

CENSUS OF INDIA, 1981

SERIES—8

JAMMU & KASHMIR

Part I-A

ADMINISTRATION REPORT—ENUMERATION

A. H. KHAN
OF THE INDIAN ADMINISTRATIVE SERVICE
Director of Census Operations, Jammu & Kashmir

ACKNOWLEDGEMENTS

Assistance, Compilation and Scrutiny . .	S/Shri	Mohd. Yousuf Bhat (I), *Tabulation Officer.*
		M. K. Koul, *Investigator*
		Gh. Hassan Dar, *Statistical Assistant*
		V.K. Chehra, *Computor*
		G. M. Hajam, *Computor*
		Z. A. Kawoosa, *Assistant Compiler*
Proof Reading	S/Shri	G. M. Din Kalloo, *Statistical Assistant*
		B. A. Shora, *Computor*
		V. K. Chehra, *Computor*
		M. L. Jotshi, *Assistant Compiler*
Typing	Smt.	Picha Bakhshi, *Junior Stenographer*
	Shri	Mohd. Ramzan Bhat, *Lower Division Clerk*

PREFACE

The Administration Report on Enumeration is a valuable document intended particularly for my successor who may get a clear picture of chronological details of conducting 1981 Census Operations. I am sure that the circulars appended with the report will serve as a guideline to the staff that would be working in 1991 census and can help in planning and executing the operation successfully. However, with great many changes taking place in the administrative framework, the techniques of census taking and the tabulation of census data, I am rather incidentally also afraid whether the present set up could usefully serve my successor in the 1991 Census.

The Central Act No. XXXVII of 1948 or the Indian Census Act empowers the Director Census in carrying out vast field operations and he can draw upon this to elicit complete support of the field census officers appointed as such under the provisions of the Act, notified by the State Government during every census taking. Nevertheless, I am grateful to all my colleagues in the State Government and the Census Officers at the level of District and Tehsil administration to have given me the best of their cooperation in making 1981 Census Operations a complete success. But for their devotion it would hardly have been possible for me to carry out the census throughout the length and breadth of our State which has all the complexities of its terrain & topography. I also take this opportunity to express my deep sense of gratitude to S/Shri Abdul Gani, Joint Director, S. P. Arora, H. L. Kalla, Deputy Directors, C. L. Chehra, and A. S. Asghar, Assistant Directors and all other staff members of the Directorate of Census Operations, Jammu & Kashmir who all-along stood by me in carrying out the noble task of Census taking in the State. The assistance rendered by other officials in the task has been acknowledged separately.

I am beholden to Shri P. Padmanabha, Registrar General and Shri V. P. Pandey, Joint Registrar General in particular and the officers of the office of Registrar General in general for the guidance and cooperation which they extended to me from time to time enabling my task being made easy for me.

I am indeed deeply indebted to Shri H. L. Kalla, Deputy Director, (Head Quarters) who spared no pains in assisting me in drafting this report and ensuring inclusion of all the important documents as its annexures.

SRINAGAR,

THE 17TH SEPTEMBER, 1985. A. H. KHAN

CONTENTS

		PAGE NO.
CHAPTER—I	INROTDUCTION . . . . . Organisational hierarchy at the time of take over as Director, Census Operations of the State—Preparatory work in 1981 Census Operations—Map Unit—Sample Registration Scheme—Publications—Departmental Promotion Committee—Hindi Teaching Scheme—General problems at the time of my taking over—Data user's Conference—1981 Census.	1—4
CHAPTER—II	PREPARATORY STEPS . . . . . Pilot Study.	5—6
CHAPTER—III	PREPARATION FOR THE CENSUS . . . . . 1st Pretest—List of selected blocks for first pretest—Second Data User's Conference Meeting of the departmental officers—Second pretest—First Conference of Director of Census Operations—Second Conference of Directors of Census operations —Third Conference of Directors of Census Operations.	7—12
CHAPTER—IV	HOUSELISTING OPERATIONS— . . . . . General background—Rural—Urban classification— concept of urban agglomeration—Location code—Formation of enumeration blocks—Concepts & definitions—Instructions and training—Notional maps and layout sketches—Housenumbering and houselisting—Enterprise list—Field staff and honorarium—preparation of schedules.	13—17
CHAPTER—V	ENUMERATION . . . . . Management of records and details of system evolved—Enumeration reference date and period of enumeration—Organisation of Census taking—Preparations for the 1981 Census—Schedules canvassed in the 1981 Census—Publicity—Identity Cards—Certificate of enumeration—Reporting of provisional population totals—Fourth Conference of Directors of Census Operations—Fifth Conference of Directors of Census Operations—Census circulars.	18—27

ANNEXURES

ANNEXURE—1	Statement showing the details of the printing jobs to this Directorate pending with the Government of India presses	31
ANNEXURE—2	Registrar General's letter No. 9/11/78-CD (CEN) dated 3-5-1978	31—32
ANNEXURE—3	List of villages/Mohallas selected for the pilot study	32
ANNEXURE—4	Individual Slip canvassed in the pilot study	33
ANNEXURE—5	Letters issued to Divisional Commissioner/Deputy Commissioner/Tehsildar for conducting pilot study	34
ANNEXURE—6	Press note issued by State Information Department	34
ANNEXURE—7	Brief note on the pilot study alongwith a copy of letter No. Cen. 24/78 dated 12-7-1978 to Registrar General, India	35—40
ANNEXURE—8	Registrar General's letter No. 9/7/78-CD (CEN) dated 7-7-1978 for selection of blocks for first pretest	40—41
ANNEXURE—9	Letter No. Cen. 36/78 dated 18-9-1978 issued to Divisional Commissioner, Kashmir regarding first pretest	41—42
ANNEXURE—10	Brief note on the first pretest	42—46

		PAGE NO.
ANNE I—	Registrar General's letter No. 9/25/78-CD (CEN) dated 7-4-1979 regarding second pretest	46
ANNEXURE—12	Schedules canvassed during 2nd pretest	47—53
ANNEXURE—13	List of inaccessible areas of the State	54—68
ANNEXURE—14	Government notification appointing the Deputy Commissioners, Assistant Commissioners etc. alongwith the letters issued by Registrar General's Office and Director of Census Operation's office for conducting 1981 Census	69—149
ANNEXURE—15	Instructions to Enumerators etc. for filling-up the houselist	149—183
ANNEXURE—16	Registrar General's d. o. letter No. 9/27/81-CD (cen) dated 24-3-1981 regarding note on the enumeration of Bakarwals	183—184
ANNEXURE—17	Notification issued by Goverement of India republished in the State Government Gazette for taking of Census of India	184—185
ANNEXURE—18	Organisational Chart depicts the pyramid of jurisdiction and hierarchy	185
ANNEXURE—19	Instructions to Enumerators for filling up the Household schedule and Individual Slip	186—286
ANNEXURE—20	Supervisor's Duties at the time of Enumeration	286—290
ANNEXURE—21	Text of speech of Hon'ble Minister of State in the Ministry of Home Affairs	290
ANNEXURE—22	List of persons to whom silver medals were given	291

CENSUS OF INDIA 1981

JAMMU & KASHMIR

ADMINISTRATION REPORT—ENUMERATION

2—136 R. G. India/ND/86

CHAPTER I

INTRODUCTION

I should confess in the beginning that all along I had a definite impression that the State Census Organisation functioned like a phoenix and had been set up primarily for taking stock of population and restricted to the counting of heads alone. However, to my surprise and to some extent a little dismay, the vast expanse of the activities of the Census Organisation in the State started unfolding itself before me as I took over the office of the Director Census Operations of J&K State at Srinagar on 1st June, 1979. In retrospect, I would like to record that with a humble beginning in 1943, I had come a long way of in the State Government hierarchy taking me on to the various top positions in the State civil administration. While in the warm companionship of my contemporary colleagues, I had the opportunity of formulating the policy plans of the various Government departments and hardly a few years left for my superannuation in service, it was suddenly in the midst of my stint as the Secretary to the Government of J&K Education Department that I was sounded by the State Chief Secretary about my selection to the post of the Director of Census Operations in the State. I was rather struck with some kind of mixed feelings initially and I thought I should soon be out from my permanent nestlings and left alone to fend for myself. In any case, I started reconciling myself in taking up the new assignment in right earnest thinking that the Census Organisation would mean at least a relaxed job for me at the fag end of my long career. Above all, the blessings of our beloved Chief Minister, Jenab Sheikh Mohd. Abdullah on whom I called before taking over the Director Census Operations of the State prompted me to take up the assignment earnestly without any inhibitions whatsoever. He assured me that the census taking was a noble mission and that I would not be forsaken while on my deputation to the Government of India proved quite encouraging and I was naturally overwhelmed by his magnonimity and kind gesture. The notification of my appointment was issued by the Central Government under No. 11/26/79-Ad. I dated 26th June, 1979 and thus my odyssey began to accomplish the noble task of completing 1981 Census Operations in the State. Fortunately for me, a tremendous spade work for the 1981 Census Operations had already been done in the Census Directorate under the able guidance of S/Shri Abdul Gani, Joint Director, S. P. Arora and H. L. Kalla, Deputy Directors. I immediately started getting acquainted with the organisational aspects of the census taking and thus got myself exposed instantly to the hazards of the massive field operations without which no census can be launched with efficiency for obtaining reliable data for the use of future planners, demographers, industrialists, research scholars etc. and also to other innumerable organisations and institutions in the State and the country as a whole. At this moment the office was already fully engrossed in preparing to launch the 2nd pretest for finalising the census questionnaire of the 1981 Census. The Registrar General, India had already selected 5 rural and 3 urban units spread throughout the State for launching this pretest.

Organisational hierarchy at the time of take over as DCO of the State

The Census Organisation as a whole had a total strength of 169 officials (of all categories) of which 88 were located in the main office, 65 in Tabulation Office at Jawahar Nagar, Srinagar and 16 in Tabulation Office, Jammu as per break-up given below :—

	Head office	Tabulation office Srinagar	Tabulation office Jammu
Deputy Director	1	..	..
Assistant Director	1	1	..
Office Superintendent	1	..	..
Investigator	2	1	..
Tabulation Officer	3	1	..
Statistical Assistant	7	8	2
Computor	23	13	1
Assistant Compiler	17	32	10
Head Clerk	1	..	..
Accountant	1	..	..
Stenographer	2	..	..
Upper Division Clerk	4	1	..
Lower Division Clerk	7	..	1
Cartographer	1	..	..
Sr. Draftsman/Draftsman	4	..	..
Record Keeper	1	..	..
Staff Car Driver	1	..	..
Chowkidar	1	1	..
Sweeper	1	1	..
Other Class IV	9	6	2

Preparatory work in 1981 Census Operations

The preparatory work pertaining to the 1981 Census in progress consisted of the following items of work :—

(1) Updating the jurisdictional changes in respect of districts, tehsils and towns;

(2) Preparing the village/urban block lists of tehsils as per the present jurisdiction;

(3) Preparation of tehsil maps to scale and delineation of the boundaries of each village and town therein;

(4) Allotment of location code numbers to each village and town block within a tehsil.

It may be mentioned that since 1971 Census, 6 new tehsils and 13 new towns had been created with consequent change in the jurisdiction of 16 out of the 44 erstwhile tehsils. While the work on most of the items indicated above had reached an advanced stage, it was still based on the presumption that no further jurisdictional changes would be effected by the State Government until the next Census. However, the work relating to preparation of jurisdictional maps, village lists and allotment of location code numbers had already been finalized.

In the meanwhile, the second pretest of the questionnaires and instructions proposed to be adopted for the 1981 Census was due to be conducted from 1st to 18th June, 1979. Ten village/urban blocks, two each from the five districts of Srinagar, Baramula, Anantnag, Jammu and Doda had been selected for this exercise and the enumerators were being drawn from amongst the local school teachers who were imparted training for three days in the last week of May, 1979. The training for the six enumerators coming from the three valley districts was held in the office itself while the training for the enumerators in respect of Doda and Jammu districts was imparted in Bhaderwah and Jammu respectively. The instructions were already under process of translation into Urdu version.

The first phase of the census operations viz; house-numbering and houselisting was supposed to be carried out in all accessible areas of the State in February-March, 1980. For this purpose, the whole enumeration hierarchy consisting of enumerators, supervisors, zonal officers, charge superintendents and district census officers had to be appointed by October, 1979 and their training, supply of questionnaires etc. organised well before January, 1980. An exercise was already in progress under the supervision of the Deputy Director (Shri H. L. Kalla) at the Tabulation Office, Srinagar for working out the estimates of each type of questionnaires down to the enumerator's level.

Similarly, another exercise was being made by the Assistant Director (Shri B. L. Tiku) to prepare the provisional Census Calendar specifying the time schedule for each item of work connected with the main operations as also the programme for the training of different categories of field staff.

Map Unit

The Map Unit of the Directorate had been busy drawing out the final jurisdictional maps which is a process which has to be repeated two to three times in order to make sure that all territorial changes whatsoever are carefully incorporated and thoroughly verified and authenticated by the competent authorities consisting of territorial tehsildars, administrators of municipalities, chairmen, town/notified area committees etc. This is one of the most essential requirements of census so as to ensure coverage of all territories without any omission or overlapping whatsoever.

At the 1971 Census, a concept called the 'Standard Urban Area' was evolved and adopted for the first time in respect of cities and towns with a population of 50,000 and above entailing delineation of rural and urban areas likely to be under intensive influence of such core towns so as to compile comparable data for at least two decades for a fixed area covering the core town as well as the adjoining areas to facilitate formation of urban developmental plans. In our State, the Standard Urban Areas were demarcated only for Srinagar and Jammu cities in consultation with the Chief Town Planner and other authorities connected with urban developmental planning. Under instructions from the Registrar General's Office, the delineation of these Standard Urban Areas was further reviewed in consultation with the State Town Planning Organisation in the light of the developments that had taken place since 1971. The matter having been already taken up with the Chief Town Planner was being followed up more vigorously for a final decision.

Sample Registration Scheme

A fulfledged section is separately working on a regular basis for the collection, tabulation and analysis of vital statistics (birth and death rates) in respect of selected units spread throughout the State under a scheme called the Sample Registration System. Within the purview of this scheme, two additional special surveys had been conducted one pertaining to infant and child mortality and another to the impact of the family planning programmes. The field data had been taken up for further processing in terms of editing and coding and kept ready for punching. Incidentally, the office had a fulfledged Punching Unit consisting of 10 operators and 6 verifiers equipped with equal number of punching and verifying machines which, however, had ceased to operate. This happened because the I.C.L. (International Computers Limited) which used to provide the maintenance facilities for these machines with the assistance of a Resident Engineer located in the office itself had withdrawn this facility which in spite of best efforts could not be restored.

Publications

While most of the publications pertaining to the 1971 Census had since been brought out, there were still a few which were under printing in various Government of India Presses or had to go to the press. In this regard annexure 1 may be referred to.

Joint Consultative Machinery

Since 1975, an Office Council had been functioning in this Directorate under the scheme of Joint consultative Machinery & Compulsory Arbitration' for Central Government Employees adopted by the Government of India. The object of the scheme is to promote harmonious relations and to secure the greatest measure of cooperation between employer and the employees in matters of common concern and to increase the efficiency of public services combined with the welfare of employees. The Council is supposed to be consulted on all matters within the competence of Director of Census Operations relating to conditions of service and work, welfare of the employees and improvement of general efficiency and standard of work.

The Council is normally composed of the Director of Census Operations as the chairman, four members (with one of them as Secretary) on the official side to be nominated by the Chairman and one Leader, one Secretary and seven other members from the staff side nominated by the staff Association. The working arrangement supposed to be followed for the functioning of this J.C.M. is broadly as under :—

Meetings :

(i) Oridnary : To be held as often as necessary but not less than once in 4 months.

(ii) Special : To be called by the Chairman on his own or on request from either the official side or from the Leader on the Staff Side.

Notice of Meeting :

(i) Ordinary : 15 days befor the date of meeting.

(ii) Special : 10 days before the date of meeting.

Quorum :

1/3rd each of the strengths of official and staff sides.

Agenda :

(i) Any subject falling within the purview of the Council can be discussed on the request of a member if communicated to the Secretary, Official or Staff Side, for inclusion in the agenda 4 weeks in advance of the meeting.

(ii) Draft agenda to be placed before the Chairman 2 weeks before the due date of the meeting.

(iii) Matters not on agenda can also be taken up with the permission of the Chairman

(iv) Ordinary meeting : Agenda to be circulated 10 days before the meeting.

(v) Special meeting : Agenda to be circulated simultaneously with the meeting.

Minutes :

To be drafted by the Secretary on the official Side and get confirmed by the Council in the ensuing meeting before circulating among the members.

Decisions :

The Official Side is to conclude concerning matters at the meetings of the Council and not reserve them for later decisions by the Government.

Departmental promotion Committee

In conformity with standing instructions from Government of India, a Departmental Promotion Committee has already been set up in the Directorate since 1975 to deal with all cases of promotion, confirmation and efficiency bar in respect of Group C&D posts. The Departmental Promotion Committee is being chaired by the Head of the Office and two other officers with one of them essentially coming from some other local Central Government Office and belonging to Scheduled Caste Community. The DPC comprised of the following :—

(1) Shri A. H. Khan, Director Census . . . Chairman
(2) Shri A. S. Asghar, Asstt. Director (Adm) . Member
(3) Shri K. Shamjee (S. C.) Asstt. Director (Chemicals), Small Scale Industries, Service Institute, Srinagar. Member

Hindi Teaching Scheme

In pursuance of Article 343(1) of the Constitution of India which provides that "The official language of the Union shall be Hindi in Devanagari script" and the Central Government's policy of teaching Hindi to the non-Hindi knowing Central Government Employees with the intention of introducing progressive use of Hindi in official dealings. Hindi Teaching Scheme has been under implementation now for several years in the Directorate and most of the staff have either already completed the course of training or were under training. The position about Hindi training of the staff as obtained then is indicated below :—

Total strength (excluding Class IV) . . .	147
No. of employees not required to learn Hindi .	31
No. of employees having completed the course .	41
No. under training	75

General problems at the time of my taking over

The most vexing problem which had evaded a satisfactory solution was the one pertaining to the office accommodation. The office had all along been housed in residential buildings usually devoid of adequate space and facilities as normally needed for an office. This had often resulted in confrontation with landlords and general dis-satisfaction of the staff with adverse effect on the productivity. While the Raj Bagh building has been rented since August, 1978, the Jawahar Nagar Building had been under our occupation since 1971. The conditions in the Jawahar Nagar office were indeed very appalling because the landlord had not effected any repairs of the normal wear and tear of this building all through this period and the office was under notice for vacating the building. The search for alternative buildings had not yielded any positive results. Eevn in the Raj Bagh building, the bulk of the staff suffered inconveniences for lack of toilet facilities, and adequate accommodation.

In the next few months, the problem of office accommodation was likely to assume more urgency and dimensions as we had to advance towards the scheduled phases of Census Operations. We had to be in need of additional buildings to house our Regional Tabulation offices. At the 1971 Census, three Tabulation Offices had been set-up two in Srinagar (one for processing the Census data pertaining to Kashmir rural and another for processing the data of all urban areas of the State) and one in Jammu. The accommodation had to be arranged subject to such rent as would be assessed by the local CPWD which often is not a very workable arrangement. However, inspite of my personal influence with the Deputy Commissioners and the State Government, this problem remained to some extent unsolved and was infact perpetual problem in facing the landlords of the buildings under our occupation and several court cases were filed for their eviction.

The Registrar General's Office had already conveyed administrative approval for acquisition a plot of land for construction of an office building including some residential quarters. In pursuance of this decision, a 9 kanal piece of land belonging to S/Shri Moti Lal Nehru & Others and located at Bishamber Nagar (Brari Numbal,) Srinagar had already been identified. The matter was under active follow-up

with the Revenue Authorities for formal acquisition. The formal clearance of Srinagar Development Authority, the Chief Town Planner and the Department of Urban and Housing Development had already been obtained and an amount of Rs. 2,44,800 placed at the disposal of Collector, Srinagar for payment on account of the cost of land. The Collector was, however, awaiting final instructions from the Revenue Department for finalising the acquisition process and handing over the possession of the land to our office. The Government could not acquire this piece of land and since then the matter has been hanging fire with them for an alternative site at Batmalloo area in Srinagar city.

The conditions of furniture and furnishings, had been absolutely bad. Most of the furniture available in the office had been purchased in 1969-70 or earlier. Part of this furniture had already been condemned/ auctioned. The part that had been in use had been repaired three to four times and had worn out to a stage where further repairs would have become infructuous. The matter of provision of new furniture and furnishings had been under active follow-up with the Registrar General's Office. This problem was solved to a considerable extent by the Office of the Registrar General, India who purchased the steel furniture for us on DGS&D rate contract.

Data users conference—1981 Census

A number of papers were circulated in this conference which were discussed in greater detail, for it has become necessary that suggestions regarding the contents and coverage of each census are discussed threadbare before the actual census questionnaires are put to test in the field. The first conference of data users was held from 13—15 February, 1978 in Vigyan Bhavan, New Delhi. The process of consultations with data users can be said to have commenced as early as 1974 when the topic was discussed at the data base seminar of the Indian Association for the study of population (IASP) in collaboration with the Indian Economic Society and the Indian Statistical Institute (ISI). The I.A.S.P. organised another seminar at Bangalore in December, 1976 and a symposium in New Delhi in November, 1977 to discuss the 1981 census and related matters. The Census Commissioner of India was privileged to associate himself with all these seminars, conferences, etc. and after considering all the suggestions received so far, decided to consult all the concerned users of data in a conference to be held in Delhi during 13-15 February, 1978. The following schedules were discussed in detail:—

1. Houselisting and House numbering
2. Individual slip
3. Household Form
4. Population Record

In addition to this, list of Tabulations and Ancillary studies were also discussed.

CHAPTER II

PREPARATORY STEPS

Pilot Study

While the preliminary steps in the organisation of the 1981 Census of India were being organised in the State and the work regarding updating of list of villages and various other spade works has been going on, the Registrar General, India vide his letter No. 9-11-78-CD(CEN), dated 3rd May, 1978 (copy at Annexure 2) asked the office to launch a pilot study in connection with the canvassing of the universal individual slip with particular reference to the economic questions before the 1st pretest was held. The purpose of the pilot study was mainly meant to assess the possibility of canvassing the type of schedule envisaged with particular reference to economic question. As the intention was basically to assess the methodology and actual reaction to the questions in the field, the pilot study was conducted in the following states :—

1. Rajasthan,
2. Kerala,
3. Andhra Pradesh,
4. West Bengal,
5. Uttar Pradesh,
6. Jammu & Kashmir,
7. Karnataka, and
8. Gujarat.

This important step of conducting a pilot study was mainly oriented giving a sufficient feed back on the economic questions and also intended to give us some idea of the administrative and organisational problems involved while canvassing the type of individual slip envisaged. The economic questions in the individual slip were entirely on a new basis and were in detailed form and the importance of the pilot exercise was in relation to these economic questions. The Registrar General had instructed that the slip in question would be canvassed in 2 districts covering 20 rural blocks in each. Also in each State ten urban blocks were taken up for canvassing the individual slip out of which 5 were selected in the capital city and the remaining 5 distributed in the towns of predetermined size. A list of villages and mohallas selected for the pilot study for our State is given at Annexure 3.

Accordingly, preparation for conducting pilot study was earnestly launched and the instructional material received from the Registrar General, India was distributed for study of the selected staff members who had to take up the survey in the field. A copy of the questionnaire for individual slip devised by the Registrar General, India for being canvassed in the pilot study is indicated at Annexure 4. The pilot study had to be conducted in each block selected for this purpose from 12th to 18th June, 1978 with reference date as the sunrise of 19th June, 78 followed by a revisional round from 19th to 21st June, 1978. Letters were issued to the Divisional Commissioners with copies endorsed to the Deputy Commissioners and Tehsildars (Annexure 5) informing them about the survey to be launched in the units selected under their jurisdictions and requesting them to issue directives to the concerned Tehsildars to render full assistance and cooperation to the visiting officials of this Directorate so as to canvass the schedules in its proper form. Adequate publicity was also given through a press note copy at annexure 6, issued by the State Information Department of the Jammu & Kashmir Government on 8th June, 1978 which received adequate coverage in the news bulletins of Radio Kashmir and Door Darshan Kendra, Srinagar and the prominent local news papers of the State.

The pilot study was selected in 20 rural and 10 urban blocks in the State. Out of 20 blocks, 10 belonged to each Srinagar and Jammu districts. The urban blocks were selected from the capital city of Srinagar and towns of Anantnag and Baramula. The field work which commenced on 12th of June, 1978 and completed on 21st June, 1978 was done by the officials drawn from the cadre of the Assistant Compilers and Computors who functioned as enumerators. The SA/TO and Investigators were detailed as Supervisors in the field. The compliment of staff drawn for conducting the field study was imparted thorough training before commencement of the work. The following schedules were canvassed in the field:

(i) National maps—up-dating of,
(ii) Elementary houselists,
(iii) Individual slips,
(iv) Population record.

The notional maps and houselists prepared at the time of 1971 Census were made use for identifying the boundries of the selected blocks and locating the current position of houses and households living in them.

The study was successfully completed in all the selected rural and urban areas according to time schedule and the documents collected from the field were put to scrutiny and tabulated in the regional tabulation office, Srinagar. The field personnel drawn from the office were, however, asked to submit the field reports indicating the impressions gathered by them during the conduct of pilot study with particular reference to the physical problems of handling the forms, the problem relating to canvassing of questions 12, 13A, 13B, 14A and 14B. The detailed reports highlighting the difficulties confronted in the field with regard to eliciting correct information from

the respondents in the field and other operational problems were sent to the Registrar General, India. The note sent to him, among other things, emphasised that the draft census slip canvassed during the field study was found to be over-loaded in favour of economic questions. It was also observed that the repeated investigations in case of economic questions with regard to usual and current status provoked resentment and annoyance of the respondents.

It was found during field investigations that question 12 of the individual slip (pilot) was the most crucial question which held the key to other related economic questions. In canvassing question 12, the difficulties encountered in netting the marginal workers were enormous. Field observations revealed that it was none-to-easy for an average enumerator to bring round the respondents to come out with facts about the marginal economic participation of household members who even according to our definitions had to be treated mainly non-workers.

Fortunately enough, the pilot study in the State was conducted at a time when the working agricultural season was in full swing. This helped our enumerators to observe on spot the participation of housewives in rural areas devoting themselves to one or the other processes of cultivation. It was felt that unless an enumerator makes deep probing and resorts to persistent questioning and had the general back ground about the traditional economic activities of the people in his area, he was liable to lose sight of most of the marginal workers for purposes of question 12. The same constraints were found to be operative in netting the secondary workers in question 13B of persons returned mainly as workers in 13A.

Secondly, the enumerators found the Population Record very difficult to handle even though the filling up of first six columns of this document before canvassing the individual slip was found to be advantageous both for ensuring consistancy in the ages of related persons as also in netting the household members in their natural sequence with minimum scope for omission of his child of his household. Additionally, the field observations reveal that the enumerators had to spend considerable time in filling up the remaining columns of the Population Record in the field itself and we suggested to leave the completion of the remaining columns for the enumerator as a daily home task during the enumeration.

The tabulation of the data was completed by 25th of July, 1978 and the data compiled in the prescribed table were transmitted to the Registrar General, India for further analysis at his end.

A brief note on the Pilot Study preceding the 1981—Census Operations prepared by the Senior Officers alongwith copy of letter No. Cen. 24/78, dated 12-7-1978 forwarded to Registrar General, India, are highlighted at Annexure No. 7 alongwith Individual Slips etc

CHAPTER III

(21) PREPARATION FOR THE CENSUS

1st Pretest

The 1st Pretest of Census Schedules in Preparation of 1981 Census was conducted in the State during September-October, 1978. This exercise was intended to go through the full drill, namely, houselists, preparation of notional map, canvassing of household establishment schedules and individual slip and filling up of population record form. In the pretest it was envisaged to take advantage to make methodological and sampling studies also. The States were divided into two groups for purposes of selecting sample blocks for conducting the Ist Pretest in the rural and urban areas of the State. Our State fell in group II and the pretest had to be carried out in 5 rural and 5 urban blocks and both universal and sample slip had to be canvassed fully during the pretest operations in the State.

The selection of blocks for 1st Pretest were made in keeping with the criterion laid down by the Registrar General, India in his letter No. 9-7-78-CD(CEN) dated 7-7-1978 (Annexure 8). The following rural and urban blocks were selected in Baramula district with 1971 census as the frame :—

List of Selected Blocks for First Pretest

District	Tehsil	Village	Location Code	Population 1971
	Rural			
Baramula	Bandipore	Lawadora	3/1/40	623
	Sepore	Mazbug	3/3/41	626
	Baramula	Gotiyar	3/4/151	408
	Gulmarg	Chakthan-Chanapora	3/5/66	268
	Kupwara	Dudwan	3/9/73	377
Reserve				
	Bandipore	Madar	3/1/45	559
	Sopore	Dara Numbal	3/3/43	635
	Urban			
Baramula	Sepore	1. Badshah Masjid	3/II/14/(15)	357
		2. Narpora	3/II/21/(24)	437
	Baramula	1. Towhid Ganj	3/III/1(1)	35
		2. Azad Gunj	3/III/15(25)	409
	Handwara	1. Choti Pora	3/VI/5(8)	429
Reserve				
	Bandipora	Papachan Arampora	3/I/3/(3)	516
	Baramula	(Malayar pora)	3/II/14(24)	356

The Registrar General, India was, however, suggested to have dates of pretest revised to 12th October 78 to 2nd November 78 instead of 15th to 30th of September, 78 prescribed by him as it was felt that the calendar of operations fixed by him would be the peak harvesting time in Kashmir valley and that in the rural areas males and large number of females would be away in fields engaged with these operations and that it would have become difficult for our field enumerators to collect the factual position from the respondents. The suggestion was agreed to by the Registrar General, India.

The conducting of 1st pretest envisaged the canvassing of all the questions which were likely to be asked in 1981 census. This included questions relating to general characteristics which had to be asked to every person irrespective of age and sex and also certain other questions relating to migration, other languages known and fertility had to be canvassed only in sample blocks. However, in our State these questions were canvassed in all the blocks. The task of conducting the pretest was entrusted to the staff of the Department itself.

In soliciting the co-operation of State Government offices for conducting the 1st pretest in the selected blocks, the Divisional Commissioners of Kashmir and Jammu provinces were requested vide our office letter No. Cen. 36/78 dated 18-9-1978 (Annexure No. 9) to issue suitable instructions to the concerned Tehsildars and Chairmen Town/Notified area Committee to provide all necessary help and assistance to the visiting officials of census Department in discharging the field duties successfully. The forms and schedules and the instructional material were made timely available by the Registrar General's Office. Simultaneously, the training classes were held from 3-10-1978 to 7-10-78 at the headquarters and the field operations were launched on due dates.

A brief report of our experience and observations based on the field work of the first pretest launched in the State was forwarded to the Registrar General, India and is reproduced at (Annexure No. 10) alongwith all the schedules canvassed in this pretest.

Second Data User's conference meeting of the departmental officers

The second data user's conference was held from 21st-23rd December, 1978 in New Delhi in Commission Room "G" Vigyan Bhavan. The intention of this conference was that all senior officers would participate as observers and take the opportunity to discuss certain other matters. The following officers of this Directorate participated in the conference :—

1. Shri Abdul Gani, Joint Director

3—136 R. G. India/ND/86

2. Shri S. P. Arora, Deputy Director
3. Shri H. L. Kalla, Deputy Director

Among other impoprtant matters, the following topics were discussed :—

(a) The special reports received on the pilot and pretest experiences—discussions on major issues mentioned in these reports.

(b) Organisations of the second pretest.

(c) Preliminary organisational matters including collections of important and jurisdictional changes, collection of maps, finalisation of list of villages/urban areas etc.

(d) Review of the present position of preparation and publication of the 1971 series :—

(e) Administrative matters—holding of JCM meetings, confirmation and promotion of staff.

(f) SRS and Civil Registration—involvement of the officers of the department in this work and review of progress in the SRS.

Second Pre-test

After the 1st pre-test was completed, we received a communication from the Registrar General's Office No. 9/25/78-CD(CEN), dated 7-4-1979 (Annexure 11) regarding organisation of the second pretest operations in the State. It was proposed by the Registrar General, India to hold the pretest during the 1st fortnight of June 1979 for making a full-dress rehearsal of the census by deployment of normal enumeration agency namely. the teachers, patwaris etc. to be drafted from the State Govt. Departments for conducting the field operations The second pre-test was restricted to 5 rural and 5 urban blocks in State/Union Territories and the DCOs in each state were asked to select the requisite blocks and make selection of field enumerators in consultation with the State Govt. agencies. It was also decided to pay some honorarium to the enumerators for conducting the field operations. The Supervisory staff was, however, to be drawn from census directorate for inspection of the field oeprations. Accordingly, it was decided in the first instance to hold training classes for the supervisory staff selected from the office and thereafter making arrangements for imparting training to the enumerators at different convenient centres in the State. Training camps were organized for the selected officials of this office for a period of 3 days from 28-5-1979 to 30-5-1979 at the head office. The following list of blocks for field operations in 5 rural and 5 urban areas was drawn up for the second pretest field operations :—

Tehsil/Town	Village/Mohalla
Anantnag Tehsil . . .	Pohar village
Anantnag Town . . .	Bafanda Mohalla
Ganderbal Tehsil . . .	Thuru village
Srinagar Municipality . . .	Tenga Pora Mohalla
Sepore Tehsil	Renji village
Sepore Town	Khan Khamulla Mohalla
Bhaderwah Tehsil . . .	Paneja village
Bhaderwah Town . . .	Ward No. 6
Ranbirsingh Pora Tehsil . .	Gherli village
Jammu Municipality . . .	Malhotarian Mohalla

A training course of 3 days was organised for them at Srinagar, Bhaderwah and Jammu as per the following calendar :—

Place	Date of training	Name of training Instructor	Name of Supervisor	Area to be Covered	Remarks
DCO's Office Rajbagh, Srinagar	28-5-79 to 30-5-79	Sh. B. L. Tiku, Investigator	(i) Sh. B. L. Tiku, Investigator (ii) Sh. A. M. Kalloo, Tabulation Officer (iii) Sh. Kamal-ud-Din Kamili, Statistical Assistant.	Anantnag Baramula Srinagar	Training to be imparted to enumerators/supervisors of Anantnag, Baramula & Srinagar districts.
Dakbanglow Bhaderwah .	28-5-79 to 30-5-79	Sh. H. L. Kalla, Deputy Director	Sh. Mohd. Yousuf, II, Statistical Assistant.	Doda	Training to be imparted to the enumeraters/ supervisors of Dod district.
DCO's Office Karan-Nagar Jammu	28-5-79 to 30-5-79	Sh S. P. Arora, Deputy Director	Sh. J. K. Bakhri, Statistical Assistant	Jammu	Training to be imparted/ to the enumerators/ Supervisors of Jammu district.

The field operations began from 1st June, 79 to 15th June, 79 with reference date as sun-rise of 16-6-1979 followed by a revisional round from 16-6-1979 to 18-6-1979.

Shri S.C. Srivastava, Assistant Central Tabulation Officer of the office of the Registrar General, India was deputed by the Registrar General, India for inspection of the field operations in certain areas of Srinagar and Jammu during 27-5-1979 to 12-6-1979

The following schedules were canvassed for second pretest :—

(i) Houselist

(ii) Individual Slip

(iii) Household Schedules

(iv) Degree Holder Card

In addition to the above schedules, the following census documents were also prepared with the help of entries recorded in the above Census Schedules :—

(i) Houselist Abstract

(ii) Abridged Houselist

(iii) Working sheets for Enumerator's Abstract

(iv) Enumerator's Abstract

Format of each is appended at Annexure 12.

The field operations for the second pretest were completed on 18-6-1979 and the records were scrutinized and tabulated in our office in accordance with the instructions and sorters tickets prescribed by the Registrar General's Office.

The field observations conducted by the senior officers of this department are highlighted below :—

"Houselists"

(i) The houselist schedule in its present form appears quite simple and easy to canvass. However, some of the columns of the houselist form do not provide adequate space for canvassing the information required. For instance, the space provided for recording number of males, females and total in columns 9, 10 & 11 was found inadequate. In order to provide adequate space for these columns, other columns such as 4, 6 and 8 may be narrowed down slightly.

(ii) From 1st to 5th June, 79 notional maps, housenumbering and houselisting operations were completed. During these operations, it could be observed that inspite of intensive training imparted to the field enumerators, they had still latent confusion in regard to the determination of census house in the context of singleness of use and occupation. The enumerators had given separate census house numbers to the attached kitchens. Not only that, even the number of houses (2-3) which an owner had in an enclosed area used for living purposes had been given separate census house numbers forgetting their singleness of use. After clearing enumerators misconception in this regard, they themselves corrected the wrong house-numbering of the said nature both in the notional maps as well as houselist schedules. It is, therefore, suggested that training course to field enumerators should necessarily follow by practical demonstration.

(iii) In many cases it may be difficult for the enumerator to record the reason for the house lying vacant especially when even the neighbourers may not be knowing exactly why the house has been kept vacant. It is suggested that where the enumerators find it difficult to ascertain the reason for vacancy of a census house, 'reason not known' may be recorded.

(iv) No provision has been made for striking page totals in the houselist form. This is necessary otherwise totalling mistakes are likely to creep in.

"Household Schedule"

(i) According to instructions the enumerator is to cut out inapplicable categories of household against Q. 3 'Type of Household, and retain the relevant one. In the schedule, however, space has also been provided for recording the applicable category of household which resulted in a lot of confusion. To this extent, schedule requires to be corrected.

(ii) The information whether the head of household belongs to SC or ST and the name of the caste in case he is a member of SC or ST is to be collected twice firstly under item 5 & 6 in Part A and again under columns 8 and 9 in part B of household schedule. This is merely a repetition.

(iii) It was noticed that answer to question 7 'Language mainly spoken in the household' and mother tongue as recorded in question 6 of the Individual Slip was more or less identical. Unless the question is meant to derive information for some special reasons, no useful purpose would be served in canvassing this question.

Against question 4(a) 'drinking water supply' no code has been provided where the source of water supply is spring.

"Individual Slip (General)"

(i) It is suggested that 'literate' may take the precedence over 'illiterate' in question 11 of the slip. The enumerators did not seem to relish the order in which this question is now put.

(ii) For persons attending vocational institutions recognised or unrecognised 'yes' denoted by numerical code '1' is to be recorded against question 12. Instructions are required to be given whether or not 'yes' should be recorded for a person who out of fancy or by way of hobby attends some institute to learn music/dance/drama/cooking etc.

(iii) During the course of enumeration between 6-6-1979 to 15-6-1979, it could be observed that in spite of practical demonstration, the enumerators had failed to fill in properly some of the questions particularly economic questions of the slip in accordance with the instructions contained in the manual of instructions. Some of the irregularities noticed during the enumeration are briefly enumerated below :—

A. Regarding Q. 12, whether attending school/college, the enumerator had filled this question in respect of persons who attend typing, short-hand institutes, sewing classes etc. Unless made clear in the instructions to field enumerators, this question is likely to get a certain amount of spurious enrolment by the inclusion of persons who attended typing/shorthand institutes, sewing classes etc. It would, therefore, be useful if a supplementary question is introduced here to inquire the class in which learning is being done.

B. In respect of marginal workers both males and females, the enumerators in most cases had failed to record their marginal contribution against Q. 15(b).

C. In respect of non-workers, the enumerators in most cases had filled in Q. 14(b), nevertheless it had been made clear to them that those persons for whom 'No' is recorded against Q. 14(a), no entry is to be made against Q. 14(b).

D. While filling in Q. 15(b) and (c) the enumerator had failed to record the requisite answers. Against Q. 15(c) instead of recording nature of industry, trade or service, the enumerator had given the description of work. Similarly, the enumerators had in most cases left Q. 15(d) unrecorded. In other cases, inappropriate symbols had been filled in. For instance, enumerators had used 'FW' and 'ER' irrespective of whether the worker was an employee or a single worker.

E. In the sample part of the slip, the migration particulars particularly of children resulting from the mother going to her natal place for delivery had in certain cases been left unrecorded. Unless made clear in the instructions to field enumerators there is every apprehension of missing such migrational details.

"Sample Slip

(i) The response to various questions of the sample slip was better than expected. There was no resistance to the questions on fertility and the respondents by and large readily answered these questions.

(ii) In many cases the respondents do not seem to remember the districts in which their birth place happened or whether it was rural or urban area now. The enumerators with their limited knowledge of geography were also not able to improve this position. The difficulty might have perhaps been solved by asking for the name of the district only in case the birth place happened to be in other state than that of enumeration. Further, a small ambiguity seems unavoidable in the rural/urban classification of birth place.

(iii) In case of children born at mother's paternal home and later shifted to their parents house, the place of birth was very often reported at the place of enumeration. The field agency has to be cautioned before-hand that the place of birth in such cases should be shown as mother's paternal house village/town.

(iv) The instructions to question 2 of sample slip i.e., 'last residence' do not specify duration of stay in deciding whether a person has had a last residence or not. This has been left to the better judgement of the enumerator. Lack of sufficient instructions made it difficult for the enumerator to decide the last residence of person.

(v) It was noticed that the elderly women were unable to give correct answers on the question of 'age at marriage'. Consequently the enumerators in general were found using their discretion lavishly in recording answer to this question.

Working Sheet for Enumerators Abstract

(i) Instructions on how to count the occupied residential houses may be incorporated in Instruction Books. Instances came to our notice where the enumerators mistook the number of households as occupied census houses and made entries accordingly.

(ii) No columns have been provided in the working sheet for transferring the figures of columns 14 & 18 of Population Record.

Enumerator's Abstract

The total columns shown against Sl. No. 2 to 15 pertain to Population Record, whereas abstract is to be prepared from working sheets.

Problems

The time for canvassing second pre-test schedules was not proper as on this particular time of the season the rural inhabitants are found awfully busy with sowing and transplanting operations of cultivation. In the rural unit of Renji, most of the houses had been left locked and the inmates had gone enmass to the fields and even the inmates left behind in other houses consist of minors, school going children and old and disabled persons. Under these circumstances the enumerator had to change his enumeration programme. He had to visit the unit twice in a day, first early in the morning and again after the sun-set. Thus, returning home late in the evening he could not attend wholly to that part of schedules which he was to complete as home task.

Similarly, in the urban unit of Khan-kahi mohalla where the inhabitants are mostly engaged in other services, the respondents were not available during the day time for enumeration. The head of the households had asked the enumerator to visit them after 5 p.m. for filling in their slips. The enumerator, accordingly, had to change his programme and consequently his daily progress was adversely affected.

First Conference of Directors of Census Operations

The first Directors Conference in connection with the decennial census of India was held from 24-29 August, 1979 in New Delhi. The main purpose of this conference was to familiarize our-selves with the census operations in all its phases and to concentrate on the concepts and formats which were expected to be canvassed in the houselisting operations and the enumeration. The proposed agenda which was discussed in the conference is given below :—

I. General Outline of the Census Operations

1. hierarchy — notification of census officers
2. reference date

3. enumeration method/period
4. non-synchronous areas
5. rural and urban areas — village and town lists; discussion of concepts
6. preparation of notional maps — adoption of NSSO's urban survey maps.

II. Main phases of the Census

1. houselisting — May/June 1980
2. enumeration — 9-2-81 to 28-2-81
3. revisional — 1-3-81 to 5-3-81 round.

III. Houselisting Operations

1. Preparation of lists of villages/urban areas/ Military defence areas.
2. location code
3. delineation of houselisting blocks
4. Preparation of charge registers and circle registers.
5. selection/appointment of enumerators/supervisors.
6. training — purpose and method — number of rounds — levels of training and who will train — period of training.
7. printing of forms/instructions
8. arrangement for distribution of forms
9. system of supervision of operations — at stages of preparation of charge registers/training/ actual houselisting and responsibilities of various levels.
10. collection of forms/control system and transhipment.

IV. The Economic Census — possibility of integration with Houselisting

V. Setting up of Regional Offices

1. responsibilities and duties.

VI. Enumeration — Preparatory and organisational steps.

1. delineation of enumeration blocks
2. writing up of charge registers
3. preparation of abridged houselist
4. selection and appointment of enumerators
5. training — aspects of training
6. sample areas
7. household schedule and population record
8. individual slip — universal and sample
9. system of supervision and responsibilities of various levels.
10. collection of forms and provisional totals
11. post enumeration checks and evaluation studies — importance and purpose.

VII. Houselisting Operations

review of pretest — detailed consideraton of concepts and instructions.

VIII. Enumeration

review of 2nd pretest — consideration of concepts and instructions

IX. Other Matters

1. tabulation plan
2. publication programme
3. special studies
4. collection of data for village and town directory.

X. Administrative and Organisational matters

1. adherence to rules in appointments, promotions and confirmations
2. financial control and adherence to rules.
3. distribution of work among deputy directors/ assistant directors in relation to the census.
4. equipment, furniture etc.
5. cadre review.
6. issue of circulars, clarifications and other training material.
7. census calendar
8. conference of collectors/deputy commissioners.

Second conference of Directors of Census Operations

The second conference of Directors of Census Operations was held at Mysore from 16th to 20th January, 1980. The major issues which were discussed in this conference are indicated below :—

1. Brief review on organisation of the Houselisting Operations including training programme.
2. Full discussion of the enumeration operations and instructions, including preparation of the abridged houselist, and
3. Discussion of administrative matters.

In addition to the above, few more important items listed below relating to review of progress made in various items of work pertaining to house-numbering and houselisting was discussed in detail in this conference :—

1. Fixity of boundaries of administrative units.
2. Appointments of Principal Census Officers, District Census Officers, Additional District Census Officers, City/Town Census Officers and Charge Census Officers and their notification.
3. Finalization of lists of villages and towns.
4. Preparation of Tehsil and Town maps showing all villages in tehsil maps and ward etc. in town maps and relevant topographical details.
5. Formation of urban agglomerations.
6. Delineation of enumerator blocks and supervisor circles for houselisting.
7. Preparation of charge registers.

8. Selection and appointment of enumerators and supervisors.
9. Receipt of material i.e., forms and instruction booklets etc. for actual operation at their district units.
10. Training of District Census Officers and Charge Officers.
11. Training of enumerators and supervisors.

Third conference of Directors of Census Operations

The 3rd conference of DCO's was held in Vigyan Bhavan, New Delhi from 15-17 November, 1980 to review the organisation for enumeration arrangements for post enumeration check and census evaluation studies and also to review the tabulation plan and the tabulation procedure including organisation of the generation of Primary Census Abstract.

The major issues which were discussed in this conference are listed below :—

1. General review of organisation for enumeration in 1981.
2. Organisation of reporting of Provisional Results.
3. Organisation of generation of Primary Census Abstract.
4. Selection of Sample Blocks for Enumeration/ Tabulation.
5. Review of arrangement for post enumeration check and census evaluation studies.
6. Tabulation procedure.
7. Organisation of the editing and coding cells and tabulation offices.
8. Review of tabulation plan.
9. Quality control plan for 1981 census.
10. Administrative points.
11. Socio-economic surveys and special Studies.

The following officers of this Directorate had participated in this conference :—

1. Shri Abdul Gani, Joint Director.
2. Shri H. L. Kalla, Deputy Director.

CHAPTER IV

HOUSELISTING OPERATIONS

General Background

The 1981 Census in Jammu and Kashmir State is the 10th in the series of the decennial population censuses whereas for the country as a whole, it is the 12th regular census since 1881, although the first census is said to have been taken in 1872. Like the censuses conducted in 1961 and 1971, the operations carried out in 1981 also consisted of two phases namely (i) houselisting and (ii) actual enumeration. The houselisting operations which preceded the actual enumeration and provided for it the basis frame were carried out in the accessible areas of Jammu Division (except Doda district) from 1-3-1980 to 31-3-80 and Kashmir Division and Doda district from 1-5-80 to 31-5-80. In the inaccessible areas, houselisting operations were conducted all over the State from 16-8-1980 to 10-9-1980.

The list of inaccessible areas in the State where the Houselisting operations were carried out from 16-8-80 to 10-9-80 is indicated in Annexure 13.

Following the notification issued by the Government of India on the taking of Census of India, 1981 republished in the State Government Gazette on 16-4-1981, a notification was got issued from the State Government under the Census Act, 1948 appointing the Deputy Commissioners, the Assistant Commissioners/Sub-divisional Officers, District Statistical Officers Assistant Directors, Planning and Statistics, Tehsildars, Municipal/Cantonment Executive Officers as Principal Census Officers, District Census Officers, Additional District Census Officers, Census Charge Officers and City/Town Census Officers in their respective jurisdictions. They were also empowered to appoint Deputy Charge Officers (Zonal Officers), Supervisors and Enumerators. Consistent with the necessary notification issued by the State Government and other circulars issued by the Director, Census Operations in this behalf are placed at Annexure 14. The practice adopted in the past, the Zonal Officers consisted of Naib Tehsildars, Headmasters of high schools, Block Development Officers etc. whereas the bulk of enumerators and supervisors were drawn from the Education and Revenue Departments, comprising teachers, patwaries, girdawars and an equal number each of District Census Officers and Additional District Census Officers were appointed who were assisted by 84 Census Charge Officers (including those of independent niabats), 410 Deputy Charge Officers, 1,760 supervisors and 8,600 enumerators.

Rural-Urban classification

For administrative convenience and for maintaining comparability, the following definition of an urban area has been adopted at the present census also :—

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

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

(i) a minimum population of 5,000.

(ii) at least 75 percent of male working population engaged in non-agricultural (and allied) activities,

(iii) a population of at least 400 persons per sq. km. or 1,000 persons per sq. mile.

The urban criterion as given in b (ii) above varied slightly from that of 1961 and 1971 Censuses in that the males working in the activities such as fishing, logging etc. were treated as engaged in non-agricultural activity and therefore contributed to the 75% criterion in 1961 and 1971 Censuses, whereas in the 1981 Census these activities were treated as on par with cultivation and agricultural labour for the purpose of this criterion.

In marginal cases, the Director of Census Operations of a State or Union Territory was given some discretion to classify, in consultation with Registrar General, India, places as rural or urban taking into consideration local circumstances. Some marginal cases which would qualify to be classified as urban units are major project colonies, areas of intensive industrial development and important tourist centres. In view of this situation, Rehambal a large sized village in Udhampur tehsil situated on the national highway treated as a census town for 1981. Thus, there are 2 urban agglomerations, 6 town areas, one census town and 47 notified areas in the State at the present census.

Concept of urban agglomeration

The concept of urban agglomeration adopted for the first time during the 1971 Census was an improvement on the concept of town-group adopted in the 1961 census. This concept of urban agglomeration has been followed for the 1981 census also and the data presented on the same lines as in 1971 census. In forming the urban agglomeration the following conceptual guidelines set out by the Census Commissioner of India were to be kept in view :—

It must form a continuous urban spread constituting a town and adjoining urban outgrowths or two or more physically contiguous towns together with the contiguous well recognised urban outgrowths, if any, of such towns. In several areas around a core city and 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 contiguous to the town. It may not be altogether 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 alongwith the town and the contiguous spread including such urban outgrowths 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 railway colony, university campus etc. Such outgrowths which did not qualify to be treated as individual town in their own right should be treated as urban appendages of the units to which they are contiguous.

The following are the possible different situations in which urban agglomeration 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 continuous spread.

Proceeding on the above framework of the concept, two urban agglomerations were formed in this State namely, Srinagar and Jammu. Srinagar urban agglomeration is constituted of Srinagar municipality, Badamibagh Cantonment and outgrowth consisting of 8 villages belonging to Srinagar, Chadura and Badgam tehsils. In 1971, this urban agglomeration consisted of Srinagar municipality, Badamibagh Cantonment and outgrowth of 4 villages belonging to Badgam district. Jammu urban agglomeration consists of Jammu municipality, Jammu cantonment and outgrowth of 6 villages belonging to Jammu tehsil. In 1971, it consisted of Jammu municipality, Jammu cantonment and outgrowth of 3 villages belonging to Jammu tehsil.

Location code

Location code is a simple device by which every area in an administrative unit in the State can be identified by assigning specific code numbers to different levels of administrative units. Each such area is then referred to by a combination of code numbers. Under this system of identification every state, district, tehsil or police station, village or town, ward/hamlet and enumerator's block had to be given easily identifiable code numbers. The enumerators were instructed to carefully enter these code numbers in the relevant spaces against the names of their blocks and units. In order to make the distinction between urban and rural areas clear, towns were assigned location code numbers in roman figures while the villages were given code numbers in Arabic numerals.

For example location code 8/10/3/46(138) would indicate enumeration block No. 138 of village No. 46 belonging to tehsil No. 3 of District No. 10 in State No. 8. Similarly, location code 8/6/II/5(22) denotes enumeration block No. 22 falling in Ward No. 5 of Town No. II in district No. 6 of State No. 8.

Formation of enumeration blocks

Detailed instructions were issued to the Census Charge Officers/City Census Officers with regard to the formation of enumeration blocks for the houselisting operations. The size of a block was 150 households with a population of 750 persons in the rural areas and 120 households with a population of 600 persons in the urban areas. Instructions were also issued to the effect that in case it was not possible to conform to the above norms in view of complex situations, the standard size prescribed for the formation of a block could be varied to some extent. While a small village was invariably treated as a single block, large villages were split into two or more blocks but care was taken to see that data in respect of large villages as a whole should be available from the records of the blocks constituting the villages. While delineating the enumeration blocks, prominent landmarks like roads, streets, lanes, rivers, schools etc. were taken into consideration and instructions were issued to this effect that, as far as practicable, these important landmarks should form the boundaries of blocks. The Sample Registration Scheme units were, however, kept intact and identifiable. At the houselisting phase, the State was divided into 8,596 enumeration blocks and 1,750 supervisory circles.

Concepts and definitions

It is worthwhile to reproduce the following concepts and definitions as adopted at the houselisting phase of the present census :—

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, work-shops, 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.

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 purposes or both.

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 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 household, 2 member households or multimember households. For census purposes each one of these types is regarded as a 'Household'.

Head of Household : The head of the 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 maintenance of the household and takes decisions on behalf of the household. The head of the household need not necessarily be the eldest members, but may even be a female or a younger member of either sex. One 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 dejure 'head', the person on whom the responsibility for managing the affairs of the household falls at the time of houselisting should be regarded as the 'Head'.

In the case of institutions like boarding houses, messes, chummeries which would 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 hotels, jails etc. where the head of the institutional household can be recognised by designation such as hostel, warden, jailor etc., one may enter this designation in this column'.

Likewise, the expression 'totally crippled' implied such persons as had lost their arms or limbs. The loss of arms or legs or all the four limbs referred to loss of both the upper limbs or both the lower limbs. It was not necessary that the disabled persons should have lost all the four limbs. The loss of either of these, *i.e.*, both arms or both legs would be sufficient for classification as totally crippled. Loss of only one arm and or one leg would not be sufficient to classify a person as totally crippled. Loss meant the inability to use, and not necessarily physical absence. A paralytic who was deprived of the use of both the legs or both the arms would therefore be classified as totally crippled, though the legs or the arms were still physically present. In the case of persons who unfortunately suffered from more than one of the disabilities, the intention was to record them under the greater disability. For instance, a person might be both blind and dumb and both blind and crippled. In such a case, the person would be classified under 'blind', since blindness was considered to be greater disability than dumbness or being crippled. Likewise, being crippled was a greater disability than being dumb. In an extreme case where a person suffered from all the three disabilities of being blind, dumb and crippled, he would be recorded under blind since blindness was the most unfortunate disability.

Instructions and training

The detailed and elaborate instructions to enumerators for the conduct and implementation of he Houselisting Operations were issued by the Office of the Registrar General, India in an English booklet. These were translated into Urdu, the official language of the State, in the Census Directorate and distributed first to officers responsible for the conduct of the Houselisting operations (during the training discussions held with them at the respective district headquaters). Later, these booklets (see Annexure 15) alongwith training sets of forms were given to the enumeration staff for thorough and intensive. For this purpose, expert teams of the Census Directorate were deployed to various training centres spread all over the State. All doubtful points on various concepts and definitions involved in the canvassing of the houselist schedule were discussed threadbare in these classes and resolved on the spot. Practical classes were also held in which the training officers deputed from the Directorate demonstrated the method and actual practice of housenumbering and houselisting in a nearby locality. 2-day training camps were held at 140 camps located in different parts of the State. Each training camp had an average strength of 50 to 60 trainees. These would normally start at 11 a.m. sharp on all specified dates and closed at 4.30 p.m. Roll-up canvass black-boards of houselist and enterprise list were also used for easy demonstration of filling the schedules in different situations. These proved very helpful in bringing home various details to the enumeration machinery.

National maps and layout sketches

During the houselisting phase, a notional map of each block was first prepared delineating its boundarises and land-marks. The purpose of the preparation of the notional map was to enable the enumerators to have the clear picture of the areas in their charge and to locate and identify the buildings and houses. The notional map which is not drawn to scale indicated well known topographical details of the village and the block was carved out indicating all the buildings with numbers assigned to each in it. This sketch was intended to enable the enumerator to have a more accurate picture of the buildings and structures in his block. It was emphasised that while drawing the layout sketch, the dividing lines between one block and another should be clearly demarcated to eliminate overlappings or omissions.

Housenumbering and houselisting :

Having prepared the notional map and layout sketch, housenumbering of all census houses was done by the enumeration agency in paint. For this purpose, the following specific instructions issued to the enumeration staff are reproduced here :—

(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 of the street, 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 kacha 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 and 10/1 would mean a separate building that has come up after building No. 10'.

'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'.

The Houselisting and the Enterprise List were filled in thereafter. The Houselist was fairly a comprehensive schedule in which a variety of information was canvassed under eight heads and six subheads. A specimen form of this schedule which was canvassed on universal basis is given at the end of this volume alongwith the relevant Houselist Abstract. In addition to the purpose for which a census house is used and the name of the head of the household, the Houselist contained information about the number of males and females normally residing in a household. Besides, a special item of information collected in the Houselist was the number of handicapped persons separately for totally blind, totally crippled and totally dumb. This information was intended to serve as a frame for more detailed surveys and studies to serve the data needs of the planners for the upliftment of this socially disadvantaged section of society. The Houselist also served as basis for the collection of data on enterprises

Enterprise list

Alongside the canvassing of Houselist, an economic census of the population engaged in various enterprises was also taken during the houselisting operations. For this purpose, an 18 column Enterprise List was filled up in the field which contained detailed data about enterprise activities conducted in census houses and in the open. The information collected through the Enterprise List, known as Economic Census would be made available by the Central Statistical Organisation at the All India level and by the Directorate of Evaluation and Statistics at the State level. According to detailed instructions issued by the Central Statistical Organisation in a booklet of instructions for the enumerator. The term 'Enterprise' was defined as an undertaking engaged in production and/or distribution of goods and/or services not for the sole purpose of own consumption. The enterprises were further classified into two broad categories, namely agricultural enterprise and non-agricultural enterprises. An agricultural enterprise was defined as one engaged in livestock production, agricultural services, hunting, trapping and game propagation, forestry and logging and fishing. Enterprises engaged in all other activities were termed as non-agricultural enterprises. Information was also collected in the enterprise list on the type of ownership, perennial or seasonal nature of the enterprise, social group of owners, that is, scheduled castes, scheduled tribes and others, and types of power/fuel used.

Field Staff and honorarium

The honorarium paid to supervisors and enumerators for the houselisting operations was fixed as Rs. 20/- each per block. In addition, an amount Rs. 15/- each was paid per circle and per block to supervisors and enumerators respectively for the work connected with the filling up of Enterprise List. The enumeration staff above the level of supervisors was not paid separately for the houselisting operations.

The sub-joined statement indicates (district-wise) honorarium paid to the supervisors and enumerators for the houselisting operations :

STATEMENT

HOUSELISTING

Sl. No.	District	Total	Supervisor	enumerator
1	2	3	4	5
		Rs.	Rs.	Rs.
1.	Anantnag	40,085	6,715	33,370
2.	Pulwama	23,905	4,130	19,775
3.	Srinagar	64,600	10,850	53,750
4.	Badgam	20,575	3,220	17,355
5.	Baramula	39,750	6,615	33,135
6.	Kupwara	19,005	3,500	15,505
7.	Kargil	6,650	1,115	5,495
8.	Leih (Ladakh)	4,725	1,015	3,710
9.	Doda	29,150	5,880	23,270
10.	Udhampur	27,505	4,655	22,850
11.	Kathua	21,553	4,338	17,215
12.	Jammu	51,680	8,085	43,595
13.	Rajauri	15,810	2,830	12,980
14.	Punch	10,615	1,785	8,830

Preparation of schedules

At the end of the Houselisting Opertions, each enumerator had the following documents :—

(a) Layout sketch	One copy for each block
(b) Notional Map	One copy for each block
(c) Houselist forms pinned together.	Two sets for each block
(d) Houselist Abstract	One set for each block
(e) Enterprise List	One set for each block.
(f) Enterprise List Abstract	One set for each block.

The above records were handed over by the enumerator to his supervisor who, in turn, arranged the documents according to block numbers and gave them to the Deputy Charge Officer alongwith the Supervisor's abstract prepared by him on the basis of

the enumerator's abstract. The Deputy Charge Officer arranged them for the zone as a whole and submitted these to the Census Charge Officer. In the Charge Office records were sorted out in a systematic manner according to ascending order of block numbers and made up in separate bundles. One copy of the completed Houselist forms was retained in the Charge Office for preparation of enumeration blocks and writing up of Charge Register for the actual enumeration. The other set of filled-in Houselist forms alongwith other documents which included Charge Abstract was sent to the Census Directorate. The set of Enterprise List alongwith the relevant abstract was handed over to the District Statistical Officer.

Management of records and details of system evolved

As the houselisting records, mentioned in the preceding paragraph, started flowing in, small sections headed by computors were constituted to see that filled in schedules received from various charges were complete in all respects. In order to avoid mix-up of rural/urban records, they were separated at the time of record checking and stored separately. The maintenance of records by the Record Section was closely supervised by senior officials from time to time. For storage of Houselisting records, steel trunks were utilised. The houselist schedules were arranged in the order of operational units and within an operational unit they were placed in the order of enumerator's blocks. The tabulation work continued till the middle of October, 1981 and was completed just before the main tabulation of 1981 census slips started.

Writing & Updating of Abridged Houselist

Abridged houselist is an essential link between the houselist and the enumeration operations. In this we provide some of the information called from the houselists which is expected to be useful to the enumerator for the population count. The abridged houselist was prepared in three parts.

Section 1 contained details of the enumeration block, number of occupied residential houses and number of households. This was to be filled up by the enumerator after he had completed the field work and finalised the enumerator's abstract.

Section 2 contained details from the houselist, namely building no., census house no., purpose for which census house is used; household no., name of the head of the household and serial no. of the household.

Section 3 contained record of houses, households which were not covered in section 2, but were found by enumerator during the field work.

An enumerator was required to take a preliminary round of his block and with the help of section 2 of the abridged houselist and see whether the position of Census houses and households had undergone a change in any way after houselisting operations. Various situations were given as under :—

(i) A household listed in section 2 might have moved out, leaving the Census house or part occupied by it vacant.

(ii) A building or 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 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 an already occupied residential house.

These changes were to be noted either by amending the particulars given in Section 2 or by entering fresh details in Section 3. In short, the basic picture of the block that was given to the enumerator in the abridged houselist was to be updated by him taking into account the latest position of houses/households in an enumerator block. Detailed instructions regarding the filling up of the abridged houselist are given in **Appendix-I.**

CHAPTER V

ENUMERATION

Enumeration, Reference date and period of enumeration

The 1981 Census Operations were conducted in the State non-synchronously for the accessible and snow-bound areas. As in the rest of the country, the 1981 census operations were carried out in the State in two phases *viz;* houselisting and general enumeration. However, unlike the rest of India, where census was conducted simultaneously from 9th to 28th February, 1981 followed by a revisional round from 1st to 5th March, 1981 with the sunrise of 1st March, 1981 as the reference date, the census operations in Jammu & Kashmir State were conducted non-synchronously in the accessible and snow-bound areas, as per the following calender :—

CENSUS CALENDAR 1981 CENSUS

(Accessible and Snowbound areas)

JAMMU AND KASHMIR STATE

S. No.	Item of work	Target Date: Accessible Areas	Target Date: Inaccessible (Snow-bound Areas)
1	2	3	4
1.	Preliminary discussions with the State Government regarding appointment of Census Officers.	September, 79	September, 79
2.	Issuance of notification by State Government regarding appointment of Census Officers as per sub-sections (2), (3) and (4) of Section 4 of Census Act of 1948 as amended in 1974.	September, 79	September. 79
3.	Finalisation of uptos-date Village/Town lists with area figures	October, 79	October, 79
4.	Finalisation of upto-date Town/ City/Tehsil/District Maps.	October, 79	October, 79
5.	Finalisation of assignment of Census location Code Numbers to *all* units on tehsil/city maps and finalisation of Tehsilwise Code Lists of rural and urban areas.	October, 79	October, 79
6.	Finalisation of arrangements for appointment of Census clerks at district/tehsil headquarters.	November, 79	November, 79
7.	Finalisation of Enumerators . Blocks and Supervisor's Circles—preparation of General Village and Town Register for houselisting operations by Census Charge Officers etc. and receipt of finalised lists of Enumerators, Supervisors and Deputy Charge Officers (Zonal Officers) from them.	November, 79	November, 79
8.	Supply of steel boxes etc. to census clerks at district, tehsil headquarters.	December, 79	December. 79
9.	Receipt of training material (Houselists and other related schedules) for houselisting operations from the office of the Registrar General. India.	15th Dec. 79	15th May, 80
10.	Arrangements for different material required for imparting training for houselisting operation viz., making out of roll-type canvass boards, purchase of stationery articles etc.	20th Dec. 79	20th Dec. 79
11.	Training classes for training teams of the Offices of the Director of Census operations, Jammu & Kashmir for houselisting operation.	24th Dec. 79 to 7th Jan. 80	5th June, 80 to 19th June. 80
12.	Drawing up of training programme for Enumerators. Supervisors and Deputy Charge Officers (Zonal Officers) etc. for houselisting operation; fixing up of venues of training and intimation of programme to concerned agencies of *Jammu Province except Doda district*.	December, 79	May, 80
13.	Training classes for Principal Census Officers, District Census Officers, Additional District Census Officers, Census Charge Officers, Town Census Officers and Deputy Charge Officers (Zonal Officers) etc. of *Jammu Province except Doda district* for houselisting operation.	8th Jan. 80 to 20th Jan. 80	23rd June, 80 to 26th June, 80
14.	Issuance of formal appointment orders of Enumerators. Supervisors and Deputy Charge Officers (Zonal Officers) etc.	15th Jan. 80	15th Jan. 80
15.	Collection of administrative statistics from various agencies (non-census data) for Town and Village Directories.	Jan. 80	Jan. 80

1	2	3	4
16.	Delineation of Standard Urban Area and Urban Agglomeration in terms of rural and urban units.	Jan. 80	Jan. 80
17.	Publicity measures for house-listing operation.	January, 80 onwards	January, 80 onwards
18.	Receipt of Houselists and other related schedules for use in field from the Office of the Registrar General, India in *Jammu Province except Doda district.*	15th Jan. 80	1st July, 80
19.	Despatch of Houselists and other related schedules to concerned agencies (Census Charge Officers etc.) for distribution amongst enumeration agency of *Jammu Province except Doda district.*	Jan. 80	July, 80
20.	Training classes for Enumerators, Supervisors and Deputy Charge Officers (Zonal Officers) etc. of *Jammu Province except Doda district* for houselisting operation (including canvassing of Training Houselist and other related schedules as a practical exercise).	28 th Jan, 80 to 28th Feb, 80	1st July, 80 to 14th Aug, 80
21.	Publicity measures for house-listing operations...continue.	Feb. 80	Feb. 80
22.	Drawing up of training programme for Enumerators, Supervisors and Deputy Charge Officers (Zonal Officers) etc., for houselisting operation; fixing up of venues of training and intimation of programme to concerned agencies (Census Charge Officers etc.) of *Kashmir Province and Doda district.*	Feb. 80	June, 80
23.	Publicity measures for house-listing operation....continue	March, 80	March, 80
24.	House numbering, houselisting, canvassing of Enterprise ship and preparation of National Maps showing the layout of houses and numbers allotted to them in *Jammu Province excluding Doda district.*	1st March, 80 to 31st March, 80	16th Aug, 80 to 10th, Sept, 80
25.	Field inspection of house-listing operation by the officers of the Directorate of Census Operations, Jammu and Kashmir in *Jammu Province except Doda district*	1st March, 80 to 31st March, 80	16 Aug. 80 to 10th Sept, 80
26.	Training classes for Principal Census Officers, District Census Officers, Additional District Census Officers Town Census Officers and Deputy Charge Officers, (Zonal Officers) of *Kashmir Province and Doda district.* for houselisting operation.	15th March, 80 to 31st March, 80	23rd June, 80 to 26th June, 80
27.	Receipt of Houselists and other related schedules for use in field from the Office of the Registrar General, India in *Kashmir Province and Doda district.*	15th March, 80	1st July, 80
28.	Despatch of Houselists and other related schedules to concerned agencies (Census Charge Officers etc.) for distribution amongst enumeration agency of *Kashmir Province and Doda district.*	March, 80	July, 80
29.	Publicity measures for house-listing operation...continue.	April, 80	April, 80
30.	Training classes for Enumeratorss Supervisors and Deputy Charge Officers (Zonal Officers) of *Kashmir Province and Doda district* for house-listing operation (including canvassing of Training Houslist and other related schedules as a practical excercise)	1st April, 80 to 29th April, 80	1st July, 80 to 14th Aug, 80
31.	Submission of houselisting records of *Jammu Province except Doda district* by Enumerators to Supervisors.	1st April, 80 to 2nd April, 80	8th Oct, , 80 to 9th Oct. 80
32.	Submission of houselisting records of *Jammu Province except Dodadistrict* by Supervisors to Deputy Charge Officers (Zonal Officers)	3rd April, 80 to 4th April, 80	10th Oct. 80 to 11th Oct., 80
33.	Submission of houselisting records of Jammu Province except Doda district by Deputy Charge Officers (Zonal Officers)/ to Charge Officers.	5th April, 80 to 9th April, 80	12th Oct., 80 to 16th Oct., 80
34.	Submission of houselisting records of *Jammu Province except Doda district by* Census Charge officers to Principal Census Officers	10th April, 80 to 18th April, 80	17the Oct. 80 to 25th Oct. 80
35.	Submission of houselisting records of *Jammu Province except Doda distridt by Principal* Census officers to the office of the Director of Census Operations, Jammu and Kashmir.	19th April, 80 to 25th April, 80	26th Oct, 80 to 1st Nov. 80
36.	Publicity measures for houselisting operation and actual census enumeration. ...Continue	May, 80	May, 80
37.	Housenumbering, Houselisting, canvassing of Enterprise Slip and preparation of Notional Maps showing the layout of houses and numbers allotted to them in *Kashmir Province and Doda district.*	1st May, 80 to 31st May, 80	16th Aug. 80 to 10th Sept. 80
38.	Field inspection of houselisting operation by the officers of the Directorate of Censusoperations, Jammu and Kashmir in *Kashmir Province and Doda district*	1st May, 80 to 31st May, 80	16th Aug, 80 to 10th Sept, 80
39.	Publicity measures for house-listng and actual census enumeration. continue.	June, 80	June, 80

1	2	3	4
40.	Submission of houselisting records of *Kashmir Province and Doda district* by Enumerators to Supervisors	1st June, 80 to 2nd June, 80	8th Oct, 80 to 9th Oct, 80
41.	Submission of houselisting records of *Kashmir Province and Doda district* by Supervisors to Deputy Charge Officers (Zonal Officers)	3rd June, 80 to 4th June, 80	10th Oct. 80 to 11th Oct, 80
42.	Submission of houselisting records of Kashmir Province and Doda district by Deputy Charge Officers (Zonal Officers) to Census Charge Officers.	5th June, 80 to 9th June, 80	12th, Oct. 80 to 16 th Oct., 80
43.	Submission of houselisting records of *Kashmir Province and Doda district* by Census Charge Officers to Principal Census Officers.	10th June, 80 to 18th June, 80	17th Oct, 80 to 25th Oct., 80
44.	Submission of houselisting records of *Kashmir Province and Doda district* by Principal Census Officers to the office of the Director of Census Operations, Jummu & Kashmir.	19th June, 80 to 25th June, 80	26th Oct, 80 to 1st Nov., 80
45.	Publicity measures for houselisting operation and actual census enumeration..continue.	July, 80	July, 80
46.	Processing of houselisting records in the Tabulation Offices.	From June, 80 onwards	From Nov., 80 onwards
47.	Preparation and finalisation of General Village and Town Registers for actual census enumeration, delineation of Enumerator's Blocks and Supervisors Circles on the basis of the houselist population selection and earmarking of Enumerators, Supervisors and Deputy Charge Officers (Zonal Officers) for the actual census enumeration.	June, 80 to August, 80	.. ..
48.	Preparation of Abridged Houselist	June, 80	September, 80
49.	Compilation of non-census data of Village and Town Directories.	June, 80 to Sept., 80	June, 80 to Sept., 80
50.	Preparation of data for A-Series tables for columns other than those which relate to 1981 census data.	June, 80 to Sept., 80	June, 80 to Sept., 80
51.	Receipt of Training Individual Slips, Manual of Instructions and other related scheduleds from the Office of the Registrar General, India.	14th Aug., 80	15th May, 80
52.	Drawing up of training programme for Enumerators and Supervisors; fixing up of venues of training and intimation of the programme to concerned agencies for actual census enumeration.	August, 80	May, 80
53.	Receipt of material (Individual Slips etc.) from the Office of the Registrar General, India for actual use in field during enumeration.	1st Sept., 80	1st July, 80
54.	Publicity measures for actual census enumeration (February, 1981)	Sept., 80 onwards	
55.	Training classes for training teams of the office of the Director of Census Operation, Jammu and Kashmir for actual enumeration.	1st Sept., 80 to 7th Sept., 80	5th June, 80 to 19th June, 80
56.	Training classes for Principal Census Officers, District Census Officers, Additional District Census officers, Census Charge Officers, Town Census Officers and Deputy Charge Officers (Zonal Officers) for actual enumeration.	10th Sept., 80 to 4th Oct., 80	23rd June, 80 to 26th June, 80
57.	Publicity measures for actual census enumeration (February)..continue.	October, 80	
58.	Training classes for Enumerators, Supervisors and Deputy Charge Officers (Zonal Officers) for actual census enumeration (including canvassing of Training Individual Slips and other related schedules as a practical exercise)	10th Oct., 80 to 10th Nov., 80	1st July, 80 to 14th Aug., 80
59.	Training classes for Army Census Officers.	December, 80	
60.	Despatch of Individual Slips and other related schedules to Census Charge Officers etc. for distribution amongst enumeration agency.	December, 80	July, 80
61	Refresher training classes for Enumeration Agency for actual Census enumeration.	January, 81	
62.	*Actual Census Enumeration* .	9th to 28th Feb., 81	11th to 30th September, 80
63.	*Enumeration of Houseless Persons.*	Night between 28th Feb., and 1st March, 81	Night between 30th Sept., and 1st Oct., 80
64.	*Revisional Round* . .	1st to 5th March, 81	1st to 5th October, 80
65.	Reporting of provisional totals by Enumerators to Supervisors.	6th to 7th March, 81	6th to 7th October, 80
66.	Reporting of provisional totals by supervisors to Town Census Officers/Deputy Charge Officers (Zonal Officers).	8th March, 81	8th Oct, 80
67.	Reporting of provisional totals by Town Census Officers/Deputy Charge Officers (Zonal Officers) to Census Charge Officers.	9th March, 81	9th Oct., 80
68.	Reporting of provisional totals by Census Charge Officers to Principal Census Officers.	10th March, 81	10th Oct., 80

1	2	3	4
69.	Reporting of provisional totals by Principal Census Officers to Director of Census Operations, Jammu and Kashmir and Registrar General, India, New Delhi.	11th March, 81	11th Oct,, 80
70.	Submission of enumeration records by Enumerators to Supervisors.	6th to 7th March, 81	6th to 7th October, 80
71.	Submission of enumeration records by Supervisors to Deputy Charge Officers (Zonal Officers).	8th to 10th March, 81	8th to 10th October, 80
72.	Submission of enumeration records by Deputy Charge Officers (Zonal Officers) to Census Charge Officers.	11th to 15th March, 81	11th to 15th October, 80
73	Submission of enumeration records by Census Charge Officers to Principal Census Officers.	16th to 25th March, 81	16th to 25th October, 80
74.	Submission of Enumeration records by Principal Census Officers to the Office of the Director of Census Operations, Jammu and Kashmir, Srinagar/Jammu.	26th to 31st March, 81	26th to 30th October, 80

As in the case of houselisting operations, training was an important item of the preparatory arrangements before launching the field operations. For actual Census enumeration training was imparted to the entire enumeration agency in two rounds in about 200 camps with each training camp comprising 50 to 60 trainees. Camps would usually start at 11 a.m. on all specified dates and closed at 4.30 p.m. Refresher Course of training camps were also organised for the field enumerators and supervisors so as to revitilise their memories. Blackboard, roll-up canvass black-boards of Individual Slip (Universal & Sample) & Population record painted were also used. These helped the trainer to explain and illustrate the instructions on various problems suitably.

Apart from this, a special time schedule was followed for the enumeration of nomadic segment of population like bakarwals from 1st to 10th April, 1981 under intensive supervision so as to net them in the villages and pockets of their normal abode well before their departure for summer pastures. This became necessary because they could not be enumerated in their summer pastures during September-October, 1980 alongwith the rest of the inaccessible areas as programmed, owing to their advance return to their villages due to sudden worsening of weather conditions in the upper reaches. However, as a precaution against any double enumeration, a special entry was made in their grazing permits about their having been censused with clear instructions to the enumeration agency in the accessible areas to verify the grazing permit in case any of them was found in these areas during the census enumeration period. In this regard annexure 16 may also be referred to.

Organisation of Census taking

Following the notification issued by the Government of India on the taking of census of India, 1981 republished in the State Government Gazette on 16-4-81 a notification Annexure-17 was issued by the State Government under the Census Act, 1948 appointing the Deputy Commissioners, the Assistant Commissioners/Sub Divisional Officers, Tehsildars, Municipal/Cantonment Executive Officers as Census Officers in their respective jurisdictions with powers to appoint Deputy Charge Census Officers, Supervisors and Enumerators. The organisational chart at Annexure-18 depicts the pyramid of jurisdication and hierarchy as followed for census taking in the State.

Preparations for the 1981 Census

The preparations for the 1981 census began as early as 1978. The initial field preparations involved finalization of maps of each tehsil and town according to present administrative jurisdiction. Other stages involved were the preparation of block-wise notional maps and layout sketches, housenumbering and houselisting operations, delimitation of enumerators blocks and supervisory circles, appointment of enumerators and supervisors, training of field machinery, distribution of forms, field enumeration, revisional round, collection of records and reporting of provisional population totals.

Detailed training discussions were held with the principal Census Officers/District Census Officers/Sub-Divisional Census Officers/Additional District Census Officers/Census Charge Officers/City Census Officers/Town Census Officers/Deputy Charge Officers during both the stages of census operations. Thereafter, intensive training was imparted to the base level enumeration agency consisting of enumerators and supervisors. For Houselisting operations, 2-day training camps were held at 140 camps located in different parts of the State. For Census Enumeration phase training was imparted in two rounds at about 200 camps. The enumeration staff comprised over 8,600 enumerators, 1,760 supervisors and 410 deputy charge officers, drafted mainly from school teachers, patwaries and other revenue officials. A detailed training programme for census charge officers, supervisors, enumerators etc. for both Accessible and Inaccessible areas is placed at Annexure-18.

Schedules canvassed in the 1981 census

The schedules canvassed in the 1981 census consisted of the following :—

(i) Houselist.
(ii) Enterprise List.
(iii) Household Schedule.
(iv) Individual Slip.

During the Hoselisting phase, the notional map of each block was first prepared delineating its boundaries and important landmarks. Then, the layout sketch of each block was prepared indicating all buildings with numbers assigned to each in it. This was followed by numbering of all census houses which was done in paint. The Houselist and the Enterprise

List were filled-in thereafter. A special item of information collected in the Houselist was the number of handicapped persons separately for totally crippled, totally blind and totally dumb. This information is intended to serve as a frame for more detailed surveys and studies to serve the data needs of the planners for the upliftment of this socially disadvantaged section of society. In addition, the Houselist provided data on the purpose for which each census house was used and number of persons normally residing in each household. It also served as basis for the collection of data on enterprises. The Enterprise list gives detailed data about enterprise activities conducted in census houses and in the open. The data collected through the Enterprise List, known as Economic Census, will be made available by the Central Statistical Organisation at the all-India level and by the Directorate of Evaluation and Statistics at the State level. The Household Schedule was canvassed for every household and consisted of two parts. Part I contained 15 items and gives the data on type of household, religion of the head of the household, whether the head belongs to scheduled castes or scheduled tribe, language mainly spoken in the household, does the household live in own, house, predominant material of walls, roof and floor of the house, facilities available to the household such as drinking water supply, electricity, toilet (in the case of urban areas only), number of living rooms, married couples, does the household cultivate land etc. Part II of the schedule gives some basic data about members of the household.

The Individual Slip placed at Annexure-14 was canvassed for every person. It contained 16 questions on various demographic and economic aspects of an individual like name, relation with head of household, sex, age, marital status, mother-tongue, two other languages known, does he belong to SC/ST, literacy, level of education and does he/she attend school/college. Besides detailed information regarding the economic activity of the person was also collected in it. In ddition, the sample slip printed on the obverse of the Individual Slip contained 6 questions on migration and fertility which in the case of major states canvassed in a 20% sample of blocks. In Jammu & Kashmir, however, these questions were also canvassed on a universal basis. The detailed and elaborate instructions (see annexure 19) for filling up of Individual Slip and household schedule were issued to field staff. In addition a "Supervisory manual" placed at annexure-20 indicating Supervisor's duties at the time of enumeration were also issued to supervisory staff.

Honorarium :

Besides Supervisors and Enumerators, honorarium was also paid to Deputy/Census Charge Officers, Additional District Census Officers and District Census Officers for the enumeration operations. The following statement indicates the district-wise honorarium paid to the above personnel : —

ENUMERATION

Sl. No.	District	Total	Honorarium					
			District Census Officer	Additional District Census Officer	Census Charge Officer	Deputy Census Charge Officer	Supervisor	Enumerator
1	2	3	4	5	6	7	8	9
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1.	Anantnag	1,23,125	500	300	1,200	8,200	17,440	95,485
2.	Pulwama	77,010	1,000	300	600	5,200	10,620	59,290
3.	Srinagar	1,52,705	500	300	1,000	9,800	16,150	1,24,955
4.	Badgam	63,955	500	300	600	4,400	8,280	49,875
5.	Baramula	1,27,325	1,000	300	1,600	8,800	17,135	98,490
6.	Kupwara	60,505	500	300	600	5,400	9,000	44,705
7.	Kargil	22,070	500	300	600	2,000	2,970	15,700
8.	Leh (Ladakh)	15,940	500	300	600	1,600	2,610	10,330
9.	Doda	90,045	500	300	2,200	8,800	11,720	66,525
10.	Udhampur	90,720	500	300	2,200	6,800	15,245	65,675
11.	Kathua	67,265	500	300	1,000	4,400	11,285	49,780
12.	Jammu	1,74,090	500	300	1,800	11,600	23,665	1,36,225
13.	Rajauri	50,180	500	300	1,400	3,800	6,670	37,510
14.	Punch	36,760	500	300	1,000	2,200	4,715	28,045

Publicity

Census is one of the most important sources of information. It provides a variety of data on demograpic and socio-economic aspects of the population. The success of these vital operations will depend also on the involvement of the people. The people are to be educated about the aims and objectives of the census. For this purpose the officer utilised the services of various media such as All India Radio, Doordarshan, Director of Information and Field Publicity Organisation to educate the people about the importance of census and the need for their total cooperation. Doordarshan, Srinagar and Radio Kashmir Srinagar/Jammu were requested to exhibit/broadcast the following slogan during peak hours of viewing/listening :

"Such of the persons/Households as have not been enumerated during the period of Census are requested to make immediate contact with their concerned Deputy Commissioners/Tehsildars etc."

Kashmiri, Hindi and Urdu documentary films entitled "To meet your needs" were sent to State and Central Publicity units for screening by mobile units during the census operations. Publicity material like folders, Handbills and posters were issued to all Census Charge Officers for distribution among the field agency during the enumeration period. Census films were also shown in the local cinema halls everywhere in the state.

Identity cards

Like 1971 census, identity cards for enumerators and supervisors were also issued in 1981 census. The cards were printed separately for enumerators and supervisors for houselisting operations and actual enumeration. In order to lend dignity and credibility to the census worker it was decided that the official emblem. "Ashok Pillar with three lions" on the identity cards will be printed. Two different Colours (red for enumerators and blue for supervisors) to distinguish from one another were printed. The dimensions of the card was 9×6 cms.

Certificate of Enumeration

In order to ensure that the enumeration work of 1981 census has been carried out in all areas of a charge on 100% basis, all census charge officers were requested to certify this fact. Accordingly at the time of handing over the filled in records to the census Department a certificate in the following manner, duly authenticated by the Census Charge Officer was submitted to this Directorate :

"Certified that all areas falling in my jurisdiction have been covered for general enumeration of 1981 Census".

Reporting of provisional population totals

Provisional Population Totals were compiled directly from the enumerators, abstracts after cross tallying the figures with those shown by the supervisors and Zonal officers in the supervisor's circle Abstract and Zonal Abstract. The figures were subsequently communicated by charge officers to principal census officers who consolidated the district figures and communicated these over telephone, wireless, telegram as per following proforma or by special messenger to the Registrar General, India and Directorate of Census Operations latest by 18.5.1981 :

1981 Census provisional Totals

Charge ....District.....
Males ..... Females.....
Total population..... Literate males.....
Literate females..... Total literate.....

