

112. A person can be said to have moved for educational purposes if he or she has moved to the place of enumeration from his/her place of last residence, for joining a school/college or any other type of educational institution either for the first time or for continuing his/her studies. For such a person, code '3' has to be given. However, please note that if this particular person has moved along with his/her family because the entire family has moved due to any reason, you must note that this person has not moved for educational purposes. In such a case the right code to be entered will be code '4' namely 'Family moved'.

113. The reason 'Family moved' code '4' will refere to cases where the entire family moves. Such cases will come up if the Head of the household or the person on whom the family is dependent has moved due to any reason such as transfer, etc. There are cases where one or more members of the family move along with the person who has moved in search of employment or education or for other reasons. While the person who has moved for a particular reason will be assigned the appropriate code, the other members who moved along with that person will be assigned '4', *i.e.*, 'Family moved'.

114. If a person has moved consequent on getting married, assign code '5' for that person. If a person has moved because of natural calamities like drought, floods, etc., assign code '6' for that person.

115. Code '7' 'Others' will include all other reasons for migration not covered by employment, business, education, family moved, marriage and natural calamities like drought, floods, etc. This may include cases like movement due to retirement, displacement, etc.

116. It is important to note that the reasons for migration are being noted for each person separately. Therefore in the same household there may be cases where the reasons for migration are different for different members of the household. For example, if the head of the household is promoted and transferred, in his/her slip against Question 20 you will have to assign code '1' because his/her movement is consequent on employment while the spouse and other dependents should be assigned code '4' because the family moves. There are also cases, particularly from the rural areas to urban areas, where a boy or a girl moves to a town or city for higher studies and in order to look after him or her an elderly person also moves. In such a case, in the case of the person who moves for higher studies the reason for migration will be 'Education' code '3' while in the case of elderly person, the reason will be 'Others' code '7'. If in case the entire family has moved along with the student, for all the other members of the family you will have to assign code '4' 'Family moved'. It is, therefore, necessary for you to make careful enquiries and not to get confused with the different reasons which may be applicable to different persons of the same household.

117. In particular, please note that you must make detailed enquiries in the case of any unrelated members of the households, such as cook, servant, etc. In their cases, their movement from the place of last residence may have been due to employment. Similarly, in the case of those members of the household who are rather distantly related to the head of the household, you must also make such detailed enquiries.

118. It must be remembered that the reason 'Family moved' '4' can only come up in cases where some other member of the family has moved for any of the other reasons mentioned in the Slip. The members of the family moved because either the head of the household or the person on whom the family depends has moved because of employment or for any other reason.

119. Please note that in the case of every person who has come into India from any other country as a result of partition or has been repatriated, the reasons for migration will be noted as 'Others' code '7' and not any other code.

Q. 21 : Duration of residence at the village or town of enumeration

120. Note here the period in completed years of the continuous residence in the village or town where the person is being enumerated. This will apply even to a person born at the place of enumeration. But this question does not apply to defence and similar personnel.

120.1 If he/she had left this village or town and has lived elsewhere for sometime, *i.e.*, in Question 19 another place of last residence is reported and has come back to his village or town, then the duration of residence to be noted against this question is the period of the *latest 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/her continuous residence here.

120.2 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 Question 19(a), the cross (×) may be put against Question 21 in the box.

120.3. For a person whose duration of continuous residence at the place of enumeration is less than 1 year write '0' in the box.

FERTILITY

Q. 22 : For all-ever married women only

121. This question will be asked in the case of all-ever-married women. It will not be asked for a woman who has never been married. Please note that the term 'ever-married' does not necessarily mean 'currently married'. The 'ever-married' would include all women who may be currently married, the widowed, the separated and the divorced. This question, in other words, will be asked of all women except those who are 'Never Married'. For all woman for whom 'M' or 'W' or 'S' is entered in Question 5 of the Slip, this question will be asked. In the case of women who are 'NM' in Question 5 of the Slip, put cross (×) in the boxes in all parts of this question.

Q. 22(a) : Age at marriage

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

Q. 22(b) : Number of children surviving at present

123. In this question, you will have to find out how many of the children born are still surviving, *i.e.*, at the time of enumeration.

123.1 Please note that the children need not necessarily be staying with the mother, *i.e.*, the woman you are enumerating. They may be elsewhere due to any reason. What is important is whether they are alive, not where they live. They may be any where, even outside the country. The important point is the number alive.

123.2 Having ascertained this number, enter the details by sex and total in the boxes provided.

123.3 If there are no male or female children surviving at the time of enumeration, write '0' in the appropriate box or boxes.

Q. 22(c) : Number of children ever born alive.

124. You should ascertain the total number of children that the woman you are enumerating gave birth to from the time she got married. If married, more than once, all the children born to her should be ascertained.

124.1 The number of children born would include all children born alive, even if later unfortunately any child died. Many persons, specially older people may only count children living with them. It is, therefore, essential to enquire about the number of children living at home, those living elsewhere and also those who were born alive but who are unfortunately not alive now. Even if the child died within a few hours of his/her birth, he/she should be included in the count. Still births, *i.e.*, children born dead should not be included in counting this number of children ever born. You will have to ask politely but appropriate questions for getting this information.

124.2 You should ensure that all live births are ascertained irrespective of whether the children are alive now.

124.3 It is our experience that the birth of a child may not be reported readily if the child is not actually living at the time of enumeration. The children who are born but may have died before the enumeration may not be indicated by the respondent unless you make detailed enquiries. This would be particularly true in the case of children who may have died as infants. There is, therefore, need for a detailed probe to ensure that you get the correct number

124.4 Ascertain the number of children ever born alive by sex and write the figures in international numerals in the boxes provided. Also give the total in the box provided.

124.5 If the woman reports that she has had no male or female children born alive write '0' in the appropriate box or boxes.

Q. 23 : For currently married women only

125. This question has to be answered in respect of all currently married women only, *i.e.*, all women whose marital status is shown as 'M' against Question 5 of the Slip. For all others, a cross (×) may be put against this question on the line.

Any child born alive during last one year

126. 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. If the respondent is not able to reckon one year, you can find out if a child was born alive in 1990-91 to the woman you are enumerating on or after any of the festival indicated to you by the Director of Census Operations. Only if the child was born alive, *and even if the child had died soon after birth, the answer should 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 a 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.

126.1 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. It is necessary to record all live births even if the child has 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 a 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 sentiments 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?"

126.2 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. A similar probe to eliminate still births may also be necessary. For example, when the answer is 'Yes' under this question, you might ask if the child is here in the house. If the answer is 'Yes', no further question is needed. If 'No', you might ask where the child has gone. The answer may be 'dead' or that it has gone elsewhere. If dead, then you might ask when the child died and this will bring out the fact whether or not it was a still birth. If the answer is 'Yes', then enter 'Yes' in the space below the question; if the answer is 'No' enter 'No' in the space. Do not write in the dotted box.

126.3 In a case where the woman has had twins or multiple births, please write 2, 3, *etc.*, next to 'Yes' as the case may be thus 'Yes' (2) or 'Yes' (3).

127. On the reverse of **Appendices XI-I to XI-15** specimen entries in answer to questions relating to ex-serviceman, migration and fertility have been shown for your facility.

NOTE : — You may find on your revisional round from March 1 to 5, 1991 a child is born to a currently married woman in a household after your last visit but before the sunrise of March 1, 1991. You will have to take this into account and correct the answers against Question 23 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.

128. Having filled in the Individual Slip, you may find it rewarding to go through all the entries. This will enable you to cross check the information, and gaps, if any, can be filled in then and there. This will obviate the need to visit the household again to collect the missing information.

129. As stated in paragraph 33 you will be required to fill up Individual Slip for all members of the households During the course of your day's work you will have covered a large number of households and filled in the requisite number of Individual Slips. After completing the day's work, you must fill in columns 8 to 34 of the concerned household. Please do not allow this work to accumulate. Instructions for filling up columns 8 to 34 of the Household Schedule will be found in Chapter IV (paragraphs 141 to 158). This will afford another opportunity to you to detect errors or gaps in the information collected, which you can conveniently collect by re-visiting the household(s).

CHAPTER III

ENUMERATION OF HOUSELESS POPULATION AND REVISIONAL ROUND

130. The enumeration of the houseless population will have to be carried out in the block assigned to you. The houseless population can be found in any place and they should not be omitted.

131. The Revisional Round, the Instructions for which are part of this chapter, must be carried out in your block. This is because the revisional round is an extremely important and essential step in the total process of enumeration and it is only after the revisional round is over that the correct population figures will be available. Therefore, do not neglect to carry out the revisional round of the block which you are enumerating.

Enumeration of the Houseless

132. As stated earlier in paragraph 13 of this booklet, you will be required to enumerate the houseless population in your enumeration block(s) on the night of February 28, 1991. In order to do this, it would be necessary for you to complete the enumeration of all the persons in all the households living in census houses in your jurisdiction between February 9 and February 28, 1991. During this period, you will have taken note of the possible places where houseless population is likely to live, such as on the roadside, pavements, in hume pipes, under stair cases or in the open, temple, mandaps, platforms and the like. On the night of February 28/March 1, 1991, but before sunrise of March 1, 1991, you will have to quickly cover all such houseless households and enumerate them. If there is likely to be a very large number of houseless persons in your jurisdiction whom you may not be able to enumerate single-handed in one night, you should report to your Superviser in advance, so that one or more extra enumerators can 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 the village. These people will have to be covered on the night of February 28, 1991. You should of course make sure that these persons have not been enumerated elsewhere.

133. At this point, please read the instructions about updating and filling up of the Abridged Houselist, given in **Appendix V.** You will be required to enter the details of the houseless households in Section 3 of the Abridged Houselist in the manner described therein. Also please recall the instructions given in paragraph 21 of this booklet where you have been told that for houseless households, you should record 'O' in bold letters. In giving the Serial number of the household, you will have to indicate the Serial number of household with a prefix 'O' separated by a dash(—), as explained in the instructions given in **Appendix V.**

134. Please remember that Household Schedule will be filled for each houseless household in the manner explained in paras 16 to 29 of this booklet. Thereafter, you will have to fill up the Individual Slip for each member of the household, as per instructions given in paragraphs 30 to 129. Thereafter, you will be required to fill in columns 8 to 34 of the Household Schedule as per instructions given later.

Revisional Round

135. You have been told under paragraph 12 and paragraph 13 of this booklet that in the next five days, *i.e.* March 1, 1991 to March 5, 1991, you will have to revisit all the households in your jurisdiction and record any new births that had taken place after your last visit, but before the sunrise of March 1, 1991 and any visitor(s) that had moved into the household and who had been away from his/her/their place of normal residence throughout the enumeration period, *ie.*, from February 9, 1991 to February 28, 1991, or an entire household that has moved into your jurisdiction during this period and which has not been enumerated anywhere before. At this point, you may recall the instructions given in paragraph 17 of this booklet where instructions about persons eligible to be enumerated in a particular household have been given.

136. It is important to remember the following in this connection :

(1) If you are enumerating a new household in your block during the revisional round, please recall the instructions given in paragraph 20 about Serial number of household and updating and filling up of Abridged Houselist, as given in **Appendix V.**

(2) In respect of every new birth, you should make sure that you give the correct Location Code including the Serial number of household, fill up an Individual Slip and make necessary entries in the Household Schedule concerned. Also correct the entry in Question 23 of the Slip pertaining to the mother of the child whom you are enumerating during the revisional round. Please make sure that the birth has taken place before the sunrise of March 1, 1991.

(3) You will have to ascertain if any death had unfortunately taken place in any of the households since your last visit and the sunrise of March 1, 1991 and cancel the Individual Slip of the dead person writing boldly across it as 'died'. Please remember to make necessary correction in the Household Schedule concerned.

137. If you have exhausted the entire Household Schedule for recording the particulars of any household and it becomes necessary to record a new birth or visitor, then you will fill in another Household Schedule form in continuation of that Household Schedule, taking care that the Location Code and other particulars are noted in the second Household Schedule form properly. In such a case, please write on the top right hand corner of the fresh Household Schedule 'continued' and note the Book and Form number of the connected Household Schedule. Similarly, on the connected Schedule note the word 'continued' and give the Book and Form number of the additional Household Schedule form.

138. Changes made in the Household Schedule like additions for new births or recording of visitors or deletion of entry in respect of deaths, should be done neatly and consequential changes in the total should be made. It is this final total that must be entered in the bottom of the Household Schedule.

139. You are now set for taking up the desk work at home in connection with the census enumeration that you have just completed. These are, as you will recall from paragraph 12 of this booklet, (1) filling up of the Enumerator's Working Sheet for preparing the Enumerator's Abstract, (2) filling up of the Enumerator's Abstract, (3) filling up of Section 1 of the Abridged Houselist and (4) handing over all documents to your Supervisor, the documents being the National Map, the Layout Sketch, all filled in Household Schedule books, all filled in Individual Slip pads, filled in and updated Abridged Houselist, the Working Sheets for preparing the Enumerator's Abstract, the filled in Enumerator's Abstract and all blank Household Schedule books, Individual Slip pads and other blank forms.

140. In additon, you have to collect the filled in Post-graduate Degree Holder and Technical Personnel Schedules from the households and individuals for whom you had issued these schedules vide instructions given in paragraph 50. You have to hand over the filled in schedules to your Supervisor. You will also be required to return the blank Post-graduate Degree Holder and Technical Personnel Schedules remaining surplus with you together with a statement (in the form given at **Appendix XX**) giving an account of the number of blank forms given to you, number of forms issued to eligible persons in the households, number of filled in schedules collected and number of blank form returned to the Supervisor.

CHAPTER IV

FILLING UP OF THE HOUSEHOLD SCHEDULE COLUMNS 8 to 34

141. As mentioned in the instructions relating to the filling up of columns 1 to 7 of the Household Schedule, columns 8 to 34 of the Household Schedule have to be entered with reference to the entries in the Individual Slip. For each member of the household, you will have filled up an Individual Slip. You will be required to copy out or to enter the relevant particulars from the Individual Slip in the line relating to that person in column 8 to column 34 of the Household Schedule. The following instructions tell you how to do this.

142. Please note that you should not allow this work to fall into arrears. You must fill up these columns in the case of those households whom you have enumerated each day at the end of the day itself. This would save you a lot of trouble and will also ensure that there are no errors.

143. It would be noticed that columns 12 to 21 relate to males and columns 22 to 31 relate to females. Column 1 placed between columns 17 and 18 is a mere copy of column 1 already entered by you. This is repeated on the right side of the Household Schedule to facilitate your work, by obviating the need to trace back the entries for columns 18 onwards to column 1 on the left side of Household Schedule. The instructions that follow will indicate how the entries from the Individual Slip should be carried over to the appropriate columns (8—34) of the Household Schedule

Col. 8 : Mother Tongue

144. For the person entered in column 2 of Household Schedule, the mother tongue written against Question 6 of the Individual Slip should be copied in Col. 8 of the Household Schedule.

Col. 9 : Religion

145. For the person entered in column 2 of Household Schedule, check if H, M, C, S, B and J or actual religion returned by the person has been recorded in Question 8 of the Individual Slip. If so, copy the same in Col. 9 of the Household Schedule.

Col. 10 : Whether SC (1) or ST (2)

146. For each person recorded in column 2 of the Household Schedule, check whether in the corresponding Individual Slip, '1' or '2' or 'X' is recorded in the box against Question 9. If so, copy the same in column 10 of the Household Schedule .

Col. 11 : Name of Scheduled Caste/Tribe

147. For each person recorded in column 2 of Household Schedule, copy out in column 11, the name of the Scheduled Caste or Scheduled Tribe written against Question 10 of the Individual Slip. Please do not make any mistake in copying out the correct spelling of the name of Scheduled Caste or Scheduled Tribe. Please also ensure that name of Scheduled Caste will be entered in column 11 of Household Schedule if code '1' is copied in column 10 of Household Schedule. Similarly the name of the Scheduled Tribe will be entered in column 11 of Household Schedule if code '2' is copied in column 10 of Household Schedule.

148. *It must be noted that if there is a cross 'X' against Question 9 of the Individual Slip for the person entered in column 2 of the Household Schedule the corresponding column 11 of the Household Schedule should be left blank.*

Cols. 12 & 22 : Literate

149. For the person entered in column 2 of Household Schedule, check from the corresponding Individual Slip whether '1' is recorded in the box against question 11. If so, put a tick (√) under column 12 for male or a tick mark under Col. 22 for female in the corresponding line.

Cols. 13 & 23 : Illiterate

150. As in the previous paragraph, check if '2' is recorded in the box against Question 11 of the Individual Slip for the person entered in column 2 of Household Schedule and if so, give tick (√) mark under column 13 for male or a tick mark under Col. 23 for female in the corresponding line.

Cols. 14 & 24 : Entry in Q. 14A of Individual Slip 'Yes'.

151. For the person enterd in column 2, check whether 'Yes' is recorded against Question 14A of the corresponding Individual Slip. If the person is a male, put tick (√) under column 14 and if female, put tick (√) under column 24.

Cols. 15 & 25 : Entry in Q. 14A of Individual Slip 'No'

152. As in the preceding paragraph, check if 'No' *i.e.,* 'H' or 'ST' or 'D' or 'R' or 'B' or 'I' or 'O' is entered against Question 14A of the Individual Slip for the person entered in column 2 of the Household Schedule. If so and if the person is a male, put a tick (√) under column 15 and if female, put a tick (√) under column 25.

Cols. 16 & 26 : Entry in Q. 14B of Individual Slip 'Yes'

153. For the person entered in column 2 of the Household Schedule, check against Question 14B of the corresponding Individual Slip if '1' is entered in the box. If so, put a tick (√) under column 16 for male, but if the person is a female, put the tick (√) under column 26 in the corresponding line.

Cols. 17 & 27 : Entry in Q. 14B of Individual Slip 'No'

154. Check if '2' is recorded in the box against Question 14B of the Individual Slip in respect of the person entered in column 2 of the Household Schedule. If so, put tick (√) under column 17 in the case of a male, but if the person is a female, put the tick (√) under column 27 in the corresponding line.

Cols. 18 & 28 : Entry in Q. 15A of Individual Slip 'C'

155. For the person entered in column 2 of the Household Schedule, check if 'C' is recorded against Question 15A of the corresponding Individual Slip and if so, put the tick (√) under column 18 if male, and if the person is a female. put the tick (√) under column 28 of the corresponding line.

Cols. 19 & 29, 20 & 30, 21 & 31 : Entry in Q. 15A of Individual Slip 'AL'/'HHI'/'OW'

156. As in the previous paragraph, check from Question 15A of the Individual Slip relating to the person entered in column 2 of the Household Schedule whether 'AL' or 'HHI' or 'OW' is entered for the person entered in column 2 of the Household Schedule. If so, a tick (√) should be put under the appropriate column 19 or 20 or 21, as the case may be, in case the person is a male and under column 29 or 30 or 31, as the case may be, if the person is a female.

Cols. 32, 33 & 34 : Entry in Q. 15A(i) to Q. 15A (iii)

157. For a person recorded in Col. 2 of the Household Schedule, check if tick mark (√) has been put in column 21 for male or in column 31 for female. If so, the entries from the corresponding Individual Slip against Question 15A(i) to Question 15A(iii) are to be copied in the Household Schedule in the corresponding line.

158. Having entered these particulars in columns 8 to 34 for all the persons enumerated in the household, you will have to strike the totals wherever applicable. You will notice that a block for giving sex-wise totals of Scheduled Castes and Scheduled Tirbes has been provided under column 10 of the Household Schedule. This block has to be filled in only if there is code '1' or '2' in column 10 for all or any member of the household. Please note that this block will not be filled in if all the members of the household do not belong to SC or ST. In such cases, the whole block should be crossed. You have to strike the total for column 10 very carefully and enter the same in this block as per instructions below :

Count the number of tick marks(√) in column 4 of Household Schedule for whom code '1' is recorded in column 10 in the corresponding line. These are male Scheduled Castes and enter the same in the block. Then count the number of tick marks (√) in column 5 of Household Schedule for whom code '1' is recorded in column 10 of the corresponding line. These are female Scheduled Castes and enter the same in the block. A similar procedure has to be adopted for recording in the block the number of males and females belonging to Scheduled Tribes. Thereafter, the total for persons has to be struck by you adding males and females.

158.1 Having struck the totals, your job in respect of this Household Schedule form is over and you should sign at the bottom left hand corner and give date also.

CHAPTER V

FILLING UP OF THE ENUMERATOR'S WORKING SHEET AND THE ENUMERATOR'S ABSTRACT

159. The specimen form of the Working Sheet for preparing the Enumerator's Abstract is given on pages 328-329. This form will be supplied to you in sufficient quantities. You will be required to use separate form(s) for Normal households, Institutional households and Houseless households. On these you will have to strike totals for Normal households, Institutional households and Houseless households separately. Thereafter, on the last page of the Sheet(s) relating to the Normal households, you will have to carry over the totals relating to Institutional households and Houseless households to strike a grand total for each of the columns of the Working Sheet except for column 2. The total for column 2 will have to be derived by counting the entries and not just totalling the figures. At the end of your revisional round, you will have all the filled in Household Schedule books comprising Normal households, Institutional households and Houseless households. For the Institutional households and Houseless households, you will have indicated 'I' and 'O' respectively at the right hand corner of the first page of the Household Schedule. You will now be required to take the Household Schedule books and fill up the Working Sheet for preparing Enumerator's Abstract The Working Sheet for preparing Enumerator's Abstract has 29 columns. You will be required to deal with Normal households, Institutional households and Houseless households in separate sheets, while filling up the Working Sheet from the entries given in the Household Schedule. Each line in the Working Sheet will contain the totals for one household.

Page No.

160. On right hand top corner of the form, you will have to indicate page number. The page number will run continuously for each type of household. That is to say, for Normal households, the page number of the Working Sheet will start from 1, for Institutional households again the page number will start from 1 and similarly for Houseless households, the page number will start from 1.

160.1. You will have to arrange your filled in Household Schedule books in ascending order of the book number. You should take up the first book and pick up a form of Working Sheet for entering the details. If you are dealing with a schedule relating to a Normal household, you should enter details in the Working Sheet relating to 'Normal household'. During the course of your work, if you come across a schedule relating to an 'Institutional household', please do not forget to pick up a fresh Working Sheet and enter relevant details in that sheet after assigning the page number and other details separately. Similarly, when you come across a 'Houseless household', please pick up a fresh Working Sheet and enter the details in that sheet.

Location Code

161. Location Code of your enumeration block should be copied from the Household Schedule and written here. This will have five elements, *viz.*, State code, District code, Tehsil/Taluka/PS/Development Block/Circle or Town code, Village or Ward code and Enumeration Block number within brackets. Location Code should be repeated on every page of the Working Sheet. You have also to write the code number of the C.D. Block in the space provided.

Number of Households by Type

162. It will be noticed that the same form is being supplied for entering details in respect of Normal/Institutional Houseless households. At the right hand top, three types of households have been indicated. You will have to score out the entry which is not applicable. For example, if you are dealing with Normal households, please score out the entries 'Institutional' and 'Houseless'. Again, if you are dealing with 'Institutional households', please score out the entries 'Normal' and 'Houseless'. Similarly, when you deal with 'Houseless households', score out 'Normal' and 'Institutional'. If you are using more than one page for a particular type of household, please do not forget to score out inapplicable types on each sheet, as indicated here.

162.1 For recording the number of households by type separately for Normal households, Institutional households and Houseless households, you will have to count the number of entries given in column 2 (Serial No. of household) of the working sheet relating to each type of household and enter the figure here. For example, for determining the number of Normal households, you will count the number of entries in column 2 of the set of working sheets dealing with Normal households and enter the figure on the first page of the set dealing with Normal households. Similar procedure will have to be followed for entering the number of Institutional households and Houseless households in the appropriate Working Sheets.

CENSUS OF
WORKING SHEET FOR PREPARING

(To be compiled from

Location code..... ..... Name of Enumerator..... Code No. of Development

Line No.	Sl. No. of house-hold	Persons	Males	Females	S.C.		S.T.		MALES					
		(Col. 2)	(Col. 4)	(Col. 5)	(Col. 10)**		(Col. 10)**		Literates	Illiterates	'Yes' in 14A	'No.' in 14A	'Yes' in 14B	'No' in 14B
					M	F	M	F	(Col. 12)	(Col. 13)	(Col. 14)	(Col. 15)	(Col. 16)	(Col. 17
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1														
2														
3														
4														
5														
6														
7														
8														
9														
0														
1														
2														
3														
4														
5														
6														
7														
8														
9														
0														
Total	@													

@Count number of entries and give total.

Checked and found correct

Signature of Circle Supervisor.....

Date.....

INDIA 1991 **Page No....**

ENUMERATOR'S ABSTRACT

Household Schedule)

Block.....

Number of households by type*

Normal .....
Institutional .....
Houseless .....

MALES						FEMALES							
Entry in Q. 15A				Litera-tes	Illite-rates	'Yes' in 14A	'No' in 14A	'Yes' in 14B	'No' in 14B	Entry in Q. 15A			
C	AL	HHI	OW							C	AL	HHI	OW
(Col. 18)	(Col. 19)	(Col. 20)	(Col. 21)	(Col. 22)	(Col. 23)	(Col. 24)	(Col. 25)	(Col. 26)	(Col. 27)	(Col. 28)	(Col. 29)	(Col. 30)	(Col. 31)
16	17	18	19	20	21	22	23	24	25	26	27	28	29

Column numbers shown within brackets refer to column numbers of Household Schedule.

*Strike out whichever is not applicable

Signature of Enumerator .....

**Columns 6-9 of the working sheet may be filled in from the figures of the block given under column 10 of Household Schedule.

Date .....

Name of Enumerator

163. This hardly calls for any explanation. You will be required to write your name here.

Col. 1 : Line No.

164. As in the Houselist form, here also, line numbers are being provided. The lines have been numbered as 1,2, 3, 4, 5, 6, 7, 8, 9, 0 and repeated likewise. The idea is to reduce your scriptory work, so that when you go to the 10th line, you put 1 at the 10th place to make the line number read as 10. Similarly, write 1 in the 10th place on the next line to read as 11 and so on. You should not change the printed line number in case you have to score out a line owing to mistakes committed in copying. The last line number will incidentally give you the total number of households of a particular type entered in the Working Sheet which should tally the total of entries in column 2 which you are required to enter at the right hand top corner of the form under 'Number of households by type', but if you have scored out any line owing to some mistakes in copying, then this tally cannot be achieved.

Col. 2 : Sl. No. of Household

165. This number will be copied from the top of the Household Schedule form you are dealing with.

Cols. 3 to 5 : Persons, Males and Females

166. In these columns, enter total of columns 2, 4 and 5 respectively as struck by you in the concerned Household Schedule:

Cols. 6 to 29 of the Working Sheet

167. The column headings are self-explanatory. Under each column, the column number of the Household Schedule has been indicated within brackets. You have merely to take the total of the relevant column of the Household Schedule and post it under the appropriate column of the working sheet in respect of a particular household.

167.1 The figures in columns 6—9 may be filled in from the figures of block given under column 10 of Household Schedule. In case the block has been crossed in the Household Schedule, dash (—) may be entered in these columns.

Total

168. A separate line has been provided for entering the total. Total for columns 3 to 29 are straight forward totals. Total for column 2 will have to be derived by counting the entries, as indicated in the foot-note.

168.1 It is expected that you will be using more than one Working Sheet for Normal households. Therefore, you will have to derive the 'totals' for all the columns pertaining to the Working Sheets of Normal households on the last page. Identify this line (i.e. total) by writing 'Normal' in column 2 meaning thereby that these totals relate to Normal households.

168.2 Having struck totals for all columns relating to Normal households, Institutional households and Houseless households separately, you have to carry over the totals relating to Institutional households and Houseless households on to the last page of the sheets pertaining to 'Normal households' and strike grand total. For doing so, please write 'Institutional' against the concerned line in column 2 of the Working Sheet and 'Houseless' against the concerned line (in column 2 of the Working Sheet) and then strike the 'grand total' and write 'Grand total' in column 2. If, however, there be no space on the last page of the working sheet(s) relating to Normal households for striking these totals, you may use a separate sheet for this purpose and attach it to the set of Working Sheets relating to Normal households.

169. A specimen of the Enumerator's Abstract form is given on the next page. The instructions are given hereafter.

INSTRUCTIONS FOR FILLING UP THE ENUMERATOR'S ABSTRACT FORM

Location Code

170. The Location Code, as noted in the Working Sheet and in all your other documents, consisting of the five elements, namely, State, District, Tehsil/Taluk/PS/Development Block/Circle or Town, Village or Ward and Enumeration Block number within brackets should be given here. You have also to write the Code No. of the C.D. Block in the space provided.

CENSUS OF INDIA 1991

ENUMERATOR'S ABSTRACT

(To be compiled from working sheet for Enumerator's Abstract)

Location Code ..... No. of normal households .....

Name of Enumerator ..... No. of institutional households .....

Total No. of occupied No. of houseless households .....

residential houses ..... Total No. of households .....

Code No. of Development Block.....

Sl. No.	Particulars	Persons	Males	Females
1	2	3	4	5
1.	Population inclusive of population shown against serial Nos. 14 & 15 (Total of cols. 3,4 & 5 of grand total line in the last page of working sheets for normal households) . .			
2.	Scheduled Caste (grand total of cols. 6 & 7) . . .			
3.	Scheduled Tribe (grand total of cols. 8 & 9)			
4.	Literate (grand total of cols. 10 & 20)			
5.	Illiterate (grand total of cols. 11 & 21)			
6.	'Yes' in 14A (grand total of cols. 12 & 22)			
7.	'No' in 14A (grand total of cols. 13 & 23)			
8.	'Yes' in 14B (grand total of cols. 14 & 24)			
9.	'No' in 14B (grand total of cols. 15 & 25)			
10.	'C' in 15A (grand total of cols. 16 & 26)			
11.	'AL' in 15A (grand total of cols. 17 & 27)			
12.	'HHI' in 15A (grand total of cols. 18 & 28) . . .			
13.	'OW' in 15A (grand total of cols. 19 & 29) . . .			
14.	Institutional population (Total of institutional line cols. 3, 4 5 in last page of working sheet for normal households) . .			
15.	Houseless population (Total of houseless line cols. 3, 4 & 5 in last page of working sheet for normal households) . .			

Checked and found correct

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

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

Note : Columns mentioned under col. 2 within brackets are columns of working sheet from which data have to be posted.

Name of Enumerator

171. You should write your name here.

Total Number of Occupied Residential Houses

172. You have merely to copy the figures noted in sub-section 'B of Section 1 of the Abridged Houselist.

Number of Normal Households

173. You will recall that you have noted the number of households by type on the right-hand top corner of the first page of the working sheets relating to Normal households. You have to take this figure for Normal households and post it here.

Number of Institutional Households

174. You will again recall that you have noted the number of households by type on the right-hand top corner of the first page of the Working Sheets relating to Institutional households. You have to take this figure for Institutional households and post it here.

Number of Houseless households

175. As in the case of number of Institutional households, you have to take the figure pertaining to Houseless households from the right-hand top corner of the Working Sheet for number of households by type and post it here.

NOTE : Please put a cross (X) against the items 'Number of Institutional households' and 'Number of Houseless households', as the case may be, if there are no such households in your enumeration block.

Total Number of households

176. On the right hand top, you have noted the number of Normal households, Institutional households and Houseless households separately. You have merely to add them up and enter the figure here.

Cols. 1 to 5

177 The next section deals with 15 items and 5 columns. The particulars are given under column 2 and the column number of the Working Sheet to which the particulars relate have been indicated within brackets in each case. For particulars noted against Sl. Nos. 1 to 13, you have to take the relevant figures of the columns indicated within brackets and post them under the appropriate columns 3, 4 and 5 of this form. The figures will be found on the last page of the Working Sheet dealing with Normal households against the line representing 'Grand total'.

Sl. No. 1 : Population inclusive of population shown against Sl. Nos. 14 and 15 of the form

178. In columns 3, 4 and 5 of the Enumerator's Abstract form, you will have to give the grand totals of columns 3, 4 and 5 as derived on the last page of the Working Sheet dealing with Normal households and where you have struck total for all entries in respect of Normal households, Institutional households and Houseless households. These figures will be inclusive of the population figures reflected under columns 3, 4 and 5 against Sl. Nos. 14 and 15 of this form.

Sl. No. 2 to 13

179. These items hardly call for any explanation. The column numbers are indicated within brackets against each. You have merely to take the appropriate figure from the line representing 'Grand total' on the last page of the Working Sheet dealing with Normal households and post the appropriate figure under columns 4 and 5, as the case may be, and derive total in column 3.

Sl. No. 14 : Institutional Population

180. On the last page of the Working Sheet dealing with Normal households, you have entered the total in respect of the Institutional households. You have to take the figures of columns 3, 4 and 5 of the line in the Working Sheet representing the 'Institutional households' and enter the same in columns 3, 4 and 5 of the Enumerator's Abstract form.

Sl. No. 15 : Houseless Population

181. Here again, you have to look to the last page of the Working Sheet dealing with Normal households and take the figures given in columns 3, 4 and 5 of the line representing Houseless households and post them in columns 3, 4 and 5 of the Enumerator's Abstract form.

Please note that the Institutional population and Houseless population indicated against Sl. Nos. 14 and 15 are included in the total population of your enumeration block shown against Sl. No. 1.

182. It is needless to add that you should check the entries carefully and after satisfying yourself that everything is in order, you should sign the filled in Working Sheets and Enumerator's Abstract form. If you have, by any chance been put incharge of more than one enumeration block, please remember that you will have to prepare separate sets of Working Sheets and Enumerator's Abstract for each of the enumeration blocks assigned to you.

183. You have now to arrange all your records which would be as follows :

(1) Notional Map,

(2) Layout Sketch,

(3) Filled in and updated Abridged Houselist which you have updated as per instructions given in paragraph 133.

(4) Filled in Household Schedule books,

(5) Filled in Individual Slip pads,

(6) Working Sheets for Enumerator's Abstract in three sets tagged together,

(7) The Enumerator's Abstract form,

(8) Filled in Post-graduate Degree Holder and Technical Personnel Schedules,

(9) Statement showing the number of Post-graduate Degree Holder and Technical Personnel Schedules received, issued, filled in scheduled collected and blank schedules returned (**Appendix XII**)

(10) Blank forms, Households Schedule books and Individual Slip pads referred to above.

(11) Blank Post-graduate Degree Holder and Technical Personnel Schedules.

184. You are now required to hand over all the documents with an inventory which should contain the Book Nos. of Household Schedules and Pad Nos. of Individual Slips to your Supervisor. Having done so, you have completed your job in so far as the 1991 Census operation is concerned and you can reasonably take pride in having performed a national task well.

APPENDICES

'9 2-L/J (D) 510 DCO Haryana—22 (a)

Name of Block/Mandi Tehsil: AMBALA

Name of District: AMBALA — Code No. 01

Name of Town/Tehsil/Taluka/P.S./Qtr./Circle etc: AMBALA — Code No. 03

Name of City/Town: AMBALA CANTT. — Code No. VIII

Name or No. of Village/Mohalla/Hamlet: 3 — Code No. 03

Enumerator's Block No.: 17

Name of Dev. Block: _____ Code No: _____

संकेत :
REFERENCES

Block Boundary

Pucca House (with No.)
निवासीय
Residential
अन्य निवासीय
Non-residential

Kutcha House (with No.)
निवासीय
Residential
अन्य निवासीय
Non-residential

Pucca Road

Kutcha Road

Common way

Railway Line
(i) Broad Gauge
(ii) Meter Gauge

Nala

River

Canal

Pond

Well, Water Tap

Temple, Mosque, Church etc

School, Dispensary, Panchayat Ghar, Post Office etc. — S D P PO

NOTE : (i) Please write the names of prominent roads, streets and Mohallas etc. in the Block. Also indicate the names of institutions like Temples, Schools, Dispensaries, Panchayat Ghars, Post Offices etc.

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

Name of Enumerator: _____

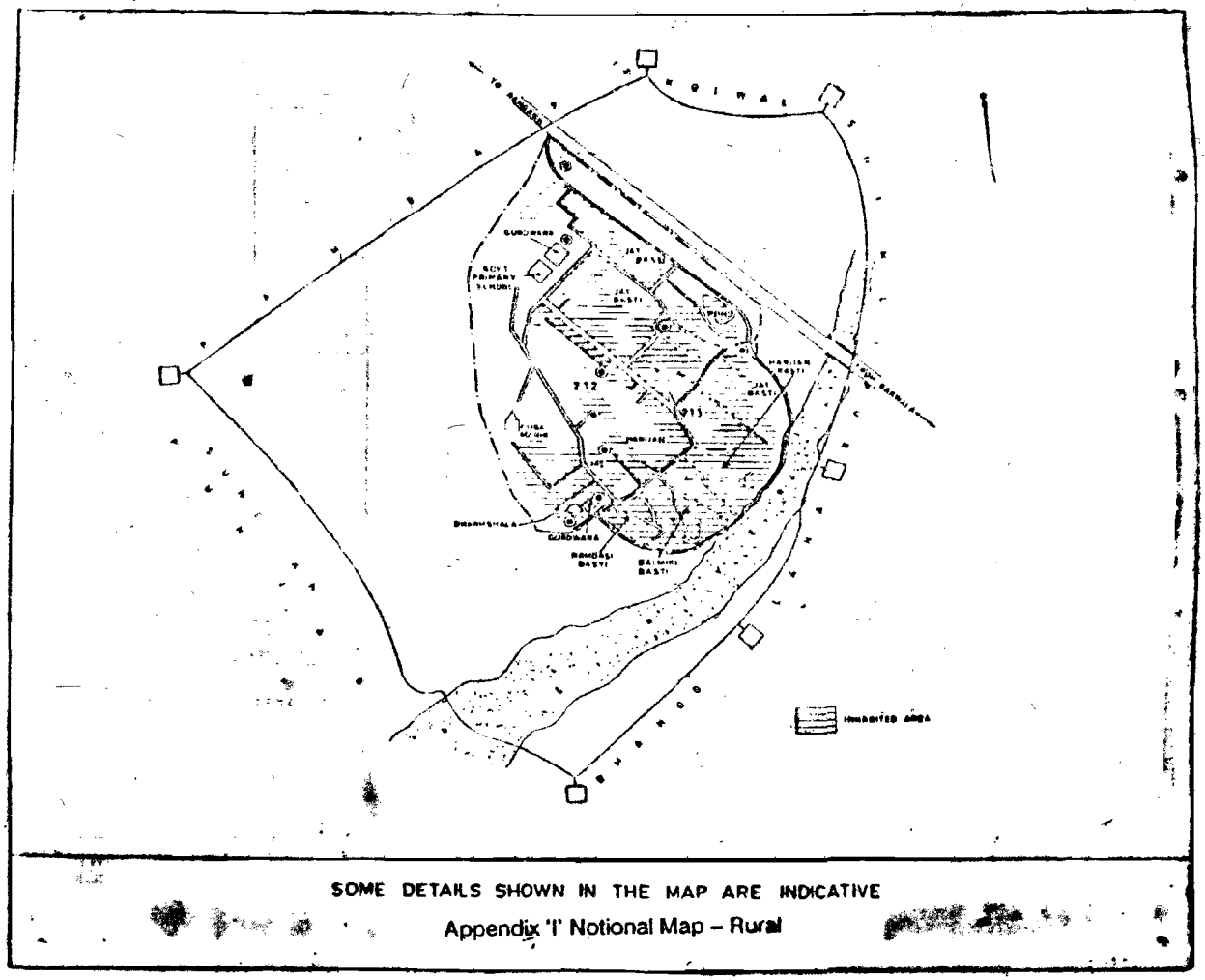
Signature: _____

Signature of Supervisor: _____

APPENDIX I

राष्ट्रीय मानचित्र/गणना खण्ड का मानचित्र
National Map/Census Sketch of Enumeration Block

भारत की जनगणना 1991
CENSUS OF INDIA 1991



SOME DETAILS SHOWN IN THE MAP ARE INDICATIVE

Appendix 'I' Notional Map – Rural

APPENDIX II

राज्य का नाम
Name of State/Union Territory HARYANA

जिले का नाम — कोड सं.
Name of District AMBALA — Code No. 01

तहसील/उपतहसील/सैनिक छावनी
निकाय नगर/अधिसूचित क्षेत्रों का नाम — कोड सं.
Name of Tehsil/Taluk/Sub-Tehsil/Town
Cantt./Civil Lines etc. KALKA — Code No. 01

गाँव/नगर का नाम — कोड सं.
Name of Village/Town MANKA — Code No. 166

वार्ड/मोहल्ला/सैक्टर का नाम या नम्बर — कोड सं.
Name or No. of Ward/Mohalla/Hamlet — Code No.

गणक के ब्लाक का नम्बर
Enumerator's Block No. 212

विकास खंड का नाम — कोड सं.
Name of Dev. Block — Code No.

संकेत :
REFERENCES :

- भारत की सीमा — Block Boundary
- पक्का मकान (मकान संख्या) — Pucca House (with No.)
  - रिहायशी — Residential — 12
  - गैर रिहायशी — Non-residential — 21
- कच्चा मकान (मकान संख्या) — Kutcha House (with No.)
  - रिहायशी — Residential — 3
  - गैर रिहायशी — Non-residential — 4
- पक्की सड़क — Pucca Road
- कच्ची सड़क — Kutcha Road
- आम रास्ता — Common way
- रेलवे लाइन — Railway Line
  - (i) बड़ी लाइन — Broad Gauge
  - (ii) छोटी लाइन — Meter Gauge
- नदी — River
- नहर — Canal
- तालाब — Pond
- कुआं, पानी का नल — Well, Water Tap
- मंदिर, मस्जिद, चर्च आदि — Temple, Mosque, Church etc. — S D P PO
- स्कूल, डिस्पेंसरी, पंचायत घर, डाकघर आदि — School, Dispensary, Panchayat Ghar, Post Office etc.

टिप्पणी : (i) कृपया ब्लाक में मुख्य सड़कों, गलियों और मोहल्लों आदि के नाम लिखें। मंदिर, स्कूल, डिस्पेंसरी, पंचायत घर डाकघर आदि संस्थाओं के नाम भी लिखें।
NOTE : Please write the names of prominent roads, streets and Mohallas etc. in the Block. Also indicate the names of institutions like Temples, Schools, Dispensaries, Panchayat Ghars, Post Offices etc.

(ii) कृपया उस दिशा को तीर के चिह्न से दिखाइए जिस ओर से ब्लाक में नम्बर दिये गए हैं।
Please indicate by an arrow the direction in which the numbering has been done in the Block

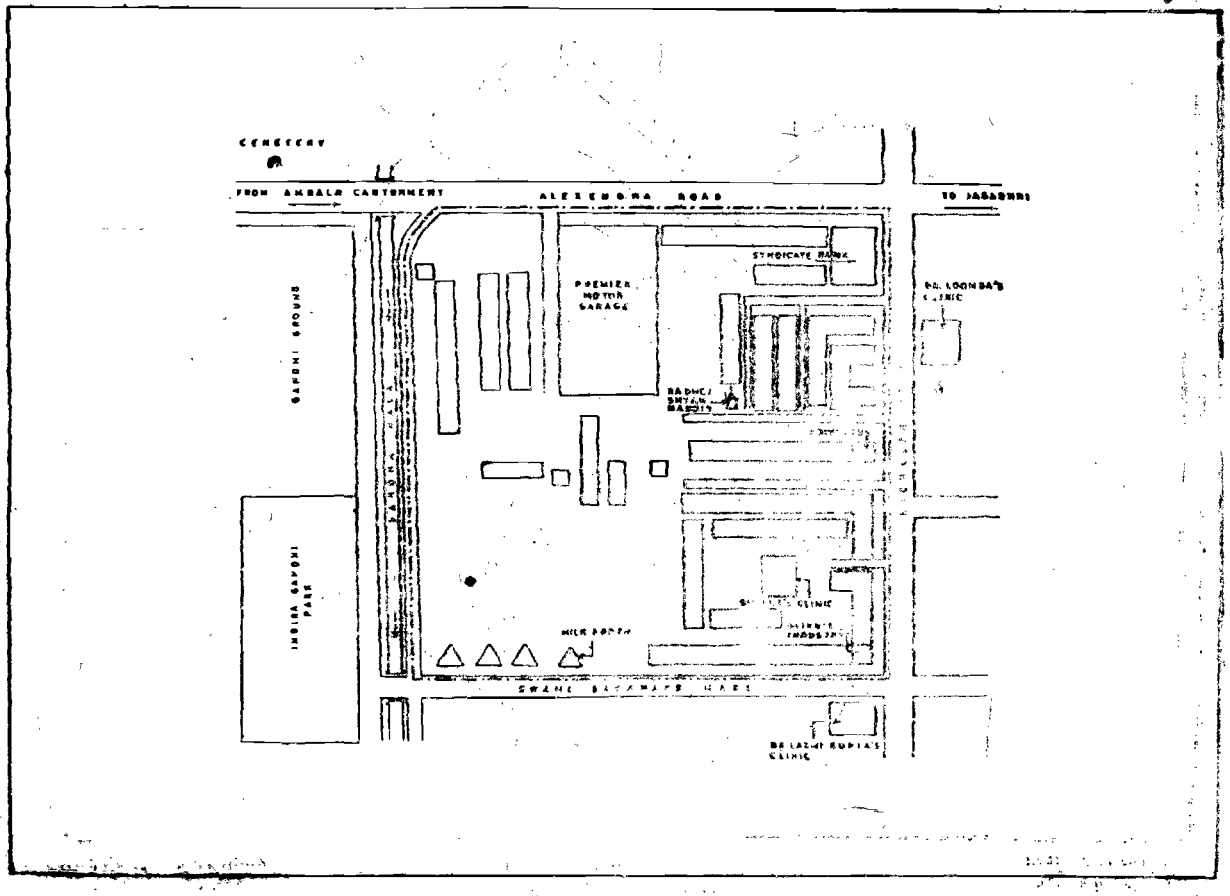
गणक का नाम
Name of Enumerator

हस्ताक्षर
Signature

सुपरवाइजर के हस्ताक्षर
Signature of Supervisor

नगरक के ब्लाक का स्थानी नक्शा/खाका
Notional Map/Layout Sketch of Enumerator's Block

भारत की जनगणना 1991
CENSUS OF INDIA 1991



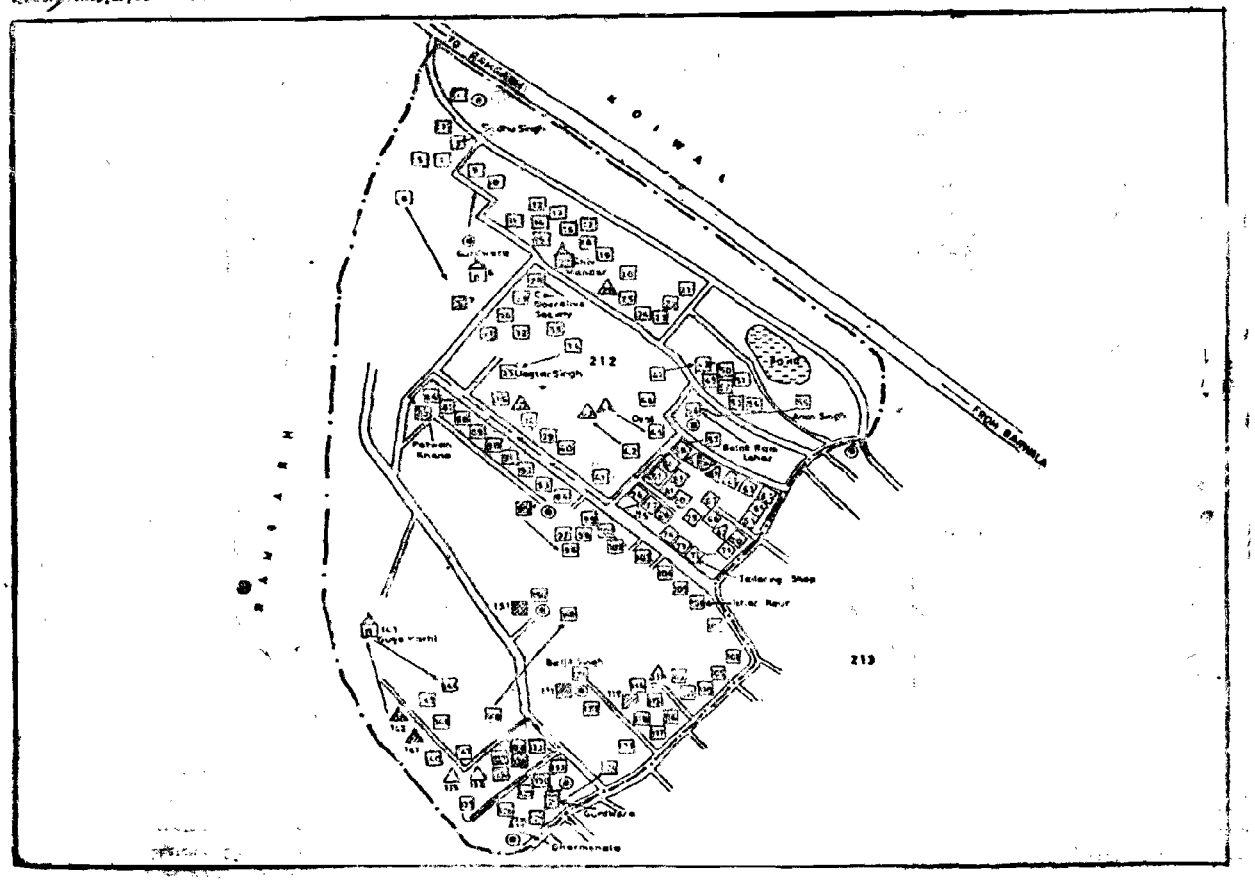
SOME DETAILS SHOWN IN THE MAP ARE INDICATIVE

Appendix 'II' Notional Map – Urban

APPENDIX III

भारत की जनगणना 1991
CENSUS OF INDIA 1991

गणक के खण्ड का स्थानी नक्शा/खाका
Rough Map/Layout Sketch of Enumerator's Block



SOME DETAILS SHOWN IN THE MAP ARE INDICATIVE

Appendix 'III' Layout Sketch – Rural

APPENDIX IV

Name of State/Union Territory HARYANA

Name of District AMBALA Code No. 01

Name of Tehsil/Taluka/P.S./Div. Block/Cycle etc AMBALA Code No. 02

Name of Village/Town AMBALA SADAR Code No. vm

Name or No. of Ward/Mohalla/Hamlet 3 Code No. 03

Enumerator's Block No 13

Name of Dev. Block Code No.