The first set of provisional figures regarding sex-wise population and literacy from all charge/District Census Officers was received by 16th of May, 1981 for its onward submission to the Registrar General, India and immediate release to the press. The provisional population of Jammu & Kashmir State as recorded at the sun-rise of 16th May, 1981 was 5,954,010 comprising 3,134,458 males and 2,819,402 females. The sub-joined statement gives the district-wise provisional and final population as returned at the time of 1981 Census :

State/District	Population	
	Provisional	Final
Jammu & Kashmir . . .	5,954,010	59,87,389
Anantnag	654,945	656,351
Pulwama	404,351	404,078
Srinagar	721,078	708,328
Badgam	352,759	367,262
Baramula	669,405	670,142
Kupwara	327,552	328,743
Kargil	64,566	65,992
Leh (Ladakh)	67,733	68,380
Doda	424,390	425,262
Udhampur	452,244	453,636
Kathua	365,029	369,123
Jammu	928,638	943,395
Rajauri	298,830	302,500
Punch	222,490	224,197

Estimation of the requirement of various Census schedules

Preliminary arrangements were made as early as 1977-78 for working out schedules. Before working out the correct estimation of various prescribed forms/schedules, the block-wise Houselisting population was further enhanced by 3% to account for annual growth between 1980-81 and then by 10% to cover the wastage at various levels. Based on the houselist population, the assessment of various forms/schedules involved the following modelities :—

(i) *Individual Slips :*

The number of individual slip pads required for a block were assessed on the basis of estimated population — one slip for one person. On the basis of required slips, the number of 50 slip pads and 25 slip pads were worked out.

(ii) *Household Schedules :*

The assessment of these schedules was worked out on the basis of 5 persons per household. The number of household schedule forms, thus required for a block, were further divided by 25 and 10 form books so as to assess the number of each type of books required for the block.

(iii) *Enumerators' Abstract :*

One Enumertor's Abstract was issued for every block irrespective of the fact whether an enumerator had one or more than one block assigned for actual enumeration.

Fourth Conference of Directors of Census Operations

The fourth Conference of Directors of Census Operations was held at Nainital from 28th to 30th May, 1981. The following items were discussed in detail :—

1. PEC/CES — Review of Operations, Coding and Editing of PEC/CES Records.
2. Organisation of Editing and Coding Cells for Preparation of Records for Direct Data Entry System.
3. Preparation of sites for location of DDE stations.
4. Organisation of the Tabulation Offices for the PCA.
5. Review of Experience and suggestions for Amendment of Act.
6. Arrangements for preparation of Part IIA and District Census Handbooks.
7. Preparation of Administration Report.
8. Printing of Census Publications.
9. Other items.

The staffing pattern of the Directorates during the intercensal period was generally discussed. It was felt that attention would have to be paid to the optimum staffing pattern since it would be desirable to avoid either excessive staff at various levels inconsistent with the workload or too little staff at critical levels. In order to have a basis for coming to decisions on the staffing pattern for each of the Directorates it was considered desirable to set-up a committee which would go into this question. After discussion, the membership of the committee was decided as follows :—

1. Sh. B.B. Lal, DCO, Bihar.
2. Sh. A.R. Nanda, DCO, Orissa.
3. Sh. A.P. Muthuswani, DCO, Tamil Nadu.
4. Sh. Ravindra Gupta, DCO, Uttar Pradesh.
5. Sh. R.S. Chhaya, DCO, Gujarat.
6. Wg. Cdr. B.B. Adlakha, Director (EDP).
7. Dr. M. Holla, DRG(VS).
8. Sh. V.P. Pandey, DRG(I).
9. Sh. K.K. Chakravorty DRG(CT).
10. Sh. N.G. Nag, DRG(SS).
11. Dr. B.K. Roy, ARG(Map).
12. Sh. S. Rajagopalan, Dy. Director.

Shri B. B. Lal, DCO, Bihar had to function as Chairman and Shri Rajagopalan, Dy. Director as Member Secretary. Since considerable material was already available on this issue in the office of the Registrar General, India it was decided that the Member Secretary should make this material available in a consolidated form to the Members after which the committee would meet. It would be convenient if the committee met in Delhi but it was free to meet elsewhere also. The committee's report was required to be ready in 3 months time. It was decided that a formal letter would be drafted indicating the scope of the work of this committee.

The Registrar General, India, indicated that the special tabulations in the case of Scheduled Castes and Scheduled Tribes was being considered and that a separate communication would be sent on this matter in due course.

The post tabulation conference of Directors was considered desirable and DCO, J&K was requested to consider the possibility of organising such a conference in May, 1982.

The conference reviewed in brief the progress in regard to the conduct of the SRS half-yearly surveys for the period January — June, 1980 and July — December 1980. It noted that in a majority of states, the position in regard to the completion of the half yearly surveys for the period July — December, 1980 was far from satisfactory. The Directors were requested to complete the pending half-yearly survey well in time so that the next half-yearly survey due in July, 1981 could be taken up in July itself. It was also mentioned that the office of the Registrar General, India was committed to supply the Vital rates to the Planning Commission in time. It was therefore necessary to complete both the half yearly surveys for the year 1980 in the old as well as additional SRS sample units as quickly as possible to enable release of statistics well in time.

The conference discussed in brief the replacement of the old sample units. In this connection it reviewed the progress in regard to the receipt of the list of the villages and urban blocks based on 1981 census with a view to enabling drawing of fresh sample units. Those states which have not yet sent the 1981 census frame were requested to expedite the supply of the list of villages and urban blocks.

It was also stressed that the services of the Investigator appointed under Model Registration Scheme survey of cause of death are to be placed at the disposal of the state implementing agencies.

After consideration of the agenda and the other issues which were raised, the Registrar General, India thanked Shri Ravindra Gupta, Director of Census Operations, Uttar Pradesh for the great pains that he and his colleagues had taken in organising the conference and in ensuring its success. On behalf of the Directors and on behalf of the headquarters, the Registrar General tendered whole-hearted thanks to Shri Ravindra Gupta and his colleagues. The Registrar General, India, also made a particular mention

of the help received from the State Government the Chief Secretary, the Corporations and other institutions and other senior officials.

On behalf of the Directors of Census Operations Shri S. S. Jaya Rao, Director of Census Operations, Andhra Pradesh, thanked the Registrar General, India for calling the conference and he went on to say that the census of India 1981 would stand out as among the best in the census history of the country. He also thanked Shri Ravindra Gupta for the elaborate arrangements made for the conference and he mentioned that the participants were carrying away with them happy memories of the conference. Shri Ravindra Gupta in his concluding remarks thanked the participants for the kind sentiments expressed.

Fifth Conference of Directors of Census Operations

The fifth conference of the Directors of Census Operations was held at Srinagar from 23rd to 25th August, 1982.

The conference was inaugurated by Shri N. R. Lasker, Hon'ble Minister of State in the Ministry of Home Affairs. The inaugural session was attended by senior officers from the Central Government as well as the Jammu and Kashmir Government.

The Hon'ble Minister of State said that he was very happy to inaugurate this conference of the Director, Census Operations which would make a review of the most important work of tabulation and other matters connected with the 1981 census. The text of the speech of the Hon'ble Minister is given at Annexure 21.

Shri P. Padmanabha, Registrar General and Census Commissioner, India said that he was grateful to the Hon'ble Minister of State for having accepted the invitation to inaugurate the conference in spite of his heavy schedule. He requested the Hon'ble Minister to distribute silver medals to State Directors of Census Operations as a token of appreciation of their hard work in connection with the 1981 Census. They had spared no pains to make the 1981 Census a success. He also requested the Hon'ble Minister of State to give away the medals to his senior colleagues in the Headquarters who had also contributed to the successful conduct of the census operations in 1981.

The Hon'ble Union Minister of State for Home Affairs distributed silver medals to the Directors of Census Operations and senior officers of the office of the Registrar General, India. (List of recipients of medals is at Annexure-22).

Shri B. B. Lal, Director of Census Operations, Bihar while proposing a vote of thanks to the Hon'ble Minister of State requested the Hon'ble Minister to give away the sliver medal to the Registrar General, India, himself who was at the helm of affairs during the 1981 Census Operations and guided the Directors ceaselessly with a view to successfully conducting the 1981 census operations. The Hon'ble Minister of State gave the silver medal to Shri P. Padmanabha, Registrar General, and Census Commissioner of India.

Shri B. B. Lal thanked the distinguished guests, the Press, the Doordarshan, the All India Radio, etc. who had graced the occasion.

The following items of work relating to 1981 Census were reviewed :—

Item 1

(i) Preparation of P.C.A. including SC/ST P.C.A.
(ii) Review of the progress of preparation of A. series tables for Part II-A.
(iii) Review of preparation of Part II-B.
(iv) Review of preparation of D.C.H. Book Parts A & B of State Town Directory.
(v) Review of progress of preparation of maps for Part II-A, Part II-B and DCH Parts A & B and of SUA maps.
(vi) Review of progress regarding delineation of Standard Urban Areas and preparation of relevant tables.

Item 2

(i) Preparation of Administration Report relating to Enumeration/Tabulation.
(ii) Preparation of Part VII-Housing and physically Handicapped tables and Reports.
(iii) Review of 20% sample of individual slips in states where this has been specified.
(iv) Review of progress of SQC work in States/Union Territories specified.
(v) Review of work relating to special tabulation of data on religion/language from household schedule.

Item 3

(i) Review of progress of editing and coding of 15%/95% individual slips.
(ii) Review of progress of editing and coding of 20% sample and SC/ST.
(iii) Edit/coding of PCA and village directory.

Item 4

(i) & (ii) Review of installation of DDE System and staffing issues.
(iii) Review of progress of keying in of 5% individual slips.
(iv) & (v) Second shift for DDE system in the second phase and any other general issues.

Item 5

(i) Review of projects relating to special studies on (a) Re-study of villages (b) town studies and (c) traditional rural based crafts.
(ii) Review of special studies undertaken by Directors of Census Operations, if any.
(iii) Review of implementation of instructions relating to returns on languages and religion.
(iv) General review of storage of records.
(v) Review of SRS work.

Item 6

(i) Staffing pattern and issues relating to inter-censal work.

(ii) Printing.

Census Circulars

Despite my personal aversion to sending cyclostyled circulars and conducting census through a correspondence course with principal census officers and census charge officers I could not altogether avoid the written word and had to address these officers through letters about each phase in advance. We tried to make our letters as brief as possible, direct and in most cases, informal. The serial number of the more important circulars and letters, issued by this Directorate and Registrar General's Office, subject and date of issue and reproduced at Annexure-14 are indicated below :—

Sl. No.	Circular No.	Subject	Date of issue
1	2	3	4
		REGISTRAR GENERAL'S OFFICE	
1	No. 2/8/79-SS	Classification of Rural and Urban units—1981 Census	5-2-79
2	D.O.No.18/11/78-Ad.I-9511	Introduction letter	4-6-79
3	D. O. No. 9/22/79-CD(CEN)	Organisation of Census of India 1981—general instructions	19-6-79
4	D.O. No. 9/11/79-CD(CEN)	Appointment of Census Officers—Issue of notifications.	23-6-79
5	D.O. No. 9/33/79-CD(CEN)	Location Code . . .	16-7-79
6	No.2/8/79-SS	Classification of Rural and Urban Units-1981 Census—Circular No. 1—Clarification thereon.	11-9-79
7	D.O. No. 2/1/79-SS	Formation of Urban Agglomerations.	22-9-79
8	D.O. No. 9/33/79-CD(CEN)	Location Code—Amendment to Circular No.5.	11-12-79
9	D.O. No. 1/1/79-Map	Preparation of District and Tehsil/Police Station/CD Block/Circle maps for District Census Handbooks 1981 Census	
10	D.O. No. 9/36/80-CD(CEN)	Drafting of the Administration Report.	2-7-80
		DIRECTOR, CENSUS OPERATION'S OFFICE	
1	D.O. No' Cen. 64/79	Frame-work for 1981 Population Census—some points for action.	11-6-79
2	D.O.No. Cen. 64/80	Facilities/concessions in normal work to the census field staff.	3-1-81
3	No. Cen.64/80	Treating of enumeration staff on full time duty.	24-3-81
4	No. Cen.64/81	Census records being confidential.	24-4-81
5	No. Cen.106/79	1981 Population Census—Outline of preparatory measures.	20-9-79
6	No. Cen 119/79	1981 Population Census—Outline of preparatory measures.	22-11-79
7.	No. Cen.123/79 /UA	Formation of UA's	7-11-79
8	No. Cen.83/79	1981—Census—Calendar of operations.	21-12-79
9	No. Cen.75/79	1981 Census—Appointment of Census Officers.	15-12-79
10	No. Cen.84/79	Census of 1981—Training for the first phase *viz.*, housenumbering and houselisting.	18-12-79
11	No. Cen.116/79	1981 Census—Letters of appointment of Deputy Charge Officers (Zonal Officers).	2-1-80
12	No. Cen.116/79	1981 Census Letters of appointment of supervisors and enumerators.	2-1-80
13	No. Cen.84/79	Census of 1981 Training for the first phase viz; housenumbering & houselisting in Accessible (non-snowbound) areas of J & K State.	10-1-80
14	No. Cen. 106/80	Important Instructions regarding houselisting operations to principal census officers, District Census Officers, Additional District Census Officers.	3-3-80
15	No. Cen. 84/79	Census of 1981 Training for the first phase viz., Housenumbering and Houselisting.	3-3-80
16	No. Cen. 50/80	1981 Census—Houselisting and General Enumeration in Inaccessible (snow-bound) areas.	18-4-80
17	No. Cen. 157/80	Despatch of Houselisting material and Identity cards through special messengers.	18-4-80
18	No. Cen. 104/79	Village & Town Directory —compilation of.	22-4-80
19	No. Cen. 104/79	Village & Town Directory —compilation of.	22-4-80
20	No. Cen. 106/80	Points for Action . .	9-5-80
21	No. Cen. 84/80	Inspection of work done by the enumeration agency during housenumbering & houselisting operations in accessible (non snow-bound) areas of Kashmir region and Doda district.	12-5-80

1	2	3	4
22	No. Cen. 165/80	Census of 1981—Training for the first and second phase viz.; (i) houselisting operations and (ii) actual numeration in inaccessible (snow-bound) areas of J & K State.	5-6-80
23	No. Cen. 166 (II)/80	1981 Census—collection of records from the field agency and despatch thereof to the Census Directorate, Srinagar/Jammu—Instructions regarding (snow-bound areas only).	25-9-80
24	No. Cen. 165 (II)80	1981 Census—Collection of records from the field agency and despatch thereof to the Census Directorate, Srinagar/Jammu— Instructions regarding (snow-bound areas only).	27-9-80
25	No. Cen. 187/80	Provisional population totals	30-9-80
26	No. Cen. 83/80	1981 Population Census—Revised calendar of operations.	3-10-80
27	No. Cen. 119/80	Preparation of Rural/Urban Charge Register for 1981 Census (actual enumeration).	21-11-80
28	No. Cen. 210/80	Census of India—1981 Training for the 2nd phase viz.; General enumeration.	20-11-80
29	No. Cen. 210/80	Training for the 2nd phase viz; General Enumeration in accessible areas of J & K State.	2-12-80
30	No. Cen. 210/80	Census of India—1981 Training discussions for Census Officers regarding 2nd phase viz; General Enumeration.	16-2-81
31	No. Cen. 210 (Part III)/81	2nd round of training for General Enumeration in accessible areas of Kashmir valley and Doda district (excluding Bhaderwah tehsil).	3-4-81
32	No. Cen.	Assistance of village Sarpanch/Numberdar/Illaqa Patwari/Chowkidar to Census field agency.	19-4-81
33	No. Cen. 64/81	Census data not to be released.	23-4-81
34	No. Cen. 240/81	Certificate of enumeration by Census Charge Officers/City Census Officers/Town Census Officers.	18-4-81
35	No. Cen. 208/81	Enumeration of Houseless persons.	18-4-81

ANNEXURES

ANNEXURE 1

Statement showing the details of the Printing jobs to this Directorate pending with the Govt. of India Press.

Sl. No.	Name of publication	Name of press
1	Part I-B General Report of 1971 Census.	Govt. of India Press, Nasik.
2	Part IX Census Atlas of 1971 Census	Union Territory Press, Chandigarh.

ANNEXURE 2

No. 9/11/78-CD(CEN)

Government of India

Ministry of Home Affairs

Office of the Registrar General, India

Kotah House Annexe,
2/A, Mansingh Road,
New Delhi-110 011.
May 2, 3, 1978

To

Deputy Directors of Census Operations, Rajasthan/Haryana/Kerala/Andhra Pradesh/West Bengal/Uttar Pradesh/Jammu & Kashmir/Karnataka and Gujarat.

Subject :—Pilot studies for 1981 Census

Sir,

As you are aware, the preparatory work for the 1981 Census has already commenced and in fact you have taken action for collection of relevant maps, preparation of village lists, town lists etc. Normally, the first pre-test would have been held round about this time and the second pre-test a little later. However, it is felt that it would be desirable to hold a pilot study in connection with the canvassing of the universal slip with particular reference to the economic question before the first pretest is held. The pilot exercise will be limited to certain states only to ensure its early completion since the intention is basically to assess methodology and actual reaction to the question in the field. The pilot study is envisaged in the following States :—

Rajasthan/Haryana/Kerala/Andhra Pradesh/West Bengal/Uttar Pradesh/Jammu & Kashmir/Karnataka and Gujarat.

It is proposed to canvass the universal individual slip, the format of which is enclosed. It will be noticed that the economic questions are entirely on a new basis and are detailed in form. The importance of this exercise is in relation to these questions.

In each State it is envisaged that the slip will be canvassed in two districts and in each district in 20 rural blocks. Also in each state it is envisaged that 10 urban blocks will be canvassed, 5 of which will be in the capital city for convenience and the other 5 distributed in towns of pre-determined size. The list of villages and the list of towns in the case of your state are indicated in the annex to this letter.

The two districts along with the names of the villages are indicated in the list along with a mention of the 1971 Census population. Villages may be covered entirely, while in the case of larger villages individual blocks may be selected. The selection of blocks must be on the basis of the 1971 Census enumeration blocks and it will be most desirable if the identity of the block selected for the pilot study is maintained with that of the 1971' Census enumeration block in the village concerned.

The towns selected, including the capital city are mentioned in the annex. The census enumeration blocks of 1971 census must be retained in terms of identity in selecting the blocks in which the pilot will be carried out.

The instructions which will guide the canvassing of the universal slip will follow.

It is envisaged that the pretest will be carried out adhering to the preliminary operations of census, viz., drawing up a notional map, numbering of the houses (for the pilot marking in chalk) etc. No houselisting operations will, however, be necessary during the pilot study. The pilot study is envisaged as being conducted from 12th to 18th June with 19th June as the reference date, followed by a quick revisional round on 20th-22nd June, 1978.

Before the pilot study is actually carried out in the field, it is proposed to discuss the format and the instructions at a training meeting which is being called at Trivandrum on 25th and 26th of this month. Telegraphic intimation has already been sent to you regarding this meeting. At this meeting it is proposed also to discuss the suitability of the dates. It is requested that your comments relevant for this discussion be prepared in a concise form for presentation at the meeting.

Yours faithfully,

Sd/-

(P. Padmanabha)

Registrar General, India

6—136 R. G. India/ND/86

Copy with enclosure to all other Deputy Directors/ Assistant Directors of Census Operations for information only.

Sd/-
Registrar General, India.

ANNEXURE 3

List of villages/mohallas selected for pilot study—1981 Census

District	Tehsil/Town	Name of villages/mohallas
Anantnag	Anantnag Town	Bakshi Abad
		Malak Nag
		Zadipora
Srinagar	Ganderbal Tehsil	Bena Hama
	Srinagar Tehsil	Pala pora
	Chndura Tehsil	Mangenwagi
	Badgam Tehsil	Sozni pora
		Gund Ali Naik
		Gojra Jagir
		Nagrad Khah
		Watra Wani
	Beerwah	Sanoor Kalipora
		Punjyari
	Srinagar M.C.	Malateng
		Sona Masjid
		Aqil Mir Khanyar
		Qutab Din Pora
		Kalnat pora
Baramula	Baramula Town	Ram Ghat
		Kant Bagh
Jammu	Samba	Motliyan Khurd
		Labli
	R. S. Pora	Chak Chuha
		Chak Keshab
		Chak Wahib Din
	Jammu	Sapuran pur
	Akhnoor	Jamotian
		Nad
		Sainth
		Saliohat

ANNEXURE 4

FIRST PRETEST

CENSUS OF INDIA 1981

INDIVIDUAL SLIP
(Universal)

CONFIDENTIAL

Pad No.....

Slip No.....

Location Code .....( ) Household No: [ ]

1 Name _____ 2 Relationship to head _____

3 Male (1) ☐ Female (2) ☐ 4 Age _____ 5 Marital Status _____

6 Mother tongue _____ 7 Nationality _____

10 Literate (1) ☐ Illiterate (2) ☐

8 Religion _____ 11 Educational attainment _____

9 Name of S. C. or S. T _____

12 Worked any time at all last year? Yes (C/AL/HHI/OW) _____ ; No (H/ST/D/B/R/I/O) _____

13 A If yes in 12, was this your main work last year/season? _____ Yes (C/AL/HHI/OW) / No (H/ST/D/B/R/I/O)

If HHI/OW in 13 A,

(i) Name of establishment _____

(ii) Nature of industry, trade, profession or service _____

(iii) Description of work _____

(iv) Class of worker _____

13 B Any other work (13A 'Yes') /work (13A 'No') /any time last year? Yes (C/AL/HHI/OW) / No

If HHI/OW in 13 B,

(i) Name of establishment _____

(ii) Nature of industry, trade, profession or service _____

(iii) Description of work _____

(iv) Class of worker _____

13 C If no in 12 or 13 A, seeking work? _____ Yes (1) ☐ No (2) ☐

14 A If yes in 12, worked at least one day in last week? _____ Yes (C/AL/HHI/OW) / No

If HHI/OW in 14 A,

(i) Name of establishment _____

(ii) Nature of industry, trade, profession or service _____

(iii) Description of work _____

(iv) Class of worker _____

14 B If no in 14 A, seeking work during last week? _____ Yes (1) ☐ No (2) ☐

ANNEXURE 5

No. Cen. 24/78

Government of India

Ministry of Home Affairs

Directorate of Census Operations, J&K, 19-Karan Nagar, Srinagar

Dated the 6-6-78

To

The Divisional Commissioner,
Kashmir Province/Jammu Province,
Srinagar/Jammu.

Subject :—Pilot Studies for 1981 Census.

Sir,

As you are aware the preparatory work for 1981 Census has already commenced. Thanks to the prompt response from the Deputy Commissioners & Tehsildars, the preparation of jurisdictional maps, village/urban lists etc. as an important initial step in the detailed planning and programming of the main operations is well on the rails.

Meanwhile, as first exercise in testing and perfecting the concepts, methodology, scope and content of the questionnaires for the final census count, it has become necessary to conduct a small pilot census from *12 to 22nd June, 1978* in some selected villages and urban blocks, as specified in the enclosed list, as a part of an all-India programme decided upon by the Census Commissioner of India. A copy of the pilot census slip to be canvassed in this exercise is enclosed for your information. The field work which will entail visiting every household in selected areas and canvassing a complete slip in respect of each member of the household will, for this first exercise, be undertaken by our own officials from the Census Directorate.

In order that the results of the proposed exercise succeed in yielding a correct appraisal of the objectives involved, it is requested that suitable instructions may kindly be issued *urgently* to the Tehsildars concerned to ensure that the visiting Census officials receive full cooperation and response of the people in the selected areas.

Soliciting immediate action in the matter, under intimation to this office.

Yours faithfully,

Sd/-

(Abdul Gani)
Deputy Director
Tel : 73422.

Encls : 2

No. Cen. 24/78 Dated, the 6-6-78.

1. Copy for information and favour of immediate necessary action to the Tehsildar, Srinagar/Ganderbal/Chadura/Badgam/Beerwal/Administrator, Srinagar Municipality/Tehsildar, Samba/R. S., Pora/Jammu/Akhnoor.

2. Copy to Registrar General, India, New Delhi for information.

Sd/-

Deputy Director,
Census Operations, J&K,
Srinagar.

Encls : 2

ANNEXURE 6

GOVERNMENT OF JAMMU AND KASHMIR, DEPARTMENT OF INFORMATION

Srinagar, June 8, 1978.

Preparations for the 1981 population census have begun to receive a kick off. While the main operations are still ahead a vast amount of advance planning and programming and attention to detail are involved for making these operations through and successful.

As part of these preparations, the Census Organisation propose to conduct a series of trial censuses on a limited scale to test and perfect the concepts, the methodology, the scope and content of the questionnaires for the final count. The first such exercise to be confined to a few selected villages of Srinagar and Jammu districts and a few blocks of Srinagar, Baramula and Anantnag towns will begin on 12th June. 78 and last upto 22nd June, 1978. During this period, Census officials will visit every household within the selected areas to collect relevant information in respect of every member of the household in a specific schedule prescribed for this purpose.

The public are doubtless aware of the importance of population census as a primary data base for a wide range of administrative and socio-economic programme of development, particularly at the grass roots level, undertaken by the Government essentially to bring about a steady improvement in the quality of life and living standards of the common man. The need for accuracy of the Census results is thus self-evident. Banking on this general awareness and understanding, the State Census Organisation earnestly hopes that the people will extend their wholehearted cooperation and response to the visiting Census officials and thereby contribute to the success of a common cause.

ANNEXURE 7

Copy of letter No. Cen. 24/78, dated 12-7-1977 from Abdul Gani, Deputy Director, Census Operations, J&K, Srinagar to the address of the Registrar General, India, New Delhi

Subject :—1981 Census—Pilot Study.

In continuation of my letter No. Cen. 24/78, dated 3-7-1978, I have the honour to enclose a copy each of the two notes submitted by S/Shri S. P. Arora and H. L. Kalla, Assistant Directors in this office, containing their field impressions on the pilot study recently concluded, for your kind perusal. Shri Arora had been entrusted with the task of intensive supervision of the field work in the 10 selected rural areas of Jammu district and Shri Kalla, assisted by Shri B. L. Tiku, Investigator carried out this assignment in the 20 selected rural and urban areas of Kashmir valley.

I also had the occasion to inspect the work in some of the selected areas and discuss the operational problems with the enumerators and supervisors in the field and later on their return to headquarters. The general consensus is that the draft census slip is overloaded in favour of economic questions. The investigation of the same set of questions in repeated rounds by reference to the usual and current status provokes resentment and annoyance of the respondents.

The most crucial question indeed which holds the key for an answer to the subsequent questions is question 12 of the slip. Though apparently simpler than the following questions, it is here that most of the difficulties are encountered particularly in netting the marginal workers. It is non-too-easy for an average enumerator to bring round the respondents to come out with facts about the marginal economic participation of household members who even according to our definitions have to be treated as mainly non-workers. Fortunately the pilot study was conducted at a time when it was still the working agricultural season. This helped to observe that unless prevented by certain social or religious taboos or local customs confined to specific pockets, a housewife in a rural area usually does participate in some, if not all the processes of cultivation. Even when the season is slack for agriculture, she more often than not does contribute to the household earnings, howsoever marginally, by engaging herself in one or the other economic activities like spinning on amber charkha, raising of poultry, sale of eggs, tending of cattle, sale of milk, collection of firewood from forests for sale etc. etc. This economic contribution on her part, however, does not find recognition in the traditional family set up and goes normally as part of her routine household activities. Unless an enumerator has a deep probing mind and is aware of this general background, he is prone to lose sight of most of such workers for purposes of question 12. The same constraints operate in netting the secondary work in question 13B of persons returned mainly as workers in 13A. I mention this point specifically in the context of the situation within which we shall have to work for the main census operations when in spite of our best efforts we may not be able to raise personnel as best as the job demands nor even be able to train them as intensively as was possible for this limited pilot study.

The enumerators have found the population record very difficult to handle as also brought out in the enclosed notes. Filling up the first six columns of the population record before canvassing the individual slip has of course been found advantageous both in ensuring consistency in the ages of related persons as also in netting the household members in their natural sequence with minimum scope for omission of any child or member of the household. But it has been found to be too cumbersome and definitely of no advantage to fill up the subsequent columns of the population record in the field itself. On the other hand, it has consumed considerable time of the enumerator which should better have been utilized in a more thorough investigation of the prescribed questions. I feel that even if the population record is retained in the present form, though I am not sure whether it can really serve as a substitute for a household schedule, it may be more judicious to leave its completion for the enumerator as his daily home task during the period of enumeration.

Other points raised in the enclosed notes also deserve your kind consideration.

A BRIEF NOTE ON PILOT STUDY FOR 1981 CENSUS

(Jammu Province)

In question 9 of the individual slip, the space provided for recording the name of S.C./S.T. and in question 11 for recording educational attainment is inadequate. Instances of over-lapping have come to notice where the enumerator while recording replies to these questions had even used the space provided for recording answer to other questions. Even the boxes meant for coding purpose were used in a few cases. Obviously the enumerator finds it difficult to record the full names of such scheduled castes like Doom or Mahasha, Meghor Kabirpanthi and Chamar or Ramdasia in the meagre space provided for this purpose in question 9. Likewise both the educational standards are to be recorded against question 11 in the case of a person who has attained equivalent educational qualifications under general and technical education. The limited space provided for recording answer to this question makes it rather difficult to record the highest qualification attained by the individual classified under the general and technical. To overcome this difficulty, it is suggested that the recording of only one educational level instead of treating general and technical separately the technical educational level being given preference where both are treated equivalent may be considered.

A very pertinent question is whether children reading in elementary classes be shown as literate or

illiterate. The ability to read and write with intelligence does not normally develop in a student unless he has passed second standard.

The deletion of question on 'place of work' which proved helpful in categorising a workshop as household industry or otherwise in the earlier censuses of 1971 and 1961 caused confusion. It therefore seems advisable to provide a column for recording 'place of work' in the slip for arriving at better results by correlating information collected in other columns.

A column has been provided for recording 'name of establishment' which in my opinion is redundant and should be dispensed with. The entry which occasionally proved helpful in coding at the last Census appears to be superfluous as except in case of larger concerns the entry might not prove of much use. At the pilot study, the returns for this question revealed that in over 90 percent cases, the establishments listed bore no definite name and as such 'no particular name' had to be recorded for these establishments.

At the pilot study, the canvassing of economic question presented many difficulties. A few of them are listed below :—

(i) It has been laid down in the instructions that 'yes' has to be recorded in question 12 even if the respondent has worked for one day during the last year. It has been observed that people in rural areas who are never accurate in their calculation are not reconciled to one day work concept as work for them means participation in some productive activity for much longer period. Despite deep probing and searching enquiries, the enumerators did not seem to succeed in all cases to bring round the respondent on this point.

(ii) For an average villager, cultivation involves three main processes viz., ploughing, sowing and harvesting. The thrashing and winnowing operation which are very much part and parcel of cultivation and are mainly carried out by females and small children are misconceived by the respondent as part of 'domestic work' only. The result is that a large number of persons doing productive work marginally were not accounted for in question 13B. The mistake was detected at a very early stage of enumeration and the measures adopted to rectify it being very prompt and effective, it could not vitiate the statistics to an appreciable degree.

It is suggested that the definition of cultivator given on pages 34-35 of the instructions should be made more elaborate and exhaustive. It would be advantageous if some illustrations are also given. As things stand, an average enumerator, because of inadequate explanations, is unable to appreciate the fine and subtle distinction between different activities connected with cultivation. This has to be clearly brought home to him.

(iii) In the course of inspection of field work in village 'Sanith' (Akhnoor tehsil) and village 'Labli' (Samba tehsil) it was found that in certain classes of caste Hindus, in particular Brahmins and Rajputs, females are traditionally forbidden to work in the field. Likewise, certain household industries like weaving of cloth, earthen pottery making, tanning, curring and finishing of leather, manufacture of footwear are exclusively run by the members belonging to scheduled caste community. The non-participation of females belonging to certain classes of caste Hindu in productive work will explain for fewer returns against question 13(b) in certain areas for which enumerators shall have to be cautioned before hand.

(iv) From what age onwards children should be taken as working is a matter for consideration. It is suggested that in calculating workers boys and girls below 10 and persons on the wrong side seventy should be excluded.

(v) The scope of question 13C is very much restricted. Our enumeration have been found confusing the import of this question in the field because most of them did not appreciate its importance intelligently. It will have to be hammered into the heads of the enumerators that this question is intended to elicit some information on the number of unemployed and relates to only such persons in whose cases 'no' is recorded either in question 12 or 13A. Instances have come to notice where this question was also filled for persons who were recorded as working in questions 12 and 13A. Operationally it would be more realistic if question 13C is delinked and made a separate question. This will definitely help in eliciting better and more accurate results.

Population Record :

The size of population record form is somewhat big and it would be difficult for the enumerator to handle this form during field work. The mass of information to be collected is so large that it would be difficult for the enumerator to copy out this information from the individual slips in a neat hand. If loose forms are to be given to the enumerators for filling, two dangers are inherent. Firstly the forms would be difficult to handle and secondly it would be difficult for him to write down any thing in a clear hand. The form is so unwieldly that it is bound to be folded during the process of filling and would ultimately give way from the fold. Further, despite all precautions, mistakes from perfunctory copying and misposting of entries in population record cannot be avoided.

The preservation of the population record form will also present innumerable difficulties on account of its awkward size. If it is reduced into convenient size, it would not only be easy to handle out but also to preserve. Further, some of the columns do not provide adequate space for posting the information required. For instance the space provided in cols. 4, 5, 13 & 14 is inadequate. In order to provide additional space columns 2 and 3 can be narrowed down

without any difficulty. It is also matter for consideration whether it is at all necessary for the enumerator and supervisor to append his initials on every form of the population record.

The time noted was for the actual filling of the population record form without taking into consideration the preliminary talks with the responding families or the time involved in filling up cols. 1 to 6 of the form.

Since the enumerators put on for pilot study were given a more thorough training than will be possible at the time of 1981 Census and also because these persons were already soaked in Census traditions, my feeling is that they took less time than the enumerators who would be drawn from various agencies would do in the actual Census. I am inclined to adopt the following basis for calculating the work load for household taking a household as of 6 persons :—

Filling up cols. 1 to 6 . . .	=7 mts.
Filling up cols. 7 to 50 . .	=10 mts.
Time taken for striking totals .	=2½ to 3 mts.
TOTAL	=20 minutes

The average time taken by an enumerator for filling up population record form and striking its totals in respect of a family consisting of 6 persons would be 20 minutes approximately. It would take an enumerator normally 50 minutes to complete the population record and individual slip including the time of going to a household. In other words he will be able to cover 7 to 8 households only in a working day of 6 hours. This work load appears to be very heavy and measures to remedy the situation to the extent permissible need to be taken. It would be difficult to ensure good quality of work with such heavy load over a period of 19 days. I am, therefore, inclined to endorse the suggestion of enumerators that they should be allowed to copy the population record from the individual slip at their homes instead of at the time of enumeration to save their time in the field. However, in case of cols. 1 to 6 they agree to record the relevant information at the time of enumeration itself to avoid omission/duplication of Census enumeration.

Field Impressions of Pilot Study 'Kashmir Valley'

INDIVIDUAL SLIP

Question 12 :

Serving as a key to the set of economic questions, Q. 12 has admittedly a very wide scope in netting all types of workers irrespective of the quantum of their contribution to the household economy, however, insignificant it may be. The experience gained in the field during the period of enumeration revealed that unless and until thorough enquiries and deeper probings are made by the enumerator, particularly in the rural areas of developing towns where, besides cultivation, various other diversities are noticed in the economic traits pursued by the rural folk it may not be possible to elicit a person's participation in any economic activity on a marginal basis. On the other hand, in urban areas the diversity of occupations being greater and work participation more or less on a regular basis, the marginal participation is quite insignificant. Thus little difficulty is experienced here in classifying a person's participation in regular or marginal work. The present experience reveals that even the departmental enumerator who is already well-versed with the various techniques of census taking and having been imparted intensive theoretical and practical training regarding filling up of individual slip and in particular made to understand the verasity of Q. 12, it may not be fair to state that he succeeded fully in netting such of the activities of an individual in which he engages himself marginally. This happened so mainly because of the respondent deciding within his own person that his participation in the economic activities other than the one which was his main work carried an insignificant value since it did not augment his family income to a substantial extent. During the intensive supervision conducted by the supervisory officers, it was observed that the response to this question was by and large based on the above presumption. While making an on-the-spot check of the work done by the enumerator, particularly with reference to the manner in which he canvassed the individual slip, the supervising officers observed themselves that the respondent did not initially add anything more to the information already given out by him to the enumerator. The respondent once having reported his main activity as engaged in some main economic activity or he being mainly a non-worker never wanted to get himself recorded as engaged in a part-time or marginal or such other work in which his contribution was insignificant. This was particularly noticed in the case of housewives, adult unmarried females, school-going students and even dependent boys of 7-8 years and above. To obviate the difficulties confronted in invoking fuller response of the individual for purposes of Q. 12 about his participation in part-time/marginal economically productive work, the supervisory officers had to meet some well-known persons of the areas including the nambardar and the chowkidar and gather from them a firsthand knowledge about the economic traits besides the main activities carried out by the inhabitants of the area with particular reference to women-folk and school-going children. After this was done, the supervisory officers confronted the individuals again and made searching enquiries about their economic engagements by way of citing examples about the various economic traits the information about which had already been gathered earlier. With this *modus operandi* the respondent could see no other way out but to admit that he, no doubt, engaged himself in a particular activity although he emphasised for reasons stated elsewhere in this note that it was not 'work' since it did not make any significant contribution to his income. Some of the specific instances of this type as observed in the field are given below :—

(i) Housewives attending to household chores for maior part of the year participate in family cultivation during the working season except those where religious taboos prohibit them to do so. The housewives have generally been bound to have engaged themselves in at least

one of the agricultural operations like sowing, transplantation, weeding, harvesting etc. Unless therefore deeper probes are made specifically earmarking the various agricultural operations, the participation of females in this type of activity may remain unreported.

(ii) Housewives attending mainly to household duties also participate in large proportions in activities like rearing of silkworms, bee-keeping, rearing of fowls, tending of cows, embroidery work, weaving of grass mats and willow baskets, spinning of wool on charkha etc. since the activities of this nature remain confined to the four walls of the house, they are likely to remain unrecorded unless searching enquiries are made to dig out this information from the respondent.

(iii) There are some household industries which generally appear to be the show of male members only; the participation of females being, however, restricted to the collection of weeds and wicker for mat, basket and kangri making, collection of feed for silkworms, dyeing of yarn for gabba making, kneading flour for manufacture of bakery products etc. Unless the enumerator gets acquainted in advance with the ancillary lists of work connected with the end-products of these industries, he may not be able to make specific enquiries and thus cover participation of females in these industries.

Under the circumstances, it is difficult to envisage whether during the Census Operations of 1981, the enumerators drawn from an assortment of officials of the State Government would be able to make complete coverage in netting workers for purposes of Q. 12.

Question 13A

Question 13A by and large does not entail any difficulty in classifying the main activity of a worker already recorded against Q. 12. Instances have, however, come to notice where a women besides attending to normal household chores like pounding of rice, cooking meals and carrying foodstuffs in the fields for her male members actively participates in various agricultural operations like sewing, transplantation, weeding and harvesting in no less measure than the male members of the household. It was observed that in such cases, females had been recorded as non-workers for their main activity against Q. 13A; their secondary work against Q. 13B having been entered as cultivation. This was due to the enumerator's presumption that participation of such females in family cultivation could not be treated at par with the male members of the household. On inspection, such women found to be engaged with at least three of the agricultural operations viz. sewing, transplantation and harvesting were treated as full-time workers for purposes of Q. 13A.

Question 13B :

As stated in the opening paragraphs, in majority of the cases the enumerator had not been able to extract information about the respondent's participation in some other economically productive work—whether part-time, marginal or insignificant. This was so particularly among persons whose main activity had been recorded as cultivation because of the respondent's false apprehension that the disclosure about his participation in any other economically productive work might attract the attention of the Government about his subsidiary income and thus he may fall within the clutches of the taxation laws. Even the fear that the agrarian reforms which are presently being implemented by the State Government might part him from his land holdings. Likewise, a person engaged in regular work in public services did not initially report himself as helping in family cultivation, household industry, petty trading, supervision of orchards etc. for fear of attracting the attention of the Government rules. It was only after thorough discussions with the elderly persons of the area and the Government servants by making clear to such respondents the provisions of the Census Act that they were convinced and parted with the information about their participation in secondary/marginal economic activities.

Another reason which again resulted in the misreporting of secondary work was that activities like orchard, seed and hops growing and vegetable farming are misconceived by the respondent as forming part of cultivation. Having therefore once returned his main activity as cultivation against Q. 13A, he unintentionally reports in reply to Q. 13B that he does not engage himself in any other economically productive work. Unless therefore probing is made in the right manner and the respondent made to understand the distinction between these activities with that of cultivation returns in respect of secondary work are likely to get missed.

Yet another equally important reason which prompted the respondent to undertake his secondary activity was the feeling that his participation in smaller economic activity which fetch him a little remuneration does not mean work. In such cases, the thorough probings and the first-hand information gathered earlier from well known persons of the area worked well and considerably helped in eliciting information regarding his participation in any other work. Incidentaly, it may be worthwhile to mention here that wherever the intensive supervision could not be carried out, the returns against this question were noticed substantially on the lower side. Some of the marginal activities which in the first instance remained rather concealed and unreported are listed below :—

(i) Casual participation of school-going children and dependent boys in family cultivation, particularly in transplantation operation. It has been observed that school-going children are more or less forced to absent themselves from school for some time so as to help during this operation.

(ii) Casual participation of women in indoor activities like rearing of silkworms, rearing of hens for sale of eggs, tending of cows for sale of milk, embroidery work, spinning of wool

on charkha, kneading of flour for making bakery products, dyeing of yarn for manufacture of gabbas etc.

(iii) Casual participation of women in outdoor activities like vegetable farming, supervision of orchards, seed growing, collection of weeds, wicker, feeds for manufacture of mats, basketry and silkworms respectively collection of bards, mushrooms, firewood from forests and gathering lotus and chestnuts from lakes.

(iv) Regular yearly income to the household from perennial fruit trees, just a few in number, planted in the premises of the house.

(v) Marginal participation of women in family cultivation.

(vi) The participation of male members of cultivating households in some other kind of work like construction coolies, ponnymen, loaders and un-loaders porters etc. in the non-cultivating season.

(vii) Participation of children as apprentices in small scale village handicrafts units.

Difficulties and Suggestions

Some of the anomalies which came to notice during the conduct of field study about the proper classification of the population into workers/non-workers are mentioned below :—

(i) A person engaged in cultivation of cereals and millet crops, irrespective of the produce being used merely for domestic consumption or not, is treated as cultivator as per the definition adopted for it. Instances have come to notice where an individual cultivating maize purely for domestic consumption had to be treated as worker. On the other hand, it had been observed that a person working in a small vegetable farm spreading over to a kanal of land or so and attached to the household premises which, more or less, meets the daily needs of the household does not get recorded as worker, the rider being that if the produce is meant purely for domestic consumption, the person engaged in this type of activity is not to be treated as worker. In such cases, the prevalent practice is generally to exchange the produce between neighbours and relatives in the form of gifts, there being no intention or expectation of the household to receive any compensation in return therefor.

(ii) The repeated questioning by the enumerator to the respondent for eliciting information about the classification of an individual as worker into different categories for purposes of recording answers to questions 12, 13A, 13B and 14A makes the respondent a little irritant. A modification in the slip is needed to remove the irritant factor.

(iii) Some confusion appears to occur in the minds of both enumerator and particularly the respondent in filling up Q. 13B when 'yes' in Q. 12 and 'no' in Q. 13A is recorded for a person who had engaged himself in one economic activity during last one year marginally. The respondent having already answered in reply to Q. 12 that he was engaged in some kind of work while making answer to his participation in 'any other work/any work any time last year (Q. 13B)' gets irritated/confused since he thinks that (i) he has already answered this question earlier and (ii) whether the enumerator wanted to know information about some other economic activity in which he might have engaged himself for sometime. To some extent, the enumerator does not also comprehend the wordings of this question which read as 'whether yes or no in Q. 13A, any other work/any work any time last year' even though instructions in this behalf are made clear to him. The wordings of the questions could be revised suitably, as indicated below to obviate the difficulty faced in such eventualities :—

> "Question 13B whether Yes or No in Q. 13A any other work any time last year/ work recorded in Q. 12".

(iv) The space provided in the individual slip for recording full description of industry, trade profession or service against questions 13A(ii), 13B(ii) and 14A(ii) is inadequate. It requires to be suitably increased for enabling proper classification of the description of industry, trade etc. according to N.I.C. coding structure. Some of the descriptions which were accommodated with this space with great difficulty are given below :—

1. Carpentry Manufacture of wooden doors and windows.
2. Blacksmithy—Making agricultural implements.
3. Manufacture of woollen shawls on handlooms.
4. Spinning of wool on amber charkha.
5. Transmission of electricity with the help of transformer.
6. Retail shop of readymade garments and hosiery.
7. Manufacture of woollen blankets on handlooms.
8. Manufacture of mustard oil in oil ghanis.
9. Grinding of flour on water mills.
10. Watch and clock makers and repairers.

Population Record

The population record form is double page spread running over to as many 50 columns . Its handling in the field is extremely difficult and unless the enumerator sits somewhere conveniently on floor, he can not make postings on it (col. 7 onwards) from the individual slip. The enumerator can not manage it at all while standing. It has been calculated that on an average, six (6) minutes are taken in making posting from the slip to the Population Record from

column 7 onwards including the striking of totals for a 5 member household. In this way, this operation is so time-consuming that the complete coverage of block having population of 600-750 in the urban areas and 750-1000 in the rural areas is difficult to be made within the stipulated period. It would be desirable to restrict the Population Record to some basic characteristics of the population only.

ANNEXURE 8

Most Immediate
Out-today
7/7/78

No. 9/7/78-CD(CEN)

Government of India

Ministry of Home Affairs

Office of the Registrar General, India
2/A, Mansingh Road,
New Delhi-11, the
7-7-1978

To

All D.C.Os.

Subject :—First pre-test of Census Schedules in preparation for the 1981 Census.

Sir,

We are now set for the First pre-test. We have recently conducted a pilot study in preparation for the 1981 Census. The enquiry was confined to demographic, social & cultural and economic characteristics. Migration and fertility details are proposed to be canvassed on a sample basis and these were not tested during the pilot study.

2. It is proposed to hold the first pre-test in all States and Union Territories except Lakshadweep, Mizoram, Dadra & Nagar Haveli and Pondicherry, during September-October 1978. We propose going through the full drill, namely houselisting, preparation of notional map, canvassing of household establishment schedule and individual slip and filling up of the population record form. Advantage will be taken of this pre-test to make methodological and sampling studies also. For this purpose, the States and U.T.s have been divided into two groups as under :—

Group I : Uttar Pradesh, Bihar, West Bengal, Tamil Nadu, Madhya Pradesh, Haryana, Punjab, Gujarat, Maharashtra, Kerala, Andhra Pradesh and Assam.

Group II : Himachal Pradesh, Jammu & Kashmir, Karnataka, Manipur, Meghalaya, Nagaland, Orissa, Rajasthan, Sikkim, Tripura, A&N. Islands, Arunachal Pradesh, Chandigarh, Delhi, Goa, Daman & Diu.

The criteria for selection of blocks in the aforesaid states will be as under :—

(i) Some of the blocks may be selected in such a manner as would ensure sufficient influence of urbanisation for the generation of tables based on each topic canvassed during the pre-test.

(ii) It is not proposed to put any locational constraint and there should be no harm in selecting a block which is convenient to visit and where communications are adequate. This will reduce organisational problems.

(iii) In Uttar Pradesh a set of blocks should be selected from western U.P. and the others from eastern U.P. Similarly in Bihar, one set of blocks from the Chotanagpur plateau and others criteria laid down in (i) and (ii) above, should be selected. In the remaining states, the blocks may be selected having regard to the criteria indicated above.

3. **Group I :**

20 rural blocks and 10 urban blocks should be selected in each of the states of Uttar Pradesh, Bihar, West Bengal, Tamil Nadu and Madhya Pradesh. In the remaining states belonging to Group I, the pre-test will be carried out in 10 rural and 10 urban blocks, all of which can be located in one district or at the most in two.

4. In all the states of Group I, household sampling will be resorted to. Broadly the sampling procedure will be as follows-after the houselist has been filled in, all the households will have been identified and recorded. The enumerator will be required to select a sample of households according to the procedure to be laid down in the instructions which will follow, and canvass the universal and sample slips in the selected households. In the remaining households, only the universal slip will be filled in.

Group II :

5. In all the states and U.Ts falling in Group II, pre-test will be carried out in 5 rural and 5 urban blocks of one district only. In these States/UTs, both the universal and sample slip will be canvassed fully.

6. In the Annex, we are indicating approximate timings for holding of the pre-test in each State/UT. You are requested to examine the calendar and let us know immediately whether or not the timings suggested will be suitable. You are also requested to select the requisite no. of rural and urban blocks, as the case may be and intimate urgently names of the rural and urban blocks selected by you for the pre-test. Identification details like district, tehsil, taluka etc. for each selected rural/urban block, as the case may be, should accompany the list.

The instructions for enumerators for filling up various schedules will follow shortly.

Yours faithfully,

Sd/-
(P. PADMANABHA)
Registrar General, India

Encl : One spare copy.

No 9/7/78-CD(CEN) *New Delhi 11, the* 7-7-1978

2 copies with enclosure forwarded to all heads of Divisions of R.G.'s office, including language Division, Calcutta, for information (and necessary action).

5 extra copies each to CTU, Dem. Dvn., Map Dvn. and D.P. Dvn. and (—) for CTU, Dem. Dvn., Map Dvn., D.P. Dvn. only.

Sd/-
(P. PADMANABHA)
Registrar General, India

ANNEX

Group I	Timings	Group II	Timings
Uttar Pradesh	15—30 Sept.	Himachal Pradesh	15—30 Sept.
Bihar	,,	Jammu & Kashmir	,,
West Bengal	,,	Karnataka	,,
Tamil Nadu	,,	Manipur	15—30 Oct.
Madhya Pradesh	,,	Meghalaya	,,
Haryana	,,	Nagaland	,,
Punjab	,,	Orissa	22 Sept.—6 Oct.
Gujarat	,,	Rajasthan.	15—30 Sept.
Maharashtra	,,	Sikkim	15—30 Oct.
Kerala	,,	Tripura	,,
Andhra Pradesh	,,	A & N Islands	,,
Assam	22 Sept.—6 Oct.	Arunachal Pradesh	,,
		Chandigarh	15—30 Sept.
		Delhi	,,
		Goa, Daman & Diu	,,

ANNEXURE 9

Cen. 36/78

18th September, 78

The Secretary to Government,
General Department,
Jammu & Kashmir,
Srinagar.

Sub :—First Pre-test in preparation for the 1981 population Census.

Sir,

I write this in continuation of d.o. letter No. 9/7/78-CD(CEN), dated 24th August, 78 from the Census Commissioner of India to the address of the Chief Secretary on the above noted subject.

Thanks to the help and cooperation received from you, the pilot study which was undertaken in June, 78 as one of the preliminary steps in the Organisation of the 1981 Census was a successful exercise yielding useful lessons.

We are now embarking on the first Census pre-test, under an all-India programme, which will constitute a full dress rehearsal of the Census except that the staff involved in this pre-test will be from amongst our own officials from the Census Directorate. Five villages and five urban blocks, all from Baramula district, have been selected for this pre-test as per list enclosed. The field work which will consist of housenumbering, houselisting and Census enumeration will begin in these areas on *12th of October, 78 and will last until 2nd of November, 78.* During this period, the Census officials will visit every household in the specified areas to collect relevant information in the prescribed questionnaires.

In order that the proposed exercise succeeds in yielding a correct appraisal of the objectives involved, it would be necessary that the visiting census officials receive full cooperation and response of all people residing in these areas.

I should be grateful if suitable instructions could go to the concerned Tehsildars and Chairman Town/Notified Area committees to provide all necessary help and assistance to the visiting officials in discharging their field task successfully. I may kindly be kept informed of the action taken in the matter.

Incidentally, I may inform you that the second census pre-test will take place in February, 79. In that pre-test the State Government officials will have to be fully involved both for enumeration and supervision in the same manner as required at the actual Census. I shall let you know of our requirements in this behalf in due course of time. Meanwhile, I would be grateful if circular instructions on the lines as were issued in connection with the 1971 Census preparations vide General Department No. GD(Adm) 64/61(iii) dated 27-11-1967 (copy enclosed for ready reference) could be issued in connection with 1981 Census at your earliest convenience.

Yours faithfully,

Sd/-

(Abdul Gani)

Officer-in-Charge

J&K, Census Organisation.

Encls : Two.

List of Rural/Urban areas selected for the 1st Census pre-test.

A. RURAL

Tehsil	Name of the village	1971 Census Code No.
Bandipore	Lawadara . . .	40
Sopore	Mazbug . . .	41
Baramula	Gotiyar . . .	151
Gulmarg	Chakthanchanpora . .	66
Kupwara	Budwan . . .	73

B. URBAN

Town	Mohalla/Urban block	1971 Census Code No.
Bandipore	Papachan . . .	3(3)
Sopore	Badshah Masjid . .	14(15)
	Narpora . . .	21(24)
Baramula	Tawhid Gunj . . .	1(1)
	Azad Gunj . . .	15(25)

ANNEXURE 1*

Report on the Pre-testing of the first Draft of Houselist, Household establishment Schedule and Enumeration Slip in Jammu and Kashmir State

In pursuance of Registrar General India's instructions conveyed vide his circular letter No. 9/7/78-CD(CEN) dated 7-7-1978 the pre-testing of the first draft of Census Schedules was undertaken in 5 rural and 5 urban areas of District Baramula in October, 78. The pre-test which began with housenumbering and houselisting operations on 12th October, 78 was completed on 29th October and was followed by a revisional round of two days on 30th and 31st October, 78 as scheduled. The field agency consisted of Computers and Assistant Compilers as enumerators and Statistical Assistants/Tabulation Officers as supervisors.

The field work was preceded by a thorough training of the field staff which went on for 5 days. The various concepts involved were discussed item by item and question by question and nothing was left to chance. The technique of filling in the various schedules was drilled into the minds of the participants. As part of practical training the officials were taken for a days practice enumeration to nearby mohalla of Srinagar city and the experience of this field practice was further reviewed and discussed in the training class.

The Deputy Director and two Assistant Directors among themselves visited all the units and discussed with the enumerators/supervisors on spot about their difficulties and field problems.

The following documents were prepared/canvassed in the course of field work :

1. Notional map.
2. Housenumbering and houselisting.
3. Household establishment schedule.
4. Population record (cols. 1 to 6).
5. Individual slip (universal as well as sample).

Our comments based on field observations and discussions with the field agency are given below :—

Houselist

Some of the columns of the houselist form do not provide adequate space for canvassing the information required. For instance, the space involved for recording the predominant construction material in columns 4, 5 and 6 is not sufficient as full description of the material cannot be written in these columns. Likewise columns 16 and 25 of the houselist do not seem to provide sufficient space for recording the name of scheduled caste/scheduled tribe and for recording any useful or significant information about the building. In order to provide adequate space for these columns, other columns such as 13, 17, 23 and 24 can be narrowed down without any difficulty. Moreover, within the present size of the houselist it would be worthwhile to provide for only 12 lines instead of 16 as at present so as to provide reasonable space between the lines.

2. Ascertaining the construction material of the floor areas of a house (column 6) presents difficulties particularly when it is made of different materials. It is not easy for an average enumerator to physically verify all the rooms and then record the material of floor. In such situations, the enumerator is bound to make his own conjectures. He will generally avoid making searching enquiries for want of time before recording the answer of the informant.

3. Facilities in the house. (columns 8 to 11) should more appropriately be ascertained with reference to the building or census house used wholly or partially

for residential purposes. No useful purpose seems to be served in collecting this information for non-residential census houses such as store room, cow-shed, kothar etc. Under the present frame work a privy or water tap existing in the premises of building consisting say of five census houses will be repeated five times giving a highly inflated and illusory picture of the availability of such amenities. It would, therefore, be desirable to consider amending the heading of these columns in the houselist and relevant instructions in the Instructions Booklet.

4. Enumerators are required to find out if any production, processing or servicing is being done or any business is carried on or any institution is being run in any part of the house not easily noticeable from outside. It has been observed that an average enumerator is not likely to make searching enquiries about this question and he generally records what he can see from outside or what he gathers from the informants. It is apprehended that in many cases he will be mislead by the informants who may have their own reasons to conceal the purpose for which the house is being used for example evasion of taxes or municipal bye-laws regarding construction etc.

5. The following points need to be clarified in the manual of instruction :

(i) Whether a house is to be treated as wholly or partly as an establishment if a member/members of the household is/are engaged in knitting sweaters, spinning of wool, embroidery work (all for sale), tailoring or selling fruits and chestnuts etc. within the house.

(ii) Occasional sale of surplus milk being carried on in the house.

(iii) Occasional sale of poultry and eggs in the house by members of the household.

(iv) Seasonal sale of shawls, embroidered goods etc. in the house.

(v) In many cases household trade is conducted in the clandestine way the respondents who are engaged in such activities in the house do not come out with such information. Therefore many such establishments are likely to go out of count. On the other hand it has been observed in the rural areas that in the most of the households one or more members do participate occasionally or seasonally in some kind of household industry. If these houses are to be treated as household establishment, it may give an inflated picture of household establishments, because such houses are primarily and for a larger part of the year used as dwellings. The instructions booklet should contain precise guidelines as to what minimum conditions a Census house should be satisfying before it can be treated as a household establishment.

(vi) Instances have been noticed where room is used both for living by human beings and for tethering of cattle. It is not very clear whether such rooms should be counted as living rooms.

(vii) Whether a person who has become crippled and invalid due to paralysis should be taken as physically handicapped person ? Instructions in this respect are deficient and require further elaboration.

(viii) In many cases, it may be difficult for the enumerator to record the reason(s) for the house lying vacant especially when even the neighbours may not be knowing exactly when the house has been kept vacant.

(ix) It should not be necessary to ask an enumerator/supervisor to sign every page and put dates.

(x) It would be useful if filled in specimens of the houselist and household establishment schedule are appedned to Instructions Manual for guidance and ready reference of the field machinery.

Household Establishment Schedules

The definition of household trade as given in the instruction booklet does not seem to be exhaustive enough. Amplification of the term with illustrations on the lines has done for household industry is indicated.

2. For handy reference it may be useful to incorporate the types of fuel/power generally used for running a household establishment in the heading of column 7 of the schedule.

3. It was observed that respondents are generally reluctant to furnish information in respect of column 10 of the schedule. The deletion of this column from the schedule may be considered.

Individual Slip

The individual slip should as a rule be printed on one side only. Recording of answers on individual slips printed on both sides was found to be inconvenient. The difficulties get repeated at the stage of coding and tabulation.

2. Difficulties arise as how to treat the school going children studying in 1st and 2nd standard for question 10 viz.; literacy, particularly when they are not present at the time of enumeration and cannot therefore be tested for reading and writing. Should they be treated as literate or illiterate ? There are schools where the standards of study are reasonably high to qualify a pupil of the stated class to be treated as literate, but a large majority of the Government schools are such where the standards are very poor. And if the children of class I and II studying in such schools are treated as illiterate, then the fear is that the Census may not reflect correctly the Government's achievements in the field of primary education because such children will have already been provided for by the Government in terms of schools and teachers etc.

3. It is felt that no much useful purpose is likely to be served by canvassing the question on nationality. The results may not be commensurate with the work-load entailed for the enumerator and latter at tabulation stage. In many cases the response may not be correct. It may be considered if this question could be dropped.

4. Question 12 records the activity of a person and divides the population into the two broad streams viz.; workers and non-workers. Against 'yes' in this question the activity of a person is recorded C/AL/HHI/OW even though his participation in any economic activity may be very marginal and insignificant. It has been observed that when question 13A is asked from a respondent about his main work, he reports some other economic activity against 'Yes' in this question. This happens when he has participated in more than one activities during the last year/season. There have been cases when the enumerator had recorded 'C' against question 12 'Yes' and 'OW' against question 13A 'Yes' even though in such cases the symbol recorded against 'Yes' in question 12 ought to have been repeated in question 13A 'Yes'. These types of inconsistent entries have been observed in the field inspite of the fact that in the training classes held for the enumerators it was emphasised that questions 12, 13A and 13B should be simultaneously canvassed and recordings made against these question at a time. At the time of pilot census no symbol had been provided for question 12 as only code 1 had to be recorded and while making enquiries about a respondent's main work in last year/season, symbols provided for 'Yes' or 'No' had to be recorded. But now as a rule the symbol recorded against question 12 'Yes' should again be repeated against 'Yes' in question 13A for such of the workers whose main activity is C/AL/HHI/OW. It would be useful to add further instructions in this behalf in the manual and make it clear that in the case of persons returned 'Yes' in 13A the same symbol C/AL/HHI/OW as the case may be will invariably be the same as returned against question 12 'Yes'. For example, if a person says that he is engaged in cultivation, growing of orchards and some kind of Household Industry during the last year/season, the enumerator has to further ask him in which economic activity he was mostly engaged during last year and accordingly fill up question 12 'Yes' and 13A 'Yes' and record same symbol against these two questions. Otherwise, without making classification of the main economic activity of a person in the first instance, in such cases the enumerator is likely to record two different symbols for these two questions.

5. Even though the symbols C/AL/HHI/OW provided against 'Yes' in question 12 do help in making a clear record of the secondary work of respondent in question 13B when 'No' is recorded against question 13A, the secondary work cannot be completely netted in respect of the following classes of workers:—

(1) Teachers engaged in private tuition.

(2) Government employees engaged in part-time cultivation, trade, household industry etc., etc.

(3) Persons employed in trade and commerce and having some other economic activities.

The above class of workers, more or less, are usually engaged in such of the economic activities where they have to work on full-time basis during the year. Even though in rural areas these classes of workers do participate in some kind of secondary work like cultivation, growing and sale of fruits, rearing of silk worms etc. etc. they apprehend that reporting their participation in any other marginal economic activity may attract the attention of tax laws. In urban areas, however, the position is that the workers have a regular full-time work and wherever the respondents participate in some other kind of trade in their own house, apparently not visible from outside, they also do not report themselves having participated in any secondary work.

In respect of females in rural areas reporting themselves having their main work as household duties have however, reported their participation in one or the other kind of agricultural operations during cultivation season. This has been possible only by making persistent enquiries about their marginal participation in any of the agricultural operations during cultivation season. This exercise normally takes maximum time of the enumerator as otherwise at the out-set such respondents merely say that they are purely engaged in household duties. Some of the activities un-economic from the point of view of the respondent do not get reported for purposes of question 13B. These are:—

(1) Casual participation of women in rearing of silk worms, rearing of hens for sale of eggs, tending of cows for sale of milk, sale of fruits, vegetables and chestnuts.

(2) Collection and sale of weeds, wicker and mushrooms.

(3) Male cultivators working during off season as road construction collies, pony-men, potters etc. etc.

These small and casual economic activities do not normally get netted as secondary work for such of the persons who had some kind of regular work during last year/season. It is here that the enumerator has to make a deeper probings in eliciting information regarding participation of a respondent in some other kind of work howsoever insignificant his participation may be for purposes of recording this economic activity in question 13B.

The instructions should be emphatic in that the enumerator should make himself fully acquainted about the various economic activities that are being conducted in the area assigned to him. And before he fills up the individual slip the enumerator should make a round of the village, meet its elderly and prominent people and also contact Nambardars, Chowkidars, Panchayat member, Village Level Worker etc. and make a thorough probing about the various economic traits being pursued. Further, in order to net all types of marginal workers engaged in some other kind of smaller activities the enumerator should draw the attention of the respondents towards all the economic activities of which he has sought the prior information at the time of making first round. It has been observed that this type of exercise considerably helps the enumerator in netting the secondary type of work for purpose of question No. 13B. This has considerably helped us in netting the secondary economic activities of persons whose main work has been reported 'yes' against question 13A. In case of women and children whose main work during last year/season had been returned as Household duties or Students respectively, their participation in seasonal cultivation has been well reported. But wherever the

enumerator does not adopt the above modus operandi. he fails to net this type of information for purpose of question 12 and 13B.

6. Question 14A has not presented such difficulty. For such of the persons who participate in regular economic work this question is easily answered. It is only in case of persons who participate in seasonal work like cultivation and agricultural labour that the data can vary depending upon whether cultivation season is on or over. It has been observed at the time conducting of the pilot census in Kashmir Province when the agricultural operations were on, that the respondents had overwhelmingly reported themselves having worked in the last week. On the other hand, during the course of first pretest the proportion of workers having participated in current economic activities has shown a decrease as compared with the Pilot Census. The reason being that at the time of conducting first pretest the agricultural operations in most of the rural units had come to the end and therefore regular workers and marginal workers engaged in seasonal cultivation did not report themselves having participated in any work during the last week at the time of enumeration. Obviously the data collected under this question will vary depending upon the time and period when the enumeration is conducted.

7. The definition of cultivation appearing on page 38 of the instruction booklet requires to be more comprehensive and should clarify whether such activities as weeding, thrashing, winowing also form a part of the cultivation process. Some norms about the minimum size of land holding being cultivated may also be useful. Instances have come to notice where the total land under cultivation of household does not exceed 1 to 2 kanals (1 kanal = 1/8th of an acre) Obviously the yield it produces will not suffice the household even for a fraction of the year. Are the members of the household cultivating such holdings to be treated as cultivating households? This needs to be clarified in the instructions.

8. Incidentally there are certain pockets in Jammu and Kashmir State where the cultivation of potatoes is the main stay of population, potatoes are their only staple food. According to the prevailing definition such people will not be recorded as cultivators, but as OW. That may give fallacious picture of the economic activity of such population.

9. In respect of children participating in some economic activity it appears reasonable to fix some minimum age for their being legitimately treated as workers. It would also save time of the enumerator if the relevant questions are not canvassed below that age.

10. According to present instructions, the name of the person running an establishment is to be given in case it has no name. The returns for this question revealed that in a very large majority of cases particularly pertaining to such categories as casual labourers, masons, carpenters etc. who work on day-to-day basis from job to job it is not possible to follow this instruction. In all such instances it would be more appropriate to record 'no particular name' as done in the past.

Sample Slip

The accuracy of collecting the data on age at marriage for all ever married women suffers in case of following type of respondents:—

(i) Ever-married women who are more than 50 years of age suffering from recall lapse.

(ii) Women married at a very early age.

(iii) Muslim women undergoing 'Nikah' ceremony at young age and considered as married under Muslim law but do not live with their spouses till actual ceremony is celebrated formally at the bride's house.

(iv) Women having got married more than once.

2. The respondents do not give a clear picture about the children that were born to them as they mix up still births with live-births and sometimes even exclude the children born alive but having subsequently died immediately after the birth. To obviate this difficulty, it would be useful if in between question 5B and question 5C number of male still births and female still births are also recorded so that the respondents give a clear picture regarding questions 5B and 5C and accordingly the enumerator makes a correct record of live-births.

3. There is generally a vague answer by the elderly women on the question 'age at marriage'. Consequently the enumerators are prone to use their discretion lavishly in answering this question in such case.

4. In so far as registration of births by the respondents is concerned, the people are generally aware that the village chowkidar is supposed to keep a record of births and deaths in his area. But the people at large feel that it is the duty of chowkidar concerned to make enquiries about the births and deaths and then contact the household for recording the event in his register. It has been observed that very few respondents in the village or urban area have of their own reported the event to the official appointed for the purpose. The impression prevailing among the respondents is that the registration of an event occuring in his household is purely the job assigned to the official by the Government and the respondent has to obligation to report by himself the event to the village chowkidar or the Town Area Committee official, even-though the respondents do not hesitate to give all details of the occurrence of an event, if and when, contacted by the official agency.

Population Record

The population record is divided into two parts with columns 8 to 28 meant for males and 29 to 49 for females. It may be useful that bold red line is drawn between columns 28 and 29 to demarcate the relevant cell of the columns for males and females. It would be convenient if crosses (xxx) are put under columns 2, 3, 6 & 7 to indicate that no totalling is required for these columns. To obviate overlapping vertical lines provided in the form also require to be stretched a little further for making boxes for purpose of striking totals. It may also be worthwhile to provide for ten lines only instead of 12 as at present, excluding the 'Total' with Sl. Nos. printed from 1 to 9 & 0.

Another suggestion also deserves consideration. It has been observed that while posting the figures from the individual slip in the population record the enumerator sometimes makes posting from a female slip already recorded in col. 2 in columns 6 to 29. To obviate this difficulty/confusion, it may be better to have two separate sub-columns of male and female under columns heading from 6 to 28. In that case the tick marks could be simultaneously made separately for male and female individual slip under each column of the population record. By so doing, the enumerator will not have to get to the other page for filling up entries in respect of females and it is possible to reduce the form to some extent. In that case Enumerator's compilation sheet will also have to be revised.

Enumerators Compilation Sheet :

The enumerator's compilation sheet is a mere reproduction of the particulars collected in the population record. The size of the form is some what big for the enumerator to handle it conveniently. The mass of information to be posted is so large that it may be difficult for the enumerator to copy out the required information from population record in a neat and clear hand. Because of its awkward size, the enumerator will face difficulties in posting the required entries. Some thought needs to be given to reducing the size of the form so as to ensure proper handling. It is also necessary to make provision in this form for striking page totals.

The houselist abstract and enumerator abstract do not call for any comments.

ANNEXURE II

D.O. No. 9/25/78-CD(CEN)
Ministry of Home Affairs
The Register General, India
New Delhi.

P. PADMANABHA

Dated :—7th April, 1979

Subject :—Organisation of the Second Pre-test Operations in connection with the 1981 Census

Dear Sir,

I had written to you in August last year about the First Pretest which was held in September-October, 1978, throughout the country except in the Union Territories of Dadra & Nagar Haveli, Laksha lweep, Mizoram and Pondicherry. I am indeed grateful for the cooperation of the State Government in successfully carrying out the First Pretest.

We now propose holding the Second Pretest in the first fortnight of June this year, except in the Union Territories of Lakshadweep and A. & N. Islands where it will be held in the first fortnight of May, 1979. for a full-dress rehearsal of the census in that the normal enumeration agency, namely, the State hierarchy like teachers, patwaris etc. will be involved. In appreciation of the fact that June is not a very suitable month for field operations, we have decided to restrict the Second Pretest to 5 rural and 5 urban blocks in each State/Union Territory. The Directors of Census Operations in various States and UTs have been asked to select the five rural and five urban blocks and approach the State Government for the selection of enumerators. The enumerators who are paid by the State Government for their normal work, will be paid some honorarium for the Second Pretest, but for the final census operations to be held in 1980 and 1981, the scale of honorarium may be little higher. The supervisory staff will be drawn from the State Census Directorates and we do not intend bothering you at this time on this account.

May I request you to issue suitable instructions to the concerned departments, namely, the Department of Education, Revenue, Local Self Govt. and Urban Development, on this matter and request them to make available the services of teachers/patwaris, for being appointed as enumerators and treat the period of deputation by them for training and conduct of pretest as on duty? Though I am asking the State Census Directorate to organise training classes at convenient centres, so that the selected enumerators do not have to travel long distances, in the nature of things, some amount of travelling will be unavoidable and I am taking steps to pay a fixed amount to cover out of pocket expenses on account of TA/DA to these officials for the period of their deputation on training and Second Pretest field work.

I am asking the State Census Directorates to get in touch with your office, furnish list of selected blocks and apprise you of the requirements of enumeration personnel for the purpose of Second Pretest and I have no doubt, as in the past, your help will be forthcoming in abundant measure.

May I once again thank you for the cooperation given by the State/Union Territory Government to the census officers in the past and that will be given hereafter?

With kind regards,

Yours sincerely,

Sd/-

(P. PADMANABHA)

Copy for information, guidance and necessary action to all DCOs including ARG(L). This is in partial modification of this office memo. no 9/25/78-CD(CEN) dated 13 March, 1979. They are requested to follow this up. An additional copy is enclosed which you may present to the Chief Secretary or the Secretary of the Department incharge of the census in the State Government.

Copy to DRG(C), RG(P), SRO(M) and SRO(N).

Five extra copies each to SS Divn., Dem. Divn. CTU and RG(P)

Copy to all heads of divisions of RG's Office.

Sd/-

(P. PADMANABHA)

ANNEXURE 12

CENSUS OF INDIA 1981 — HOUSEHOLD SCHEDULE — **CONFIDENTIAL**

(Second Pretest)

Part I : Household particulars

1 Location Code ..... 2 Serial number of household (Col. 6 of abridged houselist) ..... 3 Household type :- Normal/Institutional/Houseless .....

4 Name of head of household .....

5 Whether head of household belongs to S. C. or S. T. (Write S. C./ S. T., as the case may be) .....

6 * If S. C./S. T. in 5, write name of Scheduled Caste / Scheduled Tribe .....

7 Language mainly spoken in the household .....

8 Religion of the head of household .....

9 Total population (Total of Col. 2 of Part II Population Record). .....

---

1 Does the household live in owned house? Yes (1)/No (2) .....

2 If 'No' in 1, does the household own a house or house site in the village or town of enumeration? Yes (1)/No (2) .....

3 Predominant construction material of the house occupied by household :

(a) WALL — Grass, leaves, reeds, or bamboo (1) | Mud (2) | Unburnt bricks (3) | Wood (4) | Burnt bricks (5) | G I Sheets or other metal sheets (6) | Stone (7) | Cement concrete (8) | Others (9) .....

(b) ROOF — Grass, leaves, reeds, thatch, wood, mud, unburnt bricks or bamboo (1) | Tiles, slate or shingles (2) | Corrugated iron, 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) | Others (8) .....

(c) FLOOR — Mud (1) | Wood/planks (2) | Bamboo or logs (3) | Brick, stone and lime (4) | Cement (5) | Mosaic/tiles (6) | Others (7) .....

4 FACILITIES AVAILABLE TO THE HOUSEHOLD :

(a) Drinking water supply (i) Source — Well (1) | Tap (2) | Hand pump/tube well (3) | River/canal (4) | Tank (5) | Others (6) .....

(ii) Within premises (1) / Outside premises (2) .....

(b) Electricity : Yes (1)/No (2) ..... ; (c) Toilet (for Urban areas only) Yes (1)/No (2) .....

5 Number of living rooms in occupation of household .....

6 Number of married couples usually living in the household .....

7 Does the household cultivate land? Yes (1)/No (2) .....

8 If yes in 7, category — Owned (1) | Rented (2) | Owned and rented (3) .....

---

* Commit list supplied to you. If not belonging to S. C./S. T., put cross (x) in both lines

MALE

Sl. No.	Name	Relationship to head (indicate serial no of mother if present in household)	Sex		Age	Marital Status	Name of Scheduled Caste/Tribe if any		Literacy		Entry in 14 A	
			Male	Female			Caste @	Tribe @	Illiterate	Literate	Yes	No
1	2	3	4	5	6	7	8	9	10	11	12	13
Total	X X X	X X X			X X	X X						

Checked with reference to Individual slip

@Enter total after counting number of entries.

Compiler.....

	MALE									FEMALE													
		Entry in 14B		Entry in 15A				Whether seeking or available for work		Name of Scheduled Caste/ Tribe if any		Literacy		Entry in 14A		Entry in 14B		Entry in 15A				Whether seeking or available for work	
	Sl. No.	Yes	No	C	AL	HHI	OW	Yes	No	Caste @	Tribe @	Illiterate	Literate	Yes	No	Yes	No	C	AL	HHI	OW	Yes	No
	1	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35

Checked and found correct

@Enter total after counting number of entries

Supervisor .....

Signature of Enumerator .....

Part II Contd.

Abstract of Population Record

TOTAL OF COLUMN 1.....

MALE	FEMALE	PERSONS
1	2	3
(1) Total of column 4	(18) Total of column 5	(35) Population
(2) Total of entries in column 8	(19) Total of entries in column 22	(36) Scheduled Castes
(3) Total of entries in column 9	(20) Total of entries in column 23	(37) Scheduled Tribes
(4) Total of column 10	(21) Total of column 24	(38) Illiterates
(5) Total of column 11	(22) Total of column 25	(39) Literates
(6) Total of column 12	(23) Total of column 26	(40) All types of workers
(7) Total of column 13	(24) Total of column 27	(41) Pristine Non - workers
(8) Total of column 14	(25) Total of column 28	(42) Main workers
(9) Total of column 15	(26) Total of column 29	(43) Marginal workers
(10) Total of column 16	(27) Total of column 30	MAIN ACTIVITY (44) Cultivators
(11) Total of column 17	(28) Total of column 31	MAIN ACTIVITY (45) Agricultural labourers
(12) Total of column 18	(29) Total of column 32	MAIN ACTIVITY (46) Workers in HHI
(13) Total of column 19	(30) Total of column 33	MAIN ACTIVITY (47) Other workers
(14) Total of columns 16 - 19 (Workers for main activity)	(31) Total of columns 30 - 33 (Workers for main activity)	(48) Total workers for main activity
(15) Serial (1) minus (14) (Non - workers for main activity)	(32) Serial (18) minus (31) (Non - workers for main activity)	(49) Total Non - workers for main activity
(16) Total of column 20	(33) Total of column 34	(50) Job seekers
(17) Total of column 21	(34) Total of column 35	(51) Non - seekers of jobs

Checked and found correct

Signature of Compiler.....

CENSUS OF INDIA 1981 (Second Pretest) | **INDIVIDUAL SLIP** (Universal) | **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 Nationality

9 Religion

10 Name of S. C. or S. T.

11 Illiterate (1)/Literate (2)

12 Attending school/college, Yes (1)/No (2)

13 Educational attainment

14 A Worked any time at all last year? Yes / No (H/ST/D/R/B/I/O)

14 B If yes in 14 A, did you work for major part of last year? Yes (1)/No (2)

15 A Main activity last year? 'Yes' in 14 B (C/AL/HHI/OW) / 'No' in 14 B (H/ST/D/R/B/I/O)

If HHI/OW in 15 A

(i) Name of establishment

(ii) Description of work

(iii) Nature of industry, trade, or service

(iv) Class of worker

15 B Any other Work ('Yes' in 14 B) / Any Work ('No' in 14 B) any time last year? Yes (C/AL/HHI/OW) / No

If HHI/OW in 15 B

(i) Name of establishment

(ii) Description of work

(iii) Nature of industry, trade, or service

(iv) Class of worker

16 If No in 14 A or 14 B seeking or available for work? Yes (1)/No (2)

CENSUS OF INDIA 1981
(Second Pretest)

INDIVIDUAL SLIP
(Sample)

CONFIDENTIAL

1 Birth place

a) Place of birth

b) Rural (1)/Urban (2)

c) District

d) State/Country

2 Last residence

a) Place of last residence

b) Rural (1)/Urban (2)

c) District

d) State/Country

3 Reasons for migration from place of last residence (Code)*

4 Duration of residence at the village or town of enumeration

5 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

6 For currently married women only

Any child born alive during last one year

* Employment (1) Education (2) Family moved (3) Marriage (4) Others (5)

CENSUS OF INDIA 1981 Second Pretest

HOUSE LIST

1. Name of District .....Code No. .....2. Name of Tehsil/Taluka/P. S./Dev. Block/Island etc. .....Code No. .....

3. Name of Village/Town .....Code No. .....4. Name or No. of ward/Mohalla/Hamlet/E. B. .....Code No. .....

Sl. No.	Building No. (municipal or local authority or census No.)	Census House No,	Purpose for which census house is used (If totally non-residential go to E C S)	House-hold No.	Name of head of household	Is the house-hold engaged in an enterprise using the members of the household or hiring outside labour within or outside this census house and with or without premises if so, go to ECS (see letter No. 9/25/78-CD (CEN) dt. 17-4-79	Is there a Physically handicapped person in the household? If so, indicate no. within brackets for each category Totally blind 1 Totally dumb 2 Totally crippled 3 (Like 1(2), 3(1), 2(1) etc.)	No. of persons normally residing in census household on day of visit of the enumerator			Remarks
								Male	Female	Total	
1	2	3	4	5	6	7	8	9	10	11	12

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

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

Signature of office Compiler .....Date .....

1981 CENSUS

ANNEXURE 13

List of Snow-Bound (Inaccessible) Areas of Jammu & Kashmir State

District	Name of tehsil/town	Whether the tehsil is wholly or partly snow-bound (inaccessible)	Number	1981 Census location Code No.	Name of Villages/ Mohallas	Remarks
1	2	3	4	5	6	7
Anantnag	Pahalgam tehsil	Partly	9	1	Arow	
				2	Mandlana	
				3	Fraslana	
				5	Lidroo	
				8	Nalla Awoora	
				20	Lehan Dajan	
				28	Ichi Nar	
				36	Hapat Nar	
				67	Forest Block	
Srinagar	Ganderbal tehsil	Partly	6	1	Nilagrar	
				2	Sonamarg	
				3	Porajat Gagangir	
				4	Kolan	
				5	Revil	
				123	Forest block	
Baramula	Bandipore tehsil	Partly	27	1	Korgbal	
				2	Eagtor	
				3	Nail Kanzalawan	
				4	Badwan Wanpora	
				5	Khandyal	
				6	Dawar	
				7	Mastan Kohpri	
				8	Mar Koot	
				9	Achura Chowrwan	
				10	Kilshi Pain	
				11	Barni	
				12	Zadgai	
				13	Parana Talel	
				14	*Dangi Thal*	
				15	Jurinyal	
				16	Manz Gund	
				17	Niru	
				18	Wazir-i-Thal	
				19	Badu Gam	
				20	Saradab	
				21	Buglan Dar	
				22	Gund Gul Sheikh	
				23	Husan Gam	
				24	Malan Gam	
				25	Baduab	
				26	Gujran	
				27	Abdulin	
	Gulmarg tehsil	Partly	19	50	Khara Pora	
				51	Gund Dalwach	
				52	Buna Gund	
				53	Larik Pora	
				54	Bunasharan	

Annexure-13—*Contd.*

1	2	3	4	5	6	7
				55	Malwah	
				56	Hari Pora	
				57	Dewapora (Dard Pora)	
				58	Chandil (Wani Gam)	
				59	Gogal Dara	
				60	Badrakot	
				61	Dara Kassii	
				77	Faja Pora	
				78	Mula Bangil	
				79	Haji Bal	
				94	Watal Pora	
				96	Khai Pora Bala	
				97	Tetran	
				102	Forest Block	
	Gulmarg town	Partly	1	1	Gulmarg	
Kupwara	Karnah tehsil	Wholly	42	1	Nichian	
				2	Hajinar	
				3	Hindwal	
				4	Hapat Khanni	
				5	Badwan	
				6	Baghbala	
				7	Gomal	
				8	Tangdarah	
				9	Khawarpara	
				10	Tarbuni	
				11	Chanipora Bala	
				12	Chanipora Pain	
				13	Tad	
				14	Nowangabra	
				15	Kohnagabra	
				16	Bijidarah	
				17	Jabri	
				18	Gasla	
				19	Hajitrah	
				20	Dhanni	
				21	Sudpura	
				22	Chatkari	
				23	Amrooi	
				24	Pararah	
				25	Pangtaran	
				26	Pingla Haridal	
				27	Bahardas Koot	
				28	Ibkoote	
				29	Daringla	
				30	Teet Wal	
				31	Dragar	
				32	Gundigojran	
				33	Tarbansionary	
				34	Pernai	
				35	Karhama	
				36	Peir Panjoh	
				37	Gundi Sayedan	
				38	Gundi Shath	

Annexure-13—*Contd.*

1	2	3	4	5	6	7
				39	Chatar Koote	
				40	Cham Koote	
				41	Dildara	
				42	Kandi	
	Kupwara tehsil	. Partly . . .	15	1	Harduing	
				2	Chunti Wari	
				3	Dundi	
				4	Dab-Bal	
				5	Misri Behak	
				6	Machal	
				7	Pushwari	
				122	Bitchwal	
				123	Bugna	
				124	Keran	
				125	Bore	
				126	Mindiyan	
				127	Patrin	
				128	Juma Gund	
				129	Khanthawali	
Kargil . . .	Kargil tehsil . .	Wholly . . .	104	1	Shilikche	
				2	Poen	
				3	Partap Ganj	
				4	Akchamal	
				5	Toumel	
				6	Yourbaltak	
				7	Apati	
				8	Lalung	
				9	Silmo	
				10	Chulichan	
				11	Derchiks	
				12	Garkon	
				13	Sanjak	
				14	Yougmakharbu	
				15	Lamsusand	
				16	Barche	
				17	Kukste	
				18	Pushkum	
				19	Lochum	
				20	Darket	
				21	Nunamche	
				22	Shergol	
				23	Malbek	
				24	Wakhah	
				25	Tache	
				26	Karit	
				27	Shakar	
				28	Hak-nis	
				29	Chiktan	
				30	Kuksho	
				31	Samray	
				32	Staktse	
				33	Bodhkharbu	
				34	Hinaku	
				35	Khache	
				36	Phuh	

Annexure-13—*Contd.*

1	2	3	4	5	6	7
				37	Karamba	
				38	Tingdo	
				39	Skambo	
				40	Choskor	
				41	Kanor	
				42	Batambis	
				43	Tambis	
				44	Gund Mangalpur	
				45	Safi	
				46	Thangdumru	
				47	Khaasgam Thvena	
				48	Sangroh	
				49	Barso	
				50	Bartu	
				51	Shergandi	
				52	Ichu	
				53	Rangdum	
				54	Khandi	
				55	Karchekhar	
				56	Khans	
				57	Namsuru	
				58	Thulspursa	
				59	Tesuru	
				60	Parkachik	
				61	Kochik	
				62	Tangol	
				63	Achambur	
				64	Choskor	
				65	Pranti	
				66	Panikhar	
				67	Kargi	
				68	Yuljuk	
				69	Purtikche	
				70	Gyaling	
				71	Karpokhar	
				72	Stakpa	
				73	Umba	
				74	Nagmakusara	
				75	Lankarche	
				76	Farona	
				77	Saleskot	
				78	Tringspon	
				79	Minji	
				80	Baroo	
				81	Chuliskambo	
				82	Kharbu	
				83	Shimsha	
				84	Yibu	
				85	Haripora	Be-Cherag
				86	Trankuchan	
				87	Matayan	
				88	Pandras	
				89	Batokul	Be-Charag
				90	Mushku	
				91	Hulyal	
				92	Muradbagh	

Annexure-13—*Contd.*

1	2	3	4	5	6	7
				93	Goshan	
				94	Rambirpur	
				95	Gindial	
				96	Bimbat	
				97	Thrangos	
				98	Chokial	
				99	Jusgund	
				100	Thasgam	
				101	Kaksar	
				102	Karkit	
				103	Phultuks	
				104	Hardas	
	Kargil town . .	Wholly . . .	1	1	Kargil	
	Zanskar tehsil .	Wholly . . .	25	1	Abran	
				2	Hamilling	
				3	Remala Kaigam	
				4	Phe	
				5	Ranta Qshah	
				6	Tungri Thagan	
				7	Techa Khasar	
				8	Lungmi Reging	
				9	Karshah	
				10	Zangla	
				11	Tungdi Kmi	
				12	Shunshadi	
				13	Icher	
				14	Chah	
				15	Kargyah	
				16	Testa	
				17	Ruru-Moony	
				18	Pipcha	
				19	Padam	
				20	Ofti-pipting	
				21	Rug Rug Nuruk	
				22	Selapigai Pak	
				23	Seni	
				24	Ating	
				25	Akshu	
Leh (Ladakh) . .	**Leh tehsil . .**	**Wholly . . .**	**113**	1	Thang	
				2	Taksi	
				3	Turtok	
				4	Chulungkha	
				5	Khemi	
				6	Warlfistan	
				7	Bogdang	
				8	Largiab	
				9	Seekoro	
				10	Tirche	
				11	Odmaroo	
				12	Kobat	
				13	Panamik	
				14	Hundri	
				15	Kanfok	
				16	Partab Pore	

Annexure-13—*Contd.*

1	2	3	4	5	6	7
				17	Hundar Dog	
				18	Hundar	
				19	Chamshan Charasa	
				20	Tegar	
				21	Sumoor	
				22	Diskit	
				23	Khardong	
				24	Khalsar	
				25	Lagjong	
				26	Degar	
				27	Khemakhumroo	
				28	Tanyar	
				29	Durbok	
				30	Tanche	
				31	Shachokol	
				32	Manpangam	
				33	Phokche	
				34	Kargam Choshul	
				35	Manser	Be-charag
				36	Demjok	
				37	Koyul	
				38	Anlay	
				39	Mood	
				40	Nyoma	
				41	Chomathang	
				42	Kengum	
				43	Likche	
				44	Tukla	
				45	Sharangoos	
				46	Shara	
				47	Langkor	
				48	Igoo	
				49	Changa	
				50	Stagna	
				51	Kharoo	
				52	Chamrie	
				53	Sokti	
				54	Rambir Por	
				55	Thiksey	
				56	Nang	
				57	Saboo	
				58	Shai	
				59	Spitok	
				60	Fai	
				61	Fiang	
				62	Taroo	
				63	Nimmo	
				64	Umla	
				65	Bazgo	
				66	Ney	
				67	Saspol	
				68	Nurla	
				69	Hemis Shropa Chan	
				70	Likir	
				71	Saspochi	

Annexure-13—*Contd.*

1	2	3	4	5	6	7
				72	Temisgam	
				73	Tia	
				74	Kurbochan	
				75	Damkhar	
				76	Skinding	
				77	Khalsie	
				78	Tarhipti	
				79	Lamayouro	
				80	Geraman Goo	
				81	Wanla	
				82	Alchie	
				83	Chuglamsar	
				84	Rumbak	
				85	Stook	
				86	Chhachoot Shoman	
				87	Chhachoot Goma	
				88	Matho	
				89	Hamis	
				90	Shang	
				91	Upshi	
				92	Tarchat	
				93	Himya	
				94	Teri	
				95	Kerey	
				96	Kitmang	
				97	Samad Rakchan	
				98	Karzok	
				99	Kharnak	
				100	Gia	
				101	Meroo	
				102	Marchlang	
				103	Klomarkha	
				104	Chhachot Yakma	
				105	Chilingsumda	
				106	Youl Chond	
				107	Fotoksar	
				108	Lengshes	
				109	Kanoia	
				110	Tadnachik	
				111	Ledo	
				112	Hano	
				113	Dan	
	Leh town . .	Wholly . . .	9	1	Chobi Yagsy	
				2	Gogson	
				3	Skyanos	
				4	Shenam	
				5	Skara	
				6	Tokcha	
				7	Chanspa	
				8	Ganglas	
				9	Gumpa	
Doda . . .	Kishtwar tehsil .	Partly . . .	60	1	Sukhnai	
				2	Rekenwas	
				3	Gumri	

Annexure-13—*Contd.*

1	2	3	4	5	6	7
				4	Margi	
				5	Busmina	
				6	Aftee	
				7	Choye Draman	
				8	Barayan	
				9	Mungli	
				10	Inshan	
				11	Mulwarwan	
				12	Nawgam	
				13	Dharie	
				14	Nopachi	
				15	Yeerdu	
				16	Pathgam	
				17	Rinaie	
				18	Qaderna	
				19	Chanjer	
				20	Tiller	
				21	Hanzal	
				22	Deharna	
				23	Chicha Dachhan	
				24	Lohrna	
				25	Janak Pur	
				26	Sonder	
				27	Lopara	
				36	Sazar	
				37	Kidru	
				38	Jar	
				39	Kadail	
				40	Afani	
				41	Atholi	
				42	Hamori	
				43	Luder	
				44	Massu	
				45	Mati	
				46	Layee	
				47	Ligri	
				48	Pandail	
				49	Kundal	
				50	Palali	
				51	Chashoti	
				52	Hangu	
				53	Machail	
				54	Losain	
				55	Garh-padder	
				56	Leoundi	
				57	Gulab Garh	
				58	Kaban	
				59	Sohai	
				60	Ongayee	
				61	Tun	
				62	Muthal	
				63	Chug	
				64	Batwas	
				65	shtahari	
				66	Tyari	
				67	Cheto	
				157	Forest Block	

Annexure-13—*Contd.*

1	2	3	4	5	6	7
Doda	Bhaderwah tehsil	Partly	96	1	Galoo	
				2	Sichal	
				3	Ranot	
				4	Halaran	
				5	Jorakhurd	
				6	Sham Dalain	
				7	Jora Kalan	
				8	Suranga	
				9	Hoja Bola	
				10	Budhi	
				11	Jia	
				12	Malanu	
				13	Kencha	
				14	Gugara	
				15	Kahi Trankal	
				16	Tanta	
				17	Nagni	
				18	Bhatola	
				19	Chaba	
				20	Kuthiara	
				21	Plakul	
				22	Dhar Yotha	
				23	Goela	
				24	Botagra	
				25	Bhatoli	
				26	Dichhal	
				27	Kanso	
				28	Amrit Pora	
				29	Chanias	
				30	Belichinalra	
				31	Indlu	
				32	Chalri	
				33	Bathri	
				34	Bhatyas	
				35	Jakias	
				36	Yaloo Garh	
				37	Budhli	
				38	Tendala	
				39	Gando	
				40	Champal	
				41	Chillebala	
				42	Muksias	
				43	Hadal	
				44	Mano	
				45	Chillepain	
				46	Bhatoli	
				47	Sanwara	
				48	Amar Singh Pore	Be-Charag
				49	Gwalo	
				50	Shingni	
				51	Kako	
				52	Gawari	
				53	Batara	
				54	Dharyari	
				55	Gando	
				56	Trithlu	

Annexure-13—*Contd.*

1	2	3	4	5	6	7
				57	Dhad Kahi	
				58	Kandalu	
				59	Bhargi	
				60	Kunan	
				61	Sinoodalari	
				62	Angnol	
				63	Rela	
				64	Kharangal	
				65	Darai	
				66	Chounri	
				67	Laddu	
				68	Raj Pura	
				69	Bheja	
				70	Dalain	
				71	Ghil	
				72	Pora Bala	
				73	Chansar	
				74	Chochlu	
				75	Mandhan	
				76	Gure Kra	
				77	Tantali	
				78	Thaloran	
				79	Pora Pain	
				80	Kilotran	
				81	Samai	
				82	Halor	
				83	Bharti	
				84	Dhonsa	
				85	Batmas	
				86	Chanti Bala	
				87	Achher	
				88	Chanti Pain	
				89	Kahal Jagesar	
				90	Alnigangota	
				91	Dudwar	
				92	Ghan Shanana	
				93	Changa	
				94	Inharra	
				95	Amar Singh Pora	
				276	Forest Block	
Doda	Doda tehsil . .	Partly . . .	47	1	Kaloohand	
				2	Bhart	
				3	Udianpur	
				4	Khono	
				5	Bagla	
				6	Lodna	
				8	Kalihand	
				9	Tantna	
				11	Abli Masri	
				12	Gundna	
				13	Gadetar	
				14	Mal Wana Jagir	
				15	Charote	
				45	Goddi	
				60	Rahi	

Annexure-13—*Contd.*

1	2	3	4	5	6	7
				62	Masrunda	
				63	Gangath	
				69	Hud	
				79	Masri	
				81	Sarsi	
				82	Ibrakh	
				83	Jagrote	
				84	Altu	
				85	Tarowa	
				86	Shangroo	
				90	Kumarri	
				91	Banjai	
				92	Bhasti	
				93	Bhatri	
				94	Mothi	
				95	Parbal	
				96	Sarak	
				97	Magota	
				98	Bayota	
				99	Hambal	
				100	Goha	
				101	Rote	
				102	Bari	
				104	Seote	
				105	Kharonti	
				106	Buland Pur	
				107	Charrota	
				122	Tapnel	
				123	Desa	
				124	Dhandal	
				125	Koti	
				127	Forest Block	
	Ramban tehsil . .	Partly . . .	36	17	Dhanmasta	
				18	Bohar Dhar	
				19	Neel	
				20	Alanbas	
				21	Pogal	
				22	Seri Pati	
				23	Paristan	
				24	Hoochak	
				25	Bhangara	
				26	Balhote	
				27	Ganote	
				28	Kamet	
				29	Ghar	
				32	Dharshiv Garh	
				59	Chakwah	
				60	Sana	
				61	Chilla	
				62	Papryah	
				63	Karman	
				64	Savni	
				65	Balwat	
				66	Kothi Jagir	
				67	Batli	

Annexure-13—*Contd.*

1	2	3	4	5	6	7
				68	Kahbi Jagir	
				69	Bhathan	
				70	Dhothan Jagir	
				71	Gandri	
				79	Bhaj Masta	
				80	Sonmbar Barhog	
				86	Khari	
				87	Sarbhangni	
				88	Shagan	
				89	Targam	
				90	Mangot	
				91	Maho	
				94	Forest block	
Udhampur . .	Ramnagar tehsil .	Partly . . .	18	1	Lathi	
				2	Chapper	
				6	Pachound	
				7	Jakhad	
				8	Dudu	
				9	Pader	
				10	Blotha Uppralla	
				11	Resali Gadarin	
				12	Reasli Thakari	
				15	Basant Garh	
				16	Ladhra	
				17	Dhar Suej	Be-Charag
				18	Rai Chak	
				19	Kadwa	
				20	Khanad	
				21	Punara	
				22	Mang	
				24	Siameri	
	Chenani . . .	Partly . . .	8	16	Dhar Shiv Garh	
				25	Marothi	
				26	Sira	
				27	Patan Garh	
				28	Mutloa	
				29	Gharian Khurd	
				30	Kulasar	
				31	Gharian Kalan	
	Udhampur. . .	Partly . . .	21	1	Dharladha	Be-Charag
				160	Meer	
				161	Kutler Bala	
				162	Brey	
				163	Chulna	
				176	Galeote	
				177	Badhota	
				178	Malti	
				179	Sadota	
				180	Purani Puti	
				181	Dandota	
				182	Kansal	
				183	Ushnehla	
				184	Ush Suba	
				185	Kati	

Annexure-13—*Contd.*

1	2	3	4	5	6	7
				187	Brinda Landar	
				188	Digi	
				189	Kotla	
				190	Kutler Pain	
				191	Punwal	
				192	Letyar	
	Gool Gulab Garh tehsil	Partly . . .	68	1	Dewal	
				2	Gulab-Garh	
				3	Bhransal	
				4	Khorh	
				5	Lar	
				6	Shadool	
				7	Tuksan	
				8	Neoch	
				9	Shibras	
				10	Arhbais	
				11	Baddar	
				12	Sarh	
				13	Eathoie	
				14	Saldhar	
				15	Kalimasta	
				16	Gundi	
				17	Bhehimdasa	
				18	Darham	
				19	Wanding	
				20	Gool	
				21	Dehdah	
				22	Ind	
				23	Maha Kund	
				24	Dalwah	
				25	Sangaldan	
				26	Thatharka	
				27	Bandan	
				28	Mawalkot	
				29	Ashmar	
				30	Sripura	
				31	Chhachhwah	
				32	Famroot	
				36	Dhanorh	
				40	Judda	
				45	Chilad	
				46	Budhan	
				47	Chaklas	
				48	Jamaslan	
				49	Malas	
				50	Shajroo	
				51	Mahore	
				52	Shikari	
				53	Dubri	
				54	Thiloo	
				56	Kanthi	
				57	Bharneli	
				58	Bana	
				59	Hassot	

Annexure-13—*Contd.*

1	2	3	4	5	6	7
				60	Nehosi	
				61	Chana	
				62	Chassot	
				63	Dandakot	
				64	Chassana	
				65	Tuli	
				66	Kundradhan	
				67	Thalkot	
				68	Hamusan	
				69	Sangli Kot	
				70	Sher Garhi	
				71	Chandial Kot	
				72	Maman Kot	
				73	Majra Kund	
				74	Nand Kot	
				75	Sarsot	
				76	Malikot	
				77	Bhagankot	
				78	Larh	
				79	Forest Block	
Kathua	Billawar tehsil	Partly	13	1	Bhattwal	
				2	Bhattodi	
				3	Sadrota	
				4	Machhedi	
				5	Kindli	
				6	Badnotta	
				7	Thali	
				8	Malahar	
				9	Malar	
				10	Marhoon	
				11	Dheutta	
				18	Dhardugun	
				36	Godu Falal	
	Bashohli tehsil	Partly	34	1	Sarthal	
				2	Raulka	
				3	Daulka	
				4	Barmota	
				5	Kalore	
				6	Bhandar	
				7	Sandroohn	
				8	Asooh	
				9	Kanthal	
				10	Chandal	
				11	Lawang	
				12	Duggan	
				13	Dhaggar	
				14	Bholri	
				15	Begoga	
				16	Madhota	
				17	Dhaman	
				18	Dulangal	
				19	Bari	
				20	Koti	
				21	Surjan	

Annexures-13—*Concld.*

1	2	3	4	5	6	7
				22	Bain	
				23	Gatti	
				24	Chalog	
				25	Kachir	
				31	Banjal	
				32	Dharor	
				33	Satti	
				34	Sandhi	
				35	Fatehpur	
				36	Kardoh	
				37	Chilla	
				38	Siyara	
				73	Forest blocks.	
Punch . . .	Haveli tehsil . .	Partly . . .	17	1	Gagrian	
				2	Sawajian	
				3	Chambar Kanaria	
				4	Danugam	
				5	Seroi	
				6	Chilla	
				7	Dhangri	
				9	Altoli	
				10	Bedar Balnai	
				11	Markote	
				12	Brachha	
				13	Loran	
				14	Lohlelbalah	
				15	Chikri Ban	
				16	Plera	
				20	Aral	
				38	Forest block	
	Mendhar tehsil . .	Partly . . .	8	1	Morha	
				2	Sailan	
				3	Chananser	
				4	Chandimarh	
				5	Dogey	
				6	Poshiana	
				7	Behramgala	
				8	Mahara	

ANNEXURE 14

1981 CENSUS
IMMEDIATE

No. 2/8/79-SS

Government of India
Ministry of Home Affairs

OFFICE OF THE REGISTRAR GENERAL, INDIA
2/A, Mansingh Road.
New Delhi-110 011.
February 5, 1979

CENSUS OF INDIA 1981—CIRCULAR NO. 1

Sub :—Classification of Rural and Urban Units—1981 Census

The next decennial census will be the twelfth of the series and the fourth since Independence. One of the foremost and important task that requires your personal attention for the 1981 Census is the procedure that you have to follow for demarcation as early as possible of places as rural and urban.

2. It has been the tradition of the Indian Census to present census data for rural and urban areas separately. In fact, in all the censuses throughout the world this classification of census data into rural and urban units is generally recognised and data presented accordingly. But the distinction between rural and urban is not yet amenable to a single definition which would be applicable to all countries. We have given considerable thought to the definition or criteria to be applied for demarcation of an area as urban. One view laid equal emphasis on aspects other than demographic for classification of an area as urban. Accordingly, we considered whether in addition to the usual demographic characteristics the level of infrastructural facilities in an area should also be a determinant factor for classifying an area as urban—On the other hand, a diametrically opposite view was that keeping in mind the practical problems of demarcation of rural and urban areas in the comparatively short time available before the actual census operations, it might be worthwhile to simplify even the definition adopted in 1971 Census. In respect of the first suggestion, it was appreciated that the level of infrastructural development or availability of amenities should be an important consideration for an area to be recognised as urban. But at the same time it was felt that in view of the complexity of the Indian situation and regional variations in the level of infrastructural facilities it would be rather difficult to apply this test uniformly all over the country, particularly in the short time available for the demarcation of urban areas before the actual census-taking. As regards the other suggestion, viz., simplifying the present criteria, the consensus was that though, as a general rule, it might be useful and convenient to have a simple test by size only, it would not be desirable to introduce a totally new concept or criteria other than that used in the previous censuses for demarcation of urban areas because it would then be difficult to make any meaningful comparison and analysis

3. The definition of an urban unit at the 1971 Census was as follows :—

(a) All places with 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).

The Directors were also given some discretion 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.

4. It is proposed to retain the same criteria at the 1981 Census. This will ensure comparability with previous censuses and provide the basis for analysis of trends of urbanisation in the country.

5. The above criteria had worked more or less satisfactorily and brought some uniformity of concept for the country as a whole. However, their utility was somewhat undermined as they were not strictly applied in some states for one reason or the other, resulting in lack of uniformity. For example, in a state some settlements were shown as villages although they were having a population of more than 20,000, with a density of more than 400 persons per sq. km. and more than 75 per cent of the male working force engaged in non-agricultural occupations. These settlements fulfilled all the criteria for being treated as urban and yet these were not classified as towns. In some cases certain places were left out despite having local authorities which corresponded to municipalities, such as sanitary boards etc. as covered by 3(a) above. On the other hand, in some states only those places were considered as urban which were having a notified town area committee or similar statutory body, i.e., just applying 3(a) and ignoring 3(b) altogether. You should consider all the criteria in 3(b) above, where 3(a) is not applicable, without the exclusion of one or the other of the three conditions laid down therein. As against this, there are cases in some states where places with such meagre population as 35 and 96 were treated as towns. The discretion clause was also applied in a few states in a manner which resulted in less of uniform applicability of the definition, as stress was laid by different states on one or the other of the criteria laid down in the definition.

6. In some states some places have a statutory body like town area committee, municipal corporation or a similar statutory body though not satisfying the demographic test of population, density and occupation. It may emphasised that for the purpose of comparability with the 1971 Census data, irrespective of their demographic characteristics, all places which have been notified under the laws relating to the establishment of local authorities and have local bodies like municipal corporations, municipalities, municpal committees

municipal boards or municipal towns, city municipalities, muncipal town committees. cantonment boards, notified area committees, town committees, town areas, town boards, town municipalities and sanitary boards, etc. must be included in the list of towns. There may be other types of local authority which approximately correspond to the above mentioned local bodies but the terms may vary among the States. In such cases, a specific reference may be made to this office for a decision whether such a place should be treated as urban or not.

7. It may be emphasized that it is not only necessary to apply the criteria laid down strictly but also to interpret it in a uniform manner for the purpose of comparability, both in letter and spirit. Again, irrespective of what the treatment was in 1971, if a place satisfied the three conditions mentioned in the second criterion simultaneously, then such a place must be treated as urban. There is no discretion in this matter and even if this results in new places having to be included which were over-looked in 1971, these must be classified as urban areas. The detailed data of area and population from which the density can be derived and the composition of the working force for each rural and urban unit provided at the 1971 Census will make it easier for you to apply the criteria laid down above and determine the urban status more accurately.

8. 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 like Pochampad Project Left Bank Colony of Adilabad district, and Upper Sileru Project Site camp of Visakhapatnam district in Andhra Pradesh, places of touris' interest like Khajuraho of Chhatarpur district in Madhya Pradesh. pilgrimage centres like Badrinathpuri of Chamoli district in Uttar Pradesh and railway colonies, like Muthugounden Pudur Railway Colony of Coimbatore district in Tamil Nadu. These have been recently served with all civic 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.

9. Likewise, you may also consider the cases of places which otherwise satisfy the criteria for treatment as urban units but which, in your view, should not be so classified because of special circumstances. As in the previous case, such cases should also be specifically referred to this office for a decision in the matter.

10. Normally, all places which are district headquarters should be classifiable as urban on the basis of the criteria indicated here. However, there may be some district headquarters which cannot be classified as urban since they may not satisfy the criteria. The criteria being referred to here specifically related to the demographic criteria of population size and proportion of workers. Because it may be generally desirable to classify all district headquarters' places as urban we would now have to take a view regarding such places which are district headquarters but not classifiable under the criteria referred to. You are requested to review the status of all district headquarters' places and refer to this office the case of these district headquarters which cannot be classified as urban under these criteria. Since this is in fact a special case, details of such places will also have to be indicated, be preferably separately in the enclosed proforma No. 1. With regard to such places the fact that these are not urban but are district headquarters' places must be brought out clearly.

11. It is recognised that if these criteria are applied strictly, there would possibly be a spurt in the urban population in 1981 Census since many areas which were not treated as urban during 1971 Census will be classified as urban. The actual decadal increase in urban population would be less than what is likely to be reflected by 1981 Census. In a fly leaf or analytical note this difference between the actual increase and apparent increase in the urban population can then be brought out. But what is important is that uniform application of the definitions must be ensured.

12. You may examine the cases of all rural units a population of 4,000 or thereabout in 1971 Census and which may be expected to cross 5,000 population mark by 1981 and those units which had more than 5,000 population in 1971 Census but were not treated as urban. For such cases the composition of the working force, the density of population and other factors should be examined to see whether these qualify to be categorised as urban. In the General Census report or the Administration report of your state your predecessor might have already given some guidance in this matter. All such places in respect of which town area committee or the like have been notified after 1971 Census must also be listed. Similarly, jurisdictional changes in towns and villages after 1971 Census should also be taken into account and listed. Notification 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 1971 Census which do not observe 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. This work must also be completed as early as possible.

13. I expect that your office might have already done some exercise in this regard. You may kindly finalize your proposals and furnish the requisite particulars in the two enclosed proformae as early as possible, but before June 1979 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.

(P. Padmanabha)

Registrar General, India.

All Directors of Census Operations

(Two copies with two proformae each, one for the file of the Director).

P. PADMANABHA
D.O. No. 18/11/78-Ad.I-9511
Dear Shri Khan
THE REGISTRAR GENERAL, INDIA
2/A, Mansingh Road.
New Delhi-110 011.
June 4, 1979

Dear Shri Khan

Let me first welcome you to the Census Organisation of India. We are all privileged to be members of this great Organisation and the years which you will spend in this work will be, I am confident, a period which you would look back upon with both pride and satisfaction. It is true that in your new assignment you may at times find that the comforts and privileges which one normally would have had are not available but this is a small price to pay for the extremely important task which has to be discharged. The work which will be done by you will be one of the most enduring and of lasting value in the country and will be of paramount importance to the state in which you are functioning.

Much of the satisfaction that we can all draw from our participation in this great activity is related to the fact that the work is quite exacting and calls for an attention to detail which normal operation of the Government do not require. We function through agencies over which we have not direct control and we would have to win the confidence and cooperation of the State Government from the highest level to the field functionaries and in this process you would have to get to know and carry with you a vast host of State Government officers, those of local bodies and various other individuals whom you would be able to command only by ensuring their goodwill so that one can get the best out of them. It has been a tradition of the census that it develops a dedicated band of workers who do not spare any effort to ensure the success of the operations and in this manner the reputation built up over the last century is added to in abundant measure.

The census is among the most important sources of basic information about the country and each one of us would be privileged to contribute to this information. I shall be writing to you further in greater detail but at this point I thought I should mention that you may find it useful to refer to the administrative reports of your State for the previous censuses, the information booklets relating to the census and the tabulation plan of 1971 Census. and Part II(A)—General Population Tables of the State of the 1971 Census which would give you a full picture of the type of data we have to produce. It would also be rewarding if you can read through all the census circulars issued both from this office and by your predecessor in the state for the 1971 census.

I have also issued various instructions regarding the first and second pretest and a recent circular on the determination of urban areas. These also, I would suggest, should be gone through carefully and fully assimilated. As I mentioned earlier, I shall be writing to you in far greater detail shortly. May I once again welcome you to this organisation and look forward to the coming years of happy cooperation in carrying out the census of India 1981. I would like to add one last remark and that is that we have had a tradition of free exchange of ideas and would, therefore, always encourage you to write to me or to other colleagues at headquarters, if you do have any particular problem or suggestion to make. After most of the Directors are in position, I intend calling a conference when we can get to know each other and finalise the operations ahead.

Shri A. H. Khan, Director

Yours sincerely,
(P. PADMANABHA)

1981—CENSUS
IMMEDIATE

P. PADMANABHA
D.O. No. 9/22/79-CD(CEN)
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
THE REGISTRAR GENERAL, INDIA
2-A, MANSINGH ROAD,
NEW DELHI-110 011.
June 19, 1979

CENSUS OF INDIA 1981—CIRCULAR NO. 2

Sub :—Organisation of Census of India 1981—General Instructions.

My dear Khan,

I trust by now you have settled down and have familiarised yourself by and large with the work. I am now writing in some detail so that we may all be aware of the organisational task ahead of us and the framework in which we would have to operate. As and when specific issues are decided detailed circulars will be issued from this office and I would like to emphasise that these circulars or instructions must be gone into in great detail since, in the census, it would scarcely be possible to catch up later if time is lost.

The census seeks to create an inventory of the country's manpower resources and demographic characteristics at a given point of time. As has been the tradition of the Indian census, this opportunity is taken to collect particulars of housing and other characteristics also, including that on economic units such as enterprises. The Indian census has the distinction of being among the few unbroken series for over the last hundred years and we can look back with pride on the fact that we are now involved in continuing this tradition. Even though the census is taken once in ten years, is a part of a continuing statistical system and the data provided is of basic importance, which I need not emphasise here.

The population census and the houselisting operations which generate housing data are major administrative exercises with strong statistical content and involve a considerable investment in terms of time and money. It is essential, therefore, 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. In this connection, one of the major intentions of the 1981 census would be to provide data for small areas for local planning purposes. 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, the city block, etc., which would mean that in terms of accuracy, the operations have to be beyond question. It is also essential for us to remember that the census provides frames for surveys and other statistical programmes also. The data generated and the forms which would ultimately be available would, therefore be of abiding interest and utility.

In order to give you an idea of the organisation of our own hierarchy, I am enclosing two organisational charts which explain the organisation of my office and that in the States. Unlike a couple of decades ago, we have the advantage of having among our colleagues in this department today well qualified statisticians, demographers and sociologists who together constitute a pool of expertise which our predecessors did not have to the same extent. I would suggest that you should constantly consult the Deputy Directors and Assistant Directors and others at the appropriate level in your office and generally involve all of them in major decisions through staff meetings because, as you will find later, the census operations can only be conducted with the total involvement of all your staff, specially in the training programmes and in the supervision of the operations themselves. I am sure you will draw the best out of our colleagues so that you are able to get all the assistance you require from them.

At this point, I must mention that the Director of Census Operations in the State is almost the sole driving force for the successful conduct of the census since 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 underestimate both the responsibilities and the difficulties that this situation entails. Obviously, 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.

In the census it has been the tradition to operate through the State departments. The basic and essential functionary is the enumerator who is, by and large, a primary school teacher, and in urban areas municipal staff. Usually, 5 enumerators have a supervisor who would be generally of the rank of a Revenue Inspector or the equivalent level while for each taluk/police station/development block or similar area there would be a charge superintendent who would be the Tehsildar or Mamalatdar/BDO, etc. At the district level, the usual practice is to appoint the officer who is equivalent to the Collector or Deputy Commissioner as the District Census Officer. The Collector or the Deputy Commissioner would, of course, be the 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 which will mention any variations that may exist in your State.

We propose to continue to operate in a similar manner and the census will be taken in the classic manner by household visits by enumerators who will collect particulars of every individual in the prescribed forms.

Obviously, 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 on the pressure always. This can only be done through circulars and by intensive touring when you should meet the Collectors/Deputy Commissioners, attend their district coordination meetings and talk about the census. Some times, after we have had our first Director's conference. 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.

We are not making any basic change in the system of census taking so far as the 1981 census is concerned. The basic phases of the census would be :—

(a) Houselisting operations in mid-1980.

(b) The actual census enumeration commencing from about mid-February, 1981 to 1st March, 1981, followed by a revisional round till about 3rd of March, 1981.

(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 various aspects but I may mention that prior to houselisting operations, or the enumeration, there is another major task relating to choosing of enumerators and training them and distributing the material. This involves a tremendous degree of planning and I would suggest you should commence thinking on these aspects right now.

You would 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 probably the economic census schedule also. The latter is being discussed with the Central Statistical Organisation and Planning Commission and I shall be writing to you

later on this. The houselist itself has been considerably modified in relation to the formats of the previous census and is a basic 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 also separate instructions will follow.

The forms which will be canvassed in the actual census would be the individual slip and the household form with an associated population record and enumerators' abstract. The individual slip is of course, the basic census document on which the entre statistical edifice is built. I would like you to study this carefully along with the instructions because we intend discussing this at our conference soon.

The household form is a complete departure from the previous formats, and is based on our thinking that essential housing data and other socio-economic data is more meaningful in relation to the household than in relation to the structure or the individual. We have also deliberately introduced certain questions in the household form relating to language spoken in the household which is an innovation. These forms also, I would suggest, should be studied with their instructions in great detail

Another feature of the 1981 census will be that, for the first time, we are canvassing questions on a sample basis as you would have noticed. The questions relating to place of birth and migration and fertility are being canvassed on a sample basis all over the country. For operational reasons and taking into consideration the level of our enumerators, the workload and the need to keep our control systems easy, we have decided to adopt area sampling. This would mean that a 20% sample of the enumeration blocks will ultimately be selected in which this slip will be canvassed.

There should be no confusion about the universal and the sample slip. The universal slip will be canvassed and filled up for every person all over the country. The sample slip will be filled up for every person in the sample blocks in addition to the universal slip so for as that particular person is concerned.

I must share with you our initial thinking regarding the tabulation system. In order to ensure that data are not merely tabulated quickly but that the tabulation permits cross-tabulation as well as easy retrieval stations with direct data entry devices are being established where we will be able to put the data from the individual slip or the household forms directly on to tape. Our forms and our tabulation system would ultimately depend on the establishment of the direct data entry systems. Therefore, the tabulation plan and how we intend going about it is something I shall wirte to you about only later. To the extent that this will influence the establishment of regional tabulation offices, we hope to be able to cut down the large offices which we had to establish last time for tabulation purposes.

The immediate tasks which call for your attention would be the following :—

(a) The finalisation of the lists of villages for which instructions have been issued earlier.

(b) Finalisation of the lists of towns and cities for which also instructions have been issued.

(c) Issue of notifications appointing the census officers at various levels on which I shall be writing to you shortly. However, you may like to see the ones issued last time, which are in your Office.

(d) The preparation of village directory and town directory, instructions on which will follow shortly.

We have written to the State Government separately requesting that all jurisdictional changes be completed by first of October this year and copies of these letters have also been forwarded to your office. I would suggest that you should also take this up with the State Government and meet the Chief Secretary and the concerned Secretaries of the Government to ensure that there are no jurisdictional changes after October this year.

As I mentioned earlier and as you would have noticed, many aspects would call for 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 preferably for each of the senior officers under you. Personally, I found this always useful and I would suggest your doing the same.

Now that the pretest in your State is coming to a close, I would be happy if you could study the instructions which were issued along with the forms so that you have a complete background regarding the operations and its technical content.

I have repeatedly mentioned how the census operations would call for meticulous attention to detail and constant follow up. At every point of time and with regard to every single aspect the entire organisation has to be keyed 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 census calendar indicating the various dates by which each of the preparatory measures would be completed and for this purpose you may find the previous census calendar, which was prepared for the 1971 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.

I hope to write to you in detail on each individual aspect of these operations but do thrust that this letter gives you a general background. As I mentioned earlier, it would certainly be useful for you to go through the administrative report of your predecessor and to glance through the volumes already brought out which will give you an idea of not merely the nature of the work but also its importance. We have already taken action regarding publicity for the 1981 Census but I would certainly not prevent you from giving talks to local institutions, etc., regarding the census. However, except for general issues regarding the operations, I would suggest that press interviews as such should be very carefully handled.

There is one aspect which I think will bear emphasis and this is that 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 th m for the job. Training is of vital importance and should be intense and clear. However, these aspects 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 unable to answer them. Obviously, we can only 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 charge superintendents as possible and a few of the training classes for the functional levels while your officers and others must, of course, get completely involved in the training at the functional level to the maximum extent.

Please acknowledge receipt of this letter.

Yours sincerely

Sd/-
(P. PADMANABHA)

Shri A. H. Khan,
Director,
Office of the Director of Census Operations.
Jammu & Kashmir,
Srinagar.

1981—CENSUS
IMMEDIATE

P. PADMANABHA
D.O. No. 9/11/79-CD(CEN)
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
THE REGISTRAR GENERAL, INDIA
2-A, Mansingh Road,
New Delhi-110 011
June 23, 1979

CENSUS OF INDIA 1981—CIRCULAR NO. 3

Sub : Appointment of Census Officers—Issue of notifications.

My dear Khan,

Under Section 4 of the Census Act, 1948, the officers who will be responsible for the taking of the census have to be notified through orders of the concerned authority and these orders have to be gazetted. I am indicating here the levels and other details of such census officers who have to be notified. Similar notifications were issued at the 1971 census and I would suggest that you consult the concerned files and forward draft notifications to the State Government for their consideration and notification. This would save considerable time.

In the districts the Collectors/Deputy Commissioners would be the Principal Census Officers who would be totally responsible for the operation while in the case of cities which are under municipal corporations the Municipal Commissioner or the Chief Executive Officer depending on the local designation, would function as the Principal Census Officers. Obviously, the officers at these levels can only function effectively if they have a suitable level of assistance. Therefore, as was done last time, it is proposed to notify officers of the appropriate level such as Headquarters Assistants to the Collectors/Deputy Commissioners (in some states referred to as Personal Assistant to the Collector), Senior Deputy Collector at Headquarters or Deputy Chief Executive Officers or Deputy Municipal Commissioners as the Census Officers for the relevant area Apart from these two levels, it would be essential that we have officers who will be incharge of specific areas which constitute part of their normal administrative jursidiction and also develop levels for supervision. On this basis the chart which is enclosed indicates the levels and designations which would have to be notified.

In the case of areas which fall within the occupation and control of defence services, Central Reserve Police, Border Security Force and similar organisations, as was done last time, in consultation with the authorities concerned, the Director of Census Operations will determine the Census Officers for these areas and, in consultation with the Census Officers concerned, the Charge Superintendents and other levels also. While determining who would function as the Census Officers and that for other levels, it would be sufficient if internal orders are passed designating such authorities and these need not be gazetted.

It must be emphasised that areas under cantonment boards will be treated on par with municipal towns, notified area committees etc. and that the areas referred to here are those which are distinct from cantonment boards areas as such.

The State Government may be requested to issue necessary notifications appointing the Principal Census Officers and in the same notification delegating to him, by virtue of the power vested in the State Government under Clause 4 of Section 4 of the Act, the authority to appoint other census officers. The State Government may also be requested to issue orders authorising declarations under Clause 3 of Section 4 of the Act to be signed by the Census Officers for the local area concerned. These delegations would enormously reduce the workload at the higher level. It will be noticed that the State Govt. would have to authorise not merely the Principal Census Officers but other levels also vesting in them the powers to sign the declaration under Clause 3 of Section 4. For example, with such a declaration, the Tehsildar or B.D.O. can appoint Census Officers for smaller areas and he can also issue the orders regarding supervisory officers, etc.

As was done at the previous census, it would be necessary for the State Government to notify the DCOs/DDCOs and ADCOs as Census Officers under Section 4(2) and authorise them to appoint other Census Officers under Section 4(4).

Copies of the drafts suggested by you to the State Government for each of the appropriate levels may please be sent to us for information in due course.

Please acknowledge receipt of this circular.

Yours sincerely,

Sd/-

(P. PADMANABHA)

Encl : As above.

Shri A. H. Khan,
Director
Office of the Director of Census Operations.
Jammu & Kashmir,
Srinagar.

1981—CENSUS
IMMEDIATE

P. PADMANABHA

D.O. NO. 9/33/79-CD(CEN)
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
THE REGISTRAR GENERAL, INDIA
2-A, Mansingh Road.
New Delhi-110 011
July 16, 1979

CENSUS OF INDIA 1981—CIRCULAR NO. 5

Sub : Location Code

My dear

During the census, every enumerator will be canvassing four essential schedules namely the houselist and the economic census schedule during April-May, 1980 and the Household schedule and individual slip in February-March, 1981. In these schedules will be listed every structure, Census house, each enterprise, and every household and individual. It would be necessary to identify each of the above Census schedules with the area to which they relate. For this purpose, the minimum details necessary would be the name of the District, Taluk and the Town or Village. It is evident that writing of these details on every sheet would involve scriptory work out of proportion to its utility. An easy method of such identification has, therefore, been evolved, namely the location code. The Location Code is a simple device by which every area comprised in any Administrative Unit 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, Tehsils, Towns and Villages is given in the enclosed lists which may be used by all the Census officers and Enumerators blocks.

Districts

All the districts in the State will be serialised either in order of contiguity or in alphabetical order of their names depending on convenience and previous practice. Having serialised the districts in this manner, they will be numbered continuously from number 1 onwards. This number, which will be the district number, is the first element of the location code.

Taluk/Tehsil/Police Station/etc.

Every taluk/police station etc. in a district will be serialised in a convenient manner and numbered continuously within the district commencing from number 1. It would be noted that the serial number of taluks/police stations etc. will be limited to each district and will run continuously for the taluk/police station etc. within the district and will not run continuously for the entire State. Incidentally, it must be noted that each taluk/police station, etc. constitutes the rural charge within the jurisdiction of the said taluk/police station, etc. and, therefore, the urban areas falling within this taluk/police station, etc. will be excluded therefrom. The taluk/police station etc. number thus assigned will constitute the second element of the Location Code in rural areas.

Villages

A Revenue Village together with all its hamlets is considered as the smallest Administrative Unit for rural areas, and accordingly every such village will have a code number. The lists of villages for all taluks are being got prepared and approved by your office for purposes of the 1981 Census. The serial numbers of the Villages appearing in these lists would constitute the Code numbers of the different villages and would be the third element of the Location Code.

It should be noted that villages will be serialised within a taluk/police station, etc. and that the serial number will be continuous only within such area. A reference to previous practice will indicate that villages have been numbered in a particular order usually beginning from the North-West point of the taluk/police station, etc. and the numbering proceeding in a serpentine manner keeping to geographical contiguity, down to the South-west point. In most cases, villages have been numbered in this manner within each Revenue Inspector's jurisdiction or in equivalent jurisdictions, it would be desirable that the same practice be retained.

Towns

Since the number of towns in a district would not be large, all the towns within a district are numbered in one continuous series without reference to the Taluk in which they are located. The towns in a district may be arranged in the alphabetical order of their names or in any other convenient manner and numbered

accordingly. In order to distinguish between towns and villages, the code numbers for towns will be in Roman figures. The towns is normally the smallest administrative unit for an urban area. But in case of big cities like Calcutta, Ahmedabad, Bangalore ,etc., these units will be further sub-divided into urban charges for facility of organisation and conduct of census operations in these areas. These charges will be numbered according to the convenience of operation within the area and will be allotted numbers in Arabic numerals, in a continuous series for the entire city. Wards in the towns will also be numbered and shown by Arabic numerals. Thus the Roman number assigned to the town will be the second element of the location code in urban areas and the ward number will be the third element.

It will be noticed that towns are given location code unmbers continuously within the district in which they are located. To the extent possible, it would be desirable to retain the location code numbers assigned to the towns at the 1971 census, for comparability. If new towns have been listed, these can be given serial numbers continuing from the last serial number already assigned within the district. If due to considerable changes in the town list, it becomes difficult to retain the location code number of the 1971 census in the case of towns, it is certainly permissible to adopt new numbers.

Blocks

Each village and town will be constituted into one or more enumeration blocks, in accordance within the instructions issued for Houselisting Operations. Similarly, at the time of individual enumeration in February-March, 1981, blocks will be formed for facility of census operations. All such blocks within a charge, whether rural or urban will bear continuous serial numbers. It is important to remember that enumerator's block will be numbered continuously for each charge. If a town or a city contains more than one charge, the blocks would have to be formed charge-wise and numbered continuously within each charge. If a town is by itself fully one charge, the blocks would obviously be numbered continuously for the entire town, that is, that entire charge. In the case of rural areas, that is in the case of taluks/police stations, etc., it is likely that some villages will be constituted into single blocks while larger villages may have to be constituted into two or more blocks. The villages would have to be arranged according to the location code and blocks numbered continuously for the entire taluk/ police station, etc. in case a hamlet of any village is large and merits being considered as a separate enumerator's block, it will obviously be given an independent block number.

The Location Code

The location code will be developed on the basis of the location code numbers determined for the district, the taluk or police station, etc., the village or the town and will also include the enumerator's block number.

Thus, for example. a location code number 1-3-49 would refer to the 49th village in the 3rd taluk of the first district. Similarly, a location code like 4/v/2 would refer to Ward 2 of the fifth town of the 4th district. Location code number 14/VIII-2 would refer to urban charge No. 2 of the eighth town in the 14th district. Since the block numbers would be continuous for each charge as a whole the block numbers would be indicated within brackets after the location codes referred to above. For example, 1/3/69(60), 4/v/2(B), 14/VIII-2/6(15), etc.

It is important to note here that the jurisdiction of every Administrative unit right upto the last level is clearly indicated and identifiable by every Census Officer having jurisdiction over the area. Accordingly, it is clarified that when a particular village is referred to, it denotes not merely the area on which the Grama tana or the hamlets of that village are located, but the entire Revenue Records. Similarly, in the case of Towns, the jurisdiction will be as laid down by Government through notification. It will therefore be seen that when any specific areas have been excluded from within the jurisdiction of a Municipality etc; or when the limits of a Municipality, such excluded areas or the remaining parts of such villages will have to be included in the adjoining Rural Charge or which they form part, even if such areas are un-inhabited. Accordingly such areas will be allotted appropriate Code Numbers in the concerned rural charge.

It will be noticed that some of the Towns included in the list are non-municipal areas. Such areas, among others, have been treated as Towns on the principles communicated in Census Circular No. 1.

It may be noted that the jurisdiction of the non-municipal urban areas extends over the entire Revenue limits of the villages concerned or the areas over which the concerned authorities have control.

Thus it will be seen that the whole idea is to ensure that every bit of area in the State is included either in a Rural Charge or in an urban charge, ensuring at the same time that there is neither any omission nor any over-lapping of areas between the two. This becomes particularly important while distinguishing the dividing lines between the rural and urban charges. It is therefore necessary that every charge officer should verify the boundaries of his charge with those of adjoining Charges, and submit a certificate in token of such verification. This certificate may please be obtained by your office by the 15th of February, 1980 without fail. A similar certificate should also be recorded in the Charge Register at the end.

Yours sincerely,

Sd/-

(P. PADMANABHA)

1981—CENSUS

IMMEDIATE

No. 2/8/79-SS
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
THE REGISTRAR GENERAL, INDIA
2-A, Mansingh Road,
New Delhi-110 011.
September 11, 1979

CENSUS OF INDIA 1981—Circular No. 6

Sub : Classification of Rural and Urban Units—1981 Census—Circular No. 1—Clarifications thereon.

The guidelines for classifications of rural and urban units in the States/Union Territories were provided in connection with the 1981 Census vide circular No. 1 issued on 5th February, 1979. Some of the aspects relating to the criteria for classification of rural and urban units came up for discussion in the Conference of the Directors of Census Operations held in New Delhi from 24th to 29th August, 1979. In the light of the comments of the Directors and others the specific issues raised in regard to delineation of urban and rural areas have been reviewed again and the following decisions taken in this regard :

I. Special Projects :

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 many cases the area and the boundaries of the project are indicated in the notification authorising the project or it is possible to determine on the ground the boundaries and the total project area. In case where the area of the project is known, even if the project is of temporary nature, it should be treated as a census town provided it satisfies the demographic characteristics, referred to in para 3(b) of the circular No. 1. If parts of a village or villages are not covered by the protect 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 1971 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 1961 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 3 of the circular No. 1.

II. District/Sub-Division/Tehsil Headquarters :

(a) A district/sub-division/tehsil headquarters should not be treated as a census town in its own right unless it satisfies the usual demographic characteristics mentioned in para 3(b) of the circular No. 1, or is likely to satisfy these in 1981.

(b) Those units which were treated as census towns for the first time in 1971 without satisfying the above criteria may be de-classified.

(c) All such places which have been treated as census towns since 1961 or earlier may be retained as census towns even if they do not strictly satisfy the demographic characteristics.

III. Tea Gardens :

These may now be treated as villages as the occupation of tea plantations can be treated at par with agriculture or as allied agricultural activity.

IV. Treatment with reference to Industrial Category III :

The industral category III, comprising the occupation of fishing, livestock, hunting and plantations and orchards etc. may be treated as an allied agricultural activity and may not be treated as non-agricultural occupation while applying the test of occupation of the male population for the demographic characteristics for consideration of census towns. It may be noted that mining and quarrying (category IV) is to be treated as a non-agricultural occupation.

V. Marginal Cases :

It has been suggested to cover under census towns all such rural units which did not fully satisfy the requisite demographic characteristics in 1971 but are likely to satisfy these in 1981 on the basis of such factors as natural population growth and development orientation, etc. It was felt that places which had a population of 4000 or thereabout in 1971 and which may be expected to cross 5000 mark by 1981, besides satisfying the other two characteristics, could be examined for considering whether these could be treated as census towns. Earlier, it had come to light that some of the places which were included in the list of census towns for 1971 urban frame on similar anticipation on the basis of 1981 data, actually failed to register a population of 5000 or above or satisfy the other two characteristics of density and occupation. It is, therefore, suggested that the places having a population of 4000 or thereabout may not be treated as a town in a mechanical manner and each such place may be considered for treatment as a census town on merits in the light of the growth rate in the region and its development propensity. All such cases proposed by the census offices for inclusion as new census towns will be reviewed at the headquarters.

2. It may be inter alia noted that the industrial category III, comprising the occupation of fishing, livestock, hunting, plantations and orchards etc. will now not be treated as non-agricultural activities but will be treated on par with agricultural and allied activities. This modification has been accepted in view of the

overwhelming consensus in the conference in its favour. As a result of the industrial category III being treated alongwith agriculture, as well as other minor modifications, there is likely to be a change in the list of rural and urban areas that might have already been compiled earlier in your state. You are, therefore, requested to scrutinise the list again in the light of the revised instructions and see if any change is required to be made and which of the places need to be reclassified as rural. If there are no changes in the rural-urban list sent to us earlier, we may be informed so. If the change involves only two or three units, you may send their particulars with the justification for the change suggested. However, if a number of units are affected in view of the revised instructions, you may please send us the revised particulars in prescribed proformae to facilitate scrutiny in my office. Please note that the detailed particulars of the cases falling in the five categories listed above are required for the necessary scrutiny.

3. The requisite particulars may be sent to the Assistant Registrar General (Social Studies) as early as possible.

4. The receipt of this circular may kindly be acknowledged.

(P. PADMANABHA)
Registrar General, India.

Important

You will doubtless make a note in your copy of circular No. 1 that certain clarifications have been issued by this circular.

1981 Census
IMMEDIATE

P. PADMANABHA

D.O. No. 2/1/79-SS
Government of India,
Ministry of Home Affirs,
The Registrar General, India,
2-A, Mansingh Road,
New Delhi-110 011.

22-9-79

CENSUS OF INDIA 1981—CIRCULAR NO. 7

Subject :—Formation of Urban Agglomerations

My dear,

I believe that the classification of settlements into rural and urban units for 1981 Census on the lines suggested in Circular No. 1 of 1981 Census and subsequent clarifications issued vide my d.o. letter of even number, dated the 11th September, 1979 (Circular No. 8) might have come to its final shape by now. The next important related item of work which requires utmost priority is the formation of urban agglomerations in respect of your State/Union Territory.

2. The concept of urban agglomeration adopted for the first time during the 1971 Census was an improvement on the concept of town group adopted in the 1961 Census. It has been decided that the concept of urban agglomeration will be followed for the 1981 Census and data presented on the same lines in 1971 Census. But, as explained subsequently, the concept of urban agglomeration was not followed strictly and uniformly in all the states and union territories at the 1971 Census. We have to be very precise as to what the urban agglomeration is. It must form a continuous urban spread constituting a town and its adjoining urban outgrowths 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 of 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 altogether realistic in treat such areas lying outside the statutory limits of a town as rural units; at the same time each such individual areas 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 alongwith the town and the continuous spread including such urban outgrowths 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 growths such as a railway colony, university campus, etc. Such outgrowths which did not qualify to 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 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 agglomeration, the basic consideration of contiguity having been satisfied. The area continuting on 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. Since the concept of agglomeration of 1971 Census is being adopted without modification in 1981 Census, it will be advisable to refer to the reports of the 1971 Census which may provide some guidelines in this regard taking into consideration the different situations

of the administrative units in your State/Union Territory. But, as mentioned earlier, the concept of urban agglomeration was not applied strictly in all the states in the absence of proper scrutiny of the proposals in this regard and in a few states this concept was not at all adopted. There are instances where some parts of villages though not contiguous to the city/town were included in the urban agglomeration on the ground that in a few years the area would become contiguous. This is not correct as the intention in delineating 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). There are also cases where an area adjoining the outside statutory limit of a town had been treated as the urban outgrowth without examining its urban characteristics and infrastructure. Some such areas were treated as outgrowths and included in the agglomeration without any relation in meaningful population and territory. For instance, a few outgrowths having such meagre population as 6, 8, 16 were treated as outgrowths and included in the agglomeration without any rationale as they could not be viewed as viable urbanised areas. It is difficult to understand as to how such small pockets, comprising only a few households were visualised and delineated on the ground as urban outgrowths to form part of urban agglomeration.

5. In view of the position explained above, care should be taken to fully understand the concept of urban agglomeration and such areas delineated accordingly. Particular care should be taken to determine the urban outgrowth of towns. 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 should be kept in mind before determining urban outgrowth in relation to a town and urban agglomerations in general:

(i) If there is some uninhabited area between an urbanised village or villages and the statutory limit of a town, the villages 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 considered 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 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 Primary Census Abstract for cross reference that the particulars are given under the relevant urban agglomeration. Likewise where only a part of the village is included in the urban agglomeration as an outgrowth, the data relating to the portion which has been treated as part of 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 enumerator 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 administrative 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.

It will be admissible 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.

For maintaining comparability with 1971 Census data and for other reasons it would be desirable to ensure that a place included in an urban agglomeration of 1971 is not taken out of the agglomeration now, (unless it has since been merged with a city/town by statutory notification).

6. While the total agglomeration 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 1971 Census may be followed.

7. 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, basic figures of the

main town and such appendages being invariably exhibited separately together with the total for each agglomeration.

8. 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 of 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.

9. Certain operational precautions must be taken. The urban outgrowth which would have been enumerated as part of the village to which it belongs in the normal course but which is being included within the urban agglomeration on the ground that it is an urban outgrowth of the core town or city 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 is 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.

10. The urban agglomerations may please be delineated in your state on the lines of the instructions given in the preceding paras and the rural and urban frames finalised on this basis. The particulars should be sent to this office in the proformae accompanying this circular. It will also be useful if a notional map of each of the proposed urban agglomeration with its constituent units is prepared to indicate the juxtaposition and distribution pattern of the core towns and outgrowths and sent alongwith the proformae to facilitate scrutiny.

11. The requisite information may please be sent to Assistant Registrar General (Social Studies) as early as possible at West Block I, wing No. 1, R. K. Puram, New Delhi-110 022.

The receipt of this circular may kindly be acknowledged.

Yours sincerely

Sd/-

(P. PADMANABHA)

1981-Census
IMMEDIATE

P. PADMANABHA

D.O. No. 9/33/79-CD(CEN)
Government of India,
Ministry of Home Affairs
Registrar General, India,
2-A, Mansingh Road,
New Delhi-110 011
December 11, 1979

CENSUS OF INDIA 1981—CIRCULAR NO. 9

Subject :—Location Code—amendment to Circular No. 5

My dear Khan,

I invite your attention to my Circular No. 5 sent with my D.O. of even number, dated 16 July, 1979 on the above subject.

On page 4 of the aforesaid circular, I have discussed that structure of the location code which envisaged only four elements, namely, the district, taluk/tehsil etc. or town, village or ward and Enumerator's block number within brackets.. It has since been decided that the State code should also be introduced. Accordingly the list of Code Numbers allotted to various States/Union territories to be adopted in 1981 Census has been circulated to you by our Data Processing Division under its circular letter No. 35/35/79-DPD, dated 11 December, 1979. You are, therefore, requested to take note of this fact and instruct all concerned that the location code to be given on each census document will have five elements not four. The State code will constitute the first element of the location code followed by the district, tehsil taluk etc., or town, village or ward separated by oblique stroke and Enumerator's block No. within brackets. For example 02/12/6/49(214) would mean EB No. 214 in village no. 49 of Taluka No. 6 in District 12 of State 02 i.e., Andhra Pradesh. A copy of the revised state code is also enclosed.

Please acknowledge the receipt of this circular.

Yours sincerely

Sd/-

(P. PADMANABHA)

Shri A. H. Khan,
Director Census Operations,
Jammu & Kashmir.

REGISTERED

1981-Census

IMMEDIATE

P. PADMANABHA

D.O. No. 1/1/79-Map
Government of India,
Ministry of Home Affairs,
The Registrar General, India,
2-A, Mansingh Road,
New Delhi-110 011.

CENSUS OF INDIA 1981—CIRCULAR NO. 19

Subject :—Preparation of District and Tehsil/Police Station/CD Block Circle maps for District Census Handbooks, 1981 Census

My dear,

This circular incorporates instructions regarding preparation of district maps for the District Census Handbooks (DCHB) which are proposed to be produced, as was done before, in connection with the 1981 Census. The instructions refer to the preparation of these maps at the district level and the level of the Tehsil/Police Station/CD Block/Circle. In this circular wherever a reference is made only to a tehsil it should be regarded as a reference to the corresponding levels in the State concerned by whatever name these are called, namely Tehsil/Taluk/Police Station/CD Block/Circle.

Instructions have been issued earlier on this matter before the conference of the Directors of Census Operations held at Mysore in January, 1980. The matter was also discussed at this conference. Based on these discussions and the earlier correspondence, this circular incorporates the general instructions regarding this matter which may please be followed.

Scale of map

While it would have been desirable to have adopted a uniform range of scales, it is appreciated that this would be extremely difficult, taking into consideration, the varying sizes of tehsils/districts etc. Therefore, the maps may be presented in varying scales as was done at the 1971 census, depending on the local circumstances in each state. However, it would be desirable that the scales of the maps are suitably adjusted within some broad ranges so that too many folds are avoided in the publication.

The maps are expected to enhance the utility of the census maps for data analysis and reference by the users. All such categories of information must be depicted by the specified standard legends and symbols with recommended U.N.O. pen numbers as indicated in Annexes 1 and 3.

The boundaries of the districts and the tehsils as also the name, spellings and location of the district and tehsil headquarters respectively should be certified by the State/UT Governments. This authentication will have to be made on the district and tehsil maps prepared in your oflice by the appropriate revenue autnority of the level concerned. This would mean that in the case of the district maps the certification would have to be by the Deputy Commissioner/Collector/District Magistrate while at the tehsil level the certification would have to be by the Tehsildar/Mamlatdar/Anchar Adhikari or appropriate revenue authority as the case may be. It is sufficient if this certification is available on one copy of the map of the district or tehsil and this authenticated copy may be retained by you in your office for future reference. I need hardly mention that authentication or certification would imply that the seal of the authority is put on the map.

The preparation of the maps for publication will be based on the authentic map referred to above.

It must be emphasised that in the case of these districts and tehsils which have an international boundary or which lie on the coast line, the maps as authenticated by the appropriate authority will have to be further vetted for which purpose these maps may be forwarded in original to the Asstt. Registrar General (Map) of this office. For information it may be mentioned that these maps would require clearance from the Survey of India before publication and, therefore, these are to be sent to use for processing with the Survey of India.

These instructions with reference to districts and tehsils that lie on the international border or the coast line are extremely important and may be particularly noted. After they are processed with the Survey of India and other competent authorities these will be returned to the Directors of Census Operations concerned for further reproduction.

District Maps

The District Maps will contain the following informations :

(i) District boundary and location of headquarters.
(ii) Tehsil boundaries and location of headquarters.
(iii) National highway, state highway with numbers.
(iv) Important metalled roads.
(v) Railway line—broad gauge, metre guage and narrow gauge.
(vi) River and streams.
(vii) Water features—tank—natural, artificial embankment bund.
(viii) Town and important census villages accordingly to population size.
(ix) Post and telegraph offices, combined units.
(x) Degree college and technical institution.
(xi) Dak Bungalow, Rest house, Travelling bunglow etc, by abbreviations.

The indication of roads on district map as given in the Annexure 1 will be according to the alignment shown in the Survey of India. Road Map, scale 1 : 2.5 M (1—cm = 25 km) 1977 edition. This edition is the latest one. A copy of this map may be obtained from the local sales office of the Survey of

India. In case of difficulty please contact this office. No road other than those shown on the Survey of India map should appear on the district/tehsil etc. maps.

In the Survey of India map referred to above, the classification of roads, it will be noted, does not contain a specific reference to State highways and "important metalled road's as such. These have been grouped under "roads according to importance" while National highways, of course, have been shown independently. In the statement below we have indicated the classificaton according to the Survey of India map and the road classification which we are recommending for our maps. The information with regard to State highways and important metalled roads as also roads which have to be shown in the tehsil maps would have to be obtained from the State Government authorities concerned and incorporated in the map. It may be mentioned that we are also independently verifying from the Director General, Road Development, Ministry of Shipping and Transport (Road Wing) to ensure that basic changes have not taken place in certain National and State highways. If such changes are noticed, these will be communicated to the Directors.

Survey of India 1:2.5 M Road Map Classification	Road classification as recommended for DCH maps	
1. All weather motorable National Highways Others according to importance.	1. National Highways 2. State Highways 3. Important metalled roads (including Distrite roads)	As per symbol for Distt. map.
2. Motorable in fair weather . .	4. Unmetalled and other Roads (Roads at S. No. 1-3 will be common in District and Tehsil and roads at Sl. No. 4 will be additional in the Tehsil maps).	As per symbol of Tehsil, Taluk etc. map.

If there is any doubt on this matter or if any departure from these general instructions with regard to representation of roads is found necessary in individual cases, these should be referred to the Asstt. Registrar General (Map).

It may also be noted that the ARG (Map) will be shortly forwarding to the Directors a list of roads which must not be shown on the district or other maps. It need hardly be mentioned that this information, when received, should be treated as confidential.

The representation of the categories of railway lines should confirm to the Railway Map-Scales 1:3.5M brought out by the Survey of India, Dehra Dun. A copy can be procured for reference.

As the maps will be on a reasonably small scale in the DCHB, the representation of rivers and streams may be limited to important ones. At points, mark by an arrow the flow of rivers and streams along the single lines depicting those or in mid-streams at convenient places in case of double line (major rivers).

Water features would normally refer only to natural or artificial tanks of fairly large size and importance. This will be shown on the map in the manner depicted in the annexes to this circular. It must be noted that embankments or bunds may also be indicated but those embankment or bunds which are close to international borders should not be shown. It must also be mentioned that irrigation projects and large water reservoirs which supply water to major industrial controls will not be depicted on the map. In this connection your reference is invited to the letter No. F-7(15)/65/D(GS III) dated 6th July, 1966 (copy enclosed from Ministry of Defence, New Delhi to Surveyor General of India, Dehra Dun which was sent to your office with this office letter No. 1/2/72-Map, dated 28-4-1972.

On the district map the location of villages having a population of 5,000 and above with name may be shown by a dot. In the thinly populated areas such as Sikkim, Arunachal Pradesh, Nagaland, Mizoram, Himachal Pradesh or parts of Rajasthan, etc., the depiction may be of villages of 1,000 population or more.

The population of urba nareas may be shown by five pie circles as indicated in Annexure 1 depending on the size class of urban areas.

Tehsil Maps

The tehsil maps are primarily meant to provide information regarding location of villages, by population size, the village boundaries and urban spread with depiction of some of the more important infrastructure facilities available. In this map, as will be seen from Annexe 4 to this circular, the location code of the villages will have to be indicated, the villages themselves being depicted in terms of population size. The symbols which are to be used in the case of these maps are also indicated in Annexe-3.

The spread of the urban areas will be marked on these maps by hatching and the location code number of the urban area will be indicated within the spread.

The tehsil maps will contain the information indicated in Annexe 3 and will include the following :

(i) Boundary of Tehsil and location of tehsil headquarters.
(ii) Villages with location code number.
(iii) Forest—Reserved.
(iv) Villages with population size.
(v) Uninhabited villages with location code.
(vi) Urban area with location code by Roman numerals.
(vii) Roads, railways and water features.

(viii) Service facilites such as post/telegraph offices, Higher Secondary Schools, Hospitals, etc. and important village market/Hats and Mendius.

In drawing the boundaries of the tehsil, it will be evident that the boundaries symbols mentioned as appropriate for the district maps may have to be adopted in some cases depending on the location of the tehsil. For instance, if a tehsil has an inter-national boundary or State boundary, the corresponding symbol as given in the district map will have to be adopted for that portion of the boundary which is along the international border or State border.

The population size of the village will be reflected in tehsil map as will be clear from the symbol suggested.

On the tehsil map the spread of the reserved forest will be shown by the symbol as prescribed with the name of the particular reserved forest. The boundary and name of the reserved forest will be according to that indicated by the Chief Conservator of Forest of the particular State./UT. No other class of forest need be shown on the tehsil map.

The representation of roads and railways will be the same as specified in the case of the districts. In addition, the tehsil map may indicate important unmetalled and other roads but alignment should conform to the State Government's sources. A check may also be made with the Road map of India if necessary.

Only important water features, embankments, ponds/lakes etc. need be depicted, with the same precautions as mentioned in the case by the district map.

General Points

On the district and tehsil maps it is proposed to have only one type of inset maps. It is not proposed to crowd the maps with too many insets as did happen in a few cases earlier. The inset maps on the district or tehsil map concerned will refer to only additions or lose of territory. In the case of a district map the inset map will show loss or gain of territory in the case of district concerned by an inset map. This will be shown in the following manner :

(a) If the district has not a complete tehsil or part of a tehsil, the inset map will indicate the district boundary as it existed in 1971 and the area lost will be shaded.

(b) If the district has gained territory, the inset map will depict the boundary of this district as in 1981 but the portions which have been added to it between 1971 and 1981 will be shaded. In effect, therefore, the non-shaded portion of the inset map will represent the district as it existed in 1971.

(c) A district which is being depicted might be a totally new district made up by incorporating tehsils from neighbouring districts. In such a case, the inset map be a more reflection on a smaller scale of the 1981 situation and the entire inset map will be shaded indicating that here have been additions to make up this complete district.

It will be noted that the less or gain in the case of a district would be reflected as a gain or loss in the case of the district in which such changes have taken place. In particular, it may be noted that in the case of a new district, the loss of territory in the case of the districts concerned will be reflected in the inset maps of these districts.

In the case of tehsil maps also, a similar inset map would be necessary. The same principles would apply in this case also. However, it may be noted that in the inset map in the case of the tehsil maps, what is being referred to are transfer of villages.

The model maps have also been enclosed for information.

Please acknowledge receipt.

Yours sincerely,

Sd/-

(P. PADMANABHA)

Shri

Director of Census Operations.

REGISTERED

1981-Census

IMMEDIATE

P. PADMANABHA

D.O. No. 9/36/80-CD(CEN)
Government of India
Ministry of Home Affairs
The Registrar General, India
2-A Mansingh Road
New Delhi-110011

July 2, 1980

CENSUS OF INDIA 1981—CIRCULAR NO. 20

Subject:—Drafting of the Administration Report

My dear

One of the valuable documents which has always served as a guide to us in organising the census has been the Administration Report on the operations recorded by our predecessors. I am sure you have shared my experience that the administration report left by our immediate predecessor and those which were drafted by our earlier colleagues have served as very useful guides to us in our work. The census organisation has always depended upon the administration report for improving not merely its administrative organisation but also its technical skills. We, therefore, owe it to ourselves that we leave behind us an administration report which we hope will be of some use to our successors. On this matter I thought, I should write to you.

The administration report should attempt to contain as detailed an account as possible of the organisation of the census in your State/Union territory and, in regard to the organisation of the census itself, in each of its various phases and aspects. It would certainly be useful if you could record your personal experiences and views on the more important aspects so that this experience will serve a useful purpose later. In drawing up the administration report it would be useful if we could draw conclusions from our experiences and also analyse and evaluate procedures and systems so that the organisation could build up on the collective experience of all of us.

While the administration report no doubt provides valuable opportunity for each one of us to express our views freely and to offer a critical and evaluatory opinion on the system as it exists now, we must at the same time remember that extravagant suggestions divorced from pragmatism would be of little assistance to our successors. Therefore, each one of us must try to achieve a balanced account of what has been done and what could have been done or might be done in future towards improving the entire census operations.

The administration report would ultimately be indicative of the role that each of us has played in the census itself and would reflect our personalities, interest and the involvement we have had in the operations. Therefore, while I would be rather reluctant to cramp your style in the drafting of this report, it would at the same time be useful to organise the administration report in a systematic manner so that it is useful to the reader and permits, comparison between the operations in the different States and Union Territories.

The administration report should deal with all phases of the census and now that the houselisting operations are over in a few states and will soon be over in others, it is appropriate that the drafting of the administration report be taken up now. Obviously, the last few chapters will be written after the enumeration is over and the PCA itself published. Therefore, by and large the administration report will be a chronological history of the organisation of the work under your direction and keeping this in view I am enclosing a tentative ordering of the chapters which you may keep in mind.

The administration report can be made interesting and informative by incorporating interesting experiences that you or your colleagues might have had in the organisation of the census. It would certainly have to highlight main organisational problems and how you solved them and it must contain information of an administrative nature. It would, however, not be worthwhile overloading the report with excessive details on minor issues or with too many maps and sketches. Except to the extent that you might like to illustrate the systems of housenumbering and preparation of notional maps or layout sketches, the report need not be over burdened with such details. As against this, it would be useful if the report could contain photographs relating to the operations in typical situations such as the enumeration of the houseless in difficult areas etc.

I would like to particularly emphasise that the administration report would have an added value if your analytical and critical comments on some of the main concepts, the schedules and operational aspects can also be incorporated. It is these that, in fact, would be very useful to our successors.

Incidentally, in framing your administration report you would doubtless have to collect some material from your charge officers and others and to help you obtain this material you might like to prescribe some simple reporting forms which they would have to send to you. If this is done now it would save considerable time.

Please send a copy of your draft report to me for perusal. You need not, however, wait for any formal clearances. The administration report can be printed and I shall be separately suggesting the number of copies and indicating the other details regarding publication later.

Please acknowledge receipt.

Yours sincerely,

Sd/-

(P. PADMANABHA)

Shri

Director of Census Operations

D.O. Cen. 64/79

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
DIRECTORATE OF CENSUS OPERATIONS, J&K,
SRINAGAR

Date : 11-6-79

A. H. KHAN, IAS
DIRECTOR

My dear Agha Sahib,

I am to inform you that preparations for the population census which is in the offing now are very well in stride. A note outlining the broad frame-work proposed to be adopted for the execution of this operation of vital importance and the assistance required from the State Government to help make this Operation a complete success is enclosed. I should be grateful if necessary action with regard to all the points indicated in the note could very kindly be initiated at your earliest convenience.

With kind regards,

Yours sincerely,

Sd/-

(A. H. KHAN)

Encls : As above

Shri Agha Muzaffar, I.A.S.,
Chief Secretary to
Govt. of Jammu & Kashmir,
SRINAGAR.

No. Cen. 64/79 Dated, the 11-6-79

Copy along with a copy of the note forwarded to the Additional Chief Secretary, Jammu & Kashmir Government, Srinagar for information and favour of necessary action.

Sd/-

Director of Census Operations
Jammu and Kashmir

Encls : As above.

Subejct :—Frame-work for 1981 Population Census—Some points for action

The next population census will be the 12th of the Indian Census Series and the 4th since Independence. In Jammu & Kashmir State, however, where no census was conducted in 1951 duc to disturbed conditions prevailing then, the forthcoming census will be the third since Independence. The reference date for the census will be 1st March, 1981.

In view of the peculiar topography and climatic conditions of the State, the 1981 Census enumeration will be split up and conducted non-synchronously in respect of accessible and inaccessible/snowbound areas in the same way as done in the last two censuses. While the population count of accessible areas will be carried out in February-March, 1981, preceded by housenumbering and houselisting in February-April, 1980, the inaccessible areas will be covered for both these operations in close succession five to six months in advance i.e. August-October, 1980.

Prior to and during both phases of the field operations i.e. (1) housenumbering and houselisting and (2) enumeration both in accessible and snowbound areas, a number of preliminaries will have to be finalised according to a pre-determined Census Calendar which will be circulated shortly. There is no gainsaying the fact that 'Calendar' is the most sacred thing in a time-bound operation like the census. The success of the operation would call for a strict adherence to the time schedule specified for every item of work. This in turn depends upon the earnestness and promptitude with which the offices and departments of the State Government respond to feed the requirements of the Census Directorate from time to time. The State Government will, however, be kept informed of the progress in respect of each item of work as and when required.

The Statute under which the census will be conducted in the country is the Census Act No XXXVII of 1948 made applicable to the State of Jammu & Kashmir in 1950 by an amendment of Section 2, vide Adaptation of Laws Order. The Act vests in the Central Government the power to take census and to appoint a Census Commissioner for India and Directors of Census Operations for each State included in the Indian Union. The Act also empowers the State Government to appoint Census Officers and to delegate the power of appointing the Census Officers. The formal appointment of Census Officers is to be notified after the necessary notification for taking the 1981 Census is duly published in the official gazette of the Union Government.

The whole work relating to Census Operations can broadly be divided into two distinct heads:—

(i) Census Enumeration &
(ii) Census Tabulation & Publication of Reports.

Enumeration is the more important of the two operations. The aim of this operation is to see that the entire area has been fully covered without omission or overlapping and to ensure that every man has been counted only once and none has been left out. It naturally involves the building up of a counting organisation which should be so perfect as to leave no scope for anyone being omitted from the count.

The programme of this operation falls under the following four categories :—

(1) Territorial Organisation.
(2) Organisation for census work.
(3) Fixing of Census Staff.
(4) Census taking.
  (a) Housenumbering & Houselisting.
  (b) Actual Enumeration.

In line with the traditional practice, census enumeration will be carried out through canvasser method which would mean that a Census Officer designated "Enumerator" would visit every household within his allotted block of houses during the prescribed enumeration period. This would in the first instance call for a clear delimitation of territories by which the meanest household is accounted for. The most essential pre-requisite for a successful census is a graduated breaking up of an entire district to the level of the lowest operational unit with a view to building up a pyramid of jurisdiction and responsibility. This envisages preparation of district and tehsil maps indicating the boundaries of all the administrative units down to the village. The Census Organisation has since undertaken this work. The maps drawn at the last census are being brought uptodate, taking into account all changes of boundaries that have occurred since the last census. These maps are being finalised in consultation with territorial tehsildars on the basis of the position obtaining at present, under the presumption that no further jurisdictional changes are proposed or contemplated by the State Government. However, should the State Government contemplate any further changes in the jurisdictional boundaries of Tehsils and towns/notified areas as obtaining at present, it would do well to give early effect to these changes, preferably before 1st October, 1979, under intimation to the Census Directorate.

Another aspect of territorial organisation is that certain areas of the State remain snowbound for about 3 to 5 months during winter and will not, therefore, be accessible in February, 1981 when actual enumeration is proposed to be conducted in all accessible areas throughout the country. Such areas have already been identified in consultation with the Tehsildars. A note outlining the strategy proposed to be adopted for a thorough count of the population in these areas and the assistance and cooperation required in this behalf from the Forest & Revenue authorities has already been submitted to the Additional Chief Secretary vide this office letter No. Cen. 50/78 dated 29-11-1978 and his formal approval of the proposed measures received vide his office letter No. DAP-G&B-95/75-PS-901 dated 29-3-1979.

The organisational structure for carrying out the census enumeration in the State will be as under:—

Director of Census Operations

District Census Officers

|

Charge Superintendents

|

Dy. Charge Superintendents

|

Supervisors

|

Enumerators

It is thus obvious that while the Director of Census Operations, as the Head of the Census Administration, will be responsible for the successful conclusion of census enumeration in the entire State, the head of the enumeration hierarchy in a district will be the District Census Officer who will be the key person for making all arrangements for census-taking in the district which inter alia would include delimitation of census charges, selection and training of enumeration agency, census publicity, receipt and despatch of census enumeration schedules, instructions and other literature on census and the actual census count in consultation with the Census Directorate. In all preference, the Deputy Commissioner of the District should be appointed as the District Census Officer because in his capacity as the Head of the District Administration, he is in the most enviable position to exact cooperation from all other offices in the district.

It would equally be desirable that once these officers are appointed, they are not dislocated from their places of posting till the conclusion of census enumeration and the handling over of all relevant documents to the Census Tabulation Offices.

Below the District Census Officer will be the officer designated as Charge Superintendent, who will be the proper channel of communication between the District Census Officer and the Supervisors and Enumerators. The jurisdiction of a Charge Superintendent will invariably be a tehsil and it would be appropriate that the concerned territorial Tehsildar is appointed as the Charge Superintendent. The two cities and two cantonments of Srinagar and Jammu will, however, separate charges and the President/Administrator in the case of municipality, and Administrative Constitute Officer in the case of cantonment will have to function as the Charge Superintendent. In certain exceptional cases like Gurez, Keran etc. Nayabats may constitute separate charges due to their inaccessibility and long distance from the Tehsil headquarters. The Charge Superintendents will have to be assisted by Deputy Charge Superintendents to be also known as Zonal Officers each generally with a charge of the enumeration of 20,000 population. The non-city urban areas, such as towns and notified areas would, however, constitute separate zones to be placed under separate Zonal Officers with the concerned Chairman as the Deputy Charge Superintendent.

The Charge and the Deputy Charge Superintendent by virtue of their local knowledge, will in the beginning assist in the appointment of competent enumerators and supervisors and at later stages they will effectively instruct and train enumerators, exercise field supervision and keep the census on a strict time table.

Next below will be the circle supervisors to be in-charge of a group of about 5 enumerators. The supervisors will be an important link in the chain of Census Officers. They will have to master the instructions and rules issued for their guidance and accordingly instruct the enumerators, supervise their work and remove their difficulties.

Below the supervisor will be the "Census Enumerator" who will do the census counting, make out the houselisting, visit every house/household during the period of enumeration and fill up the enumeration schedules. The success of enumeration will depend ultimately on the quality of the enumerator and the training that is imparted to him. Each enumerator's jurisdiction will be an area having a population of about 750 to 1,000 or about 150 to 200 households in the rural areas and an average of about 600 to 750 persons or about 120 to 150 households in urban areas. This is the smallest census division and is called census block.

The census block may generally consist of one village, but if the village is too big, it may be divided into two or more blocks ensuring at the same time that no parts of the blocks overlap each other. Similarly, if villages are too small, two or more of them shall be formed under one block. This will of course be subject to the consideration that the area is not too big for one enumerator to tackle, as may happen in certain parts of Ladakh, Doda, Poonch, Kathua and Udhampur districts. While, therefore, a supervisory circle may normally consist of about 5 enumerator's blocks as indicated earlier, in the hilly and inaccessible areas, the difficult terrain, the wide scatter and sparseness of villages may make it necessary to confine the supervisory circle only to two or three blocks. The determination of these jurisdictions for the houselisting operations will however have to be made in consultation with the Charge Superintendents and Deputy Charge Superintendents and reviewed for purposes of the enumeration of population by reference to the houselists.

The Deputy Charge Superintendents in the non-urban areas may have to be appointed from amongst Naib Tehsildars, Tehsil Education Officers, Forest

Officers, Agriculture Production Officers, Block Development/Extension Officers, Headmasters of High Schools etc.

For appointment as Circle Supervisors, revenue girdawars, sanitary inspectors, headmasters of middle/primary schools, forest range officers, panchayat inspectors, veterinary inspectors etc. would be suitable. Enumerators will mostly have to come from amongst school teachers and revenue patwaris as they have been found to be the most suitable agency for the purpose. These two agencies alone may not however be able to cater to the total requirements. Enumerators may also have to be selected from amongst the office assistants. forest officials, village level workers etc. according to the exigencies of local circumstances.

On the basis of rough calculations made in the Census Office, the requirements of field staff at various levels are estimated to be as under:—

Level of Census Officer	Estimated requirements
(1) District Census Officer	14
(2) Charge Superintendents	56
(3) Deputy Charge Superintendents (Zonal Officers) . . .	361
(4) Supervisors	1722
(5) Enumerators	8424

It would also be necessary to provide for a sufficient number of extra hands to be reserved for ready deployment in cases of exigency. The reserve contingent would need to be available at the rate of one extra enumerator and supervisor each for every 10 enumerators and supervisors actually required. On this reckoning, the requirements of reserve strength of enumerators and supervisors is estimated to be in the neighbourhood of 820 and 167 respectively. The total requirements of enumerators and supervisors is thus estimated as under:—

Supervisors	1894
Enumerators	9274

In the context of the framework indicated above, following decisions are indicated:—

(1) The State Government may immediately finalise the list of the officers who in the enumeration hierarchy would function as the District Census Officers, the Charge Superintendents for all areas of the State. And now that the notification regarding the taking up of 1981 Census has been published in the official gazette of the Union Government, the State Government may under the Census Act notify these officers with powers delegated to them to appoint Census Officers under them. The notification will serve two-fold purpose; (a) it will clothe these officers with the legal authority to make various preparations for census-taking and (b) it will help to create census-consciousness among these officer which is so very desirable. In fact ultimately it is this consciousness even in the humblest enumerator of the legal authority vested in him by virtue of his appointment as a Census Officer under the Census Act as also his knowledge of the legal obligations on his part to get through the work diligently and his own realisation of the national importance of this task that would greatly contribute to the efficiency and success of census enumeration.

(2) The enclosed chart gives a detailed idea of the territorial census divisions and the estimated strength of the various levels of census officers required. The Departments of Education, Revenue, Community Development, Local Self Govt., Cooperation, Forests etc. may be asked to indicate immediately in what proportion they would contribute the estimated requirements of enumerators and supervisors as worked out above. Since the whole strength of enumerators and supervisors will have to be in position by end of October, 1979 at the latest so as to be prepared and trained up for the first phase of census-taking i.e. Housenumbering & Houselisting, it would be necessary for these Departments to prepare an inventory of all the personnel, that each of them will be making available for the census, before the end of November, 1979. It would be desirable that the list of such personnel is prepared with reference to the place of residence of the individual concerned and not the place of his work because he will be expected to work for the census on a part-time basis and, therefore, would obviously find it convenient to attend to it if the area allotted to him for census purposes is close to his residence. In respect of Jammu city particularly, an inventory may also be prepared of the clerical staff in the Secretariat and the offices of Heads of Departments who could be usefully deployed for a thorough count of the sections of population, who migrate to Jammu in connection with office move and seasonal labour. It is necessary to make all selections carefully so as to ensure that only competent persons are detailed on this work.

(3) Once the personnel have been appointed for census duty, they should not be subjected to any transfer or dislocation until the operations are all over, save such exceptional cases where it may be warranted because of administrative exigencies.

(4) Since the Enumeration Agency will have to work on honorary basis and only out of pocket expenses would be reimbursed by the Central Government, it would do good that the T.A. and D.A. that might be involved in engaging these people on census duty, such as calling them outside their headquarters for purposes of training etc. is borne by the State Government by debiting the claims to the budget of the concerned Departments as was also done during the 1971 Census.

(5) School teachers detailed on census duty during the period of vacations may be allowed privilege leave on full pay to the extent it becomes

due to them for remaining on active duty during vacations.

(6) The State Motor Garages should have clear instructions to provide full and adequate support of transport for all phases of the field operations, including training of enumeration staff, supervision and inspection of field work etc. Requisitions for reliable vehicles as required for the efficient discharge of census work should receive prompt response subject to payment of POL charges.

(7) The State Government Press should have instructions to accord same treatment to printing requirements of the Census Directorate, as they are required to give to those of the State Government Departments.

(8) The General Department of the State Government should function as the Administrative Department for census-taking. As a matter of fact, the success of the whole venture will ultimately depend upon the help and cooperation received from the State Government in all phases of the operations. It is gratifying to note that this help and cooperation has been available in abundant measure.

Apart from the details indicated above, a lot of official and other basic data will also simultaneously be required to be collected for various ancillary reports to be brought out along with the census. Mention may particularly be made of the village and urban directories and the updating of District Census Handbooks. Completion of this task without avoidable time lag would be possible only if all Departments of the State Government extend their fullest cooperation in promptly making available the various types of information requisitioned from them. A personal directive from the Chief Secretary to all the Secretaries to Government, Heads of Departments and Deputy Commissioners is bound to go a long way in bringing this about.

Statemeat showing provisional estimate of requirements (including reserves) of census enumeration machinery at various levels

District/Tehsil	RURAL			URBAN		
	No. of Zonal Officers	No. of Supervisors	No. of Enumerators	No. of Zonal Officers	No. of Supervisors	No. of Enumerators
(1)	(2)	(3)	(4)	(5)	(6)	(7)
ANANTNAG DISTRICT	50	291	1439	10	49	237
Pahalgam Tehsil	3	18	86	1	2	7
Anantnag Tehsil	12	68	340	4	25	127
Kulgam Tehsil	12	69	344	1	4	19
Shopiyan Tehsil	6	35	173	1	5	23
Pulwama Tehsil	9	55	272	1	8	41
Tral Tehsil	4	22	107	1	4	17
Doru Tehsil	4	24	117	1	1	3
SRINAGAR DISTRICT	27	142	709	40	217	077
Ganderbal Tehsil	6	30	146	1	3	14
Srinagar Tehsil	4	20	113	38	212	1056
Chadura Tehsil	6	31	153	1	2	7
Badgam Tehsil	6	32	157	..	..	..
Bearwah Tehsil	5	29	140	..	..	..
BARAMULA DISTRICT	49	245	1226	9	42	185
Bandipore Tehsil	4	21	106	1	6	24
Sonawari Tehsil	6	28	141	..	..	..
Sopore Tehsil	7	31	156	3	14	71
Baramula Tehsil	7	38	190	2	14	70
Gulmarg Tehsil	3	14	72	1	2	4
Uri Tehsil	4	18	90	1	2	3
Handwara Tehsil	7	37	182	1	4	13
Karnah Tehsil	2	7	35	..	..	..
Kupwara Tehsil	9	51	254	..	..	..
LADAKH DISTRICT	10	51	247	2	6	20
Leh Tehsil	4	20	96	1	3	12
Kargil Tehsil	5	25	124	1	3	8
Zanskar Tehsil	1	6	27	..	..	..

(1)	(2)	(3)	(4)	(5)	(6)	(7)
DODA DISTRICT	26	138	692	6	15	55
Kishtwar Tehsil	9	48	242	1	4	14
Bhaderwah Tehsil	6	32	161	1	3	12
Doda Tehsil	5	27	137	1	4	13
Ramban Tehsil	6	31	152	3	4	16
UDHAMPUR DISTRICT . . .	20	121	597	4	19	83
Ramnagar Tehsil	5	32	158	1	3	10
Udhampur Tehsil	7	42	209	2	11	54
Reasi Tehsil	3	19	92	1	5	19
Gool Gulab Garh Tehsil . .	5	28	138	..	..	..
JAMMU DISTRICT	36	187	921	21	106	516
Samba Tehsil	8	40	196	3	10	48
Ranbirsinghpora Tehsil . . .	9	51	251	3	10	43
Jammu Tehsil . . .	11	56	277	14	82	408
Akhnoor Tehsil	8	40	197	1	4	17
KATHUA DISTRICT . . .	19	100	488	5	16	68
Billawar Tehsil	4	21	106	1	1	3
Bashohli Tehsil	3	18	85	1	3	9
Kathua Tehsil	6	30	146	2	9	43
Hiranagar Tehsil	6	31	151	1	3	13
RAJAURI DISTRICT . . .	14	75	364	2	6	22
Budhal Tehsil	2	15	73	..	..	..
Rajauri Tehsil	7	33	162	1	4	15
Nowshehra Tehsil . . .	3	18	88	1	2	7
Kalakote Tehsil	2	9	41	..	..	..
PUNCH DISTRICT	10	60	294	2	8	34
Haveli Tehsil	4	24	118	1	6	29
Mendhar Tehsil	6	36	176	1	2	5
TOTAL JAMMU & KASHMIR STATE	261	1410	6977	101	484	2297

NOTE : Reserves have been included in respect of Supervisors & Enumerators only.

D.O. Cen. 64/80
Government of India,
Ministry of Home Affairs,
Directorate of Census Operations,
J & K Shrinagar

A. H. KHAN,
DIRECTOR

Dt. : 3-1-1981

My dear Safaya Sahib,

As you are aware, the second and most crucial phase of the 1981 population census in the accessible areas of Jammu & Kashmir State is scheduled to be carried out from 20th of April to 15th of May, 1981, as per following programme:—

(i) Population count . . 20th April to 5th May, 1981
(ii) Reference date . . Morning of 6th May, 1981
(iii) Revisional round . . 6th to 10th May, 1981
(iv) Transmission of provisional results and collection of records. 10th to 15th May, 1981

Full round discussion courses have already been held in each district with the Principal Census Officers and Census Charge Officers about the Organisational and operational arrangements for the successful and timely execution of the said programme. A detailed programme has also already been chalked out for imparting intensive training to the enumeration machinery at about 150 camps all-over the State beginning, in the first instance, in Jammu Province from 5th of January, 1981.

While I am grateful for various circular instructions issued from time to time by the State Government to the administrative machinery at the lower levels to extend their full cooperation in making this important operation a complete success, I feel that a fresh directive preferably from the Chief Secretary to

all Deputy Commissioners, Divisional Commissioners, Secretaries and Heads of Departments, asking for their personal attention and total cooperation in making this operation a complete success, might go a long way in enthusing the machinery entrusted with the census enumeration work to discharge their duty with full care and attention and strictly according to the prescribed time schedule. I am also enclosing a copy of letter No. F. 27(4) Cab./80, dated 14th November, 1980 issued by the Government of Rajasthan regarding certain facilities/concessions in normal work to the census field staff. I should be grateful if similar facilities could be extended here also through circular instructions from your end in keeping with the time schedule specified above.