संकेत :
REFERENCES

Block Boundary

Pucca House (with No.)
- Residential
- Non-residential

Kutcha House (with No.)
- Residential
- Non-residential

Pucca Road

Kutcha Road

Common way

Railway Line
- (i) Broad Gauge
- (ii) Metre Gauge

River

Canal

Pond

Well, Water Tap

Temple, Mosque, Church etc

School, Dispensary, Panchayat Ghar, Post Office etc

NOTE : (i) Please write the names of prominent roads, streets and Mohallas etc. in the Block. Also indicate the names of institutions like Temples, Schools, Dispensaries, Panchayat Ghars, Post Offices etc.

(ii) Please indicate by an arrow the direction in which the numbering has been done in the Block

Name of Enumerator

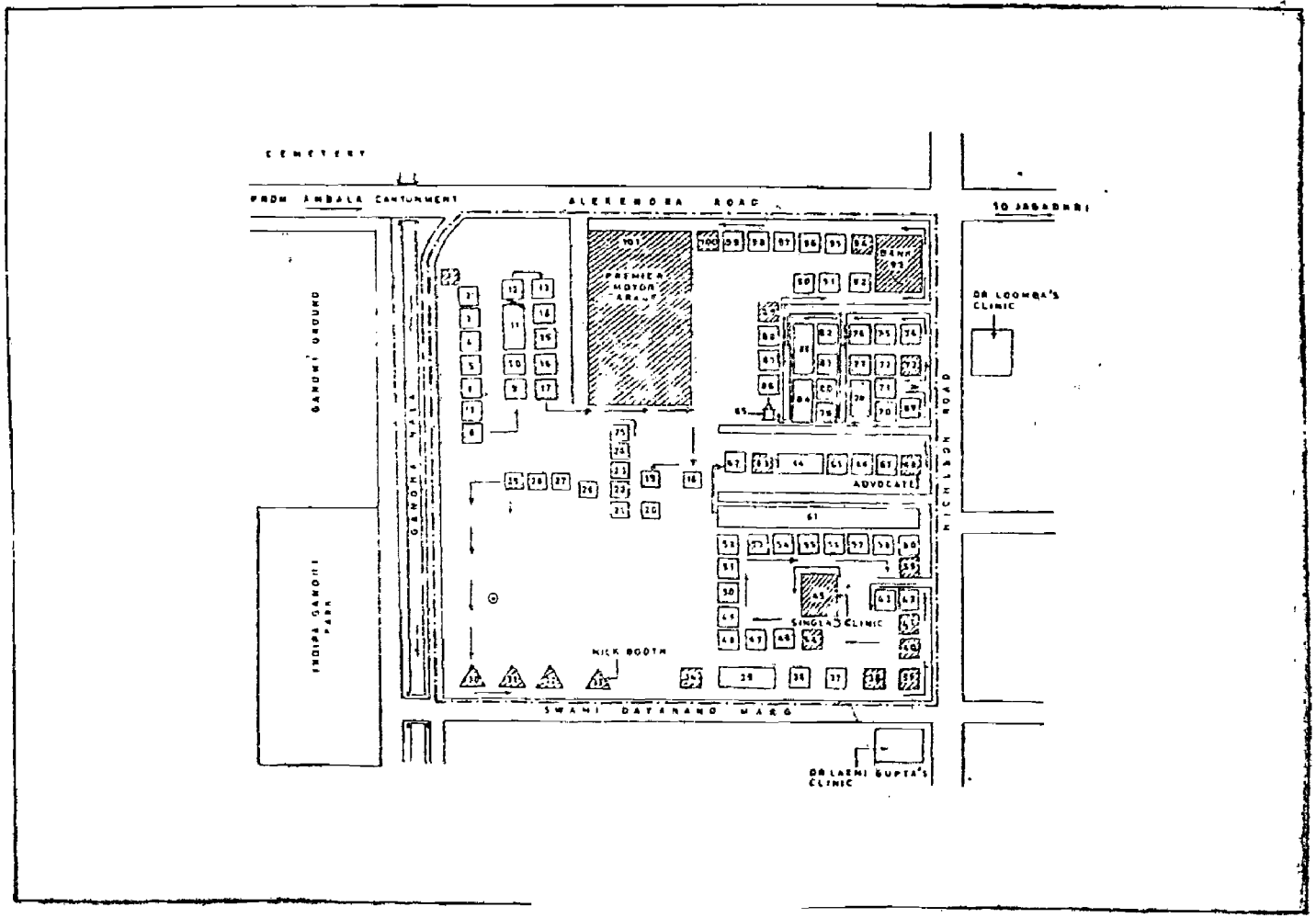
Signature

Signature of Supervisor

नमूना मानचित्र/लेआउट स्केच
National Map/Layout Sketch of Enumerator's Block

भारत की जनगणना 1991
CENSUS OF INDIA 1991

मकान सूचीकरण/गणना
Houselisting/Enumeration



SOME DETAILS SHOWN IN THE MAP ARE INDICATIVE

Appendix 'IV' Layout Sketch – Urban

APPENDIX V

INSTRUCTIONS TO ENUMERATORS FOR UPDATING SECTION 2, FILLING UP OF SECTION 3 AND FILLING UP OF SECTION 1 OF THE ABRIDGED HOUSELIST

Introduction

As in the 1981 Census, an Abridged Houselist will have to be prepared at the 1991 Census also. The Abridged Houselist establishes an essential link between the Houselist and the population enumeration. It will serve as a frame for assigning household serial number to each household in an enumeration block, as will be seen later, and it will also serve as a frame for post-enumeration surveys and other surveys which may be taken up in the future. The Abridged Houselist will be prepared separately for each enumeration block. It is an important document and you must fill it up carefully after reading these instructions given in the notes to the Abridged Houselist form itself. A copy of the Abridged Houselist form comprising Section 1, 2 and 3 is enclosed (**Annexe I**).

2. You will be given one copy of the Abridged Houselist form for your block by your Supervisor, You will notice that identification particulars and Section 2 of the form are already filled in (**Annexe II**). At the beginning will be given the identification particulars and location code of your block. Section 2 contanis essentially a list of all census houses and households in your block copied from the Houselist. This list has to be updated by you as at the enumeration, because some changes might have taken place in your block since the houselisting operations. Some of the census houses which existed at the time of houselisting, might have been demolished and new census houses might have come up. Again, some of the households might have moved out and some new households might have moved in. All these will have to be taken care of by you in updating the Abridged Houselist. The new census houses and households will have to be listed by you in Section 3. Section 1 will be filled up at the end of the enumeration.

3. While going around your block for enumeration, you will have to check whether each census house and household listed in Section 2 of the Abridged Houselist is actually there. At the same time, you will also have to look for new census houses and new households which are not listed in Section 2. It is also possible that some of the census houses or households in Section 2 are still there but their particulars might have changed.

4. The following situations may arise :

(i) A household listed in Section 2 might have moved out leaving the census house or part occupied by it vacant

(ii) A building of census house listed in Section 2 might no longer exist,

(iii) A household listed in Section 2 might have moved out and a new household might have moved in, in its place

(iv) The fully residential, partly residential or non-residential use of a census house listed in Section 2 might have changed,

(v) The head of a household listed in Section 2 might have changed,

(vi) A new household might have moved into a vacant or non-residential census house,

(vii) A new building which is not listed in Section 2 might have come up.

(viii) A new census house might have come up in a building already listed in Section 2,

(ix) A new household might have moved into or split in an already occupied residential house.

5. In case of situations (i) and (ii), the relevant entries in Section 2 will have to be deleted, in case of (iii), (iv), (v) and (vi) the entries in Section 2 will have to be suitably amended and in case of (vii), (viii) and (ix), Section 3 will have to be filled. The instructions for deleting or amending entries in Section 2 or for filling up Section 3 in each of these situations are given below

Instructions for Recording Changes in Section 2

6. In the case of the first six situations mentioned in paragraph 4 above, necessary changes or corrections will have to be made in Section 2 as follows :

(i) If a household appearing in section 2 has moved out leaving the census house or part occupied by it vacant then the entries in columns 5 to 8 relating to the household have to be deleted. In column 8 write in such cases "Household left". *Plase note that when any census house or household is deleted in Section 2, the serial number in column 1, house number, household number or the serial number of household in column 7 of subsequent houses and households should not be changed*

(ii) If you find that a building or census house appearing in Section 2 no longer exists, all the lines relating to the building or census house will have to be deleted. In this case also, the subsequent serial numbers in columns 1 and 7 need not be changed.

(iii) If a household listed in Section 2 has moved out and another household has moved in its place, the name of the head of household in column 6 will be changed in Section 2. Indicate this reason for the change in column 8.

(iv) If the use to which a census house is put has changed, the entry in column 4 for that census house in Section 2 will have to be scored out and the current use entered.

Such a change in use of the house might be coupled with a household leaving or a household moving into the census house. For example, where a partly or fully residential house is now used for *purely* non-residential purposes, not only the entries in column 4 should be scored out and the current use of the house should be recorded, but the entries from columns 5 to 8 should also be deleted as the household living in it earlier would have moved out. If more than one household was recorded in that census house, all the entries in subsequent lines relating to such households should also be deleted.

However, in cases where the census house has remained non-residential but only the use has changed the entry in column 4 will have to be scored out and a fresh entry made to indicate the new use. Where a non-residential house has become a partly or fully residential house, one or more households might have moved into the census house. In this case, first the entries in Section 2 will be scored out and the current use should be recorded in column 8 for cross reference since particulars of the new household(s) which might have moved in would be entered in Section 3 in columns 1 to 8. In such cases please quote serial number of the entry in Section 3 in column 8 of Section 2.

Other changes in use of a census house from partly residential to fully residential or from fully residential to partly residential may or may not involve household(s) moving in or household(s) moving out. If movement of households is involved, such movement should be treated in the manner described above.

(v) If the head of a household has changed, the entry in column 6 (name of head of household) in Section 2 should be scored out and the name of current head of household should be entered.

(vi) If a new household has moved into a vacant house, then the entries in all columns of Section 2 have to be scored out and fresh entries made in Section 3. Reason for scoring out should be given in column 8. If more than one new household has moved into such census house, then all the households have to be entered in Section 3. In this case also for cross reference please quote serial number of entry in Section 3 in column 8 of Section 2.

7. *Please note that the reason for any change that you may make in Section 2 must be given in column 8 as illustrated above.*

Instructions for Filling up Section 3

8. The columns of Section 3 and Section 2 are identical. The serial number in column 1 should run for Sections 2 and 3 continuously, *i.e.*, the first serial number entered in Section 3 will be in continuation of the last serial number in Section 2.

9. Before you enter a new building or census house in Section 3, please recall the definition of census house. The manner in which new buildings, new census houses or new households have to be numbered has already been indicated to you. It must be remembered that a new building will be numbered on the basis of the number which the previous building has. For example, a new building which has come up recently between building Nos. 45 and 46. will be numbered as 45/1, etc. Similarly, new census houses will have to be numbered by use of brackets. If in building No. 43, there was previously one census house but now there are two, these will have to be numbered as 43(1) and 43(2). For new households, you will have to number them by use of alphabets within brackets such as 43(1)(a),43 (1)(b), etc. *It is important to note that new non-residential houses must also be entered in Section* 3.

10. Section 3 will have to be filled up when you come across the situations mentioned in sub-paras vii, viii and ix of para 4. There are cases where a new building which is not listed in Section 2 has come up, or a new census house might have come up in a building already listed in Section 2, or a new household might have moved into an already occupied residential house.

11. If you come across a new building which is not listed in Section 2, you must give it an appropriate building number (Please see paragraphs 8 and 9) and enter this building number in column 2. If there is only one census house in this new building, you must obviously enter the same number again in column 3, because in such a case the building number and the census house number are the same. If there are two or more census houses in this building, then you will have to give these appropriate census house numbers (Please see paragraph 9) and enter these in different lines in column 3. Having filled columns 1, 2 and 3, you must now record the use or uses to which this new building and the census house or houses in it is or are being put. Obviously if there is more than one census house, you must record the use to which each one of these is being put in column 4 in the appropriate line. If the use is completely non-residential, then no further details need be entered in columns 5, 6 and 7 and you must only write dash (—) in these columns.

12. The new building or the census houses in it may be occupied by a household or more than one household. If there is a household or more than one, you must give the household or households a household number (Please see paragraphs 9 and 10) and enter this number in the appropriate line in column 5. Please note that if there is an entry in column 4 like "workshop-*cum*-residence", "residence", *etc.*, then there must be an entry in column 5. In all such cases, columns 6 and 7 must also be completed.

13. In case of a new census house in a building already listed in Section 2, enter census house number in column 3. Please note that if the building in Section 2 had only one census house, its census house number will now have to be changed. For example, if building number 43, had one census house only in Section 2 numbered as 43, and if you now find another census house in this building, the census house number in Section 2 will have to be changed as 43(1) and the new census house in Section 3 will be entered with number 43(2). It should, however, be noted that if a new household has moved into a census house already listed in Section 2, the census house number should not be repeated in column 3 of Section 3. You need only to fill columns 5 and 6 of Section 3 and put dashes (- -) in columns 2, 3 and 4. Where more than one line relating to the same building or census house has to be filled, the building number or census house number should be entered only in the first line and in subsequent lines, write only dash(—).

14. In column 4, the use of the census house should be recorded only for new census houses. For such census houses, the description of the purpose for which the census house is used, should be enquired and recorded in full, e.g., residence, workshop-cum-residence, shop-*cum*-residence, *etc.* This will be recorded only in the first line used for the census house against the census house number. If more than one line is used for the new census house, because there are more than one household, put dash (—) in column 4 in the second and subsequent lines.

15. In column 5, the household number will be recorded for each new household. For a new census house listed in Section 3, the households residing in it will be listed in each line starting from the first line. If the census house is non-residential, write dash(—) in this column. Please note that where a new household has moved into a census house already listed in Section 2 with only one household residing in it, the number of the household listed in Section 2 will have to be changed. For example, if census house number 45 had only one household residing in it and listed as number 45 in Section 2 and you now find more than one household in that census house, then you will have to change the number of the household in Section 2 to 45(a). The new households will be entered in Section 3 and numbered as 45(b), 45(c), *etc.*, but there will be no entries in columns 2, 3 and 4, *i.e.*, building number, census house number and use to which census house is put, relating to households 45(b) and 45(c). You should put dash (—) in columns 2, 3 and 4 and record new household in column 8 for these households.

16. In column 6, against a household number in column 5, write the name of head of household. If in column 5 there is dash(—) *i.e.*, if the use of the census house is solely non-residential, repeat the dash (—) in column 6 also.

17. The serial number of household in column 7 should run continuously for the enumeration block. This means in Section 3, every household should be given a serial number *in continuation of the serial number* of the households in Section 2 (column 7).

18. You may remember that during houselisting, only those households which lived in census houses were listed. There are many households which live on pavements, etc. and do not live in census houses. These are Houseless households. Such Houseless households will be noticed by you when you go around your enumeration block. You must enumerate the Houseless Households as you would have been told, on the last day of the enumeration period *i.e.*, on the February 28, 1991, and this enumeration will be done late in the evening when these Houseless households settle down for the night. Every such household will have to be entered serially in Section 3 of the Abridged Houselist after all the census houses have been covered. For these households only dash (—) will be entered in columns 2 to 4 and 'O' in column 5. The serial number in columns 1 and 7 will run continuously as mentioned earlier for these households also. The serial number of the household for these Houseless households will have a prefix 'O', separated by a dash(—). Examples of how these numbers will be wtitten are given at the end (**Annexe III**).

Instructions for Filling up Section 1

19. Section 1 relating to the population of the Enumerator's Block will have to be filled in by you at the end of the enumeration. After you have completed your Enumerator's Abstract, you must enter the figures of population, number of occupied residential houses and number of households against Parts A, B and C in Section 1. The instructions to fill in Parts A, B and C of Section 1 are described below.

20. Part A of Section 1 (Population of Enumerator's Block) will be copied from the Enumerator's Abstract which you will prepare after the revisional round has been completed in your enumeration block and totals struck. For filling up Part B of Section 1 (number of occupied residential houses) you will have to count the entries in column 3 (Census House No.) of both sections 2 and 3 of the Abridged Houselist. It should be noted that in column 3 of the Abridged Houselist in Section 2 and 3, not only residential houses, but non-residential houses would also have been entered. Therefore, in order to ascertain the number of occupied residential houses, you will have to check the entry in column 3 of Sections 2 and 3 with the corresponding entry in column 4 of the Abridged Houselist. A census house entered in column 3 will qualify to be counted as an occupied residential house, if there is a corresponding entry of either 'wholly residential' or 'partly residential' in column 4. For example, if Census House No. 7(1) in column 3 is described as 'residence' in column 4, it will be reckoned as an occupied residential house. Similarly, if Census House No. 9 in column 3 is shown as workshop-*cum*-residence in the corresponding column 4, it will also be reckoned as an occupied residential house. On the other hand, if Census House No. 7(1) is shown as 'office' in column 4 and Census House No. 7(2) is shown as 'factory' in column 4 of either Section 2 or 3 of the Abridged Houselist, neither of these will qualify to be reckoned as an occupied residential house. It must be noted that census houses entered

in column 3 against which the corresponding entries are 'vacant' in column 4, should not be reckoned as occupied residential houses. Normally, for every occupied residential house, there will be corresponding entries in column 5 (Household No.), column 6 (Name of the Head of the Household) and column 7 (Sl. No. of the Household), except in cases where the occupants of a residential house have gone on a temporary journey/pilgrimage which fact will be noted in the Remarks column. In such a case the entry in column 4 will doubtless be shown as 'residence'. Please note that if a residential census house has been entered more than once in column 3 through oversight it should not be counted more than once because it will inflate the number of occupied residential houses.

21. Part C of Section 1 of the Abridged Houselist (Number of households), will have to be ascertained by couting entries in column 5 in Section 2 and 3 which should be easy. The entries could be, say 1 or 1 (1) or 1 (a) 1 (1) (a) in column 5, depending on whether the household lives by itself in a house which is also a building or lives in a building which has more than one census house or is sharing the building with one or more households or sharing the census house with one more census households respectively. Needless to say, there will be a corresponding entry in column 6 (Name of the Head of the Household) and column 7 (Sl. No. of the Household) for all such households. You should count the number for your block and write the figure in Part C of Section 1.

General

22. Before you hand over the completed Abridged Houselist, you must ensure that all the sections have been completed.

ANNEXE I

CENSUS OF INDIA 1991

ABRIDGED HOUSELIST

Identification particulars

Name of State/Union Territory .....Code No..... Name of Village/Town.....Code No.....

Name of District.....Code No..... Name or No. of Ward/Mohalla/Hamlet .....Code No.....

Code No. of C.D. Block .....

Name of Tehsil/Taluka/P.S./Dev. Block/Circle etc. .....Code No..... Enumerator's Block No .....

(To be filled only on completion of census enumeration)

SECTION : 1 (A) Population of Enumerator's Block.....(B) Number of occupied residential houses..... (C) Number of households .....

SECTION : 2 : Houselist particulars : (To be initially copied from the original houselist)

Sl. No.	Building No.	Census House No.	Purpose for which Census House is used	Household No.	Name of the Head of the Household	Sl. No. of the Household	Remarks
1	2	3	4	5	6	7	8

SECTION : 2 *Contd.* Location Code..... Page No.....

Sl. No.	Building No.	Census House No.	Purpose for which Census House is used	Household No.	Name of the Head of the Household	Sl. No. of the Household	Remarks
1	2	3	4	5	6	7	8

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SECTION : 2 *Concld.*

Location Code .....

Page No .

Sl. No.	Building No.	Census House No.	Purpose for which Census House is used	Household No.	Name of the Head of the Household	Sl. No. of the Household	Remarks
1	2	3	4	5	6	7	8

Dated Signature of

Charge Office Clerk .....

Checked and found correct

Charge Officer .....

Dated Signature of

Enumerator .....

ANNEXE I

CENSUS OF INDIA 1991

ABRIDGED HOUSELIST

Identification particulars

Name of State/Union Territory ..... Code No. ..... Name of Village/Town ..... Code No. .....

Name of District ..... Code No. ..... Name or No. of Ward/Mohalla/Hamlet ..... Code No. .....
Code No. of C.D. Block .....