With kind regards.

Yours sincerely,

Sd./-

(A. H. Khan)

Encl: One

Shri B. N. Safaya, I.A.S.,
Secretary to Government,
General Department, J&K,
JAMMU.

Government of India
Ministry of Home Affairs

Directorate of Census Operations, J&K, Raj Bagh, Srinagar

No. Cen. 64/80
Dated: 24th March, 1981

To

All Principal Census Officers/
District Census Officers/
Charge Census Officers

Subject :—Treating of enumeration staff on full time duty

Sir,

I hope you are already in receipt of circular No. 17-GD of 1981, dated 7-3-1981 issued by the Secretary to Government, General Department, under his endorsement No. GD(Adm)15/78-Census(M), dated 7-3-1981 communicating the decision of the Government that the staff drawn from various departments to work as enumerators, supervisors and zonal officers should be treated on full time duty during the entire period of enumeration from 20-4-1981 to 10-5-1981 so that census work is conducted smoothly and efficiently. You may kindly circulate these instructions to all the Heads of Offices and Institutions from which enumerators, supervisors and zonal officers have been drafted by you for the execution of the census field programme so that this staff is made available on whole-time duty for census work from 20-4-1981 to 10-5-1981. This is necessary because a number of enumerators and supervisors, particularly drawn from Education Department, have been complaining that the Tehsil Education Officers and Headmasters etc. under whom they have been working do not treat them on duty on a full-time basis for the census period. You may, therefore, kindly ensure that there is no communication gap between the staff and the officers on this account.

At the same time, it may kindly be ensured that all supervisors and zonal officers discharge their responsibilities on a whole-time basis with regard to the intensive checking and supervision of the census work within their allotted beats of jurisdiction. They may be warned that if in any case it is established that any supervisor or zonal officer has failed to discharge his supervisory duties on a full-time basis, he would be treated as absent from duty with all the disciplinary action that such a lapse entails.

Yours faithfully,

Sd./-

(A. H. Khan)
Director of Census Operations,
Jammu & Kashmir.

No. Cen. 64/80 Dated, the 24-3-1981

Copy alongwith a copy of the General Department's Circular No. 17-GD of 1981, dated 7-3-1981 for strict compliance to.

1. Dy. Director of Education (Boys), Jammu/Srinagar.
2. All District/Tehsil Education Officers.

Sd./-

Director of Census Operations,
Jammu & Kashmir.

GOVERNMENT OF JAMMU AND KASHMIR, GENERAL DEPARTMENT

Subject :—Treating of enumeration staff on full time Duty.

CIRCULAR NO. 17 GD OF 1981
Dated :— 7-3-1981

The Director of Census Operations has proposed that all the enumerators, supervisors and zonal officers may be treated on full time duty for the entire period of enumeration i.e., from 20-4-1981 to 10-5-1981 keeping in view the heavy load of work involved in the conduct of census work and lesser days of enumeration fixed for this State as compared to other parts of the country. As this question has also been raised by the enumeration staff, particularly those drafted from the Revenue and Education Departments, it is to be ensured that they are allowed by their respective Heads of Institutions to work on full time basis for the entire enumeration period.

The matter has been considered and it has been decided that the staff drawn from various Departments to work as enumerators, supervisors and zonal officers should be treated on full time duty during the entire period of enumeration from 20-4-1981 to 10-5-1981 so that census work is conducted smoothly and efficiently.

All the concerned Secretaries to Government/ Heads of Departments are requested kindly to take necessary action in the matter accordingly.

Sd./-

(B. N. Safaya)

Secretary to Government,
General Department.

No. :—GD(Adm) 15/78—Census (M), Dated 7-3-1981

Copy to the:—

1. All Commissioners/Secretaries to Government.
2. All Heads of Departments.
3. All Deputy Commissioners.
4. All Tehsildars.
5. Executive Officer, Municipal Council, Srinagar/Jammu.
6. Director, Census Operations, J&K, Srinagar.
7. Deputy Director, Census Operations, Dogra Hall, Jammu.
8. Monitoring Section (w.2.s.c.).
9. Stock file.

CIRCULAR NO. 34

No. Cen. 64/81
Government of India
Ministry of Home Affairs

Directorate of Census Operations, J&K, Srinagar

Dated, the 24-4-1981

The Census records being confidential, the Principal Census Officers, District Census Officers, Census Charge Officers, City Census Officers and Town Census Officers are informed well in advance that they should not release any sort of information to the press or any other agency from the 1981 Census data unless and until released by the undersigned.

This is most important to be kept in view.

Receipt of this letter may please be acknowledged.

Sd./-

(A. H. Khan)

Director of Census Operations,
Jammu & Kashmir.

1. Principal Census Officer, (Deputy Commissioner).
2. Census Charge Officer, (Tehsildar).
3. The City Census Officer, (Executive Officer), Srinagar M.C.
4. The Town Census Officer, (Executive Officer), Badamibagh Cantonment.

No. Cen. 64/81 Dated:—23-4-1981

Copy for information to:—

(1) Registrar General, India, New Delhi-110 011.
(2) Chief Secretary to Government, Jammu & Kashmir, Jammu.
(3) Deputy Director of Census Operations, J&K, Jammu.
(4) Divisional Commissioner, Kashmir.
(5) Secretary to Government, General Department, J&K, Srinagar.
(6) Director of information, J&K Govt., Srinagar.
(7) Director, Radio Kashmir, Srinagar.
(8) District Census Officer, ————
(9) Additional District Census Officer (District Statistical Officer)————
(10) District Information Officer, ————
(11) All Training Officers, ————

Sd./-
(H. L. Kalla)
Deputy Director
Tele: 76786

1981 CENSUS—CIRCULAR NO. 1

Government of India
Ministry of Home Affairs
Directorate of Census Operations, J&K, Near 'Harco' House, Zero Bridge, Raj Bagh, Srinagar-190 008.

No. Cen. 106/79
DATED: 20-9-79

To

All Deputy Commissioners.

Subject :—1981 Population Census—Outline of preparatory measures.

Sir,

You are doubtless aware that the Government of India have already notified under Section 3 of the Census Act its intention to take the population census in India in 1981 with the reference date as the

sun-rise of 1st March, 1981. This has to be preceded by an equally important operation of housenumbering & houselisting about a year in advance viz., February, 1980. We must thus proceed full-speed with the necessary arrangemcnts.

Unlike most other States in India, we are severely constrained to conduct both phases of census operations synchronously for the accessible and snowbound areas of the Statc. We, therefore, propose to cover up the snowbound areas for both phases of census operations in quick succession five to six months in advance say August-September, 1980 as was done at the 1971 Census. The snowbound areas in respect of each tehsil have already been identified in consultation with the territorial tehsildars and a list of such areas pertaining to your district is enclosed for your ready reference. I presume, that you fully endorse this list. Should you, however, like to suggest any changes, you may kindly do so within a fortnight at the latest.

A provisional Census Calendar has also been drawn out for the accessible and snowbound areas separately giving time schedule for each specific task to be accomplished and a copy each is enclosed for your constant record and reference. As you know, in a time-bound operation like population census, the Calendar is the most vital and sacred document for regular review and reference with a view to accomplishing all the tasks strictly on schedule.

As per existing practice, the State Government has separately issued a notification appointing all Deputy Commissioners as Principal Census Officers and all Tehsildars/Naib Tehsildars of independent Nayabats and President/Administrator, Srinagar/Jammu Municipality as Census Charge Officers/City Census Officers for their respective jurisdictions and delegating them powers to appoint Census Officers at lower levels under relevant sections of the Census Act, 1948. A copy of this notification is enclosed for ready reference. A copy of the Census Act, 1948 is being forwarded to you separately for reference and record.

The schedules and questionnaires that have to be canvassed during the two phases of census operations are under finalisation and a set will be sent to you shortly.

It has been decided to provide some clerical assistance to Districts/Tehsils and Municipalities to help them carry out the various census tasks promptly according to the given time schedule. The scale of clerical assistance will be as follows: —

Dis-rict Census Offices	UDC	1	
	LDC	1	
	Peon	1	
Tehsil Offices	LDC	1	
Srinagar Municipality	UDC	1	One LDC for every additional one lakh of population
Jammu Municipality	Do.		Do.

Sanction to this effect is shortly being issued by the General Department of the State Government and the expenditure on the staff so recruited shall be borne by the Government of India. I would like to impress upon you the desirability of making selections of suitable candidates as soon as you are authorised to fill up these posts. Care has to be taken that raw and inexperienced hands are not entrusted this job. You may kindly ensure that the experienced hands from your existing cadre are posted against these vacancies and the fresh appointees put on less important jobs in your organisation.

The agency for enumeration for both phases of the census operations would broadly be the same as at the 1971 Census viz., school teachers, village patwaris, officials of municipalities, local bodies and panchayats, office assistants etc. The supervisor who will be senior in rank to enumerator would also be drafted from the hierarchies of these very bodies and departments. The zonal officers may be drawn from amongst Principals/Headmasters of Higher Secondary/High Schools, Tehsil Education Officers, Naib Tehsildars, Block Development Officers, Forest Rangers, Assistant Engineers, Extension Officers etc. You are being authorised by the State Government to raise the required strength of enumerators, supervisors and zonal officers from any office or organisation other than police to carry out the census. You should kindly bear in mind that the enumerator and supervisor both being the most important functionaries in the enumeration hierarchy, selection may be made of the dedicated persons who should discharge this responsible work with care and devotion.

The enumerator block in rural areas would generally comprise about 150-200 households or a population of 750-1000 persons. Likewise an enumerator block in an urban area would generally consist of about 120-150 households or a population of 600-750 persons. Within this broad framework most of the villages will obviously constitute one enumerator block each. Such of the villages as may be bigger in size may have to be broken into more than one enumerator block to make them operationally convenient. Similarly, some of the villages which may be having a small population may have to be grouped together to constitute one enumerator block each, while retaining their individual identity, provided they are contiguous and the arrangement is operationally feasible. A supervisory circle will consist of 4 to 5 contiguous enumeration blocks. Likewise 4 to 5 contiguous supervisory circles will constitute a zone to be more closely supervised by a zonal officer. It is by keeping this broad framework in view that you may have to constitute the blocks and assess the requirements of enumerators, supervisors and zonal officers for your district. You may also raise 10% additional strength of enumerators and supervisors over and above the actual requirements so as to be in reserve for any contingencies. The enumeration agency in respect of Jammu and Srinagar cantonment areas, which will constitute separate charges with the concerned Executive Officer as the Town Census Officer, the enumerators/supervisors may be drawn from amongst the cantonment staff. This is a task which calls for immediate attention of both your own and that of the Census Charge Officers down below. For your convenience, a tentative framework for the formation of enumerator blocks, supervisory circles

and zones for accessible and snow-bound areas separately in respect of each tehsil of your district has been prepared in my office which is enclosed. You may ask the concerned Rural/Urban Census Charge Officers of your district to use this framework as a guideline for a clear and unambiguous demarcation of enumerators blocks, supervisory circles and zones and identification of officials by their full name, designation and official and residential address who will actively serve as enumerators, supervisors and zonal officers and who would be kept in reserve for deployment in emergent circumstances. You may *kindly ensure that this task is completed by the end of September at the latest.* A copy of each such list may also be sent to my office for record and reference. In due course, I will be supplying you with requisite blank letters of appointment for the formal appointment of these personnel to their designated census duties.

At this point, I must emphasise that as the Principal Census Officer of your district, you will almost be the sole driving force for the successful accomplishment of all the census tasks within your district and would have to enthuse and energise the hierarchies of the field machinery to carry out the census enumeration most smoothly and efficiently without any omission or overlapping, strictly according to the specified time schedule. This would warrant your attention to every singly detail leaving nothing to chance.

Shortly, I and my officers in this Directorate shall be establishing personal contact with you and afford necessary guidance and assistance you may need from time to time.

I hardly need to dwell upon the importance the Governments both at the Centre and the State attach to the population census as the most vital repository of facts both for evaluation of the progress made hitherto and formulation of future plans of development. I trust that with collective action and cooperative endeavour, we shall be able to live up to our glorious tradition in making the 1981 Census a complete success.

Yours faithfully,

Sd./-

(A. H. Khan)

Director of Census Operations,
Jammu & Kashmir.

Encls : (i) List of snowbound areas = ——— leaves
(ii) Census Calendar (Accessible areas)=——leaves
(iii) Census Calendar (Inaccessible areas)=——leaves
(iv) Notification appointing Census Officers = ——— leaves
(v) Tentative framework for the formation of blocks (in duplicate) = leaves

No. Cen. 106/79 Dated, the 20-9-79

Copy for immediate necessary action to:—

1. All Tehsildars (Census Charge Officers).
2. All Naib Tehsildars of independent charge of Nayabats (Census Charge Officers).
3. President, Srinagar Municipal Council (City Census Officer).
4. Administrator, Jammu Municipality (City Census Officer).
5. Executive Officer, Badamibagh/Jammu Cantonment (Town Census Officers).

Copy for information to:—

1. Secretary to Chief Minister, J&K State, Srinagar.
2. Additional Chief Secretary, J&K State, Srinagar.
3. Secretary to Government, ——— Department, J&K, Srinagar.
4. Financial Commissioner, J&K, Srinagar.
5. Divisional Commissioner, Srinagar/Jammu.
6. Registrar General, India, New Delhi-110 011.
7. All Directors of Census Operations. This has reference to Registrar General's d.o. letter No. 9/22/79-CD (Cen) dated 7-7-1979.

Sd./-

Director of Census Operations,
Jammu & Kashmir.

CENSUS CALENDAR

(ACCESSIBLE AREAS)

JAMMU AND KASHMIR STATE

1st August, 79 to 31st August, 79

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

(ii) Issuance of Notification by State Government regarding appointment of Census Officers as per sub-sections (2), (3) & (4) of Section 4 of Census Act of 1948.

(iii) Preparation of upto-date Village Lists with area figures.

(iv) Preparation of upto-date Town Lists with area figures.

(v) Preparation of upto-date Town/City/Tehsil/District Maps.

(vi) Assignment of Census Location Code Numbers to all units on Tehsil/City Maps and Preparation of Tehsil-wise Code Lists.

(vii) Constitution of Enumerator's Blocks and Supervisor's Circles for Houselisting Operations (preparation of General Village and Town Register).

(viii) Collection of Administrative statistics from various agencies (non-Census data) for Town and Village Directories.

(ix) Delineation of standard Urban Area in terms of Rural and Urban units.

1st September, 79 to 30th September, 79

(i) Finalization of upto-date Village Lists with area figures.

(ii) Finalization of upto-date Town Lists with area figures.

(iii) Finalization of upto-date Town/City/Tehsil/District Maps.

(iv) Finalization of assignment of Census Location Code Numbers to all units on Tehsil/City Maps and finalization of Tehsil-wise Code Lists.

(v) Finalization of Enumerator's Blocks and Supervisor's Circles — Preparation of General Village and Town Register for Houselisting Operations by Census Charge Officers etc.

(vi) Finalization of arrangements for appointment of Census Clerks at District/Tehsil Headquarters.

(vii) Delineation of Standard Urban Area in terms of Rural and Urban units.

1st October, 79 to 31st October, 79

(i) Publicity measures for Houselisting Operations (February, 1980).

(ii) Receipt of finalized lists of Enumerators, Supervisors and Zonal Officers from concerned Census Charge Officers etc.

(iii) Issuance of formal appointment orders of Enumerators, Supervisors and Zonal Officers.

(iv) Receipt of Training material (Houselists and other related schedules) required for Houselisting Operations from the Office of the Registrar General, India.

(v) Notification of Census Questionnaires and Instructions in the State Gazette.

(vi) Arrangements for different material required for imparting training for Houselisting Operations, viz; making out of Canvas boards, purchase of stationery articles etc.

(vii) Training Classes for training teams of the Office of the Director of Census Operations, Jammu and Kashmir for Houselisting Operations.

(viii) Training Classes for Principal Census Officers, Census Charge Officers, Town Census Officers and Zonal Officers (except Ladakh and Kargil districts) for Houselisting Operations.

(ix) Drawing up of Training Programme for Enumerators and Supervisors for Houselisting Operations; fixing up of venues of training and intimation of Programme to concerned agencies.

(x) Supply of steel boxes etc. to Census Clerks at District/Tehsil Headquarters.

1st November, 79 to 31st January, 80

(i) Publicity measures for Houselisting Operations (February, 1980).

(ii) Training Classes for Enumerators and Supervisors for Houselisting Operations (including canvassing of Training Houselists and Other related schedules as a practical exercise).

(iii) Receipt of Houselists and Other related schedules from the Office of the Registrar General, India.

(iv) Despatch of Houselists and other related schedules to concerned agencies for distribution amongst enumeration agency.

1st February, 80 to 29th February, 80

(i) Publicity measures for Houselisting Operations (February, 1980).

(ii) Conduct of Houselisting Operations (House-numbering, Houselisting, Preparation of Notional Maps etc.).

(iii) Field inspection of Houselisting Operations by the Officers of Directorate of Census Operations, Jammu and Kashmir.

1st March, 80 to 15th March, 80

Arrival of the filled in Houselists, Notional Maps and Other related schedules at the District Headquarters.

16th March, 80 to 31st March, 80

Arrival of the filled in Houselists, Notional Maps and Other related schedules in the Office of the Director of Census Operations, Jammu and Kashmir, Srinagar/Jammu.

1st April, 80 to 31st May, 80

Processing of Houselists and Other related schedules.

1st June, 80 to 31st August, 80

(i) Processing of Houselists and other related schedules.

(ii) Area sampling of Enumerator's Blocks for canvassing Sample Individual Slip.

(iii) Preparation and Finalization of General Village and Town Registers for actual Census Enumeration — delineation of Enumerator's Blocks and Supervisor's Circles on the basis of the 1980 Houselists-selection and earmarking of Enumerators and Supervisors for the actual Census Enumeration.

(iv) Compilation of Part-I (non-Census data) of Village and Town Directories.

(v) Preparation of data for A-series Tables for columns other than those which relate to 1981 Census data.

(vi) Receipt of Training Individual Slips, Manual of Instructions and other related Schedules from the Office of the Registrar General, India.

15th September, 80 to 31st October, 80

(i) Publicity measures for actual Census Enumeration (February-March, 1981).

(ii) Training Classes for training teams of the Office of the Director of Census Operations, Jammu and Kashmir.

(iii) Training Classes for Principal Census Officers, Census Charge Officers, Town Census Officers and Zonal Officers.

(iv) Drawing up of Training Programme for Enumerators and Supervisors; fixing up of venues of training and intimation of the Programme to concerned agencies for actual Census enumeration.

1st November, 80 to 5th February, 81

(i) Publicity measures for actual Census enumeration (February-March, 81).

(ii) Training Classes for Enumerators and Supervisors for actual Census enumeration (including canvassing of training Individual Slip and other related schedules as a practical exercise).

9th February, 81 to 28th February, 81

Actual Census Enumeration.

Night between 28th February, 81 and 1st March, 81

Enumeration of Houseless Population.

1st March, 81 to 3rd March, 81

Revisional Round.

4th March, 81 to 5th March, 81

Reporting of Provisional Total by Enumerators to Supervisors.

6th March, 81

Reporting of Provisional Total by Supervisors to Town Census Officers/Deputy Census Charge Officers (Zonal Officers).

7th March, 81

Reporting of Provisional Totals by Town Census Officers/Deputy Census Charge Officers (Zonal Officers) to Census Charge Officers.

8th March, 81

Reporting of Provisional Totals by Census Charge Officers to Principal Census Officers.

9th March, 81

Reporting of Provisional Totals by Principal Census Officers to Director of Census Operations, Jammu & Kashmir and Registrar General, India, New Delhi.

10th March, 81 to 31st March, 81

Despatch of filled in Enumeration Records to the Office of the Director of Census Operations, Jammu and Kashmir, Srinagar/Jammu.

CENSUS CALENDAR
(INACCESSIBLE AREAS)

JAMMU AND KASHMIR STATE

1st August, 79 to 31st August, 79

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

(ii) Issuance of Notification by State Government regarding appointment of Census Officers as per Sub-sections (2), (3) & (4) of Section 4 of Census Act of 1948.

(iii) Preparation of upto-date Village Lists with area figures.

(iv) Preparation of upto-date Town Lists with area figures.

(v) Preparation of upto-date Town/City/Tehsil/District Maps.

(vi) Assignment of Census Location Code Numbers to all units on Tehsil/City Maps and Preparation of Tehsil-wise Code Lists.

(vii) Constitution of Enumerator's Blocks and Supervisor's Circles for Houselisting Operations (preparation of General Village and Town Register).

(viii) Collection of Administrative statistics from various agencies (non-Census data) for Town and Village Directories.

(ix) Delineation of standard Urban areas in terms of Rural and Urban Units.

1st September, 79 to 30th September, 79

(i) Finalization of upto-date Village Lists with area figures.

(ii) Finalization of upto-date Town Lists with area figures

(iii) Finalization of upto-date Town/City/Tehsil/District Maps.

(iv) Finalization of assignment of Census Locate Code Numbers to all units on Tehsil/City Maps and finalization of Tehsil-wise Code Lists.

(v) Finalization of Enumerator's Blocks and Supervisor's Circles — Preparation of Generally Village and Town Register for Houselisting Operations by Census Charge Officers etc.

(vi) Finalization of arrangements for appointment of Census Clerks at District/Tehsil Headquarters.

(vii) Delineation of Standard Urban Area in terms of Rural and Urban Units.

1st October, 79 to 31st October, 79

(i) Publicity measures for Houselisting Operations (February, 1980).

(ii) Receipt of finalized lists of Enumerators, Supervisors and Zonal Officers from concerned Census Charge Officers etc.

(iii) Issuance of formal appointment orders to Enumerators, Supervisors and Zonal Officers.

(iv) Receipt of Training material (Houselists and other related Schedules required for Houselisting Operations) from the Office of the Registrar General, India.

(v) Notification of Census Questionnaires and Instructions in the State Gazette.

(vi) Arrangements for different material required for imparting training for Houselisting Operations, viz; making out of Census boards, Purchase of Stationery articles etc.

(vii) Training Classes for training teams of the Office of the Director of Census Operations, Jammu and Kashmir for Houselisting Operations.

(viii) Training Classes for Principal Census Officers, Census Charge Officers, Town Census Officers and Zonal Officers (except Ladakh) for Houselisting Operations.

(ix) Supply of steel boxes etc. to Census Clerks at District/Tehsil Headquarters.

(x) Finalization of Enumerator's Blocks and Supervisor's Circles — Preparation of General Village and Town Register for Houselisting Operations and actual Census Enumeration by Charge Officers etc.

1st May, 1980

Discussions with Census Officers of Ladakh and Kargil districts regarding appointment of Enumeration agency etc.

1*st June*, 1980 *to* 15 *August*, 80

(i) Drawing up of Training Programme for Enumerators and Supervisors for Houselisting and actual Census Enumeration; Fixing up of venues of training and intimation of the Programme to concerned agencies.

(ii) Review of arrangements for different material required for imparting training; viz; making out of Canvas boards, Purchase of Stationery articles etc. for both Houselisting Operations and actual Census Enumeration.

(iii) Receipt of training Individual slips and its related schedules from the Office of the Registrar General, India.

(iv) Refresher training Classes for training teams of the Directorate of Census Operations Jammu and Kashmir for Houselisting Operations (September, 1980) and general training Classes for actual Census Enumeration (September, 1980).

(v) Receipt of Individual slips and other related schedules for actual Census Enumeration from the Office of the Registrar General India.

(vi) Despatch of schedules for Houselisting (September, 1980) and actual Census Enumeration (September, 80) for distribution amongst enumeration agency.

(vii) Publicity measures for houselisting Operations and actual Census Enumeration.

(viii) Training Classes for Census Officers, Enumerators and Supervisors for Houselisting Operations and actual Census Enumeration (including canvassing of training Houselists. Individual slips and other related schedules as a practical exercise).

(ix) Area sampling of Enumerator's Blocks for canvassing of Sample Individual slips.

16*th August*, 80 *to* 10*th September*, 80

(i) Publicity measures for Houselisting and actual Census Enumeration.

(ii) Conduct of Houselisting Operations; viz; House Numbering, preparation of Notional Maps, Houselisting etc.

(iii) Field inspection of Houselisting Operations and actual Census Enumeration by the Officer of Directorate of Census Operations, Jammu & Kashmir.

11*th September*, 80 *to* 30*th September*, 80

Actual Census Enumeration.

Night between 30*th September* & 1*st October*, 80

Enumeration of Houseless Population.

1*st October*, 80 *to* 3*rd October*, 80

Revisional Round.

4*th October*, 80 *to* 7*th October*, 80

Reporting of Provisional Totals by Enumerators to Supervisors.

8*th October*, 80 *to* 11*th October*, 80

Reporting of Provisional Totals by Supervisors to Town Census Officers/Deputy Census Charge Officers (Zonal Officers).

12*th October*, 80 *to* 15*th October*, 80

Reporting of Provisional Totals by Town Census Officers/Deputy Census Charge Officers (Zonal Officers) to Census Charge Officer.

16*th October*, 80 *to* 18*th October*, 80

Reporting of Provisional Totals by Census Charge Officers to Principal Census Officers.

19*th October*, 80 *to* 21*st October*, 80

Reporting of Provisional Totals by Principal Census Officers to Director of Census Operations and to Registrar General, India.

22*nd October*, 80 *to* 10*th November*, 80

Despatch of filled in Houselists, Individual slips and other related schedules by Principal Census Officers to the Office of the Director of Census Operations, Jammu and Kashmir, Srinagar/Jammu.

Government of Jammu and Kashmir

General Department

NOTIFICATION

Srinagar, *the 6th August*, 1979.

SRO :—426—In exercise of the powers conferred by sub-section (2) of section 4 of the Census Act, 1948 (Central Act XXXVII of 1948) and in supersession of notification SRO-412 dated 1st August, 1979, the Government of Jammu and Kashmir hereby appoint every officer specified in column (1) of the table below to be Census Officer of the designation mentioned in column (2) within the local areas specified against each in column (3) thereof, for purposes of the said sub-section **(2).**

TABLE

Officer	Designation	Local Area
(1)	(2)	(3)
Director of Census Operations, Deputy Directors of Census Operation s and Assistant Directors of Census Operations	Same as in Col. 1	The whole of Jammu & Kashmir State.
Deputy Commissioners of Districts	Principal Census Officers	Their respective jurisdictions.
President, Srinagar Municipal Council . . .	City Census Officer	Municipal Limits of Srinagar.
Administrator, Jammu Municipality	City Census Officer	Municipal limits of Jammu.
Territorial Tehsildars	Census Charge Officers	All areas within their tehsils other than municipalities and the special charges constituted for cantonments.
Executive Officers of Cantonments	Town Census Officers	The limits of their cantonments.
Naib Tehsildars in independent charge of Naiabats.	Census Charge Officers	All areas within their respective Naiabats.

2. The Government further in pursuance of sub-section (4) of section 4 of the said Act, hereby delegate to the following officers the powers of appointing Census Officers specified against each within the local limits of their respective jurisdictions as specified in column (3) of para 1 above :—

Officer	Whom empowered to appoint
(1)	(2)
Deputy Commisioners (Principal Census Officers)	Town Census Officers and Dy. Charge Officers (Zonal Officers)
President, Srinagar Municipal Council (City Census Officer)	Supervisors & Enumerators
Administrator, Jammu Municipality (City Census Officer)	Do.
Executive Officers of Cantonments (Town Census Officers)	Do.
Territorial Tehsildars (Census Charge Officers)	Do.
Naib Tehsildars in independent charge of Naiabats (Census Charge Officers)	Do.

3. The Government also in pursuance of sub-section (3) of section 4 of the said Act, hereby authorise every officer mentioned in column (1) of para 2 above to issue in writing the declaration referred to in the said sub-section in respect of all Census Officers appointed by him.

By order of the Govt. of Jammu & Kashmir.

Sd./-

(B. N. Safaya)

Secretary to Government

General Department.

NO : GD (ADM) 15/78-Census

Dated 6-8-1979.

Copy to the :—

1. All Commissioners/Secretaries to Govt. (Law Deptt. W. 5. s. c.).
2. All Heads of Departments.
3. Secretary to Governor/Chief Minister.
4. Divisional Commissioner, Jammu/Kashmir.
5. Director, Census Operations, J&K, Raj Bagh, Srinagar (W. 10 s. c).
6. All Deputy Commissioners.
7. President, Srinagar Municipality.
8. Administrator, Jammu Municipality.
9. Executive Officers, Badamibagh contonment.
10. Executive Officer, Jammu contonments, Satwari.
11. All Territorial Tehsildars.
12. All Naib Tehsidars in independent charge of Naiabats.
13. Order file, 14. Stock file (Administration Section).

Sd/-

(R. N. Sharma),

Deputy Secretary to Government

General Department.

1981 CENSUS—CIRCULAR NO. 2

No. Cen. 119/79

Dated 22-11-1979

To

All Census Charge Officers,

(Tehsildars; President, Srinagar Municipal Council, Administrator, Jammu Municipality, Executive Officer, Jammu Badamibagh Cantonment).

Subject :—1981 Population Census—Outline of preparatory measures.

Sir,

I am writing this in continuation of my letter addressed to the Deputy Commissioners, copy endorsed to you vide this office letter No. Cen. 106/79, dated 20th September, 1979.

As you must have seen, what is required to be done by you *immediately* is to :—

(1) finalise enumeration blocks of all the inhabited areas under your *geographical* jurisdiction including *forest areas, rivers, creeks etc.*

(2) draw out complete list of zonal officers, supervisors and enumerators by their full name and address based on a proper selection of well-meaning and dedicated personnel from amongst revenue officials, officials of District Statistical Officers, teachers etc. so as to ensure a thorough and accurate count of the population. Your requirements of supervisors and enumerators are estimated to be of the following order :—

(i) Supervisors (including reserve)	=(a) Accessible part	=
	(b) Snowbound part	=
	TOTAL	=
(ii) Enumerators (including reserve)	=(a) Accessible part	=
	(b) Snowbound part	=
	TOTAL	=

This estimate is based on a tentative framework for the formation of enumerator's blocks and supervisory circles prepared in my office of which two copies are enclosed herewith. You may check on this list and correct it wherever necessary based on your own objective assessment of the dictates of operational convenience, spread of areas and scatter of population within the broad norms indicated in my above referred letter. *Please make sure that you do not lose sight of any habitation or chunk of population within the entire geographical area of your administrative jurisdiction, including forests, rivers, creeks etc. Please also note that if there are any villages in your tehsil/charge comprising more than one hamlets, well recognised as such for administrative and developmental purposes, each such hamlet should be constituted into a separate enumeration block. The boundaries of such hamlets should be well identified and established for the operational convenience of the concerned Census enumerators.* One of the enumeration block lists so completed including selection and identification of enumerators, supervisors and zonal officers may be sent to this office duly signed by you by *15th of December, 1979* so that subsequent arrangements for their training etc. are finalised in consultation with you. The other copy of the list similarly completed may be retained in your office for constant record and reference.

I hardly need to mention here that by virtue of the Government notification No. SRO-426, dated 6-8-1979 (copy of which has already been sent to you) appointing you as Census Charge Officers, you are empowered to draw upon the services of all Government personnel working within your territorial jurisdiction, with the exception of police, for doing census work. The letters of appointment of supervisors and enumerators will be supplied to you as soon as the required lists are received in this office.

This may please be treated as *urgent.*

Yours faithfully,

Sd/-

(A. H. Khan)

Director of Census Operations
Jammu & Kashmir.

No. Cen. 119/79 Dated, the 26-11-1979.

Copy for information to :—

(i) The Deputy Commissioner (Principal Census Officer).

(ii) Secretary to Chief Minister, J&K State, Srinagar,

(iii) Additional Chief Secretary, J&K State, Srinagar.

(iv) Secretary to Govt., General Deptt., J&K. Srinagar.

(v) Financial Commissioner, J&K, Srinagar.

(vi) Divisional Commissioner, Srinagar/Jammu.

(vii) Registrar General, India, New Delhi-11.

(viii) Director of Census Operations————. This has reference to R. G.'s d. o. letter No. 9/22/79-, CD (Cen.), dated 7th July, 1979.

Sd/-

Director of Census Operations,
Jammu & Kashmir.

1981 CENSUS—CIRCULAR NO. 3

No. Cen. 123/79-UA

Government of India

Ministry of Home Affairs

Directorate of Census Operations, J&K,
Srinagar-190 008.

Dated, the 7-11-1979.

To,

The Deputy Commissioner,
(Principal Census Officer) SRINAGAR/JAMMU/ ANANTNAG / BARAMULA / UDHAMPUR/ KATHUA.

Subject :—Formation of Urban Agglomerations

Sir,

As you are aware, it is a usual practice that the data collected in a population census is tabulated and presented by rural-urban classification in keeping with the requirements of administration and planning. At the 1971 Census, however, another concept called "Urban Agglomeration" was introduced and adopted for the presentation of data in respect of cities. It has been decided to continue this concept of urban agglomeration for the 1981 Census not only for the cities but for major towns as well. At this stage, we have to be very clear about the concept of "Urban Agglomeration". It must form a continuous urban spread constituting a town and its adjoining urban outgrowths or two or more physically continguous towns together with continuous well recognised urban outgrowths, if any, of such towns. In the case of our State, the following Urban areas would qualify for formation of urban agglomeration :—

(1) Srinagar City.
(2) Jammu City.
(3) Anantnag TAC.
(4) Sopore TAC.
(5) Baramula TAC.
(6) Udhampur TAC.
(7) Kathua TAC.

It is understood that in most of the urban areas mentioned above, fairly large well recognised settlements, colonies campuses military camps etc. have come up around the core city or statutory town and even though these are ouside the statutory limits of the municipality, cantonment or town areas, they fall within the revenue limits of village or villages which is/or are contiguous to the town. It may not be altogether 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 town and the continuous spread including such urban outgrowths would deserve to be treated as an integrated urban area. Such agglomeration may thus be made up of more than one statutory town adjointing one another as also other adjoining urban out-growths. Such outgrowths as do not quality to be treated as individual towns in their own right have to be treated as urban appendages of the towns to which they are contiguous.

In keeping with the position explained above, all care has to be taken to fully understand the concept of urban agglomeration and to delineate such areas accordingly. Paricular care has to be taken to determine the urban outgrowth of towns. The following aspects must be kept in mind before determining such outgrowths in relation to a town and urban agglomerations in general :—

(i) If there is some uninhabited area between an urbanised village or villages and the statutory limit of a town, the villages should not be treated as an urban outgrowth to constitute an urban agglomeraion with the town as they will not form a continguous 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 continguous 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 pronouned urban features qualifying it to be considered 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 infra-structure, viz., the characteristics and amenities. The growth should be available 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 Primary Census Abstract for cross reference that the particulars are given under the relevant urban agglomeration. Likewise, where only a part of the village is included in the urban agglomeration 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 villages will be presented in the usual manner in the rural frame.

(v) While framing the urban agglomeration with its constituent units while including outgrowth, care should be taken to see that an enumerator 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) Care should be taken to see that an urban agglomeration is not spread beyond the boundaries of the district.

In the light of the framework explained above, I would request you kindly to formulate your proposals in consultation with the concerned municipal/town area authorities and identify the areas which would qualify to be included in the urban agglomeration of the cities and towns listed above. You may find it advisable to make a personal visit to verify on the ground whether an area considered by you for delineation as part of the agglomeration possessees the necessary characeristics and satisfies the conditions of urbanisation, contiguity and viability. The particulars of the rural and urban frame of the said agglomeration may be sent to this office in the attached proforma.

In view of the urgency of the matter, kindly ensure that your proposals reach this office by the end of December, 1979, at the latest.

Yours faithfully,

Sd/-

(A. H. KHAN)

Encl : One proforma *Director of Census Operations, Jammu & Kashmir.*

No. Cen. dt.

Copy for immediate necessary action to :—

(1) Chief Town Planner, Town Planning Organisation, J&M States, Srinagar.

(2) Tehsildar, Srinagar/Jammu/Anantnag/Baramulla/Sopore/Kathua/Udhampur.

(3) President, Srinagar Municipal Council (City census officer).

(4) Administrator, Jammu Municipality (city census officer).

(5) Chairman, Anantnag/Baramulla/Sopare/Kthua T. A. C./Udhampur.

Copy for information to :—

(1) Secretary to Chief Minister, J&K State, Srinagar/Jammu.

(2) Addl. Chief Secretary, J&K State, Srinagar/Jammu.

(3) Secy. to Govt. Housing & Urban Dev. Deptt., J&K.

(4) Financial Commissioner, J&K, Srinagar.

(5) Divisional Commissioner, Srinagar/Jammu.

(6) Registrar General, India, New Delhi-11.

(7) All D. C. Os. This has ref. to RG's d. o. letter No. 9/22/79—CD(CEN), dated 7th July, 1979.

Sd./-

(A. H. KHAN)

Director,

Census Operations,

Jammu and Kashmir.

PROFORMA

Formation of Urban Agglomerations for 1981 Census with the details of the main towns and constituent units

Name of the District.....

Urban Agglomeration proposed for 1981 Census

Sl. No.	Name of the Urban agglomeration with	Status (City/Town/Outgrowth)	In case of outgrowth in col. 2 give :				
			Name of village(s) part village(s)	1971 Census code No. of village(s) sub-number in case of part village(s)	Area in Km²	1971 Population	*Remarks, if any
1	2	3	4	5	6	7	8

*Please give reasons justifying the inclusion of areas proposed for inclusion in the cities/towns out-growth.

1981 CENSUS—CIRCULAR NO. 4

No. Cen. 83/79

Government of India

Ministry of Home Affairs

Directorate of Census Operations, J&K, Near 'Harco' House, Raj Bagh, Srinagar-190 008.

Dated, the 21-12-1979.

To,

All Principal Census Officers
(Deputy Commissioners).

Subject :—1981 Census—Calendar of Operations

Sir,

Kindly refer to circular No. 1, issued under this office letter No. Cen. 106/79, dated 20th September, 1979 on the subject. I presume you have by now made a fair advance in the final demarcation of census enumeration blocks, supervisory circles and census zones within your geographical area of jurisdiction and in the identification and selection of personnel from out of the various cadres of State Government officials to function as enumerators, supervisors and zonal officers in keeping with the framework outlined in the said cirular. I should be grateful if you kindly confirm this per return of post and furnish this office with a list of such personnel by their designation and address for reference and record.

In the meanwhile, I find it necessary to inform you that in view of your pre-occupations with the ensuing parliamentary elections due in the first week of January, 1980, we have been constrained to review the dates which in the Calendar sent to you under my above referred circular had been set for the accomplishment of various tasks connected with the first phase of the census, namely, houselisting operations in the accessible areas of the State. This has been done to avoid any clash between elections and census, both being equally important operations, and in order to enable you to give your single-minded attention to the success of each operation. A copy of the revised Calendar is enclosed for your reference and constant review so as to ensure that each task is attended to and accomplished strictly in keeping with the specified time schedule.

At this point, I would like to draw your attention to the time schedule specified in the enclosed Census Calendar for the following items of work in accessible areas which deserves your immediate attention :—

		Jammu Province except Doda district	Kashmir Province and Doda district
(1)	Trainng classes for Principal Census Officers, District Census Officers, Additional District Census Officers, Census Charge Officers, Town Census Officers, and Deputy Charge Officers (Zonal Officers) etc.	8th January, 1980 to 20th January, 1980	15th March, 1980 to 31st March 1980
( )	Training classes for enumerators, Supervisors and Deputy Charge Officers (Zonal Officers) etc. and for houselisting operations (including canvassing of training Houselist & other related schedules as a practical exercise).	28th Janary, 1980 to 28th Febrnary 1980	1st April 1980 to 29 th April 1980
(3)	House numbering, houselisting, canvassing of Enterprise Slip and preparation of national maps showing the layout of houses and numbers allotted to them.	1st March, 1980 to 31st March, 1980	1st May, 1980 to 31st May, 1980

The exact dates and venues for the training sessions for various levels of Census Officers will be communicated to you separately in due course. You will kindly appreciate that the training classes for enumerators and supervisors can be held on schedule only if these personnel are selected by you very well in advance. I would therefore urge you kindly to give your immediate attention to this matter and ensure that the list of enumerators, supervisors and zonal officers for every village and town block of your district/tehsil/town is finalised immediately and a copy sent to this office by *15th of December*, 1979, at the latest.

Kindly treat this letter, as *very urgent*.

Yours faithfully,

Sd/-
(A. H. KHAN)
Director of Census Operations,
Jammu & Kashmir.

Encls : (Revised Census Calendar = 7 pages).

No. Cen. 83/79 *Dated, the*

Copy for immediate necessary action to :—

(1) All Census Charge Officers (Tehsildars/Naib Tehsildars of independent charge of Nayabats).
(2) President, Srinagar Municipal Council (City Census Officer).
(3) Administrator, Jammu Municipality (City Census Officer).
(4) Executive Officer, Badamibagh/Jammu Cantonment (Town Census Officer).

Copy for information to :—

(1) Secretary to Chief Minister, J&K State, Jammu.
(2) Additional Chief Secretary, J&K State, Jammu.
(3) Secretary to Government, ———— Department, J&K, Jammu.
(4) Financial Commissioner, J&K, Jammu.
(5) Divisional Commissioner, Kashmir/Jammu.
(6) Registrar General, India, New Delhi-110 011.
(7) All Directors of Census Operations. This has reference to Registrar General's d. o. letter No. 9/22/79-CD (Cen), dated 7th July, 1979.

Sd/-
(A. H. KHAN)
Director of Census Operations,
Jammu and Kashmir.

1981 CENSUS—CIRCULAR NO. 6

No. Cen. 75/79.
Dated : 15-12-1979

To,

All Principal Census Officers
(Deputy Commissioners)

Subject :—1981 Census—Appointment of Census Officers

Sir,

I hope you are already in receipt of the notification SRO-623 issued under General Department No. GD (Adm)/15/78-Census, dated 20th November, 1979 notifying Assistant Commissioners of District and District Statistical Officers as District Census Officers and Additional District Census Officers within their respective jurisdictions. This notification is in addition to the one already circulated to you vide this office Circular No. 1 issued under No. Cen. 106/79, dated 20th September, 1979 under which you have been formally designated as Principal Census Officers. The purpose behind issuance of the present notification is to ensure that you have all necessary assistance available to you to closely and effectively supervise the census work within your district and to guard against any scope for this work going by default if and when you are pre-occupied with equally important administrative and developmental activities. I would request you to brief these officers fully about the importance of the census work and to ensure their full participation and discharge of responsibilities in this regard.

Yours faithfully,

Sd/-

(A. H. KHAN)
Director of Census Operations
Jammu & Kashmir.

No. Cen. 75/79. *Dated the*

Copy for immediate necessary action to :—

1. All Tehsildars (Census Charge Officers).
2. All Naib Tehsildars of independent charge of Nayabats (Census Charge Officers).
3. President, Srinagar Municipal Council (City Census Officer).
4. Administrator, Jammu Municipality (City Cesnus Officer).
5. Executive Officer, Badamibagh/Jammu Cantonment (Town Census Officers).

Copy for information to :—

1. Secretary to Government, *General* Department, J&K, Srinagar.
2. Financial Commissioner, J&K, Srinagar.
3. Divisional Commissioner, Srinagar/Jammu.
4. Registrar General, India, New Delhi-110 011.
5. All Directors of Census Operations. This has reference to Registrar General's d.o. letter No. 9/22/79-CD(Cen), dated 7-7-1979.
6. Director Evaluation & Statistics Old Secretariate Srinagar.
7. Shri T. P. Abraham, Additional Director Central Statistical Organisation, Sardar Patel Bhavan, Parliament Street, New Delhi-110 001. This has reference to R.G's d.o. letter No. 9/6/79-CD(Cen) dated 8/12th Nov. 1979.
8. Deputy Director, Census Operations, Jammu.
9. Assistant Director, Census Operations, 116-Jawahar Nagar, Srinagar.

Director of Census Organisations,
Jammu & Kashmir.

1981 CENSUS—CIRCULAR NO. 7

No. Cen. 84/79
Government of India
Ministry of Home Affairs

Directorate of Census Operations, J&K, Near 'Harco' House, Raj Bagh, Srinagar-190 008.

Dated, the 18-12-79

To

1. All Principal Census Officers
(Deputy Commissioners)
2. All Census Charge Officers (Tehsildars/Naib Tehsildars of independent Niabats/Administrator, Jammu Municipality, President, Srinagar Municipal Council/Executive Officer, Jammu/Srinagar Cantonment).

Subject :—Census of 1981—Training for the first phase viz; housenumbering and housellisting.

Sir,

I presume that you have by now finalised the demarcation of zonal charges, supervisors circles and enumerator blocks and selected suitable personnel for the same in keeping with the framework and guidelines contained in circulars No. 1&2 issued vide this office letter No. Cen. 106/79 & No. Cen. 119/79, dated 20-9-79 & 26-11-79 respectively. In case there are still any incompletions in this task, these may kindly be carried out immediately and the lists of selected personnel sent to this office expeditiously. Your requirement of blank appointment letters for the formal appointment of these personnel to their designated duties is being sent to you under cover of a separate letter.

Meanwhile, as you must have already noticed from the revised Census Calendar issued by this office circular No. 4, dated ————————, the first phase of

census operations namely housenumbering and houselisting is scheduled to be undertaken and accomplished in all accessible areas of Jammu province (except Doda district) between 1st to 31st of March, 1980 and in all accessible areas of Kashmir province and Doda district between 1st to 31st May, 1980. This phase will consist of the execution of following tasks:—

(1) Preparation of a notional map and a layout sketch of each enumerator block;

(2) Painting of building and census house numbers on every building/census house within the enumerator block;

(3) Filling up relevant particulars in respect of each building/census house within the enumerator block in the prescribed houselist form;

(4) Preparation of the houselist abstract;

(5) Filling up the prescribed enterprise list for each enterprise identified within the census block;

(6) Preparation of the abstract of enterprise list.

These important tasks have to be accomplished systematically, accurately and within the prescribed time schedule. Detailed instruction books explaining each item of work and all concepts and definitions involved will be placed at the disposal of the Principal Census Officers and Census Charge Officers in due course for distribution amongst the field staff for their reference and guidance. This alone may not however suffice for achieving satisfactory results. It would be necessary that everyone associated with census is throughly instructed not only about what is to be done at a particular stage but also about the method to be adopted for doing a particular task well in time. With this end in view, we are launching a training programme for all concerned so that no room is left for any doubt or ambiguity. This is proposed to be done in two stages:—

(a) In the first instance, a discussion course will be held with the Principal Census Officers, District/Additional District Census Officers, Census Charge Officers and Zonal Officers at district headquarters for explaining the method and sequence in which the operations are to be executed and the various concepts and definitions that are to be kept in mind while carrying out these operations. In the first stage, these discussions are proposed to be held in various districts of Jammu Province (except Doda) as per following dates. The programme for similar discussions in respect of the districts of Kashmir province and Doda district will be fixed up and intimated subsequently

District	Date of discussion	Venue
Jammu	24th January, 1980	Deputy Commissioner's Office.
Poonch	28th January, 1980	Do.
Rajauri	29th January, 1980	Do.
Kathua	31st January, 1980	Do.
Udhampur	1st February, 1980	Do.

(b) Thereafter training classes are proposed to be organised for enumerators and supervisors (including reserve) at convenient centres within each tehsil/charge in accordance with a predetermined programme which will be communicated separately. The training is proposed to be imparted by the Census Charge Officers and Zonal Officers who will be assisted in this task by the staff of the Census Organisation. It will be the responsibility of the respective Census Charge Officers to ensure full and active participation of all the enumerators, supervisors and zonal officers at each pre-determined training camp.

I would like to mention here that at each training course whether held for discussions with the Principal Census Officers, District/Additional District Census Officers, Census Charge Officers & Zonal Officers at the district headquarters or for enumerators and supervisors at various centres within a charge. it would be essential to have a black-board, some pieces of chalks and a duster to facilitate imparting of training with the aid of examples and illustrations.

Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-

(A. H. Khan)

Director of Census Operations
Jammu & Kashmir

No. Cen. Dated, the

Copy for information to:———

(1) Divisional Commissioner, Kashmir/Jammu.

(2) Financial Commissioner, J&K, Jammu

(3) Secretary to Government, General Department, J&K, Jammu.

(4) Registrar Genral, India, New Delhi.

(5) All Directors of Census Operations. This has reference to RG's d.o. letter No. 9/22/79-CD(CEN), dated 7-7-1979.

(6) Director, Evaluation & Statistics, J&K, Srinagar.

(7) Shri T. P. Abraham, Additional Director, Central Statistical Organisation, Sardar Patel Bhavan, Parliament Street, New Delhi-110 001. This has ref. to RG's d.o. letter No. 9/6/79-CD (Cen), dated 8/12th November, 1979.

(8) Deputy Director, Census Operations, Jammu-180 005.

(9) Assistant Director, Census Operations, 116-Jawahar Nagar, Srinagar.

Director of Census Operations
Jammu & Kashmir

1981 CENSUS—CIRCULAR NO. 8

No. Cen. 116/79

Government of India

Ministry of Home Affairs

Directorate of Census Operations, J K, Near 'Harco' House, Raj Bagh, Srinagar-190 008.

Dated, the 2-1-1980

To

The Principal Census Officer,
(Deputy Commissioner)————

Subject :—1981 Census—Letters of Appointment of Deputy Charge Officers (Zonal Officers)

Sir,

In continuation of this office circular Nos. 1 & 2, I am enclosing herewith blank letters of appointment for use by you for the appointment of Deputy Charge Officers (Zonal Officers) in connection with the first and second phases of Census Operations namely (i) houselisting and (ii) actual census enumeration as per number given in col. 2 of Annexure 'A' which has been worked out tentatively by this office. You are requested to kindly maintain proper account of these letters for subsequent information of this office.

Kindly acknowledge.

Encls: As above.

Yours faithfully,

(S. P. Arora)

Deputy Director, Census Operations, J&K, Srinagar.

No. Cen. 116/79 *Dated, the* 2-1-1980

Copy for information to:—

1. All Tehsildars (Census Charge Officers).
2. All Naib Tehsildars of independent charge of Nayabats (Census Charge Officers).
3. President, Srinagar Municipal Council (City Census Officer).
4. Administrator, Jammu Municipality (City Census Officer).
5. Executive Officer, Badamibagh/Jammu Cantonment (Town Census Officers).
6. Secretary to Chief Minister, J&K, State, Srinagar.
7. Additional Chief Secretary, J&K State, Srinagar.
8. Secretary to Govtrnment, General Department, J&K, Srinagar.
9. Financial Commissioner, Srinagar, J&K, Srinagar.
10. Divisional Commissioner, Sriganar/Jammu.
11. Registrar General, India, New Delhi-110 011.
12. All Directors of Census Operations. This has reference to Registrar General's d.o. letted No. 9/22/79/CD(Cen), dated 7-7-1979.
13. Director Evaluation and Statistics, J&K, Srinagar.
14. Shri T. P. Abraham, Additional Director, Central Statistical Organisation, Sardar Patel Bhavan, Parliament Street, New Delhi-110 001. This has reference to Registrar General's d.o. letter No. 9/6/79-CD (Cen), dated 8/12 November, 1979.
15. Deputy Director Census Operations, Jammu (with 5 spare copies).
16. Assistant Director, Census Operations, 116-Jawahar Nagar, Srinagar (with 5 spare copies).
17. General Manager, Ranbir Government Press, Jammu for publication in Govednment Gazette. This has reference to his leter No. RGPJ/FC/4/3933-34, dated 6-11-1979.

Deputy Director, Census Operations J&K, Srinagar

1981 CENSUS—CIRCULAR NO. 9

No. Cen. 116/79

Government of India

Ministry of Home Affairs

Directorate of Census Operations, J&K, Near 'Harco' House, Raj Bagh, Srinagar-190 008.

Dated, the 2-1-1980.

To

The Charge Census Officer,
(Tehsildar)————————.

Subject :—1981 Census—Letters of Appointment of Supervisors & Enumerators.

Sir,

In continuation of this office Circular Nos. 1&2, I am enclosing herewith blank letters of appointment for use by you for the appointment of Supervisors and Enumerators in connection with the first and second phases of census operations namely (i) houselisting and (ii) actual census enumeration as per number indicated in columns 3 & 4 of Annexure 'A' which has been worked out tentatively by this office. You are requested to kindly maintain proper account of these letters for subsequent information of this office.

Kindly acknowledge.

Yours faithfully,

(S. P. Arora)

Deputy Director, Census Operations J&K, Srinagar

Encls : as above/

No. Cen. 116/79 *dated, the* 2-1-1980

Copy for information to:—

(1) All Deputy Commissioners (Principal Census Officers).

(2) All Naib Tehsildars of independent charge of Nayabats (Census Charge Officers).

(3) President, Srinagar Municipal Council (City Census Officer).

(4) Administrator, Jammu Municipality (City Census Officer).

(5) Executive Officer, Badamibagh/Jammu Cantonment (Town Census Officers).

(6) Secretary to Chief Minister, J&K State, Srinagar.

(7) Additional Chief Secretary, J&K State, Srinagar.

(8) Secretary to Government, General Department, J&K, Srinagar.

(9) Financial Commissioner, J&K, Srinagar.

(10) Divisional Commissioner, Srinagar/Jammu.

(11) Registrar General, India, New Delhi-110 011.

(12) All Directors of Census Operations. This has reference to Registrar General's d.o. letter No. 9/22/79/CD (Cen), dated 7-7-1979.

(13) Director, Evaluation & Statistics, J&K, Srinagar.

(14) Shri T. P. Abraham, Additional Director, Central Statistical Organisation, Sardar Patel Bhawan, Parliament Street, New Delhi-110 001. This has reference to Registrar General's d.o. letter No. 9/6/79-CD (Cen) dated 8/12th November, 1979.

(15) Deputy Director, Census Operations, Jammu (with 5 spare copies).

(16) Assistant Director, Census Operations, 116-Jawahar Nagar, Srinagar (with 5 spare copies).

(17) General Manager, Ranbir Government Press, Jammu for publication in Goverment Gazette. This has reference to his letter No. RGPJ/FC/4/3933-34, dated 6-11-1979.

Deputy Director, Census Operations,
J&K, Srinagar.

ANNEXURE "A"

List showing tentative number of letters of appointment of Deputy Charge Officers (Zonal Officers), Supervisors and Enumerators

District/Tehsil	Letters of Appointment		
	Deputy Ccharge Officers (Zonal Officers)	Supervisors	Enumerators
1	2	3	4
Anantnag Distt. . . .	44	204	1,016
Pahalgam Tehsil . .	4	17	81
Anantnag Tehsil . .	22	98	491
Duru Tehsil . . .	5	24	121
Kulgam Tehsil . .	13	65	323
Pulwama Distt. . . .	25	121	607
Shupiyan Tehsil . .	8	40	200
Pulwama Tehsil . .	12	59	296
Tral Tehsil . . .	5	22	111
Srinagar Distt. . . .	65	313	1,564
Ganderbal Tehsil . .	8	37	185
Srinagar . . .	3	13	66
Srinagar (M.C.) . .	52	257	1,285
Badamibagh (Cantt) .	2	6	28
Badgam Distt. . . .	20	90	450
Chadura Tehsil . .	7	31	153
Badgam . . .	7	31	157
Beerwah Tehsil . .	6	28	140
Baramula Distt. . . .	41	192	958
Bandipore Tehsil .	6	27	133
Sonawari Tehsil . .	6	28	141
Sopore Tehsil . .	10	50	250
Baramula Tehsil . .	11	52	262
Gulmar Tehsil . .	4	16	77
Uri Tehsil . . .	4	19	95
Kupwara Distt. . . .	21	96	476
Handwara Tehsil . .	8	37	183
Karnah Tehsil . .	2	7	35
Kupwara Tehsil . .	11	52	258
Kargil Distt. . . .	8	32	160
Kargil Tehsil . .	6	26	132
Zanskar Tehsil .	2	6	28
Ladakh Distt. . . .	5	22	108
Leh Tehsil . . .	5	22	108
Doda District . . .	34	165	831
Kishtwar Tehsil . .	12	57	285
Ghaderwah Tehsil . .	8	38	192
Doda Tehsil . .	6	30	152
Ramban Tehsil . .	8	40	202
Udhampur Distt. . .	30	139	693
Ramnagar Tehsil . .	7	32	160
Udhampur Tehsil . .	12	57	283
Reasi Tehsil . . .	5	23	113
Gool Gulab Garh	6	27	137
Kathua Distt. . . .	25	117	583
Billawar Tehsil . .	5	23	114
Bashohli . . .	4	19	96
Kathua Tehsil . .	9	42	210
Hiranagar Tehsil . .	7	33	163
Jammu Distt. . . .	61	287	1,444
Samba Tehsil . .	*10*	*48*	*242*
Ranbirsingh Pora Tehsil	12	58	292
Jammu Tehsil . .	13	61	307
Jammu (M.C.) . .	16	77	386
Jammu Cantt. . .	1	2	11
Akhnoor Tehsil . .	9	41	206
Rajauri Distt. . . .	17	80	298
Budhal Tehsil . .	3	15	73
Kalakote Tehsil .	2	9	45
Nowshehra Tehsil . .	4	20	102
Rajauri Tehsil . .	8	36	178

1	2	3	4
Punch District . . .	10	49	244
Haveli Tehsil . .	6	29	145
Mandhar Tehsil . .	4	20	99

CENSUS URGENT

1981 CENSUS—CIRCULAR NO. 10

No. Cen. 84/79

Government of India

Ministry of Home Affairs

Directorate of Census Operations, J&K, Near 'Harco' House, Raj Bagh, Srinagar-190 008.

Dated, the 10-1-1980

To

1. All Principal Census Officers (Deputy Commissioners)
2. All District Census Officers (Assistant Commissioners)
3. All Census Charge Officers (Tehsildars/Naib Tehsildars of Independent Niabats/Administrator, Jammu Municipality/ Executive Officer, Srinagar Municipal Council/Executive Officer, Jammu/Badamibagh Cantonment).

Subject :—Census of 1981—Training for the first phase viz housenumbering and houselisting in ACCESSIBLE (non snowbound) areas of Jammu & Kashmir State.

Sir,

This has reference to circular No. 7 issued vide this office letter number even dated 18-12-79 on the above subject. You must doubtless have noted all the points calling for your personal attention and also taken action as indicated.

Meanwhile, the programme of training for enumerators, supervisors and deputy charge officers (meant for the ACCESSIBLE AREAS only) has been drawn out and is indicated in the enclosed calendar.

Similar programme of training for the enumerators, supervisors and deputy charge officers (meant for the INACCESSIBLE AREAS) will be drawn out and communicated in due course of time.

As you will readily notice from the enclosed training calendar, the plan is that every enumerator, supervisor and deputy charge officer gets intensive training for two consecutive days. Wherever more than one camps of training have been proposed to be organised at the same venue and training centre, you will have to ensure that the trainees are organised into convenient batches according to the dates fixed for each camp in such a manner that each batch of trainees receives the training for once only. This would necessitate a proper notice being given to each trainee about the two specific dates he would be required to attend the training camp.

The training at each camp is proposed to start at 11 a.m. sharp on all specified dates and run upto 4.30 p.m. with a lunch break for half an hour. You will kindly ensure that all the enumerators/supervisors/deputy charge officers (including those held in reserve) appointed by you for housenumbering and houselisting operations in the ACCESSIBE AREAS of your geographic jurisdiction attend the training punctually on the scheduled dates and participate in the programme fullly and actively. At this point, I may emphasise that the success of these operations would primarily depend on the intensity and quality of training received by the enumerators, supervisors, deputy charge officers about their respective role and responsibility, because it will have a direct bearing on the quality and coverage of the data to be collected. This makes it necessary that you mark the attendance of each trainee on both days of training in order to ensure that no one required to receive the training has missed it. However, if for any reason any of the enumerators/supervisors/deputy charge officers fail to report for training, it will be your personal responsibility to impart thorough training to all such absentees well before the commencement of the field operations. I may mention here that because of our own pressing preoccupations, the Directorate of Census Operations will not be in a position to spare any of its officers to assist in the holding of such training camps.

Last but not the least you will kindly ensure that proper and adequate arrangements are made about the training class, seating of participants, black boards, pieces of chalks and dusters at each camp to facilitate training being held smoothly and thoroughly. In case, you find it necessary to change any of the proposed venues of training, you may do so with simultaneous intimation to this office for information of the team of officers being deputed from this Directorate to assist you in imparting the said training.

Kindly acknowledge receipt of this letter per return of post on the enclosed Acknowledgement Form.

Encls : (i) Training calendar=9 pages.

(ii) Acknowledge Form=1

Yours faithfully,

(A. H. Khan)
Director Census Operations
Jammu & Kashmir

No. Cen. 84/79 *Dated, the*

Copy alongwith a copy of the enclosures forwarded for information to:—

(1) Divisional Commissioner, Kashmir/Jammu.

(2) Financial Commissioner, J&K, Jammu.

(3) Secretary to Government, General Department, J&K, Jammu.

(4) Shri P. Padmanabha, Registrar General, India, New Delhi (with one spare copy for record in his personal section).

(5) All Directors of Census Operations. This has refcrence to Registrar General's d.o. letter No. 9/22/79-CD (Cen.) dated 7-7-1979.

(6) Director, Evaluation and Statistics, J&K, Old Secretariat, Srinagar.

(7) Shri T. P.. Abraham, Additional Director, Central Statistical Organisation, Sardar Patel Bhavan, Parliament Street, New Delhi-110 001. This has reference to Registrar General's d.o. letter No. 9/6/79-CD (CEN), dated 8/12th November, 1979.

(8) Deputy Director, Census Operations, Jammu-180 005, (with 5 spare copies).

(9) Assistant Director, Census Operations, 116-Jawahar Nagar, Srinagar (with 5 spare copies).

(10) Shri ———————— Assistant Planning & Statistics, Staff Officer to Deputy Commissioner ————————/District Statisical Officer,————

(11) General Manager, Ranbir Government Press, Jammu for publication in Government Gazette. This has reference to his letter No. RGPJ/FC/4/3933-34, dated 6-11-1979.

Director Census Operations
Jammu & Kashmir

ACKNOWLEDGEMENT FORM

To

The Director,
Census Operations,
J&K (Near Harco House),
Raj Bagh,
Srinagar.

Sir,

This is to acknowledgement the receipt of your circular No. ———— dated ———— alongwith its enclosures.

Yours faithfully,

1981 Census

CALENDAR OF TRAINING FOR HOUSELISTING OPERATIONS (ACCESSIBLE (NON-SNOWBOUND) ARAS ONLY) JAMMU AND KASHMIR STATE

Tehsil	Training camp No.	Dates of training	Proposed venue of training
(1)	(2)	(3)	(4)
	TEAM NO. 1		
Jammu Tehsil .	I	1-2-80 2-2-80	Tehsil Office, Jammu
	II	4-2-80 5-2-80	Do.
	III	6-2-80 7-2-80	Tahsil Office, Jammu
	IV	8-2-80 9-2-80	Do.
	V	11-2-80 12-2-80	Do.
Jammu Municipality	VI	13-2-80 15-2-80	Rambir Higher Secondary School, Parade Ground, Jammu
	VII	16-2-80 18-2-80	Do.
	VIII	19-2-80 20-2-80	Do.
	IX	21-2-80 22-2-80	Do.
	X	23-2-80 25-2-80	Do.
	XI	26-2-80 27-2-80	Do.
	TEAM NO. 2		
Ranbirsinghpora Tehsil	I	4-2-80 5-2-80	Government Agriculture College, R.S. Pora
	II	6-2-80 7-2-80	Do.
	III	8-2-80 9-2-80	Do.
	IV	11-2-80 12-2-80	Notified Area Committee Hall, Arnia.
	V	13-2-80 15-2-80	Government Higher Sec. School, Bishna.
Samba Tehsil	VI	16-2-80 18-2-80	Tehsil Office, Samba
	VII	19-2-80 20-2-80	Do.
	VIII	21-2-80 22-2-80	Govt. High School, Vijaypur.
	IX	23-2-80 25-2-80	B.D.O's Office Bari, Brahmana
Jammu Cantonment	X	26-2-80 27-2-80	Office of the Cantonment Board, Satwari, Jammu
	TEAM NO. 3		
Haveli Tehsil .	I	5-2-80 6-2-80	Govt. Higher Secondary School, Haveli
	II	7-2-80 8-2-80	Do.
	III	9-2-80 11-2-80	Do.
Mendhar Tehsil .	IV	12-2-80 13-2-80	Niabat Office, Surankote.
	V	15-2-80 16-2-80	Tehsil Office, Mendhar
Akhnoor Tehsil .	VI	18-2-80 19-2-80	Town Hall, Akhnoor
	VII	20-2-80 21-2-80	Do.
	VIII	22-2-80 23-2-80	Do.
	IX	25-2-80 26-2-80	Govt. High School, Jourian

(1)	(2)	(3)	(4)
	TEAM NO. 4		
Hiranagar Tehsil .	I	4-2-80 5-2-80	Govt. Teachers Training School, Hiranagar
	II	6-2-80 7-2-80	Do.
	III	8-2-80 9-2-80	Do.
Kathua Tehsil .	IV	11-2-80 12-2-80	Tehsil Office, Kathua
	V	13-2-80 15-2-80	Do.
	VI	16-2-80 18-2-80	Tehsil Office, Kathua
Bashohli Tehsil .	VII	20-2-80 21-2-80	Tehsil Office, Bashohli
	VIII	22-2-80 23-2-80	Do.
Billawar Tehsil .	IX	25-2-80 26-2-80	Tehsil Office, Billawar
	X	27-2-80 28-2-80	Do.
	TEAM NO. 5		
Kalakote Tehsil .	I	5-2-80 6-2-80	Tehsil Office, Kalkote
Nowshehra Tehsil	II	7-2-80 8-2-80	Nibat Office, Sunderbani
	III	9-2-80 11-2-80	Tehsil Office, Nowshehra.
Rajauri Tehsil .	IV	12-2-80 13-2-80	Tehsil Office, Rajauri
	V	15-2-80 16-2-80	Do.
	VI	18-2-80 19-2-80	Rest House, Thana Mandi
Budhal Tehsil .	VII	21-2-80 22-2-80	Govt. High School, Budhal
	VIII	23-2-80 25-2-80	Do.
	TEAM NO. 6		
Udhampur Tehsil	I	4-2-80 5-2-80	Town Hall, Udhampur
	II	6-2-80 7-2-80	Do.
	III	8-2-80 9-2-80	Do.
	IV	11-2-80 12-2-80	Govt. High School, Chenani
Ramnagar Tehsil	V	13-2-80 15-2-80	Tehsil Office, Ramnagar.
	VI	16-2-80 18-2-80	Do.
	VII	19-2-80 20-2-80	Rest House, Manwal
Reasi Tehsil .	VIII	22-2-80 23-2-80	Office of the Chairman, NAC, Katra
	IX	25-2-80 26-2-80	Govt. High School Reasi
Gool Gulab Garh Tehsil (Arnas Zone only).	X	28-2-80 29-2-80	Niabat Office, Arnas

1981 Census

CALENDAR OF TRAINING FOR HOUSELISTING OPERATIONS ACCESSIBLE (NON-SNOWBOUND) AREAS ONLY) JAMMU AND KASHMIR STATE

Tehsil	Training camp No.	Dates of training	Proposed venue of training
(1)	(2)	(3)	(4)
	TEAM NO. 1		
Anantnag Tehsil .	I	1-4-80 2-4-80	Town Hall, Bijbehara
	II	3-4-80 5-4-80	B.D.O's Office, Kokernag
	III	7-4-80 8 4-80	Govt.High School,Achabal.
	IV	9-4-80 10-4-80	Do.
	V	11-4-80 12-4-80	B.D.O's Office, Mattan
	VI	14-4-80 15-4-80	Tehsil Office, Anantnag
	VII	16-4-80 17-4-80	Do.
	VIII	18-4-80 19-4-80	Do.
Pahalgam Tehsil .	IX	21-4-80 22-4-80	Inspection Hut, Kathsu
	X	23-4-80 24-4-80	Govt. High School, Pahalgam.
Duru Tehsil .	XI	25-4-80 26-5-80	Rest House, Duru
	XII	28-4-80 29 4- 80	B.D.O's Office, Qazigund.
	TEAM NO. 2		
Kulgam Tehsil	I	1-4-80 2-4-80	B.D.O's Office, Kulgam
	II	3-4-80 5-4-80	Do.
	III	7-4-80 8-4-80	B.D.O's Office Quimoh
	IV	9-4-80 10-4-80	Do.
Shupiyan Tehsil .	V	11-4-80 12-4-80	Tehsil Office, Shupiyan
	VI	14-4-80 15-4-80	Do.
	VII	16-4-80 17-4-80	Irrigation Bungalow, Zainapora
Pulwama Tehsil .	VIII	18-4-80 19-4-80	Tehsil Office, Pulwama
	IX	21-4-80 22-4-80	Do.
	X	23-4-80 24-4-80	Do.
	XI	25-4-80 26-4-80	B.D.O's Office, Shadimarg.
	XII	28-4-80 29-4-80	B.D.O's Office, Pampore

(1)	(2)	(3)	(4)
	TEAM NO. 3		
Chadura Tehsil .	I	1-4-80 2-4-80	Govt. High School, Charar i Sharief.
	II	3-4-80 5-4-80	B.D.O's Office, Chadura
Badgam Tehsil .	III	7-4-80 8-4-80	Govt. High School Badgam.
	IV	9-4-80 10-4-80	Do.
	V	11-4-80 12-4-80	Do.
Beerwah Tehsil .	VI	14-4-80 15-4-80	Govt. High School, Magam
	VII	16-4-80 17-4-80	Do.
	VIII	18-4-80 19-4-80	Govt. High School Beerwah
Gulmarg Tehsil .	IX	21-4-80 22-4-80	Dak Bungalow, Tangmarg.
Sonawari Tehsil .	X	23-4-80 24-4-80	Tehsil Office, Sumbal
	XI	25-4-80 26-4-80	Govt. Higher Secondary School, Hajin
Bandipore Tehsil .	XII	28-4-80 29-4-80	Tehsil Office, Bandipor
	TEAM NO. 4		
Kupwara Tehsil	I	1-4-80 2-4-80	Dak Bungalow, Kuwara
	II	3-4-80 5-4-80	Lower High School, Kralpora
Handwara Tehsil .	III	7-4-80 8-4-80	Govt. High School Langet
	IV	9-48-0 10-4-80	Govt. High School Handwara
	V	11-4-80 12-4-80	Govt. High School, Magam
Sopore Tehsil .	VI	14-4-80 15-4-80	Tehsil Office, Sopore
	VII	16-4-80 17-4-80	Do.
	VIII	18-4-80 19-4-80	Panchayat Ghar, Watragam
Baramula Tehsil .	IX	21-4-80 22-4-80	B.D.O's Office, Pattan
	X	23-4-80 24-4-80	Govt. High School, Kriri
	XI	25-4-80 26-4-80	Town Hall, Baramula
Tral Tehsil . .	XII	28-4-80 29-4-80	B.D.O's Office, Tral
	TEAM NO. 5		
Ganderbal Tehsil	I	1-4-80 2-4-80	Govt. Higher Secondary School, Ganderbal
	II	3-4-80 5-4-80	Do.
	III	7-4-80 8-4-80	Govt. High School, Nuner

(1)	(2)	(3)	(4)
Srinagar Municipality			
Ward No. 1. .	IV	9-4-80 10-4-80	To be fixed by the Executive Officer, Srinagar Municipal Council in consultation with the Census Directorate, Jammu and Kashmir.
Ward No. 2. .	V	11-4-80 12-4-80	Do.
Ward No. 3. .	VI	14-4-80 15-4-80	Do.
Ward No. 4. .	VII	16-4-80 17-4-80	Do.
Ward No. 5. .	VIII	18-4-80 19-4-80	Do.
Ward No. 6. .	IX	21-4-80 22-4-80	Do.
Ward No. 7. .	X	23-4-80 24-4-80	Do.
Ward No. 8. .	XI	25-4-80 26-4-80	Do.
Ward No. 9. .	XII	28-4-80 29-4-80	Do.
	TEAM NO. 6		
Badamibagh Cantonment	I	1-4-80 2-4-80	Cantonment Board Office, Badamibagh
Srinagar Tehsil .	II	3-4-80 5-4-80	To be fixed by Tehsildar Sringar in consultation with the Census Directorate, Jammu and Kashmir.
Srinagar Municipality			
Ward No. 10 .	III	7-4-80 8-4-80	To be fixed by the Executive Officer, Srinagar Municipal Council in consultation with the Census Directorate, Jammu and Kashmir.
Ward No. 11 .	IV	9-4-80 10-4-80	Do.
Ward No. 12 .	V	11-4-80 12-4-80	Do.
Ward No. 13 .	VI	14-4-80 15-4-80	Do.
Ward No. 14 .	VII	16-4-80 17-4-80	Do.
Ward No. 15 .	VIII	18-4-80 19-4-80	Do.
Ward No. 16 .	IX	21-4-80 22-4-80	Do.
Ward No. 17 .	X	23-4-80 24-4-80	Do.
Uri Tehsil . .	XI	26-4-80 28-4-80	Tehsil Office, Uri
	XII	29-4-80 30-4-80	Dak Bungalow, Chandanwari

(1)	(2)	(3)	(4)
	TEAM NO 7		
Ramban Tehsil	I	2-4-80 3-4-80	Dak Bungalow, Banihal
	II	5-4-80 7-4-80	Dak Bungalow, Ramban
	III	8-4-80 9-4-80	Govt. High School, Batote
Doda Tehsil	IV	11-4-80 12-4-80	Tehsil Office, Doda
	V	14-4-80 15-4-80	Do.
Kishtwar Tehsil	VI	17-4-80 18-4-80	Govt.Higher Secondary School, Kishtwar.
	VII	19-4-80 21-4-80	Do.
	VIII	22-4-80 23-4-80	Do.
Bhaderwah Tehsil	IX	25-4-80 26-4-80	Govt. College, Bhaderwah
	X	28-4-80 29-4-80	Do.

1981 CENSUS—CIRCULAR NO. 11

Government of India

Ministry of Home Affairs

Directorate of Census Operations, Jammu & Kashmir, Srinagar

No. Cen. 106/80
Dated: 3-3-1980

To

1. Census Charge Officers (Tehsildars/Naib Tehsildars).
2. Administrator, Jammu Municipality.
3. Executive Officer, Jammu Cantonment.

Subject :—Important Instructions Regardig Houselisting Operations **to Principal Census Officers, District Census Officers, Additional District Census Officers, Census Charge Officers, City Census Officers of Jammu Province (Except Doda District) only.**

Sir,

Your kind *ATTENTION* is invited to the following items of work requiring an *IMMEDIATE ACTION* thereon:—

(i) *THE HOUSELISTING OPERATIONS IN JAMMU PROVINCE (except Doda District) COMMENCE FROM 1-3-80 AND WOULD CLOSE ON 31-3-80.*

(ii) By now you would have appointed Enumerators, Supervisors and Deputy Charge Officers. Please send a list of these to this office at once in the prescribed register sent to you with this Office Circular No. 2 dated 22-11-1979 (*ACTION TEHSILDARS/EXECUTIVE OFFICERS & ADMINISTRATOR MUNICIPALITY*).

(iii) Training camps for Enumerators, Supervisors and Deputy Charge Officers for *HOUSELISTING OPERATIONS-1981 CENSUS* are being organised in JAMMU PROVINCE (except Doda District) from 1st week of Feb., 1980 at different centres as per programme notified in our office circular *No. 10*, dated 10-1-1980. Please direct the field staff (including Reserve) appointed for *CENSUS HOUSELISTING OPERATIONS* to attend the training camp at convenient centres indicated in the programme. (ACTION TEHSILDARS/EXECUTIVE OFFICERS/ADMINISTRATOR MUNICIPALITY).

(iv) Teams of Census Training Officers are being deputed to all the centres for rendering necessary assistance to the Charge Officers/City Census Officers/Cantonment Officers in conducting the training programmes.

(v) The appointment of clerical staff sanctioned vide Government Order No. 1985-GD of 1979 dated 28-9-1979 and issued by the Secretary to Government General Department vide order No. GD(Adm.)/59/79-Census, dated 28-9-1979 may be made immediately under intimation to the Director of Census Operations, Jammu & Kashmir, Srinagar. In case of any difficulty in making appointments and provision of funds on this account, kindly approach the Secretary to Government, General Department, Jammu and Kashmir, Jammu for further instructions in this behalf.

ALL THE OPERATIONS noted at items (i) to (iv) are *TIME-BOUND AND THERE IS NO ROOM FOR ANY DELAY. KINDLY TAKE NOW PROMPT ACTION*, if not already done to make *CENSUS OPERATIONS COMPLETE AND SUCCESSFUL IN THE STATE.*

KINDLY LEAVE NOTHING TO CHANCE. GIVE YOUR PERSONAL ATTENTION TO ALL THE ASPECTS LISTED ABOVE.

Yours faithfully,
Sd/-
(H. L. Kalla)
Assistant Director
Tele : 77317

No. Cen. 106/80 *Dated* 3-3-80

Copy to:—

(i) The Secretary to Government, General Department, Jammu & Kashmir, Jammu. He is requested to kindly issue a Government directive to the concerned in this behalf.

(ii) Divisional Commissioner, Jammu.

(iii) Principal Census Officer (Deputy Commissioner) ————————————. He may personally see to it that the action indicated on various points in the Circular is taken by the Tehsildars/City Census Officers/Executive Officers concerned without any delay whatsoever.

(iv) District Census Officer (Assistant Commissioner)————————————.

(v) Shri ————————————, District Statistical Officer————————————.

(vi) Deputy Director, Census Department, Jammu and Kashmir, Jammu (with 5 (five) spare copies).

(vii) Sh. P. Padmanabha, Registrar General, India, New Delhi-110 011 (with one spare copy for his personal section).

(viii) Director, Evaluation & Statistics, J&K, Srinagar.

(ix) Sh. T. P. Abraham, Additional Director, Central Statistical Organisation, Sardar Patel Bhawan, Parliament Street, New Delhi-110 001. This has reference to Registrar General's d.o. letter No. 9/6/79-CD (Cen.), dated 8/12th November, 1979.

(x) Assistant Director, Census Operations, 116-Jawahar Nagar, Srinagar.

(xi) General Manager, Ranbir Government Press, Jammu for publication in Government Gazette. This has reference to his letter No. RGPJ/FC/A/3933-34, dated 6-11-1979.

Sd/-
(H. L. Kalla)
Assistant Director,
Tele-77317.

1981 CENSUS—CIRCULAR NO. 12

No. Cen. 84/79
Government of India
Ministry of Home Affairs
Director of Census Operations, J&K, Raj Bagh, Srinagar.

Dated, the 3-3-80

To

1. The Principal Census Officer
(Deputy Commissioner),————————
2. The Census Charge Officer
(Tehsildar/Naib Tehsildar)
of Independent Naiabates)————
3. The City Census Officer,
(Executive Officer)
Srinagar/Jammu Municipality.
4. The Town Census Officer,
(Executive Officer)
Badamibagh/Jammu Cantonment.

Subject :—Census of 1981—Training for the first phase viz. Housenumbering & Houselisting.

Sir,

This has reference to my Circular No. 7 on the above subject in which I had expressed the necessity of every-one associated with the Census receiving thorough instructions as to what is to be done at a particular stage as also the method to be adopted for doing a particular task well in time. With this end in view, detailed discussion courses were held in January-February, 80 with all the Principal Census Officers, District Census Officers, Additional District Census Officers etc. of Jammu Province (except Doda district) at district headquarters as per programme indicated in the circular referred to above.

The programme for similar discussions with the Principal Census Officers, District Census Officers, Additional District Census Officers, Census Charge Officers, City Census Officers, Town Census Officer of Cantonment and Deputy Charge Officers (Zonal Officers) of Kashmir Province and Doda district (except Ladakh & Kargil) has been drawn up and is indicated below:—

District	Date of discussion	Venue
(1) Srinagar	12-3-1980 (Wednesday)	D.C.'s Office
(2) Baramula	13-3-1980 (Thursday)	Do.
(3) Kupwara	14-3-1980 (Friday)	Do.
(4) Anantnag	15-3-1980 (Saturday)	Do.
(5) Pulwama	17-3-1980 (Monday)	Do.
(6) Badgam	18-3-1980 (Tuesday)	Do.
(7) Doda	20-3-1980 (Thursday)	Do.

The meeting is proposed to begin at 11 A.M. The Principal Census Officers may accordingly ask all concerned to attend the meeting on the specified date and time.

The programme for similar discussions in respect of Kargil and Ladakh district will be fixed up and intimated separately.

Needless to reiterate, in these discussion courses will be explained the method and sequence in which the operations are to be executed and the various concepts and definitions that are to be followed during the field operations which are commencing in the accessible sector of these areas on 1st May, 1980 and ending on 31st May, 1980. It would therefore be essential to have a black-board, some chalk-sticks and a duster to facilitate imparting of training.

Kindly acknowledge receipt of this letter and confirm the programme by return of post.

Yours faithfully,

Sd/-
Director Census Operations
Jammu & Kashmir

No. Cen. 84/79 *Dated, the*

Copy for information to:—

(1) Divisional Commissioner, Kashmir/Jammu.

(2) Financial Commissioner, J&K, Jammu.

(3) Secretary to Government, General Department, Jammu & Kashmir, Jammu.

(4) Shri P. Padmanabha, Registrar General, India, New Delhi (with one spare copy for record in his personal section).

(5) Director, Evaluation & Statistics, J&K, Srinagar. He may also like to attend the meeting and explain the part pertaining to his organisation.

(6) Shri T. P. Abraham, Additional Director, Central Statistical Organisation, Sardar Patel Bhavan, Parliament Street, New Delhi-110 001.

(7) Deputy Director, Census Operations, Jammu with 5 spare copies.

(8) Assistant Director, Census Operations, Jawahar Nagar, Srinagar.

(9) General Manager, Ranbir Government Press, Jammu for publication in the Government Gazette. This has reference to his letter No. RGPJ/FC/A/3933-34, dated 6-11-1979.

(10) Director, Doordarshan, Srinagar for favour of coverage of some of these meetings according to the convenience of his field organisation.

(11) Director, Information, Srinagar/Jammu. He may kindly issue necessary instructions to his organisation for photographic & publicity coverage of the meetings specified above.

(12) Shri ———————— Assistant Director, Planning and Statistics, Staff Officer to Deputy Commissioner————————.

Sd/-
Deputy Director,
Tele : 76786

1981 CENSUS—CIRCULAR NO. 13

Government of India

Ministry of Home Affairs

Directorate of Census Operations, J&K, Raj Bagh, Srinagar.

No. Cen. 50/80 *Dated* 18-4-1980

To

1. The Deputy Commissioner,
(Principal Census Officer).
————————.
2. The Tehsildar.
(Census Charge Officer)
————————.

Subject :—1981 Census—Houselisting and General Enumeration in inaccessible (snow-bound) areas

Sir,

I write this to remind you about the programme of census operations in the inaccessible (snow-bound) areas of the State already identified in consultation with you and communicated vide this office Circular No. 1 to your address. As you would notice from the Census Calendar communicated to you vide Circular No. 4, both phases of the census viz; (1) Housenumbering & Houselisting and (2) General Enumeration will be carried out in these areas in close succession as per the following time schedule:

Item of work	Date
I. Housenumbering, Houselisting, Canvassing of Enterprise List and preparation of Notional Map/Layout Sketch.	16th August, 1980 to 10th September, 1980
II. (i) Actual Census Enumeration .	11th September, 1980 to 30th September, 1980
(ii) Enumeration of Houseless Persons	Night between 30th September, 80 and 1st October, 1980.
(iii) Revisional Round . .	1st October, 1980 to 5th October, 1980

The progrmame of training of the enumerators, supervisors, deputy charge officers and census charge officers for the inaccessible areas of your charge/district is being communicated to you separately. In the meanwhile, you are requested kindly to finalise all arrangements with regard to the selection and appointment of all levels of enumeration staff and precisely specify their jurisdiction and responsibilities.

As you are aware, unlike accessible areas, census operations in the snow-bound areas present one special problem which calls for a careful treatment. The thing is that nomadic elements such as bakarwals, gujjars etc. and migratory elements such as forest labour which together constitute a sizeable section of the population of our State would most likely be present in snow-bound areas during the prescribed period of enumeration i.e. 11th September to 5th October, 1980. The indications are that they begin to return from Bahaks and Forest Blocks in the beginning of October. Because of their nomadic character, there is a likelihood of some of them being not counted at all and some being counted twice unless proper precautions are taken in this behalf. The Government is very keen that effective arrangements are made to ensure a full and thorough count of this section of the population.

With your knowledge and experience of the district/tehsil you are administering, I have no doubt that you would know better how to deal with this matter so as to translate the intentions of the Government into action to the full satisfaction of the community in question. All the same I would request you to take the following measures in collaboration with the local forest and education authorities in this behalf:—

(a) For purposes of census, no forest area within the geographical jurisdiction of a tehsil should remain outside the census Charge of the Tehsildar;

(b) For administrative convenience, the existing Forest Blocks should be taken as census blocks in their respective census charges;

(c) The Forest Range Officer/Forester-in-Charge of the Forest Block should be vested with the

responsibility of census enumeration within that block;

(d) A certificate of enumeration should be recorded on the grazing permit of every bakarwal household so that only such bakarwal households are enumerated in accessible areas later whose grazing permits do not bear such a certificate;

(e) Check posts should be set up from 1-10-1980 to 1-5 1981 on all recognised routes at the points of entry/exist from accessible to non-accessible areas. Where forest check-posts already exist, these should be utilised and wherever necessary additional check posts manned by revenue/forest officials should be set up. (The list of check posts adopted in 1971 Census is enclosed for reference);

(f) Enumeration slip pads in reasonable quantity should be placed with the check post officials to be filled up by them in respect of individuals entering a non-accessible area after 1st October, 1980 for which purpose they should be thoroughly briefed and trained in advance;

(g) General instructions should be issued to the field agency in the accessible areas to ask every nomad/migrant, whom they come across within their beat of enumeration, whether he has not already been censused and in case of bakarwals verify their grazing permits so that those already enumerated are not counted again;

(h) In the selection of enumerators and supervisors, preference should be exercised in favour of officials belonging to gujjar and bakarwal community and the teaching staff of the mobile schools moving with the nomades;

(i) Consultations should be held with the local representatives of gujjar and bakarwal community and their advice and cooperation sought in making the census count a complete success.