Name of Tehsil/Taluka/P.S./Dev. Block/Circle etc. ..... Code No. ..... Enumerator's Block No. .....

SECTION : 3 Addenda to Section 2 : (To record census house/households not covered in Section 2 but found by census enumerator during enumeration)

Sl. No.	Building No.	Census House No.	Purpose for which Census House is used	Household No.	Name of the Head of the Household	Sl. No. of the Household	Remarks
1	2	3	4	5	6	7	8

SECTION : 3 *Concld.* Location Code ..... Page No.....

Sl. No.	Building No.	Census House No.	Purpose for which Census House is used	Household No.	Name of the Head of the Household	Sl. No. of the Household	Remarks
1	2	3	4	5	6	7	8

Checked and found correct Dated Signature of

Supervisor ..... Enumerator .....

92:L/J(D)510DCOHaryana—23

ANNEXE II

CENSUS OF INDIA 1991

ABRIDGED HOUSELIST

Identification particulars

Name of State/Union Territory ....BIHAR.... Code No. 5 ..... Name of Village/Town ....HAZARIBAG..... Code No. ....XI.....

Name of District ....HAZARIBAG.... Code No. ....34 Name or No. of Ward/Mohalla/Hamlet ..... Code No. ....4.....

Code No. of C.D. Block .....

Name of Tehsil/Taluka/P.S./Dev. Block/Circle etc. ..... Code No. ..... Enumerator's Block No. ..... 120 .....

SECTION : 1: (To be filled only on completion of census enumeration)

(A) Population of Enumerator's Block ..... (B) Number of occupied residential houses ..... (C) Number of households .....

SECTION : 2: Houselist particulars : (To be initially copied from the original houselist)

Sl. No.	Building No.	Census House No.	Purpose for which Census House is used	Household No.	Name of the Head of the Household	Sl No. of the Household	Remarks
1	2	3	4	5	6	7	8
1.	182	182(1)	Residence	182(1)(a)	Bisheshar	1	
2.	—	—	—	182(1) (b)	Ghanshyam	2	
3.	—	182(2)	Residence-cum-workshop	182(2)	Ramsaran	3	
4.	183	183	Vacant	—	—	—	Incomplete construction
5.	184	184(1)	Shop-cum-workshop-cum-residence	184(1)	Abdul Kadar	4	
6.	—	184(2)	Laundry	—	—	—	
7.	185	185(1)	Doctor's clinic-Allopathic	—	—	—	
8.	—	185(2)	Book binding workshop	—	—	—	
9.	—	185(3)	Book Shop	—	—	—	
10.	186	186	Shop-cum-residence	186	Bishandayal	5	
11.	187	187	Shop-cum-workshop-cum-residence	187	Kishenlal	6	

12.	188	188	School-cum-residence	188	Shivcharan	7	
13.	189	189(1)	Community centre	—	—	—	
14.	—	189(2)	Business house	—	—	—	
15.	190	190(1)	Shop-cum-residence	190(1)	Govind Singh	8	
16.	—	190(2)	Baithak	—	—	—	
17	191	191(1)	Workshop-cum-residence.	191(1)	Ramvati	9	
18	—	191(2)	Cattle shed	—	—	—	
19	192	192(1)	Residence	192(1)	Chand Ram	10	
20.	—	192(2)	Cattle shed-rearing for sale of milk	—	—	—	
21.	193	193	Residence	193(a)	Smt. Devika	11	
22.	—	—	—	193(b)	Sri Harish Chandra	12	
23.	194	194(1)	Workshop-cum-residence	194(1)	Hari Ram	13	
24.	—	194(2)	Workshop	—	—	—	
25	195	195	Residence	195	Dukhiram	14	

Dated Signature of

Charge Office Clerk.....Sd/-.....

Checked and found correct

Charge Officer .....Sd/-.....

Dated Signature of

Enumerator .....Sd/-.....

ANNEXE III

CENSUS OF INDIA 1991

ABRIDGED HOUSELIST

Identification particulars

Name of State .....BIHAR.....Code No ....5..... Name of Village/Town.....HAZARIBAGH.....Code No..XI..

Name of District .....HAZARIBAGH .....Code No ....34..... Name or No. of Ward.....Code No. .. 4

Code No. of C.D. Block .....—.....

Name of Tehsil/Taluka/P.S./Dev. Block/Circle etc. —.. Code No .....—..... Enumerator's Block No. .....120.....

SECTION : 1 : (To be filled only on completion of census enumeration)

(A) Population of Enumerator's Block..... 104 .....(B) Number of occupied residential houses.....13..... (C) Number of households.....19 ....

SECTION : 2 : Houselist particulars : (To be initially copied from the original houselist)

Sl. No.	Building No.	Census House No.	Purpose for which Census House is used	Household No.	Name of the Head of the Household	Sl. No. of the Household	Remarks
1	2	3	4	5	6	7	8
1.	182	182(1)	Residence	182(1)(a)	Bisheshar	1	
2.	—	—	—	182(1)(b)	Ghashyam	2	Household left
3.	—	182(2)	Residence-cum-workshop	182(2)	Ramsaran	3	
4.	183	183	Vacant	—	—	—	Incomplete construction since completed and occupied. See Sl. 26 & 27 in Sec. 3.
5.	184	184(1)	Shop-cum-workshop-cum-residence	184(1)	Abdul Kadar	4	
6.	—	184(2)	Laundry	—	—	—	
7.	185	185(1)	Doctor's clinic-Allopathic	—	—	—	
8.	—	185(2)	Book binding workshop	—	—	—	
9.	—	185(3)	Book Shop	—	—	—	
10.	186	186	Shop-cum-residence	186	Bishandayal	5	
11.	187	187	Shop-cum-workshop-cum-residence	187	Kishenlal	6	

12.	188	188	School-cum-residence	188	Shivcharan	7	
13.	189	189(1)	Community centre	—	—	—	
14.	—	189(2)	Business house	—	—	—	
15.	190	190(1)	Shop-cum-residence	190(1)	Govind Singh	8	
16.	—	190(2)	—	—	—	—	Use changed See Sl. 29 in Sec. 3.
17.	191	191(1)	Workshop-cum-residence	191(1)	Ramvati	9	
18.	—	191(2)	Cattle shed Shop	—	—	—	Use has changed.
19.	192	192(1)	Residence	192(1)	Chand Ram	10	
20.	—	192(2)	Cattleshed-rearing for sale of milk	—	—	—	
21.	193	193	Tea shop	193(a)	Smt. Devika	—	Use has changed and household left.
22.	—	—	—	193(b)	Sri Harishchandra	—	
23.	194	194(1)	—	194(1) 194(1)(a)	Hari Ram	13	Use has changed and another household moved in. See Sl. 30.
24.	—	194(2)	Workshop	—	—		
25.	195	195	Residence	195	Dukhiram	14	Household temporarily gone on pilgrimage

Dated Signature of Charge Office Clerk.....Sd/- .....

Checked and found correct Charge Officer .....Sd/- .....

Dated Signature of Enumerator .....Sd/-.....

ANNEXE III

CENSUS OF INDIA 1991

ABRIDGED HOUSELIST

Identification particulars

Name of State.....BIHAR.....Code No.....5.....Name of Village/Town.....HAZARIBAGH.....Code No...XI..

Name of District.....HAZARIBAGH.....Code No.....34.....Name or No. of ward.....Code No.....4

Code No. of C.D. Block.....

Name of Tehsil/Taluka/P.S./Dev. Block/Circle etc.....Code No.....Enumerator's Block No..... 120 .....

SECTION : 1 : (To be filled only on completion of census enumeration)

(A) Population of Enumerator's Block.....104.....(B) Number of occupied residential houses .....13.....(C) Number of households .....19....

SECTION : 2 : Houselist particulars : (To be intially copied from the original houselist)

Sl. No.	Building No.	Census House No.	Purpose for which Census House is used	Household No.	Name of the Head of the Household	Sl. No. of the Household	Remarks
1	2	3	4	5	6	7	8
26.	183	183	Residence	183(a)	Deosharan	15	New Household
27.	—	—	—	183(b)	Shivsharan	16	New household
28.	185/1	185/1	Doctor's clinic-homeopathic	—	—	—	New house
29.	—	190(2)	Baithak-cum-residence	190(2)	Kishen Singh	17	New household
30.	—	—	—	194(1)(b)	Kishan Ram	18	New household
31.	—	—	—	0	Ramlal	0—19	Houseless household
32.	—	—	—	0	Lakhmania	0 —20	Houseless household
33.	—	—	—	0	Basmatia	0—21	Houseless household
34.	—	—	—	0	Kedar Singh	0—22	Houseless household

Checked and found correct
Supervisor.....Sd/.....

Dated Signature of
Enumerator.....Sd/.....

APPENDIX VI

LIST OF A FEW TYPICAL INDUSTRIES THAT CAN BE CONDUCTED ON A HOUSEHOLD INDUSTRY BASIS

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 cashewnuts; 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 Textile Cotton but pertaining to the material concerned.

Textile Miscellaneous

Making of durries, carpets, hosiery, embroidery work; lace garland making; manufacture of chrochet headgear; making of newar, bed covers, (curtains, pillow, pillow cases, *etc.*); making of mattress, quilt (*rezai*), *etc.*; making of namda felt, coconut fibre for upholstery; making of brushes, brooms, *etc.*, from coconut fibres; coir spinning; manufacture and repair of umbrellas; manufacture of dolls and toys (rags and cotton), *etc.*

Manufacture of Wood and Wood Products

Sawing and planing of wood, manufacture of wooden furniture, structural goods like beams, door and window frames, *etc.*, wooden agricultural implements and their repair, wooden lacquerware, wooden toys, wood carving, sawdust and plaster figure making, inlay work; match splinters, plywood and veneers, *etc.*; making palm leaf mats, fans, umbrellas, *etc.*, baskets and broomsticks, caning of chairs; making of chicks and khas khas tatties; making of cart wheels, wooden sandals, *etc.*

Paper and Paper Products

Manufacture of pulp and paper by hand; making of envelopes, paper made articles, card board boxes, paper flower, paper kites, toys, *etc.*

Printing and Publishing

Printing works, lithography, block-making, book binding, *etc.*

Leather and Leather Products

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.

Chemical and Chemical Productss

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—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 plough-share, *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; repair of 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 VII

CLASSIFIED LIST OF ECONOMIC ACTIVITIES

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, betel nuts, *etc.*

Livestock Production

Indicate what kind of livestock is reared such as goats, sheeps, 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, pisci-culture, collection of pearls, conches, shells, sponges. *etc.*

MINING AND QUARRYING

(Do not merely say mining or quarrying but indicate further details). Indicate what is mined such as coal, lignite, crude petroleum, natural gas, iron ore, manganese, gold, silver, copper ore, quarrying of stones, clay and sand pits, precious and semi-precious stones, mica, gypsum, *etc.*

MANUFACTURING AND REPAIR

(Do not merely say engaged in a factory, but indicate what the manufacturing is concerned with as detailed here.)

Manufacture of Food Products

Slaughtering. preparation and preservation of meat, dairy products; canning and preservation of fruits and vegetables; fish, grain mill products; bakery products; sugar; boora; common salt; edible oils including vanaspati; processing of tea or coffee; manufacture of ice; animal feeds, starch, *etc.*

Manufacture of Beverages, Tobacco and Tobacco Products

Rectifying and blending of spirits, wine industries; country liquor and toddy carbonated water industries, bidi, cigar, cigarette, zerda, snuff, *etc.*

Manufacture of Cotton Textiles

Cotton ginning, cleaning and baling; spinning, weaving and finishing of cotton in textile mills; printing; dyeing and bleaching of cotton textiles; cotton spinning other than in mills (charkha); khadi production; weaving, *etc.* in handloom and powerlooms, *etc.*

Manufacture of Wool, Silk and Synthetic Fibre Textiles

Wool cleaning, baling and pressing; weaving and finishing in mills and other than in mills, dyeing and bleaching; printing of silk, synthetic textiles, *etc.*

Manufacture of Jute, Hemp and Mesta Textiles

Spinning and pressing and baling of jute and mesta; dyeing; printing and bleaching of jute textiles and manufacture of jute bags are also covered in this.

Manufacture of Textile Products

(Including wearing apparel other than footwear), knitting mills, manufacture of all types of threads; cordage, ropes, *etc.*, embroidery; carpets; rain coats; hats; made up textile goods (except garments), oil cloth, tarpaulin; coir and coir products, linoleum, padding, wadding, *etc.*, are also covered in this.

Manufacture of Wood and Wood Products, Furniture and Fixtures

Manufacture of veneer, plywood and their products; sawing and planing of wood; wooden and cane boxes, crates, 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 news-prints; container and paper boxes; printing and publishing of newspapers; periodicals, books, *etc.*, engraving, block making, book binding, *etc.*

Leather and Fur Products

Tanning, 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 tube industries; footwear made of vulcanized or moulded rubber; rubber and plastic products; petroleum refineries; production of coaltar in coke ovens, *etc.*

Chemical and Chemical Products

Manufacture of chemicals such as acids, alkalis, gases, *etc.*, fertilizers and pesticides; paints, varnishes, drugs and medicines; perfumes, cosmetics, lotions; synthetic resins, *etc.*, explosive and ammunition and fireworks, *etc.*

Non-metallic Mineral Products

Structural clay products; glass and glass products; earthen ware and earthen pottery; china ware and porcelain ware, cement, lime and plaster; asbestos, cement, *etc.*

Basic Metal and Alloys Industries

Iron and steel industries; casting foundries, ferroalloys; copper, brass, zinc and brass manufacturing, *etc.*

Metal Products and Parts except Machinery and Transport Equipment

Metal cans from tin-plate, sheets metal, barrels, drums, pails, safe, *etc.*; structural metal products; metal furniture and fixture; hand tools; utensils, cutlery, *etc.*

Machinery, Machine tools and Parts except Electrical Machinery

Agricultural machinery, cranes; road rollers; boilers, diesel engine; refrigerators, air conditioners, *etc.*

Electrical Machinery, Apparatus, Appliances and Supplies and Parts

Electrical motors, generators, transformers, insulated wires and cables; dry and wet batteries; radio, television *etc.*; X-ray apparatus; electric computers, *etc.*

Transport Equipment and Parts

Ship building and repairing locomotives and parts; Railway wagons; coaches, *etc.*, rail road equipments; 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, railways, telegraph, telephone, water ways and water reservoirs, hydro electric projects, industrial plants, activities allied to construction such as plumbing, heating and air conditioning installation, setting of tiles, marble, bricks, *etc.* construction of electrical installation, *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, shirting, *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 and 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 indusrial machinery *e.g.*, harvesters, threshers, *etc.*, electrical machinery; transport equpments, *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, Beverages, 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 textile (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 railways, tramways, motor buses, bullock carts, ekka, tonga, *etc.*; ocean and coastal water, inland water transport, air transport, services rendered to transport such as packing, crating, travel agencies, *etc.* It also includes storage, warehousing, communication such as postal, telegraph, wireless, telephone, *etc.*

FINANCING, INSURANCE, REAL ESTATE AND BUSINESS SERVICES

Indicate clearly whether services belong to banking; credit institutions other than banks, *e.g.*, loan societies, agricultural credit institutions, *etc.* money lenders, financiers, *etc.* provident services, insurance carriers life, fire, marine accident, health, *etc.* It also includes business services, *e.g.*, puchase and sale agents and brokers; auctioneering, accounting; data processing, engineering; advertising services, *etc.*; legal services rendered by advocates, barristers, pleaders, *etc.*

COMMUNITY, SOCIAL AND PERSONAL SERVICES

It should be clearly indicated whether service belongs to public administration, union government, state government, police- service, quasi-government bodies, sanitary services, education, scientific and research, *etc.*

Personal Services

Do not merely say engaged in personal service but indicate clearly whether it is domestic service, services relating to laundaries, cleaning and dyeing plants, hair dressing, photographic studios, international and other extra territorial bodies, *etc.*

APPENDIX VIII

CLASSIFIED LIST OF OCCUPATIONS i.e., DESCRIPTION OF WORK

(Questions 15A and 15B)

Professional, Technical and Related Workers

(Do not merely say an Engineer, Doctor, Teacher, *etc.*, in describing the work of an individual but furnish more precise particulars as given below.) Indicate clearly in respect of engineers to what branch they belong such as civil, mechanical, electrical, metallurgical, mining, etc. In respect of physicians, state if they are allopathic, ayurvedic, homoeopathic, *etc.* Physiologists and dentists, *etc.*, should be recorded. As regards teachers, state if they are university teachers, secondary school, middle school, primary school or kindergarten teachers. There are various other types of chemists, physicists, archaeologists, nurses, pharmacists, health technicians, jurists, social scientists such as economists, statisticians, geographers, hostorians, anthropologists, *etc.*, as also artists, writers, painters, sculptors, actors, *etc.* draughtsmen, laboratory assistants, librarians, ordained religious workers, astrologers, *etc.*, who will have to be recorded with particulars of their work.

Administrative, Executive and Managerial Workers

(Do not merely say Government Officer, an officer in a private firm or concern but give further particulars.) They may be in government service or under a local body or in a business firm, manufacturing establishment or a catering establishment or a transport company and so on. Their full description should be recorded such as for example, Secretary to the Government of India, District Collector, Municipal Commissioner, Executive Officer of a Panchayat, Director of a firm, Manager of a business concern, Proprietor and Manager of a hotel, elected and legislative officials, aircrafts and ships officers, *etc.*

Clerical Workers

(Do not merely denote the work of a person as clerk or office worker but furnish further particulars.) State clearly the type of work done such as, cashier, accountant, stenographer, typist, computing clerk, keypunch operator, office assistant, guard, brakeman, traffic controller, railway ticket inspector, postman, telephone/teleprinter/wireless operator, record keeper, despatcher, *etc.*, office workers would also include peons, daftries, *etc.*

Sale Workers

(Do not merely say a worker in a shop but give details.) It should be clearly recorded whether the proprietor of business concern engages, himself in wholesale or retail trade. Salesman 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

(They are all types of service workers such as those engaged as domestic servants or in personal services or in police service or watch and ward, *etc.* Give precise particulars.) Hotel and restaurant keepers, house-keepers, matrons, and stewards (domestic and institutional), cooks, waiters, bartenders and related workers (domestic and institutional) maids and related house-keeping service workers, building care-takers, sweepers, cleaners and related workers, launderers, dry cleaners and pressers, hair dressers, beauticians and related workers, protection service workers, such as watchmen, chowkidars, gate keepers, *etc.* other service workers.

Farmers, Fishermen, Hunters, Loggers, etc. and Related Workers

Deep sea fishermen, inland river water fishermen, shell gatherers, forest rangers, charcoal burners, forest products gatherers, plantation managers, farm machine operators, gardeners, toddy tappers, rubber tappers, hunters, bird trappers *etc.*, will be covered.

Production and Other Related Workers, Transport Equipment Operators and Labourers

(This may cover a very large variety of craftsmen and operators, *etc.*, whose work will have to be given in adequate detail.) Examples: minerals, 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, gold smiths, 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 linemen, cable jointers, carpenters, joiners, sawers, *etc.*, printing type machine operators, proof readers, photo-litho operators, book binders, potters, moulders, firemen, kilnmen, blowers and makers of glass, millers, bakers, confectioners, sweetmeat makers, food canners, coffee or tea planters, tobacco cuters, graders and blenders of tobacco, bidi or cigar makers, snuff or zarda makers, tyre builders, crane or hoist operators, loaders and unloaders, *etc.*

APPENDIX IX

ILLUSTRATIONS FOR FILLING UP THE ECONOMIC CHARACTERISTICS FALLING UNDER QUESTION 15A or 15B

Broad classification 15A or 15B	Q. 15A (i) or 15B(i) : Name of establishment	Q. 15(ii) or 15B(ii) : Industry, Trade, Profession or Service	Q. 15A(iii) or 15B(iii) : Work description	Q. 15A(iv) or 15B(iv) : Class of worker
1	2	3	4	5
1. C	X	X	X	X
2. AL	X	X	X	X
3. HHI	Bhatnagar Ambar Charkha	Spinning yarn in Ambar Charkha	Spinning yarn	FW
4. HHI	Naresh Cotton Handloom Weaving	Cotton handloom weaving	Dyeing and spinning yarn	FW
5. HHI	Srivastava Flour Mill Chakki	Flour making chakki	Winnowing and cleaning grains	EE
6. HHI	Chakravorty Oil Ghani	Oil ghani	Running oil ghani	SW
7. HHI	Yadav Blacksmithy Work	Blacksmithy (making agricultural implements)	Tempering and polishing Implements	FW
8. HHI	Paul Pottery Works	Earthenware pottery	Making pottery on the wheel	FW
9. HHI	Paul Earthenware Pottery Works	Earthenware pottery	Making and firing kiln	EE
10. HHI	Bhatia manufacturing of wooden doors	Carpentry-manufacturing of wooden doors and windows	Carpenter	FW
11. HHI	Sarafa-di-Hatti	Goldsmithy	Filling gold ornaments with lac	FW
12. HHI	Gupta Hosiery Works	Production of hosiery goods	Operator, hosiery machine	EE
13. OW	Verma Hosiery Works	Production of hosiery goods	Accounts Clerk	EE
14. HHI	Ram Polishing Metal Shop	Electroplating	Scrapping and polishing metal	FW
15. HHI	Shyam cart wheel rings	Production of cart wheel rings	Putting iron hoop on cart wheels	EE
16. OW	Ram Hair Cutting Saloon	Hair cutting	Barber	SW
17. OW	Ram Bee-keeping Shop	Production of honey	Bee-keeping	SW
18. OW	Ram's livestock raising business	Livestock raising	Tending cattle	FW
19. OW	State Government Forest Department	Logging in forest	Cutting trees in forest	EE
20. OW	Ramesh Tutorial	Private tuition—Primary classe	Tutor	SW
21. OW	Ram's gardening orchard	Fruit growing—mango	Gardener in mango orchard	EE
22. OW	Muthuswamy Coffee Estate	Coffee plantation	Farm labourer	EE
23. OW	Northern Railway	Rail transport	Travelling Ticket Inspector	EE
24. OW	Indian Ceramic Institute	Research in manufacturing of ceramic products	Senior Scientific Officer (Ceramic Research)	EE
25. OW	Office of the Registrar General, India (Central Govt.)	Central Government service	Senior Research Officer (Vital Statistics)	EE
26. OW	Gypsum Supply Co.	Supplying gypsum on orders	Contractor supplying gypsum to Sindri Fertilizer Factory	ER
27. OW	Chittaranjan Locomotives	Locomotive factory	Accountant	EE

APPENDIX IX—*contd.*

1	2	3	4	5
28. OW	Delhi Railway Station	Rail transport	Goods shed porter	EE
29. OW	C.P.W.D.	Road construction	Manual labourer (on muster roll), digging earth	EE
30. OW	Ram's house construction Work	House construction	Labourer, brick laying	EE
31. OW	Vegetable market place	Vegetable market labourer carrying goods	general labourer	SW
32. OW	Delhi Electric Supply Corporation Sub-station (State Govt. Undertaking)	Transmission of electricity with the help of transformer	Machine Operator, electricity	EE
33. OW	Madan Brothers	Retail shop in stationery stores	Shop Assistant	FW
34. OW	Sahu and.Co.	Wholesale store for grains and cereals	Proprietor, wholesale trade	FW
35. OW	Dayanand and Sons	Retail shop of readymade garments and hosiery	Salesman	FW
36. OW	Kaka Agrico.	Dealing in hardware	Sales Manager	EE
37. OW	Indian Iron and Steel Company, Burnpur (Public Undertaking)	Manufacturer of iron and steel structurals	Boiler room foreman	EE
38. OW	Indian Airlines Corporation (Public Undertaking)	Air Transport	Air Pilot	EE
39. OW	State Motor Transport Undertaking	Motor Transport Service	Bus Driver	EE
40. OW	Prakash.Transport Service	Goods Transport by Motor Truck	Working proprietor	ER
41. OW	Medical College, Calcutta Radiology Department	Medical and Health Service of state	Radiologist	EE
42. OW	I.C.A.R. Pusa, Delhi (Autonomous Body under Central Govt.)	Plant Protection Research	Plant Nutritionist	EE
43. OW	Bimla Sugar Factory	Sugar Factory	Chemist	EE
44. OW	Akash Chemical and Pharmaceutical Factory	Manufacturer of antibiotics	Chemist	EE
45. OW	L.I.C. Delhi (Public Undertaking)	Life insurance business	Secretary Administration	EE
46. OW	Government of Tamil Nadu (Commerce and Industry Department)	State Government Service	Assistant Secretary	EE
47. OW	Do.	Do.	U.D.C.	EE
48. OW	Kundan Brothers, Jewellers, Jaipur	Jewellery works	Supervisor	FW
49. OW	Lalit's domestic servant	Domestic service	Cook	EE
50. OW	Ashoka Hotel, New Delhi	Residential hotel	Cook	EE
51. OW	Club	Recreation club	Bearer	EE
52. OW	Ram's Grocery shop	Retail trade in grocery	Working proprietor	SW
53. OW	Bhilai Steel Plant (Public Enterprise)	Steel production	Chartered Accountant	EE
54. OW	Howrah Jute Mill	Manufacture of jute products in mill	Accountant	EE
55. OW	ABC Film Studio	Production of feature films	Cinema Actor	SW
56. OW	Ruparekha Company	Commercial sign painting	Sign Painter	EE

APPENDIX IX—*concld.*

1	2	3	4	5
57. OW	Portland Cement Co.	Cement manufacturing	Canvass bag maker	EE
58. OW	ABC Stock Exchange	Share broker	Share broker in tea & jute	SW
59. OW	ABC Business House Ltd.	Discounting of bills of business firms	Managing Director	ER
60. OW	Ramchandra Engineering Co.	General engineering works	Die Caster	EE
61. OW	ABC Paint Factory	Manufacture of paints	Ochra Grinder	EE
62. OW	Solan Breweries	Brewery factory	Distillation Plant Operator	EE
63. OW	ABC Chemicl Factory	Manufacturing of hydro-chloric acid	Grinder	EE
64. OW	ABC Re-rolling Mills	Steel re-rolling works	Cleaner	EE
65. OW	ABC Cinema	Cinema house	Gate Keeper	EE
66. QW	ABC Engineering Works	Iron and steel foundry	Moulder	EE
67. OW	ABC Oil Mill	Manufacture of mustard oil	Foreman, Packing Department	EE
68. OW	ABC Company	Motor body building factory	Foreman, Saw Mill	EE
69. OW	ABC Aluminium Company	Aluminium factory	Foundry Caster	EE
70. OW	ABC Iron Factory	Iron foundry works	Furnaceman, Boiler Shop	EE
71. OW	State Government Printing Press	Printing works	Mono Operator	EE
72. OW	ABC Small Tool	Small tool production	Brass Turner	EE
73. OW	ABC Social Welfare Board	Social welfare organisation	Honorary Social Worker	SW
74. OW	Lok Sabha, Delhi	Parliamentary Work	Member of Parliament	SW
75. OW	Ramkishan Writer	Writing for newspapers and periodicals	Freelance Journalist	SW
76. OW	ABC Party	Promotion of party's political work	Political worker	SW
77. HHI	Ramchandra & Sons	Manufacture of silver jewellery	Polishing silver ornaments	EE
78. HHI	Ramchandra & Sons	Manufacture of silver jewellery	Making of silver ornaments	FW
79. OW	P.K. Bhar & Co.	Manufacture of silver jewellery	Proprietor	ER
80. OW	P.K. Bhar & Co.	Manufacture of silver jewellery	Accountant	EE
81. OW	P.K. Bhar & Co.	Manufacture of silver jwellery	Sales Worker	FW
82. OW	Office of the Divisional Superintendent, Northern Railway	Rail transport	Accounts Clerk	EE
83. OW	Raj & Co.	Readymade garment shop (Retail)	Proprietor	ER
84. OW	Raj & Co.	Readymade garment shop (Retail)	Salesman	EE
85. OW	Raj & Co.	Readymade garment shop (Retail)	Sales Worker	FW
86. OW	Madras Stores	Grocery shop (Retail)	Owner and seller	SW
87. OW	Chunilal Rameshwarlal	Wholesellers in cotton textile	Working Partner*	SW
88. OW	Chunilal Rameshwarlal	Wholesellers in cotton textile	Purchase Clerk	EE
89. OW	Chunilal Rameshwarlal	Wholesellers in cotton textile	Working Partner*	SW

*A sleeping partner is not a worker.

APPENDIX X

TYPICAL SITUATIONS OF ECONOMIC ACTIVITY

S. No.	Q. 14A	Q. 14B	Q. 15A	Q. 15B	Q. 16A	Q. 16B	Remarks
1.	Yes	1	Yes—C	No	X	X	A cultivator with no secondary work. Qs. 16A & 16B do not apply.
2.	Yes	1	Yes—C	Yes—AL	X	X	A cultivator who also works as AL probably because of small holdings or need for more income. Qs. 16A & 16B do not apply.
3.	Yes	1	Yes—C	Yes—OW	X	X	A cultivator who is having secondary work as OW Details of OW must be recorded. Qs. 16A & 16B do not apply.
4.	Yes	2	No—H	Yes—C	X	X	A woman whose main activity is running the household. She helps in the family cultivation and this is therefore her marginal work. Qs. 16A & 16B do not apply.
5.	Yes	2	No—H	Yes—HHI	X	X	Same as S. No. 4 except that her marginal work is HHI. Details of HHI should be recorded in 15B. Qs. 16A & 16B do not apply.
6.	Yes	2	No—O	Yes—AL	X	X	He/she is mainly 'O' sometimes working as AL. Qs 16A & 16B do not apply.
7.	Yes	1	Yes—OW	No	X	X	He/she is an OW with no secondary work. Details of OW must be entered in Q. 15A. Qs. 16A & 16 B do not apply.
8.	Yes	1	Yes—OW	Yes—OW	X	X	He/she has secondary work which is also OW. Details of OW should be recorded in 15A and 15B. Qs. 16A & 16B do not apply.
9.	Yes	2	No—ST	Yes—HHI	X	X	The person works in an HHI but is mainly a student. Details of HHI must be entered in 15B. Qs. 16A & 16B do not apply.
10.	Yes	1	Yes—HHI	Yes—OW	2	X	This person has secondary work OW. Details of HHI in 15A and OW in 15B must be entered. Qs. 16A & 16B do not apply, therefore, the entry '2' in Q. 16A is wrong It should be crossed.
11.	No—H	—	—	—	2	X	A man with no economic activity and not looking out for a job.
12.	No—H	—	—	—	1	2	Like S. No. 11, except that he is looking for a job and has not worked before.
13.	No—ST	—	—	—	2	X	A full-time student not looking for a job.
14.	No—R	—	Yes—AL	No	2	X	This is an incorrect entry. If there is No in Q. 14A there cannot be an entry in Q. 15A and 15B. The entries in Qs. 16A and 16B are, however, correct.
15.	No—R	—	Yes—OW	No	1	1	This is an incorrect entry for the same reasons as in Sl. No. 14. Either the entry in Q. 14A is wrong or that in Q. 15A. But if the entry in Q. 14A is right the entries in Qs. 16A & 16B can be correct. Needs re-questioning by the enumerator, because it is likely that the person is doing some marginal work in which case the entry in Q. 14A would have been Yes, 14B 'No' *i.e.*, '2', 15A 'No' *i.e.*, 'R', 15B 'Yes' *i.e.*, 'OW' and Qs. 16A & 16B do not apply. While writing, the enumerator may have made a mistake initially.
16.	Yes	2	No—H	No	X	X	The entry in 15B is wrong. It should be 'Yes' *i.e.*, any of the four categories, because of 'Yes' in 14A and No—H in 15A. This is a person who is mainly doing household duties and has some marginal work. The latter as reflected in 14A must be reflected in 15B. Note that Qs. 16A & 16B do not apply.
17.	Yes	1	Yes—HHI	Yes—C	X	X	If the person has mostly worked as HHI as recorded in 15A, then cultivation is evidently only secondary work. Qs. 16A & 16B do not apply.
18.	Yes	1	Yes—OW	Yes—C	X	X	The person is mainly OW but carries on cultivation as secondary work. For example, he/she may be a government officer carrying on cultivation under his/her personal supervision. Qs. 16A & 16B do not apply.

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APPENDIX XII

ATEMENT SHOWING POST-GRADUATE DEGREE HOLDER AND TECHNICAL PERSONNEL SCHEDULES RECEIVED, ISSUED AND RETURNED

ame of Town/Village.....Location Code .....

. Total Number of forms received

. Number of forms handed over to Households

. Number of filled in forms collected

. Number of undistributed forms

Dated Signature of Enumerator

APPENDIX XIII

GUIDELINES FOR DETERMINING WHETHER A PERSON IS AN EX-SERVICEMAN

Sl. No.	Question	Answer	Meaning	Remarks
1.	Are you an ex-serviceman ?	Yes	Doubtful	Needs verification
2.	Are you in receipt of any pension ?	Yes	Confirmed ex-serviceman	No further verification
3.	If 'No' to 2 Did you receive any gratuity at the time of retirement ?	Yes	Confirmed ex-serviceman	No further verification
		No	Doubtful	Needs verification
4.	If 'No' to 3 When did you retire ?	Any date after 1st July, 87	Confirmed he is not an ex-serviceman	No further verification
		Any date before 1st July, 1987	Doubtful	Needs verification
5.	If date before 1st Jul. 87 Why did you retire ?	Dismissed or Discharged	Confirmed not an ex-serviceman	'No further' verification'
		Took premature retirement	Doubtful	Needs verification
6.	How much service did you do in Armed Forces ?	Less than five years	Confirmed not an ex-serviceman	No further verification
		More than five years	Confirmed ex-serviceman	No further verification

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जनगणना के समय पर्यवेशकों (सुपरवाइज़रों) के कर्त्तव्य

आगामी वर्ष 1991 की जनगणना के लिए 9 फरवरी से 28 फरवरी तक गणना की अवधि निश्चित की गई है तथा जनगणना का सन्दर्भ समय 1 मार्च 1991 का सूर्योदय होगा। इस अवधि के दौरान प्रत्येक परिवार और उसमें रहने वाले यक्तियों के विषय में परिवार अनुसूची और व्यक्तिगत पर्ची दी प्रलेख भरे जाएंगे। यह कार्य अत्यन्त राष्ट्रीय महत्व का होगा क्योंकि इन दो प्रलेखों से प्राप्त होने वाले आंकड़े विभिन्न सामाजिक तथा आर्थिक क्षेत्रों में योजना का आधार बनेंगे। पर्यवेक्षक के तौर पर आपका कार्य अत्यन्त महत्वपूर्ण है और आपके प्रगणक के कार्य पर प्रभाव पूर्ण पर्यवेक्षण से आंकड़ों के स्तर को सुधारने में सहायता मिलेगी। इस प्रकार जनगणना के कार्य में आपकी भूमिका अत्यन्त अर्थपूर्ण होगी।

पर्यवेक्षक के रूप में आपका मुख्य कार्य यह देखना है कि आपके क्षेत्र में प्रगणकों द्वारा जनगणना का कार्य सुचारू रूप से तथा दक्षतापूर्वक किया जाये। प्रगणकों के कार्य की निरन्तर कड़ी निगरानी से ही अच्छे स्तर के आंकड़े प्राप्त हो सकते हैं। इसके लिए यह आवश्यक है कि आप स्वयं परिवार-अनुसूची तथा व्यक्तिगत पर्ची में शामिल विभिन्न प्रश्नों को भरने के संबंध में अनुदेशों से पूर्णतया परिचित हों।

आपका कार्य प्रशिक्षण समाप्त होने के तुरन्त बाद ही आरम्भ हो जाता है और उस समय समाप्त होगा जब आप सभी पूर्ण रिकार्ड चार्ज अधिकारी को सौंप देंगे। इस पूरी अवधि में आपको निरन्तर सतर्क रहना होगा तथा अपने उत्कृष्ट ज्ञान, प्रशिक्षण एंव अनुभव का लाभ प्रगणकों को देना होगा। निम्नलिखित अनुदेशों से आपको अपना कार्य प्रभावपूर्ण ढंग से तथा दक्षतापूर्वक करने में क्षमता प्राप्त होगी। अपना कार्य करते समय आप निम्नलिखित सरल नियमों का ध्यान रखें क्योंकि ये नियम आपके पर्यवेक्षण को प्रभावपूर्ण और निर्विघ्न बनायेंगे।

(क) अपने सभी प्रगणकों से परिचय प्राप्त करें और उनके साथ अच्छे संबंध बनायें।

(ख) प्रगणकों द्वारा पूछे गये प्रश्नों का उत्तर नम्रतापूर्वक दें ताकि शंका होने पर वे प्रश्न पूछने में संकोच न करें।

(ग) जो समस्याएं प्रगणकों के क्षेत्रों में उत्पन्न हों उनके बारे में विचार-विमर्श के लिए उन्हें उत्साहित करें।

(घ) अनुदेश पुस्तिका तथा जनगणना संबंधी अन्य साहित्य अपने पास रखें ताकि आवश्यकता अनुसार उसे देखा जा सके।

(ङ) यदि आपको कोई संशय हो अथवा कोई ऐसी समस्या आपके सामने हो जिसका समाधान आप स्वंय न कर सकें। तो अपने चार्ज अधिकारी से सम्पर्क करनें में संकोच न करे।

(च) चूंकि यह कार्य नियत अवधि में करना है इसलिए यह सुनिश्चित करें कि कार्य नियत दिन पर आरम्भ होकर निर्धारित कार्यक्रम के अनुसार समाप्त हो जाये।

इससे पहले कि आप अपना कार्य प्रारम्भ करें आपको यह सुनिश्चित करना होगा कि आप परिवार अनुसूची और व्यक्तिगत पर्ची भरने से संबंधित अनुदेशों से पूर्णतया परिचित हैं। आपको वर्किंग शीट के संकलन कार्य तथा प्रगणक के सार की भी पूर्ण जानकारी प्राप्त करनी है क्योंकि यह अंतरिम आंकड़ों तथा बाद में प्रारम्भिक जनगणना सार का आधार बनेंगे। भरी हुई परिवार अनुसूची से बने इन दो विवरणों की शुद्धता पर आंकड़ों की शुद्धता मुख्य रूप से निर्भर होगी।

पर्यवेक्षक के रूप में आपके कर्त्तव्य इस प्रकार होंगे—

भाग क

सामान्य

1. जैसा कि पहले कहा गया है आपने अपने क्षेत्र के सभी प्रगणकों को मिलना है और यह सुनिश्चित करना है कि उन सभी ने जनगणना के विभिन्न चरणों के कार्य में पूर्णतया प्रशिक्षण प्राप्त कर लिया है।

2. यदि किसी विशेष ब्लाक का प्रगणक किसी कारणवश अनुपस्थित है तो आप ये सुनिश्चित करें कि आरक्षित सूची में से किसी अन्य व्यक्ति को कार्य पर लगा दिया गया है ताकि कार्य में विघ्न न पड़े। आपने यह भी सुनिश्चित करना है कि प्रगणक को विभिन्न प्रलेखों को भरने का पूर्ण ज्ञान प्राप्त है। यदि किसी प्रकार की कमी पाई जाये तो जनगणना कार्य के महत्व पर जोर देते हुए आपने उसे दोबारा प्रशिक्षण देना है।

3. कृपया यह सुनिश्चित करें कि प्रत्येक प्रगणक अपने ब्लाक के पूर्ण क्षेत्र में कार्य करता है और साथ जुड़े अन्य ब्लाकों के क्षेत्रों में अतिक्रमण नहीं करता।

4. कृपया यह सुनिश्चित करें कि परिवार अनुसूची और व्यक्तिगत पर्ची ठीक प्रकार से भरी जाये और गणना का स्तर अच्छे दर्जे का हो।

5. कृपया गणना अवधि के दौरान प्राप्त हुए अनुदेशों पर स्पष्टीकरण अविलम्ब प्रगणकों को सूचित करें।

6. कृपया यह सुनिश्चित करें कि आपके प्रगणकों को पर्याप्त मात्रा में तथा समय पर परिवार-अनुसूची और व्यक्तिगत पर्ची के फार्म मिल जायें ।

7. कृपया सुनिश्चित करें कि प्रगणक की वर्किंग शीट तथा प्रगणक का सार ठीक प्रकार से भरे जायें । यह भी सुनिश्चित करें कि प्रगणक वर्किंग शीट के इन्द्रराज प्रतिदिन ब्लाक में गणना के पश्चात अवश्य पूरे कर लें तथा इस काम को इक्कठा न होने दें ।

8. कृपया प्रगणकों द्वारा हस्ताक्षरित सभी पूर्ण रिकार्ड प्राप्त करें ।

9. कृपया सम्पूर्ण रिकार्ड की जांच करने के बाद इसे चार्ज-अधिकारी को सौंप दें ।

10. वास्तविक गणना को प्रारम्भ करने से पहले कृपया देख लें कि सभी प्रगणकों को नीचे लिखे अनुसार आवश्यक लेखन तथा अन्य सामग्री मिल गयी है और आपको सामग्री आदि का समुचित आरक्षित स्टाक प्राप्त हो गया है :—

(क) परिवार अनुसूची और व्यक्तिगत पर्ची भरने के लिए अनुदेश पुस्तिका ।

(ख) समय-समय पर जारी किये गये पूरक अनुदेशों की प्रतियां ।

(ग) पहचान-पत्र सह नियुक्ति-पत्र ।

(घ) परिवार अनुसूची पुस्तिकें ।

(ङ) व्यक्तिगत पर्चियों के पैड ।

(च) प्रगणक की वर्किंग शीटों और प्रगणक सार कें पर्याप्त संख्या में फार्म ।

(छ) स्नातकोत्तर डिग्री धारकों तथा तकनीकी कार्मिकों के फॉर्म ।

(ज) संक्षिप्त मकान सूची ।

(झ) नजरी नक्शा बनाने के लिए शीटें ।

(ण) खाका बनाने के लिए शीटें ।

(ट) अनुसूचित जातियों की सूची ।

11. यह सुनिश्चित करने के लिये कि आपका कोई क्षेत्र रह न जाये तथा अन्य किसी क्षेत्र में अतिक्रमण न हो आप सर्वप्रथम अपने क्षेत्र का चक्कर लगायें । संशय की स्थिति में आप साथ जुड़े हुए क्षेत्रों के पर्यवेक्षकों के साथ बातचीत करें और अपने चार्ज-अधिकारी से भी परामर्श करें ।

12. कृपया यह भी जांच कर लें कि ग्रामीण क्षेत्रों से संबंधित राज्य, जिला, तहसील, विकास खण्ड व ग्राम के लोकेशन कॉड और नगरीय क्षेत्रों के मामलों में राज्य, जिला, शहर व वार्ड के लोकेशन कोड तथा प्रगणक ब्लाक नम्बर सभी प्रगणकों को मालूम हैं । कृपया सुनिश्चित कर लें कि चार्ज -अधिकारी द्वारा बताई गई सभी प्रविष्टियां कोड सहित, प्रगणकों ने प्रत्येक फार्म अथवा प्रलेख पर अंकित कर ली हैं ।

13. कृपया सुनिश्चित करें कि प्रगणक अपने ब्लाकों से परिचय प्राप्त करने के लिए तथा सुनिश्चित करने के लिए कि संक्षिप्त मकान सूची में सभी भवन या जनगणना मकान सूची-बद्ध किये गये हैं, चक्कर लगाते हैं ।

14. ऊपर कहे गये सभी कार्य सन्तोषजनक ढंग से किये गये हैं यह सुनिश्चित करने के लिए जांच कार्य के तुरन्त पश्चात् कृपया अपने क्षेत्र के सभी प्रगणकों से मिलें ।

टिप्पणी :—

(क) यदि किसी प्रगणक को एक से अधिक ब्लाक दिये गये हैं तो उसे प्रत्येक ब्लाक के लिये अलग-अलग प्रलेख/फार्म भरने होंगे । आप उसे यह परामर्श दें कि पहले वह एक ब्लाक में गणना का कार्य समाप्त कर लें और उसके बाद ही दूसरे ब्लाक का कार्य आरम्भ करें ।

(ख) यदि बीमारी के कारण या किसी अन्य उचित कारणवश प्रगणक अवकाश चाहता हो, या उपेक्षा या असावधानी से कार्य करने या अचार की वजह से आप किसी प्रगणक को बदलना चाहते हों तो, तुरन्त ही अपने चार्ज-अधिकारी को सूचित करें और प्रगणक को बदलवा दें ताकि काम में हर्ज न हो ।

भाग ख

वास्तविक गणना अवधि के दौरान किया जाने वाला कार्य

(9 फरवरी से 28 फरवरी, 1991 तक)

1. अपने चार्ज के सभी प्रगणक ब्लाकों 9 में फरवरी से कार्य आरम्भ करा दें और इसकी सूचना अपने चार्ज-अधिकारी को भेजें।

2. जनगणना कार्य आरम्भ होने पर प्रथम सप्ताह में अपने प्रगणकों के दैनिक कार्य में आप यथासंभव उनके साथ रहें। यह एक नाजुक समय है।

3. कृपया यह सुनिश्चित करें कि प्रगणक प्रत्येक भवन तथा मकान में पूछताछ कर रहा है और संबंधित अनुसूचियां भर रहा है ताकि विशाल भवनों में रहने वाले व्यक्ति या कोई परिवार छूट न जायें।

4. कृपया यह सुनिश्चित करें कि प्रत्येक व्यक्तिगत पर्ची पर परिवार की क्रम संख्या ठीक प्रकार से भरी गई है।

5. कृपया यह सुनिश्चित करें कि प्रत्येक प्रगणक कार्य को सुव्यस्थित ढंग से कर रहा है और वह कार्य को अधूरा नहीं छोड़ रहा है। व्यक्तिगत पर्ची से परिवार अनुसूची में कालम 8 से आगे की प्रविष्टियों के संबंध में यह विशेष रूप से सुनिश्चित करना आवश्यक है। इस कार्य को इकट्ठा न होने दें।

6. कृपया जांच करें कि नजरी नक्शे में प्रसिद्ध भूचिन्ह और प्रगणक ब्लाक की सीमाओं को दिखाया गया है। यदि कोई कमी रहती हो तो इस चरण पर भी वास्तविक स्थानों की व्यक्तिगत रूप से पड़ताल करके इसे ठीक करने का प्रयत्न करें।

7. कृपया सुनिश्चित करें कि प्रगणक के पास पर्याप्त मात्रा में फार्म हैं और यदि आवश्यकता हो तो समय रहते इनकी परिपूर्ति करें।

8. कृपया बेघर लोगों की गणना के लिए 28 फरवरी, 1991 की संध्या और रात्रि को अपने प्रगणकों के साथ बारी-बारी चक्कर लगायें। अगर आपको यह विश्वास है कि किसी विशिष्ट ब्लाक में अत्यधिक बेघर लोग रहते हैं तो आप उनकी गणना के लिए एक से अधिक प्रगणक लगायें जिससे कार्य समय पर पूरा हो सके।

9. आपने परिवार अनुसूची एवं व्यक्तिगत पर्ची में की गई प्रविष्टियों की पूरी जांच करनी है तथा प्रविष्टियों की जांच करने के प्रमाण स्वरूप प्रत्येक परिवार अनुसूची के नीचे तथा व्यक्तिगत पर्ची के आवरण पृष्ठ पर हस्ताक्षर भी करें।