Considering the importance of the matter, I would urge upon you kindly to initiate necessary action in the matter at your earliest convenience under intimation to this office.

Yours faithfully,

Sd/-

(A. H. Khan)

Director of Census Operations
Jammu & Kashmir

Enclosure : List of Check

Posts of 1971 Census—1 leaf.

No. Cen. 50/80 *dated, the* 18-4-80

Copy for information and necessary action to:—

(1) Chief Secretary, J&K Government, Jammu.

(2) Additional Chief Secretary, J&K Government, Jammu.

(3) Secretary to Chief Minister, J&K State, Jammu. This is in continuation of this office d.o. letter No. Cen. 64/80, dated 8-4-1980 to his address.

(4) Secretary to Government, General Department, J&K, Jammu.

(5) Secretary to Government, Education Department, J&K, Jammu.

(6) Director of Education (Boys), J&K, Jammu.

(7) Financial Commissioner, J&K Government, Jammu.

(8) Divisional Commissioner, Kashmir/Jammu.

(9) Chief Conservator of Forests, J&K, Srinagar/Jammu.

(10) Conservator of Forests————————.

(11) Divisional Forest Officer————————.

(12) Director, Evaluation & Statistics, J&K, Old Secretariat, Srinagar.

(13) Shri ————————, Assistant Director, Planning & Statistics, Staff Officer to the Deputy Commissioner; ————————/District Statistical Officer— (Additional District Census Officer),————————.

(14) Deputy Director, Census Operations, 80-Dogra Hall, Exchange Road, Jammu.

(15) General Manager, Ranbir Government Press, Jammu for publication in the Government Gazette. This has reference to his letter No. RGPJ/FC/A/3933-34, dated 6-11-1979.

Copy for information to :—

(1) Principal Census Officer (Deputy Commissioner),————————.

(2) Census Charge Officer (Tehsildar/Naib Tehsildar of independent Niabats; Administrator, Jammu Municipality; Executive Officer, Srinagar Municipal Council/Badamibagh Cantonment/Jammu Cantonment.

(3) Shri P. Padmanabha, IAS, Registrar General, India, 2-A, Mansingh Road, New Delhi-110 011 (with one spare copy for record in his personal section).

(4) Shri T. P. Abraham, Additional Director, Central Statistical Organisation, Sardar Patel Bhavan, Parliament Street, New Delhi-110 001.

(5) All Directors of Census Operations.

(6) Assistant Director, Regional Tabulation Office, 116-Jawahar Nagar, Srinagar.

Sd/-

(A. H. Khan)

Director of Census Operations
Jammu & Kashmir

Tehsil	Check-posts
Anantnag	1. Pahalgam
Kulgam	1. Boh Dragram
	2. Kund Pachgam
	3. Cowgam
	4. Darubal Hanji Pora
	5. Nihama
	6. Ouljan/Heerpora
	7. Raineera/Sadow
Karnah	1. Chowkibal
	2. Firkan Gali
	3. Marhama Gali
	4. Awoora
Sopore (Gurze)	1. Hatrigam
	2. Koragbal
Handwara and Kupwara	1. Machhil Nallah
Ganderbal	1. Balbal
Leh	1. Damchook
	2. Chashul
	3. Gya
	4. Panamic
	5 Leh Air Port
Kargil & Zanskar	1. Machai
	2. Panikar
	3. Testa (Zanskar)
	4. Kargil airport
Doda	1. Doda Bridge
Ramban	1. Nachallima Grezing Check post (Banihal Range)
	2. Patni top checkpost (Batate Range)
Kishtwar	1. Sukhnai
	2. Anshan (Anantnag side)
	3. Hanzal
	4. Galhar Bata
	5. Yordu
Bhaderwah	1. Jai
	2. Busti
	3. Sherki
	4. Thathri
	5. Poneja
	6. Thalingla
	7. Gojoth
Reasi	1. Soldhar Gali
	2. Mutgala
	3. Kalimasta
	4. Sumbar
Bashohli and Billawar	1. Bani
	2. Panj-Tirth
	3. Gallok
Kathua	1. Sahta Chak
	2. Lakhenpore
Haveli	1. Mandi
	2. Chandah
Mendhar	1. Baflias
	2. Deragali-Manyal
Rajouri & Budhal	1. Budhal
	2. Panglar
	3. Delhari
	4. Hoobi

1981 CENSUS—CIRCULAR NO. 14

Government of India

Ministry of Home Affairs

Directorate of Census Operations, J&K, Raj Bagh Srinagar.

No. Cen. 157/80

DATED : 18-4-1980

To

The District Census Officer,——
The Census Charge Officer,——
The City Census Officer,——
The Town Census Officer,——
} Kashmir Province only.

Subject :—Despatch of Houselisting Material & Identity Cards through special messengers

Sir.

Kindly find enclosed herewith———— gunny bags containing the following quantity of paper of standard size required preparation of notional maps and layout sketches, schedules and forms etc. to be utilised by the enumerators during the houselisting operation commencing in the accessible (non-snowbound) areas of Kashmir province on 1st May, 1980 and closing on 31st May, 1980. The identity cards for use of supervisors and enumerators are also sent herewith as per number shown at item 9 below. The 1981 Census location code lists of villages/towns of the respective tehsils are also enclosed herewith for day to day reference at your end.

Map, Schedule, Form etc.	Language	Quantity for actual distribution amongst enumerators	Reserve quota at 10% for Census Charge Officer/ City Census Officer/ Town Census Officer of Cantonment	Reserve quota at 10% for District Census Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1. National Maps/Layout sketches	Diglot (English & Hindi)				
2. Houselists	(i) Urdu	..	..	..	..
	(ii) Hindi	..	..	..	..
	(iii) English	..	..	..	..
3. Houselist Abstract . .	(i) Urdu	..	..	..	..
	(ii) Hindi	..	..	..	..
	(iii) English	..	..	..	..
4. Supervisor's Circle Houselist Abstracts.	Urdu(Cyclostyled)				
5. Instruction Manual for Supervisors.	Urdu (Cyclostlyed)				*Already distributed among supervisors during training camps.
6. Zonal/Charge/District Abstracts	Urdu (Cyclostyled)				
7. Enterprise List . . .	..	..	..	..	Will be supplied separately by the Directorate of Evaluation & Statistics J & K, Srinagar
8. Enterprise List Abstracts .	..	..	..	..	
9. Identity Cards for :					
(i) Supervisors . .	English	..	..	..	
(ii) Enumerators . .	English	..	..	..	

The quantity of each of the schedules etc. to be given to each enumerator of the accessible (non-snowbound) area is indicated separately village-wise and urban block-wise in the enclosed statements showing the "block-wise distribution of forms and schedules etc. for houselisting operations". You are requested to make immediate necessary arrangements to distribute the material amongst the enumerators well before the commencement of the field operations. Proper signatures in token of having received the material may kindly be taken from each of the enumerators in col. 11 of the statement.

In order however to meet any emergent situation, a reserve quota of 10% (col. 4 of above list) of all the aforesaid schedules etc. over and above the actual quantity required for the field has also been placed at your disposal. A reserve quota of 10% (col. 5 of above list) is also being kept with each District Census Officer to meet unforeseeable requirements, if any. The Charge Officers are therefore requested to approach the District Census Officers (Assistant Commissioners) concerned for additional supply of the forms as and when required.

Besides the schedules indicated above to be prepared by the enumerators, one more abstract known as the "Supervisor's Circle Houselist Abstract" is also required to be prepared by each supervisor on the basis of the information posted by the enumerator in the Houselist Abstract. A similar abstract is also required to be prepared by the Deputy Charge Officers (Zonal Officers), Census Charge Officers and District Census Officers. One copy of the Abstract may therefore be handed over to each supervisor and two copies to each Deputy Charge Officer/Census Charge Officer, one of the two copies will be utilised by the Deputy Charge Officer/Census Charge Officer for preparing the abstract of rural sector and the other for urban sector. However, in this case also, a reserve quota of these abstracts along with instruction manuals is enclosed as per details given under para 1 above.

You are requested to maintain a proper account of census forms and identity cards, used as well as unused, for audit purposes. As such, it will be the personal responsibility of Census Charge Officer/District Census Officer to ensure that the forms are put to proper use and are not allowed to go waste at any stage.

Necessary instructions with regard to the mode of sending back the filled in records to this Directorate will be issued in due course.

Kindly acknowledge receipt of the material per return of post.

Yours faithfully,

Sd/-

(H. L. Kalla)

Deputy Director

Tele : 76786

Encls. : As above.

1981 CENSUS—CIRCULAR NO. 15

No. Cen. 104/79

Government of India

Ministry of Home Affairs

Directorate of Census Operations, J&K, Near 'Harco' House, Raj Bagh, Srinagar-190 008.

Dated, the 22-4-80

To

All Principal Census Officers
(Deputy Commissioners)

Subject :—Village & Town Directory—Compilation of

Sir,

As you are aware, one of the very important documentations released and published both as part of the 1961 and 1971 censuses was the fairly comprehensive District Census Handbooks consisting of Town and Village Directories. Town and Village-wise Primary Census Abstract and district tables on census. This publication has been found to be of immense help by all departments of the State Government for planning and development at the grass-root level. With the introduction of single-line administration at the district level, the utility and importance of these publications for constant use and reference by the Deputy Commissioners in their capacity as District Development Commissioners has increased many-fold. It has, therefore, been decided to prepare and publish District Census Handbooks as part of the 1981 Census as well. These handbooks are proposed to contain even more comprehensive data than in the past so as to meet also the requirements of minimum needs programme set forth by the planning Commission. The publication will, besides the basic population data emanating from the 1981 Census, contain comprehensive information pertaining to amenities and landuse and other infrastructural statistics in respect of every village and town block of each tehsil of the district so as to serve as a ready reference material for planners and administrators for assessment of past achievements and formulation of new programmes of development. I am enclosing a set of proformae in which these statistics are required to be collected and compiled in respect of information other than what will be thrown out by the 1981 population census. The most suitable agency to whom you could entrust this job are the village patwaris who must collect and compile the requisite information in respect of the villages and towns which fall within their normal jurisdiction and they must do this under the close supervision of their respective tehsildars. In order that the tehsildars are able to have this job undertaken and accomplished promptly without any avoidable delay, I am endorsing a copy of this letter along with a set of the prescribed proformae and instructions to each territorial tehsildar for initiating immediate necessary action.

You will agree with me that the proposed District Census Handbooks can well serve your requirements of data for planning and development only if these are available to you for use immediately after the conclusion of the 1981 Census. We shall, however, be able to meet these expectations only if you could make your influence and authority to bear fully upon the data collection machinery namely, patwaris and tehsildars, and ensure that the requisite data for all villages and towns of your district in keeping with the prescribed proformae is furnished to my office within a period of six months from now. I would in this context venture to suggest that you may call a meeting of all the tehsildars specifically for this purpose and work-out a time schedule with them for the collection and compilation of the requisite data which you may later review on your routine meetings and discussions with them. You may also record your assessment of the progress of this work while on your routine inspection tours in the district.

Should there be any points for clarification, I would be happy to sort them out with you in the course of the meetings I am likely to have with you in connection with the implementation of the census programme.

Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-

(A. H. Khan)

Director of Census Operations,
Jammu & Kashmir

Encls. :—

No. Cen. 104/79 *Dated* 22-4-1980

(i) Copy along with a set of the prescribed proformae and instructions forwarded to all Tehsildars for favour of initiating immediate necessary action and sending a monthly report to this office indicating the progress made in the collection and compilation of the requisite information.

(ii) Copy for information to:—

1. All Naib Tehsildars of independent charge of Nayabats (Census Charge Officers).
2. President, Srinagar Municipal Council (City Census Officer).
3. Administrator, Jammu Municipality (City Census Officer).
4. Executive Officer, Badamibagh/Jammu Cantonment (Town Census Officer).
5. Secretary to the Chief Minister, J&K State, Srinagar.
6. Additional Chief Secretary, J&K State, Srinagar.
7. Secretary to Government, General Department, J&K, Srinagar.
8. Financial Commissioner, J&K, Srinagar.
9. Divisional Commissioner, Srinagar/Jammu.
10. Registrar General, India, New Delhi-110 011 (with one spare copy for his personal section).
11. All Directors of Census Operations. This has also reference to Registrar General's d.o. letter No. 9/22/79-CD (Cen.), dated 7-7-79.

12. Director Evaluation & Statistics, J&K, Srinagar.

13. Shri T. P. Abraham, Additional Director, Central Statistical Organisation, Sardar Patel Bhavan, Parliament Street, New Delhi-110 001. This has reference to Registrar General's d.o. letter No. 9/6/79-CD (Cen.), dated 8/12th November, 1979.

14. Deputy Director Census Operations, Jammu (with 5 spare copies).

15. Assistant Director, Census Operations, 116-Jawahar Nagar, Srinagar (with 5 spare copies).

16. General Manager, Ranbir Government Press, Jammu for publication in Government Gazette. This has reference to his letter No. RGPJ/FC/4/3933-34, dated 6-11-1979.

17. District Statistical Officer————————

Sd/-

Director of Census Operations,
Jammu & Kashmir

1981 CENSUS—CIRCULAR NO. 16

No. Cen. 104/79

Government of India
Ministry of Home Affairs
Directorate of Census Operations, J&K,
Srinagar.

Dated, the 22-4-80

To

All Principal Census Officers
(Deputy Commissioners)

Subject :—Village & Town Directory—Compilation of

Sir,

This is in continuation of this office circular No. 10 issued under Cen. No. 104/79, dated ———— on the above subject. I am enclosing another set of ———— — schedules information in respect of which is exclusively meant to be compiled in the offices of the municipalities and town/notified area committees to be incorporated as part of the Town Directory in the proposed District Census Handbooks. In order that this work is taken up promptly by the said agency, I am endorsing a copy of this letter along with the set of prescribed schedules and instructions to the heads of all the local bodies in your district for immediate necessary action. I should be grateful if you kindly ensure that this work is completed and the requisite information furnished to this office most expeditiously. You may review the progress of this work on the same lines as suggested in respect of the information to be collected and compiled through the tehsil offices.

Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-

(A. H. Khan)
Director of Census Operations,
Jammu & Kashmir

Encls. : As above.

No. Cen. 104/79 *Dated, the* 22-4-80

A. Copy along with a set of the schedules and instructions forwarded to:—

(1) Administrator, Jammu Municipality.

(2) Executive Officer, Badamibagh/Jammu Cantonment.

(3) Executive Officer, Srinagar Municipality Council.

(4) Chairman, Town/Notified Area Committee—— for favour of initiating immediate necessary action in the matter so as to ensure that the requisite data is received in this office by end of May, 1980.

B. Copy for information to:—

(1) All Tehsildars (Census Charge Officers).

(2) All Naib Tehsildars of independent charge of Nayabats (Census Charge Officers).

(3) Secretary to Chief Minister, J&K State, Srinagar.

(4) Additional Chief Secretary, J&K State, Srinagar.

(5) Secretary to Government, General Department, J&K, Srinagar.

(6) Financial Commissioner, J&K, Srinagar.

(7) Divisional Commissioner, Srinagar/Jammu.

(8) Registrar General, India, New Delhi-110 011 (with one spare copy for his personal section).

(9) All Directors of Census Operations. This has reference to Registrar General's d.o. letter No. 9/22/79-CD (Cen.), dated 7-7-1979.

(10) Director Evaluation & Statistics, J&K, Srinagar.

(11) Shri T. P. Abraham, Additional Director, Central Statistical Organisation, Sardar Patel Bhavan, Parliament Street, New Delhi-110 001. This has reference to Registrar General's d.o. letter No. 9/6/79-CD (Cen.), dated 8/12th November, 1979.

(12) Deputy Director Census Operations, Jammu (with 5 spare copies).

(13) Assistant Director, Census Operations, 116-Jawahar Nagar, Srinagar (with 5 spare copies).

(14) General Manager, Ranbir Government Press, Jammu for publication in Government Gazette. This has reference to his letter No. RGPJ/FC/4/3933-34, dated 6-11-1979.

(15) District Statistical Officer ————————/ Assistant Director, Planning and Statistics Staff Officer to Deputy Commissioner.

(16) All District Census Officers (Assistant Commissioners).

Sd./-

Director of Census Operations,
Jammu & Kashmir

1981 CENSUS—CIRCULAR NO. 17

No. Cen. 106/80

Government of India
Ministry of Home Affairs
Directorate of Census Operations, J&K, Srinagar

Dated, the 9-5-1980.

To

The Census Charge Officer, (Tehsildar)——
The City Census Officer, (Executive Officer), Srinagar Municipality.
The Town Census Officer, (Executive Officer), Badamibagh Cantonment.

Sir,

I am enclosing herewith a copy bringing out some very important *Points For Action* by you to ensure that all the preliminary and other arrangements for housenumbering and houselisting operations scheduled to begin in your charge from 1st May, 1980 and close on 31st May, 1980 have been completed.

Please check up and confirm.

Encl. : One.

Yours faithfully,

Sd./-
(H. L. Kalla)
Deputy Director,
Tele : 76786.

No. Cen. 106/80 *Dated*:—9-5-1980.

Copy alongwith a copy of the enclosures forwarded to:—

1. Principal Census Officer (Deputy Commissioner)——————.
2. District Census Officer (Assistant Commissioner)——————.
3. Additional District Census Officer, (Assistant Director planning and staff officer to Deputy Commissioner)——————.
4. Divisional Commissioner, Kashmir.
5. Financial Commissioner, J&K, Srinagar.
6. Director, Evaluation and Statistics, Old Secretariat, Srinagar.
7. Shri P. Padmanabha, Registrar General, India, New Delhi-110 011, (with one spare copy for his personal section).
8. Deputy Director, Census Operations, Jammu (with 5 spare copies).
9. Assistant Director, Regional Tabulation Office, 116-Jawahar Nagar, Srinagar.

Sd./-
(H. L. Kalla),
Deputy Director,
Tele: 76786.

POINTS FOR ACTION

1. The dates of field operation viz., 1st May, 1980 to 31st May, 1980 are made known to the field agency comprising of Enumerators, Supervisors and Deputy Charge Officers (Zonal Officers);
2. Suitable instructions have been given to all the village surpanches/numberdars/illaqa pathwaries/chowkidars to render necessary assistance to the enumerators, particularly those drafted from the Education Department, so that there is no omission or over-lappig in any area;
3. All the Enumerators/Supervisors/Deputy Charge Officers (Zonal Officers) have received census training for houselisting operations;
4. The various forms *printed in red* are meant for training purposes only and are, under no circumstances used by the enumerators during the actual operation. The forms meant for actual use are *printed in black.*
5. Identity Cards have been issued to all Enumerators and Supervisors;
6. Requisite number of various forms for actual use have already been given to the Enumerators. Similarly, abstracts meant for use of Supervisors, Deputy Charge Officers and Charge Officers have also been issued to all concerned.
7. The reserve quota of 10% of all the forms kept with the Census Charge Officers and District Census Officers is utilized for emergent and unforseable situations. In all cases, the forms are put to proper use and are not allowed to go waste at any stage.
8. Enumerator is aware that if more than one village has been allotted to him, all the records should be prepared and kept separately for each village;
9. Instructions have been given to the enumerators to note the relevant location particulars on the specified places provided in the notionol map, layout skeich, each page of the houselist and the houselist—abstract, enterprise list and the enterprise list abstract. The location code of district, tehsil and village/mohalla/ward is given in Arabic numerals while that of city/town is given in Roman numerals;
10. The housenumbering charges for Enumerators have already been paid to them against proper receipts;
11. Suitable instructions are issued to the effect that census housenumbers are painted at the walls or doors which are out of reach of children as also safe from rain;
12. Enumerators have been instructed to prepare a duplicate set of the houselist forms and one copy each of the remaning schedules/maps;

13. During the inspection of records the work done by the enumeration agency is checked to the extent given below:—

    (i) Checking of work of enumerators by Supervisors = 100%

    (ii) Checking of work of enumerators and supervisors by deputy charge officers (Zonal Officers) = 25%

    (iii) Checking of work of enumerators and supervisors by census charge officers/city census officer/town census officer of cantonment = 10%

14. A certificate in the following form is sent to this office at the close of the operations on 31-5-1980.

    "Certified that all areas falling within the charge ———— have been covered during houselisting operations 1981".

1981 CENSUS—CIRCULAR NO. 18

No. Cen. 84/80

Government of India
Ministry of Home Affairs
Directorate of Census Operations, J&K, Raj Bagh, Srinagar.

Dated, the 12-5-80

To

The Census Charge Officer (Tehsildar).
The Town Census Officer, (Executive Officer), Badamibagh Cantt.
} Kashmir Region and Doda District.

Subject :—Inspection of work done by the enumeration agency during housenumbering and houselisting operation in accessible (non-snowbound) areas of Kashmir Region and Doda district.

Sir,

As already indicated in the Census Calendar (Circular No. 10), field inspection of the work done by the census field agency comprising of enumerators, supervisors etc. will be conducted during the month of May, 80 by the officers of this Directorate. Accordingly the programme of inspection has been drawn out and is enclosed.

The inspecting teams will move to the various tehsil headquarters, towns and the main places as per the specified programme and check up the work done by the enumeration agency, correcting doubtful or erroneous entries noticed in the filled-in-schedules and whenever necessary explaining by practical demonstration how to fill-in the schedules accurately.

Accordingly, you will ensure that immediately on receipt of this communication, proper notices are given to the enumerators in such a way that at each specified centre, as many enumerators, supervisors and deputy charge officers as possible are asked to assemble on the specified date at 12 Noon. Needless to say, the enumerators will bring with them all records namely the filled-in notional map, layout sketch, houselist, enterprise list, abstracts etc.

Kindly confirm action taken in the matter per return of post.

Yours faithfully,

Sd/-
(A. H. Khan)
Director,

Encl :—One

No. Cen. 84/90 *Dated, the* 12-5-80

Copy alongwith a copy of the programme for information and necessary action to:—

1. All inspecting officers and their assistants.
2. Principal/Headmaster/Block Development Officer, ———— with the request that he may kindly make one class-room/office room available on the date of the inspection for the inspecting officers and the enumeration agency.
3. Director, Evaluation and Statistics, Old Secretariat, Srinagar.
4. Shri T. P. Abraham, Joint Director, Central Statistical Organisation, Sardar Patel Bhavan, Parliament Street, New Delhi-110 001.
5. Additional District Census Officer (Assistant Director, Planning and Staff Officer to Deputy Commissioner), ————/District Statistical Officer, *Doda.*
6. District Census Officer (Assistant Commissioner),————.
7. Divisional Commissioner, Kashmir.
8. Financial Commissioner, Jammu & Kashmir, Srinagar.
9. Secretary to Government, General Department, J&K, Srinagar.
10. Shri P. Padmanabha, Registrar General, India (with one spare copy for his personal section).
11. Deputy Director, Census Operations, Jammu (with 4 spare copies).
12. Assistant Director, Regional Tabulation Office, 116-Jawahar Nagar, Srinagar.

Sd/-
(H. L. Kalla)
Deputy Director

1981 CENSUS

CALENDAR FOR CHECKING OF FIELD WORK DURING THE FIRST PHASE OF CENSUS OPERATIONS NAMELY HOUSENUMBERING AND HOUSELISTING.

District	Tehsil	Venue	Date	Inspecting team
1	2	3	4	5
Doda . . .	Doda	1. G.H. School, Doda	22-5-80	S/Shri S.P. Arora
	Kishtwar	1. Institute of Education, Kishtwar	24-5-80	,, H.U. Malik
		2. Niabat Office, Chatru	26-5-80	
	Bhaderwah	1. Government Degree College, Bhaderwah	28 5-80	
	Ramban	1. G. H. S. School, Batote	30-5-80	
		2. Dak Bungalow, Ramban	31-5-80	
		3. G.H.S. School, Banihal	1-6-80	
Anantnag . . .	Pahalgam	1. Inspection Hut, Kathsu	21-5-80	S/Shri C. L. Chehra
		2. H.G. School, Pahalgam	22-5-80	,, M. Yusuf (I)
		3. G.H. School, Aishmuqam	23-5-80	,, A.M. Turey
	Anantnag	1. G.H. School, Mattan	24-5-80	
		2. Tensil Office, Anantnag	26-5-80	
		3. Town Hall, Bijbehara	27-5-80	
		4. G. H. School, Achabal	28-5-80	
		5. B.D.O's Office, Kokernag	29-5-80	
	Duru	1. Rest House, Duru	30-5-80	
		2. Dak Bungalow, Qazigund	31-5-80	
Pulwama . . .	Pulwama	1. B.D.O's Office, Pampore	21-5-80	S/Shri J.K. Nanda
		2. Tehsil Office, Pulwama	22-5-80	,, S.M. Yaqub
		3. G.H School, Rajpora	23-5-80	
		4. G.H. School, Neu	24-5-80	
Srinagar . . .	Ganderbal	1. Tehsil Office, Ganderbal	26-5-80	
		2. G.H. School, Nuner	27-5-80	
		3. G.H. School, Kangan	28-5-80	
		4. Rest House, Mansbal	29-5-80	
		5. G. H. School, Lar	30-5-80	
Baramula . . .	Baramula	1. Town Hall, Baramula	20-5-80	S/Shri G.M. Din
		2. B.D.O's Office, Pattan	21-5-80	P.K. Khosa
Kupwara . . .	Handwara	1. G.H. School, Langet	22-5-80	M. Yusuf (II)
		2. G.H. School, Pattan	23-5-80	
	Kupwara	1. Dak Bungalow, Kupwara	24-5-80	
		2. L.H. School, Kralpora	26-5-80	
		3. Rest House, Sogam	27-5-80	
Baramula . . .	Uri	1. Tehsil Office, Uri	28-5-80	
		2. Dak Bungalow, Chandanwarai	29-5-80	

1	2	3	4	5
Baramula . . .	Bandipore	1. Tehsil Office, Bandipore	21-5-80	S/Shri A.M. Kaloo
		2. Q.H. School, Nadihal	22-5-80	
		3. G.H. School, Unagam	23-5-80	,, G.M. Bhat
	Sopore	1. Tehsil Office, Sopore	24-5-80	,, T.P. Singh
		2. G.H. School, Haigam	26-5-80	
		3. G.H. Schoool, Dangiwachan	27-5-80	
		4. Panchayat Garh, Watragam	28-5-80	
		5. Agriculture College, Wadura	29-5-80	
		6. G.H. School, Wagoora	30-5-80	
Budgam . .	Budgam	1. G.H. School, Budgam	21-5-80	S/Shri Peer Bashir
		2. G.H. School, Khansahib	22-5-80	Ahmad.
		3. G.H. School, Soibug	23-5-80	G.A. Beigh.
	Beerwah	1. G.H. School, Beerwah	24-5-80	
		2. G.H. School, Magam	26-5-80	
		3. G.H. School, Narabal	27-5-80	
	Chadura	1. Tehsil Office, Chadura	28-5-80	
		2. G.H. School, Nagam	29-5-80	
		3. G.H. School, Chrari-Sharief	30-5-80	
Srinagar . . .	Srinagar	1. G.H. School, Khonmoh	21-5-80	S/Shri Mohd. Amin
		2. G.S. School, Khimber	22-5-80	,, Abdul Ahad.
		3. G.H. School, Draphama	23-5-80	,, G.M. Ganai
		4. Cantonment Board, Srinagar	24-5-80	
Baramula . . .	Gulmarg	1. Dak Bungalow, Tangmarg	26-5-80	
		2. G.M. School, Kunzer	27-5-80	
	Sonawari	1. Tehsil Office, Sumbal	28-5-80	
		2. G.H. School, Hajin	29-5-80	
		3. Niabat Office, Khanpeth	30-5-80	
Anantnag . . .	Kulgam	1. Tehsil Office, Kulgam	21-5-80	S/Shri Shams-ud-Din
		2. G.H. School, Manzgam	22-5-80	,, Khurshid Ahmd
		3. G.H. School, Quimoh	23-5-80	,, Basharat Ahmad
		4. G.H. School, Bugam	24-5-80	
Pulwama . . .	Shupiyan	1. Tehsil Office, Shupiyan	26-5-80	
		2. G.H. School, Zainapora	27-5-80	
		3. G.H. School, Herman	28-5-80	
		4. G.H. School, Warapora	29-5-80	
	Tral	1. Tensil Office, Tral	30-5-80	
		2. G.H. School, Dadsar	31-5-80	

Sd/-
(H. L. Katla)
Deputy Director

1981 CENSUS—CIRCULAR NO. 19

No. Cen. 165/80

Government of India
Ministry of Home Affairs
Directorate of Census Operations, J&K, Raj Bagh, Srinagar.

Dated, the 5-6-80

To

The Principal Census Officer (Deputy Commissioner),————————.
The District Census Officer (Assistant Commissioner),————————.
The Census Charge Officer (Tehsildar/Naib Tehsildar of independent Niabats),————————.

Subject:—Census of 1981—Training for the first and second phase viz; (i) houselisting operation & (ii) actual enumeration in inaccessible (snow-bound) areas of Jammu and Kashmir State.

Sir,

This has reference to circular No. 13, dated 26-4-1980 according to which the field operations for the first and second phase of the 1981 Census will be carried out in the *inaccessible (snow-bound)* areas of the State as per time schedule specified below:—

Phase I :	Housenumbering, Houselisting and preparation of Abridged Houselist.	16th August, 80 to 10th September, 80
Phase II :	(i) Actual Enumeration	11th Sept. 80 to 30th Sept, 80.
	(ii) Enumeration of Houseless persons.	Night between 30th Sept., 80 & 1st October, 80.
	(iii) Revisional Round .	1st October, 80 to 5th October, 80.

These phases will consist of the execution of the following tasks:—

A. Houselisting

(1) Preparation of Notional Map . . .	One copy
(2) Preparation of Layout Sketch . . .	One copy
(3) Numbering of Buildings and Census Houses	
(4) Filling up of Houselist	Two copies
(5) Preparation of Houselist Abstract . .	One copy
(6) Filling up of Enterprise List . . .	One copy
(7) Preparation of Enterprise List Abstract .	One copy
(8) Preparation of Supervisor's Circle Houselist Abstract.	One copy
(9) Preparation of Zanal/Charge/District Houselist Abstract.	One copy (each for rural and Urban areas)
(10) Preparation of Abridged Houselist . .	One copy

B. Enumeration

(1) Filling up the Household Schedule (including Population Record)

(2) Filling up the Individual Slip (Universal and Sample)

(3) Filling up the Enumerator's Working Sheet.

(4) Filling up the Enumerator's Abstract.

3. Two calendars of training have accordingly been drawn out and are indicated in the enclosed lists.

4. Calendar No. I indicates the dates of meetings with the Principal Census Officers (Deputy Commissioners), District Census Officers, Additional District Census Officers, Census Charge Officers & Deputy Charge Officers. During these meetings, a discussion course will be held regarding the method and sequence in which the Houselisting Operations and Individual Enumeration are to be organised in snow-bound areas and the various concepts and definitions that are to be kept in mind while carrying out these operations. *The Principal Census Officers, (Deputy Commissioners) are requested to confirm the dates shown in calendar No. I immediately.*

5. Calendar No. II indicates the training programme for the field agency consisting of enumerators, supervisors and deputy charge officers. According to it, the plan is that every enumerator, supervisor and zonal officer gets intensive training in a camp for a period of four days consecutively. Wherever more than one camps of training have been shown in the calendar to be organised at the same venue and training centre, *you will have to ensure that the trainees are called to attend training camps in convenient batches according to the dates fixed for each camp in such a manner that each batch of trainees receives the training for once only.* You should, therefore, ensure that proper notices are given to each trainee about the dates he would be required to attend the training camp as per programme given in Calendar No. II. The Charge Officers (Tehsildars) are required to issue timely instructions to the field agency in this behalf.

6. The training at each camp is proposed to start at 11 a.m. sharp on all specified dates and run upto 4.30 p.m. with a lunch break for half an hour.

7. *You will kindly ensure that all the enumerators, supervisory and deputy charge officers (including those held in reserve) appointed by you in the inaccessible (snow-bound) areas of your geographic jurisdiction attend the training punctually on the scheduled dates and participate in the programme fully and actively.*

8. However, if for any reason, any of the enumerators/supervisors/deputy charge officers fail to report for training, it will be your personal responsibility to impart necessary training to all such absentees well before the commencement of the field operations. I may mention that because of our own pressing preoccupations, the Directorate of Census Operations will not be in a position to spare any of its officers to assist in the holding of such training camps.

9. If you find it necessary to change any of the proposed venues of training shown in col. 4 of the enclosed Calendar No. II, you may do so with simultaneous intimation to this office for information of the team of training officers being deputed from this Directorate. It would be preferable if all the venues are fixed in the Higher Secondary/High Schools where there is no problem about seating of participants. You

may please approach the concerned Principals/Headmasters so as to have a class-room reserved in advance for the specified dates of training.

10. Last but not the least, you will kindly ensure that proper and adequate seating arrangements are made for the trainees. Besides, at every training course, whether held for discussions with the (i) Principal/District/Additional District Census Officers or (ii) with enumerators, supervisors and deputy charge officers, black-boards, chalk-sticks and dusters would also be required to facilitate imparting of training with the aid of examples and illustrations.

11. Kindly acknowledge receipt of this letter per return of post on the enclosed Acknowledgement Form.

Yours faithfully,

Sd/-

(A. H. Khan)
Director.

Encls. :—

Training Calendar I = 1 leaf
Training Calendar II = 2 leaves
Acknowledgement Form = 1 leaf

No. Cen. 84/80 *Dated* 5-6-1980

A. Copy alongwith a copy of the enclosures forwarded for information and necessary action to:—

(1) Director, Evaluation & Statistics, J&K, Old Secretariat, Srinagar (with 2 spare copies).
(2) Shri ———— Assistant Director, Plannng & Statistics, Staff Officer to Deputy Commissioner————/District Statistical Officer,————.
(3) General Manager, Ranbir Government Press, Jammu for publication in Government Gazette. This has reference to his letter No. RGPJ/FC/4/3933-34, dated 6-11-1979.
(4) Deputy Director, Census Operations, 80-Dogra Hall, Exchange Road, Jammu (with 4 spare copies).
(5) Assistant Director. Regional Tabulation Office, 116-Jawahar Nagar, Srinagar.

B. Copy alongwith a copy of the enclosures forwarded for information to:—

(1) Chief Secretary, J&K Government, Srinagar.
(2) Additional Chief Secretary, J&K Government, Srinagar.
(3) Secretary to Government, General Department, J&K, Srinagar.
(4) Secretary to Government, Education Department, J&K, Srinagar.
(5) Director of Education (Boys), J&K, Srinagar.
(6) Financial Commissioner, J&K, Srinagar.
(7) Divisional Commissioner, Kashmir/Jammu.
(8) Chief Conservator of Forests, J&K, Srinagar.
(9) Divisional Forest Officer,————,
(10) Shri P. Padmanabha, I.A.S., Registrar General, India, 2-A, Mansingh Road, New Delhi-110011 (with one spare copy for record in his personal section).
(11) Shri T. P. Abraham, Additional Director, Central Statistical Organisation, Sardar Patel Bhawan, Parliament Street, New Delhi-110001.
(12) All Directors of Census Operations.
(13) Executive Officer, Srinagar Municipal Council/Badamibagh Cantonment/Jammu Cantonment.

Sd./-

(H. L. Kalla)
Deputy Director

Encls :—

Training Calendar I = 1 leaf
Training Calendar II = 2 leaves
Acknowledgement Form = 1 leaf

1981 CENSUS

CALENDAR NO. I

TRAINING DISCUSSION WITH PRINCIPAL/DISTRICT/ADDITIONAL DISTRICT CENSUS OFFICERS, CENSUS CHARGE OFFICERS AND DEPUTY CHARGE OFFICERS (HOUSELISTING OPERATION AND ACTUAL CENSUS ENUMERATION IN SNOW-BOUND AREA OF JAMMU AND KASHMIR STATE)

District	Dates of training discussion	Venue
Doda . . .	23-6-1980	To be fixed by the Deputy Commissioner, preferably Batote.
Udhampur . .	25-6-1980	Deputy Commissioner's Office, Udhampur.
Kathua . .	26-6-1980	Deputy Commissioner's Office, Kathua.
Rajauri . .	28-6-1980	Deputy Commissioner's Office, Rajauri.
Punch . .	30-6-1980	Deputy Commissioner's Office, Punch.
Anantnag . .	7-7-1980	Deputy Commissioner's Office, Anantnag.
Srinagar . .	8-7-1980	Deputy Commissioner's Office, Srinagar.
Baramula . .	9-7-1980	Deputy Commissioners Office, Baramula.
Kupwara . .	10-7-1980	Deputy Commissioner's Office, Kupwara.
Kargil . . .	15-7-1980	Deputy Commissioner's Office, Kargil.
Ladakh . .	17-7-1980	Deputy Commissioner's Office, Ladakh.

1981 CENSUS

CALENDAR NO. 11

TRAINING PROGRAMME FOR CENSUS CHARGE OFFICERS, DEPUTY CHARGE OFFICERS ,SUPERVISORS AND ENUMERATORS (HOUSELISTING OPERATION AND ACTUAL CENSUS ENUMEIRATION IN SNOW-BOUND AREAS OF JAMMU AND KASHMIR STATE)

Tehsil	Training Camp No.	Date of training	Proposed Venue of Training
1	2	3	4
TEAM No.1			
Pahalgam	I	22-7-1980 23-7-1980 24-7-1980 25-7-1980	Govt. High School, Pahalgam
Ganderbal	II	28-7-1980 29-7-1980 30-7-1980 31-7-1980	Rest House, Sonamarg
Bandipore	III	4-8-1980 5-8-1980 6-8-1980 7-8-1980	Gurez (Exact venue to be fixed by Naib tehsildar Gurez and communicated to this office).
TEAM NO. 2			
Karnah	I	22-7-1980 23-7-1980 24-7-1980 25-7-1980	Rest House, Tangdara
Kupwara	II	28-7-1980 29-7-1980 30-7-1980 31-7-1980	Rest House, Keran
Gulmarg	III	4-8-1980 5-8-1980 6-8-1980 7-8-1980	Dak Bungalow, Tangmarg
TEAM NO. 3			
Kargil	I	22-7-1980 23-7-1980 24-7-1980 25-7-1980	Tehsil Office, Kargil
	II	26-7-1980 28-7-1980 29-7-1980 30-7-1980	Tehsil Office, Kargil
Zanskar	III	4-8-1980 5-8-1980 6-8-1980 7-8-1980	Tehsil Office, Kargil
TEAM NO. 4			
Leh	I	22-7-1980 23-7-1980 24-7-1980 25-7-1980	Tehsil Office, Leh.
	II	26-7-1980 28-7-1980 29-7-1980 30-7-1980	Tehsil Office. Leh
	III	4-8-1980 5-8-1980 6-8-1980 7-8-1980	Niabat Office, Nyoma
TEAM NO. 5			
Doda	I	9-7-1980 10-7-1980 11-7-1980 12-7-1980	Govt. Higher Secondary School, Doda.
Bhaderwah	II	14-7-1980 15-7-1980 16-7-1980 17-7-1980	Govt. Degree College, Bhaderwah.
	III	18-7-1980 19-7-1980 21-7-1980 22-7-1980	Govt. Degree College, Baderwah.
Kishtwar	IV	24-7-1980 25-7-1980 26-7-1980 28-7-1980	Institute of Education, Kishtwar.
	V	29-7-1980 30-7-1980 31-7-1980 1-8-1980	Institute of Education. Kishtwar.
TEAM NO. 6			
Ramban	I	9-7-1980 10-7-1980 11-7-1980 12-7-1980	Govt. Higher Secondary School, Batote.
	II	14-7-1980 15-7-1980 16-7-1980 17-7-1980	Govt. Higher Secondary School, Ramban.
Gool Gulab Garh.	III	19-7-1980 21-7-1980 22-7-1980 23-7-1980	Niabat Office, Gool
	IV	24-7-1980 25-7-1980 26-7-1980 28-7-1980	Niabat Office, Gool
Udhampur	V	30-7-1980 31-7-1980 1-8-1980 2-8-1980	Govt. Higher Secondary School, Udhampur.
Ramnagar	VI	4-8-1980 5-8-1980 6-8-1980 7-8-1980	Tehsil Office, Ramnagar

1	2	3	4
TEAM NO. 7			
Budhal	I	4-7-1980 5-7-1980 7-7-1980 8-7-1980	Tehsil Office, Kartranka/ Bakhori.
Haveli	II	11-7-1980 12-7-1980 14-7-1980 15-7-1980	Niabat Office, Mandi/Loren (Exact venue to be fixed by Tehsildar Haveli and communicated to this office)
Mendhar	III	17-7-1980 18-7-1980 19-7-1980 21-7-1980	Tehsil Office, Mendhar
Billawar	IV	25-7-1980 26-7-1980 28-7-1980 29-7-1980	Tehsil Office, Billawar
Boshohli	V	5-8-1980 6-8-1980 7-8-1980 9-8-1980	Niabat Office, Bani.

CIRCULAR NO. 20

Government of India
Ministry of Home Affairs
Directorate of Census Operations,
J&K, Srinagar

No. Cen. 166/80
Dated : 27-9-1980

To

(1) The District Census Officer,—
(2) The Census Charge Officer,—
(3) The City Census Officer, Srinagar Municipality.
(4) The Town Census Officer, Badamibagh Cantonment.

} Kashmir region and Doda district

Subject :—Collection and despatch of houselising records—instructions regarding.

Sir,

Your attention is drawn to items 40 to 44 on page 4 of the Census Calendar forwarded under circular No. 4 regarding the *Mode of collection of Houselisting Records from the field agency and submission thereof to the Directorate of Census Operations, Jammu & Kashmir.*

2. As you are already aware, the field operations for houselisting in the accessible areas of Kashmir Province and Doda district have been concluded on 31st May, 1980. During this period, the enumerators were required to prepare various maps and fill in schedules, forms etc. as per following details:

S. No.	Item of work	Copies to be prepared
1.	Notional Map	one
2.	Layout Sketch	one
3.	Houselist	two
4.	Houselist Abstract	one
5.	Enterprise List	one
6.	Enterprise List Abstract	one

3. The enumerators will handover all the above maps, schedules etc., properly signed and tagged, to their supervisors *alongwith un-used forms, if any, by* 5-6-1980.

4. The supervisor, after checking the records on 100% basis and affixing his signatures on each and every document will prepare an Abstract known as the *Supervisor's Circle Houselist Abstract on the basis of the information compiled by the enumerator in the Houselist Abstract.* He will verify the records of each block under his circle and ensure the receipt of all the records relating to his circle. Subsequently *he will hand-over all the records alongwith un-used forms to his Deputy Charge Officer (Zonal Officer) by* 9-6-1980.

5. As in the case of supervisor, the Deputy Charge Officer (Zonal Officer) will also prepare an Abstract, Circle-wise, for his zone and submit the records to the Census Charge Officer or the City Census Officer or the Town Census Officer of Cantonment, as the case may be by 14-6-1980.

6. The Census Charge Officer/City Census Officer (Srinagar Municipality)/Town Census Officer (Badamibagh Cantonment) will also prepare a similar Abstract, Zone-wise separately for rural and urban areas of his charge. He will subsequently prepare an inventory in duplicate of all the census documents received from the Deputy Charge Officer separately for rural and urban sector of his charge in the proforma enclosed with this letter and submit the records to the District Census Officer by 20h June, 1980.

7. Likewise, the District Census Officer (Asstt. Commissioner, Headquarters) shall also prepare an Abstract charge-wise, separately for the rural and urban sector of the district and send it to the office of the Director of Census Operations, J&K, Srinagar by 25th June, 1980.

8. Copies of the Abstracts to be prepared at the level of Supervisors, Deputy Charge Officer, Census Charge Officer, City Census Officer/Town Census Officer, District Census Officer have already been given to them during the training camps in March/April, 1980.

9. After collecting all the filled-in records relating to all the enumerator's blocks in your charge, these shoud be packed neatly in the gunny bags.

10. Out of the documents mentioned above, some are to be retained by the Census Charge Officers; some

are to be forwarded to this office and some to the Assistant Director, Planning & Statistics/District Statistical officer concerned as indicated below :—

(i) The bundles of the Notional Maps and Layout Skethes will be retained by the Census Charge Officer till further instructions.

(ii) One copy of the filled-in Houselist forms from each block in a charge will also be retained by the Charge Officer until further instructions are issued.

(iii) The other set of filled-in Houselist Forms for each block as well as the bundles of Houselist Abstracts will be sent to the Office of the Director of Census Operations, Srinagar. For this purpose, this office shall be deputing its officials to the various District headquarters immediately after 20th June, 1980. These officials will check up the records block-wise on spot and carry these alongwith them.

(iv) The bundles of filled-in Enterprise lists, Enterprise List Abstract must be forwarded to the concerned Assistant Director, Planning and Statistics/District Statistical Officer at the District Headquarters.

(v) The unutilized block sheets/forms of the Notional maps, Layout sketches, Houselists and Houselist Abstracts may be packed in bundles and handed over to our messenger alongwith records, while the unutilized blank Enterprise lists and the Enterprise list Abstracts may be sent to the Assistant Direcor, Planning and Statistics/District Statistical Officer concerned.

You are requested kindly to ensure personally that the instructions & procedure outlined above are followed meticulously in order to ensure the arrangement and deliver records in an organised and systematic manner in respect of each rural and urban enumeration block of your charge/district by the time schedule stipulated above.

Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-

(H. L. Kalla)

Deputy Director

No. Cen. 166/80 *Dated*: 27-9-1980

Copy to:—

1. Divisional Commisioner, Kashmir.
2. Financial Commissioner, J&K, Srinagar.
3. Secretary to Government General Department, J&K, Srinagar.
4. Additional District Census Officer (Assistant Director, Planning & Statistics, Staff Officer to Deputy Commissioner ————————/District Statistical Officer),————————.
5. Shri P. Padmanabha, Registrar General, India, (with one spare copy for record in his personal section).
6. Director, Evaluation & Statistics, J&K, Srinagar.
7. Assistant Director Census Operations, 116-Jawahar Nagar, Srinagar.
8. General Manager, Ranbir, Government Press, Jammu for publication in Government Gazettee. This has reference to his letter No. RGPJ/FC/3933-34, dated 6-11-1979.
9. Shri T. P. Abraham, Joint Director, Central Statistical Organisation, Sardar Patel Bhawan, Parliament Street, New Delhi-110 001.
10. Deputy Director Census Operations, Jammu.

Sd/-

Deputy Director,
Census Operations, J&K,
Srinagar.

RURAL/URBAN

CENSUS OF INDIA 1981—HOUSELISTING OPERATIONS

Inventory of documents received

Name of District———————————————— Name of Tehsil/Town/City

Enumerators Name & (Enumerators Block) No.	Name of Village/Mohalla Ward	Code No.	Number of sheets received							Date of receipt at the District Head-quarters	Remarks
			Notional map		Layout sketch		Houselist		Enumera-tors Houselist Abstract		
			Used	Unused	Used	Unused	Used	Unused			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

18—136 R. G. India/ND/86

1981 CENSUS

CIRCULAR NO. 22

No. Cen. 166(II)/80

Government of India
Ministry of Home Affairs
Directorate of Census Operations. J&K, Srinagar.

Dated, the 25-9-1980

To

The Tehsildar (Census Charge Officer) Pahalgam, Ganderbal, Gulmarg, Bandipore, Karnah, Kupwara, Leh, Kargil, Zanskar, Doda, Kishtwar, Bhaderwah, Ramban, Ramnagar, Udhampur, Gool Gulab Garh, Bashohli, Billawar, Haveli and Mendhar.

Subject :—1981 Census—Collection of records from the field agency and despatch thereof to the Census Directorate Srinagar/Jammu—Instructions regarding (snow-bound areas only).

Sir,

I write this to draw your attention to relevant items of the census calendar forwarded under this office circular No. 4 regarding the mode of collection of records, from the field agency and submission thereof to the Census Office, Srinagar/Jammu.

2. As you know, the field operations for both the phases of census viz. (i) Houselisting and (ii) Actual Enumeration in the SNOW BOUND AREAS of Jammu and Kashmir State will be concluded on 5th of October, 1980. During this period, the enumerators will have prepared various documents as per following details:

A. Houselisting—Item of work

1. Notional Maps
2. Layout Sketches
3. Houselists (two copies)
4. Houselist Abstracts
5. Enterprise Lists.
6. Enterprise List Abstracts.

B. Actual Enumeration

1. Abridged Houselists
2. Household Schedules
3. Individual Slips
4. Enumerators working Sheet (in three sets tagged together).
5. Enumerators Abstracts
6. Degree Holder & Technical Personnel Schedules
7. Statement showing number of Degree Holder and Technical Personnel Schedules received, issued filled-in Schedules collected and blank Schedules returned.

3. At the level of supervisors and deputy charge officers, Supervisors & Zonal Abstracts will have been prepared both pertaining to the Houselist as also the Population Record on the basis of which you will compile your own Charge Abstracts.

4. I am giving below the various stages involved in the collection of these records from the enumerators, supervisors, deputy charge officers (zonal Officers) and census charge officers and the various inventories of records which have to be prepared at the various levels and the manner in which the records have to be collected. You are requested to bring these instructions to the notice of all concerned so as to ensure timely submission of records at the various levels.

5. The enumerator is required to handover all the documents listed under para 2 (A & B) above with an inventory to his supervisor by *15-10-1980*. The inventory is to be prepared in duplicate. One copy of the inventory will be retained by the enumerator after taking signature of his supervisor and the other copy will be handed over along with records to the supervisor.

6. For this purpose, the required sheets of inventory (Appendix-I) are enclosed herewith which may please be distributed amongst enumerators at the rate of 2 copies per block.

7. The supervisor will also prepare an inventory in duplicate for his circle. He will retain one copy of this inventory after obtaining the signatures of the census clerk when he hands over records of his circle to him along with the original copies of each of the inventories prepared by the concerned enumerators for their respective blocks by *22-10-1980*.

8. For this purpose, the required sheets of inventory (Appendix-II) are enclosed herewith. You are requested to distribute these amongst supervisors at the rate of 2 copies per supervisory circle.

9. The supervisor should also consolidate all the statements submitted by enumerators showing the number of Degree Holder and Technical Personnel Schedules received, issued, filled-in schedules collected and blank schedules, returned ond handover the same in the Tehsil Office.

10. The Deputy Charge Officer will prepare the Zonal Abstracts and submit it to the Census Charge Officer, duly authenticated, direct.

11. The census clerk should carefully check all the records relating to each enumerator's block and sign only after satisfying himself about the correctness of the inventory.

12. He will prepare an inventory (in duplicate) in ascending order of enumerators blocks for the entire charge with the help of inventories originally prepared by the enumerators and subsequently submitted by supervisors at the time of handing over the records relating to their circles. One copy will be retained for

record in the tehsil office and the other copy will be handed over to Census Office alongwith the records by *31-10-1980.*

13. The records of Enterprise List and Enterprise List Abstract will be sent to the Assistant Director, Planning and Statisics cum Saff Officer to Deputy Commissioner/District Statistical Officer of the district concerned.

14. For this purpose, the required sheets of inventory (Appendix-III) are enclosed herewith for use in the tehsil office.

15. All blank schedules like Houselists, Individual Slips, Household Schedules, Degree Holder Schedules etc. should also be handed over to the Census Department in accordance with a list giving the details for these blank schedules in duplicate. Out of these lists, one will be retained at the tehsil office and one sent to the Census Department, Srinagar/Jammu along with the filled in records.

16. In the tehsil office, a consolidated statement should be prepared for the entire tehsil for the "Statement of Degree Holder and Technical Personnel Schedules" from that submitted by the Supervisors for their respective circles and sent to the Census Department along with other records.

17. In so far as Supervisors Circle Abstracts and Zonal Abstracts are concerned, the supervisors and deputy charge officers (zonal officers) need not prepare any inventory. They should however authenticate their respective statements and hand these over in the charge offices where the charge officer will prepare the Charge Houselist Abstract in duplicate and separately for rural and urban areas and send one copy to this office along with other records. He will send the other copy to the Principal Census Officer for preparation of District Houselist Abstract, separately for rural and urban areas.

18. Before submitting the records to the Census Office, it should be ensured that these are arranged in ascending order of enumerators block numbers. The records should subsequently be packed neatly in the gunny bags, taking care to see that filled-in-indivdual slip pads and household schedule books are tagged with thread separately blockwise.

19. All the records relating to Kashmir Province should be sent to the Census Office, Srinagar while those relating to Jammu Province to Census Office, Jammu on the address given below :—

Address of Srinagar Office	Address of Jammu Office
Assistant Director Census Department, Mir Manzil, Baran Pathar, Batamalloo, Srinagar. (Tele. No. 77338)	Deputy Director, Census Department, 80-Dogra Hall, Exchange Road, Jammu (Tele-No. 5694)

20. The instructions contained in this letter should be strictly followed.

Receipt of this letter may please be acknowledged.

Encls. :

(i) Appendix I (Inventory for Enumerators)——— Sheets

(ii) Appendix II (Inventory for Supervisors)——— Sheets

(iii) Appendix III (Inventory for Census Clerks)——— Sheets

Yours faithfully,

Sd/-

(A. H. Khan)

Director of Census Operations, Jammu & Kashmir

No. Cen. 166(II)/80 *Dated* : 25-9-1980

A. Copy for information and necessary action to :—

(i) Deputy Commissioner (Principal Census Officer) ————. He is requested to prepare the District Houselist Abstract, separately for rural and urban areas and submit it to this office by 1-11-1980.

(ii) Assistant Commissioner (District Census Officer) ————.

(iii) Assistant Director, Planning & Statistics-cum-Staff Officer to Deputy Commissioner/District Statistical Officer (Additional District Census Officer)————.

(iv) Director, Evaluation & Statistics, Jammu & Kashmir, Old Secretariat, Srinagar. He is requested to make necessary arrangements for collection of records relating to Economic Census.

(v) Deputy Director, Census Department, 80-Dogra Hall, Exchange Road, Jammu (with 5 spare copies).

(vi) Assistant Director, Regional Tabulation Office, Batamaloo, Srinagar (with 5 spare copies).

B. Copy for information to:—

(i) Shri P. Padmanabha, Registrar General, India, New Delhi-110 011, (with one spare copy for use in his personal section).

(ii) Secretary to Government, General Department, J&K, Srinagar.

(iii) Divisional Commissioner, Kashmir/Jammu.

(iv) The Director of Census Operations, ————.

Sd/-

Director.

1981 CENSUS—CIRCULAR NO. 23

Government of India
Ministry of Home Affairs
Directorate of Census Operations
J&K. Srinagar

No. Cen. 166(II)/80
Dated : 27-9-1980

To

The Tehsildar (Census Charge Officer), Pahalgam, Ganderbal Gulmarg, Bandipore, Karnah, Kupwara, Leh, Kargil, Zanskar, Doda, Kishtwar, Bhaderwah, Ramban, Ramnagar, Udhampur, Gool Gulab Garh, Basholi Billawar, Haveli and Mendhar.

Subject:—1981 Census—collection of records from the field agency and despatch thereof to the Census Directorate Srinagar/Jammu—Instructions regarding (Snow-bound areas only).

Sir,

This is in continuation of this office circular No. 22 [letter No. Cen. 166(II)/80, dated 25-9-1980] on the above subject.

2. In para 3 of the letter it has been indicated that at the level of Supervisors and Deputy Charge Officers, Supervisory Circle and Zonal Abstracts will have been prepared both pertaining to the *Houselist* as also the Population Record on the basis of which the Census Charge Officers will compile their own Charge Abstracts. In this connection, it may be stated that the Supervisors and Dy. Charge Officers (Zonal Officers) have already been supplied with blank forms of Supervisory Circle *Houselist* Abstracts and Zonal *Houselist* Abstracts respectively. They will therefore make use of these forms for preparing their respective *Houselist* Abstracts.

3. In the case of the Supervisor's Abstract to be prepared for *Actual Enumeration* for his circle on the basis of the entries given in the Population Record, the supervisor will make use of the "Enumerator's working Sheet". He will however change the heading of Col. 2 to read it as "Enumerator's block No." Each line of the Working Sheet will be used for posting the entries of block total; which figures will be readily available from the last page of the Working Sheet of each enumerator block.

4. The Deputy Charge Officer (Zonal Officer) will also prepare a similar Abstract by posting the relevant entries from the Working Sheets prepared by his supervisors. Before doing so however he will change the heading of Col. 2 of the Working Sheet to read it as "Supervisor's Circle Number". This would mean that the Zonal Officer will enter the totals of one Supervisory Circle in each line of the Working Sheet. The grand totals for his zone will be struck at the end.

5. Likewise, when the Census Charge Officer (Tehsildar) receives the records from the supervisors as per procedure indicated in paras 7 to 12 of circular No. 22, he will take up the "Enumerators Working Sheets" for each block and process those for, arriving at provisional results for onward transmission to this office. In order to facilitate the compilation work, the Charge Officer will maintain a register prepared on the basis of "Enumerators Working Sheet" itself. He will however change the heading of column 2 to read it as "Enumerator's block number". When the records are received in the Tehsil Office by or before 22-10-1980., the tehsildar should immediately get the posting started in this register. Each line of the register will be used for posting the details of one enumerator's block. The grand totals will be given in the end to arrive at the figures for the snowbound sector of the tehsil. It should be convenient for the Charge Officers to write up in advance in this register the block numbers so that there is no confusion in compiling the provisional totals later when the actual records are received. The Supervisors & Zonal Abstracts compiled by the Supervisors & Deputy Charge Officers, may be used as a cross-check for the correctness of the Abstract Totals compiled independently in the Tehsil Office at the Charge level.

6. These instructions should be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-
(A. H. Khan)
Director of Census Operations,
Jammu & Kashmir

No. Cen. 166(II)/80 *Dated* : 27-9-1980

A. Copy for information and necessary action to:—

(i) Deputy Commssioner (Principal Census Officer), ————————.

(ii) Assistant Commissioner (District Census Officer),————————.

(iii) Assistant Director, Planning & Statistics-cum-Staff Officer to Deputy Commissioner/District Statistical Officer (Additional District Census Officer)————————.

(iv) Director, Evaluation & Statistics, Jammu & Kashmir, Old Secertariat, Srinagar. He is requested to make necessary arrangements for collection of records relating to Economic Census.

(v) Deputy Director, Census Department, 80-Dogra Hall, Exchange Road, Jammu (with 5 spare copies).

(vi) Assistant Director, Regional Tabulation Office, Batamalloo, Srinagar (with 5 spare copies).

B. Copy for information to:—

(i) Shri P. Padmanabha, Registrar General, India, New Delhi-110 011 (with one spare copy for use in his personal section).

(ii) Secretary to Government, General Department, J&K. Srinagar.

(iii) Divisional Commissioner, Kashmir/Jammu.

(iv) The Director of Census Operations ————————.

Sd/-
Director.

URGENT

1981 CENSUS—CIRCULAR NO. 24

No. Cen. 187/80

Dated : 30-9-1980

To

The Principal Census Officer— ——— } holly or
(Deputy Commissioner) } partly snow-
The Census Charge Officer——————— } bound distri-
(Tehsildar) } cts/tehsil

Subject :—Provisional Population Totals

Sir,

This is in continuation of this office circular No. 23, dated 27-9-1980 under which the Census Charge Officers are required to prepare the provisional population results on the basis of the column headings of the Enumerator's Working Sheets and send the same to this office alongwith all records immediately after 22-10-1980.

However, prior to the submission of this detailed abstract, the Charge Officers are required to communicate the provisional totals to the Principal Census Officers as well as the Director of Census Operations, Jammu & Kashmir by the quickest possible means in the following format so as to reach this office by *13-10-1980* without fail.

1981 CENSUS PROVISIONAL TOTALS

CHARGE———— DISTRICT————

MALES———— FEMALES————

TOTAL POPULATION——— LITERATE MALES————

LITERATE FEMALES——— TOTAL LITERATES————

For this purpose, the Charge Officers are requested to get immediately in touch with the respective deputy charge officers (zonal officers) and ask them to communicate the zonal figures in the above format so as to reach the Charge Offices well before 13-10-1980. These figures may be compiled to arrive at the Charge figures which should be communicated to this office by *express telegram* or *wireless message* or *over phone* a post copy of which must be sent both to Deputy Commissioner and Director of Census Operations in confirmation.

Similarly, the Principal Census Officers should simultaneously communicate the District figures to the Director of Census Operations in the above format by *15-10-1980.*

The format in which the figures are to be communicated by telegram or wireless message will be adopted in case the information is given over the telphone.

Telegraphic address/Full address/Telephone Numbers of this office are given below:—

Telegraphic Address = Kashcensus Srinagar

	Srinagar	Jammu
Telephone numbers	76786	5694
	71029	..

Full Address = Director of Census Operations, Raj Bagh Near 'Harco House, Zero Bridge, Srinagar (Kmr.)

Deputy Director, Census Department 80-Dogra Hall, Exchange Road, Jammu.

Necessary instructions contained in this letter may kindly be issued to all concerned for strict compliance.

Yours faithfully,

Sd/-

(A. H. Khan)

Director of Census Operations, Jammu & Kashmir.

No. Cen. 187/80 *Dated* 30-9-1980

A. Copy for information and necessary action to:—

(i) Assistant Commissioner (District Census Officer)

(ii) Assistant Director, Planning & Statistics-cum-Staff Officer to Deputy Commissioner/District Statistical Officer (Additional District Census Officer)————————.

(iii) Deputy Director, Census Department, 80-Dogra Hall, Exchange Road, Jammu (with 5 spare copies). The provisional totals sent to him direct by the Tehsildar/Deputy Commissioners may be communicated to this office immediately on receipt.

(iv) Assistant Director, Regional Tabulation Office, Batmaloo, Srinagar (with 5 spare copies).

B. Copy for information to:—

(i) Shri P. Padmanabha, Registrar General, India, New Delhi-110 011 (with one spare copy for use in his personal section).

(ii) Secretary to Government, General Department, J&K, Srinagar.

(iii) Divisional Commissioner, Kashmir/Jammu.

(iv) Director, Evaluation & Statistics, Jammu & Kashmir, Old Secretariat, Srinagar.

(v) Director of Census Operations,————————.

Sd/-

Director

URGENT

1981 CENSUS—CIRCULAR NO. 25

Government of India
Ministry of Home Affairs
Directorate of Census Operations, J&K, Raj Bagh Srinagar.

No. Cen. 83/80
Dated, the 3-10-1980

To

1. All Deputy Commissioners, (Principal Census Offices)
2. All Tehsildars, (Census Charge Officers)

} Except wholly snowbound districts viz ; Ladakh and Kargil and Karnah tehsil.

3. Executive Officer, Srinagar/Jammu Municipality, (City Census Officer)

4. Executive Officer, Badamibagh/Jammu Cantt., (Town Census Officer)

Subject :—1981 population Census—Revised Calendar of Operations.

Sir,

1 write this in follow up of the round of detailed discussions held with you recently and in partial modification of the Calendar of 1981 Census enumeartion sent under Circular No. 4.

2. As clarified in these discussions, the revised calendar for the conduct of the second phase of the 1981 Census, viz.; General Enumeration, in the *Accessible Areas* of Jammu and Kashmir State stands approved as under:—

PERIOD OF ENUMERATION	20TH APRIL TO 5TH MAY, 1981 SUNRISE
REFERENCE DATE	OF 6TH MAY, 1981
REVISIONAL ROUND	6TH-10TH MAY, 1981

3. A copy of the revised calendar indicating the time schedule for various tasks to be accomplished from October, 1980 onwards in this behalf is enclosed for your reference and constant review. I must reiterate here that each task indicated in the calendar must be accomplished strictly in keeping with the specified time schedule. This would warrant your attention to every single detail leaving nothing to chance, I and my officers in this Directorate shall be meeting you again in due course to afford necessary guidance and assistance you may need from time to time.

4. I hardly need to tell you how much importance the State Government at the highest level attach to this vital operation being conducted thoroughly, efficiently and strictly according to the set schedule. Even the Matriculation Examination dates are being rescheduled to avoid any clash with the programme of Census Operations and keep the enumeration hierarchy freely available to discharge their census field duties smoothly. It is however entirely upto you to translate the intentions of the Government into action and deliver the results according to their expectations.

5. As indicated in the enclosed calendar, intensive training camps are programmed for all census charge officers, deputy charge officers, supervisors and enumerators as to what is to be done and how it is to be done so that no room is left for any doubt or ambiguity in the execution of the field enumeration and compilation of results. Meanwhile, a set of the prescribed schedules and questionnaries and detailed instruction books explaining all the concepts and definitions and procedure of enumeration in detail is enclosed for your information and study.

6. For the present kindly make sure that the following preliminaries set out in the calendar and discussed in the recent meetings are accomplished well on time as indicated below :—

(i) The Rural/Urban Charge Registers must be updated by the end of October, 1980. The Registers should give complete list of zonal officers, supervisors and enumerators by their full name and address (both official and residential) together with the areas allotted to each Changes, if any, made in the registers already lying in Charge Officers should be communicated simultaneously to Census Directorate.

(ii) The preparation of block-wise abridged House-lists must be finalised by the *end of October, 1980.* The documents will have to be handed over to the enumerators during the course of training itself.

7. I would once again like to urge upon you to keep the enclosed census calendar under regular review so as to ensure that each task set out therein is attended to and accomplished strictly by or before the stipulated time schedule.

8. The receipt of this letter may please be acknowledged.

Encls :

(i) Census Calendar = 1 leaf.

(ii) Set of schedules along with Instruction Manual.

Yours faithfully,

Sd/-

(A. H. Khan)
Director.

No. Cen. 83/80 *Dated, the* 3-10-1980

A. Copy along with a copy of the revised census calendar forwarded for information and necessary action to:—

(i) Naib Tehsildars of independent Niabas, (Census Charge Officers)————.

(ii) Assistant Commissioner (District Census Officer),————.

(iii) Assistant Director, Planning and Statistics-cum-Staff Officer to Deputy Commissioner/District Statistical Officer (Additional District Census Officer),————.

(iv) Director, Evaluation and Statistics. Jammu & Kashmir, Old Secretariat, Srinagar.

(v) Deputy Director. Census Operations, 80-Dogra Hall, Exchange Road, Jammu (with 5 spare copies).

(vi) Assistant Director, Census Department, Batmalloo, Srinagar (with 5 spare copies).

B. Copy for information to: :—

(1) Shri P. Padmanabha, Registrar General, India, New Delhi-110 011 (with one spare copy for his personal section).

(2) Chief Secretary, Jammu & Kashmir, Srinagar.

(3) Secretary to Chief Minister, Jammu & Kashmir, Srinagar.

(4) Secretary to Government, General Department, J&K, Srinagar.

(5) Secretary to Government, Education Department, J&K, Srinagar.

(6) Financial Commissioner, Jammu & Kashmir, Srinagar.

(7) Divisional Commissioner, Kashmir/Jammu.

(8) Director of Education (Boys), Jammu & Kashmir, Srinagar.

(9) Deputy Director of Education (Boys), Srinagar/Jammu.

(10) District Education Officer (Boys), ————.

(11) Tehsil Education Officer (Boys), ————.

(12) Director of Census Operations, ————.

Sd/-

Director,

1981 Census Calendar (Revised).....Accessible Areas only

S. No.	Item of work	Target date
(1)	(2)	(3)
1.	Receipt of material (Individual Slips etc.) from the Office of the Registrar General, India for actual use in field during enumeration	October, 1980
2.	Finalisation of Charge Registers by Census Charge Officers	October, 1980
3.	Finalisation of Abridged Houselists by Census Charge Officers	October, 1980
4.	Training classes for training teams of the office of the Director of Census Operations, J. & K. for actual enumeration	November, 1980
5.	Meeting of Census Clerks at Srinagar/Jammu	December, 1980
6.	Despatch of census material to Census Charge Officers for actual use	December, 1980
7.	Training classes for Principal Census Officers, District Census Officers, Additional District Census Officers, Census Charge Officers, Town Census Officers & Deputy Charge Officers (Zonal Officers) for actual enumeration	
	(i) Jammu Province . . .	December, 1980
	(ii) Kashmir Province . . .	Februray, 1981
8.	Training Classes for Enumerators, Supervisors, Deputy Charge Officers (Zonal Officers) and Census Charge Officers for actual Census enumeration (including canvassing of Training Individual Slips and other related schedule as a practical exercise.	
	(i) Jammu Province . . .	Jan.-Feb., 1981
	(ii) Kashmir Province . .	March-15th April, 1981
9.	Training classes for Army Census officers	
	(i) Jammu Province . . .	Jan.-Feb., 1981
	(ii) Kashmir Province . . .	March-15th April,1981
10.	Actual Census Enumeration . .	20th April to 5th May, 1981
11.	Enumeration of Houseless Persons .	Night between 5th & 6th May, 1981
12.	Revisional Round	6th to 10th May, 1981
13.	Submission of Enumerator's Abstract and all other records by Enumerators to Supervisors	11th May, 1981
14.	Submission of Supervisors Abstract and all other records by supervisors to Town Census Officers/Deputy Charge Officers (Zonal Officers).	12th May, 1981
15.	Submission of Zonal Abstract and all other records by Town Census Officers/Deputy Charge Officers (Zonal Officers to Census Charge Officers)	13th May, 1981
16.	Preparation of Charge Abstract for provisional results by Charge Officers & communication of Charge figures to District Census Officers in standard message form	14th May, 1981
17.	Preparation of District Abstract for provisional results by the District Census Officers and communication of District figures in the standard message form to the Director of Census Operation, Jammu and Kashmir, Srinagar and the Registrar General, India, New Delhi-110 011.	15th May, 1981
18.	Preparation of State Abstract and communication of provisional results in standard message form by the Director of Census Operations, Jammu & Kashmir to the Registrar General, India, New Delhi-110 011.	16th May, 1981
19.	Submission of all records by Census Charge Officers to Census Department, Srinagar/Jammu.	20th May, 1981

1981 CENSUS—CIRCULAR NO. 26

No. Cen. 119/80

Government of India

Ministry of Home Affairs

Directorate of Census Operations, J&K, Raj Bagh, Srinagar.

Dated, the 21st Nov., 1980.

To

The Census Charge Officer, ————————.
The City Census Officer (Executive Officer, Srinagar/Jammu M.C.).

The Town Census Officer, (Executive Officer, Badamibagh/Jammu Cantt.) (excluding wholly snowbound tehsils viz.; Leh, Kargil, Zanskar and Karnah).

Subject :—Preparation of Rural/Urban Charge Register for 1981 Census (actual enumeration).

Sir,

Your kind attention is invited to this office letter No. Cen. 119/80, dated ———————— enclosing therewith filled in *Rural/Urban Charge Registrar* for your tehsil..

You were requested to check up the entries in the register to ensure that:—

(i) Block numbers have been given correctly.

(ii) All villages/urban blocks of your charge have been covered.

(iii) The names of enumerators, supervisors and Deputy Charge Officers (Zonal Officers) have been written correctly.

(iv) The official address and residential address of enumerators, supervisors, deputy charge officers (zonal officers) have been given in all cases, and

(v) The changes and corrections, if any, are communicated to this office simultaneously.

It is hoped that by now you must have assessed afresh the workload of each enumerator on the basis of *1980 Houselist Population* as available with vou from the 2nd copy of the Houselist lying in your office.

It may be stated again that in rural areas, the population size norm of 750 to 1000 and in urban areas 600 to 750 per enumerator would be appropriate.

Since however the Charge Register already sent to you under the aforesaid letter pertains to Houselist Operations, you are requested not to incorporate any charge in this copy of the register that you intend to make with regard to additional formation of blocks etc. for 2nd phase of census due to take place in April-May, 1981. In other words, it may be clarified that the register already lying with you should necessarily reflect the position as at the Houselist Operations and *no* new modifications should be made in it.

In order however to enable you to prepare the register afresh for 2nd phase of census, please find enclosed herewith *one blank register.* You may write the register afresh in accordance with the particulars given in various columns as pasted on its first page.

After you finish up the rural part of your charge, then alone should the urban portion be taken up as has been done in the case of charge register previously prepared for Houselisting Operation which is lying in your office.

This register, as you are already aware, will serve as the basic document for enumeration giving the identification particulars of blocks and enumerators, supervisors and deputy charge officers (zonal officers) etc.

It would also be useful to have along with Charge Register the *Charge Map* which should indicate the enumeration blocks for rural areas and mohallas, wards etc. for urban areas with numbers assigned to each. The supervisory circles should also be marked in the Charge Map. You may accordingly start working on the preparation of Charge Map also.

Since the training programme for Enumerators, Supervisors, Deputy Charge Officers and Census Charge Officers is taking place from the 1st week of January, 1981 in Jammu Province (except Doda district) and February, 1981 in Kashmir Province and Doda district, you are requested to attend to the following items of work on *priority basis* so as to ensure their completion by 15th December, 1980.

(i) Preparation of new Rural/Urban Charge Register for 2nd phase of Census viz.: Actual Enumeration.

(ii) Preparation of Charge Map showing enumerators blocks and Supervisory circles, both for rural and urban areas.

(iii) Sending to this office immediately a fresh list of enumerators, supervisors and deputy charge officers (zonal officers) alongwith their particulars on the basis of the new Charge Register.

Kindly acknowledge receipt of this letter alongwith the blank register.

Yours faithfully,

Sd/-

(A. H. Khan)

Director of Census Operations,

Jammu & Kashmir.

Srinagar.

Encl : *One blank register.*

No. Cen. 119/80 *Dated the 21st November, 1980*

Copy for information to:—

(i) Deputy Commissioner (Principal Census Officer),————————.

(ii) Assistant Commissioner (District Census Officer),————————.

(iii) Assistant Director, Planning & Statistics-cum-Staff Officer to Deputy Commissioner/District Statistical Officer (Additional District Census Officer),————

(iv) Deputy Director, Census Department, 80-Dogra Hall, Exchange Road, Jammu (with 5 spare copies).

(v) Assistant Director, Regional Tabulation Office, Batamaloo Srinagar (with 5 spare copies).

(vi) Shri P. Padmanabha, Registrar General, India, New Delhi-110 011 (with one spare copy for his personal section).

(vii) Secretary to Government, General Department, J&K, Srinagar.

(viii) Divisional Commissioner, Kashmir/Jammu.

Yours faithfully,

Sd/-

(A. H. Khan)

Director of Census Operations,
Jammu & Kashmir.
Srinagar.

1981 CENSUS—CIRCULAR NO. 27

No. Cen. 210/80

Dated, the 20th Nov., 1980

To

1. The Principal Census Officer, Deputy Commissioner).
2. The Census Charge Officer, (Tehsildar)
3. The City Census Officer, (Executive Officer, Srinagar/Jammu M.C.)
4. The Town Census Officer, (Executive Officer) Badamibagh Cantt/Jammu Cantt.

} Except Ladakh Kargildistrict and Karnal tehsil.

Subject :—Census of India—1981 Training for the 2nd phase viz; General Enumeration.

Sir,

Your kind attention is invited to revised Calendar of Operation issued vide this office circular No. 25, dated 3-10-80 according to which the second phase of Census Operations viz.; General Enumeration is scheduled to be undertaken and accomplished in all accessible areas of the State as per following schedule:—

Period of Enumeration	: 20th April to 5th May 1981
Reference date	: Sunrise of 6th May, 1981
Revisional Round	: 6th—10th May, 1981

This phase will consist of the execution of the following tasks:—

1. Preparation of a Notional Map of each enumerator block.
2. Preparation of a Layout Sketch of each enumerator block.
3. Updating of Abridged Houselists prepared in Charge Offices.
4. Preparation of Household Schedule.
5. Filling of Individual Slip.
6. Preparation of Enumerators Working Sheets (separately for normal, houseless and institutional households).
7. Preparation of Enumerators Abstract.
8. Filling of Degree Holder & Technical Personnel Schedule.
9. Preparation of statement showing number of degree holder and technical personnel schedules received, issued, filled in schedules collected and blank schedules returned.
10. Preparation of Supervisor's Abstract.
11. Preparation of Zonal Abstract.
12. Preparation of Charge Abstract.
13. Preparation of District Abstract.

Needless to say, these important tasks have to be accomplished systematically, accurately and within the prescribed time schedule. A set of the prescribed schedules and questionnaires and detailed Instruction Books explaining each item of work and all concepts and definitions have been supplied to you for your information and study vide Circular No. 25 referred to above.

A massive training programme for the enumeration agency is being launched in *Jammu Province (except Doda district)* from *1st week of January, 1981* and *Kashmir Province and Doda district* from *February-March, 1981*. The details of this programme will be communicated to you in the next few days.

In the first instance, a discussion course will be held at the district headquarters with the Principal Census Officers, District/Additional District Census Officer, Census Charge Officers and Zonal Officers for explaining the method and sequence in which the operations are to be executed and the various concepts and definitions that are to be kept in mind while carrying out these operations. Besides, the progress achieved in respect of the preparation of *Abridged Houselist* and *Rural/Urban Charge Registers* will also be reviewed in these meetings.

The following are the dates/venues for these meetings:—

District	Date of meeting	Venue
1. Anantnag . .	3-12-80	DC's Office, Anantnag
2. Pulwama . .	4-12-80	DC's Office, Pulwama
3. Budgam . .	6-12-80	DC's Office, Budgam
4. Baramula . .	8-12-80	DC's Office, Baramula
5. Kupwara . .	9-12-80	DC's Office, Kupwara
6. Srinagar . .	10-12-80	DC's Office, Srinagar
7. Kathua . .	22-12-80	DC's Office, Kathua
8. Jammu . .	23-12-80	DC's Office, Jammu
9. Udhampur . .	24-12-80	DC's Office, Udhampur
10. Punch . .	27-12-80	DC's Office, Punch
11. Rajauri . .	29-12-80	DC's Office, Rajauri
12. Doda . .	3-3-81	DC's Office, Doda

At each discussion course, it would be essential to have a black-board, some pieces of chalks and a duster to facilitate imparting of training. The Principal Census Officers are requested kindly to confirm action taken in the matter.

Yours faithfully,

Sd/-

(A. H. Khan),

Director of Census Operations, Jammu & Kashmir.

No. Cen. 210/80 *Dated the 21st November, 1980*

A. Copy for information to:—

1. Registrar General, India, New Delhi (with one spare copy for use in his personal section).
2. Secretary to Government, General Department, Jammu and Kashmir, Jammu.
3. Divisional Commissioner, Kashmir/Jammu.
4. Director, Evaluation & Statistics, Jammu & Kashmir, Old Secretariat, Srinagar.
5. Director of Census Operations, ————————.
6. Assistant Director (T), Census Operations, J&K, Batamaloo, Srinagar.

B. Copy for information and necessary action to :—

1. Shri S. P. Arora, Deputy Director, Census Department, 80-Dogra Hall, Exchange Road, Jammu (with 4 spare copies).
2. Assistant Commissioner (District Census Officer),————————.
3. Assistant Director, Planning and Statistics/District Statistical Officer (Additional District Census Officer),————————.

Sd/-

Director,

Census Operations

Jammu & Kashmir.

1981 CENSUS—CIRCULAR NO. 28

Government of India

Ministry of Home Affairs

Directorate of Census Operations, J&K, Raj Bagh, Srinagar.

No. Cen. 210/80

Dated: 2-12-1980.

To

1. The Principal Census Officer (Deputy Commissioner)
2. The District Census Officer (Assistant Commissioner) — Except Ladakh and Kargil districts and Karnah tehsil.
3. The Census Charge Officer (Tehsildar/Naib Tehsildar of Independent Niabat)
4. The City Census Officer (Executive Officer), Srinagar/Jammu Municipality.
5. The Town Census Officer (Executive Officer), Badamibagh/Jammu Cantonment.

Subject :—Training for the 2nd phase viz., General Enumeration in accessible areas of Jammu & Kashmir State.

Sir,

This is in continuation of circular No. 27, dated 21-11-1980 in which a reference was made about the training programme for the enumeration agency of the accessible areas of Jammu & Kashmir State.

2. A calendar of training has accordingly been drawn out and is enclosed.

3. Please note that:

(i) All enumerators, supervisors, deputy charge officers (zonal officers) (including those held in reserve) and census charge officers attend the training class punctually for 3 consecutive days as shown in the enclosed programme.

(ii) The training at each camp starts at *10.30 a.m.* and runs up to 4 p.m. with a lunch break for half an hour.

(iii) Proper notices are given in advance to each trainee about the date, time and venue of the training camp which you might earmark for him as per enclosed calendar.

(iv) Whenever more than one camp of training is organised at the same venue and centre, trainees are called to attend the camps in convenient batches according to the dates fixed for each camp in such a manner that each batch of trainees receives the specified three days training course for once only.

(v) All venues of training are preferably fixed in Higher Secondary/High Schools with good seating arrangements and other basic facilities.

(vi) The Principals/Headmasters of concerned Higher Secondary/High Schools are approached to have a classroom reserved in advance for dates of training.

(vii) At every training centre, there is a black-board, duster and sufficient number of chalk-sticks.

(viii) Absentees, if any, are imparted training by the Census Charge Officers/City Census Officers/ Town Census Officers themselves because of the Census Training Officers having already a very tight training schedule.

(ix) The notices to the enumeration agency drafted from the Education Department are given immediately so that they are in receipt of the training programme (venue, dates and time) well before the closure of schools for winter vacations.

4. I hardly need to reiterate that the single most important factor that would determine the excellence of the quality and coverage of the census is the intensity and seriousness with which the training programme for the enumeration machinery is organised and implemented. In order therefore to ensure that field operations of the census are carried out thoroughly, efficiently and correctly in your census charge, I would once again urge upon you kindly to give your personal care and attention in planning, programming and execution of the entire census programme, including training in keeping with the instructions and schedule of operations communicated from my office.

5. Kindly acknowledge receipt of this letter and confirm action taken in the matter at the earliest opportunity.

Yours faithfully,

Sd./-

(A. H. Khan)

Director,

Encls : 7 leaves.

No. Cen. 210/80 *Dated, the 2-12-1980*

A. Copy alongwith a copy of the training calendar (7 leaves) forwarded for information and necessary action to:—

(i) Principal/Headmaster, Higher Secondary/High School,————. He is requested to have one classroom reserved for the period of census training as shown in the enclosed calendar. This has reference to the orders issued by the State Government vide General Department Circular No. 44 GD of 1979, dated 7-9-1979.

(ii) Deputy Director, Education (Boys), Srinagar/ Jammu. He is requested kindly to issue a directive to the concerned Principals/Headmasters of Higher Secondary/High Schools so that one classroom is reserved by them for the period of census training accordingly to the enclosed calendar. This has reference to the orders issued by the State Government referred to at A(i) above.

(iii) District Education Officer (Boys)————.

(iv) Tehsil Education Officer (Boys) ————.

(v) Shri ———————— (Additional District Census Officer). Assistant Director, Planning and Statistics-cum-Staff Officer to Deputy Commissioner/District Statistical Officer,————.

(vi) Director, Evaluation and Statistics, Jammu & Kashmir, Old Secretariat, Srinagar.

(vii) Shri S. P. Arora, Deputy Director, Census Operations, 80-Dogra Hall, Exchange Road, Jammu (with 6 spare copies).

(viii) Shri C. L. Chehra, Assistant Director, Regional Tabulation Office, Batamaloo, Srinagar (with 2 spare copies).

B. Copy alongwith a copy of the training calendar forwarded for information to :—

(i) Chief Secretary, Jammu & Kashmir Government, Jammu.

(ii) Secretary to Government, General Department, Jammu & Kashmir, Jammu.

(iii) Secretary to Government, Education Department, J&K, Jammu.

(iv) Director of Education (Boys), Jammu and Kashmir, Jammu.

(v) Divisional Commissioner, Kashmir/Jammu.

(vi) Chief Conservator of Forests, Jammu & Kashmir, Jammu.

(vii) Shri P. Padmanabha, Registrar General, India, 2, Mansingh Road, New Delhi-110 011 (with one spare copy for his personal section).

(viii) Director of Census Operations, ————.

Sd./-

Director,

Census Operations, Jammu & Kashmir, Srinagar

1981 CENSUS

Calendar of training for general enumeration (accessible areas only) Jammu & Kashmir State

Tehsil/City	Training Camp No.	Dates of training	Proposed venue of training
1	2	3	4
Kashmir Province & Doda district			
	TEAM NO. I		
Srinagar Municipality	I	25-2-81 26-2-81 27-2-81	To be fixed by the Executive Officer, Srinagar Municipal Council.
	II	28-2-81 2-3-81 3-3-81	Do.

1	2	3	4
	III	5-3-81 6-3-81 7-3-81	To be fixed by the Executive Officer, Srinagar Municipal Council.
	IV	9-3-81 10-3-81 11-3-81	Do.
	V	12-3-81 13-3-81 14-3-81	Do.
	VI	16-3-81 17-3-81 18-3-81	Do.
	VII	19-3-81 23-3-81 24-3-81	Do.
	VIII	25-3-81 26-3-81 27-3-81	Do.
	IX	28-3-81 30-3-81 31-3-81	Do.
Beerwah . .	X	3-4-81 6-4-81 7-4-81	Govt. Higher Secondary School, Beerwah.
	XI	8-4-81 9-4-81 10-4-81	Do.
	XII	11-4-81 14-4-81 15-4-81	Govt. Higher Secondary School, Magam.
	TEAM NO. 2		
Srinagr Municipality	I	25-2-81 26-2-81 27-2-81	To be fixed by the Executive Officer, Srinagar Municipal Council.
	II	28-2-81 2-3-81 3-3-81	Do.
	III	5-3-81 6-3-81 7-3-81	Do.
	IV	9-3-81 10-3-81 11-3-81	Do.
	V	12-3-81 13-3-81 14-3-81	Do.
	VI	16-3-81 17-3-81 18-3-81	Do.
	VII	19-3-81 23-3-81 24-3-81	Do.
	VIII	25-3-81 26-3-81 27-3-81	To be fixed by the Executive Officer, Srinagar Municipal Council.
	IX	28-3-81 30-3-81 31-3-81	Do.
Chadura . .	X	3-4-81 6-4-81 7-4-81	Govt. High School, Chadura.
	XI	8-4-81 9-4-81 10-4-81	Do.
	XII	11-4-81 14-4-81 15-4-81	Govt. High School, Chari-Sharief.
	TEAM NO. 3		
Anantnag . .	I	9-3-81 10-3-81 11-3-81	Govt. Higher Secondary School, Anantnag.
	II	12-3-81 13-3-81 14-3-81	Do.
	III	16-3-81 17-3-81 18-3-81	Do.
	IV	19-3-81 23-3-81 24-3-81	Govt. High School, Mattan.
	V	25-3-81 26-3-81 27-3-81	Govt. High School, Achabal.
	VI	28-3-81 30-3-81 31-3-81	Do.
	VII	1-4-81 2-4-81 3-4-81	Govt. High School, Kokernag.
Bijbehara . .	VIII	6-4-81 7-4-81 8-4-81	Govt. Higher Secondary School, Bijbehara.
	IX	9-4-81 10-4-81 11-4-81	Do.
	TEAM NO 4		
Duru . . .	I	9-3-81 10-3-81 11-3-81	Govt. High School, Durru.
	II	12-3-81 13-3-81 14-3-81	Govt. High School, Qazigund.