10. परिवार अनुसूची

परिवार अनुसूची भरते समय प्रगणक के कार्य की जांच में आप को सतर्क रहना चाहिए।

(क), जैसा कि ऊपर कहा गया है कृपया सुनिश्चित करें कि लोकेशन कोड ठीक और सही ढंग से दर्ज किया गया है।

(ख) जब कार्य चल रहा हो तो आपने देखना है कि प्रगणक पहले परिवार अनुसूची के कालम 1 से 7 भरता है और उसके पश्चात् व्यक्तिगत पर्चियों को भरना आरम्भ करता है। यदि कोई प्रगणक इस विधि का अनुसरण नहीं करता तो इस बात पर जोर दिया जाये कि उसे इसका ठीक-ठीक अनुसरण करना चाहिए। क्योंकि यह विधि इस उद्देश्य से निर्धारित की गई है कि पूरी गणना सुनिश्चित हो सके और किसी परिवार का कोई व्यक्ति छूट न जाये। इससे आयु का ठीक-ठीक रिकार्ड तैयार करना भी सुनिश्चित होगा।

(ग) सुनिश्चित करें कि प्रगणक छोटे बच्चों, नवजात शिशुओं तथा जो आगन्तुक कहीं भी गणना में नहीं आये उनके विषय में बार-बार पूछताछ कर रहा है।

11. व्यक्तिगत पर्ची

(क) यह जांच करें कि आयु से संबंधित प्रश्न 4 के सामने प्रविष्ट पूरे वर्षों में ठीक ढंग से भरी गई है।

(ख) यह सुनिश्चित करें कि अनुसूचित जाति का नाम प्रगणक को दी गई सूची के अनुसार दर्ज किया गया है। फिर आपने धर्म से संबंधित प्रश्न 8 के सन्दर्भ में अनुसूचित जाति की प्रविष्टियों की जांच करनी है। **कृपया नोट करें कि अनुसूचित जातियां केवल हिन्दू, सिक्ख और बौद्ध धर्म से ही सम्बंधित हो सकती है।** हरियाणा में कोई अनुसूचित जनजाति नहीं है।

(ग) तत्पश्चात् आपने सतर्क रहना है कि प्रगणक प्रश्न 6 में उत्तरदाता द्वारा बताई गई मातृ-भाषा को ठीक-ठीक भर रहा है। उत्तरदाता द्वारा बताई गई मातृ-भाषा ईमानदारी से ठीक-ठीक भरी जानी चाहिए।

(घ) आपने आर्थिक प्रश्नों 14 क से 16 ख तक की प्रविष्टियों की सतर्कतापूर्वक विशेष ध्यान से पड़ताल करनी है। आपने प्रगणक पर जोर डालना है कि 14 क से 16 ख तक के आर्थिक प्रश्न आयु तथा लिंग को ध्यान में न रखते हुए प्रत्येक व्यक्ति से पूछे जाने चाहिएं। प्रत्येक व्यक्ति से चाहे वह बच्चा हो या बूढ़ा प्रश्न 14 क अवश्य पूछना चाहिए और इस प्रश्न का उत्तर ठीक-ठीक भरा जाना चाहिए। आपने यह सुनिश्चित

करना है कि प्रत्येक प्रगणक उन व्यक्तियों के विषय में जो नियमित रूप से कार्य नहीं कर रहे हैं खोजपूर्ण प्रश्न पूछ रहा है ग्रामीण क्षेत्रों में स्त्रियों तथा बच्चों के संबंध में गत वर्ष किसी भी समय किये गये अथवा संदर्भ कालम में किसी भी मौसम में किये गये कार्य के बारे में ऐसे खोजपूर्ण प्रश्नों का पूछना विशेष रूप से महत्वपूर्ण है । आपको सदैव प्रगणकों को यह अवश्य बताना है कि वह प्रश्न 14 क, 14 ख तथा 15 क और 15 ख को एक साथ पूछें और फिर विवरणों को भरें। आपने यह भी सुनिश्चित करना है कि 15 क और 15 ख के अन्तर्गत काम का विवरण तथा उद्योग, व्यापार या सेवा का स्वरूप पर्याप्त विस्तार से भरा जा रहा है ताकि बाद में कोडिंग के कार्य में सुविधा हो । संक्षिप्त रूप में कार्य का विवरण और स्वरूप देना उद्योगों तथा व्यवसायों के उचित वर्गीकरण में सहायक नहीं होगा । आपने प्रश्न 16 क काम की खोज में हैं काम करने के इच्छुक हैं—से संबंधित प्रविष्टियों की प्रश्न 14 क के उत्तर के संदर्भ में भी जांच करनी है । इस प्रश्न के सामने सूचना केवल इसी स्थिति में भरी जायेगी यदि प्रश्न 14 क के सामने "नहीं", लिखा गया है ।

(ङ) आपने सुनिश्चित करना है कि प्रगणक ने प्रश्न 19 में 'पूर्व निवास-स्थान ठीक ढंग से भरा है'। इसी प्रकार प्रश्न 20 जिसमें पूर्व निवास-स्थान छोड़ने के कारण भरे जाने हैं, के सामने कोड भरते समय कुछ संदेह उत्पन्न हो सकते हैं । आपने इस बात पर जोर देना है कि व्यक्तिगत पर्ची के नीचे दिये गये केवल सात कोडों का ही प्रयोग किया जाये । निसंदेह आप यह देखेंगे कि गणना के ग्राम या नगर में निवास की अवधि जो प्रश्न 21 के सामने भरी गई है व्यक्ति की आयु से कम या उसके बराबर होगी । प्रश्न 22 ख में भरे हुए इस समय जीवित बच्चों की संख्या सदैव जीवित पैदा हुए कुल बच्चों की संख्या प्रश्न 22 ग के बराबर या कम होगी ।

12. यह सुनिश्चित करें कि स्नातकोत्तर डिग्री धारकों और तकनीकी कार्मिकों के कार्ड अनुदेशों के अनुसार बांटे जा रहे हैं और प्रगणक उन व्यक्तियों से, जिन्हें पहले कार्ड दिये गये थे, ये कार्ड वापिस एकत्रित कर रहा है। आपने इस बात की भी पड़ताल करनी है कि प्रगणक बांटे गये, तथा वापिस लिये गये कार्डों की कुल संख्या का रिकार्ड रख रहा है ।

13 **संक्षिप्त मकान सूचि**

(क) जांच करें कि लोकेशन कोड ठीक ढंग से भरे गये हैं । यदि कोड न भरे गये हों तो अपनी उपस्थिति में इन्हें भरा लें ।

(ख) यह सुनिश्चित करें कि प्रत्येक प्रगणक यह ठीक ढंग से जांच कर रहा है कि संक्षिप्त मकान सूची के भाग 2 में भरा हुआ प्रत्येक जनगणना मकान और परिवार अपने स्थान पर वास्तव में मौजूद हैं । यह भी जांच करें कि अनुदेशों में दी गई पद्धति के अनुसार भाग 2 में प्रविष्टियों को काटने या उनमें परिवर्तन अथवा विभिन्न स्थितियों में भाग 3 को भरने के लिये प्रगणकों द्वारा अनुदेशों का पालन किया जा रहा है ।

(ग) कृपया यह सुनिश्चित करें कि भाग 2 में किये गये किसी भी परिवर्तन के कारण कालम 8 में लिख दिये गये हैं । यदि किसी प्रगणक ने ऐसा नहीं किया है तो उससे ऐसा करा लें ।

(घ) यदि संयोगवश किसी प्रगणक ने संक्षिप्त मकान सूची के भाग 1 में प्रगणक ब्लाक की जनसंख्या आबाद आवासीय मकानों की संख्या तथा परिवारों की संख्या दर्ज नहीं की है तो जांच के दौरान आप इसे भरा लें ।

14. **प्रगणक की वर्किंग शीट तथा प्रगणक सार**

यह सुनिश्चित करें कि प्रगणक वर्किंग शीट में इन्द्रराज प्रतिदिन ब्लाक में गणना के पश्चात अवश्य पूरे कर लें, तथा इस काम को इकट्ठा न होने दें । आपने ध्यानपूर्वक जांच करनी है कि वर्किंग शीट में जोड़ ठीक प्रकार से किये गये हैं । कृपया आप देखें कि वर्किंग शीट से प्रगणक सार में सभी प्रविष्टियां ठीक प्रकार से नकल की गई हैं । इन दो प्रलेखों की जांच कर लेने के पश्चात् आपने इन दोनों के नीचे अलग-अलग अपने हस्ताक्षर करने हैं ।

भाग ग

गणना के पश्चात् किया जाने वाला कार्य

(1 मार्च से 5 मार्च 1991 के बीच)

इस अवधि के दौरान आपके कर्त्तव्य निम्नलिखित होंगे :—

1. कृपया जांच करें कि आपके अधीन सभी प्रगणक ब्लाकों में जांच कार्य 1 मार्च को शुरू हो चुका है ।

2. कृपया जांच करें कि प्रगणक ने गणना की अवधि के दौरान जिस व्यक्ति की दुर्भाग्यवश मृत्यु हो गई हो उससे सम्बंधित पर्ची को ठीक तरह से काट दिया है और परिवार अनुसूची और वर्किंग शीट में शुद्धियां कर ली हैं तथा प्रगणक सार तैयार किया है।

3. यदि 1 मार्च 1991 के सूर्योदय से पहले किसी नये बच्चे का जन्म हुआ है और बच्चा जीवित है तो आपने यह जांच करनी है कि उसकी व्यक्तिगत पर्ची ठीक ढंग से भरी गई है और परिवार अनुसूची में जोड़ों में परिवर्तन के साथ-साथ आवश्यक प्रविष्टियां कर ली गई हैं । आपने यह जांच करनी है कि ऐसी नई पर्चियों पर परिवार की क्रम संख्या ठीक ढंग से भरी गई है ।

4. ऐसी भी स्थितियां हो सकती हैं जबकि एक प्रगणक ने नये जन्म या किसी आगन्तुक की प्रविष्टियां रिकार्ड करने के लिये परिवार अनुसूची का पहला फार्म भर जाने के कारण दूसरे फार्म का प्रयोग किया हो। ऐसी स्थितियों में आपने सुनिश्चित करना है कि प्रगणक ने परिवार अनुसूची के दूसरे फार्म पर भी लोकेशन कोड और दूसरे विवरण ठीक ढंग से भरे हैं। यह भी पड़ताल करें कि व्यक्तिगत पर्ची के प्रश्न 23 की प्रविष्टि के सामने अगर लागू हो तो इस विषय में आवश्यक शुद्धि कर ली है। नई परिवार अनुसूची में सबसे ऊपर दायीं ओर कोने में "जारी" शब्द साफ-साफ लिखें और संबंधित परिवार अनुसूची का बुक नम्बर और फार्म नम्बर भी लिखें। इसी प्रकार पहली अनुसूची में भी नीचे दायीं ओर "जारी" शब्द लिखें और अतिरिक्त फार्म का बुक नम्बर और फार्म नम्बर लिखें। नई परिवार अनुसूची में दायीं ओर नीचे "समाप्त" शब्द भी लिखें।

यह कहना अनावश्यक है कि परिवार अनुसूची में ऐसे परिवर्तन साफ-साफ किये जानें चाहिएं जो कि नये बच्चों के जन्म से अथवा आगन्तुकों से संबंधित अतिरिक्त प्रविष्टियों अथवा मृत्यु की स्थिति में काटी गई प्रविष्टियों से संबंधित हों। इन परिवर्तनों के परिणाम-स्व रूप जोड़ों में भी उपयुक्त परिवर्तन करने चाहिएं।

5. यह सुनिश्चित करें कि प्रगणक डाक-बंगलों, धर्मशालाओं, अस्पतालों, जेलों अथवा अनाथालयों आदि में रहने वाले व्यक्तियों से संबंधित पर्चियां निर्धारित अनुदेशों के अनुसार ठीक प्रकार से भर रहा है।

6. 5 मार्च 1991 को या इससे पहले जैसे ही जांच कार्य समाप्त हो जाये, आपने सभी प्रगणकों की बैठक यह जांच करने के लिये बुलानी है कि उन्होंने सभी प्रलेखों को ठीक प्रकार से भर लिया है। इसके पश्चात् आपने प्रत्येक ब्लाक के प्रगणक से सभी भरे हुये प्रलेख प्राप्त करने हैं और उनको नीचे दी गई विधि अनुसार ठीक प्रकार से लगाना है :—

1. नजरी नक्शा,
2. खाका,
3. भरी हुई तथा अद्यतन की हुई संक्षिप्त मकान सूची,
4. भरी हुई परिवार अनुसूची की पुस्तिकाएं,
5. भरे हुये व्यक्तिगत-पर्चियों के पैड़,
6. प्रगणक सार के लिये वर्किंग शीटें, तीन सेटों में धागे से इकट्ठी बांधी गई,
7. प्रगणक सार फार्म,
8. ऊपर कहे गये खाली फार्म, परिवार अनुसूची पुस्तिकाएं तथा व्यक्तिगत पर्चियों के पैड़,
9. भरी हुई स्नातकोत्तर डिग्री धारकों तथा तकनीकी कार्मिकों की अनुसूचियां,
10. स्नातकोत्तर डिग्री धारकों तथा तकनीकी कार्मिकों को प्राप्त, जारी, एकत्रित भरी हुई और खाली वापिस की गई अनुसूचियों को दर्शित करने वाला विवरण,
11. स्नातकोत्तर डिग्री धारकों तथा तकनीकी कार्मिकों की खाली अनुसूचियां,
12. प्रगणक रिकार्ड सूची।

7. प्रगणक रिकार्ड सूची की दो प्रतियां तैयार करेगा जिसकी एक प्रति आपने रिकार्ड सहित चार्ज-अधिकारी को देनी है, दूसरी प्रति अपने हस्ताक्षर करने के बाद प्रगणक को रसीद के तौर पर वापिस देनी है।

8. अपने क्षेत्र के प्रत्येक ब्लाक के (धागे से अच्छी तरह से बन्धे हुए) उपरोक्त प्रलेख आप एक रिकार्ड सूची के साथ अपने चार्ज अधिकारी को सौंप दें।

9. चार्ज-अधिकारी अपनी ओर से आपको विभिन्न प्रलेखों की प्राप्ति की रसीद देगा जिसके लिये आप सुपरवाइजर रिकार्ड सूची की दो प्रतियां तैयार कर लें। इसकी एक कापी आप चार्ज-अधिकारी को रिकार्ड सहित दे दें और दूसरी पर उसके हस्ताक्षर ले कर अपने पास रखें।

जनगणना के समय ध्यान में रखने योग्य महत्वपूर्ण अनुदेश

(प्रगणकों के प्रयोग के लिए)

1. अपने प्रगणक ब्लाक के क्षेत्र की सीमाओं को ठीक-ठीक समझ लें और अपने ग्राम या नगर का लोकेशन कोड़ तथा प्रगणक ब्लाक का नम्बर याद रखें ।

2. 9 फरवरी 1991 से 28 फरवरी, 1991 के दौरान गणना कार्य सम्पूर्ण करें । क्योंकि जनगणना की सन्दर्भ तिथि, 1 मार्च, 1991 का सूर्योदय है इसलिए आपने 1 मार्च से 5 मार्च, 1991 के बीच जांच कार्य के दौरान रिकार्ड को इस सन्दर्भ तिथि तक के लिए ठीक करना है ।

3. अपने प्रगणक ब्लाक का चक्कर लगाएं तथा आपको दी गई शीटों पर अनुदेशों के अनुसार नजरी नक्शा और खाका तैयार करें । यह काम आप 9 फरवरी से पहले कर लें तो आपको सुविधा होगी ।

4. जनगणना की अवधि में आप अपने प्रगणक ब्लाक में सभी भवनों, जनगणना मकानों और परिवारों में गणना कार्य अवश्य पूर्ण कर लें और इन परिवारों में निम्न वर्गों में आने वाले व्यक्तियों की गणना करें :—

(i) वे सभी व्यक्ति जो सामान्यतः किसी परिवार में रहते हों और गणना की सम्पूर्ण अवधि अर्थात् 9 फरवरी से 28 फरवरी, 1991 (दोनों दिनों को सम्मिलित करते हुए) के दौरान वहां हों ।

(ii) वे व्यक्ति जो सामान्यतः परिवार में रहते हों और गणना की अवधि (9 फरवरी से 28 फरवरी, 1991) के कुछ भाग में वहां रहे हों परन्तु जिस समय आप गणना के लिए जांए उस समय वहां उपस्थित न हों ।

(iii) वे व्यक्ति जो सामान्यतः परिवार में रहते हों परन्तु जिस समय आप गणना के लिए जाएं उस समय वहां उपस्थित न हों परन्तु 28 फरवरी, 1991 से पहले जिनके वापस लौटने की आशा हो, और

(iv) ऐसे अतिथि जो गणना के समय परिवार में हों और जो गणना की पूरी अवधि में अपने सामान्य निवास स्थान से अनुपस्थित हों

गणना के उद्देश्य के लिए ऐसे अतिथि उस परिवार के सामान्य निवासी माने जाएंगे जहां वे गणना अवधि में वास्तव में पाए जाएं बशर्ते कि उनकी गणना किसी और स्थान पर न हुई हो ।

5. यह देख लें कि आपको अपने प्रगणक ब्लाक की संक्षिप्त मकान सूची मिल गई है और उसमें भाग–2 भरा हुआ है । आपने भाग–2 की प्रविष्टियों को अद्यतन करना है और अपने प्रगणक ब्लाक के ऐसे जनगणना मकानों/परिवारों को भाग–3 में भरना है जो भाग–2 में नहीं दिखाए गए हैं किन्तु जिनकी जानकारी आपको गणना करते समय मिली है ।

6. (क) अपना काम शुरू करने से पहले जांच करें कि आपके पास अपने प्रगणक ब्लाक के नजरी नक्शा और खाका के फार्मों तथा संक्षिप्त मकान सूची के अतिरिक्त निम्नलिखित फार्म भी हैं :—

(1) परिवार अनुसूची की खाली पुस्तकें
(2) व्यक्तिगत पर्ची के खाली पैड
(3) प्रगणक सार बनाने के लिए वर्किंग शीटें
(4) प्रगणक सार का फार्म
(5) स्नातकोत्तर डिग्री धारकों तथा तकनीकी कार्मिकों की अनुसूचियां ।
(6) अनुसूचित जातियों तथा अनुसूचित जन-जातियों की सूची

6. (ख) जांच करें कि आप को दी गई प्रत्येक परिवार अनुसूची की पुस्तक के आवरण पर लोकेशन कोड नम्बर तथा बुक नम्बर लिखा हुआ है। इसी प्रकार यह भी जांच करें कि प्रत्येक व्यक्तिगत पर्ची के पैड के आवरण पर लोकेशन कोड तथा पैड संख्या लिखी हुई है ।

7. अनुसूचियों में बिन्दीदार खानों में कुछ न लिखें। ये बाद में जनगणना कार्यालय में कोड भरने के लिए बनाए गए हैं ।

8. जैसे आप एक-एक करके प्रत्येक परिवार में जायें तो जहां भी आवश्यकता हो, संक्षिप्त मकान सूची को अद्यतन करें तथा परिवार अनुसूची तथा व्यक्तिगत पर्ची भी भरें ।

परिवार अनुसूची

9. जब आप किसी परिवार में जायें तो पहले इसे अवश्य भरें । चार्ज अधिकारी द्वारा दिया गया बुक नम्बर प्रत्येक फार्म के बांई ओर ऊपर दर्ज करें । फार्म नं० जैसे 1, 2, 3 आदि प्रत्येक पुस्तक में आप अलग से दे सकते हैं । प्रत्येक परिवार के लिए अलग फार्म प्रयोग करें ।

10. सभी फार्मों पर लोकेशन कोड नम्बर ठीक से भरें । संक्षिप्त मकान सूची के कालम 7 में इस परिवार के लिए दी गई क्रम संख्या भरें ।

11. दांई ओर ऊपर निर्धारित स्थान पर परिवार की किस्म (संस्थागत या बेघर) इस प्रकार से दर्ज करें :—

सामान्य परिवारों के लिए इसे खाली छोड़ दें ।

संस्थागत परिवारों जैसे होस्टल, जेल आदि के लिए "सं०" लिखें ।

बेघर परिवारों के लिए "0" लिखें ।

12. दांई ओर ही विकास खण्ड का कोड नम्बर भी इसके लिए दिए गए स्थान में दर्ज करें ।

13. व्यक्तिगत पर्चियां भरने से पहले, परिवार अनुसूची के कालम 1 से 7 भरें ।

14. परिवार में गणना किए जाने वाले व्यक्तियों के संबंध में मद 4 के अन्तर्गत ऊपर दिए गए अनुदेशों को याद रखें । नोट करें कि यदि कोई व्यक्ति अपने सामान्य निवास से गणना की सम्पूर्ण अवधि के दौरान बाहर रहता है तो उसकी जिस परिवार में वह सामान्यतः रहता है उसके सदस्य के रूप में गिनती नहीं की जाएगी । उसकी गणना वहां होगी जहां वह गणना अवधि के दौरान वास्तव रूप में मिलें ।

15. परिवार के मुखिया से शुरू करके, नवजात शिशुओं और छोटे बच्चों सहित परिवार के सभी सदस्यों के लिए कालम 1 से 7 भरें यदि परिवार में अविवाहित बहनें, माता-पिता, घरेलू नौकर और बच्चे आदि रह रहे हों तो उनकी भी गणना अवश्य करें ।

16. कालम 3 में परिवार के मुखिया से जिसका जो संबंध हो जैसे चाचा, मामा, भाई, बहन, पुत्र, पुत्री, पत्नि आदि वह स्पष्ट करके लिखें ।

17. कालम 6 में व्यक्ति की पिछले जन्म दिन की पूरी आयु सावधानी पूर्वक वर्षों में अंकित करें । जिन बच्चों की आयु गणना के दिन एक वर्ष से कम हो उनके लिए "0" लिखें । आयु महीनों में न लिखें । यह भी याद रखें कि एक दिन या कुछ घंटों की आयु वाले शिशुओं की भी गणना करनी है और आपने उनकी आयु "0" दर्ज करनी है । आप ऐसें व्यक्तियों की याददाशत, जो अपनी आयु ठीक नहीं बता सकते, क्षेत्र में घटी कुछ महत्वपूर्ण घटनाओं को बता कर, ताज़ा कर सकते हैं ।

18. कालम 7 में वैवाहिक स्थिति के लिये निम्नलिखित संकेताक्षरों का प्रयोग करें :—

कु०—जिसकी अभी तक शादी नहीं हुई ;

शा०—जो इस समय वैवाहिक स्थिति में है;

वि०—जिसके/जिसकी पति-पत्नि की मृत्यु हो चुकी हों;

सं० वि०—संबंध विच्छेद अथवा तलाक शुदा ।

नोट करें कि विवाह कानून की दृष्टि से मान्य है या नहीं इस से हमारा कोई मतलब नहीं है।

व्यक्तिगत पर्ची

19. परिवार अनुसची में दर्ज किए गए प्रत्येक सदस्य के लिए एक व्यक्तिगत पर्ची भरी जाएगी ।

20. उन सभी पर्चियों पर जो आप भर रहे हैं लोकेशन कोड नम्बर तथा पैड संख्या (जो पैड के आवरण पर दी गई है) लिखें । जैसें परिवार अनुसूची में किया गया था उसी तरह प्रत्येक पर्ची पर पर्ची संख्या जैसे 1, 2, 3 आदि लिखें । यह संख्या प्रत्येक पैड के लिए अलग क्रम में 1 से आरम्भ करें ।