1	2	3	4
Kulgam . .	III	16-3-81 17-3-81 18-3-81	Govt. Higher Secondry School, Kulgam.
	IV	19-3-81 23-3-81 24-3-81	Do.
	V	25-3-81 26-3-81 27-3-81	Govt. High School, Manzgam.
	VI	28-3-81 30-3-81 31-3-81	Do.
	VII	1-4-81 2-4-81 3-4-81	Govt. High School, Quimoh.
	VIII	6-4-81 7-4-81 8-4-81	Do.
	TEAM NO. 5		
Shupiyan . .	I	9-3-81 10-3-81 11-3-81	Govt. Higher Secondary School, Shupiyan.
	II	12-3-81 13-3-81 14-3-81	Do.
	III	16-3-81 17-3-81 18-3-81	Govt. High Schoo Zainapora.
	IV	19-3-81 23-3-81 24-3-81	Govt. High School,- Hermen.
Pulwama . .	V	25-3-81 26-3-81 27-3-81	Govt. High School, Pulwama.
	VI	28-3-81 30-3-81 31-3-81	Do.
	VII	1-4-81 2-4-81 3-4-81	Govt. High School Rajpour.
	VIII	6-4-81 7-4-81 8-4-81	Govt. High School, Punglina.
	IX	9-4-81 10-4-81 11-4-81	Govt. Higher Secondary School, Pampore.
	TEAM NO. 6		
Ganderbal . .	I	9-3-81 10-3-81 11-3-81	Govt. Higher Secondary School, Ganderbal
	II	12-3-81 13-3-81 14-3-81	Do.
	III	16-3-81 17-3-81 18-3-81	Govt. High School, Kangan (Exact Venue to be fixed by Tehsildar).
Badga . .	IV	19-3-81 23-3-81 24-3-81	Govt. Higher Secondary School, Badgam.
	V	25-3-81 26-3-81 27-3-81	Do.
	VI	28-3-81 30-3-81 31-3-81	Do.
	VII	1-4-81 2-4-81 3-4-81	Govt. Higher Secondary School, Khan-Sahib.
Tral . . .	VIII	6-4-81 7-4-81 8-4-81	Govt. Higher Secondary School, Tral
	IX	9-4-81 10-4-81 11-4-81	Govt. High School, Dadsar.
	TEAM NO. 7		
Gulmarg . .	I	9-3-81 10-3-81 11-3-81	Dak Bungalow, Tang Marg.
Baramula . .	II	12-3-81 13-3-81 14-3-81	Govt. High School, Keri.
	III	16-3-81 17-3-81 18-3-81	Govt. Girls High School, Pattan.
	IV	19-3-81 23-3-81 24-3-81	Govt. Higher Secondary School, Baramula.
	V	25-3-81 26-3-81 27-3-81	Do.
	VI	28-3-81 30-3-81 31-3-81	Govt. Higher Secondary School, Baramula.
Uri . . .	VII	2-4-81 3-4-81 6-4-81	Dak Bungalow, Uri.
	VIII	7-4-81 8-4-81 9-4-81	Dak Bungalow, Chanadanwari.
	TEAM NO. 8		
Sopore . .	I	9-3-81 10-3-81 11-3-81	Govt. Degree College, Sopore.

1	2	3	4
	II	12-3-81 13-3-81 14-3-81	Govt. Degree College, Sopore.
	III	16-3-81 17-3-81 18-3-81	Do.
	IV	19-3-81 23-3-81 24-3-81	Govt. High School, Tujjar.
	V	25-3-81 26-3-81 27-3-81	Govt. High School, Hardushive.
Kupwara . .	VI	28-3-81 30-3-81 31-3-81	Govt. Higher Secondary School, Kupwara.
	VII	1-4-81 2-4-81 3-4-81	Do.
	VIII	6-4-81 7-4-81 8-4-81	Govt. High School, Karalpora.
	IX	9-4-81 10-4-81 11-4-81	Govt. High School, Sogam.
	TEAM NO. 9		
Sonawari . .	I	9-3-81 10-3-81 11-3-81	Govt. High School Sumbal.
	II	12-3-81 13-3-81 14-3-81	Do.
	III	16-3-81 17-3-81 18-3-81	Govt. Higher Secondary School, Hajin.
Bandipore .	IV	19-3-81 23-3-81 24-3-81	Govt. Higher Secondary School, Bandipore.
	V	25-3-81 26-3-81 27-3-81	Do.
Handwara . .	VI	28-3-81 30-3-81 31-3-81	Govt. Higher Secondary School, Handwara.
	VII	1-4-81 2-4-81 3-4-81	Do.
	VIII	6-4-81 7-4-81 8-4-81	Govt. High School, Kalamchakla.
	IX	9-4-81 10-4-81 11-4-81	Govt. Higher Secondary School, Langeet.

1	2	3	4
	TEAM NO. 10		
Badamibagh Cantonment.	I	5-3-81 6-3-81 7-3-81	Cantonment Officer Badamibagh.
Pahalgam . .	II	9-3-81 10-3-81 11-3-81	Govt. High School, Pahalgam/ Aishmuqam (exact venue to be fixed by Tehsildar).
Srinagar . .	III	12-3-81 13-3-81 14-3-81	Deputy Commissioners Office, Sringar.
	TEAM NO. 11		
Ramban . .		9-3-81 10-3-81 11-3-81	Govt. High Schoo Banihal.
	II	12-3-81 13-3-81 14-3-81	Govt. High School, Batote.
Doda . . .	III	16-3-81 17-3-81 18-3-81	Govt. Higher Secondary School, Doda.
	IV	10-3-81 23-3-81 24-3-81	Do.
Kishtwar . .	V	27-3-81 28-3-81 30-3-81	Govt. Higher Secondary School, Kishtwar.
	VI	31-3-81 1-4-81 2-4-81	Do.
	VII	3-4-81 6-4-81 7-4-81	Do.
Bhaderawah .	VIII	9-4-81 10-4-81 11-4-81	Govt. Degree College, Bhaderwah.
	IX	14-4-81 15-4-81 16-4-81	Do.

1981 SENCUS

Calendar of training for general enumeration (accessible areas only) Jammu & Kashmir State

Tehsil/City	Training Camp No.	Dates of training	Proposed venue of training
1	2	3	4
Jammu Province except Doda district			
	TRAINING TEAM NO. 1		
Udhampur . .	I	5-1-81 6-1-81 7-1-81	Govt. Higher Secondary School, Udhampur.

1	2	3	4
	II	8-1-81 9-1-81 10-1-81	Govt. Higher Secondary School, Udhampur
	III	13-1-81 14-1-81 15-1-81	Do.
	IV	16-1-81 17-1-81 20-1-81	Do.
Chenani . .	V	21-1-81 22-1-81 23-1-81	Govt. Higher Seondary School , Chanani
Ramnagar .	VI	27-1-81 28-1-81 29-1-81	Govt. Higher Seondary School, Ramnagar.
	VII	30-1-81 31-1-81 2-2-81	Do.
	VIII	4-2-81 5-2-81 6-2-81	Rest House, Mansar/ Majalta (exact venue to be fixed by Tehsildar)
Reasi . .	IX	10-2-81 11-2-81 12-2-81	Govt. Higher Sceondary School, Katra.
	X	13-2-81 14-2-81 16-2-81	Govt. Higher Seondary School, Reasi.
	XI	17-2-81 19-2-81 20-2-81	Govt. High School, Pouni
Gool Gulab Garh (Arnas zone only)	XII	23-2-81 24-2-81 26-2-81	Nlabat Office, Arnas

TRAINING TEAM NO. 2

Jammu Cantonment	I	5-1-81 6-1-81 7-1-81	Office of the Canton-tonmentBoard Satwari, Jammu.
Jammu tehsil .	II	8-1-81 9-1-81 10-1-81	Govt. Ranbir Higher Secondary School, Parade Ground, Jammu/ Tehsil Office, Jammu (Exact venue to be fixed by Tehsildar).
	III	13-1-81 14-1-81 15-1-81	Do.
	IV	16-1-81 17-1-81 20-1-81	Do.
	V	21-1-81 22-1-81 23-1-81	Do.
	VI	24-1-81 27-1-81 18-1-81	Do.
Jammu Municipality	VII	2-2-81 3-2-81 4-2-81	Govt. Ranbir Higher Secondary School Parade Ground, Jammu
	VIII	5-2-81 6-2-81 7-2-81	Do.
	X	10-2-81 11-2-81 12-2-81	Do.
	IX	13-2-81 14-2-81 16-2-81	Do.
	XI	17-2-81 19-2-81 20-2-81	Do.
	XII	21-2-81 23-2-81 24-2-81	Do.
	XIII	25-2-81 26-2-81 27-2-81	Do.
	XIV	28-2-81 2-3-81 3-3-81	Do.

2

TRAINING TEAM NO. 3

Ranbirsingh Pora	I	5-1-81 6-1-81 7-1-81	Govt. High School, Miran Sahib Govt. Agriculture College R.S. Pora (Exact Venue is to be fixed by Tehsil dar·)
	II	8-1-81 9-1-81 10-1-81	Govt. Agriculture, College, K.S. Pora.
	III	13-1-81 14-1-81 15-1-81	Do.
	IV	16-1-81 17-1-81 20-1-81	Govt. High School, Dablehar.
Bishna . .	V	22-1-81 23-1-81 24-1-81	Govt. Higher Seondary School, Bishna.
	VI	29-1-81 30-1-81 31-1-81	Do.
	VII	2-2-81 3-2-81 4-2-81	Town Hall, Arinia

1	2	3	4
Samba . .	VIII	5-2-81 6-2-81 7-2-81	Govt. Higher Secondary School, Samba.
	IX	10-2-81 11-2-81 12-2-81	Do.
	X	13-2-81 14-2-81 16-2-81	Govt. High School, Vijaypur.
	XI	17-2-81 19-2-81 20-2-81	Govt. High School, Ramgarh.
	XII	21-2-81 23-2-81 24-2-81	B.D.O's Office, Brahmana
	XIII	25-2-81 26-2-81 27-2-81	Govt. High School, Purmendal
	TRAINING TEAM NO. 4		
Hiranagar . .	I	5-1-81 6-1-81 7-1-81	Govt. Higher Secondary School, Hiranagar.
	II	8-1-81 9-1-81 10-1-81	Do.
	III	13-1-81 14-1-81 15-1-81	Govt. High School, Dinga Amb.
Kathua . .	IV	16-1-81 17-1-81 20-1-81	Govt. Higher Secondary School, Kathua.
	V	21-1-81 22-1-81 23-1-81	Do
	VI	27-1-81 28-1-81 29-1-81	Govt. High School Parole Nagri.
	VII	30-1-81 31-1-81 2-2-81	Govt. High School, Lakhenpur.
Bashohli . .	VIII	4-2-81 5-2-81 6-2-81	Govt. Higher Secondary School, Bashohli.
	IX	7-2-81 10-2-81 11-2-81	Do.
Billawar . .	X	12-2-81 13-2-81 14-2-81	Govt. Higher Secondary School, Billawar.
	XI	16-2-81 17-2-81 19-2-81	Do.

1	2	3	4
	TRAINING TEAM NO. 5		
Sunderbani . .	I	5-1-81 6-1-81 7-1-81	Govt. Higher Secondary School, Sundarbani.
Nowshehra . .	II	8-1-81 9-1-81 10-1-81	Tehsil Office, Nowshehra.
	III	13-1-81 14-1-81 15-1-81	Govt. High School, Sehot.
Kalakote . .	IV	16-1-81 17-1-81 20-1-81	Govt. Higher Secondary School, Kalakote.
Bari Rajauri .	V	22-1-81 23-1-81 24-1-81	Govt. Higher Secondary School, Rajouri.
	VI	27-1-81 28-1-81 29-1-81	Do.
	VII	31-1-81 2-2-81 3-2-81	Govt. High School Thana Mandi.
	VIII	5-2-81 6-2-81 7-2-81	Govt. High School, Darhal.
Budhal . .	IX	10-2-81 11-2-81 12-2-81	Tehsil Office, Kortranka.
	X	13-2-81 14-2-81 16-2-81	Govt. High School, Budhal
	TRAINING TEAM NO. 6		
Haveli. . .	I	5-1-81 6-1-81 7-1-81	Govt. Higher Secondary School, Haveli.
	II	8-1-81 9-1-81 10-1-81	Govt. Higher Secondary School, Haveli/Mand (Exact venue to be fixed by Tehsildar).
	III	13-1-81 14-1-81 15-1-81	Govt. High School, Khenafer.
Mendhar . .	IV	17-1-81 20-1-81 21-1-81	Govt. High School, Mendhar.
	V	22-1-81 23-1-81 24-1-81	Do.
	VI	27-1-81 28-1-81 29-1-81	Govt. High School, Surankot.

1	2	3	4
Akhnoor . .	VII	31-1-81 2-2-81 3-2-81	Govt. High School, Jourian
	VIII	4-2-81 5-2-81 6-2-81	Do.
	IX	7-2-81 10-2-81 11-2-81	Town Hall, Akhnoor.
	X	12-2-81 13-2-81 14-2-81	Do.
	XI	16-2-81 17-2-81 19-2-81	Govt. High School, Khere.

CIRCULAR NO. 29

Government of India
Ministry of Home Affairs
Directorate of Census Operations, J&K,
Srinagar.

No. Cen. 210/80
Dated : 16-2-1981

To

1. The Census Charge Officer, (Tehsildar)— ————.
2. The City Census Officer, (Executive Officer, Srinagar Municipality).
3. The Town Census Officer, (Executive Officer, Badamibagh Cantonment).

Subject :—Census of India—1981 Training discussions for Census Officers regarding 2nd phase viz. General Enumeration.

Sir,

Your kind attention is invited to circular No. 28, dated 2-12-1980 whereunder calendar of Training for Enumerators & Supervisors appointed by you for conducting actual training Enumeration was forwarded to you. Already a massive training programme for the entire enumeration machinery is at present in progress in Jammu Province (except Doda district) and as per schedule this exercise will now commence in different areas of Kashmir Province (including Doda district) from 25th February, 1981.

Before the commencement of Training programmes for the Enumeration Agency in Kashmir Province and Doda district, a discussion course will be held at the district headquarters with the Principal Census Officers, District/Additional District Census Officers, Census Charge Officers, Executive Officers (Srinagar M. C. & Badamibagh Cantt.) and Zonal Officers for explaining the various census questionnaires that would be canvassed during the actual operations in the field and also the method and sequence in which the operations are to be executed. You are therefore, requested to attend the said course alongwith your Zonal Officers. The agenda of the meeting is as under:—

(i) Discussion course on various Census Schedules of 1981 Census.

(ii) Preparation of District Abstract & submission of provisional figures to Director of Census Operations and Census Commissioner, India (by wireless/express telegram).

(iii) Distribution of Notional Maps, Layout sketches & Abridged Houselists among enumerators for facilitating proper Enumeration in each block.

(iv) Mode of distribution of material for actual use to the Enumeration agency.

(v) Collection of filled-in records from the enumeration agency.

(vi) Preparation of working sheets by the Census Charge Officers for enabling the compilation of data for Paper No. 1 of 1981 Census and its supplement for use by the Government.

(vii) Pending items of work i.e. submission of Village & Town Directory data & Charge Registers to the Directorate of Census Operations

The following are the dates, time and venues for the meetings :—

District	Date of meeting & time	Venue
Srinagar .	19-2-1981 (11·30 a.m.)	Divisional Commissioner's Meeting Hall
Badgam .	25-2-1981 (11·30 a.m.)	D.C.'s Office, Badgam
Pulwama .	26-2-1981 (11·30 a.m.)	D.C.'s Office, Pulwama
Anantnag .	28-2-1981 (11·30 a.m.)	D.C.'s Office, Anantnag
Baramula .	2-3-1981 (11·30 a.m.)	D.C.'s Office, Baramula
Kupwara .	7-3-1981 (11·30 a.m.)	D.C.'s Office, Kupwara

The Charge Officers & Executive Officers should inform their Zonal Officers to attend the discussion course without fail.

It would be essential to have a black-board, some pieces of chalks and a duster to facilitate imparting of training at each discussion course.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(A. H. Khan)
Director of Census Operations,
Jammu & Kashmir

No. Cen. 210/80, *dated* 16-2-1981

A. Copy to the Principal Census Officer (Deputy Commissioner)————————. Besides his active participation in the training course, he is requested to organise the Training Seminar at the district Headquarters on the fixed date and time and issue necessary directives to the concerned Charge Officers, District Census Officers (AC's & SDMs), Additional District Census Officers (DSO's) and Executive Officers of City and Cantonment to attend the discussion course on the due date alongwith their Zonal Officers.

B. Copy for information to:—

(1) Chief Secretary, Jammu & Kashmir Government, Jammu.

(2) Secretary to Government General Department, Jammu & Kashmir, Jammu.

(3) Divisional Commissioner, Kashmir/Jammu.

(4) Shri P. Padmanabha, Registrar General, India, 2/A, Mansingh Road, New Delhi-110011 (with one spare copy for his personal section).

(5) Deputy Director, Census Operations, 80-Dogra Hall, Jammu.

(6) Assistant Director (T), Census Operations, Batmalloo, Srinagar.

Sd/-

Director of Census Operations,
Jammu & Kashmir

1981 CENSUS—CIRCULAR NO. 30

No. Cen. 210 (Part III)/81
Government of India
Ministry of Home Affairs
Directorate of Census Operations, J&K, Srinagar

Dated,the 3-4-81

To

1. The Principal Census Officer, (Deputy Commissioner)
2. The Census Charge Officer, (Tehsildar)
3. The Town Census Officer, (Executive Officer)Badamibagh Cantonment.

} Kashmir valley (excluding Karnah) and Doda district (excluding Bhaderwah tehsil)

Subject :—Second round of Training for General Enumeration in accessible areas of Kashmir valley and Doda district (excluding Bhaderwah tehsil).

Sir,

As you are aware, the 1st round of training of the enumeration agency currently going on in your charge is concluding on ————————. For increasing the efficiency of the field enumerator in canvassing Census Questionnaire properly and accurately and also for conducting further field demonstrations, it has been decided to hold a quick 2nd round of training in the form of a *Refresher Course* for enumerators only. A calendar of training for this purpose has accordingly been drawn out and is enclosed:

Please note that :

(i) *The Refresher Training Course* will be of one day duration only, starting at 10.30 a.m. and running upto 4.00 p.m.

(ii) Immediate proper notices are sent to each enumerator (including those held in reserve) about the date and venue of the camp.

(iii) Absentees, if any, should also be called to attend one of these camps in your charge;

(iv) Wherever more than one camp of training is held in the charge trainees should be called to attend the camps in *convenient batches;*

(v) All venues of training are preferably fixed in Higher Secondary/High Schools with good seating arrangements;

(vi) The Principals/Headmasters of concerned Higher Secondary/High Schools are approached to have a *big* class-room reserved in advance to as to accommodate all the trainees whose number at a *particular* camp would be *much greater* at this time.

Kindly confirm action taken in matter immediately.

Yours faithfully,

Sd/-
(A. H. Khan),
Director.

Encl : One leaf.
No. Cen. 210 (Part III)/81 *Dated:* 4-4-81

A. Copy along with 2 copies of training calendar for information and necessary action to:—

Shri ————————, Training Officer. He may meet the concerned Census Charge Officer personally and handover one of the two copies of training calendar to him and have the IInd round of training organised through the Census Charge Officer according to the specified date(s). This has been necessitated at the instance of the Registrar General, India. He is therefore advised to have the various camps organised successfully. Action taken in the matter may be communicated to this office accordingly.

B. Copy alongwith a copy of the training calendar forwarded for information to:—

(i) Chief Secretary, Jammu & Kashmir Government, Jammu.

(ii) Secretary to Government, General Department, Jammu and Kashmir, Jammu.

(iii) Secretary to Government, Education Department, J&K, Jammu.

(iv) Director of Education (Boys), Jammu & Kashmir, Jammu.

(v) Divisional Commissioner, Kashmir/Jammu.

(vi) Shri P. Padmanabha, Registrar General, India, 2-A, Mansingh Road, New Delhi-110 011 (with one spare copy for his personal section).

Yours sincerely

Sd/-
Deputy Director.

1981-CENSUS

IInd round of training for General Enumeration (Accessible areas only) Kashmir Valley and Doda district

Name of Training Officer	Charge	Training Camp No.	Dates of Training	Proposed venue of training
1	2	3	4	5
S/Shri C. L. Chehra . . .	Shupiyan	I	14-4-81	Govt. Hr. Secondary School, Shupiyan
		II	15-4-81	Govt. High School Barbug, Imam Sahib
	Pulwama . . .	III	16-4-81	Govt. High School Pulwama
		IV	17-4-81	Do.
		V	18-4-81	Govt. Hr. Secondary School, Pampore
G. A. Beigh . . .	Tral		18-4-81	Govt. Hr. Secondary School, Tral (will include Enumerators of Dadsar Camp also)
B. L. Tiku . . .	Chadura . . .	I	16-4-81	Govt. High School Wathura
		II	17-4-81	Govt. High School Nagam.
G. M. Din Lone . .	Gulmarg . . .	I	11-4-81	Shelter Shed, NAC Tangmarg.
	Baramula . . .	II	14-4-81	Govt. High School Keri.
		III	15-4-81	Govt. Girls Higher Secondary Schoo l Pattan.
		IV	16-4-81	Govt. Girls Higher Secondary Schoo l Baramula
	Uri	V	17-4-81	Dak Bunglow, Uri.
A. M. Kalloo . . .	Sonawari . . .	I	14-4-81	Govt. High School Sumbal.
		II	15-4-81	Govt. Hr. Secondary School, Hajin.
	Bandipore . . .	III	16-4-81	Govt. Hr. Secondary School, Bandipor e
		IV	17-4-81	Do.
	Handwara . . .	V	18-4-81	Govt. Hr. Secondary School, Langet.
		VI	20-4-81	Govt. High School Magam.
Pir Bashir Ahmed . .	Beerwah . . .	I	16-4-81	Govt. Hr. Secondary School, Beerwa
		II	17-4-81	Govt. Hr. Sec. School Magam.
	B. B. Cantt. & Srinagar tehsil	III	18-4-81	Divisional Commissioner's Meeting Hall, Srinagar.
Mohd. Amin . . .	Kupwara . . .	I	16-4-81	Govt. Hr. Sec. School Kupwara.
		II	17-4-81	Govt. High School Kralpora.
		III	18-4-81	Govt. High School Sogam.
B. L. Tiku . . .	Pahalgam . . .	I	18-4-81	Govt. High School Aishmuqam.
Shamas-ud-Din . . .	Anantnag . . .	I	17-4-81	Govt. Hr. Sec. School Anantnag.
		II	18-4-81	Govt. High School, Mattan.
		III	20-4-81	Govt. High School, Achhabal.
S. Kamal-ud-Din . . .	Bijbehara . .	I	20-4-81	Govt. Hr. Sec. School Bijbehara.
	Doru	II	10-4-81	Govt. High School, Duru.
		III	11-4-81	Govt. High School, Qazi-Gund.
	Kulgam . . .	IV	14-4-81	Govt. Hr. Sec. School Kulgam.
		V	15-4-81	Do.
		VI	16-4-81	Govt. High School Manzgam.
		VII	17-4-81	Do.
		VIII	18-4-81	Govt. High School, Quimoh.
G. A. Beigh . . .	Sopore . . .	I	14-4-81	Govt. Degree College, Sopore.
		II	15-4-81	Do.
		III	16-4-81	Govt. Hr. Sec. School, Dangiwacha.
		IV	17-4-81	Govt. High School, Rohama.
S. M. Yaqub . . .	Ganderbal . . .	I	14-4-81	Govt. Hr. Sec. School Ganderbal.
		II	15-4-81	Govt. High School, Kangan.
	Badgam . . .	III	16-4-81	Govt. Hr. Sec. School Badgam.
		IV	17-4-81	Do.
		V	18-4-81	Govt. High School Khan Sahib.
P. K. Khosa . . .	Doda	I	17-4-81	Govt. High School, Doda.
	Kishtwar . . .	II	18-4-81	Govt. Hr. Sec. Shool Kishtwar.
	Ramban . . .	III	20-4-81	Govt. High School Ramban.

CIRCULAR NO. 32

Government of India
Ministry of Home Affairs
Directorate of Census Operations, J&K, Srinagar

No. Cen. 187/81
Dated, the

To

The Principal Census Officer,
(Deputy Commissioner)
_____.

Subject :—Communication of Provisional Population Totals and collection of filled in schedules—1981 Census.

Sir,

I have the honour to say that immediately after the competition of the General Enumeration, the Census Commissioner of India & the Director, Census Operations would be releasing the "Provisional Population Totals" for Jammu & Kashmir State. To enable us to make the totals available at a schedule time we have to organise ourselves at different levels in the following manner:—

2. At Enumerators Level:

(i) The enumerators should be instructed to fill in *Part-II of the Population Record* from the Individual Slip daily and also post the totals for the households from the Population Record in the working sheet the same day, so as to ensure completion of records on 100% basis by the *5th May, 1981.*

(ii) For subsequent births and deaths and new arrivals observed during the Revisional Round i.e.; from the *6th May to 10th May, 1981,* he should make changes accordingly in the Population Record as well as in the working sheet.

(iii) The Enumerator should submit all his records (including unused forms, schedules etc.) to his *Supervisor on 11th May, 1981* along with an inventory (Appendix-I). The inventory is to be prepared in duplicate for each block, one copy of the inventory will be retained by the enumerator after taking signature of his supervisor and the other copy will be handed over along with records to the Supervisor.

3. At Supervisors Level:

(i) The Supervisor will have to obtain all the records in full from his *Enumerators on 11th May, 1981* positively.

(ii) Specific place(s) should be fixed by the supervisors for collection of the records from the enumerators.

(iii) He should prepare the "Supervisor's Circle Abstract" in duplicate on *12th May, 1981* positively. Out of the 2 copies so prepared, he should supply *one copy* of this Abstract to Zonal Officer on *12th May, 1981.* The Supervisor will also prepare an inventory in duplicate (Appendix-II) for his circle. He will retain one copy of this inventory after obtaining the signatures of the Census Clerk when he hands over all census records of his circle to him along with the original copies of each of the inventories prepared by the concerned enumerators for their resepctive blocks on *13th May, 1981.*

4. At Zonal Level:

Zonal Officer should prepare Abstract of his zone separately for *rural areas* and separately for *urban areas* and submit a copy each of the same to Census Charge Officer by *13th May, 1981* positively for enabling Census Charge Officer to match it with those submitted by the Supervisor.

5. At Charge Officers:

(i) Immediately after the receipt of the records, the Census Charge Officer would have to take up the *working sheets* of the *enumerators for each block and the corresponding Enumerator's Abstract* and process these for arriving at the Provisional results.

(ii) In order to be able to do so the Charge Officer can very conveniently have a register prepared on the basis of the Enumerator's Working Sheet itself, except that in column 2 instead of "Serial Number of Household" it should be noted as "Enumerator's Block Number".

(iii) Charge Officer would have to post in this register the relevant total figures which would be available from the last page of the working sheets of each block in the columns concerned.

(iv) The Register (block-wise) should be written up in advance.

(v) Similarly, the Charge Working Sheets should be prepared separately for *rural* and separately for each *town/city.*

(vi) Immediately after the totals are struck the Charge Officer should communicate the figures to the Principal Census Officer as well as the Director of Census Operations by *16th May, 1981* through quickest possible means. The format of the message through which the figures are to be communicated is given below:—

1981 CENCUS PROVISIONAL TOTALS

Charge————————————District————————
Males————————————Females————————
Total Population————————Literate Males————
Litarate Females————————Total Literates————

(vii) In case the figures are communicated by express telegram, a post copy must be sent by the Census Charge Officer both to the Principal Census Officer and the Director of Census Operations, in confirmation.

(viii) The Charge Officer should then forward the *Charge Working Sheets* (separately for rural and separately for each town/city) along with all other abstracts and working sheets viz; (i) Enumerators Abstracts, (ii) Enumerators Working Sheets, (iii) Supervisors Circle Abstracts and (iv) Zonal Abstracts to the *Director of Census Operations, Srinagar/Jammu* through our special messenger *by 17th May, 1981* positively without fail.

6. At Principal Offices:

(i) The Principal Census Officer should consolidate the charge figures and should communicate consolidated totals in respect of all the charge in his district on *18th May, 1981* to the Director of Census Operations, Srinagar and the Registrar General, India simultaneously in the format shown below:—

State ———————District———————
Males———————Females———————
Total Population———Literate Males———
Literate Females———Total Literates———

Telegraphic address/Full address of this Directorate and the Registrar General's Office are given below:—

	Registrar General's Office	Directorate of Census Operations	
		Srinagar	Jammu
(1)	(2)	(3)	(4)
Telegraph. Address . . .	Reggenlind-New Delhi	Kashcensus Srinagar	Deputy Director, Census Operations, 80-Dogra Hall, Exchange Road, Jammu.
Telephone Numbers . . .	383761 383145 383157 386583	76786 71029	3694
Full Address	Registrar General, India, 2/A, Mansingh Road, New Delhi-110011	Director of Census Operations, Raj Bagh, Near Harco House, Zero Bridge, Srinagar, Kashmir.	Deputy Director, Census Operations, 80-Dogra Hall, Exchange Road, Jammu.

7. The Census Charge Officer should submit all the filled-in census records i.e.; Notional Maps, Layout Sketches, Abridged Houselists, Household Schedules, Individual Slip Pads and Degree Holder and Technical Personnel Schedules etc. to the Director of Census Operations, Srinagar/Jammu an *21st May, 1981* in accordance with an inventory, sufficient copies of which will be sent to you by this office in due course.

8. Necessary instructions contained in this circular letter may kindly be issued to all concerned for strict compliance. Five (5) spare copies of the circular are enclosed herewith for further action at your end.

Yours Faithfully,

Sd/-
(A. H. Khan)
Director.

Encls:--6 copies of the circular.

No. Cen. 187/81 *Dated. the*

A. Copy for information and necessary action to:—

(1) The Census Charge Officer (Tehsildar),———.

(2) The Town Census Officer (Executive Officer),———.

(3) The City Census Officer (Executive Officer),———.

(4) Deputy Director, Census Operations, 80-Dogra Hall, Exchange Road, Jammu (with 5 spare copies). The provisional Totals sent to him direct by the Tehsildar/Deputy Commissioner may be communicated to this office immediately on receipt. Besides, after having the relevant working sheets and Abstracts etc. collected from the Charge Offices, he should sent all these schedules to the Director of Census Operations, Srinagar through a special messenger on 19th of May, 1981 positively without fail as these would be required for compilation of Paper 1 of 1981 and its supplement. Necessary advance arrangements may be made now in this behalf to avoid any delay.

(5) Assistant Director, Regional Tabulation Office, Batmalloo, Srinagar (with 5 spare copies).

B. Copy for information to:—

(1) Shri P. Padmanabha, Registrar General, India, New Delhi-110011 (with one spare copy for use in his personal section).

(2) Secretary to Government, General Department, J&K, Jammu.

(3) Divisional Commissioner, Kashmir/Jammu.

(4) The Director of Census Operations, ———.

(5) Shri ———, Inspecting Officer———.

Sd/-
Director of Census Operations,
Jammu & Kashmir

CIRCULAR NO. 33

Government of India
Ministry of Home Affairs
Directorate of Census Operations, J&K, Raj Bagh, Srinagar.

No. Cen.
Dated, the 19-4-81

During the course of holding of training camps most of the enumerators, particularly those drafted from the Education Department, raised a point based on the experience of the 1st phase of Census Operations that situations may arise where in order to give an effective practical start to the field work from 20th of April, 1981, they may require the assistance of village/sarpanch/numberdar/illaqa patwari/chowkidar etc. The point raised is genuine. I would therefore request you that the concerned village level officials may kindly be suitably instructed well in advance to render necessary assistance to census field agency so that no difficulty is faced by them in completing their work within the specified period. Needless to say, rendering of such assistance to them in the initial stages of work will go a long way to ensure timely, full and accurate coverage in your area.

Kindly confirm action taken in the matter.

Sd/-
(H. L. Kalla)
Deputy Director.
Tele : 76786

Census Charge Officer,
(Tehsildar).

CENSUS CIRCULAR NO. 35

Government of India
Ministry of Home Affairs
Directorate of Census Operations, J&K, Raj Bagh, Srinagar.

No. Cen. 240/81
Dated, the 18-4-1981

Ssubject :—Certificate of Enumeration by Census Charge Officers/City Census Officers/Town Census Officers.

In order to ensure that the enumeration work of 1981 Census scheduled to take place from 20th April to 10th May, 1981 has been carried out in all accessible areas of a charge on 100% basis, all Census Charge Officers/City Census Officers/Town Census Officers are required to certify this fact. It is accordingly requested that at the time of handing over the filled in records to this Direcorate i.e. on 21st May, 1981 a certificate in the following manner, duly authenticated, may be prepared *in duplicate* in your office. One copy of it may be submitted to this Directorate and the other to the concerned Principal Census Officer.

"Certified that all areas falling in my jurisdiction have been covered for general enumeration of 1981 Census".

Signature of the
Census Charge Officer/
City Census Officer/
Town Census Officer.

Sd/-
(A. H. Khan)
Director.
Tele : 71029

1. Census Charge Officer, (Tehsildar), ———————.
2. City Census Officer, (Executive Officer), Srinagar Municipality.
3. Town Census Officer, (Executive Officer), Badamibagh Cantonment.

No. Cen. 240/81 *Dated, the 18-4-1981.*

Copy for information to:—

(1) Principal Census Officer (Deputy Commissioner),———————.
(2) District Census Officer (Assistant Commissioner),———————.
(3) Additional District Census Officer (District Statistical Officer),———————.
(4) Shri P. Padmanabha, Registrar General, India, New Delhi (with one spare copy for record in his personal section).
(5) Divisional Commissioner, Srinagar.

Sd/-
(H. L. Kalla),
Deputy Director,
Census Operations. J&K, Srinagar.

CENSUS CIRCULAR NO 36

Government of India
Ministry of Home Affairs
Directorate of Census Operations, J&K, Raj Bagh, Srinagar.

No. Cen. 208/81
Dated, the 18-4-1981

Subject :—Enumeration of Houseless Persons.

There is likelihood of houseless persons, such as nomads, pavement dwellers, those living on roadsides, under staircases or in open or in the premises of mosques, shrines, idgahs, temples, gurduwara, Churches, bus stands etc. In certain areas in a village or town of your jurisdiction. A note has to be made of such areas by the enumerator concerned and houseless persons will have to be systematically covered and census

forms, schedules be filled up in such cases on the *evening of 5th May, 1981.* Special steps will have to be devised to ensure that houseless persons living in areas under your jurisdiction are positively covered as per time and date indicated above.

Action taken by you in the matter may kindly be confirmed.

Sd/-
(H. L. Kalla),
Deputy Director,
Tele : 76786

1. Census Charge Officer,
(Tehsildar),
———————.

2. City Census Officer,
(Executive Officer),
Srinagar Municipality.

3. Town Census Officer,
(Executive Officer),
Badamibagh Cantonment.

ANNEXURE 15

INSTRUCTIONS TO ENUMERATORS FOR FILLING UP THE HOUSELIST

Introduction

Before the census of the population is taken in 1981 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 and that it only collects certain basic information which will help in forming enumeration blocks for the census itself. 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 essential data on the physically handicapped which are badly wanted for planning for this disadvantaged group. 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 doubts 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 the notional map and the lay-out sketch is first described and after that the basic concepts 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 name. 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.

Lay-out 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 be 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 wholly or partly residential or wholly non-residential by shading as follows :—



—*Pucca* houses, whether wholly or partly residential



—*Pucca* wholly non-residential



—*Kutcha* houses, 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 concrete), RCC (re-inforced 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.

13. 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 all right. The numbers allotted to each house should be marked on the sketch and with the help of arrow marks at convenient intervals, the direction in which the house numbers run should be indicated. This is particularly important when streets cut across one another and the housenumbering series along a street get interrupted. It will be of advantage if the numbers are roughly marked in pencil on this sketches and later verified with 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 Annexure-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 featurs 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 house. Habitations (clusters) falling within the area of the smallest forest administrative unit should be taken as one village for the purpose of housenumbering and houselisting.

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 housenumbering sketches 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 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 areas 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. 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 what a building and a census house are for the purpose of house-listing. A building is a readily distinguishable structure or group of structures which is taken as the unit for housenumbering. The entire building may be deemed one census house or sometimes 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 housenumbering 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 these.

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 house is such that there may not be any wall. For example a conical roof almost touches the round 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 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.

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 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) etoc., 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 room 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 households 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 diffierent 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 members 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 house numbering maps and the numbering of the houses, the next step is to list them in a prescribed schedule, namely, the houselist.

42. At the 1981 census, a houselist form will be canvassed on universal basis. Specimen form of the schedule to be so canvassed is given as Annexe-E at the end of this book.

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 tehsil 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, tehsil 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.

Col. 1 : Line No.

45. Every line in the Houselist is to be numbered serially. The serial 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 to every building in the lay-out sketch.

48. The number which has been assigned in the lay-out sketch in any of the systems 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 numerals (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

Sl. 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 or a 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 suits 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 assingment of a number to a new building not previously numbered that has come up after building No. 9 and before No. 10.

Col. 4 : Purpose for which census house is used (If wholly or partly non-residential, fill Enterprise List)

55. 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.*

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

(2) Factory/workshop and workshed etc. "Factory" should be written if it is registered under the Indian Factories Act. 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. (For a detailed description of factory, please see Annexe-I.) 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.

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

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

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

(6) School and other educational institutions.

(7) Hotel, sarai, dharmshala, tourist house, inspection house, etc.

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

(9) Place of enterainment :
Examples—Cinema house, theatre, community hall (Panchayatghar), etc.

(10) Place of worship, etc. :
Examples—Temple, church, mosque, gurudwara, etc.

(11) Institutions :
Examples—Orphanage, rescue home jail reformatory, children's care home, etc.

(12) Others :

Examples—Cattle-shed, garage, godown, laundry, petrol filling station, passenger's shelter, etc.

(The exact use to be fully described in each case.)

56. This column refers to the purpose for which a census house is used. There will be some cases where census houses are used only for seasonal activites 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 this 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 4, please write in the same column that this use is "Seasonal".

Important

57. 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 4.*

58. If a particular census house is wholly or partly non-residential, you must first enter the use to which it is put in this column. Having done so, if an enterprise is being carried on in such a wholly or partly non-residential census house, 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

59. 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. 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 4, details of only those enterprises which are carried on *within* census houses should be entered.

60. It is possible that more than one enterpreneurial activity is carried on in the same census house. If these activities are carried on by the same person or the same household but if 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 enterprise. 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 enquiries. 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.

61. Enterprises which are carried on in the open, i.e. without premises will be entered in column 7 as we shall see later.

62. 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, gram, etc.)

Pulses (arhar, moong, masur, urd, etc.)

Raw Cotton

Raw jute, mesta

Sunnhemp and other kindred fibres

Production of oilseeds such as sesamum, groundnuts, rape, mustard, linseed, castor seed, etc.

Sugarcane

Roots and tubers, vegetables, pan, singhara, chillies and spices (other than pepper and cardamom) and flowers and parts of plants.

Agricultural production not elsewhere clasified

Tea

Coffee

Rubber

Tobacco

Pepper

Cardamom

Edible nuts (excluding coconut and ground-nut), walnut, almond, cashewnut, etc.

Production of fruits, coconuts, e.g., bananas, apples, grapes, mangoes, oranges

Production of ganja, cinchona, opium, etc.

Crops of plantations, not elsewhere classified (e.g., betelnuts 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 enterprises.

63. 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 services 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, 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 products 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.

64. You will notice that an enterprise can be carried on within a census house or outside the census house. Please note that some of the activities referred to earlier can be carried on within or outside a census house. The entries you make will be either in column 4 or column 7 depending on whether these enterprises are carried on within the census house or outside a census house and without premises respectively.

65. In Annexe-J, an illustrative list has been given to help you to recognise what are enterprises and what are not. Please read through this and refer to it whenever necessary.

66. It has been mentioned earlier that rearing of cattle for production of milk will be an enterprise. In such a case and in similar 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, passenger shelter, etc.

67. 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 enterpries is charried on should be bracketed together in column 4 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.

68. 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 4.

69. 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 enteprise 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.	Building No.(municipal or local authority or census number)	Census house No.	Purpose for which census house is used (if wholly or partly non-residential, fill Enterprise List)
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 mil
14	—	—	Bakery (8)
15	—	—	Flour Mill (9)

70. 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 this census house only a cinic 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 these entries in the Annexe-G at the end of this book.

Col. 5 Household No.

71. 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 un-related persons live together is an institutional household provided it has a common kitchen So also is a jail.

72. There can be a household No. in column 5 only if you have noted in column 4 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.

73. 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.

74. You will notice how the numbering of the building, the census houses and the households are closely linked. This link is best illustrated by an example as follows :—

	Building Number	Census House Number	House-hold 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)

75. In such a case where the same buiding contains more than one census house, the building number should not be repeated in the subsequent lines (please see example above. If census house contains more than one household the census house number should not be repeated in the subsequent lines in column 3.

Col. 6 : Name of the head of household

76. The name of the head of each household should be written. The head of the household for census purposes is a person who is recognised as such in the household. He or she is generally the person who bears the chief responsibility for the maintenance of the household and takes decisions on behalf of the household. The head of the household need not necessarily be the eldest male member, but may even be a female or a younger member of either sex. You need not enter into any long argument about it but record the name of the person who is recognised by the household as its head. In the case of an absentee *de jure* 'Head', the person on whom the responsibility of managing the affairs of the household falls at the time of houselisting should be regarded as the **Head.**

77. In the 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.

78. In the case of institutional households, please write 'I' within brackets after the name or designation of the head in this column.

Col. 7 : Is the household engaged in an enterprise outside this census house and without premises. If yes, fill Enterprise List.

79. 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 (Please see para 59). This column is meant to identify such enterprises.

80. There may be cases where a household lives in a census house and is engaged in some activity, i.e., 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 enterprises in some other census house then the census house in which the enterprise is carried on will be covered under column 4 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 4. What we are trying to cover in column 7 is a situation 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 and shoe-repairing on pavements, hawkers, fishing, selling of newspapers, etc.

81. 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. Examples have been given at the end of this book.

82. 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. This will have to be done as illustrated in the examples below. 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 No., census house No., use to which the census house is put, household number or name of head of household. In such cases, there with only be an entry in column 1 which relates to line number and column 7. In all other columns relating to such entries, please put a dash (—). In other words, building No., census house No., etc. will not be repeated.

83. The manner in which the entries will be made in cases where enterprises exist both in census houses and outside premises in the case of households 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 non-residential, fill Enterprise List)	Household No.	Name of the head of household	Is the household engaged in an enterprise outside this census house and without premises ? If yes, fill Enterprise List
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. Vimal Varma	..
9.	..	..	Doctor's Clinic-allopathic (5)	..	..	..
10.	438	438(1)	Shop-cum-workshop-cum-residence	438(1)	Rajan	..
11.	..	..	Workshop (6)	..	..	..
12.	..	..	Shop (7)	..	..	..
13.	..	438(2)	Residence	438 (2)	Bhola Ram	Yes (2)
14.	442	442(1)	Residence-cum-Baithak	442(1)	Yadav	Yes (3)
15.	..	442(2)	Sanghoi	..	..	..
16.	443	443	Residence	443	Keshav	Yes(4)
17.	..	..	..	..	..	Yes (5)
18.	444	444	Residence	444	Jadu	..
Total	xx	11	x x x	9	xxx	x x

Cols. 8-10 : Number of persons normally residing in census household

84. Enter the number of males normally residing in the household in column 8, females in column 9 and total number of persons in column 10 (columns 8+9).

85. 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 has stayed with the household for a period of 3 months or more should, however, be included. Correspondingly, normal residents absent for over 3 months or more should be excluded from the household in which they normally reside.

Total of these columns should be struck at the end of each page.

Col. 11-13 : Is there a physically handicapped person in the household ? If so, indicate number of those who are totally blind/crippled/dumb

86. In these columns information about different categories of physically handicapped persons will have to be recorded.

87. The term 'totally crippled' refers to such persons who have lost their arms or limbs. After ascertaining the existence of physically handicapped persons in the household, indicate the number of such persons in the appropriate column.

88. The loss of arms or legs or all the four limbs refers to loss of both the arms or loss of both the legs. It is not necessary that the disabled should have lost *both* arms and legs. The loss of either of these, i.e., both arms *or* both legs would be sufficient for classification as totally crippled. Please note that loss of only one arm and/or one leg will not classify a person as totally crippled. The loss here refers to the inability to use and not necessarily physical absence. Thus, a paralytic who has lost the use of both the legs or both the arms, will be totally crippled though the legs or arms as such are still physically present.

89. There may be a case where a person unfortunately suffers from more than one of the disabilities mentioned in columns 11, 12 and 13. In such cases, the intention is to record persons by the greater disability. For example a person may be both blind and dumb or blind and crippled etc. In such cases, the intention is to find out persons who suffer from the greater disability. It may be noted that blindness is considered a greater disability than either dumbness or being crippled. Similarly, being crippled is a greater disability than being dumb. In an extreme case where a person suffers from all the three disabilities, please record him under blind since this is certainly the most unfortunate disability. Please take care to ensure that there is no double counting in such cases by including such persons for each of these disabilities. In other words, the same person should not be counted for each of the columns even if he suffers from more than one disability.

90. A person may be blind or crippled due to old age. In such cases also, he should be included in the relevant column if he suffers from such a disability.

91. This is a very sensitive question. You have, therefore, to be very polite and tactful in asking this question. You should not try to find out the names of the physically handicapped. Only the number of persons who are 'totally blind' or 'totally dumb' or 'totally crippled' are to be determined.

Col. 14 : Remarks

92. 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.

93. If there is an entry in column 4 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

94. Total of columns 3, 5 and 8 to 13 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 5, 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 8, 9 and 10, there should be no difficulty. It will be a simple total for each column separately.

(d) Under column 11 to 13 you will have to give the number of handicapped persons under each category.

Houselist Abstract

95. After filling the entries in the houselist, i.e., after completing houselisting for your entire block, you have now to 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 form of the Houselist Abstract is given at Annexe-F at the end of these instructions.

96. There should be no difficulty in preparing the abstract but so that you have no doubt on the matter 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 at each page. Please check this total and carry it over to the abstract.

Cols. 3-8 : Number of census houses by use

The purpose for which a census house is used will have been noted by you in column 4 of the houselist. The figure for columns 3, 4 and 6 of the abstract will have to be got by you by carefully adding up the different uses to which census houses are put from column 4 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. 4 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 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 figure to be noted here will be derived by subtracting column 7 from col. 2.

Col. 9 : Total No. of households

This figure will be obtained from the total at the bottom of column 5 of the houselist.

Cols. 10-15 : Total population—Total No. of handicapped persons

Under each of these columns please enter the page total under the corresponding columns, i.e., columns 8 to 13 of the houselist.

97. Certain specimen entries of the houselist and the houselist abstract are at Annexe-G and H of these instructions.

98. You should prepare a duplicate set of the houselist form giving all the pages and entries and submit both the copies to your supervisor alongwith the Houselist Abstract. It is enough if one copy of the *houselist abstract* is prepared.

99. 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.

100. After you have completed the houselisting operations of your block, you must have with you the following documents :—

(a) Lay-out sketch
(b) National Map
(c) Houselist forms, pinned together (2 sets)
(d) Houselist abstract
(e) Enterprise Lists, pinned together
(f) Abstract of enterprise list.

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/संघ राज्य क्षेत्र का नाम
Name of State/Union Territory RAJASTHAN

जिले का नाम / Name of District SAWAI MADHOPUR कोड सं० / Code No. 07

तहसील/तालुका/पुलिस थाना/
विकास खंड/सर्किल आदि का नाम / Name of Tehsil/Taluka/P.S./Dev. Block/Circle etc. TODABHIM कोड सं० / Code No. 06

गाम/नगर का नाम / Name or Village/Town BACHRI कोड सं० / Code No. 069

वार्ड/मोहल्ला/हैमलेट का नाम या नम्बर / Name or No. of Ward/Mohalla/Hamlet X कोड सं० / Code No. X

गणक के ब्लाक का नम्बर / Enumerator's Block No. 101 &102

संकेत :
REFERENCES

ब्लाक की सीमा ..... Block Boundary

पक्का मकान (नम्बर सहित) / Pucca House (with No.)
निवासीय ..... Residential — 13
गैर निवासीय ..... Non-residential — 12

कच्चा मकान (नम्बर सहित) / Kutcha House (with No.)
निवासीय ..... Residential — 11
गैर निवासीय ..... Non-residential — 10

पक्की सड़क ..... Pucca Road

कच्ची सड़क ..... Kutcha Road

ग्राम 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

मन्दिर, मस्जिद, चर्च आदि ..... Temple, Mosque, Church etc. — S D P PO

स्कूल, औषधालय, पंचायत घर, डाकघर आदि ..... School, Dispensary, Panchayat Ghar, Post Office etc.

टिप्पणी / NOTE
(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।
Please write the names of prominent roads, streets and Mohalles 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 _____

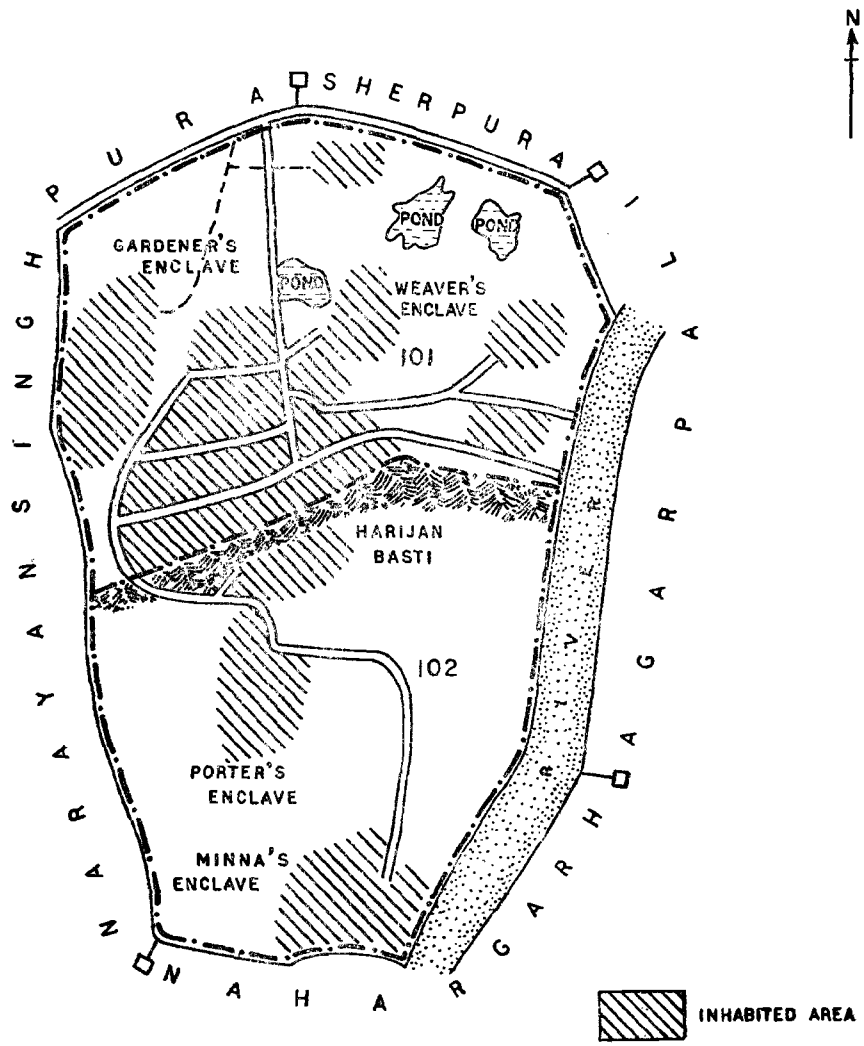
हस्ताक्षर
Signature _____

सुपरवाइजर के हस्ताक्षर
Signature of Supervisor _____

नक्शा बस्ती/गणक के ब्लाक का नक्शा
National Map/Layout Sketch of Enumerator's Block

भारत की जनगणना 1981
CENSUS OF INDIA 1981

मकान सूचीकरण/जनगणना
Houselisting/Enumeration



SOME DETAILS SHOWN IN THE MAP ARE INDICATIVE

Annexe 'A' Notional Map–Rural

नजरी नक्शा/प्रगणक के ब्लाक का खाका
National Map/Layout-Sketch of Enumerator's Block

भारत की जनगणना 1981
CENSUS OF INDIA 1981

मकान सूचीकरण/जनगणना
Houselisting/Enumeration

राज्य/संघ क्षेत्र का नाम
Name of State/Union Territory DELHI

जिले का नाम
Name of District DELHI — कोड सं० Code No. 01

तहसील/तालुका/पुलिस थाना/
विकास खण्ड/समिति आदि का नाम
Name of Tehsil/Taluka/P.S./Dev. Block/Circle etc. X — कोड सं० Code No. –

गाम, नगर का नाम
Name of Village/Town N.D.M.C. — कोड सं० Code No. I

वार्ड/मोहल्ला, हैमलेट का नाम या नम्बर
Name or No. of Ward, Mohalla/Hamlet E — कोड सं० Code No. 06

प्रगणक के ब्लाक का नम्बर
Enumerator's Block No. 07

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

खाद रहित
Cart-track/Jeep-track

रेलवे लाइन (i) बड़ी लाइन Broad Gauge
Railway Line (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
School, Dispensary, Panchayat Ghar, Post Office etc.

टिप्पणी (i) कृपया स्काच 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 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

प्रगणक का नाम
Name of Enumerator

हस्ताक्षर
Signature

सुपरवाइजर के हस्ताक्षर
Signature of Supervisor

HANUMAN TEMPLE
OPEN
P.W.D. STORE
N
BRIGADIER HOSHIYAR SINGH MARG
PARK
CLINIC
07
PARK
OPEN
PARK
STORE
TEA SHOP
ATMARAM LANE
A — AVENUE
STATE ROADWAYS DEPOT
COMMUNITY HALL
SCHOOL
P & T
RAILWAY YARD

SOME DETAILS SHOWN IN THE MAP ARE INDICATIVE

Annexe 'B' National Map–Urban

नक्शा नक्शा/प्रगणक के ब्लाक का नक्शा
Notional Map/Layout Sketch of Enumerator's Block

भारत की जनगणना 1981
CENSUS OF INDIA 1981

मकान सूचीकरण/जनगणना
Houselisting/Enumeration

राज्य/संघ राज्य क्षेत्र का नाम
Name of State/Union Territory RAJASTHAN

जिले का नाम — कोड सं०
Name of District SAWAI MADHOPUR — Code No. 07

तहसील/तालुका/पुलिस थाना/
विकास खण्ड/सर्किल थाना का नाम — कोड सं०
Name of Tehsil/Taluka/P.S./Dev. Block/Circle etc TODABHIM — Code No. 06

गाम/नगर का नाम — कोड सं०
Name of Village/Town BACHRI — Code No. 069

वार्ड/मोहल्ला/हैमलेट का नाम या नम्बर — कोड सं०
Name or No. of Ward/Mohalla/Hamlet X — Code No. X

प्रगणक के ब्लाक का नम्बर
Enumerator's Block No 101

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
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

मन्दिर, मस्जिद, चर्च आदि
Temple, Mosque, Church etc

स्कूल, औषधालय, पंचायत घर, डाकघर आदि
School, Dispensary, Panchayat Ghar, Post Office etc.

S D P PO

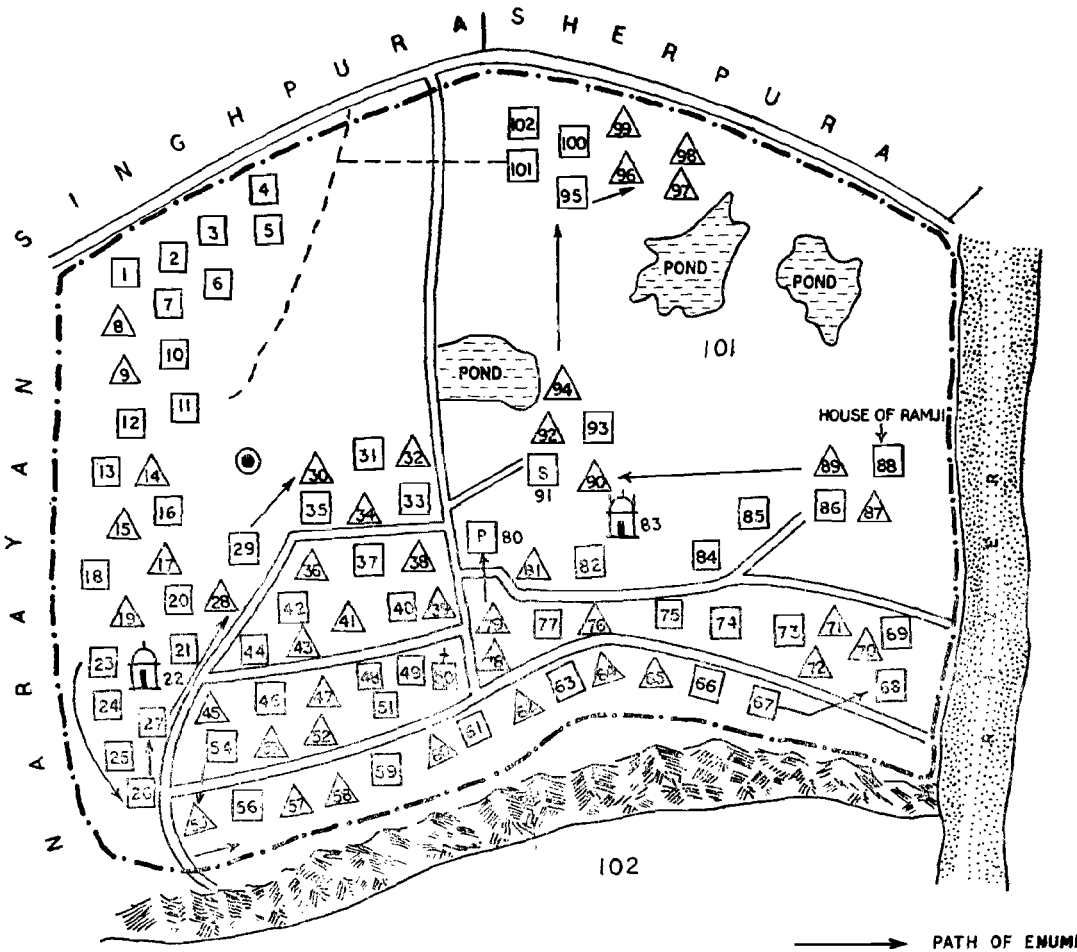
टिप्पणी ( ) कृपया ब्लाक में मुख्य सड़कों, गलियों और मोहल्लों आदि के नाम लिखें। मन्दिर, स्कूल, औषधालय, पंचायत घर, डाकघर आदि संस्थाओं के नाम भी लिखें।
NOTE Please write the names of *prominent roads*, streets and Mohallas etc., in the Block. Also indicate the names of institutions like Temples, Schools, Dispensaries, Panchayat Ghars, Post Offices etc.

(ii) कृपया उस दिशा का 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.

प्रगणक का नाम
Name of Enumerator

हस्ताक्षर
Signature

सुपरवाइजर के हस्ताक्षर
Signature of Supervisor



SOME DETAILS SHOWN IN THE MAP ARE INDICATIVE.

Annexe 'C' Layout sketch–Rural

iii

नजरी नक्शा/प्रगणक के ब्लाक का खाका
National Map/Layout Sketch of Enumerator's Block

भारत की जनगणना 1981
CENSUS OF INDIA 1981

मकान सूचीकरण/जनगणना
Houselisting/Enumeration

राज्य/संघ राज्य क्षेत्र का नाम
Name of State/Union Territory DELHI

जिले का नाम
Name of District DELHI — कोड सं० Code No. 01

तहसील/तालुका/उपखंड/ब्लाक/सर्किल आदि का नाम
Name of Tehsil/Taluka/Sub-Division/Block/Circle etc — कोड सं० Code No. —

गांव/नगर का नाम
Name of Village/Town N D M C — कोड सं० Code No. 1

वार्ड/मोहल्ला/सेक्टर का नाम या नम्बर
Name or No. of Ward/Mohalla/Sector E — कोड सं० Code No. 06

प्रगणक के ब्लाक का नम्बर
Enumerator's Block No 07

संकेत :
REFERENCES :

ब्लाक की सीमा
Block Boundary

पक्का मकान (नम्बर सहित)
Pucca House (with No.)
निवासीय Residential 13
गैर निवासीय Non-residential 12

कच्चा मकान (नम्बर सहित)
Kutcha House (with No.)
निवासीय Residential 11
गैर निवासीय Non-residential 10

पक्की सड़क Pucca Road

कच्ची सड़क Katcha 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

स्कूल, औषधालय, पंचायत घर, डाकघर आदि School, Dispensary, Panchayat Ghar, Post Office etc. S D P PO

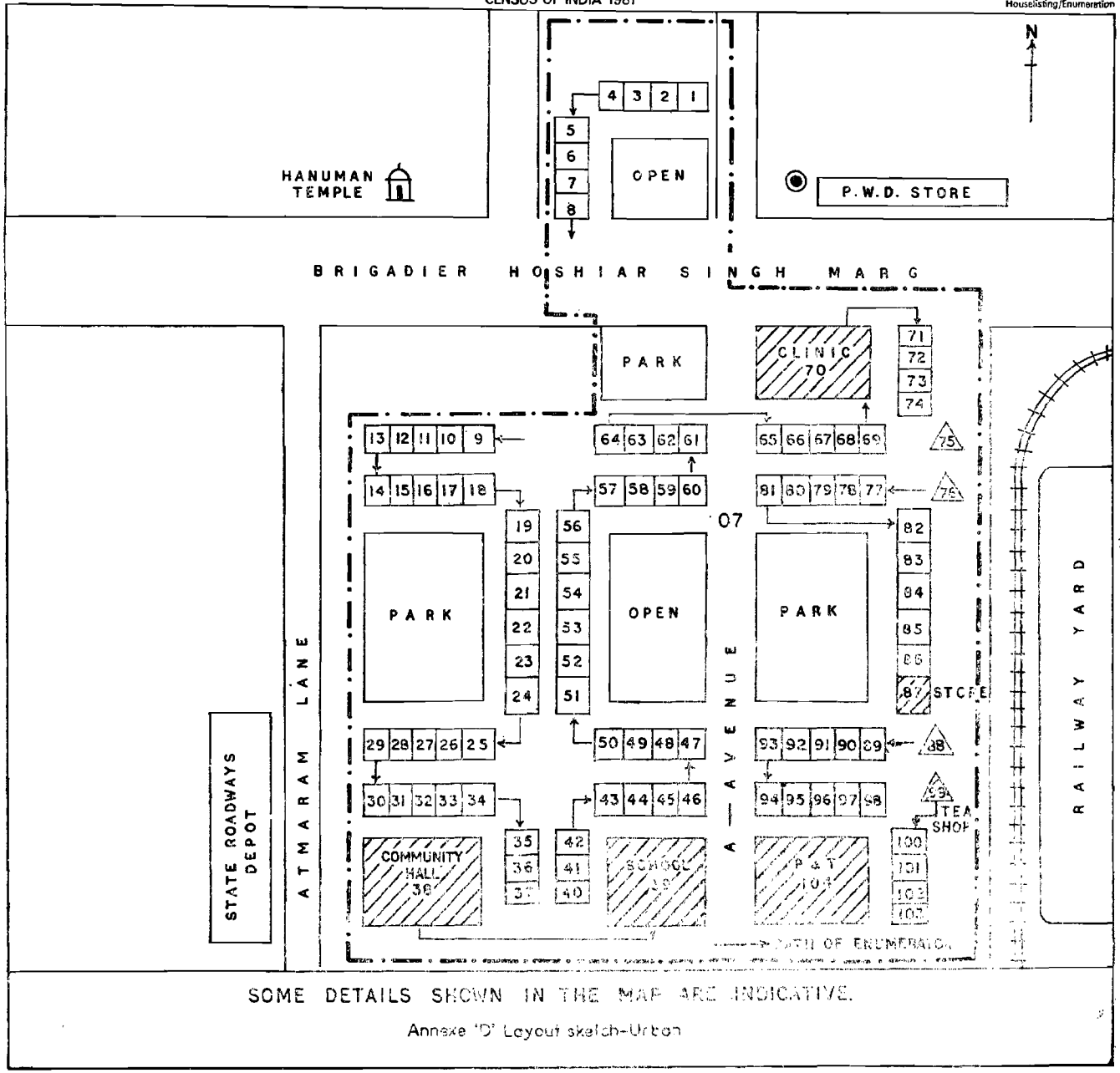
टिप्पणी NOTE : (i) कृपया ब्लाक में मुख्य सड़कों, गलियों और मोहल्लों आदि के नाम लिखें। मंदिर, स्कूल, औषधालय, पंचायत घर, डाकघर आदि संस्थाओं के नाम भी लिखें।
Please write the names of prominent roads, streets and Mohallas etc. in the Block. Also indicate the names of institutions like Temples, Schools, Dispensaries, Panchayat Ghars, Post Offices etc.

(ii) [illegible] को तीर के चिह्न से दिखाएं जिस ओर से ब्लाक में काम किया गया है।
Please indicate by an arrow the direction in which the numbering has been done in the Block.

प्रगणक का नाम
Name of Enumerator

हस्ताक्षर
Signature

सुपरवाइजर के हस्ताक्षर
Signature of Supervisor



SOME DETAILS SHOWN IN THE MAP ARE INDICATIVE.

Annexe 'D' Layout sketch-Urban

ANNEXE-E

CENSUS OF INDIA 1981

Houselist

Page No.....

Name of State/Union Territory .....Code No. .....

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

Name of Tehsil/Taluka/P.S./Dev. Block/Circle etc.....Code No. .....

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

Name or No. of Ward/Mohalla/Hamlet.....Code No.....

Enumerator's Block No. .....

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 non-residential, fill Enterprise List).	Household No.	Name of the head of household	Is the household engaged in an enterprise outside this census house and without premises ? If yes, fill Enterprise List.	Number of persons normally residing in census household			Is there a physically handicapped person in the household? If so, indicate number of those who are totally			Remarks
							Males	Females	Total	Blind	Crippled	Dumb	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
Total	XX	(a)	XXX	(a)	XXX	XX							XXX

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

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

Signature of office Compiler.....Date.....

Note : (a) Count No. of entries and give total.

Strike total for each of the columns 8 to 13.

ANNEXE—F

CENSUS OF INDIA 1981

Houselist Abstract

Name of State/Union Territory.....Code No. ..... Name of Village/Town .....Code No.....

Name of District.....Code No..... Name of No. of Ward/Mohalla/Hamlet.....Code No.....

Name of Tehsil/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			Total No. of handicapped persons		
		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	Totally blind	Totally crippled	Totally dumb
		Wholly residential	Partly residential	Total										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Total														

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

Checked and found correct

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

ANNEXE—G

Rural Block

CENSUS OF INDIA 1981

Houselist

Name of State/Union Territory .....Uttar Pradesh .....Code No....21.....
Name of District.....Rampur.....Code No....22.....
Name of Tehsil.....Rampur.....Code No....1.....

Name of Village/Town.....Bishenpur.....Code No....136....
Name or No. of/Ward/Mohalla/Hamlet....Bishenpur Khas.....Code No...
Enumerator's Block No.....148 .....

Line No.	Building No. (Municipal or local authority or census No.)	Census house No.	Purpose for which cen-sus house is used (if wholly or partly non-residential, fill Enterprise List)	Household No.	Name of the head of household	Is the household engaged in an enterprise outside this census house and without premises? If yes, fill Enterprise List	Number of persons normally residing in census household			Is there a physically handicapped person in the household? If so, indicate number o those who are totally			Remarks
							Males	Females	Total	Blind	Crippled	Dumb	
1	2	3		5	6	7	8	9	10	11	12	13	14
1	1	1(1)	Workshop-cum-Residence.	1(1)	Sankar	Yes (1)	3	4	7	..	..	..	
2	..	..	Gur making (Seasonal) (1)	..	..	..	..	..	..	..	..	..	
3	..	1(2)	Cattle Shed	..	..	..	..	..	..	..	..	..	
4	2	2(1)	Workshop-cum-Residence.	2(1)	Shiela Rani	..	3	5	8	..	..	..	
5	..	..	Oil Ghani (Seasonal) (2)	..	..	..	..	..	..	..	..	..	
6	..	2(2)	Cattle shed-Rearing Cattle for sale of milk (3)	..	..	..	..	..	..	..	..	..	
7	3	3	Workshop-cum-Residence.	3(a)	Ramesh	Yes (2)	3	2	5	..	..	..	
8	..	..	Basket making (4)	..	..	..	..	..	..	..	..	..	
9	..	..	..	3(b)	Gobind	Yes (3)	3	3	6	..	1	..	
10	..	..	Basket making (5)	..	..	..	.	..	..	..	..	..	
Total	XX	(a) 5	XXX	(a) 4	XXX	XX	12	14	9	..	1	..	XXX

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

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

Signature of office Compiler.....Date.....

Note : (a) Count No of entries and give total.

Strike total for each of the columns 8 to 13.

ANNEXE—G *Contd.*

Rural Block

CENSUS OF INDIA 1981

Houselist

Name of State.....Uttar Pradesh..... .....Code No....21....

Name of District.....Rampur .....Code No. ....22....

Name of Tehsil.....Rampur .....Code No.....1....

Name of Village.....Bishenpur....Code No....136.....

Name or No. of/Hamlet.....Bishenpur Khas....Code No.....

Enumerator's Block No.....148.....

Page No.....2.....

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 non-residential, fill Enterprise List)	Household No.	Name of the head of household	Is the household engaged in an enterprise outside this census house and without premises? If yes, fill Enterprise List	Number of Persons normally residing in census household			Is there a physically handicapped person in the household? If so, indicate number of those who are totally			Remarks
							Males	Females	Total	Blind	Crippled	Dumb	
1	2	4(3)	4	5	6	7	8	9	10	11	12	13	14
11	4	4(1)	Workshop-cum-Residence	4(1)	Dinanath	Yes (4)	4	2	6	..	..	..	
12	..	..	Weaving (6)	..	..	..	..	..	..	..	..	..	
13	..	4(2)	Cattle Shed	..	..	..	..	..	..	..	..	..	
14	5		Shop-cum-Residence	5(1)	Moolchand	..	1	1	2	..	..	..	
15	..	..	Grocery (7)	..	..	..	..	..	..	..	..	..	
16	..	5(2)	Vacant	..	..	..	..	..	..	..	..	..	
				..	..	..	..	..	..	..	..	..	Under repair
17	6	6(1)	Shop-cum-Residence	6(1)(a)	Bhola	Yes (5)	3	3	6	..	..	..	
18	..	..	..	..	..	Yes (6)	..	..	..	..	..	..	
19	..	..	..	6(1)(b)	Bhikaram	Yes (7)	2	3	5	..	..	..	
20	..	..	Meat Shop (8)	..	..	..	..	..	..	..	..	..	
Total	XX	(a) 5	XXX	(a) 4	XXX	XX	10	9	19	..	..	..	XXX

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

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

Signature of office Compiler.....Date.....

Note : (a) Count No. of entries and give total

Strike total for each of the columns 8 to 13

ANNEXE—G

Rural Block

CENSUS OF INDIA 1981

Houselist

Name of State.....Uttar Pradesh Code No.....21.....

Name of Village.....Bishenpur.....Code No....136.....

Name of District.....Rampur.....Code No.....22....

Name or No.of/Hamlet.....Bishenpur Khas.....Code No.....

Name of Tehsil.....Rampur.....Code No.....1.....

Enumerator's Block No.....148.....

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 non-residential, fill Enterprise List)	Household No.	Name of the head of household	Is the household engaged in an enterprise outside this census house and without premises? If yes, fill Enterprise List	Nmber of persons normally residing in census household			Is there a physically handicapped person inthe household? If so, indicate number of those who are totally			Ramarks
							Males	Females	Total	Blind	Crippled	Dum	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
21	..	6(2)	Cattle shed-Rearing Cattle for sale of milk. (9)	..	..	..	..	..	..	..	..	..	
22	7	7(1)	Residence	7(1)(a)	Jadunath	..	2	3	5	..	..	..	
23	..	..	..	7(1)(b)	Kailash	..	2	2	4	..	..	..	
24	..	7(2)	Residence-cum-Pig Rearing	7(2)	Hemvati	..	3	2	5	..	..	..	
25	..	..	Pig rearing (10)	..	..	..	..		..	..	..	..	
6													
7													
8													
9													
10													
Total	XX	(a) 3	XXX	(a) 3	XXX	XX	7	7	7	14	..	..	XXX

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

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

Signature of office Compiler.....Date.....

Note : (a) Count No. of entrles and givetotal

Strike total for each of the columns 8 to 13.

ANNEXE—H

CENSUS OF INDIA 1981

HOUSELIST ABSTRACT

Rural Block

Name of State .....Uttar Pradesh ....Code No.....21..... Name of Village.....Bishenpur.....Code No.....136

Name of District.....Rampur.....Code No.....22..... Name or No. of Hamlet.....Bishenpur Khas.....Code No.....

Name of Tehsil.....Rampur .....Code No..... 1..... Enumerator's Block No.....148 .....

Page No. of houselist	Total No. of census houses (from Col.3 of houselist)	Number of census house by use						Total No. of households	Total population			Total No. of handicapped person		
		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	Totally blind	Totally crippled	Totaly dumb
		Wholly residential	Partly residential	Total										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	5	..	3	3	..	3	2	4	12	14	26	..	1	..
2	5	..	3	3	1	4	1	4	10	9	19	..	..	..
3	3	1	1	2	..	2	1	3	7	7	14	..	..	..
														x
Total	13	1	7	8	1	9	4	11	29	30	59	..	1	..

Checked and found correct

Signature of Enumerator.....Date ..... Signature of field Supervisor.....Date.....

Annexe—G

Urban Block

CENSUS OF INDIA 1981

HOUSELIST

Page No.....1.....

Name of State.....Bihar .....Code No.....3.....
Name of District .....Hazaribagh .....Code No.....8.....
Name of Tehsil/Taluka/P.S./Dev.Block/Circle etc... .....Code No.....

Name of Town.....Hazaribagh.....Code No....1.....
Name or No. of .....XI.....Code No.....11.....
Enumerators' Block No.....120.....

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 non-r)residential Enterprise List	Household No.	Name of the head of household	Is the household engaged in an enterprise outside this census house and without premises? If yes, fill Enterprise List	Number of persons normally residing in census household			Is there physically handicapped person in the household? If so, indicate number of those who are totally			Remarks
							Males	Females	Total	Blind	Crippled	Dumb	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	182	182(1)	Residence	182(1)(a)	Bisheshar	..	4	5	9	..	..	..	
2	..	..	..	182(1)(b)	Ghanshyam	Yes (1)	2	4	6	..	..	..	
3	..	182(2)	Residence-cum-Workshop.	182(2)	Ramsaran	..	4	3	7	..	..	1	
4	..	..	Basket making (1)	..	..	..	..	..	..	..	..	..	
5	183	183	Vacant	..	..	..	..	..	..	..	..	..	Incomplete cnstruction
6	184	184(1)	Shop-cum-Workshop-cum-Residence	184(1)	Abdul Kadar	..	3	3	6	..	..	..	
7	..	..	Cloth Shop (2)	..	..	..	..	..	..	..	.		
8	..	..	Tailoring Workshop (3)	..	..	..	..	..	..	..	..	..	
9	..	184(2)	Laundry (4)	..	..	..	..	..	..	..	..	..	
10	185	185(1)	Doctor's Clinic-allopathic (5)	..	..	..	..	..	..	..	..	..	
Total	XX	(a) 6	XXX	(a) 4	XXX	XX	13	15	28	..	..	1	XXX

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

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

Signature of office Compiler.....Date.....

Note : (a) Count No. of entries and give total

Strike total for each of the columns 8 to 13.

CENSUS OF INDIA 1981

HOUSELIST

Name of State.....Bihar.....Bihar.....Code No.....3.... Name of Town.....Hazaribagh.....Code No....1.....

Name of District.....Hazaribagh.....Code No.....8.... Name or No. of Ward.. .....XI.....Code No....11.....

Name of Tehsil/Taluka/P.S./Dev. Block/Circle etc.....Code No..... Enumerator's Block No.....120.....

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 non-residential, fill Enterprise List).	Household No.	Name of the head of household	Is the household engaged in an enterprise outside this census house and without premises? If yes, fill Enterprise List	Number of persons normally residing in census household			Is there a physically handicapped person in the household? If so, indicate number of those who are totally			Remarks
							Males	Females	Total	Blind	Crippled	Dumb	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
11	..	185(2)	Book Binding Work - shop (6)	..	..	..	..	..	..	..	..	..	
12	..	185(3)	Book Shop (7)	..	..	..	..	..	..	..	..	..	
13	186	186	Shop-cum-Residence	186	Bishandayal	Yes (2)	3	5	8	..	..	..	
14	..	..	Vegetable Shop (8)	..	..	..	..	..	..	..	..	..	
15	187	187	Shop-cum-Workshop-cum-Residence	187	Kishenlal	Yes (3)	5	3	8	1	..	..	
16	..	..	Papad Making (9)	..	..	..	..	..	..	..	..	..	
17	..	..	Grocery (10)	..	..	..	..	..	..	..	..	..	
18	188	188	School-cum-Residence	188	Shivcharan	..	3	2	5	..	1	..	
19	..	..	School (11)	..	..	..	..	..	..	..	..	..	
20	189	189(1)	Community Centre(12)	..	..	..	..	..	..	..	..	..	
Total	XX	(a) 6	XXX	(a) 3	XXX	XX	11	10	21	1	1	..	XXX

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

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

Signature of office Compiler.....Date.....

Note : (a) Count No. of entries and give total.

Strike total for each of the columns 8 to 13.

Annexe—G—*Contd.* Urban Block

CENSUS OF INDIA 1981

HOUSELIST

Page No....3.....

Name of State.....Bihar .....Code No.....3.....
Name of District.....Hazaribagh .....Code No.....8.....
Name of Tehsil Taluka/P.S./Dev. Block/Circle etc. .....Code No.....
Name of Towa..... .Hazaribagh..... ....Code No.....1.....
Name or No. of Ward.....XI..... ... .Code No.....11.....
Enumerator's Block No.....120.....

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 non-residential, fill Enterprise List)	Household No.	Name of the head of household	Is the household engaged in an enterprise outside this census house and without premises ? If yes, fill Enterprise List	Number of persons normally residing in census household			Is there a physically handicapped person in the household ? if so, indicate number of those who are totally			Remarks
							Males	Female		Blind	Crippled	Dumb	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
21	..	189(2)	Business House (13)	..	..	..	..	..	..	..	..	..	
22	190	190(1)	Shop-cum-Residence	190(1)	Govind Singh		4		7	..	..	1	
23	..	..	..	..	..		..	..	..	..	..	..	
24	..	..	Pan Shop (14)	..	..	..	..	..	..	..	..	.	
25	..	190(2)	Baithak	..	..	..	..	..	..	..	..	..	
26	191	191(1)	Workshop-cum-Residence	191(1)	Ramvati	Yes (6)	4	3	7	1	..	.....	
27	..	..	Gur Making (Seasonal) (15)	..	..	..	..	..	..	..	..	..	
28	..	191(2)	Cattle Shed	..	..		..	..	..	..	..	..	
29	192	192(1)	Residence	192(1)	Chand Ram	..	4	2	6	..	..	..	
30	..	192(2)	Cattle Shed-Rearing ... Cattle for Sale of Milk (16)	..	..	..	..	..	..	..	..	..	
Total	XX	(a) 7	XXX	(a) 3	XXX	XX	12	3	2	1	..	1	XXX

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

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

Signature of office Compiler.....Date.....

Note : (a) Count No. of entries and give total.

Strike total for each of the columns 8 to 13.

Annexe-H

CENSUS OF INDIA 1981

HOUSELIST ABSTRACT

Urban Block

Name of State.....Bihar.....Code No ....3.....

Name of District.....Hazaribagh.....Code No.....8.....

Name of Tehsil/Taluka/P.S./Dev. Block/Circle etc.....Cocde No.....

Name of Town.....Hazaribagh.....Code No.....1.....

Name or No. of Ward.....XI.....Code No ....11.....

Enumerator's Block No.....120.....

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			Total of handicapped persons		
		Occupied residental census houses			Vacant census houses	Total of Cols 5 & 6	Census houses put to other uses (Col. 2 minus Col 7)		Males	Females	Total	Totally blind	Totally crippled	Totally dumb
		Wholly residential	Partly residential	Total										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	6	1	2	3	1	4	2	4	13	15	28	..	..	1
2	6	..	3	3	..	3	3	3	11	10	21	1	1	..
3	7	1	2	3	..	3	4	3	12	8	20	1	..	.
Total	19	2	7	9	1	10	9	10	36	33	69	2	1	1

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

Checked and found correct

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

ANNEXE—I

Definition of Factories

[THE FACTORIES ACT, 1948]

(As modified up to the 1st May, 1977)

Extracts

"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, the aid of power, or is ordinarily so carried on,

(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 adapting 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, lithograhy, photogravure or other similar process or book binding;

(v) constructing, reconstructing, repairing, refitting, finishing or breaking up ships or vessels.

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

AGRICULTURE, HUNTING, FORESTRY AND FISHING

Livestock Production

Cattle and goat-breeding, rearing, ranching, etc. and production of milk.

Rearing of sheep and production of wool.

Rearing of pigs and other animals.

Rearing of horses, mules, camels and other pack animals.

Rearing of ducks, hens and other birds and production of eggs.

Rearing of bees and production of honey and wax.

Rearing of silk-worms and production of cocoons and raw silk.

Rearing of livestock and production of livestock products not elsewhere classified.

Agricultural Services

Pest destroying spraying, pruning of infected stems.

Operation of irrigation systems.

Animal shearing and livestock services (other than veterinary services).

Grading agricultural and livestock products.

Horticultural and nursery services.

Soil conservation.

Scientific services like soil testing.

Agricultural services not elsewhere classified (like land clearing, land draining, etc.).

Hunting, Trapping and Game Propagation

Hunting, trapping and game propagation for commercial purposes (other than for sports).

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 fuel (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, herbs, wild fruits and leaves by exploitation of forests.

Other forests products not elsewhere classified such as munjh.

Fishing

Ocean, sea and coastal fishing.

Inland water fishing.

Pisciculture—rearing of fish.

Collection of pearls, conches, shells, sponge and other sea products.

Fishing and allied activities not elsewhere classified.

MINING AND QUARRYING

Coal Mining

Coal.

Lignite.

Crude Petroleum and Natural Gas

Crude petroleum.

Natural gas.

Metal Ore Mining

Iron ore.

Manganese.

Chromite.

Bauxite.

Gold and silver ores.

Copper ore.

Lead and zinc ores.

Limenite and Rutile.

Wolfram.

Metal ores not elsewhere classified.

Other Mining

Stone quarrying, clay and sand pits.

Chemicals and fertilizer mineral mining (such as soda ash, sulphur, phosphates, nitrates, etc.).

Salt mining and quarrying including crushing, screening and evaporating in pans.

Precious and semi-precious stones.

Mica.

Gypsum.

Other mining not elsewhere classified (asbestos, quartz, talc and soap stone, natural abrasives other than sand, graphite, etc.).

MANUFACTURING AND REPAIR

Manufacture of Food Products

Slaughtering, preparation and preservation of meat.

Manufacture of dairy products.

Canning and preservation of fruits and vegetables.

Canning, preserving and processing of fish, crustacean and similar foods.

Grain mill products.

Manufacture of bakery products.

Manufacture and refining of sugar (vacuum pan sugar factories).

Production of indigenous sugar, boora, khandsari, gur etc. from sugarcane and palm juice.

Production of common salt.

Manufacture of cocoa, chocolate and sugar confectionery, (including sweetmeats).

Manufacture of hydrogenated oils, vanaspati ghee, etc.

Manufacture of other edible oils and fats, e.g., mustard oil, groundnut oil, til oil, etc.

Tea processing.

Coffee curing, roasting and grinding.

Cashewnut processing like drying, shelling, roasting, salting etc.

Manufacture of ice.

Manufacture of prepared animal feeds.

Manufacture of starch.

Manufacture of parched rice (pohwa or chira or chirva).

Manufacture of food products not elsewhere classified.

Manufacture of Beverages, Tobacco and Tobacco Products

Distilling, rectifying and blending of spirits.

Wine industries.

Malt liquors and malt.

Production of country liquor and toddy.

Soft drinks and carbonated water industries.

Tobacco stemming, redrying and all other operations which are connected with preparing raw leaf tobacco for manufacture.

Manufacture of bidi.

Manufacture of cigars, cigarettes, cheroots and cigarette tobacco.

Manufacture of chewing tobacco, zarda and snuff.

Manufacture of tobacco and tobacco products, not elsewhere classified.

Manufacture of Cotton Textiles

Cotton ginning, cleaning and baling.

Cotton spinning, weaving, shrinking sanforizing, mercerising and finishing of cotton textiles in mills.

Printing, dyeing and bleaching of cotton textiles.

Cotton spinning other than in mills (charkha).

Production of khadi.

Weaving and finishing of cotton textiles in handlooms, other than khadi.

Weaving and finishing of cotton textiles in powerlooms.

Cotton textiles not elsewhere classified.

Manufacture of Wool, Silk and Synthetic Fibre Textiles

Wool cleaning, baling and pressing.

Wool spinning, weaving and finishing in mills.

Wool spinning and weaving (other than in mills).

Dyeing and bleaching of woollen textiles.

Manufacture of wool, not elsewhere classified.

Spinning, weaving and finishing of silk textiles.

Printing, dying and bleaching of silk textiles.

Spinning, weaving and finishing of other textiles—synthetic fibres, rayons, nylons, etc.

Printing, dying and bleaching of synthetic textiles.

Silk and synthetic fibre textiles not elsewhere classified.

Manufacture of Jute, Hemp and Mesta Textiles

Jute and Mesta pressing and baling.

Jute and Mesta spinning and weaving.

Dyeing, printing and bleaching of jute textiles.

Preparing, spinning, weaving and finishing of hemp and other coarse fibres.

Manufacture of jute bags and other jute textiles not elsewhere classified.

Manufacture of Textile Products (including wearing Apparel other than Footwear)

Knitting mills.

Manufacture of all types of threads, cordage, ropes, twines, nets, etc.

Embroidery and making of crapes, laces and fringes.

Weaving carpets, rugs and other similar textile products.

Manufacture of all types of textiles, garments including wearing apparel.

Manufacture of rain coats, hats, etc.

Manufacture of made up textile goods (except garments) such as curtains, mosquito nets, etc.

Manufacture of water proof textiles such as oil cloth, tarpaulin, etc.

Manufacture of coir and coir products.

Manufacture of textiles not elsewhere classified like linolium, pading, wadding, upholstering, filling, etc.

Manufacture of Wood and Wood Products, Furniture and Fixtures

Manufacture of veneer, plywood and their products.

Sawing and planing of wood (other than plywood).

Manufacture of wooden and cane boxes, crates, drums, barrels and other wooden containers, baskets and other rattan, bamboo, reed and willow wares made entirely or mainly of cane, rattan, reed, bamboo and willow.

Manufacture 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 industrial goods, such as bobbins, blocks, handles, saddling and similar equipment and fixtures.

Manufacture of cork and cork products.

Manufacture of wooden furniture and fixtures.

Manufacture of bamboo and cane furniture and fixtures.

Manufacture of wood, bamboo and cane products not elsewhere classified.

Manufacture of Paper and Paper Products and Printing, Publishing and Allied Industries

Manufacture of pulp, paper and paper board including newsprint.

Manufacture of containers and boxes of paper and paper board.

Manufacture of pulp products not elsewhere classified like dolls.

Manufacture of paper and paper board articles not elsewhere classified.

Printing and publishing of newspaper.

Printing and publishing of periodicals, books, journals, atlases, maps, sheet music, directories, etc.

Printing of bank notes, currency notes, postage stamps; security presses, etc.

Engraving, etching, block making, etc.,

Bookbinding.

Printing, publishing and allied activities not elsewhere classified like envelope printing, picture post card printing, embossing.

Manufacture of Leather and Leather and Fur Products (except Repair)

Tanning, currying, finishing, embossing and japanning of leather.

Manufacture of footwear (excluding repair) except vulcanized or moulded rubber or plastic footwear.

Manufacture of wearing apparel like coats, gloves, etc. of leather and substitutes of leather.

Manufacture of leather consumer goods (other than apparel and footwear).

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 articles.

Manufacture of leather and fur products not elsewhere classified.

Manufacture of Rubber, Plastic, Petroleum and Coal Products

Tyre and tube industries.

Manufacture of footwear made primarily of vulcanized or moulded rubber.

Manufacture of rubber products not elsewhere classified.

Manufacture of plastic products not elsewhere classified (except house furnishing).

Petroleum refineries.

Manufacture of products of petroleum not elsewhere classified.

Production of coal tar in coke ovens.

Manufacture of other coal and coal tar products not elsewhere classified.

Manufacture of Chemicals and Chemical Products (except Products of Petroleum and Coal)

Manufacture of basic industrial organic and inorganic chemicals and gases such as acids, alkalies and their salts ; gases like acetylene, oxygen, nitrogen, etc.

Manufacture of fertilisers and pesticides.

Manufacture of paints, varnishes and lacquers.

Manufacture of drugs and medicines.

Manufacture of perfumes, cosmetics, lotions, hair dressing, tooth pastes, soap in any form, synthetic detergents, shampoos, shaving products, cleansers, washing and scouring products and other toilet preparations.

Manufacture of inedible oils.

Manufacture of turpentine, synthetic resins, plastic materials and synthetic fibres like nylon, terylene except glass.

Manufacture of matches.

Manufacture of explosives and ammunition and fire works.

Manufacture of chemical products not elsewhere classified (including photo-chemicals, sensitised films and paper).

Manufacture of Non-Metallic Mineral Products

Manufacture of structural clay products.

Manufacture of glass and glass products.

Manufacture of earthenware and earthen potterry.

Manufacture of chinaware and porcelainware.

Manufacture of cement, lime and plaster.

Manufacture of mica products.

Manufacture of structural stone goods, stone dressing and stone crushing and stoneware.

Manufacture of earthen and plaster statues and other products.

Manufacture of asbestos, cement and other cement products.

Manufacture of miscellaneous non-metallic mineral products such as slate products, abrasive, graphite products, mineral wool, silica products and other non-metallic mineral products not elsewhere classified.

Basic Metal and Alloys Industries

Iron and steel industries.

Foundries for casting and forging iron and steel.

Manufacture of ferro-alloys.

Copper manufacturing.

Brass manufacturing.

Aluminium manufacturing.

Zinc manufacturing.

Other non-ferrous metal industries.

Manufacture of Metal Products and Parts except Machinery and Transport Equipment

Manufacture of fabricated metal products such as metal cans from tinplate, terne plate or enamelled sheet metal, metal shipping containers, barrels, drums, kegs, pails, safes, vaults, enamelled sanitary and all other fabricated metal products not elsewhere classified.

Manufacture of structural metal products.

Manufacture of furniture and fixtures primarily of metal.

Manufacture of hand tools and general hardware.

Enamelling, japanning, lacquering, galvanising, plating and polising of metal products.

Manufacture of metal utensils, cutlery and kitchen ware.

Manufacture of metal products except machinery and transport equipment not elsewhere classified, like type-founding.

Manufacture of Machinery, Machine tools and Parts except Electrical Machinery

Manufacture of agricultural machinery and equipment and parts.

Manufacture and repair of drills, coal cutting machines, earth moving, lifting and hoisting machinery, cranes, conveyors and road rollers and other heavy machinery and equipment used by construction and mining industries.

Manufacture of prime movers, boilers and steam generating plants such as diesel engines and parts.

Industrial machinery for food and textile industries.

Industrial machinery for food and textile industries. industries.

Manufacture of refrigerators, airconditioners and fire fighting equipment and other parts, components and accessories.

Manufacture, alteation and repair of general items of non-electrical machinery, components, equipment and accessories not elsewhere classified, e.g., manufacture and repair of size reduction equipment like pentagraph, mapograph etc. crushers, conveyors, bucket elevators, ship hoist cranes, derricks, etc. mixers and reactors, centrifugal machines, driers, etc., power driven pumps, etc., air gas, compressors and vacuum pumps (excluding electrical furnaces), etc.

Manufarture of machine tools, their parts and accessories.

Manufacture of office computing and accounting machinery and parts.

Manufacture and repair of non-electrical machinery, equipment, components and accessories not elsewhere classified (such as sewing machines, automatic merchandising machines, washing, laundry, drycleaning and pressing machines, cooking ranges and ovens, other service industry machines, arms and armament, etc.).

Manufacture of Electrical Mechinery, Apparatus, Appliances and Supplies and Parts

Manufacture of electrical industrial machinery and apparatus and parts (such as electrical motors, generators, transformers, electro-magnetic clutches and brakes etc.).

Manufacture of insulated wires and cables.

Manufacture of dry and wet batteries.

Manufacture of electrical apparatus appliances and their parts such as lamps, bulbs, tubes, sockets, switches, fans, insulators (except porcelain), conductors, irons, heaters, shavers, vacuum cleaners, etc., excluding repairing.

Manufacture of radio and television transmitting and receiving sets including transistor radio sets, sound reproducing and recording equipment including tape recorders, public address systems, gramophone records and pre-recorded magnetic tapes, wire and wireless, telephone and telegraph equipment, signalling and detection equipment and apparatus, radar equipment and installations; parts and supplies specially used for electronic apparatus classified in this group.

Manufacture and repair of Radiographic X-ray apparatus and tubes and parts.

Manufacture of electronics computers, control instruments and other equipment.

Manufacture of electronic components and acces sories not elsewhere classified.

Manufacture of electrical machinery, apparatus appliances and supplies and parts not elsewhere classified.

Manufacture of Transport Equipment and Parts

Ship building and repairing.

Manufacture of locomotives and parts.

Manufacture of railway wagons and coaches and parts.

Manufacture of other rail-road equipment.

Manufacture of motor vehicles and parts.

Manufacture of motorcycles and scooters and parts.

Manufacture of bicycles and cycle-rickshaws and parts.

Manufacture of aircrafts and its parts.

Bullock-carts, push-carts, hand-carts, etc.

Manufacture of transport equipment and parts not elsewhere classified.

Other Manufacturing Industries

Manufacture of medical, surgical and scientific equipment.

Manufacture of photografic and optical goods (excluding photo chemicals, sensitised paper and film).

Manufacture of watches and clocks.

Manufacture of jewellery and related articles.

Minting of coins.

Manufacture of sports and athletic goods.

Manufacture of musical instruments.

Manufacture of stationery articles like fountain pens, pencils, pens, pin cushions, tags, etc., not elsewhere classified.

Manufacture of miscellaneous products not eslewhere classified such as costume jewellery, costume novelties, feathers, plumes, artificial flowers, brooms, brushes, lamp shades, tobacco pipes, cigarette holders, ivory goods, badges, wigs and similar articles.

Repair

Repair of footwear and other leather goods.

Electrical repair shops.

Repair of motor vehicles and motorcycles.

Repairs of watches, clocks and jewellery.

Repair of bicycles and cycle-rickshaws.

Repair enterprises not elsewhere classified.

ELECTRICITY, GAS AND WATER

Electricity

Generation and transmission of electric energy.

Distribution of electric energy to household, industrial and commercial and other users.

Gas and Steam

Manufacture of gas in gasworks and distribution through mains to household, industrial, commercial and other users.

Water Works and Suppply

Water supply, i.e., collection, purification and distribution of water.

CONSTRUCTIONS

Construction

Construction and maintenance of buildings (including aerodromes).

Construction and maintenance of roads, railways, bridges, tunnels, pipe lines, ports, harbours, runways, etc.

Construction and maintenance of telegraph and telephone lines and other communication systems.

Construction and maintenance of water-ways and water reservoirs such as bunds, embankments, dams, canals, tanks, wells, tube-wells, etc.

Construction of hydro-electric projects.

Construction of industrial plants including thermal plants.

Construction not elsewhere classified.

Activities allied to Construction

Plumbing.

Heating and air-conditioning installation, lift installation, sound proofing, etc.

Setting of tile, marble, brick, glass and stone.

Plumber work's such as fixing of doors, windows, panels, painting and decorating.

Electrical installation.

Other activities allied to construction not elsewhere classified, such as fixing of hand pumps.

WHOLESALE AND RETAIL TRADES AND RESTAURANTS AND HOTELS

Wholesale Trade (W.T.) in Food, Textiles, Live Animals, Beverages and Intoxicants

Wholesale trade in cereals and pulses.

Wholesale trade in foodstuff other than cereals and pulses.

Wholesale trade in textiles and textile products, like all kinds of fabrics, garments, shirtings, suitings and hosiery goods.

Wholesale trade in beverages other than intoxicants, e.g., aerated water.

Wholesale trade in intoxicants like wines and liquors including bottling.

wholesale trade in intoxicants like opium, ganja, etc.

Wholesale trade in tobacco and tobacco products.

Wholesale trade in animals.

Wholesale trade in straw and fodder.

Wholesale Trade in Fuel, Light, Chemicals, Perfumery, Ceramics and Glass

Wholesale trade in medicines and chemicals.

Wholesale trade in fuel and lighting products.

Wholesale trade in toilets, perfumery and cosmetics.

Wholesale trade in metal, porcelain and glass utensils, crockery and chinaware.

Wholesale trade in Wood, Paper, Other Fabrics, Skins and Inedible Oils

Wholesale trade in petrol, mobiloil and allied products.

Wholesale trade in wood, cane, bamboo, thatches, etc.

Wholesale trade in paper and other stationery goods.

Wholesale trade in skins, leather and fur, etc.

Wholesale trade in All Types of Machinery, Equipment, including Transport and Electrical Equipment

Wholesale trade in agricultural and industrial machinery, e.g., harvestors, threshers, sowing machines, etc.

Wholesale trade in electrical machinery and equipment.

Wholesale trade in transport and storage equipment.

Wholesale trade in Miscellaneous Manufacturing

Wholesale trade in furniture and fixtures.

Wholesale trade in rubber and rubber products.

Wholesale trade in household equipment not elsewhere classified.

Wholesale trade in building materials.

Wholesale trade in clocks, eye-glasses and frames.

Wholesale trade in hardware and sanitary equipment.

Wholesale trade in scientific, medical and surgical instruments.

Wholesale trade in precious metals, stones and jewellery.

Wholesale trade in goods not elsewhere classified.

Retail Trade (R. T.) in Food and Food Articles, Beverages, Tobacco and Intoxicants

Grain and grocery store.

Vegetable and fruit selling.

Dealers in meat, fish and poultry.

Dealers in sweetmeat, bakery products, dairy products and eggs.

Pan, bidi and cigarette shops.

Dealers in aerated water, soft drinks and ice cream.

Wine and liquor shops.

Retail trade in food and food articles, beverages, tobacco and intoxicants not elsewhere classified.

Retail trade in Textiles

Dealers in textiles (non-readymade).

Dealers in ready-made garments.

Retail Trade (R.T.) in Fuel and Other Household Utilities and Durables

Dealers in firewood, coal and kerosene oil.

Utensil shops.

Fancy stores (including crockery and glassware dealers).

Dealers in electrical and electronic goods.

Furniture shops.

Jewellery marts.

Footwear shops.

Retail trade in fuel and other household utilities and durables not elsewhere classified.

Retail Trade in Others

Medical shops.

Booksellers and stationers.

Dealers in building material.

Dealers in transport equipment.

Petrol filling stations.

Retail trade in others not elsewhere classified.

Restaurants and Hotels

Restaurants, cafes and other eating and drinking places.

Hotels, rooming houses, camps and other lodging places.

TRANSPORT, STORAGE AND COMMUNICATIONS

Land Transport

Railway transport.

Passenger transport by tramway and bus services.

Passenger transport by other motor vehicles.

Freight transport by motor vehicles.

Hackney carriages, bullock-carts, ekka, tonga, etc.

Transport by animals like horses, elephants, mules, camels, etc.

Transport by man (including rickshaw pullers, hand-cart pullers, porters, coolies, etc.).

Pipeline transport.

Supporting services to land transport, like operation of highway bridges, toll roads, vehicular tunnels, parking lots, etc.

Water Transport

Ocean and coastal water transport.

Inland water transport.

Supporting services to water transport, like operation and maintenance of piers, docks, pilotage, light-houses, 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

Services incidental to transport, such as packing, crating, travel agency, etc.

Storage and Warehousing

Warehousing.

Cold-storage.

Storage and warehousing not elsewhere classified.

Communications

Postal, telegraphic, wireless and signal communications.

Telephone communications.

Communications not elsewhere classified.

FINANCING, INSURANCE, REAL ESTATE AND BUSINESS SERVICES

Banking and Similar type of Financial Institutions

Banking

Credit institutions other than banks, such as saving and loan associations, agricultural credit institutions, industrial development banks, etc.

Other financial institutions such as pawn brokers, money lenders, financiers, chit funds, etc.

Providents and Insurance

Provident services.

Insurance carriers, life.

Insurance carriers other than life, such as fire, marine, accident, health, etc.

Real Estate and Business Services

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 estate on contract or fee basis.

Purchase and sale, agents and brokers.

Auctioneering.

Accounting, auditing and book-keeping services.

Data processing and tabulating services.

Engineering, architectural and technical services.

Advertising and publicity services.

Machinery and equipment, rental and leasing.

News agencies e.g., P.T.I., U.N.I., Reuter, etc.

Business services, except machinery and equipment rental and leasing not elsewhere classified.

Legal Services

Legal services such as those rendered by advocates, barristers, solicitors, pleaders, mukhtiars, etc.

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, 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.

Medical and Health Services

Health and medical services rendered by organisations and individuals such as hospitals, dispensaries, sanatoria, nursing homes, maternal and child welfare

clinics—allopathic, ayurvedic, unani, homoeopathic, etc., practitioners.

Veterinary Services.

Community Services

Religious services by organisations or individuals.

Welfare services rendered by organisations operating on a non-profit basis for the promotion of welfare of the community, such as relief societies, creches, homes for the aged, blind, fire brigade services, etc.

Business, professional and labour organisations.

Community services not elsewhere classified.

Recreational and Cultural Services

Motion picture production.

Motion picture ditribution and projection.

Theatrical producers and entertainment services.

Authors, music composers and other independent artists not elsewhere classified.

Radio and television broadcasting.

Operation of circuses and race tracks.

Libraries, museums, botanical and zoological gardens, zoos, game sanctuaries, etc.

Amusement and recreational services not elsewhere classified.

Personal Services

Domestic Services.

Laundries, laundry services and cleaning and dyeing plants.

Hair dressing such as those done by barbers, hair dressing saloons and beauty shops.

Portrait and commercial photographic studios.

Personal services not elsewhere classified.

International and other Extra Territorial Bodies Services

International and other extra territorial bodies.

Services not Elsewhere classified

Services not elsewhere classified.

ACTIVITIES NOT ADEQUATELY DEFINED

Persons without any affiliation to any particular industry (including fresh entrants to labour force)

Persons without any affiliation to any particular industry (including fresh entrants to labour force).

Activities not adequately defined (Other than those mentioned above)

Activities not adequately defined (Other than those mentioned above).

ANNEXURE 16

No. D.O. 9/27/81-CD(Cen)

P. PADMANABHA

Government of India
Ministry of Home Affairs
Registrar General &
Census Commissioner, India,
2A, Mansingh Road,
New Delhi-110 011.
March 24, 1981.

Dear Shri Noor Mohd.

Please refer to your demi-official letter No. 2524-CS/81, dated 17th March, 1981. I had discussed this matter with the Director of Census Operations who was here recently. I am enclosing a note on the enumeration of Bakarwals. As you will notice, we would want transport facilities which the State Government will doubtless agree to pay for, if this has to be done. I am requesting the Director of Census Operations to call on you for settling the general details of this advance enumeration of the Bakarwals. This system will cover the other small migratory groups also. I trust this will meet the point raised.

With regards.

Yours Sincerely.

Sd./-

(P. PADMANABHA)

Shri Noor Mohammad,
Chief Secretary to the
Government of Jammu & Kashmir,
SRINAGAR.

Encl : As above.

OFFICE OF THE REGISTRAR GENERAL, INDIA

The organisation of the census in Jammu & Kashmir was reviewed with the Director of Census Operations, J. & K. Shri K. K. Chakravorty, Dy. Registrar General (C&T) and Shri H. L. Kalla, Deputy Director of Census Operations, J & K were present. This note however is mainly oriented towards the enumeration procedure in the case of Bakarwals which came up as a special point. We were joined in our discussion by Shri G. Naqushbund, Resident Commissioner, J&K Government who also gave us a copy of D.O. letter No. 2524-CS/81, dated 17th March, 1981 from Chief Secretary addressed to me. Subsequently I have received the original D.O. letter from the Chief Secretary also.

The Bakarwals would normally have been enumerated in Jammu province and this would have been mainly in the districts of Kathua, Jammu, Udhampur and Rajouri of this province. This is even so because the Bakarwals spend the winter in Jammu Province and after the winter is over they move upland. With the postponement of the census in J&K to April-May the State Government was rather concerned that the Bakarwals would probably have moved in large numbers from Jammu province and that two conse-

quences will flow from this movement. The first would appear to be non-enumeration of Bakarwals in Jammu province itself and the second consequence would appear to be their non-enumeration because they would be on route and all the roads or paths that they take are not always known nor can they be manned by checkposts. Ways and means of ensuring that the Bakarwals are enumerated in Jammu Province were, therefore, considered. We were given to understand that the Chief Secretary had issued instructions to the Deputy Commissioners of the district in Jammu province to identify and list the villages in which Bakarwal groups would be found in large numbers. A quick analysis would indicate that these groups would be in the four districts referred to earlier. There are about 2600 villages in these 4 districts but some of these villages have already been covered during the non-synchronous period of enumeration. Therefore, about 2400 villages would come up for enumeration during these operations now. But it is felt that of these it is only in about 700 villages that large concentrations of Bakarwals would be found. Therefore, operationally speaking, what was considered was how these large groups in these villages could be enumerated as soon as possible.

The Bakarwals normally would start moving by about April 15 and this would be so particularly this year because of continued snowfall in the Srinagar Valley and in the hills. We, therefore, consider the enumeration of the Bakarwals being carried out from April 1st to April 10th 1981 with the sunrise of 1st April as the reference point. For this purpose, the following organisation was considered feasible :

1. The Director of Census Operations in consultation with the State Government, will identify the list of villages in the districts concerned in Jammu Province where large concentrations of Bakarwals would be found now. As mentioned earlier these list are presumably being prepared by the Deputy Commissioners already.
2. Having identified these lists, the enumerators of these villages will be got together for a special orientation and they will be instructed to carry out the enumeration of *only the Bakarwals* from 1st of April to 10th April 1981 with sunrise of 1st April as the reference point.
3. Groups of such enumerators, preferably very small groups, will be led by one official from the office of the Director of Census Operations who will guide these enumerators and ensure that only this limited enumeration of Bakarwals is carried out.
4. In carrying out this enumeration, on the household schedules and indication will be written that this is a Bakarwal household.
5. The abridged houselist will be amended by eliminating such households if they are already included in the abridged houselist of the block concerned or the names of the head of such household will be noted in section 3 of the abridged houselist concerned and ticked out after enumeration. This will be done so that a full picture is available of the work relating to every block.
6. As and when Bakarwals household is enumerated, the officials from the office of the Director of Census Operations will ensure that the relevant entry is made with regard to enumeration having been completed in the grazing premises of the household. This is absolutely essential to ensure that dual counting does not take place.
7. Incidentally, while carrying out this advance enumeration of Bakarwals, care will have to be taken to check the grazing premises of the household concerned to find out whether it has already been enumerated non-synchronously. Such households will naturally be ignored even now.
8. In order to be able to carry out this advance and rapid enumeration of the Bakarwals, the State Government will provide and pay for transport for each of the teams as may be requested by the Director of Census Operations. Otherwise operationally this will not be possible.
9. There will be no revisional round in this particular case.
10. In addition to the system referred to above, the State Government will provide assistance to establish check posts along the roads traditionally taken by the Bakarwals so that it can be ensured that no family has been left out. This will be done in consultation with the Director of Census Operations.

The Director of Census Operations will get this organised as quickly as possible. It was felt that this could not be done earlier because any further advancing of this process would cut into the training programmes in the Jammu area.

Sd./-

(P. PADMANABHA)

Registrar General, India.

ANNEXURE 17

EXTRAORDINARY REGD. NO. JK—33

THE
JAMMU & KASHMIR GOVERNMENT GAZETTE

Vol. 94] Jammu, T' u., t! e 16t' April, N. 3,14
81/26th Chai., 1903

PART IV

Reprints from the Government of India Gazette or Gazettes of other Governments.

MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

Notification

New Delhi, the 17th March, 1981.

S.O. 194(E).—In exercise of the powers conferred by section 3 of the Census Act, 1948, (37 of 1948) the Central Government hereby declare that a Census of the population of the State of Jammu and Kashmir shall be taken during the year 1981. The reference date for the Census shall be the sunrise of 6th May, 1981.

[F. No. 9/12/79-CD(CEN)]
Sd.]-
P. PADMANABHA
Registrar General, India.

GOVERNMENT OF JAMMU AND KASHMIR.
GENERAL DEPARTMENT.

Published for general information.

Sd./-
A. R. MUBARKI,
Dy. Secretary to Government,
General Department.

ANNEXURE 18

Organisational Chart depicts the pyramid of jurisdiction and hierarchy

DIRECTOR
CENSUS OPERATIONS

PRINCIPAL CENSUS OFFICER
(DEPUTY COMMISSIONER OF THE DISTRICT)

ASSISTED BY

DISTRICT CENSUS OFFICERS/SUB-DIVISIONAL CENSUS OFFICERS (ASSISTANT COMMISSIONERS/SUB-DIVISIONAL MAGISTRATES)

ADDITIONAL DISTRICT CENSUS OFFICERS (DISTRICT STATISTICAL OFFICERS/ASSISTANT DIRECTORS, PLANNING AND STATISTICS)

CENSUS CHARGE OFFICERS

TEHSILDARS
Tehsils

NAIB TEHSILDARS
Independent Niabats

EXECUTIVE OFFICER
Municipalities

(CITY CENSUS OFFICERS)
Cantonments
(TOWN CENSUS OFFICERS)

DUTY CHARGE OFFICERS
(ZONAL OFFICERS)
NAIB TEHSILDARS/HEADMASTERS/BLOCK DEVELOPMENT OFFICERS ETC.

SUPERVISORS

For Census Circle consisting of 4-5 Enumeration Blocks

ENUMERATORS

URBAN

A Block of the size of 600—750 persons

RURAL

A Block of the size of 750—1000 persons

ANNEXURE 19

INSTRUCTIONS TO ENUMERATORS FOR FILLING UP THE HOUSEHOLD SCHEDULE AND INDIVIDUAL SLIP

NOTE

The enumeration period for the country as a whole has been fixed from 9 February to 28 February, 1981 with reference date as at sunrise of *1st March, 1981.* To bring the data up-to-date with reference to the Census moment, namely, the sunrise of *1st March, 1981,* a revisional round will be undertaken during 1-5 March, 1981. However, in the case of Jammu and Kashmir owing to difficult weather conditions, the enumeration dates will be as follows :—

Enumeration Period .	20 April to 5 May, 1981
Reference Date . .	Sunrise of 6 May, 1981
Revisional Round . .	6 May to 10 May, 1981

All Census Officers in Jammu & Kashmir except those who conducted non-synchronous census in September, 1980 should note the revised dates for the Jammu & Kashmir State.

CHAPTER 1

STEPS PRIOR TO ENUMERATION AND FILLING UP OF THE HOUSEHOLD SCHEDULE, PART I—HOUSEHOLD PARTICULARS

Population Census is a great national task which we are called upon to undertake every ten years. It provides 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, 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 conducted 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 were 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.

* * * *

(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.

* * * *

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 as 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 peforming 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,.....

* * * *

(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,.....

* * * *

.....shall be punishable with fine which may extend 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.

* * *

4. Pleanse take note of the provisions of Sections 11 (1)(a) and (b) which require you to perform your duty as a census officer diligently 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 housenumbering 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, 1981. You have also been provided with an Abridged Houselist in the prescribed form (specimen of the form may be seen at Annexe 1 to Appendix I at the end of this book) 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, 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. 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 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.

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-reidential 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 purposes 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 housenumbers 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 housenumbering series along a street get interrupted. It will be of advantage if the numbers are roughly marked in pencil on this Sketch and later verified with the actual state of things on ground to see if the order of numbering 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.

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 he 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 a readily distinguishable structure or group of structures which is taken as the unit for housenumbering. The entire building may be deemed one census house or sometimes 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, work-sheds, 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 housenumbering 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.

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 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.

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 one by 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 houses. 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 I.

12. You will be required to canvass the Household Schedule for each household and Individual Slip containing 16 questions with parts for each individual in your jurisdiction. If you are enumerator in a sample area 6 additional questions will have to be canvassed. The operations will be carried out in two stages:

(a) Enumeration during the period February 9, 1981 to February 28, 1981, and

(b) Revisional round between March 1, 1981 and March 5, 1981.

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, Part I—Household Particulars,

(iv) Filling up of the Household Schedule, Part II—Population Record, columns 1 to 7,

(v) Filling up of the Individual Slip for each individual in that household,

(vi) Filling up of columns 8 through 35 of Household Schedule, Part II—Population Record with reference to the entries in Individual Slips filled for each member of that household,

(vii) Revisional round and updating of records,

(viii) Filling up of the enumerator's working sheet for preparing the Enumerator's Abstract,

(ix) Filling up of the Enumerator's Abstract,

(x) Filling up of Section 1 of the Abridged Houselist,

(xi) Handing 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 1981 Census will be the sunrise of March 1, 1981 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, 1981. 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, 1981. 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, 1981, 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, 1981, you will have to quickly go round your jurisdiction on a re-visit from March 1, to March 5, 1981 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 Population Record 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, 1981. Births or deaths and arrivals of visitors that had taken place after the sunrise of March 1, 1981, 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 I 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 not covered and that the present situation is fully reflected in the Abridged Houselist. Please read the instructions given in Appendix I once more.

Filling up of Household Schedule

16. The Household Schedule consists of two parts. The first part incorporates the Household Particulars and the second part comprises the Population Record of which columns 1 to 7 should be filled in by you before you take up filling up of the Individual Slips.

16.1. Specimen of the Household Schedule, both Part I and Part II is given at the end of this chapter.

NOTE: Do not make any entries in the dotted boxes.

17. **Part I Household Particulars:** You will have to record the Book No. and Form No. at the top right hand corner of this form. 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

18. 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.

18.1. 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 brackets. 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/II/5(22) would mean enumeration block No 22 falling in ward No. 5 of town No. II in District No. 6 of State No. 10.

18.2. If you have, by any chance, been put incharge 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.

18.3. 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

19. 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 during the 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 I. 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.

19.1. 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 I *before you start filling up* the Household Schedule and the Individual Slip.

Type of household

20. At the top right hand corner, below the Book No. and Form No. 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 footnote 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 households write 'O'. For normal household no entry need be made.

Q. 1 : Name of head of household

21. The head of the household for census purposes is the person on whom falls the chief responsibility for the maintenance of the household. Thus, the head of the household need not necessarily be the oldest male member but may be a female or even a younger member of either sex. However, you need not enter into an argument about this. You should record as head of the household the name of the person who is actually acknowledged as such.

21.1. In respect of institutional households such as hostels, boarding houses, messes, jails, *etc.*, the warden or the manager or the superintendent, who has administrative responsibility or who, by common consent, is regarded as the head, should be recorded as the head of the household. In such cases, write warden, manager, superintendent, jailer, *etc.*, as the case may be, or write the name of the person if there is no designation. If in a census house, in which there is an institutional household, separate families are also living, then each such family should be treated as a census household and a separate Household Schedule should be filled. In such cases, care should be taken to enter the name of the head of the household and not that of the head of the institution.

Q. 2 : Religion of the head of household

22. You have to record the religion of the head of the household as given by him against this question. While writing the religion, you have to write the abbreviations as follows on the line against this question and *not* in any of the dotted boxes provided at the end of the dotted line against this question:

For Hindus	—write H
For Muslims	—write M
For Christians	—write C
For Sikhs	—write S
For Buddhists	—write B
For Jains	—write J

22.1. For 'others' record actual religion as returned fully. If a person says that he has no religion, it may be recorded accordingly. If a person refuses to state his religion, you may write 'religion not stated'. You should not enter into any argument with the household for filling up this question. You are bound to record faithfully whatever religion is returned by the head of the household. For institutional households, put 'X' against this question.

Q. 3 : Whether head of household belongs to S. C. or S. T.

23. 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 up the Household Schedule you will have to ascertain from the head whether he is a member of a Scheduled Caste or a Scheduled Tribe. If in reply to this question, the answer is in the affirmative, you have to record '1' in the case of a Scheduled Caste or '2' in the case of a Scheduled Tribe in the box provided against this question. If the head returns himself as Scheduled Caste, you have to check his 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 a member of any of the Scheduled Castes. But a member of a Scheduled Tribe may belong to any religion. In case of institutional and non-S.C./S.T. head of household, write '×' in the box.

Q. 4 : Name of caste/tribe of head of household

24. If you have recorded '1' or '2' for Scheduled Caste or Scheduled Tribe, as the case may be, against Question 3 you have to enter here the name of the Scheduled Caste or Scheduled Tribe which finds place in the list provided to you. You have to be careful that only that name of Scheduled Castes or Scheduled Tribes should be entered which is given in the list pertaining to your State/Union Territory. If the head returns any other name which does not find a place in the list, it is not to be recorded and the head should be told that you are authorised to record only those castes and tribes which are given in your list in relation to the State or Union Territory concerned. It is quite likely that at this point the head might return the name of the caste or tribe which finds mention in your list. If, however, the head returns any other name which does not find place in the list it should not be recorded and the entry in Question 3, if any, in the box should be corrected accordingly. In case the head replies that he does not belong to S.C. or S.T., you have to put '×' on the line and *not* in the box against this question. For institutional and non-S.C./S.T. households, write '×' on the line.

Q. 5 : Language mainly spoken in the household

25. You have to ascertain from the head of the household about the language which is mainly spoken in the household. You have to record the answer faithfully as returned. There may be cases where one or two persons of the household may be speaking other languages also, but the language to be recorded here is the one which is spoken mostly by the members of the household among themselves. The language spoken in the household should not be confused with the mother tongue of each individual member of the household. For institutional households put '×' on the line. Do not enter anything in the dotted boxes against this question.

Q. 6 : Does the household live in owned house ?

26. If 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 box provided against 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.

26.1. If the household lives in a rented house or in the house which is not owned, write '2' in the box. 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, the answer would be 'No' and you should write '2' in the box. For institutional and houseless households, put a cross (×) in the box.

Q. 7 : If 'No' in 6, does the household own a house or house site in the village or town of enumeration ?

27. If you have recorded '2' in the box for Question 6, *i.e.*, the household does not live in its owned house then you have to ask this question. You have to enquire whether that particular household owns a house of its own or a house site elsewhere in the place of enumeration, *i.e.*, elsewhere in the village or town of enumeration. If the answer to the question is in the affirmative, *i.e.*, 'Yes', you have to record '1' in the box provided against this question. If the answer is in the negative, *i.e.*, 'No' and the head of the household replies that this household does not have a house or house site in the village or town of enumeration you have to indicate it by recording '2' in the box provided. It is obvious that this question is not applicable to institutional and houseless households because you will have to put a cross (×) against Question 6 for such households.

Q. 8 : Predominant construction material of the house occupied by household

28. 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 within rectangles 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 the box provided with reference to the description given within the rectangles for each of the materials of wall, roof and floor respectively. This question is not applicable to institutional and houseless households. In the case of such households put a cross (×) in the box.

(a) Material of wall

29. 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 the box provided against this question.

(b) Material of roof

30. 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 the box provided against this question.

(c) Material of floor

31. 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 multi-storeyed 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.

31.1. It is again emphasised that while recording the materials of wall, roof and floor you have only to give the code number in the box provided against this question and *not* description.

Q. 9 : Facilities available to the household

32. This question is divided into three parts, *i.e.*, drinking water supply, electricity and toilet. The latter meant for urban areas only. This question is not applicable to institutional and houseless households. In the case of such households put a cross (×) in the boxes.

(a) Drinking water supply

33. 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. The sources have been put within blocks along with international numerical code against each. You have to enter the appropriate numerical code in the box provided.

33.1. 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 box, proceed further for recording the answer of the sub-part (ii) 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 the box provided. If the water supply is not available within the premises, write '2' in the box provided.

33.2. 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.

(b) Electricity

34. If electricity is available to the household, enter '1' in the box; if it is not available record '2' in the box. It should be noted that we are concerned with the availability of electricity to the household as distinct from actual use of electricity to 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.

(c) Toilet (for urban areas only)

35. This question is to be canvassed for urban areas only. If toilet facilities are available to the household within the premises of the house, write '1' in the box, otherwise record '2'.

Q. 10 : Number of living rooms in occupation of household

36. 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 a 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 and latrine and rooms in which a house hold 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.

36.1. 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 by itself be construed to be a room.

36.2. 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 serval 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.

36.3. 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 box provided.

36.4. A living room which is shared by more than one households 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, write "No regular room" in the line and also enter "O" in the box in the Household Schedule 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 and houseless households. In the case of such households put a cross (×) in the box.

Q. 11 : Number of married couples usually living in the household

37. Enter the number of married couples usually living in the household in the box provided against this question. Count those couples who are usually living together in the household even if one of the spouses is temporarily absent and therefore not included as part of that household for the purpose of enumeration in Part II. You may take into consideration such persons for arriving at the number of couples.

37.1. This question must be canvassed for houseless households also. However, in the case of institutional households, put a cross (×) in the box.

Q. 12. : Does the household cultivate land ?

38. Enquire if the household is cultivating land or not. If the household cultivates land, enter '1' in the box provided, otherwise record '2' in the box. For determining whether a house hold is cultivating land or not, it would be necessary to ascertain if one or more persons in the household are engaged in cultivation of land or supervision or direction of cultivation. Encroachers who cultivate land encroached upon, will be regarded as cultivating household for the purpose of this question. If the household has a visitor who cultivates land elsewhere, it cannot be deemed that the household as such is a cultivating household. For the purpose of this question either the head of the household or one of the usual members of the family should be cultivating land. This need not be the main activity. The land may be either owned or taken on rent in cash or kind. The size of land cultivated is irrelevant. The land cultivated need not be in the place of enumeration. It may be anywhere.

38.1. A household whose members merely work on some body else's land for wages should not be treated as a cultivating household.

38.2. Please note that cultivation is reckoned as such on the basis of the growing of certain crops only. In other words, a household will be considered as cultivating land if the household is engaged in growing the following crops only :

(i) **Cereal and millet crops :** Paddy, Wheat, jowar, bajra, maize, ragi, barley, gram, *etc.*

(ii) **Pulses :** Arhar, moong, masur, urd, khesari, *etc.*

(iii) **Fibre crops :** Raw cotton, jute, mesta, sunhemp and kindred fibre crops.

(iv) **Oil seeds :** Sesamum, ground-nut, rape, mustard, linseed, castor, *etc.*

(v) **Cash crops :** Sugarcane.

38.3. 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 (other than pepper and cardamom).

(ix) Vegetables.

(x) Other crops not specifically included under cultivation.

38.4. This question must be canvassed in the case of houseless households also. However, in the case of institutional households, put a cross (×) in the box.

Q. 13 : If 'Yes' in 12, category

39. If you have noted code '1' against Question 12, *i.e.*, the household is cultivating land, enquire whether the land is owned, rented or partly owned and partly rented. If it is owned record '1', if it is entirely rented record code '2' and if it is partly owned and partly rented record code '3'. Enter the appropriate code in the box. Encroached land will be treated as 'rented', because it does not belong to the person cultivating it.

Q. 14 : If Rented, enter local name of tenancy

40. If in Question 13 you have recorded 2 or 3. *i.e.*, the household cultivates rented land either wholly or in combination with owned land, ask the local name of the tenancy. This local name should be recorded fully. For example, a household may be cultivating land taken on mortgage. It is known by different names in different parts of the country, like *sudbharna, etc.* Again, a household may be cultivating land as a 'share cropper' and the tenancy is known by different names in different parts of the country, like *Batai, tehai, bargadar, etc.* You may also come across cases where the household cultivates land taken on cash rent locally known in some parts of the country as *Lagan Par, etc.* You have to record the local name of the tenancy in all such cases. If a household cultivates different parcels of rented land under different systems of tenancy, record here the local name of tenancy relating to the largest parcel of such rented land.

Q. 15 : Total population of the household

41. Enter the total population of the household in the box provided. This should be done after you fill up columns 1 to 7 of the Population Record. Total of entries in column 2 of the Population Record should be copied here.

CENSUS OF INDIA 1981

HOUSEHOLD SCHEDULE

Part I : Household Particulars

Book No. _____ CONFIDENTIAL

Form No. _____

Location Code _____ Serial number of household (Col. 7 of abridged houselist) _____ Type of household, whether Institutional or houseless* _____

1. Name of head of household _____
2. Religion of the head of household _____
**3. Whether head of household belongs to S.C. or S.T. If scheduled caste write (1)/If scheduled tribe write (2) _____
4. Name of caste/tribe of head of household _____
5. Language mainly spoken in the household _____
6. Does the household live in owned house ? Yes (1)/No (2) _____
7. If 'No' in 6 does the household own a house or house site in the village or town of enumeration ? Yes (1)/No (2) _____
8. Predominant construction material of the house occupied by household :

   (a) WALL — Grass, leaves, reeds of bamboo (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) | Others (0) _____

   (b) ROOF — Grass, leaves, reeds, thatch, wood, mud, unburnt bricks or bamboo (1) | Tiles, slate or shingle (2) | Corrugated iron, zinc or other metal sheets (3) | Asbestos cement sheets (4) | Brick, stone and lime (5) | Stone (6) | Concrete R.B.C , RC.C. (7) | Others (8) _____

   (c) FLOOR — Mud (1) | Wood/planks (2) | Bamboo or logs (3) | Brick, stone and lime (4) | Cement (5) | Mosaic/tiles (6) | Others (7) _____

9. FACILITIES AVAILABLE TO THE HOUSEHOLD :

   (a) Drinking water supply (i) Source : Well (1) | Tap (2) | Hand pump/tube well (3) | River/canal (4) | Tank (5) | Others (6) _____

   (ii) Within premises (1)/Outside premises (2) _____

   (b) Electricity : Yes (1)/No (2) _____ ; (c) Toilet (for Urban areas only) Yes (1)/No (2) _____

10. Number of living rooms in occupation of household _____
11. Number of married couples usually living in the household _____
12. Does the household cultivate land ? Yes (1)/No (2) _____ 13. If 'Yes' in 12, category — Owned (1) | Rented (2) | Owned and rented (3) _____
14. If Rented, enter local name of tenancy _____
15. Total population of the household (Total of Col. 2 of part II Population Record) _____

*For institutional write 'I', for houseless write 'O'.

** Consult list supplied to you. If not belonging to S.C./S.T., put cross (×) in the box.

CENSUS OF INDIA 1981

Serial No.	Name	Relationship to head (Indicate Serial No. of mother within brackets if present in the household for children upto 10 years)	Sex		Age	Maritial status	MALE				Entry in 14A	
							Name of Scheduled Caste/Tribe, if any		Literacy			
			Male	Female			Caste	Tribe	Literate	Illiterate	Yes	No
1	2	3	4	5	6	7	8	9	10	11	12	13
Total	(a)	x x x			x	x	(a)	(a)				

Checked with reference to individual slip

Compiler.....

(a) Enter total after counting number of entries

Record

	M A L E									FEMALE												
	Entry in 14 B		Entry in 15 A					Whether seeking/ available for work		Name of Scheduled Castes/ Tribe, if any		Literacy		Entry in 14A		Entry in 14B		Entry in 15 A				Whether seeking/ available for work	
	Serial No.	Yes	No	C	AL	HHI	OW	Yes	No	Caste	Tribe	Li-terate	Illi-terate	Yes	No	Yes	No	C	AL	HHI	OW	Yes	No
	1	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
										(a)	(a)												

Checked and found correct

Supervisor.....

(a) Enter total after counting number of entries

Signature of Enumerator

IMPORTANT INSTRUCTIONS

Record location code on each schedule and form, etc.

Do not leave any household or person uncovered in your block.

3 Do not forget to enter columns 1 to 7 of the Population Record before starting individual enumeration.

4 Do not forget to make repeated enquiries about young children, newly born babies and visitors not enumerated elsewhere.

5 Enter serial number of mother if present in the household against her son and daughter aged 10 years and below.

6 While making entries for names of Scheduled Castes/ Scheduled Tribes, check names of Scheduled Castes/ Scheduled Tribes with list supplied to you by your supervisor.

7 Write legibly.

8 Do not do overwriting.

9 Do not hesitate to ask your supervisor if you have doubt on any matter.

10 Do not allow your work of filling up of entries in the Population Record to accumulate. It should be completed for enumeration done at the end of each day's work.

11 Do not misplace or lose any of your forms or papers while performing duties as census enumerator.

12 During revisional round, fill in fresh slips for newly born babies and update the Population Record.

13 Cover households which have shifted to your block after your first visit but before sunrise of 1st March, 1981, if not enumerated already in some other block.

14 In case of any death in your block before sunrise of 1st March, 1981, cancel slip of that person if enumerated by you and make necessary corrections in the Population Record also.

15 While ticking for information in columns 8 to 35 in the Population Record, make sure that columns 8 to 21 refer to males and columns 22 to 35 to females.

16 Check totals of columns in the Population Record before posting in working sheets for enumerator's abstract

CHAPTER II

FILLING UP OF THE HOUSEHOLD SCHEDULE, PART II—POPULATION RECORD—COLUMNS 1 TO 7

42. Part II of Household Schedule gives the format of the Population Record. There are altogether 35 columns in this form. You have already been told that 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 must be re-emphasised that it is absolutely necessary to fill up columns 1 to 7 of this form after you have filled in Part I of the Household Schedule and 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.

43. 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 presons 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 the February 28, 1981 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.

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

(i) Also those who normally stay and are present in that household during the entire period of enumeration, *i.e.*, from February 9 to February 28, 1981. (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, 1981) 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, 1981; 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 .

43.2. 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.

Col. 1 : Serial No.

44. This column relates to serial number and hardly calls for any explanation. However, in entering the members of the household in the Population Record 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 Population Record will ensure that omissions are avoided, particularly of small children. It will also help in cross-checking replies regarding age.

44.1. ONE 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

45. 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. At this point you may please recall the provisions of Section 8(2) of the Census Act reproduced in paragraph 3.

45.1. 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.

45.2. Household Schedule form which contains Population Record 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 what the Population Record 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 and Population Record which you are using. The word "continued" should be written in capital letters and re-write the Location Code and Serial No. of the household in the second Household Schedule form also. Other entries in Part I of the second Household Schedule form need not be filled in such cases.

Col. 3 : Relationship to head (Indicate Serial No. of mother within brackets if present in the household for children upto 10 years)

46. 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 mothers' 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.

46.1. In the case of children of age 10 years and below, please enquire if the mother of the child is present in the household, *i.e.*, she is eligible for enumeration in this household and you have entered her name in column 2 of the Population Record and other particulars in columns 3 to 7. In such a case, please note serial number of the mother (column 1 gives her serial number) against the child's name in column 3 after 'relationship to head' within brackets. For purpose of this question, step mother or adopted mother will not be reckoned.

46.2. However, there may be cases, where the mother though alive has not been enumerated in this household because she was not present during the enumeration period and hence, not eligible to be enumerated here. Please note that in such cases, no attempt should be made to record her name here for the purpose of this question.

46.3. The following illustration will help you in understanding the instructions better:

Sl. No.	Name	Relationship to head	Sex		Age	Marital status
			M	F		
1	2	3	4	5	6	7
1.	Smt. ABC	Head		√	53	W
2.	Shri DEF	Son	√		32	M
3.	Smt. GHI	Son's wife		√	25	M
4.	Shri JKL and so on	Son's son (3)	√		5	NM

Cols. 4 & 5 : Sex

47. 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.

Col. 6 : Age

48. 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.

48.1. 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.

48.2. Age is one of the most important items of demographic data and you should ascertain the age with greatest care. Many persons, particularly in the rural areas of ten 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.

49. The advantage of recording all eligible members of the household in the Population Record 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.

50. Please recall the instructions which have been given under column 3—Relationship to head. You are required to indicate against the name of a child of age 10 years and below the serial number of the mother in brackets in column 3. When you find that the age of any child whose details you are entering in the Population Record is 10 years or below, please go back to column 3 to make sure that you have entered the serial number of the mother in brackets against the name of such a child, provided of course that the mother has also been enumerated as part of this household.

Col. 7 : Marital status

51. In answering this question use the following abbreviations:

NM: Never married;

M: Currently married;

W: Widowed;

S: Separated or Divorced.

51.1. 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 re-married, write 'S'.

(e) For an independent woman return her marital status as declared by her.

51.2. This question must be answered for all persons irrespective of age. For very young children, though we may know that they are not married, the appropriate abbreviation must be entered.

51.3. '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'.

51.4. The only 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.

52. Having filled in Part I—Household Particulars and columns 1 to 7 of Part II—Population Record, you are now set for taking up individual enumeration of all the members of the household listed in column 2 of the Population Record. Column 8 to column 35 of the Population Record 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 35 are given later, after the instructions on the Individual Slip (Paragraphs 163 to 179).

CHAPTER III

FILLING UP OF THE INDIVIDUAL SLIP (UNIVERSAL)

53. 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 16 questions with parts, for each individual in the household enumerated in your jurisdiction. If you are an enumerator in a sample area, 6 additional questions will have to be canvassed. The operations will be carried out in two stages, (a) enumeration during the period February 9, 1981 to February 28, 1981, and (b) revisional round between March 1, 1981 and March 5, 1981. You have also been told in paragraph 13 that the reference date for the 1981 Census will be the sunrise of **March 1, 1981.** In the same paragraph, instructions have been given as to how the revisional round should be conducted.

54. In paragraph 43 of this 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 the February 28, 1981 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, 1981 (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, 1981) 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, 1981; 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 such period. For the purpose of enumeration 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."

55. In paragraph 42 of the booklet you have been told that columns 1 to 7 of the Population Record (Part II of the Household Schedule) should be filled up first before you take up the enumeration of the individual particulars of the household. In paragraphs 44 to 51, you have been told how columns 1 to 7 of the Population Record 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 Population Record.

56. You will be required to fill up an Individual Slip (Universal) for each member of the household. If you are an enumerator of a sample block or you have been asked to canvass the sample questions also in your block, you will have to canvass the relevant questions contained in the Sample Slip which will be found on the reverse of the Individual Slip (Universal) for each person. The instructions for filling up the Individual Slip (Universal) are given hereafter. Those for filling up the Sample Slip will be given at the end of the instructions of the Individual Slip (Universal).

INDIVIDUAL SLIP (UNIVERSAL)

57. A specimen of the Individual Slip (Universal) is given on page 35. 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. and Slip No.

58. 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, as the case may be. In some pads, the actual number of Individual Slip 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.

Location Code

58.1 You will have to note the Location Code on each slip, as per instructions given in paragraph 18 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 strating 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/II/5(22) would mean enumeration block No. 22 falling in ward No. 5 of Town No. II in District No. 6 of State No. 10.

58.2 If by any chance, you have been put in charge of more than one enumeration block, *please make sure that you have separate 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.

58.3 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.

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP (Universal) — 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 Worked any time at all last year ? Yes / No (H ST D R B T O) .....

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 T O) .....

If HHI/OW in 15A

(i) Name of establishment .....

(ii) Description of work .....

(iii) Nature of industry, trade or service .....

(iv) Class of worker .....

15B 14B Yes—Any other work any time last year ? Yes (C/AL/HHI/OW)/No / 14B No—Work done any time last year ? (C AL/HHI OW) .....

If HHI/OW in 15B

(i) Name of establishment .....

(ii) Description of work .....

(iii) Nature of industry, trade or service .....

(iv) Class of worker .....

16 If No in 14A or 14B seeking/available for work ? Yes (1)/No (2) .....

CENSUS OF INDIA 1981 **INDIVIDUAL SLIP** **CONFIDENTIAL**

(Sample)

1 Birth place

(a) Place of birth .....

(b) Rural (1)/Urban (2) .....

(c) District .....

(d) State/Country .....

2 Last residence

(a) Place of last residence.....

(b) Rural (1) /Urban (2) .....

(c) District .....

(d) State/Country .....

3 Reasons for migration from place of last residence (Code)* .....

4 Duration of residence at the village or town of enumeration.....

5 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

6 For currently married women only

Any child born alive during last one year.....

*Employment (1) Education (2) Family moved (3) Marriage (4) others (5)

Sl. No. of Household

59. The serial number of the household as given in column 7 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 19 of this booklet at this stage.

Q. 1 : Name

60. 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 44—45.

61. *Please remember that you have to fill in one Individual Slip for each member of the household recorded in column 2 of the Population Record. 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 Population Record.*

Q. 2 : Relationship to head

62. 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 46 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)

63. For male, write '1' and for female, write '2' in the box provided against this question. For eunuchs and hermaphrodites, write 'I' in the box. Verify with reference to the name and relationship to head recorded under columns 2 and 3 respectively of the Population Record that you have noted the sex correctly.

Q. 4 : Age

64. 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 48 to 50 of this booklet in this connection.

Q. 5 : Marital status

65. Instructions given under paragraph 51 of the booklet may be followed. You will have to use the following abbreviations in answering this question :

For never-married,	write 'NM'
For currently married,	write 'M'
For widowed,	write 'W'
For separated or divorced,	write 'S'

65.1. 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 Population Record 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 2 of the Population Record.*

Q. 6 : Mother tongue

66. 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.

66.1. 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 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.*

66.2. The mother tongue as returned by the respondent should be recorded in full on the lines. You should *not* write any thing in the four dotted boxes provided against this question.

66.3. At this point, you may please recall the definition of a household as given in paragraph 10 of this booklet. 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 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

67. 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 '×' on the line against this question.

67.1. 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 eumerated 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

68. In answering this question, use the following abbreviations :

For Hindus,	write 'H'
For Muslims,	wirte 'M'
For Christians,	write 'C'
For Sikhs.	write 'S'
For Buddhists,	write 'B'
For Jains,	write 'J'

For the others, record the actual religion as returned fully.

68.1. If the person says that he has no religion this 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 any thing in the dotted boxes, but write on the line.

Q. 9 : Whether S. C. (1)/S. T. (2).

69. 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 Castes or Scheduled Tribes, put '×' in the box.

69.1. 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 your 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 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.

69.2. Scheduled Caste can belong to Hindu or Sikh religion. If a person belongs to S.C., he/she will be either 'H' or 'S' in the answer to Question 8: Religion. Scheduled Tribes can belong to any religion.

Q. 10 : Name of caste/tribe

70. 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 lines and *not* in the dotted boxes. For those for whom code '2' (that is S.T.) is recorded in the box against Question 9, write the name of the tribe in full on the lines and *not* in the dotted boxes.

70.1. 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 Charge Officer or Supervisor.

70.2. 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 on the line.

Q. 11. Literate (1)/Illiterate (2)

71. **Definition of a literate :** A person who can both read and write with understanding in any language is to be taken as literate. A person who can merely read but cannot write, is not literate. It is not necessary that a person who is literate should have received any formal education or should have passed any minimum eductional standard.

71.1. 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.

71.2. 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 4 years or less should be treated as illiterate even if the child is going to a school and may have picked up reading and writing a few odd words.

Q. 12 : Educational attainment

72. 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 (×), because we want to avoid confusion with 10th standard which a 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.

72.1. 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', as the case may be. Similarly, for a 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, secondary or other definite levels, record him/her as such.

72.2. 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.

72.3. 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. (Soc.) 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.

73. Whenever you come across graduates or post-graduates as also those with a technical diploma or degree and those with certificates from the Industrial Training Institutes (ITI), you will have to issue to such persons '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, 1981. You will be supplied with adequate number of Degree Holder and Technical Personnel Schedules and you are urged to issue as many schedules as there might be graduates or post-graduates or technical diploma or degree 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 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 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 in order to give an accurate count of schedules issued to eligible persons. During your revisional round between March 1 and 5, 1981 about which instructions are given in this booklet you must please collect all the filled in 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 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)

74. 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.

74.1. 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

75. In the 1981 Census we intend collecting information regarding the economic activity of the people in great detail so that those who use these data have the type of information they want. The economic questions consist of three parts, namely :

I Q. 14A Worked any time at all last year? 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)

II Q. 15A Main activity last year ? Yes in 14B (C/AL/HHI/OW) / No in 14B (H/ST/D/R/B/I/O)

Q. 15B 14B Yes—Any other work anytime last year ? Yes (C/AL/HHI/OW/NO.) / 14B No—Work done any time last year ? (C/AL/HHI/OW)

III Q. 16 If No in 14A or 14B seeking/available for work ? Yes (1) No (2) year ?

75.1. These questions must be canvassed for every person, irrepective 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 in the case of of those to whom they are applicable. The instructions for filling these questions follow.

75.2. 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

76. 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.

Reference period

77. In all the questions, 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.

Explanation

78. There should be no confusion regarding these questions. What we are trying to find out is the number of workers and since workers can be full-time workers or seasonal workers or marginal workers, it is necessary to collect data that will give us the correct picture. This is what Questions 14A and 14B and Questions 15A and 15B seek to do. The detailed explanation and instructions for each of these questions are given separately but it will be useful if we look at these together to understand their purpose better.

78.1. Question 14A seeks to find out if a person has done any work at all 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, it is intended to find out how many had worked for 183 days or more or in other words, worked for 6 months or more. Those who have worked for 183 days or more, will answer 'Yes' for Question 14B. For them code '1' has to be recorded in the box. But those who have 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 main activity of the workers in Question 14B, *i.e.*, those for whom '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 returned 'No' and for whom '2' has been recorded in the box against Question 14B.

78.2. The person may have worked for six months or 183 days or more in more than one activity. For example, he/she may have worked for 3 months in cultivation, one month in gur making and 3 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 main activity should be left to him/her. 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.

78.3. In Question 15B, details of secondary work or marginal work are sought to be obtained. Those who have worked for the major part of the year, i.e., those for whom '1' has been recorded in the box against Question 14B, may have had secondary work and this should be entered in Question 15B. Those who have not worked for the major part of the year and for whom code '2' has been recorded in the box against Ouestion 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 in this question.

78.4. In Question 16, it is proposed to ask all persons returning 'No' in Question 14A, *i.e.*, H/ST/D/R/B/I/O in Question 14A or 'No' in Question 14B, *i.e.*, code '2' in Question 14B, whether he or she has been seeking work or is available for work.

78.5. It will thus be seen that these questions on economic aspects have been so designed as to identify all the workers, regular or seasonal, 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.

79. 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) A man or woman who is engaged primarily in household duties such as cooking for own household or performing one's own household duties or a boy or a girl who is primarily a student, even if such a person helps in the family economic activity but not as a full time worker should not be treated as a worker for Question 14B, even though he or she may be recorded as 'Yes' in Question 14A. On the other hand, if a person is primarily 'engaged in some economic activity for major part of the year but at the same time does also attend to some household chores or attends a night school, *etc.*, he or she would be treated basically as a worker for Question 14B and categorised suitably in Question 15A.

(v) A persons, 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) An adult woman who is engaged in household duties but doing no other productive work to augment the family's resources should not be considered as working for purpose of this question. If, however, in addition to her household work she engages 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 grass, *etc.*, or any other work like cultivation, *etc.*, she should be treated as working under Question 14A.

(vii) A man or a woman who is doing household duties 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, he/she should be recorded for the work he/she was doing before he/she was apprehended. Similarly, for a person temporarily in a hospital or similar institution he/she should be recorded for the kind of work he/she was doing before he/she was admitted into hospital or institution. But for a 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 question arises as to what should be deemed to be long-term. For census purposes, inmates of penal or charitable or mental institutions, if detained for 6 months or more should be recorded as 'I'.

(ix) A full-time public or social service worker who is actively engaged in public service activity or a full-time political worker who is also actively 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.*

80. 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 : Worked any time at all last year ?

Yes
No (H/ST/D/R/B/I/O)

81. 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 full-time workers, part-time workers, marginal workers and even workers whose contribution would otherwise be considered insignificant.

82. The reference period is one year and this includes the agricultural season also. A person may have worked as a cultivator or as an agricultural labourer throughout the year or in some seasons 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 box. 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 las one year.

83. 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. This is usually seasonal work only, while they run the house and do all the household work. Unless questions are asked about such work, the usual answer may be that they do only household work.

84. 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. It is true that a housewife may be working harder than the others in the home because she has to cook, look after the children, run the house, *etc.*, but for the purposes of census, she is not a worker.

85. 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 that 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.

86. 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.

87. 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.

88. The definitions of the seven categories of non-workers are given in the following paragraphs.

Household duties—H

88.1. This covers all persons who are engaged in unpaid home 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'.

88.2. 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 she 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 person is of course a worker and will be categorised appropriately in Question 15A later, and she will be recorded as 'Yes' in Question 14A.

88.3. 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, even if it is marginal, apart from household duties. If they have, they would be workers for the purposes of Question 14A, but the fact that they are mainly engaged in household duties will be reflected in Questions 14B and 15A as we will see later.

Students—ST

89. This will cover all full-time students and children attending school. For student, write 'ST'.

89.1. 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 student should be treated as a worker for the purposes of Question 14A *and not as a student.* In such cases, even though such a person is no doubt mainly a student, he or she is a worker for the purposes of Question 14A. The fact that such a person is mainly a student, will be reflected in Questions 14B and 15A, as we shall see later.

89.2. 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 would be 'H' in Question 14A.

89.3. 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 from students so as to net marginal workers.

89.4. 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'.

Dependents—D

90. 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.

90.1. Dependents will include even able-bodied persons who cannot be categorised in any other category of non-worker but are dependent on others. However, if such a person who is dependent on others for

subsistance is seeking work, he or she should be categorised as 'O'.

90.2. 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 are also 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 unemployed daughters, sisters, bothers, *etc.*

Retired persons or Rentiers—R

91. A person who has retired from service and is doing no other work, *i.e.*, not employed again in some full-time work or not engaged in some other work such as cultivation, business, trade, *etc.* or 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.

91.1. 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

92. This 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.

92.1. For such persons, 'B' should be written in the space provided.

Inmates of institutions—I

93. This will cover convicts in jails or inmates of a penal, mental or charitable institution, even if such persons are compelled to do some work such as carpentry, carpet weaving, vegetable growing, *etc.*, in such institutions. 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 "long-term" if he or she is in such an institution for 6 months or more.

Other non-workchs—O

94. This 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.

94.1. 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 get a job. Such persons are students (ST) for Question 14A. The fact that they are seeking jobs 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 par. of last year ?
Yes (1)/No (2)

95. As mentioned earlier, through Question 14A you have classified all pepole into two broad streams of workers and non-workers. In doing so, workers would include all those who have worked irrespective of the quantum of their contribution to the economy. Even marginal workers are categorised as workers in Question 14A.

95.1. 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 183 days or more, or in other words worked for six months 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 this question.

95.2. A person may have worked in different capacities during last year. For example, he/she may have worked as a daily wage labourer for 4 months, as an agricultural labourer for 1 month and as a cultivator for 2 months. There could even be breaks in between the different types of work prformed by him/her. In computing whether the person worked for major part of the year, you shou'd reckon all the three spells of economic activity and if it satisfies the concept of work for 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)

96. 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 4 months, as an agricultural labourer for 1 month and as cultivator for 2 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 box), since he/she spent more time in this activity than as a cultivator or agricultural labourer. Similarly, for a person for whom you have recored '2' in the box in Question 14B, you should ascertain how he or she spent his/her time mostly as a non-worker and record the appropriate symbol below the line in the space provided and *not* in the box.

97. The main activity of workers is classified into four categories, *viz.*, cultivator, agricultural labourer, household industry, and other work. These terms are explained below.

Cultivator

98. 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.

98.1. 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.

98.2 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 of plantations like tea, coffee, rubber, cinchona and other medicinal plantations. For a person who is a cultivator, write 'C' in the space provided.

Agricultural labourer

99. A person who works in 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 he/she merely works in another person's land for wages. An agricultural labourer has no right of lease or contract on land on which he/she works.

99.1. For a person who returns his/her economic activity as agricultural labourer, write 'AL' in the space provided.

Important

100. 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.

100.1. 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 corps 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, barely, gram, *etc.*

(ii) **Pulses :** Arhar, moong, masur, urd, khesari. *etc.*

(iii) **Fibre crops :** Raw cotton, jute, mesta, sunhemp and kindered fibre crops.

(iv) **Oil seeds :** Sesamum, ground-nut, rape, mustard, linseed, castor, *etc.*

(v) **Cash crops :** 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) Betal-nuts (areca).

(vii) Flowers.

(viii) Roots and tubers, chillies and spices (other than pepper and cardamom).

(ix) Vegetables.

(x) Other crops not specifically included under cultivation.

101. 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.

Household Industry

102. For a person who returns his/her main activity as engaged in some production, processing, servicing or repair of 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' in the space provided.

102.1. Household Industry is defined as an industry conducted by the head of the hosuehold himself/herself and or by the members of the areas and only home or within the village in rural house at within the precincts of the house where the household lives in urban areas. The larger proportion of workers in a 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.

102.2. There may be an industry which is being run by a large joint family of more than 10 persons and 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.

102.3. 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 limis. In the urban areas where organised industry takes greater prominence, the Household Industry should be confined to the precincts of the house where the participants live. In urban areas even if the members of the household by themselves run an industry but at a place away from the precincts of their home, it will not be considered a Household Industry. It should be located within the precincts of the house where the members live in the case of urban areas.

102.4. A Household Industry should relate to production, processing, servicing, repairing or making and selling (but not merely selling) of goods. It does not include professions such as a Pleader or Doctor or Barber, Musician, Dancer, Waterman, *Dhobi*, Astrologer, *etc.*, or merely traded 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 at Appendix II.

102.5. 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.

102.6. As mentioned earlier, a Household Industry should relate to production, processing, servicing, repairing, 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.

102.7. 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 beekeeping, 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.

102.8. 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 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

103. 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 who work in any field or economic activity other than cultivator, agricultural labourer or household industry, are 'Other Workers'. They will be entered as 'OW'.

103.1. You will recall that it was mentioned that the growing of certain crops is not agriculture. Please see paragraph 100.1. Those engaged in this activity would have to be classified as 'OW'.

Q. 15A—Further explanation

104. In Question 15A we are trying to find out what a person's main activity is. You will see that if a person is recorded as a worker in Question 14A but 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

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 being 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 where the marginal or secondary work of a person is netted.

104.1. Question 15A gives information about all workers on the basis of what they have been doing mostly.

104.2. 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 season) you would have entered him or her as 'Yes' against Question 14A. What you have now to do is to find out if this is what this person did or does mostly, *i.e.*, whether it is his or her main work, on which the greater part of his/her time is spent. You do this in Question 14B, where you ascertain whether the person has worked for major part of the year, *i.e.*, for six months or 183 days or more or less than six months or 183 days. In the latter case you have recorded code '2' in the box against Question 14B. At this stage you may recall the instructions given under Question 15A (Paragraph 96) where it has been stated that the person may have been engaged in more than one activity and for the purposes of Question 15A, his/her main activity has been identified. In such a case his/her secondary work will be reflected in Question 15B, as we will see later. Similarly, such persons who are identified as non-workers for their main activity in Question 15A as H/ST/D/R/B/I/O will give details of their marginal work (on the basis of which they were recorded as 'Yes' in Question 14A) will be reflected in Question 15B.

104.3. What is meant by main activity or the work that a person has been doing mostly can be easily understood from the following examples :

(a) A person is a cultivator (C) but during the non-agricultural season works as a construction worker or as a *hamali* (OW). 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 housewife (H), is generally engaged in running her household but works on the family land during the sowing or harvesting season (C). She is mainly engaged in household duties and should be recorded as 'H' for Question 15A and as 'C' for Question 15B. In this example, if she works as an agricultural labourer or in a Household Industry, she would be 'AL' or 'HHI', as the case may be, for Question 15B.

(c) A person may be mainly an agricultural labourer (AL) but may have worked in a Khandsari sugar factory during the lean season (OW). He would be 'AL' for Question 15A and 'OW' for Question 15B.

(d) A student (ST) may be working for a few hours in a shop to earn some money for fees, *etc.* (OW). He/She is mainly 'ST' for Question 15A and 'OW' for Question 15B.

(e) A person who is mainly a cultivator (C) 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.

105. 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, description of work, nature of industry, trade, profession or service. and class of worker. These details will have to be filled in Question 15A (i) to 15A(iv).

105.1. 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 been recorded as 'No' against Question 14B, *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-sections (i) to (iv) will not apply. In such cases a cross (×) may be put on each of the lines against these sub-sections.

Q. 15A (i) : Name of establishment

106. 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 office, *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', *etc.* For defence and other similar personnel as may be indicated to you, put a cross (×) on the line.

Q. 15A (ii) : Description of work

107. 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 (iii) of Question 15A.*

107.1. 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 meter-mechanic or a locomotive-mechanic, *etc.* 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.*

107.2. 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.*

107.3. To guide you in answering Question 15A(ii), the type of particulars that need to be ascertained in respect of a few typical occupations are given in Appendix III.

107.4. Appendix III 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 (ii).

107.5. 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.*

107.6. 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.

Q. 15A (iii) : Nature of industry, trade or service

108. 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 Communications, (vii) Trade and Commerce, (viii) Professions and Services. In order to enable us to classify a person properly, full details of the nature 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 though 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'. You should say whether it is maufacturing 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 food grains or pulses or retail trading in spices or grocery and so on. For defence and similar personnel, write 'Service'.

108.1. 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 IV, categorised under certain broad classifications. It should, however, be noted that the list in Appendix IV is by no means exhaustive. You must describe the nature of industry, profession, trade or service or what ever 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.

Important

109. There need be no confusion as to the scope of Questions 15A (ii) and 15A (iii), Question 15A (iii) 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 (ii) 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 (iii) is 'cotton textile manufacture in mill', the answer to Question 15A(i) 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 (iii) the nature of service may be some department of State Government Service and in Question 15A (ii) the description of work may be 'bill clerk' or 'accountant', 'director of the department', 'jeep driver' in the department, *etc.* Again, against Question 15A (iii) the answer may be 'private medical practice' and in Question 15A(ii) 'orthopaedic surgeon', or 'nurse' or a 'sweeper', *etc.*, working in that private medical practitioner's nursing home. The sample answers furnished in Appendix V at the end of this booklet, the Industrial and Occupational classifications in Appendices IV and III 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 (iii) and the description of actual work of the individual enumerated covered by Question 15A(ii).

Q. 15A (iv) : Class of worker

110. For a person who is :

(i) an Employer, that is, who hires one or more persons in his work described in Question 15A (ii), write .....ER

(ii) an Employee, that is, who does his work described in Question 15A (ii) under 'Others' for wages or salary in cash or kind, write ....EE

(iii) a Single Worker, that is, who is doing his work described in Question 15A(ii) 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 co-operative, write.....SW

(iv) a Family Worker, that is, who is doing his work described in Question 15A (ii) in a family enterprise along with other members of the family without wages or salary in cash or kind, write .....FW.

Explanation

110.1. 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 (ii) 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 (iii). 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 in an 'employee'.

110.2. 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.

110.3. 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 empolyees, and also a member of a producer's cooperative. Each one of the partners or members of such producers' cooperatives should be recorded as 'Single Worker'. Political workers and social workers are to treated as 'SW'.

110.4. 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.

110.5. *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 Industry employing hired workers, the head and other members who are working should be treated as 'Family Workers'. If the head alone is working with the 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) Full-time 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' and 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 lawyer's clients. In such a case both the lawer and the clerk should be treated as Single Workers—SW.

111. Some illustrations for filling the Question 15A are given in Appendix V.

Q. 15B

14B Yes—Any other work any time last year? Yes/(C/AL/HHI/OW) 14B No—Work done any time last year? (C/AL/HHI-OW)

112. 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 posible 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 is mostly doing household duties, or is mainly a student, or mainly a dependent or a rentier or a beggar or belongs to 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 in Question 15B.

112.1. 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 the 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 on 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.

112.2. If 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.

112.3. This question 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 full-time worker may have done some other work or a person who is essentially a non-worker, though he/she has not done any work over the major part of the last year, might also have done some work occasionally. This, therefor, should give us details of secondary and marginal work in respect of both workers and those who are mainly non-workers.

112.4. 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 14A and for whom you have recorded 'Yes' or 'No', i.e., code '1' or '2' in Question 14B, this Question 15B should be asked without fail.* In answer to this question if the individual 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 98 to 103. You may refer to these again before recording the appropriate category on the line. It is sufficient if you write the category on the line. If the respondent gives reply in the negative it should be indicated by the word 'No' on the line. Please do not make any entry in the dotted box.

112.5. 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 who might have returned themselves mainly as 'H' or 'ST' or 'R' under Question 15A will be netted here for their involvement in such economic activity. 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 housewife even if she may work much more than a paid servant in having to cook for the family or looking after the household will not be treated as economically active for the purposes of this classification. Similarly, women 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 who is categorised as a student under Question 15A, can have a marginal work, say, cultivation if he helped the head of the household in the family cultivation during some parts of the season. But if a girl student, 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, she will not be treated as having any marginal work.

112.6. Any other work or secondary work will be reckoned only if the person is engaged in some economically productive work, even if marginal, in addition to whatever is his/her activity under Question 14A. 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.*

112.7. 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 expained in detail in paragraphs 106 to 110. For those who are recorded as 'C' or 'AL' or for whom you have entered 'No' in Question 15B, you have to put a '×' against these sub-sections on the line.

113. A few illustrations showing specimen entries are appended at Appendix VII and some illustrations for recording answers against Questions 15A and 15B are given in Appendix VI. 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

114. 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* (×). This is because 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 code '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, 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 if a person has had some secondary work and marginal work in the case of those for whom code '2' has been recorded in the box against Question 14B and record the same in Question 15B.

114.1. 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 cross (×) on the lines against each of the Questions 14B, 15A including sub-sections and 15B including sub-sections.

Q. 16 : If No in 14A or 14B seeking/available for work? Yes (1)/No (2).

115. This question is intended to elicit some information on the number of unemployed. If an individual has replied that he/she has not worked at all last year or during major part of last year under Question 14A or 14B respectively and you have recorded 'No' against either of these two questions you have to ask from him or her whether he or she is seeking work or available for work ? This question should be asked of all persons for whom you have recorded H/ST/D/R/B/I/O, as the case may be, either in Question 14A or in Question 15A. Seeking work means that the person may have got himself/herself registered in the employment exchanges 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 ot work being available or absence of employment exchanges.

115.1. 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.

115.2. If the peron 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.

115.3. It should be remembered that if the answer to Question 14B is 'Yes' and you have recorded '1' in the box against this Question and in Question 15A you have recorded C/AL/HHI/OW, as the case may be, Question 16 is not applicable. You should put a cross (×) on the line against this question and *not* in the box.

Summary

116. It would be useful to summarise the main points with regard to the economic questions, *i.e.*, Questions 14A, 14B, 15A, 15B and 16. 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 must be covered by this question.

(ii) If the answer 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 or what he/she has done or does mostly. 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 is not doing this work mostly '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 16 is to be asked of all those for whom 'No' has been written in Question 14A or code '2' in Question 14B.

(vii) Details of name of establishment, industry, occupation and class of worker, in Questions 15A and 15B need be entered only for 'HHI' and 'OW'.

Important

117. 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. For example, if a lady is asked whether she is working, the usual answer is that she is working, because household work is naturally considered as work by her. It is only if you ask further questions as to what she mostly does that her marginal work, if any, will come out and you will get a correct picture of the facts. *It is advisable to ask questions covering Questions 14A, 14B, 15A and 15B together and then fill up the details.*

118. 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 *Halwai* only sells sweets, having brought them from some other place, he would be carrying on a trade and this would *not* be an 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 a *dhaba,* substantial meals such as *chapaties, 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 had-mixers 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 unit, 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 household that carries on tailoring on household industry basis can be '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 then 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, this household will be considered as 'HHI' or non-HHI depending on whether the household is involved mainly in trade or manufacturing and taking into cosideration the definition of 'HHI'.

119. 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.

120. As stated in paragraph 56 you will be required to fill up Individual Slip (Universal) for all members of the household. 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 35 of the Population Record of the concerned household, in Part II of the Household Schedule. Please do not allow this work to accumulate. Instructions for filling up columns 8 to 35 of the Population Record will be found in Chapter VI (Paragraphs 163—180). 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 IV

FILLING UP OF THE INDIVIDUAL SLIP (SAMPLE)

121. As stated in paragraph 53, if you are an enumerator in a sample area, six additional questions as appearing in the Sample Individual Slip (specimen appearing on page 36) will have to be canvassed by you for each individual. The Sample Individual Slip will, however, be canvassed in all areas of Andaman and Nicobar Islands, Arunachal Pradesh, Assam, Chandigarh UT, Dadra and Nagar Haveli, Delhi UT, Goa, Daman and Diu, Himachal Pradesh, Jammu and Kashmir, Lakshadweep, Maharashtra, Manipur, Meghalaya, Mizoram, Nagaland, Pondicherry, Sikkim,

Tripura and West Bengal. In the remaining states, this slip will be canvassed in sample blocks only but will include all the households in the sampe block.

122. The Sample Slip contains six question with sub-parts, dealing with migration and fertility. These questions appear on the reverse of the Universal Individual Slip. The instructions for filling up the Universal Individual Slip are given in paragraphs 53—120. You will be required to canvass the Universal Individual Slip for every person in your block, irrespective of the age or sex, and then canvass the sample ques- "Sample Slip" means that the questions in this slip for each person in the household. It is obvious that the fertility questions will be applicable to women only, as will be explained at the appropriate place.

123. It is important for you to remember that both the slips should be canvassed for every person in your block, *i.e.*, in every block of the 19 States and Union Territories mentioned above and the sample blocks of the remaining states. The term "Universal Slip" means that the questions in this slip will be canvassed in all the blocks in the country, while the term "Sample Slip" means that the questions in this slip will be asked only in the specified blocks, as stated above, in addition to those in the Universal Slip, except in the 19 States and Union Territories where it will be canvassed everywhere.

Q. 1 : Birth place

124. 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. 1(a) : Place of birth

125. Write 'PL' for person born in the village or town where he/she is being enumerated. Where 'PL' is noted against this question put '×' against sub-parts (b), (c) and (d).

125.1. 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).

125.2. In indicating the birth place, only the 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. 1 (b) : Rural(1)/Urban (2)

126. 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 a 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 '×' in the box against this sub-part and also against sub-part (c) on the line.

126.1. If all efforts to classify the place of birth as rural/urban fail, write 'not known' on the line.

Q. 1 (c) : District

127. For a person born outside the village or town of enumeration but within district of enumeration, write 'D' on the line.

127.1. 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.

127.2. If the person cannot name the district, write 'not known'.

Q. 1 (d) : State/Country

128. For persons born within the State of enumeration, write '×' 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 ; that '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).

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

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

128.3. For a person born on he high seas, record 'born at sea', against this sub-part and put '×' against sub-parts (a), (b) and (c).

128.4. If a person was born in a train, boat or bus or aircraft, *etc.*, within the country, write the particulars in sub-parts (a), (b) and (c) with reference to the administrative territory where the event occurred or was registered.

Q. 2 : Last residence

129. 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/her 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.

129.1. 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 a person who is enumerated elsewhere than in his normal place of residence because of eligibility criteria laid down in paragraphs 54—56, 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.

129.2. It would not be posible 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 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. 2 (a) : Place of last residence

130. For a person who has been in the village or town of enumeration continuously since birth (except for shifting to other places outside the village or town of enumeration for a purely temporary stay), write 'PL' against sub-part (a) and put '×' against sub-parts (b), (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. 2 (b) : Rural (1) Urban (2)

131. 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, write '×'.

131.1. For a person whose immediate previous residence cannot be classified, write 'not known'.

131.2. Rural or urban status has to be determined with reference to the status existing at the time of enumeration.

Q. 2 (c) : District

132. 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.

132.1. For a person who previously resided in another village or town within the district of enumeration, write 'D'.

132.2. 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, wrie 'not known'.

132.3. For a person whose last previous residence was outside India, write '×' against this sub-part.

Q. 2 (d) : State, Country

133. For a person whose last previous residence was outside the village or town of enumeration but within the State or Union Territory of enumeration, write '×' 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.

133.1. 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. 3 : Reasons for migration from place of last residence

134. The question will be asked in the case of a person for whom information has been recorded in Question 2, *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) Education	2
(c) Family moved	3
(d) Marriage	4
(e) Others	5

134.1. These codes have been printed at the bottom of the Sample 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 by the Director of Census Operations, this question will also not apply since you will not have canvassed the Questions 1 and 2 of the Sample Slip.

135. A person will have moved for employment in the following cases given on next page :

(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.

135.1. If a person has moved for any of these reasons, note code '1' in the box.

136. 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. 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 '3', namely. 'Family moved'.

137. The reason 'Family moved' code '3' will refer 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 alongwith that person will be assigned code '3' *i.e.*, Family moved'.

138. If a person has moved consequent on getting married, assign code '4' for that person.

139. Code '5' 'Others' will include all other reasons for migration not covered by employment, education family moved or marriage. This may include cases like movement due to retirement, movement for economic reasons such as setting up of shops, starting of a business, *etc.*

140. It is important to note that the reasons for migration are being noted for each person separately since in any case you will have to fill up Sample Individual Slips 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 3 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 '3' because the family moves. There are also cases, particularly from the rural areas to urban areas, where a boy or 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 reasons for migration will be 'Education code '2' while in the case of the elderly person, the reson will be 'Others' code '5' 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 '3' '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.

141. In particular, please note that you must make detailed enquiries in the case of any unrelated members of the household, 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.

142. It must be remembered that the reason 'Family moved', code '3' can only come up in cases where some other member of the family has moved for any of the other reasons mentioned in the Sample 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.

143. 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 '5' and not any othercode.

Q. 4 : Duration of residence at the village or town of enumeration

144. 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.

144.1. If he/she had left this village or town and had lived elsewhere for sometime, *i.e.*, in Question 2 another place of last residence is reported and has come back to this 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.

144.2. 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 2(a), then '×' may be put against Question 4 in the box.

144.3. For a person whose duration of continuous residence at the place of enumeration is less than 1 year, write '0' in the box

Q. 5 : All ever-married women only

145. 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 women for whom 'M' or 'W' or 'S' is entered in Question 5 of the Universal Slip, this question will be asked. In the case of women who are 'NM' in Question 5 of the Universal Slip, put '×' in all parts of this question.

Q. 5 (a) : Age at marriage

146. 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. 5 (b) : Number of children surviving at present

147. 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.

147..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.

147.2. Having ascertained this number, enter the details by sex and total in the boxes provided.

147.3. If there are no male or female children surviving at the time of enumeration, write '0' in the appropriate box or boxes.

Q. 5 (c) : Number of children ever born alive

148. 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.

148.1. 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 sould 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.

148.2. You should ensure that all live births are ascertained irrespective of whether the children are alive now.

148.3. 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.

148.4. 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.

148.5. If the woman reports that she has had no male or female children born alive, write '0' in the appropriate box or boxes.

Q. 6 : For currently married women only

149. 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 Universal Slip. For all others, a cross (×) may be put against his quesion on the line.

Any child born alive during last one year

150. 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 1980 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.

150.1. 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 had died soon thereafter or had not survived to the day of enumeration. Therefore, where the initial answer to this question is 'No', you should ask a specific question if there has been a case of child having been born alive in the last one year and later dying before the enumeration date. This is a delicate question and should be asked with tact in a manner not to offend the 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 ?"

150.2. 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.

150.3. 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).

151. On the reverse of Appendices VII-1 to VII-14 specimen entries in answer to questions included in the Sample Slip have been shown for your facility.

NOTE : You may find on your revisional round from March 1 to March 5, 1981 that a child is born to a currently married woman in a household after your last visit but before the sunrise of March 1, 1981. You will have to take this into account and correct the answers against Question 6 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.

CHAPTER V

ENUMERATION OF HOUSELESS POPULATION AND REVISIONAL ROUND

152. The enumeration of the houseless population will have to be carried out in all blocks irrespective of whether you are only incharge of a universal block or incharge of a sample block. This is because the houseless can be found in any place and they should not be omitted.

153. The Revisional Round, the instructions for which are part of this chapter, must be carried out for all blocks irrespective of whether it is a universal or sample 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

154. 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, 1981. 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, 1981. 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 staircases, or in the open, temple, mandaps, platforms and the like. On the night of February 28/March 1, 1981, but before sunrise of March 1, 1981, 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 Supervisor 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 out-skirts of the village. These people will have to be covered on the night of February 28, 1981. You should of course make sure that these persons have not been enumerated elsewhere.

155. At this point, please read the instructions about updating and filling up of the Abridged Houselist, given in Appendix I. 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 20 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 the household with a prefix 'O' separated by a dash (—), as explained in the instructions given in Appendix I.

156. Please remember that Household Schedule will be filled for each houseless household in the manner explained in paragraphs into 52 of this booklet. Thereafter, you will have to fill up the Universal individual Slip for each member of the household, as per instructions given in paragraphs 53—120. If you happen to be an enumerator for a sample block or the enumerator in any of the 19 States and Union Territories mentioned in paragraph 121 you will be required to fill in Questions 1 to 6 of the Sample Slip also, for each individual, as per instructions given in paragraphs 121 to 151. Thereafter, you will be required to fill in columns 8 to 35 of the Population Record (Part II of the Household Schedule), as per instructions given later.

Revisional Round

157. You have been told under paragraph 12 and paragraph 13 of this booklet that in the next five days, *i.e.* from March 1, 1981 to March 5, 1981, 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, 1981 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, *i.e.*, from February 9, 1981 to February 28, 1981, 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 43 of this booklet where instructions about persons eligible to be enumerated in a particular household have been given.

158. 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 19 about Serial number of household and updating and filling up of Abridged Houselist, as given in Appendix I.

(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 Part II of the Household Schedule concerned. Also correct the entry in Question 6 of the Sample Slip (if applicable in your case, *i.e.*, if you are an enumerator in a sample block or in any of the 19 States and Union Territories mentioned earlier) 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, 1981.

(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, 1981 and cancel the Individual Slip of the dead person writing boldly across it as 'died'. Please remember to make necessary correction in Part II of the Household Schedule concerned.

159. If you have exhausted the entire Population Record for recording the particulars of any household and it becomes necessary to record a new birth or visitor, then you will fill in another Household Schedule containing Population Record 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.

160. Changes made in the Population Record 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 Question 15 of Part I of the Household Schedule.

161. 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 (Universal and Sample, where applicable), 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.

162. In addition, you have to collect the filled in Degree Holder and Technical Personnel Schedules from the households and individuals for whom you had issued these schedules vide instructions given in paragraph 73. You have to hand over the filled in schedules to your Supervisor. You will also be required to return the blank Degree Holder and Technical Personnel Schedules remaining surplus with you together with a statement (in the form given at Appendix VIII) 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 forms returned to the Supervisor.

CHAPTER VI

FILLING UP OF THE HOUSEHOLD SCHEDULE, PART II—POPULATION RECORD—COLUMNS 8 TO 35

163. As mentioned in the instructions relating to the filling up of columns 1 to 7 of the Population Record (Part II of the Household Schedule), columns 8 to 35 of the Population Record 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 35 of the Population Record. The following instructions tell you how to do this.

164. 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.

165. It would be noticed that columns 8 to 21 relate to males and columns 22 to 35 relate to females. Column 1 placed between columns 13 and 14 is a mere copy of column 1 already entered by you . This is repeated on page 3 of the Household Schedule to facilitate your work, by obviating the need to trace back the entries for columns 14 onwards to column 1 of page 2. The instructions that follow will indicate how the entries from the Individual Slip should be carried over to the appropriate columns (8 to 35) of the Population Record separately for males and females.

Cols. 8 & 22 : Name of Scheduled Caste

166. For each person recorded in column 2 of the Population Record, check whether in the corresponding Individual Slip (Universal), '1' is recorded in the box against Question 9. If so, copy out the name of the Scheduled Caste written against Question 10 of the Individual Slip in column 8 if the person is a male or in column 22 if the person is a female on the corresponding line. Please do not make any mistake in copying out the correct spelling.