21. उपर्युक्त स्थान पर विकास खण्ड का कोड नम्बर भी दें ।

22. प्रश्न 1, 2, 4 और 5 उसी प्रकार भरे जाएं जैसे कि परिवार अनुसूची में भरे गए थे । प्रश्न 3 में पुरुषों के लिए खाने में "1" और स्त्रियों के लिए "2" लिखें ।

23. व्यक्ति की मातृ-भाषा का नाम जैसे वह बताए उसी प्रकार स्पष्ट रूप में लिखें । मातृ-भाषा वह भाषा है जो किसी व्यक्ति के बचपन में उसकी माता ने उससे बोलने के लिए प्रयोग की हो । छोटे बच्चों और गूंगों के लिए वह मातृ-भाषा लिखें जो उनकी माताएं आम तौर पर बोलती हैं ।

24. दो अन्य भाषाएं जिनका व्यक्ति को ज्ञान हो (किसी विदेशी भाषा सहित) अर्थात् जिन भाषाओं का उसे व्यवहारिक ज्ञान हो प्रश्न 7 म लिखें । यदि वह कोई अन्य भाषा न जानता हो तो "×" लगाएं ।

25. प्रश्न 8 के लिए निम्नलिखित संक्षिप्त रूपों का प्रयोग करें :—

हि०—हिन्दुओं के लिए

मु०—मुसलमानों के लिए

ई०—ईसाइयों के लिए

सि०—सिक्खों के लिए

बौ०—बौद्धों के लिए

जै०—जैनियों के लिए

अन्य धर्म के लिए संबंधित धर्म का पूरा नाम लिखें। यदि कोई व्यक्ति कहे कि उसका कोई धर्म नहीं है तो जैसा वह कहे वैसा ही लिखें।

26. प्रश्न 9 के लिए यदि व्यक्ति अनुसूचित जाति का है तो "1" लिखें और हरियाणा में कोई अनुसूचित जनजाति नहीं है। नोट करें कि यदि कोई व्यक्ति अनुसूचित जाति का है तो उसका धर्म केवल हिन्दू, सिक्ख या बौद्ध ही होगा।

27. यदि आपने प्रश्न 9 में "1" दर्ज किया है तो प्रश्न 10 में अनुसूचित जाति का नाम दर्ज करें। कृपया नोट करें कि लिखा गया नाम आपको दी गई अनुसूचित जातियों की सूची में से होना चाहिए।

28. प्रश्न 11 के लिए, वह व्यक्ति जो किसी भाषा को समझ सकता हो और उसे लिख और पढ़ सकता हो, साक्षर माना जायेगा। साक्षर होने के लिए यह जरूरी नहीं है कि उसने औपचारिक रूप में कोई शैक्षिक योग्यता प्राप्त की हो। ऐसे व्यक्ति जो ऊपर लिखी श्रेणी में नहीं आते निरक्षर माने जायेंगे। छः साल या उससे कम की आयु के सभी बच्चों को निरक्षर मानें भले ही वे स्कूल जाते हों और थोड़ा बहुत लिखने-पढ़ने में समर्थ हों। साक्षर के लिए खाने में "1" और निरक्षर के लिए "2" लिखें।

29. प्रश्न 12 केवल उन्हीं से पूछा जाये जो साक्षर हों अर्थात् जिनके लिये प्रश्न 11 में "1" दर्ज किया गया है। अन्य सभी व्यक्तियों के लिये लाइन पर डैश (—) लगाएं न कि (×) क्योंकि "×" का अर्थ दसवीं पास हो सकता है। इस प्रश्न के अन्तर्गत साक्षर व्यक्ति द्वारा पास की हुई सब से ऊंची कक्षा या शैक्षिक योग्यता का पूरा नाम पूछ कर लिखें। किसी भी स्नातक या स्नातकोत्तर शिक्षा का स्तर दर्ज करते समय मुख्य विषय जैसे बी० एस० सी० (गणित), एम० ए० (अर्थशास्त्र), एम० एस० सी० (बोटनी), बी० एस० सी० (कृषि) आदि लिखें। यदि किसी व्यक्ति ने तकनीकी और सामान्य दोनों प्रकार की योग्यतायें प्राप्त की हों तो दोनों लिखी जायें।

स्नातकोत्तरों, तकनीकी डिग्री या डिप्लोमा प्राप्त करने वाले व्यक्तियों तथा औद्योगिक प्रशिक्षण संस्थानों (आई० टी० आई०) से सर्टीफिकेट प्राप्त व्यक्तियों को "स्नातकोत्तर डिग्री धारक और तकनीकी कार्मिक अनुसूची" भरने के लिए दें। उपरोक्त व्यक्तियों द्वारा भरी हुई ये अनुसूचियां आप 1 मार्च से 5 मार्च, 1991 के दौरान पुन. जांच करते समय वापस ले लें। यह नोट करें कि इन अनुसूचियों को देते और वापस लेते समय अनुदेशों के अनुसार प्रश्न 12 पर सही (√) और काटे (×) का निशान लगायें (देखें पुस्तिका पैरा 50)

30. प्रत्येक व्यक्ति से पूछें कि क्या वह किसी स्कूल या कालेज में जाता है। यदि उत्तर "हां" हो तो इस प्रश्न के सामने खाने में "1" दर्ज करें, यदि "नहीं" तो "2" लिखें।

31. **आर्थिक प्रश्न (प्र० 14क 14, ख, 15क, 15 ख, 16क, और 16 ख)**

आर्थिक प्रश्न अत्यन्त महत्वपूर्ण हैं। ये प्रश्न प्रत्येक व्यक्ति से पूछने होंगे चाहे उस की आयु या लिंग कुछ भी हो। पहले ये सभी प्रश्न एक साथ जबानी पूछें और तब प्रत्येक प्रश्न का उत्तर भरें।

किसी भी व्यक्ति द्वारा आमदनी के लिये किया गया शारीरिक या मानसिक कार्य-कलाप "काम" कहलाता है। काम में केवल काम करना ही नहीं आता बल्कि काम का प्रभावी पर्यवेक्षण और निदेशन भी शामिल है। इन सभी प्रश्नों के लिए संदर्भ अवधि गणना की तारीख से एक वर्ष पहले की है। मौसमी काम जैसे कृषि के लिये संदर्भ तिथि का अभिप्राय उस फसली वर्ष से है जो गणना से पहले समाप्त हुआ है।

काम के बारे में निम्नलिखित साधारण बातों का अवश्य ध्यान रखें :—

(i) अस्थाई अनुपस्थिति जो कि हड़ताल, बीमारी, छुट्टी, अस्थाई रुकावट के कारण हो काम करनें में गिनी जायेगी।

(ii) प्रशिक्षणाधीन व्यक्तियों को काम करने वालों में गिना जायेगा।

(iii) ऐसे व्यक्ति को जिसे नौकरी के लिये प्रस्ताव मिला है परन्तु जिसने कार्य आरम्भ नहीं किया, काम करने वालों में नहीं गिना जाएगा।

(iv) ऐसे व्यक्ति जिन्हें केवल आय प्राप्त होती है जैसे किराया लेने वाले या पेंशन भोगी किन्तु जिन्हें इस आय के लिये कोई काम नहीं करना पड़ता काम करने वालों में तब तक न गिनें जब तक कि वे किसी अन्य आर्थिक गतिविधि में व्यस्त न हों।

(v) घरेलू इस्तेमाल के लिये किसी चीज के उत्पादन को आर्थिक दृष्टि से उत्पादक कार्य न मानें।

(vi) मुकदमा चल रहे कैदी के लिये उस काम को दर्ज करें जो वह पकड़े जाने से पहले कर रहा था। थोड़े समय के लिये अस्पताल में दाखिल व्यक्तियों के विषय में भी ऐसे ही करें। जेल में दण्डित अपराधियों अथवा लम्बी अवधि के लिये जेलों अथवा मानसिक अस्पतालों या धर्मार्थ संस्था में रह रहे व्यक्तियों को काम करने वालों में न गिना जाये बल्कि संस्थाओं में रहने वाले (काम न करने वालों का वर्ग-सं०) माना जाये। लम्बी अवधि से अभिप्राय 6 महीने या इस से अधिक समय का है।

(vii) सार्वजनिक या सामाजिक कार्यकर्ता जो सार्वजनिक सेवाओं में सक्रिय रूप से व्यस्त हों को काम करने वालों में गिनना होगा। ऐसे व्यक्तियों में संसद सदस्य, राज्य विधान मण्डलों, स्थानीय निकायों आदि के सदस्य आयेंगे।

इस पृष्ठ भूमि के साथ प्रत्येक प्रश्न के लिये प्रश्न 14क से 16 ख तक भरे जायें।

32. **प्रश्न 14 क**

यदि किसी व्यक्ति ने वर्ष में एक दिन भी काम किया है तो इस प्रश्न के सामने लाइन पर "हां" लिखें। यदि वर्ष में कभी काम नहीं किया तो उससे पूछें कि उसने समय कैसे व्यतीत किया तथा लाइन के नीचे निम्नलिखित में से कोई एक संकेताक्षर लिखें :—

घरेलू काम	"गृ०"
विद्यार्थी	"वि०"
आश्रित	"आ०"
रिटायर्ड या किराया भोगी	"रि०"
भिखारी आदि	"भि०"
संस्थागत	"सं०"
अन्य काम करने वाले	"अन्य"

(देखें पुस्तिका पैरा 58 से 71)

याद रखें कि यदि किसी गृहणी या विद्यार्थी ने पिछले वर्ष में घरेलू नौकर या अखबार बांटने वाले लड़के के तौर पर कुछ समय के लिये काम किया हो तो ऐसे मामलों में आपने इस प्रश्न में "हां" भरना है। इसलिये विद्यार्थियों और गृहणियों के मामले में छान-बीन करने वाले प्रश्न पूछें।

33. **प्रश्न 14 ख**

जहां भी प्रश्न 14 क के सामने आपने "हां" लिखा है तो वहां पता करें कि क्या उस व्यक्ति ने पिछले साल के अधिकांश भाग में काम किया है अर्थात् 183 दिन या इससे अधिक (या छः महीने या इससे अधिक)। यदि "हां" तो खाने में "1" लिखें अन्यथा "2" लिखें। वर्ष के अधिकांश भाग में काम की कुल अवधि का निश्चय करने के लिये अलग-अलग कामों की कार्य अवधि का योग करें।

34. **प्रश्न 15क**

यदि किसी व्यक्ति ने बीते साल के अधिकांश भाग में काम किया है, तो आपने प्रश्न 14 ख के सामने "1" दर्ज किया होगा। इस प्रश्न के सामने लाइन के ऊपर "का०" (काश्तकार) "खे० म०" (खेतिहर मजदूर), "पा० उ०" (पारिवारिक उद्योग) या "अ० क०" (अन्य काम) लिखें। आपने यहां इन चार संकेताक्षरों में से केवल एक ही दर्ज करना है अर्थात् काम की अवधि को ध्यान में रखते हुए व्यक्ति ने जो मुख्य काम बताया है।

काश्तकार : खेती में वास्तविक खेती, खेती का पर्यवेक्षण या निदेशन भी शामिल है। कोई व्यक्ति अपनी खुद की जमीन या पट्टे पर प्राप्त जमीन पर खेती कर सकता है। (देखें पुस्तिका पैरा 75 से 78) काश्तकार के लिए लाईन के ऊपर "का०" लिखें।

खेतिहर मजदूर : जो व्यक्ति नकद या जिन्स के रूप में मजदूरी लेकर किसी दूसरे व्यक्ति के खेत में काम करता है वह खेतिहर मजदूर कहलाता है खेतिहर मजदूर के लिए इस प्रश्न के सामने "खे० म" लिखें।

पारिवारिक उद्योग : जिन व्यक्तियों का काम किसी माल का उत्पादन, संसाधन अथवा उसकी सर्विसिंग या मरम्मत करना है, उदाहरण के लिये हथ करघे पर कपड़ा बुनना, कपड़ा रंगना, बढ़ई गिरी, बीड़ी बनाना, मिट्टी के बर्तन बनाना, साईकल की मरम्मत करना, लोहार का काम करना या दर्जी का काम करना आदि और वह काम पारिवारिक उद्योग के रूप में चलाया जाता है तो इस प्रश्न के सामने "पा० उ०" दर्ज करें ।

पारिवारिक उद्योग वह उद्योग है जो परिवार के मुखिया द्वारा स्वंय और मुख्यतः परिवार के अन्य सदस्यों द्वारा घर पर या ग्रामीण क्षेत्रों में गांव की सीमा के भीतर और नगरीय क्षेत्रों में उस मकान के अन्दर या अहाते में जिसमें परिवार रहता है, चलाया जाता हो पारिवारिक उद्योग में **मुखिया सहित** परिवार के सदस्यों का जियादा भाग लेना जरूरी है । यह उद्योग **पंजीकृत** उद्योग नहीं होना चाहिए । यदि यह पंजीकृत कारखान नहीं हो तो यह जांच करें कि यह पंजीकृत होने योग्य उद्योग तो नहीं है अर्थात् यदि इसमें बिजली का उपयोग होता है तो इसमें दस व्यक्ति से अधिक और यदि बिजली का उपयोग नहीं होता तो बीस से अधिक काम करने वाले न हों (उदाहरणों के लिये देखिए पुस्तिका का परिशिष्ट VI)

अन्य काम करने वाले : ऊपर लिखे तीन वर्गों के इलावा सभी कार्यकर्त्ता जो बीते वर्ष के दौरान किसी आर्थिक गति विधि में व्यस्त रहे हों, अन्य काम करने वाले, (अ० का०) माने जायेंगे । "अ० का०" के इस वर्ग के अन्तर्गत काम करने वालो में कारखाने में काम करने वाले, पेड़-पौधे लगाने वाले, व्यापार, वाणिज्य, व्यवसाय, परिवहन, खनन, निर्माण में करने वाले या राजनैतिक या सामाजिक कार्यकर्त्ता सभी सरकारी कर्मचारी, निगम के कर्मचारी, अध्यापक, पुजारी, मनोरंजन करने वाले कलाकार आदि आते हैं । मतलब यह है कि काश्तकारों (का०), खेतिहर मजदूरों (खे० म०) तथा पारिवारिक उद्योंगो (पा० उ०) में काम करने वालों को छोड़कर सभी व्यक्ति जो किसी आर्थिक गतिविधि के क्षेत्र में काम करते हैं अन्य काम करने वालों में आते हैं । इनके लिये "अ० का०" दर्ज करें ।

ऐसे व्यक्ति जो मुख्य गतिविधि के लिये काम न करने वाले माने गये हैं (प्रश्न 14 ख में जिनके लिये कोड "2" दर्ज किया गया है) उनके लिये प्रश्न 15 क में यथास्थिति गृ०/वि०/आ०/रि०/भि०/सं०/अन्य दर्ज करें । नोट करें कि इस प्रश्न के सामने लाइन के निचले हिस्से में इन संकेताक्षरों में से केवल एक ही दर्ज करना है ।

उन व्यक्तियों के लिये जो मुख्यतः पारिवारिक उद्योग (पा० उ०) या अन्य काम (अन्य) में व्यस्त हैं उनके बारे में कुछ विवरण जैसे प्रतिष्ठान का नाम, उद्योग, व्यापार या सेवा का स्वरूप, व्यक्ति के काम का विवरण तथा काम करने वाले का वर्ग पूछने हैं । इन विवरणों को प्रश्न 15क (i) से 15 क (iv) में भरना है । शेष व्यक्तियों के लिये प्रश्न 15 क के ये उप-भाग लागू नहीं होंगे अतएव ऐसे व्यक्तियों के लिये प्रश्न 15 क (i) से (iv) के सामने "X" लगायें ।

35. **प्रश्न 15–क (i) : प्रतिष्ठान का नाम**

इसमें कारखाने, फर्म, वर्कशाप, व्यापारिक संस्थान, कम्पनी, दुकान, कार्यालय इत्यादि का नाम लिखें । सरकारी कार्यालयों के बारे में यह स्पष्ट करें कि वे केन्द्रीय सरकार या राज्य सरकार अथवा किसी स्थानीय निकाय के कार्यालय हैं । यदि संस्थान का कोई निश्चित नाम नहीं है, जैसे कि पारिवारिक उद्योग के मामले में हो सकता है, तो मालिक का नाम और दुकान की किस्म को दर्ज करें उदाहरण के लिये जैसे बाबू राम की मिठाई की दुकान, राम लाल की साइकल की मरम्मत की दुकान, साधु की पान की दुकान इत्यादि ।

प्रश्न 15क (ii) : उद्योग, व्यापार या सेवा का स्वरूप

संबंधित व्यक्ति की आर्थिक गतिविधि के उचित वर्गीकरण की सुविधा के लिये इस प्रश्न का उत्तर विस्तार पूर्वक देना आवश्यक है उदाहरण के लिये चाय के बागान, एल्यूमीनियम का कारखाना, गृह निर्माण, बिजली बोर्ड, सड़क परिवहन, सूती कपड़े की दुकान, रैस्टोरैंट, चार्टरड अकाऊंटैंट वकील, केन्द्रीय सरकार की सेवा और राज्य सरकार की सेवा इत्यादि (देखें पुस्तिका परिशिष्ट VII) ।

प्रश्न 15 क (iii) : व्यक्ति के काम का विवरण

इस प्रश्न में वास्तविक काम का विवरण अर्थात् गणना किये जाने वाले व्यक्ति का पेशा दर्ज करना है चाहे वह किसी प्रकार के उद्योग, व्यापार या सेवा में काम कर रहा हो । उद्योग, व्यापार या सेवा का स्वरूप प्रश्न 15 क के उप-भाग (ii) में दर्ज करना है ।

वास्तविक काम या पेशा सदैव काफी विस्तार से दें जैसे बिल क्लर्क, हिसाब किताब रखने वाला क्लर्क इत्यादि । कृपया मजदूर के लिए केवल साधारण मजदूर न लिखें बल्कि मण्डी में पल्लेदार अथवा निर्माण में मजदूर अथवा बस-स्टैंड पर कुली या खान में काम करने वाला मजदूर इत्यादि स्पष्ट लिखें । (देखें पुस्तिका परिशिष्ट VIII) ।

15.क (iv) : **काम करने वाले का वर्ग**

(1) मालिक के लिये अर्थात् जो व्यक्ति अपने काम में एक या एक से अधिक व्यक्ति नौकर रखता है "मा०" लिखें ।

(2) कर्मचारी के लिए अर्थात् वह व्यक्ति जो दूसरों के अधीन रह कर नकद या जिन्स के रूप में वेतन या मजदूरी पर काम करता है "क०" लिखें ।

(3) अकेला काम करने वाला (एकल कार्यकर्त्ता) अर्थात् वह व्यक्ति जो किसी दूसरे को बिना नियमित रूप से नौकर रखे या अपने परिवार के दूसरे सदस्यों की नियमित रूप से सहायता लिये बिना अपना काम करता हो या सहकारी संस्थानों के सदस्य के रूप में काम करता हो तो उसके लिए "ए० का०" लिखें । इस स्थिति में कभी कभार दूसरों को नौकर रखने अथवा परिवार के किसी दूसरे सदस्य की सहायता लेने से कोई अन्तर नहीं पड़ता ।

(4) पारिवारिक काम करने वाला अर्थात् वह व्यक्ति जो अपने परिवार के अन्य सदस्यों के साथ मिलकर जिन्स या नकद के रूप में बिना कोई मजदूरी या वेतन लिये काम करता हो उसके लिये "पा० का०" लिखें ।

नोट करें कि पारिवारिक उद्योग में कोई व्यक्ति मालिक नहीं हो सकता यद्यपि कुछ स्थितियों में पारिवारिक काम करने वाले, अकेले काम करने वाले तथा कर्मचारी भी हो सकते हैं । सरकारी कर्मचारी केवल कर्मचारी ही हैं । पूर्णकालिक सार्वजनिक कार्यकर्त्ता और सामाजिक कार्यकर्त्ता, संसद के सदस्य तथा विधान मण्डलों के सदस्य, एकल कार्यकर्त्ता (ए० का०) माने जायेंगे । डाक्टर और वकील जो किसी व्यक्ति को नौकरी पर नहीं रखते और अपना काम स्वयं करते हैं एकल कार्यकर्त्ता (ए० का०) माने जाएं । [प्रश्न 15 क (i) से (iv) के बारे में विस्तृत व्याख्या के लिये देखें पुस्तिका पैरा 83 से 88]

36. **प्रश्न 15 ख**

जिन व्यक्तियों ने प्रश्न 14 ख में "हां" कहा है अर्थात् जिन का कोड "1" है उनका कोई गौण काम हो सकता है जो यहां दर्ज करना होगा । जिन व्यक्तियों ने प्रश्न 14 क का उत्तर "हां" में दिया है और प्रश्न 14 ख का उत्तर "नहीं" (कोड 2) में दिया है उनका कोई सीमान्तिक काम अवश्य होगा उसी का यहां इन्द्राज करना चाहिये (देखें पुस्तिका पैरा 89 से 90)

37. **प्रश्न 16 क**

यह प्रश्न उन सभी व्यक्तियों से पूछें जिनके लिये प्रश्न 14 क में यथास्थिति गृ०/वि०/आ०/रि०/भि०/सं०/अन्य दर्ज किया है ।

यदि कोई व्यक्ति उत्तर देता है कि वह काम की खोज में है या काम करने का इच्छुक है उसके लिये आप खाने में "1" दर्ज करें । यदि उत्तर नहीं है तो आपने "2" दर्ज करना है ।

38. **प्रश्न 16 ख**

यह प्रश्न उन व्यक्तियों से पूछा जाएगा जिन्होंने प्रश्न 16 क के उत्तर में "हां" कहा है । यदि किसी ने पहले कभी काम किया है, तो प्रश्न का उत्तर "हां" होगा और खाने में कोड "1" दर्ज किया जाएगा । यदि कभी कोई काम नहीं किया तो खाने में "2" दर्ज करें ।

39. **प्रश्न 17 क**

इस प्रश्न का उत्तर सभी के लिए भरा जाएगा । यदि कोई व्यक्ति यह कहे कि वह भूतपूर्व सैनिक है, तो खाने में कोड "1" दर्ज करें । यदि प्रश्न का उत्तर नहीं हो, तो खाने में कोड "2" दर्ज करें ।

40. **प्रश्न 17 ख**

यह प्रश्न भूतपूर्व सैनिकों से (जिनके लिए प्रश्न 17 क में कोड "1" दर्ज किया है) पूछा जाएगा । यदि वह पेंशन भोगी है तो खाने में कोड "1" और यदि गैर-पेंशन भोगी है तो खाने में कोड "2" दर्ज करें ।

कोई व्यक्ति भूतपूर्व सैनिक है या नहीं यह निर्धारित करने के लिए कुछ मार्गदर्शी सिद्धान्त पुस्तिका के परिशिष्ट–XIII में दिए गए हैं । इससे आपको सहायता मिलेगी ।

महत्वपूर्ण :

41. भूतपूर्व सैनिक के लिए जिसके लिए प्रश्न 17 क में कोड "1" दर्ज किया गया हो तो परिवार अनुसूची में उसके नाम से पहले कालम 1 में सही (√) का निशान लगा दें। यदि भूतपूर्व सैनिक पैंशन ले रहा है अर्थात् प्रश्न 17 ख में कोड "1" दर्ज किया गया हो तो परिवार अनुसूची के कालम 2 में व्यक्ति के नाम के सामने कोष्टक में "पें" लिख दें और यदि भूतपूर्व सैनिक पैंशनभोगी न हो अर्थात् व्यक्तिगत पर्ची के प्रश्न 17 ख में कोड "2" दर्ज हो तो "गै० पै०" लिख दें।