Cols. 9 & 23 : Name of Scheduled Tribe

167. As in the previous paragraph, for these columns also, you will have to check from the corresponding Individual Slip of the person entered in column 2 of the Population Record if code '2' is recorded in the box against Question 9. If so, the name of the Scheduled Tribe written against Question 10 of the Individual Slip should be copied in column 9 of the Population Record for males and in column 23 for females.

167.1. It must be noted that if there is a cross (×) against Question 9 of the Individual Slip for the person entered in column 2 of the Population Record, the corresponding columns 8 and 22 and 9 and 23 of the Population Record should be left blank.

Cols. 10 & 25 Literate

168. For the person entered in column 2 of the Population Record, check from the corresponding Individual Slip whether '1' is recorded in the box against Question 11. If so, put a tick (√) under column 10 for males or a tick (√) mark under column 24 for females in the corresponding line.

Cols. 11 & 25 : Illiterate

169. 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 the Population Record and if so, give tick (√) mark under column 11 for males or tick (√) mark under column 25 for females in the corresponding line.

Cols. 12 & 26 : Entry in Q. 14A of Individual Slip 'YES'

170. For the person entered 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 12 and if female, put tick (√) under column 26.

Cols. 13 & 27 : Entry in Q. 14A of Individual Slip 'No'

171. 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 Population Record. If so and if the person is a male, put a tick (√) under column 13 and if female, put a tick (√) under column 27.

Cols. 14 & 28 : Entry in Q. 14B of Individual Slip 'Yes'

172. For the person entered in column 2 of the Population Record, check against Question 14B of the corresponding Individual Slip if '1' is entered in the box. If so, put a tick (√) under column 14 for male, but if the person is a female, put the tick (√) under column 28 in the corresponding line.

Cols. 15 & 29 : Entry in Q. 14B of Individual Slip 'No'

173. 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 Population Record. If so, put tick (√) under column 15 in the case of a male, but if the person is a female, put the tick (√) under column 29 in the corresponding line.

Cols. 16 & 30 : Entry in Q. 15A of Individual Slip 'C'

174. For the person entered in column 2 of the Population Record, check if 'C' is recorded against Question 15A of the corresponding Individual Slip and if so, put the tick (√) under column 16 if male, and if the person is a female, put the tick (√) under column 30 of the corresponding line.

Cols. 17 & 31, 18 & 32, 19 & 33 : Entry in Q. 15A of Individual Slip 'AL'/'HHI'/'OW'.

175. As in the previous paragraph, check from Question 15A of the Individual Slip relating to the person entered in column 2 of the Population Record whether 'AL' or 'HHI' or 'OW' is entered for the person entered in column 2 of the Population Record. If so, a tick (√) should be put under the appropriate column 17 or 18 or 19, as the case may be, in case the person is a male and under column 31 or 32 or 33, as the case may be, if the person is a female.

Cols. 20 & 34 : Whether seeking/available for work 'Yes'

176. For the person recorded in column 2 of the Population Record, check from the corresponding Individual Slip whether '1' is entered in the box against Question 16. If so, put a tick (√) under column 20 in the case of male, but if the person is a female, the tick (√) should be put under column 34.

Cols. 21 & 35 : Whether seeking/available for work 'No'

177. As in the previous paragraph, check if '2' is recorded in the box against Question 16 of the Individual Slip for the person entered in column 2 of the Population Record. If so, put a tick (√) under column 21 in the case of a male and if female, put the tick (√) under column 35.

178. *Please note that there cannot be a tik (√) on the same line in columns 8 and 22, column 9 and 23, column 10 and column 24, column 11 and column 25, column 12 and column 26, column 13 and column 27, column 14 and column 28, column 15 and column 29, column 16 and column 30, column 17 and column 31, column 18 and column 32, column 19 and column 33, column 20 and column 34, column 21 and column 35 just as there cannot be a tick (√) on the same line in columns 4 and 5 of the Population Record.*

178.1. *Similarly, there cannot be a tick (√) on the same line in both columns 10 and 11, 12 and 13, 14 and 15, 20 and 21, 24 and 25, 26 and 27, 28 and 29, and 34 and 35. It will be obvious from the form itself that there cannot be a tick (√) on the same line in more than one of the columns 16, 17, 18, 19 and 30, 31, 32, 33.*

179. Having entered these particulars in columns 8 to 35 for all the persons enumerated in the household, you will have to strike the totals. Instructions for striking totals for columns 2, 8, 9, 22 and 23 are given in the foot-note of the form itself. However, this is recapitulated for your facility. Count the number of entries in column 2 and enter the figure against the total for this column. You will notice that the last serial number would tally with the total given under column 2. Similarly, for striking totals for columns 8, 9, 22 and 23, count the number of entries under each column and enter the figure in the relevant rectangle against the total. In striking totals for columns 4, 5, 10 to 21, and 24 to 35, there should be no difficulty. You have merely to count the ticks (√) under different columns and enter the total in the cell provided for writing the total.

180. Having struck the totals, your job in respect of this Household Schedule form is over and you should sign at the bottom right hand corner and give date also. At this point, you must please remember that Question 15 of Part I of the Household Schedule, i.e., total population of the household will have to be filled after you have derived the total of column 2 of Part II of Population Record taking into account the extra forms you may have used in the case of large households.

CHAPTER VII

FILLING UP OF THE ENUMERATOR'S WORKING SHEET AND THE ENUMERATOR'S ABSTRACT

181. The specimen form of the Working Sheet for preparing the Enumerator's Abstract is given on the pages 90—91. 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 33 columns, of which columns 6 to 19 relate to 'males' and columns 20 to 33 relate to 'females'. The arrangement generally follows the pattern of Part II—Population Record of the Household Schedule, which you have filled in during the course of your enumeration. 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 Part II — 'Population Record of the Household Schedule. Each line in the Working Sheet will contain the totals for one household.

Page No.

182. 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.

182.1. You will have to arrange your filled in Household Schedule books in ascending order of the book numbers. 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

183. Location Code of your enumeration block should be copied from Part I of the Household Schedule and written here. This will have five elements, *viz.*, State code, District code, Tehsil/Taluka/US/Development Block/Circle or Town code, Village or Ward code and the Enumeration Block number within brackets. Location Code should be repeated on every page of the Working Sheets.

Number of households by type

184. 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

CENSUS OF
WORKING SHEET FOR PREPARING
(To be compiled from Household

Location code.....Name of Enumerator.....

Line No.	Sl. No. of house-hold	Persons (Col. 2)	Males (Col. 4)	Females (Col. 5)	MALE											
					S.C. (Col. 8)	S.T. (Col. 9)	Lite-rates (Col. 10)	Illite-rates (Col. 11).	'Yes' in 14A (Col. 12)	'No' in 14A (Col. 13)	'Yes' in 14B (Col. 14)	'No' in 14B (Col. 15)	Entry in Q. 15A			
													C (Col. 16)	AL (Col. 17)	HHI (Col. 18)	OW (Col 19)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
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

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

@Count number of entries
Column numbers shown within brackets refer to

INDIA 1981 : [illegible]
ENUMERATOR'S ABSTRACT
Schedule Part II : Population Record)

Page No.....

Number of households by type* Normal.....
Institutional.....
Houseless.....

FEMALE

'Yes' in 16 (Col. 20)	'No' in 16 (Col. 21)	S.C. (Col (22)	S.T. (Col. 23)	Literates (Col. 24)	Illiterates (Col. 25)	'Yes' in 14A (Col. 26)	'No' in 14A (Col. 27)	'Yes' in 14B (Col. 28)	'No' in 14B (Col. 29)	Entry in Q. 15 A				'Yes' in 16 (Col. 34)	'No' in 16 (Col. 35)
										C (Col. 30)	AL (Col. 31)	HHI (Col. 32)	OW (Col. 33)		
18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33

than one page for a particular type of household, please do not forget to score out inapplicable types on each sheet, as indicated here.

184.1. 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.

Name of Enumerator

185. This hardly calls for any explanation. You will be required to write your name here.

Col. 1 : Line No.

186. As in the Houselist form, which some of you may have handled in 1980 for Houselisting operations, 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 with 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 mistake in copying, then this tally cannot be achieved.

Col. 2 : Sl. No. of household

187. 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

188. In these columns, enter total of columns 2, 4 and 5 respectively as struck by you in the concerned Population Record (Part II of the Household Schedule).

Cols. 6 to 33 of the Working Sheets

189. The column headings are self-explanatory. Under each column, the column number of the Population Record, *i.e.*, Part II of the Household Schedule has been indicated within brackets. You have merely to take the total of the relevant column of the Population Record and post it under the appropriate column of the working sheet in respect of a particular household. Please note that as in the Population Record, the male and female sections are separate in the working sheet also for ease of copying.

Total

190. A separate line has been provided for entering the total. Total for columns 3 to 33 are straight forward totals. Total for column 2 will have to be derived by counting the entries, as indicated in the foot-note.

190.1. 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.

190.2. 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.

INSTRUCTIONS FOR FILLING UP THE ENUMERATOR'S ABSTRACT FORM

191. A specimen of the Enumerator's Abstract form is given on the next page. The instructions are given hereafter.

Location Code

192. The Location Code, as noted in the Working Sheet and in all your other documents, consisting of the five elements, namely, State, District, Tehsil/Taluka/PS/Development Block/Circle or Town, Village or Ward and Enumeration Block number within brackets, should be given here.

Name of Enumerator

193. You should write your name here.

Total number of occupied residential houses

194. You have merely to copy the figures noted in sub-section B of Section 1 of the Abridged Houselist.

CENSUS OF INDIA 1981

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.....

Sl. No.	Particulars	Persons	Males	Females
1	2	3	4	5
1.	Population inclusive of population shown against serial Nos. 16 & 17, (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 & 20)			
3.	Scheduled Tribe (grand total of cols. 7 & 21)			
4.	Literate (grand total of cols. 8 & 22)			
5.	Illiterate (grand total of cols. 9 & 23)			
6.	'Yes' in 14A (grand total of cols. 10 & 24)			
7.	'No' in 14A (grand total of cols. 11 & 25)			
8.	'Yes' in 14B (grand total of cols. 12 & 26)			
9.	'No' in 14B (grand total of cols. 13 & 27)			
10.	'C' in 15A (grand total of cols. 14 & 28)			
11.	'AL' in 15A (grand total of cols. 15 & 29)			
12	'HHI' in 15A (grand total of cols. 16 & 30)			
13.	'OW' in 15A (grand total of cols. 17 & 31)			
14.	'Yes' in 16 (grand total of cols. 18 & 32)			
15.	'No' in 16 (grand total of cols. 19 & 33)			
16.	Institutional population (Total of institutional line cols. 3, 4 & 5 in last page of working sheet for *normal* households)			
17.	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.

Number of Normal households

195. 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

196. 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

197. 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 (×) 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

198. 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. As a quick check for accuracy, you may refer to subsection C of Section 1 of the Abridged Houselist where you have noted the number of households and these two figures should tally.

Cols. 1 to 5

199. The next section deals with 17 items and 5 columns. The particulars are given under column 2 and the column 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 15, 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. 16 and 17 of the form

200. 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. 16 and 17 of this form.

Sl. Nos. 2 to 15

201. 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. 16 : Institutional households

202. 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. 17 : Houseless population

203. 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 tndicated against Sl. Nos. 16 and 17 are indicated in the total population of your enumeration block shown against Sl. No. 1.

204. 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.

205. You have now to arrange all your records which would be the following :

(1) Notional Map.
(2) Layout Sketch.
(3) Filled in and updated Abridged Houselist which you have updated as per instructions given in paragraph 155,
(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 Degree Holder and Technical Personnel Schedules,
(9) Statement showing the number of Degree Holder and Technical Personnel Schedules received, issued, filled in schedules collected and blank schedules returned (appendix viii),
(10) Blank forms, Household Schedule books and Individuals Slip pads referred to above,
(11) Blank Degree Holder and Technical Personnel Schedules.

206. You are now required to hand over all the documents with an inventory which should contain the Book No. 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 1981 Census operation is concerned and you can reasonably take pride in having performed a national task well.

APPENDICES

APPENDIX I

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 1971 Census, an Abridged Houselist will have to be prepared at the 1981 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 Sections 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 contains 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 round 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 or 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 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". Please 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 paragraph 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 "—" 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 paragraph 9.) 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 '—'.

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 '—' 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 '—' 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 '—', *i.e.*, if the use of the census house is solely non-residential, repeat the '—' in column 6 also.

17. The serial number of household in column 7 should run continuously for the enmeration 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 round 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, 1981, 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 '—' 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 written 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 numeration. 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 Sections 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 counting entries in column 5 in Sections 2 and 3 which should be easy. The entries could be, say 1 or 1(1) or 1(a) or 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 or 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 1981

ABRIDGED HOUSELIST

Identification particulars

Name of State/Union Trrritory .....Code No..... Name of Village/Town..... Code No...

Name of District .....Code No..... Name or No. of Ward/Mohalla/Hamlet .....Code No..

Name of Tehsil/Taluka/P.S./Dev. Block/Circle Code No..... Enumerator's Block No. .....

.....

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

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

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 1981

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.....

Name of Tehsil/Taluka/P.S./Dev. Block/Circle 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
Supervisor.....

Dated Signature of
Enumerator.....

ANNEXE II

CENSUS OF INDIA 1981 Page No....

ABRIDGED HOUSELIST

Identification particulars

Name of State UTTAR PRADESH Code No 22 Name of Village BISHENPUR Code No. 136

Name of District.....RAMPUR Code No. 22 Name or No of Hamlet BISHENPUR KHAS Code No. —

Name of Tehsil etc.....RAMPUR Code No. 1 Enumerator's Block No..... 148

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	1	1(1)	Workshop-cum-residence	1(1)	Sanker	1	
2	—	1(2)	Cattleshed	—	—	—	
3	2	2(1)	Workshop-cum-residence	2(1)	Shilla Rani	2	
4	—	2(2)	Cattleshed-rearing cattle for sale of milk	—	—	—	
5	3	3	Workshop-cum-residence	3(a)	Ramesh	3	
6	—	—	—	3(b)	Gobind	4	
7	4	4(1)	Workshop-cum-residence	4(1)	Dinanath	5	
8	—	4(2)	Cattleshed	—	—	—	
9	5	5(1)	Shop-cum-residence	5(1)	Moolchand	6	
10	—	5(2)	Vacant		—	—	under repair
11	6	6(1)	Shop-cum-residence	6(1)(a)	Bhola	7	

SECTION : 2 *Concld.* Location Code 22/22/1/136(148) Page No 2

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
12.	—	—	—	6(1)(b)	Bhikaram	8	
13.	—	6(2)	Cattleshed-rearing cattle for sale of milk	—	—	—	
14.	7	7(1)	Residence	7(1)(a)	Jadunath	9	
15.	—	—	—	7(1)(b)	Kailash	10	
16.	—	7(2)	Residence-cum-pig rearing	7(2)	Hemvati	11	

Dated Signature of Charge Office Clerk Sd..

Checked and found correct Charge Officer Sd,.

Dated Signature of Enumerator Sd,.

ANNEXURE III

Page No....

CENSUS OF INDIA 1981

ABRIDGED HOUSELIST

Identification particulars

Name of State BIHAR Code No. 4 Name of Town HAZARIBAGH Code No 1

Name of District HAZARIBAG Code No. 8 Name or No of Ward XI Code No. 11

Name of Tehsil/Taluka/P.S. Dev. Block Circle 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 19 (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 Household	Remarks
1	2	3	4	5	6	7	8
1.	182	182(1)	Residence	182(1) (a)	Bishashar	1	
2.	—	—	—	—	—	—	Household left
3.	—	82(2)	Residence-cum-workshops	182(2)	Ramasran	3	
4.	183	—	—	—	—	—	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)	Hook Shop	—	—	—	
10.	188	186	Shop-cum-residence	186	Bishandayal	5	
11.	187	187	Shop-cum-workshop-cum residence	187	Kishanlal	8	

SECTION 2..... Location Code Page No.....2

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
12.	186	88	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	—	—	—	—	See changed Sec Sl, 29 in Sec. 3
17.	191	191(1)	Workshop-cum-residence	191(1)	Ramvati	9	
18.	—	191(2)	Shop	—	—	—	Use has changed
19.	199	199(1)	Residence	192(1)	Chand Ram	10	
20.	—	192(2)	Cattle shed rearing for sale of milk	—	—	—	
21.	193	193	Tea shop	—	— —		Use has changed and household left
22.	—	—	—	—	—	—	
23.	194	194(1)	Residence	194(1)(a)	Hari Ram	13	Use has changed and another household moved in See Sl. 30.
24.	—	194(2)	Workshop	—	—	—	
25.	196	196	Residence (Vacant)	195	Dukhiram	14	Household temporary gone on pilgrimage

Dated Signature of Charge Office Clerk.....

Checked and found correct Charge Officer.....

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

ANNEXURE III

Page No.....

CENSUS OF INDIA 1981

ABRIDGED HOUSELIST

Identification particualars

Name of State	BIHAR	Code No. 4	Name of Town	HAZARIBAGH	Code No. 1
Name of District	HAZARIBAGH	Code No. 8	Name or No. of Ward	XI	Code No. 11
Name of Tehsil/Taluka/P.S. Dev. Block Circle etc.		Code No. —	Enumerator's Block No.	120	

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
26.	183	183	Residence	183(a)	Deosharan	15	New household
27.	—	—		183(b)	Shivsharan	16	New household
28.	185/1	185/1	Dctor's clinic homoeopathic	—	—	—	New house
29.	—	190(2)	Baithak-cum-residence	190(2)	Kishen Singh	17	New household
30.	—	—	—	194(a)(b)	Kishan Ram	18	New household
31.	—	—	—	0	Ramlal	0.19	Houseless household
32	—	—	— —	0	Lakhmania	0.20	Houselese 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 II

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 colth; 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

Chemicals and Chemical Products

Manufacture of toys, paints, colours, *etc.;* manufacture of matches, fireworks, perfumes, cosmetics; manufacture of ayurvedic medicines, soap, plastic products, celluloid goods; manufacture of ink, candles, boot polish, *etc.*

Non-metallic Mineral Products—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 III

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, historians, anthropologists, *etc.*, as also artists, writers, painters, sculptors, actors, *etc.*, draughtsmen, laboratory assistants, librarians, ordained religious workers, astrologers, *etc.*, who will have to be recorded with particulars of their work.

Administrative, Executive and Managerial Workers

(Do not merely say Government Officer, an officer in a private firm or concern but give further particulars.) They may be in Government service or under a local body or in a business firm, manufacturing establishment or a catering establishment or a transport company and so on. Their full description should be recorded such as for example, Secretary to the Government of India, District Collector, Municipal Commissioner, Executive Officer of a Panchayat, Director of a firm, Manager of a business concern, Proprietor and Manager of a hotel, elected and legislative officials, aircrafts and ships officers, *etc.*

Clerical Workers

(Do not merely denote the work of a person as clerk or office worker but furnish further particulars.) State clearly the type of work done such as, cashier, accountant, stenographer, typist, computing clerk, key punch operator, office assistant, guard, 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 a business concern engages himself in wholesale or retail trade. Salesman or shop assistants, agents of insurance, brokers in share, auctioners, commercial, travellers, hawkers and street vendors, money lenders, pawn brokers, *etc.*, will also be covered.

Service Workers

(There are all types of service workers such as those engaged as domestic servants or in personal services or in police service or watch and ward, *etc* Give precise particulars.) Hotel and restaurant keepers, house-keepers, matrons, and stewards (domestic and institutional), cooks, waiters, bartenders and related workers (domestic and institutional) maids and related house-keeping service workers, building 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 product 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, goldsmiths, watch and clock makers or repairers, welders and plate cutters, sheet metal workers, machine tools 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 curers, graders and blenders of tobacco, bidi or cigar makers, snuff or zarda makers, tyre builders, crane or hoist operators, loaders and unloaders, *etc.*

APPENDIX IV

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 quarring 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; bora; 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, balling 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 planning 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; ferro-alloys; copper, brass, zinc and brass manufacturing, etc.

Metal Products and Parts except Machinery and Transport Equipment

Metal cans from tin-plate, sheets metal, barrels, drums, pails, safe, etc.; structural metal products; metal furniture and fixture; hand tools; utensils, cutlery, etc.

Machinery, Machine tools and Parts except Electrical Machinery

Agricultural machinery, cranes; road rollers; boilers, diesel engine; refrigerators, air conditioners, etc.

Electrical Machinery, Apparatus, Appliances and Supplies and Parts

Electrical motors, generators, transformers, insulated wires and cables; dry and wet batteries; radio, television, etc.; X-ray apparatus; electric computors, etc.

Transport Equipments and Parts

Ship building and repairing locomotives and parts; Railway wagons; coaches, etc., rail road 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, heading and air conditioning installation, setting of tiles, marble, brick, *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, shirtings, *etc.*, beverages, intoxicants like wines, opium, ganja, tobacco, *etc.*; wholesale trade in animals, straw and fodder is also covered in this.

Fuel, Light, Chemicals, Perfumery, Ceramics 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 industrial machinery, *e.g.*, harvesters, threshers, *etc.*; electrical machinery; transport equipments, *etc.*

Miscellaneous Manufacturing

Wholesale trade in furniture, rubber and rubber products, building materials; clocks, *etc.*; eye-glasses, *etc.*; medical and surgical instruments; precious metals, stones and jewellery, etc.

Retail Trade in food and food articles, beverages, tobacco and intoxicants

Indicate clearly that the retail trade is carried in grocery, vegetable, fruit selling, meat, pultry, 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, inlandwater transport, air transport, services rendered to transport such as packing, crating, travel agencies, *etc.* It also includes storage, warehousing, communication such as postal, telegraph, wireless, telephone, *etc.*

FINANCING, INSURANCE, REAL ESTATE AND BUSINESS SERVICES

Indicate clearly whether services belong to banking; credit institutions other than banks, e.g., loan societies, agricultural credit institutions, *etc.*, money lenders financiers, *etc.* provident services, insurance carriers life, fire marine accident, health, *etc.* It also includes business services, e.g., purchase and sale agents, and brokers; auctioneering; accounting; data processing, engineering; advertising services, *etc.*; legal services rendered by advocates, barristers, pleaders, *etc.*

COMMUNITY, SOCIAL AND PERSONAL SERVICES

It should be clearly indicated whether service belongs to public administration, union government, state government, police service, quasi-government bodies, sanitary services, education, scientific and research, *etc.*

Personal Services

Do not merely say engaged in personal service but indicate clearly whether it is domestic service, services relating to laundaries, cleaning and dyeing plants, hair dressing, photographic studios, international and other extra territorial bodies. *etc.*

APPENDIX V

ILLUSTRATIONS FOR FILLING UP THE ECONOMIC CHARACTERISTICS FALLING UNDER QUESTION 15A or 15B

Broad clasification 15A or 15B	Q. 15A(i) or 15B(i) ; Name of establishment	Q. 15A(ii) or 15B(ii); Work description	Q. 15A(iii) or 15B (iii) ; Industry, Trade, Profession or Service	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	Spinning yarn in Ambar Charkha	FW
4. HHI	Naresh Cotton Handloom Weaving	Dyeing and spinning yarn	Cotton handloom weaving	FW
5. HHI	Srivastava Flour Mill Chakki	Winnowing and cleaning grains	Flour making chakki	EE
6. HHI	Chakravorty Oil Ghani	Running oil ghani	Oil ghani	SW
7. HHI	Yadav Blacksmithy Work	Tempering and polishing implements	Blacksmithy (making agricultural implements)	FW
8. HHI	Paoul Pottery Works	Making pottery of the wheel	Earthenware pottery	FW
9. HHI	Paul Earthenware Pottery Works	Making and firing kiln	Earthern ware pottery	EE
10. HHI	Bhatia manufacturing of wooden doors	Carpenter	Carpentry—manufacturing of wooden doors and windows	FW
11. HHI	Sarafa-di-Hatti	Filling gold ornaments with lac	Goldsmithy	FW
12. HHI	Gupta Hosiery Works	Operator, hosiery machine	Production of hosiery goods	EE
13. OW	Verma Hosiery Works	Accounts Clerk	Production of hosiery goods	EE
14. HHI	Ram Polishing Metal Shop	Scraping and polishing metal	Electroplating	FW
15. HHI	Shaym cart wheel rings	Putting iron hoop on cart wheels	Production of cart wheel rings	EE
16. OW	Ram Hair Cutting Saloon	Barber	Hair cutting	SW
17. OW	Ram Bee-keeping Shop	Bee-keeping	Production of honey	SW
18. OW	Ram's livestock raising business	Tending cattle	Livestock raising	FW
19. OW	Government Forest Department	Cutting trees in forest	Logging in forest	EE
20. OW	Ramesh Tutorial	Tutor	Private tuition—primary classes	SW
21. OW	Ram's gardening orchard	Gardner in mango orchard	Fruit growing—mango	EE
22. OW	Muthuswamy Coffee Estate	Farm labourer	Coffee plantation	EE
23. OW	Northern Railway	Travelling Ticket Inspector	Rail transport	EE
24. OW	Indian Ceramic Institute	Senior Scientific Officer (Ceramic Research)	Research in manufacturing of ceramic products	EE
25. OW	Office of the Registrar General, India	Senior Research Officer (Vital statistics)	Central government service	EE
26. OW	Gypsum Supply Co.	Contractor supplying gypsum to Sindri Fertilizer Factory	Supplying gypsum on orders	ER
27. OW	Chittaranjan Locomotives	Accountant	Locomotive factory	EE
28. OW	Delhi Railway Station	Goods shed porter	Rail transport	EE
29. OW	C.P.W.D.	Manual labourer (on muster roll), digging earth	Road construction	EE
30. OW	Ram's house construction work	Labourer, brick laying	House Construction	EE

APPENDIX V (*Contd.*)

1	2	3	4	5
31. OW	Vegetable market place	General labourer	Vegetable market labourer carrying goods	SW
32. OW	Delhi Electric Supply Corporation Sub-station	Machine Operator, electricity	Transmission of electricity with the help of transformer	EE
33. OW	Madan Brothers	Shop Assistant	Retail shop in stationery stores	FW
34. OW	Sahu and Co.	Proprietor, wholesale trade	Wholesale store for grains and cereals.	FW
35. OW	Dayanand and Sons	Salesman	Retail shop of readymade garments and hosiery	FW
36. OW	Kaka Agrico.	Sales Manager	Dealing in hardware	EE
37. OW	Indian Iron and Steel Company, Burnpur	Boiler room foreman	Manufacturer of iron and steel structurals	EE
38. OW	Indian Airlines Corporation	Air Pilot	Air Transport	EE
39. OW	State Motor Transport Undertaking	Bus Driver	Motor Transport Service	EE
40. OW	Prakash Transport Service	Working proprietor	Goods Transport by Motor Truck	ER
41. OW	Medical College, Calcutta Radiology Department	Radiologist	Medical and Health Service of state	EE
42. OW	I.C.A.R. Pusa, Delhi	Plant Nutritionist	Plant Protection Research	EE
43. OW	Bimla Sugar Factory	Chemist	Sugar Factory	EE
44. OW	Akash Chemical and Pharmaceutical Factory	Chemist	Manufacturer of antibiotics	EE
45. OW	L.I.C. Delhi	Secretary Administration	Life insurance business	EE
46. OW	Government of Tamil Nadu (Commerce and Industry Department)	Assistant Secretary	State Government Service	EE
47. OW	do.	U.D.C.	do.	EE
48. OW	Kundan Brothers, Jewellers, Jaipur	Supervisor	Jewellery works	FW
49. OW	Lalit's domestic servant	Cook	Domestic service	EE
50. OW	Ashoka Hotel, New Delhi	Cook	Residential hotel	EE
51. OW	Club	Bearer	Recreation club	EE
52. OW	Ram's Grocery shop	Working proprietor	Retail trade in grocery	SW
53. OW	Bhilai Steel Plant	Chartered Accountant	Steel production	EE
54. OW	Howrah Jute Mill	Accountant	Manufacture of Jute Products mill	EE
55. OW	ABC Film Studio	Cinema Actor	Production of feature films	SW
56. OW	Ruparekha Company	Sign Painter	Commercial sign painting	EE
57. OW	Portland Cement Co.	Canvass bag maker	Cement manufacturing	EE
58. OW	ABC Stock Exchange	Share broker in tea & jute	Share broker	SW
59. OW	ABC Business House Ltd.	Managing Director	Discounting of bills of business firms	ER
60. OW	Ramchandra Engineering Co.	Die Caster	General engineering works	EE
61. OW	ABC Paint Factory	Ochra Grinder	Manufacture of paints	EE
62. OW	Solan Breweries	Distillation Plant Operator	Brewery factory	EE
63. OW	ABC Chemical Factory	Grinder	Manufacturing of hydro chloric acid	EE
64. OW	ABC Re-rolling Mills	Cleaner	Steel re-rolling works	EE
65. OW	ABC Cinema	Gate Keeper	Cinema house	EE
66. OW	ABC Engineering Works	Moulder	Iron and steel foundry	EE
67. OW	ABC Oil Mill	Foreman, Packing Department	Manufacture of mustard oil	EE
68. OW	ABC Company	Foreman, Saw Mill	Motor body building factory	EE
69. OW	ABC Aluminium Company	Foundry Caster	Aluminium factory	EE
70. OW	ABC Iron Factory	Furnaceman, Boiler shop	Iron foundry works	EE
71. OW	Government Printing Press	Mono Operator	Printing works	EE
72. OW	ABC Small Tool	Brass Turner	Small tool production	EE
73. OW	ABC Social Welfare Board	Honorary Social Worker	Social welfare organisation	SW
74. OW	Lok Sabha, Delhi	Member of Parliament	Parliamentary work	SW
75. OW	Ramkishan Writer	Freelance Journalist	Writing for newspers and periodicals	SW
76. OW	ABC Party	Political worker	Promotion of party's political work	SW
77. HHI	Ramchandra & Sons	Polishing silver ornaments	Manufacture of silver jewellery	EE
78. HHI	Ramchandra & Sons	Making of silver ornaments	Manufacture of silver jewellery	FW
79. OW	P.K. Bhar & Co.	Proprietor	Manufacture of silver jewellery	EE

APPENDIX V3 (Concld.)

1	2	3	4	5
80. OW	P.K. Bhar & Co.	Accountant	Manufacture of silver jewellery	EE
81. OW	P.K. Bhar & Co.	Sales Worker	Manufacture of silver jewellery	FW
82. OW	Office of the Divisional Suprintendent, Northern Railway	Accounts Clerk	Rail transport	EE
83. OW	Raj & Co.	Proprietor	Readymade garment shop (Retail)	ER
84. OW	Raj & Co.	Salesman	Readymade garment shop (Retail)	EE
85. OW	Raj & Co.	Sales Worker	Readymade garment shop (Retail)	FW
86. OW	Madras Stores	Owner and seller	Grocery shop (Retail)	SW
87. OW	Chunilal Rameshwarlal	Working Partner*	Wholesalers in cotton textile	SW
88. OW	Chunilal Rameshwarlal	Purchase Clerk	Wholesalers in cotton textile	EE
89. OW	Chunilal Rameshwarlal	Working Partner*	Wholesalers in cotton textile	SW

*A sleeping partner is not a worker.

APPENDIX VI

TYPICAL SITUATIONS OF ECONOMIC ACTIVITY

S.No.	Q.14A	Q.14B	Q.15A	Q.15B	Q.16	Remarks
1.	Yes	1	Yes—C	No	X	A full-time cultivator with no secondary work. Q. 16 does not apply
2.	Yes	1	Yes—C	Yes—AL	X	A cultivator who also works as AL probably because of small holdings or need for more income Q. 16 does not apply.
3.	Yes	1	Yes—C	Yes—OW	X	A cultivator who is having secondary work as OW. Details of OW must be recorded. Q. 16 does not apply.
4.	Yes	2	No—H	Yes—C	2	A housewife whose main activity is running the household. She helps in the family cultivation and this is therefore her marginal work. Q. 16 has to be asked because she is 'No', *i.e.*, '2' in 14B.
5.	Yes	2	No—H	Yes—HHI	2	Same as S. No. 4 except that her marginal work is HHI. Details of HHI should be recorded in 15B. Q. 16 has to be asked because she is 'No, *i.e.*, '2' in 14B.
6.	Yes	2	No—O	Yes—AL	1	He/she is mainly 'O' sometimes working as AL and is looking out for job Q. 16 applies because he/she is 'No', *i.e.*, '2' in Q. 14B.
7.	Yes	1	Yes—OW	No	X	He is an OW with no secondary work. Details of OW must be entered in Q. 15A. Q. 16 does not apply.
8.	Yes	1	Yes—OW	Yes—OW	X	He has secondary work which is also OW. Details of OW shoud be recorded in 15A and 15B. Q. 16 does not apply.
9.	Yes	2	No—ST	Yes—HHI	1	The person works in an HHI but is mainly a student, he/she is looking for a job. Details of HHI must be entered in 15B. Q. 16 applies as he/she is 'No', *i. e.*, '2' in 14B.
10.	Yes	1	Yes—HHI	Yes—OW	2	This person has secondary work OW. Details of HHI in 15A and OW in 15B must be entered. Q. 16 does not apply, therefore, the entry '2' Q. 16 is wrong. It should remain blank.
11.	No—H	—	—	—	2	A housewife with no economic activity and not looking out for a job
12.	No—H	—	—	—	1	Like S. No. 11. except that she is looking for a job.
13.	No—ST	—	—	—	2	A full-time student not looking for a job.
14.	No—R.	—	*Yes—AL*	No	2	This is an incorrect entry. If there is No in Q. 14A there cannot be an entry in Q. 15A and 15B.
15.	No—R	—	*Yes—O W*	No	1	This is an incorrect entry for the same reasons as in S. 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 entry in 16 can be correct. Needs re-questioning by the enumerator. because it is likely that the person is doing some marginal works and looking for a job 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 16 'yes' i.e. 'I', While writing, the enumerator may have made a mistake initially.
16.	Yes	2	No—H	No	1	The entry in 15B is wrong. It shold be 'Yes', i.e., any of the four categories, because of 'Yes' in 14A and No—H in 15A. This is 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 the answer in 16 can be 'Yes' if the person is looking for a job.
17.	Yes	1	Yes—HHI	Yes—C	X	If the person has mostly worked as HHI as recorded in 15A, then cultivation is evidently only secondary work Q. 16 does not apply.
18.	Yes	1	Yes—OW	Yes—C	X	He is mainly OW but carries on cultivation as secondary work. For example, he may be a government officer carrying on cultivation under his personal supervision. Q. 16 does not apply.

Appendix VII.1

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP (Universal) — CONFIDENTIAL

Pad No. 247

Slip No. 13

Location Code 2/1/II/2 (20) Sl. No. of Household [70]

1 Name HUSSAIN

2 Relationship to head Brother's Son's Son

3 Male (1)/Female (2) 1

4 Age 6

5 Marital status NM

6 Mother tongue Telugu

7 Two other languages known
×
×

8 Religion M

9 Whether S.C. (1) or S.T. (2) 2

10 Name of caste/tribe ANDH

11 Literate (1)/Illiterate (2) 2

12 Educational attainment

13 Attending school/college. Yes(1)/No(2) 1

14A Worked any time at all last year ? Yes / No (H/ST/D/R/B/I/O) ST

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) Description of work ×

(iii) Nature of industry, trade or service ×

(iv) Class of worker ×

15B 14B Yes—Any other work any time last year ? Yes (C/AL/HHI/OW)/No / 14B No—Work done any time last year ? (C/AL/HHI/OW) ×

If HHI/OW in 15B

(i) Name of establishment ×

(ii) Description of work ×

(iii) Nature of industry, trade or service ×

(iv) Class of worker ×

16 If No in 14A or 14B seeking/available for work ? Yes (1)/No (2) 2

Appendix VII-2

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP (Sample) — CONFIDENTIAL

1 Birth place

(a) Place of birth PL

(b) Rural (1)/Urban (2) x

(c) District x

(d) State/Country x

2 Last residence

(a) Place of last residence PL

(b) Rural (1)/Urban (2) x

(c) District x

(d) State/Country x

3 Reasons for migration from place of last residence (Code)* x

4 Duration of residence at the village or town of enumeration x

5 For all ever-married women only

(a) Age at marriage 12

(b) Number of children surviving at present

Male 5 Female 3 Total 8

(c) Number of children ever born alive

Male 6 Female 4 Total 10

6 For currently married women only

Any child born alive during last one year No

*Employment (1) Education (2) Family moved (3) Marriage (4) others (5)

Appendix VII-2

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP (Universal) — CONFIDENTIAL

Pad No. 257
Slip No. 31

Location Code 4/3/3/64 (110) Sl. No. of Household [105]

1 Name SAMYUKTA DEVI

2 Relationship to head Head

3 Male (1)/Female (2) 2

4 Age 56

5 Marital status M

6 Mother tongue MAGAHI

7 Two other languages known HINDI

8 Religion H

9 Whether S.C. (1) or S.T. (2) X

10 Name of ceste/tribe X

11 Literate (1)/Illiterate (2) 2

12 Educational attainment

13 Attending school/college Yes(1)/No(2) 2

14A Worked any time at all last year ? Yes / No (H ST/D/R/B/I/O) Yes

14B If yes in 14A, did you work for major part of last year ? Yes (1)/No (2) 2

15A Main activity last year ? Yes in 14B (C AL/HHI/OW) / No in 14B (H/ST/D/R/B/I/O) H

If HHI/OW in 15A

(i) Name of establishment X

(ii) Description of work X

(iii) Nature of industry, trade or service X

(iv) Class of worker X

15B 14B Yes—Any other work any time last year ? Yes (C/AL/HHI/OW)/No
14B No—Work done any time last year ? (C/AL/HHI OW) OW

If HHI/OW in 15B

(i) Name of establishment Samyukta Devi's Mudikhana

(ii) Description of work Sales worker

(iii) Nature of industry, trade or service Grocery shop - Retail

(iv) Class of worker FW

16 If No in 14A or 14B seeking/available for work ? Yes (1)/No (2) 2

Appendix VII

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP (Sample) — CONFIDENTIAL

1 Birth place

(a) Place of birth ..... PL

(b) Rural (1)/Urban (2) x

(c) District x

(d) State/Country x

2 Last residence

(a) Place of last residence ..... PL

(b) Rural (1)/Urban (2) x

(c) District x

(d) State/Country x

3 Reasons for migration from place of last residence (Code)* x

4 Duration of residence at the village or town of enumeration x

5 For all ever-married women only

(a) Age at marriage x

(b) Number of children surviving at present

Male x Female x Total x

(c) Number of children ever born alive

Male x Female x Total x

6 For currently married women only

Any child born alive during last one year x

*Employment (1) Education (2) Family moved (3) Marriage (4) others (5)

Appendix VII-3

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP (Universal) — CONFIDENTIAL

Pad No. 258

Slip No. 25

Location Code 4/3/3/64 ..... (110) Sl. No. of Household [121]

1 Name GOPAL

2 Relationship to head Head

3 Male (1)/Female (2) 1

4 Age 38

5 Marital status M

6 Mother tongue Hindi

7 Two other languages known
English
Bengali

8 Religion H

9 Whether S.C. (1) or S.T. (2) 1

10 Name of caste/tribe Chamar

11 Literate (1)/Illiterate (2) 1

12 Educational attainment
B.A., LL.B., B. ED

13 Attending school/college, Yes(1)/No(2) 2

14A Worked any time at all last year ? Yes / No (H/ST/D/R/B/I/O) yes

14B If yes in 14A, did you work for major part of last year ? Yes (1)/No (2) 1

15A Main activity last year ? Yes in 14B (C/AL/HHI OW) / No in 14B (H/ST/D/R/B/I/O) OW

If HHI/OW in 15A

(i) Name of establishment Government High School

(ii) Description of work Secondary School Teacher - English

(iii) Nature of industry, trade or service
State Government Educational Service

(iv) Class of worker EE

15B 14B Yes—Any other work any time last year ? Yes (C/AL/HHI/OW)/No / 14B No—Work done any time last year ? (C/AL/HHI/OW) C

If HHI/OW in 15B

(i) Name of establishment x

(ii) Description of work x

(iii) Nature of industry, trade or service x

(iv) Class of worker x

16 If No in 14A or 14B seeking/available for work ? Yes (1)/No (2)

Appendix VII-3

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP (Sample) — CONFIDENTIAL

1 Birth place

(a) Place of birth Patna

(b) Rural (1)/Urban (2) 2

(c) District Patna

(d) State/Country Bihar

2 *Last residence*

(a) Place of last residence Gaya

(b) Rural (1)/Urban (2) 2

(c) District Gaya

(d) State/Country Bihar

3 Reasons for migration from place of last residence (Code)* 1

4 Duration of residence at the village or town of enumeration 13

5 For all ever-married women only

(a) Age at marriage X

(b) Number of children surviving at present

Male X Female X Total X

(c) Number of children ever born alive

Male X Female X Total X

6 For currently married women only

Any child born alive during last one year X

*Employment (1) Education (2) Family moved (3) Marriage (4) others (5)

35—136 R. G India ND 86

Appendix VII-4

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP (Universal) — CONFIDENTIAL

Pad No. 86
Slip No. 5

Location Code 14/10/I/5 (25) Sl. No. of Household [126]

1 Name DULARI

2 Relationship to head Visitor

3 Male (1)/Female (2) 2

4 Age 32

5 Marital status M

6 Mother tongue MARATHI

7 Two other languages known
Kamari
Hindi

8 Religion Atheist

9 Whether S.C. (1) or S.T. (2) 2

10 Name of caste/tribe Bhil

11 Literate (1)/Illiterate (2) 1

12 Educational attainment III Standard

13 Attending school/college Yes(1)/No(2) 1

14A Worked any time at all last year ? Yes / No (H/ST/D/R/B/I/O) Yes

14B If yes in 14A, did you work for major part of last year ? Yes (1)/No (2) 1

15A Main activity last year ? Yes in 14B (C/AL/HHI OW) / No in 14B (H/ST D/R/B/I/O) AL

If HHI/OW in 15A
(i) Name of establishment ×
(ii) Description of work ×
(iii) Nature of industry, trade or service ×
(iv) Class of worker ×

15B 14B Yes—Any other work any time last year ? Yes (C/AL/HHI/OW)/No
14B No—Work done any time last year ? (C/AL/HHI/OW) HHI

If HHI/OW in 15B
(i) Name of establishment Dulari Chhap Bidi
(ii) Description of work Bidi Rolling
(iii) Nature of industry, trade or service Manufacture of Bidi
(iv) Class of worker F.W

16 If No in 14A or 14B seeking/available for work ? Yes (1)/No (2) ×

Appendix VII-4

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP (Sample) — CONFIDENTIAL

1 Birth place

(a) Place of birth Rewa

(b) Rural (1)/Urban (2) [2]

(c) District Rewa

(d) State/Country M.P.

2 Last residence

(a) Place of last residence Shivpuri gram

(b) Rural (1) Urban (2) [1]

(c) District Shivpuri

(d) State Country M.P.

3 Reasons for migration from place of last residence (Code)* [5]

4 Duration of residence at the village or town of enumeration [0]

5 For all ever-married women only

(a) Age at marriage [14]

(b) Number of children surviving at present

Male [1] Female [2] Total [3]

(c) Number of children ever born alive

Male [1] Female [3] Total [4]

6 For currently married women only

Any child born alive during last one year yes (2)

*Employment (1) Education (2) Family moved (3) Marriage (4) others (5)

Appendix VII-5

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP (Universal) — CONFIDENTIAL

Pad No. 86

Slip No. 6

Location Code 14/10/I/5 (25) Sl. No. of Household [126]

1 Name DULARI'S BABY

2 Relationship to head Visitor's daughter

3 Male (1)/Female (2) 2

4 Age 0

5 Marital status NM

6 Mother tongue MARATHI

7 Two other languages known
×
×

8 Religion Atheist

9 Whether S.C. (1) or S.T. (2) 2

10 Name of caste/tribe BHIL

11 Literate (1)/Illiterate (2) 2

12 Educational attainment

13 Attending school/college Yes(1)/No(2) 2

14A Worked any time at all last year ? Yes / No (H/ST/D/R/B/I/O) D

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) Description of work ×

(iii) Nature of industry, trade or service ×

(iv) Class of worker ×

15B 14B Yes—Any other work any time last year ? Yes (C/AL/HHI/OW)/No / 14B No—Work done any time last year ? (C AL/HHI/OW) ×

If HHI/OW in 15B

(i) Name of establishment ×

(ii) Description of work ×

(iii) Nature of industry, trade or service ×

(iv) Class of worker ×

16 If No in 14A or 14B seeking/available for work ? Yes (1)/No (2) 2

Appendix VII - 5

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP (Sample) — CONFIDENTIAL

1 Birth place

(a) Place of birth ... Shivpurigram

(b) Rural (1) Urban (2) ... 1

(c) District ... Shivpuri

(d) State/Country ... M.P.

2 Last residence

(a) Place of last residence ... Shivpurigram

(b) Rural (1) Urban (2) ... 1

(c) District ... Shivpuri

(d) State/Country ... M.P.

3 Reasons for migration from place of last residence (Code)* ... 5

4 Duration of residence at the village or town of enumeration ... 0

5 For all ever-married women only

(a) Age at marriage ... x

(b) Number of children surviving at present

Male x Female x Total x

(c) Number of children ever born alive

Male x Female x Total x

6 For currently married women only

Any child born alive during last one year ... x

*Employment (1) Education (2) Family moved (3) Marriage (4) others (5)

Appendix VII-6

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP (Universal) — CONFIDENTIAL

Pad No. 86

Slip No. 7

Location Code 14/10/I/5 (25) Sl. No. of Household [126]

1 Name DULARI'S BABY

2 Relationship to head: Visitor's Son

3 Male (1)/Female (2): 1

4 Age: 0

5 Marital status: NM

6 Mother tongue: MARATHI

7 Two other languages known: x / x

8 Religion: Atheist

9 Whether S.C. (1) or S.T. (2): 2

10 Name of caste/tribe: BHIL

11 Literate (1)/Illiterate (2): 2

12 Educational attainment:

13 Attending school/college, Yes(1)/No(2): 2

14A Worked any time at all last year ? Yes / No (H/ST/D/R/B/I/O): D

14B If yes in 14A, did you work for major part of last year ? Yes (1)/No (2): x

15A Main activity last year ? Yes in 14B (C/AL/HHI/OW) / No in 14B (H/ST/D/R/B/I/O): x

If HHI/OW in 15A

(i) Name of establishment: x

(ii) Description of work: x

(iii) Nature of industry, trade or service: x

(iv) Class of worker: x

15B 14B Yes—Any other work any time last year ? Yes (C/AL/HHI/OW)/No / 14B No—Work done any time last year ? (C/AL/HHI/OW): x

If HHI/OW in 15B

(i) Name of establishment: x

(ii) Description of work: x

(iii) Nature of industry, trade or service: x

(iv) Class of worker: x

16 If No in 14A or 14B seeking/available for work ? Yes (1)/No (2): 2

Appendix VII–6

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP (Sample) — CONFIDENTIAL

1 Birth place

(a) Place of birth Shivpurigram

(b) Rural (1)/Urban (2) 1

(c) District Shivpuri

(d) State/Country M.P.

2 Last residence

(a) Place of last residence Shivpurigram

(b) Rural (1)/Urban (2) 1

(c) District Shivpuri

(d) State/Country M.P.

3 Reasons for migration from place of last residence (Code)* 5

4 Duration of residence at the village or town of enumeration 0

5 For all ever-married women only

(a) Age at marriage x

(b) Number of children surviving at present

Male x Female x Total x

(c) Number of children ever born alive

Male x Female x Total x

6 For currently married women only

Any child born alive during last one year x

*Employment (1) Education (2) Family moved (3) Marriage (4) others (5)

Appendix VII -7

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP (Universal) — CONFIDENTIAL

Pad No. 38
Slip No. 4

Location Code 11/2/I/4 (6) Sl. No. of Household [48]

1 Name C.E.GEORGE

2 Relationship to head Head

3 Male (1)/Female (2) 1

4 Age 49

5 Marital status NM

6 Mother tongue ENGLISH

7 Two other languages known
French
Adi

8 Religion C

9 Whether S.C. (1) or S.T. (2) x

10 Name of caste/tribe x
x

11 Literate (1)/Illiterate (2) 1

12 Educational attainment M.A. (Eng.), M.S. (Stat.), Ph.D.

13 Attending school/college, Yes(1)/No(2) 2

14A Worked any time at all last year ? Yes / No (H/ST/D/R/B/I/O) yes

14B If yes in 14A, did you work for major part of last year ? Yes (1)/No (2) 1

15A Main activity last year ? Yes in 14B (C/AL/HHI/OW) / No in 14B (H/ST/D/R/B/I/O) OW

If HHI/OW in 15A
(i) Name of establishment Christian College
(ii) Description of work Principal
(iii) Nature of industry, trade or service Christian Missionary Educational Service
(iv) Class of worker EE

15B 14B Yes—Any other work any time last year ? Yes (C/AL/HHI/OW)/No / 14B No—Work done any time last year ? (C/AL/HHI/OW) No

If HHI/OW in 15B
(i) Name of establishment x
(ii) Description of work x
(iii) Nature of industry, trade or service x
(iv) Class of worker x

16 If No in 14A or 14B seeking/available for work ? Yes (1)/No (2) x

Apperdix VII-7

CENSUS OF INDIA 1981 INDIVIDUAL SLIP (Sample) CONFIDENTIAL

1 Birth place

(a) Place of birth Washington DC

(b) Rural (1)/Urban (2) x

(c) District x

(d) State/Country USA

2 Last residence

(a) Place of last residence New York

(b) Rural (1)/Urban (2) x

(c) District x

(d) State/Country USA

3 Reasons for migration from place of last residence (Code)* 1

4 Duration of residence at the village or town of enumeration 9

5 For all ever-married women only

(a) Age at marriage x

(b) Number of children surviving at present

Male x Female x Total x

(c) Number of children ever born alive

Male x Female x Total x

6 For currently married women only

Any child born alive during last one year x

*Employment (1) Education (2) Family moved (3) Marriage (4) others (5)

Appendix VII-8

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP (Universal) — CONFIDENTIAL

Pad No. 701

Slip No. 48

Location Code 16/16/2/44 (132) Sl. No. of Household [67]

1 Name HARBALLABH SINGH

2 Relationship to head Son

3 Male (1)/Female (2) 1

4 Age 58

5 Marital status M

6 Mother tongue PUNJABI

7 Two other languages known
Hindi
English

8 Religion S

9 Whether S.C. (1) or S.T. (2) 1

10 Name of caste/tribe Kabirpanthi

11 Literate (1)/Illiterate (2) 1

12 Educational attainment Matric

13 Attending school/college, Yes(1)/No(2) 2

14A Worked any time at all last year ? Yes / No (H/ST/D/R/B/I/O) yes

14B If yes in 14A, did you work for major part of last year ? Yes (1)/No (2) 1

15A Main activity last year ? Yes in 14B (C/AL/HHI/OW) / No in 14B (H/ST/D/R/B/I/O) OW

If HHI/OW in 15A

(i) Name of establishment Punjab Cloth Store

(ii) Description of work Proprietor

(iii) Nature of industry, trade or service Retail shop — Sale of Cotton textile

(iv) Class of worker ER

15B 14B Yes—Any other work any time last year ? Yes (C/AL/HHI/OW)/No / 14B No—Work done any time last year ? (C/AL/HHI/OW) C

If HHI/OW in 15B

(i) Name of establishment x

(ii) Description of work x

(iii) Nature of industry, trade or service x

(iv) Class of worker x

16 If No in 14A or 14B seeking/available for work ? Yes (1)/No (2) x

Appendix VII-8

CENSUS OF INDIA 1981 INDIVIDUAL SLIP CONFIDENTIAL
(Sample)

1 Birth place

(a) Place of birth LAHORE

(b) Rural (1)/Urban (2) x

(c) District x

(d) State/Country Pakistan

2 Last residence

(a) Place of last residence LAHORE

(b) Rural (1)/Urban (2) x

(c) District x

(d) State/Country Pakistan

3 Reasons for migration from place of last residence (Code)* 3

4 Duration of residence at the village or town of enumeration 32

5 For all ever-married women only

(a) Age at marriage x

(b) Number of children surviving at present

Male x Female x Total x

(c) Number of children ever born alive

Male x Female x Total x

6 For currently married women only

Any child born alive during last one year x

*Employment (1) Education (2) Family moved (3) Marriage (4) others (5)

Appendix VII-9

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP (Universal) — CONFIDENTIAL

Pad No. 207
Slip No. 1

Location Code 21/2/1/22 (27) Sl. No. of Household [32]

1 Name RAMCHANDRA

2 Relationship to head Head

3 Male (1)/Female (2) 1

4 Age 65

5 Marital status W

6 Mother tongue Bengali

7 Two other languages known
Assamese
Tripuri

8 Religion H

9 Whether S.C. (1) or S.T. (2) x

10 Name of caste/tribe x
x

11 Literate (1)/Illiterate (2) 1

12 Educational attainment
B.A. (Pass)

13 Attending school/college, Yes(1)/No(2) 2

14A Worked any time at all last year ? Yes / No (H/ST/D/R/B/I/O) yes

14B If yes in 14A, did you work for major part of last year ? Yes (1)/No (2) 1

15A Main activity last year ? Yes in 14B (C/AL/HHI/OW) / No in 14B (H/ST/D/R/B/I/O) C

If HHI/OW in 15A
(i) Name of establishment x
(ii) Description of work x
(iii) Nature of industry, trade or service x
(iv) Class of worker x

15B 14B Yes—Any other work any time last year ? Yes (C/AL/HHI/OW)/No / 14B No—Work done any time last year ? (C/AL/HHI/OW) AL

If HHI/OW in 15B
(i) Name of establishment x
(ii) Description of work x
(iii) Nature of industry, trade or service x
(iv) Class of worker x

16 If No in 14A or 14B seeking/available for work ? Yes (1)/No (2) x

Appendix VII-9

CENSUS OF INDIA 1981 INDIVIDUAL SLIP (Sample) CONFIDENTIAL

1 Birth place

(a) Place of birth ..... PL .....

(b) Rural (1)/Urban (2) ..... x .....

(c) District ..... x .....

(d) State/Country ..... x .....

2 Last residence

(a) Place of last residence ..... PL .....

(b) Rural (1)/Urban (2) ..... x .....

(c) District ..... x .....

(d) State/Country ..... x .....

3 Reasons for migration from place of last residence (Code)* ..... x .....

4 Duration of residence at the village or town of enumeration ..... x .....

5 For all ever-married women only

(a) Age at marriage ..... x .....

(b) Number of children surviving at present

Male [x] Female [x] Total [x]

(c) Number of children ever born alive

Male [x] Female [x] Total [x]

6 For currently married women only

Any child born alive during last one year ..... x .....

*Employment (1) Education (2) Family moved (3) Marriage (4) others (5)

Appendix VII-10

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP (Universal) — CONFIDENTIAL

Pad No. 207

Slip No. 2

Location Code 21/2/1/22 (27) Sl. No. of Household [32]

1 Name SULOCHANA DEVI

2 Relationship to head: Brother's wife

3 Male (1)/Female (2): 2

4 Age: 35

5 Marital status: W

6 Mother tongue: Assamese

7 Two other languages known: Bengali; Khasi

8 Religion: H

9 Whether S.C. (1) or S.T. (2): x

10 Name of caste/tribe: x; x

11 Literate (1)/Illiterate (2): 1

12 Educational attainment: V Standard

13 Attending school/college, Yes(1)/No(2): 2

14A Worked any time at all last year ? Yes / No (H/ST/D/R/B/I/O): Yes

14B If yes in 14A, did you work for major part of last year ? Yes (1)/No (2): 2

15A Main activity last year ? Yes in 14B (C/AL/HHI/OW) / No in 14B (H/ST/D/R/B/I/O): H

If HHI/OW in 15A

(i) Name of establishment: x

(ii) Description of work: x

(iii) Nature of industry, trade or service: x

(iv) Class of worker: x

15B 14B Yes—Any other work any time last year ? Yes (C/AL/HHI/OW)/No / 14B No—Work done any time last year ? (C/AL/HHI/OW): HHI

If HHI/OW in 15B

(i) Name of establishment: Sulochana Knitting

(ii) Description of work: Knitting woollen Sweaters

(iii) Nature of industry, trade or service: Knitting woollen hosiery by hand

(iv) Class of worker: SW

16 If No in 14A or 14B seeking/available for work ? Yes (1)/No (2): 1

Appendix VII-10

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP (Sample) — CONFIDENTIAL

1 **Birth place**

(a) Place of birth ... Shillong

(b) Rural (1)/Urban (2) ... 2

(c) District ... Khasi Hills

(d) State/Country ... Meghalaya

2 **Last residence**

(a) Place of last residence ... Gauhati

(b) Rural (1)/Urban (2) ... 2

(c) District ... Kamrup

(d) State/Country ... Assam

3 **Reasons for migration from place of last residence (Code)*** ... 4

4 **Duration of residence at the village or town of enumeration** ... 20

5 **For all ever-married women only**

(a) Age at marriage ... 15

(b) Number of children surviving at present

Male 2 Female 1 Total 3

(c) Number of children ever born alive

Male 2 Female 2 Total 4

6 **For currently married women only**

Any child born alive during last one year ... x

*Employment (1) Education (2) Family moved (3) Marriage (4) others (5)

Appendix VII-11

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP (Universal) — CONFIDENTIAL

Pad No. 600
Slip No. 35

Location Code 21/3/3/64 (110) Sl. No. of Household [92]

1 Name BASMATIA

2 Relationship to head wife

3 Male (1)/Female (2) 2

4 Age 25

5 Marital status M

6 Mother tongue Bhojpuri

7 Two other languages known
Bengali
Hindi

8 Religion H

9 Whether S.C. (1) or S.T (2) x

10 Name of caste/tribe x
x

11 Literate (1)/Illiterate (2) 1

12 Educational attainment Higher Secondary

13 Attending school/college, Yes(1)/No(2) 2

14A Worked any time at all last year ? Yes / No (H/ST/D/R/B/I/O) yes

14B If yes in 14A, did you work for major part of last year ? Yes (1)/No (2) 2

15A Main activity last year ? Yes in 14B (C/AL/HHI/OW) / No in 14B (H/ST/D/R/B/I/O) H

If HHI/OW in 15A
(i) Name of establishment x
(ii) Description of work x
(iii) Nature of industry, trade or service x
(iv) Class of worker x

15B 14B Yes—Any other work any time last year ? Yes (C/AL/HHI/OW)/No
14B No—Work done any time last year ? (C/AL/HHI/OW) OW

If HHI/OW in 15B
(i) Name of establishment Bhojpur Sweet house
(ii) Description of work making sweets
(iii) Nature of industry, trade or service Manufacture and sale of Sweetmeats
(iv) Class of worker FW

16 If No in 14A or 14B seeking/available for work ? Yes (1)/No (2) 2

Appendix VII-11

CENSUS OF INDIA 1981 **INDIVIDUAL SLIP** **CONFIDENTIAL**
(Sample)

1 Birth place

(a) Place of birth ..... Karisath .....

(b) Rural (1)/Urban (2) ..... [1]

(c) District ..... Bhojpur .....

(d) State/Country ..... Bihar .....

2 Last residence

(a) Place of last residence ..... Karisath .....

(b) Rural (1)/Urban (2) ..... [1]

(c) District ..... Bhojpur .....

(d) State/Country ..... Bihar .....

3 Reasons for migration from place of last residence (Code)* ..... [4]

4 Duration of residence at the village or town of enumeration ..... [5]

5 For all ever-married women only

(a) Age at marriage ..... [20]

(b) Number of children surviving at present

Male [1] Female [1] Total [2]

(c) Number of children ever born alive

Male [1] Female [1] Total [2]

6 For currently married women only

Any child born alive during last one year ..... yes .....

*Employment (1) Education (2) Family moved (3) Marriage (4) others (5)

Appendix VII-12

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP (Universal) — CONFIDENTIAL

Pad No. 315

Slip No. 1

Location Code 21/28/3/72 (148) Sl. No. of Household [69]

1 Name RUKMINI DEVI

2 Relationship to head Head

3 Male (1)/Female (2) 2

4 Age 42

5 Marital status M

6 Mother tongue TAMIL

7 Two other languages known
Telugu
English

8 Religion H

9 Whether S.C. (1) or S.T. (2) x

10 Name of caste/tribe x

11 Literate (1)/Illiterate (2) 1

12 Educational attainment
B.A. (Philosophy)

13 Attending school/college, Yes(1)/No(2) 2

14A Worked any time at all last year ? Yes / No (H/ST/D/R/B/I/O) H

14B If yes in 14A, did you work for major part of last year ? Yes (1)/No (2) x

15A Main activity last year ? Yes in 14B (C/AL/HHI/OW) / No in 14B (H/ST/D/R/B/I/O) x

If HHI/OW in 15A

(i) Name of establishment x

(ii) Description of work x

(iii) Nature of industry, trade or service x

(iv) Class of worker x

15B 14B Yes—Any other work any time last year ? Yes (C/AL/HHI/OW)/No
14B No—Work done any time last year ? (C/AL/HHI/OW)

If HHI/OW in 15B

(i) Name of establishment x

(ii) Description of work x

(iii) Nature of industry, trade or service x

(iv) Class of worker x

16 If No in 14A or 14B seeking/available for work ? Yes (1)/No (2) 2

Appendix VII-12

CENSUS OF INDIA 1981 INDIVIDUAL SLIP (Sample) **CONFIDENTIAL**

1 Birth place

(a) Place of birth ..... Madras .....

(b) Rural (1)/Urban (2) 2

(c) District ..... Madras .....

(d) State/Country Tamil Nadu .....

2 Last residence

(a) Place of last residence ... Madras ..

(b) Rural (1), Urban (2) 2

(c) District ..... Madras .....

(d) State/Country Tamil Nadu .....

3 Reasons for migration from place of last residence (Code)* 3

4 Duration of residence at the village or town of enumeration 12

5 For all ever-married women only

(a) Age at marriage 18

(b) Number of children surviving at present

Male 1 Female 3 Total 4

(c) Number of children ever born alive

Male 2 Female 3 Total 5

6 For currently married women only

Any child born alive during last one year ..... yes .....

*Employment (1) Education (2) Family moved (3) Marriage (4) others (5)

Appendix VII-13

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP (Universal) — CONFIDENTIAL

Pad No. 400

Slip No. 32

Location Code 22/1/I/12 (82) Sl. No. of Household [22]

1 Name N. RAGHUBIR SINGH

2 Relationship to head Sister's husband

3 Male (1)/Female (2) 1

4 Age 52

5 Marital status M

6 Mother tongue Manipuri

7 Two other languages known Meithei, Hindi

8 Religion HAOKIP

9 Whether S.C. (1) or S.T. (2) x

10 Name of caste/tribe x

11 Literate (1)/Illiterate (2) 1

12 Educational attainment VII Standard

13 Attending school/college, Yes(1)/No(2) 2

14A Worked any time at all last year ? Yes / No (H/ST/D/R/B/I/O) R

14B If yes in 14A, did you work for major part of last year ? Yes (1)/No (2) x

15A Main activity last year ? Yes in 14B (C/AL/HHI/OW) / No in 14B (H/ST/D/R/B/I/O) x

If HHI/OW in 15A

(i) Name of establishment x

(ii) Description of work x

(iii) Nature of industry, trade or service x

(iv) Class of worker x

15B 14B Yes—Any other work any time last year ? Yes (C/AL/HHI/OW)/No / 14B No—Work done any time last year ? (C/AL/HHI/OW) x

If HHI/OW in 15B

(i) Name of establishment x

(ii) Description of work x

(iii) Nature of industry, trade or service x

(iv) Class of worker x

16 If No in 14A or 14B seeking/available for work ? Yes (1)/No (2) 1

Appendix VII-13

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP (Sample) — CONFIDENTIAL

1 Birth place

(a) Place of birth ..Churachandpur..

(b) Rural (1)/Urban (2) 2

(c) District ..Manipur South.....

(d) State/Country ..Manipur.....

2 Last residence

(a) Place of last residence ..Ukhrul.....

(b) Rural (1)/Urban (2) 2

(c) District ..Manipur East.....

(d) State/Country ..Manipur.....

3 Reasons for migration from place of last residence (Code)* 5

4 Duration of residence at the village or town of enumeration 1

5 For all ever-married women only

(a) Age at marriage ..... x .....

(b) Number of children surviving at present

Male [x] Female [x] Total [x]

(c) Number of children ever born alive

Male [x] Female [x] Total [x]

6 For currently married women only

Any child born alive during last one year ..... x .....

*Employment (1) Education (2) Family moved (3) Marriage (4) others (5)

Appendix VII-14

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP (Universal) — CONFIDENTIAL

Pad No. 50
Slip No. 14

Location Code 27/1/II/1 (12) Sl. No. of Household [25]

1 Name MADAN KUMAR

2 Relationship to head Head

3 Male (1)/Female (2) 1

4 Age 35

5 Marital status M

6 Mother tongue Khari Boli

7 Two other languages known
Hindi
English

8 Religion H

9 Whether S.C. (1) or S.T. (2) x

10 Name of caste/tribe x
x

11 Literate (1)/Illiterate (2) 1

12 Educational attainment M.A.(Eco.), Dip. in Stat.

13 Attending school/college, Yes(1)/No(2) 2

14A Worked any time at all last year ? Yes / No (H/ST/D/R/B/I/O) yes

14B If yes in 14A, did you work for major part of last year ? Yes (1)/No (2) 1

15A Main activity last year ? Yes in 14B (C/AL/HHI OW) / No in 14B (H/ST/D/R/B/I/O) OW

If HHI/OW in 15A
(i) Name of establishment Office of the Registrar General, India
(ii) Description of work Systems Analyst (Computer)
(iii) Nature of industry, trade or service Central Government
(iv) Class of worker EE

15B 14B Yes—Any other work any time last year ? Yes (C/AL/HHI/OW)/No C
14B No—Work done any time last year ? (C/AL/HHI/OW)

If HHI/OW in 15B
(i) Name of establishment x
(ii) Description of work x
(iii) Nature of industry, trade or service x
(iv) Class of worker x

16 If No in 14A or 14B seeking/available for work ? Yes (1)/No (2) x

Appendix VII – 14

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP (Sample) — CONFIDENTIAL

1 Birth place

(a) Place of birth ..... Agra .....

(b) Rural (1)/Urban (2) 2

(c) District ..... Agra .....

(d) State/Country ..... U.P. .....

2 Last residence

(a) Place of last residence ..... Kanpur .....

(b) Rural (1)/Urban (2) 2

(c) District ..... Kanpur .....

(d) State/Country ..... U.P. .....

3 Reasons for migration from place of last residence (Code)* 1

4 Duration of residence at the village or town of enumeration 10

5 For all ever-married women only

(a) Age at marriage ..... x .....

(b) Number of children surviving at present

Male [x] Female [x] Total [x]

(c) Number of children ever born alive

Male [x] Female [x] Total [x]

6 For currently married women only

Any child born alive during last one year ..... x .....

*Employment (1) Education (2) Family moved (3) Marriage (4) others (5)

APPENDIX VIII

STATEMENT SHOWING DEGREE HOLDER AND TECHNICAL PERSONNEL SCHEDULES RECEIVED, ISSUED AND RETURNED

Name of Town/Village Location Code

1. Total Number of forms received ———————————————————

2. Number of forms handed over to Households ———————————————————

3. Number of filled in forms collected ———————————————————

4. Number of undistributed forms ———————————————————

Dated signature of Enumerator

ANNEXURE 20

SUPERVISOR'S DUTIES AT THE TIME OF ENUMERATION

The enumeration period is 20th April to 5th May 1981 and the reference date for the 1981 Population census is the sunrise of 6th May 1981. During this period the two documents namely household schedule and the individual slip will be filled in respect of each household and the persons living in it. This work will be of great national importance as the data thrown up by these two documents would form the very bases for planning in various socio-economic fields. As a supervisor, your work will be of great importance and your effective supervision on the enumerator's work will go a long way to improve the quality of the data. Your role, therefore, is of great significance in the census.

As a supervisor your main job is to see that the enumeration in your circle is carried out by the enumerators smoothly and efficiently. Intensive and close watch over the work of your enumerators alone can yield good quality data. For this, you will yourself have to be very thorough with the instructions for filling up the various questions included in the household schedule and individual slip.

Your work starts immediately after your training and ends only when you have submitted all the completed records to your charge officers. During this entire period you will have to be constantly vigilant and extend to your enumerators the benefit of your superior knowledge, training and experience. The instructions given below will enable you to perform your job effectively and efficiently. While executing your task you have to observe the following simple rules which will go a long way in making your supervision effective and smooth:

(i) Know all your enumerators and establish good relationship with them.

(ii) Be polite in answering questions put to you by your enumerators, so that they do not feel embarrassed to ask questions when in doubt.

(iii) Encourage your enumerators to discuss problem cases which may arise in their areas.

(iv) Keep the instruction booklets, manual and other literatures handy for consultation whenever necessary.

(v) Do not hesitate to approach your Charge Officer if you have any doubt or if you face any difficulty which you are not able to solve yourself.

(vi) This being a time-bound operation, make sure that the work starts on the day fixed for it and is completed as per scheduled programme.

Before you start your work, you will have to make sure that you are thorough with the instructions for all the schedules namely the household schedule Parts I and II and the individual slip. You have also to be thorough with the work of compilation of the working sheets and the enumerator's abstract which will form the basis for the provisional totals and later the Primary Census Abstract. The accuracy of the data will depend mainly on the accuracy of these two statements which will be prepared from part II of the filled up household schedule.

Your main duties as supervisor will be as follows:—

PART A

General

1. As already mentioned, you have to meet all the enumerators of the circle allotted to you and ensure that all of them have received thorough training in the various operations.

2. If the enumerator of any particular block is absent due to certain reasons you have to ensure that another person from the reserve list is put on the job so that the work may not be interrupted. You have to further ensure that the enumerator has got thorough knowledge of the filling of the various documents. In case there is some thing lacking you have to train him again emphasising the importance of the operation itself.

3. Please ensure that each enumerator covers the block assigned to him completely and without any overlap with adjoining blocks.

4. Please ensure good quality of enumeration and proper filling of household schedule and individual slip.

5. Please communicate promptly to your enumerators any clarification on instructions that you may receive during the enumeration period.

6. Please ensure adequate and timely supply of forms of household schedule and individual slip to your enumerators.

7. Please ensure proper filling up of the enumerator's working sheet and the enumerator's abstract.

8. Please receive all the completed documents duly signed by the enumerators.

9. Please hand over all the completed records to your charge officer after proper checking.

10. Before starting the actual operations, please check that all the enumerators have received the required stationery and other articles and that you have also received some reserve stock of stationery etc. as noted below:

(i) Instructions for filling up household schedule and individual slip;

(ii) Copies of supplementary instructions issued from time to time;

(iii) Badges/Appointment letters;

(iv) Pads of household schedules;

(v) Pads of individual slips;

(vi) Sufficient number of forms of enumerator's working sheets and enumerator's abstracts;

(vii) Degree holder and technical personnel forms;

(viii) Abridged houselist;

(ix) Notional map sheets;

(x) Layout sketch sheets;

(xi) List of scheduled castes/scheduled tribes.

11. As a preliminary step you should go round your circle to make sure that no area under you is left out and no area overlaps with the adjoining circles. In case of doubt, you should discuss this with the supervisor of the adjoining circle and also consult your charge officer.

12. You should also check that the location codes for state/district/tehsil and villages in case of rural areas and state, district, town and wards in case of urban areas and enumerator's block number are available with each enumerator. In fact for rural areas, state, district and tehsil codes and for urban areas, state, district and town codes would have already been rubber stamped on each form, or the documents. If not, please make sure that all the entries alongwith the codes as supplied by the charge officer are recorded on each form or document by the enumerator.

13. Please ensure that the enumerators go round their blocks to get themselves aquainted with their blocks and also to ensure that the buildings or houses have all been listed in the Abridged houselist.

14. Please meet all the enumerators in your circle soon after the revisional round in order to ensure that all the above mentioned items of work have been done according to your satisfaction.

NOTE:—(i) If any enumerator has been assigned more than one block he will have to prepare and fill the documents/forms separately for each enumerator's block. You should advise him to complete the enumeration in one block and then take up the next block.

(ii) If on account of illness or for any other genuine reason the enumerator requires leave, or if due to the negligence or careless work or misconduct you want to remove him you have to report this immediately to your charge officer and get the replacement so that the work does not suffer.

PART B

The work to be done during the actual enumeration period (9 February to 28 February 1981).

1. Get the work started from 9th February in all the enumerator's blocks under your charge and send a report to your Charge Officer.

2. Be with your enumerators in their day to day work during the first week of the start of enumeration, to the extent possible. This is a critical period.

3. Please ensure that the enumerator is making enquiries in each building and house and filling the relevant schedules so that persons living in big buildings or the new households are not left out.

4. Ensure that serial No. of the household has been filled in correctly on each individual slip.

5. Please ensure that each enumerator is doing the work systematically and is not allowing it to fall into arears. This particularly relates to the copying of entries from Individual slip into the population record from col. 8 onwards. This work should not be allowed to accumulate.

6. Check that the notional map indicates important land marks and demarcation of the enumerator's block. In case there is anything lacking try to correct it even at this stage by making physical verification of the actual sites.

7. Please ensure that the enumerator has got sufficient forms and if need be, arrange for their replenishment in time.

8. Please go round with your enumerators by turn on the evening and night of 28 February 1981 for the enumeration of houseless persons. If you have reasons to believe that there will be too many houseless persons in a particular block you have to put more than one enumerator for their enumeration so that the work may be completed in time.

9. You have to do complete checking of the entries made in the household schedule as well as in the individual slips, and also to sign on the cover page of the household schedules and individual slips in token of having checked the entries.

Household Schedule

10. You have to be vigilant in checking the work of the enumerators when he is filling up the household particulars in the household schedule.

(i) Ensure that the location code has been entered properly and correctly as described earlier.

(ii) You have to see that the entries against Q. 3 and 4 relating to Scheduled Caste/Scheduled Tribe have been filled in properly according to instructions and the names find place in the list of Scheduled Caste/Scheduled Tribe supplied to the enumerators. The entry relating to scheduled caste in these questions should be checked with reference to Q. 2 — Religion of the head of household. Scheduled caste can belong to either Hindu or Sikh religion. Scheduled tribes can belong to any religion.

(iii) While the work is going on you have to see that the enumerator is filling columns 1 to 7 of the population record first and then going over to fill in the individual slips. If any enumerator avoids this procedure it must be emphasised that he should do so as this has been prescribed with a view to ensure complete coverage so that no person in any household may not be missed. This will also ensure better recording of age.

(iv) Ensure that the enumerator is making repeated enquiries about young children, newly born babies and visitors not enumerated elsewhere.

(v) Verify that the enumerator is entering serial No. of mother if present in the household against her son and daughter aged 10 and below. If not please get it done.

(vi) Further you have to check that proper codes are entered within the box given against various questions in this schedule.

11. Individual Slip

(i) Check that the entry against question 4 relating to age has been properly filled in completed years.

(ii) Ensure that the name of schedule caste/scheduled tribe has been entered in accordance with the list supplied to the enumerator. Further you have to check the entries relating to Scheduled Caste with reference to question 8 relating to religion. Please note that scheduled castes can belong only to Hindu and Sikh religions. Scheduled tribes can belong to any religion.

(iii) You have further to be vigilant that the enumerator is recording the mother tongue correctly in question 6 as given by the respondent. The mother tongue as given by the respondent should be recorded faithfully.

(iv) You have also to be very vigilant and careful in checking the entries relating to economic questions from 14A to 16. You have to impress upon the enumerators that the economic question i.e. 14A to 16 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 correctly. You have to ensure that each enumerator is asking the probing questions in 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 one of the seasons in the reference period in the case of women and children in the rural areas. You have to invariably tell the enumerators that he should ask question 14A, 14B and 15A and 15B together and then fill up the details. You have also to ensure that the description of work and the nature of industry, trade or service under questions 15A and 15B are filled in sufficient details so that it may facilitate the work of coding later on. Giving the description and nature of work in short form will be of no use in the proper classification of industries and occupations. You have also to check the entries in questions 16 relating to seeking/available for work, with reference to answers to question 14A or 14B. The information against this question will be filled only in case there is 'No' in 14A or 14B.

(v) If your enumerator is also filling the sample slip you have to ensure that the enumerator has noted the last place of residence correctly.

Similarly there may be some doubts while filling up the codes against question 3 of sample slip which enlists the reasons for migration. You have to emphasise that only the five codes as given below the sample individual slip are used. You will doubtless note that duration of residence at the place of enumeration (Q. 4) as recorded is less than the age of the person. The number of children surviving will always be equal or less than the number of children ever born as recorded in Q. 5(b) and (c).

12. Ensure that the degree holder and technical personnel cards are being distributed according to instructions and also the enumerator is collecting them back from the individuals to whom he had issued earlier. You have also to verify that the enumerator is keeping the record of the total number of cards distributed and the cards received back by him.

13. Abridged houselist

(i) Checking that the location codes have been given correctly. In case of missing codes, get them filled in your presence.

(ii) Ensure that each enumerator is checking properly whether each census house and household listed in Sec. 2 of the abridged houselist is actually there. Also check that the instructions for deleting or amending entries in sec. 2 or for filling sec. 3 in the various situations are being followed by the enumerators in the manner given in the instructions.

(iii) Please ensure that reason for any change made in section 2 is given in col. 8. If any enumerator has not done so, you should get it done.

(iv) If by chance any enumerator has failed to enter the population of enumerator's block and number of household in section I of the abridged houselist, you should get it done during checking.

14. Enumerator's working-sheet & the Enumerator's Abstract

You have to check up carefully whether the totals are being struck correctly in the working sheets. You will please see that all entries have been correctly copied out in the enumerator's abstract from the working sheets. After checking these two documents you have to affix your signatures below these documents separately.

PART B

The work to be done after the enumeration (between 1st and 5th March, 1981)

During this period your duties will be as follows:

1. Please check that the work of revisional round has started on 1st March in all the enumerator's blocks under your charge.
2. Please check whether the enumerator has correctly scored the slips relating to any person who has unfortunately died during the enumeration period and has made subsequent correction in the population record, working sheets and enumerator's abstracts.
3. If any new birth has taken place before the sunrise of 1st March 1981 and the child is alive, you have to check whether the individual slip in respect of him or her has been properly filled in and also the relevant entries have been made in the population record alongwith changes in the totals. You have to check that on such new slips the serial number of household has been properly filled in.
4. There may be cases where an enumerator has used two forms of household schedule for recording entries of new birth or visitor. In such cases you have to ensure that the enumerator has properly filled in location code and other particulars in the second household schedule form also. Check also whether the relevant correction against the entry of the question 6 of sample slip **if applicable** in his case, has been made. Further you have to ensure that he is writing on the top right hand corner of the fresh household schedule (continued) and noting the book and form number of the connected household number. Similarly you have to note whether on the connected schedule he is noting the word 'concluded' and giving the book and form number of the additional household form.

   Needless to point out that changes in the population record like additions for new birth or recording of visitors or deletion of entry in respect of deaths, should be done neatly and subsequent changes in the totals should be made. It is this final total that must be entered in Q. 15 of Part I of the household schedule.
5. Ensure whether the enumerator is filling properly the slips in respect of the persons living in Dak bangalows, Dharmashalas, Hospitals, Jails or orphanages etc. according to the prescribed instructions.
6. On the evening of 5th March 1981 you have to call a meeting of all the enumerators to check whether they have filled up all the documents correctly. Thereafter you have to take all the filled in documents from the enumerators of each block and arrange them properly in the following manner:
   1. Notional map;
   2. Lay out sketch map;
   3. Filled in and updated Abridged Houselist;
   4. Filled in household schedule books;
   5. Filled in individual slips pads;
   6. Working sheets for enumerator's abstract; in three sets tagged together;
   7. The Enumerator's Abstract form;

8. Filled in degree holder and technical personnel schedules;

9. Statement showing the number of degree holder and technical personnel schedule received, issued, filled in schedules collected and blank schedules returned;

10. Blank forms, household schedule books and individual slip pads referred to above;

11. Blank degree holder and technical personnel schedules.

The above documents will be handed over duly tagged in respect of each block of your circle to your charge officer alongwith an inventory.

The charge officer in his turn will give you the necessary receipt of the various documents.

ANNEXURE 21

Text of speech by Shri N. R. Laskar, Hon'ble Minister of State in the Ministry of Home Affairs at the Conference of Directors of Census Operations, Srinagar on August 23rd, 1982

Friends,

I am very happy indeed to be here with you today as you begin your deliberations on various post Census activities. Let me first congratulate all of you. and through you your colleagues and staff in your Directorates all over the country, on the excellent performance during the census. We are all aware that the Indian Census has an international recognition and you have kept up the traditions of the census in a fitting manner. You all can take reasonable pride in the fact that you have conducted a major administrative task to the satisfaction of the Government.

I am fully aware of the amount of organisation and planning that goes into the census and the enormous calls that this would have made on your energies and capacity but I am sure you would have all found this a rewarding experience.

I am particularly happy to note that the tradition of early publication of provisional results has been kept up. I also note with satisfaction that the tempo of tabulation has not been allowed to slow down. In fact, we all owe a duty to ourselves in ensuring that the results of the census are available as quickly as possible to the nation. We in Government look forward to census data because this is basic for all planning needs and one cannot imagine planning for development without census data. In particular, the results of the 1981 Census are of great importance in the context of our family welfare programmes and this can be said to be a crucial census from that point of view. The results of this census so far as aspects relating to fertility and urbanisation are concerned, are extremely important. The population situation in the country is receiving attention at the highest level and it is in this context that the Census results relating to fertility characteristics of the country become of prime importance. Our urbanisation and the growth of our towns and cities are also aspects of our population profile that call for continuous attention. I am sure you are all as concerned as I would be to ensure that our tabulations are completed well in time and available to the user quickly.

I am happy to note that we are going in for a much larger degree of computerisation. You have special responsibilities because of computerisation since totally new aspects of tabulation come up with increasing use of computerisation. Your experience would be of great benefit to your successors and I am sure the collective experience of all of you here will be of immense use in planning the Censuses of the future.

The socio-economic data which the Census has collected with particular reference to details of infrastructure facilities available in the villages and towns is of vital importance. Though such data are not population data as such, they are of great utility since one cannot imagine planning at local levels in the absence of such data. In this connection I must share my feeling regarding the adequate analysis and use of such data. Unless the data we produce through the Census is adequately analysed and used, it would be national waste. I would, therefore, strongly commend to all of you and to the Registrar General that internal analytical skills should be improved and analytical reports brought out in a larger measure than before.

In this Conference, I understand that you will be discussing matters relating to tabulation, preparation of your reports and other matters of organisation. These issues are as important as the taking of the census itself. I am extremely happy to note that the tempo and anxiety which doubtless went into the organisation of the Census itself continue even now. I am sure with the collective efforts of all of you the nation will have before it final tabulations as quickly as possible.

I am indeed very happy to associate myself with the Conference today and I took forward to receiving reports regarding the results in the future. Let me once again congratulate all of you on your excellent performance. I wish the Conference all success and also success to each one of you in the tasks that lie before you in the months ahead.

Jai Hind.

Annexure 22

List of persons to whom silver medals were given

S.No.	Name	Designation	State or UT/Office
1.	Sh. P. Padmanabha	R.G.I.	O/O the R.G.I. New Delhi
2.	Sh. S.S. Jaya Rao	D.C.O.	Andhra Pradesh
3.	Sh. B.B. Lal	D.C.O.	Bihar
4.	Sh. R.S. Chhaya	D.C.O.	Gujarat
5.	Sh. O.P. Bharadwaj	D.C.O.	Haryana
6.	Sh. K.L. Negi	D.C.O.	Himachal Pradesh
7.	Sh. A.H. Khan	D.C.O.	Jammu & Kashmir
8.	Sh. B.K. Dass	D.C.O.	Karnataka
9.	Sh. M. Vijayan Unni	D.C.O.	Kerala
10.	Sh. P.P. Mahana	D.C.O.	Maharashtra
11.	Sh. R.K. Birendra Singh	D.C.O.	Manipur
12.	Sh. J. Tayeng	D.C.O.	Meghalaya
13.	Sh. Daniel Kent	D.C.O.	Nagaland
14.	Sh. A.R. Nanda	D.C.O.	Orissa
15.	Sh. D.N. Dhir	D.C.O.	Punjab
16.	Sh. V.C. Srivastava	D.C.O.	Rajasthan
17.	Sh. J.K. Thapa	D.C.O.	Sikkim
18.	Sh. S.R. Chakraborty	D.C.O.	Tripura
19.	Sh. Ravindra Gupta	D.C.O.	Uttar Pradesh
20.	Sh. S.N. Ghosh	D.C.O.	West Bengal
21.	Sh. M.B. Rai	D.C.O.	Arunachal Pradesh
22.	Sh. Ardaman Singh	D.C.O.	Chandigarh
23.	Sh. V.K. Bhala.	D.C.O.	Delhi
24.	Sh. S.K. Gandhe	D.C.O.	Goa, Daman & Diu
25.	Sh. P. Lalnithanga	D.C.O.	Mizoram
26.	Sh. P.L. Samy	D.C.O.	Pondicherry
27.	Dr. M. Holla	J.R.G.	O/O the R.G.I., New Delhi
28.	Group Captain B.B. Adlakha	Director (EDP)	O/O the R.G.I., New Delhi
29.	Sh. V.P. Pandey	DRG (I)	O/O the R.G.I., New Delhi
30.	Dr. N.G. Nag	DRG (SS)	O/O the R.G.I., New Delhi
31.	Sh. B.P. Mahapatra	DRG (L)	O/O the R.G.I., Language Division Calcutta
32.	Dr. B.K. Roy	DRG (Map)	O/O the R.G.I., New Delhi
33.	Sh. O.P. Sharma	D.D.C.O.	O/O the R.G.I., New Delhi
34.	Sh. S. Rajagopalan	D.D.	O/O the R.G.I., New Delhi
35.	Sh. M.L. Gulati	D.D.	O/O the R.G.I., New Delhi

Note:— The silver medals of the following officers who could not attend the conference could be sent to them:

1.	Sh. N.K. Choudhury	D.C.O.	Aassm
2.	Sh. K.C. Dubey	D.C.O.	Madhya Pradesh
3.	Sh. A.P. Muthuswami	D.C.O.	Tamil Nadu
4.	Sh. B.K. Singh	D.C.O.	Andaman & Nicobar Islands
5.	Sh. P.M. Nair	Former D.C.O.	Lakshadweep
6.	Sh. K.K. Chakravorty	DRG (C&T)	O/O the R.G.I., New Delhi

GMGIPN—S 5— 136 R.G. India/ND/86—8-9-88—300