42. यदि व्यक्ति भूतपूर्व सैनिक नहीं हो अर्थात् व्यक्तिगत पर्ची के प्रश्न 17 क में कोड "2" दर्ज हो तो परिवार अनुसूची में कोई प्रविष्टि नहीं की जानी है।

43. **प्रश्न 18 : जन्म स्थान**

(क) प्रश्न 18 (क) के सामने जन्म स्थान (गांव या नगर) का पूरा नाम दर्ज करें। गणना के गांव या नगर में जन्म लेने वाले व्यक्ति के लिये "ज" लिखें तथा अन्य उप-भागों (ख), (ग) और (घ) में "X" लगायें। यहां हैमल्ट या वार्ड का नाम न लिखें बल्कि केवल गांव या नगर का नाम लिखें जिसमें वह हैमल्ट/वार्ड पड़ता है।

(ख) ऐसे व्यक्ति जो गणना के गांव या नगर से बाहर पैदा हुए हों उनके बारे में यह पता करें कि क्या जन्म स्थान इस समय गांव है या नगर। गांव में पैदा हुए व्यक्ति के लिये खाने में "1" लिखें और कस्बे/नगर में पैदा हुए के लिये "2" लिखें। विदेश में पैदा हुए, व्यक्ति के लिए उप-भाग (ख) और (ग) के खानों में "X' लगाएं। यदि जन्म का स्थान ग्रामीण है या नगरीय यह पता न चले तो "अज्ञात" लिखें। जन्म स्थान ग्रामीण है या नगरीय इस का निर्धारण स्थान की गणना के समय की स्थिति के आधार पर करें।

(ग) उस व्यक्ति के लिये जो गणना के गांव या नगर से बाहर किन्तु गणना के जिले के अन्दर ही पैदा हुआ था "जि०" लिखें। उस व्यक्ति के मामले में जो गणनाधीन राज्य के किसी अन्य जिले में पैदा हुआ हो या देश के किसी अन्य राज्य/संघ राज्यक्षेत्र के जिले में पैदा हुआ हो तो आप उस जिले का पूरा नाम लिखें। यदि कोई व्यक्ति जिले का नाम न बता सके तो "अज्ञात" लिखें। भारत से बाहर पैदा हुए व्यक्ति के लिए इस उप-भाग के सामने क्रास (X) का निशान लगाएं।

(घ) गणना के राज्य में पैदा हुए व्यक्तियों के लिये "X" लगायें।

उन व्यक्तियों के मामले में जो गणना के राज्य से बाहर लेकिन देश के अन्दर ही पैदा हुए हों, उस राज्य/संघ राज्य क्षेत्र का नाम लिखें जहां वे पैदा हुए हों। भारत से बाहर पैदा हुए व्यक्तियों के मामले में केवल उस देश का नाम लिखें जिसमें वे पैदा हुए हों।

44. **प्रश्न 19 : पूर्व निवास स्थान :**

इस प्रश्न का उत्तर प्रत्येक उस व्यक्ति के संबंध में भरना है जिनकी गणना के गांव अथवा नगर में बसने से पहले कोई और सामान्य निवास स्थान था चाहे उसका जन्म स्थान कोई भी रहा हो"।

(क) उस व्यक्ति के लिये जो अपने जन्म के समय से लगातार गणना के गांव या नगर में रहा हो (दूसरे गांव अथवा नगर में बिल्कुल अस्थाई तौर पर निवास करने को छोड़ कर) प्रश्न 19 (क) में "ज०" लिखें और उप-भाग (ख), (ग) और (घ) में "X" लगायें। उस व्यक्ति के लिये जिसका इससे पूर्व का निवास गणना के ग्राम या नगर से बाहर किसी अन्य स्थान पर था, ऐसे ग्राम अथवा नगर का नाम दर्ज करें जो उस का पिछला अन्तिम निवास स्थान था चाहे उसका जन्म स्थान कोई भी हो।

(ख) उस व्यक्ति से, जो पहले गणना के स्थान से बाहर रहा था यह पूछें कि उसका पूर्व निवास स्थान ग्रामीण है या नगरीय और तदनुसार उत्तर दर्ज करें। जिस व्यक्ति का इससे पूर्व का निवास स्थान नगर है उसके लिये खाने में "2" और जिसका ग्रामीण है उसके लिये "1" लिखें। पूर्व निवास स्थान ग्रामीण है या नगरीय इसका निर्धारण स्थान की गणना के समय की स्थिति के आधार पर करें। उस व्यक्ति के लिये जिसका पिछला निवास स्थान किसी विदेश में था "X" लगायें।

(ग) ऐसे व्यक्ति के लिये जो पहले किसी अन्य स्थान पर रहता था अर्थात् जिसके लिये उप-भाग (क) में "ज." नहीं लिखा गया है, आपको पूछताछ के पश्चात् इस भाग को भरना है। ऐसे व्यक्ति के लिये जिसका पूर्व निवास स्थान गणना के जिले के किसी अन्य गांव या नगर में था "जि०" लिखें। अन्य सभी स्थितियों में जिले का पूरा नाम लिखें।

(घ) उस व्यक्ति के बारे में जिसका गणना से पहले का निवास स्थान गणना के गांव या नगर के बाहर था परन्तु गणना के राज्य या संघ क्षेत्र में था "X" लगायें। अन्य स्थितियों में पूरा नाम लिखें। यदि किसी व्यक्ति का पूर्व निवास स्थान देश से बाहर रहा हो तो उस देश का नाम लिखें जिसमें वह रहता था।

45. **प्रश्न 20 : पूर्व निवास स्थान छोड़ने का कारण**

यह प्रश्न उस व्यक्ति के संबंध में पूछा जायेगा जिसके बारे में प्रश्न 19 में पूर्व निवास स्थान के संबंध में जानकारी दर्ज की गई है । निम्न-लिखित किसी एक कोड का प्रयोग करें और दिये गये खाने में दर्ज करें ।

(क)	रोजगार	.. 1
(ख)	व्यवसाय	.. 2
(ग)	शिक्षा	.. 3
(घ)	परिवार का स्थान परिवर्तन	.. 4
(ङ)	विवाह	.. 5
(च)	प्राकृतिक विपदाएं जैसे सूखा, बाढ़ आदि	.. 6
(छ)	अन्य	.. 7

46. **प्रश्न 21 : गणना के ग्राम या नगर में निवास की अवधि**

यहां आपको खाने में पूरे वर्षों में वह अवधि लिखनी है जिसके दौरान सम्बन्धित व्यक्ति गणना के ग्राम या नगर में लगातार रहते आयें है । थोड़े समय की यात्रा अथवा दौरे को निरन्तर निवास की अवधि में रुकावट नहीं माना जाएगा । यदि कोई व्यक्ति गणना के स्थान में पैदा हुआ हो और उसका पहले का कोई निवास स्थान नहीं है अर्थात उसके लिए प्रश्न 19 (क) में "ज" नोट किया जा चुका है उसके लिए इस प्रश्न के सामने लाइन पर "×" लगाएं । यदि किसी व्यक्ति की गणना के स्थान पर निरन्तर निवास की अवधि एक वर्ष से कम हो उसके लिए खाने में "0" लिखें ।

47. **प्रश्न 22 : उन सभी महिलाओं के लिए जो विवाहित हैं या थीं**

यह प्रश्न उन सभी महिलाओं से पूछा जायेगा जो विवाहित हैं या कभी भी विवाहित थीं अर्थात वे महिलायें जो इस समय विवाहित हैं अथवा विधवा या तलाकशुदा या जिनका सम्बन्ध विच्छेद हो चुका है । इस लिए यह प्रश्न "कुंवारी" महिलाओं को छोड़कर अन्य उन सभी महिलाओं से पूछा जायेगा जिनके बारे में सामान्य व्यक्तिगत पर्ची के प्रश्न 5 में "शा" या "वि" या "सं० वि" दर्ज किया गया है । सामान्य व्यक्तिगत पर्ची के प्रश्न 5 में जिन महिलाओं के लिये "कु०" लिखा गया है इस प्रश्न के सभी खानों में "X" लगायें ।

(क) जिस महिला की आप गणना कर रहे हैं उससे उसकी विवाह के समय की आयु पूछें तथा उस आयु को पूरे-पूरे वर्षों में दर्ज करें । अगर किसी महिला का एक से अधिक बार विवाह हुआ हो तो प्रथम विवाह के समय की उसकी आयु दर्ज करें ।

(ख) इस प्रश्न में गणना के समय संबंधित महिला के कितने बच्चे जीवित हैं यह पता करना है । बच्चों की निवास देश/विदेश में कहीं भी हो सकता है । हमें इस समय जीवित बच्चों की संख्या का पता करना है । इसकी संख्या का पता करके दिए गए तीन खानों में लिंग भेद के अनुसार उनके विवरण और योग दर्ज करें । यदि गणना के समय कोई बच्चा (पुरुष/स्त्री) जीवित न हो तो लिंग के अनुसार उपयुक्त खाने/खानों में "0" दर्ज करें ।

(ग) महिला से उसके विवाह से अब तक जन्में बच्चों की संख्या पता करें । जन्में बच्चों की कुल संख्या में जीवित पैदा हुए सभी बच्चे आएंगे चाहे बाद में किसी बच्चे की मृत्यु भी हो गई हो । इस प्रकार जीवित जन्में सभी बच्चों की गिनती करें और लिंग भेद के अनुसार उनकी संख्या और योग दिए गए तीन खानों में दर्ज करें । यदि स्त्री यह कहती है कि उसने किसी भी लड़के या लड़की को जन्म नहीं दिया तो उपयुक्त खाने/खानों में "0" लिखें ।

48. **प्रश्न 23 : केवल उन महिलाओं के लिए जो इस समय विवाहित है ।**

यह प्रश्न केवल उन सभी महिलाओं के लिए भरना है जो इस समय विवाहित हैं अर्थात् उन सभी महिलाओं के लिए जिनके बारे में सामान्य व्यक्तिगत पर्ची के प्रश्न 5 में "शा०" लिखा है । इसके अतिरिक्त अन्य महिलाओं के लिए इस प्रश्न के सामने लाइन पर "X" लगाएं । यह पता करके

कि गणना की तारीख से पहले एक वर्ष के अन्दर विवाहित स्त्री ने किसी जीवित बच्चे को जन्म दिया है "हां" या "नहीं" लिखें। यदि उत्तरदाता को एक वर्ष का हिसाब लगाने में कठिनाई हो तो आप उससे यह पता करें कि क्या पिछली होली (11-3-990) के दिन या उसके बाद उसने किसी जीवित बच्चे को जन्म दिया और तब "हां" या "नहीं" दर्ज करें। यदि बच्चे का जन्म मृत अवस्था में हुआ हो तो इस प्रयोजन के लिये उसकी गणना न करें। जिन महिलाओं ने जुड़वां बच्चे या एक से अधिक बच्चों को जन्म दिया हो तो "हां" के बाद 2, 3 आदि दर्ज करें जैसा हां (2) या हां (3) आदि।

49 बेघर लोगों की गणना

1. जनगणना के लिए सभी बेघर व्यक्तियों की गणना अन्तिम दिन अर्थात् 28 फरवरी, 1991 की रात्रि को करें। इससे पहले आपको प्रगणक ब्लाक के अन्य सभी व्यक्तियों की गणना पूरी कर लेनी चाहिए।

2. ऐसे बेघर परिवारों के विवरण संक्षिप्त मकान सूची के भाग-3 में पुस्तिका के परिशिष्ट V में दिए गए अनुदेशों के अनुसार दर्ज करें।

3. बेघर परिवारों के लिए अन्य लोगों की तरह व्यक्तिगत पर्ची और परिवार अनुसूची भी भरनी होगी।

4. यदि आपके प्रगणक ब्लाक में बेघर लोगों की अत्याधिक संख्या है जिनकी एक रात में गिनती न की जा सके तो आप अपने सुपरवाइजर चार्ज-अधिकारी से सहायता का प्रबन्ध करने के लिए निवेदन करें।

50 जांच कार्य (रिविजनल राउंड)

एक मार्च से पांच मार्च, 1991 के दौरान आपने अपने क्षेत्र के सभी जनगणना मकानों और परिवारों में जांच के लिए दोबारा जाना है और निम्नलिखित जानकारी एकत्रित करनी है :—

(i) किसी परिवार की गणना के बाद और 1 मार्च, 1991 के सूर्योदय से पहले वहां किसी नए बच्चे का जन्म हुआ है,

(ii) किसी व्यक्ति की मृत्यु हुई है,

(iii) कोई ऐसा नया व्यक्ति आया है जो गणना के दौरान अपने सामान्य निवास स्थान में न रहा हो और जिसकी कहीं गणना न हुई हो, या

(iv) आपके ब्लाक में कोई पूरा परिवार आ गया हो जिसकी पहले कहीं भी गणना न की गई हो।

1. नवजात शिशुओं के लिए नई व्यक्तिगत पर्ची भरें। संबंधित परिवार अनुसूची में आवश्यक प्रविष्टियां करें। आप जिस बच्चे की गणना कर रहे हैं, यदि लागू हो तो उसकी मां की व्यक्तिगत पर्ची के प्रश्न 23 में की गई प्रविष्टि को भी ठीक करें।

2. नए परिवारों के मामले में संक्षिप्त मकान सूची को ठीक करें और परिवार की क्रम संख्या लिखें तथा सदस्यों की व्यक्तिगत पर्चियां भरें।

3. जिस परिवार की आप गणना कर चुके है उसमें आपके पिछले दौरे के बाद लेकिन 1 मार्च, 1991 के सूर्योदय से पहले किसी की मृत्यु हो गई है तो आप मृतक की व्यक्तिगत पर्ची के बीच साफ-साफ शब्दों में (मृत) लिखकर रद्द कर दें। सम्बन्धित परिवार अनुसूची में आवश्यक शुद्धियां कर लें।

4. जांच कार्य मुकम्मल होने पर प्रगणक सार तैयार करने के लिए प्रगणक की वर्किंग शीट (जो आप प्रतिदिन भरते रहे होंगे) में प्रविष्टियों की जांच कर लें तब प्रगणक-सार भरें। फिर संक्षिप्त मकान सूचि का भाग–1 भरें और रिकार्ड सूची सहित सभी कागजात, अपने सुपरवाइजर को दे दें।

5. उन सभी व्यक्तियों से जिनको आपने स्नातकोत्तर डिग्री-धारक और तकनीकी कार्मिक अनुसूचियां भरने के लिए दी थीं वे वापस ले लें। अपने दूसरे रिकार्ड के साथ अपने सुपरवाइजर को स्नातकोत्तर डिग्री-धारकों और तकनीकी कार्मिकों के लिए प्राप्त/जारी/वापस लिए गए तथा अवितरित फार्मों की संख्यां को दर्शित करने वाला फार्म भी दें।

51. परिवार अनुसूची के कालम 8—34

1. ये कालम संबंधित व्यक्तिगत पर्ची के अनुसार भरे जायेंगे ।

2. इस कार्य को प्रतिदिन दैनिक गणना का कार्य पूरा करने के बाद अवश्य समाप्त कर लेना चाहिए ।

3. कालम 12 से 21 पुरुषों तथा कालम 22 से 31 स्त्रियों के बारे में है । कालम 8 से 11 और 32 से 34 दोनों के लिए हैं ।

नोट करें कि अन्तरिम परिणाम तथा अन्तिम परिणाम परिवार अनुसूची में की गई प्रविष्टियों के सही होने पर निर्भर करते हैं । इन कालमों को ठीक-ठीक भरने के लिए विशेष ध्यान दें (देखें पुस्तिका पैरा 141 से 158.1)

52. प्रगणक की वर्किंग शीट

1. *आपने तीन प्रकार के परिवारों अर्थात् सामान्य परिवारों, संस्थागत परिवारों और बेघर परिवारों के लिए अलग-अलग वर्किंग शीटें तैयार करनी है ।*

2. फार्म के ऊपरी दांए कोने में पृष्ठ संख्या लिखनी है । प्रत्येक प्रकार के परिवारों के लिए यह पृष्ठ संख्या 1 से शुरू हो कर सिलसिलेवार होगी ।

3. परिवार अनुसूची में की गई प्रविष्टियों के आधार पर वर्किंग शीट में एक लाइन प्रत्येक परिवार के लिए भरी जाएगी । आप पहली पुस्तक से एक एक करके परिवार अनुसूची लें । **वर्किंग शीट के इंद्राज प्रतिदिन ब्लाक में गणना के पश्चात् अवश्य पूरे कर लें तथा इस काम को इकट्ठा न होने दें ।**

4. यद्यपि आपके ब्लाक में कोई संस्थागत या बेघर परिवार न भी हो तो भी ऐसे परिवारों के लिए "शून्य" विवरण वाली अलग-अलग वर्किंग शीटें बनाई जाएं और रिकार्ड के साथ सुपरवाइजर को दे दें ।

53. प्रगणक सार

प्रगणक सार में विभिन्न मदों का इन्द्राज, सार में कोष्ठकों में दर्शित प्रगणक की वर्किंग शीट के कालमों के योग के अनुसार किया जाए ।

प्रगणक सार तैयार होने पर सुपरवाइजर को देने के लिए रिकार्ड सूची में विभिन्न रिकार्डों का विवरण दर्ज करें । इस रिकार्ड सूची के साथ आप सारा रिकार्ड 5 मार्च, 1991 तक अपने सुपरवाइजर को अवश्य दे दें ।

54. सैनिकों के विषय में

यदि परिवारों की गणना के दौरान आपके नोटिस में कोई सैनिक आएं तो उनके लिए व्यक्तिगत पर्ची के प्रश्न 15, 16, 18, 19, 20 और 21 को निम्नलिखित उदाहरण के अनुसार भरें :—

व्यक्तिगत पर्ची	इस प्रकार प्रविष्ट करनी हैं
प्रश्न 15—क (i)	X
प्रश्न 15—क (ii)	सेवा
प्रश्न 15—क (iii)	सेवा
प्रश्न 15—क (iv)	क०
प्रश्न 15—ख (i) से 15—ख (iv) के अन्त तक	सभी में X
प्रश्न 16 (क)	X
प्रश्न 16 (ख)	X
प्रश्न 18, 19, 20 और 21	कोई प्रविष्टि न करें

55. कृपया क्रमवार निम्नलिखित पग याद रखें जिनके अनुसार आपने कार्य सम्पन्न करना है :—

1. प्रत्यक परिवार के लिए परिवार अनुसूची के कालम 1 से 7 भरें ।

2. परिवार अनुसूची में दर्ज किए गए प्रत्येक व्यक्ति के लिए व्यक्तिगत पर्ची भरें ।

3. सैनिक कार्य पूरा कर लेने पर परिवार अनुसूची के कालम 8 से 34 संबंधित व्यक्तिगत पर्चियों के अनुसार भरें ।

4. प्रगणक सार बनाने के लिए भरी हुई परिवार अनुसूची पुस्तकों के अनुसार वर्किंग शीटें भरें । यह कार्य रोजाना करें । क्योंकि जांच कार्य के पश्चात् आपने तुरन्त प्रगणक सार तैयार करना है इसलिए काम को बाद में करने के लिए न रख छोड़ें ।

नोट :—यदि इस अनुदेशिका में दिए गए किसी बिन्दु पर आपको अधिक जानकारी की आवश्यकता पड़े तो आपको दी गई विस्तृत अनुदेशिक का प्रयोग करें अथवा अपने सुपरवाइजर तथा चार्ज-अधिकारी से सम्पर्क करें ।

व्यक्तिगत पर्ची भरते समय प्रयोग किए जाने वाले संक्षिप्त शब्दों एवं संकतों (कोड) की सूची

प्रश्न 3 : (i) पुरुष के लिए 1

(ii) स्त्री के लिए 2

प्रश्न 5 : (i) जिसकी अभी तक शादी नहीं हुई ..... कु०

(ii) जो इस समय वैवाहिक स्थिति में है ..... शा०

(iii) जिसके पति/जिसकी पत्नी की मृत्यु हो चुकी हो ..... वि०

(iv) संबंध विच्छेद अथवा तलाकशुदा ..... सं० वि०

प्रश्न 8 : (i) हिन्दुओं के लिए ..... हि०

(ii) मुसलमानों के लिए ..... मु०

(iii) ईसाइयों के लिए ई०

(iv) सिक्खों के लिए ..... सि०

(v) बौद्धों के लिए ..... बौ०

(vi) जैनियों के लिए ..... जै०

प्रश्न 9 : (i) अनुसूचित जाति (अ० ज०) के लिए 1
(अनुसूचित जाति से संबंध रखने वाले व्यक्ति का धर्म हिन्दु, सिक्ख या बौद्ध होना चाहिए, अन्यथा X लगाएं)

(ii) अन्य के लिए X

प्रश्न 11 : (i) साक्षर के लिए 1

(ii) निरक्षर के लिए 2

प्रश्न 13 : (i) स्कूल/कालेज जाते हैं, हां 1

(ii) स्कूल/कालेज जाते हैं, नहीं 2

प्रश्न 14 क काम न करने वाले :

प्रश्न 15क/ख (i) घरेलू कार्य के लिए .....गृ०

(ii) विद्यार्थी के लिए .....वि०

(iii) आश्रित के लिए आ०

(iv) रिटायर्ड या किराया भोगी के लिए .....रि०

(v) भिखारी आदि के लिए .....भि०

(vi) संस्थागत के लिए स०

(vii) अन्य काम न करने वाले के लिए .....अन्य

काम करने वाले :

(i) काश्तकार के लिए .....का०

(ii) खेतिहर मजदूर के लिए .....खे० म०

(iii) पारिवारिक उद्योग में कार्यरत .....पा ० उ०

(iv) अन्य काम करने वाले .....अ० का०

प्रश्न 14 ख : (i) गत वर्ष अधिकांश समय काम किया है ? हां 1

(ii) गत वर्ष अधिकांश समय काम किया है ? नहीं 2

प्रश्न 15 क iv (i) मालिक के लिए .....मा०

15 ख iv (ii) कर्मचारी के लिए क०

(iii) अकेला काम करने वाले के लिए .....ए०का०

(iv) पारिवारिक काम करने वाले के लिए .....पा० का०

प्रश्न 16 क : क्या काम की खोज में हैं/ काम करने के इच्छुक हैं — हां.....1 नहीं.....2

प्रश्न 16 ख : पहले कभी काम किया है ? — हां.....1 नहीं.....2

प्रश्न 17 क : क्या भूतपूर्व सैनिक हैं ? — हां.....1 नहीं.....2

प्रश्न 17 ख : (i) पेंशन भोगी के लिए 1

(ii) गैर पेंशन भोगी के लिए 2

प्रश्न 18 क : गणना के गांव व नगर में जन्में के लिए ज०

प्रश्न 18 ख : (i) ग्रामीण के लिए 1

(ii) नगरीय के लिए 2

प्रश्न 18 ग : जिसका जन्म स्थान गणना के ज़िले के किसी गांव या नगर में हों .....जि०

प्रश्न 19 क : गणना के गांव या नगर में ही लगातार रह रहा हो ज०

प्रश्न 19 ख : (i) ग्रामीण के लिए 1

(ii) नगरीय के लिए 2

प्रश्न 19 ग : जिसका पूर्व निवास स्थान गणना के ज़िले के किसी गांव या नगर में था .....जि०

प्रश्न 20 : **पूर्व निवास स्थान छोड़ने के कारण :**

(i) रोज़गार के लिए 1

(ii) व्यवसाय के लिए 2

(iii) शिक्षा के लिए 3

(iv) परिवार का स्थान परिवर्तन 4

(v) विवाह के कारण 5

(vi) प्राकृतिक विपदाएं जैसे सूखा, बाढ़ आदि के कारण 6

(vii) अन्य कोई कारण 7

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